



brightspace
by D2L



READY. SET. BRIGHTSPACE

Brightspace Learning Management System.

Training Guide and Manual
Office of Information Technology
Medgar Evers College, CUNY





Introduction

Beginning in Fall 2023, our colleges will be preparing to transition from Blackboard to Brightspace, and this transition will enable CUNY to expand online learning and deliver engaging learning experiences using modern teaching and learning technology widely adopted by our peers.

- **All MEC faculty now have migrated courses and a Brightspace Resource Course**
- **MEC Summer 2024 Courses are NOW in Brightspace**

CUNY Brightspace will have a configuration change freeze period between May 28th till June 15th, 2024.

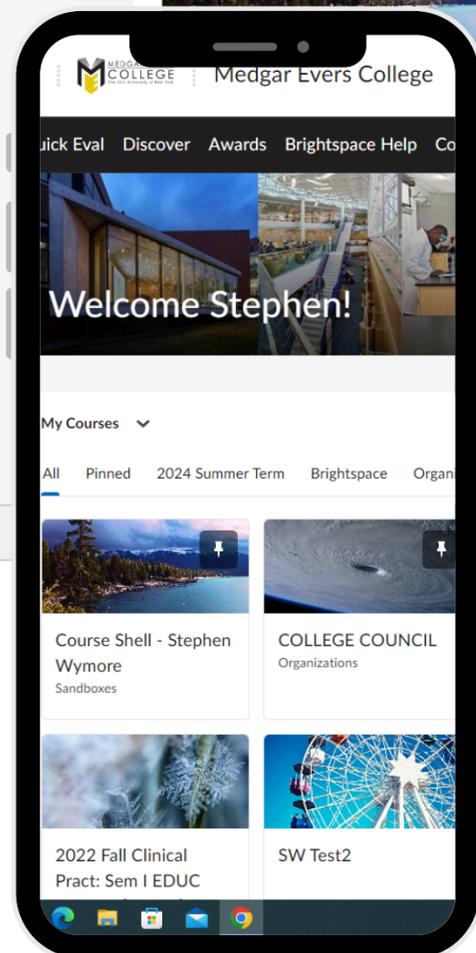
SIGN INTO YOUR BRIGHTSPACE NOW





Benefits

- A comprehensive learning management system that is modern and easy to use for faculty, staff and students.
- New capabilities to support teaching and learning across different modalities.
- Support for growth in online learning.
- Advanced analytics that contribute to student success.
- A foundation for engaging learning experiences that connect and inform.



My Courses

Announcements

WELCOME TO MEDGAR EVERS COLLEGE

Stephen Wymore posted on Feb 8, 2024 12:20 PM

Show All Announcements

Practice Sites

COLLEGE COUNCIL Organizations

Brightspace Resource Course

SW Test2

2023 Summer Term (5W1) Anatomy &

#1

Fall 2023 Prepare

Summer 2024 Teach

- Borough of Manhattan Community College
- CUNY School of Labor and Urban Studies
- CUNY School of Professional Studies
- Hostos Community College
- John Jay College of Criminal Justice
- Medgar Evers
- Queens College

Medgar Evers College is in CUNY Central's Transition Group #1

Transition Group 1

Train-the-Trainer begins.

Transition Group 1 accesses Brightspace.

Transition Group 1 courses migrate.

Summer 24

Launch TG 1 & 2

On-Campus Brightspace Transition Team

Here to support your successful transition process. Please register for a training today.

Stephen Wymore
Dir. MEC Ed Tech Center
718 270-4866

- Cristina Migliaccio
- Alirio Valbuena
- Ian Josephs
- Karen Mitchell
- Moses Phillips
- Margaret Carroll
- Cy Nakpodia
- Doris Estrada



**REGISTRATION:
BRIGHTSPACE
TRAINING**

The Educational Technology Center at Medgar
Evers College

Start now

[REGISTER TRAINING HERE](#)



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BRIGHTSPACE

Brightspace Learning Management System.

