

# Brightspace Training

Instructor Session 1



**D2L**

**BRIGHTSPACE**

# Logistics

## **This session is being recorded**

It will be sent to anyone who registered for the session.

Q&A is not recorded.

## **One hour training**

Please add questions on chat or raise your hand

Live Q&A at end



# Agenda

1. Navigation Overview

2. Module Structure

3. Creating and Managing Content

4. Using External Tools

5. Q&A

# 1. Navigation

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Logging in and accessing modules

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Homepage

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Top nav options

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Navbar

---

Sandbox

---

View as Learner

---

Course Admin

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*Task: set your profile picture and check notifications*

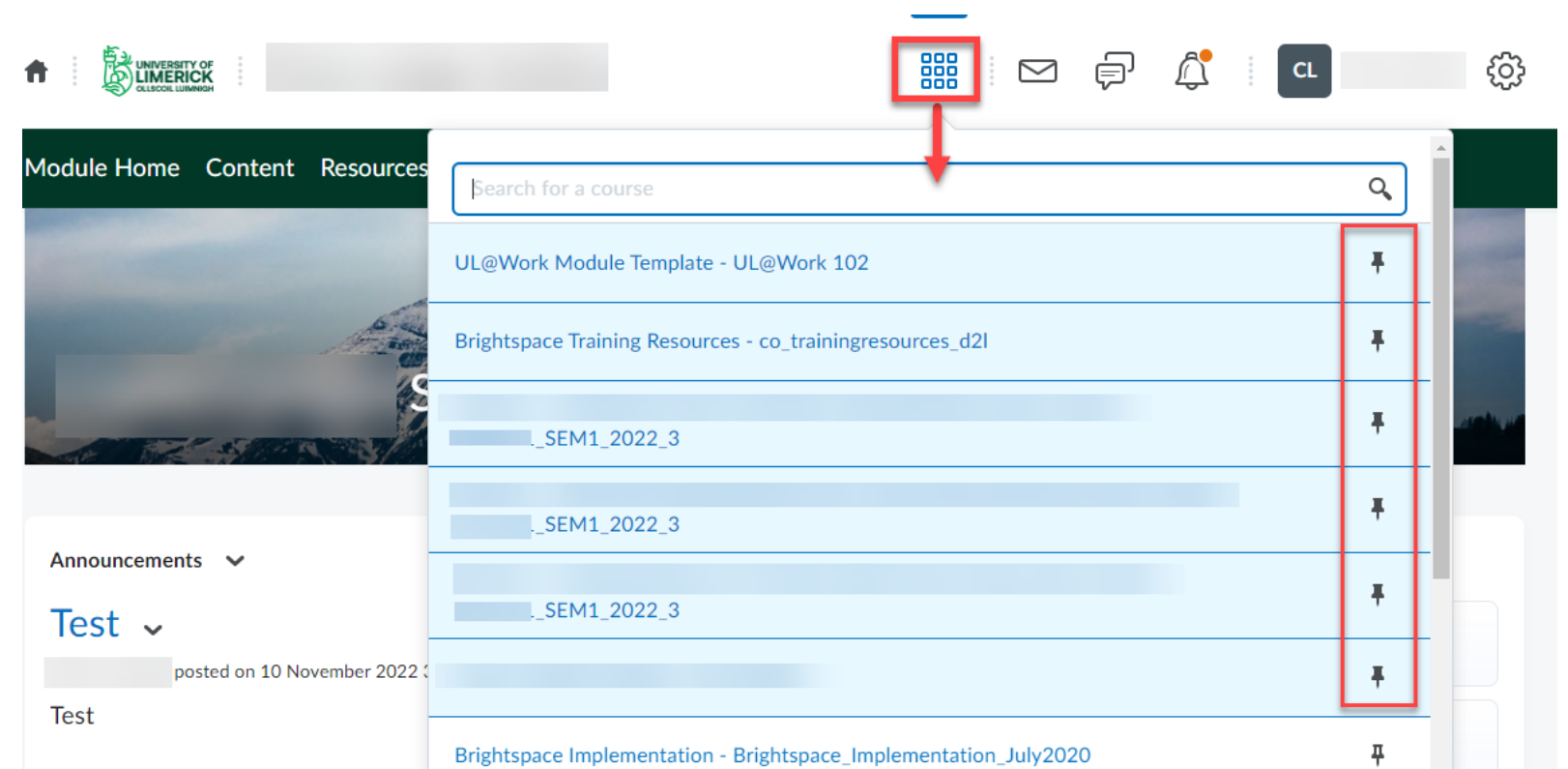
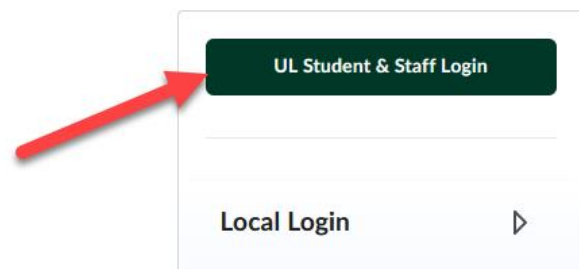


# Logging in and accessing modules



Welcome to Brightspace,

The Virtual Learning Environment for the University of Limerick.



- Learn.ul.ie
- Log in using your usual name and password
- Access modules in 'My Modules' or by using waffle bar on top
- Step by step instructions [here](#).



# Homepage: navbar, top nav menu

1. **Header** : a minibar with notification alerts and settings.
2. **Navigation bar**: access your announcements or find Brightspace resources.
3. **System Announcements widget**: shows you important announcements sent by the central Brightspace Support team.
  1. **Note**: This widget does not show (overall) course announcements. Course announcements are only shown in their own courses.
4. **Calendar widget**: review upcoming events/activities/deadlines from all the courses you are enrolled in.
5. **My Courses widget**: see all the courses you are enrolled in

[See here](#) for a step-by-step guide

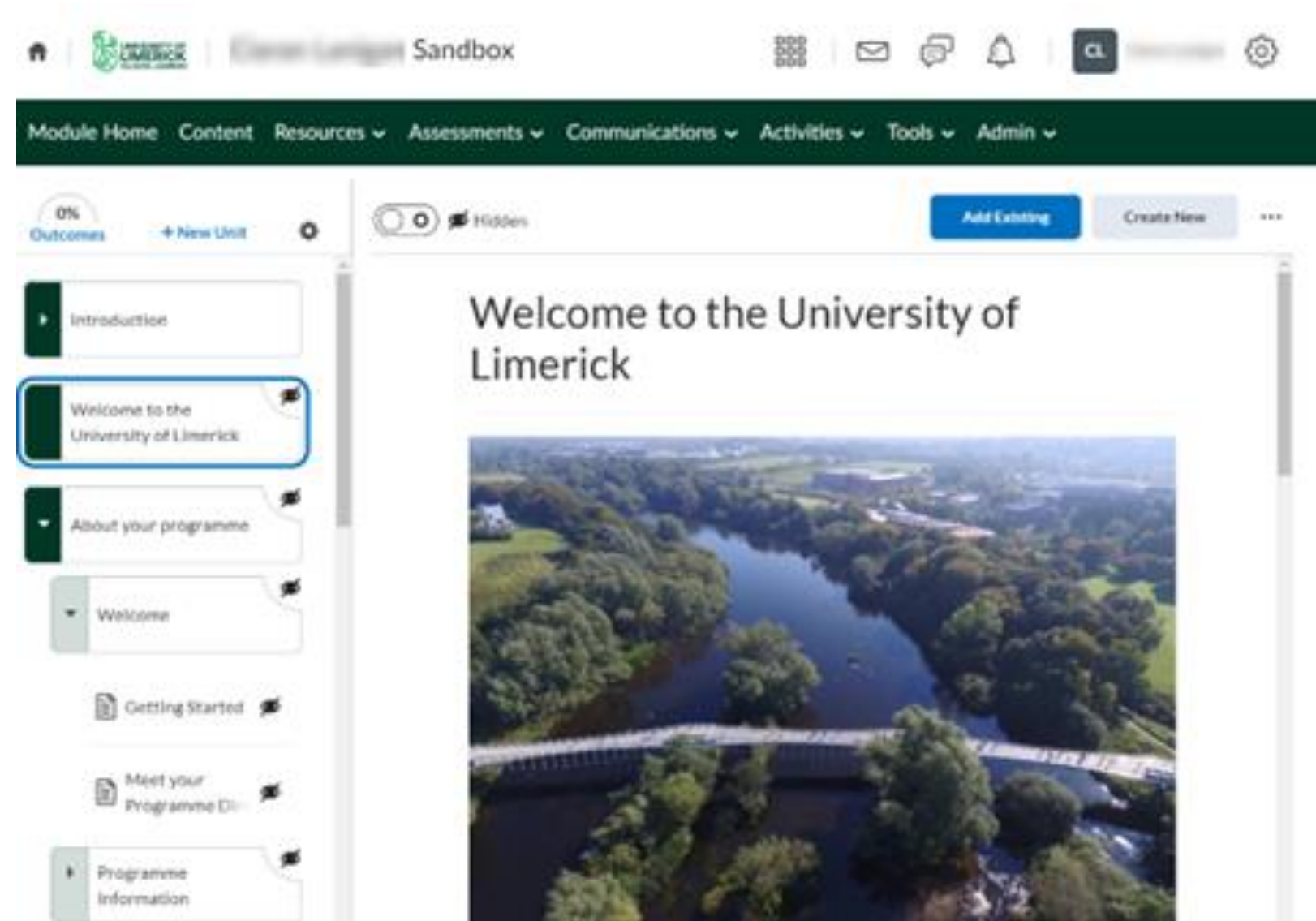
The screenshot displays the Brightspace homepage for the University of Limerick. Red callouts are placed over various interface elements:

