

Brightspace

Quick Start Guide for instructors

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This Quick Start Guide helps you to get started with Brightspace at Utrecht University. The topics that will be covered in this Quick Start Guide are:

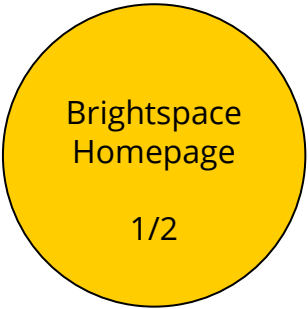
- the [Homepage](#)
- the [Course page](#)
- the [Content screen](#)

As we will continue to develop Brightspace please be aware that the screenshots may differ from your actual experience. This Quick Start Guide will be updated regularly.

Brightspace Homepage

The homepage is the first page you will see after logging in with your Solis-id via <http://brightspace.uu.nl/>.

This guide will walk you through the menu on the homepage and show you how you can navigate to your course.

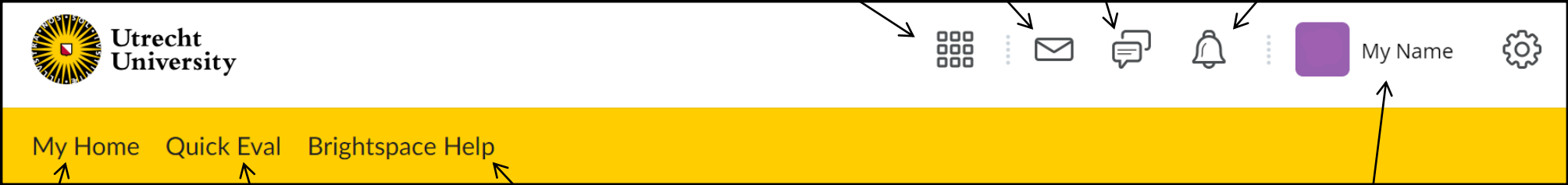


Unread mail can be found under **Messages**.

Updates is where you find new announcements, upcoming due dates and new/updated grades.

Click on the **Course selector** to select your course. Pinned courses are shown on top.

Subscriptions - Notifications of new discussion posts in forums, topics and threads will be displayed here.



Click on **My home** return to the homepage.

Quick Eval is where you can view all learner submissions that are awaiting evaluation.

Click on **Brightspace Help** to navigate to the Brightspace Community website where you can find manuals and tutorials.

Within the **personal menu** you can edit your user-specific settings such as your profile, notifications and accounts settings.

Brightspace
Homepage
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Announcements shows you all general announcements in Brightspace. Please note that this does not include course-specific announcements.

The screenshot shows the Brightspace homepage layout. At the top is the 'Announcements' section with a dropdown arrow and a message: 'There are no announcements to display.' Below this is the 'My Courses' section, also with a dropdown arrow. It features three tabs: 'All', 'Brightspace', 'Samples', and 'Sandboxes'. The 'Samples' tab is active, showing three course cards: 'Sample Course Samples', 'Sample Course - Outlines Samples', and 'Build Your Course Samples'. A link 'View All Courses (3)' is below the cards. To the right is the 'Quick Eval' section with a dropdown arrow, a checklist icon, and the text: 'You're all caught up! You have no submissions that need evaluation. Check back later for new submissions.' A blue button 'View all activities' is at the bottom. Below that is the 'Calendar' section with a dropdown arrow, showing the date 'Thursday 1 August 2024' and a list of 'Upcoming events' including 'AUG 23:59 3 Assignment 1 - Research Methods - Due' from 'Lana Hoekstra Sandbox'. Three callout boxes with arrows point to these sections: one to 'Announcements', one to 'My Courses', and one to 'Quick Eval'.

My Courses shows all courses you are currently subscribed to. These courses are categorized under different tabs. Right-click on a specific course to see more information or pin the course so it shows up under the tab 'Pinned'

Quick Eval shows all learner submissions that are awaiting evaluation.

Calendar shows all upcoming deadlines and events for all the courses you are subscribed to.

Brightspace Course Page

The course page is the starting point of your course. This guide will walk you through the course menu, show you how you can navigate through your course page and present the tools that are available to you.

The navigation bar helps you to navigate to the main aspects of your course.

Use the **Content** tool to post and organize course content such as learning materials, the course syllabus, assignments, and quizzes.

Click on **Tools** to navigate to your personal quizzes, assignments, discussion forums or rubrics. Learn more about these functionalities on the next page.

