

Brightspace Support Document for Parents and Guardians



Support for Parents Using Brightspace

This document provides families with answers to the most commonly asked questions when working with Brightspace. Step by step instructions with images and a link to a how-to video will be provided when possible.

Please note that this document is designed to provide a basic overview of logging in to the platform, submitting work and accessing feedback. Information is provided for several different ways to do this but not all will apply based on the decisions made by your child’s educator in their use of the platform.

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What is Brightspace

Brightspace is a ministry funded and provincially supported cloud-based learning management system in which students K-12 can access classroom learning activities, submit work for assessment and receive feedback.

Logging into Brightspace

Logging into Brightspace on the Web as a Student

- [Video Tutorial](#)

Although Brightspace is accessible on several different browsers it is found to have the best functionality when accessed using the chrome browser. You can download this browser to an iPad, phone, Mac or any PC.



To begin the login process, navigate to the website www.tvdsb.ca/brightspace and you will see the following login screen with two options for signing in.

Students will choose the top option of “**TVDSB Students and Staff Login**” and will then be prompted to sign in using their @gotvdsb.ca account.

Remember this is made up of the first four letters of their last name, first four letters of their first name and the last three digits of their student number.

e.g. James Thompson 123456789 would be thomjame789@gotvdsb.ca

A reminder that the default password for students is:

- FDK-Grade 2: 12345678
- Grade 3-12: Student Number

If the password has been changed it will be the same password that they use to sign into google, or a computer at school. If you are having trouble remembering this please reach out to the classroom educator.

Once signed in, please select the 'Waffle Icon' from the top of the page. This will bring up a menu of their courses. They can then click on the appropriate one.



Logging into the Portfolio App as a Student




- [Video Tutorial](#)



Log into the Brightspace Portfolio App

Step 1: Download the app

Available for Phone and Tablet:



Go to the app store on your phone and search for 'Brightspace Portfolio'.

Begin by downloading and opening the Portfolio app on any IOS or Android Device.

Brightspace Login

Connect to your school

Enter the same web address you use to log into your school's online courses.

Connect Scan Code

Once you have downloaded this app you will need to connect to your classroom (1 time only) by typing in **tvdsb.elearningontario.ca** when prompted to connect to your school.

When the sign in page appears choose the top blue button **“TVDSB Students and Staff Login”**.

Welcome to the Thames Valley District School Board Virtual Learning Environment

Log in to access digital resources, explore tools, and experience Technology Enabled Learning. The TVDSB VLE provides tools and interactive activities for students and supporting resources for educators.

TVDSB Students & Staff Login

Use your Active Directory login credentials.

Staff: tv#####

Students: First four letters of last name, first four letters of first name, last 3 digits of student number (e.g. John Smith 123456789 = smitjohn789)

Out of Board Students, Parents & Guest Login

Use login credentials provided to you by TVDSB.

Students will choose the top option of **“TVDSB Students and Staff Login”** and will then be prompted to sign in using their @gotvdsb.ca account.

Remember this is made up of the first four letters of their last name, first four letters of their first name and the last three digits of their student number.

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- Grade 3-12: Student Number

Thames Valley District School Board

Sign in

Students@GoTVDSB.ca | Staff@TVDSB.ca

Can't access your account?

