Brightspace Instructor Guide
Content

Saint Mary's University
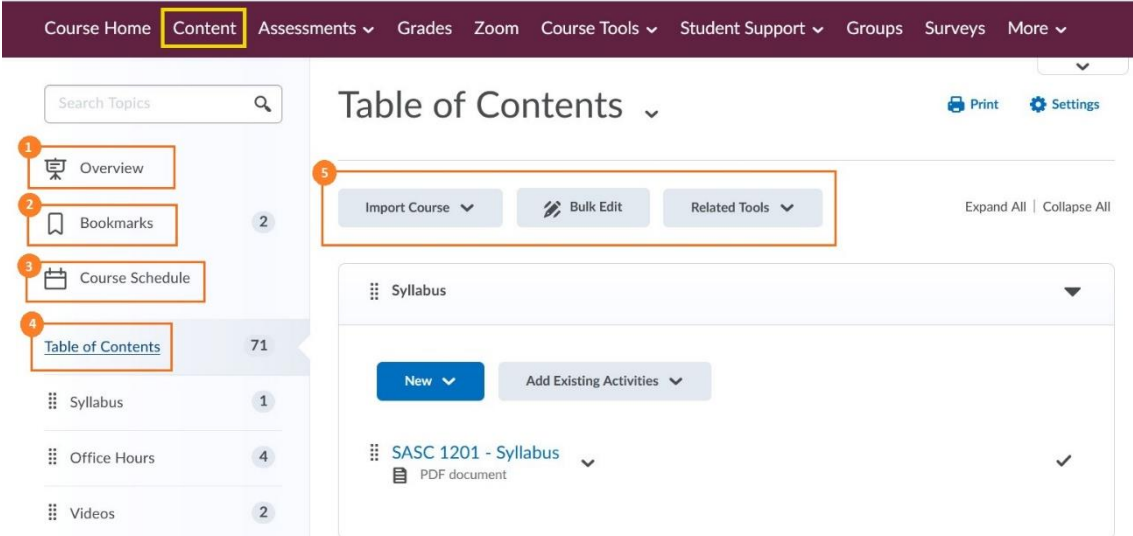
Contents

Content

About the tool

Use the Content tool to post and organize course content so that information about course expectations, course syllabus, lecture noted, and important dates to users clearly.

Course materials you post in Content can include documents, images, media files, Zoom recordings, URL links, and existing course activities. You can add release conditions, grade items, and learning objectives to topics to ensure users navigate through course materials while fulfilling specific course requirements and learning expectations.

You can also monitor class and user progress as students work through course content by setting automatic (determined by the system) or manual (determined by the student) completion tracking.

Content tool overview

1. When users access a course's Content tool for the first time, the first page they land on is the Overview. Use the Overview page to orient users to the course, content materials, and course expectations. If you decide not to add anything to this page, the Overview link and page is hidden from learner' view.

2. Topics you bookmark appear in a list on the Bookmarks page. The number beside the Bookmarks link indicates how many bookmarks you have.

3. The Course Schedule page lists course materials due dates, start dates, end dates, overdue course activities, and other course events for the next seven days. If you set availability dates or a due dates for a course object, it appears in the Course Schedule page and the agenda view in the Calendar tool. The dates listed on this page are not exclusive to content topics; upcoming events include all events within the course from the Calendar tool. The number beside the Upcoming Events link indicates how many upcoming events you have.

4. The Table of Contents panel lists all modules available in your course. The number beside each module name in the Table of Contents panel indicates the number of topics you have set completion tracking for. Use the number totals to determines the task load being put on learners per module.

5. The course content administration options on the Table of Contents page allow instructors to import and copy course content, bulk Course Admin content properties, manage course files, view reports on course content, and restore deleted course items.

> **Course Organization:**
>
> Your course content is organized using content **topics** and **modules**. Use modules to organize the units of your course offering (ex. Week 1, Week 2, etc.) and topics to organize the content of each module (ex. Lesson 1, Lesson 2, etc.).

How to Create a New Module and Add Content (Topics)

You must create a **module** before you can add **topics**. You can create **submodules** (modules within existing modules) to establish a deeper hierarchy.

1. On the **Navbar**, click on **Content**

2. In the **Table of Contents** panel, in the **Add a module field**, enter the name of your new module, and then press **Enter**.

   a. To add a **submodule**, click into the module. In the **Add a sub-module field**, enter the name of your new sub-modules, and then press **Enter**.

3. To add course content (**topics**) to your new module, click on the **module** in which you want to create a new topic.

4. From the **New** drop-down menu do one of the following:

   a. To add a video or audio topic, click on **Video or Audio**

   b. To add existing file from your computer, course offering files, or Shared Files area, click **Upload Files**.

   c. To add a new file, click on **Create a File**. Here you can use HTML templates to create course content directly on Brightspace.

   d. To add a link, click **Create a link**.

   e. To add existing files from Manage Files, click **Add from Manage Files**.

   f. To add a new checklist, click on **New Checklist**

   Syllabus

   Add dates and restrictions...

   Add a description...

   New ⌄   Add Existing Activities ⌄   ✎ Bulk Edit

   Upload Files
   Video or Audio
   Create a File
   Create a Link
   Add from Manage Files
   New Assignment
   New Checklist
   New Discussion
   New Quiz
   New Survey

5. You can also add and create new Assessment tools directly from the Content page. You can always edit and access theses assessments from the Assessments link on the Navbar, after you've set them up in Content. The students will also have access to these assessments from Assessments and Content.

   a. To add a new Discussion topic, click **New Discussion**

   b. To add a new assignment, click **New Assignment**

   c. To add a new quiz, click **New Quiz**

   d. To add a new Survey, click **New Survey**.

6. Follow the prompts on the screen to modify your new topic.

7. To **Add dates and restrictions** to your module, click on Add date and restrictions. Here you can add a start and end date for when you would like
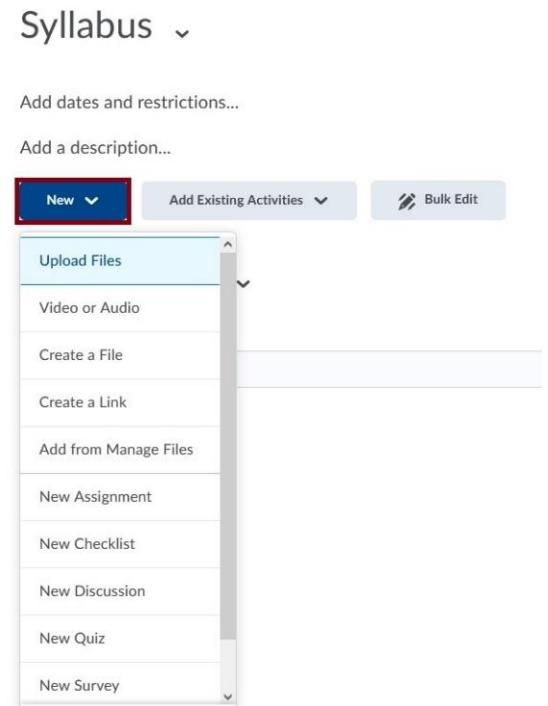
students to have access to the specific module. You can also add Release Conditions.
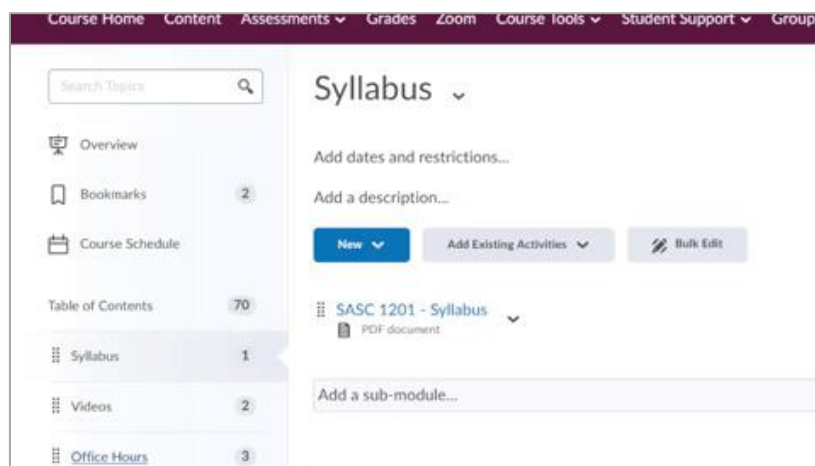
New Module ⌄

Add dates and restrictions...

