



Brightspace Training

Instructor Session 3

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Centre for Transformative Learning


ON AIR

Logistics

This session is being recorded

It will be sent to anyone who registered for the session. Q&A is not recorded

Recording and documentation after this session

A man with glasses, wearing a blue shirt and a dark suit jacket, is speaking at a podium. He is holding a red microphone. Behind him is a large, dark speech bubble graphic on a yellow background. The text inside the speech bubble reads "wait wait... don't tell me!".



wait
wait...
don't tell me!

**Q&A in Chat and at the end of the presentation
If we don't know... We will get back you with an answer!**



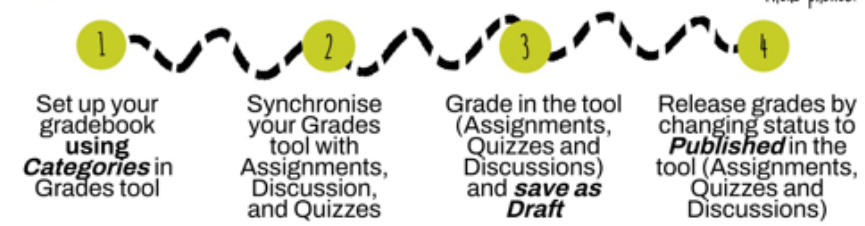
<https://www.ul.ie/brightspace/articles/getting-started-in-brightspace-your-top-ten-steps>



- 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.

Learn more:
www.ul.ie/brightspace

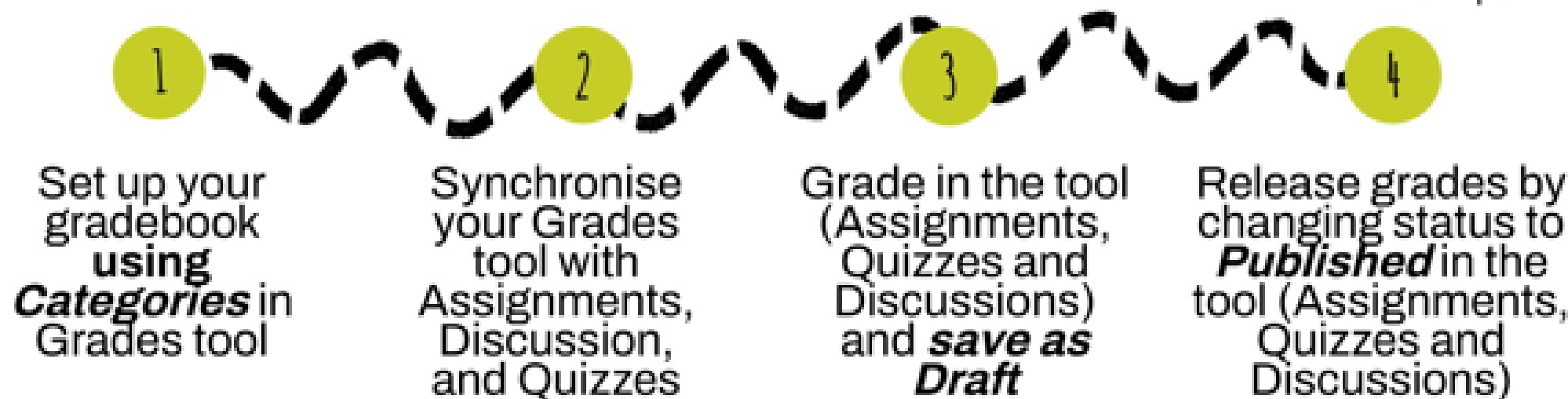
Sessions 1&2

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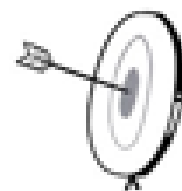
Session 3

- 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:

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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:

www.ul.ie/brightspace



Agenda

Creating and grading assignments:
Assignments tool (and Turnitin)
Discussions tool
Rubrics tool
Quizzes tool

