



Getting Started with The Learning Hub

A Beginner's Guide to Using the Learning Hub

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1 A Systems Overview

1.1 What is the Learning Hub?

The Learning Hub is a type of Learning Management System (LMS) used by learning institutions to facilitate online course access. It enables you to manage your courses by viewing course content, taking online assessments, checking grades, submitting assignments, monitoring class progress, and engaging in discussions with your classmates.

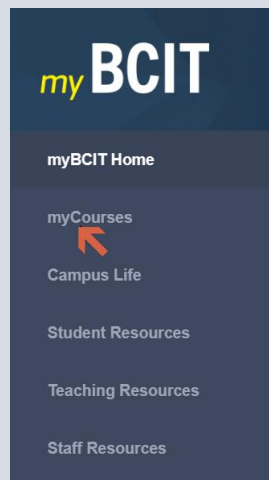
2 Getting Started

2.1 How do you access the Learning Hub from the BCIT website?

To access the Learning Hub, go <https://my.bcit.ca>

2.2 How do you view your registered courses in the Learning Hub?

Click on **myCourses**, found on the top left-hand side of the page to open your course list.



2.3 How do you select a course?

- a. Click on the house icon for the course you want to access under **My Courses** to open the Learning Hub page for your course.

My Courses

Course List >

Select Term: Fall 2023

Last Updated Tue September 12, 2023

Courses I'm attending

Home Page	Course Title ↕	Course Id ↕	Instructor(s) ↕
	Web Design Technologies 1 - 31780 - Online	MDIA-1205-NET	• Janice Wood
	Writing for the Comp Industry - 33983 - Online	COMM-2206-NE1	• Nicholas Fox

- b. Select the course you want to open and click on the course in the **Home Page** column to open the course page.

My Courses ▾

All Pinned 202330.Fall 202320.Spring/Summer Ongoing 202230.Fall 202 >

You've been enrolled in new courses.

COMM-2206-NE1 - Writing for the Comp Industry - 33983 Online
202330.Fall

MDIA-1205-NET - Web Design Technologies 1 - 31780 - Fall 2023
202330.Fall

Fire Extinguisher Safety
Ongoing

The Learning Hub Interface:

BCIT LEARNING HUB
COMM-2206-NE1 - Writing for the Comp...

RR Rahil Rashid

Course Home
Content
Activities ▾
Grades
Course Tools ▾
myTools ▾
E-Mail
HELP!
Edit Course

COMM-2206-NE1 - Writing for the Comp Industry - 33983 - Online

3 Course Content

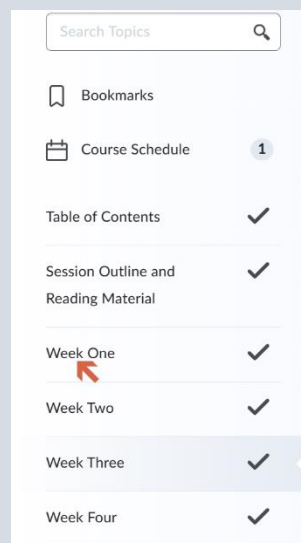
3.1 How do you access course content?

To access course content, click on **Content** in the menu bar.



3.2 How do you view, download, and print course content?

- a. Click on the course content you want to access underneath the **Course Schedule** list found on the left-hand side of the course page to open the list of documents for that week's session.



- b. Click on the document you want to open, which will allow you to view, print, and download your document to your computer or device.

