

INSTRUCTOR CHECK-INS: JANUARY

BRIGHTSPACE BASICS

WHERE TO BEGIN



- We offer an [asynchronous course](#), [workshops](#), and [1-on-1 consultations](#) to get you started
- We have a [Welcome to Brightspace](#) video tour, a [Brightspace glossary](#), Course [Setup](#) and [Migration](#) resources, and a [Quiz Question Migration Guide](#)
- We have Brightspace Support pages for [instructors](#), [teaching assistants](#), and [students](#)
- Check the [TLS Events page](#) for upcoming training sessions; recordings of past sessions are on the [Brightspace media channel](#)
- Your students are new to Brightspace, too - keep it simple for everyone's benefit.

COMMUNICATION

HAVE A PLAN



- How and when will you [communicate](#) with students (e.g., [announcements](#))? How and when should they communicate with you? [Office hours](#), [discussion forums](#), [email](#), etc.
- Have you set clear boundaries about when you will and will not be available to communicate?
- Do you know about [netiquette](#)?
- Consider having students post all questions to an 'Ask the Instructor' [discussion forum](#).
 - On top of being a time saver, it ensures equitable access to information for all.

ENGAGEMENT

GETTING STUDENT BUY-IN



- If you have a [synchronous](#) class, what else are you asking students to do beyond listening?
 - Check out [these strategies](#) for ideas
 - Tip: Whatever you hope to see students do in class, start doing it on day 1 for best results
- Did you know [Zoom is integrated](#) with Brightspace? Meetings and recordings can be easily accessed from the course page.
- If you have an [asynchronous](#) class, how will students engage with you and each other, and how will you check student understanding?

MIDTERMS

WHAT, WHEN, AND HOW?



- What kind of midterm [assessment](#) are you using (e.g., [online or take-home exam](#), [quiz](#), [assignment](#), [student video presentations](#))?
- If using an online exam, is it timed? Did you know you can add [Special Access in Quizzes](#) at the quiz or Classlist level in Brightspace?
- Is it a [fixed time \(synchronous\) or range exam](#)? If using a range exam, for how long will the exam be available?
- If building an online exam in Brightspace, check out our [Quiz Support Pages](#) for guidance