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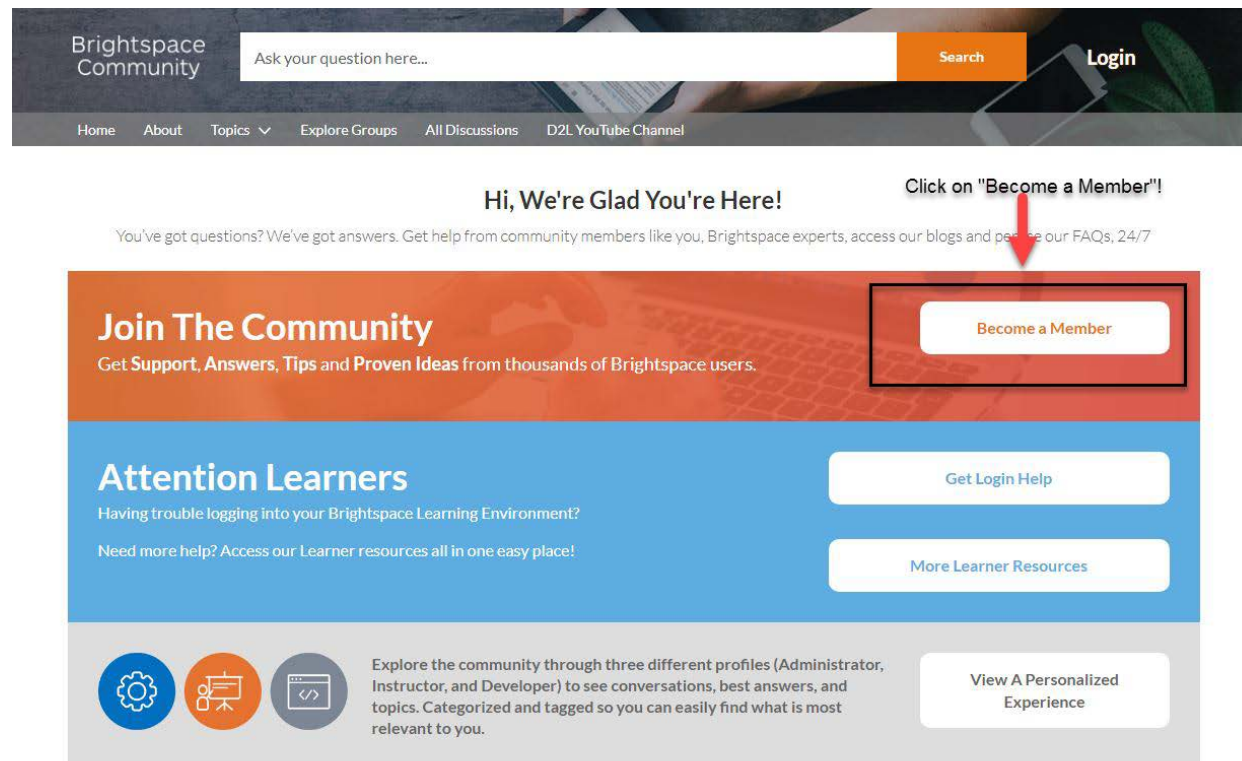
ACTION: Fill out the Brightspace Community Profile form ** You will need to use your @flemingcollege.ca

Brightspace Community

Join the community to receive personalized information and customer support.

| LDS |
| Team |
| ldsteam@flemingcollege.ca |
| Fleming College |
| Instructor ▾ |

✓ I'm not a robot — reCAPTCHA — Privacy - Terms

Sign Up

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

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@flemingcollege.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

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.

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

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

** 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

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

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.

ACTION: Click on the 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.

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!

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 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 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.
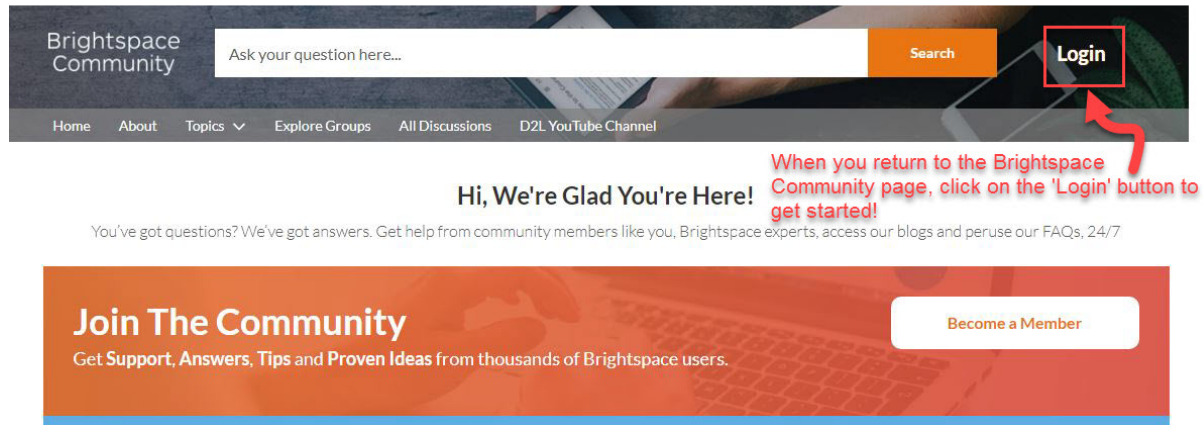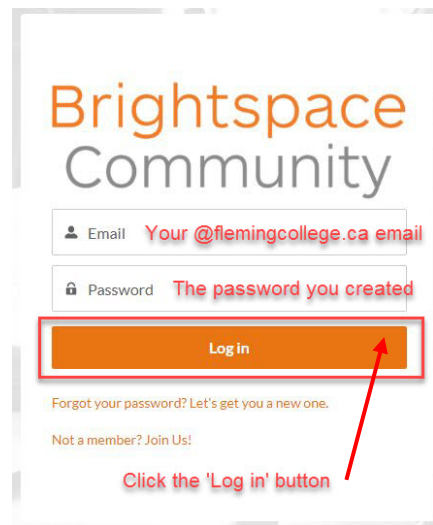
Your payment number is: 15241467889091
Your order number is: 15241467889091