- Callout 1** points to the top header area containing the university logo, a home icon, a notification bell with a '1' badge, and a settings gear.
- Callout 2** points to the dark navigation bar with links for 'Announcements', 'Discover', 'Quick Eval', and 'Brightspace Resources'.
- Callout 3** points to the 'Announcements' dropdown menu in the main content area, which shows a notification about a 'Quiz date changed'.
- Callout 4** points to the 'Calendar' dropdown menu, which currently shows 'Thursday, 10 November 2022' and a message that there are no events to display.
- Callout 5** points to the 'My Courses' widget, which includes tabs for 'All', 'Pinned', 'Brightspace', 'Pilot Semester', 'Samples', and 'Sandboxes'.



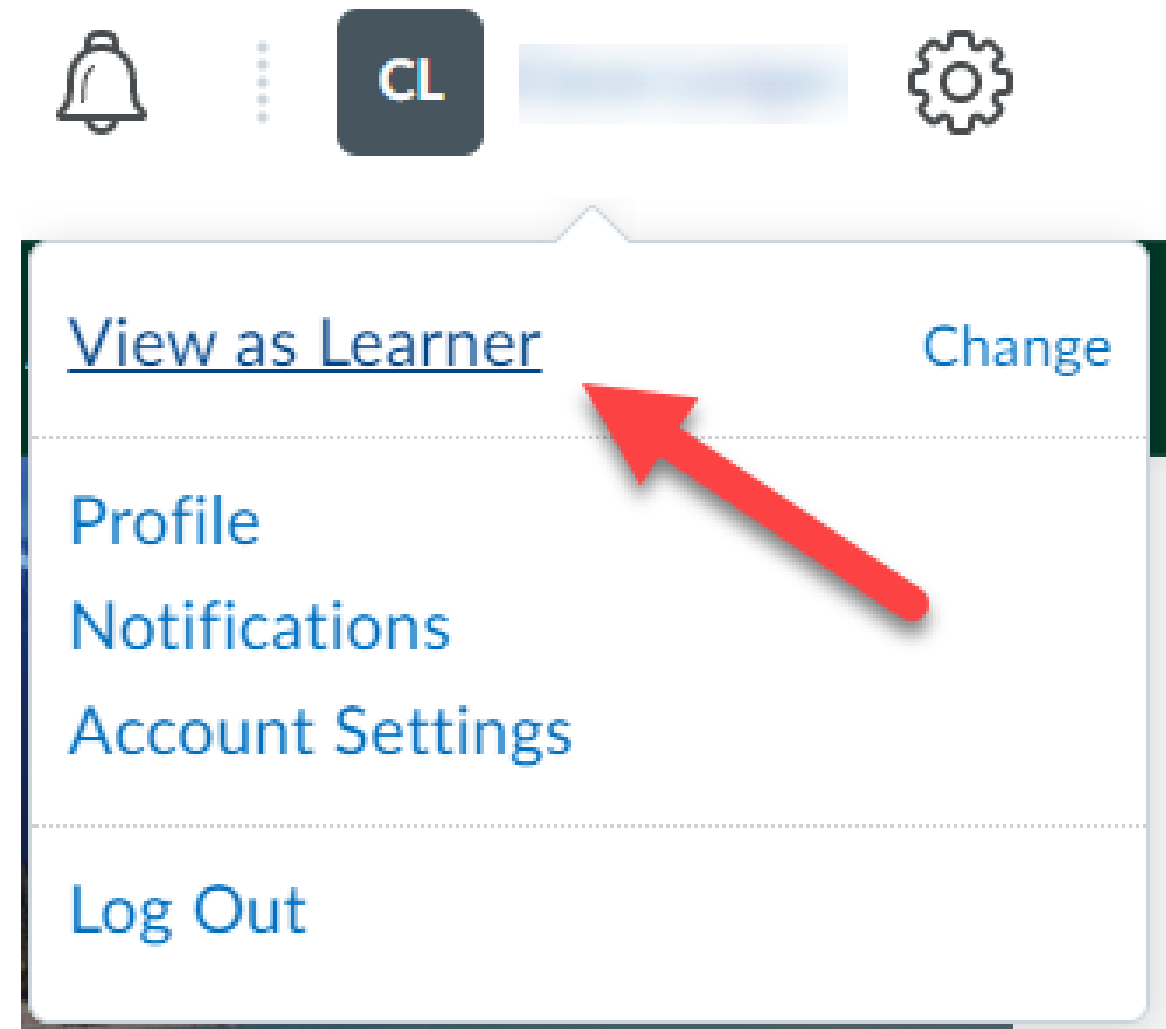
# Sandbox

- Private test space
- Available in waffle course selector or My Courses
- Using the Sandbox is a good way to familiarise yourself with Brightspace.
- See more info [here](#).



# View as Learner

- Allows Instructors to see the layout of the course as a student would.
- You are unable to complete quizzes or sign up for groups since the permission set is only allowing you to "see" the course settings, rather than make any real modifications.
- [See here](#) for more info.





# Course Admin

- Not accessible to students
- Available from navbar
- View by **Category** or **Name**
- Browse options

The screenshot shows the Brightspace 101 interface. At the top, there is a navigation bar with 'Module Home', 'Content', 'Communications', 'Tools', and 'Admin'. The 'Admin' dropdown menu is open, displaying a list of options: 'Attendance', 'Course Admin' (circled in red), 'Course Builder', 'Intelligent Agents', and 'Manage Files'. Below the navigation bar, the 'Course Administration' section is visible, featuring two buttons: 'Category' and 'Name' (both circled in red). The main content area is titled 'Tools' and contains a grid of various administrative tools, including Announcements, Awards, Chat, Classlist, Course Builder, Discussions, Glossary, Homepages, Learning Outcomes, Manage Dates, Navigation & Themes, Quizzes, Seating Chart, Surveys, Assignments, Book Management, Checklists, Competencies, Course Offering Information, External Learning Tools, Grades, Import / Export / Copy Components, Links, Manage Files, Publish, Rubrics, Self Assessments, Tools, Attendance, Calendar, Class Progress, Content, Course Reset, Frequently Asked Questions, Groups, Insights Portal, Intelligent Agents, Locations, Manage Repositories, Quick Eval, Search, Sharing Groups, and Widgets.

# Task: set profile picture and check notification settings

1. Open [Brightspace 101 module on Brightspace](#)
2. Navigate to: **Unit 1: Welcome**
3. Open **Folder 1.3: your First Tasks on Brightspace**
4. *Complete Activity 1: add your profile picture*
5. *Complete Activity 2: set up your notifications*

The screenshot displays the Brightspace 101 module interface. At the top, the University of Limerick logo and 'Brightspace 101' are visible. The navigation bar includes 'Module Home', 'Content', 'Communications', and 'Tools'. The left sidebar lists activities: '1.1 How to use this resource', '1.2 Context and Introduction', '1.3 Your First Tasks on Brightspace' (expanded), 'Activity 1: add your profile picture' (highlighted with a blue box), 'Activity 2: set up your notifications', 'Activity 3: log into the Brightspace Con', 'Activities 4 and 5', and '1.4 Optional Extra: Brightspace Guided Tou'. The main content area shows a task titled '1. Add a Profile Photo' with instructions: 'This task involves setting your profile photo for other users to see on Brightspace.' Below this, a 'Task: Add your Profile Photo' section lists step 1: 'Log into Brightspace. In the top right corner, click your name.' A red circle highlights the user profile icon and name 'Ashley Burton' in the top right corner of the interface, with a green hand cursor pointing to it.

