
Brightspace

Introduction to the professional development module

Presenter: Carolin Radtke

Supported by: Scott Connor & Ann Tilbury

Thursday 24th @ 14:00 – 15:00



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Educational Development Unit
Aonad Leasachadh Foghlaim





Introduction and session outline



In this session you'll find out about:

- Other Digital Education Week sessions relevant to Brightspace;
- Where the Brightspace Professional Development Module fits into the programme of support for staff;
- Where to access the module;
- The development of the module;
- The learning design, structure and content;
- The embedding of the Learning and Teaching Enhancement Strategy Values;
- Other support opportunities





In relation to other Digital Education Week sessions



Monday 21 January: Introducing Brightspace

Presented by Jacky MacMillan and Carolin Radtke, the session gave an overview of the rationale behind adopting Brightspace as the new LE, the implementation timeline, available resources to guide the transition to Brightspace, an overview of the Professional Development Module, and available support.

Tuesday 22 January: Benchmarking for the use of technology in learning and teaching

Presented by Keith Smyth, the session provided an overview of a number of leading models and frameworks (including SAMR, ABC Learning Design and the 3E Framework), and how they have been applied in the design of blended and online learning in Further and Higher Education contexts.

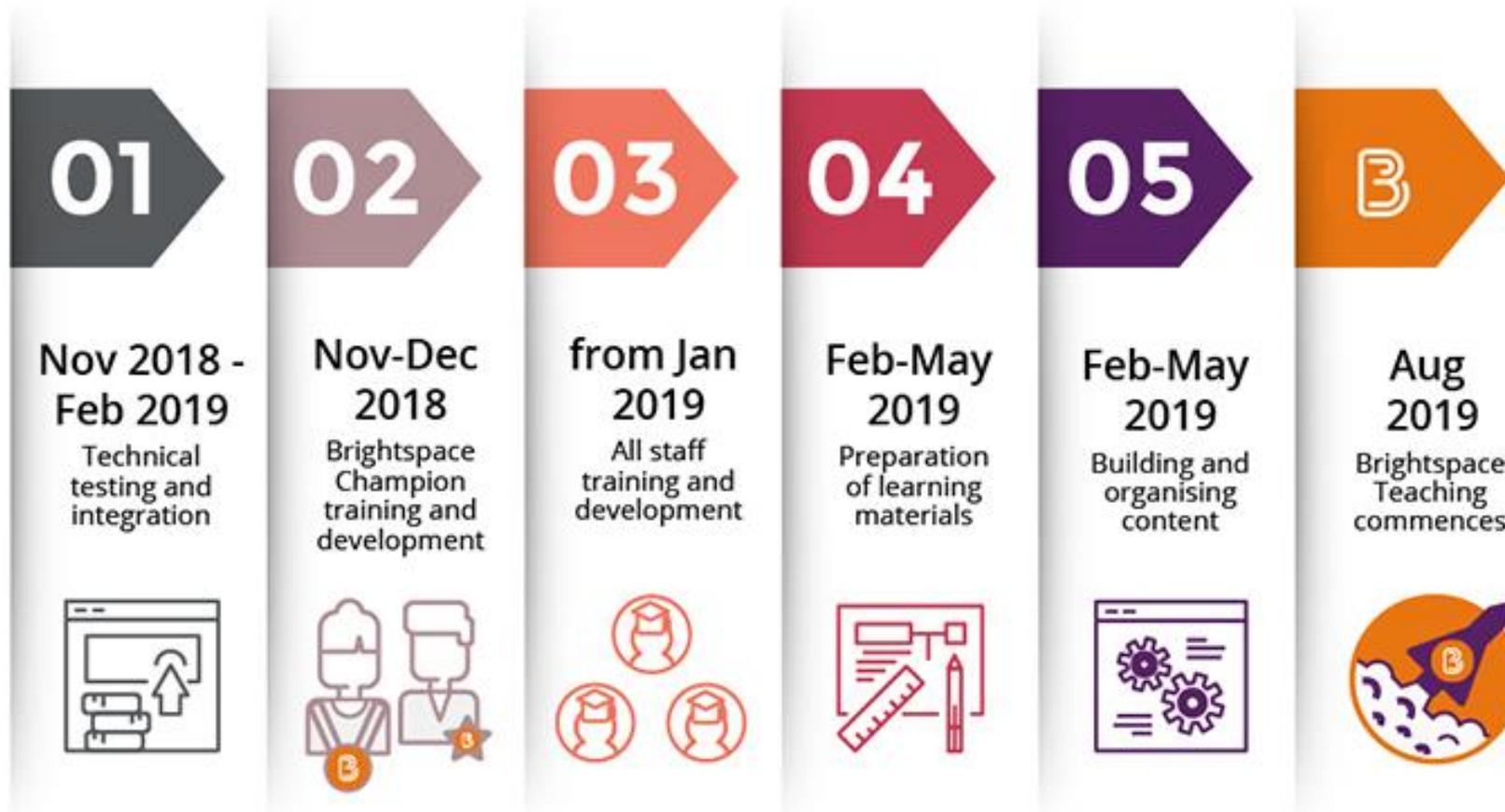
Participants explored applying the university's the new benchmarks in designing an module or unit activity, or to considered the different ways in which the benchmarks can be applied.