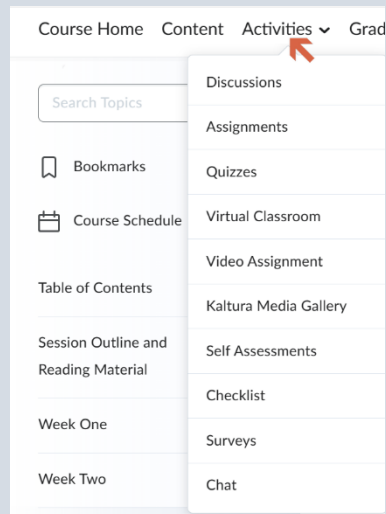
The screenshot shows a course management system interface. At the top, there is a navigation bar with the course title 'COMM-2206-NE1 - Writing for the Comp...' and various utility icons. Below this is a secondary navigation bar with links for 'Course Home', 'Content', 'Activities', 'Grades', 'Course Tools', 'myTools', 'E-Mail', 'HELP!', and 'Edit Course'. On the left side, there is a sidebar with a search box and a list of course components: 'Bookmarks', 'Course Schedule' (with a '1' next to it), 'Table of Contents', 'Session Outline and Reading Material', 'Week One' (which is highlighted), and 'Week Two'. The main content area is titled 'Week One' and features a 'Download' button at the top. Below the button, a progress bar indicates '100% 3 of 3 topics complete'. The content area lists three items: 'COMM 2206 Introduction' (PowerPoint Presentation), 'Course Project introduction' (Word Document), and 'Class One Recording' (Video). A red arrow points to the 'Course Project introduction' item.

c. Click on download, view, or print at the bottom of the opened document.

The screenshot shows a document viewer toolbar. It includes a 'View as Page' button, a 'Download' button, and a 'Print' button. A red arrow points to the 'Download' button. There are also navigation arrows on the right side of the toolbar.

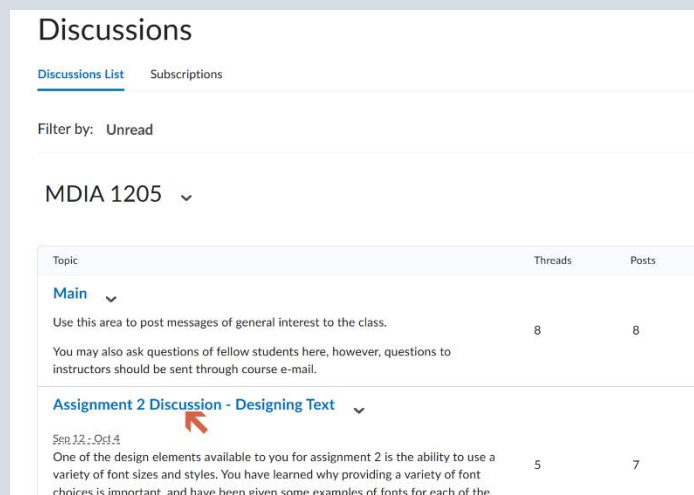
4 Course Activities

Click on **Activities** to open the drop-down menu of available options.



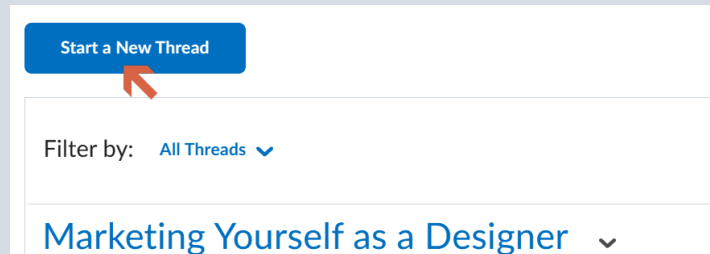
4.1 Discussion forum

Open the discussions interface by clicking on **Discussions** in the Activities menu and select the topic you want to submit your discussion for.

