

Brightspace - Semester Start Checklist

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 intech@dal.ca with 'Brightspace' in the subject line.

1. 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.

2. (Optional) **Copy content** from your 'MIGRATED' space into your 2016 Winter 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 '2016 Winter' 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 2016 Winter course space, please review the following document or get in touch with intech@dal.ca for assistance: <https://dal.brightspace.com/shared/semester-start/copy-course.pdf>

3. **Activate** your 2016 Winter 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 the following document or get in touch with intech@dal.ca for assistance. <https://dal.brightspace.com/shared/semester-start/making-your-course-available-16w.pdf>

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 the class through the 'Classlist' tool. Consider including a webcam or audio recording along with a profile picture in your Brightspace Account profile to add a personal presence to your course space. Remember that Brightspace can be accessed via the Quick Link in myDal, or directly at dal.ca/brightspace

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

Keep your eye on the eLearning website for updated training schedules in your area and sign up for any sessions that you may have missed over the summer. If you prefer a one-on-one appointment, email intech@dal.ca (with Brightspace in the subject line) to arrange a convenient meeting time. Note that individual appointments will be limited during semester start. We will also be updating the Training Resources section of dal.ca/elearning regularly with on-demand training resources as they are developed.