

Brightspace Training

Instructor Session 2



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. Communicating with Students

2. Assignments & Quizzes

3. Intelligent Agents & Release Conditions

4. Course Visibility

5. Introducing Brightspace to students

6. Q&A

1. Communicating with Students

Classlist

Emailing students

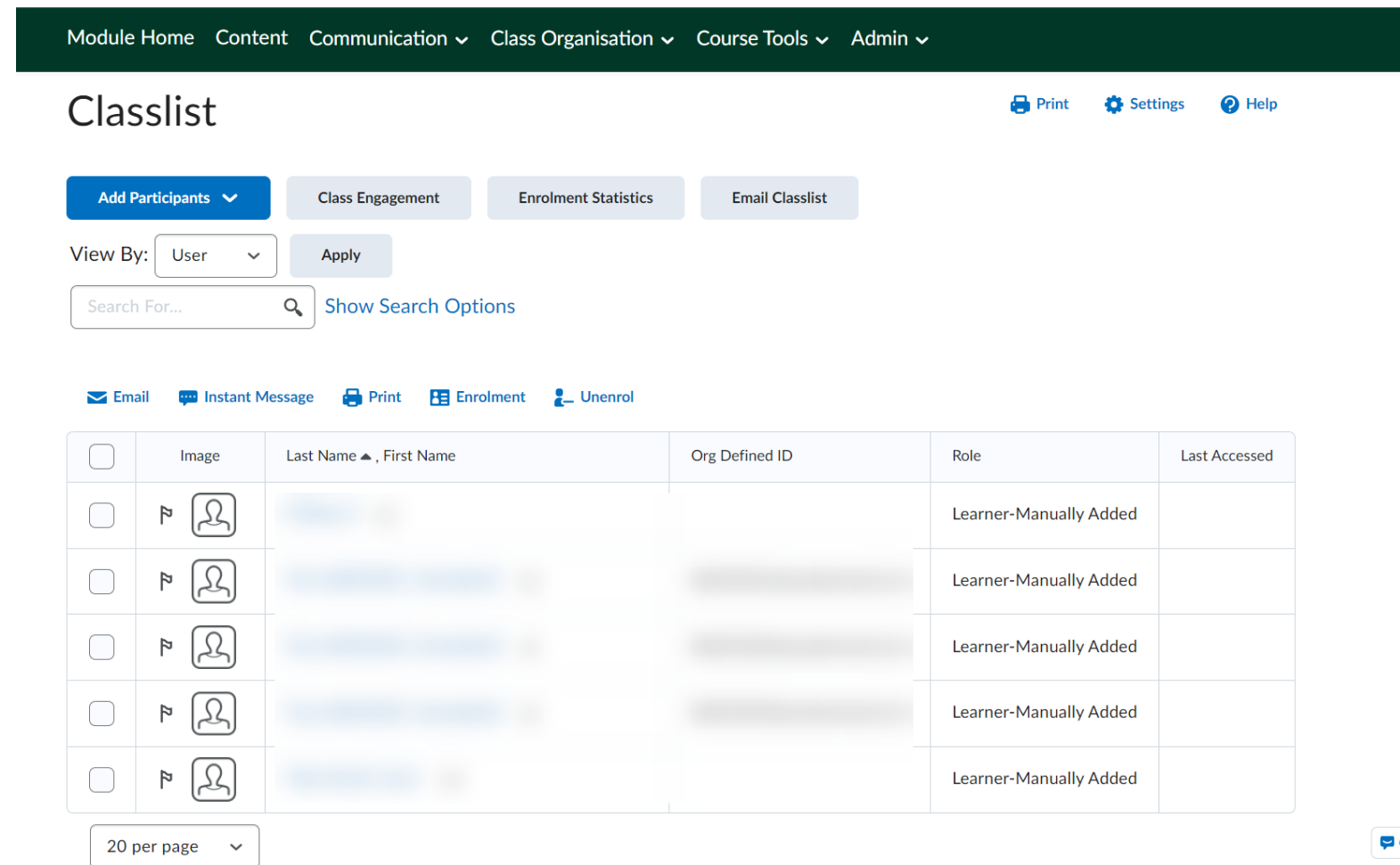
Announcements

Discussions

Groups

Classlist

- Use the Classlist to view who is enrolled in your course, send email messages or instant messages, view shared locker files, and read their blogs if they have one.
- You may also add a new user to your course. [Instructions here.](#)



The screenshot shows the Moodle Classlist interface. At the top, there is a navigation bar with links for Module Home, Content, Communication, Class Organisation, Course Tools, and Admin. Below this, the page title is 'Classlist', with links for Print, Settings, and Help. The main content area features several buttons: 'Add Participants', 'Class Engagement', 'Enrolment Statistics', and 'Email Classlist'. There is also a 'View By' dropdown menu set to 'User' and an 'Apply' button. A search bar is present with the text 'Search For...' and a 'Show Search Options' link. Below the search bar, there are icons for Email, Instant Message, Print, Enrolment, and Unenrol. The main part of the interface is a table with the following columns: Image, Last Name, First Name, Org Defined ID, Role, and Last Accessed. The table contains five rows of data, all with the role 'Learner-Manually Added'. At the bottom left, there is a '20 per page' dropdown menu, and at the bottom right, there is a 'Go' button.

