Brightspace Training

Participant Guide

Session IV: Best Practices in Brightspace

Table of Contents:

Welcome & Introduction……1

I. Facilitator's brief introduction
II. Overview of the session's objectives
III. Accessing Brightspace

Course Personalization……1

I. Editing course title
II. Adding an images to homepage banner and modules
III. Adding a welcome line to your homepage banner

Communication……2

i. Encouraging students to enable notification

Course Organization……3

I. Organizing modules in the area of your course
II. Creating modules and sub-modules
III. Creating a 'Course Information' module
IV. Creating a welcome announcement
V. Tracking modules
VI. Reordering items in the Grades area

Recap & Next Steps……6

I. Recap

Support & FAQ……6

I. Support Resources
II. FAQs

Welcome & Introduction

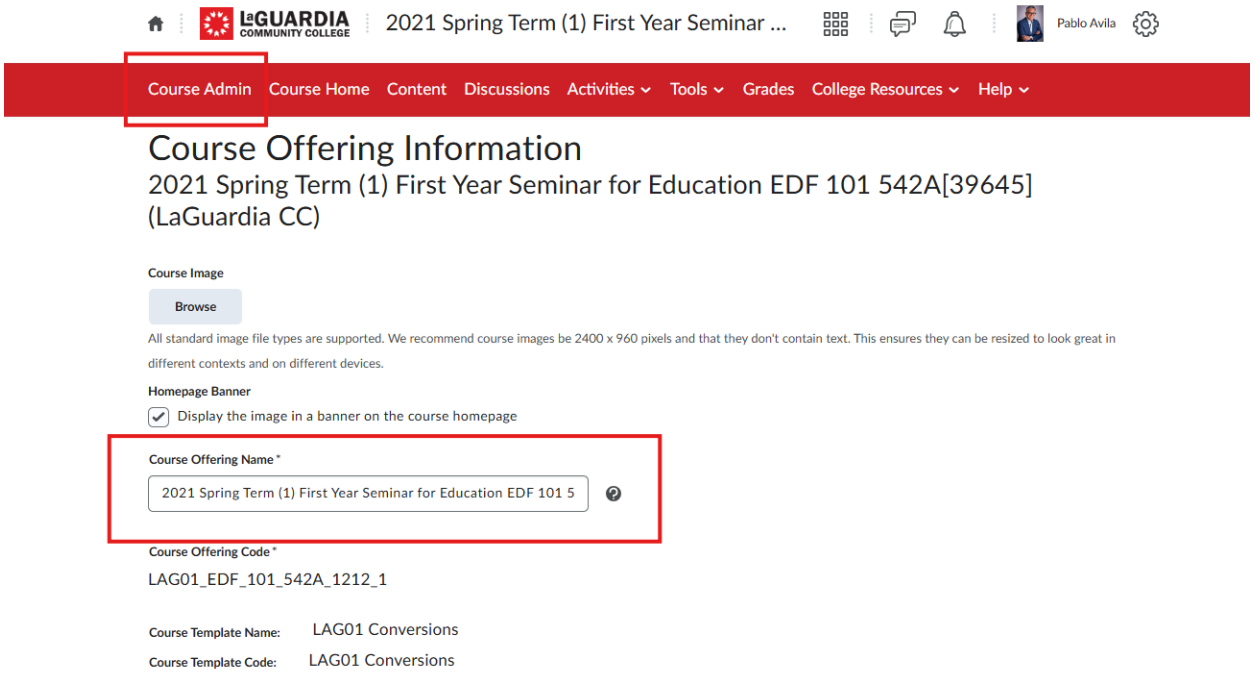
- Facilitator's brief introduction
- Overview of the session's objectives

Accessing Brightspace

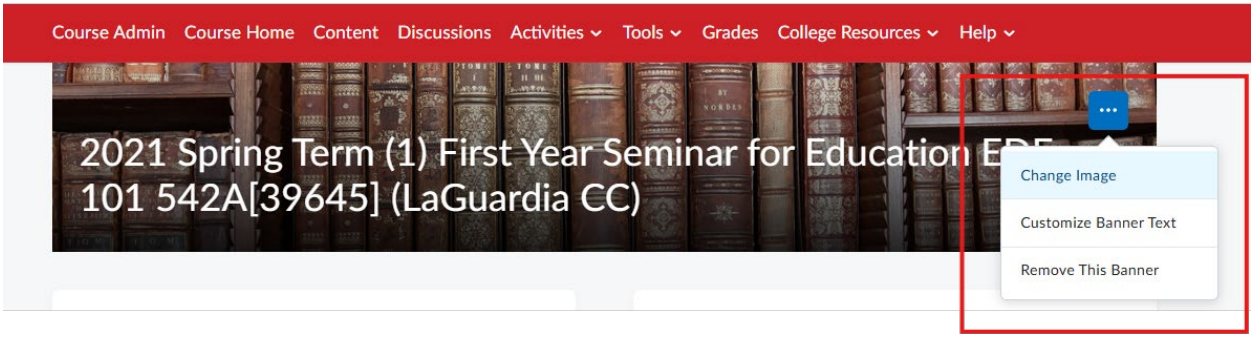
- **URL:** brightspace.cuny.edu
- **Username:** FirstName.LastName##@login.cuny.edu

