Brightspace ENG

Radboud Universiteit

Table of Contents

Best practices and examples of case studies

Best practice: the automation of sending additional assignments/warning emails to absent students.

It is possible to automatically send an email to a student. This can be done when they have been absent three times during a seminar, when you want to give them an additional assignment, or to make them aware that they will no longer remain enrolled in the course if they are absent a fourth time. It is also possible to send an automatic email to your faculty's OSIRIS administrator if you want to make sure a student is no longer enrolled if they are absent four times. You can set these automatic mails up with three steps. Then all you need to do is keep track of attendance (step 4):

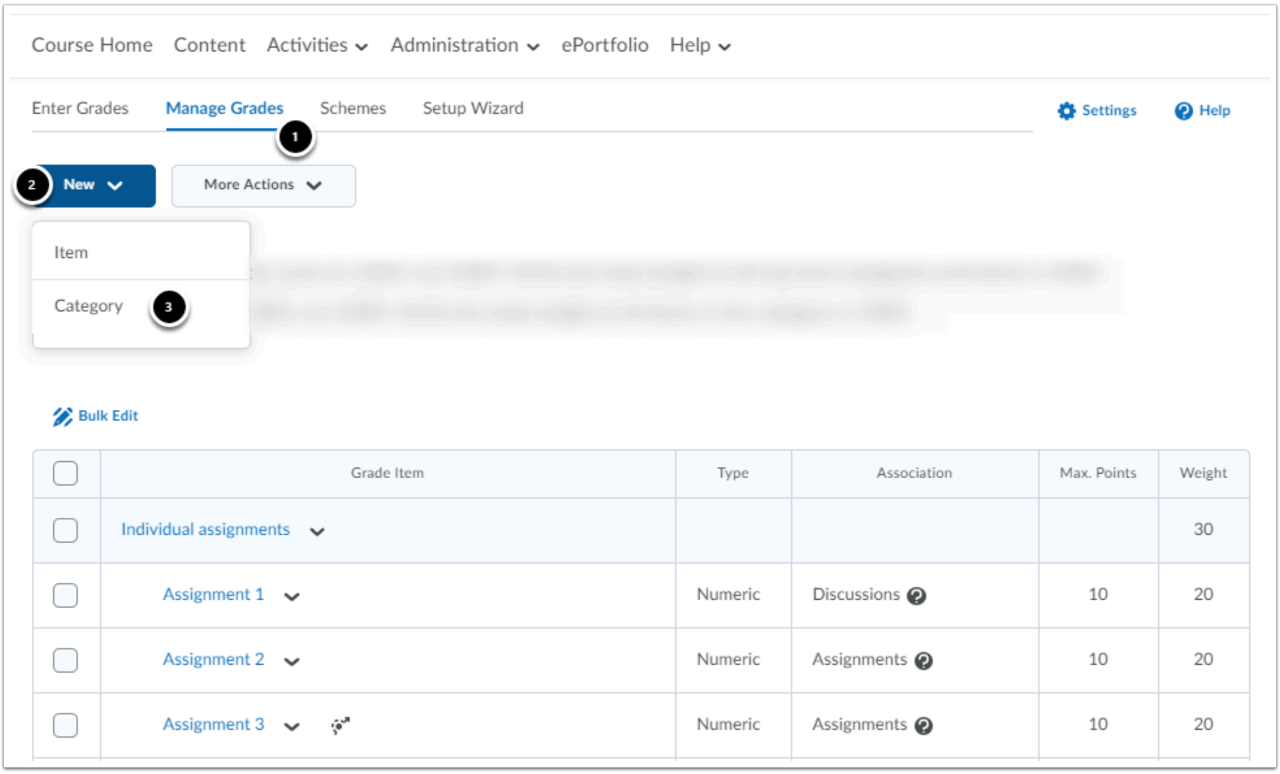
1. Create a new grade category with four corresponding grade items.
2. Create an intelligent agent where a student will receive an email when they have been absent three times.
3. Create an intelligent agent where the OSIRIS administrator will receive an email if the students has been absent four times.
4. Report students as absent.

> Intelligent agents work with release conditions. Release conditions do not work with the Attendance tool. This means you will have to keep track of the students' absence using the grade book and not Attendance - that is, if you want to use the intelligent agents.

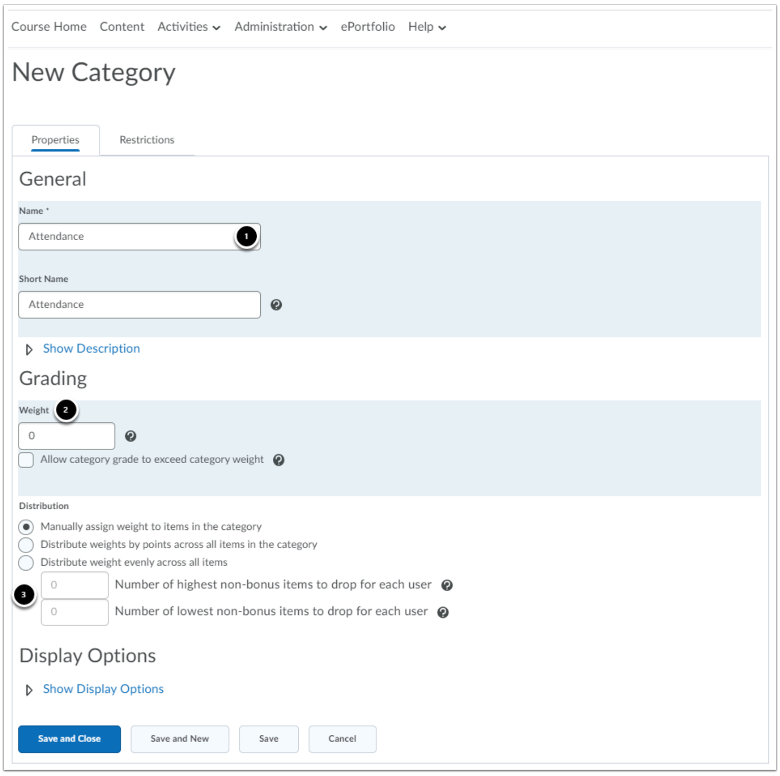
1. Create grade category and grade items

For the first step, create a new grade category in the grade book that will not count for the final assessment. Then add four new grade items that can be used to track attendance.

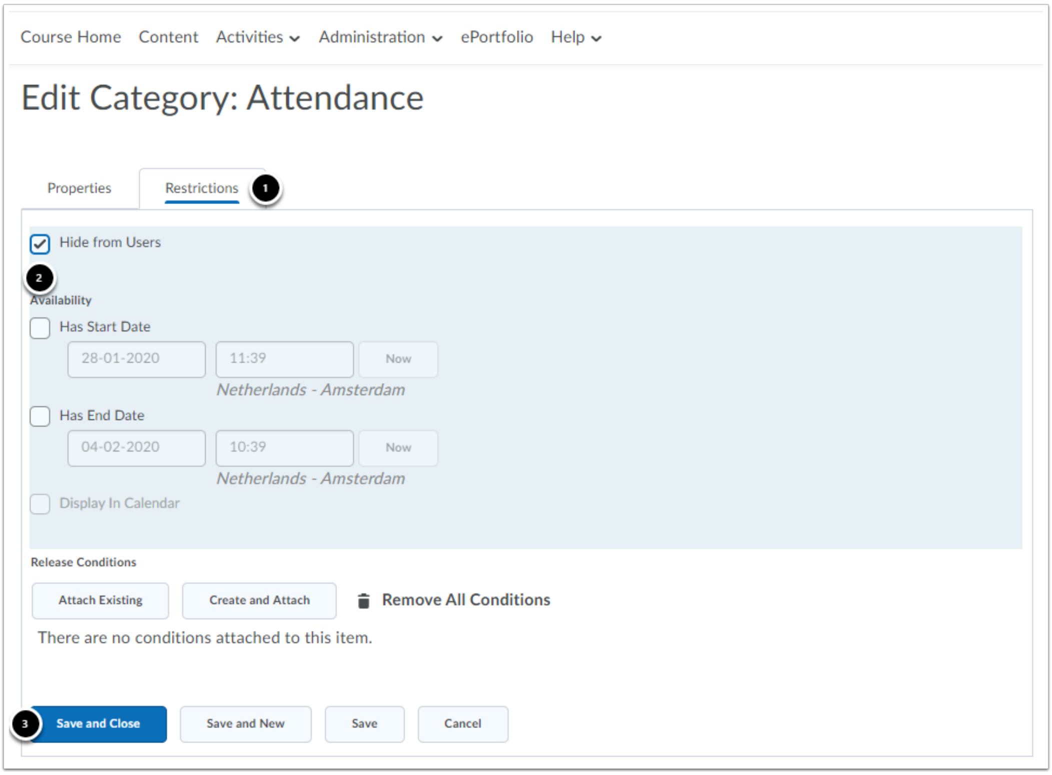
- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.



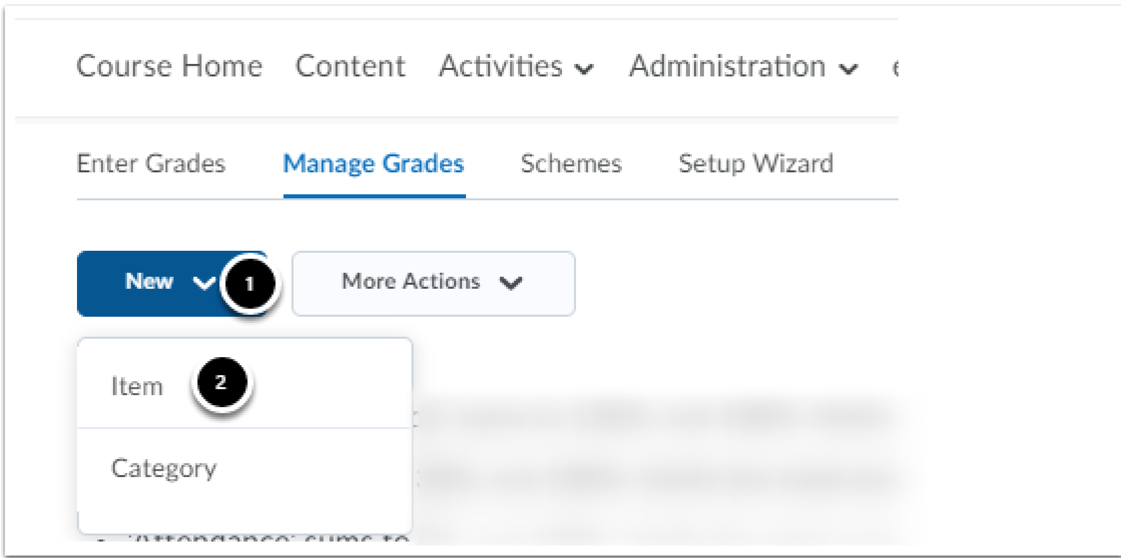
1. Click **Manage Grades** (second tab).
2. Click **New**.
3. Click **Category**.



- Give the category a name, for example *Attendance.*
- For **Weight,** enter 0. This is important because you do not want to count this towards the final grade.
- Below **Distribution** you select **Distribute weight evenly across all items.**

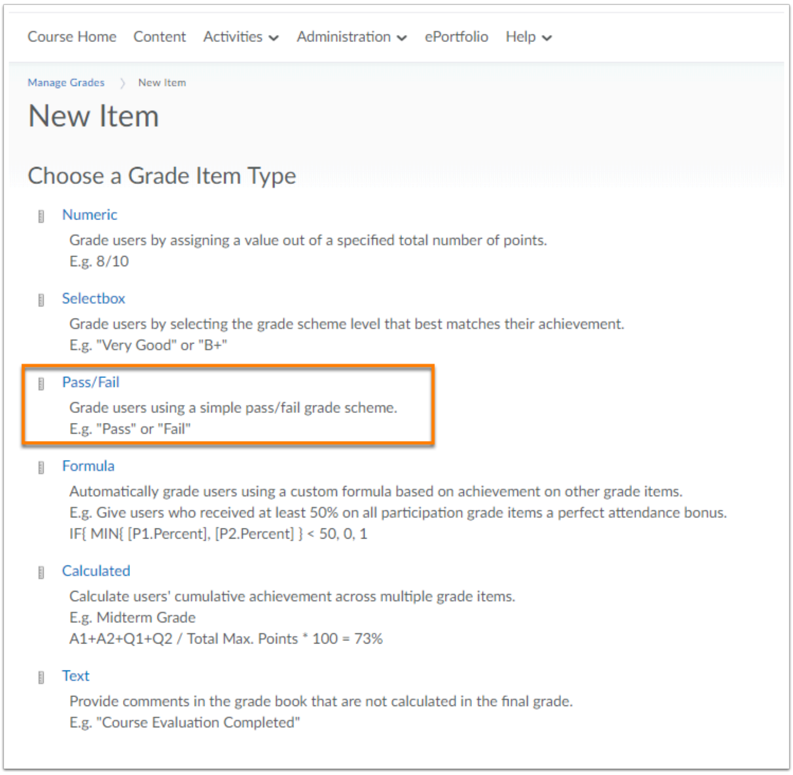


- Scroll up and click **Restrictions** (second tab).
- Click **Hide from users** if you do not want students to see the category.
- Click **Save and Close** to save the grade category and return to **Manage Grades**.

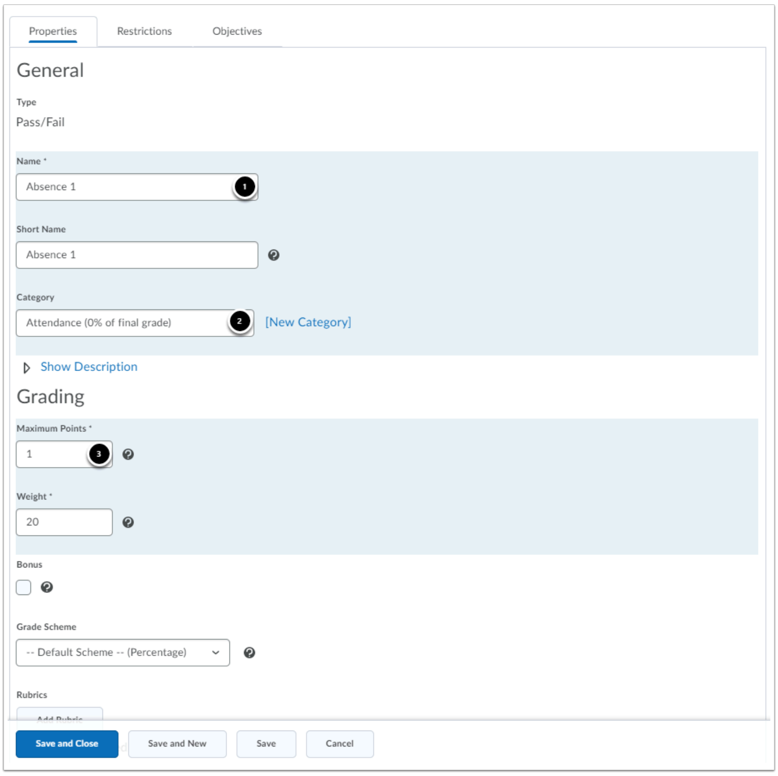


Then you have to create four new grade items for the new grade category.

1. Click **New**.
2. Click **Item**.



- Click **Pass/Fail**.



1. Enter the name of the grade item. Use the names *Absent 1, Absent 2, Absent 3 and Remove.*
2. Below **Category** you select the category you have just created. *In this example you use Attendance.*
3. For **Maximum points** enter 1.
4. Click **Save and New**.

These steps need to be repeated four times, so you will have four grade items. After you have created the last grade item, click **Save and Close**.

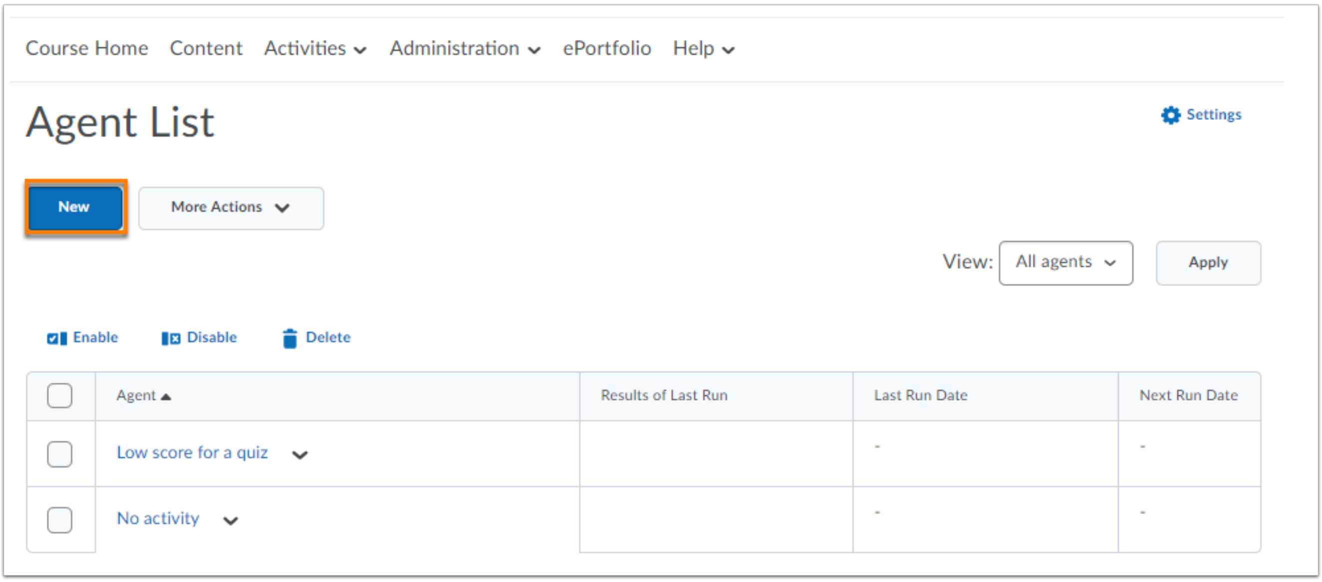
☐	Attendance				0
☐	Absence 1	Pass/Fail	-	1	20
☐	Absence 2	Pass/Fail	-	1	20
☐	Absence 3	Pass/Fail	-	1	20
☐	Remove	Pass/Fail	-	1	20

In **Manage Grades** you will see the new grade category with the matching four grade items.

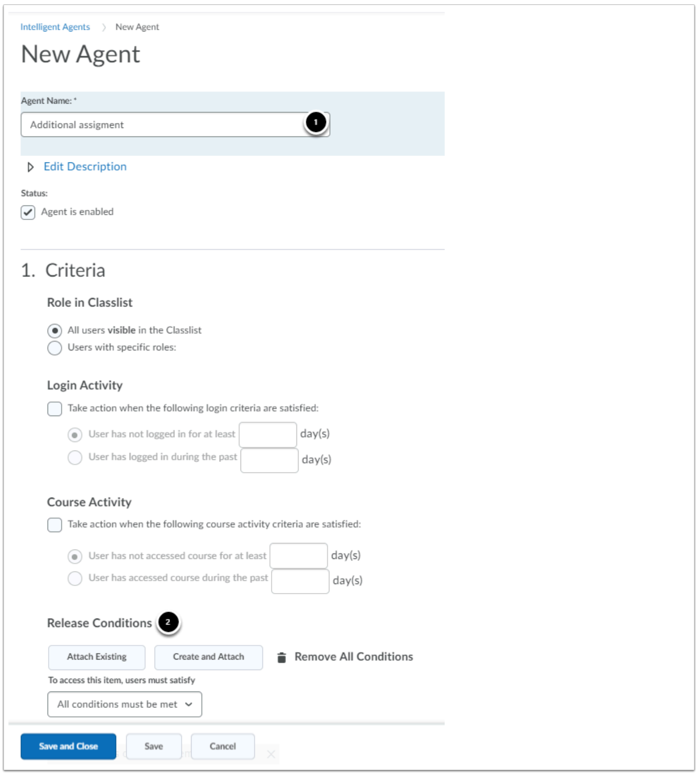
2. Set up intelligent agent for the student

The first intelligent agent will ensure the student receives an email when they have been absent three times. You can use this email to warn the students that they will be removed from the course if they are absent four times. It can also be used to let the students know about additional assignments and to let them know where to find this assignment.

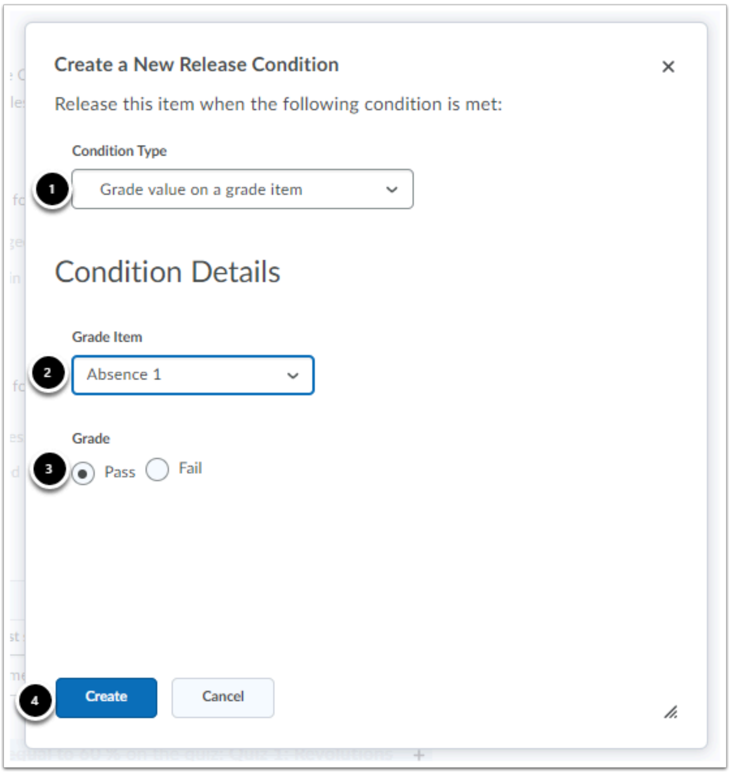
- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Go to **Communication** and then click **Intelligent Agents**.



- Click **New**.



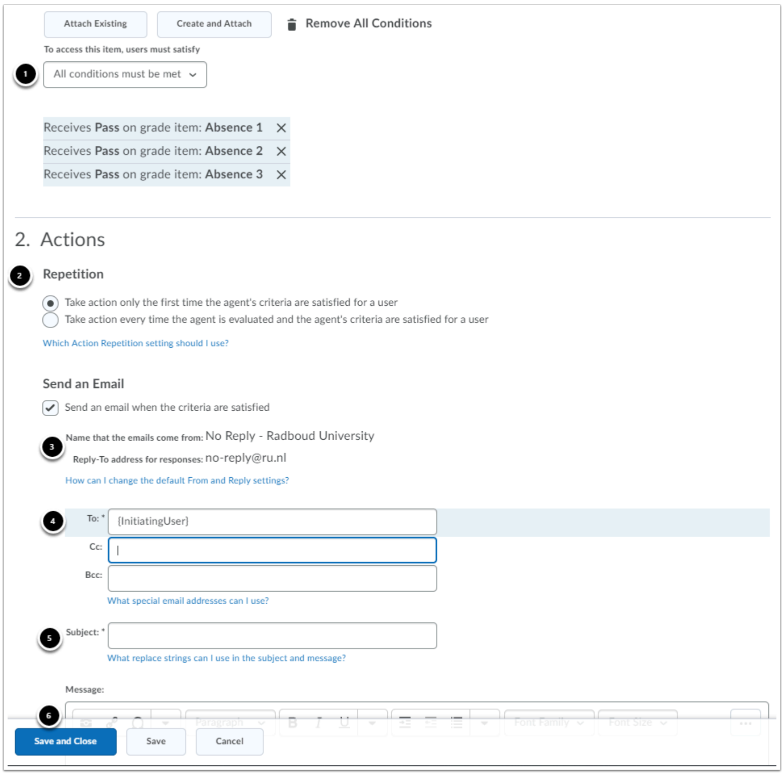
1. Name the agent, for example *Additional assignment or Absence.*
2. Set up the **Release Conditions**. To do this, click **Create and Attach**. A new window will open.



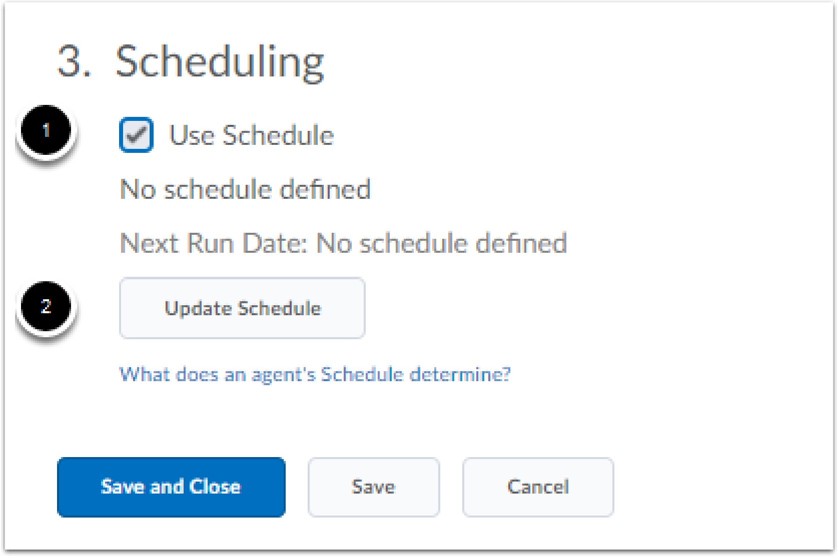
Create three release conditions (with the grade names Absent 1, Absent 2, Absent 3).

1. Select **Grades** - **Grade value on a Grade Item** under **Condition Type.**
2. Select the desired grade item.
3. Select 'Pass' for **Grade.**
4. Click **Create.**

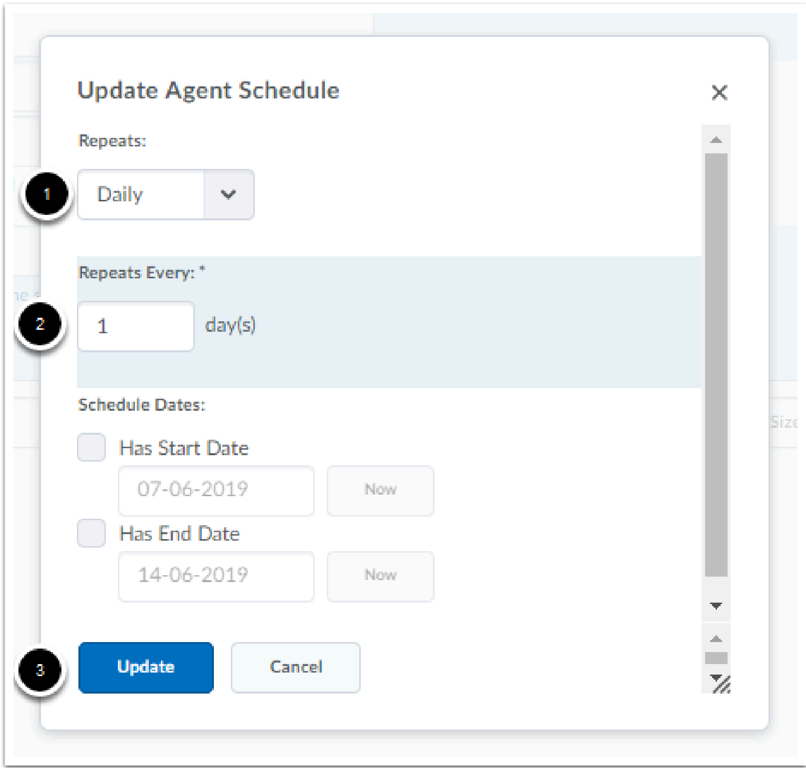
To set up the next release condition, click Create and Attach again and then follow the same steps.



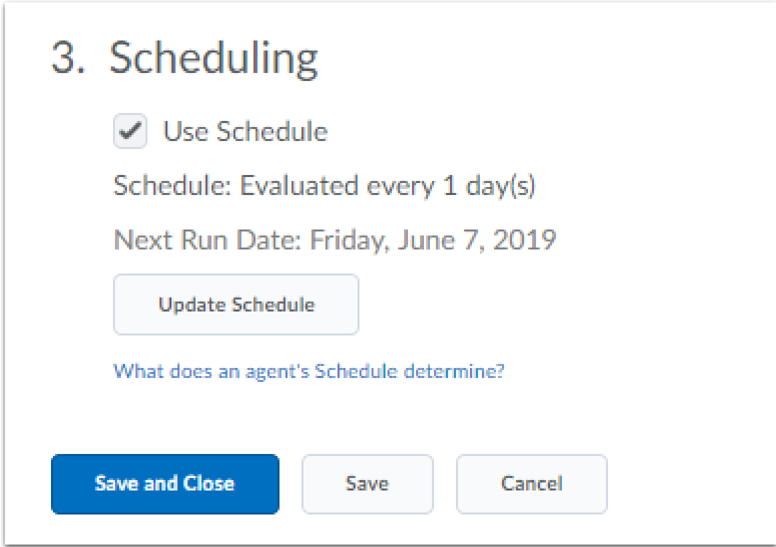
1. Make sure **All conditions must be met** is selected.
2. Make sure **Take action only the first time the agent's criteria are satisfied for a user** is selected. This option ensures that the student will only receive the mail once.
3. Select **Send an email when the criteria are satisfied.**
4. For **To,** enter {InitiatingUser}. You can choose to add the student counselor in the CC, so they will be updated about the situation automatically.
5. Enter a subject.
6. Write down the message. To address the student personally, use the **replace string** {IniatingUserFirstName}.



1. Select **Use Schedule.**
2. Click **Update Schedule**. A new window will appear.



- If you want daily checks to take place, select **Daily** for **Repeats.**
- Enter 1 for **Repeats Every.**
- Click **Update.**

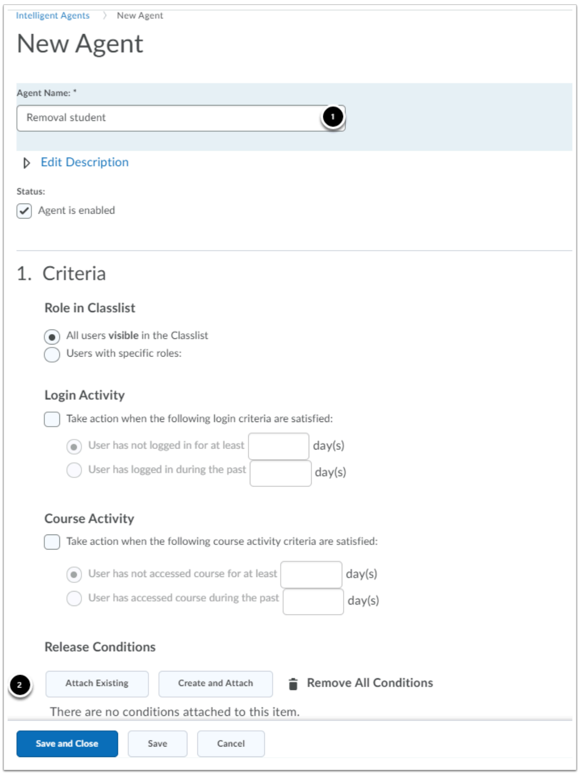


- Click **Save and Close** to save the agent.

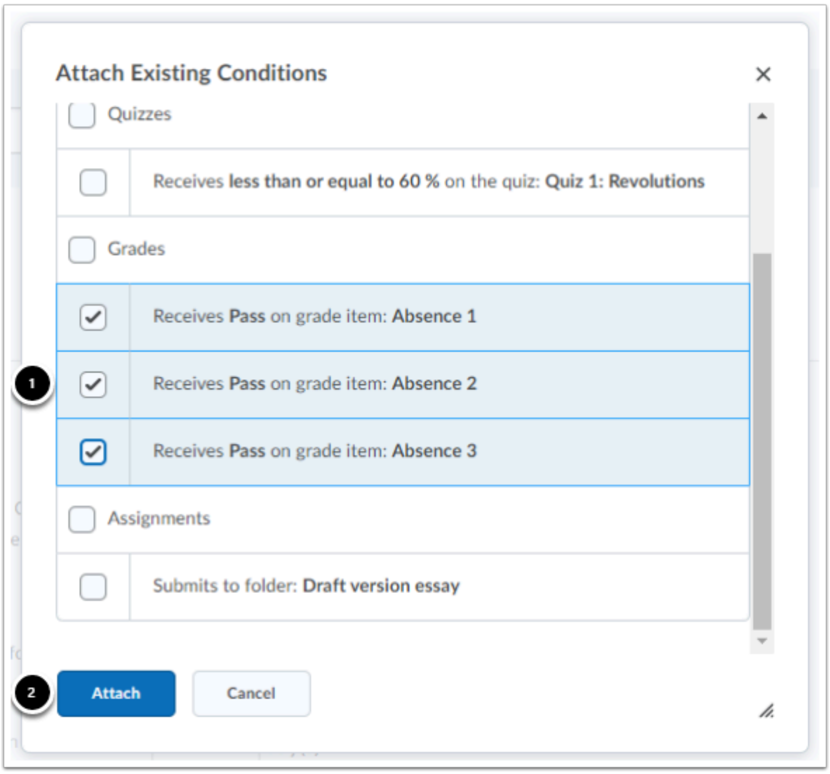
3. Set up intelligent agent for the OSIRIS administrator

The second intelligent agent will make sure your faculty's OSIRIS administrator will receive an email to remove the student from the course if they have been absent four times.

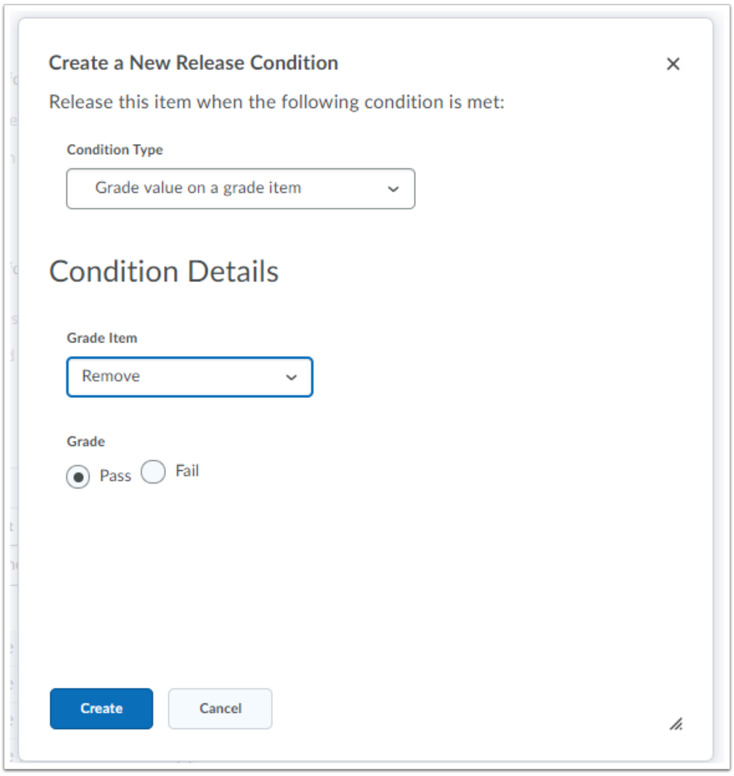
- Go to the **Agent List** page and click **New.**



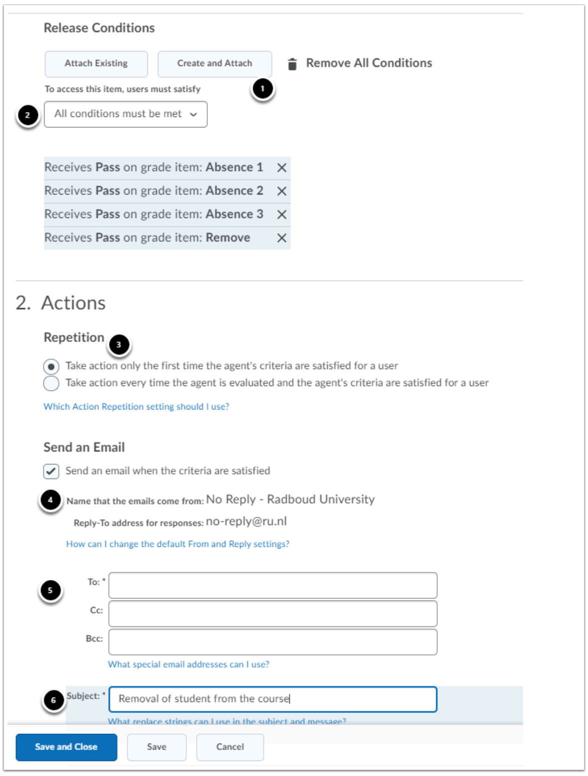
1. Give the agent a name, for example *Removal of student.*
2. Click **Attach Existing** to add the three release conditions you created for the previous intelligent agent.



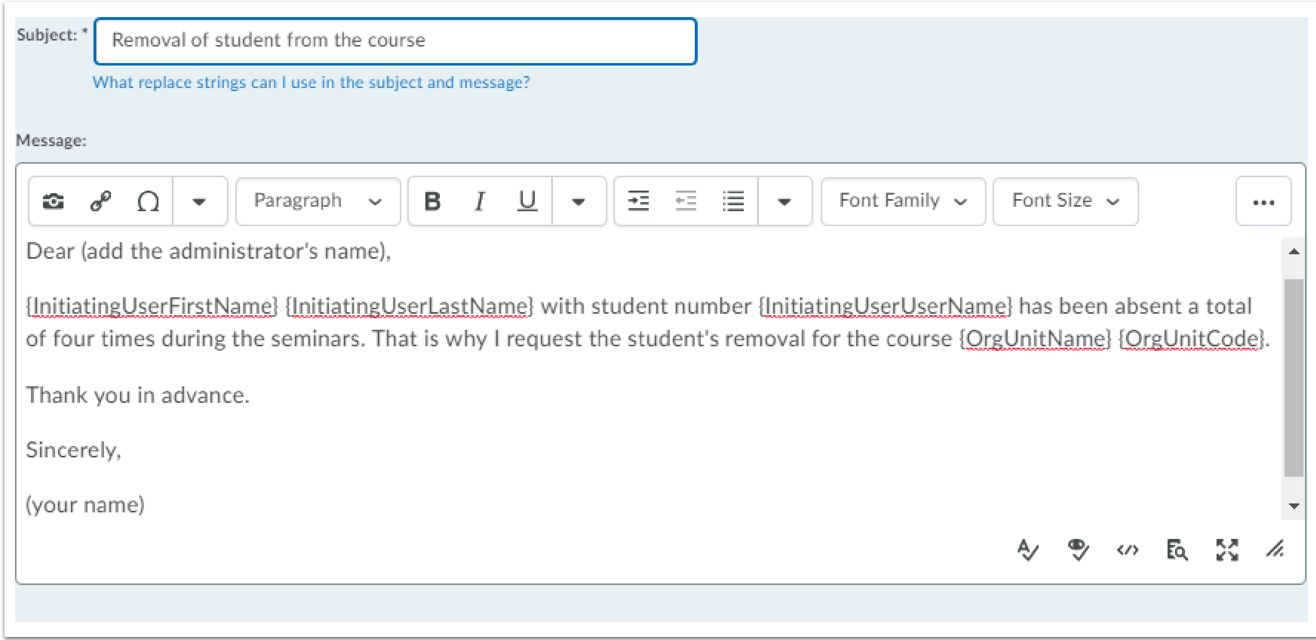
1. Select the three release conditions you created previously.
2. Click **Attach.**



Create a new release condition for the fourth grade item: Removal. Create this grade item using the same steps as you did for the previous three.

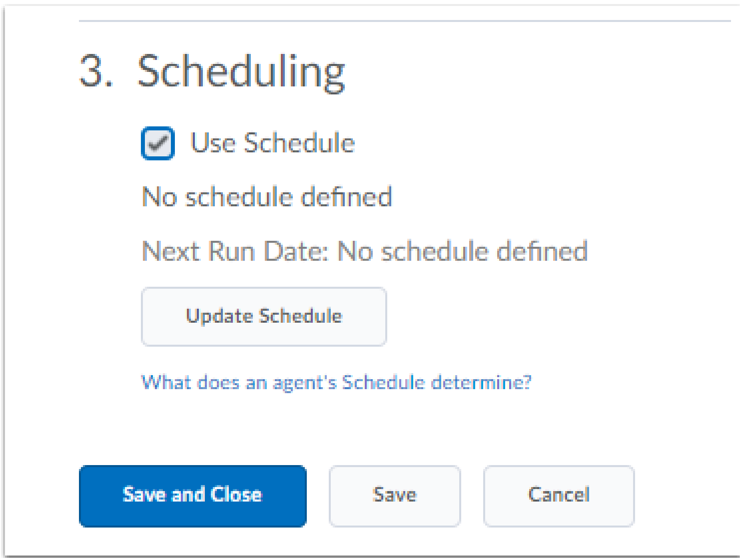


1. Click **Create and Attach** to add release conditions for the fourth grade item (Removal). Follow the same steps you used for the other three release conditions.
2. Make sure **All conditions must be met** is selected.
3. Make sure **Take action only the first time the agent's criteria are satisfied for a user** is selected. This option ensures that the administrator will only receive the mail once.
4. Select **Send an email when the criteria are satisfied.**
5. For **To,** enter the email address that belongs to your faculty's OSIRIS administrator. You can add your own email to the BCC if you wish.
6. Enter a subject.



- Write the message and make sure to use **replace strings** to specify which student and which course the email is about. Click on the link below the **Subject** line to see which replace strings can be used.

Do you want to learn more about replace strings? Then read the following article: [How do I personalise messages with replace strings?]()

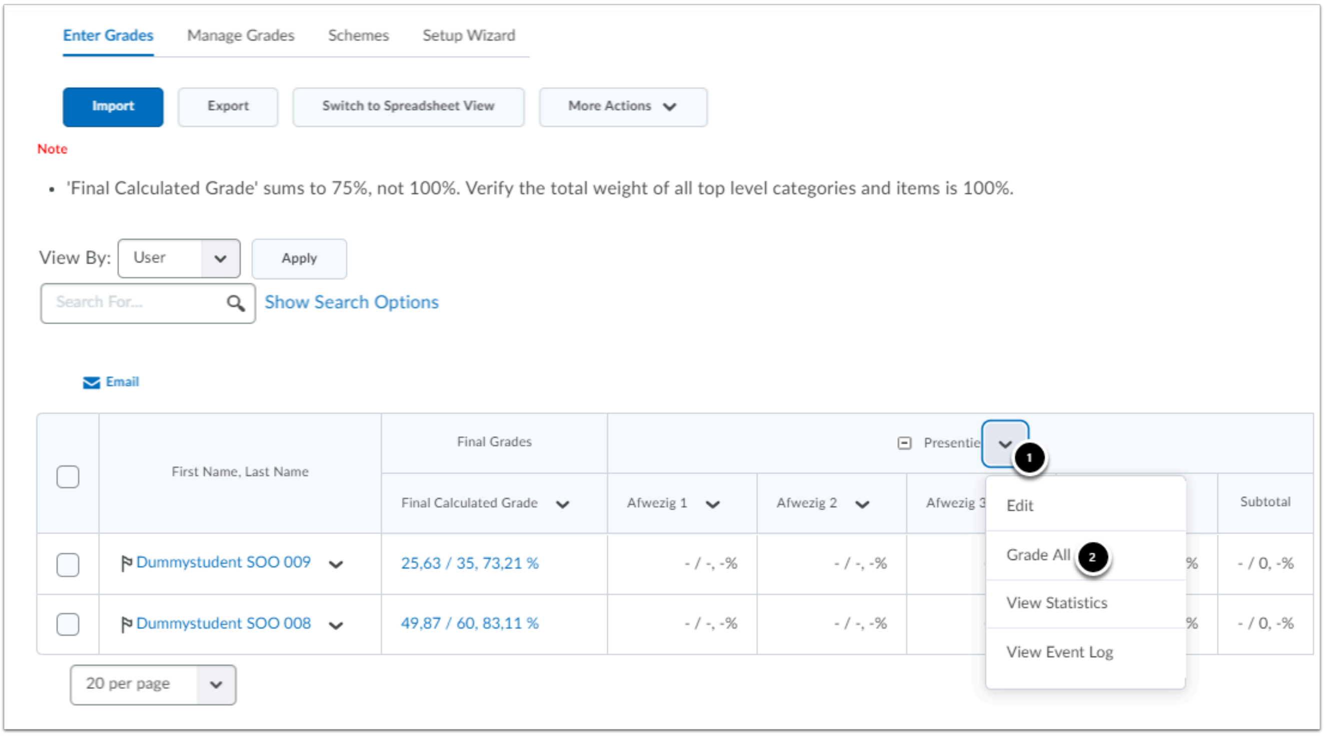


- Select **Use Schedule** and make sure this intelligent agent checks daily too.
- Click **Save and Close**.

4. Report student as absent

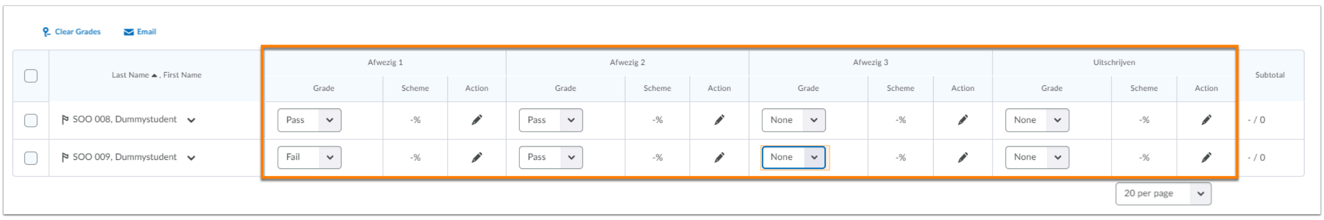
The steps described above were to set everything up. The only thing you have to do now is mark the student's absence in the grade book.

- Navigate to **Grades** in the navbar of your course.
- Navigate to **Enter Grades** (first tab).



Below the category *Attendance* you will see the four grade items for absence.

1. Click the fold-out arrow behind Attendance.
2. Click **Grade All.** Here you can enter the pass/fail for each grade item.



- When a student is absent during one of the classes, you enter fail for *Absent 1.* If the student is absent again, enter fail for *Absent 2,* etc. If you have entered fail for *Absent 1, 2 and 3,* the student will receive a warning email. When the student is absent again and you enter fail for *Remove,* the automatic email will be sent to the OSIRIS administrator.

Best practice: creating a sign-up sheet for student appointments.

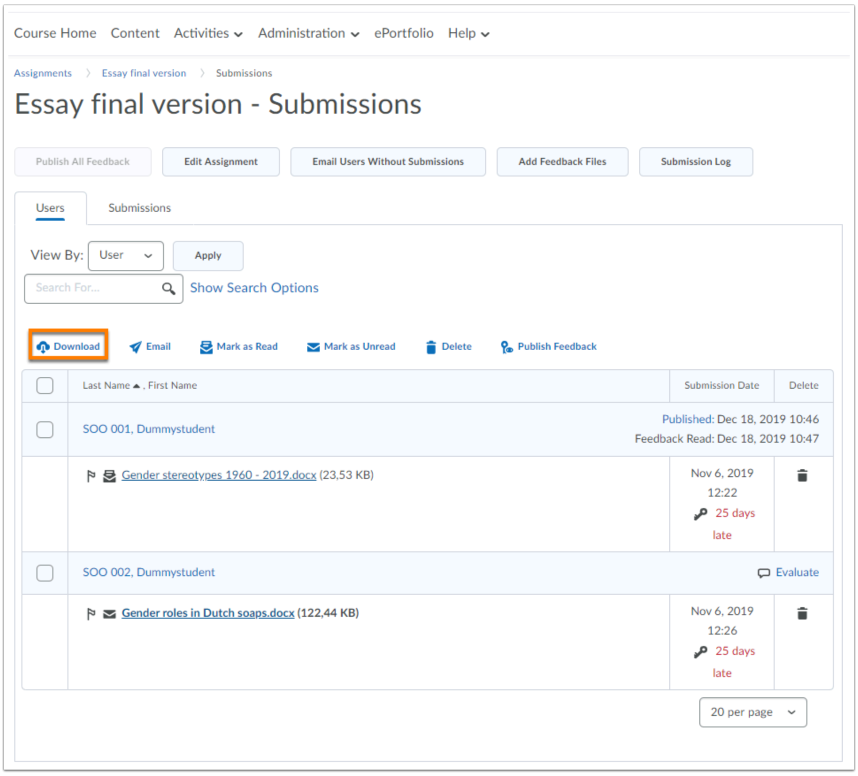
To create a sign-up sheet you can create groups of one (or any other number that relates to the number of students that can sign up for a certain time-slot). You can then name each group in accordance with the chosen date and time of each appointment. Select the group category **Self Enrollment**. Please visit this page to find more information about creating groups in Brightspace.

You can use **Grades** to print out an overview of all the appointments (groups). The group title refers to the time slots you've created.

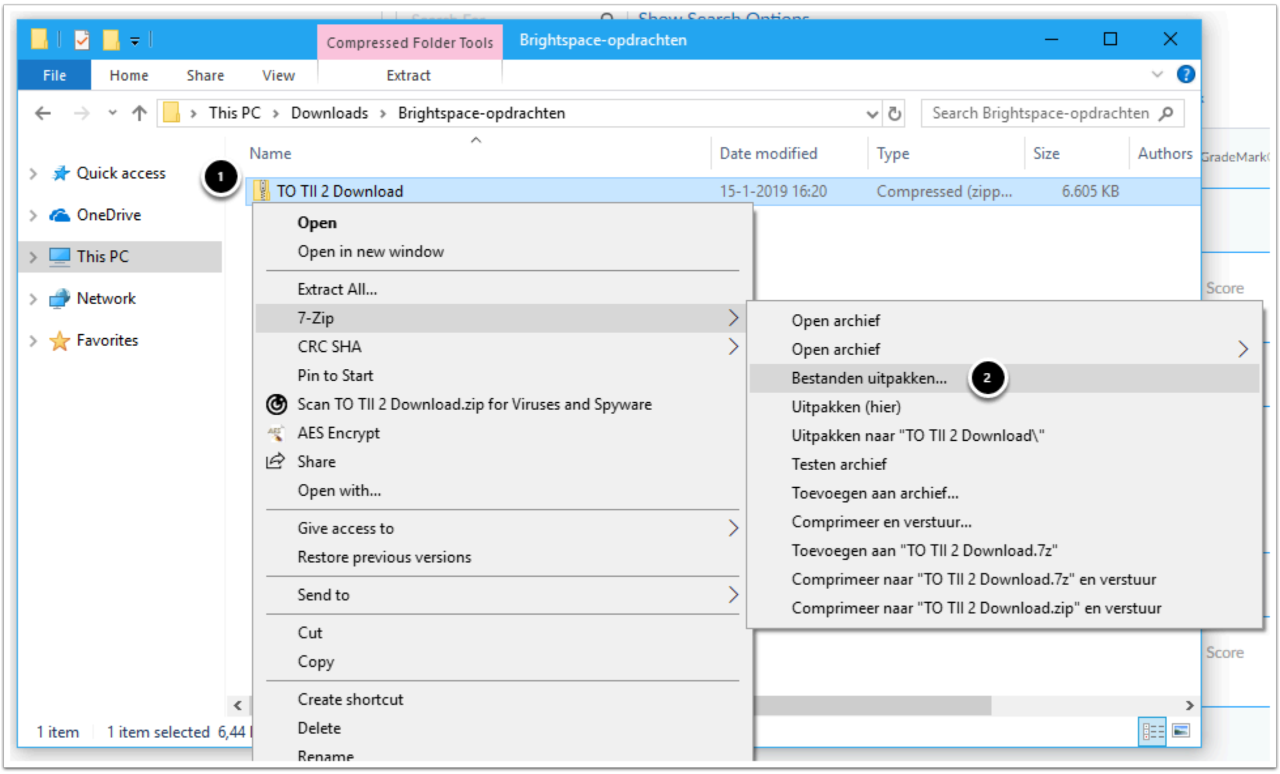
Best practice: move all downloaded Brightspace files from a zip-file to one folder.

When you download all handed in files of an assignment, Brightspace will put these in different sub-folders for each student. By using the program **7-Zip** you can unpack them easily. This will put all files in one single map.

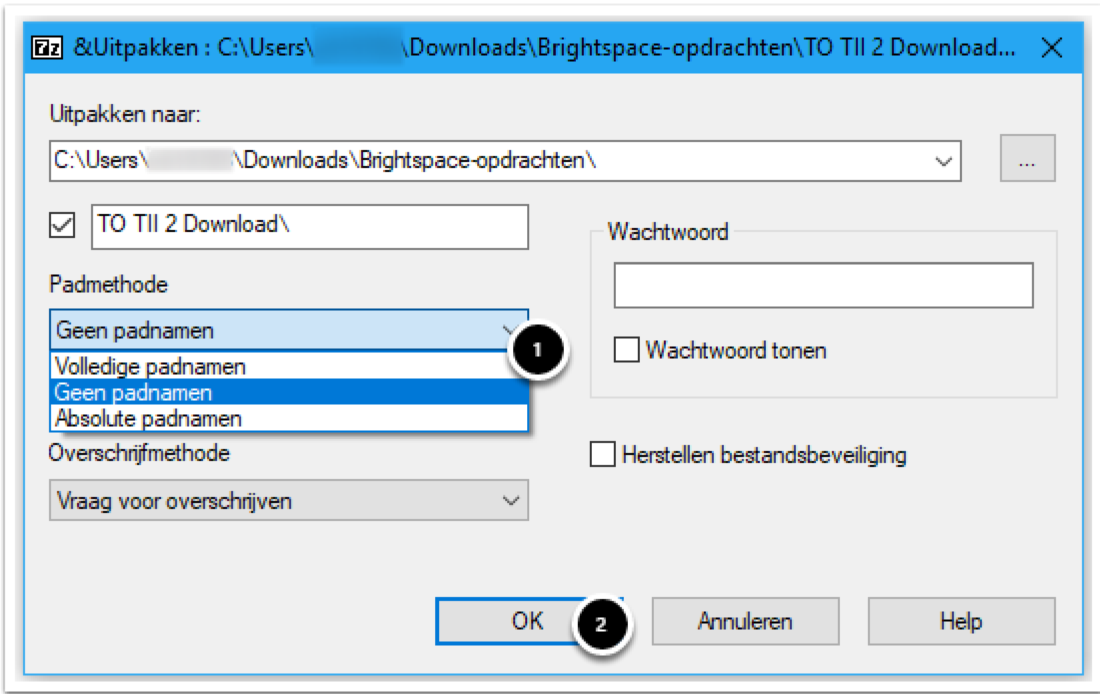
7-Zip is installed on RU desktops by default. If it is not installed on your computer, all you have to do is download it using the Software Center. To install the program on your personal computer or laptop, please go to the official 7-Zip web page.



- Go to **Activities** in the navbar of your course.
- Click **Assignments.**
- Select the assignment you want to download.
- Download all submissions of a specific assignment. To do this, select all submissions you want to add and click on **Download.**



1. Use the navigator of your PC to go the downloaded file.
2. With the right button of your computer mouse, click the zip-file. Go to **7-Zip** and click **Unpack files...** (Bestanden uitpakken).



1. Under **Padmethod** select **No Pad names** in the drop-down menu.

2. Click on **OK** to unpack the file. 7-Zip will now create a new folder with all of the documents.

⚠ If you use the method described above to unpack files, you can no longer see which file belongs to which student unless they have put this in the file name. Please remember this when you are grading. IT can also happen that several documents belonging to one student are in the same folder, even if the **Submission Options** were set in a different way.

Best practice: using start dates, due dates and end dates.

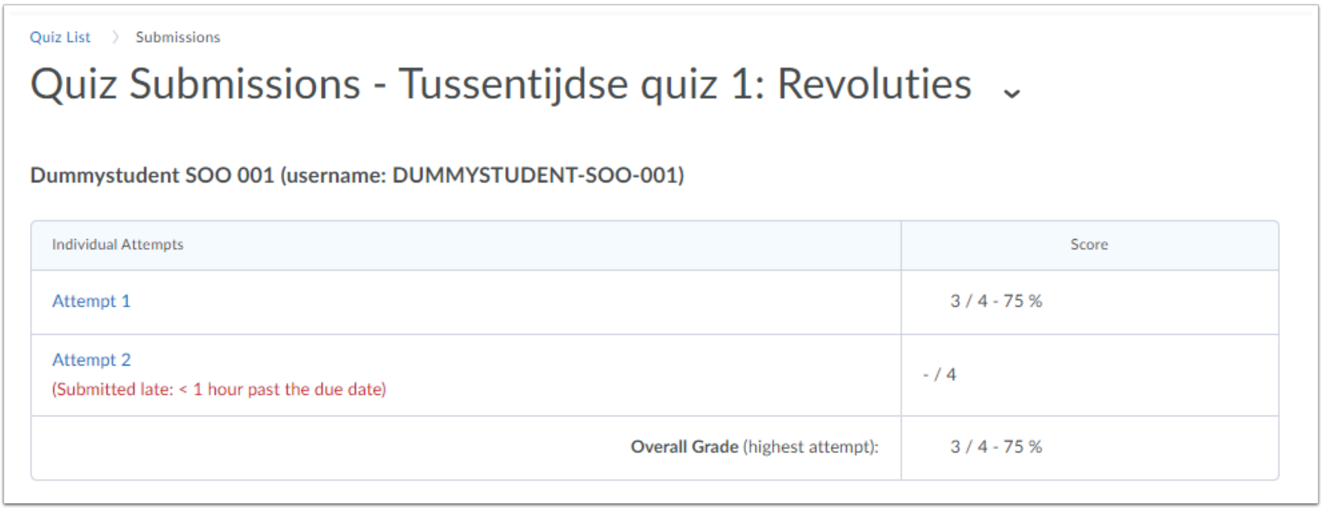
You can set up several dates for Assignments, Quizzes and Content topics in Brightspace. You can set up a **Start Date, Due Date** or **End Date.** Setting up due dates has different implications than setting up an end date.

- Due date
- End date

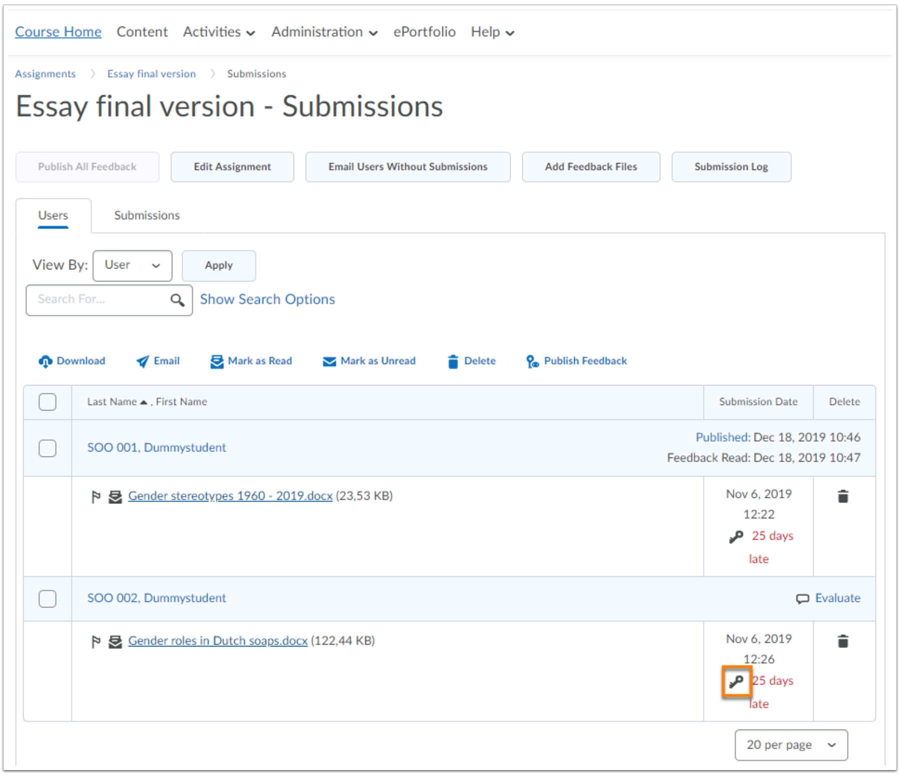
Do you want to learn more about setting up a start, due or end date? Read the articles for Restrictions in Assignments, Quizzes and Content:

How do I set restrictions for an Assignment?
How do I set restrictions for a quiz?
How do I edit the properties of a topic and how do I move a topic?

Due date

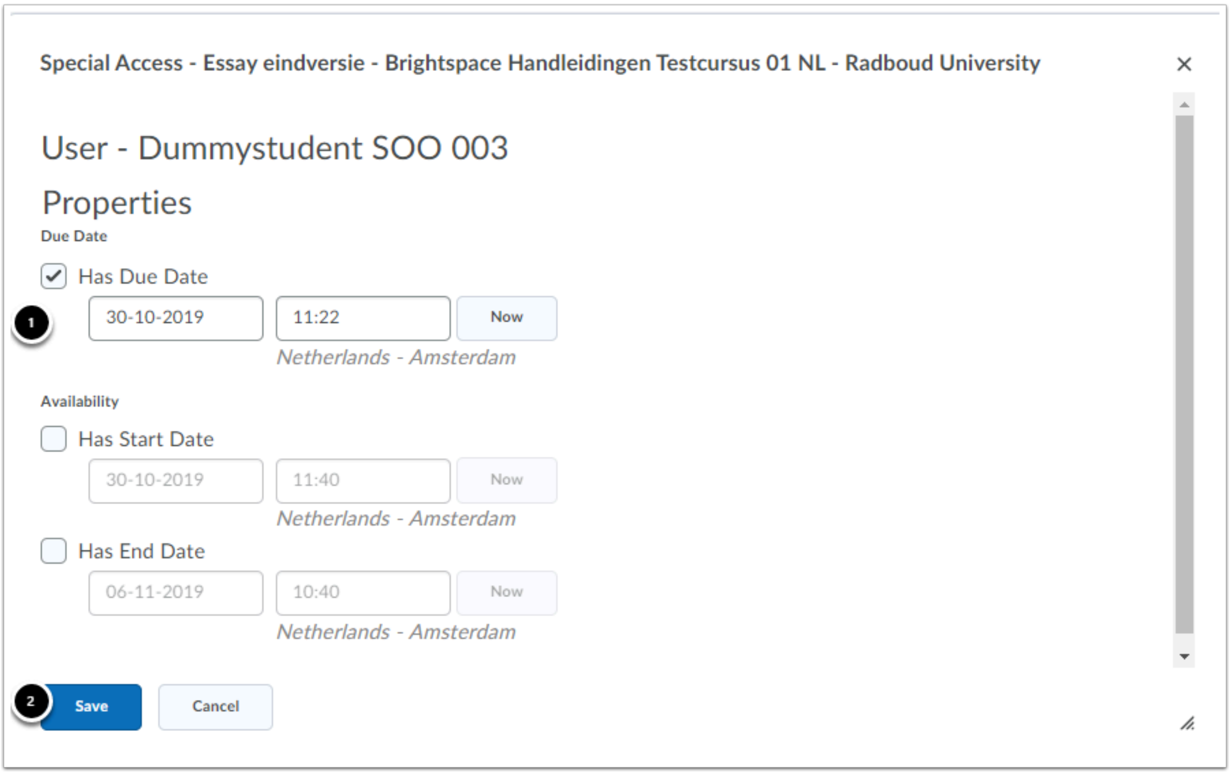


When you add a due date to a topic or activity, it will automatically be visible in the students' Calendar. Students will also receive notifications about upcoming deadlines in Brightspace (unless they have turned this feature off). When the due date has passed students can still access the topic or activity. This means that when you have added a due date for an assignment, students can still submit their assignment after this due date has passed. If you are dealing with Activities, you will see a list of the submissions that have been handed in late. Brightspace will mark these submissions as **Late** and will also show how much time has passed since the due date.



It is possible to erase the marking for an assignment that has been submitted late. You can choose to do this when the student has a valid reason for a late submission, for example a technical error or personal circumstances.

- Click on the key item for the late submission. A pop-up window will open.



1. Select **Has Due Date** and enter a new due date. If you just want to remove the marking, then click **Now.** If you want to extent the deadline for one or multiple students, enter the new deadline.
2. Click **Save.**

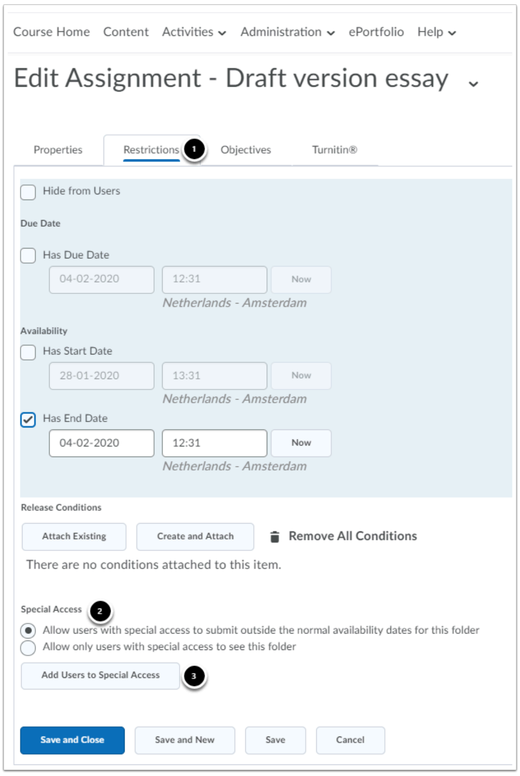
When a group assignment is concerned, you will see a heading with **Users** below Availability, with the group concerned right behind it. Here you will find the names of the students who are a part of this group. You can select the students for whom the new due date applies. This is important because it might occur that several students have submitted an assignment too late, but that not all students have a valid reason. You can now select just those students who had a valid reason.

When you want to change the due date for multiple students at once, you can do so with the use of **Special Access** in the assignment itself. For more information please read the article [How do I set restrictions for an Assignment?]

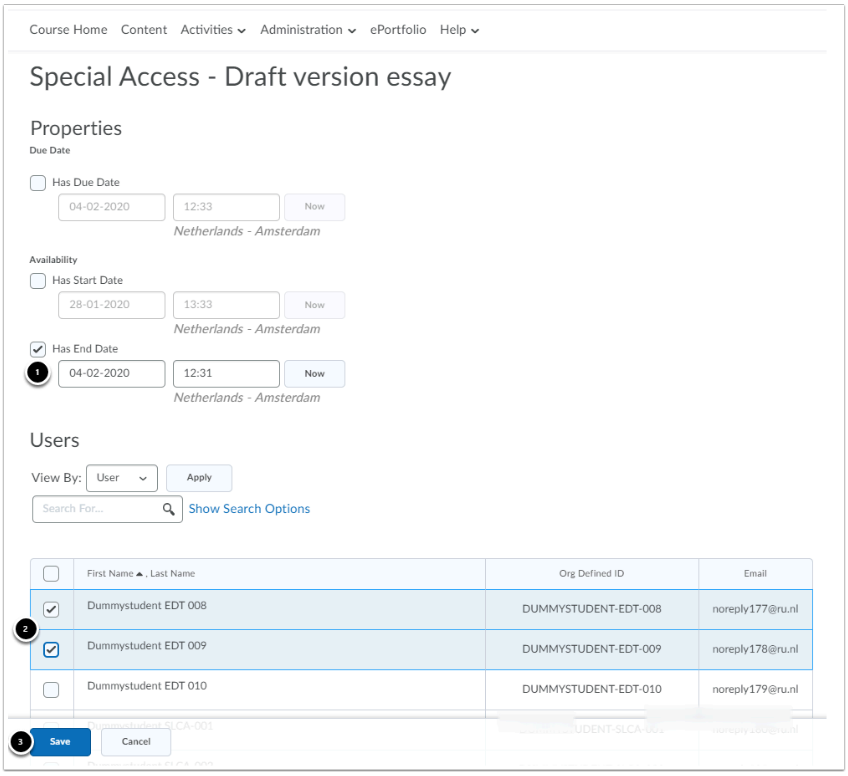
End date

An end date, which can be used for a topic or an Activity, means a hard deadline. When this deadline has passed, the topic or Activity will no longer be visible and accessible for students. The end date is not visible in the Calendar, so you have to be clear and communicate it to students to prevent any misunderstandings. Unlike with a due date, students cannot submit their work late. The downside of this is when students have a valid reason to submit their assignment, quiz, or survey late, they do not automatically have the possibility to do so.
It is possible, however, to make exceptions for the end date for specific students with the option **Special Access.** Please note that when you set this up only after the end date has passed, students can submit their work after you have granted special access. This means you have no way to check whether students have worked on their assignment or quiz, which is something they are not supposed to do if they were dealing with a technical error.

- Navigate to the desired assignment, quiz, or survey and go to the editing page (**Edit**).



1. Click **Restrictions** (second tab).
2. Select **Allow users with special access to**…
3. Click **Add Users to Special Access**.



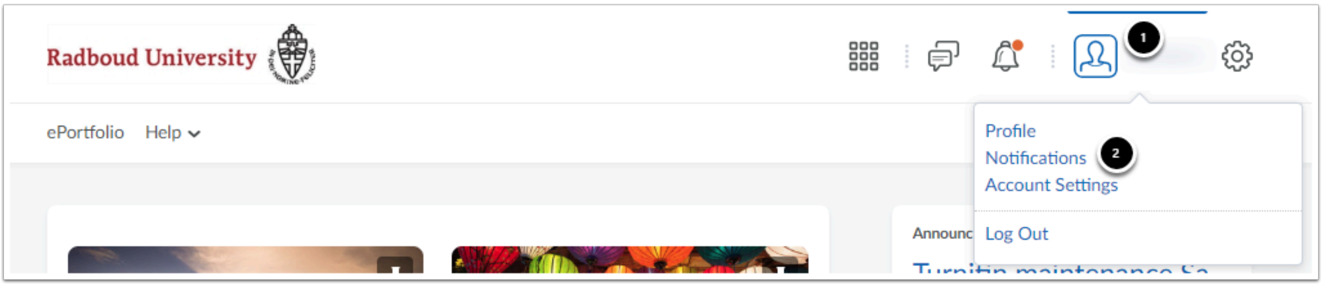
1. Enter the changed **End Date.**
2. Select the students for whom this new end date applies.
3. Click **Save.** Then click **Save and Close.**

It is suggested to always work with a due date, so students can use their Calendar to see when they have to submit anything; they will also receive notifications. It is also suggested to work with an additional end date to motivate students to submit their work on time. Ideally, you would leave a short period of time, for example 2 hours, between the due date and the end date. This way student can still enter their submission if they are slightly late. The submissions entered during this time will be marked as **Late.** You can then decide whether the students had a valid reason and whether you want to rate the submissions at a later moment.

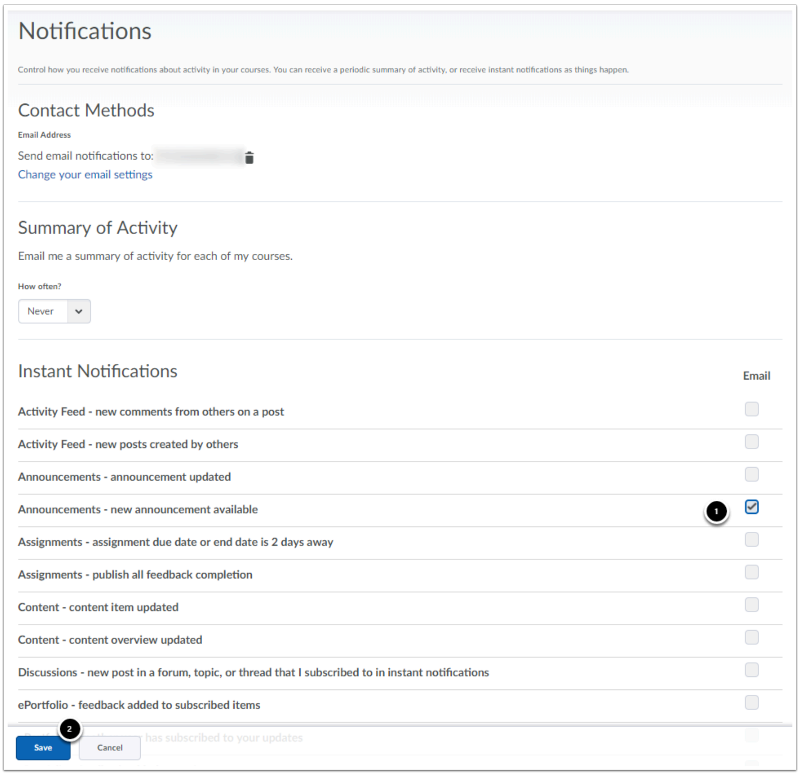
Frequently Asked Questions

How do I receive Announcements by e-mail?

Under **Notifications** you can sign up to receive email notifications when new and updated Announcements items are posted.



1. Click on your name or profile picture in the **minibar**.
2. Select **Notifications**.



1. Check **Announcements** - **new announcement available**.
2. Click **Save**.

You now receive new Announcements by email. The Announcement will also be visible on your personal homepage in Brightspace.

Do you want to know how to adjust other settings in notifications? Read the following article: how do I manage my notifications?

How can I experiment with Brightspace?

Every lecturer has their own Sandbox course. You have access to all necessary functionalities, and can try them out without possible unwanted consequences for yourself or your students. The Sandbox is private: only you and the colleagues you have enrolled can view its content.

The Sandbox is a useful tool that will help you get used to Brightspace. You can, for example, experiment with new ways to present your content, create new tests for students and discover ways to improve interaction with students. You can also prepare a course in your Sandbox and export it to a public course when satisfied.

> ⚠ Take note: the Sandbox is located in the production environment of Brightspace. Normally only you have access to the Sandbox. You can however add other existing users if you want. Only add someone if said person has consented. Keep in mind that the enrolled person can view everything in your Sandbox when they have the same role.

What is a Sandbox?

A Sandbox is a personal environment where you can experiment with Brightspace. You have access to all necessary functionalities, and can try them out without possible unwanted consequences for yourself or your students. The Sandbox is private: only you and the colleagues you have enrolled can view its content.

The Sandbox is a useful tool that will help you get used to Brightspace. You can, for example, experiment with new ways to present your content, create new tests for students and discover ways to improve interaction with students. You can also prepare a course in your Sandbox and export it to a public course when satisfied.

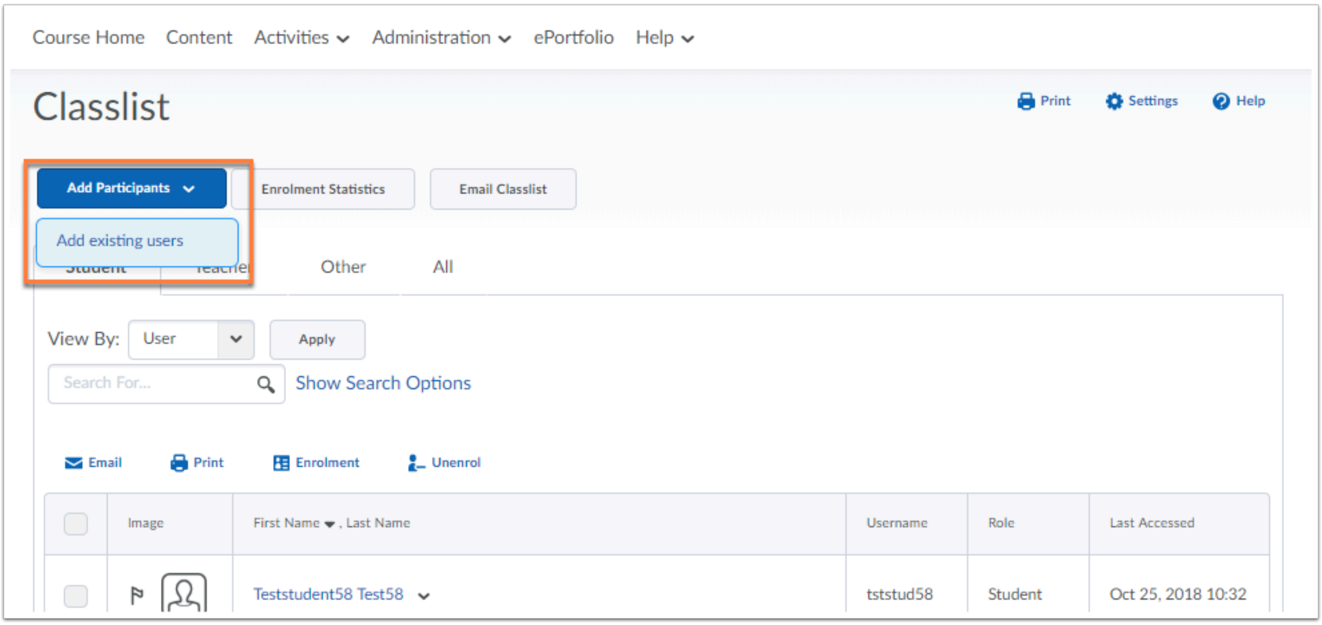
Take note: the Sandbox is located in the production environment of Brightspace. Normally only you have access to the Sandbox. You can however add other existing users if you want. Only add someone if said person has consented. Keep in mind that the enrolled person can view everything in your Sandbox, when he or she has the same role.

Can I add colleagues to my Sandbox?

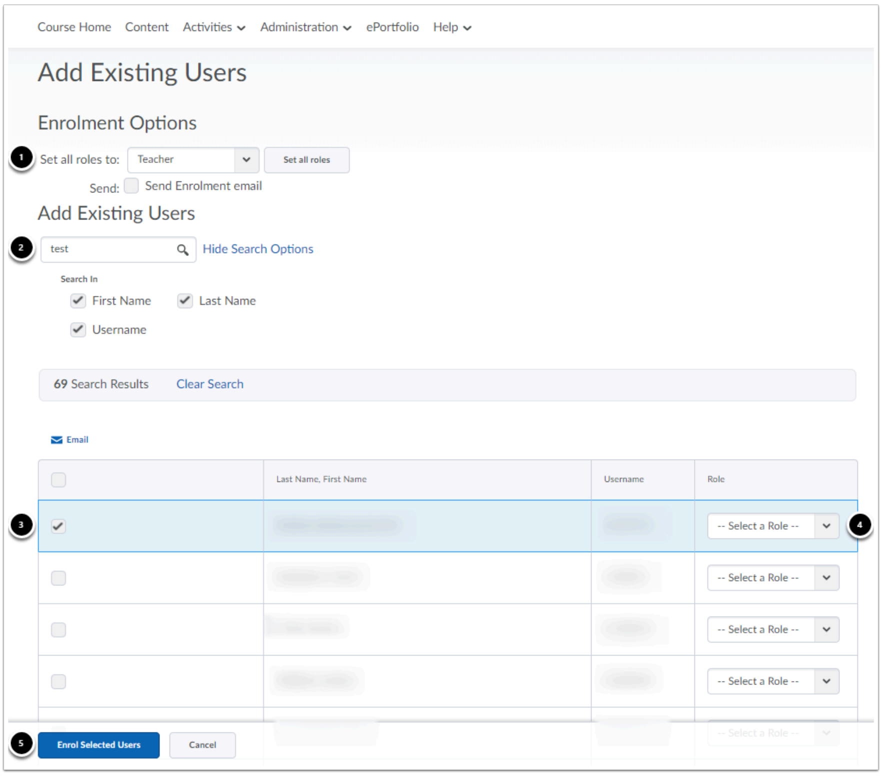
You can add any Brightspace user (who is either a Radboud University colleague or student). When enrolling others you can assign them certain roles that determine their permissions in a course. For more information about these roles and permissions, please visit this article.

Please note: The Sandbox is located in the production environment of Brightspace. Normally only you have access to the Sandbox. You can however add other existing users if you want. We advise to only add someone if said person has consented. As soon as a user is added to your sandbox, your sandbox will appear alongside the courses of this person and they will have direct access to your sandbox.

- Navigate to **Administration** in the navbar of your course.
- Click **Classlist**.



- Click **Add Participants**.
- Click **Add Existing Users**.



1. Click the arrow next to **Set all roles to** and select **Teacher.**
2. At **Search For**, type in (part of) the name or u/e- number of the person you are looking for. Now press Enter (on your keyboard) or click on the symbol of the little magnifying glass.
3. Select the collegea(s) you would like to add.
4. Click the arrow next to **Select a Role** and select which role this colleague has within your sandbox. Note: based on the role you select, the colleague can/cannot do certain things in your sandbox. Read the article Which roles are available in Brightspace? to find out which authorizations belong to each role.
5. Click **Enrol Selected Users**.

You have now added your colleague(s) to your course, which means that you can find them in your classlist. Your colleague is now able to see your sandbox alongside his/her courses in Brightspace and has direct access to your sandbox.

0 Comments

Can I add students to my Sandbox?

You can add any Brightspace user (who is either a Radboud University colleague or student). When enrolling others you can assign them certain roles that determine their permissions in a course. For more information about these roles and permissions, please visit this article.

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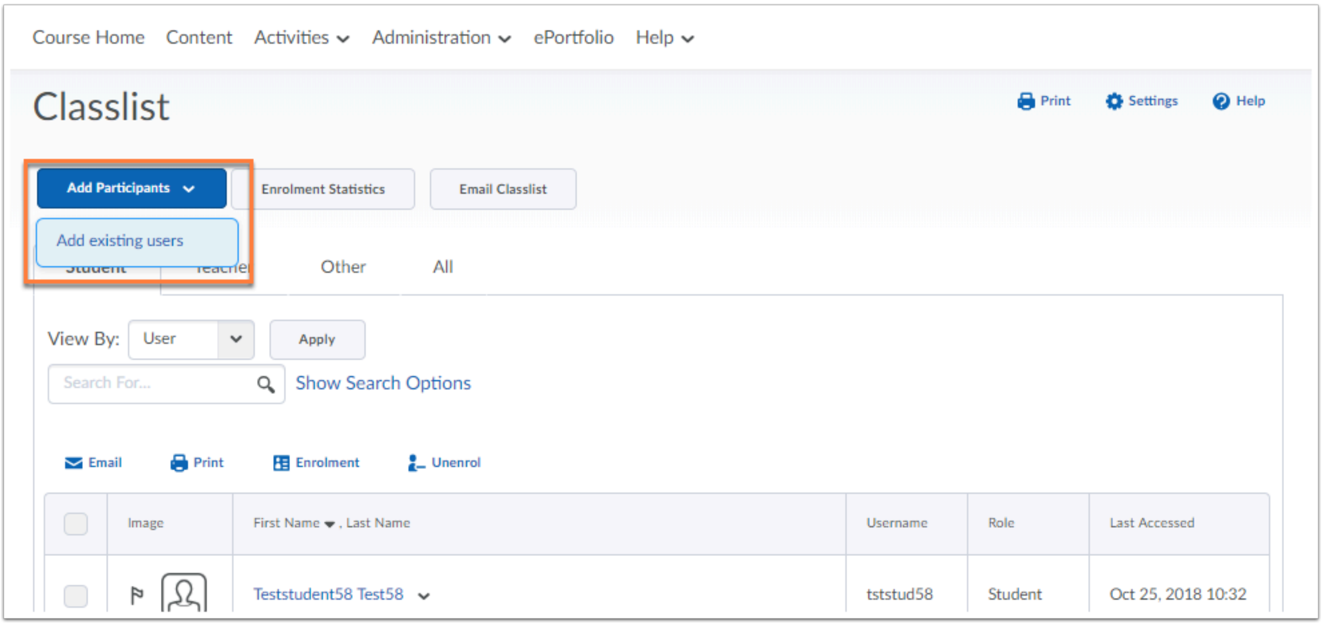
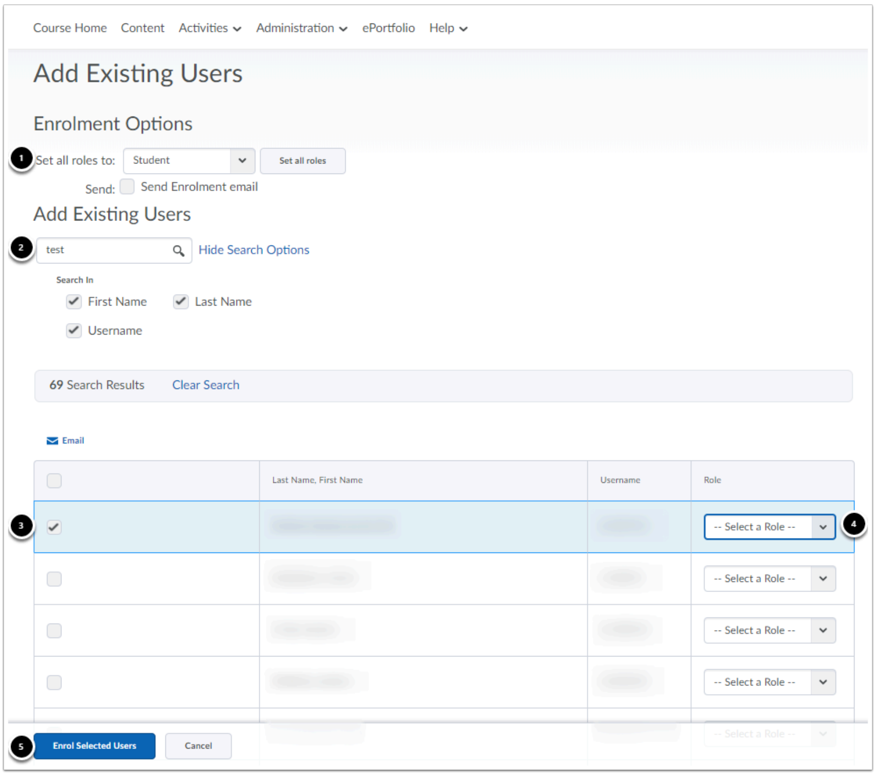
- Navigate to **Administration** in the navbar of your course.
- Click **Classlist**.



- Click **Add Participants**.
- Click **Add Existing Users**.



1. Click the arrow next to **Set all roles to** and select **Student.**
2. At **Search For**, type in (part of) the name or student number of the person you are looking for. Now press Enter (on your keyboard) or click on the symbol of the little magnifying glass.
3. Select the student(s) you would like to add.
4. Click the arrow next to **Select a Role** and select which role this student has within your sandbox. Note: based on the role you select, the student can/cannot do certain things in your sandbox. Read the article Which roles are available in Brightspace? to find out which authorizations belong to each role.
5. Click **Enrol Selected Users**.

You have now added the student(s) to your course, which means that you can find them in your classlist. The student is now able to see your sandbox alongside his/her courses in Brightspace and has direct access to your sandbox.

Can I use a test student in Brightspace?

In the process of adding content to your course in Brightspace it can be helpful to preview content as a student. You can use a test student to check if everything works and shows as it was intended. There are multiple options to do so.

1. To *view* the course from the perspective of a student you can use View as student.
2. If you want to *experience* specific content from the perspective of a student you can use the Dummystudent; a fictional student you can add to a course and impersonate.

Please contact your faculty ICT support if you would like to use a dummystudent in a designated course. The dummystudent will appear in your class list after confirmation of the ICT support. ICT support will also remove the dummystudent if you don't need it anymore.

How are OSIRIS and Brightspace connected?

OSIRIS is mainly used for two purposes: for general administration and as the official channel for registering student grades. You can use the gradebook in Brightspace, but only if you also register the grades in OSIRIS.

Each academic year OSIRIS is used to designate educational personnel and students to courses. Based on this information lecturers, colleagues (Observers) and possibly student assistants will be enrolled in the right Brightspace courses (Course Offerings). Please read the article Which roles are available in Brightspace? for more information about which OSIRIS role is linked to which Brightspace role.

Based on their OSIRIS enrolments students will be automatically enroled for the corresponding Brightspace courses. They will also be automatically assigned to a group within a course when you have indicated that the groups need to be transferred to Brightspace. Read more about (un)enroling for courses and groups here.

For more information about the relationship between OSIRIS and Brightspace, please read the following article: How is a course created in Brightspace?

Where can I get support?

Please contact your faculty's Teaching Information Point or ICTO for questions.

You can also go to the Brightspace Support website for questions and additional information.

How safe is Brightspace?

On May 25th 2018 the Dutch government adopted a law in accordance with the European GDPR: de Algemene Verordening Gegevensbescherming (AVG). Brightspace was chosen with AVG in mind and therefore complies with the new regulation. Everyone at Radboud University has formally agreed with the new privacy agreement.

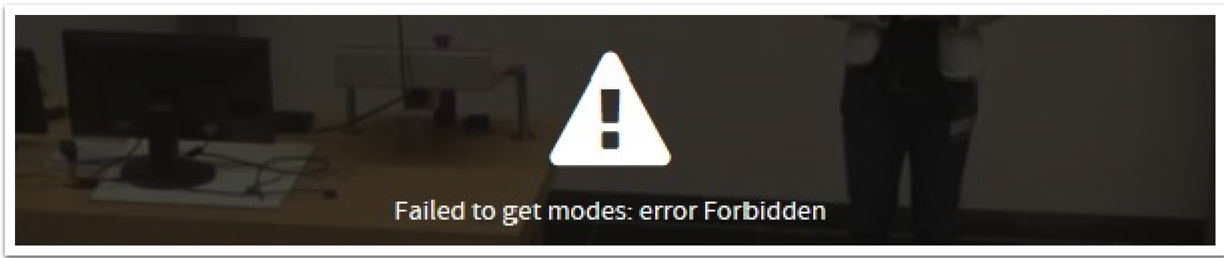
Brightspace is safe, but the security of the entire system (including links to different systems such as OSIRIS is as strong as the weakest link. That is why Brightspace has been tested by the Digital Security group of Radboud University in an attempt to spot possible errors or risks. This extensive test has resulted in the definitive acceptance and implementation of Brightspace.

What should I do if I can't view weblectures in Internet Explorer?

If you are using Internet Explorer 11 as your browser, you might get an error message when you click on a weblecture (see image below). This happens because the browser does not allow **third party cookies** to be transferred. However, this is a requirement for weblectures and other applications functioning via an LTI-link to work. There are three ways to solve this:

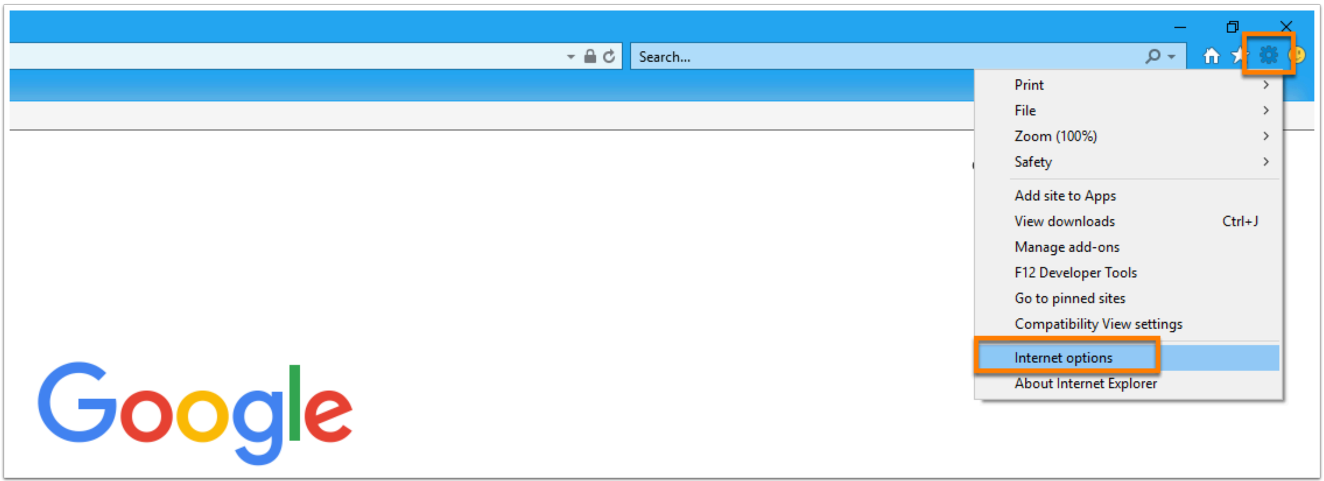
1. Use a different browser (like Google Chrome or Microsoft Edge for example).
2. Change the settings in Internet Explorer.
3. At the topic in Brightspace, tick the box next to Open as External Resource (applies to teachers, and is especially useful for UMC-users).

An error could also occur when you use Safari. Please refer to the following article for information about changing your browser settings: How do I solve problems with external apps when using a mobile device?

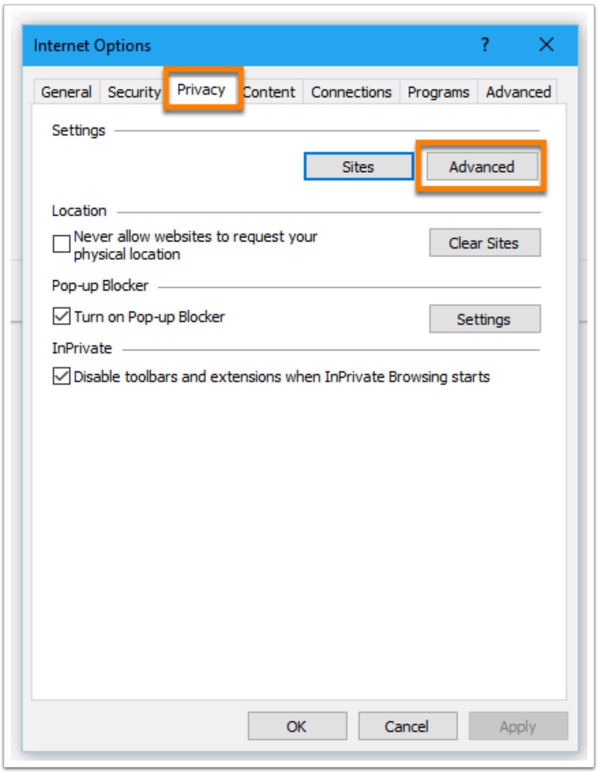


Change the settings in Internet Explorer

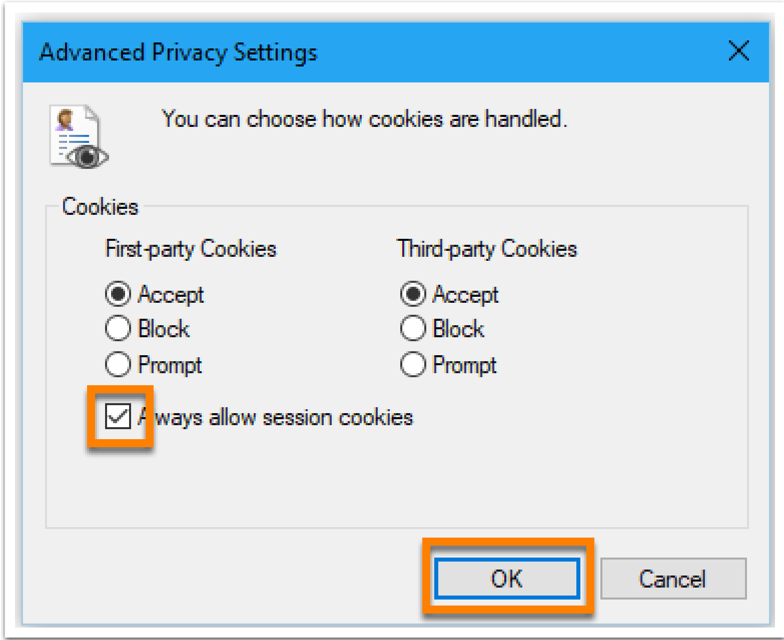
- Open Internet Explorer.



- Click on the Tools button in the top right corner.
- Select **Internet options**. A new window will appear.



- Click on the **Privacy** tab.
- Select **Advanced**.

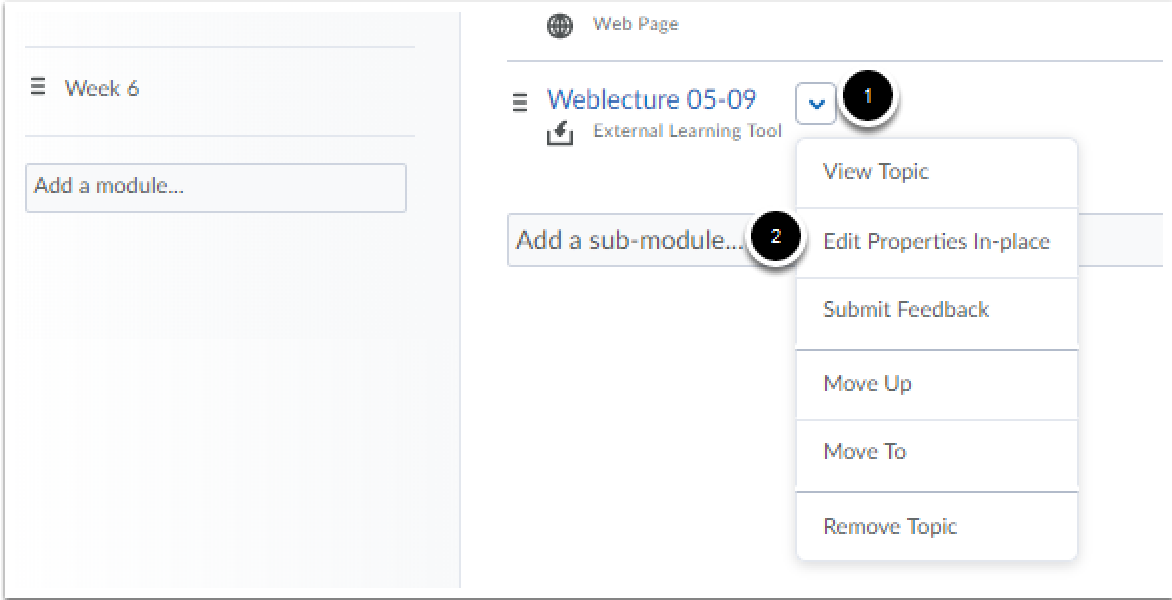


- Tick **Always allow session cookies**.
- Click **OK** to save your new settings.

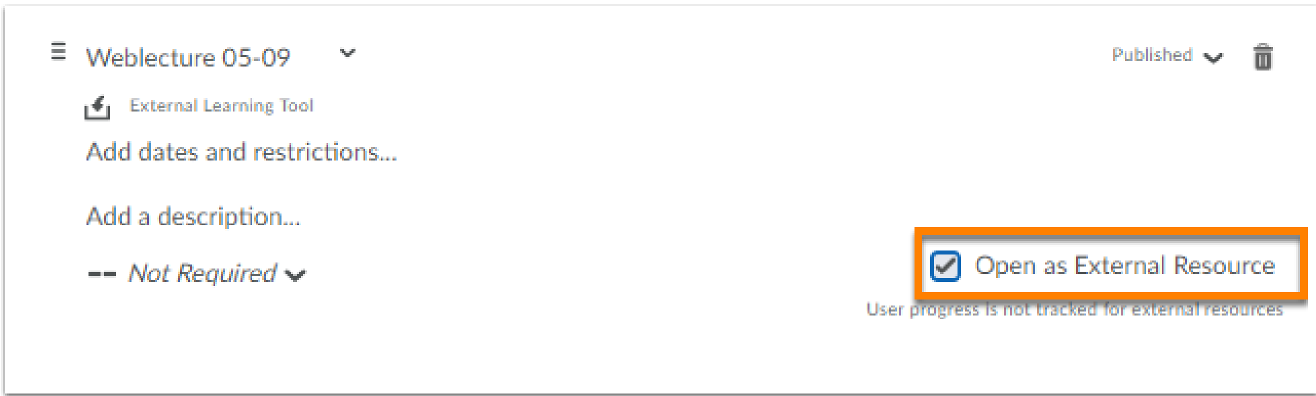
Change the settings in Brightspace

For this option, the user progress will not be tracked in Brightspace. This does not have consequences for weblectures, but it does matter when you use this method for a different application that functions via an LTI-link.

- Navigate to **Content** in the minibar of your course.
- Go to the sub(module) that houses the web-lecture.



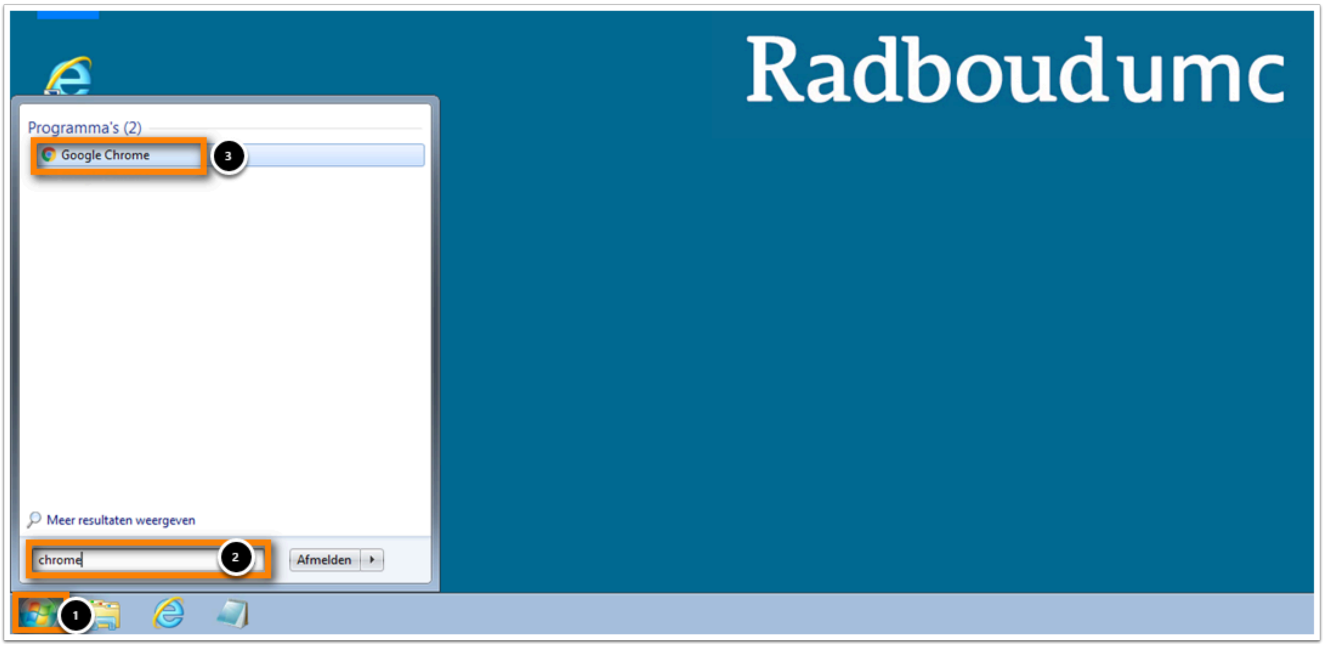
1. Click the fold-out arrow next to the weblecture.
2. Select **Edit Properties In-place**.



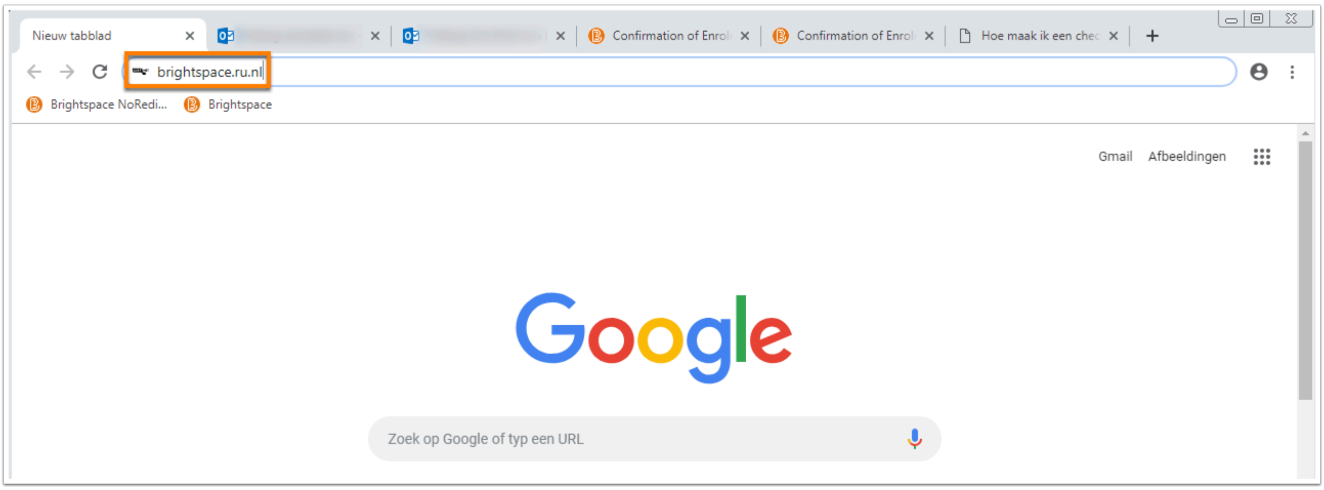
- Tick **Open as External Resource**. Now, when you click on the topic, the weblecture should open in a new window.

How do I open Brightspace in Google Chrome?

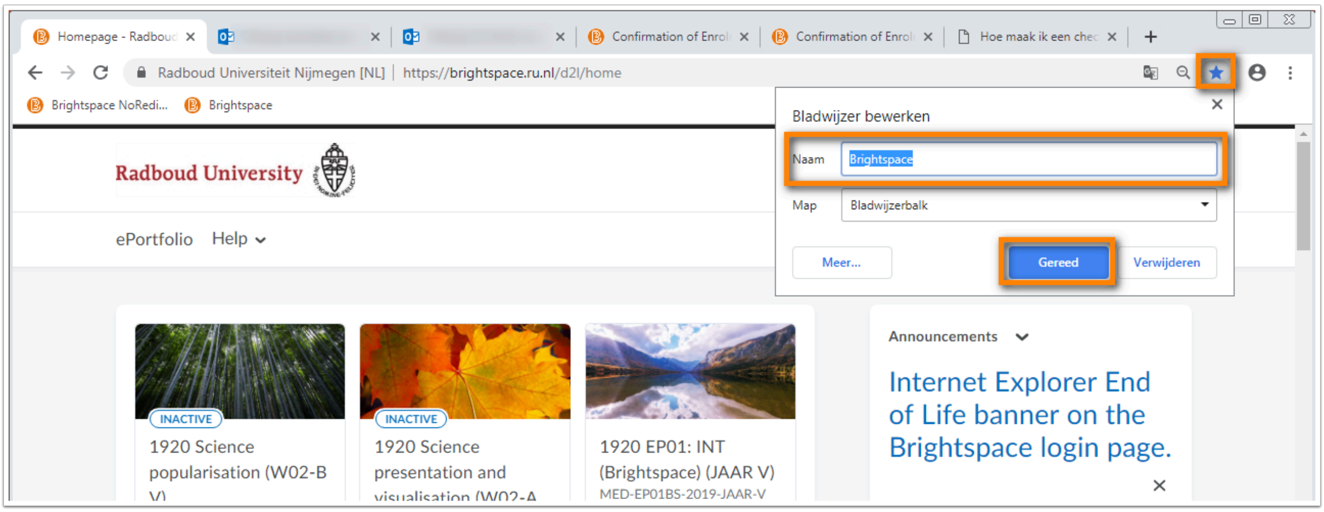
Starting 1 january 2020, Brightspace can no longer be accessed with the Internet Explorer browser, the default browser for the Radboudumc. Every user at the Radboudumc and Radboud University has access to the Google Chrome browser. This manual will show you how to access Brightspace with Google Chrome.



- Click the **Windows**-button.
- Go to the search bar and enter **"**Chrome"**.**
- Click **Google Chrome**. The web browser will now open.



- Go to brightspace.ru.nl in the search bar and click **Enter.** The Brightspace log in window will now be opened.



You can add Brightspace to your Bookmarks (Favorites) by clicking the star at the top of the screen. Click on the star, choose a fitting name, *for example Brightspace,* and click **Done.**

Virtual Classroom FAQ

Plan a meeting

How do I announce a planned a meeting?

You create a meeting by going to **Activities > Virtual Classroom.** When you create a meeting, a **Calendar** event will automatically be created in your Brightspace course. This event will be visible on your homepage and in the Pulse app. If you make changes to the date and/or time of the meeting then this will automatically be processed in the Calendar event. You might also want to add the planned meeting to your **Course Content.** Additionally, you can create an **Announcement**.

When will students and lecturers have access to the meeting?

Students can enter a meeting when the planned starting time has passed *and* when the lecturer has opened the meeting.

A lecturer can access the meeting 10 minutes in advance to prepare.

Participants

How do I create a meeting with one or a few participants?

Plan a meeting where you do *not* invite the entire class (turn off the **Invite entire class** option).
Go to the planned meeting and choose **Edit.**
Use **Manage Invites** to choose the students you want to add.
Read this manual for additional instruction**.**

How do I invite the other lecturers in my Brightspace course for a meeting?

Each person who is in your Brightspace course and does not have a student role automatically has access to all meetings. That is why you do not need to add lecturers to a meeting separately.

Can I invite lecturers who are not part of my Brightspace course for a meeting?

It is possible to select the option **Allow External Participants** when you are creating a meeting. Once the meeting is planned you go to **Actions,** click the three dots icon and select **Copy External Link**.
This link can be shared with your colleagues, for example via email. They can then access your meeting without having to access your Brightspace course. Within the meeting they will then be assigned a student role.

> You share a public link to the meeting. This means the meeting is accessible for anyone who clicks the link. The person who opens the public link has to enter a (screen)name in order to participate, but it is not possible to check the identity of the participant even when the person is logged into Brightspace.

Presenting

Is there a limit for my file sizes?

If you want to present documents, for example a Powerpoint presentation, you have to keep in mind that the document can be 30 MB or 200 pages at most. This limit applies to every file. If you want to share a large file, you might want to create several smaller files, or save the file as a smaller format.

Can students present during the meeting?

Yes, you can make a student **presenter.** Go to the list of participants on the left side of your screen and click on the name of the person you want to make presenter. This person can now control the whiteboard, upload a presentation and share their screen. If you want to present yourself, click your own name in the list of participants and make yourself presenter again.

Can I share files with my participants during a meeting?

You can use the **chat** to send files to all participants, or use the **private chat** to send files to one specific participant. Open the chat window and click **Send file** at the bottom.

Audio and webcam

How many participants can use a webcam simultaneously?

The maximum number of webcams that can be turned on simultaneously during a meeting is 10. This includes the lecturer's webcam. When this limit is reached the next participants will not be able to turn their webcam on as this option is blocked. One of the ten participants will have to turn their webcam off in order to allow a next participant to turn theirs on.

Can I mute a student or turn off their webcam?

You can mute all students at once by clicking on the plus icon at the bottom left and selecting **Mute all.** However, each separate student will be able to turn their microphone back on. You can use this option if you want students to participate but prevent them from speaking all at once.

You can also block all microphones and webcams:

- Click the three dot icon at the top right.
- Select **Settings** and then select **Participants.**
- Add a checkmark to the microphone and/or webcam to lock it.

Students can no longer turn on their webcam or microphone, unless you disable this setting again.

This setting only applies to participants who are students. Lecturers are always able to use their microphone and webcam.

You cannot turn off the microphone and/or webcam for one specific student.

Breakout rooms

How many groups can I create?

You can use **breakout rooms** to divide the participants of the meeting into a maximum of six groups. Each group will get their own meeting, and the maximum number of participants for each respective breakout room is 150.
Read this manual to learn more about the breakout rooms.

What is the time limit for a breakout room?

When you create a breakout room you can decide how long it should last. The default setting is 15 minutes, but you can change the duration and make it longer or shorter. The time for the breakout room cannot exceed the remaining time of the main meeting.

When the time has passed the breakout room will be automatically closed. Students can then close the breakout room tab and thus return to the main meeting.

Which sounds do breakout room participants hear?

Breakout room participants will only hear the sound of their own breakout room. As lecturer you will only hear the sound of the participants who remained in the main meeting. If you want to talk to the students of a specific breakout room you will have to join that room.

How can students ask for help while in the breakout room?

The breakout room opens in a new window. Students can click on the tab containing the main session and then send a chat message there. They do, however, have to keep the tab containing the breakout session opened as well. The lecturer can then answer the question via the main session's chat, or move to the breakout room containing the student with the question.

Create and share recording

How do I record a meeting?

There are two options:

1. Turn on **Automatically record meeting** when you are creating the meeting. The recording will start at the predetermined start time, even if you open the meeting ten minutes in advance.
2. Click **Start recording** at the top of your screen once the meeting is opened. This option is recommended because you can then determine which parts of the meeting need to be recorded.

Can I record a breakout room?

No, only the main meeting can be recorded. A message will appear at the top of the breakout room stating *Not recording.*

How do I share a recording with a group or certain students?

- Go to **Activities** and then to **Virtual Classroom.**
- Go to **Recorded Meetings,** then the **Actions** column and click the three dots icon.
- Select **Copy Public URL**.
- Go to **Content** and navigate to the module in which you want to place the link.
- Use **Upload/Create** to add a topic of the **Create a link** type.
- Use **release conditions** to determine who within your course gets to see the topic.

> You are now sharing a public link to your recording. Even though you restrict the access to the topic within Brightspace, the link can be found by students in your course and can then be shared with the entire world. Be careful when using this method, especially when you are dealing with privacy sensitive data.

How do I prevent a meeting from getting downloaded?

When you are creating a meeting you have to deselect the option **Automatically publish meeting.** The student will then not see a download link. You can, however, add

a link of the recording to the course. Students can use this link to play the recording within Brightspace, but cannot download it.
Lecturers are always able to download the recording.

Can I edit a recording afterwards?

No, you cannot edit a finished recording. If you do not want to record all components of a meeting then you will have to stop the recording and resume at a later moment.

Errors

Why do I get to see Access denied when I try to access the Virtual Classroom?

It is important to allow so-called 'third-party cookies' in your browser (the recommended browser for Virtual Classroom is Chrome). You can change this setting by going to your browser and then Settings > Privacy and security > Site Settings > Cookies and site data. Check whether the option 'Block third-party cookies' is turned off.

Why is the Enter Meeting Room button gray when I try to start a meeting?

This can mean two things:

- You have opened the meeting more than ten minutes before the starting time.
- You are using a browser that is not supported, such as Safari, Internet Explorer, or Edge. The recommended browser for Virtual Classroom is **Google Chrome.**

For more information about the Virtual Classroom, please click here to read the manuals.

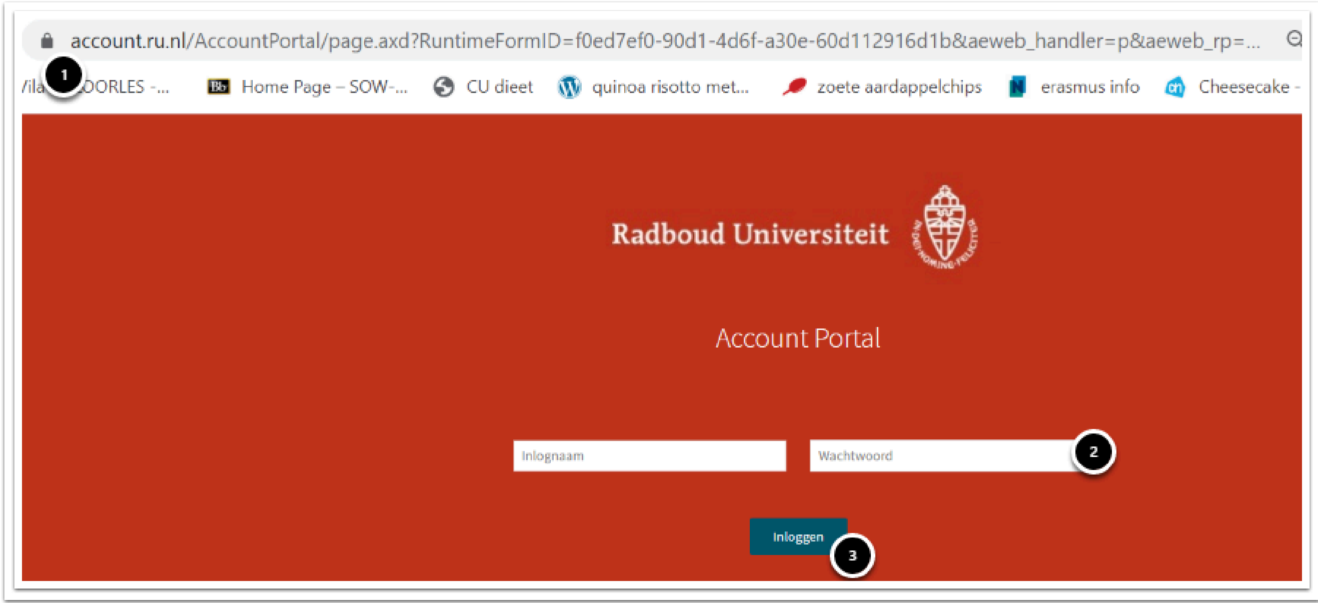
Basic settings: account, login and navigation

How do I create a Brightspace account?

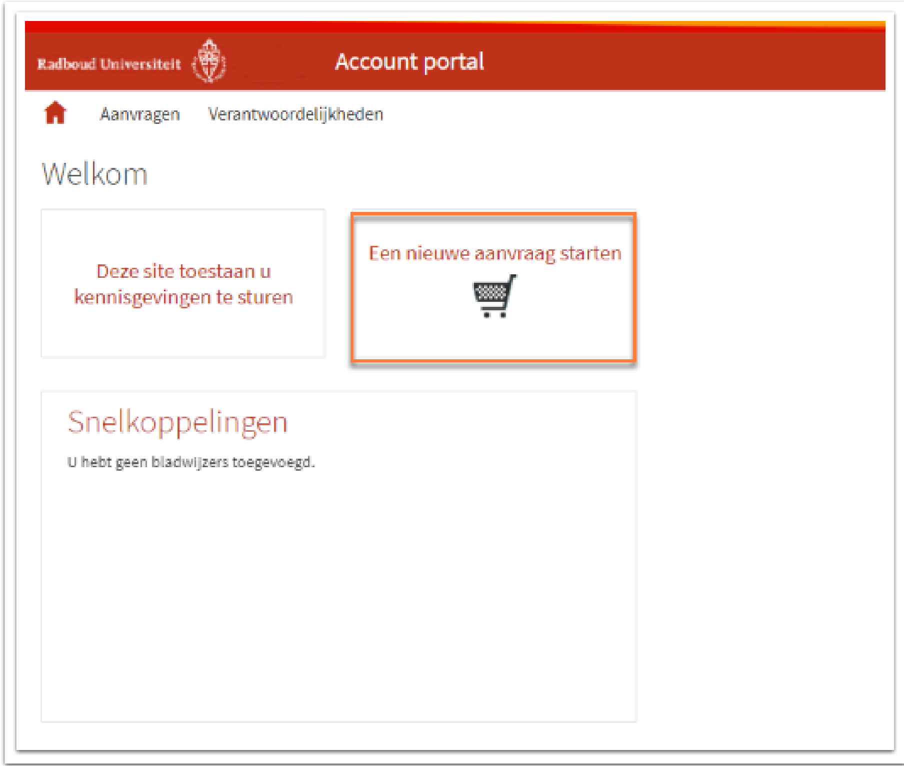
Are you an employee with a U- or an E-account? Then you can make a request for a Brightspace account yourself via the Radboud University's Accountportal. Employees with a Z-number must contact brightspace.rha@radboudumc.nl.

Are you a student and do you have an activated S-account? Then you can log into Brightspace directly. Read more on how to do so here .

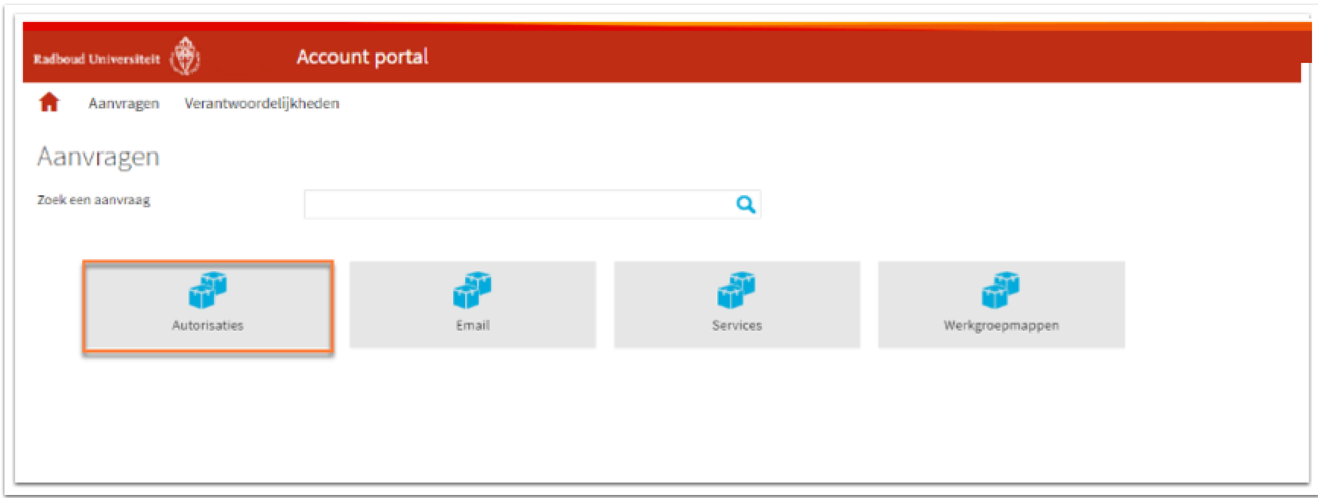
Requesting an account in Accountportal



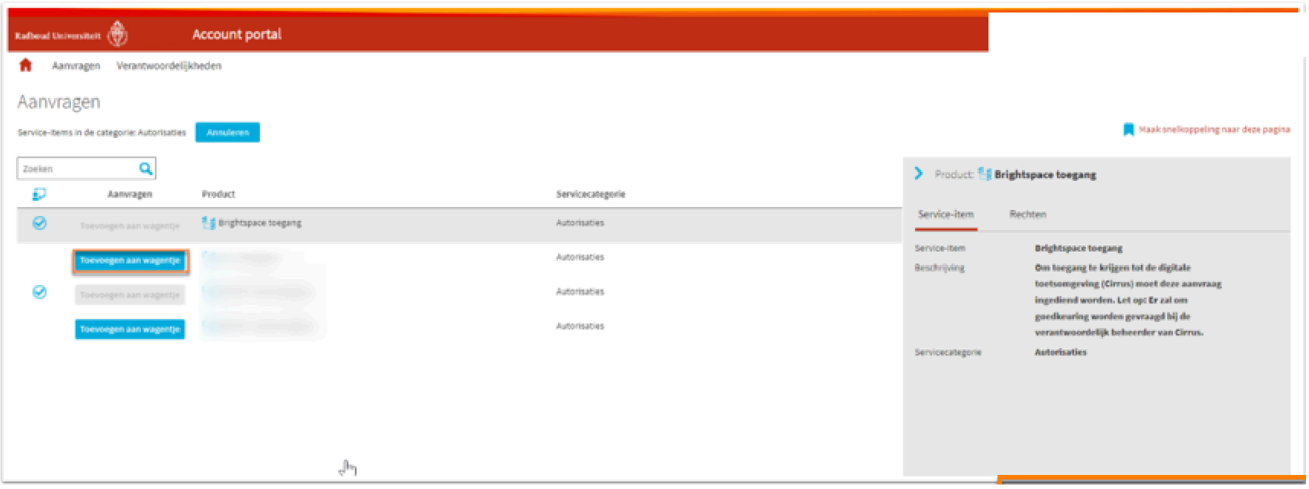
1. Go to the Accountportal at https://account.ru.nl.
2. Fill in your RU login name (U-, E-, or S-number) and password.
3. Click **Inloggen ("log in").**



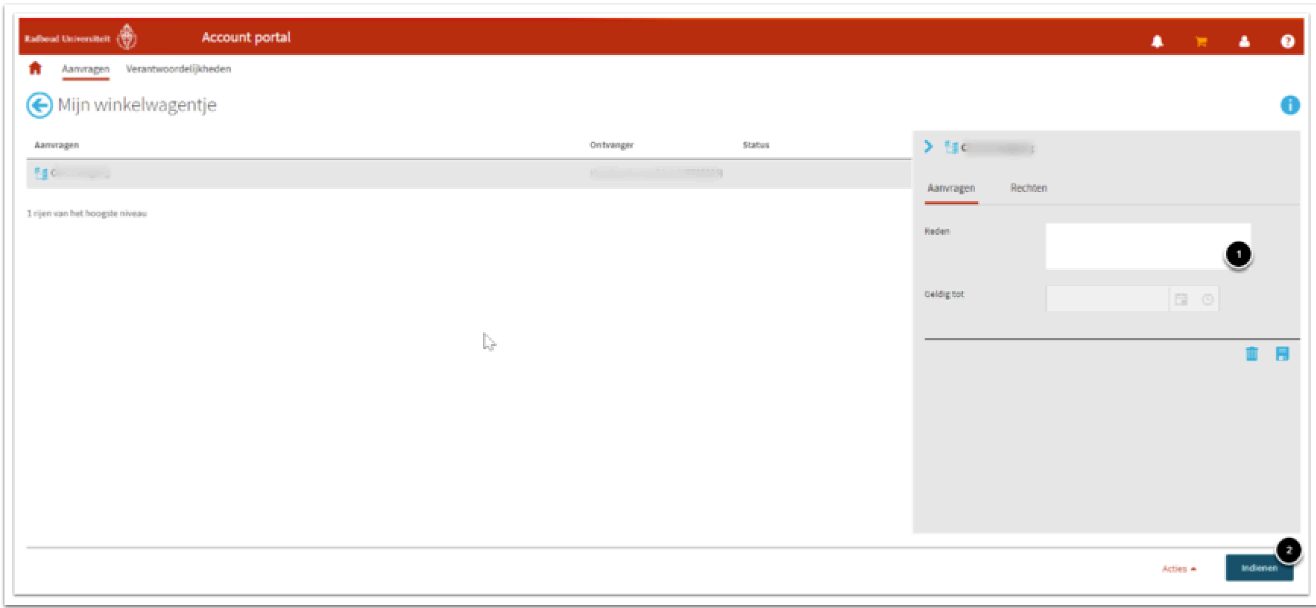
- Click on **Een nieuwe aanvraag starten ("Start a new request").**



- Click **Autorisaties ("Authorisations").**



- Click **Toevoegen aan wagentje ("Add to cart")** for the product **Brightspace toegang ("Brightspace access").** *In this example the Brightspace access has already been approved, which means the blue box is no longer in front of the product.*



1. If you want to, add a reason for your request.
2. Click **indienen ("submit").**

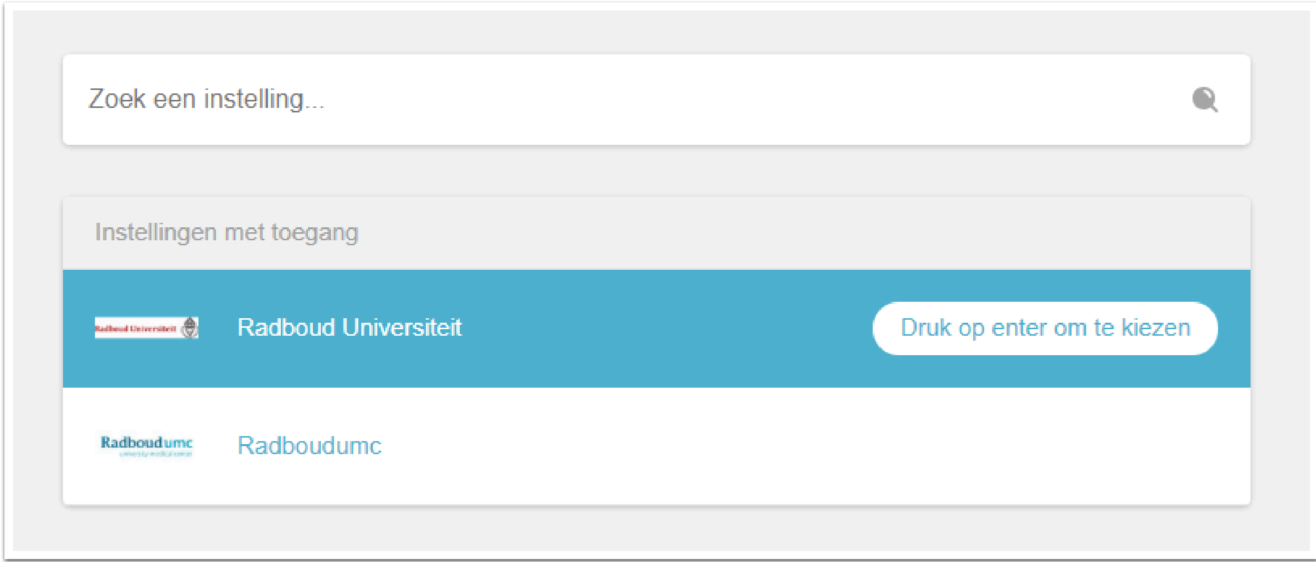
   Usually your account will be active in Brightspace within 15 minutes, after which you can log in. You can read about the process of logging in here.

