



Charles Sturt  
University

# Engage

Communicate

All Teaching Staff

December, 2023

Good morning and welcome to  
our drop-in session!

Please take a moment to **note  
your attendance** here:

[Attendance form](#)



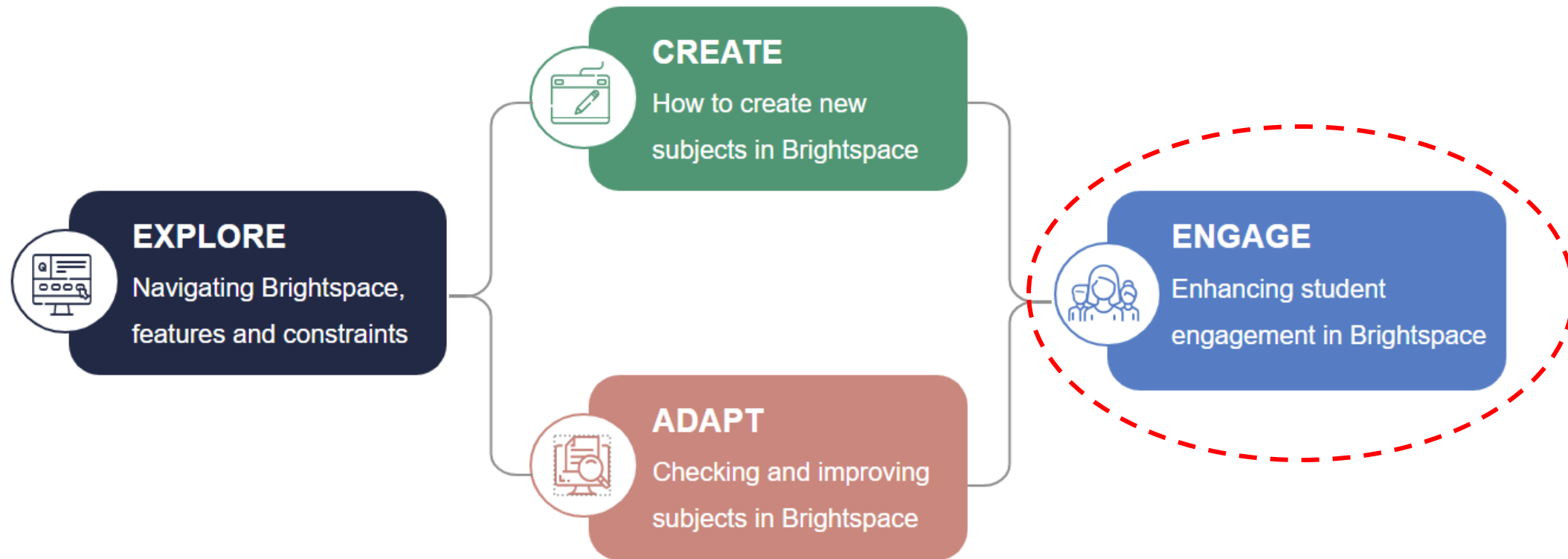


# Acknowledgement of Country

*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

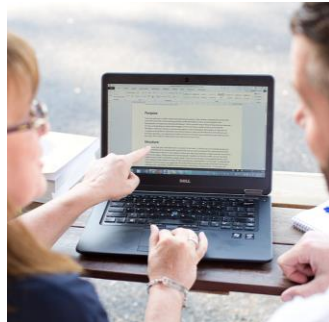


# LMS Design Principles



**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>

# Engage (communicate): learning outcomes

## Learners will:

- Increase familiarity with a range of core communication tools available within Brightspace subject sites
- Develop an understanding of staff-student and student-student communication tools & workflows within the session subject site
- Develop an understanding of the inter-relationship between content and assessment management with communication tools within the subject site
- Be introduced to subject level learner data available to instructors within the subject site



# Recap: D2L Online Community

(aka 'someone has probably already asked')

