Brightspace Binder for Web

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.
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.

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.

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***).

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.

Create an account

1. From your web browser, navigate to *binder.desire2learn.com* (*http://www.binder.desire2learn.com*)

2. Click **Sign In** > **Sign Up**.

3. Enter your first name, last name, email address, and the password that you want to use in the appropriate fields.

4. Click **Sign Up**.

Log in to or out of Brightspace Binder

You can log in to Brightspace Binder using your Facebook login or the account you created on the Brightspace Binder sign up page.

1. On the **Binder** home page, click **Sign In**.

2. Log in using one of the following methods:

   - To use your Facebook account, click **Sign In with Facebook**. Enter your login credentials. Click **Log In**.

   - To use the account you created on the sign up page, enter your email address and password. Click **Sign In**.

To log out of Brightspace Binder, click **My Account** > **Sign Out**.

Connect an account to Brightspace Binder

1. On the **My Binder** screen, click **My Account** > **Personal Settings**.

2. In the **Connected Accounts** section, click **Connect an account**.

3. Click an account type.

4. Enter your account login information.

Change your password

1. On the **My Binder** screen, click **My Account** > **Personal Settings**.

2. In the **Password** field, enter your new password.

3. Click **Save**.

Adding and navigating documents in Binder Web

View and navigate within a document

The My Binder page displays your documents in a list view or a grid view. Click the name of the document you want to view to open it. Inside the document, you can scroll to advance the page, zoom in to make the text bigger, or view the document in full screen mode.

Add content to Brightspace Binder

1. On the **My Binder** page, click **Add to Binder**.

2. Select a file to upload.

3. Click **Open**.

Sort and filter documents

On the **My Binder** screen, do any of the following actions:

*   To view documents marked as favorite, click **Filter** > **Starred**.

*   To view documents that are unread, click **Filter** > **Unread**.

*   To view documents you have purchased, click **Filter** > **Purchased**.

- To sort your documents by the date they were added, click **Sort** > **Date**.

- To sort your documents by title, click **Sort** > **Title**.

- To sort your documents by file size, click **Sort** > **Size**.

Change the status of a document

On the **My Binder** screen, do either of the following:

- To star a document, hover over the document and click the **Star** icon that appears.

- To star multiple documents, select the documents, then click **Star**.

- To mark a document as unread, select the document, then click **Mark as Unread**.

Rename or delete a document

1. On the **My Binder** screen, select the document you want to modify.

2. Do either of the following:

- To rename a document, click **Rename**. Enter a new name for the document. Click **Save**.

- To delete a document, click **Delete**. Click **Delete**.

Creating and managing collections and annotations in Binder Web

Mark up a document

You can use annotations to make notes or reminders on documents as you read them.

1. On the **My Binder** screen, click a document.

2. Highlight the section of text that you want to mark up.

3. Click the highlighter color or font style that you want to use to mark up the document, then make annotations.

Delete document mark up

You can delete any annotations you make on a document.

1. On the **My Binder** screen, click a document.

2. Click the marked up text.

3.   Click the 🗑 **Delete** icon.

Create a collection of documents

You can use collections to group documents together. For example, you can keep a group of documents related to one course together.

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

2.   Enter a name for the collection.

3.   Enter a description for the collection.

4.   Select a color scheme for the collection.

5.   Click **Add**.

6.   Select the documents to add to the collection.

7.   Click **Move**.

8.   Select the collection.

9.   Click **Move**.

Rename, update, or delete a collection

You can change the color scheme of a collection, rename it, or move documents to a different collection.

1.   On the **My Binder** screen, click the letter beside the collection name.

2.   Do any of the following actions:

- To rename a collection, click **Modify**. Enter the new name for the collection. Click **Modify**.

- To change the color scheme of a collection, click **Modify**. Select a new color for the collection. Click **Modify**.

- To delete a collection, click **Delete**. Click **Delete**.

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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