

April 5, 2022

Brightspace Instructor Guide

Course Tools

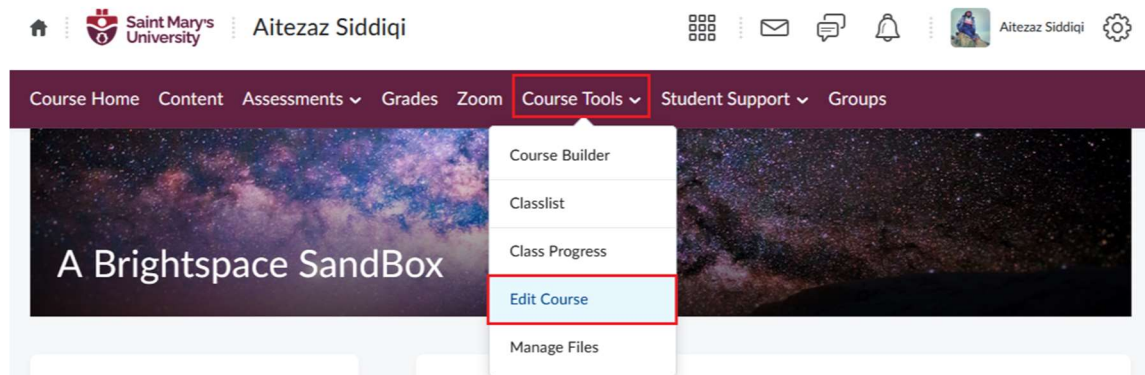


Contents

Edit Course	2
Course Offering Information	2
How to change course Open/Close Date	3
How to make a course visible in Discover (for self-enrollment)	3
Import/Export/Copy Components	4
How to Copy Components from a previous SMU Course	4
How to Import a course from another Brightspace Instance (ex. Dal or NSCC, etc.)	7
How to Export your course to use in another Brightspace Instance	10
Intelligent Agents	12
Other Relevant Course Tools	12
Groups	12
Checklists	18
Surveys	21
Self Assessments	25
Awards	27
Create a new award	27
Add release conditions to an award	30
View Awards for a Classlist	31
Manually Grant Awards	32
Revoke Awards	32
Game Based Learning	33
Add a Game Map in a module of the course content	37
Track learner progress in Game Maps	37
Class Progress	37
Overview	37

Edit Course

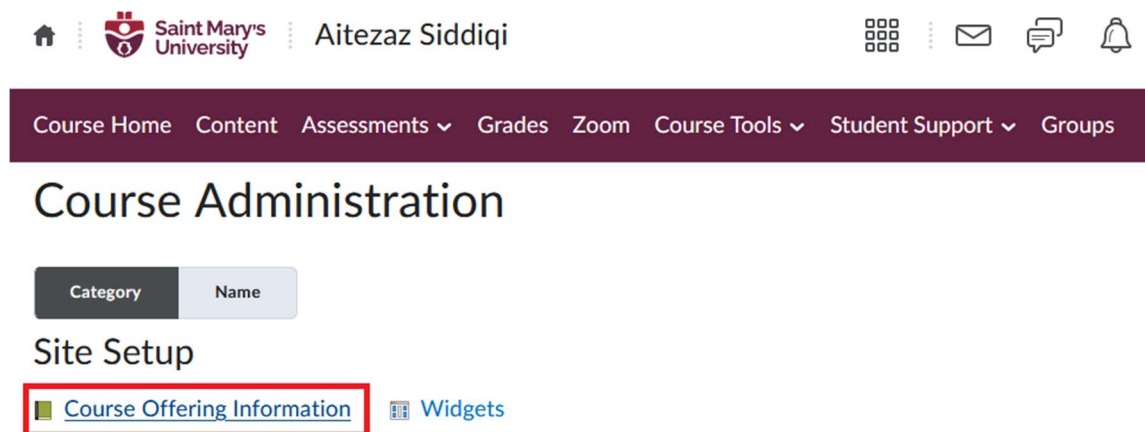
The Course Administration page gives an overview of all things related to courses. You can get to the **Course Administration** page through the **Edit Course** button found in the **Course Tools** drop-down.



Course Offering Information

The Course Offering Information page has the primary options of setting up a course. Here you can change your course start and end dates and add a banner image to your course homepage.

To find the **Course Offering Information** page, click on Course tools from the Navbar of your course, select **Edit Course**, then select **Course Offering Information** (near the top of the page).



How to change course Open/Close Date

The start (open) and end (close) date of a course can be changed through the **Course Offering Information** button in the **Course Administration page**. You can then scroll to the bottom to see the options for changing the dates.

Start Date

Course has start date

End Date

Course has end date

*Note: Leaving the **Course has a start date** checkbox **blank** means immediate access to course, and leaving the **Course has an end date** checkbox **blank** will leave the course open forever. Leaving **both** the checkboxes **blank** will make the course be immediately accessible and remain open until end of time.*

How to make a course visible in Discover (for self-enrollment)

Under **Course Offering Information** there is a checkbox option **Make this course available in Discover so Learners can self-enroll**.

Discover

Make this course available in Discover so Learners can self-enroll

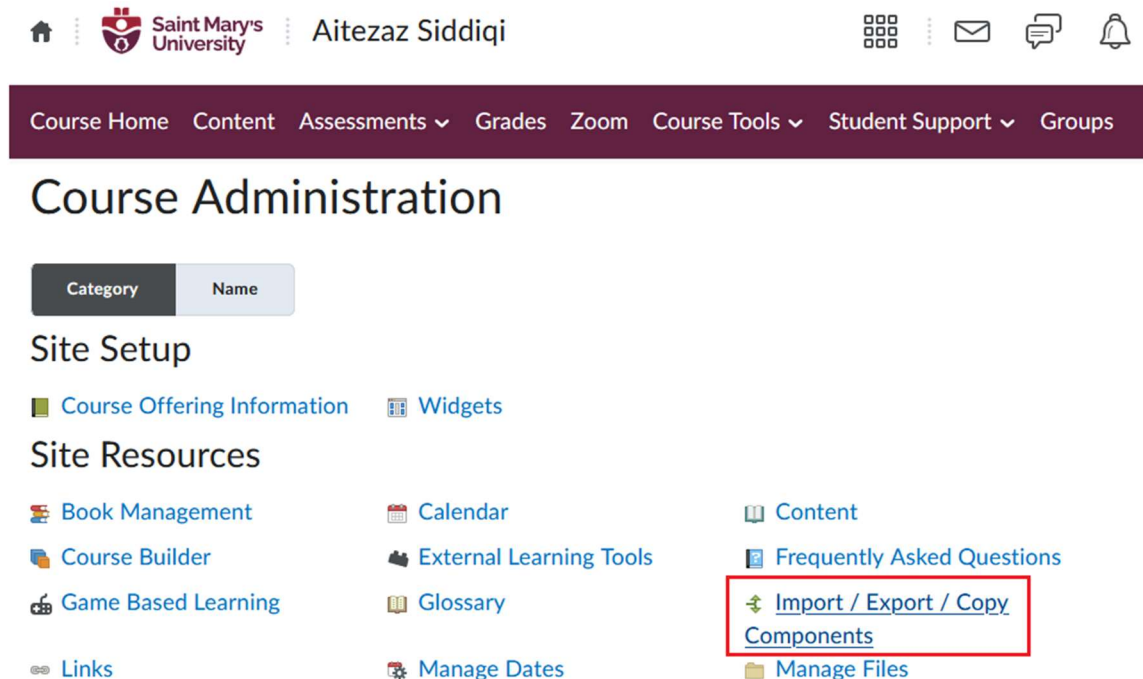
Inactive courses will not be included in Discover

Enabling this checkbox will make the course appear in the **Discover** button in the Brightspace homepage.

