

D2L Brightspace Phase 2 Launch– Fall 2018 Instructor Onboarding & Checklists

Welcome! Thank you for volunteering to be part of the Phase 2 fall launch in Brightspace. Below is an information guide as you prepare yourself and your class for the beginning of the term.

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I. Housekeeping:

- **Instructor Support:** Support will be available to you prior to and throughout the term. Your experts are: Faculty Champions, Technology Integration Specialists, Instructional Design Managers (online learning), and System Administrators
- **Fall Course Access:** Once your Office of Instruction has tagged your course(s) for inclusion in the fall launch in PeopleSoft CS9, they will be created in Brightspace. If you do not see your courses in Brightspace, make sure you have completed the [fall launch sign-up form](#) or contact your Office of Instruction.
- **Student Access:** Just like in Blackboard, students will automatically be enrolled in your course in Brightspace through CS9 prior to the start of the term.
- **Student support:** Students will have access to the Brightspace Learner Videos course to learn how to use the system.

II. Phase 2 Launch – Fall 2018 Expectations

- Have previous experience using Brightspace or ability to attend a Brightspace Foundations Training Course
 - a. In addition, you can view the [2-hour Instructor Tools](#) overview here (training starts at the 24 minute mark)
- Use a variety of Brightspace tools in your fall course.
- Attend a debrief meeting at the end of the term to share your experience and learning.
- Complete a series of feedback surveys throughout the term.
- Contact [your support team](#) if you have any questions or concerns.

III. Fall Course Build Out

We strongly encourage you to build your fall course shell from scratch rather than importing or copying your entire migrated Blackboard course, because we want you to learn and explore the unique features of Brightspace without being restricted to the Blackboard format. That being said, your migrated Blackboard course shell is there to give you access to your content and be the starting place for rebuilding. The majority of fall 2017 Blackboard courses have been migrated to Brightspace for you. If you need a course from a different semester you can import it yourself or contact support.

The purpose of the phase 2 launch is to test and stretch the system by trying out as many of the features as we can. Therefore, we have created a [course checklist](#) below that provides a list of items you definitely should include in the course, and then a series of optional activities that you can choose to incorporate based on your course's learning objectives and your own instructional style and interests. Your feedback this fall practicing the features with students is a crucial component to a successful spring 19 roll out.

IV. Accessing Brightspace & Logging in for the First Time

1. To access Brightspace, go to: <http://brightspace.ccc.edu>
2. Login with your CCC username and password.
3. On your home screen, you should find the following courses:

- a. **Migrated Blackboard Course(s)** (course content from BB shell)
 - i. Once you click on the course image to open the course homepage.
 - ii. Click on **"Content"** on the top navigation bar to view all your content from the migrated course.
- b. **Brightspace Instructor Videos Course** (instructor tutorials)
 - i. In this course, you can navigate through Instructor tutorial videos.
 - ii. The "Getting Started" module on the left offers 5 helpful tutorials to start with.
- c. **CCC Brightspace Student Tutorial course** (student tutorials)
 - i. In this course, you can navigate through Student tutorial videos. Explore the tutorials to learn how to do things as a student (or how your students might experience Brightspace).



- d. **Instructor Collaboration Course** (a course shell for instructors to post questions and interact with others as a CCC community)
 - i. Click on "**Discussions**" on the top navigation bar to ask questions.
- e. **Youremail@ccc.edu – Sandbox Course** (Your own personal sandbox to play, explore, build)
 - i. Click on the course image to open the course
 - ii. Explore the course homepage and add announcements
 - iii. Click on "**Content**" on the top navigation bar to start exploring the features and building out content.



V. Support & Issue Reporting

1. **In Brightspace:** The “Instructor Collaboration Course” on [http:// brightspace.ccc.edu](http://brightspace.ccc.edu) includes a discussion board for sharing. Additionally, the [Brightspace Community](#) is a great resource for help on your own.
2. **On your campus:** Your College’s Faculty Champions and Technology Integration Specialists are here to support you.

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3. **Online:** Submit a [helpdesk ticket](#) for Blackboard/Brightspace at www.ccc.edu/help to report and to track your issue.

System Administrators
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VI. Course Migration and Course Clean-Up Checklist

Complete the [Course Migration and Course Clean-Up Checklist](#) below on your migrated Blackboard course in Brightspace. There are three purposes of this review:

- See how content from Blackboard comes into Brightspace
- Identify what content items you will need to recreate (*for example, Turnitin assignments, wikis, blogs, and journals do not migrate from Blackboard and therefore you will need to recreate them or use an alternative tool*)
- Clean up, re-build, or re-organize the course and content for how you will want to use it in your new fall course shell

See also the [Brightspace Fall Course Checklist](#)

The following checklist guides you through reviewing your course after migration, and to begin rebuilding and restructuring it for your fall course in Brightspace. “Cleaning up” refers to making improvements for professionalism to optimize students’ learning experiences. Remember, students will be new to the platform, too, so tweaking announcements and discussions, for example, to remove any references to Blackboard or Blackboard terminology, ensures what students read makes sense. As you prepare your fall course, do so with you and the student in mind. Write N/A if you didn’t use the tool in Blackboard.

