

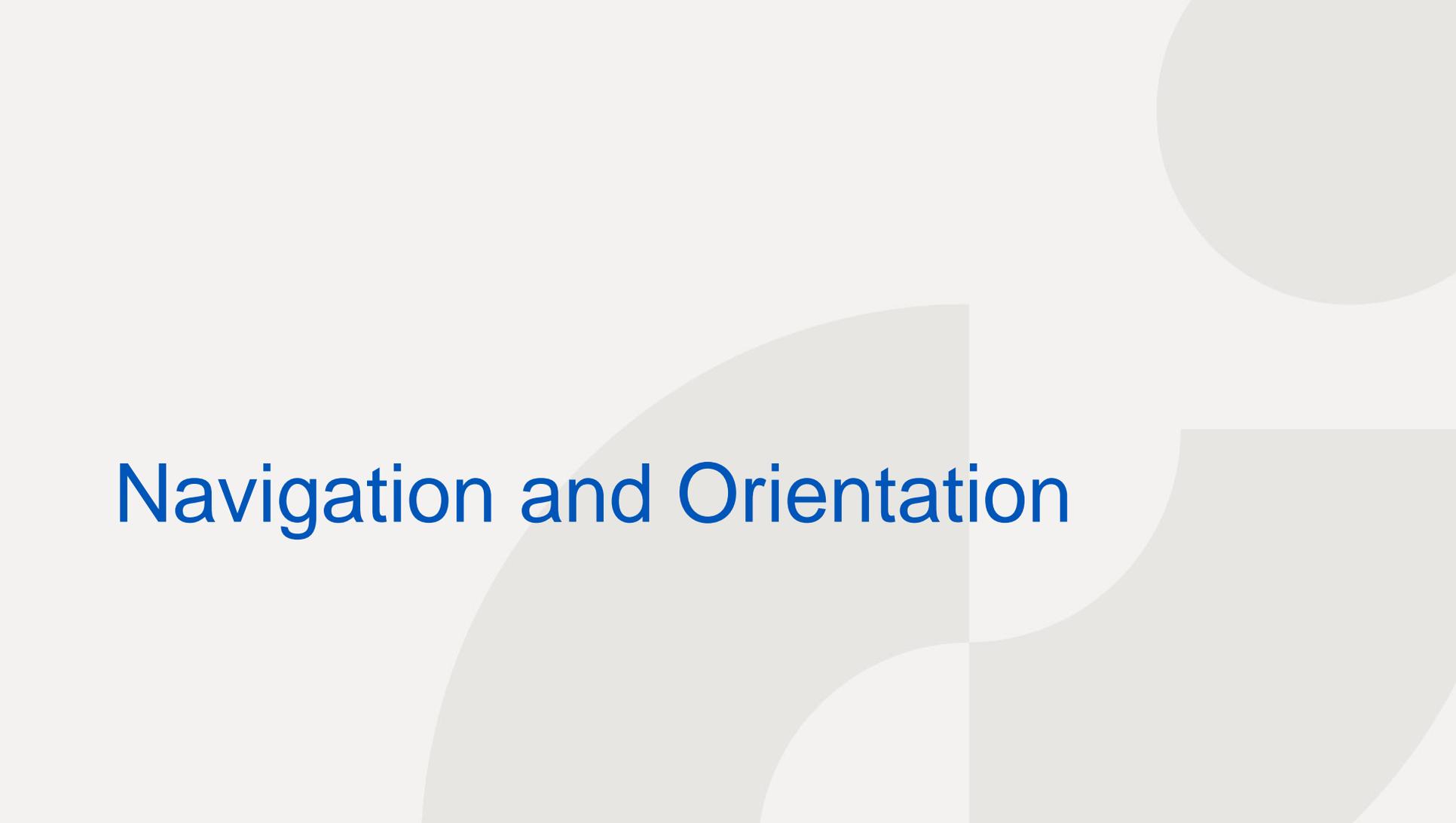
# Brightspace Foundations Training

**CITY COLLEGES<sup>®</sup>**  
OF CHICAGO

# Agenda

- Navigation and Orientation
- Communication Tools
- Content
- Assessment Tools: Assignments, Discussions, Quizzes
- Other Features to Know: View as Student, Notifications and Course Availability

# Navigation and Orientation

The background features several overlapping, semi-transparent light gray shapes. These shapes include a large circle in the top right corner, a large semi-circle on the left side, and a large, irregular shape on the right side that resembles a stylized letter 'S' or a similar abstract form. The overall aesthetic is clean and modern.

# Logging Into Brightspace

## Website

- [brightspace.ccc.edu](http://brightspace.ccc.edu)

## Username & Password

- Same one for all your CCC accounts



The image shows a screenshot of the Brightspace login page for City Colleges of Chicago. The page features a blue header with the text "CITY COLLEGES OF CHICAGO". Below the header, there is a sign-in prompt: "Sign in with your City Colleges of Chicago username and password". There are two input fields: "Username" and "Password". A blue "Sign in" button is located below the password field. To the right of the input fields, there are two dropdown menus: "Help" and "My Brightspace". Below these menus, there is a section titled "My Courses" which displays two course cards. The first card shows a Ferris wheel and is titled "Brightspace Instructor Course" with the code "CO\_LE\_TRAINING". The second card shows a field of crops and is titled "Instructional and Behavioral Management Modules for".

# Understanding the homepage

2

## Navbar

- Navigation links
- Navbar changes depending on location

3

## My Courses (all courses organized by term)

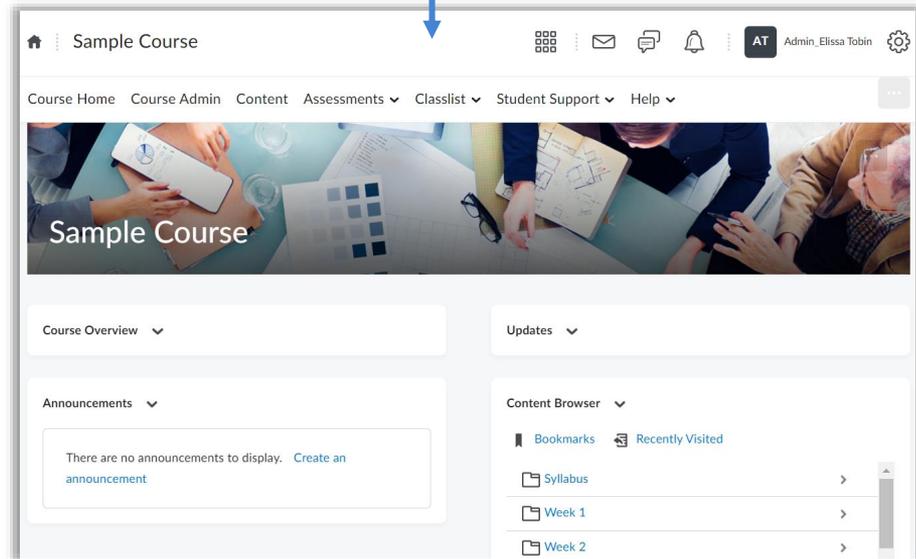
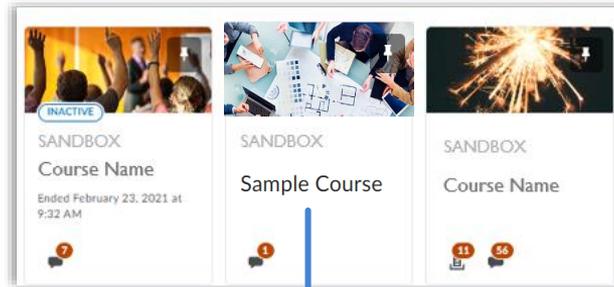
The screenshot shows the City Colleges of Chicago homepage. At the top left is the logo "CITY COLLEGES OF CHICAGO". To the right of the logo is a navigation bar with "Help", "My Brightspace", and "College Community" links. Further right is a "Minibar" containing a waffle icon, a message icon, a speech bubble icon, a bell icon, and a profile icon labeled "Your Name". Below the navigation bar is a "My Courses" section with a dropdown menu and tabs for "All", "Pinned", "Training", "Summer 2022 CRED", "Summer 2022 CONT", and "Summer 2022". The "My Courses" section displays three course cards, each with a placeholder image, the text "Sandbox Course Name", a date "xx/xx/xxxx", and a notification icon with a number (7, 1, and 11/56 respectively). At the bottom right, there is an "Announcements" section with a dropdown arrow and the text "Interested in teaching".

1

## Minibar

- Course Selector (waffle icon)
- Messages
- Notifications
- Alerts
- Personal Settings (Profile Settings, Notifications, Account Settings, Logout)

# Accessing a course



- To access a course, simply click on the **course tile** from the homepage

- For this practice, click on your **Sandbox** course.

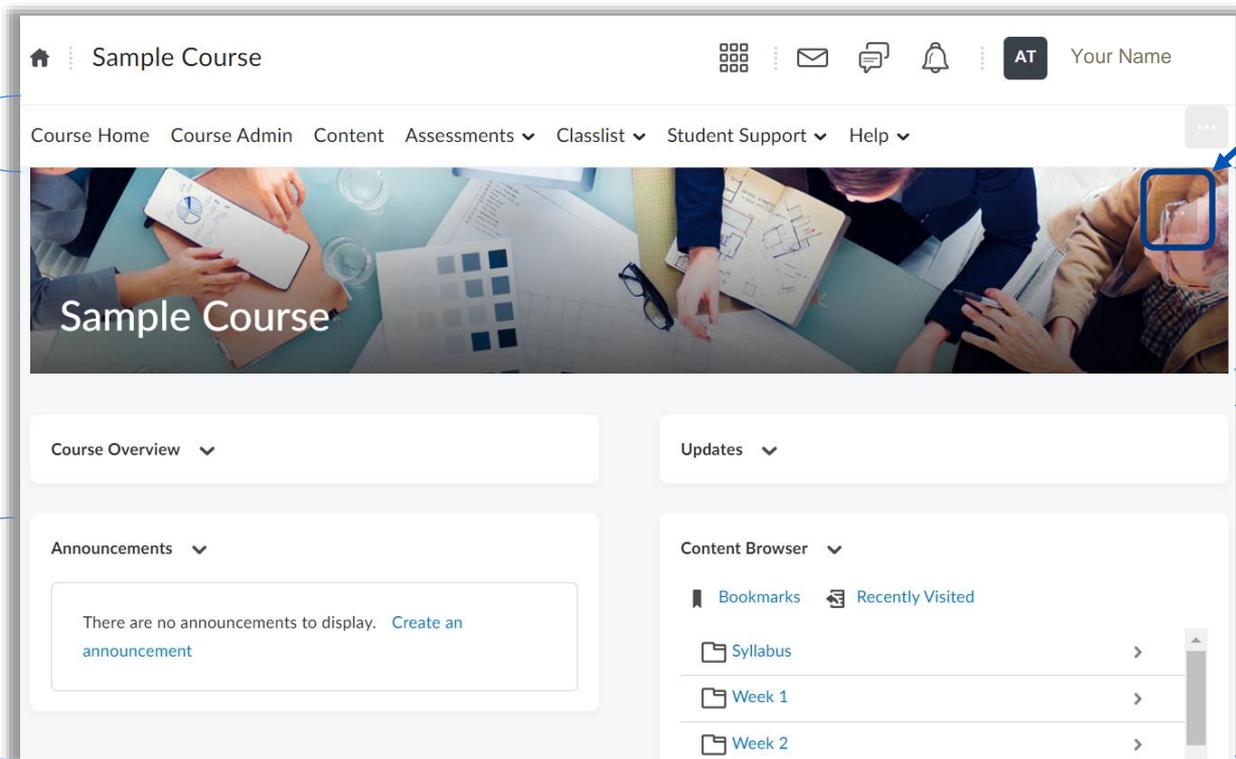
- You will land on the **Course Homepage**