Course Personalization:

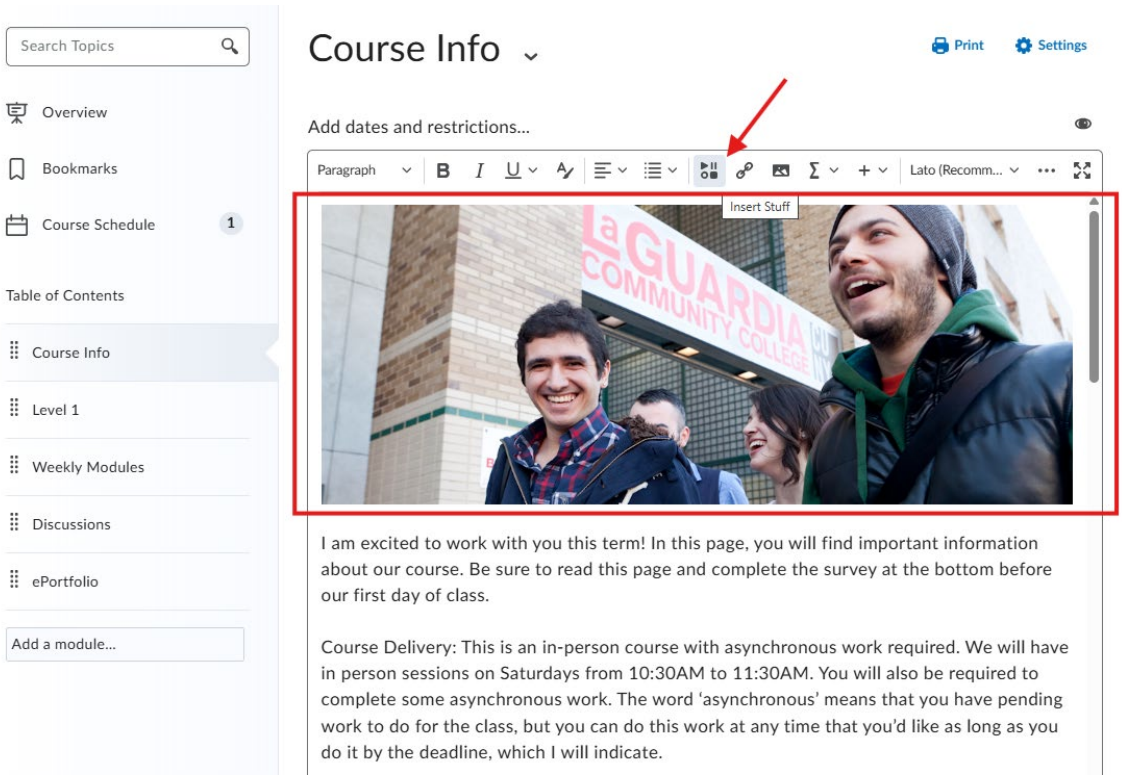
- Edit course title: From the course admin tab, choose the option 'Course Offering Information' to change this.



- Add an image to your home page banner: From your course home page, you can personalize your course by adding an image.