Recording of the Benchmarks sessions can be accessed from the LTA Past Events webpages



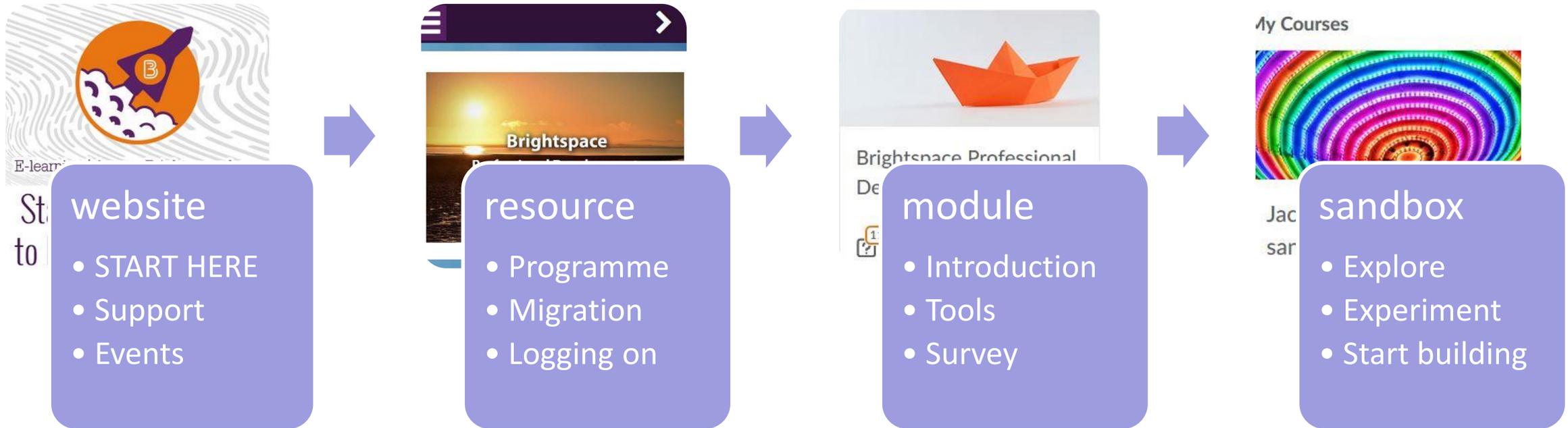
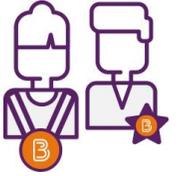


Brightspace Implementation Timeline





Building confidence



www.uhi.ac.uk/brightspace4staff





Brightspace Professional Development Resource



[Home page](#) 

[Sitemap](#)

Introduction

[Developing capacity and confidence in Brightspace](#)

[Embedding LTES values](#)

[Guidance and terminology](#)

[Summary](#)

[Getting started](#)

[Contacts](#)



Brightspace
Professional Development

A banner image featuring a sunset over a body of water. The sun is low on the horizon, creating a bright orange and yellow glow in the sky and reflecting on the water's surface. The text 'Brightspace Professional Development' is overlaid in white, bold font.





Learning objectives of the Brightspace professional development module



- Navigate the Brightspace interface;
- Understand the terminology associated with the new learning environment;
- Explore and identify the learning environment's most common tools and functions;
- Apply the learning environment's most common tools in your own use of the learning environment;
- Reflect on your practice by using the values of the LTES and the 'Benchmarks for the use of technology in learning and teaching';
- Develop plans to ensure your module and unit spaces are ready for delivery;
- Populate module and unit spaces in the new learning environment;
- Know who to approach for further support.