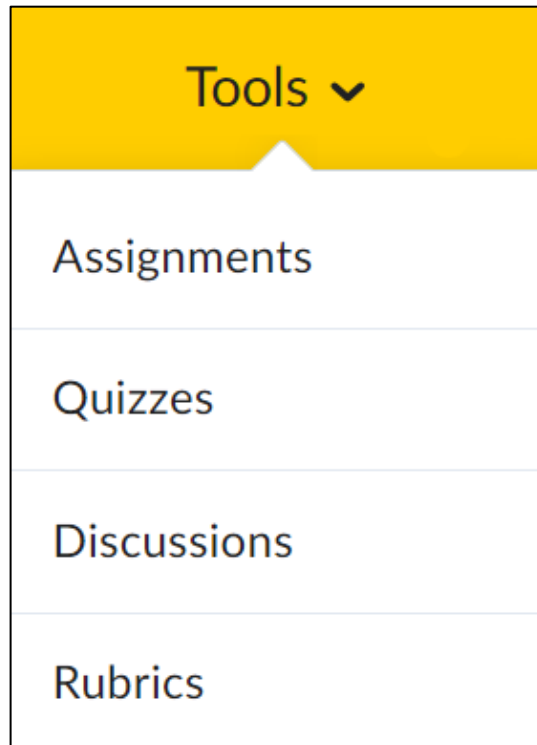
Underneath **Help** you can find links manuals, hands-on support and instructions by Brightspace.



Click on the **Course Home** button to navigate back to the homepage of your course. Do you want to return to the Brightspace homepage? Click on the Utrecht University logo in the top-left corner.

Grades takes you to the Grades Setup Wizard where you can create and manage your gradebook. When completed, it will show you the grades of all learners in this specific course.

Through **Course Management** you can navigate to your classlist, groups, class progress overview or the administration page.

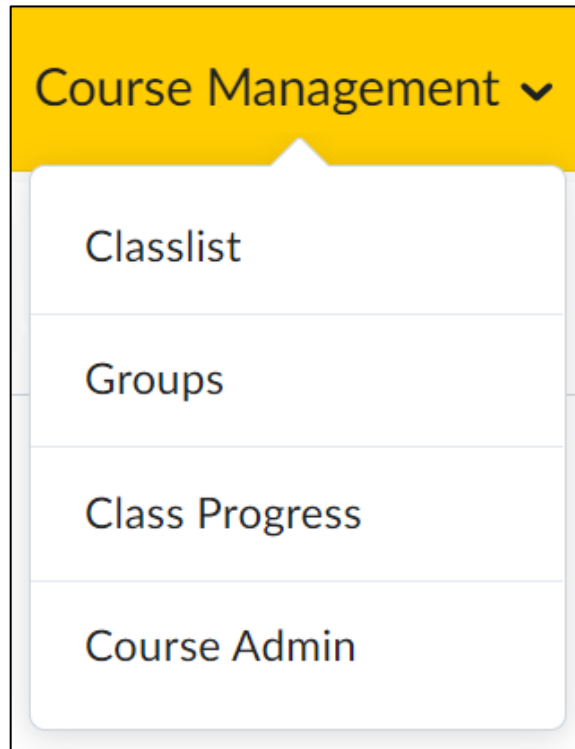


Assignments is where you can configure new and edit existing assignments, view submissions and see the results of previous assignments.

Quizzes is where you can configure new quizzes (formative tests), edit existing quizzes and define and manage a question library. You can also see the results of previous quizzes under statistics.

Go to **Discussions** to set up forums and topics for users to ask questions, discuss course content/assignments and work together in groups.

Rubrics offers you the opportunity to create rubrics. You can associate a rubric with assignments and grade-items. Rubrics standardize evaluation and facilitate the ability to provide feedback.



Classlist is where you can find all the current enrollments in your course with names, roles, and date last accessed. You can also email specific users or user groups from here.

Use **Groups** to create or edit groups.

Class Progress is where you can review the progress of the learners currently enrolled in your course.

Course Admin is where you can find additional tools to configure for your course, such as the course calendar, competencies and checklists.



Brightspace Course page

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Announcements shows you all course-specific announcements in Brightspace. These announcements will not be shown on the general Brightspace homepage.

Content Overview is where you can see a visual overview of all the course content and the completion rate of the topics in the content.

Announcements ▾

Welkom ▾ ✕

posted on 11 July 2024 13:30 • Edited

Welkom bij deze conceptcursus voor Brightspace UU.

