Brightspace Quick Start:

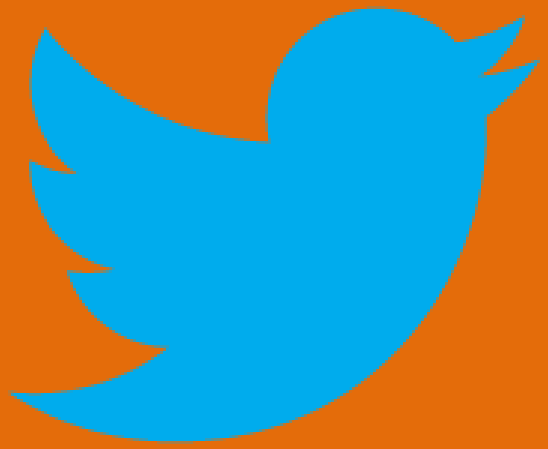
Steps to Get Your Courses and Organizations Up and Running

Janice Florent
jflorent@xula.edu
Ext. 7418

Join the Conversation

brightspace @ XULA

#edtech
@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

#edtech
@xulacat

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

#edtech
@xulacat

Agenda (continued)

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

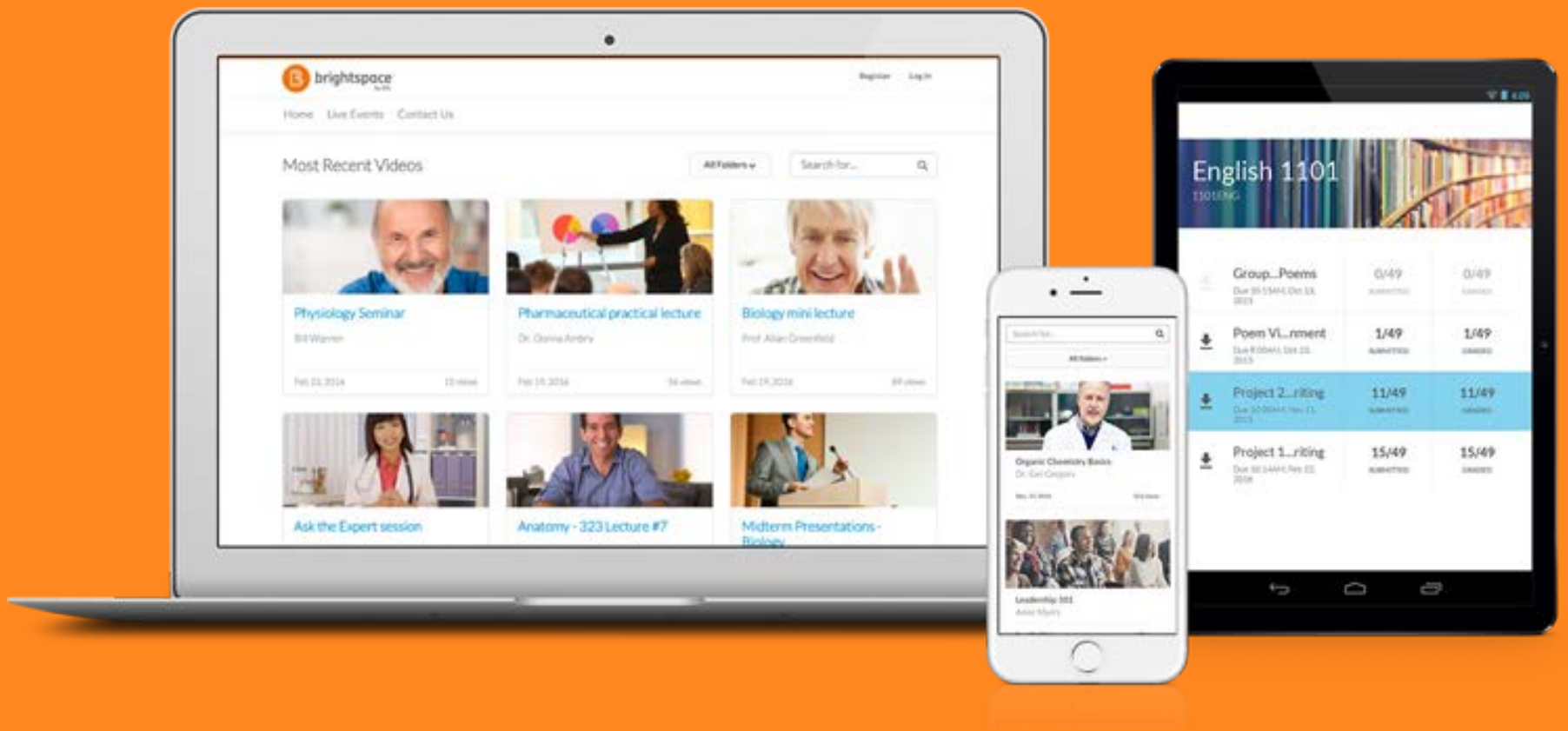
#edtech
@xulacat

Blackboard
Sunset: 12/31/2017
#edtech
@xulacat

Brightspace by D2L
Sunrise: 1/1/2018
#edtech
@xulacat

Introducing Daylight

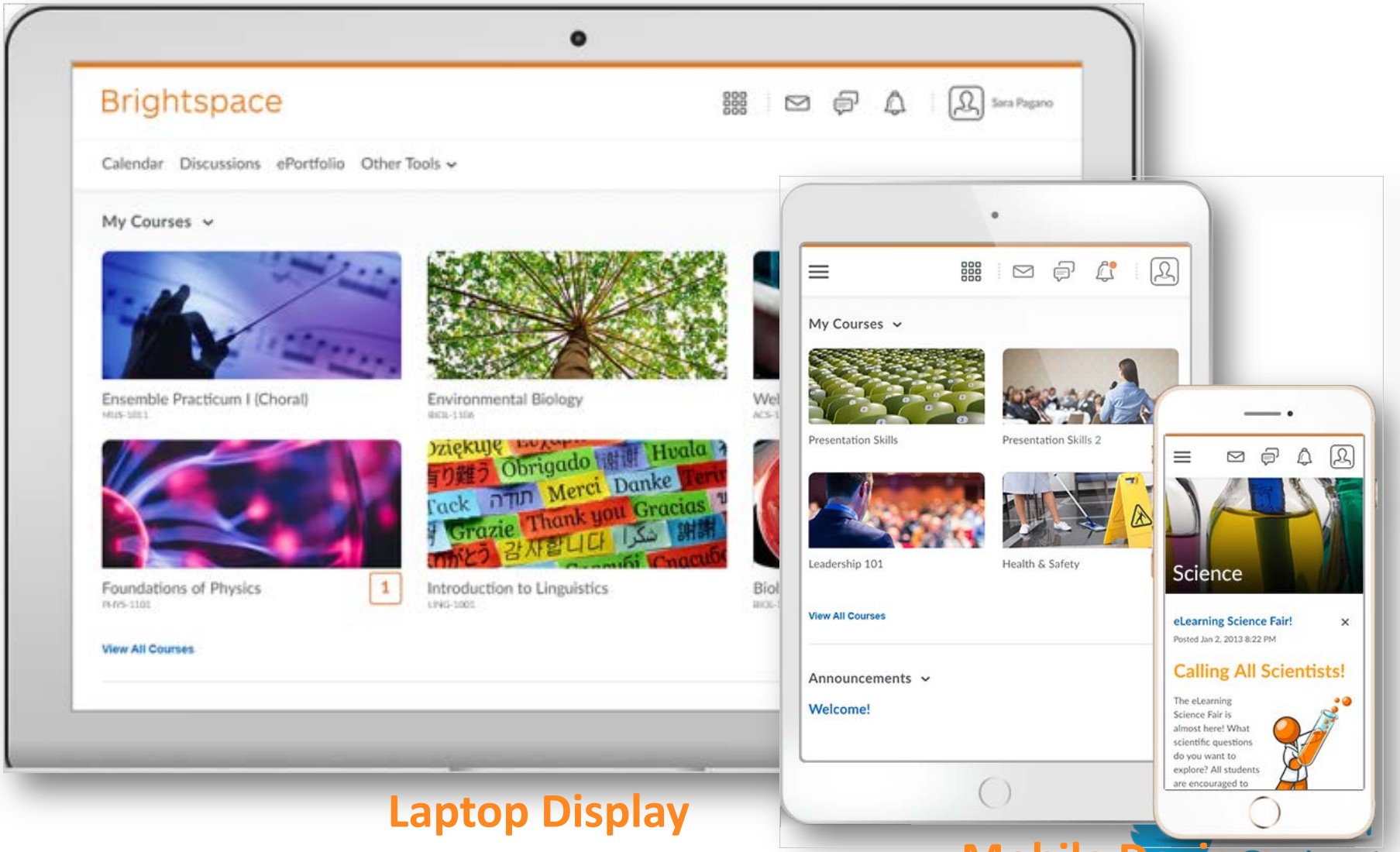
brightspace @ XULA



#edtech
@xulacat

Responsive Design

brightspace @ XULA



Laptop Display

Mobile Devices

@xulacat

brightspace
@ XULA

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

#edtech
@xulacat

Brightspace Apps

Assignment Grader

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

#edtech
@xulacat

Brightspace Apps

brightspace @ XULA

Pulse

Helps students keep track of important updates.

