



Brightspace Learning Environment 10.6+

Course Planning - Instructor Guide

Contents

DOCUMENT CHANGE HISTORY	3
ATTENDANCE	3
What are the basics of Attendance?	3
How attendance is calculated	4
Track attendance.....	4
Set your Cause for Concern percentage.....	4
Delete attendance sessions, registers, or schemes.....	5
CALENDAR.....	5
Calendar interface overview	5
Create course events in Calendar.....	6
Change Calendar settings.....	6
Create multiple instances of an event for different groups and sections	7
Change visibility for events	7
Offset dates for events.....	7
CHECKLIST	8
How do checklists organize information?	8
Create a checklist	9
Set release conditions for a checklist	9
MANAGE DATES	10
About Manage Dates.....	10
Offset dates in Manage Dates	10
MANAGE FILES	11
What are the basics of Manage Files?.....	11
Apply content permissions on folders in Manage Files.....	13
Create a Content topic in Manage Files	13
ABOUT D2L.....	14

Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

Revision Date	Summary of Changes
February 4, 2016	Updated <i>Create a checklist</i> topic with default due date information.
May 7, 2015	Initial Release

The content in this guide is applicable to the most recent version of Brightspace Learning Environment unless otherwise noted.

Attendance

What are the basics of Attendance?

The Attendance tool enables you to create registers that track attendance for activities within your organization or course. You can track attendance for any number of activities and customize your registers to suit your needs.

Use the Attendance tool to create sessions to track attendance and define attendance statuses for your activities. You can assign grades for user attendance, view attendance results, and track users that have poor attendance.

How attendance is calculated

The % Attendance field is calculated by adding the total assigned % for each status and then dividing it by the number of statuses that have an assigned %. This is represented using the following illustrated formula:

$\text{Sum of Assigned \%} / \text{Total of statuses with an Assigned \%} \times 100$

To understand how this calculation works in practice, consider a scheme with the following set of statuses:

Symbol	Status Full Name	Assigned %	Order
P	Present	100	1
A	Absent	0	2
L	Late	75	3
AA	Authorized Absent		4

If the associated register has four sessions and you assign a user each of the above statuses (one for each session), their % Attendance field would include the P, A, and L statuses and ignore the AA status since its Assigned % is blank. As such, the user would have a % Attendance of 58.33 $((100+0+75)/(100 \times 3) \times 100 = 58.33)$. Adding an Assigned % of 100 to the AA status would change the user's % Attendance to 68.75 $((100+0+75+100)/(100 \times 4) \times 100 = 68.75)$.

Track attendance

1. On the **Attendance Data** page, click the  **Enter Attendance Data** icon and enter attendance data for your sessions.
2. Use the **Attendance Status** drop-down lists to change the attendance status for your users. You can also click **Set Status** to set the same status for all users.

Set your Cause for Concern percentage

The Cause for Concern metric helps you track learners that fail to meet your attendance requirements by placing the Cause for Concern icon beside their names on the Attendance Data page.

1. From the **Attendance Registers** page, click **New Register** or **Edit Register** from the context menu of an existing attendance register.
2. In the **Cause for Concern** field, enter a percentage that indicates your minimum attendance requirement.
3. Click **Save**.

Delete attendance sessions, registers, or schemes

Deleting a session clears all associated attendance data. Only delete sessions when you are confident that you no longer need the attendance data.

- From the **Attendance Registers** page, do one of the following:
 - To delete sessions in a register or scheme, on the **Edit Register** page, click the  **Delete** icon beside the applicable session. All attendance registers must have at least one session.
 - To delete a register or attendance scheme, from the context menu, click  **Delete**.

