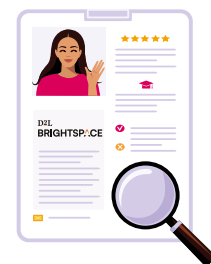# Utrecht University

D2L BRIGHTSPACE

Brightspace Checklist

With this checklist, you can easily check whether you have made all the preparations to deliver your teaching on Brightspace. Using the topics below, check that your course is fully set up on Brightspace. Because every course is different, not all topics necessarily apply to your course. So consider this checklist mainly as a guide.

Practical information

Is everything completed, added and up to date?

- [ ] Important information such as the course manual has been added to *"Course information"*.
- [ ] Information on how students can contact you with questions has been added to *"Contact details"*.
- [ ] Information on testing, assessment & important deadlines has been added to *"Assessment"*.

Documents & Literature

- [ ] Documents are up to date, the correct version has been transferred to Brightspace.
- [ ] Please be mindful of copyright. Here, linking to material is always preferred. Check whether your material complies with the Easy Access regulation, whether there is an agreement with the publisher, or whether it has an open licence.

Media & other content

- [ ] Videos have been uploaded to the UU Video Platform and working links have been placed in the appropriate places on Brightspace.
- [ ] The upload limit on Brightspace is 2 GB per file. Want to share larger files? Then post a link to the file on SURFdrive, for example.
- [ ] Content pages have been added, possibly using available templates.

Assignments & Rubrics

- [ ] Assignments have been set up.
- [ ] If applicable, *TurnItIn* has been enabled for plagiarism checking.
- [ ] The release dates and constraints are set correctly.
- [ ] The required rubrics have been correctly entered on Brightspace and linked to the correct assignments.

Grades

- [ ] The gradebook has been fully set up. The *"setup wizard"* has been completed.
- [ ] The correct weight has been assigned to each item and the correct grade scheme has been set up.
- [ ] If you wish to register attendance, this has been set up under *"grades"* or via the *"attendance tool"*.

Tools

- [ ] Interactive tools have been added and set up.
- [ ] Discussion forum and topics have been added.

Groups

Groups have been created with the correct settings:

- [ ] The number of groups is correct.
- [ ] If you work with *"self-enrolment"*, the enrolment options are set correctly.
- [ ] Discussion forum and a *"locker"* for file sharing have been added to the groups.

Course availability & content visibility

The course is automatically opened to students two weeks before the start of the term block.

- [ ] If applicable, the course start date has been updated.
- [ ] All content is set to *"visible"* and available to students.
- [ ] Release conditions and dates are set correctly for material that is not immediately visible.
- [ ] Use *"View as Learner"* to check how the course looks to the student

Do you have any questions following this checklist? Check out the Brightspace supportsite or get in touch.