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Document change history

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3, 2016</td>
<td>• Updated formatting for consistency.</td>
</tr>
<tr>
<td>March 3, 2016</td>
<td>• Added new <em>Share a document with other apps</em> topic.</td>
</tr>
<tr>
<td>November 5, 2015</td>
<td>• Changed product name to Binder for iOS.</td>
</tr>
<tr>
<td>October 1, 2015</td>
<td>• Added topics for bookmarking, navigating, and searching documents in Brightspace Binder 2.0.2.</td>
</tr>
<tr>
<td>September 3, 2015</td>
<td>• Initial release in support of Brightspace Binder 2.0.</td>
</tr>
</tbody>
</table>
Binder basics

About Brightspace Binder

Brightspace Binder is an application that provides an engaging experience for learners to distribute, organize, and read documents from courses within Brightspace Learning Environment. Brightspace Binder is a powerful, intuitive, and integrated digital reader of most document types. It includes essential annotation tools, allowing the learner to personalize and supplement their digital experience with documents.

Supported devices and platform versions

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet software</td>
<td>• iPad with iOS 8.0 or higher</td>
</tr>
<tr>
<td></td>
<td>• Android tablet or phone with 4.0.3 or higher</td>
</tr>
<tr>
<td>User account</td>
<td>• A D2L EduDentity account or Facebook account</td>
</tr>
<tr>
<td></td>
<td>• An account for your organization's Brightspace Learning Environment</td>
</tr>
<tr>
<td>Web browser</td>
<td>• Internet Explorer 10 or higher</td>
</tr>
<tr>
<td></td>
<td>• Mozilla Firefox 22 or higher</td>
</tr>
<tr>
<td></td>
<td>• Apple Safari 6 or higher</td>
</tr>
<tr>
<td></td>
<td>• Google Chrome 28 or higher</td>
</tr>
<tr>
<td>Brightspace Learning Environment</td>
<td>Brightspace Learning Environment 10.3 or higher</td>
</tr>
</tbody>
</table>

How Brightspace Binder works

From your Brightspace Binder app, you can create a persistent authenticated connection to your organization's Brightspace Learning Environment. You can then download, browse, annotate, and organize course documents.
About document storage limits

Brightspace Binder has a document storage limit of 2GB (or 2048MB) per account. The maximum supported file size is 300MB. You can view the amount of remaining data storage in the Account or Settings area of your Binder application.

If you reach the storage limit, the system notifies you the next time you use the Send to Binder or Add to Binder features. You can delete your documents as needed to free up space.

Supported document types

If your organization is using Brightspace Learning Environment 10.2 or higher, Brightspace Binder supports the following file types:

- PDF
- Microsoft Office Suite: DOC/X, PPT/X, XLS/X
- Web files: HTML
- Text files: RTF, TXT
- Images: TIF, JPG, PNG

File type support for previous versions of Brightspace Learning Environment may vary.

About Brightspace Binder accessibility

The D2L accessibility program adopts the W3C’s Web Accessibility Initiative (WAI) guidelines as its guiding accessibility principles and best practices. D2L is committed to making Brightspace Binder and supported e-text more accessible and welcomes comments and inquiries about the accessibility of Brightspace Binder by contacting bindersupport@desire2learn.com.

bindersupport@desire2learn.com (mailto:bindersupport@desire2learn.com)
Legal notice

Age requirements

Users of Brightspace Binder and the Send to Binder feature in Brightspace Learning Environment must be at least 13 years old. This is stipulated in the D2L EduDentity Service Agreement.

The D2L EduDentity Service Agreement is presented to the user in Brightspace Learning Environment prior to the first use of the Send to Binder functionality. It is also presented to the user on the initial load of the Brightspace Binder application.

Privacy and personal information

Brightspace Binder employs the D2L EduDentity account management service to securely collect information, including the user’s email address and established credentials.

D2L is committed to protecting the privacy of our users. As a consumer offering, Brightspace Binder protects any collected personal information as outlined in the D2L Privacy Statement.

Log in to or out of Brightspace Binder

1. Tap the Binder icon.
2. Do either of the following:
   - To log in with your EduDentity account, tap EduDentity. Enter your login email and password. Tap Sign In.
   - To log in with your Facebook account, tap Facebook. Enter your Facebook login and password. Tap Log in.

To log out of Brightspace Binder, tap Settings > Sign Out.

Create a connection to Brightspace Learning Environment

When you first log in to Brightspace Binder you need to connect to your organization’s Brightspace Learning Environment to download documents to your iPad.

1. Tap the Add icon and then Add Document.
2. Enter the URL for your online courses.
3. Tap Connect.
4. Enter your login credentials and tap Log In.
Managing documents in Brightspace Binder for iOS

Add a document
You can add documents from your courses to the Binder app.

1. Tap the Add icon and then Add Document. (If you have not already established a connection with your organization’s site you must enter the URL and connect.)
2. Select the course, module, and any sub-module to find the document you want to add.
3. Select the document you want to add and tap Import.
4. Select the destination for the document and tap Import Documents.

Create a document collection
You can organize documents into collections that correspond with courses, or create your own custom collections and sub-collections.

1. Tap the Add icon and then New Collection.
2. Give the collection a name, assign a color, and if you want, add a description.
3. Tap Create.

Move a document or collection
1. Swipe left on the name of the document or collection.
2. Tap Move and select the destination for the document.
3. Tap Move Here.

Navigate a document
You can view the structure and contents of documents from the Book icon on the navbar.

1. Tap the Book icon.
2. Do any of the following:
To view the table of contents of a document, tap Outline. Tap the headings listed to navigate directly to the section of the document.

To view a list of annotations in the document, tap Annotations. Tap an annotation in the list to navigate directly to the page.

To view a list of all pages with bookmarks in the document, tap Bookmarks. Tap a bookmarked page in the list to navigate directly to the page.

Search for a term within a document
1. On the navbar, tap the Search icon.
2. Enter your search term.
3. Tap Search.

Bookmark a page in a document
1. Within a document, scroll to the specific page in the document that you want to bookmark.
2. On the navbar, tap the Bookmark icon.

You can view a list of bookmarks from the Book icon on the navbar.

Delete a document or collection
1. Swipe left on the name of the document or collection.
2. Tap Delete and then confirm you want to delete it.

Share a document with other apps
You can share documents in Brightspace Binder with other applications on your device. If your document is a PDF file with annotations, it will export with the annotations preserved.
1. Swipe left on a document from the document list.
2. Tap Open In and tap an application from the menu that appears.

Annotate a document
1. Tap the document you want to annotate.
2. Tap the Annotate icon.
3. Select the annotation type you want to add from the annotation toolbar.

**Available actions and annotations**

- Text search
- Toggle annotations visibility
- Toggle bookmarking page

**Annotation toolbar:**

- Select to highlight, underline, or strike-through
- Pinned Note
- Free Hand Drawing (thick yellow and thin blue)
- Undo
- Redo
- Dismiss toolbar
- Move toolbar
About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world’s first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L’s open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.


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