



Charles Sturt  
University

# Engage

Delivery

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](#)



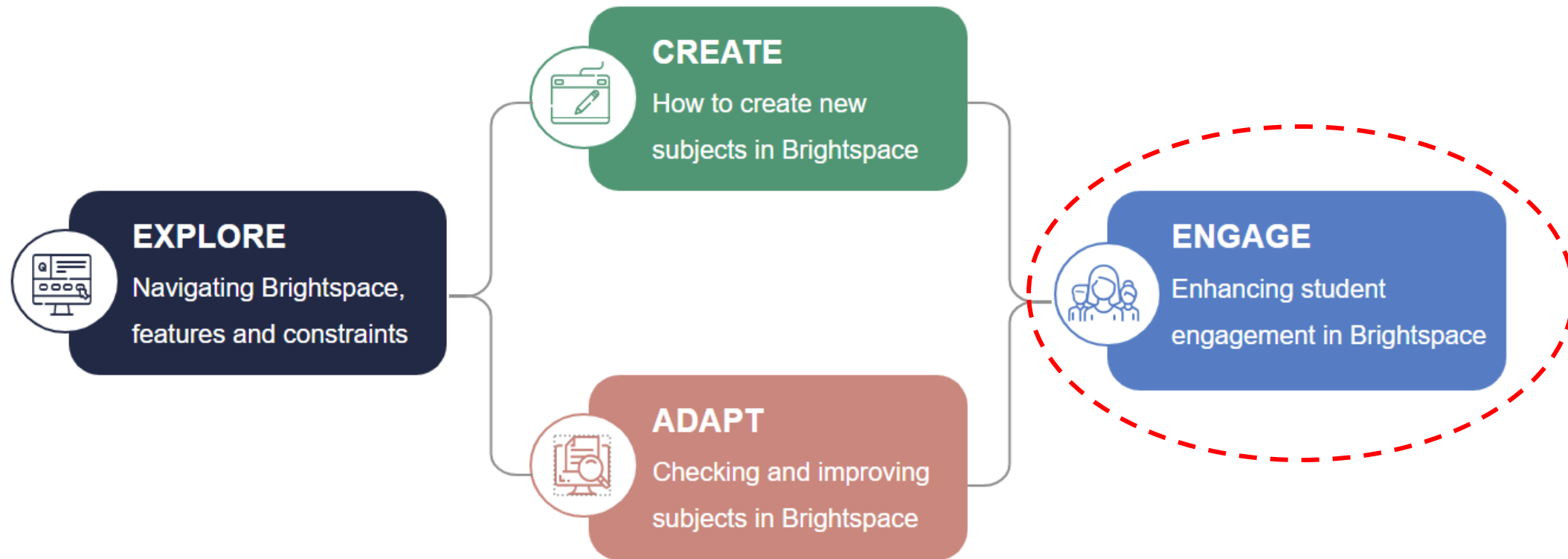


# Acknowledgement of Country

*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

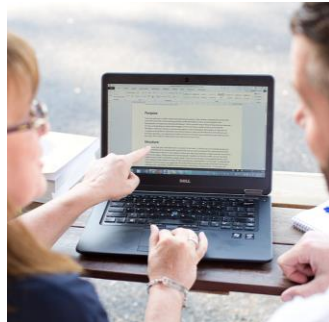


# LMS Design Principles



**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>

# Context

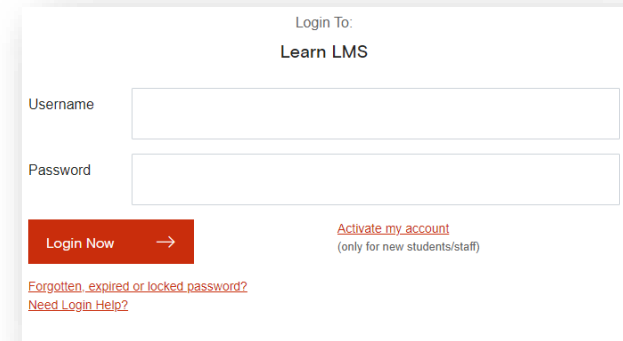
Getting comfortable with the Brightspace interface