QUICK HOW TO'S



How to Access CUNY Brightspace account



- Go to **Brightspace.cuny.edu**

(The platform is a Single Sign On, it will ask you to login with your CUNY credentials)

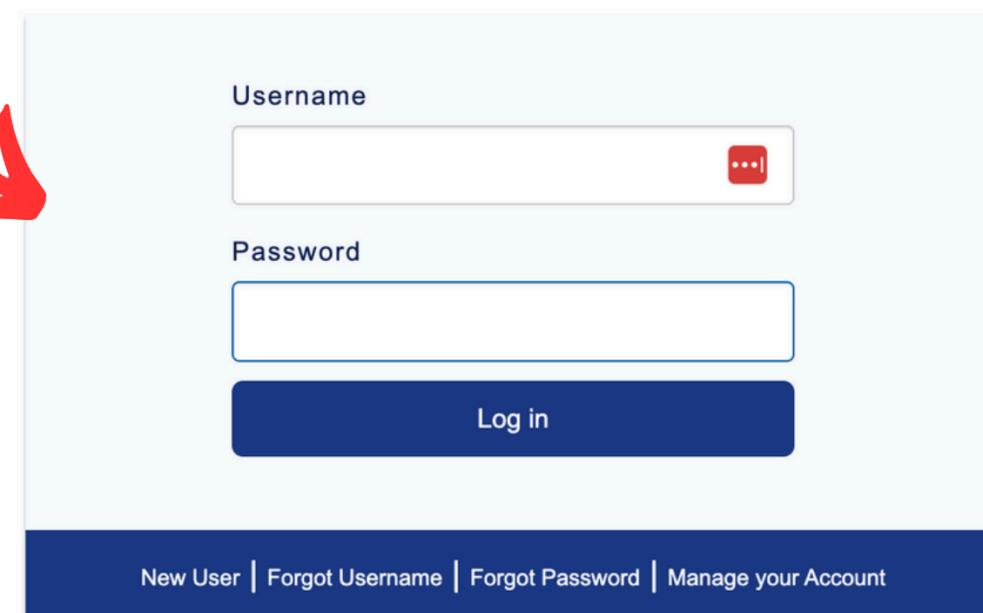
- Sign in with your **CUNY Login**

1. (Firstname.Lastname##@login.cuny.edu)
2. If needed, click “Forgot Username” or “Forgot Password” and follow the on-screen prompts.
3. For troubleshooting issues with access to your CUNYfirst account, contact the MEC-IT Service Desk

- Once logged in you are in your Dashboard, you can view **My Course** or **Create a Practise Site** to learn about Brightspace features and functionality

CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).



Username

Password

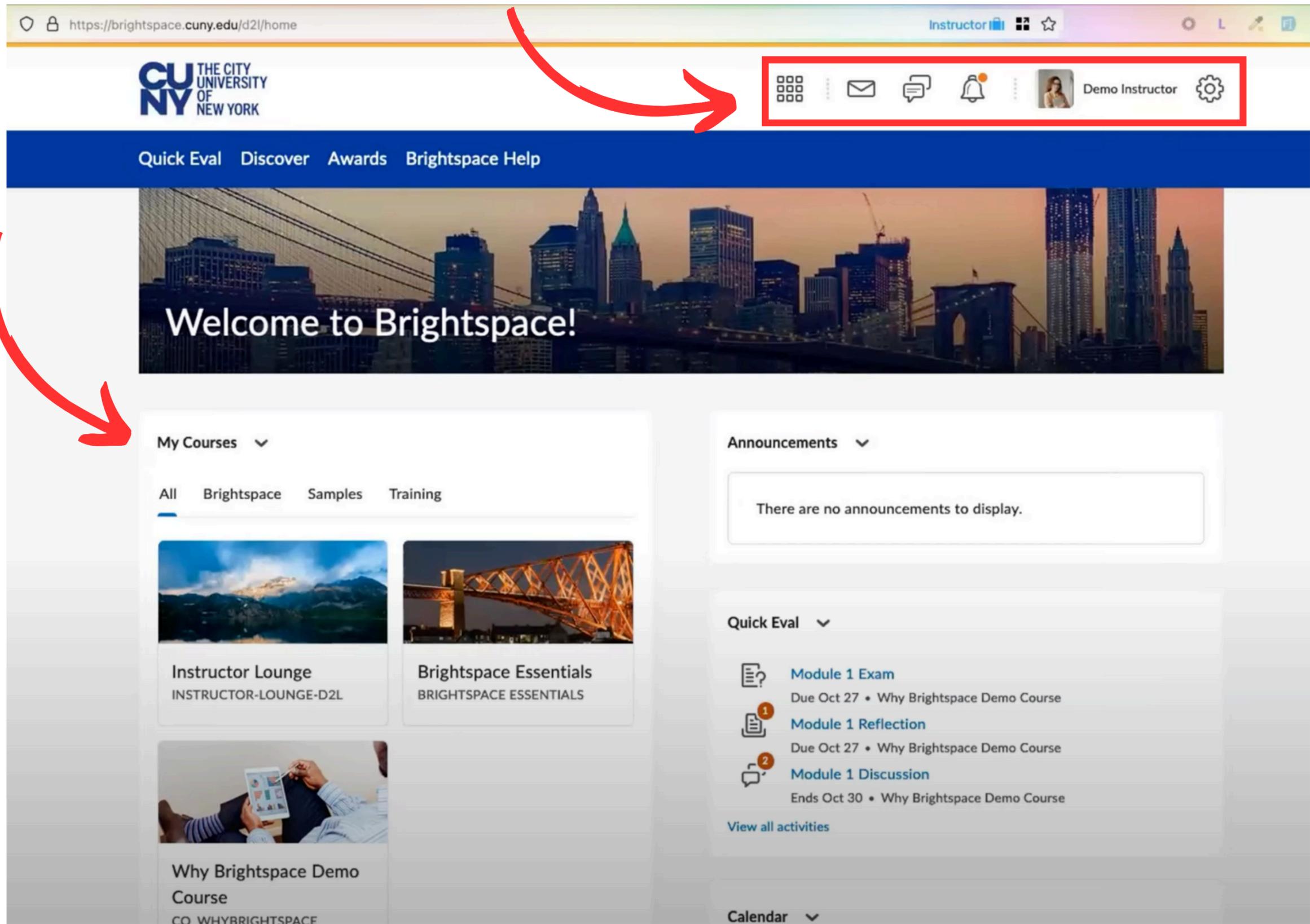
Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.



