

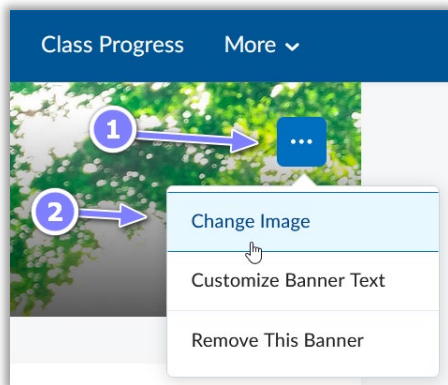


Getting Started with Brightspace Workshop Exercises

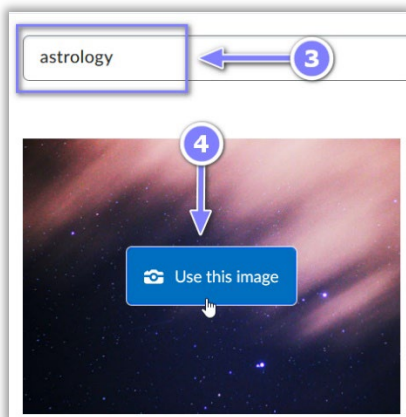
Log in at brightspace.uwindsor.ca. Use your Sandbox course site to complete these exercises.

Exercise 1 – Change the course banner image

1. In your Sandbox course site, hover over the right of the banner image until you see three dots appear. Click on those dots.
2. In the drop-down menu, select **Change Image**.



3. From the **Change Image** dialogue box, use the **Search** bar to find an image relevant to your course by typing in a key word and pressing **Enter** on your keyboard. (If you prefer, you can upload an image from your computer by clicking the **Upload** link in the top right.)
4. Select an image by hovering over it and clicking on the **Use this image** box that appears. The image will be placed in your banner.



Note: If you choose to upload your own image to use, the recommended size is 2400 x 960 pixels

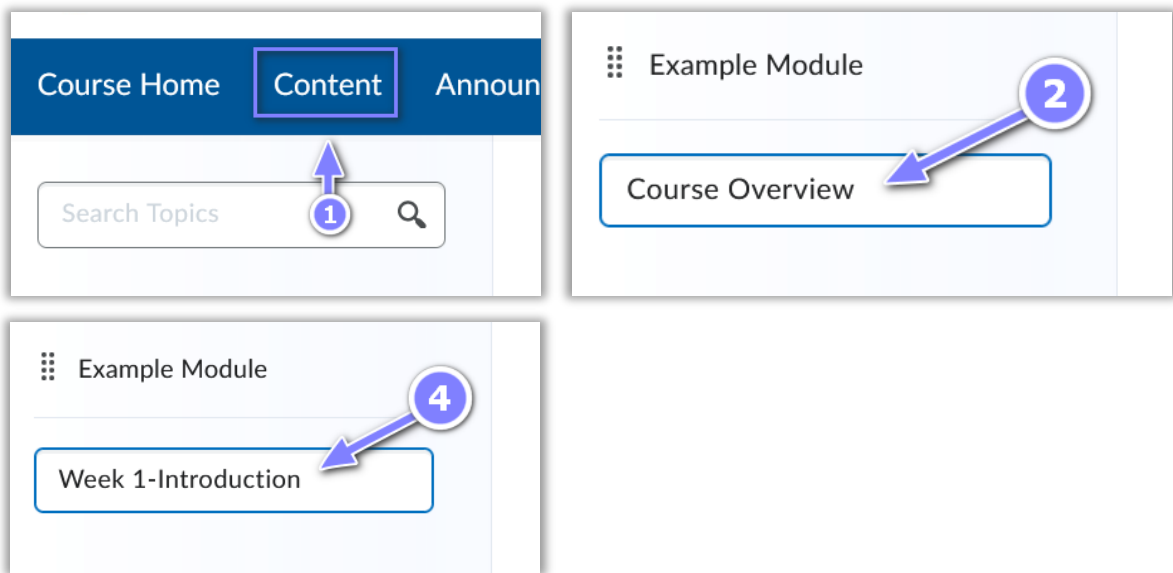


Exercise 2 – Create content

Creating modules provides the structure of your learning material. Start by creating a **module** and then add items to the module. The items you add to a module are called **topics**. You can create submodules (modules within existing modules) to establish a deeper hierarchy, if you wish.

