Charles Sturt University

Adapt

Changing And Improving Subjects In Brightspace

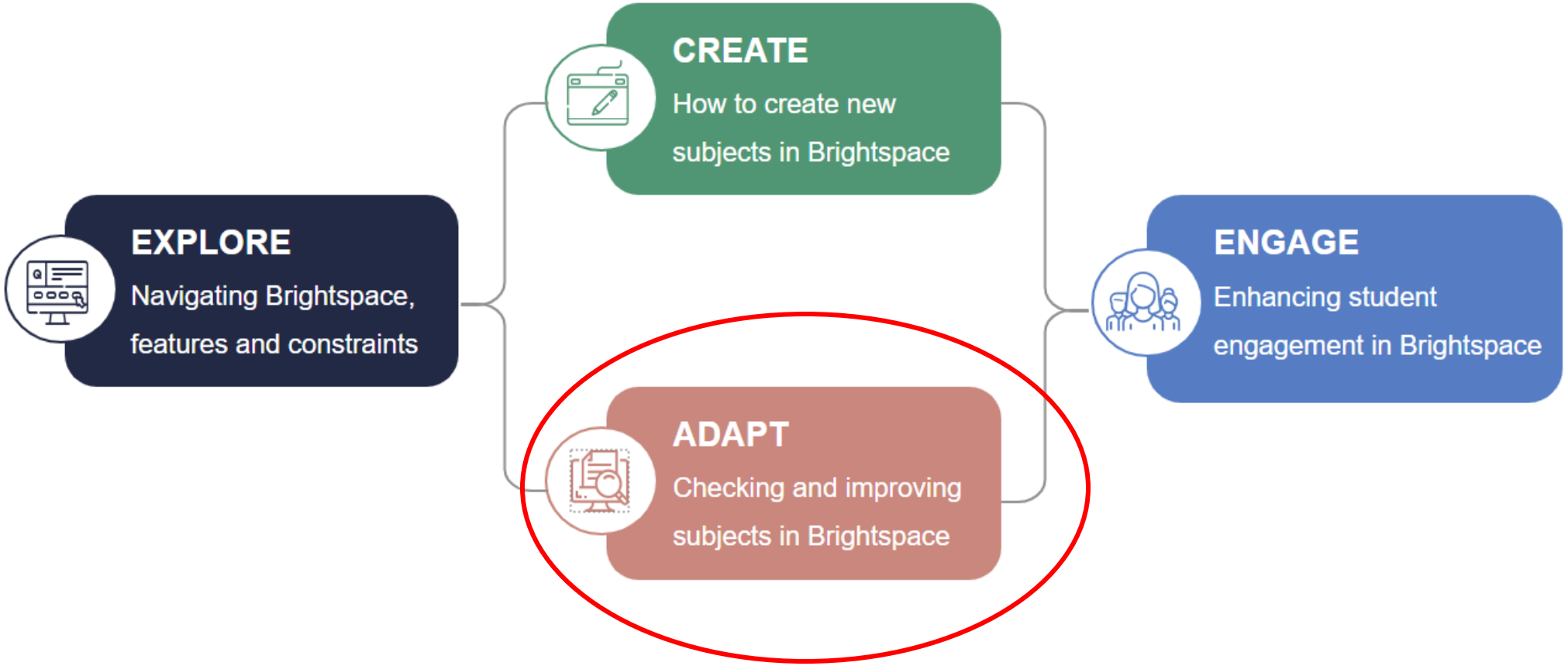
Subject Migration & Validation Training

Nov 6, 2023

Acknowledgement of Country

I would like to acknowledge the Wiradjuri, Ngunawal, Gundungarra and Biripai peoples of Australia, who are the traditional owners and custodians of the lands on which Charles Sturt's campuses are located, and pay respect to their Elders both past and present.

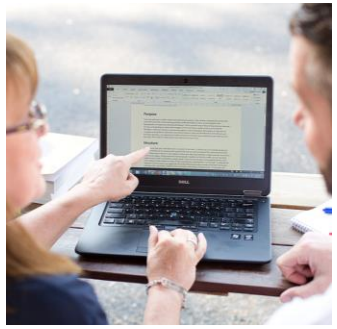
LMS Training Progression



LMS Design Principles

01

Subject sites are **welcoming**



02

Subject sites are **clearly, consistently and logically organised**

03

Subject site design is **accessible and inclusive**

04

Subject sites **foster communication and collaboration**

05

Subject sites **allow students and staff to access appropriate data**

https://www.csu.edu.au/division/learning-teaching/strategic-projects/lms-transition/lms-design-principles

Adapt Training: Learning Outcomes

Learners will:

- Learn how to effectively navigate / utilise the Brightspace interface for the purpose of content proofing and preparing migrated Master Subject sites.
- Develop an evolving understanding of the content migration process from Blackboard to Brightspace, informing any additional work required within the Master Subject site.
- Learn how to create Assessment 'shells', and associated rubrics, in their Brightspace Master subject sites (preparing for subsequent provision of session subject sites).