Sign in options

Back Next

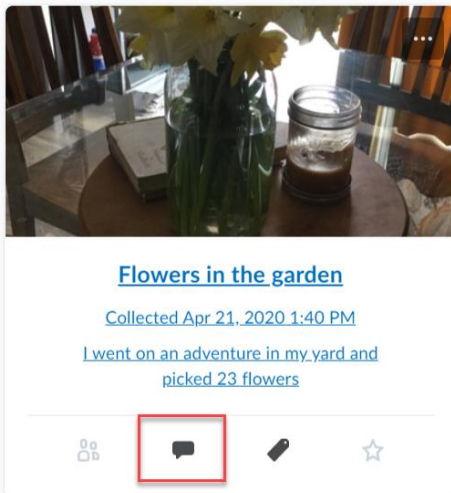
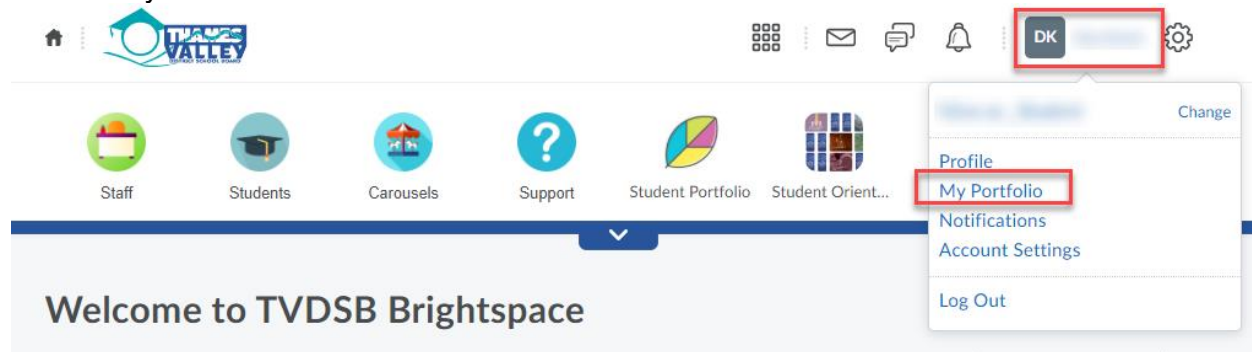
Students should sign-on with 'username@gotvdsb.ca', and Staff should use 'username@tvdsb.ca'.

If the password has been changed it will be the same password that they use to sign into google, or a computer at school. If you are having trouble remembering this please reach out to the classroom educator.

Logging into Portfolio on the Web as a Student

- [Video Tutorial](#)

The best way for students to access their Portfolios is from the browser option for Brightspace. See instructions above called “Logging on With a Browser as a Student”. Once students are in their class they select their student name from the top right and from the dropdown menu choose ‘My Portfolio’.



Here students will be able to see items that have been submitted and approved by their educator. As educators have many students and multiple learning items coming in there may be a delay in processing. A reminder the portfolio of learning will stay with your child from K-12 and will serve as a snapshot of their learning both eLearning and in the classroom over the years.

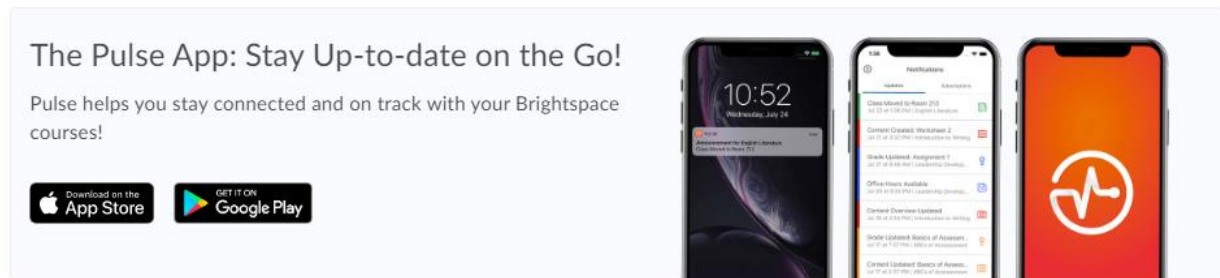
You can view feedback and assessment left by the educator(s) by clicking any of the learning artifacts here. If the speech bubble at the bottom of the artifact is grey it indicates there is feedback for you to view.

Logging into the Pulse App as a Student

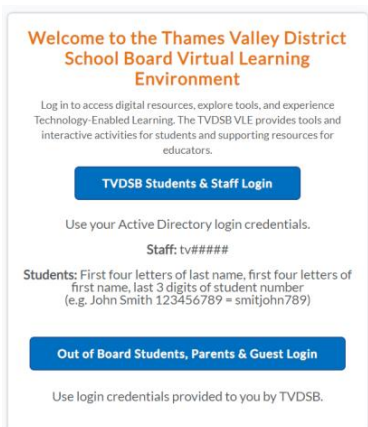


- [Video Tutorial](#)

The Pulse app is very different from the Portfolio App. The main function of the Pulse App is for students to be able to view their course in a snapshot format and receive notifications. The app can provide notifications about new posts and upcoming assignments. They are not however able to work on their course within the app and any attempt to do this will result in them being logged into the web browser version of the course.



