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:
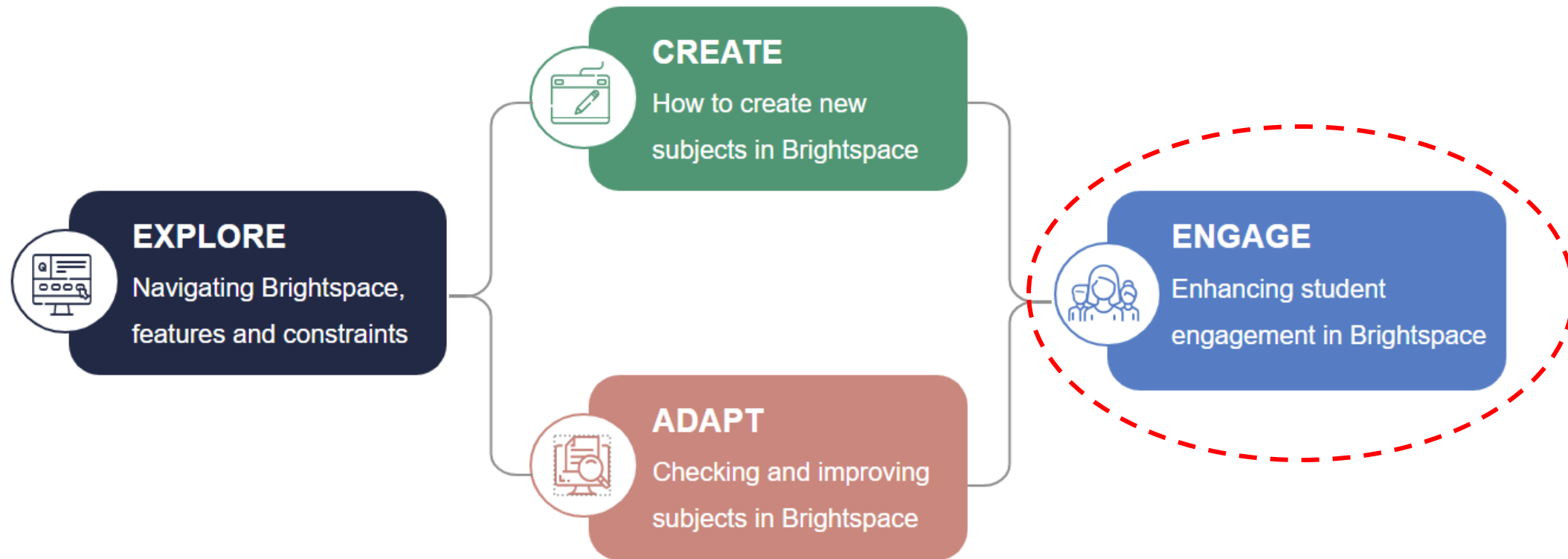
[Attendance form](#)

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.
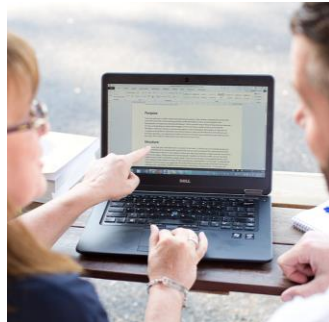
LMS Training Progression