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

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

The screenshot shows the D2L Brightspace Community website. At the top, there is a navigation bar with the logo 'D2L BRIGHTSPACE COMMUNITY' and links for 'Documentation', 'Release Information', 'Discussions', 'Events', and 'Resources'. On the right, there is a language selector 'English (en)' and a 'Sign In/Register' button. Below the navigation bar is a large banner image of people in a classroom setting. The main heading is 'Brightspace Community'. Underneath, there is a search bar with filters for 'Higher Ed/Postsecondary', 'K-12', and 'Corporate'. A search prompt says 'Have questions? Find answers here...'. Below the search bar, there is a 'register to get started.' link. The main content area is titled 'Select Your Place of Teaching and Learning' and features three columns: 'HIGHER ED' with 649 discussions, 'K-12' with 132 discussions, and 'CORPORATE' with 73 discussions. Each column has a representative image and a brief description. To the right of these columns is a 'Join our Brightspace Community' section with a 'SIGN IN/REGISTER' button and a 'TAKE A COMMUNITY TOUR' button. Below that is a 'Quick Links' section with links for 'Community Groups', 'Recent Discussions', 'Unanswered', and 'Learning Center'.

# Context

Getting comfortable with the Brightspace interface



# Engage (Communicate): terminology

Brightspace / Personal home page

Subject home page

Master subject site

**Session subject site**

Navigation bar (nav)

'Waffle' (subject selector)

Minibar

Instructor / Learner view

Welcome widget

'WYSIWYG' (content editor)

Calendar tool

Mini-cal

Activity Feed (posts)

Discussion management

Forums, Topics, Threads, Responses

Sections (cohorts)

Release conditions

Groups

Group 'categories'

Brightspace Pulse (app)

Notifications

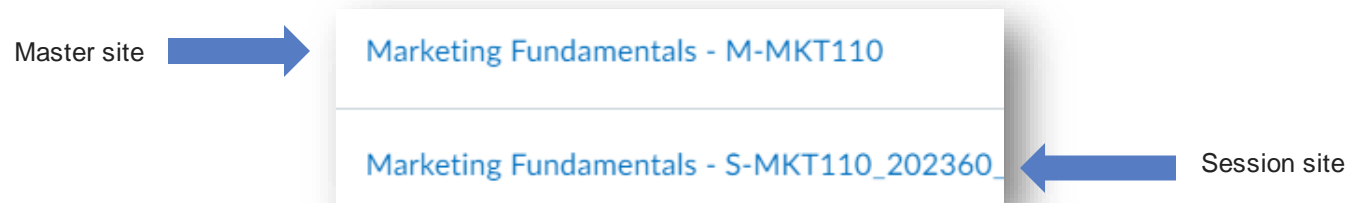


Menti Word Cloud 'what are we missing?' ([voting link](#))

Results ([word cloud link](#))



