

## Brightspace User Interface: Key Terminology

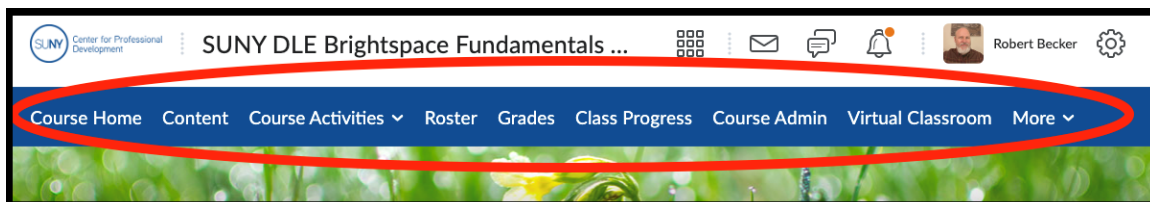
Key terminology of any environment is vital not only for navigation, but for communication as well. Beyond effectively using reference guides like the one you are reading now, being able to talk to our students, colleagues, and instructional designers makes everyone's roll easier. This list is intended to give you a basic introduction to terms, icons, and related functions.

### Minibar



This is your primary navigational tool in Brightspace. It holds the course selector, your personal settings, and notifications. You can always find the minibar at the top of your screen, no matter where you are in Brightspace. Working across the minibar you can find your institutional home icon, your course selector, your alerts center (messages, subscriptions, and updates). Lastly, you will see your name along with a thumbnail pic (if you add one). Your name hides a dropdown menu that will be discussed in "Personalization" document.

### Navbar



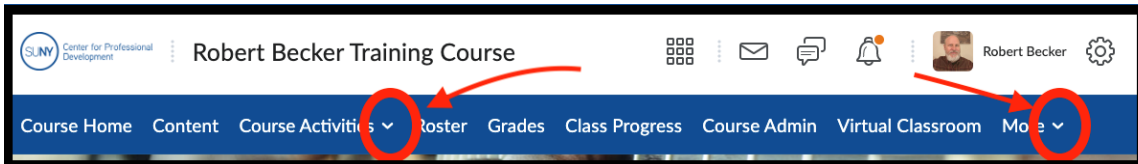
This area contains links to tools within your course, external URL's, or other Brightspace products such as ePortfolio.

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The navbar area options can change depending on where you are in Brightspace (e.g. your organization's homepage versus in a course).

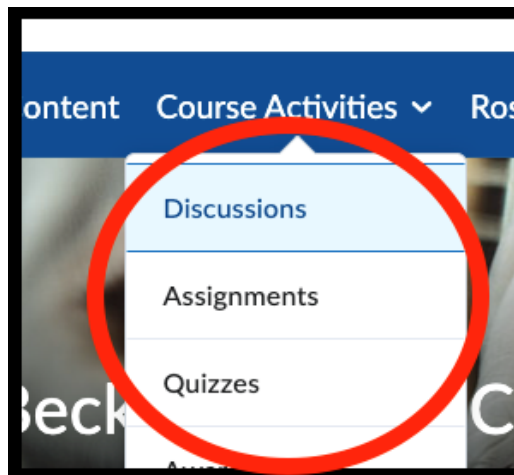
Please note that the items on the navbar can be customized by your institution and therefore may look somewhat different from what you see in the current training materials.

## Chevron



A chevron is a "V" shaped symbol wither on its side (">") or pointing downward ("v"). They can be found at the beginning or the end of a title, and signify that there is more hidden information or options. They are sometimes called a carrot or a dropdown arrow. Click on chevrons to reveal hidden contents or a dropdown menu of options/ actions.

## Dropdown/ Contextual Menu



These are hidden menus that only appear when you hover over or click on a chevron.