How do I log in to Brightspace?

Brightspace is available on your computer, tablet and smartphone. If you log in for the first time, you first have to create an account in Brightspace. This can be done at the Radboud University **Accountportal.** Radboud University employees can do this themselves, Radboudumc employees have to contact brightspace.rha@radboudumc.nl.

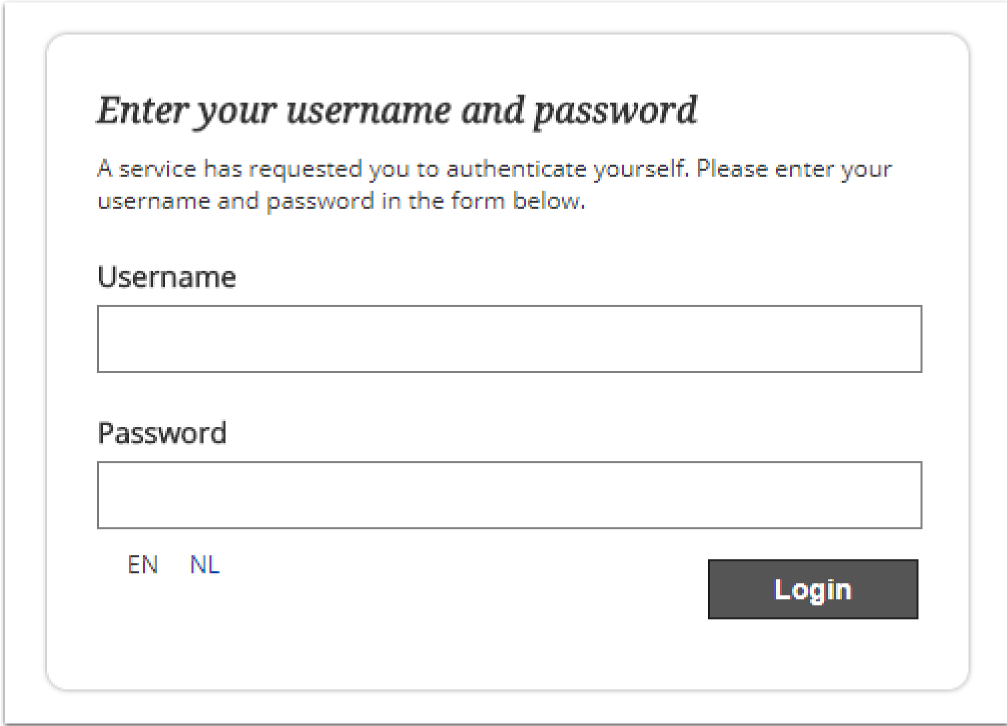
For more information about creating a Brightspace account, please refer to the following manual: How do I create a Brightspace account?

After you have created your account, start the browser and go to brightspace.ru.nl. A login screen will then appear.



You will land on the SURFconext page where you have to select an institution. Select Radboud University to log in using your U, E, or S-number, or select Radboudumc to log in using your z-number.

> ⚠ Are you a Radboudumc employee and are you logging in for the first time? For this one time only, select Radboud University. Use your z-number and newly created password to log in. Next time you can use your Z-number and Radboudumc password to log in using the Radboudumc setting.



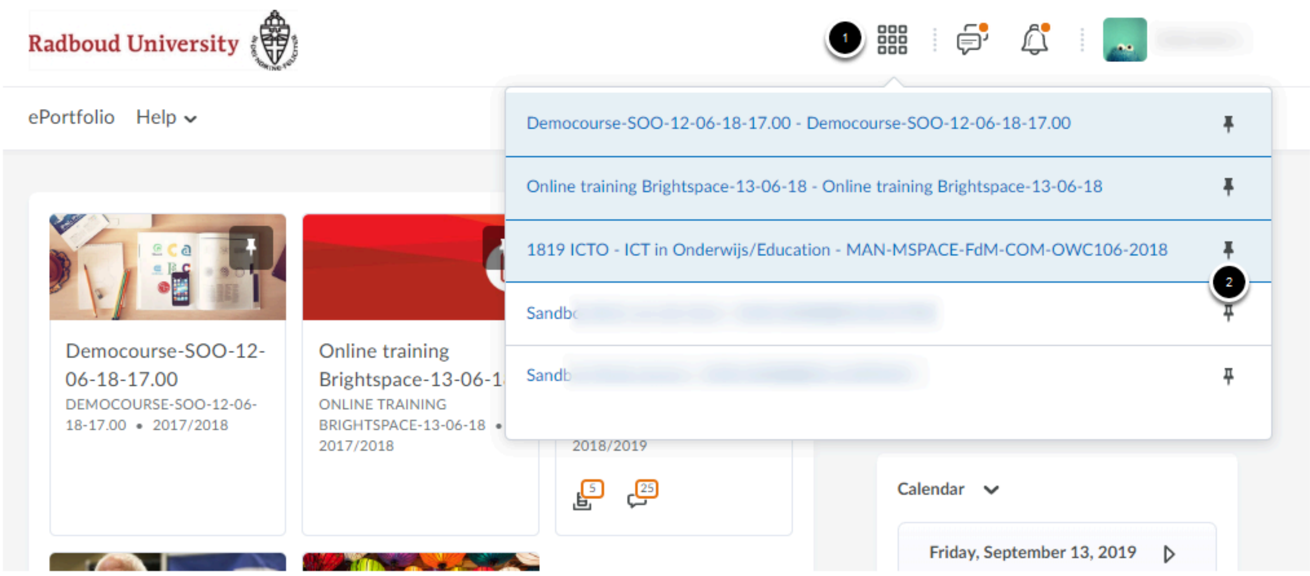
- Fill in your username and password and click Login. Use your Radboud account (U-, E-, or Z-number).
- The first time only a screen appears in which you give permission to use your credentials for Brightspace identification. Read the text and click 'Yes, continue...'

You are now logged into Brightspace.

Having trouble logging in? Send an e-mail to **icto@ru.nl** with your U-, E-, or Z-number or call **15674** (internal).

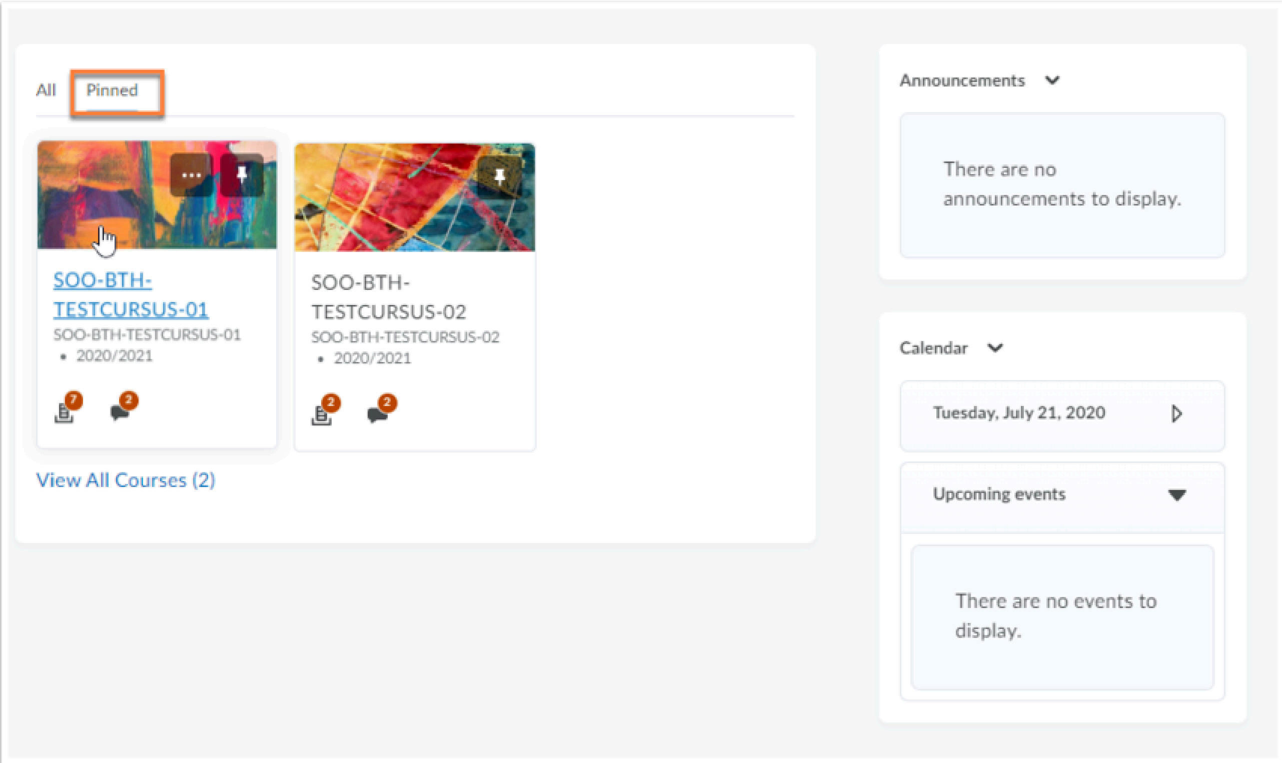
How do I add a course to my homepage? Homepage | Pin a course

Pin a course to make it visible by default on your personal Brightspace homepage. New courses in which you are enrolled in, are automatically pinned.



1. Click the **Course selector**-icon on the minibar. A list with (multiple) courses appears, including at least your own personal **Sandbox**. If you do not see the Sandbox, please contact [icto@ru.nl.](mailto:icto@ru.nl)
2. Click the pushpin icon behind the name of the course you wish to pin or unpin
   - Grey filled pushpin: the course is pinned to your homepage
   - Empty pushpin: the course is not pinned to your homepage

Pinned courses will automatically appear on top of the list with results after they are pinned. If you want a quick overview of your pinned courses, click the **Pinned** tab.



Pinned courses will automatically appear at the top of the course list. Use the search bar if the course you wish to pin isn't visible. Click **Advanced Search** to sort or filter the search results, for example by Role, Semester or Department. Your last search appears on top of the course list, below the already pinned courses. Note: the searchbar is visible if you are enrolled in twenty courses or more. Also the sort and filter options are only available if you are enrolled in courses at multiple faculties or semesters.

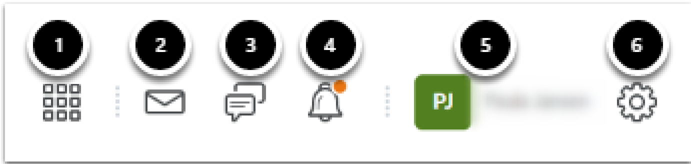
You can change the order of the courses on your personal homepage only by pinning courses in a certain order. The first course you pin will be placed at the top, the second course you pin will be placed next to the first, et cetera. There is no other way to reorder the tiles on your personal homepage.

- Are you missing a course? [It probably has not been transferred from OSIRIS to Brightspace]. Contact the OSIRIS administrator of your faculty.
- Brightspace will automatically display twelve courses on your personal homepage, even if you have pinned less than twelve.

How do I navigate within Brightspace?

The minibar

The first page you will see after logging in to Brightspace is the homepage. In the upper right corner of the screen you will find a basic menu: the **minibar**.

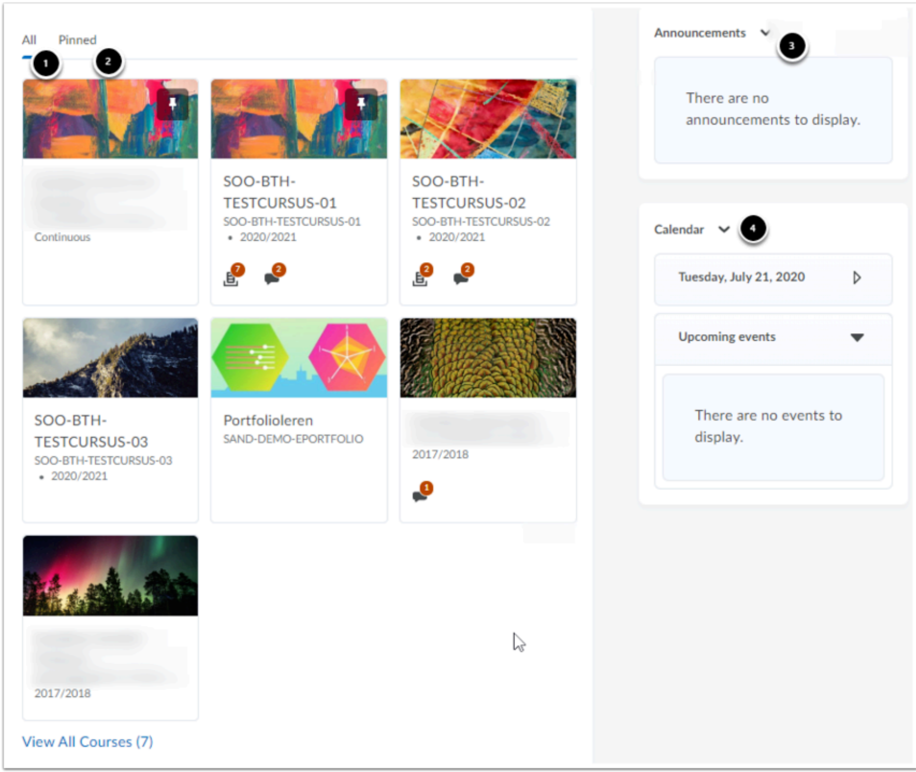


1. View the list of available courses (**Course Selector**). You can search, select and pin a course to you homepage.
2. **Message alerts**: check whether you received new emails by looking at the envelope icon. An orange dot will appear if there are new notifications.
3. **Subscription alerts**: set whether you want to receive notifications of activities in discussion forums. To do this, go to **Discussions** and click on the tab subscriptions. If you want to view your notifications, click on the conversation cloud. New notifications are indicated by an orange dot.
4. **Update alerts**: update alerts notifies you of newly uploaded files and submitted assignments. If there is an orange dot, click on the bell icon to view the updates.
5. By clicking on your name or initials/profile picture, you will be able to adjust settings concerning your profile, notifications and account.
6. The settings icon allows you to import components to or export components from your course and to create and manage sharing groups.

Students will receive update alerts once you add new content to the course or publish announcements, marks or deadlines. An orange dot will appear if there are new announcements.

Your personal homepage

When you log in to Brightspace your homepage will be the first page you land on. Every personal homepage has the same layout (regardless of whether you are a student or a teacher).



1. Here you will see an overview of the twelve courses you have last accessed. Brightspace will automatically display twelve courses, even if you have pinned less than twelve.
   - For some courses you will see icons with a number in an orange square. These icons represent Activities (Assignments, Discussions and Quizzes). The number in the orange square shows how many unread items you have within that activity. *For example, the number beside the document icon represents the number of unread submitted files from students.*
   - Click on the name of the course to open it.
   - Click on **View All Courses** to see all courses.
2. Click **Pinned** to see an overview of your pinned courses.
3. Central notifications, like maintenance of web lectures or Turnitin will be shown under **Announcements** (announcements for specific courses will not be shown here). By clicking the close button in the upper right corner of the notification you will dismiss (and thereby archive) the notification. Click on **Announcements** or **Show All Announcements** to view all active and archived (**dismissed**) announcements.

4. Activities from all your courses will be displayed in your [Calendar](). Clicking **Upcoming Events** will reveal a list of activities. Click on **Calendar** to open the calendar.

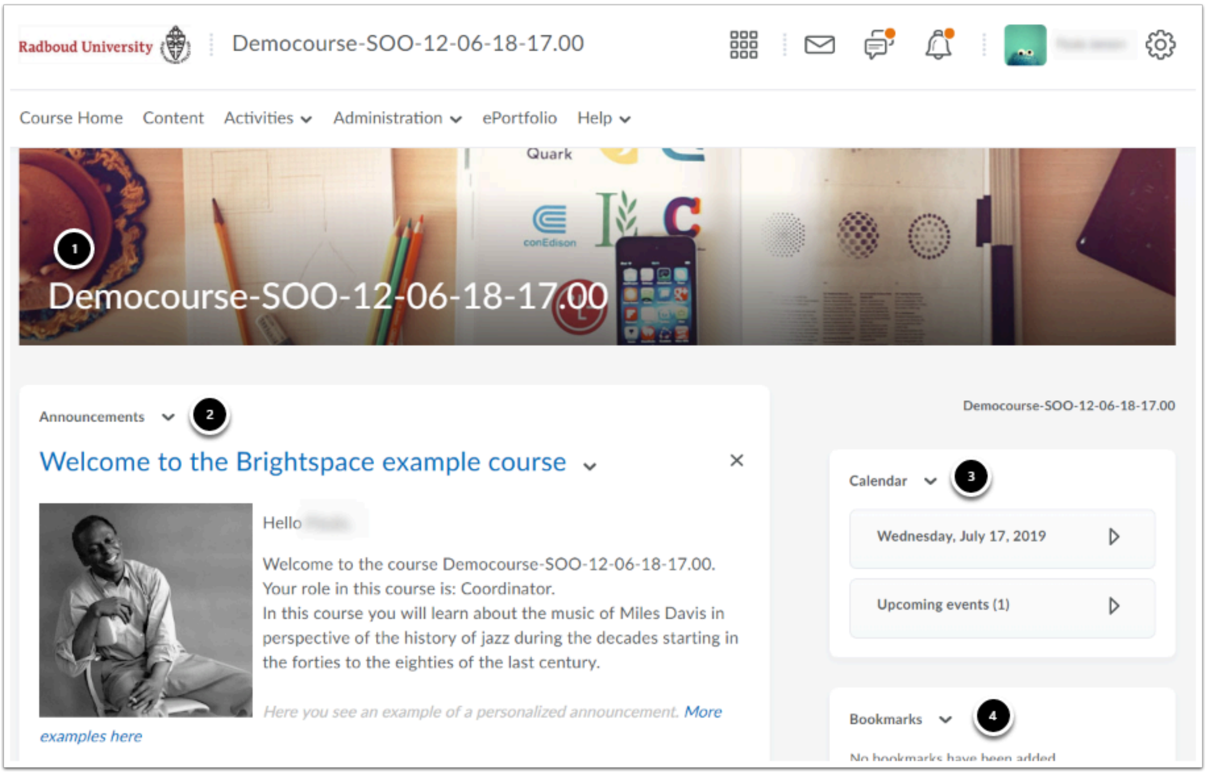
> Would you like to return to your homepage? Click the Radboud University logo in the upper left corner of the screen.

Course Home

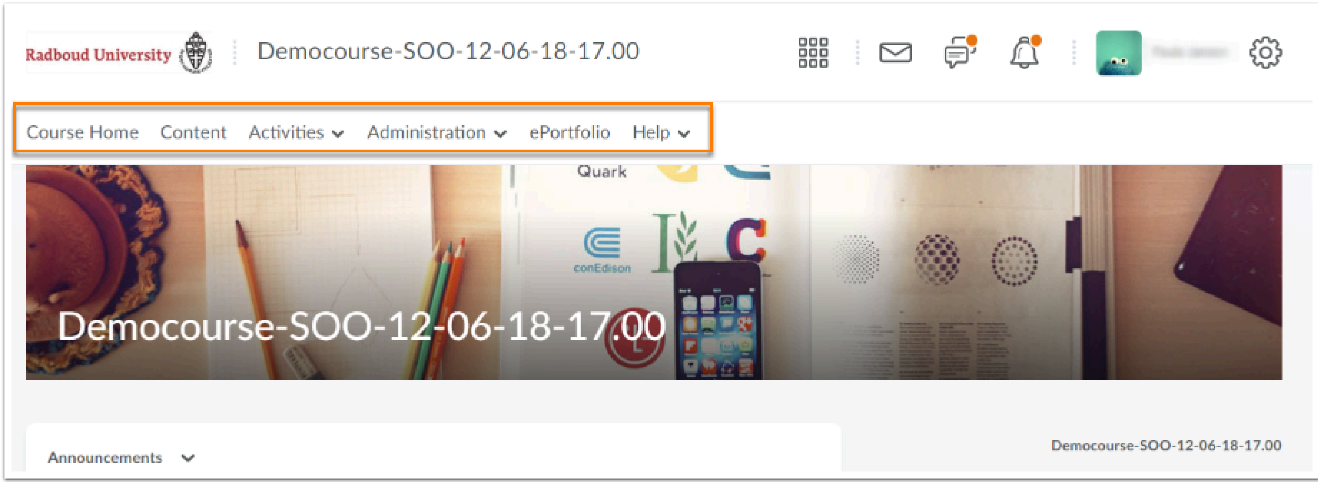
Navigating to a course:

- On your homepage you can click on a course. This will bring you to the **Course Home**.
- Another way is to select a course in the **Course Selector**. This will also bring you to the **Course home**.

> Would you like to return to the **Course Home** from a different page? Click **Course Home** in the navigation bar or click on the **Course Name** at the top of your screen.



1. The title of the course is shown in the **Course Banner**. The **Course Banner** allows you to personalize your course and make it easier to find and recognize by both you and your students.
2. **Announcements** will show you all notifications specific to the course. You can communicate with students via announcements, prior or during the course.
3. Activities of the course, like deadlines, meetings and reading materials are shown in the **Calendar**.
4. **Bookmarks** can be used to quickly navigate items that you consider to be important. Bookmarked items will appear in the **Course Home**.



The navigation bar of the course is identical for all courses of the Radboud University, and it is generally called the **navbar**. The **navbar** enables you to navigate to:

- **Content:** in which the course material is located and divided into modules.
- **Activities:** this is the place where you can create Assignments, Discussions, Quizzes and Checklists. All of these can be placed in **Content** at a later moment. Kaltura is located under **Activities** as well.
- **Administration:** these options enable you to manage your course and provide you with information about the participants and their corresponding roles. This is also the menu in which you can view classlist, groups, grades, the timetable and the study guide. **Course Admin** opens a page in which you can navigate through all the possibilities of Brightspace.

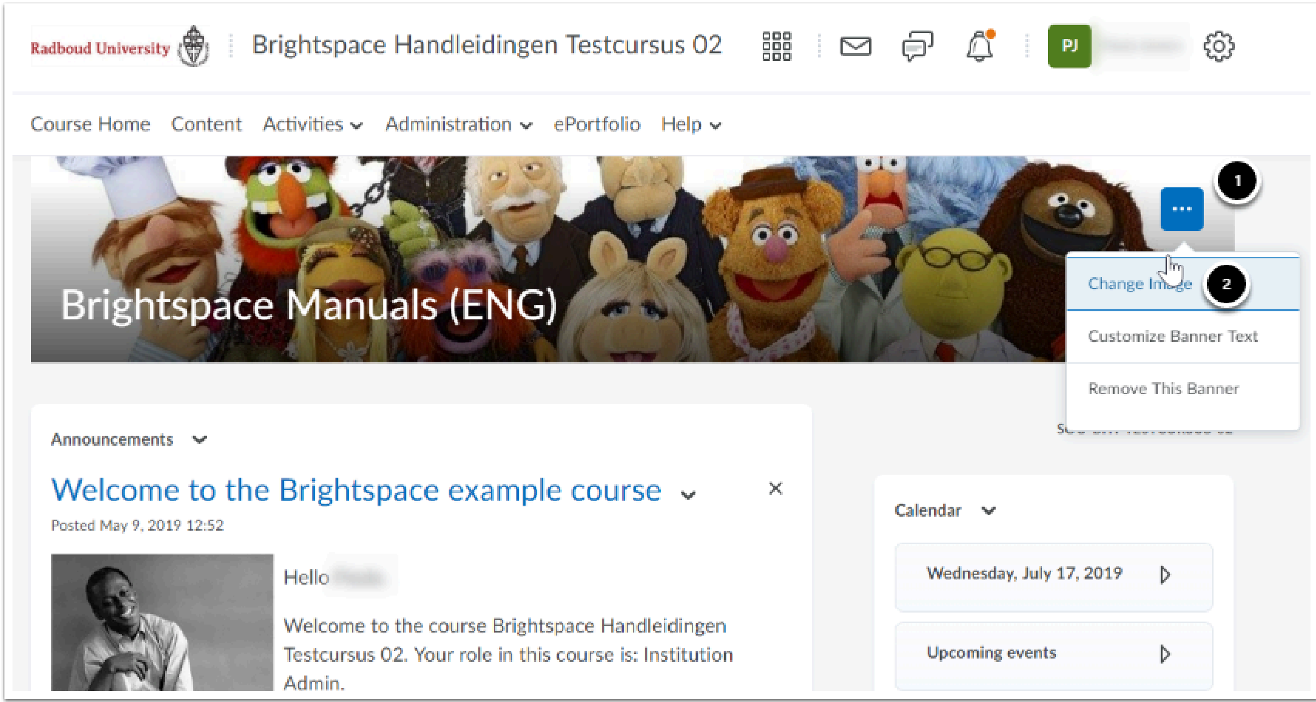
  The last two components (**ePortfolio** and **Help**) are similar everywhere in your Brightspace environment and therefore not linked to specific courses.
- **ePortfolio:** the Radboud University has access to the ePortfolio of Brightspace. It is decided per study or faculty whether the portfolio will be used or not. If your faculty or course makes use of this portfolio, you will receive separate instructions.
- **Help:** via Help you can navigate to the Brightspace Community. Extra information about certain subjects concerning Brightspace can be found here. You can also check out www.ru.nl/lecturers or www.ru.nl/brightspace for help.

Basic settings: personal settings

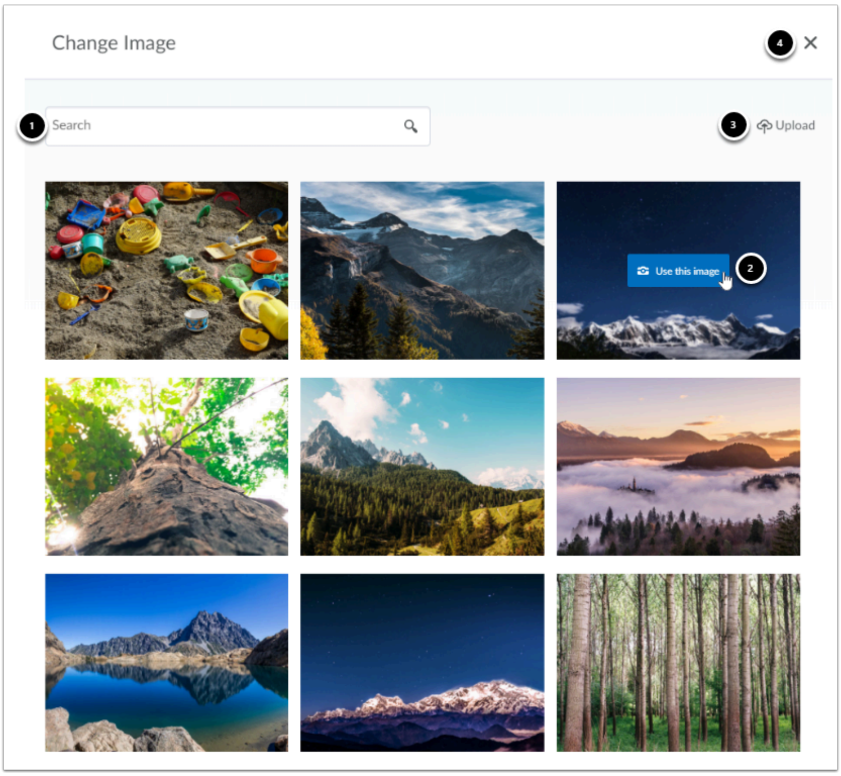
How do I change the course image? Course Home | Banner

The moment a course environment is assigned to you, it will already have a banner: an image on top of the **Course Home**page. This image is also the thumbnail for your course in the course overview and therefore allows students to easily navigate to your course. As a teacher you can alter the banner to make it more appropriate for your course. Brightspace allows you to upload your own images or to make use of the Brightspace image library. Select, or create an image, that says something about your course.

- Navigate from your homepage to your course. You end up at the **Course Home**.



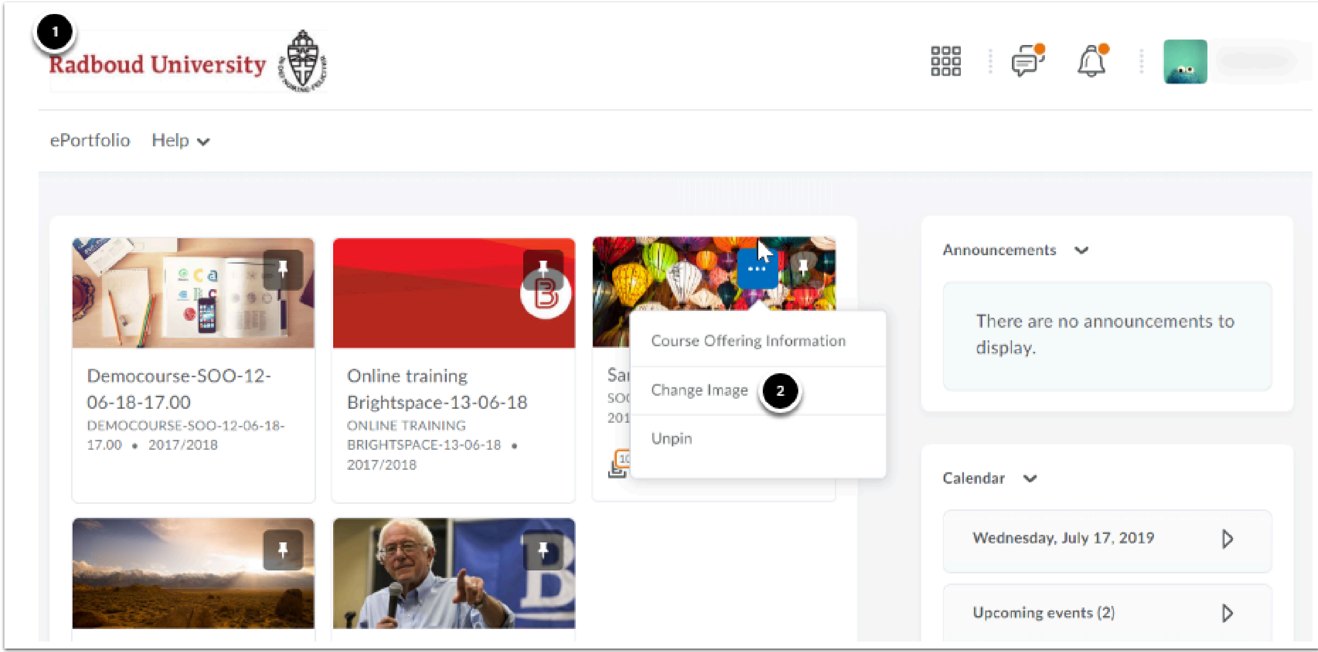
1. Click on the three dots in the upper right corner of the banner.
2. Select **Change Image**.



1. Scroll through the images or directly search for an image using the search bar.
2. Move your cursor to the image that you would like to use. The text **‘Use This Image’** will appear. Click on the text and the image will be used as banner.
3. Select **Upload** if you would like to use your own images.
4. Click on the cross to return to the **Course Home** without changing the image.

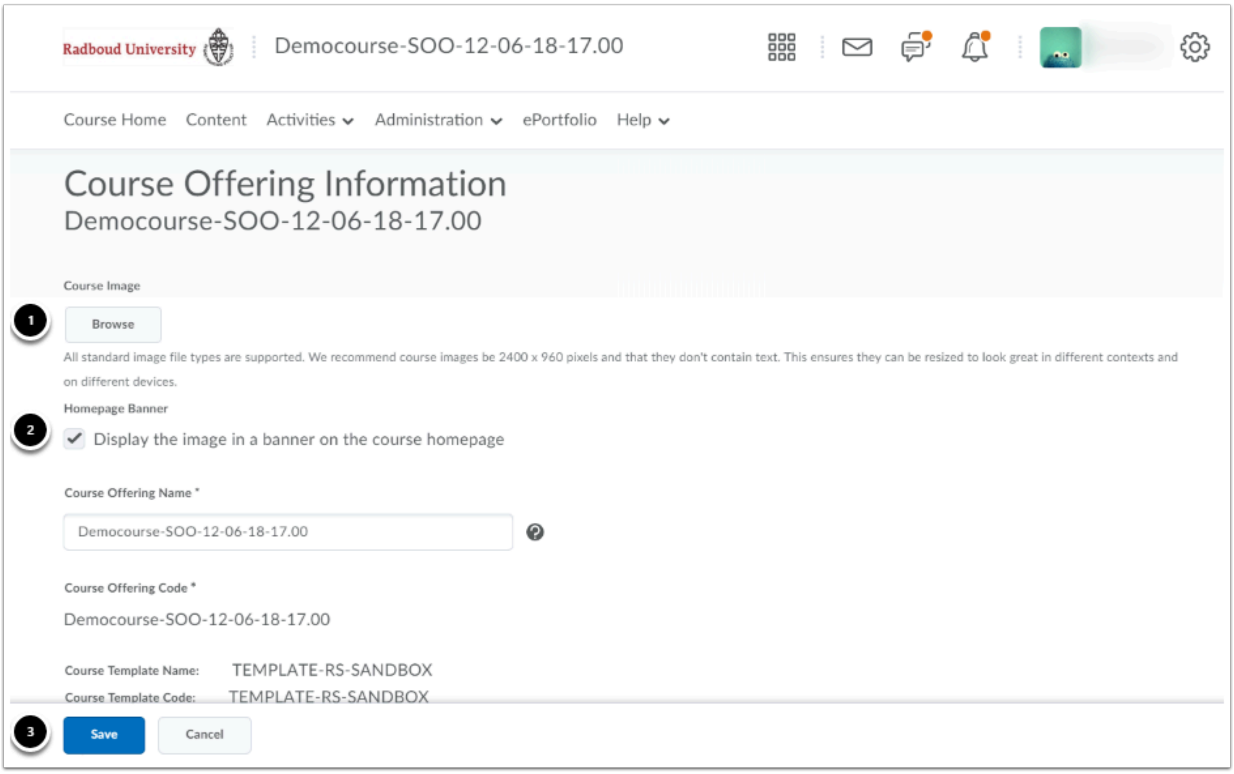
An uploaded image can be depicted differently than intended due to the fact that Brightspace automatically adjusts the screen resolutions and sizes to optimize the user experience on different devices. Therefore we recommend you to stick to an image size of **2400 x 980 pixels**.

Remove/recover the Course Banner



You can remove the course banner by clicking the dots in the upper right corner and then selecting **Remove This Banner**. You only remove this banner from your course home page, but not from your personal home page. This action can of course be undone by:

1. Navigating to your personal homepage by clicking the Radboud University icon in the upper left corner of the screen.
2. Clicking **Course Offering Information** (first click **Change Image** if you would like to choose another image).

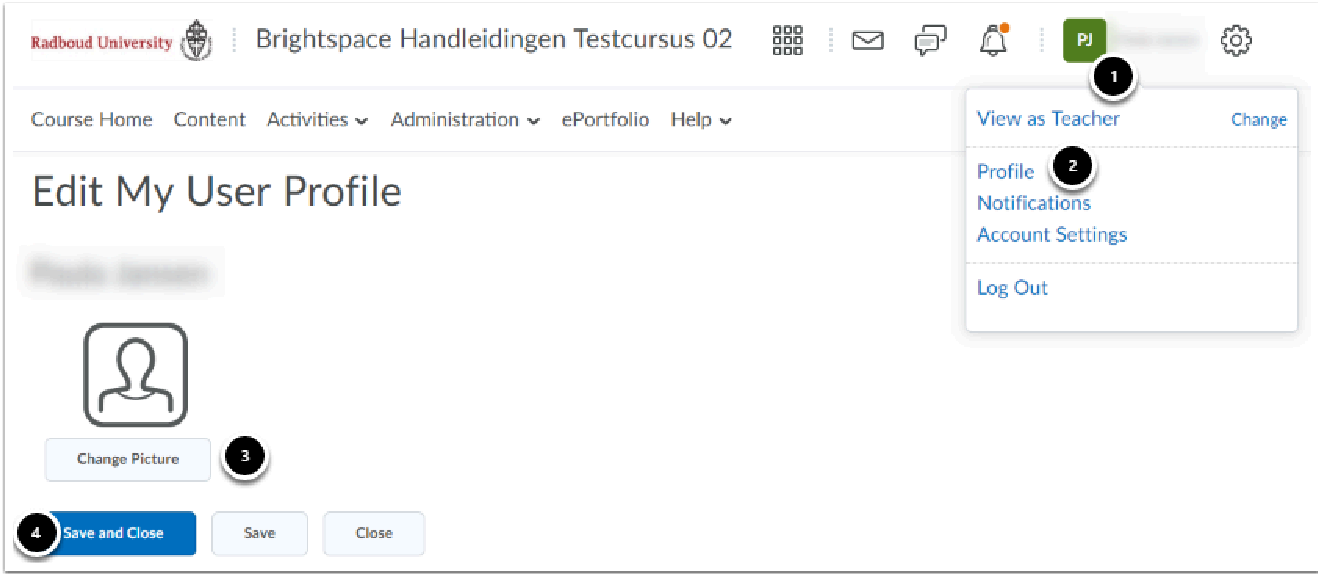


1. Beneath **Course Image** you can still choose another image, however via this route you have no access to the Brightspace Image Library. (Images have to be selected from **Course Offering Files**, **Locker**, **Grouplocker** or from your computer.)
2. Beneath **Homepage Banner** you check the **'Display the image in a banner on the course homepage'** box.
3. Click **Save**.

Another possibility is to navigate to **Course Offering Information** via **Administration** > **Course Admin** > **Site Setup** > **Course Offering Information**

How do I edit my Profile? Minibar | Profile

You can make your Brightspace environment more personal and more accessible for students, by adding a picture to your personal profile.



1. Click on your name or initials/profile picture in the Minibar**.**
2. Click on **Profile.**
3. Select **Change Picture** and upload a personal picture.
4. Click **Save and Close** to return to your homepage.

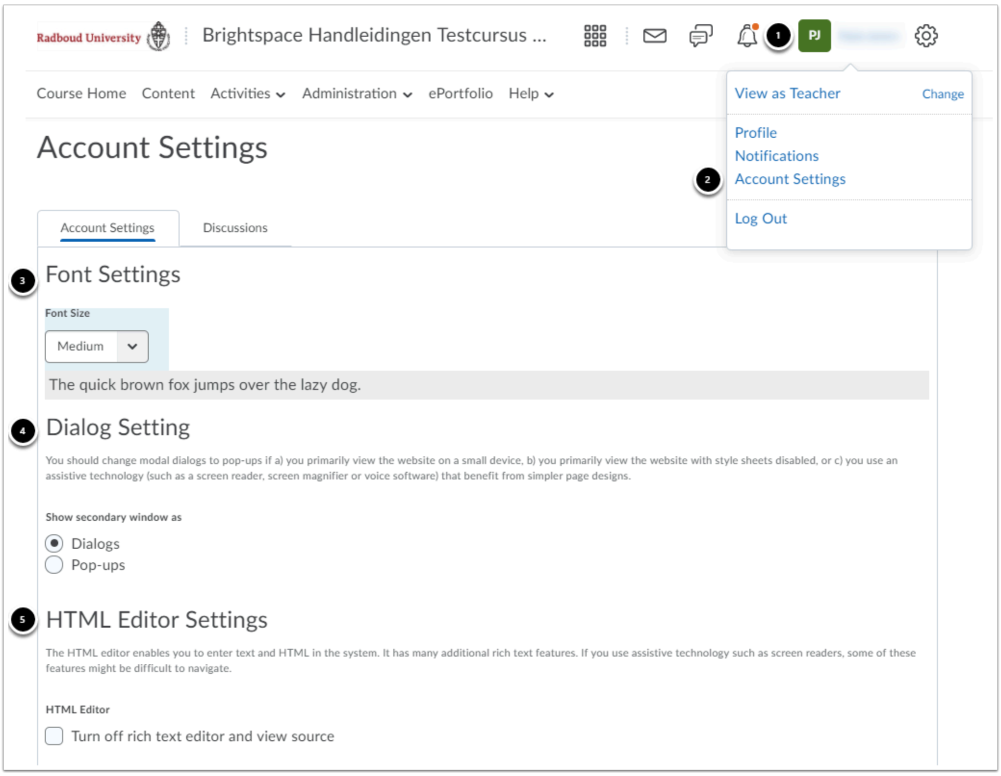
How do I change my account settings? Minibar | Account Settings

Account Settings
Discussions

In **account settings** you can customize many of Brightspace's display options. These settings are personal and do not influence the appearance of your course for students.

1. General account settings like the font size, language, time zone and settings of other applications can be altered in the **Account Settings** tab.
2. The **Discussions** tab allows you to alter the display and response settings for the discussion forums.

Account Settings

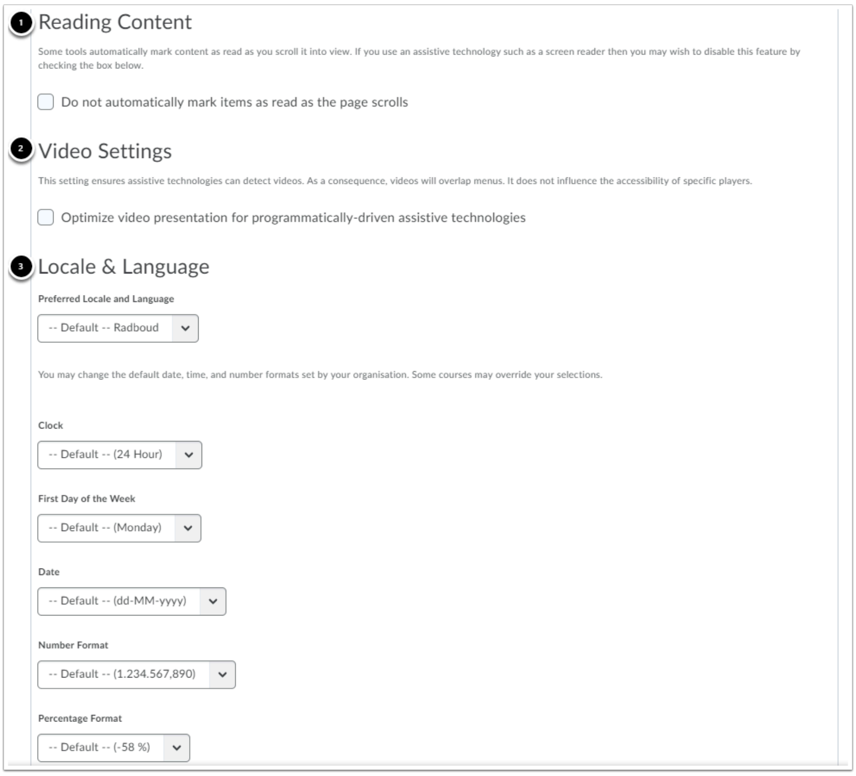


1. Click on your name or initials/profile picture in the minibar.
2. Select **Account Settings** to open the tab **Account Settings**.
3. Font sizes in Brightspace can be altered below **Font Settings**. However, the font size in images, documents and objects remains unchanged.
4. **Dialog Settings** allows you to choose whether you want dialogs to be shown in the same window (**Dialogs**) or in a new window (**Pop-ups**). Opt for Pop-ups if you wish

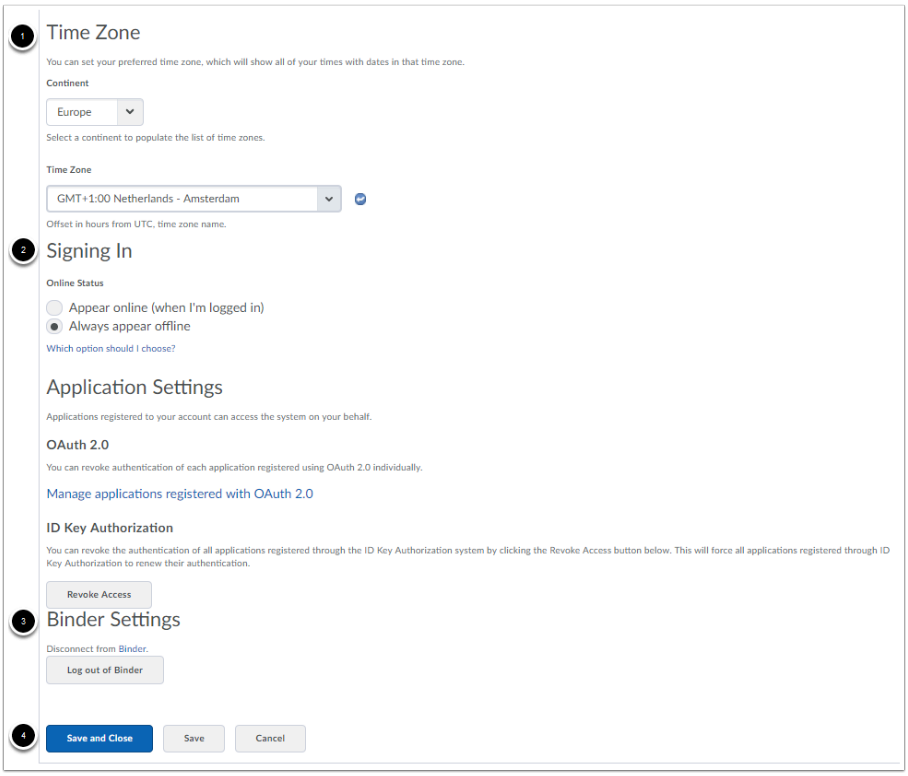
your page remains uncomplicated, this is recommended when working with small screens or assistive technology like a screen reader or voice software.

5. It is possible to disable elaborate text editing options in the HTML-editor. To do this, check the box beneath **HTML Editor Settings**. This is not recommended: apart from turning off all text editing options, line breaks are no longer recognized and the HTML source code for existing texts will be visible!

In Brightspace it is not possible to use a view for dyslexics. If you do want to have this option, you can add an extension in Chrome. You can turn this extension on/off when visiting any website.

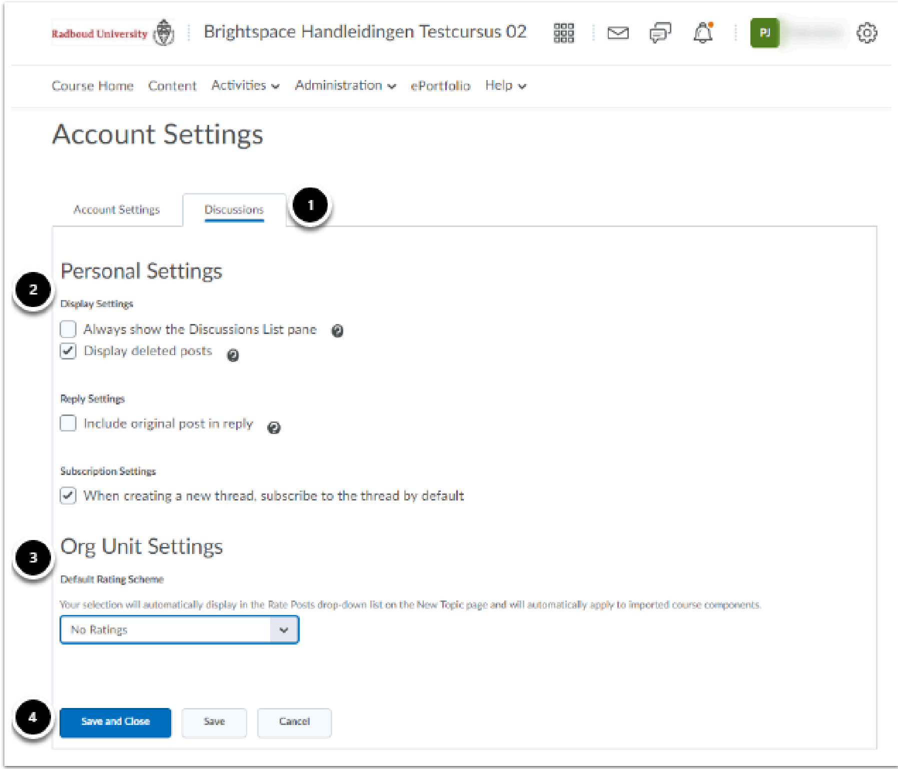


1. With some Brightspace functionalities, text will be marked as read when you have scrolled over it. Beneath **Reading content** you are able to prevent this by checking the box '**Do not automatically mark items as read as the page scrolls**'.
2. Below **Video Settings** you can allow aid programs to 'see' and play videos by checking the box 'Optimize video presentation for programmatically-driven assistive technologies.
3. The first day of the week, date-, number- and percentage formats can be changed under **Locale and Language** (Please note: it might occur that some courses overwrite your preferences).



1. The time zone can be changed beneath **Time Zone**.
2. Beneath **Signing in** you can hide your online status for others by checking **Always Appear Offline**. Should your online status be available for others, check the **Appear Online** box.
3. Beneath **Binder Settings** you are able to disconnect from [Binder.](#)
4. Click **Save and Close** at the bottom of the page in order to save your changes and to return to the page you were before adjusting your account settings.

Discussions



1. Navigate to the **Discussion** tab to alter discussion settings.
2. Beneath **Personal Settings** you are able to adjust personal settings concerning the discussions:
   - Selecting '**Always show the discussion list pane'** allows you to always see an overview of the discussion on the left side of your screen. Selecting **Display deleted posts** enables you, while browsing topics, to see posts that have been removed.
   - Selecting **Include original post in reply** beneath **Reply Settings** causes the original post to be included in your reply by default.
   - If you wish to be automatically subscribed to a thread you created, select the option '**When creating a new thread, subscribe to the thread by default**' beneath **Subscription Settings**.
3. The dropdown menu beneath **Org Unit Settings** gives you the option to allow participants of a discussion to rate each other's posts. Ratings can be visualized by means of stars, up vote/down vote or up vote only.
4. Click **Save and Close** at the bottom of the page in order to save your changes and to return to the page you were before adjusting your account settings.

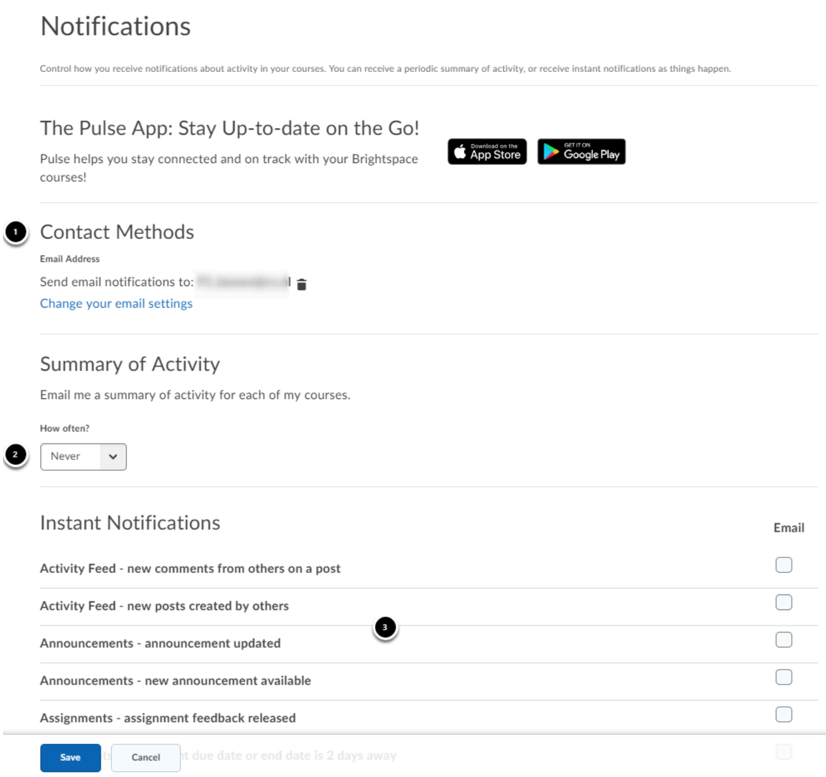
Regard this: More options will be available beneath the discussion tab when navigating from a course to **Account Settings**, than from navigating from your personal homepage to **Account Settings**. It is also possible to change the discussion settings via the Discussions menu found in courses via the **Activities** tab.

How do I manage my notifications? Minibar | Notifications

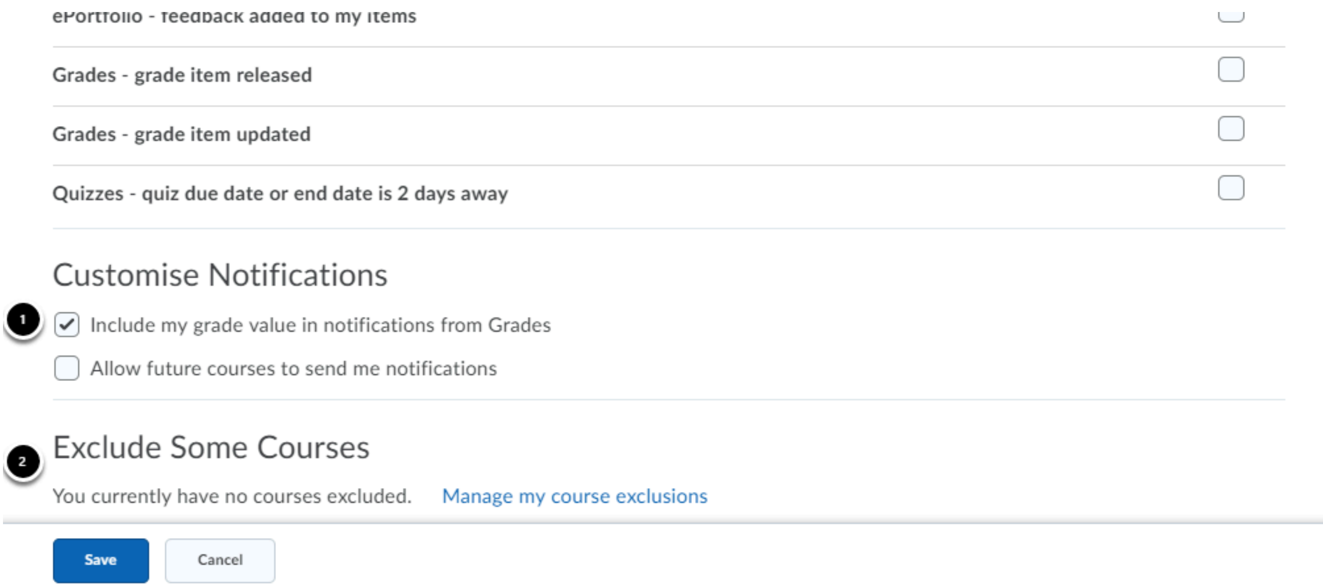
Notifications are updates of a course you receive by e-mail. It does not concern the alerts in Brightspace itself (*like uploaded files or assignments that were handed in)*. You can choose from which courses and course components they receive updates by e-mail.

> Students can also choose whether they want to receive notifications by mail. Teachers have no influence on this. It is a personal setting within the Brightspace account of the student.
> We advise you to inform your students about this setting if you frequently use Announcements to communicate with your students.

1. Click on your name or initials/picture in the **minibar.**
2. Click **Notifications.**



1. Fill out the desired email address on which you would like to receive notifications under **Contact Methods** (this does not alter your email address in the system). Brightspace automatically uses the Radboud email address, because this is the address that is linked to your Brightspace account. If you wish to change this, click on **Change your email settings**. Fill in the desired email address and click on the **Save** button.
2. Select whether you would like to receive a daily or weekly summary of notifications under **Summary of Activity**. If you wish to receive a Summary of notifications you can alter the moment of the day at which you wish to receive this summary. If you do not change this setting, you will by default receive the summary at 0:00.
3. Beneath **Instant Notifications** you can manage of which activities you wish to receive notifications. This holds for all courses, except for those you have excluded beneath **Exclude Some Courses**.



1. **Customise Notifications** allows you to manage whether you wish to receive notifications about grades and notifications of future courses.
2. **Exclude Some Courses** allows you to select some courses of which you would not like to receive notifications. Click on **Manage Course Exclusions** and click on the cross behind the name of the course(s) of which you do not want to be notified of activities. If you disabled notifications of a certain course you now wish to enable notifications from, you should search for the name of the course and click on the restart-notifications icon. Click on **Restore Excluded Courses** to enable notifications of all courses.

Many of the activities that result in a notification will be a result of your own actions. Therefore, the notifications will be of more use to students than to teachers. The reason that you are able to manage your notifications is that students and teachers have the same options for notifications.

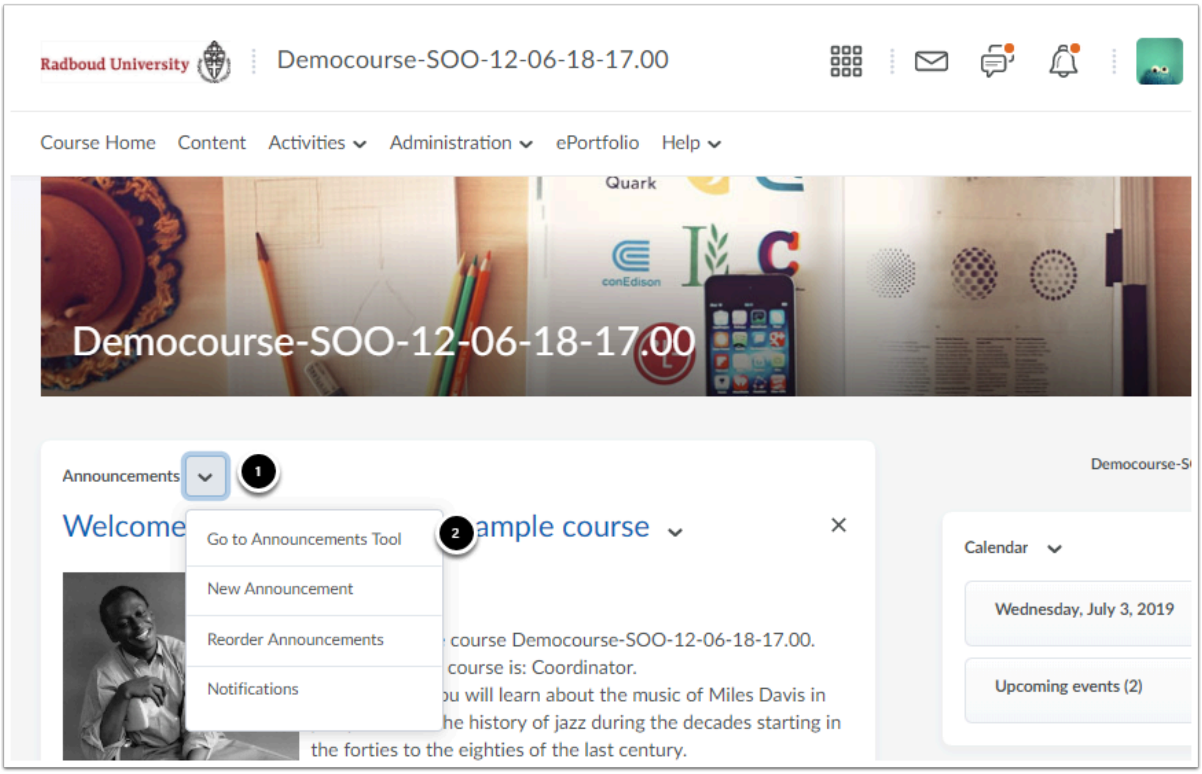
How do I empty my course or my sandbox?

It could occur that you want to empty your entire course or sandbox in order to redesign it at a later moment. This might be necessary when you accidentally duplicated or copied the wrong content from a different course to your current course, or to your sandbox. It is not possible to delete all content from your course or sandbox with one simple click on a button. You have to do it separately for each component. It is easiest to follow the order described in this article, because this way you will avoid problems with linked components.

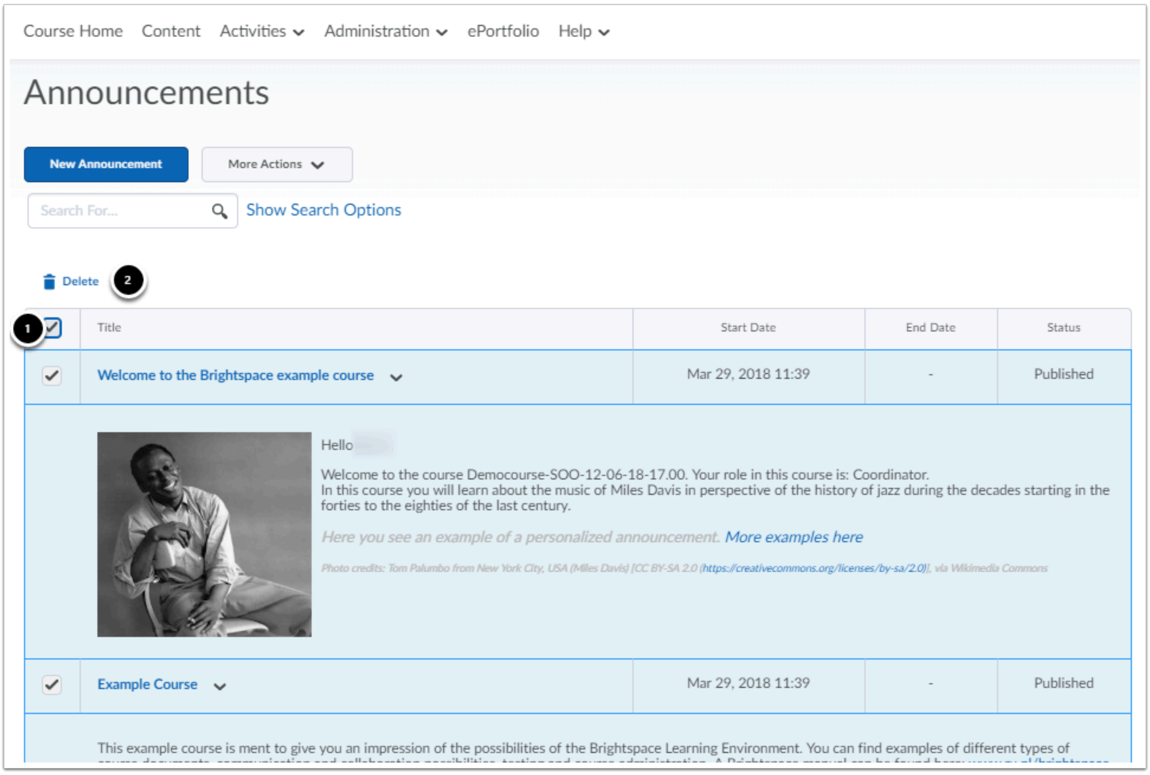
After you have deleted all components you will have an empty course. Only the Classlist will remain, meaning your students will still be in the course. You can now start rebuilding your course. You can also copy (parts of) another course to your course using Copy Course.

1. Deleting Announcements

- Navigate to **Course Home** in your course.



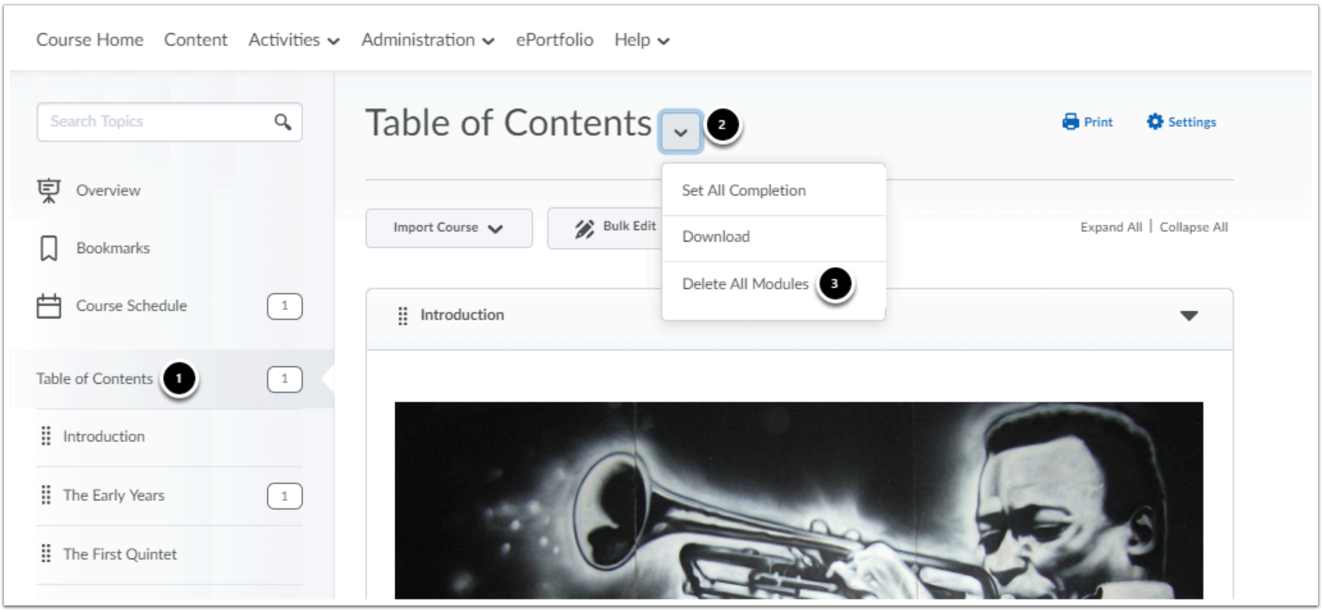
1. Click on the arrow next to **Announcements**.
2. Click **Go to Announcements Tool**.



1. Check the box next to **Title** to select all announcements.
2. Click **Delete.** Then click **Yes** to confirm.

2. Deleting Content

- Navigate to **Content** in the navbar of your course.



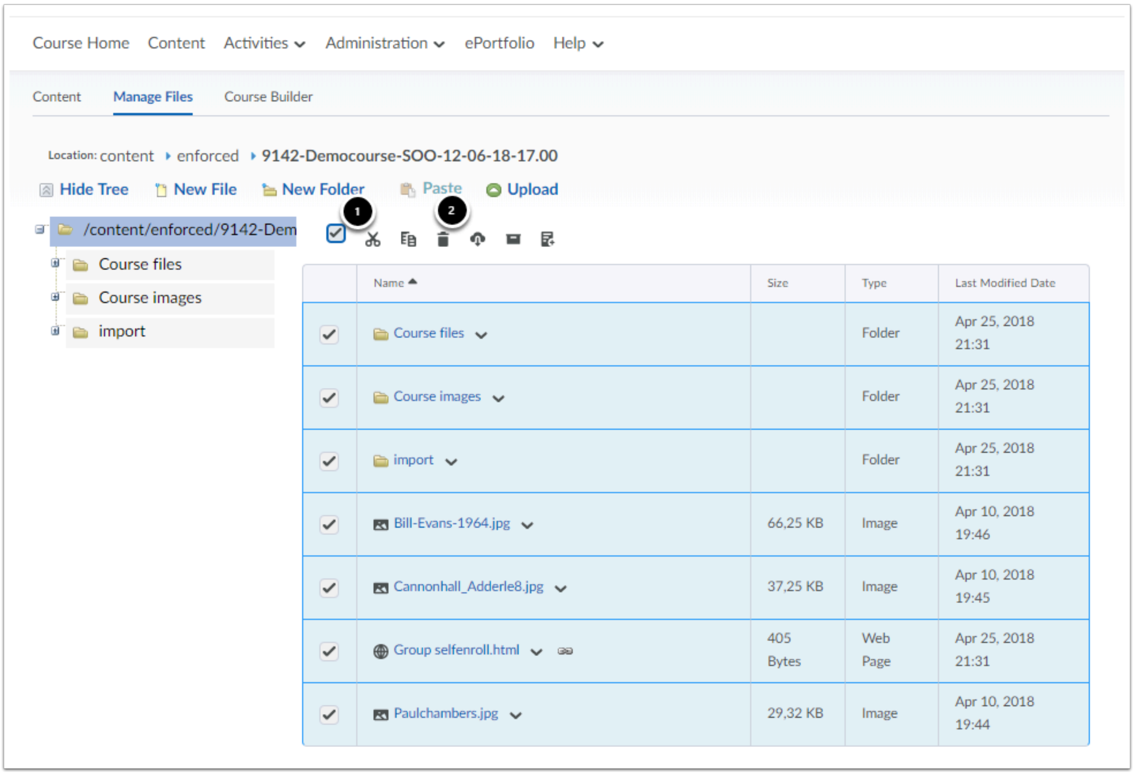
1. Click **Table of Contents**.
2. Click on the arrow next to **Table of Contents**.
3. Click **Delete All Modules**. Then select **Permanently delete all modules, topics, and all associated files and activities from the course** and then click **Delete** again.

⚠ This way you will not only remove the topics, but also all files and activities that are linked to it.

3. Deleting Files

After you have deleted the content and the linked items, there could be remaining (unlinked) files. These can be deleted the following way:

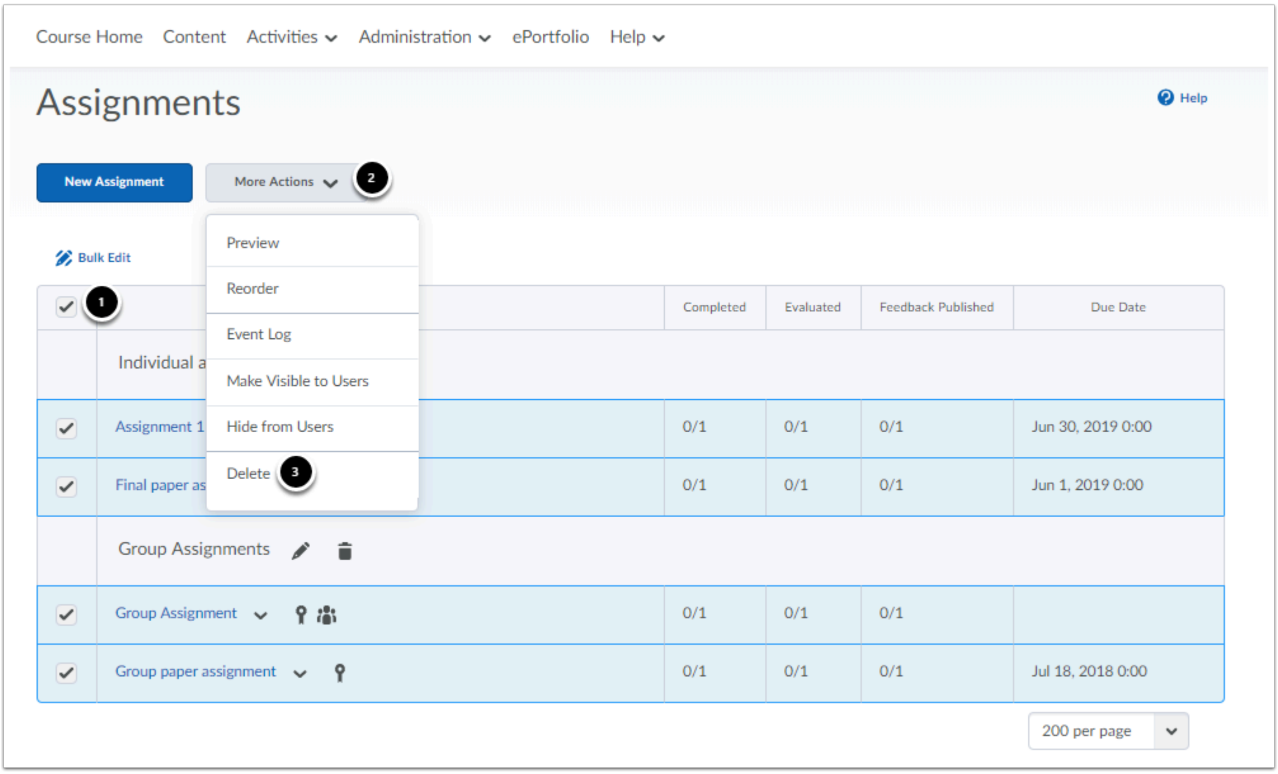
- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Manage Files**.



1. Select the box at the top left of the table to select all components.
2. Click on the trashcan icon (**Delete**). Then click **Yes** to confirm.

4. Deleting Assignments

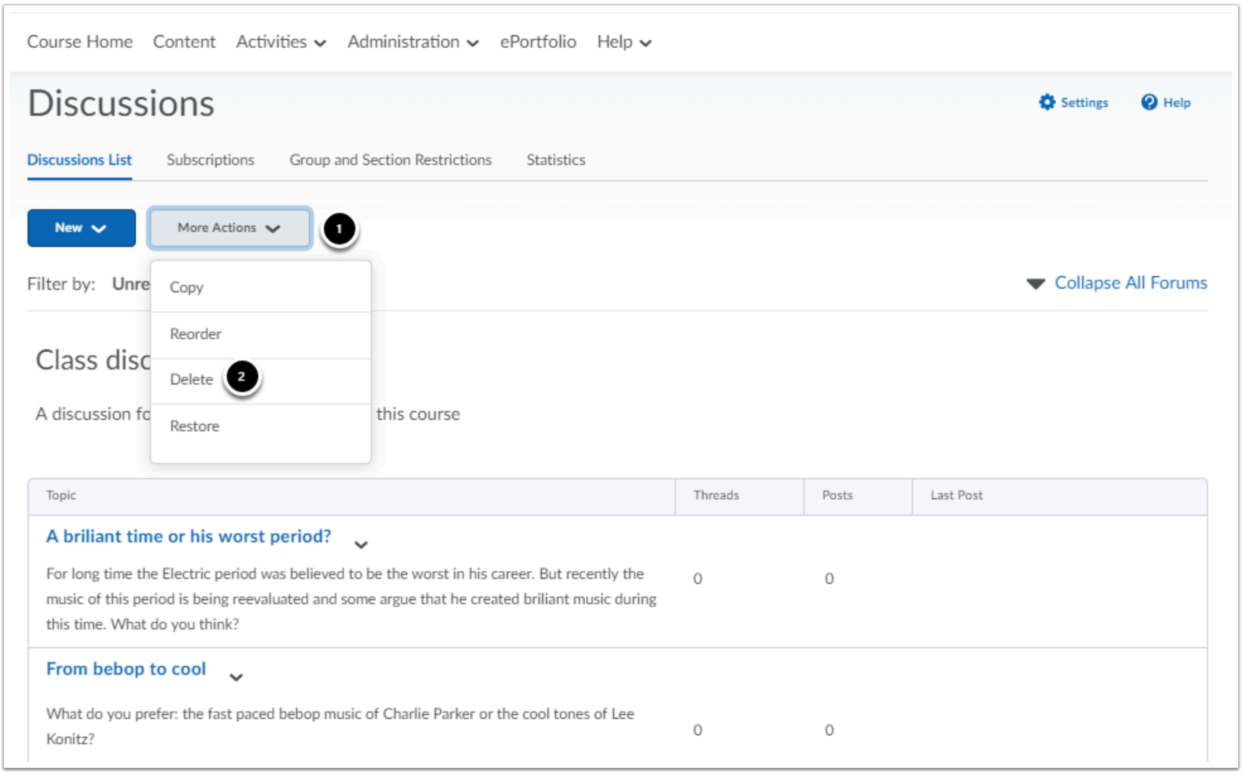
- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.



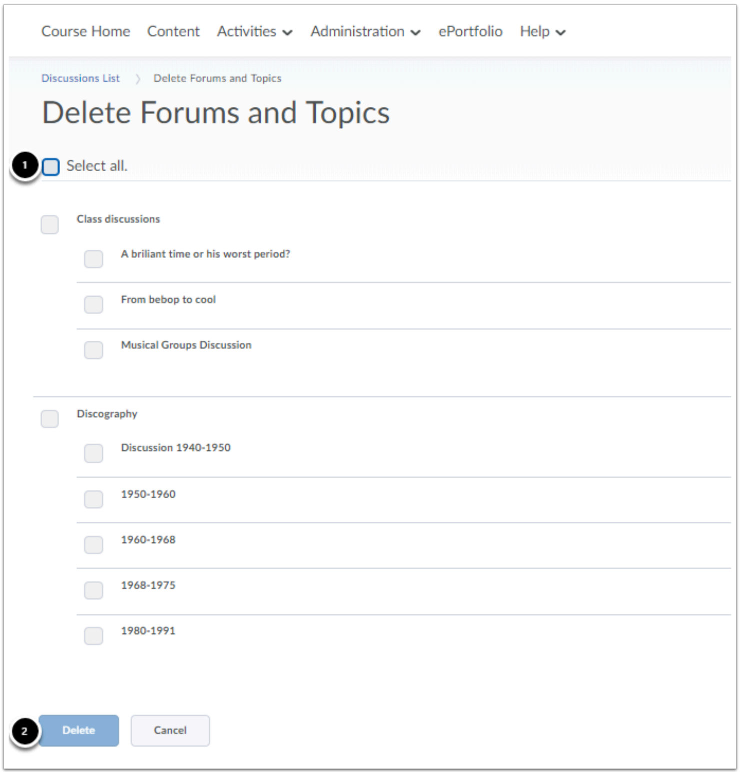
1. Select the box at the top right to select all assignments.
2. Click **More Actions.**
3. Click **Delete.** Then click **Delete** again to confirm.

5. Deleting Discussions

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.



1. Click **More Actions**.
2. Click **Delete**.

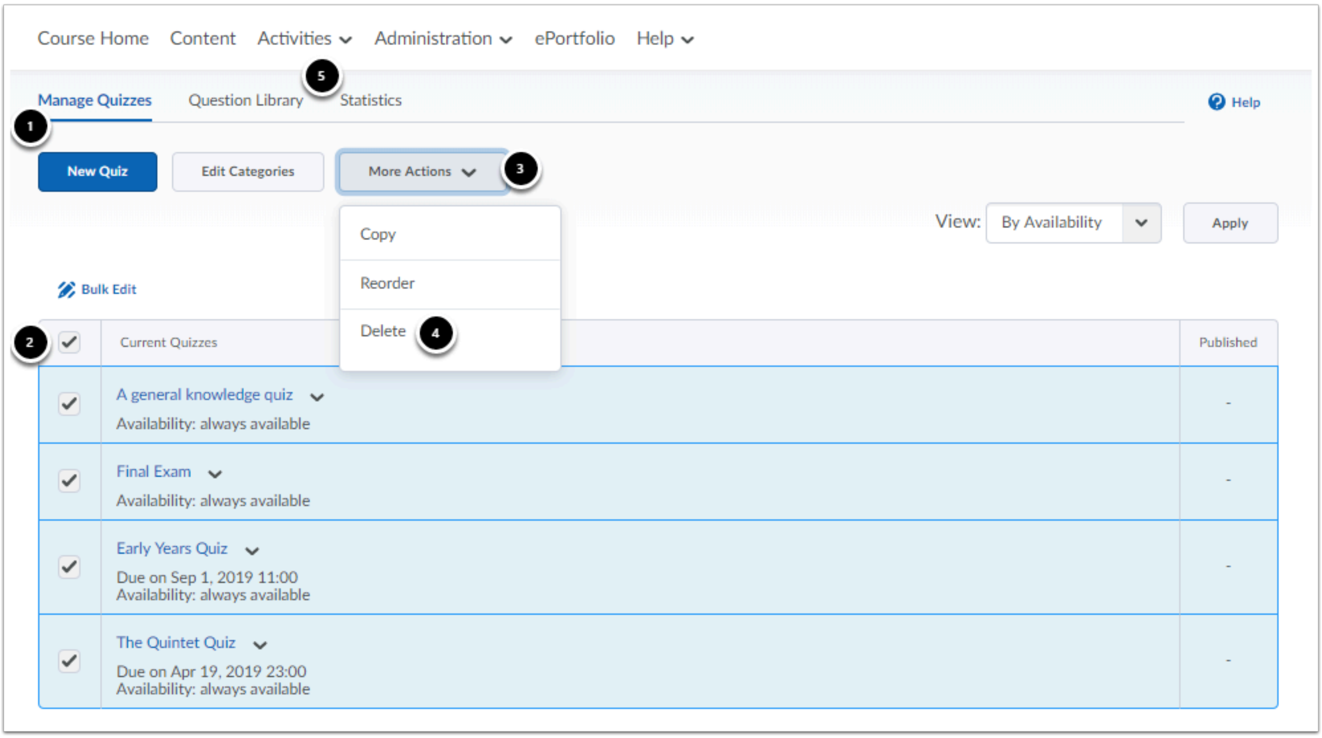


1. Check **Select all.**
2. Click **Delete**.

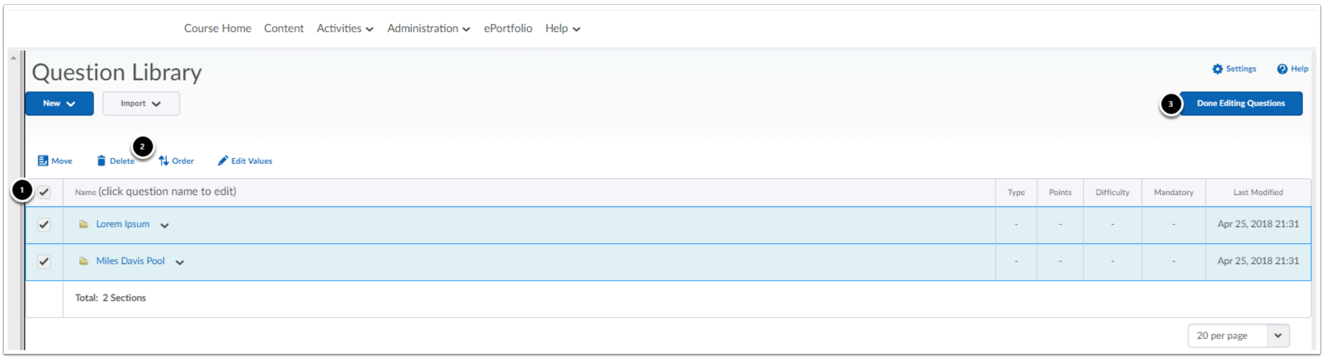
When you use Surveys and Checklist, you can delete them in the same way as you would delete Discussions. To do this, navigate to **Activities,** then **Surveys** or **Checklists** respectively and then follow the steps described above.

6. Deleting quizzes and questions from the Question Library

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**.



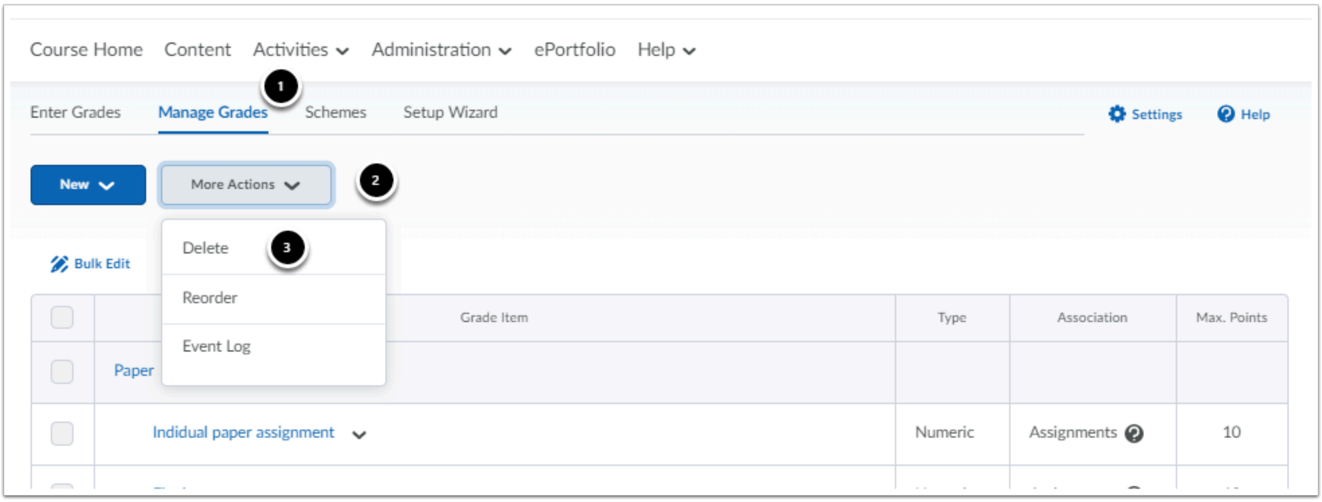
1. Navigate to **Manage Quizzes**.
2. Select the box in front of **Current Quizzes** to select all quizzes.
3. Click **More Actions**.
4. Click **Delete**. Then click **Delete** again to confirm.
5. Then click **Question Library** to empty out the question library.



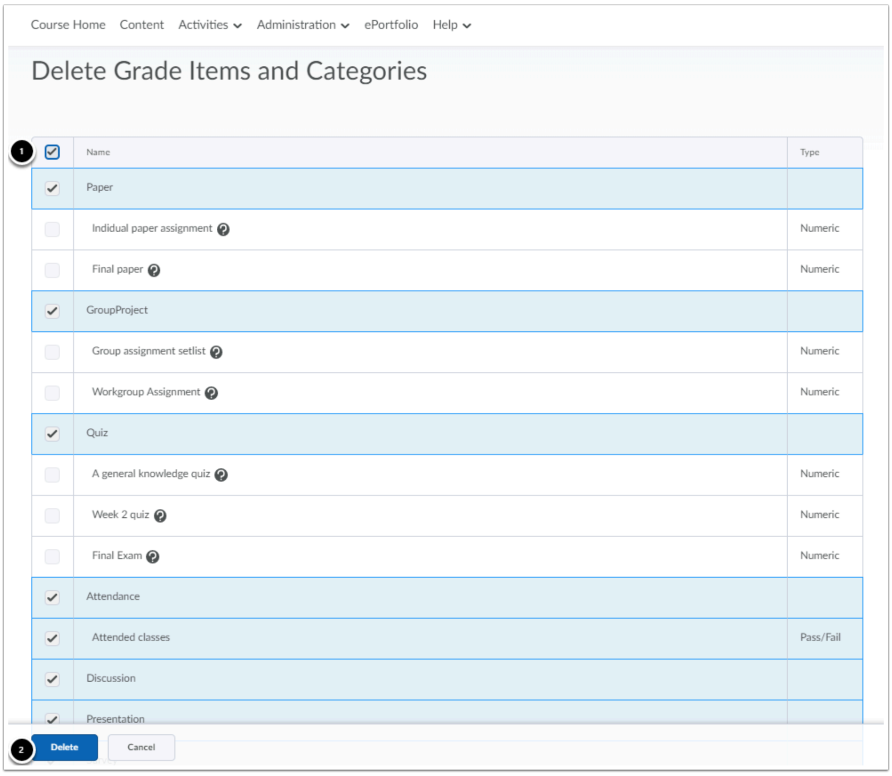
1. Select the box at the top left of the table to select all folders and questions.
2. Click **Delete.** Then click **Delete** again to confirm.
3. Click **Done Editing Questions** to return to Quizzes.

7. Deleting Grade items

- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.



1. Click **Manage Grades**.
2. Click **More Actions**.
3. Click **Delete**.

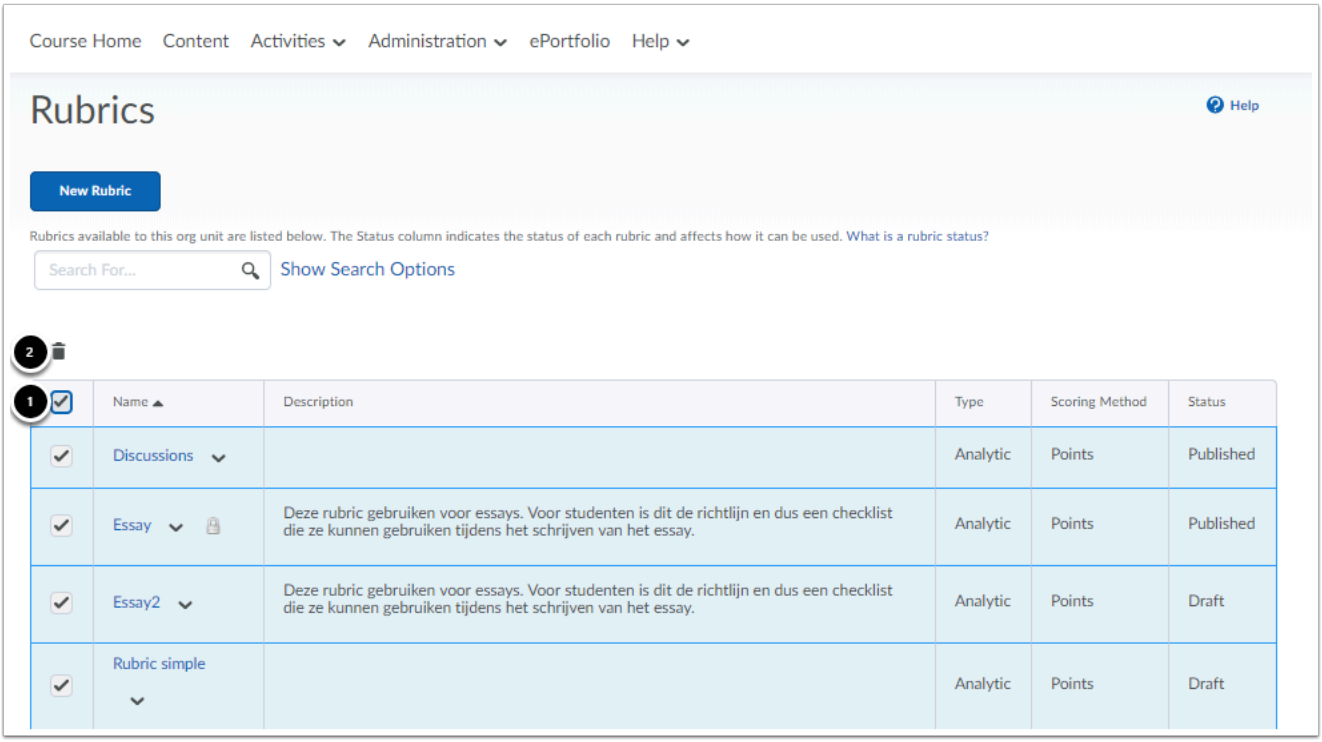


1. Check the box at the top left to select all grade items.
2. Click **Delete.** Then click **Delete** again to confirm.

Grade items that are associated with an Activity cannot be deleted. When you have followed the steps in this article, all associations with Activities should have been deleted, meaning you should have no difficulty deleting the grade items.

8. Deleting Rubrics

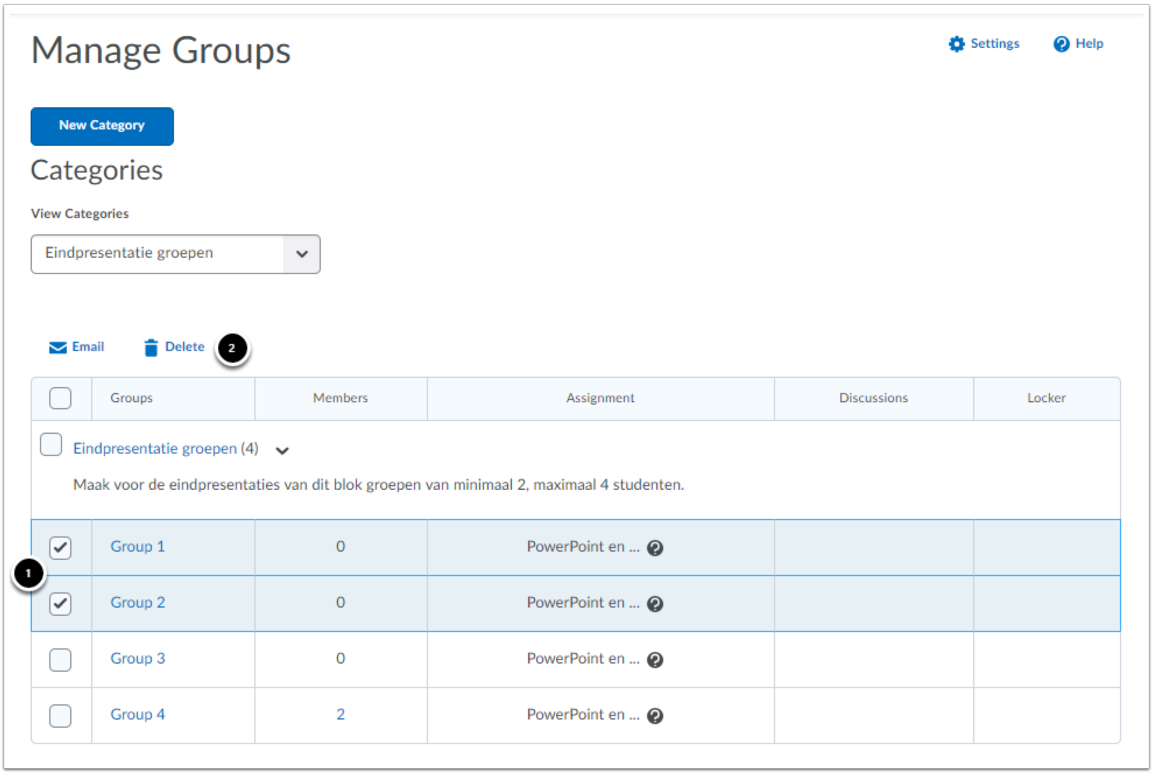
- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Assessment** and then **Rubrics**.



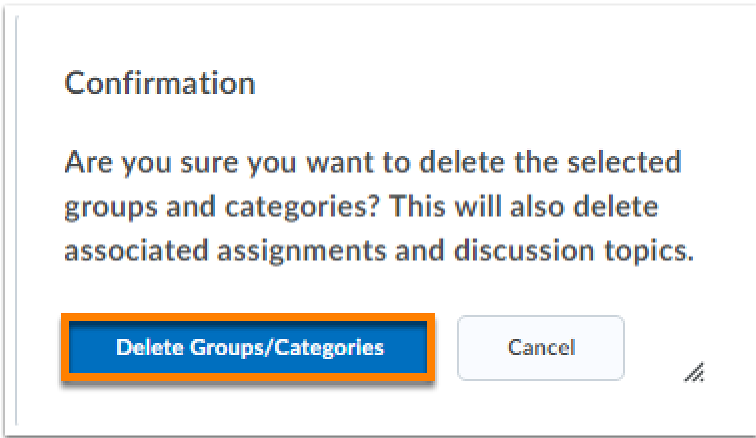
1. Check the box at the top left to select all rubrics.
2. Then click the trashcan icon (**Delete**). Click **Delete** to confirm.

9. Deleting Groups

- Navigate to **Administration** in the navbar of your course.
- Click **Groups**.



1. Select the groups (or categories) you want to delete.
2. Click **Delete.** A **Confirmation** pop-up will appear.



- Click **Delete Groups/Categories** to remove the selected groups.

⚠ Pay attention that when you are deleting groups on Brightspace you do not also delete the connected OSIRIS groups.

Basic setting: course access, preview course

How do I activate/deactivate a course?

A Brightspace course created via the OSIRIS-link is active by default. This means that the course is visible to students. In addition, start and end dates are not automatically set. It is possible to keep a course closed until you wish for students to see it, for example when the course is fully edited or one week before the start of the lectures.

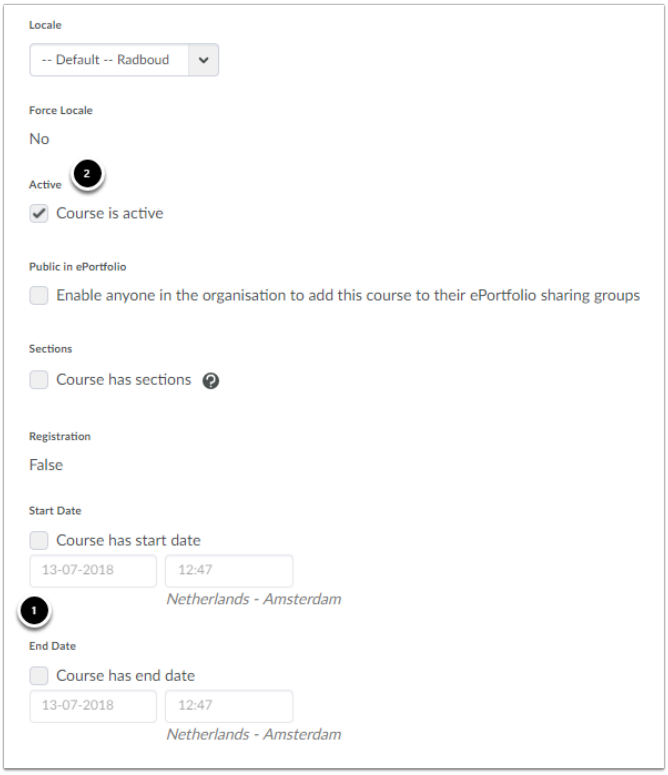
Updates in OSIRIS will *not* overwrite the status of the course nor the start and/or end date.

- Navigate to **Administration** in the Navigation bar of your course.
- Click on **Course Admin**.
- Click on **Course Offering Information** below **Site Setup**.

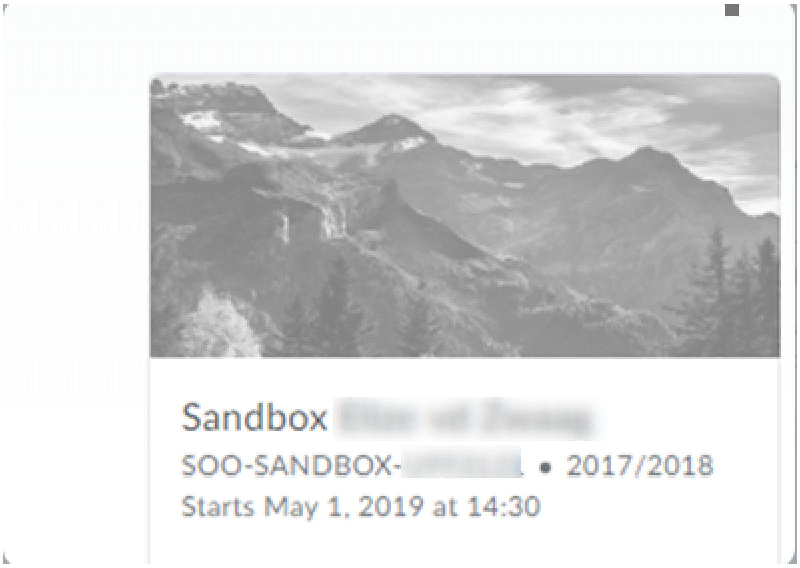
You can hide the course for students via the following two options:

1. Configure a start and/or end date.
2. Switching the course to inactive.

Option 1 is the preferred option to hide a course for students. When you use a start date, instead of switching a course to inactive, the course will still be visible for the students but they will not be able to access it. It will also negate the risk of accidentally forgetting to switch the course back to active.



1. Add a start date (and/or end date) to your course: check the **Course has a start date** box and fill in the specific date and time from the moment the course should become available to students. Students will see the course on their homepages (if they pinned it) and the start date will appear on the course banner. They will, however, not be able to access the course until the start date and time have passed.
2. If you do want to switch the course to inactive, then uncheck the **Course is Active** box.
   NB: do not forget to check the box once the students should have access to the course because the course will be invisible for students until you recheck the **Course is Active** box!



Courses with a start date are visible to students. The course is grayed out on the homepage until the course starts. The start date can be found in the description.

How do I give someone access to my course?

For all OSIRIS education, it has been determined that OSIRIS is leading for the course administration. All students and teachers who are involved in a specific course need to be registered in OSIRIS. Once a person is registered in OSIRIS they will have access to the specific course with all the functionalities that correspond with their role. This link between OSIRIS and Brightspace is ‘real-time’, meaning that any changes made in OSIRIS will be visible in Brightspace immediately.

It is therefore not possible to manually add students or other teachers to your course. Please contact the OSIRIS-administrator of your faculty if you want to add anybody to your course.

When it comes to assigning **other roles** in Brightspace, it is important to know that teachers can add users with subordinate roles themselves.

- For more information about roles and rights, please read the article Which roles are available in Brightspace?
- For more information about adding and removing colleagues to and from your course, please read How do I assign roles in my course to colleagues and how do I delete users?

Exception: in case your Brightspace course is not linked to OSIRIS, contact the course coordinator of this specific course to add someone.

How can students access my course?

All students at Radboud University have automatic access to Brightspace. If students have enrolled themselves in your course via OSIRIS (if it has the 'definitive' status), they will also have immediate (real-time) access to the course in Brightspace.

- If you do not see a student in your course in Brightspace, or if a student indicates that they do not have access, you can check in OSIRIS whether the student is enrolled in your course and whether the status of the course is set to Active.
- If you see no students at all in your course in Brightspace, the connection between the OSIRIS registration and Brightspace is probably not active. For this, contact the ICT and educational support staff in your faculty.

You can also refer students to the manual How do I register for courses in Brightspace?

Which roles are available in Brightspace? Brightspace | Roles

In Brightspace roles determine which permissions are assigned to you as a user of the system. These permissions exist on two levels:

1. You have a role at the general level ‘Radboud University’.
2. You have a role at the course level (**Course Offering**).

General role in Brightspace

The moment you log in to Brightspace, a general role (‘Radboud University’) is assigned to you, which determines your access to the different functionalities of Brightspace. This means that teachers have access to different menu-items than students do, and functional coordinators have other permissions than teachers do.

Brightspace is familiar with the following roles:

- **Student:** this role is automatically assigned to every student that has a Brightspace account at the Radboud University.
- **Teacher**: this role is automatically assigned to all employees of the Radboud University that have requested access to Brightspace in the Accountportal.
- **Institution Admin**: This role is manually assigned to faculty (**institution**) Brightspace administrators. This grants them with permissions in Brightspace confined to their corresponding faculty. The institution admin has access to all the courses within the corresponding faculty.
- **Org Admin**: this role is manually assigned to functional administrators of Brightspace.

Course level role - from OSIRIS

The role per course determines which rights you have as a user within the course. This role can differ per course, but you can only be enrolled with one role per course. For courses created in Brightspace via the OSIRIS link, students and teachers are added to a course via the OSIRIS link. These roles cannot be assigned manually in Brightspace.

The table below shows which OSIRIS role leads to which Brightspace role (last column) and what the associated rights are for each role.

Role	Meant for	Activities	Originates from OSIRIS	Comments	Role in course in OSIRIS
Students	Students	• view course content; • do assignments and hand them in; • collaborate.	Yes	Participate in a course.	Students are assigned their role based on their course subscription in OSIRIS.
Teacher	Teachers	• view course content; • design a course; • place announcements; • insert/create content; • create groups and enroll students in groups; • assess students' assignments; • switch course tools on/off; • change course settings; • send email to students; • add colleagues to the course in subordinate roles.	Yes	Can add colleagues to the course in subordinate roles.	CURSUSCOOR of DOCENT of DOCENT_Z_GR of DOCENT_NZ_R_LMS of DOCENT_NZ_GR_LM

Course level role - all Brightspace roles

Teachers (with a **Teacher** role) are added to the course through the link with OSIRIS. If the course needs Graders, Grader-Builders, Builders and/or

Observers, the teacher can add these themselves. Read more about how to do this in the article: [How do I assign roles in my course to colleagues and how do I delete users?]

In the table below you can see all possible roles in Brightspace and what the corresponding rights are for each role.

Role	**Meant for**	**Activities**	**Originates from OSIRIS**	**Comments**
Observer	• Teachers • Co-teachers	View course content.	No	• Not meant to participate in education activities. • A teacher with the teacher role can manually assign this role to other Brightspace users.
Departmental Observer	• Teachers • Co-teachers	View course content.	No	• Not meant to participate in education activities. • Can only be Department to the course on request by the faculty's ICT support staff.

Student	Students	• view course content; • do assignments and hand them in; • collaborate.	Yes	• Participate in the course. • Students are assigned their role based on their course registration in OSIRIS.
Dummy student	• Student-assistants • Teachers • Support staff	• view course content; • do and hand in assignments; • collaborate.	No	• Gives teachers, student-assistants and support staff the ability to act as a student (in order to experience the course as a student). • Can only be added to the course on request by the faculty's ICT support staff.
Grader	• Student-assistants • Teachers • Supporting staff	• view course content; • assess students' assignments.	Yes	• To assess, give feedback and grade. • A teacher with the teacher role can manually assign this role to other

				Brightspace users.
Builder	• Student-assistants • Teachers • Supporting staff	• view course content; • design a course; • place announcements; • insert/create content; • create groups and enroll students in groups.	No	• The creation and enrollment of groups only concerns ad-hoc groups, *not* the groups originating from OSIRIS. • A teacher with the teacher role can manually assign this role to other Brightspace users.
Grader-Builder	• Student-assistants • Teachers • Supporting staff	• view course content; • design a course; • post announcements; • insert/create content; • create groups and enroll students in groups; • assess students' assignments.	No	• Combination of Grader- and Builder rights. • A teacher with the teacher role can manually assign this role to other Brightspace users.
Departmental Grader-Builder	• Student-assistants • Teachers • Supporting staff	• view course content; • design a course; • post announcements;	No	• Combination of Grader- and Builder rights.

		• insert/create content; • create groups and enroll students in groups; • assess students' assignments		• Can only be added to the Department on request by the faculty's ICT support staff.
Teacher	Teachers	Grader-Builder permissions and: • switch course tools on/off; • change course settings; • send email to students; • add colleagues to the course in subordinate roles.	Yes	This role comes from OSIRIS and cannot be assigned manually in Brightspace.
Coordinator	Teachers	Teacher permissions and: • add users to a course with coordinator permissions and all subordinate roles.	No	Not meant for courses linked to OSIRIS.
Department Admin	Department administrators	Coordinator permissions and: • access to all courses within a certain department.	No	
Institution Admin	Faculty administrators	Coordinator permissions and:	No	n/a

		• access to all courses within a certain faculty (institution).		
Organisation Admin	System administrators	Unlimited access to system and courses.	No	n/a

When assigned the teacher role, you are able to preview your course as if you were a student. This allows you for example to *test out what the course home page looks like and how a quiz is presented to students*. There is a difference however between viewing your course as a student (**view as student**) and try out your course as a student (**do as student**). Read more about this in the following articles:

View as student
Do as student

How do I assign roles in my course to colleagues and how do I delete users? Administration | Classlist

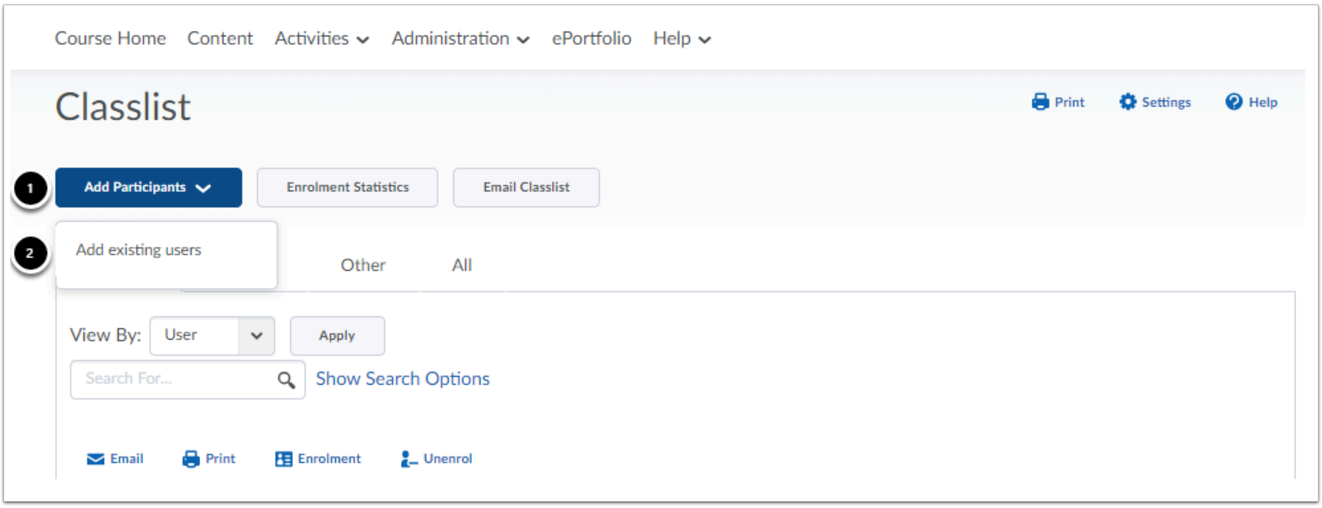
When you have the **Teacher** role in a course, you can add colleagues to your course in the role of Grader, Grader-Builder, Builder and Observer. You cannot assign the role of *Teacher*, *Student* or *cursist E-numbers*,   to another user, as these roles are assigned via the link with OSIRIS.

If you want to add working students or student-assistants to your course, they need to have an E-number or U-number.

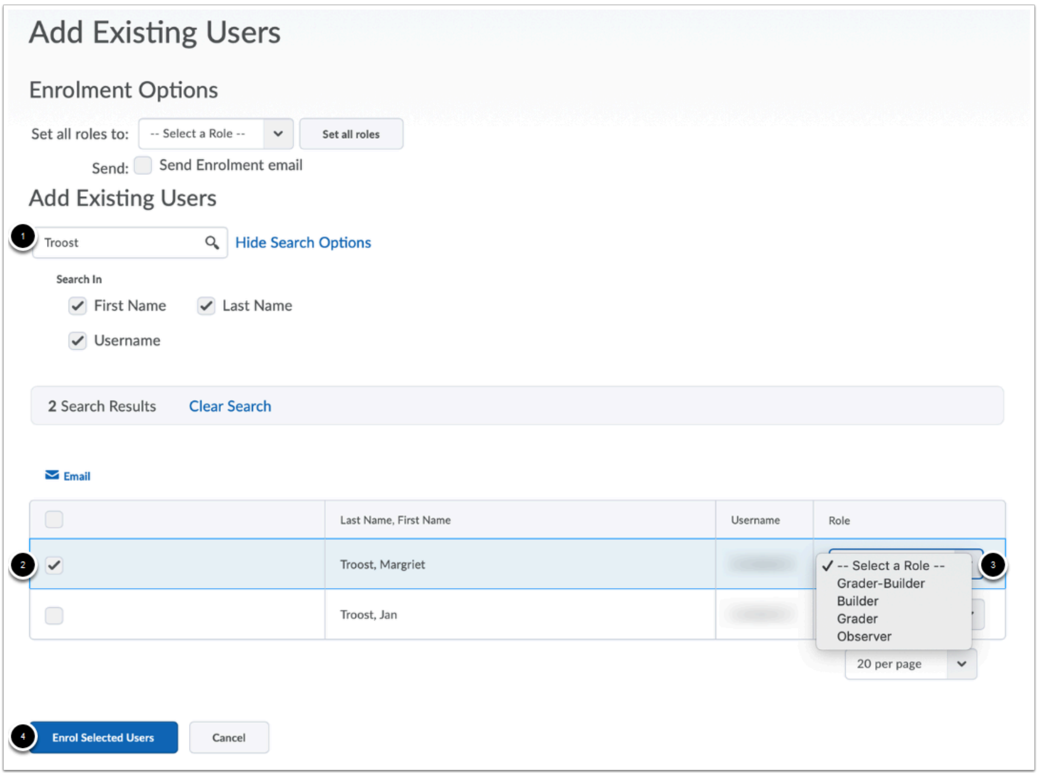
If you want to learn more about the different roles and the rights associated with them, please read the article Which roles are available in Brightspace? Brightspace | Roles

Add colleagues

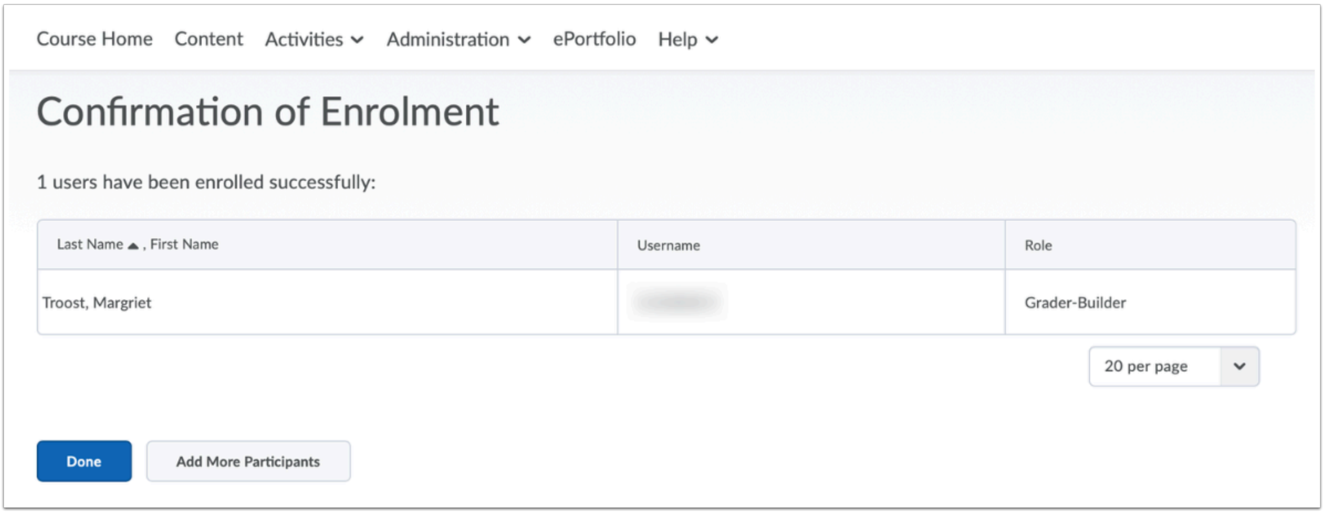
- Navigate to **Administration** in the navbar of your course.
- Click **Classlist**.



1. Click **Add Participants**.
2. Then click **Add existing users**.

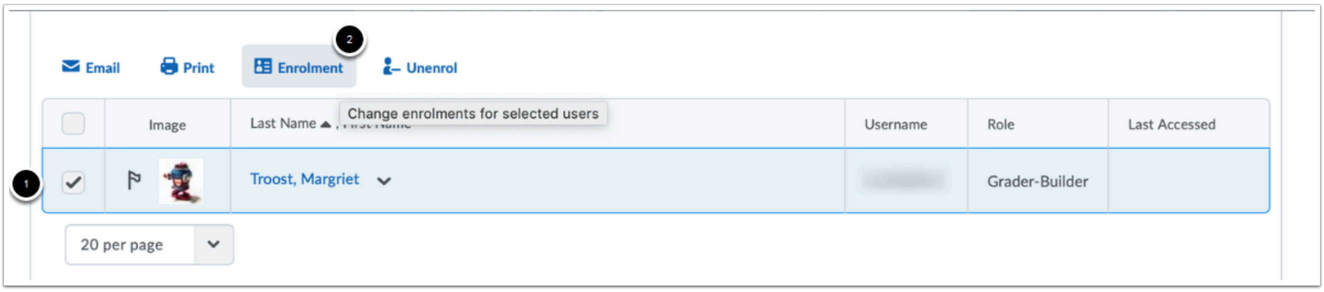


1. Search for the person you want to add by using their E-, U-, or Z-number.
2. Select the person you want to add.
3. Click **Select a Role**. Select the desired role in the drop-down menu.
4. Click **Enrol Selected Users**.

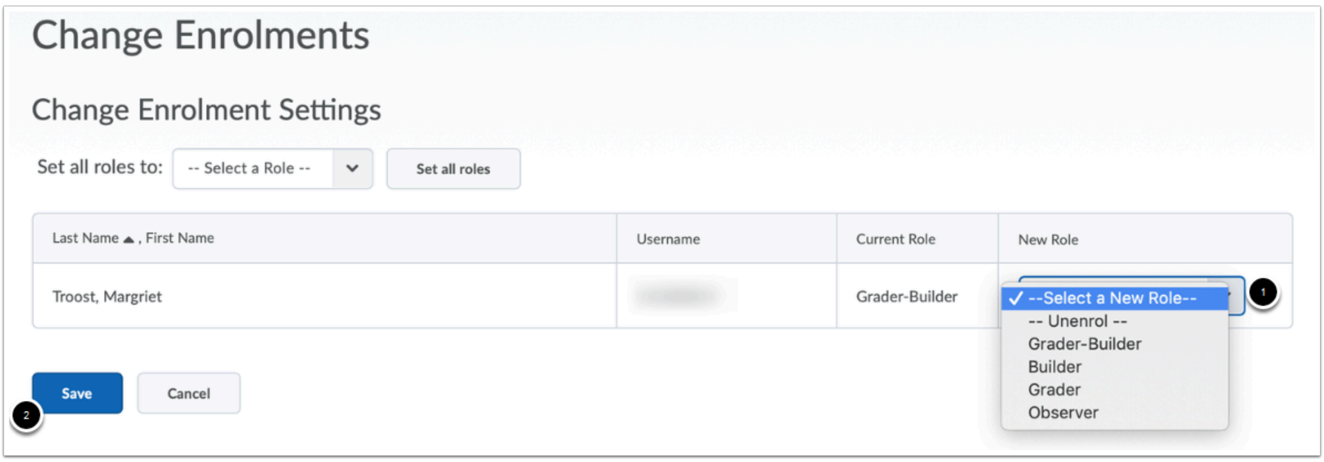


- You will see a confirmation. Click **Done** to return to the Classlist.

Change a role



1. Select the user for whom you want to change the role.
2. Click **Enrolment**.

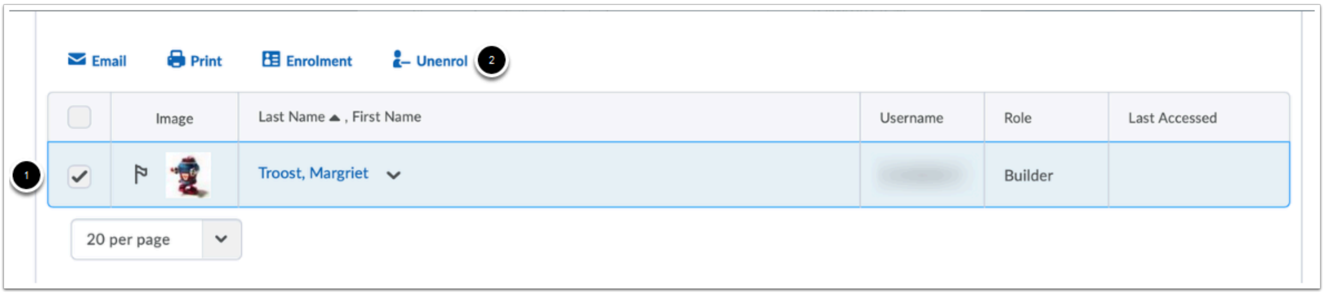


1. Click the arrow next to the current role and select the desired role in the drop-down menu.
2. Click **Save.**

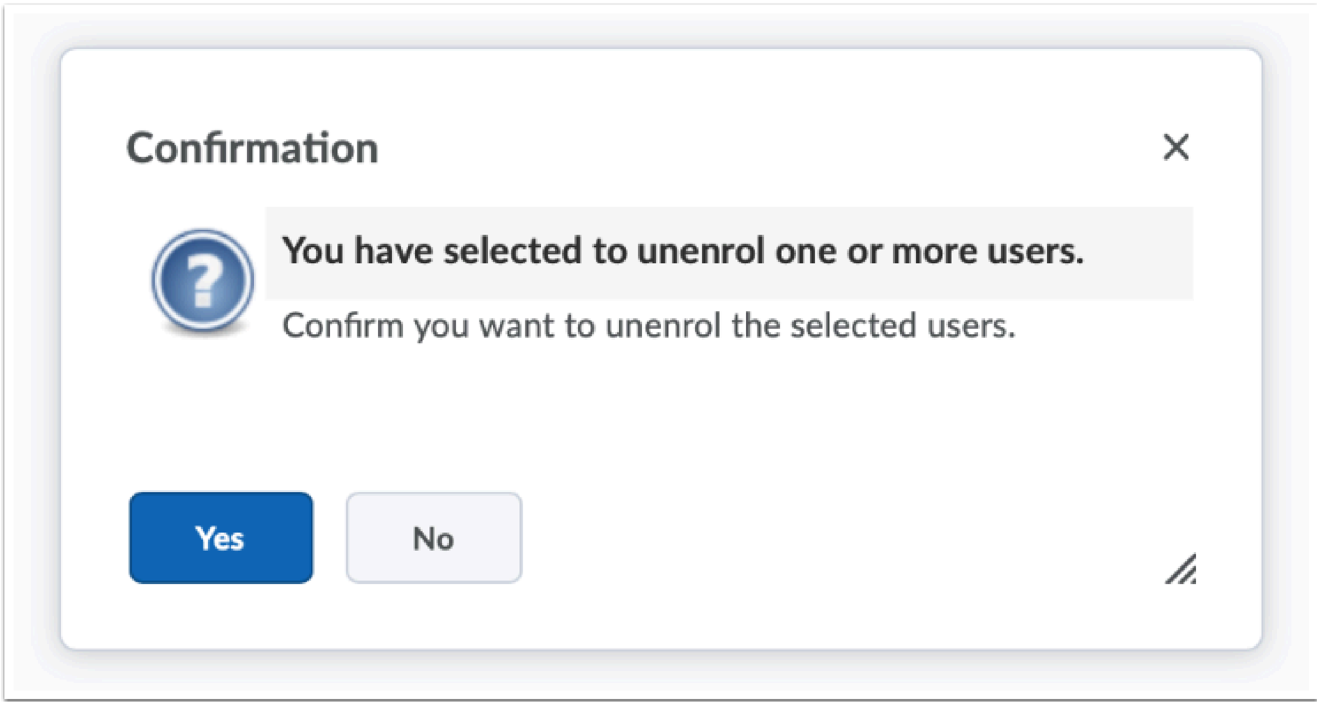
> ⚠ If a user has the role teacher or student, you cannot change it.

Remove a colleague from a course

Apart from assigning roles, it is also possible to remove Graders, Grader-Builders, Builders and Observer from your course, for example because they are no longer active within a course (for example, think about working students).



1. Select the user you wish to remove from the course.
2. Click **Unenrol**.



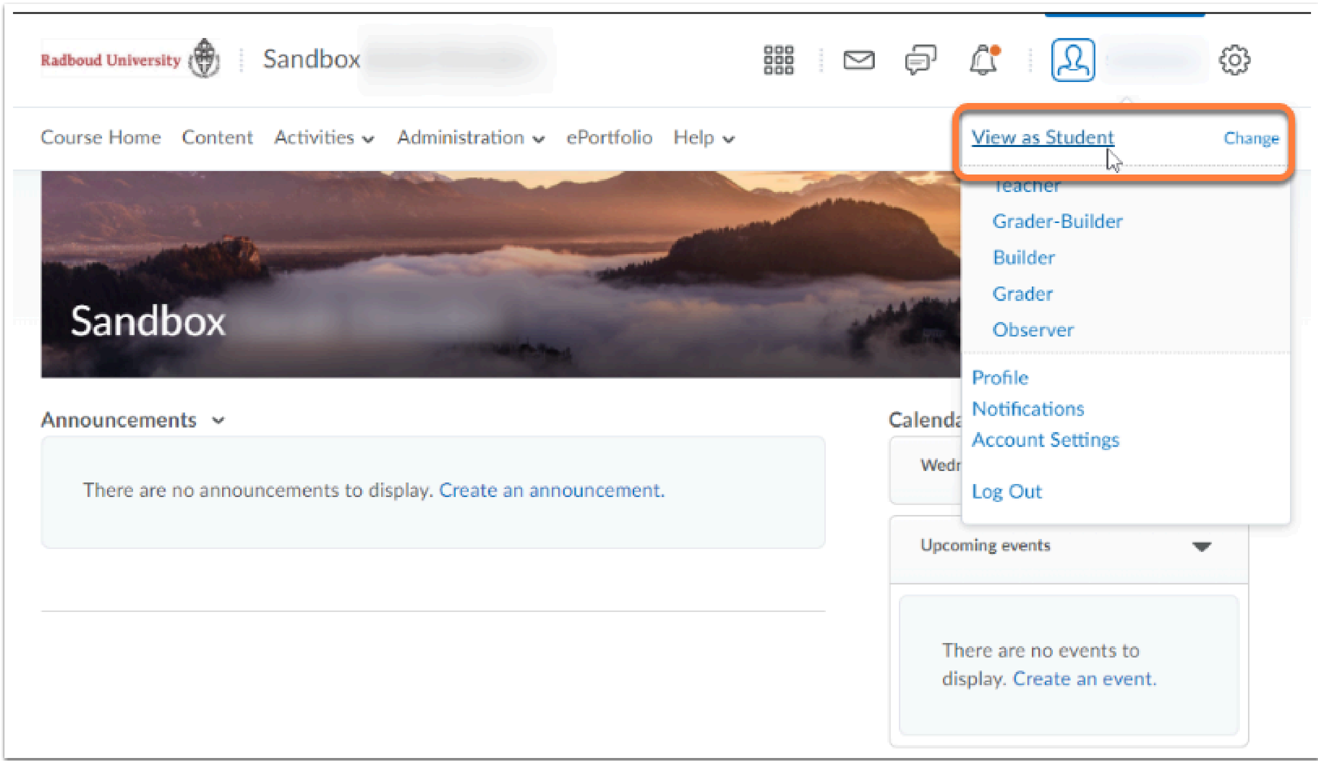
- You will see a confirmation. Click **Yes.**

⚠ If a user has the role of student or teacher, they cannot be removed.

