Brightspace for Parents: Parent Guide

Elk Island
Public Schools

About Brightspace for Parents

Brightspace for Parents allows authorized parents and guardians to log in to Brightspace Learning Environment to see their child's classroom activity feed; grade items and grade feedback from instructors; upcoming assignments; and quizzes. This helps parents engage with their young learners and maintain awareness of their upcoming work.

Note: Elk Island Public Schools (EIPS) and your child's school may not be using all the available tools associated with Brightspace for Parents. This can affect what is visible when viewing student information.

[Video overview of Brightspace for Parents](#)

Sign in to Brightspace for Parents

To log into the EIPS Brightspace for Parents portal, please follow the following steps:

1. Using a web browser, navigate to https://eips.brightspace.com/d2l/local

   a. **When visiting for the first time**, click on "Forgot your password?"

   b. Enter your PowerSchool Parent Portal username.

   c. Instructions to set your Brightspace for Parents password will be sent to the email address on file in PowerSchool.

2. Navigate back to the main Brightspace login page, https://eips.brightspace.com/d2l/local

3. Enter your username and password to view all EIPS students linked to your parent portal account.
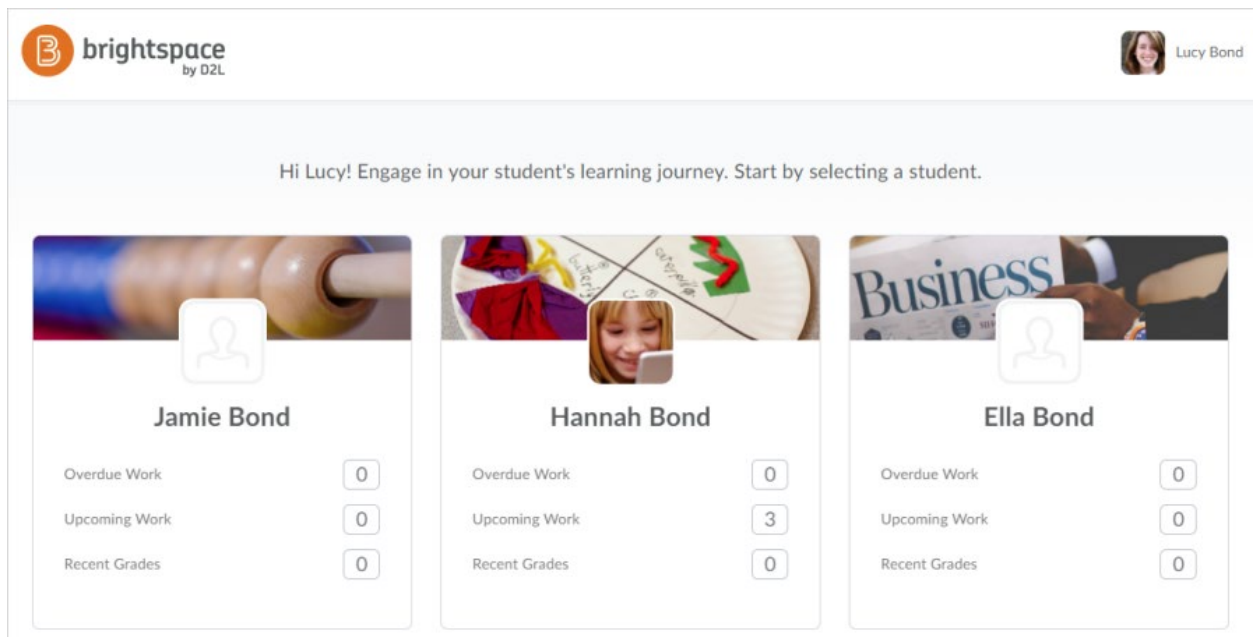
[Video instructions for first-time setup](#)

Note: You will ALWAYS use your PowerSchool Parent Portal username to access Brightspace for Parents, **but your password may be different from PowerSchool. Please make a note of this when you set your password the first time you access Brightspace for Parents!**