Binder

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

#edtech
@xulacat

Brightspace Apps

Portfolio

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

#edtech
@xulacat

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

#edtech
@xulacat

Brightspace Training Courses

Student's Perspective

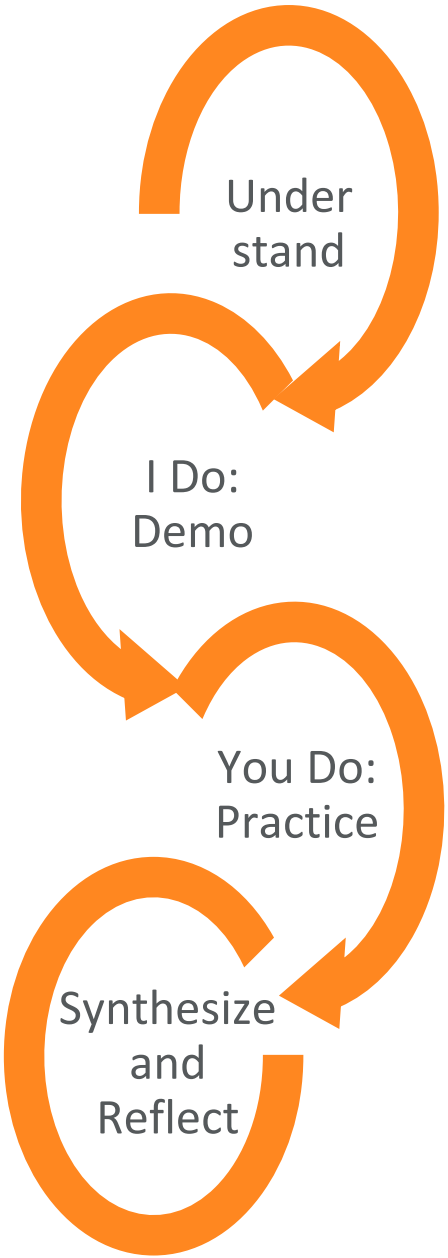
Brightspace Instructor Training

Instructor's Perspective

"Sandbox-username"

Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

brightspace @ XULA

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

#edtech
@xulacat

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

#edtech
@xulacat

UDL

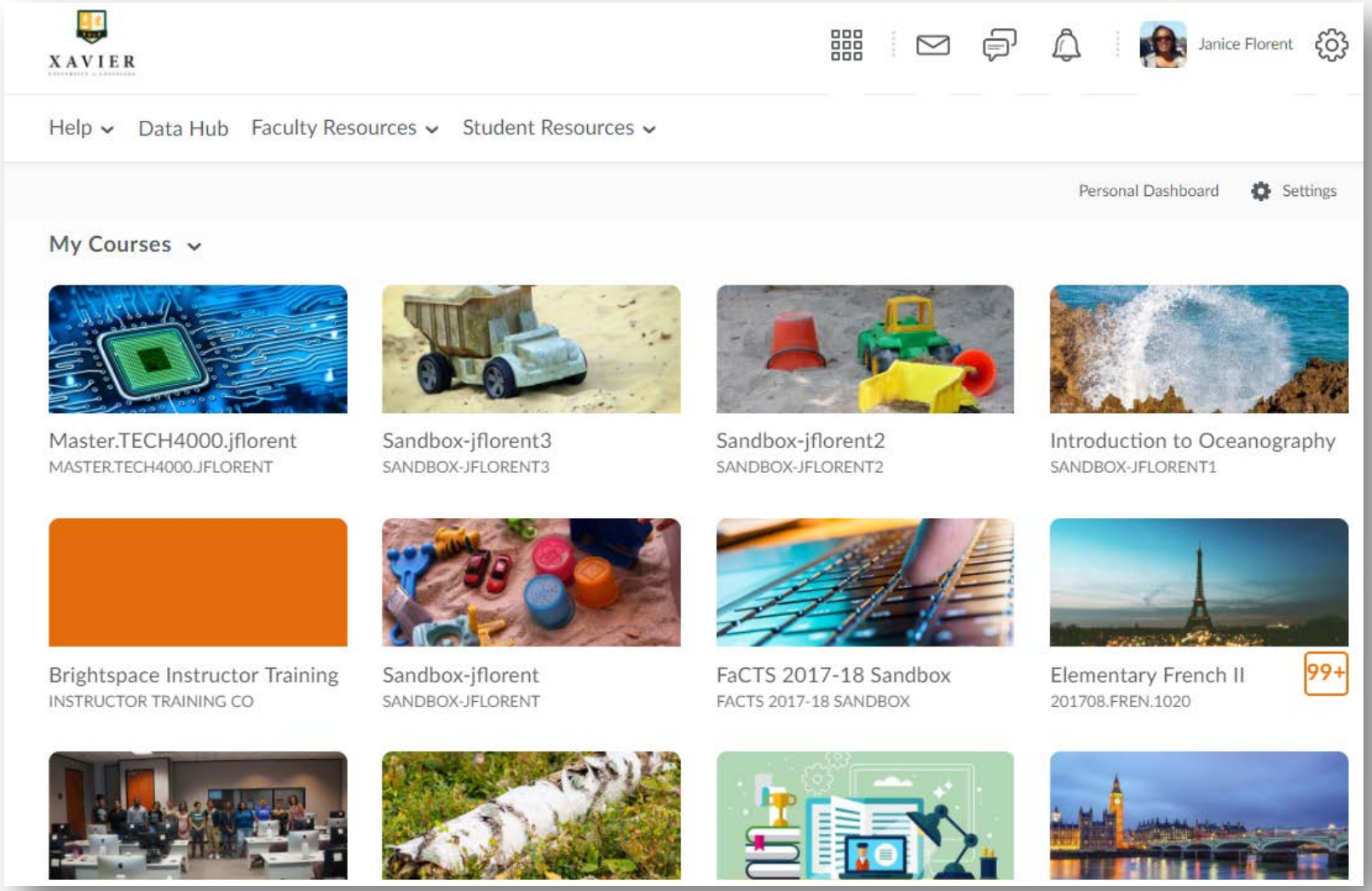
Universal Design of Learning

#edtech
@xulacat

CLEARING A PATH
FOR PEOPLE WITH SPECIAL NEEDS
CLEARS THE PATH FOR EVERYONE!

Course Banner

- Personalize your course with a banner image



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 ... 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