Brightspace landing page



Homepage - University of the Highlands and Islands

Yammer Brightspace D2L UHI DEW_Brightspace.pptx Educational Developm... Brightspace LE (Webp... Essential student skills Learning and Teachin... Webinars Home - Educational D... Home - VLE Professo... VPDT_comms_plan_ti... UHI Servicedesk D2L Learning Center



Carolyn Radtke

Help ▾ My Brightspace ▾



My Courses



Brightspace Professional Development



Carolyn Radtke sandbox

[View All Courses \(2\)](#)

Announcements ▾

Hi Carolyn. Welcome to Brightspace by D2L



Getting Started ▾

Bookmarks Recently Visited

Getting Started >

Learner Essentials >





Module content



Homepage - Brightspace Prof... X

Yammer Brightspace D2L UHI DEW_Brightspace.pptx Educational Developm... Brightspace LE (Webp... Essential student skills Learning and Teachin... Webinars Home - Educational D... Home - VLE Professio... VPDT_comms_plan_ti... UHI Servicedesk D2L Learning Center



Brightspace Professional Development

Grid icon, Mail icon, Chat icon, Bell icon, Profile icon (Carolin Radtke), Settings icon

Content Communication and Collaboration Course Tools Library Resources Help

Brightspace Professional Development

Visual TOC

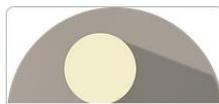

Introduction
8 of 8 Topics Completed
100%
Overview


Orientation
10 of 11 Topics Completed
91%
Overview Continue


Announcements
10 of 11 Topics Completed
91%
Overview Continue


Content
18 of 19 Topics Completed
95%
Overview Continue


Classlist
7 of 8 Topics Completed
88%
Overview Continue


Grades
15 of 16 Topics Completed
94%
Overview Continue

Announcements

Welcome!

Posted 04 January 2019 1:07 PM

Welcome to the Brightspace professional development module. This module is the result of a collaboration between a small number of Champions from across the university. The selection of learning sessions and the core content were developed by this team and finalised by members of the project team from the Educational Development Unit and the Learning and Teaching Academy. The module will be enhanced over time. When new content is added to the module, you will be informed about this.





Module content – The basic structure of each session



Announcements - Brightspace X

Content Communication and Collaboration Course Tools Library Resources Help

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 173

- Introduction 8
- Orientation 11
- Announcements 11**
- Content 19
- Classlist 8
- Grades 16
- Quizzes 16
- Assignments 11
- Discussions 13
- Groups 12

Announcements

Print Settings

Add dates and restrictions... Published

The announcements tool is designed to enable you to share updates and key messages with your students in an easily accessible, visible space within your module. It is located on the right hand side of your homepage, but you can also find it in the drop-down menu of Communication and Collaboration.

Pixabay / CC0 1.0

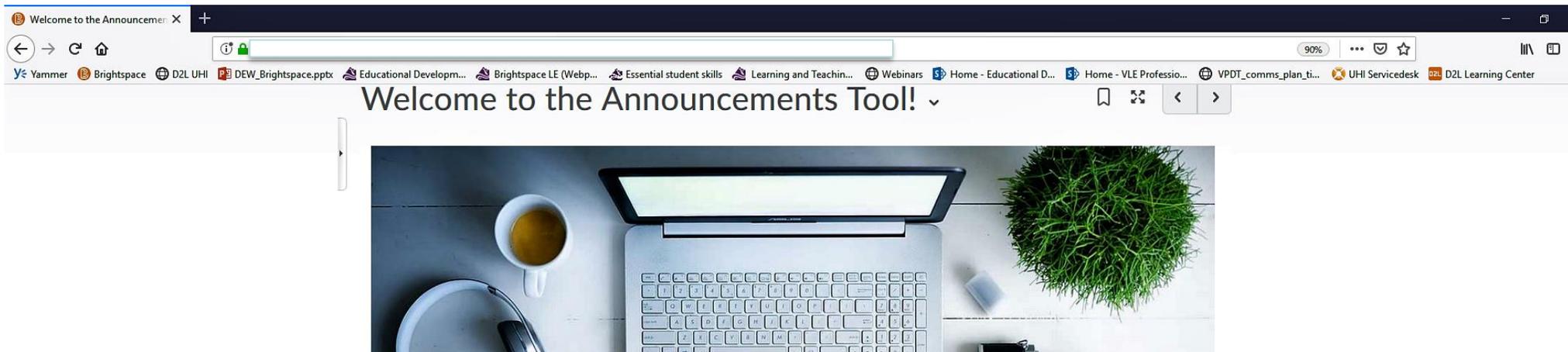
Upload / Create Existing Activities Bulk Edit

- Welcome to the Announcements Tool! Web Page ✓
- Introduction to Announcements Web Page ✓
- Brightspace Video Introduction to Announcements Web Page ✓
- How do the LTES values align with the use of the Announcements tool? ✓





Module content – Welcome!



