How to Upload Assignments and Discussions in D2L Brightspace

This guide will help you understand how to upload assignments and discussions in D2L Brightspace. Follow the steps below to ensure your work is submitted correctly.

Uploading Assignments

1. Log in to D2L Brightspace with your student credentials.
2. Navigate to your course and select the 'Assignments' tab from the course menu.
3. Find the assignment you need to submit and click on the title to open it.
4. Review the assignment instructions and check the due date.
5. Click the 'Add a File' button or 'Upload' button (depending on your version).
6. Select the file from your computer that you wish to upload. This can be a Word document, PDF, or other acceptable file types.
7. Once you have selected the file, click 'Open' to attach it to the assignment.
8. Add any comments or notes if required by the instructor.
9. When ready, click the 'Submit' button to upload your assignment.
10. You will receive a confirmation message indicating your submission was successful.

Uploading Discussions

1. Log in to D2L Brightspace and navigate to your course.
2. Click on the 'Discussions' tab in the course menu.
3. Select the discussion topic you need to participate in.
4. Read through the discussion prompt and any instructions provided.
5. Click on the 'Start a New Thread' button to create a new post.
6. Type your response in the text box provided. You can use the rich-text editor to format your post.
7. You may also attach files to your discussion post by clicking the 'Attach' button.
8. After writing your response, click 'Post' to submit your discussion.
9. If you need to reply to a peer, click on their post and select 'Reply'. Then follow the same process.

Final Tips

• Always double-check the file format of your uploaded assignment to ensure it is accepted by D2L.
• Ensure your internet connection is stable before submitting any assignments or posts.
• If you encounter any issues, contact your instructor or IT support for assistance.
• Keep track of due dates and submission confirmations to avoid missing any deadlines.