Import/Export/Copy Components

The Import/Export/Copy Components page enables users to import, export, or copy **all** or **specific** components from one course to another in the same Brightspace system or to a completely different Brightspace system.

To go to the **Import/Export/Copy Components** page, click on **Course Tools** > **Edit Course**, then select **Import/Export/Copy Components** from the Site Resources sub menu.



Home Saint Mary's University Aitezaz Siddiqi

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

Course Administration

Category Name

Site Setup

- Course Offering Information
- Widgets

Site Resources

- Book Management
- Course Builder
- Game Based Learning
- Links
- Calendar
- External Learning Tools
- Glossary
- Manage Dates
- Content
- Frequently Asked Questions
- Import / Export / Copy Components**
- Manage Files

How to Copy Components from a previous SMU Course

To copy components from a previous SMU course:

1. click on the **Import/Export/Copy Components** button and choose the first option – **Copy Components from another Org Unit.**

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:

Include protected resources

[View History](#)

- Click on the **Search for offering** button to look up a previous course offering. You will get a new pop-up window where you can search for a course by *name (offering name)*, *department*, *semester*, or *CRN*. If you click on the **Show Search Options**, you will get more options to filter your search criteria's.

Select Course Offering

Search In

- Offering Name
- Offering Code
- Offering Path
- Department

Date and Time

- The Beginning
- The End

	Offering Code	Offering Name	Department	Semester
You must perform a search.				

3. Once the specific course is found, click on the **Add Selected** button in the bottom left corner to add the course to the copying process.
4. Now, you can choose to either **Copy All Components** or **Select Components**.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:
 Justin Nagle ×

Include protected resources

[View History](#)

5. To copy the entire course, select **Copy All Components**. This will automatically start copying all the components immediately.
6. To copy on some parts of the course, choose to copy **Select Components**.
 - a. On the next page select the specific components you want to copy by clicking on the check box of the component. You can also **Select individual items to copy** under specific components to only copy some part from that component. (ex. You can choose to only copy some items from Content, or only specific quizzes). Click continue when you are done.
 - b. Select the individual components on the next page, if needed. Once the components are selected, click **Continue**.
 - c. You will then be given the option to **Offset Dates** to change the dates of the components. *Note: Changing the dates in this option is not recommended.*
 - d. Click **Finish**.

Copy Course Components

Choose Components to Copy

[Show the current course components](#)

Select All Components

Calendar (37 item(s))

Copy all items

Select individual items to copy

Checklists (1 item(s))

Copy all items

Select individual items to copy

Content (136 item(s))

Copy all items

Select individual items to copy

Include associated files

External Learning Tool Links (3 item(s))

Copy all items

Select individual items to copy

Content Display Settings

Copy all items

Course Files (3659 item(s))

Copy all items

Select individual items to copy

Discussions (9 item(s))

Copy all items

Select individual items to copy

Copy Course Components History

Justin Nagle

Copy Selected Components Started: s3607751, Tuesday, July 26, 2022 12:36 PM ADT

Copy Completed: Jul 26, 2022 12:36 PM 

How to Import a course from another Brightspace Instance (ex. Dal or NSCC, etc.)

To import components from another Brightspace instance, click on the **Import/Export/Copy Components** button and choose the **Import Components** option and then **Start**.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:

Search for offering

Include protected resources

[View History](#)

Export as Brightspace Package
[What is a Brightspace Package?](#)

Export as Common Cartridge
[What is Common Cartridge?](#)

Export as Thin Common Cartridge
[What is Thin Common Cartridge?](#)

Import Components
[View Import History](#)

Start

If you have a course package, select that file after clicking **Upload**. Then, you will have the option to **Import All Components** or **Advanced Options...**

Import Course Package

Select File

You are about to import a course from a file.

You can upload files up to a maximum of 2 GB.

 D2LExport_121935_Sandbox_2... (1.43 KB) ✕

[What is a course package? >](#)

[What is supported? >](#)

[Can I import only parts of my course? >](#)

Import All Components

Advanced Options...

Cancel

The **Import All Components** will import all the components. Once you click this button, it will start importing immediately without asking for any confirmation.

The **Advanced Options...** will give you option to import specific components, but it is going to read the course package first. You can still check the **Select All Components** checkbox to select all components. You will also have the option to **Offset Dates** to change the dates of the components. *Note: Changing the dates in this option is not recommended as it is somewhat confusing.*

Reading Your Course Package (Step 2 of 5)

Status:

Your course package is being analyzed to discover available components for import.

- ✓ Downloading the file
- ✓ Reading the package

Continue

Go Back

Cancel

Customize Your Course Package (Step 3 of 5)

Select Components to Import

Select All Components
 Intelligent Agents

Advanced Options

Import file to:

/content/enforced/121935-Sandbox/

[How do I select where to import the file to?](#)

When an existing file is encountered:

Overwrite the existing file
 Do not overwrite the existing file

[What happens if I overwrite the file?](#)

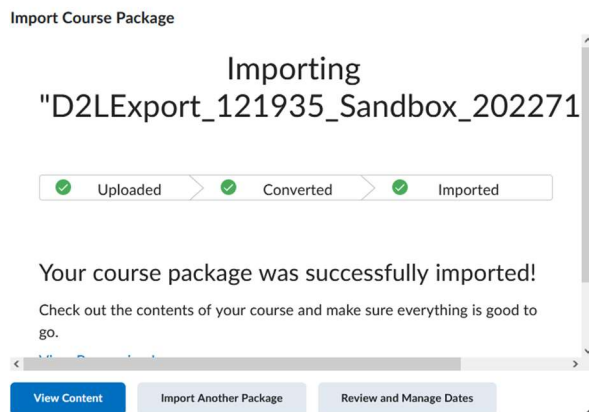
Import metadata
[What is metadata?](#)

Offset all dates of imported components

Offset by direction and range
 Calculate range between two dates

Once the importing process is complete, you will receive an import successful message in a new window.

Note: You would need a Brightspace package, Common Cartridge, or Thin Common Cartridge file to import it to Brightspace. The file you want to upload must be less than 2 GB otherwise you cannot upload it on Brightspace.



Import Course Package

Importing

"D2LExport_121935_Sandbox_202271"

Uploaded > Converted > Imported

Your course package was successfully imported!

Check out the contents of your course and make sure everything is good to go.

How to Export your course to use in another Brightspace Instance

To export components from Brightspace, click on the **Import/Export/Copy Components** button and choose any of the three options.

- **Export as Brightspace Package**
 - This is usually the most used among the three options. The Brightspace Package is the standard export for Brightspace LMS. It contains all the necessary resources you need to share your course with another Brightspace site.
- **Export as Common Cartridge**
 - Common Cartridge is a specification developed by the *IMS Global Learning Consortium*. The specification describes a set of open standards for content, assessment, and digital content that allows publishers and content creators to create LMS-independent course packages. Brightspace exports as *IMS Common Cartridge 1.3*. This export type is rarely to never used.
- **Export as Thin Common Cartridge**
 - Thin Common Cartridge (Thin CC) is a specification developed by the *IMS Global Learning Consortium*. The Thin CC standard is a subset of Common Cartridge developed to package Learning Tools Interoperability (LTI) Links, Web Links, and metadata. Brightspace exports as *IMS Thin CC 1.3*. This export type is rarely to never used.

Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

- Include protected resources

[View History](#)

- Export as Brightspace Package

What is a Brightspace Package?