Add a description...   Edit restrictions for New Module

New ⌄   Add Existing Activities ⌄   Bulk Edit

8. Click on **Add a description** to add a description or intro to the module on the Content page.

9. You can also add existing objects to the module. Click on **Add Existing Activities**. From here you can add: Discussions, links to External Learning tools (e.g. McGraw-Hill Connect, Pearson My lab, OneNote), Quizzes, Assignments, Surveys, Etc.

How to Edit, Delete, or Hide Content

1. To edit the order of content modules or topics, **click and hold** the icon with 8 small squares ⠿ next to the item and **drag** the item to the desired location.

Course Home   Content   Assessments ⌄   Grades   Zoom   Course Tools ⌄   Student Support ⌄   Groups

Search Topics 🔍

🖵 Overview

📖 Bookmarks   2

📅 Course Schedule

Table of Contents   70

⠿ Syllabus   1

⠿ Videos   2

⠿ Office Hours   3

Syllabus ⌄

Add dates and restrictions...

Add a description...

New ⌄   Add Existing Activities ⌄   Bulk Edit

⠿ SASC 1201 - Syllabus   ⌄
📄 PDF document

Add a sub-module...

2. To **delete a module**, **click on the module** from the **Table of Contents** to open it. Click on the **down arrow** next to the module name and select **Delete Module.** Determine if you only want to remove the module from Content or

permanently delete and remove it from the course. Select the appropriate option and click **Delete**.
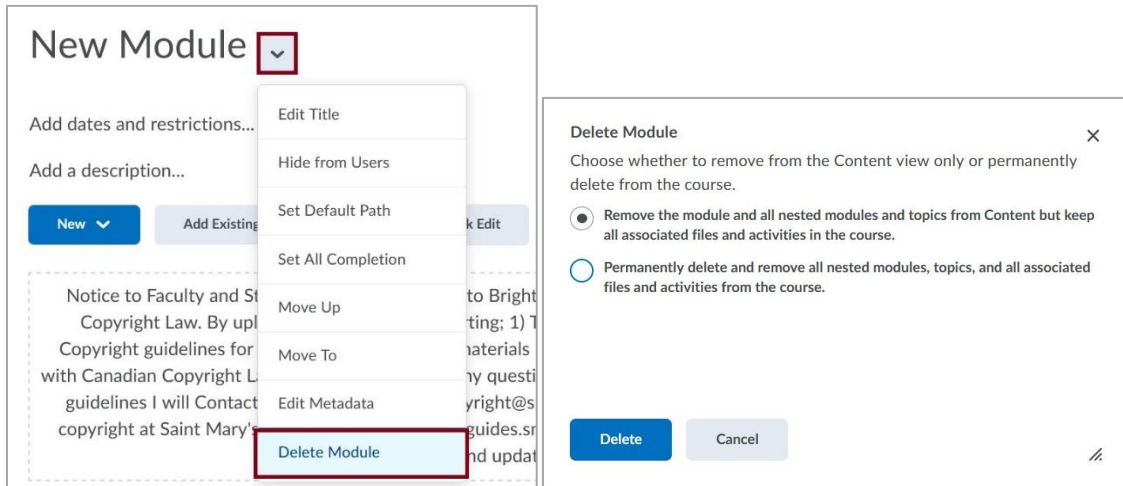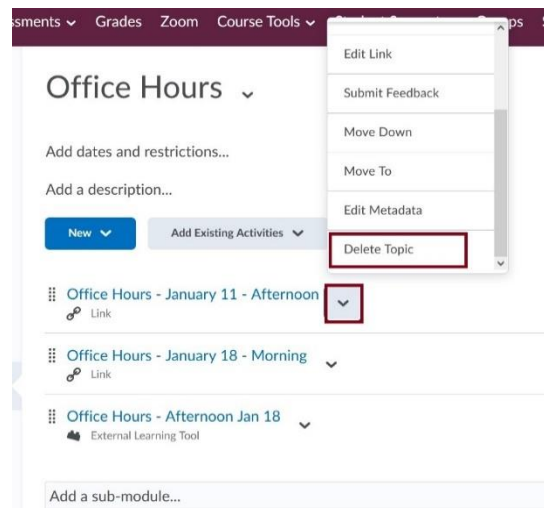

3. To **delete a content topic**, click on the **down arrow** next to the topic and select **Delete Topic**. Determine if you only want to remove the content topic from Content or permanently delete and remove it from the course. Select the appropriate option and click **Delete** (see screen shot above for example).

4. To hide a module or content topic from Learners:

    a. Click on the down arrow next to the module or content topic and select Hide from Users, or

b. Select the visibility icon from the topic or module. A visibility toggle appears to allow you to change between Visible and Hidden

Previewing Course Content as a Student

To Preview your course Content as a Student:

1. In Brightspace, click on the course that you want to work with.

2. Click on **your name** (top-right), then on **View as STUDENT**.

3. Navigate to any part of your course to see what your students will see. **Note:** This view is not always accurate but works well to view Content.

4. All done! To return to your normal view, follow the same steps, and click on the small X next to Viewing as STUDENT.

Copy Course Content from a Previous SMU Course

To Copy course content from one to another follow these instructions:

1. In Brightspace, click on the course that you want to copy content to.

2. Click on the **Course Tools** drop-down menu (top-right) and **select Edit Course.**

3. Under Site Resources, click on **Import/Export/Copy Components**

4. Click on **Copy Components from another Org Unit.**

5. Click on **Search for Offerings**, search by CRN or course name, choose the course, and click on **Add Selected**. **Note:** Only courses that you are registered in as an instructor will appear in the search.

6. Click on **Select Components** and select the desired components from the list. Click on **Continue.**

7. **Select individual components**, if necessary, and then click on **Finish**.

8. All done! Once the transfer is complete, your content will be displayed in the respective sections of the current Brightspace course.
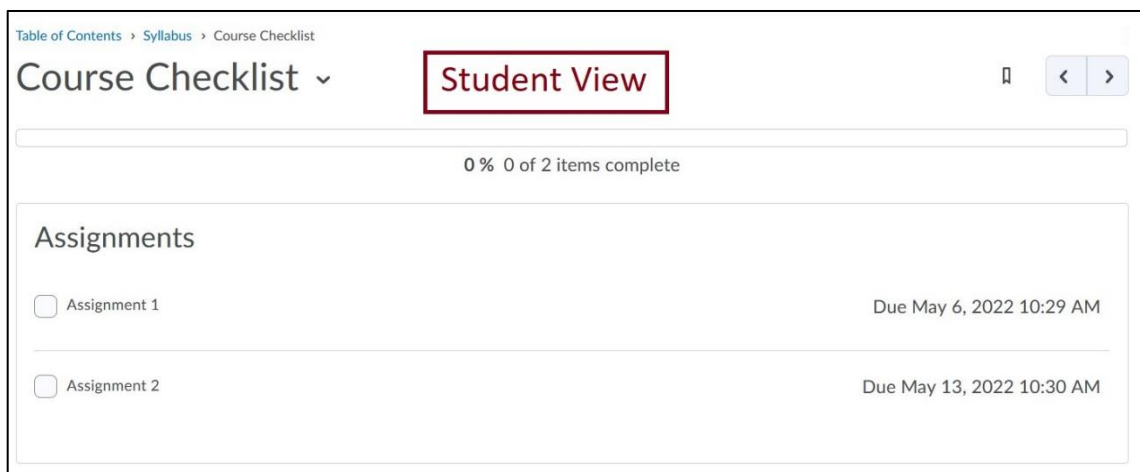
Importing Course Content from a ZIP file or another University

1. In Brightspace, click on the course that you want to copy content to.

2. Click on the **Course Tools** drop-down menu (top-right) and **select Edit Course.**

3. Under Site Resources, click on **Import/Export/Copy Components**

4. Click **Import Components** and click **Start**

5. Click **upload**. Select the .ZIP file you created from your previous course. Click **Open**.

6. Finally, click on **Import all Components**. Once completed all the course components included in your zip file will be added to your course.