Dashboard Home

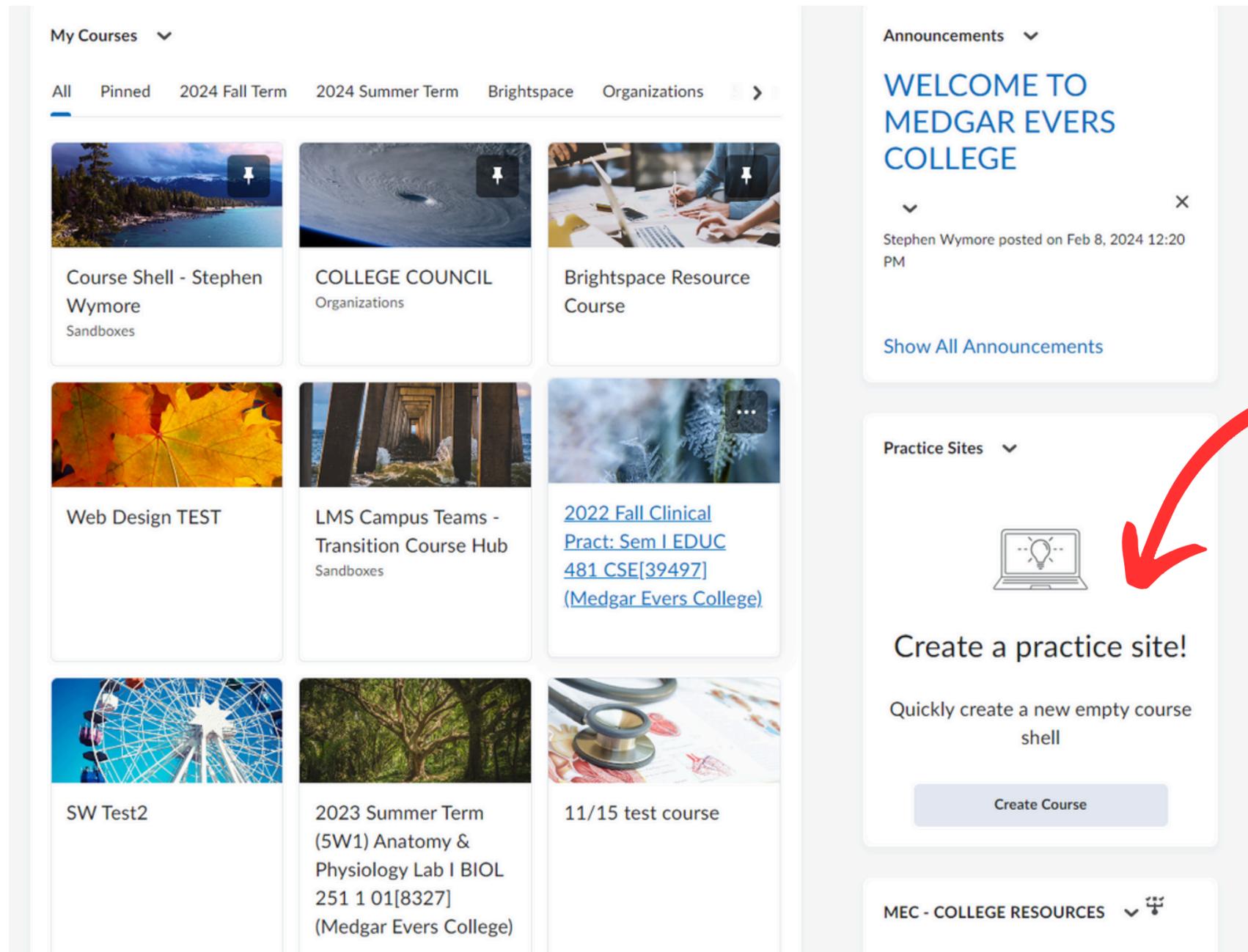
5) My Course list your present and past courses.