<input type="checkbox"/>	Image	Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>		[blurred]	[blurred]	Learner-Manually Added	
<input type="checkbox"/>		[blurred]	[blurred]	Learner-Manually Added	
<input type="checkbox"/>		[blurred]	[blurred]	Learner-Manually Added	
<input type="checkbox"/>		[blurred]	[blurred]	Learner-Manually Added	
<input type="checkbox"/>		[blurred]	[blurred]	Learner-Manually Added	

Emailing Students

- Using the Classlist, Instructors are able to email their entire class at once, or select individual students to email.
- Note: email is set to bcc automatically to protect students' privacy

Module Home Content Communication Class Organisation Course Tools Admin

Classlist

Print Settings Help

Add Participants Class Engagement Enrolment Statistics Email Classlist

View By: User Apply

Search For... Show Search Options

Email Instant Message Print Enrolment Unenrol

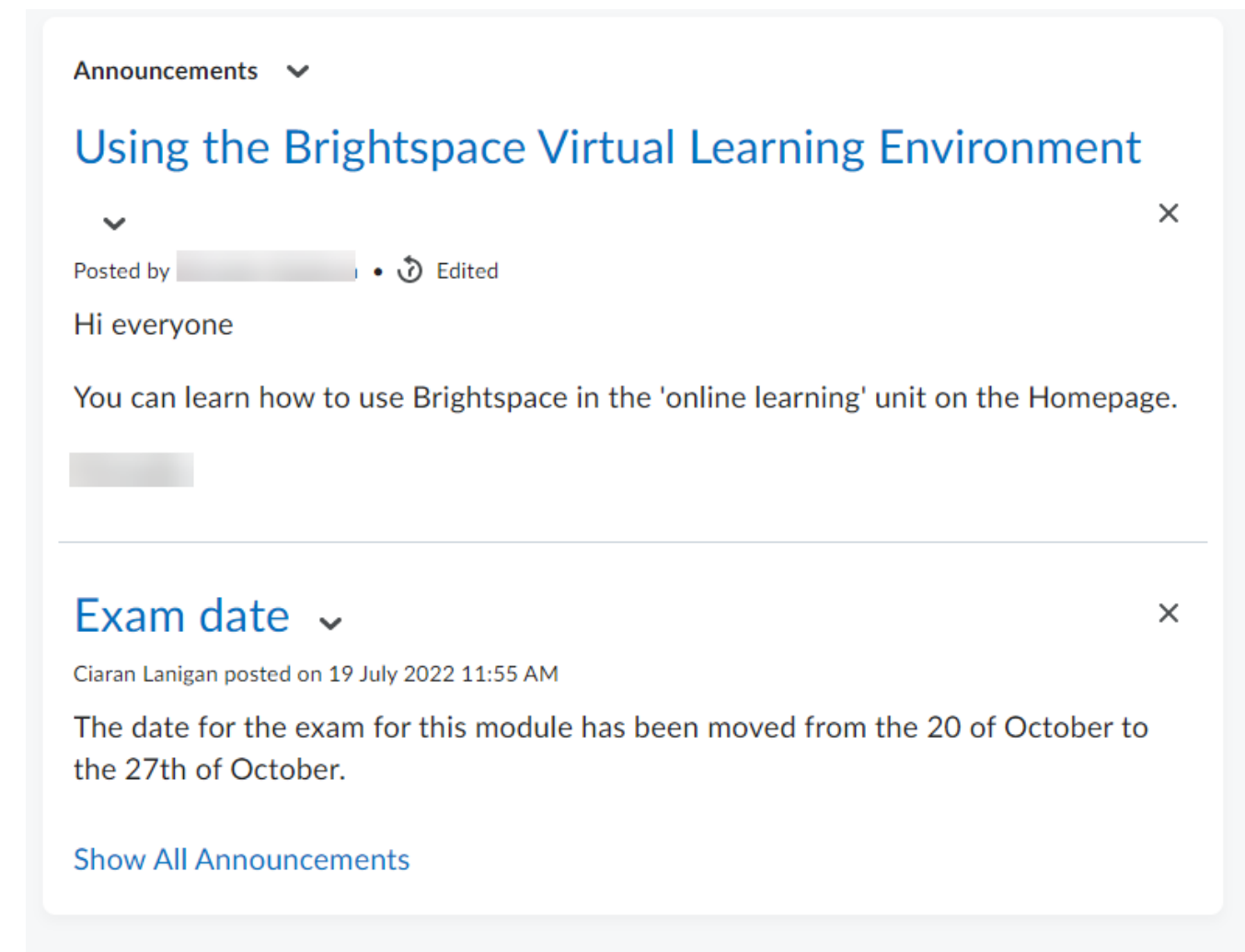
	Image	Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>				Learner-Manually Added	
<input type="checkbox"/>				Learner-Manually Added	
<input type="checkbox"/>				Learner-Manually Added	
<input type="checkbox"/>				Learner-Manually Added	
<input type="checkbox"/>				Learner-Manually Added	

