

January 2025 – Key Brightspace Information

Very Important

Remember, **Brightspace modules are unique - you cannot reuse the same module from semester to semester or year to year.**

Modules that were migrated from Moodle instances in Tallaght and Blanchardstown cannot be used to teach.

Students now keep access to the modules they have taken from year-to-year over the course of their programme - therefore no Brightspace modules where teaching has concluded should ever be cleared out, reset and/or reused with a different cohort. As such, please do not un-enrol students from last semester's modules and do not delete assessment submissions.

If you are running the same module again in semester two, please ensure you have access to a new shell Brightspace module with the correct CRN for semester two, then copy all the content into that new module shell ready for the new cohort taking the module in semester two.

What's the first thing I need to do?

Log into Brightspace and check if you have access to new modules you will be starting to teach in semester two under the “**2024-25**” tab.

I have access to all the Brightspace shell modules I need. What now?

The new module shells are blank and need to be populated with content:

- Lecturers may populate new Brightspace shells by either importing the content from the previous year's/semester's module ([full instructions here](#))
- When you are finished populating your new semester module with content, you will need to make your module active and available for self-enrolment by students - [instructions here](#)

I am missing a couple of modules. How do I get access?

- If you are missing modules under the “**2024-25**” tab, please request access using the [VLE Support Form](#) and provide the Module Code, Module Title, CRN and Programme code.
 - Note: The modules you see in Brightspace are based on your module associations in Banner as of July 2024, therefore you may have more (or fewer)

modules than you are actually teaching (if necessary, see [Brightspace FAQs](#) for details of how to handle this).

I am seeing too many modules. Can I remove some?

- Yes. See the FAQ “I have too many modules under the “2024-25” tab - what should I do?” at [Brightspace FAQs](#)

I have multiple Brightspace modules with the same code - how do I identify the correct one to use?

- By checking the programme code and CRN information in Brightspace via **Module Tools > Module Admin > Module Information > Module Code** (which contains the CRN and programme code in addition to the module code).
- You can also find programme code and CRN information under the “module selector” grid in the Brightspace minibar:



I'm teaching the same module to different cohorts at the same time and would like all my students to use the same module in Brightspace. Is this possible?

- Yes. If you have access to multiple versions of the same Brightspace module (one for each cohort) then just choose one of them and build it (if you are co-teaching the module with other lecturers, you should agree first on which module to build out).
- You should also ensure that the module you select to build out agrees with at least one CRN/module code on your timetable, otherwise you run the risk of building out a module which another lecturer may be timetabled for.
- Once you've populated the shell module with content, make your module active and available for self-enrolment by students via Module Tools > Module Admin > Module Information and ticking 'Module is active' and 'Make the course available in Discover so learners can self-enrol'

Quick tip:

- To make self-enrol via Discover on semester 2 modules easier for all students, please make sure self-enrol via Discover has been disabled for your semester 1 modules.
- This will ensure that only semester 2 modules show for students when they start the self-enrol process for semester 2.

- To do this, go to **Module Tools > Module Admin > Module Information > Tick Discover** and select enrollment rule

Discover

- Make this course available in Discover so Learners can self-enroll
Inactive courses will not be included in Discover. You can also make this course available in Discover by adding it to an enrollment rule.

Enrollment Rules ▼

Users must match one of the following rules in order to self-enroll:

D2L Support Dev Assist - All Discoverable Courses ×

Role in Organization: Student

AF AF AA ... Matches 38532 users

[Add Enrollment Rules](#)

I am new to TU Dublin - how do I get access to Brightspace?

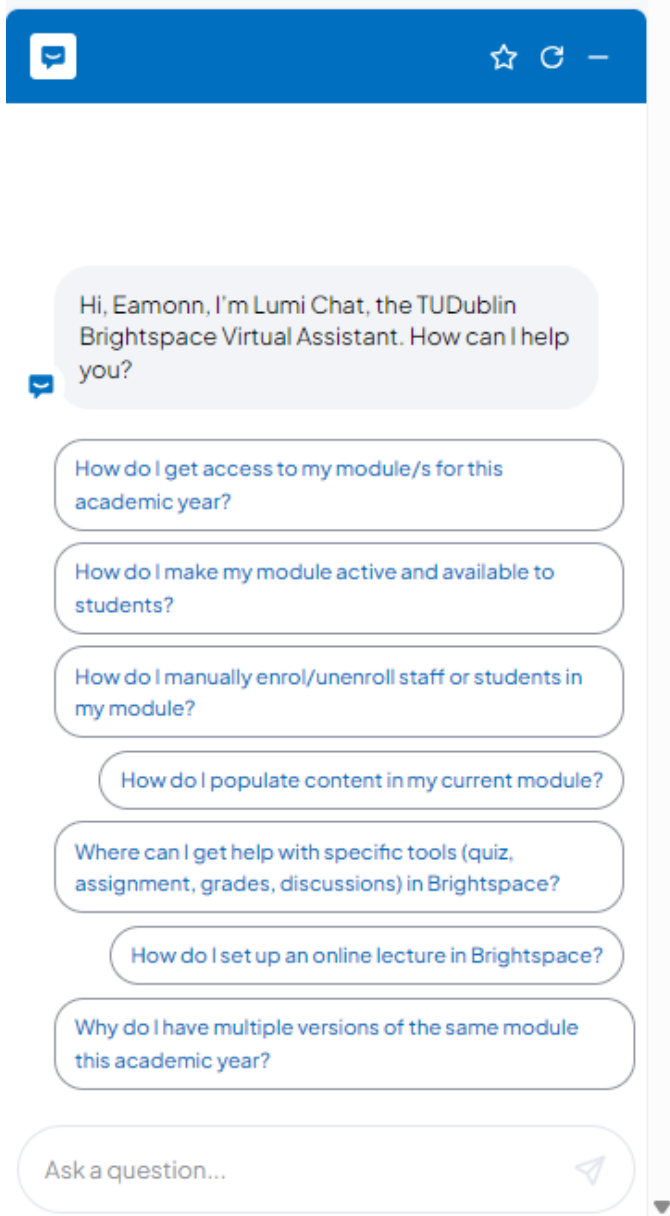
- Please request access using the [VLE Support Form](#).