- Export as Common Cartridge

What is Common Cartridge?

- Export as Thin Common Cartridge

What is Thin Common Cartridge?

- Import Components

[View Import History](#)

You then have the option to export all the components by selecting **Select All Components** or you can choose individual components and further

choose to **Export all items** from that individual component or **Select individual items to export** to export individual items from that specific individual component.

Select Course Material

Select Components to Export

Select All Components

Calendar (37 item(s))

Export all items

Select individual items to export

Checklists (3 item(s))

Export all items

Select individual items to export

Content (39 item(s))

[Export all items](#)

[Continue](#) [Go Back](#) [Cancel](#)

You will then get a confirmation page showing you all the components selected. Under **Additional Components to Export**, you can check the **Include course files in the export package** checkbox to include all the course files that has been uploaded by the current instructor of the course. *Note: This option will not include any of the files uploaded by any students on the course.*

Confirm Components to Export

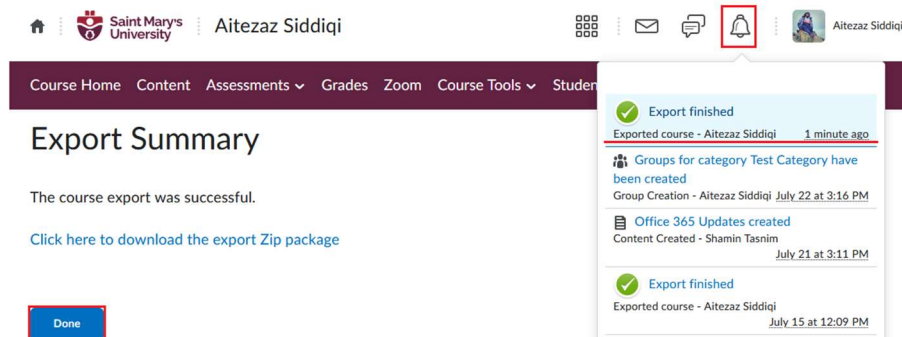
Confirm Components to Export

Checklists
Export all items. [Modify](#)

Additional Components to Export

Should I include course files?
 Include course files in the export package

[Export](#) [Go Back](#) [Cancel](#)



The screenshot shows the course export summary page and a notification panel. The page title is "Export Summary" and it states "The course export was successful." Below this, there is a link to "Click here to download the export Zip package" and a "Done" button. The notification panel on the right shows a green checkmark and the text "Export finished" for the current course, along with other notifications like "Groups for category Test Category have been created" and "Office 365 Updates created".

Intelligent Agents

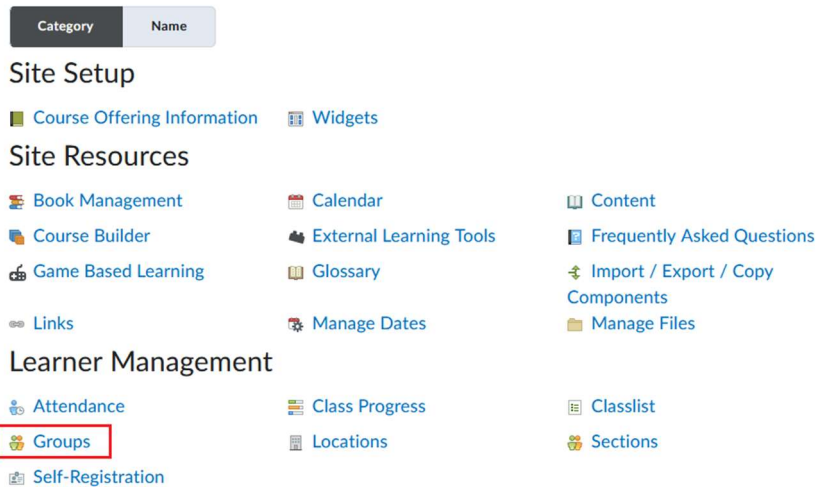
??

Other Relevant Course Tools

Groups

The groups tool can be used to organize users' work on assignments and projects or for creating a special work area for users with different learning needs. To access the **Groups** tool, go to Course **Tools** > **Edit Course** and select **Groups** from the Learner Management sub menu.

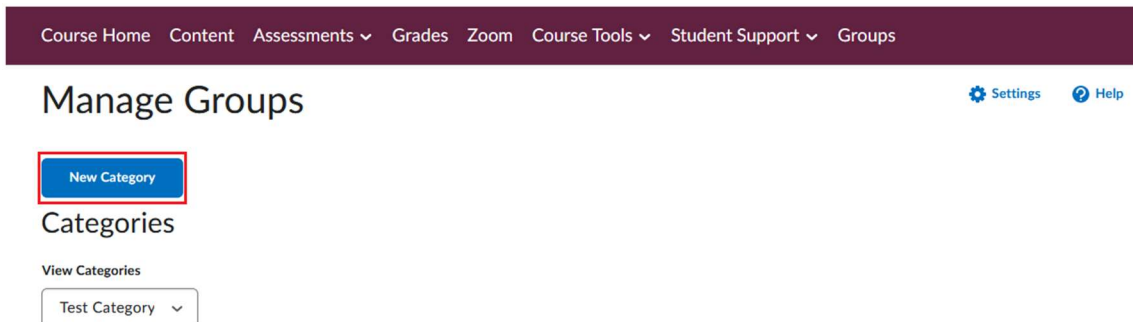
Course Administration



The screenshot shows the Course Administration menu with the following sections and items:

- Category** | **Name**
- Site Setup**
 - Course Offering Information
 - Widgets
- Site Resources**
 - Book Management
 - Course Builder
 - Game Based Learning
 - Links
 - Calendar
 - External Learning Tools
 - Glossary
 - Manage Dates
 - Content
 - Frequently Asked Questions
 - Import / Export / Copy Components
 - Manage Files
- Learner Management**
 - Attendance
 - Groups** (highlighted with a red box)
 - Self-Registration
 - Class Progress
 - Locations
 - Classlist
 - Sections

1. To get started with creating a group, a **Group Category** needs to be created.



The screenshot shows the Manage Groups interface with the following elements:

- Navigation bar: Course Home | Content | Assessments | Grades | Zoom | Course Tools | Student Support | Groups
- Settings and Help icons
- New Category** button (highlighted with a red box)
- Categories section
- View Categories dropdown menu (currently showing Test Category)

2. Click the blue **New Category** button. Give the category a name (mandatory) and description. Then, choose an enrollment type –

- a. **# of Groups – No Auto Enrollments:** This option enables you to choose the number of groups with no automatic enrollment feature. So, users would have to be manually put into the groups.
- b. **Groups of #:** This option allows you to set the numbers of users per group. Therefore, the number of groups will be automatically created based on how many users there are if auto enrollment is selected.
- c. **# of Groups:** This option allows you to set the number of groups. Therefore, the number of users will be distributed evenly amongst the groups if auto enrollment is selected.
- d. **Groups of # - Self Enrollment:** This option allows you to choose the number of users per group, thus, the number of groups created will be dependent on the number of users.
- e. **# of Groups - Self Enrollment:** This option allows you to set the number of groups. Therefore, the number of users will be distributed evenly amongst the groups.
- f. **# of Groups, Capacity of # - Self Enrollment:** This option enables you to choose both the number of groups and the number of users per group..

If you want to know more details about the different enrollment types, go to this [link](#).

New Category

Category Information

Category Name*

Description

Paragraph

B *I* U ~~A~~ [List Icons] [Table Icon] [Link Icon] [Image Icon] [Media Icon] [Code Icon] [Quote Icon] [Table Icon] [More Icon]

Lato (Recom... 19px ...

