

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 <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.

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

Click on **Help** to navigate to the Brightspace Community website, the UU manuals website or the Brightspace support contact page.



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

Discover is where you can search for active courses.

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, the orange dot indicates a new notification.



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.

My Courses shows all courses you are currently subscribed to. These courses are categorized under different tabs. Click on the tree dots to pin the course so it shows up under the tab 'Pinned'

Work to Do shows all overdue and upcoming learning activities for all the courses.

The screenshot shows the Brightspace homepage layout. On the left, the 'My Courses' section is active, displaying a list of courses under the 'Pinned' tab. The courses listed are 'Master I&I Start 2025' (labeled 'Dummycourses'), '2025 Sjabloon EN DGK' (2025-2026), and '2025 Sjabloon NL DGK' (2025-2026). Each course card has a pin icon in the top right corner. On the right, a sidebar contains four sections: 'Work To Do', 'Quick Eval', 'Calendar', and 'Notifications Update', each with a dropdown arrow. Arrows from callout boxes point to these sections and the 'Pinned' tab.

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.

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

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 **Activities** to navigate to your quizzes, assignments, discussion forums, and attendance. Learn more about these functionalities on the next page.

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.

Underneath **Help** you can find links to manual and hands-on support for Brightspace.

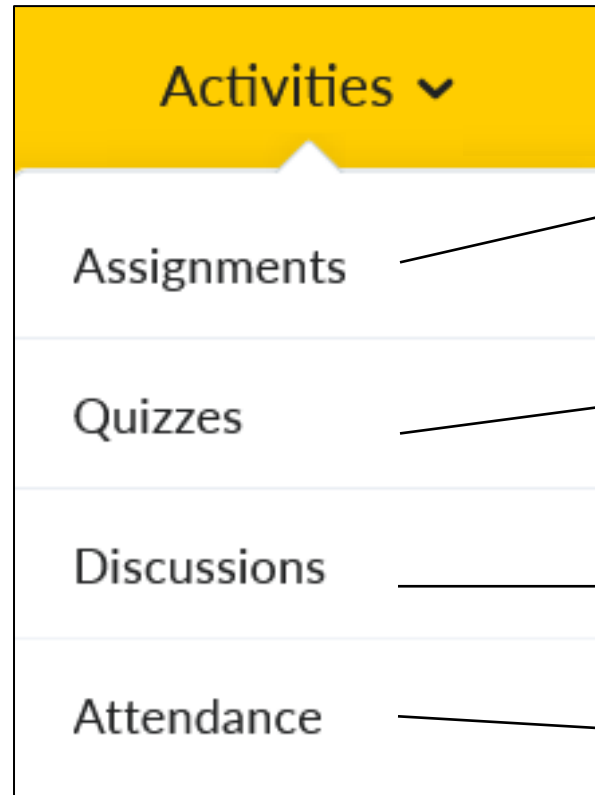
Course Home Content Groups Activities ▾ Grades Classlist Course Admin Help ▾

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.

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

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.

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.



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.

Click on **Attendance** to use the attendance registration tool



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 units within the course and the completion rate of the topics within these units.

Announcements

Welkom

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

Opdracht - Thema's

Due 15 Aug • Starts 8 Aug

Sandbox

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 (re)order the sub modules in your course content in each module. There is a basic structure provided with an introduction and practical information followed by a weekly structure which can be adapted.

You can **rearrange** course materials by dragging and dropping activities within units.



Course Home Content Groups Activities ▾ Grades Classlist Course Admin Help ▾



TK

[+ New Unit](#)☒ Visible[Add Existing](#)[Create New](#)

▼ Introduction



0.1 welcome to the course!



0.2 About this course



► Course content

Introduction

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This is a folder within a unit, also called a **'Lesson'**. A folder within a **'Lesson'** is called a **'folder'**.

This is an activity within a folder.

▼ Unit

▼ Lesson

▼ Folder

 Activity

▶ Read, watch and listen

These are units.

+ New Unit 

☒ Visible

Add Existing

Create New




Search titles, descriptions



▼ Introduction



0.1 welcome to the
course!

0.2 About this course 

▶ Course content

Introduction

Lorem ipsum dolor sit amet. Et dignissimos nihil et odio corporis cum veritatis magni est galisum quia in impedit suscipit? Et porro doloribus et porro delectus ut voluptatem enim sed perferendis laborum ut quisquam animi. In commodi aliquid eos porro voluptas ab delectus reiciendis et perferendis deleniti.

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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.

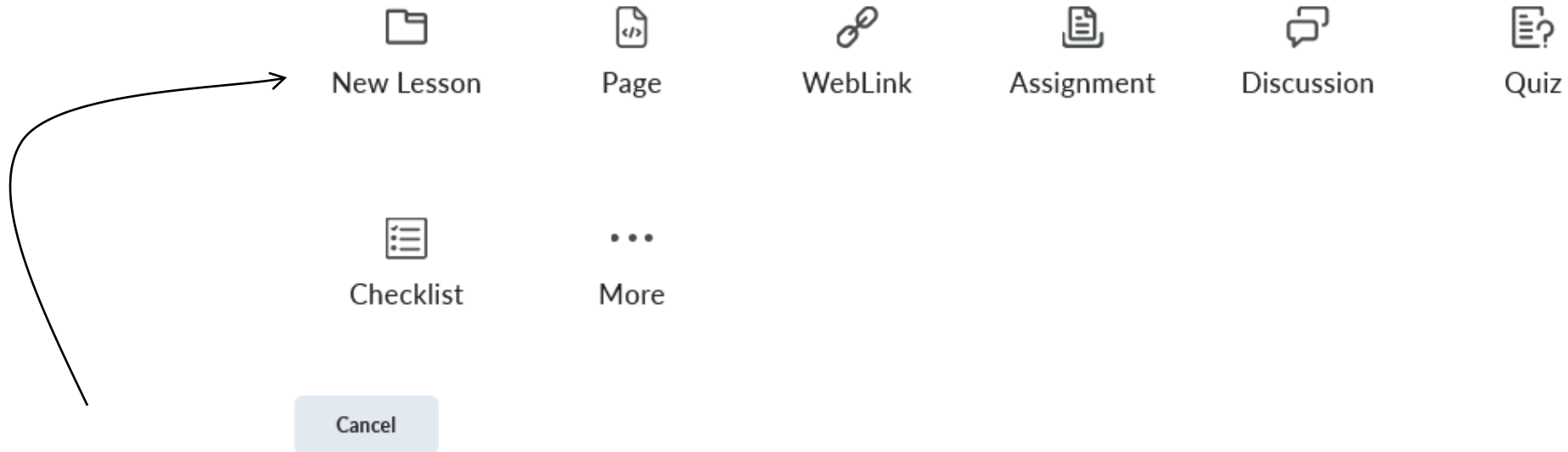
Click on **the arrows** to go to the previous or next module/page.

Click on **the dots** to Edit, download, 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 a **'Activity'**.

What would you like to create?




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).


What would you like to add?



Assignment



Discussion



Quiz



Checklist



External Tool
Activity



SCORM/xAPI
Object


LOR


Atomic Search



Atomic Search
Deep Linking


Pitch2Peer


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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shaping tomorrow