This list with important information for using Brightspace has been compiled by graduate student Ingrid Ramón Parra, with input from Allegra Smith and Dee McCormick, graduate students in the Purdue Professional Writing program.

FACULTY ISSUES

- GRADE BOOK
  Pay close attention to assignments and discussions to make sure grade values are correct and that they are assigned a grade value as intended. The "Quick Eval" function can be found on the home page, not on the course page (on Blackboard this was the "Needs Grading" function). You can filter the "Quick Eval" items by course, but you can only access this function if you have an instructor role. Otherwise, this function will not appear.
- TAXONOMY
  Assignments, discussions, quizzes, etc. all have their own unique taxonomy and work like a web (Blackboard was more hierarchical), so make sure that all items have a linked grade in them if you want students to receive a grade.
- VISIBILITY
  Most items are invisible until you make them visible to students (you can do so by clicking on the "eye" icon).
- FOLDERS
  Blackboard has a folder and subfolders organizational scheme, Brightspace does not. There are folders and submodules on Brightspace, which can be a little confusing to students who may be used to subfolders.
- MASTER COURSES
  If instructors are using Master Course templates, they have to make sure to delete previous courses. If not, they end up with the Master course and the old course, which leads to duplicate content and confusion.

STUDENT ISSUES

- Students seem to fare better with the change, most common issues are with making sure all assignments have grades attached to them, and letting them know that there are no subfolders on Brightspace.

TEACHING AND LEARNING TECHNOLOGY CENTER

- This is the place to direct questions and issues with Brightspace.
- Brightspace workshops and training can be found here.
- PORTAL is the Purdue Repository for Online Teaching and Learning, you can find online learning guides here.

VIDEO EXPRESS LAB

- For instructors on campus, the Video Express Lab is a free studio resources to record lectures using a green screen. Good for instructors who want to do video lectures. Good captioning for video which supports students with learning disabilities and students with English as a second language, and an overall good teaching practice to incorporate.

In the next pages are a guide made by graduate student Lee W. Hibbard. We have received permission to circulate. This guide is nicely laid out and has good quality screenshots with great descriptions, very user friendly.

Purdue Professional Writing Program

Guide to Brightspace Implementation and Use

Version 1.0

Last Updated May 15th 2020

Compiled by Lee W. Hibbard

Contents

Introduction: Creating in Brightspace From Scratch

Welcome to the Professional Writing Guide to creating a course in Brightspace from scratch. This guide will include helpful tools, tips, and screenshots to give instructors the resources they need to build courses for the summer and fall of 2020 in Purdue's new Course Management System.

While there are tools that allow instructors to import content from Blackboard to Brightspace, it is the PW program's official recommendation that instructors only import Blackboard content for archival purposes as Blackboard is discontinued in August of 2020. This recommendation is rooted in three major points:

1. Many aspects of Blackboard content, such as the calendar, assignments, and gradebook, do not transfer over seamlessly, and result in additional work for instructors as they attempt to adapt their courses to the new system. Examples of this include duplicate calendar items and repeated due dates, things that cause confusion for students.
2. Building directly in Brightspace allows instructors to get a better handle on the tools Brightspace has to offer. While this new system has many similarities to Blackboard, it also features new robust technological tools that can provide both instructors and students with new tools that improve and enrich the learning experience.
3. Familiarity with the new system allows instructors to better serve the student populations they teach, giving them more experience with the tools students will be using in both face-to-face and online courses. If students have questions about the new system, they are more likely to reach out to their instructor for clarification and answers, meaning the more experience an instructor can have in Brightspace, the more they are able to serve the student population.
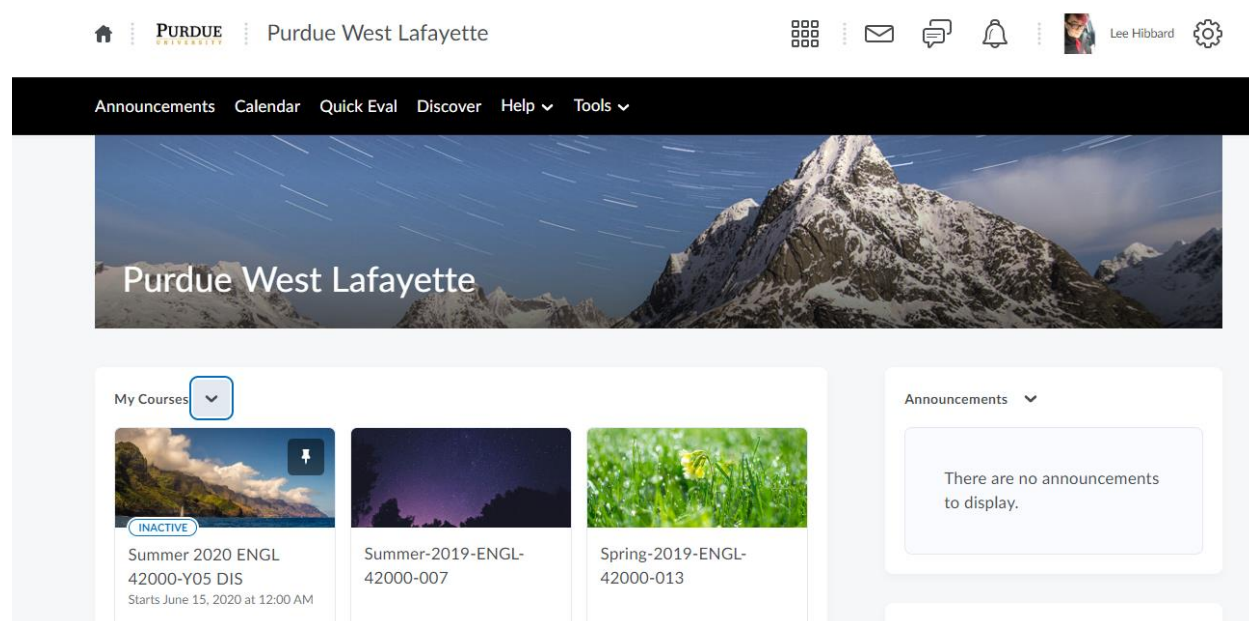
Creating a course from scratch in Brightspace is the simplest way to gain experience with the new system, and the guide that follows provides instructions, useful tools, and easy to follow steps to establish and activate a Brightspace course.

1. Getting Started with Brightspace

Section 1 of this guide will give instructors an overview of accessing Brightspace and how to engage with rudimentary navigation and formatting tools.

1.1: Accessing Brightspace

Begin by navigating to http://purdue.brightspace.com. Login by clicking through to West Lafayette and entering your information using BoilerKey. Once you are logged in, you will land on the Brightspace Homepage (see below). If you are already scheduled to teach courses, these courses should already be present in your Brightspace menu.

If you do not see the course you need, you can create a Course Development Shell via the instructions available here.

1.2: Messages and Notifications

The top menu bar displays notifications and communication tools for Brightspace.

The nine small squares provide a drop-down menu of courses instructors are assigned to teach. You are also able to pin and unpin courses from this menu.
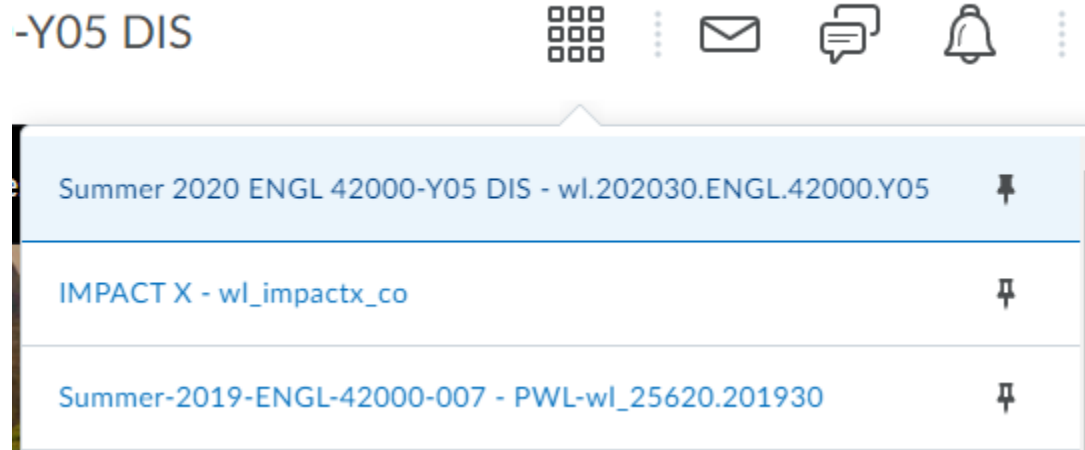

The envelope provides access to instant messaging and email services.
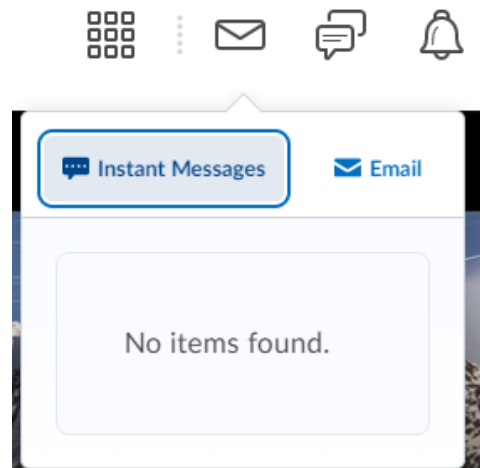
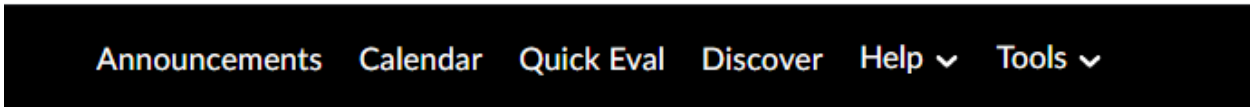Existing instant message and email conversations appear below the two icons, and clicking either takes users to the messaging or email interface.

