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University

Brightspace
Quick Start Guide
for instructors

Brightspace
Quick Start Guide for instructors

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 https://uu.brightspace.com

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

Brightspace Homepage

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

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My Name

My Home   Quick Eval   Brightspace Help

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

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

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

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

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

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My Home   Quick Eval   Brightspace Help

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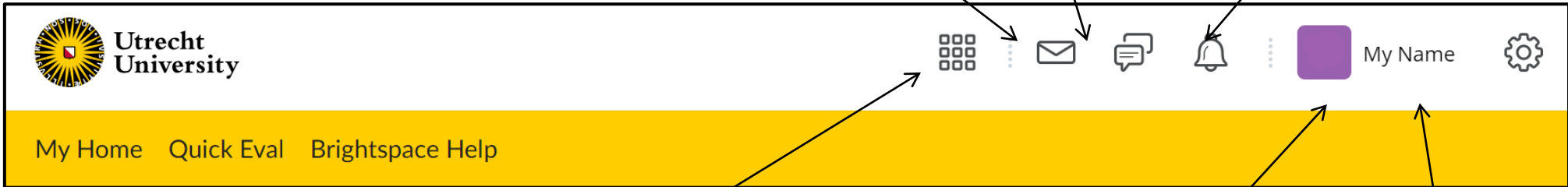
Click on the **Course selector** to select your course. Pinned courses are shown on top.

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

TIP!
Open the personal menu and click on 'View as Learner' to **impersonate** a student.

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Announcements ∨

There are no announcements to display.

My Courses ∨

All   Brightspace   Samples   Sandboxes

Sample Course
Samples

Sample Course - Outlines
Samples

Build Your Course
Samples

View All Courses (3)

Quick Eval ∨

You're all caught up!

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

View all activities

Calendar ∨

Thursday 1 August 2024   ▷

Upcoming events   ▼

AUG
3   **23:59**
Assignment 1 - Research Methods - Due
Lana Hoekstra Sandbox

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

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.

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Brightspace Course Page

The course page is the starting point of your course. This chapter 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.

Course Home Content Grades Tools ⌄ Course Management ⌄ Help ⌄

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.

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Tools ⌄

Assignments

Quizzes

Discussions

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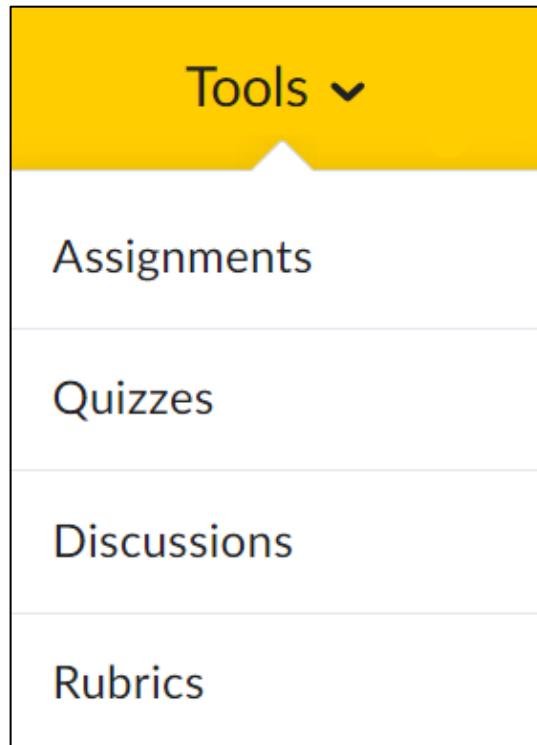
Assignments is where you can configure new and edit existing assignments, view submissions and see the results of previous assignments.

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.