Training Agenda

1. Context	Familiarisation with the Brightspace interface
	Understanding the Migration | Optimisation process
2. Proof	Validating your migrated learning materials
	Adjusting / tweaking your content
3. Prepare	Creating your Assessment and Discussion structures
	Understanding the role of the upcoming ‘Engage’ training

Context

Getting comfortable with the Brightspace interface

Adapt: Terminology

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Single sign on (SSO)

Brightspace / Personal home page

Subject home page

Master subject site

Session subject site

Widgets

Subject migration | optimisation

Navigation bar (nav)

Minibar

'Waffle', course selector

Instructor / Learner view

Hamburger menu

Units (modules)

Lessons (sub-modules)

HTML document

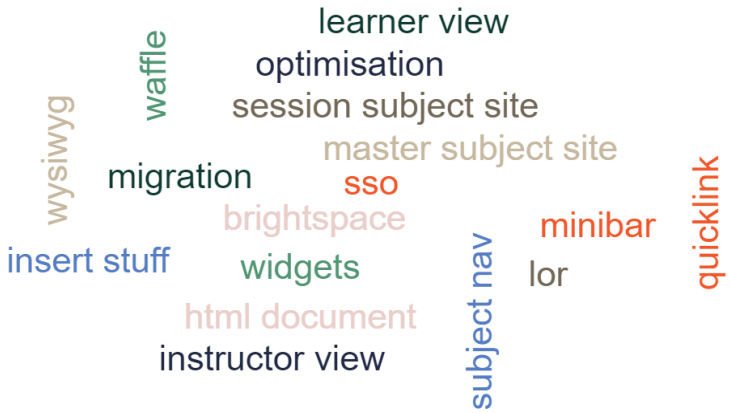
'WYSIWYG' (content editor)

Learning Object Repository (LOR)

Insert Stuff button

Assessment Shell

Category (cohort)



Menti Word Cloud 'what are we missing?' (voting link)

Results (word cloud link)

Navigation: getting around Brightspace

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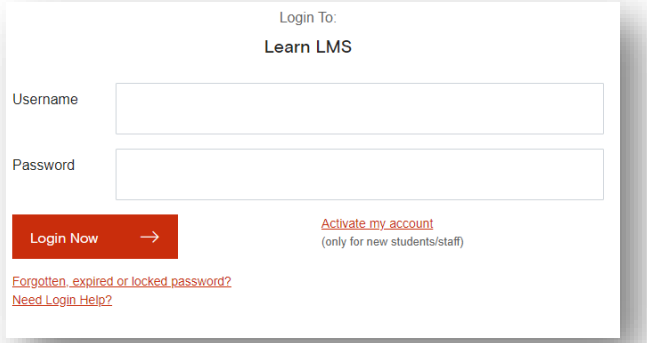
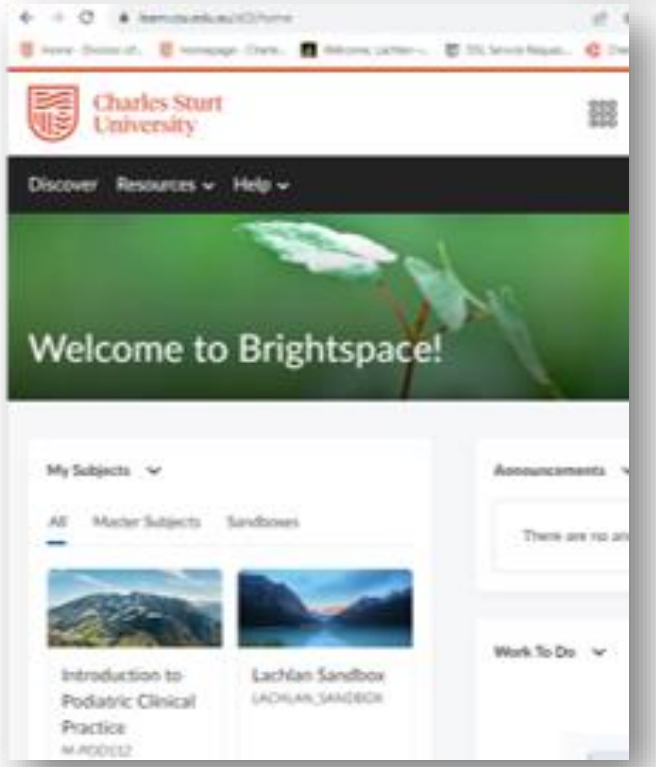
Access