# 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)

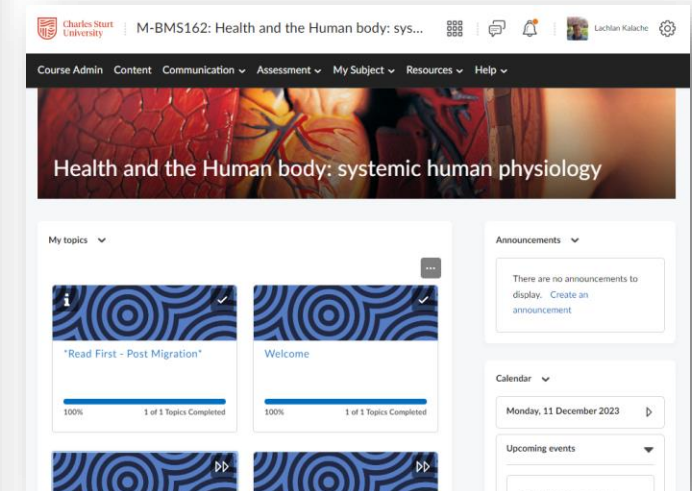
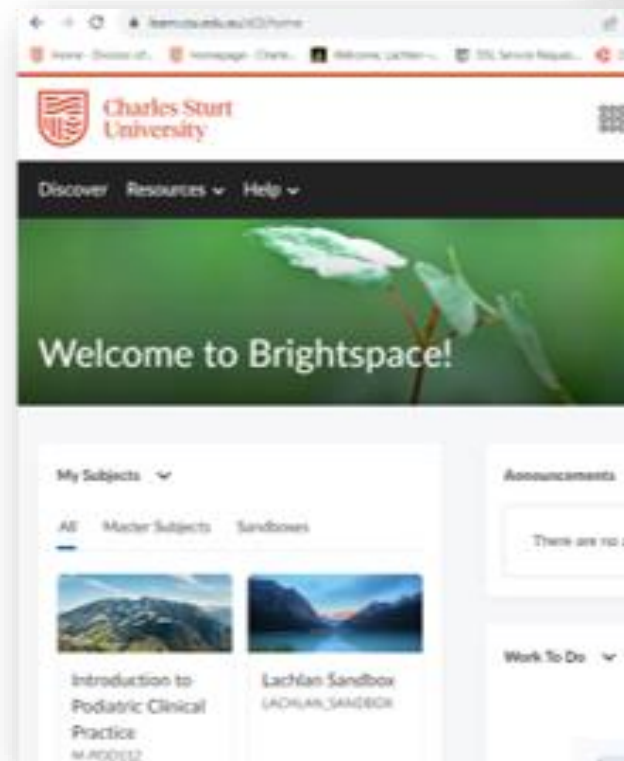
[Forgotten, expired or locked password?](#)  
[Need Login Help?](#)

## Roles & Permissions

- Instructor (subject sites, sandboxes\*)
- 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

The screenshot shows the homepage of the Brightspace Community. At the top, there is a navigation bar with the logo 'D2L BRIGHTSPACE COMMUNITY' and links for 'Documentation', 'Release Information', 'Discussions', 'Events', and 'Resources'. A language selector is set to 'English (en)' and there is a 'Sign In/Register' button. Below the navigation is a large banner image of people in a classroom setting. The main heading is 'Brightspace Community'. A search bar is present with filters for 'Higher Ed/Postsecondary', 'K-12', and 'Corporate'. Below the search bar is a section titled 'Select Your Place of Teaching and Learning' with three columns: 'HIGHER ED' (649 DISCUSSIONS), 'K-12' (132 DISCUSSIONS), and 'CORPORATE' (73 DISCUSSIONS). Each column has a brief description of the community's focus. To the right of this section is a 'SIGN IN/REGISTER' button and a box titled 'Join our Brightspace Community' with instructions on how to register. Below that is a 'New Here?' section with a 'TAKE A COMMUNITY TOUR' button. At the bottom right, there is a 'Quick Links' section with links to 'Community Groups', 'Recent Discussions', 'Unanswered', and 'Learning Center'.

# Engage: Terminology

Single sign on (SSO)	'Waffle', course selector	Panopto 'Master' folder
Brightspace / Personal home page	Instructor / Learner view	Panopto 'Session' folder
Subject home page	Hamburger menu	Category
Master subject site	Units (modules)	Deployed assessment
Session subject site	Lessons (sub-modules)	Interactive Video Teaching (IVT)
Home page widgets	HTML document	
Subject migration   optimisation	'WYSIWYG' (content editor)	
Brightspace navigation bar ('nav')		
Minibar		



Menti word cloud 'what are we missing?' ([voting link](#))  
Results ([word cloud link](#))