When you open the app it will ask **“Who provides your learning?”** Students will need to type **TVDSB** and the Thames Valley DSB will pop up as an option.



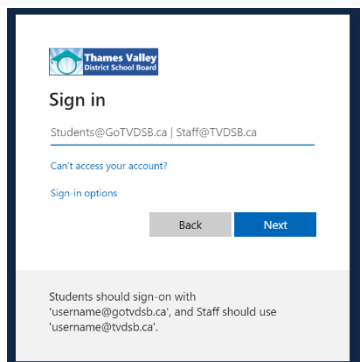
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Logging into Brightspace on the Web as a Parent

Only parents of children in JK-Gr. 8 have access to view their student's class through the Parent & Guest Login as it has not been enabled at the Secondary level. Brightspace for Parents is designed to provide a window into the classroom so that families can access a snapshot of the learning that is occurring throughout the day as shared out by the educator. Due to the fact that during COVID19 the learning is happening at home most educators are encouraging parents to sign in with their student as it provides a full view of the platform. Student log in instructions can be found in the previous sections for a variety of login methods.

It is important to know that Brightspace works best when using the chrome browser. You can download this browser to an iPad, phone, Mac or any PC.



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Log in to access digital resources, explore tools, and experience Technology Enabled Learning. The TVDSB VLE provides tools and interactive activities for students and supporting resources for educators.

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Out of Board Students, Parents & Guest Login

Use login credentials provided to you by TVDSB.

Please navigate to www.tvdsb.ca/brightspace and select the Parent/Guardian login option. Please note that this site is also mobile browser-friendly!

If this is your first time accessing Brightspace for Parents you will first need to complete the setup of your TVDSB Brightspace for Families account, you will need to set up an account password of your choosing. You will use the password reset utility to complete this important next step.

Username *

Password *

Log In

[Forgot your password?](#)

On the login screen, select 'Forgot my Password' even if this is your first time logging in. You will be directed to enter your username. Your username is the same email address that you use to access the TVDSB Parent Portal. An email will then be sent to your inbox with password reset instructions. If you are unsure of this email address, please check with your child's school office staff.

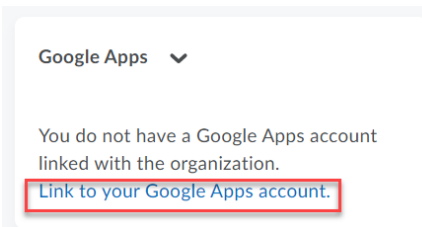
They will then be prompted with the window below. It is important that parents use the email address that is on file with the office. The account will not work if you try a different email. If it is your first time signing in, click the

Connecting Google and Brightspace

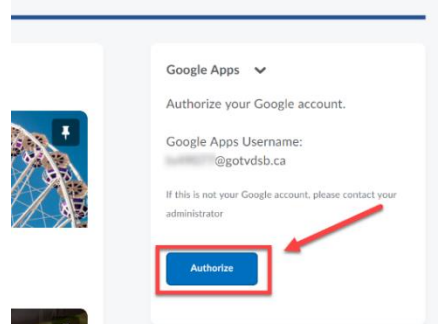
- [Video Tutorial](#)

Brightspace and Google Drive can be married together to allow seamless access to files stored securely within the students google drive. This provides the ability to submit files to the Assignments tool or Portfolio tool from the google drive directly.