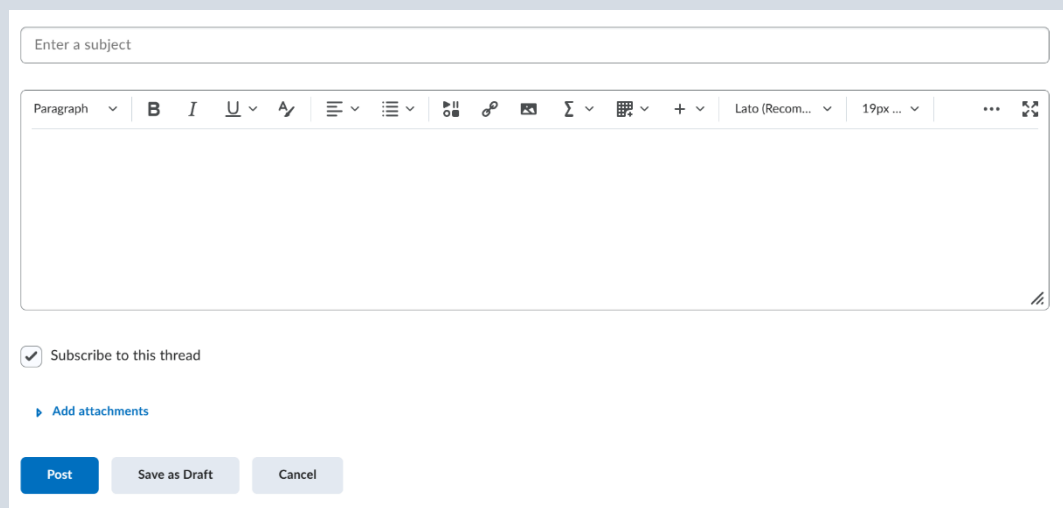


4.1.1 How do you submit an item to the discussion forum?

- a. Click on **Start a New Thread** to open the discussion window.



- b. Type the subject's title in the **Enter a subject** field and type the content in the text box below.

A screenshot of a forum post creation form. At the top is a text input field labeled "Enter a subject". Below this is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), list creation, link insertion, and image insertion. The editor is currently empty. Below the editor is a checkbox labeled "Subscribe to this thread" which is checked. Underneath the checkbox is a link labeled "Add attachments" with a right-pointing arrow. At the bottom of the form are three buttons: "Post" (blue), "Save as Draft" (grey), and "Cancel" (grey).

- c. Click on **Post** to post your discussion for others to view, **Save as Draft** if your post still needs to be edited before you want others to view it, or **Cancel** to exit the post. Add any attachments before you post, if applicable.

4.1.2 How do you read another user's discussion post?

To read a user's discussion post click on the user's discussion post title. The author of the post is named under the subject title.

Using Images on Webpages: Important Points to Remember

Rahil Rashid posted Oct 30, 2023 7:14 AM ★ Subscribed

The selection and formatting of images are important to the visual appeal of a website. High quality images encourage users to browse further and increases the chances that the site may be

[more](#)

0 0 1
Unread Replies Views

Note: Alternatively, you may click on **more** to open the entire post, but this will still indicate that the post was unread and will not increase the view count shown at the bottom.

4.1.3 How do you respond to a discussion post?

Click on the discussion post you want to respond to, and click on **Reply to Thread** to submit a response to a user's post.

Discuss the various possibilities that might be open to you at this level and the importance of gaining even more skills to add to your arsenal.

[Reply to Thread](#)

Filter by: [All Posts](#) | [Clear filters](#) Show: [Threaded](#)

There are no replies in this thread

[Reply to Thread](#)

Note: If you do not want to see all the posts at once then you may filter which threads you want to see in the **Filter by: All Posts** drop-down menu, which allows you to select unread or flagged posts only.

The **Show: Threaded** drop-down menu allows you to select specific posts such as newest first, oldest first, or to select by subject or author alphabetically.

4.2 Submitting Assignments

4.2.1 How do you submit an assignment to the Learning Hub?

- Click on **Assignments** under the **Activities** menu to open the assignments page that contains the list of all assignments.
- Select your assignment from the assignment list and click on the assignment to open the **Submit Assignment** page.

Lab #4 Due on Oct 31, 2023 11:59 PM	1 Submission, 1 File	- / -	Feedback: Read
OPTIONAL Lab #5 Due on Nov 21, 2023 11:59 PM	Not Submitted	- / -	

- Click on **Add a File**, or **Record Audio**, or **Record Video** to add your assignment, and click on **Submit** for the assignment submission.

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Comments

Paragraph

B *I* U ~~A~~

4.2.2 How do you know that your assignment has been successfully submitted?

Check the submission status in the completion column, which will indicate the number of submissions and the number of files submitted.

Lab #4 Due on Oct 31, 2023 11:59 PM	1 Submission, 1 File	- / -	Feedback: Read
OPTIONAL Lab #5 Due on Nov 21, 2023 11:59 PM	Not Submitted	- / -	

Note: You will also receive an e-mail indicating that your assignment has been successfully submitted and a submission ID number to confirm your submission.