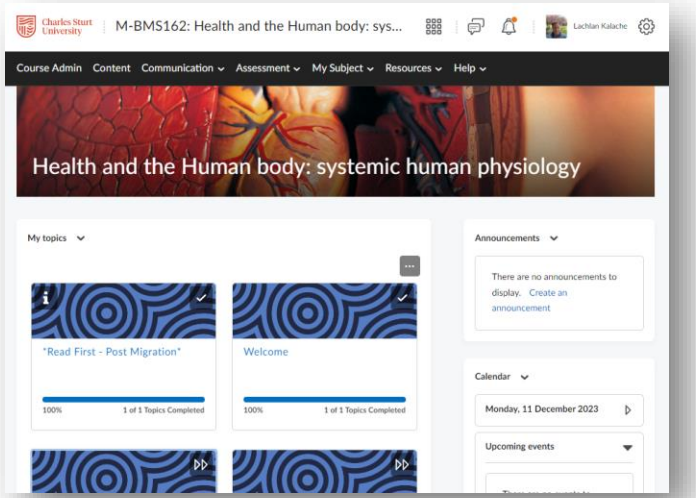
- SSO - Single sign on (CSU credentials) via https://learn.csu.edu.au



Roles & Permissions

- Instructor (Master subject site, Sandbox*)
- Learner view (toggle via minibar)





Dashboards & Navigation

- Brightspace 'home'
- Subject 'home'
- Home page(s) Widgets

Recap: D2L Online Community

(aka ‘someone has probably already asked’)

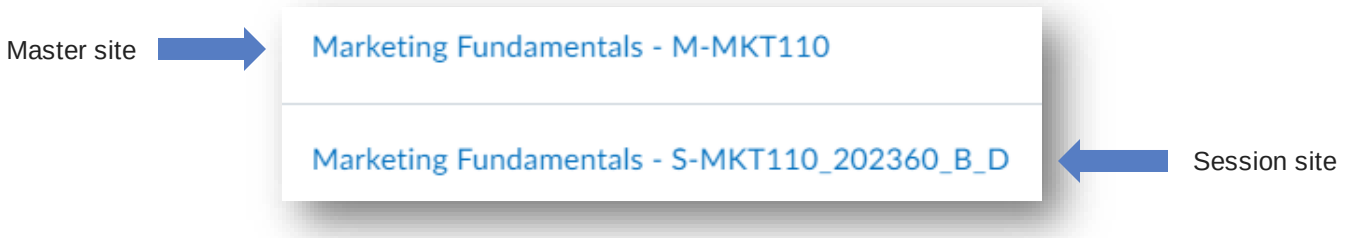
https://community.d2l.com/brightspace/

- Self-paced guided training resources
- Discussion / support forums
- Communities of practice
- Product updates
- Feature requests
- Free courses
- Teaching tools

Context

Understanding the subject migration | optimisation process

Explanation: Master Subject Site vs Session Subject Site



'Preparation'

Master site

Master subject site is the **source of truth for your subject** content in the LMS

- Persistent site to curate content
- Limited access – Subject Convener+, no students
- All content is visible
- All assessments for all cohorts
- No gradebook
- No engagement reporting

'Delivery'

Subject sites

Subject sites are the **working copies of a subject** for use in a single session

- Content specific to student cohort and session e.g., 2024 60 WD
- Broader access – Teaching academic staff, tutors, students
- Only content offering content visible
- Only relevant assessments visible
- Gradebook
- Engagement reporting

Context: subject migration | ‘optimisation’ process

Blackboard subject site

Represents years of various forms of content, servicing a wide variety of purposes (beyond 'Learning Materials'), all condensed into a single 'output' type: Interact2 Content Items / Areas.

Optimisation process

The optimisation process refers to the work carried out by the LMS Migration Team, whereby they:

- extract all those learning objects from the old subject site and
- reprovision them in a new Brightspace Master subject site (MSS).

This is a **collaborative process**, with the 'finessing' of the fit-for-purpose subject requiring both subject matter and pedagogical expertise.

This migration process can include (but is not limited to):

- (re)establishing folder and content item structure (incl. titles & basic style elements)
- (re)embedding interactive and multimedia learning objects
- removal of redundant theme elements (e.g., Icons)
- removal of links / references to blackboard subject site areas / elements

Old ⟶ New: migration items unpacked

i2 Site Template (nav content areas)	Migrating	L&T Activity / Content Type	Brightspace Equivalence	Notes | Action Required
Welcome / 'Home'	Yes	Content (core learning materials)	Content (subject nav)	Content area potentially need
Getting Started	No*	Subject Support Resources (general)	N/A	Relates to I2 information, how to be captured within the new
Subject Outline	No	Subject Support Resources (specific)	Subject Outline (subject nav - SOT LTI)	

Instructions:

Download the full migration & equivalence table - Equivalence doc

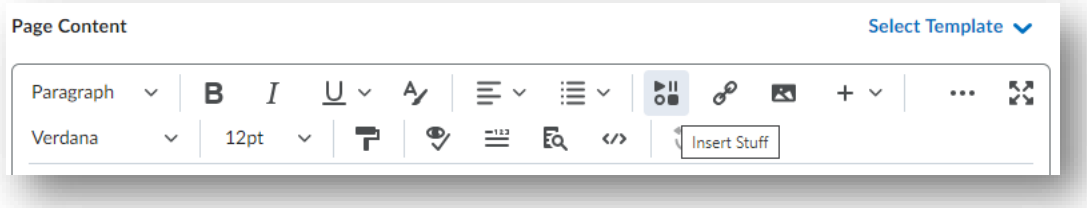
Note. Amber items may require further scrutiny

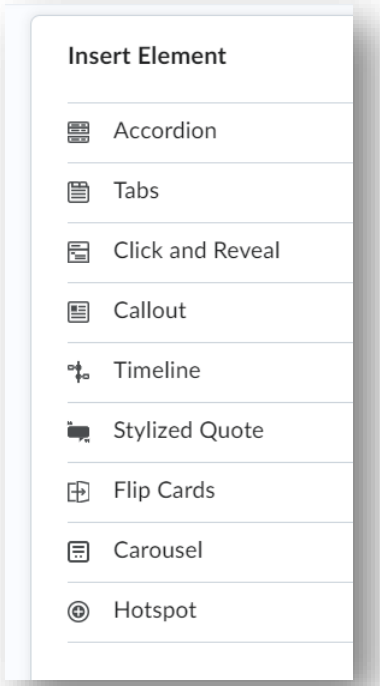
Proof

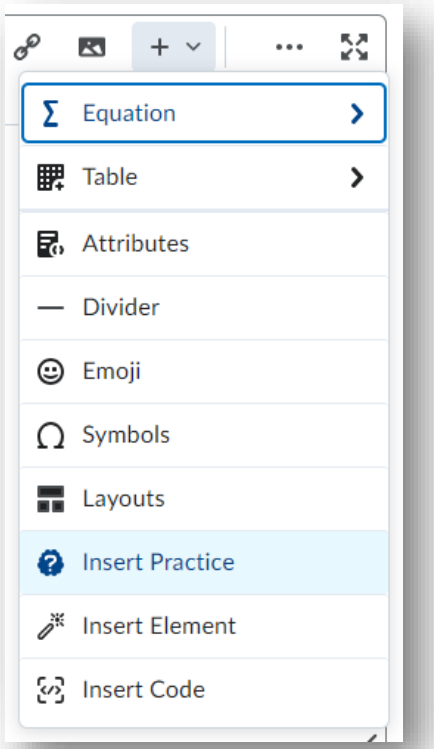
Adjusting / tweaking your learning materials

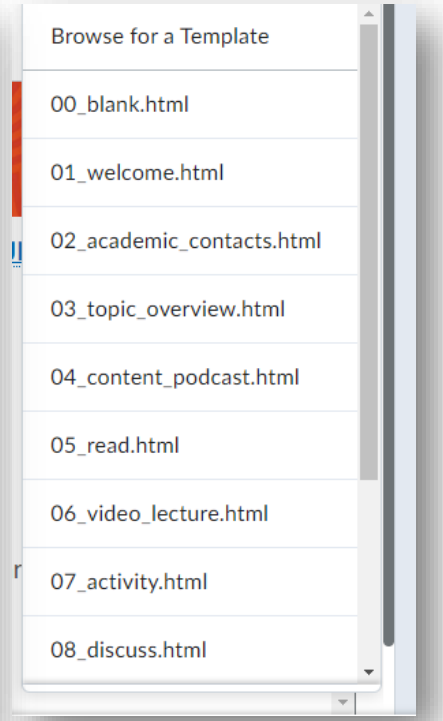
Brightspace Editor (WYSIWYG)

- Powerful suite of content creation tools
- Available anywhere content is required
- Content templates
- 'Elements'
- 'Practices'
- Adding / embedding external media