## 2. Module Structure

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# Content Page Structure

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# Master Courses

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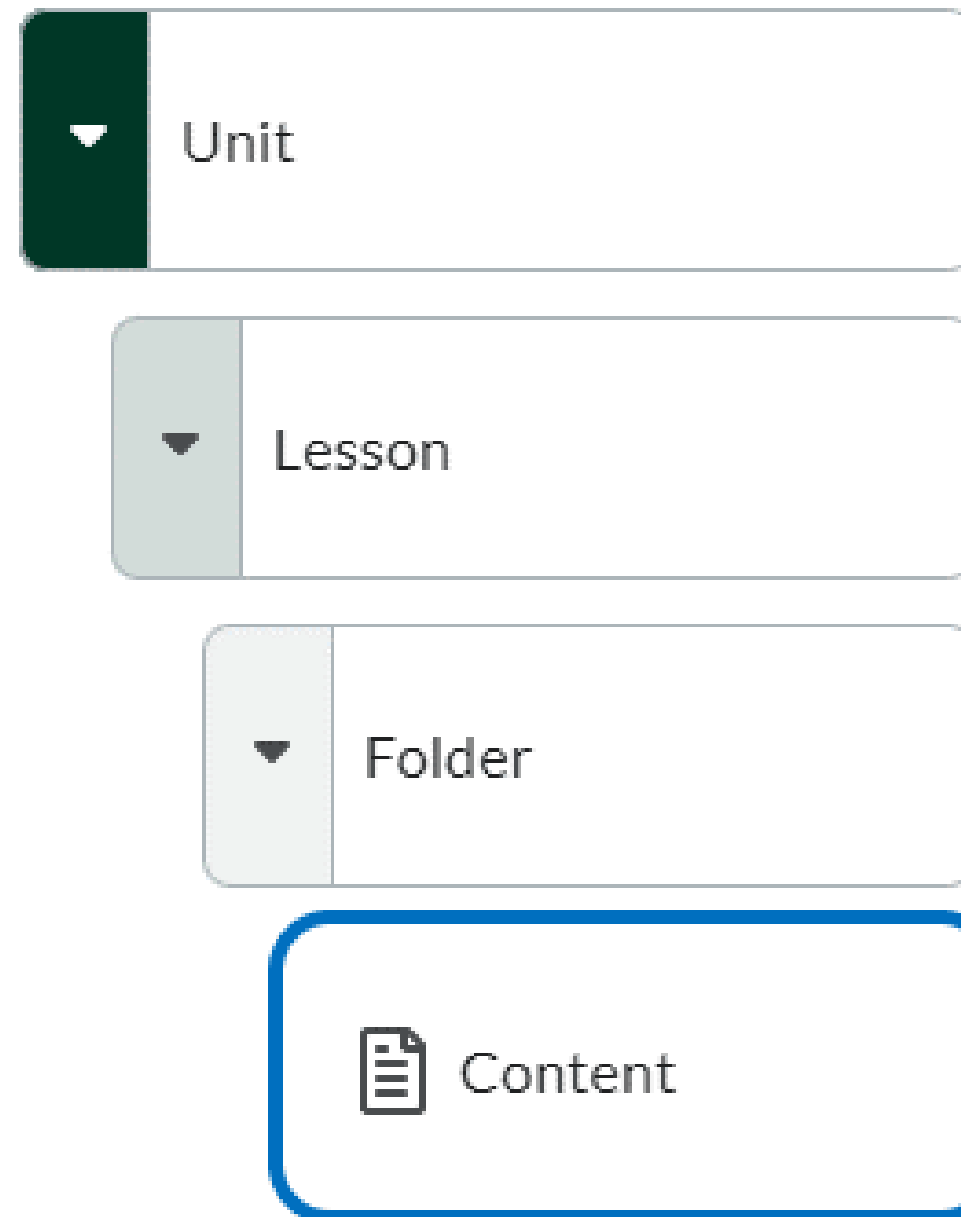
# Content migration options

# Content Structure

UL is using the Brightspace  
**New Content Experience**

4 level Content structure

- Unit
- Lesson
- Folder
- Materials
- [See more](#)





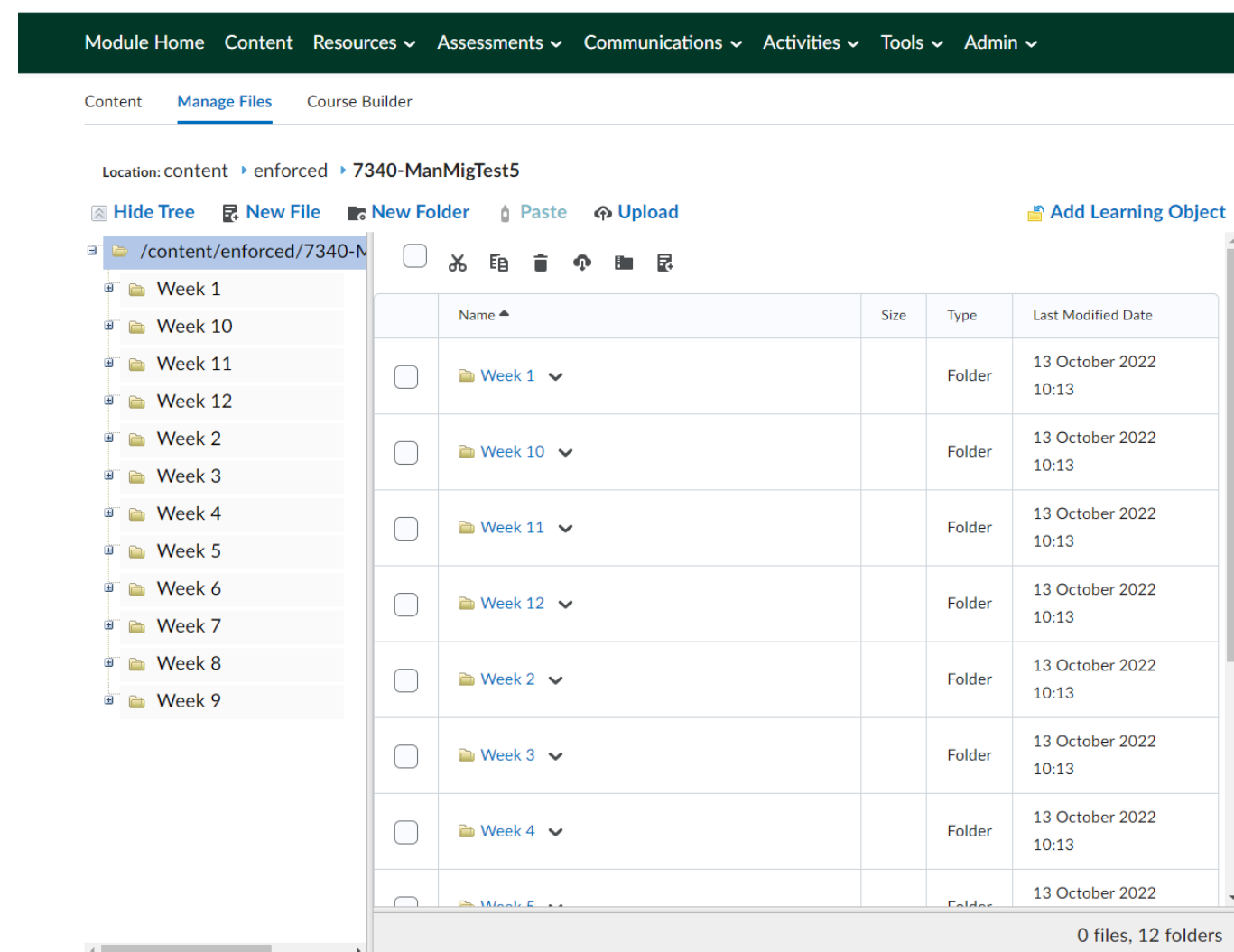
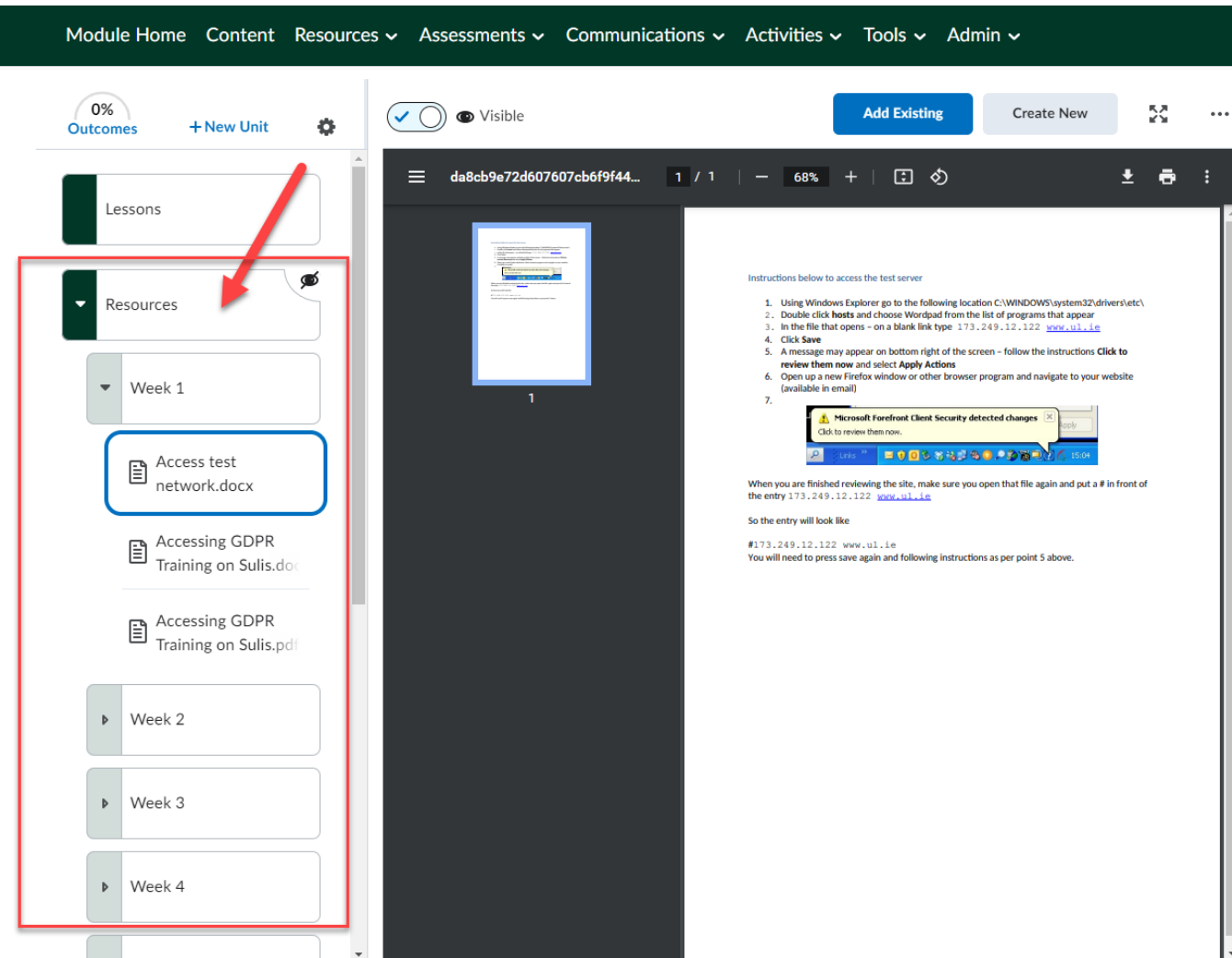
# Master Courses

