

# Brightspace Training Camp Follow-up



This document is a summary of the items that we weren't able to get to during the training day, but still wanted to give you information on. It also includes some brief information on some tools that were mentioned by participants within the training. If you have any questions about the training camp or any of the following D2L Brightspace tools mentioned in here, please reach out to Martin Springborg , Director of Teaching and Learning at [mspringborg@inverhills.edu](mailto:mspringborg@inverhills.edu). Otherwise you can always find tutorials and resources on the Faculty Resources page on our websites:

Inver Hills: <https://www.inverhills.edu/FacultyResources/>

DCTC: <https://www.dctc.edu/online-dctc/faculty-resources/>

## D2L Brightspace Tools

### Import / Export / Copy Components

The **Import / Export / Copy Components** tool can be used to copy your course materials from different D2L Brightspace course sites. This is most commonly used to

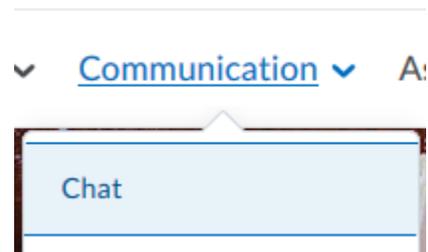
copy materials from a previous semester to a new one. You can find the **Import / Export / Copy Components** tool by clicking on the **Course Admin** link on your course's navbar.



Brightspace Tutorial: <https://www.youtube.com/watch?v=Brp6v3oovXc>

## Chat

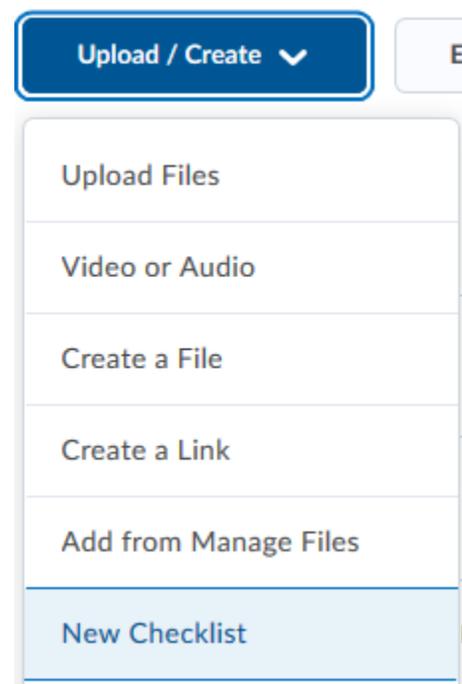
The **Chat** tool can be used to create virtual text-chat rooms for you and your students to communicate with each other. These can be setup as open to everyone in the class, just specific groups, or specific individuals. You can find the **Chat** tool by clicking on the **Communication** dropdown on your course's navbar.

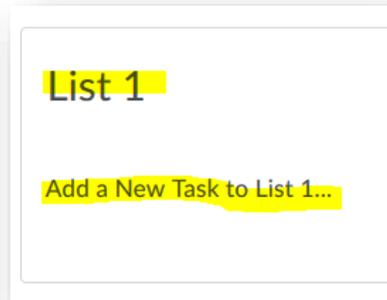
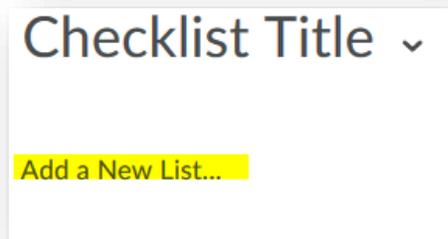


Brightspace Tutorial: <https://community.brightspace.com/s/article/Create-private-and-group-chat-rooms>

## Checklists

The **Checklist** tool is a great way to help show your students all the items they need to do within a given week, module, or unit. Checklists create a virtual list of items that allow students to check things off. As the instructor you can even set due dates on items within a checklist to help show your students when they should have specific items done by. You can create checklists directly within any module in the **Content** tool by clicking the blue **Upload/Create** button, and selecting **New Checklist**. Once you have given the Checklist a name and instructions (a description), click the blue **Publish** button to start creating your list. Click on the **Add a New List...** to create a category of items, and click on **List 1** to edit the name of that category and start adding individual items by clicking on **Add a New Task to List 1...**





Brightspace Information: <https://community.brightspace.com/s/article/Using-the-Checklist-Tool-to-Help-Learners-Manage-their-Time-Effectively>

## Insert Stuff



**Insert Stuff** is a toolbar option whenever you are adding text to the description of a module, content item, creating a new announcement, creating a file, and more. **Insert Stuff** allows you to add a number of different media to your course. This will add or embed items directly in-line with the text. Choose the **My Computer** or **Course Offering Files** to create a link directly to a specific file. Choose the **My Media** option to browse your **Mediaspace** videos to embed or directly link to. Choose the **Youtube** option to search for videos on Youtube.com to embed within your text. Choose the **Films on Demand** option to browse through a database of video content provided in partnership with our campus Library. For more information about Films on Demand, contact one of our librarians or check out their website: <https://www.infobase.com/streaming-video-collections/> . If you would like to upload a picture or create a link, click on the camera and chain icons respectively beside the **Insert Stuff** icon on the toolbar.