Grading and providing feedback efficiently: Quick Eval and Class Progress

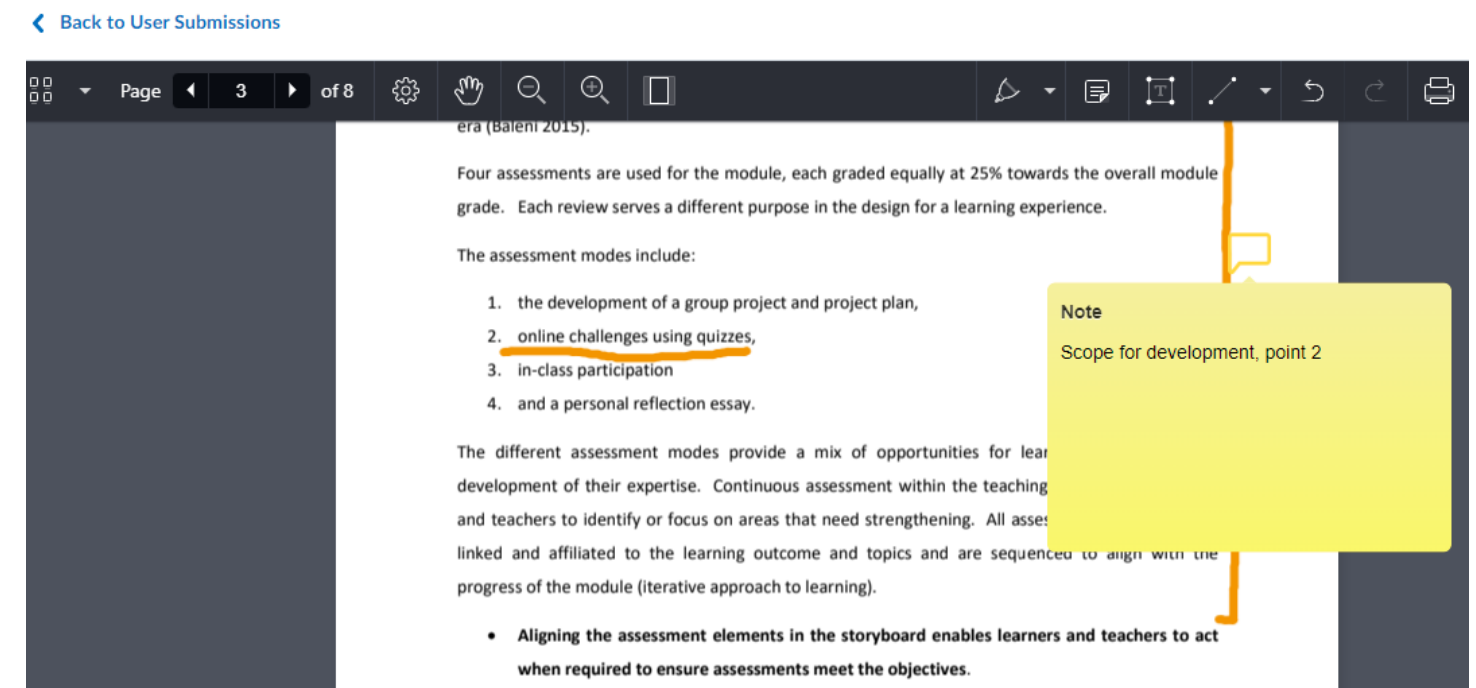
Introduction to Grades tool (gradebook)

Assignment tool and Turnitin



What can I do with the Assignments tool?

- Very versatile tool, which can be used for a range of assessment activities, whether or not they occur online (presentations, exams, etc).
- Enhanced functionality:
 - Control of the submission process
 - In-document feedback
 - Deep integration with Turnitin