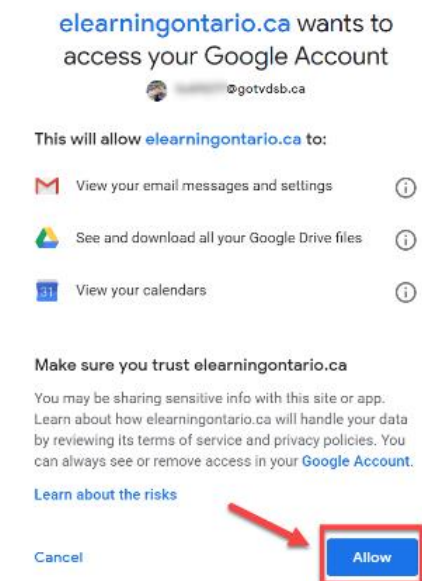
Note that this is a two-step authentication process where you first need to 'Link to your Google Apps account' and in the second step 'Authorize'.



After you have logged in, please scroll to the Google Apps widget at the bottom right on the main homepage and click on 'Link to your Google Apps account'. You will then be prompted to create a link to an existing account. Verify that the username is correct and select 'Create Link'



After you have created the link, please scroll to the Google Apps widget at the bottom right on the main homepage a second time and click on 'Authorize'.



In the new pop up window, confirm the GOTVDSB email address that is linked then review and accept the elearningontario.ca permissions regarding the Google account. When finished select 'Allow'.

Moving forward students will now have full access to their google drive, mail and calendar from right within the Brightspace platform.

Submitting Work for Assessment

There are multiple ways to submit documentation of learning. Below is an outline of a few of the tools your student's educator may be using to collect work back for assessment and feedback.

Submitting to the Assignments Tool

Educators using the Assignments tool may provide a link or direct you to the icon in the Navbar.

Here there will be assignment folders in which work can be submitted. Be sure to select the appropriate folder for the Assignment being turned in.

The screenshot shows the Brightspace interface. At the top is a navigation bar with icons for Course Home, Content, Classlist, Assignments (highlighted with a red box), Discussions, Quizzes, Virtual Classro..., and Class Progress. Below the navbar is the 'Assignments' tool page. It features a 'View History' button and a table with the following data:

Assignment	Completion Status	Score	Evaluation Status	Due Date
Assignments				
Weekend Assignment	Not Submitted	- / -		
Test Assignment	Not Submitted	- / -		

Test Assignment

▼ Hide Assignment Information

Submit Assignment

Files to submit *
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Comments

Assignments can be submitted as a file (.pdf, .doc or a google drive file if the account is linked. See instructions for [Connecting Google and Brightspace](#)

Alternatively, educators may set up the Assignment folder to be a text only submission where students can insert a link, text, or a Video Note recording. Video Note recording is only turned on for secondary students through the 'Insert Stuff' Icon.

Submit

Text submission

Text Submission

The screenshot shows the text submission editor. It includes a toolbar with icons for text alignment, paragraph style, bold, italic, underline, list creation, font family, font size, and background color. Below the toolbar is a large text input area. At the bottom of the editor are 'Submit' and 'Cancel' buttons.

Submitting to the Student Portfolio

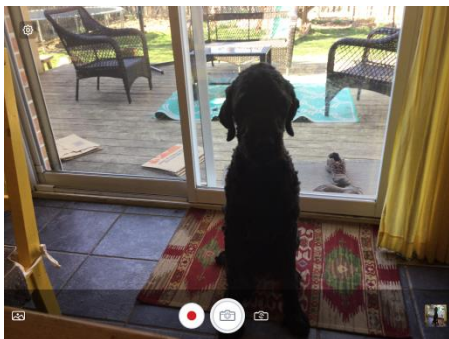
There are two methods for submitting to Portfolio (either via the app or via the browser). Portfolio submissions allow the enhanced feature of ongoing communication about an artifact of learning between educator and student/family. Portfolio items are private between student and educator and the learning curated stays with the student from K-12. Using the Portfolio App is also the suggested way in order to seamlessly provided evidence of learning via a photo or video and/or the addition of an audio or written reflection.

