November 17, 2022

Brightspace Instructor Guide

Creator+

Saint Mary's University

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Creator+

About Creator+

The Creator+ package extends the Brightspace Editor with additional features to help you create more dynamic customized content in your course. In addition to all the basic Brightspace Editor features, these Creator+ features make it easier for non-technical users to customize content to meet their needs.

Creators can build dynamic content and media experiences with these new easy-to-use tools that appeal to the love of learning, improve comprehension, and achieve high engagement for instructors and learners.

Creator+ offers the following 4 main tools for content creators to enhance their course content:

- **Insert Elements** enables users to create dynamic content following instructional design best practices, easily and seamlessly.
- **Practices** to deepen comprehension and reinforce concepts using formative practice questions in Content HTML topics.
- Use **Layouts** to create panels that add structure and help organize your course content. Layouts can b used with any element!
- Advanced Media using **Capture Web** to quickly capture screen and video learning assets that can be automatically captioned, edited, and used across your courses.
- Creator+ **content templates** that you can easily edit with Creator+ tools to get started quickly.

About Insert Elements

Insert Elements feature enables users to build interactive elements in their content pages without any coding or HTML knowledge.

The dynamic components included:

- Accordions
- Tabs
- Click and Reveal

- Callout
- Timeline
- Stylized Quote
- Flip Cards

About Insert Practices

With **practices**, instructor can create formative, interactive, questions in content pages. Learners can get immediate feedback on their understanding of a specific topic outside of a formal assessment.

Practice types available:

- **Dropdown Fill in the Blanks –** Dropdown Fill in the Blank type questions consist of a phrase, sentence, or paragraph with a blank space where the respondent selects the missing word or phrase from the drop-down list. You can create a question with a single blank or multiple blanks. There is only a single correct **answer** for each blank.
- **Fill in the Blanks -** Fill in the blank questions consist of a phrase, sentence, or paragraph with a blank space, where the respondent provides the missing word or phrase. You can create a question with single or multiple blank spaces. There is only a single correct answer for each blank.
- **Multi-Select -** Multi-select questions require respondents to identify one or more correct answers in a list of possible answers. Unlike multiple choice questions, multi-select questions enable you to choose a grading format and allow users to select more than one answer.
- **Multiple Choice -** Multiple choice questions present a statement or question with a list of possible answers, in which learners must choose the best possible answer. Multiple choice questions differ from multi-select questions in that learners select one answer for each multiple choice question.
- **Sequencing -** Sequencing questions require respondents to arrange a series of items into a correct sequence or order.
- **Sorting -** Sorting questions require respondents to choose from a set of possible match choices from a list and correctly pair them with related items. This question type enables you to assess users' recognition of information and demonstrate comprehension of specific relationships.
- **True or False -** True or false (T/F) questions present a statement which respondents must determine is correct or incorrect.

Using the Creator+ Features in Brightspace

The Insert Elements and Practices features are found in the HTML editor Ribbon. To find and use these features follow these instructions:

1. Go to **your course**. Click **Content** on the **Navbar**.
2. **Select the module** you'd like to add content to.
3. Click on **New** and select **Create a File**.
4. From here you can choose to work with a template or create your own page from scratch. To select a template, click on Select a Document template. There are 4 templates to choose from. Select your desired template.

(For more information on using HTML templates and creating pages in Content, please view our Content guide found here: [ADD LINK]

To start adding in Elements and Practices to your page:

5. Click on the **Other Insert Options** button on the HTML editor ribbon.
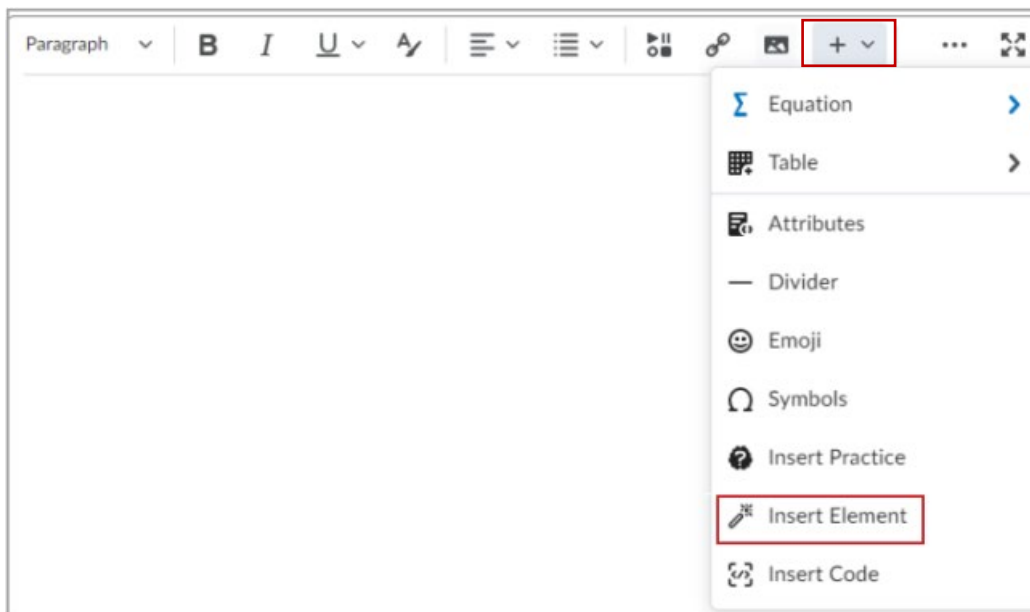
6. Click on **Insert Element** (or **Practice**).
7. Select the **Element** (or **Practice**) that you would like to add.
8. A dialogue box will open with options to edit the element. Here you will **insert your text and images** as required.

9. Once you have inserted you own information, click on **Preview**. Click **Back** to continue to edit or **Insert** if you are satisfied.
10. To view the element in action. Click **Save and Close**. You will then be able to try out the Practices and Elements and see what it will look like to students.

Please review examples below for detailed instructions for each Element and practice type.

Structure content with the Layouts tool

Use the Layouts tool to create panels that add structure and help organize your course content. Layouts can be used with any element.