(Please note only 2 years of material was migrated into Brightspace. If you need to import more Blackboard course - see page 10)

6) The MiniBar at the top right

From this minibar you can access all your courses, get notifications, access your profile settings where you can add your photo, change font sizes and video settings by clicking the profile image.

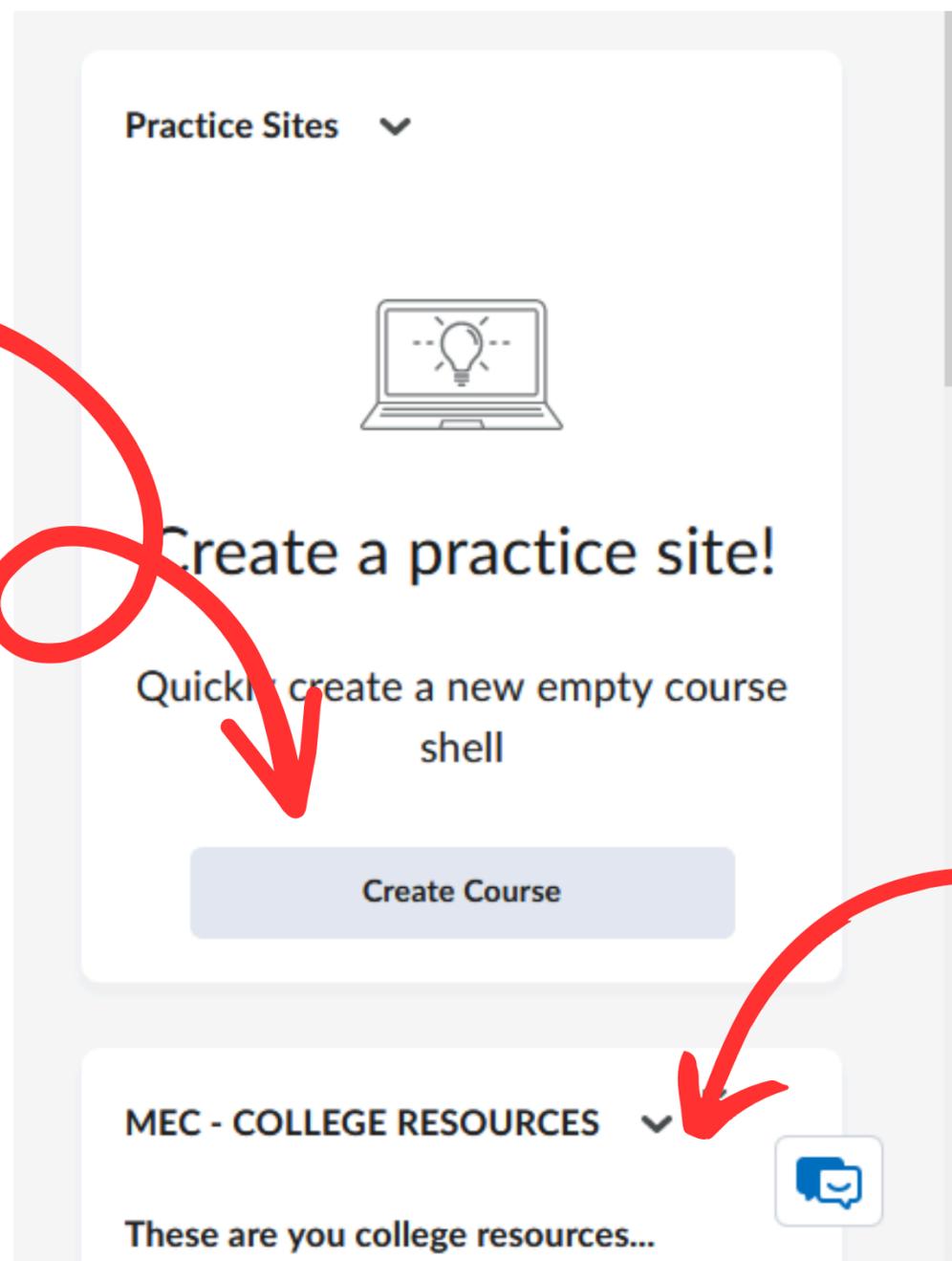
7) How to Create a Practice Site



The screenshot displays a dashboard interface. On the left, under 'My Courses', there is a grid of course shells including 'Course Shell - Stephen Wymore Sandboxes', 'COLLEGE COUNCIL Organizations', 'Brightspace Resource Course', 'Web Design TEST', 'LMS Campus Teams - Transition Course Hub Sandboxes', '2022 Fall Clinical Pract: Sem I EDUC 481 CSE[39497] (Medgar Evers College)', 'SW Test2', '2023 Summer Term (5W1) Anatomy & Physiology Lab I BIOL 251 1 01[8327] (Medgar Evers College)', and '11/15 test course'. On the right, under 'Announcements', there is a 'WELCOME TO MEDGAR EVERS COLLEGE' message from Stephen Wymore. Below that, the 'Practice Sites' section features a lightbulb icon on a laptop, the text 'Create a practice site!', and a 'Create Course' button. A red arrow points from the text on the right to this button.

Scroll down in your dashboard.
By default to the of your My Coruses you will see a Practice Site window.

7) How to Create a Practice Site



Create a practice site is a great way to create a course shell and utilize all the features and functionality of importing a class from a previous semester or create and loading new content

In this area is a wealth of CUNY resources for Brightspace. Step by step video tutorials, useful links and updates about the LMS Transition

8) Name your practice site course

(please add TEST to distinguish the practices session)

