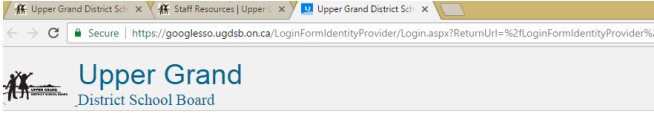


# Brightspace (D2L) Access – Student Guide

To access Student Safety Passport online course on Brightspace (D2L) go to the UGDSB cloud <http://www.ugcloud.ca/>

Click on UGCloud



Welcome

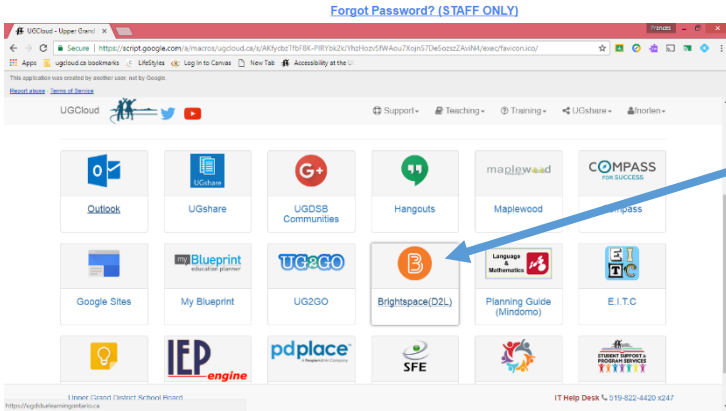
Windows username:  
fnorlen

Password:  
.....

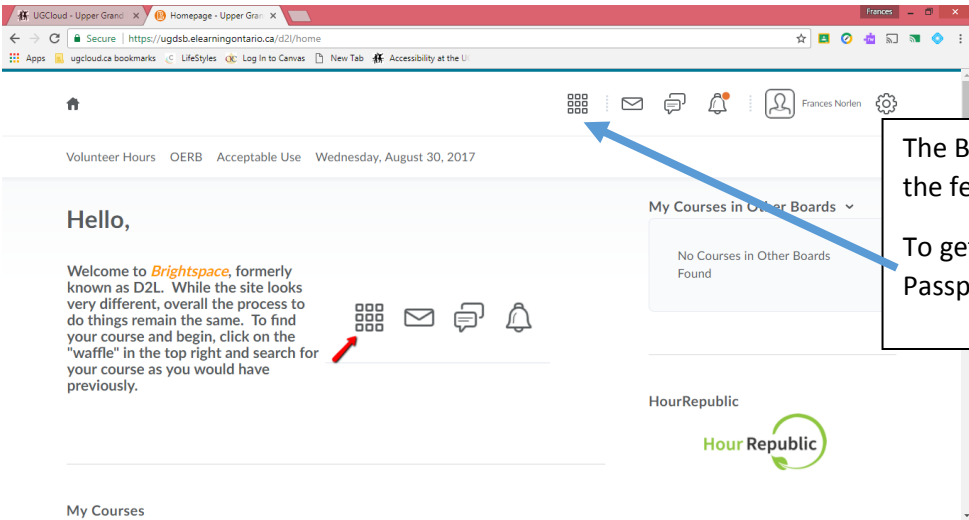
Domain:  
Staff

Sign In

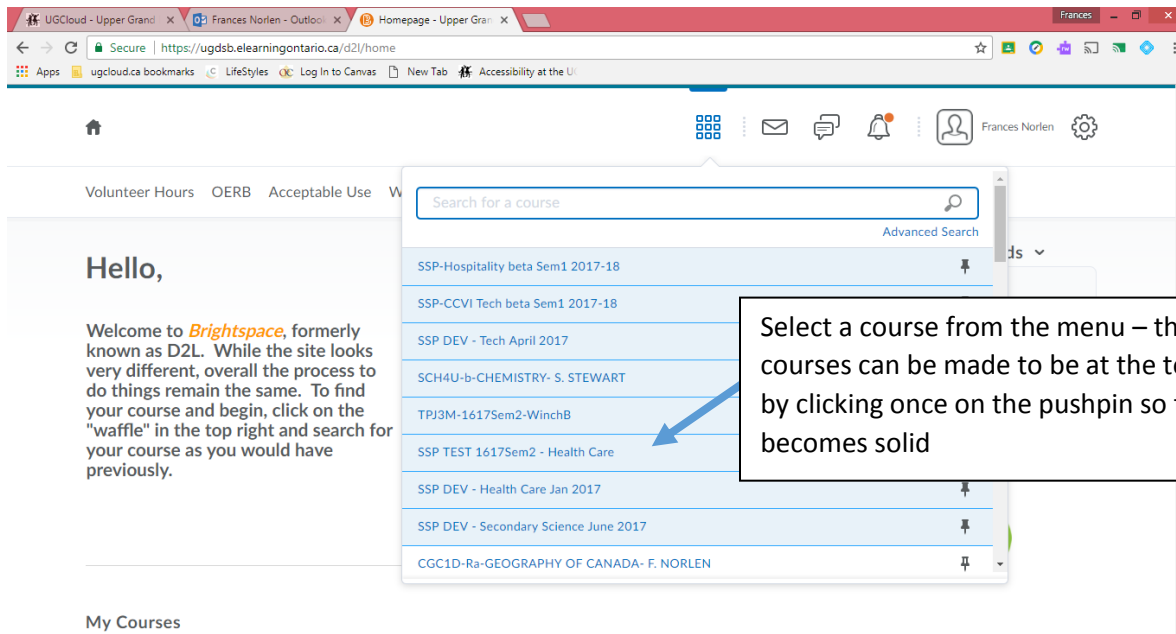
You may be prompted to enter your user name and password that you use to get into a computer at school.