To add a Lyout to and HTML Content page

1. Within any tool that uses the Brightspace Editor, place your text cursor in the editor in the position you would like to place your playout.
2. Select other Insert Options > Layouts.
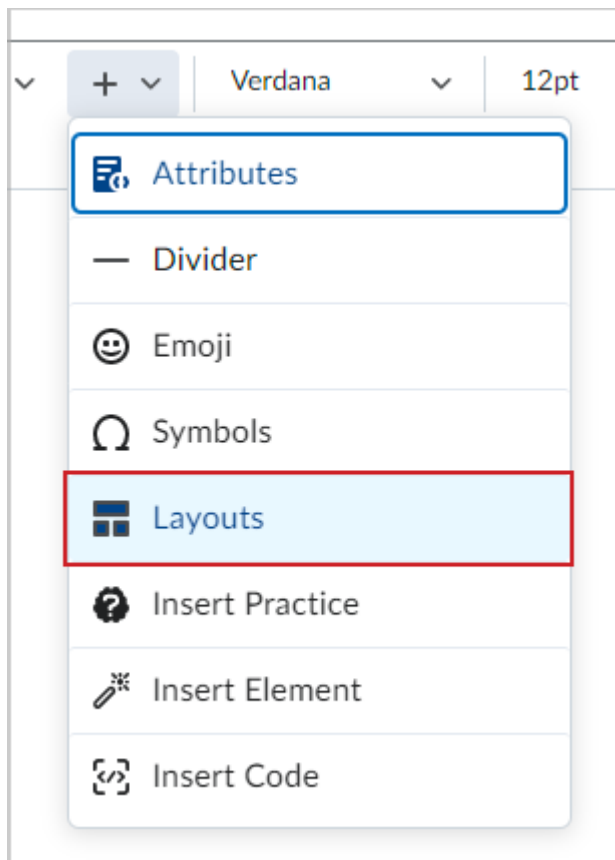
3. In the Format Options section, select one of the following layout options:
    a. Two Panels
    b. Two Thirds / One Third Panels
    c. One Third / Two Thirds Panels
    d. Three Panels
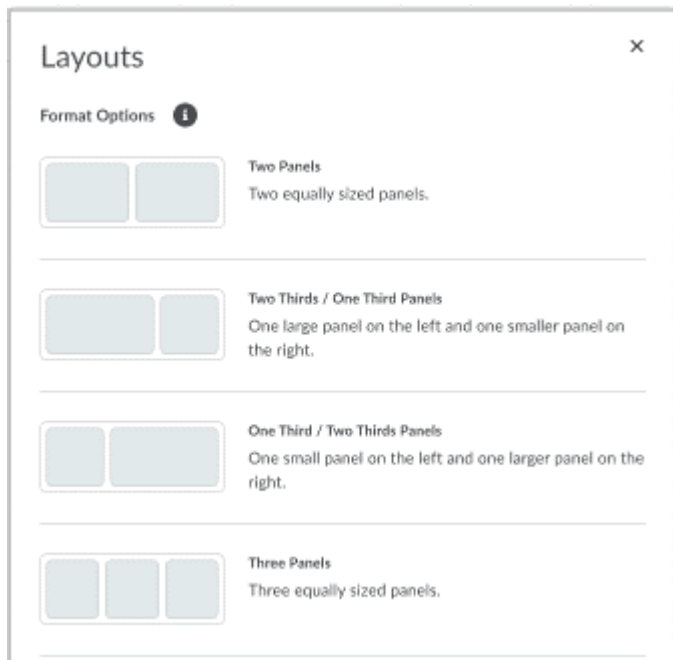
You can now begin creating content in your layout. Select a panel to begin adding content using tools from Brightspace Editor.

Detailed Examples of all Elements and Practices

For the following examples we are jumping at step 5 (above). Please review steps 1-4 above to understand where we are starting from.

Element – Tabs

Tabs are useful for providing information that belongs in a series. For example, laying out the information from a scientific study that has a hypothesis, a method, and findings.

To insert Tabs:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Tabs element.
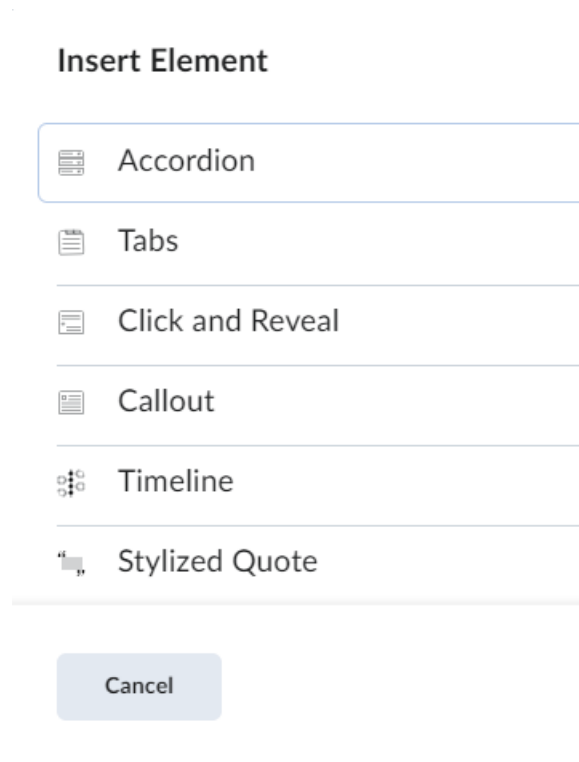
4. Tabs have the option to be created vertically or horizontally. Select which option you prefer. Then edit the Learner Instructions as desired.

Insert Element

Tabs ⦾

Format Options * ⦾
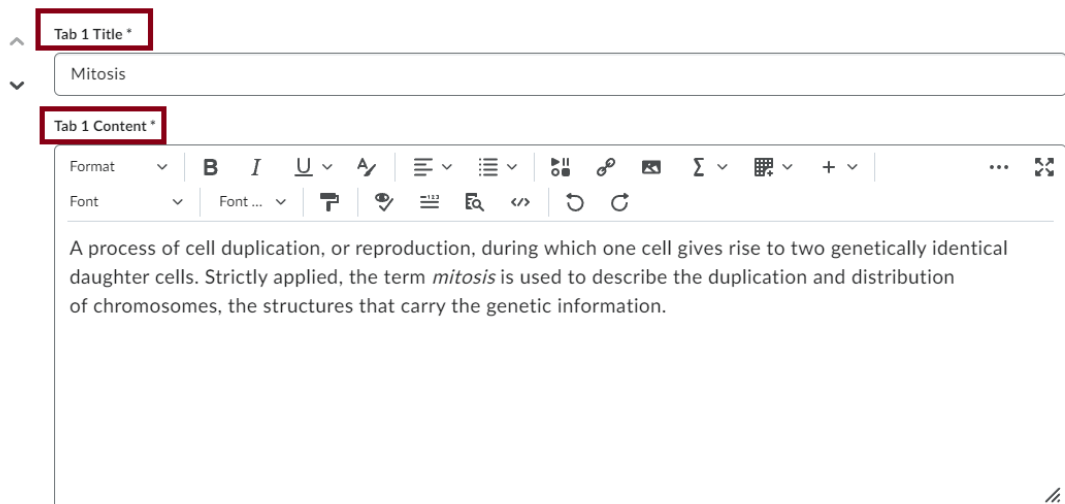
⦿ Horizontal ◯ Vertical

Learner Instructions * ⦾

Select each item to reveal more information.

5. To edit the content of the tabs, fill out the Tab 1 Title and Tab 1 Content, then continue on to tab 2. If you need to add more tabs, click on the Add Tab Item at the bottom.

Tab Labels and Related Content *

Tab 1 Title *

Mitosis

Tab 1 Content *

| Format ∨ | **B** | *I* | U ∨ | A∕ | ≡∨ | ≣∨ | ⁝∎ | ⧉ | ▨ | Σ ∨ | ▦∨ | + ∨ | ⋯ | ⤢ |

| Font ∨ | Font ... ∨ | ⎚ | ✐ | ≡ | ⓔ | </> | ↺ | ↻ |

A process of cell duplication, or reproduction, during which one cell gives rise to two genetically identical daughter cells. Strictly applied, the term *mitosis* is used to describe the duplication and distribution of chromosomes, the structures that carry the genetic information.

6. Once you're finished click on Preview. If you are satisfied, click insert. If you wish to continue editing, click on Back.

Tab 2 Title *

Cytokinesis

Tab 2 Content *

| Format ⌄ | **B** | *I* | U ⌄ | A⁄ | ☰ ⌄ | ☷ ⌄ | ▶ǁ | ⚮ | 🖼 | Σ ⌄ | ▦ ⌄ | + ⌄ | ⋯ | ⤢ |

| Font ⌄ | Font ... ⌄ | ⎆ | ☯ | ☰ | ᴿ | </> | ↺ | ↻ |

The process by which one cell physically divides into two cells. Cytokinesis represents the major reproductive procedure of unicellular organisms, and it occurs in the process of embryonic development and tissue growth and repair of higher plants and animals.