NOTE: *Turnitin assignments, wikis, blogs, & journals DO NOT migrate from Blackboard and therefore you will need to recreate them.*

Blackboard Content Item	Complete (Y/N) NA
<p>1.1 Announcements – Create your welcome announcement using the template provided in the course checklist. If you copied over OLD Welcome announcement, update it. Videos: How to create announcements and How to delete and restore announcements.</p>	
<p>1.2 Content – All your course content (menus from Bb) will copy over as “Modules” and “Submodules” in Brightspace</p> <ol style="list-style-type: none"> Review every module on the left under Table of Contents Restructure, combine, or delete any unnecessary modules or submodules <p>Videos: Add a module and Rearrange Topics, Modules, and Submodules and Delete a module</p>	
<p>1.3 Items/Files in Modules –Items, Files, Videos, Links (.docs, .ppts, .pdfs, audio files, video files, links) – all items inside a module or submodule are called “Topics” in Brightspace</p> <ol style="list-style-type: none"> Click on every item, file, link, video, etc. and confirm they can be opened and are clear. Update as necessary. If files open with a link to download, then re-upload them so the contents of the file appear right on the page. Delete any unnecessary or unused item or file <p>Videos: Rearrange Topics, Modules, and Submodules and Upload a Topic</p>	
<p>1.4 Assignments – Click on the Assessments dropdown and select “Assignments” to view all the assignments</p> <ol style="list-style-type: none"> Open each assignment, review settings, edit as necessary Ensure each assignment has a grade item associated Update due dates and availability dates as necessary Remove references to Blackboard terminology/replace with Brightspace <p>Videos: How to create an assignment</p>	
<p>1.5 Turnitin Assignments – Turnitin assignments will not import for Blackboard. You will need to re-create all your Turnitin assignments</p> <ol style="list-style-type: none"> Click on the Assessments dropdown and select “Assignments” Create a New Assignment and there will be a tab to make it a Turnitin Assignment. <p>Videos: How to create a Turnitin Assignment in Brightspace.</p>	

<p>1.6 Discussion Board Forums and Threads – Click on Assessments and open the “Discussions” tool. You will “probably” have to re-create each forum and topic imported from blackboard in order to link them with their gradebook items.</p> <ol style="list-style-type: none"> Open every forum and topic, delete unused forums or topics, delete student threads if imported from Blackboard. <p>Videos: Create a Forum; Create a Topic; Associate a discussion topic with a grade item</p>	
<p>1.7 Tests – Click on Assessments and open the “Quizzes” tool</p> <ol style="list-style-type: none"> Review all tests and all test questions from the “Quizzes” tool, clean up as necessary (some question types do not migrate from blackboard) Delete any old quizzes you do not plan on using Create any new quizzes you plan to use <p>Videos: Create a new quiz with new questions; Create a new quiz with imported questions; Associate a quiz with a grade item.</p>	
<p>1.8 Surveys - Click on Course Admin and open the “Surveys” tool</p> <ol style="list-style-type: none"> Review all surveys and survey questions in the “Surveys” tool; clean up as necessary. Note: Surveys do not show up in the gradebook in Brightspace. Additionally, by default, surveys from Blackboard import as “anonymous” which prohibits you from seeing who completed it in Brightspace. If you need to see that users completed the survey, you need to recreate the survey or create it as a quiz. For syllabus sign off & user agreement surveys, if you plan to award points to students for completing them, you are advised to re-create them as quizzes with a multiple choice question that says “Yes” or “No” and the ‘correct answer selected as “Yes”. <p>Videos: How to create a new survey; How to create a new quiz</p>	
<p>1.9 Pools - Click on Assessments and open the “Quizzes” tool, then click on “Question Library”</p> <ol style="list-style-type: none"> “Pools” in Blackboard is the “Question Library” in Brightspace. Review all pools and pool questions, clean up as necessary (some question types do not migrate from blackboard) Delete pools from previous textbook editions.’ <p>Videos: Video playlist on the Question Library</p>	
<p>1.10 Grade Center - Click on Assessments and open the “Grades” tool</p> <ol style="list-style-type: none"> Review your columns (grade items) completely, make edits, make appropriate links to activities where necessary Delete all duplicated grade columns if/when they transferred over to Brightspace <p>Videos: Video playlist on the Grades Tool; Associate activities to the grade item</p>	
<p>1.11 Collaborate Ultra – In “External Learning Tools” in Brightspace</p> <ol style="list-style-type: none"> Sessions already created in Blackboard do not migrate into Brightspace Create a module called “Collaborate Ultra” or whatever you want to name it. Then in the module, click on Existing Activities, select External Learning Tools, and choose Collaborate Ultra from the list. Click on the link that gets created and build your sessions there as you would in Blackboard. 	
<p>1.12 Publisher Content – (Pearson, McGraw Hill, Cengage, etc) – these are found under “External Learning Tools” in Brightspace. Courses that have “deep” integration with publisher content will have to re-create them.</p> <ol style="list-style-type: none"> Review the links or embedded content to ensure its properly connected, reconfigure as necessary. You will likely need to re-establish the connection (videos below) and re-add the links <p>Video: Integrating Publisher Tools (Pearson)</p>	
<p>1.13 Groups - Click on Course Admin and open the “Groups” tool</p> <ol style="list-style-type: none"> Review and recreate as necessary <p>Videos: Create a group; Modify group enrollment;</p>	
<p>1.14 Blogs, Wikis, Journals *</p> <ol style="list-style-type: none"> Blogs, Wikis, and Journals from Blackboard do not migrate into Brightspace. You can use the Discussions tool in Brightspace to re-create a similar experience for Blogs and Journals. <p>Video: Use private discussions for journaling</p>	
<p>1.15 Rubrics</p> <ol style="list-style-type: none"> Review your rubrics and edit if necessary. 	