Screenshot: Annotation tool for a file submission



Sample Brightspace Module

Calendar

Announcements

Single Profile Widget

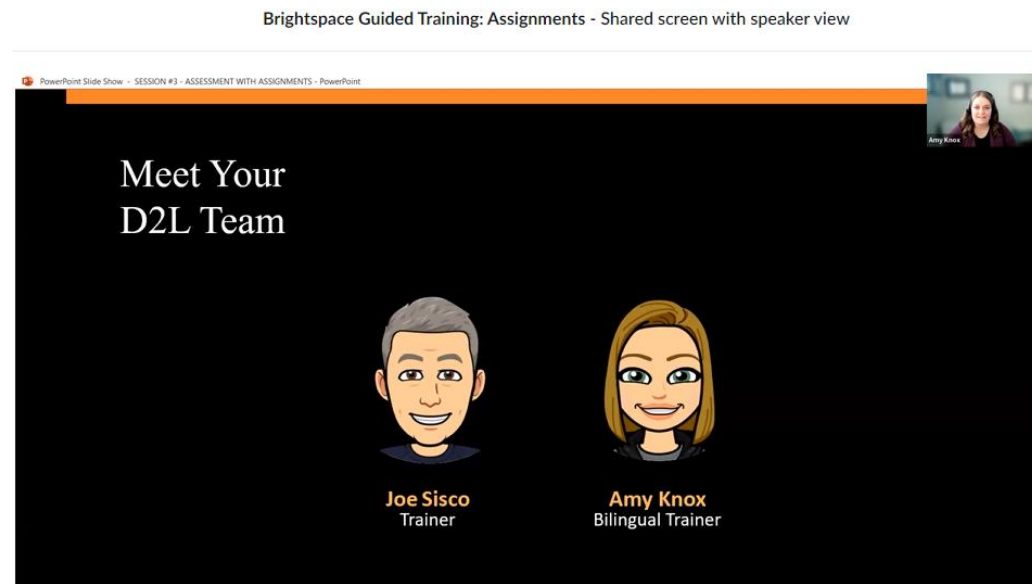
USER PROFILE



Your Name



Learn more



[Brightspace Guided Training: Assignments](#)
– Recorded webinar (45min)

Short videos: [Create an assignment \(01:39\)](#) | [Create an assignment \(D2L\)](#) | [Assignment submission and completion settings explained \(Vanderbilt University\)](#) | [Set Release Conditions and special access in Assignments \(D2L\)](#) | [Assignments – using Turnitin \(D2L\)](#) | [Accessing Quick Eval \(00:48\)](#) | [How to enable Turnitin for an assignment \(02:16\)](#) | [Group Assignments in Brightspace \(Memorial University, 10min\)](#)

Knowledge base documents

- And some more info on advanced options within Assignments on Brightspace: <https://www.ul.ie/vle/articles/advanced-assignment-options>

<https://www.ul.ie/ltf/supported-tools/>

● [UL Home](#) | [Learning Technology Forum](#) | [Supported tools](#)

Supported tools

[Sulis](#)

[Moodle](#)

[Virtual Classroom options](#)

[Panopto](#)

[Turnitin](#)

[Office 365 apps](#)

[Qualtrics](#)



Academic integrity and Turnitin

Kristofer Harte
ITD

Dr Angelica Risquez
CTL



Images courtesy of [Turnitin.com](https://www.turnitin.com)



Discussions tool



Module Home Content Communication ▼ Class Organisation ▼ Course Tools ▼ Admin ▼



Sample Brightspace Module

Calendar ▼

Announcements ▼

Single Profile Widget ▼

USER PROFILE ⋮

Your Name

Learn more



[Brightspace Guided Training: Discussions – Recorded](#) webinar (40 min)