A) Add Modules

1. On the navbar, select **Content**.
2. In the **Table of Contents** panel, in the **Add a module** field, enter the name of your new module: *Course Overview*.
3. Press **Enter**.
4. Create another module by typing *Week 1-Introduction* in the **Add a module** field and press **Enter**.



B) Add Module Description

Once created, module descriptions will be also seen in the **Visual Table of Contents** widget on the course home page.

1. In the **Table of Contents** panel, click *Course Overview* to open the module you just created.
2. In the build screen on the right, click **Add a description...**
3. Click into the text box. In the html editor, select the **Insert Image** button.
4. Select **My Computer**.
5. Find an image file on your computer and drag and drop it to the **Upload** box or select **Upload** and search for an image file on your computer.
6. Select **Add**.



7. Provide **Alternative Text** (text which describes the contents of the image to your student who uses a screen reader) and select **OK**.
8. To edit the image properties, click on the image. A pop-up menu appears below the image. Select **Edit Image** or **Image Options**. Make your changes to the image (such as resizing, cropping or aligning), then select **Save**.
9. Select **Update**. (If you see the **Update** button, you have not saved the description yet!)

The screenshots illustrate the following steps:

- Step 1:** In the 'Course Overview' page, click on the 'Course Overview' link in the left sidebar.
- Step 2:** Click on the 'Add a description...' text field in the main content area.
- Step 3:** In the 'Add a File' pop-up menu, click on the image icon to insert an image.
- Step 4:** In the 'Add a File' pop-up menu, click on 'My Computer' to select the file source.
- Step 5:** In the 'Add a File' pop-up menu, click on the 'Upload' button.
- Step 6:** In the 'Add a File' pop-up menu, click on the 'Add' button.
- Step 7:** In the 'Provide Alternative Text' dialog, enter 'image of venus' in the 'Alternative Text' field and click on the 'OK' button.

Additional screenshots show the image being edited (Step 8) and the 'Update' button being clicked (Step 9).



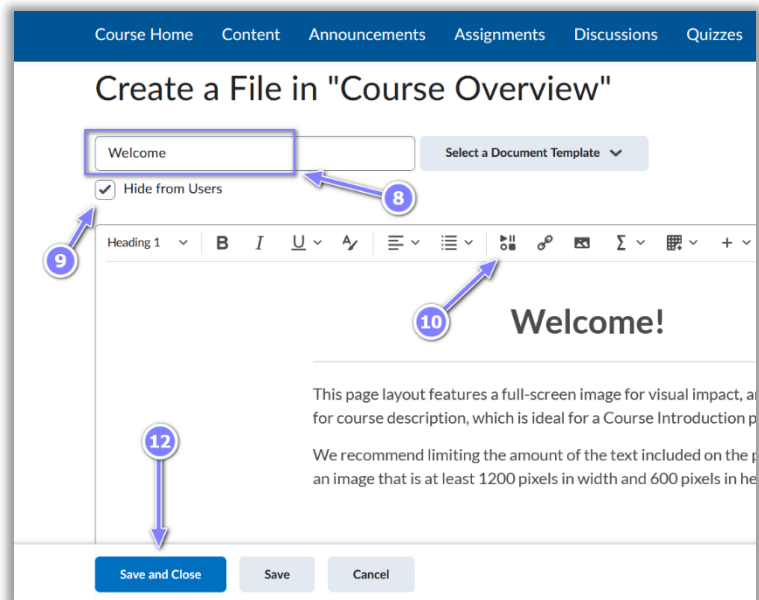
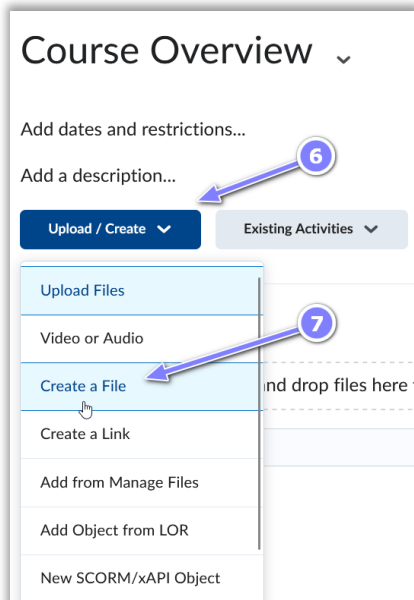
C) Add three new topics

1. While in the module called **Course Overview**, select the **Upload/Create** button.
2. In the drop-down menu, select **Upload Files**.
3. Select **My computer**.
4. Find a pdf file on your computer and drag and drop it to the **Upload** box or select **Upload** and search for a pdf file on your computer.
5. Select **Add**. You will see the pdf added to your module.