The speech bubbles provide alerts for subscriptions users can sign up for in their courses.

Finally, the bell displays update alerts, notifying users of changes or additions to their course and its contents.
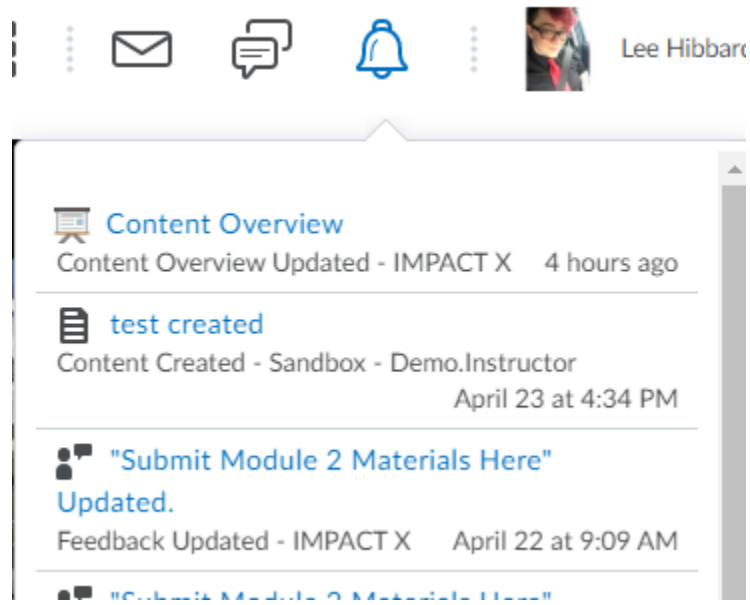
1.3: Menus and Navigation

Brightspace has two upper menu bars and a lower course menu beneath the banner. Use the black navigation bar to access overall platform functions.
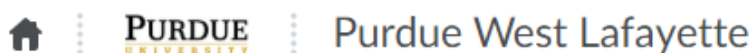
The **Announcements** tab displays updates instructors post to courses and collects announcements for all of the courses the user teaches. You can create course announcements from your course page.

The **Calendar** tab collects all scheduled assignments and meetings that are part of the user's courses. You can toggle individual calendar displays or display all calendar content together. Update the course calendar on the course page.

The **Quick Eval** tab provides instructors with information about recent items students have submitted for grading. Use this tab to stay up-to-date on the work your students have turned in.

The **Discover** tab takes you to publicly listed Brightspace Courses that are part of Purdue's system. It includes sandbox courses you can use to test new concepts and ideas. Use the Help tab for any questions you may have. The **Tools** tab will take you to the Course Creator.

To explore and modify your courses, select them from the icons below the main banner. Once you have navigated to the course page, the menu bar will have further functions available for each individual course.

The **Course Home** tab takes you to your course's main page. Here you can find the Announcements section, and you can update announcements from this location. You can also access the course Calendar from this page.

The **Content** tab is the hub for all of the course content you upload and your students interact with.

Start at this page to modify your course content. See **section 2.2** for more detail on uploading your content and displaying it for your students to access.

The **Classlist** tab displays your students names and gives you access to tools that allow you to check student engagement and email your class.

You can also check individual students in a list on this page, see their ID and username information, and check their last date and time of access.

The **Class Progress** Tab gives you an overview of how students are progressing in your class, including the content they have completed, their current course objectives, and grades.
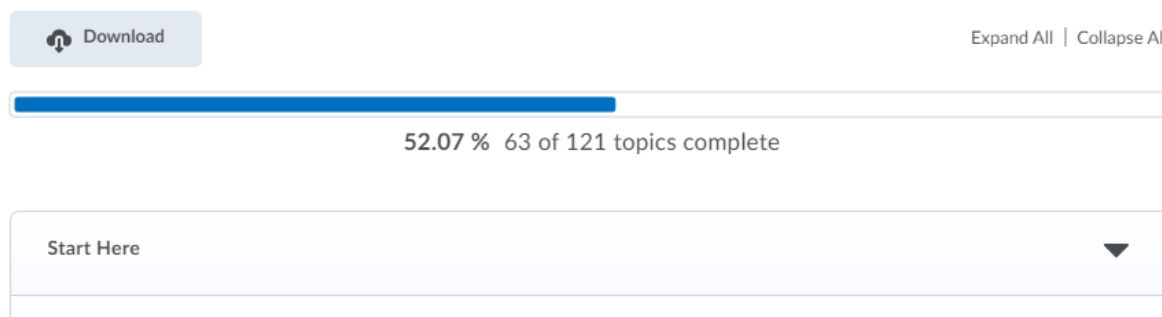

See section 2 for information regarding the course content dropdown menu.

1.4: Understanding Progress Bars

Each module and section of the course displays a progress bar that fills as students complete the tasks present on the page. Progress Bars are useful tools to help students keep track of their accomplished tasks in a module or week.

Note that progress bar completion includes successfully completing and turning in assignments, so students may have questions about the progress bar's characteristics and updates. You can also modify which assignments are required for completion. See **section 2.2** for more information.

2. Course Tools

2.1 - Using Course Tools: An Overview

Access the course tools via the dropdown menu on the navbar. The most pertinent of these tools will be explained in subsequent sections of this guide. For information about any of the tools not referenced, refer to the **Help** section of Brightspace.

The **Course Admin** tab contains links to all the major course tools, including those present in other sections of Brightspace. If you have trouble locating resources and items in other parts of Brightspace, the Course Admin page is a hub location for all the tools you need for your course, including announcements, course content, and the calendar.

The Assignments tab is the home for all assignments you create for your course. See **section 3** for more detail on creating assignments and **section 4** for linking assignments and the gradebook.

The Discussions tab is home to all discussion posts you create for your course. See **section 5** for more detail on creating and maintaining discussions.

The Quizzes tab is home to any quizzes you create for your course. See **section 6.3** for more information on creating quizzes.
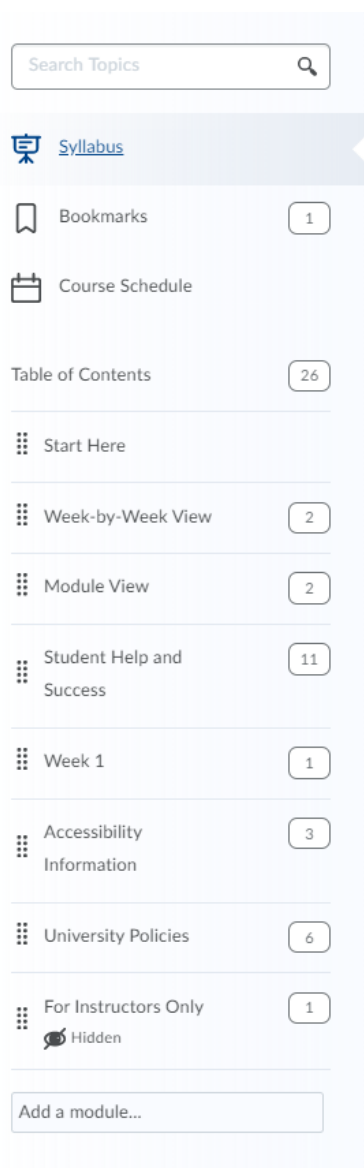
The Announcements tab allows you to create announcements to display and send to your class. See **section 2.3** for more information on creating and posting announcements.

The Groups tab allows you to group students for team activities and similar organization. See **section 6.1** for more information on creating and maintaining groups in Brightspace.

The Surveys tab provides tools for creating surveys that can be distributed to students via Brightspace. See **section 6.3** for more information on creating and utilizing surveys.

The Virtual Classroom tab gives you access to Virtual Classroom tools. See **section 6.2** for more information on utilizing the Virtual Classroom in Brightspace.

2.2 Creating Course Content

Search Topics 🔍	
🎦 **Syllabus**	
🔖 Bookmarks [1]	
🗓 Course Schedule	
Table of Contents [26]	
⠿ Start Here	
⠿ Week-by-Week View [2]	
⠿ Module View [2]	
⠿ Student Help and Success [11]	
⠿ Week 1 [1]	
⠿ Accessibility Information [3]	
⠿ University Policies [6]	
⠿ For Instructors Only [1] 👁 Hidden	
Add a module...	

Access Course Content by clicking on Content in the black navigation bar. When a menu appears on the left side of the page, you'll see the following: Syllabus, Bookmarks, Course Schedule and Table of Contents. Items below Table of Contents include the pages you will modify to provide your students with course content. Some of these pages are pre-populated with information from Teaching and Learning Technologies. Make sure this information is up to date.

To rearrange the sections in the toolbar, click on the two rows of four dots on the left hand side of each module. Drag the modules into the order you want them to be in.

You have the option to hide sections by going to the page in question and clicking on the eye icon in the upper right hand corner. Use this function to hide items from students.

You can also create new module pages using the dialog box at the bottom of the column.

The Syllabus

Each page of a new course (that is, not imported from Blackboard) will include instructions for adding and modifying content.