CREATE
How to create new subjects in Brightspace

EXPLORE
Navigating Brightspace, features and constraints

ADAPT
Checking and improving subjects in Brightspace

ENGAGE
Enhancing student engagement in Brightspace

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

Context

Getting comfortable with the Brightspace interface

Engage (Communicate): terminology

Charles Sturt University

Brightspace / Personal home page

Subject home page

Master subject site

<mark>Session subject site</mark>

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'
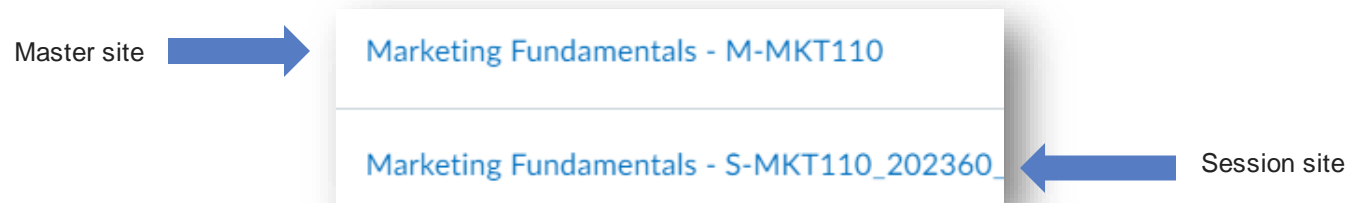
Brightspace Pulse (app)

Notifications

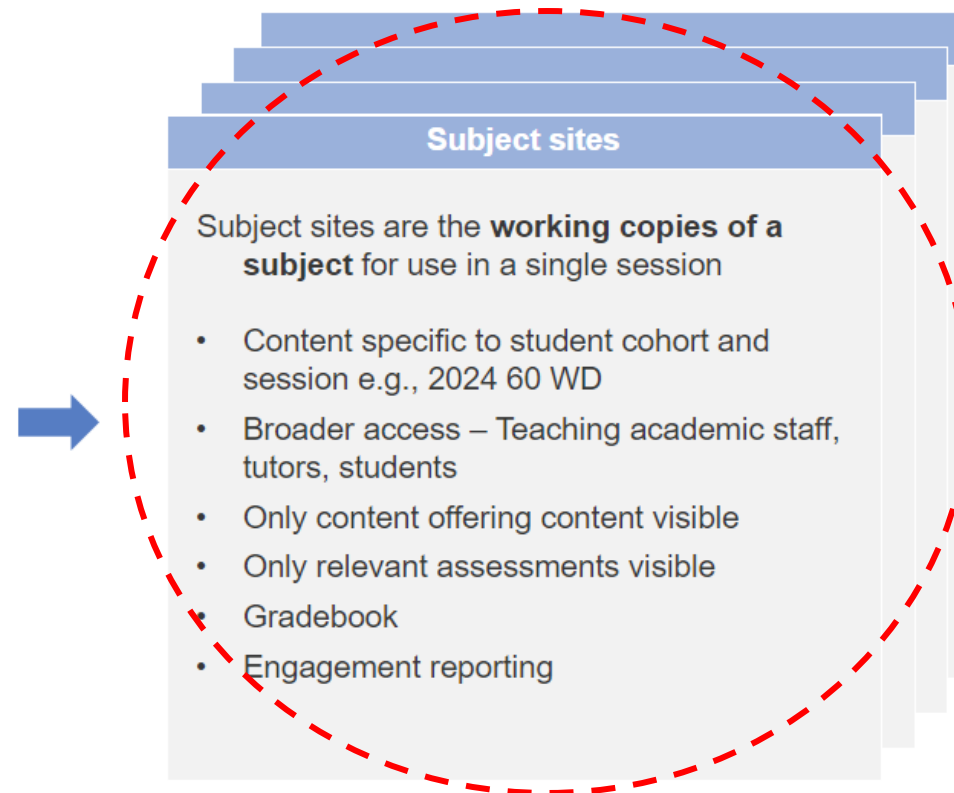Menti Word Cloud 'what are we missing?' (voting link)

Results (word cloud link)

Explanation: Master Subject Site vs Session Subject Site

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Master site → **Marketing Fundamentals - M-MKT110**