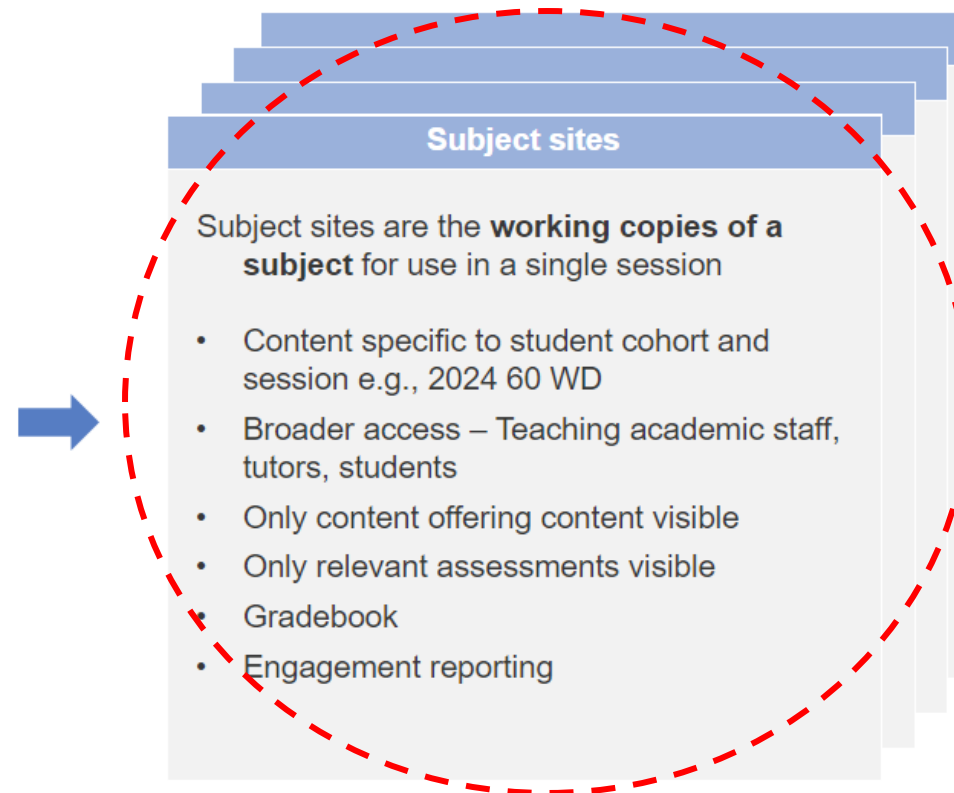
# Explanation: Master Subject Site vs Session Subject Site



## 'Preparation'

Master site
Master subject site is the <b>source of truth for your subject</b> content in the LMS
<ul style="list-style-type: none"><li>• Persistent site to curate content</li><li>• Limited access – Subject Convener+, no students</li><li>• All content is visible</li><li>• All assessments for all cohorts</li><li>• No gradebook</li><li>• No engagement reporting</li></ul>

## 'Delivery'

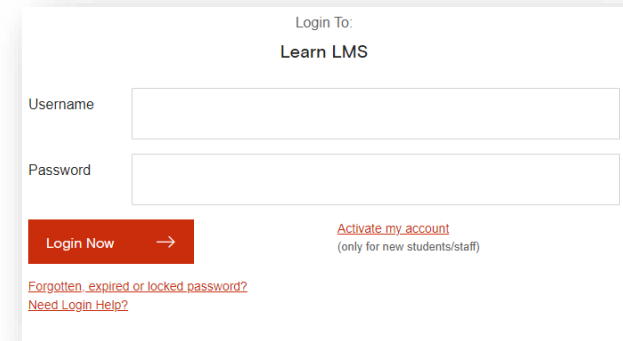


Subject sites
Subject sites are the <b>working copies of a subject</b> for use in a single session
<ul style="list-style-type: none"><li>• Content specific to student cohort and session e.g., 2024 60 WD</li><li>• Broader access – Teaching academic staff, tutors, students</li><li>• Only content offering content visible</li><li>• Only relevant assessments visible</li><li>• Gradebook</li><li>• Engagement reporting</li></ul>

# Navigation: getting around Brightspace

## Access

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



Login To:  
Learn LMS

Username

Password

Login Now →

[Activate my account!](#)  
(only for new students/staff)

