

- This document outlines what is covered in the workshop: Brightspace 1 - The Basics
- It lists the syllabus, together with a link which covers that particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 1 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

Brightspace 1: The Basics

Aim of this resource:

Brightspace is the virtual learning environment (VLE) in use at TU Dublin City Campus. This resource provides an overview of what Brightspace can be used for; how to login; how to navigate Brightspace, how to get access to the modules you need. After working your way through this resource you will have an understanding of what you need to do to use Brightspace to support your teaching.

Pre-requisites for this resource:

- No prior knowledge is required to attend this workshop and/or work through this resource

Syllabus	Online Resource
What is Brightspace - understanding its purpose - getting a sense of the range of tools and functionality available	Introductory video produced by D2L D2L graphic outlining the range of available tools (PDF for downloading)
How to get a Brightspace User account	Brightspace FAQ "I don't have a Brightspace account, what should I do?" at www.tudublin.ie/brightspace/faq
How to find the Brightspace login page	www.tudublin.ie/brightspace
How to log into Brightspace	Log in using your TU Dublin email address and your standard TU Dublin password http://www.tudublin.ie/brightspace/stafflogin/
How to get access to the correct Brightspace modules	Brightspace FAQs at https://www.tudublin.ie/connect/vle/brightspace-for-staff/faq-for-staff/ See individual FAQs: "I am missing modules under the 2023-24 tab, what should I do?" "I have multiple versions of the same module under the 2023-24 tab, what should I do?" "I need a new module, what should I do?"
Understanding your Brightspace home page, and the various modules you have access to	Bitesized Brightspace "Getting Started" https://youtu.be/oXgC3zERjXc
How to change your password	Your Brightspace password is the same as your standard TU Dublin password. You can change/reset this password by contacting IT Support at itsupport.city@tudublin.ie or by using https://tudublin.ie/password/
Understand the connection between Brightspace and Banner	Brightspace modules are created automatically based on the Banner record. The modules you are linked to automatically in Brightspace at the start of the new academic year are those which you were connected to in Banner in approximately mid-July (date varies from year to year) and which had student enrolments in Banner in the previous academic year. If a module is newly-validated in Banner during the course of the academic year then that module automatically becomes available in Brightspace

	approximately 48 hours after it is created in Banner. However, lecturers must request access via the online form (automatic enrolment of lecturers only happens once per year, at the start of the academic year).
Understand the Brightspace module lifecycle	<p>Each Summer, in preparation for the new academic year, new shell modules are created in Brightspace based on the Banner record. Lecturers then populate those new Brightspace shells by either importing the content from the previous year's module (a two minute process) or by building the new module from scratch.</p> <p>Brightspace modules are unique - you cannot reuse the same module from semester to semester, or from year to year. Students keep their access to the modules they have taken from year to year over the course of their programme, therefore no modules where teaching has concluded should ever be cleared out, reset and/or reused with a different cohort. Do not un-enrol students and do not delete assessment submissions.</p>
Virtual Learning Environment (VLE Baseline) Checklist	<p>The VLE Baseline Checklist contains a set of 'good practices' recommendations for the design and management of modules in TU Dublin's VLEs. It's a good idea to familiarise yourself with it before starting to build your Brightspace module (or participating in Brightspace 2).</p> <ul style="list-style-type: none"> • VLE Baseline Checklist • VLE Baseline Checklist - companion guide for Brightspace
Brightspace Usage Policy	<p>The Brightspace usage policy applies to all users of TU Dublin's Brightspace installation Available from www.tudublin.ie/brightspace Direct link</p>
Brightspace Privacy Statement	<p>The Brightspace Privacy Statement applies to all users of TU Dublin's Brightspace installation Available from www.tudublin.ie/brightspace Direct link</p>
How to access Brightspace 24/7 Helpdesk - for guidance on using Brightspace tools	<p>The company who supply Brightspace, D2L, also provide 24/7 chat and email support. This support can help with "how to" questions about any of the tools in Brightspace. Access it via the Help tab after you log into Brightspace</p>
Questions about modules, student access or TU Dublin processes around Brightspace?	<p>See Brightspace FAQs for answers to most questions.</p> <p>But, after reviewing the FAQs if you still have a query or need help then please log via the online support form</p>

Recommended additional resources

- Brightspace 1 should be taken in conjunction with Brightspace 2 and 2A. With these three workshops/resources you will be ready to start using Brightspace with your students
- Brightspace 3 will get you started delivering online classes / webinars using Bongo Virtual Classroom
- Brightspace 7 introduces assessment using the assignment tool (essay submissions, lab reports etc)
- Brightspace 8 introduces assessment using the quiz tool (MCQs etc)

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