Preformatted module structure preloaded in your module, pedagogically informed. Can be customised and/or deleted easily

- Contains **prefilled** pages and headers
  - Module Information
  - Weeks 1-12 Folders
  - Student Feedback
  - Useful Pages: you may wish to reuse

The screenshot displays the Master Courses interface. At the top, a dark green navigation bar contains the following menu items: Module Home, Content, Communication, Class Organisation, Course Tools, and Admin. Below this, a light blue header bar shows '0% Outcomes', '+ New Unit', and a settings gear icon. A 'Visible' toggle is also present. On the right side of the header, there are buttons for 'Add Existing' and 'Create New'. The main interface is divided into two sections. On the left is a sidebar with a list of pages: 'Module Overview' (highlighted with a blue border), 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', 'Week 6', and 'Week 7'. On the right is the main content area, which displays the 'Module Overview' page. This page features a decorative blue and teal banner at the top. Below the banner, the text reads: 'ModCODE - ModNAME', 'ECTS Credits:', 'Module Lead:', and 'Other Lecturer(s)/Coordinator(s):'. There are two paragraphs of placeholder text: 'Welcome to [Add Module Name]. My name is [Add Module Leader(s) name(s)], and I look forward to working with you on this module.' and 'The Module starts on [Add date].'. A final paragraph states: 'In this module outline section, you will be introduced to the module lead, view the module handbook, and be introduced to the module learning outcomes and some of the key module dates and assessment details. Please familiarise yourself with all of this information ahead of the start of teaching.'

# Content Migration options from Sulis: ongoing



- Resources can be migrated from Sulis if requested and ITD will liaise directly with you on this.
  - *Note: ITD is currently working on creating module sites, exact schedule in Dec/Jan tbc*
- Sulis content is migrated to a preset structure. The content migrated from Sulis will appear at the bottom of Content menu. *It is not merged or final and will need tidying up.*
- Note: Resource files, assignments, announcements & forums generally transfer over. Lessons and Quizzes may need manual intervention: ITD will have instructions with more info. You may choose which sections of your module to migrate.
  - *Tip: Clean and arrange your Sulis folders before migration starts.*

## 3. Creating and Managing Content

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Managing files

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Add existing content: import a file

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**Create new content: HTML page**

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**Editing pages**

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**Embedding links/videos**

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**Using page templates**

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***Task: use your sandbox to create and upload content***

# Important: Managing Files

*Note: We recommend that you arrange your files in the 'Manage Files' folder, sorting them into properly titled folders according to week and theme. This is good file management and will allow you to organise and sequence your material.*

## Step by Step

- **Upload** the file to your Resources/**Manage Files** folder (not visible to students).
- **Link** the file from the Resources/Manage Files folder into your module page (this is visible to students).
- Make the file **Hidden** until you are ready to display it and order the reading sequence.

Content **Manage Files** Course Builder

Location: content > enforced > 6788-SB\_clanigan

Hide Tree New File New Folder Paste Upload Add Learning Object

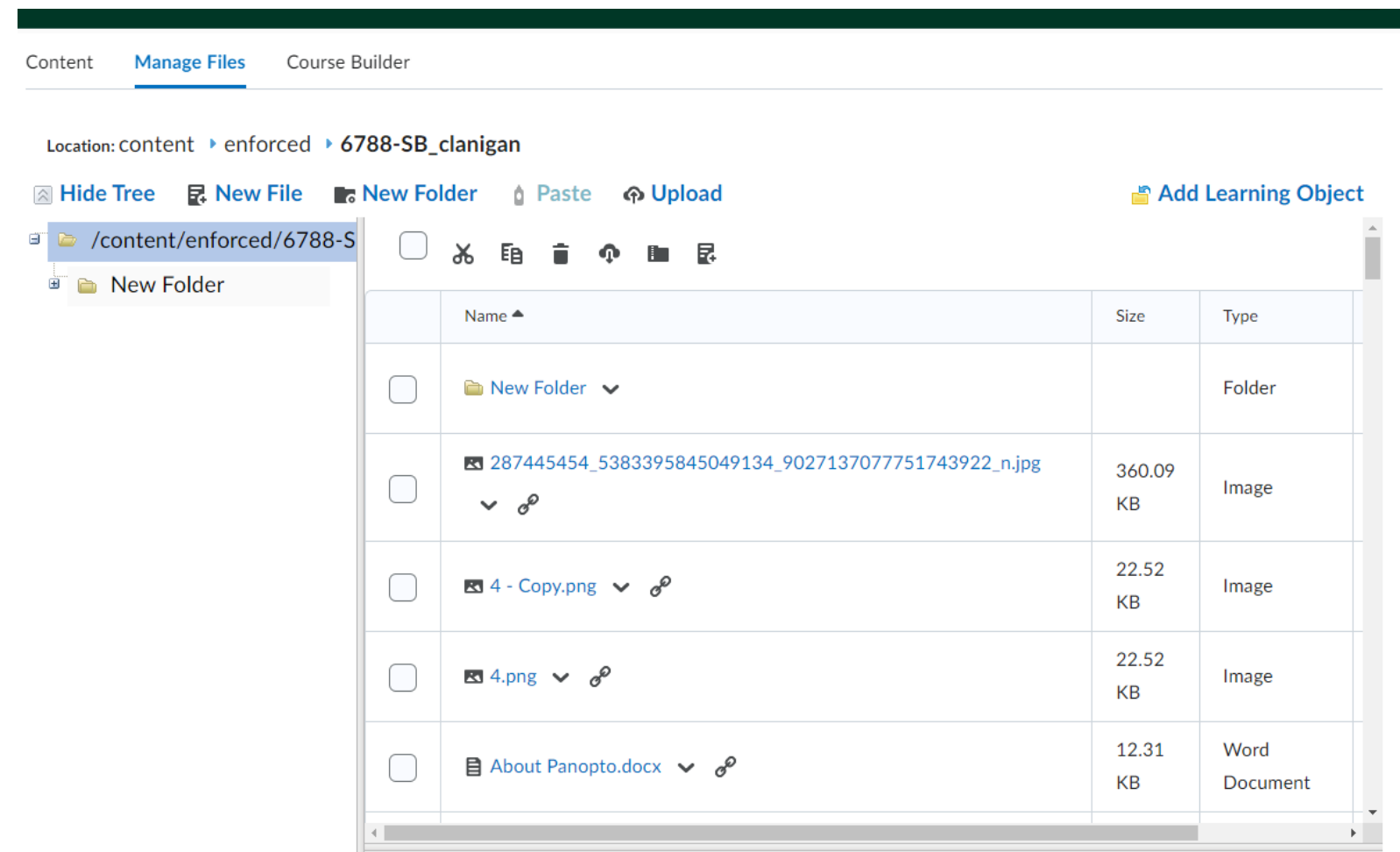
	Name ▲	Size	Type
<input type="checkbox"/>	New Folder ▼		Folder
<input type="checkbox"/>	287445454_5383395845049134_9027137077751743922_n.jpg ▼ 🔗	360.09 KB	Image
<input type="checkbox"/>	4 - Copy.png ▼ 🔗	22.52 KB	Image
<input type="checkbox"/>	4.png ▼ 🔗	22.52 KB	Image
<input type="checkbox"/>	About Panopto.docx ▼ 🔗	12.31 KB	Word Document