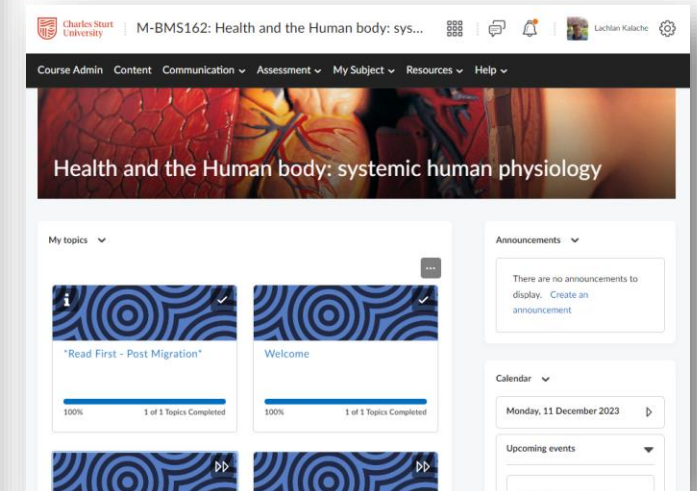
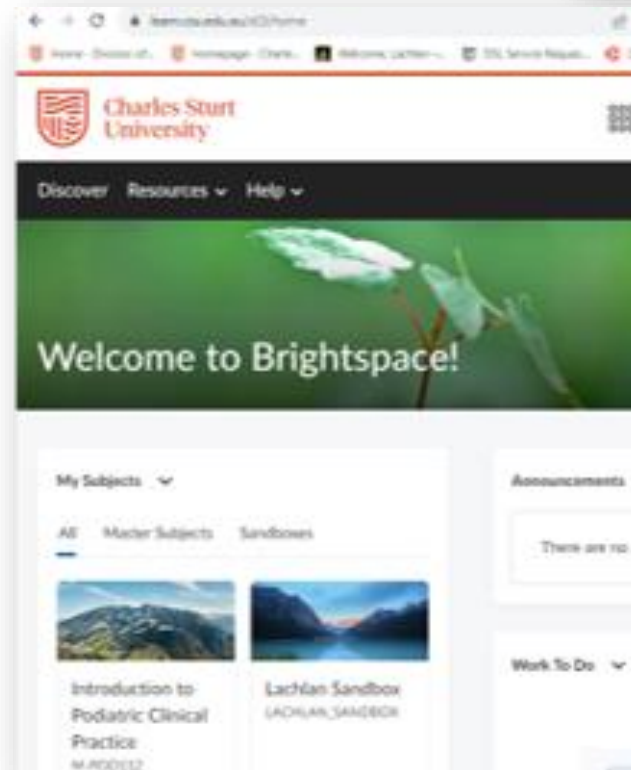
[Forgotten, expired or locked password?](#)  
[Need Login Help?](#)

## Roles & Permissions

- Instructor (subject sites, user sandbox\*)
- Learner view (toggle via minibar)

## Dashboards & Navigation

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



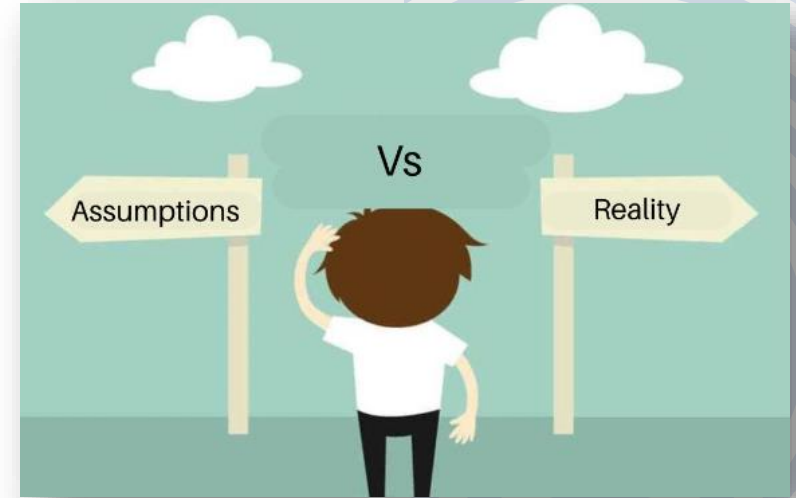
# Assumptions

## Session Subject site checklist:

- Learning Materials (Content) are fit for purpose → provisioned from the Master site
- Assessment 'shells' are available, but may not have been 'deployed' yet
- Students have been enrolled into the subject site (Course Admin → Classlist), sections (cohorts) will be in place
- Discussion forum structure may have been established – if so, no prior student posts
- That you have been added to the subject site (or have access to a sandbox)

Note. Staff can request a Brightspace Sandbox via

[Cherwell](#) (service request ticket → Brightspace → Sandbox)



