Brightspace Introduction for Faculty

What is Brightspace?

- Brightspace is our centrally supported learning management system
- Brightspace can be used to develop web-based courses for distance or online education, or to create resource-rich course sites for on-campus courses.
- Brightspace automatically contains a course shell for every course in the Registrar’s Course Schedule. By default, the course is NOT activated. Instructors choose if and when to activate courses for student access. If you do not activate a course, students will not see the course in Brightspace.

Most instructors use Brightspace to:

- Post documents or multimedia files for students.
- Provide weekly updates via the Announcements tool.
- Deliver online quizzes, surveys, and tests.
- Host online threaded discussions.
- Create a course calendar with due dates. (Students can sync with their mobile devices and use an app to receive alerts when assignments are due).
- Use an assignment for students to submit papers.
- Provide a private grade book for each student.

Brightspace Introduction for Faculty

This session will introduce Brightspace including basic navigation, activating your course, adding an Announcement, adding Content, setting up a basic Grade book, and adding an Assignment. You will also learn some pedagogical best practices for using Brightspace. This is a hands-on session, all participants will need to bring a laptop to this training.

Learning Objectives

When you complete this training, you will be able to:

- Login to Brightspace
- Navigate a standard Brightspace course
- Create and edit an Announcement
- Add Content to a Brightspace course
- Use Brightspace email
- Create a Brightspace Gradebook
- Use a Brightspace Assignment folder
Getting Started

1. Login at brightspace.uakron.edu
2. Run the System check.
3. Locate the View all courses link.
4. Locate the Brightspace Help link.
5. Note that every UA course will automatically have a Brightspace course site with the students enrolled. The course will not be activated by default.
6. On the home page, Pin a course to make it appear at the top of the page.
7. Optional: Upload an image that relates to the course by using the in the top right corner of the course that you just pinned, choose Change Image. Important note: Make sure the image is either your own, or an image that is licensed for non-commercial use.
8. Review the basic homepage Navigation bar and widgets.
9. Practice pinning a course from the **View All Courses**.

10. Click on the title of your course / image to open your course.

11. Review the helpful information in the **Need Help** widget including your username, course number and link to submit a ticket from inside the course. Note that this widget also works for students. If you do submit a ticket, please include the exact course number and as much detail as possible about the specific item you are working with (e.g. “The Course number `3350_100_007_4181` and **Exam 3 - Cultural Geography**”) and any specific error messages you may be receiving. If you are receiving an
error, please tell us anything you can about the device you are using, the browser, version of the browser, and anything else you may have tried.

12. **Activate** your course using **My Tools**.

13. Practice using the option in the **Personal Menu** to switch your role to **Student view**.

14. Switch back to **Instructor view**.

**Announcements: Creating and Editing an Activity Feed item or Announcement item**

The Activity Feed is different from Announcements in that the Activity Feed is a great way to quickly post a link, a file, or a message to students that will be temporary. Students CAN comment on an Activity Feed post which provides easy Q&A and/or engagement in the course. An Activity Feed post will only remain for as long as you leave it up. You can delete these posts once they are no longer needed.

Announcements are great for reminders to students that need to remain for a longer period of time. You can pre-create your announcements and set start dates and end dates. Students CANNOT comment on announcements. Try it out:

1. Click the **Announcements** tab.

2. Click **New Announcement** from the Announcements widget menu.

3. Enter the announcement headline in the **Headline** field.

4. Enter the announcement content in the **Content** field.

5. Select the posting availability date in the **Start Date** and **End Date** fields. Announcements publish immediately unless you specify an alternate start date from Start Date.

6. Click **Publish** to release the announcement to users.

7. On the Announcements page, click **Edit** from the Context menu for the announcement you want to edit.

8. Edit your announcement posting.

9. You can select the **Major edit - send a notification and restore it for those who dismissed it** check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information.

10. **NOTE**: You can also make the edited announcement posting reappear at the top of the Announcements widget by changing its Start Date to the current date and time.