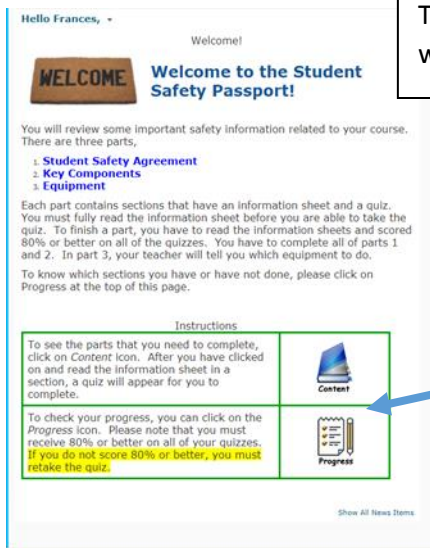
The UGCloud home page has access to many things including Brightspace (D2L) – scroll down to find the orange logo.



The Brightspace homepage has info about the features and how to use the system. To get started on the Student Safety Passport go to the “waffle”

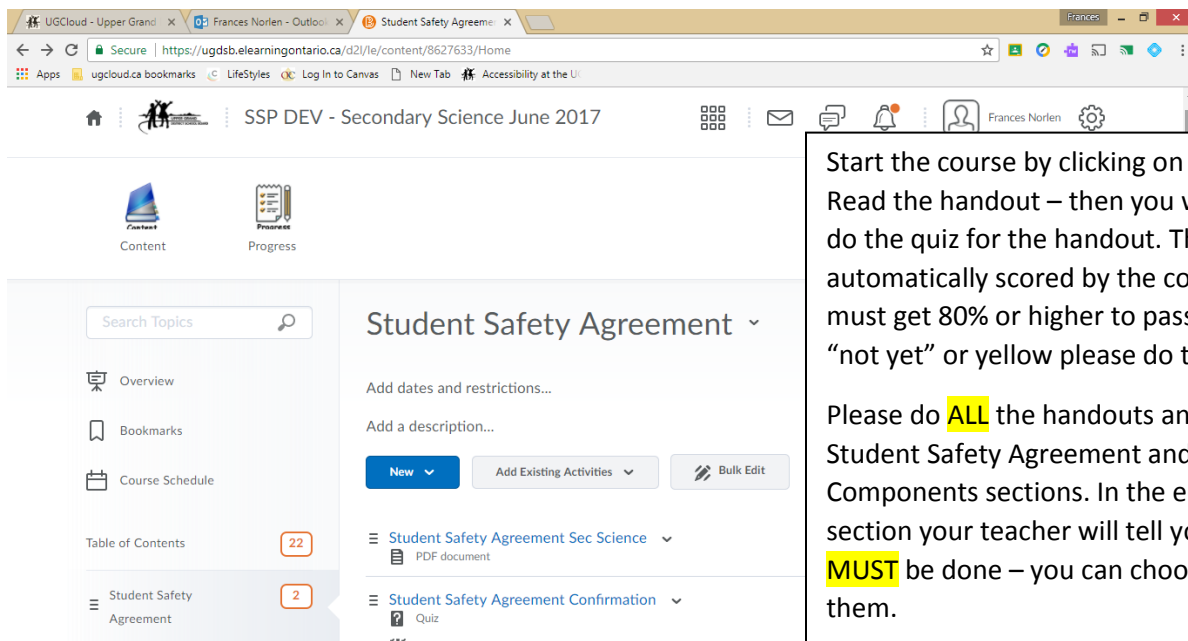


Select a course from the menu – this semester’s courses can be made to be at the top of the list by clicking once on the pushpin so that it becomes solid



The landing page for your course will have a welcome message.

To get started click on the book marked Content. To see how you have been doing in the course, click on the checklist marked Progress



Start the course by clicking on a handout. Read the handout – then you will be able to do the quiz for the handout. The quiz will be automatically scored by the computer. You must get 80% or higher to pass. If you see “not yet” or yellow please do the quiz again.

Please do **ALL** the handouts and quizzes in Student Safety Agreement and Key Components sections. In the equipment section your teacher will tell you which ones **MUST** be done – you can choose to do all of them.