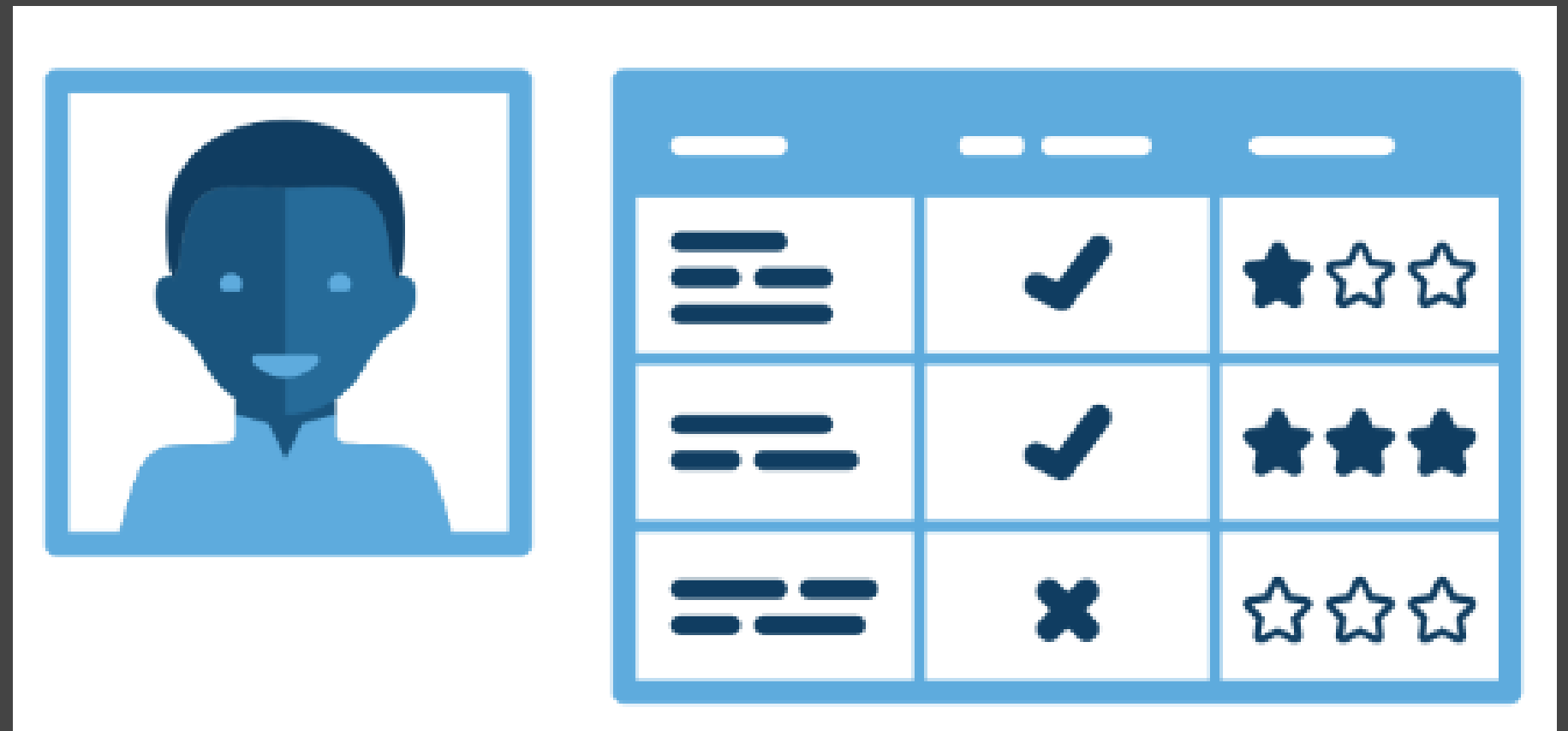
Short videos:

[Brightspace: Grading Discussions](#)

[Discussions - Grade a Discussion Topic - Instructor –](#)

[Brightspace: Grading Discussions](#)

Rubrics



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Module Home Content Communication ▾ Class Organisation ▾ Course Tools ▾ Admin ▾



Calendar ▾

Announcements ▾

Single Profile Widget ▾

USER PROFILE

Your Name



Advice when using rubrics

- Keep it simple
- Criteria and levels in Rubrics cannot be edited once they are used to grade a student work (although you can edit cells). You will need to copy and edit the new version.
- You can import Rubrics from other courses you own from Admin>Course Admin>Import/Export/Copy Components.
- There is no option to download your grading in Rubric but you can print it into PDF.
- There is a co-dependency with the Competencies tool (hiding Competences tool will prevent your students from seeing the Rubric tool)

Learn more

Short videos:

[Create and Edit a Rubric](#)

[Rubrics - Create a Holistic Rubric - Instructor](#)

[Easily create and use rubrics in D2L Brightspace](#)