Calendar

Calendar interface overview

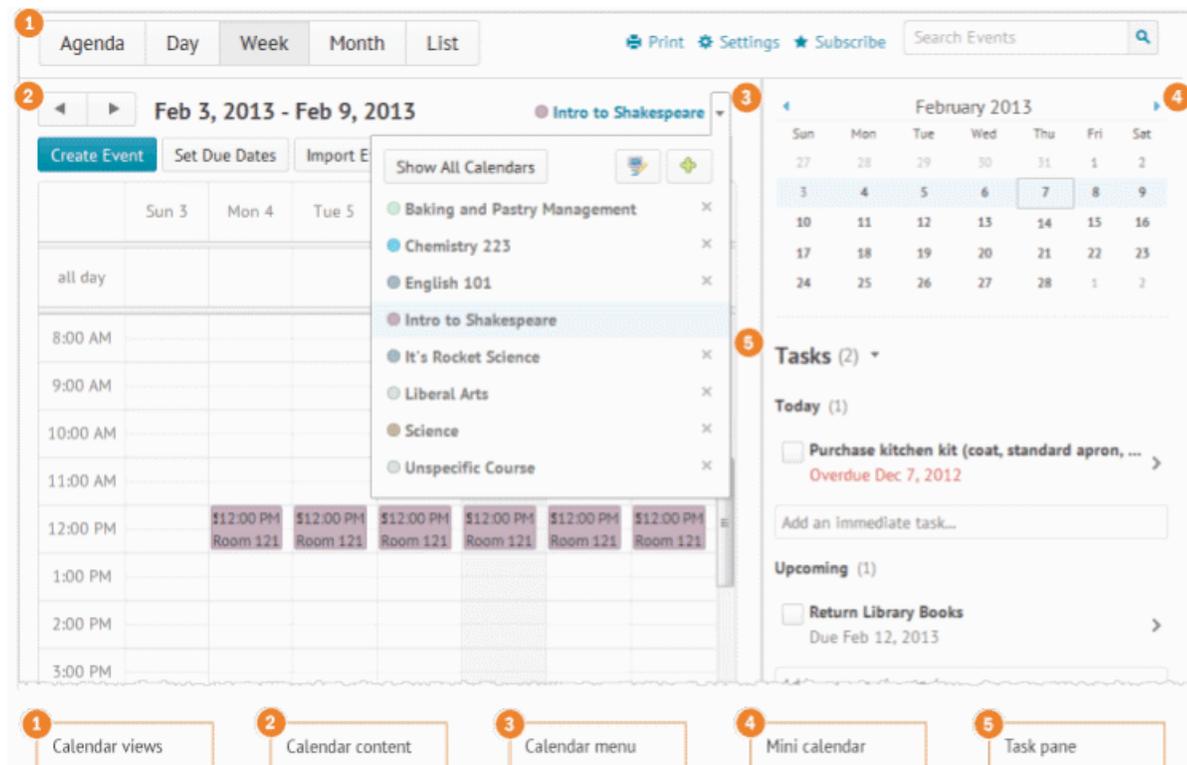


Figure 1: An overview of the Calendar user interface

- Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, and Month views to group your events in daily, weekly, or monthly

increments. Use the List view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.

2) Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.

3) Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.

4) Use the mini calendar to navigate quickly to a specific day, week, or month.

5) Use the task pane to create, track, and maintain personal tasks.

Create course events in Calendar

1. On the navbar, click  **Calendar**.
2. Click **Create Event**.
3. To associate course content with the event, click  **Add Content**. Select the module from which you want to add content. Click **Add**.
4. Do one of the following:
 - If you've associated course content with the event and want to use a custom name for the event, select the **Use custom name** check box. Enter a name for your event.
 - If you have not associated course content with the event, enter a name for your event.
5. To add date and time details to your course event, in the **When** area, click on the provided fields.
6. To add recurrences to the event, click  **Add Recurrence**. Enter your event recurrence details.
7. To add restrictions to the event, click  **Add Restriction**. Enter your event restriction details.
8. To add a location for the event, from the **Location** drop-down list, select the location.
9. Click **Create**.

Change Calendar settings

1. On the navbar, click  **Calendar**.
2. Click  **Settings**.
3. Make your changes.
4. Click **Save**.

Create multiple instances of an event for different groups and sections

If you have more than one group or section participating in the same course event during different time intervals, you can create multiple instances of the same event, tailored to each group or section's needs. The group or section events share the name and description fields, but once you finish creating the events in bulk, they display as individual events.