BRIGHTSPACE

BRIGHTSPACE FAQ

BRIGHTSPACE DOCUMENTS

https://cat.xula.edu/food/brightspace-tip-7-change-the-name-of-your-course/

Homepage Layouts

brightspace @ XULA

Basic	Two Column	Three Column

#edtech
@xulacat

Widgets

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

#edtech
@xulacat

Widgets

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

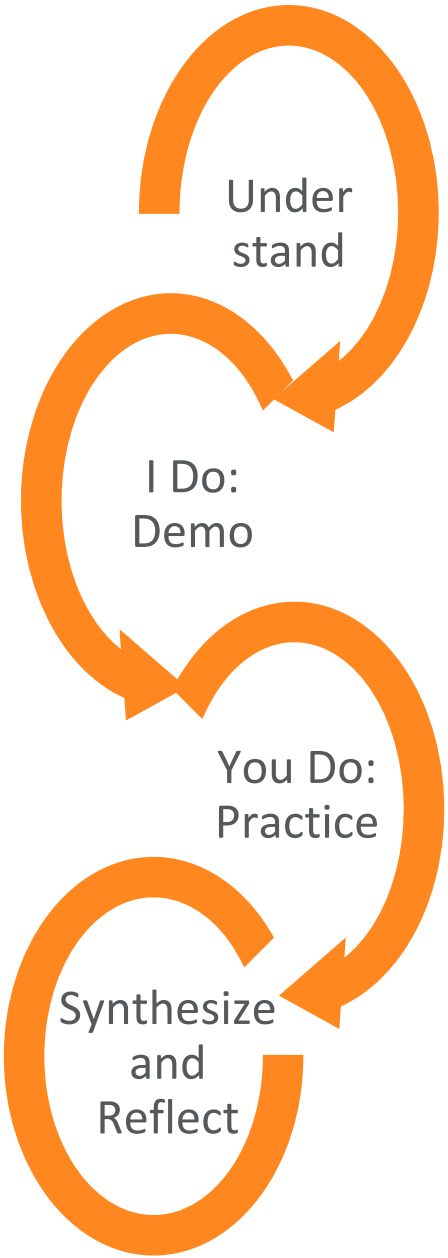
#edtech
@xulacat

brightspace
@ XULA

#edtech
@xulacat

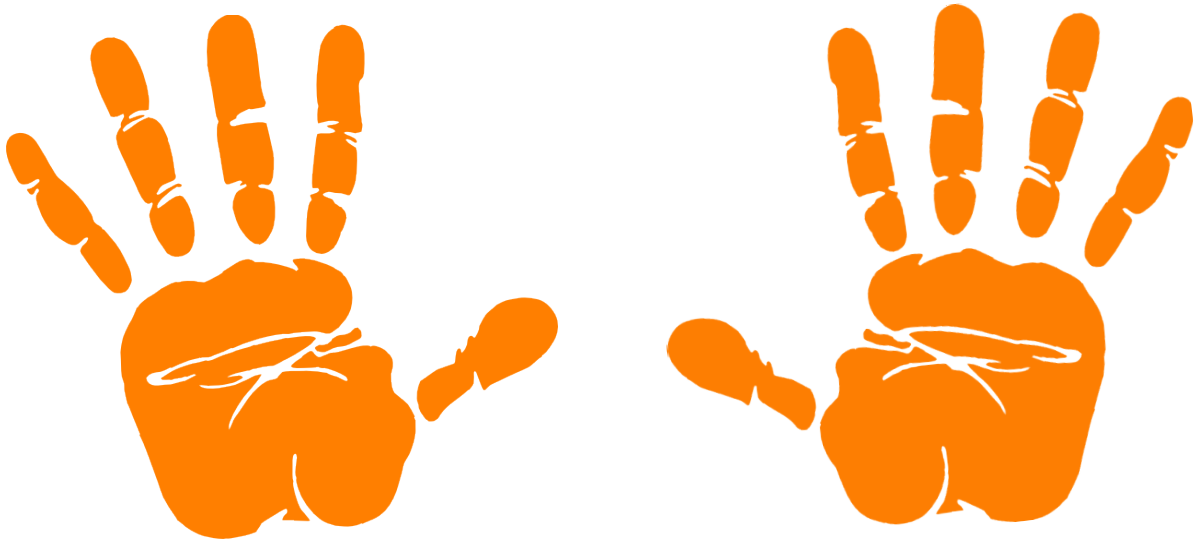
Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