Brightspace Tutorial: <https://youtu.be/sEYVxRPLioE>

## Accessibility Checker



The **Accessibility Checker** is a toolbar option at the bottom of the block whenever you are adding text to the description of a module, content item, creating a new announcement, creating a file, and more. The **Accessibility Checker** allows you to check whether or not the text, pictures, etc. that you have created is optimized for accessibility. Clicking this icon will scan everything you have created and will give you tips on how to improve it for accessibility. Messages you might see include having “Alternative Text” for images, having a proper heading text hierarchy, and more. If it does not identify any accessibility issues, you will see a message stating **No accessibility issues detected**.

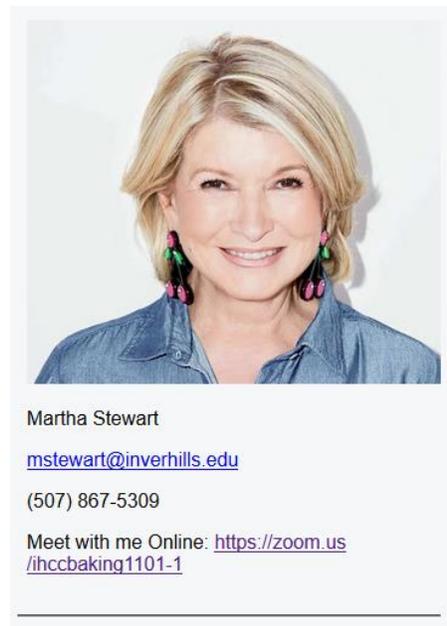
Brightspace Tutorial: <https://youtu.be/-ruJdWlZBXs>

## Instructor Bio Widget & Creating Custom Widgets

The **Instructor Bio Widget** is a great way to personalize your course site to help your students connect with you. Adding this widget to your course shows students your face and can help direct them to ways in which to contact you if they need to get a hold of you.

You can also create other custom widgets to personalize your course homepage. These can help direct students to common information they may need, and just help add a bit of visual flare to your course.

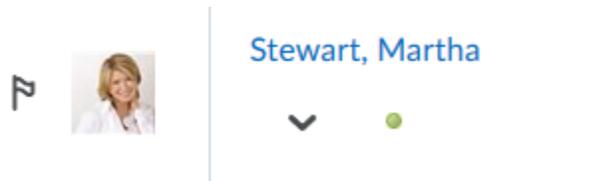
If you would like to add widgets to your course site, please contact Martin Springborg , Director of Teaching and Learning at [mspringborg@inverhills.edu](mailto:mspringborg@inverhills.edu) and we will help you get started.



## D2L Brightspace Tips

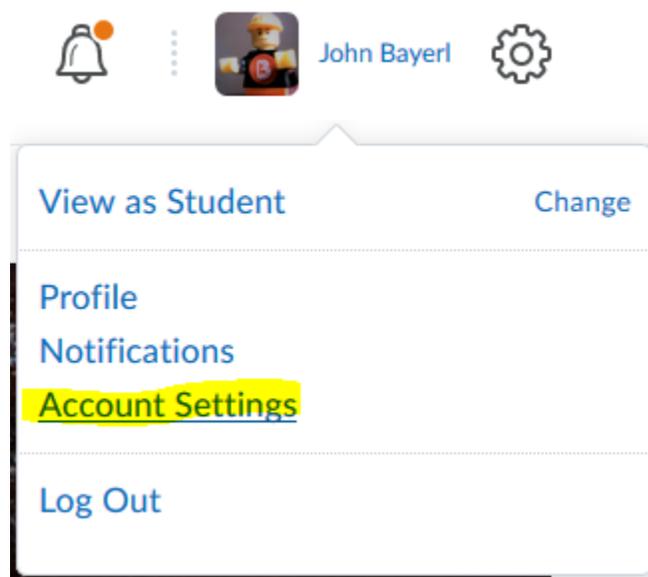
### Hiding your “Active” Status

Within the **Classlist** tool in any of your course sites, you will notice a green dot appear next to anyone’s name that happens to currently be logged-in to D2L Brightspace. If you do not



wish for your students to see your online status, you can hide this dot from appearing.

To do so, click on your profile icon on the top right of the page and select the **Account Settings** option.