# Communicate

Brightspace tools to facilitate engagement



# Subject Home Page

## Behaves in the following ways:

- 'Nav' contains more options – specific to the subject
- 'My Topics' widget (incl. progress indicator)
- Announcements widget
- Calendar widget (mini-cal + events)
- Activity Feed widget
- Subject Welcome widget

The screenshot displays the user interface for the 'Introduction to Podiatric Clinical Practice' course. At the top, the Charles Sturt University logo and course ID 'S-POD112\_202360: Introduction to Pod...' are visible. The user's name, 'Lachlan Kalache as instructor', and a settings icon are in the top right. A navigation bar includes 'Course Admin', 'Content', 'Communication', 'Assessment', 'My Subject', 'Resources', and 'Help'. Below this is a banner with the course title. The main content area features a 'My topics' widget with four topic cards: 'Welcome' (100% completed), 'Week 1: Infection control' (5% completed), 'Week 2: Vascular assessment' (8% completed), and 'Week 3: Vascular pathology' (0% completed). To the right, there are three widgets: 'Announcements' (no announcements), 'Calendar' (showing Tuesday, 12 December 2023 and 5 upcoming events), and 'Activity Feed' (with a 'Create a post...' button).

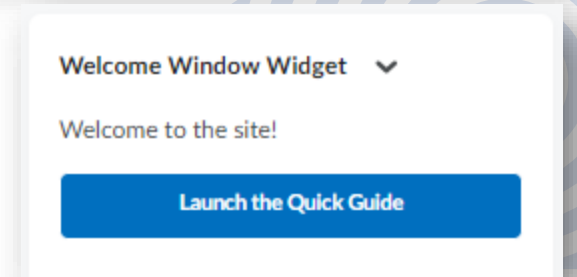
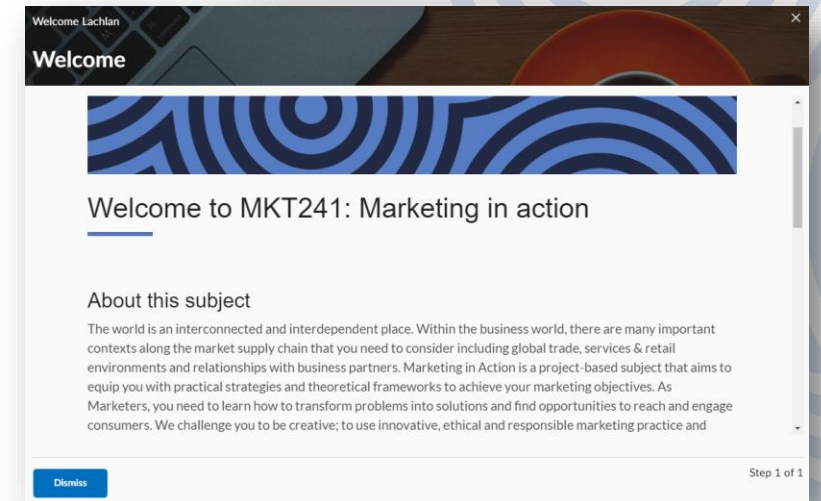
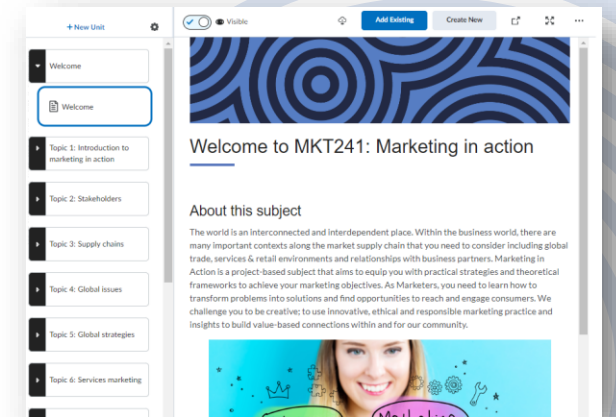
# Subject 'Welcome' (content area & widget)

As the first content module / folder in every subject in Brightspace, the Welcome folder will contain content migrated from your old i2 landing page (or separate 'Home' entry). This content will pop up automatically for first time users accessing the subject, via the subject home page 'Welcome Widget'.