11. Click **Update**.
Understanding the Course Materials → Content tab

There are 4 components:

1. **Course Overview**

   When students access a course's Content tool for the first time, the first page they land on is the **Overview**. Use the Overview page to orient users to the course, content materials, and course expectations. You can insert course overview information using the HTML Editor beneath the Overview title. **NOTE:** If you decide not to add anything to the Overview, the Overview link and page is hidden from student view.

2. **Bookmarks**

   Topics students bookmark appear in a list on the **Bookmarks** page. Click the Add Bookmark icon while viewing a topic to add it to your bookmarks list. The number beside the Bookmarks link indicates how many bookmarks you have.

3. **Course Schedule**

   The **Course Schedule** page lists course material due dates, start dates, end dates, and other course events for the next seven days. If you set availability dates or a due date for a course object, it appears in the main Calendar and the Agenda view under the Calendar tool. The dates listed on this page are not exclusive to Content topics; the Course Schedule includes all events within the course from the Calendar tool. Click on **Full Schedule** under the Course Schedule to view all past, current, and future course events.

4. **Table of Contents**

   The **Table of Contents** panel lists all modules available in your course. Click on a listed module to view and manage its details, topics, and sub-modules. You can also stay on the Table of Contents page to view and manage all modules and topics. Click on the **Table of Contents** link to access the Table of Contents page. This page enables you to view and manage all modules and topics. You can add new topics to existing modules by dragging and dropping files from your computer onto upload targets on the Table of Contents page, and you can also rearrange course materials by dragging and dropping topics between modules. The number beside each module name in the Table of Contents panel listing indicates the number of topics you have set completion tracking for. Use the number totals to determine the task load being put on students per module.

**Create a new module**

1. Click the **Table of Contents** link in the Table of Contents panel.

2. On the Table of Contents page, enter your new module title in the **Add a module**... field, which is below the Table of Contents title and any existing modules.

3. Press **Enter** or click outside the field to add the module.

**Create a new sub-module**

1. Click on the module you want to add a sub-module to from the Table of Contents panel.
2. Enter your new sub-module title in the Add a sub-module... field.

3. Press Enter or click outside the field to add the sub-module.

Creating a new topic in Content

1. Click Content from the Class Materials link in the Navigation bar.

2. Click on the module where you want to create a new topic from the Table of Contents panel.

3. Select one of the following options from the Upload/Create button:
   - Upload Files (use this to drag and drop from your computer)
   - Video or Audio (use this to insert video or audio files from your computer)
   - Create a File (use this to type or paste the content into an HTML page)
   - Create a Link (use this to copy a URL from the web to Brightspace)
   - Add from Manage Files (use this if the file is already in the course in Manage files)

4. Fill in the required fields, such as topic Title, a URL link, Instructions, or select the appropriate files you want to add or upload.

5. Do one of the following:
   - If you are creating a new document or link, click Publish.
   - If you are adding files from My Computer, Course Offering Files, or Shared Files, click Add.

6. You can continue to edit the new topic's additional details as needed.

7. Note that all course files are stored in Manage Files. This includes files you upload to content or create using Create a File. See the Manage Files quick reference for more on working with files.

Email

NOTE: Email is connected to your university email. You can send email from Brightspace and view Sent mail within Brightspace. You cannot receive email inside Brightspace. All mail that is sent from Brightspace will go to the recipient’s university email (e.g. Exchange mail for faculty and gmail for students).

How to Email from the Classlist

1. Select the Classlist tool from the Communication link on the Navigation bar.

2. Email users in one of the following two ways:
   a. Select the Email Classlist button (which will email everyone) or,
   b. Email specific user(s)

3. Select user(s) by placing a checkmark next to name(s).

4. Select the Email selected users in a new window icon.

5. Enter a Subject.

6. Compose the message in the Message text area.

7. Optional: Add an attachment to your email.
a. Select the **Upload** button.
b. Navigate to the file on your computer.
c. Select **Open**.
d. To add additional attachments, select the **Upload** button again.

