

## Subject: ACTION: Register for Brightspace Subscription Training

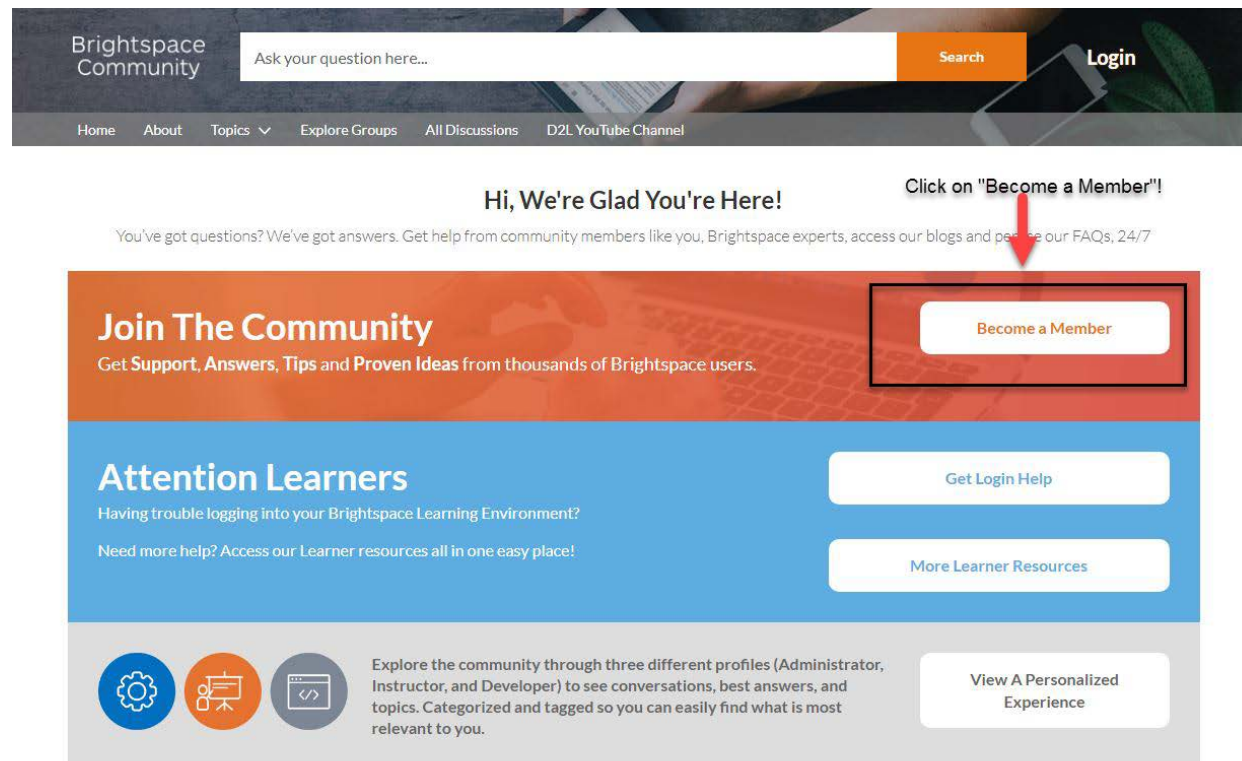
Our success with Brightspace is important, which is why we've made an investment in training. D2L's subscription training provides you with unlimited access to live virtual training & on-demand recorded training and ensuring you are equipped with the expertise to get the most out of Brightspace and create an amazing learning experience.

### Registration Process

**Step One:**  
Join the  
Brightspace  
Community!

**ACTION:** Go to the [Brightspace Community](#).








**ACTION:** Click on 'Become a Member'



**ACTION:** Fill out the Brightspace Community Profile form \*\* You will need to use your @flemingcollege.ca

## Brightspace Community

Join the community to receive personalized information and customer support.

