

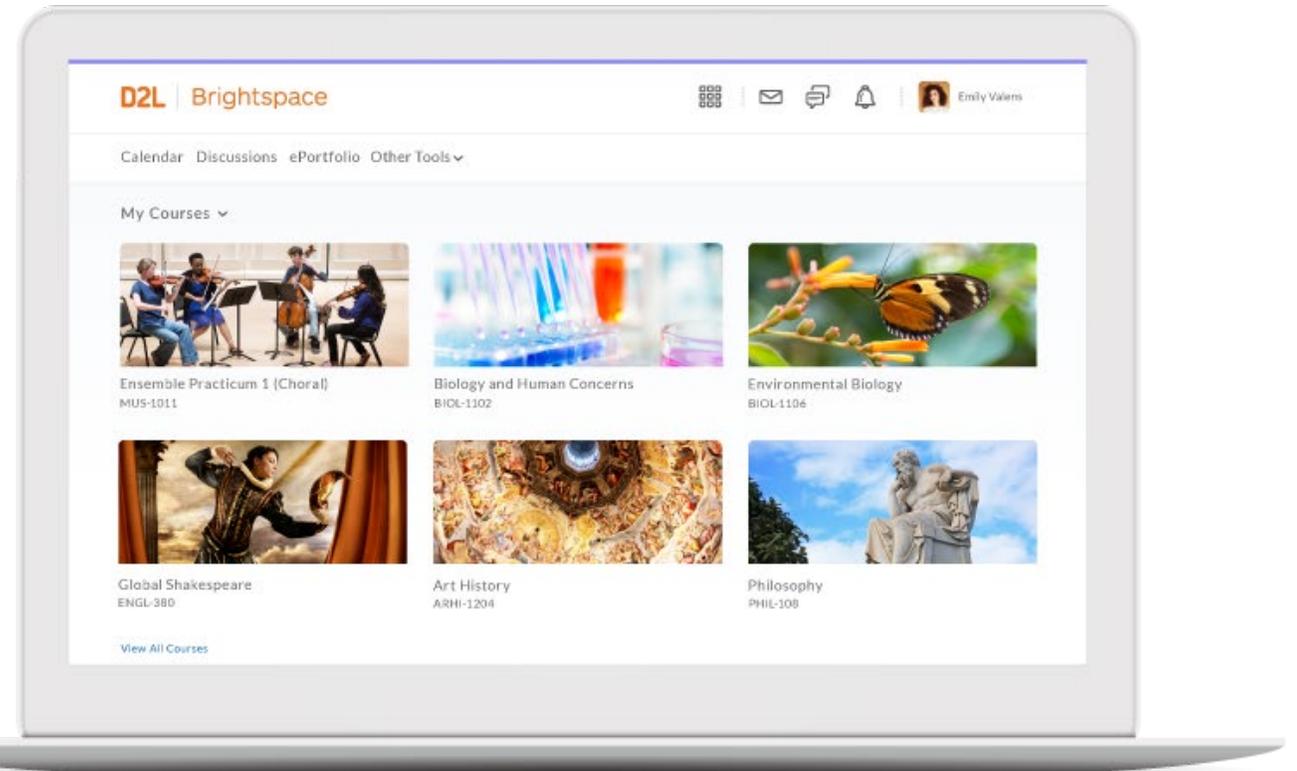
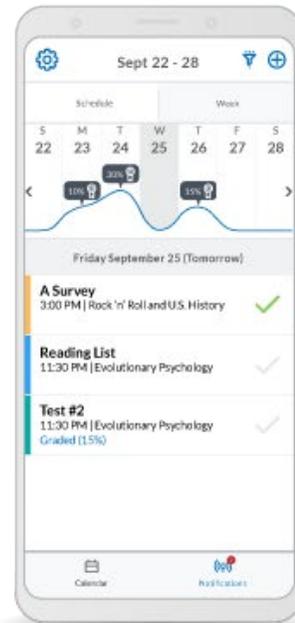
# 2022 Quick Start →

## 7 Steps for Brightspace Success!

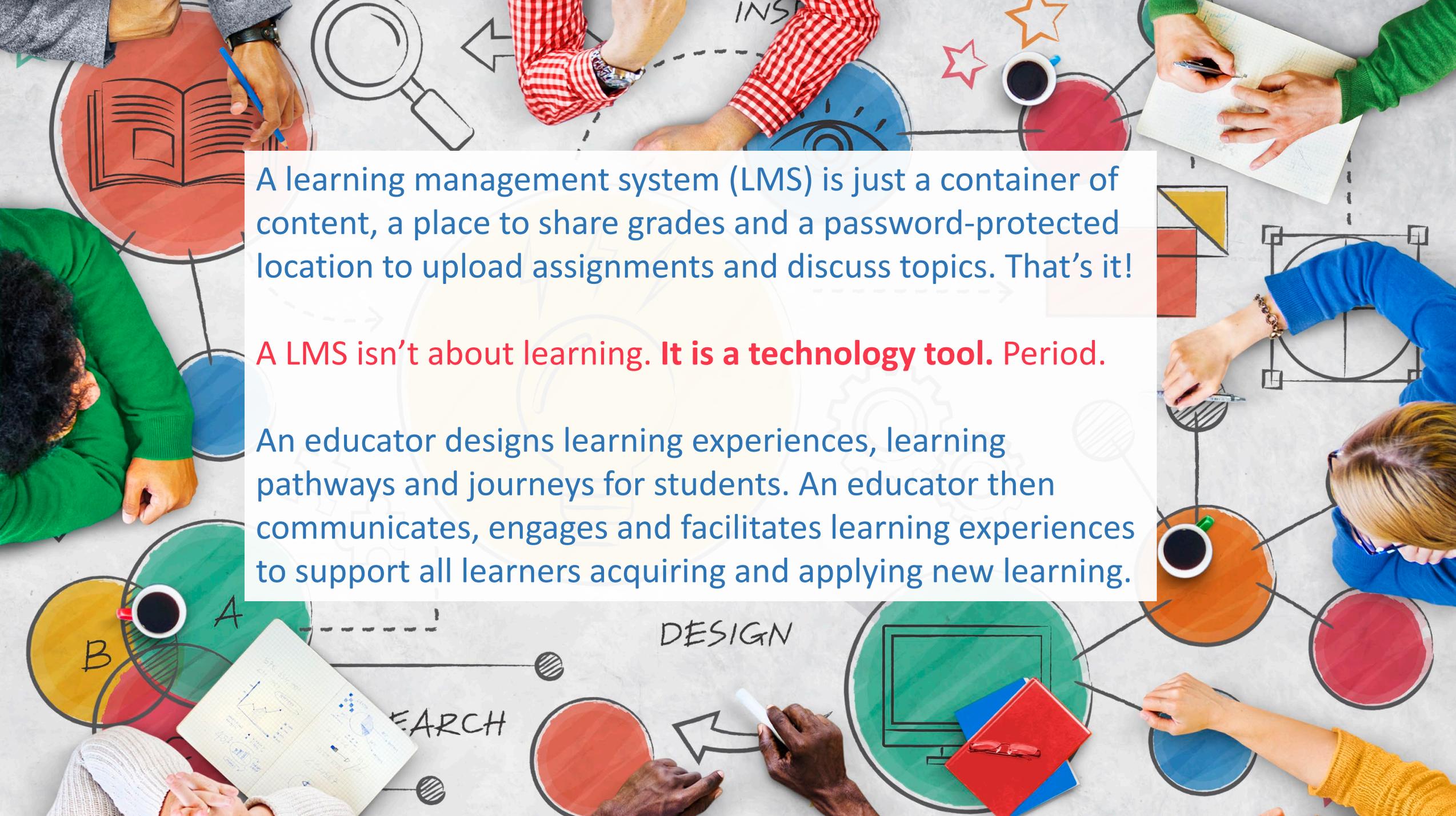
Moving from Blackboard to Brightspace



# D2L BRIGHTSPACE



Liesel Knaack  
Director, Centre for Teaching and Learning Innovation



A learning management system (LMS) is just a container of content, a place to share grades and a password-protected location to upload assignments and discuss topics. That's it!

**A LMS isn't about learning. It is a technology tool. Period.**

An educator designs learning experiences, learning pathways and journeys for students. An educator then communicates, engages and facilitates learning experiences to support all learners acquiring and applying new learning.



# Your Courses → Blackboard and Brightspace Dates

2022 Spring + Intersession (SP + SU) Courses Registration-Linked Blank Course Shells → **Already in Brightspace**

2022 Fall and 2023 Winter Courses Registration-Linked Blank Course Shells → **Coming to Brightspace April 5, 2022**

2021 Spring and Intersession (SP + SU) Blackboard Courses → **Already Converted and Ready to Share in Brightspace**

2021 Fall Blackboard Courses → **By April Converted and Ready to Share With You in Brightspace**

2022 Winter Blackboard Courses → **By June Converted and Ready to Share With You in Brightspace**

Another Blackboard Learn 2020 – 2022 Course → **Export Yourself from Blackboard and Bring Into Brightspace**

Another Blackboard Learn Pre -2020 Course → **NIC Service Desk Ticket and IT will Bring into Brightspace**

All New 2022 Spring and Intersession (SP + SU) + Fall 2022 + Onwards Courses → **Only in Brightspace**

All Blackboard Learn Courses Starting Fall 2021 or Winter 2022 Finishing in May to August → **Stay in Blackboard Learn**

NIC's Blackboard Learn Turned Off → **End of August 2022**

# Your Videos > Home Made, YouTube → Kaltura Tips



**KALTURA**

Kaltura is NIC's streaming video and storage platform. All home made, copyright allowable and YouTube videos should be put in this platform for sharing with students.

There are two doorways to the Kaltura platform 1) "YouTube-Like Doorway" – <https://video.nic.bc.ca> and 2) "Brightspace" Doorway – <https://mycourses.nic.bc.ca> – both to the SAME collection/storage warehouse of all your videos. The Brightspace Doorway has an additional Media Gallery to house course-only collection of videos you and YOUR STUDENTS can add to. Both doorways give you access to Kaltura Rooms (like BlueJeans) which is a permanent room for virtual classes with enhanced features over BlueJeans. The Blackboard Learn doorway to Kaltura My Media will be turned off in late May.