+ Add Tab Item

Preview   Cancel

7. To view the element in action. Click **Save and Close**. You will then be able to try out the Practices and Elements and see what it will look like to students.

Select each item to learn more.

| **Mitosis** | **Cytokinesis** |

A process of cell duplication, or reproduction, during which one cell gives rise to two genetically identical daughter cells. Strictly applied, the term *mitosis* is used to describe the duplication and distribution of chromosomes, the structures that carry the genetic information.

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Element – Accordions

Accordions are useful when you have a list of items with additional information to learn about each item. Using an accordion allows the learner to focus on learning the list first, then expanding their understanding by opening each accordion. Scaffolding content in this way supports the cognitive organization of this information.

To Insert Accordions:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Accordion element.
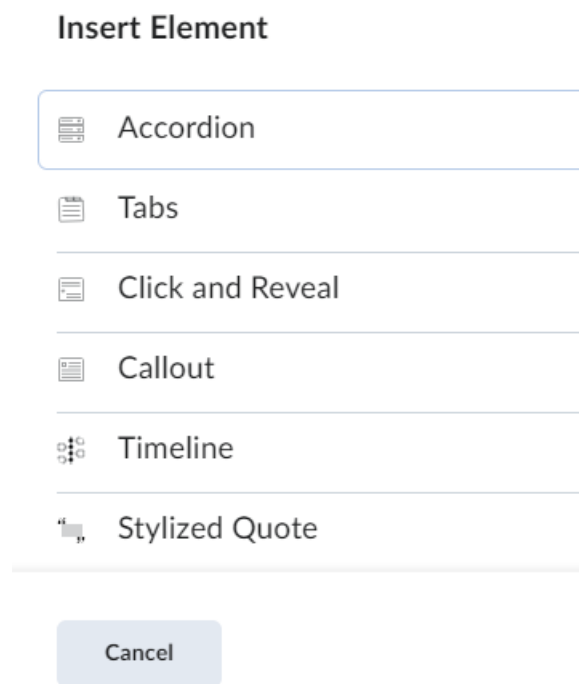
4. Accordions can be numbered or unnumbered. Select the appropriate option. For this example we are selecting unnumbered.

Insert Element   ✕

Accordion ❓

Format Options * ❓

◉ Unnumbered   ◯ Numbered

Learner Instructions * ❓

Select each item to learn more.

5. Type in the first accordion tab title and it's contents. Then continue with the second, then third by clicking on Add Accordion Item, and so on until you have entered in all the relevant information. Then click Preview.

Accordion 2 Tab Title *

Angiosperm

Accordion 2 Content *

Paragraph ⌄ | **B** *I* U ⌄ A⌄ | ≡⌄ ☰⌄ | ▶ᵁ 🔗 🖼 Σ⌄ ▦⌄ + ⌄ | ⋯ ⤢

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Plants that produce their seeds inside a protective vessel, the fruit. (i.e., flowering plants)

+ Add Accordion Item

Back | Preview | Cancel

6. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

Select each item to learn more.

> **Prophase**

∨ **Metaphase**

The chromosomes, each of which is a double structure consisting of duplicate chromatids, line up along the midline of the cell at metaphase.

∨ **Anaphase**

In anaphase each chromatid pair separates into two identical chromosomes that are pulled to opposite ends of the cell by the spindle fibres.

> **Telophase**

Element – Click and Reveal

Click and Reveals are a useful tool when you want to present a learner with a question, statement, or fact to reflect on before they select a button to reveal the key learning related to the original statement. You can also use a Click and Reveal to provide additional optional learning materials.

To insert Tabs:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Click and Reveal element.

4. The Click and Reveal has the option to include a Question icon or not. Select the desired option.

Insert Element

Click and Reveal ⊘

Format Options * ⊘
◉ No Icon ⚪ Question

5. Add in the Introductory Content and Learner Instructions. You can also edit the button Label.

Introductory Content *
> There are several different types of conifers that are native to the Maritime Provinces.

Learner Instructions * ⊘
> Click to learn more about Acadian Forests

Button Label *
> Learn More

6. In the Revealed content box, type in the information you want students to see once they click on the button.

Revealed Content *

| Paragraph ∨ | **B** | *I* | <u>U</u> ∨ | A⟋ | ≡ ∨ | ☰ ∨ | ☷ | ⚲ | ▨ | Σ ∨ | ▦ ∨ | + ∨ | Lato (Recom... ∨ | ⋯ | ⤢ |

19px ... ∨ | ⊤ | ✏ | ≝ | ᴱᵩ | ‹/› | ↺ ↻

The Acadian forest are a temperate broadleaf and mixed forest ecoregion in North America that includes a variety of habitats on the hill, mountains, and plateaus of New England, New York, Quebec, and the Maritime Provinces (Nova Scotia, New Brunswick, and Prince Edward Island).

The forests of this area were radically cleared for agricultural land by the 19th century and then renewed as many of these farms were abandoned following the migration westward. Today the area is largely a mosaic of habitats influenced locally by micro-climatic differences (especially proximity to the Atlantic, and ecological disturbances). Essentially, there are four important community types which show considerable diversity and blending across this physiographic province.

[Preview] [Cancel]

7. Click Preview. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

There are several different types of conifers that are native to the Maritime Provinces.

Click to learn more about Acadian Forests

Learn More

The Acadian forest are a temperate broadleaf and mixed forest ecoregion in North America that includes a variety of habitats on the hill, mountains, and plateaus of New England, New York, Quebec, and the Maritime Provinces (Nova Scotia, New Brunswick, and Prince Edward Island).

The forests of this area were radically cleared for agricultural land by the 19th century and then renewed as many of these farms were abandoned following the migration westward. Today the area is largely a mosaic of habitats influenced locally by micro-climatic differences (especially proximity to the Atlantic, and ecological disturbances). Essentially, there are four important community types which show considerable diversity and blending across this physiographic province.

These communities are: alpine communities on the highest mountains, coniferous forests, northern hardwood forests, and wetlands. There are no clear boundaries between the coniferous forests and the hardwood forests in the New England-Acadian ecoregion. The prevalence in the canopy of red pine (*Pinus resinosa*) and red spruce (*Picea rubens*) distinguish the transition forests of New England from those in the Great Lakes region to the west.

Element – Callout

A callout is a bordered rectangle. It separates the content within the rectangle from the rest of the content. Callouts are useful for drawing attention to a key detail or an aside to the primary content, like a case study, definition, or anecdote.

To insert a Callout:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Callout element.

4. In Callouts, you have 3 icon options: Question, Attention, and Jumbo. Select you desired option.

Callout ❓

Format Options * ❓

◯ No Icon ◯ Question ⦿ Attention ◯ Jumbo

5. Add in information in the Title and Callout Content boxes.

Title

What is UDL?

Callout Content *

| Paragraph ⌄ | **B** | *I* | U ⌄ | A⌿ | ≡ ⌄ | ≣ ⌄ | ▷ᴵᴵ | 𝒫 | 🖻 | Σ ⌄ | 🞅 ⌄ | + ⌄ | Lato (Recom... ⌄ | ··· | ⤢ |

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Universal Design for Learning (UDL) is a framework to improve and optimize teaching and learning for all people based on scientific insights into how humans learn.