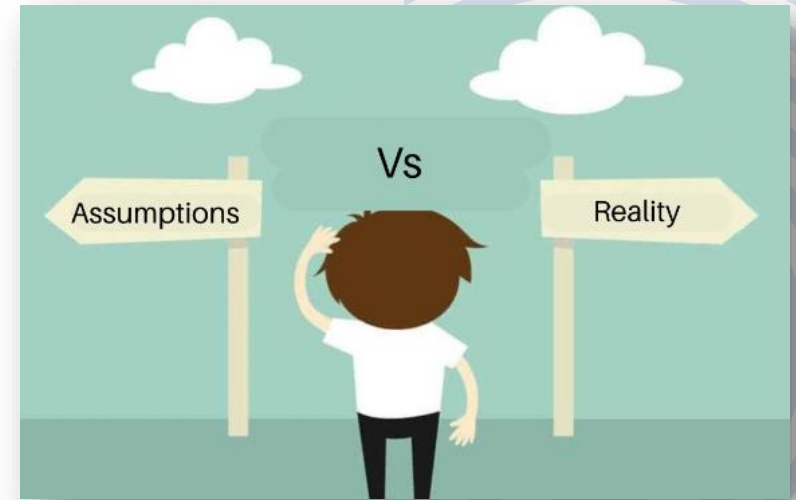
# Assumptions

## 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)



# Session-based Delivery

Brightspace tools to facilitate your teaching



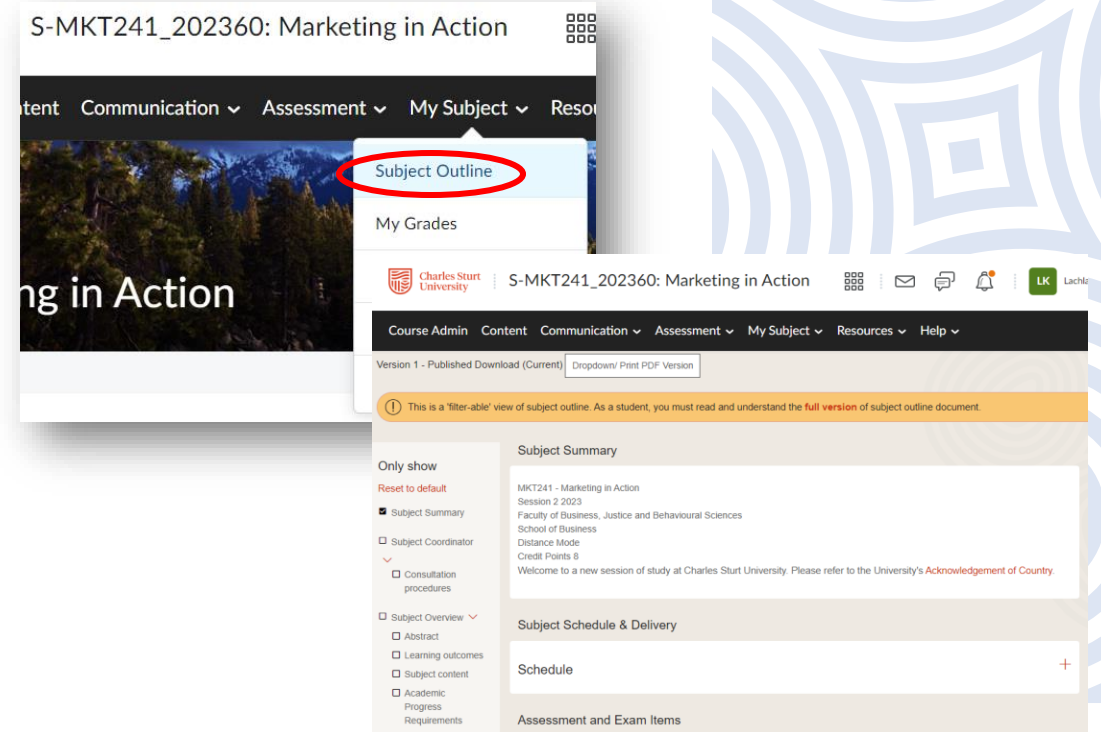
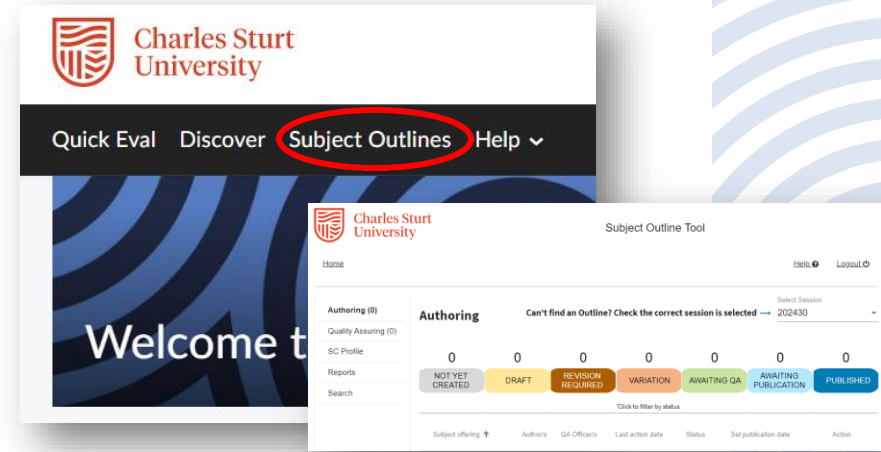
# Subject Outline Tool (SOT)