Announcement Tool

The announcements tool is designed to enable you to share updates and key messages with your students in an easily accessible, visible space within your module. It is located on the right hand side of your homepage, but you can also find it in the drop-down menu of *Communication and Collaboration*.

If you need any clarification on unfamiliar terminology, please refer to the [Blackboard to Brightspace Translations](#) document.

 *This session should take you 25 minutes to complete.* 

Learning Objectives

By the end of this session, you will be able to...

- ... locate the announcements tool in Brightspace.
- ... recognise the different functions of the announcements tool.
- ... create and post an announcement.
- ... use the basic functions of the HTML editor, including adding content.





Module content – Introduction to the tool



Introduction to Announcements

Brightspace Professional Development

Carolyn Radtke
as Student U18

Content Communication and Collaboration Course Tools Library Resources Help

Table of Contents > Announcements > Introduction to Announcements

Introduction to Announcements

The Announcements Tool

The announcements tool enables you to create news items that help communicate course updates, changes, and new information to your users quickly and effectively. Since *My Home* or *Course Home* is the first page that users see when they log in or access their modules, the announcements widget is the ideal place to display important information.



Pixabay / CC0 1.0





Module content – Video introduction to the tool



The screenshot shows a web browser window with the following elements:

- Browser tabs: Brightspace Video Introduction
- Address bar: Contains a lock icon and a search bar.
- Navigation bar: Includes back, forward, refresh, and home icons.
- Page navigation: Content, Communication and Collaboration, Course Tools, Library Resources, Help.
- Breadcrumbs: Table of Contents > Announcements > Brightspace Video Introduction to Announcements
- Section title: Brightspace Video Introduction to Announcements
- Video controls: A play button icon and navigation arrows.

Watch this video for a short introduction to the announcements tool, and to learn how to create an announcement.



Create an Announcement (YouTube, 1:48)





Module content – How do the LTES values align with the use of the tool?



Table of Contents > Announcements > How do the LTES values align with the use of the Announcements tool?

How do the LTES values align with the use of the Announcements tool?

Now that you have been introduced to the Homepage, Navbar and Minibar, think about how the use of the tool aligns with each of the Learning and Teaching Enhancement Strategy (LTES) values. To help you reflect on this, we have set up a **quiz**. Don't worry – you are not being graded, it is really just meant as a self-check and a prompt for reflection. When you enter the quiz, please think about whether you consider that the use of the tool aligns with the specific LTES value (True) or whether you believe it does not (False). After you have made a True or False selection for each of the LTES values, submit the quiz. Upon submission, you will be provided with the list of the LTES values and by clicking 'view feedback' you will be able to see how we consider this LTES value aligns with the use of the tool.

If you would like to suggest other examples how the use of this tool aligns with any of the values or if you would like to see what your colleagues think, please go to the **Announcements** discussion forum. Here you can post your ideas, read how your colleagues would use this tool to align their teaching with the LTES values, and comment on an existing discussion entry. As we are all new to Brightspace, all ideas you might have are greatly appreciated. While the forum is not formally moderated, we will be sure to read your posts and will use them to inform the feedback content in this self-assessment as we go forward.

Click [here](#) to start the quiz.



Pixabay / CC0 1.0



How do the LTES values align with the use of the Announcements tool? - Preview

Est. Length: 0:10:00 Carolyn Radtke: Attempt 1 Exit Preview

Page 1:

1	2	3
4	5	6
7	8	9
10	11	12

Question 1 (1 point) ✓ Saved

Learning for Employment

We will engage our students in learning activities and experiences that reflect and replicate how they will work and collaborate in the vocation, profession, or field they are preparing for. As a student progresses through their chosen unit, module or programme, they will engage in activities that will help them to further transition into the working environment.

Learning for employment



- True
- False

Question 2 (1 point)

Learner choice and personalisation

Students will be engaged in helping to shape and create their learning through choice and negotiation relating to the individual and collaborative activities that they undertake. Wherever possible this should extend to what students focus on and produce for their assessed work.