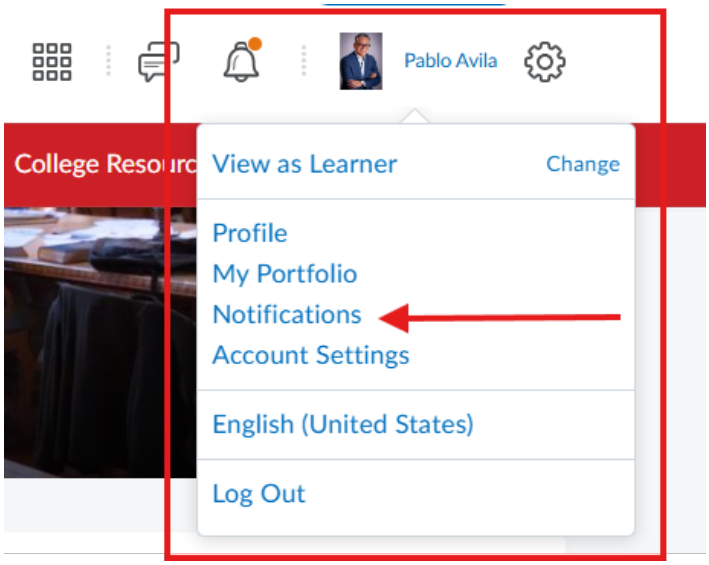
- Add image to description of modules: For each module, you have the opportunity to enhance content by adding images on the description area.



- Add welcome line to your banner: On the home page, you can add a customized line for students. In this example, we will add this custom line "Welcome to EDF101, {FirstName}". For additional information, review this resource link.

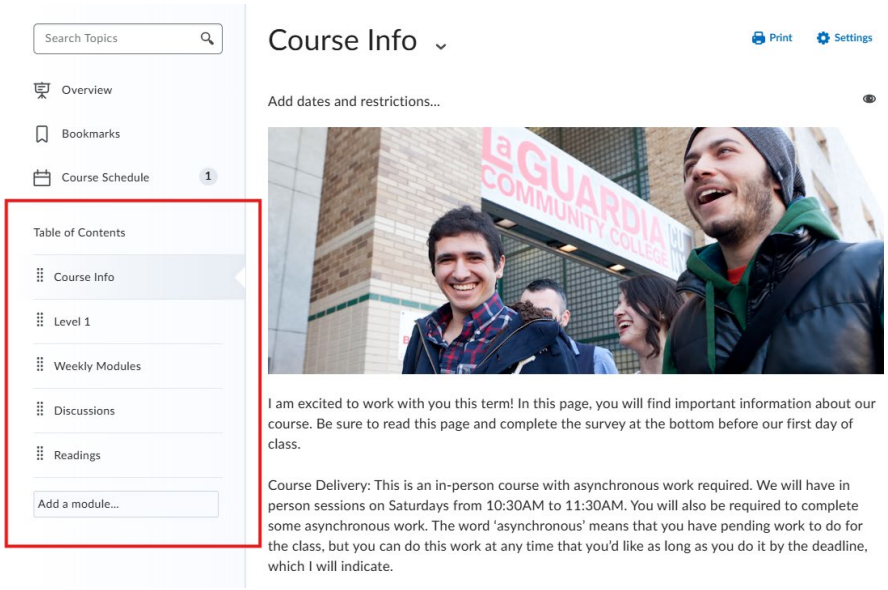
Communication:

- Encourage students to enable all notifications (so they receive emails about course activity) during the first week of the semester.

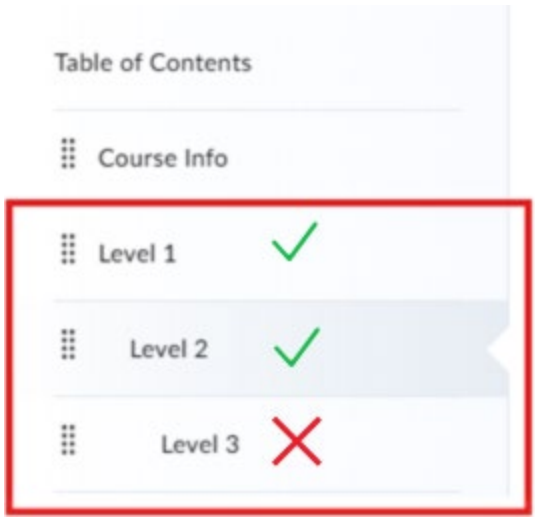


Course Organization:

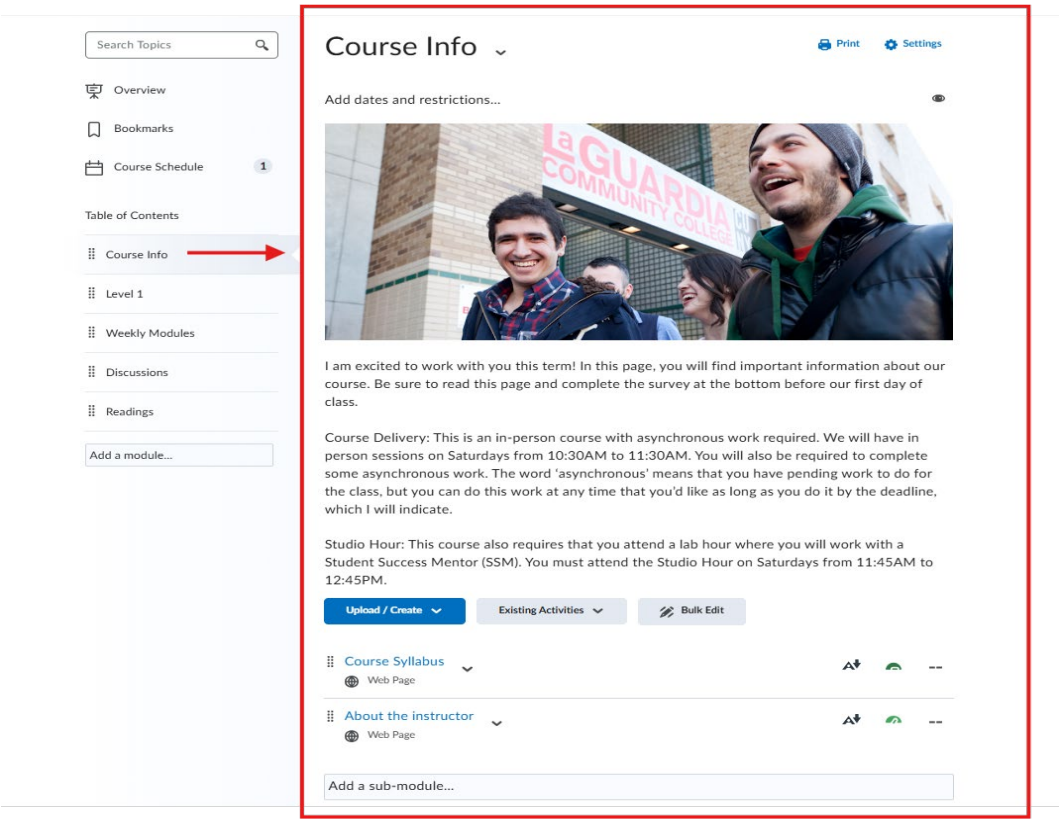
- When creating modules on the 'Content' area of your course, consider using 1-2 words only for easy access. Further, avoid including dates in titles to facilitate easier copying of content from course to course in Brightspace.



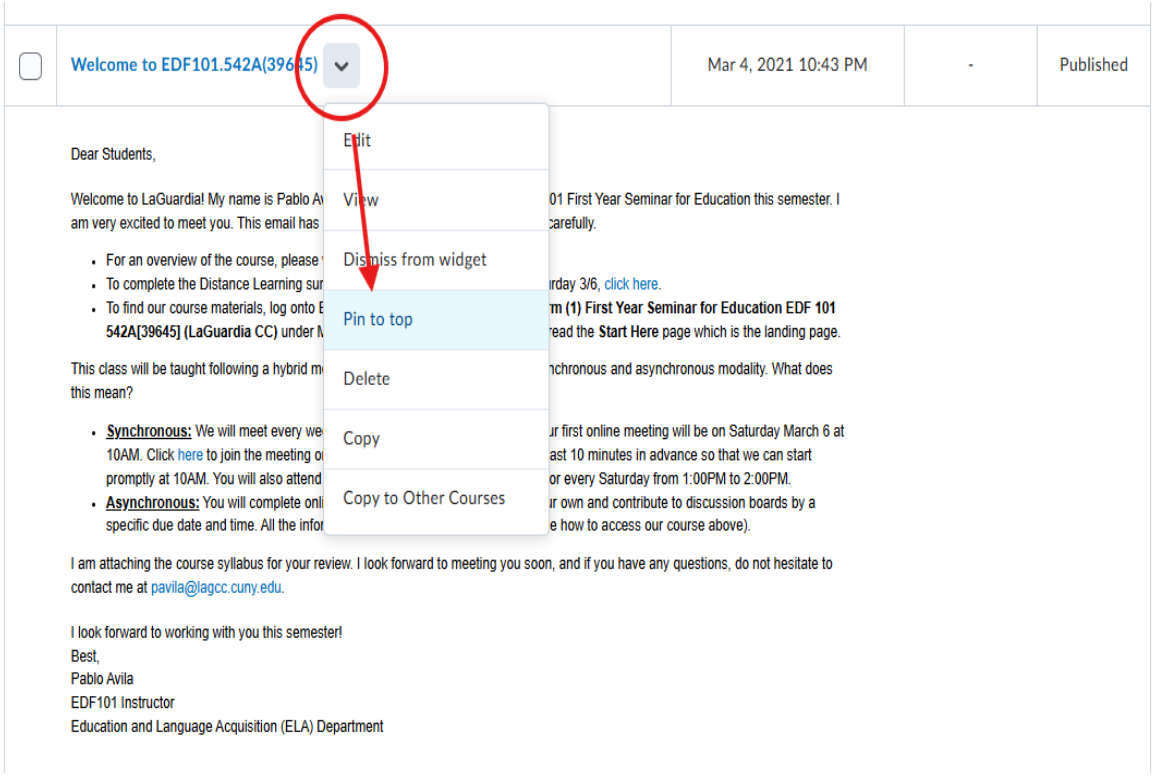
- Create 1 or 2 levels of modules and sub-modules. Avoid creating more than 2 levels because having more than 2 levels may disrupt how students view and navigate content.



