



Charles Sturt
University

Adapt

Changing And Improving Subjects In Brightspace

Subject Migration & Validation Training

Nov 6, 2023



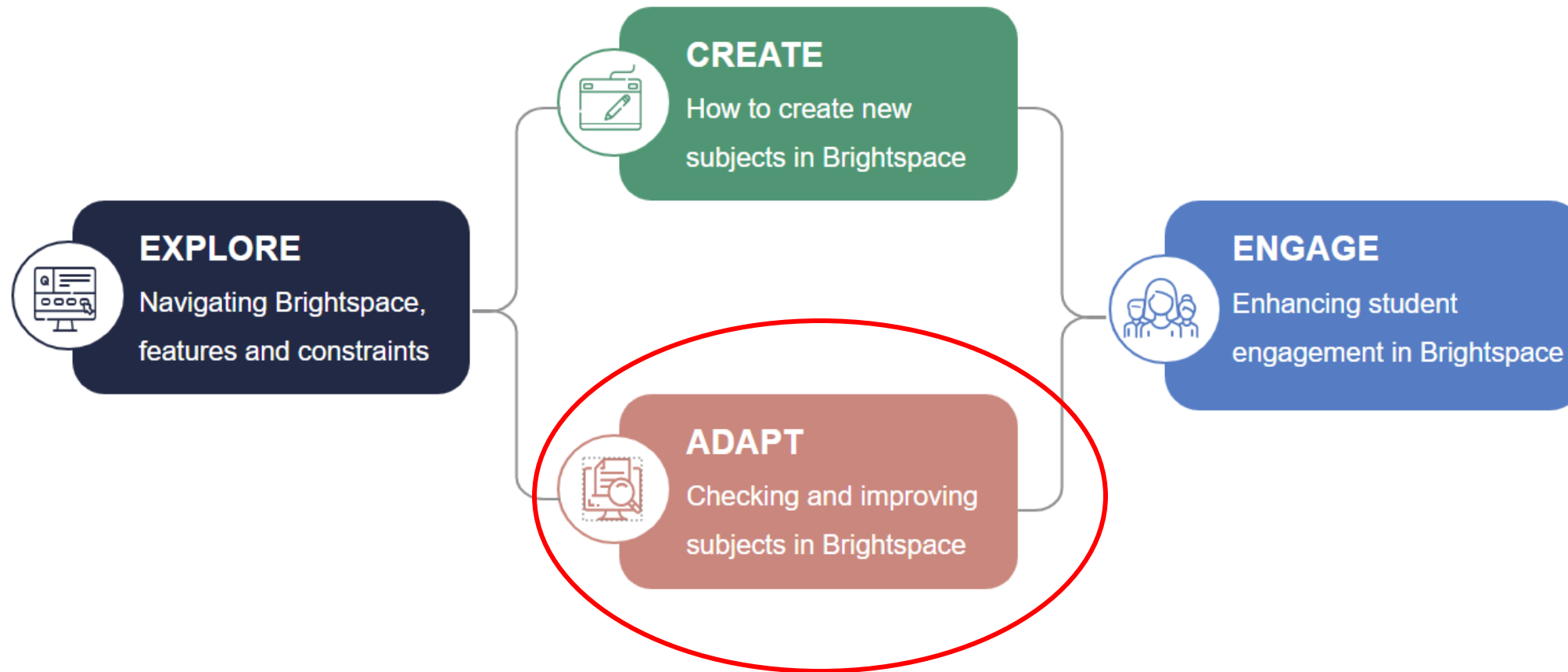


Acknowledgement of Country

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

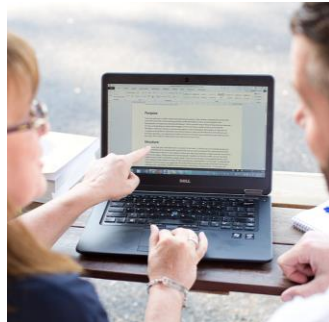


LMS Design Principles



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

Single sign on (SSO)

'Waffle', course selector

Insert Stuff button

Brightspace / Personal home page

Instructor / Learner view

Assessment Shell

Subject home page

Hamburger menu

Category (cohort)

Master subject site

Units (modules)

Session subject site

Lessons (sub-modules)

Widgets

HTML document

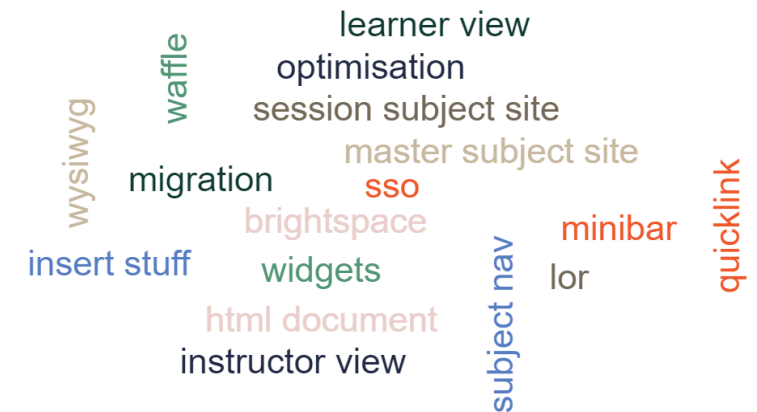
Subject migration | optimisation

'WYSIWYG' (content editor)

Navigation bar (nav)

Learning Object Repository (LOR)

