Brightspace Getting Started Manual for Instructors

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Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

Revision Date	Summary of Changes
March 20, 2020	• Initial creation

About This Guide

Welcome to Brightspace! We're so glad that you've decided to utilize our learning management system to help enhance online and blended learning at your organization. We have divided your learning into five easy steps. In this guide, you will learn how to navigate Brightspace, set up your gradebook, create and curate content, evaluate and monitor student progress, and save yourself time. You will learn best practices and recommended workflows to support your use of Brightspace. Throughout this guide you will also encounter Trainer Tips.

Trainer Tips

These sections will provide you with tried and tested tips from experienced Brightspace users, often for those who are feeling good and looking to take a tool to the next level.

This beginner-level user guide is not designed to provide you with an exhaustive description of Brightspace, but rather as a tool to get you up and running as quickly as possible with only what you need to know for right now. As such, you will find a list of resources on the last page for when you are eventually ready to deepen your knowledge in certain areas.

Assumptions

This guide has been designed for beginner-level users, who already have access to their system. We recommend that you follow it in a chronological order, as tools in this guide will build upon each other. Intermediate-level and advanced-level users may of course prefer to jump around in order to pinpoint the exact support that they are looking for.

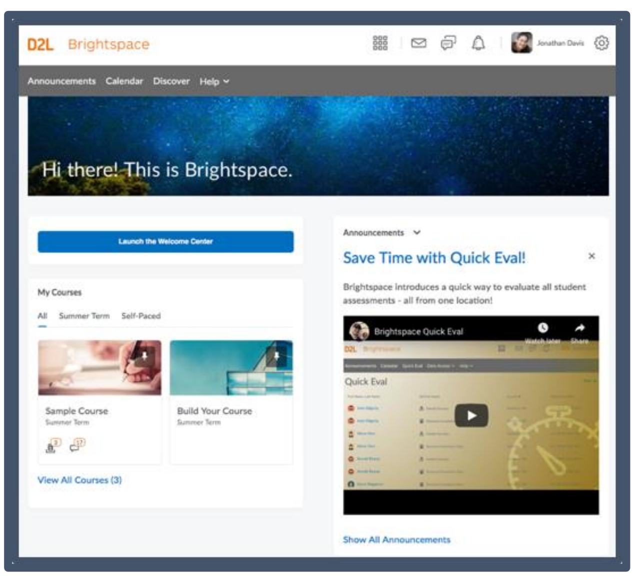


FIGURE 1: WELCOME TO BRIGHTSPACE!

What is a Course in Brightspace?

A course is a digital space that serves as an online classroom. It holds several tools designed to facilitate teaching and learning: Content, Discussions, Quizzes, and many more. And certainly, it acts as a place where people gather to teach and to learn.

Many online learning software products realize an environment of courses in one of two ways:

1. The environment is designed to serve an individual instructor. Instructors create accounts themselves, create their courses, create accounts for their students, and use the tools and features that exist within the course to create an interactive learning space. Here the instructor is essentially "on their own."
2. The environment is designed to serve an institution of instructors. A central system administrator creates all courses, creates all accounts for instructors and students, and enrolls everyone into the appropriate courses with the appropriate roles – Instructor, Student, or other custom roles. Instructors use the tools and features within the course to create an interactive learning space. Here the instructor is part of a larger organization.

Brightspace has been designed in the second way. Practically, this means that if you need a course made to teach in, or access to a course that already exists, you can simply reach out to the system administrator at your institution to let them arrange this for you, so that you can instead focus your efforts on teaching!

Finally, courses themselves are truly the main building blocks in Brightspace, and do have some interesting properties:

- They exist independently from each other, meaning that whatever you put into one course will be kept separate from all of your other courses, and will only be seen by students enrolled in that course.
- They can contain any number of people with various roles. This means that courses don't have to be limited to a single educator with many students; there can be multiple educators in a single course.

This coarse course of course information should be enough to get you grounded before you begin. (We couldn't resist, of course.)

Brightspace Glossary

Assignment Submission Types:

- **File submission:** students upload and submit a file
- **Text submission:** students post text, images, or links to their work in an HTML Editor text box
- **On paper submission:** students submit a physical copy of their assignment directly to their instructor; no file upload is required
- **Observed in person:** allows instructors to observe students as they perform tasks (in-class presentations, field trips, lab reports); no file upload is required

Class Progress: provides instructors with a high-level view of student performance across four indicators for the entire class

Content Modules: folders that house the course materials/resources that you would like to share with your students

Content Sub-Modules: modules nested within modules that hold and organize your course materials

Content Topics: your actual content materials, which can be either created from scratch in Brightspace or uploaded from your device

Discussion Forums: used to group Discussion Topics into predetermined themes, course units, etc.

Discussion Threads: the individual student responses to Discussion Topics

Discussion Topics: the questions or prompts to which students will respond within a Discussion Forum

Grades: a tool in Brightspace with which faculty can build and manage items to track scores, and where students can view how they have done thus far

Grade Categories: containers for Grade Items, whose properties can impact point values and behaviours of the Grade Items within them (ex: all reports could be contained in a Category named Written Reports)

Grade Items: all the work that you want to evaluate students in a course; can either be connected to learning activities (like a quiz) or can stand independently

HTML Editor: integrates with all Brightspace tools that have HTML content creation capabilities (available in Discussions, Assignment instructions, Announcements, Content topics, and more!)

HTML Templates: set of prepopulated layouts from which you can choose when building course content; these ensure accessibility and make for a streamlined, consistent feel **LE**: Learning Environment

Insert Stuff: a useful button within the HTML Editor that allows users to add video notes, external links, and more when creating content in Brightspace – all without necessarily being familiar with HTML

Intelligent Agents: can be set to automatically scan Brightspace for user-defined criteria. If the criteria are fulfilled, then the Intelligent Agent will an email to the appropriate students.

Navbar: short for *navigation bar*; consists of various links designed to seamlessly guide users through Brightspace

Organization Homepage (Org Homepage): the landing page you arrive at when you first log into Brightspace

Org Level: short for *organization level,* which is the place that all users arrive at when they log into Brightspace

Progress Indicators: visualizations used to monitor student performance that can be configured to meet your class needs

Table of Contents: lists all modules and topics available in your course

User Progress: individual student progress across a variety of indicators

Widget: a mini app that can include text, images, links, or multimedia. You'll find various widgets on your organization's homepage and on your course's homepage

Step 1: Learn to Navigate Brightspace

Getting around Brightspace is as easy as can be!

Overview of Brightspace

My Home

You can click on the D2L logo whenever you need to go back to the initial landing page. If you hover over the icon, you will notice that it even says My Home!

D2L Brightspace

FIGURE 2: MY HOME REPRESENTED BY A LOGO

Course Selector

When you click on this, you'll see a list of all of the courses that you are either enrolled in or have been assigned to. You can pin any courses that you want to show up first on this list, but remember to refresh your page after doing so!

FIGURE 3: COURSE SELECTOR AND ALERTS

Alerts (Message, Subscription, Update)

Message Alerts: an orange dot will appear when you receive a new Instant Message from someone else in Brightspace who is currently online

Subscription Alerts: if you've subscribed to a Discussion, an orange dot will appear here whenever someone adds a new post there

Update Alerts: an orange dot will appear whenever there is a new or updated announcement, piece of content, grade, etc. or when you're approaching the due date or end date of an assessment

View As

Clicking on your name will let you view Brightspace through the eyes of a generic student, if you have been given the appropriate permissions by your administrators. This helps to give you an idea of how your students will see the organization homepage and your courses. When you test this out, be sure to click the X beside "Viewing as Student" in order to return to your own view. You will know that you are back to your own view when you see either your photo or your initials to the left of your name.