9) Select Practise Site and Click Next

Practice Sites ▾

Choose a name and a department for your new course

Course Name *

Department *

-- Choose a Department -- ▾

Next Back

Practice Sites ▾

Choose a name and a department for your new course

Course Name *

Department *

CUNY Practice Site ▾

-- Choose a Department --

CUNY Practice Site

Next Back

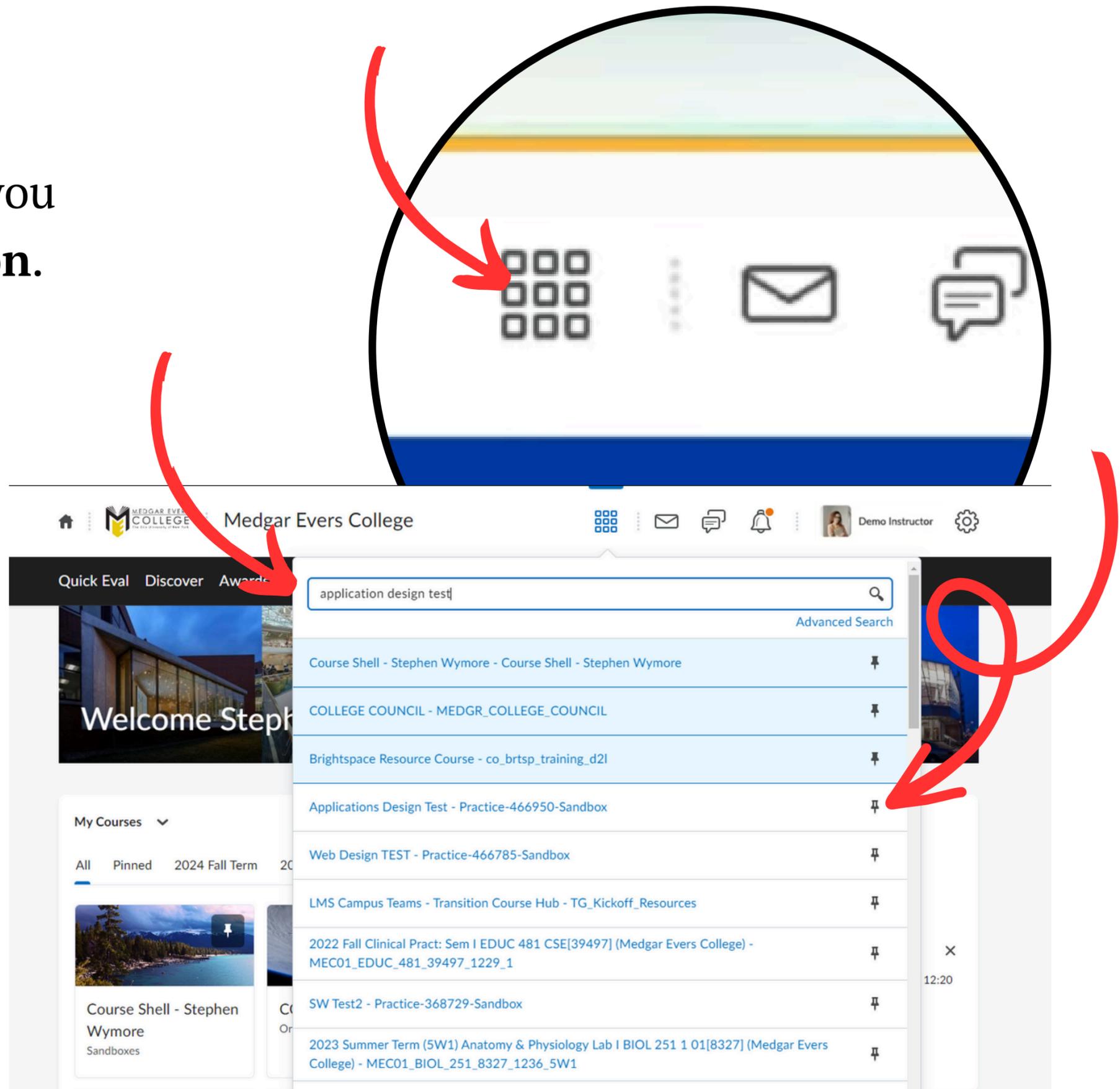
Inside your Practice Site Course page

- 1) Practise adding Widgets
- 2) Creating an Announcement
- 3) Creating Calendar Items
- 4) Uploading media, syllabus, outlines and other documents

The screenshot displays the course page for 'Applications Design Test' at CUNY. The page layout includes a top navigation bar with various course management options. Below this is a header section with a landscape image and the course title. The main