Minibar



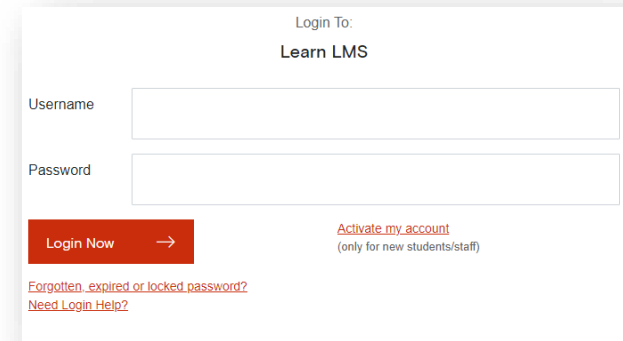
Menti Word Cloud 'what are we missing?' ([voting link](#))

Results ([word cloud link](#))

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)

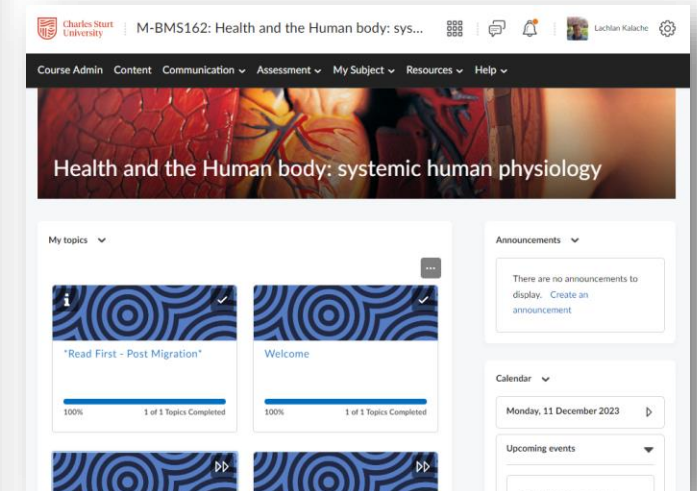
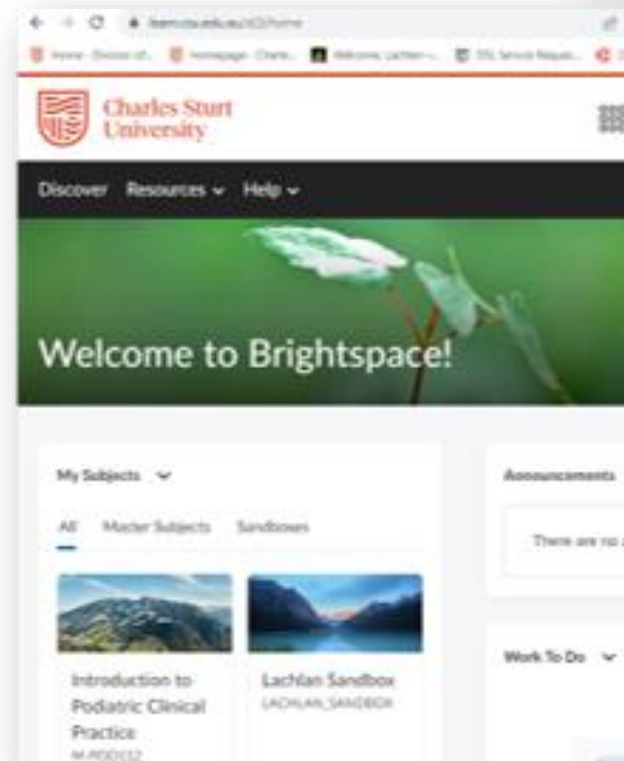
[Forgotten, expired or locked password?](#)
[Need Login Help?](#)

Roles & Permissions

- Instructor (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

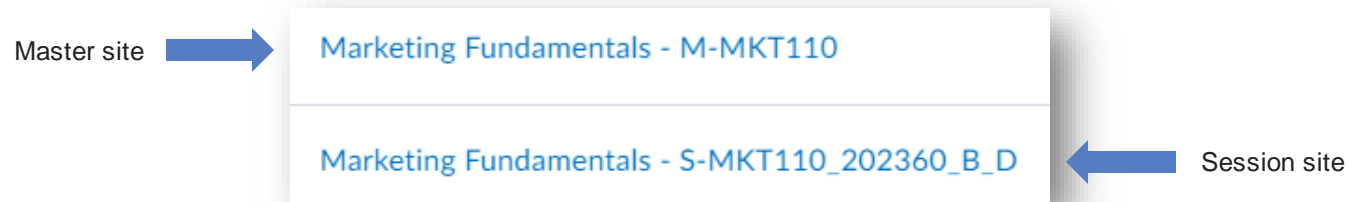
The screenshot shows the Brightspace Community website homepage. At the top, there is a navigation bar with links for Documentation, Release Information, Discussions, Events, and Resources. The language is set to English (en), and there is a Sign In/Register button. The main heading is "Brightspace Community". Below this is a search bar with filters for Higher Ed/Postsecondary, K-12, and Corporate. A search prompt says "Have questions? Find answers here...". The main content area is titled "Select Your Place of Teaching and Learning" and features three cards: "HIGHER ED" with 649 discussions, "K-12" with 132 discussions, and "CORPORATE" with 73 discussions. Each card includes a brief description of the community's focus. On the right side, there is a "Join our Brightspace Community" section with a "SIGN IN/REGISTER" button and 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.