Subject Outline Tool (i.e. drafting, QA etc.):

- located on Brightspace **Home Page Nav**, and
- within the '**Staff Links**' widget
- 'Submission method options' field has been removed from SOT
- Consideration re. 'Learning, teaching and support strategies' section

Live Subject Outlines (students and staff):

- located in the Session subject site (S-SUBJECTCODE\_session)
- under '**My Subject**' → '**Subject Outline**'
- Automatically displays the relevant cohort outline (multiple for staff)



# Subject Experience Survey (SuES)

## Behaves in the following manner:

- Located within Session subject sites under 'My Subject'
- Staff also able to access the tool via 'Staff Links' (Brightspace home)
- Same tool + functionality currently utilised in Interact2
- More information available at <https://www.csu.edu.au/division/learning-teaching/subjects/evaluation/student-experience-surveys/about>

Reminder: the survey becomes 'live' three (3) weeks prior to the end of session and closes one week after the end of session.



# Readings & Resources (Leganto)

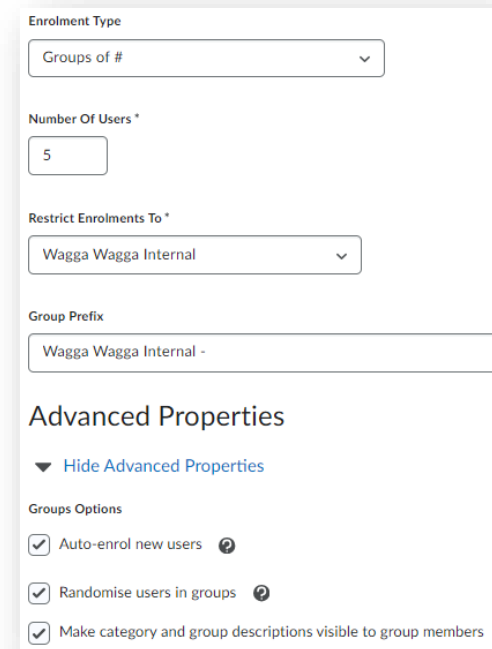
- Located within the subject sites (both Master and Session) under '**Resources**'
- Subjects with an existing Leganto list will retrieve this list automatically
- Subjects with no pre-existing list → Create a new 'course'
- Leganto Libguide available to staff at <https://libguides.csu.edu.au/leganto>

The image displays three screenshots of the Leganto interface. The top screenshot shows a navigation menu with 'My Subject', 'Resources', and 'Help' dropdowns, with 'Readings & Resources (Leganto)' highlighted in a red oval. The middle screenshot shows a course page for 'MKT110 - Marketing Fundamentals' with a 'Readings & Resources (Leganto)' dropdown menu. Below the dropdown, a list of articles is shown, including 'Market orientation, customer value, and superior performance: EBSCOhost' and 'Marketing and business performance'. The bottom screenshot shows a 'Create a new course' form with fields for 'Course Name' (MKT241\_60), 'From' (31/12/2022), 'To' (31/03/2025), 'Number of Participants', and 'Academic department'. There are 'CANCEL' and 'CREATE' buttons at the bottom.

# Groups Management

## Creation and Management of learner groups:

- Located under the 'Communication' menu (or via **Course Admin → Learner Management**)
- Process begins with creating a category for your groups (i.e. 'group set')
- Various enrolment 'types'
- Can be restricted (e.g. to cohorts / sections)
- Max 200 members / group



Enrolment Type

Groups of #

Number Of Users \*

5

Restrict Enrolments To \*

Wagga Wagga Internal

Group Prefix

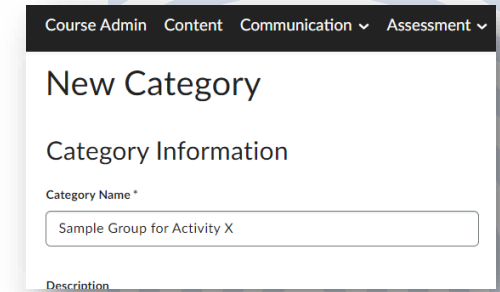
Wagga Wagga Internal -

Advanced Properties

▼ Hide Advanced Properties

Groups Options

- Auto-enrol new users
- Randomise users in groups
- Make category and group descriptions visible to group members