Uploading a Learning Artifact with the Portfolio App

- [Video Tutorial](#)

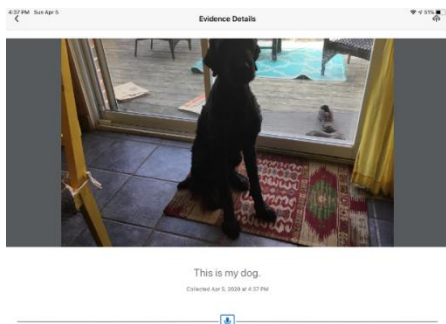


Download and sign into the app ([Logging into the Portfolio App as a Student](#)).



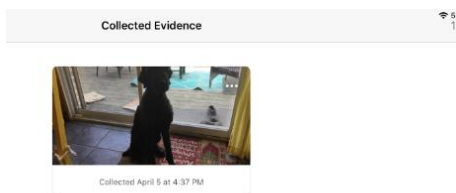
Once logged in, the app will bring you to the camera. You can either take a photo/video or choose a photo/video from the ones already on the device. Just click the mountain image on the bottom left.

Once you have taken your photo/video, click the image on the bottom right to add details about the learning artifact.



You will now see your photo/video. When you click on it you will have the option to add a title as well as record audio of yourself describing the artifact and/or type out a written reflection of the learning.

When you finish click the upload button on the top right.



You will then have the opportunity to choose your class and the item will be uploaded. Once finished you can either view your Portfolio or go back and submit a new artifact.

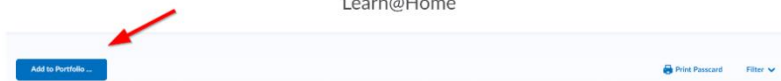
Uploading a Learning Artifact to Portfolio on the Web

- [Video Tutorial](#)

Students must sign into Brightspace and access their Portfolio using the steps outlined previously in [Logging into Portfolio on the Web as a Student](#).



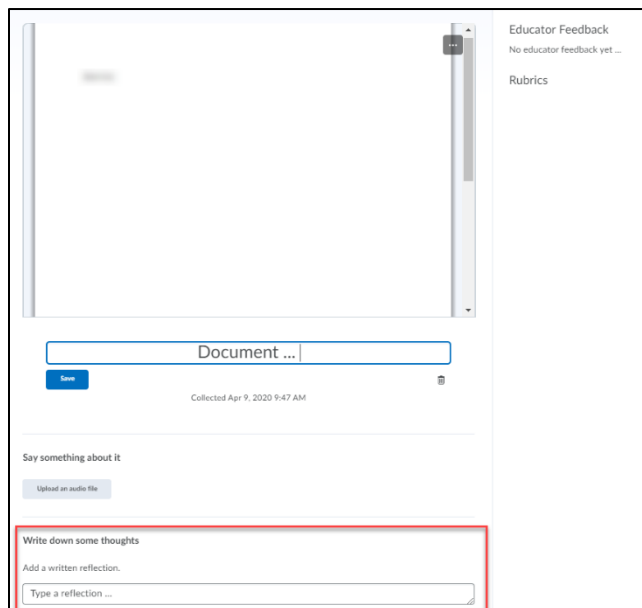
Students will then click the Blue Button 'Add to Portfolio...'



Select a source for the evidence you'd like to add



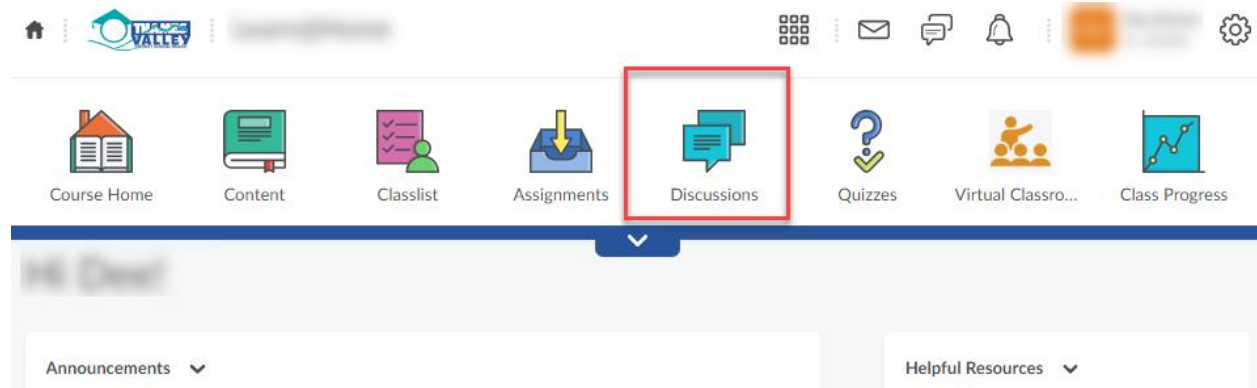
Students will be able to choose from the options of uploading an item from their computer files or their google drive. Google Drive is only an option if the steps to link them were followed initially. [Connecting Google Drive and Brightspace](#)