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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
- reprovise 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

Hidden Content Areas (migrated)

Some content areas previously used in Blackboard will not be appropriate for the 'Content' (Learning Materials) section of your master subject site.

Example: Old Blackboard 'Assessment' (folders & content items)

content item information → will need to be reprovisioned via:

- a) Subject Outline, then
- b) Included within the Assessment tool item description / attachments.



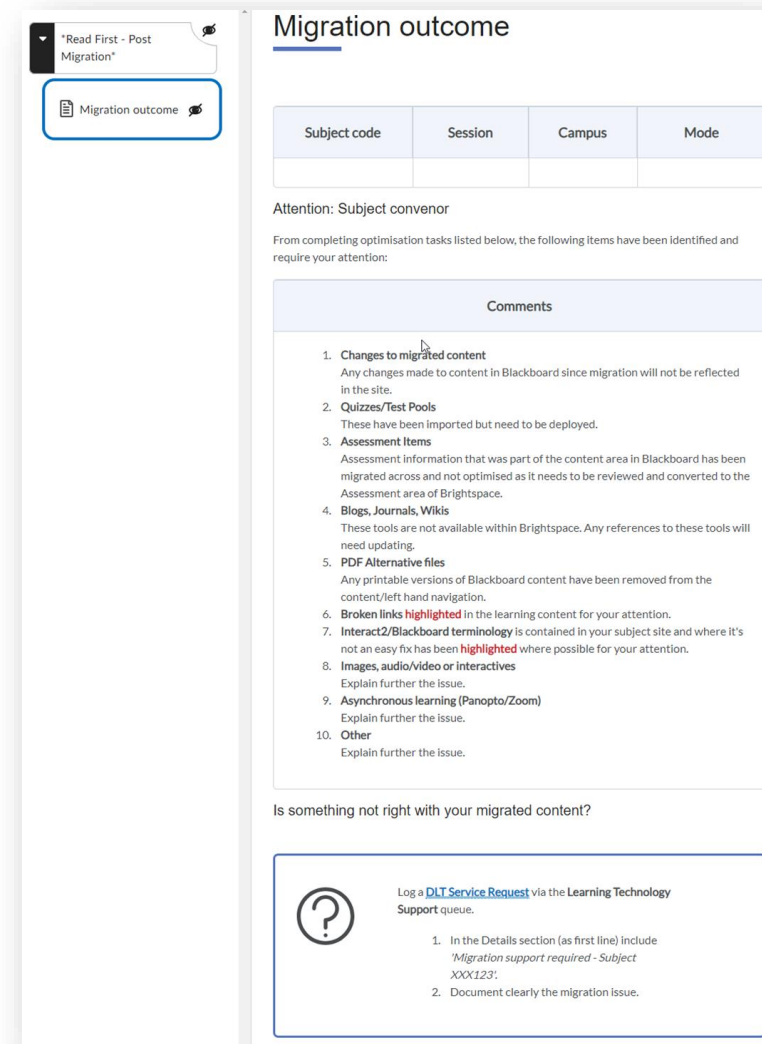
Read First – Post Migration (hidden) SC Feedback

Explanation

The first content item ('unit' / folder) in your optimised master subject site is a report from the LMS migration team re. the outcome and identifying any outstanding areas requiring your attention.

Of note:

- There will definitely be different types of content from the old BB site that will need to be 'repurposed / reprovisioned' (e.g. Assessment information, support resources, LTI tools) - the Content tool in Brightspace is specifically intended for Learning Materials only.
- Once you've actioned these (now) redundant content folders, they will need to be removed / deleted from the content area.



Migration outcome

Subject code	Session	Campus	Mode

Attention: Subject convenor

From completing optimisation tasks listed below, the following items have been identified and require your attention:

Comments

- Changes to migrated content**
Any changes made to content in Blackboard since migration will not be reflected in the site.
- Quizzes/Test Pools**
These have been imported but need to be deployed.
- Assessment Items**
Assessment information that was part of the content area in Blackboard has been migrated across and not optimised as it needs to be reviewed and converted to the Assessment area of Brightspace.
- Blogs, Journals, Wikis**
These tools are not available within Brightspace. Any references to these tools will need updating.
- PDF Alternative files**
Any printable versions of Blackboard content have been removed from the content/left hand navigation.
- Broken links highlighted** in the learning content for your attention.
- Interact2/Blackboard terminology** is contained in your subject site and where it's not an easy fix has been **highlighted** where possible for your attention.
- Images, audio/video or interactives**
Explain further the issue.
- Asynchronous learning (Panopto/Zoom)**
Explain further the issue.
- Other**
Explain further the issue.

Is something not right with your migrated content?

Log a [DLT Service Request](#) via the [Learning Technology Support queue](#).

- In the Details section (as first line) include 'Migration support required - Subject XXX123'.
- Document clearly the migration issue.

Focus Question 1:

Have you looked at your Migration Outcome?

Focus Question 2:

Can you identify clear action items from the feedback?



Proof

Validating your migrated learning materials



Learning Material Structure

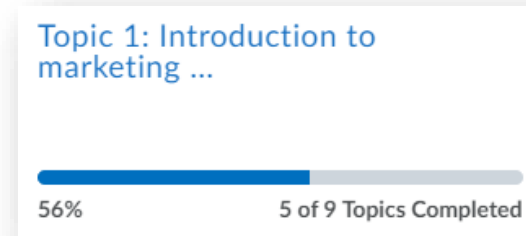
Deliberate. Consistent. Concise.