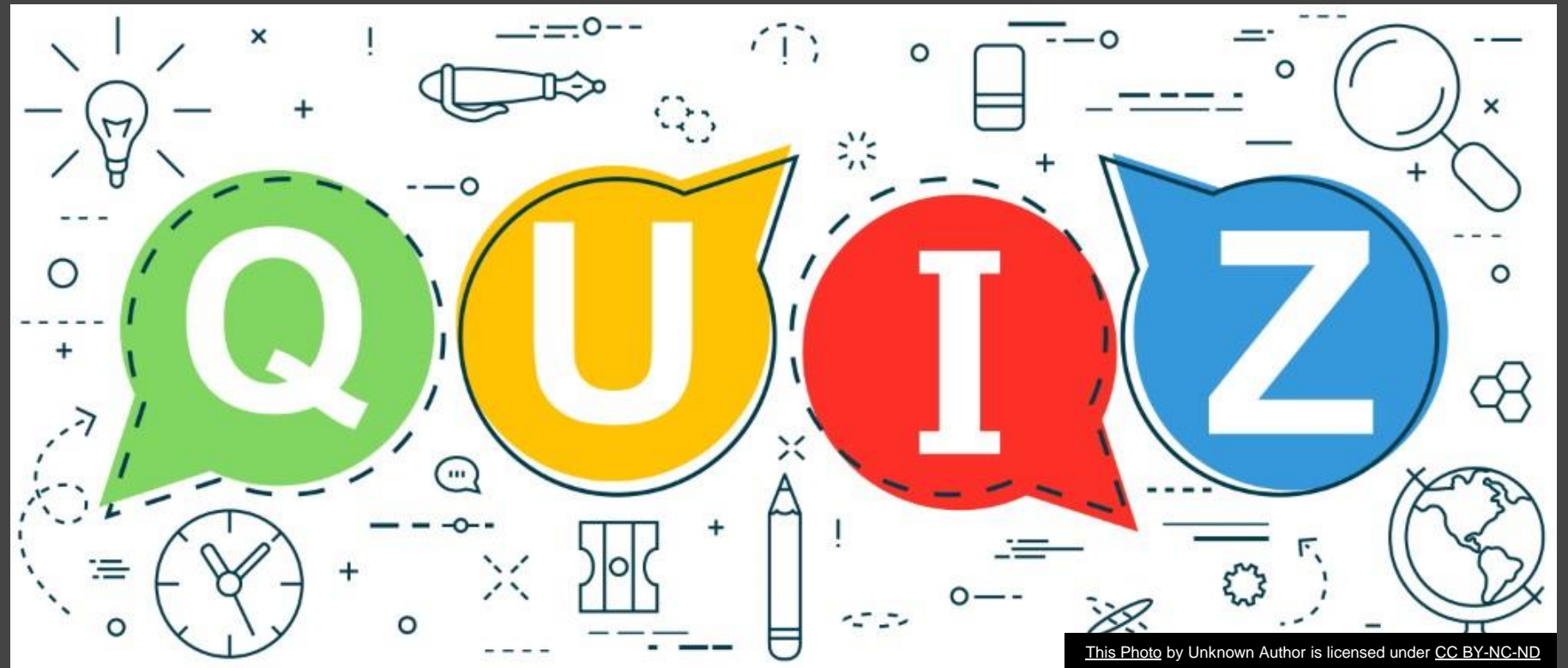
[Easily evaluate and assess students with rubrics in Brightspace](#)

[Grading Discussion Topics with a Rubric](#)

Documentation

- [Types of Rubrics](#)
- [Creating a Rubric](#)
- [Editing a Rubric](#)
- [Publishing a Rubric](#)
- [Attaching a Rubric to an Assignment](#)
- [Attaching a Rubric to a Discussion Topic](#)
- [Copying a rubric from one course to another](#)

Quizzes



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Prepare your Quizzes in Sulis for export

- Migration from Tests and Quizzes tool in Sulis works from saved Draft individual assessments (not question pools)
- Further support and instructions to follow.

TESTS & QUIZZES

Assessments

Add

Assessment Types

Question Pools

Event Log

User Activity Report

Trash

Assessment List

View All

Display 20 assessments per page

<u>Title</u>	<u>Status</u>
How much do you know about UL?	Published - Active
Draft - How much do you know about UL?	Draft

Showing page 1 of 1

Remove Selected

Learn more

Brightspace training for UL provided by D2L

- **Instructor Training – Introduction to Quizzes.** Covers creating a basic quiz, previewing from a learners perspective, manual grading, question library, question pools and more. [Content here.](#)
- **Instructor Training - Advanced Quizzes session Part 1.** This session covers some of the more advanced features of the quizzes tool along with some of the other question types that can be used. [Content here.](#)
- **Instructor Training - Advanced Quizzes session Part 2.** Part 2 of the Advanced Quizzes session (above) [Content here.](#)