# Understanding the Course Homepage

2

**Navbar**  
(Note: All course material is accessed under **Content**)



1

**Banner Image**  
(change your course image from the menu icon)

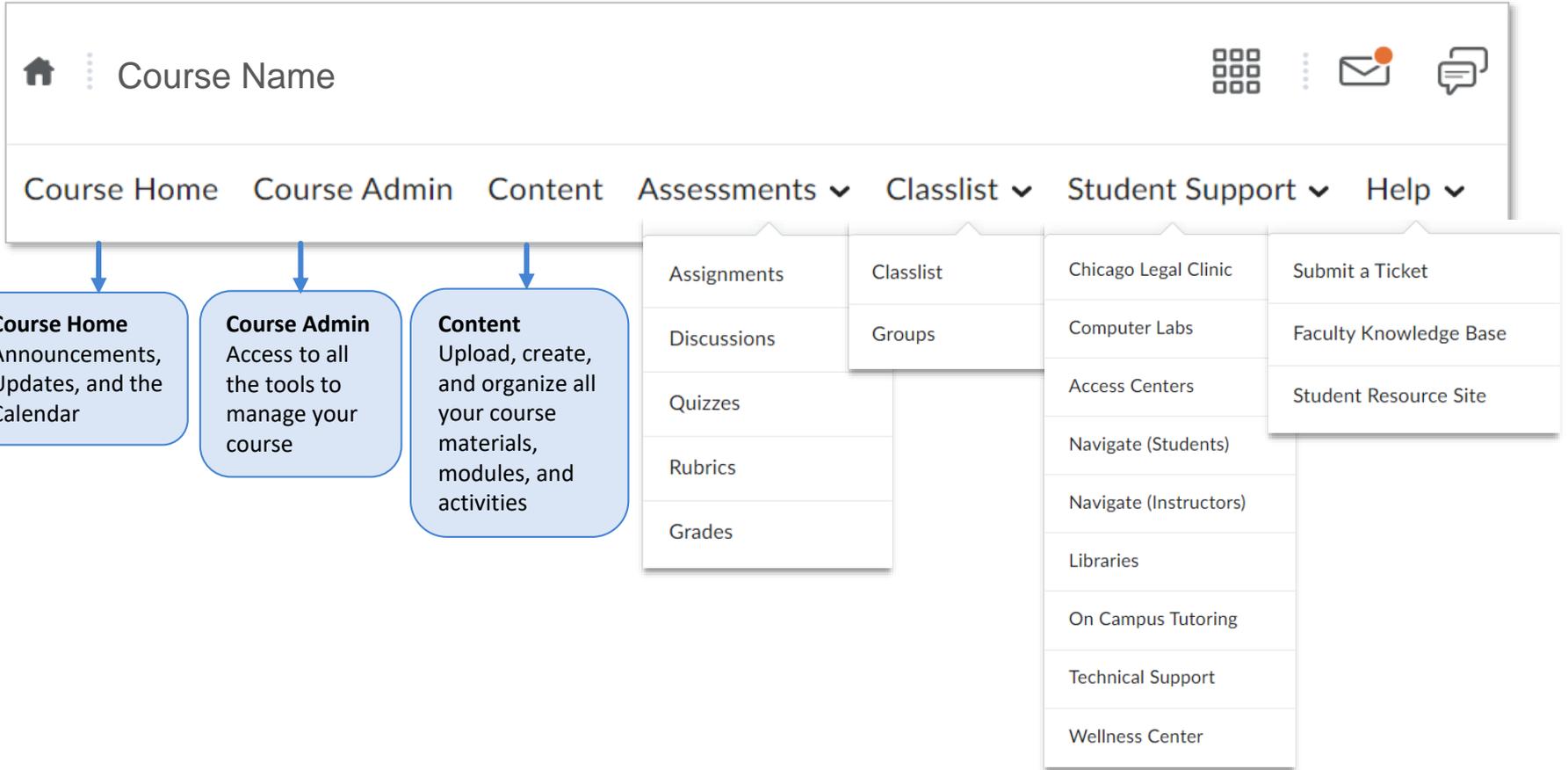
3

**Announcements**  
(a widget displaying your course announcements)

4

**Updates and Calendar**  
(other course widgets for easy access to "what's new and what's due")

# The Course Navbar



# Communication Tools

Email

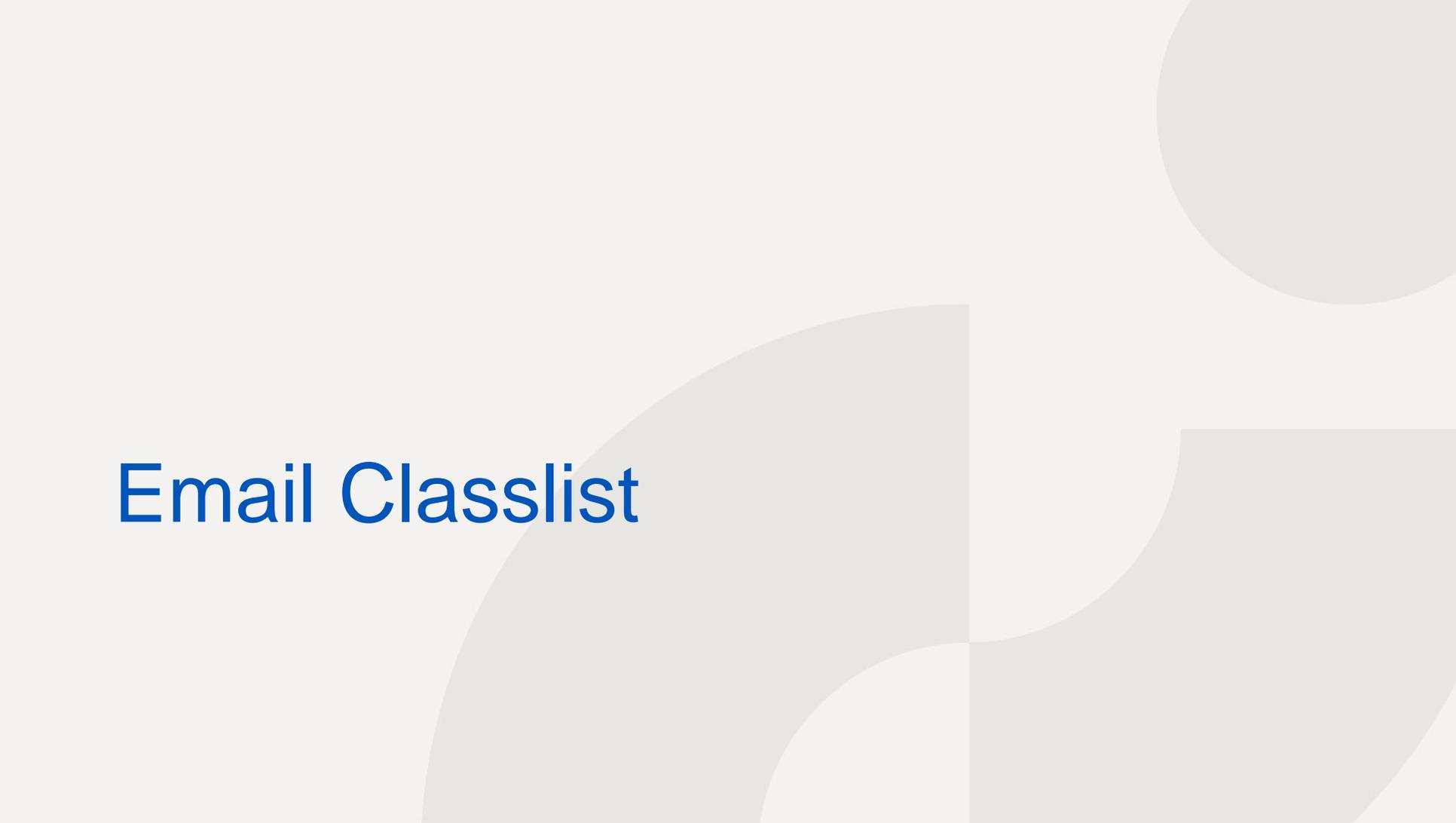
Announcement

# Communication Tools

There are two primary ways to communicate information to your students in Brightspace

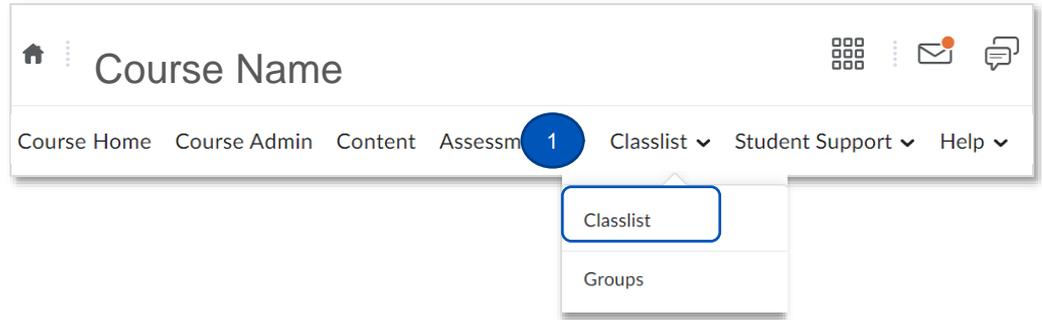
- Sending an Email
- Adding an Announcement

# Email Classlist



# Sending an email to the class

You can quickly view your class roster and send an email to your students from the Classlist.



1. Click on **Classlist** > **Classlist**

2. Click on **Email Classlist**



# Sending an email to the class

4. On the **Email Classlist** page, scroll to the bottom of the roster and click **Send Email**

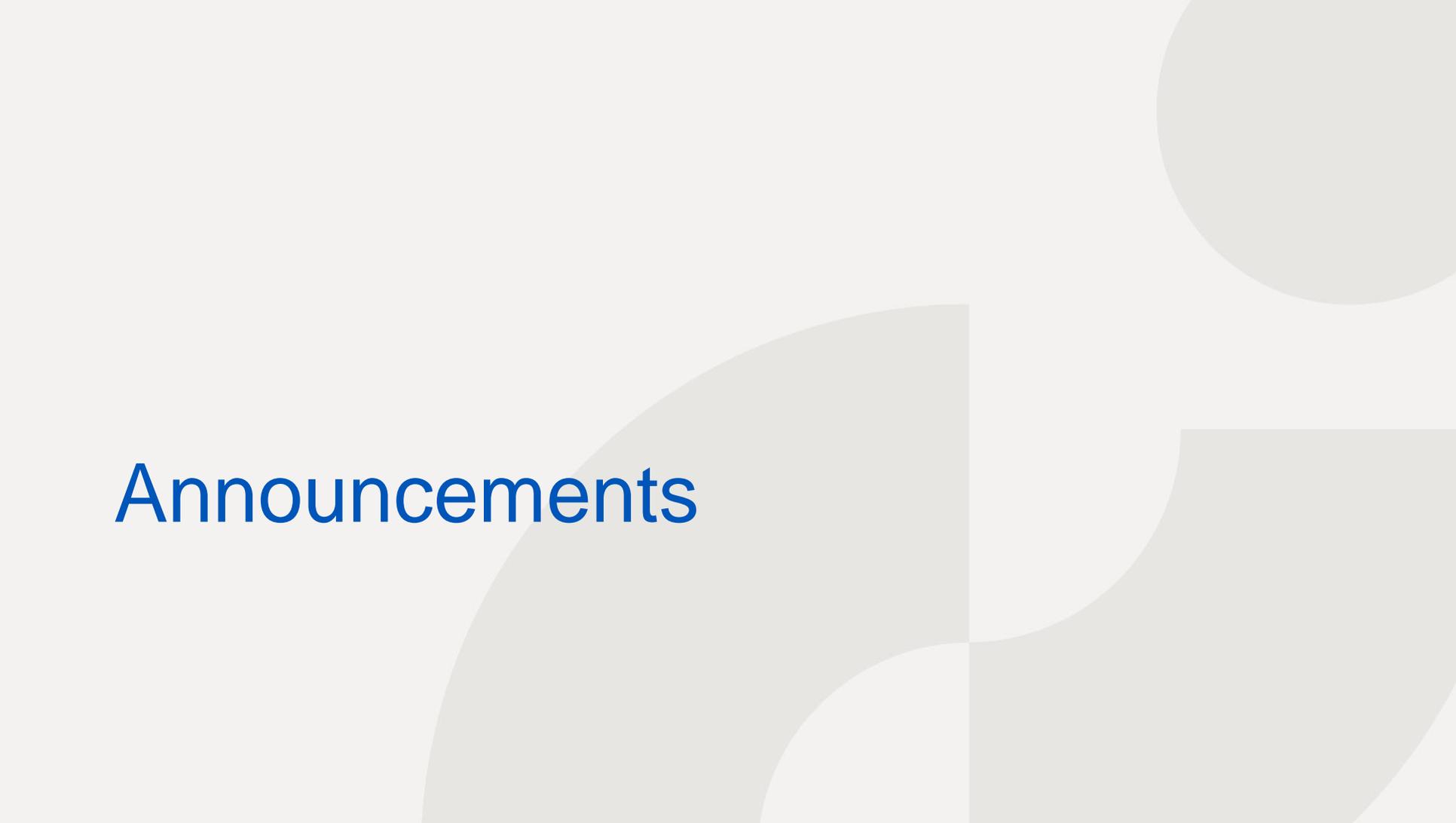
5. A new window will open where you will compose your message and click **Send**.



The screenshot shows two overlapping windows. The background window is titled "Email Classlist" and features a "View By:" dropdown set to "User" and an "Apply" button. Below this is a search bar with "Search For..." and a "Show Search Options" link. The main content is a table with columns for "Last Name" and "First Name", containing several rows of placeholder text. At the bottom of the table, a blue "Send Email" button is highlighted with a blue circle and the number "4". A "Close" button is also visible.

The foreground window is titled "Compose New Message" and is a browser window from "brightspace.ccc.edu". It has a "To:" field, an empty "Cc:" field, and a "Bcc:" field containing a list of student names and email addresses. The "Subject" field is filled with "Fall 2022 Sample Course Etobin >". Below the subject is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The "Body" field is empty. At the bottom, a blue "Send" button is highlighted with a blue circle and the number "5", next to a "Cancel" button.

# Announcements



# Announcements

Similar to sending an email, Announcements can be used to communicate with students directly in Brightspace.

Announcements can help engage your students and keep them informed. They can be used as reminders for students or to let them know what's happening in the course.

Students can subscribe to receive a text or email notification when new announcements are added by changing their Notification settings.

# Create an Announcement

Return to the **Course Home**

1. On the course homepage, click the **drop down arrow** next to Announcements
2. Select **New Announcement**

The screenshot shows a course homepage interface. At the top, there's a banner image of people working together. Below it, a dropdown menu is open over the 'Announcements' widget. The menu items are: 'Go to Announcements Tool', 'New Announcement' (highlighted with a blue circle and the number 2), 'Reorder Announcements', 'RSS', 'Notifications', and 'Collapse this widget'. The 'Announcements' widget title has a dropdown arrow highlighted with a blue circle and the number 1. Below the widget, it says 'There are no announcements to display. Create an announcement'. To the right, there are sections for 'Updates', 'Content Browser' (with 'Bookmarks' and 'Recently Visited' sub-sections), and a list of items like 'Syllabus' and 'Week 1'.



# Create an announcement

3. In the **Headline** box, type the title of your announcement

“Welcome!”

4. In the **Content** box (Brightspace editor), type your announcement message

“Welcome to Class Name. I’m so glad you’re here!”...

New Announcement

General

Headline \*

Content \*

Paragraph | B | I | U | A | | | | | | | | | | Lato (Recom... | 19px ... | ...