Marketing Fundamentals - S-MKT110_202360_ ← Session 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
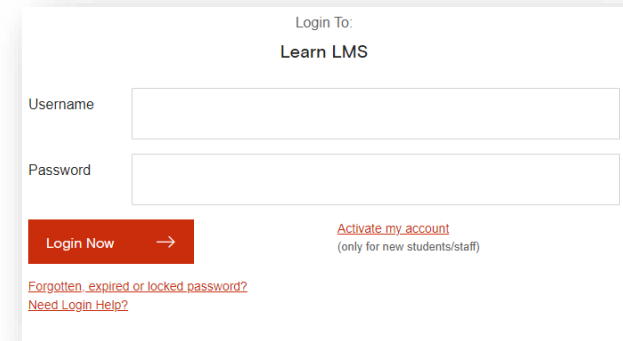- No gradebook
- No engagement reporting

'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

Navigation: getting around Brightspace

Access

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

Roles & Permissions

- Instructor (subject sites, user sandbox*)

- Learner view (toggle via minibar)

Dashboards & Navigation

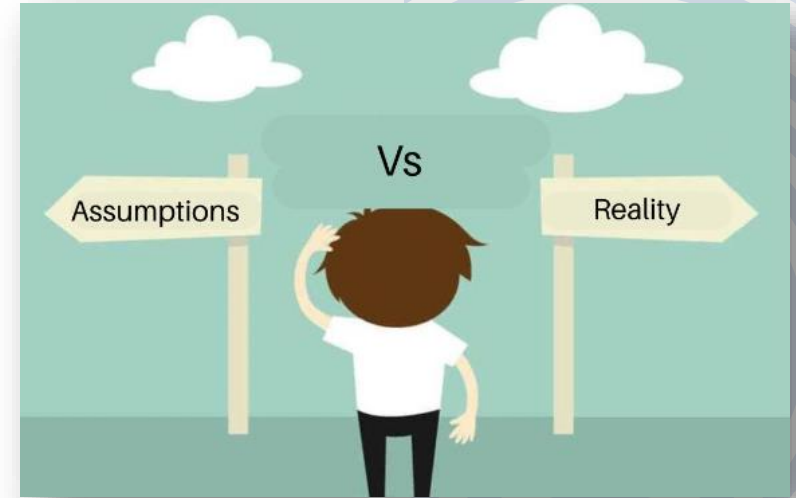- Brightspace 'home'

- Subject 'home'

- Home page(s) Widgets
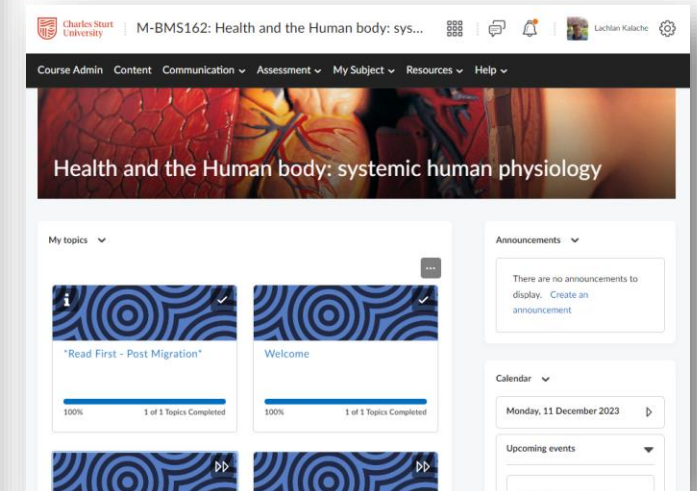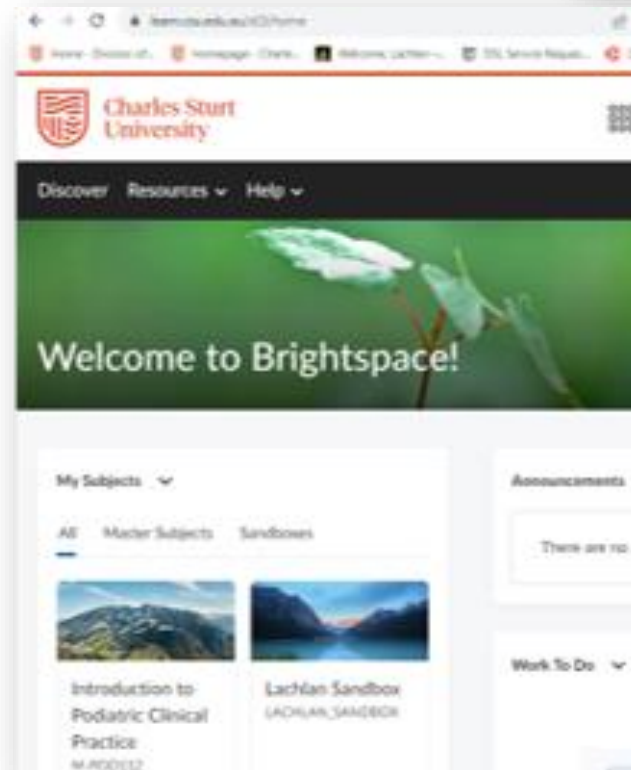
Assumptions