20 per page

Announcements

Announcements is a widget on your course's home page. Uses:

- To share important information with your learners: Provide news such as cancellations, reminders, or upcoming assessments.
- As an introduction: Introduce yourself and guide learners where to go and what to do to begin your course.
- As rewards: Put conditions on specific announcements to reveal themselves to learners only when they have completed (or not completed) an activity or milestone.
- [View steps here](#)

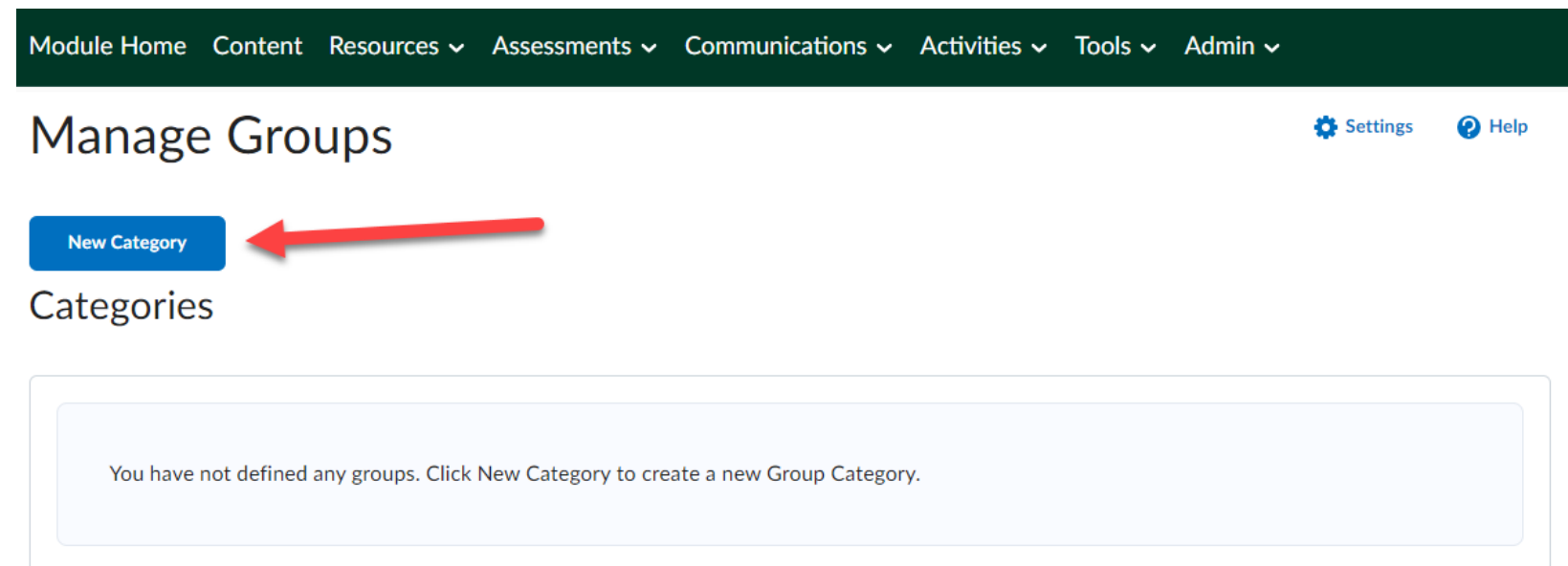


The screenshot displays a 'Brightspace Announcements' widget. At the top, it says 'Announcements' with a dropdown arrow. The first announcement is titled 'Using the Brightspace Virtual Learning Environment' in blue text, with a close button (X) on the right. Below the title, it shows 'Posted by [redacted]' and 'Edited'. The text of the announcement reads: 'Hi everyone' and 'You can learn how to use Brightspace in the 'online learning' unit on the Homepage.' The second announcement is titled 'Exam date' in blue text, also with a close button (X) on the right. It states: 'Ciaran Lanigan posted on 19 July 2022 11:55 AM' and 'The date for the exam for this module has been moved from the 20 of October to the 27th of October.' At the bottom of the widget, there is a blue link that says 'Show All Announcements'.

Groups

- Brightspace allows you to set up groups in a variety of ways. You can also set up group discussion boards that are only available to group members. Groups can also submit a single assignment that you can then assign a group grade.

- [See here](#) for step by step instructions to set up a group



Module Home Content Resources ▾ Assessments ▾ Communications ▾ Activities ▾ Tools ▾ Admin ▾

Manage Groups

[Settings](#) [Help](#)

[New Category](#)

Categories

You have not defined any groups. Click New Category to create a new Group Category.

Discussions

The discussion tool is set up with **Forums, Topics, and Threads.**

- **Discussion Forum** – This is a heading or category that discussion topics will live inside. Students cannot do anything in an empty forum. It must have topics inside of it for discussion to take place.

- **Discussion Topic** – The topic is where you state what is to be discussed. Students then reply by starting a thread. You must designate what forum your topic is to reside in.

- **Discussion Thread** – When a student posts their response to a topic, it will start a thread. This allows the instructor and other students to react to what they have said.