Brightspace Help?

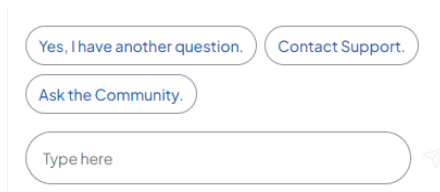
- After logging into Brightspace you have 24/7 chat functionality available from the bottom right corner of the screen.

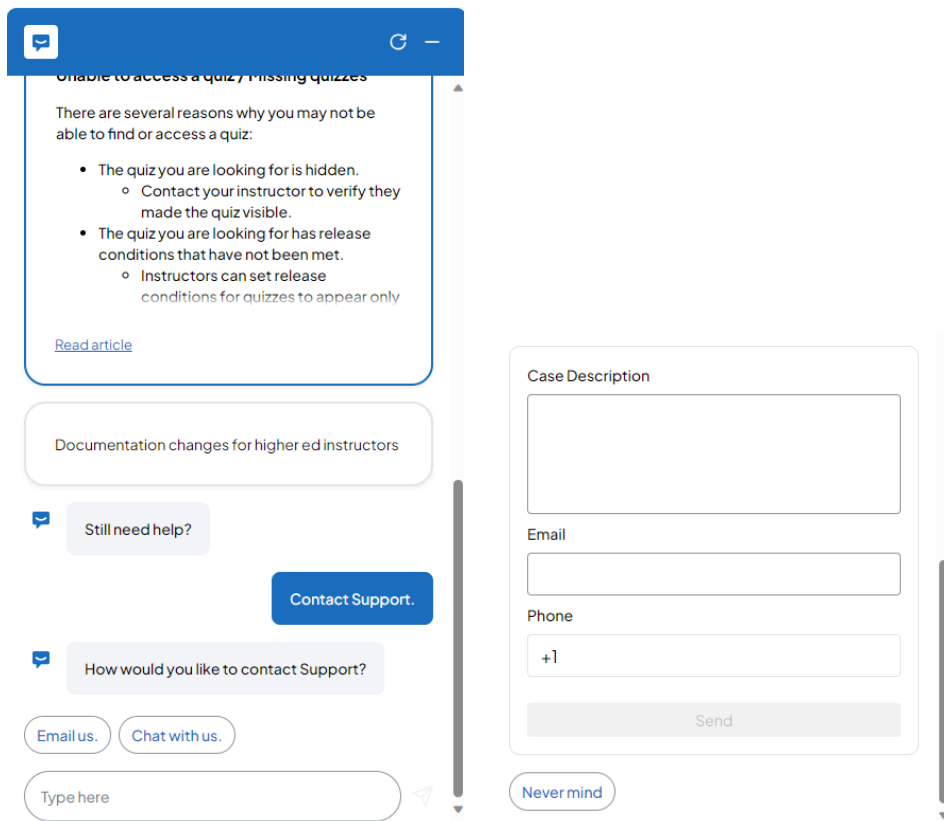
The screenshot shows the Brightspace interface for a course titled "Academic Integrity - Staff". At the top, there is a navigation bar with the course name and user information (Eamonn O'Brien). Below this is a main navigation menu with options like "My Home", "Progress", "Content", "Assessment", "Module Tools", "Library", and "Help". The main content area features a large banner for "Academic Integrity for Staff" and a grid of content cards. Each card has a title, a progress indicator (0 of 2 Topics Completed), and an "Overview" button. A "Module Overview" section on the right shows a calendar and status information. In the bottom right corner, there is a chat icon, which is circled in yellow with an arrow pointing to it.

- Once activated you are presented with the most popular queries



- If these do not satisfy your query please type your questions.
- If you still have not received the correct answer you then have the option to contact support





Important Note: Brightspace 24/7 Helpdesk cannot help you with module access or student enrolment issues.

- Information, guides and short tutorial videos can be found on our [Bitesized Brightspace page](#)
- Please also see the [FAQs page](#) for answers to questions that arise regularly, particularly around Brightspace processes at TU Dublin