Creating a Checklist

1. In Brightspace, click on the course that you want to work with.

2. Click on **Content.**

3. Click on the **Module** to which you wish to add content or click the **Add a Module** textbox below Table of Contents.

4. To create a new Checklist, select **New Checklist** from the **New** drop-down menu. Enter a **title** for the Checklist and enter **instructions if desired**. Select **Publish.**

5. On the next page, select **Add a New List** to create your content. Now, you can name your list by selecting List 1, and begin adding tasks by selecting **Add a New Task.**

6. To edit your first Checklist item, click on **Task 1**. You can also **Add Due Date** and **Add a Description** for the specific task. More tasks can be added to your Checklist by selecting Add a New Task.

7. A Checklist can be further modified by clicking on it within course content

Table of Contents › Syllabus › Course Checklist

Course Checklist ⌄   Student View   🔖 ‹ ›

0 % 0 of 2 items complete

Assignments

☐ Assignment 1   Due May 6, 2022 10:29 AM

☐ Assignment 2   Due May 13, 2022 10:30 AM
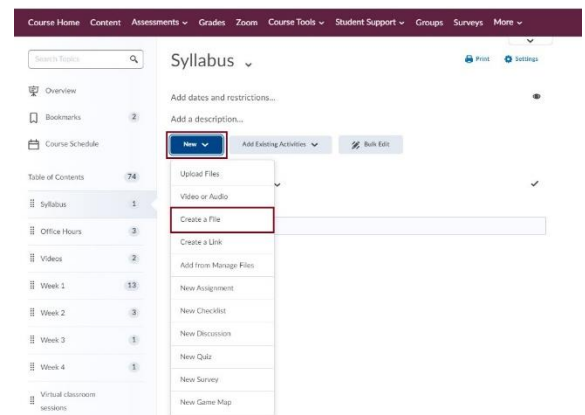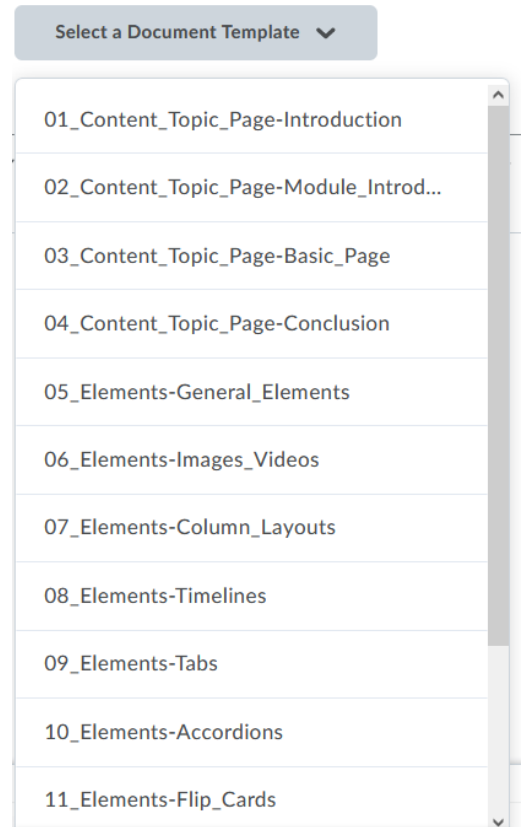
HTML Templates

Style Course Content pages

Style course content pages without having to write code! Our new SMU branded HTML templates are responsive, accessible, and now interactive! Choose the right page layout and then paste styled elements including accordions and tabs into your Brightspace content pages using the HTML Editor in the Learning Environment.
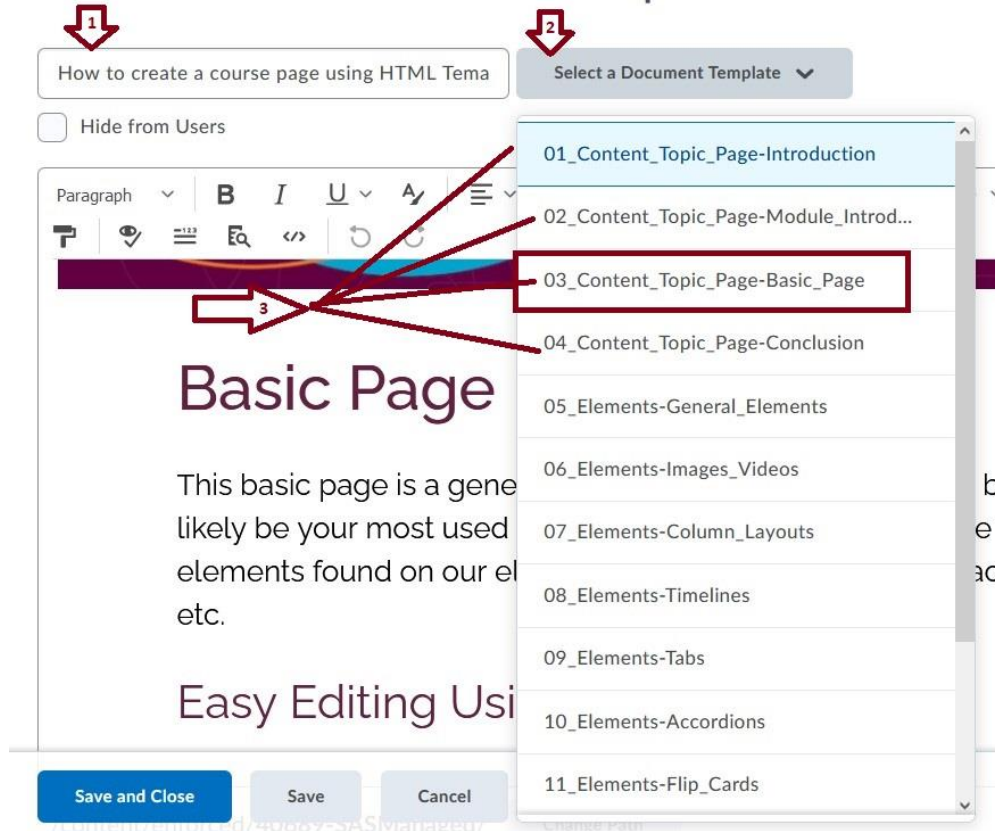
The templates package installed on Brightspace comes with four **Content Topic Pages**, including an Intro page, Module Intro page, Basic page, and Conclusion page. These content topic pages are meant to be used as a starting point for you to build out your course material. There are also a number of dynamic **Elements Pages** that are included which feature interactive elements. You can copy/paste elements from these pages into your topic pages.

How to use the HTML Templates

1. Go to **Content.** Create a **new Module** (or select an **existing Module**) to add your new topic page to.

2. In the module, click on **New** and select **Create a File**.

3. Enter in a **name** for you page (e.g., Module 1 Intro).

4. Click on the **Select a Document Template** drop-down. Select the **Content Topic Page** you would like to use – there are four to choose from: Introduction, Module Introduction, Basic Page, and Conclusion. For this example, we have selected Basic page.

Create a File in "HTML Templates 2022 - Ed

1 How to create a course page using HTML Tema

2 Select a Document Template ⌄

☐ Hide from Users

Paragraph ⌄ | **B** | *I* | U ⌄ | A⁄ | ≡ ⌄

🖌 | 👁 | ≡ | Ea | </> | ↺ | ↻

01_Content_Topic_Page-Introduction

02_Content_Topic_Page-Module_Introd...