Scroll down the page to find the heading **Signing In**. Here you can change whether or not that icon is visible. If you would like to change this option, remember to click the grey **Save** or the blue **Save and Close** button at the bottom of the page for the change to go into effect.

### Signing In

#### Online Status

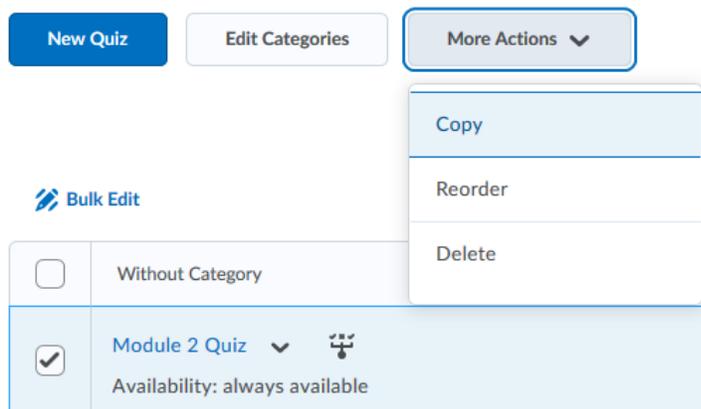
- Appear online (when I'm logged in)
- Always appear offline

[Which option should I choose?](#)

## Taking Attendance with a Quiz

While discussing the ability to take attendance within D2L Brightspace, the idea was brought up to take attendance by using a quiz. Doing this allows you to easily track attendance, while also giving a score to students who attended the class. While you can also take attendance using the **Attendance** tool, it does not connect to the gradebook.

Create a Quiz with a simple question like “Were you here today?” as a True/False question type. A quiz would have to be created for each day you would like to take attendance, or you can quickly duplicate quizzes by selecting it on the **Quizzes** page, clicking the grey **More Actions** button at the top of the page, and selecting the **Copy** option.



Edit the quiz, and click on the **Restrictions** tab. On this tab you will find a heading for **Optional Advanced Restrictions** which will allow you to enter a password for the quiz. Doing so will prompt the students to enter a password when they try to enter the quiz. The idea would then be to give out the password for the quiz to students in class for them to do it right then.

## Optional Advanced Restrictions

▼ [Collapse optional advanced restrictions](#)

Password

 ?

Then go to the **Assessment** tab to tie the quiz to a grade item. It would be a good idea to put the grade items you are using for attendance all within one grade category. This will help you keep track of them all. Plus, if you are using a weighted gradebook you can more easily set how much all of your course attendance is worth towards the final grade.

## Email people Outside of D2L Brightspace

The **Email** tool allows you to easily send emails directly from D2L Brightspace. By clicking on peoples' names within the classlist, you can send that person an email. You can also email your entire classlist by clicking the grey **Email Classlist** button at the top of the **Classlist** tool page.

With the **Email** tool, you can also send emails to those not within D2L Brightspace. Simply type the address you would like to send to in the To, CC, or BCC boxes. If you send emails frequently to someone outside D2L Brightspace, you can also save their address to your **Address Book**. Click the grey **Address Book** button. Click the grey **New Contact** button at the top, and enter the information you would like to save for that person.

## Other Information

### Preferred Name Change

Students have the option to be able to set a "preferred name" within our system. This name would then be used within D2L Brightspace, eServices, and more. To do so, students must fill out a form and submit it to the Enrollment Center/Registrar's Office.

Inver Hills Preferred Name Change Form:

[https://www.inverhills.edu/CollegeForms/pdfs/academic\\_records/preferred-name-request-form.pdf](https://www.inverhills.edu/CollegeForms/pdfs/academic_records/preferred-name-request-form.pdf)

DCTC Preferred Name Change Form:

<https://www.dctc.edu/DCTC/assets/File/pdf/registration/Preferred-Name-Request-form.pdf>

## PollToGo

There are a number of different free tools out there that you can use to enhance your teaching and students' learning. One tool that IHCC faculty have used is **PollToGo**. This is a tool to create and proctor real-time polls which can be used for in-class feedback and more. Here is more information if you would like to explore it for use in your classes: <https://polltogo.com/info/>

## Turnitin

**Turnitin** is a great resource to be able to enhance the way you assess student papers. **Turnitin** is fully integrated within D2L Brightspace's **Assignments** tool. This allows you to check papers for plagiarism, perform write-ups on the paper, and more. Note: this tool is available for use at IHCC, but not at DCTC.

Brightspace Tutorial:

[https://www.youtube.com/watch?v=y4Cf73mwhF0&list=PLxHabmZzFY6mxN\\_0D6aVd9MwaDSVHKnVB&index=7](https://www.youtube.com/watch?v=y4Cf73mwhF0&list=PLxHabmZzFY6mxN_0D6aVd9MwaDSVHKnVB&index=7)