Kaltura My Media/Media Gallery Videos via Blackboard (hosted at UBC) → **Available in Brightspace March 7-11**

New Kaltura My Media/Media Gallery Videos via Blackboard (hosted at UBC) → **Coming to Brightspace May 20**

Embedded Videos in Converted /Imported Blackboard Learn Courses → **Broken Links – Need to Relink Yourself OR**

Embedded Videos in Converted /Imported Blackboard Learn Courses → **Sign Up to Have A Company Relink**

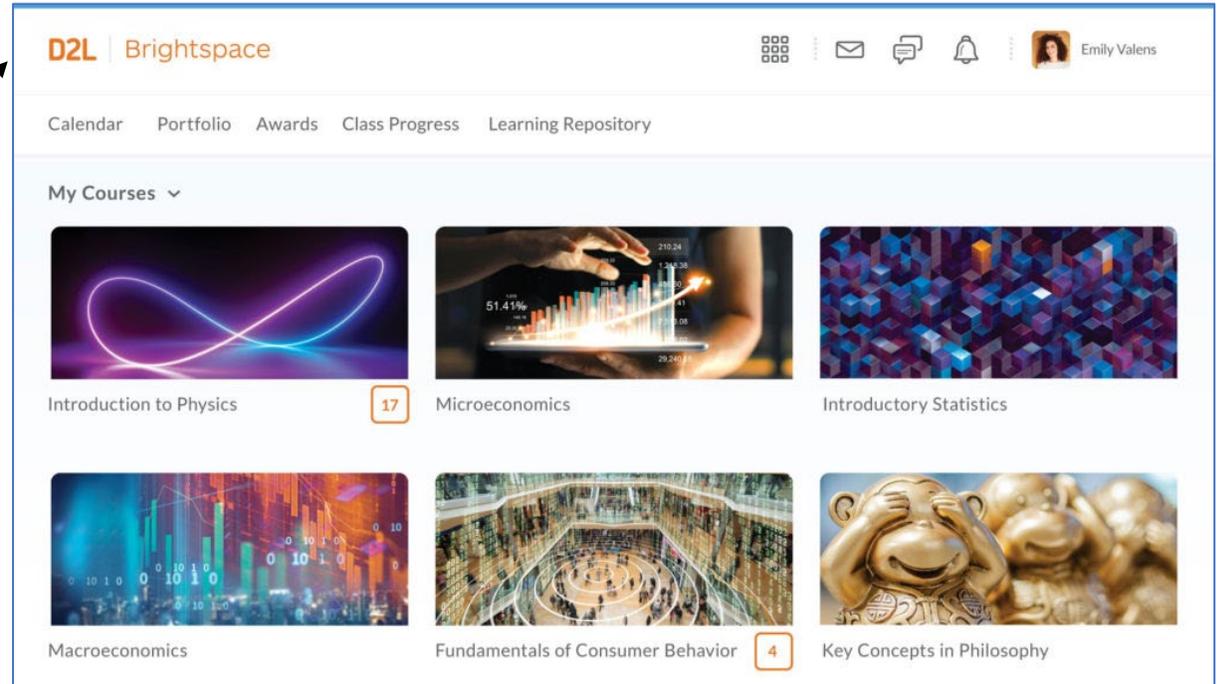
Embedded Videos in New Brightspace Built Content → **Add Just as You Did to Blackboard Learn Courses**

YouTube Videos → **Best Added to Kaltura for No Advertisements, Collections and Playlists and Ease in Finding**

# Product Names

- **Brightspace** = name of learning environment hosting courses, registrations, content, quizzes, assignments, discussions, grades etc.
- **Brightspace Pulse App** = name of notifications app for mobile devices (pushes announcements, activity feed, email, grades, due dates, view course content like module descriptions and non-HTML content without a data connection etc.)

## Brightspace: Installed by D2L for Clients

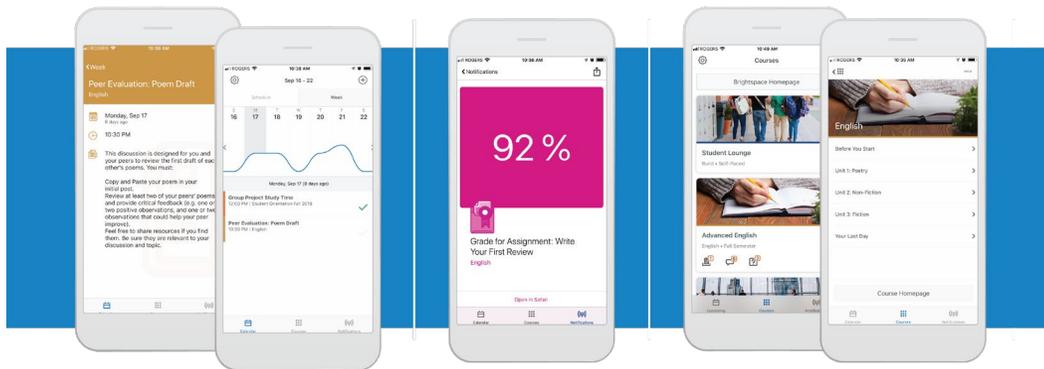


## Company Name

D2L (formerly Desire2Learn) is the Canadian company

**D2L**

**BRIGHTSPACE**



Staying in control of your schedule

Push notifications

Access your courses from your phone

Pulse App on Google Play and Apple App Store

# Step 0: Marie Kondo Your Course! Declutter....



**Delete Course Content  
Not Needed > Purge!**

**Delete Kaltura Videos  
Not Needed > Purge!**

**Put all Files in File  
Folders – Give them  
all a Home!**

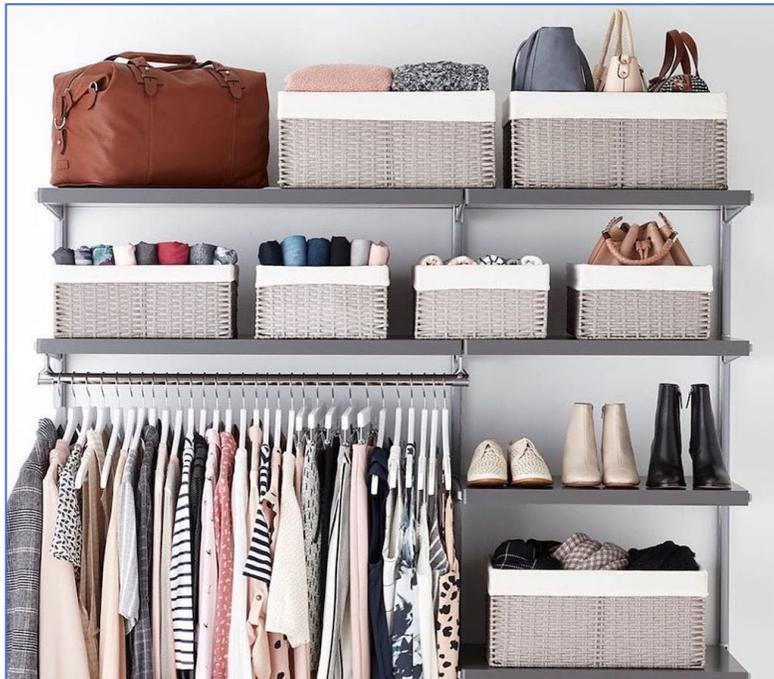
**Organize Course Files on  
Computer in Same  
Format as Brightspace**

**Title/Label All Files +  
File Folders with  
Useful Names**

**Organize “Back-End” Course  
Files in Brightspace Manage  
Files same way as “Content”**

**Put all YouTube and  
Home Grown Videos  
into Kaltura My Media**

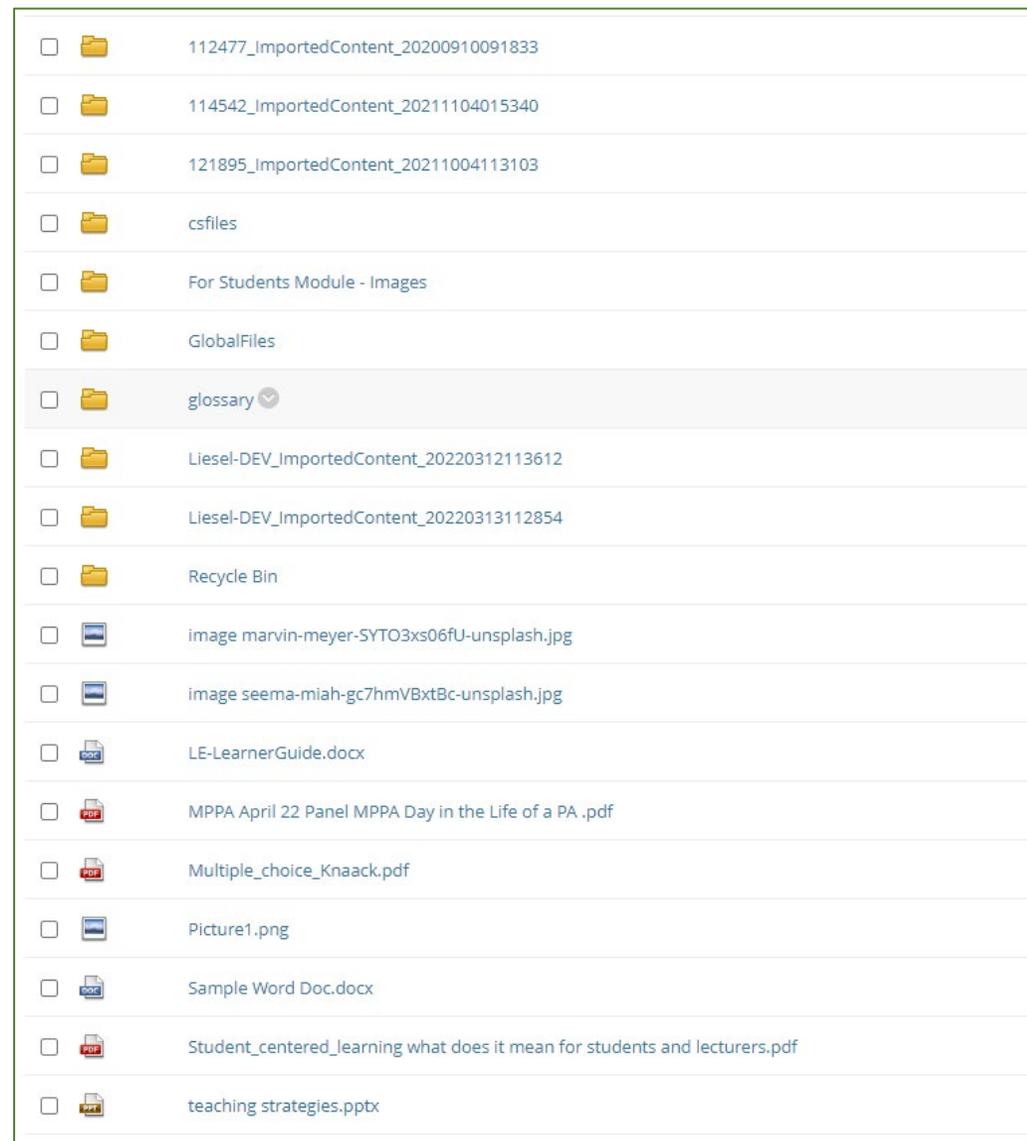
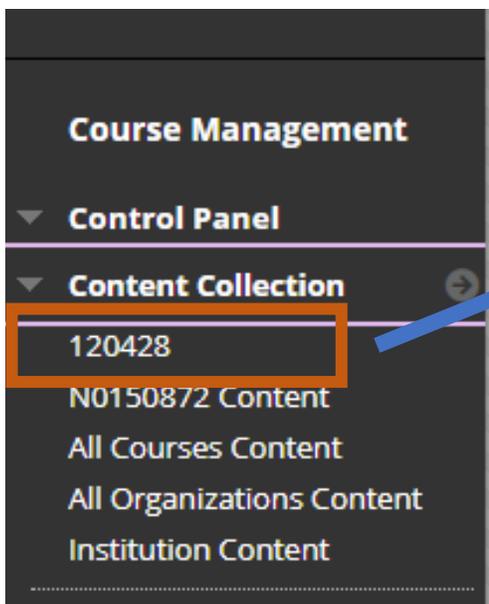
**Make a Plan to Regularly  
Organize and Clean and  
Delete Course Content**