03_Content_Topic_Page-Basic_Page

04_Content_Topic_Page-Conclusion

Basic Page

This basic page is a gene... likely be your most used elements found on our el... etc.

05_Elements-General_Elements

06_Elements-Images_Videos

07_Elements-Column_Layouts

08_Elements-Timelines

09_Elements-Tabs

Easy Editing Usi...

10_Elements-Accordions

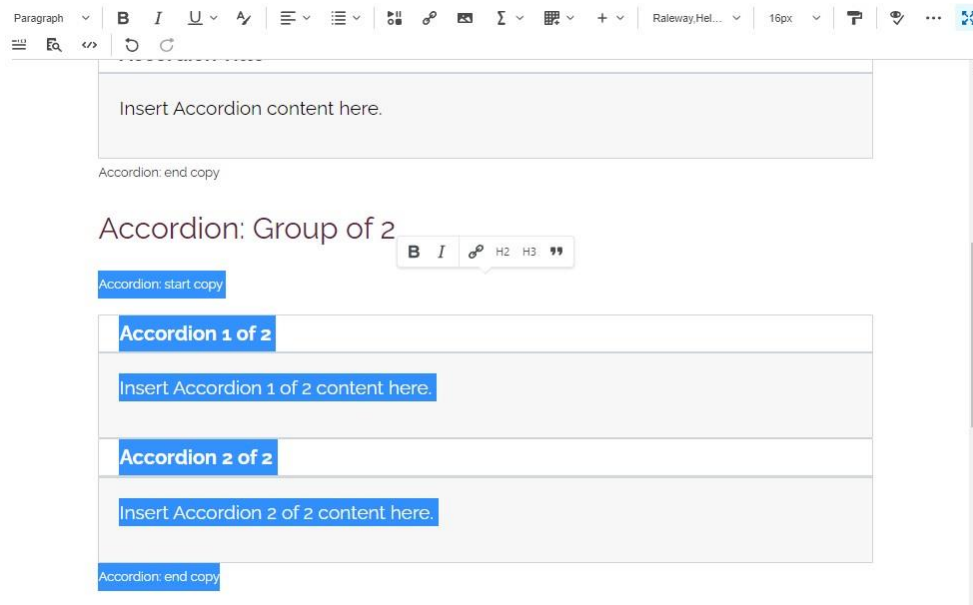11_Elements-Flip_Cards

Save and Close | Save | Cancel

5. When a Content Topic Page is selected it will have content on it already. This Content can be used as a template and will include instructions on how to use the template. You can easily delete and edit the content and replace it with your course materials. Use the HTML editor panel to select different headers and to stylize the page.

Paragraph ⌄ | **B** | *I* | U ⌄ | A⁄ | ≡ ⌄ | ≡ ⌄ | ▶⁝ | 🔗 | 🖼 | Σ ⌄ | ⊞ ⌄ | + ⌄ | -apple-syste... ⌄ | 16px ⌄ | ⋯ | ⤢

↺ | ↻

Paragraph

Heading 1

Heading 2

Heading 3

Heading 4

Blockquote

Code

...lot to learn about each item, but the first priority is for the learner to ...e and learn the list of closely associated items first, then allow them to dig ...y opening the accordion) to learn more.

...ng Accordions

...ny of the following accordions, make sure the page is in 'Edit' mode, select ...g between **start copy** and **end copy** for the specific layout, then copy and ... the HTML Editor on the new page.

6. If you wish to add in elements like accordions, lists, images, etc, open a **new browser tab** (by clicking the plus sign **+** at the top of your browser). Navigate to your course Content page on this new tab.
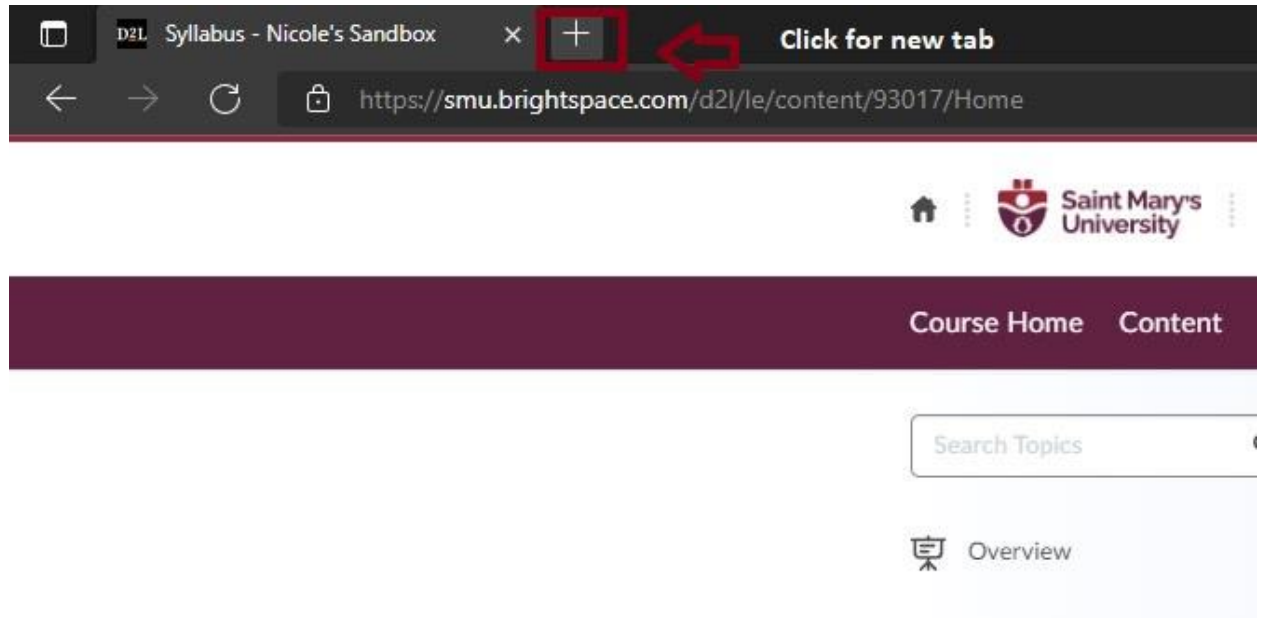
7. Select **New** and **Create a file**. **Select the template** that includes the element you would like to use. (E.g., select 10_Elements – Accordions). Find the desired element and **copy everything from the start copy to end copy**. Each element will have indications on where to start and end the copy.

8. Now go back to the **browser tab which has your content topic page open for editing**. **Paste the element** in the desired location. You should now be able to edit the text/image/video within the elements as you please. There are instructions on the HTLM templates on how to copy and paste the elements as well as how to edit the text and images.

9. This element can now be edited to contain your course material by clicking on the accordion titles and/or inside the accordion box. The accordion element page, as all other element pages, contain instructions on how to edit the content of the elements. This element is also interactive. To check the functionality of the element, click **Save and Close**. Once you're viewing the page outside of Edit mode, you can see how the element works and how the students will see it. In this example the accordions open and close when the titles are clicked on.

10. You can paste numerous different elements on your content topic pages to make the page dynamic and more engaging for students.

Brightspace Audio-Video Experience

In January 2022, there was an update to the Audio-Video experience on Brightspace. When uploading videos to the Content page, your videos will now store and play similarly to VideoNotes. Videos will be converted to playable formats (MP4s) automatically and streamed, viewers can downscale files if they are on slower connections, and they can search inside videos for keywords. D2L has also added some new video editing capabilities including auto-captioning, clipping, chapters, and caption editing.

