

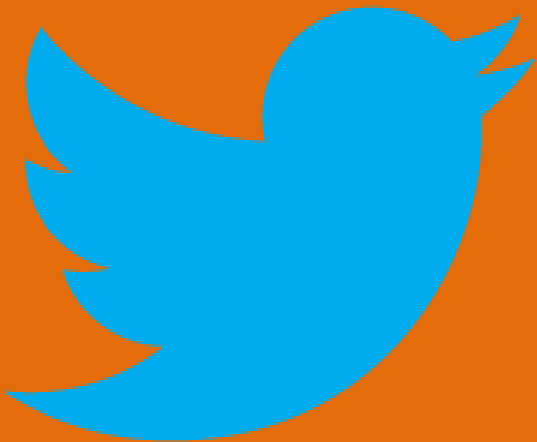
Brightspace Quick Start:

Steps to Get Your Courses and
Organizations Up and Running

Janice Florent
jflorent@xula.edu
Ext. 7418

Join the Conversation

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@xulacat



Brightspace Quick Start for Instructors

1. Setup your Profile, Account Settings, and Notifications
2. Organize your Brightspace landing page
3. Add course content
4. Review your Classlist
5. Communicate with your students



Agenda

- Background information about the Brightspace system
- Understanding and Building Your Course/Organization
 - Help resources
 - Navigating the System
 - Minibar, NavBar, Homepage
 - Profiles
 - Account Settings
 - Notifications
 - Content Tool

Agenda (continued)

- Announcements
 - HTML Editor
 - Video Notes
 - Replace Strings
- Classlists
- Instant Message
- Email
- Calendar

Blackboard

Sunset: 12/31/2017



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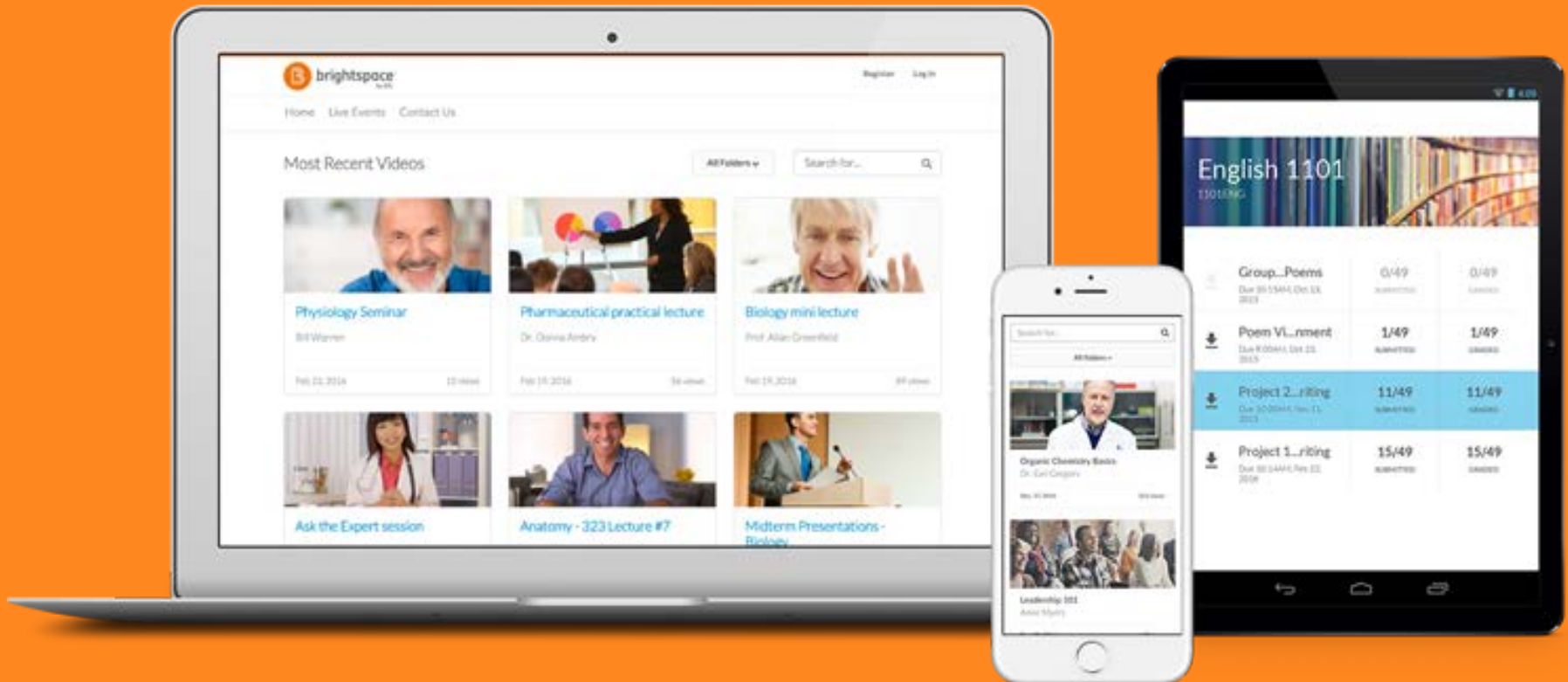
Brightspace by D2L