- [See instructions](#) on setting up a discussion topic

This is a forum ▾

This is a forum description

Topic	Threads	Posts	Last Post
This is a topic ▾ This is the topic description	0	0	
This is a second topic ▾ this is the second topic's description	0	0	

2. Assignments

Overview

Creating an assignment

Turnitin

Assignments and release conditions

Task: create an assignment

Assignments

Assignments is the place to go whenever you need to evaluate your students.

Assignments is a unique tool that allows you to provide feedback to your learners for both online submitted, and observed scenarios. Quickly provide meaningful feedback with the addition of:

- Rubrics
- audio or video feedback options
- inline annotations
- or connect with TurnItIn® to help monitor plagiarism right from Assignments

- See instructions [here](#) to create an assignment

Assignments

[Help](#)

New Assignment

Edit Categories

More Actions ▾

Bulk Edit

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date >
	No Category					
<input type="checkbox"/>	Assignment 1 ▾ 🔑		0/1	0/1	0/1	01 September 2022 1:
<input type="checkbox"/>	Est12356 ▾ 🔑		0/1	0/1	0/1	

20 per page ▾

Turnitin

On the navbar, click Assignments.

in the New Assignment or Edit Assignment page, find Turnitin in the Evaluation and Feedback area

To set more advanced options, click Manage Turnitin. This opens the Turnitin Assignment window.

Configure the desired settings in the Similarity Report area, and the Online Grading area if Online Grading is activated for your org unit.

Click Save and Close.

You can view Originality Reports from the Submissions page.

< Back to Manage Assignments | New Assignment

Name *
Untitled

Grade Out Of: Ungraded | Due Date: DD/MM/YYYY

Instructions
Paragraph | Lato (Recom... | 19px... | Record Audio | Record Video

Submission & Completion
File submission

Evaluation & Feedback
Rubrics
Add Rubric
Learning Objectives
No learning objectives
Manage Learning Objectives
Annotation Tools
 Make annotation tools available for assessment
Anonymous Marking
 Hide student names during assessment
Turnitin Integration
Turnitin™ adds additional functionality to evaluation.
Manage Turnitin

Save and Close | Save | Cancel | Hidden

Assignments using release conditions

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

To set release conditions for an assignment:

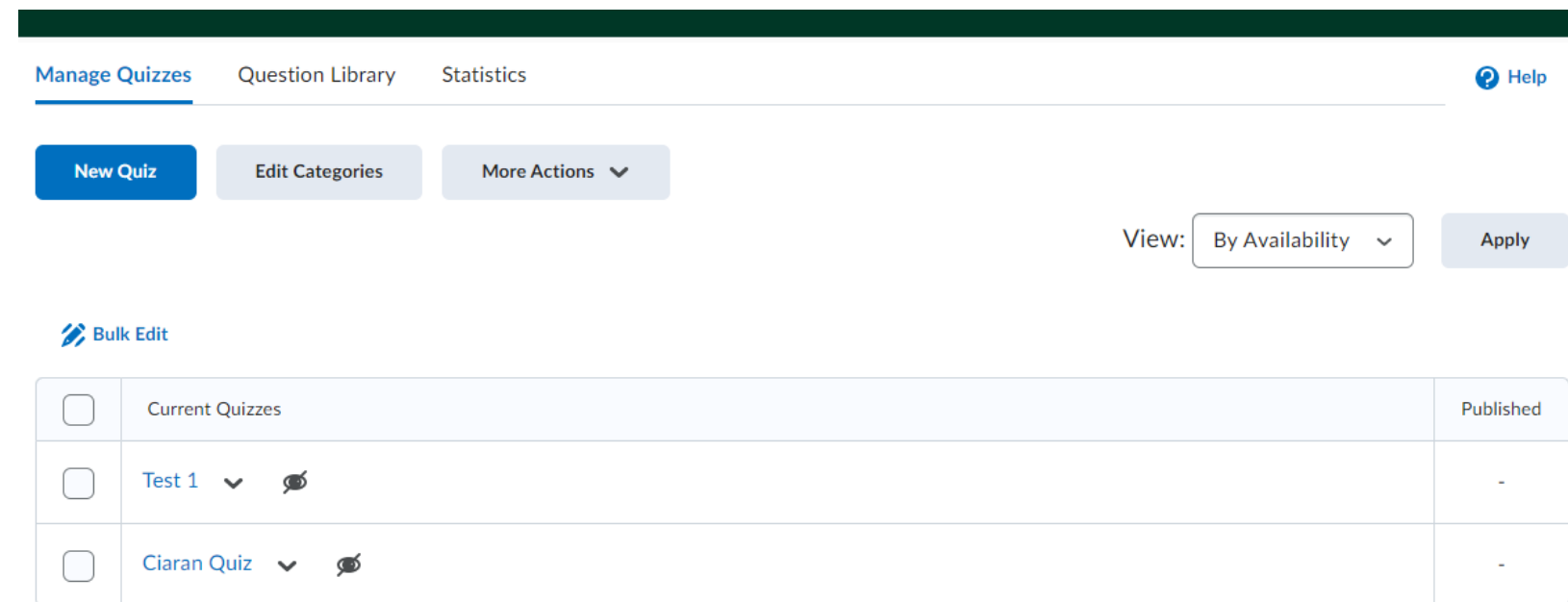
- On the Assignments page, from the context menu of the assignment you want to set release conditions for, click Edit Assignment.
- Expand Availability Dates & Conditions.
- From the Add Release Condition drop-down menu, do one of the following:
 - Click Create New. Select the Condition Type, select the Condition Details, and click Create.
 - Click Add Existing. From the View Conditions for drop-down list, select the tool in which you want to view existing release conditions, select the release condition you want to attach, and click Attach.
- Click Save and Close.
- [See article](#) on advanced assignment options