Learner choice and personalisation





Module content – Use Case



Use Case - Brightspace Professional Development

University of the Highlands and Islands
Brightspace Professional Development

Carolyn Radtke
as Student U18

Content Communication and Collaboration Course Tools Library Resources Help

Table of Contents > Announcements > Use Case

Use Case

Gill's Announcement

Gill wanted to remind her level 9 allotment gardening class that their assessment is due at the end of the week. Gill wrote up an announcement to that effect but realised that reminding them too soon would potentially distract them from completing their seed planting assessment for another module. As such, Gill used the availability feature to make sure that the announcement was not available until Friday lunchtime. Gill also used this feature to remove the announcement automatically once the due date of the assessment had passed.



Pixabay / CC0 1.0





Module content – Step by Step Guide to the tool: Videos



Step-by-Step Guide to Announcements

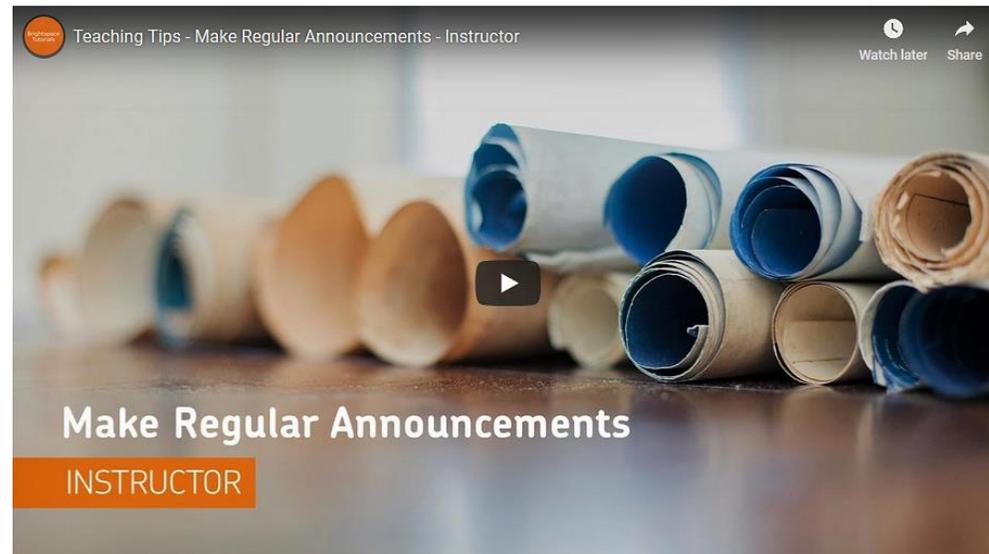
Brightspace Professional Development

Content Communication and Collaboration Course Tools Library Resources Help

Table of Contents > Announcements > Step-by-Step Guide to Announcements: Making Regular Announcements

Step-by-Step Guide to Announcements: Making Regular Announcements

Watch the following video to see how to schedule announcements and attach release conditions.



Make Regular Announcements (YouTube, 3:05)





Module content – Step by Step Guide to the tool: Further information



ce.pptx Educational Developm... Brightspace LE (Webp... Essential student skills Learning and Teachin... Webinars Home - Educational D... Home - VLE Professio... VPDT_comr

University of the Highlands and Islands Ollsghrann Gàidhealach agus Iomain

Brightspace Professional Development

Carolyn Radtke as Student U18

Content Communication and Collaboration Course Tools Library Resources Help

Table of Contents > Announcements > Step-by-Step Guide to Announcements: Further Information (Announcements)

Step-by-Step Guide to Announcements: Further Information (Announcements)



Further Information about the Announcements Tool

For further information on how to create announcements, as well as on how to edit, reorder, delete and restore announcements, see the Announcements Tool Guide by Brightspace.

Announcements Tool Guide



Announcements Tool Guide

WHAT IS THE ANNOUNCEMENTS TOOL?

The Announcements tool enables you to create news items that help communicate course updates, changes and new information to your users quickly and effectively. Since My Home or Course Home is the first page that users often see when they log in or access their courses, the Announcements widget is a good area for displaying important information. Announcements items appear in the Announcements widget, but you can also receive instant notifications through email, SMS, and RSS feeds.



WHY USE THE ANNOUNCEMENTS TOOL?

The Announcements tool allows you to:

- Create announcements containing important course-related information
- Alert learners to a change in the schedule or an upcoming due date
- Distribute additional resources to students based on need (in conjunction with release conditions)

USER STORY

Professor Barcellos wants to respond quickly as students complete each module quiz and to let them know what they can do next to

or additional support if required. After completing the module, student Amelia Marzola immediately receives a Announcements item with her name in it that acknowledges that she passed the quiz. She



is pleased that the instructor is aware of how she is doing in the course.