Introducing Media Editing

Content Owners (those that uploaded the video file) into Content will be able to access Advanced Editing:
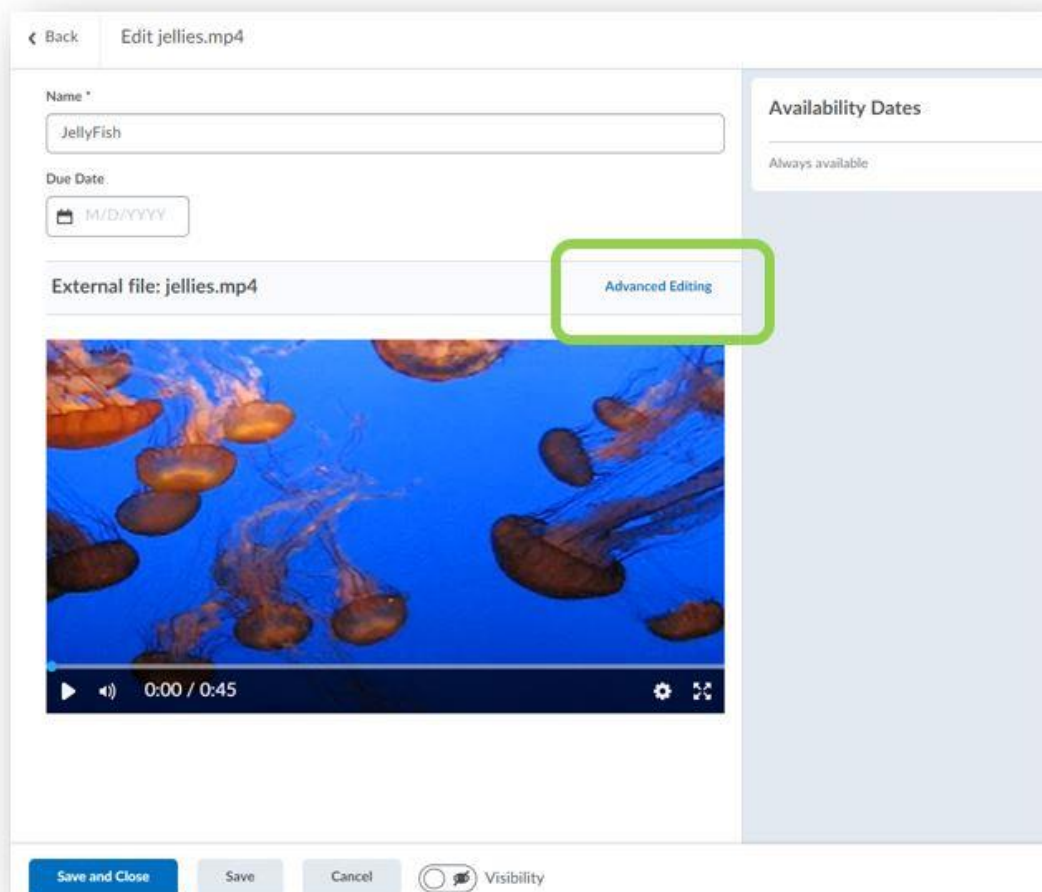
In the Advanced Editor Workflow, you will find:

Timeline Editor: Trim out the slow parts of your video using the **Seek** (arrow) ↑ , **Mark** (line) | , and **Cut** (scissor) ✂ tools. We've improved on our Capture Editor design by also enlarging the timeline for accessibility by clicking and dragging on the tab below the timeline.

Chapters: Create meaningful segments in larger videos with chapters. Chapters appear above the timecode when a user mouses over the timeline.

Closed Captions: Toggle to our new Closed Caption Editor. Select the Language of your file and choose Auto Generate or upload/edit your own Closed Captions.

Versions and Drafts: Roll back to earlier versions and revisit previous edits. The latest **Saved** version appears wherever the file is used within Brightspace.
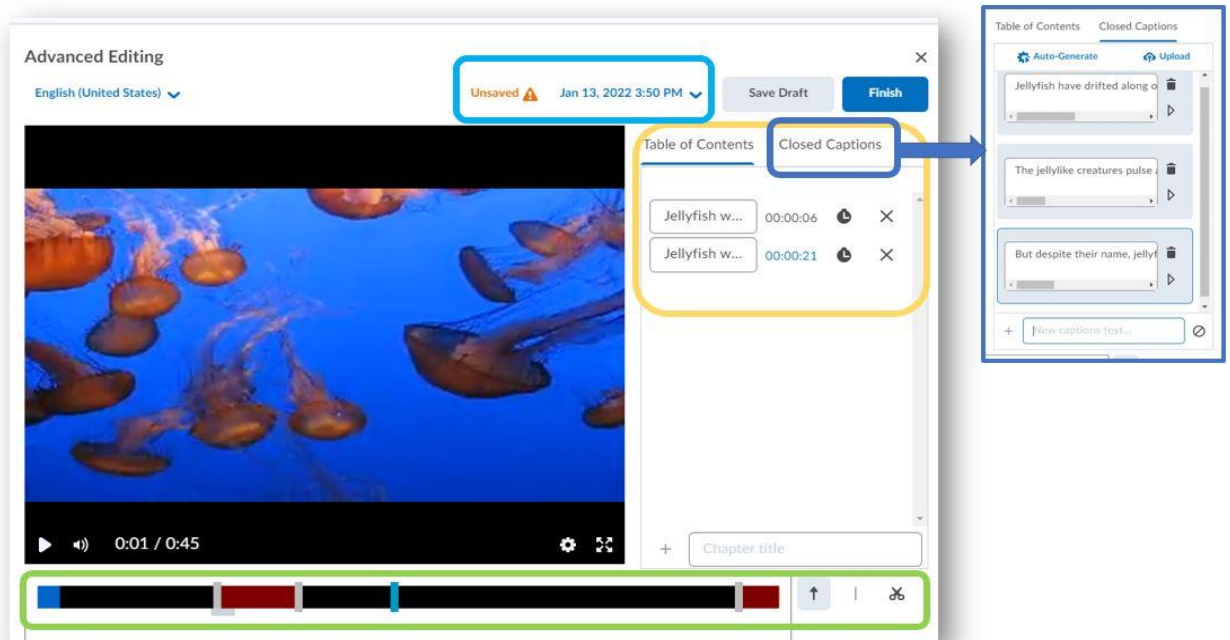
Getting Started with Audio/Video Topics:

New, Consolidated, Media Storage: New media files uploaded as topics in Content (through **New** > **Video or Audio** workflow) will go to the same scalable, streaming storage that VideoNotes have been located for the past few years. Audio/Video Files that were uploaded pre-January 2022 that are located in Manage Files, will not see the Advanced Edit workflow. To migrate these videos to the new Audio/Video workflow you will need to do a manual migration involving downloading and re-uploading your media files.

Adding a Media Topic (file) to Content

In the **Content** tool

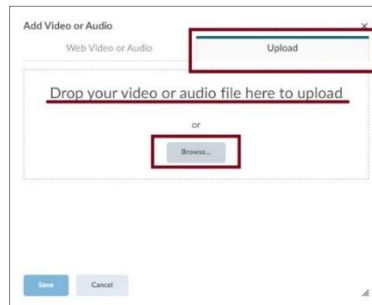1. Select the **Module** you would like to upload your video to.
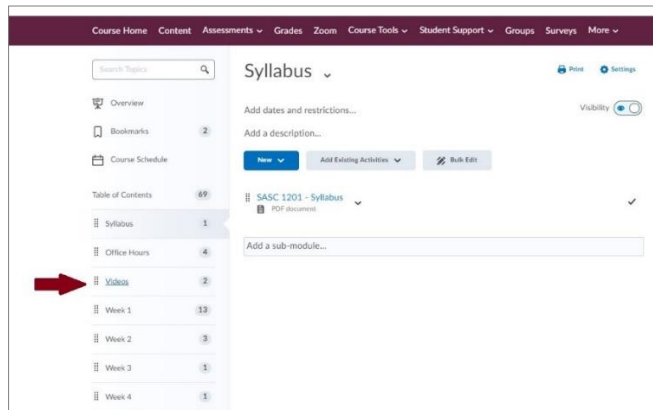
2. Click **New** and select the **Video or Audio** option.
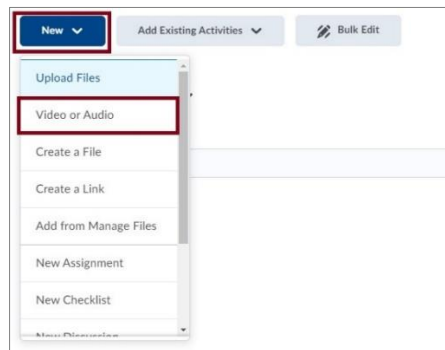
3. In the Add Video or Audio window, select the **Upload** tab.