The screenshot shows the 'New Assignment' form in Brightspace. The 'Availability Dates & Conditions' section is expanded, and the 'Release Conditions' sub-section is highlighted with a red box. A red arrow points to the 'Availability Dates & Conditions' header. The 'Release Conditions' section contains the text: 'Users are not able to access or view the assignment unless they meet the release conditions.' Below this text is an 'Add Release Condition' button with a dropdown arrow. The dropdown menu is open, showing 'Create New' and 'Add Existing' options. The 'Create New' option is partially visible, with the text 'to be available to only a' and 'alized due dates for' visible. The 'Add Existing' option is also visible. At the bottom of the form, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Hidden' toggle switch.

Quizzes

Quizzes apply a wide range of question types to evaluate your learners. In some cases, Quizzes can even do the evaluation for you.

- Reuse questions in different quizzes across your class.
- Offer unique randomized pools of questions.
- Define how much time your learners have and how many attempts they get.
- Customize what a learner will see after a quiz, such as correct answers or questions answered incorrectly.
- [See article](#) about quizzes



The screenshot shows a quiz management interface with a dark green header. The main navigation includes 'Manage Quizzes' (underlined), 'Question Library', and 'Statistics'. A 'Help' icon is in the top right. Below the navigation are three buttons: 'New Quiz' (dark blue), 'Edit Categories' (light blue), and 'More Actions' (light blue with a dropdown arrow). On the right, there is a 'View:' dropdown menu set to 'By Availability' and an 'Apply' button. Below this is a 'Bulk Edit' link with a pencil icon. The main content is a table with three rows:

		Published
<input type="checkbox"/>	Current Quizzes	
<input type="checkbox"/>	Test 1 ▼	-
<input type="checkbox"/>	Ciaran Quiz ▼	-

3. Intelligent Agents and Release Conditions



RELEASE CONDITIONS



INTELLIGENT AGENTS

Release Conditions

Release conditions allow you to create a **custom learning path** through the materials in your course.

When you attach a release condition to an item, users cannot see that item until they meet the associated condition

You can set release conditions for nearly every item in Brightspace:

- Assignments
- Checklists
- Content
- Discussions
- Grades
- Quizzes

Create a Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

- Assignments
 - Submission to folder
 - Receive feedback on submission
 - Score on associated rubric
 - No submission to folder
- Awards
 - Award Earned
- Checklist
 - Completed checklist
 - Completed checklist item
 - Incomplete checklist
 - Incomplete checklist item
- Classlist
 - Group Enrolment
 - Org Unit Enrolment
 - Section Enrolment
 - Role in current org unit
 - Date of Enrolment in Current Org Unit
- Competencies

Create Cancel

Intelligent Agents

- The intelligent agents tool in Brightspace enables lecturers (or tutors) to **personalise and automate emails** to students.
- They are particularly useful to engage large cohorts of students, keeping them on track to complete learning activities and assignments.
- In addition, this tool can be used to set up automatic notifications for lecturers so they are alerted when students have (or have not) completed tasks or met specific criteria within a module.
- See how to create an intelligent agent [here](#).

Agent List

Settings

New Agent

Edit Categories

More Actions

View: All agents

Apply

Enable Disable Delete Bulk Edit

<input type="checkbox"/>	Agent	Results of Last Run	Last Run Date	Next Run Date
<input type="checkbox"/>	Completion of Course Activities Sends an automated email to the 3 course activities. Checks daily.	0 users identified	5 hours ago	Wednesday, 9 November 2022 10:10 AM GMT
<input type="checkbox"/>	Test123	0 users identified	2 November at 2:37 PM	-