Sunrise: 1/1/2018

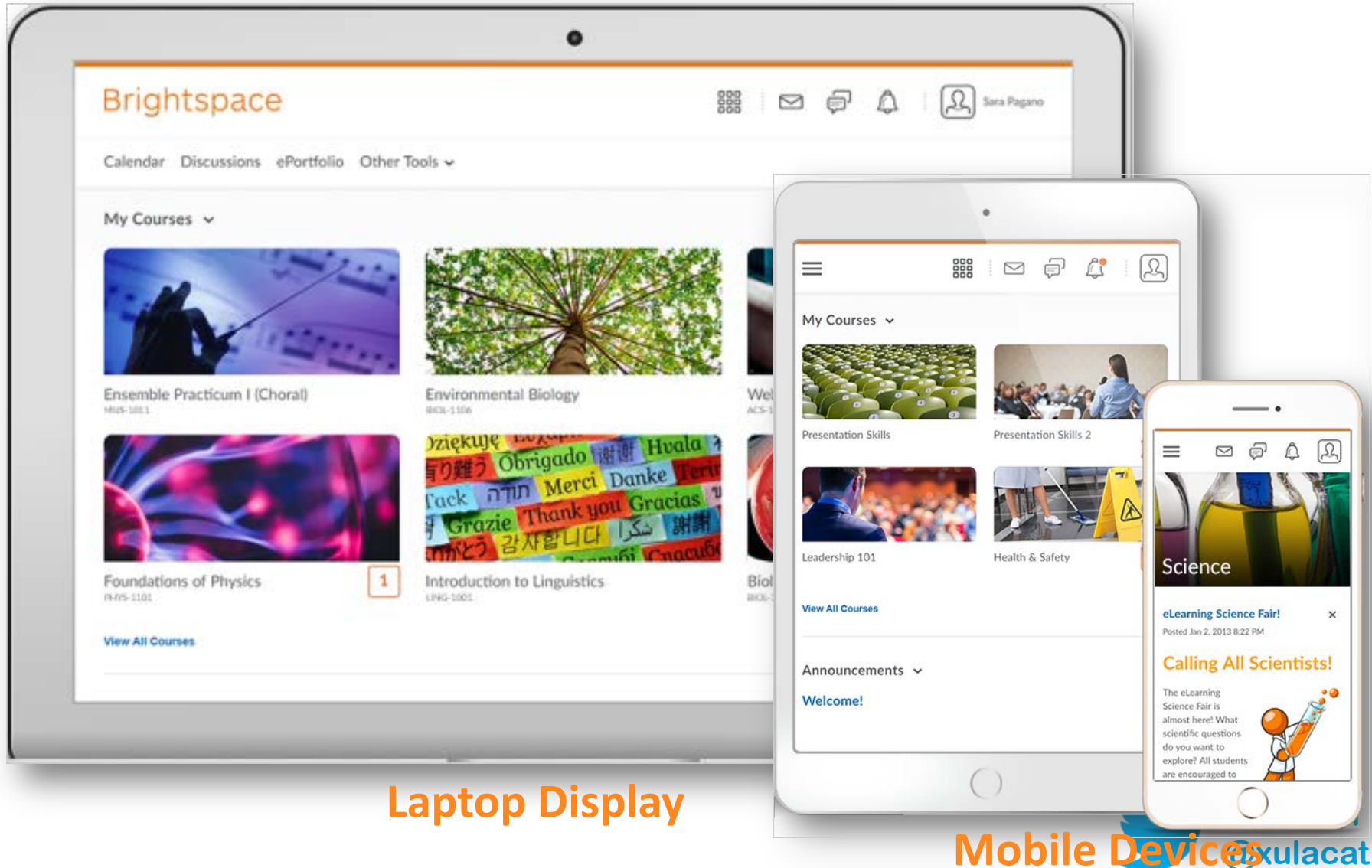


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Introducing Daylight



Responsive Design



Do I really need to know about responsive design or which version of Brightspace we are using?



Brightspace Apps



Assignment
Grader

Gives instructors on-the-go access to submitted assignments and tools for providing detailed feedback.

Brightspace Apps



Pulse

Helps students keep track of important updates.



Binder

Students can store and view all their learning materials in one convenient place.



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Brightspace Apps



Portfolio

Tool for storing, organizing, reflecting on, and sharing items that represent learning.

Help Resources

- CAT FooD
cat.xula.edu/food
- D2L's Documentation
documentation.brightspace.com
- D2L's Community
community.brightspace.com
- 24/7 End-user Support
Email
Live Chat



Brightspace Training Courses

Student's Perspective



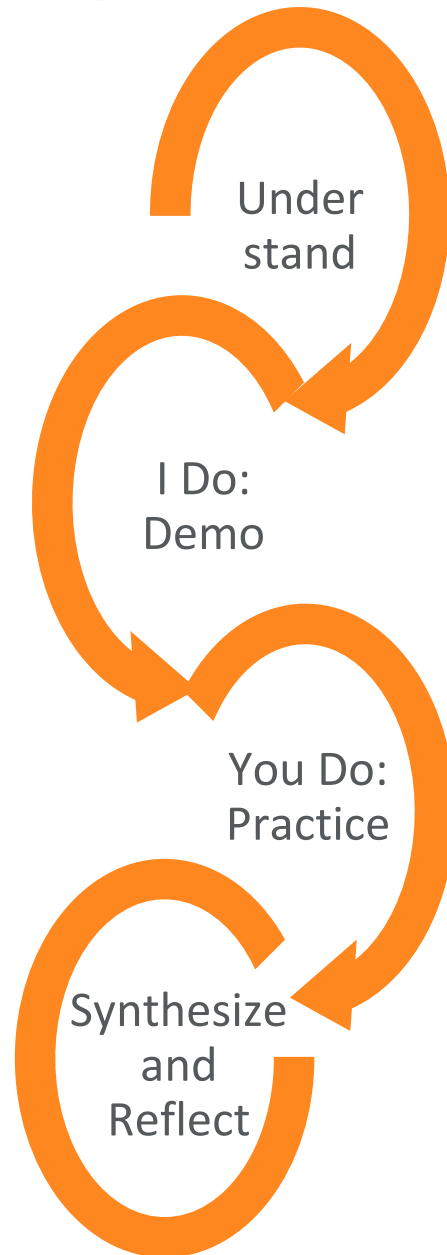
**Brightspace Instructor
Training**

Instructor's Perspective



“Sandbox-username”

Hands-on Activity Structure



Let's look at the help resources
and your Brightspace courses.



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First Steps to Setup Course

- 1) Organize main landing page
- 2) Setup and add course content
 - a) Setup course home page
 - b) Upload syllabus
 - c) Create modules and add content to modules



UDL

Universal Design of Learning

INSPIRED BY A PUBLIC SCHOOL STUDENT WITH DISABILITIES



© 2002 MICHAEL F. GIANGRECO. ILLUSTRATION BY KEVIN RUELLE
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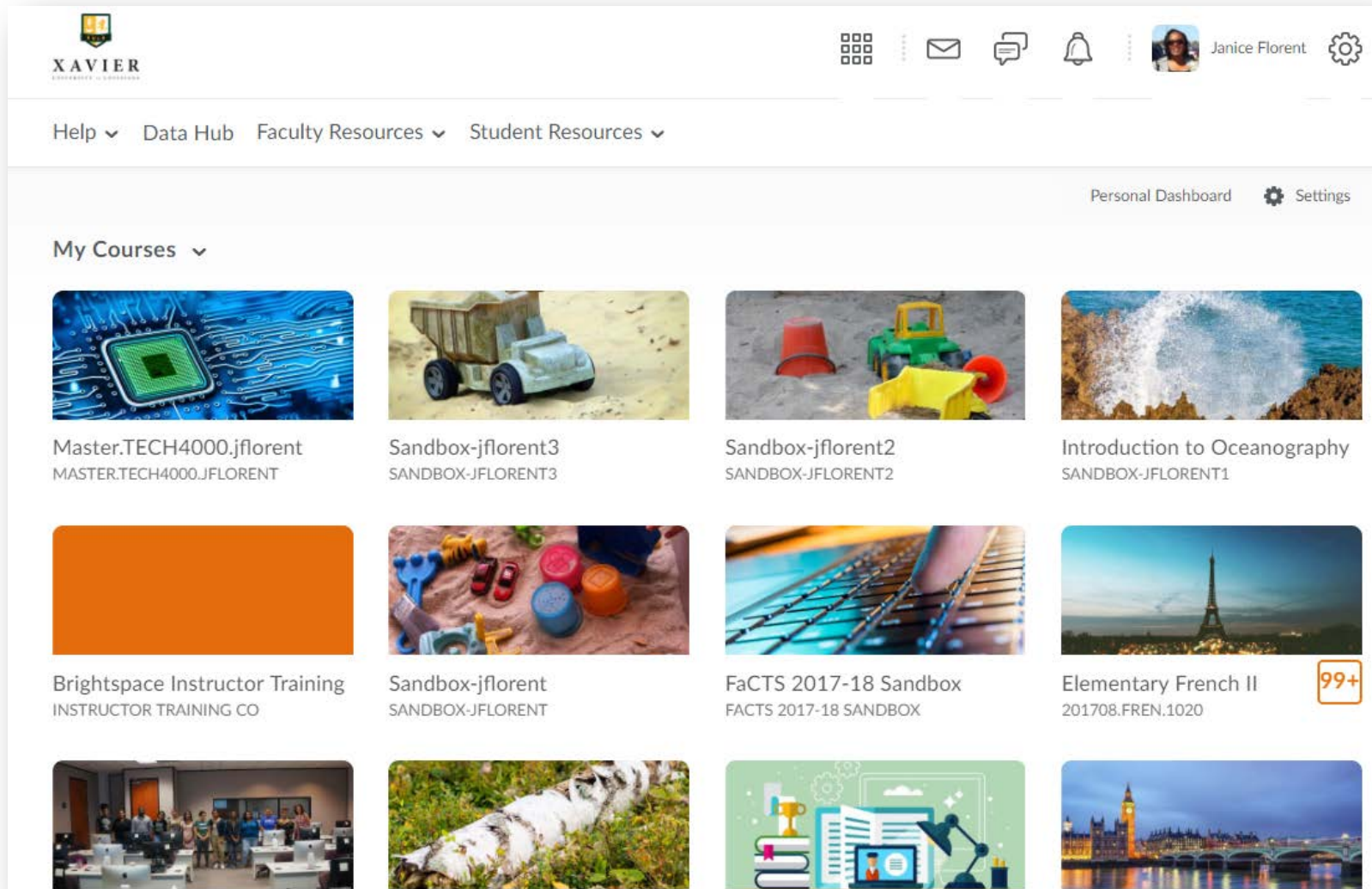
CLEARING A PATH
FOR PEOPLE WITH SPECIAL NEEDS
CLEARS THE PATH FOR EVERYONE!