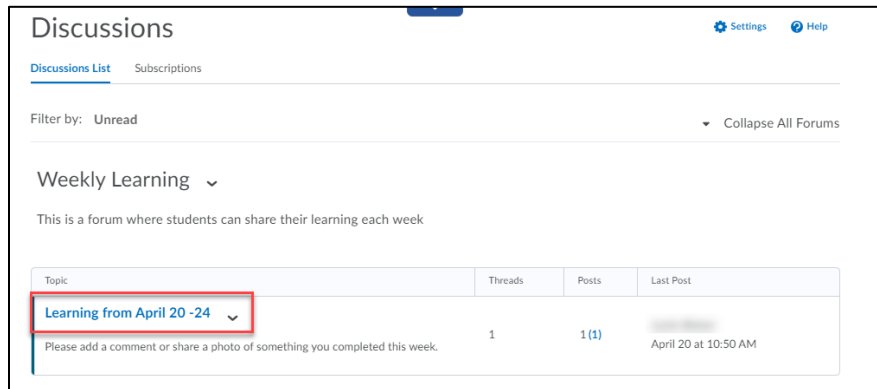
Once the file has been added students can click on the item and provide a written reflection if desired. This is also the way a student could engage in ongoing discussion about the learning artifact but entering further reflections based on educator feedback.

Using the Discussion Board

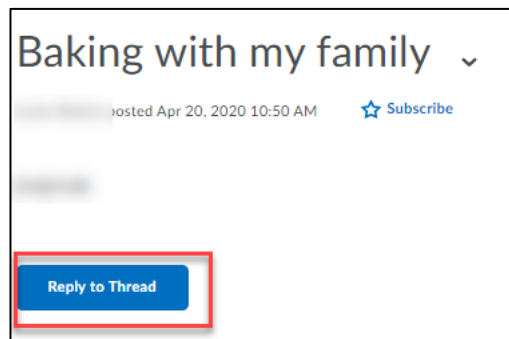
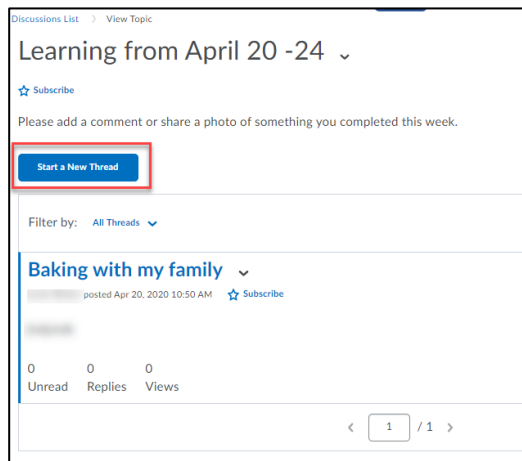
The Discussions tool provides a way to simulate conversation that happens in the classroom between educator and student or a group of students. Items posted here can be made visible by the educator to all members of the classroom making it a unique tool for sharing learning. Educators using the Discussions tool may provide a link or direct you to the icon in the Navbar.



Here there will be discussion forums and threads within them.