# Step 0: Declutter, Delete and Develop File Structures

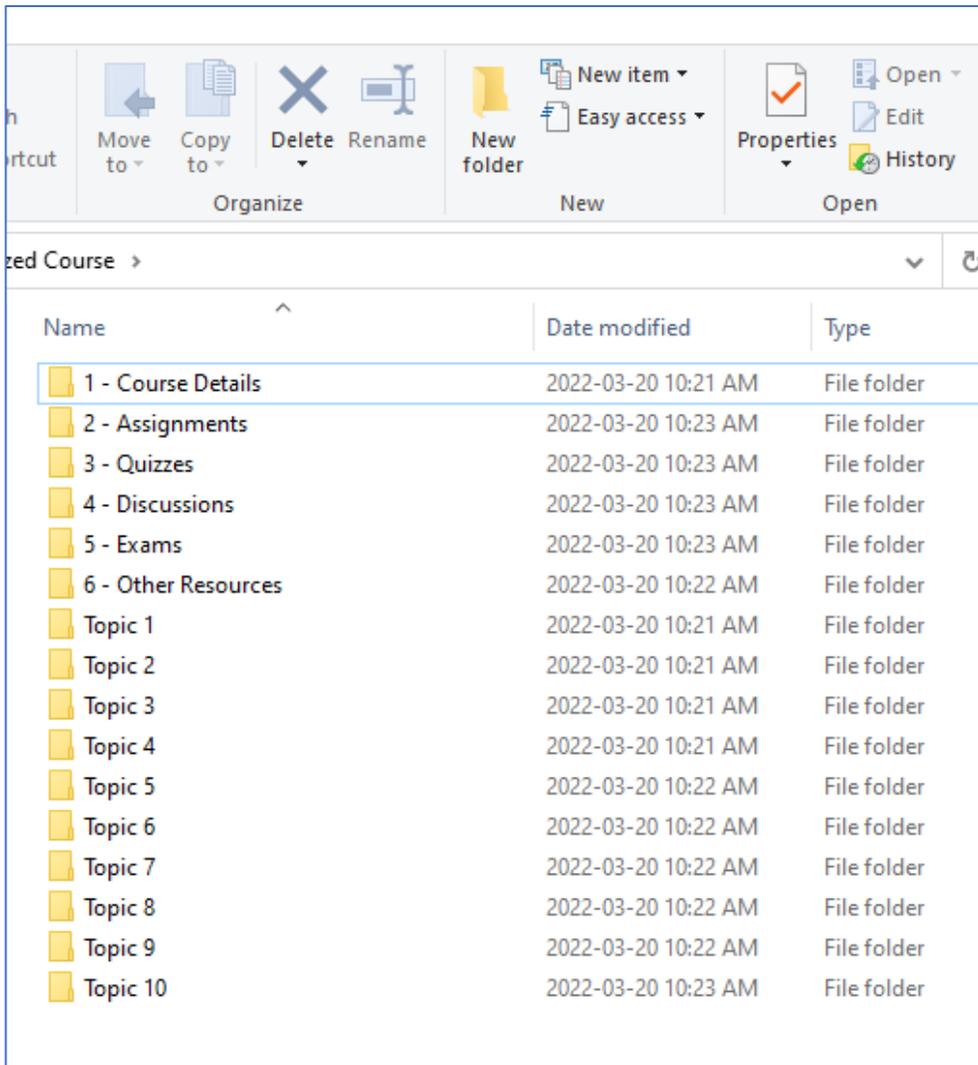
## Blackboard Learn – Content Collection

- Did you know about your 6-digit Course ID Content Collection in Blackboard Learn?
- Did you regularly organize and clean the collection?
- If you copied in previous courses you'll have "imported content" folders with more content!



# Step 0: Declutter, Delete and Develop File Structures

## Computer File Folder Organization



A screenshot of a Windows File Explorer window showing a folder structure. The ribbon includes 'Organize', 'New', and 'Open' tabs. The main area displays a list of folders with columns for Name, Date modified, and Type.

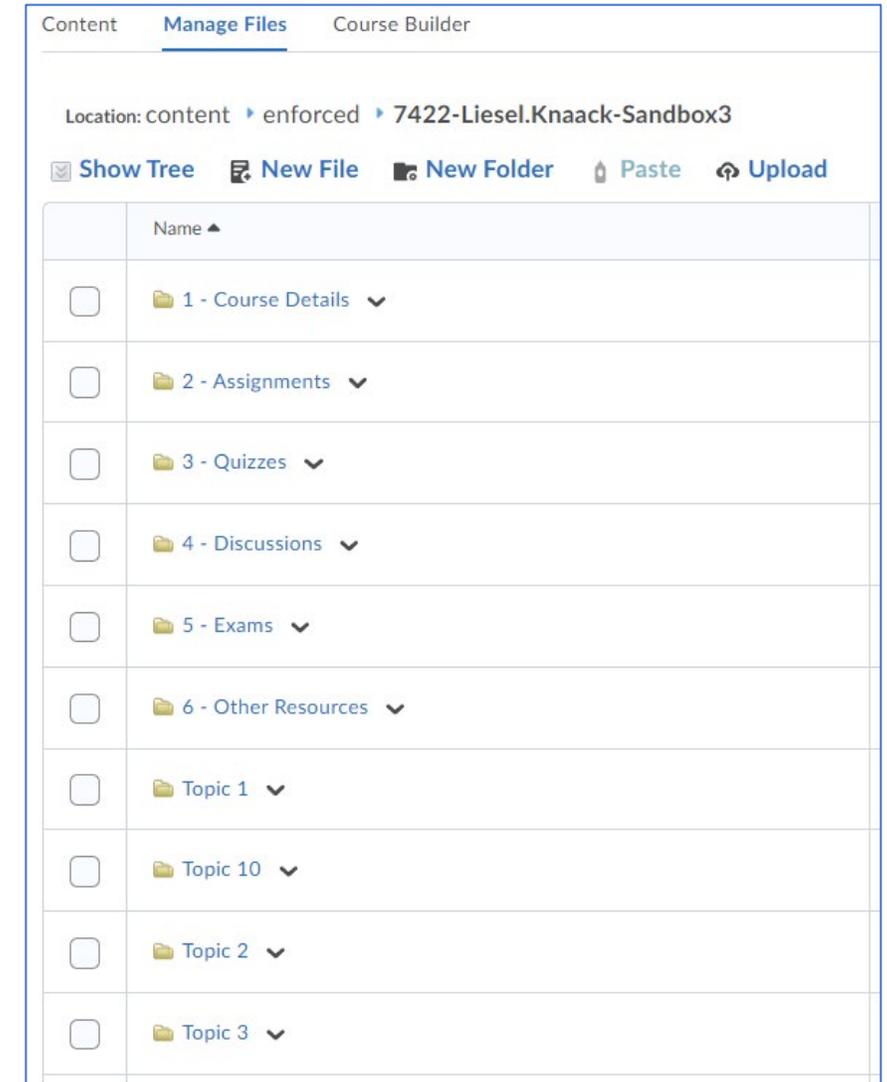
Name	Date modified	Type
1 - Course Details	2022-03-20 10:21 AM	File folder
2 - Assignments	2022-03-20 10:23 AM	File folder
3 - Quizzes	2022-03-20 10:23 AM	File folder
4 - Discussions	2022-03-20 10:23 AM	File folder
5 - Exams	2022-03-20 10:23 AM	File folder
6 - Other Resources	2022-03-20 10:22 AM	File folder
Topic 1	2022-03-20 10:21 AM	File folder
Topic 2	2022-03-20 10:21 AM	File folder
Topic 3	2022-03-20 10:21 AM	File folder
Topic 4	2022-03-20 10:21 AM	File folder
Topic 5	2022-03-20 10:22 AM	File folder
Topic 6	2022-03-20 10:22 AM	File folder
Topic 7	2022-03-20 10:22 AM	File folder
Topic 8	2022-03-20 10:22 AM	File folder
Topic 9	2022-03-20 10:22 AM	File folder
Topic 10	2022-03-20 10:23 AM	File folder



**THE  
SAME  
AS**



## Brightspace Manage Files Organization



A screenshot of the Brightspace Manage Files interface. The breadcrumb path is 'content > enforced > 7422-Liesel.Knaack-Sandbox3'. The interface shows a list of folders with checkboxes for selection and dropdown arrows for expansion.

Name
<input type="checkbox"/> 1 - Course Details
<input type="checkbox"/> 2 - Assignments
<input type="checkbox"/> 3 - Quizzes
<input type="checkbox"/> 4 - Discussions
<input type="checkbox"/> 5 - Exams
<input type="checkbox"/> 6 - Other Resources
<input type="checkbox"/> Topic 1
<input type="checkbox"/> Topic 10
<input type="checkbox"/> Topic 2
<input type="checkbox"/> Topic 3



# Quick Start: Top 7 Steps for Brightspace Success

**\*\* Organize First (Step 0) – Delete, Clean, File, Label, Arrange, Get in Order! \*\***

## 1. Verify Login, Access Sandbox and Courses, Navigate and Explore

- **Instructor Access:** Can you access your successfully log into Brightspace?
  - **URL:** <https://mycourses.nic.bc.ca> + NIC credentials
- **Course Shells:** Can you access your instructor sandbox, course shells?
- **Navigate Main Home Page:** My Courses / Waffle Icon, Pinning, Semesters, Course Home Page etc.

## 2. Develop Course Plan and Locate Content

- **Blackboard Learn Content:** Do you want use content from Blackboard courses? What does your content look like in Blackboard? Types? File Organization? Need again?
- **Start from Scratch:** Do you want to build from scratch and bring in content as you need?
- **Video Content:** Do you have Kaltura (YouTube or other) Videos?

## 3. Sign Up and Review Training Materials

- **Brightspace Community:** Have you created your account? Taken “Guided Training for Instructors” and “Create an Online Course” training in Brightspace Community?
- **Teach Anywhere Brightspace Section:** <https://teachanywhere.opened.ca/brightspace/>
- **Teach Anywhere DIY:** Have you reviewed [top DIY instructor](#) actions?
- **YouTube Videos:** Have you reviewed many of the Instructor Playlist videos in YouTube?
- **NIC Sessions:** Have you signed up for sessions led by CTLI staff?



# Quick Start: Top 7 Steps for Brightspace Success

## 4. Build Course Gradebook

- **Grades:** Organize your grade book set up first via Wizard.
- **Categories:** Organize all assignments, quizzes, etc. with appropriate weightings.

## 5. Organize File Structure – Front + Back Ends!

- **Manage Files:** Organize your content in the ‘back end’ of your course first. Lay out file folder organization.
- **Content:** Rethink Brightspace’s content experience for ‘front end’ content design of course.
- **Course Builder:** Leverage the course builder for in-between content design.