How do I view my course as a student? Brightspace | View as Student

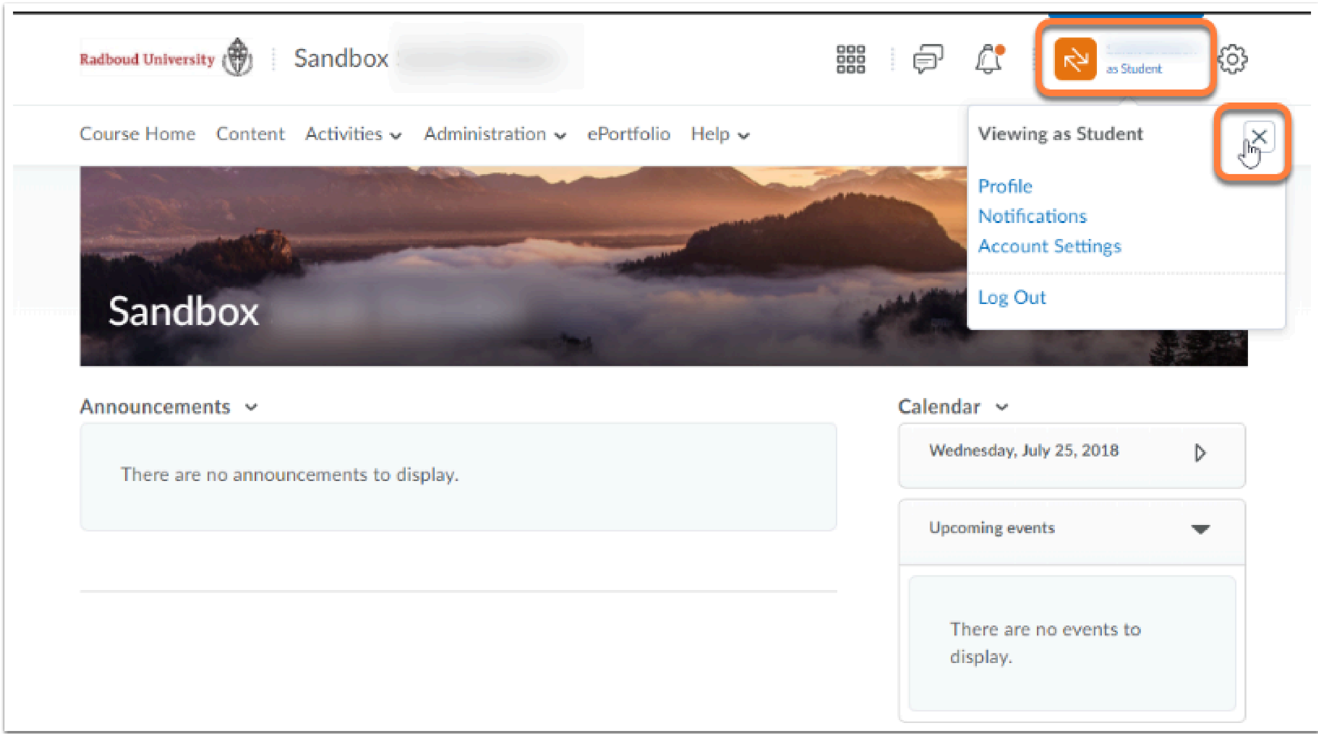
Brightspace allows teachers to preview the course from the point of view of a student. This enables you to see what students see when they look at your course. Use this tool to check if your course content comes across clearly or to test whether or not you would understand the way grade calculation works, based on the information presented to you as a student in the gradebook for example.

⚠ The preview option only gives you an overview of the way students see your course: your own user role can affect what you see in the student display. For example, it is not possible to fill in a quiz or hand in an assignment in this mode; to do so you would need a Dummystudent account.



- In the minibar, click your name and then **View as Student (**or click **Change** and choose **Student**)
- You are now on the Course Home. You can tell by the double-arrow icon that you are now viewing the course *as a Student.* This also means that the editing tools that you normally have in your regular role are gone.

- Navigate to the course components (**Content**, **Activities**, **Grades**) that you would like to view as a student.



- If you would like to close the *View as Student* mode, just click on your name again and then click the little 'X'.

Items (such as (sub)modules) which as a teacher you have given the status **Draft**, are *not* visible in the *View as Student* mode; students therefore do not know that these exist. If a (sub)module has been **Published** but its release date is still in the future, students will be able to see the module's name (for example: *Course Content second semester)*, but they will not yet have access to it. You can use this deliberately: you can give students a hint of what is coming without actually giving them access to the course content just yet. Items with a release condition are also not visible in the preview mode.

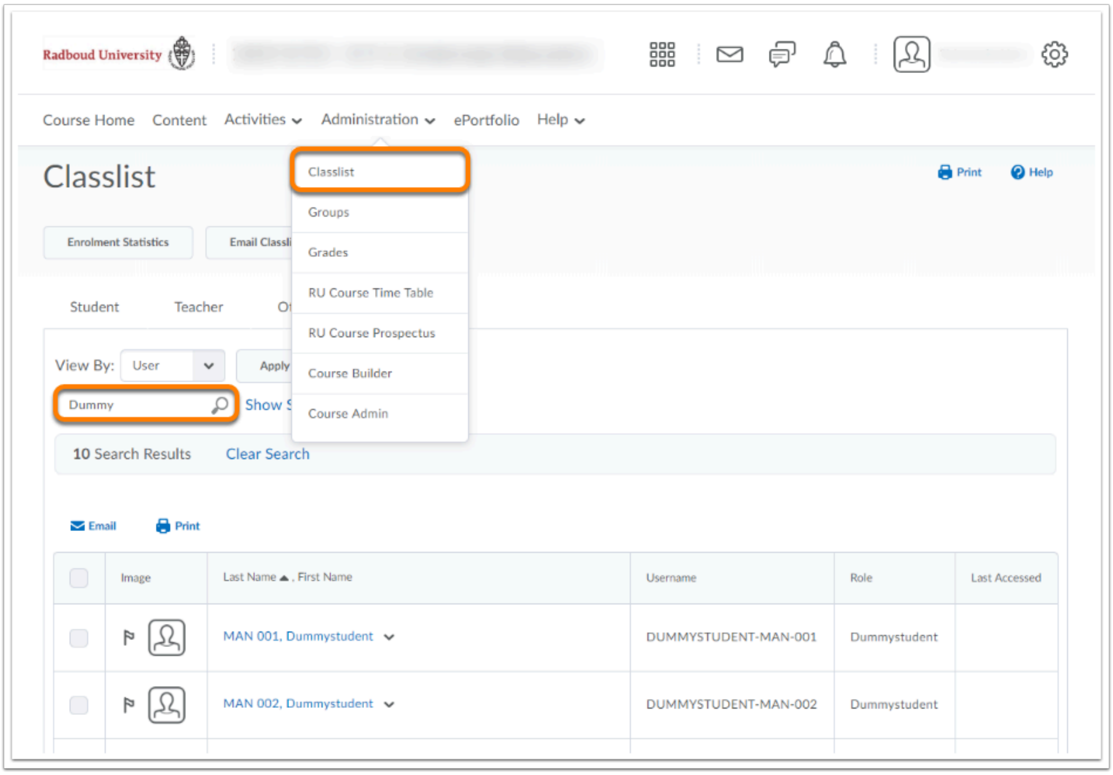
How can I experience my course as a student? Brightspace | Dummystudent

During the process of designing your course, you can view and experience your course from the perspective of a student. This enables you to check if everything is working as it is supposed to and if you are satisfied with the layout of your course. To *view* the course from the perspective of a student, use View as Student. To actually *experience* the course as a student, you can use a **dummystudent**: a fictional student that you can add to your course. You can then let this **dummystudent** walk through your course.

- Unlike regular students, future and inactive courses are shown when you view your course as a dummystudent. This way teachers can use dummystudents while building the course (which is often before the start date or while the course is inactive).
- You cannot use the dummystudents for testing Notifications because a dummystudent has a noreply email address.

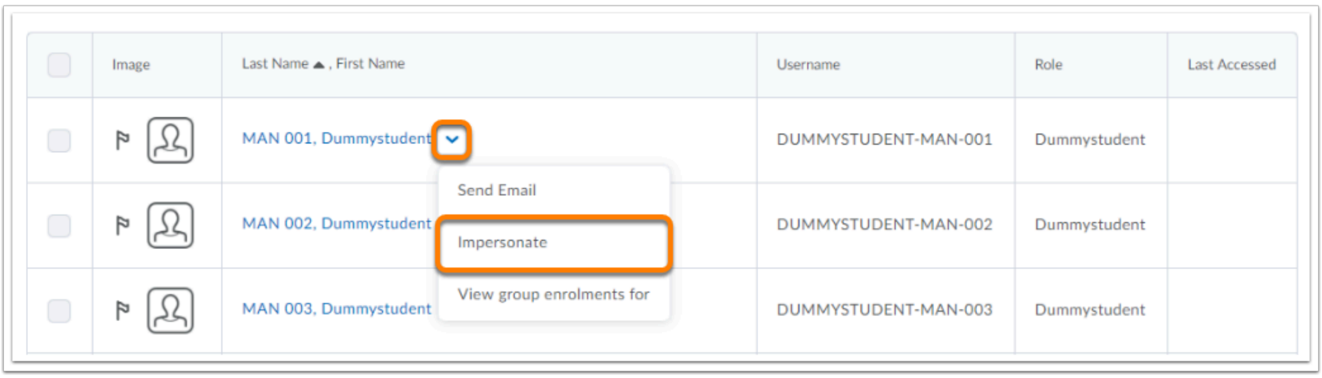
Using a Dummystudent

Before you can use a dummystudent, it has to be added to your course first. To do so, contact the ICT support staff of your faculty so that they can assist you with that. As soon as the dummystudent has been added to your course, you will see it in the course **Classlist** with "**Dummystudent**" as its assigned **Role**.



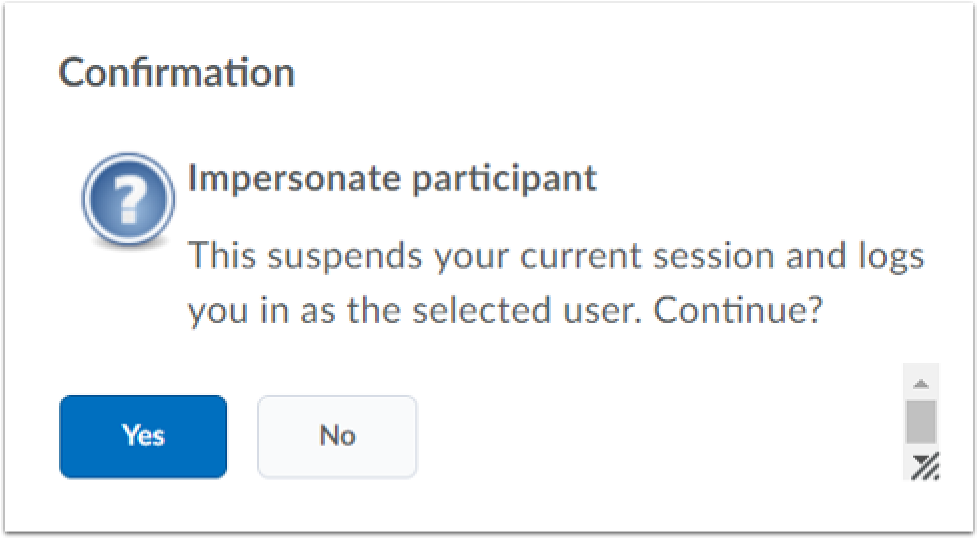
- Navigate to **Administration** in the navbar of your course.
- Click on **Classlist**.
- Search for 'Dummy' in the search bar above the classlist.

The username of the dummystudent consists of the following: DUMMYSTUDENT - the first three letters of your faculty - a number. Be mindful of the fact that the search option is case sensitive. You will have to use 'Dummy' or 'DUMMY' as a search term in order to find the Dummy accounts.



- Click on the fold-out arrow of the Dummystudent.

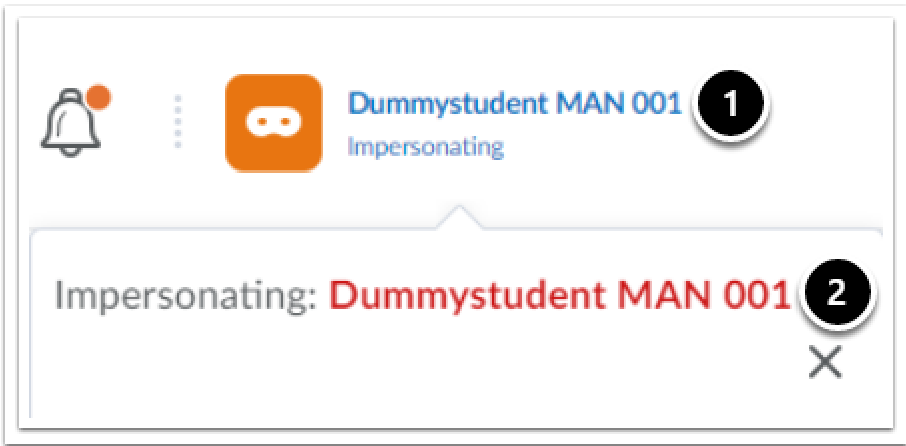
- Click on **Impersonate**. You will see the following notification:



- Click on **Yes**.

You are now logging in as a Dummystudent. You will see you are impersonating a Dummystudent in the top-right corner of your screen. You are now able to do everything a student can do, such as handing in assignments and enrolling in groups for instance. You can add the Dummystudent to groups and sections to test release conditions.

Stop using a Dummystudent



1. Click on the name of the Dummystudent at the top-right corner of your screen.
2. Click on the 'X'.

Removing a Dummystudent

There is a limited number of Dummystudents available for each of the faculties. This is why it is best to have the Dummystudent removed from your course as soon as you do not need it anymore. To do so, contact the ICT support staff of your faculty.

> ⚠ When you are logged in as a Dummystudent, you also have access to other courses the Dummystudent is enrolled in through the **course selector**. For that reason, Dummystudent accounts are linked to a specific faculty and are managed by the faculty's ICT support staff.

How is a course created in Brightspace? Brightspace | Link with OSIRIS

A **realtime** link between OSIRIS and Brightspace has been created to ensure that any changes in OSIRIS will automatically and almost directly (within a minute) show up in Brightspace. There might be a delay (between 10 minutes and an hour) during very busy periods, for example when a faculty is uploading all of their courses to Brightspace simultaneously.

Want to learn more about the OSIRIS link? Visit the OSIRIS manuals.

From OSIRIS course to Brightspace course (Course Offering)

All the courses in OSIRIS are checked every academic year on whether they should be transferred to Brightspace. There are two reasons for a course not showing up in Brightspace:

1. The course has not been finalised in OSIRIS (and has therefore not been transferred).
2. The course has deliberately not been transferred (the *Course to LMS* box has not been checked).

Please contact an OSIRIS admin if you want more clarity concerning the status of your course.

Teachers are automatically enrolled in their courses

To which course and in what role a teacher is enrolled in a course is predetermined every academic year in OSIRIS. This information is used to transfer the teacher, colleagues (**observer**), and, if needed, student assistants and their corresponding roles to Brightspace courses (**Course Offering**). The article Which roles are available in Brightspace? contains more information about which OSIRIS role corresponds with which role in Brightspace.

Making courses available to students

Every course that has been transferred from OSIRIS to Brightspace is automatically set to **active**. Start and/or end dates are not automatically transferred to the Brightspace course. You can temporarily deactivate your course allowing you to work on your course without students being able to watch the progress. Please deactivate your course by setting a start date and ***not*** by changing the course status to inactive because the latter option will make the course invisible to students even if they are enrolled in OSIRIS. Setting a start date makes the course unavailable, yet visible.
Setting a start date will add that start date to the (pinned) course thumbnail on the Brightspace Homepage of the students while simultaneously making the course unavailable for them. Updates from OSIRIS will not change the start and/ or end date(s) of the course.

Creating groups

Based on the settings regarding group enrollment in OSIRIS, it is possible to transfer groups created in OSIRIS to Brightspace. The box *groups to LMS* is not checked by default. You can learn more about groups by reading How to create groups?

Student enrolment for courses and groups

Students will be automatically enrolled for courses in Brightspace based on their enrollments in OSIRIS. They will also be automatically enrolled in groups in Brightspace when the settings in Osiris allow the groups to be transferred alongside the regular enrollment. Learn more about this process by reading Enrollment for courses and groups.

How are students (un)enroled in courses and groups? Brightspace | Link to OSIRIS

Students are automatically enrolled to their Brightspace courses (**Course Offerings**) and corresponding groups based on their enrolment in Osiris. The real-time link between Osiris and Brightspace ensures that every change in Osiris is almost immediately noticeable in the Brightspace classlist, both for students and teachers.

> If you want to read more about how a course (based on their Osiris link) is created in Brightspace, please read this article.

Enrolment for courses

Courses that are created via the OSIRIS link require students to (un)enroll exclusively through OSIRIS. When students enroll for a course in OSIRIS (or with the help from an OSIRIS admin at their faculty), they will be automatically enrolled in the corresponding course in Brightspace. Participation in specific groups or tests does not change their enrolment. The same goes for the unenrolment: these will be processed via OSIRIS with an automatic and almost direct effect on Brightspace.

When you have opted for not linking your course to Brightspace (by checking *No* for the box *Course to LMS?*), students that have enrolled via OSIRIS will not be enrolled in the course in Brightspace. If *Yes* is selected at any moment, the course will be automatically transferred to Brightspace. From then on student enrolments will always be transferred to Brightspace, also if you change your selection to *No* after you have selected *Yes*.

Enrolment for groups

Groups can be created in two different ways in Brightspace:

1. Automatically, based on the groups in OSIRIS: students will be enrolled in groups in Brightspace based on their enrolment in the corresponding groups in OSIRIS. If a student chooses to enroll themselves for a different group in OSIRIS or decides to unenrol from the course entirely, this change will almost immediately and automatically be processed in Brightspace.

If you have chosen for the option in OSIRIS where corresponding groups will not be transferred to Brightspace (by selecting *No* for the question *Groups to LMS?*), the groups will not be automatically transferred from OSIRIS to Brightspace. If you decide to activate the OSIRIS link with Brightspace for groups at a later moment, the students that are enrolled in OSIRIS groups will automatically be placed in the newly created Brightspace course.

2. Manually. Please read the manual Creating groups to learn how to create groups manually.

- The preferred method to create groups is via OSIRIS because, while it is perfectly possible to create groups within Brightspace itself, the link between OSIRIS and Brightspace is a one-way street, meaning that any changes in Brightspace are not automatically transferred to OSIRIS. Changes made to a student's enrolment in OSIRIS by either the student or a faculty support member will be automatically transferred to Brightspace and will bypass any manual changes to groups you might have previously made in Brightspace. This can result in undesired situations, for example a student who is enrolled in the wrong group or in two groups at once.
- Do not alter the names of the groups created with OSIRIS in Brightspace. This will ruin the link. If you want to create your own groups, you can do so by creating a new group category that contains the OSIRIS groups.
- Are the names of the OSIRIS groups unclear? You can add an explanation in the description of the OSIRIS group.

Basic settings: the Editor

What is the Editor?

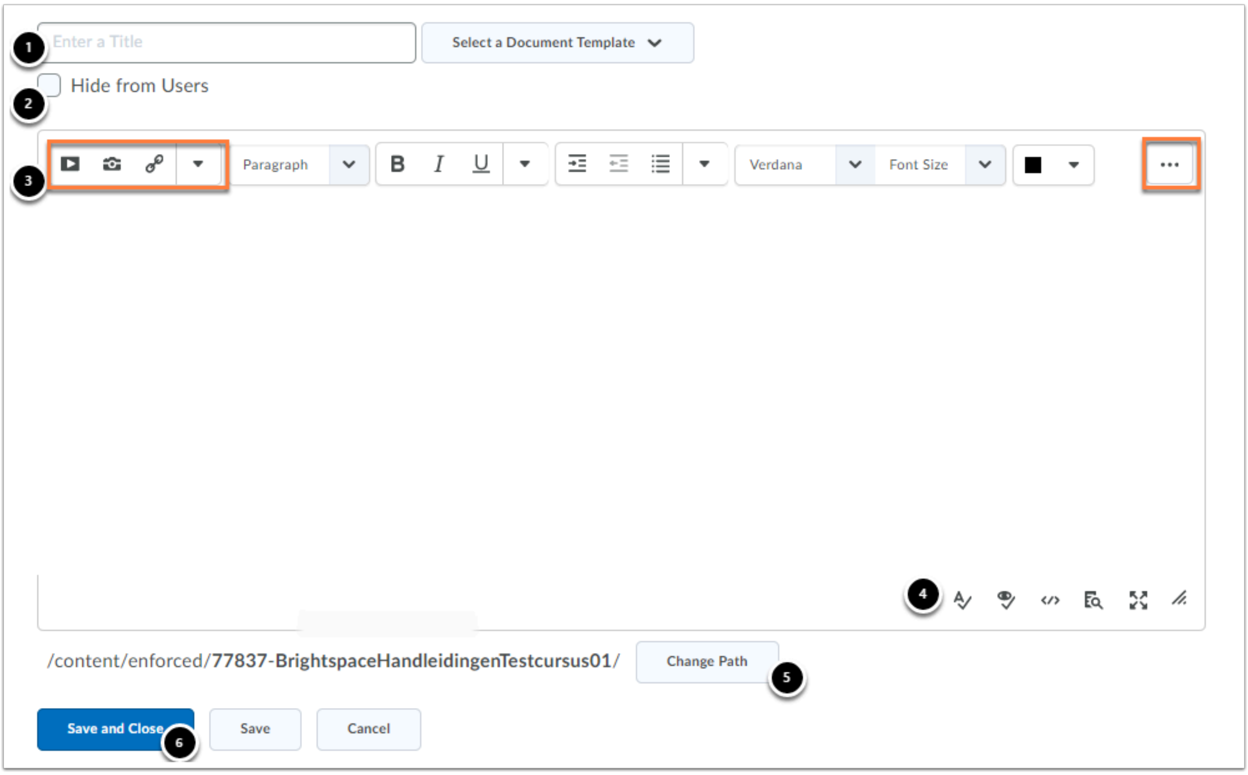
The Brightspace HTML editor can be used to add several types of content to your course, like:

- text and images;
- video and audio files;
- quicklinks and URLs;
- formulas;
- HTML-codes.

The Brightspace HTML editor looks like a text field with a bar that contains different formatting options. You can find the editor in several Activities like Assignments, Quizzes, Discussions, and Surveys. The HTML editor can be used to write instructions and/or add descriptions to an Activity. It can also be used to add a text or file to a (sub)module in Content.

Adding a media file or URL to the editor creates a link to this specific content instead of a physical copy. This results in:

- the content that has been added not being saved in the HTML editor. This content (for example an image or video) should be stored in a different place;
- the HTML editor not properly displaying the content when said content is removed from where it was previously stored.



1. Give the content a title. Select a template using [Select a Document Template]() if necessary.
2. Click **Hide from Users** to make the file invisible to students.
3. The bar on top enables you to create headings, use formatting options, change the font, change the size of the font, change the color of the text, and add formulas:
   - The three options on the left-hand side allow you to add audio and video files, images, and quicklinks.
   - Click on the button with the three dots to reveal additional options: this enables you to undo previous actions and cut and/or copy content.

4. In the bar on the bottom you can (from left to right):
   - check spelling (in multiple languages);
   - check accessibility (for visually impaired users) ;
   - open the source code;
   - open a preview of how the content will be displayed in your course;
   - display the editor in full screen;
   - change the size of the editor.

5. Click on **Change Path** to select where in [Manage Files]() you want to save the content.
6. Click on **Save and Close** to publish your content or select **Save** to save the file as a concept so you can edit it at a later moment.

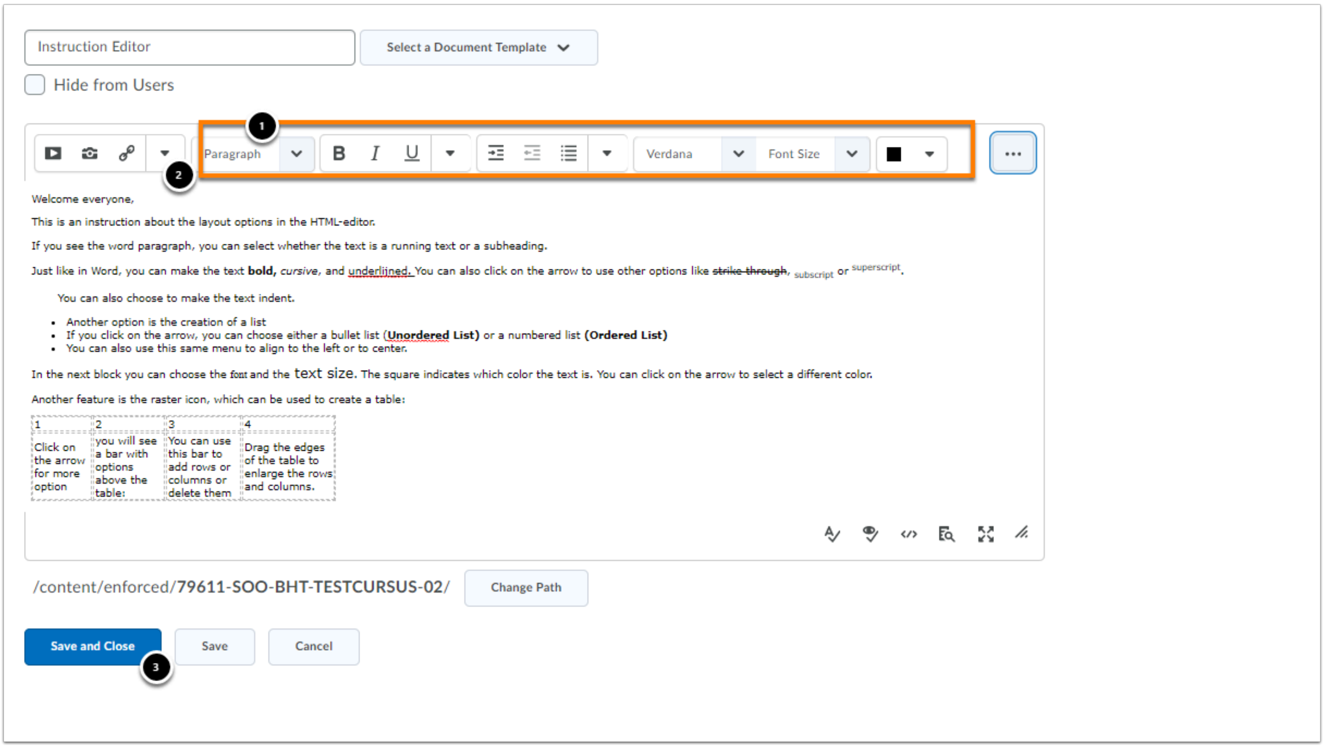
- If you copy a text from Word to the Editor, the layout of the text will not be transferred (e.g. font, size of letters, text color). However, the structure for headings, enumerations and tables will be copied.
- The editor is the same on almost every page in Brightspace except for when you click on **Create a File** while in Content. This will offer you the extra option to Select a Document Template. This allows you to choose or create a template that you can use to format the text in the editor. If you want to add your own template (via **Browse for a Template** when you have selected **Select a Document Template**) you basically copy a previously created file in your course to this place. You can then add new content to the file without altering the original template.

Do you want to know how you add formatted text, an image, audio or video files, (quick)links or a formula to the HTML editor? Please read the following articles:

- How do I add text to the Editor?
- How do I add media to the Editor?
- How do I add quicklinks to the Editor?
- How do I add equations to the Editor?
- How do I use templates in the Editor?

How do I add text to the Editor?

You can add text to the HTML Editor by writing directly in the editor or by copying and pasting it from another document. The Editor also offers a wide arrange of formatting options. A lot of these options are quite similar to the options offered by other word processors like Word.



1. From left to right you can:
   - choose the style of the text (whether it is a heading or a paragraph);
   - make the text bold, italic or underlined. Click on the arrow to use other options like subscripts, superscripts and strike-through;
   - add indentations and bullet points. Click on the arrow for more options like ordered lists and text alignments;
   - change the font and size of the text (it is advised to keep the font Arial as a default setting);
   - change the color of the text;
   - add tables. Click on the arrow to edit the table.
2. Click on the arrow next to the media icons for more options:
   - **Insert Symbol**: add a symbol
   - **Insert Line**: add a horizontal line to separate text.
   - **Insert Attributes**: add attributes to selected text without opening the source code.
   - **Insert Emoticon**: add an emoticon.

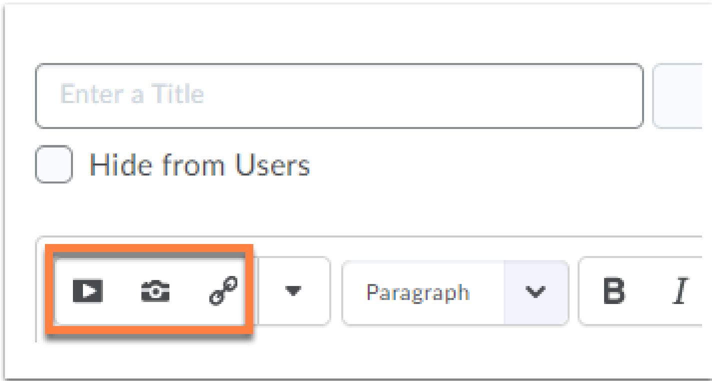
Click on **Save and Close** to publish the content or on **Save** to save the file as a draft so you are able to edit it at a later moment. If you are editing a previously made file you can click on **Update** or **Revert to Draft**.

- If you copy a text from Word to the Editor, the layout of the text will not be transferred (e.g. font, size of letters, text color). The structure for headings, enumerations and tables will be copied.
- The editor is the same on almost every page in Brightspace except for when you click on **Create a File** while in Content. This will offer you the extra option to **Select a Document Template**. This allows you to choose or create a template that you can use to format the text in the editor. If you want to add your own template (via **Browse for a Template** when you have selected **Select a Document Template**) you basically copy a previously created file in your course to this place. You can then add new content to the file without altering the original template.

How do I add media to the Editor?

The media icons

You can add several (external) media files, like images and video and audio files, to the HTML Editor. Links to other pages in Brightspace can also be added.



There are three buttons on the left hand side of the top bar. These buttons can be used to add different types of media to the Editor.

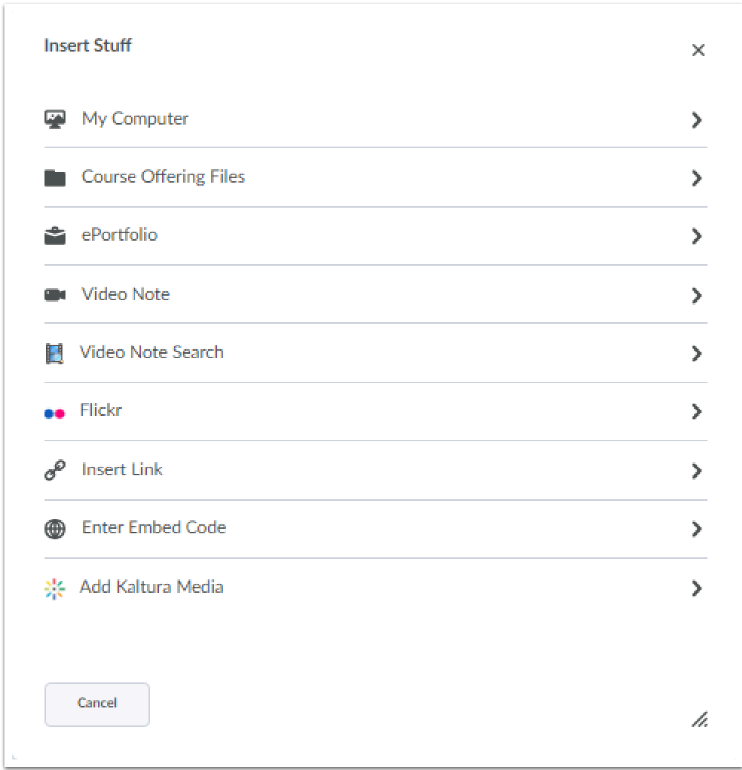
- **Insert Stuff**: add an image, video file, audio file or link to an external source (like Google Drive, Slideshare and so forth). You can also use this button to add media from Kaltura, add links, or record a video with your webcam which you can add to the Editor.
- **Insert Image**: add an image from your computer, somewhere else in Brightspace, or from the internet.
- **Insert Quicklink**: add a link to a part of the course in Brightspace or an external source.

Insert Stuff

Insert Stuff can be used to add video and audio files from your computer, somewhere else in Brightspace, from Kaltura, or from an external source. It also allows you to easily record and add a video message.

- Click **Insert Stuff**.

You can add files to a (sub)module by using **Upload Files** or by using **Insert Stuff** in the Editor. To do this you click **Upload/Create** and then **Create a File** in the desired (sub)module rather than **Upload Files.** The difference between these two is that **Create a File** lets you create a text page/web page where you link files to a text. If you use **Upload Files** the topic will not be a text, but the file you upload. The best way thus depends on the way in which you want to display your file(s).



You can now choose from which place you want to add video or audio files:

- Click **My Computer** to search for a file on your computer and add it.
  - Click **Choose file** to search for the file in the file structure of your computer.
  - Click **Upload**.
  - Change the settings if needed and click on **Insert**.
- Click **Course Offering Files** to search for a file that you have used somewhere else in your Brightspace course and add it to the Editor.
  - Search for the specific component in the file structure of your Brightspace course and select it.
  - Click **Next**.

  - Change the settings if needed and click on **Insert**.

- Click **Video Note** to record and add a video message.
- Click **Video Note Search** to find a previously recorded video message and add it.
  - Fill in one or several keywords in **Search Notes** and click **Search**.
  - Select the video you want to add.
  - Click **Next** and after that **Insert**.

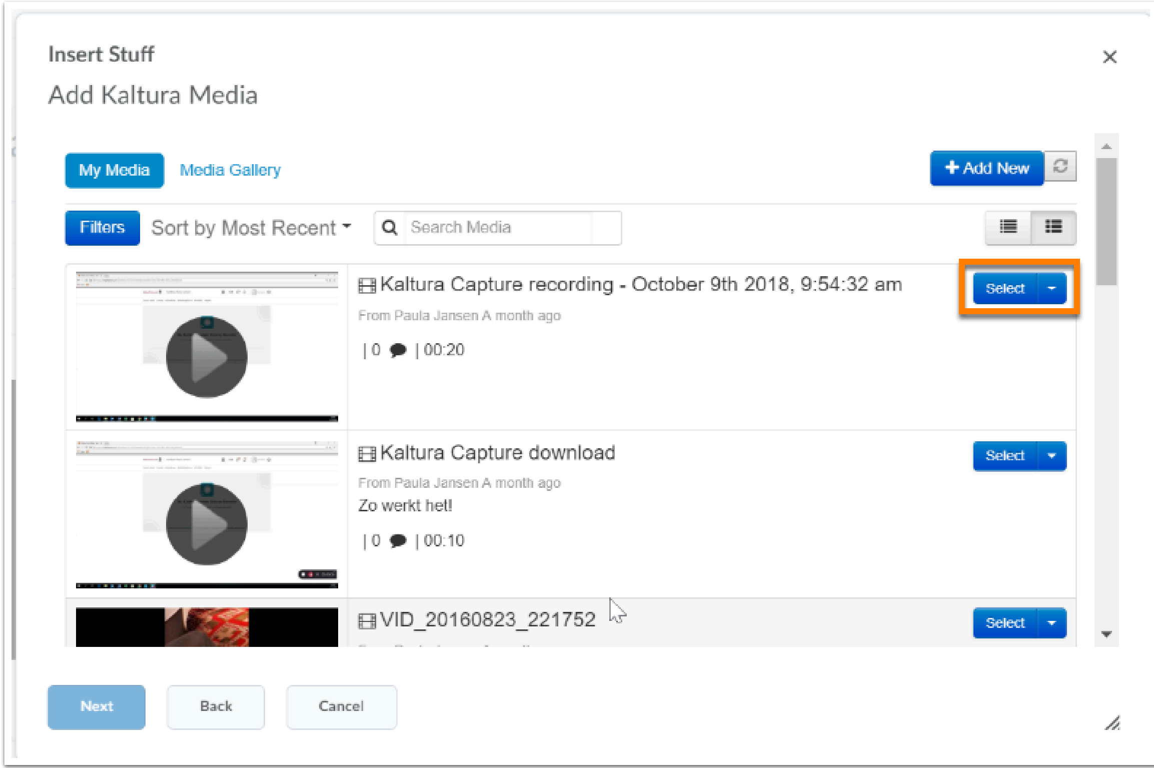
- Click **Insert Link** to add a link to an external video (*for example, something from YouTube*).
  - Paste the URL in the text box and click **Next**.
  - Change the settings if needed and click **Insert**.

- Click **Enter Embed Code** to embed an external video in your message (*You can, for example, use an embed code instead of an direct link to a YouTube video. The message will now include a video that you can watch from Brightspace instead of a link to YouTube. You can also use the embed code to link to Slideshare*). Note that embedded external videos will not be saved to Brightspace as it remains an external source.
  - Paste the embed code in the text box and click **Next** for a preview.
  - Click **Insert**.

- Click **Add Kaltura Media** to add a video from Kaltura.

Add a video from Kaltura

- Click **Insert Stuff**.
- Click **Add Kaltura Media**.



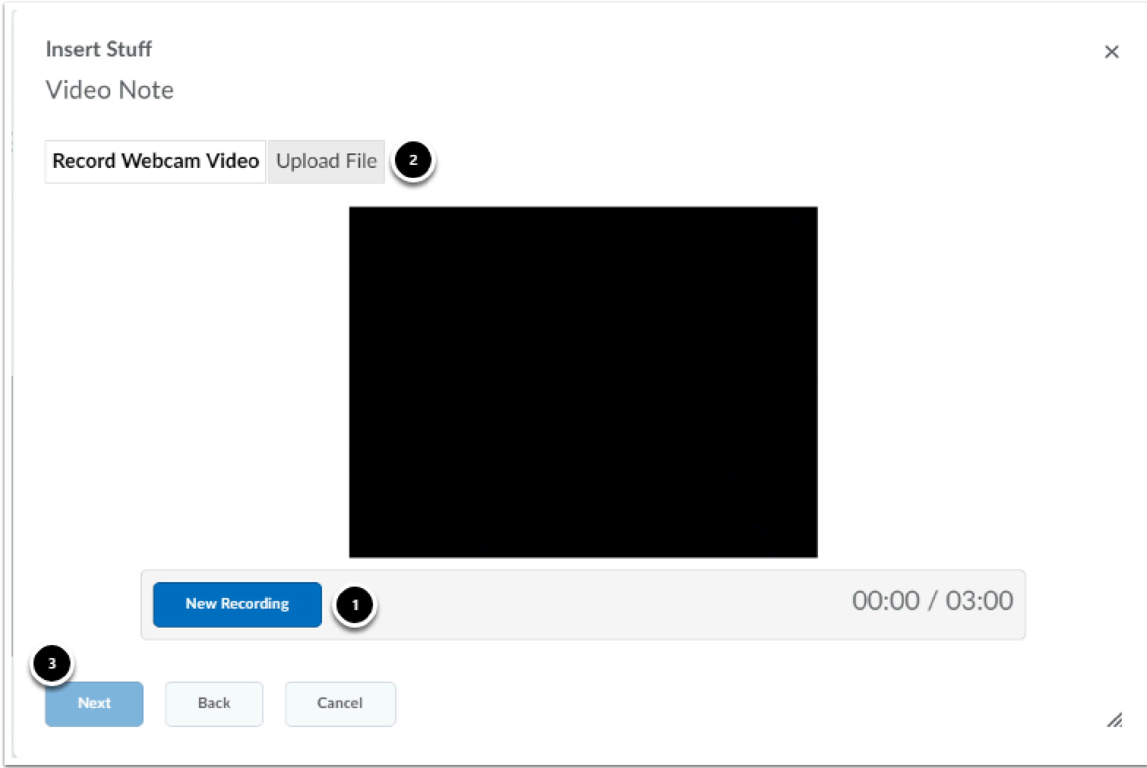
- Click **Select** next to the video you want to add.
- You will go the next screen, which will show you a preview of the video. Click **Insert** to add the video.

Do you want to learn more about Kaltura? Please read the article [How do I add media to Kaltura?]

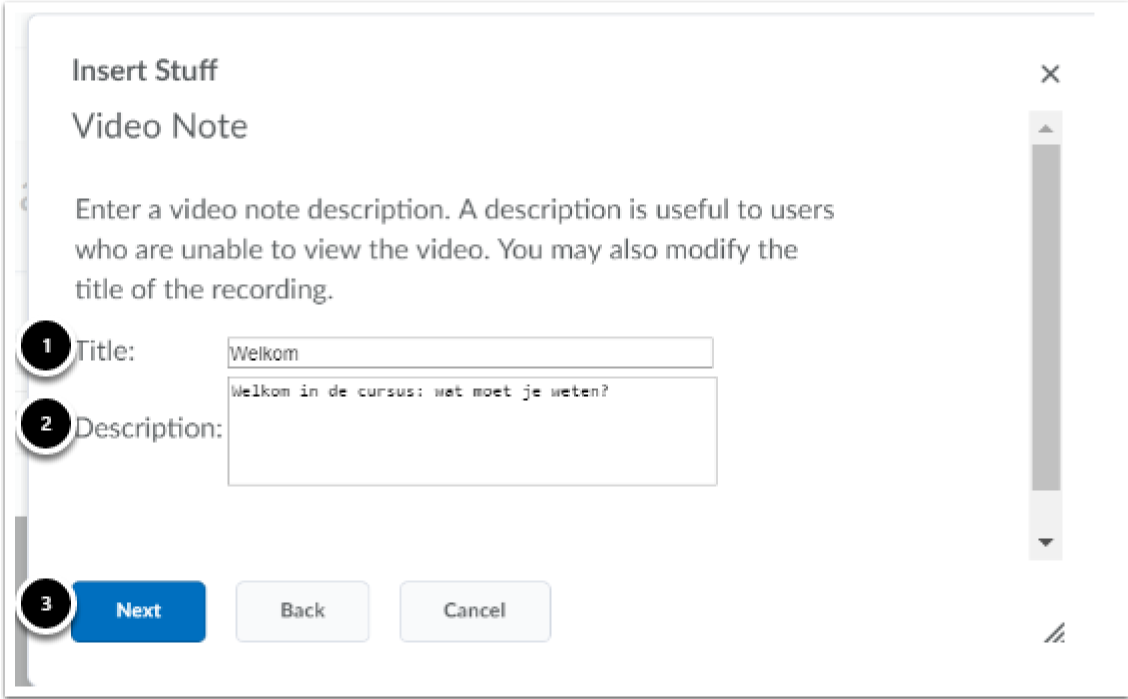
Recording a video message

- You will need a computer with a webcam and/or microphone if you want to record a video or audio message. It might also be necessary to give permission to Brightspace in your browser so you can use your webcam and/or microphone. A pop-up message will automatically appear if this permission is needed.
- Do you only want to record audio? This is also possible without connecting a webcam.

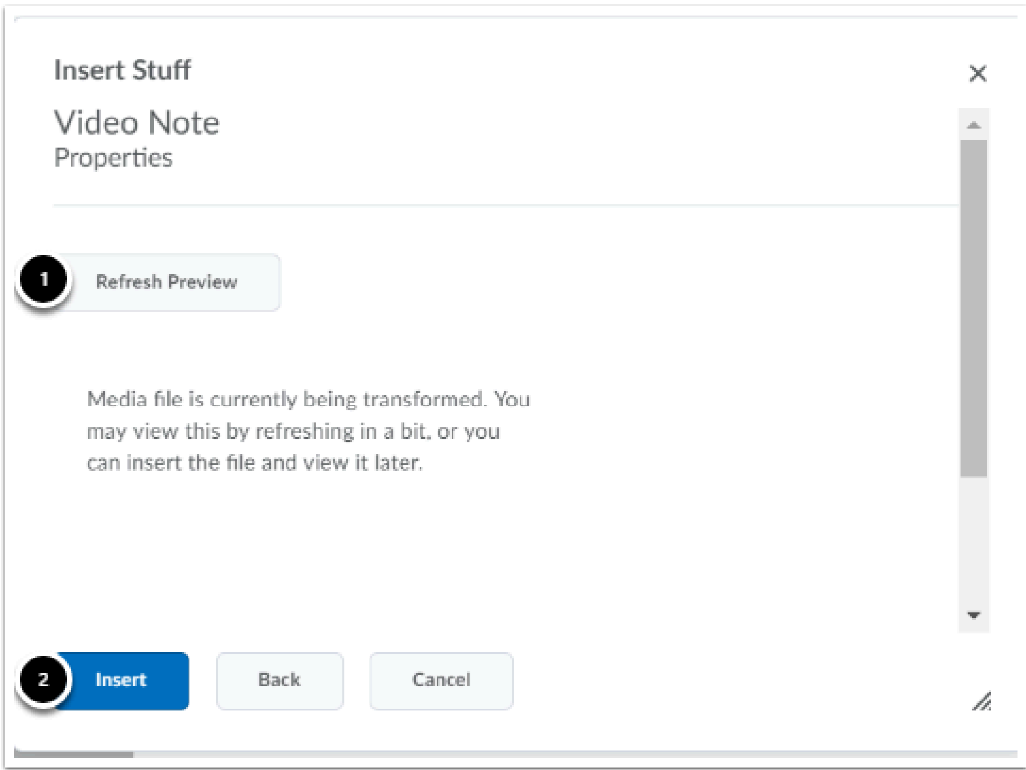
- Click **Insert Stuff**.
- Click **Video Note**.



1. Click **New Recording**. You will see the footage you are recording on the small screen. Stop the recording by clicking **End Recording**.
2. You can also add a file from your computer instead of recording a new video by clicking **Upload File**.
3. Click **Next**.



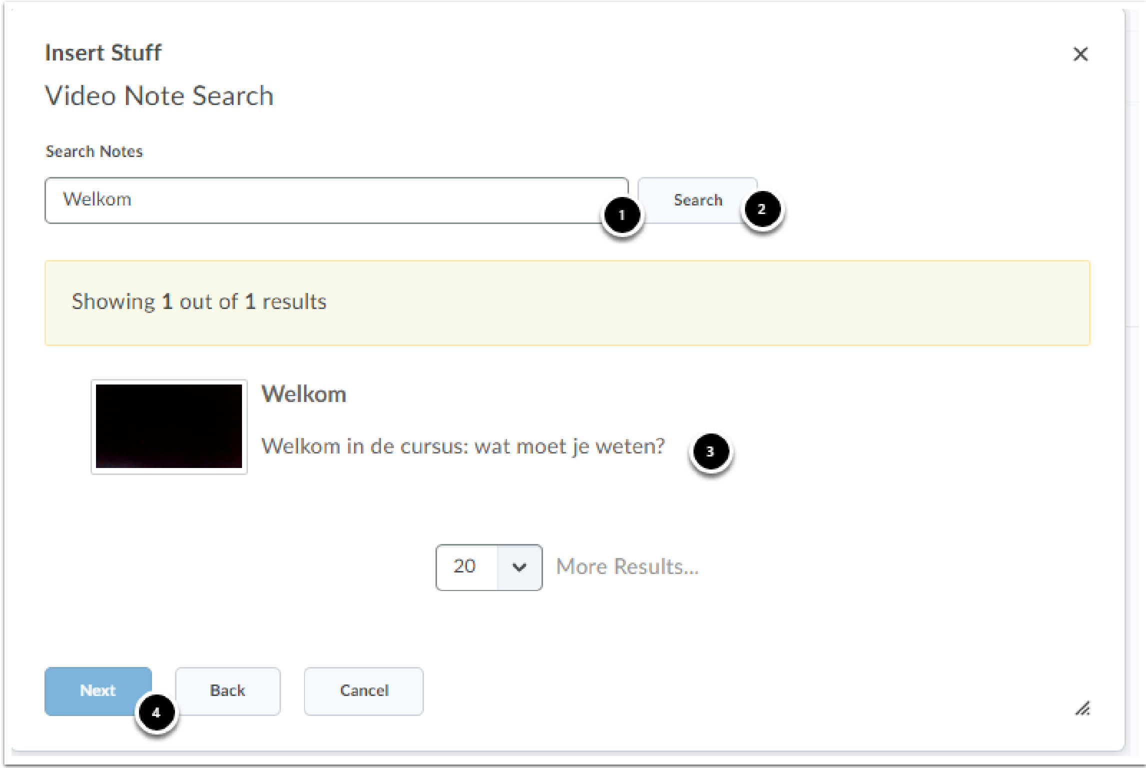
1. Add a title.
2. Add a description.
3. Click **Next**.



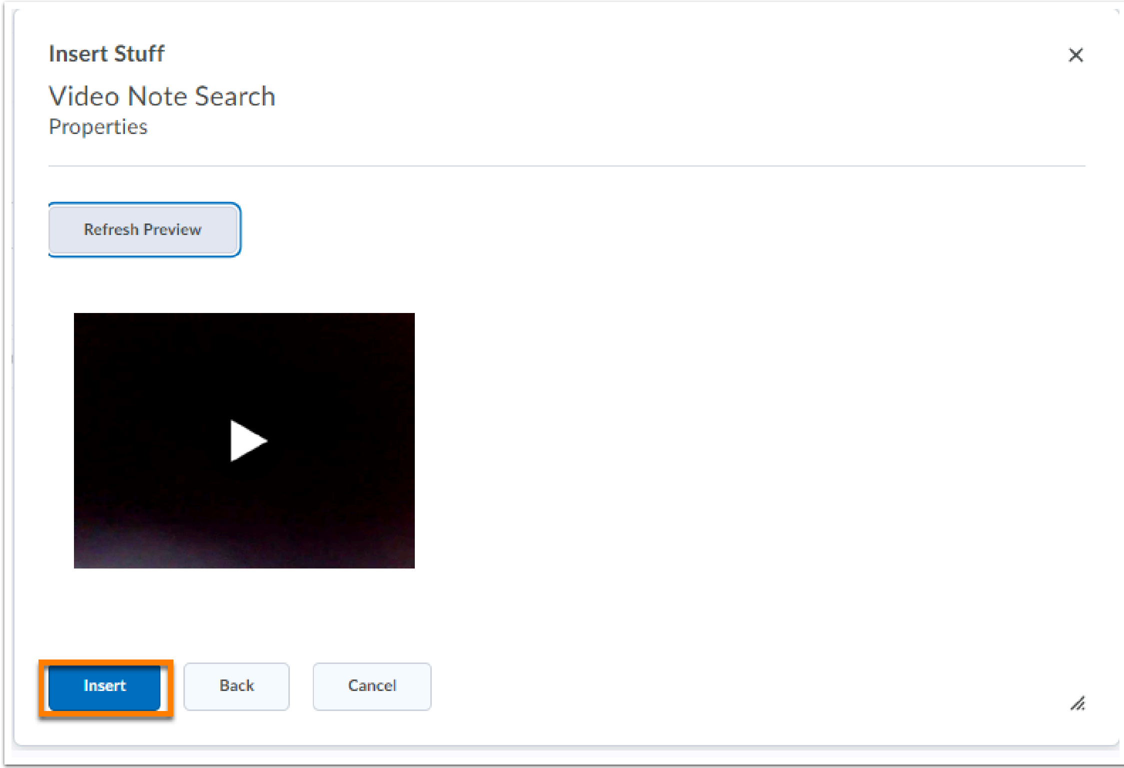
1. You will see a preview of your video. Click **Refresh Preview** if you see the message above to load and watch the preview.
2. Click **Insert**.

Add an existing video message

- Click **Insert Stuff.**
- Click **Video Note Search.**



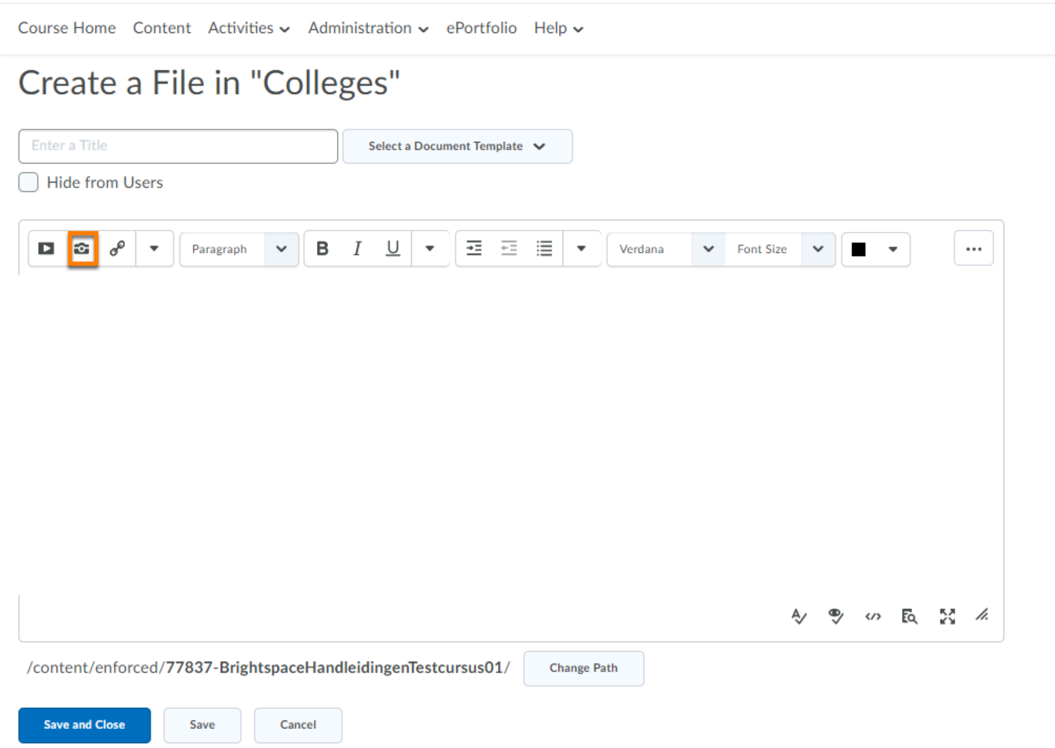
1. Use the search bar to enter the title of your video message.
2. Click **Search.** By clicking **Search** without adding a search term you will get an overview of all saved video recordings.
3. Select the video message.
4. Click **Next.**



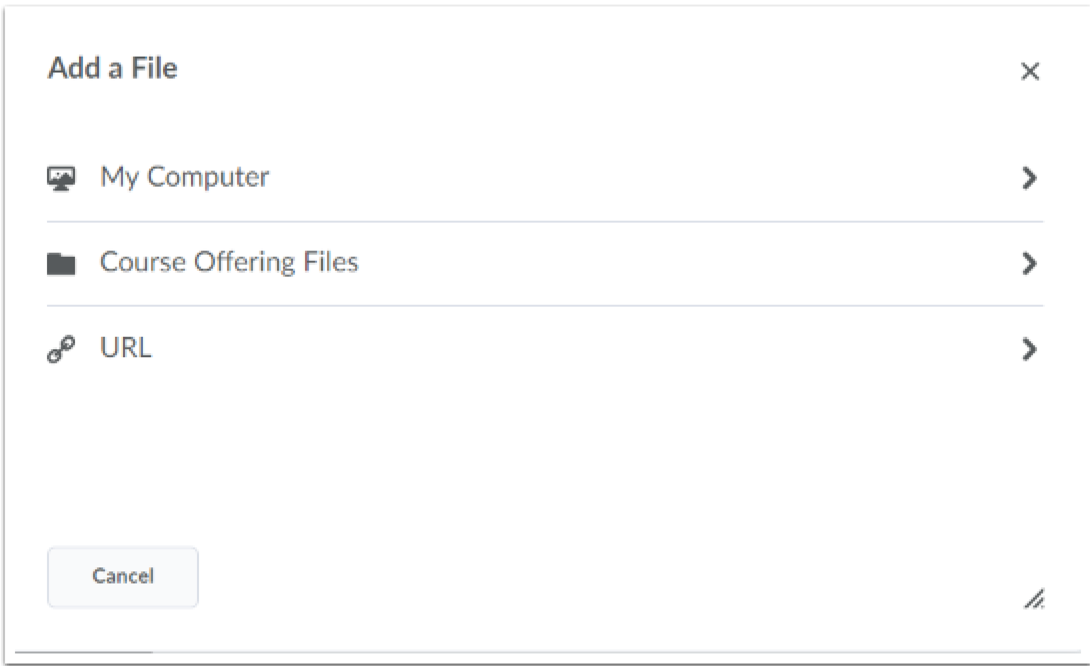
- Click **Insert** to add the existing video message.

Insert Image

You can add images via both **Insert Stuff** and **Insert Image**. The latter will only include options that are relevant for uploading images and is therefore easier to use.



- Click on **Insert Image.**



- Click on **My Computer** to search for a file on your computer and add it.
  - Click on **Bestand kiezen** to search for the file in the file structure of your computer.
  - Click on **Add**.

  - Add an alternative text if needed and click on **OK**.

- Click on **Course Offering Files** to search for a file that you have used somewhere else in your Brightspace course (or one that you have not used yet, but is located in Manage Files) and add it to the Editor.
  - Search for the specific component in the file structure of your Brightspace course and select it.
  - Click on **Add**.
  - Add an alternative text if needed and click on **OK**.

- Click on **URL** to add a link to an external image.
  - Paste the URL in the text box and click on **Add**.
  - Add an alternative text if needed and click on **OK**.

⚠ The downside of using a link to an external source is that the link in your course will no longer work if the external link is altered.

Settings

When you are adding a file you will sometimes get the option to change some settings. These settings include the inclusion of a link text, and alternative text, and the ability to change the aspect ratio of a video or image. These settings will show up when you are adding a file from your computer (**My Computer**), from Brightspace (**Course Offering Files**) or when adding a link (**Insert Link**).

- **Link Text**: this is the text that is in your message and will link to the video or image.
- **Alternative Text**: this is the text that will appear if the image cannot be displayed due to, for instance, a slow internet connection. This is also important for partially sighted users. You can add a short description of the image here. You can check the box **This image is decorative** if the image does not include any (relevant) information. Note that when adding an image, the only option is adding an alternative text. When you add an image using **Insert Link** (meaning the URL of the image) you can add both an alternative text and a link text.
- **Lock aspect ratio**: this will keep the standard settings regarding the size of the video or image.
- **Width**: adjust the width of a video or image.
- **Height**: adjust the height of a video or image.
- **Auto Start**: choose this option if you want a video to start playing automatically. Note that you will only be able to use this option if you upload a video from your computer.

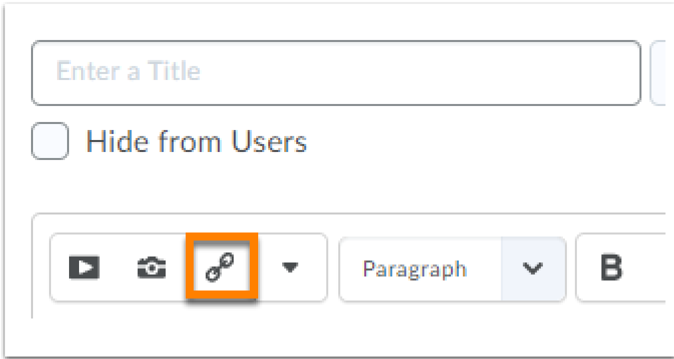
Click on **Refresh Preview** if you want to preview any changes.

How do I add quicklinks to the Editor?

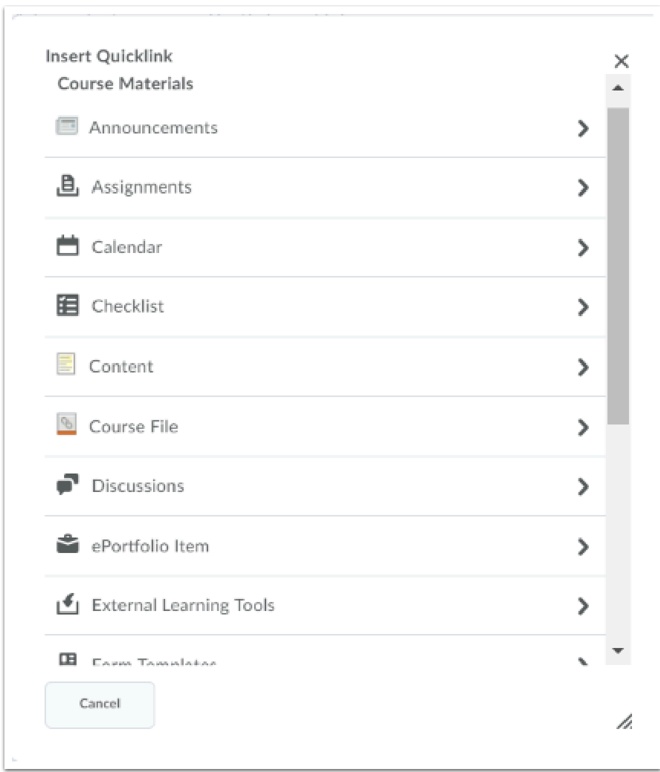
Quicklinks
Example

Quicklinks

You can use the Editor to link to other parts of your Brightspace course like Announcements, Assignments, and course files.



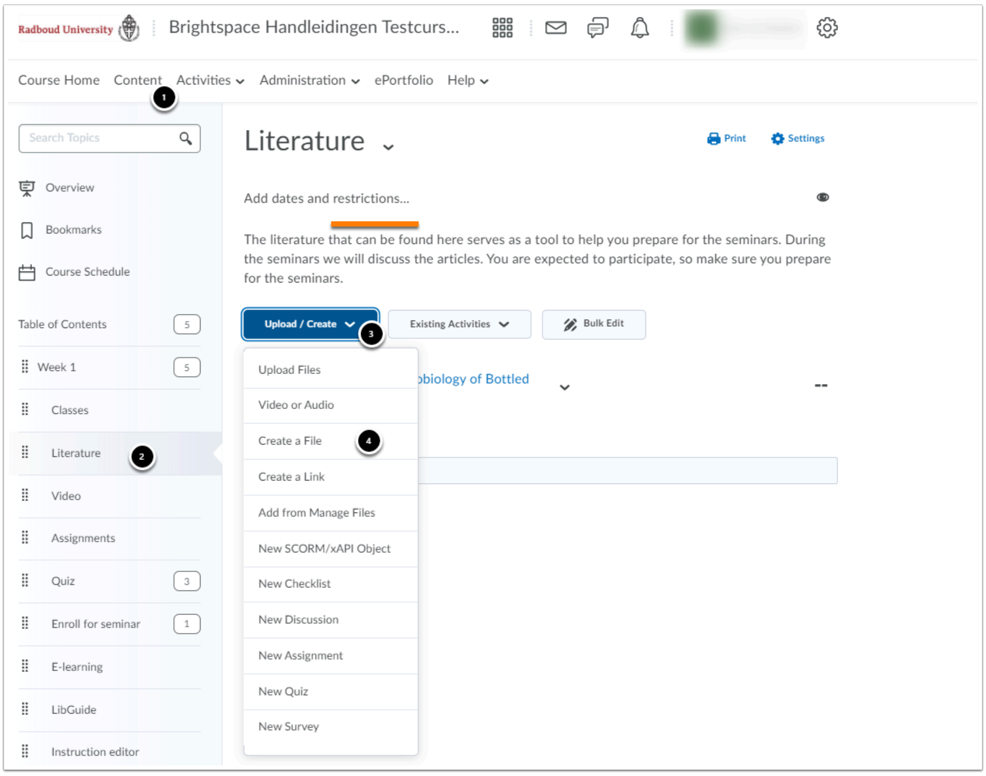
- Click on **Insert Quicklink**.



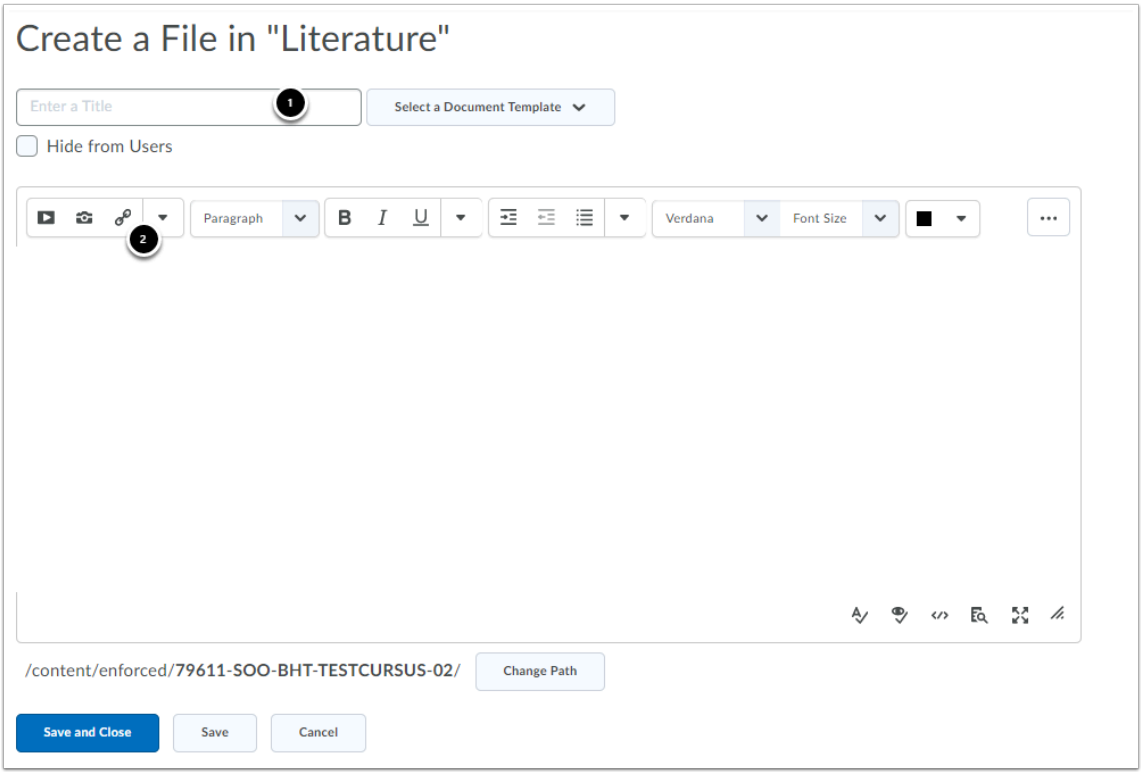
- Click on the component you want to link to and then select the desired item. The component will then appear as a link in the editor.

Example

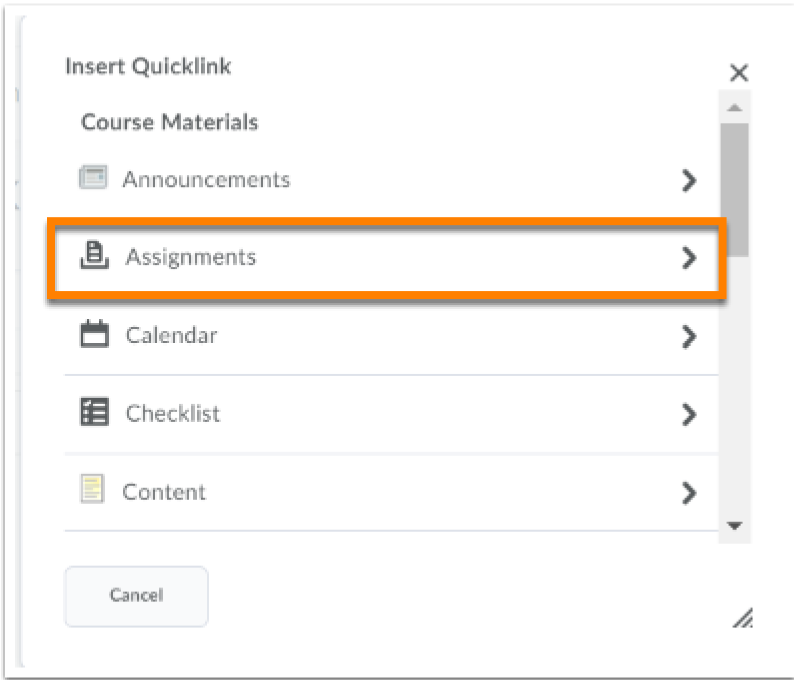
The HTML Editor can be used to link to a course component or a file that is used elsewhere in the course. You can, for example, place a quicklink in a module to link to an assignment that is relevant in that specific week.



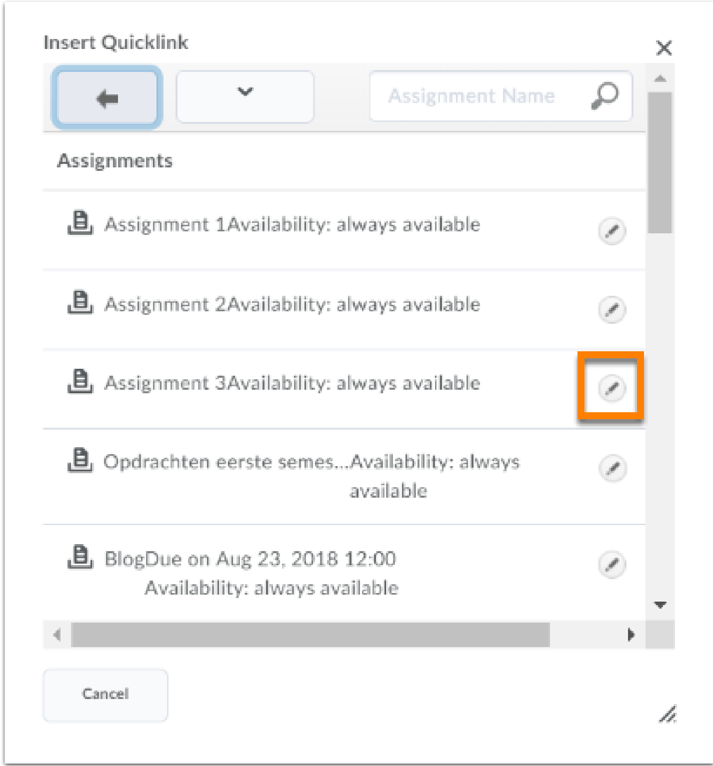
1. Go to **Content** in the navbar of your course.
2. Go to the specific (sub)module.
3. Click on **Upload/Create**.
4. Click on **Create a File**.



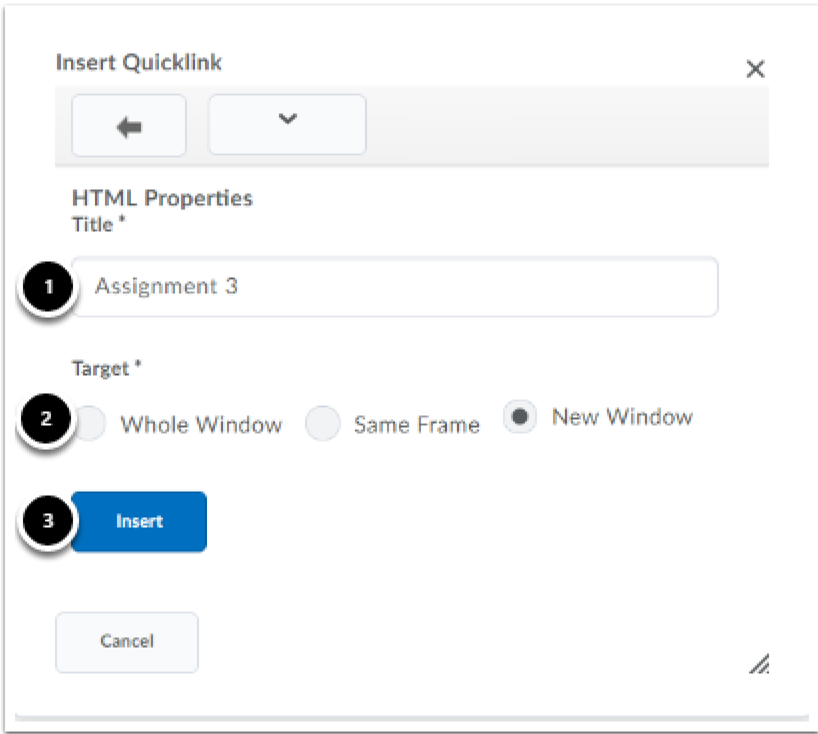
1. Give the file a title.
2. Click on **Insert Quicklink**.



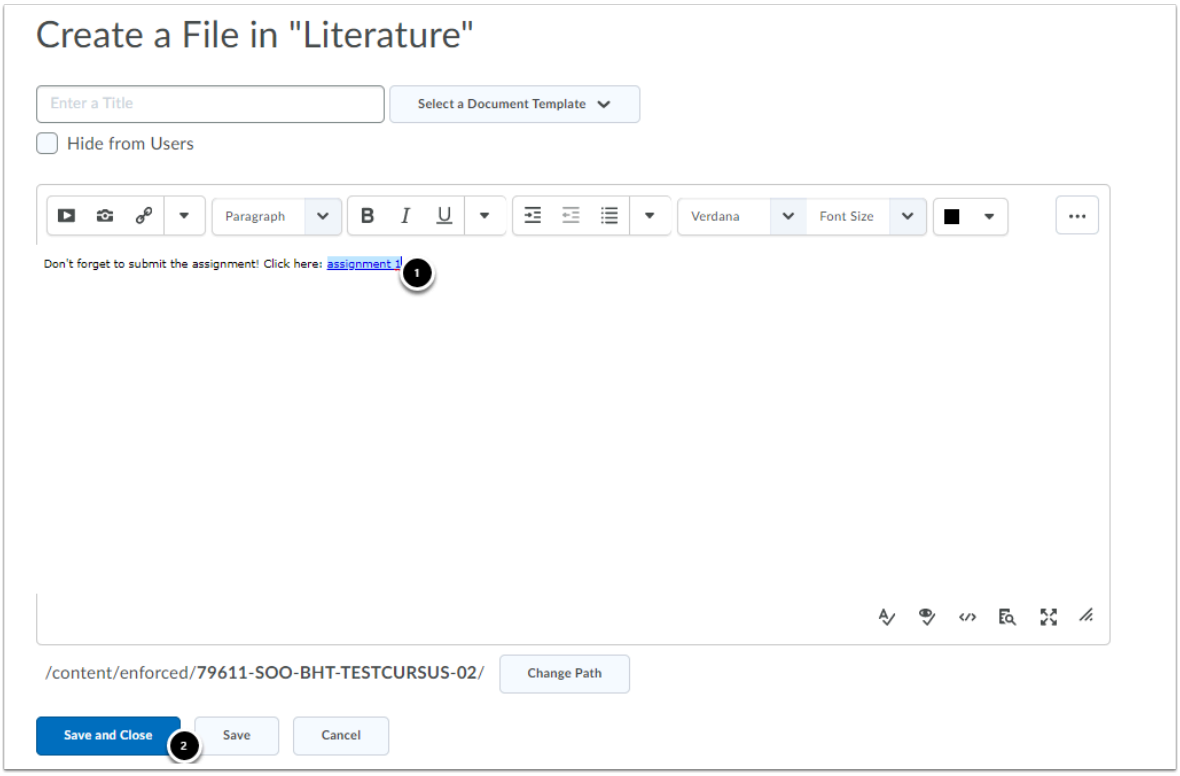
- Click on **Assignments**.



- Click on the assignment to add it to the editor.
- Click on the pencil icon next to the assignment to change the settings before adding the assignment.



1. If you wish, you can change the title for the link below **Title**. This will not change the name of the item, but rather the text linking to the item.
2. Indicate whether the assignment is opened in the entire current window (**Whole Window**) , in the same part of the screen as the message displayed (**Same Frame**), or in a new window (**New Window**).
3. Click on **Insert**.

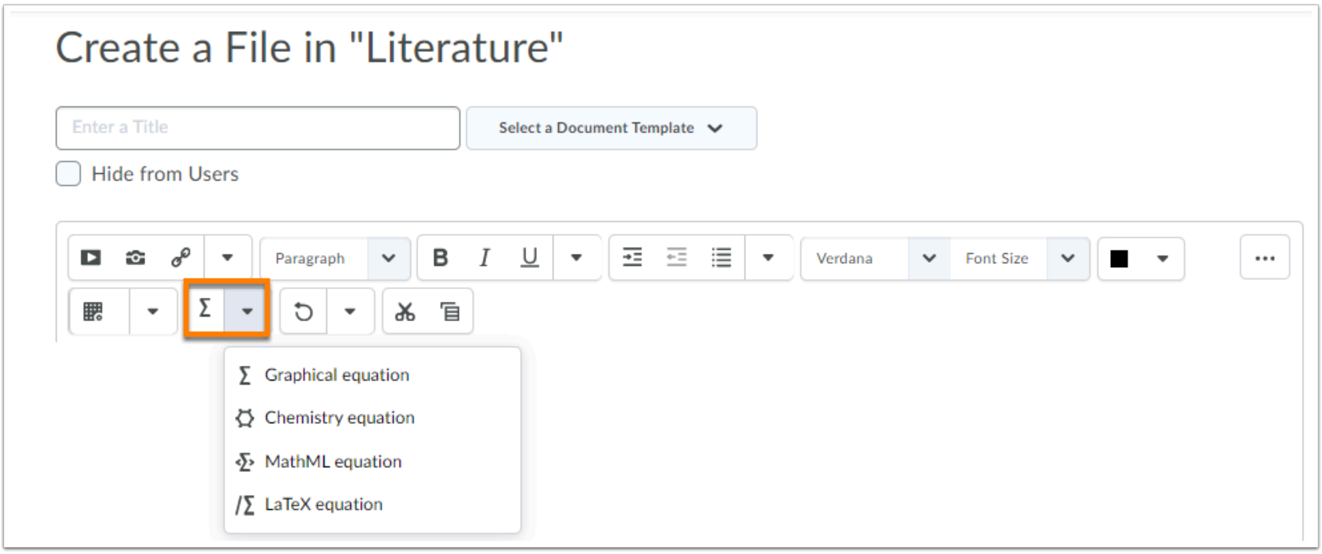


1. The blue text in the editor is the newly created link. You can also add a description for your students.
2. Click on **Save and Close** to make the file and the link available in your course. Click on **Save** if you want to make adjustments at a later moment or if you do not want to make the link available to students.

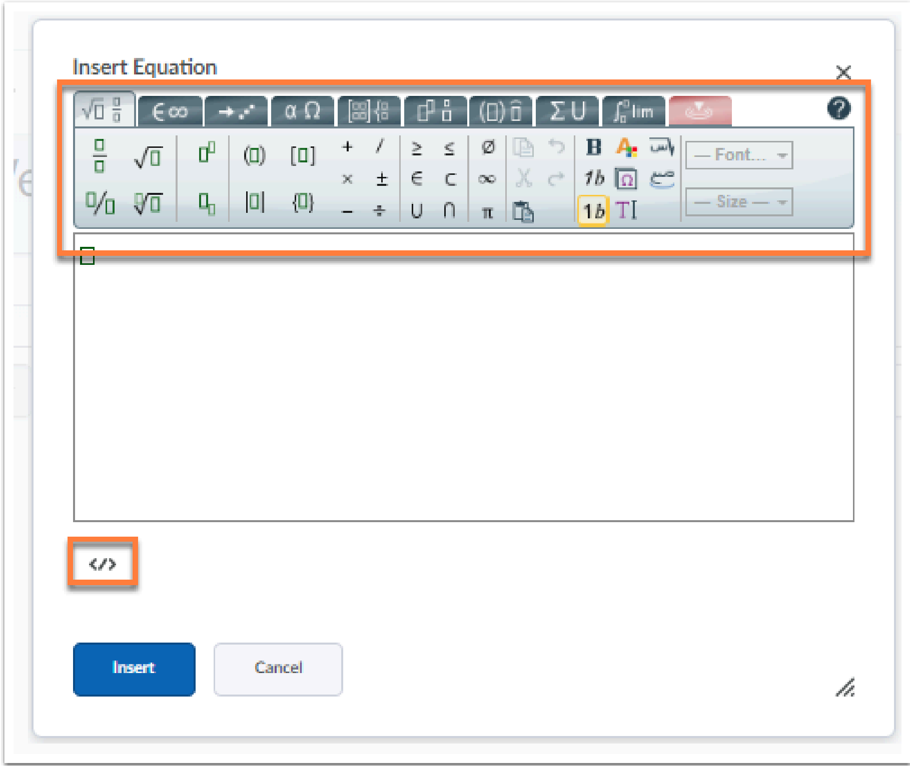
It is also possible to link to a module using a quicklink. You can do this by clicking on **Insert Quicklink** and selecting **Content**. Search for the module you want to link to and click on the plus button behind the module's name. You can now add the link to the module by clicking on **Insert**.

How do I add equations to the Editor?

The Brightspace HTML Editor enables you to add several types of equations.



- Click on the equation button to add a **Graphical equation**. If you do not see this icon, click on the tree dots on the right to display more options.
- Click on the arrow next to the equation button to choose one of the following options:
  - **Graphical equation** opens the equation editor, which is similar to the one found in Microsoft Word.
  - **Chemistry equation** can be used for chemistry related equations.
  - **MathML equation c**an be used to add an equation in the MathML markup language.
  - **LaTeX equation** can be used to add an equation in the LaTeX markup language.
- The equation editor will appear in a new window.



- You can enter your equation by clicking on the symbols below **Insert Equation.**
- Click on the arrow icon to change to equation to the graphic/MathML form.
- Click on **Insert** to close this screen and add the equation.

You can check MathMl and LaTeX equations by looking at a preview. Add your equation with **Insert Equation** and click on **Generate a Preview**.

How do I use templates in the Editor?

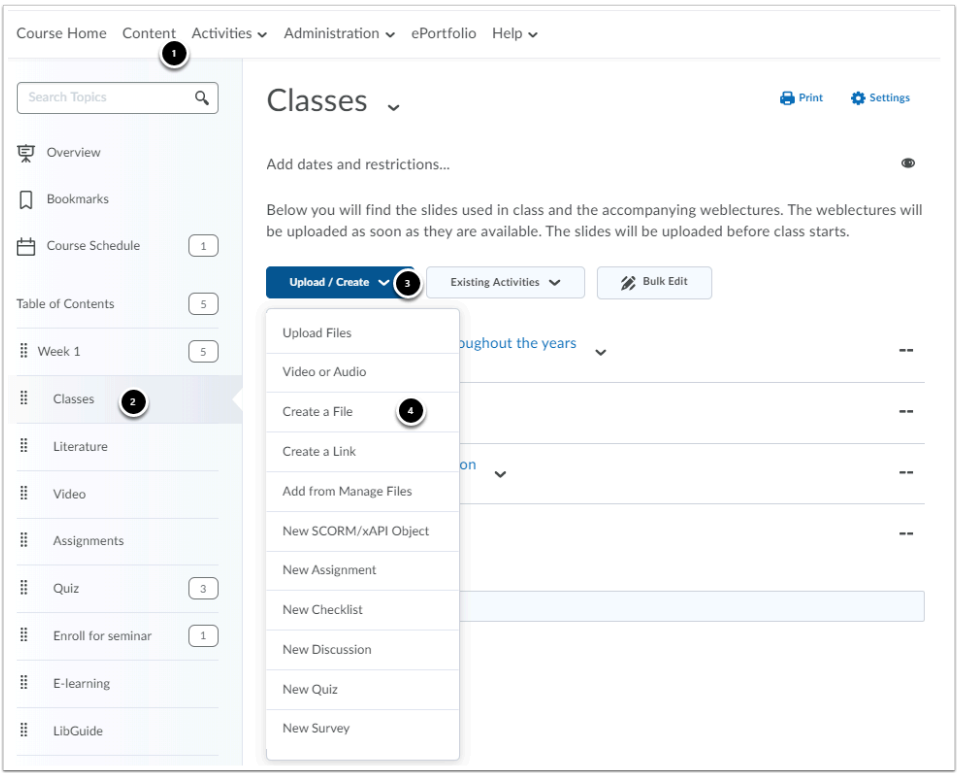
The editor has the same functionalities throughout Brightspace, except when you open it by clicking **Create a File** under Content. Here you will have the additional option **Select a Document Template**. This option allows you to add a template that will automatically create a layout for a new topic or file. To do this, you can use one of the standard Brightspace templates, or you can choose a file you have created previously.

Templates make it easier to reuse layouts or structured content that you will need repeatedly throughout the course. This way you will only have to create one layout, which you can then use in different (sub)modules in your course.

Example

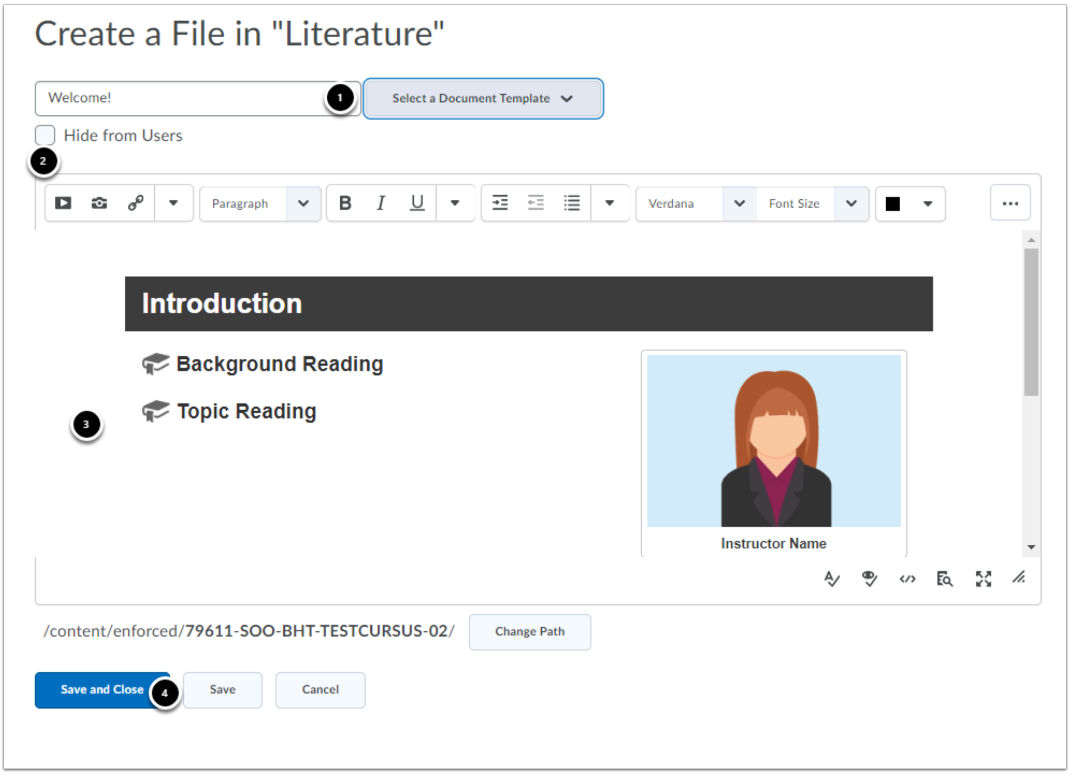
You can use a template if you have created different modules for each week, within which you want to order the topics in the same manner. By using a template, you will only have to create the layout once.

Design topic/file



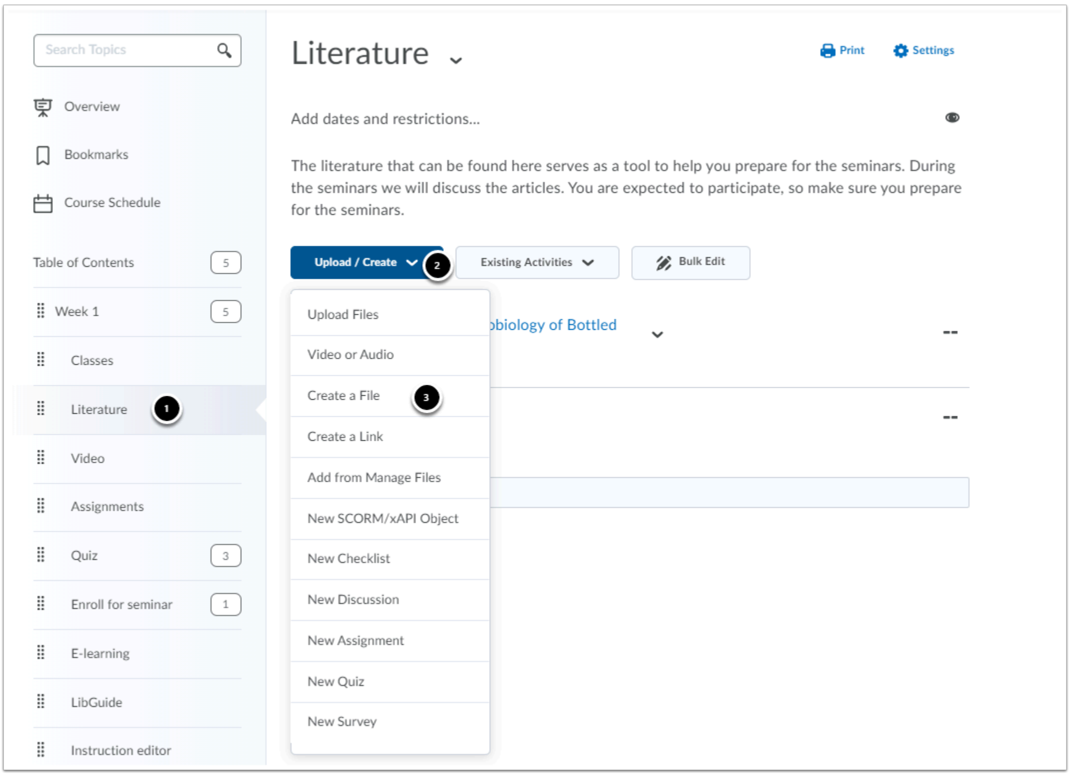
1. Navigate to **Content** in the navbar of your course.

2. Click the desired (sub)module.
3. Click **Upload/Create**.
4. Click **Create a File**.

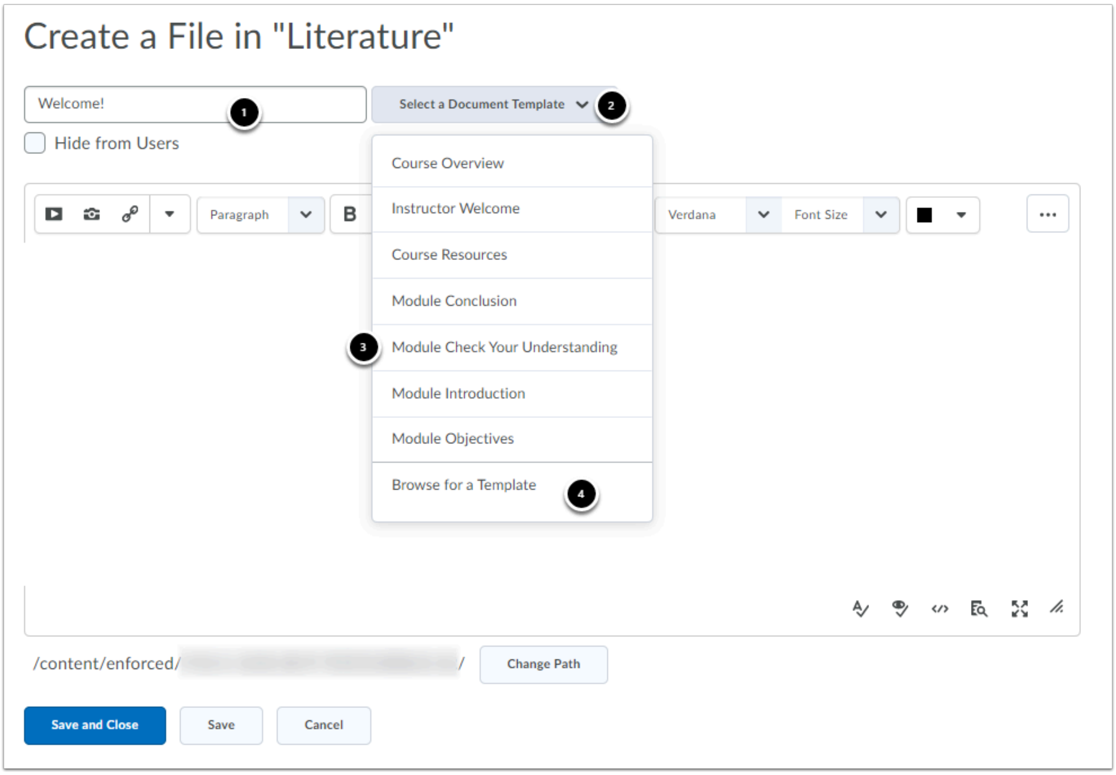


1. Give the topic a title.
2. Click **Hide from Users** to make the topic invisible to students.
3. Give the topic the layout you want. You can add text, media, and/or quicklinks.
4. Click **Save and Close** to publish the topic.

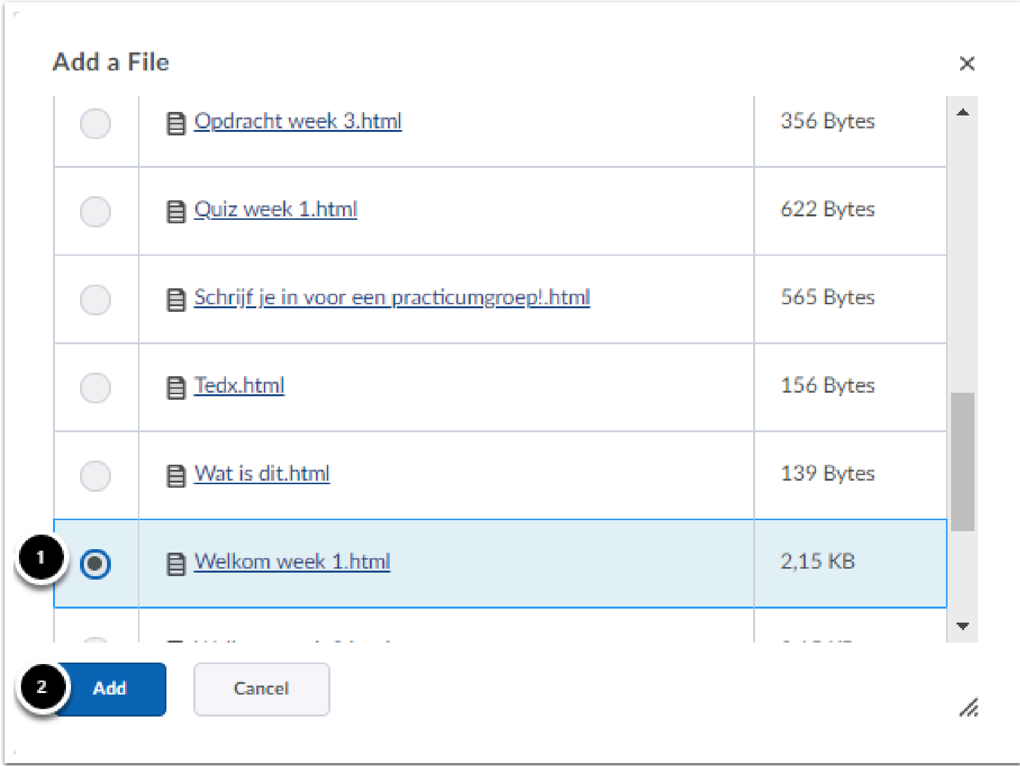
Reuse a topic/file as a template



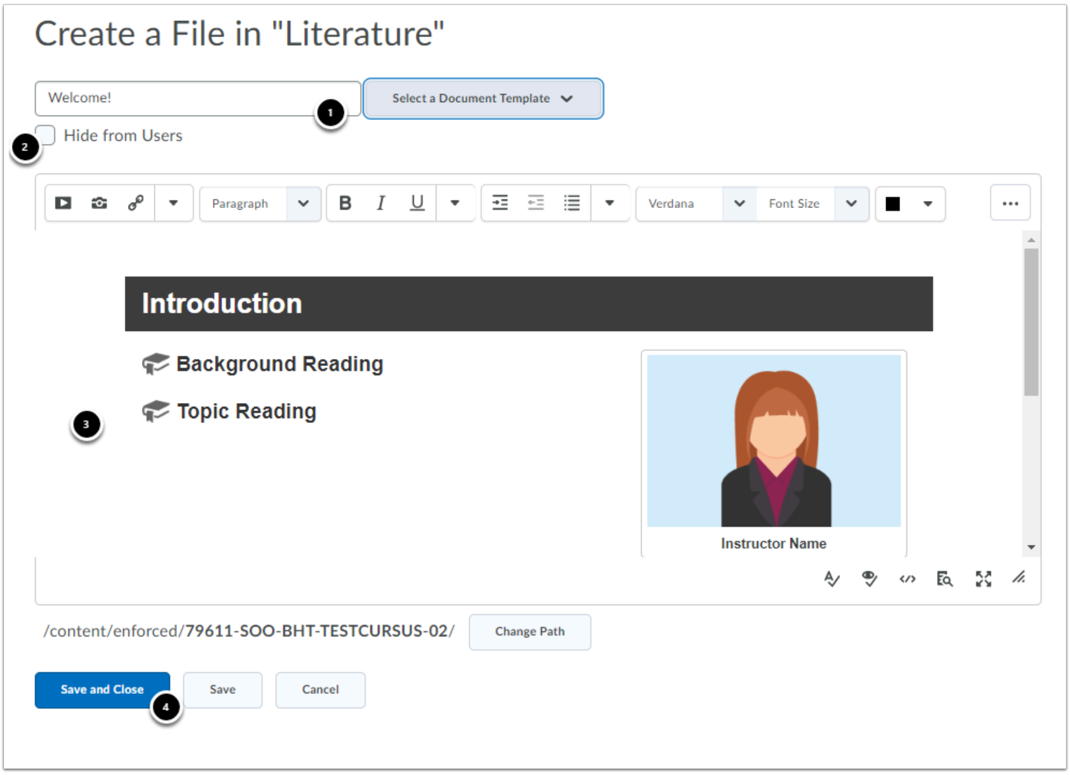
1. Navigate to the (sub)module.
2. Click **Upload**/**Create**.
3. Click **Create a File**.



1. Give the topic a title.
2. Click **Select a Document Template**.
3. Select one of the templates in the list to add it. These are the standard templates Brightspace provides.
4. Click **Browse for a Template** to use your handmade topics as a template.



1. Search the previously created file you wanted to use and select it by clinking the dot.
2. Click **Add.**



The file that you are adding is a copy of the original file. That is why you can edit it without altering the original.

- Edit the text or links if required.
- Click **Save and Close.**

Repeat these steps for the other modules.

Content: migrate, copy, import/export

How do I migrate course material from Blackboard to Brightspace?

Starting from the academic year 2018/2019, Brightspace will be the new digital learning environment for the Radboud University. This means that your course will not be available in Blackboard anymore and will have to be transferred to Brightspace in due time. Unfortunately, it is not possible to directly and automatically import course material into Brightspace. Instead, the course material has to be downloaded from Blackboard and thereafter uploaded to Brightspace. An advantage of this manual transferring process is that it allows you to fully re-build your course.

Preparation

1. First determine what course material you would like to transfer from Blackboard.
2. Organize your course material. One way to do so is to create a folder on your desktop/laptop that contains sub-folders in which you store your course material files in a neat and structured manner. When you are adding new course material to your course, make sure you have a copy stored in another private folder. When you are ready to build your course in Brightspace, you can easily upload the files from your computer to Brightspace.
3. Familiarize yourself with the new platform. In Brightspace you have access to a personal space in which you can experiment with Brightspace and its tools (**Sandbox)**. In your sandbox you can test out all the functionalities of Brightspace without your actions having consequences for existing education. Changes made in your sandbox are only visible to yourself. Experiment with new ways of presenting information, testing students or ways to stimulate interaction between students. Once you successfully created a (sub)module in your sandbox , it can easily be copied to your corresponding Brightspace course.

Download course material from Blackboard

Downloading documents:

- Navigate to the **Control Panel** of your Blackboard course
- Click **Content Collection**.

- Click **Course code** of the course.
- Select the files and folders you wish to download.
- Click **Download package**: you will get a zip-file with your selected files and folders.
- Unpack the zip-file on your computer and order the files in a logical manner.
- Turn this into another zip-file, including the new file/folder structure.

Downloading a quiz with questions:

- Navigate to the **Control Panel** of your Blackboard course**.**
- Click **Course Tools**.
- Click **Tests, Surveys and Pools**.
- Click **Tests**.
- Click the fold-out arrow behind the name of the quiz and select **Export to Local Computer**.

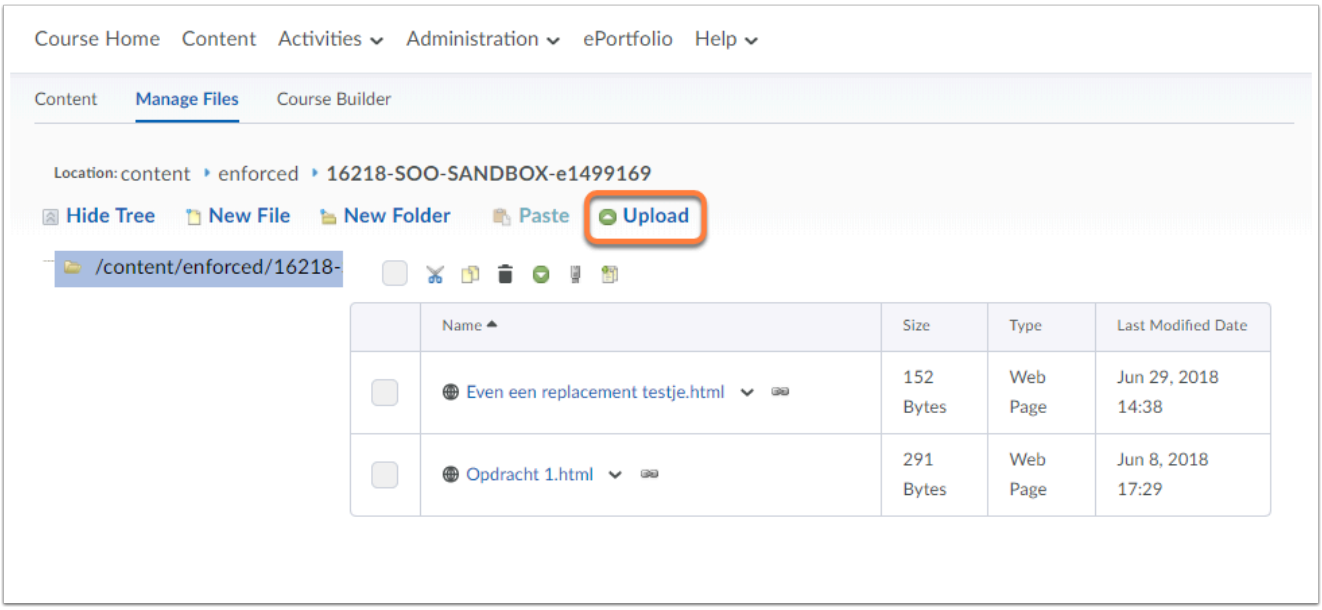
Downloading questions from a pool:

- Navigate to the **Control Panel** of your Blackboard course**.**
- Click **Course Tools**.
- Click **Tests, Surveys and Pools**.
- Click **Pools**.
- Click the fold-out arrow behind the name of the pool and select **Export to Local Computer**.

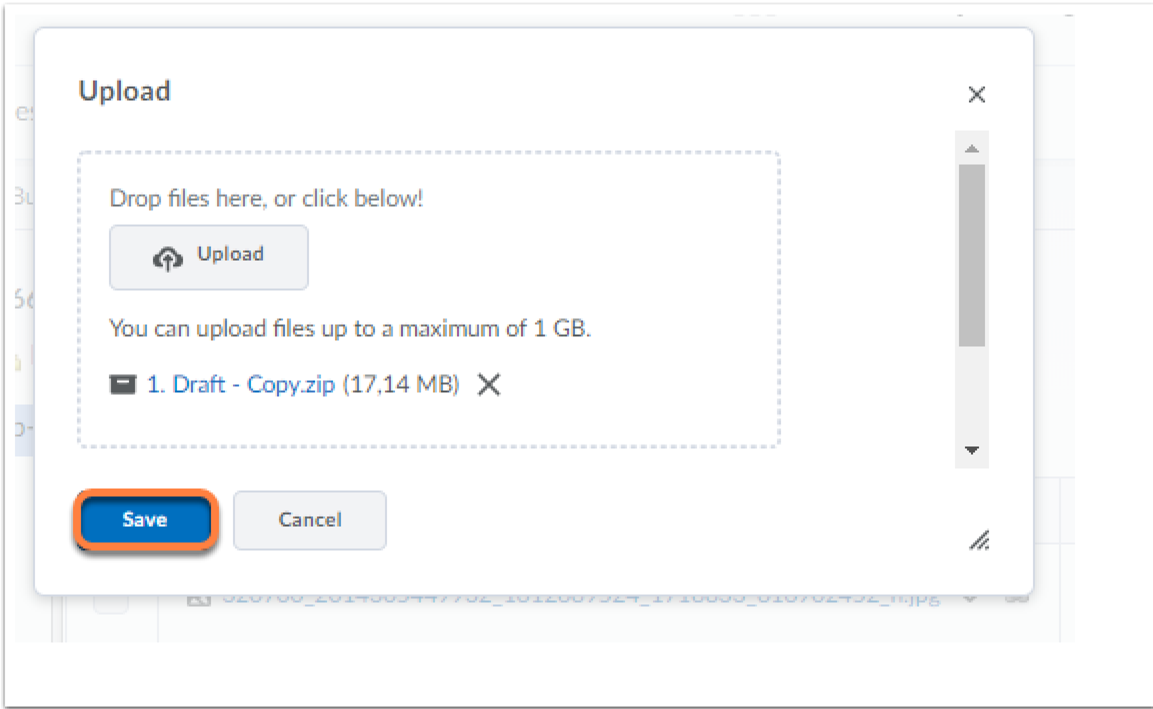
Upload course material to Brightspace

You can upload course material in Brightspace via **Manage Files**.

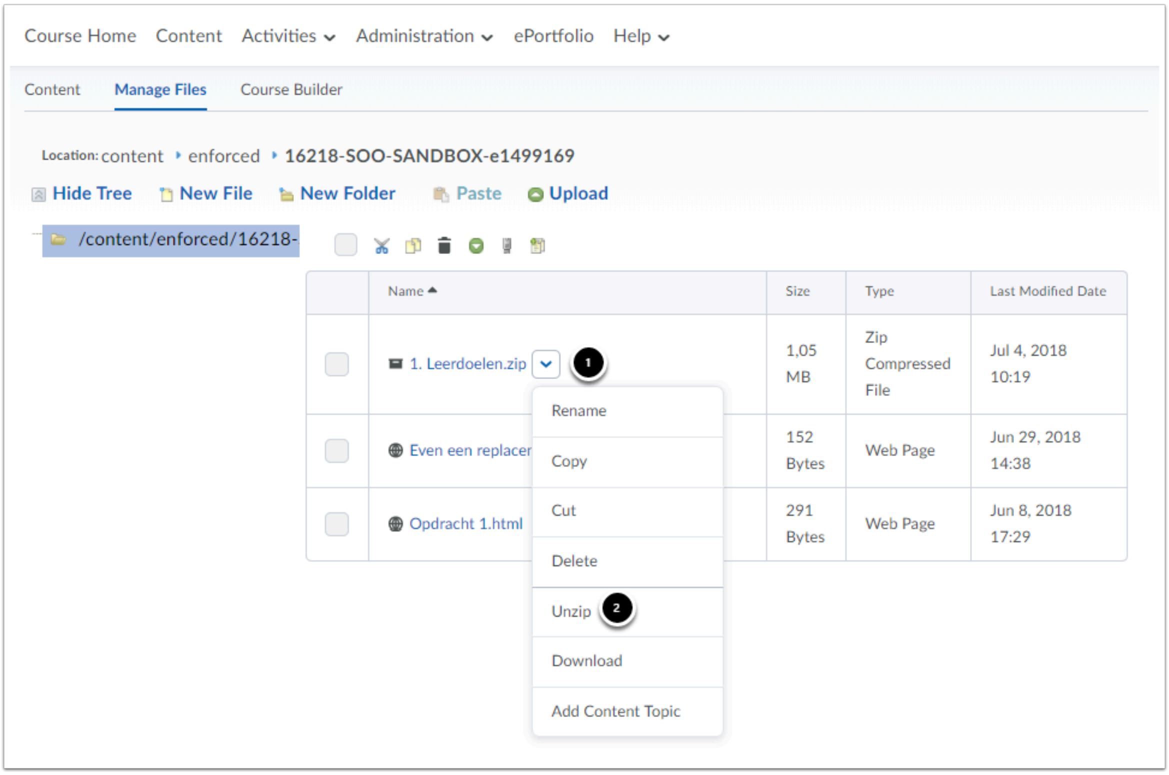
- Navigate to **Administration** in the **navbar** of your course.
- Click **Course Admin**.
- Click **Manage Files**.



- Click **Upload**. A pop-up screen will appear. Click **Upload** again and select the preferred zip-file or drag the zip-file into the box. You can upload files up to a maximum of 1 GB and the duration of the uploading process will depend on the size of the file.



- You should see the zip-file on the list. After uploading, click **Save** to finish the upload, **Upload** to upload more files or **Cancel** to terminate the uploading. You can upload files of 1 GB maximum, the duration of the upload depends on the file size.



1. Click the fold-out arrow next to the zip-file.
2. Click **Unzip.**

Your file structure is ready-to-go in Manage Files in Brightspace. You can now connect files to a course:

- in **Content** via **Upload/Create**.
- with the Course Builder.

Would you like assistance in migrating your course material from Blackboard to Brightspace or additional information about the Brightspace functionalities? Feel free to book in an appointment via https://www.ru.nl/brightspace. For other questions you can contact your faculty's ICT support staff or send an email to brightspace@ru.nl or 1loket.rha@radboudumc.nl.

Upload Videos

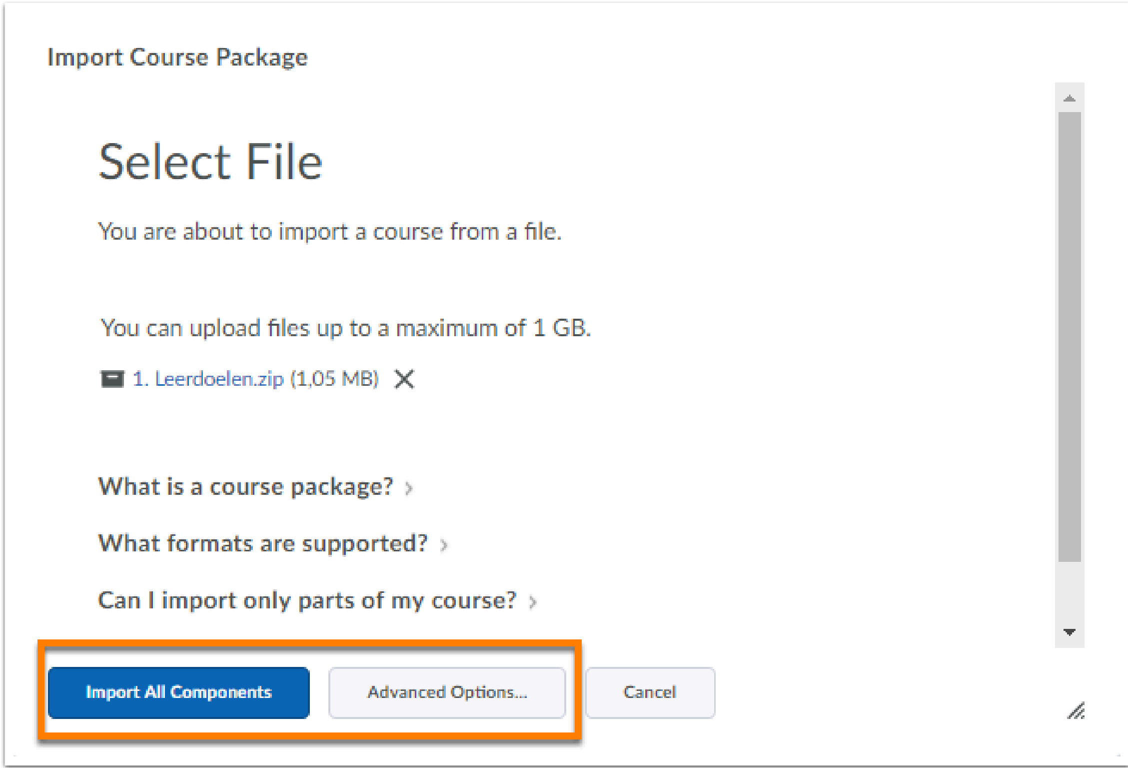
- Videos you have uploaded from Blackboard to Kaltura are available in Kaltura My Media in Brightspace.

- To add your weblectures, you should use the same link to your weblectures as you used in Blackboard.

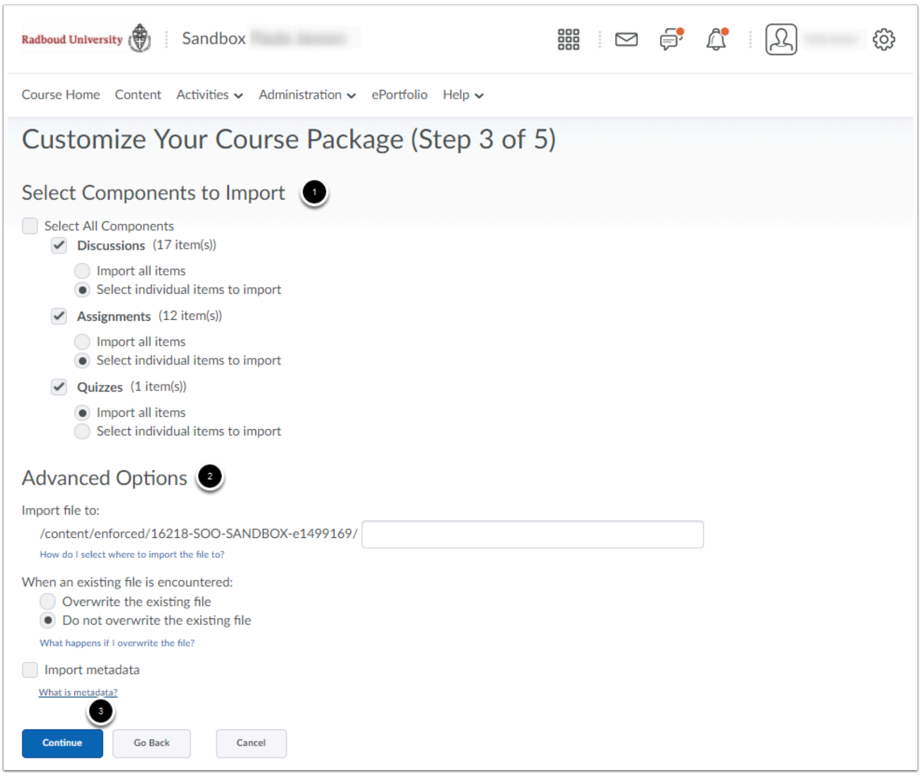
Uploading Quizzes and Pool questions

Uploading a Quiz:

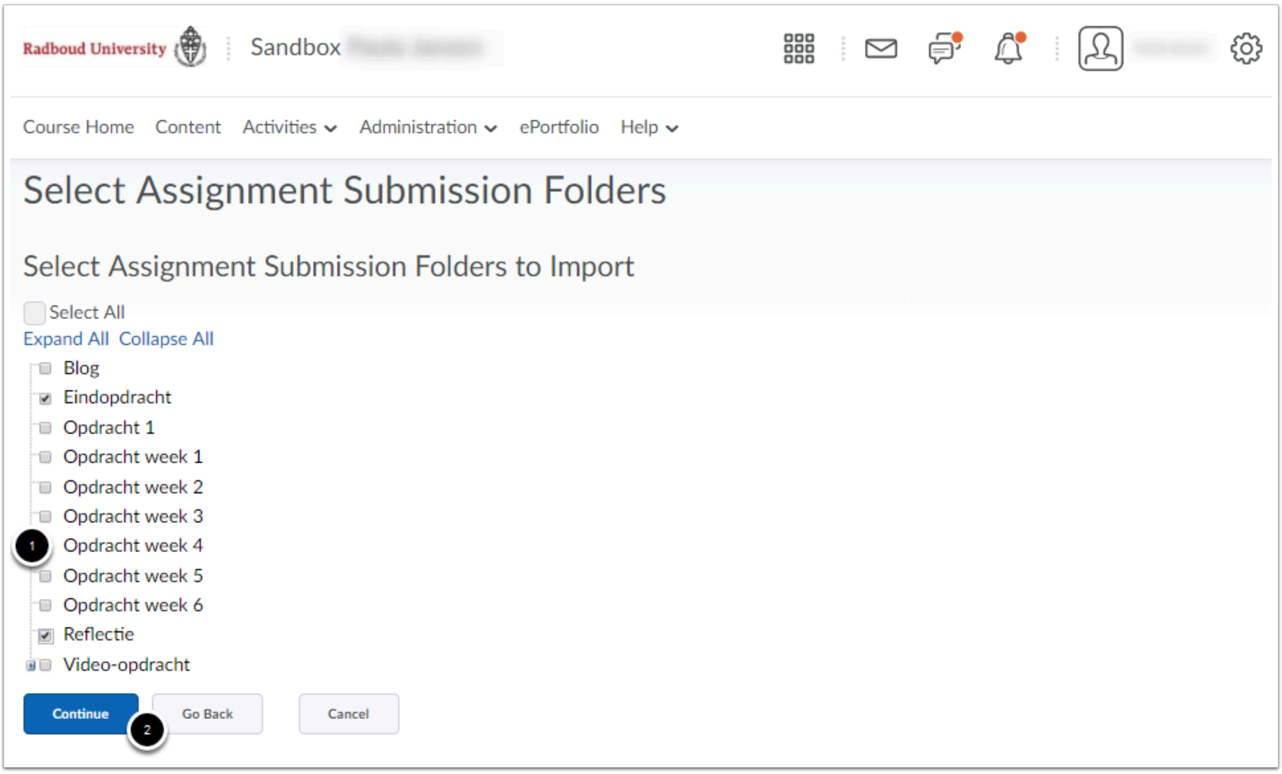
- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
  (You can also click the settings button in the minibar within your course)
- Click **Import/Export/Copy/Components**.
- Click **Import Components** and then **Start**. Now upload the desired file.



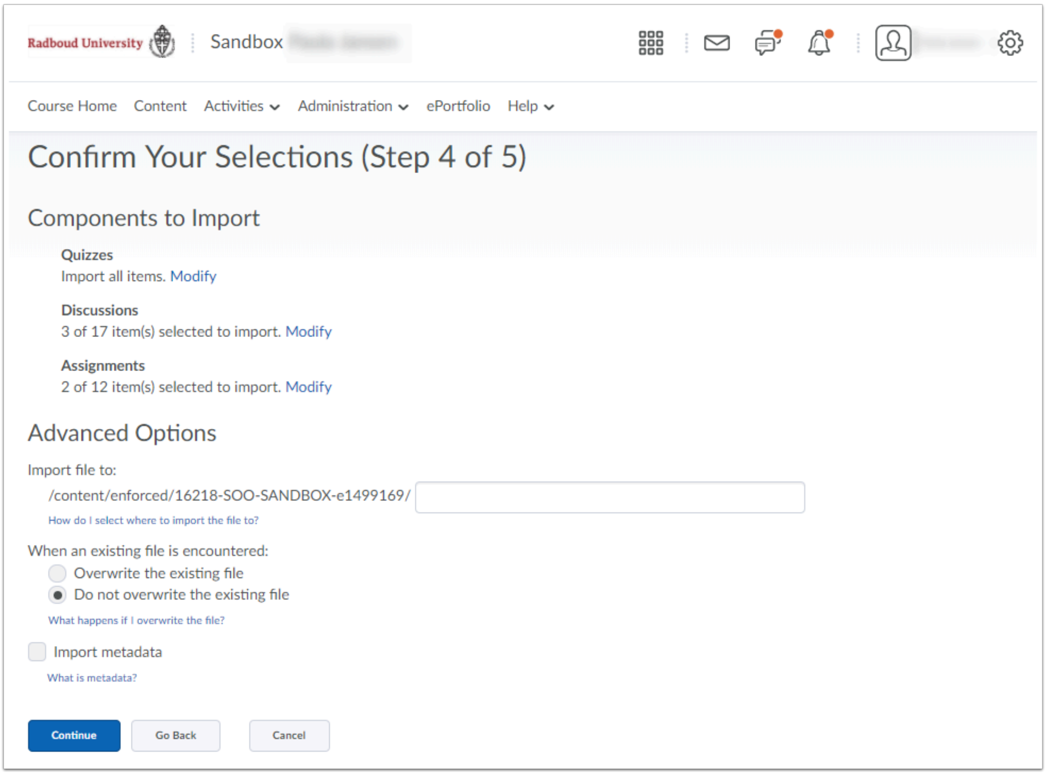
- Click **Import All Components** to import everything. Click **Advanced Options** to select which parts of the file you would like to import, where you want to place the file within the course, what should be done when certain components are similar to existing files and whether or not you want to import your metadata as well.
- Click **Continue**.



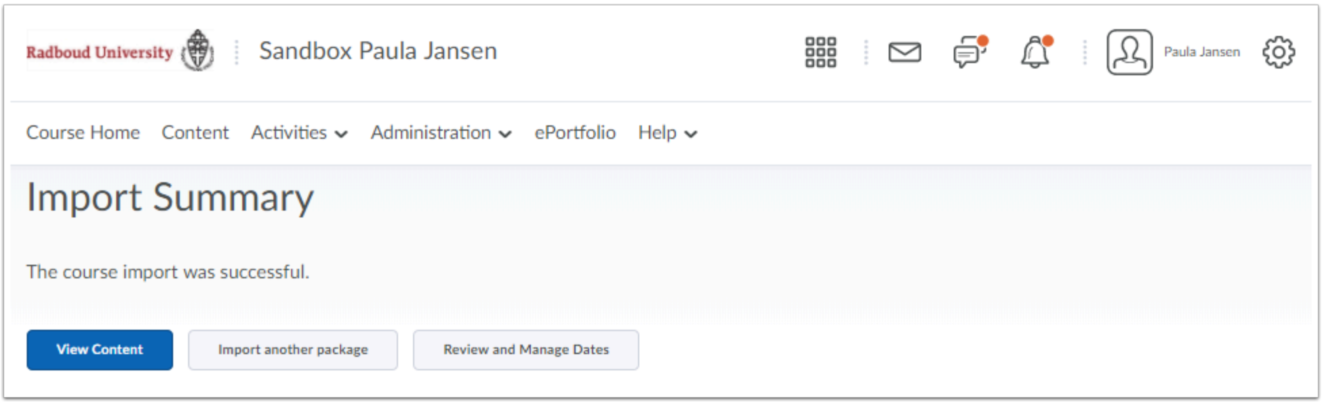
1. Select under **Select Components to Import** which components you wish to import. For each component you can also only import parts of it (**Select individual items to import**).
2. Indicate under **Advanced Options**:
   - if you want the file to be placed on a specific location.
   - whether an existing file should or should not be overwritten by the file that is to be imported.
   - if you want metadata to also be imported.
3. Click **Continue**. Now select for each component which individual items you wish to import (if you indicated you wanted to import individual items).



1. Tick the desired items.
2. Click **Continue**.



- An overview of the selected components and items will now appear. Once again there is the possibility to adjust the **Advanced Options** to your liking.
- Click **Continue**. You will see the status of the import process. Click **Continue** once more.



- Click **View Content** to navigate to the Content page of your course.
- Click **Import another package** to import more content to Brightspace. For instance if you wanted the previous components to be stored in one place and these in another.
- Click **Review and Manage Dates** to navigate to Manage Dates.

Uploading pool questions:

You can upload pool questions via **Import Components** as was described above. You can also upload them in the **Question Library**:

- Go to **Activities** in the **navbar**.
- Click **Quizzes**.
- Go the the tab **Question Library**.
- Click **Import.**
- Click **Upload a File**.

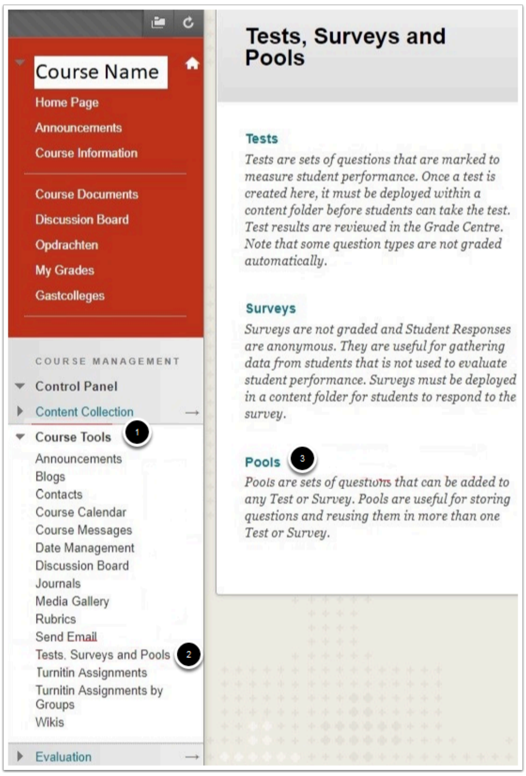
The blogs/journal functionality as in Blackboard is not available in Brightspace. Also, discussion boards in Blackboard can not be transferred or copied to Brightspace.

How do I migrate quizzes from Blackboard to Brightspace?

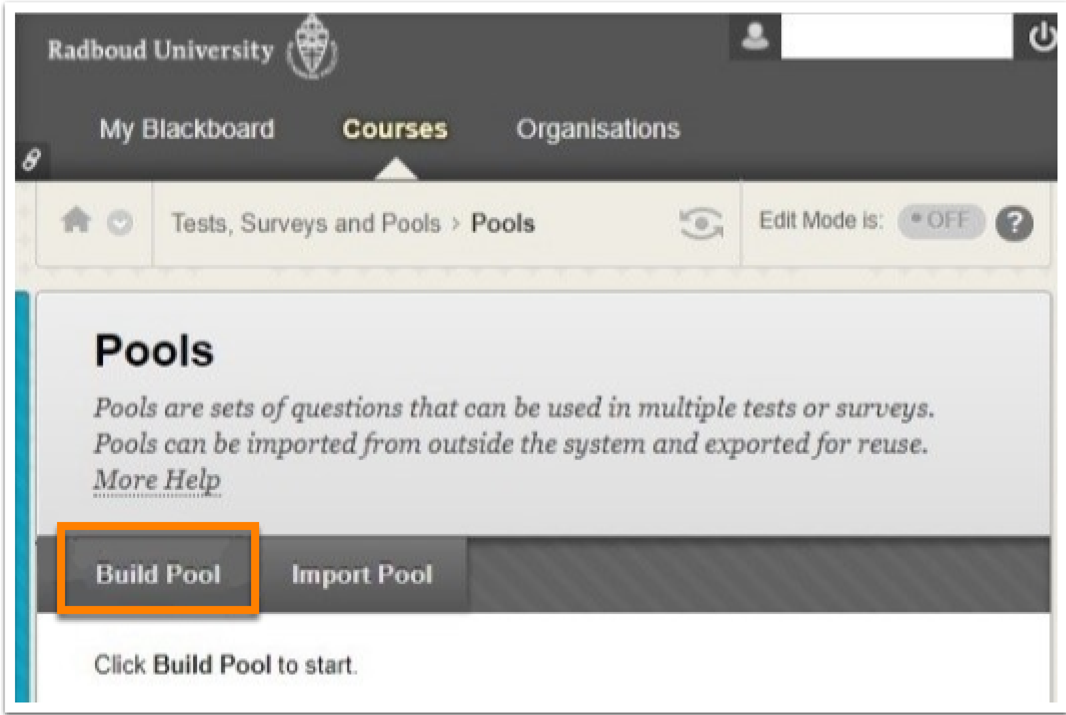
Export Quizzes as pools from Blackboard

You can easily transfer quizzes from Blackboard to Brightspace by creating pools in Blackboard.