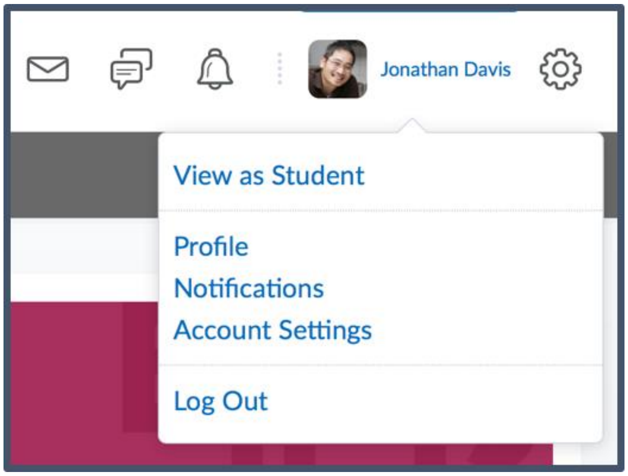


FIGURE 4: PERSONAL MENU

Profile and Notifications

These also appear when you click on your name. You can fill out an optional profile with information about yourself and/or a photo (click on Profile), and you can sign up for a daily or weekly email summary of what's been happening in your courses (click on Notifications). You can also specify which aspects of those courses you would like to be instantly notified about by email.

Trainer Tip

If you live in North America, tell your students to register their mobile number in Notifications to receive text message alerts about your course updates!

Account Settings

This is the place to make Brightspace feel like home! Customize the look of system text, change your date or number formats, or set a different time zone. Most importantly, if you're using assistive technology (such as a screen reader), this is also where you can optimize those settings in Brightspace.

Org Level Navigation

When you first log into Brightspace, you'll be taken to the organization landing page (*pictured below*), which may look slightly different for each person who logs in, depending on his or her role. We will soon see how this page differs from the landing page for your course(s).

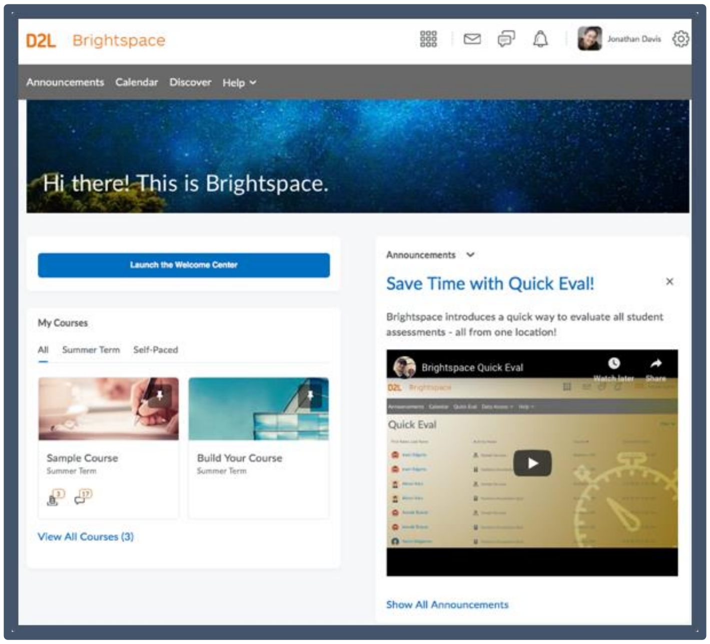


FIGURE 5: ORG LEVEL LANDING PAGE

Navbar (Navigation Bar)

This can include internal links within Brightspace, and/or external links to other websites. You will see a navbar with different links when you are inside of a course (internal links will take you to other parts of the course). As an instructor, you may see more links than your students do, and this is because of the permissions that your administrators have given to you.

Org Level Homepage

This is what takes up the rest of the organization landing page (below the navbar). It is made up of widgets, such as My Courses and Announcements. You will see a similar homepage at the course level, but it will have some different widgets in it.

My Courses Widget

In this widget, you'll find all of the courses that you are enrolled in or have been assigned to, and these can be filtered by terms/semesters, depending on your organization's configuration. If you pin any courses (we recommend it!), once you have refreshed your page, then those courses will appear first, starting from the left side of the widget.

Trainer Tip

Pin the courses you visit most often by clicking on the pin icon in either the Course Selector or the My Courses widget!

Announcements Widget (Org Level)

This is where you will find announcements about what is happening in your organization. Once you've read an announcement, you can dismiss it by clicking on the X at the top right corner of the entry.

Course Level Navigation

It's time to jump into a course! Either click on a course from the list in your Course Selector (remember, it looks a bit like a waffle), or click on a tile in the My Courses widget. You will then be taken to that course's homepage, which will look similar to your org level homepage, but with a few key differences. Feel free to navigate to a course of your own, but if you are following along in the same environment as us, then the examples provided are located in the "Sample Course."

Trainer Tip

You can always tell whether you're currently working at the org level or at the course level from the top of your page – look for the name of your course (versus a blank space) just to the right of the D2L logo!

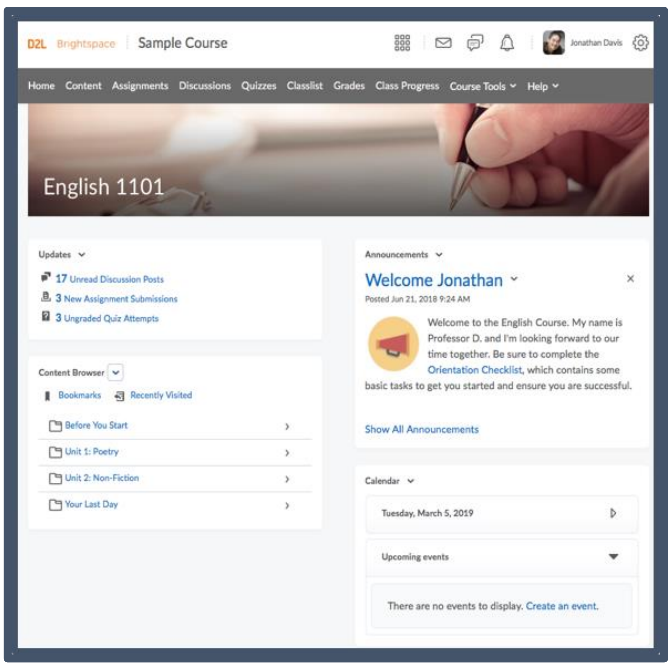


FIGURE 6: COURSE LEVEL LANDING PAGE

Course Navbar

You will see a navbar with different links than at the org level since users typically have different needs when they are navigating within an actual course. As an instructor, you may see more links than your students do, and this is because of the permissions that your administrators have given you.

Course Homepage

This is what takes up the rest of the course page (below the navbar). It is made up of widgets, such as Calendar, Activity Feed, and Announcements. Again, you will notice some different widgets than on your org level homepage.

Banner

Location, location, location! The banner is a central spot of real estate that you can customize on your course homepage. Click on the […] symbol at the top right of the banner to choose one of our other images (or upload your own), customize the banner's text with messages for your students that you can easily replace throughout the course, or remove the banner altogether if you prefer.

Calendar Widget

The Calendar widget is a great place to view all of the upcoming events for your course at a glance. As an instructor, you have the ability to create events directly from this widget for your students to see in their own Calendar widgets.