[Show All Announcements](#)

Content Overview ▾

<p>Introductie</p> <p>75% 3 of 4 Topics Completed</p>	<p>Individueel</p> <p>100% 5 of 5 Topics Completed</p>
<p>Lees, kijk en luister</p> <p>60% 3 of 5 Topics Completed</p>	<p>Sociale interactie</p> <p>75% 3 of 4 Topics Completed</p>
<p>Collaboratie</p> <p>100% 3 of 3 Topics Completed</p>	<p>Afsluiting</p> <p>100% 1 of 1 Topics Completed</p>

Work To Do ▾

6 August - 19 August 1

Opdracht - Thema's

Due 15 Aug • Sandbox

Starts 8 Aug

Quick Eval ▾

You're all caught up!

You have no submissions that need evaluation. Check back later for new submissions.

[View all activities](#)

Calendar ▾

Tuesday 6 August 2024 ▶

Upcoming events ▾

There are no events to display.

[Create an event](#)

The **Work to do** widget shows you the learning activities with an overdue or upcoming deadline. Please note that if you do not add a deadline to an activity, it will not be shown here.

Quick Eval shows all learner submissions that are awaiting evaluation within this specific course.

Calendar shows all upcoming deadlines and events for this specific course.

Brightspace Content

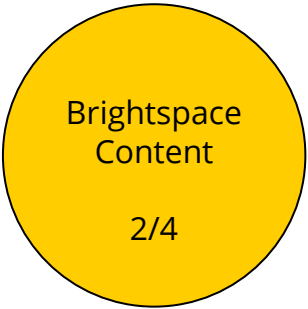
The content page is where you configure your course by adding content such as documents, lecture recordings and PowerPoint presentations, but also by adding learning activities such as assignments and quizzes.

The content in Brightspace is structured in **Units**, **Modules** and **Activities**. You can use the modules to organize the course offerings and topics to organize the content in each module.

You can **rearrange** course materials by dragging and dropping topics between modules.

The screenshot shows the Brightspace course editor interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Grades', 'Tools', 'Course Management', and 'Help'. Below this is a yellow header with '+ New Unit' and a gear icon. A unit titled 'Introduction' is selected, with a blue border. To its right is a visibility toggle (a circle with a checkmark) and the text 'Visible'. Below the unit, there are two topics: '0.1 Welcome to the course!' and '0.2 About this course', each with a document icon and a visibility icon. Below the topics is a 'Group registration' activity with a yellow border. On the right side of the unit, there are buttons for 'Add Existing' and 'Create New', and a three-dot menu icon. The main content area on the right shows the title 'Introduction' and a paragraph of placeholder text.

Use the **Visibility** toggle to hide or show content to your students. If your module or topic is still under construction, we advise you to hide it from your learners until it is finished.



Add Existing is where you may add content that is already available in your course, such as previously defined assignments, quizzes or files via drag and drop.

+ New Unit

Visible

Introduction

- 0.1 Welcome to the course!
- 0.2 About this course
- Group registration

Introduction

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Add Existing **Create New**

Click on **the dots** to Edit, download, move, reorder or delete the module. You can also view the release conditions.

Create new is where you can create new content such as assignments, quizzes or files.

If you have clicked on **Create new** on the previous screen you will be able to create new content in your module. From here you can start to **create** an assignment, discussion board, quiz or a different learning item. Added and created content is called an 'Activity'.

What would you like to create?

New Folder HTML Document WebLink Assignment Discussion Quiz

Checklist More

Click on one of the symbols to add an Assignment, a Discussion board, a Quiz or another learning item within Brightspace course.

! Please note that it is not possible to add files from your repository after clicking 'Create new', as this is not new content but existing content. Return to the previous screen and select the option 'Add existing' to insert existing media such as SCORM-files or external activities.

If you have clicked on **Add existing**, you will be able to add existing content to your module from within Brightspace or from your own computer. From here you can add assignments, discussion boards, quizzes or insert files such as PDF-documents (from your own computer).

Introduction

What would you like to add?

Assignment Discussion Quiz Checklist External Tool Activity SCORM/xAPI Object

LOR Atomic Search Atomic Search Deep Linking Video Assignment ... More

Click on one of the symbols to add an Assignment, a Discussion board, a Quiz or another learning item within Brightspace that you have previously created within your course.

Drag and drop a file from your computer or click on browse to select to find and select a file from your computer.

Drag and drop or [browse](#)

To upload SCORM or xAPI files, click the SCORM icon

Cancel

Brightspace

Quick Start Guide for instructors

More information on specific functionalities in Brightspace can be found at the [D2L Brightspace Community](#).

For other questions please contact your faculty coordinator or key user. A list with the faculty coordinators can be found on the [Brightspace intranet site](#).



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