content area is organized into a grid of widgets. A red arrow points to the 'Table of Contents Widget' in the top-left. Another red arrow points to the 'Announcements' widget in the top-right, which shows a message that there are no announcements and a link to 'Create an announcement'. A third red arrow points to the 'Calendar' widget in the bottom-right, which displays the current date as 'Wednesday, May 22, 2024' and a section for 'Upcoming events'. The 'Single Profile Widget' is visible at the bottom of the page.

All Courses

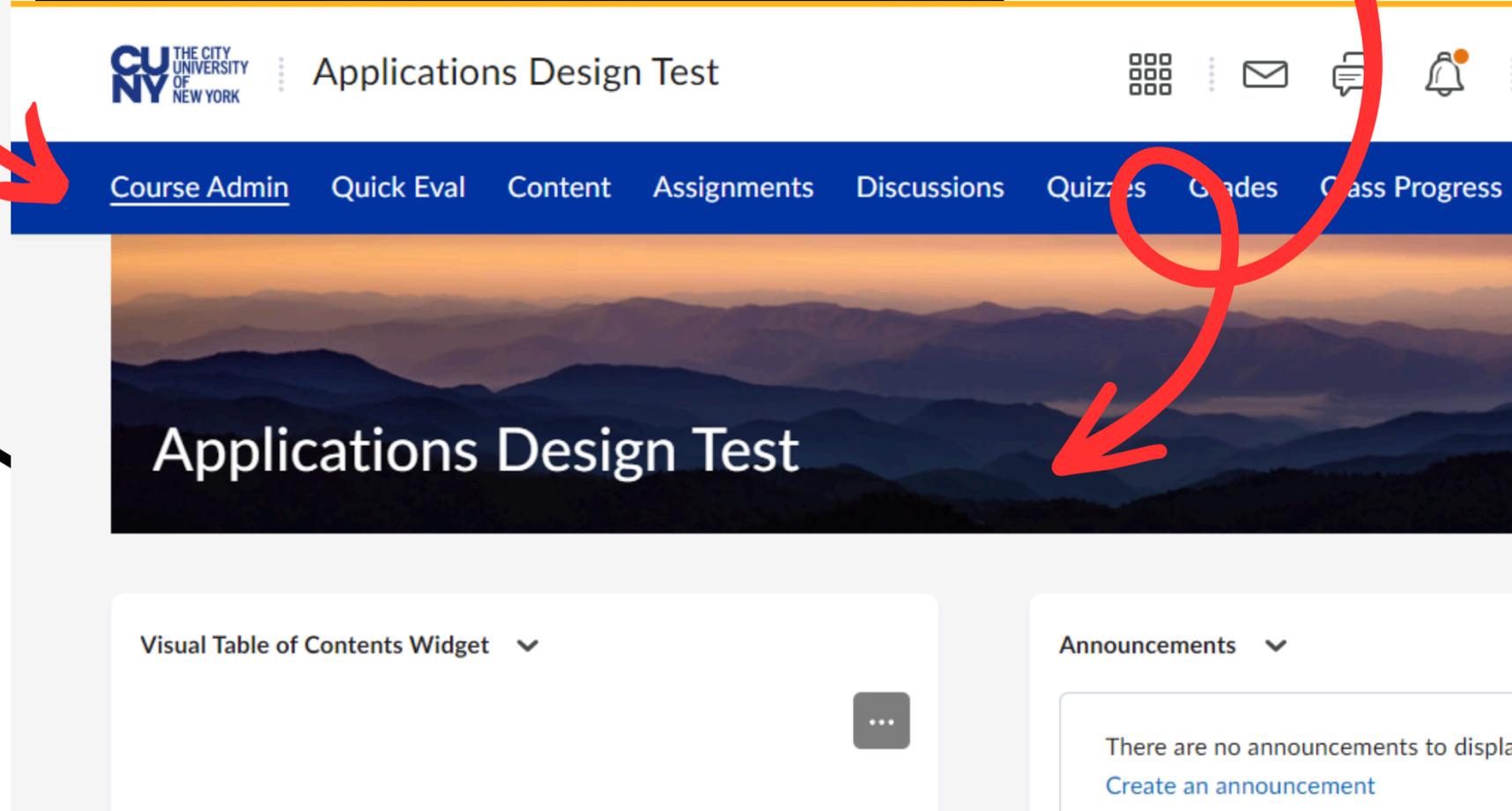
- To access all your courses you can click on the **Waffle Icon**.
- Use the search field to search for your course By clicking the Waffle Icon, all your courses will be listed in the drop down menu
- Use the PIN to pin your current or frequent items to the top





