Brightspace Quick Start:

Steps to Get Your Courses and Organizations Up and Running

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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
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

Helps students keep track of important updates.

Pulse

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

Binder

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Brightspace Apps

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

Portfolio
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

I Do: Demo

You Do: Practice

Synthesize and Reflect

Understand
Let’s look at the help resources and your Brightspace courses.
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
Could you please shovel the ramp?

All these other kids are waiting to use the stairs. When I get through shoveling them off, then I will clear the ramp for you.

But if you shovel the ramp, we can all get in!

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

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.

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

Understand

I Do: Demo

You Do: Practice

Synthesize and Reflect

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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

Filing Cabinet = Content Tool

Drawer = Module

Folder = Sub-module

Handout = Topic

Unit 1

Circulation

Unit 2

Dr. Ima Professor's Intro Oceanography Course

El Niño & La Niña

Unit 4

Filing Cabinet = Content Tool
Sample Table of Contents

Modules

- Lecture Review Documents
- Videos
- Course Intro
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4

Table of Contents
- Biology 101 Assignments
- Class Lecture Recordings
- Start here first!

Add a module...

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Sample Table of Contents

Modules

Table of Contents

- Getting Started
  - Module 1: Setting Up Your Gradebook
  - Module 2: Building Assessments
  - Module 3: Grading Assessments
  - Module 4: Personalizing Assessments
- Conclusion

Add a module...
Sample Module

Module

Topics

- 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

Module

Table of Contents

- Agendas and Minutes
- Committees
- Discussions
- Policies
- Archives

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

Understand

I Do: Demo

You Do: Practice

Synthesize and Reflect

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Hands on Activity
Announcements

• Course announcements
  – Course newspaper

• Student’s first contact with your course
Make the Announcements Tool Work for You

- Instructor Presence
- Reusable
- Student Engagement
- Reduced Anxiety
- Positive Reinforcement
- Set it and forget it

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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 *

[Image of HTML editor interface]

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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.

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

Insert Stuff

- My Computer
- Course Offering Files
- Shared Files
- Learning Repository
- ePortfolio
- Video Note
- Video Note Search

Cancel
Video Notes

• Closed Captions not available
• Make video notes accessible by including a transcript
Voice Typing in Google Docs

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%
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.
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.
Welcome

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, “Janice Sandbox CO” 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...
Hands-on Activity Structure

Understand

I Do: Demo

You Do: Practice

Synthesize and Reflect

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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
Hands-on Activity Structure

- **Understand**
- **I Do:** Demo
- **You Do:** Practice
- **Synthesize and Reflect**
Hands on Activity
Email

- Send email from within Brightspace
- Signature
- Address Book
• 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](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
Hands-on Activity Structure

Understand

I Do: Demo

You Do: Practice

Synthesize and Reflect

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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...

[Images of disasters: Pandemic, Fires, Medical Emergency, Tornados, Icy Roads, Hurricanes]

http://xulacat.wikispaces.com/Instructional+Continuity
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
You DO NOT have to build your courses from scratch each semester.
Help Resources Redux

• CAT FooD
  [cat.xula.edu/food](cat.xula.edu/food)

• D2L’s Documentation
  [documentation.brightspace.com](documentation.brightspace.com)

• D2L’s Community
  [community.brightspace.com](community.brightspace.com)

• 24/7 End-user Support
  Email
  Live Chat

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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
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Photo Credit

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