*Use the Brightspace editor to insert videos, format text, etc.*



# Understanding the Brightspace Editor

The image shows the Brightspace Editor interface with several callout boxes highlighting specific features:

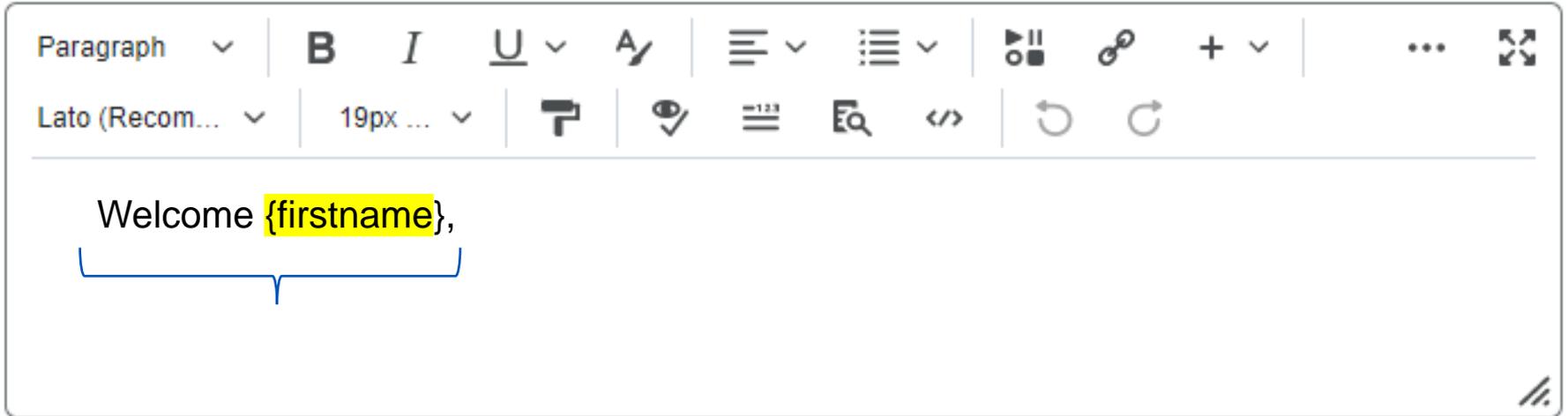
- Font and formatting tools:** A callout box at the top points to the top row of the editor toolbar, which includes options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (A/), Bulleted List, and Numbered List.
- Font and formatting tools:** A second callout box at the bottom left points to the font settings section, including the font family (Lato) and font size (19px).
- Accessibility checker:** A callout box in the center points to the Accessibility checker icon in the toolbar, which is used to check for accessibility issues.
- Word & character count:** A callout box in the center points to the Word & character count icon in the toolbar.
- HTML source editor:** A callout box in the center points to the HTML source editor icon in the toolbar.
- Insert Stuff:** A callout box on the right points to the Insert Stuff icon in the toolbar, which is used to add files, video, or audio notes.
- Insert Quicklink:** A callout box on the right points to the Insert Quicklink icon in the toolbar, which is used to add course material.
- Plus More:** A callout box on the right points to the Plus More icon in the toolbar, which is used to access additional options.
- Toggle Full Screen:** A callout box at the top right points to the Toggle Full Screen icon in the toolbar.

The Accessibility Checker window is open, displaying the message: "No accessibility issues detected."

The Insert Stuff menu is open, showing options: My Computer, Course Offering Files, Shared Files, Learning Repository, Video Note, Video Note Search, and YouTube.

The Insert Quicklink menu is open, showing options: Course Materials, Announcements, Assignments, Calendar, Chat, Checklist, Content, Course File, Discussions, and External Learning Tools.

# Replace Strings



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (Paragraph, Bold, Italic, Underline, Strikethrough), alignment (Left, Center, Right, Justify), list creation (Bulleted, Numbered), link management (Link, Unlink), and other functions (More options, Full screen). Below the toolbar, the text "Welcome {firstname}," is displayed in the editor. The placeholder text "{firstname}" is highlighted in yellow. A blue bracket is drawn underneath the entire text "Welcome {firstname},". The editor also shows the font family "Lato (Recom..." and the font size "19px ...".

# Announcement Settings

- Set the desired availability
- You have the option of adding an attachment or adding release conditions
- Click **Publish**

## Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

End Date

Remove announcement based on end date

## Attachments

## Additional Release Conditions

There are no conditions attached to this item.

Course Home Course Admin Content Assessments Classlist

# OH Sample Training Course

Course Overview

Announcements

## All about announcements

Posted

The Announcement tool lets you post quick messages to your class that students will see upon accessing the course via notifications they have set.

### Personalization

- You can add a "first name" replacement to your announcements which will personalize the message, displaying a student's first name: Example, you will see your first name here: Admin\_Elissa. Include the string `firstname` between curly brackets `{}`.
- You can use release conditions to only display an announcement to specific students based on a set of criteria. For example, perhaps I want to write a "well done" announcement to those students who received a high score on an exam, acknowledging their efforts. Or perhaps I only want students who did not complete an assignment to see a reminder announcement for that assignment.
- You can use a Video Note to record an announcement

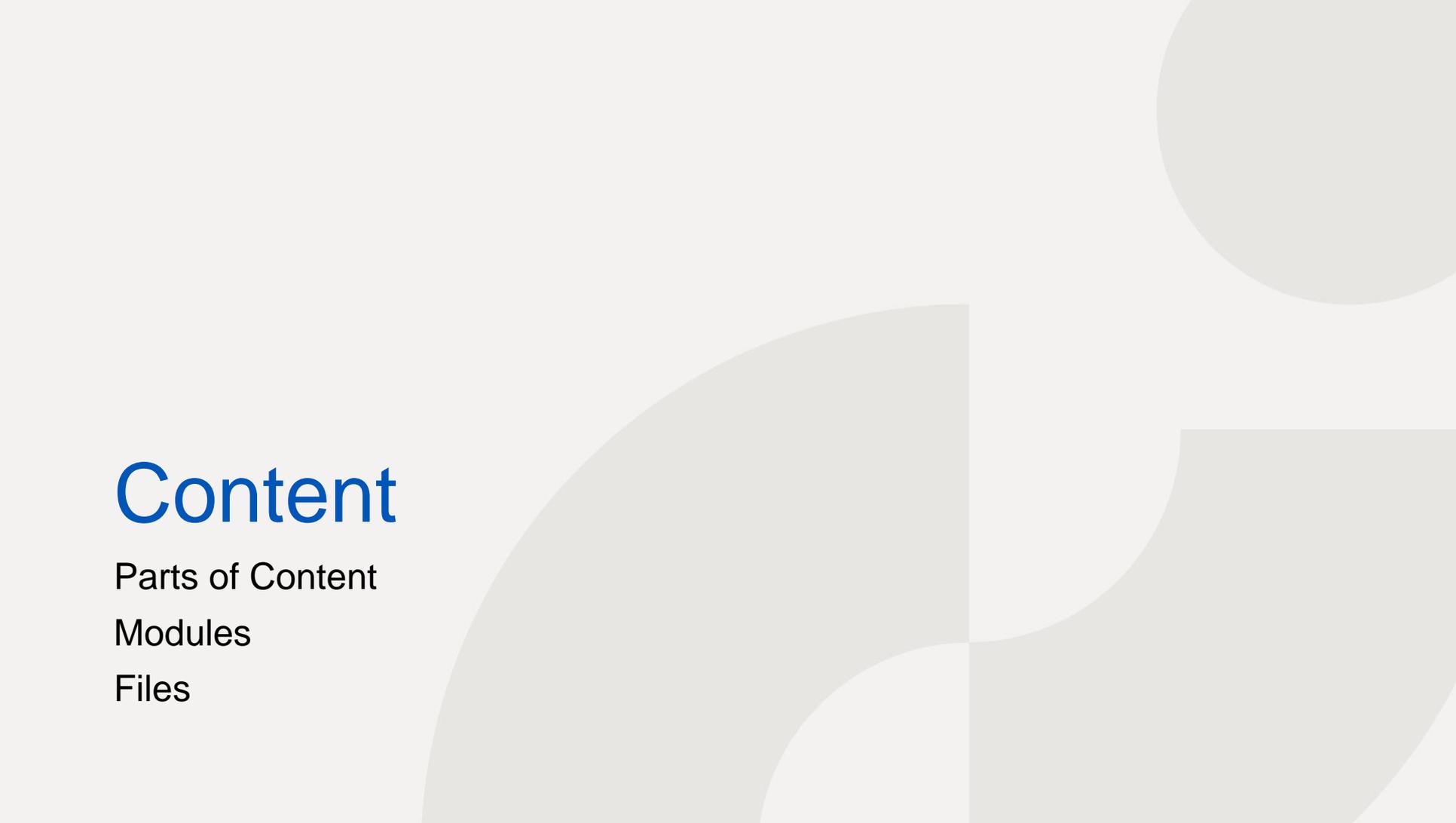
Show All Announcements

**WARNING:**

THIS **x** **does NOT** delete the announcement.

It "dismisses" it from your view, but students can still see it.

# Content

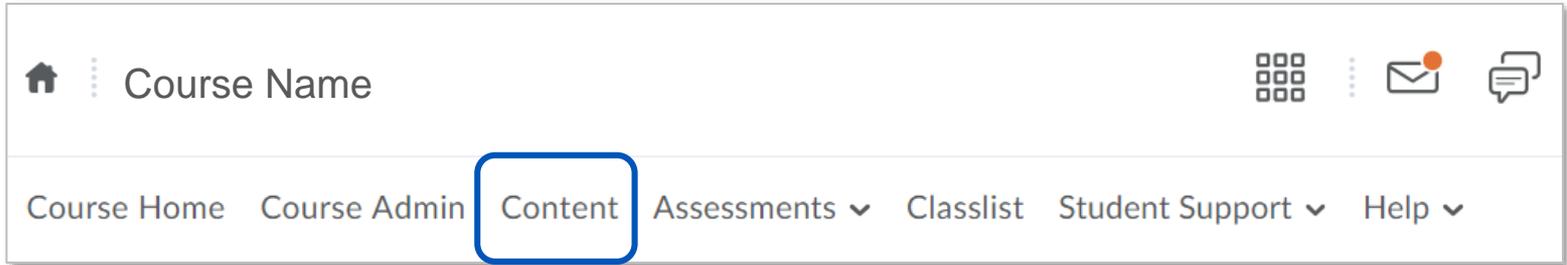


Parts of Content

Modules

Files

# Content



- **Content** is where all your course content lives: files, resources, assignments, tests, etc.
- Instructors will build their course in Content and students will access the course material in Content.
- This is where you and your students will spend most of the time

# Understanding the Parts of Content

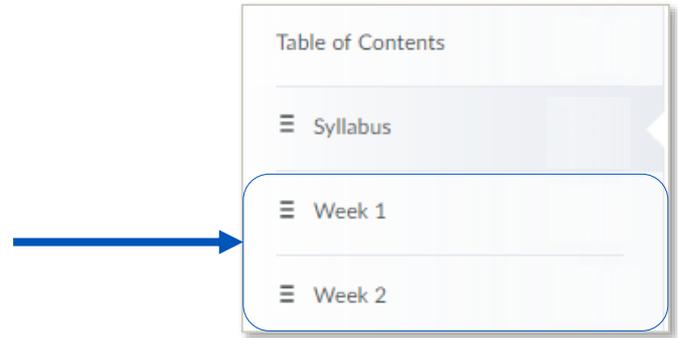
1. Overview, Bookmarks, and Course Schedule
2. Table of Contents, Modules, and Submodules
3. Content frame

The screenshot displays a course management interface. At the top left is a search bar labeled "Search Topics". Below it is a sidebar menu with three items: "Overview", "Bookmarks", and "Course Schedule", each with a corresponding icon. A blue circle with the number "1" is placed over the "Overview" item. Below the sidebar is a "Table of Contents" section with a search bar and an "Add a module..." button. A blue circle with the number "2" is placed over the "Add a module..." button. The main content area is titled "Table of Contents" and includes a "Print" button and a "Settings" button. Below the title are three buttons: "Import Course", "Bulk Edit", and "Related Tools". A large rounded rectangle with a blue border encloses the main content area, with a blue circle containing the number "3" positioned to its left. Inside this rectangle, there is a "Welcome to your course" message with instructions: "To copy or import an existing course package, click **Import Course**. To start creating course content, click **Add a module...**". At the bottom of the main content area is another "Add a module..." button.

# Modules

A **module** is a storage place for a group of related course items (called Topics)

You can use modules to organize your content by week/unit, or by types of activities



# Adding a Module

## Add a “Syllabus” module

1. Click **Add a module...** under the Table of Contents
2. Type **“Syllabus”**
3. Hit **Enter** or click away to create



The screenshot shows a course management interface. On the left is a sidebar with navigation options: Overview (with a megaphone icon), Bookmarks (with a bookmark icon), and Course Schedule (with a calendar icon). Below these is a section titled "Table of Contents" containing a button labeled "Add a module...". This button is highlighted with a blue circle containing the number "1". The main content area on the right has a header with "Import Course" (with a dropdown arrow) and "Bulk Edit" (with a pencil icon). Below the header is a "Welcome to you" message with a book icon and a play button icon. The text below the welcome message reads: "To copy or import an existing course" and "To start creating course content". At the bottom of the main area, there is another "Add a module..." button.

# Understanding Module Options

Once we create a module, we can add date restrictions and a description. Click on the text to access the settings.

- **Start Date:** When the module becomes available to students
- **Due Date:** When the module is due (this also shows up on the class calendar and prompts other notifications)
- **End Date:** When the module becomes unavailable to students

The screenshot shows a 'Syllabus' management interface. At the top right, there are 'Print' and 'Settings' icons. Below the title, there are three input fields: 'Add dates and restrictions...', 'Add a description...', and 'Add a sub-module...'. A blue box highlights the first two fields, with an arrow pointing to a table of date options. The table has columns for 'Start Date', 'Due Date', and 'End Date', with corresponding 'Add start date...', 'Add due date...', and 'Add end date...' buttons. Below the table are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A dashed box contains the text 'Drag and drop files here to create and update topics'. A blue arrow points from a text box at the bottom right to an eye icon in the top right corner of the interface.

Start Date	Due Date	End Date
Add start date...	Add due date...	Add end date...

You can also **hide a module** from students by toggling the “eye” icon

## Upload your Syllabus

Now that we have a module and we have given it some definition, we want to add your Syllabus into that module.