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Course Banner

- Personalize your course with a banner image



The screenshot displays the Brightspace user interface for a user named Janice Florent. The top navigation bar includes the Xavier University logo, a grid icon, an envelope icon, a speech bubble icon, a bell icon, and a profile picture of Janice Florent with a settings gear icon. Below the navigation bar, there are links for Help, Data Hub, Faculty Resources, and Student Resources. The main content area is titled "My Courses" and displays a grid of course banners. Each banner consists of a representative image, the course name, and the instructor's name. The courses shown are:

- Master.TECH4000.jflorent (MASTER.TECH4000.JFLORENT) with a circuit board image.
- Sandbox-jflorent3 (SANDBOX-JFLORENT3) with a toy dump truck image.
- Sandbox-jflorent2 (SANDBOX-JFLORENT2) with a toy tractor image.
- Introduction to Oceanography (SANDBOX-JFLORENT1) with a wave crashing image.
- Brightspace Instructor Training (INSTRUCTOR TRAINING CO) with a solid orange image.
- Sandbox-jflorent (SANDBOX-JFLORENT) with a toy car and blocks image.
- FaCTS 2017-18 Sandbox (FACTS 2017-18 SANDBOX) with a keyboard image.
- Elementary French II (201708.FREN.1020) with a Eiffel Tower image and a "99+" badge.
- A group photo of students in a classroom.
- A close-up of a tree trunk.
- A desk with books and a lamp.
- A night view of the Big Ben and London Bridge.



CAT FooD

(for thought)

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ABOUT THIS BLOG

Brightspace Tip #7: Change the Name of Your Course

Janice Florent • November 1, 2017 • [Leave a comment](#)



Instructors have the ability to change the names of their Brightspace courses to suit their needs. For example, if you teach two sections of English 1010, you can personalize the names to become ENGL1010 – 9 MWF and ENGL1010 – 1:15 TR.

Follow these steps to do it.

Search

BLACKBOARD

BLACKBOARD DOCUMENTS

- [Guide to Taking Tests in Blackboard](#)
- [Collaborate](#)
- [Record, Upload, and Share Video on YouTube](#)

BLACKBOARD FAQ

- [Respondus Monitor FAQ](#)
- [Respondus LockDown Browser FAQ](#)
- [VoiceThread FAQ](#)

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BRIGHTSPACE FAQ

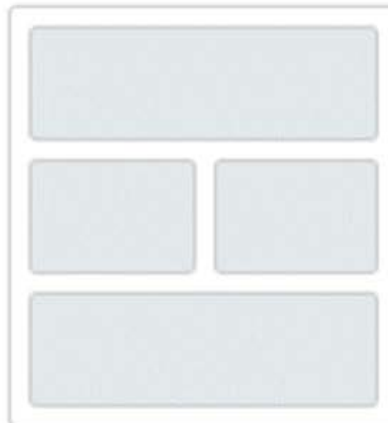
BRIGHTSPACE DOCUMENTS

Homepage Layouts

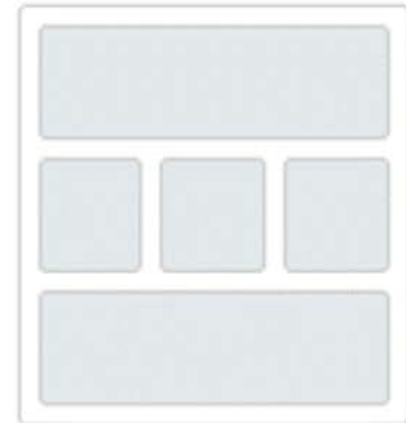
Basic



Two Column



Three Column



Widgets

- Sections of content that provide information and links to tools, courses, and personal settings



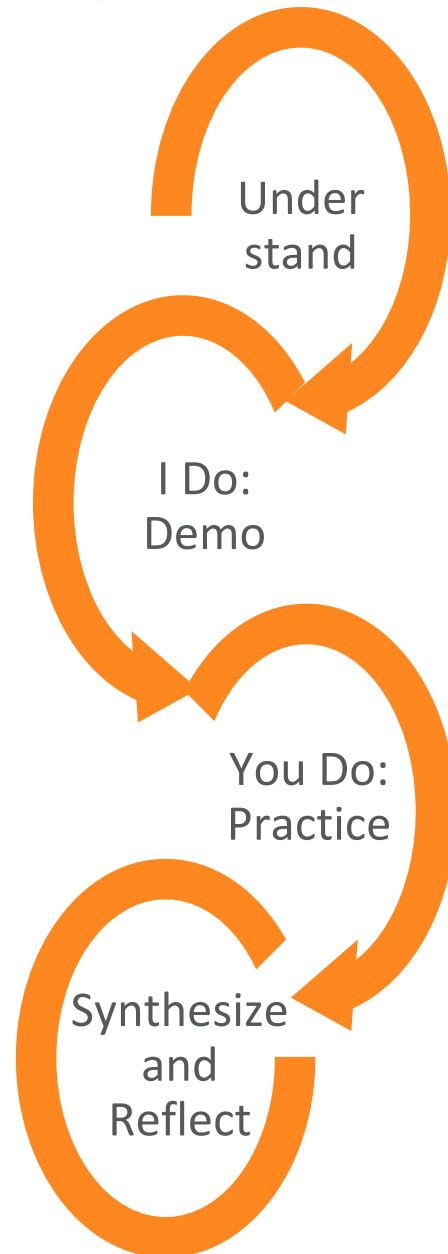
Widgets

- System Widgets
 - Examples:
 - Announcements
 - Calendar
 - My Courses
- Custom Widgets
 - Common uses include:
 - Getting Started Information
 - Welcome Information
 - Social Media
 - Embeddable Objects