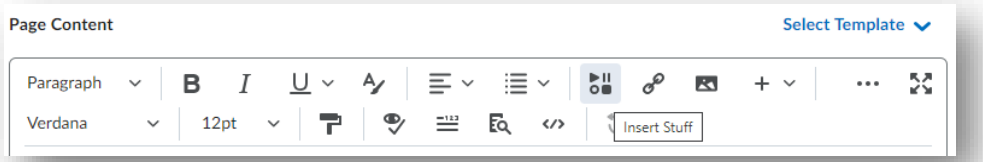




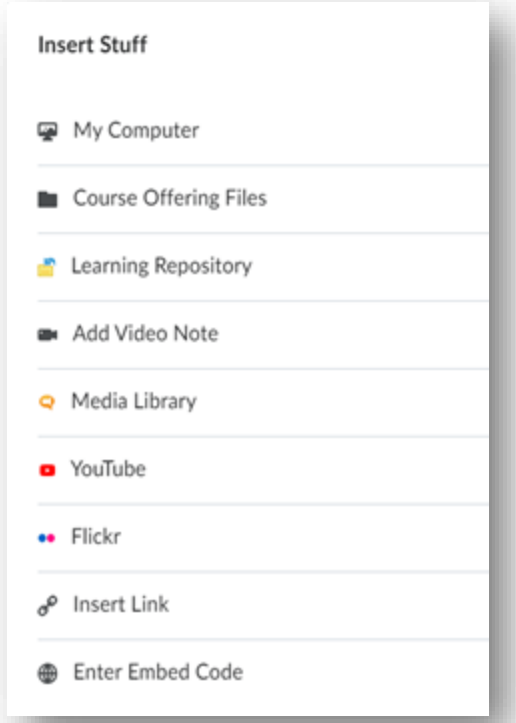




Adding External Content: ‘Insert Stuff’



- Available anywhere the editor is (note. folder description areas have a limited amount of display area)
- Different content / tool types will display differently (attaching vs embedding etc.)
- As tool setup is finalised, new items will be made available & comms issued.



Notes:

- changes made to I2 since migration will NOT be present
- 'Add Existing' is a better option for embedding local documents (as opposed to insert stuff, which results in an-text link).

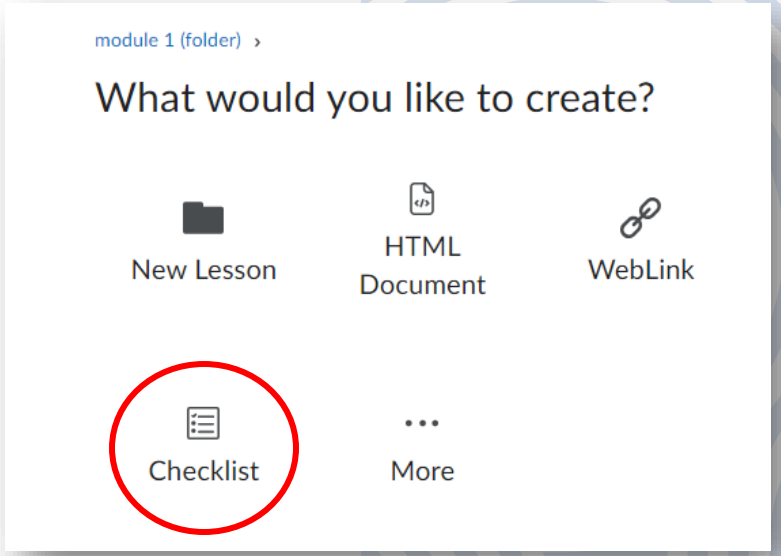
Brightspace Checklist tool

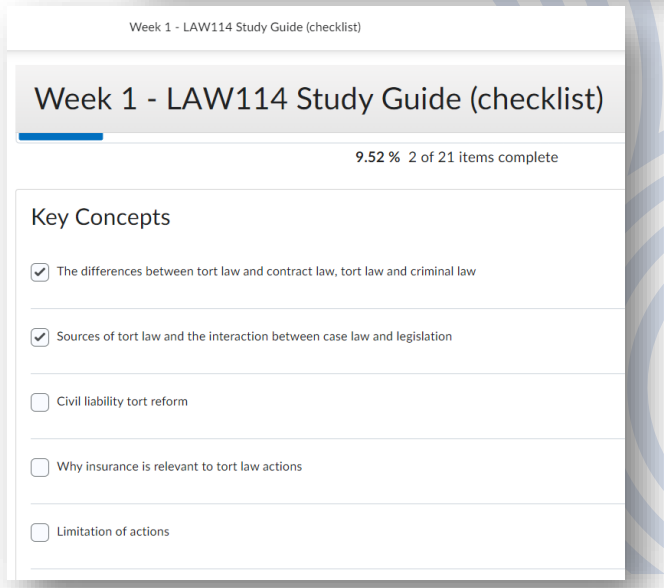
Your existing learning material structure may benefit from checklists to help consolidate learning.

To create a new checklist:

- Instructor view – locate module / sub-folder
- 'Add new' - Checklist
- Populate name (visible to students in your content tool)
- Populate description (instructions?)
- Define categories (subheadings), if desired
- Populate checklist items
- Determine release conditions, if desired

Note. Remember the 'visibility' toggle - check in the Learner view





Prepare

Creating assessment and discussion structure

Understanding Sections: preparation

Explanation

Individual cohort 'sections' (BD, WI, PTI etc.) will be automatically created in the Session subject sites. This provides the instructor with a pre-established method of releasing both Content, Communication and Assessment types to particular cohorts.

Adapt considerations

- Identify which elements of your subject will require a 'section' each session (content, assessment etc.).