4. You can use **Browse** or drag your video file into the upload space.

5. The upload process begins. Once the upload is complete, the video may go through a transcoding process depending on the file type. All MP3 and MP4 video files are saved in their original form because they can play in a browser without transcoding. Other files, such as WMV and AVI, which would not play by default, continue to be automatically transcoded. This could take several minutes depending on the length of the video. If the video is transcoding, you will see the following message:
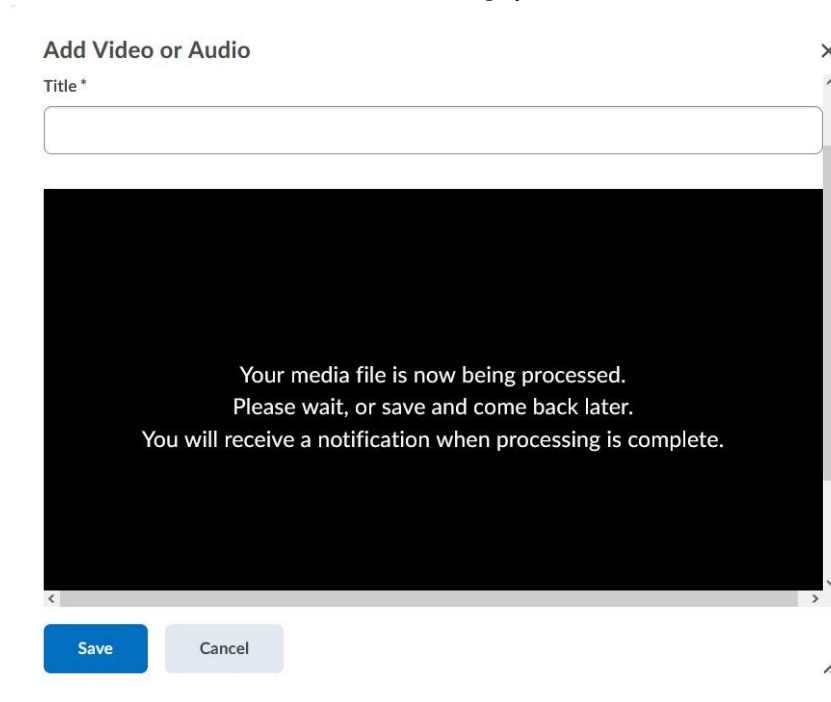

Add a title and choose **Save** if you wish to navigate away from this window to continue working in Brightspace. You will receive a notification when the video is ready. At that time, you can edit your video or publish it.

6. If you chose to wait for the transcoding process to be completed, after completion enter a Title and then select **Advanced Editing** at the bottom of the video, you may need to scroll to see the option.
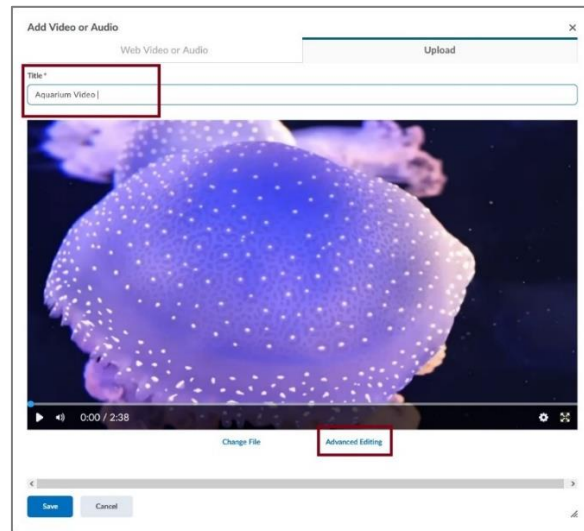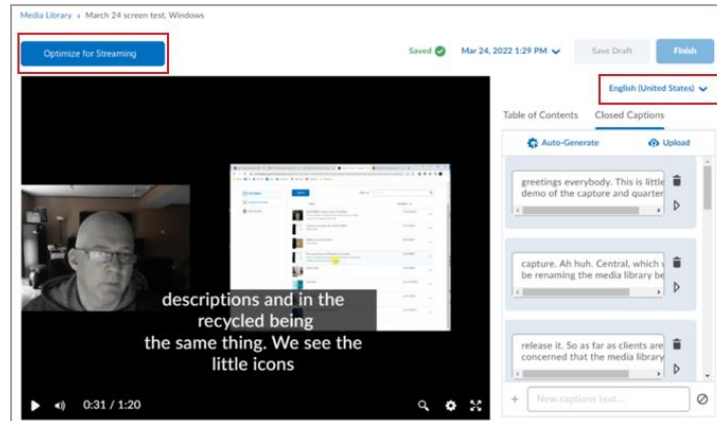

7. The Advanced Editor opens.

8. From the Advanced Editor you can set the language of the video, generate a caption track from the **Closed Captions** tab and access the **Timeline Editing** and **Chapter features**. These features will be discussed in more detail below.
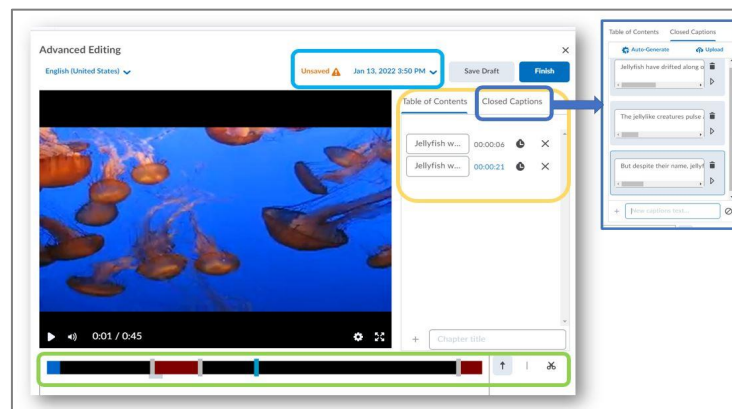
Note: Videos that are drag and dropped into the Classic Content interface will go to Manage Files, and not the new Media Library.

9. If your video did not go through the transcoding process (mp4 or mp3 files), you may wish to optimize the video for online viewing, for example, to reduce the file size or enable multi-bitrate streaming. In the Advanced editor, you can select the option Optimize for Streaming.
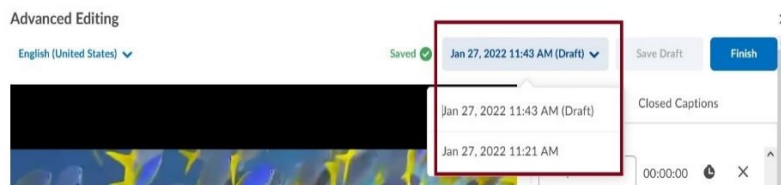

Editing: Timeline Editor

1. To snip out parts of your media file: in the Advanced Editor use the middle icon, **the Mark tool,** to mark places on the timeline at the starting point and ending point of the part you wish to remove.