1. Select the **Upload/Create** dropdown menu and choose **Upload Files**



# Adding a File

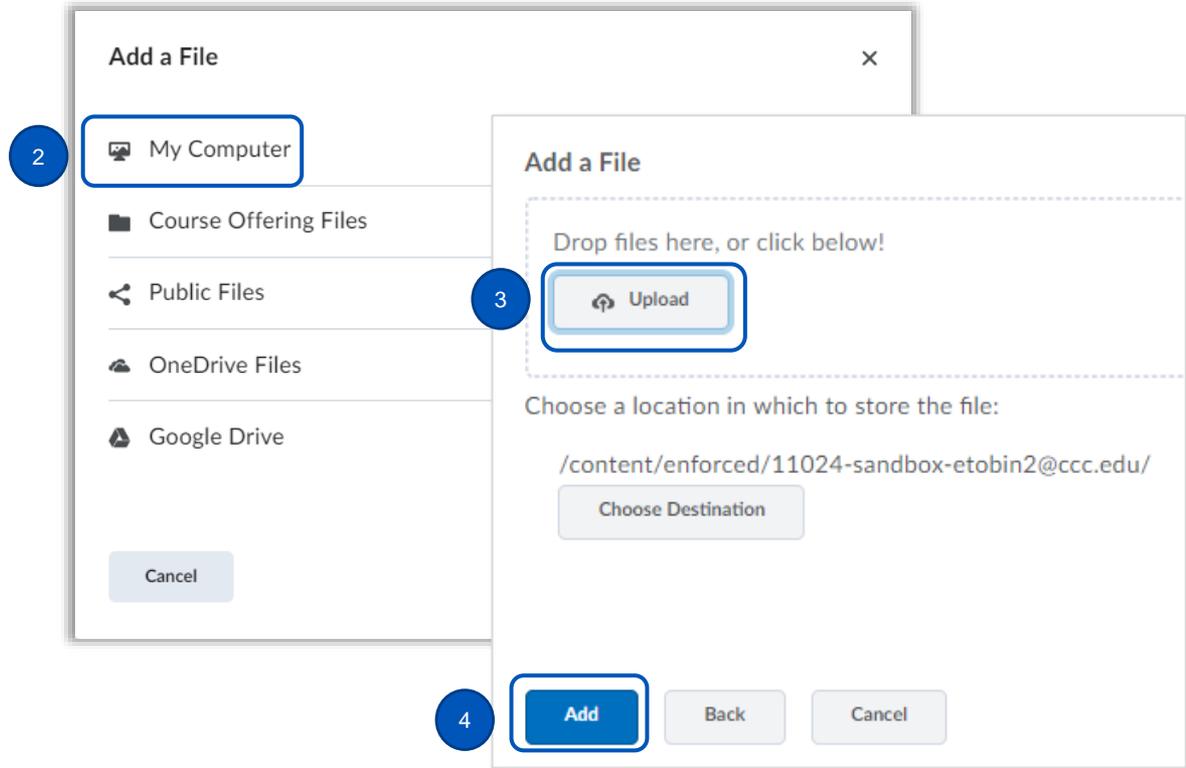
The screenshot shows a web interface for managing a "Syllabus". At the top, there is a "Syllabus" header with a dropdown arrow, and "Print" and "Settings" icons. Below the header, there are two text input fields: "Add dates and restrictions..." and "Add a description...". A blue "Upload / Create" dropdown menu is open, showing options: "Upload Files", "Video or Audio", "Create a File", "Create a Link", and "Add from Manage Files". A blue circle with the number "1" is next to the "Upload / Create" button. To the right of the dropdown menu, there is an "Existing Activities" dropdown and a "Bulk Edit" button. Below these, there is a dashed box containing the text "Drag and drop files here to create and update topics".

## Upload your Syllabus

2. In the Add a File window, select the location of the file you wish to upload: **My Computer**
3. Click **Upload** and locate your file on your computer
4. Click **Add**



# Adding a File



# Adding a File to a Module

Your syllabus now appears as a “topic” in your module

The screenshot displays a course management interface. On the left is a sidebar with navigation options: Overview, Bookmarks, Course Schedule, Table of Contents (with a '1' indicator), Syllabus (with a '1' indicator and highlighted), and Add a module... At the top of the main content area is a search bar labeled 'Search Topics'. Below it, the title 'Syllabus' is shown with a dropdown arrow. To the right of the title are 'Print' and 'Settings' icons. The main area contains the text 'Add dates and restrictions...' and 'Add a description...'. Below these are three buttons: 'Upload / Create' (highlighted in blue), 'Existing Activities', and 'Bulk Edit'. A list of items is shown below, with one item 'Syllabus - Sample' (Word Document) highlighted in blue and circled. A blue arrow points to this item. To the right of the list is a checkmark icon. At the bottom, there is a text input field labeled 'Add a sub-module...'.

# Deleting a File

Let's say you accidentally added the wrong syllabus.

1. Click on the downward arrow next to the title.
2. Select **Delete Topic**



The screenshot shows a web interface for managing a syllabus. At the top, the word "Syllabus" is followed by a downward arrow. Below this are two text input fields: "Add dates and restrictions..." and "Add a description...". There are three buttons: a blue "Upload / Create" button with a downward arrow, a grey "Existing Activities" button with a downward arrow, and a grey "Bulk Edit" button with a pencil icon. Below the buttons, there is a list item "Syllabus - Sample" with a document icon and the text "Word Document" below it. To the right of the title is a small downward arrow and a blue circle with the number "1". A dropdown menu is open, showing several options: "View Topic", "Edit Properties in Place", "Hide from Users", "Change File", "Submit Feedback", "Download", "Move To", "Edit Metadata", "Publish to LOR", and "Delete Topic". A blue circle with the number "2" is positioned to the left of the "Delete Topic" option, which is highlighted with a light blue background.

The next dialog box gives you a choice to:

- **remove the topic** (file) but **keep** the file in the course and available to be re-used/added again later.

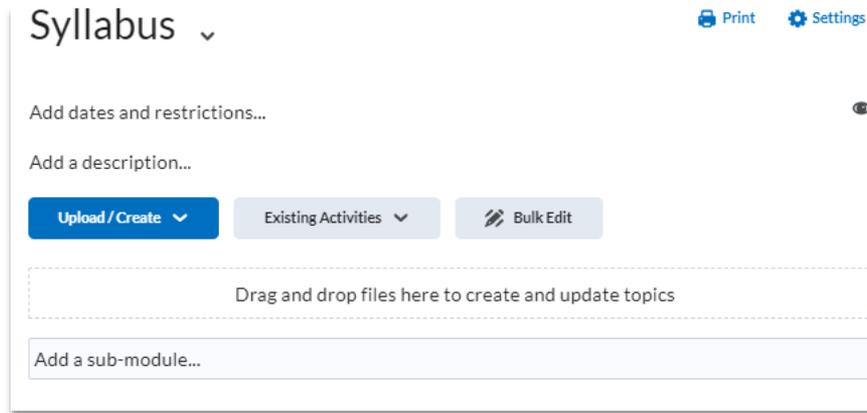
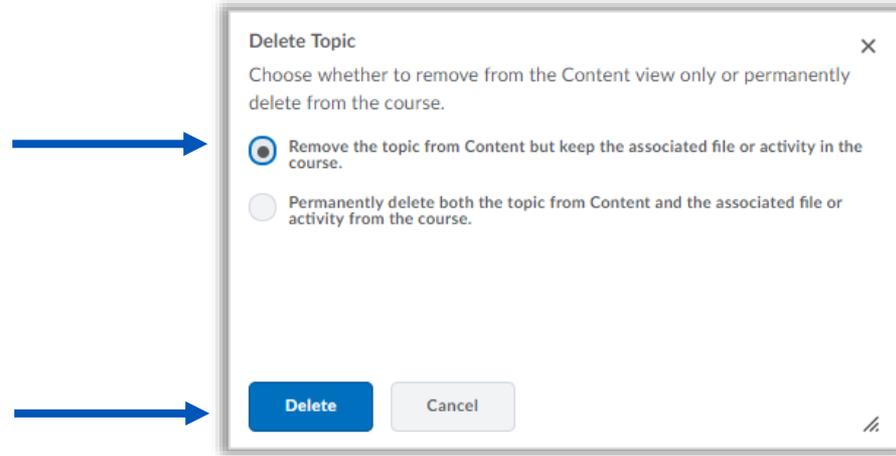
OR

- **permanently delete** the topic (file) from the course.

For our purposes we will NOT permanently delete it.



# Deleting a File



# Other Options under Upload/Create

## Upload Files

Upload files, docs, pdfs, ppts, etc.

## Video or Audio

Embed video or audio with embed codes

## Create a File

Create a text file (words on a blank content page)

## Create a Link

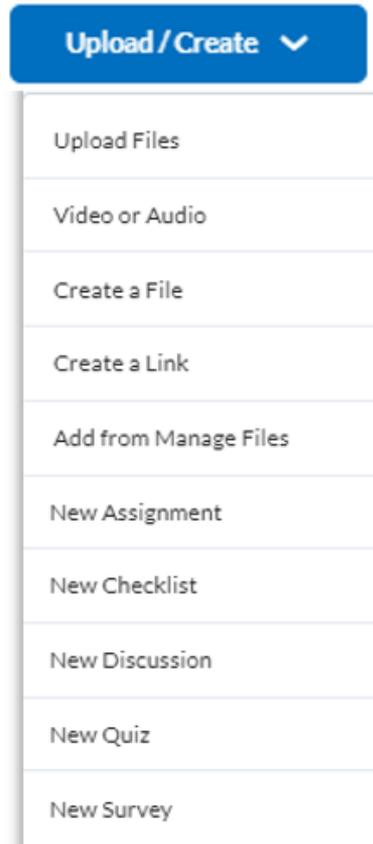
Add a web link

## Add from Manage Files

If you have already uploaded a file to this course, you can add it from your course files

## New **Assignment**, **Checklist**, **Discussion**, **Quiz**, and **Survey**

Create new activities right from content



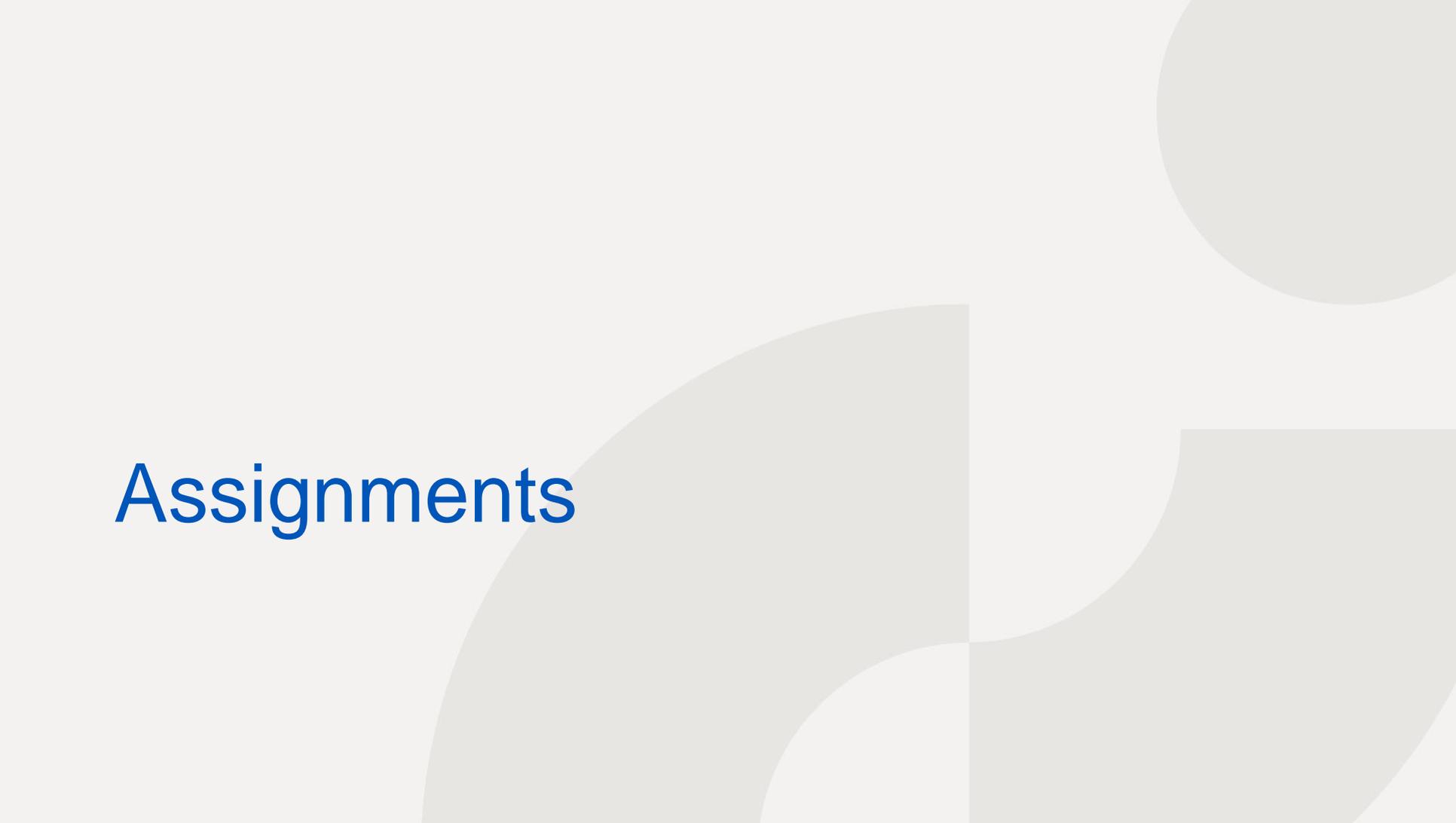
# Assessment Tools

Assignments

Discussions

Quizzes

# Assignments



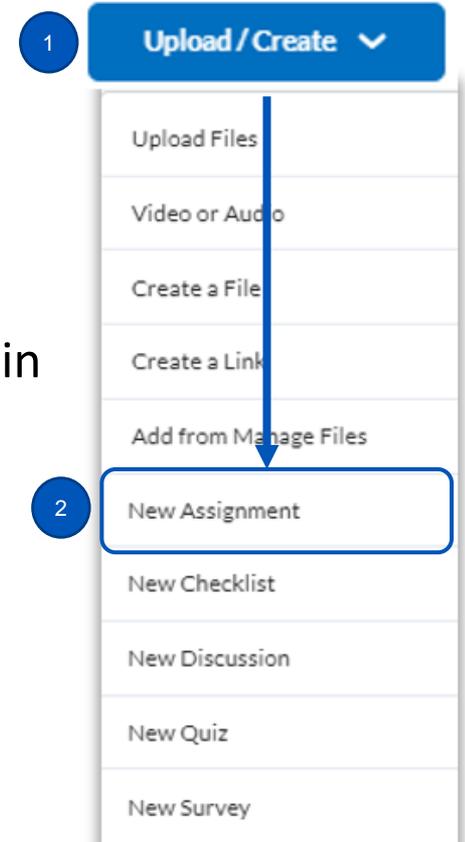
# Assignments

Assignments can be used when you want your students to submit their work through Brightspace.