- Duplicate and label items which will require discreet provisioning

Assessment structure within Brightspace

Explanation (Adapt context):

A) Preparation of the assessment 'shell' occurs in the Master Subject site:

- Includes the task title, instructions, submission requirements and evaluation settings

B) Delivery | Provision | Deployment of assessment occurs in the Session Subject site:

- Includes submission points, grading, feedback, moderation and related administration
- Requires a connection be made between the assessment shells and the auto-generated gradebook columns for each assessment task (cohorts organised via the Sections tool)

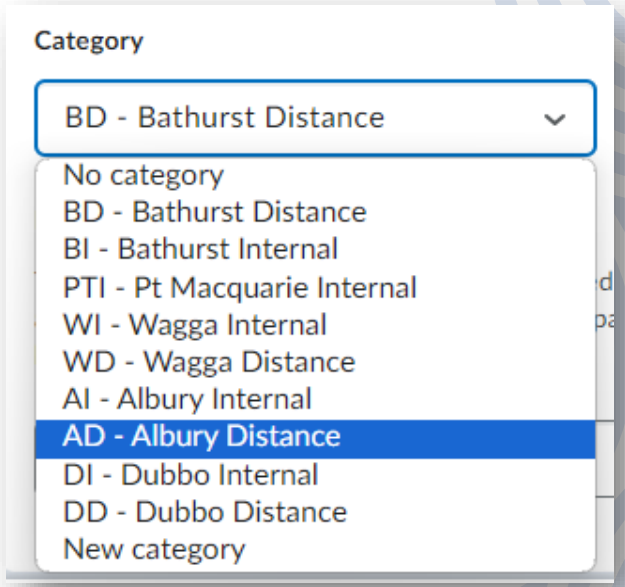
Assessment Creation: Categories (cohorts)

Explanation

Use of categories in the Master Subject site allows the instructor to easily and clearly identify assessment tasks by intended cohort. This 'clustering' will make locating and grading of assessments easier in multi-cohort subjects.

Assignments: add a category

- Under the Assessments nav item → select 'Assignments'
- On the assignments page, select 'Edit Categories'
- Click either 'Add Category' (new) or select existing to modify
- Populate the required categories (cohorts) for the subject



Quizzes: add a category (same process)

- Under the Assessments nav item → select 'Quizzes'
- Select the 'Edit Categories' option

Assessment Creation within Brightspace

Demonstration | Modelling:

- Assignments
- Quizzes
- Discussions*

Assessment: preparing an assignment shell (master)

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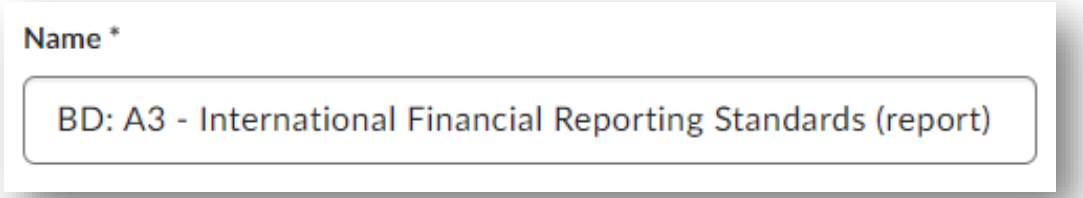
1. **Working within the 'Manage Assignments' dashboard:**
   - Open 'Assessment' (nav) → Assignments
   - Either create new / open existing

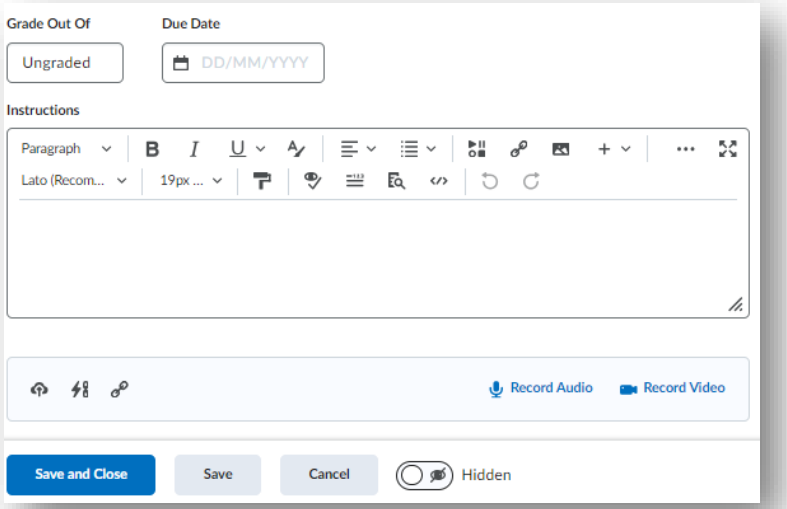
Leave 'Grade' and 'Due Date' fields blank (managed at the session subject site level)



2. Carefully label the task

Include:

- Cohort (e.g. BD, WI, PTI etc.)
- Task number (A1, A2 etc.)
- Title
- Text type (if not identified in the title)



3. Populate task 'Instructions' (incl. associated attachments / AV assets desired)

Note. All assessments are toggled 'hidden' by default

Assessment: preparing an assignment shell (cont.)

