

Brightspace Training

Participant Guide

Session IV: Best Practices in Brightspace



LaGUARDIA
COMMUNITY COLLEGE

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Welcome & Introduction

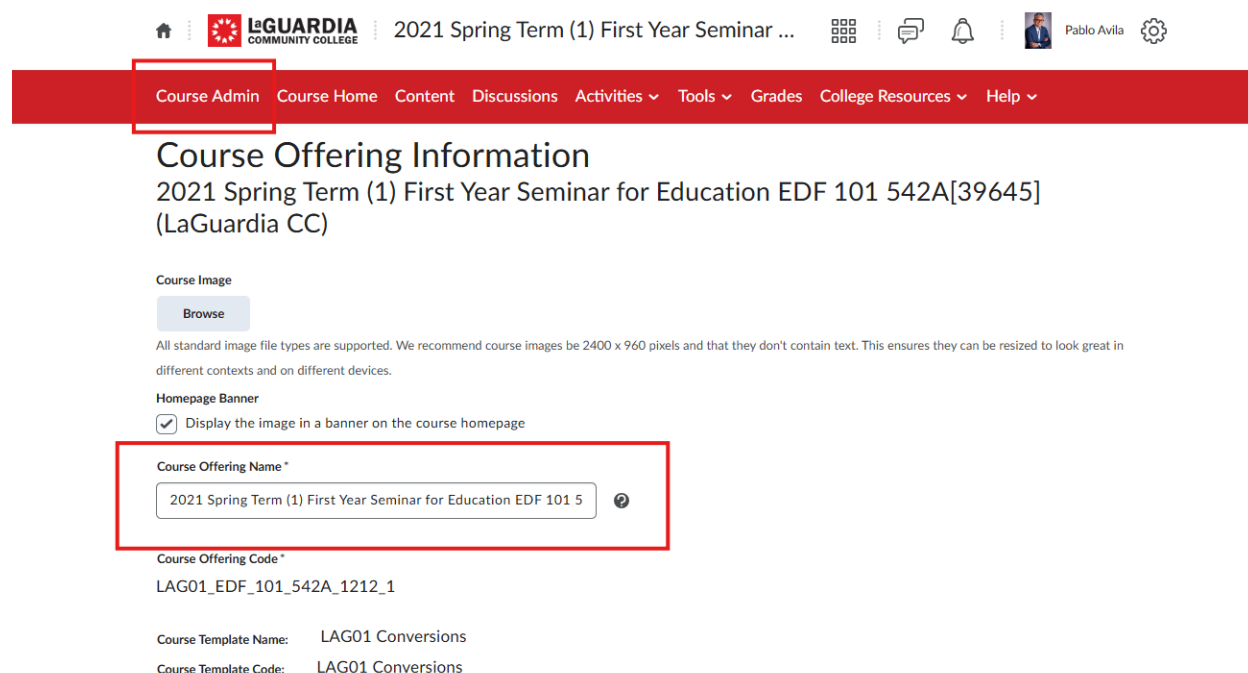
- Facilitator's brief introduction
- Overview of the session's objectives

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.



Course Admin Course Home Content Discussions Activities Tools Grades College Resources Help

Course Offering Information

2021 Spring Term (1) First Year Seminar for Education EDF 101 542A[39645]
(LaGuardia CC)

Course Image

Browse

All standard image file types are supported. We recommend course images be 2400 x 960 pixels and that they don't contain text. This ensures they can be resized to look great in different contexts and on different devices.