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Course Management ⌄

Classlist

Groups

Class Progress

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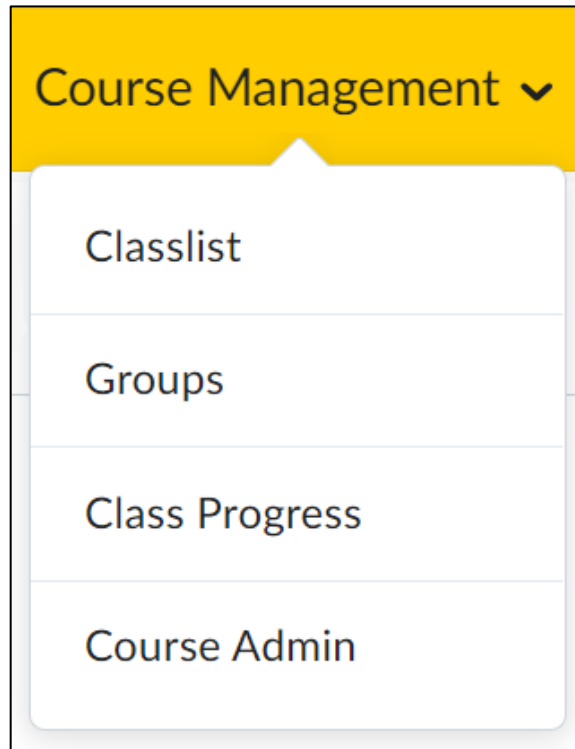
Classlist is where you can find all the current enrollments in your course with names, roles, and date last accessed. You can also email specific users or user groups from here.

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. Go to 'Course Offering Information' to publish the course and make it available to students.

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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 ⌄   ✕

[blurred] posted on 11 July 2024 13:30 • ⟳ Edited

Welkom bij deze conceptcursus voor Brightspace UU.

Show All Announcements

Content Overview ⌄

...

Introductie
75%   3 of 4 Topics Completed

Individueel
100%   5 of 5 Topics Completed

Lees, kijk en luister
60%   3 of 5 Topics Completed

Sociale interactie
75%   3 of 4 Topics Completed

Collaboratie
100%   3 of 3 Topics Completed

Afsluiting
100%   1 of 1 Topics Completed

Work To Do ⌄

6 August - 19 August   1

🔗 Opdracht - Thema's
      Due 15 Aug • [blurred] 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.

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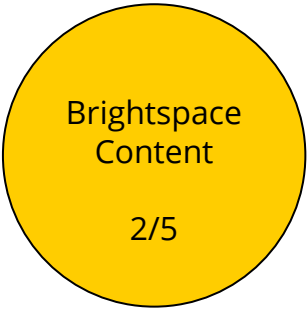
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Brightspace Content

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 activities to organize the content in each module.

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

Utrecht University | Example Course

Course Home Content Grades Tools ⌄ Course Management ⌄ Help ⌄

Visible

Add Existing   Create New

+ New Unit

▼ Introduction

0.1 Welcome to the course!

0.2 About this course

Group registration

Introduction

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui.

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

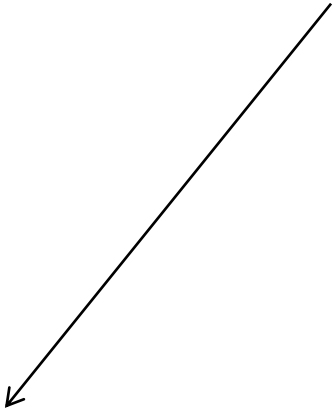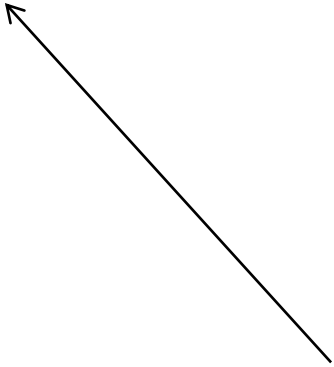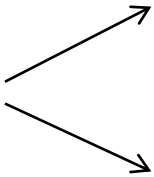Utrecht University

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Introduction

0.1 Welcome to the course!

These are activities within the unit 'Introduction.

0.2 Introduce yourself

These are units.

This is a module within the unit 'Introduction'.

Group registration

Read, watch and listen

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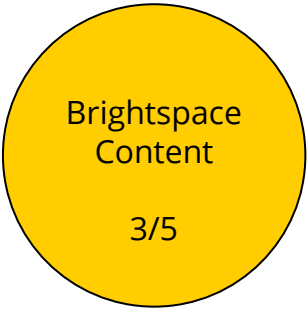
Add Existing is where you may add content that is already available in your course, such as previously defined assignments, quizzes or files via drag and drop.

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Example Course

LH

Course Home   Content   Grades   Tools ⌄   Course Management ⌄   Help ⌄

Visible

Add Existing   Create New   •••

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

+New Unit

▼ Introduction

0.1 Welcome to the course!

0.2 About this course

Group registration

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

Introduction

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui.

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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 a 'Topic'.

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.*

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Brightspace Content

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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

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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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Sharing science,
shaping tomorrow