1. On the navbar, click  **Calendar**.
2. Click **Create Event**.
3. In the **Attendees** area, click  **Add Groups/Sections**. This option will only be available if you have already created at least one group or section for your course.
4. In the **Add Groups** dialog, click on the group or section you want to add.
5. Repeat steps 3-4 until you have added all of the groups and sections you want.
6. Enter the rest of your event details, including any customizations for an individual group or section.
7. Click **Create**.

Change visibility for events

1. On the navbar, click  **Calendar**.
2. From the tool navigation, click **List**.
3. Select the check boxes by any event for which you want to make visibility changes.
4. From the **More Actions** button, click  **Change Event Visibility**.
5. From the **Event Visibility** drop-down list, select your visibility preference.
6. Click **Save**.

Offset dates for events

1. On the navbar, click  **Calendar**.
2. From the tool navigation, click **List**.
3. Select the check boxes by any event for which you want to offset dates.
4. From the **More Actions** button, click  **Offset Dates**.
5. Make your changes.
6. Click **Save**.

Checklist

How do checklists organize information?

Checklists contain categories, which are used to organize checklist items. For example, you might create the categories Week 1, Week 2, and Week 3, and place week-specific checklist items into the appropriate categories. Alternately, you might use a checklist to organize steps of an assignment. You can assign due dates for checklist items.

Essay 1 Checklist

Research ▼

- Present essay topic for approval**
- 5 reference materials**
Due at 11:00 AM on Friday, March 13, 2015

Writing ▼

- Hand in draft thesis**
Due at 11:00 AM on Friday, March 20, 2015
- Finish rough draft of essay**
Due at 11:00 AM on Friday, April 3, 2015

Reviewing ▼

- Exchange essay with classmate; peer review**
Due at 11:00 AM on Friday, April 3, 2015

[Close](#)

Figure 2: Checklist example

Create a checklist

Checklist items must reside in a category.

1. On the navbar, click  **Checklist**.
2. Click **New Checklist**.
3. Enter your checklist details.
4. Click **Save**.
5. On the **Edit Checklist** page, in the **Categories and Items** area, do any of the following:
 - To add a category to the checklist, click **New Category**. Enter your category details and click **Save**.
 - To add an item to the checklist, click **New Item**. From the **Category** drop-down list, select the category for your item. Enter your item details. If you want the item to be due by a certain date or time, select the check box and enter your **Due Date** information. Click **Save**.
Note: The default due date for a checklist item is one month from the current date.
6. Repeat step 5 until you've added all your content to the checklist.
7. Click **Save and Close**.

Set release conditions for a checklist

1. On the navbar, click  **Checklist**.
2. From the context menu of the checklist for which you want to set release conditions, click  **Edit**.
3. In the **Restrictions** tab, do any of the following:
 - Click **Attach Existing**, then select the check box for any condition you want to attach. Click **Attach**.
 - Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional **Condition Details** that appear and click **Create**.
4. To set how accessing the checklist is controlled, from the drop-down list, select if **All conditions must be met** or **Any condition must be met**.
5. Click **Save and Close**.

Manage Dates

About Manage Dates

Use the Manage Dates tool to view, edit, and offset the date availability and set the calendar status of all content topics and modules, discussion topics and forums, assignment submissions folders, grades categories and items, Announcements items, and quizzes in your course from one central location.

These course objects display in a grid that you can sort by any of the column headings. You can also filter the grid by specific tool and use advanced filter options to work with smaller sets of objects. If you filter your course objects, any bulk changes you make apply only to the filtered results. This enables you to update multiple availability dates based on specific criteria.

In addition to managing dates, you can open each course object in a new window by clicking on its name. This launches the object's edit page where you can edit additional properties for that object without leaving the Manage Dates tool.

Offset dates in Manage Dates

The Manage Dates tool enables you to move start dates and end dates forward or backward by a specified number of days. You can use this to move course content forward to a new term.

1. On the navbar, click  **Course Admin**.
2. Click  **Manage Dates**.
3. Select the check box by any item for which you want to offset dates.
4. Click  **Offset Dates**.
5. In the **Offset Dates** dialog, enter your offset details.
6. Click **Save**.

