



Kingsborough Center for e-Learning (KCOL)

The graphic for the D2L Brightspace 2.0 Guidebook features a blue silhouette of a building on the left. An orange triangle points from the building towards the text. The text 'D2L' is in a bold, black, sans-serif font. Below it, 'BRIGHTSPACE' is in a bold, black, sans-serif font, with a small orange flame icon above the 'A'. Below 'BRIGHTSPACE' is the word 'GUIDEBOOK' in a bold, black, sans-serif font. To the right of 'GUIDEBOOK' is the number '2.0' in a large, bold, black, sans-serif font, with an orange underline. The entire graphic is set against a white background.

D2L
BRIGHTSPACE
GUIDEBOOK **2.0**



FOR INSTRUCTORS

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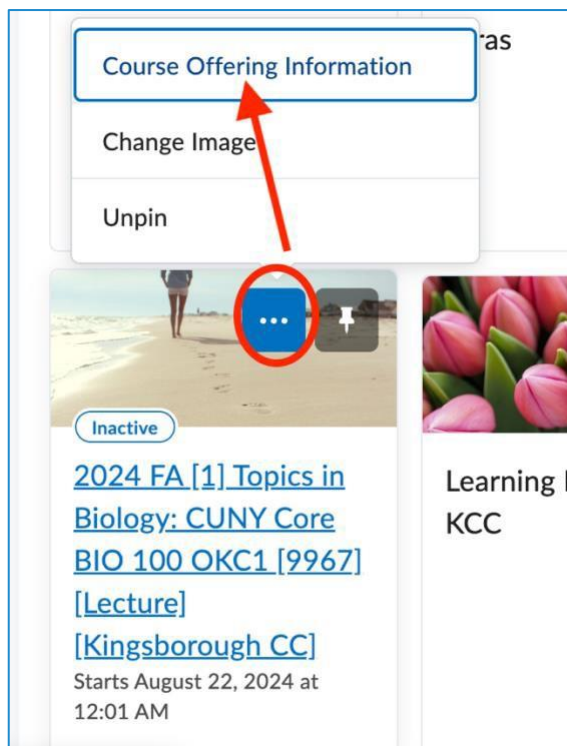
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Making Your Brightspace Course Active

To make your course active:

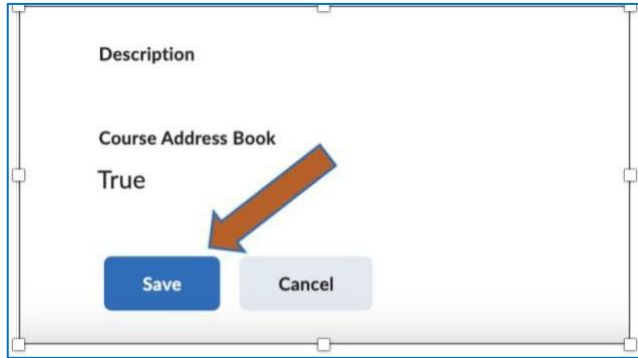
On the KCC Brightspace homepage, go to the course you wish to make active. Hover on the course and an icon of three dots appear. Click on it and select **Course Offering Information** from the Dropdown menu. (Note: You can also access course offering information from Course Admin on the Nav bar within the course)



- On the course information page, scroll down to the section named **Active**. Check the box to the left of the term **Course is active**.



- Scroll to the bottom of the page and select **Save**.



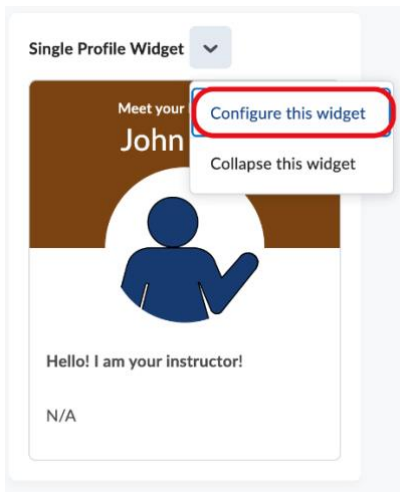
A screenshot of a web form. At the top is a text input field labeled "Description". Below it is a label "Course Address Book" followed by the text "True". At the bottom of the form are two buttons: a blue "Save" button and a light blue "Cancel" button. A large orange arrow points from the "Course Address Book" text down to the "Save" button.

Students attempting to view the course will now be able to see the active course.



Setting Up Your User Profile

- To edit your user profile, click on the box that has three dots and then select **Configure this widget**.



- Add a heading, your name, and some information about yourself.
- You can also upload a photograph by clicking on the icon of the cloud with an arrow; you will then be asked to select a photo from your computer.
- You can also add a short bio and your Facebook, X account, LinkedIn, Instagram and email information or leave it blank if you don't want to share this information.

Heading20/32

Meet your Instructor

Display Name *8/32

John Doe







About Me0/32

Biography *3/240

N/A

Facebook

Provide Facebook link

X

Provide X link

LinkedIn

Provide LinkedIn link

Instagram

Provide Instagram link

Email

Provide email address

SaveCancel

- Once you have completed all your changes click **Save**.

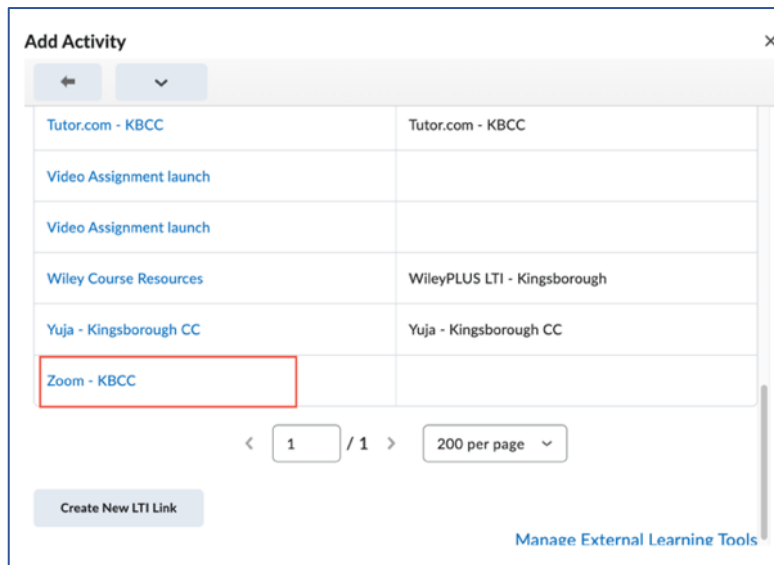


Adding Zoom to Your Course

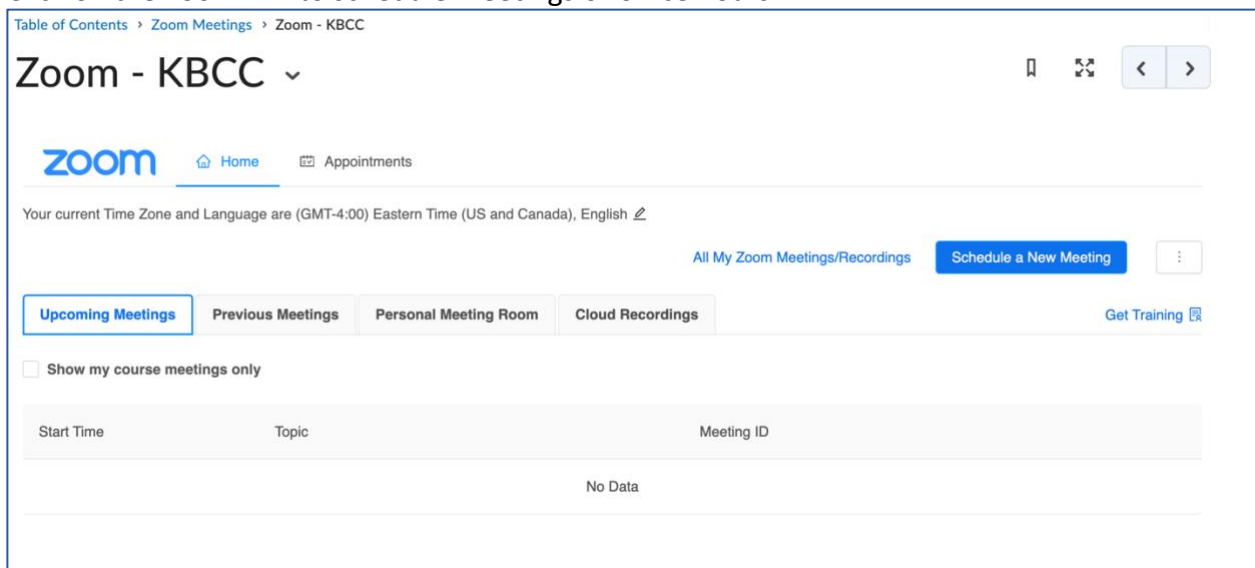
- Go to the **Content** link from your course NavBar.
- Add a module for Zoom from the left side Table of Contents menu.

Table of Contents	19
Module 1 -- Course Introduction	5
Module 2 -- Getting Started	3
Module 4 -- Paragraph Structure	1
Module 3 -- Thesis Statements and Arguments	4
Module 7 -- Persuasive Writing	5
Zoom Meetings	1

- Select the newly created content module and click the **Existing Activities** button.
- Select **External Learning Tools** from the dropdown menu. Scroll to the bottom to find Zoom – KBCC. You return to the module with Zoom added.



- Click on the Zoom link to schedule meetings or office hours.



- Students will be able to click on the Zoom module, and the Zoom link to see their upcoming meetings. They will also be able to click on the meeting link to enter the Zoom meeting.

Table of ContentsZoom MeetingsZoom - KBCC

Zoom - KBCC

zoom

[Home](#)[Appointments](#)

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English

[All My Zoom Meetings/Recordings](#)[Schedule a New Meeting](#)

...

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

Get Training

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Wed, Jul 24 11:00 AM	Freshman Writing	823 0008 3558	Report	Delete

<

1

>



Adding a LTI to your Course

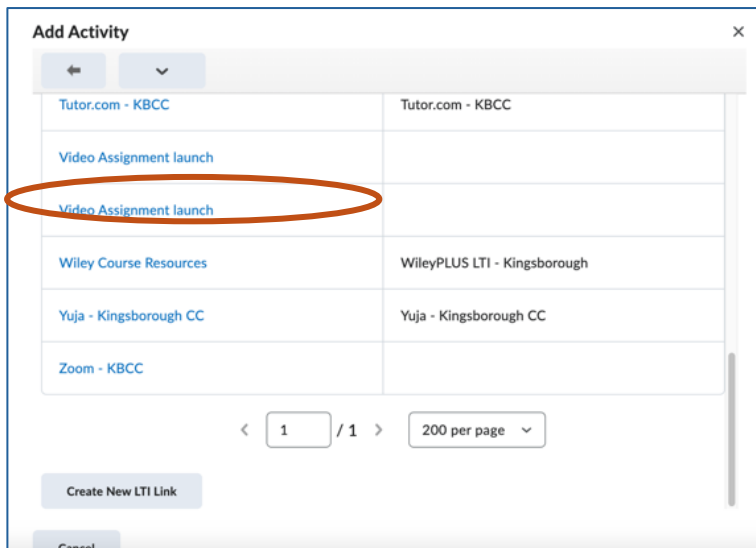
- Enter a course module and go the dropdown menu named **Existing Activities**.

A screenshot of the D2L course interface. On the left is a sidebar with a list of course modules: 'Week 1-Introduction & the Process of Science accordion', 'Week 2 Properties of Life accordion', 'Week 3-Evolution accordion', and 'Week 4-Evolution at Work accordion'. The main content area shows a video thumbnail of a person receiving a medal. Below the video is a text block: 'You will start Bio 100 by getting acclimated to our online learning environment, its navigation, introducing yourself and practice being a scientist by conducting an experiment!'. Below the text are three buttons: 'Upload / Create', 'Existing Activities' (which is selected), and 'Bulk Edit'. At the bottom, there is a dropdown menu showing 'Week 1- Introduction & The Process of Science accordion' and a 'Web Page' icon.

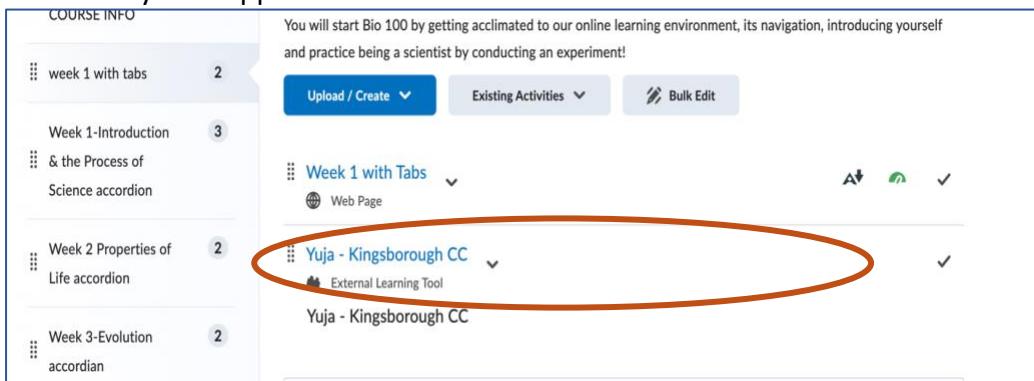
- On the dropdown, select **External Learning Tools**.

A screenshot of a dropdown menu titled 'Add Cengage Content'. The menu lists several options: 'Assignments', 'Checklist', 'Discussions', 'External Learning Tools' (which is highlighted in blue), and 'Google Drive'.

- Select the activity you would like to add from the list. The activity needs to include “KBCC” or Kingsborough in the name. Then, click on **Create New LTI Link**.



- The activity now appears within the module.





- Under availability, you can select start date, end date, add an attachment and set release conditions. Once you have finished, click Publish.

Show Start Date

☒ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

8/21/2024

8:44 AM

End Date

☐ Remove announcement based on end date

8/22/2024

12:00 AM

Attachments

Add a File

Record Audio

Record Video

Additional Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

There are no conditions attached to this item.

Publish

Save as Draft

Cancel

- You can now view your announcement on the course home page and by going to Announcements on the nav bar.

Announcements

Welcome!

posted on Jul 6, 2024

10:17 AM

Pinned

Welcome . Classes begin September 5.

assignment due today

posted on Aug 21, 2024 8:44 AM

Just a reminder, your assignment is due today!

Show All Announcements

Course Admin Quick Eval Content Assignments Discussions Quizzes Class Progress Awards Grades More

Announcements

New Announcement More Actions

Search For... Show Search Options

Delete

☐	Title	Start Date	End Date	Status
☐	assignment due today	Aug 21, 2024 8:44 AM	-	Published
Just a reminder, your assignment is due today!				
☐	July 30 (dismissed)	Jul 30, 2024 3:33 PM	-	Published

Note: Announcements will be added to the list on the homepage as you create them throughout the semester. You can dismiss or pin announcements. When you dismiss, the announcements no longer appear on the homepage but you can still access it by going to announcements through course admin.

Dismissing an Announcement

- Go to course admin on your nav bar and then select **Announcements**.
- Click on the chevron next to the announcement you would like to dismiss so that the dropdown menu appears.
- On the dropdown menu, select **dismiss from widget**.

Announcements

The screenshot shows the 'Announcements' section of a course admin interface. At the top, there are buttons for 'New Announcement' and 'More Actions'. Below these is a search bar with the text 'Search For...' and a 'Show Search Options' link. A 'Delete' button is also visible. The main part of the interface is a table with columns: Title, Start Date, End Date, and Status. The first row shows an announcement titled 'Copy of Welcome to Screenwriting!' with a start date of 'Aug 6, 2025 11:51 AM' and a status of 'Draft'. A dropdown menu is open next to the title, showing options: Edit, View, Dismiss from widget (highlighted with a red circle), Delete, and Copy. Below the table, there is a preview of the announcement content, which includes a greeting 'Hi everyone,' and a description of a quiz.

Sending an Email

- To send an email, go to More on your nav bar and then select Classlist from the dropdown menu.

The screenshot shows the top navigation bar of the course admin interface. The bar contains links for 'Course Admin', 'Quick Eval', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Class Progress', 'Awards', 'Grades', 'More', and a three-dot menu icon. The 'More' dropdown menu is open, showing a list of options: 'Groups', 'Classlist' (highlighted), 'Intelligent Agents', 'Rubrics', 'Video Assignment', and 'Ally Course Report'. Below the navigation bar, there is a banner image with the text 'Learning Brightspace KCC'. Below the banner, there is a 'Visual Table of Contents Widget' and an 'Announcements' section with a date 'July 30'.

- You will see a list of individuals enrolled in the course. Select who you would like to send the email to. If you want to send it to the entire class, check the box at the top of the classlist if you want to send it to only certain students select the box next to their names.

Classlist

Print Settings Help

Add Participants Class Engagement Enrollment Statistics Email Classlist

View By: User Apply

Search For... Show Search Options

Email Print Enrollment Unenroll

	Image	Last Name	First Name	Username	Org Defined ID	Role	Last Accessed
☐							Sep 5, 2024 12:10 PM
☐							Aug 25, 2024 3:17 PM
☐							Jul 29, 2024 5:15 PM
☐							

50 per page

- The email subject automatically appears as the name of the course. You can change that by deleting the text and typing the text you like. The names of your students will appear in the bcc line.
- Type your message in the body box; you may also attach a file. Once your email is complete, select send.

Compose New Message - Introduction to Script Writing

brightspace.cuny.edu/d2/lfe/email/895201/ComposePopupIntegration?ou=895201

Compose New Message

Send Address Book

To

Cc

Bcc l@login.cuny.edu > X

Subject Introduction to Script Writing >

Body

Paragraph B I U A [List Icons] Lato (Recomm... [More Icons]

19px [Font Size Icon] [Text Color Icon] [Background Color Icon] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon]

***This is a notification that you have received a message in Brightspace. Please log into Brightspace to reply to this message.

Send Cancel

- Note: Although the email address you will see will be First.LastName##@login.cuny.edu, the email will be sent to the student's primary email address in CUNYFirst which should be their KBCC email.
- Also note to retain a copy of this email, make sure you copy or BCC yourself.



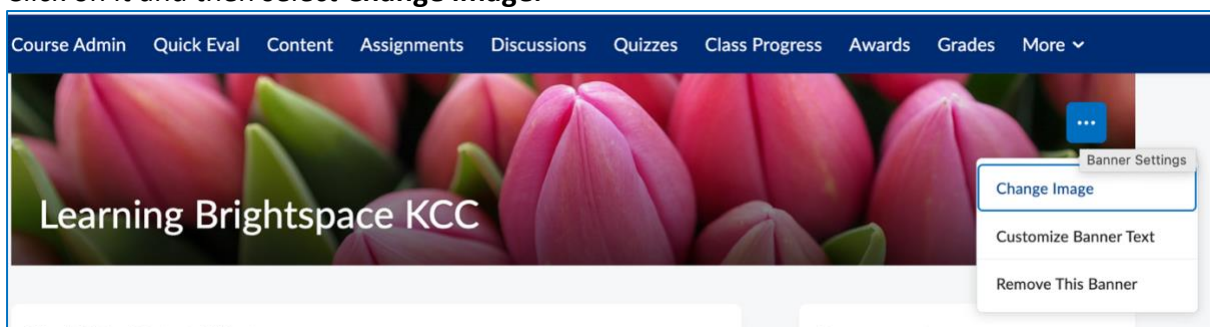
Working with Images

Images

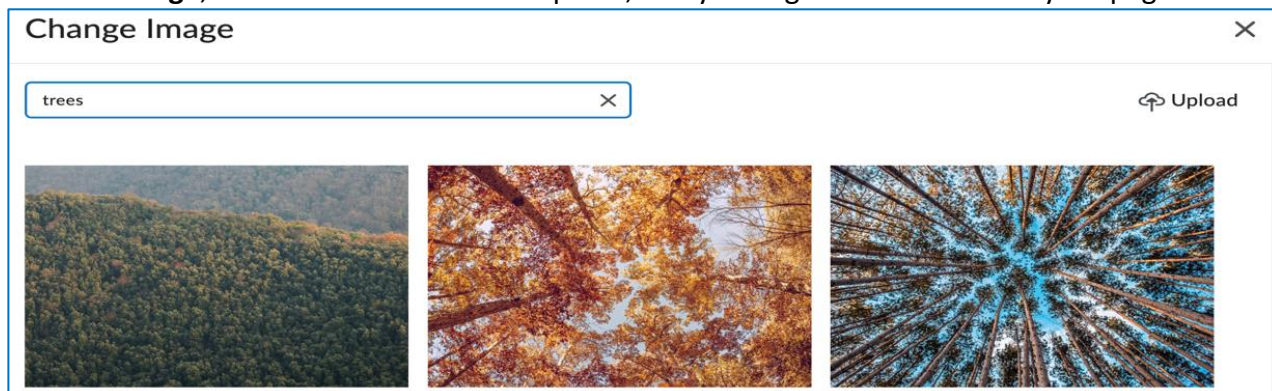
Brightspace can make your course visually appealing by adding images. You can change your course banner and add images to the tiles for the visual table of contents.

Changing Your Course Banner

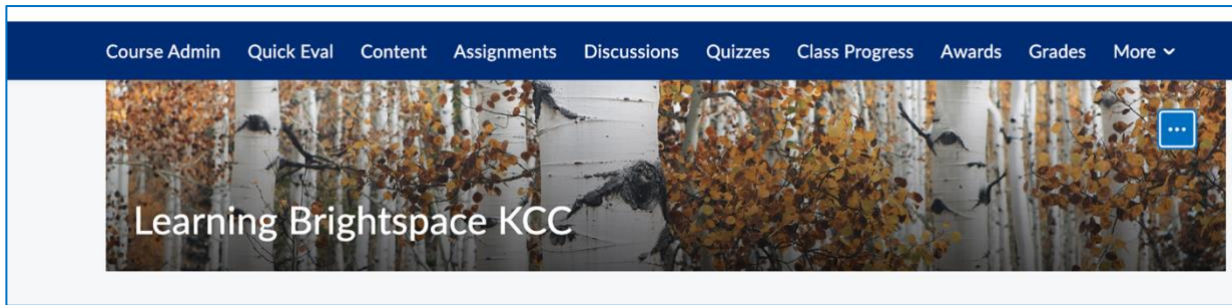
- Scroll your cursor in the banner and an icon of three dots will appear on the right.
- Click on it and then select **Change image**.



- You can select from one of the images Brightspace offers, search among these images by typing a term in the search bar or upload your own by selecting upload on the top right. Once you click **Use this image**, it will take some time to upload, and you might need to refresh your page.

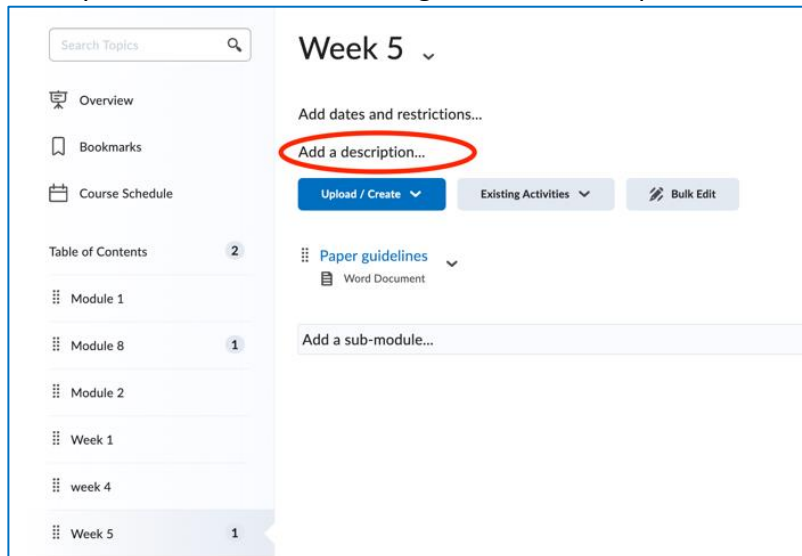


- Go to your course homepage and you will see the banner you added.

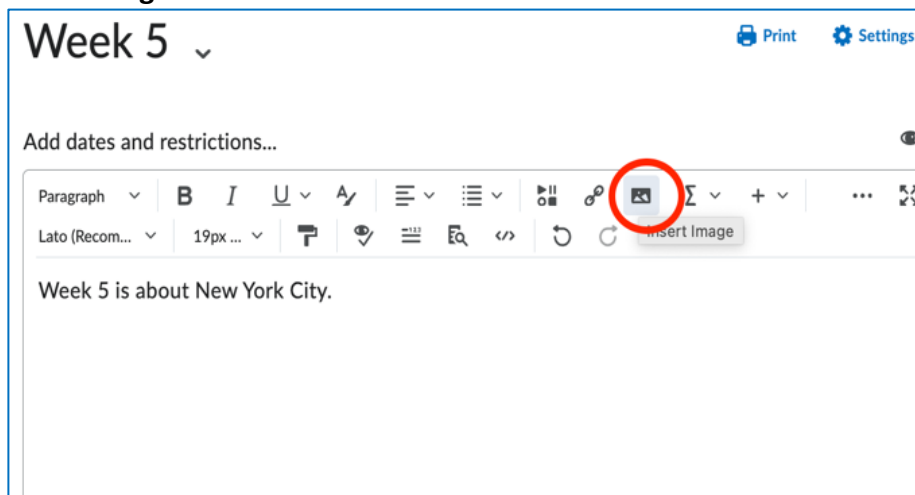


Changing an Image for a Module in the Visual Table of Contents

- Once you've created a module, go to "add description".

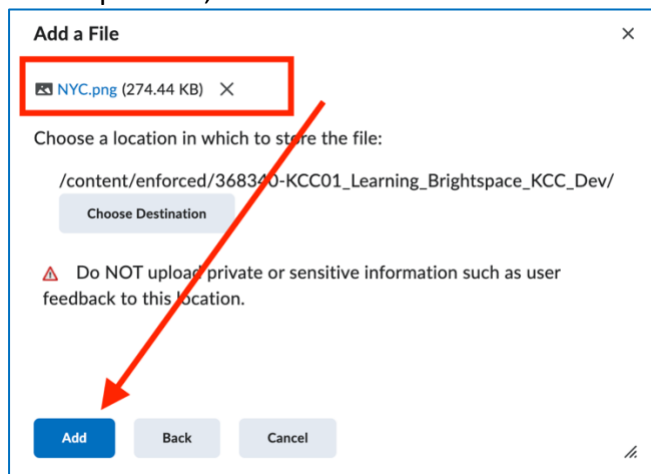


- A text box displays allowing you to type a short description of the module. To add an image, select **insert image** icon on the toolbar.

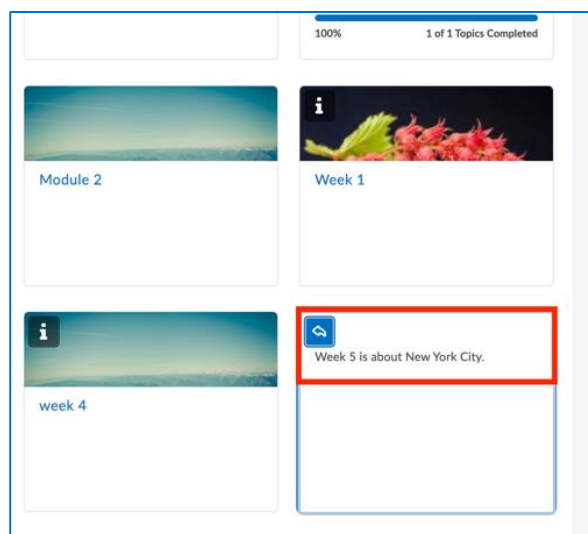
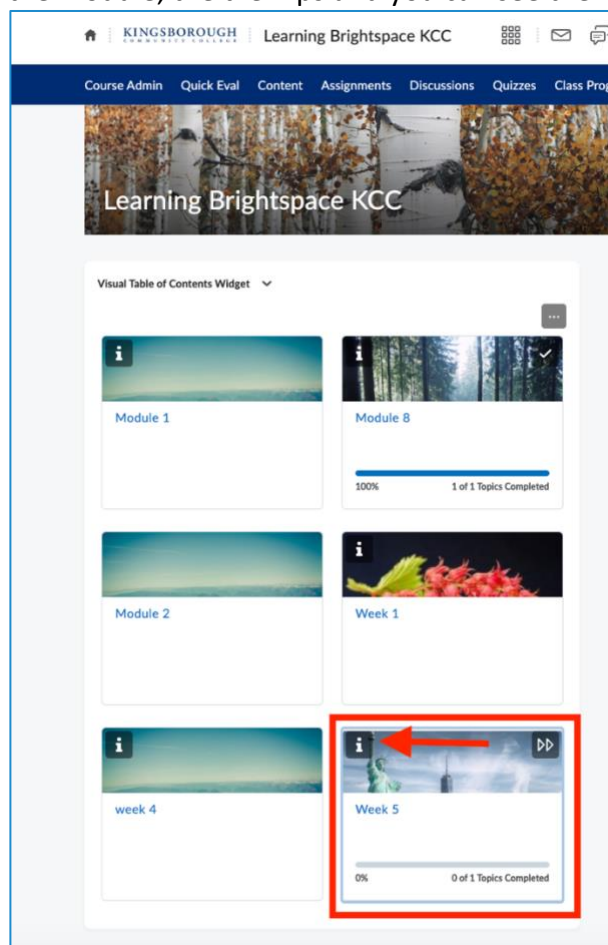


- You will be prompted to select your image from a source (my computer, URL, course offering files, public files) and to upload it.

- Once uploaded, click **Add**.



- The image displays in the visual table of contents tile for the module. If you click on the “i” icon of the module, the tile flips and you can see the written description you added.





Working with Discussions

There are the three important components to a discussion that form a hierarchy, and need to be created in the following order:

1. **Forum:** top level, used for organizing topics, used to group topics in themes or course units.
2. **Topics:** the next level, conversations centered around a specific talking point or assignment.
3. **Thread:** student created, where the actual discussion takes place. One student begins a thread and others post in response.

The screenshot shows a discussion page titled "Week 2 Discussion Part I -- Analyzing a Topic". It includes a date range "Jul 9 - Jul 16" and a note "Must post first." The main prompt asks: "How do you analyze an essay assignment? What details do you look for in the assignment before you move on to generating ideas?" Below the prompt, instructions state: "In order to post an answer to this topic, *you will need to create a new thread*. In your thread, you will answer the prompt above. When you have posted your answer, *make sure to read at least two other posts written by classmates and post short replies*. This Discussion topic is required and you will receive feedback on your post though it will not be graded."

Annotations on the screenshot:

- 1 Forum: Top Level of Discussions** points to the forum title.
- 2 Topic: Contains your prompt** points to the topic title "Analyzing an Assignment".
- 3 Thread: Started by Student. Contains response.** points to the "Threads" column in the table.
- 4 Post: Other students comment in a Thread** points to the "Posts" column in the table.

Topic	Threads	Posts	Last Post
Analyzing an Assignment Apr 29 - May 31 Includes assessment. Description of key factors in analyzing an assignment	0	0	

Creating a New Discussion

- Click **Discussions** on the Navbar.
- Click the **New button**, and the chevron to create a New Forum, on the Properties tab:
 - Add a Title.
 - Add a description
 - Select Forum options:
 - Allow Anonymous posts
 - Users must Start a thread before they can read & reply to other threads in each topic
 - A moderator must approve individual post before they display in the forum
 - Display forum description in topics

- Note: The restrictions tab allows you to select Availability Release & Group Restrictions on the Forum level, if desired

Edit Forum - Trends in Screenwriting

Properties

Restrictions

☐ Hide from Users

Availability

☐ Has Start Date

4/8/2026

11:26 AM

☒ Visible with access restricted before start

☐ Visible with submission restricted before start

☐ Hidden before start

☐ Has End Date

4/15/2026

11:26 AM

☒ Visible with access restricted after end

☐ Visible with submission restricted after end

☐ Hidden after end

☐ Display In Calendar

Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

☐ Restrict this forum to the following groups and sections

Post Groups and Sections

Save and Close

Save and Add Topic

Save

Cancel

- Click save & add topic to begin creating your topic

Edit Forum - Trends in Screenwriting

Properties Restrictions

Edit Forum Details

Title *

Trends in Screenwriting

Description

Paragraph B I U A List Link Image Table Quote Code Indent Outdent Font Color Background Color Font Family Font Size Bold Italic Underline Strikethrough Bulleted List Numbered List Indent Outdent Link Unlink Image Link Preview Full Screen Help

Welcome to our first discussion! In this space, you'll explore key trends in contemporary scriptwriting and begin thinking critically about what makes modern scripts compelling, relevant, or innovative. As emerging screenwriters, it's important to recognize how storytelling evolves with culture, technology, and audience expectations. Your contributions will help us start building a shared

Options

☐ Allow anonymous posts

☒ Users must start a thread before they can read and reply to other threads in each topic

☐ A moderator must approve individual posts before they display in the forum

☐ Display forum description in topics

Save and Close Save and Add Topic Save Cancel

Adding a Topic to Discussions

- Add a topic Title
- Assign a point value & add to gradebook, if desired
- Assign a due date if desired

The screenshot shows the 'Responses to Contemporary Storytelling' discussion topic creation interface. At the top, there's a breadcrumb trail: '< Back to Manage Discussions' and 'Responses to Contemporary Storytelling'. Below this, the 'Topic Title' is set to 'Responses to Contemporary Storytelling'. The 'Forum' is 'Trends in Screenwriting', with a 'Change Forum' link. The 'Grade Out Of' is '5 points', and there's a checkbox for 'In Grade Book'. The 'Due Date' is set to 'M/D/YYYY'. The 'Description' field contains a rich text editor with the following text: 'Contemporary scriptwriting spans genres, platforms, and voices—from prestige TV series to indie films to web-based streaming content. Choose a recent script (from the last 5-10 years) that you find compelling and reflect on how it represents contemporary storytelling. You do not need to read the full script (though that's encouraged), but you should reference key elements you've encountered through watching, reading excerpts, or researching production background. In your initial post (200-300 words), address the following:'. On the right side, there are three expandable panels: 'Availability Dates & Conditions' (set to 'Always available'), 'Post & Completion' (set to 'No settings applied'), and 'Evaluation & Feedback' (set to 'No rubric added'). At the bottom, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visible' toggle switch.

Adding Discussion Topic Options

The right-hand panel in the discussion topics screen allows you to select options:

The screenshot shows the 'Availability Dates & Conditions' panel. It has a title 'Availability Dates & Conditions' with a dropdown arrow. Below the title, there are two date pickers: 'Start Date' and 'End Date', both set to 'M/D/YYYY'. Under 'Release Conditions', it says 'Users are not able to access or view the discussion topic unless they meet the release conditions.' and there is a link 'Add Release Condition' with a dropdown arrow. At the bottom, there is a section 'Group and Section Restrictions' which says 'No restrictions added. This topic and its threads are visible to all learners.'

- Availability Dates & Conditions

- Start & end dates
- Release conditions
- Group & section conditions

Post & Completion


☒ Default participation

☐ Allow learners to hide their name from other learners

☐ Learners must start a thread before they can view or reply to other threads

☐ Posts must be approved before they display in the topic

- Post & Completion
 - Default participation
 - Allow learners to hide their name from other learners
 - Learners must start a thread before they can view or reply to other threads
 - Post must be approved before they display in topic

Evaluation & Feedback


Rubrics

[Add Rubric](#) 

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Evaluate Posts

☐ Allow evaluation of individual posts 

☐ Allow learners to rate posts

- Evaluation & Feedback
 - Rubrics
 - Learning objectives
 - Evaluate Posts

← Back to Manage Discussions Responses to Contemporary Storytelling

Some settings are locked because posts have been received.

Topic Title
Responses to Contemporary Storytelling

Forum: Trends in Screenwriting [Change Forum](#)

Grade Out Of
5 points

In Grade Book

Due Date
M/D/YYYY

Description

Format

Font

Contemporary scriptwriting spans genres, platforms, and voices—from prestige TV series to indie films to web-based streaming content. Choose a recent script (from the last 5–10 years) that you find compelling and reflect on how it represents contemporary storytelling. You do not need to read the full script (though that's encouraged), but you should reference key elements you've encountered through watching, reading excerpts, or researching production background.