Syllabus ⌄

🖨 Print   ⚙ Settings

Welcome to [Course Name]

*[Notes to you, the instructor, are bracketed, and italicized. Items you need to link, delete or input appear in blue. All other areas in this section can be used verbatim, as they are already written to the learners in the class, or you may customize to match your course, your voice, and teaching style. **Remember to delete each bracketed and italicized note when using the template.**]*

It is worth mentioning the duration of this course, and also potentially directing learners to the Purdue Academic Calendar (http://www.purdue.edu/registrar/calendars/2016-17-Academic-Calendar.html).

- Class Start Date [insert date here].
- Class End Date [insert date here].

The Syllabus page includes requirements for Syllabus material and directs instructors to modify the content based on their own Syllabi. Modify this content by clicking on the text. It cannot be hidden or deleted and if left unmodified will display the sample document.

Syllabus ⌄

🖨 Print   ⚙ Settings

▶ 📷 🔗 ▼ | Paragraph ⌄ | **B** *I* U̲ ▼ | ⇥ ⇤ ☰ ▼ | Font Family ⌄ | …

Welcome to English 420: Business Writing|

*[Notes to you, the instructor, are bracketed, and italicized. Items you need to link, delete or input appear in blue. All other areas in this section can be used verbatim, as they are already written to the learners in the class, or you may customize to match your course, your voice, and teaching style. **Remember to delete each bracketed and italicized note when using the template.**]*

It is worth mentioning the duration of this course, and also potentially directing learners to the Purdue Academic Calendar (http://www.purdue.edu/registrar/calendars/2016-17-Academic-Calendar.html).

- Class Start Date [insert date here].

Update   Cancel   A̯ 🖉 </> 🔍 ⤢ ⁄⁄

 There is also an option to upload your own document, which you can do by clicking and dragging the assignment to the rectangular box.

Drag a file here to update the attachment

Your uploaded file will appear below the other syllabus content. You can also upload attachments via clicking the Syllabus dropdown menu at the top of the page.

Syllabus ⌄

Add an attachment

Welcome to [Cou

Course Presentation

Courses on Brightspace have two main set-ups: Week-by-Week View and Module View. Both are useful tools for students and instructors can use both or either to present their content. It is recommended to organize in a manner intuitive to students, with easy to follow instructions at the top of each page.

Week-by-Week View

Week view is most intuitive to online asynchronous learning, though it is functional for in-person learning as well. The Week-by-Week page includes instructions for providing content for students.

Week-by-Week View ⌄   🖨 Print   ⚙ Settings

Add dates and restrictions...   👁

Week 1 of this course will begin on [Insert date].

[*Overview of section for Instructor using this Template: It is worth providing students with an overview of what they can expect from each week of the course, especially if the course is condensed to be less than 16 weeks. For learner convenience and success, each week will clearly describe what is expected of them. The first week of a course is typically front-loaded to cover all of the foundational material of the course, and it is helpful to let students know this. You will also see an area to list the specific action-oriented objectives of this week's work, and it is recommended to keep this number small, below 5 if possible. These objectives should ideally adhere to Bloom's Taxonomy so that the use of appropriate verbs can guide learners to best understanding what they are meant to be able to do. It is also worth including how the content from this week will build toward the overarching themes of the course. The course outcomes will be listed in the syllabus, and can be reinforced here to ensure that everything aligns to what the students will need to demonstrate success in this course. Please remember to delete this overview after completing section edits.*]

This first week of our course has been front-loaded, so it is highly advised that you keep this in mind and complete the required reading as soon as possible.

1. Objective #1.
2. Objective #2.
3. Objective #3.

Like the Syllabus page, edit the content by clicking the text and modifying it. You can edit the page properties, or delete the entire module, using the title menu.

Module View

Module view functions similarly to Weekly view, but focuses on the specific content and objectives rather than weekly tasks and goals. Use each page according to your own style and pedagogy.

NOTE ON TERMINOLOGY: Brightspace interchangeably uses the term 'module' to refer both to discrete course units and page units. References to modules therefore can be in reference to the Module View of the course overall and the Modules that are the pages you add or remove from your left course sidebar.

Adding Content to Module Pages

To add content to a page, use one of the dropdown menus below the main sub-module.

You can also enter the title of the section in the Add a Submodule box at the bottom of the page.

You have the option to Upload/Create content for the sub-module and include existing content.
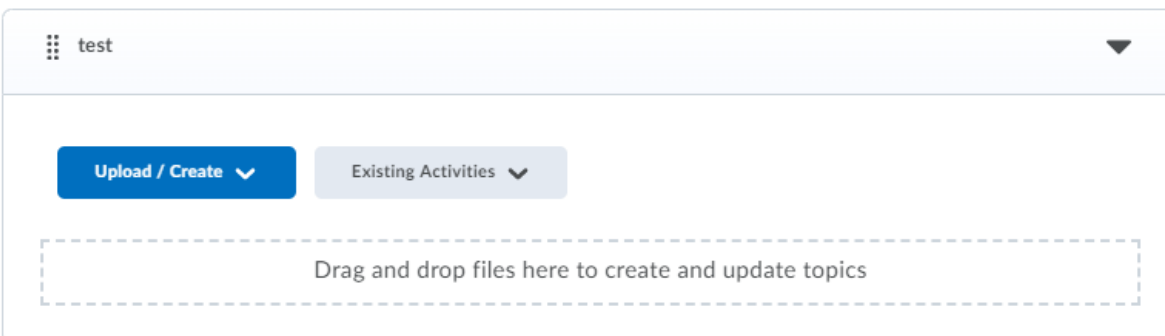
The Upload/Create tab gives you the option to upload files, create new items, and insert content. You can also select existing activities to insert.

Insert files via computer or what currently exists in the course.
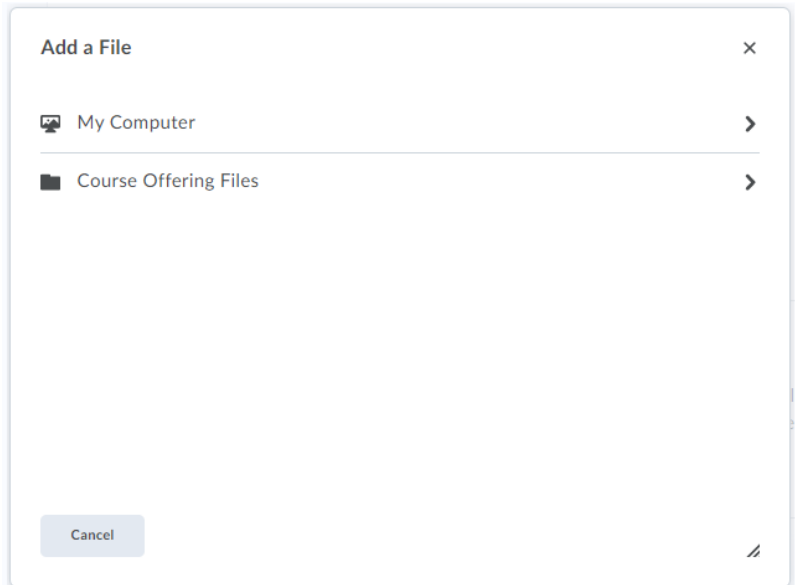
Upload or drag and drop files to add them to the course.
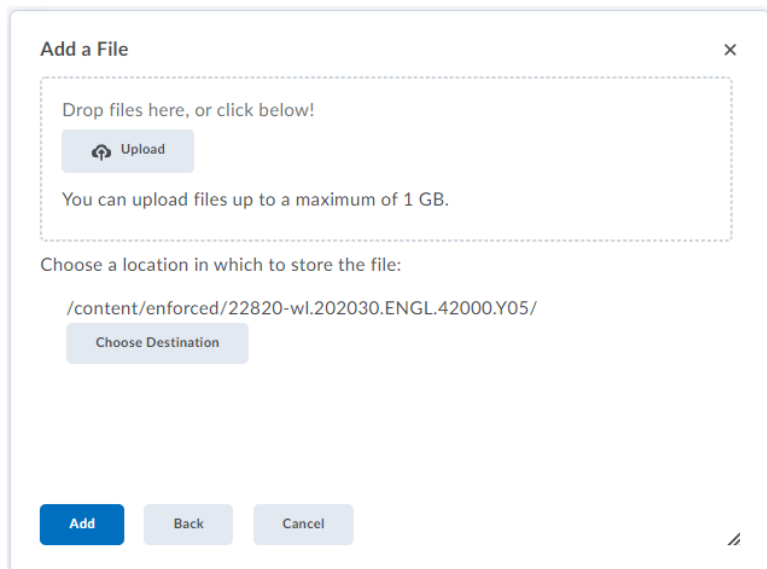
The new module will appear on the page, and can be edited to include restrictions and descriptions of content using Edit Properties in-Place

You can create new files using the Upload/Create dropdown menu. The New options will open windows that allow you to create new assignments, quizzes, checklists, and so forth. See the respective sections on these types of content for information on creating them.

Inserting Existing content will allow you to add content you previously created in assignments, quizzes and other content areas. You can also insert discussion posts, files, and google drive items.

Modifying Progress Requirements

To modify requirements for progress bars, you can click the check mark next to each module on the page.