Course Admin Content Communication Assessment

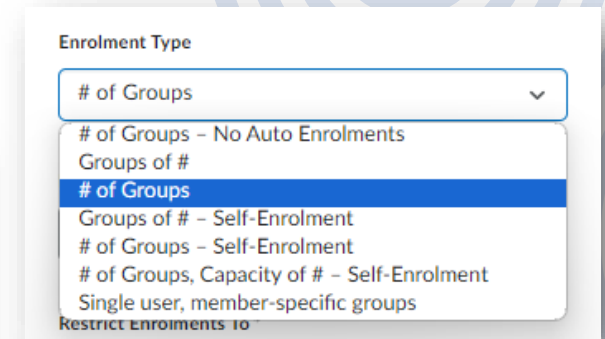
### New Category

Category Information

Category Name \*

Sample Group for Activity X

Description

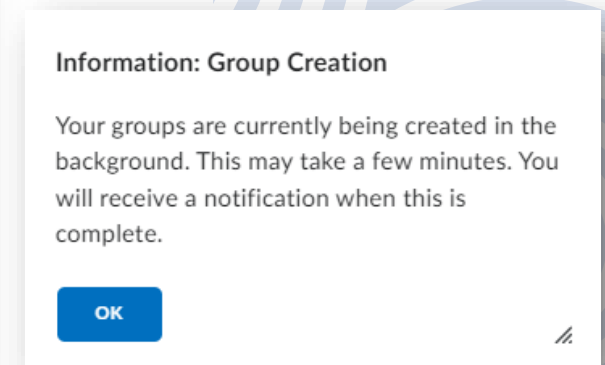


Enrolment Type

# of Groups

- # of Groups - No Auto Enrolments
- Groups of #
- # of Groups
- Groups of # - Self-Enrolment
- # of Groups - Self-Enrolment
- # of Groups, Capacity of # - Self-Enrolment
- Single user, member-specific groups

Restrict enrolments to



### Information: Group Creation

Your groups are currently being created in the background. This may take a few minutes. You will receive a notification when this is complete.

OK

# Learning Sequences: the Manage Dates tool

Course Admin → Site Resources → Manage Dates

- Bulk edit due dates / availability dates within the subject duration
- Affects all content types, assessment and discussions
- Filterable to 'tool' types (e.g. announcements, assignments, quizzes etc.)
- Bulk Edit Dates / Bulk 'Offset' Dates feature

The screenshot shows the 'Manage Dates' tool interface. At the top, there is a 'Filter by Tool' section with radio buttons for 'All' and 'Specific Tools'. Under 'Specific Tools', there are checkboxes for 'Announcements', 'Assignments' (checked), 'Calendar', 'Checklist', 'Content', 'Discussions', 'Grades', 'Quizzes', and 'Survey'. Below this is a 'Show Advanced Filter Options' link and an 'Apply Filter' button. Further down, there are checkboxes for 'Bulk Edit Dates' and 'Bulk Offset Dates'. The main part of the interface is a table with the following columns: Type, Name, Due Date, Start Date, End Date, Days Available, Start/End Dates in Calendar, and Other Dates. The table contains one row for an 'Assignment' with the name 'BD: A1 - Clinical competency and skills assessment (clinical skills assessment)', a due date of '10/01/2024 4:26 PM', and a small calendar icon in the 'Start/End Dates in Calendar' column.

	Type	Name ▲	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates
<input type="checkbox"/>	Assignment	BD: A1 - Clinical competency and skills assessment (clinical skills assessment) ▼	10/01/2024 4:26 PM	-	-	-	<input type="checkbox"/>	