4. Course Visibility

Hidden and Visible

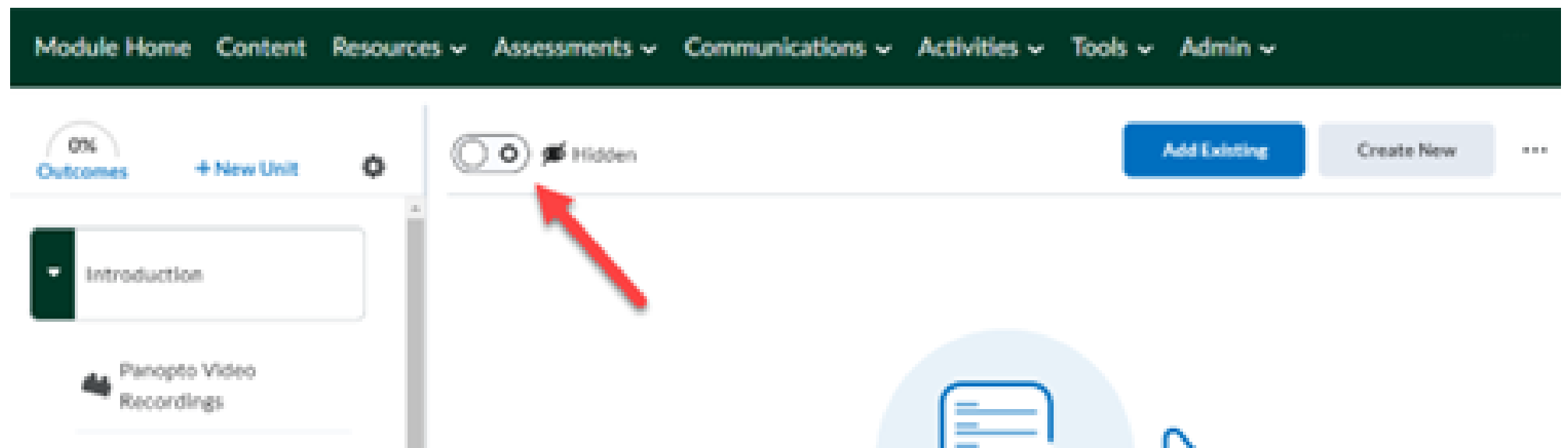
Making your course active

Make your content visible/hidden to students

- When the content is Hidden, it is not visible to students but it is visible to instructors. This way, you can make changes without it being shown to students directly.
- The eye-icon shows if your content is Visible or Hidden.

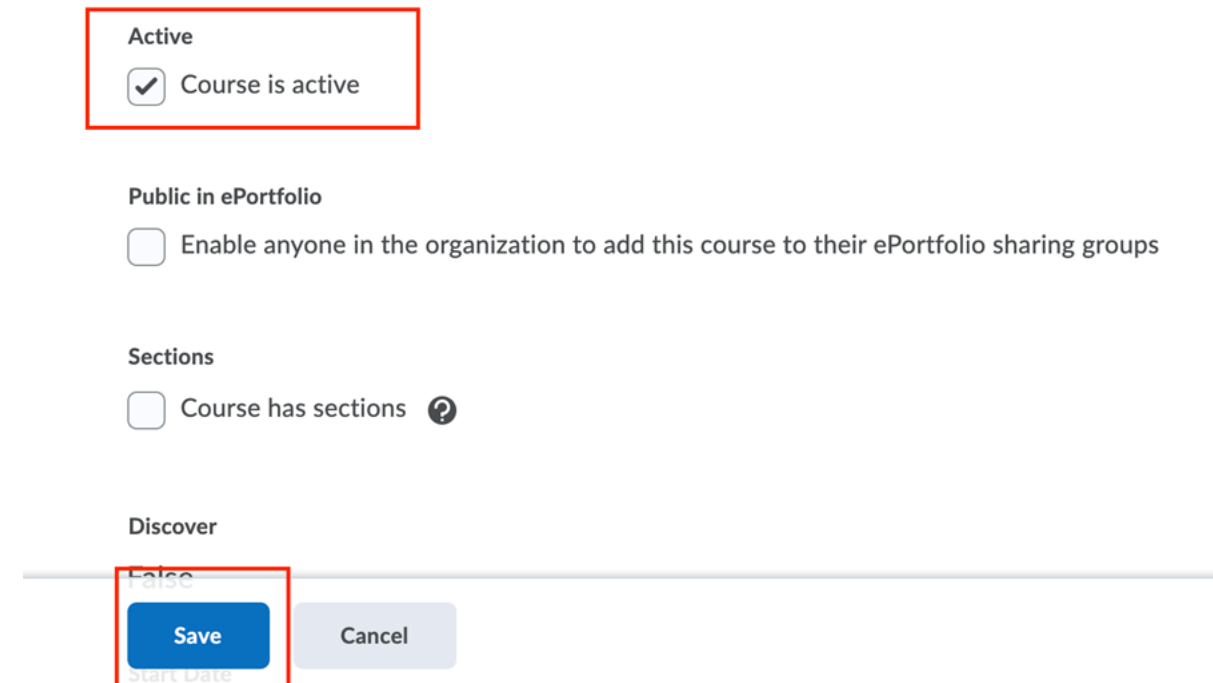
Remember: you can also adjust visibility based on release conditions

See instructions [here](#) on making Content visible or hidden to students.



Make your course active (publish it)

- For students to be able to access your course or module, you must activate it. This is the equivalent of publishing a module on Sulis.
- Note: Once you have activated it, your course is available to students immediately!
- Remember that Content is hidden by default until you make it visible to students.
- Step-by-step instructions [here](#)



The screenshot shows a settings form with the following sections:

- Active**: A red box highlights the "Active" section, which contains a checked checkbox labeled "Course is active".
- Public in ePortfolio**: An unchecked checkbox with the text "Enable anyone in the organization to add this course to their ePortfolio sharing groups".
- Sections**: An unchecked checkbox with the text "Course has sections" and a help icon.
- Discover**: A section with a "false" value, a red box highlighting a blue "Save" button, and a grey "Cancel" button.