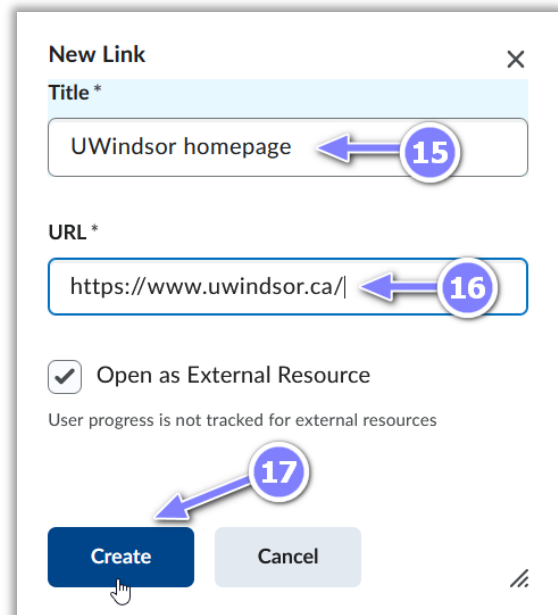
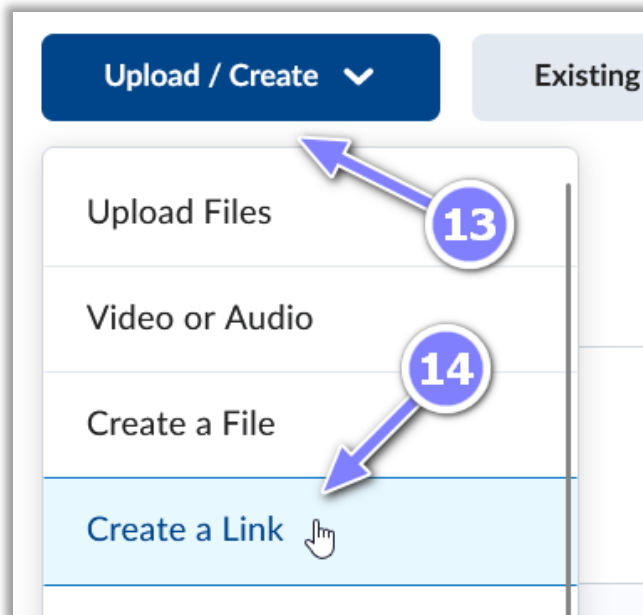
The image shows a sequence of three screenshots illustrating the steps to add a file to a course module:

- Step 1:** The 'Course Overview' page. The 'Upload / Create' button is highlighted with a blue circle and arrow labeled '1'.
- Step 2:** The 'Add a File' dropdown menu is open. 'Upload Files' is selected, highlighted with a blue circle and arrow labeled '2'.
- Step 3:** The 'Add a File' dialog box is shown. 'My Computer' is selected, highlighted with a blue circle and arrow labeled '3'.
- Step 4:** The 'Add a File' dialog box is shown. The 'Upload' button is highlighted with a blue circle and arrow labeled '4'.
- Step 5:** The 'Add' button is highlighted with a blue circle and arrow labeled '5'.

6. Select the **Upload/Create** button again.
7. In the drop-down menu, select **Create a File**.
8. **Enter a Title**
9. Select **Hide from Users** so your students will not see this when it is immediately created.
10. Click into the text box and select **Insert Stuff**.
11. Select one of the **Insert Stuff** options you would like to try and follow the instructions that appear on the screen.
12. Add some text to give your selection context and select **Save and Close**.