Updates Widget

The Updates widget is your one-stop-shop upon accessing your course to view any outstanding items, such as unread discussion posts, new assignment submissions, or ungraded quiz attempts. Consult this simple widget regularly to keep on top of your marking and other tasks!

Announcements Widget (Course Level)

This is where your students will find announcements about what is happening in your course. This widget differs from the org level Announcements widget in that you will be posting announcements that only your students will see.

Activity Feed Widget

The Activity Feed is a great tool for class communication, whether it be instructor to student, student to instructor, or peer to peer. It is similar to Announcements, in that you can share important information with your students, but different because they can comment on posts, or even create their own posts to share resources with each other. You may or may not see the Activity Feed widget on your own course homepage. Speak to your administrator if you are interested in enabling it.

Announcements

Announcements are a great communication tool that can be used to share course updates, news, and reminders with your students in order to reduce anxiety by keeping them in the know at all times! Remember that you will only be creating Announcements at the course level (which only your students will see), and not at the higher org level, so make sure that you haven't navigated away from your course offering.

Trainer Tips

Save yourself time by scheduling multiple Announcements at once about any events or assessments that you already know will be coming up at a later date!

Recording audio and video announcements is a fantastic way of personalizing your instructor presence within the online space. Your students will highly appreciate the effort!

Creating an Announcement

1. From the **Announcements** widget's drop-down menu on your course homepage, click **New Announcement**.

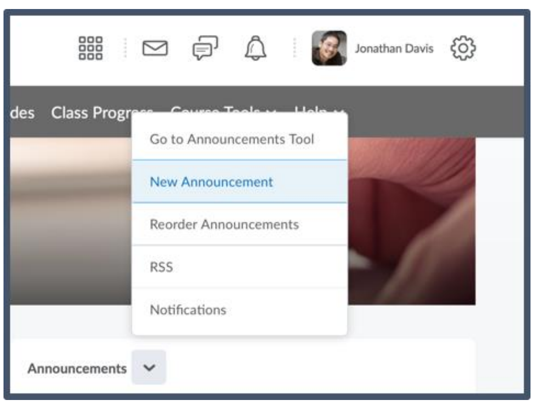


Figure 7: Announcements Context Menu

2. Enter a **Headline** and your **Content**.
3. By default, an Announcement's start date and time will appear below the headline when displayed in the Announcements widget. Uncheck **Always show start date** if you wish to hide this.
4. In the **Start Date** and **End Date** fields, select a posting availability date, if desired. Announcements publish immediately unless you specify an alternate Start Date. You can also

remove an Announcement on a specific date by checking **Remove announcement based on end date.**

5. Under the **Attachments** section, feel free to **Add a File**, **Record Audio** of up to one minute, or **Record Video** of up to three minutes.
6. To continue editing your Announcement later, click **Save as Draft**. Students will not see draft Announcements. To release Announcements to students (including those with a specified Start Date in the future), click **Publish**.
7. Ready to come back to your drafted Announcement? From the **Announcements** widget's drop-down menu on your course homepage, click **Go to Announcements Tool.** Click on the drop-down menu beside your Announcement, and choose **Edit**, or other options.

Trainer Tips

If you have an announcement that you only want certain users to see (ex: those who haven't submitted their assignment yet), then you can create and attach a Release Condition.

If you want your students to be notified by email or text message (North America only) when there is a new announcement, remind them to visit the Notifications menu.

Activity Feed

The Activity Feed is a course homepage widget that acts as a centralized hub for students and instructors to post messages that will be visible to the entire class. These messages can include external links, links to course materials, attachments, and more. In addition, students have the ability to comment on posts – this can really increase their levels of engagement and strengthen the bond between instructor and student when they see that you can responding to their comments in real time! You may or may not see the Activity Feed widget on your own course homepage. Speak to your administrator if you are interested in enabling it.

Trainer Tip

As the instructor, you will always be able to edit and/or delete student comments and/or posts.

Creating an Activity Feed Post

1. From the **Activity Feed** widget on your course homepage, click **Create a post**.

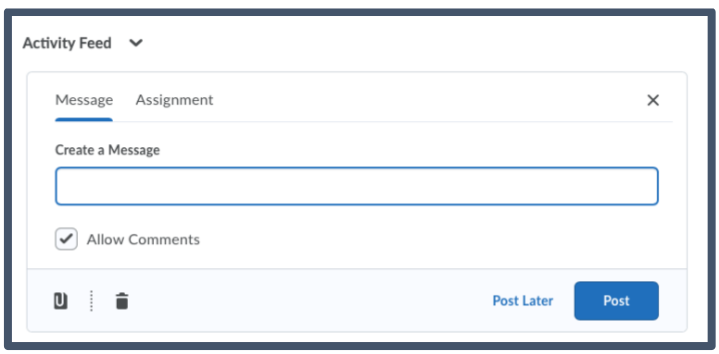
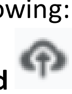


FIGURE 8: CREATING A MESSAGE IN THE ACTIVITY FEED

2. Enter a message.
3. Check or uncheck **Allow Comments**, depending on your preference for student comments on this particular message.
4. Optionally, add an attachment by doing one of the following:
    - To attach a web link or embed code, copy and paste the link or embed code directly in the message.
    - Click the **Attach** icon  and do one or more of the following:
        - To upload a file from your computer, click the **File Upload**  icon.

- To link to course materials, click the **Existing Activity** icon.
- To attach a weblink, click the **Weblink** icon.
- To link to your Google account, click the **Google Drive** icon.
- To link to your OneDrive account, click the **OneDrive** icon.
- To insert videos from YouTube, Vimeo, and TED, click the **Video** icon and add a URL.

5. Click **Post** to post immediately, or **Post Later** to schedule a post for a later date and time.

Trainer Tip

The Activity Feed is also a great spot in Brightspace to encourage peer to peer communication since students can engage in conversations about course content without you having to set up anything additional. Not ready to have your students creating their own message posts? Simply turn this feature off under Manage commenting and posting.

Step 2: Set Up Your Gradebook

Make our flexible Gradebook work for you!

Grades

The Brightspace Grades tool offers many features with vast flexibility, allowing faculty to create a variety of Grade Item types, track grades, view statistics, and even import or export the scores for a course. Students can also take advantage of this area to view their grades, feedback that they've received, and which items they still need to complete.

Trainer Tip

Keep your grading system simple so that students know the value of each assignment.