4.2.3 How do you complete a quiz or midterm in the Learning Hub?

- a. To open a quiz, click on **Quizzes** in the **Activities** menu. Most quizzes consist of multiple choice and written answers.
- b. Click submit once your quiz answers are complete.

Note: Quizzes are usually timed, and some quizzes may not allow you to change answers after you have answered your question, because the next question loads immediately afterwards. Make sure you read the instructions for your quizzes, midterms, and exams carefully before attempting these assessments.

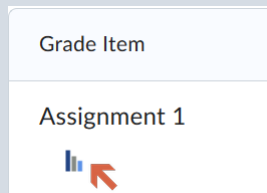
5 Grades

5.1 How do you check your grades in the Learning Hub?

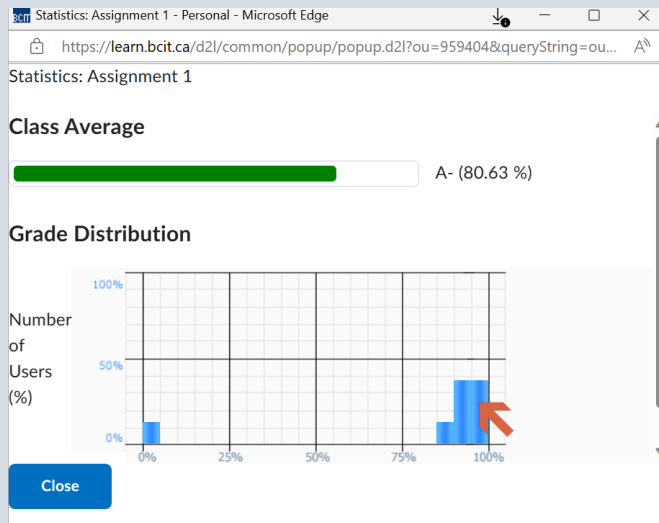
- Click on the **Grades** tab on the menu bar to access grades. The graded item will be listed along with the points, and any comments from the instructor.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
------------	--------	-----------------	-------	--------------------------

- Click on the bar graph icon under the assignment to view the assignment statistics for the grade distribution and the class average.



- Hover over the bar graph to view the number of students per score range.



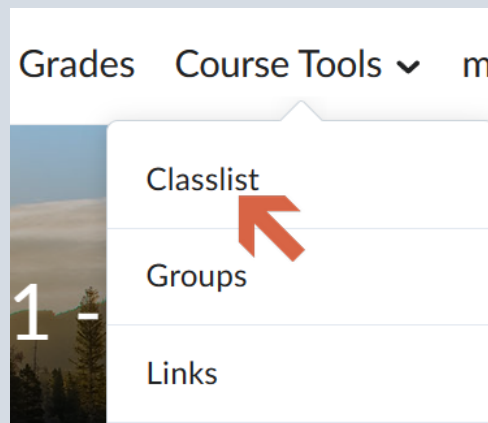
6 Course Tools

6.1 Class lists

The class list contains the names and contact emails of all your classmates, instructors, and administrators in your course.

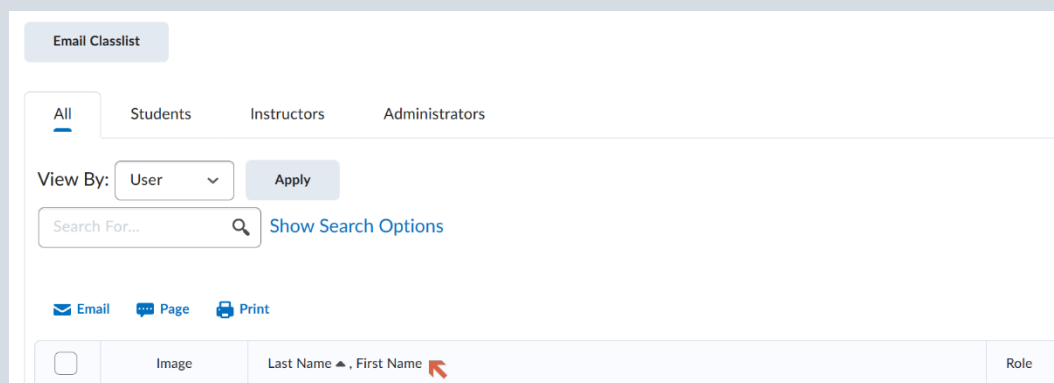
6.1.1 How do you access the class list?