Enrollment Type

of Groups - No Auto Enrollments

of Groups - No Auto Enrollments

Groups of #

of Groups

Groups of # - Self Enrollment

of Groups - Self Enrollment

of Groups, Capacity of # - Self Enrollment

Save Cancel

- After choosing an **Enrollment Type**, you can give a distinctive code/prefix to each group name. If this option is left blank, the prefix will default to 'Group.' Meaning, the names of all the groups would be whatever the prefix is set as with a number beside it (starting from 1).

Enrollment Type

of Groups, Capacity of # - Self Enrollment ▼

Number Of Users *

3

Number of Groups *

10

Restrict Enrollments To *

No restrictions ▼

Group Prefix

EXAMPLE

Advanced Properties

▼ Hide Advanced Properties

Groups Options

Set Self Enrollment Start Date ?

7/26/2022
12:00 AM

Set Self Enrollment Expiry Date ?

7/27/2022
12:00 AM

Allocate unenrolled users after Self Enrollment Expiry Date ?

Save

Cancel

- Under **Advanced Properties**, few options will only be available depending on the **Enrollment Type** chosen. Example –
 - If option a is chosen from the **Enrollment Type**, you will have one checkbox option.
 - **Make category and group descriptions visible to group members:** Checking this box will allow the group members to see the category and group descriptions for their group.

- If option b or c is chosen from the **Enrollment Type**, you will have three checkbox options available.
 - **Auto-enroll new users:** It will enable the auto-enroll feature and will add new users to the group with fewest users automatically.
 - **Randomize users in groups:** This option will enable the randomization option. It will enroll users into groups randomly if chosen. Otherwise, users will be enrolled based on their order in the Classlist.
 - **Make category and group descriptions visible to group members:** Checking this box will allow the group members to see the category and group descriptions for their group.
- If option d, e, or f is chosen from the **Enrollment Type**, you will have two checkbox options available.
 - **Set Self Enrollment Start Date:** If this checkbox is checked, users will not be able to self enroll themselves before the start date.
 - **Set Self Enrollment Expiry Date:** If this checkbox is checked, users will not be able to self enroll themselves after the expiry date. You also have the option to check the **Allocate unenrolled users after Self Enrollment Expiry Date** checkbox if you want unenrolled users to be automatically enrolled randomly in a group. This checkbox/option will only work after the self enrollment expiry date passes. It also adds group members beyond the capacity of groups, if applicable. The automatic enrollment recurs at a set interval after the expiry date to ensure that all users are assigned to a group.

Note: If neither the start nor the expiry date is checked, the groups will always be available for enrollment. Instructor can also manually enroll students even if self enrollment option is selected.

5. Under **Additional Options**, you can create separate workspace for the each of the groups. You can check the **Set up discussion areas** or the **Set up assignments** checkbox to create a separate discussion area or create assignment, respectively.

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas 

Forum *

Mysteries  [New Forum] 


Create new topic

Create a new topic to restrict with this group category.

Attach to existing topic

Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

Set up assignments 

Text submission 

Save

Cancel

You can limit the assignment submission if you check the **Set up assignments** box to file, text, on paper submission or observed in person submission types. If you do choose to set up an assignment by checking the box, you will be taken to the **Create Assignments** page to complete the assignment creation process.

*Tip: Enable the options in the **Create Workspace** area only after you have customized your group names. The discussions areas are then created with the customized group names right away, and you do not have to edit their names manually later.*

Information: Group Creation

Your groups are currently being created in the background. This may take a few minutes. You will receive a notification when this is complete.

OK

//

New Category

Categories

View Categories

Test Category 2 ▾

Test Category 2 (10) ▾

 Email  Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions
<input type="checkbox"/>	EXAMPLE 1	0/3		
<input type="checkbox"/>	EXAMPLE 2	0/3		
<input type="checkbox"/>	EXAMPLE 3	0/3		
<input type="checkbox"/>	EXAMPLE 4	0/3		
<input type="checkbox"/>	EXAMPLE 5	0/3		
<input type="checkbox"/>	EXAMPLE 6	0/3		
<input type="checkbox"/>	EXAMPLE 7	0/3		
<input type="checkbox"/>	EXAMPLE 8	0/3		
<input type="checkbox"/>	EXAMPLE 9	0/3		
<input type="checkbox"/>	EXAMPLE 10	0/3		

Checklists

The checklist tool can be used to organize and manage week-specific course items. A checklist contains categories which are used to organize checklist items with due dates.

Course Administration

Category
Name

Site Setup

- [Course Offering Information](#) ■ [Widgets](#)

Site Resources

- [Book Management](#)
- [Calendar](#)
- [Content](#)
- [Course Builder](#)
- [External Learning Tools](#)
- [Frequently Asked Questions](#)
- [Game Based Learning](#)
- [Glossary](#)
- [Import / Export / Copy Components](#)
- [Links](#)
- [Manage Dates](#)
- [Manage Files](#)

Learner Management

- [Attendance](#)
- [Class Progress](#)
- [Classlist](#)
- [Groups](#)
- [Locations](#)
- [Sections](#)
- [Self-Registration](#)

Assessment

- [Assignments](#)
- [Awards](#)
- [Checklists](#)
- [Competencies](#)
- [Grades](#)
- [Quick Eval](#)
- [Quizzes](#)
- [Rubrics](#)
- [Self Assessments](#)
- [Surveys](#)

To access the **Checklist** tool, go to **Course Tools > Edit Course** and select **Checklist**.

1. Click the blue **New Checklist** button and enter your checklist details. You will be taken to the **Edit Checklist** page after you select **Save**.

Checklists

New Checklist
More Actions ▼

Checklists

Checklist Group ▼ ✚

New Checklist

Name *

Description

Paragraph | **B** | *I* | U | | | | | | | | + | -apple-syste... | 16px | ...

New Window
Open this checklist in a new window when viewed.

Save Cancel

Checklist Contents Restrictions

Checklist Properties

Name *

Description

Paragraph | **B** | *I* | U | | | | | | | | + | Lato (Recom... | 19px ... | ...

New Window
Open this checklist in a new window when viewed.

Categories and Items

New Category New Item Reorder

You haven't created any categories or items.
Click **New Category** to add a new category or click **New Item** to add a new item.

Save and Close Save Cancel

Categories and Items

[New Category](#)
[New Item](#)
[Reorder](#)

[Edit](#)
[Delete](#)

<input type="checkbox"/>	Categories/Items	Due Date
<input type="checkbox"/>	Example Category ▾	
<input type="checkbox"/>	First Example Checklist ▾	-

[Save and Close](#)
[Save](#)

Created successfully ×

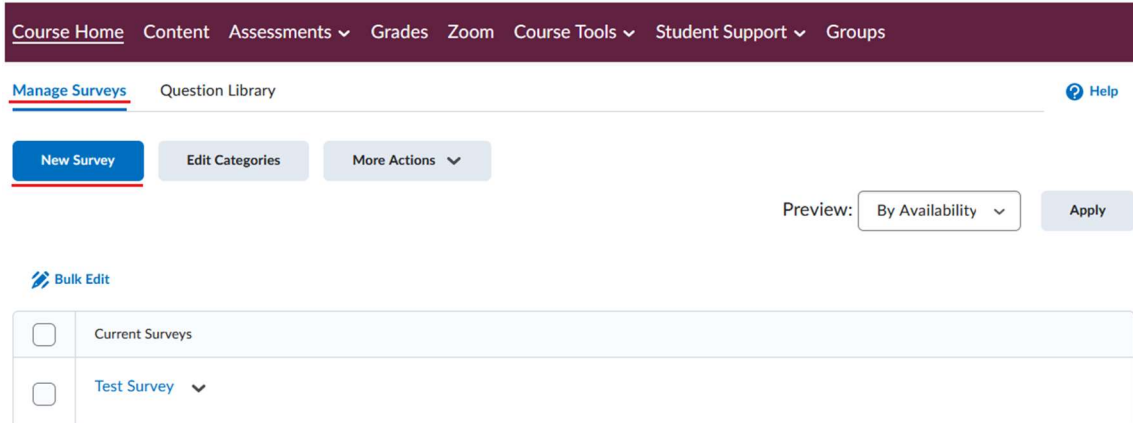
Surveys

The **Survey** tool is an excellent way to solicit feedback from participants regarding any aspect of a course. You can gather anonymous or non-anonymous opinions and information from users. Unlike Quizzes, survey questions do not have to have right or wrong answers and Likert-style rating questions are possible.