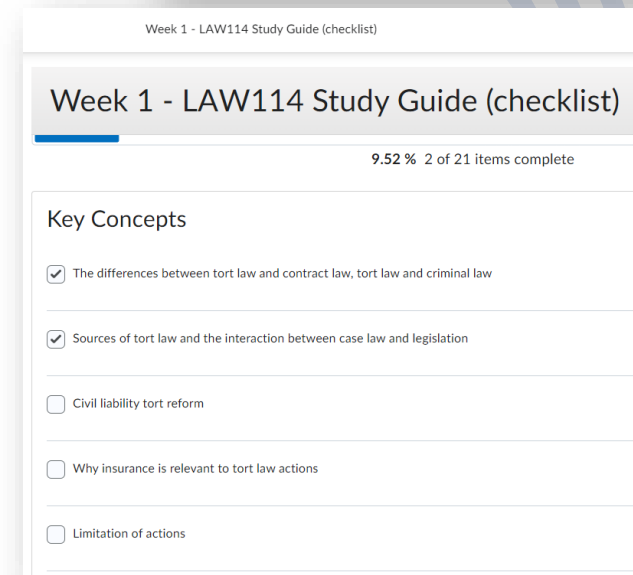
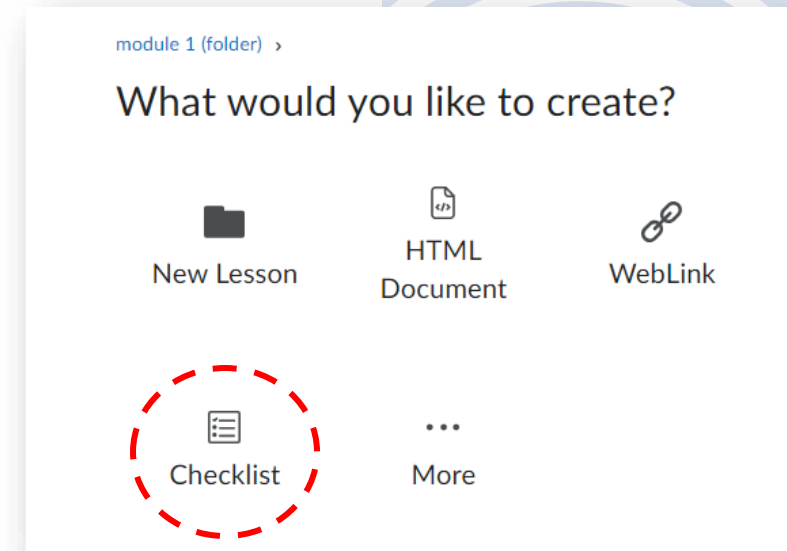
# Brightspace Checklist tool

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**





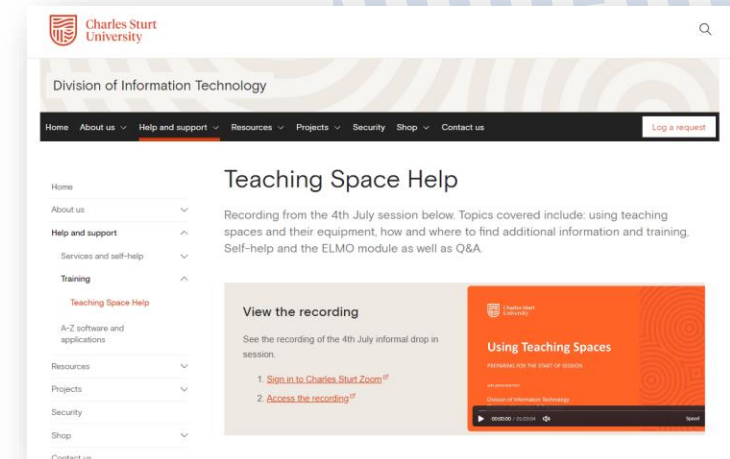
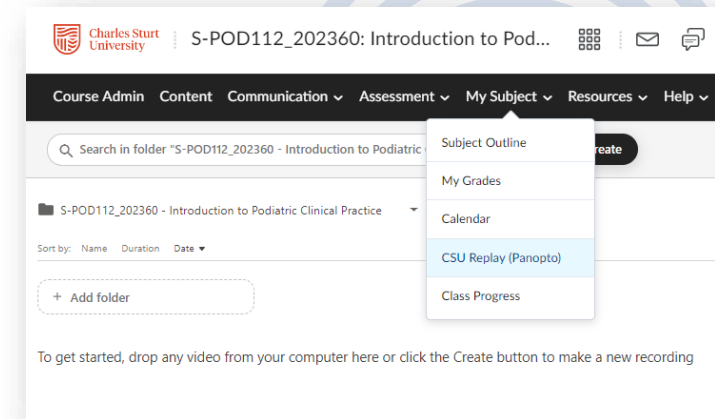
# IVT & non IVT Lecture Capture (Panopto vs Zoom)

## Recordings made in physical teaching spaces (IVT & nonIVT):

- Booking processes remain the same
- Zoom (IVT) recordings result in the recording link emailed to the instructor, then need to be provided to the student → create a discussion forum / topic
- Panopto (nonIVT) recordings will be captured within the Session Subject site (My Subject → CSU Replay (Panopto))
- Any Panopto recordings required for ongoing use (i.e. subsequent sessions) will need to be copied into the subject's 'Master Panopto Folder' ([link](#))