Instead of having students turn in their homework or papers in person, you can have them submit online and save you the headache of managing loose papers.

Once inside the module where you want to add the assignment:

1. Click Upload/Create
2. Select New Assignment



## On the “Create an Assignment” Page

1. Enter a **Name**
2. Enter a **Grade Out Of** score and select **In Gradebook** (Optional)
3. Add a **Due Date** (optional)
4. Add **Instructions** for the assignment
5. **Make Visible**
6. Click **Save and Close**



# Create an Assignment

The screenshot shows the 'Create an Assignment' form with five numbered callouts:

- 1**: Points to the 'Name' input field containing 'Untitled'.
- 2**: Points to the 'Grade Out Of' dropdown menu set to 'Ungraded'.
- 3**: Points to the 'Due Date' field, which includes a calendar icon and the text 'M/D/YYYY'.
- 4**: Points to the 'Instructions' text area, which includes a rich text editor toolbar with options like Paragraph, Bold, Italic, Underline, and Font Color.
- 5**: Points to the 'Visibility' toggle switch at the bottom right, which is currently turned off.

On the right side of the form, there are three accordion menus:

- Availability Dates & Conditions**: Shows 'Always available'.
- Submission & Completion**: Shows 'File submission'.
- Evaluation & Feedback**: Shows 'No rubric added'.

A blue arrow points from a text box at the bottom right to the 'Evaluation & Feedback' accordion menu.

Additional Settings can be found in these accordion menus

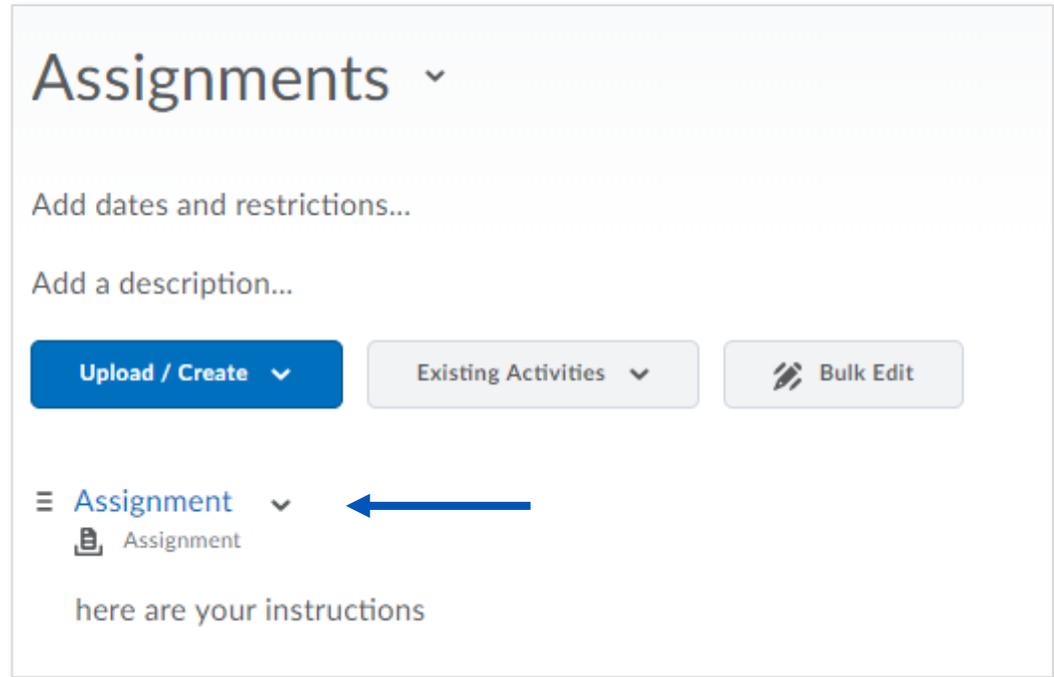
Buttons at the bottom: Save and Close, Save, Cancel, and a Visibility toggle switch.

## Create an assignment

- Add a module called “Assignments”
- Create a new assignment called “Assignment”
- Make it worth 10 points and add it to Gradebook
- When you are finished, click **Save and Close**



# Create an Assignment and Add to Gradebook



The screenshot shows the 'Assignments' page in a learning management system. At the top, the word 'Assignments' is displayed with a downward arrow. Below this, there are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. A row of three buttons is visible: a blue 'Upload / Create' button with a dropdown arrow, a grey 'Existing Activities' button with a dropdown arrow, and a grey 'Bulk Edit' button with a pencil icon. Below the buttons, there is a list item 'Assignment' with a dropdown arrow and a blue arrow pointing to it from the right. Underneath the list item is a document icon and the text 'Assignment'. At the bottom of the page, the text 'here are your instructions' is visible.

# Student Experience

Home icon | Fall 2022 Sample Course Etobin

Grid icon | Mail icon | Chat icon | Bell icon | Admin\_Elissa Tobin as Student

Course Home | Content | Assessments | Classlist | Groups | Student Support | Help

Search Topics

Bookmarks

Course Schedule

Table of Contents 3

Syllabus ✓

Week 1 3

Zoom Class and office hours ✓

Week 1

0% 0 of

Assignment

Assignment

Table of Contents > Week 1 > Assignment - File Submission

## Assignment - File Submission

Instructions

Here is where you will find the instructions for your assignment. With a **File Submission** assignment, you must upload a file (word document, pdf, ppt, etc)

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

Upload | Record | Choose Existing

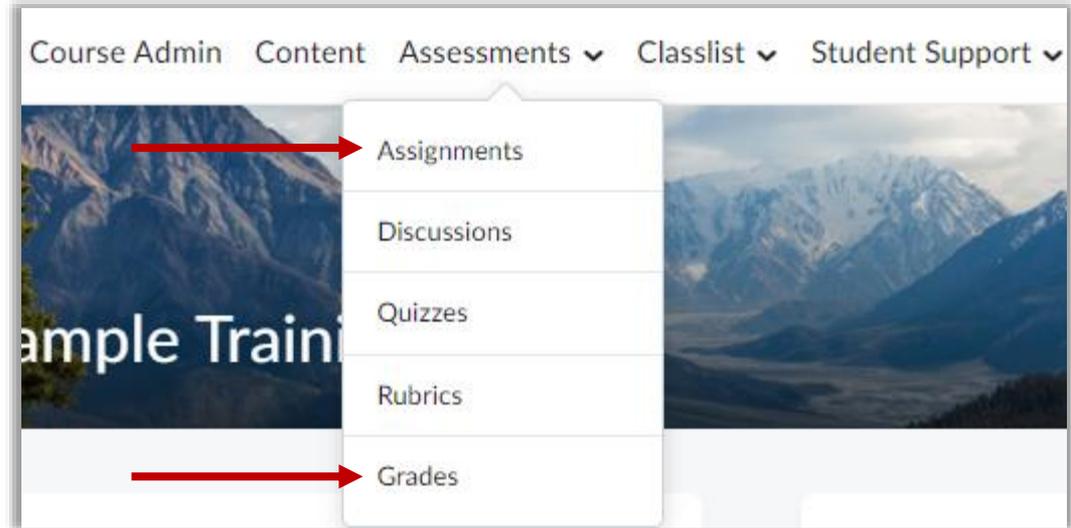
You can upload files up to a maximum of 2 GB.

Submit

# Grading Assignments

There are a couple different ways to access student submissions, but we will just go over two here:

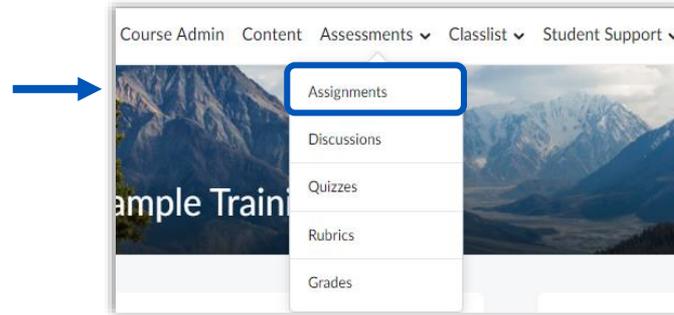
- Assignment Tool
- Grades Tool



# Grading – Assignments Tool

From the Assignment tool, click on the dropdown arrow next to the Assignment Name, and select “View Submissions”

(you can also just click on the assignment name)



## Assignments

[New Assignment](#) [Edit Categories](#) [More Actions](#)

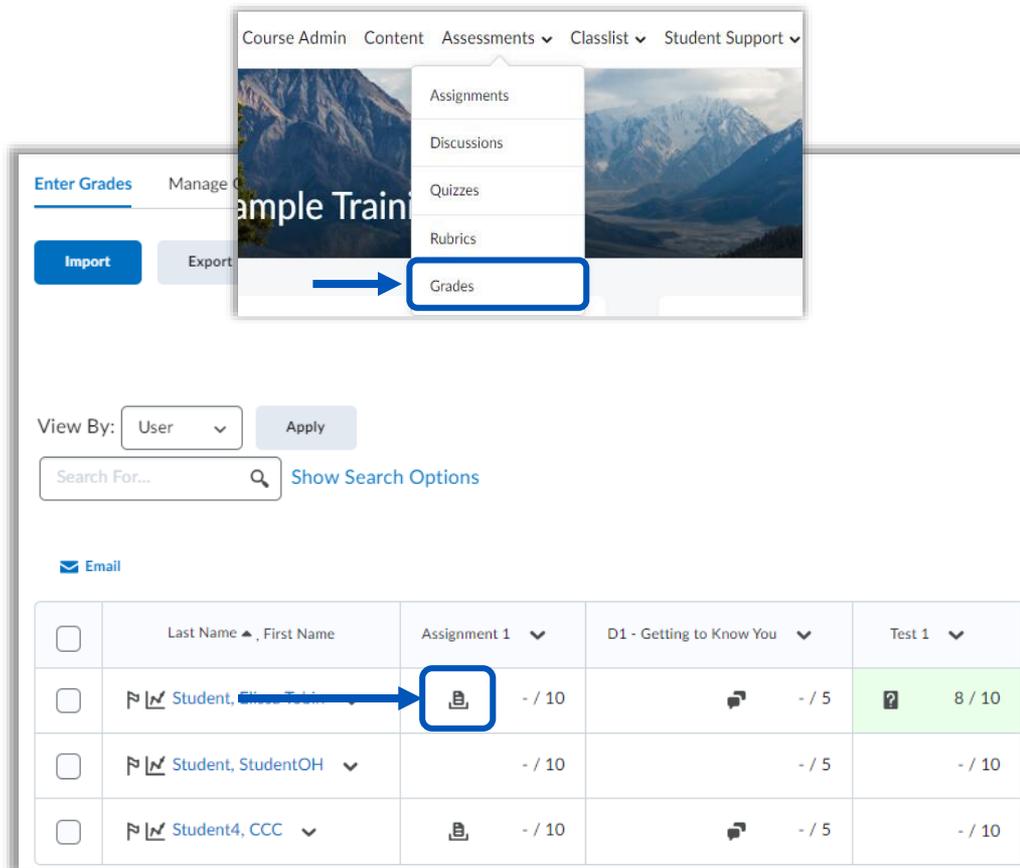
[Bulk Edit](#)

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Assignment #1 <input type="button" value="v"/>		2/3	3/3	3/3
<input type="checkbox"/>	turnitin <input type="button" value="v"/>	<input type="button" value="View Submissions"/>	1/3	0/3	0/3
<input type="checkbox"/>	Reading Assignm	<input type="button" value="Edit Assignment"/>	1/3	0/3	0/3
		<input type="button" value="Hide from Users"/>			



# Grading – Grades Tool

From the Grades tool, click on submission icon for the student you wish to grade.



The screenshot displays the Grades Tool interface. At the top, there are navigation tabs: Course Admin, Content, Assessments, Classlist, and Student Support. A dropdown menu is open under 'Assessments', showing options: Assignments, Discussions, Quizzes, Rubrics, and Grades. A blue arrow points to the 'Grades' option. Below this, there are buttons for 'Import' and 'Export'. A 'View By:' dropdown is set to 'User' with an 'Apply' button. A search bar is labeled 'Search For...' with a magnifying glass icon and a link to 'Show Search Options'. An 'Email' icon is visible. The main part of the interface is a table with columns for checkboxes, student names, and scores for 'Assignment 1', 'D1 - Getting to Know You', and 'Test 1'. The first row is highlighted in green, and a blue arrow points to a submission icon (a document with a pencil) in the 'Assignment 1' column for the first student.

<input type="checkbox"/>	Last Name ▲, First Name	Assignment 1 ▼	D1 - Getting to Know You ▼	Test 1 ▼
<input type="checkbox"/>	Student, StudentOH	 - / 10	 - / 5	 8 / 10
<input type="checkbox"/>	Student, StudentOH ▼	- / 10	- / 5	- / 10
<input type="checkbox"/>	Student4, CCC ▼	 - / 10	 - / 5	- / 10

← Back to Submissions

**Assignment #1**  
OH Sample Training Course

CS CCC Student4 Sample File to Attach for Assig... ▾

← Back to User Submissions

Page 1 of 1

Student Student  
EdTech 120

**Sample Assignment Submission**

The article was about a study of individuals in a public housing community who are computer-illiterate. The study intended to explore the digital divide and e-Government inclusion and uses. "The authors discover that external threats obstruct progress within the community. Isolation from mainstream society not unlike that of an inner city, exploitive dependency fostered by those ostensibly trying to make improvements, and a culture of failure contribute to the lingering divide. Data in support of these external threats may be found in Sipior et al."

"Participants overwhelmingly expressed gratitude for the opportunity to participate in the training program, as such opportunities were perceived as lacking. Designed with and for the community, the program provided ownership and an environment conducive to learning. However, participants recognized the necessity to persevere in the struggle to overcome external threats to the community initiative, including isolation from mainstream society, a culture of failure, and exploitive dependency by those ostensibly trying to make improvements. By forming links and partnerships with those external to the community, such as neighborhood institutions, employers, and developers, the external threats may be reduced."

