Brightspace Binder for Android

Learner Guide

Contents

Document change history

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

Revision Date	Summary of Changes
November 3, 2016	• Updated formatting for consistency.
March 3, 2016	• Added new *Share a document with other apps* topic.
August 5, 2015	• Initial release.

Binder basics

About Brightspace Binder

Brightspace Binder is an application that provides an engaging experience for learners to distribute, organize, and read documents from courses within Brightspace Learning Environment. Brightspace Binder is a powerful, intuitive, and integrated digital reader of most document types. It includes essential annotation tools, allowing the learner to personalize and supplement their digital experience with documents.

Supported devices and platform versions

Item	Requirement
Tablet software	• iPad with iOS 8.0 or higher • Android tablet with 4.0.3 or higher
Smartphone software	Android phone with version 4.0.3 or higher
User account	One of the following: • A D2L EduDentity account • A Facebook account • An account for your organization's Brightspace Learning Environment
Web browser	• Internet Explorer 10 or higher • Mozilla Firefox 22 or higher • Apple Safari 6 or higher • Google Chrome 28 or higher
Brightspace Learning Environment	Brightspace Learning Environment 10.3 or higher

How Brightspace Binder works

From your Brightspace Binder app, you can create a persistent authenticated connection to your organization's Brightspace Learning Environment. You can then download, browse, annotate, and organize course documents.

About document storage limits

Brightspace Binder has a document storage limit of 2GB (or 2048MB) per account. The maximum supported file size is 300MB. You can view the amount of remaining data storage in the Account or Settings area of your Binder application.

If you reach the storage limit, the system notifies you the next time you use the Send to Binder or Add to Binder features. You can delete your documents as needed to free up space.

About Brightspace Binder accessibility

The D2L accessibility program adopts the W3C's Web Accessibility Initiative (WAI) guidelines as its guiding accessibility principles and best practices. D2L is committed to making Brightspace Binder and supported e-text more accessible and welcomes comments and inquiries about the accessibility of Brightspace Binder by contacting *bindersupport@desire2learn.com* (*mailto:bindersupport@desire2learn.com*).

Supported document types

If your organization is using Brightspace Learning Environment 10.2 or higher, Brightspace Binder supports the following file types:

- PDF
- Microsoft Office Suite: DOC/X, PPT/X, XLS/X
- Web files: HTML
- Text files: RTF, TXT
- Images: TIF, JPG, PNG

File type support for previous versions of Brightspace Learning Environment may vary.

Legal notice

Age requirements

Users of Brightspace Binder and the Send to Binder feature in Brightspace Learning Environment must be at least 13 years old. This is stipulated in the D2L EduDentity Service Agreement.

The D2L EduDentity Service Agreement is presented to the user in Brightspace Learning Environment prior to the first use of the Send to Binder functionality. It is also presented to the user on the initial load of the Brightspace Binder application.

Privacy and personal information

Brightspace Binder employs the D2L EduDentity account management service to securely collect information, including the user's email address and established credentials.

D2L is committed to protecting the privacy of our users. As a consumer offering, Brightspace Binder protects any collected personal information as outlined in the D2L Privacy Statement.

Log in to or out of Brightspace Binder

1. Tap the **B** **Binder** icon.

2. Do either of the following:

    -   To log in with your EduDentity account, tap **Sign In**. Enter your login email and password. Tap **Sign In**.

    -   To log in with your Facebook account, tap **Continue with Facebook**. Enter your Facebook login and password. Tap **Log In**.

Create a connection to Brightspace Learning Environment

1. In the **Fetch** view, in the **Connections** sidebar, tap **Add connection**.

2. Enter a connection name and web address for your organization's Brightspace Learning Environment.

3. Tap **Connect**.

4. Once connected, enter your login credentials and tap **Log In**.

5. If Brightspace Binder prompts you to allow access to your information, click **Continue**.

Managing documents in Brightspace Binder for Android

Add a document

You can add documents from your Brightspace Learning Environment or other accounts to the Brightspace Binder app. Documents you download appear in the My Binder view.

1. On the My Binder screen, tap **Add Documents**.

2. Do either of the following:

   - To add a document from a D2L course, in the **Add From D2L Course** section, type the web address of your organization's Brightspace Learning Environment. Tap **Go**.

   - To add a document from another app on your tablet, in **Add From Other Installed Apps** section, tap **Add Documents**. Select the document you want to add. Tap **Add**.

Create a collection

You can create collections to keep related documents together in a single folder.

1. On the **My Binder** screen, tap **Add Collection**.

2. Type a name and a description for the collection.

3. Select a color scheme for the collection.

4. Tap **Create New Collection**.

Move a document to a collection

1. On the **My Binder** screen, tap and hold a document you want to move. The navbar appears.

2. Tap **Move To**.

3. Tap the collection you want to move the document to.

4. Tap **Move**.

Delete a document

1. Tap and hold the document that you want to delete.

2. Tap the overflow menu on the navbar.

3. Tap **Delete**.

Documents are permanently deleted and can't be restored. You cannot delete documents purchased from the Brightspace Binder store.

Annotate a document

You can mark up text documents by applying annotations.

1. Long press any word in the document to display the text annotation options in the navbar.

2. Tap and drag the selection handles to select multiple words, lines, and paragraphs.

- To add color to the selected text, tap the **Highlight** icon.

- Tap the **Color** icon. Tap a color to highlight the text or tap the Underline icon to add a line beneath the selected text. You can use color to organize and color-code your highlights.

Manage an annotation

1. Long tap the text annotation.

2. Do one of the following:

- To edit the annotation, tap the **Highlight** menu, then tap a new highlight color or choose to underline the text.

- To delete the annotation, tap the **Clear Highlight** icon.

Share a document with other apps

You can share documents in Brightspace Binder with other applications on your device. If your document is a PDF file with annotations, it will export with the annotations preserved.

1. Long press a document from the document list.

2. Tap the **Settings** icon, then tap **Share**.

3. From the **Share With** menu, tap the application you want to share your document to.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.
www.brightspace.com (*http://www.brightspace.com*) | *www.D2L.com* (*http://www.d2l.com*)

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