2. Select **the scissors tool** and click between the two marks to cut it out. The selected section turns red and is not shown playback

   Note: Mousing over the timeline displays a small tab at the bottom of the timeline that can be grabbed and dragged up and down to enlarge the timeline for accessibility.
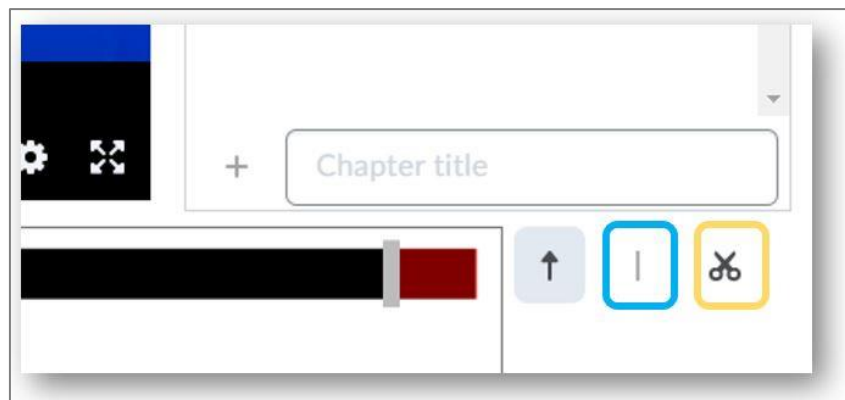
4. To restore the cut section simply click a second time between the two marks.

5. To remove a mark on the timeline, click it again with the **Mark** tool.

6. When you are done editing, you can:

   • **Save Draft** - keeps the changes, but doesn't update the published file(s)

   • **Finish** - saves the changes and publishes a new version of the file

7. Use the version timeline dropdown to return to a previous version of the file. You can move from an older version to your new draft and vice versa.
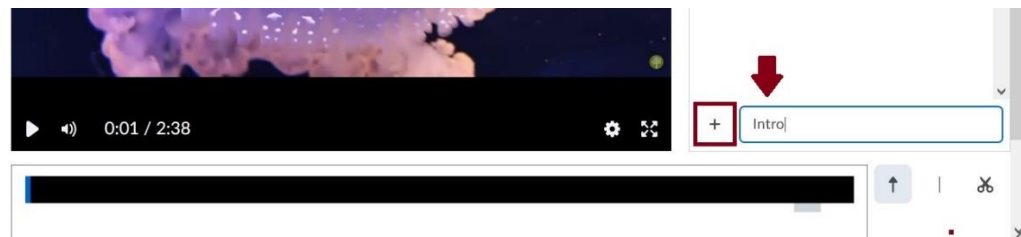

Editing: Chapters

1. When in the Advanced Editor, select the **Table of Contents** tab on the top right side of the video.
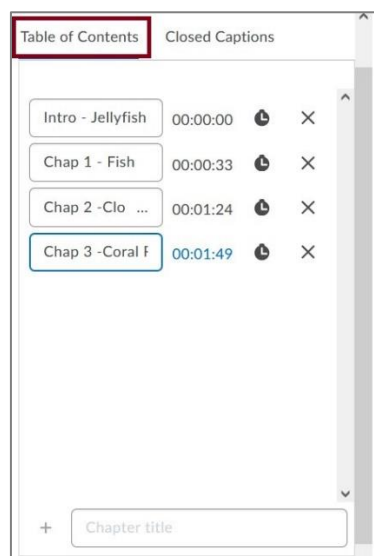
2. Use the **Seek tool** to select a space on the timeline where you want your chapter to start.
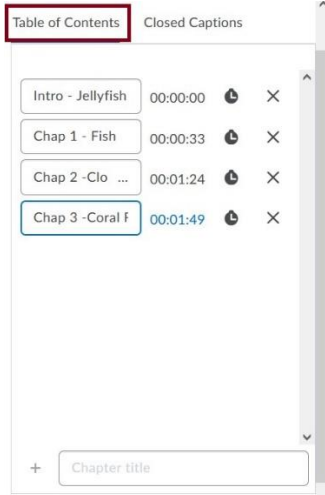

3. Enter your chapter title and click the + button.

4. For the next chapter, select the next spot on the timeline, enter the chapter title and click +.
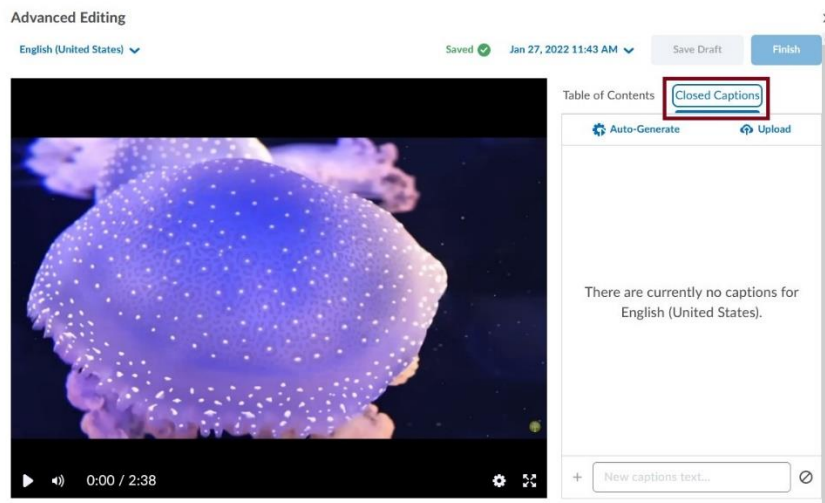

5. If you add an incorrect time, you can update it by selecting a spot on the timeline and clicking the clock beside that Chapter in **Table of Contents**.

6. Click **X** to remove the entry. Click on the chapter name to edit the title.

Editing: Closed Captions

1. To access the Closed Captions Editing tool, click on **the Closed Captions tab** at the top of the Advanced editing page.

2. If you already have a .srt or .vvt file for your video, click on **Upload** to upload the file.

3. If you do not have a caption file, click on **Auto-Generate**. This process can take several minutes to complete. Once it's complete the page will refresh, and you can click on Close Captions again to view the Auto-Generated captions.

4. You can Edit the captions by clicking in the dialogue box and editing the text. You can also edit the embedded time codes by clicking on the arrow under the garbage can. You can delete a segment of test by clicking on the garbage can.

5. Once you are satisfied with your captions click **Save Draft** and then **Finish**. Click **Finish** one more time. Close the editing window and click on Update on the video file. This will update your file on Brightspace.