Course Administration

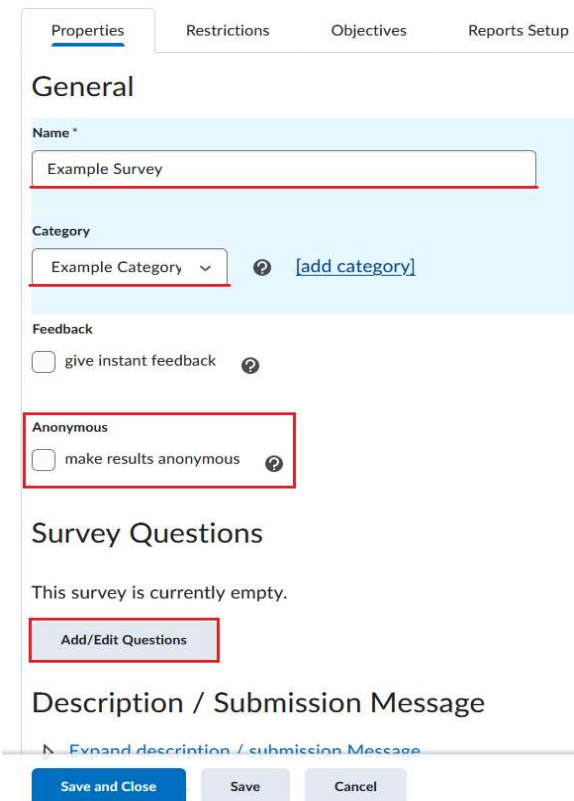
Category	Name
Site Setup	
Course Offering Information	Widgets
Site Resources	
Book Management	Calendar
Course Builder	External Learning Tools
Game Based Learning	Glossary
Links	Manage Dates
Content	Frequently Asked Questions
Import / Export / Copy Components	Manage Files
Learner Management	
Attendance	Class Progress
Groups	Locations
Self-Registration	Classlist
Sections	
Assessment	
Assignments	Awards
Competencies	Grades
Quizzes	Rubrics
Surveys	Checklists
	Quick Eval
	Self Assessments
Communication	
Chat	Discussions
News	Intelligent Agents

To use the **Survey** tool, go to it by going to **Course Tools > Edit Course** and select **Surveys**.



1. From the **Manage Surveys** page, click on the blue **New Survey** button and put in the survey details.

New Survey ▾

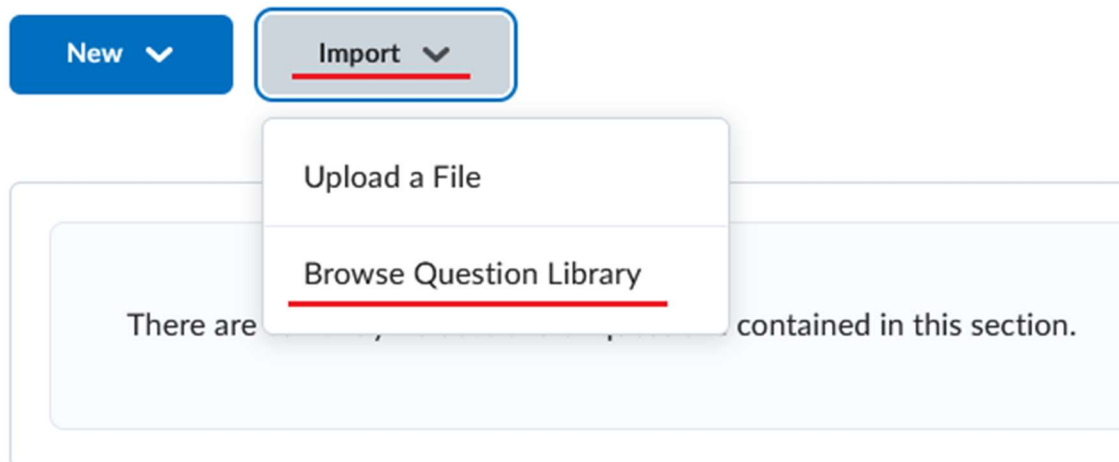


- The option for anonymous submission is the **make results anonymous** checkbox. Enabling this checkbox will make the survey results anonymous.

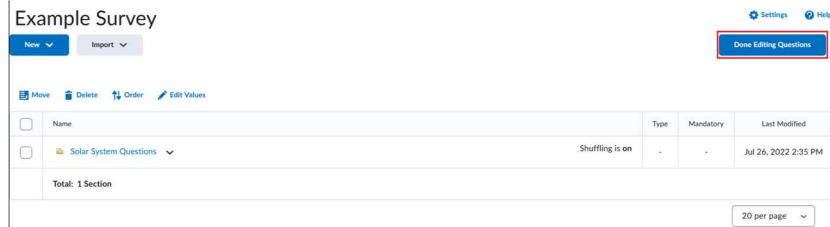
Note: Once the option for anonymous submission is selected, it is not reversible. A survey cannot be made anonymous if it has any release conditions or if any release conditions are ever created using the survey as one of the conditions.

- You have two ways of adding questions into the **Survey** – directly adding them or importing them from an existing question library.

Example Survey



- To add questions directly, click on the **Add/Edit Questions** button then click on the blue **New** button and choose a question type. After adding your question, click on **Save**. Finally, click on the blue **Done Editing Questions** button on the top right.
- To import questions, click on the **Add/Edit Questions** button, then click on **Upload** and then **Browse Question Library**. Select your questions from the question library and click on the blue **Import**. Finally, click on the blue **Done Editing Questions** button on the top right.