Short videos: [Create a Quiz \(09:47\)](#) | [Create a quiz \(D2L\)](#) | [Create a quiz with a randomised set of questions \(02:38\)](#) | [Copy a question library from one course to another \(01:42\)](#) | [Managing questions in the Question Library \(D2L\)](#) | [Attach release conditions to a quiz \(02:00\)](#) | [Use Release Conditions to provide solutions after students have completed a quiz \(01:30\)](#) | Link to UL version of [Algonquin College Quiz Generator](#) (creates csv file of questions) |

[Brightspace Guided Training: Quizzes – Recorded webinar \(38 min\)](#)

More information and videos about quizzes and assignments (including a sample quiz for you to take) can be found on Brightspace 101: <https://learn.ul.ie/d2l/le/lessons/7304/units/13712>




Assignments

New Assignment

Edit Categories

More Actions 

 Bulk Edit

<input type="checkbox"/>	Assignment	New St
	No Category	
<input type="checkbox"/>	W0/1: Accessible materials   	

View Submissions

Edit Assignment

Make Visible to Users

Ensure you unhide all assessment items (Assignments, Quizzes, etc) both in the tool AND in Content

Quick Eval

View by:

Submissions

Activities

Course 3

Test 2 - Module 2
Quiz



Section 1

Week 2: Marine Mammals
Discussion

2
New Posts



Week 3: Marine Ecosystems
Discussion

1
New Posts



Text Submission
Assignment

1
New Submissions



Grading and providing feedback efficiently: Quick Eval and Class Progress

What is Quick Eval?

Quick Eval provides a single space to find submissions across Assignments, Discussions and Quizzes, and grade and provide feedback from a single dashboard.

Useful to prioritize Learner submissions and to grade/provide feedback more efficiently, as you can bulk publish your scores and feedback for a single activity.

Quick Eval

View by:

Submissions

Activities

Course3

Test 2 - Module 2

Quiz

1/7
Completed

Science 1

Week 2: Marine Mammals

Discussion

2
New Posts

2/2
Completed

Week 3: Marine Ecosystems

Discussion

1
New Posts

1/2
Completed

Text Submission

Assignment

1
New Submissions

1/4
Completed







Class Progress

Help Content Discussions Assignments Quizzes Grades Classlist Course Admin Clas

Class Progress

Name ▲

	Aline Souza aline.souza
	Ben Leavens ben.leavens
	Chen Yu chen.yu
	Emily Salazar

Available indicators include:

- Content Completed
- Objectives
- Assignment Submissions
- Grades
- Checklist Completion
- Content Visited
- Discussion Participation
- Login History
- Quiz Performance

Class Progress

4

Settings

Help




Search users



1

Filter to: All Users

Use agents to automate feedback

2 Name ▲	Content Completed	Objectives	Logins	Grades
 Fischer, Wil wil.fischer	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
 Leavens, Ben ben.leavens	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
 MacDougall, Isla isla.macdougall	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
 Mendoza, Miguel miguel.mendoza	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
 Salazar, Emily emily.salazar	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
 Singh, Jodi jodi.singh	<input type="text"/> 0 % Completed: 0 / 30	No objectives	No logins	No grades
3  Souza, Aline aline.souza	<input type="text"/> 13 % Completed: 4 / 30	No objectives	 Logins: 1	



You may want to use the Class Progress tool to:

- View feedback and submissions for assignments, discussion topics, and other assessments for individual learners
- **Display grades and feedback to students in a single dashboard**
- Monitor progress for any or all users in your course
- View user profiles, email users, or instant message users
- Set up intelligent Agents for learners who are falling behind in a course

Learn more

- [Class Progress - Understand and Modify Class Progress – Instructor](#)
- [Class Progress Overview | Instructor](#)
- [Navigate Brightspace Learning Environment - Class Progress - Learner](#)

Using the
Grades tool



**KEEP
CALM
AND
MODIFY YOUR
GRADEBOOK**

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Do you need to use Grades tool (gradebook)?

The Grades tool within Brightspace is used to track and present **coursework** assessment results, including grade calculation, release and feedback.