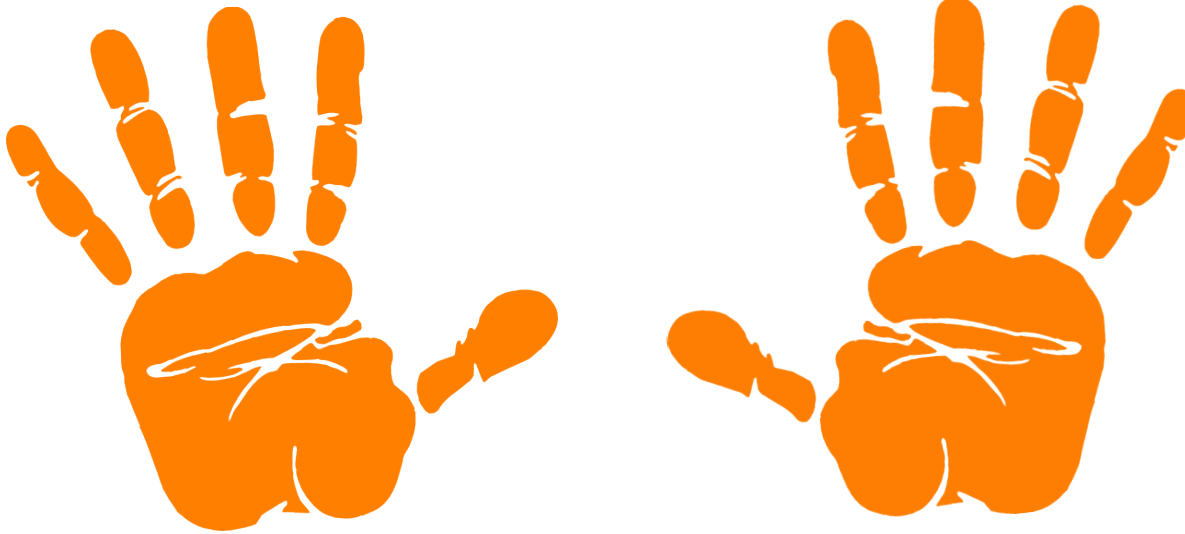




Hands-on Activity Structure



Hands on Activity

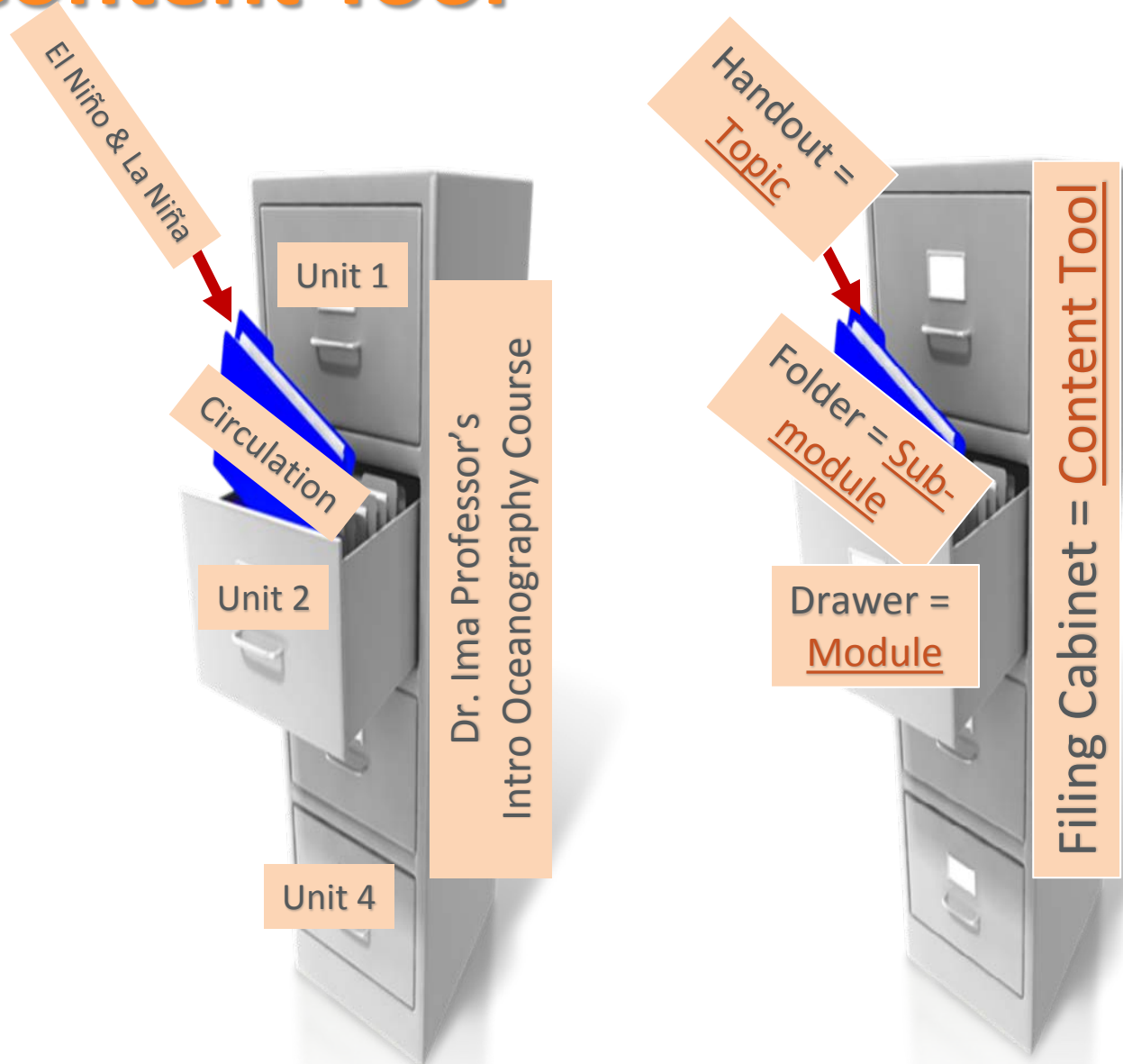


Content Tool

A storage space that allows you to create, edit and organize information and activities into one location for students.



Overview of the Content Tool



Sample Table of Contents

Modules

Table of Contents	81
≡ Lecture Review Documents	1
≡ Videos	1
≡ Course Intro	1
≡ <u>Chapter 1</u>	8
≡ Chapter 2	14
≡ Chapter 3	8
≡ Chapter 4	6

Table of Contents	6
≡ <u>Biology 101 Assignments</u>	4
≡ Class Lecture Recordings	1
≡ Start here first!	1
Add a module...	

Sample Table of Contents

Modules

Table of Contents	143
≡ Getting Started	14
≡ Module 1: Setting Up Your Gradebook	22
≡ Module 2: Building Assessments	42
≡ Module 3: Grading Assessments	32
≡ Module 4: Personalizing Assessments	29
≡ Conclusion	4
Add a module...	

Sample Module

Module →

Topics

Getting Started ▼		
<div>Upload / Create ▼ Existing Activities ▼</div>		
≡ Welcome to the Course ▼		✓
≡ Course Overview and Objectives ▼		✓
≡ Meet Your Facilitator ▼		✓
≡ Course Outline ▼		✓
≡ Setting Expectations ▼		✓
≡ Navigating Your Course ▼		✓
≡ Accessing My Sandbox ▼		✓
≡ Building a Foundation: The HTML Editor ▼		✓
≡ Course Schedule ▼		✓

Sample Table of Contents

Modules

Table of Contents	
≡	Agendas and Minutes
≡	Committees
≡	Discussions
≡	Policies
≡	Archives
<input type="text" value="Add a module..."/>	