Content structure within Brightspace is directly informed by the learner experience (view) and use of the module / sub-module progress indicators built into the interface.

It is highly recommended that you utilise (no more than) two 'layers' of content:

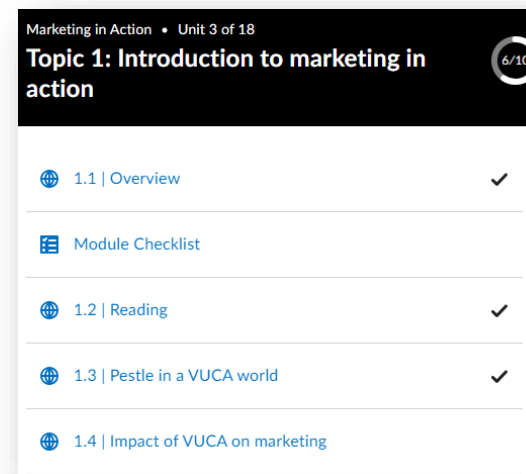
- Top level folder ('unit', 'module', 'topic', 'week' etc.)
- 1 layer of subfolders ('submodule', 'subtopics', 'lessons' etc.)
- Learning objects (content items) sequentially organised within these folders
- Consider topic and item numbering to assist navigation (e.g. Topic 1 would consist of item names 1.1, 1.2, 1.3 etc.)

Note: switching between Instructor & Learner views will be essential



Topic 1: Introduction to marketing ...

56% 5 of 9 Topics Completed

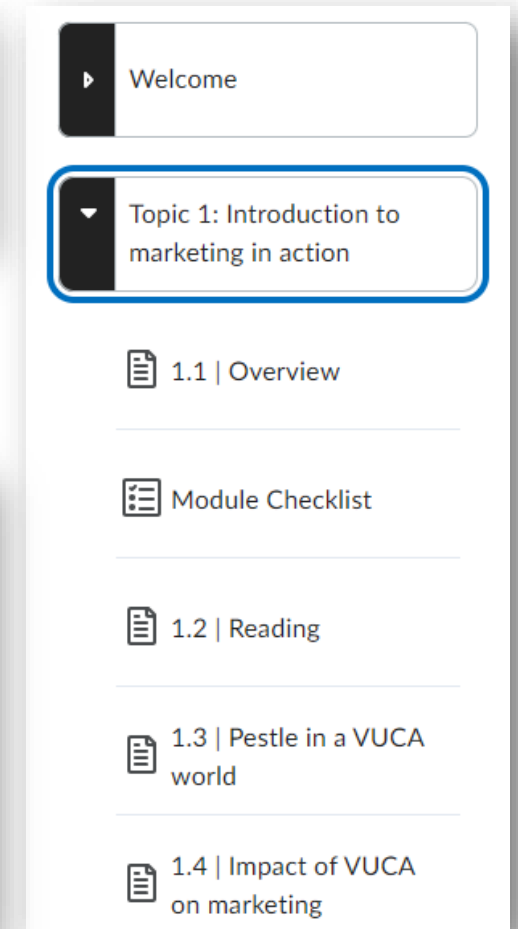


Marketing in Action • Unit 3 of 18

Topic 1: Introduction to marketing in action 6/10

- 1.1 | Overview ✓
- Module Checklist
- 1.2 | Reading ✓
- 1.3 | Pestle in a VUCA world ✓
- 1.4 | Impact of VUCA on marketing

Learner view



Welcome

Topic 1: Introduction to marketing in action

- 1.1 | Overview
- Module Checklist
- 1.2 | Reading
- 1.3 | Pestle in a VUCA world
- 1.4 | Impact of VUCA on marketing

Instructor view

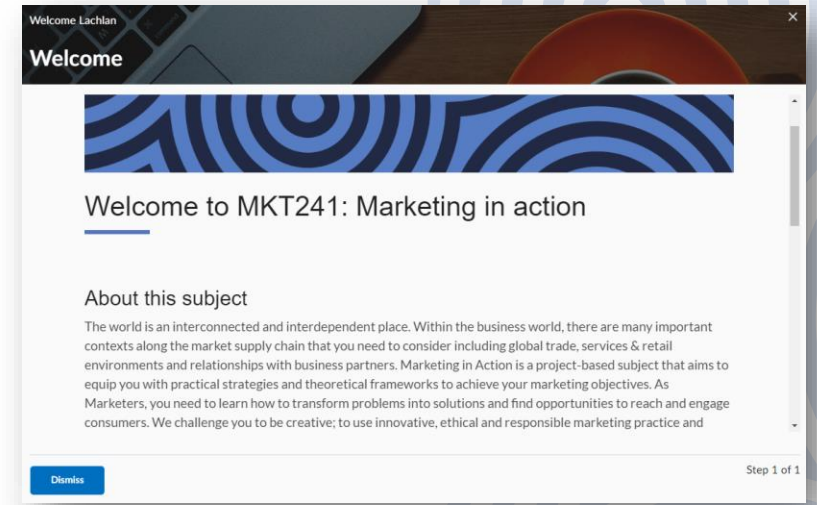
Subject 'Welcome' (content area & widget)

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.