Click on **Classlist** in the **Course Tools** drop-down menu to open the list of course participants including classmates, instructors, and administrators.



6.1.2 How do you contact individual classmates?

- a. Contact a classmate by clicking on the student's name, in the **Last Name, First Name** column to open an email page to contact your classmate.

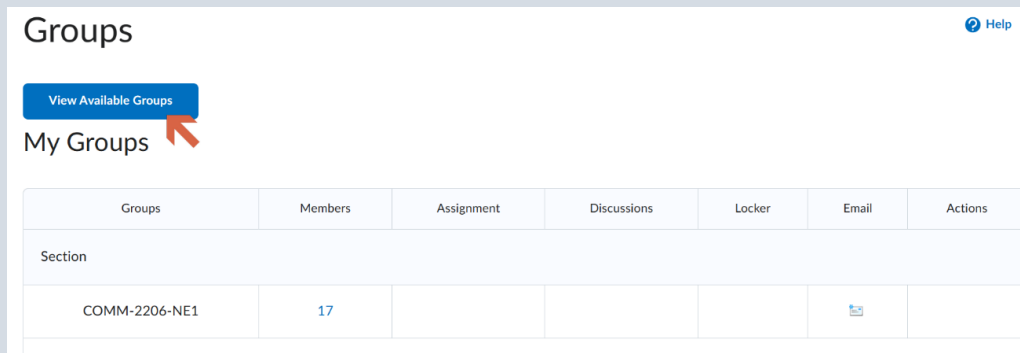



Note: You may filter the list by students, instructors, or administrators for your course, by using the **View By: User** drop-down menu and clicking **Apply**.

b. Click on the **Email Classlist** button at the top of the page to email the entire class.

6.2 Groups

Click on **Course Tools** to open the drop-down menu and click on **Groups** to show your groups and the number of members under the **Members** column.



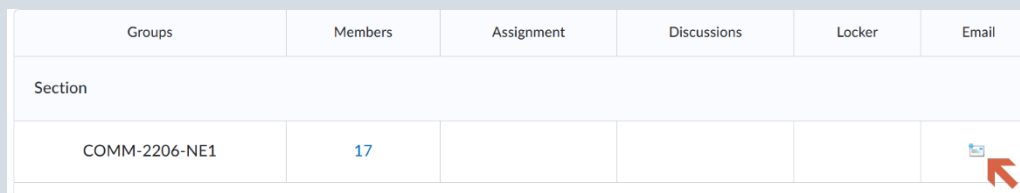
Groups	Members	Assignment	Discussions	Locker	Email	Actions
Section						
COMM-2206-NE1	17					


6.2.1 How do you view what groups you are in?

Click on **View Available Groups** to show **My Groups**, if you have been put into a group for your course.

6.2.2 How do you email all your group members?

Click on the **Email** icon to open the email interface and contact all your group members.

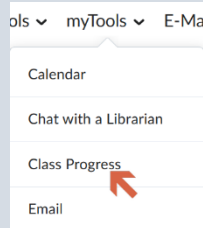


Groups	Members	Assignment	Discussions	Locker	Email	Actions
Section						
COMM-2206-NE1	17					

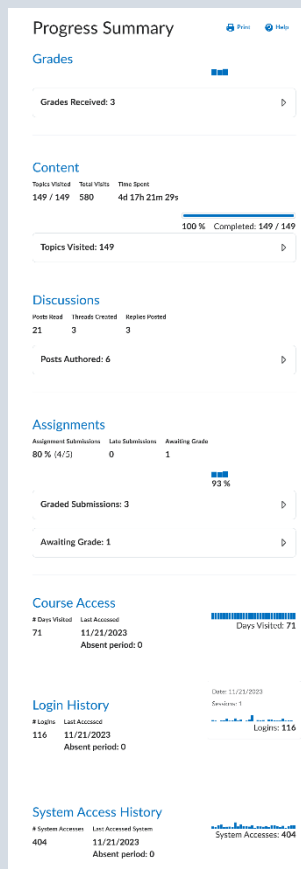
7 My tools

7.1 How do you monitor your class progress?

- Click on **My Tools** to display the drop-down menu and click on **Class Progress** to open the **Progress Summary** page for your course.