For additional information on Teaching spaces, refer

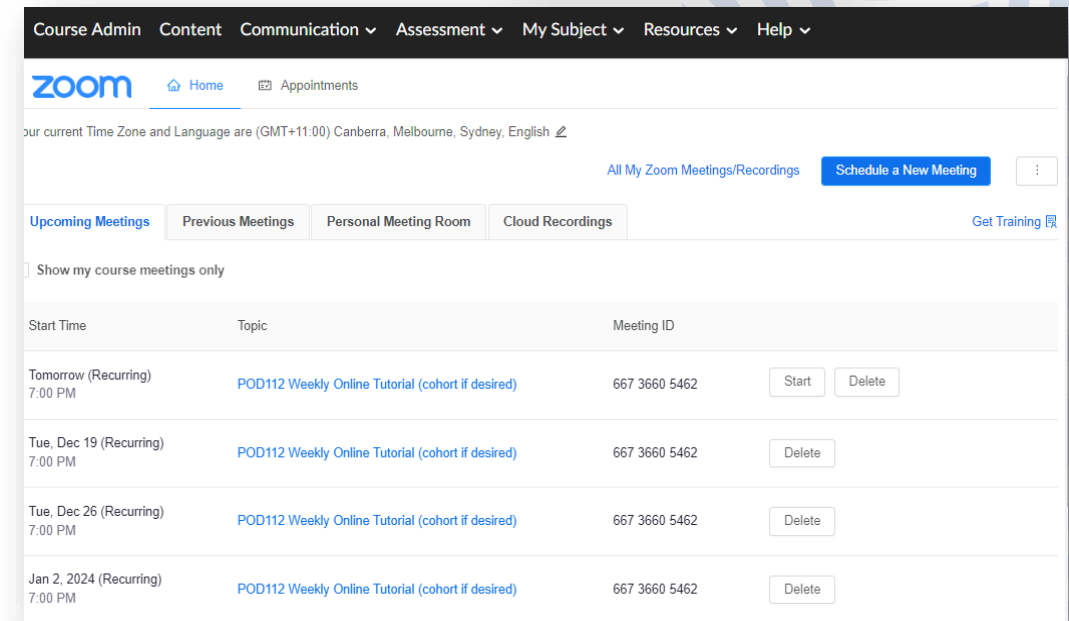
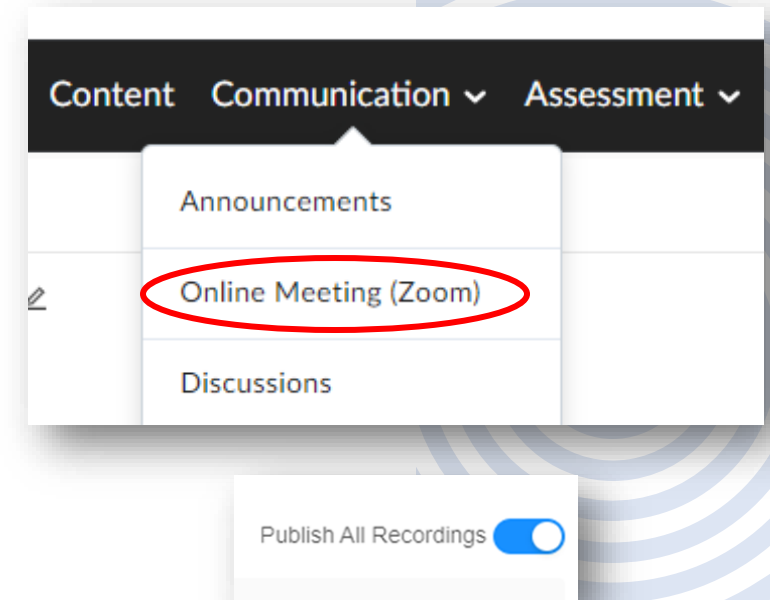
to <https://staff.csu.edu.au/division/information-technology/help-support/training/teaching-space-help>



# Online Meetings (Zoom)

## Behaves in the following ways:

- Same interface as the Zoom LTI used in Interact2 (Blackboard)
- Displays upcoming + previous meeting details (incl. Join link)
- Gives the instructor access to attendance / activity reports
- Cloud recordings (can toggle publish - visibility)
- Joining via the subject site for both staff and students (check sign in via zoom desktop app)
- 365 day 'use-by' on recordings → download and provision elsewhere if required.



# Class Progress: accessing learner data

Located within 'My Subject', this live report provides insight into learner activity:

- Full class dashboard - filterable (incl. by cohorts / sections)
- Customisable progress indicators (via settings)
- Can connect to 'Agents' (automated actions - email)
- Individual snapshot IS available to students
- Individual progress reports – printable

**Progress Indicators to Include**

Select which progress indicators to display in the User Progress report.