You can modify each module to be required, to be manually clicked by students to mark completion, or to exclude the item from completion.
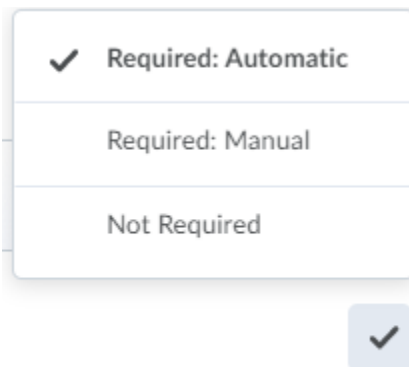
2.3: Announcements

You can create announcements via multiple avenues: through the Course Tools drop-down menu, via the Course Admin tool, and via the Course homepage.

In addition to the announcement title and content, you can insert content via the menu in the top left hand corner of the content box.

The left icon, Insert Stuff, leads to an expanded menu of options for insertable items.
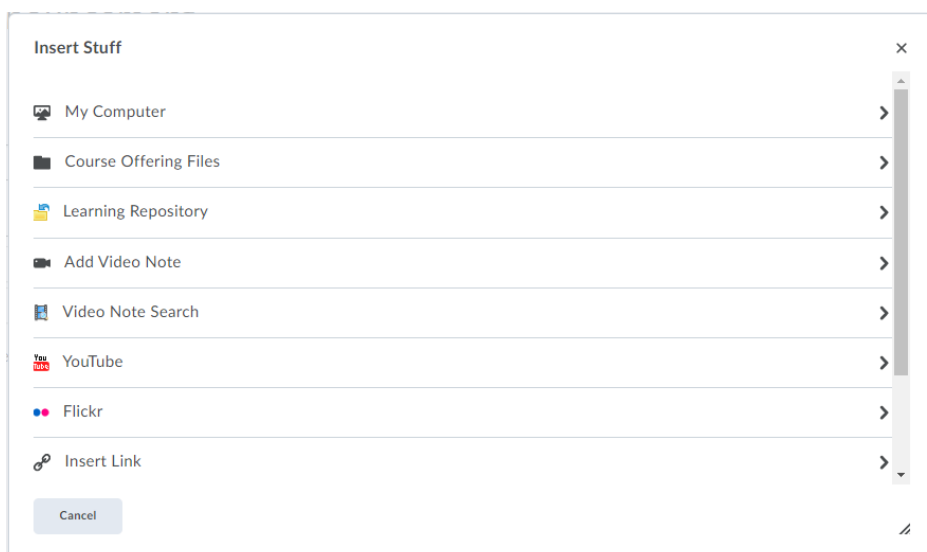
Most of these are straightforward but some features are Brightspace exclusive. See **section 6.4** for tips on inserting video notes.

After composing your announcement, you have options for posting and releasing the content.

Availability

Show Start Date

☑ Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

| 5/1/2020 | 3:02 PM | Now |

United States - Indianapolis

End Date

☐ Remove announcement based on end date

| 5/2/2020 | 12:00 AM | Now |

United States - Indianapolis

Attachments

| Add a File | Record Audio | Record Video |

Use these functions to schedule advance announcements, remove them after a period of time, and attach files or videos.

2.4: Activating A Course

To make your course Active in Brightspace, start on the homepage and locate your class in the My Courses section.
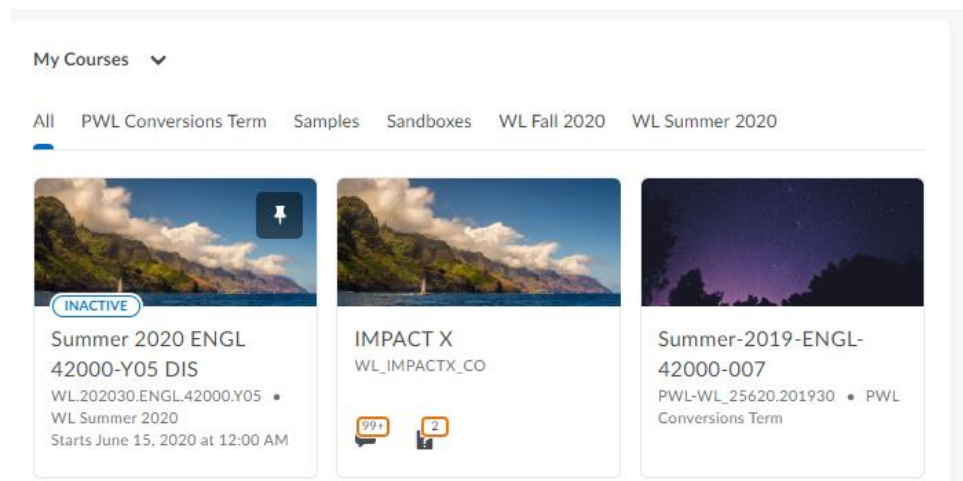
Click on the three dots in the top right corner and select Course Offering Information.
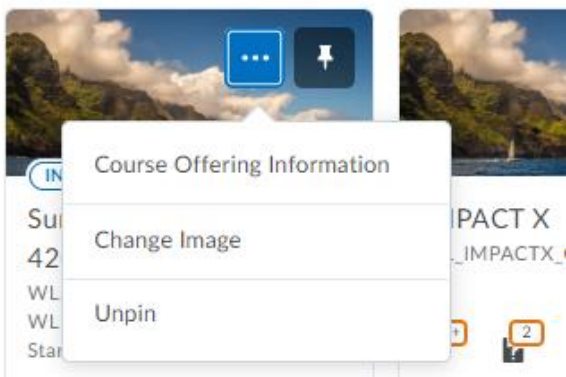
This is the course offering page

If you scroll down, you will find a checkbox that allows you to make your course active under the Active subheading.

Active
☑ Course is active

Select the option, and then click save at the bottom of the page. Your course is now active.

You should also check the Start Date and End Date of your course, as the default End Date is finals week, before grades are due. Change these dates in this same menu below the course activation icon.

Start Date

✔ Course has start date

| 6/15/2020 | 12:00 AM |

United States - Indianapolis

End Date

✔ Course has end date

| 8/14/2020 | 11:59 PM |

United States - Indianapolis

3. Assignments

This section covers creating and organizing Assignments. It also covers linking assignments to the gradebook, one of the most important features of Brightspace that differs from Blackboard. This section will also cover how to organize the gradebook and use annotations in the gradebook to grade assignments and give feedback.
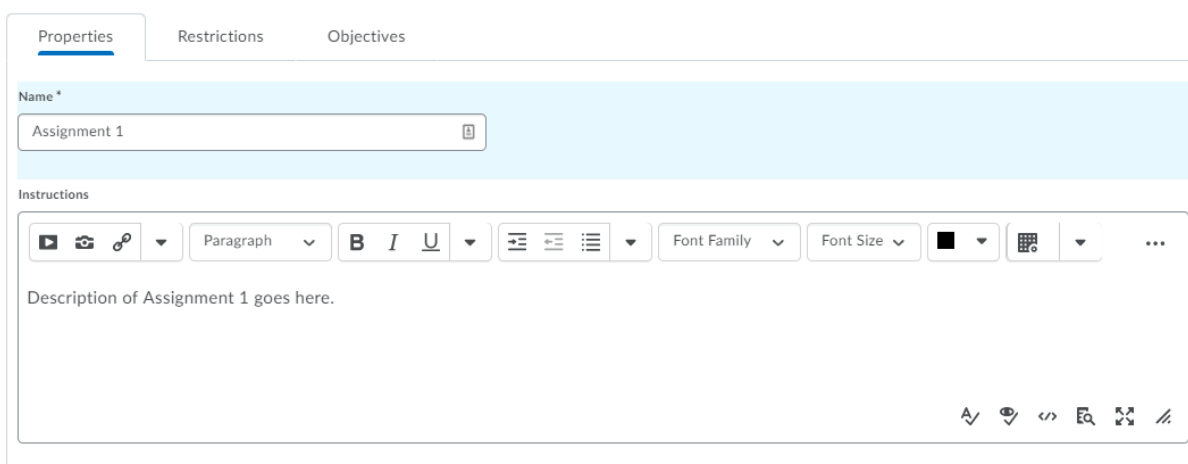
3.1 Creating Assignments

To create an assignment, go to the Assignments tab, via the Course Tools menu.

Select the New Assignment Button at the top of the page.
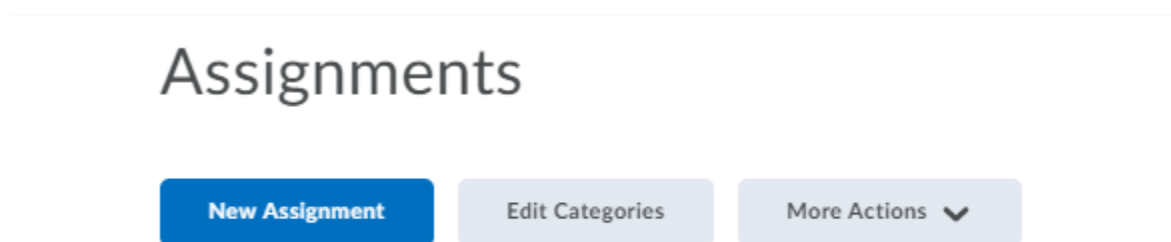
This will prompt a New Assignment Box, where you can enter your assignment's Title and Content.

Below the text box, there are options to add attachments, as well as recording audio and video prompts for the assignment. Below this there are options for submission, completion, and categorization.