8. Optional: Add a video or audio recording.

a. Select the **Record** button.
b. Select video or audio.
c. Select **New Recording** button.
d. Select **Stop Recording** button when finished.
e. Select **Add** button.
f. Enter a title and description.
g. Select **Add** button.

9. Select the **Send** button.

### Checking Your Sent Mail

1. While logged into Brightspace, select **Message Alerts** 📧 icon from the minibar at the very top of the screen.
2. Select **Email**.

![Email icon](image)

3. Select **Sent Mail** on the right

![Sent Mail icon](image)

4. A list of your sent messages will be displayed. To view details of a particular message, select the subject line of the message.

### Adding a User to Your Course

**CAUTION** - We strongly recommend that you make a backup copy of your course before you add anyone to the course with TA or Instructor permissions.

1. Select the **Classlist** tool from the Communications link on the Navigation bar.
2. Select the **Add Participants** button.
3. Select **Add existing users**.
4. In the Search box, enter the UANET ID of the person you want to add. You can select from the Search In options to further narrow your search.

5. Click the **Search** icon ✿

6. Select the checkbox next to the correct user from the search results.

   **CAUTION - Please be sure you have located the correct person. If you give the wrong person the wrong level of access to your course, the person could have access to all content including exam questions, grades, etc.** Select the Role from the dropdown list using these options:

   - **Secondary Instructor** – this role is identical to the instructor role, good for adding a co-instructor
   - **Course Copier** – this role can only copy material from the Brightspace course
   - **Teacher Assistant** - use for TA’s and GA’s, this role has all permissions of the instructor
   - **TA No Grades** – this role is the same as the Teacher Assistant, except no access to grading
   - **Guest Participant** - this role is similar to a standard student role. Guests can participate in activities, submit assignments, etc.
   - **Guest Content** – this role can view content, but cannot participate in class activities.
   - **Librarian** – use this role when adding library assistance to your course.

7. Select **Enroll Selected Users** button.
Use the Grades Setup Wizard

In the Grades tool (under the Assessment link in the Navigation bar), if a grade book is not set up or imported for your course, you will see the Grades Setup Wizard page when you first navigate to the tool. You can also click Setup Wizard to open it. The Grades Setup Wizard guides you through multiple steps that contain set up options you must choose from to create your grade book.

**TIP** Many options in the Grades Setup Wizard have 🌐 Get help on icons you can click to find additional explanations on what each option can do.

**Step 1: Choose Grading System**

The grading system determines what kind of valuation system is applied to categories and grade items in your grade book.

<table>
<thead>
<tr>
<th>Grading system</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted</td>
<td>Grade items and categories are calculated as a percentage of a final grade worth 100%. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned percentage value.</td>
</tr>
<tr>
<td>Points</td>
<td>Grade items are calculated using a points system in which the points assigned to each grade item are totaled for the final grade.</td>
</tr>
<tr>
<td>Formula</td>
<td>Grade items are calculated using the points system, but a custom defined formula is used to set conditions around how grade items contribute to the final grade.</td>
</tr>
</tbody>
</table>
Step 2: Final Grade Released

You can choose the type of final grade calculation you want to release to students.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated Final Grade</td>
<td>The final grade calculated by the grade book. You cannot adjust the final grade without adjusting grade item scores.</td>
</tr>
<tr>
<td>Adjusted Final Grade</td>
<td>You can manually change the final grade calculation without affecting grade item scores.</td>
</tr>
<tr>
<td>Automatically Release Final Grade</td>
<td>If checked, the system automatically marks users’ final grades as released once created. You may still alter the release status after being automatically released.</td>
</tr>
</tbody>
</table>

Step 3: Grade Calculations

The grade calculations step provides additional choices for calculating users’ grades. Specifically, it lets you decide how you want to calculate ungraded items and whether you want to keep users’ final grades up to date automatically.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop ungraded items</td>
<td>Grade items that you have not entered grades for are not counted towards items users’ milestone grades and final grades. They are ignored in both calculation types.</td>
</tr>
</tbody>
</table>