Example Survey

Settings Help

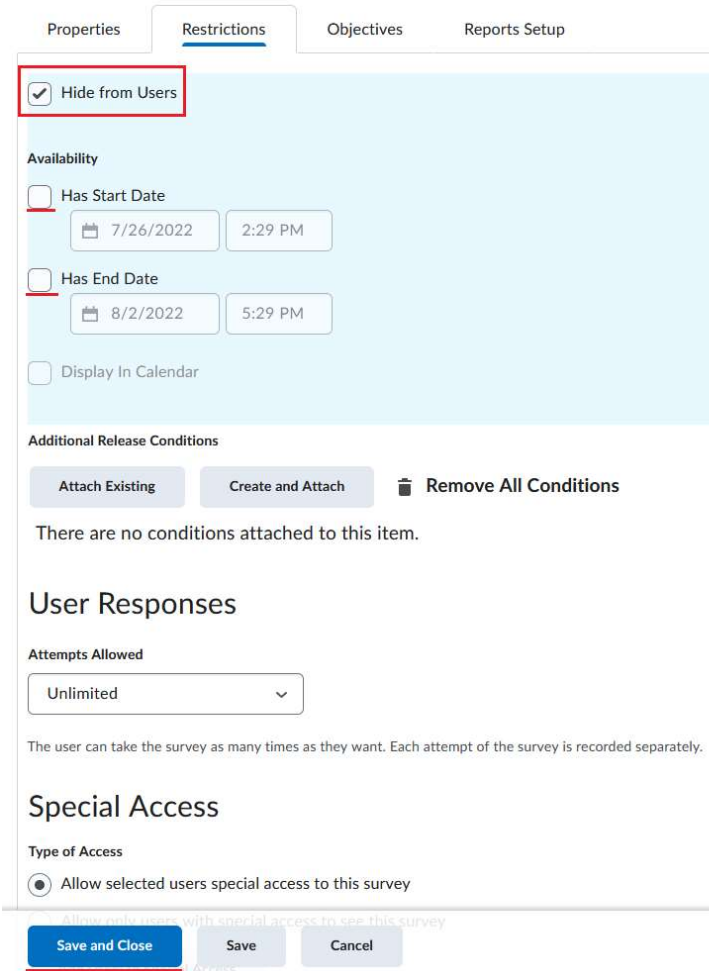
Done Editing Questions

Name	Type	Mandatory	Last Modified
Solar System Questions	Shuffling is on	-	Jul 26, 2022 2:35 PM

Total: 1 Section

20 per page

- After adding the questions, you can switch to the **Restrictions** tab, uncheck the **Hide from Users** checkbox to make the **Survey** active. You also have the access to *change the start/end date, attach any release conditions, give users special access, and change the number of attempts* that can be made on the **Survey**.
- When you are okay with all the settings of the **Survey**, click on the blue **Save and Close** button.



Properties **Restrictions** Objectives Reports Setup

Hide from Users

Availability

Has Start Date
7/26/2022 2:29 PM

Has End Date
8/2/2022 5:29 PM

Display In Calendar

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

User Responses

Attempts Allowed

Unlimited

The user can take the survey as many times as they want. Each attempt of the survey is recorded separately.

Special Access

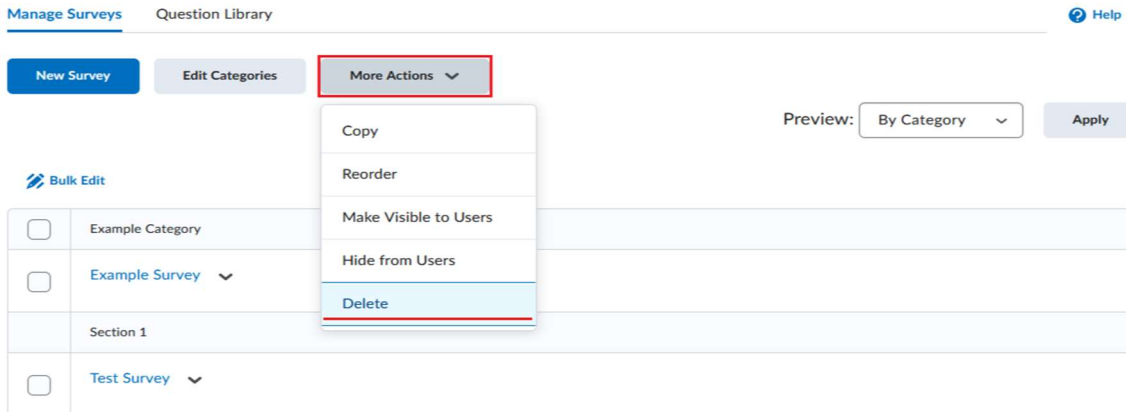
Type of Access

Allow selected users special access to this survey

Allow selected users with special access to take this survey

Save and Close Save Cancel

To delete a survey, from the **Manage Surveys** page, click on the **More Actions** button and choose **Delete**. Then, choose the **Survey** you want to delete and click on the blue **Delete** button.



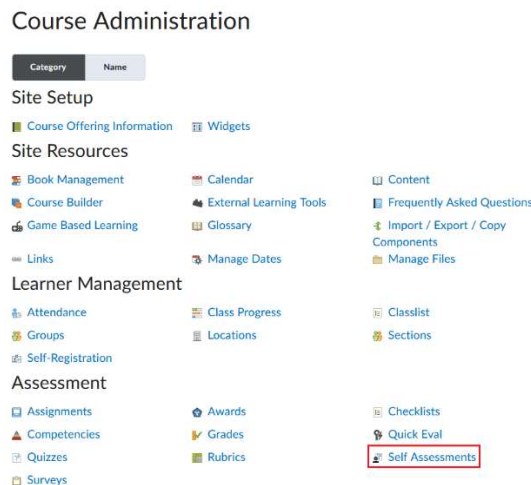
The screenshot shows the 'Manage Surveys' page with a 'More Actions' dropdown menu open. The menu options are: Copy, Reorder, Make Visible to Users, Hide from Users, and Delete. The 'Delete' option is highlighted in blue. The background shows a table with survey entries like 'Example Category', 'Example Survey', 'Section 1', and 'Test Survey'.

Self Assessments

The **Self Assessments** tool is a formative assessment tool that enables you to provide students with a series of questions and immediate feedback for responses. Question types available are like quizzes, however, student responses are not graded, and self assessment questions do not have a points value or difficulty level indication. The omission of numeric evaluation enables students to make reflective learning and course material comprehension their main priorities during a self assessment.

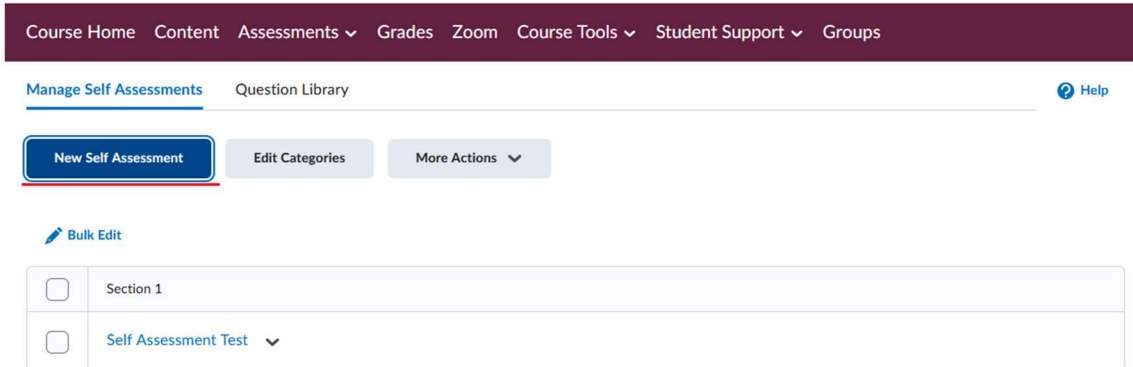
To use the **Self Assessments** tool, go to:

1. **Course Tools > Edit Course** and click on **Self Assessments**, under the Assessments submenu.



The screenshot shows the 'Course Administration' menu. The 'Assessment' section is expanded, and 'Self Assessments' is highlighted with a red box. Other items in the menu include Site Setup, Site Resources, Learner Management, and various assessment tools like Quizzes, Rubrics, and Self Assessments.

- From the **Manage Self Assessments** page, click on the blue **New Self Assessments** button and then, give it a name and a category.