## 6. Upload, Copy, Import and/or Build Content

- **Content:** Via Manage Files upload content manually or
- **Import:** Do a course import from Blackboard Learn OR from a converted course (via Converted Semester)
- **Rebuild Content:** Use HTML Templates for more professional and readable content
- **Kaltura My Media:** Embed YouTube and Home-Grown Video into Content areas

## 7. Develop Course Learning Engagements

- **Assignments:** Create categories, build and link to content
- **Quizzes:** Build, organize in quiz library first, then build quiz, link to content
- **Discussions:** Create a “Welcome” Forum + “Content” Forum > put topics under
- **Checklists:** Build for each week or topic to help students stay on track
- **Announcements:** Build communications to alert students
- **Activity Feed:** Consider leveraging social learning tool on course homepage to communicate, highlight, engage



# Step 1: Verify Login, Access, Navigate + Explore

Bookmark this link: useful if power outage at NIC

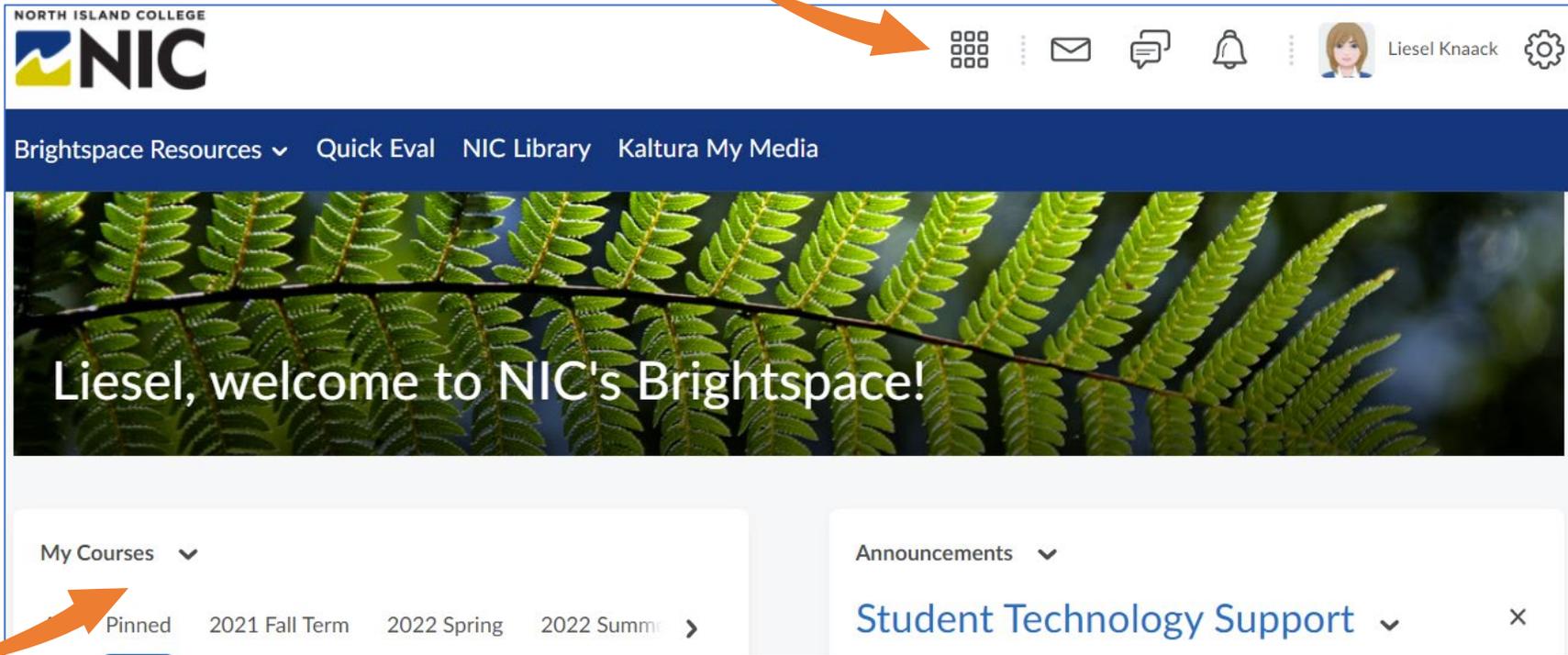
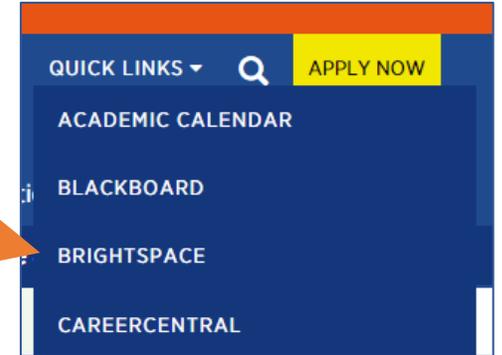
<https://mycourses.nic.bc.ca>

## Login

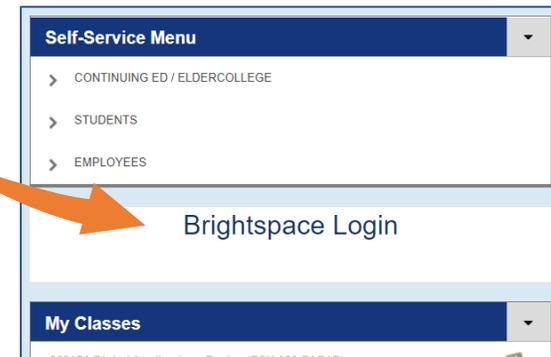
Username = NIC Email

Password = NIC Password

NIC Website



MyNIC Portal



# Step 2: Develop Course Plan and Locate Content

## Blackboard Learn Content

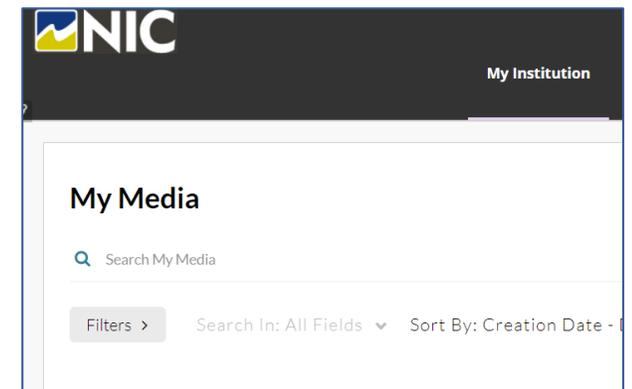
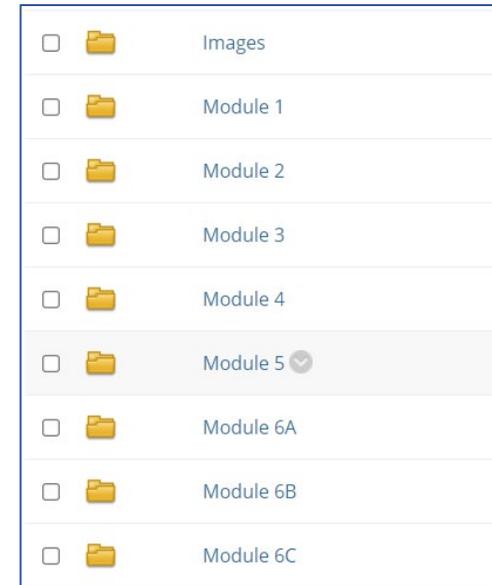
- Do you want use content from Blackboard courses?
- What does your content look like in Blackboard?
- Types? File Organization? Need again?

## Start from Scratch

- Do you want to build from scratch and bring in content as you need?

## Video Content

- Do you have Kaltura (YouTube or other) Videos?
- Do you know when it will be moved to the new Kaltura Canadian Cloud location?
- Do you understand the public and Blackboard/Brightspace doorways to Kaltura?
  - NIC MediaSpace (public): <https://video.nic.bc.ca/>



# Step 3: Sign Up and Review Training Materials

## Brightspace Community

<https://community.brightspace.com/>

**Login:** Create Your Own Account

### Top Spots

#### 1. [Brightspace Guided Training](#)

- Points of Interest Modules
- Create an Online Course Module

#### 2. [Brightspace Help for Instructors](#)

- Search to find instructions, videos etc.

#### 3. [Instructor Topics](#)

- Articles, Discussions, Best Answers

#### 4. [Product Idea Exchange \(PIE\)](#)

- Ideas from users for enhancing
- Up vote ideas, submit ideas

The screenshot shows the Brightspace Community homepage. At the top left is the 'Brightspace Community' logo. To its right is a search bar with the placeholder text 'Search for answers here...' and a 'Search' button. Further right is a 'Login' button. Below the search bar is a navigation menu with links for 'Home', 'About', 'Topics', 'Explore Groups', 'All Discussions', 'Video Tutorials', and 'Brightspace Help'. A secondary navigation bar contains links for 'Access Brightspace Guided Training' (highlighted with an orange arrow), 'Register For Upcoming Webinars', and a yellow banner for 'Data security is a joint responsibility: Learn More' with a padlock icon. The main content area starts with a greeting 'Hi, We're Glad You're Here!' followed by a sub-header 'You've got questions? We've got answers. Get help from community members like you, Brightspace experts, access our blogs and peruse our FAQs, 24/7'. Below this is a 'Join The Community' section with a 'Become a Member' button and the text 'Get Support, Answers, Tips and Proven Ideas from thousands of Brightspace users.'. The next section is 'Attention Learners' with a 'Get Login Help' button and the text 'Having trouble logging into your Brightspace Learning Environment? Need more help? Access our Learner resources all in one easy place!' and a 'More Learner Resources' button. The footer features three icons (gear, person, and document) and the text 'Explore the community through three different profiles (Administrator, Instructor, and Developer) to see conversations, best answers, and topics. Categorized and tagged so you can easily find what is most relevant to you.' with a 'View A Personalized Experience' button.

# Step 3: Sign Up and Review Training Materials

Brightspace Community:

<https://community.brightspace.com/>

## Top Spots

### 1. Brightspace Guided Training

- Points of Interest Modules
- Create an Online Course Module

Brightspace Guided Training for Instructors

Points of Interest Ask a Question Watch Webinars Awards

Welcome to Brightspace Guided Training for Instructors!

Launch the Intro Guide

Featured Guided Tours

Create an Online Course

Learn how to get started with Brightspace and create a new course from scratch.

Take Guided Tour

Points of Interest

Module	Progress	Topics Completed
Get Started	100%	7 of 7 Topics Completed
Communicate	92%	22 of 24 Topics Completed
Publish	100%	24 of 24 Topics Completed
Evaluate	94%	29 of 31 Topics Completed
Personalize	50%	6 of 12 Topics Completed
Guided Tours	100%	1 of 1 Topics Completed

# Step 3: Sign Up and Review Training Materials

Brightspace Community:

<https://community.brightspace.com/>

## Top Spots

### 2. Brightspace Help for Instructors

- Search to find instructions, videos etc.