**Caution,** if you choose this option you will need to remember to assign a 0 for all students who do not complete an assignment, otherwise a student who has skipped an assignment will believe his or her grade is higher than it truly is.

| Treat ungraded items as 0 | Grade items that you have not entered grades for automatically count as 0 items as 0 towards users’ final grades. Select this option if you leave grade items blank because no work was submitted and you do not want to manually enter 0’s for students who do not submit assignments. |

**Caution,** if you choose this option you will need to remember not to release final grades to students until you have entered grades for all assignments.
Automatically keep final grade updated

If you select this check box, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must manually go to grade book to perform final grade recalculations.

| Automatically keep final grade updated | If you select this check box, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must manually go to grade book to perform final grade recalculations |

**Step 4: Choose Default Grade Scheme**

Grade schemes define how grades are organized or labeled within a course or for a specific grade item.

**Step 5: Managing View Display Options**

This step controls how you see grade calculation data. You can set the number of decimal places that display for items in your grade book. The default value is 2 and the maximum value is 5. This option does not manage how many decimal places are displayed to students.

**Step 6: Student View Display Options**

This step controls how grades appear to students. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade. In general these settings are a matter of clarity. However, pay special attention to:

| Display final grade calculation to users | Displaying the final grade calculation to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much, which grade items were bonus grades, and whether their grade was adjusted. |

**NOTE:** This option is only available in the weighted and points grading systems.

**Step 7: Grade Setup Summary**

The final step summarizes the choices you made while setting up your grade book.

**Creating grade book categories**

Use grade book categories to organize and group related grade items into sections. For example, you could have separate categories for Assignment Submissions, Quizzes, Case Studies, Participation, Discussions, and so on. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

1. On the Manage Grades page, click Category from the New button.
2. Type a Name for the category.
3. Optional - enter a Short Name to display in the grade book.
4. Optional - enter a **Description** of the category. Select the **Allow users to view description** check box if you want to make the category description available to users.

5. If you are using the weighted system, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.

6. Set additional options as required and click **Save**, then click **Close**.

**Create a Grade Item (not associated with an assignment folder, quiz or discussion)**

1. Click **Grades**.

2. Click **Manage Grades**.

3. On the **Manage Grades** page, click **Item** from the New button.

4. Click **Numeric**.

5. Enter a **Name** for the grade item.

6. Optional - enter a **Short Name** to display in the grade book.

7. If you want the grade item associated with a category, select a category from the **Category** drop-down list or click **New Category**.

8. Enter a **Description** of the grade item. If you want to make the description available to users, select **Allow users to view grade item description**.

9. Enter the value you want the item graded out of in the **Max. Points** field.

10. If you are using the weighted system, enter the **Weight** you want the grade item to contribute to the category. If the item does not belong to a category, the **Weight** you enter contributes to the final grade.

11. If you want users’ grades to exceed the total value of the item, select the **Can Exceed** check box.

12. Select the **Bonus** check box if you want the item counted as a bonus item.

13. **NOTE**: Bonus items are not counted towards the maximum points for a category or final grade. If available, you must select the **Can Exceed** check box, and the **Bonus** check box to allow users’ grades to exceed the maximum points specified.

14. If you are using the points system, you can also choose the **Exclude from Final Grade Calculation** option. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.

15. You can select a **Grade Scheme** to associate with the item.

16. You can click **Add Rubric** to add a rubric, or click the **Create Rubric in New Window** link to create a new rubric.

