

Introduction to Brightspace

Workshop 1, Digital Teaching Series

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Brightspace home page



Module search



Aoife Reilly



Help My Brightspace Explore

Return to home at any point

Modules you are enrolled on

Grades may be displayed in Brightspace in advance of the University's formal results. Governing Board, all grades are considered provisional only.

Your profile:
- View as Student
- Edit notification settings

Sandbox module for testing

Aoife Reilly - Sandbox
AREILLY3_SBOX

Digital skills for success in the workplace
DX-LIB0003-O

BIOL10140-Life on Earth-2023/24
Autumn
BIOL10140-2023-AUT
Ends February 29, 2024 at

Pin a module you use frequently

My Announcements

Create Announcement

Student access to modules

Posted Wednesday, July 26th, 2023 at 12:51 PM
Students will ordinarily be granted access to 23/24 Academic Year modules as follows: 17th August 2023 for modules starting in the Autumn Trimester 23rd December 2023 for modules starting in the Spring Trimester 21st April 2024 for modules starting in the Summer...

Read More

Show All Announcements

Module home page

The screenshot shows the Moodle interface for a module titled "Aoife Reilly - Sandbox". At the top left is the UCD logo. The top right contains navigation icons: a grid, an envelope, a speech bubble, a bell, and a user profile for "Aoife Reilly" with initials "AR" and a settings gear. Below this is a blue navigation bar with a white border, containing the following menu items: "My Learning", "Assessment" (with a dropdown arrow), "Discussions", "My Class" (with a dropdown arrow), "Library" (with a dropdown arrow), and "Module Tools" (with a dropdown arrow). This bar is highlighted with a red box. Below the navigation bar is a large banner image of a snowy mountain range at dusk, with the text "Aoife Reilly - Sandbox" overlaid in white. A red arrow points from a text box below to the navigation bar. The main content area is divided into two columns. The left column features a "Calendar" section with a dropdown arrow, showing the date "Thursday, 30 November 2023" and a right-pointing arrow. Below it is an "Upcoming events" section with a dropdown arrow, containing the text "There are no events to display." and a link "Create an event". The right column features a "Welcome to the Module" section with a blue button labeled "Launch the Welcome message". Below that is an "Updates" section with a dropdown arrow, showing a notification icon, the number "1", and the text "Ungraded Quiz Attempts".

UCD

Aoife Reilly - Sandbox

AR Aoife Reilly

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Aoife Reilly - Sandbox

Calendar ▾

Thursday, 30 November 2023 ▶

Upcoming events ▾

There are no events to display. [Create an event](#)

Welcome to the Module

[Launch the Welcome message](#)