Hands on Activity



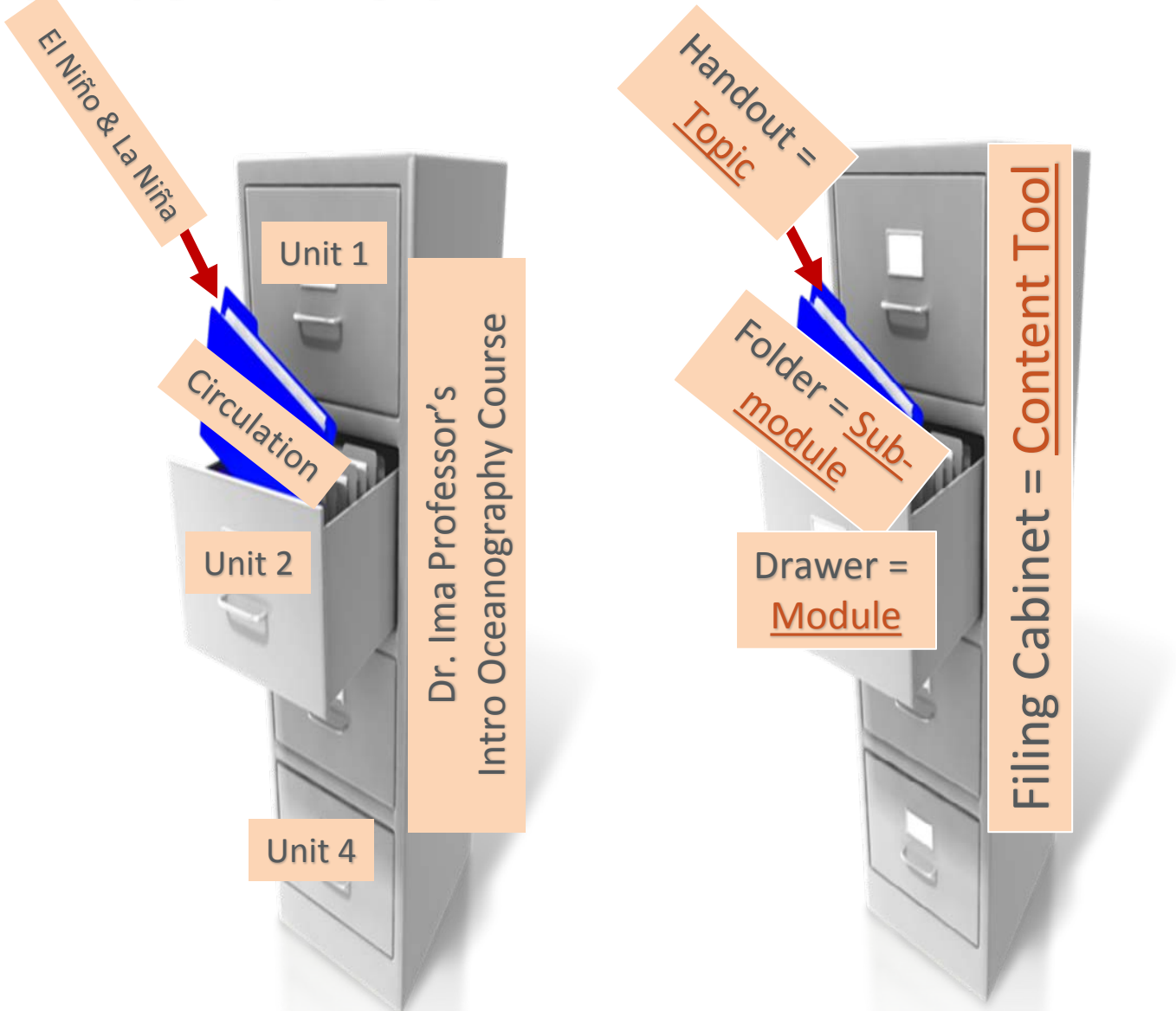
#edtech
@xulacat

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

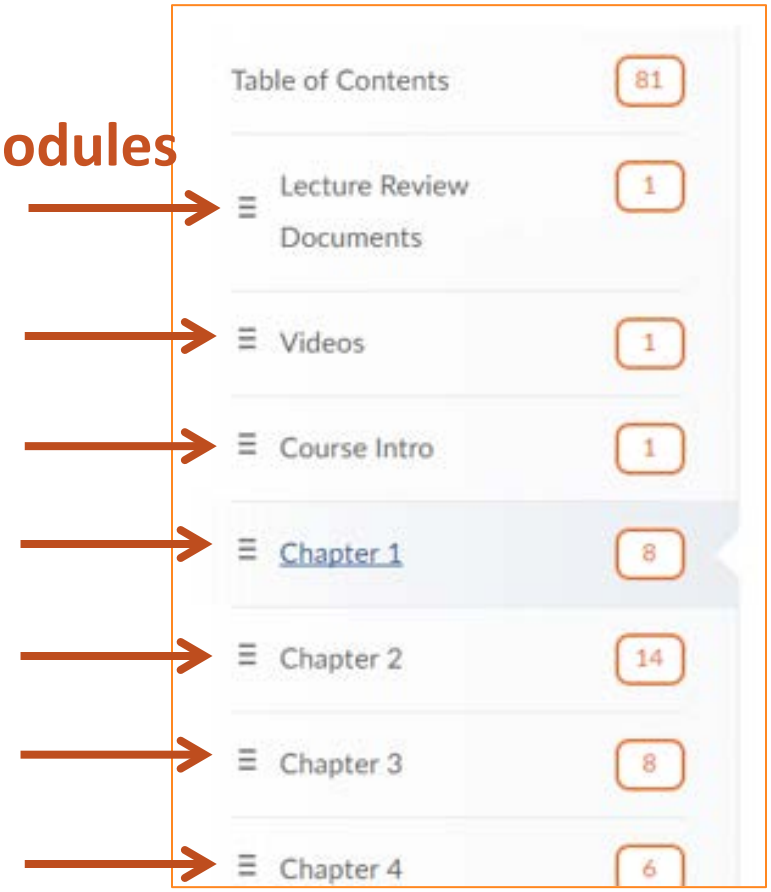
brightspace @ XULA

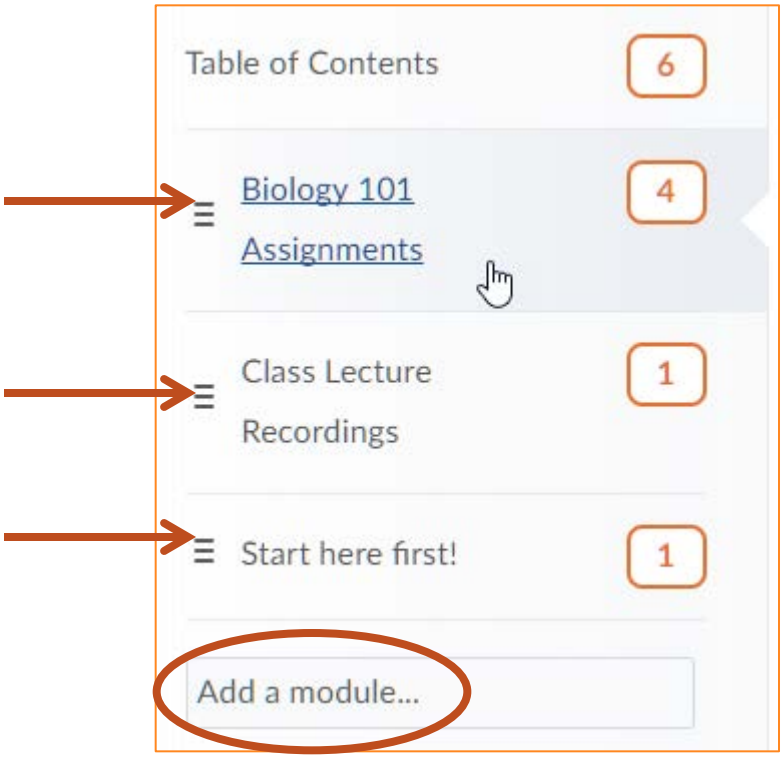


Sample Table of Contents

brightspace @ XULA

Modules



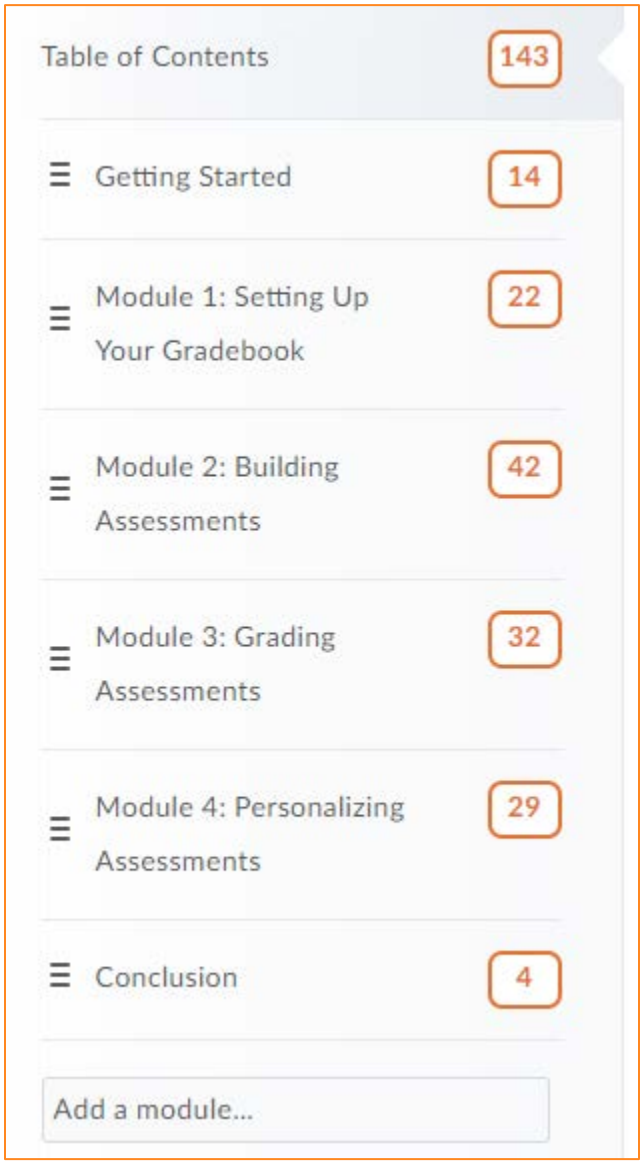


#edtech
@xulacat

Sample Table of Contents

brightspace @ XULA

Modules

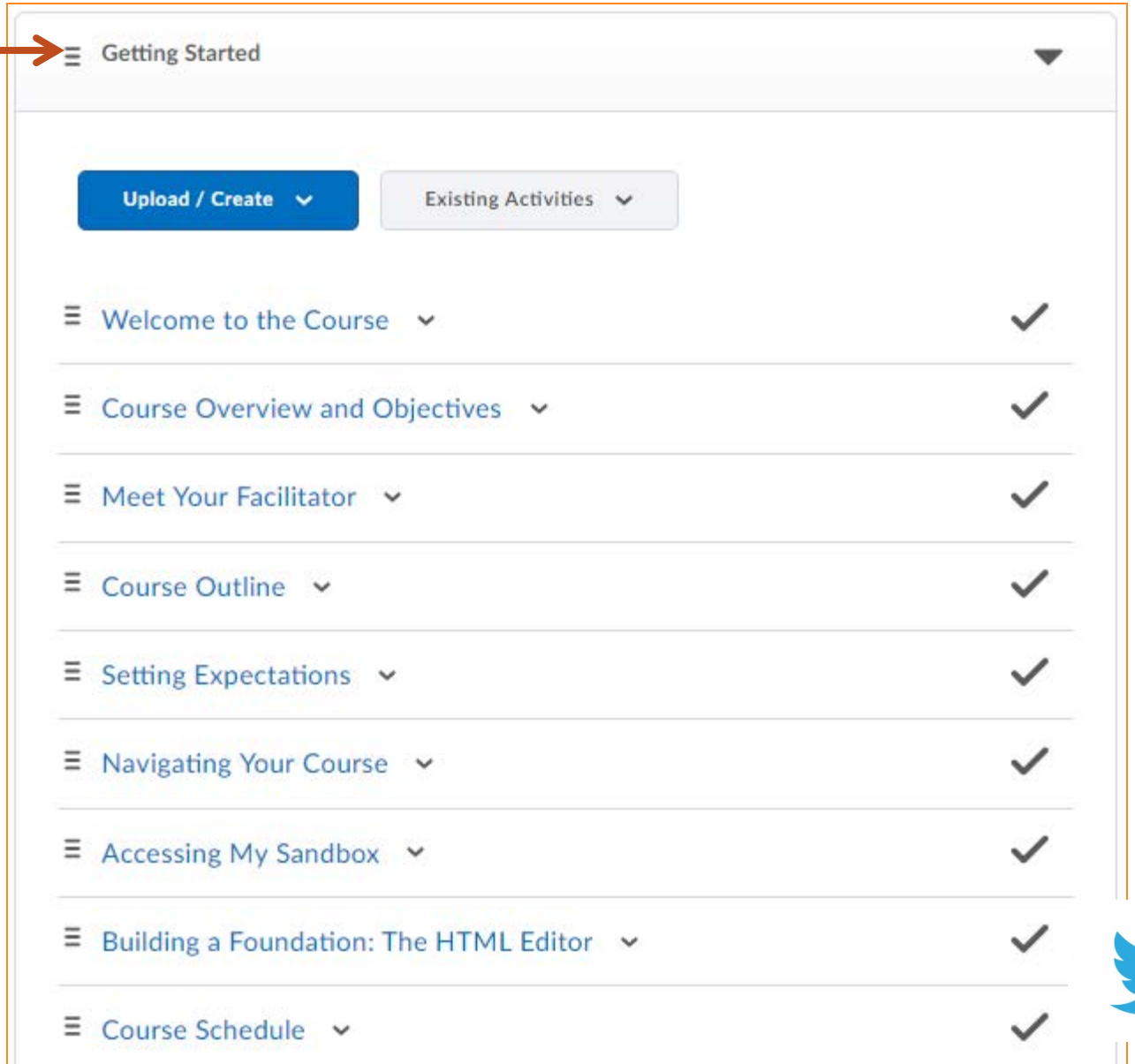


#edtech
@xulacat

Sample Module

brightspace @ XULA

Module →



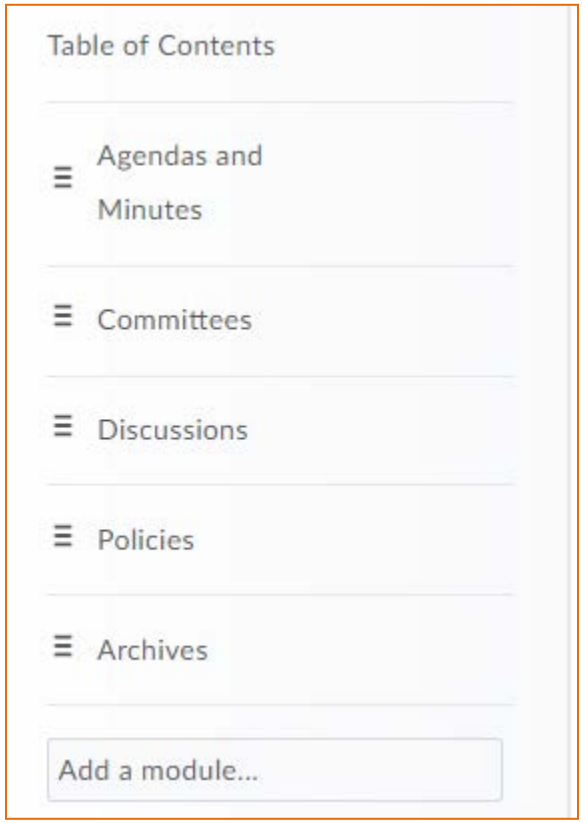
Topics

#edtech
@xulacat

Sample Table of Contents

brightspace @ XULA

Modules



#edtech
@xulacat

Table of Contents

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

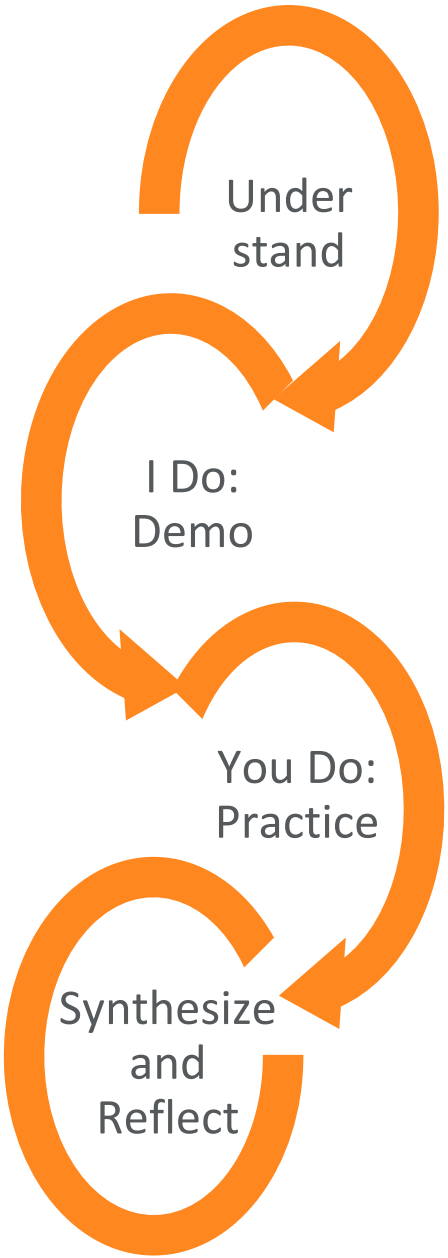
#edtech
@xulacat