In your initial post (200–300 words), address the following:

Availability Dates & Conditions

Always available

Post & Completion

No settings applied

Evaluation & Feedback

Rubrics

Add Rubric

Learning Objectives

No learning objectives

Manage Learning Objectives

Evaluate Posts

☐ Allow evaluation of individual posts

☐ Allow learners to rate posts

Save and Close Save Cancel Visible

- When you have selected options, toggle the visible option & Click Save & Close

Student View of Discussions

You can view your discussions by activating Demo Student & using the Impersonate option from Classlist. For complete Demo Student instructions see 29, Using CUNY Demo Student”.

Responses to Contemporary Storytelling

Subscribe

Contemporary scriptwriting spans genres, platforms, and voices—from prestige TV series to indie films to web-based streaming content. Choose a recent script (from the last 5–10 years) that you find compelling and reflect on how it represents contemporary storytelling. You do not need to read the full script (though that's encouraged), but you should reference key elements you've encountered through watching, reading excerpts, or researching production background.

In your initial post (200–300 words), address the following:

- What script or project did you choose, and what drew you to it?
- What storytelling elements stood out—structure, character, dialogue, pacing, or theme?
- How does the script reflect current trends in the industry or push against them?

Try to link your observations to broader shifts in scriptwriting (e.g., nonlinear narratives, diverse perspectives, visual storytelling, short-form platforms, etc.).

Options for Approaching This Prompt (Pick One or Blend):

- Analyze a specific scene or episode from a recent TV series or film.
- Reflect on how a contemporary screenwriter's style differs from traditional approaches.
- Compare two recent scripts (briefly) to highlight different storytelling priorities.
- Discuss how technology or cultural context shaped the script's form or content.

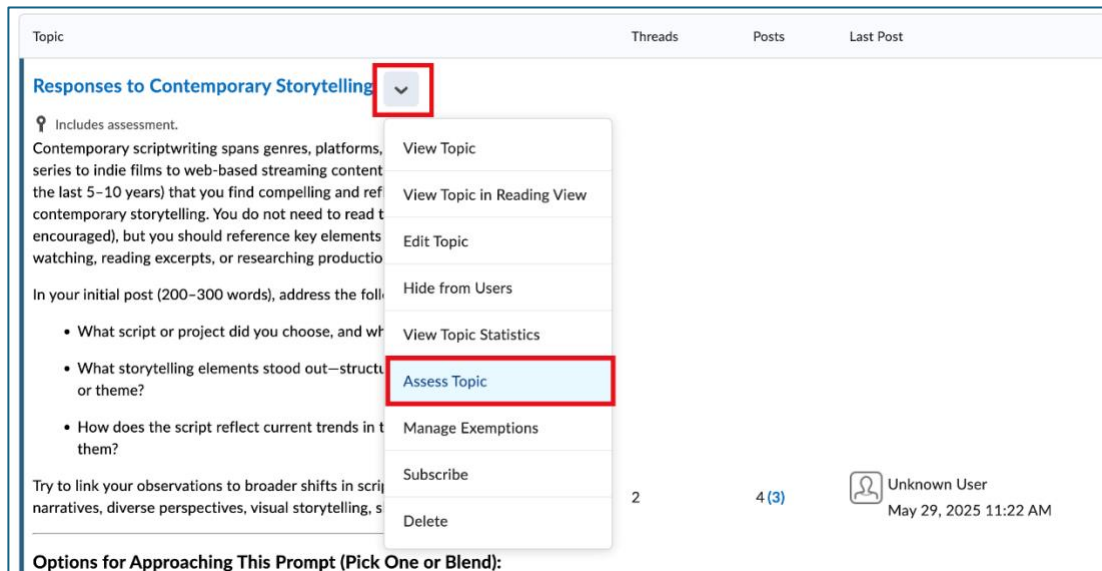
Reply Requirement:

After posting, respond to at least one classmate's post (100–150 words). Consider asking a follow-up question, sharing a similar example, or offering an alternate perspective on the script or trend discussed.

Start a New Thread

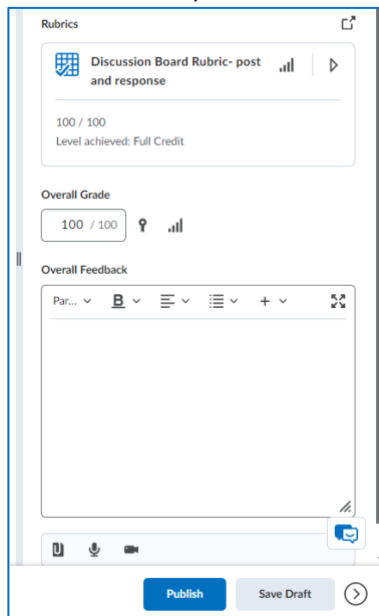
Adding Feedback to Discussions

- Click the down Chevron to access topic.
- To add feedback to a discussion you set up for grading; go to the **Grades** link.



The screenshot shows a discussion topic titled "Responses to Contemporary Storytelling". A dropdown menu is open, showing options: View Topic, View Topic in Reading View, Edit Topic, Hide from Users, View Topic Statistics, **Assess Topic** (highlighted with a red box), Manage Exemptions, Subscribe, and Delete. The topic content includes a prompt about contemporary scriptwriting and a list of questions. The bottom of the screenshot shows the "Options for Approaching This Prompt (Pick One or Blend):" section.

- Click on the comments box next to the submission.
- On the left you will see the post, on the right space to enter a grade as well as written or recorded feedback.
- When finished, click **Publish** or **Save Draft**.



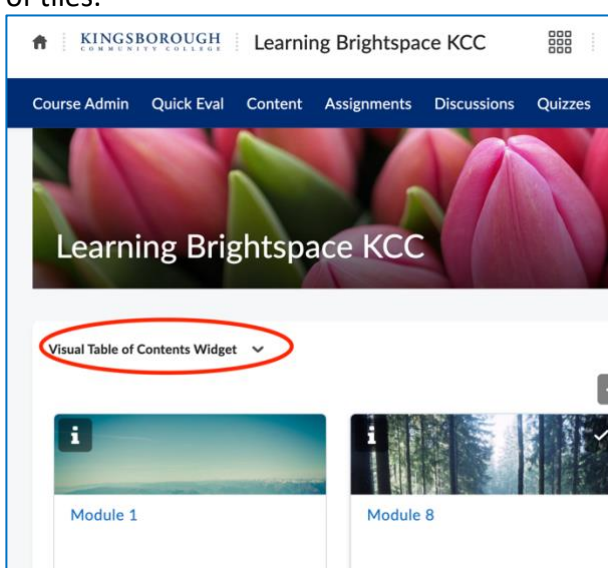
The screenshot shows the "Rubrics" interface. It displays a rubric titled "Discussion Board Rubric- post and response" with a score of 100 / 100 and "Level achieved: Full Credit". Below this, there is a section for "Overall Grade" with a score of 100 / 100. The "Overall Feedback" section contains a text area for entering feedback. At the bottom, there are buttons for "Publish", "Save Draft", and a right arrow.



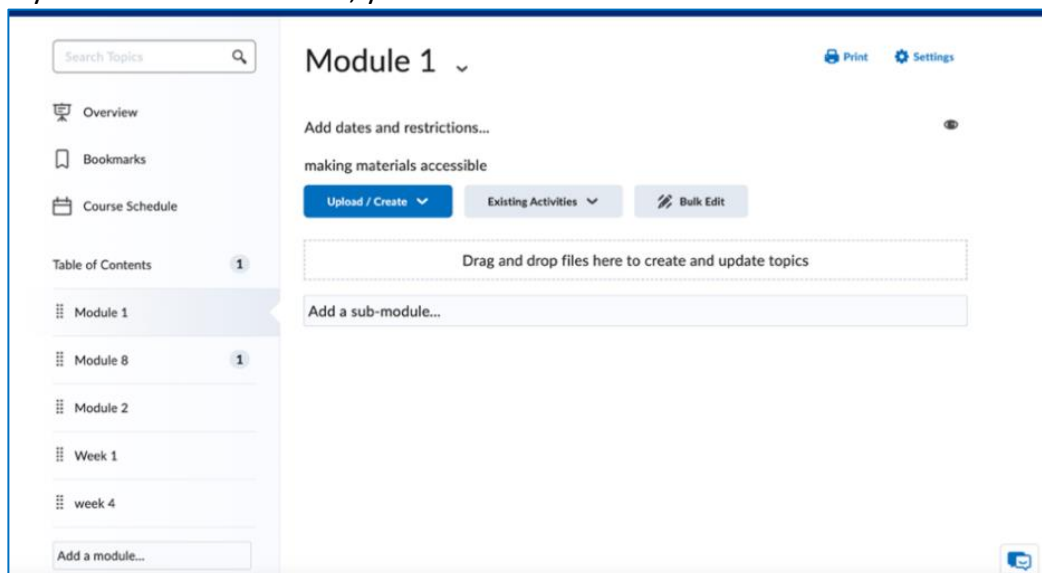
Working with Course Content

Working with your Table of Contents

- On the left side of your course page, you will see your visual table of contents widget as a series of tiles.



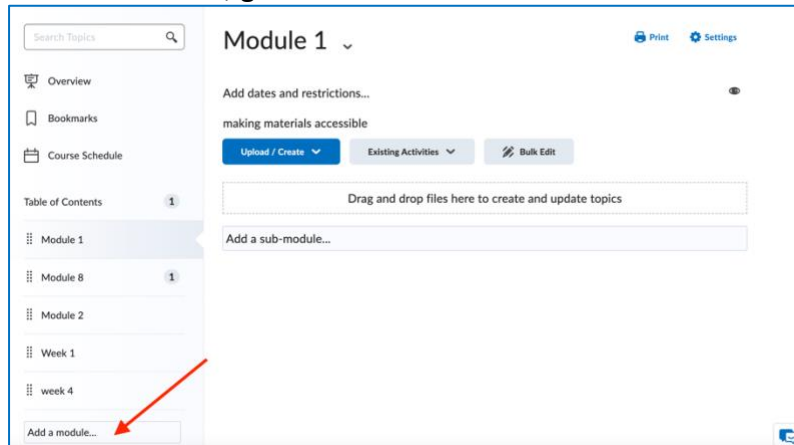
- If you click on one of them, you will then see a more traditional table of content on the left.



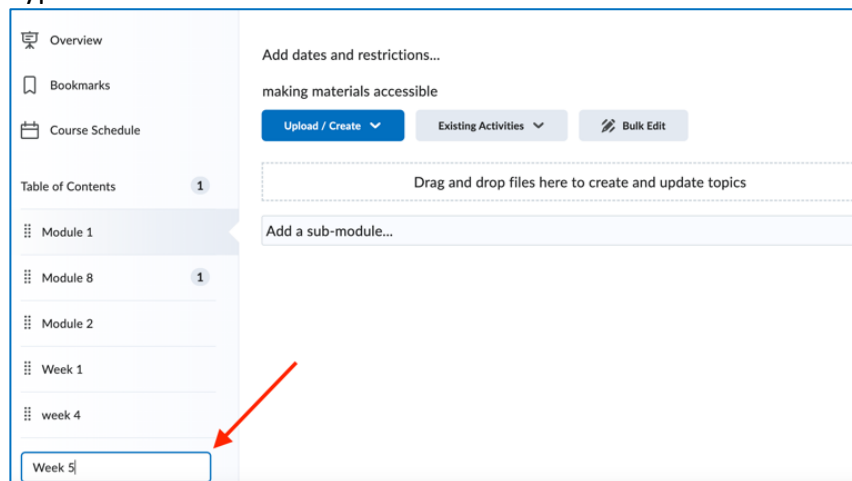
Adding a Module

In Brightspace, content is arranged in modules. To add a module,

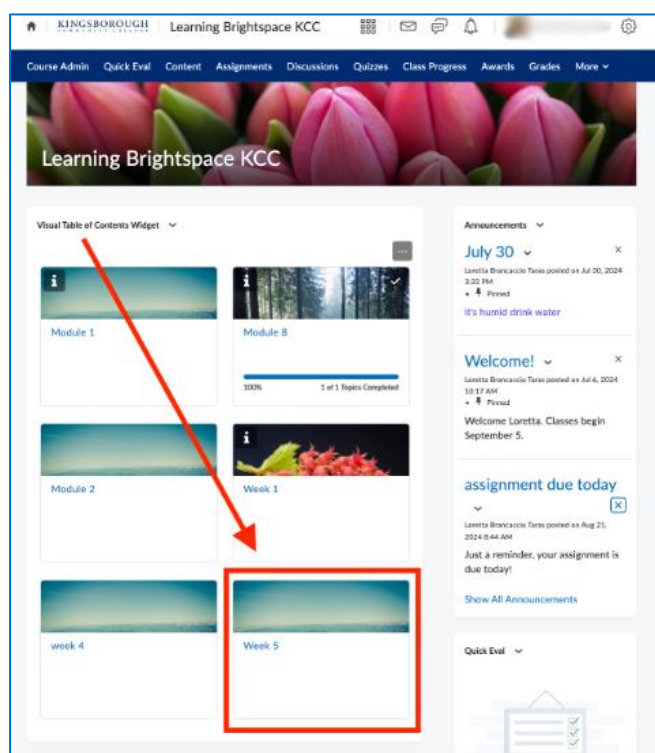
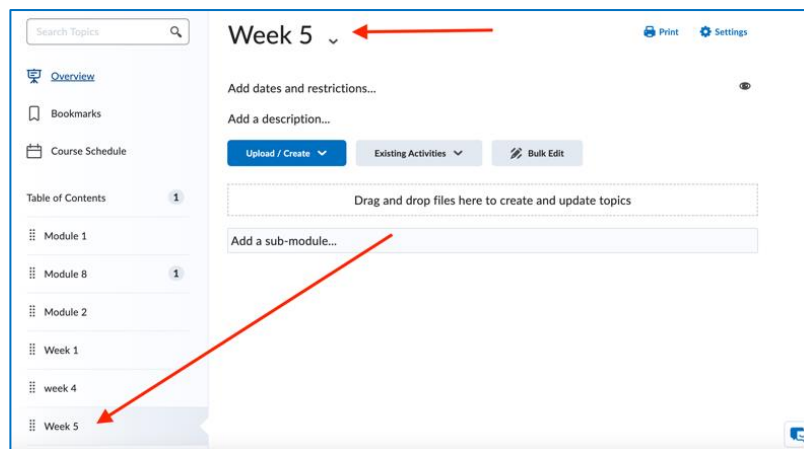
- To add a module, go down to the add a module box



- Type the name of the module and hit return.

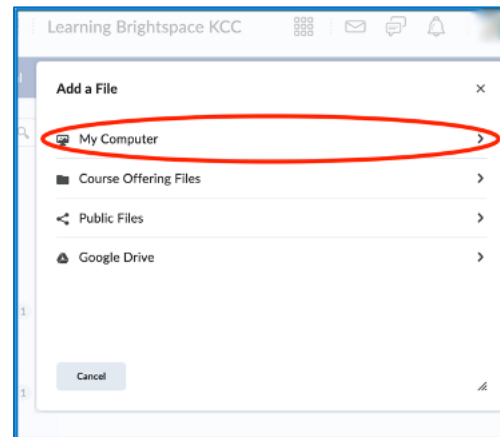
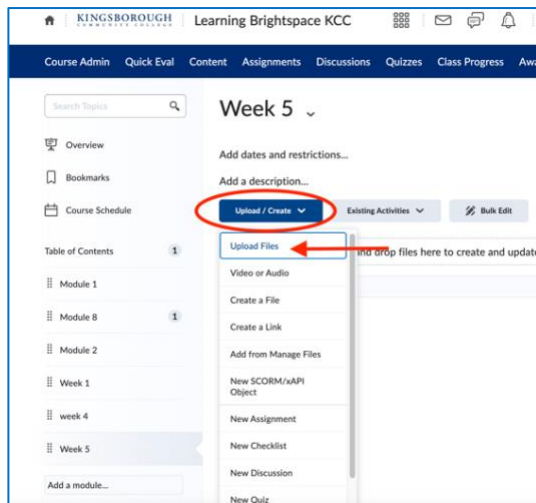


- The name of the module will appear at the top of the module and on the table of contents. You will also see the module on the visual table of contents.

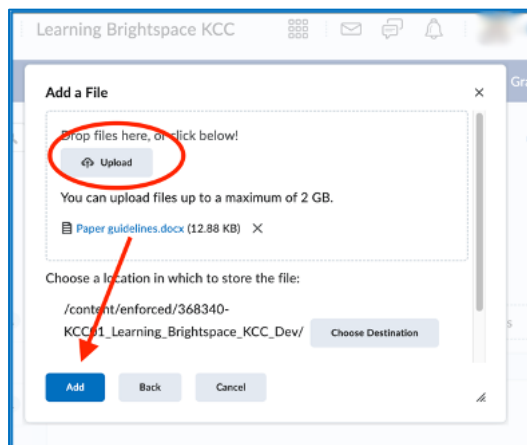


Adding Content to a Module

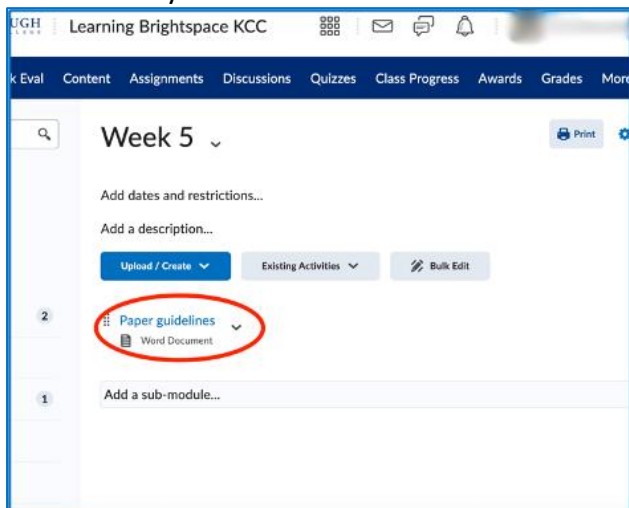
- Go to **Upload/Create**. Select the option **upload files**. You will then be asked where the files are coming from. In this example, my computer is selected.



- You will then be prompted to upload your files- simply drag and drop them. You can add multiple files of different types at once. After the files have uploaded, click the **Add** button.



- You will see your content added to the module.



Note: You can rearrange modules by placing your cursor on the series of dots next to the name of the module. Drag the module to the place on the TOC you would like it to appear. You should see a bar with a blue dot appear. When you see it, drop the module to the location.



Student Lockers and Creating Groups

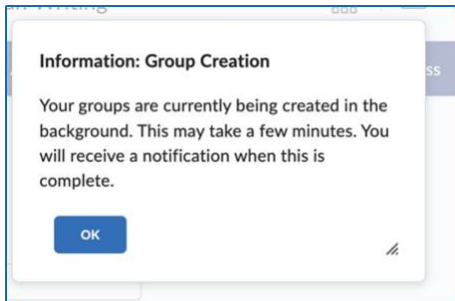
Lockers allow students to store assignments or project files on Brightspace in a private storage space that they can access remotely from any course. All their files are stored together in an individual or group locker and can be shared with other group members (if desired) or instructors. The example below will explain how to create individual lockers for students to store course assignments.

To Create a Locker

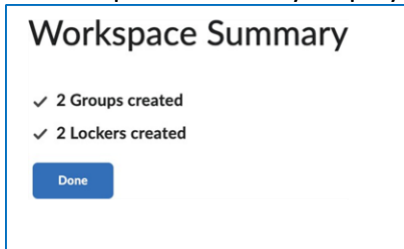
- Open Course Admin and select **Groups**. You will be brought to a page named **Manage Groups**.
- Add a name for the group and a description, if desired.
- Under **Enrollment type**, enter the number of groups and the number of users. For individual student lockers, enter single user member-specific groups.
- Enter enrollment restrictions, if desired. Since this is individual locker, we'll select No Restrictions.
- Under Additional Options, select Set up lockers.
- If desired, select setup discussions areas and/or setup Assignments.
- Click **Save**.

A screenshot of the 'Category Information' form in Brightspace. The form has a title 'Category Information' and a 'Category Name' field with the value 'Locker Groups of One'. Below this is a 'Description' field with a rich text editor containing the text 'This will create locker groups of one.' The 'Enrollment Type' dropdown is set to 'Single user, member-specific groups'. The 'Restrict Enrollments To' dropdown is set to 'No restrictions'. Under 'Advanced Properties', there is a link 'Show Advanced Properties'. Under 'Additional Options', there is a link 'Collapse additional options'. The 'Create Workspace' section has three checkboxes: 'Set up discussion areas' (unchecked), 'Set up lockers' (checked), and 'Set up assignments' (unchecked). There is also a 'File submission' dropdown menu. At the bottom are 'Save' and 'Cancel' buttons.

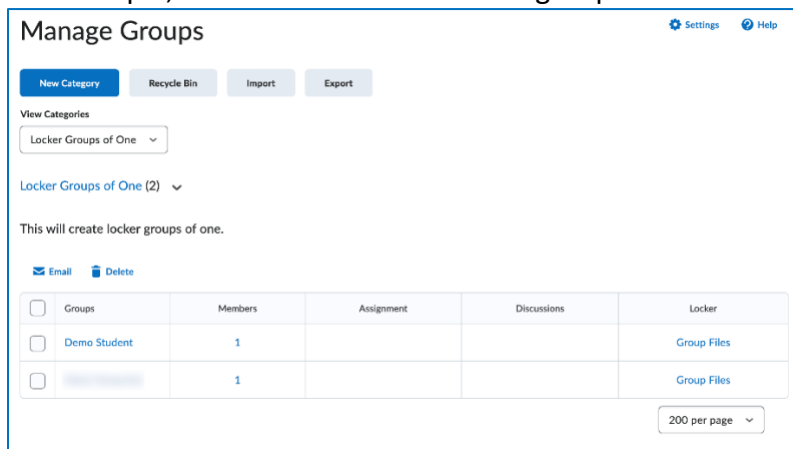
- A confirmation dialog opens. Click **OK**.



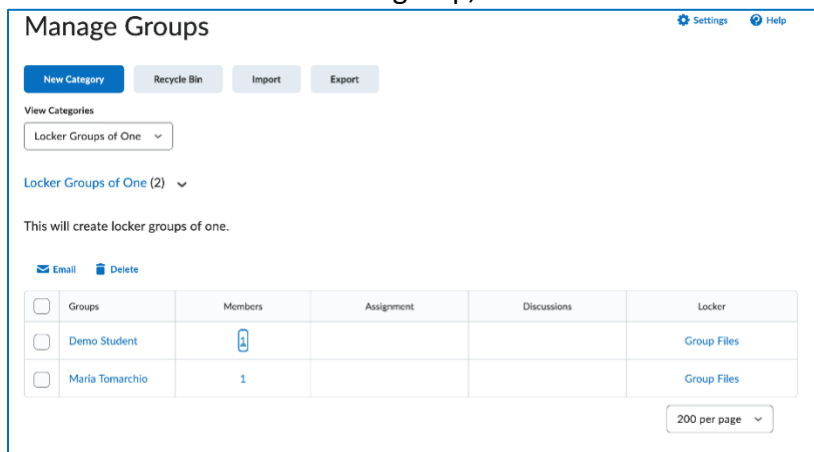
- A Workspace Summary displays. Click **Done**.



- A new Manage Groups summary displays, listing lockers for each group in the class. In our example, there will be an individual “group” locker for each student.



- To view the members of each group, click on the number in the **Members** column.

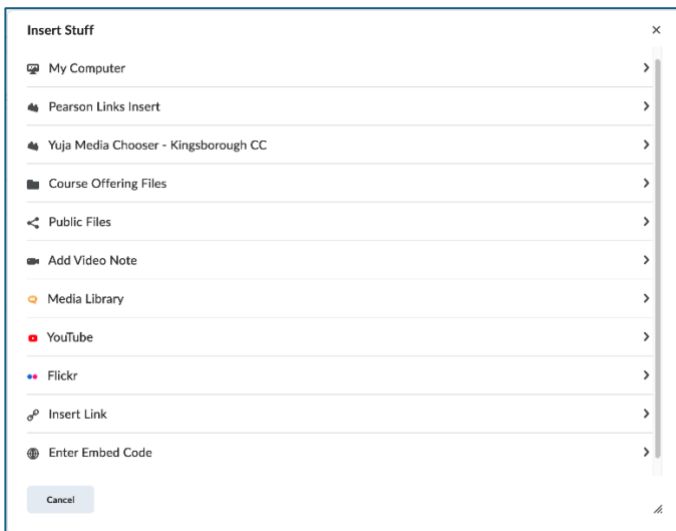
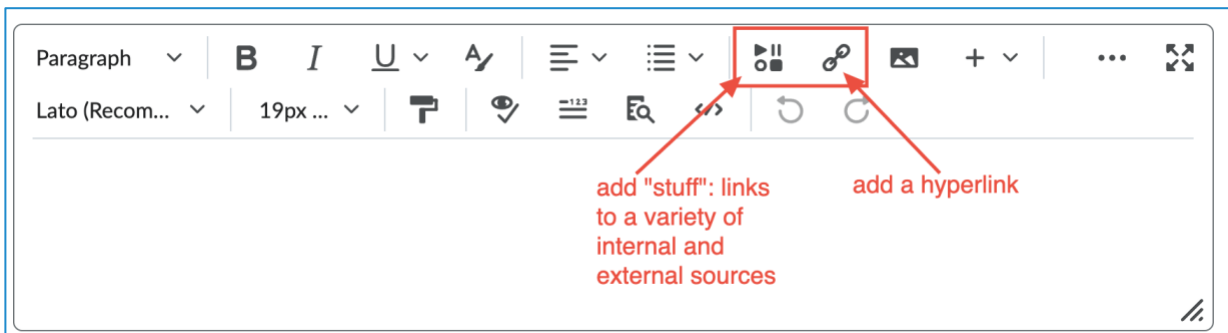




Adding Resource Links

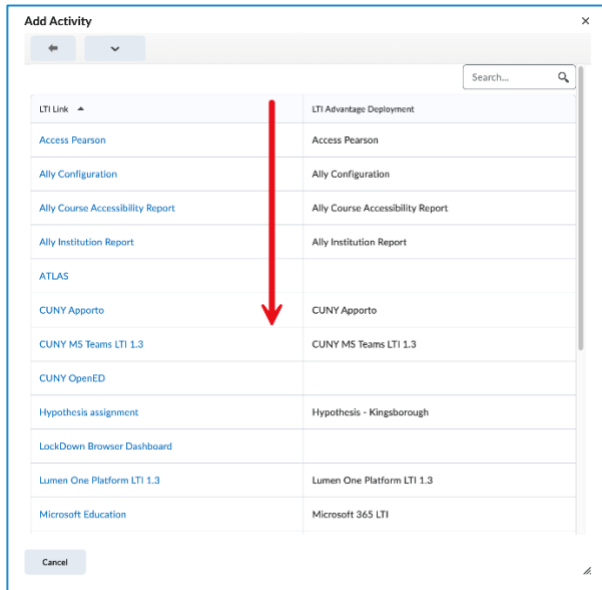
There are two three types of resource links you can add from Brightspace:

1. Hyperlinks to web content such as YouTube videos or websites
 2. Quick links to existing assessments, content and activities
 3. External tools or publisher textbooks (OER)
- Add a hyperlink or “stuff” (variety of internal or external sources) using the icons from any toolbar in any place where there are “instruction” input boxes: Assignments, Discussion, New Quizzes.



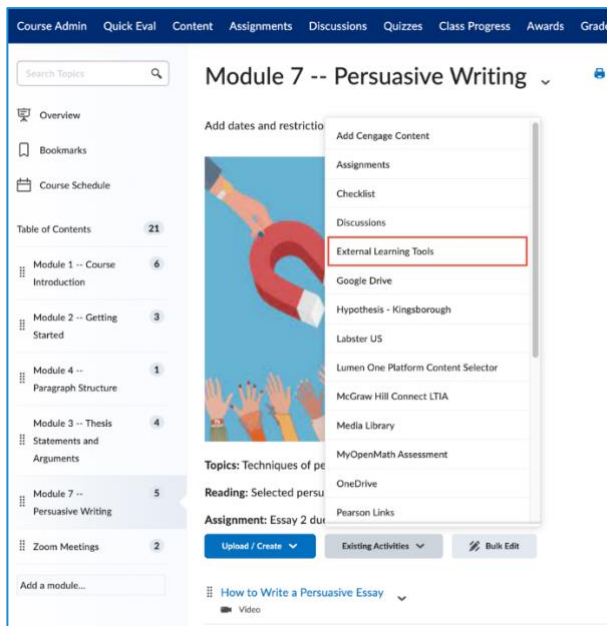
- You can also add External Learning tools from the Content menu. These resources include: publisher resources, media tools such as Yuja, communication tools such as Zoom and social

annotation tools such as Hypothesis. To use most of these, or to add a link to an activity that already exists in your course, click on **Existing Activities** in Content and select from the menu:

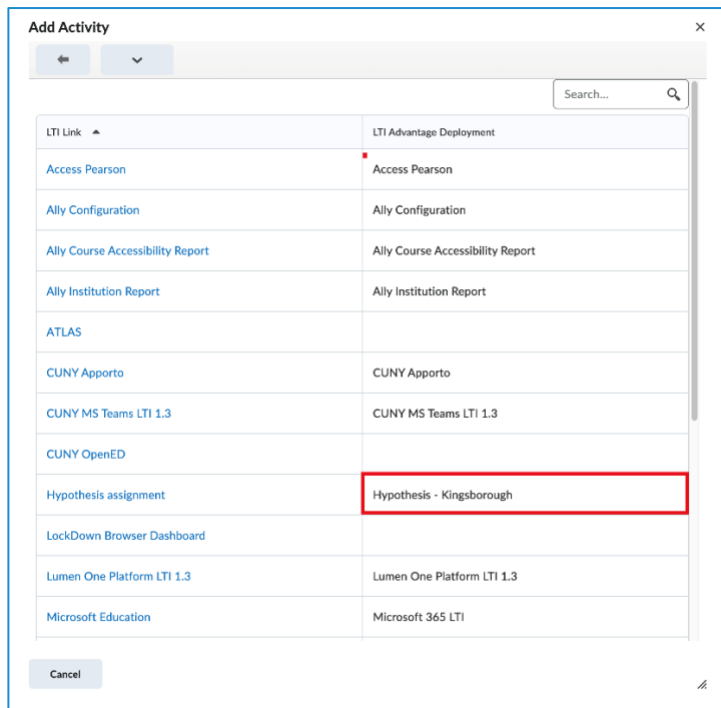


To add any External Learning Tool:

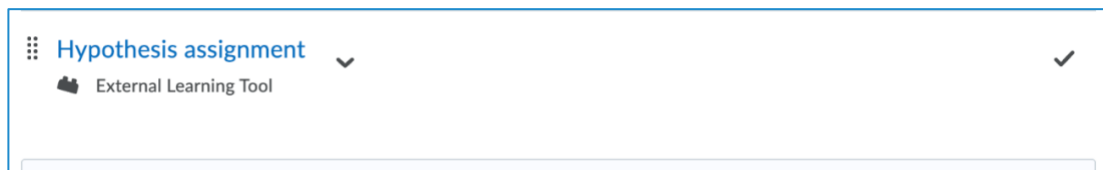
- Click Existing Activities in any Content module.



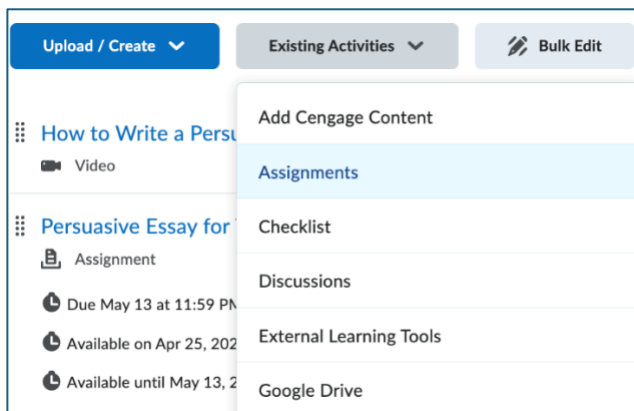
- Select a tool and click on it.



- The tool will display within your module. Click on the blue text to open it.



- The **Existing Activities** button also allows you to activities you may have created in a Brightspace tool such as Assignments, Discussions, Quizzes, Self-Assessments and more within a content module:



Add Activity

Assignment Na...

Assignments

Persuasive Essay for Week 7

Due on May 13, 2024 11:59 PM

Available on Apr 25, 2024 12:01 AM until May 13, 2024 11:59 PM

Weekly Reading Response Journal

Available on May 14, 2024 12:01 AM until Jun 19, 2024 11:59 PM

Midterm

Due on Aug 7, 2024 11:59 PM

Turnitin

Assignment 2: Argumentative Essay

Due on May 3, 2024 11:59 PM

Assignment 3: Annotated Bibliography

Due on May 17, 2024 11:59 PM

Monday assmt

Cancel



Viewing a Student's Completed Quiz

- Go to Gradebook.
- Click on question mark next to score for the student.

Final Grades		Quizzes			
Related Grade	Weighted Total	Week 2 Quiz	Week 3 Quiz	Week 5 Quiz	Week 6 Quiz
	- / -, -	- / 100, - / -, -	- / 100, - / -, -	- / 100, - / -, -	- / 100, - / -, -
	- / -, -	? 60 / 100, 3 / 5, D	- / 100, - / -, -	? 60 / 100, 3 / 5, D	? 80 / 100, 3 / 5, D

- Under attempt, you will see completion summary.
- Click on the chevron to select the attempt you want to view.

Attempt
Completion Summary

Completion Summary

Attempts 1

Timing
Time Limit: 0:15:00 (enforced)
Average time taken: 0:03:00

Grade Statistics

Highest Attempt

- You will then be able to see the quiz with the answers the student selected.



Managing Requests for Extra Time or Attempts in Quizzes and Assignments

Managing Requests for Extra Time or Attempts in Quizzes and Assignments

When a student has an accommodation for additional time or test attempts, you can manage it through the **special access** link in the Assignments or Quizzes tool in Brightspace. In each case, you begin from the **Availability Dates and Conditions** panel in the appropriate assessment tool. The Discussions tool will allow you to manage access to discussion forums and topics by group.

- To begin, create a new **Assignment or Quiz**. When you have completed the basic set-up, open **Availability Dates and Conditions** on the right-hand menu.

The screenshot shows the 'Quiz tool' interface in Brightspace. The main area is titled 'Ready to begin adding quiz content?' with instructions to 'Click Add Existing or Create New to get started'. On the right, the 'Availability Dates & Conditions' panel is expanded. It includes fields for 'Start Date' and 'End Date' (both with calendar icons), a 'Release Conditions' section with a note that users cannot access the quiz until conditions are met, and a 'Special Access' section. The 'Special Access' section is highlighted with a red box and contains the text: 'Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.' Below this text is a link labeled 'Manage Special Access'. Other sections in the panel include 'Password' (with a text input field) and 'IP Restrictions' (with a link to 'Manage IP Restrictions').

Managing Special Access for Quizzes

- Open Manage Special Access and select one of two options. To manage options within the Quiz, including time and attempt limits, click the ***Allow selected users special access to this quiz***; to restrict access to the Quiz altogether (for a makeup quiz, for example), click ***Allow only users with special access to see this quiz***.
- Click the **Add Users to Special Access** button to select your options and users.

- Modify due date, time and date restrictions, timing (length of time the student can access the test, as well as the length of time they can have to complete the test) and attempts. **Note:** If you choose to modify the number of allowed attempts, you have the option of setting advanced attempt conditions, such as minimum and maximum scores as a condition for additional attempts.

Attempts

☒ Override attempts allowed

Attempts Allowed:

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min: % Max: % on Attempt 1

Attempt 3 - Min: % Max: % on Attempt 2

Step 1: # of attempts

Step 2: attempt conditions

- **Select User** for special access from your class list by clicking the checkboxes near their name and click **Save**.

Users

View By:

Search For...

☐	First Name	Last Name	Org Defined ID
☐			
☐			

Managing Special Access for Assignments

- Open Manage Special Access and select one of two options. To manage time and date restrictions, click the **Allow users special access to submit outside the normal availability dates for this folder**; to restrict access to the Assignment altogether (for a makeup assignment, for example), click **Allow only users with special access to see this folder**.

Manage Special Access

Step 1: select time or access restrictions

☒ Allow users with special access to submit outside the normal availability dates for this folder

☐ Allow only users with special access to see this folder

Step 2: add users

- Click the **Add Users to Special Access** button.