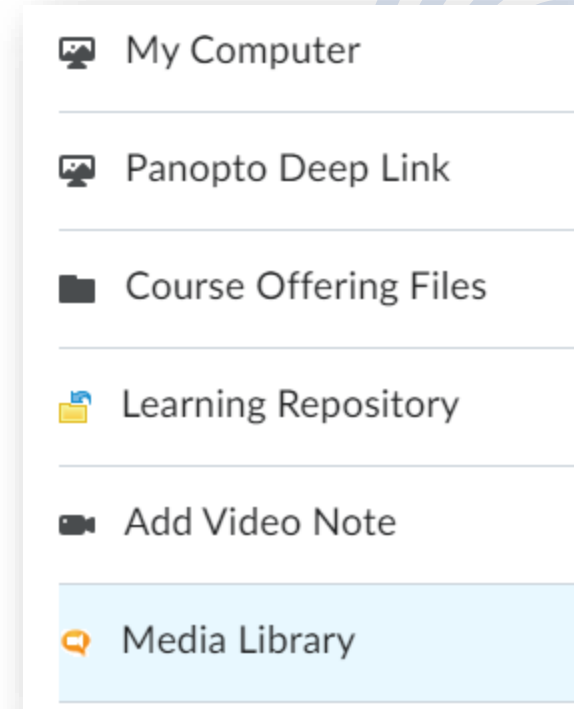


Content Storage: options in Brightspace

Explanation:

- Manage Files
(Course Admin → Manage Files: subject level files incl. migrated content)
- Attaching Files
(uploaded to individual content / tasks → added to subject content)
- Learning Object Repository (LOR) → learning objects to be shared across other subjects
- Media Library (AV objects) → audio and video captured within Brightspace
- DOMS (<https://doms.csu.edu.au> - images and ppt. protected by copyright)

Note. It may be a good idea to spend some time 'cleaning up' your folder structure in Manage Files – implications for embedded objects.



Embedded Video Content

3 methods for adding video content to learning materials:

i) Panopto Video (pre-made instructional video content)

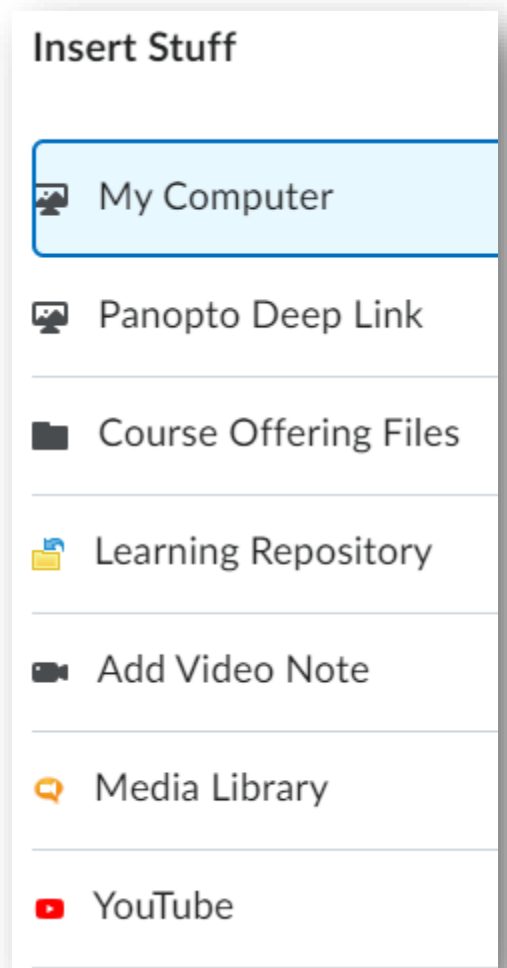
- migration: provisioned via the LMS project team
- embedded via the 'Insert Stuff' option in the editor (WYSIWYG)
- videos housed within a Panopto 'master folder'

ii) YouTube Video

- use embed code (obtained from YouTube), switch to code view, paste
- 'Insert Stuff' YouTube tool (tbc)

iii) Brightspace Recorded Video (ad hoc)

- Available via 'Insert Stuff' → Video Note (webcam) OR the Media Library (pre-made)



Interactives (Externals - Padlet, H5P, Menti)

Explanation

3rd party external engagement tools (e.g. Padlet, H5P & Mentimeter) copy / paste the embed code within the editor → code view. (no change to the Blackboard process)

Demonstration | Modeling

Adapt Considerations

- Centering
- Master subject site vs session subject site (resetting / archiving of student responses)