Course Admin Tab: For Course page features

- Click on the Course Admin Tab in the Navigation to access all the course page features and widgets



Courses Admin

- Here you can import and pull archive Blackboard files to upload, new videos and other documents
- Click Calendar to set up Calendar Events for your class
- You can also practice setting up quizzes or announcements and entering grades

Course Admin Quick Eval Content Assignments Discussions Quizzes Grades Class Progress

Course Administration

Category Name

Tools

- Announcements
- Availability Date Defaults
- Checklists
- Competencies
- Course Design Accelerator
- External Learning Tools
- Grades
- Import / Export / Copy Components
- Manage Dates
- Quick Eval
- Self Assessments
- Widgets
- Assignments
- Awards
- Class Progress
- Content
- Course Offering Information
- Frequently Asked Questions
- Groups
- Instructional Design Wizard
- Learning Activity Library
- Manage Files
- Quizzes
- Surveys
- Attendance
- Calendar
- Classlist
- Course Builder
- Discussions
- Glossary
- Homepages
- Intelligent Agents
- Links
- Navigation & Themes
- Rubrics
- Tools

How to Create a Calendar Event

- Create a calendar event. fill in all the details, and follow the steps.
- Go to your dashboard and reiew that your calendar event shows up.

The screenshot shows a course management dashboard with a blue navigation bar at the top containing links for Course Admin, Quick Eval, Content, Assignments, Discussions, Quizzes, Grades, Class Progress, Awards, and More. Below the navigation bar, there are tabs for Agenda, Day, Week, Month, and List. A search bar for 'Search Events' is also present. The main content area is divided into two sections. The left section has a 'Create Event' button, 'Set Dates', and 'Import Events' buttons. Below these is a table with columns for Date, Course, and Category, and a message that says 'No events scheduled'. The right section shows a calendar for May 2024. A red arrow points from the 'Create Event' button to the date '22' in the calendar. Another red arrow points from the 'All Calendars (14)' dropdown menu to the date '22'.