Special Access - Untitled

Properties

Due Date

☐ Has Due Date

9/10/2024 9:25 AM

Availability

☐ Has Start Date

9/3/2024 9:25 AM

☐ Has End Date

9/10/2024 9:25 AM

Step 1: select dates

Users

View By: User

Search For...

☐	First Name	Last Name
☐		
☐		

- Click **Save** when done.

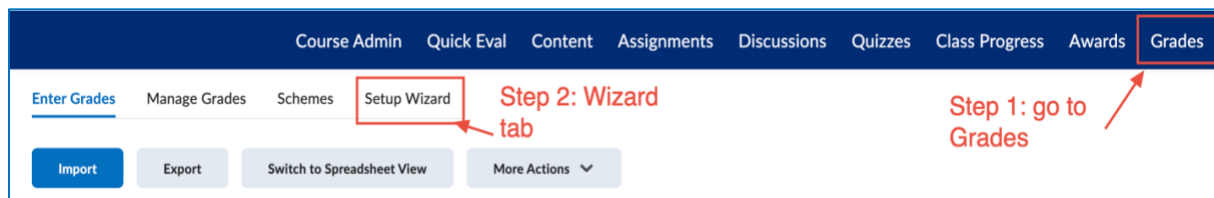


Setting Up Gradebook

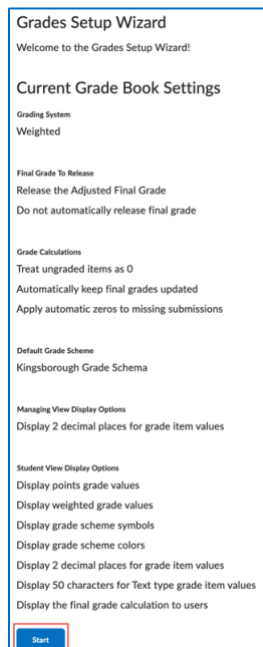
When you create Assignments, Discussions and Quizzes, you can link them directly to gradebook. If you are working with migrated course material, it is a good idea to begin by making sure that you have all the assessments you want to use, with no duplicates. At that point, you should run the Gradebook Wizard.

Step 1: Running the Gradebook Wizard

- Click **Grades** on the Navbar and then click the **Setup Wizard** tab.



Click **Start** at the bottom of the summary page.



Select a grading system and click **Continue**:

- **Weighted** assigns percentage *weights to categories* of assessments. The student's final grade is a percentage of 100% total.
- **Points** assigns points to each individual assessment. The grade is XX out of the total points.
- **Formula** based graded allows you to set conditions for grades. The student's final grade is based on a formula you create. All other grade items are based on points.

Step 1 of 7
Step 1: Choose Grading System

Grading System

☒ Weighted ?

Example:

Assignments Category (20% of final grade)

- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

Final Grade: /100%

☐ Points ?

Example:

Assignments Category (40 points)

- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)

Final Exam Item (200 points)

Final Grade: /240 points

☐ Formula ?

Final grade is determined by a custom defined formula

Grade items and categories use the Points system

Select a grading system and click continue.

Continue Cancel

Step 2: Calculating and Releasing the Final Grade

Determine how you would like to calculate the final grade and whether you would like it to release automatically:

- **Calculated final grade** is based on the grade formula set up in gradebook and cannot be adjusted.
- **Adjusted final grade** allows you to adjust the student's grade before releasing it.

Step 2 of 7
Step 2: Final Grade Released

Release

☐ Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

☒ Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

☒ Automatically release final grade
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Continue Go Back Cancel

Step 1: how final grade is calculated

Step 2: when final grade is released

Step 3: Grade Calculations

Determine how you would like to handle ungraded or missing assignments:

- **Drop ungraded assignments:** automatically drops assigns that are unsubmitted after the due date. You will have to return to gradebook to add a zero for these assignments.
- **Treat ungraded assignments as 0:** assigns a grade of zero to all assignments, even future assignments.

Optional

- **Automatic Zero for Missing Submissions:** will automatically assign a grade of zero only to past due assignments
- **Auto Update:** updates grade automatically

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

- ☐ Drop ungraded items ?
- ☒ Treat ungraded items as 0 ?

Automatic Zero for Missing Submissions

- ☒ Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue
Changes to this setting only take effect on assessments with future due dates

Auto Update

- ☒ Automatically keep final grade updated ?

Continue

Go Back

Cancel

Step 4: Grade Scheme

Select a grade scheme. The Kingsborough scheme is selected by default. You can create your own scheme after you run the Wizard, if desired.

Step 4 of 7

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	☐	
Baruch Complete/Incomplete	☐	
Baruch Graduate Letter	☐	
Baruch Pass/Fail	☐	
Baruch Undergrad Letter	☐	
BMCC Letter	☐	
Bronx Community College Letter	☐	
City Tech - Letter	☐	
CSI Letter	☐	
CSI Nursing Letter	☐	
Demo Letter	☐	
Guttman Grading Glossary - Letter	☐	
Hostos -Allied Health Grading schema	☐	
Hostos Letter	☐	
Hunter -Graduate Grade Schema	☐	
Hunter -Undergraduate Grade Schema	☐	
John Jay Graduate Schema for Final Grades	☐	
John Jay Undergraduate Schema for Final Grades	☐	
Kingsborough Grade Scheme	☒	

Step 5: Managing View Display Options

Select the number of decimal places to display.

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Continue

Go Back

Cancel

Step 6: Student View Display Options

Select options to the student's view of their grade:

Step 6 of 7
Step 6: Student View Display Options

Grade Details

☒ Points grade ?

☒ Weighted grade ?

☒ Grade scheme symbol ?

☒ Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

☒ Display final grade calculation to users ?

Continue

Go Back

Cancel

Step 7: Summary

Summarizes your choices. You can re-run the Wizard at any time or you can modify individual settings within the Wizard.

Step 7 of 7

Step 7: Grades Setup Summary

Grading System

Weighted

Final Grade To Release

Release the Adjusted Final Grade

Automatically release final grade

Grade Calculations

Treat ungraded items as 0

Automatically keep final grades updated

Apply automatic zeros to missing submissions

Default Grade Scheme

Kingsborough Grade Schema

Managing View Display Options

Display 2 decimal places for grade item values

Student View Display Options

Display points grade values

Display weighted grade values

Display grade scheme symbols

Display grade scheme colors

Display 2 decimal places for grade item values

Display 50 characters for Text type grade item values

Display the final grade calculation to users

Finish

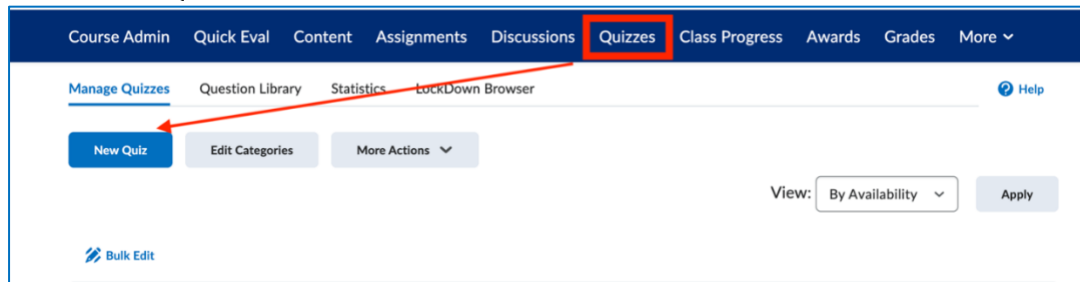
Go Back

Cancel



Creating a Quiz

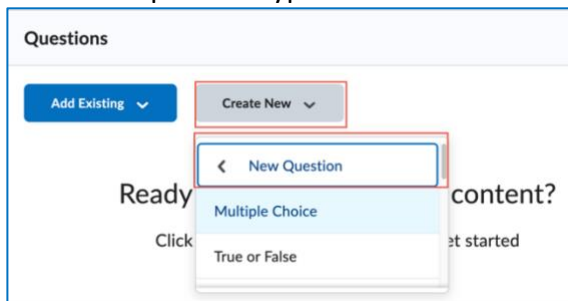
- Select **Quizzes** on the Nav bar. You can also find quizzes by going to **Course Admin**.
- Select **New Quiz**.



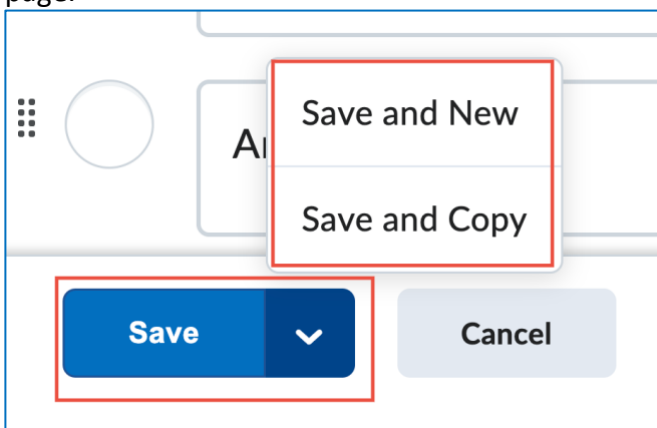
- Fill in the quiz details, including the **Quiz title**, **Grade out of** and **Add to Gradebook**, if desired. You can also select **Not in Gradebook** for practice quizzes or summative assessment.
- Add a **Due Date** and **Description**.
- For additional quiz configurations, use the four drop-down menus on the right side of the quiz creation page.
- To switch your quiz from hidden to visible, use the toggle button at the bottom of the page.

Adding Questions to a Quiz

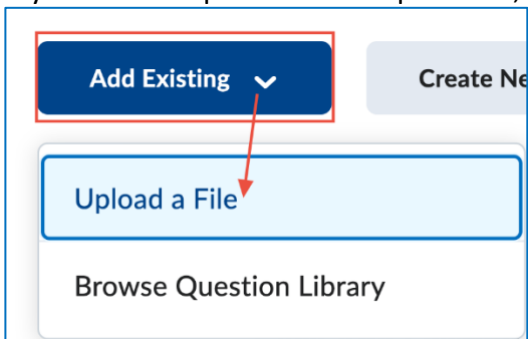
- Select **Create New**.
- Select **New Question**.
- Select the question type.



- Fill out the question details.
- To create another question, select **Save and New**; or select **Save** to return to the quiz creation page.



- If you wish to upload a file of questions, under **Add Existing**, select **Upload a File**.



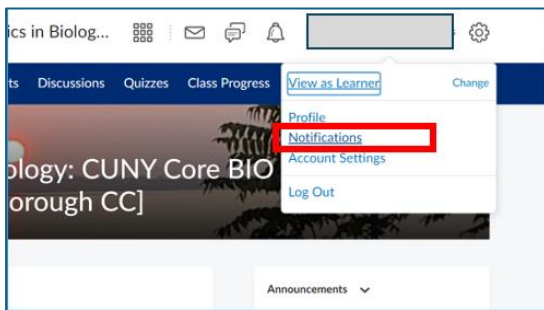
- The must be in .csv format using the template that you download by clicking **Download template CSV**. For complete instructions for working with this template, please see the [KCeL video tutorial](#).



Setting Notifications

You can set notifications in Brightspace to alert you about submissions of assignments, discussion posts, content created or updated, and release of grades.

- To set up notifications, click on your name in the upper-right hand corner and select **Notifications**.



- Select notifications for a variety of components in the **Instant Notifications** screen and click **Save**.

Instant Notifications	Email
Activity Feed - new comments from others on a post	☐
Activity Feed - new posts created by others	☐
Announcements - announcement updated	☐
Announcements - new announcement available	☒
Assignments - assignment feedback released	☐
Assignments - assignment due date or end date is 2 days away	☐
Assignments - assignment feedback updated	☐
Assignments - publish all feedback completion	☐
Content - content item created	☐
Content - content item updated	☐
Content - content overview updated	☐
Content Service - feedback for content service uploads	☐
Discussions - mentioned in a discussion post or thread	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☐
Grades - grade item released	☒
Grades - grade item updated	☐
Quizzes - quiz due date or end date is 2 days away	☐
Customize Notifications	
☒ Include my grade value in notifications from Grades	
Save Cancel	

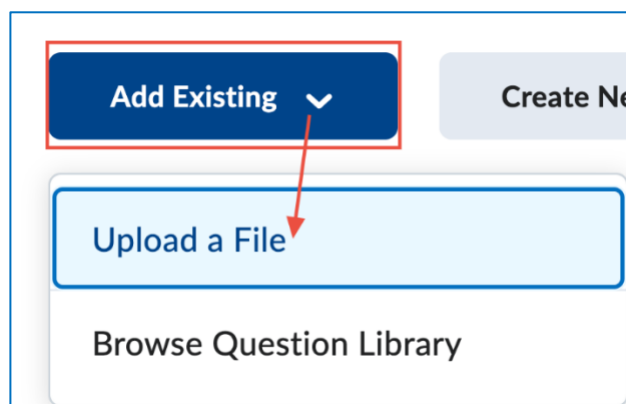
Note: Students are also able to set notifications. If you would like students to be notified when you have posted an announcement, let them know they can set in instant notification for **Announcements- new announcement available**.



Using a Template to Upload Quiz Questions

When creating quizzes in Brightspace, there is a method to import all your questions in one upload. You may want to choose this option if you have existing quizzes that you want to re-use. Your questions will need to be formatted using the downloadable template from Brightspace.

- Log into your Brightspace course.
- Click on **Course Admin** and click on **Quizzes**.
- Click on **New Quiz**, then click on **Add Existing**.
- From the drop-down menu in the New Quiz window that appears, click on **Upload a File**.



- In the pop-up window, click on the hyperlink for **Download template CSV** to download the CSV template.
- When it finishes downloading, open it in Microsoft Excel.
 - This template includes the formats for the following question types: Written, Short Answer, Matching, Multiple Choice, True or False, Multi-Select, and Ordering Type.

Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Automate	Acrobat

- Create a CSV file.
- Determine the number of questions in your course of each type.
- Copy and paste the question template to equal the number of questions.

A1

- Replace the data in each respective cell with your questions.
- When you are finished, save your document as a CSV file. Brightspace will not accept any other file type.

Upload a File



Drag and drop or

Browse Files

Supported Formats

Formatted text file (CSV) [Download template CSV](#)

IMS QTI compliant course package (ZIP)

Cancel

- Click on **Browse Files** in your Brightspace window, select your CSV file, and click on open to upload it.
- It will take a few minutes to upload, and you will receive a notification once it is done. To review your questions, click **Review**. To import, click **Import All**.

Upload a File

×

✓

Upload Complete!

Found 2 questions

[Review](#)

Import All

Cancel

Questions

Preview

Add Existing ▼

Create New ▼

Total Points 2

☐ Select All

Add ▼

Move To ▼

More Actions ▼

☐ 1

This is a True/False question

True or False

1 point

☐ 2

This is a True/False question

True or False

1 point

- Use the **Preview** button to see the question content.

Preview Question

When taking the question, it would appear as:

Charles Dickens is a Taylor Swift's boyfriend.

☐ True

☐ False

When grading the question, it would appear as:

Charles Dickens is a Taylor Swift's boyfriend.

☒ True



Managing Visibility

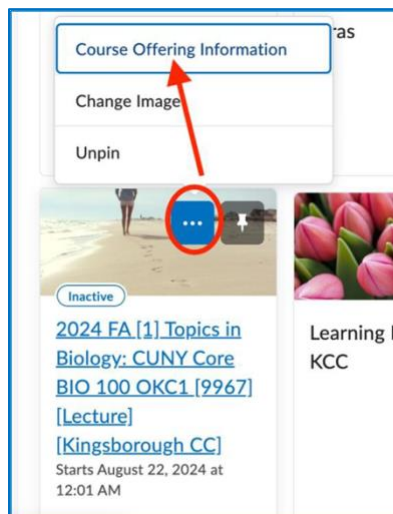
You can control the visibility of an item in Brightspace, including your entire course as well as its files, and grades.

Course Visibility

In Brightspace, making your course visible is termed **Making your Course Active**.

To make your course active:

- On the KCC Brightspace homepage, go to the course you wish to make active. Hover on the course and an icon of three dots appear. Click on it and select **Course Offering Information** from the Dropdown menu. (Note: You can also access course offering information from Course Admin on the Nav bar within the course)



- On the course information page, scroll down to the section named **Active**. Check the box to the left of the term **Course is active**.

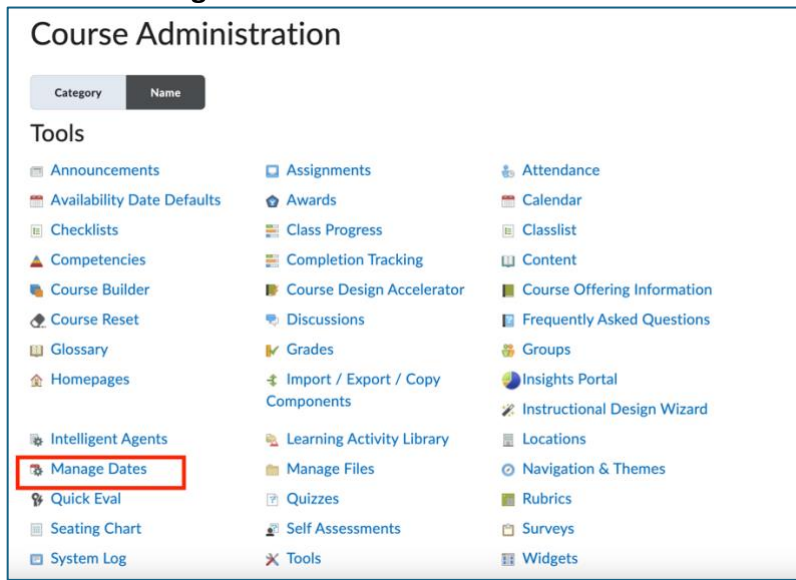


Students attempting to view the course will now be able to see the active course.

Visibility of Course Items

You can determine the visibility of items in your course, such as grades, modules, and assignments by viewing the **eye icon**. However, visibility may also be affected by the dates or conditions you have set. For this reason, it is helpful to use the Manage Dates tool to check item visibility.

- Go to **Course Admin** on the Navbar.
- Click on **Manage Dates**.



- Scroll to the bottom of the page to view the table of all of your course components and click on the chevron for the column named **Visibility Status**.

☐ Bulk Edit Dates ☐ Bulk Offset Dates									
	Type	Name	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates	Visibility Status
☐	Checklist	Week 2 Checklist	N/A	N/A	N/A	-	☐		Visible

- To decrease the number of items in the table you can **filter by tool** and select the specific tool for which you would like to check visibility.

The screenshot shows the 'Manage Dates' interface. The 'Filter by Tool' section is highlighted with a red box. It includes radio buttons for 'All' and 'Specific Tools', with 'Specific Tools' selected. Below this, a list of tools is shown with checkboxes: Announcements, Assignments (checked), Calendar, Checklist, Content, Discussions, Grades, Intelligent Agent, Quizzes, and Survey. There are also sections for 'Name' (Contains) and 'Due Date' (Between).

- View the last column to find your item of interest. Items are:

- **Visible if conditions met:** a release condition has been applied to this item. When the condition is satisfied, the item will be visible.
- **Visible:** the item can be seen by users within the date range you may have set. Refer to the Due Date, Start Date and End Date columns for more information.
- **Hidden:** the item cannot be seen by users.

☐	Announcements	test ▾	N/A	6/20/2024 9:08 AM	-	-	☐	Visible if conditions met
☐	Discussion Forum	test ▾	N/A	-	-	-	☐	Visible
☐	Grade Item	Total ▾	N/A	-	-	-	☐	Hidden

- Throughout Brightspace, you will see an eye with line through it if the item is hidden.

Edit HTML
Download
Print
Alternative formats

Activity Details
Learning Objectives
Completion Summary

☒ Hidden

Required: Automatic ▾

View this topic to complete the activity

- If an item is hidden and you want to make it visible, open the tool (assignments, discussion, quizzes etc) that the item is associated with, click on the chevron next to the item name and select from one of the options in the dropdown menu.

☐	Assignment
	No Category
☐	ATI 1 -- Maternal/Fetal Health ▾
☐	ATI 2 -- Pediatrics ▾
☐	ATI 3 -- Geriatrics ▾
☐	ATI 4 -- Pharmacology ▾
☐	ATI 5 -- Mental Health ▾

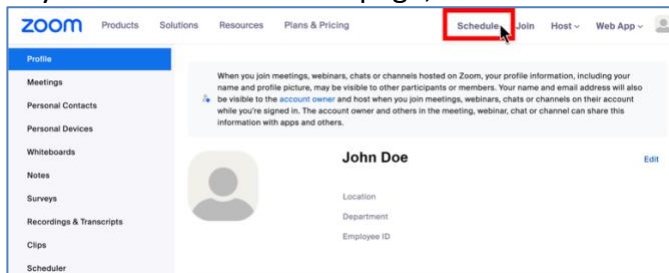
View Submissions
Edit Assignment
Make Visible to Users
Manage Exemptions
Delete Assignment
Copy Assignment
Copy to Other Courses
Submission Log



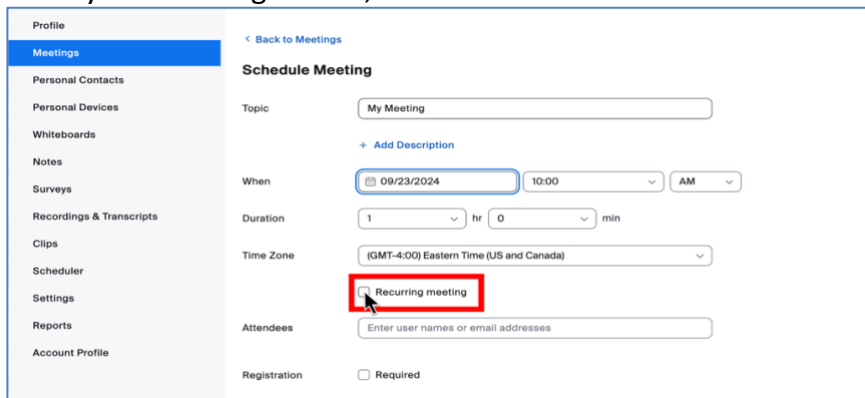
Setting up Recurring Zoom Meetings in Brightspace

To set up a recurring zoom meeting:

- Access your CUNY Zoom account by going to <https://cuny.zoom.us/>
- You will be prompted to log in. Enter CUNY login credentials.
- On your CUNY Zoom homepage, click on the **Schedule** button.



- Fill in your meeting details, and then check off the box labeled **Recurring Meeting**.



- Enter your recurring meeting details.

Time Zone (GMT-4:00) Eastern Time (US and Canada) ▼

☒ Recurring meeting Every week on Mon, until Nov 3, 2024, 6 occurrence(s)

Recurrence Weekly ▼

Repeat every 1 ▼ week(s)

Occurs on ☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

End date ☐ No end time ☒ By 11/03/2024

☐ After 7 ▼ occurrences

- Once everything is ready, click on **Save**.

Scheduler

Settings

Reports

Account Profile

Zoom Learning Center

Video Tutorials

Knowledge Base

Whiteboard

Add Whiteboard

Security

☒ Passcode 006933

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States

Options Show

Save Cancel

- Go back to your Brightspace course and enter your Zoom module. Click **All My Zoom Meetings/Recordings**.

Table of Contents > Zoom 2 > Zoom - KBCC

Zoom - KBCC ▼

zoom [Home](#) Appointments

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English

All My Zoom Meetings/Recordings [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

☐ Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

- All of your upcoming recurring meetings will be displayed.

Zoom - KBCC



[Home](#)

[Appointments](#)

[Course Meetings/Recordings](#) > All My Zoom Meetings/Recordings

Upcoming Meetings

Previous Meetings

Cloud Recordings

Start Time	Topic	Meeting ID	
Mon, Sep 23 (Recurring) 10:00 AM	My Meeting	820 3592 3667	<button>Start</button> <button>Delete</button>
Mon, Sep 30 (Recurring) 10:00 AM	My Meeting	820 3592 3667	<button>Delete</button>
Mon, Oct 7 (Recurring) 10:00 AM	My Meeting	820 3592 3667	<button>Delete</button>
Mon, Oct 14 (Recurring) 10:00 AM	My Meeting	820 3592 3667	<button>Delete</button>

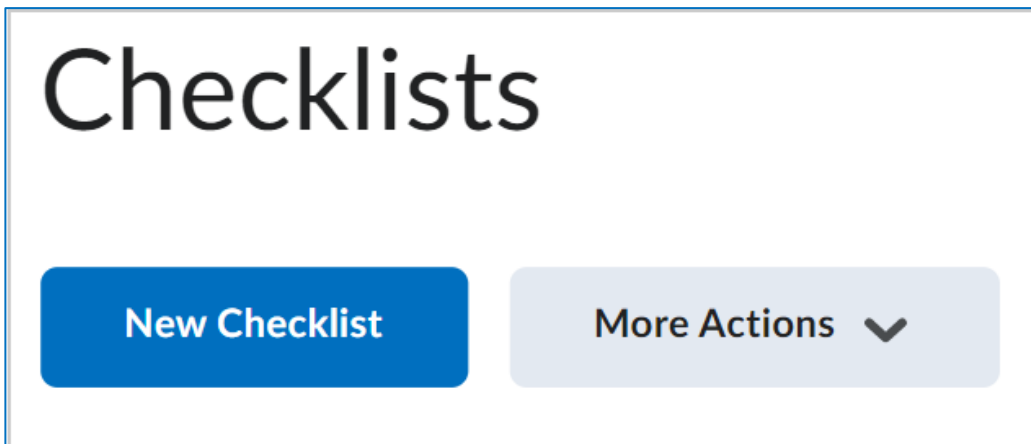


Creating & Using Checklists

A checklist contains important or required assignments, readings, or other items to complete. Checklist items must be organized into one or more Categories. For example, you might have an “Assignments” checklist with categories for written assignments and quizzes, both of which could have multiple items that must be completed. Alternately, you might use a checklist to organize steps of an assignment. You can assign due dates for checklist items.

Create a Checklist

- Navigate to **Checklists** in the Course Admin tool.
- Click **New Checklist**.

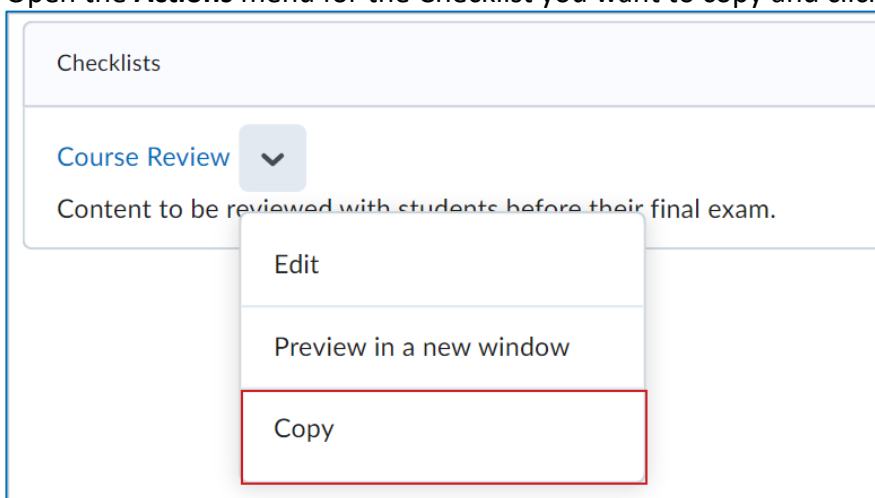


- Enter your Checklist details.
- Click **Save**.
- On the **Edit Checklist** page, in the **Categories and Items** area, do any of the following:
 1. To add a category to the checklist, click **New Category**. Enter your category details and click **Save**.
Note: Categories have a character limit of 65,536 characters.
 2. To add an item to the checklist, click **New Item**. From the **Category** drop-down list, select the category for your item. Enter your item details. If you want the item to be due by a certain date or time, select the check box and enter your **Due Date** information. Click **Save**.
Note: The default due date for a checklist item is one month from the current date. Items have a character limit of 65,536 characters.

- Repeat step 2 until you've added all your content to the checklist.
- Click **Save and Close**.

Copy a Checklist

- Navigate to **Checklists**.
- Open the **Actions** menu for the Checklist you want to copy and click **Copy**.



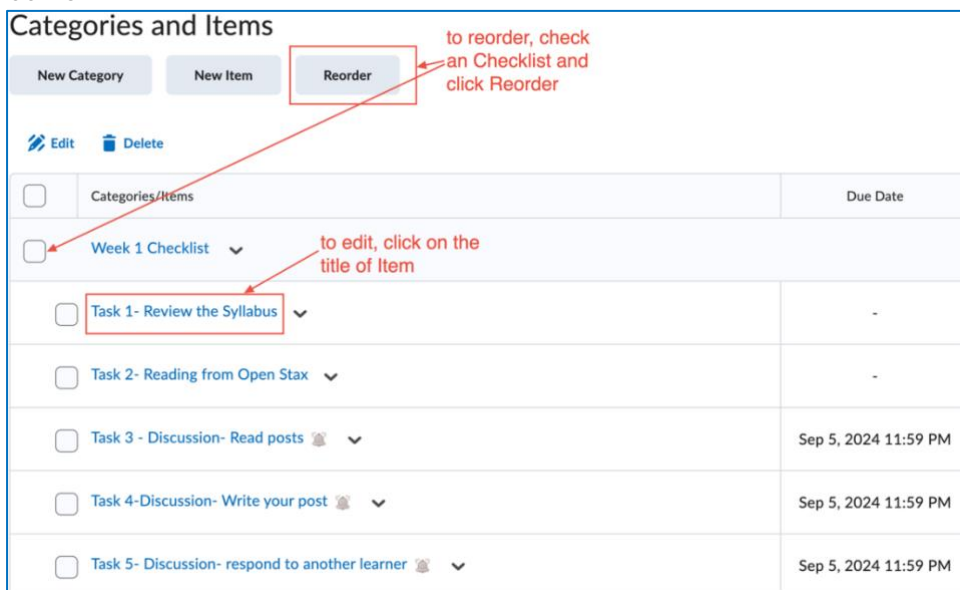
- A new checklist is now visible at the bottom of the list of checklists with the title **Copy of {original checklist name}**.

Set Release Conditions for a Checklist

- On the navbar, click **Checklist**.
- From the context menu of the checklist for which you want to set release conditions, click **Edit**.
- In the **Restrictions** tab, do any of the following:
 1. Click **Attach Existing**, then select the check box for any condition you want to attach. Click **Attach**.
 2. Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional **Condition Details** that appear and click **Create**.
- To set how accessing the checklist is controlled, from the drop-down list, select if **All conditions must be met** or **Any condition must be met**.
- Click **Save and Close**.

Editing or Reordering a Checklist

- To edit a Checklist, click on the downward chevron and select edit.
- The Checklist table displays, with a list of Categories and Items.
- Reorder Items within a Category by checking the box next to an Item and clicking the Reorder button.



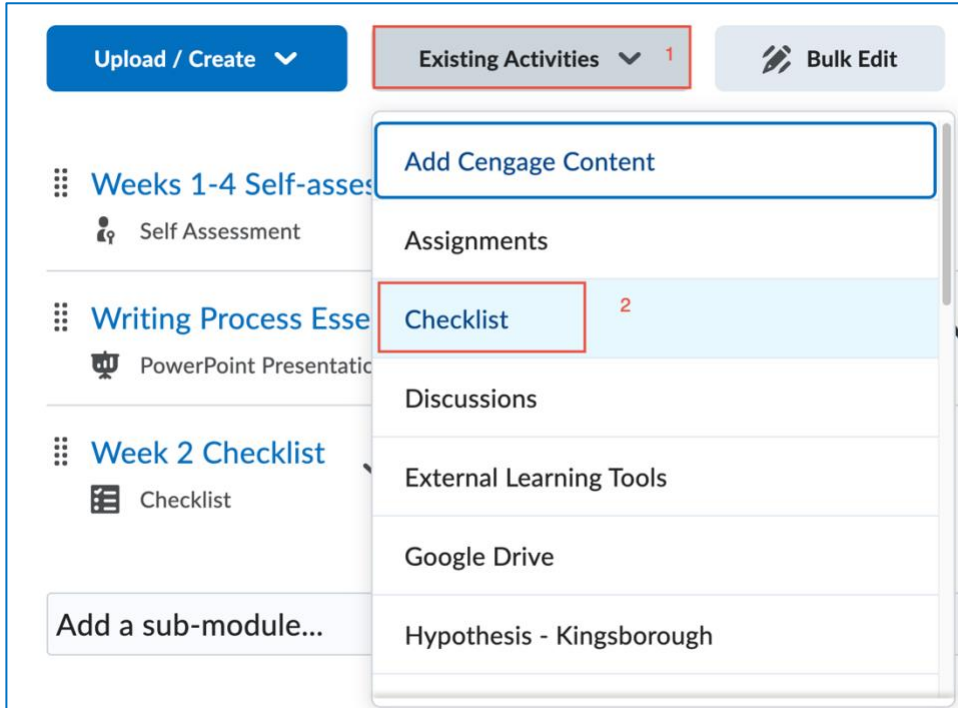
The screenshot shows the 'Categories and Items' interface. At the top, there are buttons for 'New Category', 'New Item', and 'Reorder'. Below these are 'Edit' and 'Delete' icons. The main table has columns for 'Categories/Items' and 'Due Date'. The first row is 'Week 1 Checklist' with a dropdown arrow. The second row is 'Task 1- Review the Syllabus' with a dropdown arrow. The third row is 'Task 2- Reading from Open Stax' with a dropdown arrow. The fourth row is 'Task 3 - Discussion- Read posts' with a dropdown arrow and a due date of 'Sep 5, 2024 11:59 PM'. The fifth row is 'Task 4-Discussion- Write your post' with a dropdown arrow and a due date of 'Sep 5, 2024 11:59 PM'. The sixth row is 'Task 5- Discussion- respond to another learner' with a dropdown arrow and a due date of 'Sep 5, 2024 11:59 PM'. Annotations with red arrows point to the 'Reorder' button and the 'Task 1- Review the Syllabus' dropdown arrow.

Categories/Items	Due Date
Week 1 Checklist	
Task 1- Review the Syllabus	-
Task 2- Reading from Open Stax	-
Task 3 - Discussion- Read posts	Sep 5, 2024 11:59 PM
Task 4-Discussion- Write your post	Sep 5, 2024 11:59 PM
Task 5- Discussion- respond to another learner	Sep 5, 2024 11:59 PM

- To edit an Item, click on the Item name.

Adding a Checklist to a Module

- To add a Checklist to a Module, click Existing Activities and select Checklists.

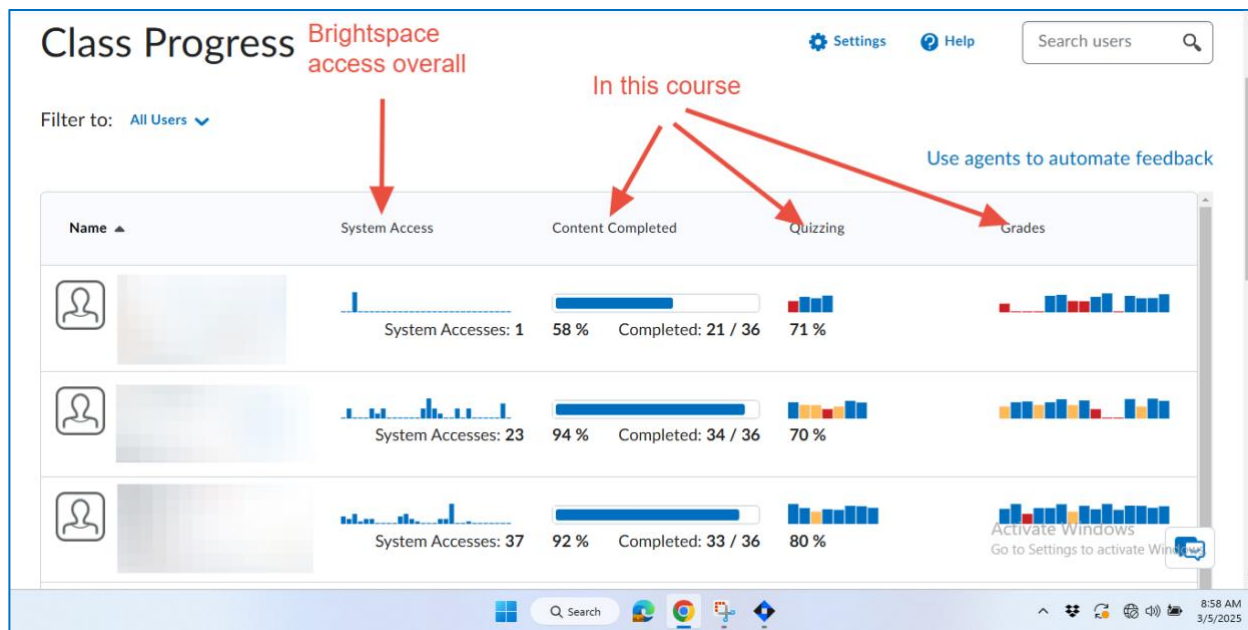


- A list of existing Checklists displays. Select a Checklist by clicking on it.