17. Select **Display Options**.

18. Click **Save and Close**.
Create an assignment folder

1. Select Assignments from the Assessment link on the Navigation bar.
2. On the Assignment Submission Folders page, click New Submission Folder.
3. Enter a Name.
4. Select a Folder Type:
   - Individual submission folder - Select this option if you want each user to have their own submission.
   - Group submission folder - Select this option if you want one submission per group. You must associate the folder with a Group Category.
   - NOTE: Group submission areas are marked on the Assignment Folders page with the Group Submissions icon. Any group member can submit and view files for a group assignment folder.
5. Select from the Category drop-down list if you want to assign a category. You can click the New Category link to create a new category.
6. Associate the assignment folder with a Grade Item if you want submissions tied to an item in your grade book. Click the New Grade Item link to create a new grade item for the assignment folder.
7. Enter a value in the Out Of field for the assignment score.
8. TIP If you associate the folder with a grade item, maintain consistency for your students by matching the value of the Out Of field to the grade item's Max. Points value.
9. If you associate the assignment folder with a grade item, you can click Edit Display Settings from the Student View Preview context menu to edit how grades display to students.
10. Click Add Rubric to associate the assignment folder with a rubric. Click the Create Rubric in New Window link if you want to create a new rubric. You can also select an existing rubric and set it as the Default Scoring Rubric.
11. Add Instructions for users.
12. You can select the Allow users to add this folder to their ePortfolio check box if you want to allow users to include assignment folder submissions as ePortfolio artifacts.
13. You can include attachments such as a file, an audio recording, or a video recording.
14. Select the submission options you want.
15. Click Save.

Assignment Settings

Set availability dates for an assignment folder

1. On the Assignment Folders page, click and select Edit Submission Folder from the context menu of the folder you want to set an availability.
2. Click the Restrictions tab.
3. In the Availability section, set the assignment folder's **Start Date** and **End Date**.

4. Click **Save & Close**.

**Set assignment folder due date**

1. On the Assignment Folders page, click ![context menu](image) and select **Edit Submission Folder** from the context menu of the folder you want to set a due date.

2. Click the **Restrictions** tab.

3. In the Availability section, set the assignment folder's **Due Date**.

4. Click **Save & Close**.

**Setting release conditions for an assignment folder**

Release conditions allow you to associate an assignment folder with other items in Learning Environment. For example, you can require that users meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit their work to an assignment folder. Or, you can make submission to the assignment folder a criterion for accessing another item, such as a quiz.

1. On the Assignment Folders page, click ![context menu](image) and select **Edit Submission Folder** from the context menu of the folder you want to set restrictions for.

2. Click the **Restrictions** tab.

3. In the Release Conditions section, click either **Attach Existing** or **Create and Attach**.

4. Select from the drop-down list if **All conditions must be met** or **Any condition must be met** to access the assignment folder.

**Adding special access permissions to an assignment folder**

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment folder. You can also add special access after an assignment folder’s end date has passed for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

1. On the Assignment Folders page, click ![context menu](image) and select **Edit Submission Folder** from the context menu of the folder you want to add special access permissions.

2. In the **Restrictions** tab, select one of the following:
   - Allow users with special access to submit files outside the normal availability dates for this folder.
   - Allow only users with special access to see this folder.

3. Click **Add Users to Special Access** button.

4. On the Special Access page, select the **Date Availability** you want special access users to have.

5. Use the **View By** option and **Search For** field to locate the users you want to give special access to.
6. Select the check box beside each appropriate user's name.
7. Click **Save**.

Once you have added special access permissions for users they are listed in the Special Access section. You can edit or delete users' special access by clicking the ✒️ **Edit** or ✗ **Remove special access** icons beside their names.

**Leaving feedback and grading assignment folder submissions**

The Evaluate Submission page enables you to evaluate and leave feedback for user submissions, but you can also download submissions from the Folder Submissions page to work on files offline.

The Evaluate Submission page contains two main sections: the Submissions List panel and the Evaluation panel. From the Submissions List panel you can download submissions to work with offline or view them inline with the document viewer. The Submissions List panel also displays a user's or a group's file submissions. Use the Evaluation panel to grade and provide comments.

If you grade directly on the Evaluate Submission page, you can choose to publish feedback immediately or save your feedback as a draft and release it at a later time. This enables you to revise and review evaluations, and publish your feedback to multiple users at the same time. You also have the option to retract published feedback if you want to provide an update to past evaluations but only want students to access your most recent feedback. You can also annotate users' web and plain text file submissions with the HTML Editor and attach those annotations as part of feedback.