5. Introducing Brightspace to students

Knowledge Base

Introduce in first lecture

Pulse app

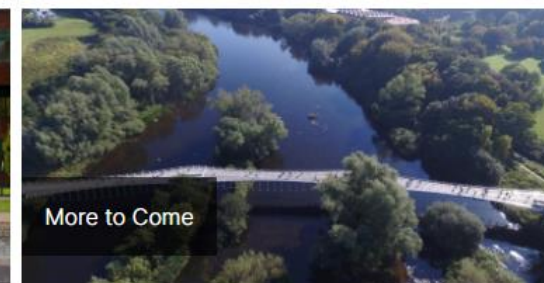
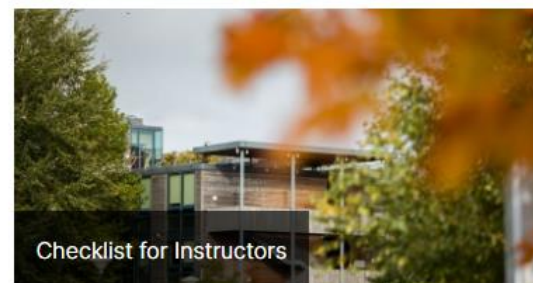
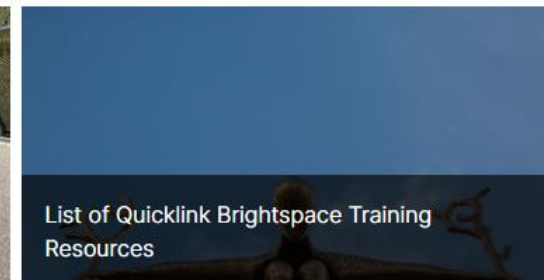
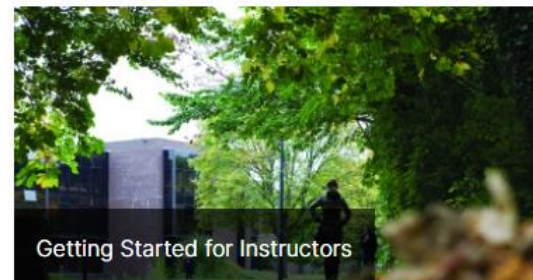
Student resources

- Knowledge Base
- 24/7 support
- Topdesk

Welcome to the Brightspace UL Knowledge Base.

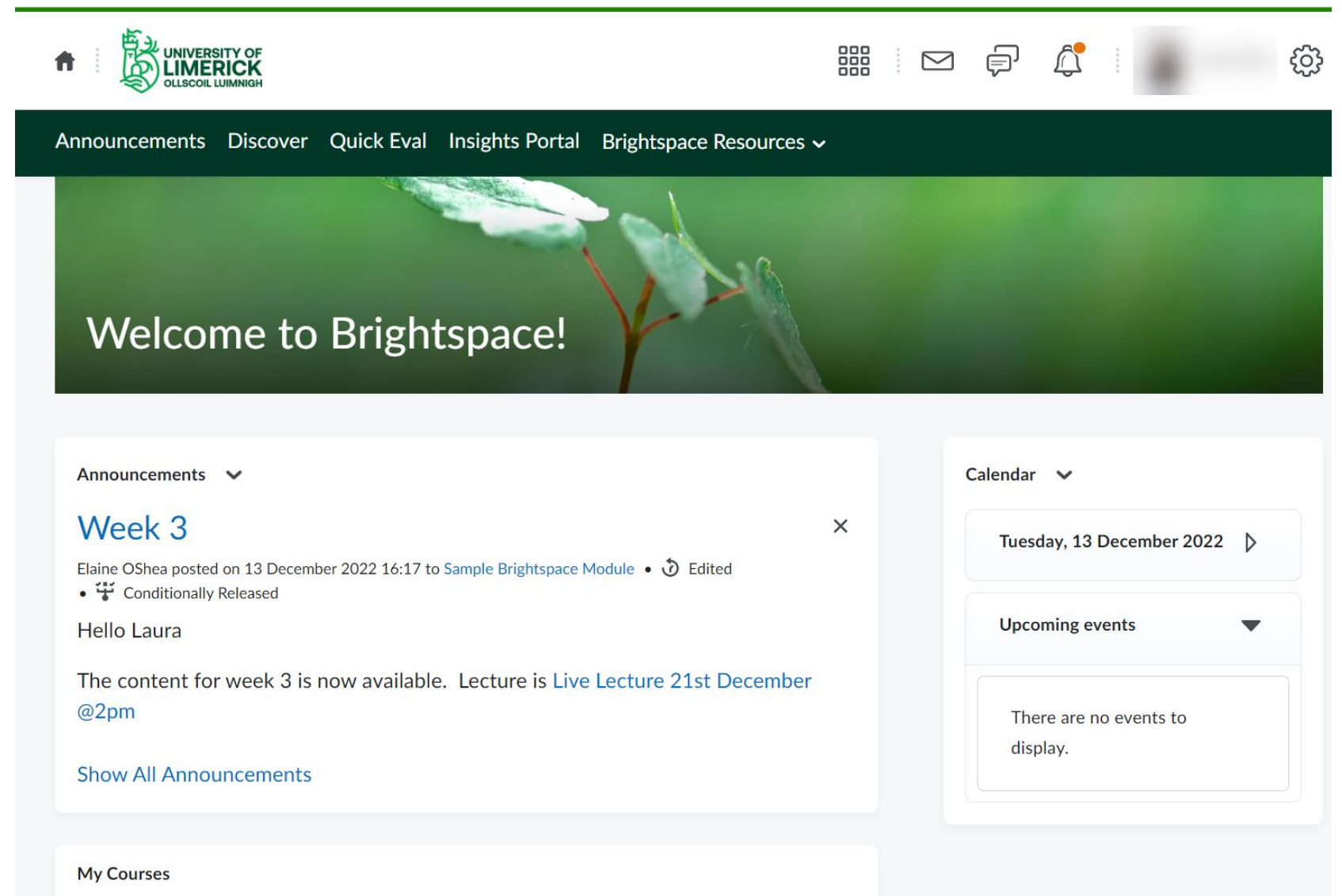
Please see below for a set of resources to support you as you move your modules to our new VLE, Brightspace. We have a Knowledge Base of articles to help you get started, an introductory course for instructors on Brightspace itself, a cheat sheet of helpful resources our educational technologists have compiled, as well as a handy checklist to ensure your module is ready to go.

