DISTRIBUTED LEARNING

|2019

USING BRIGHTSPACE TOOLS

Quick Guide

cna

CONTENT

Accessing the Content Area

- Click on Content on the course navigation bar.

Accessing the Manage Files Area

- Click on Table of Contents Under Content.
- Click on the dropdown arrow on the Related Tools button and click Manage Click Upload.
- Click the Upload button, when dialog box opens, click Upload box.
- Choose the files you want to upload and click Save.
- In the Manage Files area you can also organize your folders and add new folders and file.

Add a New Module

- In the Table of Contents in the Content area, Click the Add a Module.
- Enter the new module name in the Title textbox.
- Click Save.

Add Topic(s) to a Module

- Click on the new button and select the type of topic you would like to create: Upload Files, Video or Audio, Create a File, Create a Link, Course tools such as a Quiz or Dropbox folder. You can also drag and drop files from your computer to each Module.

DISCUSSIONS

Accessing the Discussions Area

- Click on Communication on the course navigation bar.
- Select Discussions from the dropdown menu.

Create a New Discussion Forum

- Click New and select New Forum from the dropdown menu.
- Type the name of the new forum in the Title textbox.
- Type a description in the space provided (optional).
- Choose the Options you want for your Forum and set the Availability and Locking Options.
- Click the Save and Add Topic button at the bottom of the screen or Save and Close.

Create a New Discussion Topic

- Click the dropdown arrow next to the Forum name.
- Click Add Topic.
- Under the Properties Tab, type the name of the new topic in the Title textbox.
- Type a description in the space provided (optional).
- Choose the Options you want for your Topic and set the Availability and Locking Options.
- Under the Restrictions Tab set any release or group restrictions.
- Under the Assessment Tab attach to the grade item by clicking the dropdown arrow or create a new grade item if not already done, include score and any rubrics.
- If you wish to add more topics click Save and New.
- When you're done, click Save and then Close.

QUIZZES

Create a New Quiz

- Click on Assessments on the course navigation bar.
- Select Quizzes from the dropdown menu.
- Name your quiz, click Save and Close.

NOTE: New quizzes can also be created using a software program called Respondus. Contact the Help Desk for more information and a tutorial.

Accessing the Edit Quiz Area

- From the list of quizzes in the Manage Quizzes Area, click on the title of the quiz you wish to edit.

Preview a Quiz

- At the very top of the Edit Quiz page, click the dropdown arrow at the end of the quiz title (?).
- Select Preview from the dropdown menu.
- When you have finished previewing the quiz, click Exit Preview Edit a Quiz.

NOTE: You will notice a series of tabs at the top of the Edit Quiz page. Each tab gives you a set of tools to modify or edit your quiz.

Quiz Properties Tab

- You can change the name of your quiz by typing a new name in the Name textbox editing Quiz.
- Click Save.

To Add Questions

- Click on Add/Edit Questions.
- Click dropdown arrow next to the New button, choose the question type and build your question.

To Edit Questions

- Click on the Add/Edit Questions button.
- Click on the title of the question you wish to edit.
- Make your changes by typing in the spaces provided.
- Click Save.

NOTE: If there is more than one copy of a question in the course, you will be asked which copies you would like the changes applied to. Check the boxes accordingly & click Save.

Edit Point Values for a Quiz

- Click on the Edit Values button.
- Edit point values by typing in the spaces provided.
- Click Save Quiz Restrictions Tab.
- Under Status, select Active or Inactive from the dropdown list.
- Under Dates, set a period in which the quiz will be available to students or leave the boxes unchecked if you want it always available.
- Under Timing, set a time limit for the quiz by entering the number of minutes and checking the boxes next to enforced and show clock.
- Click Save.

Quiz Assessment Tab

- Assign a Grade Item from the dropdown list properties.
- Check the box next to Allow Automatic Export to Grades.
- Check the box next to Allow Attempt to be Set as Graded Upon Completion (*except for quizzes with long answer questions).
- Set the number of Attempts Allowed from the options on the dropdown list.
- In the case of multiple attempts, set the Overall Grade Calculation from the options on the dropdown list.
- Click Save

Quiz Submission Views Tab

- Click Default View (Not the Add Additional View button).
- Under Show Questions, select the radio button next to Yes.
- Under Yes, select the radio button next to Show all questions with user responses.
- Check the boxes next to Show question answers, and Show question score and out of score.
- Click Save.

Create a Random Question Pool

- Click on the Add/Edit Questions button.
- Click New and select Question Pool from the dropdown list.
- Type a name in the Question Pool Title textbox.
- Type in the number of questions to select and the Points per Question.
- Click the Browse Question Library Button.
- Select the Questions to be added to the pool.
- Click Add and then Save to return to the Edit Quiz page.
- Click Save and Close.

Reset a Quiz Attempt

- Click on the dropdown arrow next the quiz name.
- Select Grade from the dropdown menu.
- Check the box next to the student's attempt you wish to reset.
- Click on the Trashcan icon near top of the page.
- When asked to confirm you wish to reset attempt, click Yes.
- Click Save and Close.