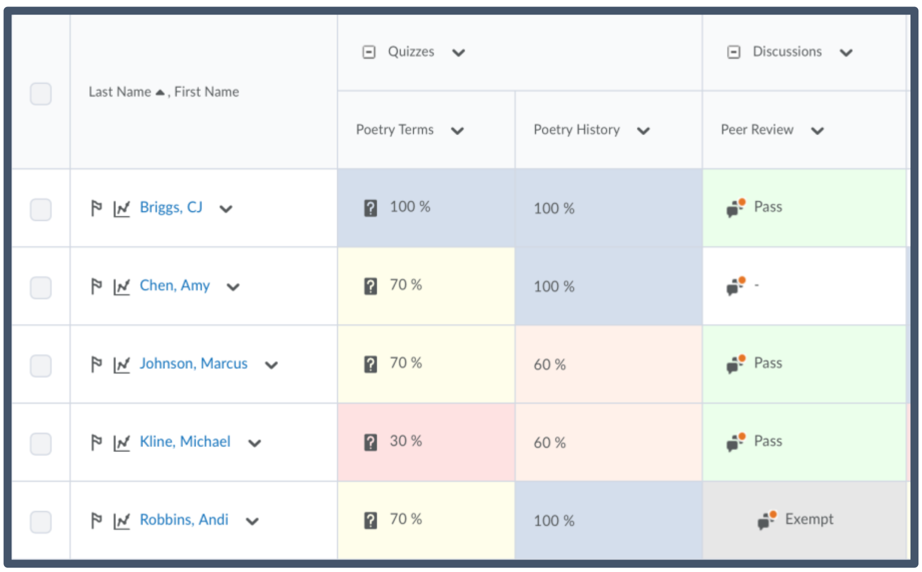


FIGURE 9: SAMPLE ENTER GRADES PAGE

Adding Grade Items

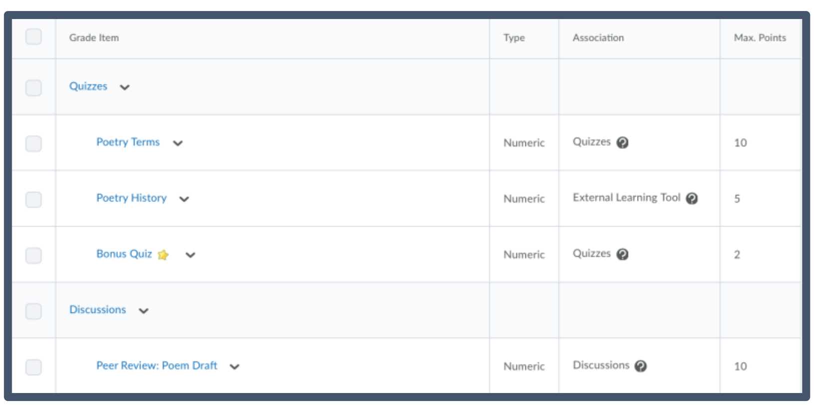
When might I use Grade Items?

Grade Items correspond with what you plan to evaluate your students on in a course. They may be connected to learning activities in Brightspace, like Quizzes, Assignments, and Discussions, but they may also exist only in your Grades area as independent activities. For example, if I have ten quizzes in my course, and each one contributes to the students' final scores, I would have ten grade items that correspond with those quizzes. If you are considering organizing your Grade Items into Categories, then you should plan on building your Categories first (covered in the next section).

How do I use Grade Items?

1. Navigate to **Grades** from your course navbar.
2. Go to the **Manage Grades** tab.

3. Click the blue **New** drop-down button and choose **Item**.
4. Next, decide which type of Grade Item you wish to create; each type is described on the screen, and you can select one by clicking on the name of the type (Numeric is by far the most common!).
5. Fill in the **Name** field. You may wish to try creating three separate Grade Items now for use later in the guide: an Assignment, a Quiz, and a Discussion.
6. Choose a **Category** from the drop-down menu if you wish to put your Grade Item into an existing category. The settings of that category will have an impact on the options you will see when building your item.
7. Scroll down to the **Grading** section; set the point value of the item (if you are using a weighted system you will also have to choose the weight of the item – this is the weight of the item as it relates to the category it is in. If it is not in a category, then it represents the weight against the overall final grade).
8. Decide if the item can exceed the maximum available points of the item and/or if it is a bonus item (added on top of the calculated grade), and check the corresponding boxes as necessary.
9. Scroll down to the **Display Options** area; select the relevant options that align with what you want students to see. You also have an option to change the **Managing View**, which represents what you would see when viewing the Grades tool.
10. Click on the **Restrictions** tab back at the top.
11. Set the **Visibility** of the Grade Item – this can be manually managed, or you can use dates to control this.
12. Click **Save and Close**.



Grade Item	Type	Association	Max. Points
Quizzes			
Poetry Terms	Numeric	Quizzes	10
Poetry History	Numeric	External Learning Tool	5
Bonus Quiz	Numeric	Quizzes	2
Discussions			
Peer Review: Poem Draft	Numeric	Discussions	10

Figure 10: Sample Manage Grades page

Adding Grade Categories

When might I use Grade Categories?

You don't need Categories to use Grades, but they can help you organize and manage all the items you will score. For instance, if you wish to keep all the Discussions you are going to grade together in one place in your gradebook, you can use a Category. This makes it easy to find them amongst your other Grade Items, as well as to impact their overall value towards the final score.

How do I use Grade Categories?

1. Navigate to **Grades** from your course navbar.
2. Go to the **Manage Grades** tab.
3. Click the blue **New** drop-down button and choose **Category**.
4. Fill in the **Name** field.
5. Scroll down to the **Grading** section; select your grading preferences here for your Category – remember that these will impact options when building Grade Items.
6. Scroll down to **Display Options**; select the relevant options that align with what you want your students to see.
7. Click on the **Restrictions** tab back at the top.
8. Set the **Visibility** of the Category – this can be manually managed, or you can use dates to control this. Keep in mind that this will impact all Grade Items that are added to this category.
9. Click **Save and Close**.

Step 3: Create and Curate Content

Your one stop shop to store, organize, and share!

Adding Existing Content

The Content tool is used to create, edit, and organize course materials such as syllabi, lecture notes, video, audio, and readings. It allows students to navigate through course material and activities all from one area. We will begin by exploring ways to bring your existing resources into Brightspace, then move on to look at creating files from scratch.

Creating Modules and Sub-Modules

The first step to working in the Content tool is building out your structure. You may choose to organize your course chronologically or thematically, for example. You must first create a Module before you can add any topics. You can also create Sub-Modules to establish a deeper hierarchy.

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, in the **Add a module** field at the bottom, enter the name of your new module, then hit your **Enter** key.

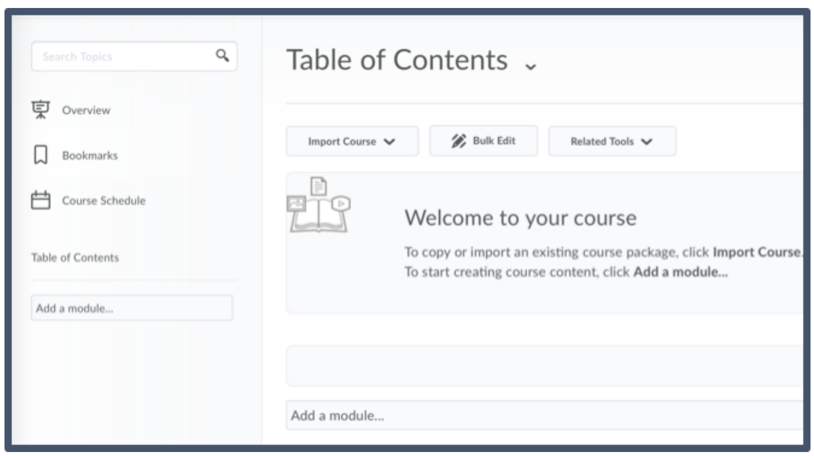


FIGURE 11: TABLE OF CONTENTS IN THE CONTENT TOOL

3. To add a Sub-Module, first click into your new Module. In the **Add a Sub-Module** field, enter the name of your new Sub-Module, then hit your **Enter** key.

Trainer Tip

Quickly edit the title of your Module or Sub-Module by selecting it from the Table of Contents and clicking on its name at the top of the page. Simply make your changes there and hit your Enter key!