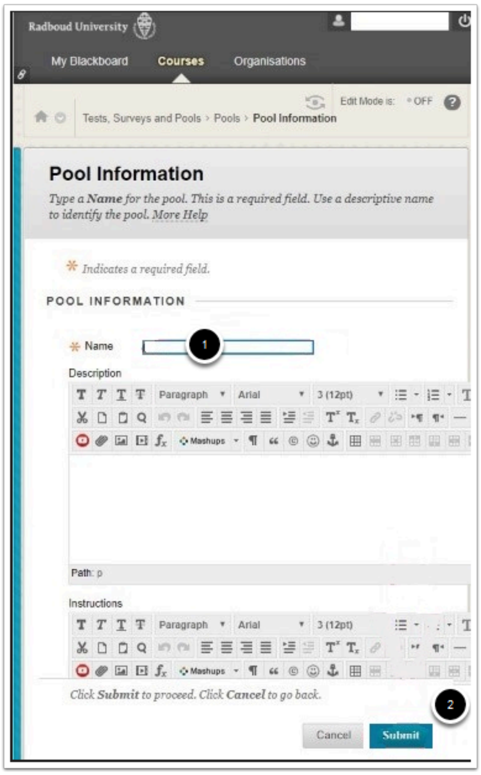
- Navigate in Blackboard to the course that has the quiz you would like to transfer.



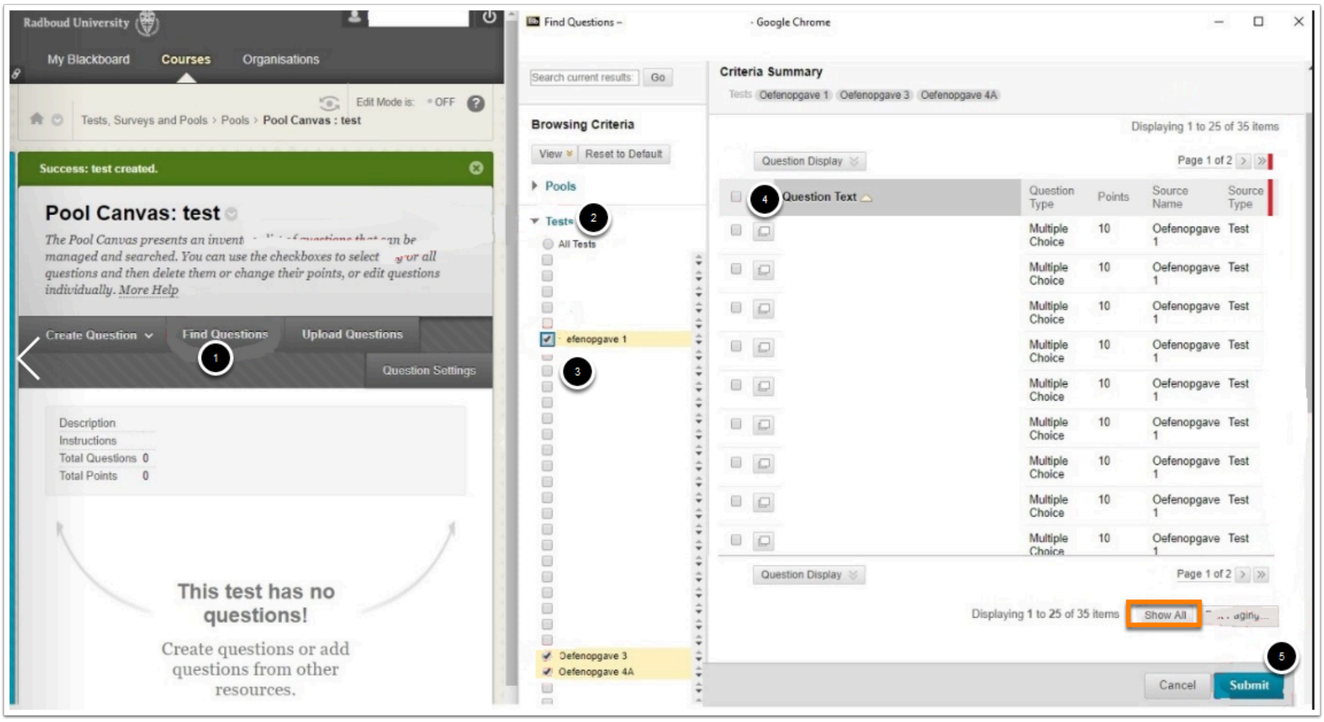
1. Select **Course Tools**.
2. Select **Tests**, **Surveys and Pools**.
3. Click **Pools**.



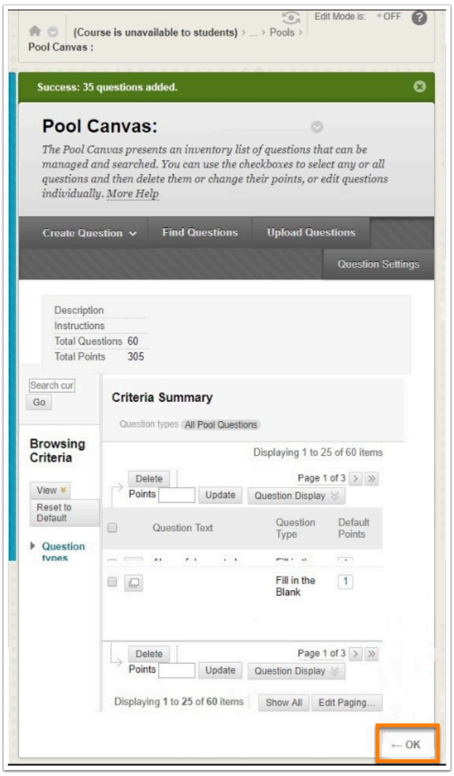
- Click **Build Pool**.



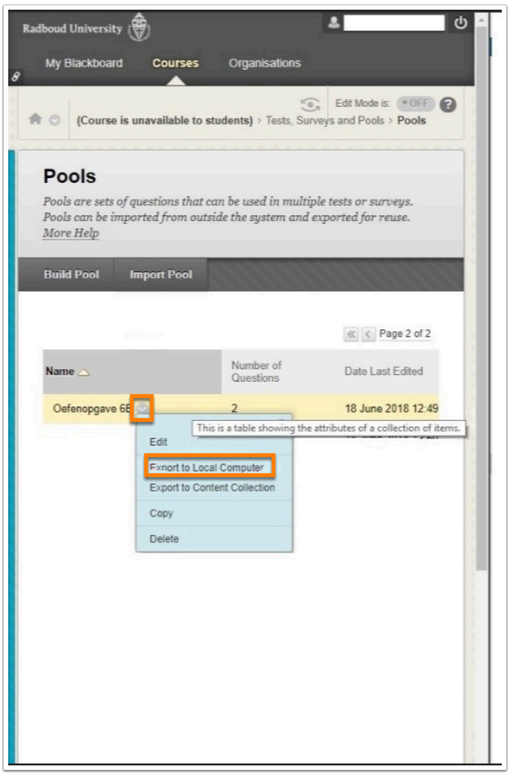
1. Fill in the name of your quiz.
2. Click **Submit**. You will now navigate to the **Pool Canvas**.



1. Click **Find Questions**.
2. Click **Tests**.
3. Select the quiz that has questions you would like to export.
4. Select the preferred questions. Tick the checkbox of **Question Text** to select all questions at once. If the quiz holds more than 25 questions, you first need to click **Show All** (bottom-right corner) to be able to select all questions at once.
5. Click **Submit**.



- Click **OK**. You have now created the pool.



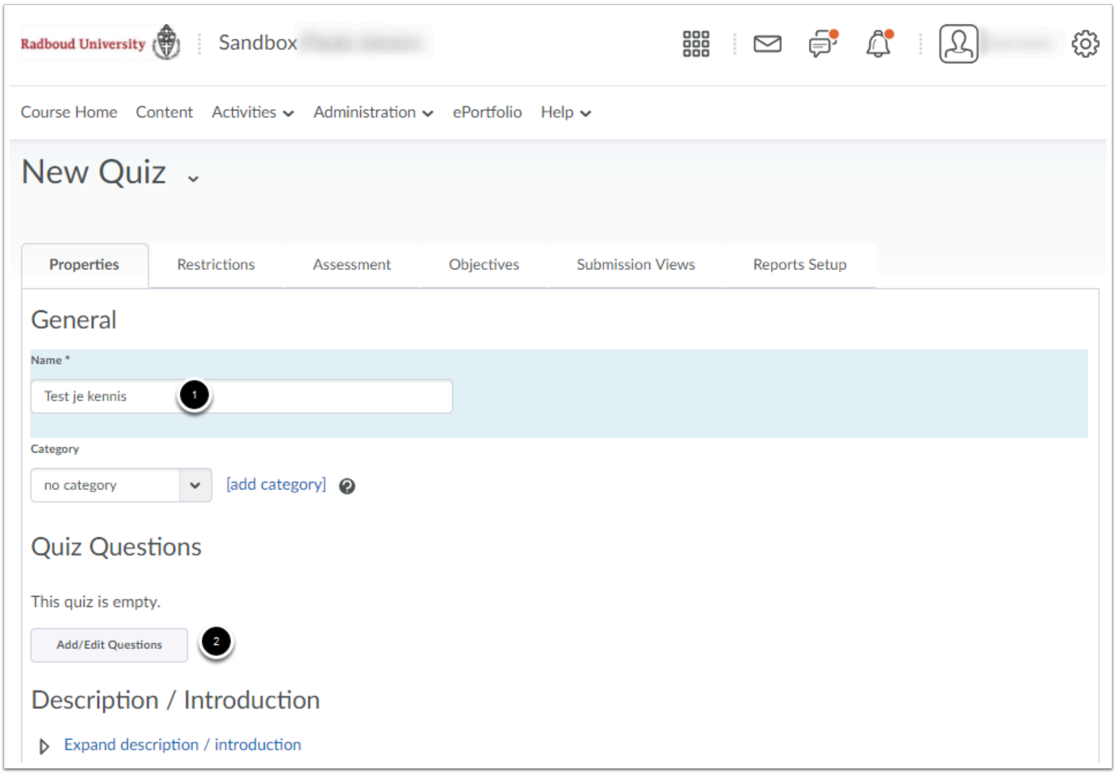
- Click on the arrow next to the name of the pool.

- Select **Export to Local Computer**.

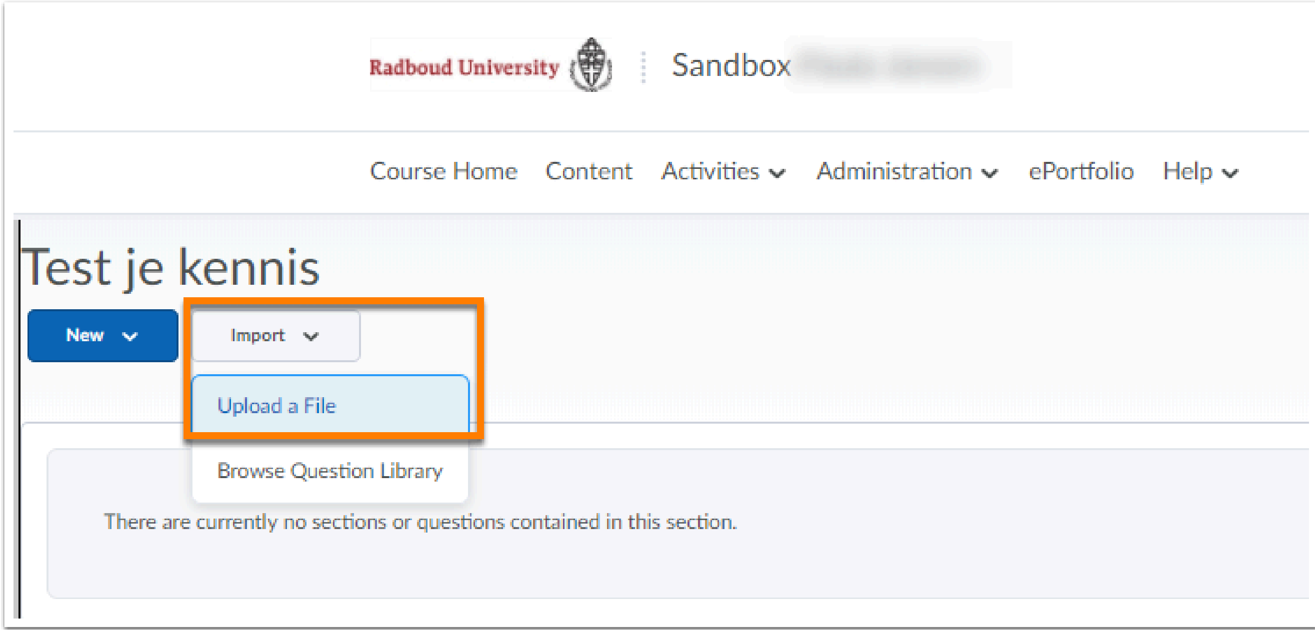
- During the process of making the pool, the order of the questions will change.
- Audio files in the quiz often are not transferred to Brightspace. However, the file is inside the folder you are importing. This means that you have to add it manually by editing the question that contained the audio file.
- There are question types that cannot be imported in Brightspace. **Fill in Multiple Blanks** and **Jumbled Sentence** questions have to be added manually.

Import pool in Brightspace Quizzes

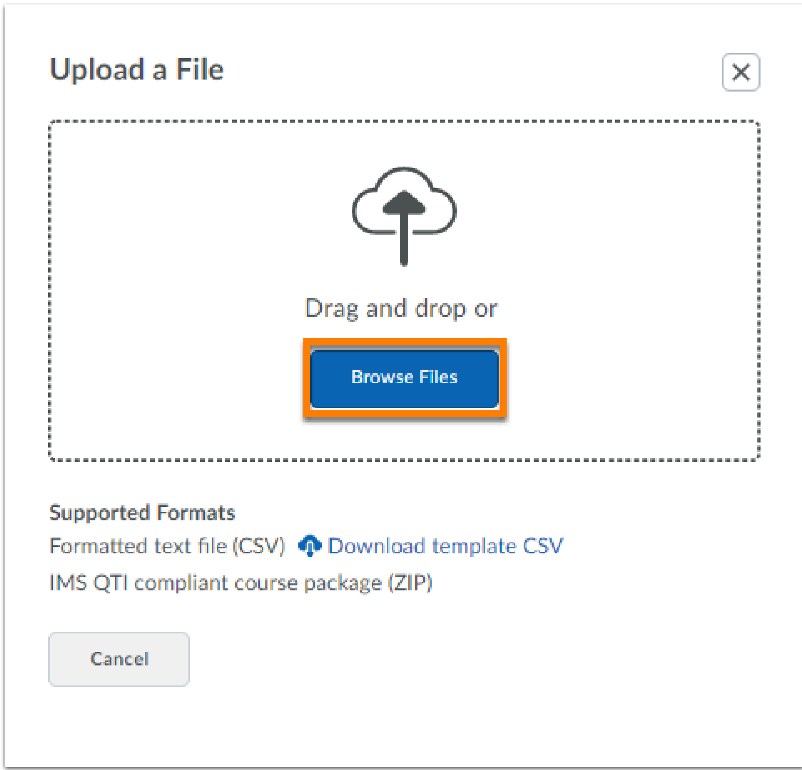
- Go to **Activities** in the navbar of your course.
- Click on **Quizzes**.
- Click on **New Quiz**.



1. Fill in a title.
2. Click on **Add/Edit Questions**.



- Click on **Import**.
- Select **Upload a File**.



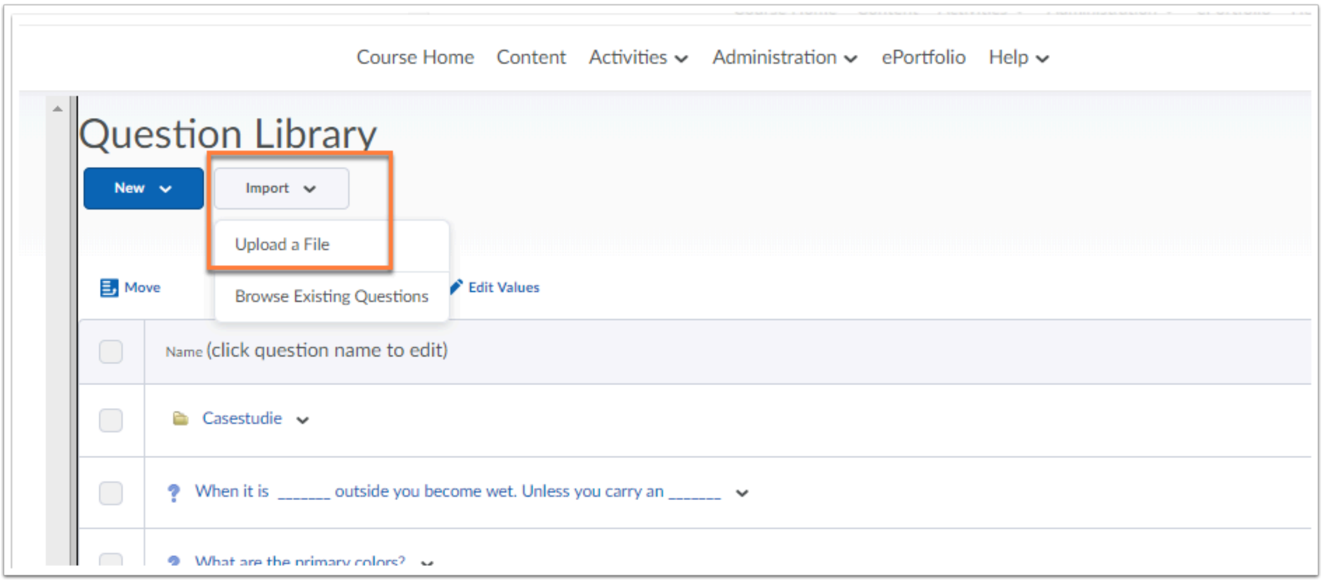
- Click **Browse Files** and search select the file on your computer. Then click **Import All.**
- Click on **Done Editing Questions** to return to the quiz. The questions are now added.

You will receive a notification on how many items have been imported successfully. Since you know how many questions you exported from Blackboard, you will notice immediately if questions are missing.

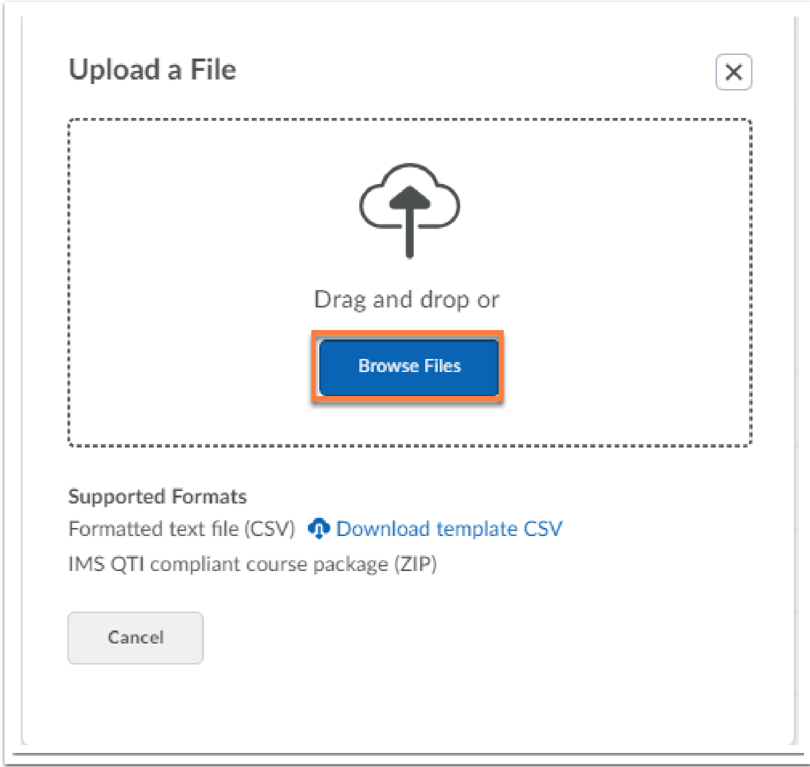
Import pool into Brightspace Question Library

If you do not want to transfer a entire quiz, but a set of questions you want to use in an existing quiz, you can also import the pool into the [Question Library.](#)

- Go to **Activities** in the navbar of your course
- Click **Quizzes**
- Click **Question Library** (second tab)



- Click **Import**
- Click **Upload a File**



Click **Browse Files** and select the file on your computer. Then click **Import All.** The questions are now added to the Question Library and ready to use in a Quiz or Survey.

How do I import grades from Blackboard to Brightspace?

In addition to course material, you can also import grades from Blackboard to Brightspace. You can do so in three steps:

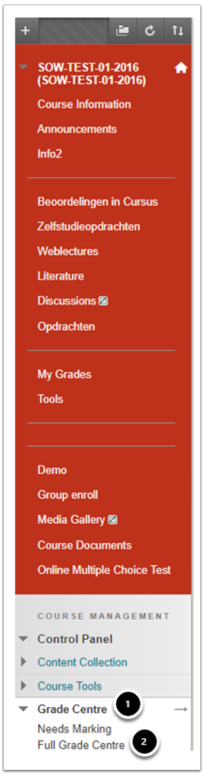
1. Download the grades from Blackboard to your computer.
2. Edit the Excel file to make it suitable for Brightspace.
3. Upload the grades to Brightspace.

This way of importing grades to Brightspace also works if the grades are not coming from Brightspace, but if you want to enter the grades in Excel first and want to import them to Brightspace from there. To use this method, skip the first step (export grades from Blackboard).

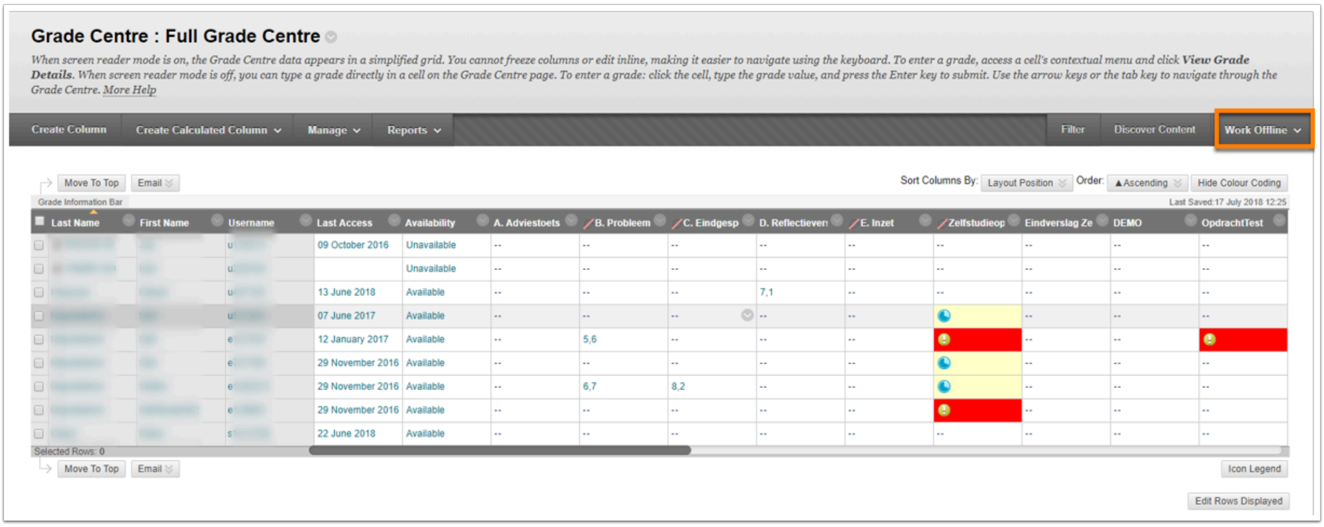
Import grades only works if (the majority of) the students are in both the Blackboard course or Excel file, as well as in the Brightspace course. In other words, the usernames have to (largely) be the same.

Export grades from Blackboard

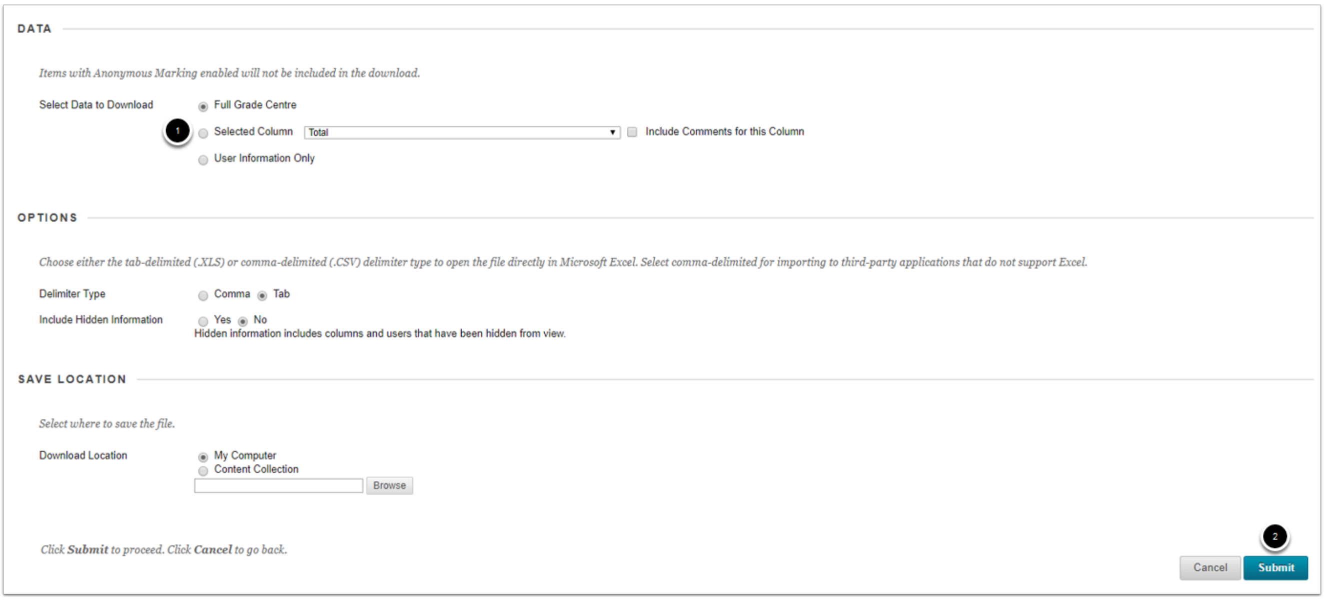
- In Blackboard, navigate to the course page of the course you would like to transfer the grades of.



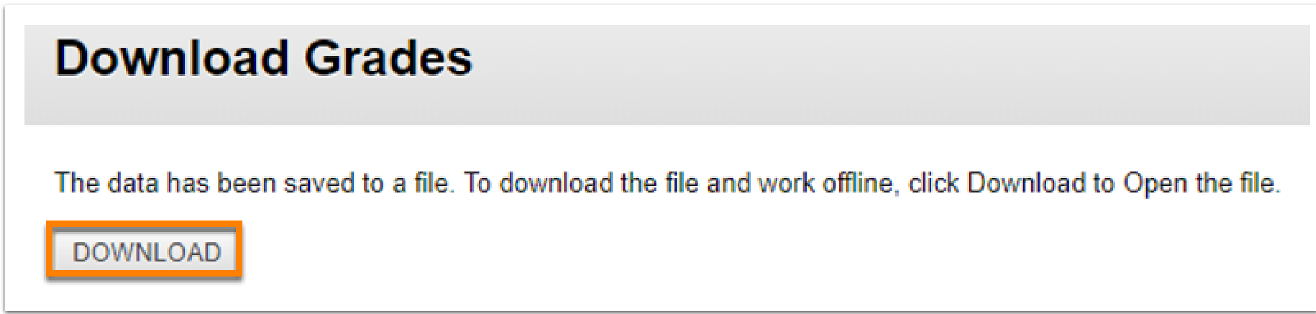
1. In the left menu bar, click on **Grade Centre.**
2. Click on **Full Grade Centre**.



- Click on **Work Offline**. Then select **Download**.



1. Select under **Data** which grades you would like to download. By default all assignments with grades are downloaded from the course (**Full Grade Centre).** However, if you want to download the grades from a specific assignment, tick the checkbox **Selected Column.** Then select the preferred grade column in the drop-down menu.
2. Click on **Submit**.

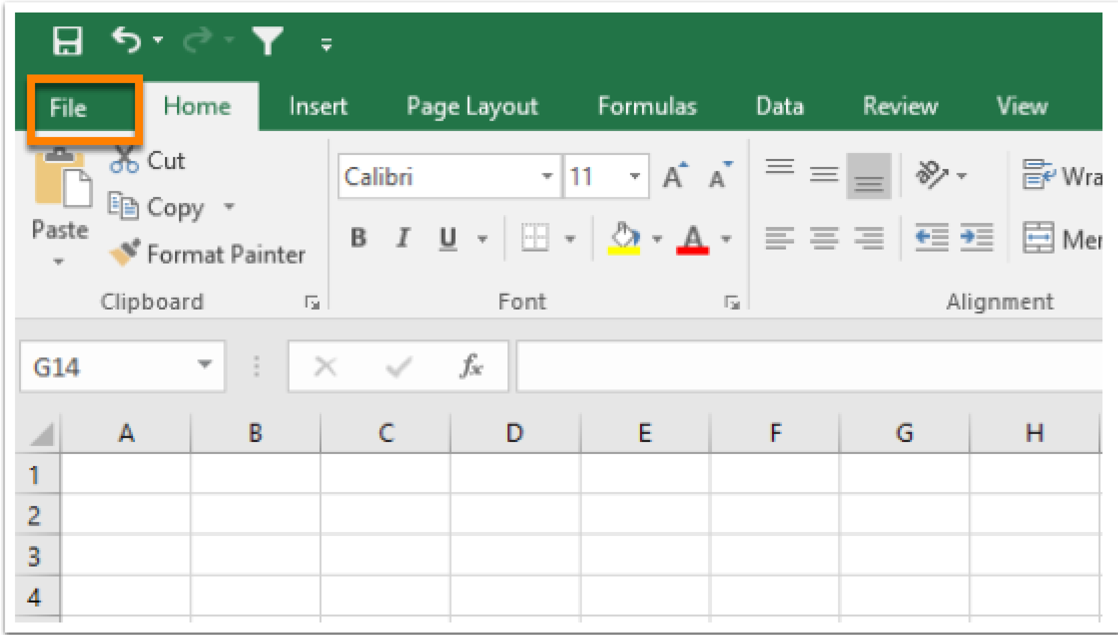


- Click on **Download**.

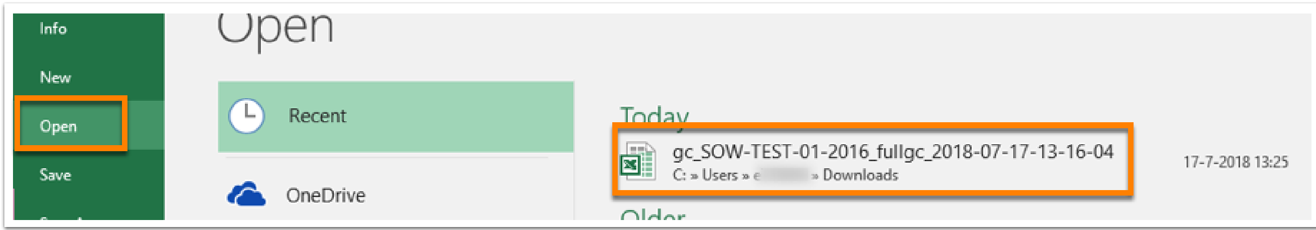
Edit the file

Brightspace cannot read the downloaded Excel file. That is why you need to edit it before you can import the grades into Brightspace.

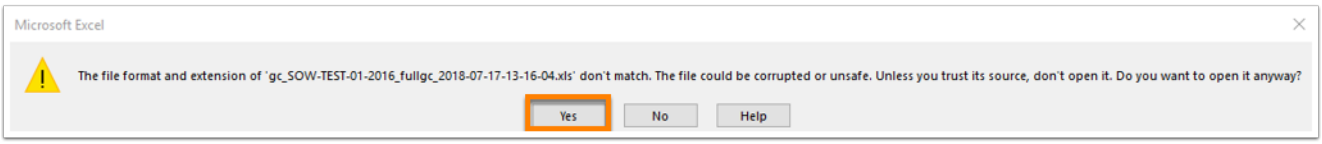
- Open **Excel**. Create a new file.



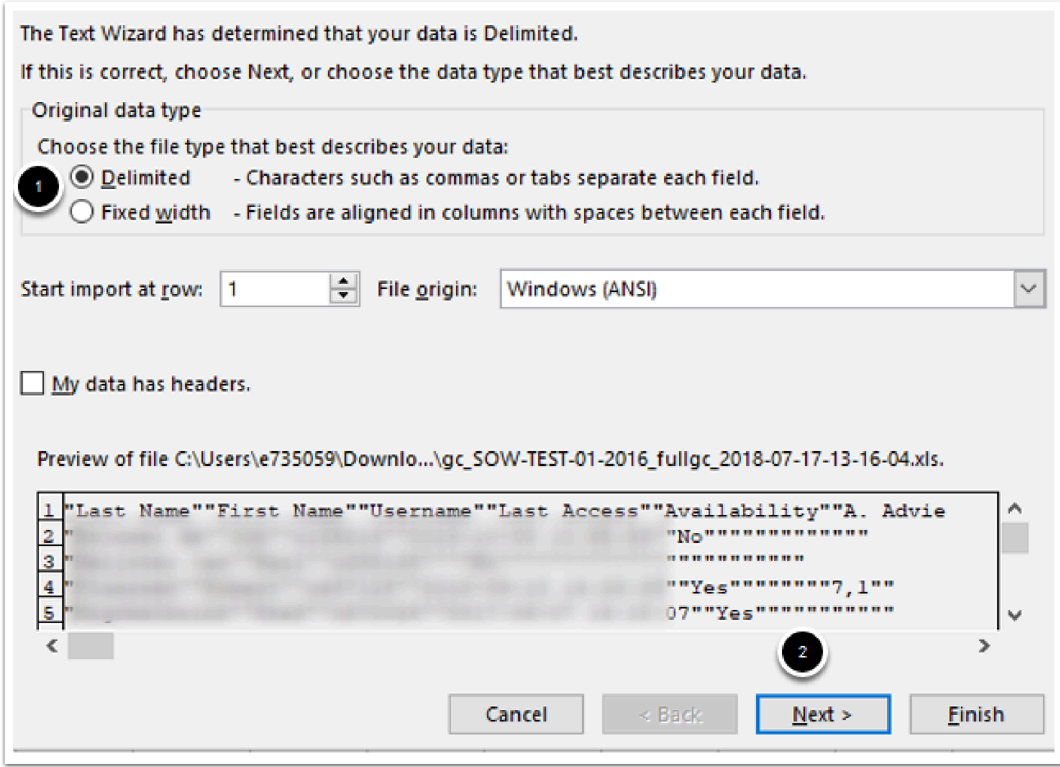
- Click on **File** in the top-left corner.



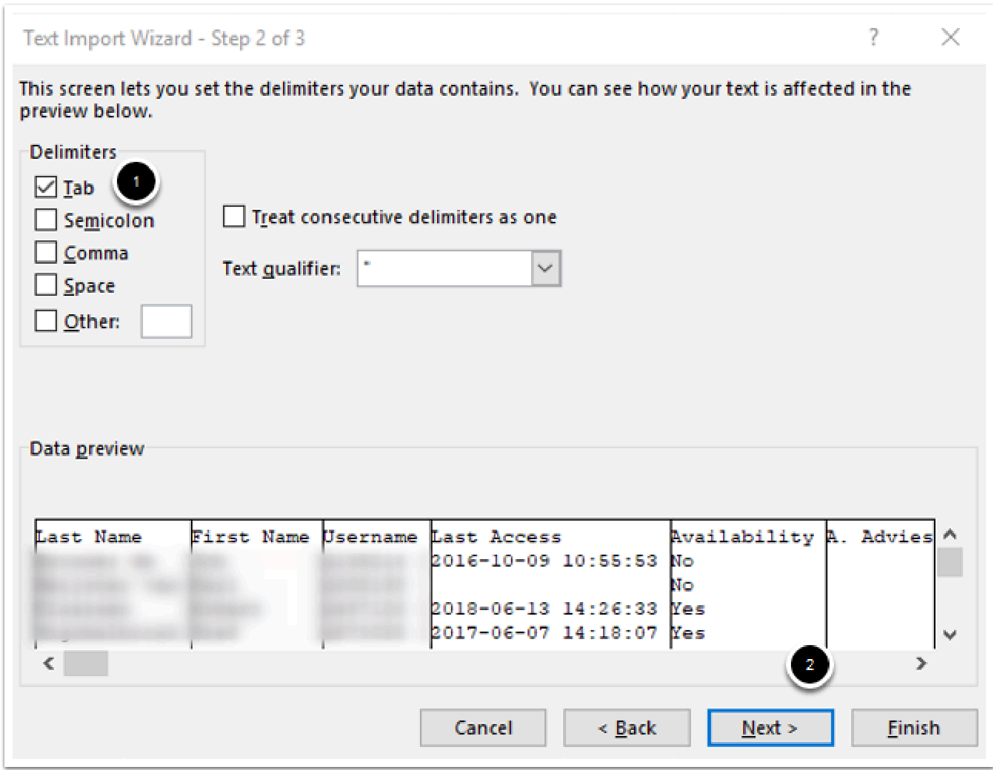
- Click on **Open**.
- Select the downloaded file.



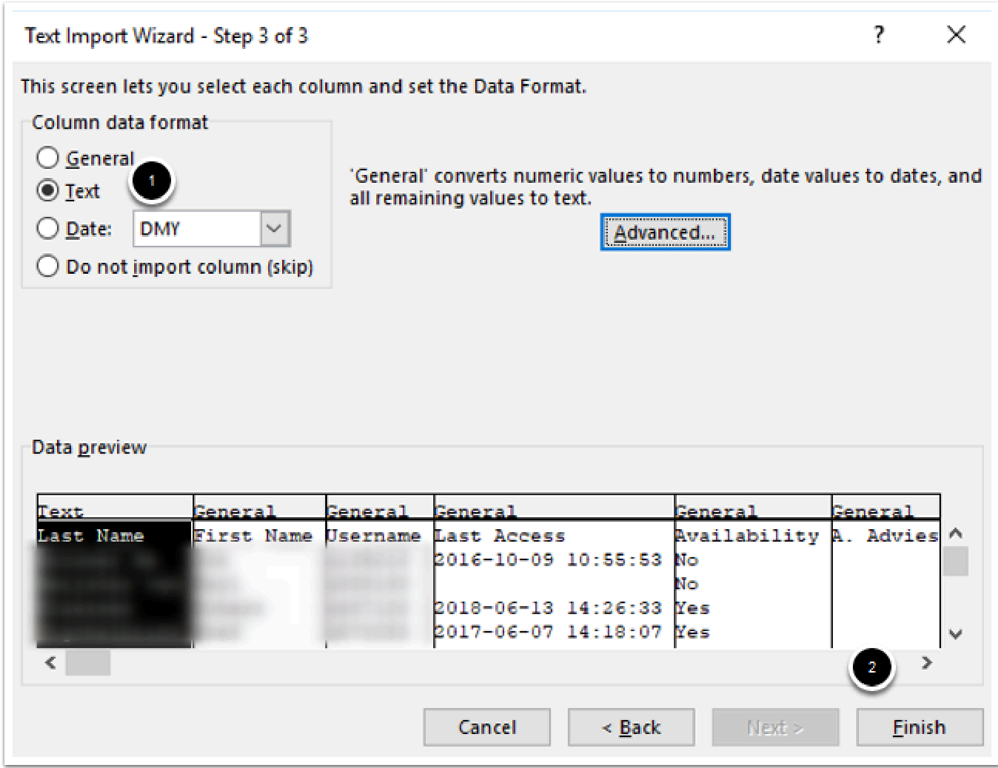
- You will get a notification (in case it is an xls-file). Click on **Yes.** The **Import Wizard** will open in which you will have to select certain options.



1. Select **Delimited**.
2. Click on **Next**.

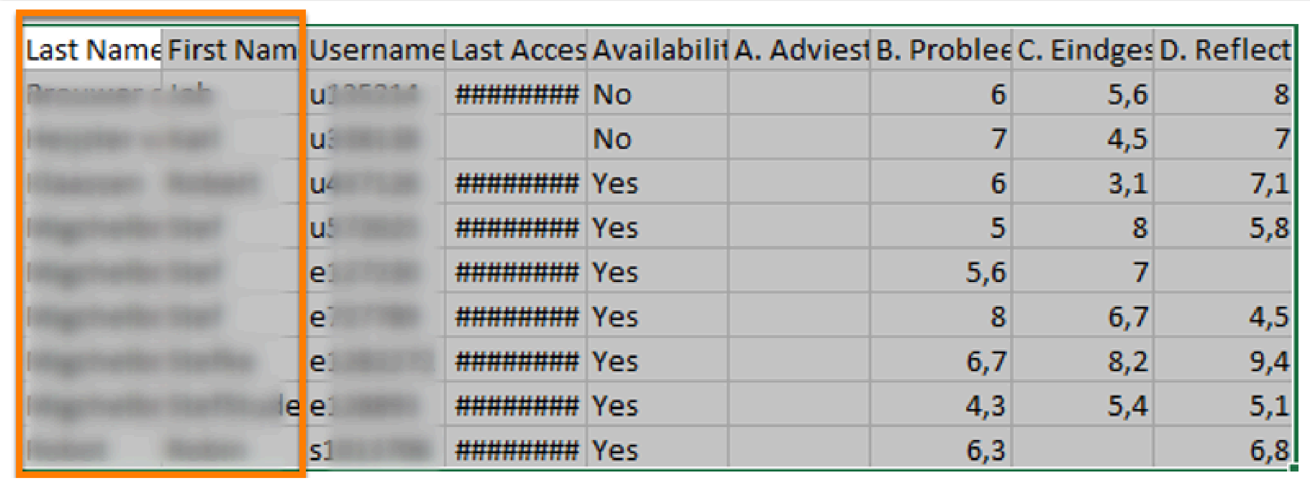


1. Tick the check box **Tab**.
2. Click on **Next**.



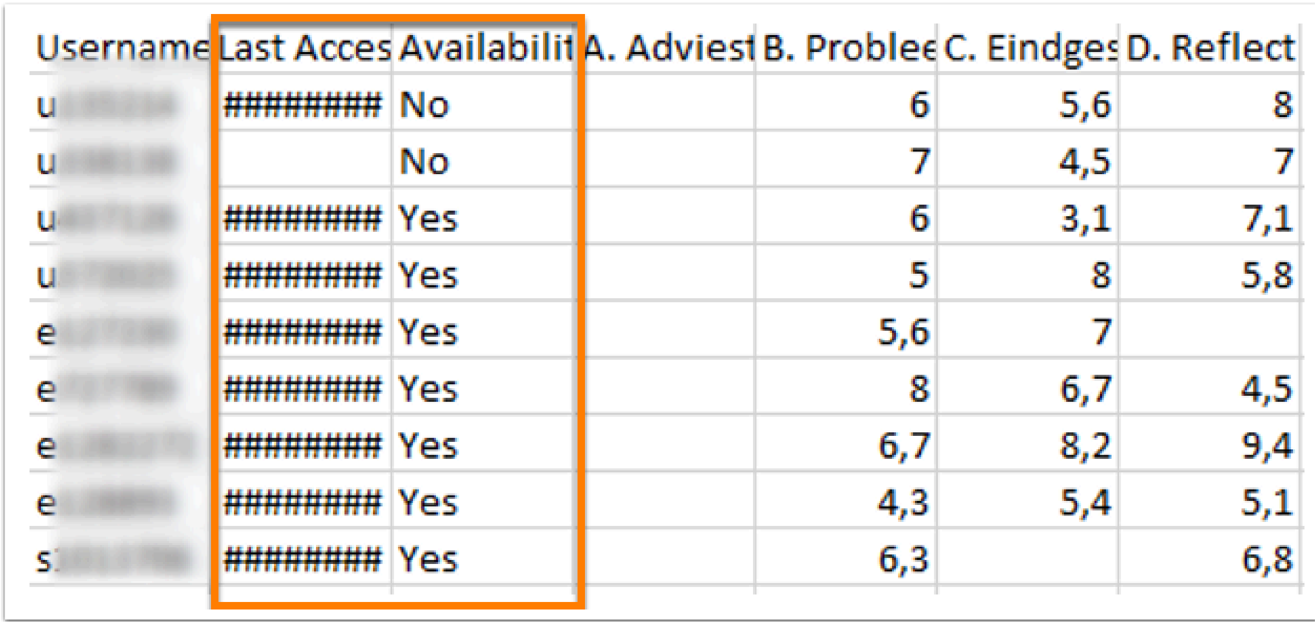
1. Select the column with grades and click on **Advanced.** Make sure to separate the decimals with points and the thousands with commas.
2. Click **Finish**. The Excel-file with the grades will open.

It is important that the columns that contain the grades, identify the points as being decimals and not thousands.



Last Name	First Nam	Username	Last Acces	Availabilit	A. Adviest	B. Problee	C. Eindges	D. Reflect
[illegible]	[illegible]	u[illegible]	#########	No		6	5,6	8
[illegible]	[illegible]	u[illegible]		No		7	4,5	7
[illegible]	[illegible]	u[illegible]	#########	Yes		6	3,1	7,1
[illegible]	[illegible]	u[illegible]	#########	Yes		5	8	5,8
[illegible]	[illegible]	e[illegible]	#########	Yes		5,6	7	
[illegible]	[illegible]	e[illegible]	#########	Yes		8	6,7	4,5
[illegible]	[illegible]	e[illegible]	#########	Yes		6,7	8,2	9,4
[illegible]	[illegible]	e[illegible]	#########	Yes		4,3	5,4	5,1
[illegible]	[illegible]	s[illegible]	#########	Yes		6,3		6,8

- Brightspace does not accept **Last Name** and **First Name** (only **Username)**. Therefore, these columns have to be deleted. Select them and right-click. Click **Delete** and **Shift Cells Left.**



Username	Last Acces	Availabilit	A. Adviest	B. Problee	C. Eindges	D. Reflect
u[illegible]	#########	No		6	5,6	8
u[illegible]		No		7	4,5	7
u[illegible]	#########	Yes		6	3,1	7,1
u[illegible]	#########	Yes		5	8	5,8
e[illegible]	#########	Yes		5,6	7	
e[illegible]	#########	Yes		8	6,7	4,5
e[illegible]	#########	Yes		6,7	8,2	9,4
e[illegible]	#########	Yes		4,3	5,4	5,1
s[illegible]	#########	Yes		6,3		6,8

- Delete the columns **Last Access** and **Availability** in the same manner. You can do the same thing with any other column you do not want to import (such as **Total**).

B1 | A. Adviestoets Points Grade

	A	B	C	D	E	F	G
1	Usernam	A. Adviest	B. Problee	C. Eindges	D. Reflectieverslag Points Grade		
2	u[redacted]		6	5,6	8		
3	u[redacted]		7	4,5	7		
4	u[redacted]		6	3,1	7,1		
5	u[redacted]		5	8	5,8		
6	e[redacted]		5,6	7			
7	e[redacted]		8	6,7	4,5		
8	e[redacted]		6,7	8,2	9,4		
9	e[redacted]		4,3	5,4	5,1		
10	s[redacted]		6,3		6,8		
11							

⚠ Add "**Points Grade**" behind the name of each assignment. Important: this step is essential!

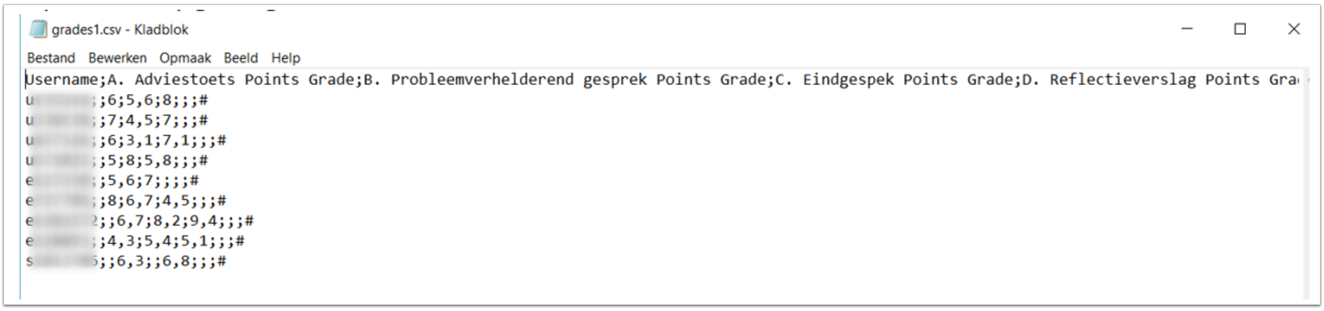
Username	A. Adviest	B. Problee	C. Eindges	D. Reflect	End-of-line indicator	
u[redacted]		6	5,6	8	#	
u[redacted]		7	4,5	7	#	
u[redacted]		6	3,1	7,1	#	
u[redacted]		5	8	5,8	#	
e[redacted]		5,6	7		#	
e[redacted]		8	6,7	4,5	#	
e[redacted]		6,7	8,2	9,4	#	
e[redacted]		4,3	5,4	5,1	#	
s[redacted]		6,3		6,8	#	

- Add an **End-of-line indicator** for each student at the end of the matrix. To do so, create a new column and in it, fill in a **#** for each student.
- The grades that contain a comma, need to be transferred to a dot. Click on **Control + H,** fill in a , at **Find what** and fill in a . at **Replace with**. Then click on **Replace All**.

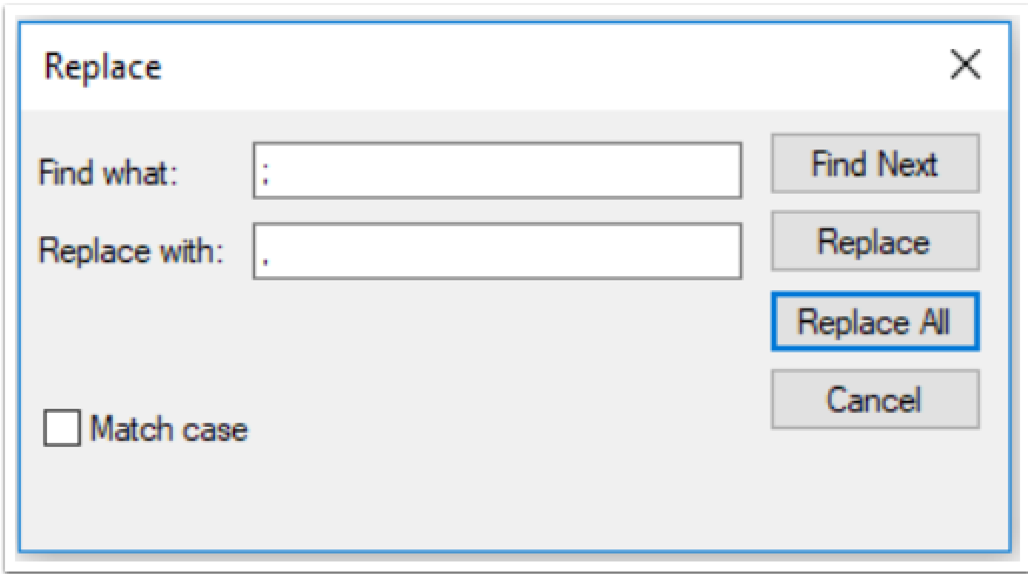
Now, save the file as a CSV-file. To do so, click on **File** in the top-left corner and click on **Save as.** Select the folder that you wish to save your file in and select under file name that it should be saved as a .CSV-file.

Open the folder that contains your saved file. Now open the file in **Notepad** (open **Pages** if you have a Mac-computer)**.**

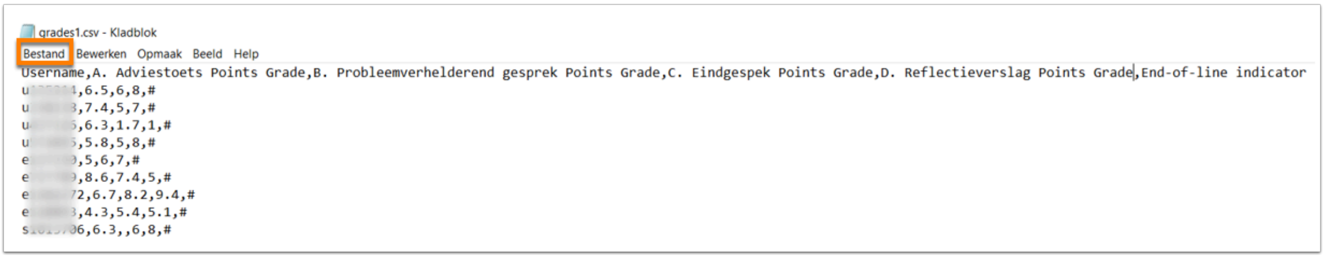
> In Notepad you have to change the semicolon-separated file into a comma-separated file. This is necessary because Brightspace only accepts comma-separated files.



Click on **Control + H** on your keyboard (or **Command F** on a Mac). A new window will open.



1. First, fill in a ; (semicolon) at **Find what** and a , (comma) at **Replace with**. Now, click on **Replace All** (all semicolons will now be replaced by commas).
2. Fill in ,, (two commas) at **Find what** and a single , (comma) at **Replace with.** Now click on **Replace All** twice (all two commas are now replaced for a single comma; because there are three commas at the end, you have to click Replace All twice to make sure you will end up with only one comma everywhere).

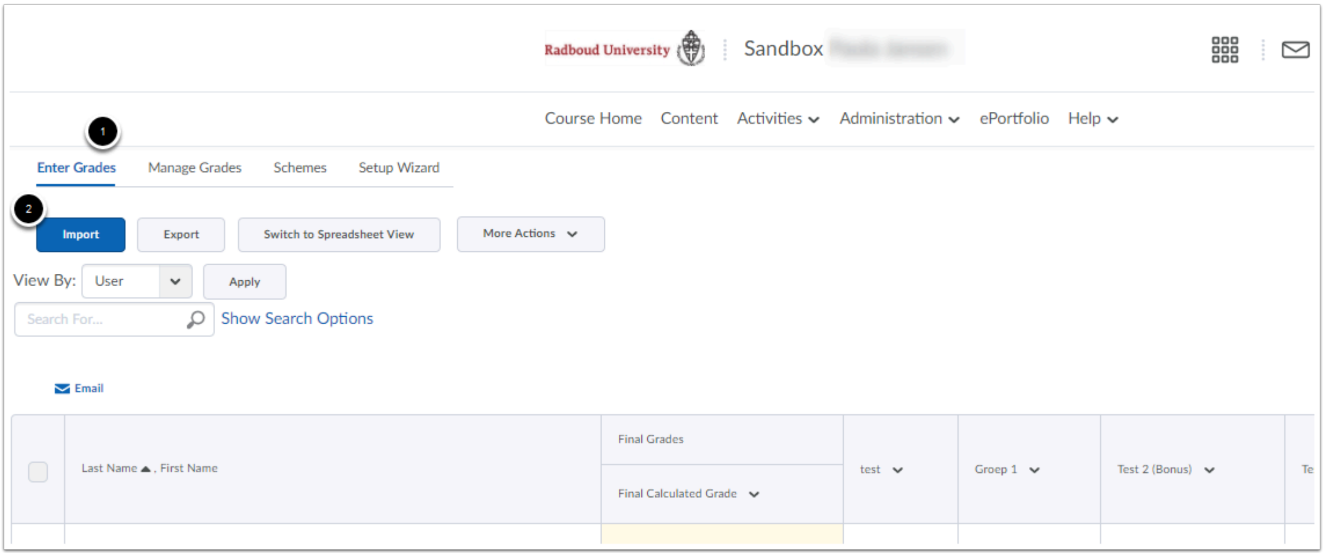


If followed the steps correctly, your file will look like the file in the image above. Between each value there is only one comma. The file is now ready to be uploaded to Brightspace.

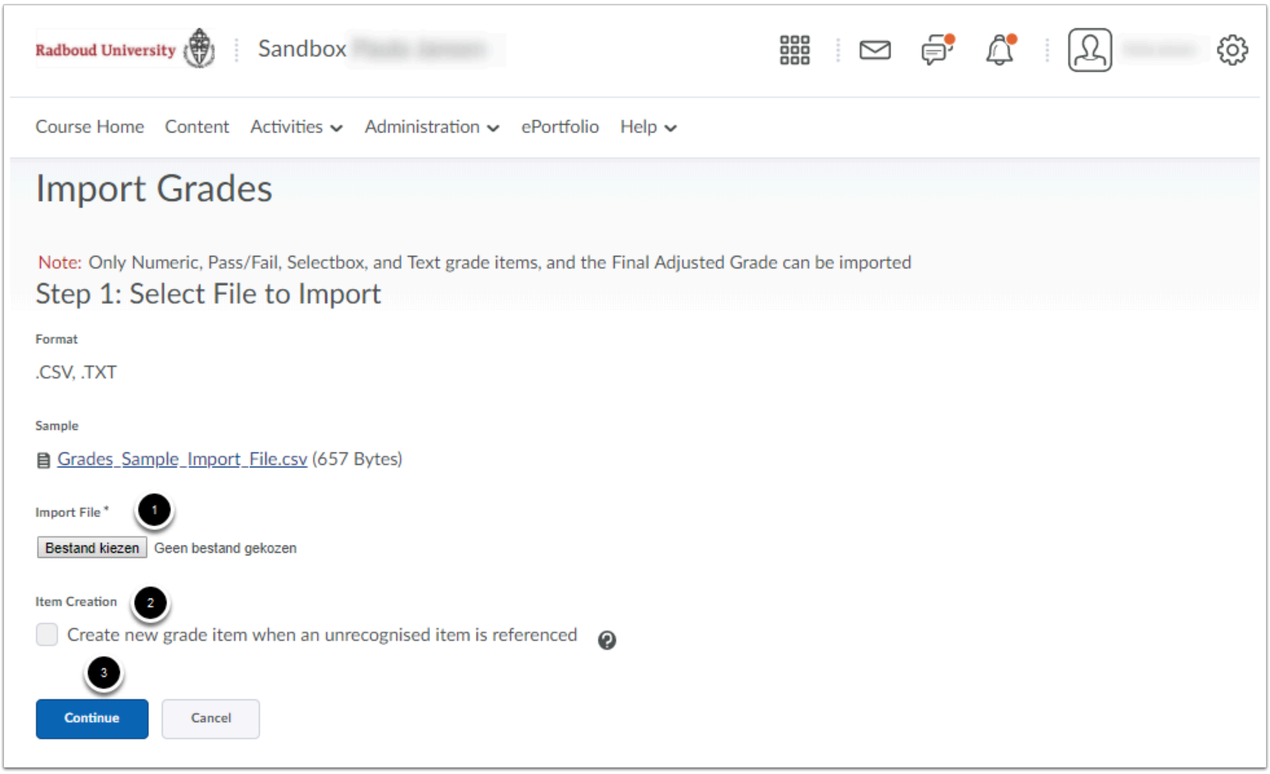
- Click on **File** and then on **Save.**

Upload the file to Brightspace

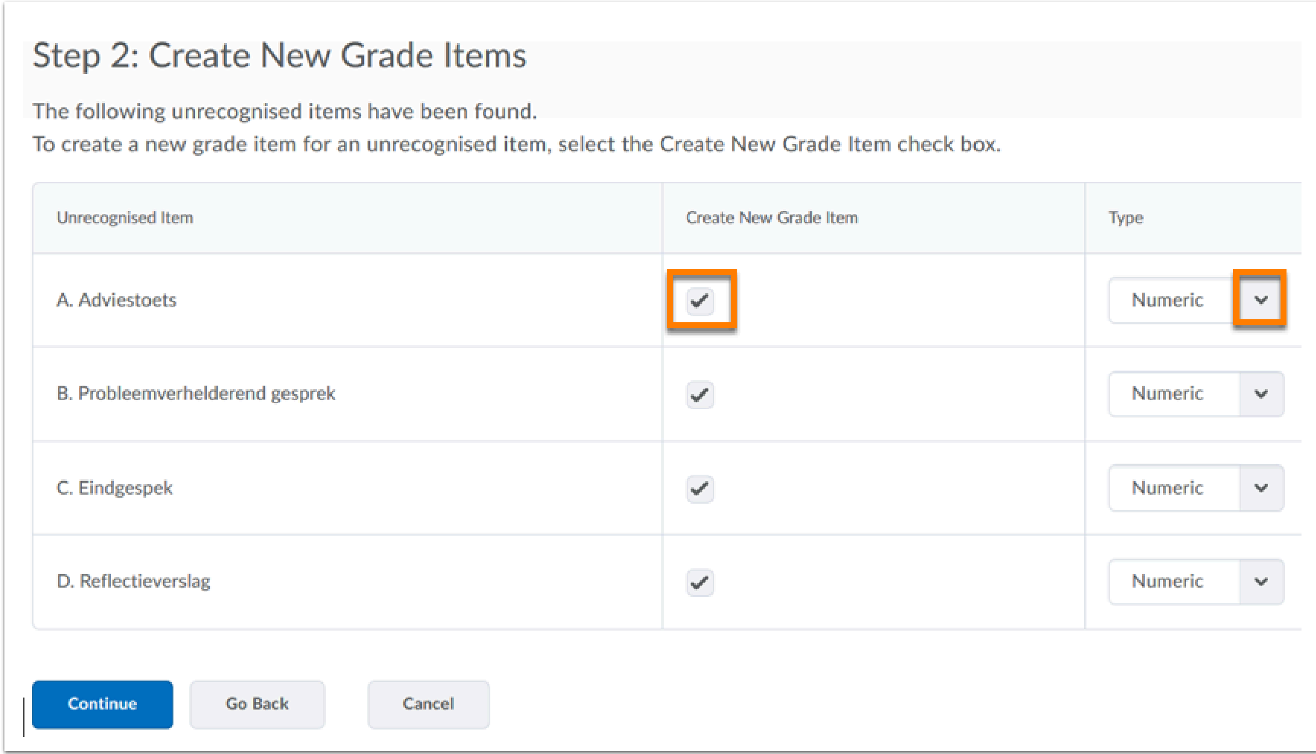
- Navigate to **Administration** in the minibar of the course that you would like to import the grades to.
- Click on **Grades**.



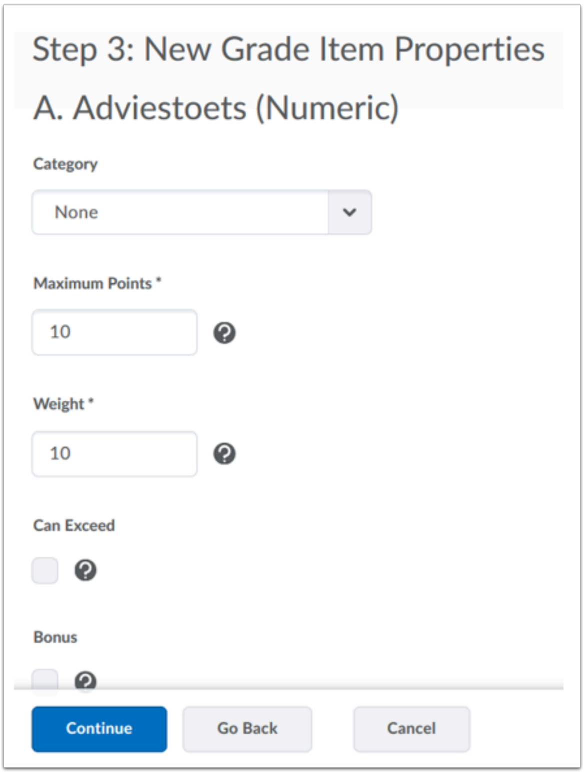
1. Navigate to the tab **Enter Grades**.
2. Click on **Import**.



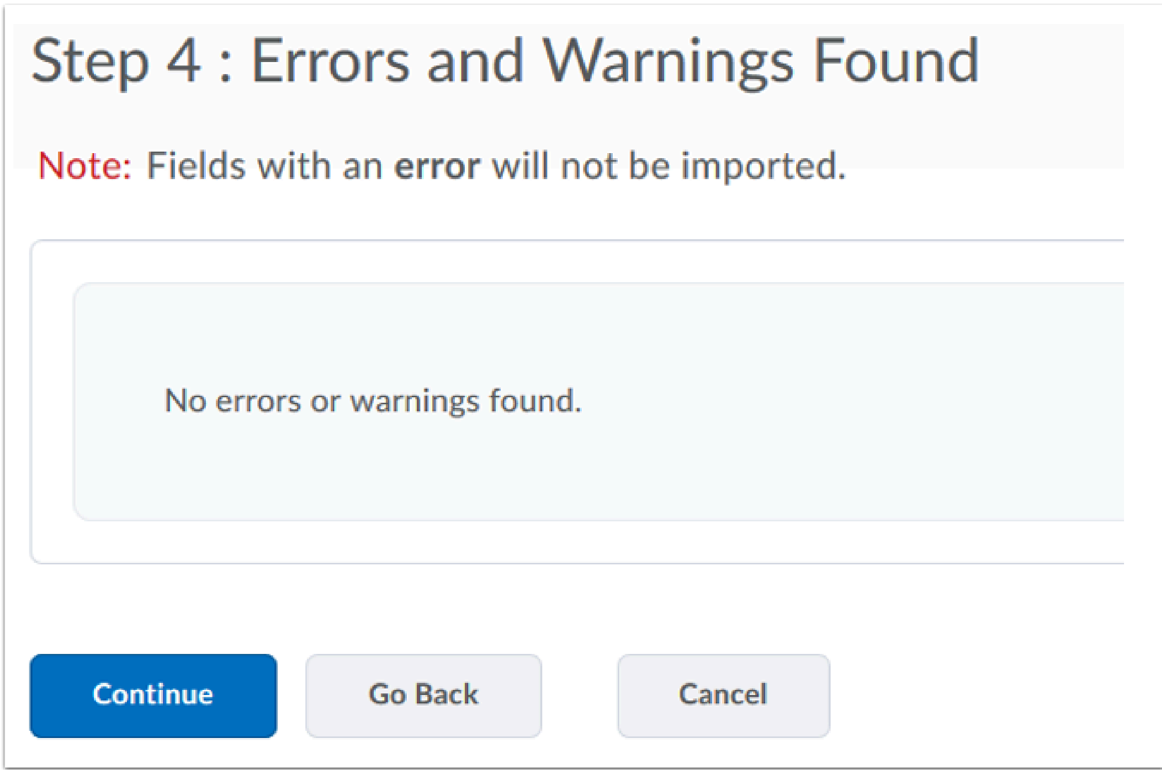
1. Click on **Choose file** and select the CSV-file that you have prepared to import.
2. Tick the box under **Item Creation**. Brightspace will now create New Grade Items for the (currently) non-existing items in the import file.
3. Click on **Continue**.



- You will now see an overview of the grade items that the grades will be added to. Select each item for which you want to create a New Grade Item.
- Select the type of grading it concerns (**Numeric** or **Pass/Fail**). Important: only select **Pass/Fail** if you have a column with values of zero and one.
- Click on **Continue**.



- Create a new grade item for each assignment.
- Fill in your preferred settings and click on **Continue.**



Brightspace will notify you if there are any mistakes in the CSV-file. If so, check if the following points in your file are present:

- It says **Points Grade** after each name of the separate columns that need to be imported.
- The decimals are separated by points instead of commas.
- The last column is the **End-of-line indicator**.
- There are no superfluous commas in the CSV-file. If there is a comma in a cell with text (so not with numbers), the values in these cells need to be between quotation marks. *For example: "Jansen, Jan" instead of Jansen, Jan.*
- All entered user names are present in the course.

If the file works as it is supposed to, Brightspace will give a preview of the grades. If everything is correct, you click on **Import Grades** to upload the grades to Brightspace.

Copy Course: How do I copy the structure and content from one course to another?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to use the **copy course** function. A written manual can be found below the video.

Step-by-step instruction how to copy a course

It is possible to copy both the structure and the content (modules and activities) from one course to another. This way you can use the course you have built over the year for another year. If you want to learn more about copying your carefully created Brightspace course to a new Brightspace course, follow the steps in this article.

From now on the old and built course will be referred to as the **source course**, and the new and empty course will be referred to as the **target course.**

The steps you will have to follow to copy the source course correctly are:

1. Set a start date in the target course: the course will be visible for students on the Brightspace homepage, but students can only access the course on or after the "start date".
2. Copy the content of the course using **Import/Export/Copy Components**.
3. Maintain the group restrictions (if you are using group restrictions with the old OSIRIS groups).
4. Delete double OSIRIS groups.
5. Check the most important components of the target course for errors.

- Do you have an extensive course with Release Conditions, Assignments, Quizzes or do you use Grades?Then we recommend copying all components from the source course at once, because this is the easiest way to move all components to the target course while being sure that everything functions properly. However, certain items and settings must be removed or changed due to the link with OSIRIS. **We therefore urge you to follow this manual step by step until the end.**

- Do you have a simple course with mainly documents?
  Then follow the manual How do I copy components from one course to another course?
- Does your course contain SCORM packages? Then follow the manual How do I copy a SCORM object?
- Are you copying a quiz with images? Do not forget to copy those files as well. If you do not do this, the images will not appear in the copied quiz.

If you use Rubrics, they will be copied to the target course. If a rubric is attached to an Activity in the source course and you also copy the Activity, the link between the rubric and the Activity will continue to exist. However, the rubric statistics are not copied! The advice is therefore to rename the rubric in the target course.

The items/settings of the source course you do not copy

- All items and settings that are specific for students (*such as handed-in assignments, posts in discussion fora, achieved grades, display options, etc.).*
- Release conditions based on items specific for students (*such as special access).*
- Release conditions linked to **Awards.**
- The **Kaltura Course Gallery** (and all links to material from the Course Gallery).
- Manually added events from the **Calendar.**
- Learning objectives, branching and release conditions that have been linked to **Surveys**.

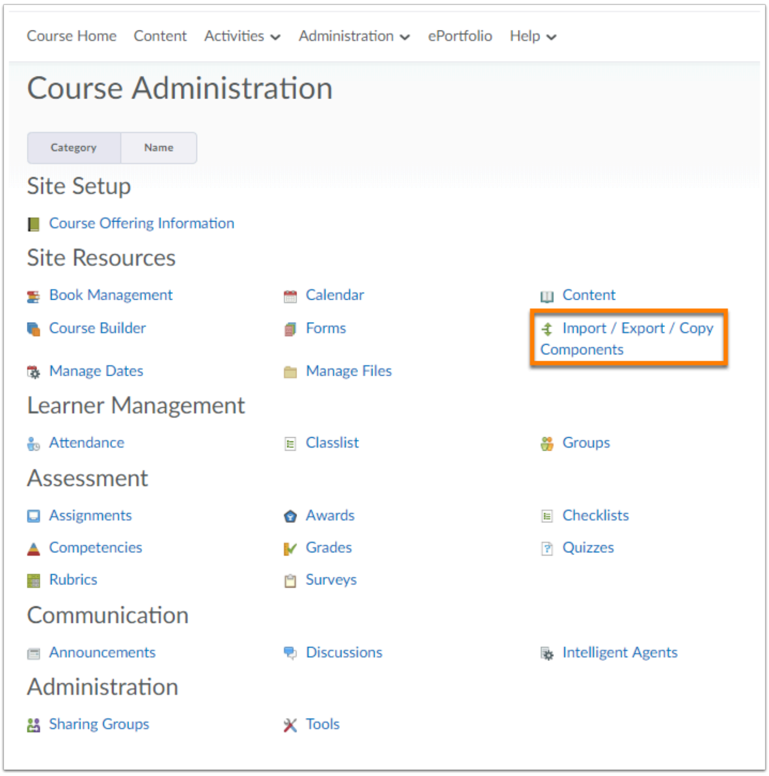
The items/settings of the source course you copy with alterations

- Assignments with **Turnitin:** Turnitin is turned off and all settings will be reset to the default settings. You can Turnitin back on with one click (re-enable), but now you do have to start again with setting up the settings according to your wishes.

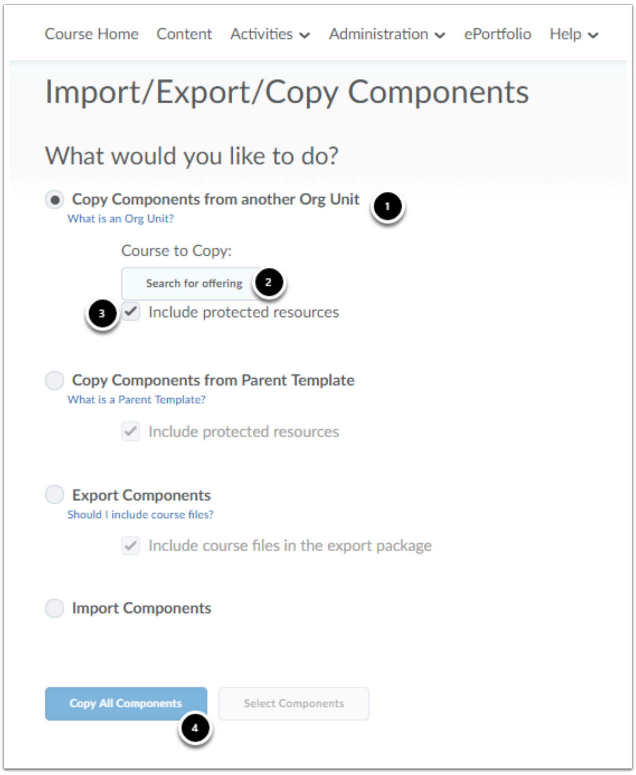
- **Group assignments** that have been linked to the OSIRIS groups in the source course will lose their lnik. You have to link these assignments to the OSIRIS groups in the target course.
- **SCORM**-objects will lose their link with a grade item. This has to be set up again.
- **Surveys** with special settings (special access, release conditions) will lose their settings after they have been copied and these settings need to be set up again.
- Settings for **Tool** Status will return to the default settings. This means that the content for the tools **Awards**, **Attendance** and **Surveys** is copied to the target course, but is not visible by default. You have to make it visible once more by going to **Administration** > **Course Admin** > **Tools**.
- Intelligent agents are copied, but they will be deactivated after copying. You have to reactivate them for the target course.

To create a clear overview of the components in your source course, you can use **Manage Dates.** This overview allows you to see whether you have worked a lot with data, restrictions and other functionalities in the source course. For more information about Manage Dates, please read the article How do I use Manage Dates?

1. The copying of the content from one course to another: Import/Export/Copy Components



1. Navigate to the target course to which you want to copy the items.
2. Navigate to **Administration** in the navbar of your course.
3. Click **Course Admin**.
4. Click **Import/Export/Copy Components**.



1. Select **Copy Components from another Org Unit** to copy components from the source course to the target course.
2. Click **Search for offering**. A pop-up window will appear where you can search for the right course. Select the right source course and click **Add Selected**.
3. Make sure the box for **Include protected resources** is selected.
4. Click **Copy All Components** to copy all components from the source course to the target course. This way all content and almost all settings will be transferred correctly.

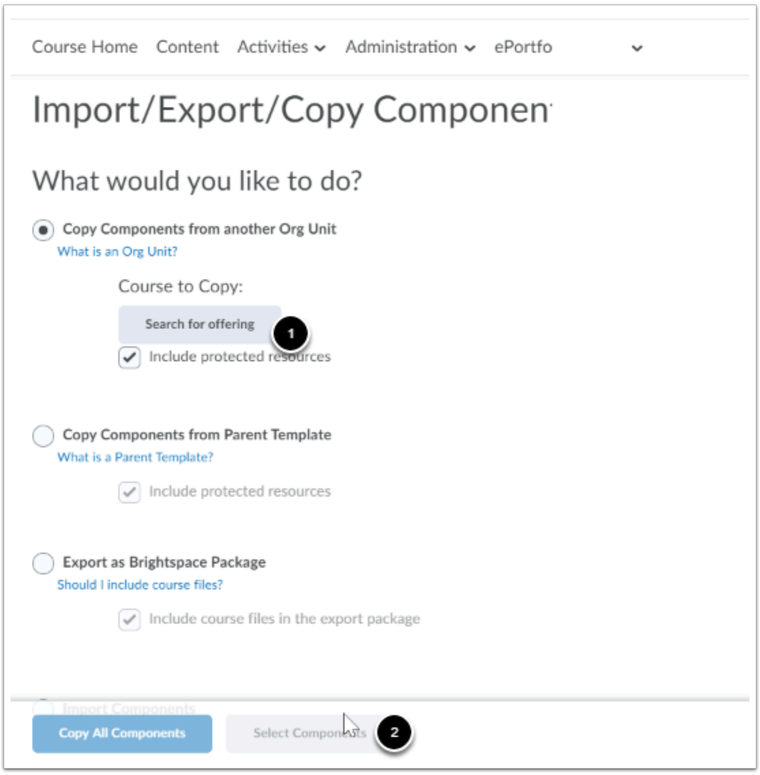
Wait until the bar has disappeared and a green check mark appears. This may take a while, depending on the size of the course. As soon as the course is copied, continue with step 3.

When you try to copy a component to a course that already exists in the target course, you will receive a notification stating that the component already exists. This prevents the creation of duplicates.

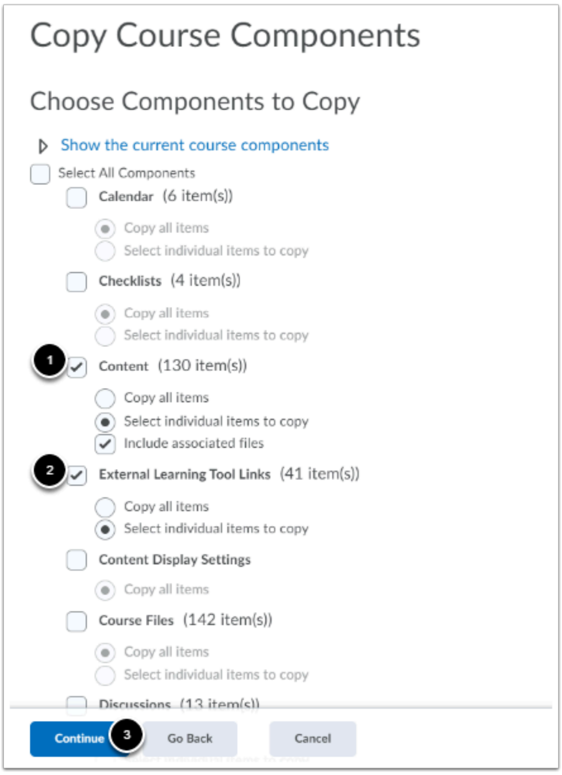
Copy External Learning Tools (LTI Links)

When you import content, the External Learning Tools will appear as a **broken link.** Use the workaround below to copy the right links.

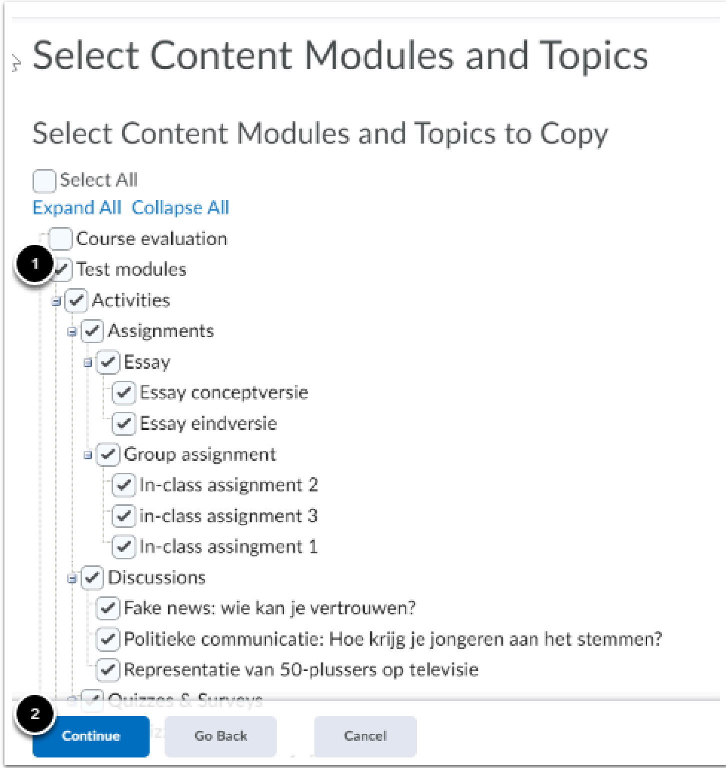
Navigate to **Course Admin** and then click **Import/Export/Copy Components**.



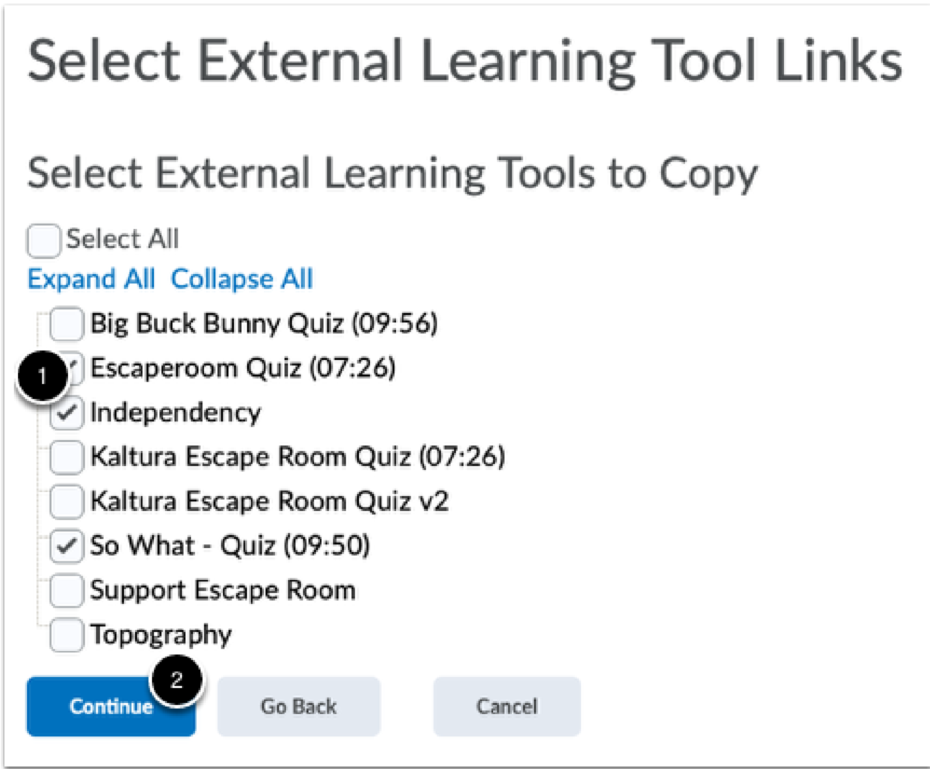
1. Click **Search for offering,** which can be found below **Copy Components from another Org Unit.** A pop up window will appear where you can search the course you want to copy the links from.
2. Click **Select Components.**



1. Select **Content** and then click **Select individual items to copy** and **Include associated files**.
2. Select **External Learnig Tool Links** and then click **Select individual items to copy.**
3. Click **Continue.**



1. Select the topics you added the links to.
2. Click **Continue.**



1. Select the External Learning Tools that belong to the topics you are going to copy.
2. Click **Continue.**

- Click **Finish** in the next screen.

2. Have you frequently used group restrictions that were attached to the old OSIRIS groups? If so, follow these steps. If not, continue with step 4.

Because you have copied all components from the source course to the target course, the old OSIRIS groups of the source course have also been copied. These need to be removed in the following step (step 4) which means all group restrictions will be lost.

- Contact your [TIP/ICT support from your faculty]; they can make sure your previously created restrictions will not be lost.

Do not continue with this manual.

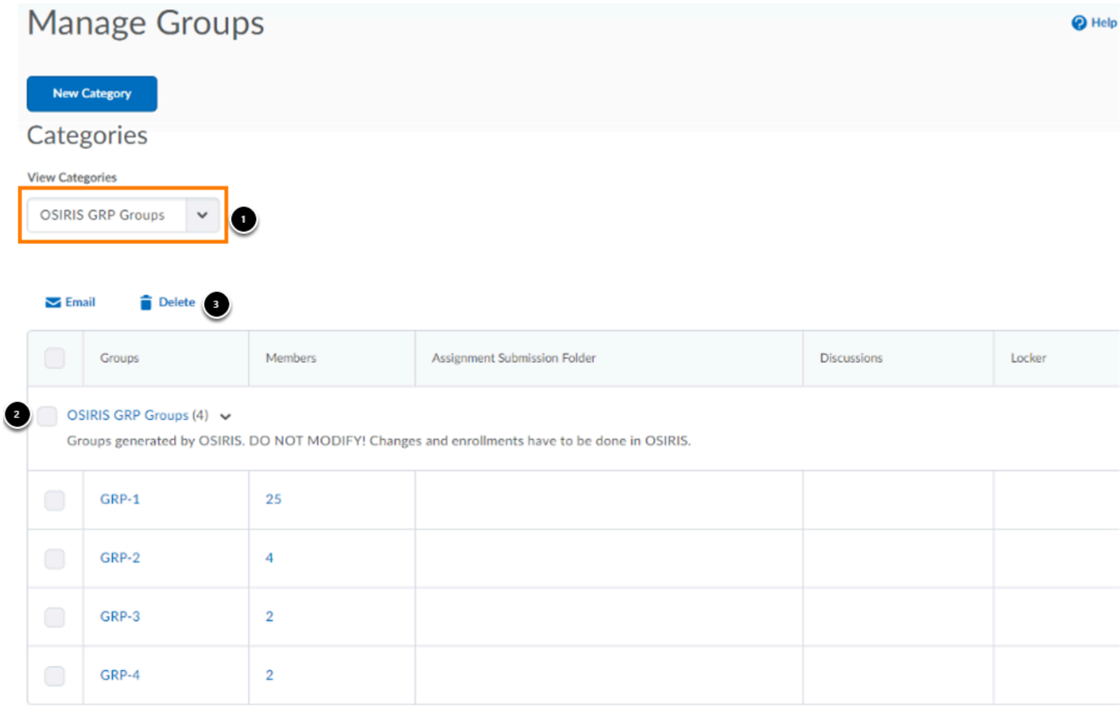
3. Remove duplicate OSIRIS groups.

The groups that OSIRIS has automatically created in the source course will be copied to the target course. This can lead to problems for both you and your students because of the link between OSIRIS and Brightspace. The (old) groups that have been copied from the source course must therefore be deleted. Follow the following steps to prevent problems.

> ⚠ Note: If you want to reuse a group assignment from the source course in the target course, first create the new groups and attach the copied group assignment to it. Then delete the "old" copied groups. Otherwise, the group assignmment is also deleted when deleting the old OSIRIS groups in Brightspace.

In the target course, navigate to **Administration** > **Groups**

Old groups (2018-2019)

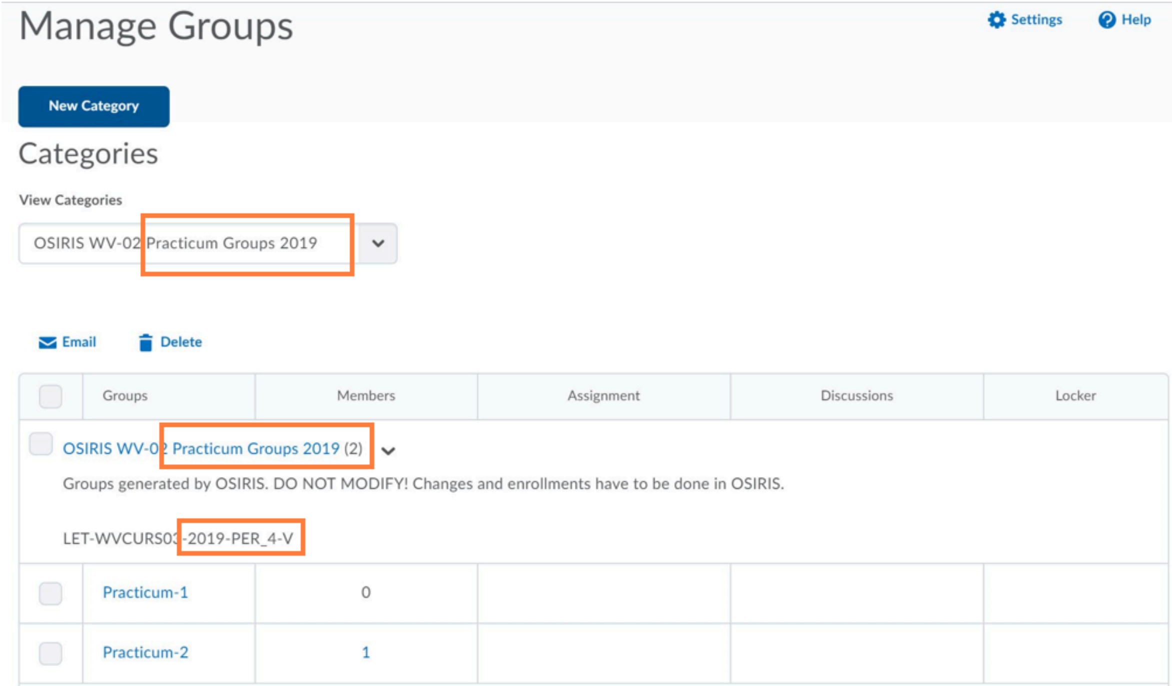


1. Below **View Categories**, select the **OSIRIS GRP Groups** category. These are the old OSIRIS groups from the 2018-2019 academic year.
   In this example OSIRIS GRP Groups, but this can also be other groups from OSIRIS, with the description OSIRIS CUR Groups, OSIRIS LEC Groups, OSIRIS PRJ Groups, etc.
2. Check the box next to the group category name (with which you select all groups in this category).
3. Click **Delete** and confirm.

Both the groups and the category that these groups belonged to now have been deleted.

> The groups and group categories from OSIRIS for the 2019-2020 academic year can be recognised by the teaching method and year that has been added to the category and description.
> *In the image below the word **practicum** and year **2019.***

New groups (2019-2020)



4. Check the most important components of the target course for errors.

1. Navigate to **Manage Dates** to check and alter all restrictions and data at once. Read the article [How do I use Manage Dates?](#)to learn more.
   - Because the groups that came from OSIRIS have been removed from the source course, the group restrictions on these groups have also been removed. These need to be set up again.
2. Navigate to **Content** > **Table of Contents** and check whether all content items are in the right place. Remove the undesired items, but never click **Permanently Delete and remove all nested modules…/Permanently delete both the topic from Content…** randomly because this does not only delete the content-item, but also the activities and/or files associated with it.
   - Have you used SCORM objects? You can follow the steps in the manual [How do I copy a SCORM object?](#)
3. Go to **Activities** > **Assignments** and check whether all desired assignments have been copied. Remove assignments that are abundant.
   - **Turnitin** has been disconnected and needs to be reconnected.
   - Group assignments that were linked to the OSIRIS groups of the source course have been disconnected. These assignments need to be reconnected to their groups.

- Rubrics that were connected to assignments have been disconnected. These rubrics need to be reconnected.

4. Navigate to **Administration** > **Grades** and check whether all grade items have been copied correctly as well as whether they have been connected to the right grade schemes and acitivities.

5. Go to **Administration** > **Course Admin** > **Manage Files** and check whether all desired files have been copied correctly. Remove abundant files.

6. In case you used **Surveys,** navigate to **Activities > Surveys** and edit the surveys to check the settings.
   - The branching of the surveys need to be set up again.

When copying assignments, pay attention in the following situation:

- **Copying assignments with Turnitin and a Turnitin rubric.**
  If you copy a Turnitin assignment with a Turnitin rubric attached in Turnitin, Turnitin will not be enabled in the assignment in the target course. If you enable Turnitin after copying the assignment, you also need to attach the Turnitin rubric in Turnitin.

How do I copy a SCORM object?

[Copy just the SCORM object](#)
[Copy an entire course with a SCORM object: repair the problem](#)

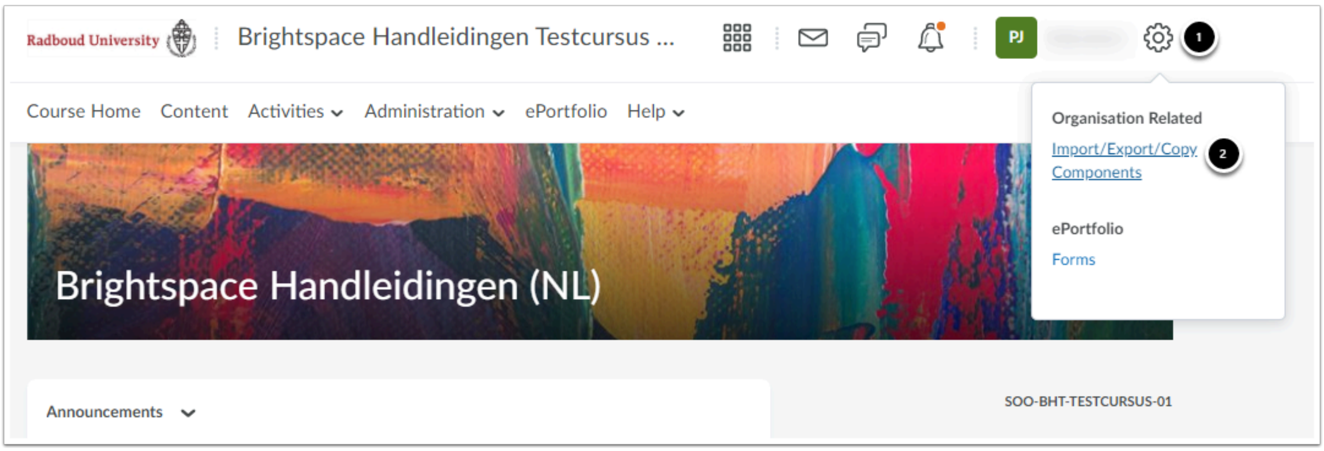
It is possible to copy a SCORM object to a different course. When you copy an entire course that contains a SCORM object, you have to be mindful of the way Brightspace copies the **grade item.** Brightspace will automatically generate a grade item, but the SCORM object will not be automatically be transferred to the goal course the right way. This means two grade items will be created in the goal course:

- One grade item with the correct settings for the **Grade Scheme.**
- One grade item with the right **Association External Learning Tool**. This will only appear after a student has submitted something.

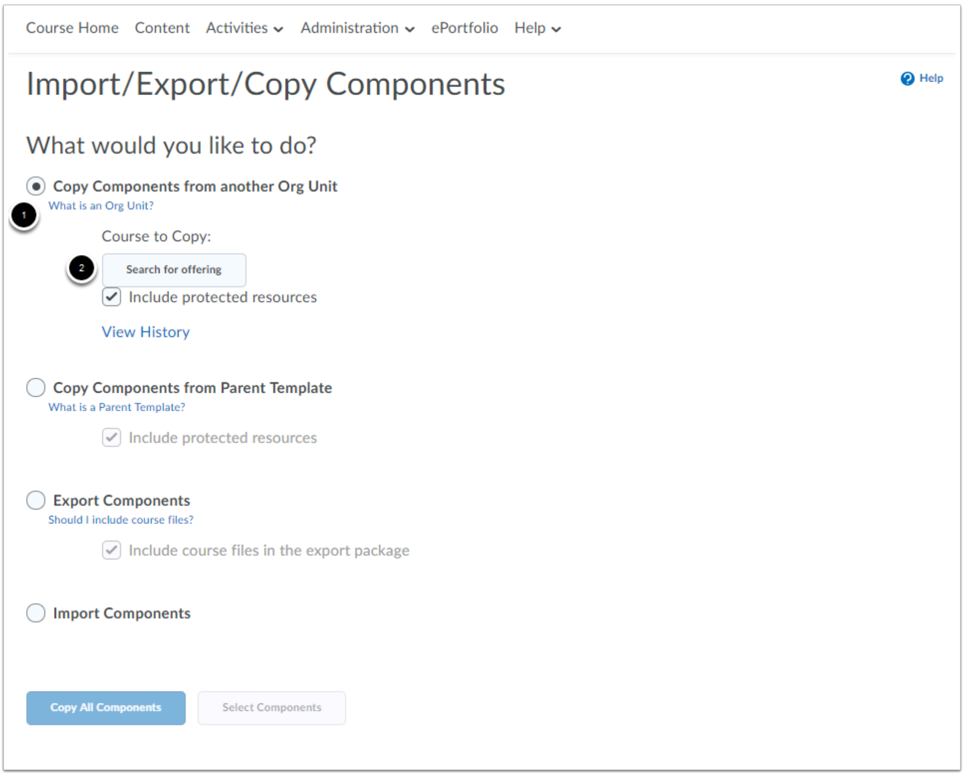
Do you want to know more about adding a SCORM object to your course? You can read the following article: [How do I add a SCORM object to my course?](#)

Copy just the SCORM object

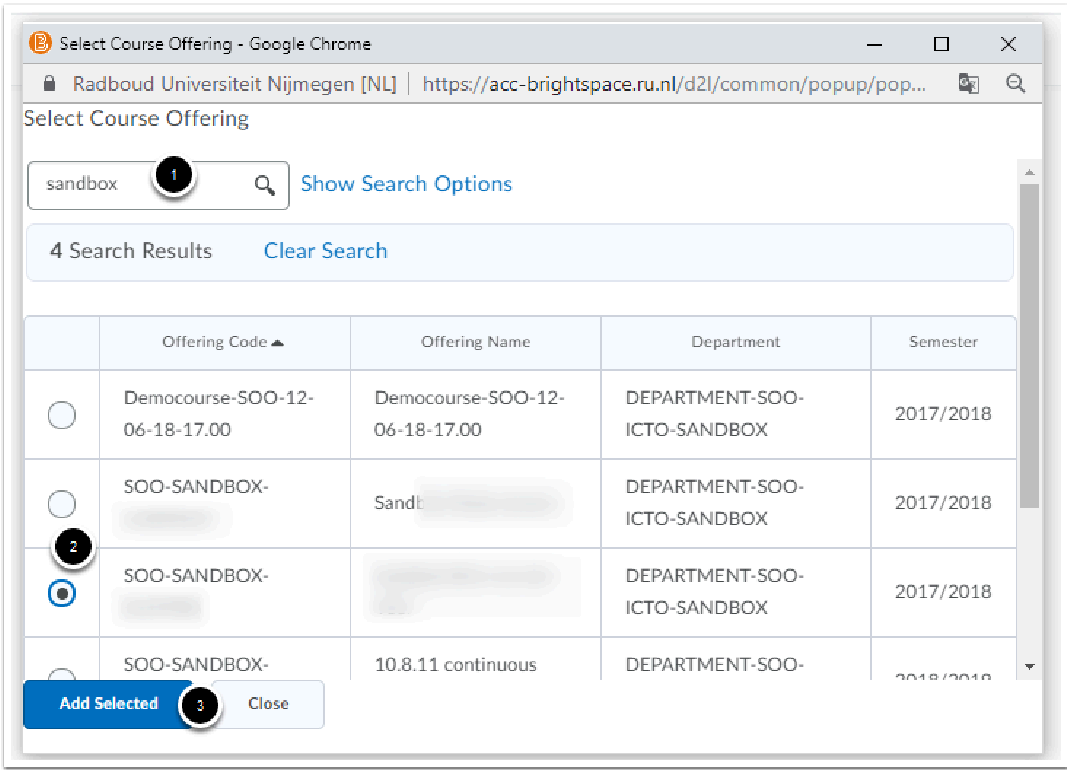
The problem with the grade items will not occur if the SCORM object is the only thing you copy from one course to another.



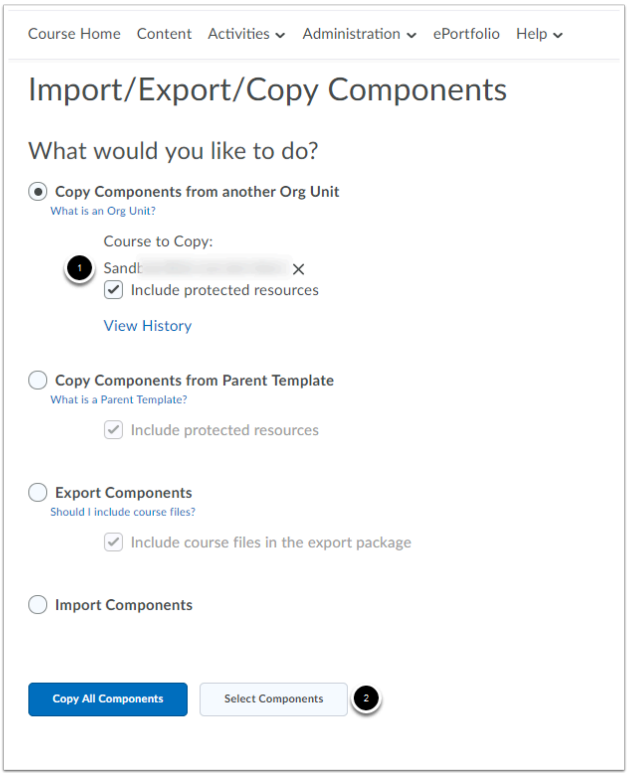
1. Click on the gear wheel icon in the minibar.
2. Click **Import**/**Export**/**Copy Components**.



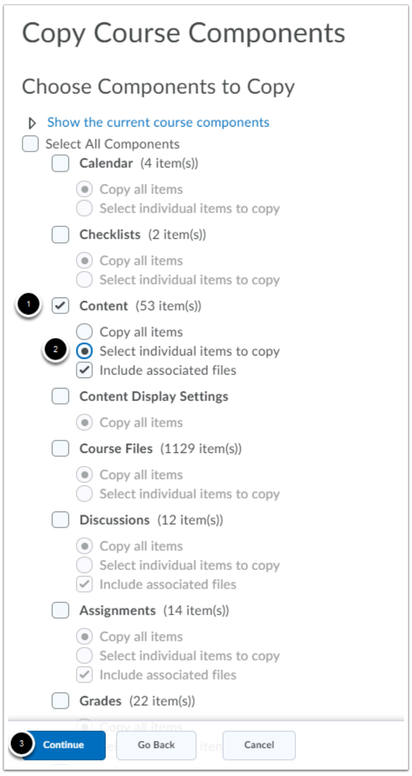
1. Select **Copy Components from another Org Unit**.
2. Click **Search for offering** to select the course in which the desired SCORM object can be found. A new window will open.



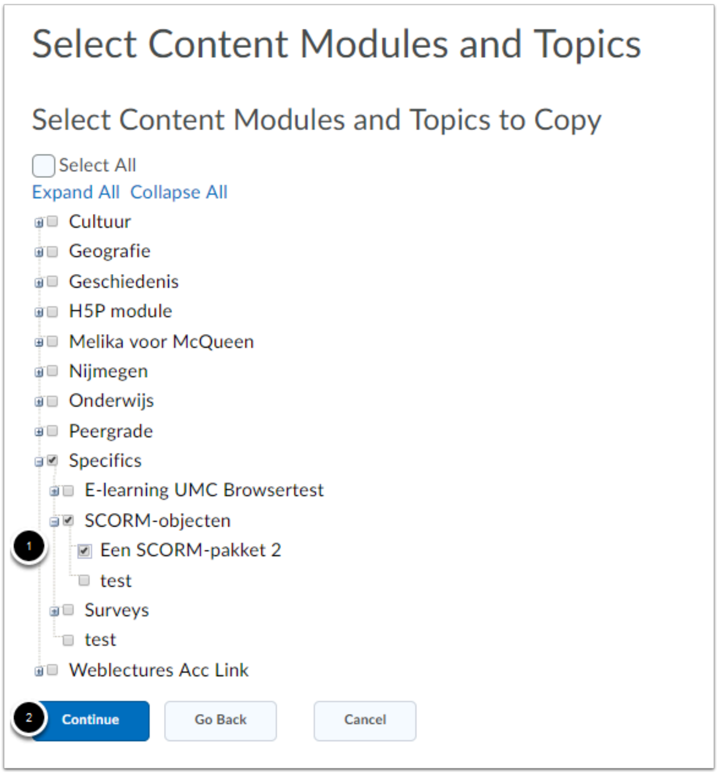
1. Find the right course.
2. Select the course.
3. Click **Add Selected**.



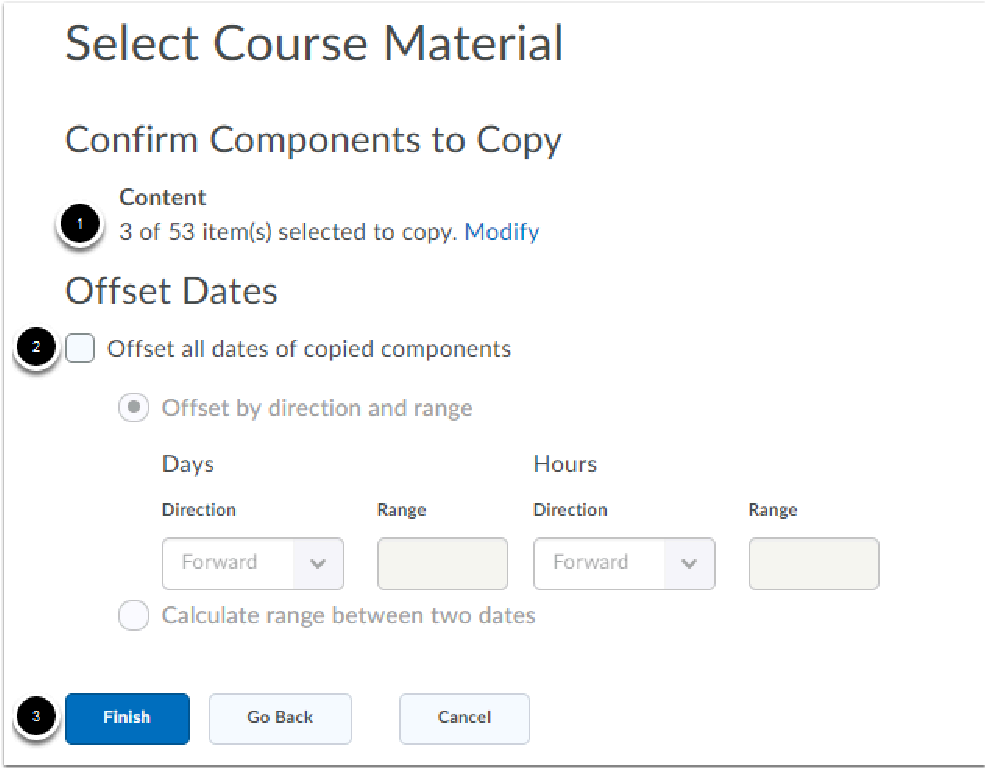
1. The desired course has now been added.
2. Click **Select Components**.



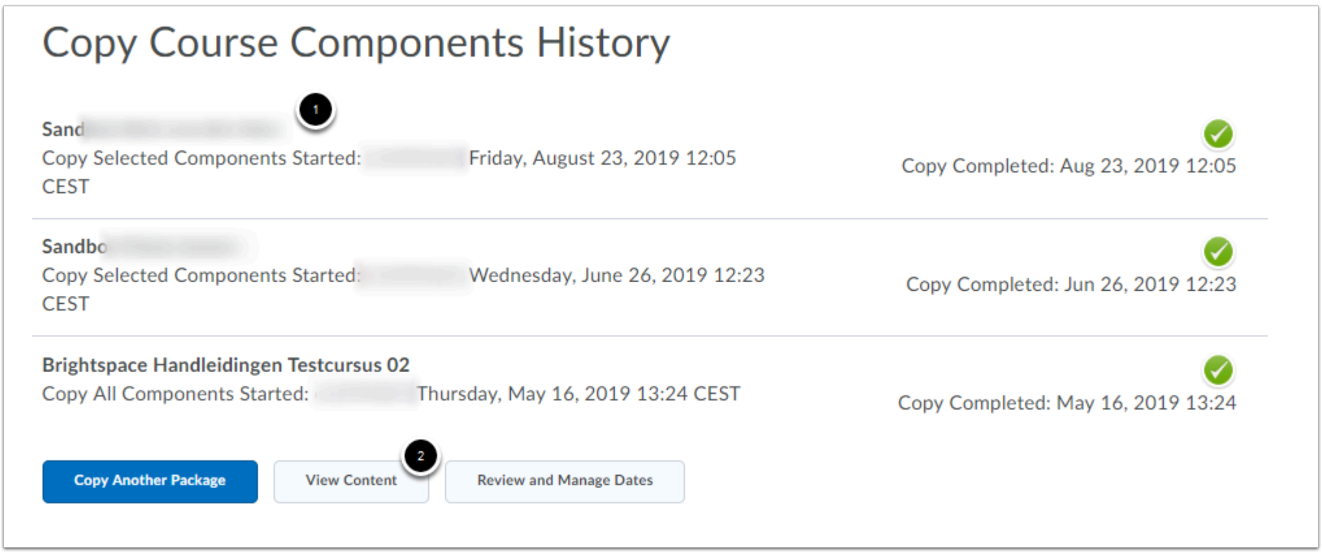
1. Select **Content**.
2. Select **Select individual items to copy**.
3. Click **Continue**.



1. Select the desired SCORM object. When the SCORM object is located in a sub module, Brightspace will also copy the main module. After you have copied the object you can move it to the preferred (sub)module in the Content component of your course.
2. Click **Continue.**



1. You can see how many items you are going to copy.
2. Select **Offset all dates of copy components** if you know when the item has to become available in the goal course.
3. Click **Finish.**

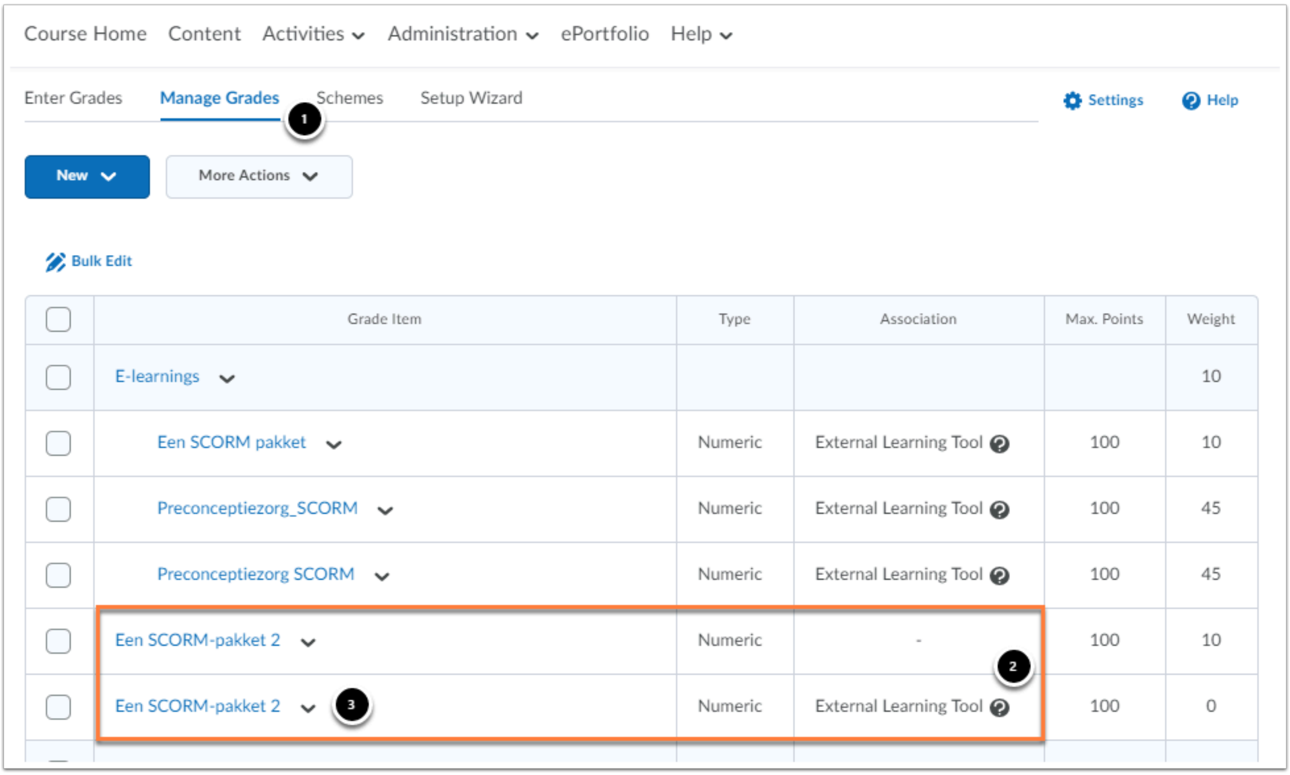


1. You will see an overview of the copied items. Please note that this overview will show all items you have copies to your course; now and earlier, meaning it is not just about the current copy.
2. Click **View Content** to view the items. Move the SCORM object to the right (sub)module.

Copy an entire course with a SCORM object: repair the problem

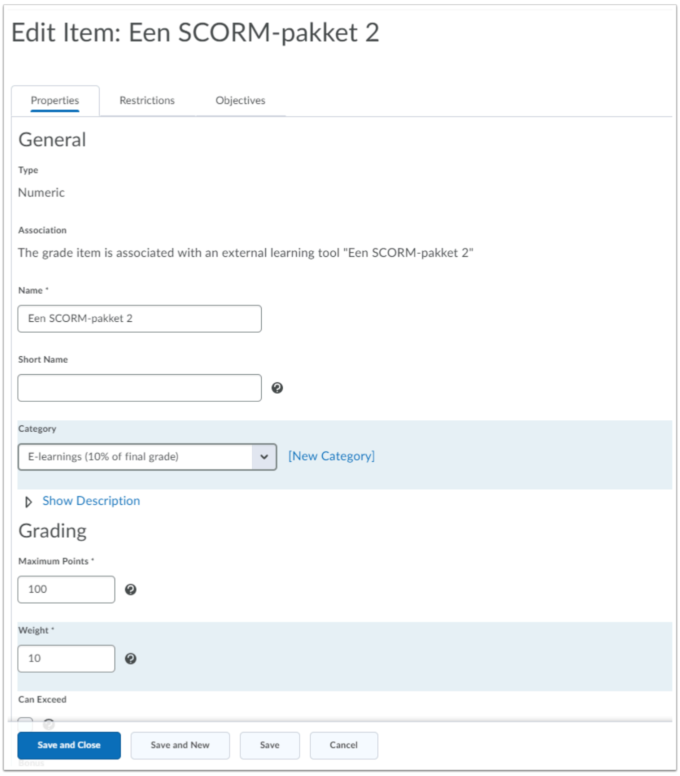
After you have copied an entire course from one place to another, you can fix the problem with the grade items by deleting the wrongly copied grade item from the goal course.

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**



1. Click **Manage Grades.**
2. There will be two grade items; delete the one without **'Association - External Learning Tool'.** Please note that the grade item with **Association** will only be visible when a student has entered a submission for the SCORM object.
3. Neither the copied grade item nor the automatically generated grade item will be in a category. This means that you will have to ass the new automatically generated item

to the right category, with the right amount of weight. To do this, first click the arrow behind the grade item and then click **Edit.**



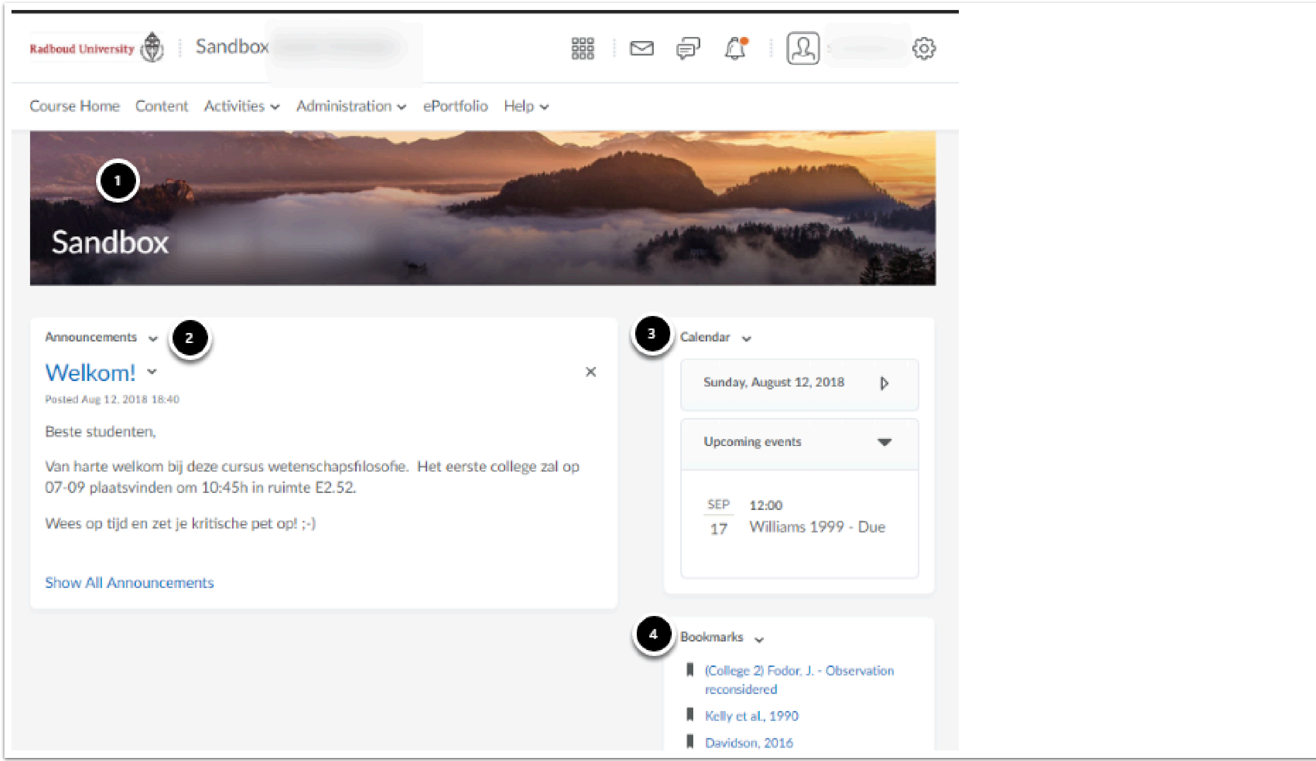
1. Use **Category** to go to the drop-down menu and select under which category the grade item should be placed. Click **New Category** if you want to create a new category.
2. Enter the correct weight for the assignment under **Weight.**
3. Click **Save and Close.**

Content: building /structuring a course

How do I organise the Course Home of a course?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about organising your **Course Home**. A written manual can be found below the video.

When you click on a course on your personal homepage you will be directed to the **Course Home** of said course: the course homepage. Course Home contains a few predetermined widgets.



1. The **Course Banner** is the image that appears at the top of your Course Home. This image is also the miniature that is visible on a personal homepage, making it easy for students to find your course (if they have pinned it on their personal homepage). The banner is the visual representation of your course, so choose an image that reflects the content of the course.

2. Below **Announcements** you can place announcements for students like a welcome at the beginning of a semester, changes in the course schedule (such as time and location), important new course content (literature, assignments, quizzes etcetera), or approaching deadlines.

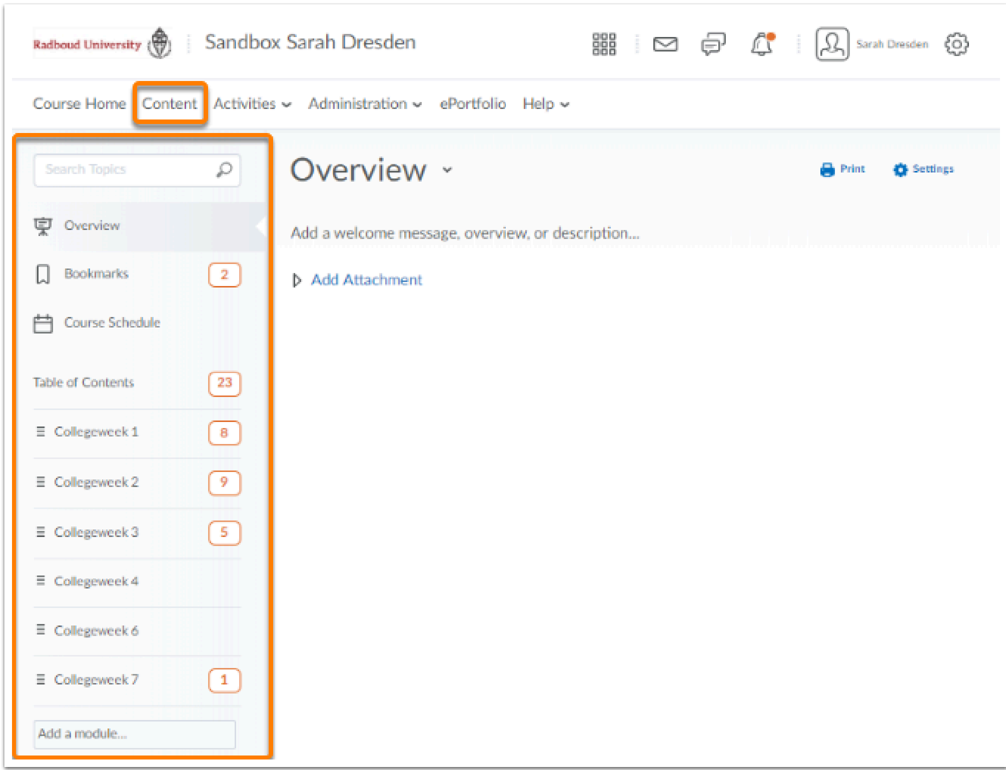
3. The **Calendar** widgets shows you all upcoming events like deadlines and manually added meetings. You can view them in the form of a list below **Upcoming Events**.

4. You can find the topics you have bookmarked below **Bookmarks**.

- Learn how to change the Course Banner in the article: How do I change the course banner?
- Learn how to create Announcements in the article: How do I create an Announcement?
- Learn how to use the Calendar in the article: How do I use the Calendar?
- Learn how to use Bookmarks in the article: How do I use Bookmarks?

What can I do under Content?

In Brightspace you can structure your course under **Content**: Here you can create a welcoming page (**Overview**) and organise the course program in **(sub)modules** which you can fill with important information about the course such as: a course syllabus, media files and documents, links to web pages or Brightspace activities like discussions and quizzes for instance. By doing so, you can create a clear overview of the course and help students navigate easily through the course material.



Click **Content** in the navbar of your course. Using the menu on the left-side of the page you can navigate to:

- Overview (welcoming page): this is the page that students first land on when they navigate to the content page of the course. Use this page to:
  - welcome the students with a personal message;
  - introduce students to the course content, requirements, schedule and material;
  - provide additional information on the connection between the different (sub)modules;
  - share general information such as contact details.

- **Bookmarks**: in the bookmark overview you will find all **topics** (PDF-files, quizzes, assignments etc.) which you have personally bookmarked, enabling you to navigate to certain topics quickly and easily.
- **Course Schedule**: this page displays the calendar.

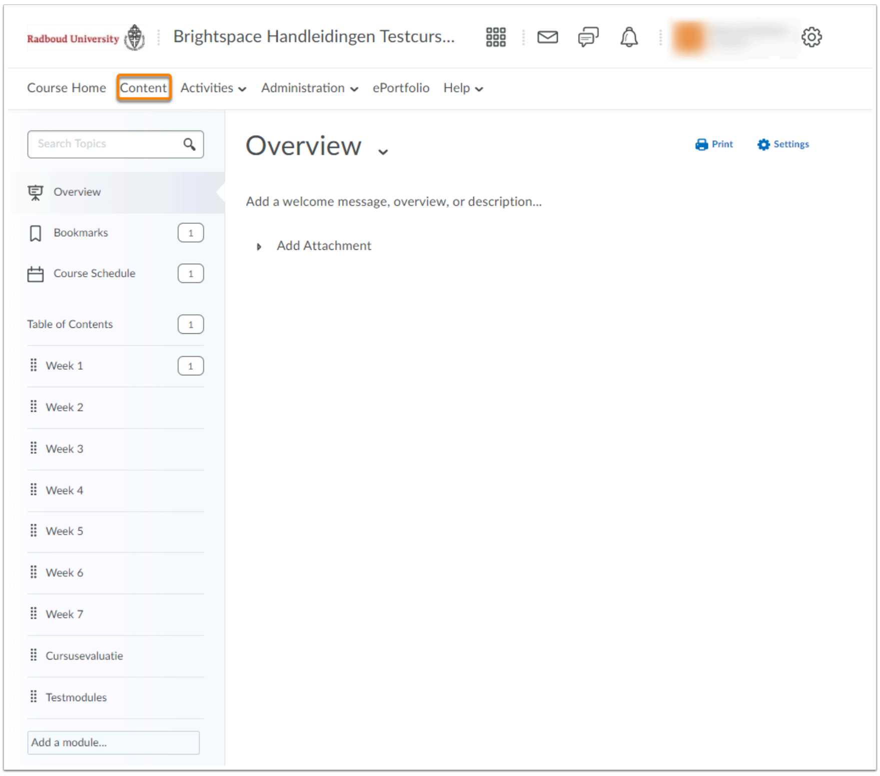
- **Table of Contents**: The entire course content is displayed through the format of a Table of Contents, a categorized list of **(sub)modules** and **topics**. Create a well-structured course and opt for a logical layout. You can for instance create a module for each course week and place the corresponding course material, such as PowerPoint presentations or e-books, therein. You can upload files from your computer and place links to web pages or activities such as as quizzes and assignments.

How do I structure my course? Content | Overview, Table of Contents, create & edit Modules

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about creating (sub)modules. A written manual can be found below the video.

Brightspace allows you to create a course structure in the **Content** menu. In **Content** you can create a welcome page (**Overview**) and have the ability to organize your course through creating, editing, and structuring several (**sub**)**modules** and by putting said modules in an order that is logical for your course (**table of contents**). These modules can be filled with all your course materials like the syllabus, media files, documents or links to external web pages or **Activities** within Brightspace like **Discussions** or **Quizzes**. This way you can create a clear and easy to navigate course that will help students to quickly familiarize themselves with the course.

- Overview: creating a welcome page
- Table of Contents: creating the layout of a course
- Creating (sub)modules
- Editing a (sub)module



- Click on **Content** in the navigation bar of your course. You will now land on the **Overview** page.

