

# Brightspace Binder for iOS

*Learner Guide*

# Contents

<b>DOCUMENT CHANGE HISTORY .....</b>	<b>3</b>
<b>BINDER BASICS.....</b>	<b>3</b>
About Brightspace Binder .....	3
Supported devices and platform versions .....	4
How Brightspace Binder works .....	4
About document storage limits .....	4
Supported document types .....	4
About Brightspace Binder accessibility .....	5
Legal notice .....	5
<b>LOG IN TO OR OUT OF BRIGHTSPACE BINDER.....</b>	<b>5</b>
<b>CREATE A CONNECTION TO BRIGHTSPACE LEARNING ENVIRONMENT .....</b>	<b>6</b>
<b>MANAGING DOCUMENTS IN BRIGHTSPACE BINDER FOR IOS.....</b>	<b>6</b>
Add a document.....	6
Create a document collection.....	6
Move a document or collection.....	7
Navigate a document.....	7
Search for a term within a document .....	7
Bookmark a page in a document .....	7
Delete a document or collection.....	7
Share a document with other apps.....	8
Annotate a document .....	8
<i>Available actions and annotations.....</i>	<i>9</i>
<b>ABOUT D2L.....</b>	<b>10</b>

## 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	<ul style="list-style-type: none"><li>Updated formatting for consistency.</li></ul>
March 3, 2016	<ul style="list-style-type: none"><li>Added new <i>Share a document with other apps</i> topic.</li></ul>
November 5, 2015	<ul style="list-style-type: none"><li>Changed product name to Binder for iOS.</li></ul>
October 1, 2015	<ul style="list-style-type: none"><li>Added topics for bookmarking, navigating, and searching documents in Brightspace Binder 2.0.2.</li></ul>
September 3, 2015	<ul style="list-style-type: none"><li>Initial release in support of Brightspace Binder 2.0.</li></ul>

## 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	<ul style="list-style-type: none"> <li>• iPad with iOS 8.0 or higher</li> <li>• Android tablet or phone with 4.0.3 or higher</li> </ul>
User account	<ul style="list-style-type: none"> <li>• A D2L EduDentity account or Facebook account</li> <li>• An account for your organization's Brightspace Learning Environment</li> </ul>
Web browser	<ul style="list-style-type: none"> <li>• Internet Explorer 10 or higher</li> <li>• Mozilla Firefox 22 or higher</li> <li>• Apple Safari 6 or higher</li> <li>• Google Chrome 28 or higher</li> </ul>
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)** (**<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.


## Log in to or out of Brightspace Binder

1. Tap the  **Binder** icon.
2. Do either of the following:
  - To log in with your EduDentity account, tap **EduDentity**. Enter your login email and password. Tap **Sign In**.
  - To log in with your Facebook account, tap **Facebook**. Enter your Facebook login and password. Tap **Log in**.

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

## Create a connection to Brightspace Learning Environment


When you first log in to Brightspace Binder you need to connect to your organization's Brightspace Learning Environment to download documents to your iPad.

1. Tap the  **Add** icon and then **Add Document**.
2. Enter the URL for your online courses.
3. Tap **Connect**.
4. Enter your login credentials and tap **Log In**.

# Managing documents in Brightspace Binder for iOS


## Add a document

You can add documents from your courses to the Binder app.

1. Tap the  **Add** icon and then **Add Document**. (If you have not already established a connection with your organization's site you must enter the URL and connect.)
2. Select the course, module, and any sub-module to find the document you want to add.
3. Select the document you want to add and tap **Import**.
4. Select the destination for the document and tap **Import Documents**.

## Create a document collection

You can organize documents into collections that correspond with courses, or create your own custom collections and sub-collections.


1. Tap the  **Add** icon and then **New Collection**.
2. Give the collection a name, assign a color, and if you want, add a description.
3. Tap **Create**.

## Move a document or collection

1. Swipe left on the name of the document or collection.
2. Tap **Move** and select the destination for the document.
3. Tap **Move Here**.


## Navigate a document

You can view the structure and contents of documents from the  **Book** icon on the navbar.


1. Tap the  **Book** icon.
2. Do any of the following:

- To view the table of contents of a document, tap **Outline**. Tap the headings listed to navigate directly to the section of the document.
- To view a list of annotations in the document, tap **Annotations**. Tap an annotation in the list to navigate directly to the page.
- To view a list of all pages with bookmarks in the document, tap **Bookmarks**. Tap a bookmarked page in the list to navigate directly to the page.

## Search for a term within a document

1. On the navbar, tap the  **Search** icon.
2. Enter your search term.
3. Tap **Search**.

## Bookmark a page in a document

1. Within a document, scroll to the specific page in the document that you want to bookmark.
2. On the navbar, tap the  **Bookmark** icon.

You can view a list of bookmarks from the  **Book** icon on the navbar.

## Delete a document or collection


1. Swipe left on the name of the document or collection.
2. Tap **Delete** and then confirm you want to delete it.

## 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. Swipe left on a document from the document list.
2. Tap **Open In** and tap an application from the menu that appears.

## Annotate a document

1. Tap the document you want to annotate.
2. Tap the  **Annotate** icon.



3. Select the annotation type you want to add from the annotation toolbar.

#### Available actions and annotations



Text search



Toggle annotations visibility



Toggle bookmarking page



#### Annotation toolbar:

- Select to highlight, underline, or strike-through
- Pinned Note
- Free Hand Drawing (thick yellow and thin blue)
- Undo
- Redo
- Dismiss toolbar
- Move toolbar

## 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)** (<http://www.brightspace.com>) | **[www.D2L.com](http://www.d2l.com)** (<http://www.d2l.com>)

### Contact Us

**Phone:** 1.519.772.0325 (Worldwide)

**Toll Free:** 1.888.772.0325 (North America)  
0.808.234.4235 (United Kingdom and Europe)  
0.800.452.069 (New Zealand)  
1.800.656.210 (Australia)  
0.800.891.4507 (Brazil)

**Fax:** 1.519.772.0324

**Email:** [info@brightspace.com](mailto:info@brightspace.com)

**Twitter:** @Brightspace

**Web:** **[www.brightspace.com](http://www.brightspace.com)**  
(<http://www.brightspace.com>) | **[www.D2L.com](http://www.d2l.com)**  
(<http://www.d2l.com>)



© 2016 D2L Corporation.

The D2L family of companies includes D2L Corporation, D2L Ltd, D2L Australia Pty Ltd, D2L Europe Ltd, D2L Asia Pte Ltd, and D2L Brasil Soluções de Tecnologia para Educação Ltda.

Brightspace, D2L, and other marks ("D2L marks") are trademarks of D2L Corporation, registered in the U.S. and other countries. Please visit [d2l.com/trademarks](http://d2l.com/trademarks) for a list of other D2L marks.

Android, Google Drive, and Google Chrome are registered trademarks of Google Inc.

Apple, Apple Safari, iPad mobile digital device, and iOS are trademarks of Apple Inc., registered in the U.S. and other countries.

Firefox and Mozilla are registered trademarks of the Mozilla Foundation.

Internet Explorer is a registered trademark of Microsoft Corporation in the United States and/or other countries.

W3C and WAI are trademarks (registered in numerous countries) of the World Wide Web Consortium; marks of W3C are registered and held by its host institutions MIT, ERCIM, Keio, and Beihang.