# Importing Files

## Step by Step

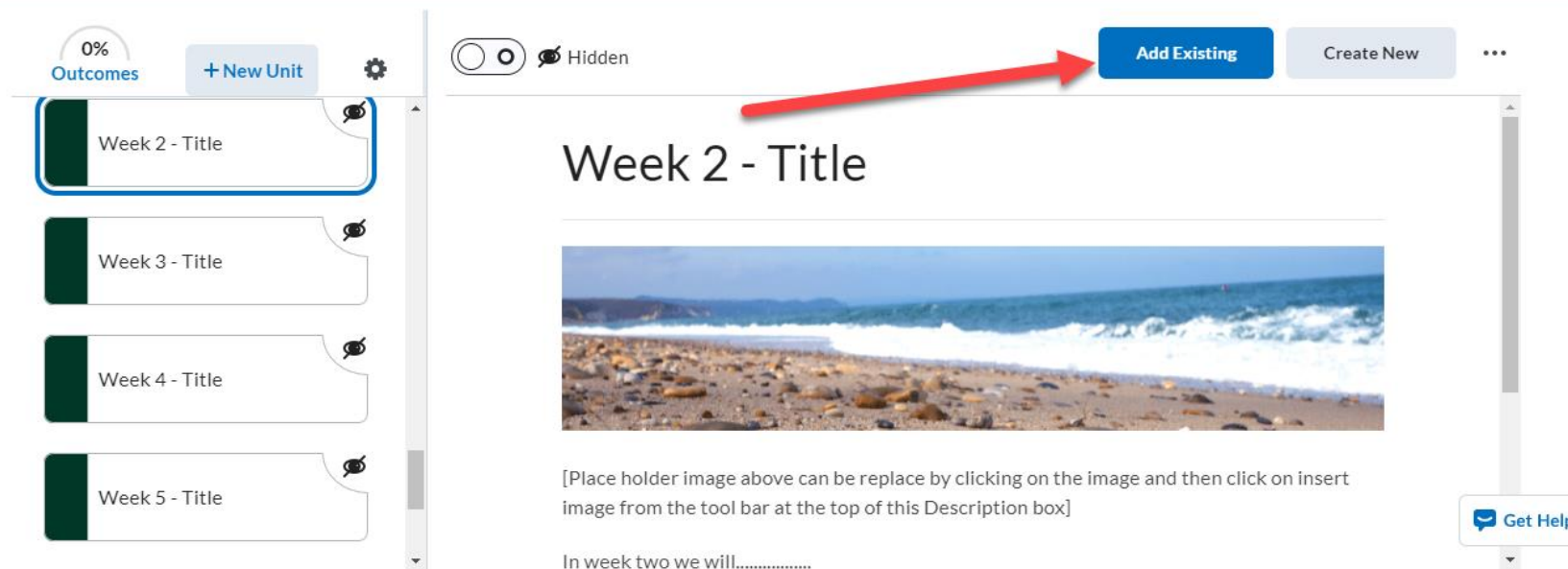
- **Upload** the file to your Resources/**Manage Files** folder (not visible to students).
- **Link** the file from the Resources/Manage Files folder into your module page (this is visible to students).
- Make the file **Hidden** until you are ready to display it and order the reading sequence.



The screenshot shows the 'Manage Files' interface in Panopto. The breadcrumb path is 'Content > Manage Files > Course Builder'. The current location is '/content/enforced/6788-S'. The interface includes a file tree on the left with a 'New Folder' option. The main area displays a table of files with columns for Name, Size, and Type. The table contains the following entries:

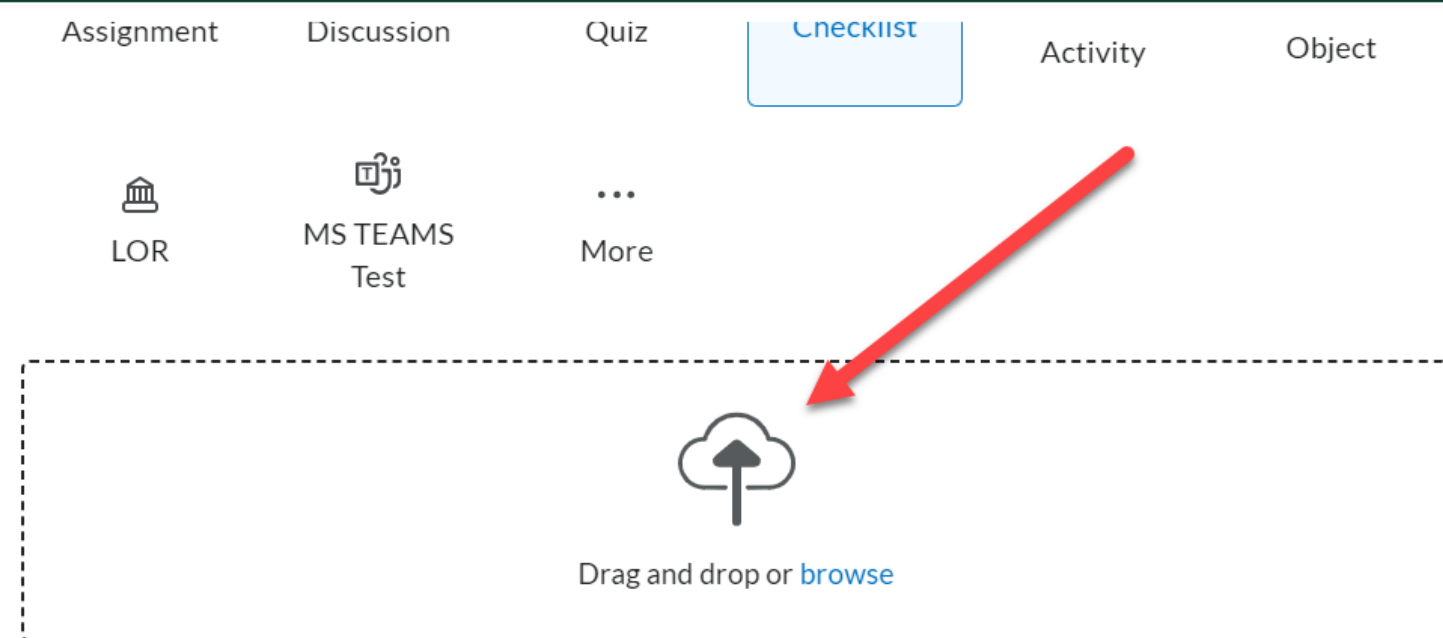
Name	Size	Type
New Folder		Folder
287445454_5383395845049134_9027137077751743922_n.jpg	360.09 KB	Image
4 - Copy.png	22.52 KB	Image
4.png	22.52 KB	Image
About Panopto.docx	12.31 KB	Word Document

# Add existing content: import a file into Content menu



- Click **Add Existing** on the top right:
- Add a file from Manage Files (recommended)
  - Navigate to 'More'
  - Select 'Course File'
  - Select your file from your chosen folder.

