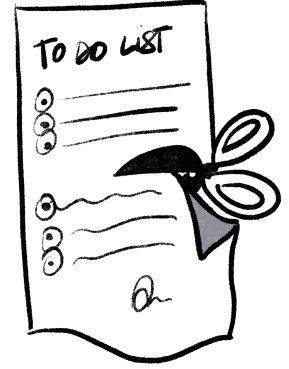




Your Top 10



Getting Started in Brightspace



- 1 **Review your module structure:** Change layout of content units, lessons and folders (e.g from weeks to themes) if needed
- 2 **Add your files into Manage Files (not visible to students) and link them to your module content (visible to students).**
 - Admin>Manage Files> add files to 1-Resources-Files folder
 - If you have requested your material to be migrated from Sulis, tidy it up there
 - In Nav bar>Content, click the section you want the file to go and insert file: Add Existing>choose More (...)>Course File>1-Resource files and insert file.
 - Make the file visible/invisible until you are ready to display it and order the reading sequence.
- 3 **Develop your content in your module from Navbar>Content**
 - Select a unit, lesson or folder>click Create New>click HTML doc>click Select Template.
 - Use the **Insert link** icon  to insert course files, weblinks, checklists, assignments, discussions, etc.
 - Use the **Insert Stuff icon**  to include video and audio notes, links to videos, websites, etc
 - Select a unit, lesson or folder>click Add Existing>External Tool Activity to insert content from external tools (OneDrive, MStTeams, BBB, Leganto, Panopto).
- 4 **Add additional participants (TAs and other lecturers) in Class Organisation>Classlist**
- 5 **Edit your calendar, discussion boards, etc. Unhide your content units and set up release conditions**
- 6 **Publish your site in Admin>Course Offering Information**
- 7 **Send your first announcement**
- 8 **Create your assignments (Assignments, Quizzes, Discussions and Rubrics)**
- 9 **Grade&provide feedback using Class Organisation>Quick Eval**
- 10 **IF you decide to use the Grades tool:**



TIP: promote the Brightspace Pulse app among your students so they get notifications on their phones.



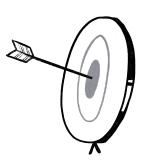
1 Set up your gradebook using **Categories** in Grades tool

2 Synchronise your Grades tool with Assignments, Discussion, and Quizzes

3 Grade in the tool (Assignments, Quizzes and Discussions) and **save as Draft**

4 Release grades by changing status to **Published** in the tool (Assignments, Quizzes and Discussions)

TIP: Grades is most useful if you have multiple continuous assessment items to manage and display to your students, but it is important to set it up **CORRECTLY BEFORE** you start grading.



LEARN MORE:

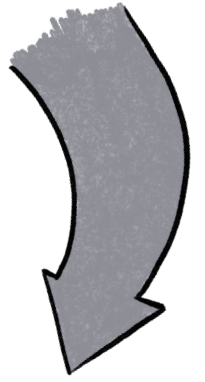


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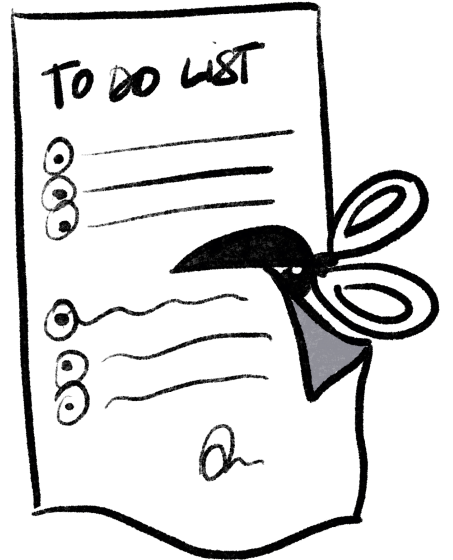
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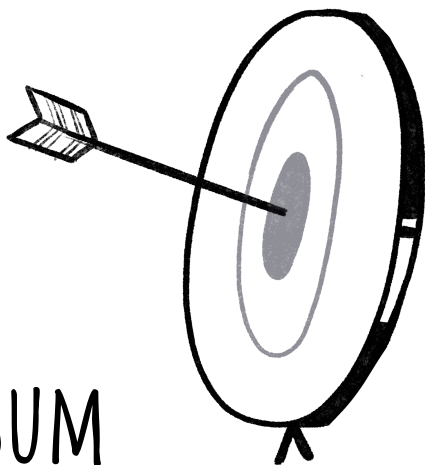
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