

# BRIGHTSPACE – A Guide for Faculty Members



Teaching and Learning Support Service, uOttawa

## CONTEXT

As a faculty member of the Faculty of Medicine, University of Ottawa, you will be required to log into the VirtualCampus (Brightspace) in order to access our faculty development content on various modules, Orientation and archived sessions.

## TO LOG IN TO THE BRIGHTSPACE PLATFORM

**Important:** You must use your uOttawa email login information to access the Brightspace platform.

- ✓ If you do not have a uOttawa account or do not know your username and password, please contact the Computing Help Centre by telephone at (613) 562-5800 extension 6555 or [online](#).
- ✓ To reset your password or request IT assistant, click [here](#).
- ✓ For additional resources on Brightspace please go to the [TLSS website](#).

1. Click on this URL <https://uottawa.brightspace.com/d2l/home> to access the Brightspace platform login page. Enter your @uottawa single sign-on credentials (same login credentials that you use to access your Microsoft Outlook email account). Enter your password and then click on the login box.



 uOttawa

**SEND A PASSWORD REQUEST!**

If you are unable to reset your password, [send us a request](#) and the Service Desk will contact you as soon as possible.

Once you have your password, [set up your recovery email](#) so you can easily recover your password in the future.

[Forgot your password?](#)

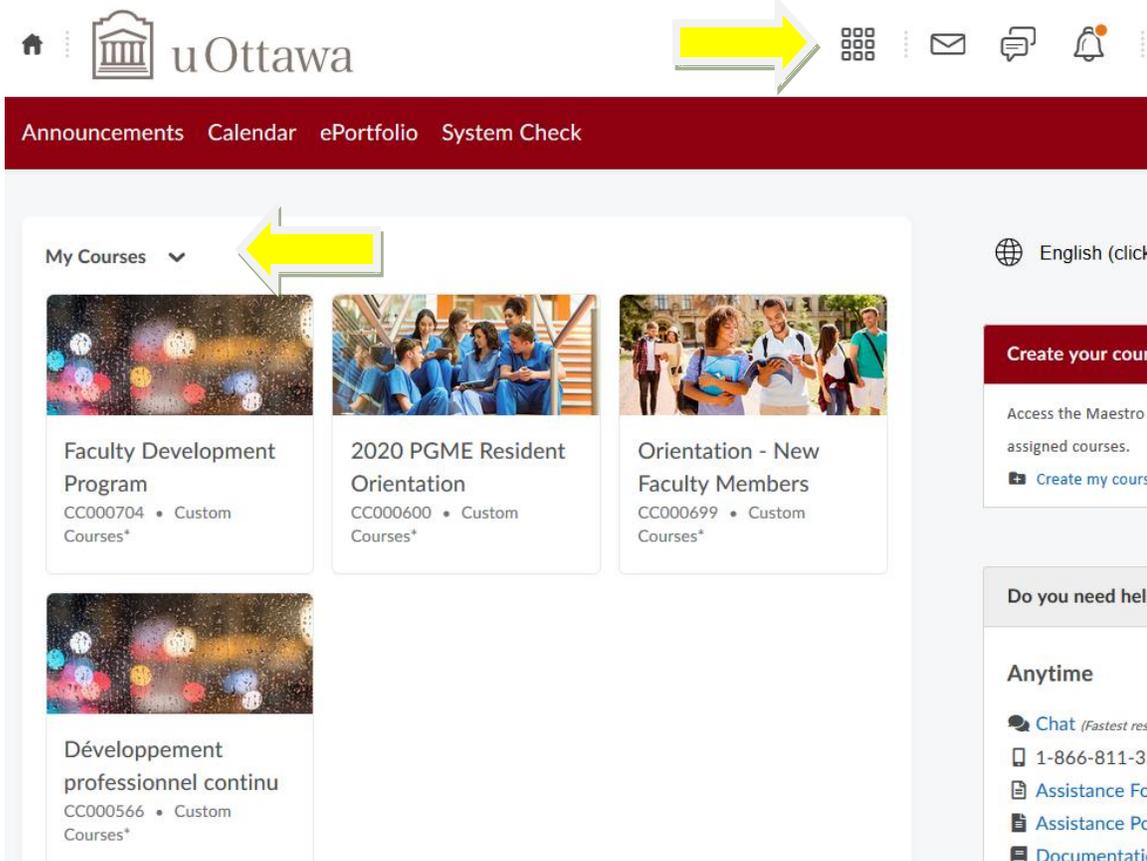
This page displays in the default language of your browser and device. To see this page in another language, [change your language settings](#).

2. To access any uOttawa resources, you will need to download the multi-factor authentication application to your smartphone. The Microsoft Authenticator is available in both in Google Play and the App Store.