- *File from your Computer*
  - *Navigate to the Upload Target box.*
  - *Drag and Drop your file on the **Upload Target** or click **Browse**.*
  - *Select your file from your device.*
    - *Drag and drop is not recommended: all files added at top level*



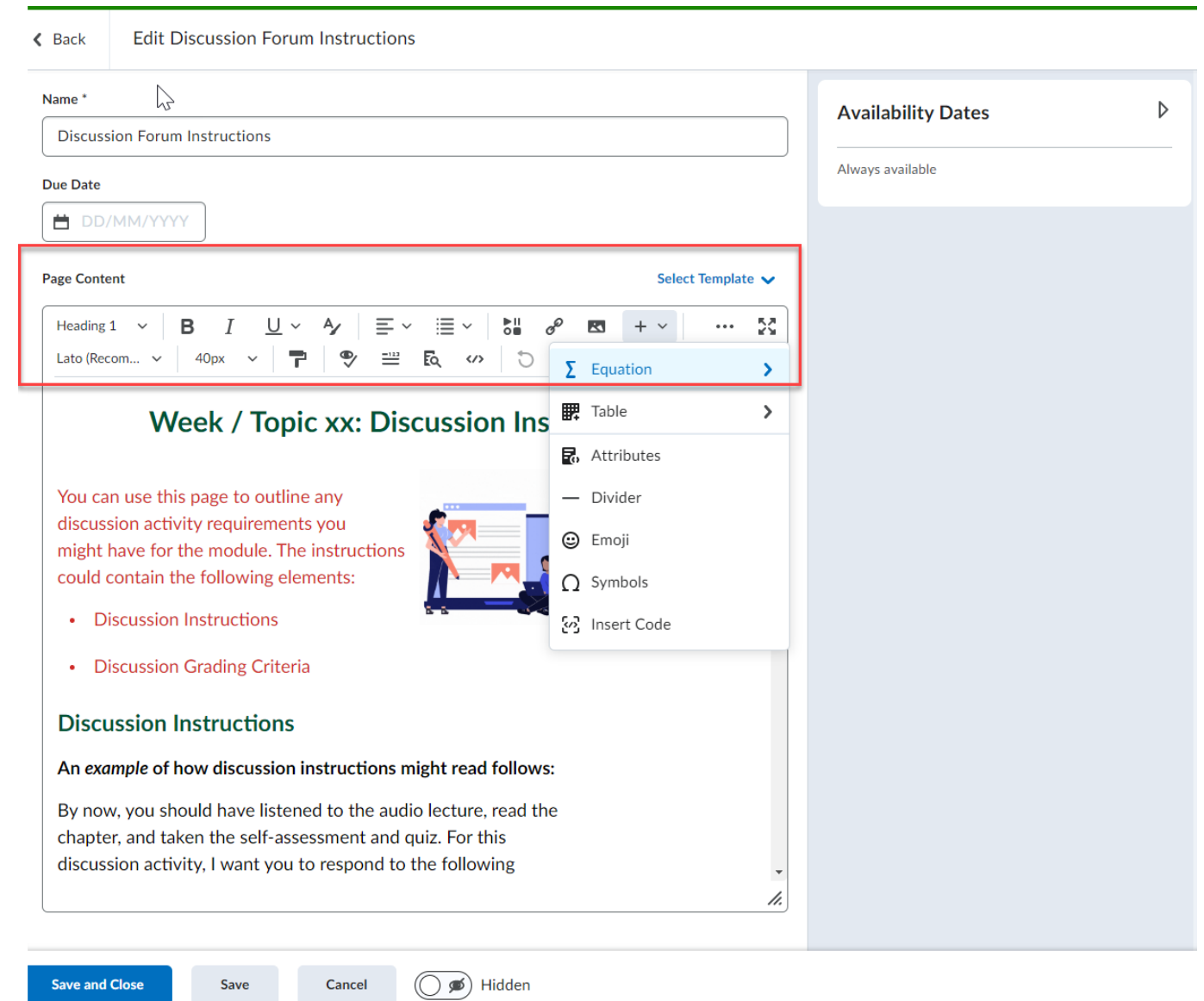
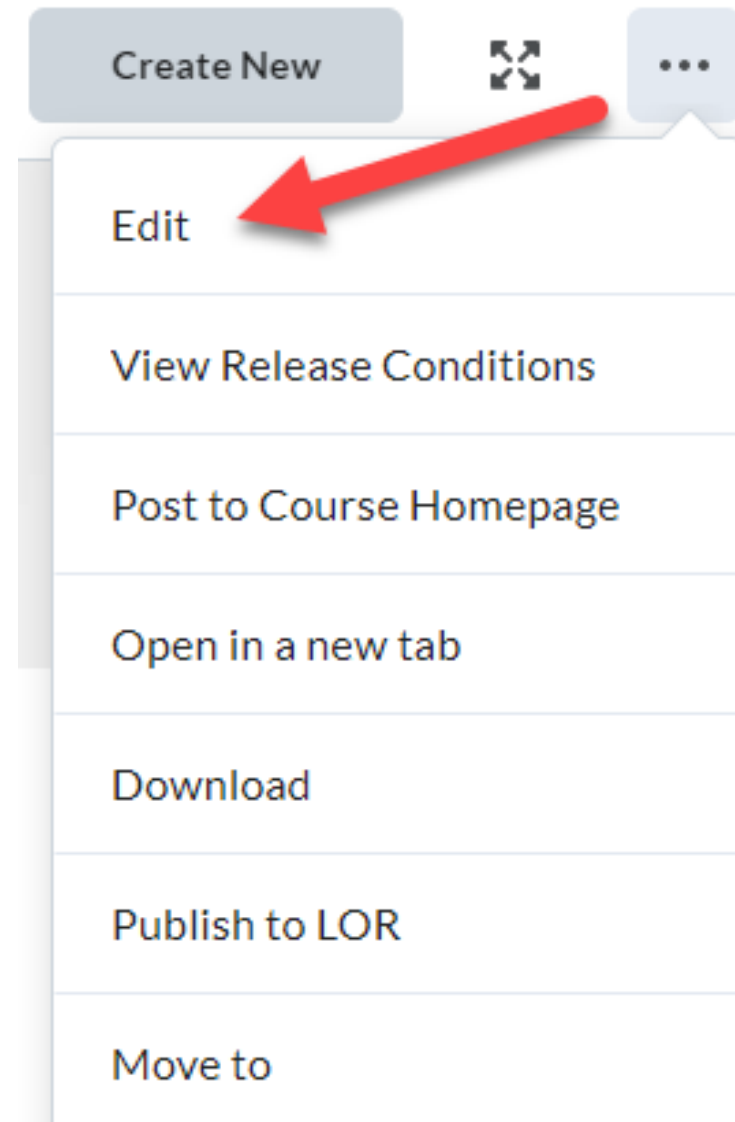
# Create new content: HTML page

The screenshot shows a course management interface. At the top, there's a navigation bar with '0% Outcomes', '+ New Unit', and a 'Visible' toggle. Below this, a sidebar on the left shows a list of units: 'Introduction' and 'Welcome to the University of Limerick'. The main content area displays the 'Introduction' unit with a paragraph of text. A red arrow points to the 'Create New' button in the top right. Below this, a 'New HTML File' editor is shown. It has a 'Name' field containing 'Lesson 5', a 'Due Date' field with a calendar icon, and a 'Page Content' section with a rich text editor. A red arrow points to the 'Page Content' section. At the bottom, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Hidden' toggle which is currently turned off and highlighted with a red box.

- 'Create New'
- Wysiwyg editor opens
- Hidden by default: use toggle to switch to Visible
- See step-by step instructions [here](#).

# Editing pages

- Select **Edit**
- Text editor options
  - Add images
  - Insert **Stuff**
  - Insert **Quicklinks**
  - + for more options





# Embedding a link/video

## Step by Step

- **Upload** the file to your Resources/**Manage Files** folder (not visible to students).
- **Link** the file from the Resources/Manage Files folder into your module page (this is visible to students).
- Make the file **Hidden** until you are ready to display it and order the reading sequence.

Content [Manage Files](#) Course Builder

Location: content > enforced > 6788-SB\_clanigan

[Hide Tree](#) [New File](#) [New Folder](#) [Paste](#) [Upload](#) [Add Learning Object](#)

/content/enforced/6788-S

New Folder

	Name ▲	Size	Type
<input type="checkbox"/>	<a href="#">New Folder</a> ▼		Folder
<input type="checkbox"/>	<a href="#">287445454_5383395845049134_9027137077751743922_n.jpg</a> ▼ <a href="#">Link</a>	360.09 KB	Image
<input type="checkbox"/>	<a href="#">4 - Copy.png</a> ▼ <a href="#">Link</a>	22.52 KB	Image
<input type="checkbox"/>	<a href="#">4.png</a> ▼ <a href="#">Link</a>	22.52 KB	Image
<input type="checkbox"/>	<a href="#">About Panopto.docx</a> ▼ <a href="#">Link</a>	12.31 KB	Word Document