Updates ▾

1 Ungraded Quiz Attempts

Toolbar – access to everything within the module

My Learning – add your Module Content

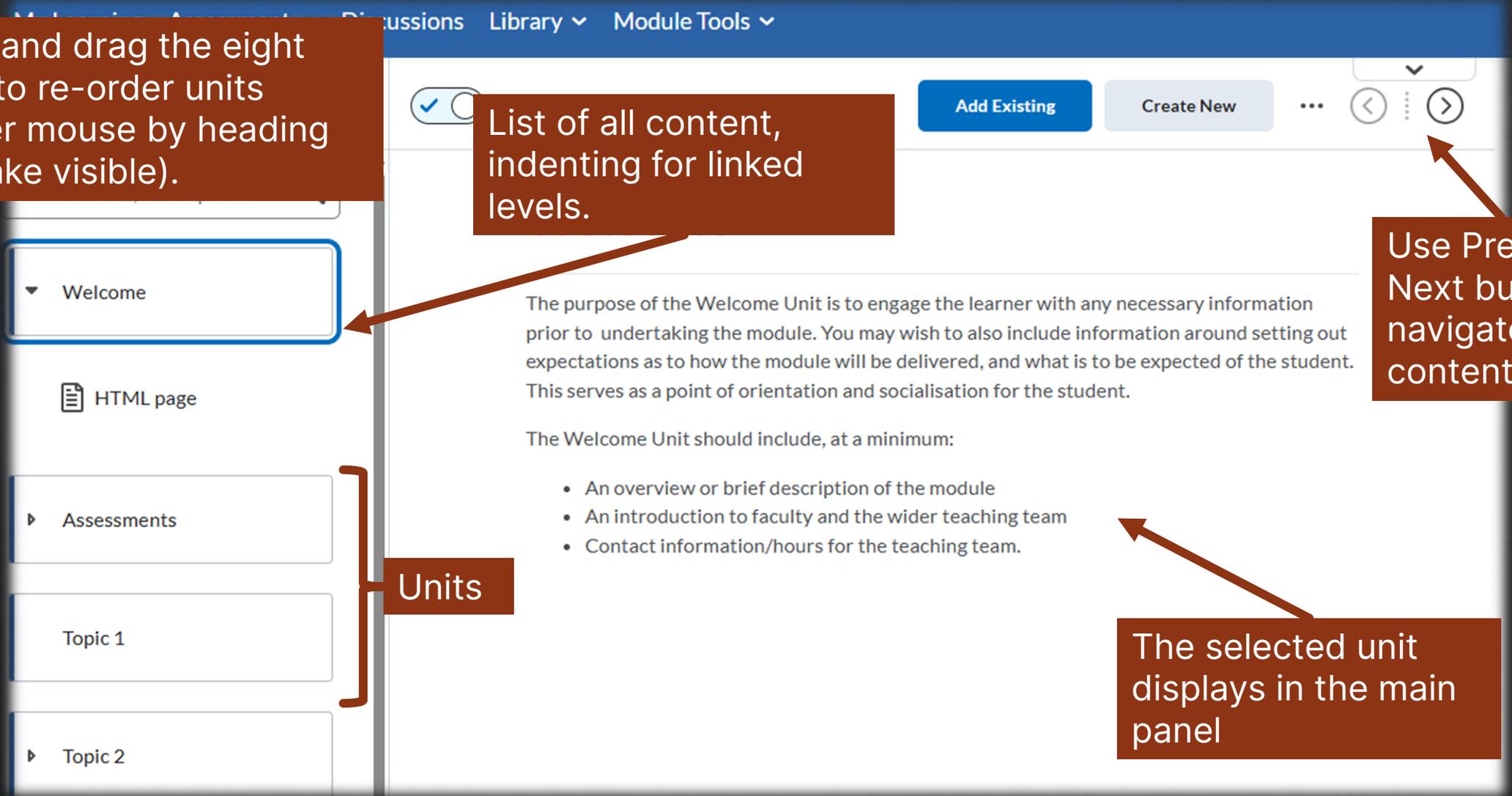
- ◆ Populated with section headings according to the [VLE Standards Policy](#) to provide guidance on structure.

Grab and drag the eight dots to re-order units (hover mouse by heading to make visible).

List of all content, indenting for linked levels.

Use Previous and Next buttons to navigate through content.