6. Click Preview. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

⚠️ **WHAT IS UDL?**

Universal Design for Learning (UDL) is a framework to improve and optimize teaching and learning for all people based on scientific insights into how humans learn.
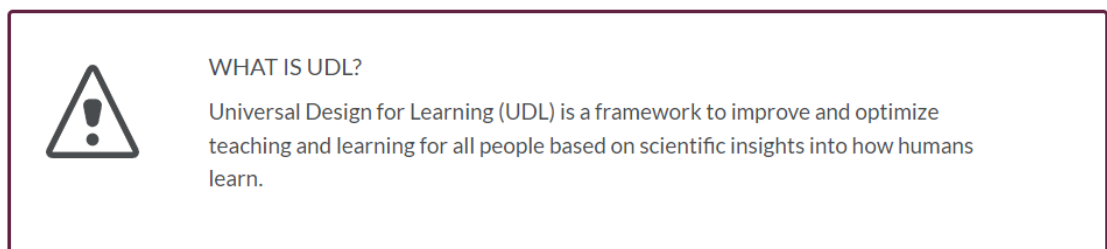
Element – Timeline

A timeline is useful for laying out events over a period of time, the steps in a process, or items in a series. A timeline can also be useful for demonstrating two sides of a conversation.

To insert a Timeline:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Timeline element.
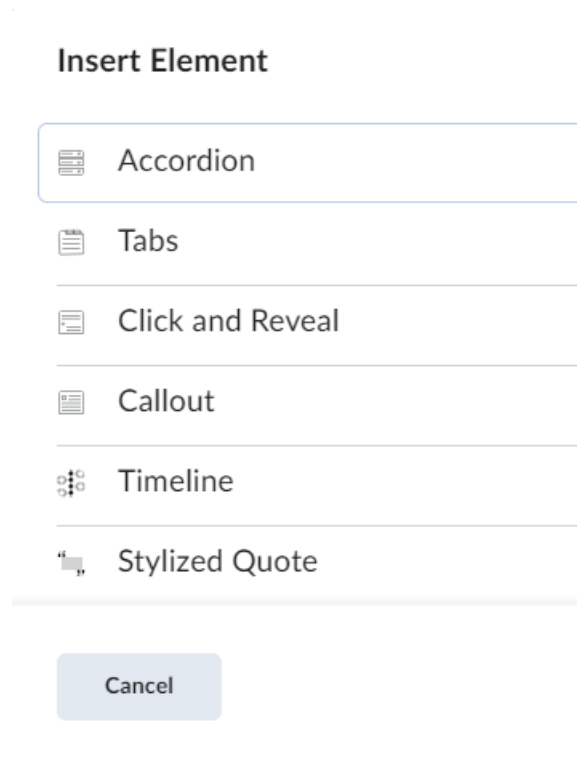
4. The timeline has two format options. You can select from either Left-aligned timeline, or alternating timeline which will have content alternation left and right of the timeline. Select your desired Format Option.

Timeline ?

Format Options * ?

(•) Left-aligned   ( ) Alternating

5. Add in the panel titles and Text as required. You can add additional Panels by clicking add Item at the bottom.

6. Click Preview. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

1932 - Lays potato chips was founded
Herman Lay was the creator of the Lays company. Lays potato chips were just one of the potato chip factories at the time. However, Lays was the first majorly successful factory. This brand helped the potato chip spread from coast to coast.

1950 - Flavoured chips invented
At first, Chips were plain but you had the option to salt them yourself. The first flavoured chips were Cheese & Onion and Salt n Vinegar.

2003 - Bringing in the Money
In 2003, the potato chip brought in over six billion dollars in revenue. The industry supports nearly 65,000 jobs.

Element – Stylized Quote

A stylized quote uses large, stylized quotation marks and colour to set it apart from primary content.

To insert a stylized quote:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Stylized Quote element.
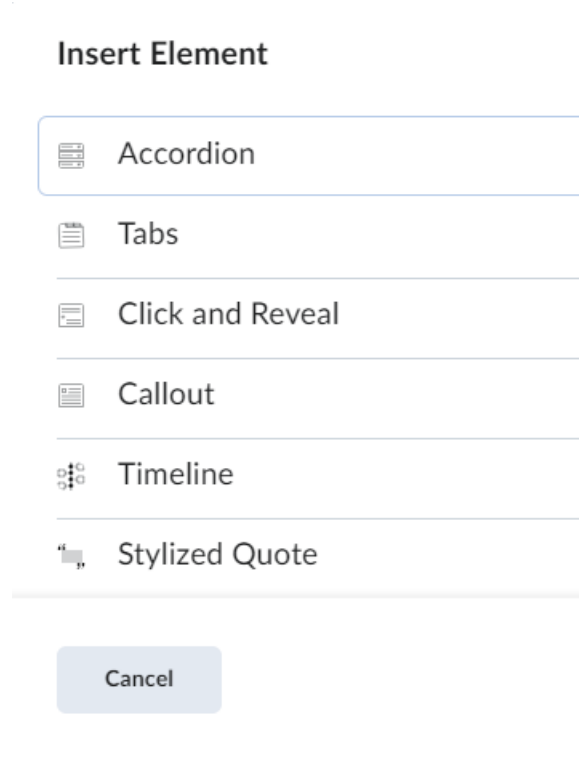
4. There are 2 format options for stylized quotes: standard and large focus. Select the desired format option.
5. Insert the quote text under Quotation. Including an attribution is optional, but this is where you would insert the name of the person or group that you are quoting.

Insert Element

Stylized Quote ⦿

Format Options * ⦿

◉ Standard ⬭ Large focus

Quotation *

That which does not kill us makes us stronger.

Attribution ⦿

Friedrich Nietzsche

| Back | **Preview** | Cancel |

6. Click Preview. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

> That which does not kill us makes us stronger.
> *Friedrich Nietzsche*

> That which does not kill us makes us stronger.
> *Friedrich Nietzsche*
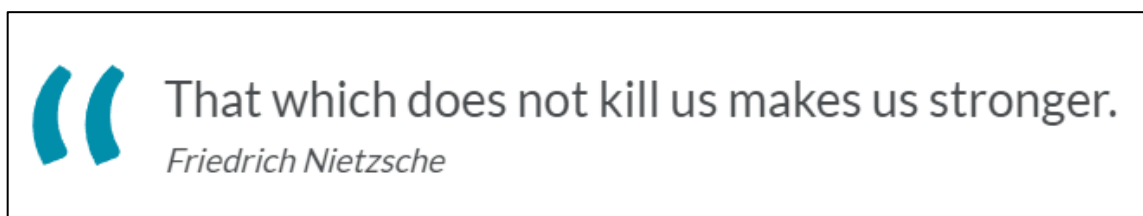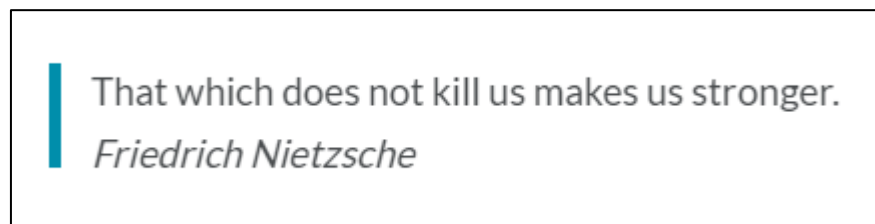
Top Image is the **Standard** format while bottom image is the **Large Focus** format.