Invoice Details

Step Three: Go back to the Brightspace Community page	**ACTION:** Go to the Brightspace Community. **ACTION:** Login to the Brightspace Community using your @flemingcollege.ca email and your password
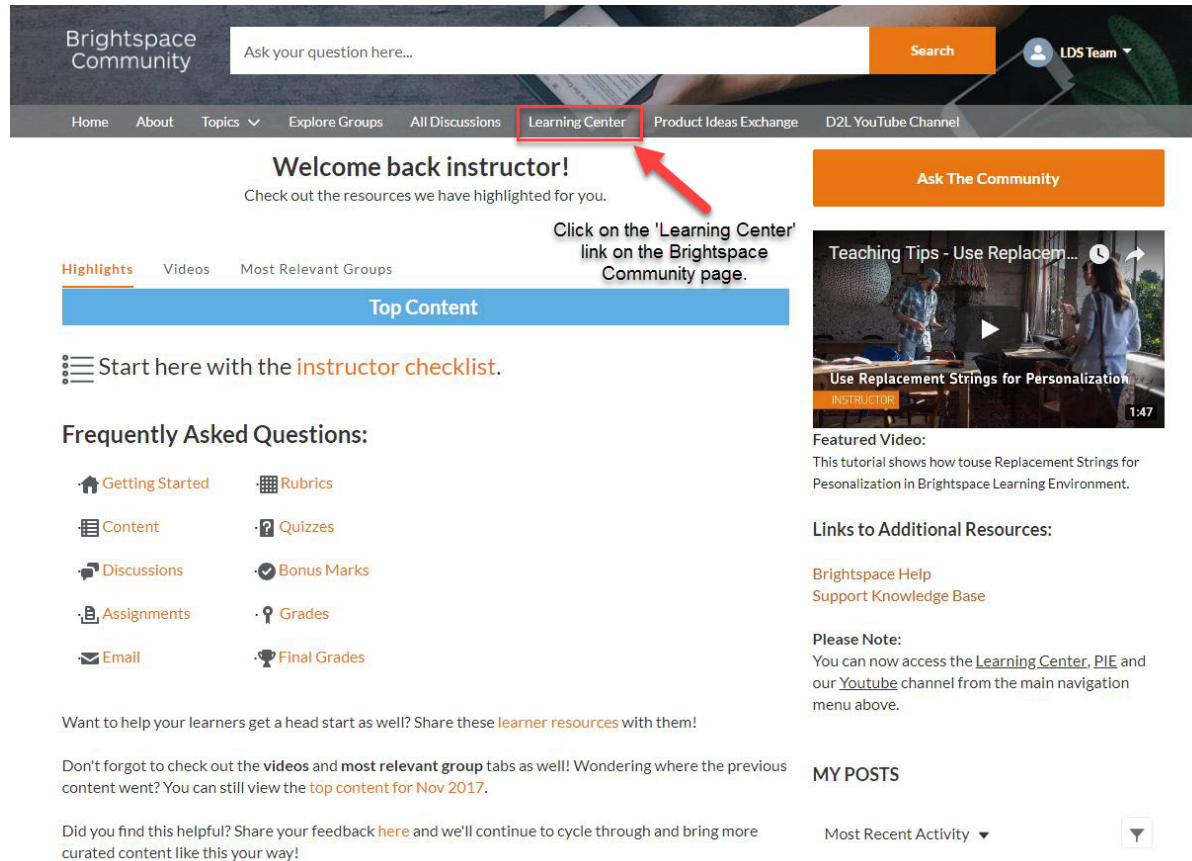
ACTION: Click on Learning Center link

	ACTION: Click ACCESS NOW to access the Subscription Training
	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 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
Quick Start sessions get you up and running with core products and tools in just 30 minutes	On-Demand recorded training includes content organized by Beginner, Intermediate, and Advanced concepts. Start with all Beginner sessions to get started or take all levels and become an expert. ☰ Beginner Content for HE (24:35) ⌄ ✓ 🌐 Web Page 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.

Experienced Brightspace User?

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

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.