Homepage Banner

☒ Display the image in a banner on the course homepage

Course Offering Name *

2021 Spring Term (1) First Year Seminar for Education EDF 101 5

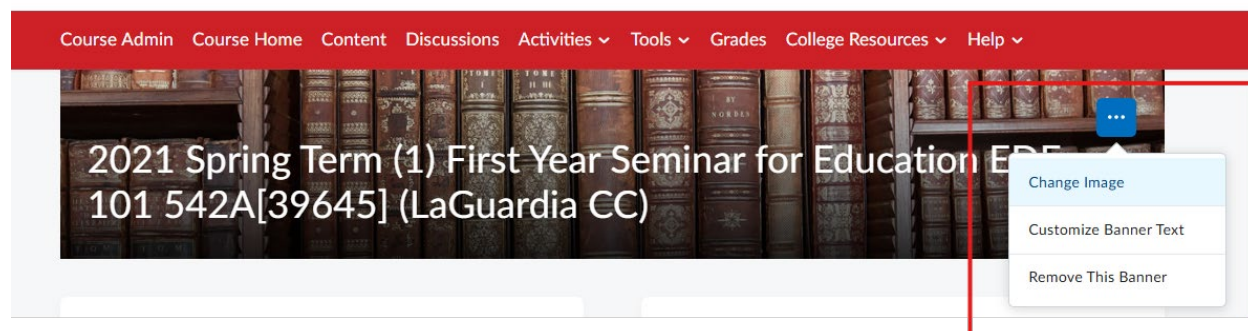
Course Offering Code *

LAG01_EDF_101_542A_1212_1

Course Template Name: LAG01 Conversions

Course Template Code: LAG01 Conversions

- 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.



Overview

Bookmarks

Course Schedule 1

Table of Contents

Course Info

Level 1

Weekly Modules

Discussions

ePortfolio

Add a module...

Course Info

Print

Settings

Add dates and restrictions...

Paragraph

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A

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Insert Stuff

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...

I am excited to work with you this term! In this page, you will find important information about our course. Be sure to read this page and complete the survey at the bottom before our first day of class.

Course Delivery: This is an in-person course with asynchronous work required. We will have in person sessions on Saturdays from 10:30AM to 11:30AM. You will also be required to complete some asynchronous work. The word 'asynchronous' means that you have pending work to do for the class, but you can do this work at any time that you'd like as long as you do it by the deadline, which I will indicate.

- 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](#).

Course Admin

Course Home

Content

Discussions

Activities

Tools

Grades

College Resources

Help

...

Change Image

Customize Banner Text

Remove This Banner

Welcome to EDF101, Pablo!

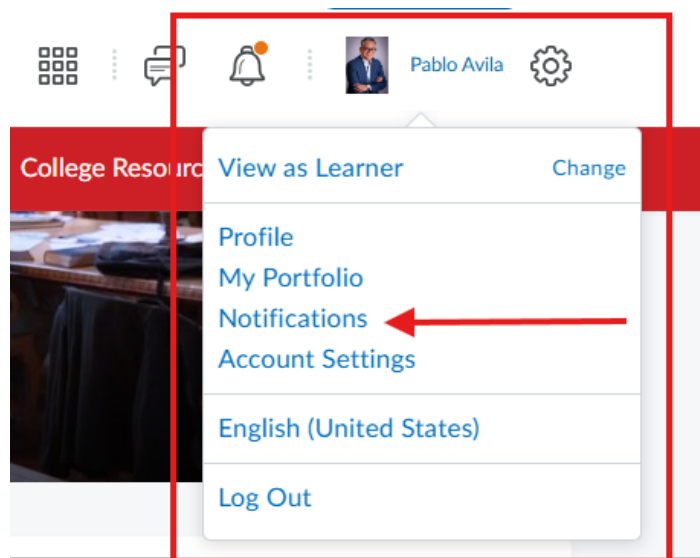
Announcements

Visual Table of Contents Widget

Communication:

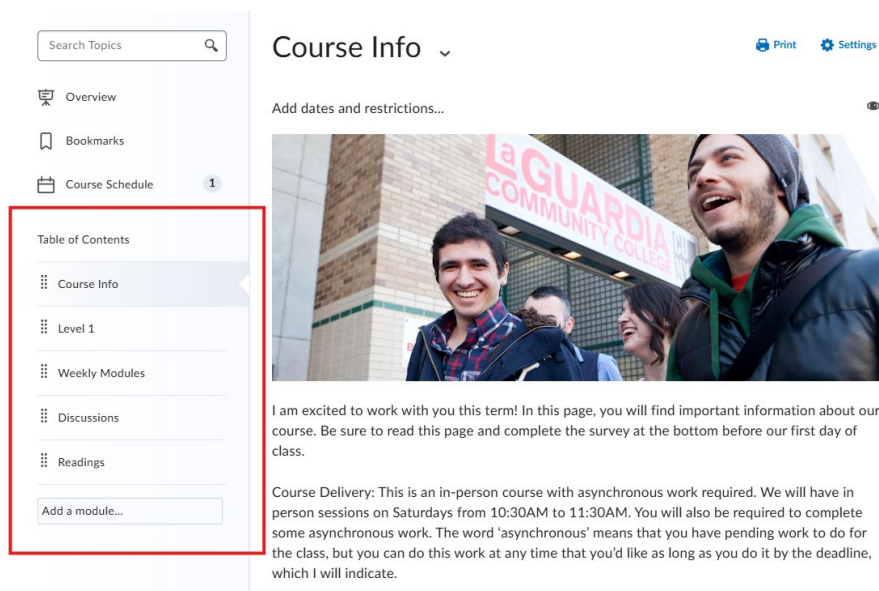
- Encourage students to enable all notifications (so they receive emails about course activity) during the first week of the semester.





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.



Table of Contents	
Course Info	
Level 1	✓
Level 2	✓
Level 3	✗

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

Overview

Bookmarks

Course Schedule 1

Table of Contents

Course Info →

Level 1

Weekly Modules

Discussions


Readings

Add a module...

Course Info

Print Settings

Add dates and restrictions...



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Studio Hour: This course also requires that you attend a lab hour where you will work with a Student Success Mentor (SSM). You must attend the Studio Hour on Saturdays from 11:45AM to 12:45PM.