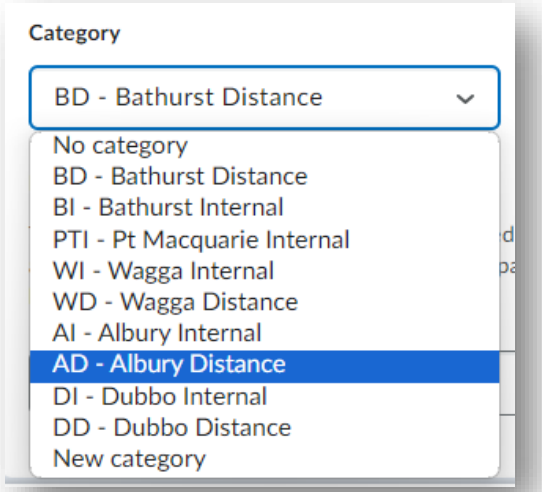
Leave ‘Availability Dates’ section (this will be defined at the session subject site level, if required)

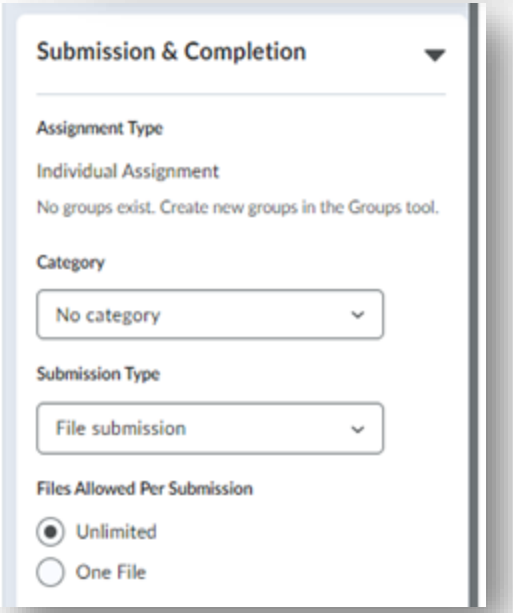
Submission & Completion detail:

1. Select 'Category' (multi-cohort) to identify desired cohort for this assessment shell
2. Configure ‘Submission Type’ (in most instances this will be ‘File Submission’)
3. Customise submission requirements (multiple files? particular file types?)

Notes:

- ‘Submissions’ - all submissions are kept (default)
- 'Notifications Email' is to be left blank in the master subject site
- If multiple files are required, this needs to be explicitly stated in the task instructions





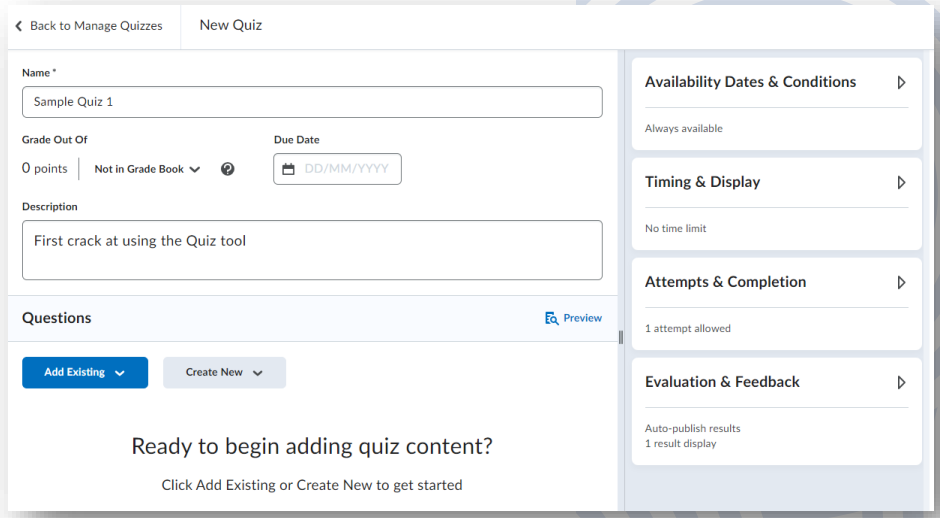
Assessment: preparing your quiz (master)

