



Brightspace Quick Reference Guide

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

<h3>Getting a Course Site</h3>	<h3>Make Course Available</h3>
<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
<h3>Course Start Date</h3>	<h3>Change Course Banner Image</h3>
<p>Make sure that the start date is appropriate for when you want your course available.</p> <ul style="list-style-type: none"> • Course Tools > Course Admin • Click Course Offering Information • Scroll down to Start date 	<ul style="list-style-type: none"> • Click “...” on the left side of the banner image • Click Change Image • Enter key word(s) in search bar and click magnifying glass icon • Use this Image
<h3>Add GA/ TA, support staff</h3>	<h3>Edit Nav bar</h3>
<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
<h3>Add Announcement</h3>	<h3>Download a Class List</h3>
<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
<h3>Send Email to Students</h3>	<h3>Upload a file</h3>
<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
<h3>Copy Material from Other Course</h3>	<h3>Activate Microsoft Teams</h3>
<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 • 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 • Enter Grades tab • Switch to Spreadsheet View button • Enter grades in the appropriate cells 		
Create Groups			
<ul style="list-style-type: none"> • In Nav bar click Course Tools > Groups • New Category • Enter details as required • Save 			

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>

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