Attachments

Add Attachment ⌄   Record Audio   Record Video

Submission, Completion and Categorization

Assignment Type

⦿ Individual assignment ❓

◯ Group assignment ❓

Group Category   [-- No Group Categories Exist -- ⌄]

Submission type

[File submission   ⌄]

Files Allowed Per Submission

⦿ Unlimited
◯ One file

You can adjust the type of assignment to be individual or group, change the type of submission: File, Text, On paper, or Observed, and the number of files allowed per submission: either a single file or unlimited files.

Further options for assignments continue below these.

You have the option to adjust which assignments are accepted - the most recent turn-ins, all turn-ins, and only one turn-in. You can also enter an email to receive notifications of turned in assignments.

The Category section gives you the option to organize your assignments in your gradebook. See **section 4.4** for organizational tools and creating categories for your assignments.

Evaluation and feedback pertains to the grading of the assignments. You must enter a score for the assignment to be accepted in Brightspace's system. Below this, you must connect the assignment to a gradebook item. See **section 4.3** for instructions on connecting gradebook items.

Student View Preview

10 / 10 - 100 % ⌄

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Default Scoring Rubric

No default selected ⌄   ❓

Anonymous Marking

☐ Hide student names during assessment

Annotation Tools

☑ Make annotation tools available for assessment

Below this you can preview the learner view, as well as edit it. You can only edit the preview if the assignment is associated with a grade item.

You have the option to associate a rubric with this assignment. See **section 4.4** for creating and utilizing rubrics in Brightspace. You can also use default rubrics for assignments, via the drop down menu.

The final option, Annotation Tools, makes annotation tools available for assessing student items. See **section 4.3** for more information on assessing student items with annotations.

There are also two other tabs available for assignments, one which allows for restrictions on release dates and times for the assignment, the other that connects the assignment to learning objectives.

Use this tab to add due dates and times to your assignments. You can also add start dates and end dates for turning assignments in, and hide or make visible the assignment to students.

You can also use the Objectives tab to connect the assignment to specific learning objectives. However, this is an optional function you can incorporate after mastering basic Brightspace functions, via the Help menu.

When you are done editing your Assignment, hit Save and Close and return to the main Assignments page.

Assignments

Your assignment is now present on the Assignments page. You can edit assignments using the drop down menu arrow next to each assignment.

4. The Gradebook

To access the gradebook, click the Grades heading on the black toolbar. Once you are on the Grades page, select Manage Grades at the top of the page.

From here you can create new grade items, edit current assignments, and reorganize items.

See **section 4.1** for adding and connecting items to the Gradebook.
See **section 4.2** for organizing the gradebook.

4.1 Adding and Connecting Items in the Gradebook

In Brightspace, instructors must connect Assignments and other assessments to the Gradebook, something that you do not need to do in Blackboard..There are two methods for connecting items in the Gradebook. You can create gradebook items directly in the gradebook itself, or you can create them in the assignment, thereby connecting the assignment and the gradebook item in the process. Though the starting process is different, the outcome will be the same.

Creating Gradebook Items in the Gradebook

1. On the Manage Grades Page, select the blue New button and click Item.
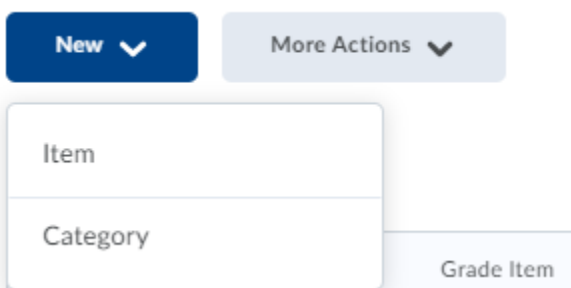
2. Begin by selecting a new grade item type. Of the six options, the first, Numeric, is the most commonly used type for Professional Writing Assignments, and allows you to assign a grade out of a point value.

3. Enter the name of the assignment.

New Item

Properties   Restrictions   Objectives

General

Type
Numeric

Name *

Assignment 1

Short Name

Assign 1   ❷

Category

None ⌄   [New Category]

4. You can sort the assignment into a category, using the category dropdown menu. See **section 4.2** for creating categories in the gradebook. Sorting assignments into categories to make assignments easier for instructors and learners to find and access them.

▼ Hide Description

Description

▶ ☒ ⚲ ▼ | Paragraph ⌄ | B *I* U ▼ | ⫤ ⫣ ☰ ▼ | Font Family ⌄ | Font Size ⌄ | ■ ▼ | ▦ ▼ | …

First Major Assignment

A̸ ᗒ </> ℝ ⤢ ⁄⁄

☐ Allow users to view grade item description

Grading

Maximum Points *

10   ❷

5. You can add descriptions to the grade item, as well as assign points. Make sure the point total entered is the same as the point total entered in the Assignment. You can also add other conditions, including exceeding the listed points, bonus points, and adding a rubric, much like the Assignments function.

Grading

Maximum Points *

10   ❓

Can Exceed

☐ ❓

Bonus

☐ ❓

Exclude from Final Grade Calculation

☐ ❓

Grade Scheme

-- Default Scheme -- (Percentage) ⌄   ❓

Rubrics

Add Rubric

6. Finally, you can set display options by clicking on Show Display Options to determine what students see in the gradebook concerning the assignment.

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☑ Points grade
☑ Grade scheme symbol
☐ Grade scheme color

Managing View

☐ Override display options for this item ?

Show

☑ Points grade
☑ Grade scheme symbol
☑ Grade scheme color

7. Click Save and Close. The Assignment will now appear in the gradebook.After you hit save and close, the assignment will appear in the gradebook. To connect this grade item to a particular assignment, edit the associated assignment, as seen in the next section.

Creating Gradebook Items in Assignments

[*This Section Adapted from materials shared by Linda Haynes and her 2019-2020 mentor group*]

1. Go to your Assignments.

2. Click on the drop down next to the assignment and edit assignment

[Notice in the example below: Weeks 1-4 Lesson Plan Assignments have a "key" next to them, but the rest of the assignments do not. That is the "key" to understanding whether the assignment shows up in the gradebook or not!]

3. Click Edit Assignment, then scroll down. After you click Edit Assignment, scroll down until you reach Evaluation and Feedback. Click on New Grade Item to add a new item.

4. When the New Grade Item dialog box appears, select Numeric and then click Save. The following window pops up. Click on Numeric and Save.

5. Under Category, you have the option to categorize your assignment. In the example below, the assignment is Weekly lesson Plans and is categorized as such.

6. Save and close. If you now look at your assignment list, you will see a little key icon next to the assignment. The Assignment is now attached to the gradebook.

To associate an assignment with an existing grade item, follow the instructions above up to step 3. Instead of selecting [New Grade Item], select the Grade Item drop down menu and choose from the listed grade items.

This will associate the assignment with the previously made grade item. Click on Save and Close, and the key icon will appear in your gradebook next to the assignment.
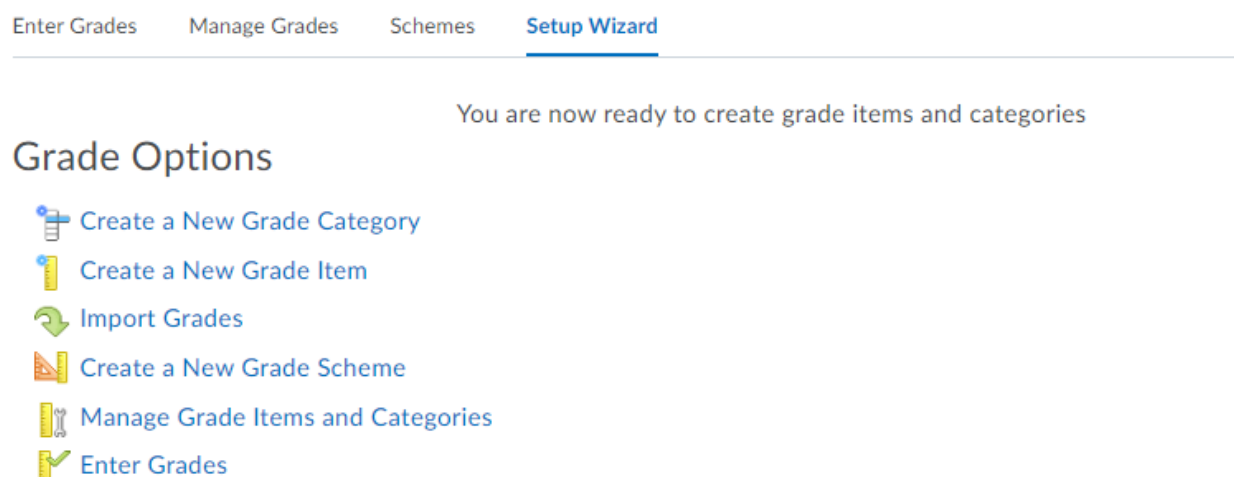
For further information on associating gradebook and assignment items, refer to the Help menu. As this is the biggest difference between Blackboard and Brightspace, it pays to make some test assignments before creating them for your class.