	LDS
	Team
	ldsteam@flemingcollege.ca
	Fleming College
	Instructor
<div> I'm not a robot</div> <div> <small>reCAPTCHA</small> <small>Privacy - Terms</small></div>	
<div>Sign Up</div>	

[Already have an account?](#)

You need to provide:

First Name  
Last Name

Your full @flemingcollege.ca  
email address

Company Name: Fleming College

Check the box indicating you are  
not a ROBOT (even if you are :)

Then click the 'Sign-up' button.

You will receive an email that  
will provide you with  
information about how to  
complete your registration.

**ACTION:** Check your @flemingcollege.ca email for a message from Brightspace Community [mailto:community@brightspace.com]

**ACTION:** Follow the instructions and links provided in the email

# Brightspace Community

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password.

Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact [Community@Brightspace.com](mailto:Community@Brightspace.com).

[Back to login](#)

**ACTION:** Follow the instructions and links provided in the email  
**ACTION:** Click on the 'Click Here' link to set your password and login!

Hello LDS,

You are now officially a Brightspace Community member!

To get started:

1. Please note your username: [ldsteam@flamingcollege.ca](mailto:ldsteam@flamingcollege.ca)
2. [Click here](#) to set your password and login.
3. Fill out your member profile and add your photo (top left corner) - that way your peers can put a face to the name and get to know who you are and what you're all about.
4. Start accessing our many resources!

If you have any questions regarding your account, please [contact us](#).  
We look forward to seeing you soon! :)

See you online!

Your Community Management Team

**ACTION:** Choose a password that is at least 8 characters and includes at least 1 letter and 1 number.  
**ACTION:** Confirm your new password by typing it in the 'Confirm New Password' text box  
**ACTION:** Click on the 'Change Password' button

Brightspace  
Community

### Change Your Password

Enter a new password for **ldsteam@flemingcollege.ca**.  
Your password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password

..... Good

\* Confirm New Password

..... Match

**Change Password**

Be sure to click 'Change Password'

**Step Two:**  
Register for  
Subscription  
Training  
through the  
D2L Learn  
Store

**ACTION:** Go to <https://learnstore.brightspace.com/>  
**ACTION:** Click on "Register for Subscription" as indicated.


**D2L LearnStore** 0 [My Account](#)


## Welcome to D2L's LearnStore

The LearnStore is your first stop for selecting and enrolling in D2L training programs. Here, you can browse through our offerings and make purchases for yourself or other members of your organization. You can also enroll in training programs that have been purchased for you.

### Access your Training


Has your organization purchased training for you?  
Click below to register.


 **Register for Certificate Training**


 **Register for Subscription Training**

★ You need to register for the Subscription Training and then create an account to access the training materials. It is a two step process that only has to be done once.

### Browse and Purchase Training

 **Certificate Training**  
Instructors looking for in-depth knowledge on the Brightspace platform can complete a series of courses and assessments to earn their Teaching & Learning Certificate.

 **Subscription Training**  
Subscription Training is an on-demand & live virtual training solution that ensures instructors and administrators are equipped with the expertise to get the most out of the Brightspace platform.

 **Private Training**  
With Private Training, receive personalized instruction to meet the needs of your institution.

**ACTION:** Click the login button for 'Existing Community Members'

**\*\* Remember you have already created a D2L Community Member Profile, now you can use it!!**

**D2L**LearnStore

[Home](#) / [Login](#)

You have already created a D2L Community Member account in step one, so you chose to login as an 'Existing Community Member'!!

 1  My Account

Login/Create Account

**EXISTING COMMUNITY MEMBERS:**

If you've registered here before or have a Brightspace Community account, click login.

Login

**NEW USERS**

First time here? Don't have a Brightspace Community account? Register for both at once to complete your transaction and get access to loads of resources.

Create a new account (opens in new window)

**\*\* You may encounter an error message when you access the Brightspace Community page after completing the LearnStore registration for the Training Subscription Resources. If you get an error message:**

**ACTION:** Check the box beside 'Do not ask me again for this application'

**ACTION:** Click the 'Continue' button

Application Course Merchant v4.0 by Connected Shopping Ltd. is trying to access your information. Would you like to proceed?