brightspace
@ XULA

#edtech
@xulacat

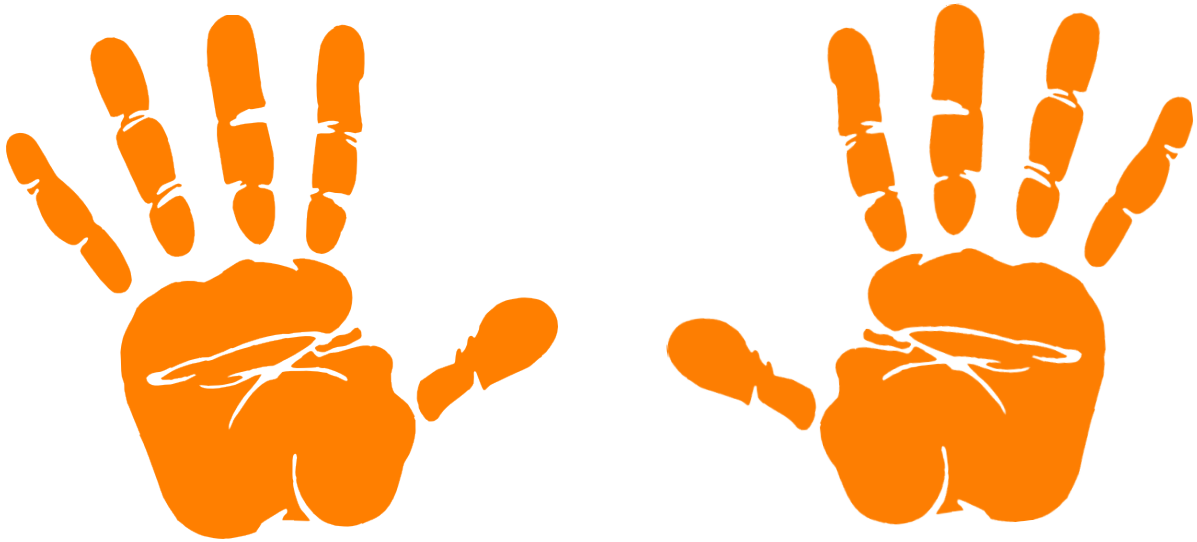
Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

Hands on Activity



#edtech
@xulacat

Announcements

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

#edtech
@xulacat

Make the Announcements Tool Work for You

brightspace @ XULA

#edtech
@xulacat

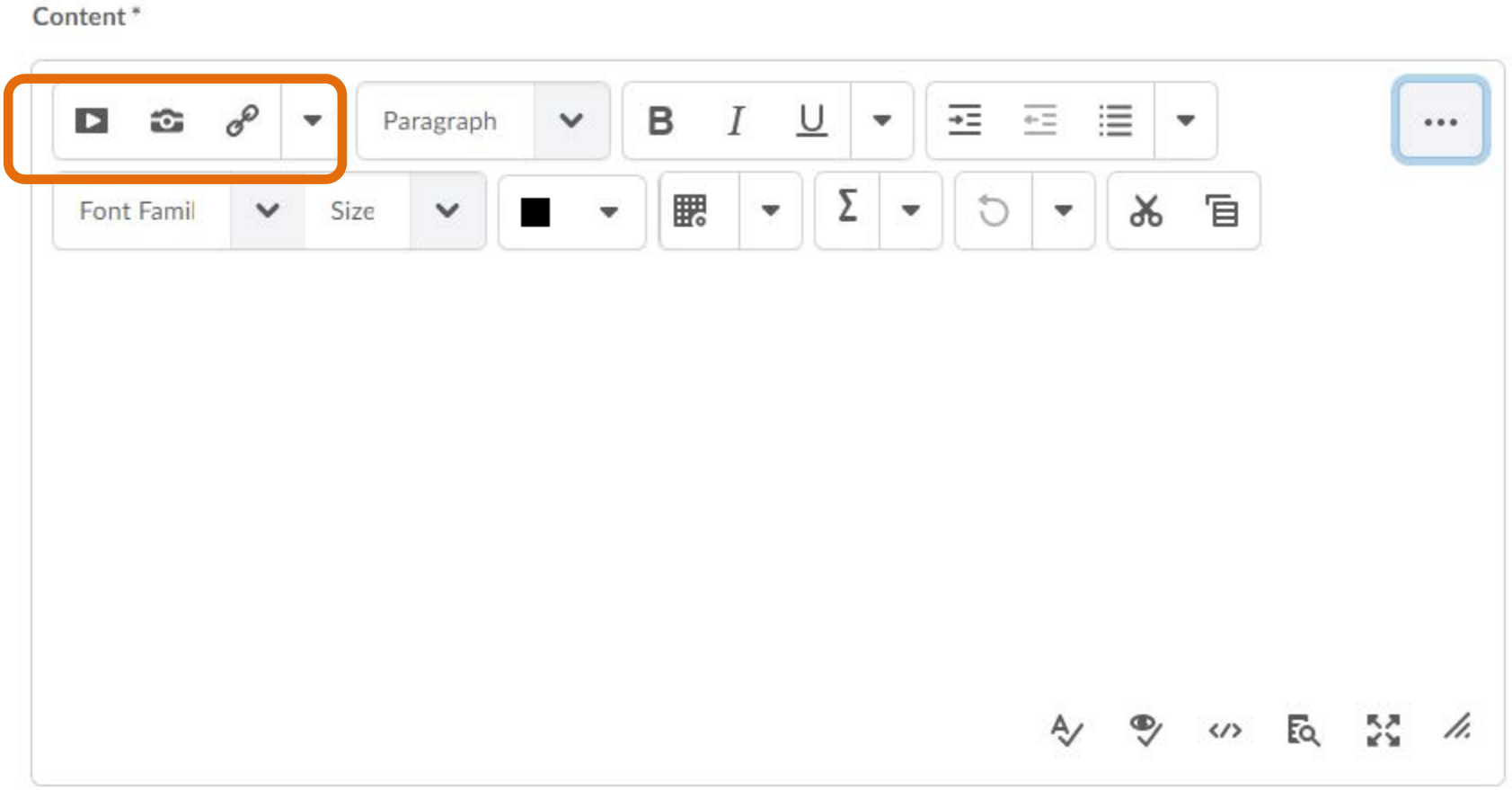
Announcements Tool

brightspace @ XULA

- 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

#edtech
@xulacat

HTML Editor



#edtech
@xulacat

Finding Images

brightspace @ XULA

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.

#edtech
@xulacat

Search ... Search

BLACKBOARD

BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
- Collaborate
- Record, Upload, and Share Video on YouTube