4.2: Organizing the Gradebook

Use the Gradebook Setup Wizard to set your display and grading scheme options. These can be changed any time once you complete the Setup Wizard, and the Setup Wizard tab will display grading options. You can create new grade categories, new grade items, new grade schemes, and also manage these items in your gradebook.
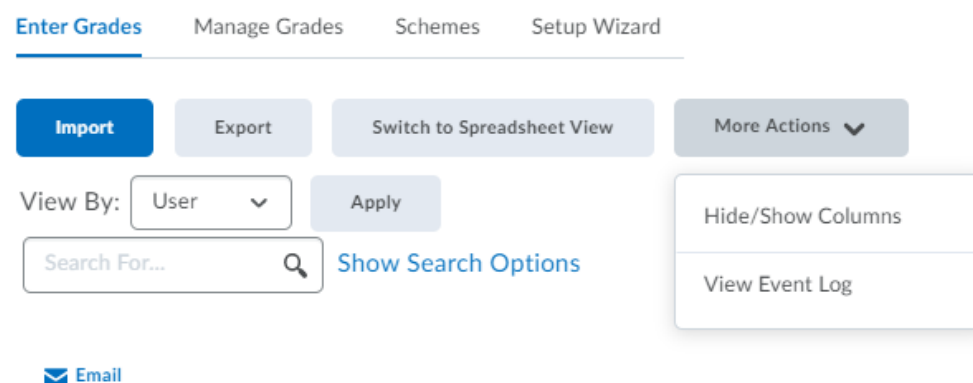
Adjusting Gradebook Views

Use the tools above the Gradebook to adjust views of grade items and students. The two main options are standard view and spreadsheet view, and you can toggle between the two of them.

You can also hide and show columns, view by user, and search.

Creating and Using Categories

Brightspace gives you the option to create and use categories for your gradebook, to organize the items you assign to your students.

Select Category under the New drop down menu.

Name your category, including a short name for the gradebook. You can also provide a brief description.

Included among the category tools is the Distribution tab. You can use this to ensure all items in the category are worth the same number of points.

You can also use this spot to drop the highest or lowest scores in the category.

Click Save and Close and your category will appear in the Manage Grades tab.

To reorder items and categories, go to the More Actions tab and click Reorder.

Use the Sort Order column to reorganize assignments and categories.

4.3: Using Annotations to Grade Assignments

This section adapted from the 'Add Feedback and Evaluations to Assignments' page on Brightspace Help, featuring screenshots taken by Tracy Clark.

The annotation tools in Brightspace's inline grading interface provide instructors with options for robust and personalized feedback for students. To make use of the annotation tools, use the Evaluate Submission page.

You can mark up submissions if you have built-in annotations turned on. These markup and annotations include highlighting, drawing, shapes, and commenting. Use the icons in the document viewer toolbar to select between the different tools: Pen, Note, Text, and Line. Each tool has options for making customized changes in things like color, font, and size.

When the feedback is published, your students can view their submission with the annotations visible.

As you may have heard, Tesla recently announced its newest addition to its automotive lineup, the Tesla Truck. This was Tesla's first entry into the truck market, and it is perhaps the most controversial launch from Tesla due to several reasons. First of all, the truck's looks are very polarizing to say the least. With sharp, angular body panels, led strips as headlights and taillights, and an overall shape closely resembling a wedge, many people were quick to judge the truck as a joke. However, the specifications of the truck speak for [...] they prove that the truck must be taken seriously by both consumers and [...]turers.

[...] model will have a starting price of $39,900, and have a 250+ mile range [...] and towing capabilities up to par or exceeding other trucks in the price [...],900 for the top of the line model will get you a truck with 500+ mile range [...] of 2.9 seconds, faster than most sports cars from Ferrari, Porsche, and [...] is nothing in the price range, or any truck in the world for that matter, [...]ilities that this truck will have.

[...] truck is particularly important for Tesla because they are trying to win over one of the most loyal automobile consumers in the world; truck owners. Truck owners will buy the same truck model for decades in a row, and it has historically been very hard to change their vehicle of choice. Tesla is one of the first to try to appeal an electric truck to consumers, and its success in doing so will be a very important milestone for electric automobile manufacturers.

Note

This is indeed an exciting development -- and I would be interested to know more about how this pertains to your envisioned career field.

Instructors can enter a score in the Score field, some end comments in the Feedback field -- and, if they'd like, they can Add a File, Record Audio (1 minute limit), or Record Video (30-second limit). They can record in Brightspace or upload audio/video.

Score

8 / 10

Grade Item: Mock Individual Assignment

Student View Preview

Feedback

You do a really nice job of describing an innovation that has caused you to become excited about your major or career field. I would have liked to see

Add a File   Record Audio

Record Video

Update   Retract

For more information on feedback and evaluating assignments, you can look at the help guide here.

4.4 Creating and Using Rubrics

You can create rubrics when you create a new assignment. You can also add a rubric to an existing assignment by editing it.

Under the Evaluation and Feedback heading, scroll down to the rubrics setting.

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Default Scoring Rubric

No default selected ⌄   ❓

Select Rubric   ✕

Search For...   🔍   Show Search Options

☐	Name ▲	Description	Type	Scoring Method
☐	Online Discussion Rubric		Points	Analytic
☐	Sample Paper Rubric		Points	Analytic
☐	Untitled		Points	Analytic

20 per page ⌄

Add Selected   Cancel

Selecting Add a Rubric will take you to a pop up window with a table of existing rubrics, and you can select one to be the rubric for the assignment.

Selecting Create Rubric in New Window takes you to a new page, and brings up a rubric you are able to edit and adapt to your assignment.

You can shift between analytic and holistic rubric design using the type menu. You can also shift between points and percentage using the scoring column, and reverse the order of the rubric (lowest option to highest, or vice versa).

Below the rubric are options for visibility. You can choose to make the rubric visible to students at different points in time or hide it entirely.

5. Discussions

Much like Blackboard, the Discussions feature provides students with a place to discuss readings, assignments, and group activities.

Brightspace has a default Forum, the Learner Lounge, available in the Discussions section. This area is designed to be an informal space for students to converse. This function is particularly useful for online courses, where students will not have the opportunity to meet and get to know each other in person. Brightspace organizes Discussions into Forums and Topics. Forums provide a discussion section while topics are the individual discussion threads.

5.1: Creating Discussions

Create a new discussion Forum using the New button.
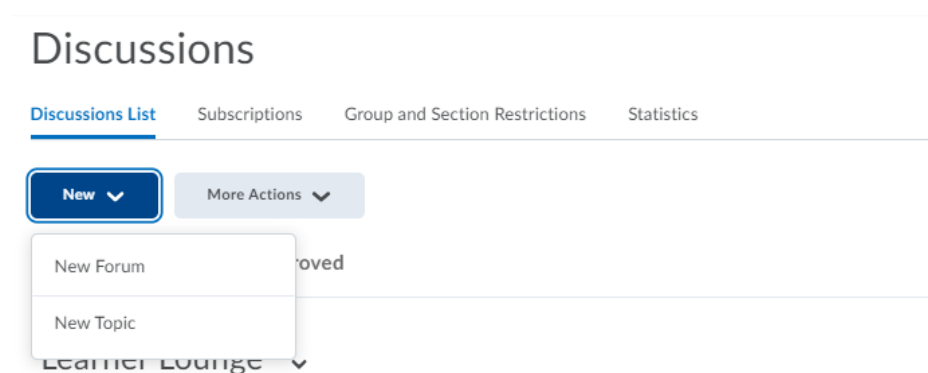
Here you can enter the topic of the overall forum.

You have the option to enter release restrictions and have options for display and response.

To create a new topic, select the New Topic option. You can also access this under the forum itself.

Topic		Add Topic		Threads	Posts
Casual Conversation ⌄		Edit Forum	class. I will		
This Discussion Board is for anythi keep an eye on this board through ask questions of your peers or shar would benefit others in this class.		Hide from Users View Forum Statistics	a for you to ou think	0	0
		Subscribe			
		Delete			

Unit 1 Discussions ⌄

Unit 1 Discussion Threads

Here you can create a new topic for the discussion forum, with similar restrictions and options.

Options

☐ Allow anonymous posts ❓

☐ A moderator must approve individual posts before they display in the topic ❓

☐ Users must start a thread before they can read and reply to other threads ❓

Rate Posts

No Ratings ⌄	❓

You can use options to place restrictions on students' ability and access to post.

5.2: Adding Assessment to Discussions

To add assessment options to discussion posts, select the Assessment option from the upper menu.

Here you can follow the procedures outlined in section 3 to connect the discussion posts to grade items. You can also add rubrics and assess individual posts rather than a student's overall posting performance for the topic.

6. Building Your Skills: Additional Brightspace Tools

This section of the guide covers additional tools instructors can make use of in their courses, including tools for online course instruction, survey and quiz tools, and using video notes to give feedback. You can also find more information about these tools in the Brightspace Help Documentation.

6.1: Using Groups

Groups are a useful tool for team projects, particularly in online instruction. Having the group function active in Brightspace allows you to contact students in those group formats, as well as assign and grade group assignments.

To create a Group, go to the Groups tool under the Course Tools menu. Select New Category to create a new Group Category

Here you can name and describe the category, as well as determine the group enrollment type.

Each option determines how students will be enrolled in groups. You can have students automatically allocated to groups or have students self-enroll. You can also restrict enrollment to specific courses you are teaching.

You can use groups to set up workspaces for students, as well as distribute individual assignments. For group projects, it is best to set up the details in Groups rather than Assignments.

Additional Options

▼ Collapse additional options

Create Workspace

☐ Set up discussion areas ❓

☐ Set up lockers ❓

☐ Set up assignments ❓

File submission ⌄

If you choose not to automatically enroll users, you can enroll users by selecting the group and choosing the enroll users option.