Class Progress

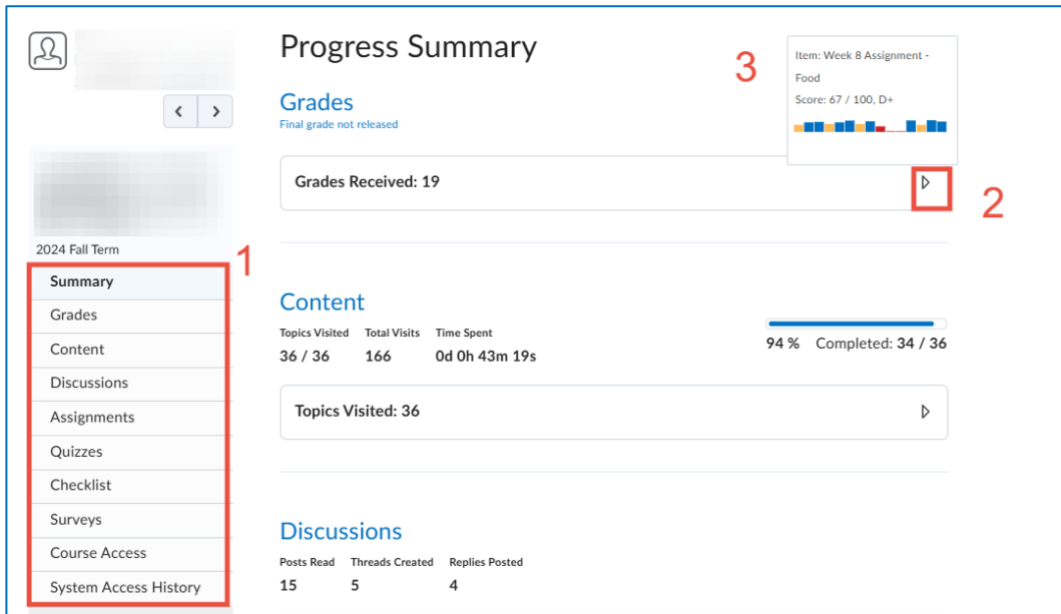
The **Class Progress** tool in Brightspace is an analytics feature that allows you to track and monitor student performance and engagement within a course. It provides an overview of individual student and class progress by displaying key data such as grades, assignment submissions, discussion participation, login history, and time spent on course content. On the course level, this tool can help you recognize engagement trends so that you can make adjustments. For example, you might notice that students' scores are lower on a particular quiz than expected. Using this information, you might decide to add support materials and activities.



The Class Progress tool allows you to review individual student performance. To drill down on the data for an individual:

- Click on the student's name.
- View a summary of all data collected by area using the left-menu (1).
- Use the arrow keys (2) to expand each area of further drill-down.

- Hover over bar graphs for detailed summary (3).

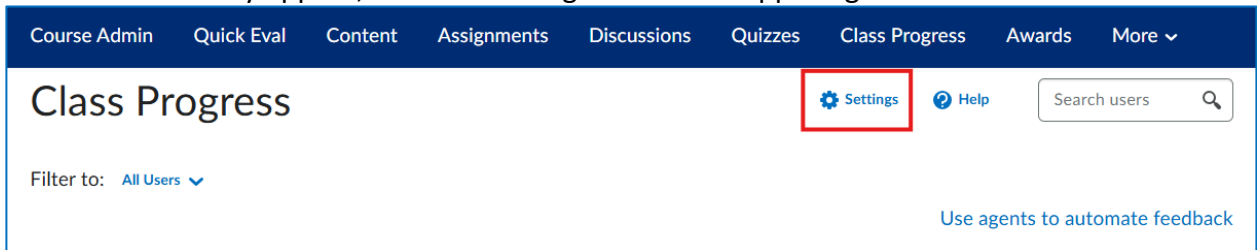


You can focus on various aspects of individual student activity and performance, including:

- **Grades:** View individual student grades, overall performance trends, and specific assignment or quiz scores.
- **Content:** Track how much course content a student has accessed and completed, as well as the time spent on materials.
- **Discussions:** Check student participation, including posts, replies, and engagement in course discussions.
- **Assignments:** See submission history, completion status, and feedback provided on assignments.
- **Quizzes:** Monitor quiz attempts, scores, and time spent on each quiz.
- **Checklist:** View student progress on checklists created for tracking tasks or milestones.
- **Surveys:** View the surveys which a student has completed within Brightspace.
- **Course Access:** Analyze login frequency to determine engagement levels.
- **System Access History:** Provides an overview of time spent in this course vs. overall Brightspace access.

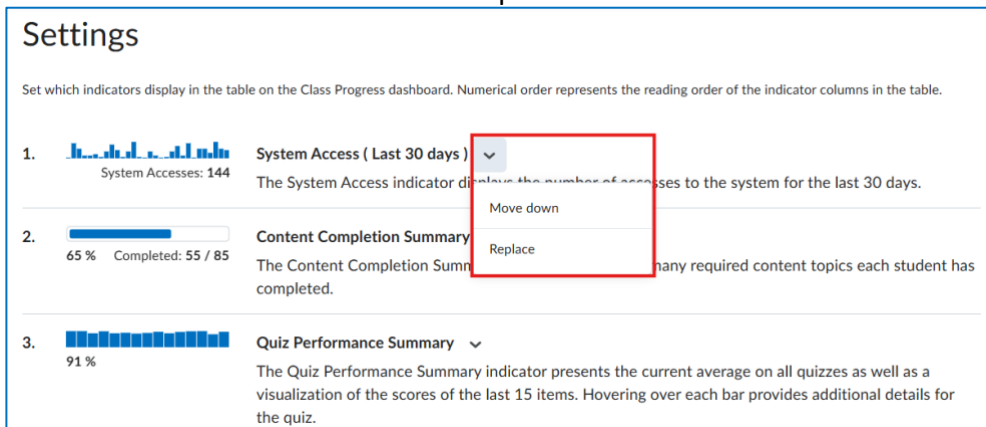
Adjusting Your Class Progress Display

- To adjust the items (performance indicators) displayed in your Class Progress dashboard, or the order in which they appear, click the Settings icon in the upper right.



The screenshot shows the top navigation bar of the Class Progress dashboard. The navigation bar is dark blue with white text for the following items: Course Admin, Quick Eval, Content, Assignments, Discussions, Quizzes, Class Progress, Awards, and More. Below the navigation bar, the main header area is white. On the left, it says 'Class Progress'. On the right, there is a 'Settings' icon (a gear) enclosed in a red box, followed by a 'Help' icon (a question mark) and a search bar labeled 'Search users'. Below the header, there is a 'Filter to: All Users' dropdown and a link that says 'Use agents to automate feedback'.

- Use the chevron adjacent to any of the Dashboard items to select an arrangement on the Dashboard. You can also view a description for each item.



The screenshot shows the 'Settings' page for the Class Progress dashboard. The title 'Settings' is at the top. Below it, a subtitle reads: 'Set which indicators display in the table on the Class Progress dashboard. Numerical order represents the reading order of the indicator columns in the table.' There are three items listed, each with a chevron icon to its right. A red box highlights the chevron for the first item, 'System Access (Last 30 days)', and a dropdown menu is open showing 'Move down' and 'Replace' options. The items are as follows:

Item	Indicator	Description
1.	System Access (Last 30 days)	The System Access indicator displays the number of accesses to the system for the last 30 days.
2.	Content Completion Summary	The Content Completion Summary displays the number of required content topics each student has completed.
3.	Quiz Performance Summary	The Quiz Performance Summary indicator presents the current average on all quizzes as well as a visualization of the scores of the last 15 items. Hovering over each bar provides additional details for the quiz.



Using Quick Eval

You can use Quick Eval to view all of your students' submissions that need grading. On the course page, you can view the Quick Eval widget. It provides some basic information about whether there are items that need grading.

Quick Eval ▼



Week 1 - Conducting an Experi...
Due Sep 11 • 2024 FA [1] Topics in ...



Student Lounge
2024 FA [1] Topics in Biology: CUNY...



Week 1- Introductions
Ends Sep 9 • 2024 FA [1] Topics in ...

[View all activities](#)

- Access Quick Eval by selecting it on your course Navbar or by locating it in Course Admin.



Clicking on a user's name opens an evaluation screen directly from the Quick Eval list so that you can begin grading. The search function in Quick Eval allows evaluators to locate submissions for evaluation by searching for a specific user, assignment, quiz, discussion topic, or course. Once you have finished grading, you can either publish your feedback, or save it as a draft.

Submissions Views

The **Submissions** view supports anonymous marking for assignments created with the **Hide student names during assessment** option selected.

View by

Submissions

Activities

Filters

Search

2024 FA [1] Topics in Biology: CUNY Core BIO 100 ...

First Name	Last Name	Activity Name	Submission Date
AS		Week 1 - Conducting an Experiment Assignment	8/27/2024 10:49 PM
KS		Week 1 - Conducting an Experiment Assignment	9/4/2024 9:44 AM
YF		Week 1 - Conducting an Experiment Assignment	9/6/2024 5:35 PM
KS		Week 1 - Conducting an Experiment Assignment	9/8/2024 2:26 AM
ZC		Week 1 - Introductions	9/8/2024 2:01 PM
RC		Student Lounge	9/8/2024 7:33 PM
VT		Week 1 - Conducting an Experiment Assignment	9/9/2024 11:03 PM

Quick Eval

...

View by

Submissions

Activities

Filters

Search

2024 FA [1] Topics in Biology: CUNY Core BIO 100 ...

First Name

Last Name

Activity Name

Submission Date



You're all caught up!

There are no submissions that need your attention in this course.

Check the [Multi-Course Quick Eval](#) to see if there are new submissions in your other courses.

Activities Views

By default, unassessed activities do not appear in Quick Eval once a course’s end date is reached.

Quick Eval

...

View by

Submissions

Activities

Activity Name

Search

2024 FA [1] Topics in Biology: CUNY Core BIO 100 ...

Student Lounge

Discussion

1

New Posts

1/27

Completed

0/27

Evaluated

0/27

Published

Week 1 - Introductions

Discussion

1

New Posts

24/27

Completed

27/27

Evaluated

27/27

Published

Week 1 - Conducting an Experiment Assignment

Assignment • Due: 9/11/2024 11:59 PM

5

New Submissions

5/27

Completed

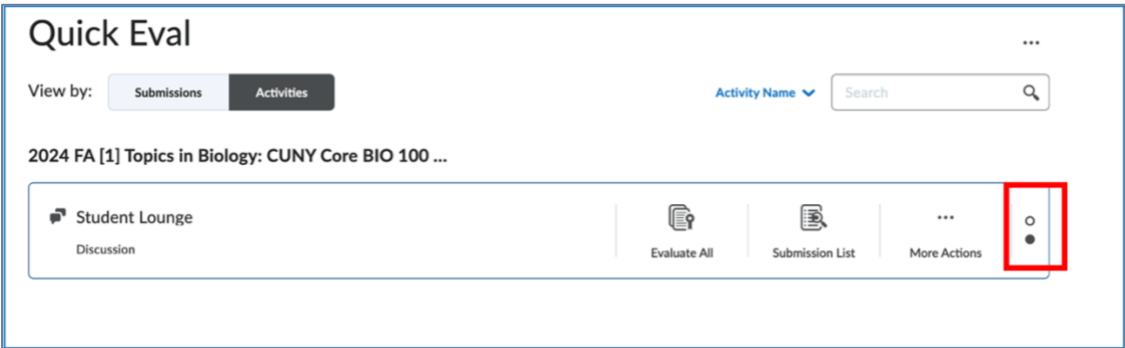
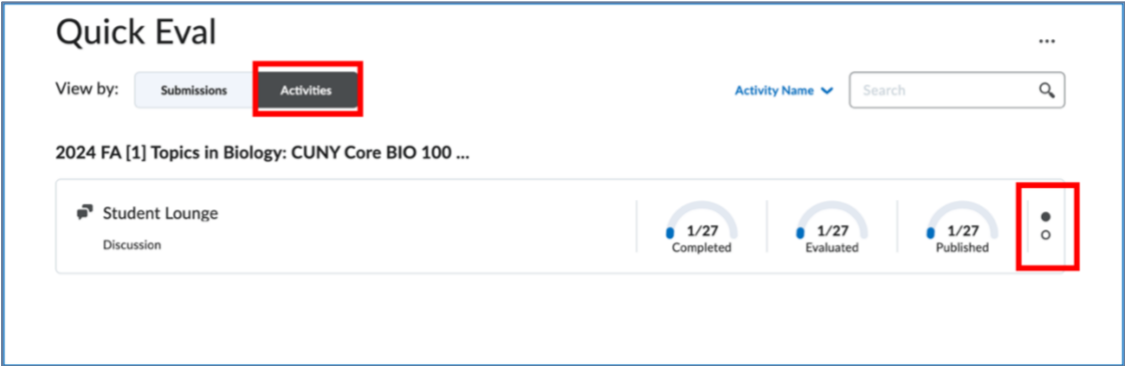
0/27

Evaluated

0/27

Published

To toggle between the graphical summary view and the evaluation view, click on the radio buttons in the display:





Using Intelligent Agents

The **Intelligent Agent** tool allows instructors to set up criteria that will enable an email to be sent to students who met the specified criteria, such as not logging into Brightspace course.

Examples of criteria that can be set up include, but are not limited to the following:

- **Login Activity:** If the student has or has not logged into Brightspace.
- **Course Activity:** If the student has or has not accessed the course.
- **Assignments:** If a student has or has not submitted an assignment.
- **Discussions:** If a student has or has not posted to a discussion topic.
- **Quizzes:** If a student has achieved a specific score, if they have completed a quiz attempt, or if they haven't completed a quiz attempt.
- **Content:** If a student has completed, not completed, viewed, or did not view a content topic.
- **Grades:** If a student received a specific score on a grade item or if they haven't completed a graded item.

Example uses for agents include:

- Emailing students with grades below a certain level.
- Congratulating students with a grade above a certain level.
- Checking for students that have not logged in within a specific number of days to remind them of the importance of viewing course material.
- Checking for students that view a specific content topic

Creating an Intelligent Agent

- From **Course Admin** select Intelligent Agent or click on Intelligent Agent under the **More** dropdown list on your Navbar.
- Click on New Agent
- Enter name of Agent.
- Enter a description that explains the purpose of the Agent for your reference.
- Add a category if desired.
- Check to enable Agent.

New Agent

Agent Name: *

Lab Quizzes

1

Description:

This agent will check if the student is taking their lab quizzes.

2

Category:

Lab quizzes



Add Category

3

Status:



Agent is enabled

4

You will now need to specify some options:

1. The **Criteria** block sets up trigger conditions/release conditions (opens release condition dialog box): All users, we recommend ***users with specific roles.***
2. The **Actions** block tells the agent what action to take. Generally, this will involve sending an automated email to the student. You can customize this email by adding a replacement string, a piece of code contained in {} that will add the student's first name to the email.

Scheduling

1



Criteria

2



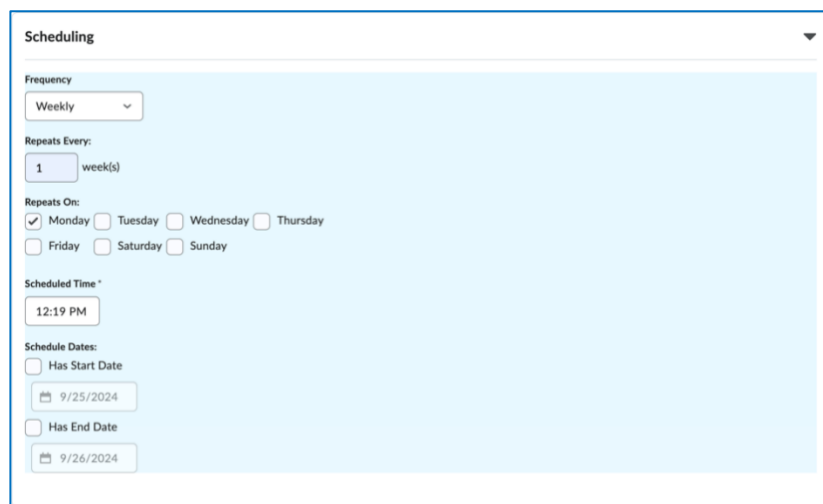
Actions

3



Scheduling an Intelligent Agent

The **Scheduling** block allows you to pick scheduling options: i.e., how often will Brightspace run this agent? You will also select a day of the week, time and start and end dates.



The screenshot shows a 'Scheduling' configuration window. It includes a 'Frequency' dropdown set to 'Weekly'. Below it, 'Repeats Every' is set to '1 week(s)'. The 'Repeats On' section has checkboxes for days of the week, with 'Monday' selected. The 'Scheduled Time' is set to '12:19 PM'. The 'Schedule Dates' section has two options: 'Has Start Date' with a date of '9/25/2024' and 'Has End Date' with a date of '9/26/2024'.

Setting up Intelligent Agent Triggering Criteria

- The **Criteria** block sets up trigger conditions or release conditions (opens release condition dialog box).
- Select the users who will be evaluated (Role in Classlist). We recommend ***users with specific roles***.
- Specify the action you want the agent to evaluate. For example, you want the agent to trigger if the student has *not logged into Brightspace* within a specified time, **Login Activity** or the student *has not accessed your course*, **Course Activity**.
- You can also add or create a Release Condition for your agent.

Criteria

Role in Classlist

☐ All users visible in the Classlist

☒ Users with specific roles:

☐ Designer-Non Cascading

☐ Instructor

☐ Organization Leader

☐ Librarian

☐ Teaching Assistant

☐ Course Assistant

☐ Grader

☒ Learner

☐ Demo Student

☐ Staff

☐ Tutor

☐ Observer

☐ Reviewer

Take Action on Activity

☐ Login Activity

☐ User has not logged in during the last day(s)

☐ User has logged in during the last day(s)

☒ Course Activity

☒ User has not accessed the course in the last 7 day(s)

☐ User has accessed the course during the last day(s)

Release Conditions

All conditions must be met

Visits the content topic: Essay Assignment 1 X

Setting Intelligent Agent Action

The **Actions** block tells the agent what action to take. Generally, this will involve sending an automated email to the student. You can customize this email by adding a replacement string, a piece of code contained in {} that will add the student's first name to the email.

- Set a desired repetition.
- Select **Send an Email**.
- Add a To: ***note that this should always be {InitiatingUser}***. Do not try to add users from your Classlist or directory.
- Add a Subject.
- Add a message. If you wish to customize your greeting the replacement string **{FirstName}** will insert the student's first name.
- Add attachments if desired.
- Save and close.

Actions

Repetition

Take action only the first time the agent's criteria are satisfied for a user

Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

What Action Repetition setting should I use?

Change User Enrollments

Change user enrollments when the criteria are satisfied

Enrollment Action

New Role

Change current role

Designer-Non Cascading

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: System - No Reply
Reply-To address for responses: Brightspace-DoNotReply@cuny.brightspace.com
[How can I change the default From and Reply settings?](#)

To: [InitiatingUser]
Cc:
Bcc:

What special email addresses can I use?

Subject: *
Lab Quizzes

What replace strings can I use in the subject and message?

Message:

Paragraph B I U A List Bulleted Link Image Summation Table Plus Lato (Recom... More

Hi {FirstName},
Lab quizzes are an important component of your course. Make sure you have logged onto the lab every week and completed the quiz. Remember, if you have any questions to come to office hours.
Best,
Prof. Lupus

Attachments

Drop files here, or click below!

Upload Record

Choose Existing

Email Format:

HTML

Plain text

Save and Close

Save

Cancel

Editing or testing your Intelligent Agent

You can individually edit an agent from the Intelligent Agents interface. You can also view the results of agents running, as well as the timing of last and next runs. By clicking on the results of the last run, you can view the students who met the criteria of the run.

☐	Agent	Results of Last Run	Last Run Date	Next Run Date
☐	Class Inactivity ▼ ✕	8 users identified	October 4 at 12:00 PM	-
☐	Missing Unit 1 Paper ▼ Used to quickly learn which student missed the unit 1 paper.		-	Tuesday, October 11, 2022 1:24 PM EDT
☐	Week 1 Discussion Agent ▼	2 users identified	4 hours ago	-



Providing Feedback for Assignments, Discussions, & Quizzes

For your students to submit an assessment in Brightspace for you to grade, it must be visible and thus not restricted by date, or by a special condition (such as assignment to a group or individual for special access) or a release condition. If you are concerned that students can't see your assessments, follow the steps in our Guide to Visibility, or at a minimum check the assessment. When a student submits an assessment, use any of the methods below to provide feedback and enter a grade:

Accessing Items to Provide Feedback

Quick Eval

- Summary view. Click on the radio button at the end of the row to toggle evaluation view.

- Evaluation view.

Assignments

- Click on the number in Assignments, New Submissions column.

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
☐	Persuasive Essay for Week 7 Due on Oct 1, 2024 11:59 PM See 12 : 09:11		1/2	2/2	2/2
☐	Loretta		0/2	0/2	0/2
	Response Papers				
☐	Assignment 3: Annotated Bibliography Due on May 17, 2024 11:59 PM		0/2	0/2	0/2
	Discussions				
☐	Assignment 2: Argumentative Essay Click on number to grade new submissions	3	2/2	0/2	0/2
	Due on May 3, 2024 11:59 PM				

- Click on assignment icon in the Gradebook.

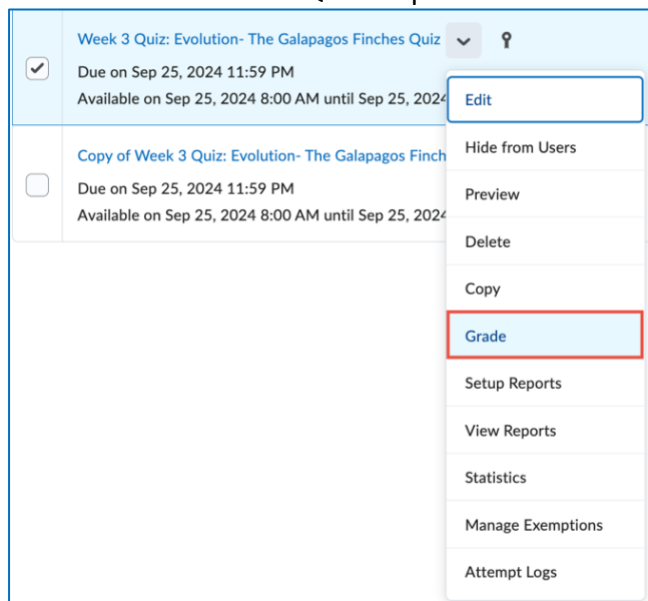
	Last Name First Name	Final Grades	
		Final Calculated Grade	Assignment 2: Argumentative Essay
☐	King, Jake	121 / 454.5, F	Click on icon in gradebook to grade new submissions 0* / 25, F
☐	Tomarchio, Maria	30 / 454.5, F	0* / 25, F

Quizzes

- Click on the icon in Gradebook to grade a new submission.

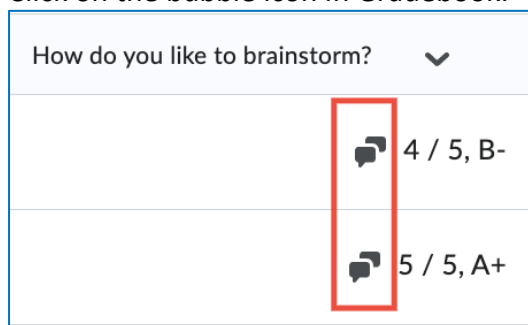
	Week 3 Quiz	
, F	- / 100, - / -, -	
B-	- / 100, - / -, -	
B-	- / 100, - / -, -	
F	- / 100, - / -, -	

- Select Grade from the Quiz dropdown menu.

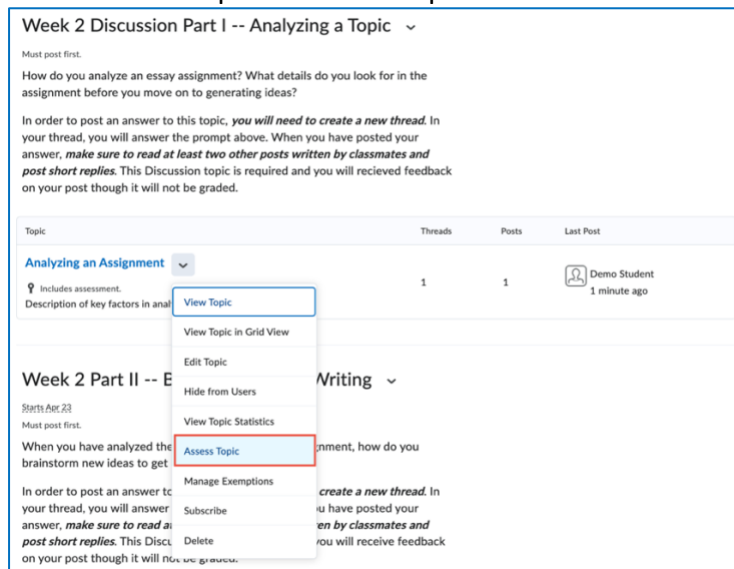


Discussions

- Click on the bubble icon in Gradebook.



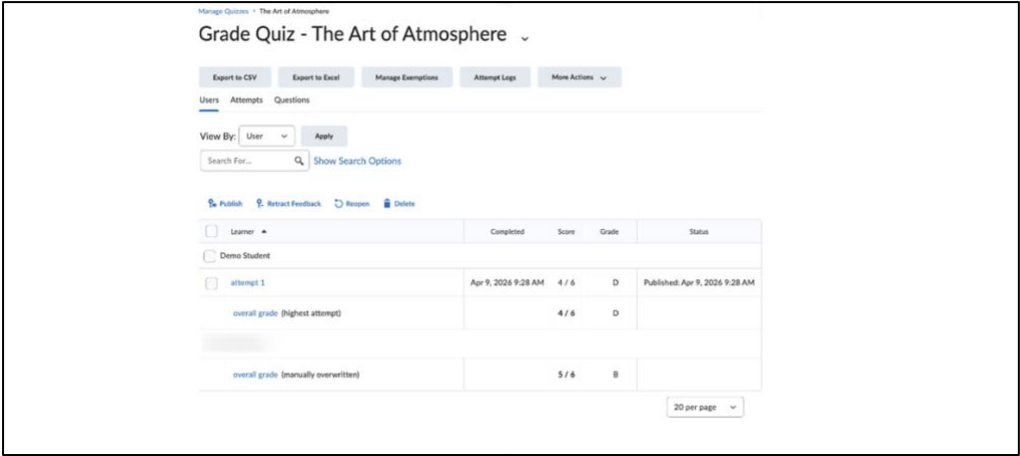
- Select Assess Topic from the dropdown menu in Discussions.



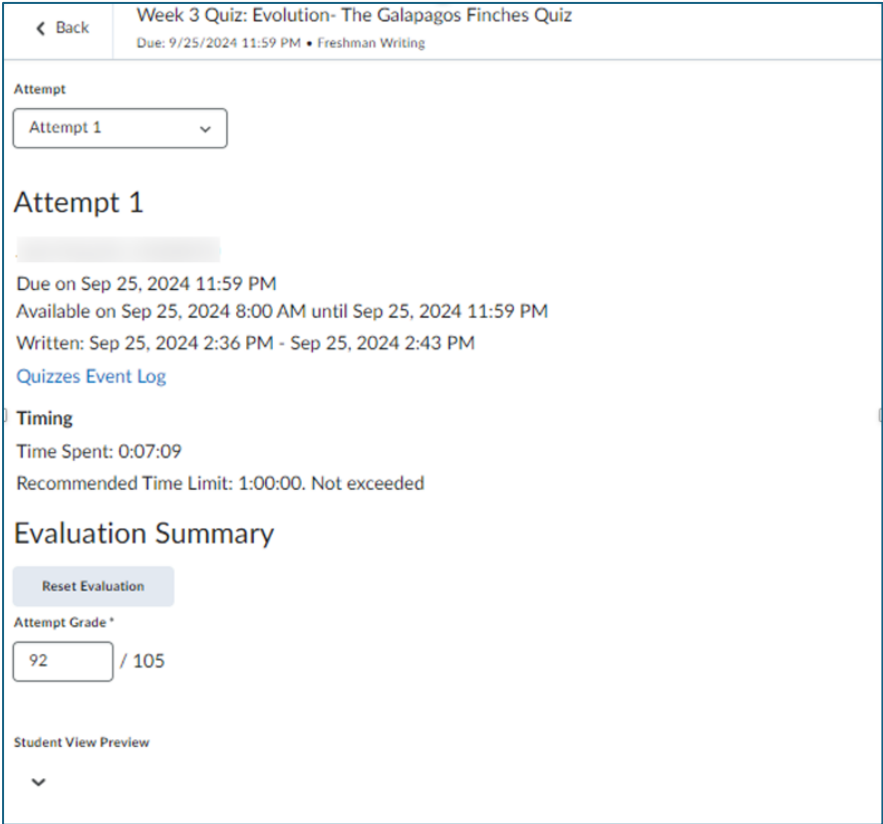
Quiz Feedback

To view a quiz attempt and add feedback:

- Click the drop-down list by the quiz name and select **Grade**.



- Click on an attempt to view details of a student's attempts. Scroll down to enter overall feedback in the input box and to grade and provide feedback for short answer questions.



To grade a short answer or other not-auto graded question:

- Scroll down to the question. Enter an answer grade and feedback, as appropriate.

Question 4

What two characteristics played a role in reproductively isolating ground finches?

The two characteristics that played a role in reproductively isolating ground finches are the beak size and mating songs/calls. These characteristics limited interaction and mating opportunities between different finch species.

Save Time
6:36 PM

Score
8 / 8 (not auto-graded: a default value of 0 was assigned)

Expand question 4 feedback

Question 5

- Note that a blue shaded background displays when you have entered a grade.

Week 3 Quiz: Evolution- The Galapagos Finches Quiz
Date: 9/23/2024 11:59 PM • 2024 FA [1] Topics in Biology: CUNY Core BIO 100 ONC1 [9967] [Section] [Kingborough CC]

Question 2

How did the population of medium ground finches on the island of Daphne Major change as a result of environmental changes over the years 1977, 1983 and 1985? To get full credit, you need to state what happened in each of the years mentioned (1977, 1983 and 1985).

In 1977, a severe drought hit the island which drastically reduced the availability of small, soft seeds. Only large, hard seeds were left, so finches with larger beaks had a survival advantage. As a result, many finches with smaller beaks died and the population's average beak size increased.

In 1983, there was an exceptionally rainy year due to El Niño. This led to an abundance of small, soft seeds, making food more accessible for finches with smaller beaks. Consequently, finches with smaller beaks survived better and the average beak size decreased again.

In 1985, the environment returned to a more typical state with fewer small seeds available, the finches experienced selective pressure once more. This favored finches with intermediate beak sizes that could handle a variety of seed types. The population began to stabilize with a wider range of beak sizes adapting to the changing conditions.

Save Time
7:22 PM

Score
9 / 9 (not auto-graded: a default value of 0 was assigned)

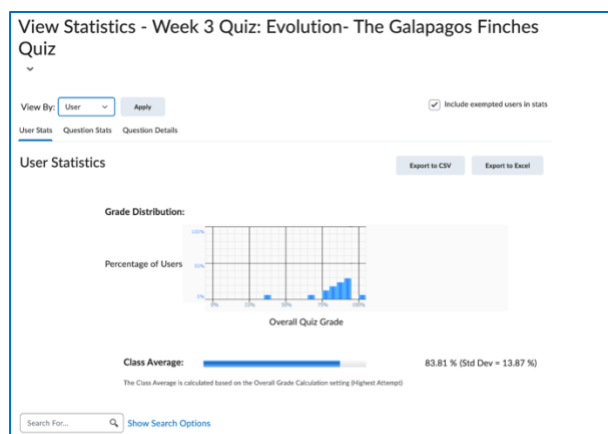
Expand question 2 feedback

Question 3

In a given environment, are there more populations of a species? Explain your answer.

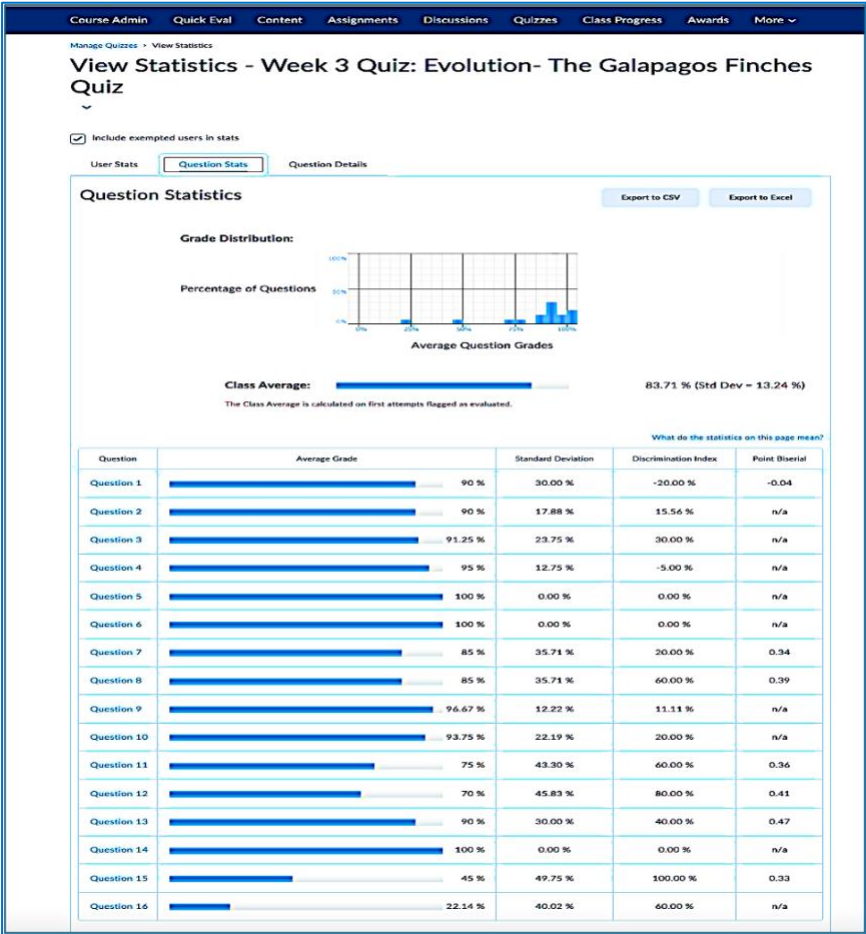
Evaluating Class Performance: Quizzes

View **Statistics** to better understand class performance overall and on each individual question. Statistics can be exported to Excel or as a CSV.



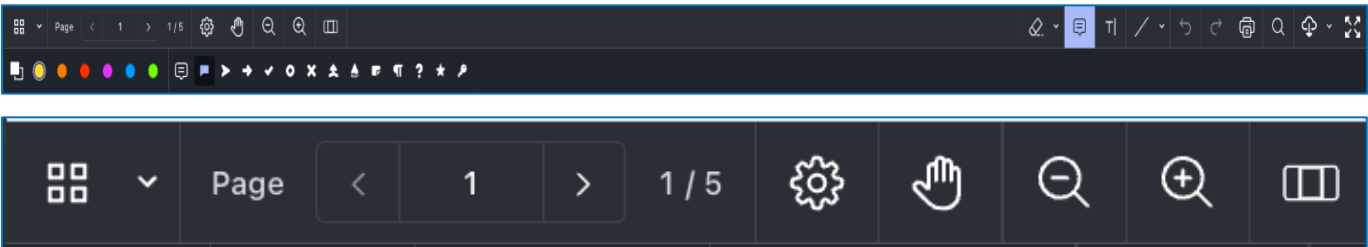
Evaluating Material Performance: Quizzes

The **Question Details** tab provides class-wide details for each question in your Quiz.