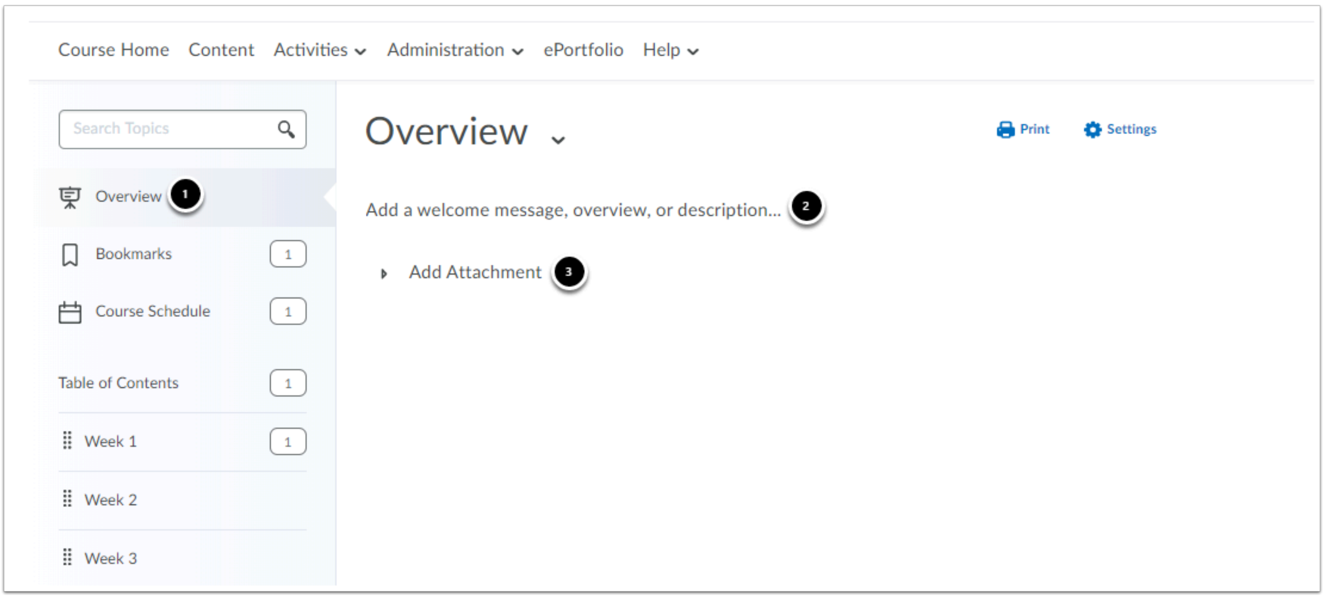
If you want to start by learning more about the **Content** environment, please start with: [What can I do under Content?]

- Want to know about **Bookmarks** first? Please read How do I use Bookmarks?
- Learn more about setting up **Completion Tracking** by reading the article How can students keep track of what content they have already viewed?
- For more information about the **Course Schedule** please read How do I use Course Schedule?

Overview: creating a welcome page

The **Overview** page is the first page students will see when they access the **Content** in your course for the first time. You can use this page to:

- welcome students to the course;
- familiarize students with the content, goals, planning and learning material of the course;
- explain the correlation between different (sub)modules;
- share other relevant information like how to contact certain teachers.



1. Click on **Overview**.

2. ‘**Add a welcome message (…)’ a**nd type a welcome message in the HTML editor. It is also possible to add a short welcome video or audio message or a URL and click on **Update.**

3. Click on **Add Attachment** if you want to upload a single file via drag-and-drop that will be embedded directly on the overview page (this is the only place where a file can be directly embedded) and select **Update**.

See the picture below for an example of a filled in **Overview** page.

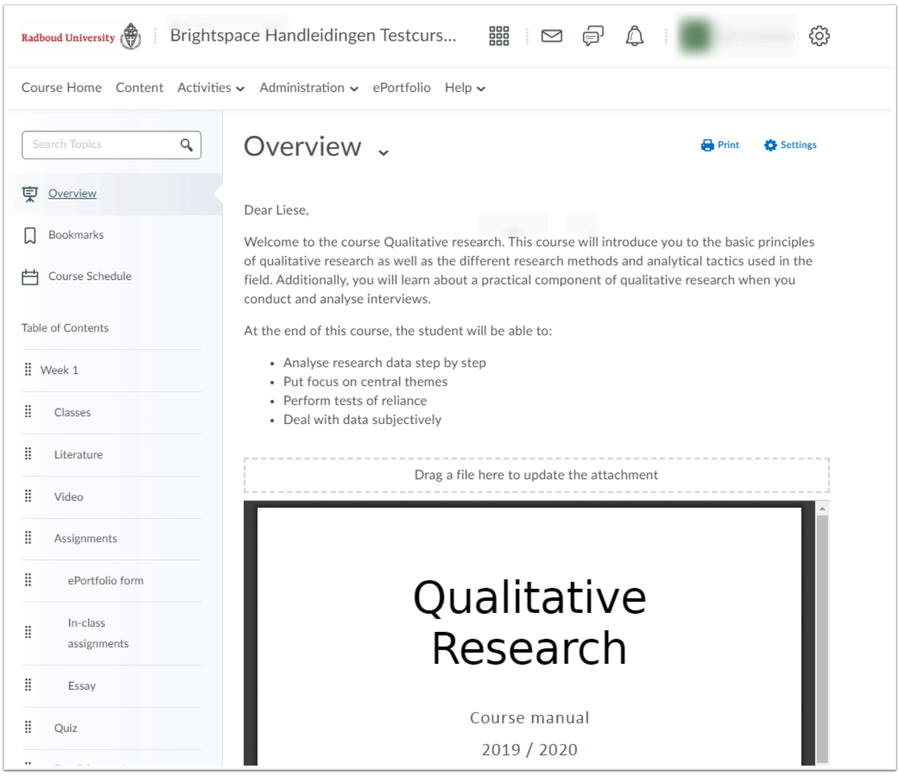
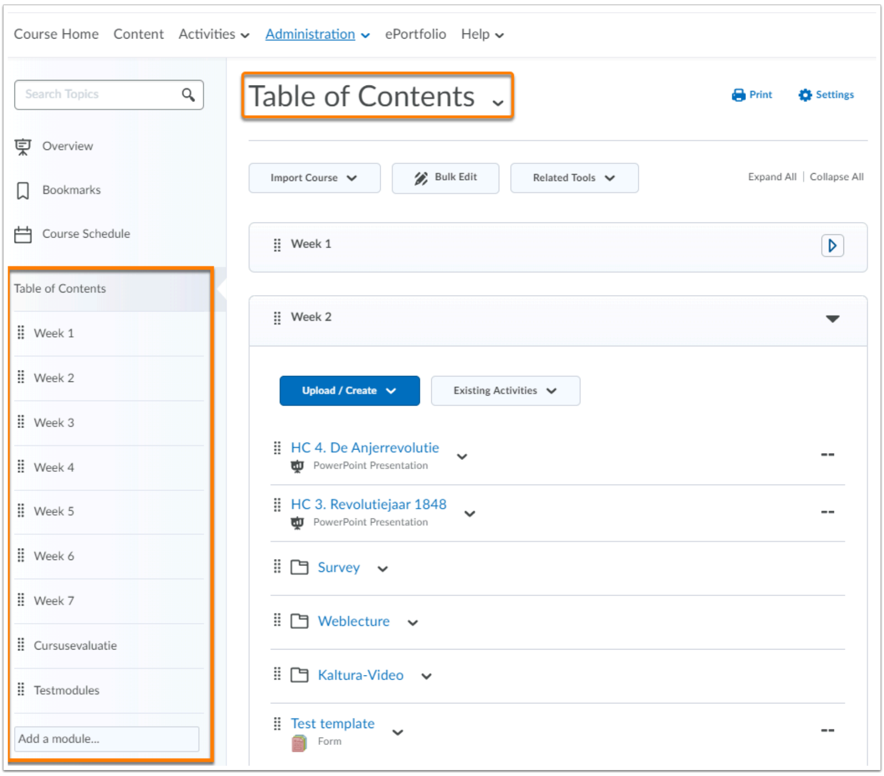


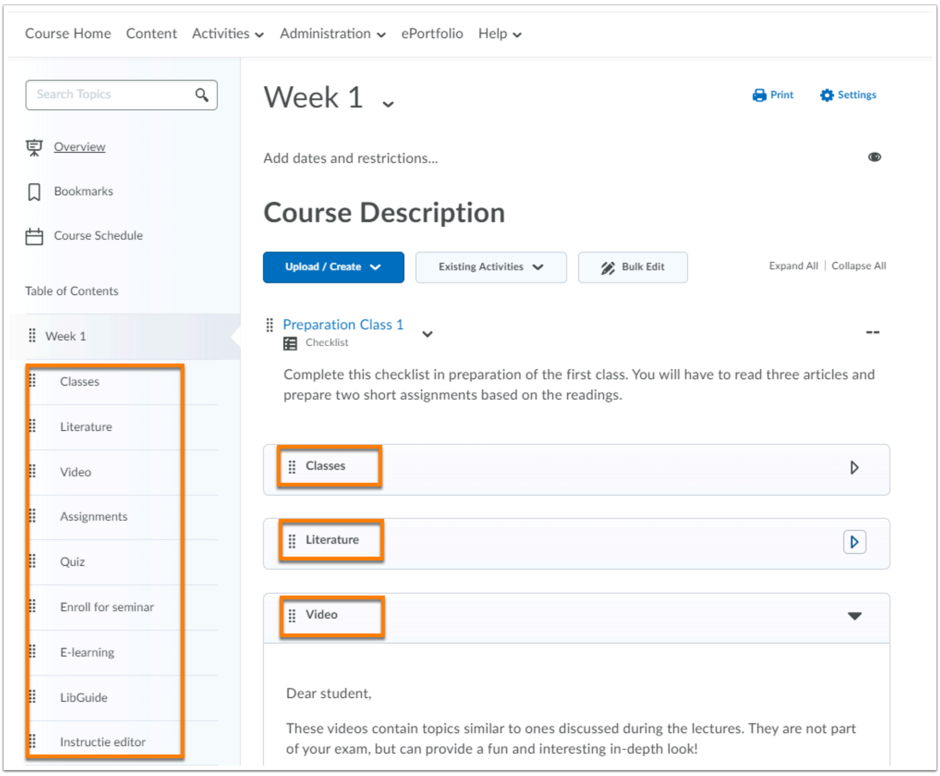
Table of Contents: creating the layout of a course



The **Table of Contents** is an essential element in creating the layout of your course in Brightspace. Your course will be presented to students via an index format: a ranked list of **modules** (folders) and **topics** (course material). You can create a module for every week in a course (e.g.: *Week 1, Week 2, Week 3* etc) or for each theme (e.g.: *Introduction, The Laws Applicable to Arbitration, The Agreement to Arbitrate, The Arbitral Tribunal* etc).

Every module in the **Table of Contents** is ranked vertically on the left-hand side of the screen. This allows students to easily peruse the content of the course and get a general idea of its structure. Students can select a **module** to check the topics and whether it has any **submodules**. The orange numbers indicate whether you have set any **topics** to **required**.

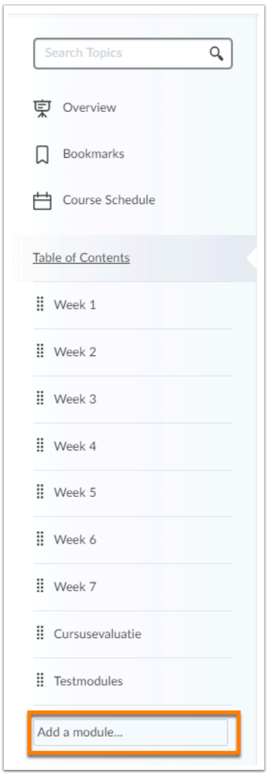
Need some inspiration on how to create a layout for your course? Here are some examples of course layouts in Brightspace.



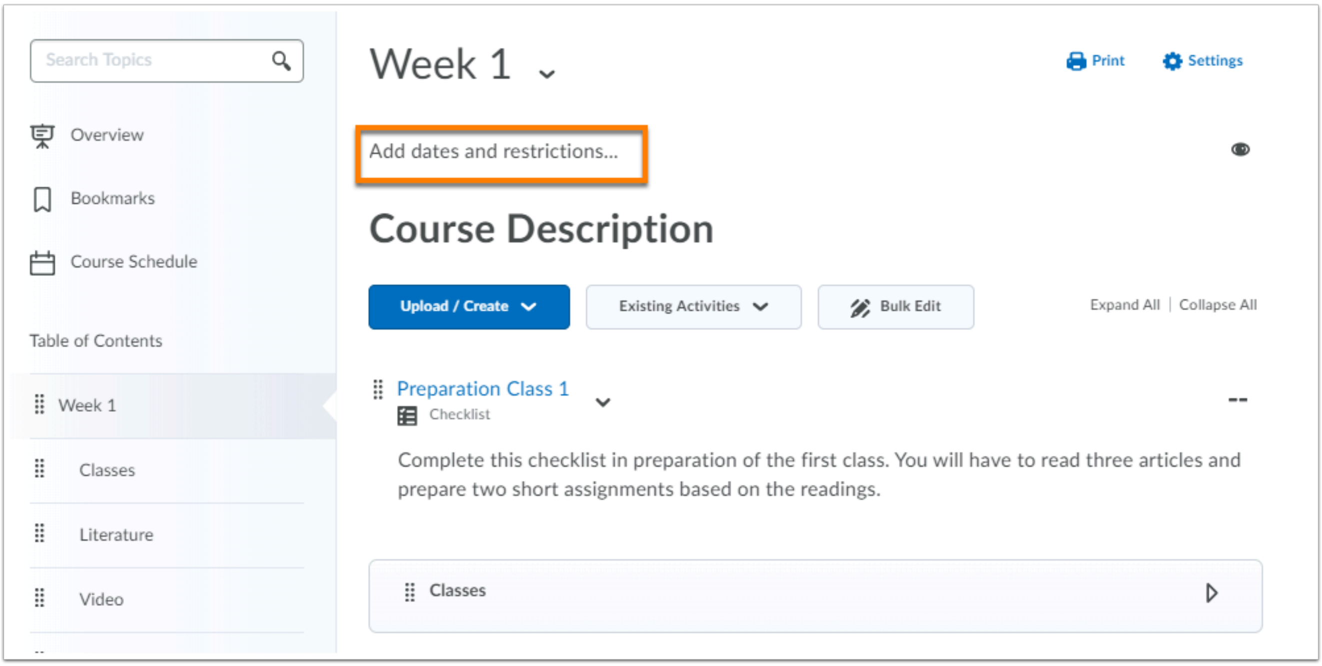
It is possible to create several **submodules** within a module. These submodules allow you to further organize your course by, for instance, placing related **topics** in one submodule. You can find these submodules in the **table of contents** by clicking on the **module** you placed them in. The picture above shows you that the module *Collegeweek 2* contains three different submodules: *Lezen en Doen, Alleen lezen/ luisteren* and *Voorbereiding Collegeweek 3*. You can subsequently place teaching materials, like mandatory literature or a link to a specific activity (e.g.: a quiz or an assignment) in the submodule.

⚠ Adding submodules can be an easy way to organize **topics** within a submodule, but adding too many submodules or too many layers of submodules can impact the overall readability of the course in a negative way. If the topics are spread too thin between too many submodules, students can experience some difficulties with finding the correct topic.

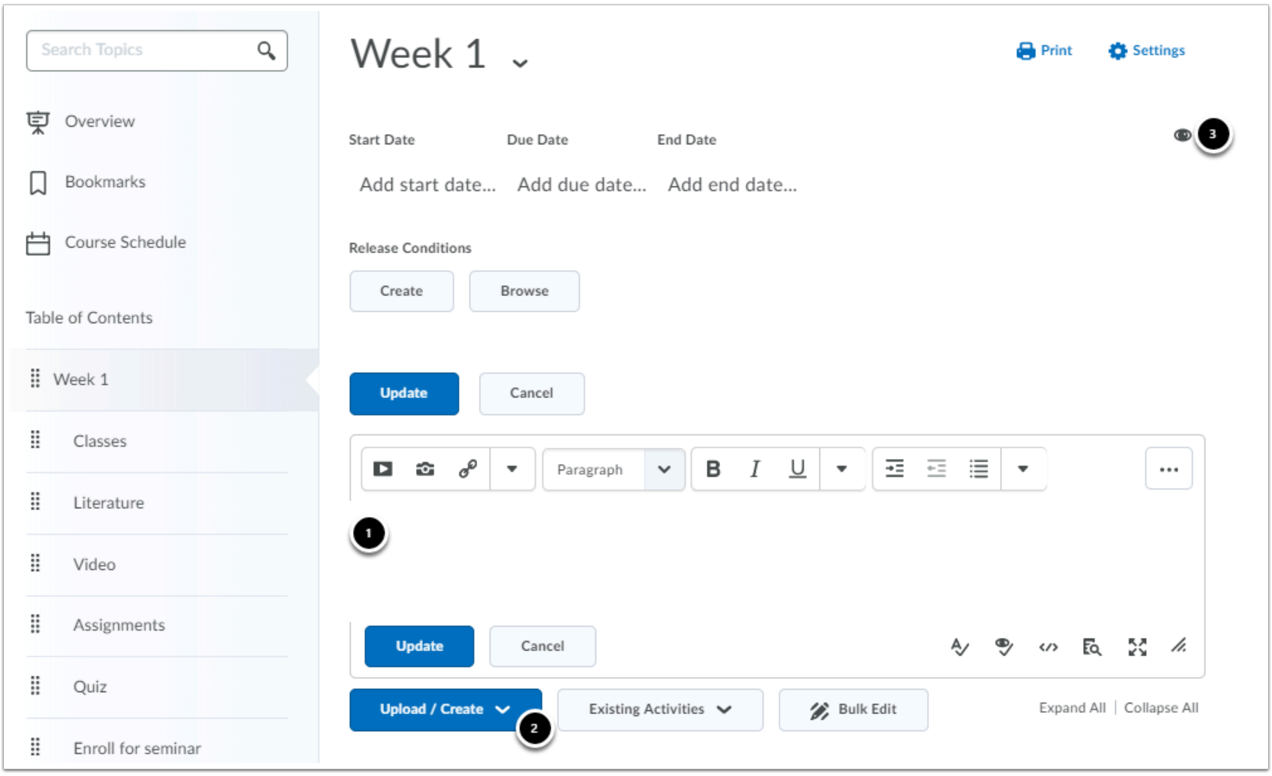
Creating (sub)modules



- Click on **Add a Module** below **Table of Contents** on the left-hand side.
- Give the module a name.
- Press *Enter* or click anywhere on the screen. The module has now been created and has appeared in the **Table of Contents**. You are now able to modify the module.



- Click on **Add dates and restrictions** if you want to create conditions for when and for who a module should be available. You can add a start and end date and/or create a release condition for this module.



1. Add a short description to your module by clicking on **Add a description….**
2. Select **Upload/Create** to add files and/or activities to this module.

3. Every module is automatically published when it is created. This means that the course material and topics within the module are visible to students. Click on the visibility icon on the right side (eye icon) to switch the visibility status from Hidden to Visible.

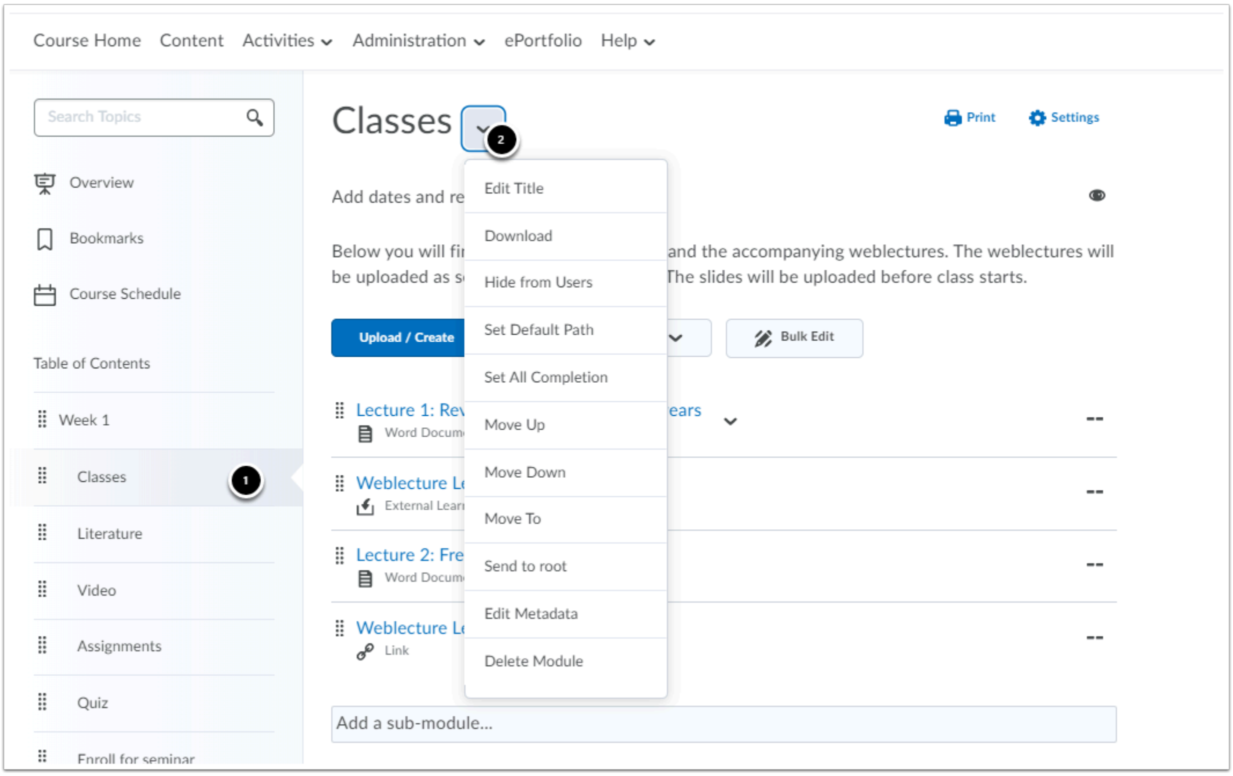
Read more about filling your (sub)modules with **files**, **documents, audio files** and **video files** in the articles below:

- How do I create an HTML file (File) in my course?
- How do I add documents to a course?
- How do I add audio and/or video files to my course?
- How do I add media to Kaltura?

Read more about adding existing **activities** in the articles below:

- How do I add an assignment to Content?
- How do I add a quiz to Content?
- How do I add a checklist to Content?
- How do I add an existing discussion to Content?

Editing a (sub)module



1. Select the module you want to edit in the **Table of Contents**.
2. Click on the ‘v’ icon next to the name of the module and select:
   - **Edit Title** to change the name of the module;
   - **Hide from Users**
   - **Set Default Path t**o change the folder where the files of this specific module are kept;
   - **Set All Completion t**o alter if and how you want to track if students have viewed the topics within a module;
   - **Move up/Move Down** to change the position of the (sub)module in the table of contents (this is only possible if you have created multiple (sub)modules);
   - **Move To t**o move the (sub)module a different module;
   - **Delete Module** to delete the (sub)module.

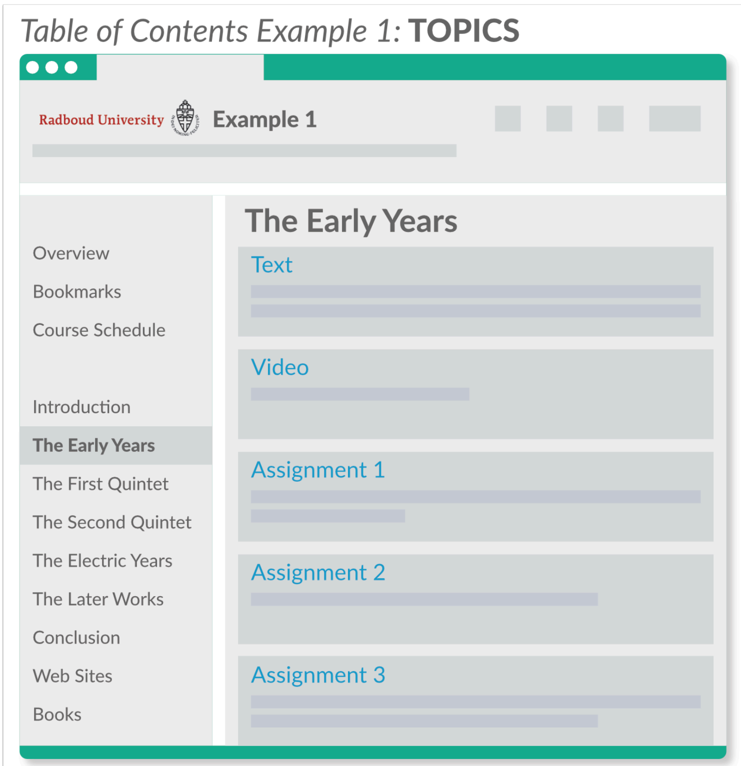
You can also move a (sub)module by placing your cursor on the three horizontal stripes on the left side of the name of the module in the **Table of Contents**, clicking on the stripes and keeping the mouse button down and subsequently dragging the module to a new location.

Examples for structuring your course. Content | Table of Contents

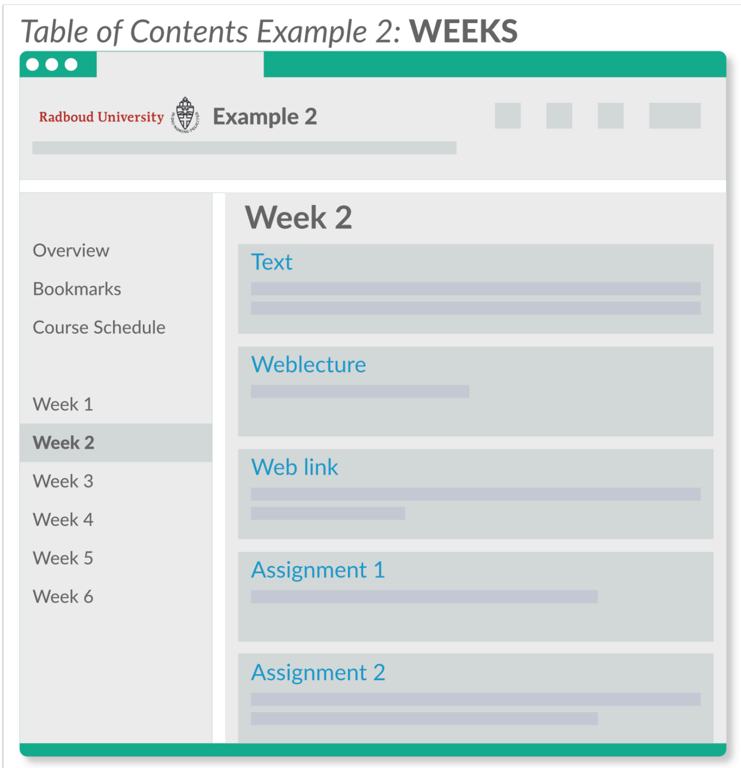
Are you in the process of structuring your course and are you curious about how others have structured their courses? Below you can find three examples:

- A course structure based on theme/subject (topics).
- A course structure based on weeks.
- A course structure based on the type of content (literature, assignments, quizzes etcetera).

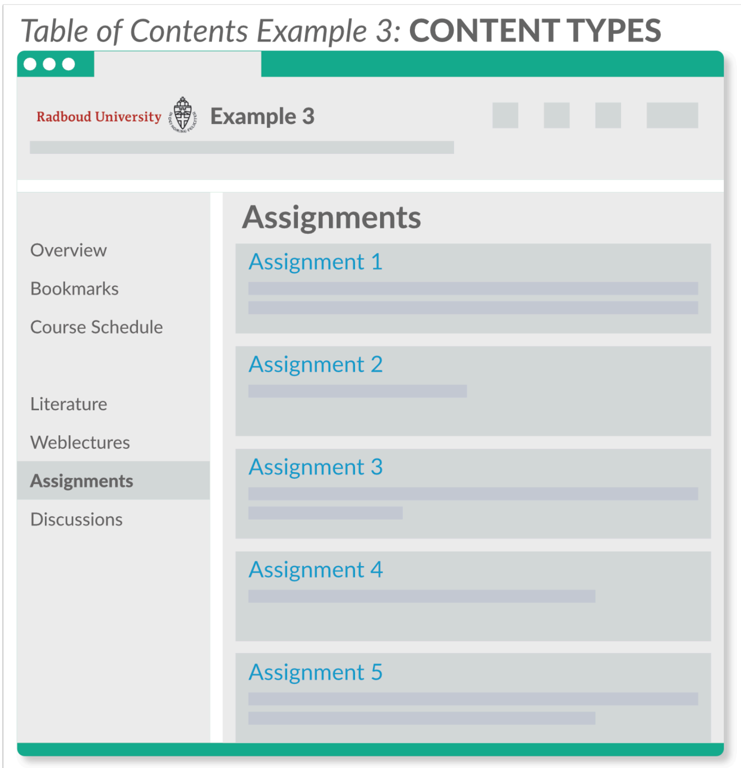
Structure based on theme or subject



Structure based on weeks



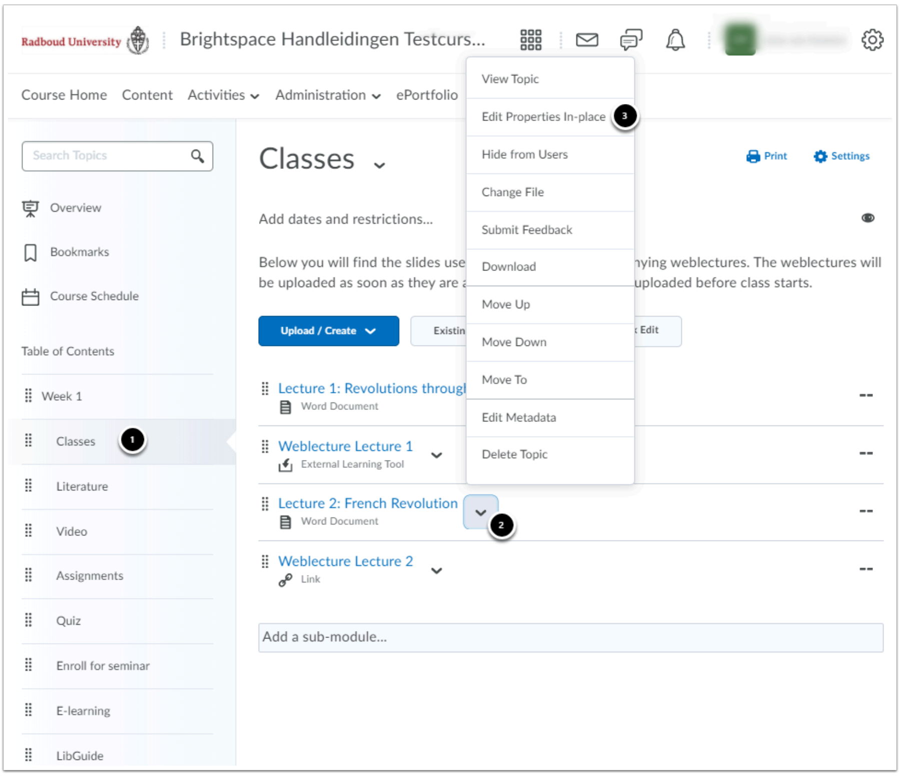
Structure based on course content



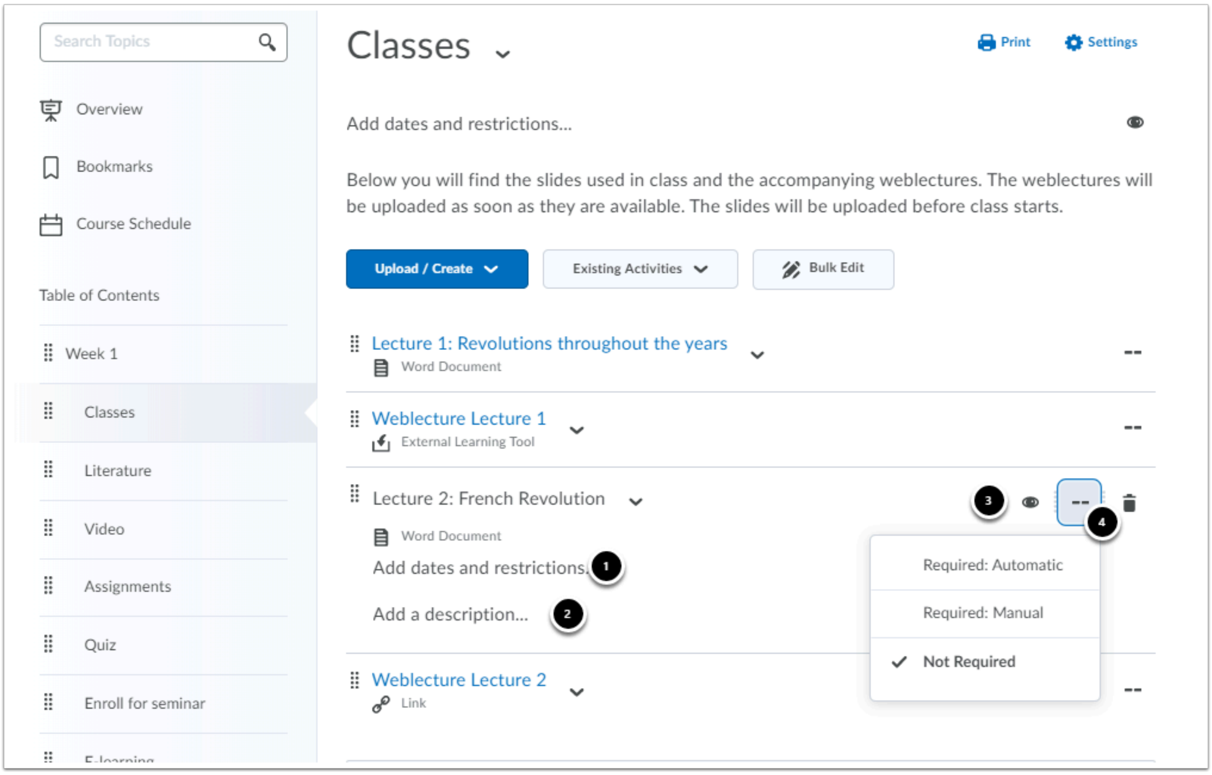
How do I edit the properties of a topic and how do I move a topic? Content | Table of Contents

Adding a description and managing requirement

- Go to **Content** in the navbar of your course.

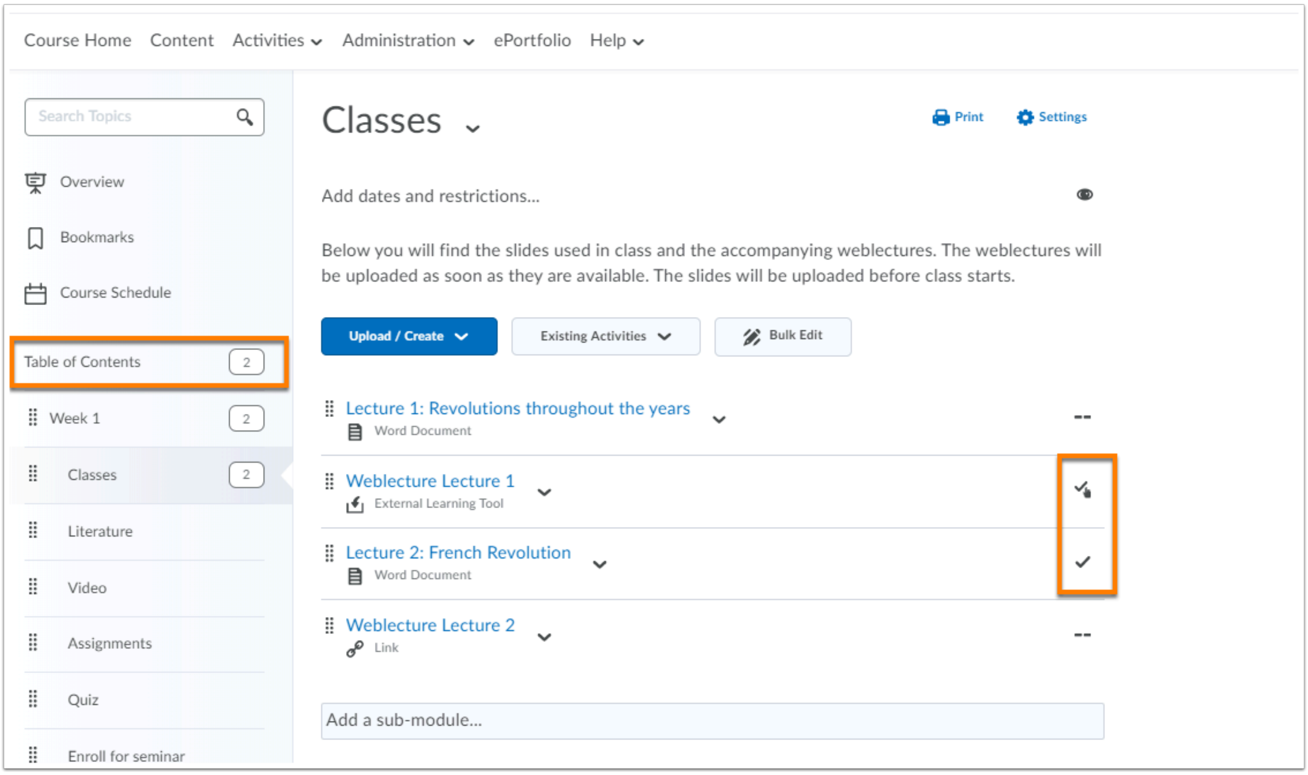


1. Go to the (sub)module that contains the topic you would like to edit.
2. Click on the fold-out arrow next to the topic.
3. Click **Edit Properties In-place**.



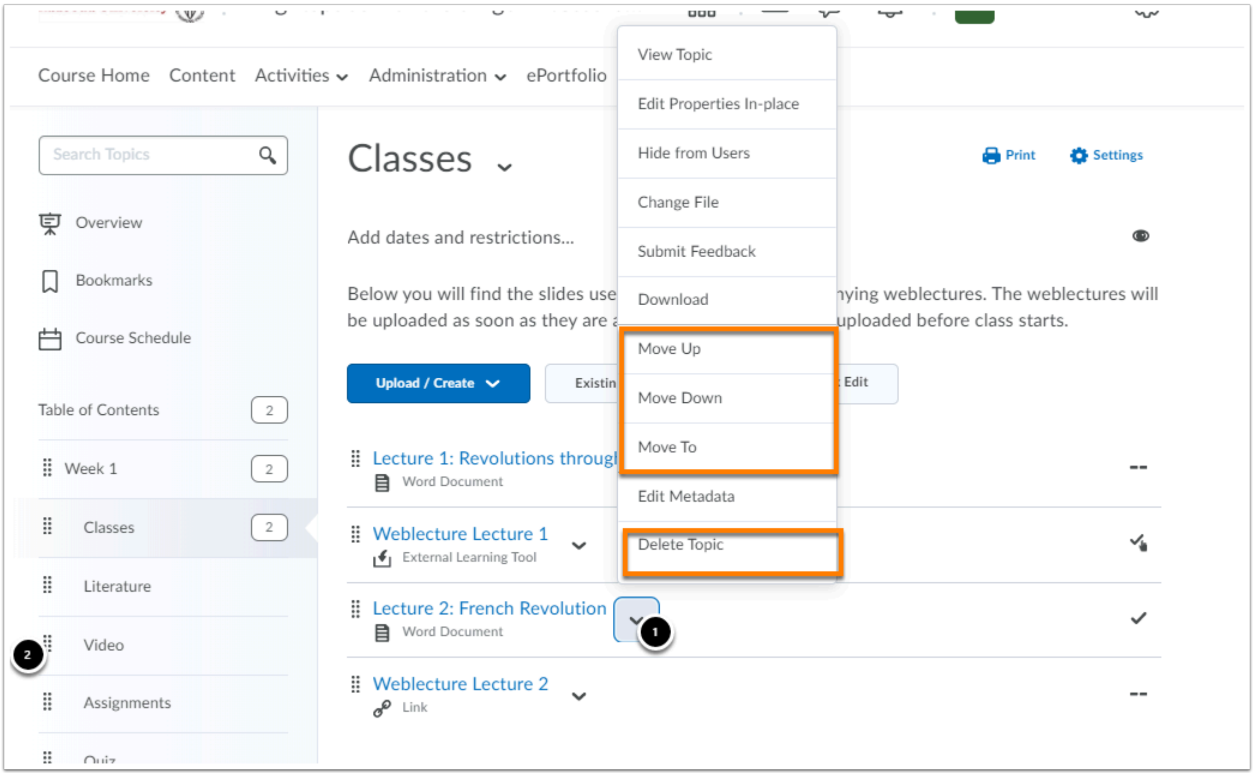
1. Click **Add a dates and description** to add a Start and End date and to add **Release Conditions.**
2. Click **Add a description** to add a short description.
3. Click the visibility icon to switch the visibility from Visible to Hidden.
4. Indicate whether you want to enable [Completion Tracking] for the topic:
   - **Required: Automatic**: as soon as a student clicks the topic, it is marked complete.
   - **Required: Manual**: students have the responsibility themselves to mark a topic as completed.
   - **Not Required**: no completion tracking on the topic.

Students have stated that they like to be able to track their progress. It's a way for them to ensure that they have completed all important tasks. Provide items that will be assessed, such as Assignments or Quizzes that are not intended for self study, with the marking **Required: Manual**.



- In the Table of Contents you can see how many **Required** topics there are. Next to **Table of Contents** you can see the total amount. Next to each (sub)module you can see how many required topics that specific component contains. This is visible to both teachers and students.
- A tick icon is visible on the right of the topic when it is required:
  - The normal tick represents **Required: Automatic**.
  - The tick with hand represents **Required: Manual**.

Moving and deleting

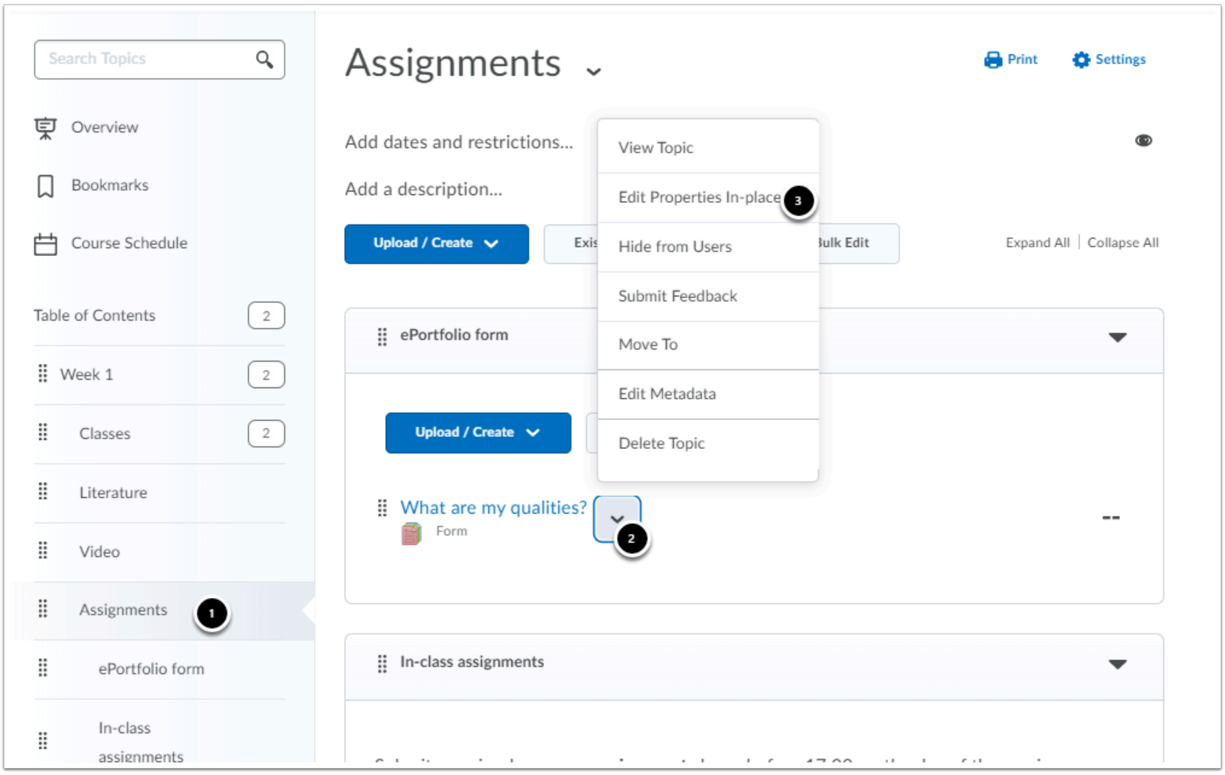


1. Click the arrow next to a topic to either move or delete it.
   - Click **Move Up** or **Move Down** to move the topic within the (sub)module. Click **Move To** to move the topic to another (sub)module.
   - Click **Delete Topic** to delete the topic.

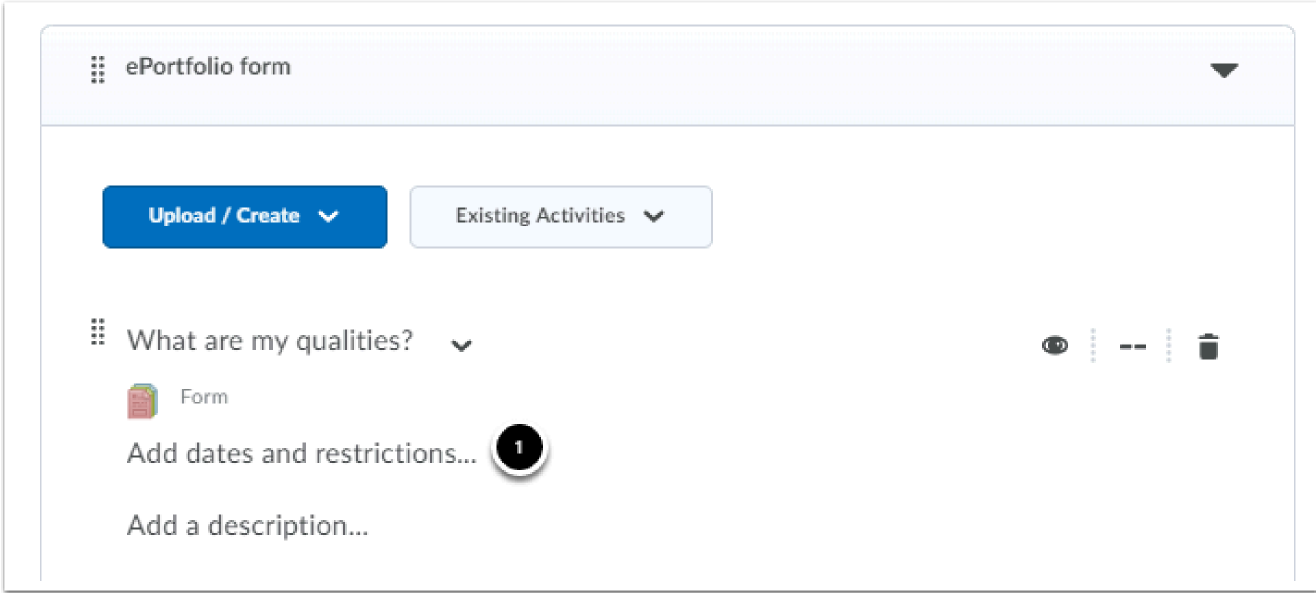
2. You can also move a topic by dragging it to the right spot. To do so, click and hold the menu icon situated before the topic and drag it to another place within the (sub)module or move it to another (sub)module.

How can I set release conditions for a topic under Content? Content | Table of Contents

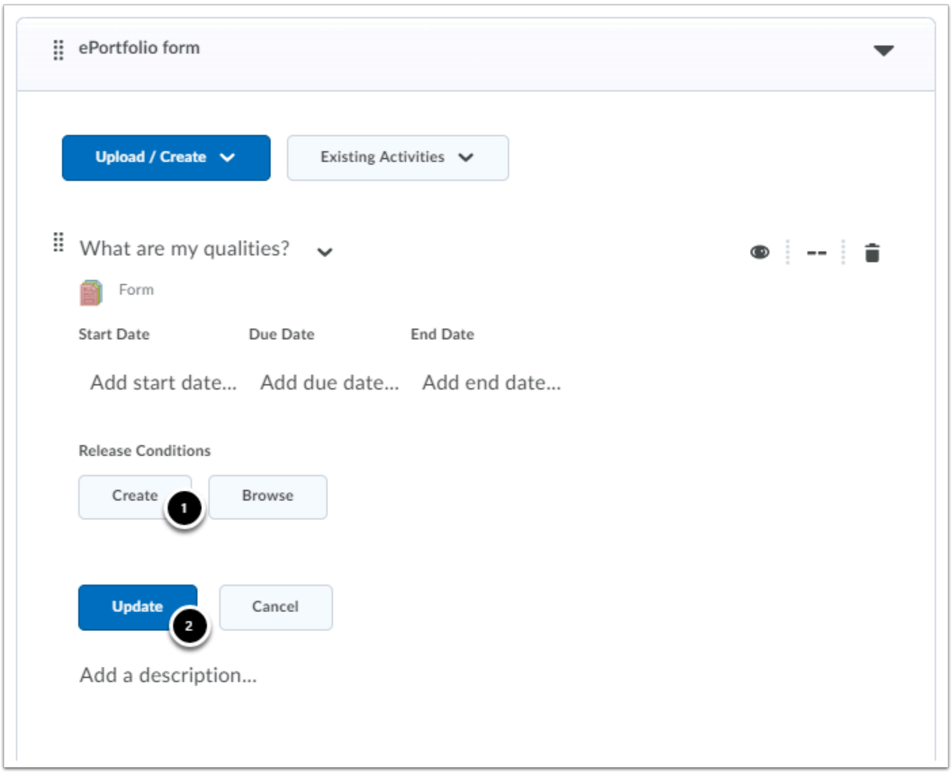
- Navigate to **Content** in the minibar of your course.



- Go to the (sub)module containing the desired topic.
- Click the fold-out arrow next to the topic.
- Select **Edit Properties In-place**



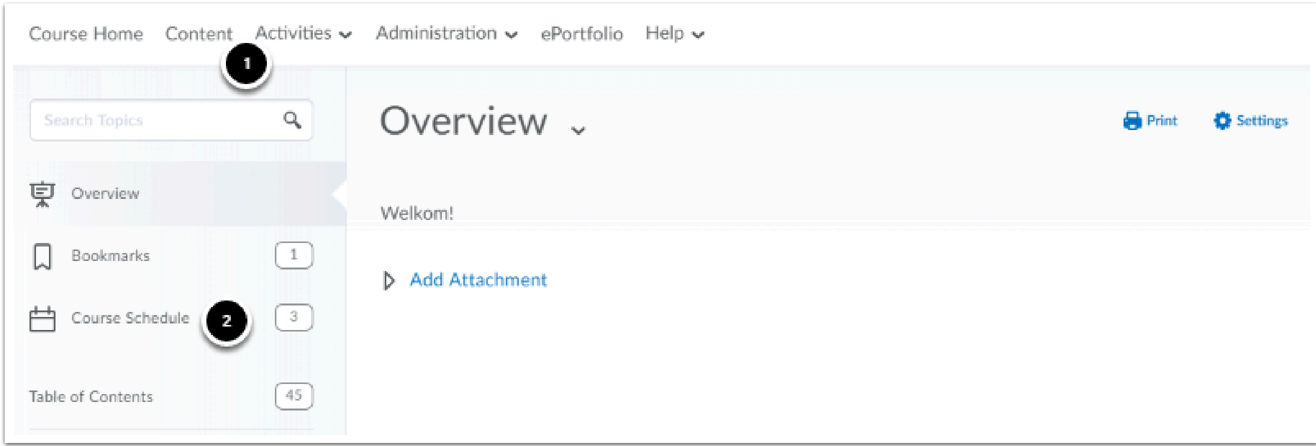
1. Click **Add dates and restrictions** (or on the already set start and/or end date).



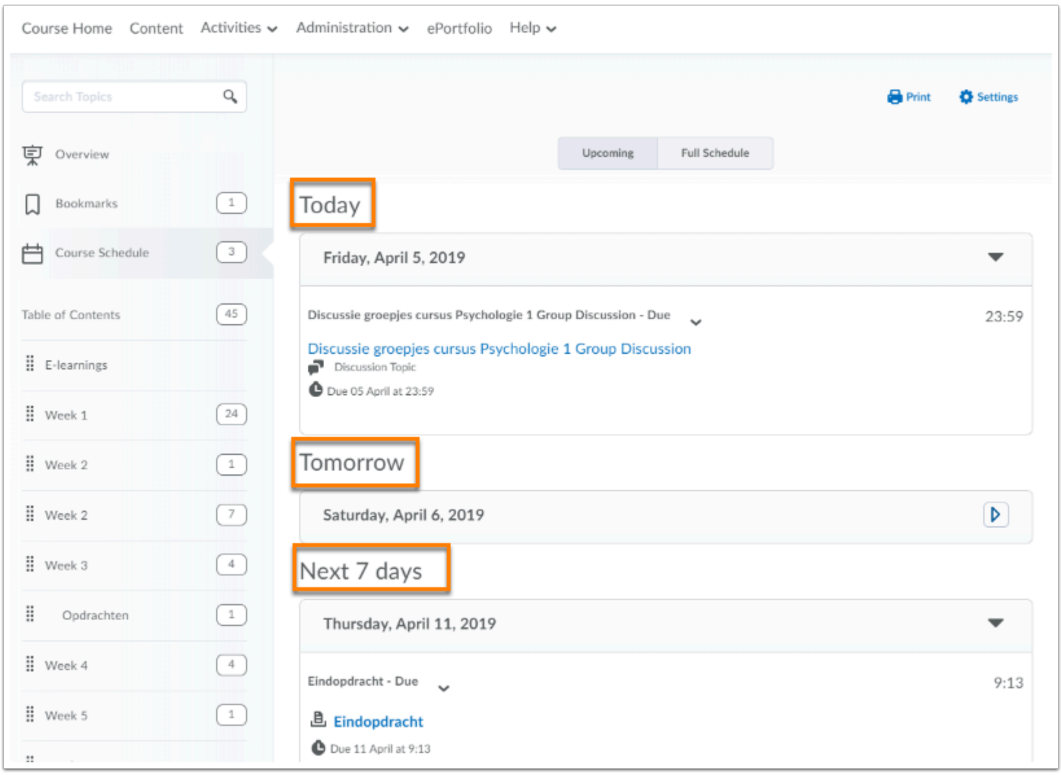
1. Beneath **Release Conditions** click **Create** to [create a new release condition]() or click **Browse** to add a previously created release condition.
2. Click **Update**.

How do I use Course Schedule? Content | Course Schedule

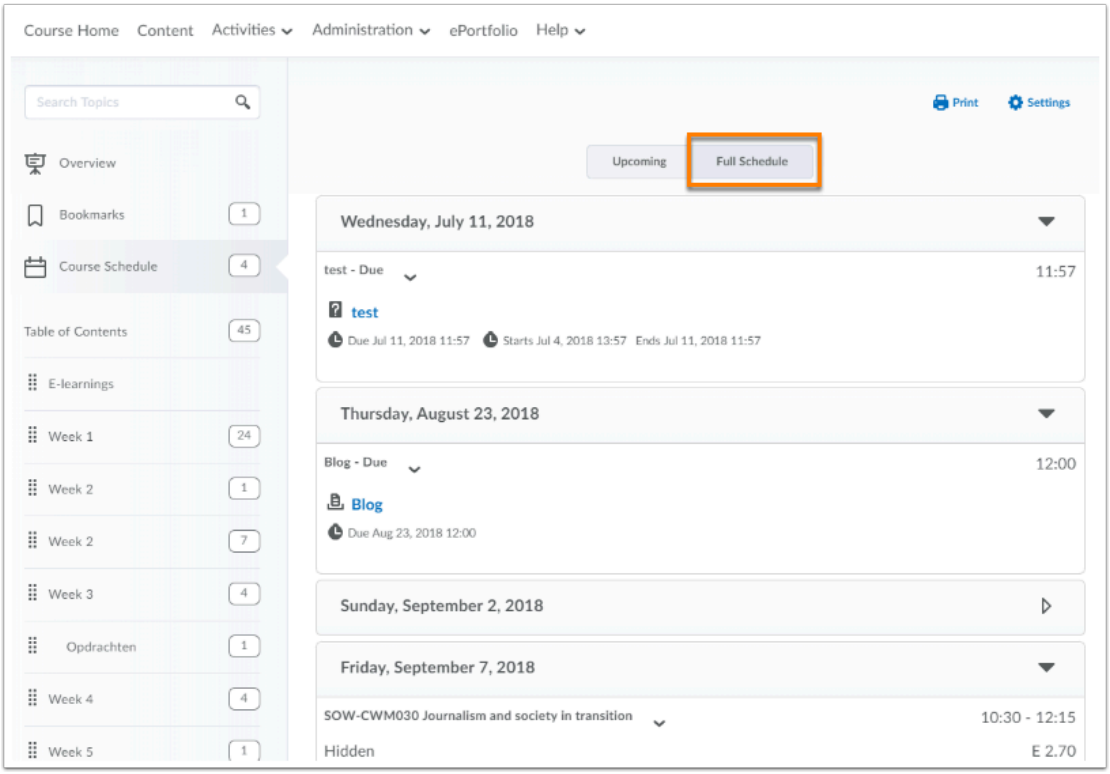
All the items that have been assigned a due date, *like Assignments, Quizzes and Topics*, can be found under the **Course Schedule**. You will find the Course Schedule under **Content.**



1. Navigate to **Content** in the navbar of your course.
2. Click **Course Schedule**.



Below **Course Schedule** you will find all future items with a due date in chronological order. A distinction is made for the items with a due date that is today **(Today)**, tomorrow (**Tomorrow**), or the upcoming seven days (**Next 7 days**).



Below **Full Schedule** you will find all items with a due date. Here you can also find the items with a due date that has already passed.

Content: adding course content

How do I use Manage Files? Administration | Course admin

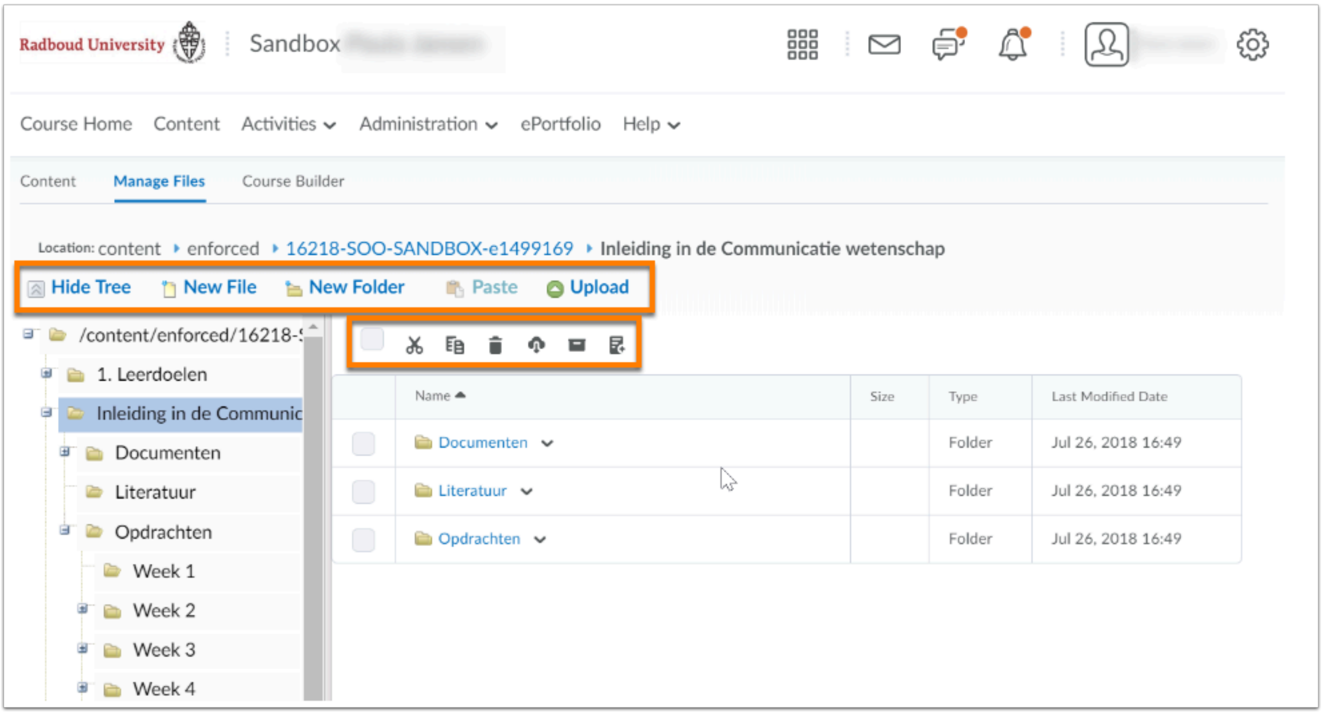
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to use **Manage Files**. A written manual can be found below the video.

Manage Files is the location where you have a useful overview of all the documents in your course. In **Manage Files** you can build the structure and upload your files, which you can then place in the course from Content.

You can create the folder structure of your course on your computer and fill it with the documents you wish to use in your course. After that you can easily upload the entire structure, including its content in Brightspace.

All of the files that you upload in Brightspace via Content (**Upload/Create**) will also be placed in Manage Files.
If you have created folders in Manage Files, you will be presented with the option to place them directly into these folders when you upload a file under Content.

- Navigate to **Administration** in the navbar of your course.
- Click on **Course Admin.**
- Click on **Manage Files** under **Site Resources.**



On the left side you will see the folder structure. The folder with the blue color is the folder that is currently opened. The table on the right side shows which sub folders and/or files are located in this folder. The uppermost toolbar will let you perform certain actions:

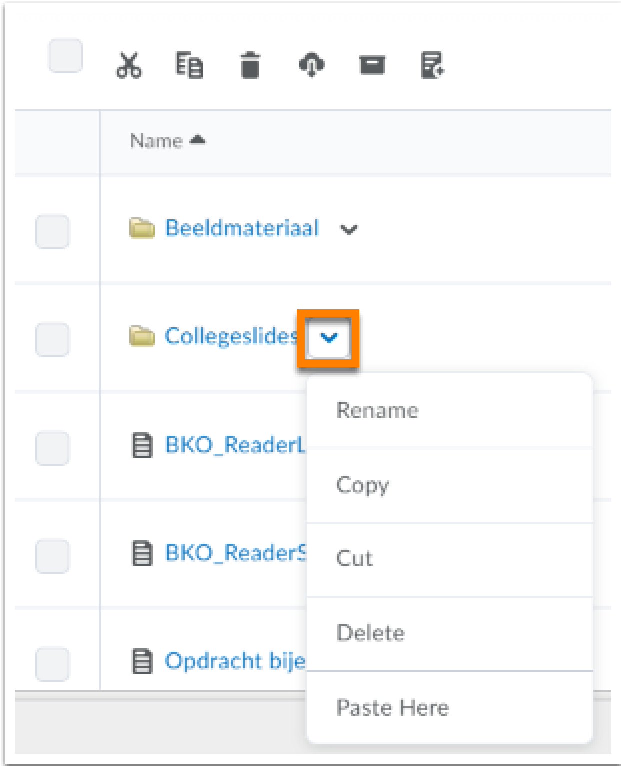
- Click on **Hide Tree** to hide the folder structure (click on **Show Tree** to make it visible again).
- Click on **New File** to create a new HTML document in the folder concerned.
- Click on **New Folder** to create a new folder in the folder concerned.
- Click on **Upload** to upload new files and folders in the folder concerned.

The lower toolbar will let you perform actions with selected files/folders:

- Click on the leftmost selection box to select all the items in the folder.
- Use the scissors icon to cut the selected item(s).
- Use the documents icon to copy the selected item(s).
- Use the trashcan icon to delete the selected item(s).
- Use the arrow icon to download the selected item(s).
- Use the folder icon to turn the selected item(s) into a zip file. The zip file will automatically be placed in the same folder.
- Use the documents icon with plus sign to add a topic (of the file type) to a module in Content (this does not work with folders). After selecting the desired files and clicking the icon, you can choose in which module you want to add the files. You can also give titles to the topics.

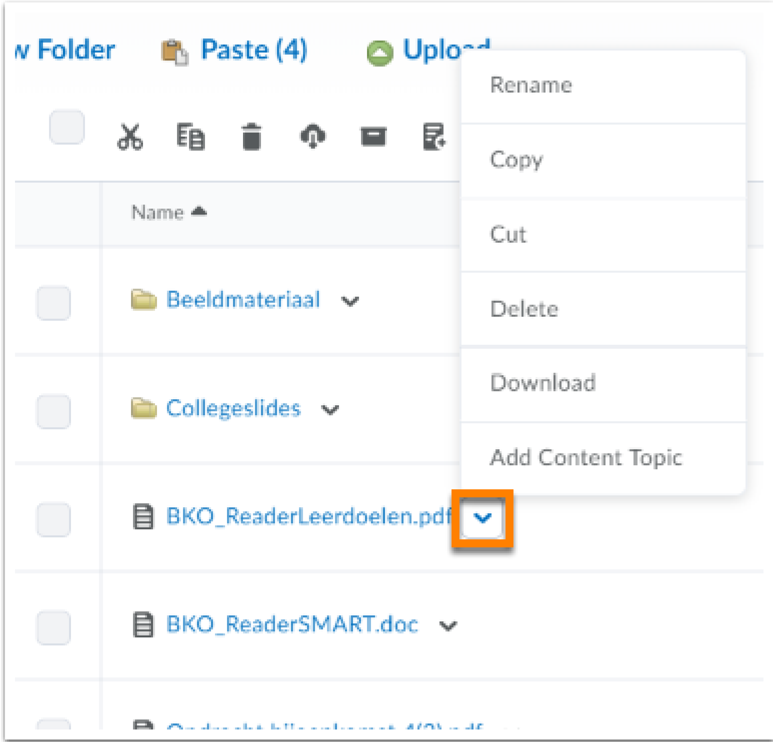
Pop-Up menu

Behind each folder and file you have the option to unfold a pop-up menu.



For folders:

- Click on the arrow next to the folder.
- Click on **Rename** to give the folder another name.
- Click on **Copy** to copy the folder.
- Click on **Cut** to cut the folder.
- Click on **Delete** to delete the folder.
- Click on **Paste Here** to paste previously copied or cut items into the folder.

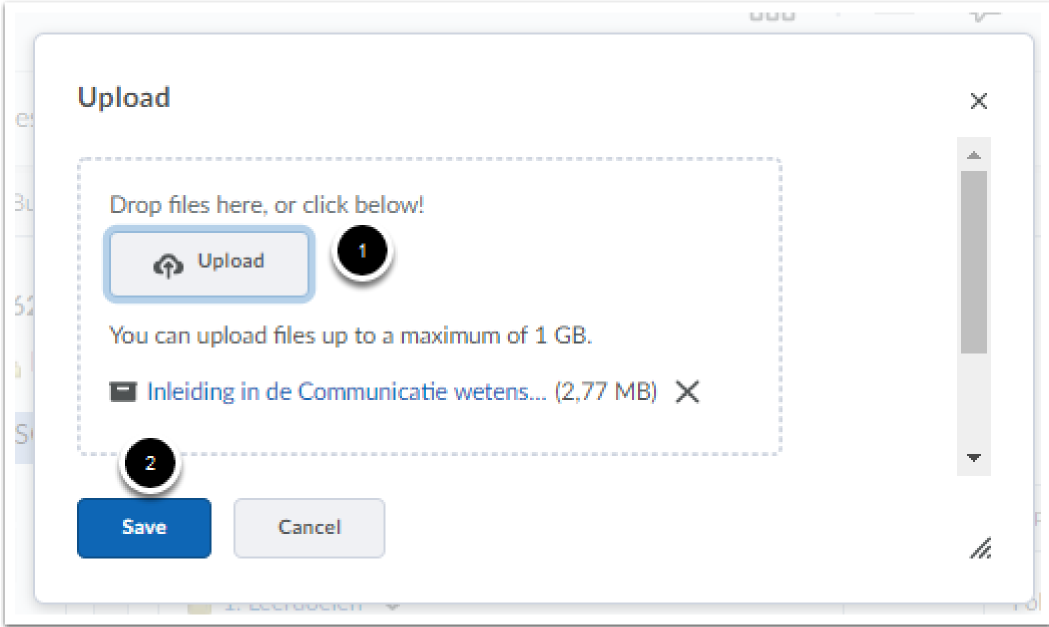


For files:

- Click on the arrow next to the file.
- Click on **Rename** to give the file another name.
- Click on **Copy** to copy the file.
- Click on **Cut** to cut the file.
- Click on **Delete** to delete the file.
- Click on **Download** to download the file.
- Click on **Add Content Topic** to move the file to a module in **Content.**

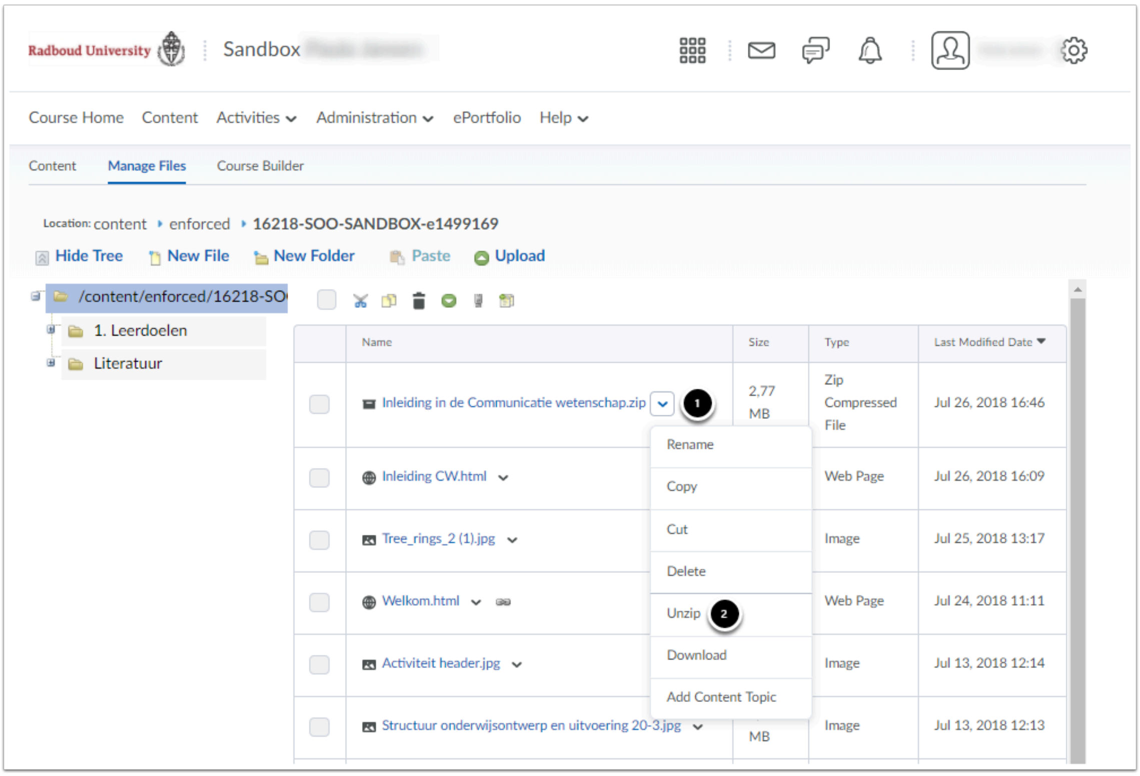
Uploading files/folders

- Click on the tree structure of the folder in which you want to upload files or folders.
- Click **Upload.**



1. Click on upload and select the desired file or zip-file from your computer.
2. Click on **Save.**

After you have uploaded a file, it will appear at the top of your overview. If it is a zip file, you will first need to extract the files.



1. Click on the arrow next to the name of the zip file.

2. Click on **Unzip.**

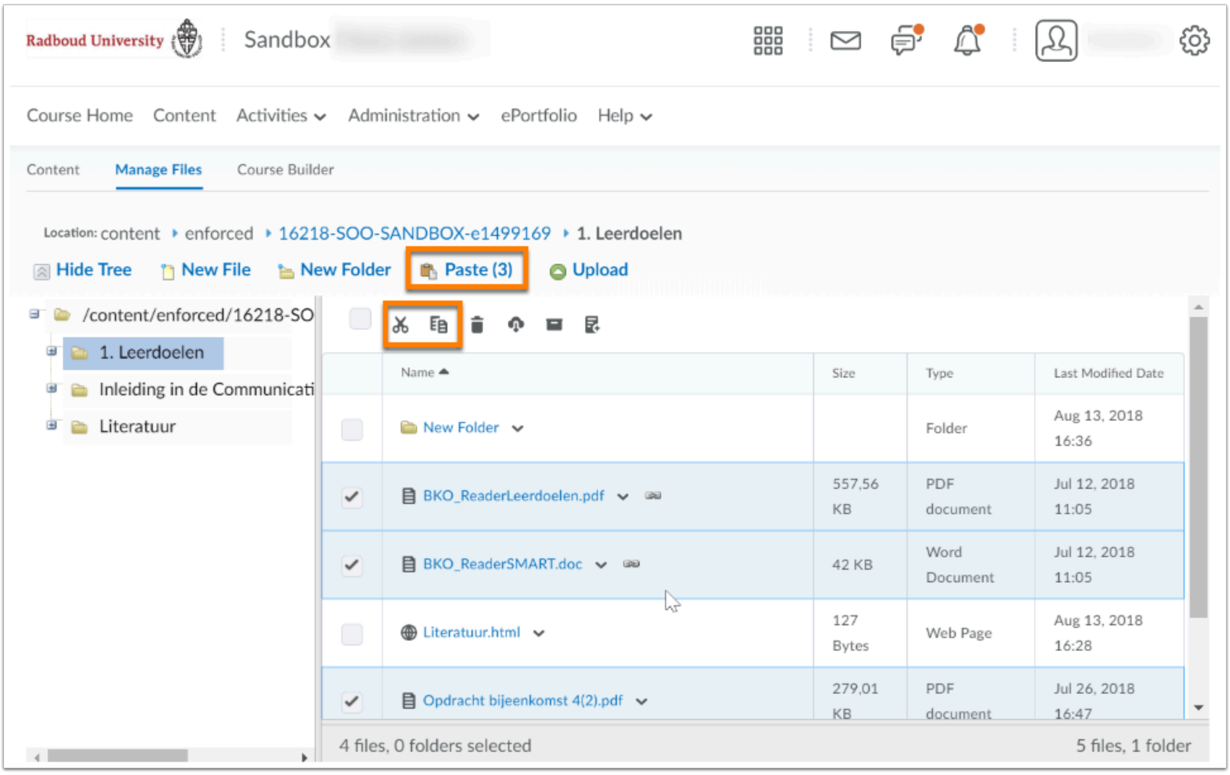
After the folder has been extracted, it will appear in the tree structure.

- If there are already existing files with the same name, you can overwrite these. Brightspace will automatically ask you if you want to overwrite files when it is detected that multiple files have the same name. If you do not do this, Brightspace will ignore the new file.
- You will get a notification in the **Subscription alerts** in the minibar when all the files have been unpacked.

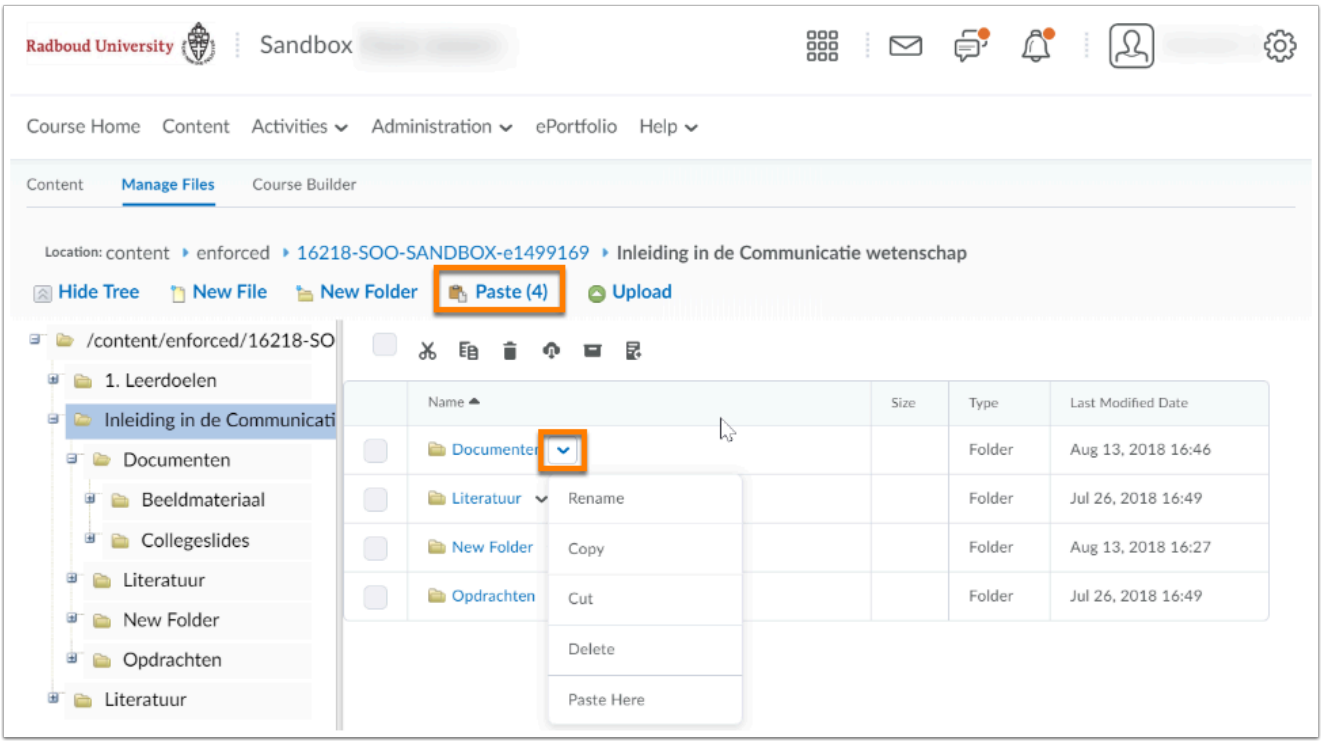
If you use Mac, you will find an additional folder named **_macosx** when unpacking zip files. This is a mac-finder file that you can delete without any problems. You can also install a zip program on your Mac that will allow you to create zip files in Windows format (for example yemuzip).

Copy/cut and paste

Each folder and each file can be easily moved to or duplicated in another location within the folder structure.



- Select the folders and/or the files you wish to move or copy.
- Click on the scissors (cut) icon or the documents (copy) icon.
- In the uppermost toolbar you can see how many items you have cut/copied.
- Navigate to the folder in which you want to paste the copied items.



For example, if you wish to place the copied files in the folder Documents, you can do this in two ways: In Documents itself, or using the pop-up menu in the folder above.

In the folder itself:

- Navigate to the folder.
- Click on **Paste.**

Using the pop-up menu:

- Click on the arrow next to the desired folder.
- Click **Paste Here.**

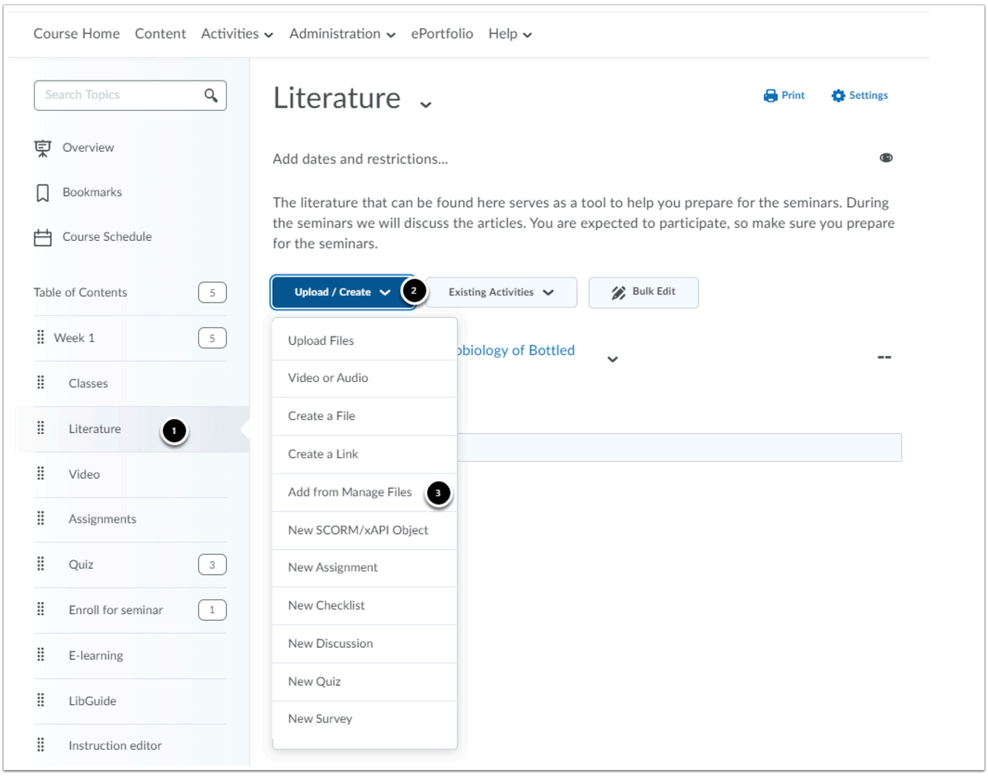
If the folder in question already contains files or folders with the same name, Brightspace will ask whether the existing files will need to be replaced with the new files/folders.

How do I add content to my course using Add from Manage Files? Content | Upload/create

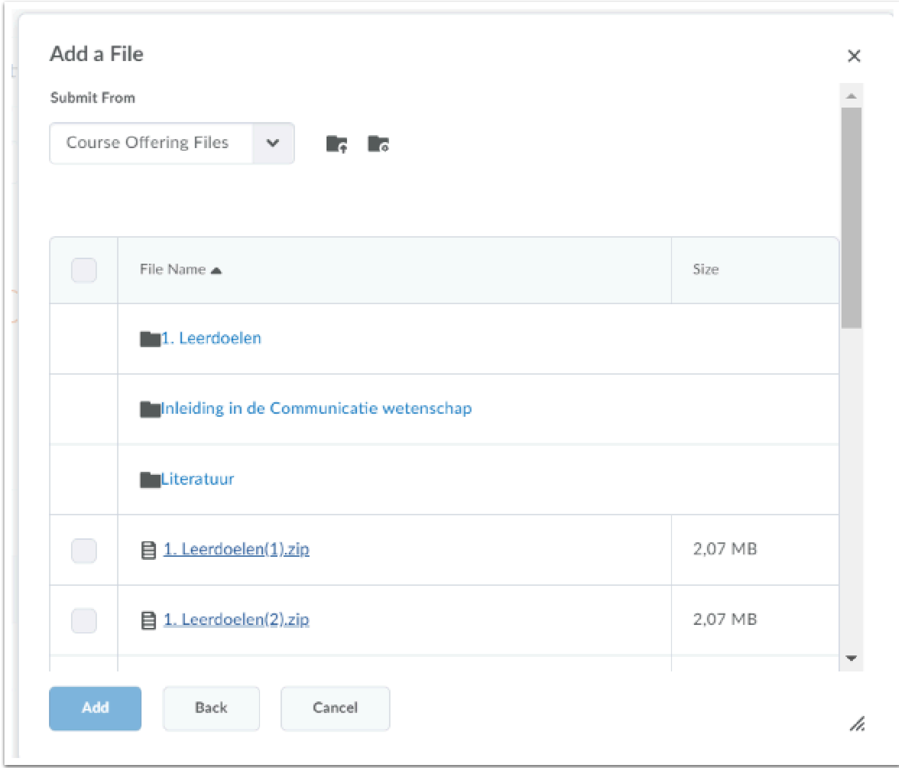
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to add content from **Manage Files**. A written manual can be found below the video.

Use the [Manage Files] tool to upload and organise files associated with your course in an orderly folder structure. Then you can easily add these files to a module in your course using **Add from Manage Files.**

- Navigate to **Content** in the navbar of your course.



1. Navigate to the (sub)module in which you want to move the files in the **Table of Contents.**
2. Click on **Upload/Create**.
3. Click on **Add from Manage Files**. A new window will appear, which shows you the folder structure like you created it in Manage Files.



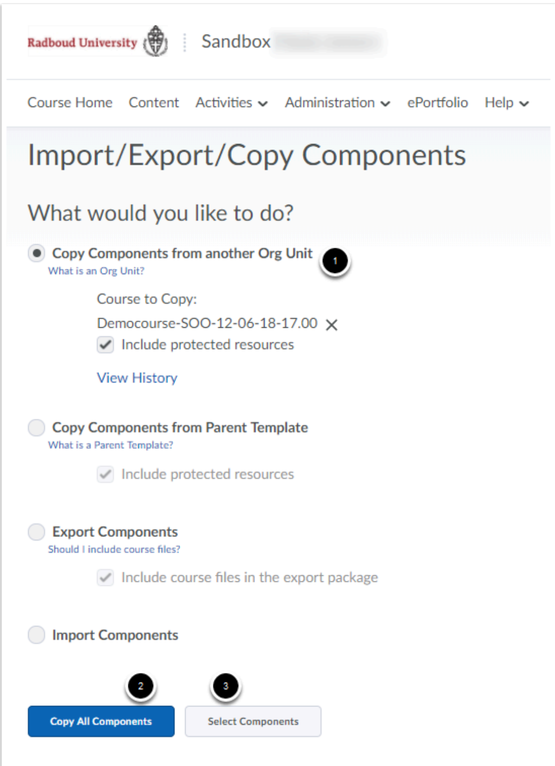
- Click on the folder that contains the desired files.
- Select the files.
- Click on **Add.** The files can now be found in the (sub)module.

How do I copy components from one course to another? Home | Settings

It is possible to copy both the structure and the content (modules and activities) from one course to the other, enabling you to structure different courses the same way or using the same quiz in more than one course.

You can use this option to copy course components if you want to copy one or several items from one course to another.

- Navigate to the course from which you want to copy the items.
- Click **Course Admin**.
- Click **Import/Export/Copy Components**.



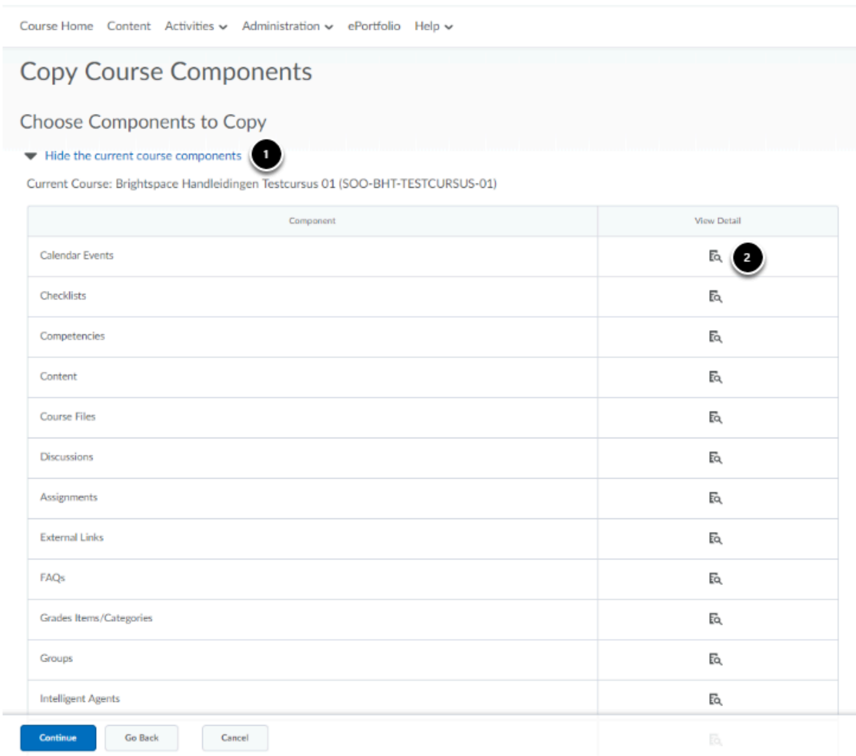
1. Select **Copy Components from another Org Unit** to copy components from another course to your course. Then search for the course from which you want to copy components (**Search for offering**).
2. Do you have an extensive course with many documents, assignments and conditions? Then choose **Copy All Components** to copy all components to the new course. Read more about copy an extensive course in the manual: [Copy Course: How do I copy the structure and content from one course to another?]

3. Do you have a simple course containing a few documents without (group) restrictions, release conditions and/or internal links? Then choose **Select Components** to select which components you want to copy. Then follow the steps.

If you copy a topic, the path (the (sub)module to that topic will also be copied.

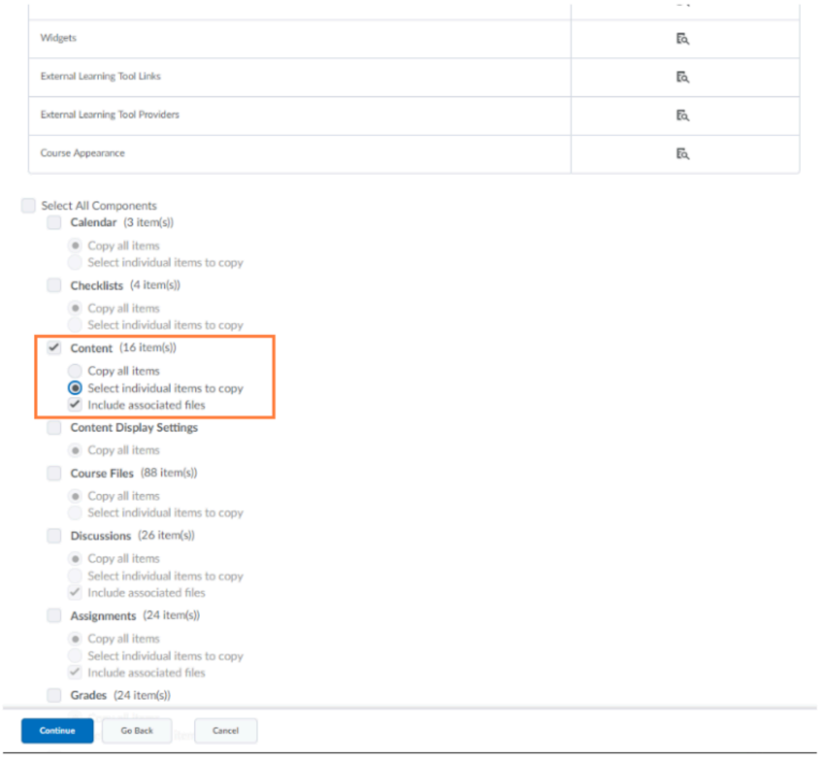
Do you want to use a rubric from one course in another one? It is important that you do not copy the associations with the rubric from the source course. You can read more about doing this in the article [How do I copy a rubric from one course to another?]

Select Components



At the top of this page you see an overview of the components in the current course.

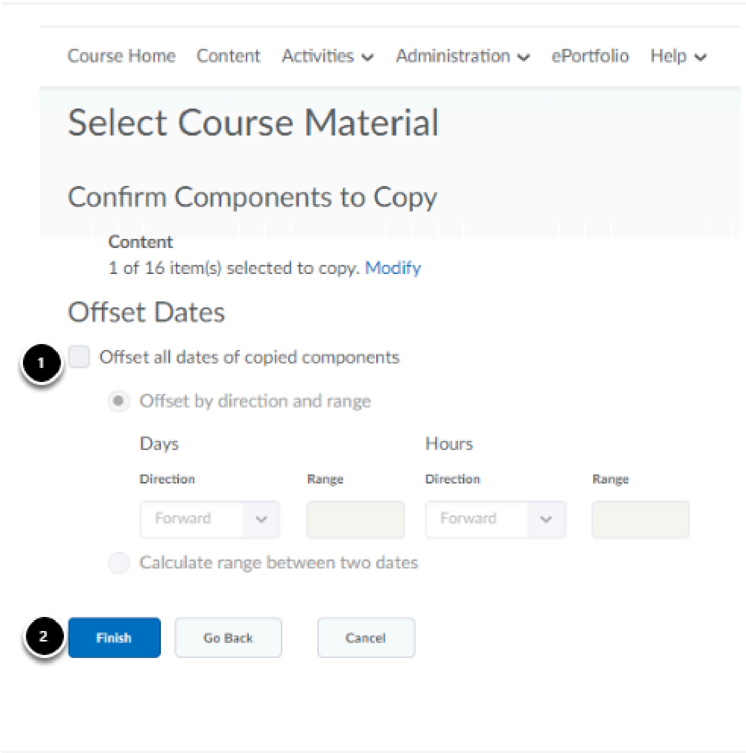
1. Click **Hide the current course components** to hide the overview.
2. Click on the icon under **View Detail** to view the items of that specific part in the current course in a popup screen.



At the bottom of this page you can choose which parts you want to copy from the selected source course. You can copy all items from that item or select individual items.

- Choose individual items and check which specific items you want to copy in the subsequent screens. When copying course files of the html type including inline images, make sure to also include the associated source files.

Click **Continue**.



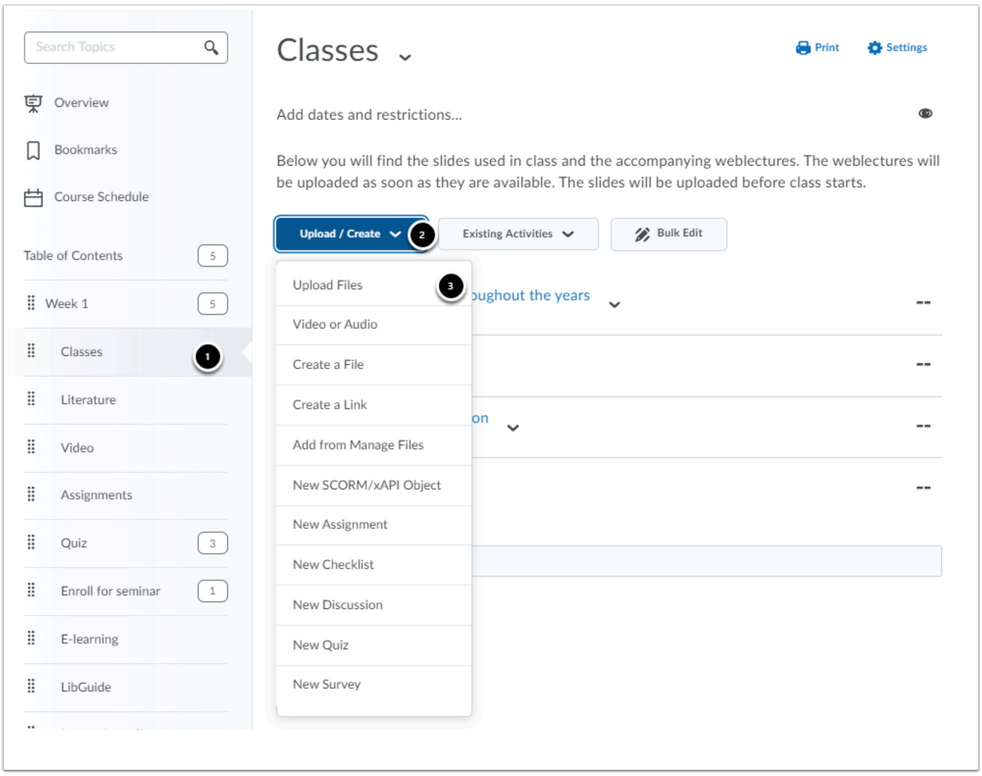
In the last screen you will receive a confirmation of the number of components to be copied.

1. Check **Offset Dates** option to shift the linked data of all components.
2. Click **Finish** to copy the selected items. This may take a while, depending on the size and the number of components you want to copy.

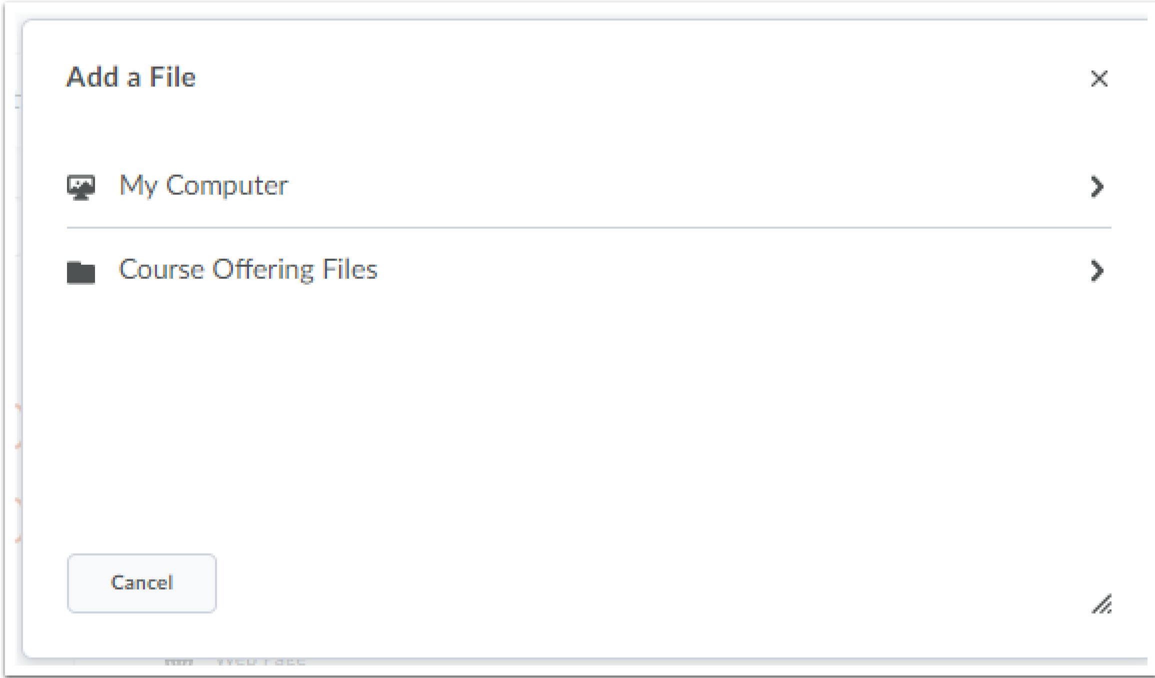
How do I add documents to a course? Content | Upload/Create

You are able to structure your course and add new course material (like documents) to your course below **Content**. You can add said material to a (sub)module and every new document will become a **topic** within this (sub)module.

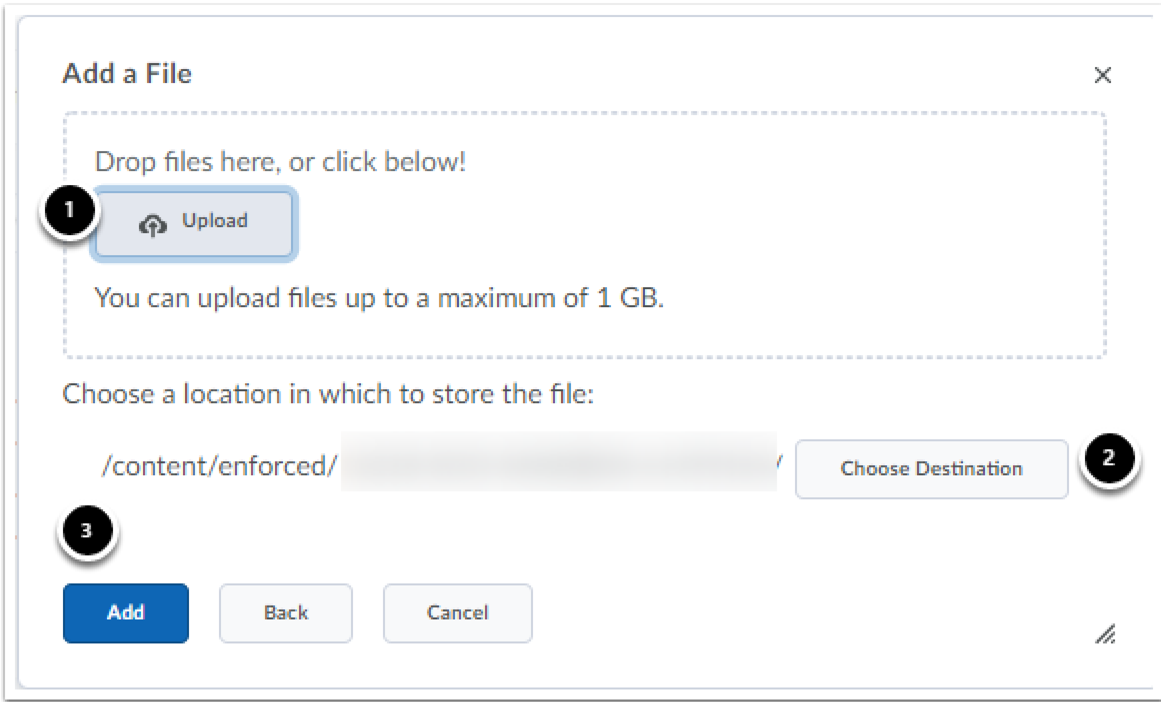
- Go to **Content** in the navbar of your course.



1. Go to the (sub)module to which you want to add a new document/some new documents.
2. Click on **Upload/Create**.
3. Click on **Upload Files**.



- Click on **My Computer** to add documents from your computer.
- If you have previously added files to your Manage Files than you will be able to find them by clicking on **Course Offering Files**.



1. You can add files from your computer by clicking **Upload** and selecting the files you want to upload. You can also drag the selected files to **Drag files here**.

2. It is also possible to change the destination to which the files will be uploaded in the file folder of your course. It is possible to create a folder structure in your Manage Files which is a great way to structure and order all the files you want to use in your course.
3. Click **Add**. The documents will now be placed in the (sub)module.

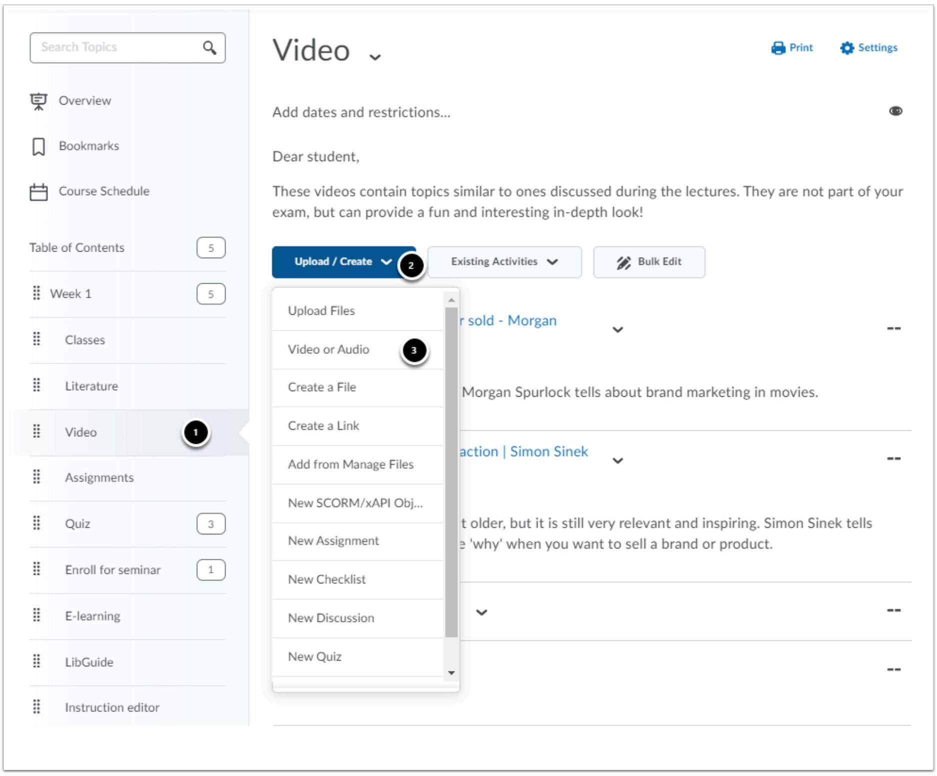
Note: you can upload files in Brightspace up to a maximum of 1GB.

If you want to learn how to edit the properties of a topic or move a topic you can read the article: How do I edit the properties of a topic and how do I move a topic? Content | Table of Contents

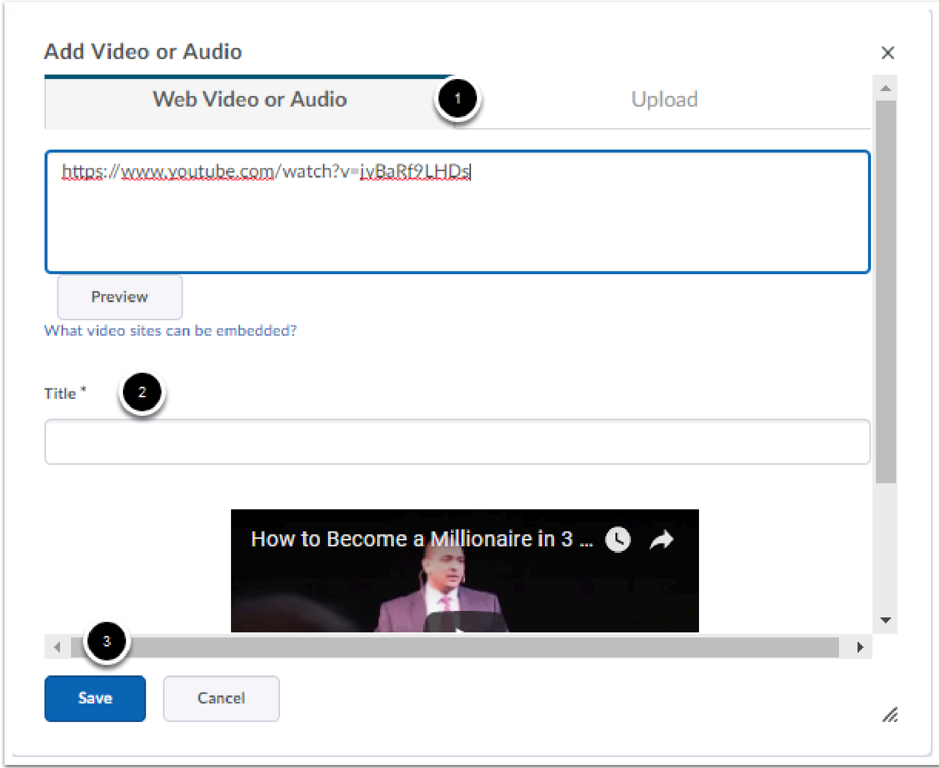
How do I add audio and/or video to my course? Content | Upload/Create

In the **Content** menu of your course you can add course material like audio and/or video files. You can add these files to a (sub)module so that every new media file will appear as a **topic** within this (sub)module.

- Go to **Content** in the navbar of your course.



1. Go to the (sub)module to which you want to add a media file.
2. Click on **Upload/Create**.
3. Click on **Video or Audio**. A new window will open.



1. You will land on the tab **Web Video or Audio**. Click on **Upload** if you want to upload a video from your computer.
2. Search for the video you want to upload, for instance on YouTube. Copy the url and paste it in the editor. You can also copy an embed code.
3. Add a title.
4. Click **Save**. You will now go to the newly created page of this topic.

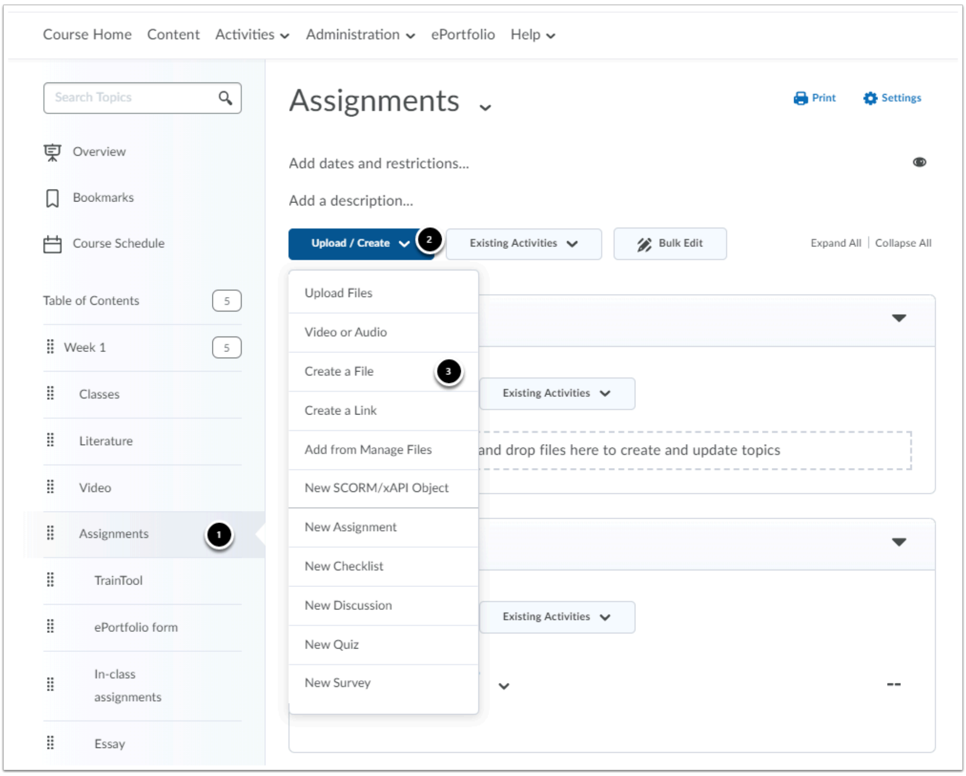
- We recommend that you add audio or video files to Kaltura before you add them to your course. This ensures that the audio and video files are securely stored and maintained on the media server of the Radboud University. You can add media files to Kaltura via [Kaltura My Media] after which you can [add them to your course].
- If you want to know how to edit the properties of the topic or how to move the topic to a different place in content, please read the article [How do I change the properties of a topic and how do I move a topic?]

Embedding means enclose content and usually a photo, audio, or video file into Brightspace that has been published on a different page. Embedding means you will view the file from its original source, just like when you copy a url. You embed a file when you don't want a link to the original source in your text but want to see it directly. Brightspace will always embed media files even when you add a url. Embed codes can usually be found when clicking on a share button on a website (e.g. YouTube).

How do I create a file (HTML information page) in my course? Content | Upload/ Create

In the **Content** menu of your course you can create an HTML information page, which makes accessing information for students easier. You can add these pages (**Files**) to a (sub)module so that every new file will appear as a **topic** within this (sub)module. This file can contain text, media, and/or links with which you can inform your students about a certain part of the course or redirect them to a specific activity.

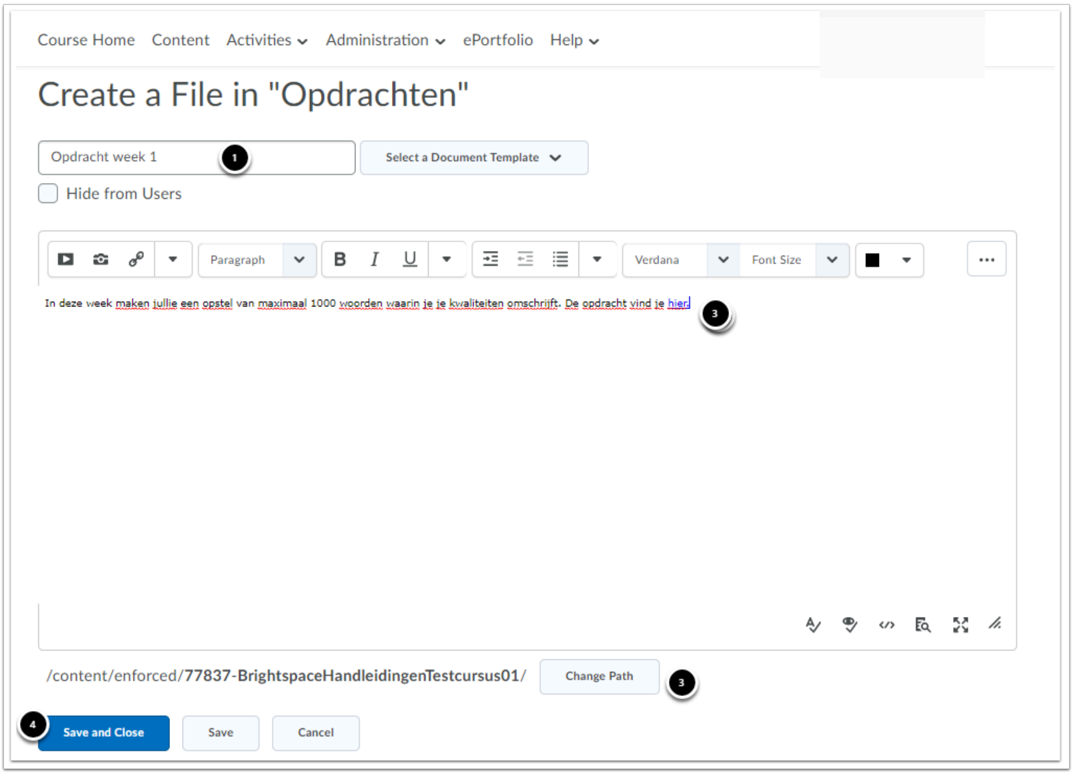
- Go to **Content** in the navbar of your course.



1. Go to the (sub)module to which you want to add an HTML file.
2. Click **Upload/Create**.
3. Click **Create a File**. The **HTML-editor** will open in a new window.

> [Graders](#) in your course cannot download attachments added in Content. If you add an assignment to Content and place the instructions in the file in Content, they cannot use the file when assessing the assignment. If graders need the

attachment, you should therefore not add it to Content, but to the assignment in **Assignments**. You can read how to add an attachment to an assignment in the article [How do I create an assignment?]



1. Give the file a title.
2. Click **Hide from Users** if you don't want the file to be visible to students yet.
3. Add a description. Add (video) files, quick links to other content in the course, or equations if needed. You can read more about this in the article [What is the Editor?]
4. You can click **Change Path** if you want to change where this files is stored in the folder structure of this course. This folder structure can be found and created in [Manage Files].
5. Click on **Publish** if you want to create and place your file directly or select **Save as Draft** if you want to edit it at a later moment.

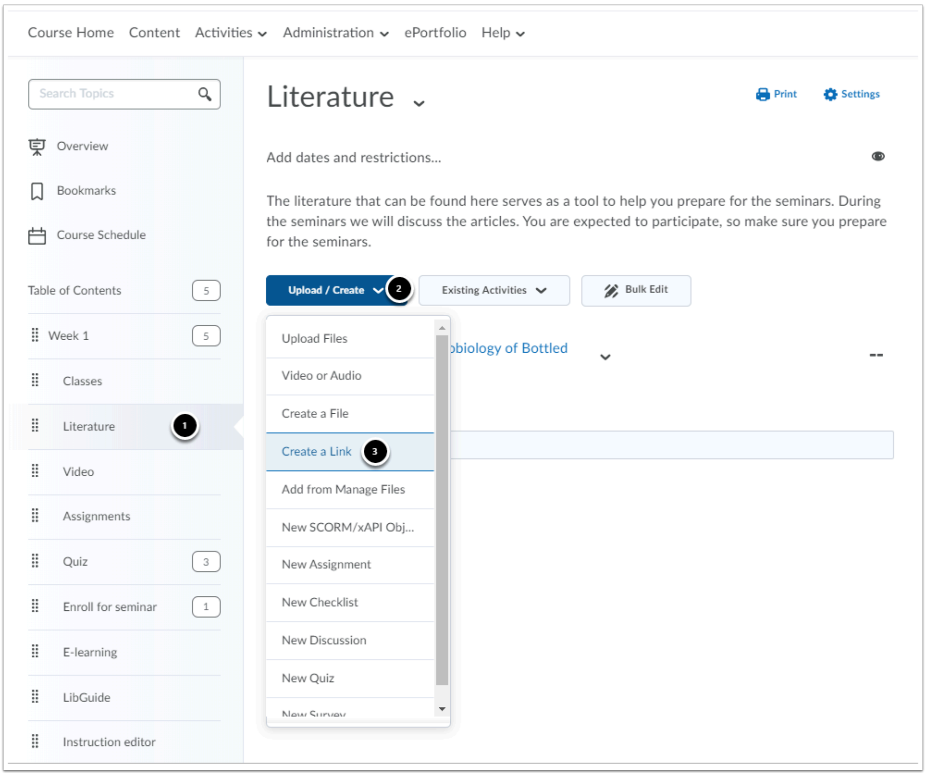
You can always find your File in **Manage Files**. You can use [Add Content Topic] to easily add a File to different (sub)modules. If you want to use a File in different (sub)module you will only need to create it once as you can easily copy it to different places in your course.

- If you want to know how to edit the properties of the topic or how to move the topic to a different place in content, please read the article How do I edit the properties of a topic and how do I move a topic?

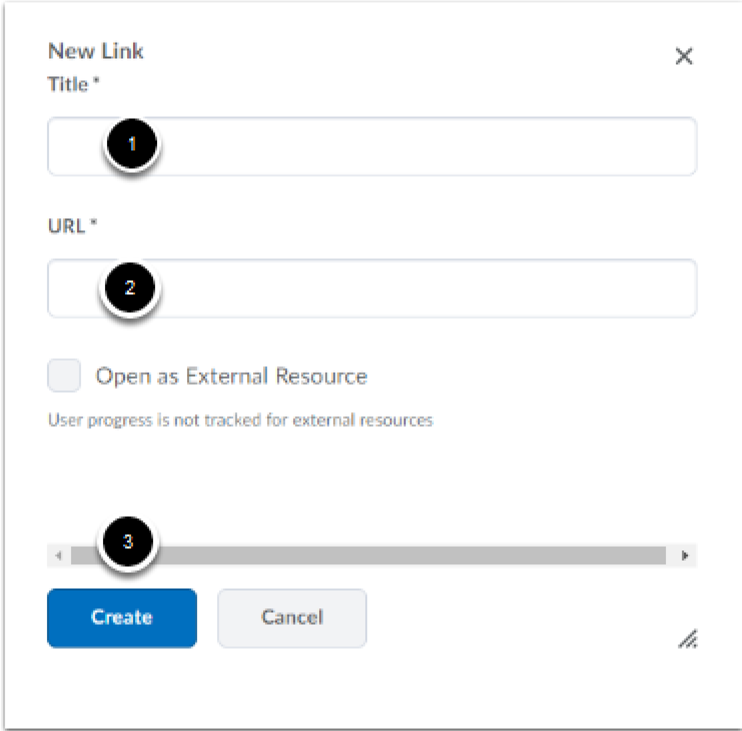
How do I add a link to my course? Content | Upload/Create

In the **Content** menu of your course you can add course material like links. A link allows you to easily guide a student to information from an external source. You can add these links to a (sub)module so that every new link will appear as a **topic** within this (sub)module.

- Go to **Content** in the navbar of your course.



1. Go to the (sub)module to which you want to add a link.
2. Click on **Upload/Create**.
3. Click on **Create a Link**. A new window will open.



1. Give the new link a title.
2. Place the url. Check the **Open as External Resource** box if you want the url to open in a new tab.
3. Click **Create**.

- Always check Open as External Resource if the url starts with https://. Otherwise, a blank page is displayed in Brightspace.
- Links that redirect to information stored in protected environments (e.g.: Raboudnet) will not work.

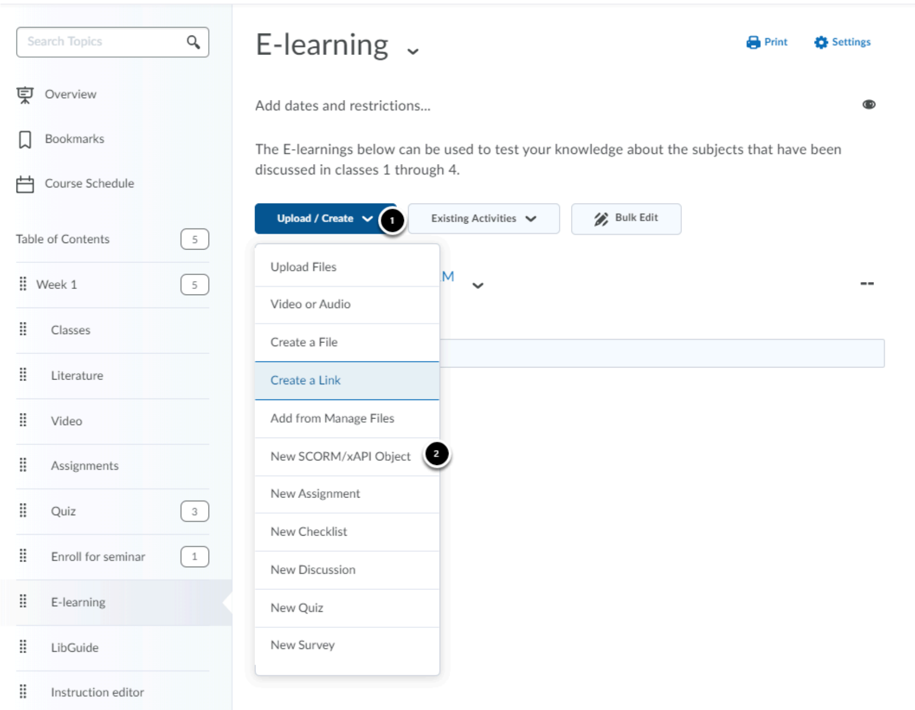
If you want to know how to edit the properties of the topic or how to move the topic to a different place in content, please read the article How do I change the properties of a topic and how do I move a topic?

How do I add a SCORM object to my course? Content | Upload/Create

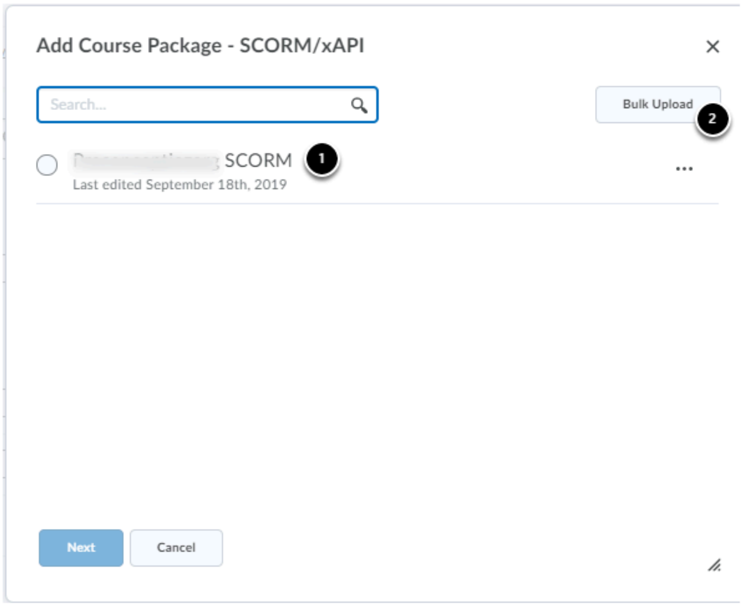
A SCORM object is an e-learning tool that can be added as a single file to your course.

- Navigate to **Content** in the navbar of your course.
- Select the (sub)module in which you want to place the SCORM object.

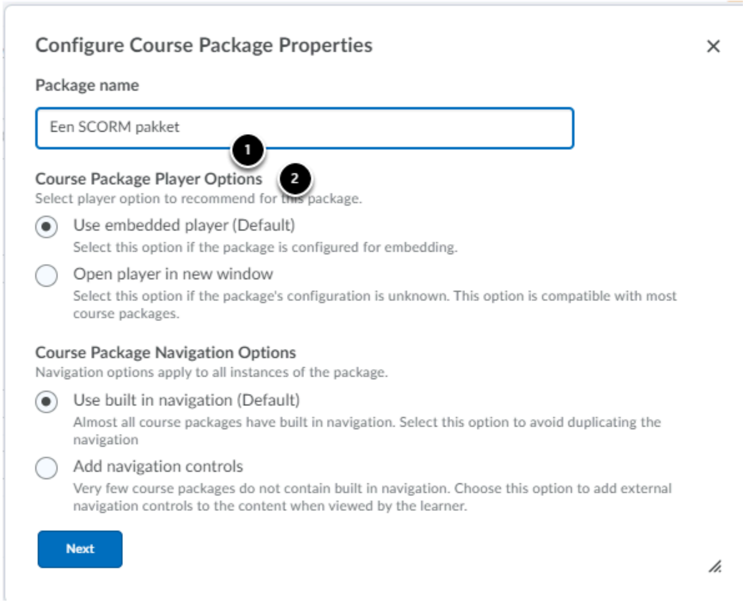
Do you want to add an HTML e-learning module to your course instead of a SCORM object? Please read the article [How do I add an HTML e-learning to my course?]



1. Click **Upload/Create**.
2. Select **New SCORM/xAPI Object**.

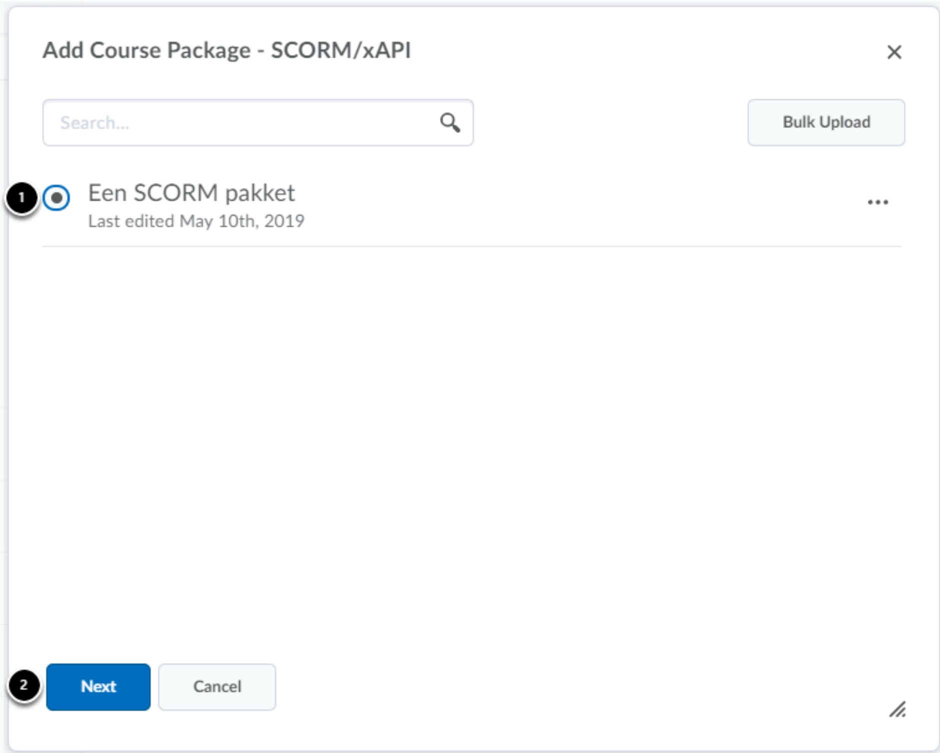


1. Choose a SCORM object from the list of objects that you uploaded previously.
2. You can also use the **Bulk Upload** button to upload a new SCORM object. Drag the object to **Drop files here or click to upload**, or navigate to the desired file by clicking **Drop files here or click to upload.**

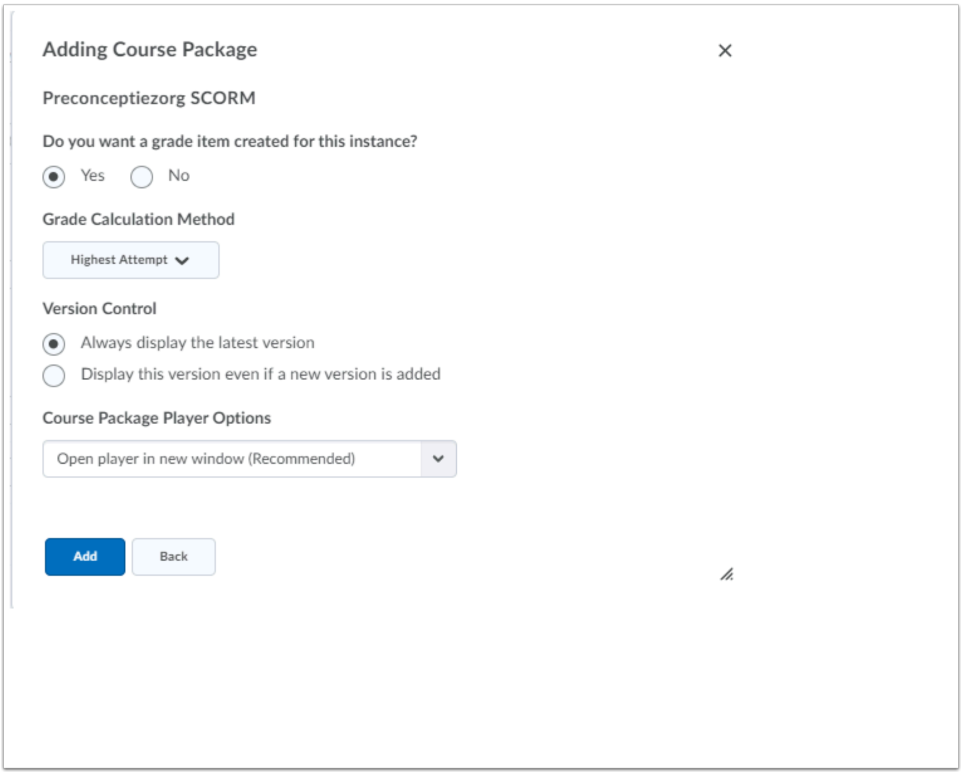


1. You can change the name of the file (*this might be useful when the object has a cryptic name on your computer, which makes it harder to find in Brightspace*).
2. With **Course Package Player Options** you can choose whether you want to open the SCORM object in a new window.
3. Then, click **Next.**

⚠ You do not have to use the **Course Package Navigation Options.** It is set up by default that the package itself contains navigation, which means Brightspace will not add external navigation. This way everything will work the way it is supposed to, so please do not change this setting.