Rubrics

New Rubric Experience  
Not scored

Overall Grade  
10 / 10

Overall Feedback

well done!

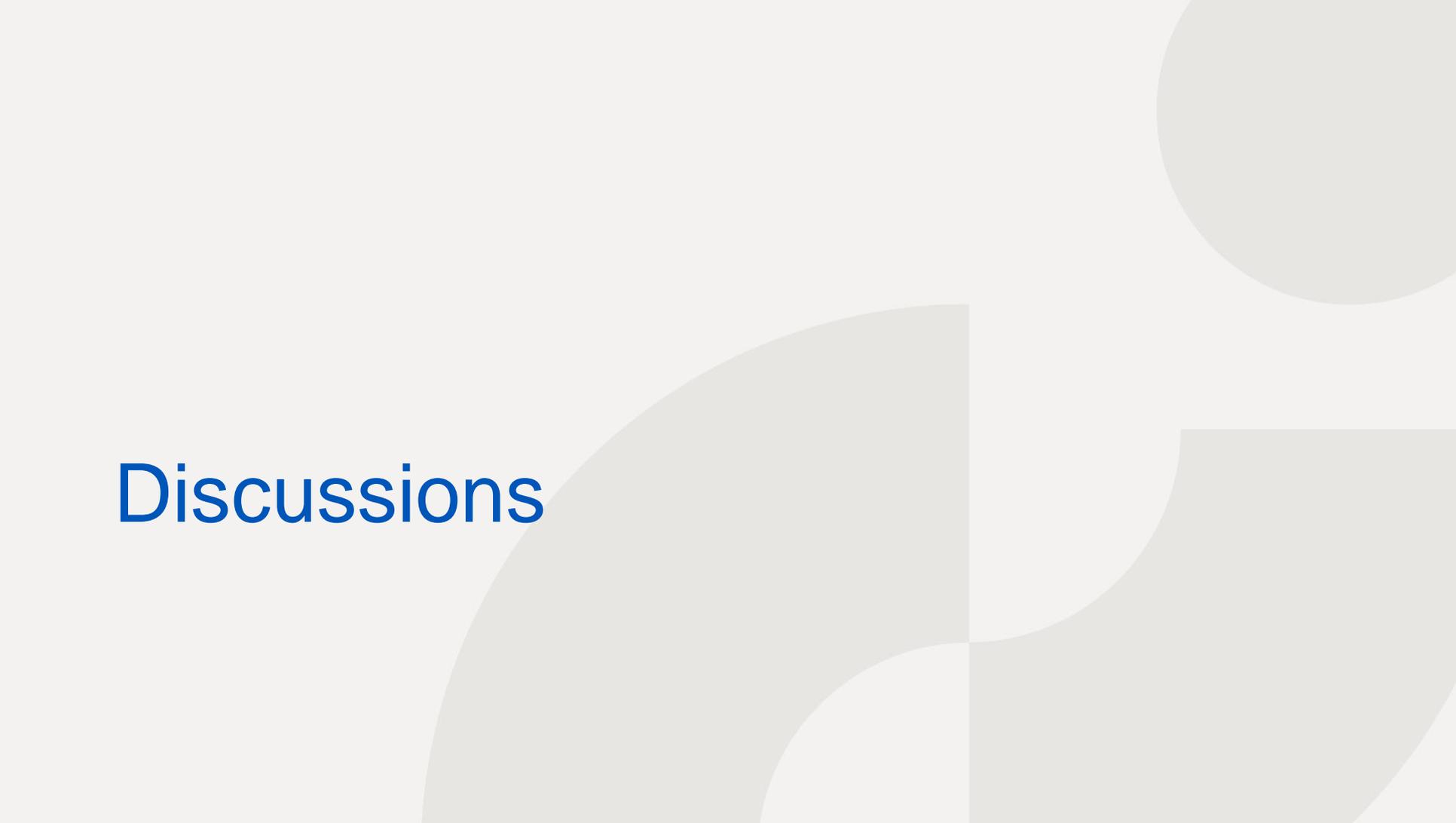
Attachments

Publish Save Draft

Note, if the student uploaded multiple submissions, you can view each of them from the dropdown here.

The same submission screen will open for you to grade the student's work.

# Discussions



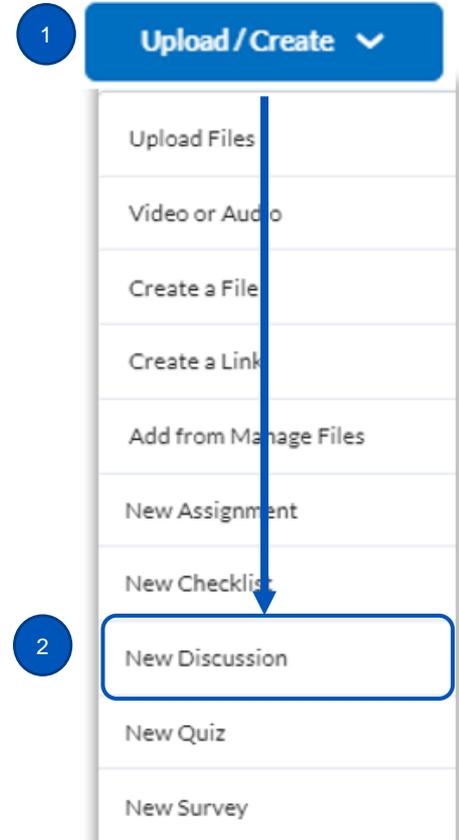
# Discussions

Discussions in Brightspace are typically used for students to engage in discussion with one another. In a general sense, it is a space for students to respond to a prompt from you and then reply to one another's responses.

It can also be used like the Assignment tool, for file or text submissions, but its' advantage is that students are able to see each other's work and can respond to it.

Once inside the module where you want to add the assignment:

1. Click Upload/Create
2. Select New Discussion





# A Quick Note About Forums and Topics

**Forum** = Grouping or Container for Topic(s)

**Topic** =  
Actual Discussion  
Space

Every Topic must  
exist under a Forum

This is a Forum ▾ ← Forum

Topic	Threads	Posts	Last Post
<a href="#">This is a Topic</a> ▾ ← Topic These are the instructions for the discussion topic.	1	2	Student name July 20 at 10:53 AM

Unit 1 Discussions ▾ ← Forum

Topic	Threads	Posts	Last Post
<a href="#">Introduction Discussion</a> ▾ ← Topic For this discussion topic, I want us to get to know each other a better. Write one (maximum two) paragraphs about yourself. Be sure to include <b>at least three</b> of these details in your response: <ul style="list-style-type: none"><li>• Where are from?</li><li>• What are you studying / pursuing with your education?</li><li>• Is there something you'd like to share with us about you or your family that is interesting or unique?</li><li>• Where is one of your favorite places to go (this could be somewhere you recently traveled to, or a regular place you like to visit, or a spot you go to for peace and quiet. You can interpret this however you'd like)</li></ul>	0	0	

## On the “Create a Discussion” Page

1. Enter a **Topic Title**
2. Enter a **Grade Out Of** score and select **In Gradebook** (Optional)
3. Add **Instructions** for the discussion topic
4. Set additional settings
5. Make **Visible**
6. Click **Save and Close**



# Create a Discussion Topic

The screenshot shows the 'New Topic' form with the following elements:

- 1** Topic Title: A text input field containing 'Untitled'.
- Forum: Creating a forum for this topic [Change Forum](#)
- 2** Grade Out Of: A dropdown menu showing 'Ungraded'.
- 3** Description: A rich text editor with a toolbar and a text area.
- 4** Availability Dates & Conditions: An accordion menu showing 'Always available'.
- 4** Post & Completion: An accordion menu with options:
  - Default participation
  - Allow learners to hide their name from other learners
  - Learners must start a thread before they can view or reply to other threads
  - Posts must be approved before they display in the topic
- 4** Evaluation & Feedback: An accordion menu showing 'No rubric added'.
- 5** Save and Close: A blue button at the bottom left.
- Save: A light blue button at the bottom center.
- Cancel: A light blue button at the bottom center.
- Hidden: A toggle switch at the bottom right.

Additional Settings can be found in these accordion menus

## Create a Discussion Topic

- Add a new module called “Week 2”
- Create a New Discussion called “Discussion 1”
- Make it worth 10 points and add it to Gradebook
- When you are finished, click **Save** and return to **Content**



# Create a Discussion Topic and Add to Gradebook

The screenshot shows the LMS interface for creating a discussion topic. On the left is a sidebar with a search bar and navigation links: Overview, Bookmarks, Course Schedule, Table of Contents (48), and Syllabus (1). The main content area is titled "Week 2" and includes options to "Add dates and restrictions...", "Add a description...", and buttons for "Upload / Create", "Existing Activities", and "Bulk Edit". A blue arrow points to a newly created "Discussion 1" entry, which is a "Discussion Topic" with "Instructions for Discussion 1" below it.

# Student Experience – Start a New Thread

Discussions List > View Topic

## Introduction Discussion ▾

☆ Subscribe

For this discussion topic, I want us to get to know each other a little better. Write one (maximum two) paragraphs about yourself. Be sure to include **at least three** of these details in your response:

- Where are from?
- What are you studying / pursuing with your education?
- What is one thing about this class you are looking forward to and /or one thing about this class you are worried about?
- .....

After you respond, pick one or two other classmate's responses that speak to you and reply to them with your experience. Maybe they're from somewhere you always wanted to go. Maybe they are pursuing similar education or career as you. Maybe you discovered something else you have in common. ....

**Start a New Thread** ← →

Filter by: All Threads ▾

There are no threads in this topic.

To Post the initial thread (their response)

- Click **Start a New Thread**
- Enter a **Subject**
- Type the **response** in the editor
- Click **Post**

Enter a subject

Paragraph ▾ **B** *I* U ~~A~~ Lato (Recom... ▾ 19px ... ▾ ...

0 Words

Subscribe to this thread

▶ Add attachments

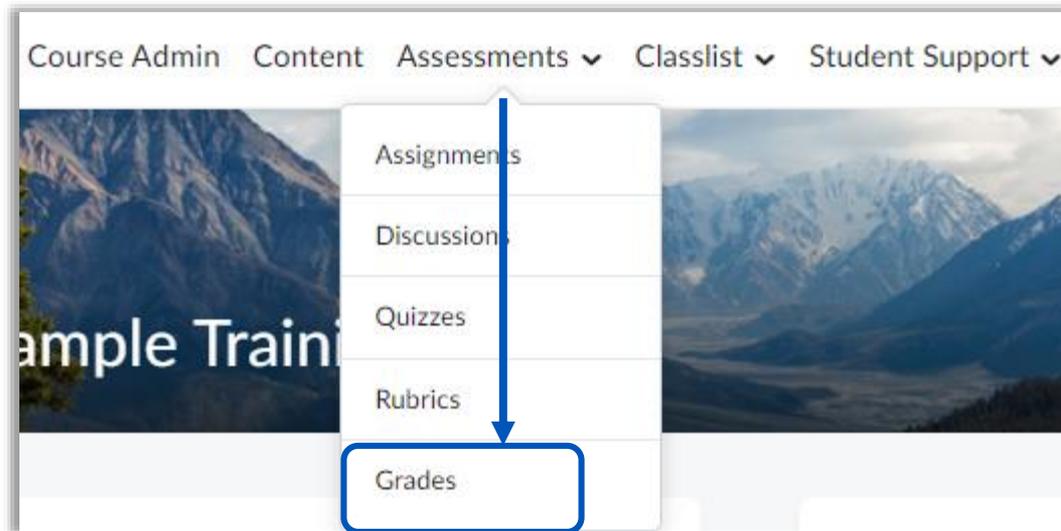
**Post** Cancel



# Grading Discussions

There are a couple different ways to grade student threads, but by far the easiest way is via Grades tool.

(Note, to simply view student discussions, go directly to the discussion topic where you can view the entire discourse)



# Grading – Grades Tool

From the Grades tool, click on submission icon for the student you wish to grade.

The screenshot displays the 'Grades Tool' interface. At the top, there are navigation tabs: 'Course Admin', 'Content', 'Assessments', 'Classlist', and 'Student Support'. A dropdown menu is open under 'Assessments', listing 'Assignments', 'Discussions', 'Quizzes', 'Rubrics', and 'Grades'. A blue arrow points to the 'Grades' option. Below this, there are buttons for 'Import' and 'Export', and a 'View By:' dropdown set to 'User' with an 'Apply' button. A search bar is present with the text 'Search For...' and a 'Show Search Options' link. An 'Email' icon is visible. The main part of the interface is a table with the following data:

<input type="checkbox"/>	Last Name ▲, First Name	Assignment 1 ▼	D1 - Getting to Know You ▼	Test 1 ▼
<input type="checkbox"/>	📄 📄 Student, ▼	📄 - / 10	🗨️ - / 5	📄 8 / 10
<input type="checkbox"/>	📄 📄 Student, StudentOH ▼	- / 10	- / 5	- / 10
<input type="checkbox"/>	📄 📄 Student4, CCC ▼	📄 - / 10	🗨️ - / 5	- / 10

# Grading Discussions – Grades Tool

The screenshot displays the Grades Tool interface. At the top left, there is a navigation bar with a back arrow and the text "Back to Assess Topic". The main header area contains "Getting to Know You!" and "Getting to Know You!". Below this, the user "CCC Student4" is identified. The main content area shows a discussion thread with two posts. The first post is by "Oh User Student Bio" and the second is a reply by "This is me". The right-hand side of the interface features a "Rubrics" section with a "Discussions" card showing "4 / 4" and "Level achieved: Level 4". Below this is an "Overall Grade" section with a score of "5 / 5" and a "Overall Feedback" section with a text area containing "Well done~". At the bottom right, there are "Publish" and "Save Draft" buttons. Two blue callout boxes with arrows point to specific elements: one points to the first post, and the other points to the "Overall Feedback" text area.

Getting to Know You!  
Getting to Know You!