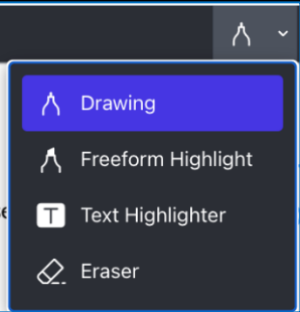
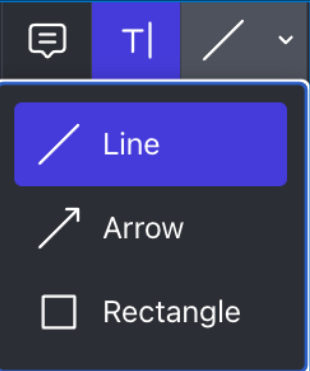
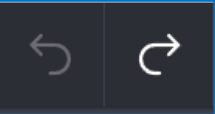
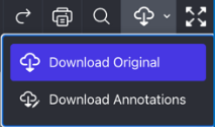


Assignments: Markup Tools

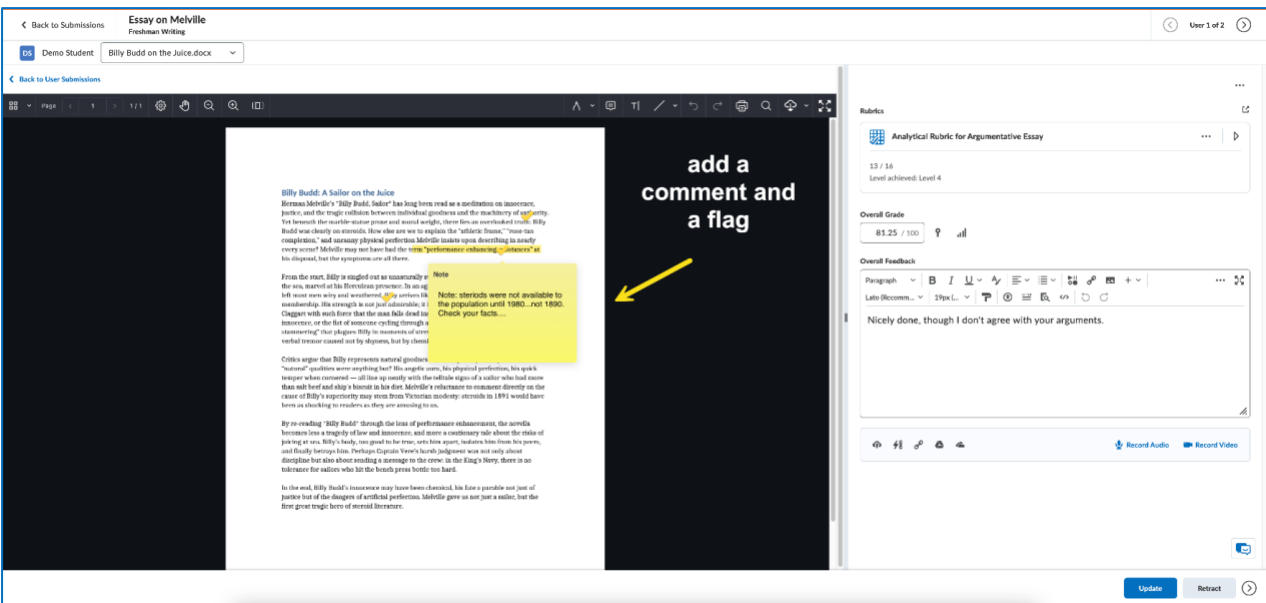
Toolbar items: Clicking on items in the top level of the toolbar opens sub-menus of additional tools. Refer to the table below for options.



The toolbar items above control your view of the submission.

Toolbar Icon	Function
	Click on an item in this menu to draw, freeform highlight (not in a straight line), highlight text or erase one of the above.
	Add a comment box and pointer icons including arrows, x, key, star etc. Change colors using context menu pictured above.
	Type a comment directly on the submission. Optionally change colors using the menu below.
	Add a line, arrow or rectangle. Additional options for line width, color etc. available on context menu.
	Undo or redo the latest markup.
	Print the submission.
	Allows you to search within the submission.
	Downloads original submission or submission with your annotations.
	Makes document full screen. Press ESC to return to markup

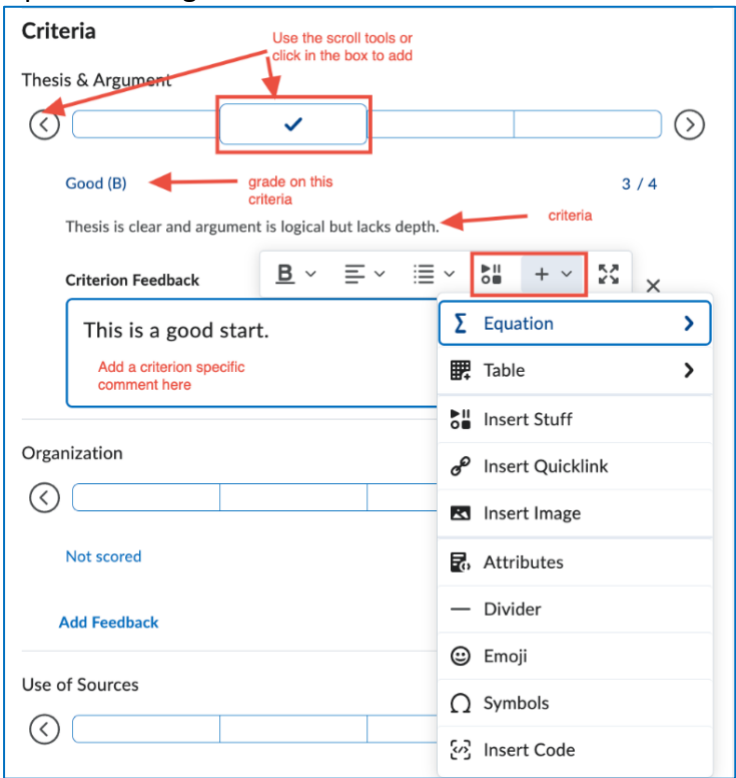
The image below shows the markup tools in use.



Using a Rubric in Assignments

The right-hand panel in Assignments includes a rubric screen, if you have added one, along with a section that allows you to add overall feedback, as well as record video or audio comments. Using a rubric to score your assignments makes your feedback process more transparent and efficient.

- Open the Assignment submission and click on each criteria to add a score.



- Add overall feedback at the bottom of the right-hand menu.

Overall Grade

4.69 / 25

Total grade calculated as you go.

Overall Feedback

Paragraph **B** *I* U ~~A~~ **≡** **≡** **+** **⋮**

Add overall feedback here. Note that you can use the toolbar to add links to other content and you can record audio or video feedback below.

Record Audio Record Video

- Publish, Save Draft or click the arrow to move to the next student.

Publish Save Draft >

Discussions Feedback

Providing feedback to a Discussion post is very similar to providing Assignment feedback except that you can only provide overall feedback or reply to a thread by clicking on the title of a thread (blue text) and clicking reply to thread in the new window. Replying to a thread adds a comment that the entire class community can see. If you wish to provide private feedback you must use the Overall Feedback space in Discussions.

- Go to Discussions and select Assess Topic from the dropdown menu.

Week 2 Discussion Part I -- Analyzing a Topic

Must post first.

How do you analyze an essay assignment? What details do you look for in the assignment before you move on to generating ideas?

In order to post an answer to this topic, **you will need to create a new thread**. In your thread, you will answer the prompt above. When you have posted your answer, **make sure to read at least two other posts written by classmates and post short replies**. This Discussion topic is required and you will receive feedback on your post though it will not be graded.

Topic	Threads	Posts	Last Post
Analyzing an Assignment	1	1	Demo Student 1 minute ago

View Topic
View Topic in Grid View
Edit Topic
Hide from Users
View Topic Statistics
Assess Topic
Manage Exemptions
Subscribe
Delete

Week 2 Part II -- Writing

Starts Aug 23

Must post first.

When you have analyzed the assignment, how do you brainstorm new ideas to get...

In order to post an answer to your thread, you will answer the prompt above. When you have posted your answer, **make sure to read at least two other posts written by classmates and post short replies**. This Discussion topic is required and you will receive feedback on your post though it will not be graded.

- Click on the desired thread to enter the tool.

Assess Topic - Analyzing an Assignment

Publish All FeedbackRetract All FeedbackManage ColumnsManage Exemptions

Users

Assessments

Search For...

Show Search Options

Publish Retract Feedback

☐	First NameLast Name	Score	Status
	Demo Student		
☐	Topic Score	0 / 5 (0%)	Not yet evaluated

20 per page ▾

- Add overall feedback in the right-hand menu.

< Back to Assess Topic
How do you like to brainstorm?
User 1 of 2

JK Jake King

Week 2 Part II – Brainstorming for Writing

Posts ▾
Sort: Oldest First ▾

Post: 1 thread, 1 reply

[How I brainstorm with my favorite method.](#)

Apr 24, 2024 10:44 AM • 67 words

My favorite method for brainstorming is to write down each idea on a piece of paper without stopping. Once I have written down enough, I start to narrow down the ideas to find the best ones to work with.

I favor this method because I feel like it helps me keep my ideas organized. In addition, it prevents small, yet interesting concepts from fading into the background.

⌨ Replied in thread "Favorite Method for Brainstorm."

[Favorite Method for Brainstorm](#)

May 29, 2024 10:26 AM • 9 words

10-wheeler trucks should not be allowed to do k-turns.



Copying Course Materials in Brightspace

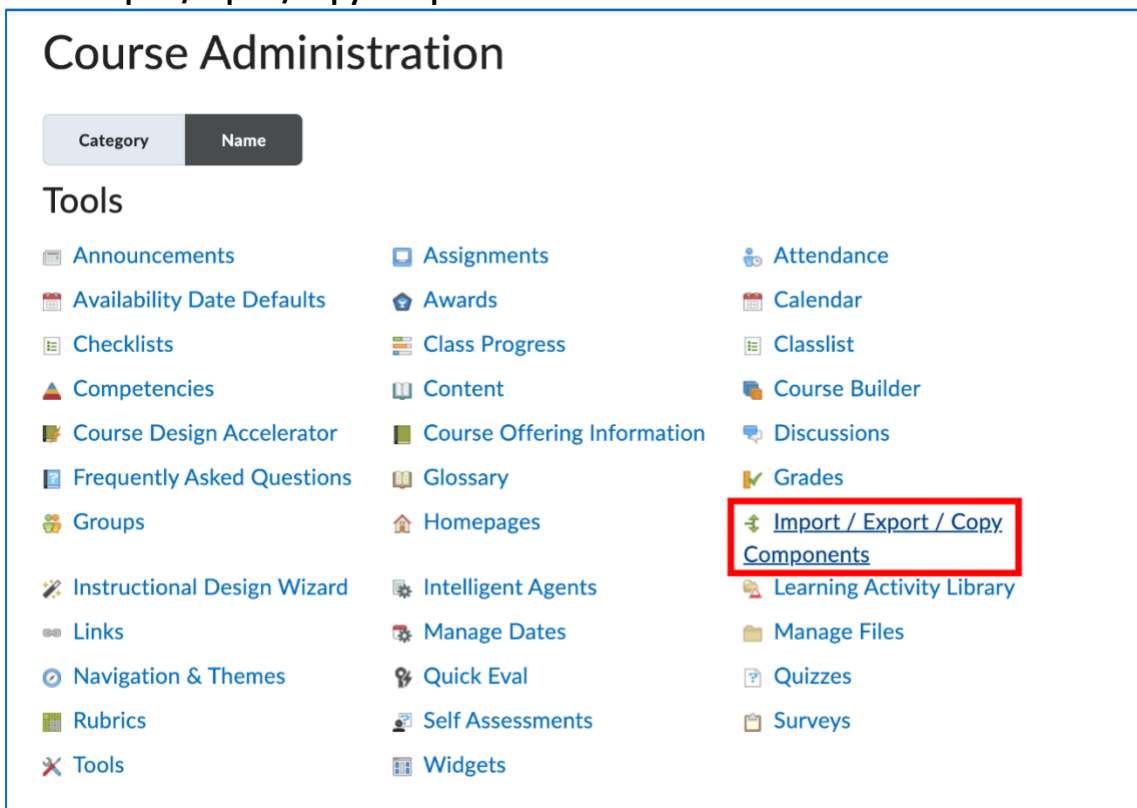
In Brightspace, you can copy course items such as quizzes, assignments and discussions to other courses or you can copy an entire course.

Copying Course Items

- Select **Course Admin** on the Nav Bar



- Select **Import/Export/Copy Components**



- You will then be asked what you would like to do with the following options:
 - Copy components from another Org Unit (KCC course)
 - Export Brightspace Package (creates a zip file that will be downloaded to your computer)
 - Export a Common Cartridge (not commonly used. Creates an industry standard file)
 - Export as Thin Common Cartridge (disabled. Creates an industry standard file)
 - Import Components (allows you to select a portion of another one of your courses to copy)

- If you select course components from another Org Unit, you will be prompted to **Select Course Offering**. This is the *course from which you want to copy*. Note that it must be a course in which you are an instructor.

Import/Export/Copy Components

What would you like to do?

☒ **Copy Components from another Org Unit**
[What is an Org Unit?](#)
 Course to Copy:

☒ Include protected resources

To copy a course from within KCC to the current course shell. You must be an instructor in both the source and the destination.

☐ **Copy Components from Parent Template**
[What is a Parent Template?](#)
☒ Include protected resources

☐ **Export as Brightspace Package**
[What is a Brightspace Package?](#)

Use this option to create a zip file of your course for upload. Store this zip file in Dropbox but do not open it.

☐ **Export as Common Cartridge**
[What is Common Cartridge?](#)

☐ **Export as Thin Common Cartridge** 
[What is Thin Common Cartridge?](#)

☐ **Import Components**
[View Import History](#)

To copy from another course within KCC. You can use this option to select a subset of the entire course, such as only quizzes.

- Once you click **Search for offering**, a pop-up window will display. Type the name or course code of the course you are copying: such as ENG 1200 or [course code] 12345. After you click **Search**, click on the radio button to the left of the course, and then click **Add Selected**.

Select Course Offering

brightspace.cuny.edu/d2l/common/popup/popup.d2l?ou=368340&queryString=ou%3D3683...

Select Course Offering

Philosophy Search Show Search Options

	Offering Code	Offering Name	Department	Semester
☒	KCC01_PHI_7200_5444_1232_1	2023 Spring Term (1) History of Modern Philosophy PHI 7200 02[5444] (Kingsborough CC)	KCC01 Conversions Department	

- You return to the main Brightspace page, with your selected course ready to be copied. You can **Copy All Components or Select Components**. **Select Components** is recommended as it allows you to copy desired material without duplicates.

Import/Export/Copy Components

What would you like to do?

☒ **Copy Components from another Org Unit**
[What is an Org Unit?](#)

Course to Copy:

[File Criticism](#) X

☒ Include protected resources

☐ Export as Brightspace Package
[What is a Brightspace Package?](#)

☐ Export as Common Cartridge
[What is Common Cartridge?](#)

☐ Export as Thin Common Cartridge
[What is Thin Common Cartridge?](#)

☐ Import Components
[View Import History](#)

Copy All Components **Select Components**

- If you opt to select components, you will see a checklist of all of the components contained in your course, including content, quizzes, and course files. Check off all of the components you wish to copy, and when you are ready, click on **Continue**.

Copy Course Components

Choose Components to Copy

[Show the current course components](#)

☐ Select All Components

☒ Checklists (1 item(s))

☒ Copy all items
 ☐ Select individual items to copy

☒ Content (3 item(s))

☒ Copy all items
 ☐ Select individual items to copy
 ☒ Include associated files

☐ Content Display Settings

☐ Copy all items

☒ Course Files (535 item(s))

☒ Copy all items
 ☐ Select individual items to copy

☐ Grades (2 item(s))

☐ Copy all items
 ☐ Select individual items to copy

☒ Grades Settings

☒ Copy all items

☐ Intelligent Agents (1 item(s))

☐ Copy all items
 ☐ Select individual items to copy

☐ Navigation Bars (3 item(s))

☐ Copy all items
 ☐ Select individual items to copy

☐ Course Appearance

☐ Copy all items
 ☐ Select individual items to copy

☐ Release Conditions

- Confirm your selection by clicking **Finish**.

Select Course Material

Confirm Components to Copy

Checklists
Copy all items. [Modify](#)

Content
Copy all items. [Modify](#)

Course Files
Copy all items. [Modify](#)

Grades Settings
Copy all items. [Modify](#)

Offset Dates

☐ Offset all dates of copied components

☒ Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward v		Forward v	

☐ Calculate range between two dates

- Your content has been copied.



Using the Built-In Turnitin Tool for Assignments

Brightspace includes a built-in Turnitin tool that will help you scan a student's assignment for plagiarism. Kingsborough also has an external version of Turnitin available. We recommend you use the Turnitin tool available through Assignments since it connects seamlessly with other Brightspace features, including the gradebook.

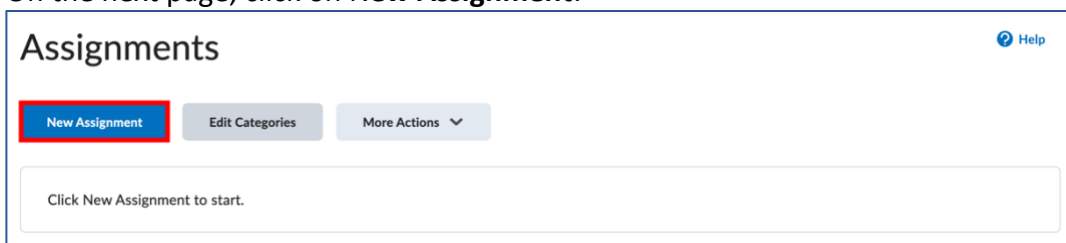
There are a few differences between the built-in Turnitin tool and the external version. For example, you may wish to submit a paper for a student or use the Peer Mark feature; these are not included in the built-in version. To access the external version of Turnitin, follow the directions in the section below: [Adding the Turnitin LTI](#).

Adding an Assignment

- In your Brightspace navbar, click on **Assignments**.



- On the next page, click on **New Assignment**.



- Add a title and make sure that your assignment is set to be graded.

Assignment Title *

Test Assignment

Grade Out Of

10 points

In Grade Book

Due Date

M/D/YYYY

Instructions

Paragraph

Record Audio

Record Video

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

- Open the **Evaluation and Feedback** block, scroll to the bottom, and click on the button labeled **Manage Turnitin**.

Assignment Title *

Test Assignment

Grade Out Of

10 points

In Grade Book

Due Date

M/D/YYYY

Instructions

Paragraph

Record Audio

Record Video

Availability Dates & Conditions

Always available

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

Evaluators

1 evaluator can give feedback

Select Evaluators

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

Manage Turnitin

- Make sure that the checkboxes to enable both similarity report and online grading are checked.

Turnitin™ Integration

Similarity Report

Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

Enable Similarity Report for this folder

Display

Allow learners to see similarity scores in their submission folder

Submissions Checked

Automatic similarity checking on all submissions

Identify individual submissions for similarity checking

Online Grading

Enable Turnitin's intuitive suite of feedback and grading tools.

Enable Online Grading for this folder

Transfer

Automatically sync grades as Draft in Brightspace

Save

Cancel

- If desired, at the bottom, click on **More Options** to access additional settings. Note that these settings will be retained across Assignments.

☒ Enable Similarity Report for this folder

Display
☐ Allow learners to see similarity scores in their submission folder

Submissions Checked
☒ Automatic similarity checking on all submissions
☐ Identify individual submissions for similarity checking

Online Grading
Enable Turnitin's intuitive suite of feedback and grading tools.
☒ Enable Online Grading for this folder

Transfer
☒ Automatically sync grades as Draft in Brightspace
☐ Manually sync grades as Draft in Brightspace

[More Options](#)

[Save](#) [Cancel](#)

Assignment Title *

Grade Out Of
 points [In Grade Book](#)

Due Date

Instructions

Paragraph **B** *I* U ~~A~~

Lato (Recomm... 19px

[Record Audio](#) [Record Video](#)

Availability Dates & Conditions
 Always available

Submission & Completion
 File submission

Evaluation & Feedback

Rubrics
[Add Rubric](#)

Learning Objectives
 No learning objectives
[Manage Learning Objectives](#)

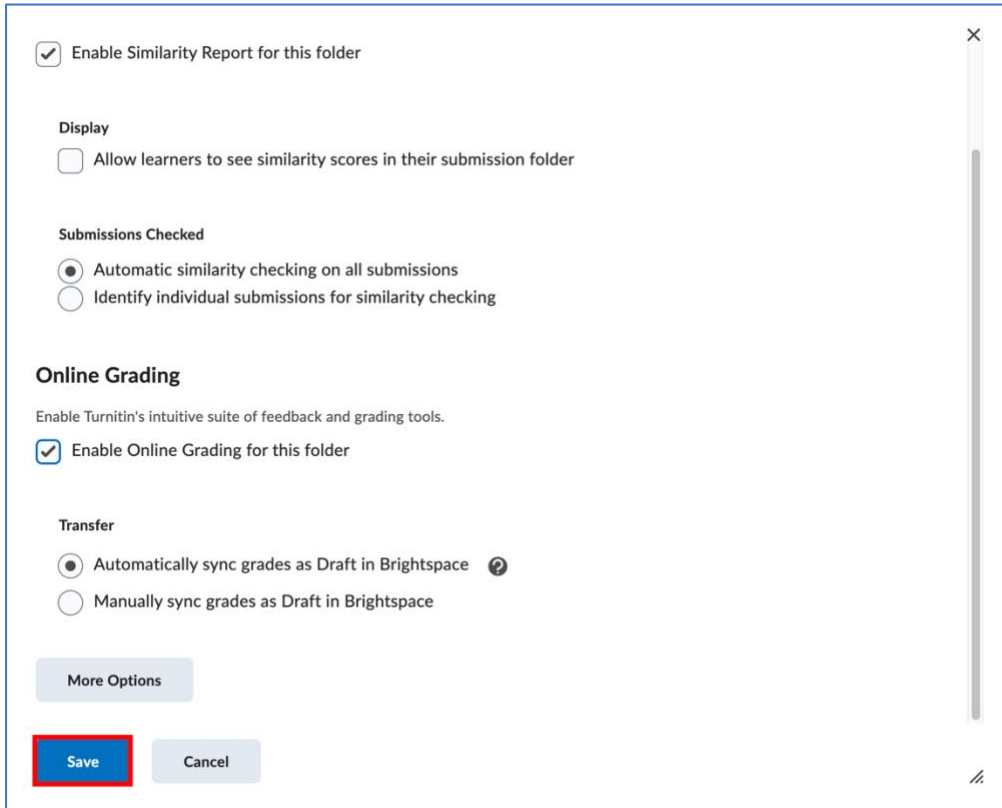
Annotation Tools
☒ Make annotation tools available for assessment

Anonymous Marking
☐ Hide student names during assessment

Evaluators
 1 evaluator can give feedback
[Select Evaluators](#)

Turnitin Integration
 Turnitin™ adds additional functionality to evaluation.
[Manage Turnitin](#)

- Click on the **Save** button.



☒ Enable Similarity Report for this folder

Display
☐ Allow learners to see similarity scores in their submission folder

Submissions Checked
☒ Automatic similarity checking on all submissions
☐ Identify individual submissions for similarity checking

Online Grading
 Enable Turnitin's intuitive suite of feedback and grading tools.
☒ Enable Online Grading for this folder

Transfer
☒ Automatically sync grades as Draft in Brightspace ?
☐ Manually sync grades as Draft in Brightspace

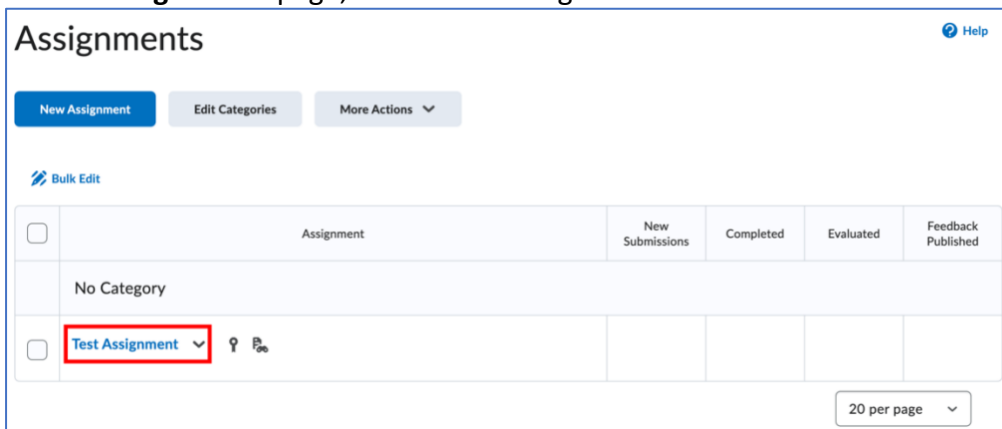
[More Options](#)

[Save](#) [Cancel](#)

Disable Turnitin

To disable Turnitin for an assignment:

- On the **Assignments** page, click on the assignment name.



Assignments [Help](#)

[New Assignment](#) [Edit Categories](#) [More Actions](#)

[Bulk Edit](#)

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
☐	Test Assignment				

20 per page

- Select the Edit Assignment tab.

Test Assignment - Submissions

[Publish All](#)
[Edit Assignment](#)
[Email Users Without Submissions](#)
[Add Feedback Files](#)
[Submission Log](#)
[More Actions](#)

[Users](#)
[Submissions](#)

[Show Search Options](#)

There are no users for the search

- On the page displaying your assignment details, open **Evaluation & Feedback**, scroll down, and click on **Manage Turnitin**

[Back to Manage Assignments](#)
[New Assignment](#)

Assignment Title *

Grade Out Of

 points

In Grade Book

Due Date

Instructions

Paragraph

B I U

Lato (Recom...)

19px

Availability Dates & Conditions

Always available

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

Evaluators

1 evaluator can give feedback

Select Evaluators

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

☒ Similarity Report On ☒ Online Grading On

Manage Turnitin

- On the pop-up window that appears, uncheck the boxes to both **Enable Similarity Report** and **Enable Online Grading**.

Turnitin™ Integration

Similarity Report

Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

☒ Enable Similarity Report for this folder

Display

☐ Allow learners to see similarity scores in their submission folder

Submissions Checked

☒ Automatic similarity checking on all submissions
☐ Identify individual submissions for similarity checking

Online Grading

Enable Turnitin's intuitive suite of feedback and grading tools.

☒ Enable Online Grading for this folder

Transfer

☐ Automatically sync grades as Draft in Brightspace
☒ Manually sync grades as Draft in Brightspace

More Options

Save

Cancel

- Click **Save**.

Turnitin™ Integration

Similarity Report

Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

☐ Enable Similarity Report for this folder

Display

☐ Allow learners to see similarity scores in their submission folder

Submissions Checked

☒ Automatic similarity checking on all submissions
☐ Identify individual submissions for similarity checking

Online Grading

Enable Turnitin's intuitive suite of feedback and grading tools.

☐ Enable Online Grading for this folder

Transfer

☐ Automatically sync grades as Draft in Brightspace
☒ Manually sync grades as Draft in Brightspace

More Options

Save

Cancel

- On the edit page for your assignment, click on **Save and Close**, and Turnitin will be officially removed from your assignment.

- On the next pop-up window, scroll to the bottom and click on **More Options**.

- On the next pop-up window, under submission settings, click on **Attach a Rubric**, and then click on the button to **Launch Rubric Manager**.

- A window will display a sample rubric containing levels and initial feedback that will be applied to submissions. Click on the button in the top left corner and select **Create New Rubric**.

- When your blank rubric opens, fill in all of the required details. Click **Save**.

Rubric Manager

api.turnitin.com/rubric_manager?u=1163831293&token=e9754646bcd3721fb30184697f104ef23db4d776%2C626edb65dd9c32dca1f5714f...

Enter rubric name here

CRITERIA	SCALES
	Scale 1 1.00 Scale 2 2.00 Scale 3 3.00
Criterion 1 25%	a b c
Criterion 2 25%	a b c
Criterion 3 25%	a b c
Criterion 4 25%	a b c
TOTAL 100%	RUBRIC SCORING % 0

SAVE CANCEL

- Go back to the previous pop-up window and click on Submit.

Turnitin Assignment

api.turnitin.com/api/iti/tp0/redirect/assignment/edit/158609743?lang=en_us&wide=1

Generate reports immediately (students cannot resubmit)

☐ Allow students to view Similarity Reports

☐ Exclude bibliographic materials

☐ Exclude quoted materials

☐ Exclude small sources

Compare against

☒ Student paper repository

☒ Current and archived web site content

☒ Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#)

Additional settings

☐ Save these settings for future use

View a Similarity Report

Similarity Reports allow you to monitor students' submissions and identify any signs of plagiarism. Submissions are automatically compared to an online database of original content.

- To view a Similarity Report, from the Users tab of Assignments, click on the bar graph.

Persuasive Essay for Week 7 - Submissions

[Publish All](#)
[Edit Assignment](#)
[Email Users Without Submissions](#)
[Add Feedback Files](#)
[Submission Log](#)
[More Actions](#)

[Users](#)
[Submissions](#)

View By: User [Apply](#)

Search For... [Show Search Options](#)

[Download](#)
[Email](#)
[Mark as Read](#)
[Mark as Unread](#)
[Delete](#)
[Publish Feedback](#)

☐	Last Name	First Name	Turnitin Similarity Report	Turnitin Online Grading	Submission Date	Delete
☐	Student, Demo					
☐			Click on the graph to view the report	Click on Evaluation to provide feedback	Go to Evaluation	
☐				No Score	Oct 3, 2024 12:25 PM	
☐						Go to Evaluation

20 per page

The student work opens in Turnitin with similar content highlighted and referenced.

feedback studio Demo Student Gun control Sample Essay.docx /25 1 of 1

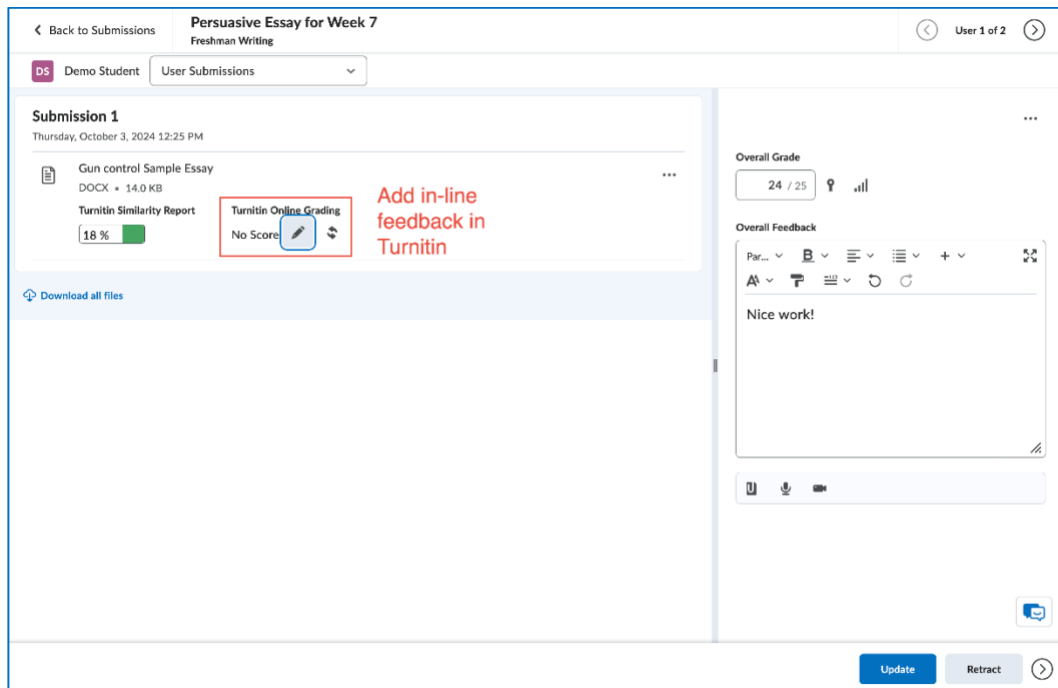
Gun control is a crucial issue that demands urgent attention to ensure the safety of individuals and communities across the United States. The prevalence of gun violence, including mass shootings, suicides, and accidental deaths, underscores the need for stronger regulations. In a country where firearms are relatively easy to access, the risks associated with them far outweigh any potential benefits of lenient laws. Implementing stricter gun control policies, such as universal background checks, limiting access to high-capacity magazines, and enforcing waiting periods for purchases, can significantly reduce these threats. By prioritizing public safety over the unfettered availability of firearms, the government can take steps to protect citizens from unnecessary harm.

Moreover, the argument for gun control is strengthened by the overwhelming data on gun-related deaths and injuries. Studies have shown that countries with stricter gun laws have lower rates of gun violence compared to the U.S., where more than 45,000 people die from firearms each year. This includes not only mass shootings, which grab headlines, but also domestic violence incidents and suicides, where guns are a primary method. Stronger regulations on firearms can help mitigate these tragedies, creating a safer environment for all, especially vulnerable populations who are disproportionately affected by gun violence.

Opponents of gun control often argue that it infringes on Second Amendment rights. However, the amendment was crafted at a time when firearms were vastly different from the powerful weapons available today. Responsible gun ownership and constitutional rights can coexist with sensible regulations that prioritize human lives. Ultimately, gun

Page: 1 of 1 Word Count: 309

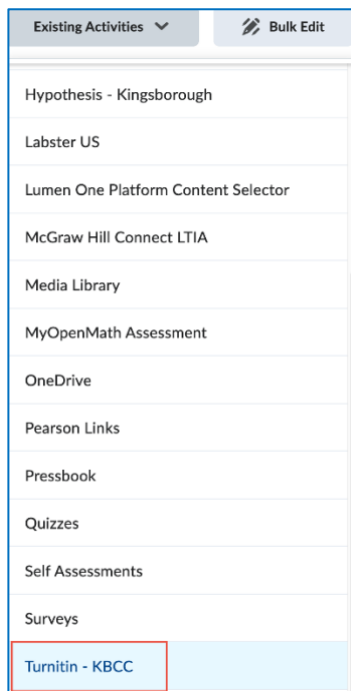
- To provide overall feedback and add a grade, click the **Go to Evaluation** link.
- To provide in-line feedback, click on the edit icon to open **Feedback Studio** in Turnitin.



Adding the Turnitin LTI

To take advantage of the additional features of Turnitin, such as Peer Mark and instructor paper submission, you must use the LTI (external version) of Turnitin. To add the Turnitin LTI:

- In a module, click on Existing Activities and select **Turnitin KBCC** from the dropdown menu.



- Add an Assignment by adding a **Title, Instructions, and Optional Settings** and clicking **create assignment**.

Add Activity

turnitin | Create assignment

Assignment Details | Rubric | Report Settings

Title (required)
New Assignment

Instructions
Write a 500 word essay on AI

Template
Upload Template

Scheduling
Start date (required)
04/09/2026, 12:00 AM
Due date (required)
04/16/2026, 11:59 PM
Feedback release date (required)
04/23/2026, 11:59 PM

Grading and feedback
Max points
100
Hide student details for anonymous grading
Attach Rubric

Submission settings
Allow late submissions
Allow resubmissions until due date
Allow unsupported file types

Cancel Create Assignment

You can open the Assignment within the module to review a student's work and perform other functions. Clicking on the three dots under **Options** provides a dropdown list of options in managing the student's paper.