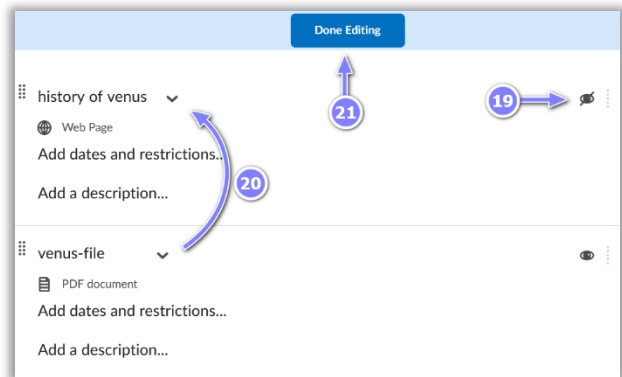
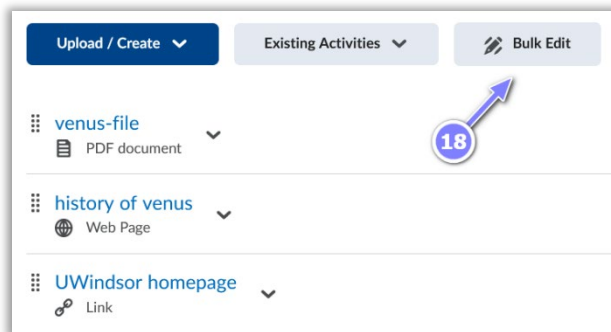


13. Select the **Upload/Create** button again.
14. In the drop-down menu, select **Create a Link**.
15. For the **Title**, enter "UWindsor home page".
16. In the **URL** box, enter <https://www.uwindsor.ca>.
17. Leave the **Open as External Resource** selected and select the **Create** button.



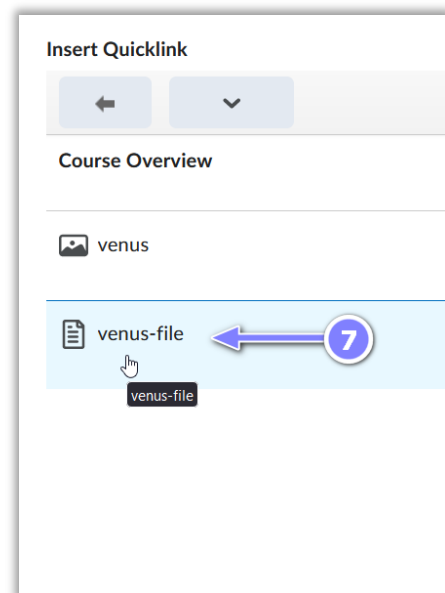
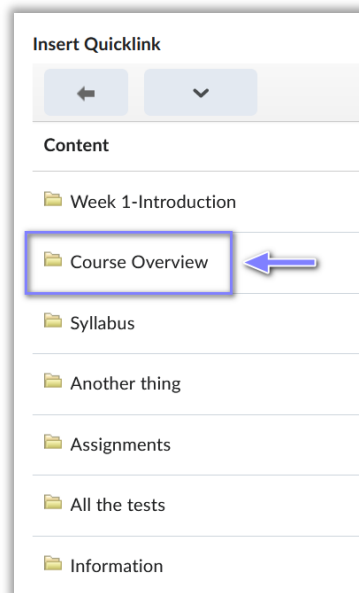
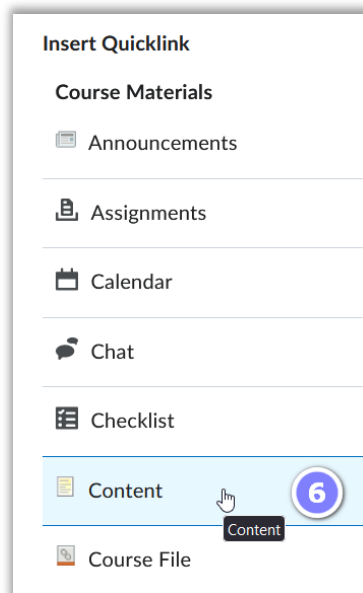
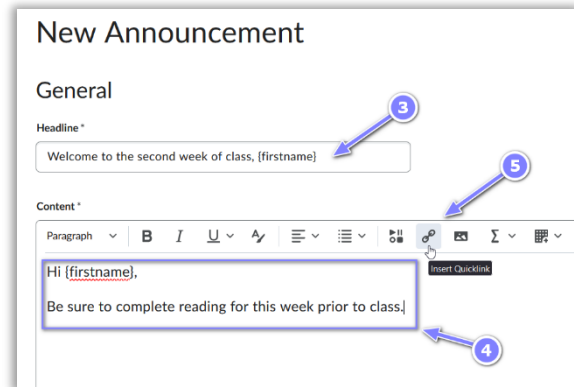
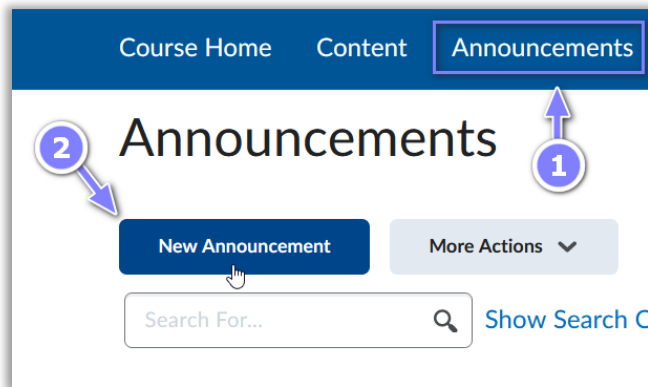