- Click on grades, content, discussions, assignments, course access, login history, and system access history to view the specific details of your progress in each of these areas.



Grades: shows your graded items and the feedback for your assignments.

Content: shows your content progress that indicates how much of the total content you have accessed, total visits, and time spent.

Discussions: discussion progress indicates the number of posts you have read, the number of posts or threads you have authored, and the number of posts you have replied to.

Assignments: Shows the number of assignments you have submitted, and which assignments are still awaiting grades.

Course Access: Indicates how often you have accessed the course materials.

Login History: Shows how often you have logged into the course.

System Access History: Indicates how often you have accessed the Learning Hub.

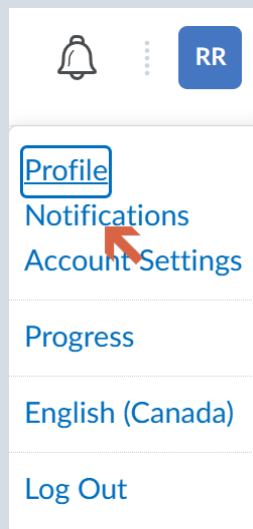
8 Notifications

8.1 What are notifications used for?

Turn on **Notifications** to be informed when assignments are due, when grades are available, and when new content is available.

8.2 How do you turn on notifications?

- a. Click on your initials to open the drop-down menu and click on **Notifications**.



- b. Select which notifications you want to receive for your courses, and which courses you want to receive notifications for. You may also indicate the frequency that you want to receive notifications and the timing of the notifications. Options include to receive email notifications, SMS notifications, or both.
- c. Download the Pulse App to stay updated on notifications on your smart device by visiting the Google Play or App Store. The same notifications you receive via email will then display on your smart device so you can be updated on the go.

Notifications page

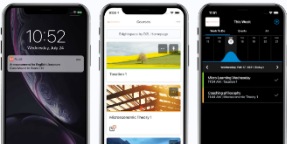
Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.


The Pulse App: Stay Up-to-date on the Go!

Pulse helps you stay connected and on track with your Brightspace courses!

[Download on the App Store](#) [GET IT ON Google Play](#)



Contact Methods

Email Address
Send email notifications to: rrashid6@my.bcit.ca 
[Change your email settings](#)

Summary of Activity

Email me a summary of activity for each of my courses.

How often? At what time? *

Instant Notifications

	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback released		<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback updated		<input checked="" type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Content - content item created		<input checked="" type="checkbox"/>
Content - content item updated		<input checked="" type="checkbox"/>
Content - content overview updated		<input checked="" type="checkbox"/>
Content Service - feedback for content service uploads	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discussions - mentioned in a discussion post or thread		<input checked="" type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications		<input checked="" type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
News - new item available	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Customize Notifications

Include my grade value in notifications from Grades
 Allow future courses to send me notifications

Exclude Some Courses

Don't send notifications for: [The Learning Hub - A Guided Tour for BCIT Students](#), [BCIT Peer Tutoring](#), [COVID-19 PANDEMIC On-Campus Guidelines \(plus 12 more\)](#)
[Manage my course exclusions](#)

9 Conclusion

Getting Started with the Learning Hub is a beginner's guide to help you complete commonly required tasks for online learning and to teach you the skills necessary to be successful in managing your distance and flexible learning programs.

Please visit [BCIT Tech Help | Education For a Complex World \(techhelpbcit.ca\)](https://techhelpbcit.ca) for further information on how to use the Learning Hub including video tutorials to help you be successful with online learning.

References:

1. British Columbia Institute of Technology. Educational Technology Support. Student Resources. The Learning Hub. Retrieved from: <https://www.techhelpbcit.ca/>
2. Brightspace Community. Retrieved from: <https://community.d2l.com/brightspace/categories/higher-ed-postsecondary>
3. Desire2L. Retrieved from: <https://www.d2l.com/brightspace/>