Course Home Content Assessments Grades Zoom Course Tools Student Support Groups

Manage Self Assessments Question Library Help

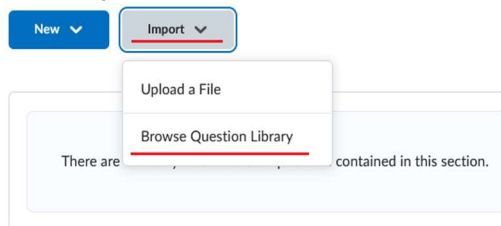
New Self Assessment Edit Categories More Actions

Bulk Edit

<input type="checkbox"/>	Section 1
<input type="checkbox"/>	Self Assessment Test

- You have two ways of adding questions into the Self Assessments – **directly adding** them or **importing** them from an existing question library.
 - To add questions directly, click on the **Add/Edit Questions** button then click on the blue **New** button and choose a question type. After adding your question, click on **Save**. Finally, click on the blue **Done Editing Questions** button on the top right.
 - To import questions, click on the **Add/Edit Questions** button, then click on **Upload** and then **Browse Question Library**. Select your questions from the question library and click on the blue **Import**. Finally, click on the blue **Done Editing Questions** button on the top right.

Example Self Assessment



New Import

Upload a File

Browse Question Library

There are ... contained in this section.

To delete a **Self Assessment**, from the **Manage Self Assessments** page, click on the **More Actions** button and choose **Delete**. Then, choose the specific **Self Assessment** you want to delete and click on the blue **Delete Selected** button. Choose **Yes** on the confirmation dialogue box to proceed with the deleting process.

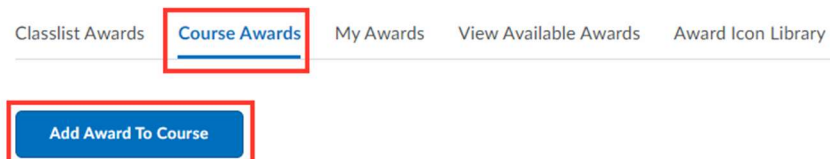
Note: Each self assessment belongs to a single course and cannot be shared among other courses unless you copy your course material into another course.

Awards

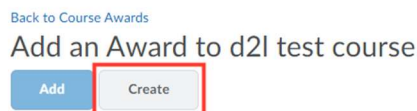
The Awards tool enables instructors to provide merit-based awards to students. There are two types of awards: Badges, and Certificates. Currently, only the badge awards are ready to use. You can manually give an award to a student or automate the process so that the student receives an award based on certain criterion.

Create a new award

- From the top Navigation panel, go to **Course Tools > Edit Course**.
- Sort the tools by **Category** and select the option **Awards** under **Assessments**.
- Navigate to **Course Awards** and then click **Add Award to Course**.



- Click **Create**



- Enter a name and description for the new award.

New Award

Name*

Description*

- Select an award type from the drop-down list. It can be either Badges or Certificates

Award Type Badge ▼

- Under **Availability**, you can select the awards to be distributed for all your courses or distribute the award to all other instructors.

Availability

- Make this award available to all of my courses.
- Make this award available to other award creators and their courses.
- Restrict award to Sayan Maity and its child org units.

As the award creator, you will always have access to your awards for use in other courses. The settings above will allow others to easily reuse your awards in their courses if you choose to allow it.

- Under **Expiry**, select different expiry options for your awards.
 - If the award will not expire, select **Never**. Examples of awards that never expire are certificates of merit for passing a course, or badges for perfect attendance.
 - If the award will expire on a specific date, select **Fixed date**. Examples of awards that will expire on a specific date are certifications for a skill that must be renewed, such as first aid training and WHMIS training.
 - If the award will expire on a day relative to the day the award was granted, select **Relative Day of the Month**. Examples of awards that expire on a relative date are badges for Learner of the Week or for having achieved 100% on a test or assignment.

Expiry

Never

Fixed Date

Relative Time Period After Earning The Award

Days

Relative Day Of Month

Relative expiry after the date the award is initially achieved.

Day:

Month:


Notify Before Expiry

Days

If you want to notify the award recipient before an award expires, select the check box, and indicate the number of days of lead time.

- In the **Choose Award Image** area, do one of the following:
 - If the image already exists in the image library, click **From Existing Library**.
 - If you want to add a new icon to the image library, click **Upload New Icon**.
 - To launch the OpenBadges website, click **Create your own award image**. OpenBadges is a free website that allows you to create custom icons.

Choose Award Image *

[Create your own award image](#) 


- If you have set the Awards type to certificate, you also have to choose certificate template., in the **Choose Certificate Template** area, do one of the following:
 - If the PDF template already exists in the image library, click **From Existing Library**.
 - If you want to add a new template to the image library, click **Upload New Template**.

- You can also preview the certificate template by clicking **Preview Template**.

Choose Certificate Template *

Choose a PDF template to be used for your certificate.

From Existing Library Upload New Template

 [Preview Template](#) ←

- Verify that the **Issuer Information** is correct.

Issuer Information

Issuer Name * Brightspace

Issuer URL * http://www.brightspace.com/

Issuer Contact * system_noreply@brightspace.com

Use this award in Sayan Maity now.


- Click **Save and Close**.

Save and Close Save Cancel

Add release conditions to an award

Setting up a release condition will automatically release the awards once it has been earned. For example, the student received a certain score on a Quiz, or completed an Assignment, or posted in a discussion forum, etc.

- From the top Navigation panel, go to **Course Tools > Edit Course**.
- Sort the tools by **Category** and select the option **Awards** under **Assessments**.
- Under a specific award, click **Edit Properties**

 **Active Reflector**

- Credits: 0
- Award hidden until earned: false
- Conditions: 0

[Edit Award](#) **Edit Properties** Remove Award

- Under Release Conditions, Click **Create**.

Release Conditions

Create

- From the **Condition Type** drop-down list, select the release condition.

Condition Type

-- Select Condition Type --




- Complete the associated **Condition Details**.

Condition Details

Assignment Submission Folder

-- Select Assignment Submission Folder --



- Click **Create**.

Create Cancel

- Click **Save**.

Save Cancel

View Awards for a Classlist




- From the top Navigation panel, go to **Course Tools > Edit Course**.
- Sort the tools by **Category** and select the option **Awards** under **Assessments**.
- Click **Classlist Awards**.

Classlist Awards Course Awards My Awards View Available Awards Award Icon Library

- Select the sort order.

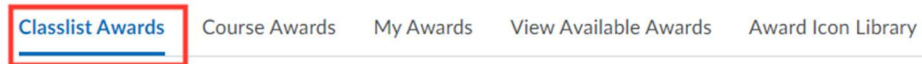
Search classlist   Award Leaders Descending

- Review the **Classlist** and associated **Course Awards**.

Classlist	Course Awards
<input type="checkbox"/>  DTA Demo Student	
<input type="checkbox"/>  Demo Instructor - 2	This user has no awards

Manually Grant Awards

- From the top Navigation panel, go to **Course Tools > Edit Course**.
- Sort the tools by **Category** and select the option **Awards** under **Assessments**.
- Click **Classlist Awards**.



- Select one or more learners in the Classlist. And click **Issue**.



- From the drop-down list, **Select an Award**, and in the **Award Criteria** field, enter a reason for granting the award. Click **Issue**.

Issue Award

Select an Award *

Awesome All Rounder
▼

Award Criteria *

good

Enter the reason or evidence for this earned award.
This will be visible to the recipient of the award.