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

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.
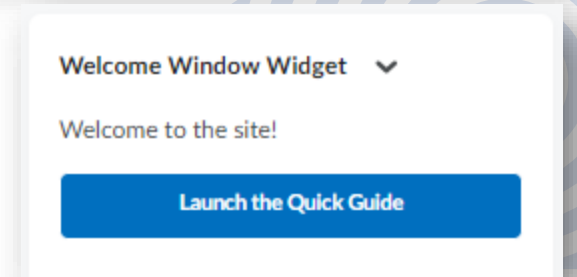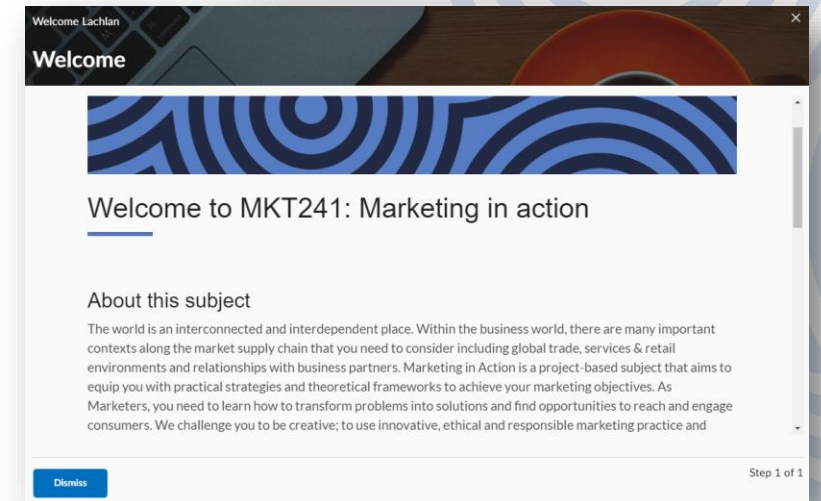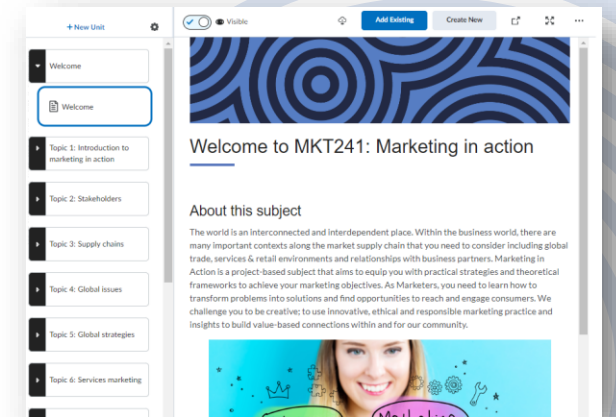
Announcements (tool vs widget)

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

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)

Calendar ⌄

Monday, 11 December 2023 ▼

‹ December 2023 ›

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	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	2	3	4	5	6

