Complete the following steps to access and complete the Public Jobs-Private Data course on D2L Brightspace.

- **Technical questions**: Contact support@mnstate.edu or call 218-477-2603.
- **Questions about the Public Jobs-Private Data content**: Contact Human Resources at 218-477-2157.

**Log onto D2L Brightspace**

1. Go to the [D2L Brightspace Login page](https://mnstate.ims.mnscu.edu)
   - Please Note: As of December 27, 2017, the URL for the D2L Brightspace page will be: https://mnstate.learn.minnstate.edu

2. **StarID**: Enter your StarID (e.g., ab1234cd).

3. **Password**: Enter your StarID password.

4. **Click [Login]**.

**Access the course in D2L Brightspace**

1. Click on the **“Select a Course”** tool in the top navigation/tool bar.
2. Find “Public Jobs Private Data” in the list. Click on it to enter the course site.

- If your list of courses is long, you may need to use the “Search for a course” function at the top of the list of courses.

Complete the course materials

1. Read the Chancellor’s message in the “News” section on the Course Home page.

2. Click on the link Click here to START Course 1.

3. Read the course contents.
4. Use the **Previous** and **Next** arrow buttons to navigate through the course contents. (*Found at the top right and bottom right of the page.*)

You can also use the breadcrumbs or side panel to navigate to the Table of Contents to find specific sections.

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**Course Completion and Sign-off**

Once you complete reading each section, you will come to the “Course Completion” page.

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1. Click the **Next** button to continue to the Sign-off “quiz.”

   **Note:** This is a course sign-off, not a graded quiz.
2. Click the [Start Quiz!] button at the bottom of the page.

3. Click [OK] when you receive the confirmation pop-up window.

4. Complete the quiz by following these steps:
   a. Click the following option button: **I have reviewed the material in Course ____.**
   b. Click [Save].
   c. Click [Go to Submit Quiz].
5. When the **Quiz Submission Confirmation** screen appears, click [Submit Quiz].

![Quiz Submission Confirmation](image)

6. When the Confirmation window opens, click [Yes, submit quiz].

![Confirmation](image)

7. Click the name of the course, **Public Jobs Private Data** to return to the Course Home.

![Course Home](image)
8. Repeat the process to review the remaining sections and submit the Completion Sign-off Form for each course lesson.

*Note:* Depending on your role at the university, you may not be required to complete all course lessons.

**Frequently Asked Questions**

<table>
<thead>
<tr>
<th>Question</th>
<th>Resolution</th>
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</table>
2. Enter your **Star ID** Username and Password.                      |
|                                                                           | *Don’t know your Star ID username and password?*  
Go to the [StarID page](http://www.mnstate.edu/starid/) at: http://www.mnstate.edu/starid/ |
|                                                                           | *Please Note:* As of December 27, 2017, the URL for the [D2L Brightspace page](https://mnstate.learn.minnstate.edu) will be:  
https://mnstate.learn.minnstate.edu                                   |
| I thought I had completed the course so why am I receiving reminders that I did not? | Did you complete and submit all of the Sign-off Forms?  
*Note:* Depending on your role at the university, you may not be required to complete all course lessons.  
To check your sign-off completion, from the navigation menu, click **Assessments** and select **Grades**.  
A Points value of “0 / 1” indicates that section is not complete.          |

![Grades](https://example.com/grades.png)

To complete the section, start the course again, review any content that you may
<table>
<thead>
<tr>
<th>Question</th>
<th>Resolution</th>
</tr>
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</table>
| I thought I had signed-off on all of the courses I was required to complete, but I still see a 0 (zero) in the Grades. Why? | It is possible you may have exited a quiz (Course Completions Sign-off Form) before submitting it. If so, you will see an indicator that the quiz is in progress. **To check, from the navigation menu, click Assessments and select Quizzes.**  
<table>
<thead>
<tr>
<th>Quizzes</th>
<th>Attempts</th>
</tr>
</thead>
</table>
| Course 1 Completion Sign-off Form  
Always Available | 1 / unlimited |
| Course 2 Completion Sign-off Form  
Always Available | 1* / unlimited |
| Course 3 Completion Sign-off Form  
Always Available | 0 / unlimited |
| Course 4 Completion Sign-off Form  
Always Available | 0 / unlimited |
| **A red asterisk indicates the quiz is still in progress and was not submitted.** |  |
| To complete and/or submit:  
1. Click on the quiz to open it.  
2. Click Continue Quiz.  
3. Complete & **Submit** following the prompts. | |
| Why am I being asked to take these courses? | Contact the Human Resources Department at 218-477-2157 for questions about the mandatory courses. |
| I have questions or would like assistance while taking the course. Who can I contact? | **Technical questions:** Contact the IT Helpdesk via:  
- E-mail: support@mnstate.edu  
- Phone: 218-477-2603  
- In person: visit the IT Helpdesk in the Library |