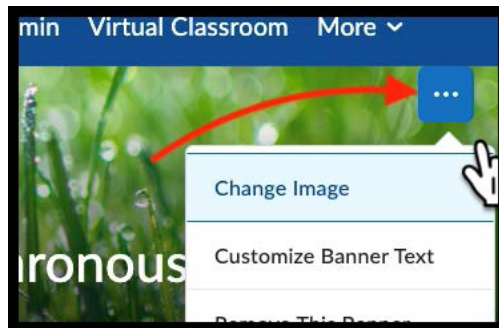
These menus are not universal, but are "contextual", or specific to whichever chevron you are addressing.

## Banner



Within a course, the banner appears below the navbar. In its default setting it will have an image and general text, but instructors may be able to edit the image and/ or the text the banner by accessing the ellipses (see below).

## Ellipses

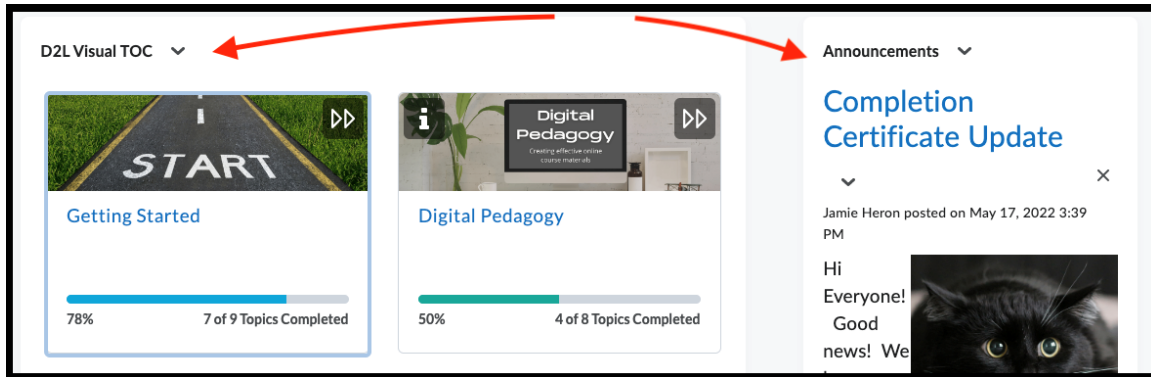


Ellipses, which most often look like three dots in a row (...) are used to hide more options. In a breadcrumb trails (see above) they can signify more options in which page you return to.

In some areas, they are hidden until you hover over them. For example, if you take your cursor to the far right of the navbar a set of ellipses will appear, showing you some lesser used options.

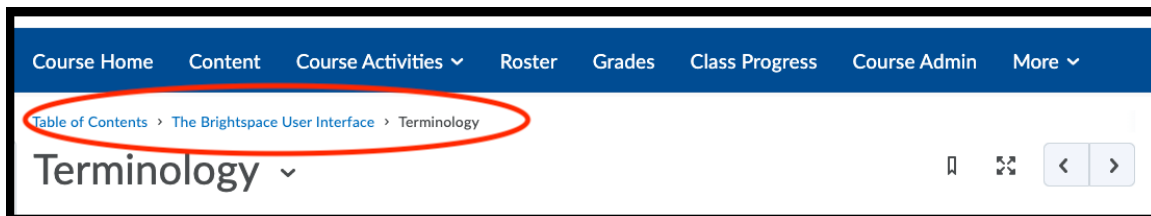
NOTE: There are a few areas where the ellipses dots may be stacked upwards instead of in a row. These are often referred to as either "vertical ellipses" or, in colloquial terms, "kabobs".

## Widget



Widgets are main links to important categories of information. Clicking within a widget will take you directly to the content it has been linked to. Common widgets in the Brightspace environment include the visual table of contents, announcements, calendar, and activity feed.

## Breadcrumb Trail



As you navigate through a course, you will often want to "back out of" the pages you have visited. Other times you may want to return to an area two or three steps before where you are currently working. As you work into modules, submodules, and content a path will appear underneath the navbar. You can click on any title in that list to return to that area.