☒ Do not ask me again for this application

Continue

**ACTION:** Click on 'Checkout' button

**On the shopping cart page ignore the price associated with your shopping cart – we have already paid the bill – so you will not need to provide credit card information or make any sort of payment to set up your access to the subscription training through D2L**

**D2L**LearnStore

🛒 1 👤 My Account

[Home](#) / Shopping Cart

## Shopping Cart

Training Course	Quantity	Price (\$)	Amount (\$)
Subscription Training	<input type="text" value="1"/>	10,000.00	10,000.00
Sub-Total:			\$10,000.00
Tax:			\$0.00
Total:			\$10,000.00

All prices are in USD

To delete an item, change the quantity to zero and click Recalculate

### Coupon Code

If you have a coupon, enter its code in the box below and click on recalculate.

[Recalculate](#) [Continue Shopping](#) [Checkout](#)



**ACTION:** Fill out all of the required elements of the 'Invoice Details'

**ACTION:** Check the box that you agree to the Terms and Conditions of this 'sale'.

**ACTION:** Click on the 'Proceed' button

The text provided for you in the image below explains what to type and why, this 'Invoice' needs to be filled out so that D2L knows you are from Fleming College. All Fleming College Faculty and Staff have access to this subscription training provided by D2L. Filling out the invoice details provides D2L all of the necessary information to provide you with access.

The screenshot shows the D2L LearnStore Checkout page. At the top, there's a blue header with 'Checkout'. Below it, a table lists items for purchase, including 'Subscription Training - 1 Year (includes access to all D2L content)' with a quantity of 1, price of \$0.00, and a total of \$0.00. To the right of the table, a text box explains that the form requires input for First Name, Last Name, Company Name (Fleming College), Address 1 (599 Brealey Drive), City, Province, Postal Code (K9K 2N7), and Country. It also states that the email address must be a .flemingcollege.ca address and provides a phone number (7057495520). Below this, a red arrow points to the 'Invoice Details' section, which contains fields for First Name, Last Name, Company Name, Address 1, City, Province, Postal Code, and Country. Another red arrow points to the 'Payment Options' section, which includes a checkbox for 'I agree to the Terms and Conditions of this sale.' and a 'Proceed' button in the bottom right corner. A third red arrow points to the 'Proceed' button.

**This form requires you to input the following:**

- First Name
- Last Name
- Company Name: Fleming College
- Address 1: 599 Brealey Drive (or your specific campus address - it doesn't matter which one you use for your registration).
- City
- Province
- Postal Code: K9K 2N7
- Country
- Email address: must be your .flemingcollege.ca address or you will not get access to the training materials
- phone number: 7057495520

\* You do NOT need to enter a D2L Training Sales Order Number

Be sure to check the box beside "I agree to the Terms and Conditions of this sale."

Then click the 'Proceed' button in the bottom right corner

**ACTION:** Click on the [community.brightspace.com](https://community.brightspace.com) link

## D2L LearnStore

0 Logout Manage Licenses

[Home](#) / Checkout

### Checkout

#### Thank you for your order.

We have processed your order and have enrolled you in the courses listed below.

#### What happens next?

**Certificate Training.** You will receive an email 3 business days before the course starts that will include specific access instructions and important course-related information. Please note if you register after 2:00 PM EST on the final business day before the course start date (usually a Friday), you will receive your enrollment instructions and access to your sandbox within one business day of your registration.

**Subscription Training.** Your program is waiting for you. Log into the Learning Center with the instructions below and click on Subscription Training to enter your learning area.

#### Accessing your training program

Your training program lives in a Brightspace instance named the Learning Center. Accessing your training program in the Learning Center is as easy as visiting [community.brightspace.com](https://community.brightspace.com) and clicking on the Learning Center link under the Links to Additional Resources heading. The account you used for this order on LearnStore is also your D2L Brightspace Community account. When logging into the Brightspace Community, remember, your username is [jodie.black@flemingcollege.ca](mailto:jodie.black@flemingcollege.ca) and if you forgot your password, there's a "Forgot your password" link to reset it.