Organizing Modules

Did you know that you can easily move Modules, Sub-Modules, and Topics anywhere within the Content tool? Simply grab the handle (it looks like eight small squares) to the left of the item, and drag and drop it up or down into its new destination.

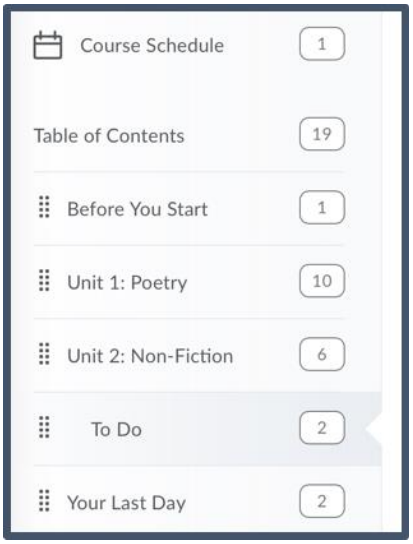


FIGURE 12:TABLE OF CONTENTS SHOWING MODULE REARRANGEMENT HANDLES

Adding Existing Content

Already have your course material ready to go? Now that our structure has been built out, this is where we will learn how to bring your existing resources into Brightspace. You can upload or drag and drop files directly from your device, and even add in external links to other websites.

1. On the course navbar, click **Content** (if you're not already there).
2. From the appropriate Module or Sub-Module, click the **Upload/Create** button and select **Upload Files**, then **My Computer**. Next, either drag and drop your file in, or upload it, then click **Add.**
3. If you're feeling comfortable, try adding an external link in the same **Upload/Create** area by selecting **Create a Link**, adding a title and the URL, then clicking on **Create**.

Creating New Content

Creating a New Topic

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. Do one of the following:
    - To publish your topic, click **Publish**.
    - To save your topic for further edits, click **Save as Draft**.

Creating a New Topic using Insert Stuff

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic using Insert Stuff.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. In the text box (we call this the **HTML Editor**), click the **Insert Stuff** icon.

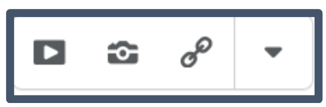


FIGURE 13: INSERT STUFF, INSERT IMAGE, INSERT QUICKLINK BUTTONS

6. In the **Insert Stuff** menu, select the tool that you want to select content from.

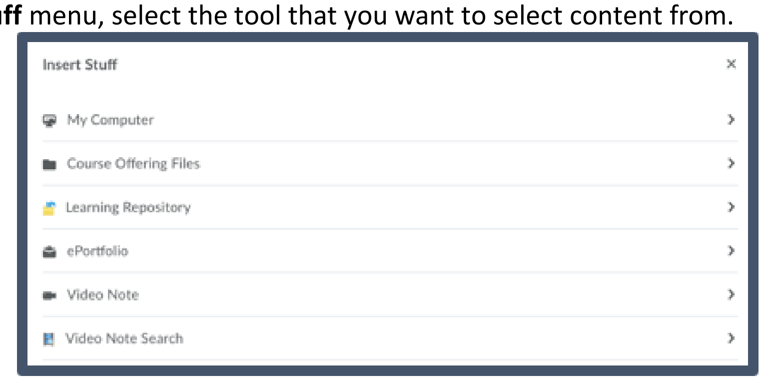


FIGURE 14: A PARTIAL LIST OF OPTIONS AVAILABLE IN INSERT STUFF

7. Select and insert the content you want to add into your course.
8. Preview the selected content if desired, then click **Insert**.
9. Do one of the following:
    - To publish your topic, click **Publish**.
    - To save your topic for further edits, click **Save as Draft**.

Trainer Tip

Videos, graphics, and audio files are great ways to generate interest in a topic and to present material from different perspectives. Provide text-only alternatives to help make these materials more accessible to students using assistive technology like screen readers.

Applying an HTML Template to a New Topic

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic using an HTML template.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. From the drop-down list next to the title, click **Select a Document Template**.
6. Customize your topic according to your needs.

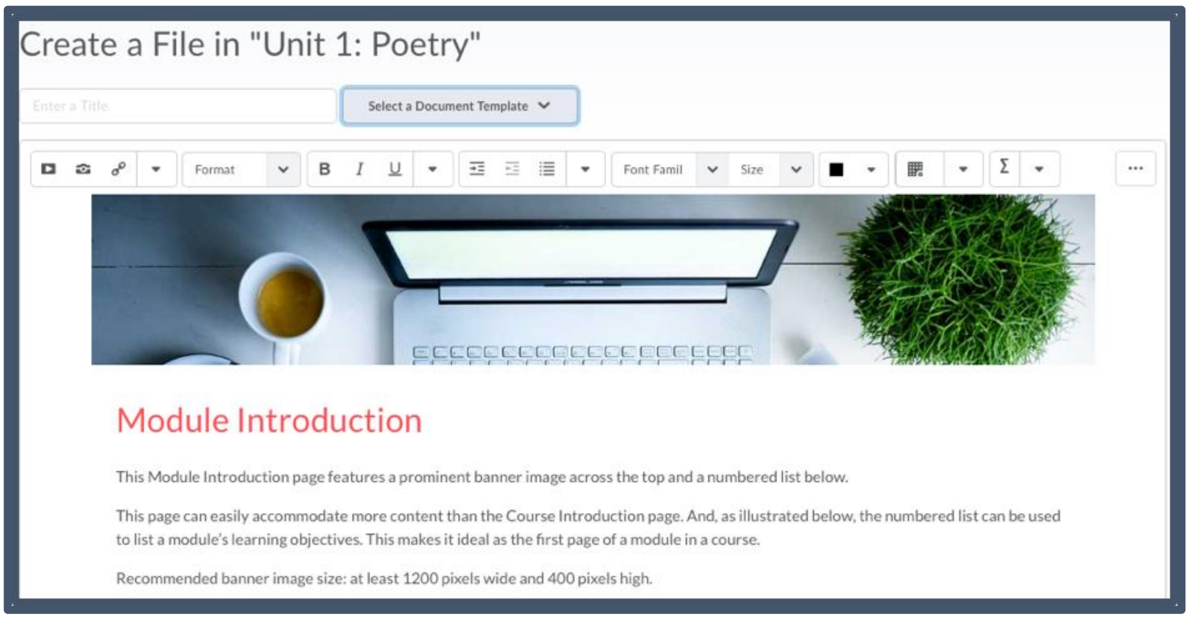


Figure 15: Sample HTML Template

7. Do one of the following:
   - To publish your topic, click **Publish**.
   - To save your topic for further edits, click **Save as Draft**.

Using the Accessibility Checker on HTML Content

The Accessibility Checker gives you a way to ensure that the content you author in the HTML Editor conforms to Web Content Accessibility Guidelines (WCAG) as well as Section 508 accessibility standards. The accessibility checker is available within the HTML Editor for use within Content, Widgets, Quizzes, Assignments, Calendar, Assignments, Discussions, and any other tools where a user can access the HTML Editor text box!

1. Enter content into any **HTML Editor** text box.
2. Click on the bottom right in order to start the Accessibility Checker.
3. If there are any compliance issues, read the report for suggestions on how to fix the issue.

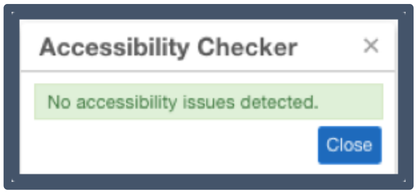


FIGURE 16: ACCESSIBILITY CHECKER SHOWING NO ISSUES DETECTED

Creating Assessments

Creating an Assignment

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new assignment.
3. From the **Upload/Create** drop-down menu, click **New Assignment**.