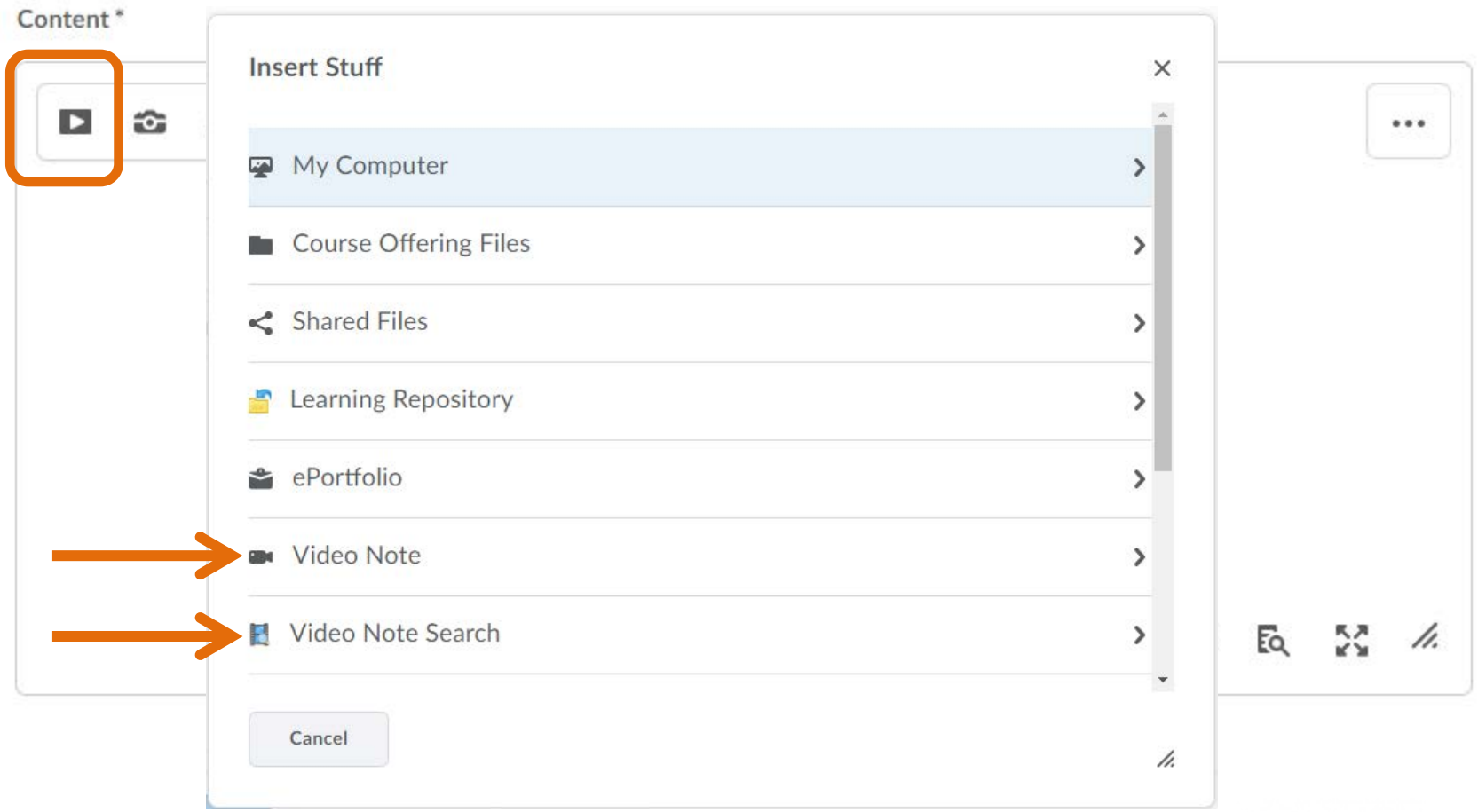
BLACKBOARD FAQ

- Respondus Monitor FAQ
- Respondus LockDown Browser FAQ
- VoiceThread FAQ

BRIGHTSPACE

https://cat.xula.edu/food/finding-images-to-use-in-your-courses/

Video Notes



#edtech
@xulacat

Video Notes

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

#edtech
@xulacat

Voice Typing

brightspace @ XULA

CAT FooD

(for thought)

SUBSCRIBE 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 ... 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

BRIGHTSPACE

BRIGHTSPACE FAQ

BRIGHTSPACE DOCUME

TOPICS

#edtech
@xulacat

https://cat.xula.edu/food/voice-typing-in-google-docs/

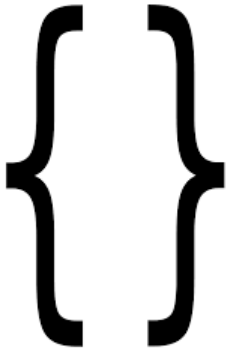
brightspace @ XULA

Personalize Your Announcements

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

#edtech
@xulacat

Replace Strings



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

Replace Strings Example

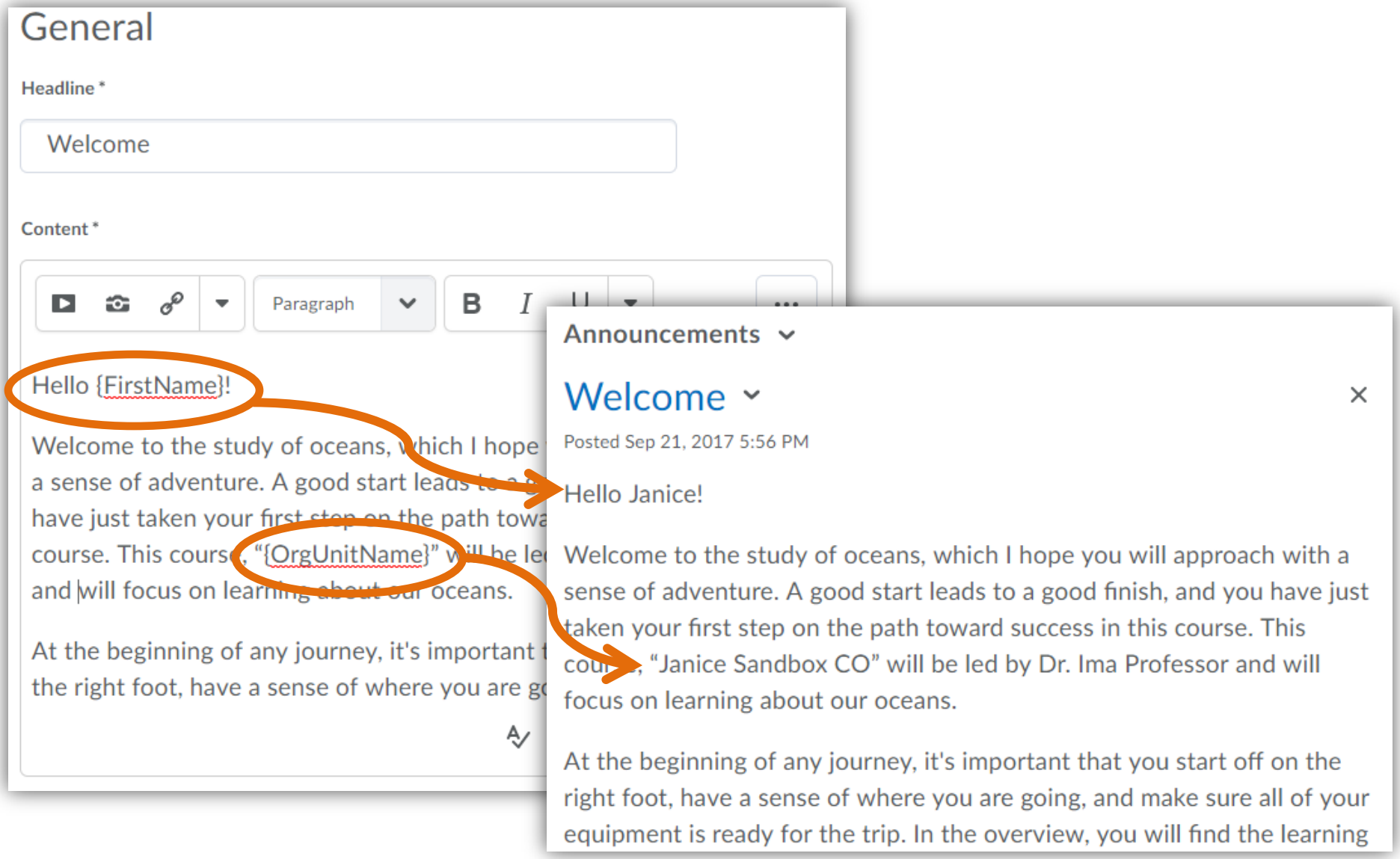
Hello **{FirstName}**!