While you're visiting the Brightspace Community, take advantage of the resources available: articles, webinars, forums, and much more. Stay up to date and get helpful advice to get the most out of Brightspace.

Your payment number is: 15241467889091

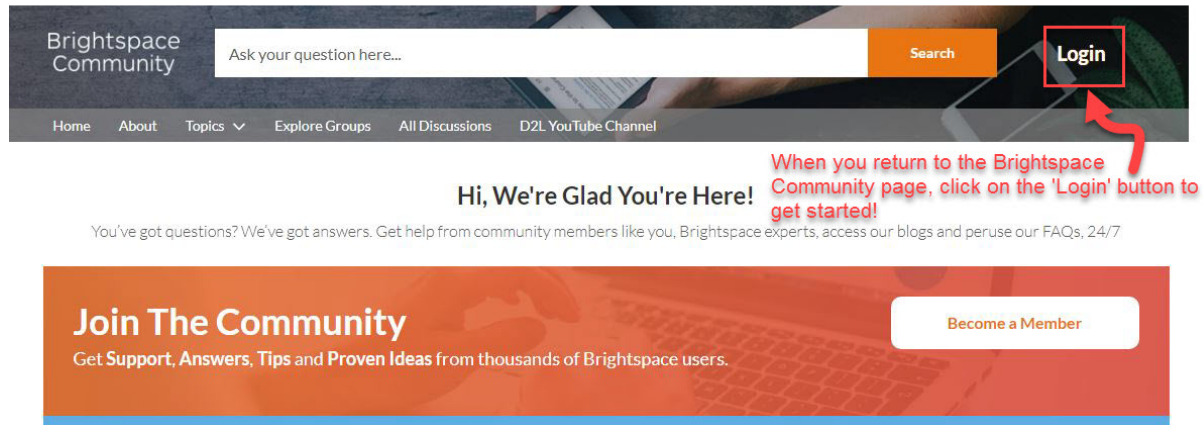
Your order number is: 15241467889091

#### Invoice Details

Once you have filled out the 'invoice' details through the D2L LearnStore, you will see a screen that provides you with the details you filled in previously and are provided with a link to access the 'Community Brightspace' page where you can access the 'Learning Center' which contains the Subscription Training material!

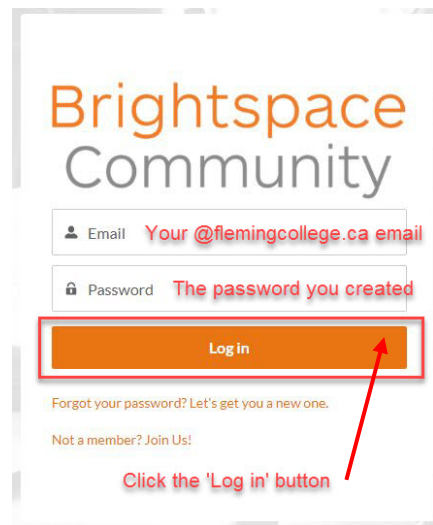
**Step Three:**  
Go back to  
the  
Brightspace  
Community  
page