If you use rubrics to assess Assignment submissions, you can append the overall rubric feedback to the submission Feedback field. If the rubric uses points, you can also scale and transfer the overall rubric score to the submission Score field. Both of these fields transfer to Grades if the assignment folder is associated with a grade item.

**View a file submission in the document viewer**

In the submission list on the Evaluate Submission page, click ➔ **View Document** from a file submission's context menu.

**Evaluating and grading submissions**

**Transfer feedback from an associated rubric**

You can assess a user submission with a rubric associated with the assignment folder. For each associated rubric, you can grade a user based on set criteria, and you can also provide additional feedback in the HTML Editor.

1. Click on the associated rubric in the Evaluation panel.
2. In the rubric, click on a criterion's ✒️ **Edit Score and feedback** icon and enter feedback in the text field. Click **Save**.
3. Select **Transfer rubric feedback to general feedback for the assignment.**
   - **NOTE:** If you transfer rubric feedback to general feedback, it will appear beneath your manually entered feedback. You can edit transferred rubric feedback in the general feedback HTML Editor, but the rubric will not reflect changes you save here.

4. Click **Save & Record** to push your rubric assessment score and feedback into the submission's overall score and feedback area. Otherwise, click **Save** if you want to keep the rubric score separate from the overall score and prevent the transfer of rubric feedback into general feedback.
   - **NOTE:** You can attach multiple rubrics to an assignment folder, but you can only push one rubric's assessment score to the submission's overall score.

**Evaluate an assignment folder submission**

1. If you created a grade item for the assignment folder, enter a value in the **Score** field.
   - **NOTE:** Information about grade items tied to the assignment folder appears beside the score value.

2. Provide comments and suggestions in the **Feedback** field.

3. You can **Add a File, Record Audio**, or **Record Video** as feedback. Feedback given as an annotated file also appears in your list of added files.

4. Click Save Draft to save feedback and continue grading submissions. Click **Publish** to release your feedback to user.

5. **NOTES**
   - As you grade each submission, you can click **Next Student** until you reach the final submission where you can click **Finish** to return to the Folder Submissions page.
   - If you want to publish feedback simultaneously for multiple users, you can bulk publish from the folder's Folder Submissions page.

**Looking for More Tutorials?**

- **Step-by-Step Guides for each tool:**
  - [https://community.brightspace.com/s/topic/0TO610000000JctGAE/instructor](https://community.brightspace.com/s/topic/0TO610000000JctGAE/instructor)
  - [http://www.uakron.edu/it/instructional_services/dds/brightspace/instructor-resources](http://www.uakron.edu/it/instructional_services/dds/brightspace/instructor-resources)
  - **Hoonuit (formerly Atomic Learning):** Click on the My Help menu in Brightspace, then select **Hoonuit.** You may need to sign in with your UA credentials to get to the next page. Here, you can search for Brightspace at the top of the screen. When the topics appear, select Brightspace 10.7 – Instructor. You will find over 50 videos with mini 2 to 3 minute tutorials.
  - **Sign up for more hands on training:** [https://share.uakron.edu/itl_seminars/](https://share.uakron.edu/itl_seminars/)
  - **The DDS blog** provides information on how many of the different tools can be used within the online classroom to achieve specific goals or implement various learning strategies. You can access this from the Springboard login page by clicking the **DDS Blog** tab. The search allows you to find specific topics or tools. Direct link: [http://blogs.uakron.edu/dds/](http://blogs.uakron.edu/dds/)
How to Get Help

If you have questions regarding Brightspace, you can email support@uakron.edu or call the Support Center at 330 972-6888. They will open a “ticket” and will either be able to assist you immediately, or they will forward the ticket to the appropriate personnel. You may open your own ticket by accessing the electronic form at: https://footprints.uakron.edu/zipsupport

Student Resources

Videos and brief task aids for student use are available from the Brightspace homepage. Simply click the My Help tab, and select Student Brightspace Tutorials. Here is the direct link:

http://www.uakron.edu/it/instructional_services/dds/brightspace/video-tutorials-for-students