

Accessibility Services: Tips for Students using D2L

Access your D2L (Brightspace) account

www.dls.cna.nl.ca

Log into your Online Course(s)

1. Click **Course Login** located at the top menu of the Distributed Learning website.
2. Thoroughly read the instructions on the **D2L Course Login** screen.

Click **Continue to Login**.

3. When prompted, enter your full **College Email address** as your **user**:
Example: **Firstname.LastnameXX@ed.cna.nl.ca XX** is the last two digits of your student number. Some students may have the last three digits of their student id in their login name.
For your **password** enter your **Date of Birth** in *day-Month-year* format *:
Example: **12-Apr-1984** or **3-Jan-1971** -- Be sure to include hyphens and to capitalize the month as shown.
** The format above is the default format for **new** students. If you are a **returning** student, you may continue to use your previous password until it expires. (For security reasons, passwords expire every 120 days.)*
4. Under the **My Courses** widget you will see a list of courses in which you are registered. Click the title of the course you want to access. To return to the list of courses, click the **CNA Logo** at the top of the page.

If you **DO NOT** know your student e-mail or have issues login in, please contact the Helpdesk via toll free number: **1-877-465-2250** Option 1, email: dls-help@cna.nl.ca or [Live Chat](#).

Access Office 365 through Brightspace

1. To access your Office 365 Account (Outlook, Calendar, and OneDrive) inside Brightspace click Sign in to your Office365 Account from the Office 365 Widget located on the top right-hand side of the page.
2. Enter your Email Address or Phone Number. You will be asked if you want to Stay Signed In, for security reasons check "Don't show this again" and select No.
3. Under the Office 365 widget you will now have access to Outlook, Calendar, and OneDrive. To show the contents directly in the widget click the Expand Arrow. Outlook will display first by default. To switch to your Calendar or OneDrive click on the applicable tab.

NOTE: Clicking on the tabs without expanding first will cause the program to open in a new browser tab.

4. Click Disconnect to sign out of your account.

Brightspace Tutorials

If you would like more information on using D2L (Brightspace), Check out these YouTube videos:

<https://www.youtube.com/playlist?list=PLxHabmZzFY6mtggGZAitZ61kmpS-pMIaM>

Download the Brightspace PULSE App

Brightspace Pulse by Desire2Learn Incorporated is available for iPhone, Android and BlackBerry

Brightspace Pulse is an app that helps students find out what's new and what's next. You can use it to stay up to date and prepared by unifying course calendars, assignments, grades, and news during the busiest times. Real-time alerts tell students when classes are cancelled, rooms are moved, or new grades are available.

Download Kurzweil 3000

Kurzweil is free for all students during Covid-19. If you require Kurzweil text-to-speech software, you can register for the software for free from their website:

<https://www.kurzweilededu.com/trialsignup.php?version=k3000ff>

1. Fill out your personal information. Use your CNA email
2. Select "College"
3. Select "my college is not on the list"
4. Type "College of the North Atlantic" in the last fill-in, with the image of a building
5. Once registered, you will have access to Kurzweil software online. You will also receive an email with links to download the software to your personal computer or tablet, as well as an install for Kurzweil's web reader.

Ask for help

We are here for you!

As a CNA student, you still have access to the same great supports and services while completing your courses online. We understand that the delivery method of courses and access to resources may look different for different students. It is important that you stay connected to your peers, your instructors, and to CNA.

For students who have registered with Accessibility Services, this includes your Accessibility Services Coordinator. Your current instructors are aware of your approved accommodations. In light of the new delivery model, the nature of your accommodations may change. We will do all

we can to ensure that supports are fitted to the new delivery method. Your Accessibility Services Coordinator (refer to the list below) is available via email or skype/phone appointment to discuss your needs.

Accessibility Service Contacts:

paula.gillis@cna.nl.ca

dawn.brushett@cna.nl.ca

stephanie.cashin@cna.nl.ca

ivan.ledrew@cna.nl.ca

bettyann.knight-brake@cna.nl.ca

wendy.monk@cna.nl.ca

colleen.hickey@cna.nl.ca

ted.power@cna.nl.ca

CNA Counselling Services – please check with your campus counsellor by email (counselling@cna.nl.ca) to make an appointment via email or Skype/phone to discuss your concerns.

D2L Help:

Help Desk dls-help@cna.nl.ca

Helpline 1 877 465 2250 option 1 (toll free)

Live Chat from D2L website

General Inquiries learn@cna.nl.ca

Mental Health Helpline:

Mental Health Crisis Line – 1-888-737-4668

CHANNAL Peer Support Warm Line – 1-855-753-2560

NL Health Line – 1-800-709-2929

Online Mental Health Resources:

www.checkitoutnl.ca

www.bridgethegapp.ca

<http://breathingroom.me/>

General Tips

- Chrome web browser is recommended for D2L. If you do not have it, it is free to download
- You have a choice between calling D2L helpdesk for help or using the instant chat login. Both ways will lead you to help
- Don't be afraid to email instructors with questions
- Save your work often
- Save files with file names related to what you are working on
- Create a folder on your desktop to store your work. Use subfolders to organize your courses
- Double check when you upload documents for a course that you have done it
- Set a daily schedule and stick to it
- Take time to take care of yourself
- Utilize your supports, including Accessibility Services Coordinators, Resource Facilitators, Counsellors, peers and anyone else in your network