18. Select the **Bulk Edit** button.
19. Make the file you just created is visible by clicking on the eye icon to the right of its name.
20. Move the pdf to appear under the file you created.
21. Select **Done Editing**.



Exercise 3-Create an announcement

1. On the navbar, select **Announcements**.
2. Select **New Announcement**.
3. In the **Headline** box enter "Welcome to the first week of class, {firstname}."
4. Click in the text box and enter the following:
Hi {firstname},
Be sure to complete the reading for this week prior to class.
5. Press **Enter** and then select **Insert Quicklink** in the menu.
6. From the pop-up menu, select **Content**.
7. Select **Course Overview** and then select the pdf you uploaded.
8. Leave the rest of the default selections and select **Publish**.
9. Check your emails to see that you have received an email with your announcement.



venus

Exercise 4-Add a TA

1. On the navbar, select **Course Tools > Classlist**.
2. Select **Add Participants > Add existing users**.
3. Type in the TA's name in the text field and click on the search icon to start searching.
4. Scroll down to see the search results table. Select the user you want to add as a TA by clicking in the check box to the left of the name.
5. Click in the **Select a Role** field to select the role to the right of the name and select the appropriate role.



6. Select **Enrol selected users**.

The screenshots illustrate the following steps:

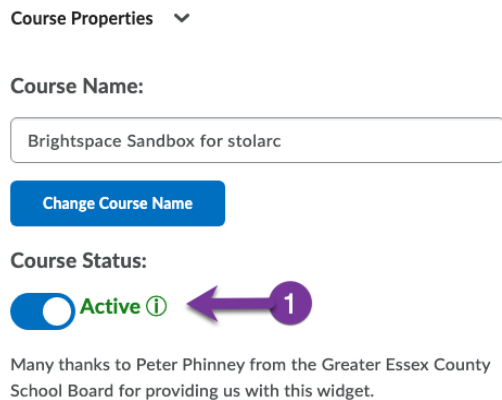
1. In the Course Tools menu, click on **Classlist**.
2. In the Classlist page, click on **Add existing users**.
3. In the Add Existing Users dialog, search for **kap** in the search field.
4. In the user list, check the checkbox for **Thang, Kap**.
5. In the role selection dropdown for the selected user, select **TA-Grader**.
6. Click the **Enrol Selected Users** button.



Exercise 5-Make your course site active / available to students.

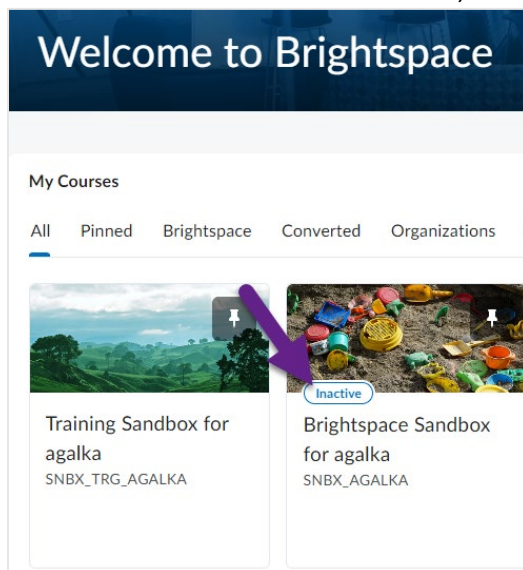
Method 1 (from the Course Home page of a course)

1. Navigate to the **Course Home** of a course. One of the widgets near the top of the page is **Course Properties**. This widget allows you to activate and deactivate this course by **clicking** (not dragging) on the **Course Status** slider.