CREATING AN ANNOUNCEMENT

To access the Announcements tool, go to **Edit Course**, the navbar, or access the tool from your homepage Announcements widget. To create an item, select **New Item**. You must fill out the required fields, which are indicated by red asterisks, including the **Headline** and **Content**. You can also set **Availability** dates which allow the item to be set up for a specific date and time to be released. You may also choose to add additional attachments and release conditions. Click

Publish **Save as Draft** **Cancel**

Save as Draft to continue editing the Announcements item (learners cannot see the item), select **Publish** to release item to learners, or select **Cancel** to exit the tool.





Module content – Checklist



Step-by-Step Guide to Annou... Conclusion (Announcements) x +

90%

Yammer Brightspace D2L UHI DEW_Brightspace.pptx Educational Developm... Brightspace LE (Webp... Essential student skills Learning and Teachin... Webinars Home - Educational D... Home - VLE Professo... VPDT_comms_plan_ti... UHI Servicedesk D2L Learning Center

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Content Communication and Collaboration v Course Tools v Library Resources v Help v

Table of Contents > Announcements > Conclusion (Announcements)

Conclusion (Announcements) v



0% 0 of 4 items complete

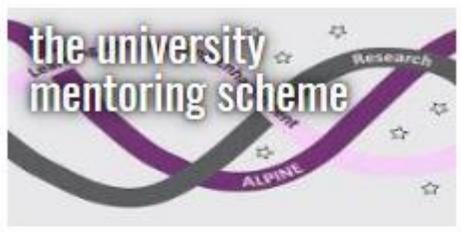
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Support Websites



LTA Website

- Learning Teaching and Enhancement Strategy
- Events
- Benchmarks



UHI Website

- UHI Academic Standards
- Essential Student Skills



Learning

environment

- Enhancing learning environment



Learning design

EDU Support Portal

- VLE Checklist
- Netiquette
- Finding Images
- Policy and regulations





Communication



Join our Yammer group and watch the [website](#) for updates on webinars and local events!

D2L Brightspace by D2L Joined

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise

Share something with this group...

Alex Walker Follow – Thursday at 8:53 AM – Edited
Digital Education Week: Brightspace Sessions

#uhidigitaleducation

Benchmarks for the use of technology in learning and teaching
Tuesday 22nd January 2019, 15:00 – 16:00

An Lochran Learning Lab or Videoconference Code: 58515 or 58515@uhi.ac.uk (when joining using Cisco Webex Teams)

In this session, Keith Smyth, Professor of Pedagogy will lead an exploration of established models and frameworks for the design, development and implementation of technology-enhanced approaches to learning, [expand >](#)

LIKE REPLY SHARE ... Seen by 49

#Uhidigitaleducati... Write a reply

MEMBERS (209)

GROUP ACTIONS

View Group Insights

PINNED Add

Add files or links that are important

RELATED GROUPS

Add a related group

VPDT project te

ACCESS OPTIONS

Subscribe to this

Post to this group

Embed this feed



- Brightspace Learning Environment
- Why Brightspace?
- What will happen?
- Who will support me?
- How can I prepare?
- Brightspace FAQs
- Events and professional development

Current students Staff Alumni Search

- COURSES
- STUDY WITH US
- CAMPUSES
- RESEARCH
- BUSINESS

home > educational development unit > brightspace learning environment > events and professional development

Events and professional development

Professional development module

Available now, this [online learning resource](#) was created to introduce university staff to Brightspace

Webinars

Hosted by the [Learning and Teaching Academy](#). Explaining how the tools within Brightspace can support different aspects of pedagogy.

- Upcoming webinars:**
- Tuesday 22 January 1500-1600: [Benchmarks for the use of technology in learning and teaching](#)
 - Thursday 24 January 1400-1500: [Brightspace professional development module: An introduction](#)
 - Thursday 28 March 1200-1300: [Brightspace: I wish I knew what I know now](#)
 - Thursday 11 April 2019 1200-1300: [Brightspace: A seamless transition](#)





Quality assurance journey



QA form to completed before making your Brightspace unit/module site 'live'.

There will be statistically significant sampling of the forms.

From the results of the sampling programme, further group or individual support will be offered if required, in the enhancement of units/modules in Brightspace.





Questions



Thank you for your attention.
Are there any questions?

edu@uhi.ac.uk

