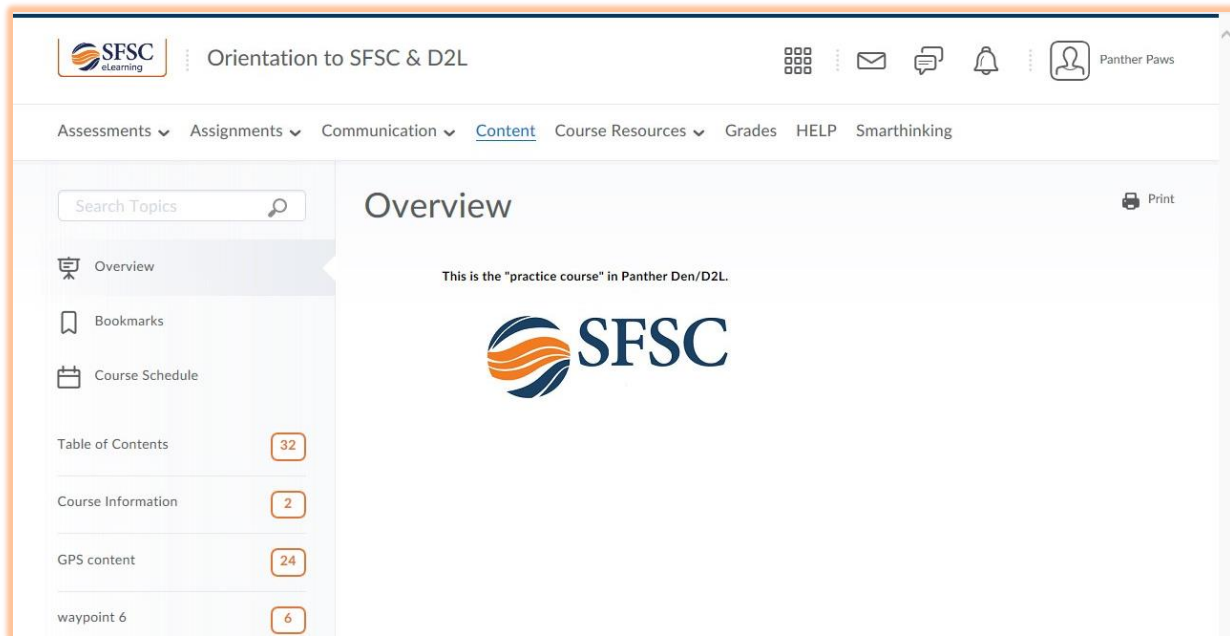


Brightspace: Content

Use the Content tool to access course materials, complete required activities, and monitor your completion progress on topics contained within each course module.



- 1) When you access a course's Content tool for the first time, the first page you land on is the Overview, which instructors might use to post the course syllabus and introductory material. If your instructor has left the Overview blank, proceed to the Table of Contents for course documents.
- 2) Topics you bookmark appear in a list on the Bookmarks page. The number beside the Bookmarks link indicates how many bookmarks you have.
- 3) The Course Schedule page lists course material due dates, start dates, end dates, overdue course activities, and all events within the course from the Calendar tool for the next seven days. The number of overdue items in the course appears in red. Course events are also listed in the Calendar tool.
- 4) The Table of Contents panel lists all modules available in your course. If numbers appear beside each module name in the Table of Contents panel it indicates that topics are being tracked for completion, and that you have a number of topics you have not accessed.
- 5) To view a content topic, please follow the steps below.
 - a. Select a Content Topic.
 - b. The document will open in the content viewer window.
 - c. The download, print and Ally alternate formats options are listed at the bottom of the webpage.
 - d. Use icons at the top of the page (shown below) to "Bookmark", "View Content in New Window" and move to next or previous page.