Table of Contents

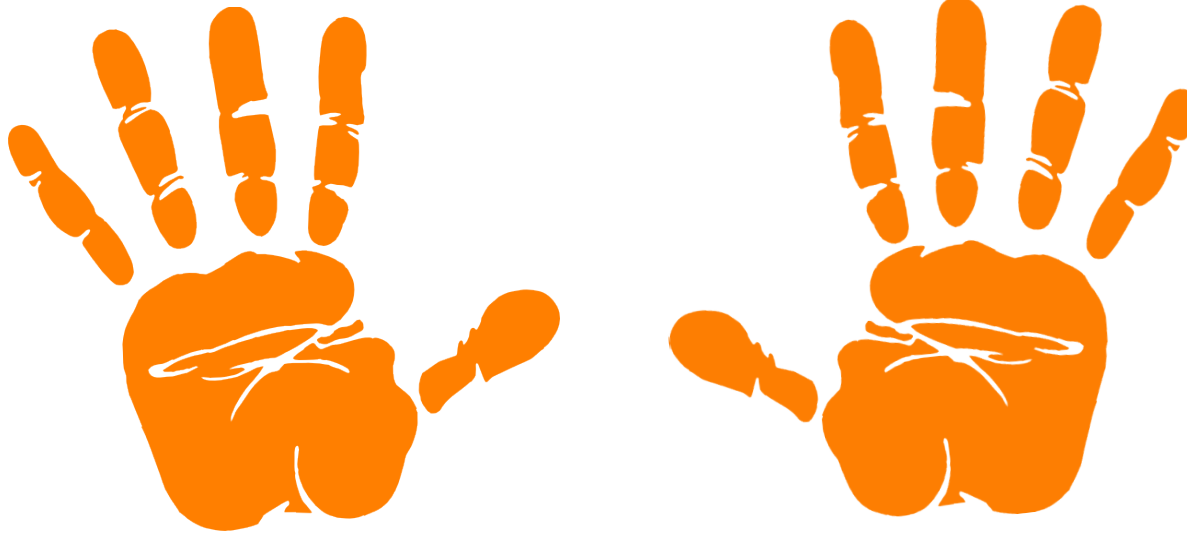
- Organize your modules with consistent naming convention
- Include module descriptions
- Include multimedia, images, video, audio



Hands-on Activity Structure



Hands on Activity



Announcements

- Course announcements
 - Course newspaper
- Student's first contact with your course



Make the Announcements Tool Work for You



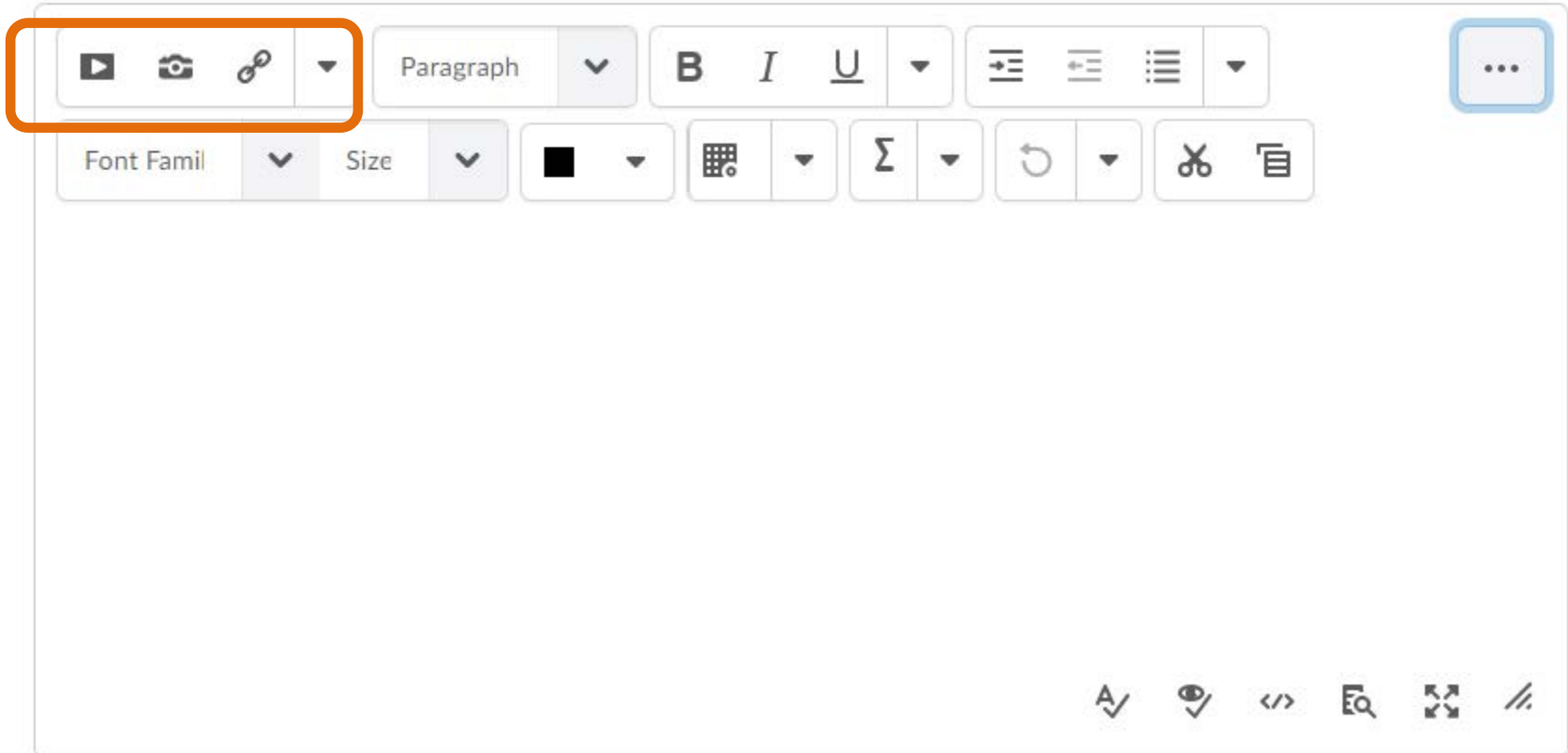
Announcements Tool

- Built-in HTML Editor
 - Text formatting
 - Embedded multimedia
 - Video Notes
- Replace Strings for personalization
- Date and Time Restrictions
 - Schedule start/stop dates and times
- Release conditions



HTML Editor

Content *



The image shows the HTML Editor toolbar with an orange box highlighting the first four icons: a play button, a camera, a link icon, and a dropdown arrow. The toolbar includes various formatting and editing tools such as paragraph selection, bold, italic, underline, list creation, font family and size selection, background color, table insertion, summation, undo, redo, and cut/paste. A blue box highlights a menu icon (three dots) on the right side of the toolbar. The bottom of the editor features a row of icons for undo, redo, source code view, find, zoom in, and zoom out.

Finding Images



CAT FooD

(for thought)

SUBSCRIBE

ABOUT THIS BLOG

Finding Images to Use in Your Courses

Janice Florent • September 25, 2017 • [Leave a comment](#)

Often instructors are looking for images to use in their courses because images can liven up the course and help students understand the course material.