Proof

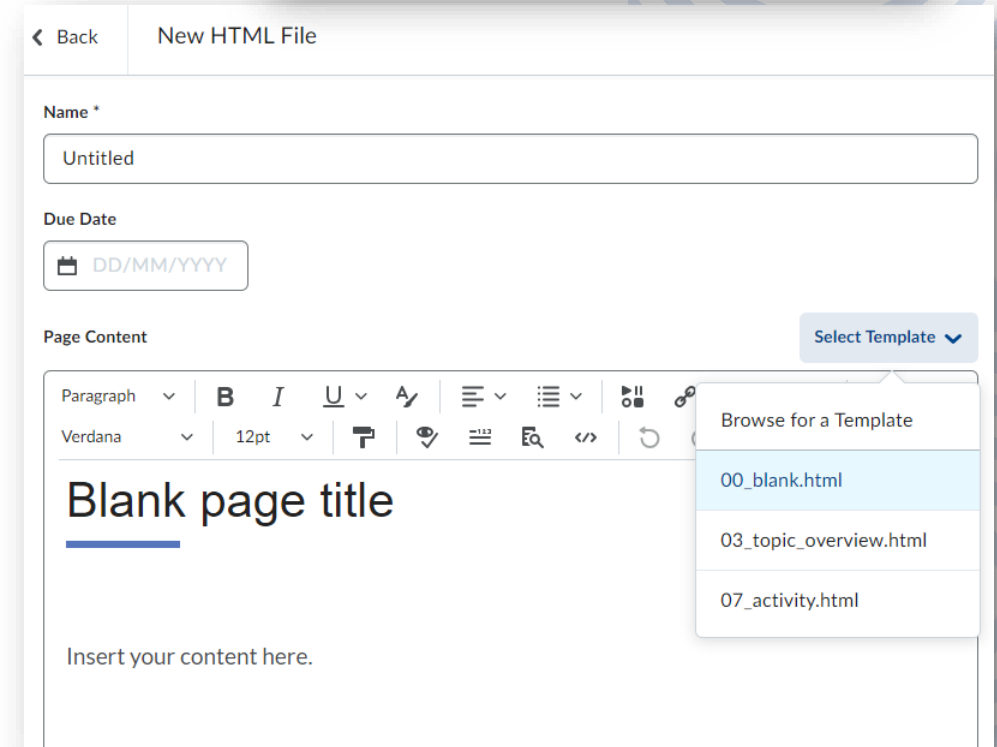
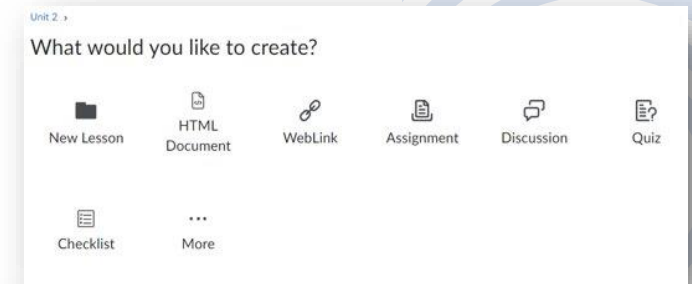
Adjusting / tweaking your learning materials



Working with HTML Files (new or existing content 'pages')

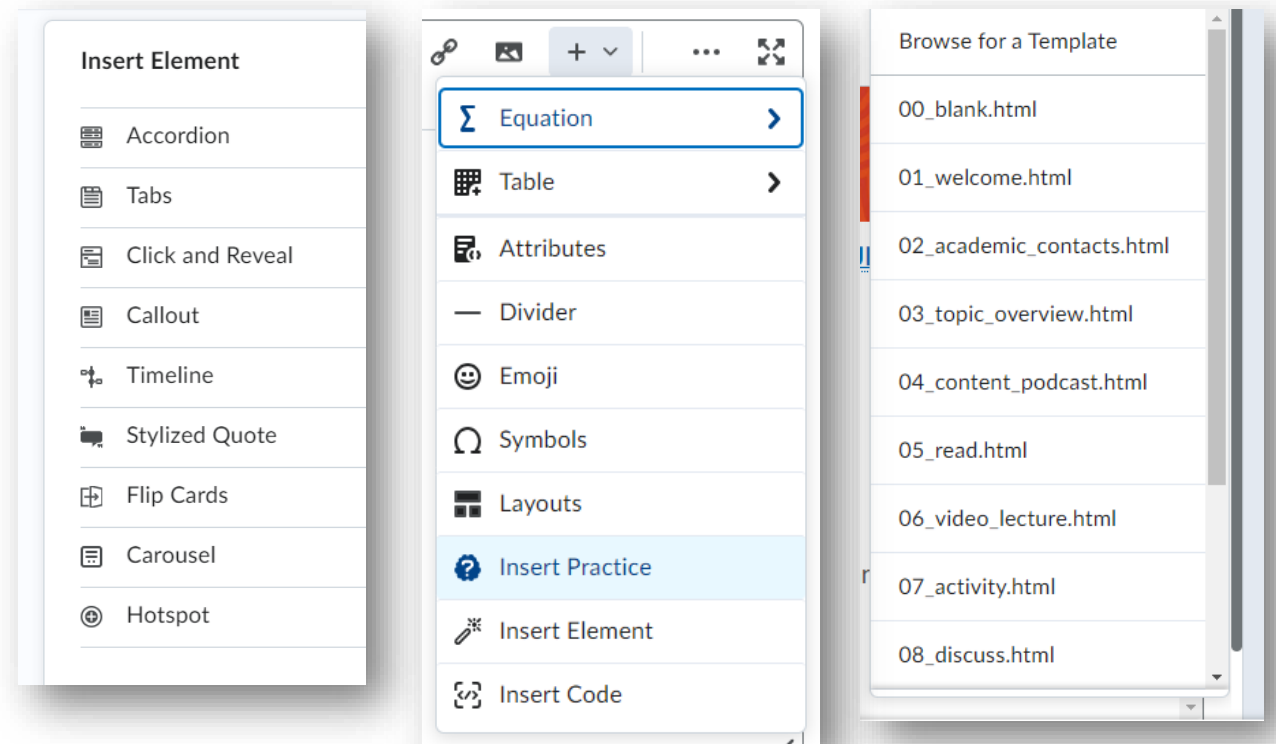
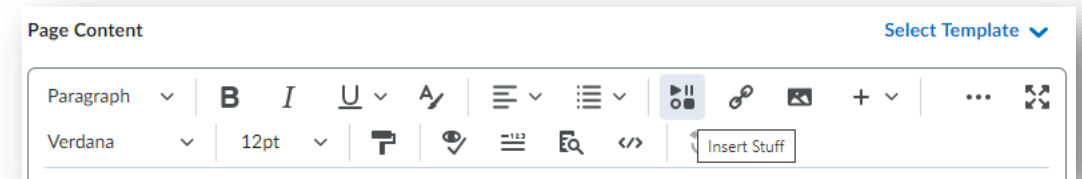
General 'rules of thumb':