### 3. Instructor Topics

- Articles, Discussions, Best Answers

**Instructor**

Getting Started For Instructors | Common Instructor Troubleshooting | Setup Courses | Course Content | Assignments | Quizzing & Surveys | Grading

**Articles** | Discussions | Best Answers | More

**A Guide to Coaching Students for Effective Peer Review**

This article will provide you with: A coaching strategy to teach your learners how conduct effective peer review and, a guide for your learners, to help them craft better feedback during their reviews.

475 Followers

184 Memb

**D2L BRIGHTSPACE** Get started Administrators Instructors Learners

Search

You are here: Instructors

## Instructors

An instructor is the individual responsible for planning and delivering courses to learners in Brightspace Learning Environment. Additional responsibilities can include:

- assessing and grading learners
- measuring and guiding learner performance and engagement

### Most popular topics

- ▶ Getting Started
- ▶ Courses
- ▶ Discussions
- ▶ Assignments
- ▶ Quizzes
- ▶ Grades

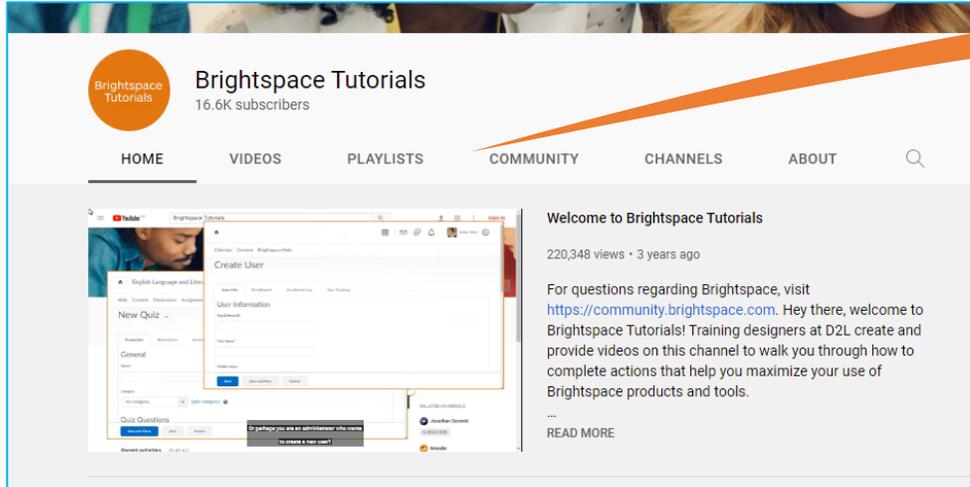
**Instructors**

- Get started with Brightspace Learning Environment
- Set up and deliver a course
- Using Standards and Assessing Outcomes in Brightspace Learning Environment
- Create a unique learning path with Brightspace LeaP
- Enhance the learning experience
- Manage and share learning resources with Brightspace Learning Repository
- Assess and grade learners
- Interact and engage with learners
- Measure and guide performance and engagement

# Step 3: Sign Up and Review Training Materials

## Brightspace Playlists on YouTube -

<https://www.youtube.com/c/BrightspaceTutorials/playlists>



**Semester Start for Instructors**  
16 videos • 131,865 views • Last updated on Aug 6, 2020

These videos outline fundamental Semester Start tasks that can be completed by instructors in Brightspace Learning Environment.

**Brightspace Tutorials** **SUBSCRIBE**

- 1** **NOW PLAYING** Import/Export/Copy Components - Import Components - Instructor  
Brightspace Tutorials
- 2** Homepage Management - Create and Manage a Course Homepage - Instructor  
Brightspace Tutorials
- 3** Classlist - Add a Participant to Your Course - Instructor  
Brightspace Tutorials
- 4** Sections - Create a Section - Instructor  
Brightspace Tutorials
- 5** Groups - Create a Group - Instructor  
Brightspace Tutorials
- 6** Announcements - Create an Announcement - Instructor  
Brightspace Tutorials
- 7** Content - Add a Module - Instructor  
Brightspace Tutorials
- 8** Content - Create a File and Insert Stuff - Instructor  
Brightspace Tutorials
- 9** Content - Attach a Release Condition - Instructor  
Brightspace Tutorials
- 10** Discussions - Create a Forum - Instructor  
Brightspace Tutorials

# Step 3: Ongoing NIC Training Sessions

## Introduction to Content

importing content, copy content, create new content, manage files, html templates, types of content etc.

## Enhancing Content

accommodations, intelligent agents, release conditions, class progress, external websites, Kaltura My Media etc.

## Introduction to Assignments

creating, types of submissions, restrictions, rubrics, connection to grades, marking, annotations, publishing etc.

## Introduction to Quizzes

question library, types of questions, importing, creating a quiz, restrictions, marking, connection to grades etc.

## Enhancing Assignments and Quizzes

managing dates, special access, managing due dates, quick eval, alignment with gradebook etc.

## Introduction to Grading

setup wizard, grade schemes, weighted options, creating grade items, linking to assignments, quizzes etc.

## Introduction to Communications and Engagement

email, instant messages, chat, discussions, activity feed, announcements, quick guide, etc.



**D2L**  
DESIRE2LEARN

## Brightspace Tools for Higher Education

Making it easy to help all learners reach their potential.











**GET STARTED**

**ENGAGE and COLLABORATE**

**EVALUATE and MONITOR**

**PERSONALIZE**

**ANALYZE**

**Navigation**  
Find the tools you need to build your course.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Content**  
Use the Content tool to build your course framework.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Notifications**  
Set notification preferences to be made aware of important updates.  
[Brightspace Community Resource](#)

**Assessment**  
Choose and configure assessment options for your course.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Pulse**  
Optimize the mobile performance of your course.  
[Video Tutorial](#)

**Announcements**  
Make regular course-wide announcements.  
[Video Tutorial](#)

**Activity Feed**  
Post messages and links to course materials.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Discussions**  
Create, manage, and assess discussion forums.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Calendar**  
Display course events.  
[Brightspace Community Resources](#)  
[Video Tutorial](#)

**Virtual Classrooms and Video Assignments**  
Interact using video tools.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Class Progress**  
View, compare, and track class and learner performance at a glance.  
[Brightspace Community Resource](#)  
[Video Tutorials](#)

**Tool Statistics**  
Understand how learners are engaging with the tools in your course.  
[Brightspace Community Resources](#)

**Quizzes**  
Build quizzes using varying question types.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Rubrics**  
Create or use existing rubrics to streamline your grading workflow.  
[Brightspace Community Resource](#)  
[Video Tutorials](#)

**Grade Book**  
Set up a grading system for your course and connect it to your learning activities.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Quick Eval\***  
View, sort, evaluate, and publish feedback for all ungraded submissions in one place.  
[Brightspace Community Resource](#)  
[Video Tutorial](#)

**Annotations\***  
Provide meaningful feedback in the Assignments tool using built-in annotation tools to mark up assignment submissions.  
[Brightspace Community Resources](#)  
[Video Tutorial](#)

**Awards and Badges**  
Issue merit-based awards as learners progress through learning materials.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Automated Messages**  
Proactively send messages based on predetermined criteria using the Intelligent Agents tool.  
[Brightspace Community Resources](#)  
[Video Tutorial](#)

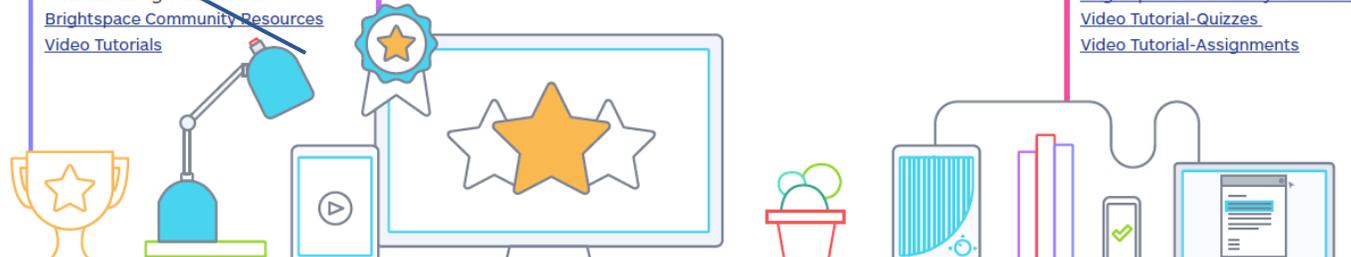
**Release Conditions**  
Create a custom learning path through your course content.  
[Brightspace Community Resources](#)  
[Video Tutorial](#)

**Special Access**  
Grant special access or add restrictions to course content and assessments.  
[Brightspace Community Resource](#)  
[Video Tutorial-Quizzes](#)  
[Video Tutorial-Assignments](#)

**Data Hub\***  
Access to Brightspace Data Sets and Advanced Data Sets for robust analysis.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Brightspace Insights™\*\***  
Interact with your data by using dashboards with advanced visualizations.  
[Brightspace Community Resources](#)  
[Video Tutorials](#)

**Brightspace Student Success System™\*\***  
Identify and intervene with predictive analytics.  
[Brightspace Community Resources](#)



**D2L.com**

\*Available in [Brightspace Core](#) only  
 \*\*Available in [Performance Plus](#) only  
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# Step 4: Build Course Gradebook

Course Home Content Assignments Discussions Quizzes Classlist Grades Class Progress Course Tools ▾

Enter Grades Manage Grades Schemes Setup Wizard ⚙ Settings 🆘 Help

New ▾ More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments (WEIGHTED - MANUALLY assign weight items in category) ▾			121	25
<input type="checkbox"/>	Assignment #1 ▾ ⏴	Numeric	Assignments ⓘ	10	35
<input type="checkbox"/>	Assignment #2 ▾ ⏴	Numeric	Assignments ⓘ	28	10
<input type="checkbox"/>	Assignment #3 ▾ ⏴	Numeric	Assignments ⓘ	25	10
<input type="checkbox"/>	Assignment #4 ▾ ⏴	Numeric	Assignments ⓘ	25	20
<input type="checkbox"/>	Assignment #6 ▾	Numeric	-	33	25
<input type="checkbox"/>	Chapter Tests (WEIGHTED - PROPORTIONALLY distributed weight by pts across category) ▾			74	25
<input type="checkbox"/>	Chapter Test #1 ▾ ⏴	Numeric	Quizzes ⓘ	17	22.972972973
<input type="checkbox"/>	Chapter Test #2 (NOT associated with a quiz or test in Brightspace) ▾ ⏴	Numeric	-	5	6.756756757
<input type="checkbox"/>	Chapter Test #3 ▾ ⏴	Pass/Fail	-	10	13.513513514
<input type="checkbox"/>	Chapter Test #4 ▾ ⏴	Numeric	-	42	56.756756757

## 1. Setup Wizard (Weighted)

- **Final Adjusted Grade** (you want!)

