Personal Settings Menu - Behind your Name

The Personal Settings Menu is on the upper Navbar, and is available from anywhere in Brightspace. To open it, click your name or your image. You'll see the Role-switch option, Profile, Notifications, Account Settings, and Log Out.

Role-Switch: View as Student

For Instructors to look at your class from a Student view, open the Personal Settings menu and click View as Student. NOTE: For a more complete Student experience of your course, you can enroll your own demo student user (_stu) and log in as them.

Role-Switch: Be Yourself Again

When you're done, open the Personal Settings menu again. You'll see it shows Viewing as Student to let you know that you are not seeing things as an Instructor normally would. To return to your regular role, click the X (Stop viewing as Student).
Profile

Your Profile has settings for your profile picture, contact information, social networks, and personal information.

Your Profile

Here, I've changed my Profile Picture (sometimes called an avatar) by clicking Change Picture and uploading a more recent snapshot. NOTE: Your Profile picture is available site-wide in Brightspace, not just in a particular course. Be sure this is how you wish to present yourself to Instructors and classmates.

Notifications

Notifications has settings for email and mobile phone contact information, summary of course activity, specific course tool notifications such as Grades and Quizzes, and course exclusions. IMPORTANT NOTE: Notifications are Opt-in; the default setting is to NOT receive any Course Notifications. For Students to receive course update notifications, they must make Notification selections here.
Account Settings

Account Settings has personal preference settings for font size, dialogs, HTML Editor, reading view, locale and languages, etc.

Log Out

When you are done with a Brightspace session, always remember to sign out (log out) in order to protect your personal information inside your courses. There is no longer a redundant Log Out button on the Navbar. Clicking the Log Out link on the Personal Settings menu is how to sign out of D2L.

NOTE: This is the same approach we use to sign out of ClawMail (Office 365).