CCC Student4

Post: 1 thread, 1 reply

**Oh User Student Bio**  
Aug 14, 2020 10:58 AM • 3 words  
yadda yadda yadda

Up Votes: 0

Replied in thread "This is me"

**This is me**  
Jul 24, 2023 1:20 PM • 143 words  
So great to meet you, Johnny! Looking forward to getting to know you better!

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur

Rubrics

Discussions  
4 / 4  
Level achieved: Level 4

Overall Grade  
5 / 5

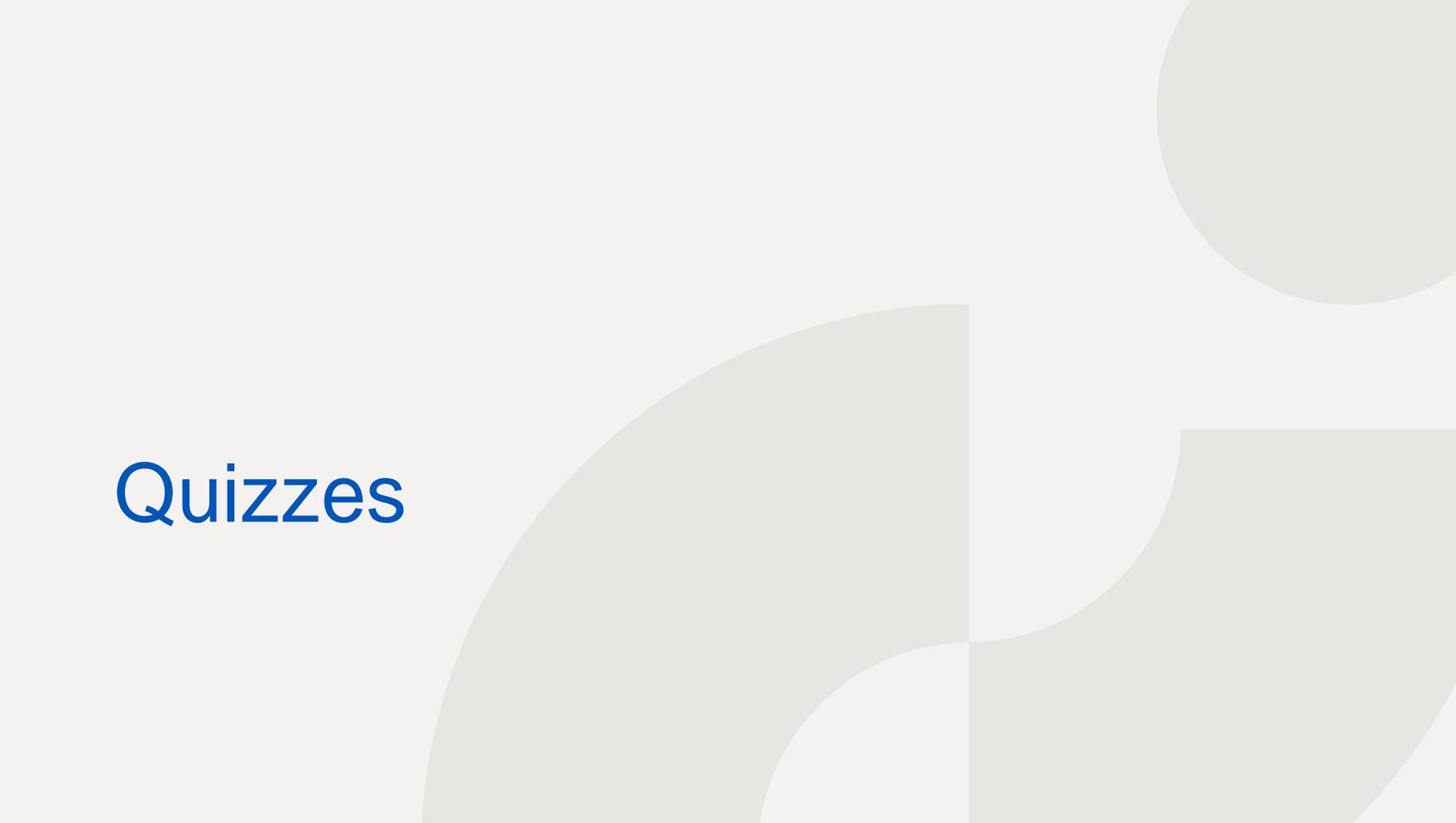
Overall Feedback  
Well done~

Publish Save Draft

This section will show the students initial posts and their replies to other students

Enter the score for the student and add feedback before Publishing the grade for students to see.

# Quizzes



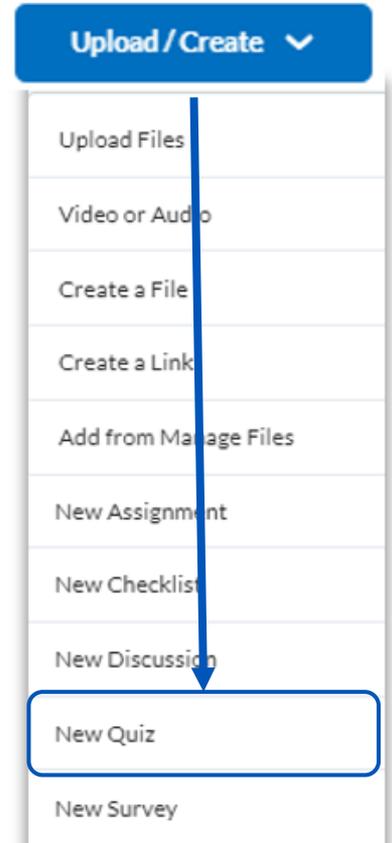
# Quizzes

Quizzes in Brightspace are typically used for just that: quizzes, exams, tests. However, they can also be used for any activity in your course that has the potential to be auto-graded.

In that respect, a Quiz can be used for end-of-chapter questions, a tool for students to test their own knowledge, class worksheets you once handed out in person that would require individual grading. Any assignment that involves answering questions (multiple choice, true/false, matching, fill in the blank/short answers, written response\*) are good for Quizzes.

Quizzes can be timed or untimed, can be set to 1 attempt or multiple attempts, can be auto-graded or manually graded and most importantly, can save you time.

\*written response cannot be auto-graded



# Create a Quiz

1. Enter a **Quiz Name**
2. Decide if you want to **Add to Gradebook** (recommended)
3. Add a **Due Date** (optional)
4. Add a **Description** (instructions for students to view *before* they start the Quiz)
5. **Create New Questions**
6. Complete additional settings using the accordion menus on the right (Availability, Timing, Attempts, Evaluation and Feedback)
7. Change **Visibility**
8. Click **Save and Close**

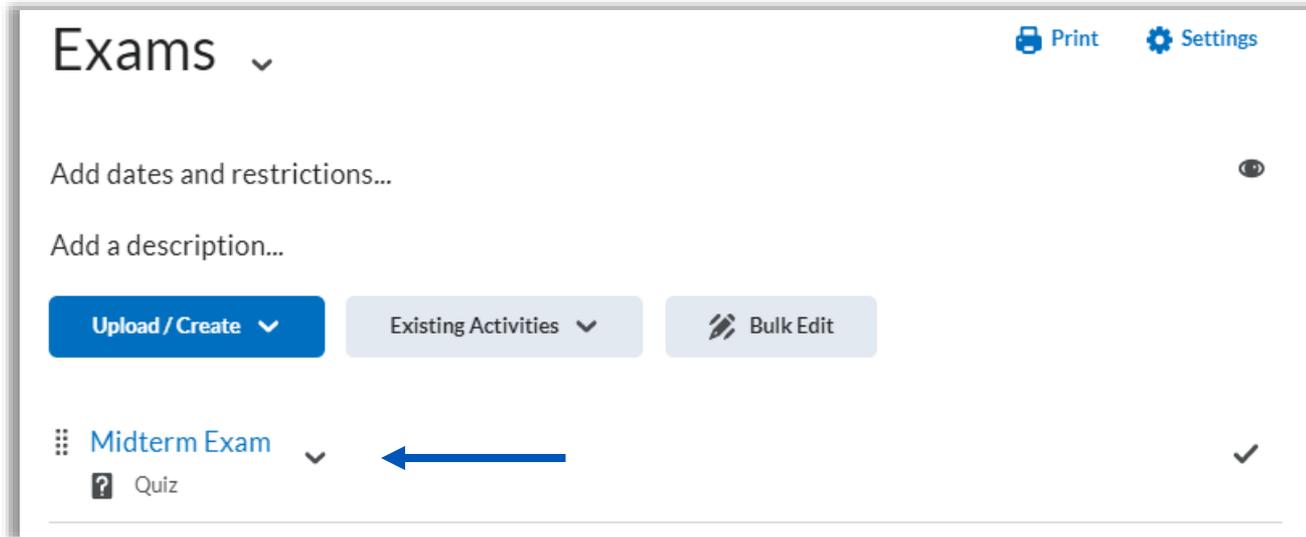


The screenshot shows the 'New Quiz' interface. At the top, there's a navigation bar with 'Back to Manage Quizzes' and 'New Quiz'. The main form has several sections: 'Name' (1) with an 'Untitled' input field; 'Grade Out Of' (2) set to '0 points' and 'Not in Grade Book'; 'Due Date' (3) with a calendar icon and 'M/D/YYYY' placeholder; and a 'Description' (4) text area. Below these is a 'Questions' section with 'Add Existing' and 'Create New' (5) buttons. A 'New Question' modal is open, showing options like 'Multiple Choice', 'True or False', 'Fill in the Blanks', 'Multi-Select', 'Matching', 'Ordering', and 'Written Response'. On the right, there are four accordion menus: 'Availability Dates & Conditions' (Always available), 'Timing & Display' (Recommended time limit (120 minutes)), 'Attempts & Completion' (1 attempt allowed), and 'Evaluation & Feedback' (Auto-publish results, 1 result display). An arrow points from a callout box (6) to these menus. At the bottom, there's a 'Save and Close' (8) button, 'Save', 'Cancel', and a 'Visibility' toggle (7).

# Create a Quiz and Add to the Gradebook

## Create a Quiz

- Add a module called “Exams”
- Create a New Quiz called “Midterm Exam”
- Make it worth 50 points and add it to Gradebook
- When you are finished, click **Save** and return to **Content**



The screenshot shows the 'Exams' management interface in Canvas LMS. At the top left, the word 'Exams' is displayed with a dropdown arrow. To the right are 'Print' and 'Settings' icons. Below the header, there are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. A row of three buttons is visible: 'Upload / Create' (highlighted in blue), 'Existing Activities', and 'Bulk Edit'. At the bottom, a table lists the created quiz: 'Midterm Exam' with a dropdown arrow, a 'Quiz' icon, and a checkmark. A blue arrow points to the 'Midterm Exam' entry.

Try It!

# Student Experience – Taking a Quiz

The image illustrates the student experience of taking a quiz through three sequential screenshots:

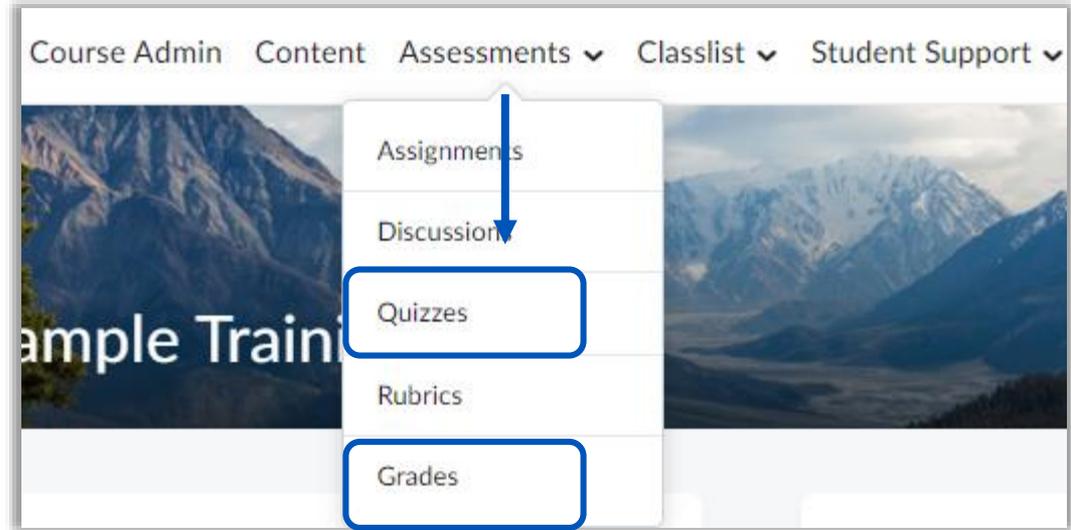
- Course Navigation:** The first screenshot shows the course navigation menu. The 'Exams' dropdown is selected, and a blue arrow points to the 'Midterm Exam' link.
- Exam Summary:** The second screenshot shows the 'Midterm Exam' summary page. The 'Start Quiz!' button is highlighted with a blue arrow.
- Quiz Question:** The third screenshot shows the 'Midterm Exam' question page. The 'Submit Quiz' button is highlighted with a blue arrow.
- Quiz Submission Confirmation:** The fourth screenshot shows the 'Quiz Submission Confirmation' page. The 'Submit Quiz' button is highlighted with a blue arrow.

# Viewing Students' Quiz Attempts

Quizzes, for the most part, are automatically graded making it easy to view student scores in one place.

There are two primary ways for viewing student attempts on quizzes:

- Quizzes Tool
- Grades Tool



# Grading – Quizzes Tool

From the Quizzes tool, click on submission icon for the student you wish to grade.

The image shows a sequence of three screenshots from the Quizzes tool interface. The top screenshot shows the navigation menu with 'Quizzes' highlighted. The middle screenshot shows the 'Manage Quizzes' page with a dropdown menu for 'Midterm Exam' where 'Grade' is selected. The bottom screenshot shows the 'Grade Quiz - Midterm Exam' page with a table of student attempts.