The Welcome provides an opportunity for you to:

- provide an introduction to the subject
- establish Teacher Presence, build community within the cohort and add friendly rapport within the learning materials
- provide an orientation to the subject – unpacking 'expectations' around both subject delivery (teacher) and engagement (students)
- identify the people involved in delivering the subject, contact information, communication protocols etc.

**Note.** The 'Welcome' folder is NOT a replacement for detail captured in: Subject Outline, Contacts widget\*, Announcements, Discussions etc.



# Announcements (tool vs widget)

The Announcement Tool behaves in the following ways:

- Messages will appear in the student notifications area (minibar), announcement widgets, under announcements
- Brightspace editor (WYSIWYG) → third party content can be embedded\*
- File Attachments
- Availability (start / end dates)
- Release conditions
- Draft vs Publish

New Announcement

General

Headline \*

Sample Announcement 2

Content \*

Heading 2

**Welcome to Week 1 (heading 1)**

A warm welcome to you all, as we begin our exploration of (Paragraph text)

Panopto Video (embedded via 'Insert Stuff' - heading 2)

Panopto Demonstration via Zoom

Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

Publish Save as Draft Cancel

Announcements

RSS Notifications

Search For... Show Search Options

Title	Start Date
Sample Announcement 2	11 December 2023 8:45 AM

# Subject Calendar Tool

Assignments [Checklists](#) Discussions Events Grades  
Materials Modules Quizzes Surveys

## Behaves in the following ways:

- Accessible via Brightspace Home, Subject Home (widget), Course Admin (tool)
- Will capture any 'activity' with a due date attached to it (assessable or otherwise)
- Toggle-able views (agenda / day-week-month / list)
- Filterable views via the calendar menu
- Contains a 'mini calendar' (window)
- 'Task' pane → create & track personal tasks (incl due dates + notes)
- Individual Calendar subscription (for outlook integration)

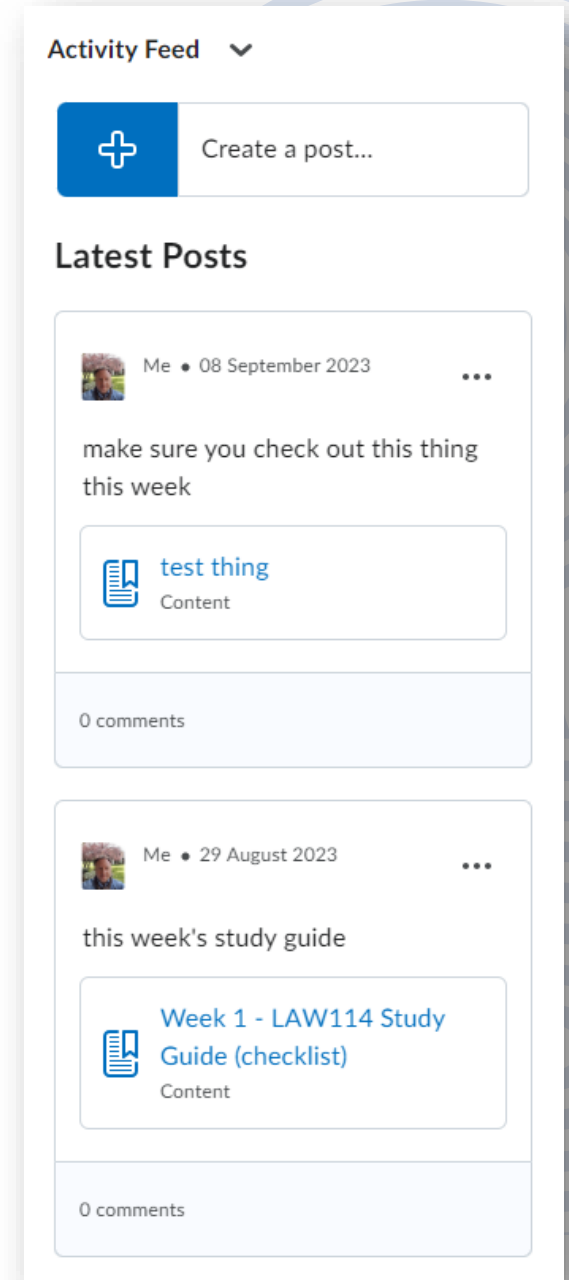
The screenshot shows the 'Calendar' widget interface. At the top, it displays 'Monday, 11 December 2023'. Below this is a navigation bar for 'December 2023' with left and right arrows. The main area is a calendar grid with days of the week (Sun to Sat) and dates. The date 11 is highlighted in bold, and 12, 19, 26, and 2 are marked with blue dots. Below the calendar is a section titled 'Upcoming events' with a dropdown arrow. It lists two events: 'DEC 12 7:00 PM Weekly Zoom Tutorial' and 'DEC 19 7:00 PM Weekly Zoom Tutorial'.