Upcoming events ▼

DEC 7:00 PM
12   Weekly Zoom Tutorial

DEC 7:00 PM
19   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
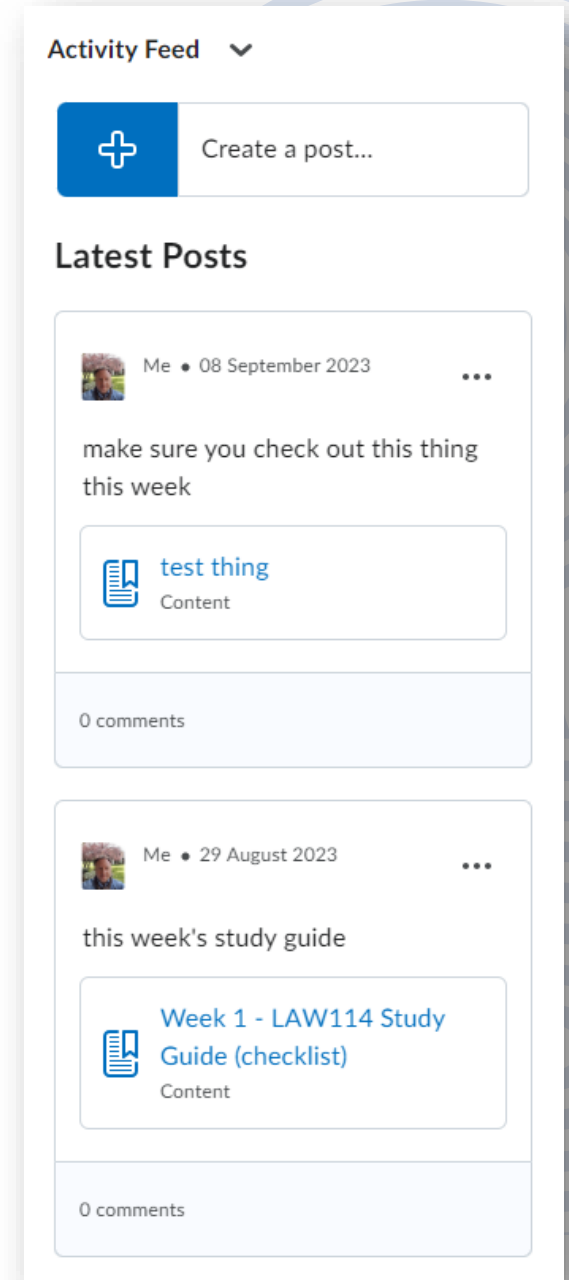
Brightspace Pulse (mobile app)

- 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
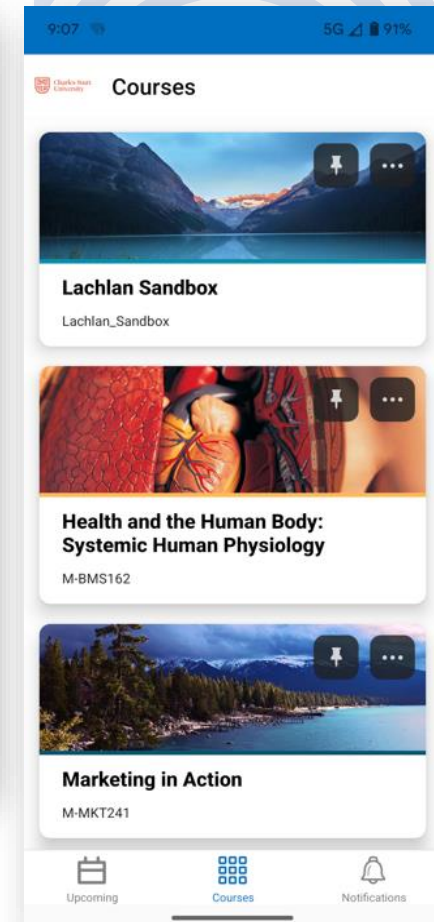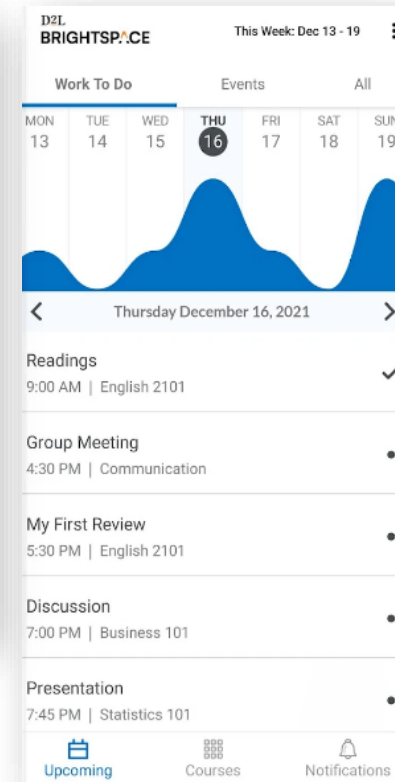
Minibar: Notifications