Manage Files

What are the basics of Manage Files?

The Manage Files tool is a file management system for your course. You can use this tool to organize and upload files associated with your course offering. We recommend that you organize your files into folders, creating a folder for each module of content.

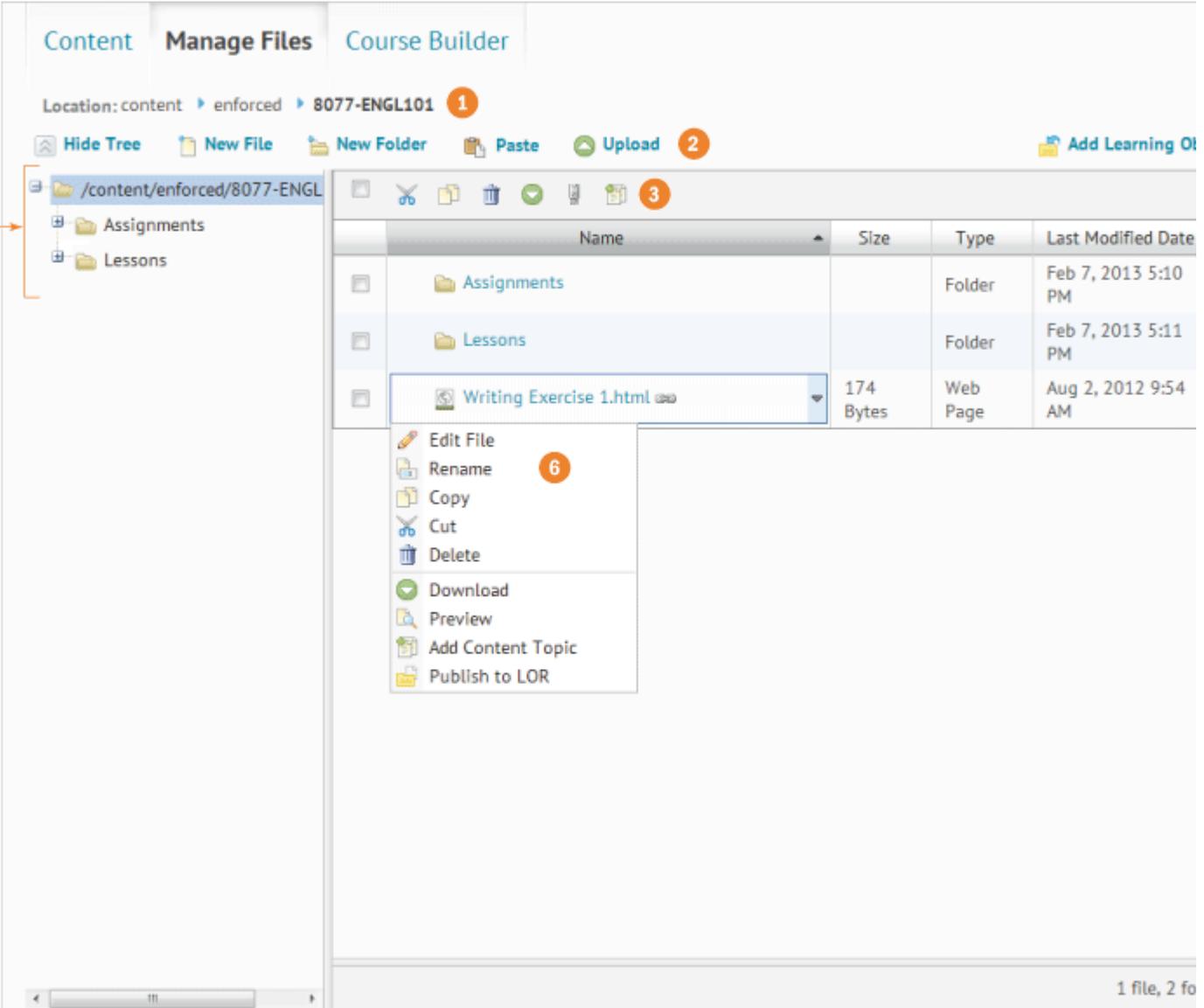
Manage Files enables you to select and upload files from your computer to Learning Environment. You can upload most file types to a content directory in Manage Files, but only files with specific extensions can be used as content topics.

