



Brightspace Quick Reference Guide

Brightspace log in: <https://brightspace.uwindsor.ca/>

Getting a Course Site	Make Course Available
<p>Courses Sites are automatically produced when:</p> <ul style="list-style-type: none"> • A course is listed in UWinsite Student • You are assigned as instructor of record <p>** Note: Updating may take up to 24 hours **</p>	<ul style="list-style-type: none"> • On course homepage in Course Properties widget, click the Active/Inactive toggle in Course Status widget to Active
Add GA/ TA, support staff	Edit Nav bar
<ul style="list-style-type: none"> • In Nav Bar, select Course Tools > Class List • Add Participants > Add Existing Users • Enter first name, last name, student number, or UWin ID in the search bar • Check box on left and select role of right • Click Enrol Select users to complete 	<ul style="list-style-type: none"> • Click on “...” in Nav Bar • Customize Nav Bar • Click Yes! I'll work with a copy of the navbar • Click X to remove from Nav Bar, click Add Links to add • Save and Close
Add Announcement	Download a Class List
<ul style="list-style-type: none"> • Click on Announcements in Nav bar • Click on New Announcement • Add Headline and Content • Click Publish to post to home page and email <p>All students will receive the email unless they have that notification turned off</p>	<ul style="list-style-type: none"> • Select Grades in Nav Bar • Click Export • Select info want included, uncheck all grade items • Export to CSV or Export to Excel • Click Download
Send Email to Students	Upload a file
<ul style="list-style-type: none"> • In Nav Bar, select Course Tools > Class List • Select Email Classlist • Select Send Email • Add message • Click Send to complete 	<ul style="list-style-type: none"> • In Nav Bar select Content • Add a module • Upload/Create > Upload files > My Computer • Upload, find files and click Add
Copy Material from Other Course	Activating Microsoft Teams
<ul style="list-style-type: none"> • In Nav Bar click Course Tools > Course Admin • Import/ Export/ Copy Components • Copy components from another Org Unit • Click on Search for offering and search for course to copy <i>from</i> • Copy All Components or Select Components and proceed through the selection prompts • Finish 	<ul style="list-style-type: none"> • Login to MS Teams • Click on the Teams tab in the right menu rail • Find your course • Click on Activate to allow students to access it

Create Assignment	Add Gradebook Column/Item
<ul style="list-style-type: none"> Click Assignments in Nav Bar Click New Assignment Enter a Name, Due Date, Number of Points, Instructions and include any attachments Expand Availability Dates and Conditions and add Start Date and End Date (when students can no longer access the assignment). Expand Submission and Completion select Submission Type and the options that appear beneath Expand Evaluation and Feedback to add rubric Click Hidden toggle to make Visible Click Save and Close 	<ul style="list-style-type: none"> Gradebook Items can be automatically created when creating an assessment in the assessment tool by selecting Add to Gradebook when creating. To add a column independently: In Nav bar click Grades Click Manage Grades tab Click New > Item Click appropriate grade item type Enter Name, Maximum Points and other desired options Click Save and Close
Find Assessments to Grade	Grade in Gradebook
<ul style="list-style-type: none"> On course home page, in Quick Eval widget, find assessment with red dot indicating unmarked assessments. Click on assessment name to go to unmarked assessment. 	<ul style="list-style-type: none"> In Nav bar click Grades Click Enter Grades tab Click Switch to Spreadsheet View button Enter grades in the appropriate cells
Create Groups	Change Course Banner Image
<ul style="list-style-type: none"> In Nav bar click Course Tools > Groups Click New Category Enter details as required Click Save 	<ul style="list-style-type: none"> Click on “...” on the left side of the banner image Click Change Image Enter key word(s) in search bar and click magnifying glass icon Click Use this Image

Ask for Help!

Submit a Service Request by logging in at <http://www.uwindsor.ca/brightspace/ticket>

Request Help: <https://www.uwindsor.ca/Brightspace/ticket>

Virtual Brightspace Dropin: <https://www.uwindsor.ca/Brightspace/dropin>

Training: <https://ctl2.uwindsor.ca/workshops/145>

Rev.2022.12.18