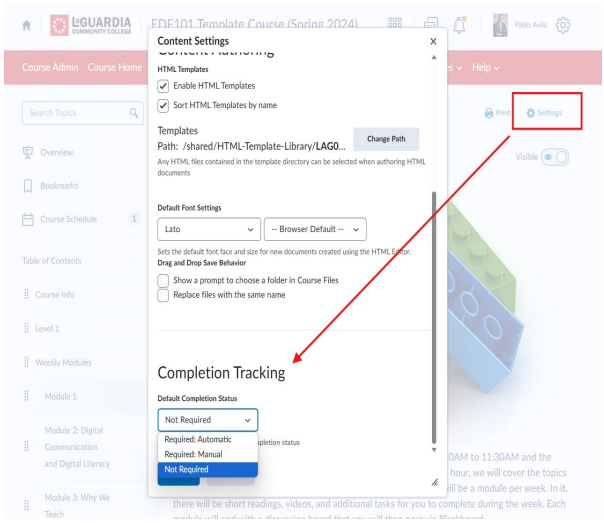
- Create a 'Course Information' module (or Getting Started) to upload syllabus and other important documentation about your course.



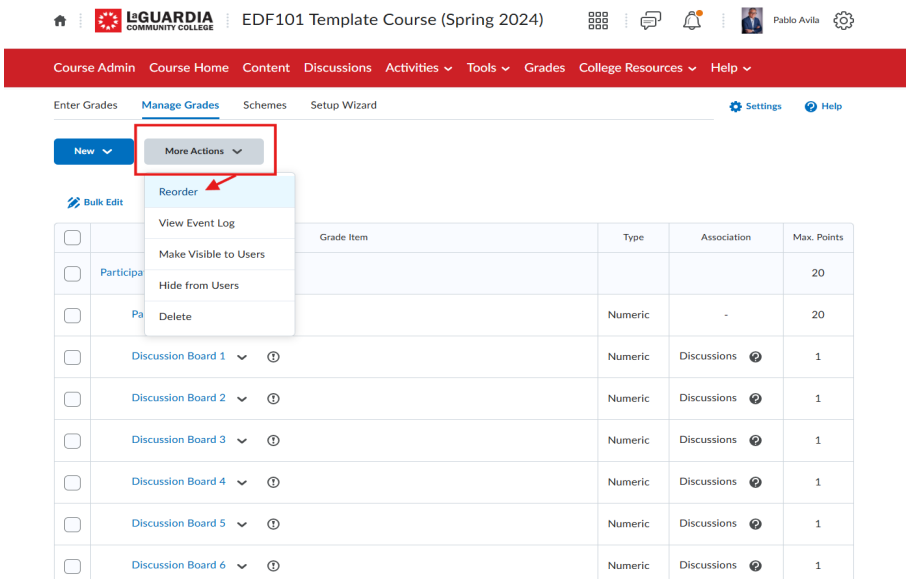
- Create a welcome announcement to orient your students about your course.
    - You can use this as an opportunity to:
        - Introduce them to core ideas of your course
        - What they will learn and they would engage in during the semester
        - Include a brief introduction of yourself.
    - Consider pinning a welcome announcement during the first 2 weeks of the semester for easy access.



- Brightspace will enable modules to be tracked and add a number of items that students need to review in each module. Instructors can choose to turn these on and off.



Reorder items in the Grades area to ensure it matches the assignments in your course syllabus: Use the 'Reorder' option to do so.



Recap & Next Steps

Support & FAQ

- **Support Resources**
  - Brightspace Basics for LaGuardia Faculty Course
  - The Brightspace Resource Site with additional resources continually developed for faculty and students.
  - YouTube Brightspace Tutorials
    - **FAQs**