Date	Course	Category
No events scheduled		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Grades

- From the grades side menu you view grade progress and summary

The image displays two screenshots of the Brightspace Resource Course interface. The top screenshot shows the 'Grades Progress' page. The left sidebar menu is open, with the 'Grades' option highlighted. A red arrow points from the 'Grades' menu item to the 'Grades Progress' page. The 'Grades Progress' page features a 'Graded Items' section with a 'Quizzes' subsection. A red arrow points from the '1 Items' link in the 'Quizzes' section to a detailed view of a quiz. This detailed view shows 'Worth 25 % of final grade. Achieved 25 %' and 'Last Modified: Sep 27, 2023 11:31 AM'. The bottom screenshot shows the 'Progress Summary' page. A red arrow points from the 'Grades' link in the sidebar to the 'Progress Summary' page. The 'Progress Summary' page displays 'Grades Received: 1' and 'Content' statistics: 'Topics Visited: 7 / 111', 'Total Visits: 18', 'Time Spent: 0d 0h 16m 0s', and '9 % Completed: 10 / 111'.

CUNY THE CITY UNIVERSITY OF NEW YORK Brightspace Resource Course

Content Assignments Discussions Quizzes Grades Class Progress Awards Groups **Classlist** Video Assignment

Classlist

Print Help

Email Classlist

View By: User Apply

Search For... Show Search Options

Email Instant Message Print

<input type="checkbox"/>	Image	Last Name ▲, First Name	Role
<input type="checkbox"/>		Aalai, Azadeh ▼	Learner
<input type="checkbox"/>		Aalsberg, Suela ▼	
<input type="checkbox"/>		Aaron, Dustin ▼	
<input type="checkbox"/>		Aaron, John ▼	

CUNY THE CITY UNIVERSITY OF NEW YORK Brightspace Resource Course

Content Assignments Discussions Quizzes Grades Class Progress Awards Groups **Classlist** Video Assignment

Email Classlist

This page will display up to 3000 users. If there are additional users, they are not displayed and will not be emailed.

View By: User Apply

Search For... Show Search Options

Last Name ▲, First Name	Role
Aalai, Azadeh	Learner
Aalsberg, Suela	Learner
Aaron, Dustin	Learner
Aaron, John	Learner

View Classlists

- From the **Course Admin** section, you can also click **Classlist** to view and email the classlist

Setting up Quizzes

- Create quiz questions, quiz details and deadlines

Brightspace Resource Course

Content Assignments Discussions Quizzes Grades Class Progress Awards Groups Classlist Video Assignment

Quiz List

Current Quizzes	Evaluation Status	Attempts
Module 2 Quiz (includes WR question) ▾		0 / Unlimited
Past Quizzes	Evaluation Status	Attempts
Module 1 Quiz ▾	Feedback: On Attempt	2 / 3

Available on Sep 22, 2023 12:01 AM until Oct 18, 2023 11:59 PM

Module 2 Quiz (includes WR question) 0:00:10 elapsed

Page 1: 1 2

Quiz Information

Question 1 (5 points)

The questions below are examples of written response questions. This type of question will receive a 0 if graded by the system, so if you include one in your quiz, make sure you disable **Automatic Grade** in the Assessment tab when creating your quiz.

Have you learned about any best practices for online course development and delivery during your training sessions? If so, what have you learned?

[If you'd like to explore more best practice suggestions, check out these [Best Practice Articles in Brightspace Community](#).]

Brightspace Resource Course

Content Assignments Discussions Quizzes Grades Class Progress Awards Groups Classlist Video Assignment

Quiz List > Summary

Summary - Module 1 Quiz ▾

Quiz Period Over

Description

This quiz will test your understanding of when to use which Brightspace tool.

Quiz Details

Current Time
5:10 PM Update

Current User
Stephen Wymore (username: stephen.wymore99)



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BRIGHTSPACE

Brightspace Learning Management System.

SELF-HELP RESOURCES





Brightspace FAQ's

I want to know everything about the Brightspace LMS Transition at CUNY

- ANSWER: Visit the CUNY LMS Website

Where can I find all of the General based CUNY/Brightspace FAQ's

- ANSWER: CUNY/Brightspace FAQ

Faculty Resources

CUNY Brightspace Transition Tutorials

- Want to get started. Watch these webinars on next steps and see dates for CUNY Wide Brightspace Trainings.

Brightspace Tutorial for instructors

- Short, quick snippets videos on Semester Starts Tutorials for instructors. A great refresh for instructors

CUNY Help IT

- This link has wealthy knowledge base with numerous questions and answers



Students Resources

CUNY Student Login

- Students can log directly into the Brightspace account via this link.

Brightspace Tutorial for Students

- Short, quick snippets videos specially curated for students to get started and navigate through Brightspace

General CUNY/Brightspace FAQ

- Want to know more. Check here.





**We are here to ensure
your transition is
successful.**

**Please attend the a
Brightspace Training
TODAY**

[REGISTER TRAINING HERE](#)

Thank You

Provided by the Office of Information Technology



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