**ACTION:** Go to the [Brightspace Community](#).



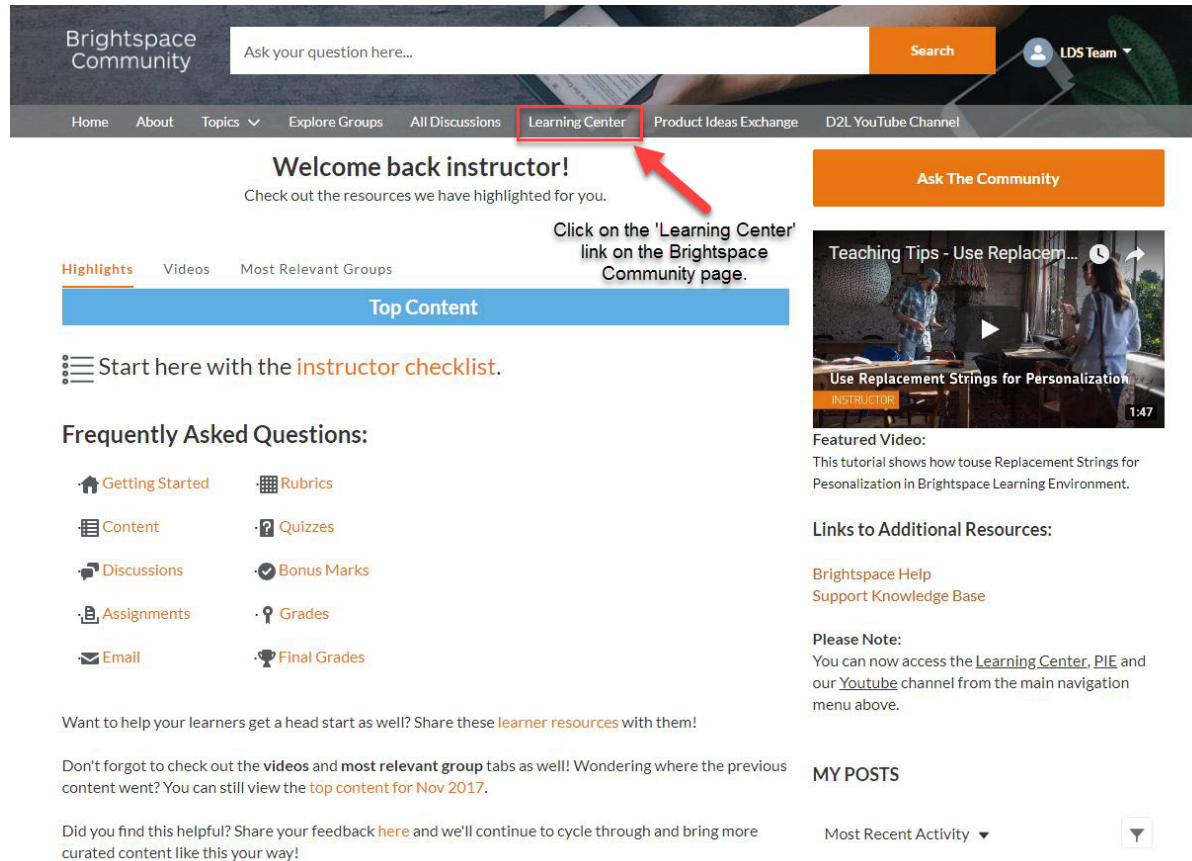
When you return to the Brightspace Community page, click on the 'Login' button to get started!

**ACTION:** Login to the Brightspace Community using your @flemingcollege.ca email and your password



Click the 'Log in' button

**ACTION:** Click on [Learning Center](#) link



Brightspace Community

Ask your question here... Search LDS Team

Home About Topics Explore Groups All Discussions **Learning Center** Product Ideas Exchange D2L YouTube Channel

**Welcome back instructor!**  
Check out the resources we have highlighted for you.

Click on the 'Learning Center' link on the Brightspace Community page.

Highlights Videos Most Relevant Groups

**Top Content**

Start here with the [instructor checklist](#).

**Frequently Asked Questions:**

- Getting Started
- Rubrics
- Content
- Quizzes
- Discussions
- Bonus Marks
- Assignments
- Grades
- Email
- Final Grades

Want to help your learners get a head start as well? Share these [learner resources](#) with them!

Don't forget to check out the [videos](#) and [most relevant group](#) tabs as well! Wondering where the previous content went? You can still view the [top content for Nov 2017](#).

Did you find this helpful? Share your feedback [here](#) and we'll continue to cycle through and bring more curated content like this your way!

**Ask The Community**

Teaching Tips - Use Replacement Strings for Personalization

Use Replacement Strings for Personalization

INSTRUCTOR 1:47

**Featured Video:**  
This tutorial shows how to use Replacement Strings for Personalization in Brightspace Learning Environment.