## 2. New > Categories -- Choices

- **Weighted Manually** - assign weight items in each category (e.g., Assignment # 1 – 35%, Assignment # 2 – 10%)
- **Weighted Proportionally** – distributed weight by points (e.g., Chapter Test # 1 17 pts = 22.9 %)
- **Weighted Equally** – all items are given the same percentage weight (e.g., Quiz 1, Quiz 2, Quiz 3, Quiz 4 and Quiz 5 – all = 20%)

## 3. New > Item > -- Choices

- Numeric
- Also pass/fail, text, selectbox

## 4. Association with Assignments and Quizzes

# Step 5: Organize File Structure – Front + Back Ends!

## Course Administration

Category | Name

### Site Setup

- Course Offering Information

### Site Resources

- Calendar
- External Learning Tools
- Import / Export / Copy Components
- Content
- Frequently Asked Questions
- Links
- Manage Files
- Build in Course Builder Area
  - Course Builder
  - Glossary
  - Manage Dates

Import from Blackboard Learn OR Copy from Converted Semester (IT has copied)

Organize your file folders first according to course structure via Manage Files

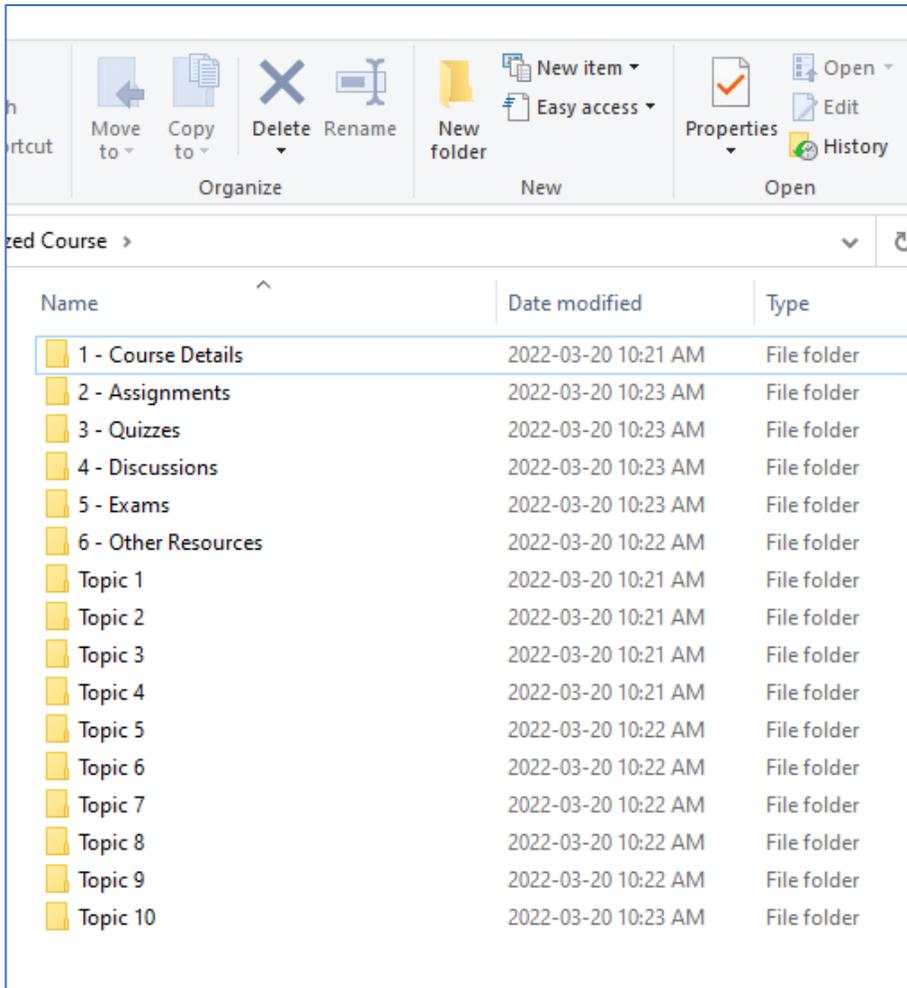
Upload Content in Manage Files to better help with course filing system

show Tree | New File | New Folder | Paste (1) | **Upload**

Name ▲	
Banner Image	▼
Interpersonal Skills	▼
Managing Conflict	▼
Teamwork Fundamentals	▼
Introduction - .html	▼ 🔗

# Remember: Consistent File Structures!

## Computer File Folder Organization



A screenshot of a Windows File Explorer window showing a folder structure. The ribbon includes 'Organize', 'New', and 'Open' tabs. The main area displays a list of folders with columns for Name, Date modified, and Type.

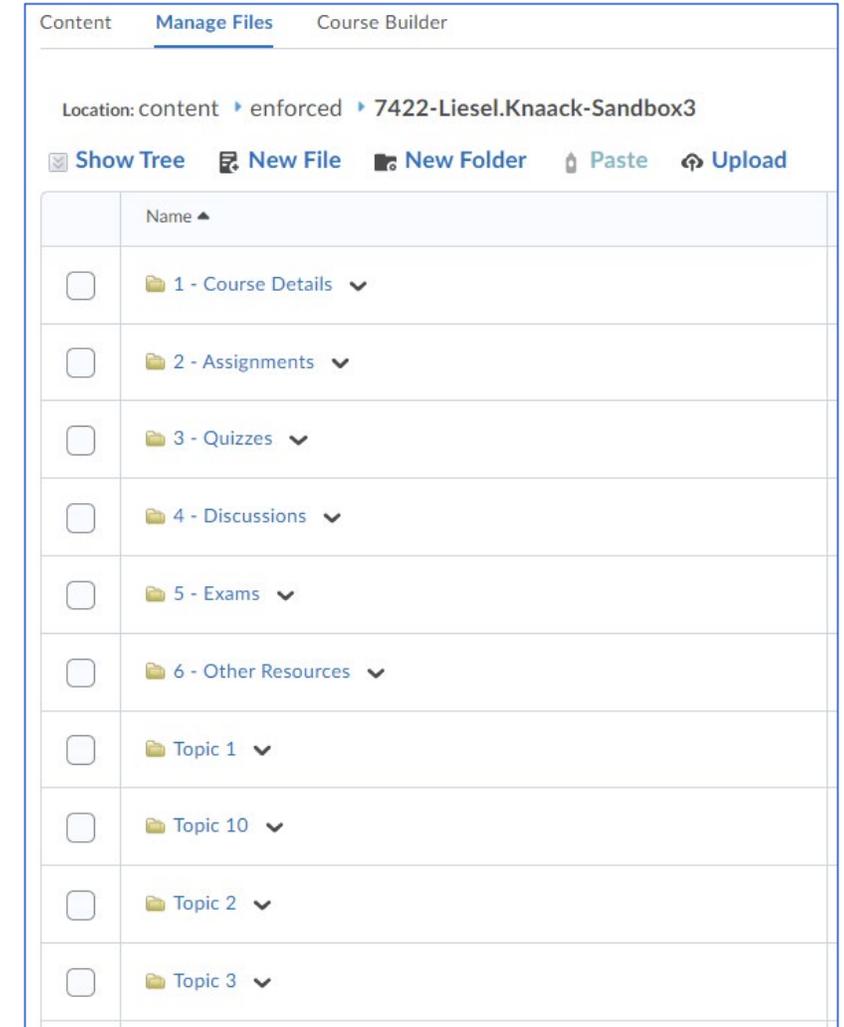
Name	Date modified	Type
1 - Course Details	2022-03-20 10:21 AM	File folder
2 - Assignments	2022-03-20 10:23 AM	File folder
3 - Quizzes	2022-03-20 10:23 AM	File folder
4 - Discussions	2022-03-20 10:23 AM	File folder
5 - Exams	2022-03-20 10:23 AM	File folder
6 - Other Resources	2022-03-20 10:22 AM	File folder
Topic 1	2022-03-20 10:21 AM	File folder
Topic 2	2022-03-20 10:21 AM	File folder
Topic 3	2022-03-20 10:21 AM	File folder
Topic 4	2022-03-20 10:21 AM	File folder
Topic 5	2022-03-20 10:22 AM	File folder
Topic 6	2022-03-20 10:22 AM	File folder
Topic 7	2022-03-20 10:22 AM	File folder
Topic 8	2022-03-20 10:22 AM	File folder
Topic 9	2022-03-20 10:22 AM	File folder
Topic 10	2022-03-20 10:23 AM	File folder



**THE  
SAME  
AS**



## Brightspace Manage Files Organization



A screenshot of the Brightspace Manage Files interface. The breadcrumb path is 'content > enforced > 7422-Liesel.Knaack-Sandbox3'. The interface shows a list of folders with checkboxes and dropdown arrows.

Name
<input type="checkbox"/> 1 - Course Details
<input type="checkbox"/> 2 - Assignments
<input type="checkbox"/> 3 - Quizzes
<input type="checkbox"/> 4 - Discussions
<input type="checkbox"/> 5 - Exams
<input type="checkbox"/> 6 - Other Resources
<input type="checkbox"/> Topic 1
<input type="checkbox"/> Topic 10
<input type="checkbox"/> Topic 2
<input type="checkbox"/> Topic 3

# Step 5: Organize File Structure – Front + Back Ends!

Course Tools > Course Admin > Manage Files

<input type="checkbox"/>	Module - Communications and Interpersonal Skills ▾
<input type="checkbox"/>	Module - Essential Workplace Skills ▾
<input type="checkbox"/>	Module - Foundations of Film ▾
<input type="checkbox"/>	Module - Glossary ▾
<input type="checkbox"/>	Module - Healthy Habits for Success ▾
<input type="checkbox"/>	Module - It's a Wrap ▾
<input type="checkbox"/>	Module - Respectful and Diverse Workplaces ▾
<input type="checkbox"/>	Module - Seeking a Job ▾
<input type="checkbox"/>	Module 1 - Course Overview ▾
<input type="checkbox"/>	Welcome - Quick Guide Details ▾

<input type="checkbox"/>	0 - Introduction ▾
<input type="checkbox"/>	1 - Film Industry Overview ▾
<input type="checkbox"/>	2 - Five Stages of Production ▾
<input type="checkbox"/>	2.5 - Reel Green ▾
<input type="checkbox"/>	3 - Hierarchy and Roles of a Film Production ▾
<input type="checkbox"/>	4 - Film Sets and Locations ▾
<input type="checkbox"/>	5 - Film Industry Terminology ▾
<input type="checkbox"/>	6 - Walkie Talkies ▾

<input type="checkbox"/>	Attachments ▾
<input type="checkbox"/>	Banner Image ▾
<input type="checkbox"/>	Images ▾
<input type="checkbox"/>	🌐 Stage 1 Development.html ▾ 🔗
<input type="checkbox"/>	🌐 Stage 2 Pre-production.html ▾ 🔗
<input type="checkbox"/>	🌐 Stage 3 Production or Principal Photography.html ▾ 🔗
<input type="checkbox"/>	🌐 Stage 4 Post-production.html ▾ 🔗
<input type="checkbox"/>	🌐 Stage 5 Distribution and Exhibition .html ▾ 🔗
<input type="checkbox"/>	🌐 Video The Five Stages of Production.html ▾ 🔗

# Step 5: Organize File Structure – Front + Back Ends!

Course Home Content Assignments Discussions Quizzes Classlist Gradebook

Content Manage Files **Course Builder**

**Build Outline** ▼  
Drag or click modules and placeholders to build your course outline

**Add Content** ▼  
Drag or click items to create new content and fill in placeholders

**Browse Tools** ▼

- Course Files > View, upload, add, and edit files
- Discussions > View, add, and edit Discussion Topics
- Assignments > View, add, and edit assignments
- Quizzes > View, add, and edit Quizzes

- MASTER Motion Picture Foundations - Sandbox ▼
- Welcome - Quick Guide Details ▼
- Template Master - Course Details ▼
- Module X: Foundations of Film ▼
- Glossary: Terms and Definitions ▼
- Module X: Communications and Interpersonal Skills ▼
- Module X: Respectful and Diverse Workplaces ▼
- Module X: Healthy Habits for Success ▼
- Module X: Essential Workplace Skills ▼
- Module X: Seeking a Job ▼

## Course Builder is it!

1. **Build Outline** (drag and label placeholders)
2. **Add Content** (activities, engagements)
3. **Browse Tools** and bring in course files already uploaded, discussions created etc.
4. **Toggle** between Content, Manage Files and Course Builder to see course come to life!