6. Once the Captions have been generated and saved on a video, Individual users can turn on the captions by clicking on the cog icon on the bottom right on the video to turn them on,
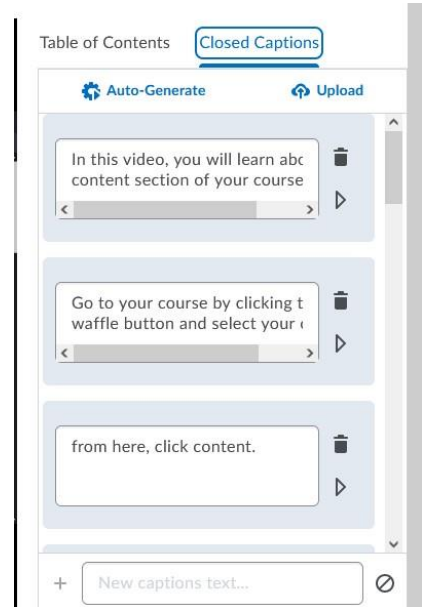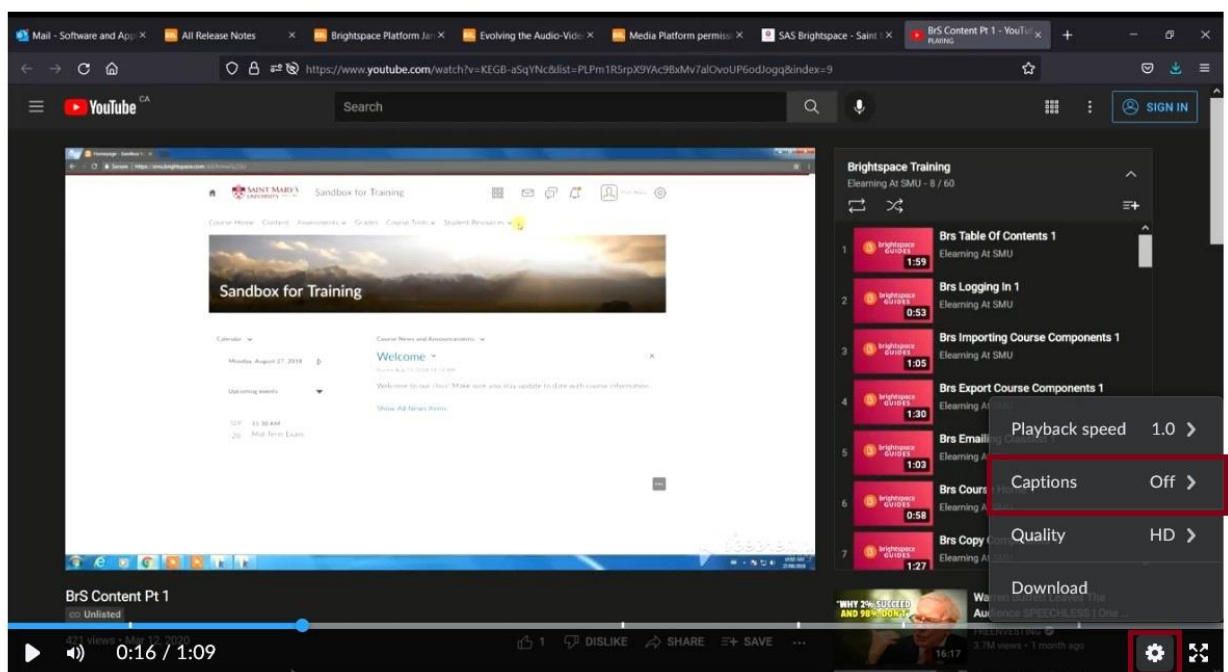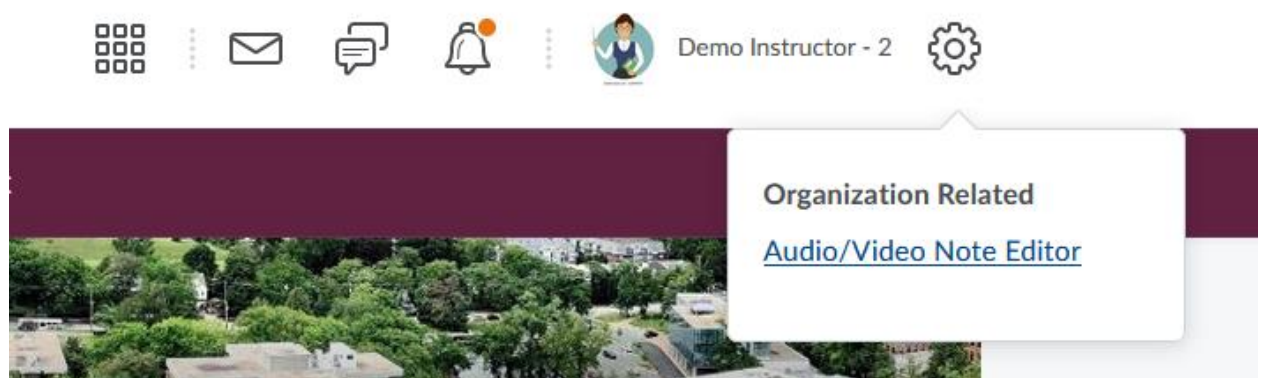
Notes about VideoNotes:

The Advanced Editor is now also available for Video Notes, however currently <u>only through the Org level tool ></u> Audio/Video Note Editor (found in the admin cog/gear). Selecting any Audio or Video Note will open the Advanced Editor directly.


D2L wants to expand the ease of access and streamline the workflows for editing video notes at the time of capturing - this may be in a future release. While some additional users may see the **Audio / Video Note Editor** option, they are unable to use the features. This will be addressed in a future release.

Player Improvements

In the January release, we have also greatly improved the media player that users will see when viewing a media topic.

Quality Control: When viewing a high-definition file *uploaded after the January release*, users are able to switch the video to standard-definition in the player's Gear Menu. This assists with playback in situations with a slow or unstable network.
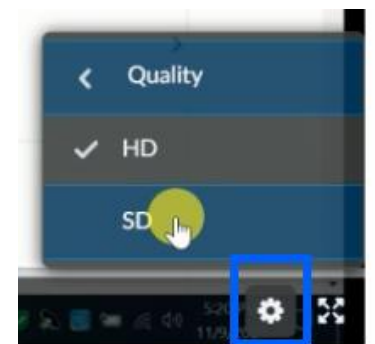
Search: Users also have the ability to search for a keyword in the video caption track and see those spots reflected on the timeline. A caption track must be present for the video and the user must have captions turned on to use the Search option. Improving the visibility of search results will be addressed in a future design.

Important Notes

Any Audio/Video file uploaded to Brightspace before January 20th, 2022 will not have the Advanced Editing options. In order to have access to these new featured on older videos, you will need to download the file and reupload it to your course to make your edits at this time.

At this time, we recommend files of 1GB or less with a max of 2GB for the new audio-video upload workflow. The larger the file, the longer the time to upload and transcode.

Q&A

Editor Options:

1. Do these features only apply to newly uploaded videos?

   - Yes, only newly uploaded videos, uploaded through the above workflows, have access to the new features.

2. Did my option in the admin/org 'Gear / Cog' menu for editing Video Notes change?

   - **Audio/Video Note Captions** was renamed to **Audio/Video Note Editor**

3. Is the Org level tool **Audio/Video Note Editor** the only way to access the Editing features for Video and Audio Notes?

   - Right now, yes.

5. Who will have access to the edit options in the content upload workflow?

   - The content uploader and Admin level users will have access.

6. Do audio files also use the Editor?

   - Audio files support captioning and chapters, but do not support timeline editing at this time.

7. Can editing be done on mobile devices?

- We recommend desktop editing. Editing can be done in mobile browsers, but the Editor is optimized for a mouse at this time.

8. Editing a video will change it in all the places it exists in Brightspace, is there a way to determine where it is used?

   - Not at this time. Please take extra care when making updates.

9. Can an uploader grant another person the ability to edit their video?

   - Not at this time

10. Why doesn't a video uploaded through an assignment submission have access to the new features?

    - Video assignments that are uploaded via the Record a Video option do have the ability to have closed captions added to the video, but do not have access to Advanced Editing options. Assignments require that the content uploaded be locked after submission. We may explore learner-editing in the future. [Here are some instructions](#) for students to upload video assignments.

11. Why doesn't a video uploaded through the File Management system offer these features?

    - File Management is a separate workflow and at the time of release will not support the new features.

12. Are there plans to have these features appear for all videos?

    - We are currently evaluating all our audio and video offerings and are committed to improving the experience across Brightspace.

13. Do the Chapters added appear as text and a cause a break during playback?

    - No, the chapters only appear as points on the timeline.

14. Is it possible to upload a caption track instead of automatically generating one?

    - Yes, a .vtt or .srt file can be uploaded.

Player Improvements:

1. Will all players across Brightspace display these options after release in January?

   - The majority of players will have the search and HD - SD option.

2. Can an SD video be switched to HD?

   - No, only HD videos uploaded following the release will have the SD option.

3. Is a caption track required for the search function?

   - Yes, a caption track is needed.

FAQs

1. **What kind of files can I use for course content?**

Instructors can upload a wide variety of document, image, and video file types to use for course content. To display documents inline, the Document Conversion Service converts documents uploaded to the Content tool into PDFs. The documents are converted during the upload instead of during learning access, which reduces wait times when rendering the documents to learners. For best performance, D2L recommends uploading all non-HTML documents as PDF files, since PDF files do not go through the conversion process. When learners download documents, they are saved in their native file formats.

Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca.

Regular hours: Monday – Friday, 9AM – 5PM.
Summer session hours: Monday – Friday, 9AM – 4:30PM.