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

brightspace @ XULA

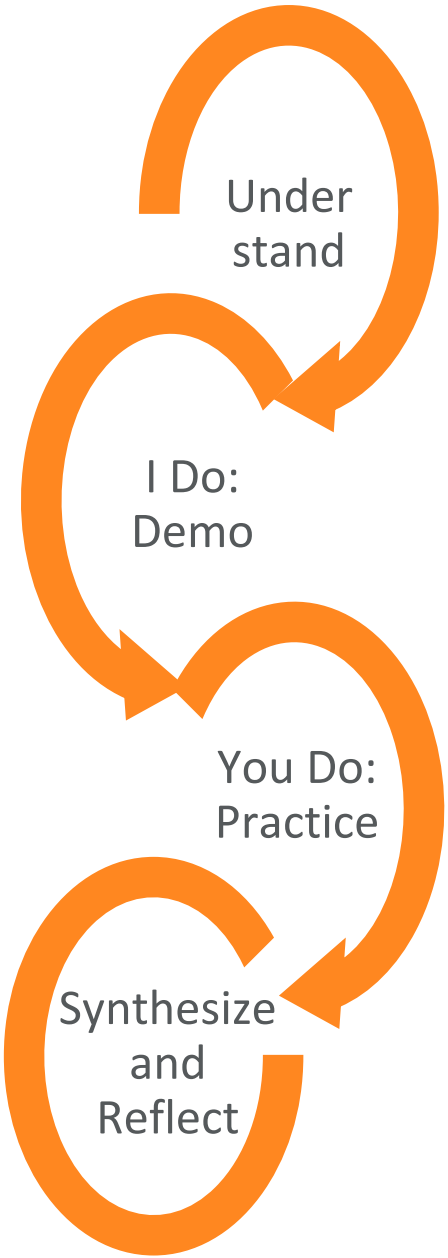


brightspace
@ XULA

#edtech
@xulacat

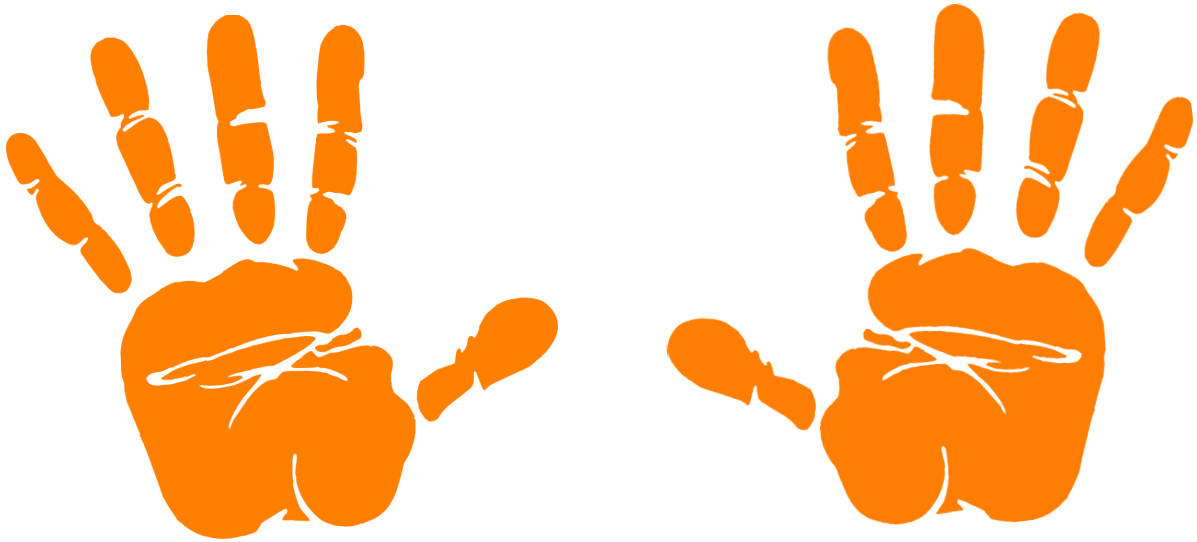
Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

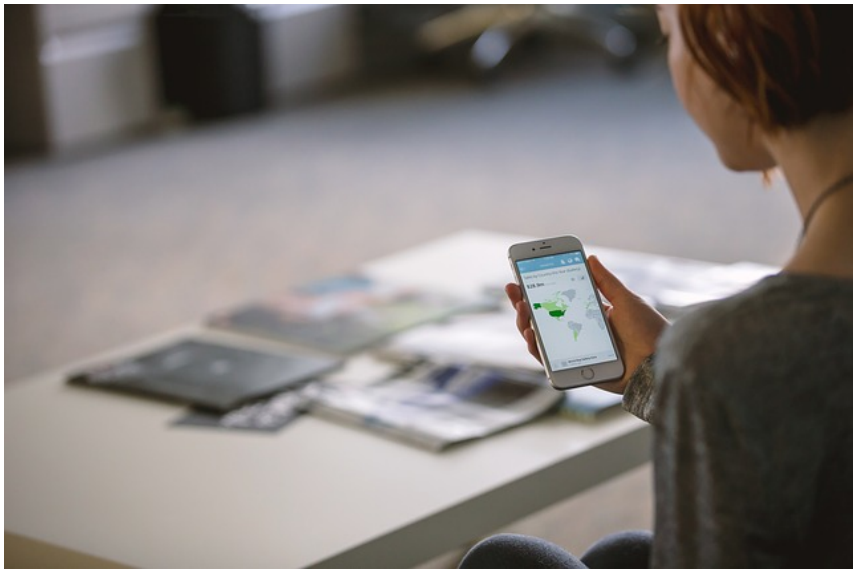
Hands on Activity



#edtech
@xulacat

Instant Messages

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



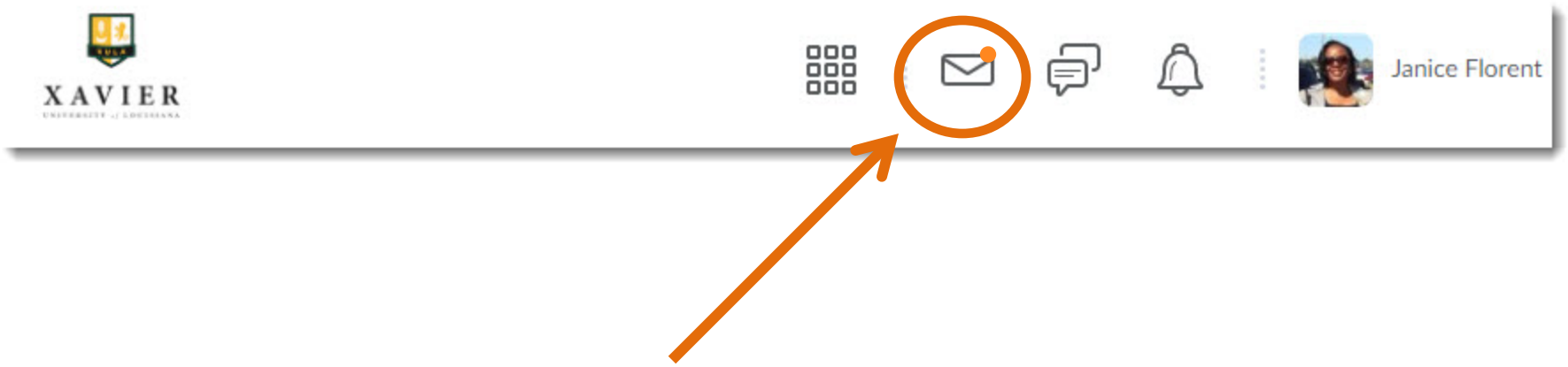
#edtech
@xulacat

Classlist

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

#edtech
@xulacat

Alerts



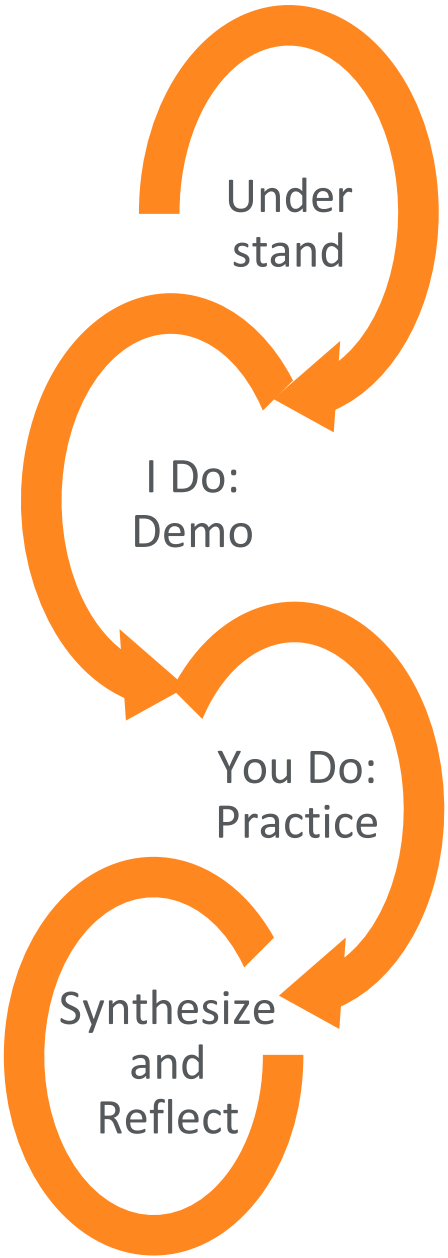
#edtech
@xulacat

brightspace
@ XULA

#edtech
@xulacat

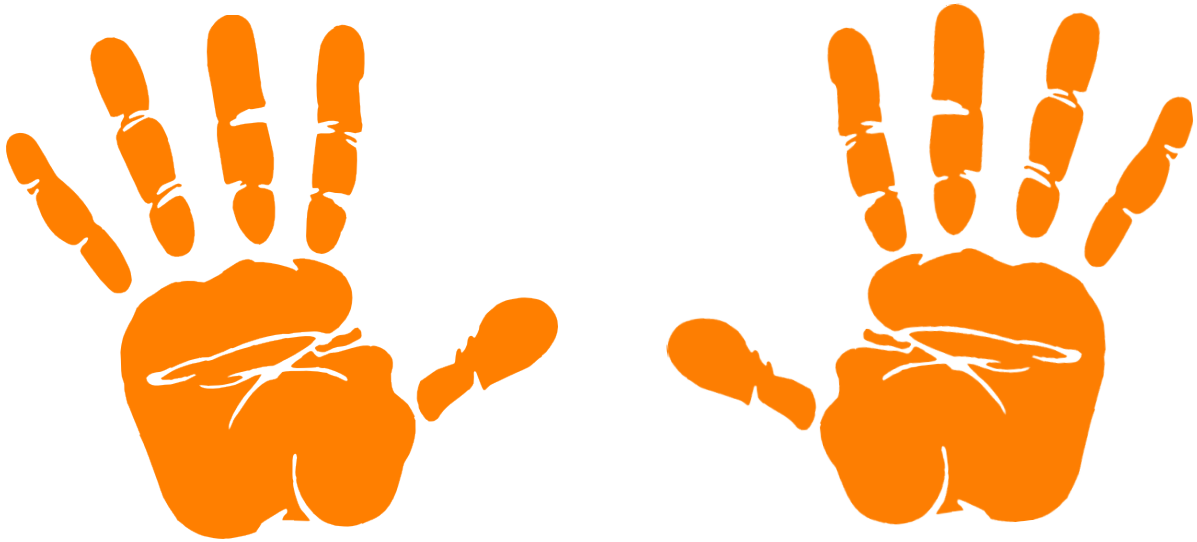
Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