Edit Group - Group 1

| Enroll Users | View Enrollment |

Edit Group

Group Name *

Group 1

Note that some tools, like the Group File Locker, have limitations. The Group File Locker's capacity is only 49 MB.
Groups are also useful for peer review, but you need to create/assign a separate category for those groups; otherwise, settings for the group project as a whole would apply to the peer review groups and to the groups for assignments

You can find more information on group creation and use by checking the documentation available in the Help section.

6.2: Using Virtual Classroom

The Virtual Classroom Tool provides online courses with a method of conducting synchronous instruction. The tools built into Brightspace give students a space to interact directly with instructors

Select the Virtual Classroom option under the Course Tools menu, and you will be taken to a screen that allows you to record classroom meetings.
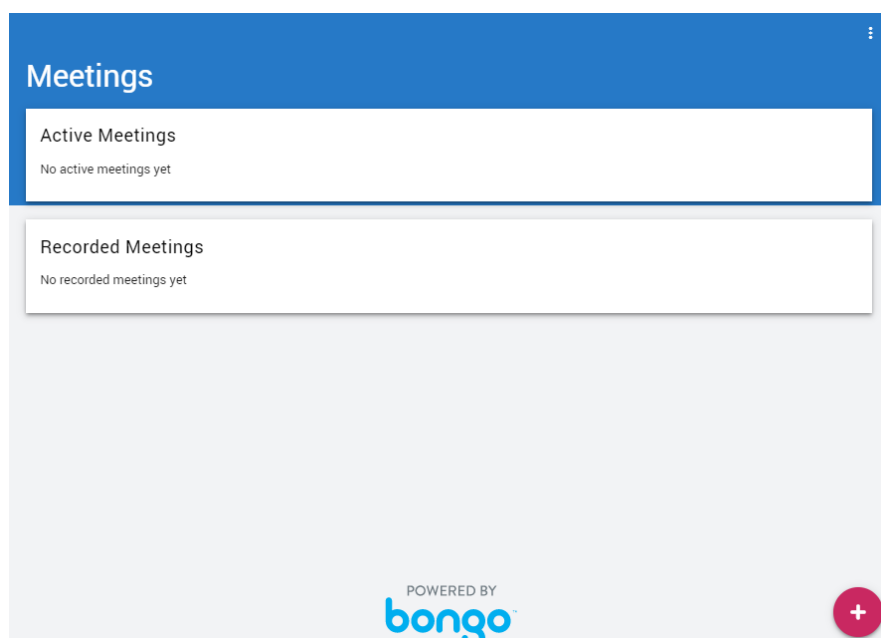
Click on the plus sign in the bottom right corner to create a new meeting.

Fill out the dialog box as appropriate for your upcoming virtual classroom meeting.

After you save, the meeting will be visible under the Active Meetings heading.

Selecting the three dots under actions will allow you to launch the meeting, which brings up the following screen

Meeting Lobby
Test Meeting
Moderator Hibbard Lee
Starting Time Monday, May 11, 2020, 4:47 PM EDT
This meeting has a maximum duration of 60 minutes from the starting time

Computer Pre-checks
- Please click here to ensure your computer is ready for your meeting.

Quick Tips
- We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version). Safari for iOS devices
- **Use headphones** instead of speakers to prevent voice echo.
- Click the **Enter Meeting Room** button to enter the meeting, or click the **Enter Meeting When Started** button to be automatically entered into the meeting when it starts.

Session Management

Audio and Video ➡

Recording ➡

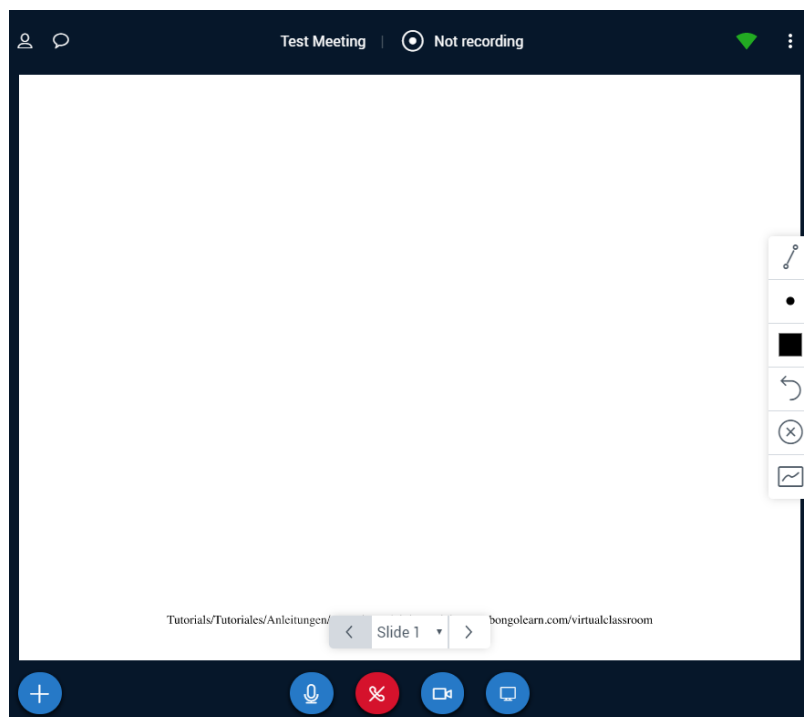Participation ➡

Your meeting starts in 3 days 2 hours 59 minutes

Enter Meeting Room

When you enter the meeting room, as the instructor you will be able to annotate the screen, draw, and upload slides.


Click on the turnaround icon to delete a single annotation. Click on the circle-x icon to clear all annotations. Click on the rectangle-zigzag icon to allow students to annotate the document/slide.

Click on it again to disallow this -- and instructors can then delete single annotations or clear all annotations.

Clicking on the plus sign in the bottom left corner allows you to use tools like creating polls and uploading presentations. Note that breakout rooms are a Premium feature. Instructors can also exit the presentation to display their video image, and they can also share their screen. There are multiple screens that can appear at once -- you can click on the icons at the bottom of the screen to toggle between these items or disable a view. This will increase the size of items you want to focus on. Beware: An item might look like it's larger on your screen, but that doesn't necessarily mean it'll be as large on students' screens. It may only be larger on the instructor's own screen, and this presents significant usability issues, especially if students are using tablets or mobile phones.
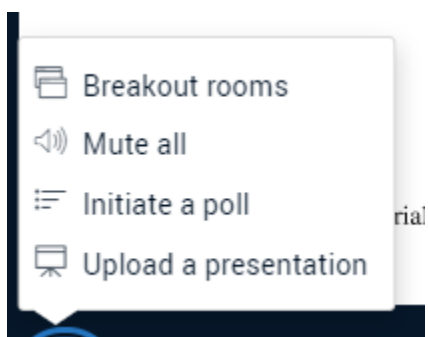
For settings, information, and to end the meeting, use the three dots up in the top right corner.
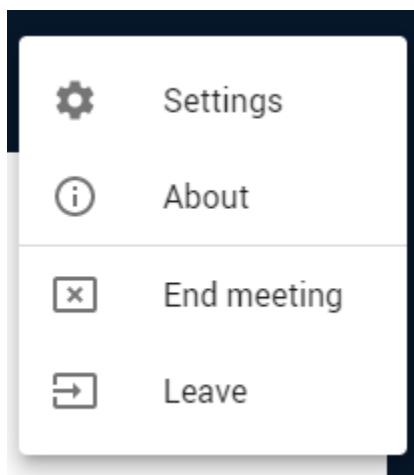

Refer to the Brightspace Help guide for more information about using Virtual Classroom. Please note that this option is not ideal for asynchronous learning, but can be used to record lessons and lectures for students to review.

6.3: Using Surveys and Quizzes

Survey tools are integrated directly into Brightspace to give instructors the means to contact students directly to get feedback on course content, preferences, and other information.

You can access Surveys under the course tools menu. Navigating there will bring you to a space to manage your surveys.
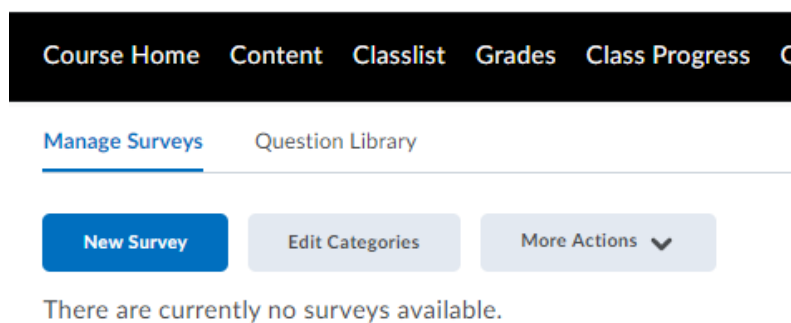
Selecting New Survey takes you to the survey creation tools, which allow you to title and categorize your survey much in the fashion of other Brightspace tools, as well as anonymize the survey so student names won't be recorded.

| Properties | Restrictions | Objectives | Reports Setup |

General

Name *

Welcome Survey

Category

no category ⌄   ❓   [add category]