Upload / Create

Existing Activities

Bulk Edit

Course Syllabus

Web Page

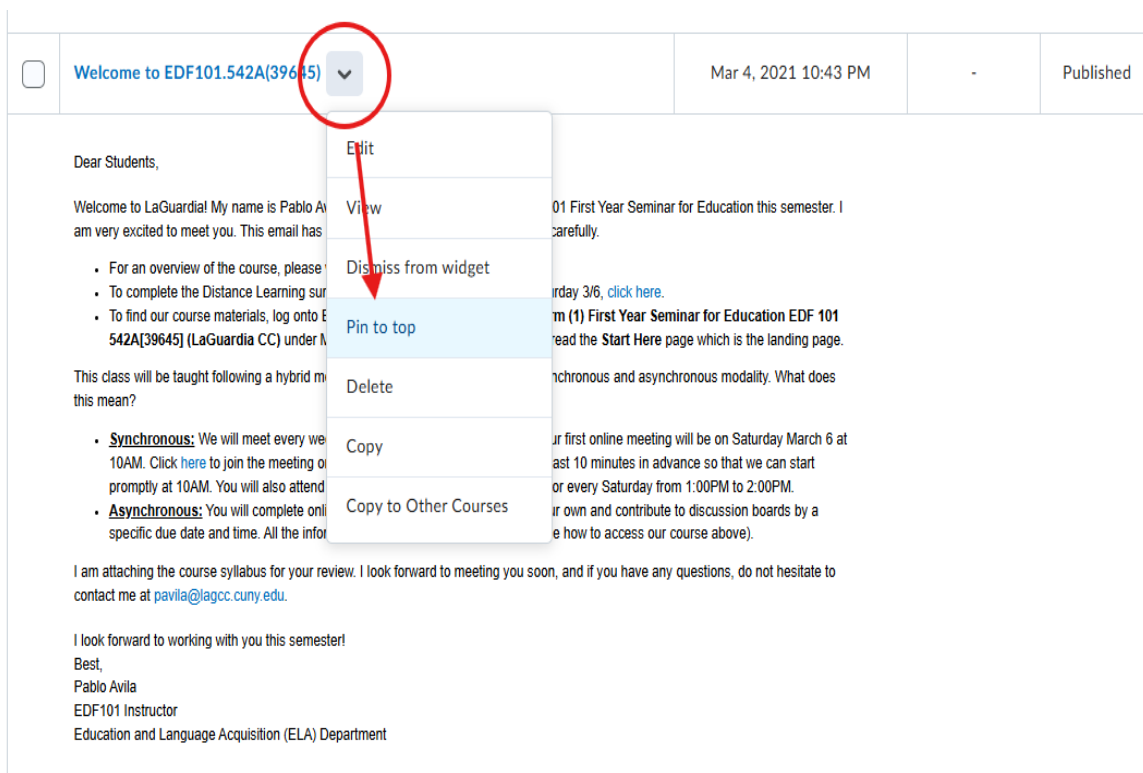
About the instructor

Web Page

Add a sub-module...

- 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.





Dear Students,

Welcome to LaGuardia! My name is Pablo Avila. I am very excited to meet you. This email has been sent to you from the EDF101 First Year Seminar for Education this semester. I hope you are all doing well and taking care of yourselves. Please read this email carefully.

- For an overview of the course, please click [here](#).
- To complete the Distance Learning survey, please click [here](#).
- To find our course materials, log onto the LaGuardia CC under the course number EDF101.542A(39645) (LaGuardia CC) under the course number.

This class will be taught following a hybrid model. This means that you will have both synchronous and asynchronous modalities. What does this mean?

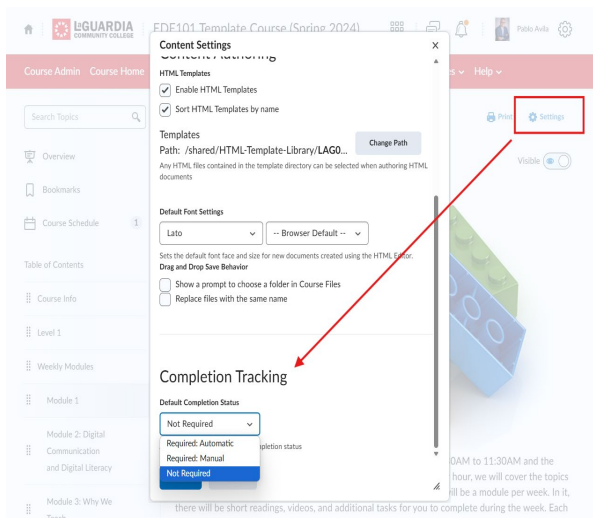
- Synchronous:** We will meet every week on Saturday at 10AM. Click [here](#) to join the meeting and be ready to start promptly at 10AM. You will also attend the meeting on Saturday at 10AM.
- Asynchronous:** You will complete only the asynchronous portion of the course. You will have a specific due date and time. All the information you need to complete the asynchronous portion of the course is available in the course materials.

I am attaching the course syllabus for your review. I look forward to meeting you soon, and if you have any questions, do not hesitate to contact me at pavila@lagcc.cuny.edu.

I look forward to working with you this semester!

Best,
Pablo Avila
EDF101 Instructor
Education and Language Acquisition (ELA) Department

- 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.



LaGuardia Community College EDF101 Template Course (Spring 2024)

Course Admin Course Home Content Discussions Activities Tools Grades College Resources Help

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

New More Actions

Bulk Edit

Reorder

View Event Log

Make Visible to Users

Hide from Users

Delete

	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Participa			20
<input type="checkbox"/>	Pa	Numeric	-	20
<input type="checkbox"/>	Discussion Board 1	Numeric	Discussions	1
<input type="checkbox"/>	Discussion Board 2	Numeric	Discussions	1
<input type="checkbox"/>	Discussion Board 3	Numeric	Discussions	1
<input type="checkbox"/>	Discussion Board 4	Numeric	Discussions	1
<input type="checkbox"/>	Discussion Board 5	Numeric	Discussions	1
<input type="checkbox"/>	Discussion Board 6	Numeric	Discussions	1

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