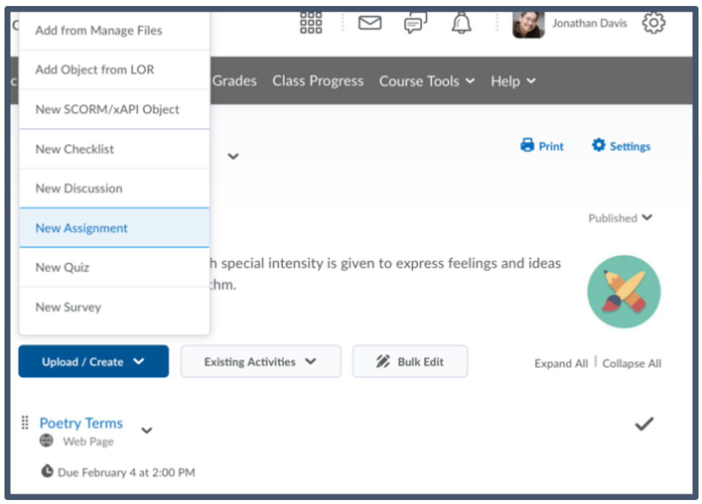


FIGURE 17: NEW ASSIGNMENT OPTION HIGHLIGHTED IN THE UPLOAD/CREATE MENU

4. Enter a **Title** that your students will see.
5. Select **Individual assignment**, if it is not already the default.
6. Select a **Submission type**.
    - For **On paper submissions**, set **Marked as completed** to one of the available options: **Manually by learners**, **Automatically on evaluation**, or **Automatically on due date**.
    - For **Observed in person** assignments, set **Marked as completed** to one of the available options, **Manually by learners**, **Automatically on evaluation**, or **Automatically on due date**.
7. Enter **Instructions** for your students.
8. Select **Publish**.
9. Scroll down to **Activity Details.** Under **Assessment** (to the right), click on **Add a grade item.**
10. Add the number of points that you want the assignment to be out of, and in the drop-down menu, select an existing Grade Item *(created earlier)*.
    Note: if you bypassed setting up your Gradebook earlier, you can simply click on the **+** symbol to create a new Grade Item here, but we do recommend familiarizing yourself with the information presented in the Gradebook section earlier on
11. Choose **Save**.

Trainer Tips

When you’re ready, use the Assignments tool to see students’ submission times, view submissions on the Evaluate Submission page, associate assignments to Rubrics, and return submissions with grades and personalized feedback.

Adding a start date and end date to an activity will restrict access to within those dates. A due date will not restrict access; it is used to inform you when a submission is late.

Creating a Quiz/Test/Exam

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new quiz.
3. From the **Upload/Create** drop-down menu, click **New Quiz**.

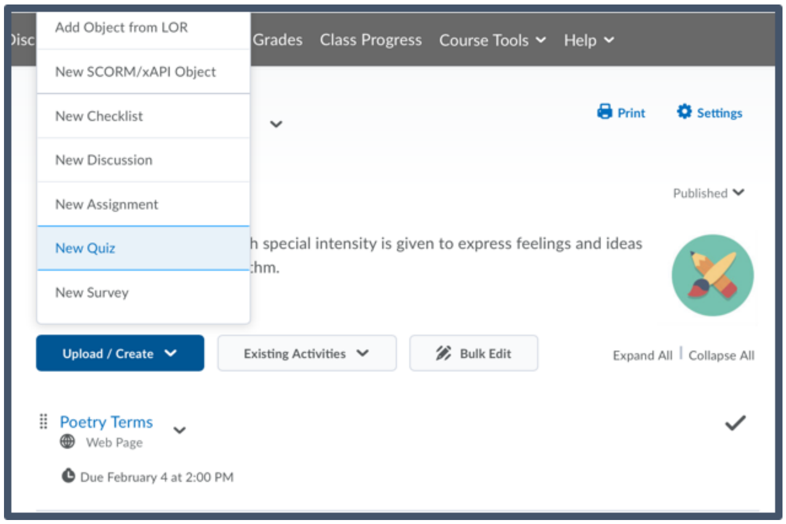


FIGURE 18: NEW QUIZ OPTION HIGHLIGHTED IN THE UPLOAD/CREATE MENU

4. Enter a **Title** and **Instructions** for your students.
5. Choose **Publish**.
6. Select **Quiz Setup**.
7. In the **Quiz Questions** area, click **Add/Edit Questions**.
8. To create a new question, from the **Add** button, select **New Question**, then the type of question you want to add. Enter the question details and click **Save**.
9. Repeat the previous steps until you have added all your quiz questions.
10. Click **Back to Settings for...**.
11. Still within the **Properties** tab of setting up your quiz, in the **Quiz Questions** area, do any of the following:
    - Specify the number of **Questions per page**, then click Apply.
    - Select the **Prevent moving backwards through pages** check box.
    - Select the **Shuffle questions at the quiz level** check box.

Trainer Tip

To discourage cheating, you can shuffle the order of all questions in quizzes or specific groups of questions (sections). For example, you could shuffle questions 1-10 in a quiz, or instead shuffle questions 3-10 (grouping those questions into a section) while retaining the order of questions 1-2 at the start of the quiz. When a quiz contains shuffled questions, each student receives a quiz with a unique question order!

12. Click **Save & Close**.
13. Scroll down to **Activity Details.** Under **Assessment** (to the right), select **Add a grade item.**
14. In the drop-down menu, select an existing Grade Item *(created earlier)*.
    Note: if you bypassed setting up your Gradebook earlier, you can simply click on the **+** symbol to create a new Grade Item here, but we do recommend familiarizing yourself with the information presented in the Gradebook section earlier on.
15. Choose **Save**.

Trainer Tip

Once you've created a basic quiz, you can further customize it by adding date restrictions or Release Conditions, customizing the submission view, and adding reports.

Creating a Discussion

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new discussion.
3. From the **Upload/Create** drop-down menu, click **New Discussion.**

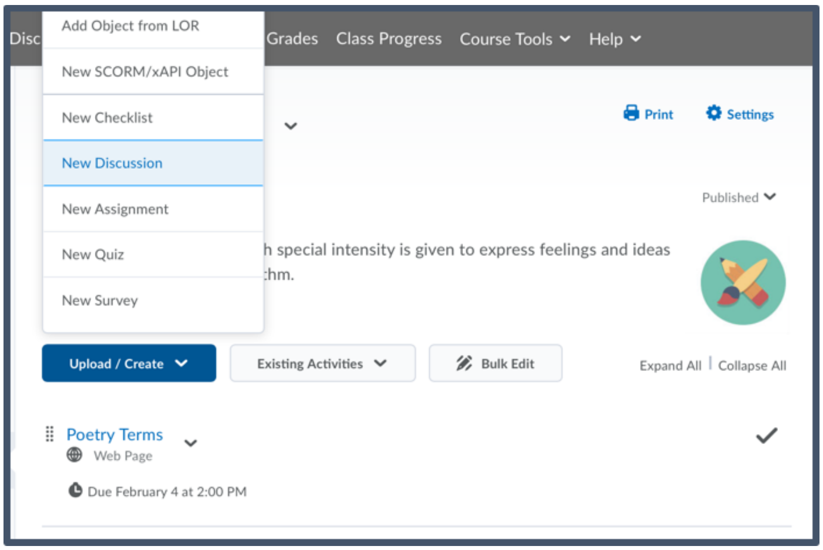


Figure 19: New Discussion option highlighted in the Upload/Create menu

4. Enter a **Title** and create a **New Forum**.
5. Add **Instructions** for your students.
6. Choose **Publish**.
7. Scroll down to **Activity Details.** Under **Assessment** (to the right), select **Add a grade item.**
8. Add the number of points that you want the discussion to be out of, and in the drop-down menu, select an existing Grade Item *(created earlier)*.
   Note: if you bypassed setting up your Gradebook earlier, you can simply click on the **+** symbol to create a new Grade Item here, but we do recommend familiarizing yourself with the information presented in the Gradebook section earlier on.
9. Choose **Save**.