GRADING QUIZZES

Accessing the Grade Quiz Area

- Click on Assessments on the course navigation bar.
- Select Quizzes from the dropdown menu.
- Click on the dropdown arrow next to the quiz name.
- Select Grade from the dropdown menu.

Grade Long Answer Questions and Provide Feedback

- Under the Users or Attempts tab (both work the same way), click an Attempt associated with the student's name.
- Scroll down to view the student's answers, enter a grade and provide feedback.
- Click Save and then click Close.
- Repeat the previous steps for each attempt.
- When all attempts are graded, check the boxes in the Graded column to the right of the screen to send the grades to the gradebook.

Grading Individual Questions

- Under the Questions tab, click on the question title.
- View the student's answer, enter a grade and provide feedback (if you click on the dropdown arrow next to 1 you can show up to 20 students responses at once.
- Click Save.
- Click Save and Continue to move to the next question or
- Click Go Back to Questions when you're done.

GRADEBOOK

Grades Setup Wizard

- Click on Assessments on the course navigation bar.
- Select Grades from the dropdown menu.
- Click Start to begin the Grades Setup Wizard.
- Follow the on screen instructions (see the CNA Gradebook Manual for field selections).

Accessing the Manage Grades Area

- Click on Assessments on the course navigation bar.
- Select Grades from the dropdown menu.
- Click Manage Grades at the top of the page.

Create a New Grade Item

- Click New and select Item from the dropdown menu.
- Click Numeric.
- Type the name of the grade item in the Name textbox.
- Type the Max Points and Weight in the spaces provided.
- If you wish to add more grade items click Save and New.
- When you're done, click Save and Close.

Create a New Grade Category

- Click New and select Category from the dropdown menu.
- Type the name of the grade category in the Name textbox.
- Type the Weight for the category in the space provided.
- If you wish to add more categories click Save and New.
- When you're done, click Save and Close.

Edit Grade Items

- Click the title of the grade item you want to edit.
- Make your changes and click Save and Close.

Re -Order Grade Items

- Click More Actions and select Reorder from the dropdown menu.
- Use the numbers to reorder Grade items.
- Click Save.

Deleting a Grade Item

- Click More Actions and select Delete from the dropdown menu.
- Check the box next to the item you want to delete.
- Click Delete When the pop up window asks you to confirm, click Delete.

Manually Enter Grades

- From the Enter Grades area, click on the Switch to Spreadsheet View button at the top right of the screen.
- Manually enter grades in the spaces provided.
- Click on the Switch to Standard View button.
- When the pop up window asks you to confirm changes, click Save.

DROPBOX

> **TIP:** Set up Grade Items before creating Dropbox folders

Accessing the Dropbox Area

- Click on Assessments on the course navigation bar.
- Select Dropbox from the dropdown menu.

Create a Dropbox Folder

- On the Dropbox Folders page, click New Folder.
- Enter a Name for the assignment folder.
- Choose either Individual submission or Group submission folder.
- Assign a Grade Item from the dropdown menu.
- Enter what the assignment will be graded "Out Of ".
- Enter any Instructions you may have for the assignment (optional).
- If you wish to add more Dropbox folders click Save and New.
- When you're done, click Save and Close.

Preview a Dropbox Folder

- On the Dropbox Folders page, click More Actions and select Preview from the dropdown menu.
- Click on the Name of the folder you wish to preview.
- Click Exit Preview to return to Dropbox Folders.

Downloading Student Submitted Files from the Dropbox

- On the Dropbox Folders page, click on the title of the Dropbox folder.
- Select the Submissions tab.
- Check the box at the top of the listing to select all, or select individual files by checking the box next to the files you want.
- Click on the Download button at the top of the page (Desire2Learn compresses all the files into a single zip file for download).
- Right-mouse click on the file and select 'Save target as...'.
- Choose where you want to save the file and click Save.
- Unzip the file to access student submissions.

Email Students Who Have Not Submitted

- On the Dropbox Folders page, click the title of the Dropbox folder.
- Click on the Email Users Without Submissions button.

Grade/Provide Feedback for Dropbox

- On the Dropbox Folders page, click the title of the Dropbox folder.
- Select the Users tab.
- Click Show Search Options.
- Under Submissions, select Show everyone from the dropdown list and click the magnifying glass above Submissions.
- On the same row as the student's name, click the Evaluate Link.
- View the student's submission, enter a grade and provide feedback.
- Click Publish.
- When you're done, click Back to Folder Submissions (top right of page).

DLS HELP DESK SUPPORT

A dedicated Help Desk Support Team is available to serve your technical support needs. Our team members possess a wide range of technical skills and look forward to answering your questions, finding solutions to your problems and ensuring that your online experience is an enjoyable one. We aim to provide prompt courteous service within 24 hours.

Email: dlshelp@cna.nl.ca

Phone: 1.877.465.2250 (option 1)
1.709.466.6961 (local)

Live Chat: http://goo.gl/izkqgu

Office Hours:
September - June:

Monday - Thursday:	8:30am - 10:00pm
Friday:	8:30am - 4:30pm
Saturday:	10:30am - 3:30pm
Sunday:	12:30pm - 4:00pm

July - August:

Monday - Friday:	8:30am - 4:00pm

cna
College of the North Atlantic

https://dls.cna.nl.ca