# Subject Activity Feed

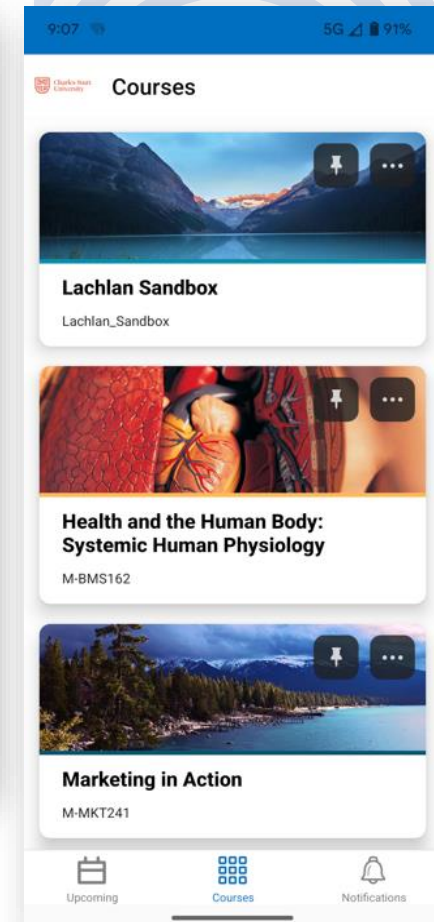
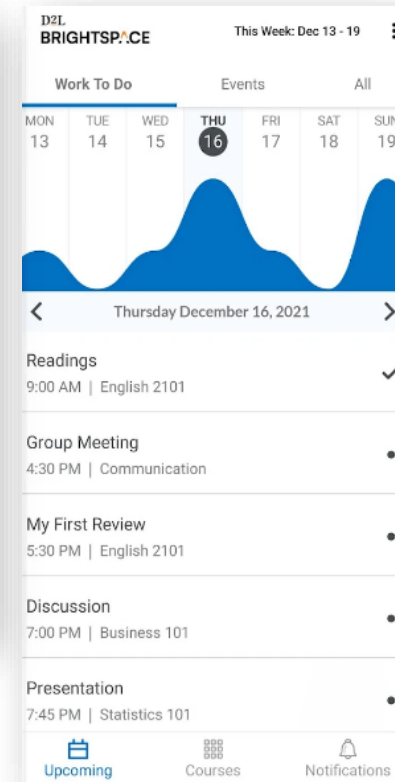
## Behaves in the following manner:

- Persistent individual posts to the subject home page - message pinning possible
- Toggle-able learner comments on posts
- 'Insert stuff' option available, however restricted 'real estate' on the home page
- Subject Content / local file attachments
- Content 'post to homepage' option
- Consider 'double handling' vs Announcements