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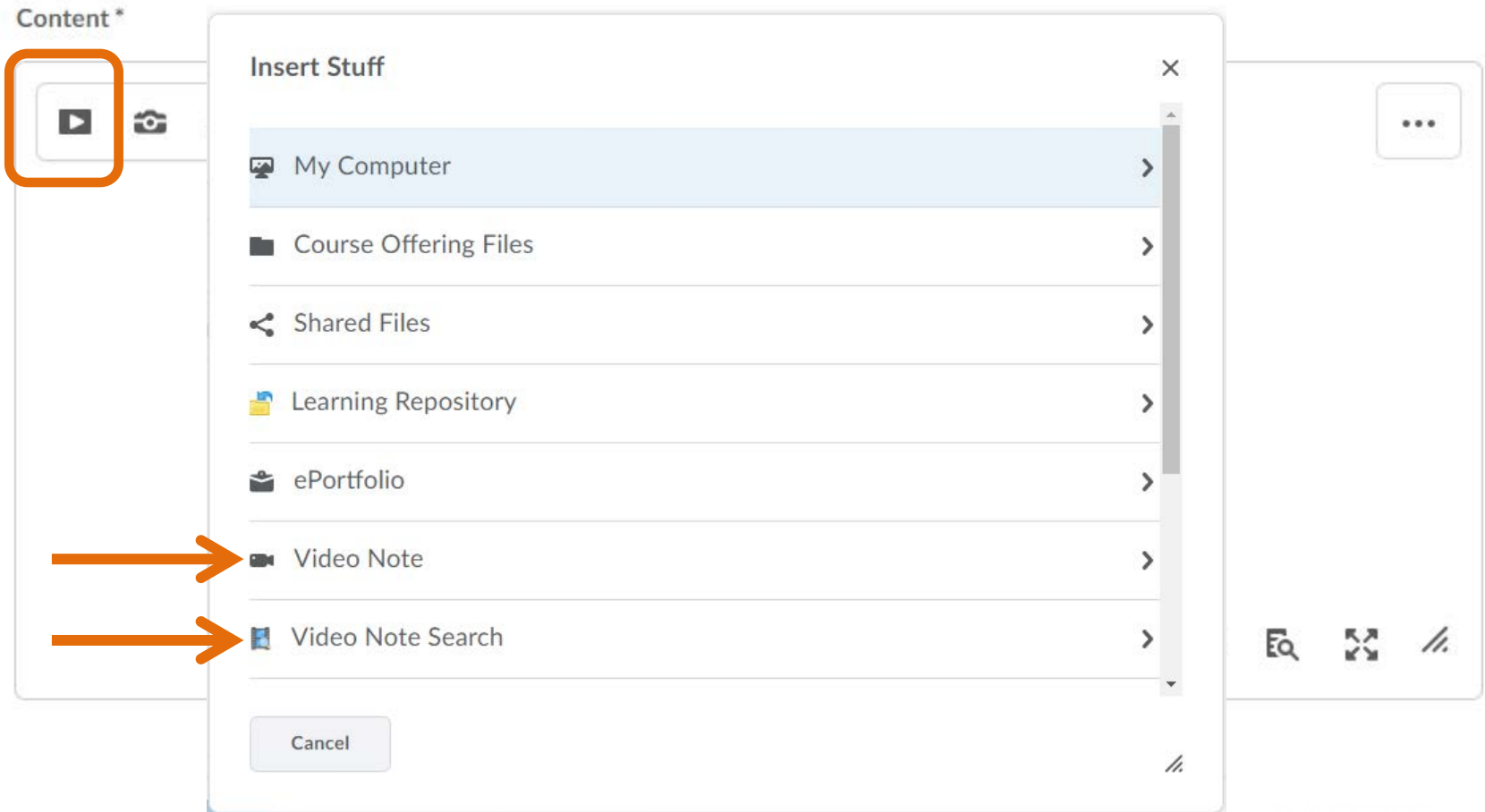
- Guide to Taking Tests in Blackboard
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Video Notes



Video Notes

- Closed Captions not available
- Make video notes accessible by including a transcript



Voice Typing



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(for thought)

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ABOUT THIS BLOG

Voice Typing in Google Docs

Janice Florent • February 20, 2017 • [Leave a comment](#) • [Edit](#)



Are you slow at typing? Try dictating using Google's voice typing.

Voice typing is a feature that is available in [Google Docs](#). Voice typing is available in more than 40 languages. Although the results of the voice dictation is not 100%

Search

BLACKBOARD

BLACKBOARD DOCUMENTS

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TOPICS

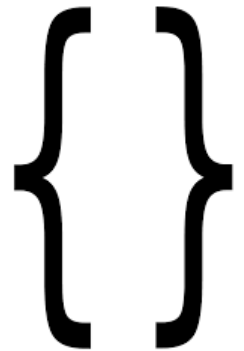


Personalize Your Announcements

- Replace Strings
 - {FirstName}
 - {LastName}
 - {UserName}
 - {OrgUnitName} – Name of the course



Replace Strings



Tip: Verify that you do not have any **spelling mistakes** or **spaces** in your replace string.

Replace Strings Example

Hello **{FirstName}**!

Welcome to the study of oceans, which I hope you will approach with a sense of adventure. A good start leads to a good finish, and you have just taken your first step on the path toward success in this course. This course, “**{OrgUnitName}**” will be led by Dr. Ima Professor and will focus on learning about our oceans.

At the beginning of any journey, it's important that you start off on the right foot, have a sense of where you are going, and make sure all of your equipment is ready for the trip. In the overview, you will find the course syllabus which has learning outcomes for the course along with all the exciting things we will accomplish in this course. The table of contents will help plot your way through the lessons. Review the hardware and software requirements to ensure a smooth journey, and I've given you some browser plug-ins just in case you need them.

Replace Strings Example

General

Headline *

Welcome

Content *



Paragraph



B

I

U



Hello {FirstName}!

Welcome to the study of oceans, which I hope you will approach with a sense of adventure. A good start leads to a good finish, and you have just taken your first step on the path toward success in this course. This course, "{OrgUnitName}" will be led by Dr. Ima Professor and will focus on learning about our oceans.

At the beginning of any journey, it's important that you start off on the right foot, have a sense of where you are going, and make sure all of your equipment is ready for the trip. In the overview, you will find the learning

Announcements ▾

Welcome ▾

Posted Sep 21, 2017 5:56 PM

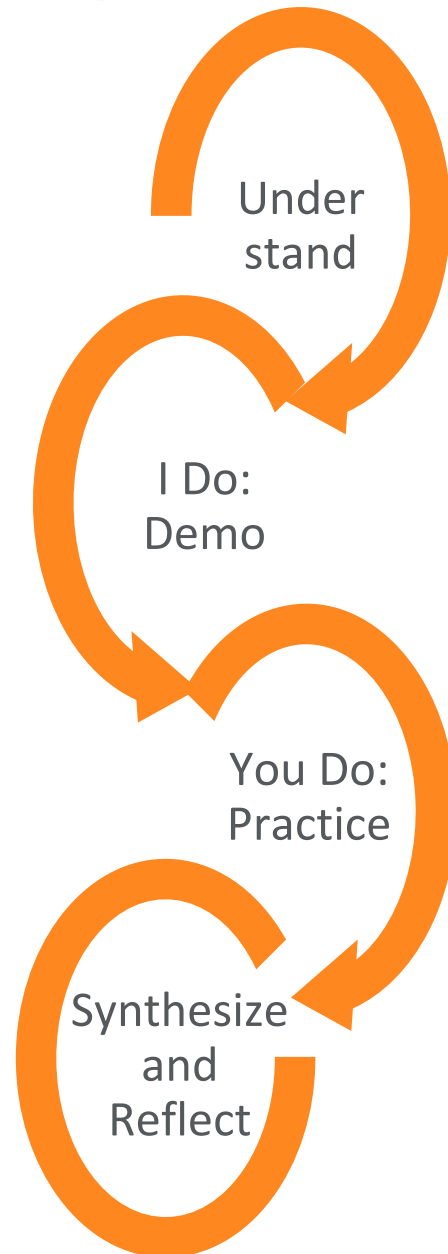
Hello Janice!

Welcome to the study of oceans, which I hope you will approach with a sense of adventure. A good start leads to a good finish, and you have just taken your first step on the path toward success in this course. This course, "Janice Sandbox CO" will be led by Dr. Ima Professor and will focus on learning about our oceans.