# Step 6: Upload, Copy, Import and/or Build Content

## Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:

Search for offering

- Include protected resources

Select Course Offering

course name here

Search

Show Search Options

	Offering Code	Offering Name	Department
<input type="radio"/>	MASTER MP Accounting Clerk - Sandbox	MASTER MP Accounting Clerk - Sandbox	Brightspace Learning Area*
<input checked="" type="radio"/>	MASTER MP Craft Service - Sandbox	MASTER MP Craft Service - Sandbox	Brightspace Learning Area*

Copy All Components

Select Components

## BETWEEN BRIGHTSPACE COURSES

In Brightspace → Course Tools > Course

Admin > Import / Export/ Copy Components

## Import Components

Select a component source:

- from Learning Object Repository
- from a course package

## FROM BLACKBOARD LEARN

Under Package and Utilities in Blackboard – EXPORT your course and then in Brightspace

→ Course Tools > Course Admin > Import / Export/ Copy Components

# Step 6: Upload, Copy, Import and/or Build Content

Course Home Content Assignments Discussions Quizzes Classlist Grades Class Progress Course Tools More

0% Outcomes + New Unit Visible Add Existing Create New

## Module X: Foundations of Film

- Welcome - Quick Guide Details
- Template Master - Course Details
- Module X: Foundations of Film**
- Glossary: Terms and Definitions
- Module X: Communications and Interpersonal Skills
- Module X: Respectful and Diverse Workplaces
- Module X: Healthy Habits for Success
- Module X: Essential Workplace Skills
- Module X: Seeking a Job

- Welcome - Quick Guide Details
- Template Master - Course Details
- Module X: Foundations of Film**
  - Film Industry Overview
  - Five Stages of Production
  - Hierarchy and Roles of a Film Production
  - Film Studios and Locations
  - Film Terminology

## Content (on blue mini bar)

- Build in Manage Files + Course Builder first
- Course Builder will automatically populate student-facing content layout under “Content”
- Creating HTML Templates can only be from the Content area

# Step 6: Upload, Copy, Import and/or Build Content

HTML Templates with images, text, embedded video etc.

Visible Add Existing Create New

## British Columbia's Motion Picture Industry

Downloadable file of this page: [PDF Version](#)



British Columbia is the largest film production centre in Canada and the third largest in North America with Los Angeles and New York being first and second respectively. British Columbia's motion picture industry mostly consists of foreign productions called 'service' productions. Motion picture productions are paid for by foreign studio conglomerates or foreign independent producers. Distribution and exhibition is also paid for and managed by the foreign companies. Whereas Ontario and Quebec's industry mostly consists of 'domestic' productions as Canada's domestic broadcasters, distributors and funders are based in the two provinces.

Visible Add Existing Create New

### The Importance of Interpersonal Communication Skills for Successful Career



This article highlights interpersonal communication's key characteristics of including the verbal, nonverbal, and paraverbal ways we interact. Source: interobservers

[Webpage](#)

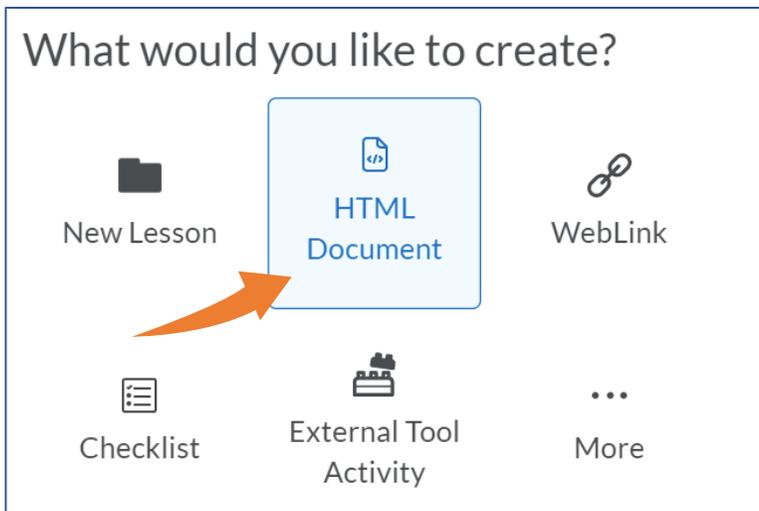
### Video: 6 Truths That Everyone Should Know

This video is from a TEDTalk by Antoni Lacinai, Communication Expert. To master the art of communicating with energy, clarity, and empathy requires effort and willpower. But it's so tempting today to spend time on digital tools and digital toys instead, scanning for likes, one-liners and nuggets of information. And as we wander deeper and deeper into the digital landscape, are we at risk of losing our analog communication skills?

**Time:** This video is 17 minutes long.

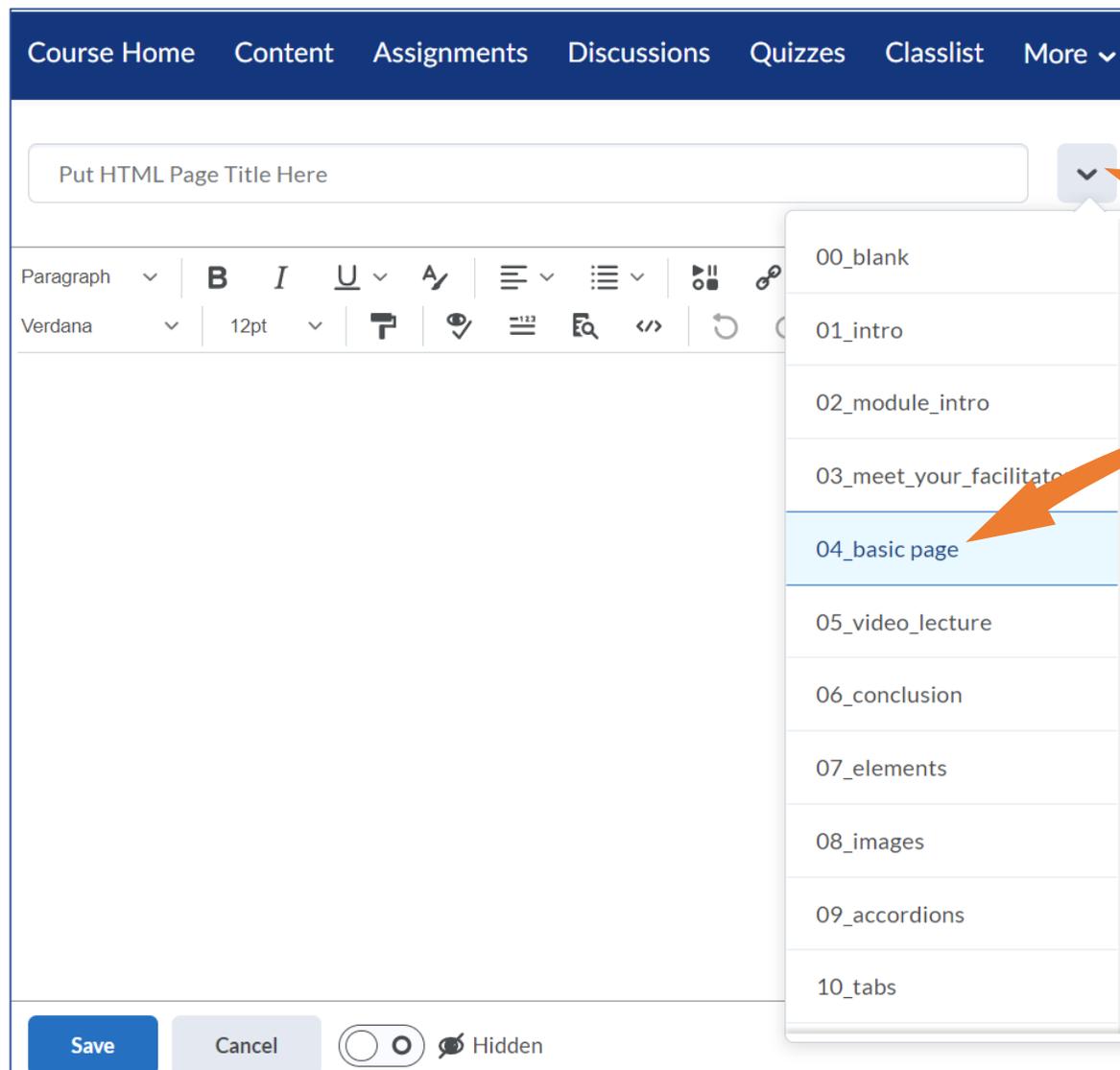


# Step 6: Upload, Copy, Import and/or Build Content



## HTML Templates!

Drop down arrow on far right.  
Pre-designed templates for more professional content layout.



# Step 6: Upload, Copy, Import and/or Build Content

You can add images, links and PDF, PPT or Word documents – style and format yourself!

