INSTRUCTOR CHECK-INS: MAY
BRIGHTSPACE IS HERE

BRIGHTSPACE BASICS
WHERE DO I 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, Quiz Question Migration Guide resources, Brightspace Support pages, and cuLearn (Moodle) to Brightspace crosswalk page
- Check the EDC Events page for training sessions; recordings of past sessions are on the Brightspace media channel
- Your students are new to Brightspace, too - keep things simple to benefit everyone!

COMMUNICATION
WHAT, WHEN, WHERE, HOW, WHY?

- 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?
- Consider having students post all questions to an 'Ask the Instructor' discussion forum.
  - It can be both anonymous and moderated (you decide which posts are seen by all)
  - 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?
  - Did you know Zoom is integrated with Brightspace? Do you know about netiquette?
  - How do students engage with you (e.g., use chat, raise digital hand, turn on mic) and each other (e.g., breakout rooms, chat)?
- If you have an asynchronous class, how will students engage with you and each other, and how will you check student understanding?
  - Tip: Collect feedback regularly - try the survey tool in Brightspace!

MIDTERMS
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 individual 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

TLS
TEACHING AND LEARNING SERVICES