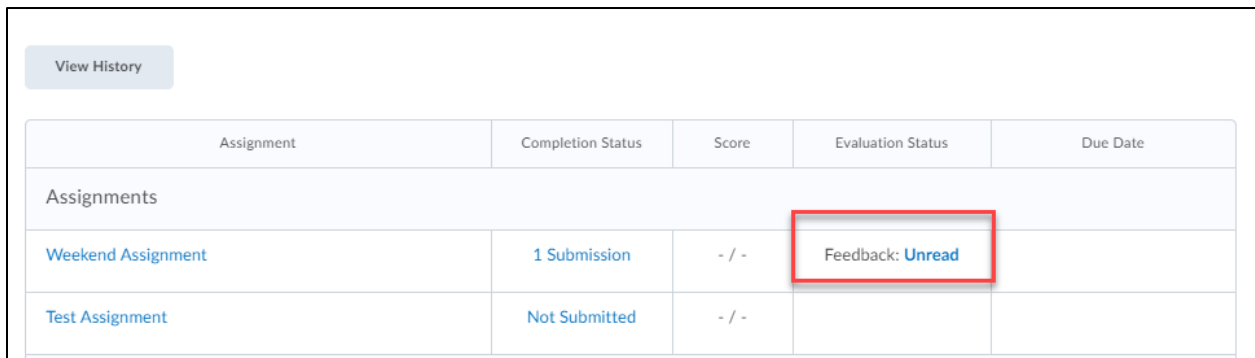
Students can click on the Topic within the Discussion Forum to begin a new thread or click on a previous thread to reply/comment on the post of others.



Viewing Feedback/Assessment on Submitted Work

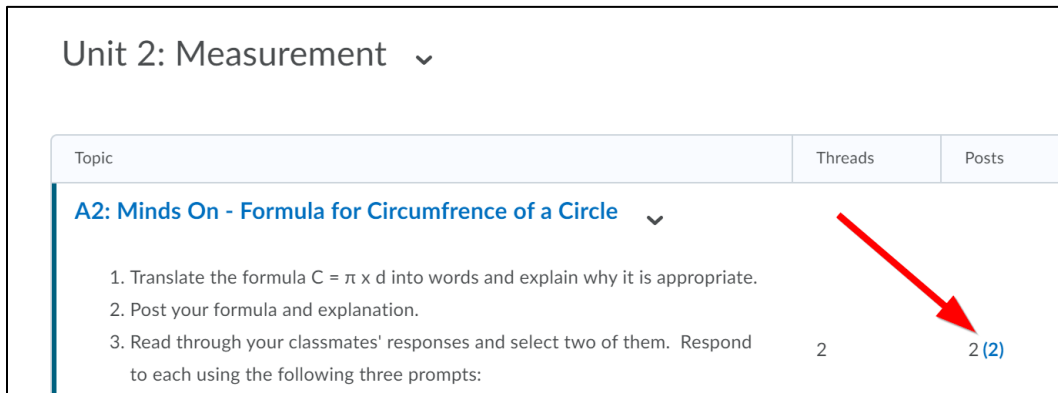
Assignments or Discussion Tool

Log into Brightspace using the web and navigate to the tool where work was originally submitted (Assignment/Discussion). If the educator has left feedback and/or provided assessment you will have a notification showing that feedback has been provided and you can read it by clicking on the link.



Assignment	Completion Status	Score	Evaluation Status	Due Date
Assignments				
Weekend Assignment	1 Submission	- / -	Feedback: Unread	
Test Assignment	Not Submitted	- / -		

Within the Discussion tool you can view the responses of others as well as look for feedback provided by the educator within the Topic thread. Unread posts will be highlighted in blue.