New Assignment

turnitin | Student submissions
New Assignment

Edit Settings Help

Submission list Insights

Download Resync Grades

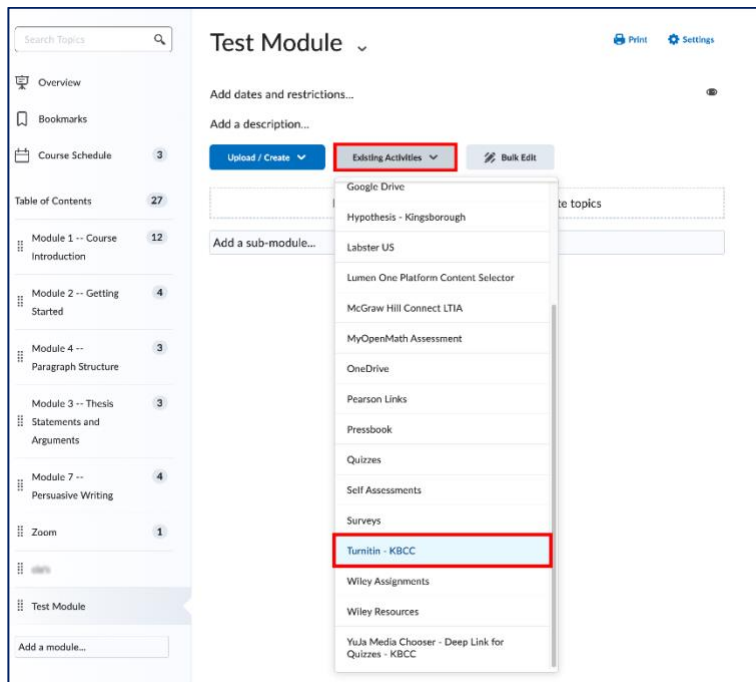
Student / Title	Submitted	Grade	Similarity	Flags	Viewed	More
Demo Student Audio file.vtt	Apr 09, 2026 10:41 AM		100%	0		⋮
Maria Tomarchio						⋮

Resync Students Last updated: Apr 09, 2026, 10:42 AM Rows per page 100 1 - 2 of 2

- Open report
- Copy submission ID
- Resubmit file
- Grant extension
- Download
- Request deletion

Submitting an Assignment on a Student's Behalf

- There may be instances when you need to submit an assignment on a student's behalf. To do this you will first need to add the Turnitin LTI. To submit an assignment on a student's behalf, go to one of your course modules, click on the **Existing Activities** drop-down menu, and click on **Turnitin – KBCC**.



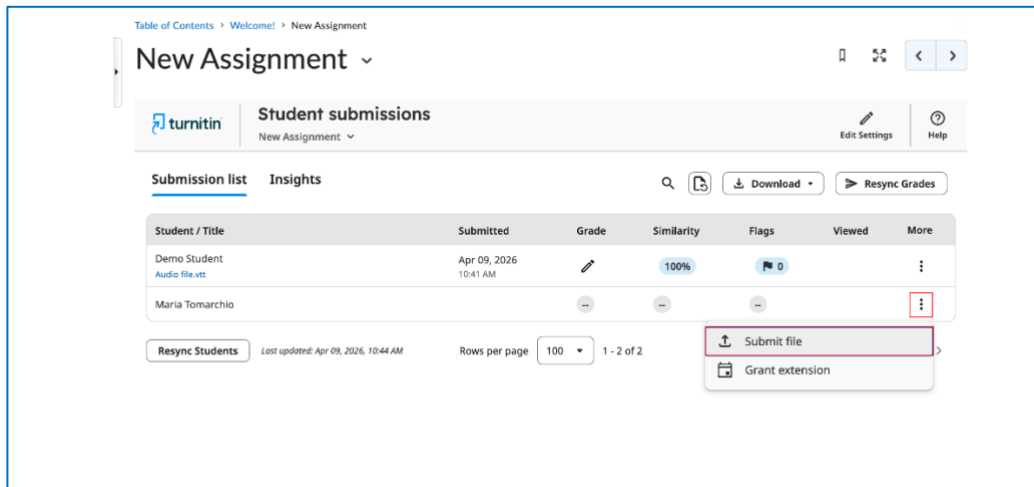
- In the **Add Activity** window, type in the title and instructions for your assignment.

The screenshot shows the 'Add Activity' window. The 'Title' field is filled with 'Test Assignment' and the 'Instructions' field is empty, both highlighted with red boxes. The right side of the window shows fields for Max Grade, Start Date, Due Date, and Feedback Release Date.

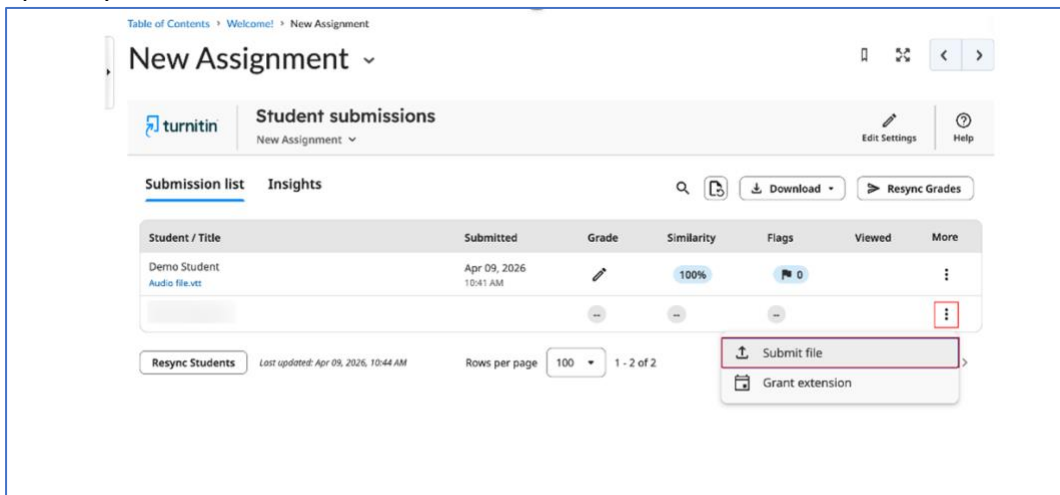
- Click on **Submit**.

- Click on the assignment you have just created.

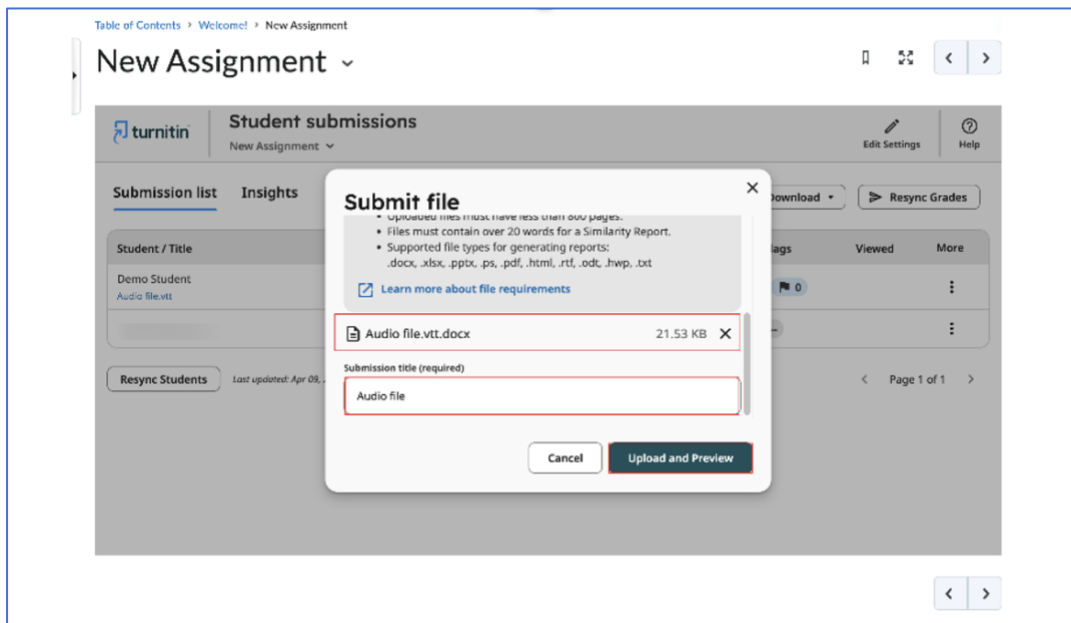
- You will be brought to an inbox list containing all of your students and the status of assignment submissions. Once you spot your student, go to the far-right column labeled **Options** click on the three-dot button in your student's row, and click on **upload**.



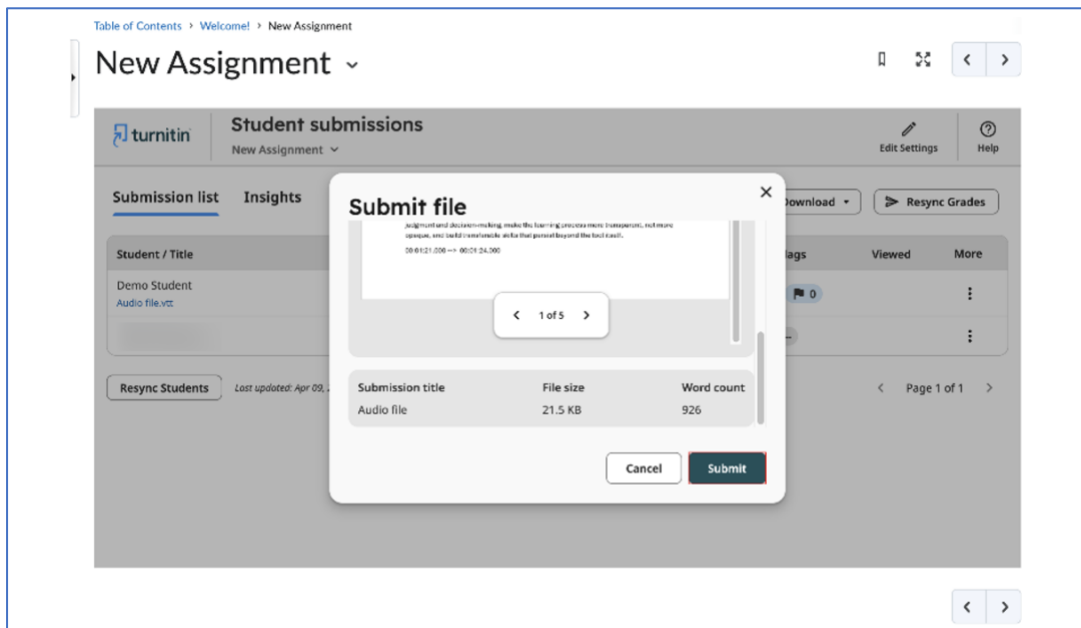
- In the pop-up window, make sure upload is selected above, and then click on **Browse File** to upload your student's submission file.



- Once your submission file is selected, click on **Upload and Preview**.



- Your pop-up window will change to one to review your student's assignment upload. Click on the button below labeled **Submit**.



- When you return to your inbox list, you will see a notification that your submission uploaded successfully, as well as the submission in the student's row below with its similarity report.

Table of ContentsWelcomeNew Assignment

New Assignment

turnitin

Student submissions

New Assignment

Edit Settings

Help

Submission list

Insights

File submitted successfully

Download

Resync Grades

Student / Title	Submitted	Grade	Similarity	Flags	Viewed	More
Demo Student Audio file.vtt	Apr 09, 2026 10:41 AM		100%	0		
Maria Tomarchio Audio file	Apr 09, 2026 11:00 AM		100%			

Resync Students

Last updated: Apr 09, 2026, 10:44 AM

Rows per page

100

1 - 2 of 2

Page 1 of 1



Gradebook Frequently Asked Questions

[How do I manually add a grade column?](#)

[What do students see when they view their grades?](#)

[How do I remove the letter grade that displays with a student's graded assignment?](#)

[Why do all of my students have a F grade for the course?](#)

[What is the Manage Grades tab and how do I use it?](#)

[How do I change my settings?](#)

[How do I bulk edit grades?](#)

[How do I hide grade columns?](#)

[How do I delete columns?](#)

[What is the Setup Wizard and why do I need to use it?](#)

[How do I change my grade scheme?](#)

[What can I see in Learner view of Gradebook?](#)

[How do I enter grades manually?](#)

How do I manually add a grade column?

As you use the Assignments, Discussions or Quizzes tools, gradebook columns are created automatically. You can choose to add a column with Selectbox (which allows you to grade based on level of achievement) or Numeric scoring when you create an Assignment, but if you want to use Selectbox scoring with a Discussion or Quiz, you will need to add the column first, using these steps:

- Go to the **Manage Grades** tab.
- Click on **New** and select **Item** from the drop-down menu.

A screenshot of a user interface showing a dropdown menu. The menu is open, displaying two options: 'Item' and 'Category'. Above the menu are two buttons: 'New' and 'More Actions', both with downward-pointing chevrons.

Select the Grade type:

Numeric	Calculates a grade based on assigned points, e.g., 8/10.
Selectbox	Displays a drop-down menu to select the grade.
Pass/Fail	Allows you to enter P or F as a grade.
Formula	Allows you to use the formula editor to set a grade: Give users who received at least 50% on all participation grade items a perfect attendance bonus. IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1 }
Calculated	Calculates a grade such as a midterm across multiple items: $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
Text	Allows you to type text as feedback.

- Add a **Name** and a description, if desired.
- Assign your Item to a grade category, or link it to an existing category, if desired.

A screenshot of the 'New Item' form. The form is divided into several sections: 'General', 'Grading', and 'Rubrics'. In the 'General' section, there are fields for 'Name' (containing 'Test Grade'), 'Short Name', 'Category' (a dropdown menu showing 'Written Assignments (50% of final grade)' and a '+ New Category' link), and a 'Description' text area. In the 'Grading' section, there are fields for 'Maximum Points' (containing '10'), 'Weight' (with a 'Click Save' button), 'Can Exceed' (a checkbox), 'Bonus' (a checkbox), and 'Grade Scheme' (a dropdown menu showing 'Kingsborough Grade Scheme'). At the bottom, there is an 'Add Rubric' button.

- Provide a point value, bonus designation, grade scheme and a rubric if desired.
- Add Display options, if desired.

- Click **Save**.

The image below shows the result of adding a Selectbox to your gradebook to grade an assessment.

What do students see when they view their grades?

A student's view of their grades is tabular. Depending on the settings you have chosen, students will see their letter grade (grade symbol), points grade, weighted grade, and a short comment. Note that the Learner view for instructors will not list individual grades as it is displaying a generic view.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Discussions			F	
Responses to Contemporary Storytelling	0 / 5		F	
Written Assignments			F	
Scene in Conflict: Introducing Character Through Action and Dialogue	0 / 50		F	
Scene Work: Letting Character Drive the Moment	0 / 50		F	
The Art of Atmosphere	4 / 6		D	View Quiz Attempts
The Core Components of a Successful Screenplay	0 / 20		F	
Test Grade 	0 / 10		F	
Class Engagement			-	
Quizzes			F	
Introduction to Scriptwriting: Fundamentals Quiz	3 / 5		D	View Quiz Attempts
The Art of Atmosphere	0 / 10		F	
Extra Credit			-	
Extra credit (Bonus)	0 / 100			
Hypothesis assignment	33 / 33		A+	
Test Assignment	0 / 10		F	
New Assignment	0 / 100		F	

How do I remove the letter grade that displays with a student's graded assignment?

You can adjust the student display by modifying settings:

- To change the student view, go to **Settings** (gear icon in the upper right of your gradebook.)
- Click on the **Org Unit Display Options** tab.
- Uncheck the Grade scheme symbol box.
- Click **Save**.

Personal Display Options **Org Unit Display Options** Calculation Options

Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Student View Display Options

Grade Details

☒ Points grade ?

☒ Grade scheme symbol ?

☐ Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

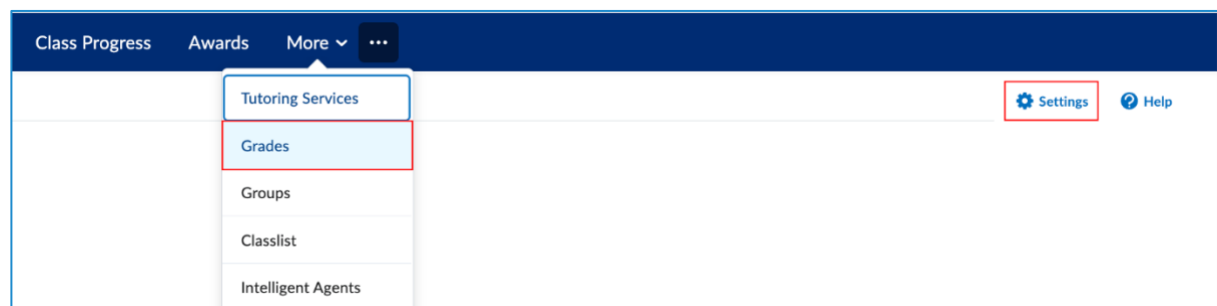
☐ Display how final grade was calculated to users ?

Save **Close**

Why do all of my students have a F grade for the course?

Students will see a running grade of F depending on the options you selected in the setup wizard. If you selected **Assign a grade of zero to ungraded assignments**, the system will include a grade of zero for assignments which are not yet due.

To change this, go to **Grades**, found under **More** on the **NavBar**.



Go to Settings (gear icon, upper right) in your Gradebook and select **Calculation Options**. Make sure that you have selected:

- **Drop ungraded items** (note that you will have to manually enter a grade of zero after the due date for any missing assignments.)
- **Automatically apply a grade of zero** once a submission becomes overdue.
- Click **Automatically keep final grade updated**, if desired and make sure to **Save**.

Grade Calculations

Ungraded Items

☒ Drop ungraded items ?
 ☐ Treat ungraded items as 0 ?

Automatic Zero for Missing Submissions

☒ Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue
 Changes to this setting only take effect on assessments with future due dates

Auto Update

☒ Automatically keep final grades updated ?

Make sure to check (pointing to 'Drop ungraded items' and 'Automatically apply a grade of zero')

Optional (pointing to 'Automatically keep final grades updated')

What is the Manage Grades tab and how do I use it?

The Manage Grades tab provides a summary view of the assessment items in your course, along with the ability to reorder, delete and modify items, as well as the ability to create new columns and associated items. The Managed Grades tab also provides critical information that you can use to troubleshoot problems. To access Manage Grades:

- Go to Grades (under more on your NavBar) and then select Manage Grades.

Course Admin Quick Eval Content Assignments Discussions Quizzes

Enter Grades **Manage Grades** Schemes Setup Wizard

View By:

- Once selected, you will see a table of all of your graded assessments.

Enter Grades Manage Grades Schemes Setup Wizard Settings Help					
New More Actions					
Bulk Edit					
☐	Grade Item	Type	Association	Max. Points	Weight
☐	Weighted Total	Calculated	-	-	-
☐	Quizzes			500	15
☐	Week 2 quiz: Intro & properties of life	Numeric	Quizzes	100	20
☐	Week 3 Quiz: Evolution- Galapagos Finches	Numeric	Quizzes	100	20
☐	Week 5 Quiz: Ecosystems Biomes Biodiversity	Numeric	Quizzes	100	20
☐	Week 6 Quiz Threats Preserving Biodiversity	Numeric	Quizzes	100	20
☐	Week 7 Quiz Flint Water Crisis	Numeric	Quizzes	100	20
☐	Total	Calculated	-	-	-
☐	Assignments			900	60
☐	Week 1 Assignment - Conducting Experiment Assignment	Numeric	Assignments	100	11.11
☐	Week 4 Assignment- Evolution at Work	Numeric	Assignments	100	11.11
☐	Week 5 Assignment- Biomes & Biodiversity	Numeric	Assignments	100	11.12
☐	Week 6 Assignment- Calculating Your Carbon Footprint	Numeric	Assignments	100	11.11
☐	Week 8 Assignment - Food	Numeric	Quizzes	100	11.11
☐	Week 9 Assignment- Diet Analysis	Numeric	Assignments	100	11.11
☐	Week 10 Assignment- Opioids	Numeric	Assignments	100	11.11
☐	Week 11 Assignment- Vaccines	Numeric	Quizzes	100	11.11
☐	Week 12 Assignment- Human Microbiome	Numeric	Quizzes	100	11.11
☐	Discussions-graded			400	10
☐	Week 1- Introductions	Numeric	Discussions	100	25
☐	Week 2- Topics to learn about in Bio 100	Numeric	Discussions	100	25
☐	Week 7 Discussion- Flint Water Crisis	Numeric	Discussions	100	25
☐	Week 11 Discussion- Vaccines	Numeric	Discussions	100	25
☐	Final Project			100	15
☐	Final Project	Numeric	-	100	100
☐	Final Calculated Grade			1,900	100
☐	Final Adjusted Grade				

You can use the Manage Grades table to troubleshoot your gradebook. For example, if you are using a weighted calculation system, weights are assigned to categories and distributed among assessment items in that category. The total in this column (Final Calculated Grade) should not exceed 100%. In a points-based system, as seen here, points are assigned to individual items. Categories are for organization only and the Final Calculated Grade will be earned points/total points.

The Association column is important when you need to modify or delete a gradebook item. You must delete the item in the associated tool before deleting it from Manage Grades.

Enter Grades Manage Grades Schemes Setup Wizard Settings Help				
New ▾ More Actions ▾ Bulk Edit				
	Grade Item	Type	Association	Max. Points
☐	Short Essays ▾			184
☐	Assignment 2: Argumentative Essay ▾	Numeric	Assignments ?	25
☐	Analyzing an Assignment ▾	Numeric	Discussions ?	5
☐	Persuasive Essay ▾	Numeric	Assignments ?	25
☐	Week 3 Quiz: Evolution- The Galapagos Finches Quiz ▾	Numeric	Quizzes ?	105
☐	Copy of Week 3 Quiz: Evolution- The Galapagos Finches Quiz ▾	Numeric	Quizzes ?	24

How do I change my settings?

When you run the **Setup Wizard**, you choose calculation options as well as making display choices for both your view and the student view. To modify any of these options:

- On your **Navbar**, go to **Grades**.
- Click on **Settings** (gear icon) in the upper right-hand corner.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Discussions				
Responses to Contemporary Storytelling	0 / 5		F	
Written Assignments				
Scene in Conflict: Introducing Character Through Action and Dialogue	0 / 50		F	
Scene Work: Letting Character Drive the Moment	0 / 50		F	
The Art of Atmosphere	4 / 6		D	View Quiz Attempts
The Core Components of a Successful Screenplay	0 / 20		F	
Test Grade	0 / 10		F	
Class Engagement				
Quizzes				
Introduction to Scriptwriting: Fundamentals Quiz	3 / 5		D	View Quiz Attempts
The Art of Atmosphere	0 / 10		F	
Extra Credit				
Extra credit (Bonus)	0 / 100			
Hypothesis assignment	33 / 33		A+	
Test Assignment	0 / 10		F	
New Assignment	0 / 100		F	

If you wish to modify your view or the student's view, you can re-run the Set-up Wizard, modifying the display settings, or you can access **Org Unit Display Options** tab.

Personal Display Options	Org Unit Display Options	Calculation Options
Modifies your view	Modifies the student view	Modifies the calculation method

How do I bulk edit grades?

To **Bulk Edit** your grades, including reordering, making visible or changing dates:

- Click on Grades on the Navbar and go to the **Manage Grades** tab.
- Check the box to the left of a single Grade Item or check the box in the title bar to select all.
- Click on **Bulk Edit** to open the editor.

 Bulk Edit				
☒	Grade Item	Type	Association	Max. Points
☒	Final Writing Project ▾			25
☒	Assignment 3: Annotated Bibliography ▾	Numeric	Assignments ?	25

You will then be able to view a table with all your graded items and their category and be able to edit:

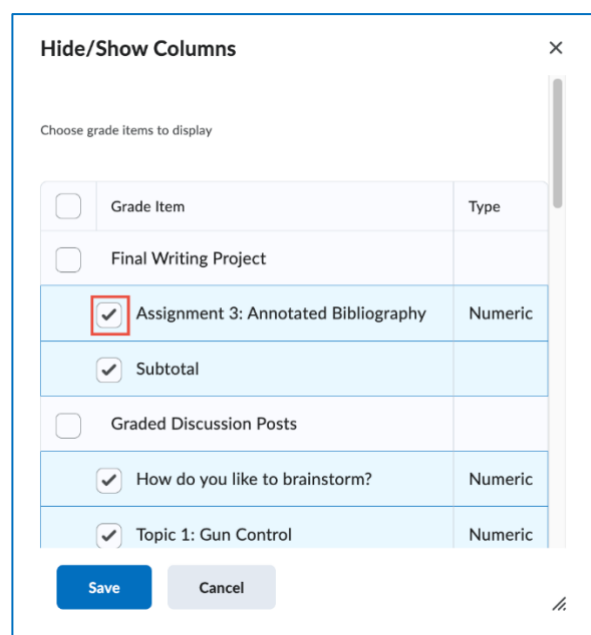
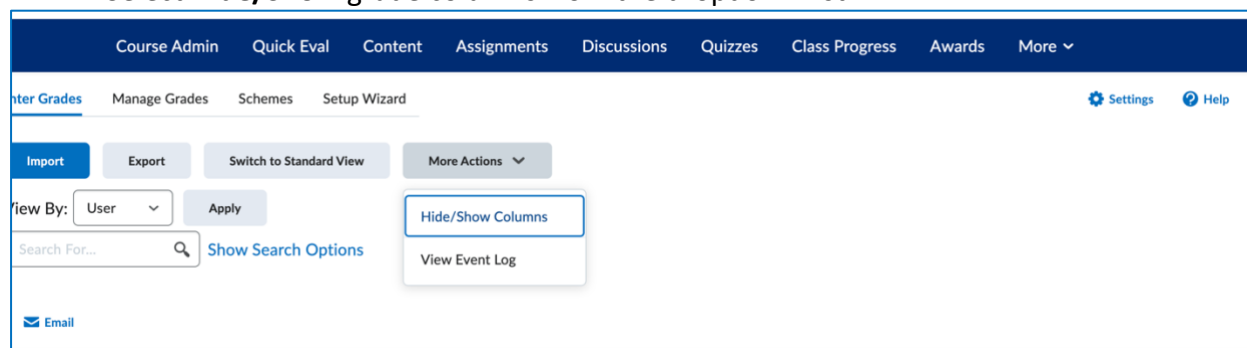
- Name and Short Name
- Max Point Value
- Bonus Points
- Grade Scheme
- Category Assignment

Bulk Edit Items and Categories							
#	Name*	Short Name	Type	Max Points*	Bonus	Can Exceed	Category
1	Final Writing Project				☐	☐	
2	Assignment 3: Annotat		Numeric	25	☐	☐	-- Default Scheme -- (Kingsborough Grade Schema) ▾ Final Writing Project ▾
3	Graded Discussion Pos				☐	☐	
4	How do you like to bra		Numeric	5	☐	☐	-- Default Scheme -- (Kingsborough Grade Schema) ▾ Graded Discussion Posts ▾
5	Topic 1: Gun Control		Numeric	10	☐	☐	-- Default Scheme -- (Kingsborough Grade Schema) ▾ Graded Discussion Posts ▾

How do I hide a Grade Column?

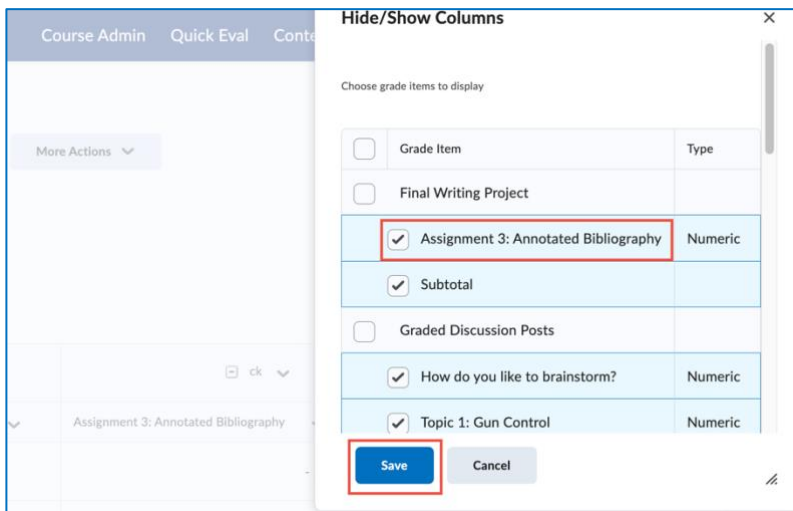
To hide a grade column:

- Navigate to **Manage Grades** and click the **More Actions** button.
- Select **Hide/Show** grade columns from the dropdown list.



- When you select hide/show columns, a table of graded items will be displayed. Uncheck the column you wish to hide from the list. Note that this action will cause the selected item to disappear from your gradebook listing, but the associated assessment will still be available from the tool in which it was created (i.e. assignments featured in the grade column will still be available).
- If you wish to delete an assessment item or if you wish to make it not visible in the associated tool, you will need to delete it first from the assignment, quiz or discussion tool. For more information see [How do I delete a column?](#)
- Note that you can also hide system generated columns, such as the Subtotal and Final Calculated Grade columns.
- If you wish to show columns which you have previously hidden, follow the same steps.

- Click **Save**.



How do I delete Columns?

To delete a column from gradebook, you will need to delete it first from the associated tool.

Enter Grades Manage Grades Schemes Setup Wizard Settings Help				
New ▾ More Actions ▾ Category -- Pts-based for organization Wts-based for %				
Bulk Edit				
	Grade Item	Type	Association	Max. Points
☐	Short Essays ▾			184
☐	Assignment 2: Argumentative Essay ▾	Numeric	Assignments ?	25
☐	Analyzing an Assignment ▾	Numeric	Discussions ?	5
☐	Persuasive Essay ▾	Numeric	Assignments ?	25
☐	Week 3 Quiz: Evolution- The Galapagos Finches Quiz ▾	Numeric	Quizzes ?	105
☐	Copy of Week 3 Quiz: Evolution- The Galapagos Finches Quiz ▾	Numeric	Quizzes ?	24

- Go to the **Manage Grades** tab.
- Read the **Associations** column to verify which tool was used to create your grade item:
 - Assignments, Discussions, and Quizzes** must be deleted using those tools.
 - An item created with an **External Learning tool**, such as Turnitin or Hypothes.is, also needs to be deleted first within that tool.

- If the Association is blank or contains a dash, there is no associated tool. In this case, you can follow the steps below to delete it directly from the **Manage Grades** tab.

The screenshot shows the 'Manage Grades' interface. At the top, there is a 'New' button and a 'More Actions' dropdown menu, which is open and showing options: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete'. The 'Delete' option is highlighted with a red box and a red number '3'. Below the dropdown is a table with columns: 'Grade Item', 'Type', 'Association', and 'Max. Points'. The table contains several rows of grade items. Two rows at the bottom are highlighted in blue and have their checkboxes selected, marked with a red box and a red number '1'. The first highlighted row is 'Numeric' with a 'Max. Points' of 10. The second highlighted row is 'Reflection' with a 'Max. Points' of 10. A red number '2' is placed next to the 'More Actions' dropdown.

	Grade Item	Type	Association	Max. Points
☐	Final Wri			25
☐	As	Numeric	Assignments	25
☐	Graded Discussion Posts			25
☐	How do you like to brainstorm?	Numeric	Discussions	5
☐	Topic 1: Gun Control	Numeric	Discussions	10
☐	On going discussions Group Discussion: Weekly posts	Numeric	Discussions	10
☐	Reflection and Reading Response Entries			30
☐	Reading Response Grade	Numeric	Assignments	10
☒	Numeric	Numeric	-	10
☒	Reflection	Selectbox	-	10

1. Click the checkbox adjacent to the file you want to delete.
2. Click the **More Actions** button and select **Delete** from the dropdown menu.
3. Click the checkbox adjacent to the items to be deleted again in the next screen (note that if your item is associated with a tool, this second checkbox will be disabled. You must delete the item from the tool first.)

The screenshot shows a 'Confirmation' dialog box. It asks: 'Are you sure you want to delete the (2) selected grade items and/or categories?'. Below the question, it explains: 'Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.' At the bottom, there are two buttons: 'Delete' and 'Cancel'. The 'Delete' button is highlighted with a red box.

Confirmation

Are you sure you want to delete the (2) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

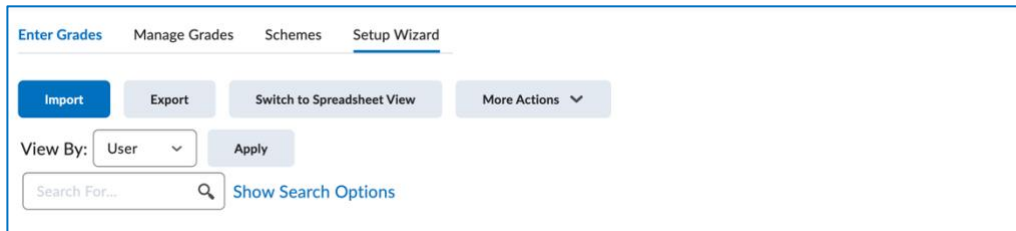
Delete **Cancel**

- Click Delete in the confirmation dialog. Your gradebook item will be deleted.

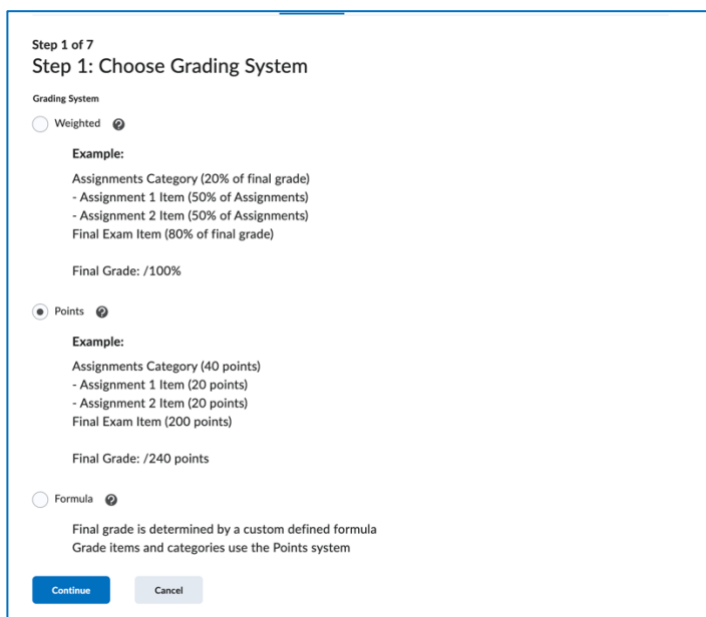
What is the Setup Wizard and why do I need to use it?

The setup wizard is a tool that guides you through the process of making the selections that will determine your gradebook display, calculations and features by grouping similar item features in a series of seven steps.

To access the setup wizard, go to Grades on your Navbar and select the Setup Wizard tab.



The screenshot shows the top navigation bar of the Setup Wizard. It includes tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. There is also a 'View By:' dropdown menu set to 'User' with an 'Apply' button, and a search bar with a 'Show Search Options' link.



The screenshot shows the first step of the Setup Wizard, 'Step 1: Choose Grading System'. It presents three options for the grading system: 'Weighted', 'Points', and 'Formula'. The 'Points' option is selected. Each option includes an example calculation for the final grade. At the bottom, there are 'Continue' and 'Cancel' buttons.

Step 1 of 7
Step 1: Choose Grading System

Grading System

☐ Weighted

Example:
Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)
Final Grade: /100%

☒ Points

Example:
Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)
Final Grade: /240 points

☐ Formula

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Continue Cancel

Step 1 involves choosing the overall grading system for your course. The options include:

- Weighted system: final grade is based on a percentage breakdown of assessment items in your class (i.e., essays=20% of the final grade);
- Points-based system: final grade is a fraction number of points earned/total number of possible points
- Formula system: final grade is determined by a formula you create in the formula editor (i.e., a student must earn at least a 50% on the midterm to be eligible to take the final.)

Step 2 is about the release of the final course grade. You will select between an adjusted or calculated grade, and whether the final grade will be automatically released.

Step 2 of 7

Step 2: Final Grade Released

Release

☐ Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

☒ Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

☐ Automatically release final grade

When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Continue

Go Back

Cancel

Step 3, Grade Calculations, is an important step. To ensure that your students don't see a running grade of F, we recommend that you select the options below:

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

☒ Drop ungraded items ?

☐ Treat ungraded items as 0 ?

Automatic Zero for Missing Submissions

☒ Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue
Changes to this setting only take effect on assessments with future due dates

Auto Update

☒ Automatically keep final grade updated ?

Continue

Go Back

Cancel

Steps 4-6 in the Setup Wizard allow you to select a grade scheme, manage the numerical display, and options for displaying grades for your view and the students.

Step 7 displays a summary of the options you selected. Note that it is advisable to run Set-up Wizard at least once for each of your courses at the beginning of the semester. If you wish to make changes to any of your gradebook settings, you can easily do this from the Settings option (gear icon) in the upper right hand corner of your gradebook.