- Consistent look and feel, avoid different fonts / styles to those already being used or available within content templates
- Check it all - 'broken' content from I2 (e.g. hyperlinks) will still be broken
- Content can display differently to the instructor / student (particularly external, embedded objects) - always check in 'Learner view'

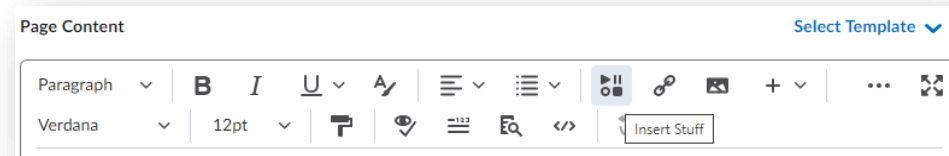


Brightspace Editor (WYSIWYG)

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



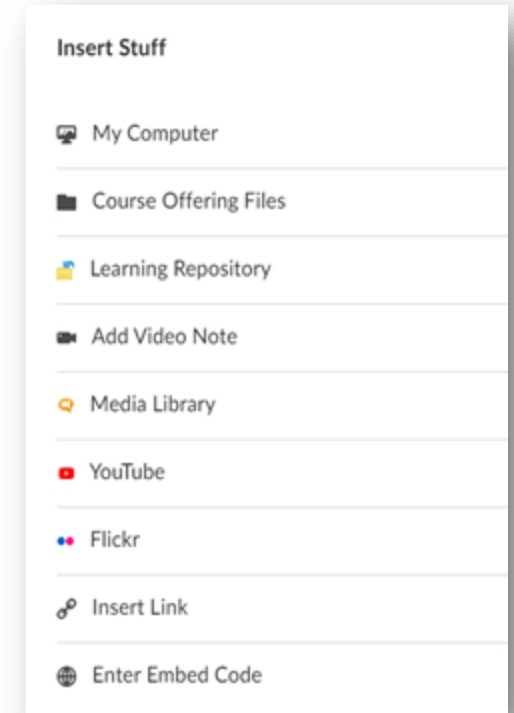
Adding External Content: 'Insert Stuff'



- 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).



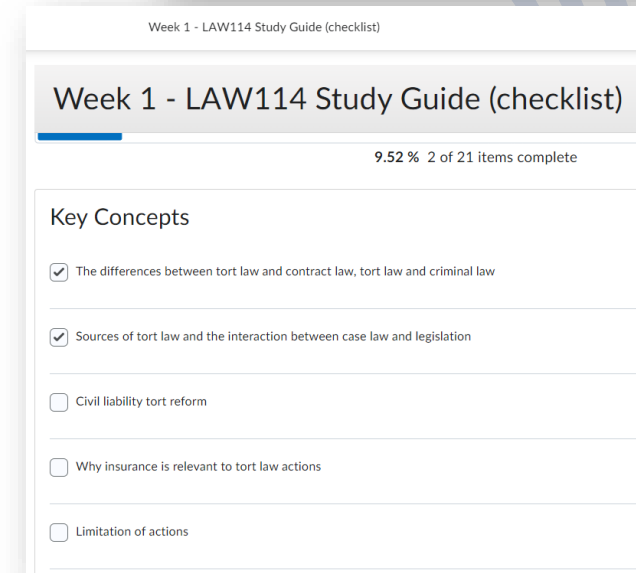
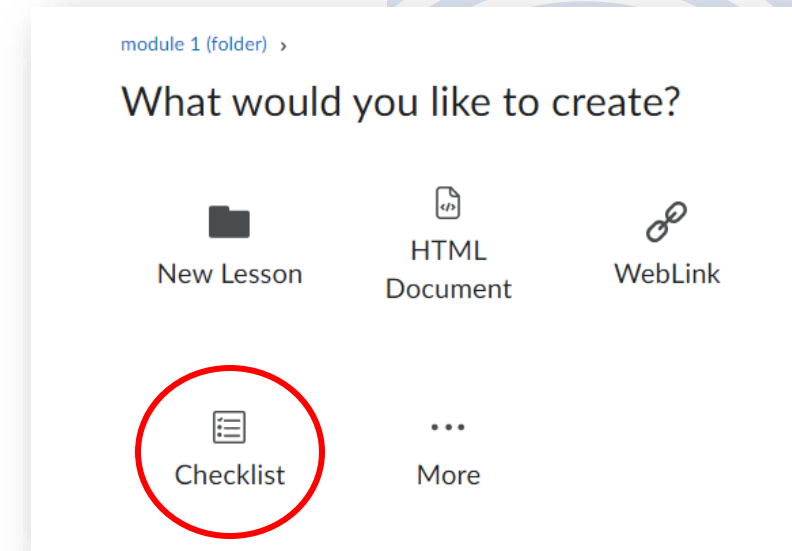
Brightspace Checklist tool