Hands on Activity



#edtech
@xulacat

Email

- Send email from within Brightspace
- Signature
- Address Book

#edtech
@xulacat

{Replace Strings}

brightspace @ XULA

- 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

#edtech
@xulacat

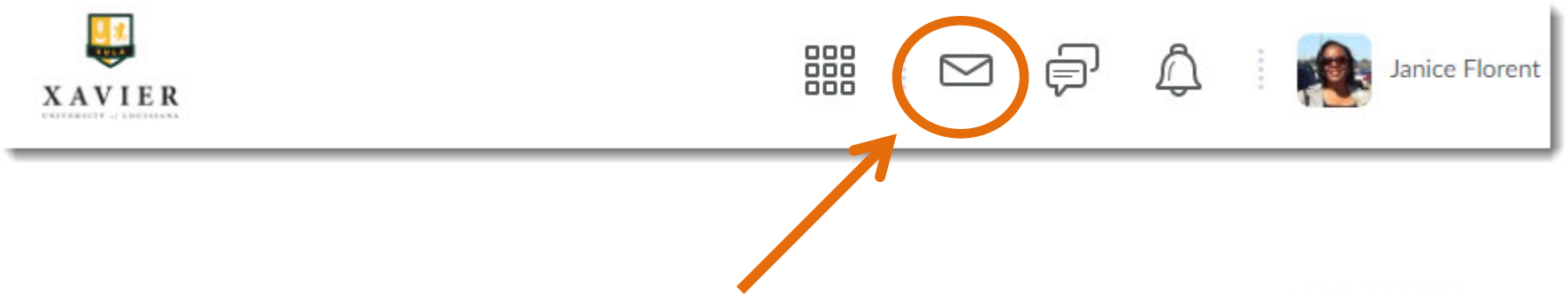
Classlist Redux

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

#edtech
@xulacat

Email

- Sent Mail folder
- Email Signature
- Address Book



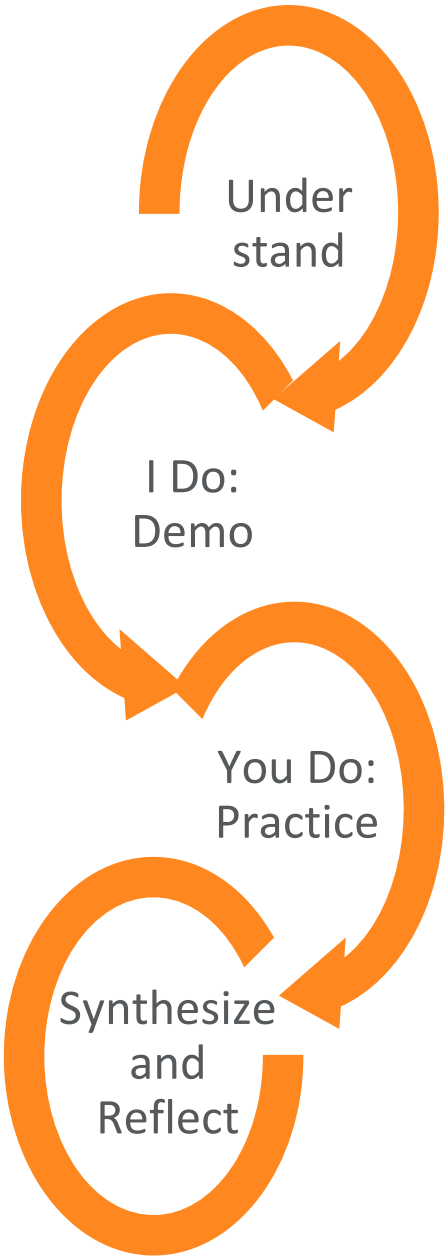
#edtech
@xulacat

brightspace
@ XULA

#edtech
@xulacat

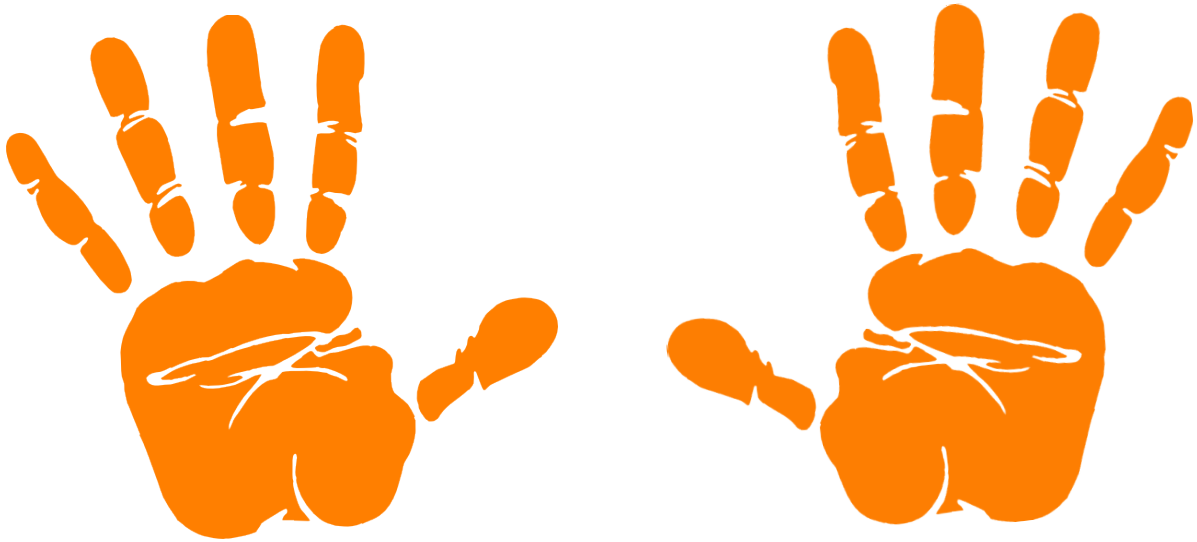
Hands-on Activity Structure

brightspace @ XULA



#edtech
@xulacat

Hands on Activity



#edtech
@xulacat

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

#edtech
@xulacat

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**

#edtech
@xulacat

Instructional Continuity

http://xulacat.wikispaces.com/Instructional+Continuity

#edtech
@xulacat

Next Steps

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

#edtech
@xulacat

Master Course Shells

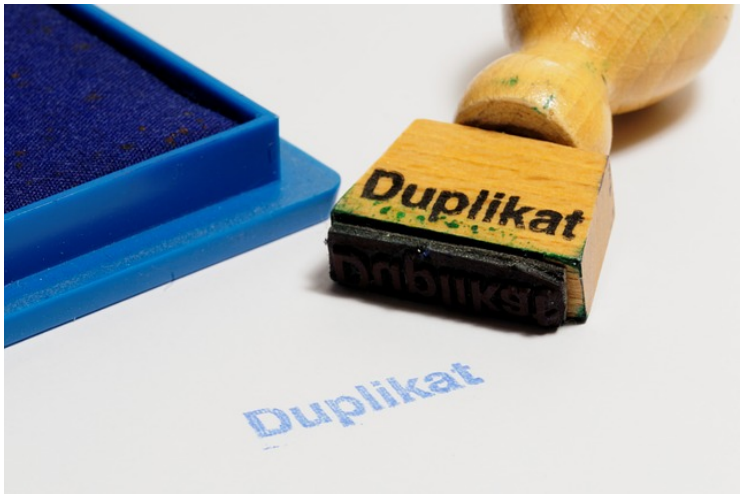
brightspace @ XULA

- 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

#edtech
@xulacat

Import/Export/Copy Components

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



#edtech
@xulacat

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

#edtech
@xulacat

Product Ideas Exchange (PIE)

brightspace @ XULA

- Submit new ideas for product changes
- Vote on existing ideas

- **Goto community.brightspace.com and click on Products Ideas Exchange link**

#edtech
@xulacat

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

#edtech
@xulacat

Brightspace Faculty Share Showcase

Coming soon to the Orange Room

#edtech
@xulacat

Follow CAT+FD

brightspace @ XULA

@xulacat

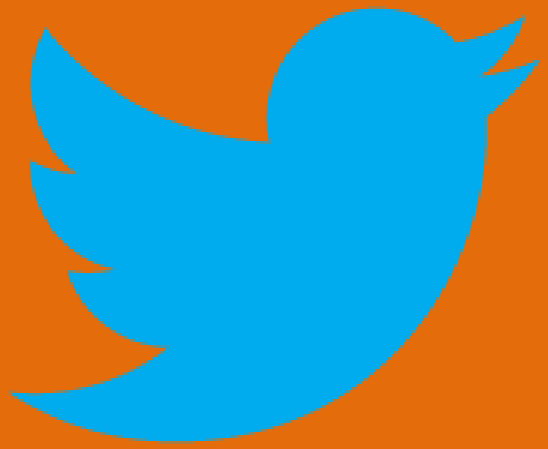


Photo Credit

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

#edtech
@xulacat

brightspace
@ XULA

Questions

#edtech
@xulacat