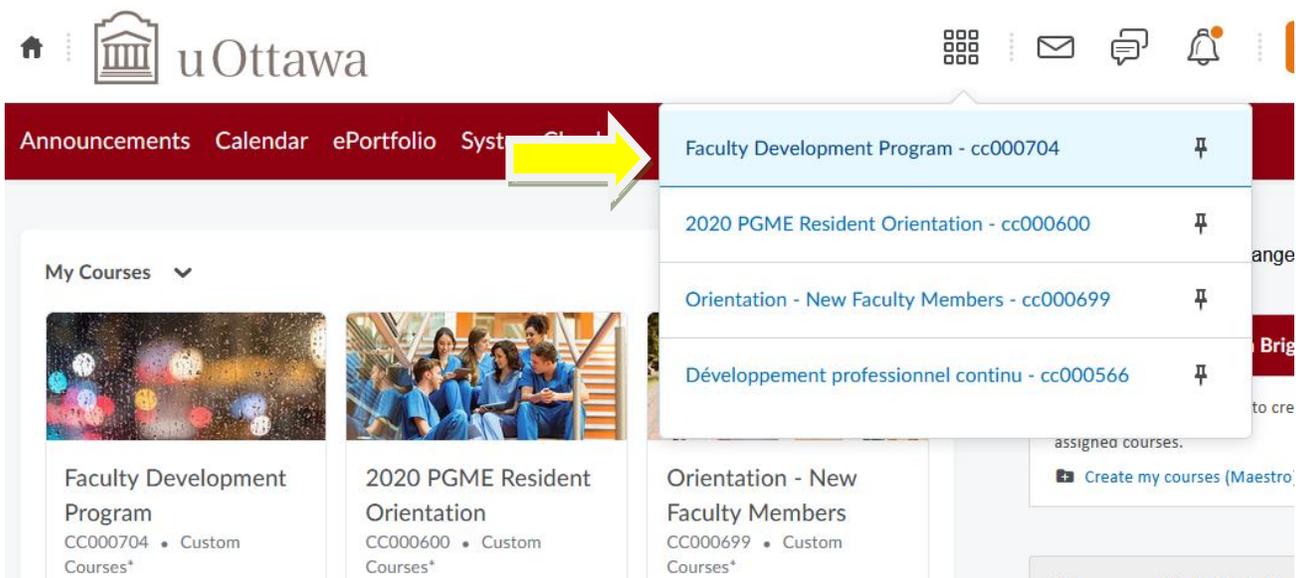
Follow the on-screen directions to setup the Authenticator. Once you have configured the application, you can now log into Brightspace. When you click on Login you will see a message asking you to Approve the sign in request from the Authenticator on your mobile device or phone.

Once you approve this request, you will see your login in page activate and Brightspace will open automatically.

- Once you gain access to Brightspace, you will be taken to your homepage where you will see a list of the courses that you have been added to. You can either click on the “waffle” icon at the top of the page to access a list of your courses or select a course under “My Courses”.



- Choose a course from the list (ex. Faculty Development).



5. A) Click on the Table of Contents; B) Select the category you wish to view.

The screenshot shows the 'Faculty Development Program' interface. At the top, there is a navigation bar with icons for home, grid, mail, chat, and notifications. Below this is a secondary navigation bar with links for 'Content', 'Announcements', 'Grades', 'Zoom', 'Class Progress', 'Calendar', 'Groups', and 'Assignments'. On the left side, there is a sidebar with a search box labeled 'Search Topics' and several menu items: 'Bookmarks', 'Course Schedule', 'Table of Contents' (highlighted with a yellow arrow and showing '120' items), 'New Faculty Orientation Program' (with a checkmark), 'Excellence in Teaching' (highlighted with a yellow arrow and showing '93' items), 'Professionalism Resources' (showing '2' items), and 'Management of Care' (showing '28' items). The main content area is titled 'Table of Contents' and features a 'Download' button, a progress bar at '9.09% 12 of 132 topics complete', and three expandable sections: 'New Faculty Orientation Program', 'Excellence in Teaching', and 'Professionalism Resources'.

6. Click on each heading (in blue) to reveal more content or use the tool bar under the Table of Contents to navigate to each section.

The screenshot shows the 'Excellence in Teaching' section of the interface. The top navigation bar and secondary navigation bar are the same as in the previous screenshot. The sidebar on the left shows 'Table of Contents' (120), 'New Faculty Orientation Program' (checked), 'Excellence in Teaching' (93, highlighted with a yellow arrow), 'Coach Orientation to the Portfolio on Core Competencies (ePortfolio)' (2), and 'Management of Care' (28). The main content area is titled 'Excellence in Teaching' and includes a 'Print' button, a 'Download' button, and 'Expand All | Collapse All' options. A progress bar shows '0% 0 of 93 topics complete'. Below this, there are several expandable sections: 'Supporting the student in difficulty' (Web Page), 'Coach Orientation to the Portfolio on Core Competencies (ePortfolio)' (expanded), 'Introduction' (Web Page, highlighted with a yellow arrow), and 'ePortfolio Orientation video' (Web Page).

If you are having difficulty **logging into** Brightspace, please contact [MedTech](#). If you are **missing a course**, please contact [Christine Cool](#). For additional resources on Brightspace please go to the [TLSS website](#).