Step 7 of 7
Step 7: Grades Setup Summary

Grading System
Points

Final Grade To Release
Release the Adjusted Final Grade
Automatically release final grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated
Apply automatic zeros to missing submissions

Default Grade Scheme
Kingsborough Grade Schema

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Do not display points grade values
Display grade scheme symbols
Do not display grade scheme colors
Display 2 decimal places for grade item values
Display 50 characters for Text type grade item values
Display the final grade calculation to users

Finish Go Back Cancel

How do I change my grade scheme?

When you run the Setup Wizard, you are prompted to select a grade scheme. The Kingsborough grade scheme is selected by default but you can select a grade scheme from another college. You can modify your grade scheme to add colors or create your own scheme. To modify your grade scheme or create your own:

- Go to your Gradebook and select the **Schemes** tab.

Enter Grades Manage Grades **Schemes** Setup Wizard

Import Export Switch to Spreadsheet View More Actions ▼

View By: User ▼ Apply

Search For... 🔍 Show Search Options

- Click the **New Scheme** button to create a new scheme.
- Add a scheme name and short name if desired.
- Add symbols, ranges and colors.

- Click **Save and Close**.
- Note to activate your scheme in your course, you need to go through the Setup Wizard and apply it as the default in Step 4 of the Set-up Wizard. Note that you can also choose to apply a different grade scheme to an individual Assignment or Quiz when you create it.

New Scheme

General

Name *
Kingsborough Revised

Short Name
Revised KCC

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	F	0	■	60	
2	D	61	■	69	
3	C	70	■	75	
4	B	76	■	85	
5	A	86	■	97	

Number of Ranges
1 [Add Ranges](#)

[Save and Close](#) [Save](#) [Cancel](#)

What can I see in Learner view in Gradebook?

To access the Learner view:

- Click on your name above the **Navbar** in the upper right-hand corner.
- Click **Change** to the right of **View as Learner**.

Course Admin Quick Eval Content Assignments Discussions Quizzes Class Progress Gra **View as Learner** Change

Enter Grades Manage Grades Schemes Setup Wizard

[Import](#) [Export](#) [Switch to Spreadsheet View](#) [More Actions](#)

View By: User [Apply](#)

Search For... [Show Search Options](#)

Email

	Last Name	First Name	Final Grades			
			Final Calculated Grade	Assignment 3: Annotated Bibliography	Subtotal	How do you like to brainstorm?
☐			20.94 / 55, F	- / 25, -	- / -, -	- / 5, -
☐			25 / 45, F	- / 25, -	- / -, -	- / 5, -

10 per page

- Note that the view is generic: it displays the general settings and assessments without individual grades.

Grades Print

Stay Up-to-date on your grades with the Pulse App

Keep track with your courses on the go!

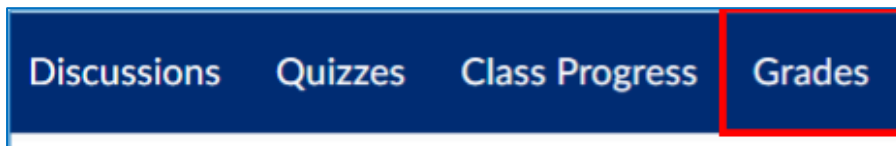
Available on the App Store | GET IT ON Google Play

Grade Item	Points	Grade	Comments and Assessments
Final Writing Project		-	
Assignment 3: Annotated Bibliography		-	
Graded Discussion Posts		F	
How do you like to brainstorm?		F	
Topic 1: Gun Control		-	
On going discussions Group Discussion: Weekly posts		-	
Reflection and Reading Response Entries		C-	
Assignment		-	
Quizzes		A+	
Week 3 Quiz: Evolution- The Galapagos Finches Quiz		A+	
Short Week 3 Quiz: Evolution- The Galapagos Finches Quiz		-	

How do I enter grades manually?

When you enter a grade for an Assignment, Discussion or Quiz in those tools, the grade will be automatically entered in the gradebook. In certain circumstances, you might wish to enter or adjust a grade manually. To manually adjust a grade:

- Click on Grades on the Navbar.



- Open the **Enter grades** tab (this tab usually opens by default when you open your gradebook, unless you have changed this setting.)
- Locate the column with the grades you want to enter or change.
- Click the downward chevron adjacent to the title of the column and select **Enter grades**.

Enter Grades
Manage Grades
Schemes
Setup Wizard

Import
Export
Switch to Spreadsheet View
More Actions

View By:
User
Apply

Search For...
Show Search Options

Email

Last Name	First Name		☐ Reflection and Reading Response Entries
		Subtotal	Reading Response Grade
		3 / 10, F	
		- / -, -	

50 per page

Properties
Edit
Enter Grades
View Statistics

You have the option to enter feedback for the entire class. To do so, type your feedback in the textbox.

Grade Item: Essay 1A linked(1)

[Hide details and overall feedback](#)

Associated Assignment
Essay 1A linked
Always available

Max Points
25

Grade Scheme
Kingsborough Grade Schema

Overall Feedback (visible to all)

Paragraph B I U A Paragraph Lato (Recom... 19px T ...

Category

Reflection and Reading Response Entries

Overall Feedback
(visible to all)

Paragraph ▾

B

I

U ▾

Ay

☰ ▾

☷ ▾

🔗

📎

Σ ▾

📊 ▾

+ ▾

Lato (Recom... ▾

19px ... ▾

🔍

⋮

✖

👤

☰

🔍

↶

↺

↻

This is for the entire class. Think about it. Patterns for the entire class!

You can also include feedback for individual students.

- Scroll to the bottom of the page to the Users matrix. Here you can enter grades and provide individual feedback for this student and assessment. Use the matrix tool bar to exempt or unexempt students in bulk, to add feedback or to email students.
- Save and close when done.

Users

View By: User Apply

Show Search Options

Set Grades Clear Grades Add Feedback Exempt Unexempt Email

☐	Last Name ▲	First Name	Submission	Grade	Scheme	Feedback
☐	Student, Demo			7 / 10	C-	Nice work!
☐				/ 10	-	No feedback provided.

20 per page ▼

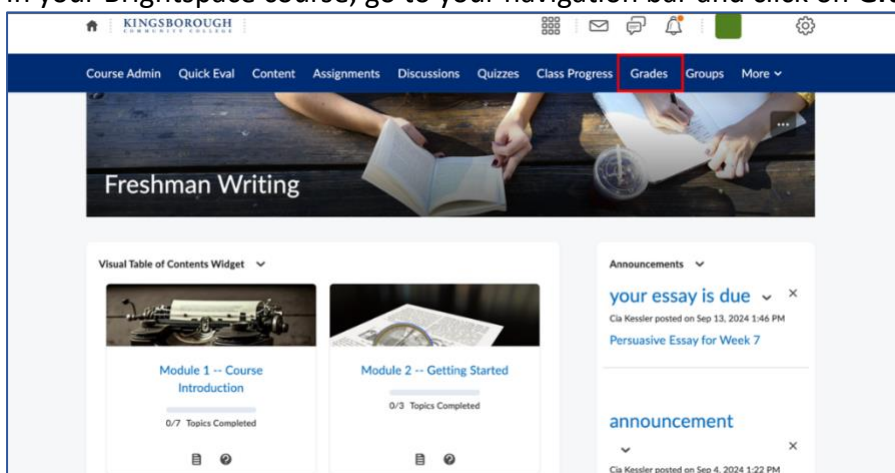
Save and Close Save Cancel



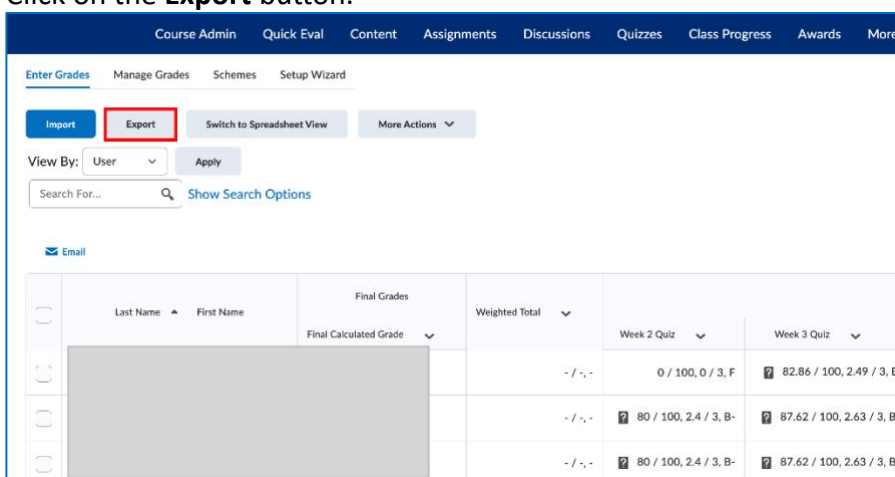
Exporting Grades from Gradebook into Excel

You may wish to download your gradebook as an Excel spreadsheet for recordkeeping or other purposes. To download your gradebook, to an Excel spreadsheet:

- In your Brightspace course, go to your navigation bar and click on **Grades**.



- Click on the **Export** button.



- Make sure that all the export options are filled out, such as grade values, user details, and how you want names to be displayed on the sheet.

The screenshot shows the 'Export Grades' interface. The 'Export Options' section is highlighted with a red box. It includes the following settings:

- Export Grades Items For:** All users (dropdown), Apply (button)
- Key Field:**
 - ☒ Org Defined ID
 - ☐ Username
 - ☐ Both
- Sort By:** -- Default -- (dropdown)
- Grade Values:**
 - ☒ Points grade
 - ☐ Grade Scheme
- User Details:**
 - ☐ Last Name
 - ☐ First Name
 - ☐ Email
 - ☐ Group Membership

Below the highlighted section is the 'Choose Grades to Export' table:

Grade Item	Type
☐ Graded Discussion Posts	
☒ How do you like to learn?	Numeric
☒ Topic 5: Quiz Control	Numeric
☒ On going discussions Group Discussion: Weekly posts	Numeric
☒ Subtotal	
☐ Reflection and Reading Response Entries	
☒ Reading Response Grade	Numeric
☒ Subtotal	
☒ Assignment	Numeric
☐ Quizzes	
☒ Week 3 Quiz: Evolution: The Galapagos Finches Quiz	Numeric
☒ Short Week 3 Quiz: Evolution: The Galapagos Finches Quiz	Numeric

- You will also select grade items to include, such as quizzes, assignments and discussions. **Note:** The fewer items you select, the simpler the conversion process will be.

This screenshot is identical to the previous one, but the 'Choose Grades to Export' table is highlighted with a red box. The table lists various grade items with checkboxes and their corresponding types (Numeric or empty).

Grade Item	Type
☐ Graded Discussion Posts	
☒ How do you like to learn?	Numeric
☒ Topic 5: Quiz Control	Numeric
☒ On going discussions Group Discussion: Weekly posts	Numeric
☒ Subtotal	
☐ Reflection and Reading Response Entries	
☒ Reading Response Grade	Numeric
☒ Subtotal	
☒ Assignment	Numeric
☐ Quizzes	
☒ Week 3 Quiz: Evolution: The Galapagos Finches Quiz	Numeric
☒ Short Week 3 Quiz: Evolution: The Galapagos Finches Quiz	Numeric

- At the bottom of the page, click on the button **Export to Excel**.

☒	Reflections on Student Variability	Numeric
☒	Practical Challenges and Solutions	Numeric
☒	Practical Challenges and Solutions(1)	Numeric
☒	Course Map	Selectbox
☒	Action Plan	Selectbox
☒	Liquid Syllabus	Selectbox
☒	Final Calculated Grade	
☒	Final Adjusted Grade	

- A window will pop up showing that your gradebook is being exported as an Excel file.

☒ New Essay
☒ Subtotal
☒ Midterm
☒ aaa
☒ Reading Quiz
☒ Reading Quiz Celebrity Ver
☒ Joy's column
☒ Malka's column
☐ Final Writing Project
☒ Assignment 3: Annotate
☒ Subtotal
☒ Test Assignment
☒ Reflections on Student Variability
☒ Practical Challenges and Solutions
☒ Practical Challenges and Solutions(1)
☒ Course Map

	Numeric
	Calculated
	Numeric
	Numeric
	Numeric
	Numeric
	Text
	Numeric
	Numeric
	Numeric
	Numeric
	Selectbox

Export Grades

×

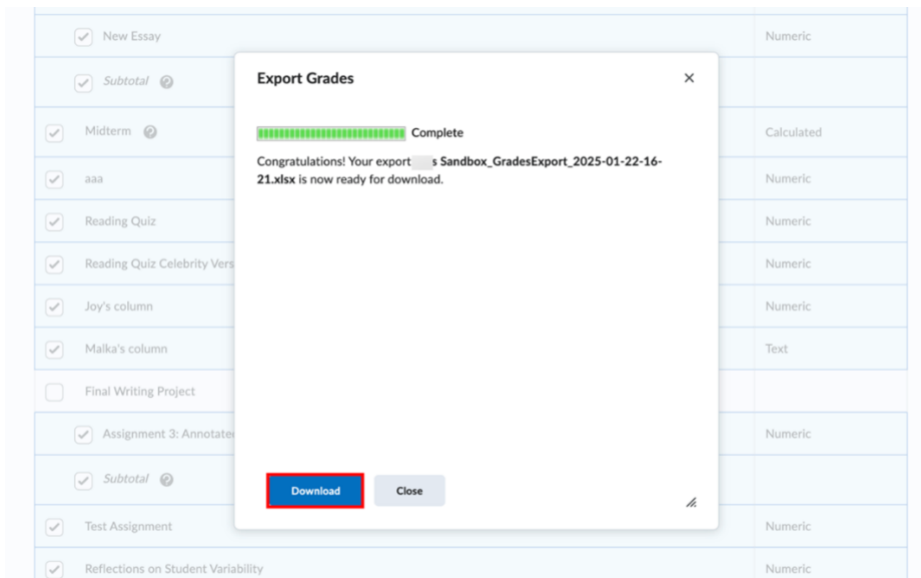
Please wait, we will display a download button when your file is ready.

Please wait...

Download

Cancel

- Once the export is finished, in the pop-up window, click on the Download button.



- Once your file is finished downloading to your computer, you can edit it in Excel.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
	Username	Last Name	First Name	Week 2 quiz:	Week 2 quiz:	Week 2 quiz:	Week 3 Quiz:	Week 3 Quiz:	Week 3 Quiz:	Week 5 Quiz:	Week 5 Quiz:
1											
2				90	2.7	A-	87.6190476	2.62857143	B+	100	3
3				80	2.4	B-	89.5238095	2.68571429	B+	90	2.7
4				80	2.4	B-	87.6190476	2.62857143	B+	90	2.7
5				90	2.7	A-	100	3	A+	90	2.7
6				90	2.7	A-	84.7619048	2.54285714	B	90	2.7
7				90	2.7	A-	0	0	F	90	2.7
8				0	0	F	93.3333333	2.8	A	0	0
9				90	2.7	A-	69.5238095	2.08571429	D+	70	2.1
10				0	0	F	0	0	F	0	0
11				80	2.4	B-	87.6190476	2.62857143	B+	60	1.8
12				90	2.7	A-	93.3333333	2.8	A	90	2.7
13				100	3	A+	77.1428571	2.31428571	C+	90	2.7
14				90	2.7	A-	92.3809524	2.77142857	A-	80	2.4
15				0	0	F	77.1428571	2.31428571	C+	80	2.4
16				50	1.5	F	36.1904762	1.08571429	F	70	2.1
17				0	0	F	82.8571429	2.48571429	B-	70	2.1
18				70	2.1	C-	91.4285714	2.74285714	A-	90	2.7
19				90	2.7	A-	91.4285714	2.74285714	A-	90	2.7
20				90	2.7	A-	82.8571429	2.48571429	B-	100	3
21											
22											
23											
24											
25											
26											
27											



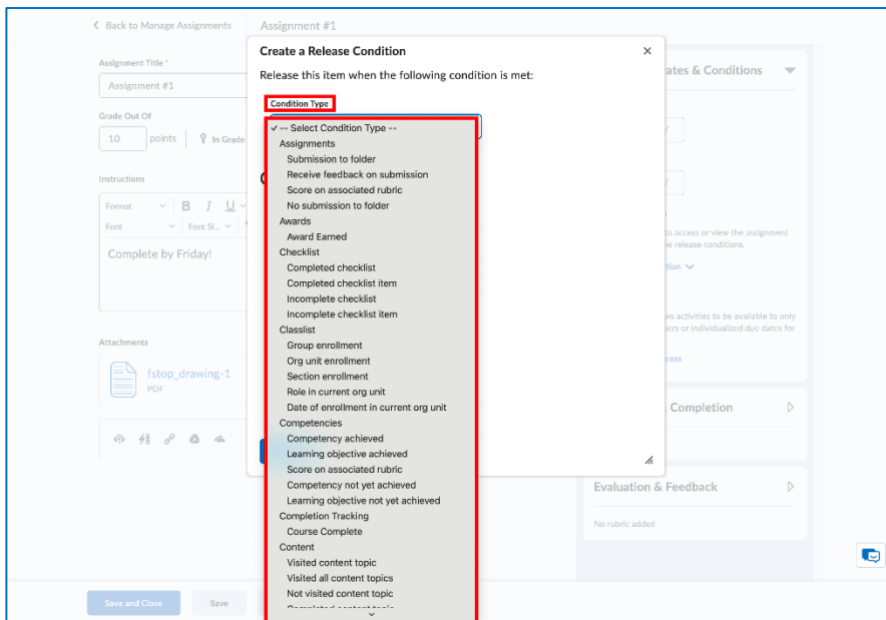
Conditional Release

Conditional Release in Brightspace allows you to control when and how course content becomes available to students based on specific criteria. This feature enables you to set conditions such as date restrictions, grade requirements, group membership, or the completion of prior activities before students can access certain materials. By using Conditional Release, you can create personalized learning paths, ensuring students engage with content in a structured and meaningful way. Conditional Release also supports differentiated instruction and enhances student engagement by providing timely resources.

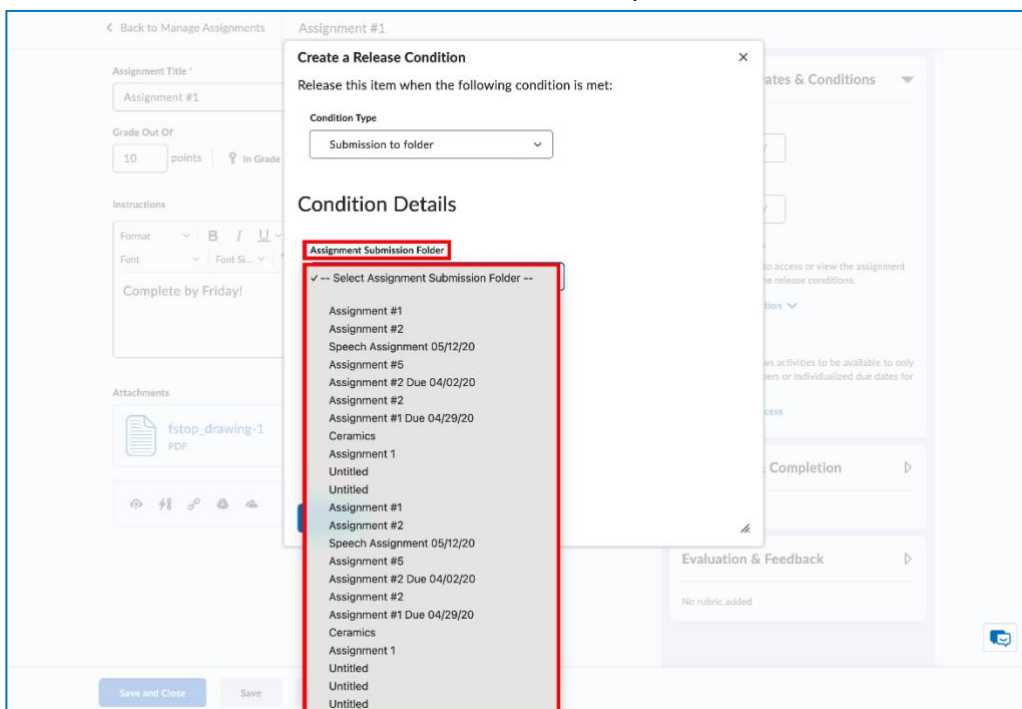
Adding Conditional Release

- You can add conditional release to many elements of Brightspace. You will find the Conditional Release tool as follows:

Course element	Location	Button
Modules/content topics	Dates/Conditions	Release Conditions Create Browse
Discussions	Availability Dates/Conditions	Availability Dates & Conditions ▾ Start Date M/D/YYYY End Date M/D/YYYY Release Conditions Users are not able to access or view the discussion topic unless they meet the release conditions. Add Release Condition ▾ Group and Section Restrictions No restrictions added. This topic and its threads are visible to all learners.
Assignments	Availability Dates/Conditions	
Quizzes	Availability Dates/Conditions	
Surveys	Restrictions tab	Checklist Contents Restrictions Release Conditions Attach Existing Create and Attach Remove All Conditions There are no conditions attached to this item. Save and Close Save Cancel
Checklists	Restrictions tab	



- Select Condition Details to link the release to a specific item.



To Remove a Conditional Release

You may wish to modify conditional release. To edit the item with a release condition.

- Navigate to the Release Condition and click the X to remove.

Back to Manage Assignments

Assignment #1

Remove Condition

Assignment Title*

Assignment #1

Grade Out Of

10 points

In Grade Book

Due Date

2/2/2024

11:59 PM

Instructions

Format

Font

Complete by Friday!

Attachments

fstop_drawing-1 PDF

Record Audio Record Video

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

To view this item, users must satisfy

Submits to folder: Assignment #1

Add Release Condition

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

Submission & Completion

Text submission

Evaluation & Feedback

No rubric added

Save and Close

Save

Cancel

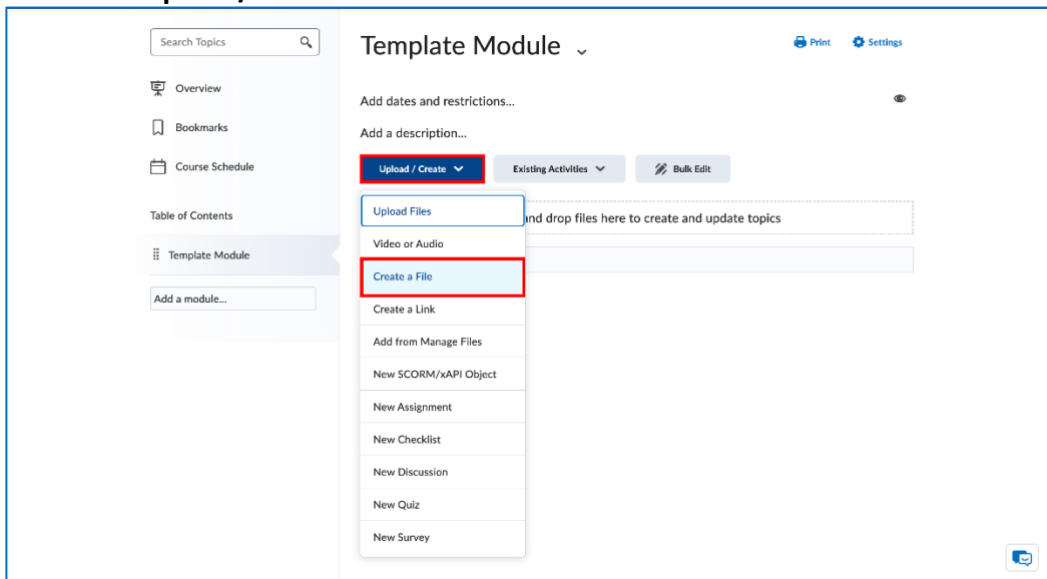
Visible



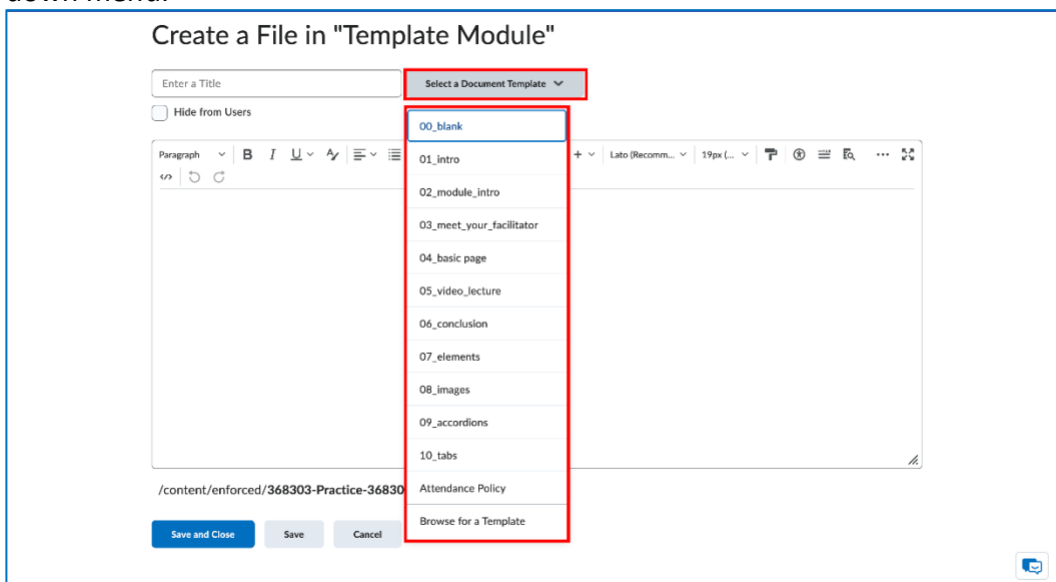
Using Templates

Brightspace provides customizable file templates to help you standardize and improve the look and feel of your course files. To locate the available templates:

- Select the **Upload/Create** button within a module and select **Create a File**.

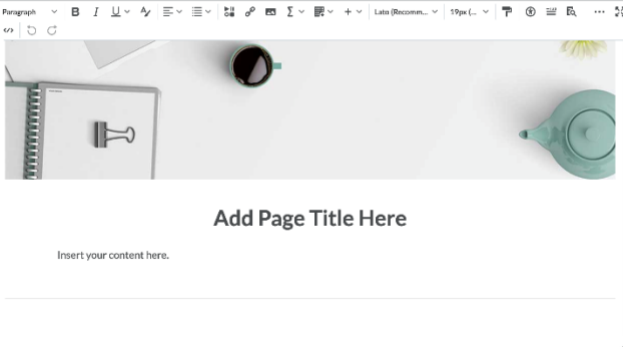
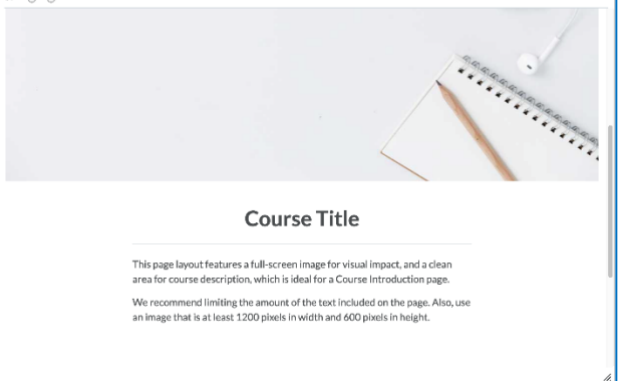
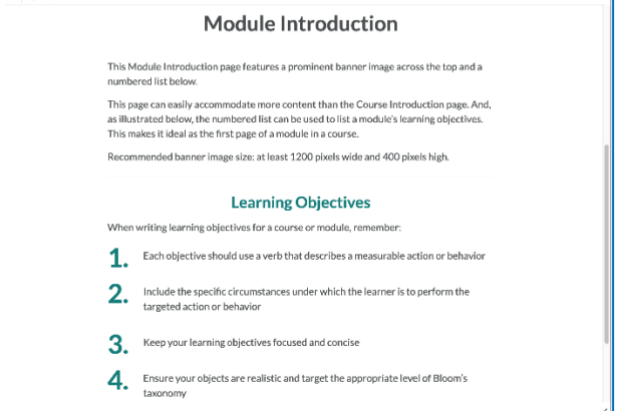


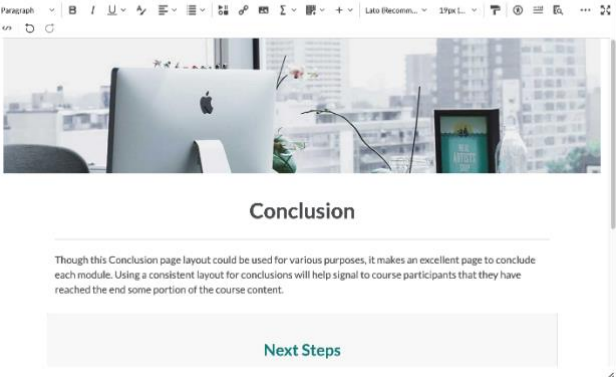
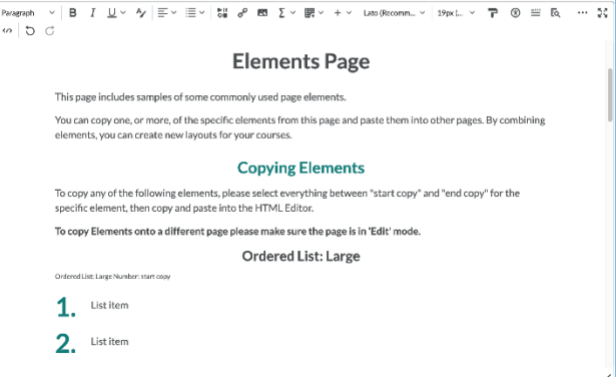
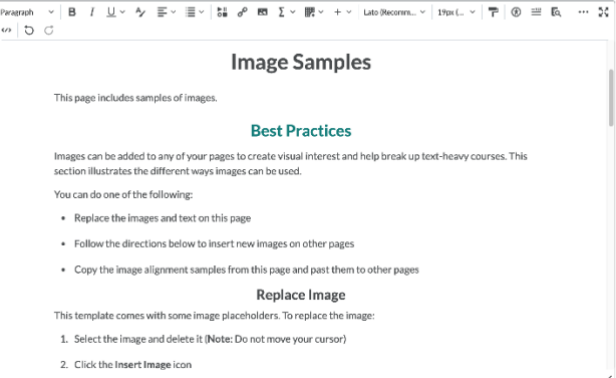
- Name your file and click on **Select Document Template** to choose a template from the drop-down menu.



- To use these templates, replace placeholder images and texts with your own.

A summary of the template types is below.

Title	Template	Description
00_blank	Create a File in "Template Module" 00_blank Select a Document Template ☐ Hide from Users 	The blank template is a barebones template which contains a banner image, a title and a content placeholder.
01_intro	Create a File in "Template Module" 01_intro Select a Document Template ☐ Hide from Users 	The intro template gives you a banner, a course title text block and a course description text block. This is a good option for an introduction page to your course.
02_module_intro	Create a File in "Template Module" 02_module_intro Select a Document Template ☐ Hide from Users 	The module intro template includes a placeholder for learning objectives.

06_conclusion	Create a File in "Template Module" 06_conclusion Select a Document Template ☐ Hide from Users 	The conclusion template provides a space for summarizing your module.
07_elements	Create a File in "Template Module" 07_elements Select a Document Template ☐ Hide from Users 	The elements template contains a variety of items and layouts to which can be copied and pasted onto other Pages, or edited in place, including: • Lists • Callouts • Block quotes • A Jumbotron block • Tables • Columns
08_images	Create a File in "Template Module" 08_images Select a Document Template ☐ Hide from Users 	The images template provides you with examples of how to insert and arrange images in your module.

09_accordions	Create a File in "Template Module" 09_accordions Select a Document Template ☐ Hide from Users Heading 1 B I U <
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Using Intelligent Agents

Intelligent Agents in Brightspace automate routine tasks like sending reminders, providing feedback, and monitoring student engagement, allowing you to focus more on teaching and student interaction. They can also help identify at-risk students by analyzing engagement patterns, enabling timely interventions that support student success.

For example, an Intelligent Agent can be set to send a reminder email to students who have not logged in for a certain period, notify students who score below a threshold on a quiz, or congratulate those who complete a module. By automating routine communication and monitoring, Intelligent Agents enhance course efficiency and student support.

Adding Intelligent Agents

To add an Intelligent Agent:

- From Course Admin select Intelligent Agent.
- Click New Agent and enter the name of the Agent.
- Enter a description that explains the purpose.
- Add a category if desired. Note that categories allow you to organize your Intelligent Agents.
- For Status, Check Agent is enabled.

A screenshot of the 'New Agent' form in the Brightspace interface. The form is titled 'New Agent' and is located under the 'Agent List' tab. It contains several input fields: 'Agent Name' with the text 'Test Submission Alert', 'Description' with the text 'Email Alert for New Test Submission', 'Category' with a dropdown menu showing 'Tests' and an 'Add Category' button, and 'Status' with a checked checkbox labeled 'Agent is enabled'. At the bottom, there is a 'Scheduling' section with a right-pointing arrow. The top navigation bar includes links for Course Admin, Announcements, Quick Eval, Content, Assignments, Discussions, Quizzes, Grades, and More.

The **Scheduling** block allows you to pick scheduling options.

- Select a **Frequency** from the dropdown menu.
- Depending on the frequency you select, additional options for start and end dates and times will open.

The screenshot shows the configuration interface for an Intelligent Agent. The top section contains fields for 'Agent Name' (Test Submission Alert) and 'Description' (Email Alert for New Test Submission). Below these is a 'Category' dropdown set to 'Tests' with an 'Add Category' button. The 'Status' section has a checked checkbox for 'Agent is enabled'. The 'Scheduling' section is expanded, showing a 'Frequency' dropdown menu. The menu is open, displaying options: 'No Schedule' (selected), 'One-Time Run', 'Hourly', 'Daily', 'Weekly', 'Monthly', and 'Annually'. Below the frequency menu is an 'Actions' section with a right-pointing arrow.

The **Criteria** block sets up trigger conditions for your Intelligent Agent. A trigger condition is the condition that will alert the Intelligent Agent to send your email.

- Select a **Role in Classlist** to receive the Intelligent Agent: **All Users** or **Users with Specific Roles**.

The screenshot shows the configuration interface for the 'Criteria' block. It features a 'Role in Classlist' section with two radio button options: 'All users visible in the Classlist' and 'Users with specific roles' (which is selected and highlighted with a red box). Below this is a list of roles, each with an unchecked checkbox: Designer-Non Cascading, Instructor, Organization Leader, Librarian, Teaching Assistant, Course Assistant, Grader, Learner, INC_Learner, Demo Student, Staff, Tutor, Unenrolled Instructor, Observer, and Reviewer.

Take Action on Activity triggers an Agent when the user:

- **Login Activity** Has or hasn't accessed *any course* in Brightspace in a specified number of days.
- **Course Activity** Has or hasn't accessed *this course* in a specified number of days.

Reviewer

Take Action on Activity

☒ Login Activity

☒ User has not logged in during the last [] day(s)

☐ User has logged in during the last [] day(s)

☐ Course Activity

☒ User has not accessed the course in the last [] day(s)

☐ User has accessed the course during the last [] day(s)

Release Conditions

Create Browse

Actions

You can also use the **Create** and **Browse** buttons at the bottom of this block to add a **Release Condition**.

- Create allows you to create a new Release Condition.
- Browse allows you to search and select existing Release Conditions.

Release Conditions

Create Browse

- The **Actions** block tells the agent what action to take when the Intelligent Agent triggers.
- Select either **Take Action Only the first time...** or **Take Action Every time...**
- Note that if you are not sure of the repetition conditions you wish, the link (What Action Repetition setting should I use? in blue text) offers a pop-up explanation.

Actions

Repetition

☒ Take action only the first time the agent's criteria are satisfied for a user

☐ Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

[What Action Repetition setting should I use?](#)

Send an Email

☐ Send an email when the criteria are satisfied

Save and Close Save Cancel

- Actions

Repetition

☒

Take action only the first time the agent's criteria are satisfied for a user

☐

Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

What Action Repetition setting should I use?

Send an Email

☒

Send an email when the criteria are satisfied

Name that the emails come from: System - No Reply

Reply-To address for responses: Brightspace-DoNotReply@cuny.brightspace.com

How can I change the default From and Reply settings?