- This Knowledge Base is a work in progress: please check in regularly as we add new materials.
- Please note that access to Brightspace, Brightspace training courses and the Brightspace 101 training course is presently open to UL staff participating in **Phase 1 and Phase 2** of the Brightspace project only. Other staff and students will not be able to access Brightspace for now. Wider access is coming in 2023: see [About the Project](#) for more details.



Introduce the new VLE in your first lecture

- Suggested communication will be provided by VLE Project team
- Suggested: provide a note in your old Sulis or Moodle site and provide the Brightspace module link, to direct students to Brightspace



The screenshot displays the Brightspace VLE interface for the University of Limerick. At the top, the university's logo and name are visible. A navigation bar includes links for Announcements, Discover, Quick Eval, Insights Portal, and Brightspace Resources. A large green banner with a leaf image reads "Welcome to Brightspace!". Below this, an "Announcements" widget shows a post titled "Week 3" by Elaine O'Shea, dated 13 December 2022, with the text "Hello Laura" and "The content for week 3 is now available. Lecture is Live Lecture 21st December @2pm". A "Calendar" widget on the right shows the current date as Tuesday, 13 December 2022, and indicates "There are no events to display." A "My Courses" section is partially visible at the bottom.

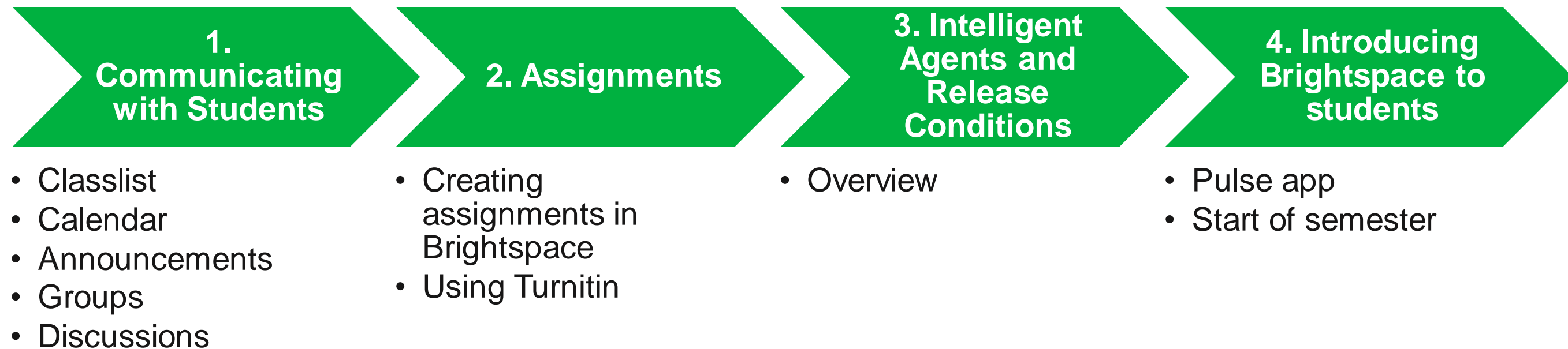
Pulse app

Targeted at students

- Provides one easy view of course calendars, readings, assignments, evaluations, grades, and announcement items
- Receive push notifications
- Does not offer same functionality as the desktop Brightspace so we advise students to submit assignments via the website and not the app
- You may download and access it using your UL credentials but instructor tools are not available on the app



Topics we covered today



Remember: complete **Activities 5 and 6** in [Brightspace 101](#)

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

5. Questions

Next Steps

Q&A time

Next Steps



Drop-in sessions available every week till end Jan

- [View schedule here](#)

Next Up: Session 3
Assessment and Grading

- [Sign Up Here](#) for **Session 3** (dates coming in Jan)

If you are considering curriculum redesign, CTL are offering **ABC LD workshops** in Jan. [Info here](#)

Q&A



Thank you



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