Subject Level Activity:

- Connection to 'Pulse' application

- Activity summary (toggle / adjust)

- Instant notifications (SMS* / email)

- Include / exclude 'courses' (subjects)

- Subject activity 'digest' feature
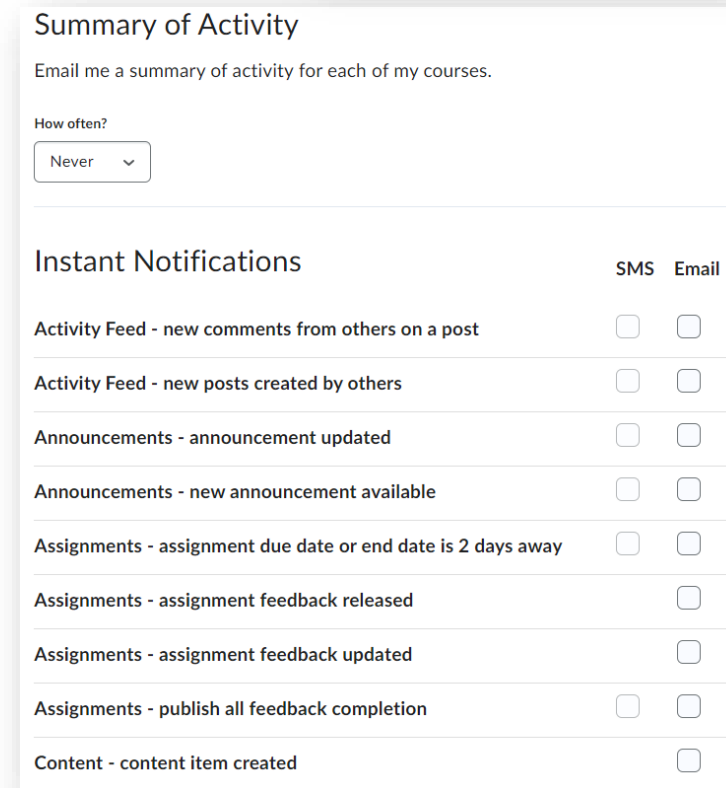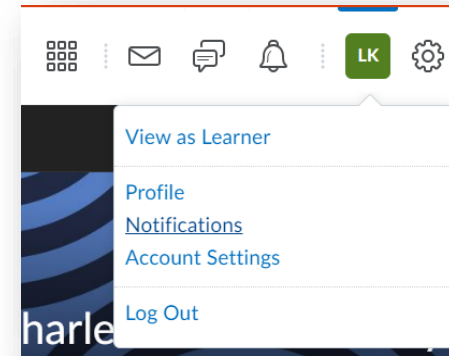
Managing Discussions

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.)