To:

InitiatingUser

Cc:

Bcc:

What special email addresses can I use?

Subject: *

What replace strings can I use in the subject and message?

Message:

Paragraph

B

I

U

Lato (Recomm...)

19px (...)

T

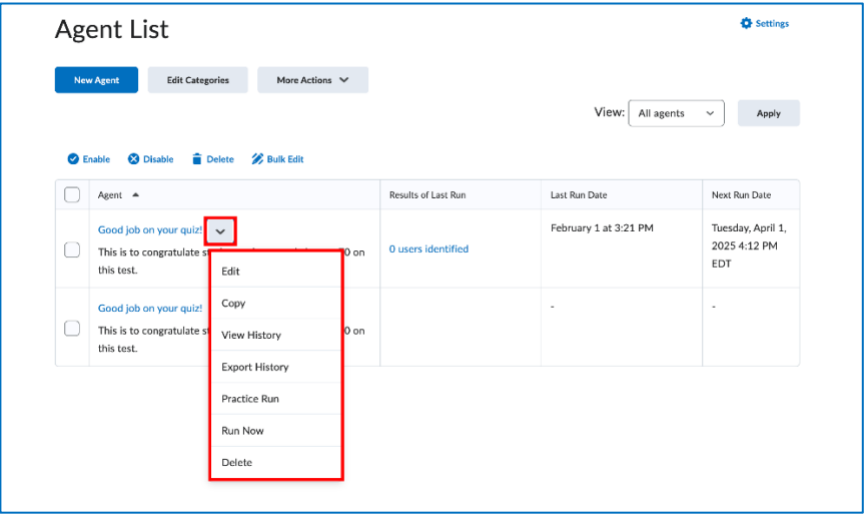
...

- [illegible]

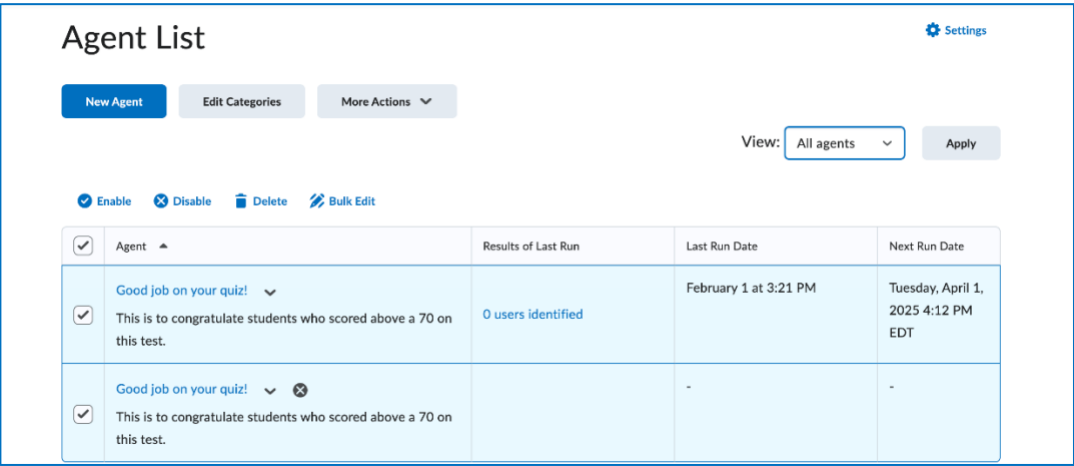
Running Intelligent Agents

The Agent List page contains a full list of possible Agents. To view the list:

- Click the chevron adjacent to the Agent for a list of actions, including initiating a manual or practice run, viewing, or exporting the agent history, and editing, copying, or deleting the agent.



- Use the matrix of Agents for information on the last run date and time, the triggering users, as well as to perform bulk editing.





The Glossary Tool

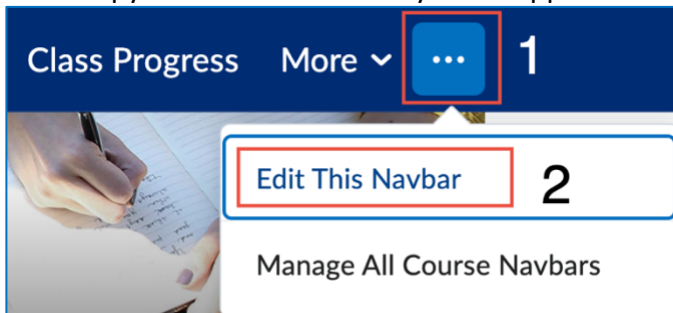
The Glossary tool allows you to create and manage a list of key terms and definitions for students to reference throughout a course providing clear explanations of subject-specific vocabulary, and internal or external links to additional information.

Adding the Glossary Tool to Student View

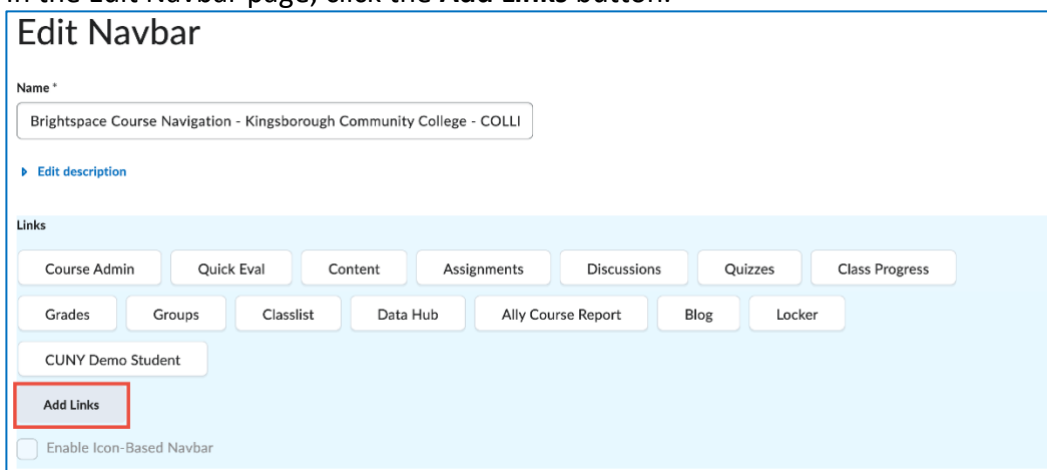
The Glossary tool is available to you in Course Admin for editing and inserting without any additional configuration. For students to view the Glossary, you must add it to their Navbar.

To add the Glossary to the Navbar:

- Click on the ellipses (three dots) to the right of More on the Navbar.
- Select **Edit this Navbar**. Note that you may see an intermediary message asking if you want to use a copy of this Navbar. Click yes if it appears.

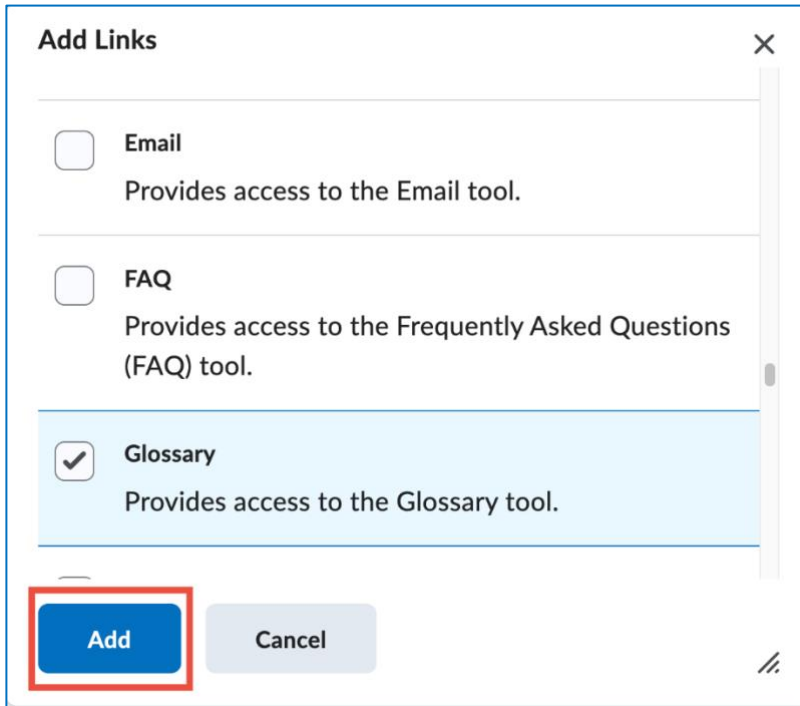


- In the Edit Navbar page, click the **Add Links** button.



- Scroll down the alphabetical list to **Glossary** and select it by checking the box.

- Click the **Add** button. The Glossary is added to the student Navbar, where it will appear at the end.



Add Links

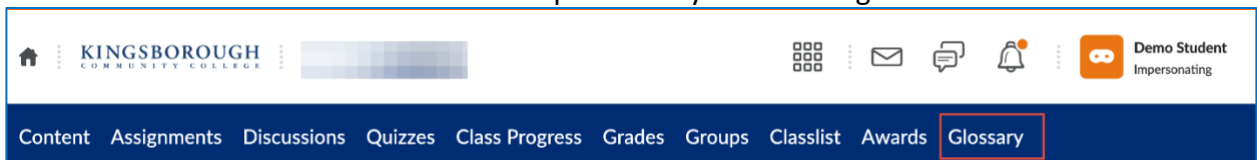
☐ **Email**
Provides access to the Email tool.

☐ **FAQ**
Provides access to the Frequently Asked Questions (FAQ) tool.

☒ **Glossary**
Provides access to the Glossary tool.

Add **Cancel**

If you wish to change its position, you can drag it to any location on the Edit Navbar page before you click **Save and Close**. Note that the Glossary, as well as any linked content, will open in a new window. Students can leave the window open as they work through content material.



Adding Content to the Glossary

To add entries into your glossary:

- From **Course Admin**, go to the **Glossary** tool.
- Click the **New Term** button. This should be the term or short phrase you want to define.

- Write a definition in the **Definition** input box. Note that you can use the styling just as you would in other areas of Brightspace to include links to multi-media material.

Term *

Cognitive Dissonance

Definition

Paragraph B I U A [List Icons] [Link Icon] [Table Icon] [More Icons] Lato (Recomm... 19px [Font Size Icon] [Text Color Icon] [Background Color Icon] [More Icons]

Cognitive Dissonance

Descriptive hyperlink to a YouTube video

Link to Content Topic

--None--

Add external links

Add links to content in this course (internal links)

Save Cancel



Reordering Objects

Brightspace gives you the ability to rearrange the display of objects, including modules, files within modules, discussions, assignments, quizzes, items within a checklist, and columns in gradebook. For some of these objects, you will need to use the Bulk Edit feature and for others you can drag drop or use arrows to move.

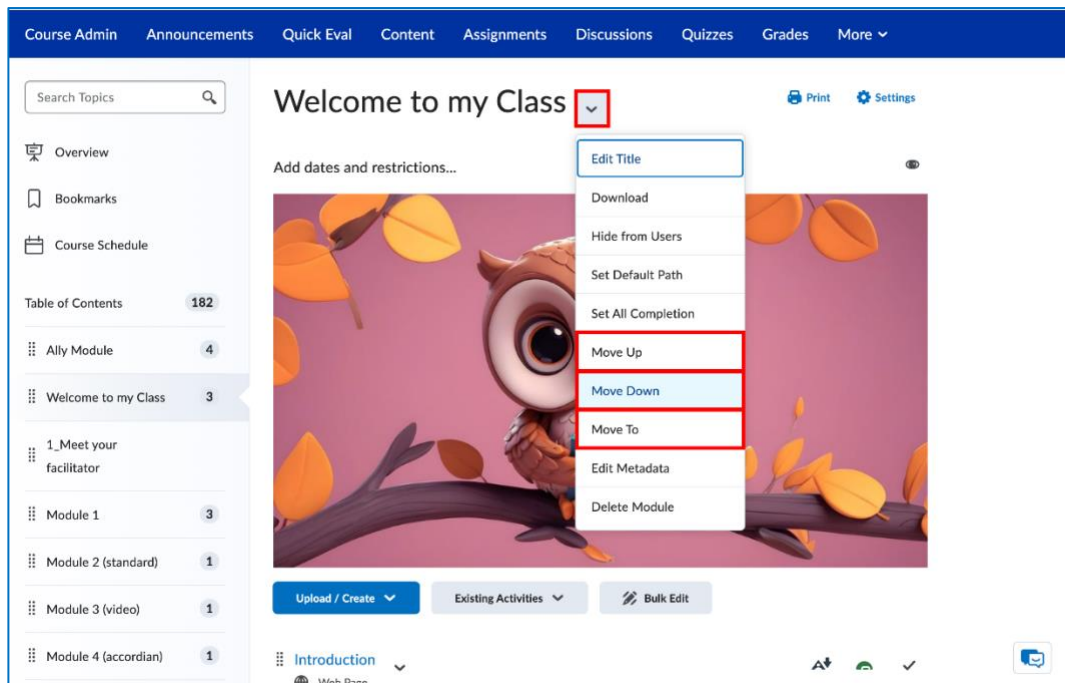
Reordering Modules

There are two ways to move modules in the Table of Contents

- To move modules: Click and hold the handle (two rows of dots) and drag until you see a blue line and release.

The screenshot shows the Brightspace interface. On the left is the 'Table of Contents' sidebar with a search bar and a list of modules. The '1_Meet your facilitator' module is highlighted, and a red arrow points to its handle (two rows of dots). On the right is the module editor for '1_Meet your facilitator', which includes options to add dates, descriptions, and upload files. The top navigation bar includes links for Course Admin, Announcements, Quick Eval, Content, Assignments, Discussions, Quizzes, Grades, and More.

- Alternatively, navigate to the title of the module you wish to move. Click the downward chevron and select **Move Down**, **Move Up** or **Move To**. Note that the options may be different depending on the position of the module: Move Up, for example, only displays if the module is not first on the list.



Reordering with Bulk Edit

The Bulk Editing feature exists within several tools, including Assignments, Discussions, Quizzes and Manage Grades.

To move objects in these tools:

- Click on the checkbox in the upper left of the tool matrix to select all objects.
- Click the **More Actions** button and select **Reorder** from the menu.

Assignments Help

[New Assignment](#) [Edit Categories](#) [More Actions](#)

[Bulk Edit](#)

	As	New Submissions	Completed	Evaluated	Feedback Published
☐	No Category				
☒	Assignment 3: Annotated Bibliograph		0/3	1/3	0/3
☐	Persuasive Essay for Week 7		1/3	2/3	2/3
☐	Reading Journal Assignment	1	2/7	2/7	1/7
☐	Working with Ally and Accessibility Checkers		0/3	0/3	0/3

The 'More Actions' dropdown menu is open, showing options: Preview, Reorder, Event Log, Make Visible to Users, Hide from Users, and Delete. The 'Reorder' option is highlighted with a red box.

- The Sort Order column dropdown allows you to change the order of Assignments.

Reorder

Expand All Collapse All Original sort order (1)

Categories/Assignments	Sort Order
▼ No Category	
Assignment 3: Annotated Bibliography	1 ▼
Persuasive Essay for Week 7	2 ▼
Reading Journal Assignment	3 ▼
Working with Ally and Accessibility Checkers	4 ▼

Save Cancel

- Click the number dropdown in the Sort Order column to change the order.

Reorder

Expand All Collapse All

Clicking a number will change the sort order. Check mark indicates current order.

Categories/Assignments	Sort Order
▼ No Category	
Assignment 3: Annotated Bibliography	1 ▼
Persuasive Essay for Week 7	2 ▼
Reading Journal Assignment	1 2 3 ✓ 4
Working with Ally and Accessibility Checkers	

Save Cancel

To change the listing order of Checklists:

- Navigate to **Course Admin** and select the **Checklist** link.
- Click the **More Actions** button and select **Reorder** from the dropdown menu.

Checklists

New Checklist
More Actions ▾

Checklists	Reorder
Checklist for Week 7 This is a list of assignments, including readings and tasks for Week 7.	Delete
Week 3 Checklist ▾	
Week 4 Checklist ▾	

- To reorder items within a Checklist, select your existing Checklist from the list and click on the title to open or click the chevron and select Edit from the dropdown menu.

Categories and Items

New Category
New Item
Reorder

Edit
Delete

☐	Categories/Items	Due Date
☒	Week 3 checklist ▾	
☒	Reading ▾	-
☒	Watch Video ▾	-
☒	Quiz 📄 ▾	Sep 23, 2024 11:59 PM
☒	Final Project 📄 ▾	Sep 25, 2024 11:59 PM
☒	Discussion Post 📄 ▾	Sep 26, 2024 11:59 PM

Save and Close
Save
Cancel

- Scroll to the bottom of the page, **Categories and Items** matrix. Check the checkbox adjacent to the items or categories you wish to move and click the **Reorder** button. Note that you can move items within a category or between categories by using the buttons.

Reorder Checklist - Week 3 Checklist

[Expand All](#) [Collapse All](#)

Categories/Items	Sort Order
Week 3 checklist	1
Reading	1
Watch Video	2
Quiz	3
Final Project	4
Discussion Post	5

[Save](#) [Cancel](#)

Reordering Questions with a Quiz

To move questions within a quiz:

- Open the Quiz in the Quiz tool.
- Use the handles (series of six dots) to drag and drop the questions.

← Back to Manage Quizzes | Test Example

Quiz Title *

Test Example

Grade Out Of 40 points | Not in Grade Book | Due Date M/D/YYYY

Description

Answer all 20 questions in 60 minutes.
This test will cover the first week of material.

Questions [Preview](#)

[Add Existing](#) [Create New](#) Total Points 40

☐ Select All [Add](#) [Move To](#) [More Actions](#)

☐ 1	Question 2 True or False • Mandatory	10 points
☒ 2	Question 1 Multiple Choice • Mandatory	20 points
☐ 3	Question 3 Written Response • Mandatory	10 points

[Save and Close](#) [Save](#) [Cancel](#) ☐ Hidden

Availability Dates & Conditions
Always available

Timing & Display
120 minutes (not enforced)
Paging applied

Attempts & Completion
1 attempt allowed
Completion tracking

Evaluation & Feedback
Auto-publish results
1 result display

- Check the box adjacent to the question(s) you want to move.
- Open the **Move to** dropdown menu and select a location where you wish to move the question. Note that these options include the ability to move between sections of your quiz.

Back to Manage Quizzes

Midterm Reading Quiz

Quiz Title *

Midterm Reading Quiz

Grade Out Of

10 points

In Grade Book

Due Date

M/D/YYYY

Description

This is a new one to test settings

Questions

Preview

Add Existing

Create New

Total Points 101

1 selected

Add

Move To

More Actions

1

1

Taylor Swift was the pen name for writer Charles

True or False

Also in Copy of Reading Quiz Celebrity

10 points

2

2

What is Taylor Swift's favorite color?

Multiple Choice

Also in Copy of Reading Quiz Celeb

50 points

3

3

Charles Darwin (yes another Charles!) was know for his party banter abo...

True or False

Also in Copy of Reading Quiz Celebrity Version, Copy of Copy of ...

40 points

Save and Close

Save

Cancel

Visible

Availability Dates & Conditions

Always available

Timing & Display

No time limit

Alerts and communication blocked

Attempts & Completion

2 attempts allowed

Completion tracking

Evaluation & Feedback

Auto-publish results

Sync to grade book

2 result displays



Using the CUNY Demo Student

The CUNY Demo Student View allows you to “impersonate” the full student experience by navigating the course, viewing material, submitting assignments, viewing feedback, posting discussion threads, taking quizzes, and adding files to a group or personal locker. It is a more robust experience than the “Learner View” since you will be able to complete the tasks in the same way students do.

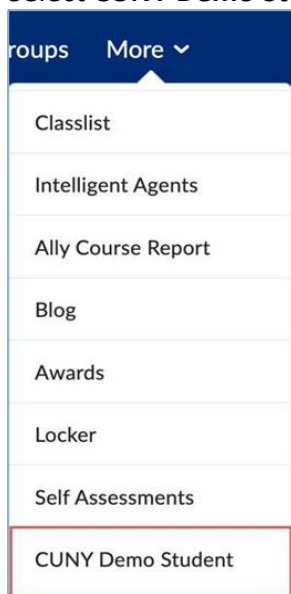
There are several important things to note when using this tool:

- You must create a Demo student first (see steps below) and then impersonate that student.
- The Demo Student is unique to the course where it is created and only one can exist at a time.
- You should always delete the Demo Student when done. This will ensure that the Demo Student data is also removed from statistics for tools such as Quizzes.

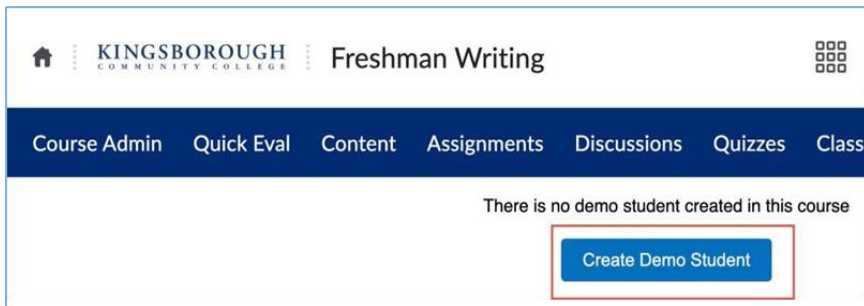
Create a Demo Student

To create a Demo Student:

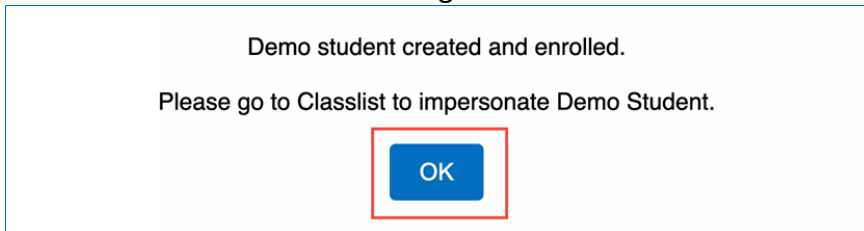
- Select **CUNY Demo Student** from the **More** dropdown list on the Navbar.



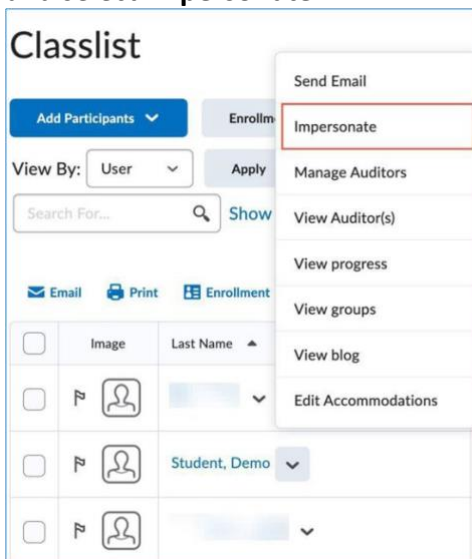
- Click Create Demo Student.



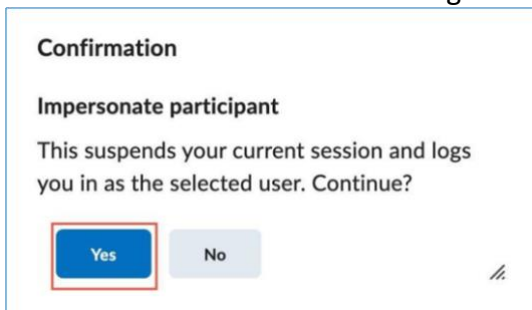
- Click **OK** in the confirmation dialog



- To impersonate the Demo Student, navigate to **Classlist** (under **More** on your Navbar) and select **Impersonate**.



- Click **Yes** in the Confirmation dialog box.



- Go to where your name is usually found on the upper right of the page, and you will see it is replaced by **Demo Student**.

- When you are finished, **click the X** to return to your instructor role.



You also need to return to the CUNY Demo Student dropdown item under More and click Delete Demo Student when you are finished impersonating.

There is currently a demo student in this course. Please go to Classlist to impersonate Demo Student.

Delete Demo Student

Click 'Delete Demo Student' to permanently remove the Demo Student and all associated data from this course. This action cannot be undone.

Do you wish to proceed?

Delete Demo Student

Cancel

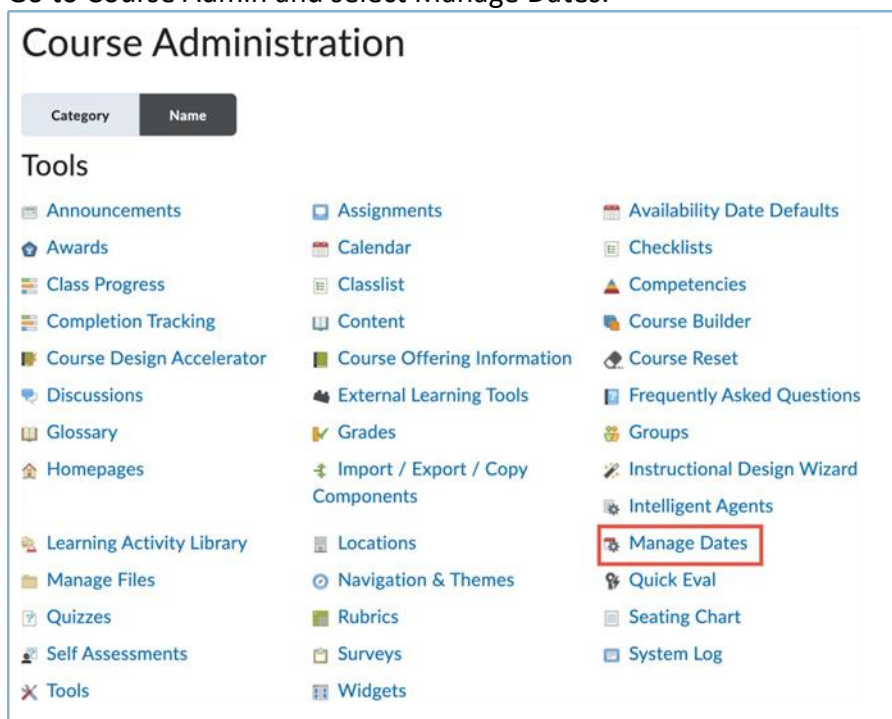


Using the Manage Dates Tool

The Manage Dates tool is used to view, edit, and update all the availability dates and due dates for various course components in one centralized location. It can also be useful in the transition from one semester to another and make bulk adjustments to course due date. It can provide additional information in one place about your course.

To access manage dates:

- Go to Course Admin and select Manage Dates.



Using Filters in Manage Dates

- To view course components of a single type, such as only Assignments, use the Filter by Tool function.
- Under Filter by Tools, click Specific Tools and the checkbox for the tool type you wish to see. You can include Advanced Filter Options that add specific search parameters within the tool type, such as part of a file name or a date range.
- When finished, click Apply Filter. Scroll down to view the table results.

- Click on the file name to enter the associated tool directly. You can also click on the “x” if you want to remove a date or the “-” to add a date directly, or the check box to include on the dynamic calendar.

Manage Dates

Course Duration

Course Start: - Course End: -

Filter by Tool

☐ All
☒ Specific Tools

☐ Announcements ☒ Assignments ☐ Calendar ☐ Checklist ☐ Content ☐ Discussions ☐ Grades ☐ Intelligent Agent ☐ Quizzes ☐ Survey

Show Advanced Filter Options

Apply Filter

☐ Bulk Edit Dates ☐ Bulk Offset Dates

	Type	Name	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates	Visibility Status
☐	Assignment	Assignment #1	2/2/2024 11:59 PM X	-	-	-	☐		Visible
☐	Assignment	Assignment #1	2/2/2024 11:59 PM X	-	-	-	☐		Visible

Using Bulk Edit

Bulk edit allows you to change multiple dates at once. To Bulk Edit your dates:

- Check the box next to Bulk Edit Dates to select all of your course items.
- Click on the term, **Bulk Edit Dates**.
- In the dialog box, you can set due dates and availability, your start and end dates, as well as Display in Calendar.
- Click **Save** when done.

Bulk Edit Dates

Due Dates

☐ Set

4/9/2025 9:18 AM

Availability

Start Dates

☐ Set

4/9/2025 9:18 AM

☒ Visible with access restricted before start
☐ Visible with submission restricted before start
☐ Hidden before start

End Dates

☐ Set

4/9/2025 9:18 AM

☒ Visible with access restricted after end
☐ Visible with submission restricted after end
☐ Hidden after end

Display in Calendar

☐ Add to Calendar

Save Cancel

Using Bulk Offset

Bulk Offset allows you to modify dates (and hours) by shifting them forward (to the future) or backward (to the past) by a specified range, (for example, change all start dates forward by two weeks). To Bulk Offset your dates:

- Check the box at the top of the Dates table to select all and then click Bulk Offset.
- In the dialog box, select dates to offset: due dates, start dates, or end dates. Note you can select all three.
- Then you must choose to Offset by direction and range (forward or backward in time, and by a specified number of days) or Calculate range between two dates (you specify a range of dates. For example, a date from the previous semester (From) until the current date (To)).
- Display in Calendar.
- Click Save when done.

The screenshot shows the 'Bulk Offset Dates' dialog box. The 'Start Date' and 'End Date' checkboxes are checked. The 'Calculate range between two dates' radio button is selected. The 'From' date is 3/13/2025 at 2:09 PM, and the 'To' date is also 3/13/2025 at 2:09 PM. The 'Save' button is highlighted in blue.

Manage Dates

Course Duration
Course Start: - Course End: -

Filter by Tool
☐ All
☒ Specific Tools
☐ Announcements ☒ Assignments ☐ Calendar

Show Advanced Filter Options

Apply Filter

☒ Bulk Edit Dates ☒ Bulk Offset Dates

Type	Name	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates	Visibility Status
☒	Assignment #1	3/2/2024 11:59 PM X	-	-	-	☐		☒ Visible
☒	Assignment #1	3/2/2024 11:59 PM X	-	-	-	☐		☒ Visible



Viewing Deleted and Edited Discussion Posts

Students can delete or edit their Discussion posts in Brightspace. You can view the history of their posts, as well as view previously deleted or edited posts.

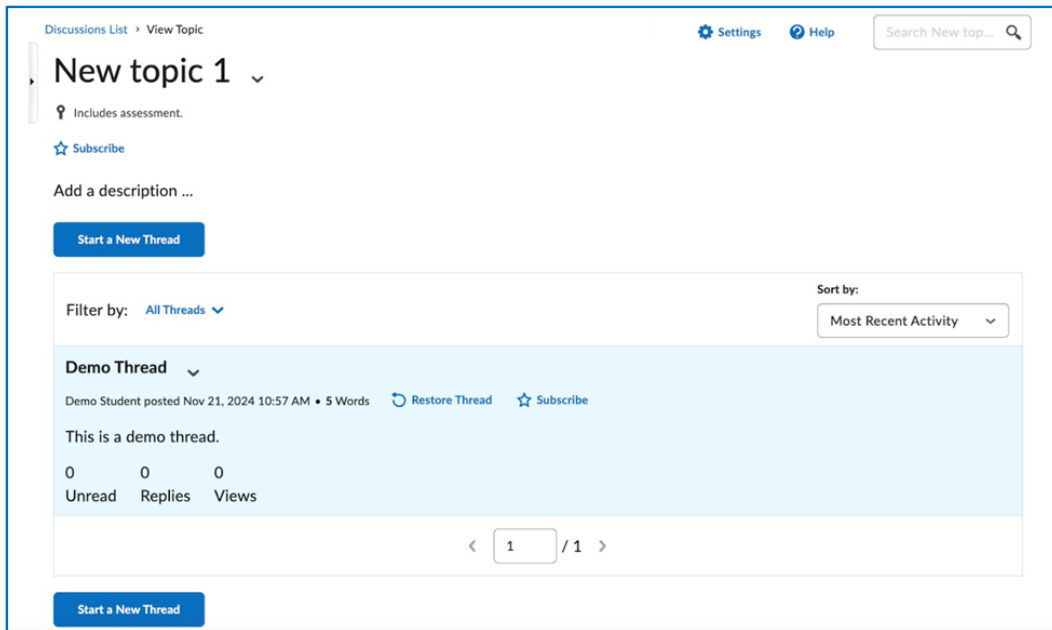
Viewing Deleted Posts

To view deleted posts:

- In Discussions, open **Settings**.

- Check the Display deleted posts option, scroll down, and click **Save**.

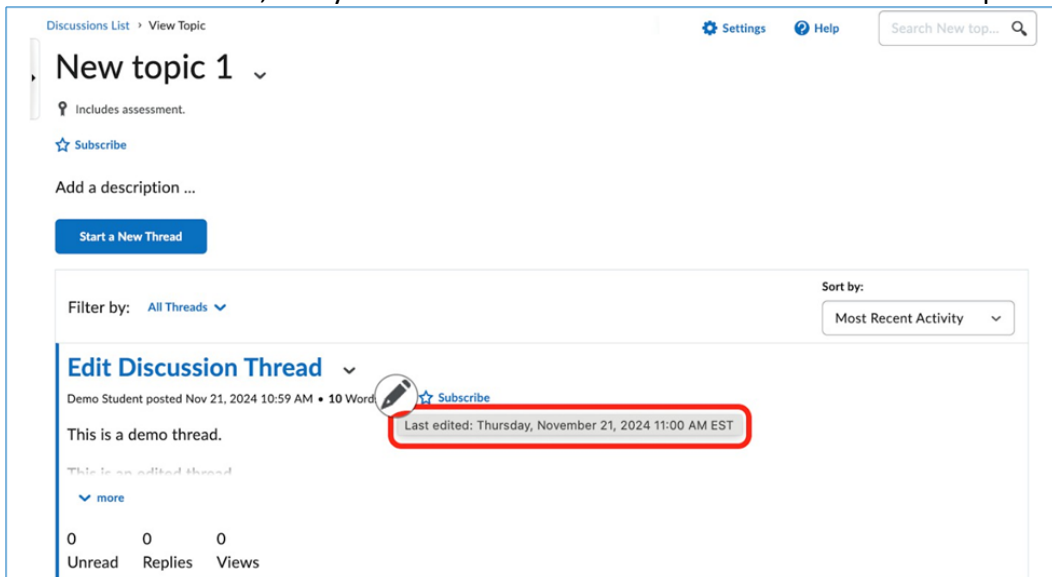
- Open the discussion thread you wish to view, and you will see the deleted posts in blue.
- Click **Display Deleted Posts** to view the content of the deleted post. You are now able to see threads that users have deleted.



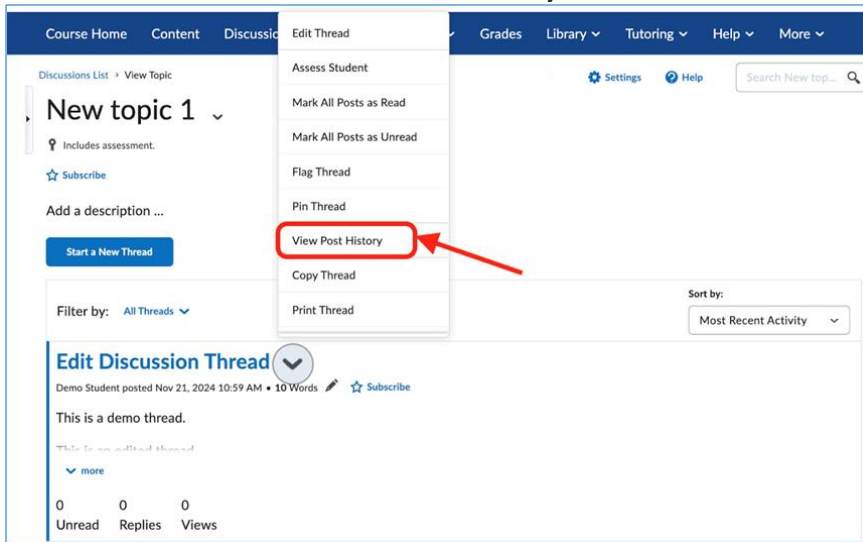
Viewing Discussion Post Edit History

Edited posts have a **pencil icon**. To view edited posts:

- Hover over the icon, and you will see when the last edits were made to the post.



- To see a complete history of edits, click the **arrow** next to the title of the thread to open the thread menu. Select **View Post History**.



- Select **View Post History** from the dropdown menu to view changes to this post. Note that the time/date stamp helps you to understand which is the most current: the most recent lists at the top.