The selected unit displays in the main panel



UCD VLE Standards Policy



Welcome



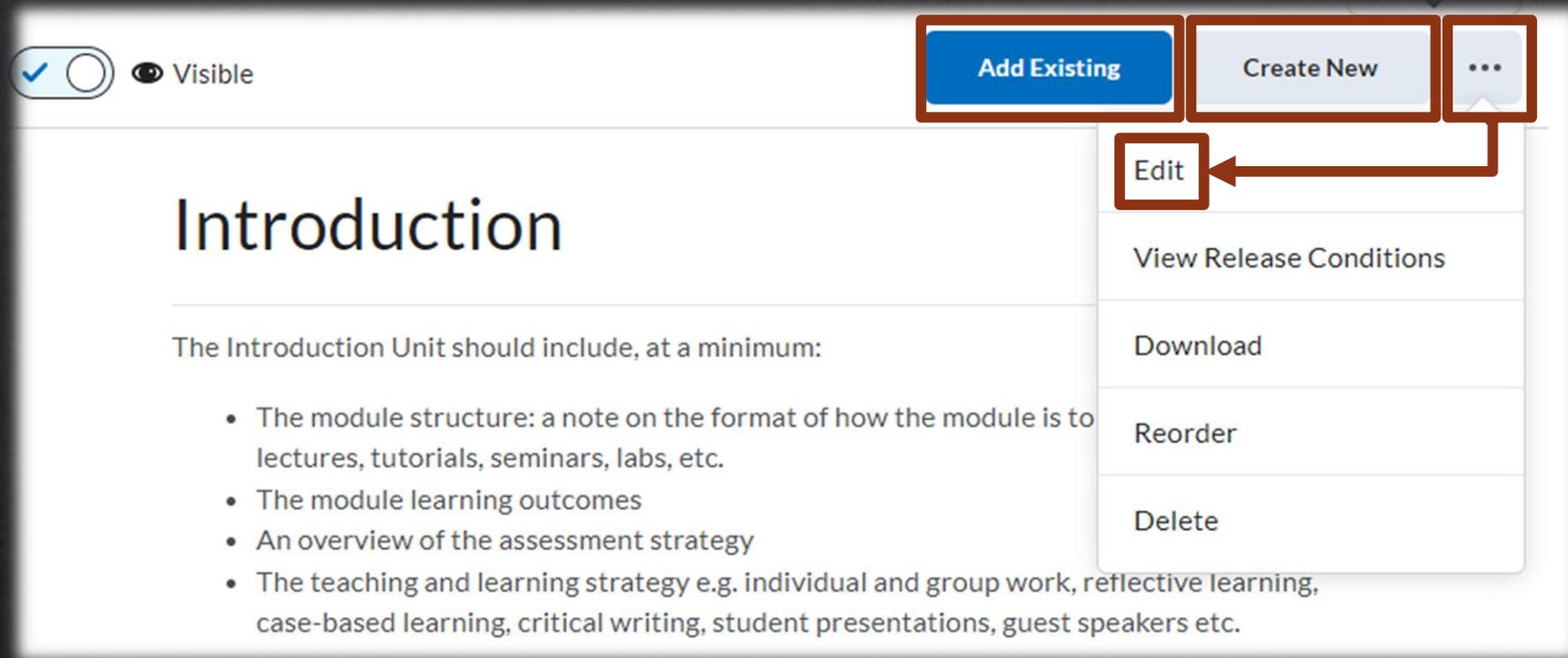
Assessment Information



Topics/Weeks

These unit headings now appear in the side panel of each new module; [incorporate the VLE Standards into your module content.](#)

Populating a Unit (Part I)



The screenshot shows a user interface for editing a unit. At the top left, there is a 'Visible' toggle switch which is currently turned on. To the right of this are three buttons: 'Add Existing' (blue), 'Create New' (grey), and a three-dot menu icon (grey). The three-dot menu is open, showing a list of actions: 'Edit', 'View Release Conditions', 'Download', 'Reorder', and 'Delete'. An orange arrow points from the three-dot menu icon to the 'Edit' option. The main content area displays the title 'Introduction' and a paragraph: 'The Introduction Unit should include, at a minimum:'. Below this is a bulleted list of requirements.

Visible

Add Existing **Create New** ...

Introduction

The Introduction Unit should include, at a minimum:

- The module structure: a note on the format of how the module is to lectures, tutorials, seminars, labs, etc.
- The module learning outcomes
- An overview of the assessment strategy
- The teaching and learning strategy e.g. individual and group work, reflective learning, case-based learning, critical writing, student presentations, guest speakers etc.