Trainer Tip

Ensure that there are Discussion Topics created in your Discussion Forums**.** You can only post in (and assess) Discussion Topics! If there are no topics created for a forum, then students will not be able to view or participate in discussions.

Step 4: Evaluate and Monitor Student Progress

Student success and a transparent learning experience!

Evaluating Assignments Using Quick Eval

The Quick Eval tool allows you to access all of the assessment activities waiting to be marked across all of your courses. Once you publish any feedback or grades, these will automatically be transferred to the associated Grade Item for that student.

1. Return to the organization homepage by clicking on the My Home and from the organization navbar, click **Quick Eval**.
2. Submissions are arranged from least to most recent, but you can change that or filter for specific activities, courses, or dates.

FIGURE 20: QUICK EVAL SUBMISSIONS VIEW

3. Click on the name of the student to evaluate the submission.
4. You are now in the evaluation area of your Assignment, Quiz, or Discussion. We will use an Assignment as our example. For Assignment File Submissions, click on the title of the document in order to view it inline. Use the Annotations toolbar to mark up the student's document without leaving Brightspace! Students will have the option to view, download, and print this annotated version later.

FIGURE 21: ANNOTATIONS TOOLBAR

5. Enter your feedback into the **Evaluation** area (ex: total score, written feedback, file attachment, audio feedback, video feedback, etc.).

Trainer Tip

Aside from written feedback and file attachments, you can also add audio feedback (up to 1 minute) and video feedback (up to 3 minutes) for your students! This is a great way to personalize their learning journey to keep them engaged and motivated.

6. Do one of the following:
    - To publish your topic, click **Publish**.
    - To save your topic for further edits, click **Save Draft**.
    - Click **Back to Quick Eval** to return to your list of marking.

Class Progress

The Class Progress tool provides instructors with a high-level overview of student performance across the entire class and through four indicators of performance all at the instructor's fingertips, making predictive practices and preventing student disengagement a priority.

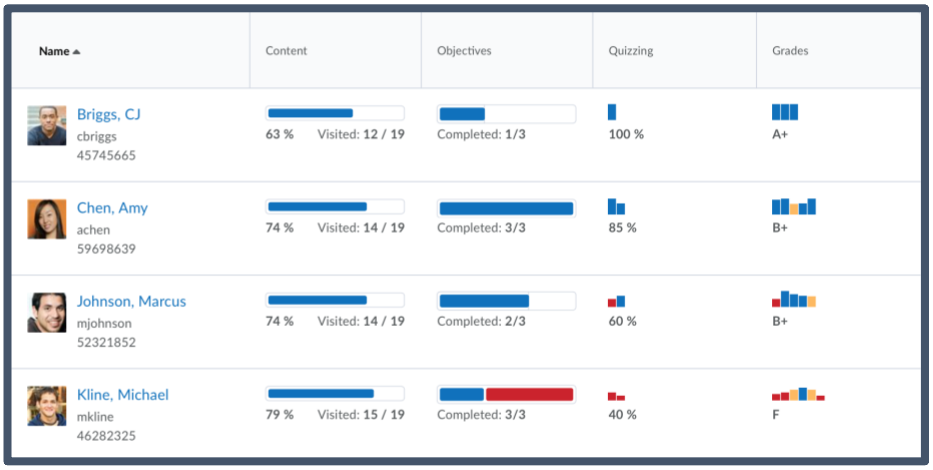


Figure 22: Class Progress tool

Why might I use Class Progress?

The Class Progress tool will allow you to monitor how students are performing in your class through overall progress and recent activity. This will help you to address potential areas of concern, and develop a plan to keep students on track towards success.

Trainer Tip

Notice that you need to send out a communication? Access the Intelligent Agents tool *(explained in detail later)* directly from Class Progress.

Changing and Reordering Main Indicators

Did you know that you have the ability to change the four types of indicators that are displayed?

1. On the course navbar, click **Class Progress**.
2. On the **Class Progress** page, click **Settings**.
3. From the drop-down menu of the indicator you want to replace, select **Replace**.
4. In the **Select Progress Indicator** dialog box, click on the indicator that you want to use as a replacement.
5. To replace further progress indicators, repeat the previous steps.

6. From the drop-down menu of a progress indicator, select **Move Up** or **Move Down** to rearrange the order in which it appears in Class Progress.

Trainer Tip

Reach out to your administrators to request default indicators for your classes.

Accessing User Progress and Configuring Displays

From the Class Progress tool (on the course navbar), click on a specific student's name to access their full list of performance indicators. Feel free to adjust displayed indicators and properties by navigating to **Settings** and making any preferred changes. Since you may not have any students in your own course yet, the Sample Course has some test students for you to view.

Trainer Tip

Students can access their own User Progress summary at any point by clicking on Progress under their names! This helps to create a more transparent learning experience by increasing student accountability.

Step 5: Increase Student Engagement

Take your Brightspace experience to the next level!

Release Conditions

Release Conditions allow you to create a custom learning path through the materials in your course. When you attach one of 30+ Release Conditions to an item, students cannot see that item until they meet the associated condition.

Why might I use a Release Condition?

- I want to ensure my students read through the course syllabus before they start working through the course materials.
- I want my students to unlock bonus content once a quiz has been submitted.
- I want my students to take a pre-quiz, then I want to release content to them based off of how they score on that quiz.
- I want my students to have completed all required learning activities before they attempt to take a quiz.

Trainer Tip

When possible, create all of your course materials and set up your Release Conditions before the course opens to students. This gives you a chance to check for any mistakes in the conditions!

Adding a Release Condition to Content

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module or Sub-Module in which you want to create a Release Condition.
3. Do one of the following:
    - Click **Add dates and restrictions** at the top of that Module or Sub-Module.
    - Beside a content Topic, choose **Edit Properties In-Place** from the drop-down menu, then click **Add dates and restrictions**.
4. Under **Release Conditions**, click Create, then select a **Condition Type**. Complete any additional **Condition Details** that appear and click **Create**.
5. Select either **All conditions must be met** or **Any condition must be met**.
6. Click **Update**.

Tools that Support Release Conditions

In the example above, we applied a Release Condition in the Content tool, but they can be used with a variety of tools in Brightspace, including:

- Awards
- Checklist

- Content modules and topics
- Custom widgets
- Discussion forums and topics
- Assignments
- Grade items and categories
- Intelligent Agents
- Announcements
- Quizzes
- Surveys

Intelligent Agents

There are many creative ways to use Intelligent Agents to communicate with your students. Intelligent Agents are a great way to support your students by providing encouragement, additional guidance, and supplementary learning resources. Intelligent Agents are also a great tool to help instructors save time while better supporting students.