Element – Flip Cards

Flip cards are an excellent choice for displaying a collection of items, that don't necessarily have a strict structure in their relationship to one another. This of flip cards like items that belong in the same group that can be laid out at random without impacting meaning. Flip cards are an especially engaging choice when you can incorporate images.

To insert Flip Cards:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Element.
3. Select the Element you want to add to your page. In this example we will be inserting the Flip Cards element.
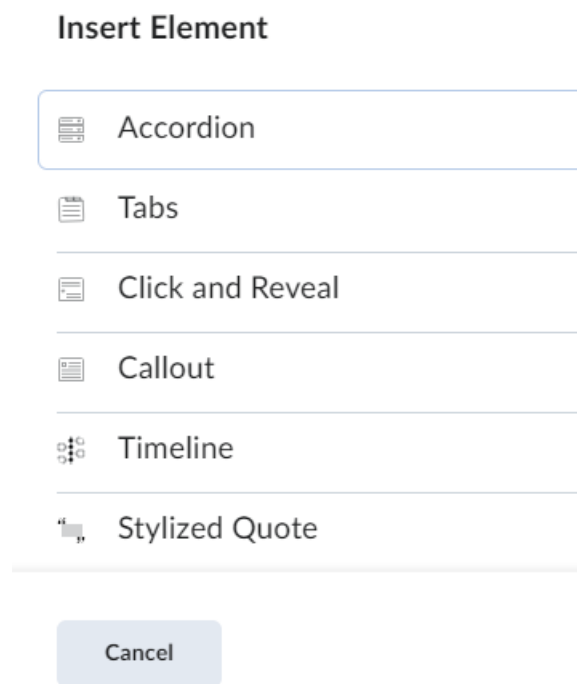
4. Update the learner instructions as necessary.

Flip Cards ⑦

Learner Instructions ⑦

Select each item to learn more.

Flip Card Labels and Related Content *

5. Start by filling out the information for Flip Card 1. Add in a title and Content to the Front, then click on Back to add a title and content to the back of the card.
6. With flip cards you can add additional cards either horizontally (one next to the other) by clicking Add Item on the right on the page, or vertically (one on top of the other) by clicking on Add Row.

+ Add Item

Flip Card 1	🗑

Front   Back

Title

Pinus resinosa

🌲🌿 **Edit Image**

Content

Recommended text length 4 words or 25 characters

Flip Card 2	🗑

Front   Back

Title

Tsuga canadensis

🌲🌿 **Edit Image**

Content

Recommended text length 4 words or 25 characters

+ Add Row

Preview   Cancel

7. Click Preview. Test out the element. If you are satisfied, click Insert. If not, click Back to continue editing. Once you have clicked insert, click Save and Close to view the completed page.

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Select each item to learn more.

Pinus resinosa

→ Flip

Tsuga canadensis

→ Flip

Select each item to learn more.

Red Pine

Also known as Norway pine

→ Flip

Eastern Hemplock

Also known as Eastern hemlock-spruce or Canadian hemlock.

→ Flip
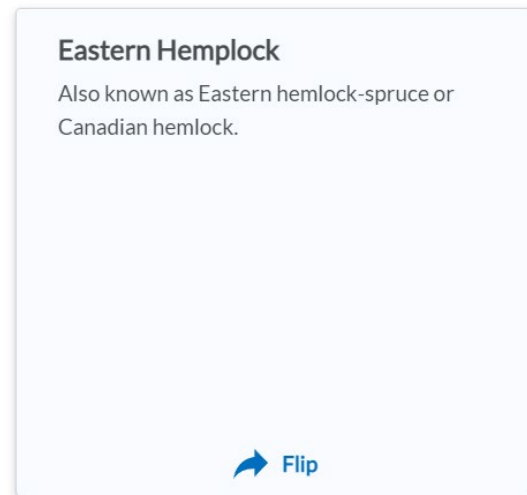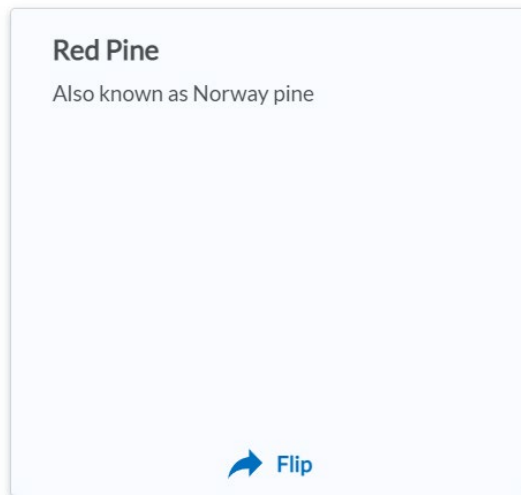
Top Image displays the front of the cards. The bottom image displays the back of the cards.

Create accessible Hotspots with Hotspot Elements

Hotspots provide a multilayer learning experience enriched with multimedia and interactive components that promote exploration, analysis, and evaluation. Learners can select and open active icons to learn more about

the parts of an image. An invisible grid overlay allows the image to be fully accessible with the integration of micro alt tags.

To add hotspot markers to images:
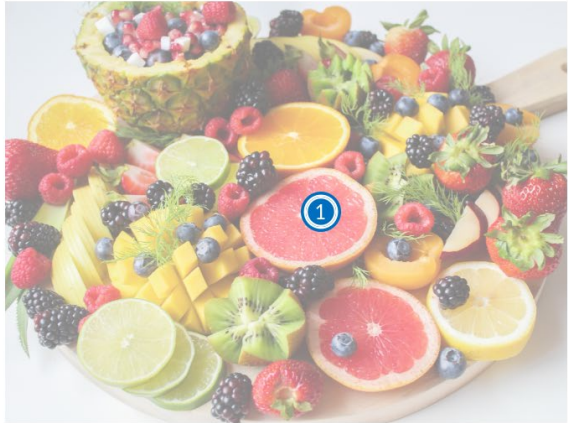
1. In Brightspace Editor, select Other Insert Options > Insert Element.

2. In the Insert Element dialogue, click Hotspot.
3. Choose to keep the default Learner Instructions or add custom Learner Instructions.
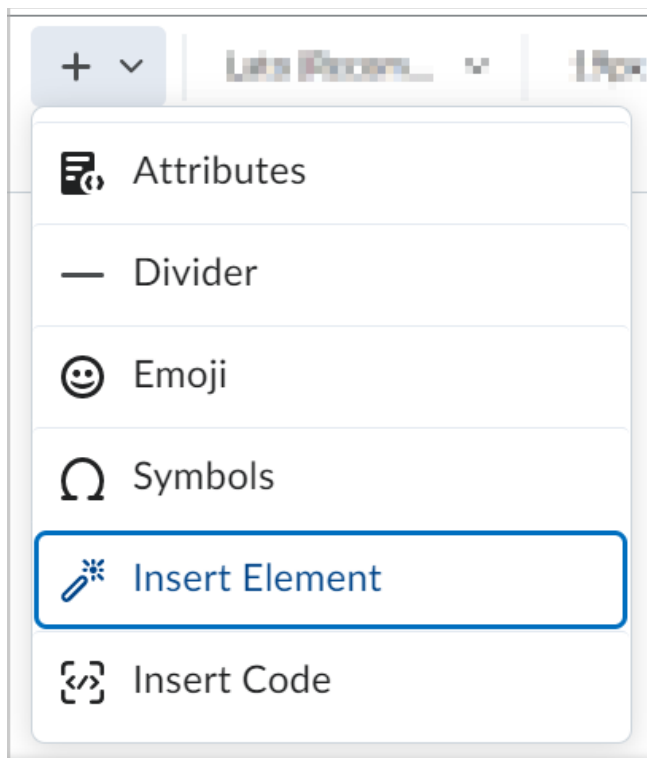4. Click Add Image and select an image from your personal device. Enter alt text in the Alternative Text field.
5. Click Save
6. Click anywhere on the image to place a hotspot marker. The interface to build content associated with the hotspot appears to the right of the image.
7. In the right panel, select a hotspot to edit or add content. Each hotspot is labeled in the order in which you placed the marker.
8. You can rename the hotspot, Hotspot names are used for editing and for screen reader users.