The functions you can perform in Manage Files can be divided into the following two categories:

- **Organize and manage course files and folders:** Perform tasks such as creating, editing, deleting, uploading, moving files and folder, and zipping and unzipping files.
- **Create topics from your files:** You can create topics using files from your course content structure.

When you unzip a file on the Manage Files page in a course, a message notifies you that the operation is happening in the background and that you will be notified when it is complete. This allows you to perform other tasks while waiting for the operation to complete.

When the file successfully unzips, a notification appears in the minibar. Clicking the notification takes you back to the Manage Files page in the course.



The screenshot shows the 'Manage Files' interface in Brightspace. The breadcrumb list at the top indicates the current location: 'content > enforced > 8077-ENGL101'. The interface includes a folder tree on the left, a file grid on the right, and a context menu for the selected file 'Writing Exercise 1.html'. The context menu options are: Edit File, Rename, Copy, Cut, Delete, Download, Preview, Add Content Topic, and Publish to LOR.

Name	Size	Type	Last Modified Date
Assignments		Folder	Feb 7, 2013 5:10 PM
Lessons		Folder	Feb 7, 2013 5:11 PM
Writing Exercise 1.html	174 Bytes	Web Page	Aug 2, 2012 9:54 AM

Numbered callouts in the image identify the following components:

- 1: Breadcrumb list
- 2: Folder bar
- 3: Action bar
- 4: Folder tree
- 5: File grid
- 6: Context menu

Figure 3: Manage Files User Interface

Apply content permissions on folders in Manage Files

If your organization enables the enrollment security configuration variable, users with the role permission **Access Course Files When Enrollment Security is Enabled** can access Manage Files to view and download course files.

If you want to hide specific course files from users, you can store those files in protected folders using folder names that begin with a dot (for example, “.personal_notes”). You can also rename existing folders to protect them. Protected folders are only accessible to users with the **See File Listing** role permission.

1. Create a folder, or edit an existing folder.
2. Add a period at the start of the folder name (for example, “.personal_notes”).

Create a Content topic in Manage Files

You can create a content topic using a file directly from Manage Files. The  Link icon displays beside files in use as topics in the Content tool.

1. On the **Manage Files** page, select the check boxes beside the files you want to designate as topics.
2. From the action bar, click the  **Add Content Topics** icon.
3. On the **Add Multiple Topics** page, from the drop-down list, choose a **Parent Module** for the topics.
4. Enter **Topic Titles**. If you rename a file that is a topic in your course, it automatically updates the file reference in the **Manage Content** area.
5. Click **Add**.

Use caution when moving files and folders if they are referenced in the Content area. Moving a file that is currently in use as a topic might result in a broken link.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

www.brightspace.com (<http://www.brightspace.com>) | **www.D2L.com** (<http://www.d2l.com>)

Contact Us

Phone: 1.519.772.0325 (Worldwide)

Toll Free: 1.888.772.0325 (North America)
0.808.234.4235 (United Kingdom and Europe)
0.800.452.069 (New Zealand)
1.800.656.210 (Australia)
0.800.891.4507 (Brazil)

Fax: 1.519.772.0324

Email: info@brightspace.com

Twitter: @Brightspace

Web: **www.brightspace.com**
(<http://www.brightspace.com>) | **www.D2L.com**
(<http://www.d2l.com>)

© 2016 D2L Corporation.

The D2L family of companies includes D2L Corporation, D2L Ltd, D2L Australia Pty Ltd, D2L Europe Ltd, D2L Asia Pte Ltd, and D2L Brasil Soluções de Tecnologia para Educação Ltda.

Brightspace, D2L, and other marks ("D2L marks") are trademarks of D2L Corporation, registered in the U.S. and other countries. Please visit d2l.com/trademarks for a list of other D2L marks.