



# Daylight Content Student Guide

## Accessing Contents

Click **Content** on Navigation Bar (NavBar)

Course Home **Content** My Media Assessments Communication Resources

## Content tool overview for learners

An overview of the Content tool

The screenshot displays the 'Table of Contents' interface. On the left is a navigation sidebar with items: Overview (1), Bookmarks (2), Course Schedule (3), Table of Contents (4, 22), Solar Interactions on Earth (2), Sunspots (8), The Solar Wind and Space Weather (3), Effects of Space Weather on Earth (4), and Magnetic Fields Protecting the Earth (5). The 'Table of Contents' item is selected. At the top right of the main area, there are 'Download' (5) and 'Send to Binder' (8) buttons, and a 'Print' button (6). Below these is a progress bar showing '0% 0 of 22 topics complete'. The main content area shows two expandable sections: 'Solar Interactions on Earth' and 'Sunspots'. The 'Solar Interactions on Earth' section contains 'Introduction' and 'Solar System' sub-items. The 'Sunspots' section contains descriptive text about sunspots and their effects on Earth's climate.

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 you will not see it listed and you will land on the Table of Contents.

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. **Note:** Adding a due date to a content item that is associated to an assignment submissions folder will override an end date that is also set on the same Assignments.
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. The course content options located on the Table of Contents page allow you to download your course content in zip file format or send it to your Brightspace Binder account to review offline, depending on the permissions given to you by your organization.
6. Print your course outline, or navigate to a module's landing page to print a module's outline.

## Watch an overview of the Content tool

## Access content using ReadSpeaker docReader integration


The ReadSpeaker docReader integration provides audio rendering of supported document types in the Content tool. If your organization has enabled this feature, you can hear audio playback of the following document types:

- ePub (.epub)
- Microsoft Excel (.xls, .xlsx)
- Microsoft PowerPoint (.pps, .ppt, .pptx)
- Microsoft Word (.doc, .docx)
- OpenOffice/OpenDocument Presentation (.odp)
- OpenOffice/OpenDocument Spreadsheet (.ods)
- OpenOffice/OpenDocument Text (.odt)
- Portable Document Format (.pdf)
- Rich Text Format (.rtf)

When you select ReadSpeaker docReader, a new content viewer appears with volume and playback controls.

Within a Content topic, on the **Content viewer** page, click **Open with docReader** in the topic context menu or on the page.

## Download materials from Lessons

- From your course homepage, on the navbar, click **Content** to access Lessons.
- Select an available unit, lesson, or material, and click download  .

**Note:** If you download a unit or lesson, all of the individual materials from the selected unit or lesson are downloaded. Downloading materials from Lessons is only available if your role has the necessary permissions.

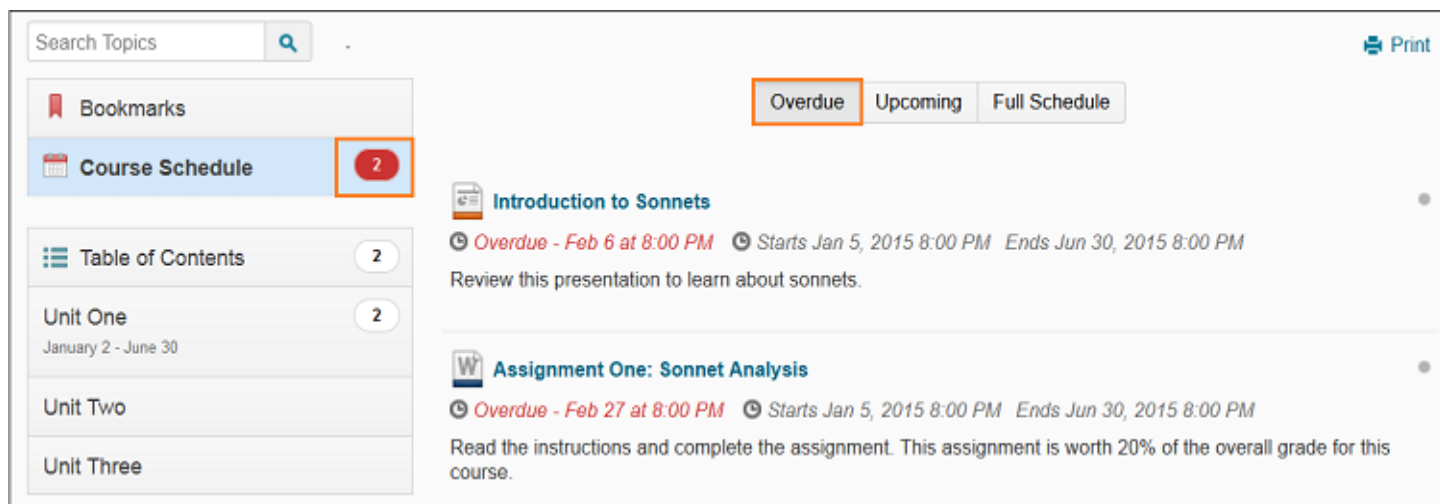
# Print a content topic

The print function may not be available for all file types.

- Click on a document topic.
- Click  **Print** or click  **Download** and print from your computer.

## View overdue Content topics

View a list of all overdue content topics within a course in the **Overdue** tab in the **Course Schedule area**. The topics on this list are sorted from most to least overdue. You can click the topic to immediately access and complete the topic. Only topics with a set due date but no end date or an end date later than the due date appear on this list since you must have time remaining after the due date to access and complete the topic. The Overdue tab only appears if you have content topics that are not complete by the set deadline.



The screenshot shows the Course Schedule area with a search bar at the top left and a 'Print' button at the top right. The 'Course Schedule' tab is selected, and a red circle with the number '2' is next to it. The 'Overdue' tab is also selected, and it is highlighted with an orange border. Below the tabs, two overdue topics are listed:

- Introduction to Sonnets**  
Overdue - Feb 6 at 8:00 PM Starts Jan 5, 2015 8:00 PM Ends Jun 30, 2015 8:00 PM  
Review this presentation to learn about sonnets.
- Assignment One: Sonnet Analysis**  
Overdue - Feb 27 at 8:00 PM Starts Jan 5, 2015 8:00 PM Ends Jun 30, 2015 8:00 PM  
Read the instructions and complete the assignment. This assignment is worth 20% of the overall grade for this course.

The number of overdue topics in the Overdue tab appears in red beside Course Schedule in the Content menu. When you access an overdue topic, it disappears from the list in the Overdue tab. When you complete all overdue topics, the Overdue tab disappears from the Course Schedule area.