9. In the Hotspot field, use the full HTML editor ro add a description or more information, additional images, videos, and links to additional resources.
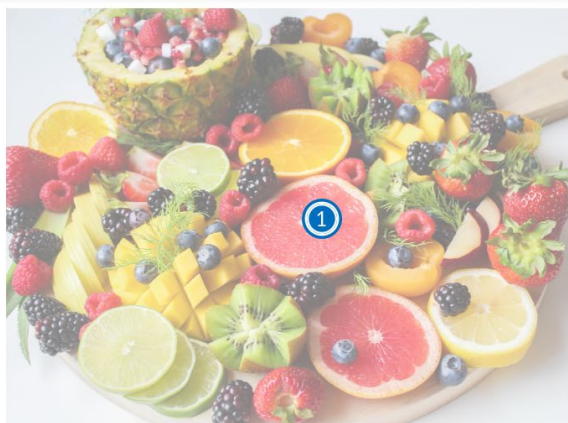
10. Click Hotspot Marker to change the icon and colour of a hotspot marker.

11. Select Hotspots to return to the hotspot selection option. Repeat steps 6-10 for all hotspots.

Note: you can insert up to nine hotspot markers for an image.

12. After adding all your hotspot markers, below Learner Instructions, click Accessibility.
13. Under the Accessibility heading, select one of the following:
    a. Accessible hotspots only: Let's you add a micro alt tag for each hotspot to describe the part of the image associated with the hotspot. This is an ideal option when the position of the hotspot within the image or the contextual details of the imade are not relevant to the learning.
    b. Fully accessible image: Lets you split the image into a gride, allowing you to add a micro alt tag for each cell of the grid to describe all parts of the image. This is an ideal option when the position of the hotspot within the image or the contextual details of the image will inform the learning.
14. Add micro alt tags as required based on your accessibility section.
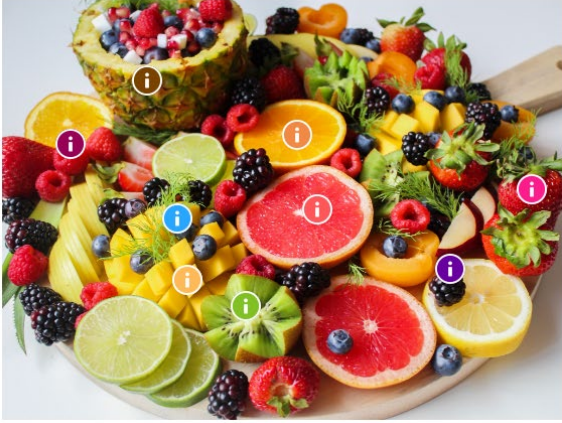
15. Click Save and Insert to add the Hotspot into the Content page.
16. Click Save and Close.

You have created a Hotspot Element.

Practice – Dropdown Fill in the Blanks

To insert the Dropdown fill in the blank Practice:
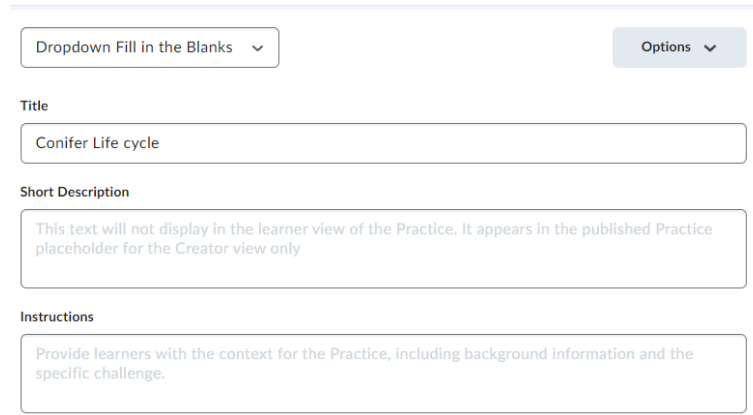
1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Dropdown fill in the blank.
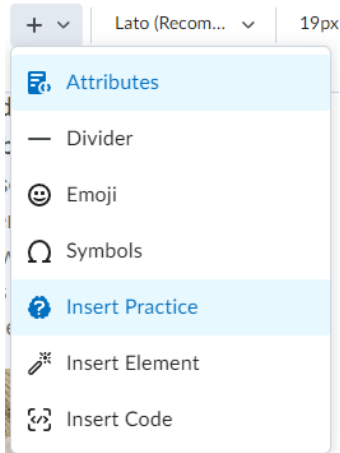
4. Add in a title. Description and instructions are optional but recommended.

5. Add in question text. To create a blank spot, type in [[blank1]]. To add a second blank type [[blank2]], etc. Click on **Update Blanks** once you've added all your blank spots.

6. This will create blank fields below where you can type in the correct answer, as well as incorrect answers to add options to choose from in the drop down menu.

Add question text. To create a blank space, type the word 'blank' and a number inside double square brackets, for example [[blank1]]. Then select 'Update Blanks'. *

> 1. To fertilize the ovum, the male cone releases [[blank1]] that is carried on the wind to the female cone. This process is called [[blank2]].

Update Blanks

Selecting 'Update Blanks' will create fields below. For each blank, add the correct word to complete the question text, as well as additional incorrect options to populate the dropdown.

blank1 ▼

Correct Answer *

> pollen

Incorrect Answers *

> dust 🗑

> zygote 🗑

Add Incorrect Answer

blank2 ▼

Correct Answer *

> pollination

Incorrect Answers *

> incemination 🗑

> pregnancy 🗑

7. Select how the practice will be scored.

How will this practice be scored?

Correct Inputs ⌄

All or Nothing
Correct Inputs
Right Minus Wrong Inputs

8. If you would like to add in feedback for the student, click on Options at the top of the page and select Add Feedback. This will create two new boxes at the bottom of the page where you can type in your feedback.

Overall Correct Feedback

Overall Incorrect Feedback

9. Click Preview to test out the question or Insert to add the practice onto your page.

Conifer Life cycle

Fill in each blank with the most appropriate word.

1. To fertilize the ovum, the male cone releases | Select Answer blank1 ⌄ | that is carried on the wind to the female cone. This

Select Answer blank1
pollen
dust
zygote

process is called | Select Answer blank2 ⌄ |

Check Answers

Conifer Life cycle

Fill in each blank with the most appropriate word.

1. To fertilize the ovum, the male cone releases ✓ | pollen ⌄ | that is carried on the wind to the female

cone. This process is called ✗ | incemination ⌄ |.

Try Again   SCORE: 1 / 2
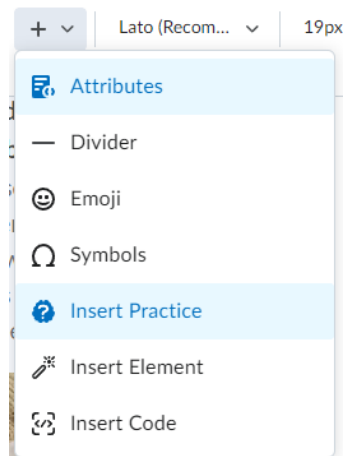
Practice – Fill in the Blanks

To insert the Fill in the blank Practice:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Fill in the blank.