**Links to Additional Resources:**

[Brightspace Help](#)  
[Support Knowledge Base](#)

**Please Note:**  
You can now access the [Learning Center](#), [PIE](#) and our [Youtube](#) channel from the main navigation menu above.

**MY POSTS**

Most Recent Activity

**ACTION:** Click ACCESS NOW to access the Subscription Training

Brightspace Learning Center

Brightspace Community More Logout

Click on the 'Access Now' button under the link for the Subscription Training on this page

## D2L Training & Certification

### Discover Certificate Training Courses

**Developing Course Materials with Brightspace**

This self-paced and interactive course will help you to build course content. You will be given key workflows that you need to start building your course, tips and tricks to personalize your course content, and strategies for helping your learners succeed.

**Building Assessments and Grading Learners**

This self-paced and interactive course will help you to build assessments. This course will provide you with workflows, tips, and effective practices for assessment that will support every stage of learning. We will explore learning activities, grading, and using statistics to help your learners succeed.

**Communication and Engagement with Brightspace**

This self-paced and interactive course will help you streamline and automate communication in your Brightspace courses. You will be introduced to key workflows and effective practices for developing communication, collaboration, and student engagement.

### Subscription Training

**ACCESS NOW**

Learn more about Subscription Training

### Free Community Courses

Search for Courses Search

- LE 10.3 Best Practices for Using D2L to Deliver Quality Online Education
- Brightspace LE: Effective Practices for Teaching
- Developing More Accessible Courses
- TA Widget Preview
- Easy Nav Widget
- Concierge Widget
- Left Nav Widget
- Competency Based Education
- Pulse for Instructors

**ACTION:** Go LEARN!!

**Step Four:**  
Check out  
'An

**ACTION:** Click on this link to view video: <https://community.desire2learn.com/d2l/home>

Daylight is the new user interface for D2L. You are going to LOVE IT!!

Introduction to Daylight'	
---------------------------	--



### Troubleshooting

If you have trouble with the registration process please email [lucy.kearns@d2l.com](mailto:lucy.kearns@d2l.com) for assistance.


## Tips from the Brightspace Pros on how to get started and get the most of your learning through this Subscription Training Service

We know how busy you are which is why we partnered with D2L to get you access to training that will fit into your busy schedule. Here are some tips to help you figure out what information will be most valuable for you.

### New to Brightspace?

Just in Time, Live Training sessions	On-Demand Recorded Training Sessions
 <p><b>Quick Start</b> sessions get you up and running with core products and tools in just 30 minutes</p>	<p>On-Demand recorded training includes content organized by Beginner, Intermediate, and Advanced concepts.</p> <p>Start with all Beginner sessions to get started or take all levels and become an expert.</p> <p>☰ Beginner Content for HE (24:35) ✓   Web Page</p> <p>In this session, you will learn how to build within your Content from the ground up. Specifically, this session will showcase how to create an overview, import a course, create modules, create content from scratch, upload files, hide content for students, and add in existing learning activities that you have created.</p>

### Experienced Brightspace User?

Just in Time, Live Training sessions	On-Demand Recorded Training Sessions
 <p><b>Deep Dive</b> sessions guide you through common or complex workflows</p>	<p>On-Demand recorded training includes content organized by Beginner, Intermediate, and Advanced concepts.</p> <p>If you already have the basics down, start with Intermediate or Advanced.</p>





**Product** sessions allow you to see our latest product updates in the context of a full workflow



**What's New** sessions tour the latest product updates

☰ [Intermediate Content for HE \(21:32\)](#) ✓

🌐 Web Page

If you are watching this session, you are likely ready to build on the existing foundation you may have already started constructing. In this session, you will learn how to attach release conditions and availability dates to your content, as well as configure your completion tracking.

☰ [Advanced Content for HE \(25:06\)](#) ✓

🌐 Web Page

You find bringing in your learning materials and building in the Content tool a complete breeze. If this statement describes you, check out this advanced session to see what else is possible within the Content tool. In this session, you will learn how to work within Manage Files, use HTML templates, and view content reports and statistics.