

INSTRUCTOR CHECK-INS: SEPTEMBER

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 [TLS 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.
- 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 STUDENTS PLUGGED IN



- If you have a [synchronous](#) class, what else are you asking students to do beyond listening?
 - Check out these [tips for active learning](#) in a physically distanced classroom
- Did you know [Zoom is integrated](#) with Brightspace? Do you know about [netiquette](#)?
- 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!

EXAMS

WHEN AND HOW?



- What kind of midterm and final [assessments](#) will you use (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