4. Add in a title, short Description, and Instructions as desired.

5. Add in question text. To create a blank spot, type in [[blank1]]. To add a second blank type [[blank2]], etc. Click on **Update Blanks** once you've added all your blank spots.

6. This will create blank fields below where you can type in the correct answer. You will also have the option to add in alternative answers, turn on the case sensitive option, and create regular expressions.

Add question text. To create a blank space, type the word 'blank' and a number inside double square brackets, for example [[blank1]]. Then select 'Update Blanks'. *

To fertilize the ovum, the male cone releases [[blank1]] that is carried on the wind to the female cone. This is [[blank2]].

Update Blanks

You must add a minimum of 1 correct answer for each blank. Select Add Alternative Answer to provide additional correct answers.

blank1   ▼

Correct Answer *

pollen

○ ● Case sensitive   ○ ● Regular Expression ?

Add Alternative Answer

blank2   ▼

Correct Answer *

pollination

○ ● Case sensitive   ○ ● Regular Expression ?

Add Alternative Answer

7. Select how the practice will be scored.

How will this practice be scored?

Correct Inputs   ⌄

All or Nothing
Correct Inputs
Right Minus Wrong Inputs

8. If you would like to add in feedback for the student, click on Options at the top of the page and select Add Feedback. This will create two new boxes at the bottom of the page where you can type in your feedback.

Overall Correct Feedback

Overall Incorrect Feedback

9. Click Preview to test out the question or Insert to add the practice onto your page.

Fill in the Blank Practice question

Fill in each blank with the most appropriate word.

To fertilize the ovum, the male cone releases | blank1 | that is carried on the wind to the female cone. This is

| blank2 |.

Check Answers

Fill in the Blank Practice question

Fill in each blank with the most appropriate word.

To fertilize the ovum, the male cone releases ✓ | pollen | that is carried on the wind to the female cone. This is

✓ | pollination |.

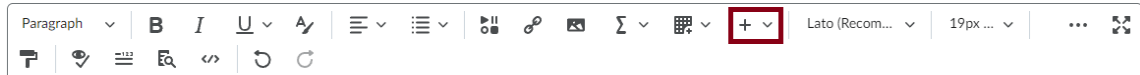**Try Again**   SCORE: 1 / 1
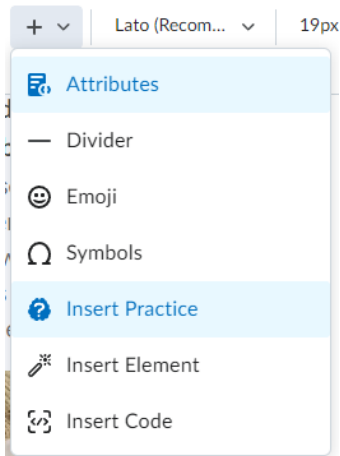
Practice – Multi-Select

To insert the Multi-Select Practice:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Multi-Select.

4. Add in a title and short description as desired.

Title

Mutli-Select Example

Short Description

There are several species of conifers that are native to Atlantic Canada.

Question Text *

Which species of conifers listed below are native to Atlantic Canada?

Add Image

5. Type in the Question in the Question text box, then type in the answers below. To add more answer options, click on Add Answer. You also

have the option to add in images. Finally, make sure to select the correct answers.

^	☐	Giant Sequoia	🗑
∨		Add Image	

^	☐	Western White Pine	🗑
∨		Add Image	

^	☑	Red Spruce	🗑
∨		Add Image	

^	☑	Tamarack	🗑
∨		Add Image	

Add Answer

6. Then check off Randomize answer order if you wish to do so and select how the practice will be scored from the drop-down.

☑ Randomize answer order

How will this practice be scored?

Correct Selections ⌄
All or Nothing
Correct Selections
Right Minus Wrong Selections

7. If you would like to add in feedback, hints, or enumeration, click on **Options** at the top of the page and select the appropriate choice.
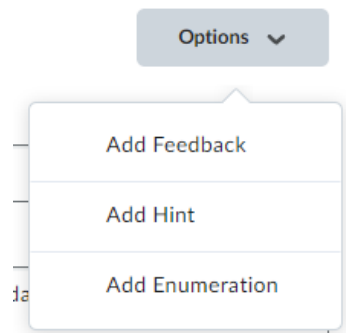
8. Click **Preview** to test out the question or **Insert** to add the practice onto your page.

Mutli-Select Example

Which species of conifers listed below are native to Atlantic Canada?

Select all that apply.

✓ ☑ Tamarack

✗ ☑ Western White Pine

✓ ☐ Douglas Fir

✓ ☑ Red Pine

✗ ☐ Balsam Fir

✗ ☑ Giant Sequoia

✗ ☐ Eastern Hemlock

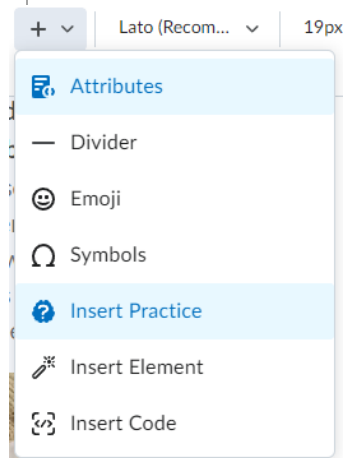✓ ☑ Red Spruce

Try Again   SCORE: 4 / 8

Practice – Multiple Choice

To insert the Multiple Choice Practice:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.
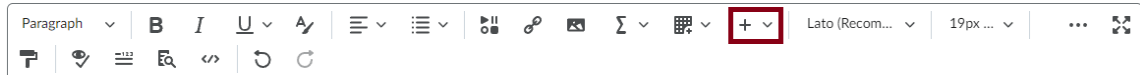
2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Multiple Choice.

4. . Add in a title and short description as desired

5. Type in the Question in the Question text box, then type in the answers below. To add more answer options, click on Add Answer. You also have the option to add in images. Finally, make sure to select the correct answer.

Answers *

∧
○   Jeff Gordon   🗑
∨
        Add Image

∧
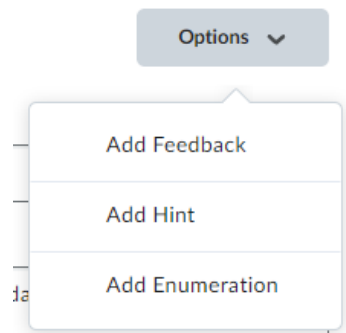✓   Neil Armstrong   🗑
∨
        Add Image

∧
○   John Glenn   🗑
∨
        Add Image

∧
○   Buzz Aldrin   🗑
∨
        Add Image

Add Answer

6. Then check off Randomize answer order if you wish to do so and select how the practice will be scored from the drop-down.

☑ Randomize answer order

How will this practice be scored?