Students can use the Grades tool to see grades and feedback, and can potentially see final grade for **coursework**.

Useful when:

- Many items of continuous assessment
- Weighted categories
- Need to work with Excel based documentation (import/export), e.g. large classes
- Integrate other items of assessment (presentation)

It is a powerful, but complex tool requiring some learning curve! **Do you need it?**

FAQ: It does not integrate with SI module grading system, and any future plans for this are currently out of project scope.

Grade tool options

Grade Systems

- **Weighted:** calculate grade items as a percentage of a final grade worth 100%
- **Points:** maximum points for each grade contribution to the final grade
- **Formula:** calculate final grade using a custom formula that allows for conditions (e.g. minimum requirements in certain conditions)

Grade item types






- **Numeric** (the most common and recommended)
- **Letter grades** (select box), e.g attendance, grade pending, etc.
- **Formula:** e.g. users who received at least 50% on all participation grade items get attendance bonus
- **Calculated**
- **Text** (provide comments)

Grade schemes


Can be set up by the instructor or at university level (but at this point in time, fully controlled by the instructor only)


Potential for grade distortion if not used correctly

Ranges

#	Symbol*	Start %*	Colour	Assigned Value %	Remove
1	<input type="text" value="F"/>	0	<input type="color" value="#f08080"/>	<input type="text" value="0"/>	
2	<input type="text" value="D2"/>	<input type="text" value="30"/>	<input type="color" value="#f08080"/>	<input type="text" value="30"/>	
3	<input type="text" value="D1"/>	<input type="text" value="35"/>	<input type="color" value="#f08080"/>	<input type="text" value="35"/>	
4	<input type="text" value="C3"/>	<input type="text" value="40"/>	<input type="color" value="#ffff00"/>	<input type="text" value="40"/>	
5	<input type="text" value="C2"/>	<input type="text" value="45"/>	<input type="color" value="#ffff00"/>	<input type="text" value="45"/>	
6	<input type="text" value="C1"/>	<input type="text" value="50"/>	<input type="color" value="#ffff00"/>	<input type="text" value="50"/>	