## Teamwork Fundamentals

Web Content: 3 Important Skills for Teamwork and Collaboration (in the new normal)



Short article sharing some thoughts on trust, tolerance and self-awareness (top 3 skills) but also empathy, transparency, active listening, and conflict resolution. Source: Fingerprint for Success

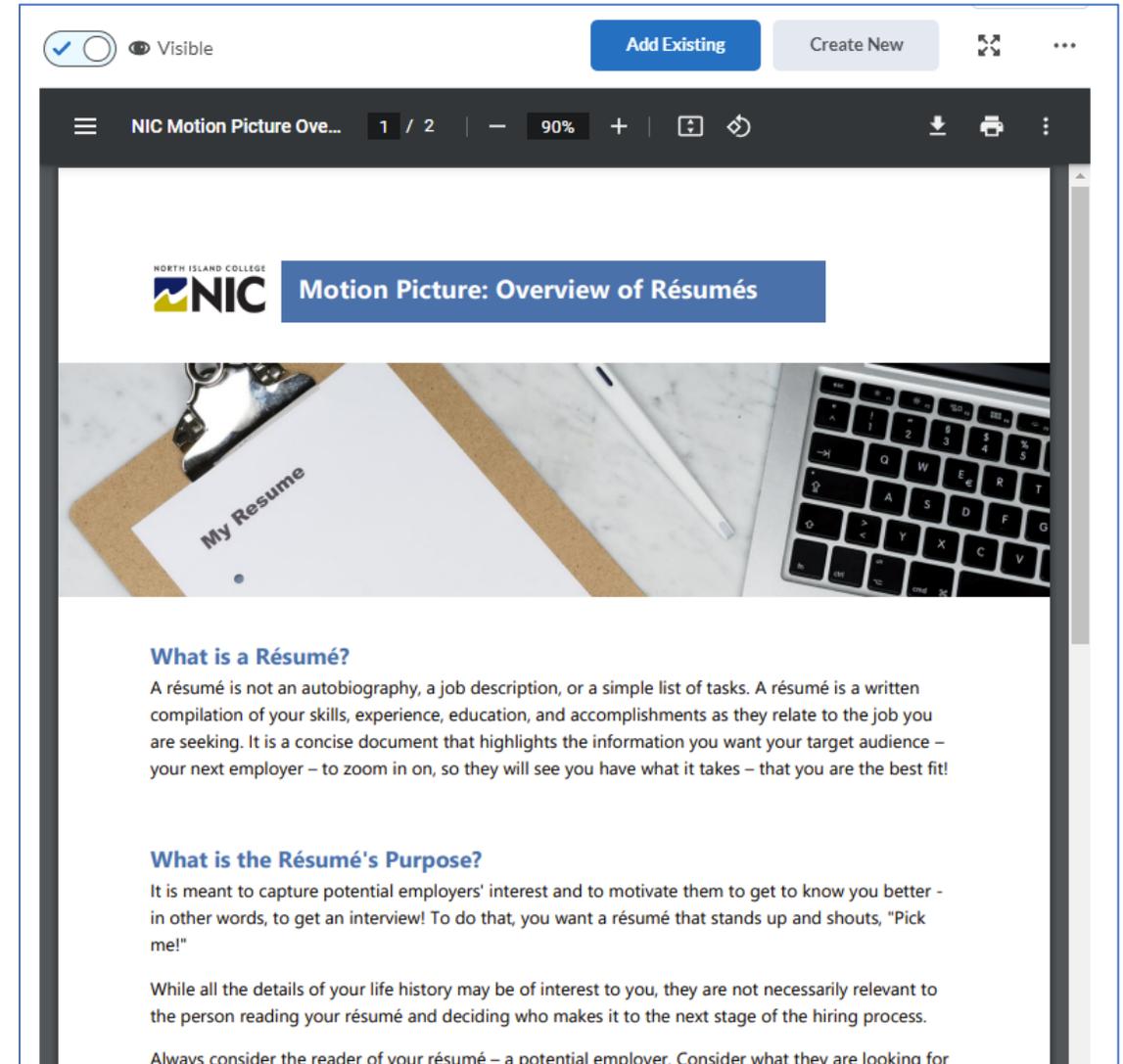
[Webpage](#)

Web Content: The importance of Teamwork (as proven by Science)



September 2021 article about why teamwork is importance and the scientific studies to prove it.

[Webpage](#)

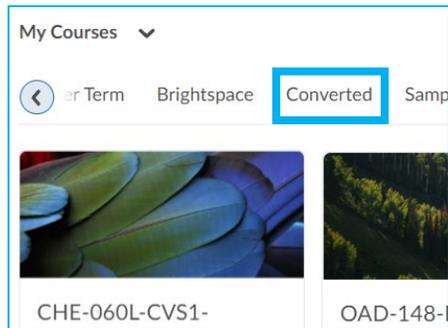


# Step 6: Conversion - 2 Methods

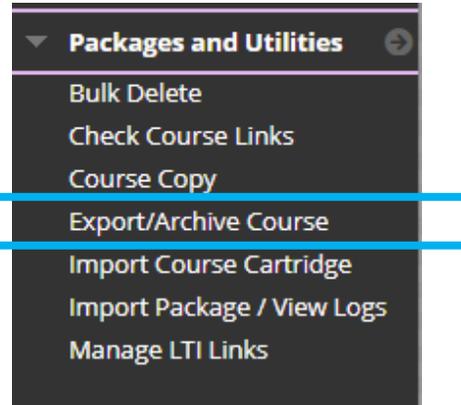
## Method 1: IT-Led Multiple

IT exports all Blackboard Learn courses (**Packages and Utilities > Export/Archive Course**) and through an overnight automatic process, all courses are converted and turn up in the “Converted” semester in Brightspace. Faculty member submits servicedesk ticket to be added to classlist to see. *Course must be 1GB or less and 30 GB bulk upload max.*

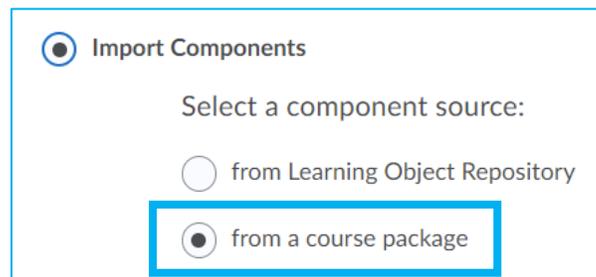
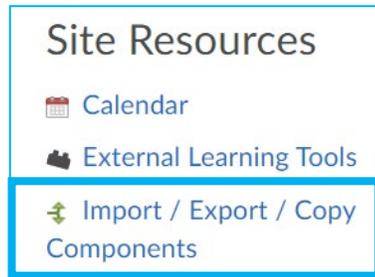
## Brightspace: Method 1



Blackboard Learn: Method 1 and 2



Brightspace: Method 2



Same Result



## Method 2: Instructor-Led One-By-One

Faculty member exports a course one at a time (**Packages and Utilities > Export/Archive Course – Instructions**) and then imports the zipped file into a Brightspace sandbox (blank) course (already provisioned to the instructor) or the Colleague / Student Registration connected course in Brightspace (Course Admin > Site Resources > Import / Export / Copy Components > ‘from a course package’). *Course 1GB or less.*

## Step 6: Conversion - Limitations

The **version** of Blackboard, the **history** of the course, and the **amount of information** included in the exported (zipped) course package and **how the instructors used** the Blackboard tools, will all play into the **completeness of the conversion**.

What can be imported into Brightspace is **limited by**:

1. The **course package** from Blackboard Learn containing the information required. (e.g., if there are issues in the Blackboard Learn course, missing information, not clean information → does not convert)
2. The **tool used** in Blackboard **not existing** in Brightspace. (e.g., no wikis, blogs, journals in Brightspace → does not convert)
3. Data that identify **previous users** of the course will be **discarded** while importing to Brightspace, in compliance with data privacy laws. (e.g., no student data comes over → does not convert)

Blackboard®



D2L

BRIGHTSPACE

## Step 6: The Conversion - YES List!

Many Blackboard Learn course elements **WILL** be converted to Brightspace with few issues to update or fix. N.B. If errors or issues in Blackboard = same in Brightspace.



Announcements



Discussions (Topic, Question, Forum – no student data)



Links/URLs (except Kaltura Video Links/Mashup YouTube)



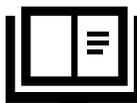
Assignments



Files



Quizzes / Tests and Question Libraries (Test Banks)



Content (Sub-) Modules to 3 levels!



Grade Items



Rubrics

## Step 6: The Conversion - The NO List!

Some Blackboard Learn course elements will **NOT** convert to Brightspace.  
Many are associated with users, user content or dates → tied to user inputs/actions.



Calendar Items



Journals, Wikis or  
Blogs



Release Conditions



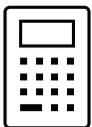
Groups



Glossary



Checklists (Tasks)



Java Applet-based  
Equations (Blackboard  
Equation Editor)



Test Passwords (any  
PIN or Password for  
Protected Content  
including Textbook  
Publisher content)



User Posts in Discussions

## Step 6: The Conversion - The NO List!

If you have more than 3 levels of content in Blackboard Learn – All levels of content will COPY OVER but **NOT** be visible to you Brightspace's Content area but in Course Builder.

If you find you are missing file folders (and see the message below in your Brightspace course) – go to Course Builder and drag the folders to a new level within 3 levels.

Some content cannot be displayed. ×

Lessons supports three levels of content hierarchy. Any Content below three levels wont be displayed. Use the classic Content experience to restructure your material before using the new Lessons experience.

[Go to classic Content](#)

# Step 7: Develop Course Learning Engagements

Assignments Discussions Quizzes

## Assignments

**New Assignment** Edit Categories More Actions

 Bulk Edit

<input type="checkbox"/>	Assignment
	Module Assignments
<input type="checkbox"/>	Module X Assignment - Fdns of Film: Film Industry Overview  
<input type="checkbox"/>	Module X Assignment - Comm & Interp. Skills: Conflict Management Styles Assessment  
<input type="checkbox"/>	Module X Assignment - Respectful & Diverse Workplace: Harassment in Workplace  

## Discussions

Discussions List Subscriptions Group and Section Restrictions Statistics

**New** More Actions

Filter by: Unread Unapproved

### Introductions and Connections

The discussions in this area are not module / topic / content specific but rather more about making connections, sharing information and asking questions.

Topic	Thread
<b>Discussion: Introductions (Module 1)</b>	0
Share a little about yourself, provide a short introduction about yourself, and get to know others. Then, tell us about your background, interests, and whatever you feel comfortable sharing. You are beginning to build your 'film family' by getting to know each other, connecting etc. If you wish, share one piece of information about you related to the motion picture industry.	
TIP: Label your post with your name so it is easier to read.	
<b>Discussion: Connections and Communications</b>	0
Use this discussion area to post questions, job information, non-course questions, stories etc.	

### Module Discussions

Within this forum will be various discussion topics aligned with some of the modules.

Manage Quizzes Question Library Statistics LockDown Browser

**New Quiz** Edit Categories More Actions

 Bulk Edit

<input type="checkbox"/>	Module Quizzes
<input type="checkbox"/>	Module X Quiz 1 - Foundations of Film: Film Industry Overview 
<input type="checkbox"/>	Module X Quiz 2 - Foundations of Film: Film Industry Overview 
<input type="checkbox"/>	Module X Quiz: Essential Workplace Skills  

## New Announcement

### General

Headline \*

Display Author Information

Content \*

Paragraph        

# Review: Top 7 Steps to Brightspace Success

**\*\* Organize First – Delete, Clean, File, Label, Arrange, Get in Order! \*\***

- 1. Verify Login, Access Sandbox and Courses, Navigate and Explore**
- 2. Develop Course Plan and Locate Content**
- 3. Sign Up and Review Training Materials**
- 4. Build Course Gradebook**
- 5. Organize File Structure – Front + Back Ends!**
- 6. Upload, Copy, Import and/or Build Content**
- 7. Develop Course Learning Engagements**

End

Find resources, links from this handout, step-by-step instructions...

**NIC Teach Anywhere Website**

**<https://teachanywhere.opened.ca/brightspace/>**