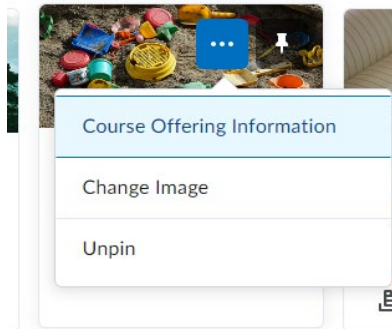


Method 2 (from the Brightspace landing page)

2. From the Brightspace Landing page, find the course that you would like to make available to students. If it is hidden from students, it will have an **Inactive** icon on the course card.



3. Hover your mouse over the card's top right corner (if there is a pin, hover just to the left of the pin) until three dots appear. Click on the three dots and select **Course Offering information**.



4. On the Course Offering Information page, scroll halfway down until you see **Active**. Place a check mark in the box next to **Course is active** and click **Save**. It may take a few minutes before the Inactive icon disappears from the course card.

Locale

Force Locale

No

Active

Course is active

Public in ePortfolio

0

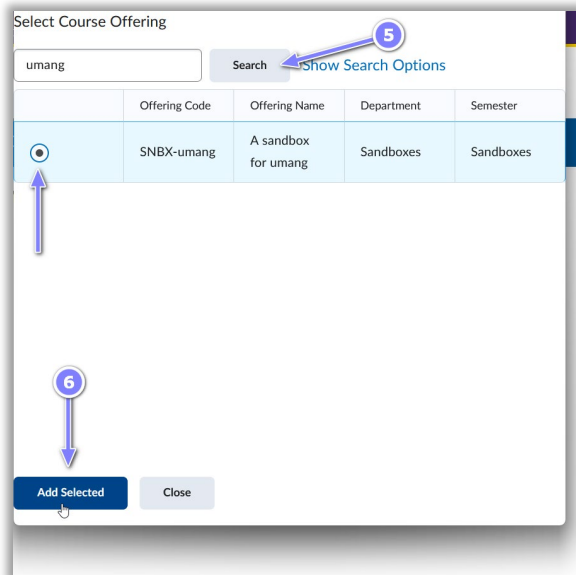
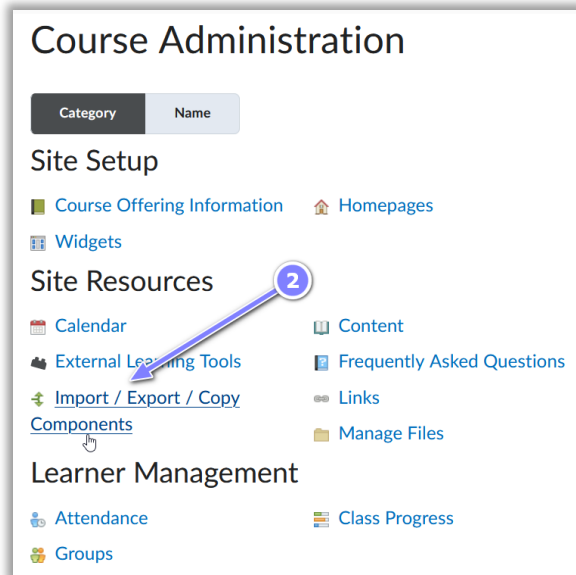
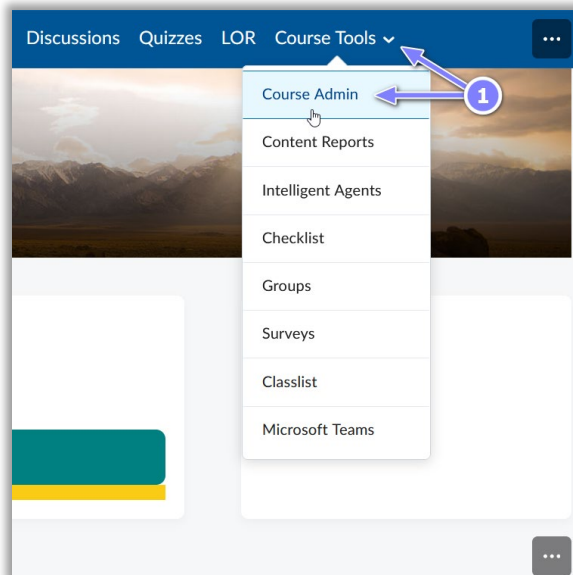
Sections