- Assignments
- Checklist
- Content
- Course Access
- Discussions
- Grades
- Objectives
- Quizzes
- Surveys
- System Access History

The screenshot shows a user profile for Matthew, Graeme (ID: 2134371) with a navigation menu on the left listing various progress indicators. The main content area displays a 'Progress Summary' for 'Introduction to Podiatric Clinical Practice, Session 2 2023'. It includes sections for 'Grades' (0 received), 'Content' (0 topics visited, 0 total visits, 0 time spent), and 'Discussions' (0 posts read, 0 threads created, 0 replies posted). A 'Posts Authored: 0' field is also visible.

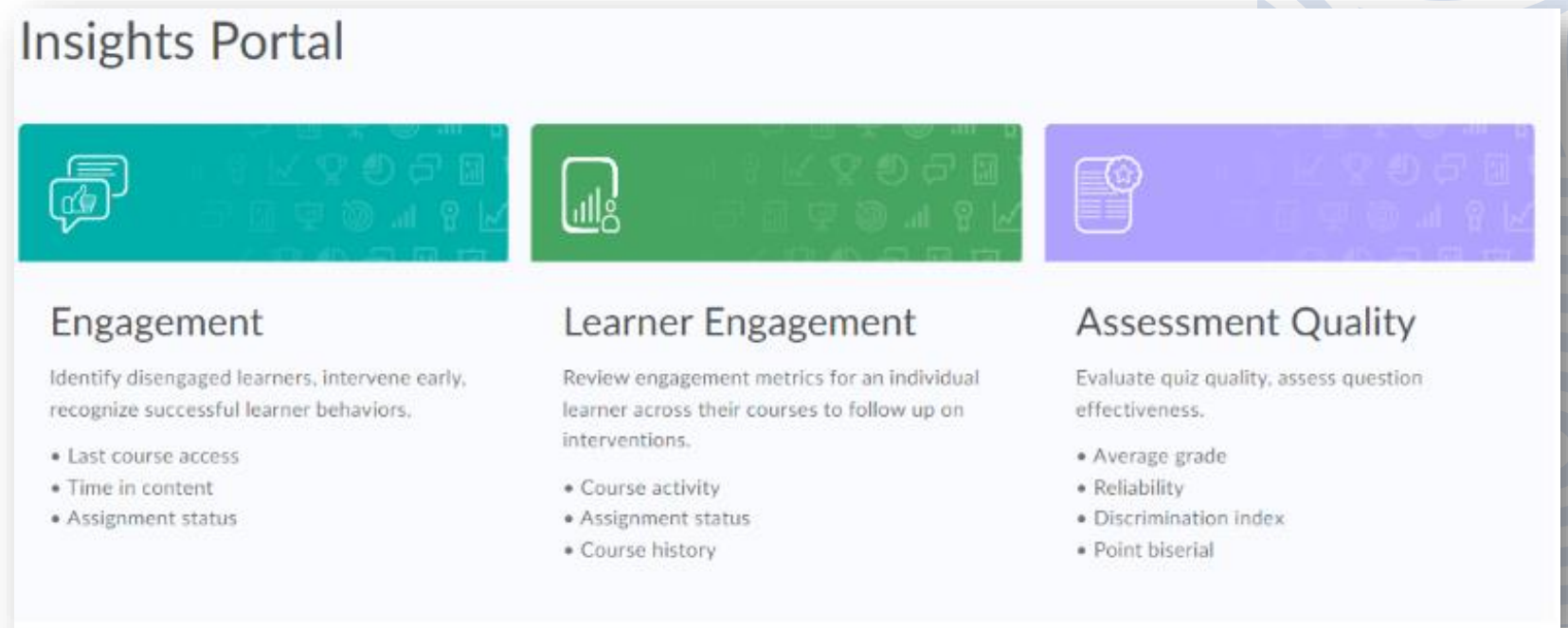
The screenshot shows an individual learner progress snapshot for John Sherwin (ID: 2103971). It displays a bar chart for 'System Accesses: 6', a progress bar for '0% Completed: 0 / 66', and text indicating 'No scores received' and 'No grades'.

# Insights Portal: learning analytics dashboard (tbc)

## Customisable dashboards:

- Subject-level engagement
- Learner engagement across multiple subjects
- Assessment efficacy
- Testing in progress

More detail available [here](#)



The screenshot displays the 'Insights Portal' dashboard with three main sections:

- Engagement** (Teal header): Identify disengaged learners, intervene early, recognize successful learner behaviors.
  - Last course access
  - Time in content
  - Assignment status
- Learner Engagement** (Green header): Review engagement metrics for an individual learner across their courses to follow up on interventions.
  - Course activity
  - Assignment status
  - Course history
- Assessment Quality** (Purple header): Evaluate quiz quality, assess question effectiveness.
  - Average grade
  - Reliability
  - Discrimination index
  - Point biserial