<p>Videos: Create a rubric; Associate a rubric with an activity</p>	
<p>1.16 Learning Modules*</p> <ul style="list-style-type: none"> a. The “learning module” functionality in Blackboard does not migrate into Brightspace, however your content from the Learning Module should migrate to Brightspace. b. Clean up the content, add any missing connections to activities. 	
<p>1.17 Calendar*</p> <ul style="list-style-type: none"> a. Calendar Items from Blackboard do not migrate into Brightspace. However, items will appear on the Brightspace calendar based on due dates you add within activities. You can also add other calendar items into the Calendar tool in Brightspace. <p>Video: Create a calendar event</p>	
<p>1.18 Portfolios*</p> <ul style="list-style-type: none"> a. Portfolios in Blackboard do not migrate into Brightspace b. Explore the use of Portfolios in Brightspace as a replacement for Blackboard Portfolios 	
<p>1.19 Manage Dates (in Course Admin) lets you easily bulk edit or shift all the dates in your course.</p> <ul style="list-style-type: none"> a. Portfolios in Blackboard do not migrate into Brightspace b. Explore the use of Portfolios in Brightspace as a replacement for Blackboard Portfolios <p>Video: How to manage dates</p>	

VII. Brightspace Fall Course Checklist

If you haven't yet attended a training, [Click here to watch the 2 hour online Instructor Tools overview](#)

In Blackboard (Bb)	Task	Y/N
0.0 Add Announcement to Blackboard shell	In your Blackboard shell: Make the course available, hide all the tools on the left navbar, add the following announcement: <i>"Welcome! Your course is taught this fall using D2L's Brightspace. Please follow this link to access your fall course or copy and paste this link into your browser: https://brightspace.ccc.edu/d2l/home"</i>	
Brightspace Feature/Tool	Task	Y/N
Please include <u>all</u> of the following task items in your fall pilot course		
1.1 User Options	Review & edit your Notifications, Profile, and Account settings as desired	
1.2 Course Status	Make your course active	
1.3 Announcements	Create a welcome announcement	
1.4 Syllabus	Upload your Syllabus	
1.5 Modules	Add modules to organize your Table of Contents to organize your course	
1.6 Content Topics	Add content topics such as: Upload Files, Links, or Videos to your modules	
1.7 Grades	Set up the grade book and create 1-3 grade columns (item)	
1.8 Assignments	Include at least 1 Assignment or which students will submit to and tie it to a grade item	
Please choose to include <u>2</u> of the following task items in your fall pilot course		
2.1 Discussions	Include at least 1 Discussion Forum for students to post in (graded or ungraded)	
2.2 Quizzes	Include at least 1 Quiz that students will take and tie it to a grade item	
2.3 Turnitin Assignment	If you use these typically in your course, please include at least 1 Turnitin Assignment which students will submit to and tie it to a grade item	
2.4 Release Condition	Add at least 1 release condition to a topic or module	
2.5 Rubrics	Create 1 rubric and associate it with an assignment	
2.6 Intelligent Agents	Create at least 1 Intelligent Agent (this isn't a feature we had in BB)	
2.7 Collaborate Ultra	If you use these typically in your course, please pilot it during the fall	
2.8 External Learning Tools	If you use publisher content (Pearson, Cengage, etc) typically in your course, please pilot them during the fall.	
2.9 Video Note	Add a Video Note to an Announcement or as a Content Topic (include a transcript)	
2.10 Audio Note	Add an Audio Note to an Announcement or as a Content Topic (include a transcript)	
Please choose to include <u>at least 1</u> of the following task items in your fall pilot course		
3.1 Awards	Try out using Awards	
3.2 Calendar	Add due dates to student assignments, or create calendar events manually	
3.3 Checklist	Create a checklist (this isn't a feature we had in BB)	
3.4 Groups	Create a Group with a Group Discussion or Group Assignment	
3.5 Survey	Create 1 survey that students will take in the course	
3.6 Your Choice!	Is there another tool you are interested in exploring – try it out and tell us about it!	