Course has sections

Save Cancel

Exercise 6-Copy course material

1. On the Nav bar of the course that you want to copy material *into*, select **Course Tools** and select **Course Admin**.
2. Select **Import / Export / Copy Components**.
3. Ensure **Copy Components from another Org Unit** is selected. (Org Unit means Course site)
4. Click into the **Search for offering** button. A pop-up will appear.
5. Type part of a name of the course you want to copy *from* and select the **Search** button.
6. Select the radio button to the left of the course you want to copy from and click the **Add Selected** button.



- Once the pop-up closes and the **Import/Export/Copy Components** page refreshes to include the **Course to Copy** you have selected, select either the **Copy All Components** if you want everything of the course to be copied or **Select Components** if you want to copy only select components.
 - If you select, **Select components:** in the page that appears click beside the components you would like to copy and click **Continue**.
 - On the **Confirm Components to Copy**, select **Finish**. (If you want your start, due and end dates to be offset to match the current term's dates, you can select the Offset all dates of copied components and select the Days before selecting **Finish**.)



8. A progress bar will appear to show the copying process.

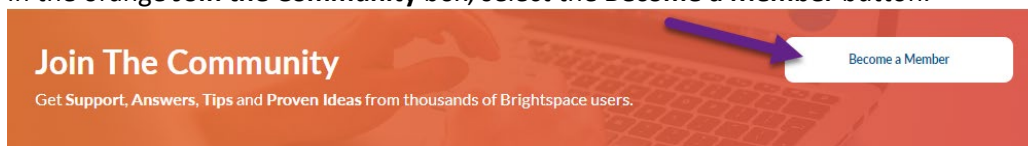
Exercise 7-Find the most common help resources

A) Visit the UWindsor help pages

1. Visit www.uwindsor.ca/brightspace
2. Find the Instructor FAQs
3. Find the Instructor “how-to” page

B) Sign up for the Brightspace Community

1. Go to <https://community.brightspace.com>
2. In the orange **Join the Community** box, select the **Become a Member** button.



3. Complete the sign-up form using your UWin **email address**, “University of Windsor” for the **Company name** and “Instructor” for the **Persona**.
4. Select **Sign Up**.
5. You will need to create a password. Create one that is different than your UWin password. This will allow you access to the Guided Training and other training resources. If you want to access only the community documents, you will not need to log in.



Brightspace Replace Strings

Replace String	D2L definition	Common Description	
{OrgName}	The name of the organization	University of Windsor	
{OrgUnitCode}	The code for the org unit	The course code, Ex: SNBX-kyleti	
{OrgUnitName}	The name of the org unit	Name of the course, Ex: A sandbox for kyleti	
{OrgUnitId}	The id for the org unit	The id for the course, numeric only, Ex: 6797	
{firstname}	first name of user	First name of person accessing course (User specific)	
{InitiatingUserFirstName}	The first name of the initiating user	First name of person accessing course (User specific)	Only works for Intelligent Agents
{lastname}	last name of user	Last name of person accessing course (User specific)	
{InitiatingUserLastName}	The last name of the initiating user	Last name of person accessing course (User specific)	Only works for Intelligent Agents
{UserName}		The username that was used to log in or full name of the person accessing the site (User specific)	
{OrgUnitStartDate}	The start date specified for the org unit	The start date of the accessed course	Only works for Intelligent Agents
{OrgUnitEndDate}	The end date specified for the org unit	The end date for the accessed course	Only works for Intelligent Agents
{InitiatingUserUserName}	The username of the initiating user	The username that was used to log in or full name of the person accessing the site (User specific)	Only works for Intelligent Agents
{InitiatingUserOrgDefinedId}	The Org Defined ID of the initiating user	The username of the person accessing the site (User specific)	Only works for Intelligent Agents
{LoginPath}	The address of the login path for the site	The breadcrumbs to het to the address of the site	Only works for Intelligent Agents
{LastCourseAccessDate}	The date the initiating user last accessed the course	Last date the course was accessed by the user	Only works for Intelligent Agents
{LastLoginDate}	The date the initiating user last logged in	Last login date for the user	Only works for Intelligent Agents