Edit

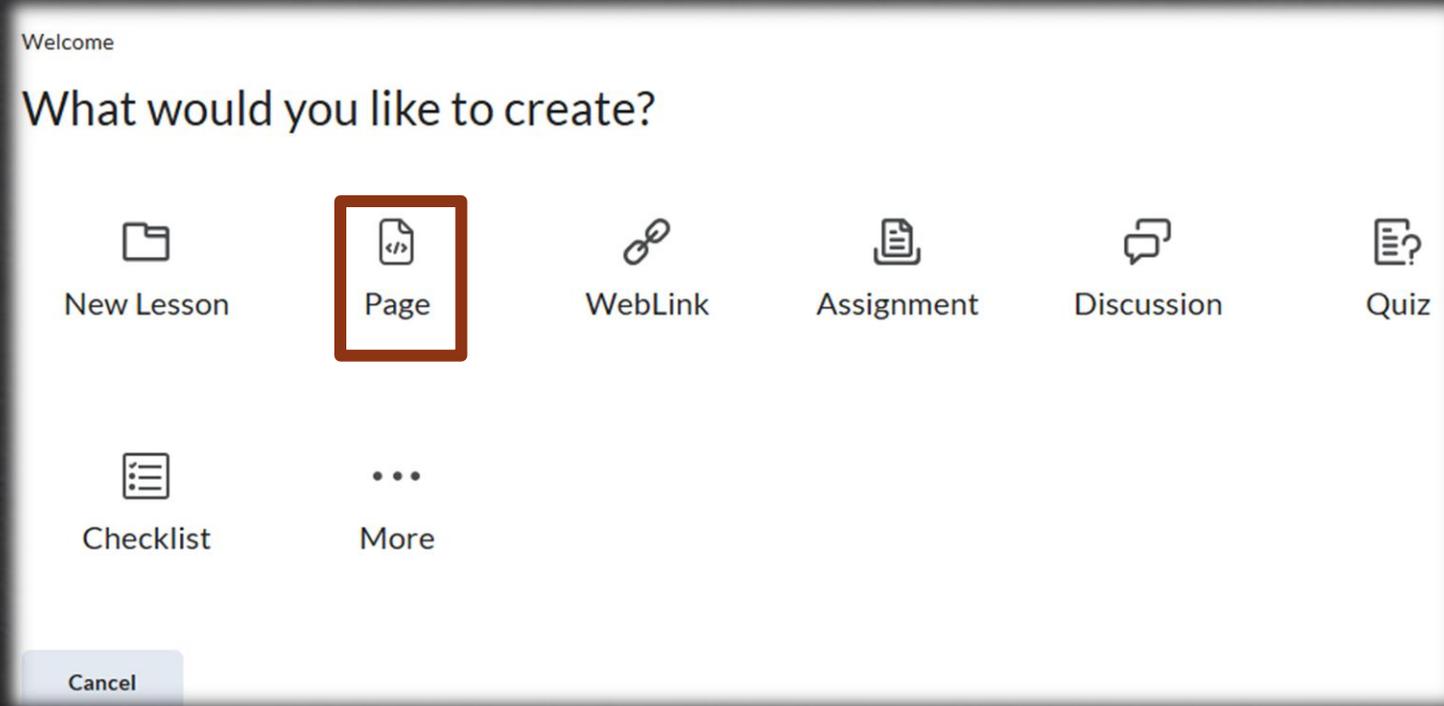
View Release Conditions

Download

Reorder

Delete

Create New



- ◆ Adding or creating new content.
- ◆ Create other types of content Brightspace uses: Checklist, Discussion, Assignment etc.

Page

Opens Brightspace's editor – you can write content directly into this, including uploading documents, adding links, embedding images/videos.

Content created here is accessible (achieves a high Ally score).

The screenshot shows the Brightspace 'New Page' editor. At the top, there are navigation buttons for 'Back' and 'New Page'. Below this, the 'Page Title' field contains 'Untitled'. The 'Due Date' field is set to 'DD/MM/YYYY'. The 'Page Content' area is a large text editor with a toolbar. The toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), List (bulleted and numbered), Link, and a plus sign for more options. A red box highlights the 'Insert Stuff' icon (a square with a plus sign and a document icon) in the toolbar, with a callout box labeled 'Insert Stuff'. The right sidebar contains two sections: 'Availability Dates & Conditions' with a dropdown arrow and the text 'Always available', and 'Completion' with a dropdown arrow and the text 'Complete when opened'. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel', along with a 'Visible' toggle switch.

Add Existing

Welcome

What would you like to add?



Google Drive



OneDrive



Assignment



Discussion



Quiz



Checklist



External Tool
Activity



SCORM/xAPI
Object



peerScholar
Activity



YuJa Media
Chooser



FeedbackFruits



More



Drag and drop or [browse](#)

To upload SCORM or xAPI files, click the SCORM icon

Cancel

- ◆ Add links to content created elsewhere in the module.
- ◆ Upload/add external integrations.
- ◆ Upload files.

