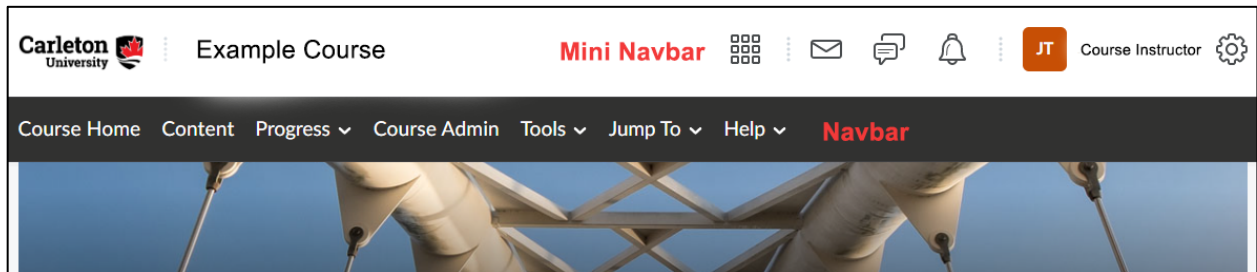


Brightspace Navbars

A Brightspace navigation bar (navbar for short) is an element on a Brightspace page that contains links to other sections of the course or learning management system. Brightspace uses two navbars by default:

- a minibar navbar at the top right of the page
- the main navbar spanning the entire page



Both the mini navbar and the main navbar are part of the default Brightspace template, which means they are displayed on all Brightspace course pages. No matter what part of a course a user is viewing, both the navbar and the mini navbar remain in place. This allows the user to quickly navigate to both course-specific and institution-wide tools and resources without having to search for them.

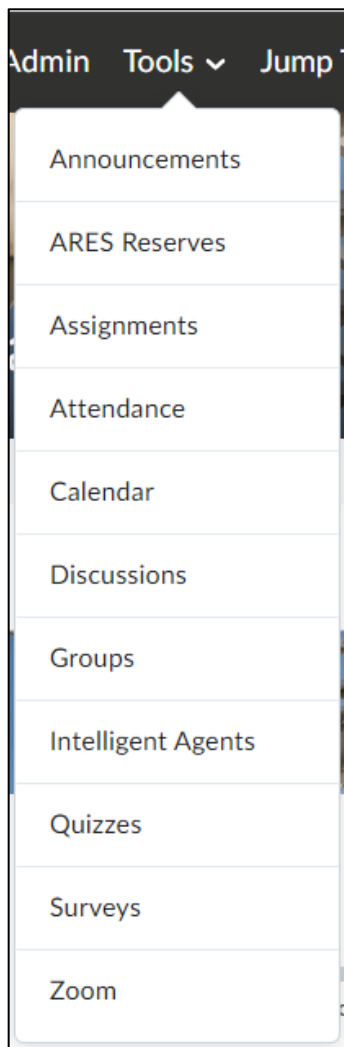
Navbars in Brightspace

Both the navbar and the minibar in Brightspace are locked to ensure that all Brightspace users have a consistent navigation experience from course to course. When a new course is created in Brightspace, it uses the default navbar, but there are two alternatives that can be added by request. These alternatives add or remove links from the Tools menu on the navbar and impact what parts of the course students are able to access. The course owner is always able to access all parts of their own course through the Course Admin panel; navbar changes only affect student access. The default navbar and the two alternative setups are explained below.

Default Carleton Brightspace Navbar

Changes to Course: None. This is the default navbar.

Description: This is the standard course navbar across all courses; when a new course is set up, it comes with this navbar by default. On this version of the navbar, the Tools menu has no link to the Classlist, but it does include a link to Groups. The default links (for course owners) in the Tools menu are: Announcements, ARES Reserves, Assignments, Attendance, Calendar, Discussions, Groups, Intelligent Agents, Quizzes, Surveys, and Zoom. The Tools drop down menu of the default navbar is displayed in the screenshot below (only use screen shot if screen shots work in accordions, otherwise leave out) .



Default navbar plus Classlist

Changes to Course: Adds the Classlist link into the Tools menu.

Description When a Classlist link is added to the Tools menu, everyone in the Brightspace course (including students) can access the class list. With Classlist access, students can download and/or export the class list, including the entire list of other student's email addresses as a .csv file. If an instructor chooses to add the Classlist link to the navbar, they should advise students not to download and share their classmates' email addresses. Sharing this information outside of the class is a privacy violation and contravenes university IT policies.

WARNING! This navbar is not recommended for large classes (50 or more students) due to privacy implications.

Use Cases: An instructor is facilitating a small graduate seminar and wants students to be able to collaborate and share ideas with one another via email. The instructor enables the Classlist to allow for easier communication and collaboration.

Default Navbar minus Groups

Changes to Course Removes the Groups link from the Tools menu.

Description Removing the Groups link from the Tools menu on the navbar removes student access to Groups. The course owner can still access the Groups tool through the Course Admin panel, but students will be unable to see Groups or Group membership.

WARNING! If this change is implemented, students will not be able to see their group members or group members' email addresses. The course owner will need to indicate group membership in some other way, and group members will need to exchange contact information. If this change is implemented, students will not be able to sign up for self-enroll groups unless the course owner provides them with a direct link to the enrollment page.

Use Cases

The course owner wants to use groups for sorting purposes (such as to assign TAs to grade a specific group) but does not want students to see those groups. The course owner wants to use groups to organize students into project teams but wants them to communicate using a discussion forum and not be able to email each other directly from the group tool.

If you have questions about your course navbars, or would like to request changes to your navbar, please submit a ticket to the TLS Support Portal (tlssupport.carleton.ca) or email: tlssupport@cunet.carleton.ca.