Feedback

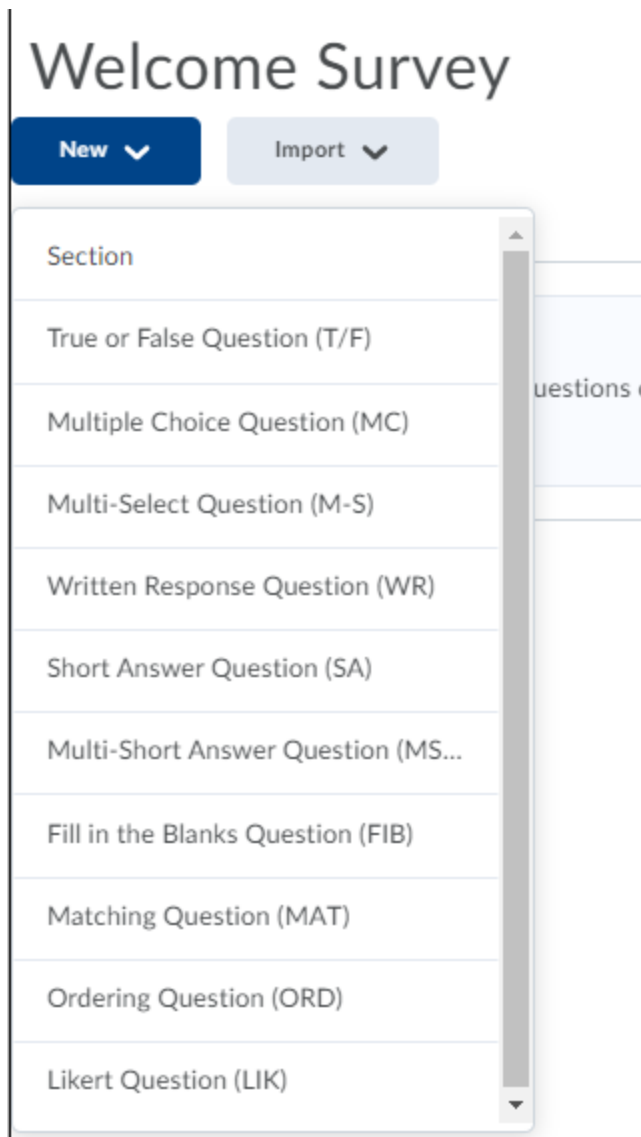☐ give instant feedback   ❓

Anonymous

☐ make results anonymous   ❓

Survey Questions

This survey is currently empty.

Add/Edit Questions

Select the Add/Edit questions button to add and change questions on the survey. This will take you to the question library, where you can add or edit questions to place on the survey.

Welcome Survey

New ∨   Import ∨

Section
True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Written Response Question (WR)
Short Answer Question (SA)
Multi-Short Answer Question (MS...
Fill in the Blanks Question (FIB)
Matching Question (MAT)
Ordering Question (ORD)
Likert Question (LIK)

Use these as a template to add questions to the question library. The Question Editor will open and give you the ability to create your question. It also displays how the question will look to students on the survey.

After you save the question, it will appear in the question list for your survey.

When you are done editing questions, you will return to the survey page, and be able to further edit your survey.

Survey Questions

Questions per page: [ ]   Apply   ❓

Paging: [ ] Prevent moving backwards through pages   ❓

[ ] Shuffle questions at the survey level
Also shuffles sections at the survey level. Does not cascade to sub-sections.

[Add/Edit Questions]   [Edit Values]

Page Name		Type Mandatory
1	Q1. What is your major?	MC

[Branching Wizard]

Description / Submission Message

▷ Expand description / submission Message

Page Footer

▷ Expand page footer

[Invite Participants]

You can write a description and a submission message using these tools.

Invite students to take the survey using the Invite Participants tab, and students will be notified that they have a new survey to take.

Much like other Brightspace tools, the Restrictions tab can restrict display times, dates, and options for the survey. The Objectives tab allows you to connect your survey with specific course objectives.

Quiz tools allow instructors to provide assessment, and are particularly useful for integrating reading quizzes and other testing tools into course content.

Much like the survey tool, you have the option to create a new Quiz upon navigating to the Quizzes section of your course site.

Selecting New Quiz also functions similarly to the surveys function, pulling up a screen allowing you to name your quiz and add questions.

Selecting Add/Edit Questions will bring up a dialog box for a new quiz.

Ready to begin adding quiz content?

Click the Add or Import button to get started

Select 'Add' and 'New Question' to add to the quiz content.

This section looks similar to the survey questions add tools, allowing you to edit and create different questions for the quiz you are constructing. You also have the option to allocate point values for each question here.

Multiple Choice ▾

Options ▾

Question Text *

Testing!

Answers *

⠿ ◯ 1 ✕

⠿ ◯ 2 **B** *I* U 📷 ▤ Σ ▾ ⤢ ✕

⠿ ◯ 3 ✕

⠿ ◯ ✕

Add Answer

☐ Randomize answers for each student

Points *

1

Save ▾ Cancel

Testing!

◯ 1

◯ 2

◯ 3

Hitting Save will bring you back to the Quiz's questions, with your new question added.
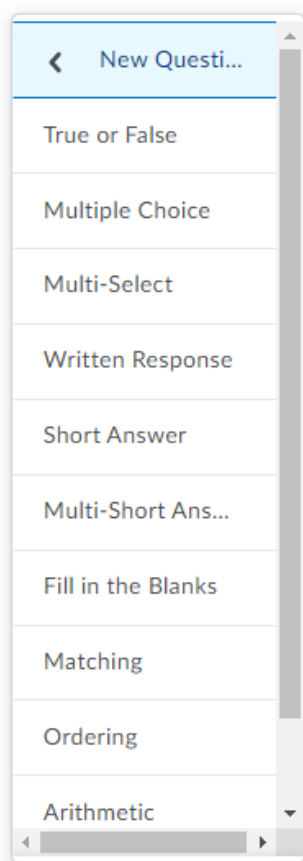
Reading Quiz

Add ▾   Import ▾

☐ 1 Testing!
      Multiple Choice

Also, once you have added a question here, selecting the Add button displays a dropdown menu to add additional questions.

Reading Quiz

Add ⌄   Import ⌄

⟨   New Questi...

True or False

Multiple Choice

Multi-Select

Written Response

Short Answer

Multi-Short Ans...

Fill in the Blanks

Matching

Ordering

Arithmetic

To return to the quiz, select 'Back to Settings for Reading Quiz' at the top of the page.

Advanced options for quizzes include additional grading and display options. You can also connect the quiz to grading options under Assessment. Restrictions, as with other Brightspace tools, determine quiz availability and deadlines.

6.4: Embedding Video and Video Notes

Brightspace has robust video tools that allow instructors to deliver verbal and visual feedback to students, as well as provide course video content directly in Brightspace.

You can insert video instructions in Announcements and other similar Brightspace tools. To do so, select Insert Stuff in the Content section.

New Announcement

General

Headline *

Content *

Insert Stuff   ✕

🖥 My Computer   ›

📁 Course Offering Files   ›

📒 Learning Repository   ›

🎥 Add Video Note   ›

🎞 Video Note Search   ›

▶ YouTube   ›

•• Flickr   ›

🔗 Insert Link   ›

🌐 Enter Embed Code   ›

Select Add Video Note to record a short video for your students.

After you record your message, you can hit next and be taken to the annotation tool. This tool is helpful for students who are unable to access the video and should be filled out thoroughly to adhere to accessibility standards.

You can also insert video content into your course using Kaltura tools, which were previously accessible to Blackboard users and frequently utilized by instructors teaching online. You can add Kaltura media using the Insert Stuff Tab.

To Add Kaltura Media to course content, Select Existing Activities in the page edit function.
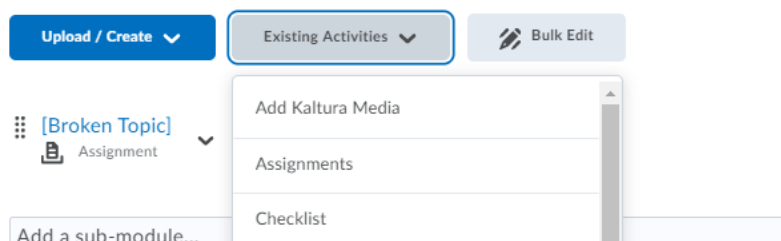
You can also access Kaltura content via the Course Tools menu. Access the media gallery for Kaltura content available to Purdue users and the Kaltura My Media section to access your Kaltura videos and content.

7. If Migrating Blackboard Content

Though the primary recommendation of the PW Admin team is to build courses from scratch in Brightspace to familiarize yourself with all the tools available, the impending removal of all content from Blackboard means we also recommend migrating course content for archival purposes as well as course building purposes.

The deadline for initiating the course migration process is August 17 -- and that access to Blackboard will be discontinued on August 24.

Purdue TLT have provided thorough instructions for migrating course content from Blackboard to Brightspace, which can be found [here](#).

Note that the transfer of content does not include student information, including grades, only course content. Contact tlt@purdue.edu to schedule a consultation concerning exporting student data.

The course migration process is expected to take **three to seven business days**, so plan accordingly if you wish to migrate your content.

8. Resources and More Information

Brightspace provides both video and written documentation of tools to help both instructors and students succeed in their use of the platform. To make use of these help tools, navigate to the **help** page on the black course toolbar.

Purdue as a whole also offers information, training, and resources to assist in the implementation of Brightspace. Go to the Brightspace Implementation page [here](#) for more resources and information on moving content, training workshops, and building new course content.

If you have questions for the Professional Writing Administrative Staff while you are creating and designing content for Brightspace, reach out to program director Jenny Bay (jbay@purdue.edu) for assistance and guidance. The Professional Writing team maintains resources and tools to help instructors and will be happy to provide guidance during the summer and fall of 2020 to aid in the transition between systems.

Special thanks to Tracy Clark for help assembling screenshots and providing valuable feedback and contributions to the 1.0 version of this guide.