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Select a learner

Once you log in to your school's Brightspace Learning Environment, select the learner whose information you want to access. Each learner's tile displays their name, a summary of overdue and upcoming work, and a recently released grade item count. If you are only assigned to a single learner, logging in to Brightspace takes you directly to the Student Dashboard, which displays more detailed information.
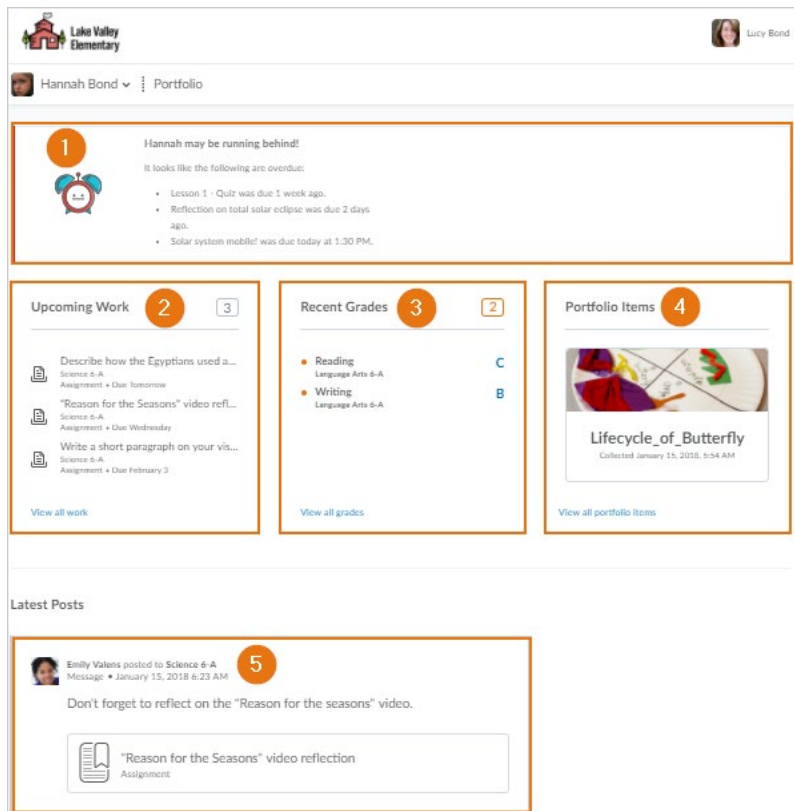
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View learner information

Once you select a learner in Brightspace for Parents, the Student Dashboard displays. The dashboard is useful for increasing awareness of your child's work and engagement and helps with scheduling their activities. The following information displays in the dashboard:

- overdue alerts
- upcoming work
- recent grades
- latest posts

Tip: You can receive a weekly email of your child's activity and set up additional notifications in Brightspace. For more information, see "Notifications" (p. 6).

Figure: Parent view when logged in to their Brightspace for Parents account

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1. Overdue Alerts

The Overdue widget displays any assignment, quiz, or content that has not been completed and is past the set due date on the respective activity.

Overdue alerts display if an assignment or quiz has not been submitted or content has not been viewed, and the due date is in the past. The alerts disappear when the assignment, quiz, or content has been completed, or the end date has passed.

2. Upcoming Work

The **Upcoming Work** widget displays the state of activities that are due in the coming days. Activities can be course content (a topic or module), assigned checklist items with due dates, assignments (a file submission, text submission, on paper submission, or observed in person), quizzes, and discussions. Completed activities display check marks. Discussions do not display check marks because they are a continuous activity. If there is no upcoming work in the next two weeks, a message displays to inform parents.

To view the details of a specific activity, click the activity in the **Upcoming Work** widget. For example, clicking a discussion activity displays the discussion name and instructions. Clicking checklist items does not display additional details.

To view all activities, click **View all work**. To view past and upcoming activities, choose a date range from the calendar. To view the details of a specific activity, click the activity.

3. Recent Grades

The **Recent Grades** widget displays released grade items for all the courses your child is enrolled in. For K-9 out-of-school learners, grades are only available in Brightspace for Parents; they are not posted in PowerSchool. Only the final grade for a particular grade or subject will be uploaded in PowerSchool.

To view the details of a graded assignment or discussion activity, click the assignment or discussion in the **Recent Grades** widget.

To view all released grades, click **View all grades**. If an instructor is using the Grades tool for a course and they release the final course grade to the learner, the final course grade (final calculated grade or final adjusted grade) is also visible to you. From the learner's **Grades** page, you can filter by course.

If an instructor provided text feedback on a grade item, click **view feedback**.

Note: Checklist items do not display in the Recent Grades widget as they are not gradable.

4. Portfolio Items

EIPS is not using **Portfolio Items** at this time.

5. Latest Posts

The **Latest Posts** widget displays an aggregate Activity Feed from all the courses your child is enrolled in. To view the details, click on the post or link in the Activity Feed.

View assignment details

To support their child's learning, parents can view assignment details in Brightspace for Parents. For example, when an assignment is graded, a parent can view the assignment name, course name, assignment score, grade value, assignment instructions, written feedback left by the instructor, rubric assessments, date-related information (start date, due date, end date), assignment status (due today, overdue, completed, closed), and access attachments (internal content files, external links and files, Google Drive and Microsoft OneDrive files shared with everyone). Parents can also download a learner's assignment submissions to review completed work.

