Brightspace Binder for Windows 8

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
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.

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.

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

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 sign up page.

1. Tap the **Binder** icon.

2. To log in to Brightspace Binder, do either of the following:

   - To log in with your Facebook account, tap **Sign In with Facebook**. Enter your login credentials. Tap **Log In**.

   - To log in with the account you created on the sign up page, enter your email address and password. Tap **Sign In**.

To log out of Brightspace Binder, tap **Settings** > **Account** > **Sign Out**.

Navigate the Hub

The Hub is your home screen, where you can view all your documents and collections in one place.

1. In the **Hub**, tap the **Binder** icon.

2. To navigate the Hub, do any of the following:

   - To view the most recently accessed documents, tap **Recent**. You can change the Sort by options and the Filter by options from the Recent page.

   - To view your collections, tap **My Binder**. You can change the Sort by options from the My Binder page.

   - To view your pinned collections, tap **Pins**. Pinned collections appear in the Hub. You can change the Sort by options from the Pinned Collections page.

   - To view your Starred Documents, tap **Starred**. Starred documents appear in the Hub. You can change the Sort by and Filter by options from the Starred page.

   - To view all your document tags, tap **Tags**. You can change the Sort by options from the Tags page.

   - To return to the Hub, tap ⬅ **Back**.

   - To add a document or collection, tap **Add**. Then tap ⬛ **Add Document** or ⬛ **Add Collection**.

   - To search Brightspace Binder, tap 🔍 **Search**. Enter your text and tap **Search**.

   - To update the information in the Hub, tap ◎ **Refresh**.

Customize the Hub

You can change the way your documents and collections are organized in the Hub, and alter the background image.

1. In the **Hub**, swipe the screen to display the menu.

2. Tap the **Hub** icon.

3. Tap 🔧 **Customize**.

4. Do any of the following:

   - Drag and drop sections to rearrange the order in which they appear.

   - To add categories, tap **+**.

   - To remove categories, tap **-**.

   - To change the background of the Hub, tap one of the background thumbnails.

5. To return to the Hub, tap ⊖ **Back**.

Managing collections in Brightspace Binder for Windows 8

Add a collection

You can use collections to organize your documents.

1. In the Hub, tap ⊞ **Add**.

2. Tap ⊞ **Add Collection**.

3. Add the following details:

    *   Enter a name for the collection.

    *   Enter a description (optional).

    *   Tap a color to assign a color scheme.

4. Tap **Create**.

Edit a collection

1. In the **Hub**, tap the collection you want to edit.

2. Tap **Edit**.

3. Do any of the following:

    *   Update the name for the collection.

    *   Update the description (optional).

    *   Tap a color to assign a new color scheme.

4. Tap **Update**.

Pin a collection to the Hub

Pinning collections to the Hub allows you to organize collections in a central location.

1. In the **Hub**, tap the collection you want to pin.

2. Swipe the bottom of the screen to display the menu bar.

3. Tap **Pin to Hub**.

Managing documents in Brightspace Binder for Windows 8

Add a document

You can add documents to the Brightspace Binder app from your D2L account or other accounts. Documents you download appear in the My Binder view.

1. In the **Hub** area, tap **Add**.

2. Tap **Add Document**.

3. Tap the document source.

   - For external services, enter your login credentials to access your account. Navigate to your file and tap **Add to Binder**.

   - For local files, navigate to the file and tap **Open**.

Annotate a document with text

You can mark up text and image documents by applying annotations.

1. Swipe the page to display the menu bars.

2. To enable annotation tools, tap **Annotations Off**. The icon displays as **Annotations On** when the tools are enabled.

3. Tap any word in the document to display the text annotation options.

4. Do any of the following actions:

   - To select multiple words, lines, and paragraphs, tap within the text and drag the circle.

   - Tap **Add Note**. Enter your text. Tap the document again to save the note.

   - To highlight text, tap **Highlight**. Tap the highlighted text again, then tap **Color** from the menu options to change the color of the highlighting.

   - To add the selected text to the clipboard, tap **Copy**.

   - To underline, tap **Underline**. Tap the text again to select **Copy**, **Add Note**, or **Remove**.

   - To strikeout the selected text, tap **Strikeout**. Tap the text again to select Copy, Add Note, Color, or Remove.

Annotate a document with the Free Draw tool

1. Swipe the page to display the menu.

2. Tap ⊘ **Free Draw**.

3. Drag your finger on the document to create a mark up. Tap **OK**.

4. Tap the mark up again and choose any of the following options:

   - Tap **Add Note**. Enter your text. Tap the document again to save the note.

   - To change the color of the line, tap **Color** and tap the color from the options.

   - To change the density of the line, tap **Opacity** and tap the percentage from the options.

   - To change the thickness of the line, tap **Thickness** then tap the point value.

   - To delete the marking from the document, tap **Remove**.

In image-only documents, the only annotation tools available are Create Note and Free Draw.

Bookmark a page in a document

1. In your document, swipe the screen to display the menu.

2. Use the scroll bar to navigate to the page in the document that you want to bookmark.

3. Tap ⓐ **Bookmark**.

Export a document

1. In your document, swipe the screen to display the menu.

2. Tap ⬆ **Export**.

3. To send a document from Brightspace Binder to another account, do any of the following:

   - To export your Brightspace Binder document to Assignments, tap **Assignments.com**. Select a folder. Tap **Export**. Tap a **Document Format** option. Tap **Export**.

   - To export your Brightspace Binder document to OneDrive, tap **OneDrive**. Select a folder. Tap **Export**. Tap a **Document Format** option. Tap **Export**.

   - To export your Brightspace Binder document to Google Drive, tap **GoogleDrive**. Select a folder if applicable. Tap **Export**. Tap a **Document Format** option. Tap **Export**.

   - To export your documents to your device, tap **My Documents**. Choose a folder. Tap **Choose this folder**. Tap **OK**. Tap a **Document Format** option. Tap **Export**.

- To send your document by email, tap **Email**. Tap an annotations option. From **A Binder Document to Share with You** drop-down list, tap an option. Tap **Mail**.

Mark a document as unread or read

1. In your document, swipe the screen to display the menu.

2. Tap **Mark Unread** or **Mark Read.**

Rename, move, or delete a document

1. In your document, swipe the screen to display the menu.

2. Tap **More**.

3. Do any of the following:

    - Tap **Rename**. Type a document title. Tap **Rename**.

    - Tap **Move To**. Tap an existing **Destination Collection**, or tap **New Collection** and add a collection. Tap **Move**.

    - Tap **Delete**.

Search for a term within a document

1. In your document, swipe the screen to display the menu bars.

2. Tap **Find**.

3. Enter your search term.

4. Tap **Search**.

Star a document

Use Stars to organize key documents. You can navigate to starred documents directly from the Hub.

1. In your document, swipe the screen to display the menu.

2. Tap **More**.

3. Tap **Info**.

4. Tap **Star**.

Tag a document

1. In your document, swipe the screen to display the menu.

2. Tap ⊘ **Tag**.

3. Do one of the following:

   - To add an existing tag to the document, tap the tag from the list.

   - To create a new tag and add it to the document, tap ➕ **Create Tag**, and enter the tag name. Tap **Create**.

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.
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