Selected users

Demo Student - 1

Demo Student - 2

Demo Student - 3

Issue

Cancel

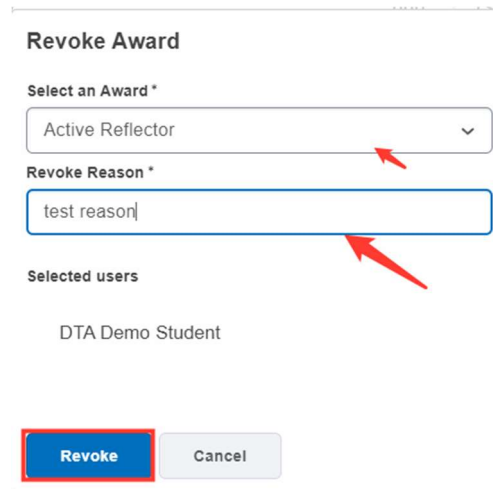
Revoke Awards

- From the top Navigation panel, go to **Course Tools > Edit Course**.
- Sort the tools by **Category** and select the option **Awards** under **Assessments**.

- Click **Classlist Awards**. And select one or more learners in the Classlist.
- Click **Revoke**.



- From the drop-down list, select an award. In the **Revoke Reason** field, enter a reason for revoking the award. Click **Revoke**.

A screenshot of a web form titled 'Revoke Award'. It contains a dropdown menu labeled 'Select an Award *' with 'Active Reflector' selected. Below it is a text input field labeled 'Revoke Reason *' containing the text 'test reason'. Underneath is a section for 'Selected users' with 'DTA Demo Student' listed. At the bottom are two buttons: 'Revoke' (highlighted with a red border) and 'Cancel'.

Game Based Learning

The Game Based Learning tool is a way to design any kind of learning activity in conjunction with a common game framework, to imitate game-like traits. To use the **Game Based Learning** tool, click on it from the navigation bar or you can also access it by going to **Course Tools** then **Edit Course** and **Game Based Learning**.

6. In the **Course Game Maps**, click on **New Game Map** to create a new game map. You will be taken to **Create Game Map** page.
7. In the step - **Description**, give the game map a name in the section **Map Name**. After that click **Next**.



Description Background Tiles Objects Activities Preview


Map Name *

Map Description

Next

Note: The next three steps are for designing your Game Map. These steps are **Not Necessary** for your Game map to work. You can ignore these steps

8. In the next step – **Background**, choose a background of your liking. You can choose one of the three default ones, or you can upload your own image using the **Upload Image** button. After that click on Next.

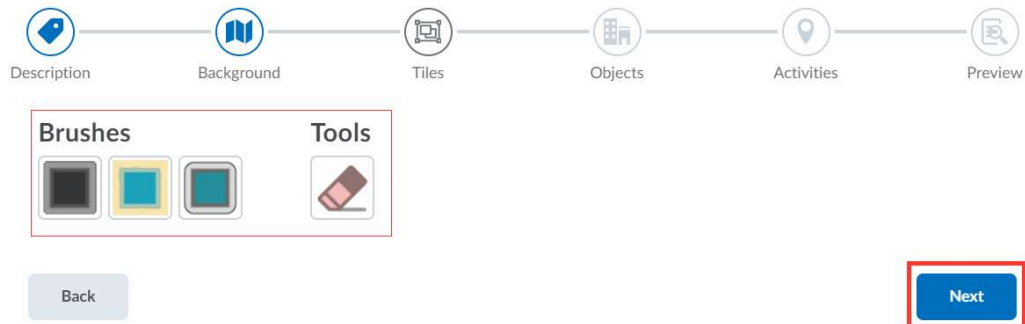


Description Background Tiles Objects Activities Preview

Concrete Grass Sand Upload Image






Back Next


9. In the next step – **Tiles**, select from the available brushes and click on the map background to place items on the map. You can use the **Tools** to remove any tile. Once, all tiles are added, click **Next**.

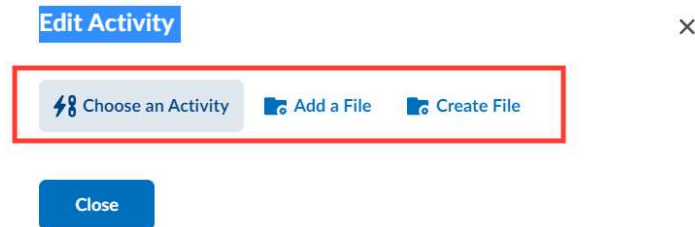






10. In the next step – **Objects**, select from the available objects and click on the map background to place them on the map. You can use the **Tools** to remove any object. Once all objects are added, click **Next**.



11. In the next step - **Activities**, you will assign activities into different places in the Map.
- Locate the  **Start** and  **Finish** nodes on either side of the map.
 - Drag and drop the nodes to place them in their desired positions.
 - Click  **Start**, then click  **Edit** to edit the activity and add a **Name** and **Description**.
 - Click  **Add** to add a new activity node.

- e. Click an activity node's  **Edit** option to link to an activity (quiz or assignment), select a file, or create a file.

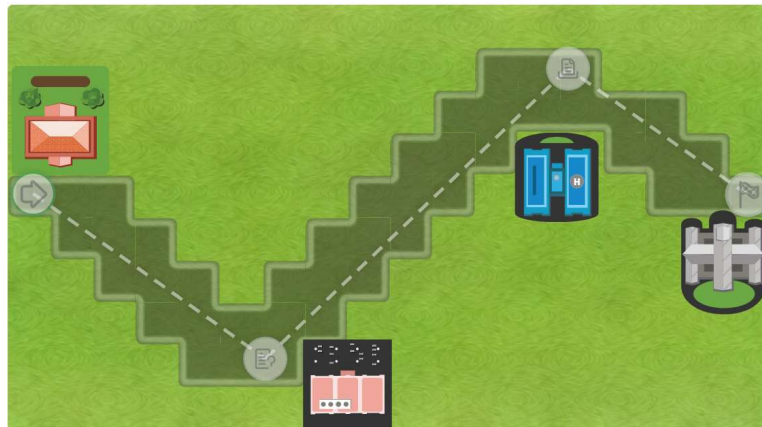


- f. Drag and drop the  **Branch** from one node to another to create a branching path. This gives learners more than one route through the activities to complete the Game Map.
- g. Use  **Delete** to remove unwanted nodes or connections between nodes.
- h. Use  **Branch** to connect the final activities to the  **Finish** node.

Once you have created all nodes and connections, and linked each node with an activity or file, click **Next**.

12. Any nodes that do not have associated activities, or do not include a name they are listed above the map for the instructor to correct before continuing.
13. Preview the Game Map to ensure the nodes and activities are linked properly and click **Save**.

Here is an example of a Game Map

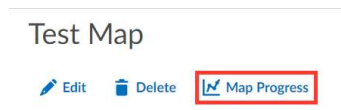


Add a Game Map in a module of the course content

1. Go to **Content** from the top navigation panel in your course and navigate to the module where you want to add the game map.
2. To create a new game map from here click on **New** and from the dropdown menu select **New Game Map**.
3. To add an existing Game Map, click on **Add Existing Activities** and select **Game Map**.

Track learner progress in Game Maps

1. From the top navigation panel of your course, go to **Course Tools > Edit course**.
2. In the **Course Administration** Page, sort the items as Categories. Then under the section **Site Resources** click on **Game Based Learning**.
3. Below the game map you want to examine, click **Map Progress**.



Class Progress

Overview

The Class Progress tool can help instructors keep track of student progress in a course by measuring the completion of different progress indicators.

Progress reports are available for the following progress indicators:

Summary, Grades, Objectives, Content, Discussions, Assignments, Quizzes, Checklist, Surveys, and Login History.

To view the Class Progress tool:

1. Go to your course.
2. From the navbar, click **Course Tools**, and select **Class Progress**.
3. The **Summary** tab displays.

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.