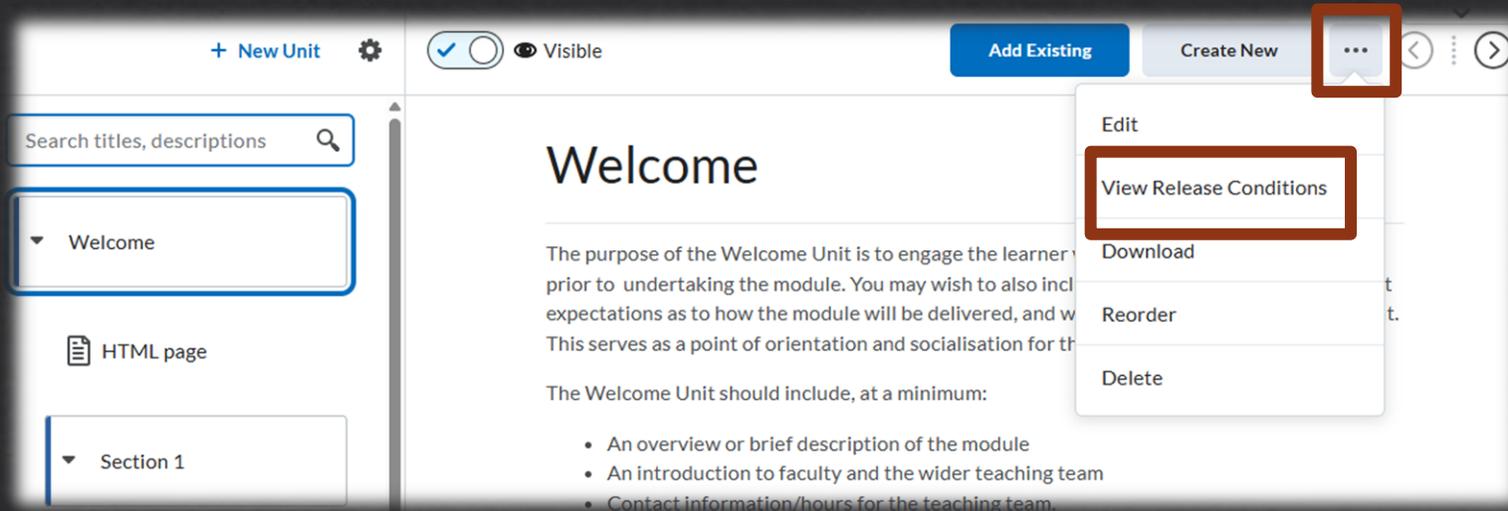
Adding a Lesson

The screenshot shows a course editor interface. On the left, a navigation panel contains two items: 'Welcome' and 'Introduction'. The 'Introduction' item is expanded and highlighted with a blue border. The main content area is titled 'Introduction' and contains a sub-header 'The Introduction Unit should include, at a minimum:' followed by a list item: 'The module structure: a note on the format of how the module is to be delivered e.g. lectures, tutorials, seminars, labs, etc.'. At the top right of the main area, there are two buttons: 'Add Existing' and 'Create New'. The 'Create New' button is highlighted with a red border.

Creates tiered sections – view in the navigation panel.

The screenshot shows a dialog box titled 'Introduction' with the question 'What would you like to create?'. It displays several options as icons with labels: 'New Lesson' (a folder icon), 'HTML Document' (a document icon with code symbols), 'WebLink' (a link icon), 'Assignment' (a document icon with a checkmark), 'Discussion' (a speech bubble icon), and 'Quiz' (a document icon with a question mark). Below these are 'Checklist' (a list icon) and 'More' (three dots). The 'New Lesson' option is highlighted with a red border. A 'Cancel' button is visible at the bottom left.

Add Dates and Restrictions: Release Conditions



- ❖ Select the **ellipsis** and then **View Release Conditions**.
- ❖ Release conditions require learners to meet certain criteria before they can see/access material.
- ❖ Available in units, lessons, and for individual uploads.
- ❖ They can be based on completing another piece of content, contributing to a discussion, submitting a quiz and many more options.

Highlighting some other Brightspace Features



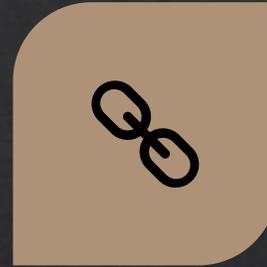
1. Announcements



Students will need to set up notifications (you can do it once for all modules) to receive emails for each new announcement.



Useful way to share news/updates/reminders in between lectures.



Uses Brightspace editor, so you can include images, links, videos, links to specific pieces of content within the module.



Announcements will display on the module home page and older ones can be accessed via this panel.

2. Groups



Can be useful for larger classes, to facilitate collaborative work, or for group assignments.



Groups can be self-enrol, auto-enrolment or manual enrolment.



For classes >50 students, IT services will create the groups.