1. Select the SCORM object you just uploaded.
2. Click **Next.**

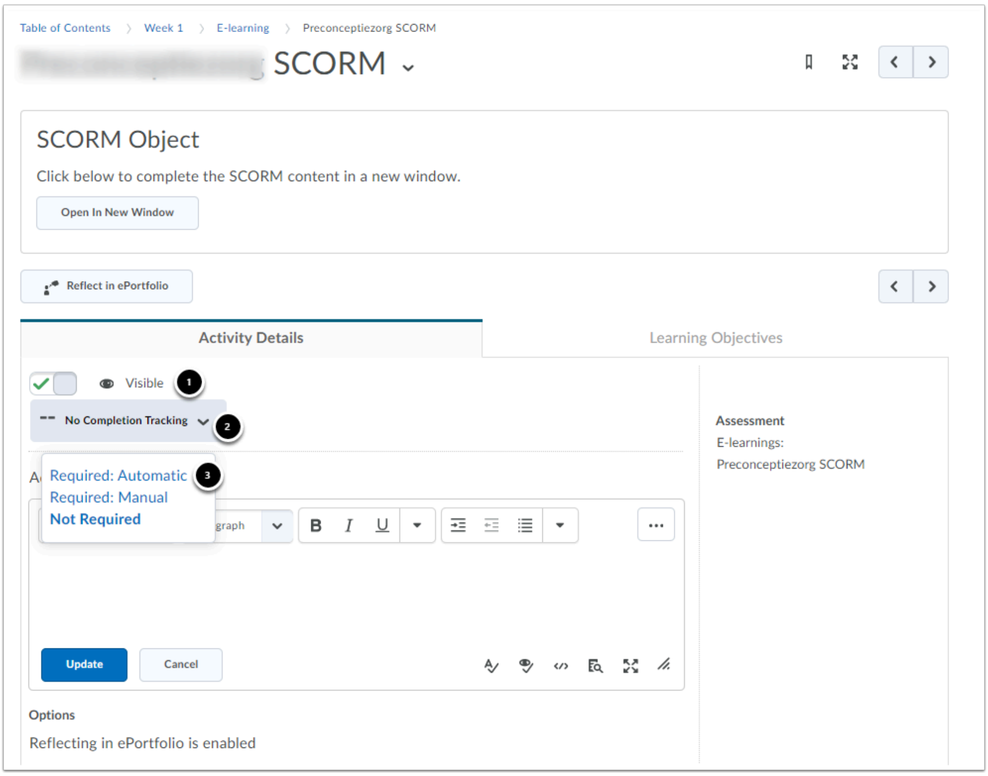


1. Choose whether you want to create a grade item for the SCORM object or not.

   When you select **Yes,** Brightspace will automatically create a grade item (*this differs from for example Assignments, where you have to create the grade item in Grades yourself!*).
   The created grade item will not be linked to a grade category. If you do not want to assess the SCORM object, select **No.**

2. You can set up how the grade it calculated under **Grade Calculation Method:**
   - **Highest Attempt:** the attempt with the highest score counts.
   - **Lowest Attempt:** the attempt with the lowest score counts.
   - **Average of all Attempts**: the score is the average score of all attempts.
   - **First Attempt:** the first attempt counts.
   - **Last Attempt:** the last attempt counts.
3. Under **Version Control** you can select whether the most recent version of the SCORM object is displayed (**Always display the latest version**) or the version you are currently adding, regardless of whether there are newer versions (**Display this version even if a new version is added**).
4. With **Course Package Player Options** you can choose whether you want to open the SCORM object in a new window.
5. Click **Add.** The object will now be added to your course.

After you have added a SCORM object, you still have to make it **Required.** If you do not do this, Brightspace will not enter the grade acquired for the SCORM object in **Grades.**



1. After publishing the SCORM object, you can still hide it for students by clicking on the slider bar next to **Visible**.
2. After publishing the SCORM object, you have to mark it as **Required**. Click on the drop-down menu behind **No Completion Tracking**.
3. Select **Required: Automatic** in the drop-down menu.

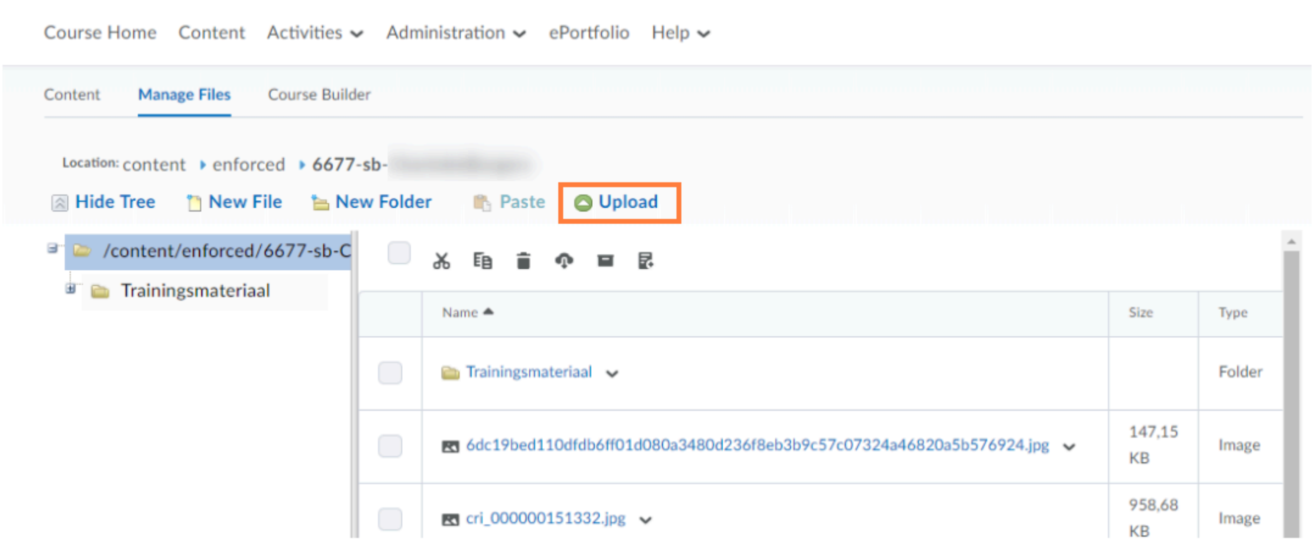
Always check if your SCORM object works properly. This will prevent a situation in which your students are faced with a malfunctioning object later on.

How do I add an HTML e-learning to my course? Content | Upload/Create

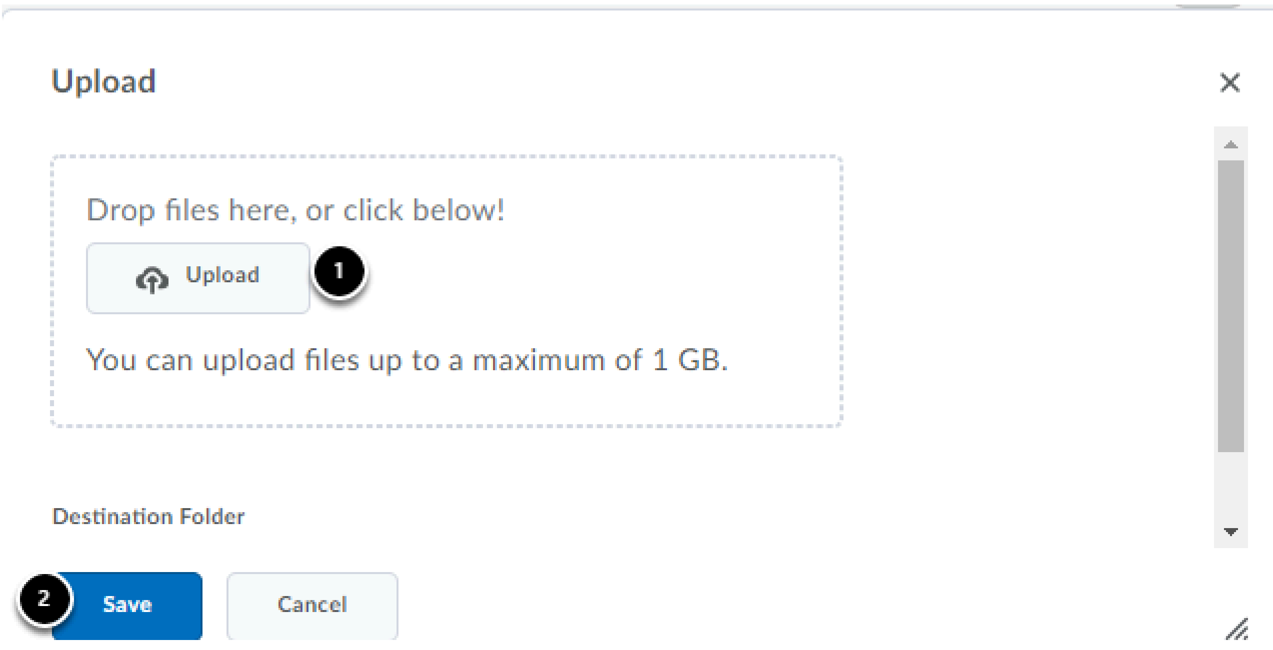
To add an e-learning package to your course, you initially need a zip file which contains all the e-learning files. You can then add this e-learning package to your course.

- Go to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Go to **Site Resources** and click **Manage Files**.

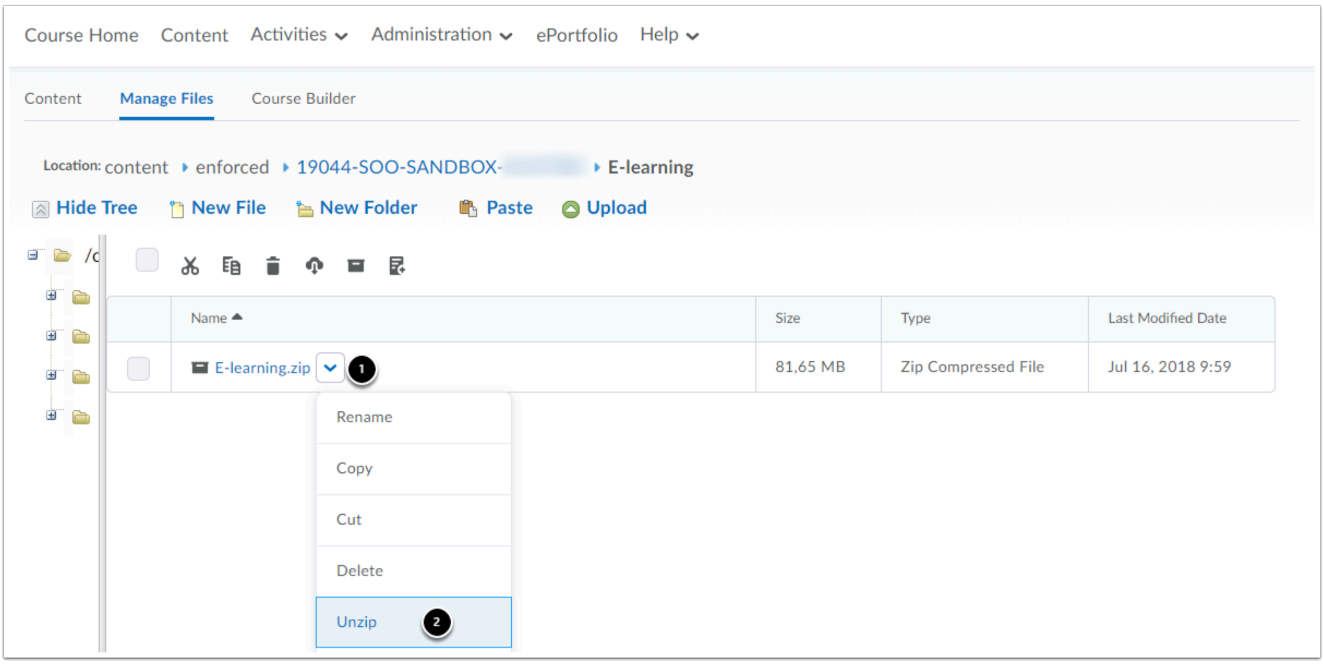
Do you want to add a SCORM object? Read the article [How do I add a SCORM object to my course? Content | Upload/Create]



- Click **Upload**. A new window will open.

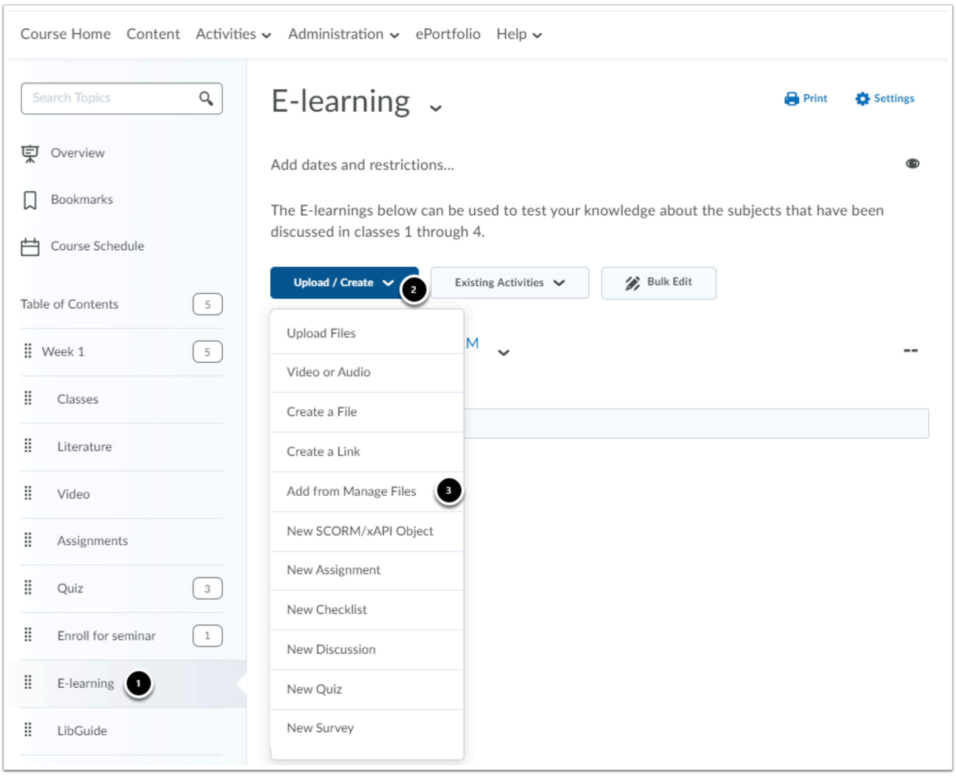


1. Drag and drop the e-learning package into the upload window, or click **Upload** to browse for the zip file on your computer.
2. Click **Save**.

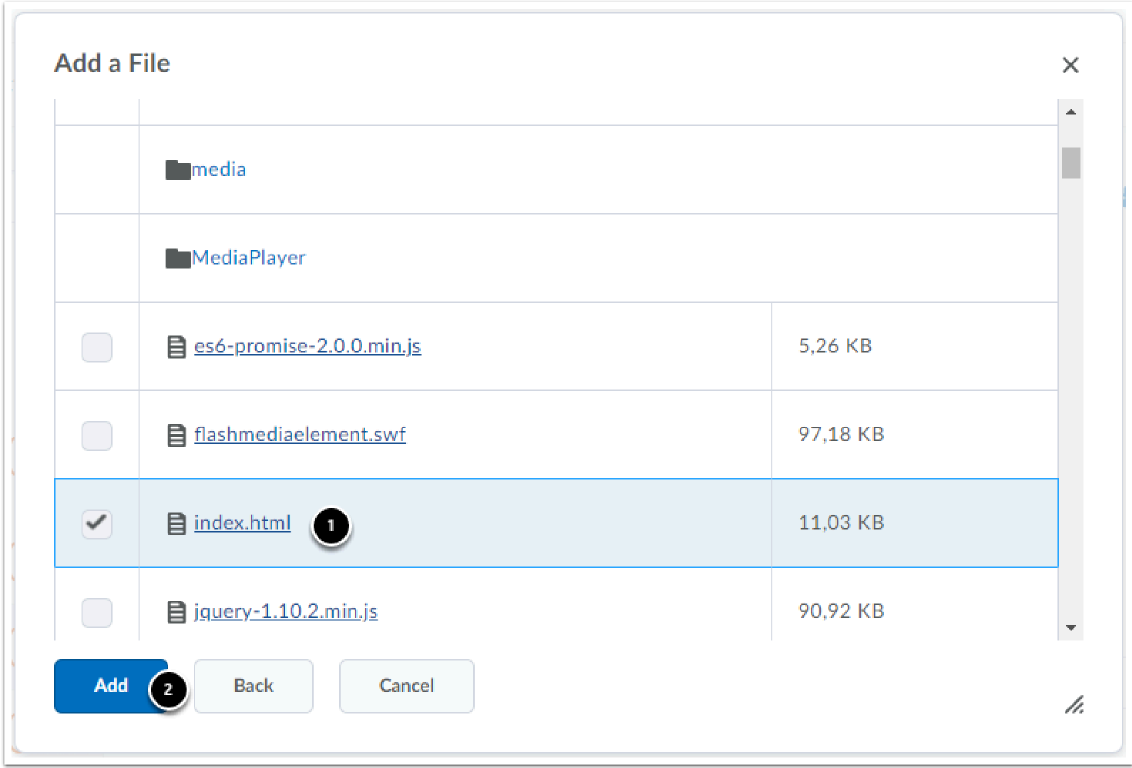


1. Go to the uploaded zip file and click the fold-out arrow behind the file
2. Click **Unzip**. You will see a notification that the zip file is being unpacked in the background. This may take a while.

- Navigate to **Content** in the navbar of your course.



1. Select the (sub)module in which you want to place the e-learning.
2. Click **Upload/Create**.
3. Select **Add from Manage Files**.



1. Open the folder of your e-learning in the file manager and look for the file called **index.html** or a similarly named file.
2. Check the box next to the file and click **Add**. The e-learning module will be added to the (sub)module.

Always check if your e-learning package works properly. This will prevent a situation in which your students are confronted with a malfunctioning e-learning.

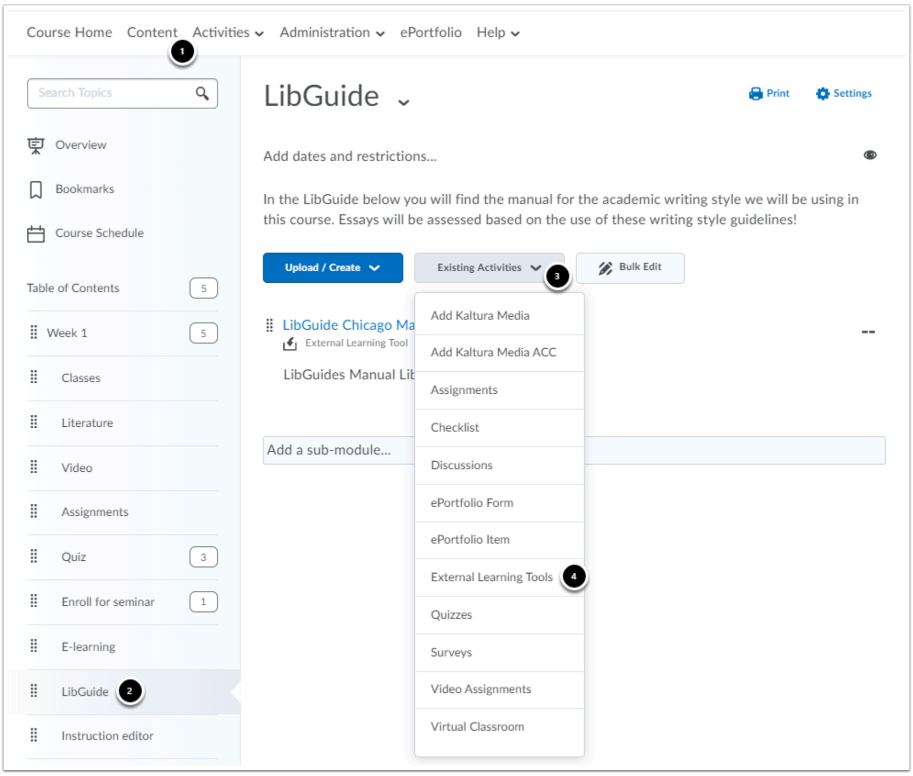
How do I add a LibGuide to my course? Content | Existing Activities

LibGuides
Examples

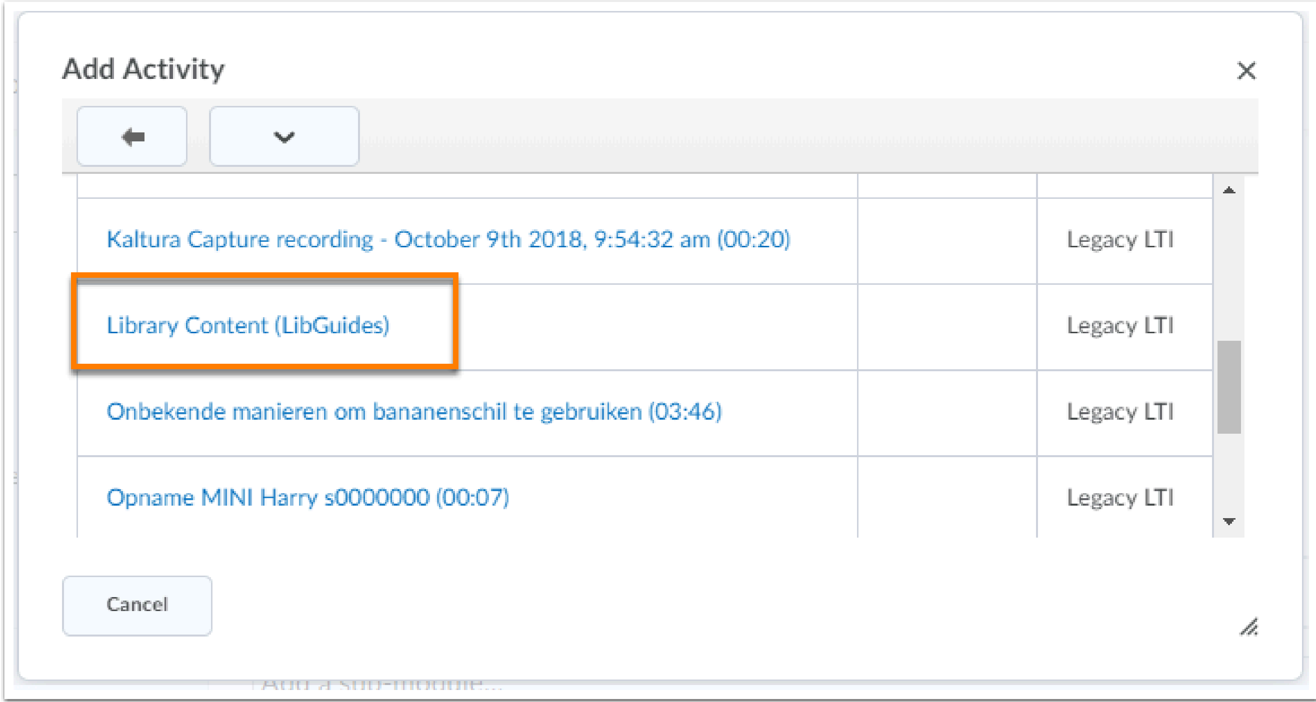
LibGuides

The University Library offers many e-learning modules and LibGuides via libguides.ru.nl. A LibGuide is a format for presenting a collection of sources in a concise digital overview. The sources are grouped by subject area. You can add a LibGuide or part of a LibGuide to your course in Brightspace to make it easily accessible for students.

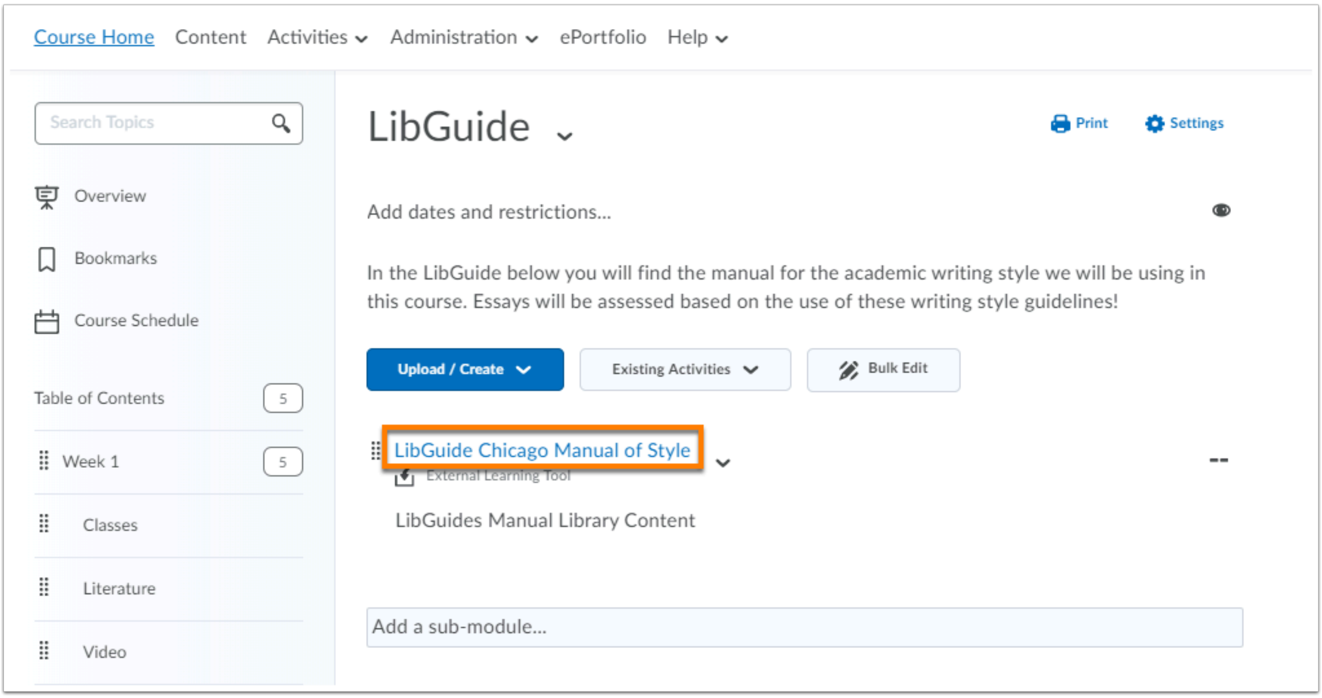
You add a LibGuide to your Brightspace course using a LTI-connection. This way students can navigate through the LibGuide within Brightspace, instead of being linked and redirected to a new window.



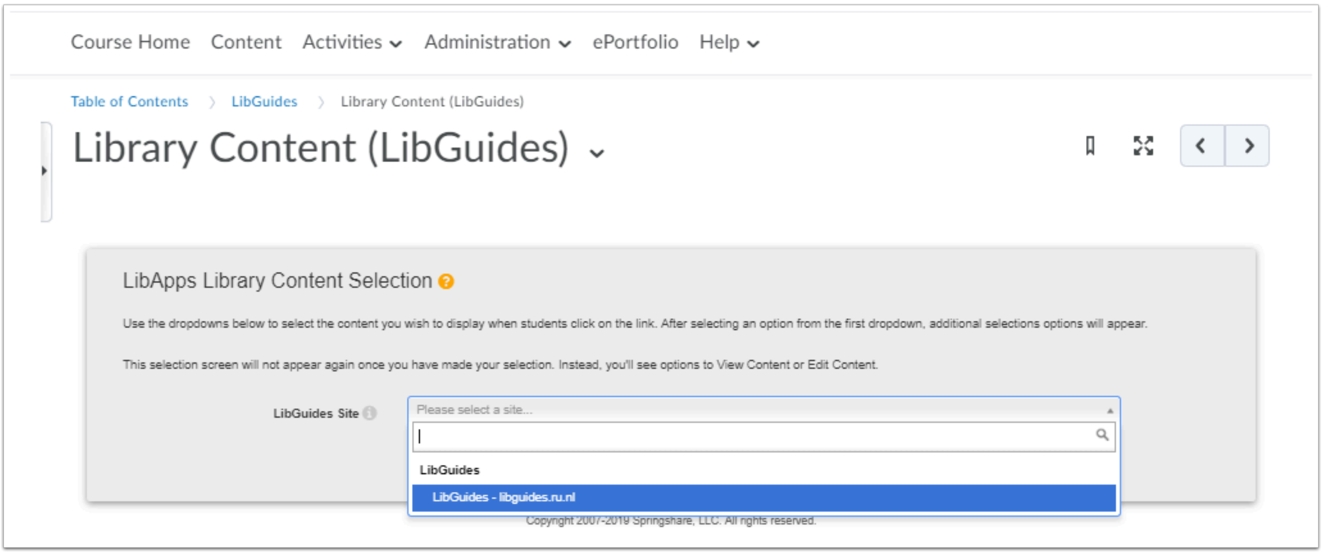
1. Go to **Content** in the navbar of your course.
2. Go to the (sub)module to which you want to add the LibGuide.
3. Click on **Existing Activities**.
4. Click on **External Learning Tools**. A new window will open.



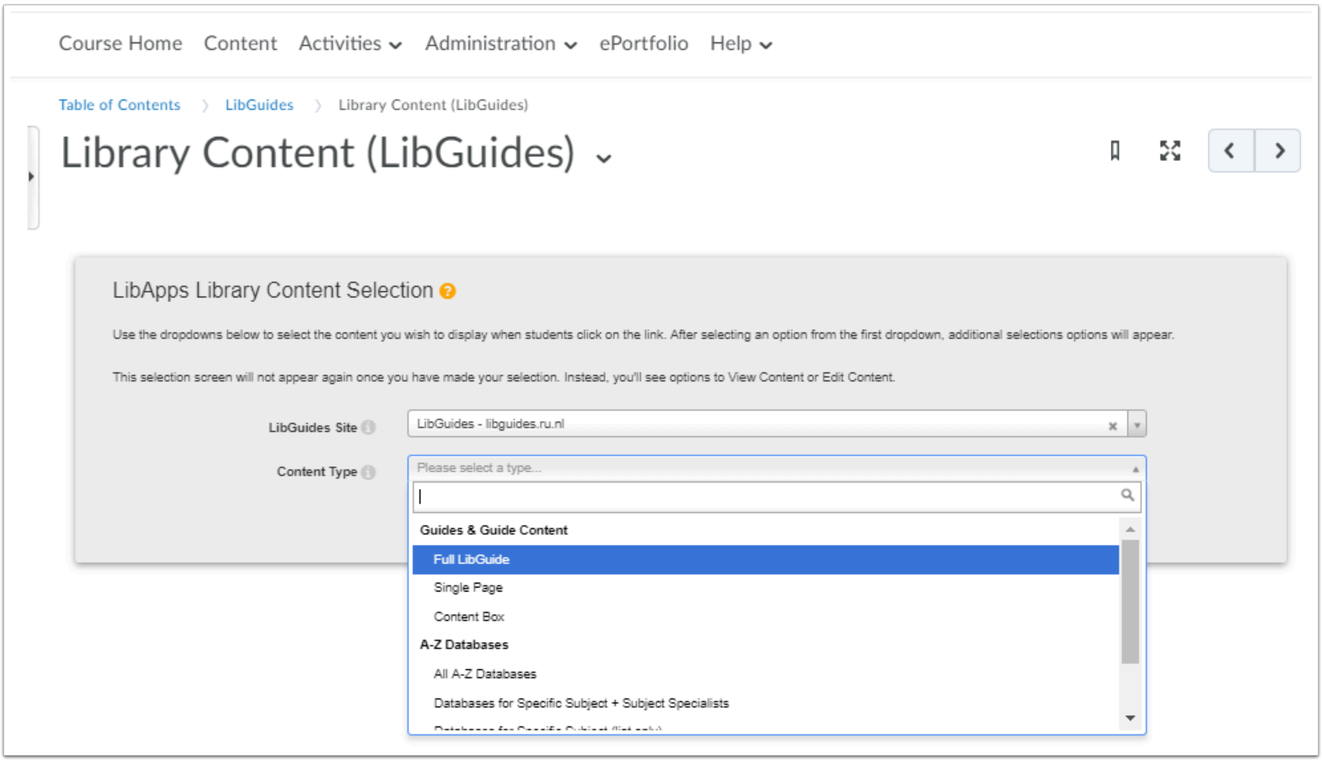
- Search the list and click on **Library Content (LibGuides)**. You now added a new topic for the LibGuide.



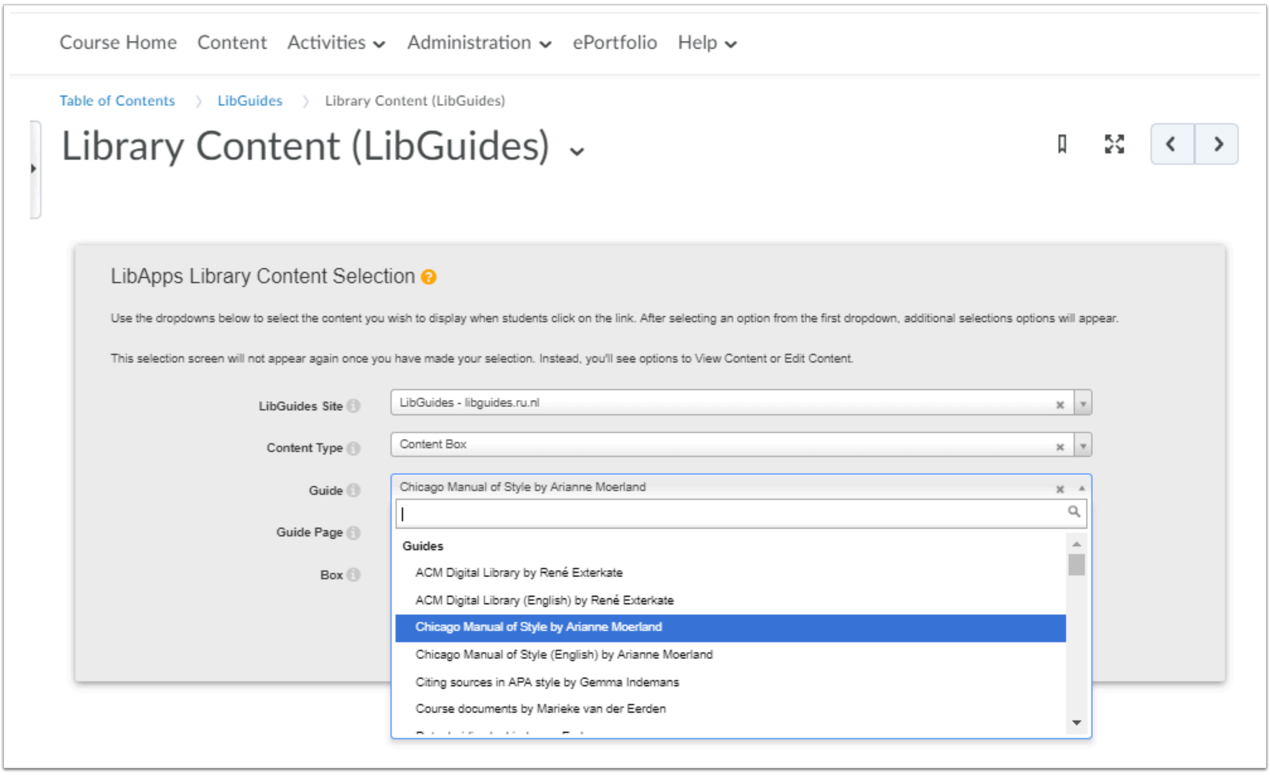
- Click on the topic.



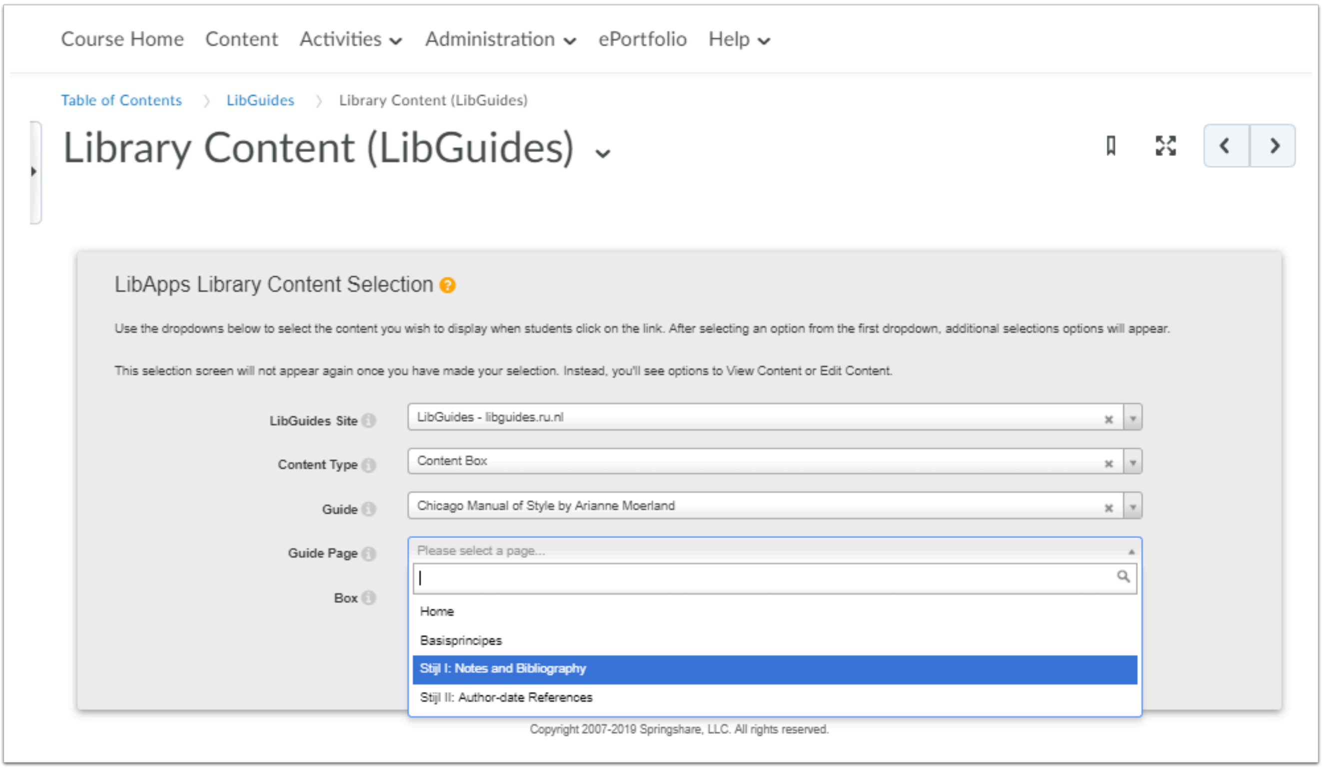
- Choose **LibGuides - libguides.ru.nl** from the drop-down menu behind **LibGuides Site**.



- Choose from the drop-down menu behind **Content Type** if you want to add a complete LibGuide (**Full LibGuide**), a single page from a LibGuide (**Single Page**) or part of a specific page (**Content Box**).

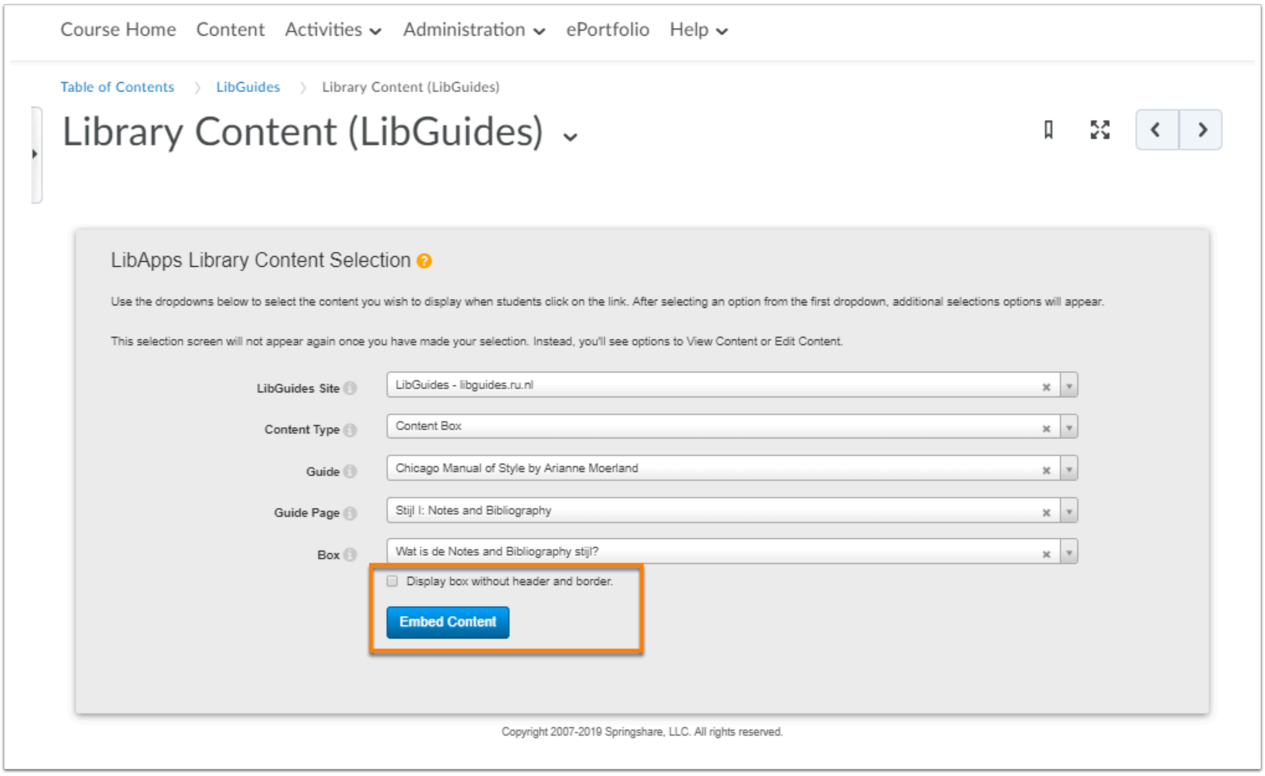


- Choose the right LibGuide behind **Guide**.

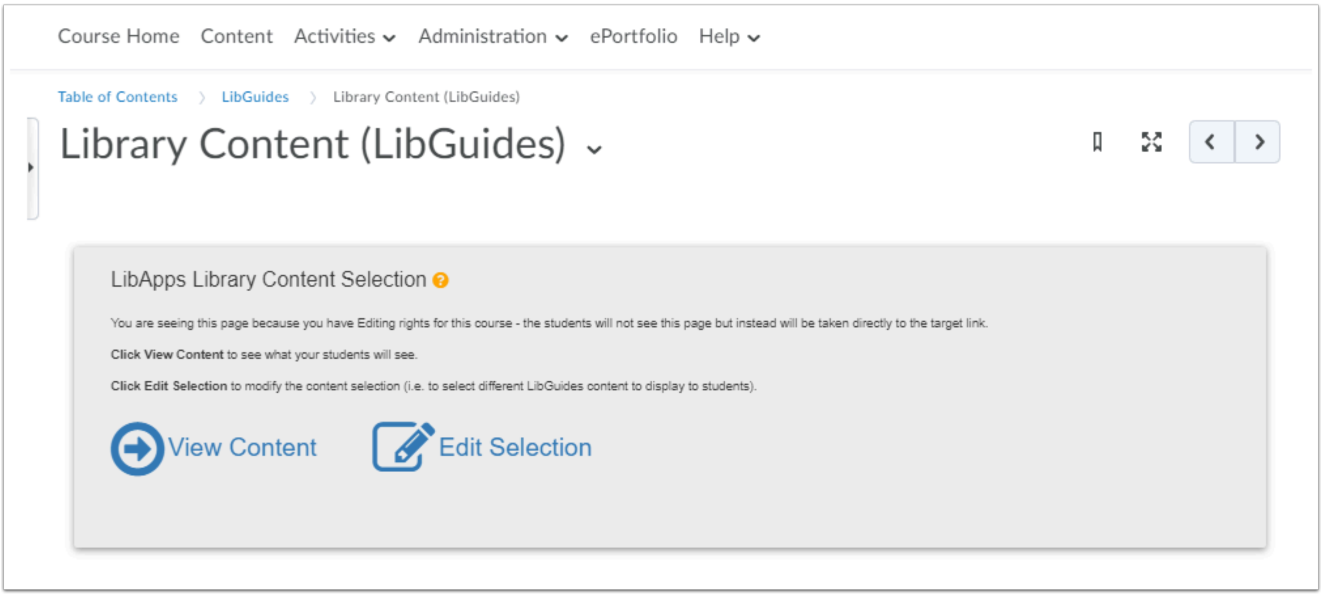


Behind **Guide Page** you can choose what will be displayed, dependent on if you are adding a full LibGuide or only a part:

- Full LibGuide: choose which page will be the start page.
- Single Page: choose the right page.
- Content Box: choose the right page. Next you choose the right part of the page behind **Box**.



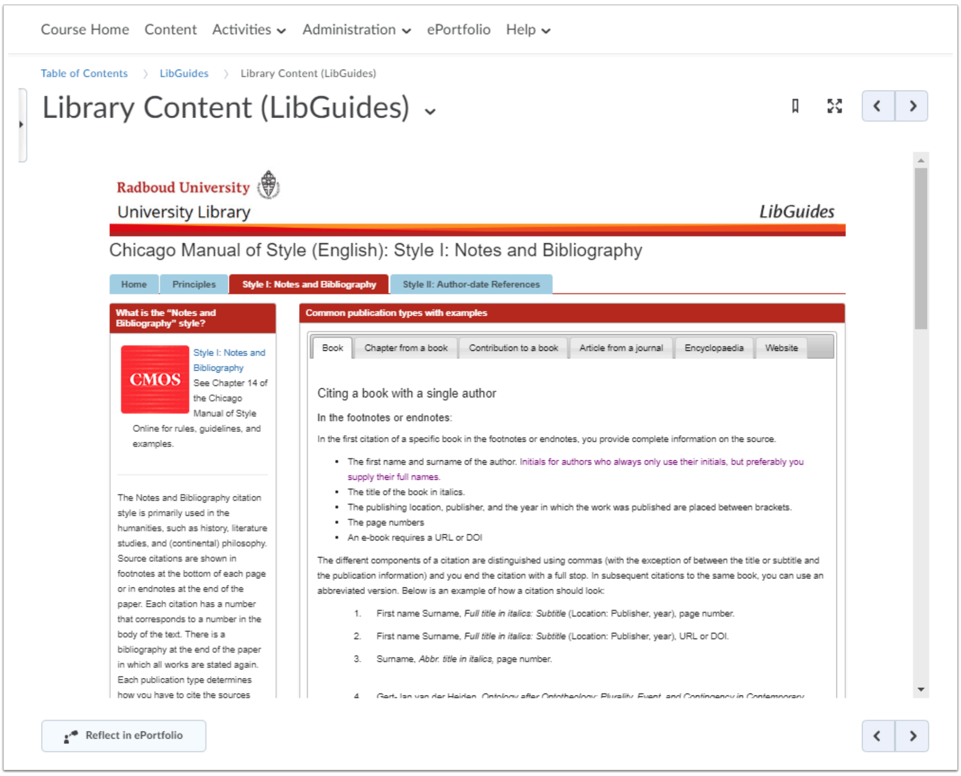
- If you are adding a **Content Box** you can tick **Display box without header and border** if you want to display only the text in the box.
- Click on **Embed Content**. Then reload the page (F5) to display the content.



- You can now view the LibGuide by clicking on **View Content**. You will see what students will see when they open the topic.
- Click **Edit Selection** to choose a different (part of the) LibGuide and reload the page (F5). NB: the current selection will be deleted.

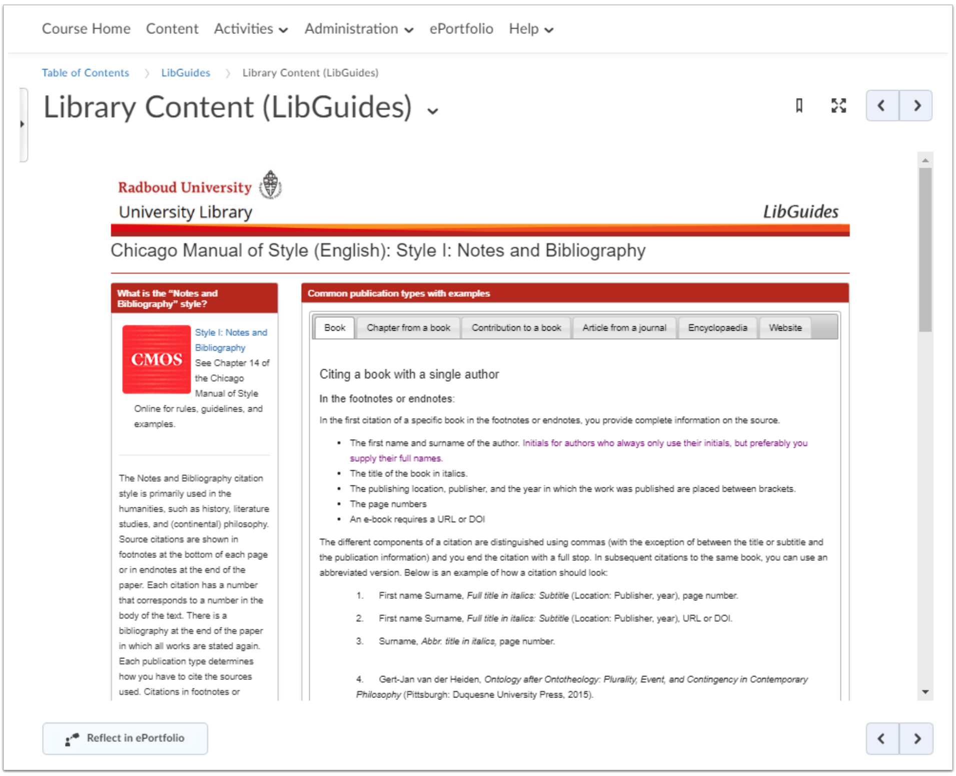
Examples

Full LibGuide



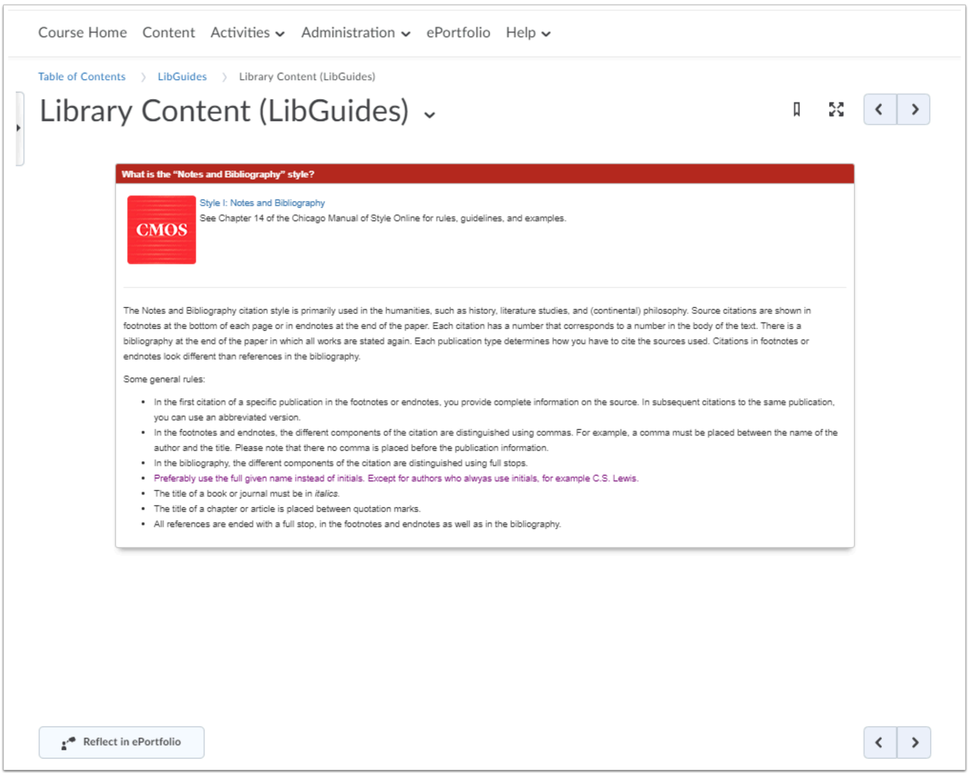
Students can navigate through the different pages of the LibGuide. *In the example you see the LibGuide Chicago Manual of Style with the pages Home, Principles, Style I: Notes and Bibliography en Style II: Author-date References*.

Single Page

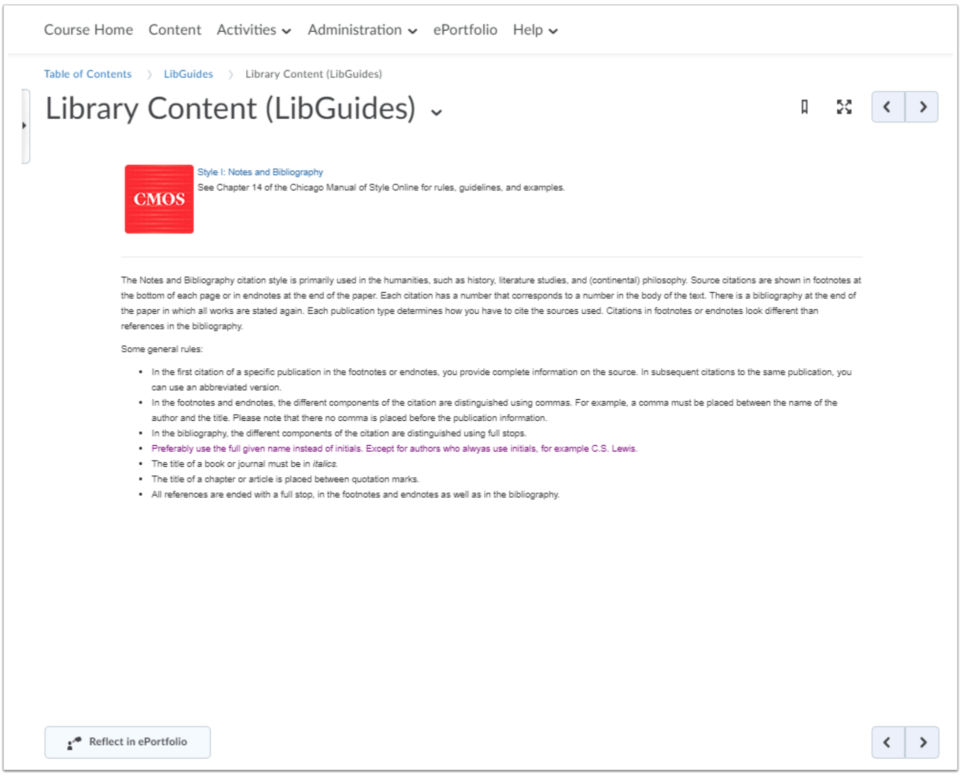


Students can navigate within the selected page. *In the example you see the LibGuide Chicago Manual of Style, wherein students can view the page Style I: Notes and Bibliography.*

Content Box



Students can only view the part of the page that you selected. *In the example students can only view the block What is the "Notes and Bibliography" style?*

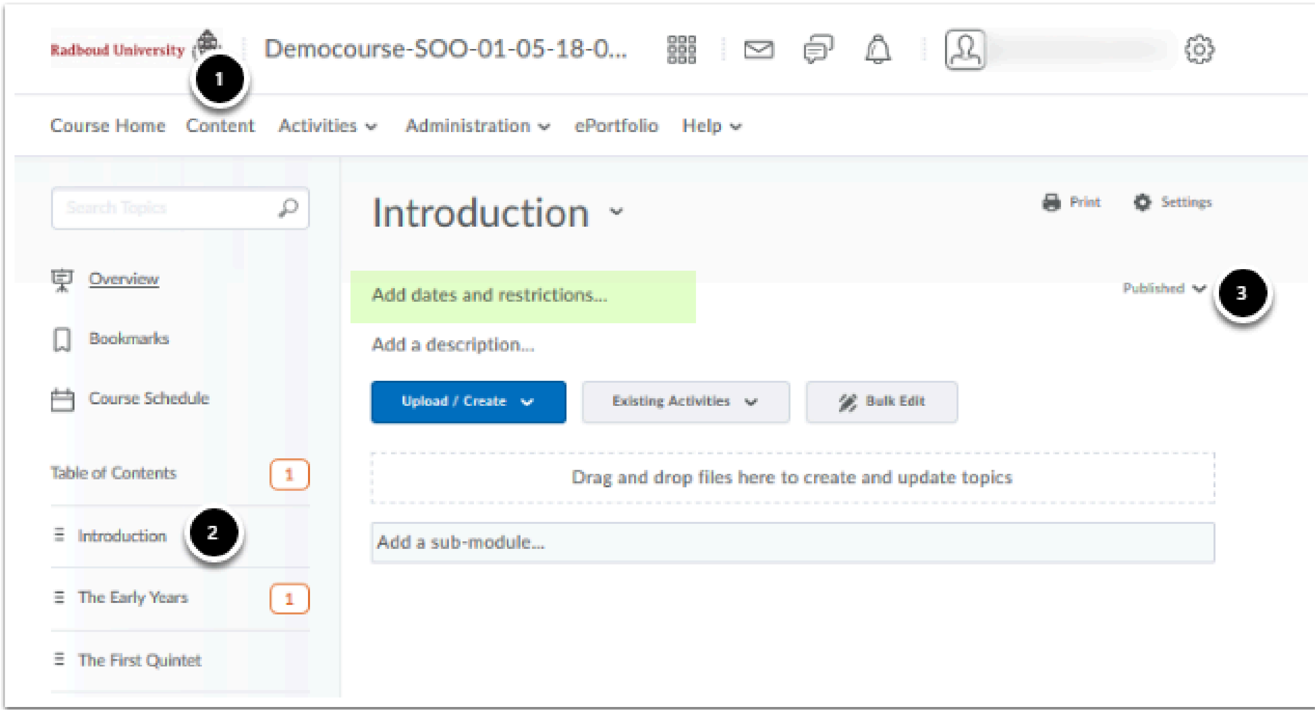


If you select that you do not want to show the header and borders, students will only be able to see the text and any pictures.

Content: making course content visible/ invisible, release conditions

How do I hide or reveal course content for students? Content | Table of Contents

Brightspace allows you to save content both as a **Draft** or as **Published**. Keep in mind that drafts are *not* visible to students, regardless of any time and date restrictions. Students will not be aware of an item's existence if its status is set to **Draft**. Make sure that the content you want students to see is set to **Published** and everything you do not want them to see is set to **Draft**.



Modules and topics are set to **Published** by default. Follow these steps if you want to change that:

1. Go to **Content** in the navbar of your course.
2. Click the desired module.
3. Click on the fold-out arrow next to **Published** in the top right corner and select **Draft** (but remember to change it back later).

To change a topic's status:

- Click the fold-out arrow next to a topic name and select **Edit Properties In-place**.
- Go to the menu to the top right of the HTML editor and select **Published** → **Draft**.

(Note: you can also open the topic, scroll down and select **Published** → **Draft** below **Activity Details**)

When a (sub)module is set to **Published**, but its release date is set to a future date (using the **Add dates and restrictions** feature), students will be able to see the module name (for instance, *Study materials for the second semester*). They will not be able to access it yet. You can use this feature to give students hints as to what materials are coming up next, without revealing the actual contents of the module.

What are release conditions and how can I use them?

What are release conditions?

Release conditions can be used to set conditions a student has to fulfill before being allowed to access specific course content. For example:

- Students can only take the quiz for week two if they have received a passing grade for the quiz in the first week.
- Students will not be able to see the final exam until they hand in all the previous assignments.
- Students are required to post to a discussion topic before they can see a content module.

You can attach several release conditions to an item. For example:

- Students can only hand in the final exam if they complete all previous assignments *and* attain a score of 50 percent or higher for every quiz.

You can also attach multiple release conditions to an item of which students only have to obtain one. For example:

- Students can only see the materials for week two if they have handed in the assignments for week one *or* score 50 percent or higher for every quiz *or* create a discussion thread in the forum.

You should always attach a release condition to the activity you want to make available. For instance, if you want students to be able to see assignment B after scoring a passing grade for assignment A, then the release condition should be attached to assignment B. That assignment will be invisible to students until they fulfill the release condition of completing assignment A with a passing grade.

When do you use release conditions?

You can set release conditions for nearly every item in Brightspace. In the list below, you can find several examples of release conditions per item type. If you click the links, you can find instructions on how to set release conditions for each type of content.

As a student, you will be able to see this Activity or this Content topic when...

- Assignments:
  - ... you have submitted an assignment (**Submission to folder**).
  - ... you have received feedback for a submitted assignment (**Receive feedback on submission**).
  - ... you have received feedback with the help of a rubric (**Score on associated rubric**).
  - ... you did not submit anything (**no submission to folder**).
- Awards
  - ... you have earned certain awards (**Awards Earned)**
- Checklists:
  - ... you have completed the checklist (**Completed checklist**).
  - ... you have completed an item on the checklist (**Completed checklist item**).
  - ... you have not completed the checklist (**Incomplete checklist**).
  - ... you have not completed an item on the checklist (**Incomplete checklist item**).
- Classlist:
  - ... you are member of a specific group (**Group Enrollment**).
  - ... you are member of a specific course (**Org Unit Enrollment**).
  - ... you are member of a certain section (**Section Enrollment**).
  - ... you do or do not have a specific role (**Role in Current Org Unit**).
  - ... you have been enrolled a certain amount of days (**Date of Enrollment in Current Org Unit**).
- Content:
  - ... you have viewed a certain topic (**Visited content topic**).
  - ... you have viewed all topics (**Visited all content topics**).
  - ... you have not viewed a certain topic (**Not visited content topic**).
- Discussions (forums and topics):
  - ... you have added a certain amount of posts to a discussion topic (**Posts authored in topic**).
  - ... you have received an assessment with the help of a rubric (**Score on associated rubric**).
  - ... you have not posted anything in a discussion topic (**No posts authored in topic**).

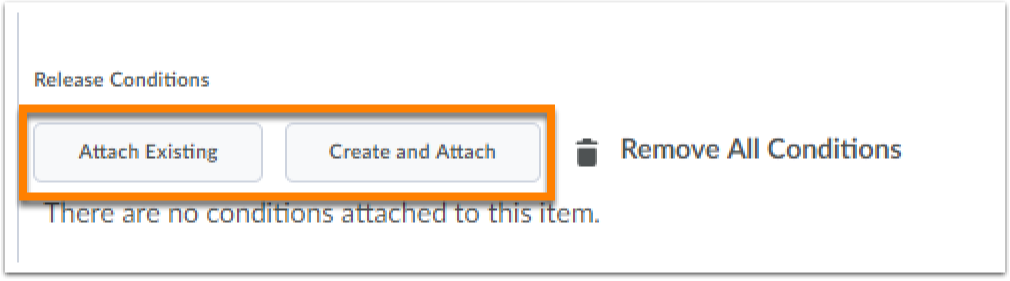
- Grades (items and categories):
    - ... you have received a certain score for a certain grade item (**Grade value on a grade item**).
    - ... you have received an assessment with the help of a rubric (**Score on associated rubric**).
    - ... you have not received an assessment (**No grade received**).
- Quizzes:
    - ... you have received a certain score for a quiz (**Score on a quiz**).
    - ... you have completed a quiz (**Completed quiz attempt**).
    - ... you have received feedback for certain questions (**Score on selected questions**).
    - ... you have received an assessment with the help of a rubric (**Score on associated rubric**).
    - .... you did not submit a quiz (**No completed quiz attempt**).
- Surveys:
    - ... you have submitted the survey (**Completed survey attempt**).
    - ... you have not submitted the survey (**No completed survey attempt**).

If you use release conditions in your course, make sure to let your students know right at the start. That way, they will know that not all content is available to them yet and that they themselves are responsible for unlocking all the content in the course. If you do not communicate this clearly, students could end up with different expectations because they did not see all the course content at once.

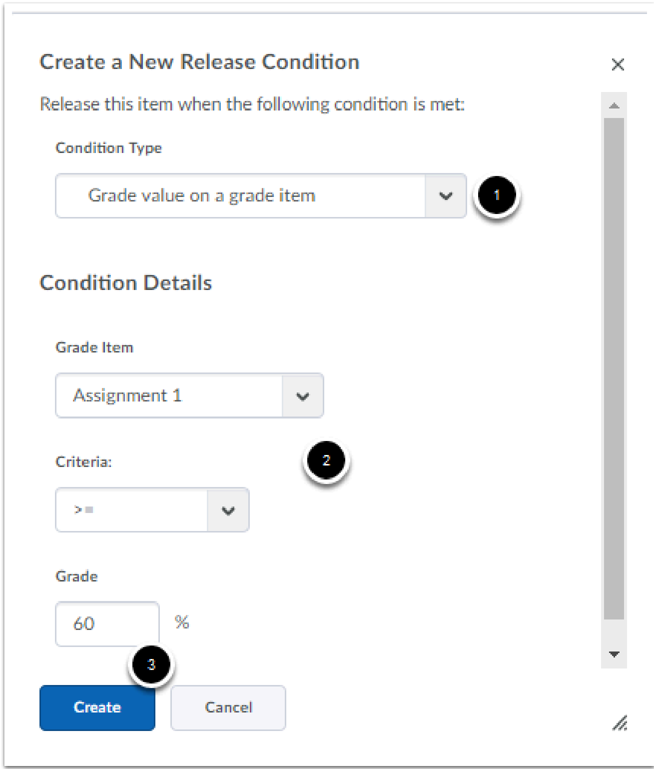
How do you set up release conditions?

It is possible to set up release conditions for Activities, Surveys, Grades, and Content topics:

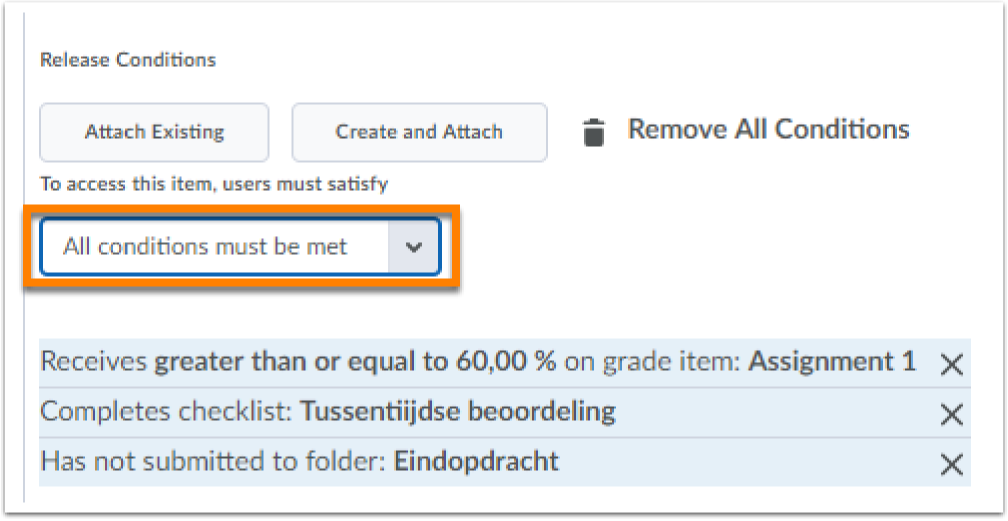
- For Activities and Grades you will find the release conditions under the Rescrictions tab, for example for an Assignment. You will see the heading **Release Conditions.**
- For Content you will find the release conditions under the heading Edit Properties In-place.



- Click **Attach Existing** (or **Browse** in Content) to add previously created release conditions to this component.
- Click **Create and Attach** (**Create** in Content) to create and add a new release condition.



1. Select the conditions the students have to meet before they can see this component (in this example, a specific score for a grade item).
2. Enter the details of the conditions.
3. Click **Create.**



- Then select whether students have to meet all requirements or just one of them.

Best practices for release conditions

If you believe you will make use of release conditions, it is important to keep several practical matters in mind:

- Make sure your setup regarding release conditions works as intended *before* students gain access to your course. That will give you time to double-check if your release conditions work properly.
- Avoid using unnecessary release conditions. If you use too many of them, your course in Brightspace might load more slowly.
- Avoid setting up release conditions in circles that are impossible to achieve. For instance, setting a condition to make students read document A before they can post in the discussion board, but making document A only visible after posting in the board, means it is impossible students to achieve this release condition. It is therefore prudent to be careful when designing release conditions for your course.
- Once a release condition is created it will be saved to your computer. This can be useful when you want to use complex release conditions again at a later moment.

Video: weblectures

How do I add a weblecture to my course? Content | Existing Activities

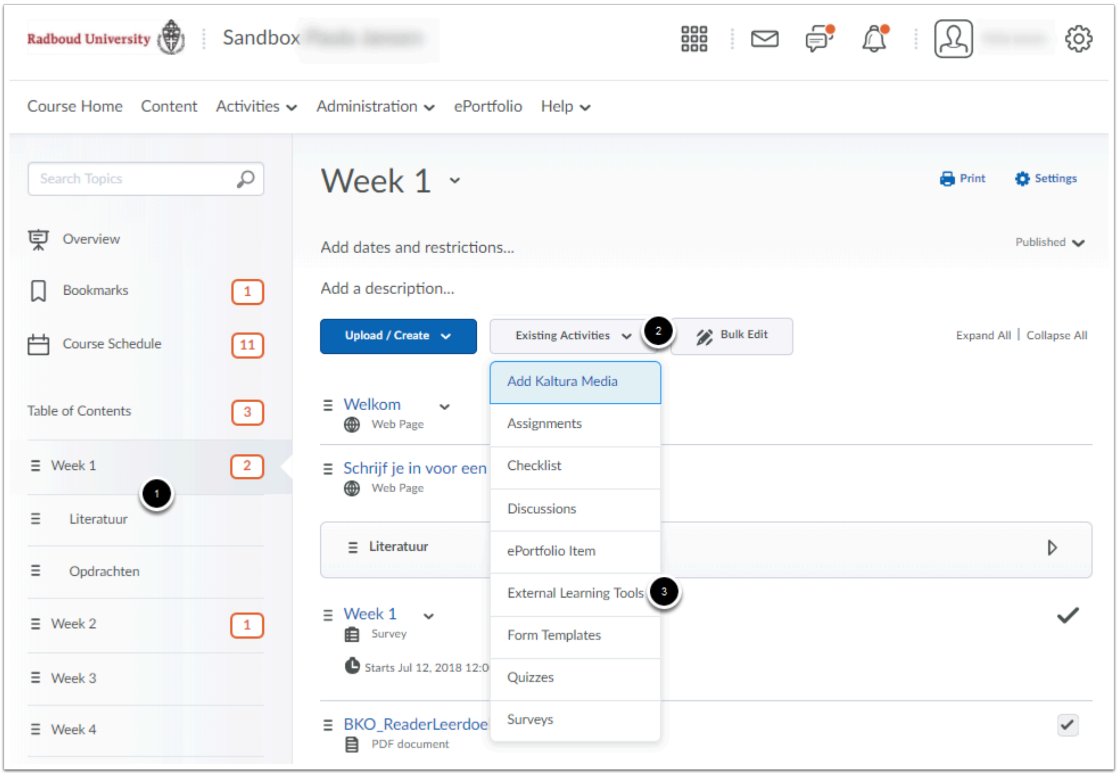
[Add a weblecture](#)
[Hide a weblecture](#)

Add a weblecture

The **[Content](#)** menu allows you to structure your course and add course material like weblectures. You can add weblectures to a (sub)module and every weblecture will form a new **topic** within said (sub)module

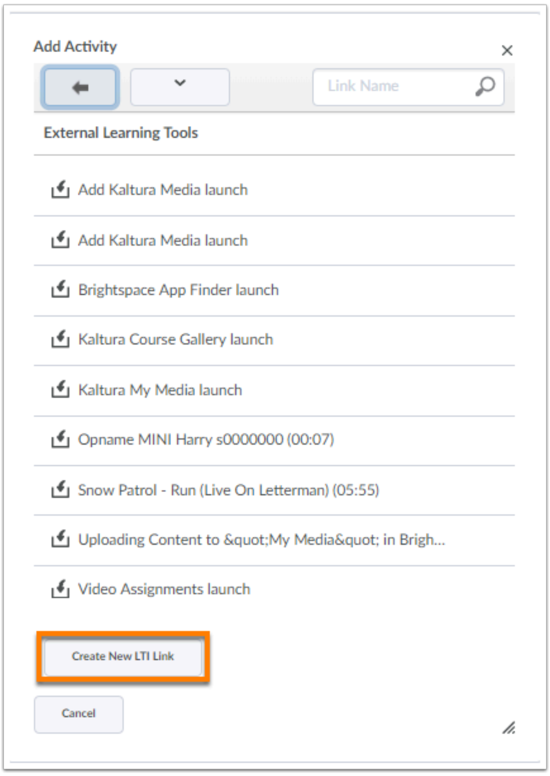
> Read the article [How do I edit the properties of a topic and how do I move a topic?](#) to learn more about editing the properties of a topic.

- Go to **Content** in the navbar of your course.

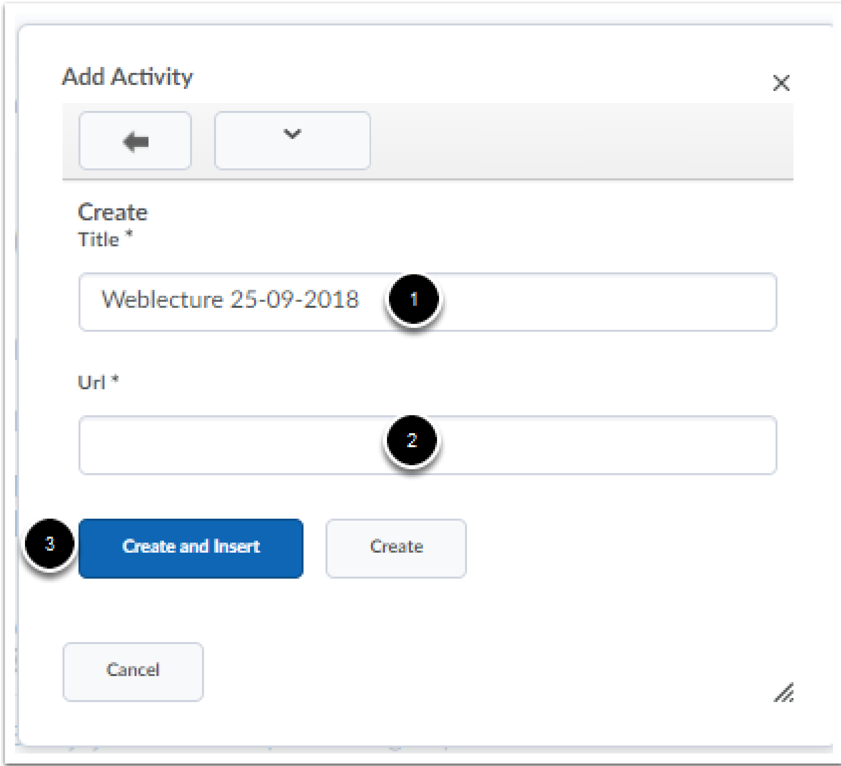


1. Go to the (sub)module to which you want to add a weblecture.
2. Click on **Existing Activities**.

3. Click on **External Learning Tools**. This will open a new window.



- Scroll down and click on **Create New LTI Link**.



1. Fill in the title of the weblecture.
2. Place the link you have received for this specific weblecture.
3. Click **Create and Insert**.

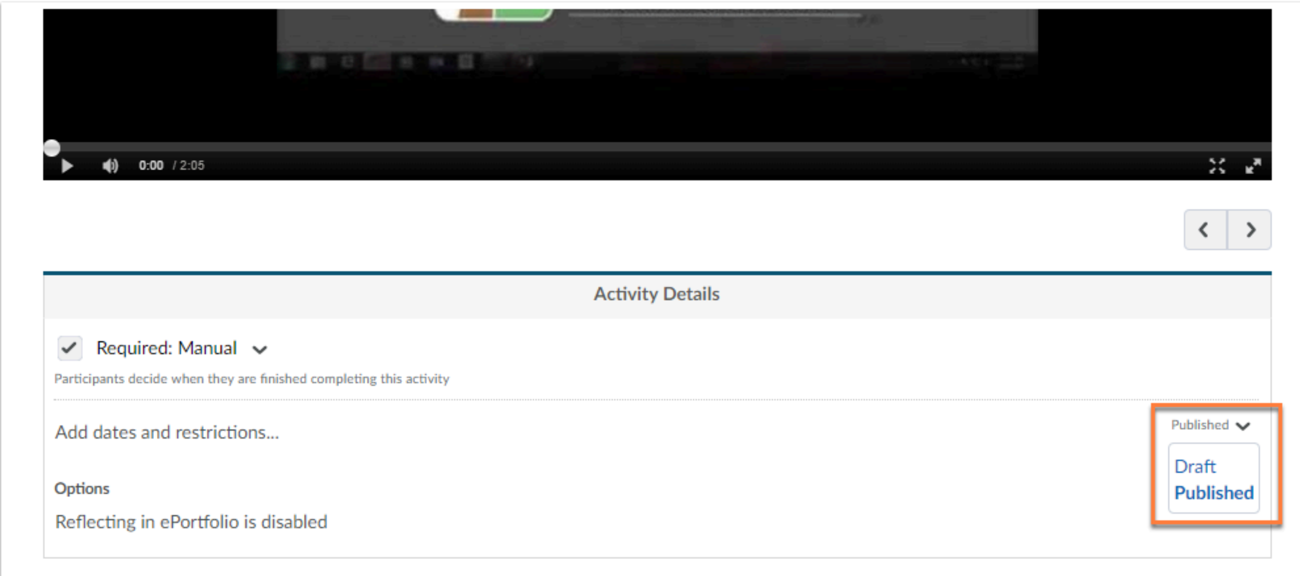
If you add a weblecture to your course, it will immediately be published and visible to students. It is possible to hide the weblecture after placing it (*if you want to edit it first*).

Do you want the weblectures to be available for a specific group of students? Then set release conditions for the module which contains the weblecture. It is not possible to set group restrictions on individual weblectures.

Hide a weblecture

To view and edit a weblecture, you must first place it in a module in Brightspace. If you do not want students to immediately be able to see the weblecture, you can:

- first place the weblecture in your **Sandbox** and add it to your course at a later moment;
- hide the weblecture (**Draft**):
  - Navigate to Content in the navbar of your course.
  - Click on the (sub)module that contains the weblecture.
  - Click on the weblecture.



- Click the fold-out arrow next to **Published**
- Click **Draft**.

How do I trim a weblecture? Content | Weblectures

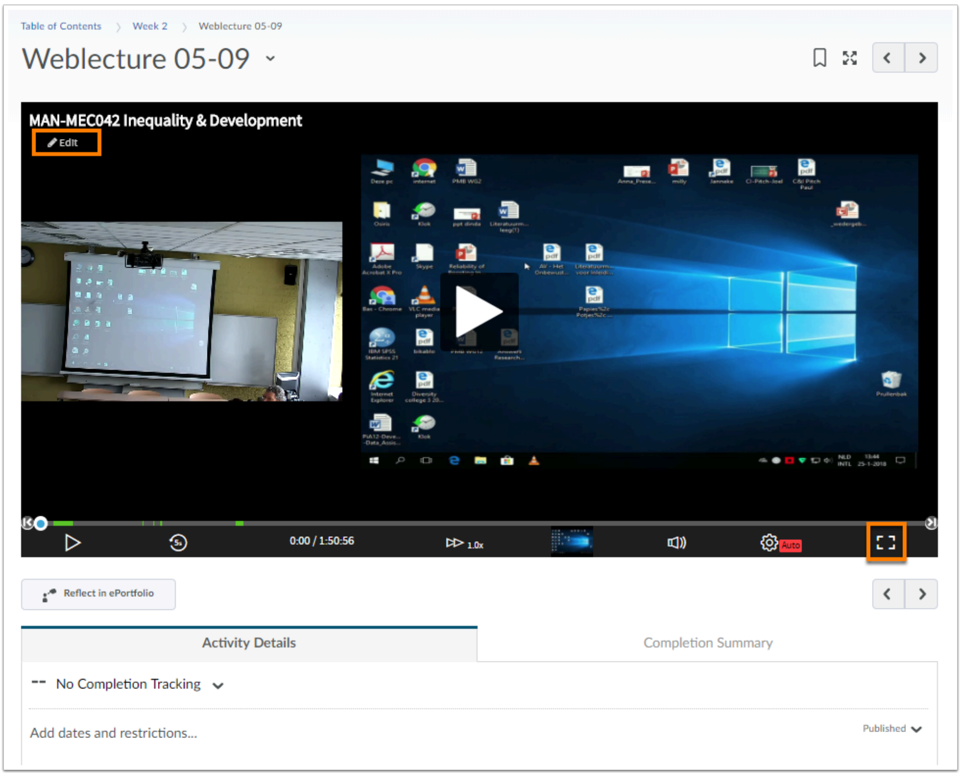
Trim weblectures

Brightspace enables you to cut and paste specific parts from your weblecture so you can use them as a separate videos. *This way you can easily remove the beginning, end and pause from a web lecture.*

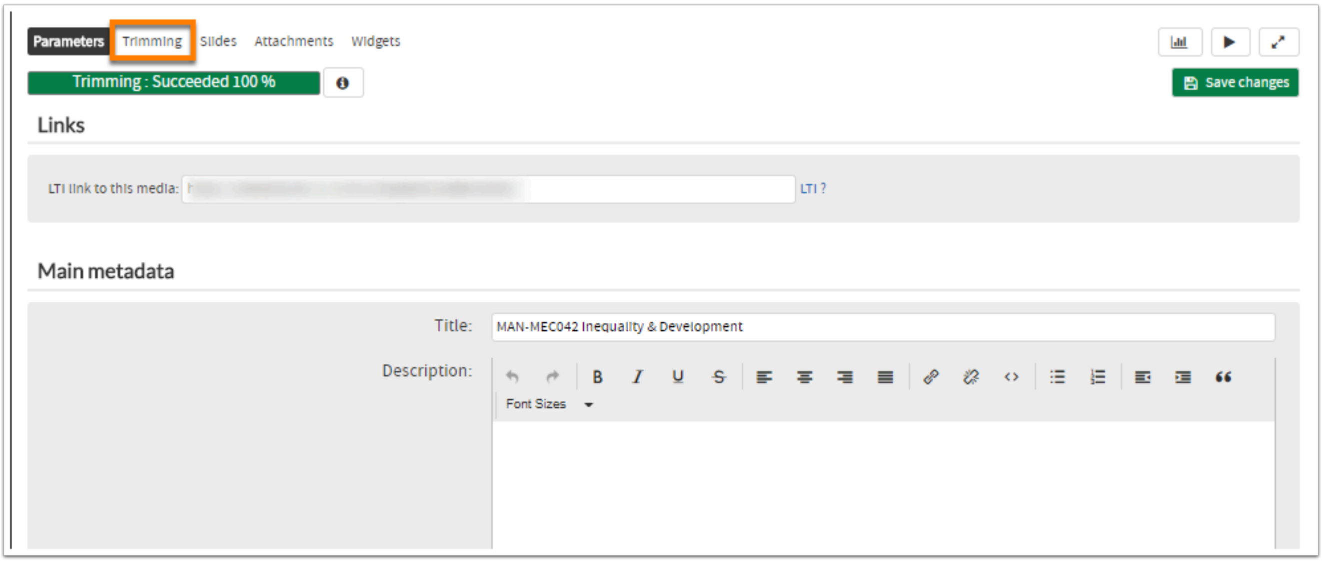
Do you have any questions regarding the editing of your weblectures? Please send your question to weblectures@ru.nl.

1. Put the weblecture in the desired (sub)module.
2. Click on the weblecture.

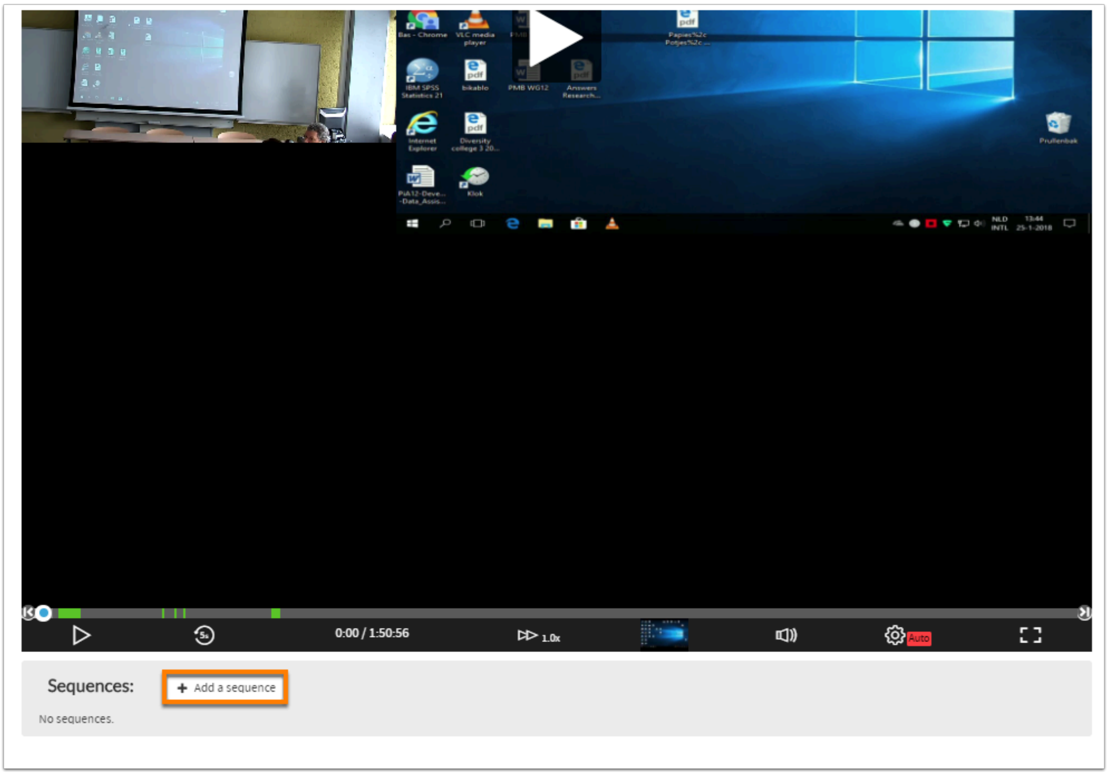
If you add a weblecture to your course, it will automatically be published. This means the weblecture will be visible for students immediately. However, it is possible to hide the weblecture after adding it to a (sub)module.



- Click on the full screen button to view the weblecture in fullscreen mode (this makes the editing process easier).
- Click on **Edit** (top left corner of the window) to edit the weblecture.

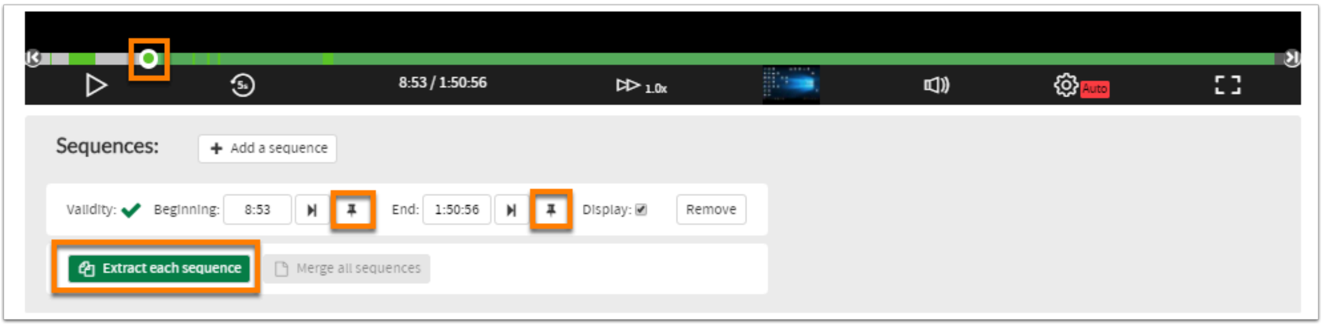


- Click **Trimming**.



- Click **Add a sequence**.

Isolating a fragment to use it as a separate video



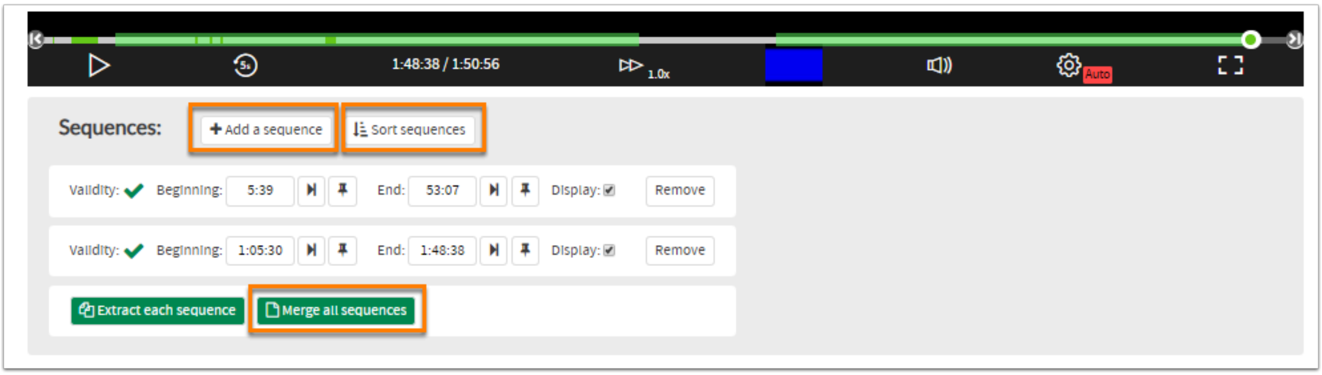
- Drag the dot on the timeline to the starting point of the fragment you want to isolate. Another option would be to play the video and pause the weblecture at the desired moment.
- Click on the first pin icon.
- Drag the dot on the timeline to the end point of the fragment you want to isolate. It is also possible to resume playing and pause again at the desired moment.
- Click on the second pin icon.
- Click on **Extract each sequence** when you have selected the fragment you want to trim.

This new video will generate a new link that is different from the original weblecture. If you want to use the trimmed video in your course, you will have to add this new link to your course.

Remove will not remove the fragment from the weblecture. It will only remove the fragment from the list of isolated fragments.

Isolating multiple fragments to save of paste them

It is also possible to isolate multiple fragments, which can then be used as separate videos. Another option is to merge the isolated fragments to create one new video. This way you cut the fragments you wish to keep and merge them to create the new video. The parts you no longer wish to keep, such as the beginning, end, or a pause, can easily be removed from the weblecture.



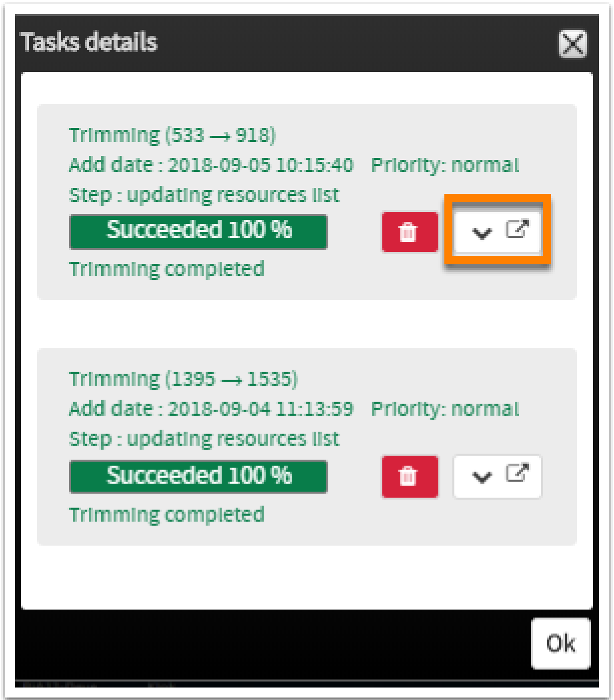
- Drag the dot on the timeline to the starting point of the fragment you want to isolate. Another option would be to play the video and pause the weblecture at the desired moment.
- Click on the first pin icon.
- Drag the dot on the timeline to the end point of the fragment you want to isolate. It is also possible to resume playing and pause again at the desired moment.
- Click on the second pin icon.
- Then click **Add a sequence** to isolate the next fragment - you will have to repeat the steps explained above.
- After you have isolated all fragments, you will have two options:
  - Click **Extract a sequence** to save all fragments as separate videos. *In the example above, this would give you two new links.*

- Click **Merge all sequences** to merge all fragments and create one new video. This would give you one new link. *In the example above the first fragment is the section before the pause - the first minutes have not been selected. The second fragment is the part after the pause, and the last minutes have also not been selected. By merging these two parts, you will get a new video without the first minutes, the last minutes, and the break.*

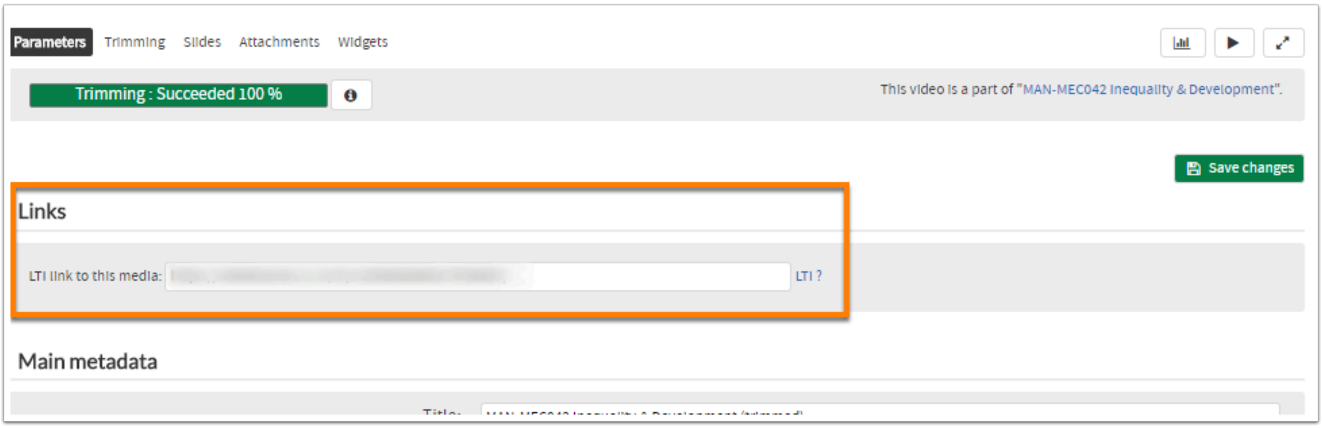
If you want to merge fragments you have not isolated in chronological order, first click **Sort sequences.** This way you will create a chronological order for your fragments.

Retrieve and place new link(s)

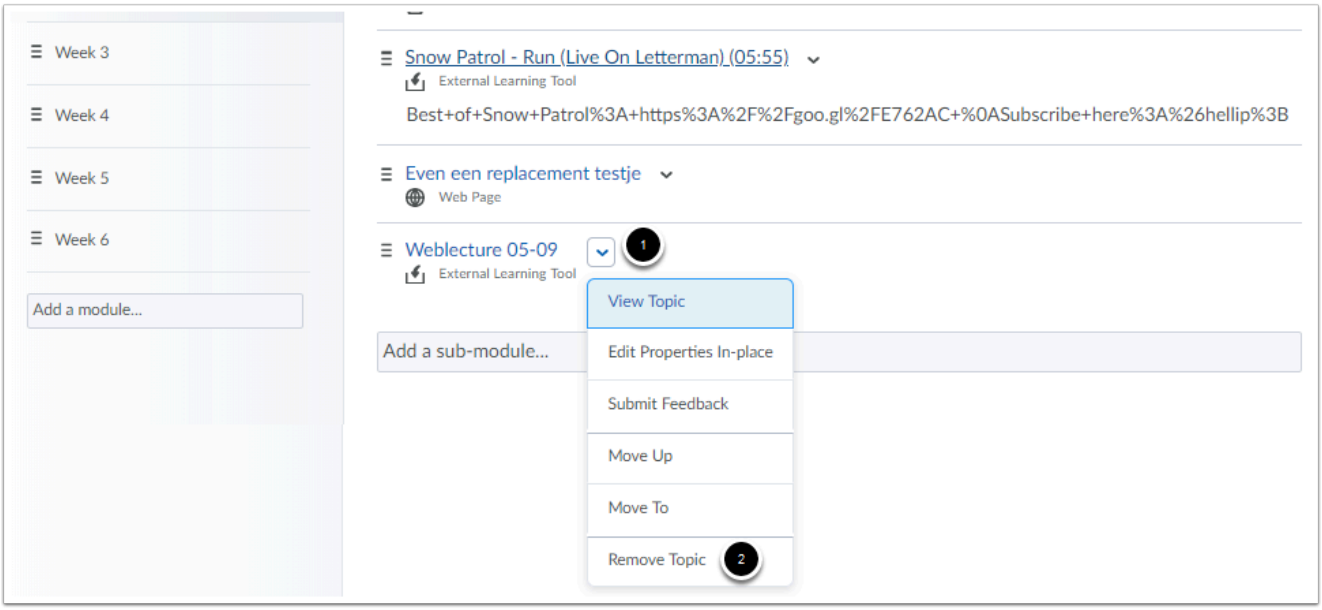
- A progress bar will appear at the top of the screen and show you when the video is finished. Multiple progress bars indicate that the weblecture has been edited before.
- Click on the information icon.



- Click **Link to child video** to see the new video.
- When you are satisfied with the video, click **Edit** again in the top left corner.



- The new link(s) will appear under **Links**. Copy said link to use it in your course.
- Follow the steps described at the beginning of this manual to [publish the new weblecture.]()



After you have added the new video, you can remove the unedited weblecture.

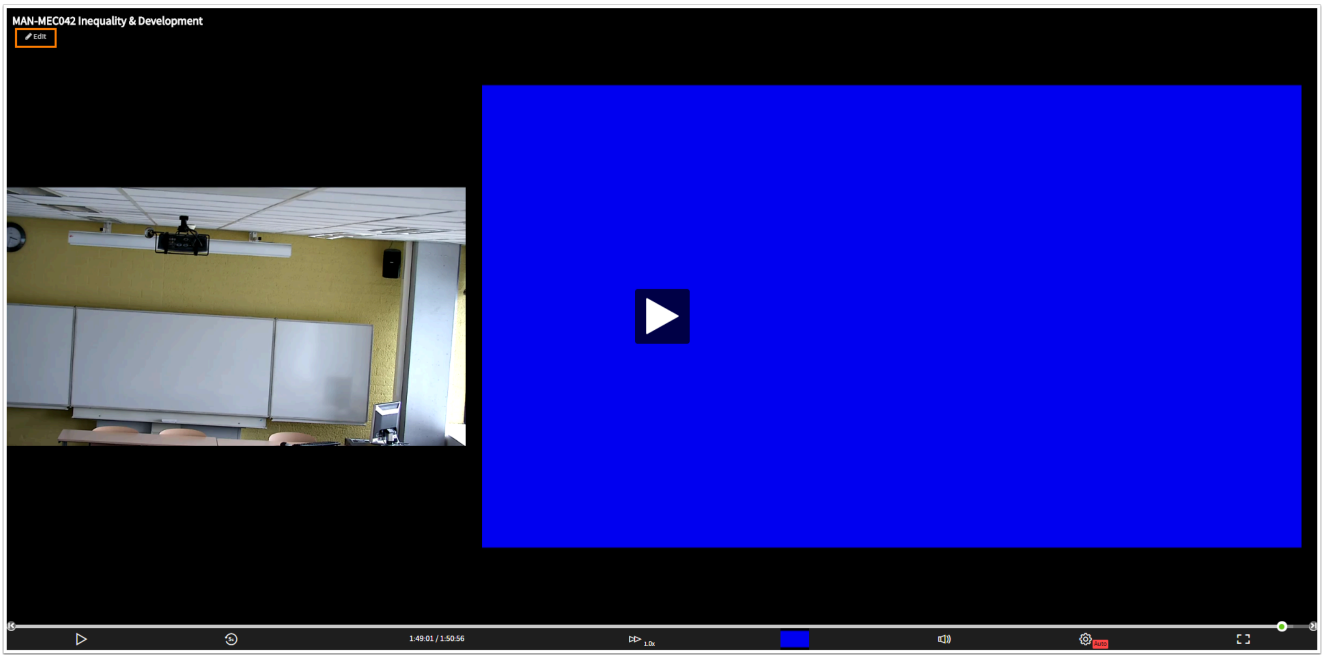
1. Click on the fold-out arrow next to the topic.
2. Click **Remove Topic.**

Do you want to delete a weblecture permanently? Then fill out a form to remove weblectures permanently. After this the link to the weblecture will no longer work!

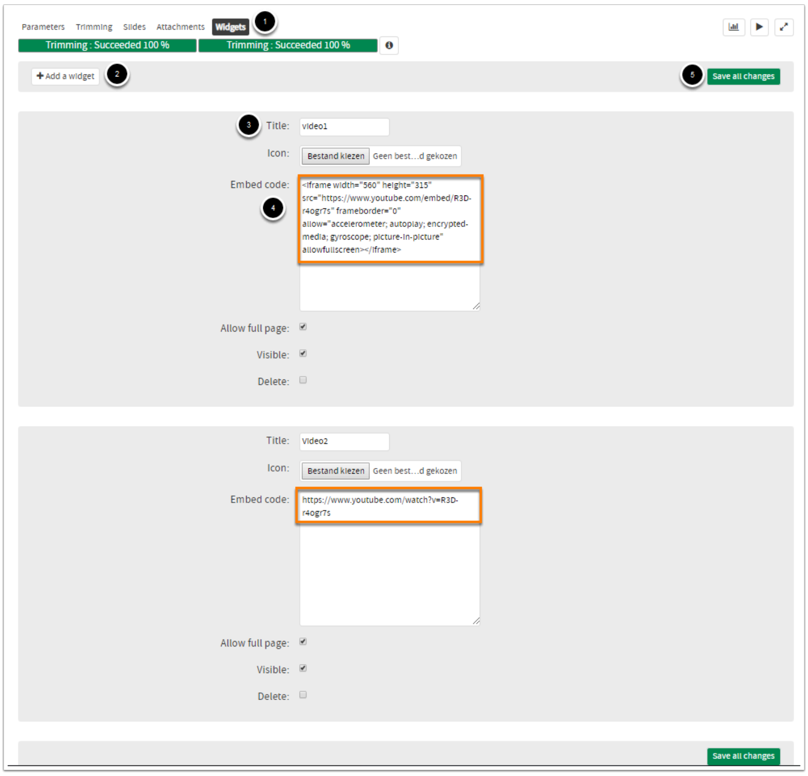
How do I add (a link to) a video to my weblecture? Content | Weblectures

The feature that allows the slides to be shown in weblectures does not have the ability to show videos, even if you show a video in the presentation. If you want to show a video off the internet that you have used in your presentation, you will have to add the link to the video in the weblecture.

- Go to **Content** in the navbar of your course.
- Navigate to the (sub)module that contains the weblecture you want to add the video to.
- Click the weblecture.



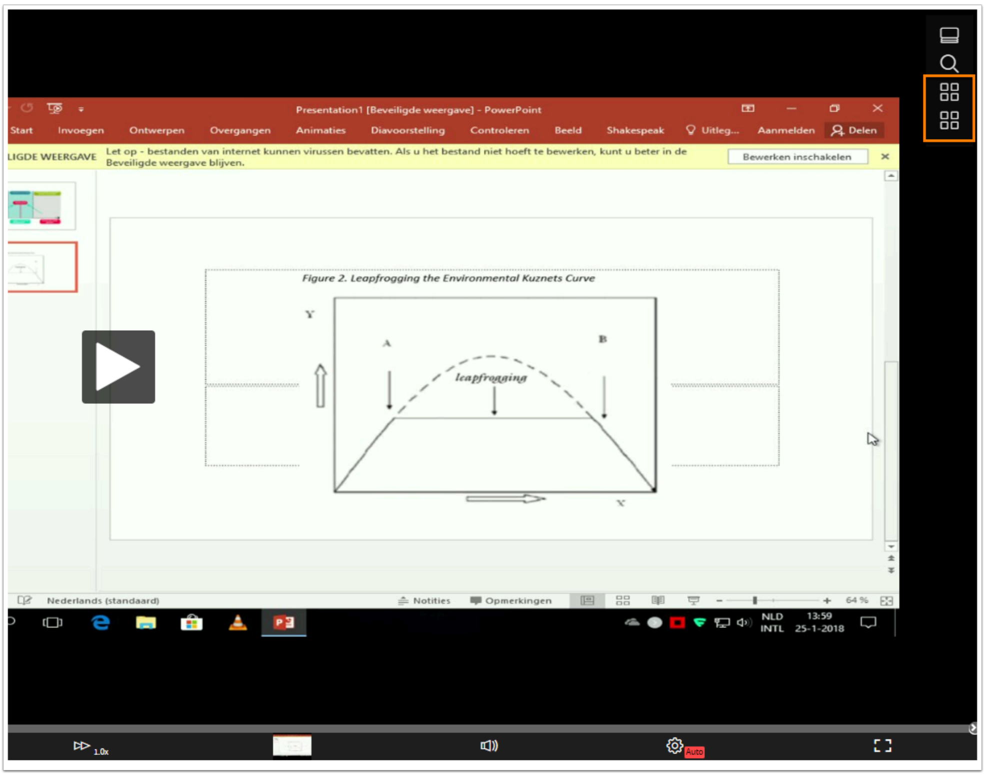
- Click **Edit** (top left).



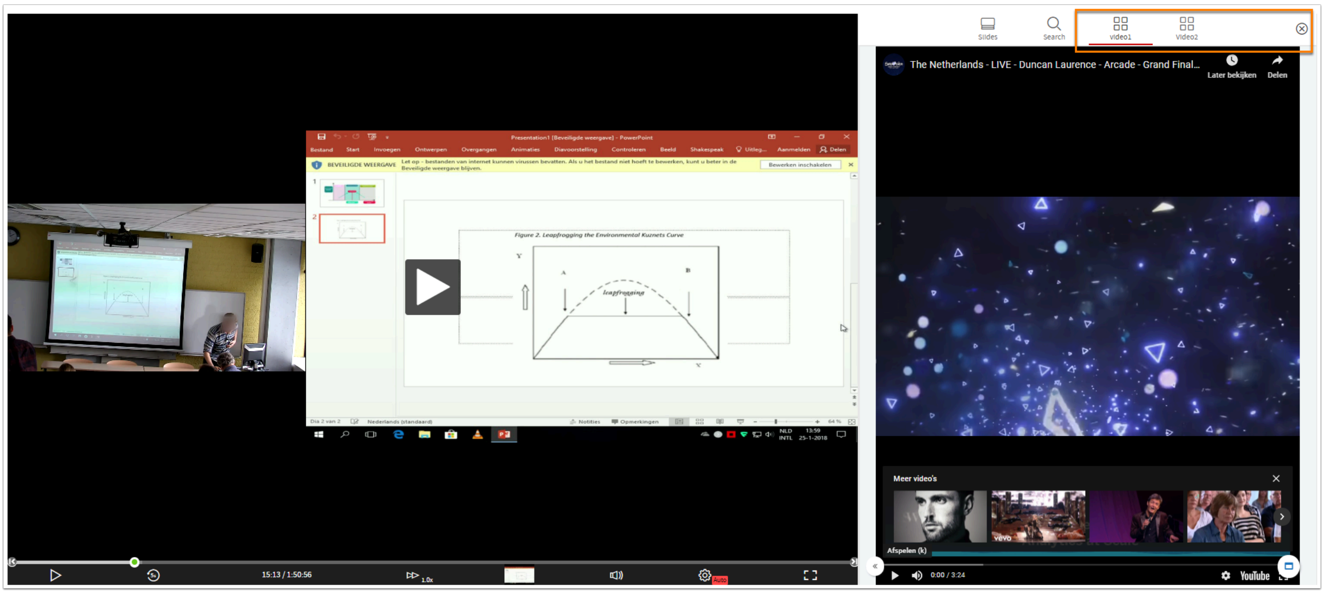
1. Click **Widgets** (fifth tab).
2. Click **Add a Widget.**
3. Give the widget a clear (short) title.
4. Upload an image in **Icon**, so you know which widget is what video.
5. Use **Embed Code** to enter the embed code of the video. This way, the video will be visible immediately for students. You can also paste the link to the video. Students then have to paste it in their browser and open it.
6. Click **Save all changes** to save the changes.

The widgets will appear in a window where you can search for certain slides.

- Return to the weblecture.



- In the top right corner you will see the slides icon, the search icon, and now also the icons for the added widgets. Click the right icon to open the desired widget.

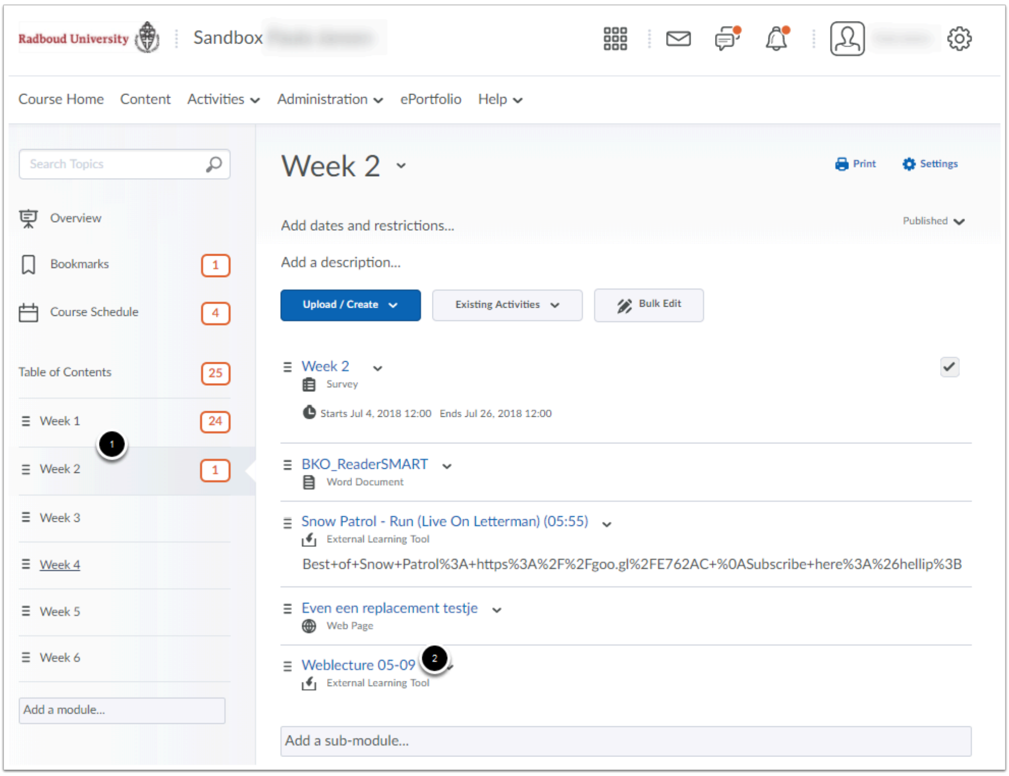


- The widget will fold out, just like the search window for the slides. After you have embedded a video, it will be visible immediately. If you have entered a link, it will be visible here and students can then paste it in their browser.
- The navigation bar allows you to switch between slides and widgets. Click on the cross to fold in the window.

How do I view the statistics of a weblecture? Content | Weblectures

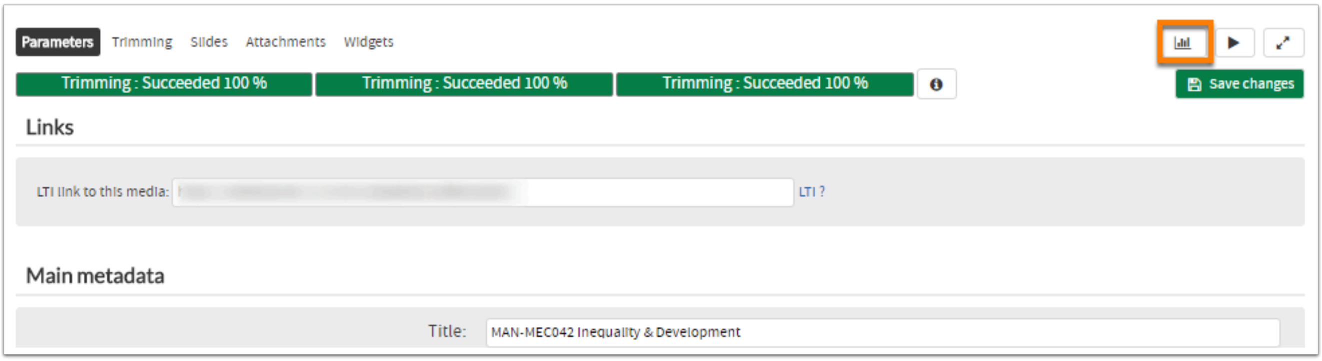
You can view the weblecture statistics of every weblecture that you have added to Brightspace. You cannot view the statistics of multiple weblectures at the same time.

- Navigate to **Content** in the navbar of your course.



1. Click on the (sub)module that contains the weblecture of which you want to view the statistics.
2. Click on said weblecture.

- Click the full screen button if you want to view the weblecture in full screen mode.
- Click **Edit** (top left corner of the window).



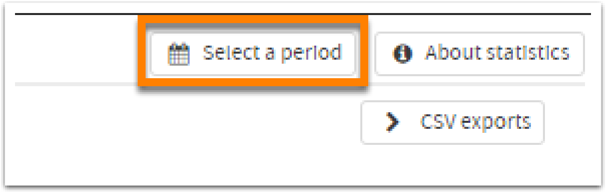
- Click on the statistics button (top right corner). A new window will open. Note: it may take a while for the statistics to appear.

Adjust view

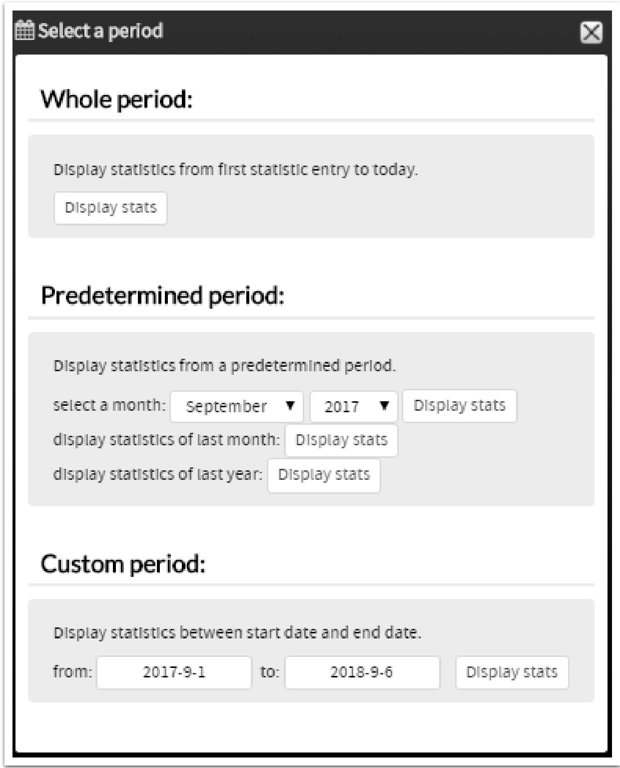
You can change a few display settings for the statistics:

- The period for which you see the statistics.
- The type of graph.
- The display of the graphs.

Adjust period



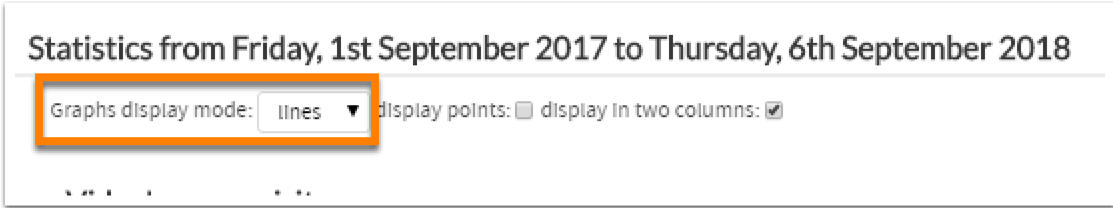
- Clikc **Select a period** (top right corner). A new window will open.



There are three options:

1. **Whole period**: view the statistics from the moment that the weblecture server has started (beginning of July 2014).
2. **Predetermined period**: view the statistics from a specific month or specific year.
3. **Custom Period**: view the statistics of a period you have set yourself.

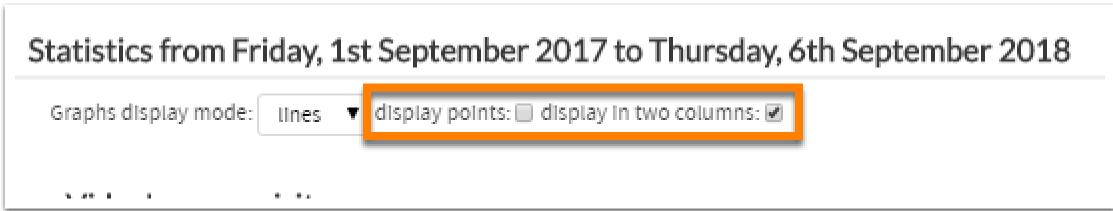
Adjust the type of graph



Click **Lines** behind **Graphs display mode**. You will now have two options:

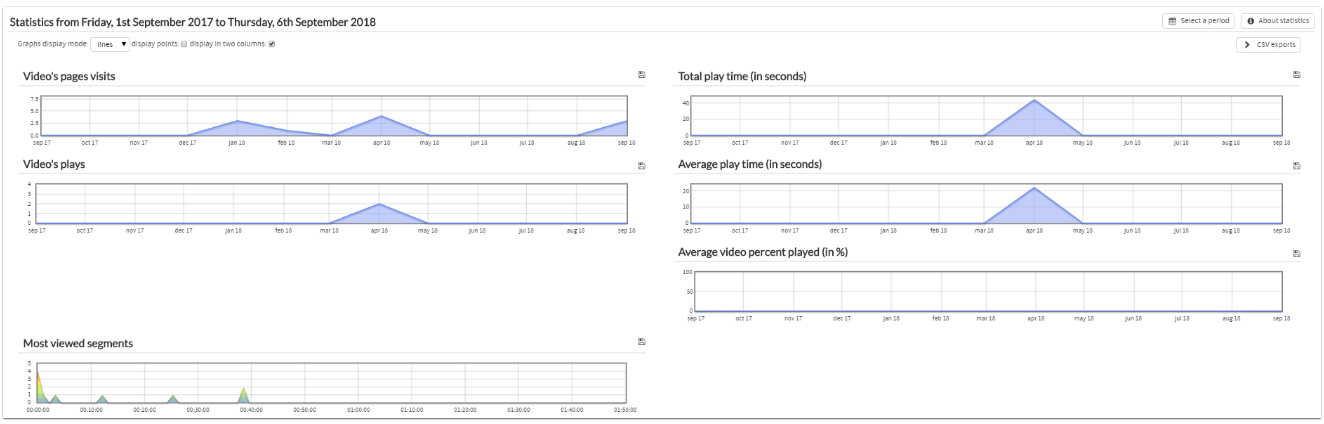
1. **Lines**: for line graphs.
2. **Bars**: for bar charts.

Adjust display



- Check the **display points** box to display points in the graphs.
- Check the **display in two columns** box to view the graphs in two columns instead of below each other.

View statistics



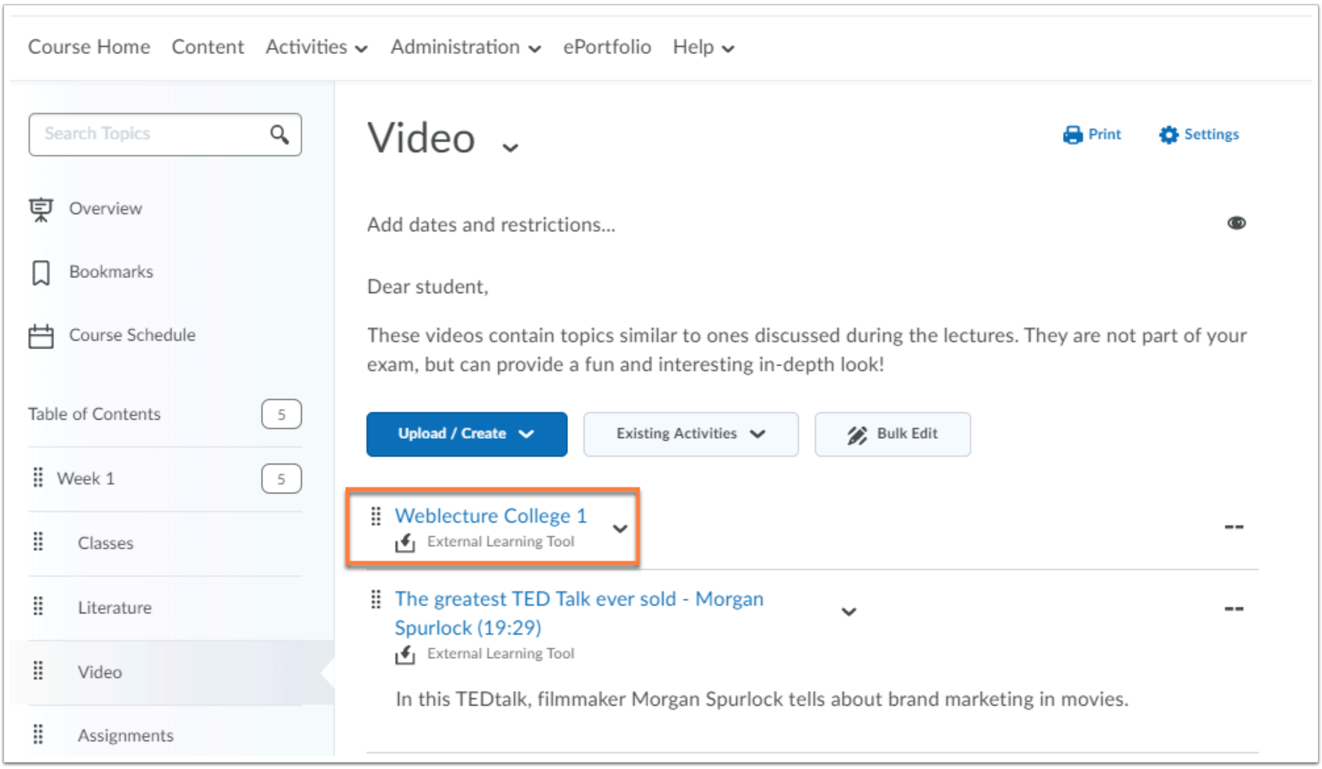
You will see the statistics for:

- **Video’s pages visits**: shows the amount of visits to the page in the selected period.
- **Video’s plays**: shows the number of times the video has been started in a selected period.
- **Most viewed segments**: shows which segments of the video have been watched most frequently.
- **Total play time** (**in seconds**): shows the total playing time of the video in a selected period.
- **Average playtime** (**in seconds**): shows the average time the video has been played in a selected period.
- **Average video percent played** (**in %**): shows the average time in percentages that the video has been played in a selected period.

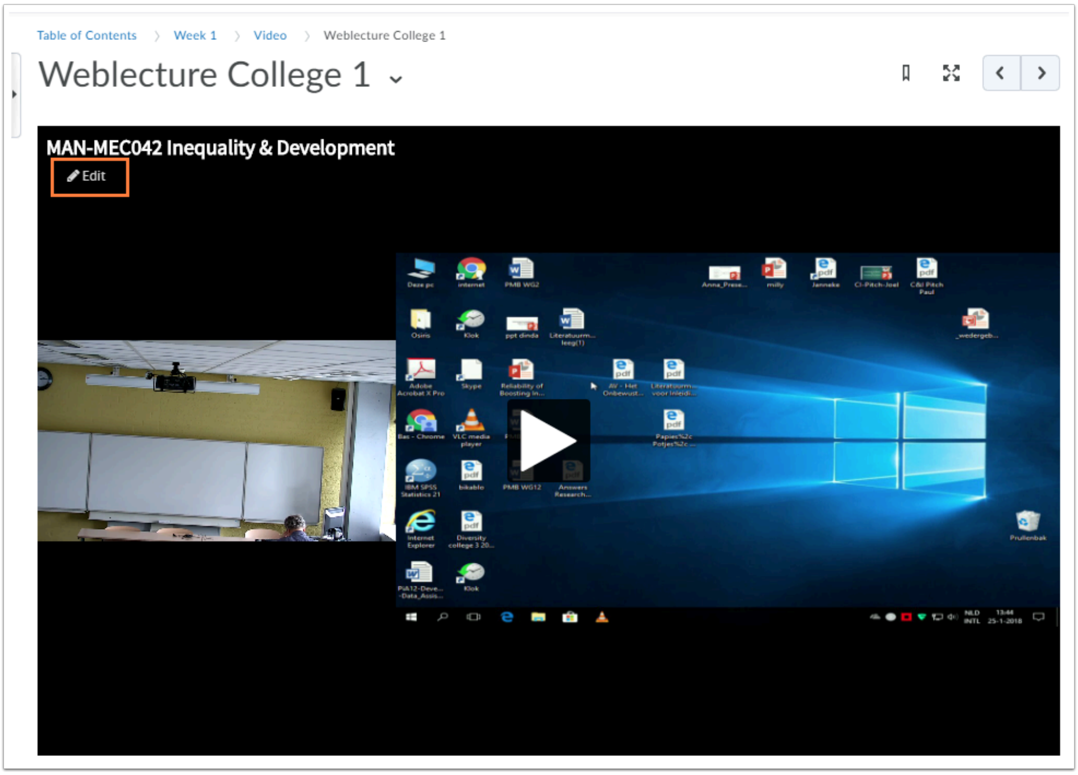
Hover your mouse over certain points in the graph to get more information.