Correct Selections   ∨

All or Nothing
Correct Selections
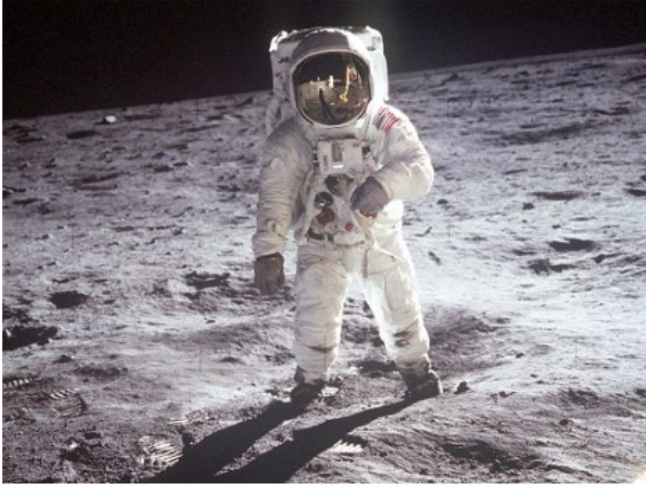Right Minus Wrong Selections

7. If you would like to add in feedback, hints, or enumeration, click on **Options** at the top of the page and select the appropriate choice.

8. Click **Preview** to test out the question or **Insert** to add the practice onto your page.

Practice – Sequencing
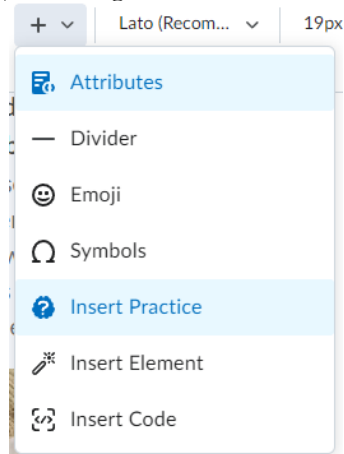
To insert the Sequencing Practice:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.
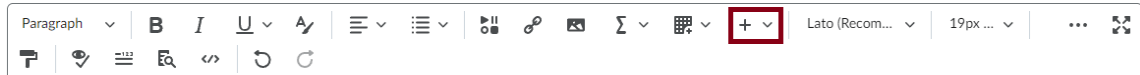
2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Sequencing.

4. Add in a title, short description, and Instructions as desired.

Title

Sequencing Practice question

Short Description

Notable achievements and first accomplishments in humanity's exploration of space.

Instructions

Align the correct events in order.

☑ Display Numeric Sequence

5. Type in the sequence steps and Items. The Items will automatically shuffle in the practice. If you need more steps, click on Add Sequence Step.

Add Sequence Step

6. Click **Preview** to test out the question or **Insert** to add the practice onto your page.
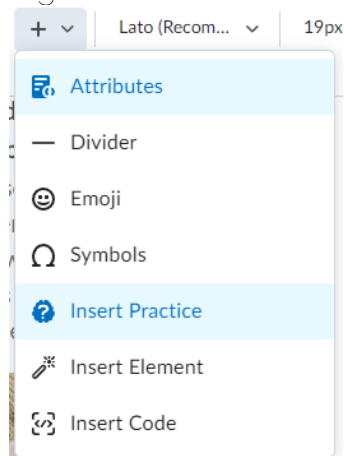
Practice – Sorting

To insert the Sorting Practice:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the Sorting.

4. Add in a title, short description, and Instructions as desired.

5. Fill out the category information. Click add category to add more.

6. Click in a category and set up the associated sortable item. You can more than 1 sortable item to a category, if necessary, by clicking on Add Sortable Item.

Add Category

7. Click **Preview** to test out the question or **Insert** to add the practice onto your page.

Mitosis phases sorting practice
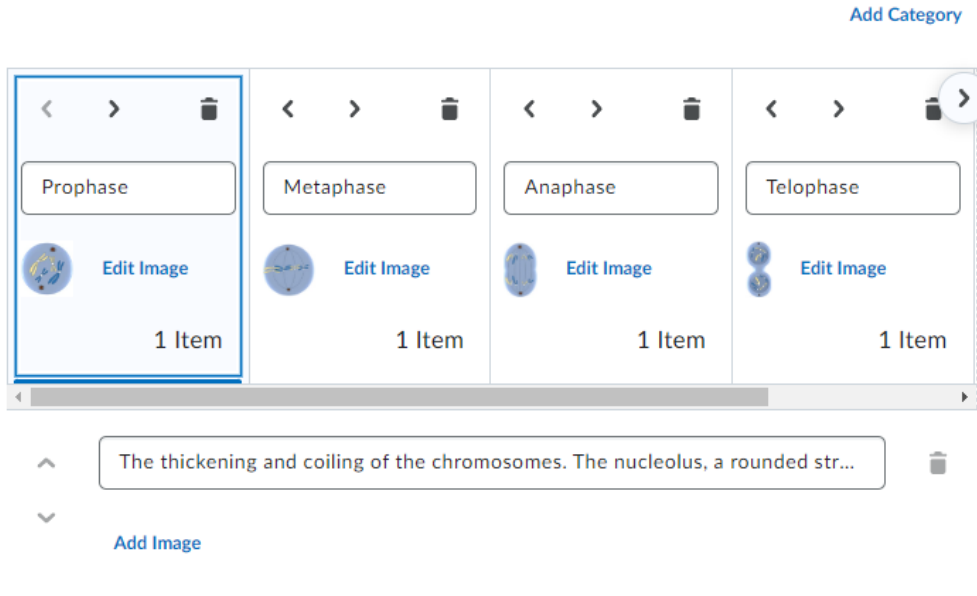
Sort the descriptions to the correct phase.

Drag a sortable item from the menu to drop it in the category it belongs to. Items can be dragged from one category to another or back to the Sortable Items menu.

Categories

Prophase	Metaphase	Anaphase	Telophase
SORTABLE ITEMS: 0 / 1	SORTABLE ITEMS: 0 / 1	SORTABLE ITEMS: 0 / 1	SORTABLE ITEMS:
drop here	drop here	drop here	drop here

Sortable Items

⁞ The thickening and coiling of the chromosomes. The nucleolus, a rounded structure, shrinks and disappears.

⁞ The chromosomes begin to decondense, the spindle breaks down, and the nuclear membranes and nucleoli re-form.

⁞ The chromosomes, each of which is a double structure consisting of duplicate chromatids, line up along the midline of the cell.

⁞ The stage, or phase, after the completion of mitosis.

⁞ Each chromatid pair separates into two identical chromosomes that are pulled to opposite ends of the cell by the spindle fibres.
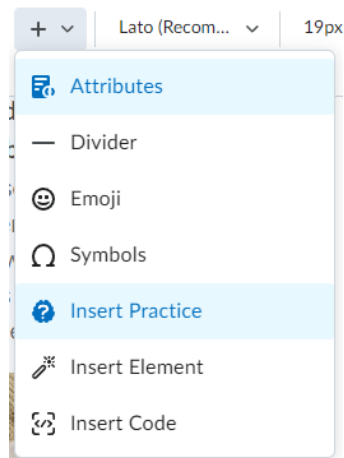
drop here

Check Answers

Practice – True or False

To insert the True or False:

1. Click on the Other Insert Option icon in the HTML Editor Ribbon.

2. Select Insert Practice.
3. Select the Practice you want to add to your page. In this example we will be inserting the True or False.

4. Add in a title, short description, and Instructions as desired.
5. Type in the Question Text and select the correct answer.
6. Click on Options at the top of the page to add in Feedback, Hints, and/or Enumeration.

7. Click **Preview** to test out the question or **Insert** to add the practice onto your page.

True or False Practice Question

Saint Mary's University is located in New Brunswick.

Select "True" if each part of the statement is true.

⬜ True

✓   ⦿ False

Try Again

SCORE: 1 / 1

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.