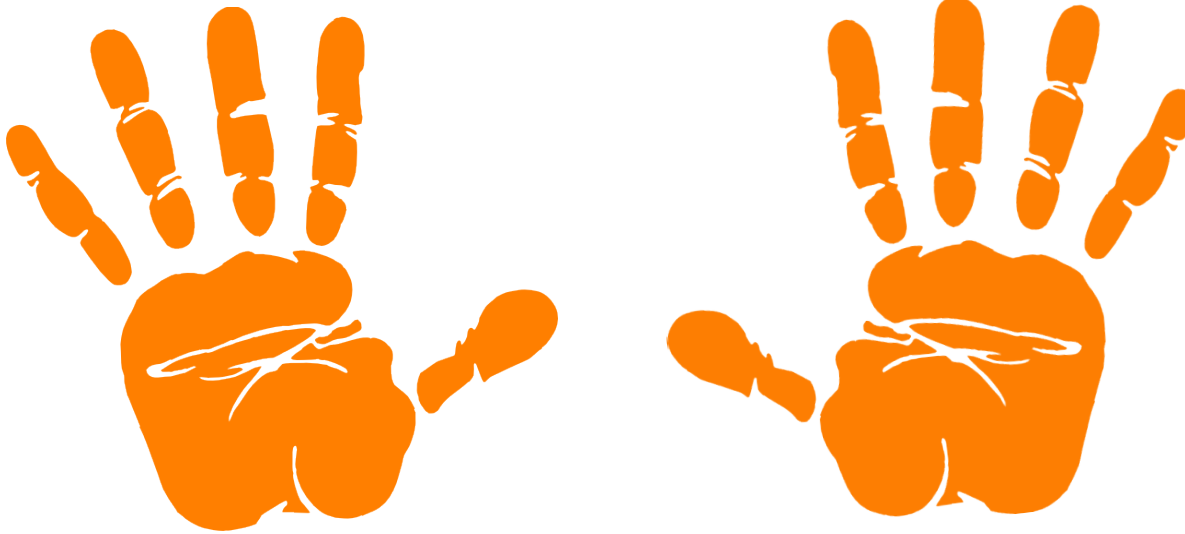
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Hands-on Activity Structure

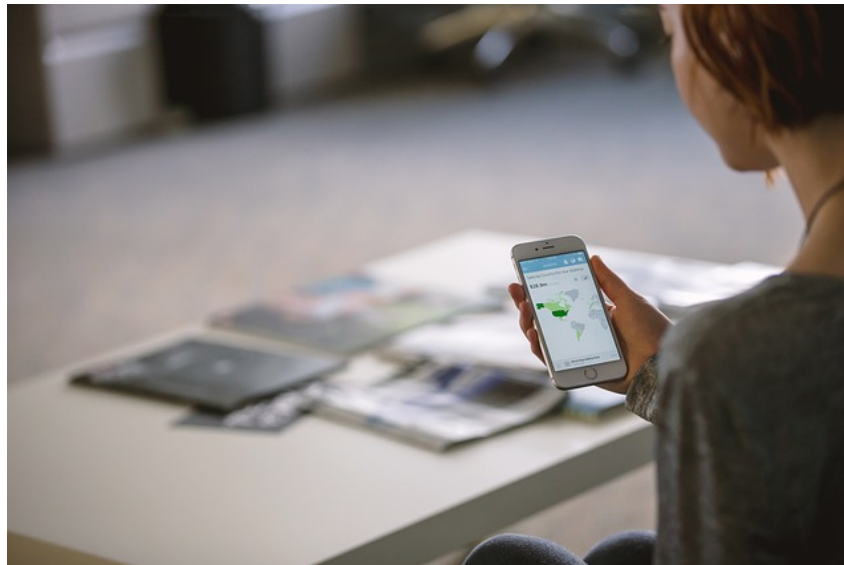


Hands on Activity



Instant Messages

- Online messaging tool for sending messages
 - Quicker and less formal than an email



Classlist

- See who's enrolled in your course
- See who's online
- Send instant message
- Send email



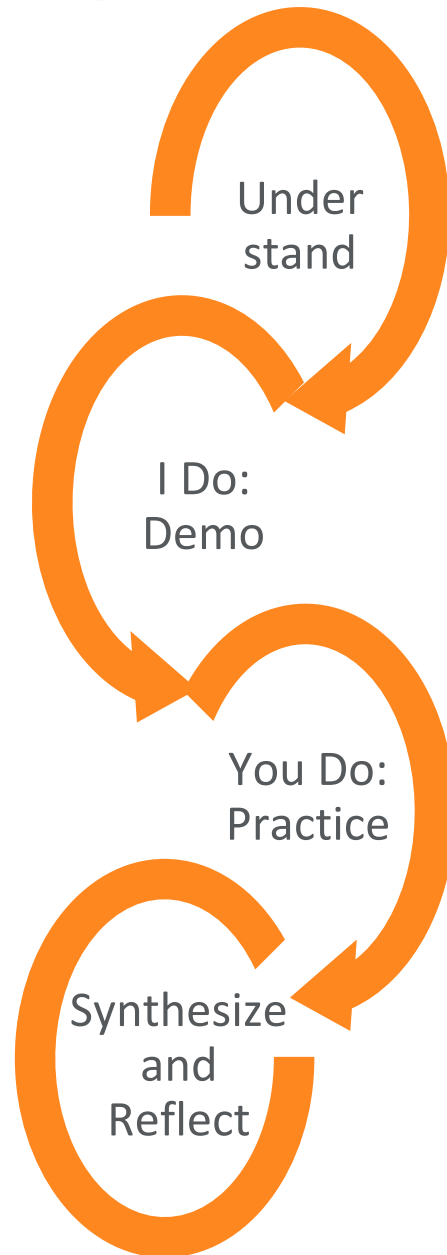
Alerts



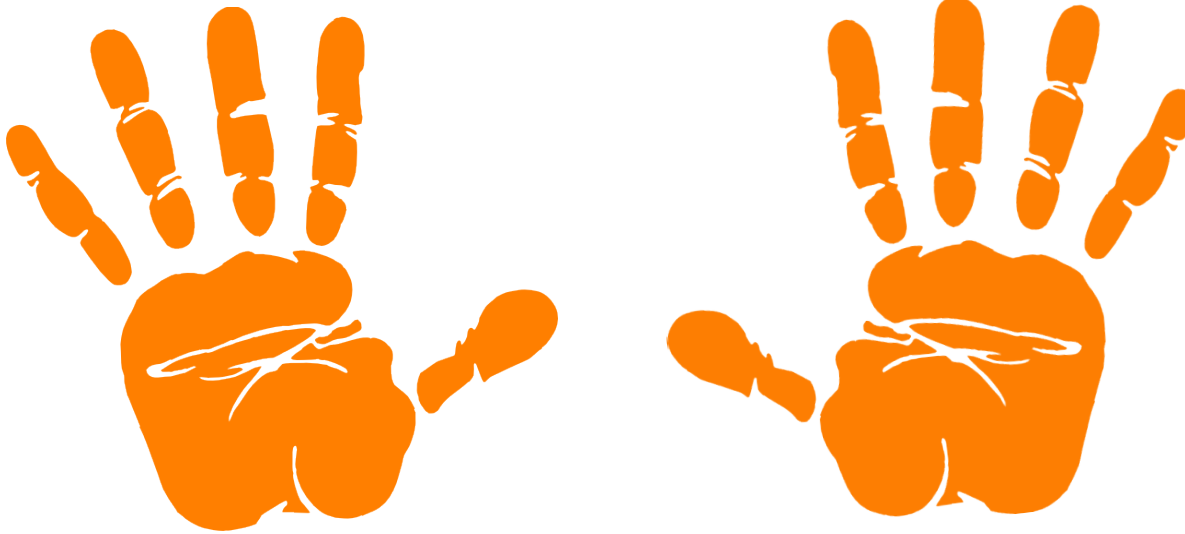
Janice Florent



Hands-on Activity Structure



Hands on Activity



Email

- Send email from within Brightspace
- Signature
- Address Book



{Replace Strings}

- Currently do not work when sending email inside your course.
- Would you like to have this feature?
 - Voice your opinion via Product Ideas Exchange (PIE)
community.brightspace.com

