

COURSE DESIGN ZEN

Reduce your Brightspace course
setup and management stress



1

SETUP GRADE BOOK FIRST

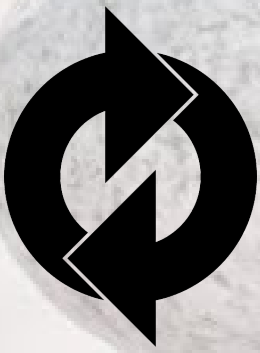
Simplify your course creation workflow by setting up your Grade Book before adding assignments and activities that will be graded.



2

USE DUE DATES

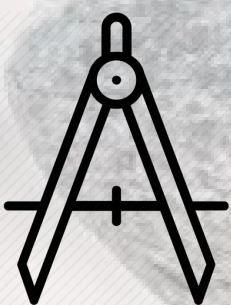
Use due dates in Brightspace to help students stay on track. Dates automatically populate into the course calendar.



3

USE CONSISTENT NAMES

Avoid naming assignments/activities one thing in the syllabus and another in the course (and/or still another in the Grade Book).



4

KEEP INFORMATION CONSISTENT

Posting multiple copies of assignment instructions or supplemental material in multiple places in the course is an invitation to trouble because there isn't necessarily a correlation between them—they can be completely different documents.



5

COPY COURSE OR COPY COMPONENTS

You do not have to start from scratch when creating content for your course. If you created content in one course you can copy that content or copy components from that course into another course.

NOTE: How-to and help resources are available on CAT FooD blog (<https://cat.xula.edu/food/>)

Source: Florent, J. "Course Design Suggestions." CAT FooD (blog). May 9, 2021. Accessed July 6, 2021.
<http://cat.xula.edu/food/brightspace-tip-227-course-design-suggestions/>