# Using page templates

← Back | New HTML File

Name \*

Untitled

Due Date

DD/MM/YYYY

Page Content

Select Template ▼

Paragraph ▼ | **B** | *I* | U | A/ | ≡ ▼ | ≡ ▼ | 🎧 | 🔗 | 📧 | + ▼ | ... | 🗑️

Verdana ▼ | 12pt ▼ | 📄 | 👁️ | 🗑️ | 🔍 | ⏪ | ⏩

Select Template ▼

Browse for a Template

00\_blank.html

01\_intro.html

02\_module\_intro.html

03\_meet\_your\_facilitator.html

04\_basic page.html

05\_video\_lecture.html

**Optional** page templates available in the HTML pages

More to come in coming semester

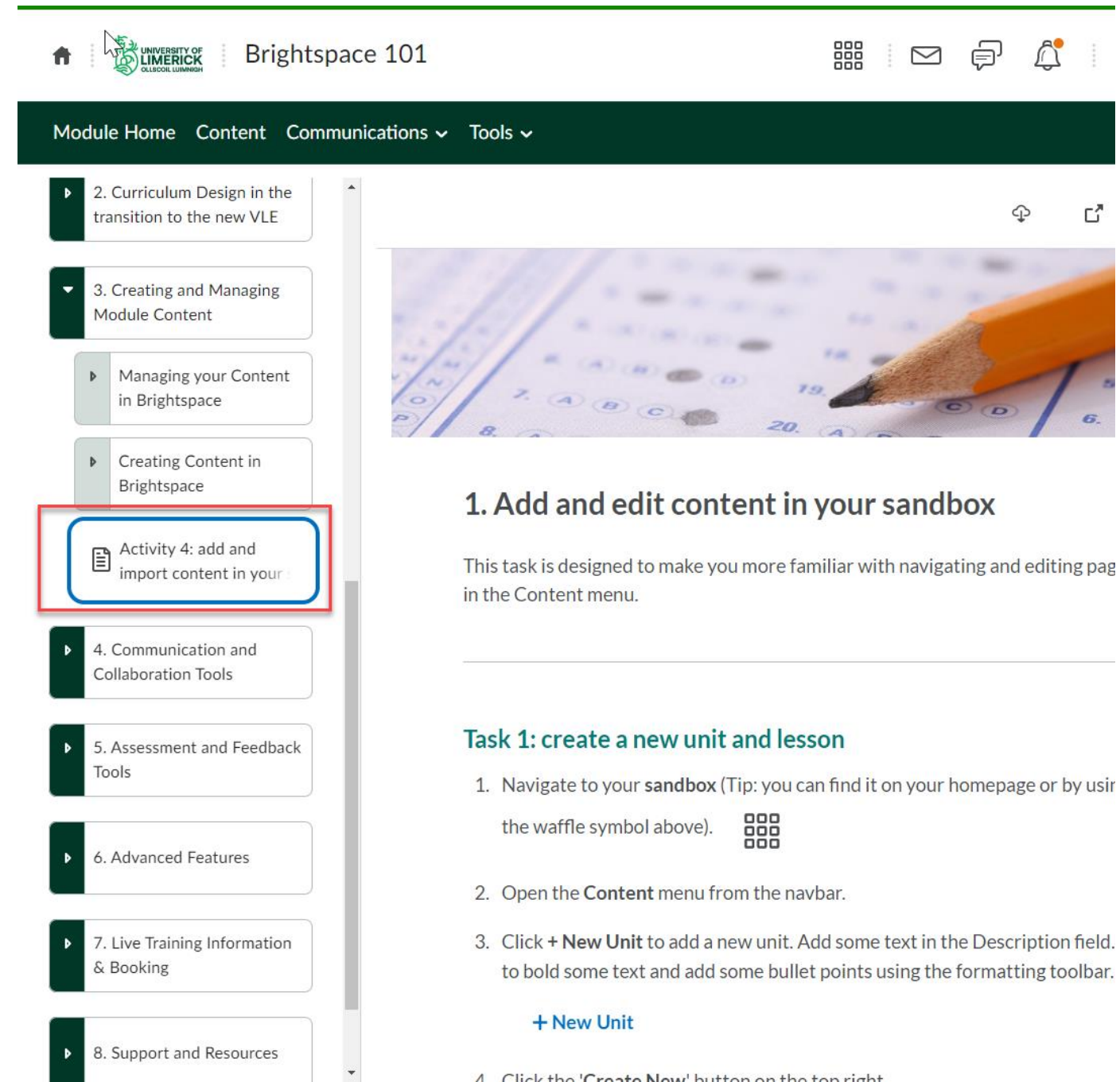
Preformatted pages with **headers, accordions, callouts** etc.

Note: it is easy to mess up formatting

Note: page templates are not available for Unit or Folder, only HTML Page

# Task: use your sandbox to create and upload content

1. Open [Brightspace 101 module on Brightspace](#)
2. Navigate to: **Unit 3: Creating and Managing Module Content**
3. *Complete Activity 4: Add and edit content in your sandbox*
  1. *Create a new unit and lesson*
  2. *Open a new page and write a draft learning objective using the relevant page template*
  3. *Import a file from your OneDrive to appear in Content*



The screenshot shows the Brightspace 101 interface. At the top, there is a navigation bar with the University of Limerick logo, the text 'Brightspace 101', and several icons (grid, envelope, speech bubble, bell). Below this is a dark green navigation menu with options: 'Module Home', 'Content', 'Communications', and 'Tools'. A sidebar on the left contains a list of activities, with 'Activity 4: add and import content in your' highlighted by a red box. The main content area features a header image of a pencil on a grid, followed by the heading '1. Add and edit content in your sandbox'. Below this is a paragraph: 'This task is designed to make you more familiar with navigating and editing pag in the Content menu.' A horizontal line separates this from the next section, 'Task 1: create a new unit and lesson', which includes a list of steps: '1. Navigate to your sandbox (Tip: you can find it on your homepage or by usir the waffle symbol above).', '2. Open the Content menu from the navbar.', '3. Click + New Unit to add a new unit. Add some text in the Description field. to bold some text and add some bullet points using the formatting toolbar.', and '4. Click the 'Create New' button on the top right'.

## 4. Using external tools

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# Panopto

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# Big Blue Button

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# Leganto

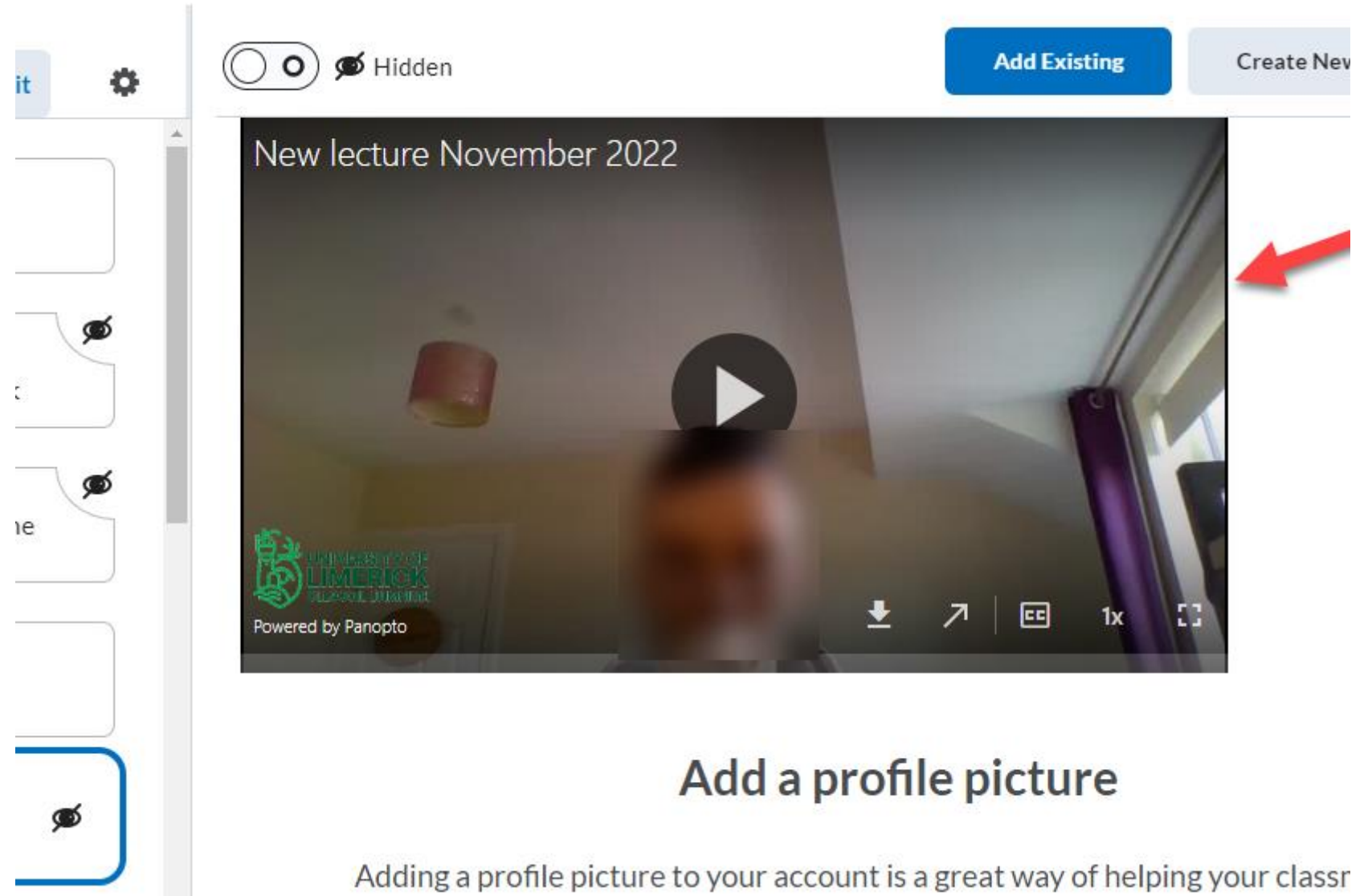
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# Teams



# Panopto

- Integrated in Brightspace
- Asynchronous videos only
- Advised process:
  - record videos through Panopto application
  - then insert them to Brightspace Content
- To make your videos available within the Content menu:
  - > Create a HTML page > Insert Stuff > Panopto > select your chosen video
  - Step by step instructions [available here](#) on displaying Panopto lectures on Brightspace
- See further info [here](#) about Panopto



The screenshot displays the Panopto interface. At the top, there is a 'Hidden' toggle switch and two buttons: 'Add Existing' (in blue) and 'Create New' (in grey). Below this is a video player with the title 'New lecture November 2022'. The video content is blurred, but a play button is visible in the center. A red arrow points to the right edge of the video player. At the bottom of the video player, there is a 'Powered by Panopto' logo and several icons for download, share, closed captions, and zoom. Below the video player, there is a section titled 'Add a profile picture' with the text 'Adding a profile picture to your account is a great way of helping your classr'.