How do I copy a weblecture from one course to another?

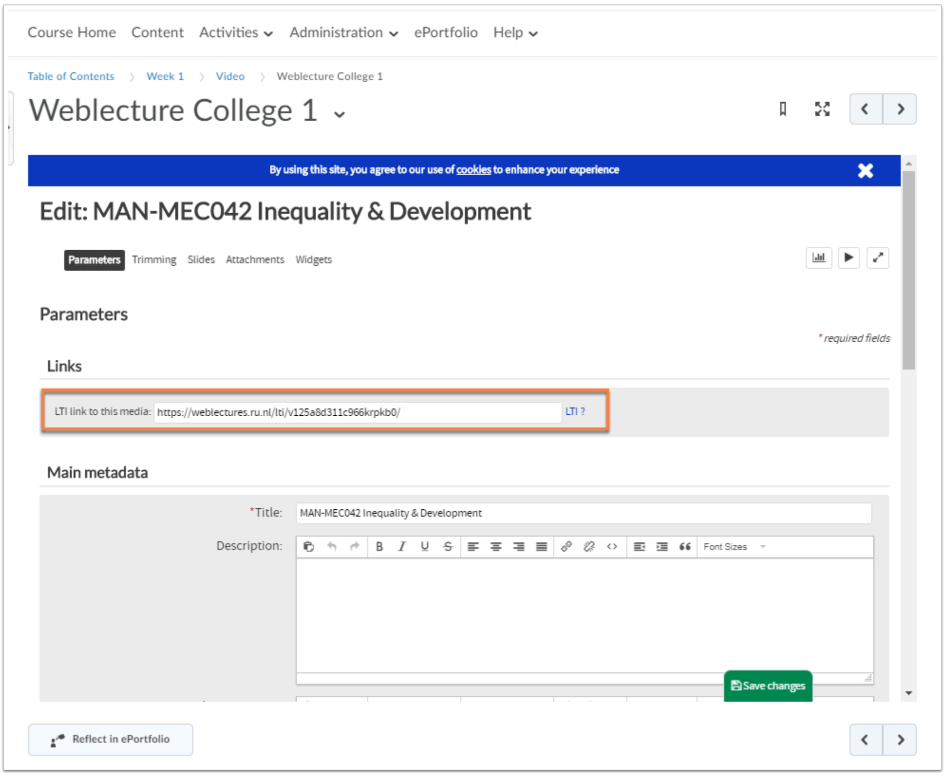
You might want to reuse a weblecture you have used in a previous course. To publish a weblecture in a new course, you need to copy the link of the original weblecture. This manual will show you where to find this link.



- Navigate to **Content** in the navbar of your course.
- Locate the original weblecture and click on its name.
- The weblecture will now open.



- Click the **Edit** button that appears in the top left corner of the weblecture.



- You will see the following screen, which includes the **LTI link to this media.**

- **Copy** this link; this is the link you need to publish the weblecture in your new course.

For more information about adding a weblecture to the content of your course, take a look at How do I add a weblecture to my course?

Video: Kaltura

How do I add videos to my course with Kaltura? Activities | Kaltura My Media

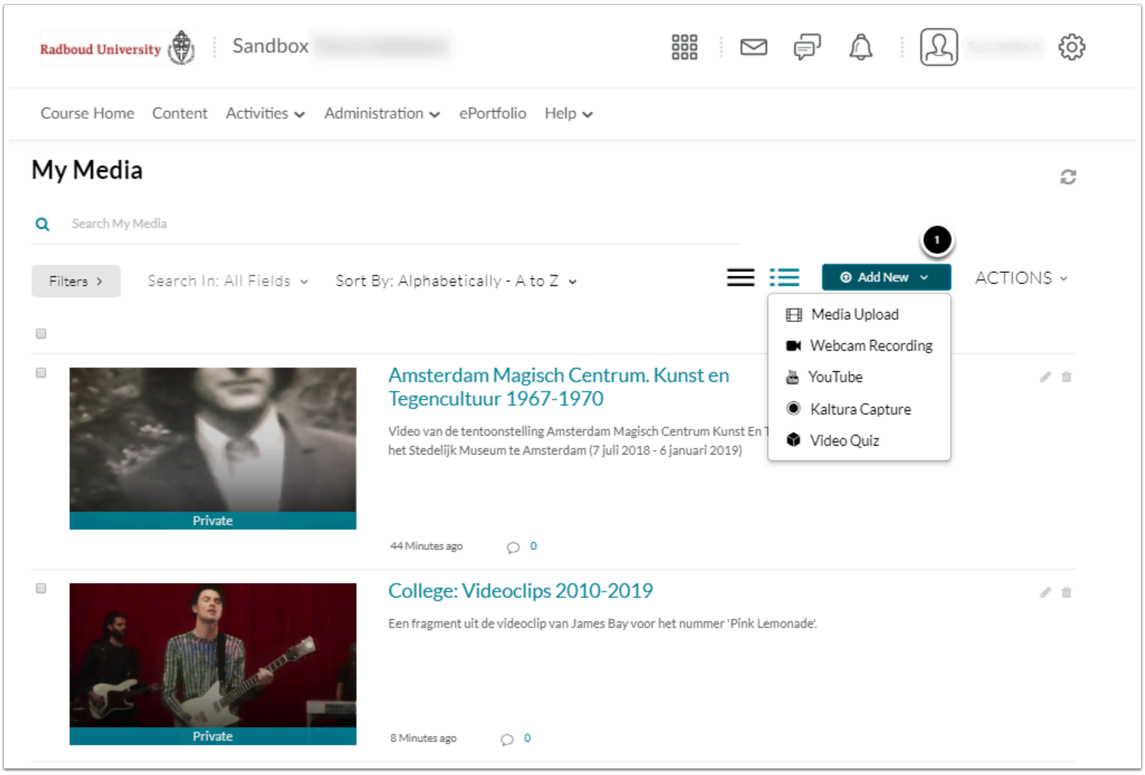
If you want to add a video to a course in Brightspace, you can use Kaltura.

Kaltura consists of the **My Media** page and the **Add Kaltura Media tools** which can be used to add your media to the content of a course. Additionally, each course has their own **Course Gallery.**

- **Kaltura My Media** is your personal media gallery. This is where you can
    - upload media files to Kaltura;
    - create video recordings of your screen and/or with your webcam;
    - add questions to your video;
    - change, edit or delete media.
- The **Kaltura Course Gallery** allows you to collect media and put it in one place so students and other lecturers can see them.

Add a video to Kaltura My Media

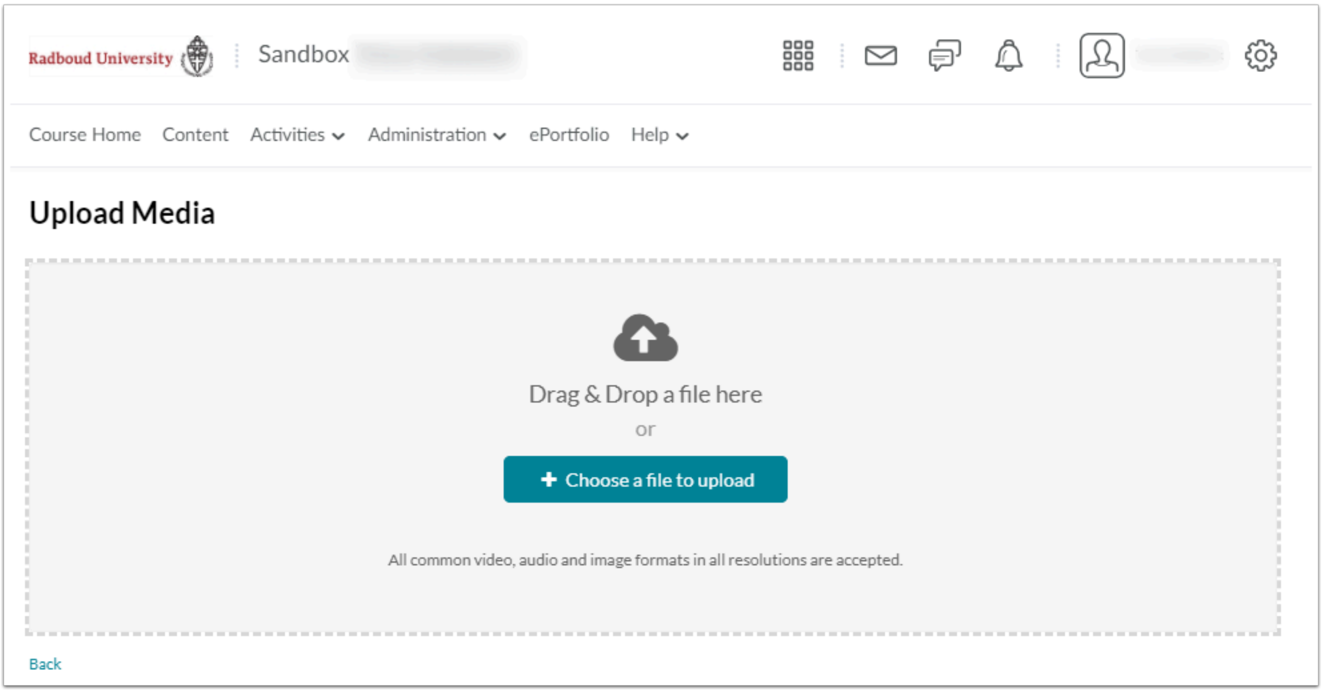
- Go to **Activities** in the navbar of your course.
- Click on **Kaltura My Media**.



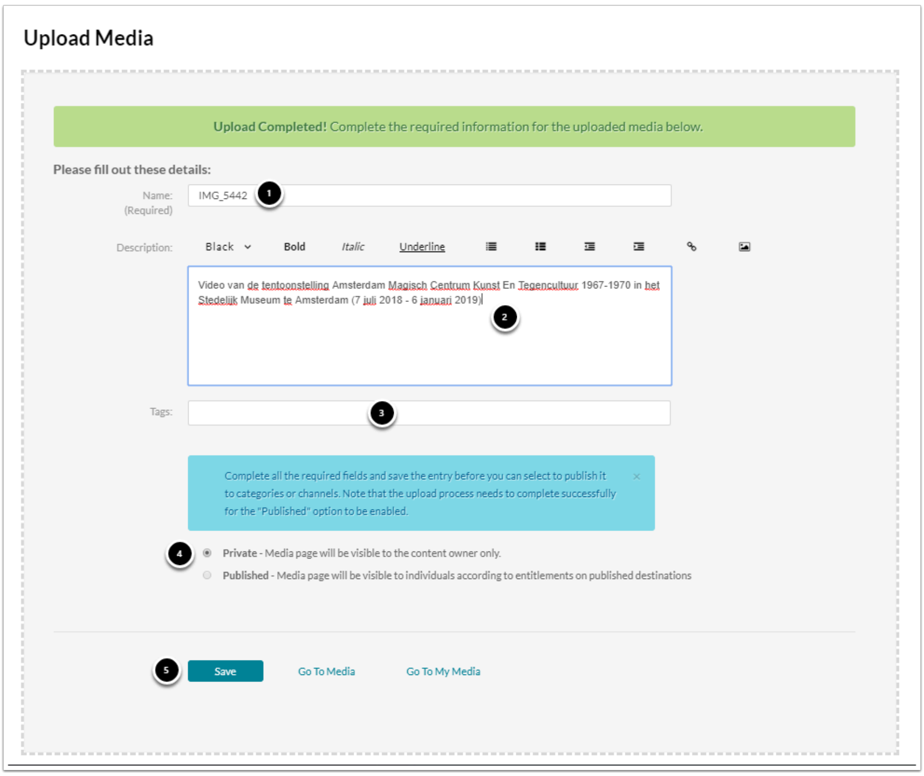
1. Click **Add New**. The drop down menu enables you to choose which kind of media file you want to upload:
   - Click Media Upload to upload a file from your computer.
   - Click **Webcam Recording** to record and upload a video with your webcam.
   - Click **YouTube** top upload a video from YouTube.
   - Click Kaltura Capture to make a recording of your screen, possibly in combination with your webcam or an external video camera.
   - Click Video Quiz if you want to turn a previously uploaded or new file into a video quiz.

When you upload a media file to **My Media**, you have to fill in some information about the media. Below, you will find an example about uploading a video from your computer.

Upload Media



- Click on **Choose a file to upload** and find the desired video on your computer.



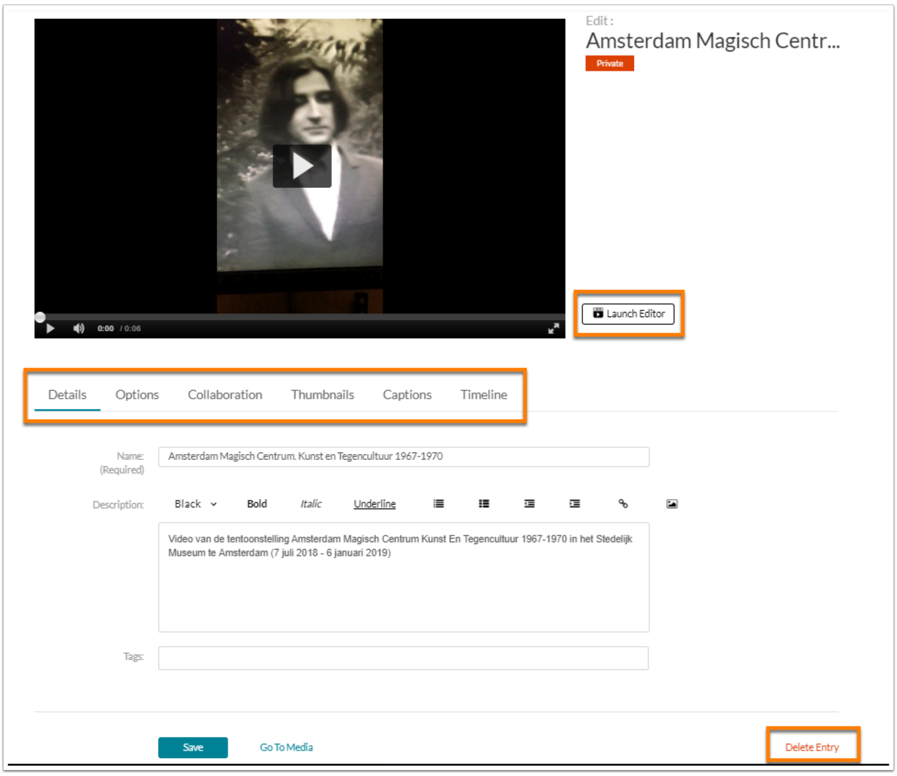
1. Name the video (the name that the video uses on YouTube is added automatically).
2. Add a description if needed.
3. Add tags if needed.
4. The video is automatically set to **Private** (only you are able to see it).
5. Click **Save**.

Click **Go To Media** to view and/or edit the video. Click **Go To My Media** to return to the **My Media** page.

> ⚠ The tags you enter will be saved in Kaltura for everyone to see and use.

Edit Media

- Click **Activities** in the navbar.
- Click **Kaltura My Media**.
- Click **Edit** behind the video that you want to edit.



- Below **Details** you are able to change the title, description, and tags.
- Below **Options** you can enable/disable reactions for this video (**Comments).** You can also allow others to copy individual fragments from your video (**Clipping).**

- Below Collaboration you can give other people the ability to edit the video. This will make someone else the co-editor (permission to edit the video) or the co-publisher (permission to post the video in a course).
- Below **Thumbnails** you can choose the miniature of your video that you see before you play the video. There are three ways to do this:
  - **Upload Thumbnail:** upload a photo of your computer to use it as miniature.
  - **Capture:** use the time bar to pause the video on the moment you want to use as your miniature and click **Capture.**
  - **Auto-Generate:** choose one of the thumbnails Kaltura has selected automatically.

- Below **Captions** you can upload a file containing subtitles.
- Below **Timeline** you can bookmark your video to highlight important parts and add notes. You can also add slides to components of your video.

Click on **Save** to save your changes.
Click on **Launch Editor** to create a quiz or to edit the video.

Click on **Delete Entry** to remove the video.

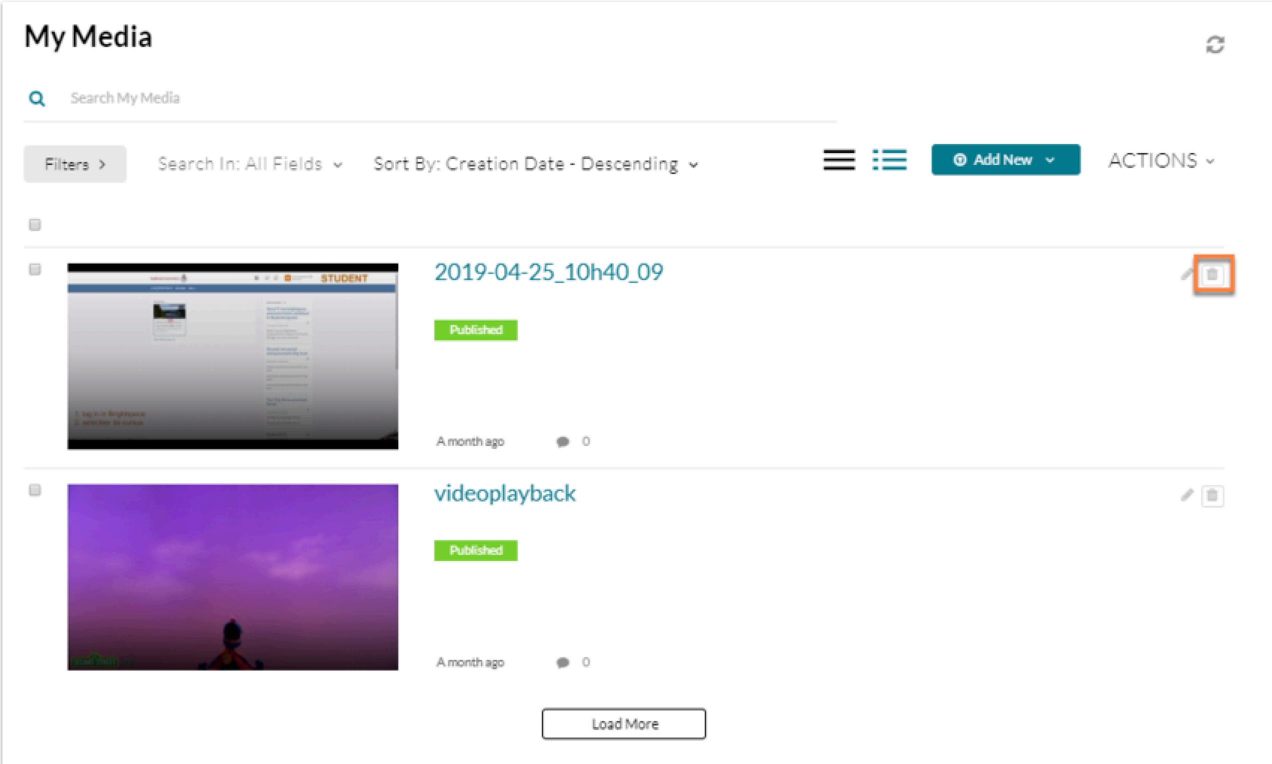
If you add a video from for example YouTube, a few settings will be different:

- The **Replace Video** option allows you to add a new link to a YouTube video.
- The **Thumbnails** option and the **Timeline** options are not available.

Delete media

You can also remove media from Kaltura My Media.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media.**



- Click on the trashcan icon behind the video you want to remove.
- Click **Delete** to confirm.

⚠ You cannot delete a published video. You can, however, make a video private again in [the same screen you use to publish it.]()

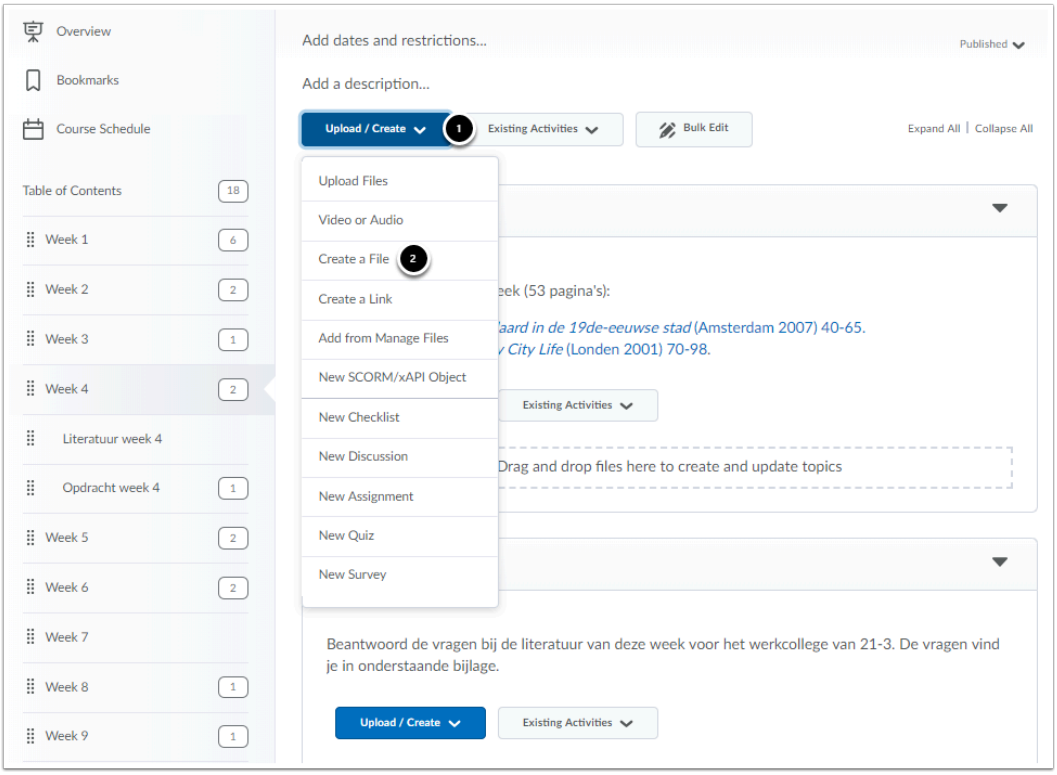
How do I add videos and other media to my course with Kaltura? Activities | Kaltura

You can add media from Kaltura to your course in the following two ways:

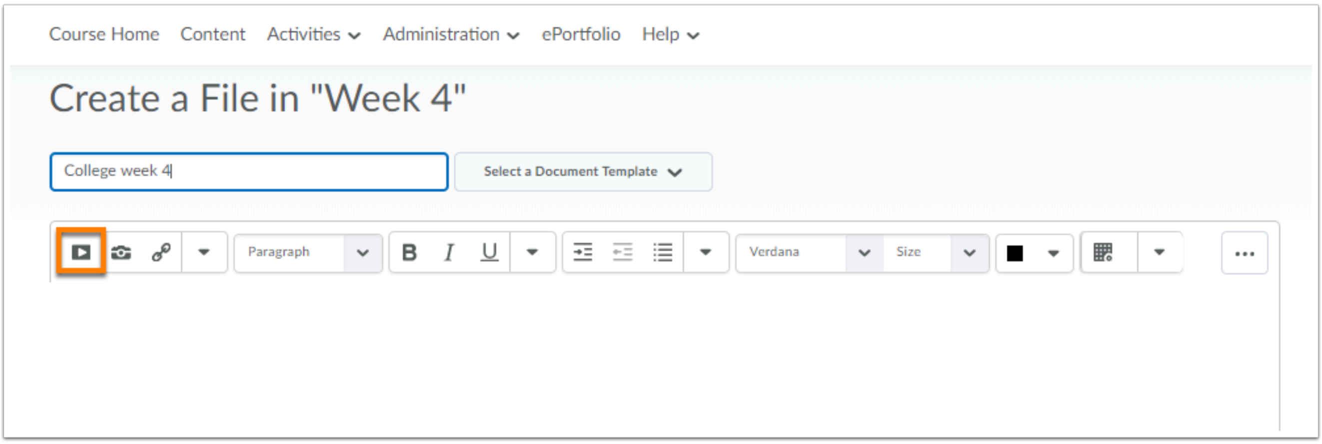
- In your course's **Content** you can add media to the corresponding course material.
- When you use **Kaltura Course Gallery** the student has to use Activities to navigate to the Course Gallery and then search for the desired video.

Use Kaltura to add media to Course Content

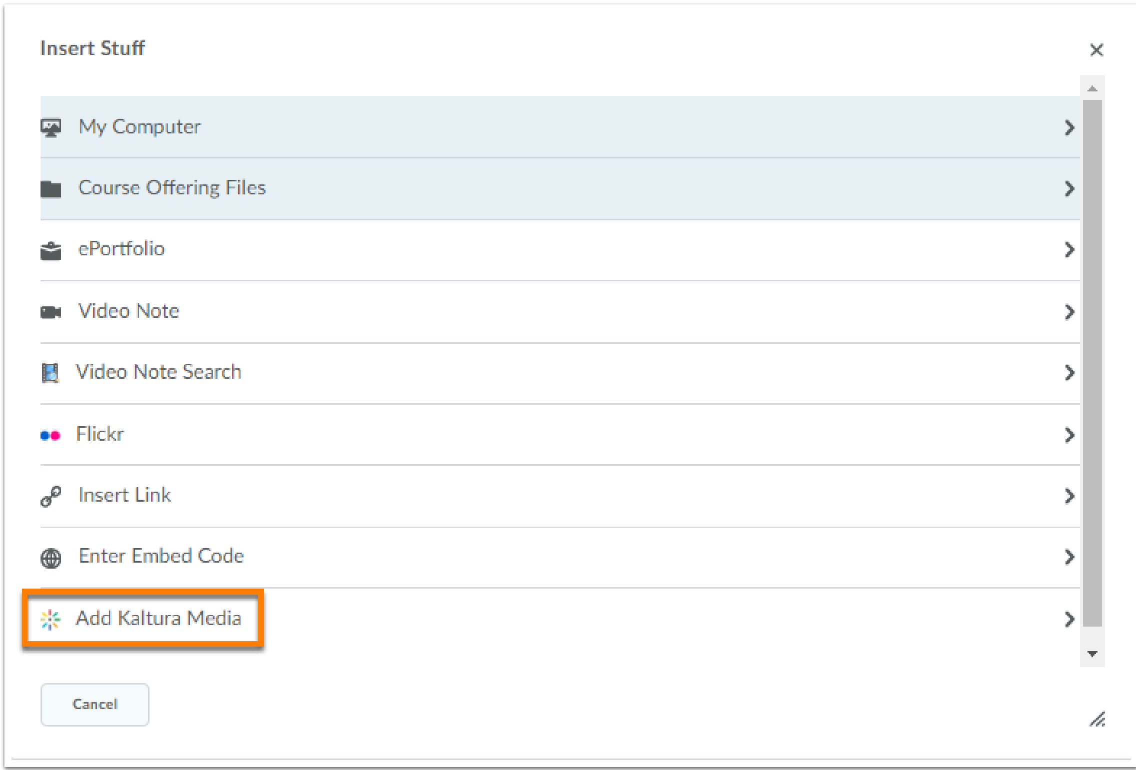
- Click on **Content** in the navbar of your course.
- Go to the desired (sub)module.



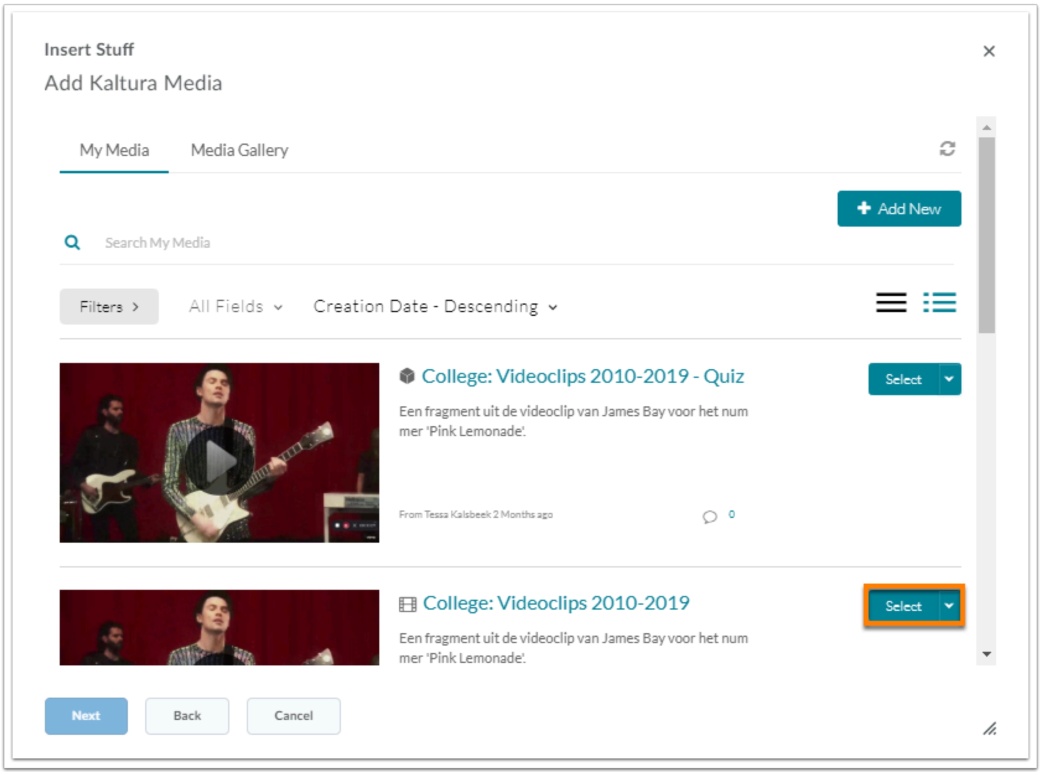
1. Click **Upload/Create.**
2. Click on **Create a File.**



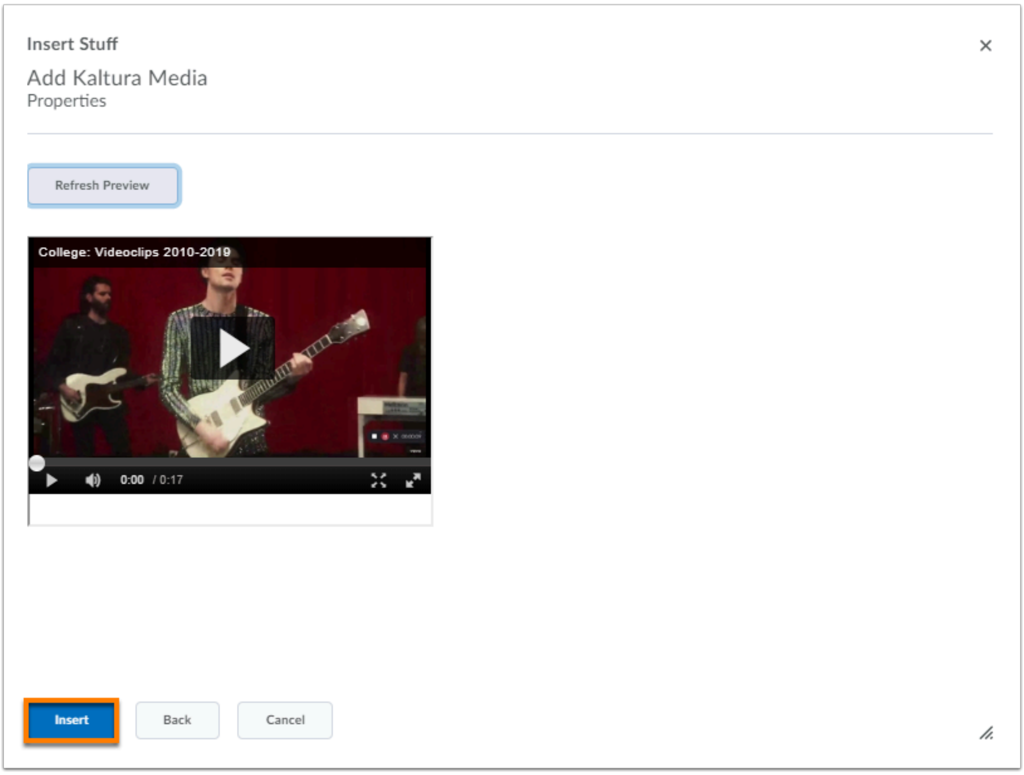
- Click **Insert Stuff** (the most left icon).



- Click **Add Kaltura Media.**

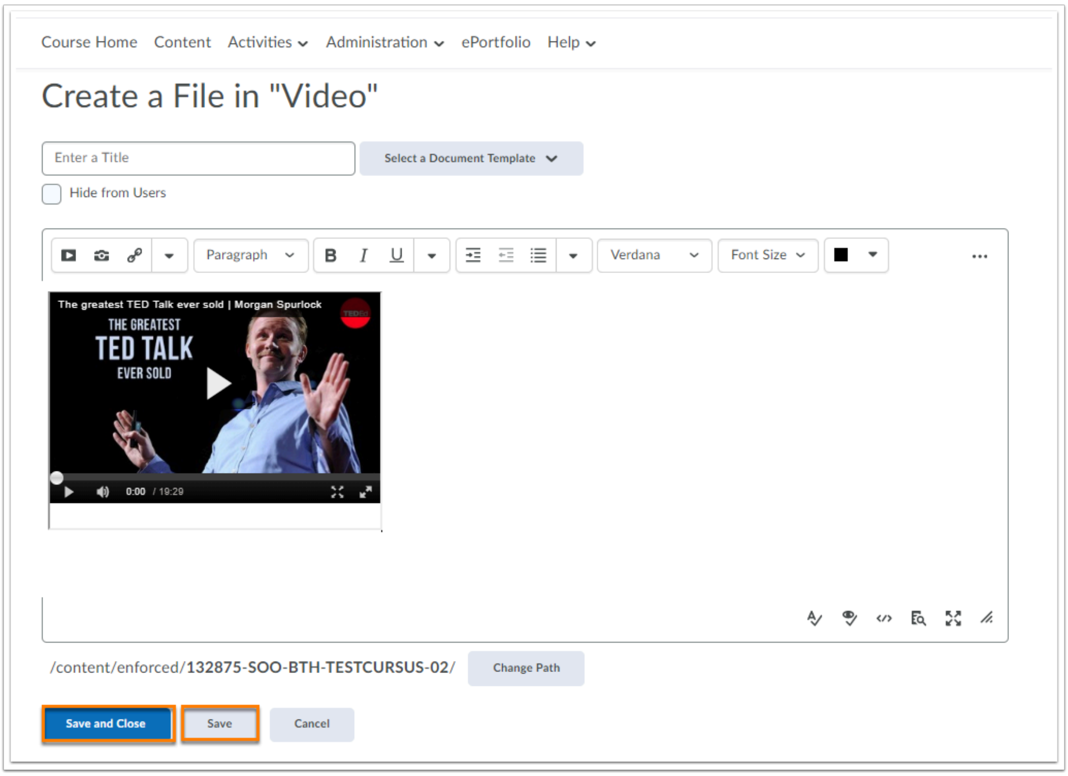


- Click **Select** behind the video you want to upload.



A pop up window will appear with a preview of your video.

- Click **Insert.**



Your Kaltura video will now appear in the text box.

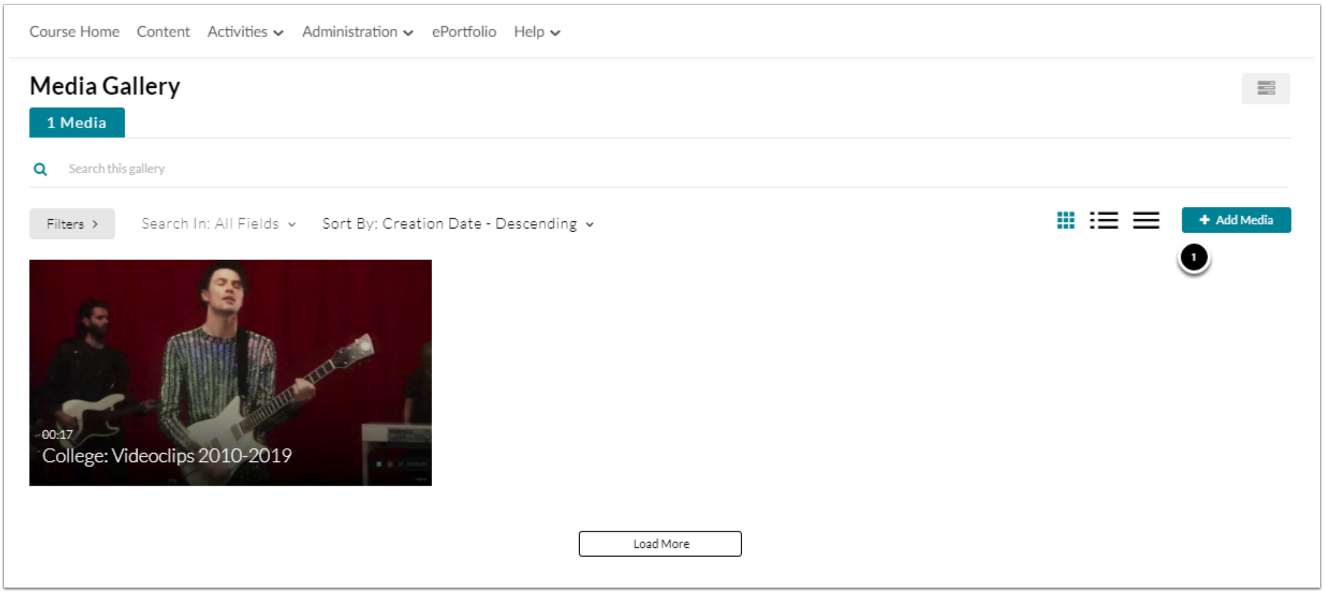
- Add text below the video if desired.
- Click **Save and Close** to publish the content file in the (sub)module and return to the previous screen. Click **Save** to save the video and remain on the current screen.

Please note: Is the video you want to add not visible? One reason could be that you are not the owner, but a co-publisher or co-editor. Kaltura automatically shows the videos you own (Media I Own). You can change the display to Media I Can Publish using **Filters.**

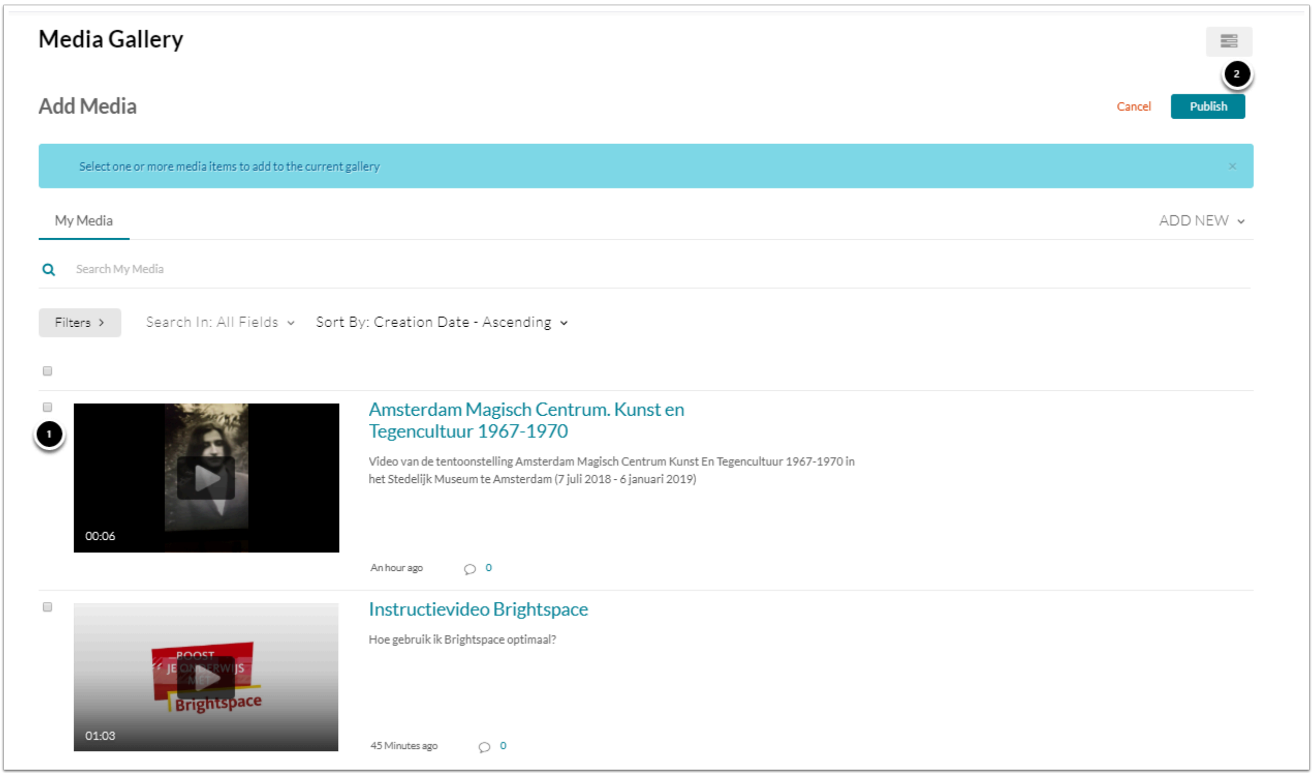
Don't see the filter button? Enlarge the window by dragging the bottom right corner.

Use Kaltura to add media to Course Gallery

- Click **Activities** in the navbar of your course.
- Click **Kaltura Course Gallery**.



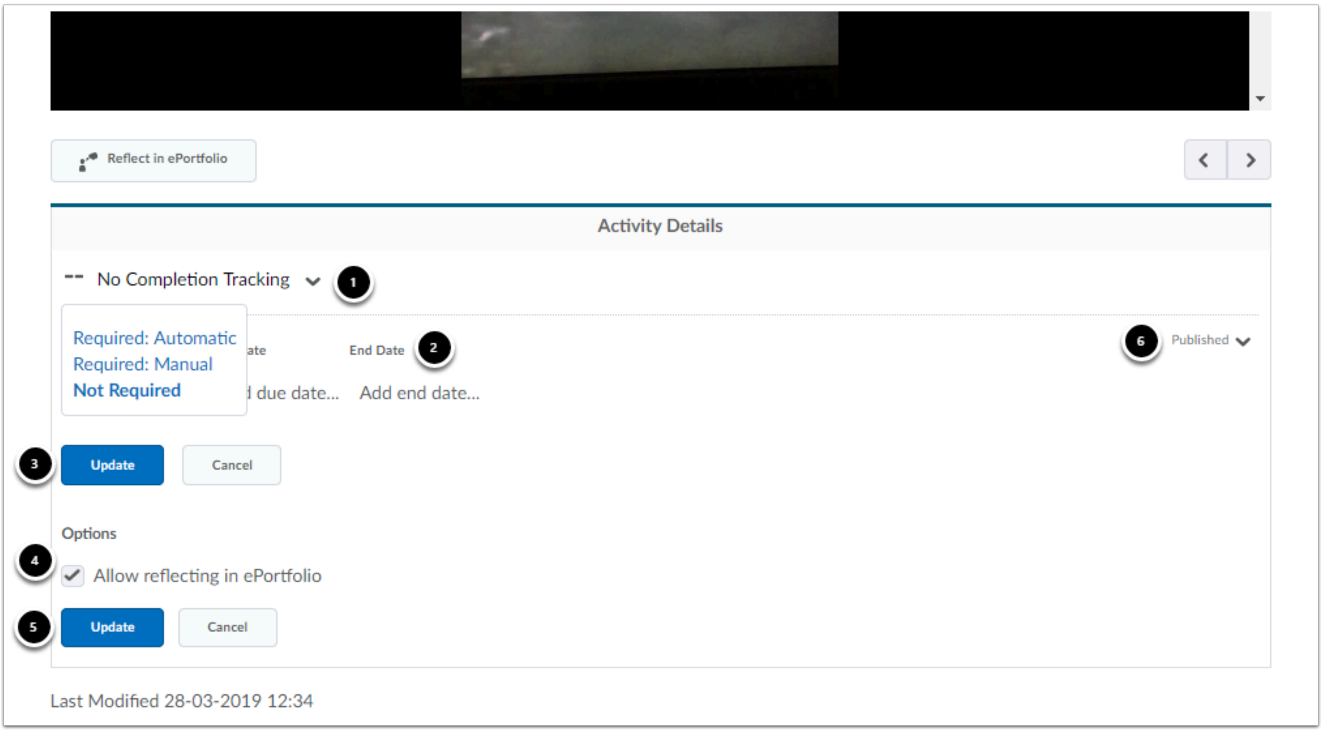
1. Click **Add Media**.



1. Check the box(es) of the video(s) you want to add.
2. Click **Publish**.

Change view settings

You can change the way your media is shown in **Content**. Go to the (sub)module in which you placed your Kaltura media file and click on the file of which you want to change the settings.



1. Click on the arrow next to **No Completion Tracking** to set up whether Brightspace has to show students that they viewed the video with **Progress.**
    - Click on **Required: Automatic** if Brightspace should automatically note the progress of the students in their own progress report.
    - Click on **Required: Manual** if students should manually check whether they have watched the video.
    - Click on **Not Required** if the video is not required.

2. Below **Add dates and restrictions...** you can add a **Start Date, Due Date** en **End Date** if you want the video to be accessible for only a predetermined amount of time.
3. Click on **Update** to save the changes.
4. Select below **Options** whether the video could be a part of the ePortfolio.
5. Click on **Update** to save the changes
6. Select **Published** to make the video visible for students or **Draft** to make it invisible.

How do I make a screencast with Kaltura Capture? Activities | Kaltura My Media

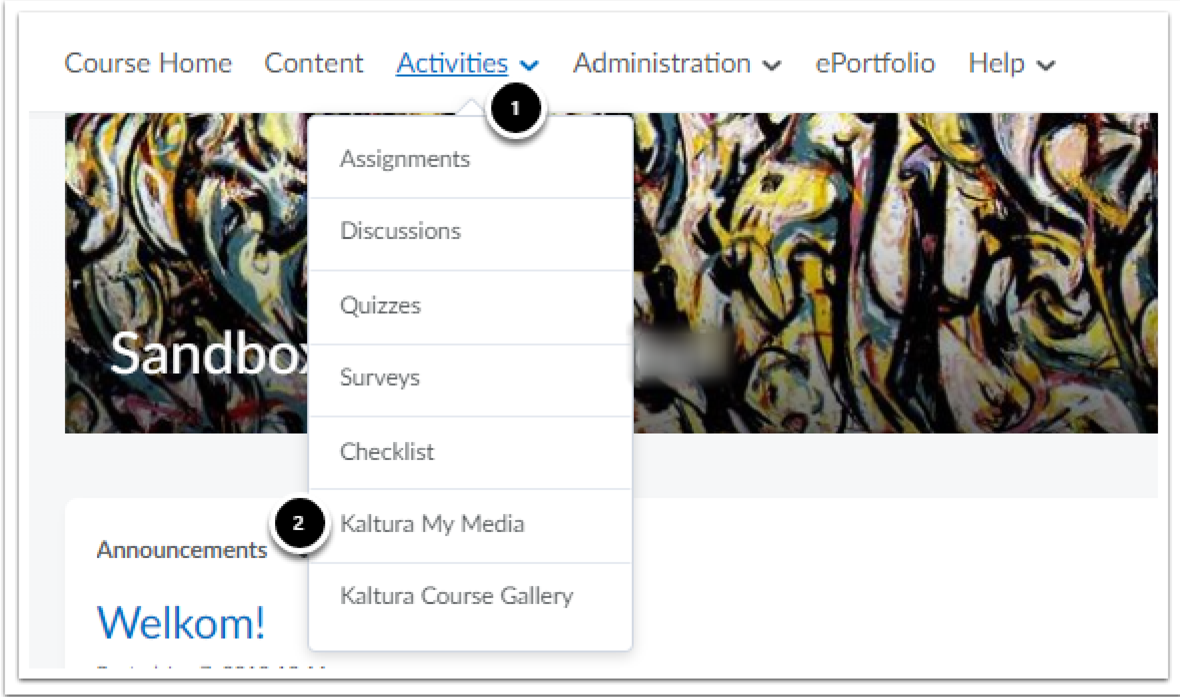
Kaltura Capture can be used to record a presentation with voice-over on your computer. You play the presentation on your computer screen and speak the lines you want to add. If you wish, you can record yourself with your webcam simultaneously. When they play the recording users can choose how they want to view their work; for example next to each other or picture-in-picture.

If you only want to create a webcam recording, using the Kaltura Webcam Recorder might be a better option.

If Apple users use older versions of Kaltura Capture they might receive a notification saying there is only 1 GB of free storage. If you record regardless there is a large possibility that only a small portion of the recording is saved. That is why you need to follow the following steps to install the latest version of the application:

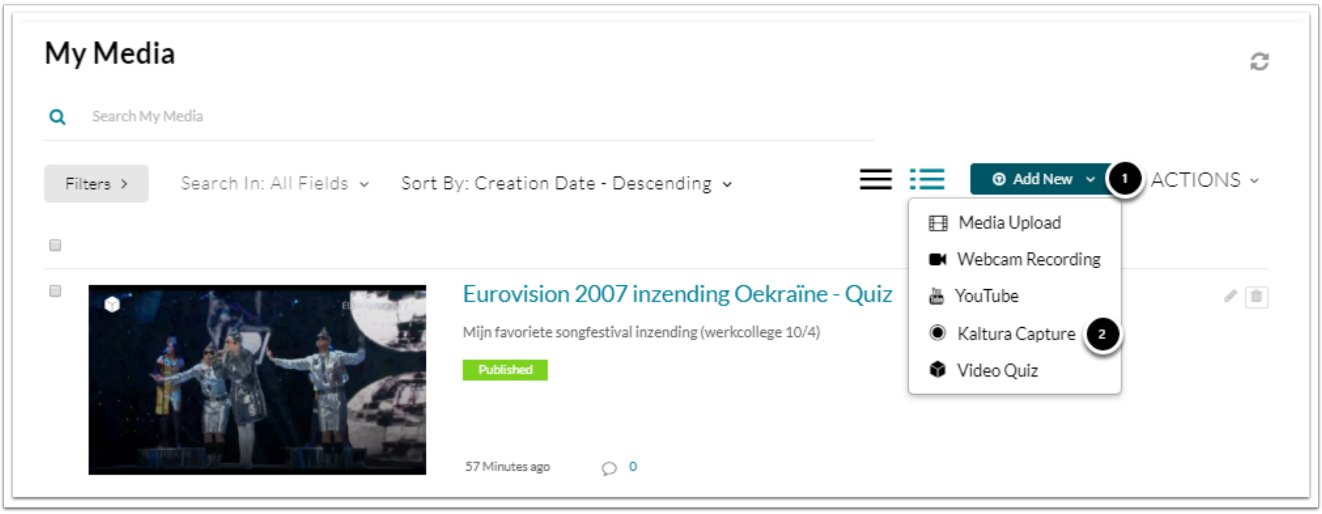
1. Uninstall the old application by dragging the icon to the trash can (on Mac OS).
2. Remove the Kaltura folder from: Mac OS: /Users/<username>/Library/Preferences/Kaltura (if you do not see the library folder you ave to press Command+Shift+Dot to make the hidden files visible.
3. Restart the computer and install the latest version of the application.
4. Go to System Preferences->Security & Privacy->Privacy tab->Screen Recording and make sure Kaltura Capture is enabled.
5. Restart the computer.
6. Start Kaltura Capture and check whether you can start recording.

Installing Kaltura Capture

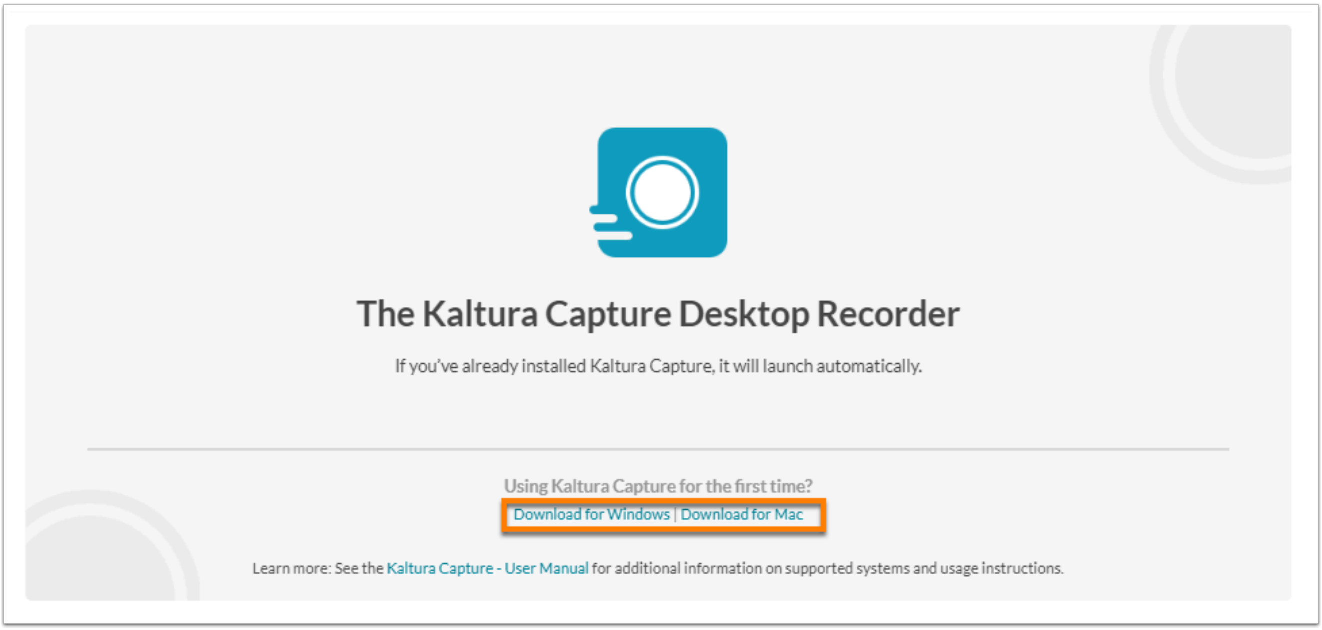


1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.

> ⚠ If you receive an **Access Denied** notification, you might need to allow third party cookies before you can use Kaltura Capture.



1. Click **Add New.**
2. Click **Kaltura Capture**.



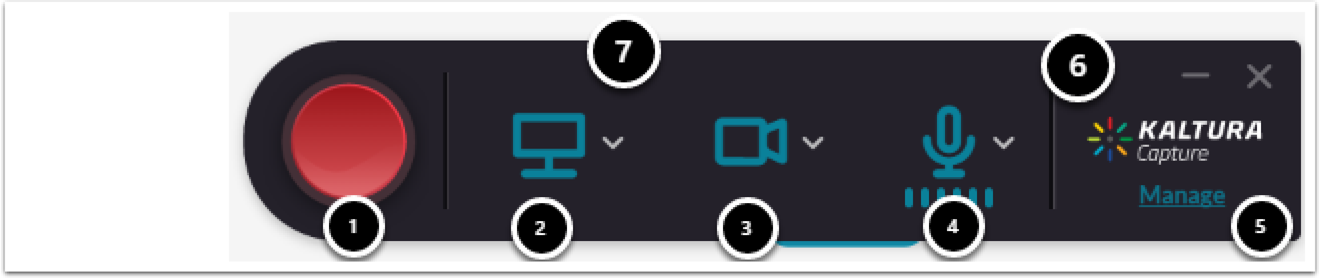
- Click **Download for Windows** or **Download for Mac** to download the program. At the bottom of your browser you will see the download of the installation set up that you need to complete in order to install the program.
- Go back to Brightspace after the installation has been completed.
- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.
- Click **Add New** and then **Kaltura Capture**.

Set up screen and audio channels

You can record two image channel and one audio channel.

When you use the default settings channel one will record the creen and channel 2 will record a connected webcam. Later, when a video is played in Brightspace, it will show the video on a large screen on channel 1 and channel 2 (the webcam) in a small screen in the right corner. When you play the video the viewer can choose their preferred layout.

You can change the channel seeting with buttons 2, 3 and 4 in the image below. You can turn them on or off by clicking the icon. If the channel is turned off, the icon will be grey and crossed out.

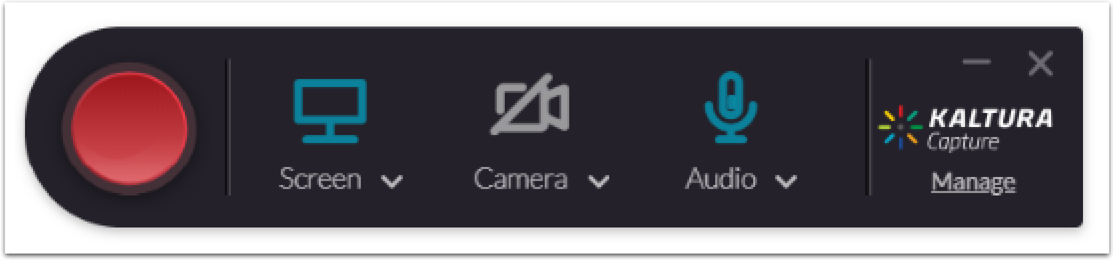


From left to right you will see the following buttons:

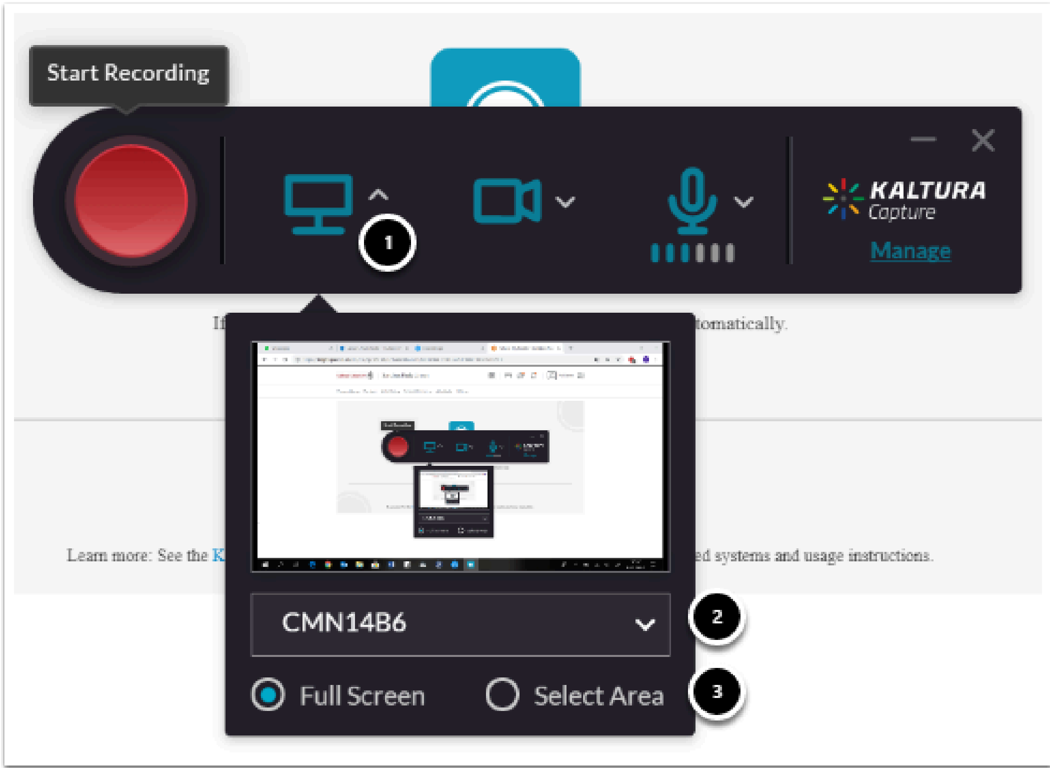
1. Record button: use this button to start a recording.
2. Screen button: the default connected screen. Choose another connected screen or camera or turn off the channel.
3. Webcam button: the default connected screen. Choose another connected screen or camera or turn off the channel.
4. Audio channel: Select which microphone you would like to use or record without audio.
   - The bars underneath the microphone indicate how much sound the microphone is picking up.
5. Manage button: with **Manage** you can adjust certain settings.

If you would want to create a presentation with just a voice-over:

- make sure channel 1 records the screen where you play the Powerpoint presentation.
- turn off channel 2.
- make sure the microphone is turned on.

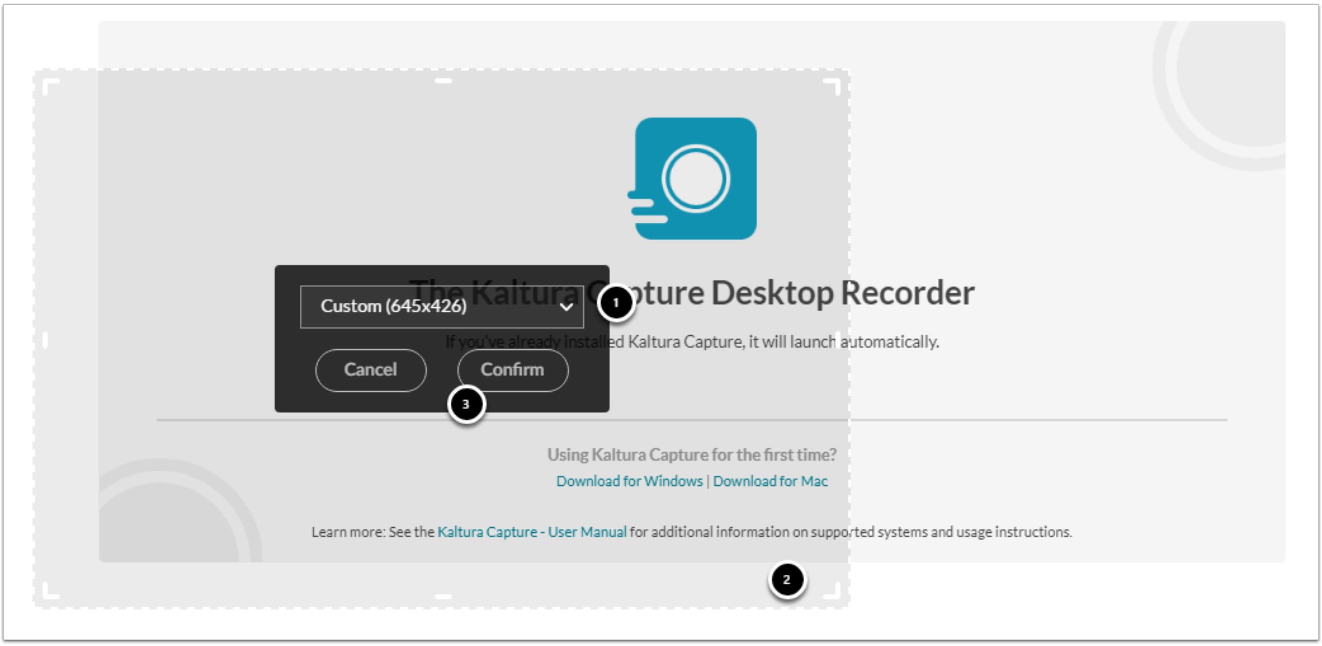


Making a screencast



1. Click on the arrow to choose a screen if you are using multiple active screens. The small screen shows what you are about to record.
2. Select the desired screen.
3. Select whether you want to record the full screen (**Full Screen**) or a part (**Select Area**).

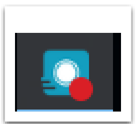
If you only have one screen available and do not want the panel to be visible in the recording, you have to make the window in wich you play the presentation smaller and click **Select Area.**



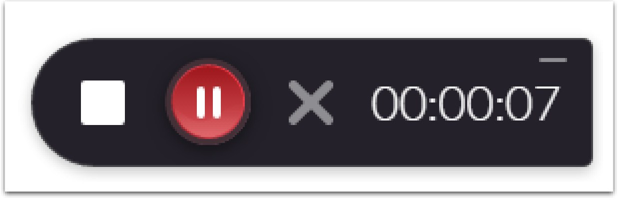
1. Select the size of the section you wish to record. You can also determine the size by dragging the corners of the grey area to make the area bigger or smaller.
2. Move the grey area to the part of the screen you wish to record.
3. Click on **Confirm.**

Start and save a recording

- Navigate to **Activities** in the navbar of your course.
- Click on **Kaltura My Media**.
- Click on **Add New** and choose **Kaltura Capture.** Open Kaltura Capture.
- Select the screens/cameras you wish to record.
- Click on the red button to start the recording. Kaltura Capture will count down from three to zero and then start recording.

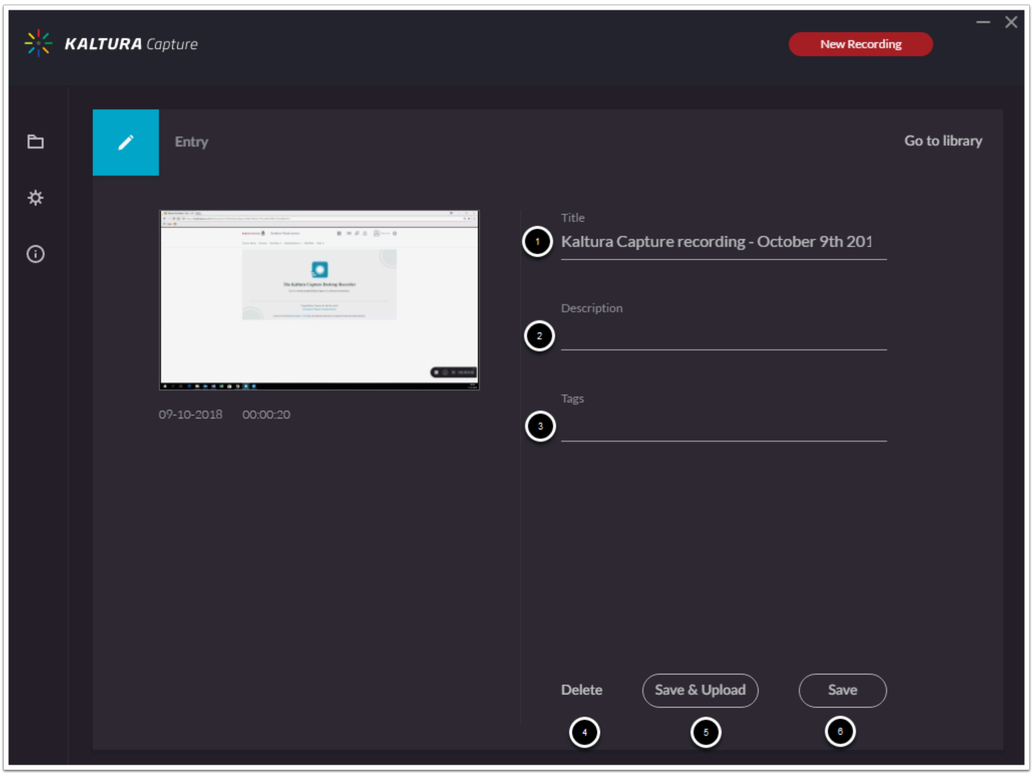


A red dot will appear in the Kalture Capture icon in the toolbar if it is recording.



The recording bar will appear at the bottom right of the screen.

- Use the **stop button** (square) to end the recording. Kaltura Capture will ask you if you are certain that you want to stop the recording.
- Use the **pause button** (red) if you want to pause the recording. Click on the button again to resume the recording.
- Use the **delete button** (cross) to remove the recording directly. Kaltura Capture will ask you if you are certain that you want to delete the recording.
- The **timer** shows how long you have been recording.
- Make this bar smaller by selecting the line in the top right of the screen. Select the Kaltura Capture icon in your toolbar to retrieve the recording bar.



After you have ended the recording, the **Manage** screen will appear.

1. Add a title under **Title.**
2. Add a description under **Description.**
3. Add tags under **Tags** if needed.
4. Click on **Delete** to delete a recording.

5. Click on **Save & Upload** to save the recording and upload it to **Kaltura My Media.**

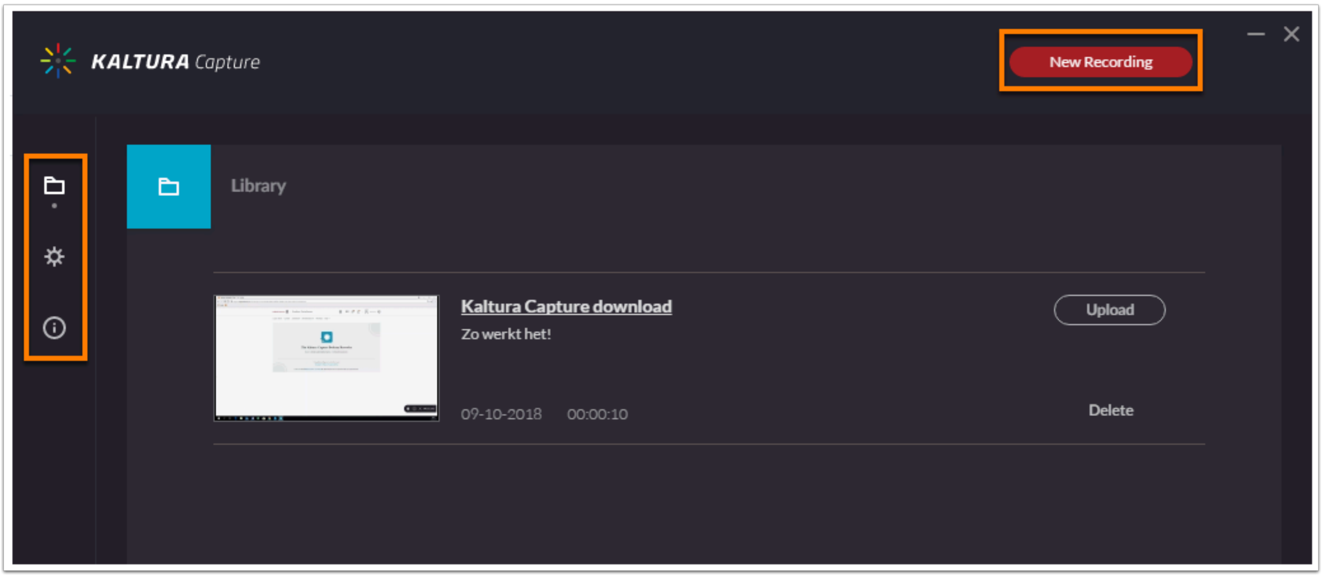
The recorded video files will be automatically saved in the following locations:

- Windows: C:\Users\<username>\AppData\Local\Kaltura\Capture\
- Mac: /Users/<username>/Library/Preferences/Kaltura/Capture/

After the upload the recording will be available in **My Media.** You will be the only one able to see and play the recording. If you want students to see the recording, you will have to add it to your Brightspace course. Read the manual [How do I add videos and other media to my course with Kaltura?]() for more information.

Adjust settings

- Click on **Manage.** You will navigate to the **Library** tab.



You can switch tabs on the left side of the screen. From top to bottom:

- **Library:** here you will find all the videos you have recorded and saved in your account.
  - Click on **Upload** or **Re-Upload** to(re)upload the video to **Kaltura My Media,** so you can also view it in Brightspace. If the video does not become visible

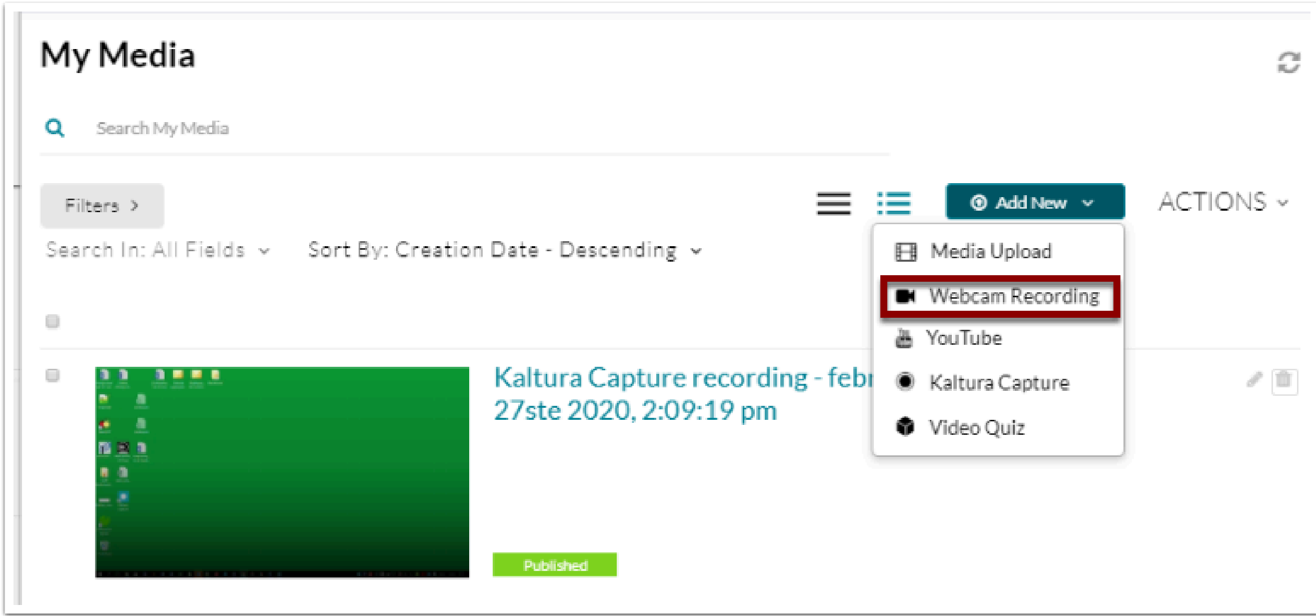
immediately, refresh the page - it might take a while before the video appears in Kaltura My Media.
  - Click on **Delete** to delete the locally saved video file.

- **Settings**: this page allows you to change the video settings (the quality of the camera, screen recording, and audio) and to choose the standard name for the recordings.
- **Information**: here you can find which version of Kaltura Capture is installed. You can also see which user is logged in, and log out.
- Click on **New Recording** to create a new recording.

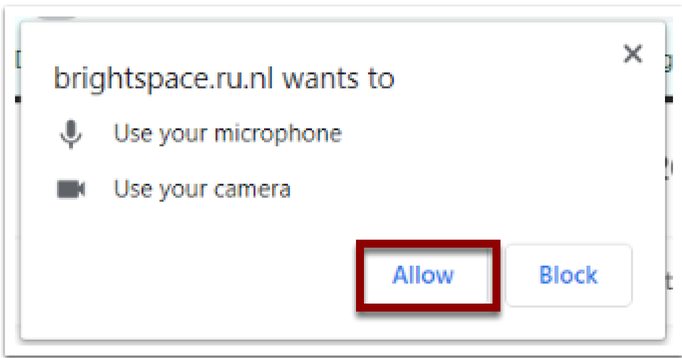
How can I record with my webcam in Kaltura? Activities | Kaltura My Media

If you want to go to Brightspace and create a webcam recording, or use a different camera that is connected to your computer, then you can use the Kaltura **Webcam Recorder.**

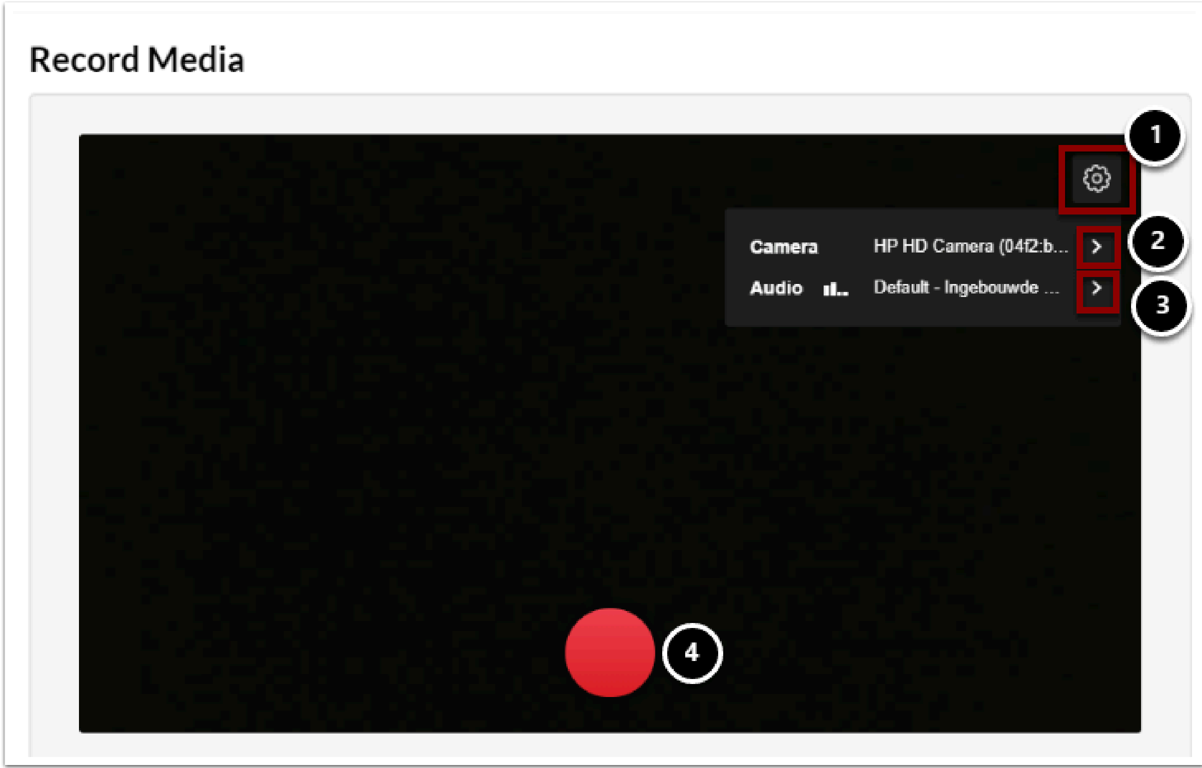
If you want to record both your webcam and your screen at the same time, you cannot use the Webcam Recorder. Instead you have to use **Kaltura Capture.**



1. Go to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.
3. Below **Add New,** choose the option **Webcam Recording.**

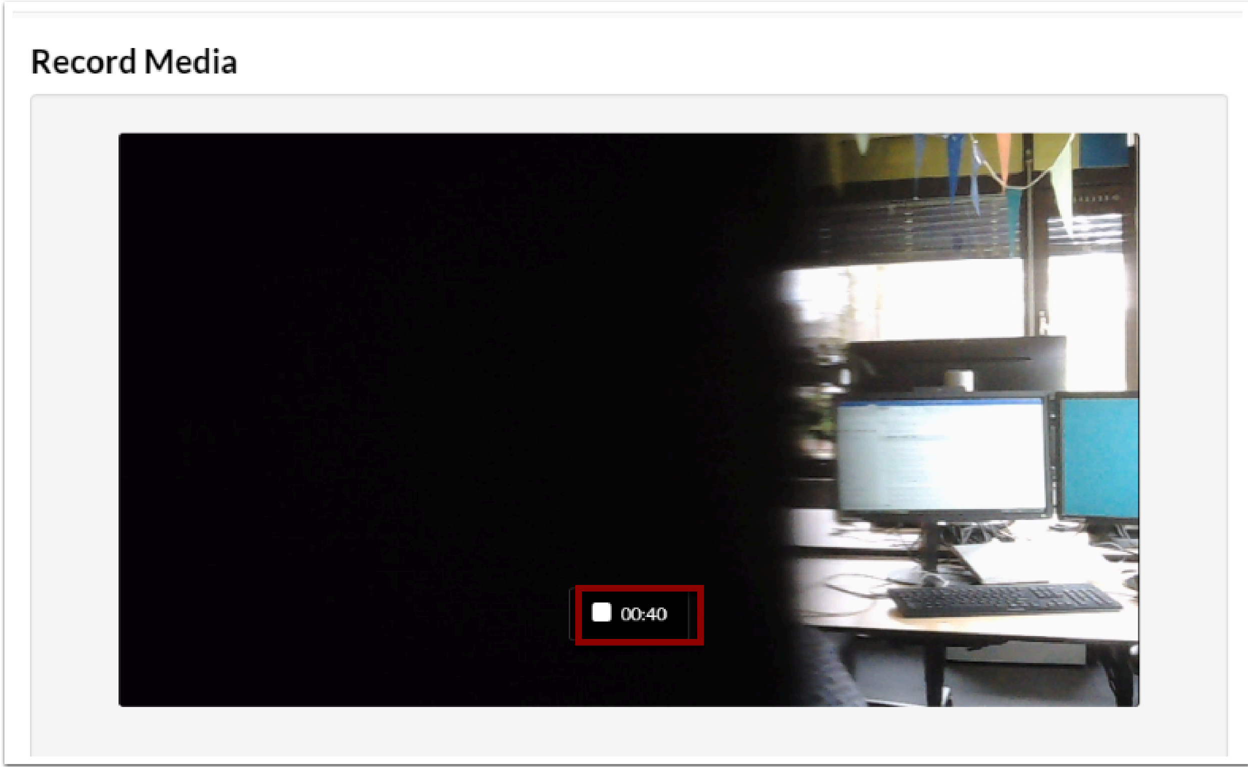


If you use Webcam Recorder for the first time, the browser will ask for permission to use your webcam and microphone. Click **Allow** to grant permission.

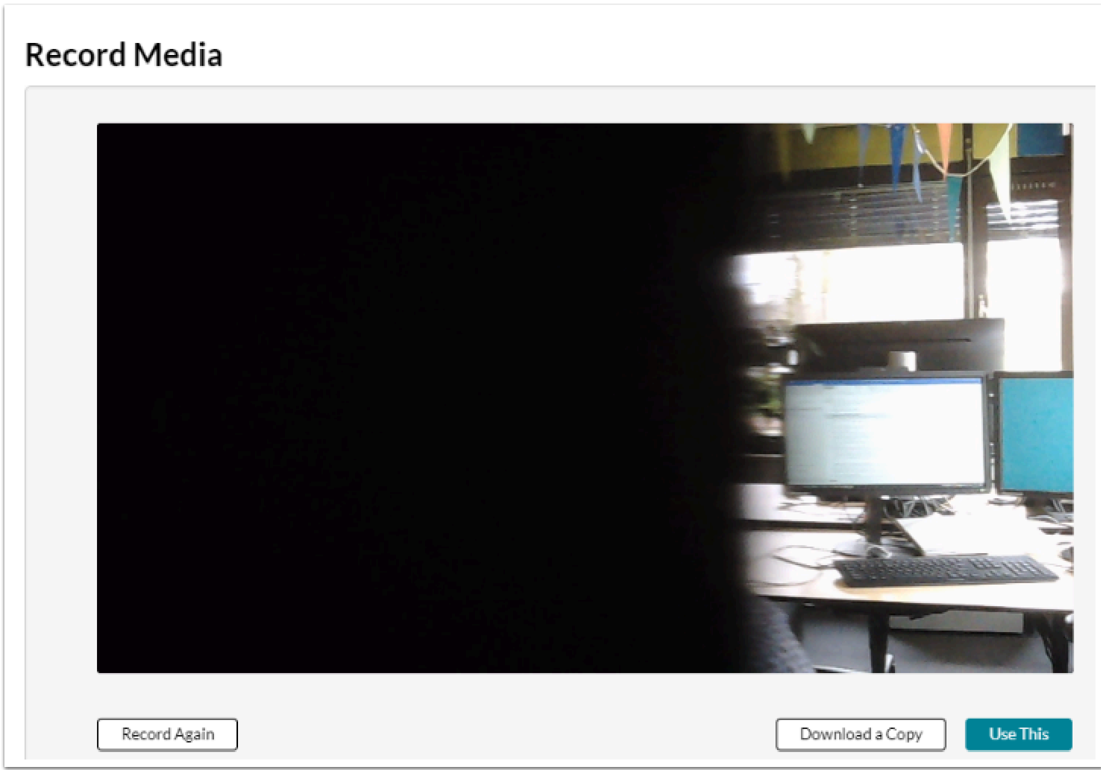


The **Record Media** screen opens.

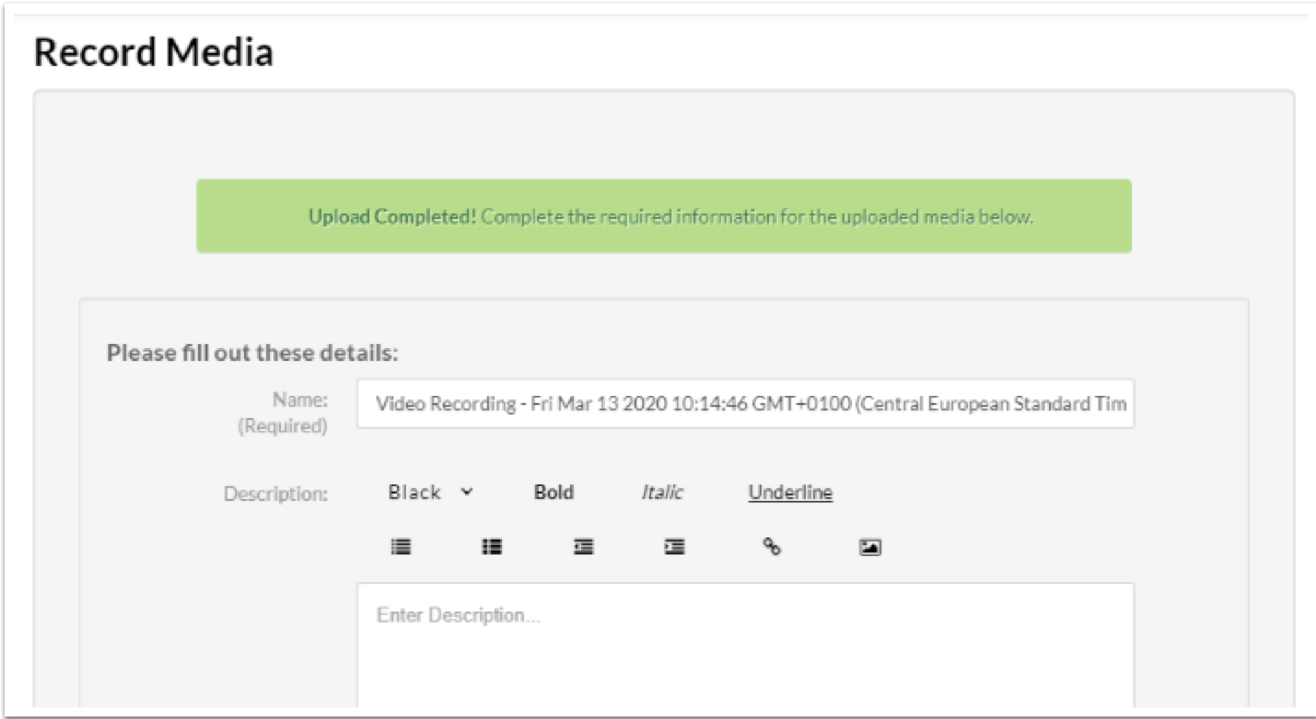
1. The **gear** allows you choose the camera and microphone you want to use during the recording. When you have selected the right camera, you will see the image that will be recorded.
2. Click the red button to start the recording. After a countdown from 3 to 0 the recording will start.



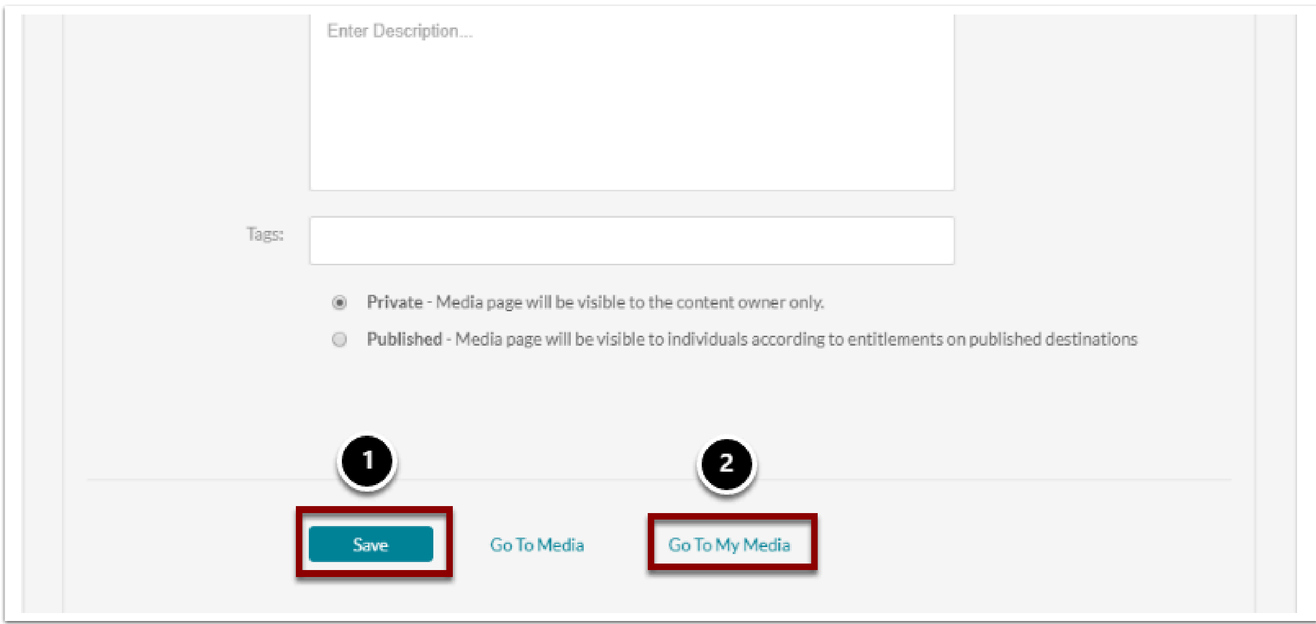
At the bottom of the screen you can see the recording time that has passed. You will also see a small white button that you can click to stop the recording.



- Click the stop button to stop the recording.
- If you do not like the recording you can click **Record Again** to start a new recording.
- If the recording is good enough, click **Use This.** The recording will then be automatically saved to Kaltura My Media.



- As soon as the recording is uploaded you will see the screen above.
- Name the recording and add a description and tags if you wish.



1. Click **Save** to save the filled out data.

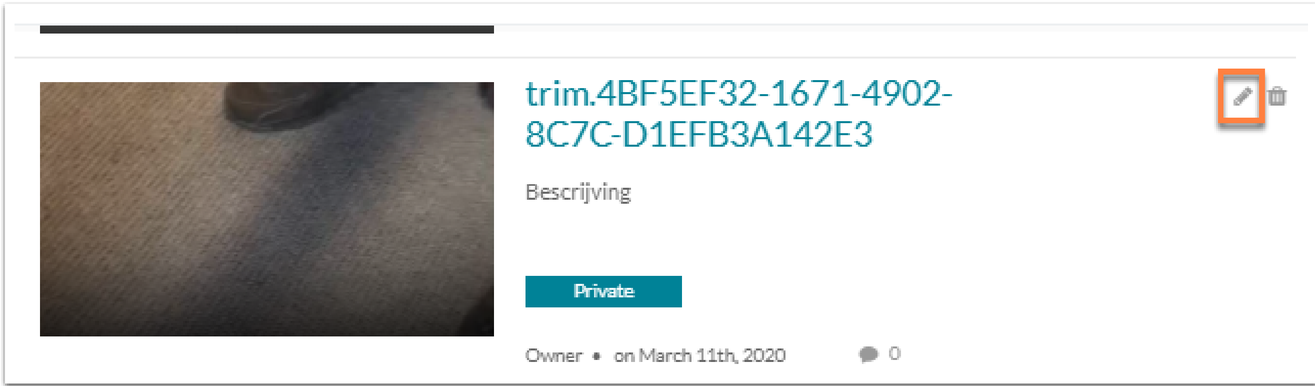
2. Click **Go To My Media** to go back to **My Media.**

The recently saved video will appear at the top of the list in **My Media.** Only you are able to see this recording. You can still edit it or add it to your Brightspace course right away. For more information you can read the following manuals: How do I edit videos in Kaltura?, How do I add videos and other media to my course with Kaltura?

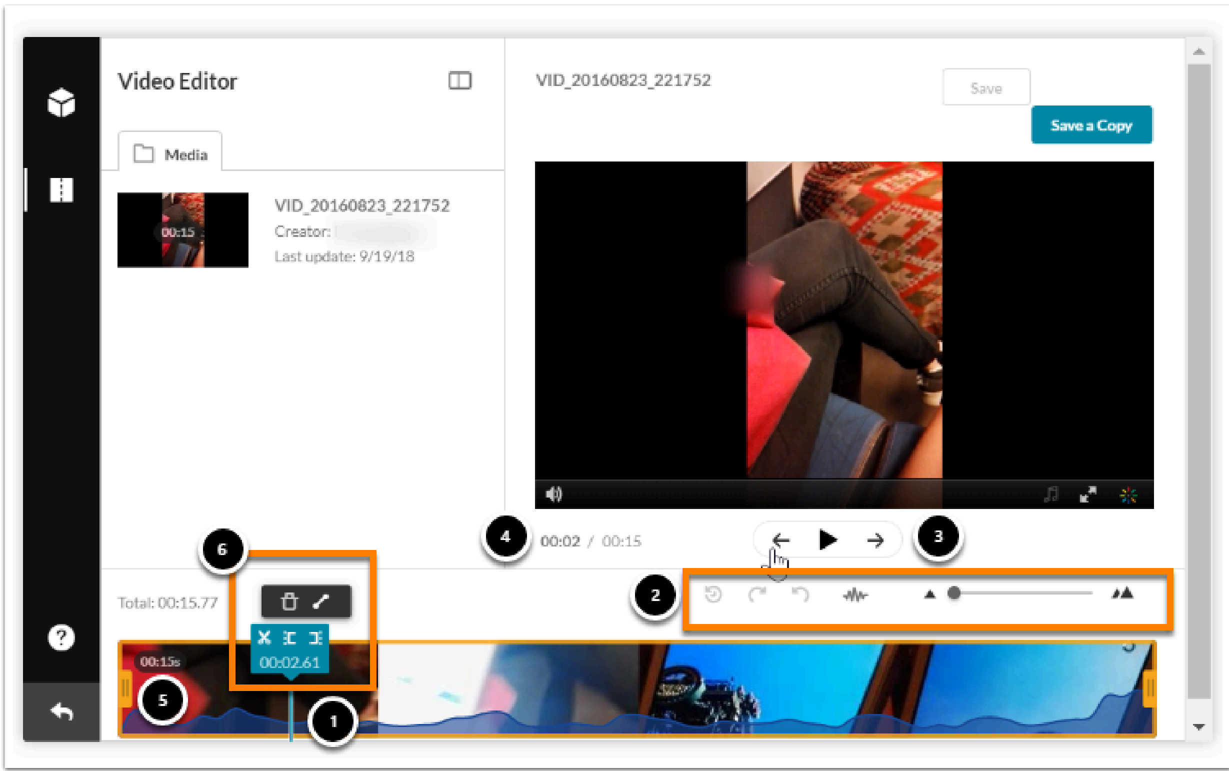
How do I edit videos in Kaltura? Activities | Kaltura My Media

It is possible to edit your *own* videos in Kaltura (it is not possible to edit videos from, for instance, YouTube). You can edit them in the **Video Editor**. You can cut the beginning and/or end of a video or select a specific part of the video and turn it into a different file.

- Click **Activities** in the navbar of your course.
- Click **Kaltura My Media**.
- Click **Edit** next to the video you want to edit.



- Click **Launch Editor**. You will be automatically be directed to the **Video Editor**.



1. The **Real-time marker** shows you where you are in the timeline of the video. It can also be used to scroll in the video.
2. From right to left:
   - You zoom in or out in the timeline by moving the dot.
   - Use **Select Audio** to select whether you want to see the sound graph or not.
   - Use the arrows to undo previous actions.
   - Use **Reset** to undo all your previous changes.
3. The triangle allows you to start and pause the video. The arrows can be used to jump forward or backward to the beginning or end of the video.
4. The **Real-Time Input** field shows you where you are in the video. You can type in the specific second you want to jump to in the video and it will bring you there automatically. The **Real Time marker** will move accordingly.
5. There are yellow bars at the beginning and the end of the video which you can drag across the timeline to select a certain reach.
6. Other options:
   - The line icon (top right): you can let your video fade in and fade out at the beginning/end of the video or at the beginning/end of a cut fragment.
   - The scissors icon (bottom left): you can easily cut up your video, after which you can trim, cut, fade in or fade out each part separately.
   - The trashcan icon (top left): use **Delete** to delete the selected parts of your video.
   - Hooks (bottom right): let the yellow bar move to this point in the timeline.

Trim a video

Trimming a video allows you to change the beginning and the end of a video.

- First, select the range that you want to trim. You can do this in four different ways:
  - Drag the grey bars to the new start and/or end points (*example: if you want to cut the last 20 seconds of a video, you can drag the grey bar at the end of the video 20 seconds to the left*).
  - Fill in the new time for either the start or end point of the video in the **Real-Time input** field. The **Real-Time marker** will move accordingly. Remember that you will still have to drag the grey bar to the **Real-Time marker**. It will only jump to the marker automatically when it is very close.
  - Click on the moment on the timeline where the new start and/or end point should be. The **Real-Time marker** will move accordingly. Remember that you will still have to drag the grey bar to the **Real-Time marker**. It will only jump to the marker automatically when it is very close.
  - Play the video and pause when you reach the point where you want the new start and/or end point to be. The **Real-Time marker** will move accordingly. Remember that you will still have to drag the grey bar to the **Real-Time marker**. It will only jump to the marker automatically when it is very close.

- Click **Save** when you have indicated the new range for the video.

Warning: the Kaltura **Video Editor** will not automatically save a copy of your work. Click **Save** if you do not need the original video anymore. If you still need the original video, click **Save a Copy** to create a new file containing your edited video. The original can now still be found on your **My Media** page. You have now created a clip of your video.

Create a clip

If you want to create a new video to use separately from the original file, you can create a clip.

- Select the range you want to use for your separate clip (check the heading Trimming a video).
- Click on **Save a Copy**.

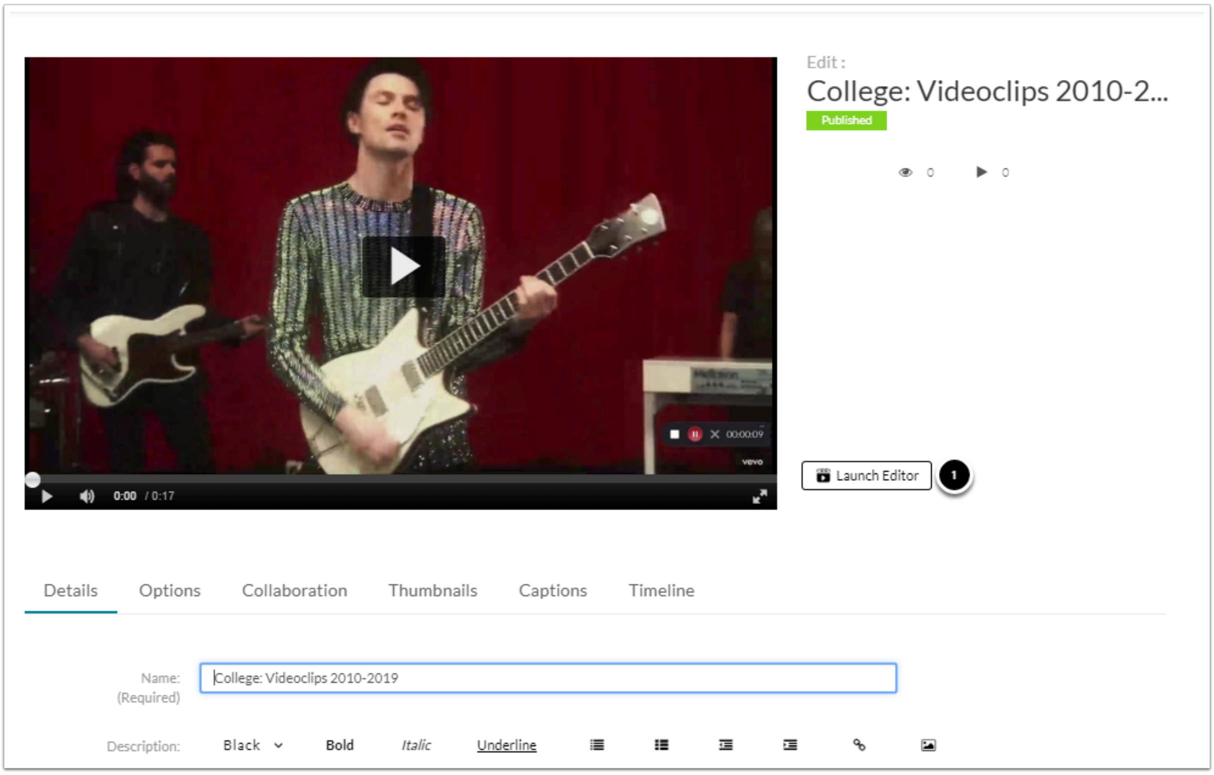
How do I add questions to a video in Kaltura? Activities | Kaltura My Media

[Add questions to a video](#)
[Link a grade item to a Kaltura Quiz](#)

In each video you upload to Kaltura you can add questions; that is how you can turn a video into a quiz.

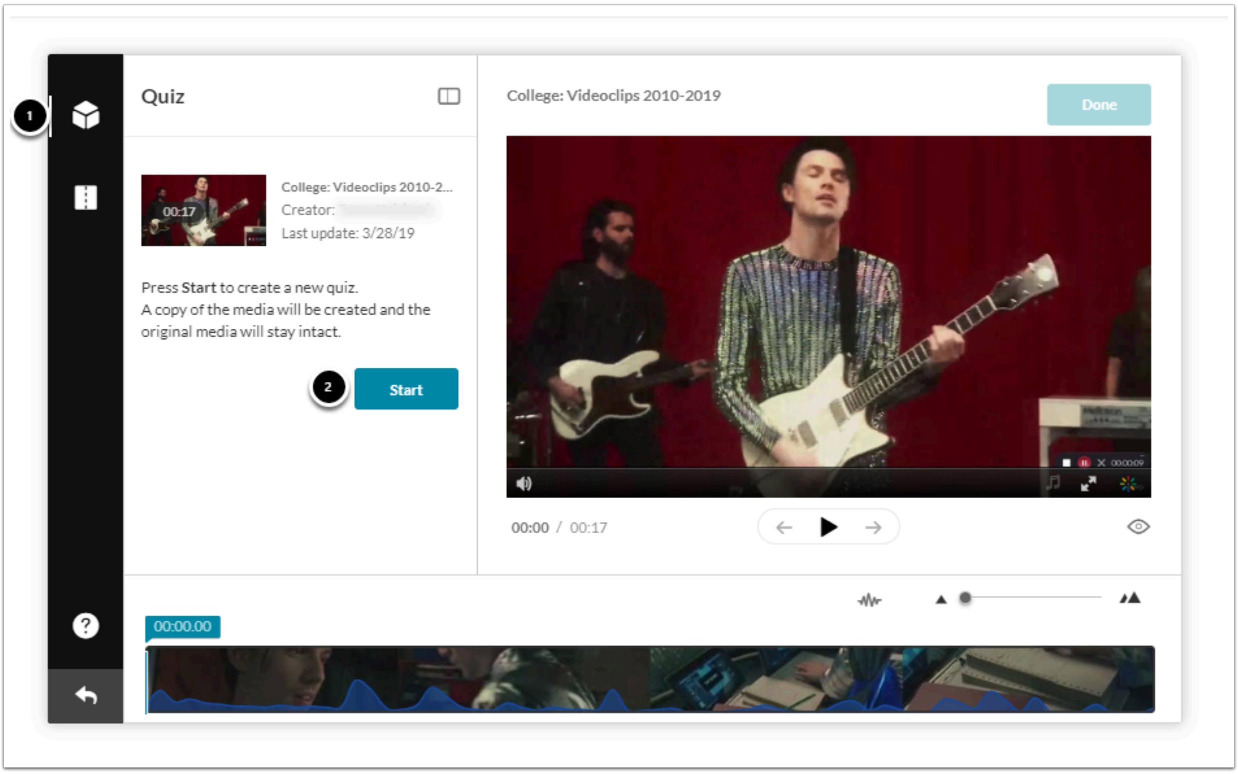
Add questions to a video

- Click **Activities** in the **navbar** of your course.
- Click **Kaltura My Media**.
- Click **Edit** in the video you want to edit.

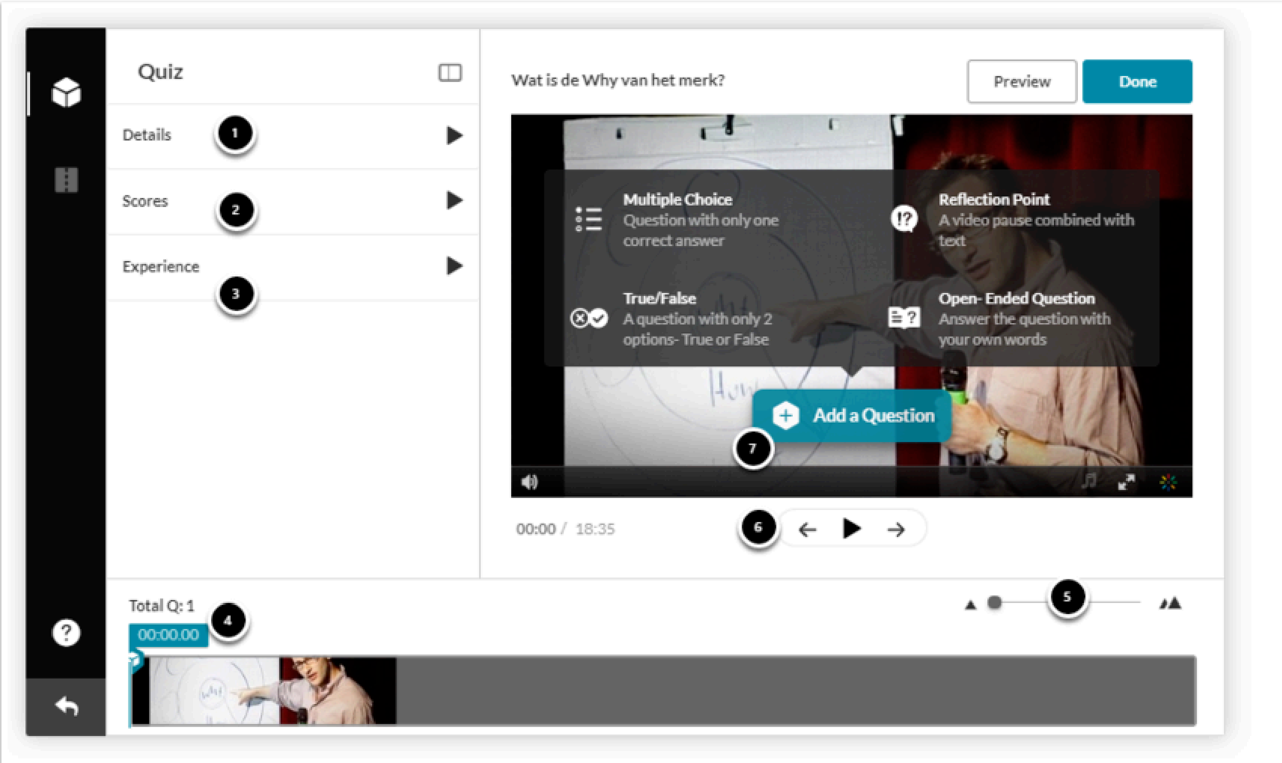


1. Click **Launch Editor.**

If you are using a video from your computer, you will automatically navigate to the **Video Editor**. If this happens, go to the quiz tab first. If you are using a video from YouTube, you will automatically navigate to the quiz tab. The Video Editor is not available for YouTube videos.



1. If necessary, go to the **Quiz** tab.
2. Click **Start**.



Below **Details**, **Scores** and **Experience** you can change a number of settings:

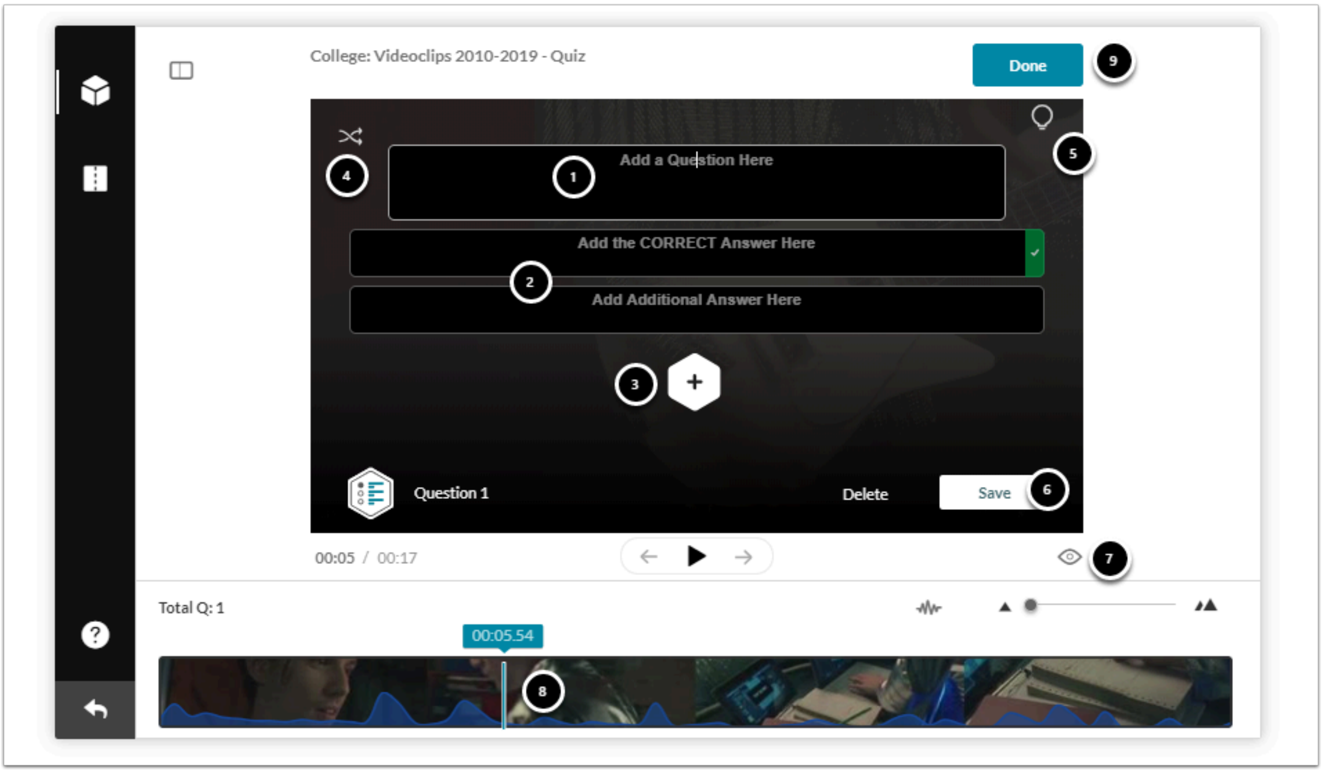
1. **Details**:
    - The name of the quiz.
    - The welcome message that students see when they start the video.
    - Whether or not students can download the quiz questions before starting the quiz.
    - Whether or not students get an instruction before the quiz starts.

2. **Scores**:
    - Whether or not students see their scores at the end of the quiz.
    - Whether or not students get to see the correct and incorrect answers.

3. **Experience**:
    - Whether or not students are able change their answers.
    - Whether or not students are able to skip questions.

4. In the timeline you can see where you are in the video. You can also scroll through the video.
5. Zoom in or out in the timeline by moving the dot.
6. With the triangular button you can start and pause the video. With the arrows you can jump back/forth to the last/next questions.
7. Go to a specific moment in the video to add a question. Pause the video on the desired moment and select the desired question type:
    - **Multiple choice:** A question with multiple answers the student can choose from.

- **Reflection Point:** The video pauses and a text will appear on screen.
- **True/False:** A question with two options.
- **Open-Ended Question.**



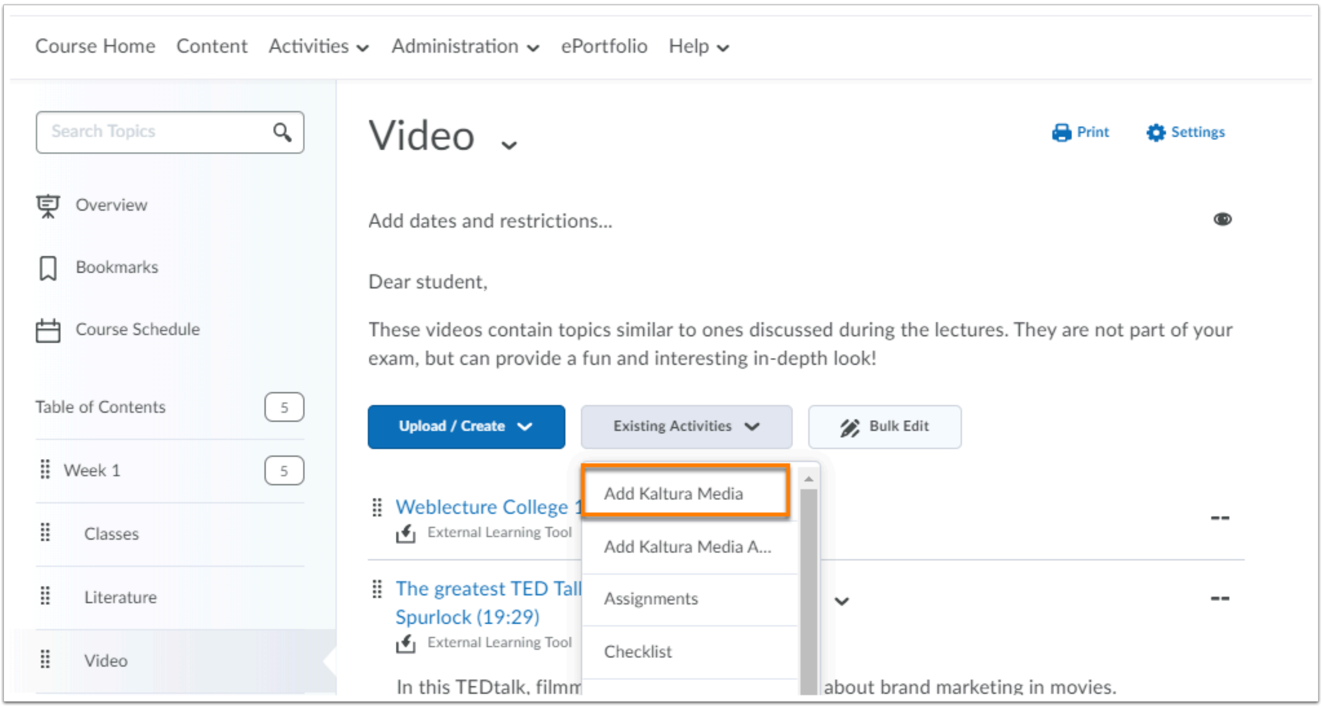
This is an example of a Multiple Choice question.

1. Type your question.
2. Fill in the correct answer in the box next to the green checkmark, and then add an incorrect answer in the box below.
3. Click on the little plus icon if you would like to add more incorrect answers.
4. Change up the order of your answer possibilities, to make sure that the top answer is not always the correct answer. You can change the order of the answers yourself. When you hover over one of the possible answers, you will see six dots appear on the left side. Click and hold to drag the question to a different position.
5. It is also possible to add a **Hint** or a **Why**:
   - Students can click on the **Hint** before they answer.
   - Students can see at the end of each question **Why** the correct answer is in fact correct.

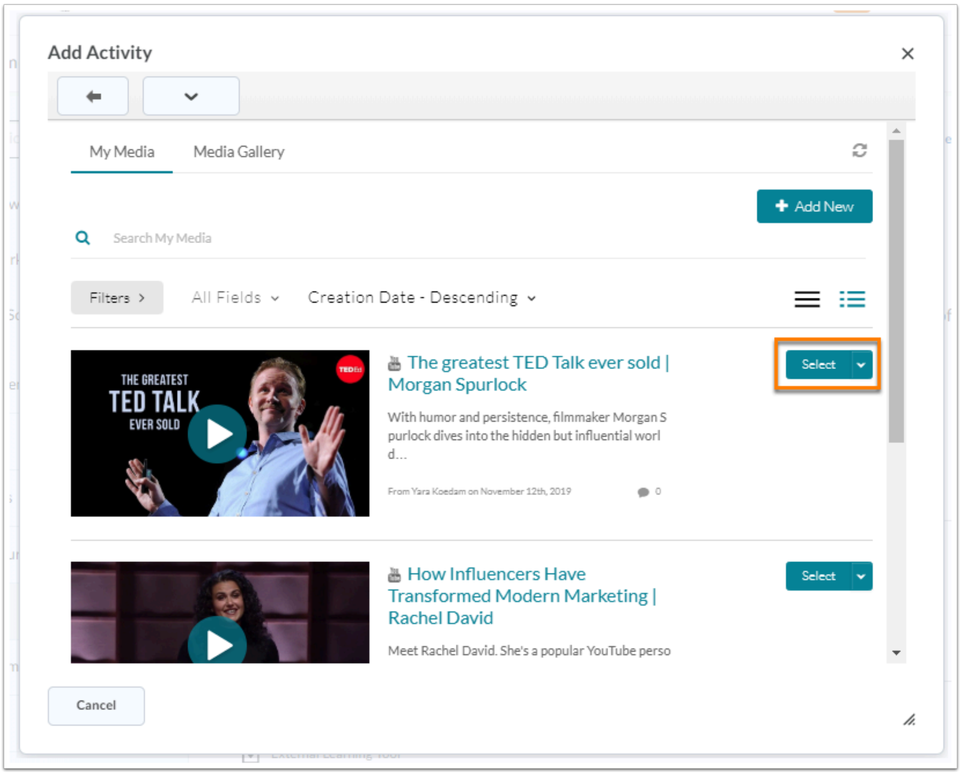
6. Click **Save**.
7. Click **Preview** to (pre)view the video.
8. In the timeline you can see where you have added questions. Click on a question to change it or to **Delete** it.
9. Click **Done** when your quiz is finished.

When you create a new quiz, a copy of the original will always be saved in **Kaltura My Media**.

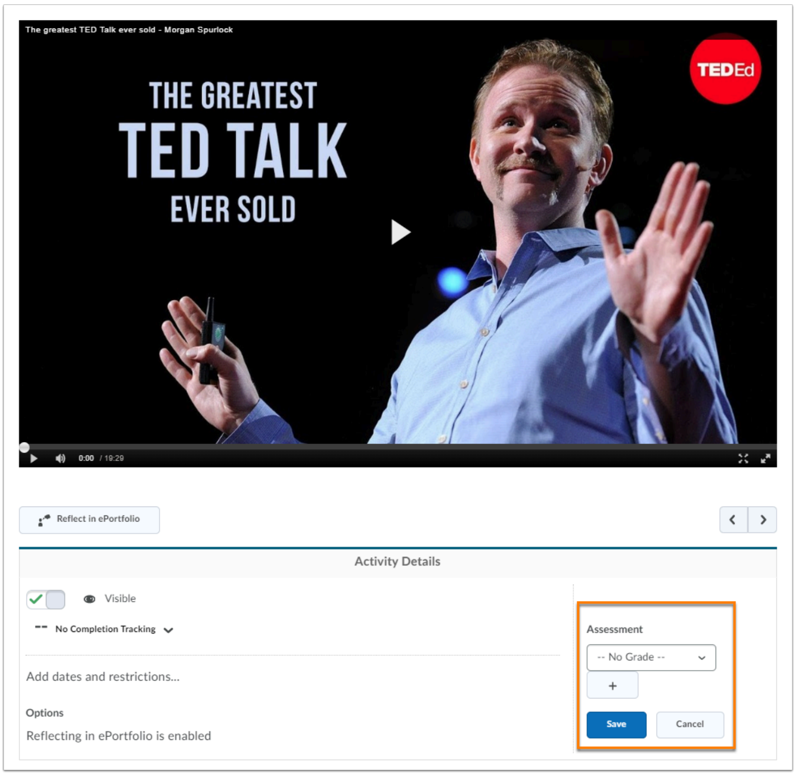
Link a grade item to a Kaltura Quiz



- Go to the desired module, click **Existing Activity** and then click **Add Kaltura Media.**



- Select the Kaltura Quiz.



- Below the video you can choose to link a **Grade Item** to the video.

Only the **Multiple Choice** and **True/False** items are assessed with the **Grade Item.**

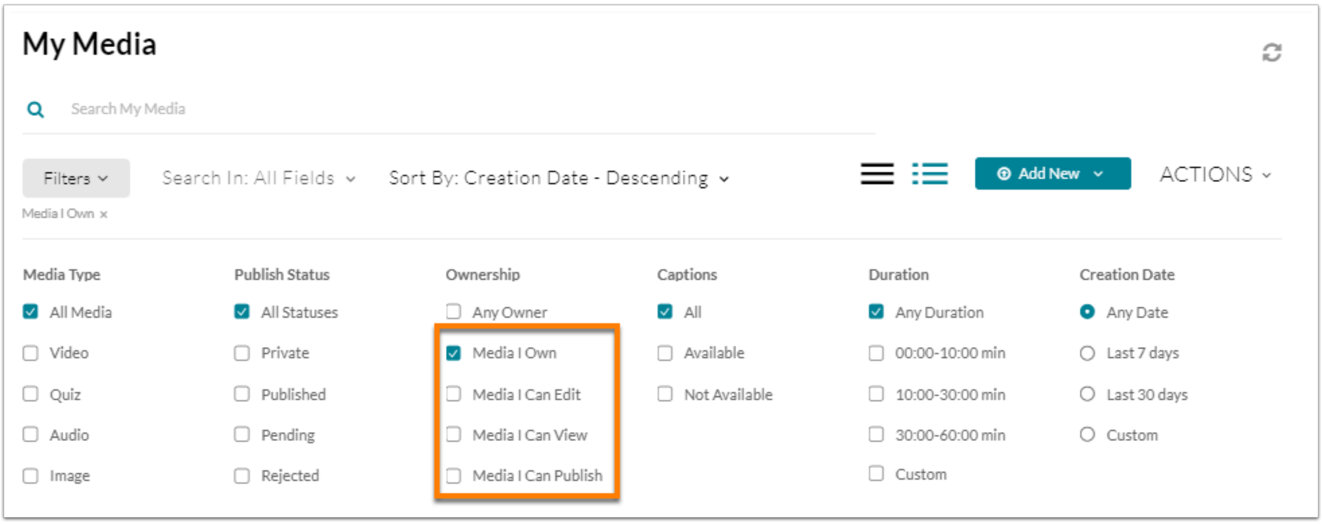
What do I do when my Kaltura video is not visible? Activities | Kaltura My Media

If your media file is not visible in My Media, it could be because the filters in My Media have been set up incorrectly.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.

By default Kaltura will show a list of the media you are the owner of (**Media I Own**).

If you are working on a smaller screen, you will see **Filters.** Click here to change the overview. A new pop-up window will open that allows you to filter **Media I Own** for videos that you have access to even though they are not yours.



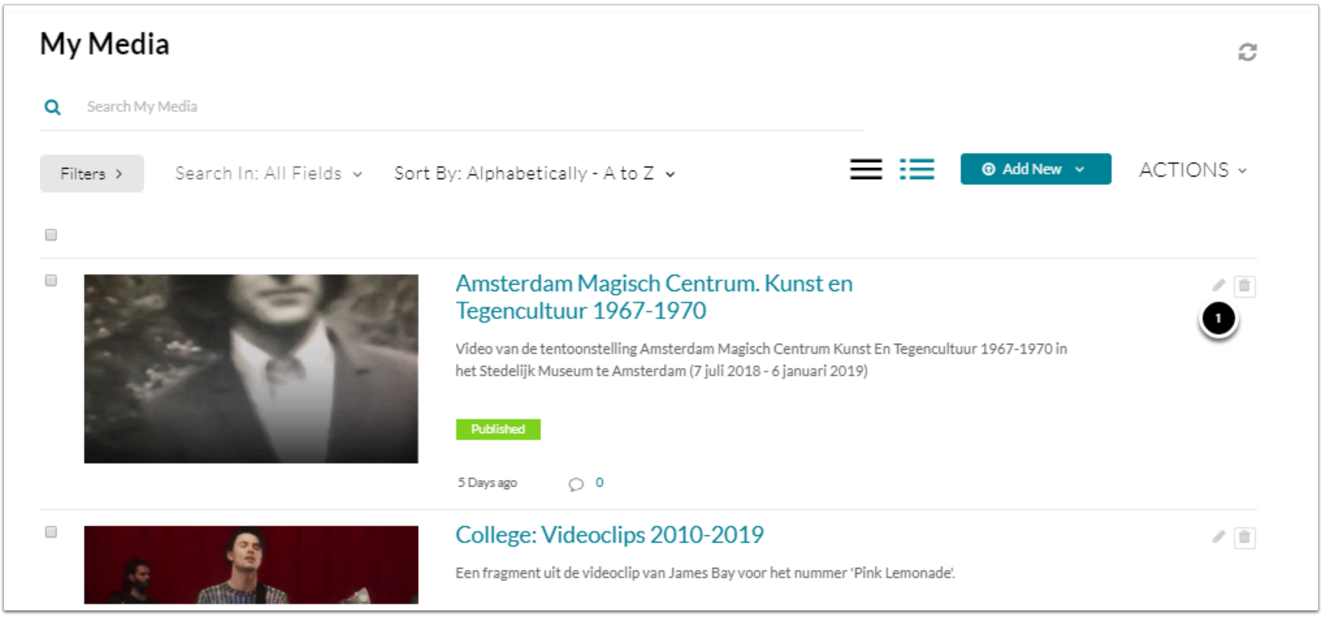
On a big screen you will see the complete menu rather than **Filters.** Click **View Media I Own** to filter for videos that you have access to even though they are not yours.

- Click to filter **Media I Can Publish** for videos you can publish.
- Click to filter **Media I Can Edit** for videos you can edit.
- Click to filter **Media I Can View** for videos you can view.

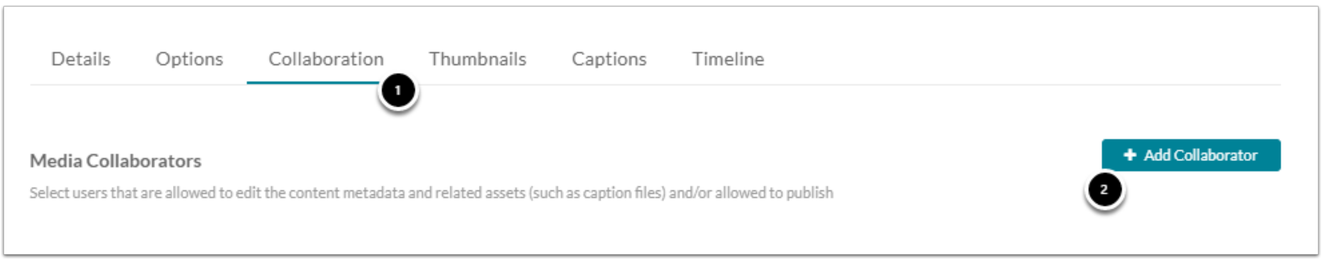
How do I share a knowledge clip or another video with a colleague? Activities | Kaltura my Media

The owner of a media file in Kaltura can share the file with colleagues. The colleagues can then see the shared file in Kaltura My Media and add it to a course.