# Brightspace Pulse (mobile app)

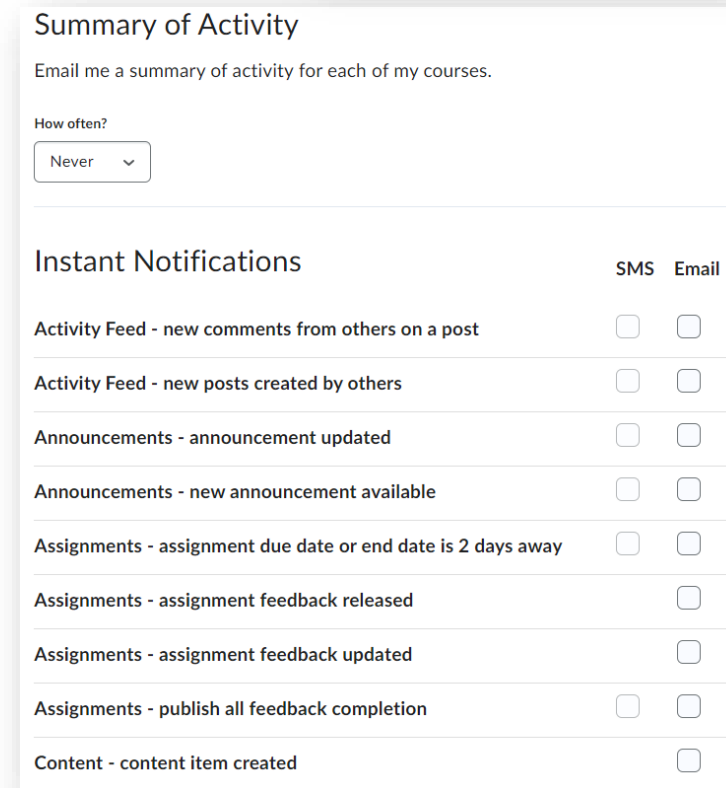
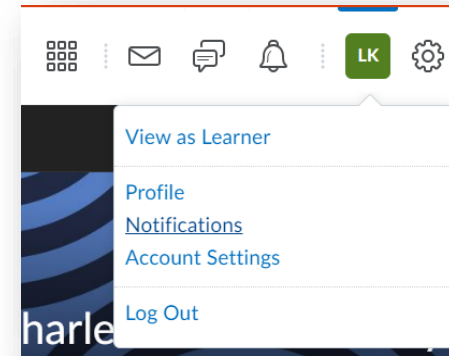
- Available on both Android and IOS devices
- Review subject content
- Review subject grades and feedback (students)
- Contribute to subject activity (e.g. discussions)
- Push notifications (toggle)
- Brightspace Calendar view – upcoming activities



# Minibar: Notifications

## Subject Level Activity:

- Connection to 'Pulse' application
- Activity summary (toggle / adjust)
- Instant notifications (SMS\* / email)
- Include / exclude 'courses' (subjects)
- Subject activity 'digest' feature



# Managing Discussions

Forums → Topics → Threads → Replies

- Can be 'restricted' (cohorts / groups)
- Considerations around pre-established structure (Master)
- 'Pin' thread feature
- Brightspace editor available (descriptions / posts)\*
- Changeable views (standard, grid etc.)

The screenshot displays the 'Discussions' management page. At the top right are 'Settings' and 'Help' icons. Below the title are navigation tabs: 'Discussions List' (active), 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. There are two buttons: 'New' and 'More Actions'. A filter section shows 'Filter by: Unread Unapproved' and a 'Collapse All Forums' link. Two forum sections are visible: 'Main Subject Forum' and 'Assessment Forum', each with a dropdown arrow. Below each forum name is a table with columns for 'Topic', 'Threads', 'Posts', and 'Last Post'. The 'Main Subject Forum' table shows 0 threads and 0 posts. The 'Assessment Forum' table also shows 0 threads and 0 posts.

Topic	Threads	Posts	Last Post
<b>Main Subject Forum</b> ▾ Post all general subject comments and questions in this forum.	0	0	

Topic	Threads	Posts	Last Post
<b>Assessment Forum</b> ▾ Post all comments and questions about the assessments in this forum.	0	0	