Classlist Redux

- See who's enrolled in your course
- See who's online
- Send instant message
- Send email



Email

- Sent Mail folder
- Email Signature
- Address Book



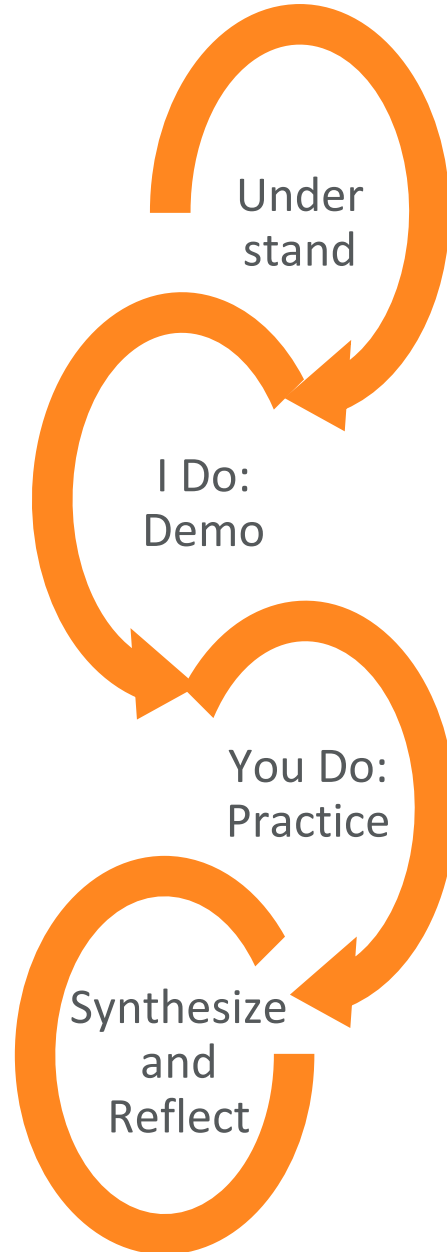
Janice Florent



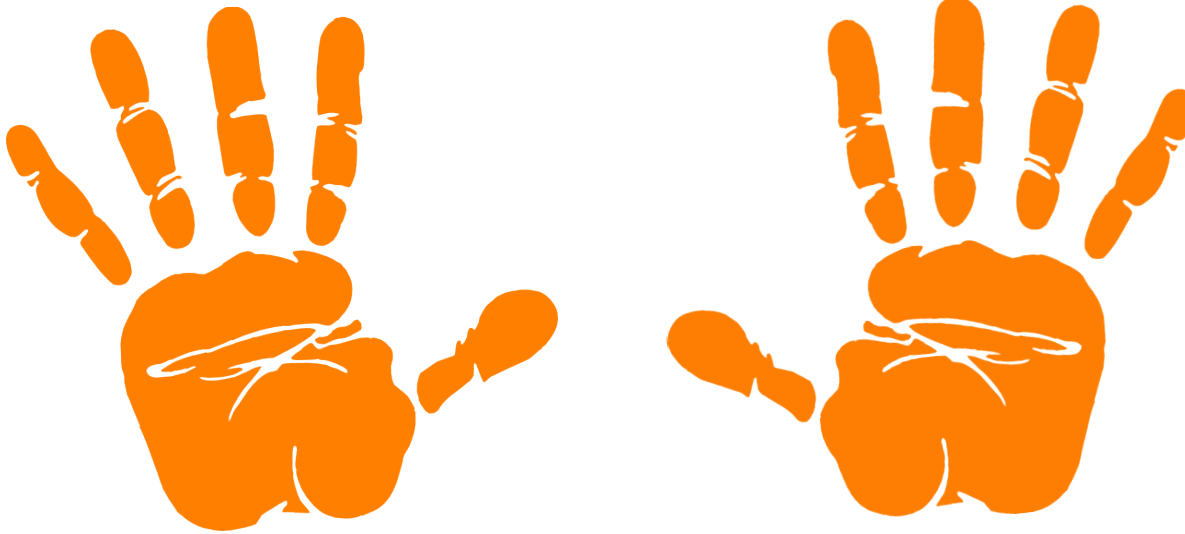
#edtech
@xulacat



Hands-on Activity Structure



Hands on Activity



Training & Help for Students

- Please point your students to help resources
 - Student Resources
In the NavBar on main landing page
 - CAT FooD
cat.xula.edu/food
 - D2L's Documentation
documentation.brightspace.com
 - 24/7 End-user Support
 - Email**
 - Live Chat**



System Updates

- Continuous Delivery Updates
 - No downtime required
- Routine Maintenance Window
 - First Sunday each month, midnight – 6:00 am
 - **Avoid assignment due dates in this window**



Instructional Continuity

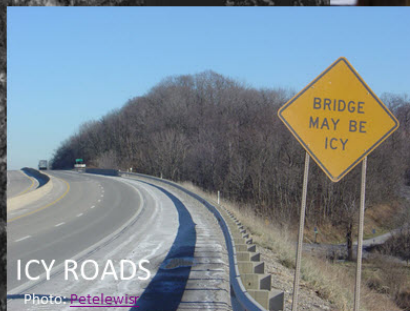
The threat of disasters is real...



PANDEMIC



FIRES



ICY ROADS



MEDICAL
EMERGENCY



TORNADOS

HURRICANES

Next Steps

- Sign up for Brightspace training
- Experiment and explore Brightspace features and functions
- Migrate course or build course from scratch



Master Course Shells

- Faculty can:
 - Build a new course
 - Build out your course before the actual courses are made available for the upcoming semester
- Fill out request form



Import/Export/Copy Components

- You DO NOT have to build your courses from scratch each semester.



Help Resources Redux

- CAT FooD
cat.xula.edu/food
- D2L's Documentation
documentation.brightspace.com
- D2L's Community
community.brightspace.com
- 24/7 End-user Support
Email
Live Chat



Product Ideas Exchange (PIE)

- Submit new ideas for product changes
- Vote on existing ideas
- Goto community.brightspace.com
and click on Products Ideas Exchange link



Additional Resources

- One-to-one help through CAT+
Appointment: jflorent.youcanbook.me
Email: jflorent@xula.edu
Phone: **ext. 7418**
- CAT+ training sessions
cat.xula.edu/events





Brightspace Faculty Share Showcase

Coming soon to the
Orange Room

Follow CAT+FD

@xulacat

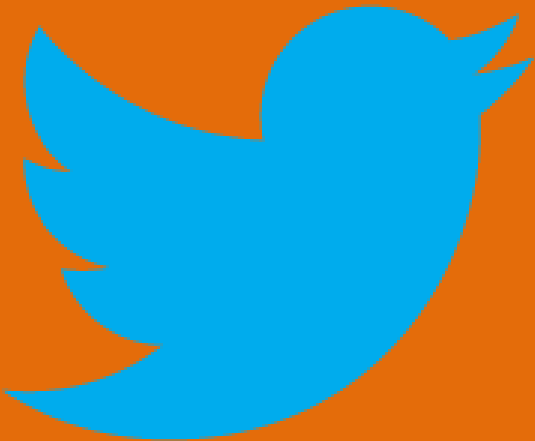


Photo Credit

- Sunset by Tom Hall
- Sunrise by Nigel Howe
- No Internet by Marcelo Graciolli
- Help by Neal Sanche

Questions

