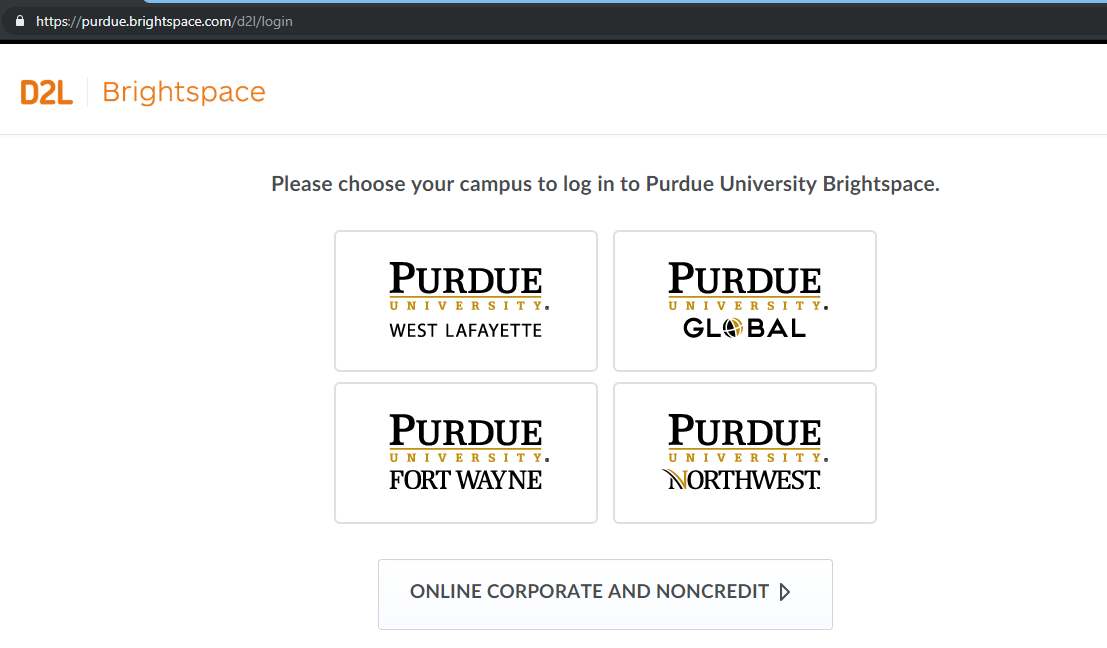
## **Step by Step Guide**

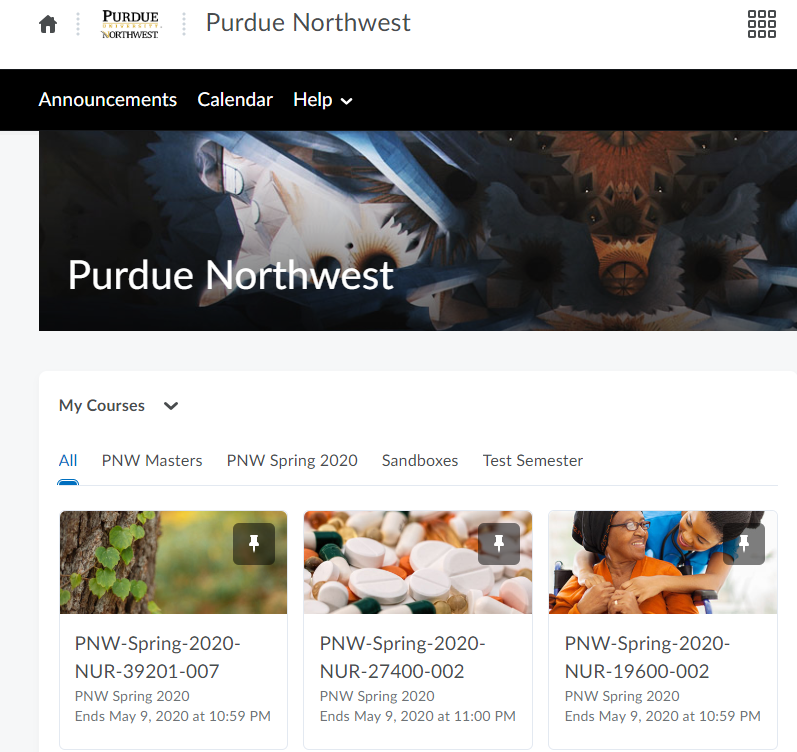
1. To log in to Brightspace, **access** [**purdue.brigthspace.com**](https://purdue.brightspace.com/d2l/login) and click on **Purdue University Northwest.**

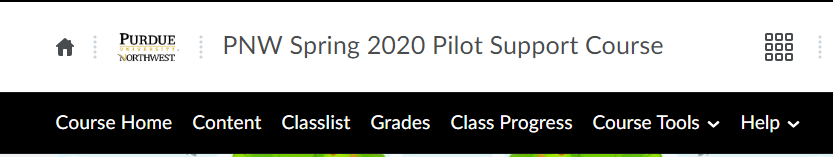
****

1. Insert your **username** and your **password using BoilerKey**.



1. You are able to find your course in **My courses**. Click on the course.

****

1. The navbar provides links to course-specific tools. 
2. **Content** displays everything on the course. You are able to find Syllabus, Assignments, Course Schedule and Lectures.
3. **Classlist** you can send email or instant messages
4. **Grades** allows you to check your grades
5. **Class Progress** is a progress summary
6. **Course tools** direct to more functions: assignments, discussions, quizzes, surveys, virtual classroom and kaltura media

## **Helpful links to Brightspace**

* [Submit an assignment](https://documentation.brightspace.com/EN/le/assignments/learner/submit_assignments.htm)
* [Discussions](https://documentation.brightspace.com/EN/le/discussions/learner/reply_discussion_thread_1.htm)
* [Take a quiz](https://documentation.brightspace.com/EN/le/quizzes/learner/take_quiz.htm)
* [Check your Grades](https://documentation.brightspace.com/EN/le/grades/learner/view_your_grades.htm?Highlight=check%20my%20grades)
* [Contact your instructor](https://documentation.brightspace.com/EN/le/email/learner/email_overview_1.htm?Highlight=how%20contact%20your%20instructor)
* [Brightspace Website for Learners](https://documentation.brightspace.com/EN/learners/learners.htm)