# Big Blue Button

Add your BigBlueButton meetings directly in Brightspace

Tip: add it as an event in calendar

See step by step instructions here

LTI Link ▲	LTI Advantage Deployment
Big Blue Button	
Leganto Reading List	
Panopto Video Recordings	

< 1 / 1 > 200 per page ▼

Create New LTI Link

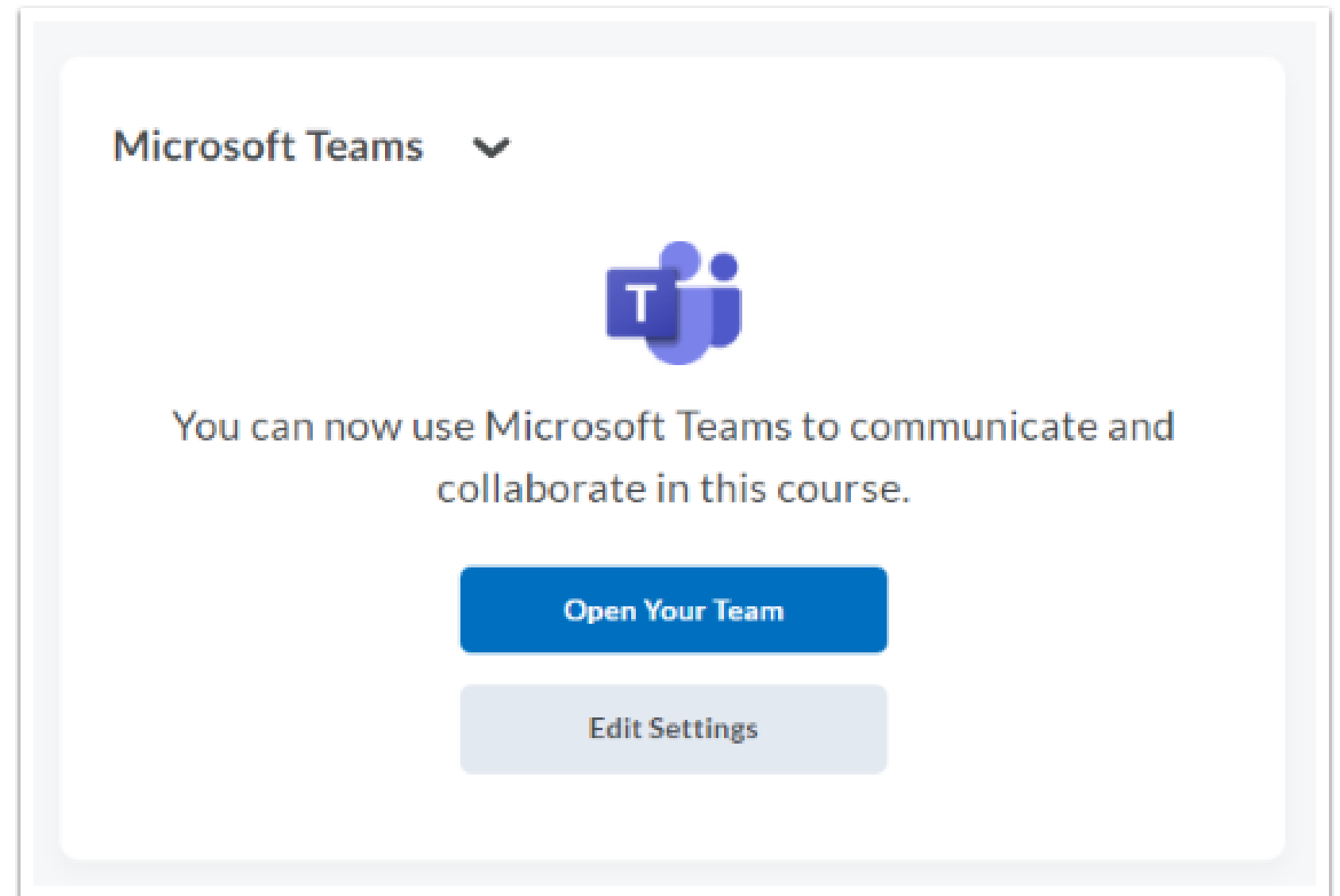
[Manage External Learning Tools](#)

Cancel

# Teams

**Teams Connector** and overall Office 365 integration underway by ITD

- Workaround:
- Create event in your calendar and insert as link in the meantime
  - In Content: create HTML page > Quicklinks > URL



# Leganto

- Integration still underway – **display of module reading lists will be in place by Jan**
  - Advice: Build your reading list as usual on Leganto in the meantime, then add your list in Brightspace in Jan.
  - To insert your reading list within your unit/lesson:
    - > Add Existing > External Tool Activity
    - > Leganto Reading list
  - Your reading list will be inserted into the Content menu
  - Click 'Edit' to rename and add any dates/visibility
- 
- Please contact [the library](#) for questions about setting up your reading list in Leganto.

The screenshot displays the Leganto interface within a Brightspace course. At the top, a dark green navigation bar contains links for 'Module Home', 'Content', 'Resources', 'Assessments', 'Communications', 'Activities', 'Tools', and 'Admin'. Below this, a sidebar on the left shows a list of units: 'Big Blue Button', 'Leganto Reading List', 'Test Leganto Reading List', and three 'Panopto Video Recordings'. The 'Leganto Reading List' unit is highlighted with a blue border. The main content area features a 'Welcome to your course materials' message, followed by a prompt: 'You are about to create a reading list for the following course: Please select how you would like to begin from the following options'. Two options are presented: 'Create a new reading list from scratch' with a 'CREATE IT' button, and 'Upload a document containing an existing reading list' with an 'UPLOAD IT' button.



# SUMMARY

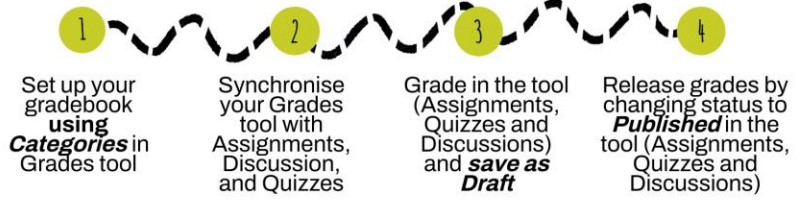


- 1 Review your module structure:** Change layout of content units, lessons and folders (e.g from weeks to themes)if needed
- 2 Add your files into Manage Files (not visible to students) and link them to your module content (visible to students).**
  - Admin>Manage Files> add files to 1-Resources-Files 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, MSTeams, 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.



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.



- 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
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    - 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, MSTeams, BBB, Leganto, Panopto).

[View here.](#)



# Topics we covered today

## 1. Navigation

- Logging in and accessing modules
- Homepage: navbar and topnav
- Course Admin menu

## 2. Module Structure

- Content Migration Options
- Master Courses
- Content Structure in Brightspace

## 3. Creating and Managing Content

- Creating new content
- Editing pages
- Using page templates
- Adding existing content
- Managing Files

## 4. Using External Tools

- Panopto
- Big Blue Button
- Leganto
- Teams

Remember: complete **Activities 1, 2 and 3** in [Brightspace 101](#)

- Tip: use your **Sandbox** to practise

## 5. Questions

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# Next Steps

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## Q&A time

# Next Steps



**Drop-in sessions** available every week  
till end Jan

- [View schedule here](#)

## **Next Up: Session 2**

Getting your Module Ready  
and  
Communicating with Students

- [Sign Up Here](#) for **Sessions 2 and 3**

If you are considering curriculum redesign,  
CTL are offering **ABC LD workshops** in  
Jan

# Q&A





**Thank you**



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