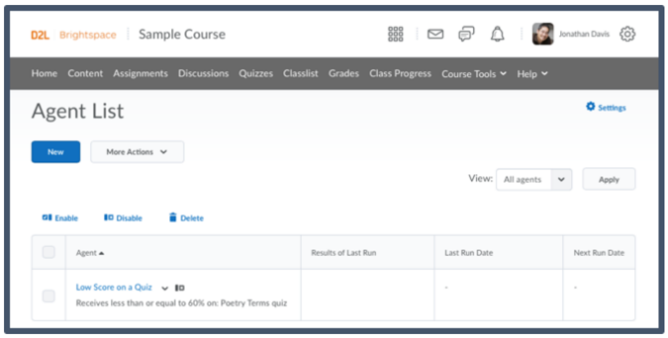


FIGURE 23: INTELLIGENT AGENTS PAGE

Why might I use an Intelligent Agent?

- I want to reach out to students who have yet to log into my course.
- I want to send a message to students who have successfully completed their quiz to congratulate them.
- I want to ensure my students remember the upcoming assignment deadline.
- I want to reach out and say “great work” to students who are participating in discussions.

Trainer Tip

Intelligent Agents are a great method of personalized communication, but if you use them too often, they can lose their effectiveness. Always consider which communication tool (an Announcement, an Intelligent Agent, or an email) is the best fit for your use case!

Creating an Intelligent Agent

1. On the course navbar, click **Course Tools**, then **Intelligent Agents**.
2. On the **Agent List** page, click **New**.
3. On the **New Agent** page, enter a name.
4. Expand the **Edit Description** label and enter an optional description.
5. If you want the agent to be active, check **Agent is enabled**.
6. Under **Criteria** > **Role in Classlist**, do one of the following:

- If you want the Intelligent Agent to be applicable to all roles in the Classlist, check **All users visible in the Classlist**.
- If you want the Intelligent Agent to be applicable to select roles, check **Users with specific roles**, and select the respective roles (ex: Student).

7. If you want your agent to target students' login habits, under **Criteria** > **Login Activity**, enter your criteria.
8. If you want your agent to target students' course habits, under **Criteria** > **Course Activity**, enter your criteria.
9. If you want your agent to run when a specific condition has been met, under **Criteria** > **Release Conditions**, click **Create and Attach**. Select a **Condition Type** from the drop-down list. Complete any additional **Condition Details** that appear and click **Create**.
10. Under **Actions** > **Repetition**, select how often you want the agent to take action.
11. If you want the agent to send an email when the set criteria are satisfied, under **Actions** > **Send an Email**, select the **Send an email when the criteria are satisfied** check box and enter your email subject, and message.
    - You can simply enter {InitiatingUser} in the **To** field, and Brightspace will pull the appropriate email address when the time comes, since at this point you won't be able to predict what to enter.
12. You can also set your agent to perform an enrollment or unenrollment action, such as enrolling a student into a more or less difficult course based on their performance.
    - Under **Change User Enrollments**, check **Change user enrollments when the criteria are satisfied**.
    - From the **Enrollment Action** drop-down list, select the action you want your agent to perform and select the course.
    - From the **Role** drop-down list, select the role you want this enrollment / unenrollment action to be performed on.
13. If you want to schedule how frequently Brightspace evaluates the agent criteria, under **Scheduling**, check **Use Schedule**. Click **Update Schedule** and set your scheduling details.
14. Click **Save and Close**.
15. If you opted to send an email, click **Settings** on the top right to customize both the name that students will see when they receive your email (ideally your name), as well as a reply-to address (ideally your email address) in the event that they choose to respond directly to the agent's email.

Running an Agent Manually

Typically, agents are set up to run automatically. If you do not have a regular schedule set up for an agent, you can run it manually. When you run an agent manually, it sends a confirmation email to the user that requested or set up the agent.

1. On your course navbar, click **Course Tools**, then **Intelligent Agents**.
2. From the drop-down menu of the agent you want to run manually, click **Run Now**.
3. To confirm the manual run, click **Run**.

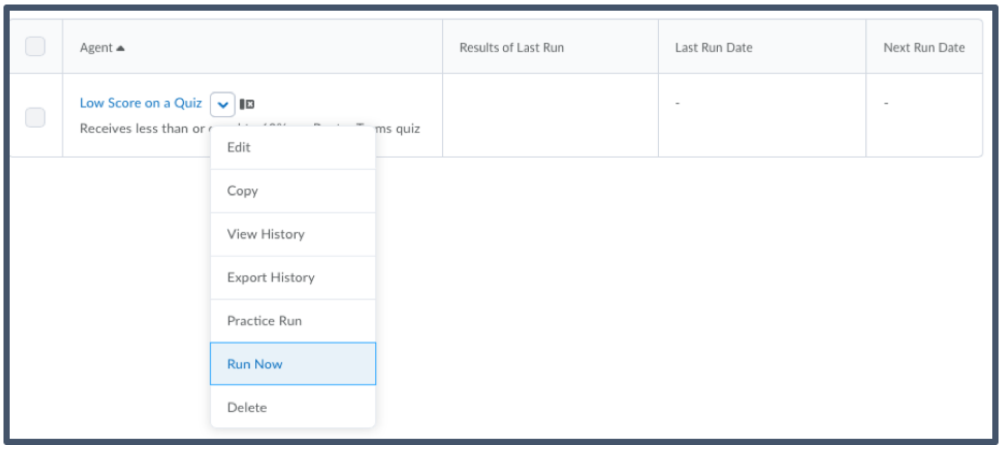


FIGURE 24: INTELLIGENT AGENT CONTEXT MENU WITH RUN NOW HIGHLIGHTED

Pulse Mobile App

FIGURE 25: BRIGHTSPACE PULSE MOBILE APP

Brightspace Pulse is a mobile app for students that fully integrates with the Learning Environment! Students can download it from the App Store or Google Play in order to stay connected to their learning/classmates while on-the-go and improve their time management skills. Reach and engage today's modern, tech-savvy student by encouraging the use of Pulse!

Trainer Tip

Always include Due Dates (Assignments, Content) and End Dates (Quizzes, Discussion) in order to populate your students' course calendars in Pulse!

Tools That Support Pulse

- Course calendars and upcoming deadlines
- Targeted week at a glance perspective
- Announcements
- Completion tracking
- New grades posted
- Discussion threads previously subscribed to
- Read/reply to discussions and add multimedia
- Submit simple assignments/quizzes
- Notifications for created/updated content
- View content directly in app

Brightspace Resources

There are many Brightspace resources that you can utilize to support or progress your learning, no matter what your experience level or your preferred learning style! Below are a few suggested links.

Brightspace Community

The place to go for Brightspace information! Join a group to see the most relevant information, participate in discussions with other Brightspace users like you, submit feature requests to make Brightspace even better (Product Ideas Exchange), discover new functionality that comes with monthly updates (Release Notes), view upcoming and past webinars, and much more:
https://community.brightspace.com

Brightspace Help

Downloadable Instructor Guides

Download step-by-step how-to guides for the Brightspace platform here to use in the future for personal reference or to help with your own documentation:

https://community.brightspace.com/s/article/Guides-Instructors

Online Documentation

Find all of our Brightspace documentation and video topics together here under one search umbrella for Instructor tools:

https://documentation.brightspace.com/EN/instructors/instructors.htm?tocpath=Instructors%7C_____0

Brightspace Instructional Video Tutorials

A how-to video collection on various topics surrounding the Brightspace platform:

https://www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore. www.D2L.com

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