**Navigation Menu:**

- Course Admin
- Content
- Assessments
- Classlist
- Student Support

**Assessments Dropdown:**

- Assignments
- Discussions
- Quizzes
- Rubrics
- Grades

**Manage Quizzes Page:**

- Question Library
- Statistics
- LockDown Browser

**Actions:** New Quiz, Edit Categories, More Actions

**Bulk Edit:**

- Current Quizzes
- Midterm Exam
- CYU - Week 2
- Homework 1
- CYU - Week 3

**Dropdown Menu for Midterm Exam:**

- Edit
- Hide from Users
- Preview
- Delete
- Copy
- Grade
- Setup Reports

**Grade Quiz - Midterm Exam Page:**

- Export to CSV
- Export to Excel
- Attempt Logs
- More Actions

**Users Tab:**

- View By: User
- Search For...
- Show Search Options
- Reset
- Publish
- Retract Feedback

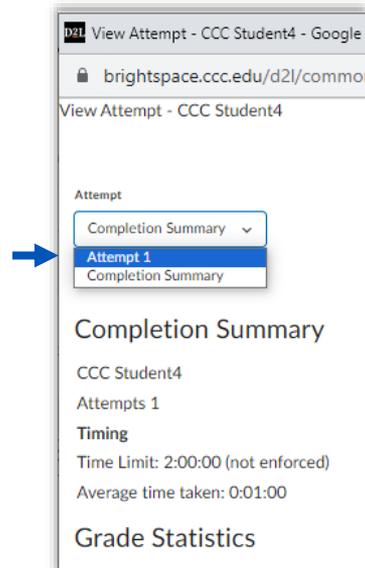
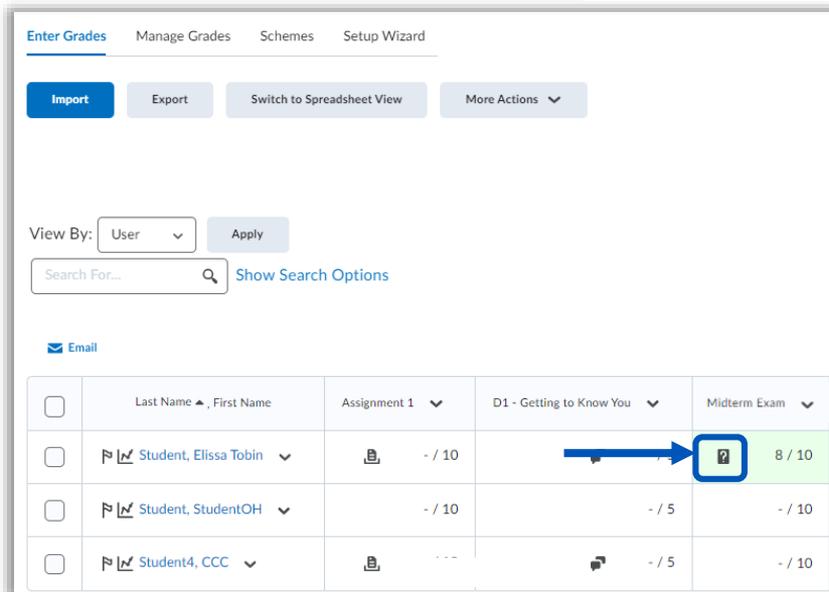
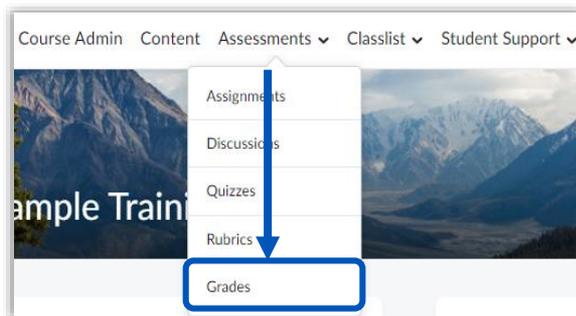
<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	CCC Student4				
	attempt 1	Jul 25, 2023 8:20 AM	1 / 1	100 %	Published: Jul 25, 2023 8:35 AM
	overall grade (highest attempt)		1 / 1	100 %	

20 per page

# Grading – Grades Tool

From the Grades tool, click on the quiz attempt icon for the student you wish view.

In the pop-up window, select Attempt 1 from the “Attempt” dropdown menu



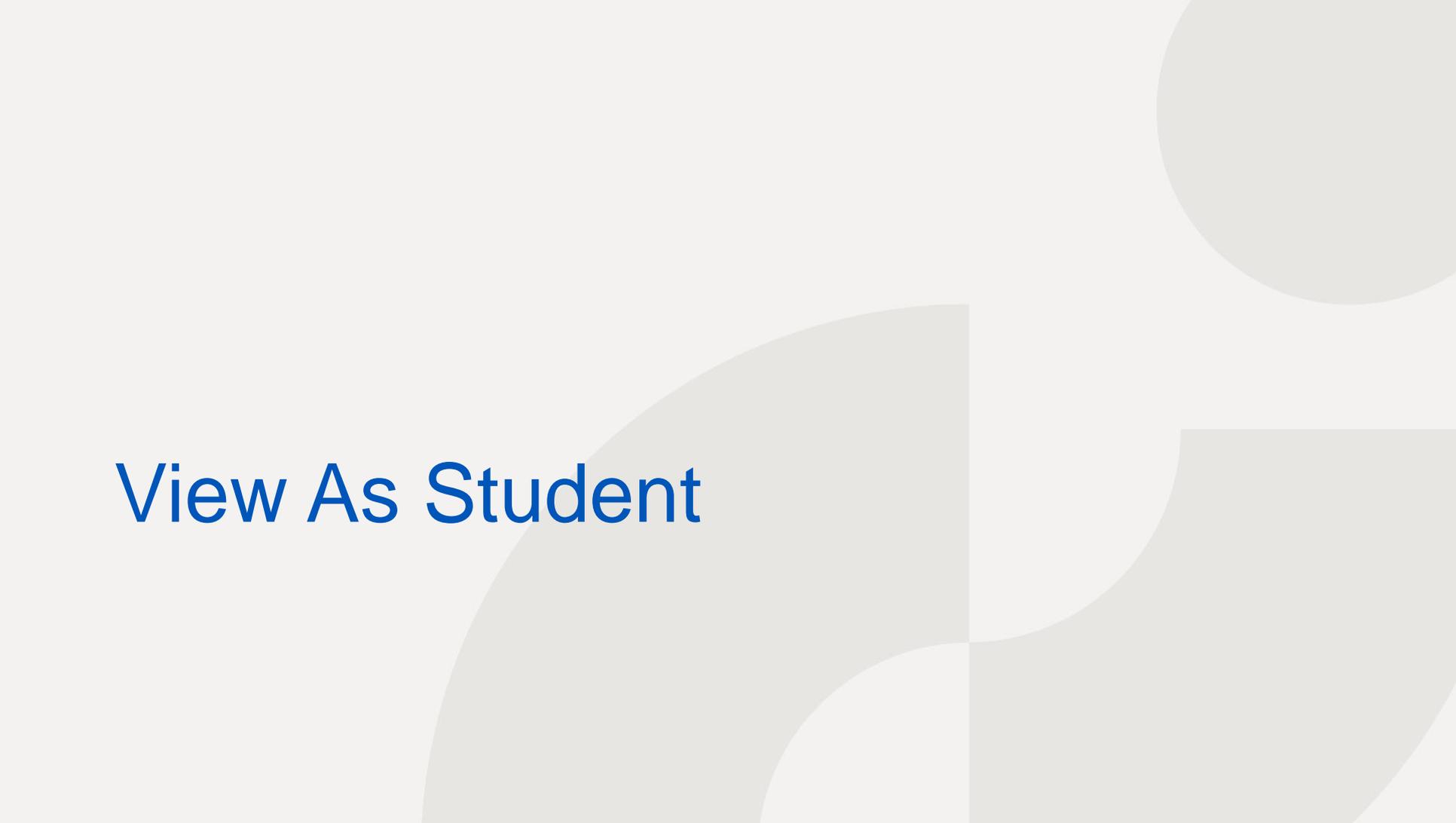
# Other Features to Know

View as Student

Notifications

Course Availability

[View As Student](#)

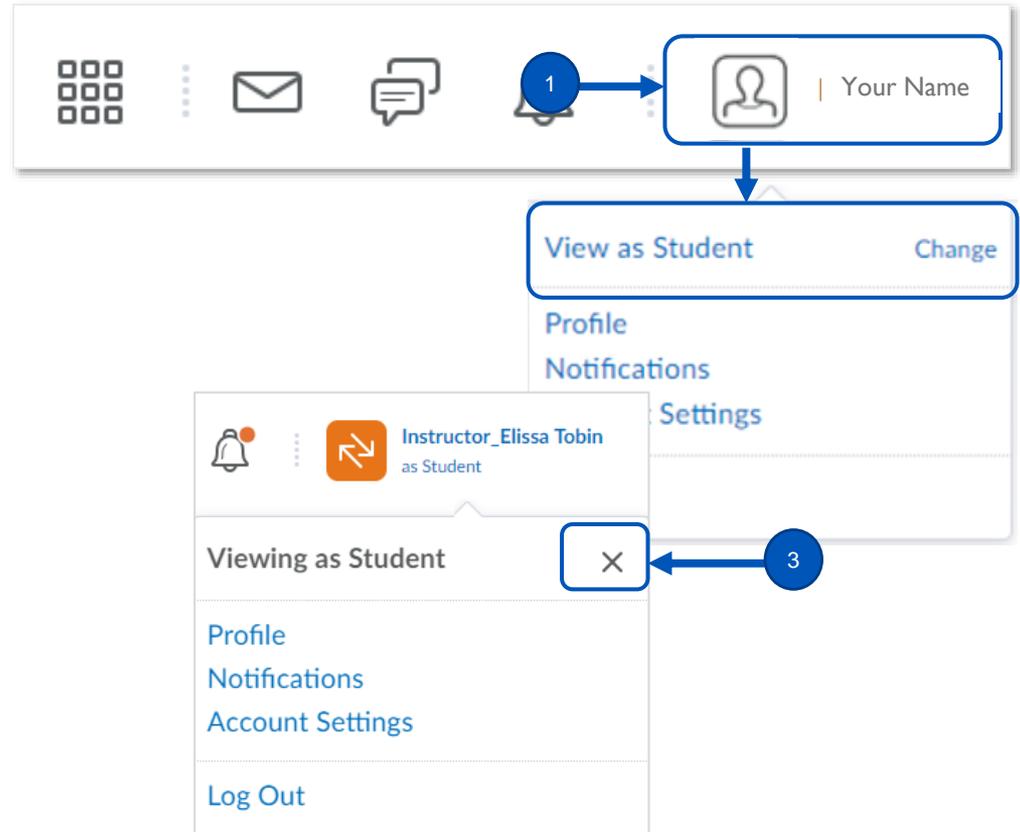


# View as a Student

You can see what your students see by using “View as Student”

1. Click on your name and then “View as Student”
2. Click around the course to see it the way the students can
3. To exit the student view, click on your name again and click the X next to “Viewing as Student”

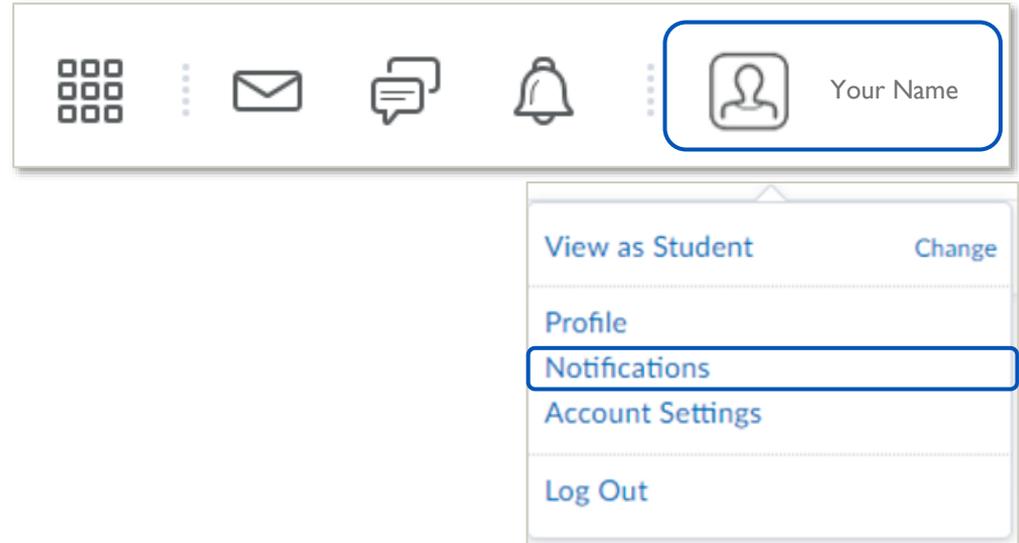
Note: The Student View is a “view-as” not a “do-as”. Keep in mind, you cannot do all things in ‘student view’ that students can do



# Notifications

**Notifications** control how you receive notifications about activity in your courses.

Encourage your students to setup custom notifications for important activity in the course.



# Course Availability

- Courses will open and close to students automatically. You do not have to do anything to make your course available.
- Even though the start and end dates are managed for you, it *is* a good idea to check the dates in Brightspace to confirm they're correct.
- You can view those dates on the My Courses widget or under Course Admin > Course Offering Information
- If you have any issues or concerns about your course availability, you can contact the helpdesk for assistance.



# Brightspace Value

## How does using Brightspace add value to teaching and learning?

1. Creates a social presence where students feel connected to you as their instructor and to the world around them
2. Syllabus is always available to instructor and students (minimum requirement!)
3. Files, assignments, and due dates are available to students who are absent or lose papers
4. Students know beforehand how they will be evaluated and can keep track of their grades so they know when to seek help
5. Instructors have a record of submissions and grades (no lost papers!)
6. Instructors are able to communicate with students to help them stay on track and know what is happening in your class or at school



**Thank you**





# Test your knowledge

1. How do you access Brightspace for CCC?
2. What part of the course houses the modules, materials and activities for your course?
3. What is the difference between **Remove** and **Permanently Delete** when deleting content?
4. True or False: You can only upload 1 file at a time.
5. Where can you find the spell check and the accessibility checker?
6. What are 3 cool things you can do with the HTML editor?
7. What are two ways you can communicate with your students?
8. Where would a student opt-in to be notified by email when content is added to their classes?

# Training Evaluation

- Please take a minute to complete the survey using the link provided below

[Take the Survey](#)



# Questions

What questions do you have related to what was covered today?

