



Semester Start Checklist for Brightspace Courses

This checklist has been developed to ensure that your course is ready to be offered in Brightspace. If you have any questions or concerns as you complete the tasks, please email Linda Jack at ljack@dal.ca

1. Copy content from your 'MIGRATED' course space to your upcoming 2015 Fall course space

If your Blackboard content had been copied over to Brightspace, you may notice that there are 2 copies of the course now on your list. One is titled 'MIGRATED' and contains your previous content and is only for instructor view. The other has a title that ends with '2015 Fall' and this will be the space where students are loaded and where learning will take place this term. If you wish to copy your previous content into the upcoming 2015 Fall course space, please review [Brightspace Importing Content](#) or get in touch with us and we can assist you to move your content.

2. Activate your 2015 Fall course and set availability dates

A Brightspace course space is created for every course that is listed on the academic timetable. To prevent students from seeing courses that are not being used, each course is set to "inactive" by default. The course space must be made active before it will appear for students in their list of courses. Also, once activated, every 2015 Fall course has been set to open on September 10 at 12:01 AM (the official start of classes) and close on February 1 at 12:01 AM. Instructors have the ability to adjust these dates to suit the needs of their class. Please review [Brightspace Activate Course](#) or get in touch with us for assistance.

3. Notify intech@dal.ca if you have crosslisted courses or sections that need to be combined

To replicate an eventual direct integration with Banner, every lecture section or CRN on the academic timetable has been created as a separate individual course space on Brightspace. If you wish to teach multiple groups of students from one single course space, please email intech@dal.ca and include the following information: copy/paste the course title of the course space you wish to use as the teaching space, and provide the title(s) of the course(s) or section(s) that you wish to have added/combined into the single teaching space. Remember to activate only the active teaching space and leave the other spaces inactive.

4. Inform your students that the course will be offered on Brightspace and welcome them

This platform will be new for your students as well. Avoid confusion by clearly notifying your students that the course will be offered on Brightspace and not on BbLearn. Welcome them to the course by posting a News item and sending an email to class through the 'Classlist' tool. Consider including a quick webcam or audio recording to add a personal presence and be sure to set your Brightspace account profile to include a profile picture or image.

5. Update your bookmarks

Please ensure that you are using the updated and permanent URL for Brightspace:
<https://dal.ca/brightspace>

6. Check dal.ca/elearning for updated training schedules and resources

Keep your eye on the eLearning website for updated training schedules and sign up for any sessions that you may have missed over the summer. If you prefer a one-on-one appointment, email ljack@dal.ca to arrange a convenient meeting time. Note that individual appointments will be limited during semester start.