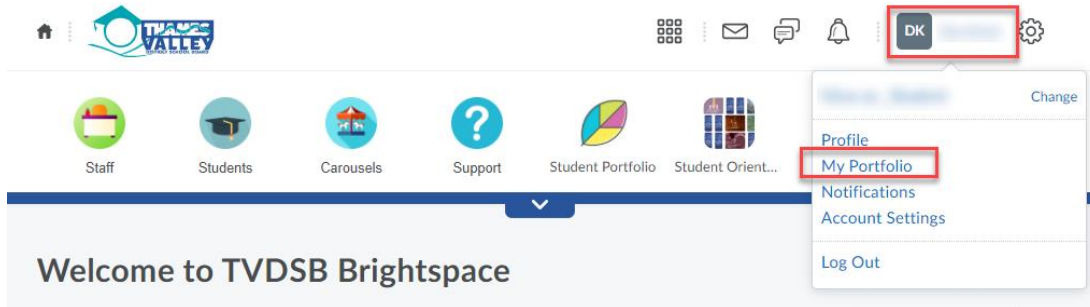


Unit 2: Measurement ▾

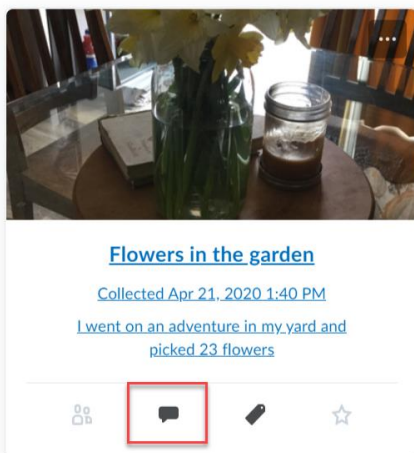
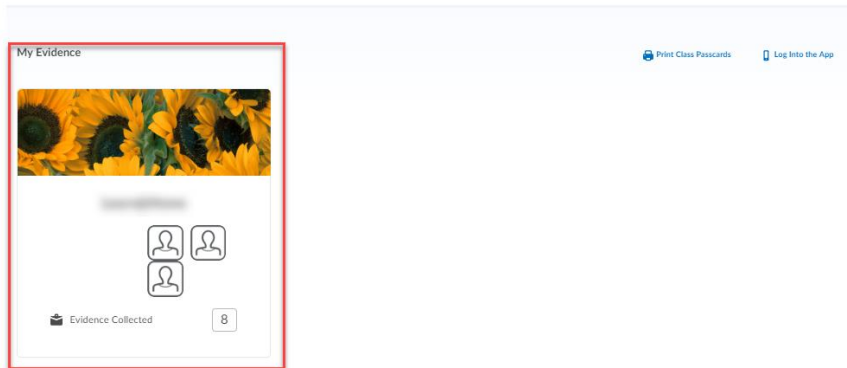
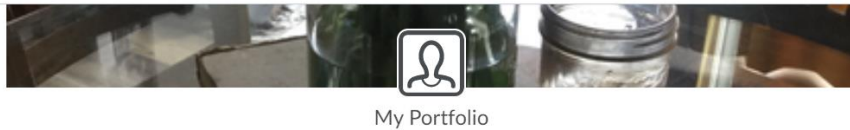
Topic	Threads	Posts
A2: Minds On - Formula for Circumference of a Circle ▾ <ol style="list-style-type: none">1. Translate the formula $C = \pi \times d$ into words and explain why it is appropriate.2. Post your formula and explanation.3. Read through your classmates' responses and select two of them. Respond to each using the following three prompts:	2	2 (2)

Portfolio Tool

Log into Brightspace using the web browser and navigate to the student name in the top right corner of the screen. From the dropdown menu choose 'My Portfolio'.



Follow the prompts to the current classroom Portfolio.



If the speech bubble is highlighted on a particular item, it indicates that the educator has provided feedback.

What if I need Help?

Contact Help Hub (servicesupport@tvdsb.ca) for:

- Problems with your school issued device
- Password Resets

Contact your Educator for:

- Questions about the learning
- Difficulty accessing Brightspace materials and tools
- Questions about assessment and feedback

Helpful Reminders

- Brightspace works best in the Chrome browser.
- Downloading the Portfolio App is helpful for submitting learning artifacts if your child's educator is using this tool
- The Pulse App is for quick viewing of class updates from a tablet or phone
- Learn at Home will look different for everyone as we navigate this new learning environment together.

As we navigate this learning together please remember to ask questions. We are here to help!