Calendar 

Announcements 

Single Profile Widget 

USER PROFILE 

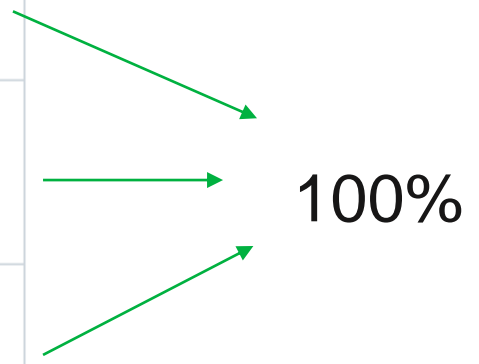
User Name



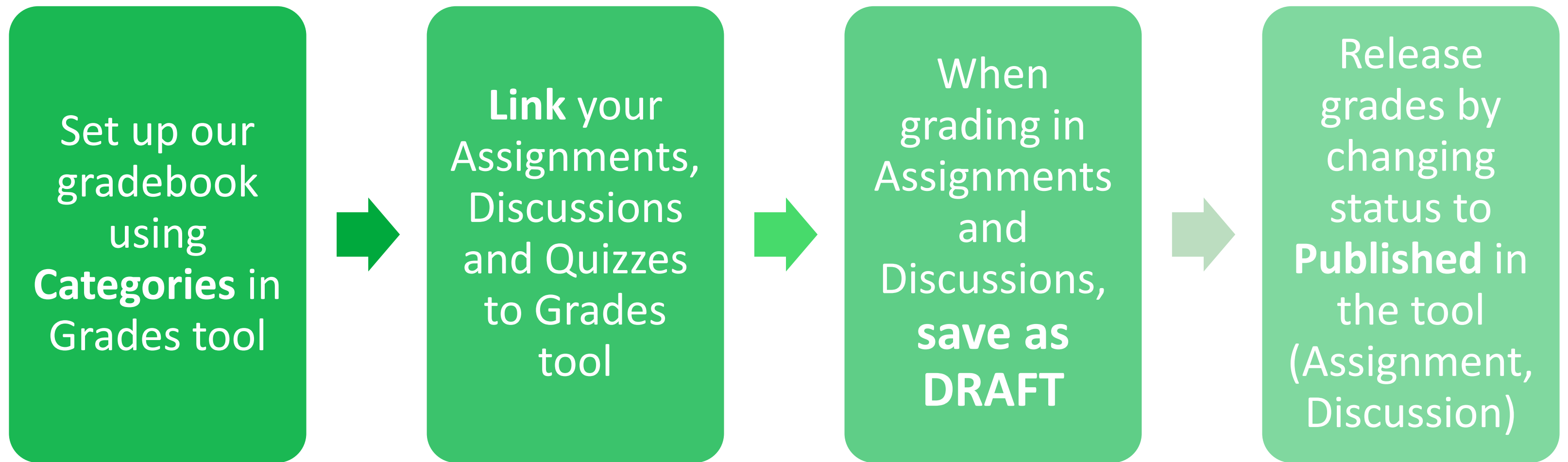
About Me

Example: weighted categories

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Learning activities ▼			300	30
<input type="checkbox"/>	Activity 1: Your digital competence goals reflection ▼	Numeric	Assignments ?	100	33.333333333
<input type="checkbox"/>	Activity 2: What is blended learning and how does it apply to my practice? ▼	Numeric	Assignments ?	100	33.333333333
<input type="checkbox"/>	Activity 3: Redefining your online assessment practice discussion ▼	Numeric	Discussions ?	100	33.333333333
<input type="checkbox"/>	Peer Review ▼			100	30
<input type="checkbox"/>	Share your teaching plan and storyboard ▼	Numeric	Discussions ?	100	100
<input type="checkbox"/>	Final submission ▼ 🗨️			100	40
<input type="checkbox"/>	Final submission ▼ 🗨️	Numeric	Assignments ?	100	100
<input type="checkbox"/>	Course Work Marks ▼			500	100
<input type="checkbox"/>	Course Work Marks adjusted ▼				



Advised workflow when using Grades tool



Best practice when using Grades tool in Brightspace

* According to academic regulations, assessment may be categorised as either coursework (see 2.1.2) or examination (see 2.1.3) and may be diagnostic, summative, or formative in nature.

- Not to use the Grades tool in BS to enter **examination** grades
- Make it clear to your students that **coursework** grades in the VLE are different from module grades, which are provisional in nature – e.g. announcement at certain times of the semester
- Grade everything out of 100 both in Assignments and Rubrics, reweight in gradebook - keep it simple and consistent
- Strongly advised to work with numerical values before using letter grades (ie. do not use the Selectbox item based on Grade Schemes).
- Hiding items in Grades does not prevent students to see them in Class Progress. To prevent this, save them as Draft in Assignments, or hide the Assignment from students.

Case scenario: release feedback with no grade

*Due to university regulations, **final module grades are potentially subject to change through the examination process, thus many prefer to release feedback without releasing coursework grade.** Suggested workaround:*

1. Publishing feedback without a grade from the tool (e.g Assignments) and store the grade in Grades separately and hide until ready to release, OR
2. If the instructor prefers to complete the all the grading in Assignments, save in Assignments tool as DRAFT. If grades have been entered and there is a link to the Grades tool, once it is published in Assignments, it is pushed to the Grades tool AND will show up for students in the Class Progress tool (if using a rubric to calculate the grade within Assignments, it can be hidden from students), OR
3. In Grades, hide the item until ready to release to students, OR use a 'Pending Grade' scheme in combination with restriction of the visibility of points. To show the points later, visit the grade item settings to tick the box to show points and change to an appropriate grade scheme (e.g. default). Set up letter grading through 'Grade schemes' and change the assignment grade item though Display Options>Student View section>tick 'Override display options for this item'>untick 'Points grade'.

D2L
BRIGHTSPACE

Evaluate with the Grades Tool
Brightspace Guided Training Webinars

[Brightspace Guided Training: Grades – Recorded webinar \(45 min\)](#)

Short videos: [Understanding grades in Brightspace \(02:43\)](#) | [The Grades Tool \(03:55\)](#) | [The Grades Tool – managing grades \(03:29\)](#) | [Managing grades and grade items \(D2L\)](#) |

Thank you



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