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

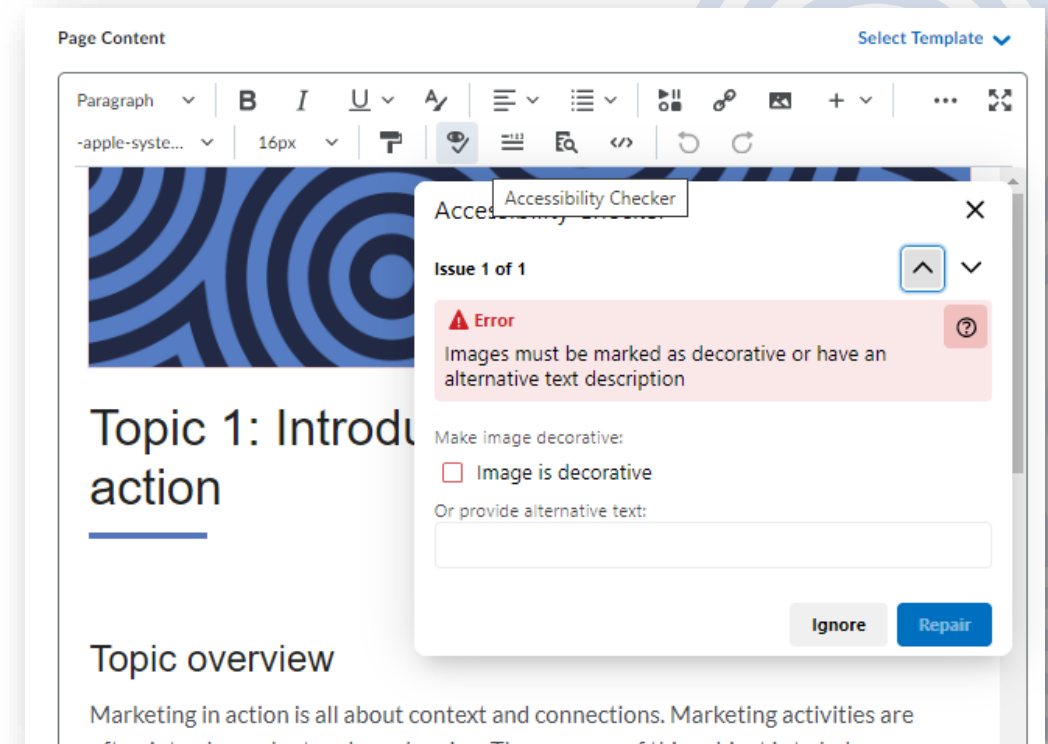
Note. Remember the 'visibility' toggle - check in the Learner view



Brightspace Accessibility Checker (content)

Available anywhere the editor (WYSIWYG) is:

- Conforms to WCAG and Section 508 accessibility standards
- Content, Widgets, Quizzes, Assignments, Discussions etc.
- 'Repair' / 'Ignore'
- Available to students also (where they have edit rights)



Content Accessibility: ALLY

ALLY (LTI) will be enabled for instructor use in Brightspace

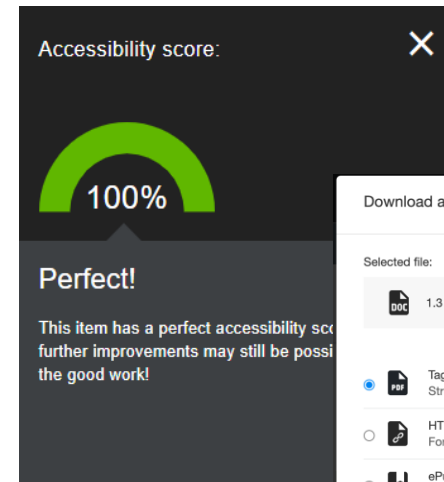
- Alternative formats (students & staff)
- Subject Accessibility report
- Item accessibility checker within the Instructor view

 Needs help!


 A little better

 Almost there

 Perfect!

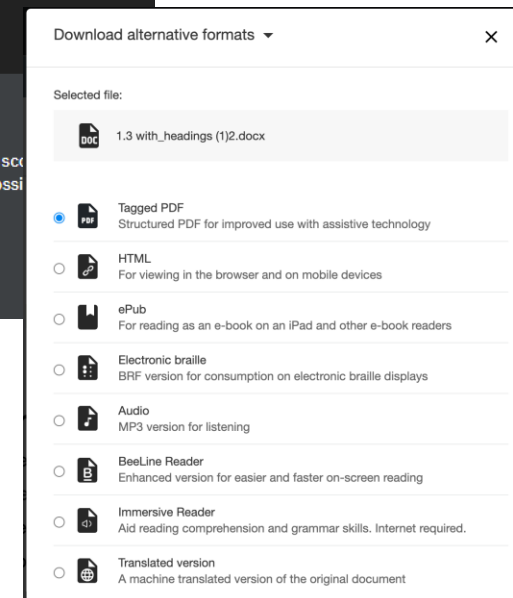


Accessibility score: ✕

 100%










Perfect!

This item has a perfect accessibility score. Further improvements may still be possible. Great work!



Download alternative formats ▼ ✕

Selected file:

-  1.3 with_headings (1)2.docx
-  Tagged PDF
Structured PDF for improved use with assistive technology
-  HTML
For viewing in the browser and on mobile devices
-  ePub
For reading as an e-book on an iPad and other e-book readers
-  Electronic braille
BRF version for consumption on electronic braille displays
-  Audio
MP3 version for listening
-  BeeLine Reader
Enhanced version for easier and faster on-screen reading
-  Immersive Reader
Aid reading comprehension and grammar skills. Internet required.
-  Translated version
A machine translated version of the original document



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



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)