Creating Groups

- ◆ Groups accessed via the **My Class** option in the module toolbar.
- ◆ Use the Brightspace editor to add guidance/context.
- ◆ Create a Groupset, and then each Group is added within that.

Groupset Name *

Description

Enrolment Type

Number of Groups *

Restrict Enrolments To *

Group Prefix

Advanced Properties

Groups Options

Additional Options

Set up associated assignment or Discussion

3. Discussions



Create a forum where students can communicate online.



You can enable the option for students to post anonymously.



Discussions can be assigned to Groups, where only the members will see them.

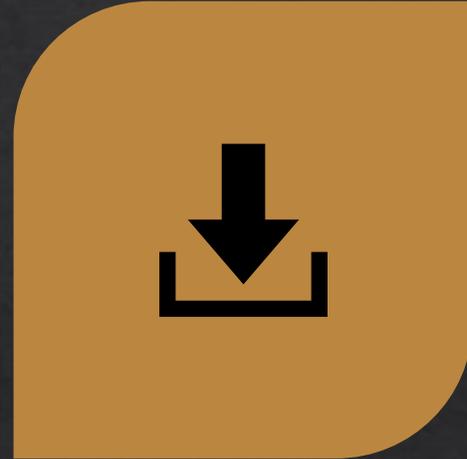


Topics can be graded (follows the same format for set-up as an assignment).

4. Import/Copy Content from Another Module



Copy content and settings over from another module.



Copy all content or select specific components as needed.

The Import Process

- ❖ Within the module you wish to copy the content to, navigate to **Module Tools** in the module toolbar, and then **Module Admin**.
- ❖ Select **Search for Offering** button and then locate the module you wish to copy content from.
- ❖ Two options: **Copy All Components** or **Select Components**.
- ❖ When Selecting Components, ensure you leave the **Include associated files** option checked.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Module to Copy:

BIOC40130-Medical Device Technology-2018/19 Semester 2 X

Include protected resources

[View History](#)

Export as Brightspace Package

[What is a Brightspace Package?](#)

Export as Common Cartridge

[What is Common Cartridge?](#)

Export as Thin Common Cartridge

[What is Thin Common Cartridge?](#)

Import Components

[View Import History](#)

Copy All Components

Select Components

5. The Welcome Message



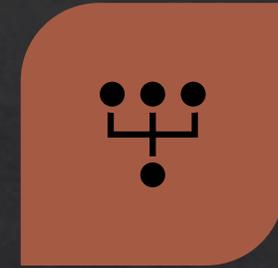
A pop-up window that appears upon students' first log-in to the module.



An eye-catching way to display important information.



It can include multiple pages, with a Next button to navigate through.



Do so by creating a unit called ****Welcome** in the My Learning section

6. Replace Strings



Customise your module content and communications by adding a piece of code (the replace string).



Can be used on the homepage banner, in Files, announcements, mail templates etc.



Useful for large classes/online modules to help students who may feel anonymous (the personal touch).

Using Replace Strings

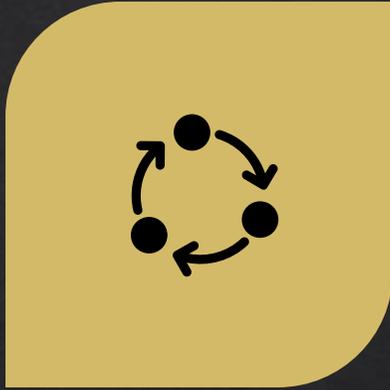
My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾



Welcome to this module, Aoife

- ◆ **{FirstName}**: probably the most useful replace string.
- ◆ Simply copy the code into the text and when you have saved the content, it will display the information appropriate to the user.

7. Intelligent Agents



Automate sending emails to students(/lecturers) based on certain criteria.



Emails can be triggered by specific criteria.



Useful for large classes/online modules to help students who may feel anonymous (the personal touch).

Using Intelligent Agents

Agent List > New Agent

New Agent

Agent Name: *

Description:

Category:

No Category

Status:

Agent is enabled

Scheduling

Criteria

Actions

◆ Accessed via **Module Tools** dropdown.

Scheduling: it can run once/multiple times.

Criteria: set the parameters of the agent – based on module log-in/activity, or create a release condition.

Actions: what will occur when triggered. You can arrange for an email reminder to go to students who have not completed a task/assessment before a deadline.



Any Questions?