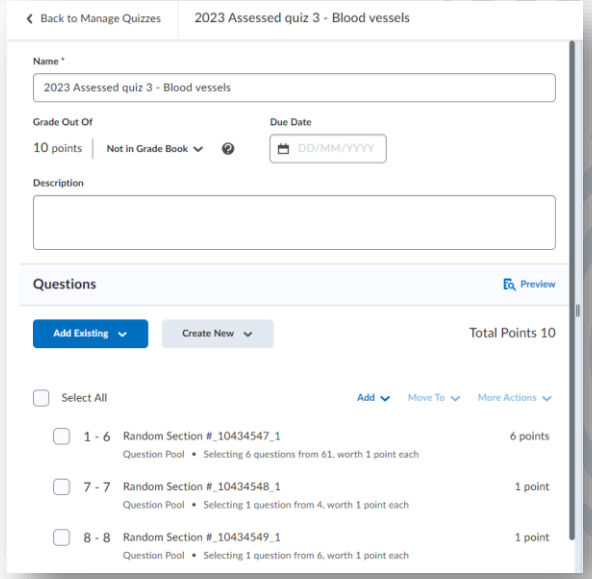
- Accessed via the nav, either 'Assessment' → 'Quizzes', 'Course Admin' or via 'Content'* (add new / existing)
- Terminology: Quiz, Pools, Question Library, Category

Adapt Considerations:

- Content focus - migrated question pools will need to be carefully checked in their new form – the 'preview' function can assist
- Explicit labelling is critical
- Utilise categories to help sort / filter / locate quiz content in future
- Culling of redundant quiz instances (not questions / pools) is highly recommended

Note. Quiz statistics are also available through 'Manage Quizzes'



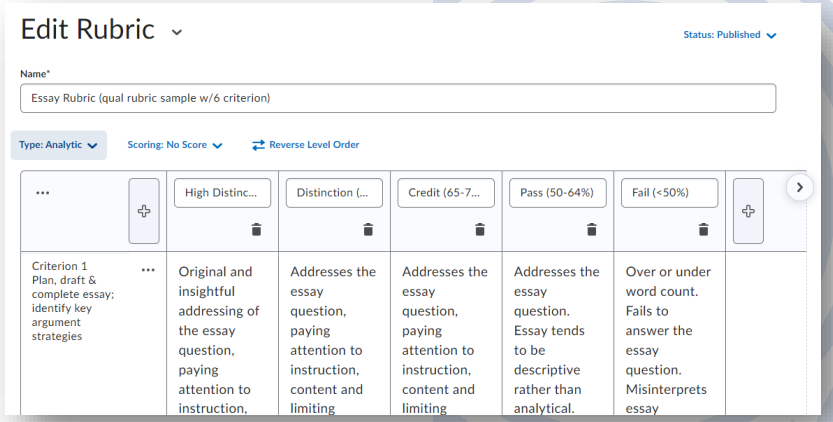


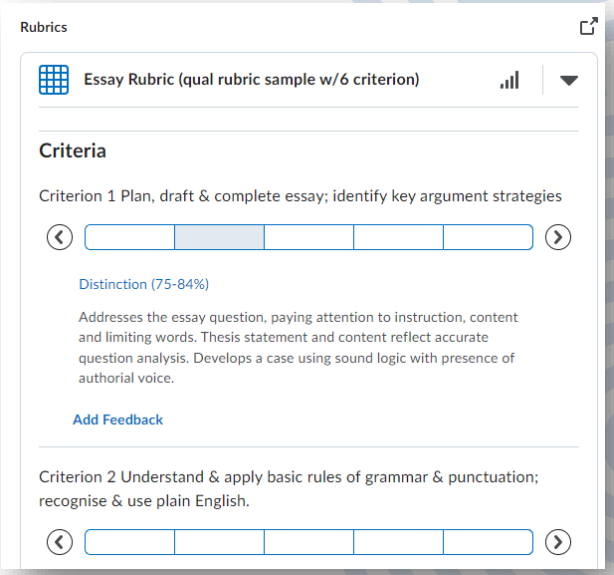
Assessment: rubrics

Explanation (Adapt context):

The rubric tool within the Brightspace assessment toolset provides flexibility with criterion-based grading, along with potential for criterion-level feedback and scoring (quantitative).

- Access via individual assessment items OR Course Admin >> Assessment
- 'Analytic' rubrics allow for multiple criterion (holistic = single criterion)
- Scoring (quantitative rubric) can be toggled, single value or 'custom'
- Highly customisable – scales, labels, descriptors, weighting, 'clusters' (grouping of criterion)
- Visibility of the rubric can toggled / made conditional (e.g. w/ publishing / grade release)





Prepare

Understanding the role of the upcoming *Engage* training

Engage Training: moving into B.A.U

Explanation

The ADAPT and CREATE training workshops are centrally concerned with the Master subject site and ensuring that your content, communication and assessment objects (migrated or otherwise) are ready for students. ENGAGE refocuses the training on the Session subject site, providing the necessary detail for session-specific delivery and using the Brightspace toolset to enhance Learning and Teaching.

Engage Elements (sample):

- Assessment workflows - grading, feedback, moderation etc.
- Using integrations to facilitate delivery (Zoom, Panopto, Leganto etc.)
- Engaging students via the Communication toolset (Announcements, Discussions etc.)
- Accessing Learning Data to inform practice (learning analytics toolset)