To view assignment details, do one of the following:

- From the **Upcoming Work** widget in the Student Dashboard, click the assignment.
- From the **Recent Grades** widget in the Student Dashboard, click the grade item associated with the assignment.
- From the **Latest Post** widget, click the assignment post.

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Notifications

Weekly activity summary

You can choose to receive a weekly summary of your child's activity in Brightspace. Each Saturday, an activity summary is emailed to you that contains notifications and reminders. For example, an activity summary may contain reminders when assignments are due.

Note: Parents receive one email per child.

1. In Brightspace for Parents, click your name at the top of the page to access your user profile and select **Notifications**.
2. Under **Contact Methods**, enter your email address, if not already done. A confirmation email is sent to the custom email address, prompting you to confirm the email address. We recommend you use the same email address on file within PowerSchool so you know all communication from the Division and school is coming to the same place.
3. Under **Weekly Overview for my Children**, select the **Yes, email me a summary** checkbox.
4. Click **Save**.

Notifications

Parents can also set up specific SMS or email notifications on a more granular level. After you ensure the correct email and mobile number are on file, simply turn on or off the SMS and email notifications you would like to receive by checking or unchecking the applicable box.

NOTE: The Brightspace Pulse app referenced on the notifications page is for student use, not parent use.

Contact Methods

Email Address
Change your email settings

Mobile Number
Register your mobile ⬅ Enter a cell number If you wish to receive notifications by text message.

Weekly Overview for my Children

Send me a weekly summary of my child's activity.

☐ Yes, email me a summary ⬅ Check to receive a weekly email summary of your child's activities

Check off what events you want to be notified of and how you want to receive them

Instant Notifications

	SMS	Email
Activity Feed - new comments from others on a post	☐	☐
Activity Feed - new posts created by others	☐	☐
Announcements - announcement updated	☐	☐
Announcements - new announcement available	☐	☐
Assignments - assignment feedback released		☐
Assignments - assignment due date or end date is 2 days away	☐	☐
Assignments - assignment feedback updated		☐
Assignments - publish all feedback completion	☐	☐
Content - content item created		☐
Content - content item updated		☐
Content - content overview updated		☐
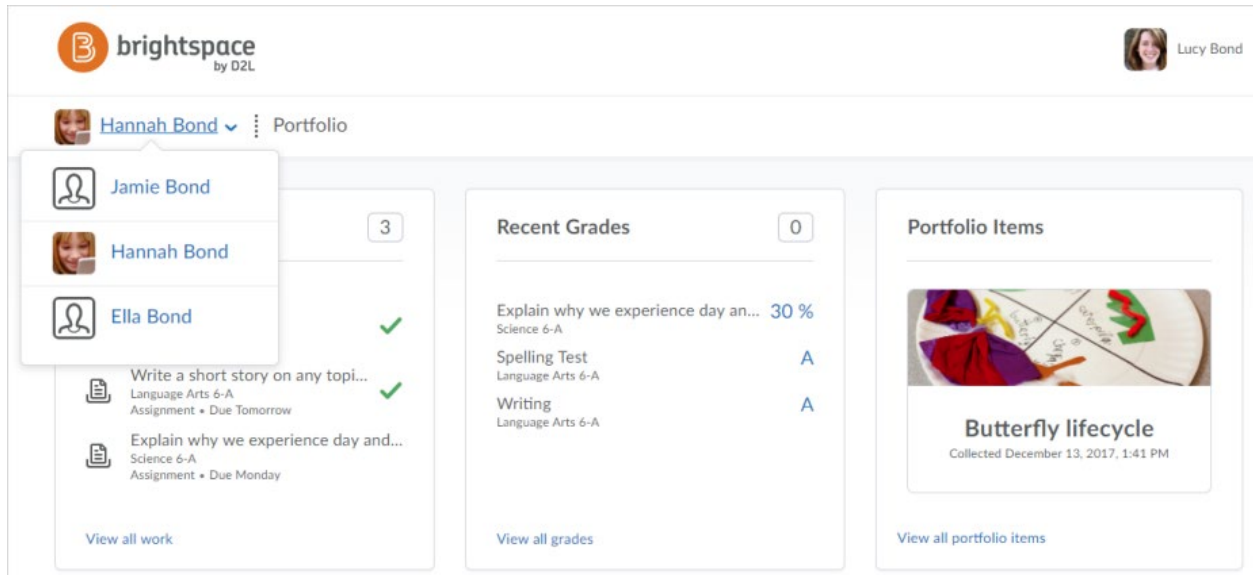
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Switch between learners

If you are a parent with more than one learner, multiple tiles display when you first log in to your Brightspace for Parents account. If you are viewing details of one child, you can change the learner whose Student Dashboard you are viewing by clicking on your child's name and selecting from the available accounts in the drop-down menu that appears.