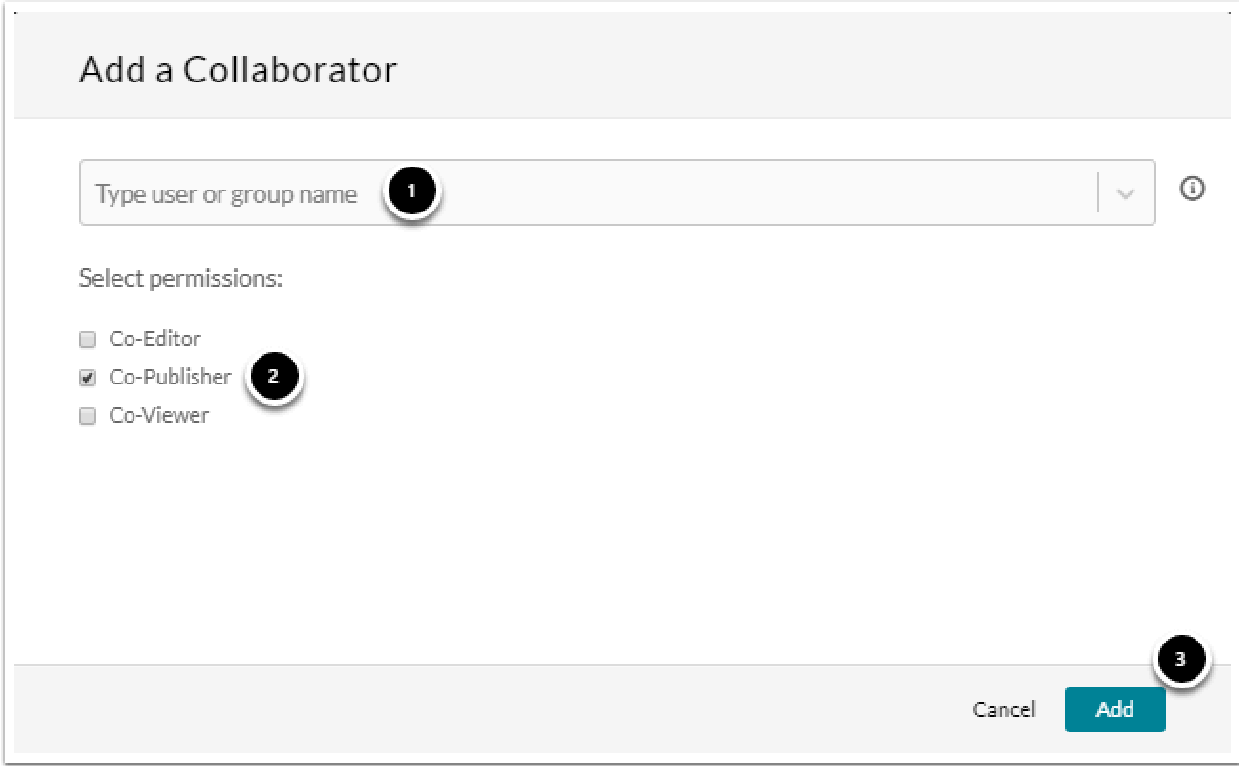
- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.



1. Click **Edit** behind the video you want to share.



1. Click **Collaboration** (third tab).
2. Click **+ Add Collaborator**.



1. Enter the last name or the e-number, u-number or z-number of the colleague with whom you want to share the video and select the correct person from the list.
2. Select co-publisher under **Select Permissions.**
3. Click **Add.**

You have now added the colleague as a co-publisher. This person can share the video with their own students in their own course.

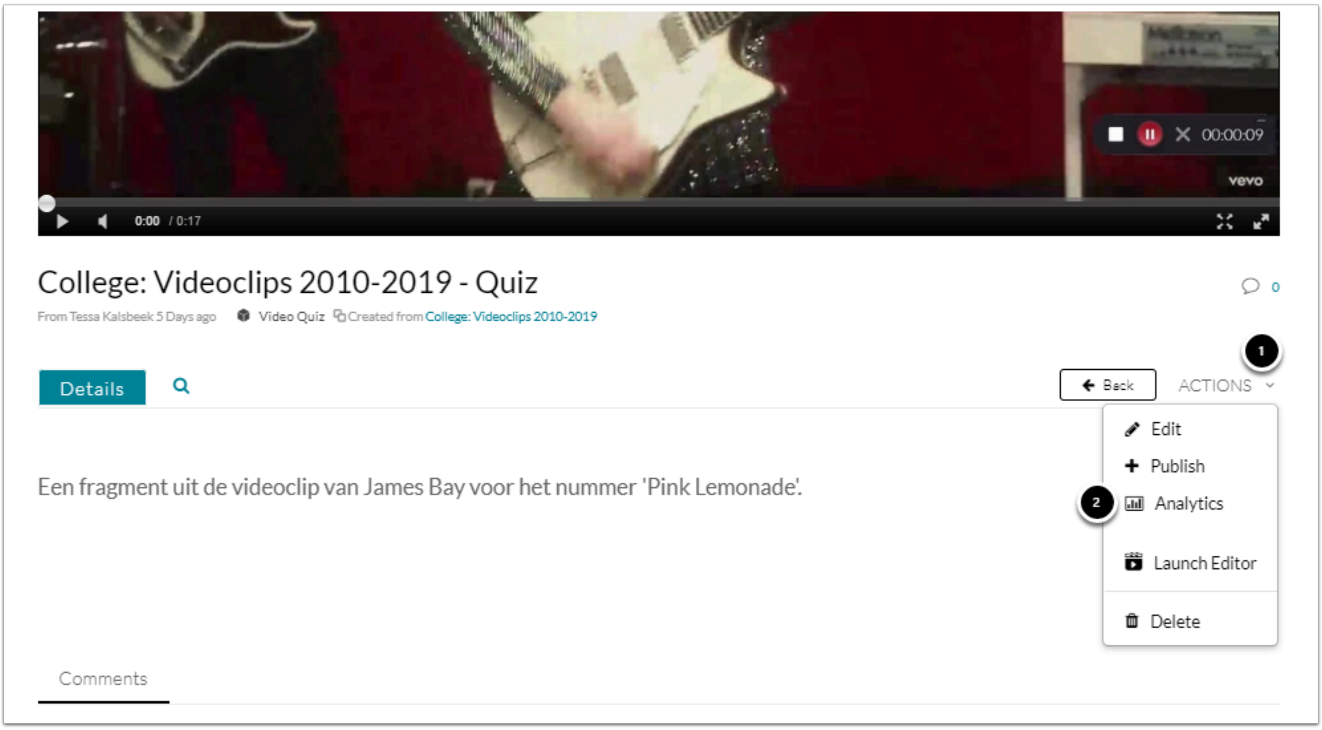
You can also make a colleague co-editor. This means that you give the colleague permission to edit the video. If you make someone a co-viewer, then they are able to view the video but can not edit it.

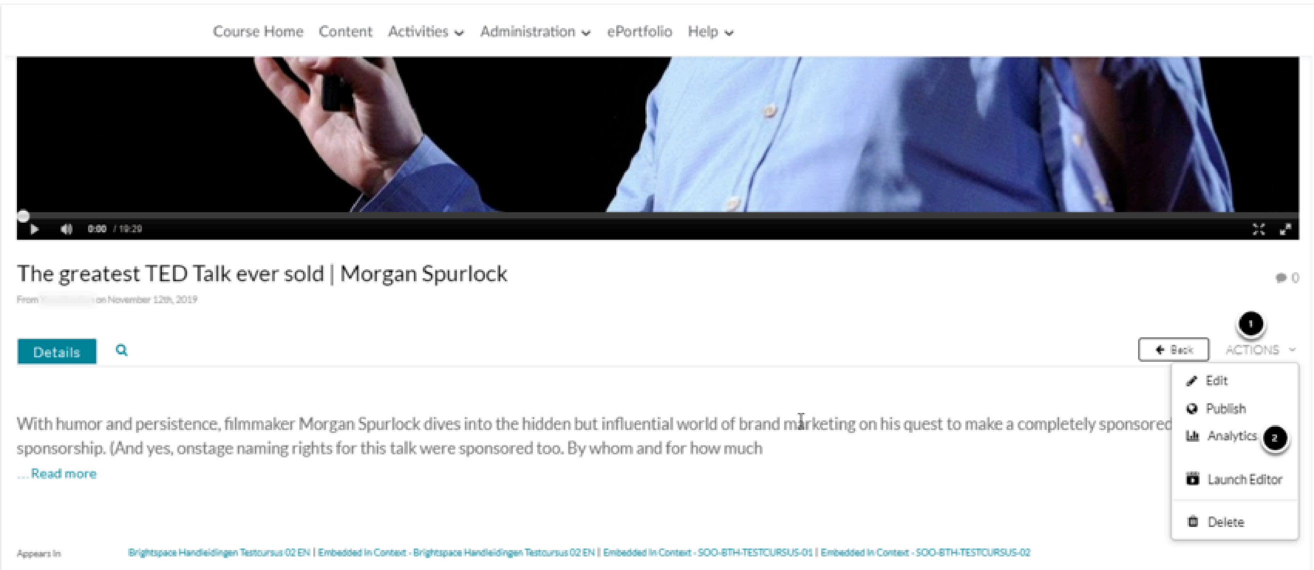
For more information, read the following articles:

- How do I add media from Kaltura to my course?
- What do I do when my Kaltura video is not visible?

How do I view the statistics of my media in Kaltura? Activities | Kaltura My Media

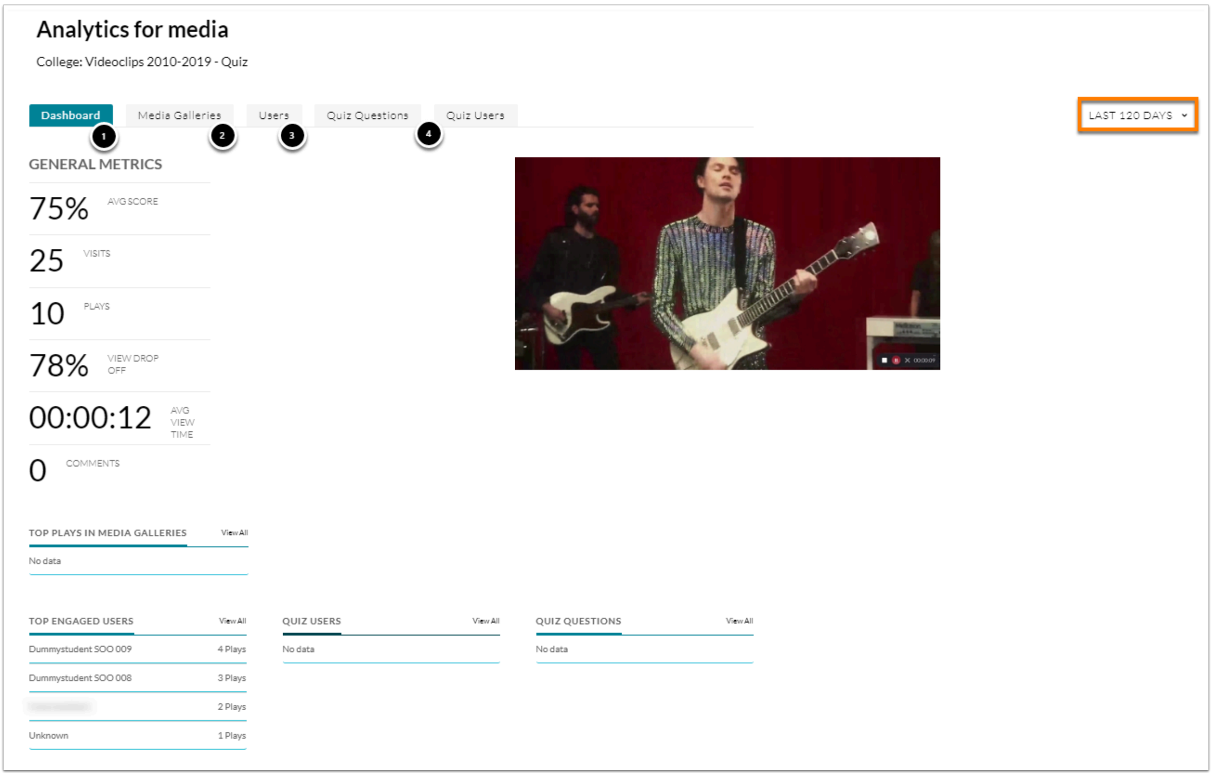
- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.
- Click the video of which you want to view the statistics.





1. Click **Actions**.

2. Click **Analytics**. You will navigate to the Analytics Dashboard.



You will find an overview of the statistics on the **Dashboard.**

Here, you can see how many times the video was visited (**Player impressions**), played **(Plays)**, how many **Unique Viewers** the video has, how many minutes were viewed (**Minutes Viewed**), and how many people completely watch the video on average (**Avg. completion rate**).

You will also have the following options when you go to the top right:

1. **Export:** used to create a **Report** about certain data, such as the **User Engagement** or the **Video Performance.** This data will be sent to the email address that is linked to your Brightspace account.
2. **Filter:** filter for certain search terms.
3. **Period:** adjust the period for which you want to see the statistics. You can choose a **Preset** time period, such as the last 30 days or the current year, or a specific time period (**Specific Date Range**).

Below the video you can see how many viewers viewed the video at a certain moment with the options **Views** en **Unique Authenticated Views.** You also can look at the **Engagement per User** to learn more about viewing behaviour of specific viewers.

When you scroll down you will see some additional in-depth statistics:

- **Video performance over time:** How the video performs over time. You can click on multiple tabs, such as **Player impressions** and **Minutes viewed.** You can also

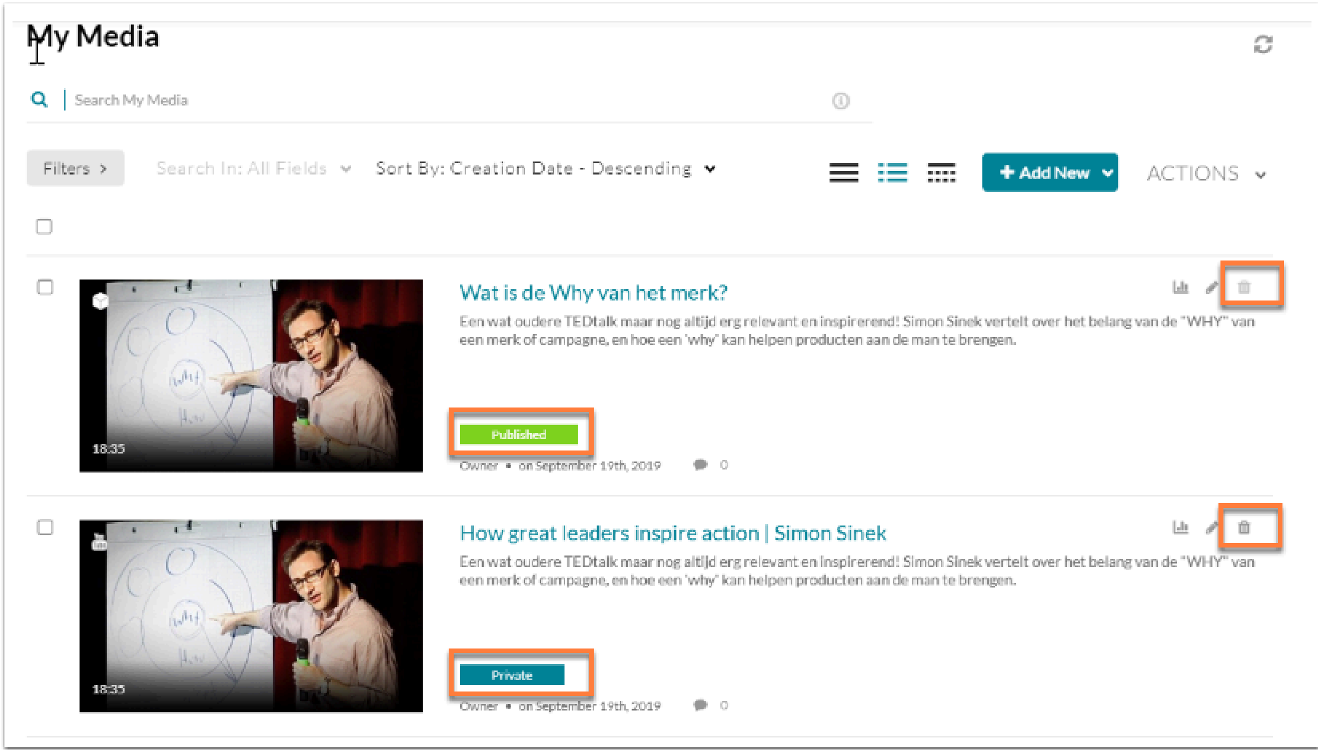
compare different tabs (**... compare to ...**) and choose between a monthly display (**Monthly**) or a daily display (**Daily**).
- **How player impressions lead to engagement:** here you see how many impressions the video has (**Player impressions**), how many times the video was played (**Plays**), how many times an impression became a play **(Impressions that resulted in ... play-through).**
- **Top countries:** In which countries the video is watched the most.
- **Devices overview:** on which devices the video is played the most.
- **Top Domains:** list of domains where the most players watched the video.

To return to Kaltura My Media, navigate back to the navbar in Activities and then click Kaltura My Media.

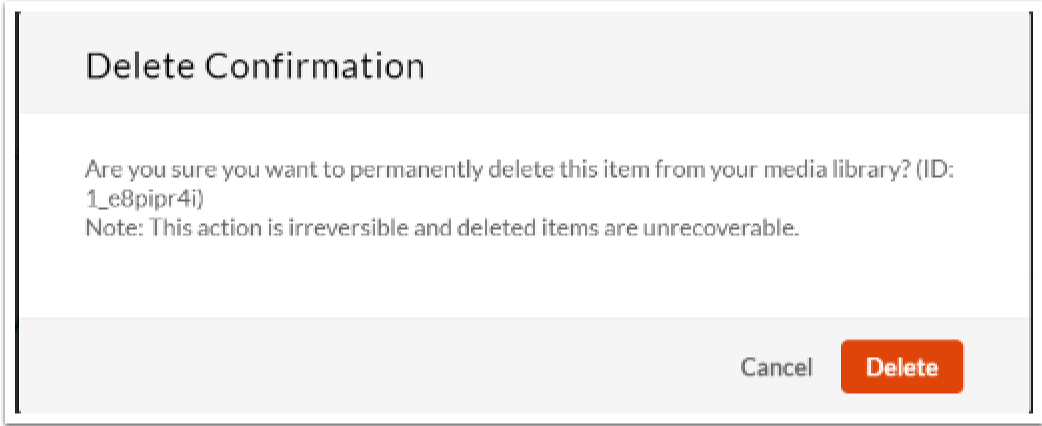
How do I remove a video from Kaltura My Media? | Kaltura My Media

After a while the list of used videos will get longer and longer. If you want to clean up your media or remove a single video, you can easily do so via Kaltura My Media. Before you remove a video it is very important to make it **Private** first. This is to prevent the accidental removal of videos that are still active in the course content. Read the manual How do I unpublish a video? for more information about making a video **Private.**

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.



- You will see that it is not possible to click the trashcan icon for videos that are **Published.** It is only possible for videos that are **Private.** Click on the trashcan icon for the videos you want to remove.

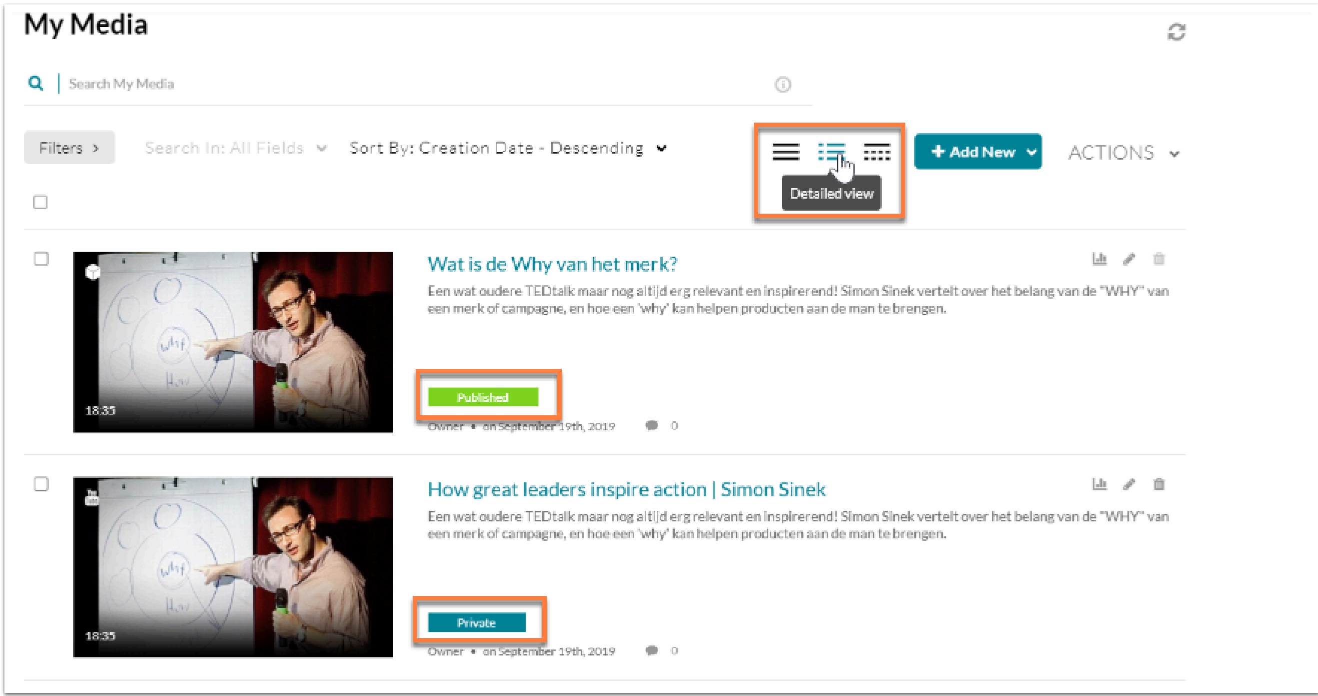


- You will now receive a warning notification: Deleting this item is final. Click **Delete** to delete the video. The video will then be removed from your media.

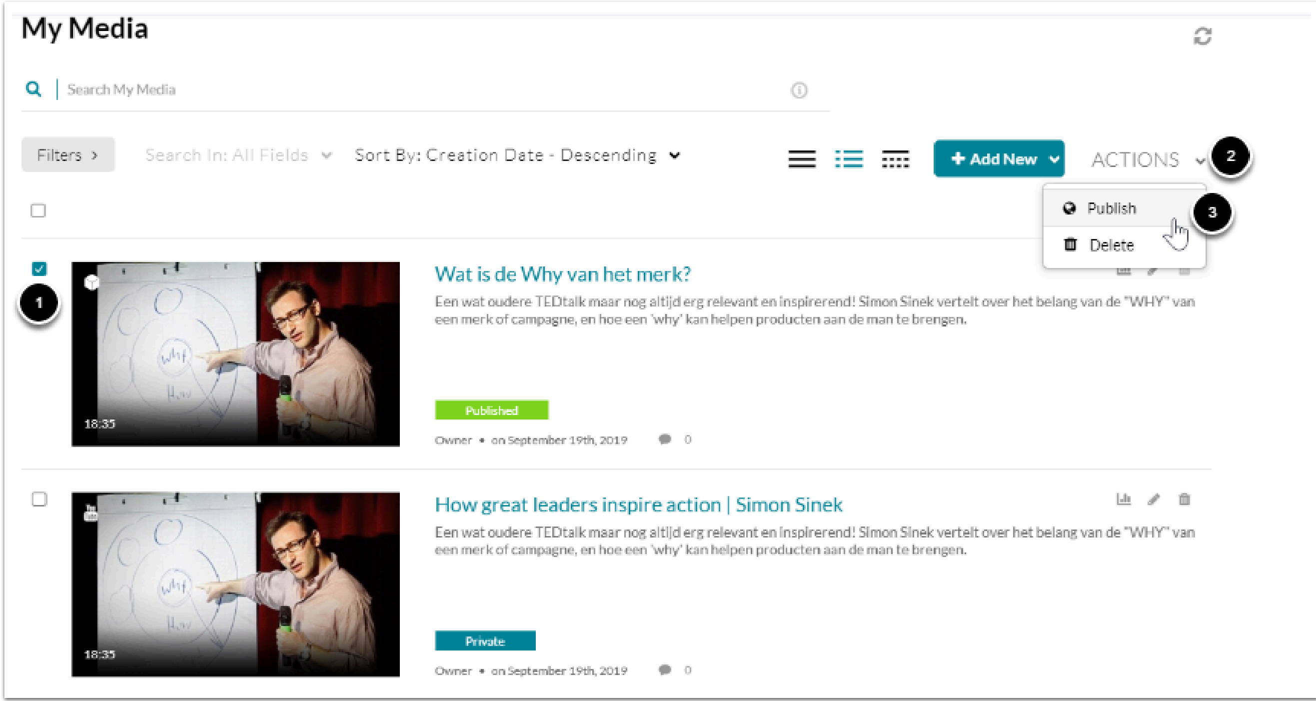
How do I unpublish a video? | Kaltura My Media

If you have added a video to your Brightspace course **Content** or in your **Course Gallery,** then this video will be marked as **Published** in Kaltura. If a video is published, it cannot be removed. This prevents the deleting of videos that are currently part of the coursr content. To remove a video you first have to make it **Private,** which means the video is no longer published.

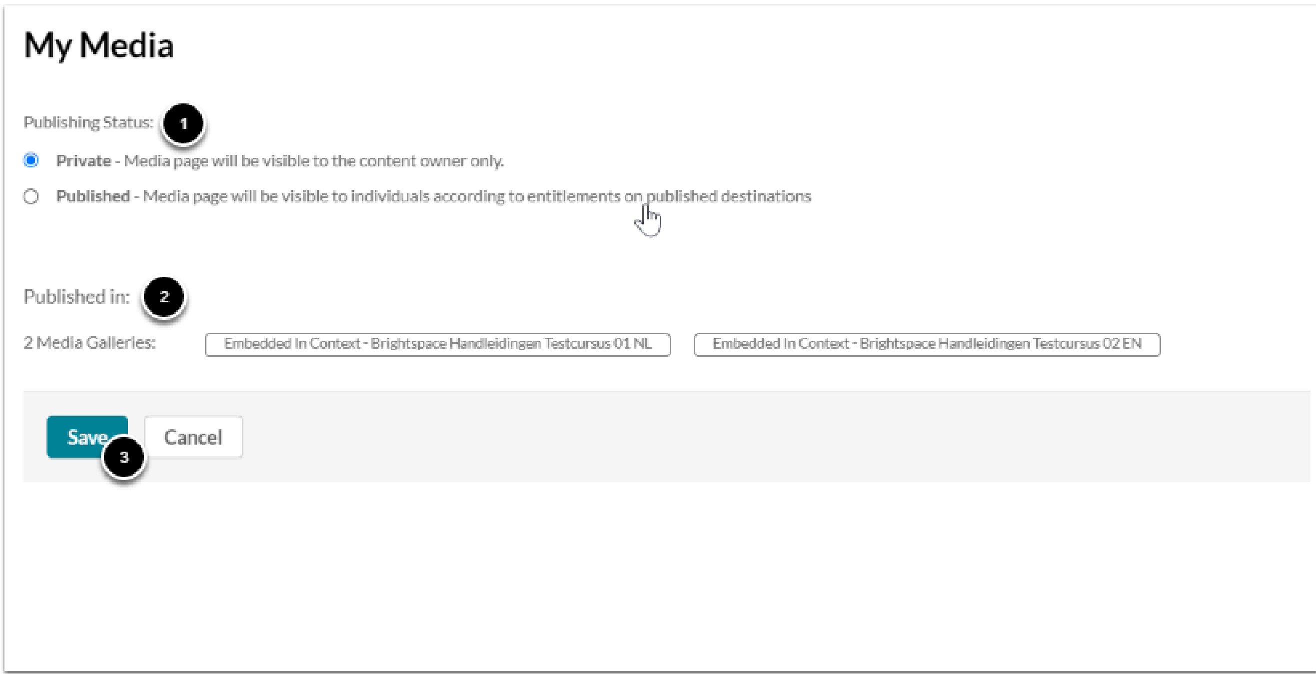
- Navigate to **Activities** in the navbar of your course.
- Navigate to **Kaltura My Media.**



- Choose the **Detailed View**. You can then see for every video whether it is **Published** or **Private.**



1. Select the video you want to make **Private**.
2. Click **Actions**.
3. Click **Publish**.



1. Change the status of the video to **Private**.
2. Below **Published in:** you will find an overview of all courses where the video has been added.

3. Click **Save.**

- A notification will pop up asking if you really want to make the video **Private.** Click **OK** to verify.

After a video is made **Private** it is no longer visible in Brightspace. The video will still exist in **Kaltura My Media.** Read the manual How do I remove a video from Kaltura My Media? for information on removing a video from Kaltura.

Video: Virtual Classroom

Virtual Classroom FAQ

Plan a meeting

How do I announce a planned a meeting?

You create a meeting by going to **Activities > Virtual Classroom.** When you create a meeting, a **Calendar** event will automatically be created in your Brightspace course. This event will be visible on your homepage and in the Pulse app. If you make changes to the date and/or time of the meeting then this will automatically be processed in the Calendar event. You might also want to add the planned meeting to your **Course Content.** Additionally, you can create an **Announcement**.

When will students and lecturers have access to the meeting?

Students can enter a meeting when the planned starting time has passed *and* when the lecturer has opened the meeting.

A lecturer can access the meeting 10 minutes in advance to prepare.

Participants

How do I create a meeting with one or a few participants?

Plan a meeting where you do *not* invite the entire class (turn off the **Invite entire class** option).
Go to the planned meeting and choose **Edit.**
Use **Manage Invites** to choose the students you want to add.
Read this manual for additional instruction**.**

How do I invite the other lecturers in my Brightspace course for a meeting?

Each person who is in your Brightspace course and does not have a student role automatically has access to all meetings. That is why you do not need to add lecturers to a meeting separately.

Can I invite lecturers who are not part of my Brightspace course for a meeting?

It is possible to select the option **Allow External Participants** when you are creating a meeting. Once the meeting is planned you go to **Actions,** click the three dots icon and select **Copy External Link**.
This link can be shared with your colleagues, for example via email. They can then access your meeting without having to access your Brightspace course. Within the meeting they will then be assigned a student role.

> You share a public link to the meeting. This means the meeting is accessible for anyone who clicks the link. The person who opens the public link has to enter a (screen)name in order to participate, but it is not possible to check the identity of the participant even when the person is logged into Brightspace.

Presenting

Is there a limit for my file sizes?

If you want to present documents, for example a Powerpoint presentation, you have to keep in mind that the document can be 30 MB or 200 pages at most. This limit applies to every file. If you want to share a large file, you might want to create several smaller files, or save the file as a smaller format.

Can students present during the meeting?

Yes, you can make a student **presenter.** Go to the list of participants on the left side of your screen and click on the name of the person you want to make presenter. This person can now control the whiteboard, upload a presentation and share their screen. If you want to present yourself, click your own name in the list of participants and make yourself presenter again.

Can I share files with my participants during a meeting?

You can use the **chat** to send files to all participants, or use the **private chat** to send files to one specific participant. Open the chat window and click **Send file** at the bottom.

Audio and webcam

How many participants can use a webcam simultaneously?

The maximum number of webcams that can be turned on simultaneously during a meeting is 10. This includes the lecturer's webcam. When this limit is reached the next participants will not be able to turn their webcam on as this option is blocked. One of the ten participants will have to turn their webcam off in order to allow a next participant to turn theirs on.

Can I mute a student or turn off their webcam?

You can mute all students at once by clicking on the plus icon at the bottom left and selecting **Mute all.** However, each separate student will be able to turn their microphone back on. You can use this option if you want students to participate but prevent them from speaking all at once.

You can also block all microphones and webcams:

- Click the three dot icon at the top right.
- Select **Settings** and then select **Participants.**
- Add a checkmark to the microphone and/or webcam to lock it.

Students can no longer turn on their webcam or microphone, unless you disable this setting again.

This setting only applies to participants who are students. Lecturers are always able to use their microphone and webcam.

You cannot turn off the microphone and/or webcam for one specific student.

Breakout rooms

How many groups can I create?

You can use **breakout rooms** to divide the participants of the meeting into a maximum of six groups. Each group will get their own meeting, and the maximum number of participants for each respective breakout room is 150.
Read this manual to learn more about the breakout rooms.

What is the time limit for a breakout room?

When you create a breakout room you can decide how long it should last. The default setting is 15 minutes, but you can change the duration and make it longer or shorter. The time for the breakout room cannot exceed the remaining time of the main meeting.

When the time has passed the breakout room will be automatically closed. Students can then close the breakout room tab and thus return to the main meeting.

Which sounds do breakout room participants hear?

Breakout room participants will only hear the sound of their own breakout room. As lecturer you will only hear the sound of the participants who remained in the main meeting. If you want to talk to the students of a specific breakout room you will have to join that room.

How can students ask for help while in the breakout room?

The breakout room opens in a new window. Students can click on the tab containing the main session and then send a chat message there. They do, however, have to keep the tab containing the breakout session opened as well. The lecturer can then answer the question via the main session's chat, or move to the breakout room containing the student with the question.

Create and share recording

How do I record a meeting?

There are two options:

1. Turn on **Automatically record meeting** when you are creating the meeting. The recording will start at the predetermined start time, even if you open the meeting ten minutes in advance.
2. Click **Start recording** at the top of your screen once the meeting is opened. This option is recommended because you can then determine which parts of the meeting need to be recorded.

Can I record a breakout room?

No, only the main meeting can be recorded. A message will appear at the top of the breakout room stating *Not recording.*

How do I share a recording with a group or certain students?

- Go to **Activities** and then to **Virtual Classroom.**
- Go to **Recorded Meetings,** then the **Actions** column and click the three dots icon.
- Select **Copy Public URL**.
- Go to **Content** and navigate to the module in which you want to place the link.
- Use **Upload/Create** to add a topic of the **Create a link** type.
- Use **release conditions** to determine who within your course gets to see the topic.

> You are now sharing a public link to your recording. Even though you restrict the access to the topic within Brightspace, the link can be found by students in your course and can then be shared with the entire world. Be careful when using this method, especially when you are dealing with privacy sensitive data.

How do I prevent a meeting from getting downloaded?

When you are creating a meeting you have to deselect the option **Automatically publish meeting.** The student will then not see a download link. You can, however, add

a link of the recording to the course. Students can use this link to play the recording within Brightspace, but cannot download it.
Lecturers are always able to download the recording.

Can I edit a recording afterwards?

No, you cannot edit a finished recording. If you do not want to record all components of a meeting then you will have to stop the recording and resume at a later moment.

Errors

Why do I get to see Access denied when I try to access the Virtual Classroom?

It is important to allow so-called 'third-party cookies' in your browser (the recommended browser for Virtual Classroom is Chrome). You can change this setting by going to your browser and then Settings > Privacy and security > Site Settings > Cookies and site data. Check whether the option 'Block third-party cookies' is turned off.

Why is the Enter Meeting Room button gray when I try to start a meeting?

This can mean two things:

- You have opened the meeting more than ten minutes before the starting time.
- You are using a browser that is not supported, such as Safari, Internet Explorer, or Edge. The recommended browser for Virtual Classroom is **Google Chrome.**

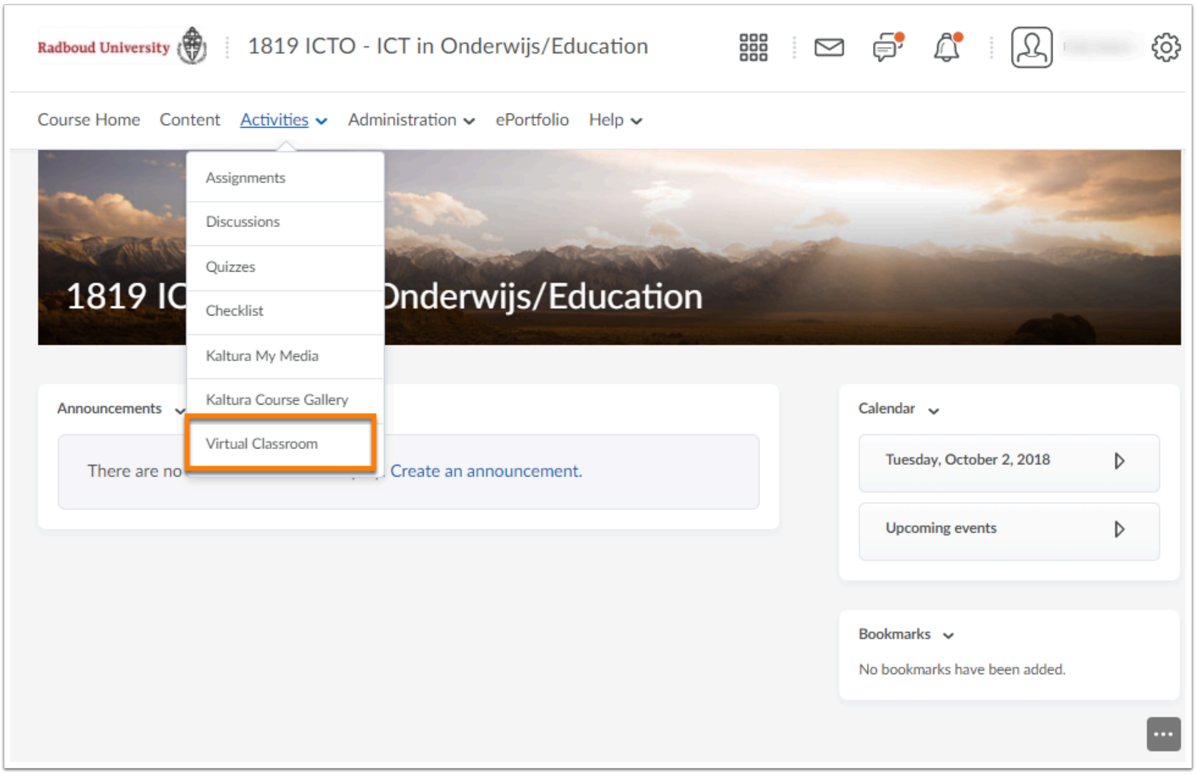
For more information about the Virtual Classroom, please click here to read the manuals.

How do I create a meeting in Virtual Classroom? Activities | Virtual Classroom

The Virtual Classroom homepage

Virtual Classroom is a program that has been integrated in Brightspace which can be used to teach classes online. During the Virtual Classroom you can share PowerPoint slides, Word and PDF documents and use a webcam. It is also possible to use different functionalities, such as creating polls or writing/drawing notes during the class. In addition, students are able to ask questions during the session via the chat box or the microphone.

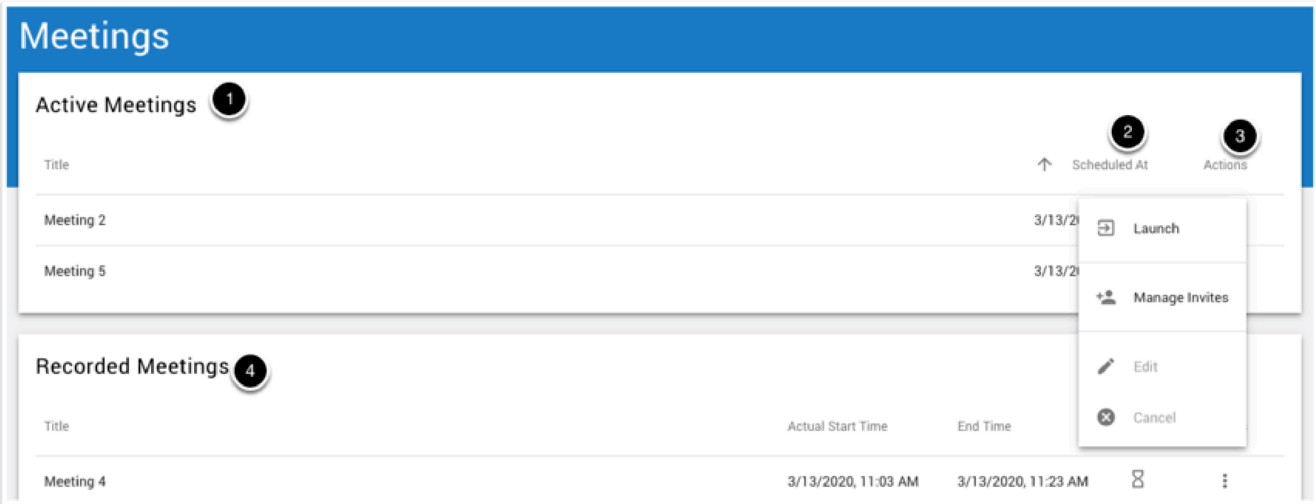
- Virtual Classroom does not operate well in Safari, Internet Explorer and Microsoft Edge. Bongo (the company behind Virtual Classroom) recommends using Virtual Classroom in Google Chrome. In other browsers you will only be able to play the recording, instead of being able to actually engage in a session.
- Use headphones to minimize echo effects.



- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom**.

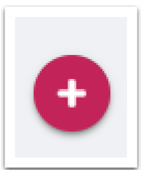
⚠ The first time you use Virtual Classroom, you will get a notification that YouSeeU (which is now Bongo, but still displays as YouSeeU) requests data from you. You need to accept this request.

⚠ Unlike lecturers, students *will not* find the Virtual Classroom below **Activities.** If you create a meeting it will appear in the **Calendar.** You can also add the meeting in Content. Read the manual [How do I add a planned meeting or a recording to Content?]() for more information.

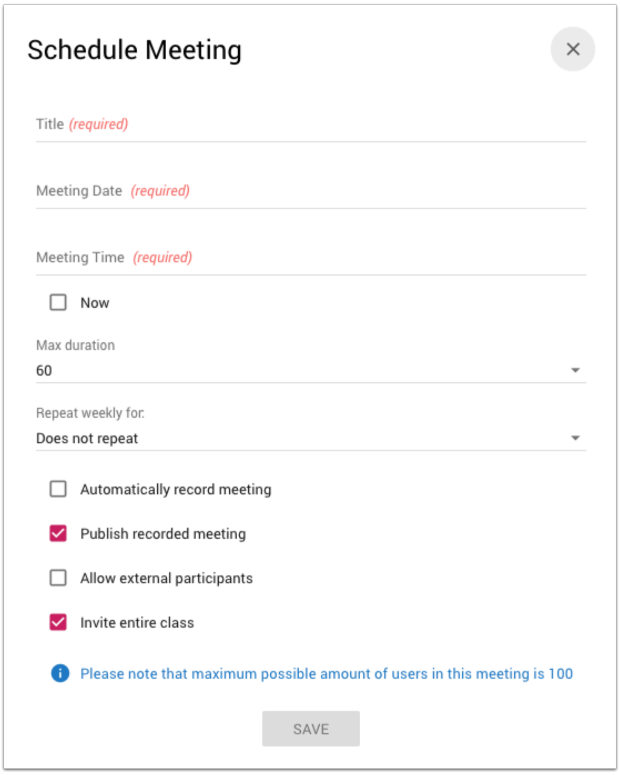


1. Under **Active Meetings** active and scheduled meetings are displayed (seminars, lectures, meetings, etc.):
2. Under **Scheduled at** you will see the accompanying date and time.
3. Click the three dots under **Actions** to open the drop-down menu:
   - With **Launch** you can open the **Meeting Lobby** in a new tab, in which you can start the meeting.
   - With **Manage Invites Settings** you are able to invite people to take part in the meeting.
   - With **Edit** you can adjust the settings of a meeting.
   - With **Cancel** you can delete the scheduled meeting.
4. Under **Recorded Meetings** you will find all completed and recorded meetings.

Schedule a meeting



- Click the pink button in the lower-right corner of your screen.



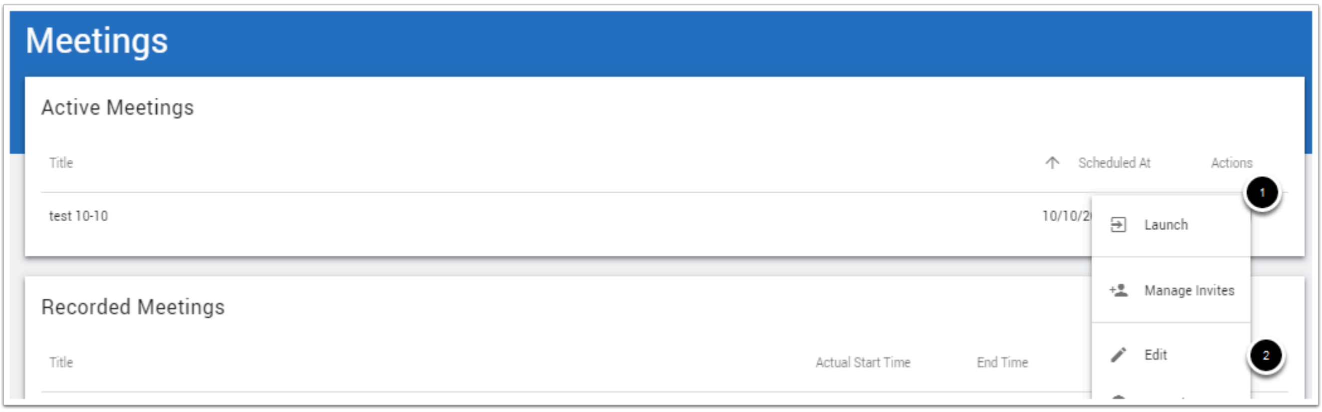
- Add a title for **Title.** Make sure you have a clear topic that shows students what the meeting is about (*for example: Question hour for class 1*).
- At **Meeting Date** fill in the date of the meeting. When you click this field a calendar will appear.
- At **Meeting Time** fill in the time slot of the meeting. When you click this field a clock will appear. Select the hours or the minutes and move the clock's hand. Please note: be aware of am/pm.
- Click **Now** if you want the meeting to start immediately.
- Use **Max duration** to determine a maximum duration for this meeting.
- Select **Start record automatically** if you want the recording to start automatically as soon as the meeting commences. Please note: If you do not select this option, and you do want the meeting to be recorded, you will have to start the recording manually.
- Select **Publish recorded meeting** when you want to display a download link as soon as the recording is finished. Students can download a file of the recording to their own computer. If you do not select this option, then lecturers will be the only ones who can access the recording. It is also possible to add a link to the recording to your Course Content later on.
- Select **Allow external participants** when students outside of your course should also be able to access the recording.
- Select **Invite entire class** to add everyone in the course to the meeting.
- Click **Save** to save the settings for the meeting.

We do not recommend using **Start record automatically**! If you handle the recording manually, you can make sure you are ready to start the meeting before you start recording with the record button at the top of the screen.

Please be advised that at most 150 students can attend a Virtual Classroom session simultaneously. Take this into consideration when you have a course with more than 150 students. If you invite them all, they will not be able to watch it live at the same time.

An activity will be created in the Calendar of your Brightspace course for each meeting.

Edit meeting settings



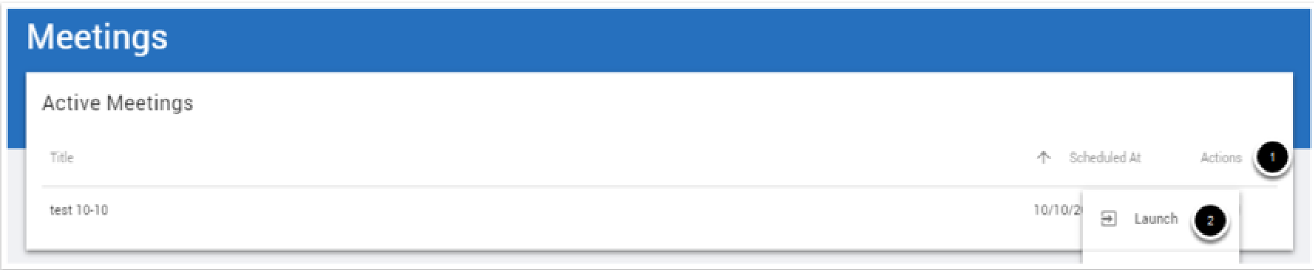
1. From the list of Active Meetings, click the dotted sign under **Actions** behind the meeting you want to edit.
2. Click **Edit**. You will return to the same screen where you schedule a new meeting (with the same options).

Once the start time and date of the meeting has arrived, you are no longer able to edit or delete the meeting. It does not matter if you actually start the meeting or not at that point.

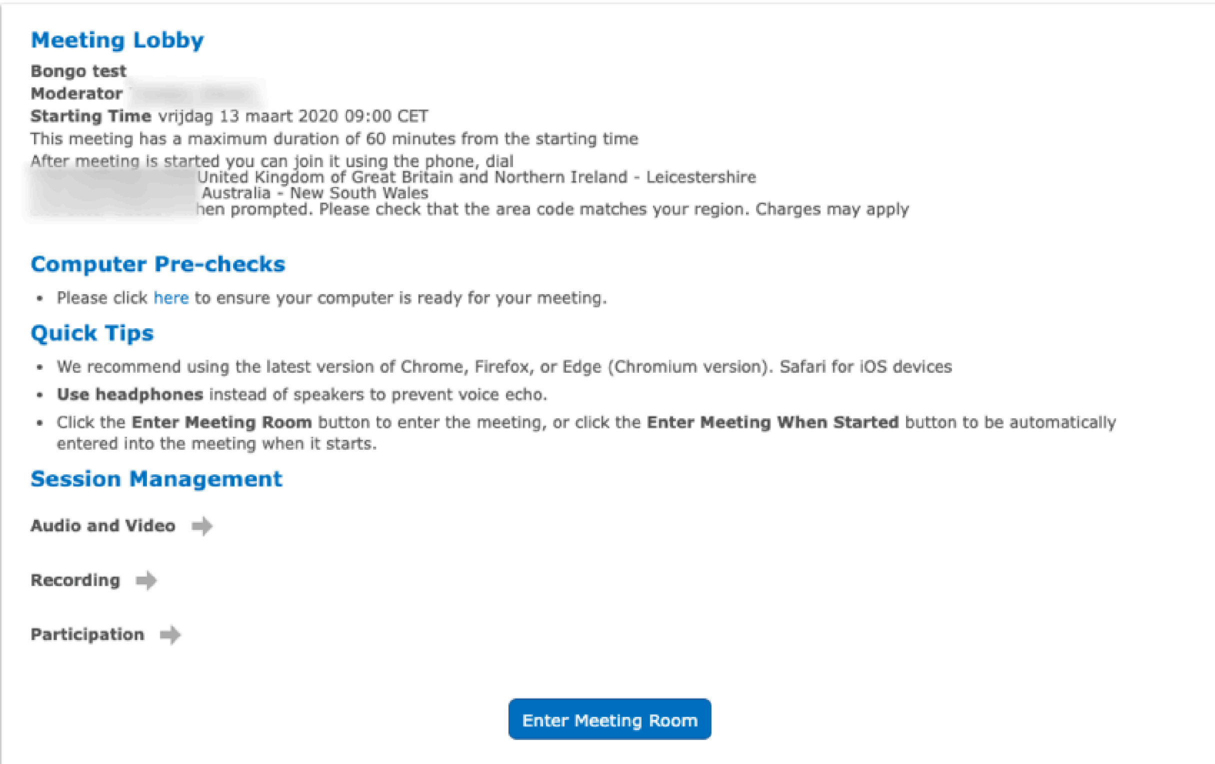
Which options do I have during a meeting? Activities | Virtual Classroom

[Start a meeting](#start-a-meeting)
[Tools during a meeting](#tools-during-a-meeting)

Start a meeting



1. Click the three dots icon below **Actions** and choose the right meeting.
2. Click **Launch.**

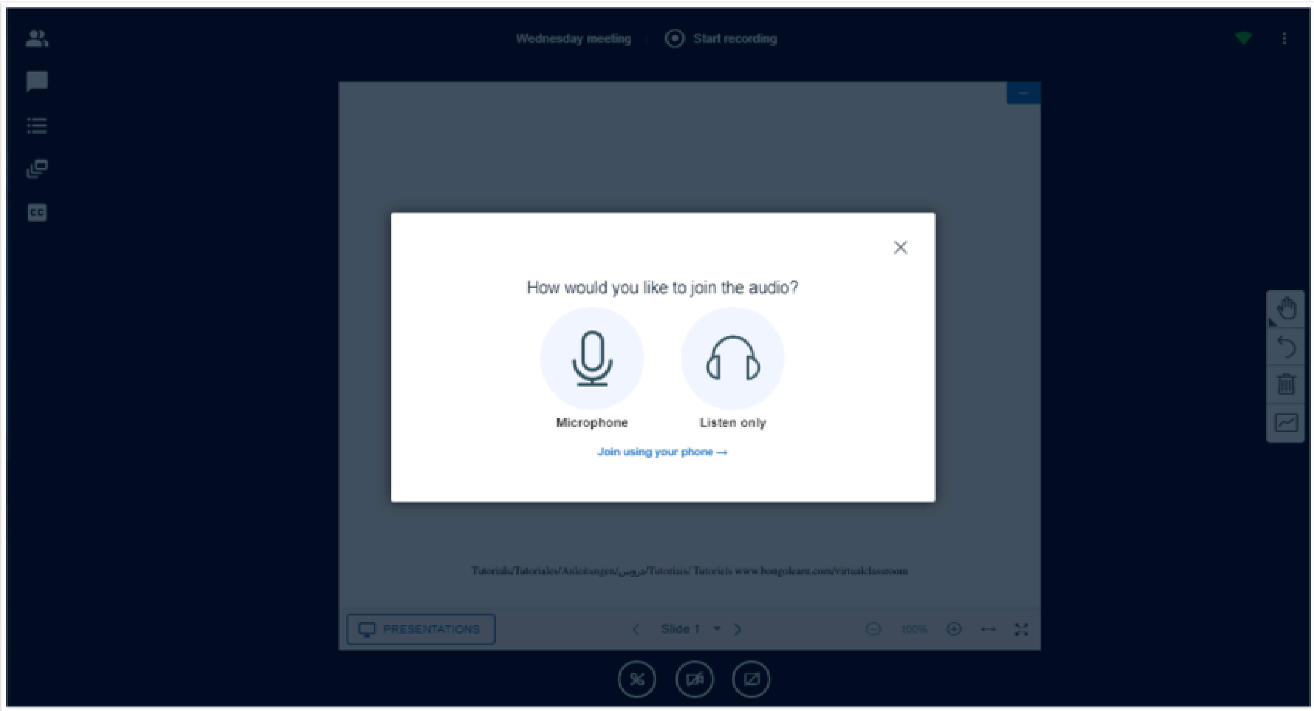


You will be navigated to an overview page:

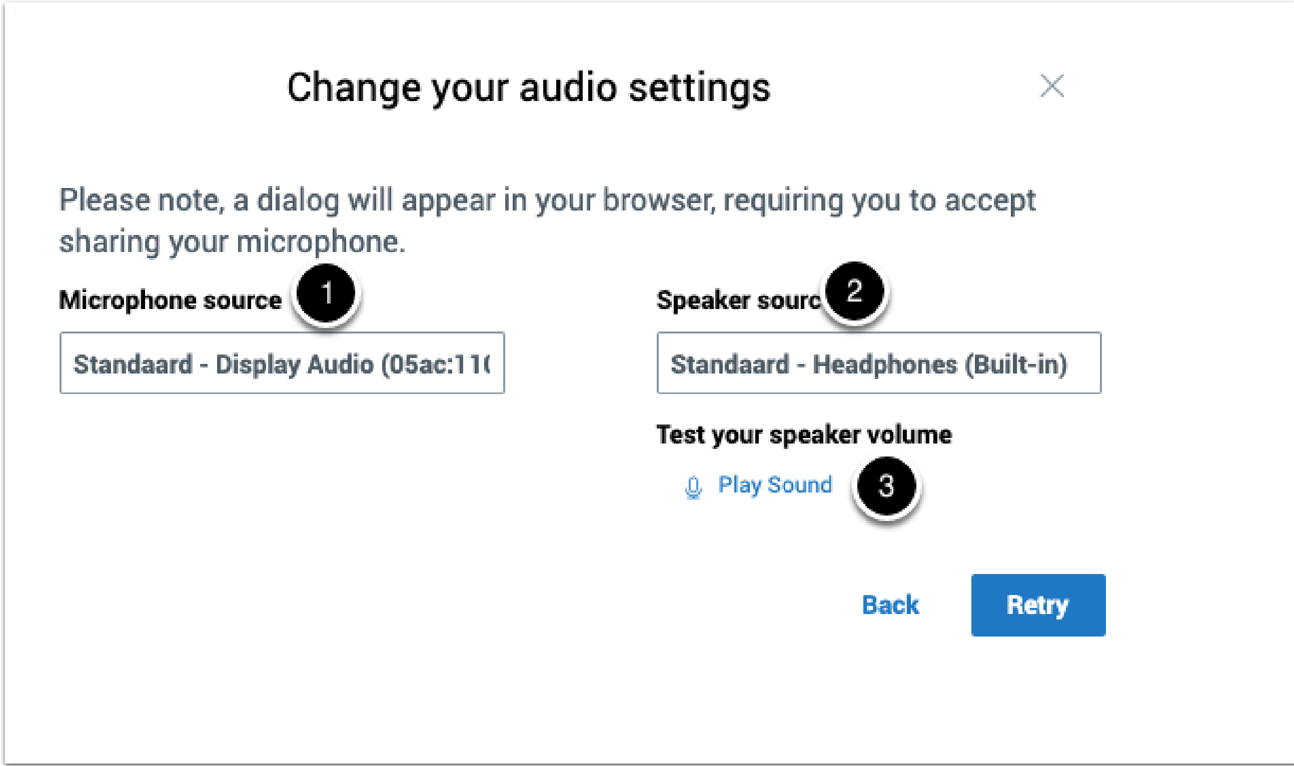
- **Meeting Lobby Page**: information about the meeting (moderator, time and date and maximal duration).
- **Computer Pre-checks:** you can use a check to make sure your computer is suitable for a Virtual Classroom.
- **Quick Tips**: some general tips.
- **Session Management**: matters to keep an eye on during the meeting.
  - Click the arrows behind **Audio and Video**, **Recording** and **Participation** to show or hide extra information about these items.

- Just above **Enter Meeting Room** you can see when the meeting should start. You cannot open the meeting room prior to the start time.

The lecturer can access the meeting ten minutes in advance. This way you have time to set up your presentation before the students arrive.
Participants cannot open the meeting room before the lecturer/moderator has opened the room and started the meeting.



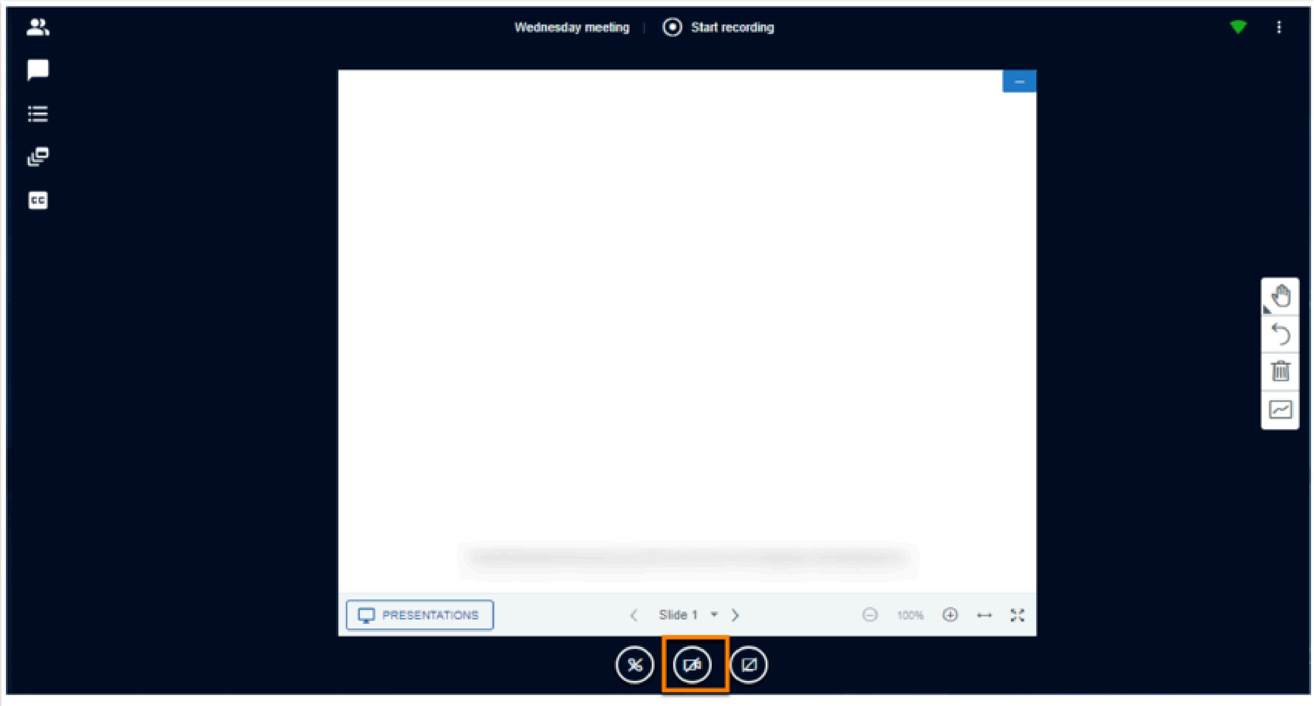
- When you open the meeting room, decide whether you want to opt for the **Microphone** (you can speak) or for **Listen Only** (you can only listen). If you click the close button, the sound will be on and the microphone will be off.
- If you click **Join using your phone** you will receive information on how to join with your phone.



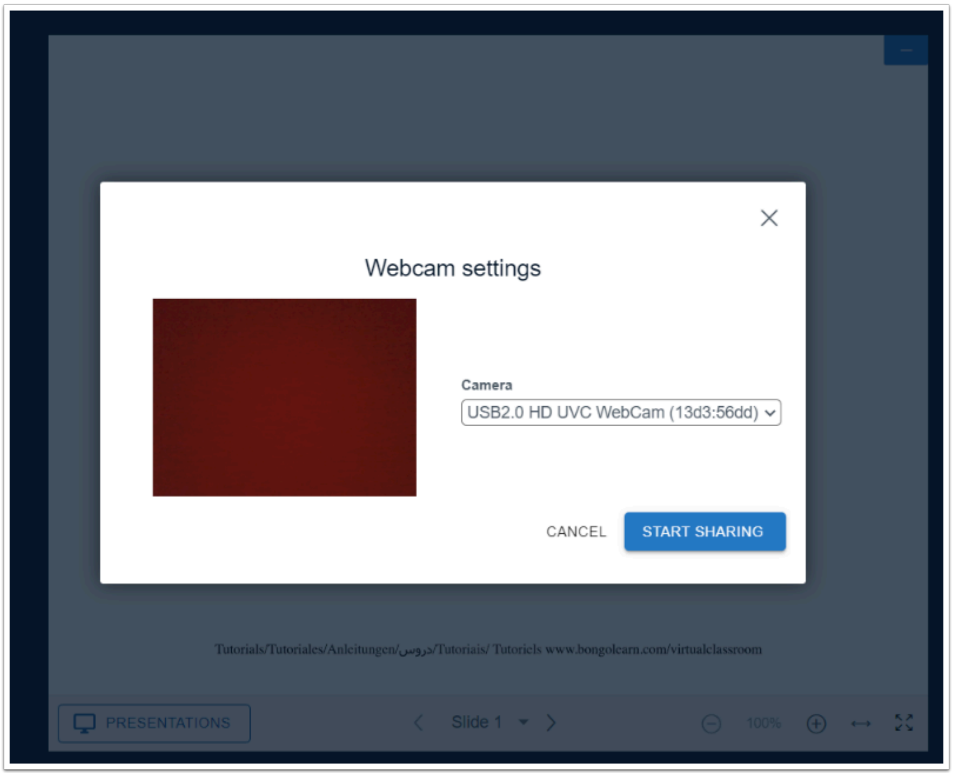
If you click **Microphone**, a window will be opened with an echo check. Click the Audio Settings to change the settings for audio

1. Select which microphone (**Microphone source)** you want to use;
2. Select which speaker/headphone (**Speaker source**) you want to use;
3. Test whether or not your speaker/headphones is working (**Play sound**).

Click **Back** to return to the Echo test screen and click **Yes** to participate in the meeting.

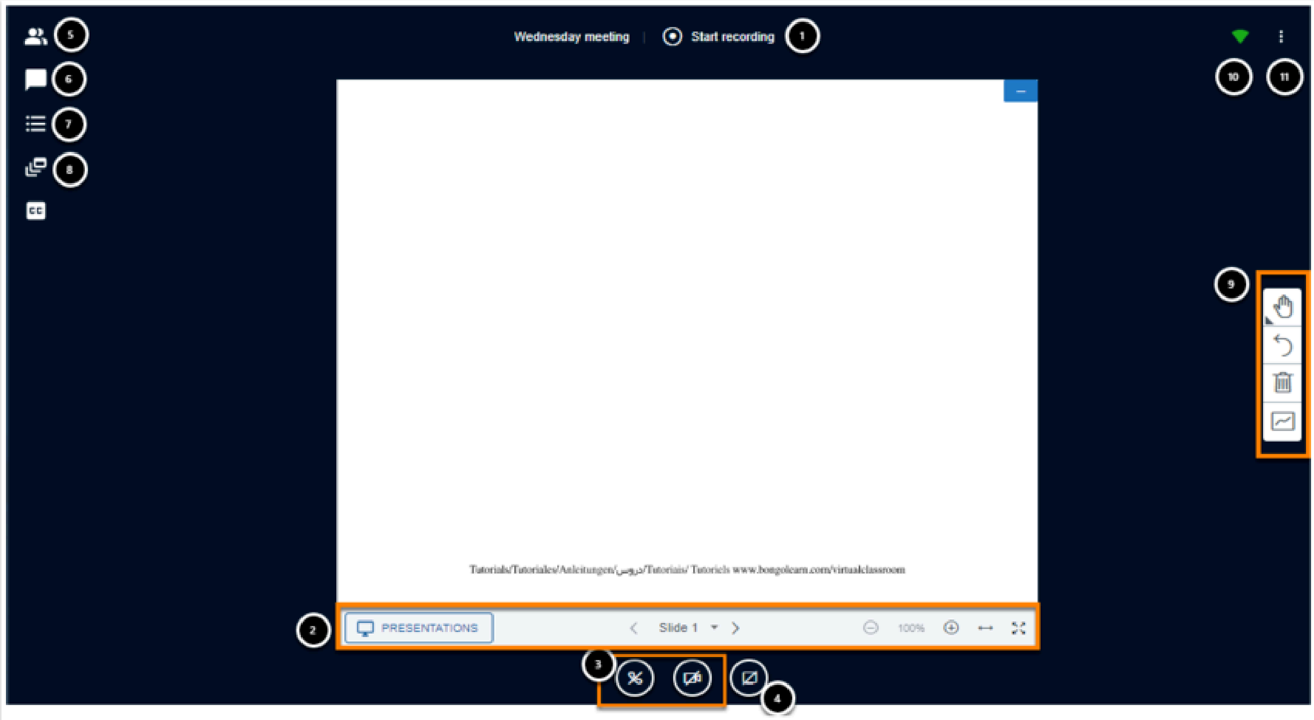


- Click on the camera icon to turn on your webcam.



- You can then select a webcam. The quality will automatically be adjusted to the quality and speed of your internet connection. Then click **Start Sharing.**

Tools during a meeting



You can make use of a variety of tools during the meeting:

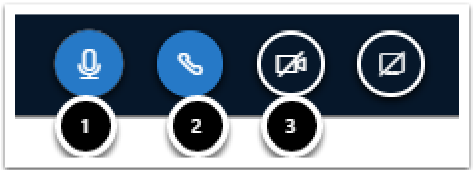
1. Record the presentation / stop the recording;
2. Upload and manage the presentation;
3. Share your microphone or webcam;
4. Share your screen;
5. View and mute all participants;
6. Chat;
7. Start a poll;
8. Create breakout rooms;
9. Open annotation tools;
10. Test the speed of your internet connection; fast (green), medium (orange) or slow (red);
11. Change the settings for the meeting and leave or close the meeting.

If you did not select the automatic recording option, you will have to start the recording manually. You can start, stop and pause the recording at any moment.

It is important to notify your students when you record a meeting. Students can then choose to turn the webcam and microphone off, meaning they will not be in in the shot.

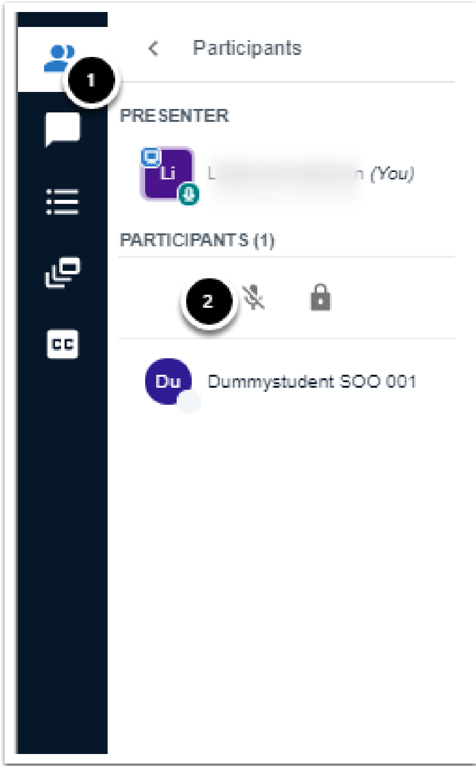
The presentation

You can display a presentation in the middle of your screen. You can draw on a blank screen and add text using the tools on the right side of the screen. You can also upload a file and add notes to the file. You can leaf through your presentation's slides at the bottom. This means you can create multiple slides with notes, and return to previous slides.



1. You can use the microphone to provide comments during your presentation. You can also turn the microphone off (**Mute**).
2. You can turn off both your microphone and incoming audio by clicking **Leave Audio.**
3. If you want to use your webcame to appear on screen, click **Share Camera.**

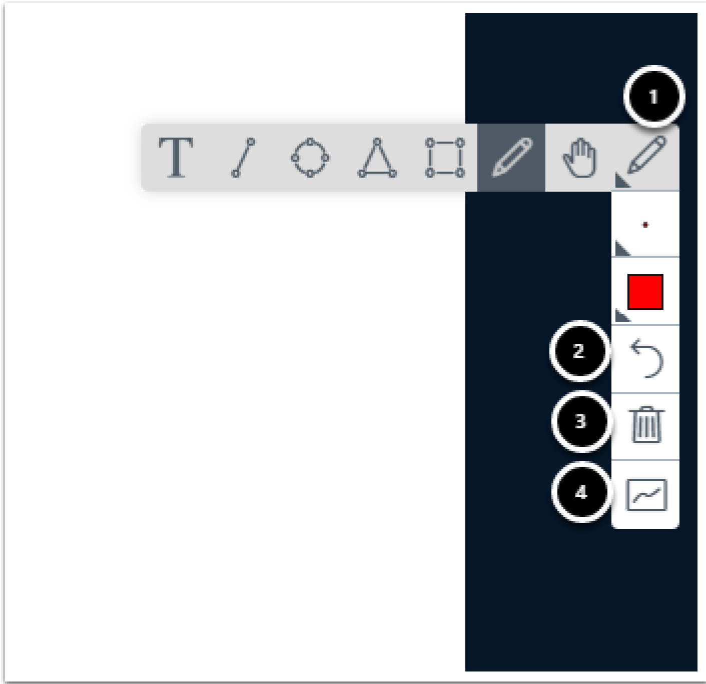
Mute participants



1. Click on the icon to open the participants.
2. Click **Mute all.** Your own microphone will also be silenced. Each participant can turn on their individual microphone by clicking the microphone icon (**Unmute**), unless you have changed the settings of the meeting to ensure participants cannot control their own microphone and webcam.

Especially when you have a meeting with many participants it is advised to mute all participants at the start of the meeting. This way they will not all speak simultaneously. You can ask participants to unmute themselves if they have a question and mute themselves if they merely want to listen.

Annotation tools

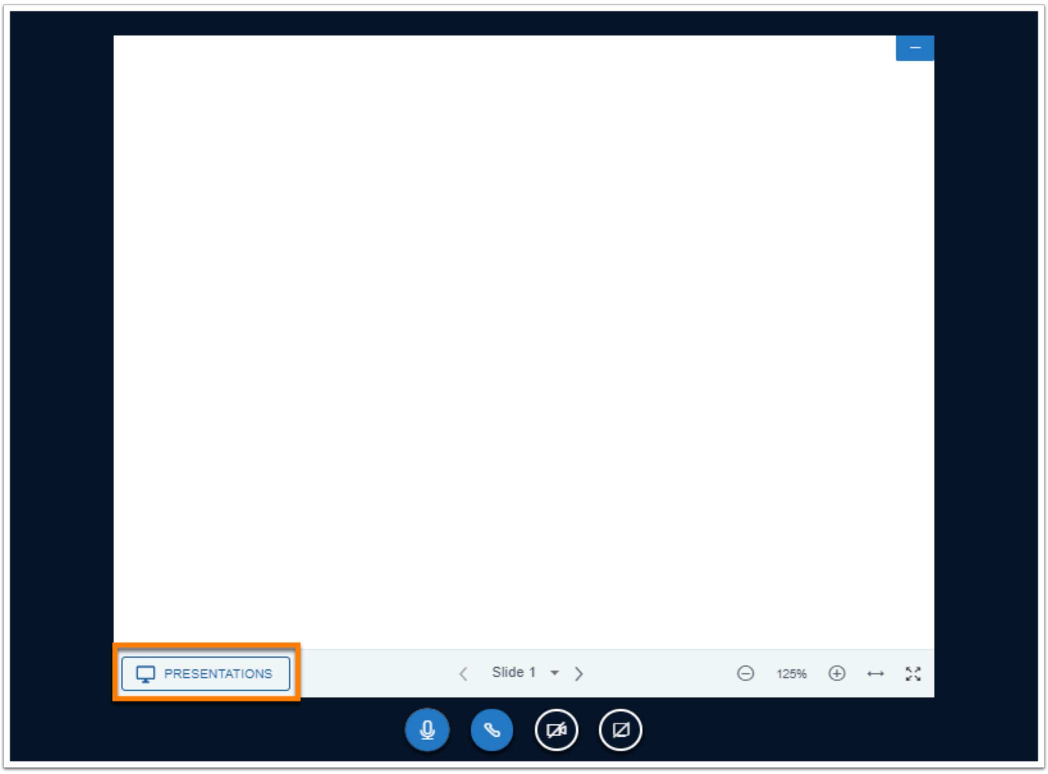


On the right side of the screen you will find the option to add notes on the slides:

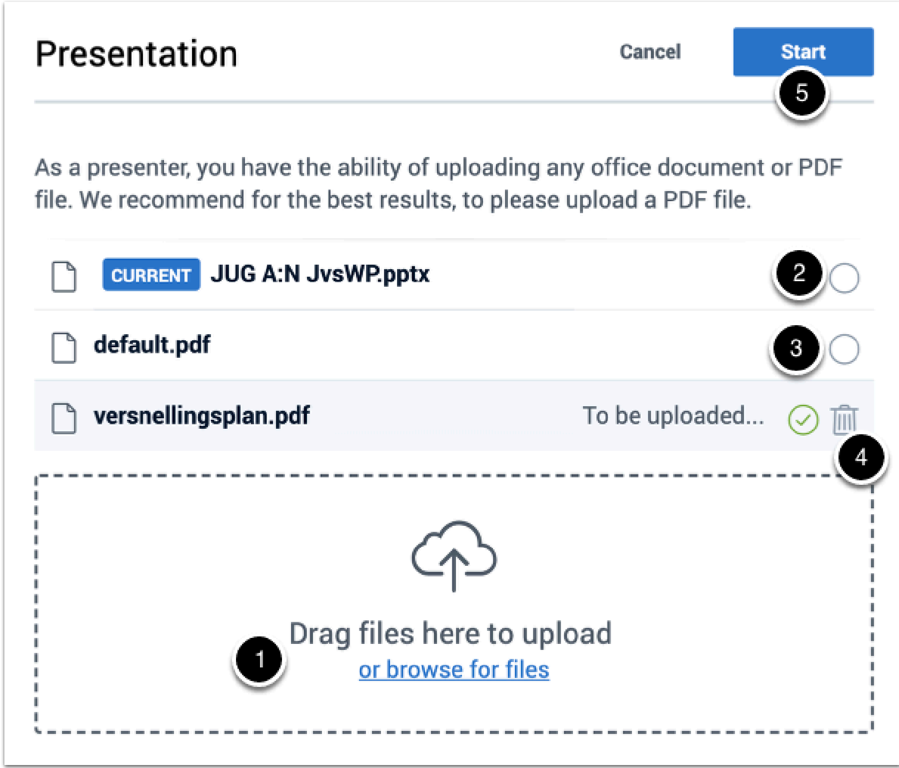
1. Click the pencil sign to choose a tool:
   Text: create a text box and type your text.
   You have additional options for font size and colour.
   Line: draw a line.
   Ellipse: draw a circle.
   Triangle: draw a triangle.
   Rectangle: draw a rectangle.
   Pencil: use the pencil to draw freely.
   With Line, Ellipse, Triangle, Rectangle and Pencil you have additional options for size and colour.
   Pointer: a red dot with which you can point out certain elements on the screen to direct attention to them.
2. Click the arrow to undo your last note.
3. Click the cross to delete all of your notes.
4. Click the screen icon to enable the **multi-user** tool. Participants are now able to make notes as well. Click on the icon again to disable the tool. Note: we advise against using this tool with too large of a group to avoid a lot of people drawing through each other's work.

Presenting a file

You can add a file to your presentation, such as a PDF, Word, Powerpoint, or Excel file. Each page, slide or tab will be one dia in your presentation.



- Click **Presentations.**

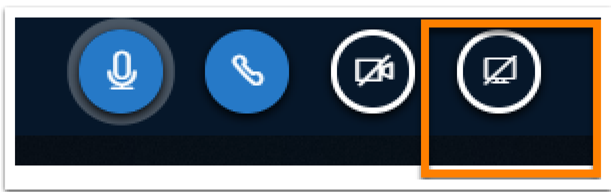


You have a number of options:

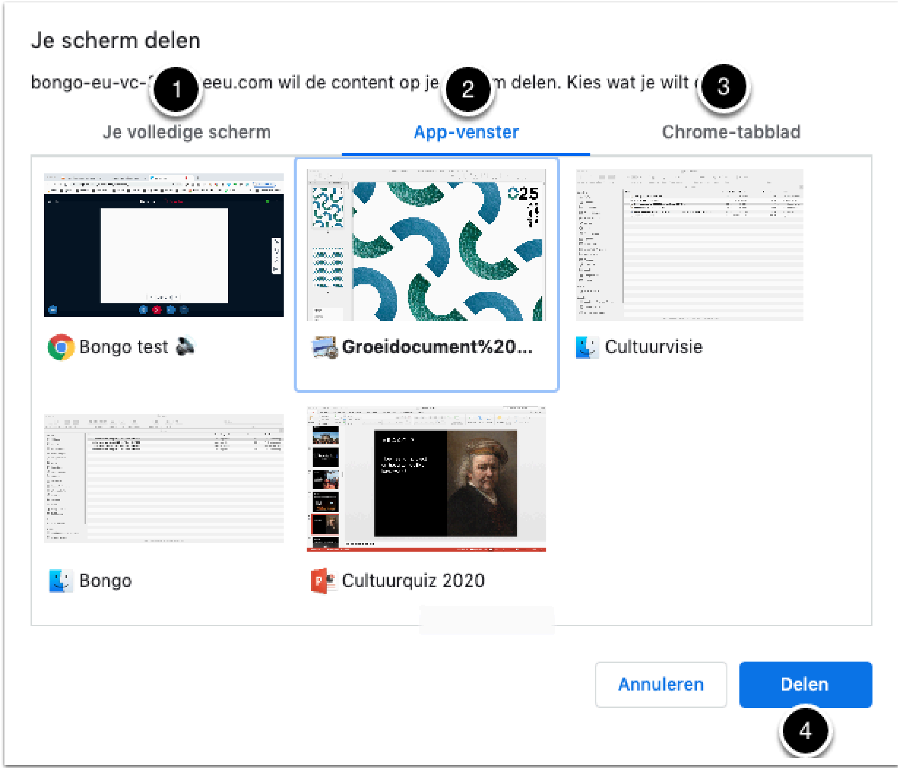
1. Select a file from your computer to upload.
2. Select a previously uploaded file to present.
3. Switch to a blank presentation; there might be previously added notes in this presentation.
4. Delete an uploaded file or a file you are going to upload.
5. Click start to present the preferred file.

⚠ If you upload a Powerpoint file the animations in your file will not be preserved. All elements in your dias will be shown simultaneously. Graphs from Excel are not supported. If you used special fonts they will not be displayed properly.

Share screen



- To share your screen you click **Share your screen** at the bottom.



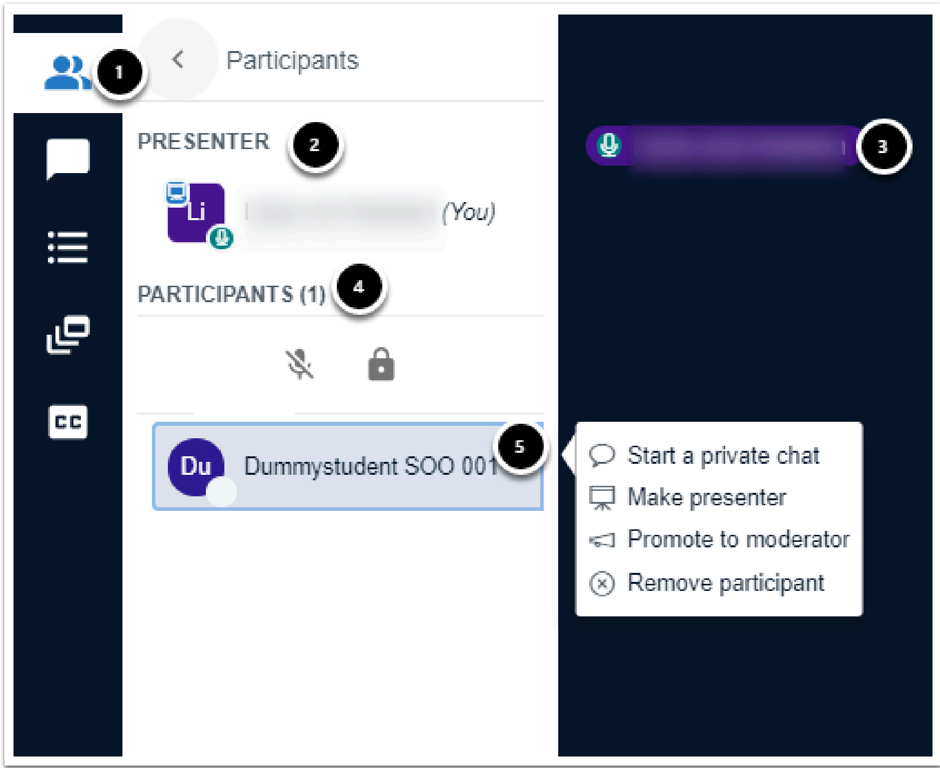
A new window will open. Here, you can choose which part of your screen you want to share:

1. **Your full screen:** If you want to share your full screen you can choose which one (if you have connected multiple screens).
2. **App window:** When you want to share an application you have opened (such as a Word file or an Excel file) you can select which window you want to share.
3. **Chrome tab:** when you want to share an opened tab in your browser, select which tab.
4. Select the desired screen and click **Share (Delen).**

⚠ When you want to share your screen for the first time you will receive an one-time notification stating that you have to install the **Bongo Screenshare Extension** .

The only browsers that fully support screensharing are Chrome and Microsoft Edge (Chromium version). If you use Firefox your only option is to share a window.

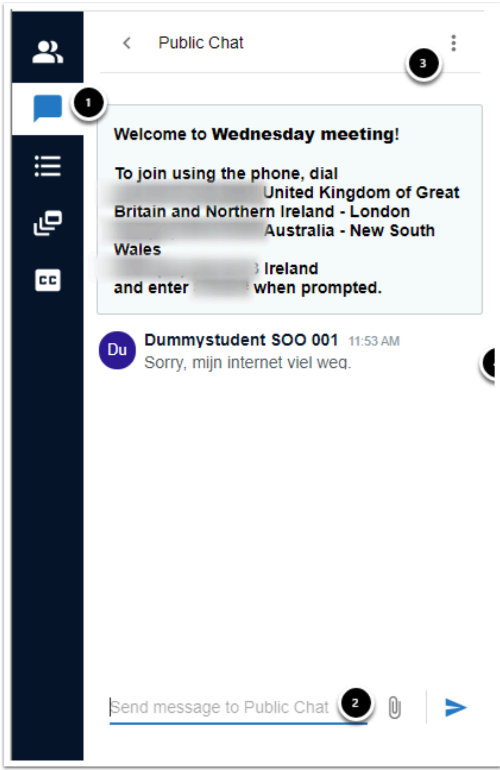
Participants



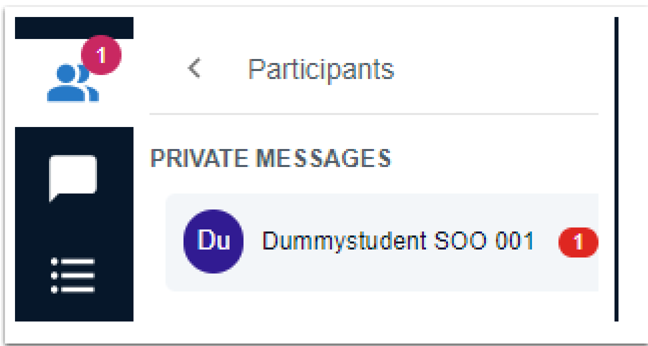
1. To see which participants are present in your meeting, click on the user icon at the top left of your screen (**Participants**).
2. At the top you will see who is currently presenting below **Presenter.**
3. Below **Participants** you will find the other participants.
4. At the top left of the screen you will see which participant is currently talking.
5. Click on the name of the participant to:
   - start a private chat;
   - enable their microphone;
   - allow them to present;
   - remove them from the meeting;
   - make them a moderator.
     This means the participant will have the same rights as the lecturer; they can let other participants present, but they can also remove participants and erase the chat.

After you have removed a participant from the meeting, they can no longer access it. If the participant tries to reenter the meeting, a notification will appear about denied access.

Chat



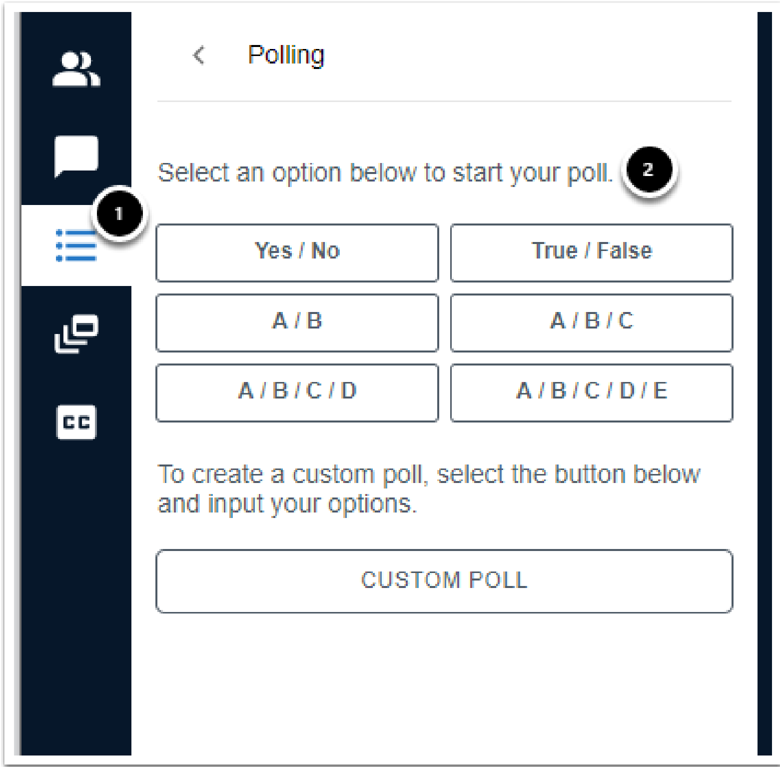
- Click on the speech balloon to open the chat window.
- Below you can send a message to all participants.
- Click on the three dots icon to delete or save the chat.



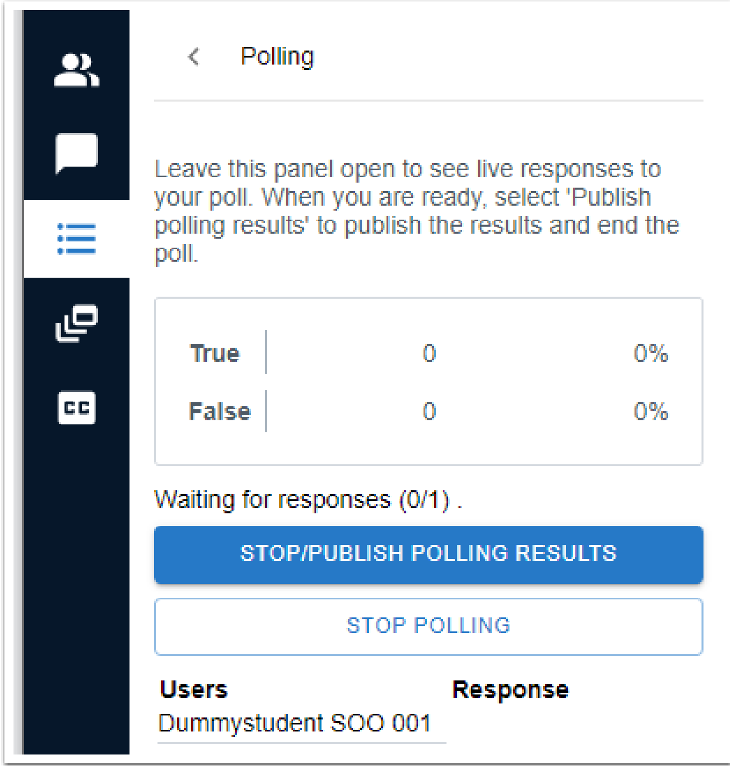
Participants can also send private messages. When you have received a private message a red dot will appear below **Participants** > **Private messages.**

Poll

You can create a poll which you can present to your participants during your presentation. You will have to ask verbally, and the participants can then choose from different answers that will appear on screen.



- Click **Polling** in the menu on the left.
- Then choose between default answer possibilities, or create your own answers by clicking **Custom Poll.**



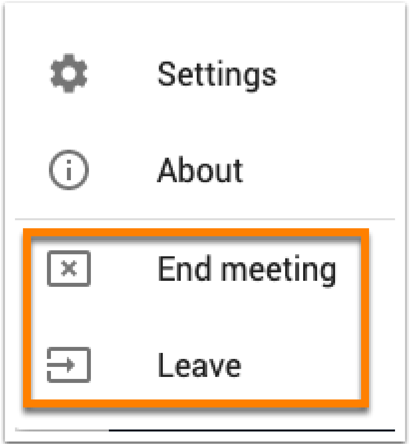
- If you have set up the answer options the poll will start automatically. Click **Stop/ Publish Polling results** to share the results with the participants. Click **Stop Polling** to stop the poll without sharing the results.

Settings for the meeting

Click the three dots icon at the top right of your screen to access more options for your meeting. Use **Settings** to change the settings for your meeting.

- **Application**: choose whether or not you want to receive notifications if there is activity in the chat and adjust the font size.
- **Closed Captions**: makes it possible for all participants to write a text below the video. We advise against using this function for large groups. Use the chat for questions instead.
- **Data Savings**: decide if you want to allow sharing webcams and screens (by turning off this option whenever you do not need it, you will prevent the network from overloading).
- **Participants**: set which tools (webcam, microphone, public chat, private chat) you wish to be disabled for participants so that they will not be able to use them during the meeting.
- Click **Save** to save the settings and return to your meeting.

End the meeting



1. When you want to end the meeting you click the three dots icon at the top right and then select **End Meeting.** The meeting will be terminated for all participant and cannot be restarted. If you created a recording a file will be created.
2. You can also opt to leave the meeting (temporarily), for example to change your microphone settings. The meeting will remain open for the other participants. You can then rejoin the meeting whenever you desire.

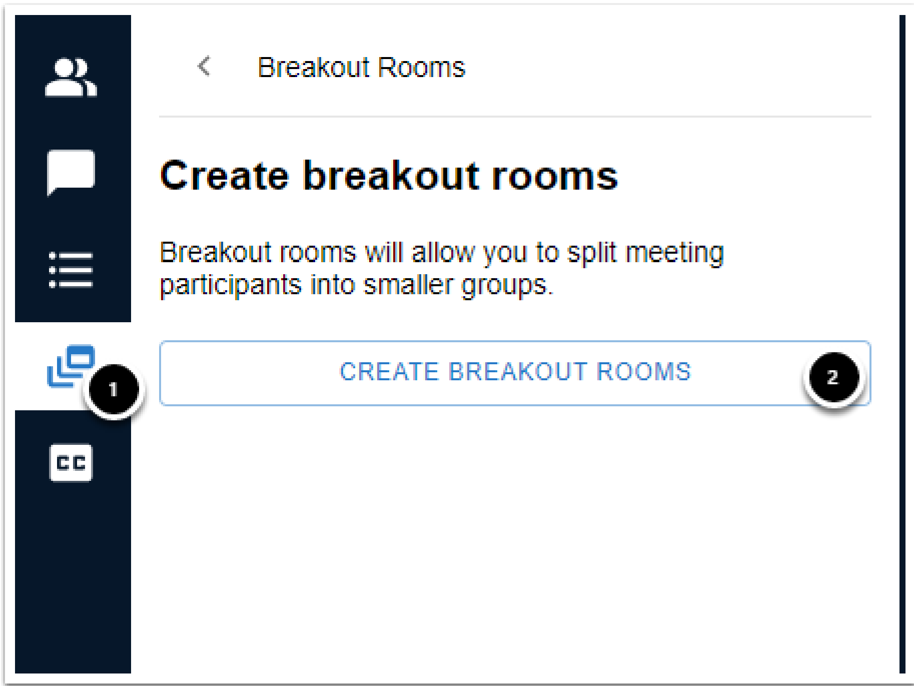
Do you need help with your Virtual Classroom? Please contact Brightspace support.

How do I use breakout rooms for groups? Activities | Virtual Classroom

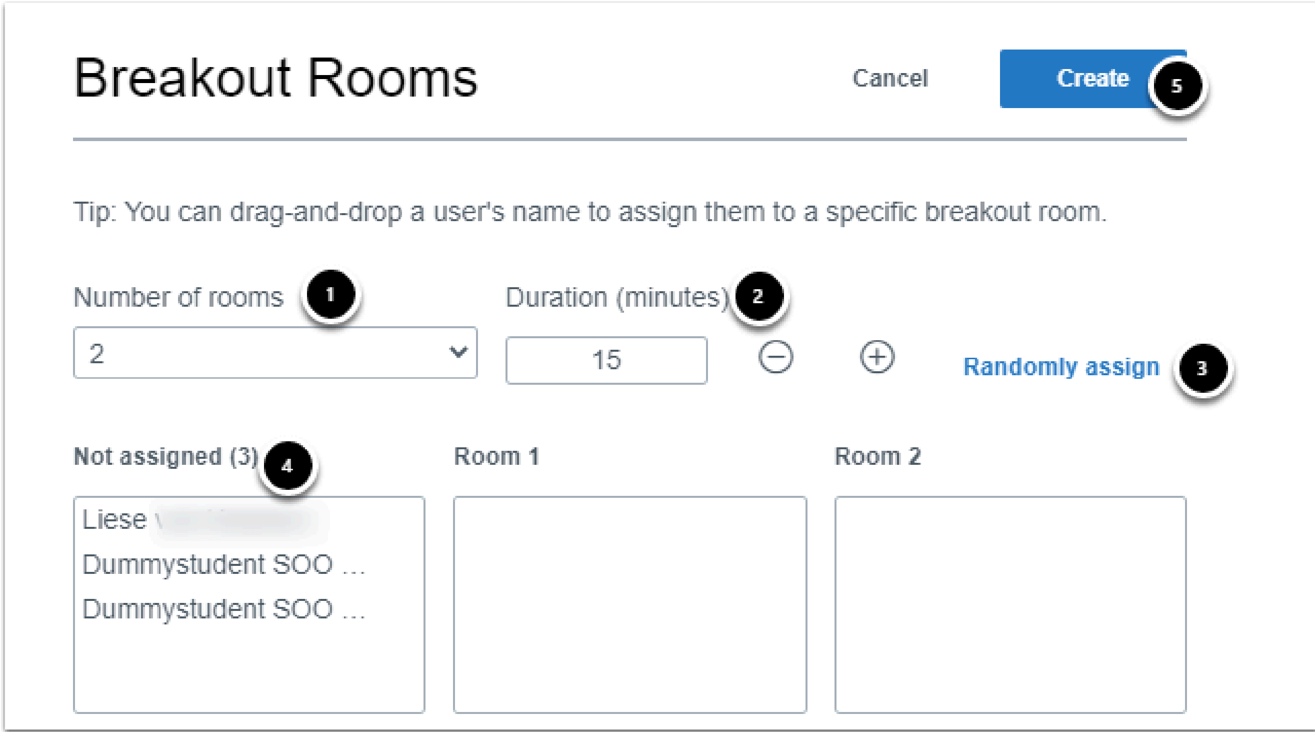
[Create breakout rooms](#)
[Participating in a breakout room](#)
[End the breakout rooms](#)

A breakout room in a Virtual Classroom can be used to create a virtual space for groups of students during your meeting. You split your participants into groups and each group will get their own meeting. Here they can come together to interact during a set time. As lecturer you determine who joins which group, or you can let Virtual Classroom assign the participants at random.

Create breakout rooms



- Click **Breakout rooms** in the menu on the left.
- Click **Create Breakout Rooms.**



1. Choose the number of breakout rooms you want to create. The minimum is two and the maximum is eight.
2. Determine how long the session can last. When the time has passed, the breakout room will automatically end.
3. Click **Randomly assign** to randomly assign students to different breakout rooms. You can manually assign students by dragging them to different rooms.
4. Students who have not been placed in a room are listed below **Not assigned.** These students can be added to a room manually.
5. Click **Create.** The breakout rooms have now been created.

Students will receive an invitation to enter the breakout room.

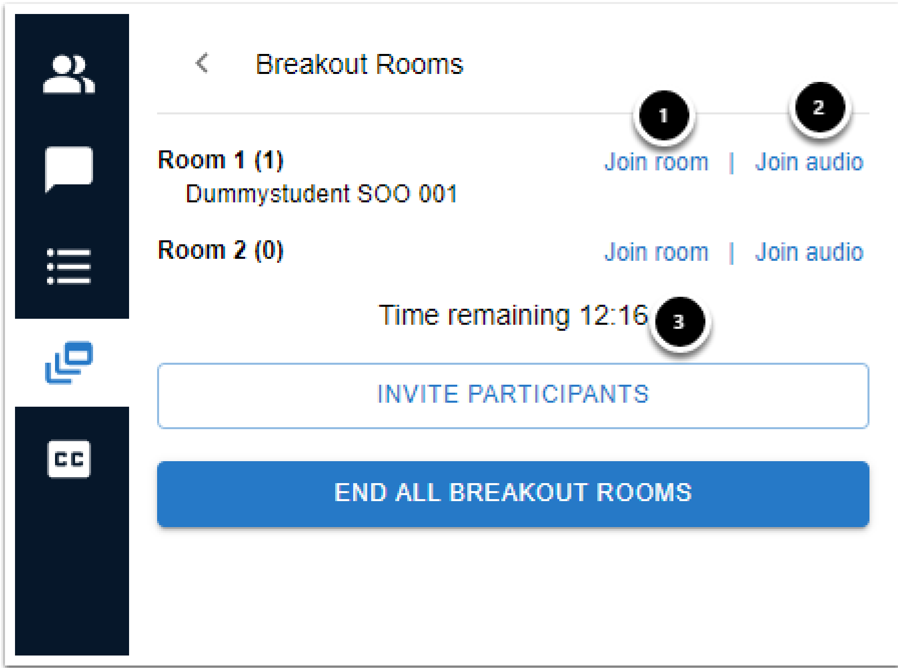
Students in a breakout room work together in a new browser tab. They are no longer a participant of the main meeting, even though they still have an open browser tab for the main meeting. The lecturer might choose to show a question on the screen, which the students in the room then have to answer.

The first person to enter the breakout room will be the default moderator. Other students can also turn themselves into moderators and give a presentation.

> ⚠ Once students participate in a breakout room you can no longer move them to a different one. If you want to move students to another room they first have to leave their current breakout room voluntarily. This way they will end up in the

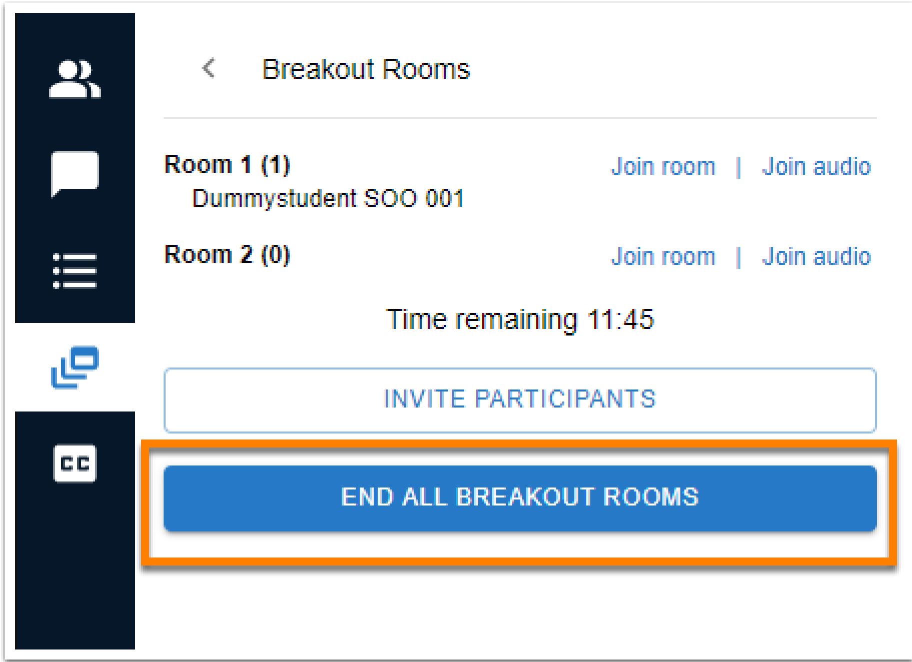
Not assigned category. Click on the plus icon in the main meeting and choose **Invite to breakout rooms** to assign the student to a new group.

Participating in a breakout room



1. Click **Join Room** to go to the breakout room. A new tab wil open. You will see the question **Do you want to join?** Click **Join** to go to the group. Click the three dots icon and then **Leave** to leave the room. You can go to each breakout room and then leave it as long as they are open.
2. Click **Join audio** to stay in the ain session and only use the audio for a breakout room.
3. Behind **Time Remaining** you will see how much time the participants have left in the breakout room.

End the breakout rooms

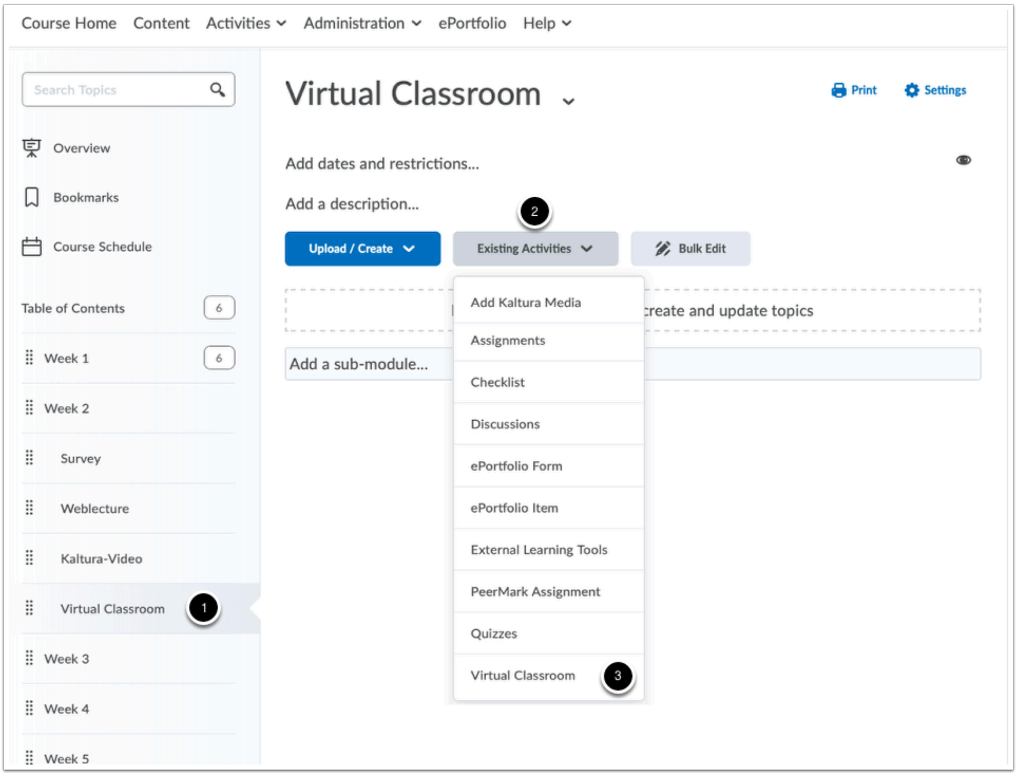


The breakout rooms will automatically be closed once the time has passed. Students inside the breakout room can see how much time remains.
As lecturer, you can also manually close all breakrooms at once. Click **Breakout Rooms** in the main meeting nd then click **End all breakout rooms.**

When you manually close all breakout rooms, students will be removed from the rooms without warning. They can then return to the tab containing the main meeting.

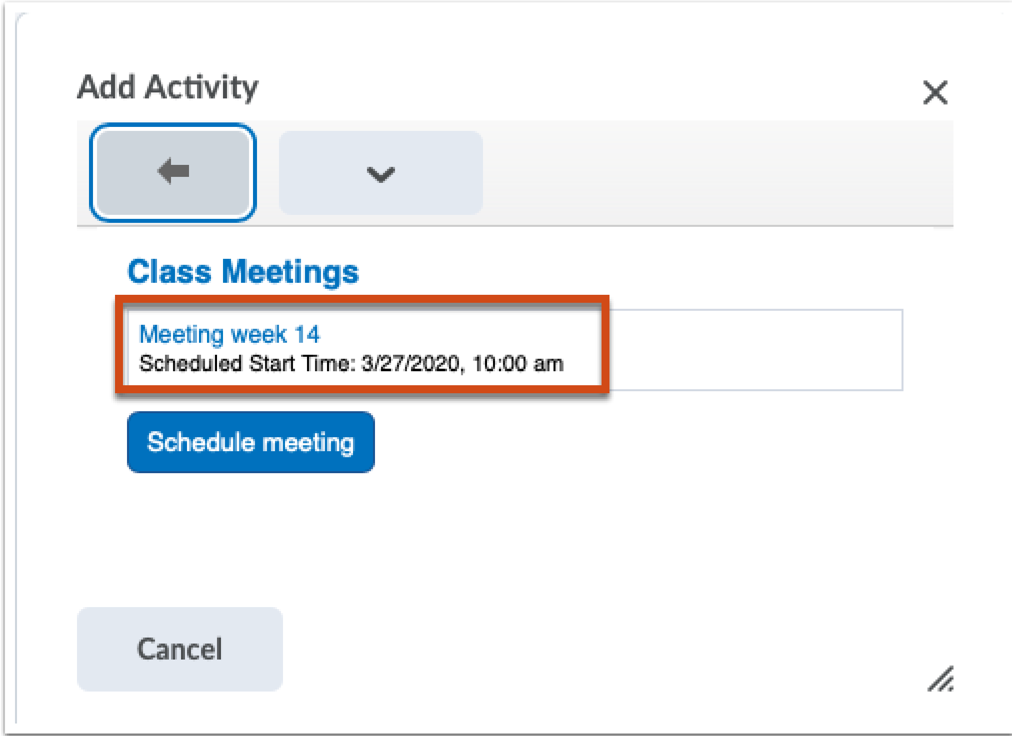
How do I add a planned meeting or a recording to Content? Activities | Virtual Classroom

It is possible to add a planned meeting and the recording you creating to your course content at once. Students can then see that the meeting is part of a module.

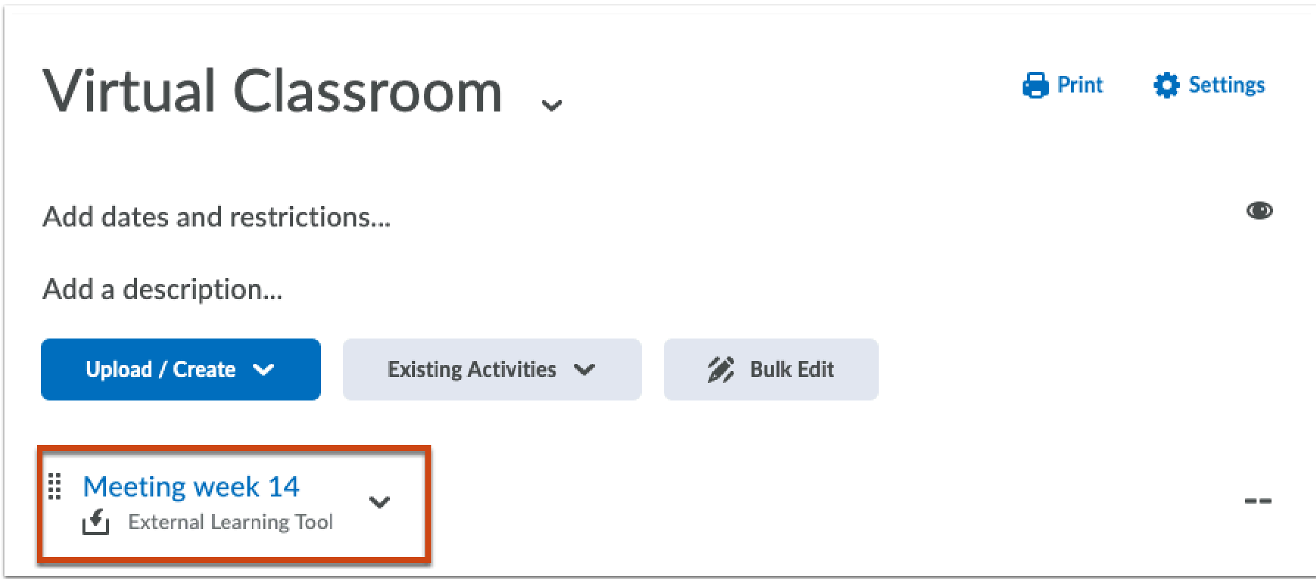


Go to **Content** in the navbar of your course.

1. Navigate to the module to which you want to add the Virtual Classroom meeting.
2. Click **Existing Activities.**
3. Select **Virtual Classroom.**



Click on the name of the meeting you want to add to Content.



A topic is now created. This topic will refer to the meeting.

> If the meeting is not finished yet this link will take you to the planned or currently active meeting. IF the meeting is recorded, this link will take you to the

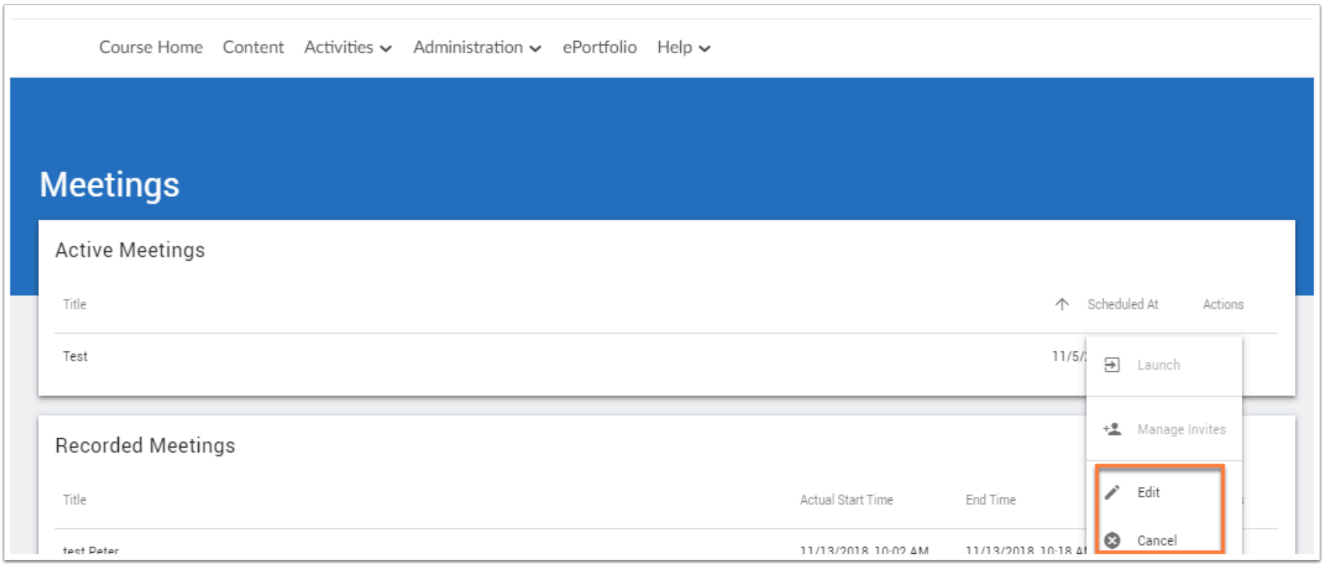
recording. You do not have to add a recording to your course afterwards if you have added the link before the meeting started and you checked the option *Publish recorded meeting*.

You can only add meetings to Content if they are accesible to the entire class. If you have a meeting with only a few students, you have to access the meeting via the Calendar event.

How do I remove a planned meeting from Virtual Classroom? Activities | Virtual Classroom

If you have planned a meeting but wish to remove it, this manual will explain how to proceed.

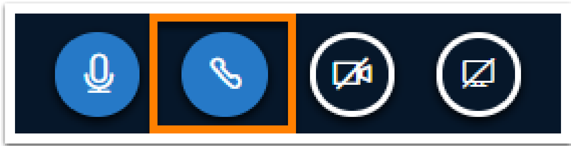
- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom**.



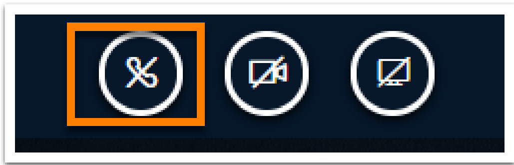
Go to **Active Meetings**, click the three dots icon behind the upcoming meeting, and then click **Cancel.**

How do I switch my microphone in Virtual Classroom? Activities | Virtual Classroom

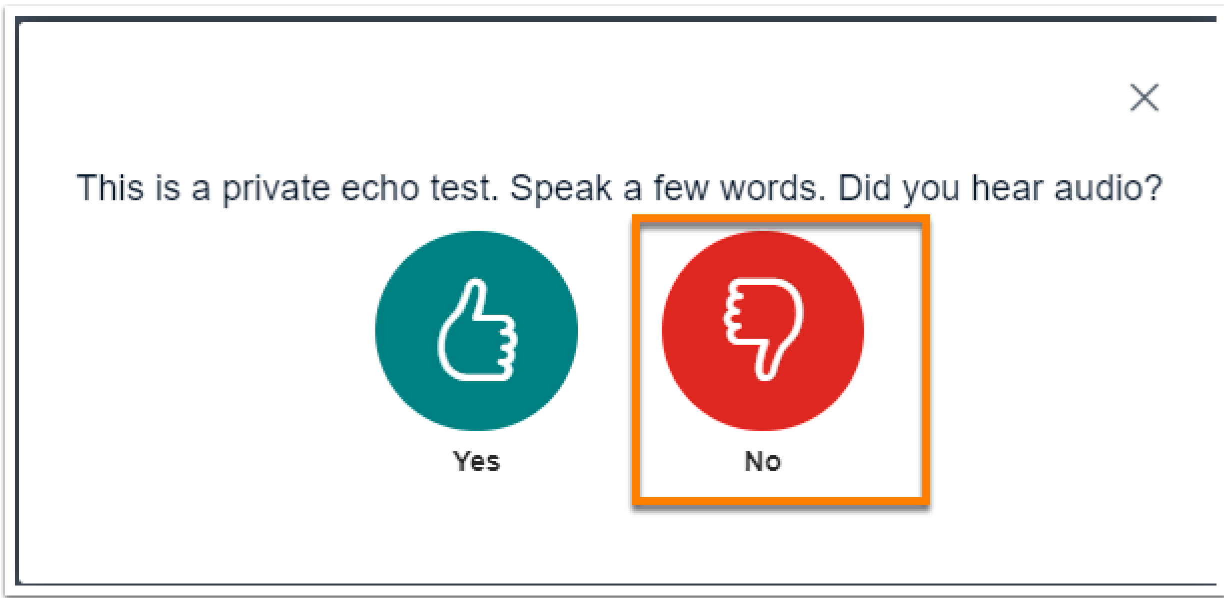
During a meeting you can change audio, for example if you made a mistake in the beginning.



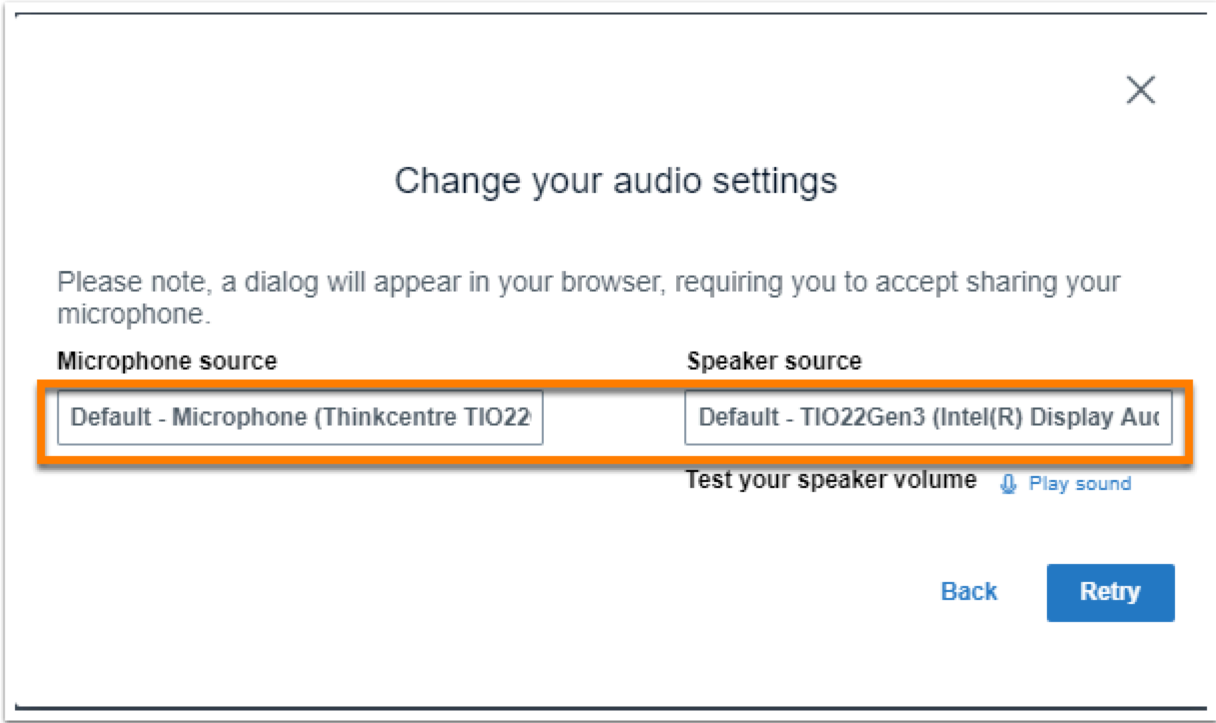
- Click **Leave Audio.**



- Click **Join Audio** and then click **Microphone.**



- Click **No** after the echo test.



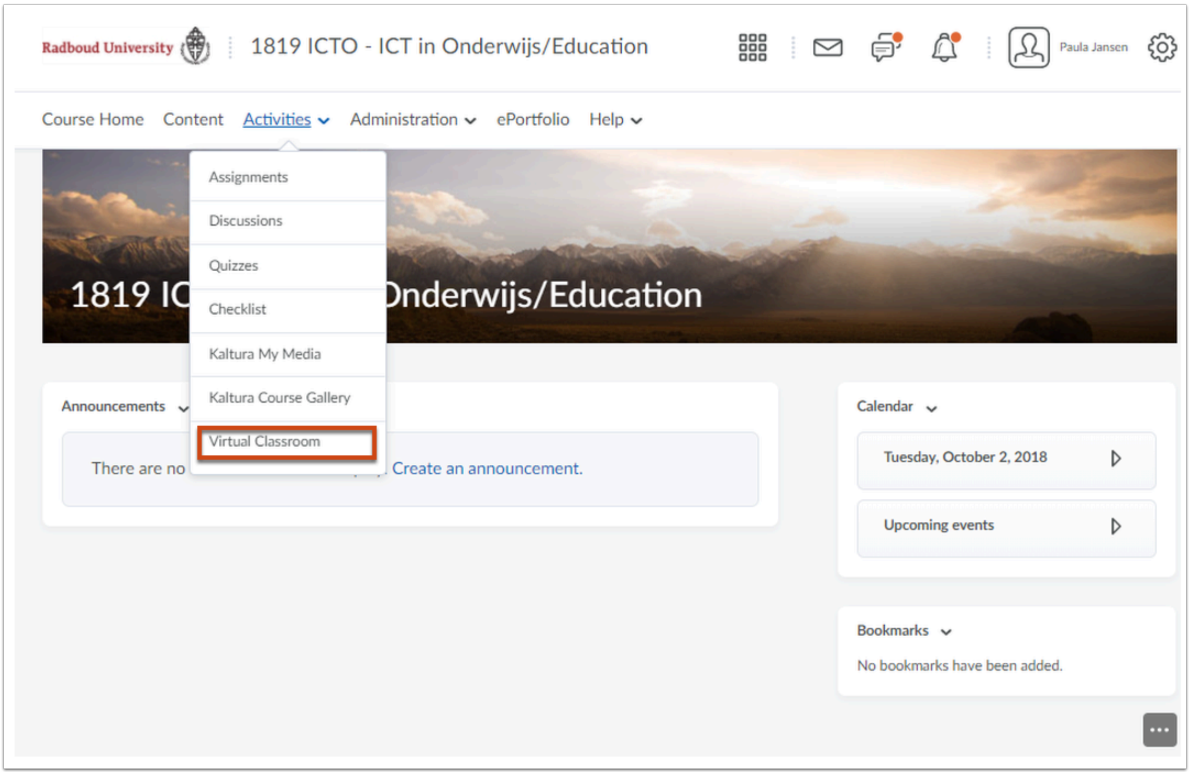
- You can now choose a new microphone and speakers.

If you want to switch cameras, click **stop sharing webcam** at the bottom of the menu. When you restart your camera you can set up the webcam and quality.

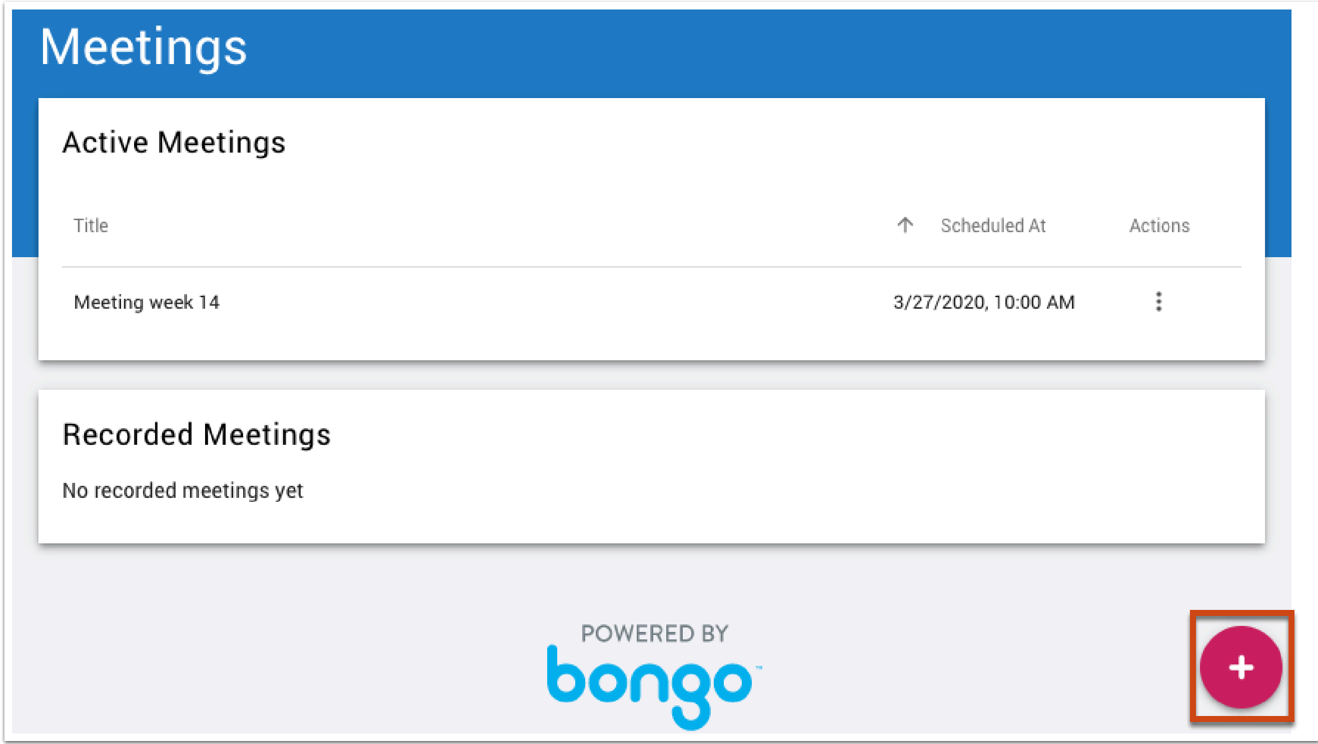
How do I create a meeting for one or a few participants? Activities | Virtual Classroom

You might want to create a meeting with just a certain number of students rather than all course participants. Or maybe you just want to add one student. You can do this by creating a Virtual Classroom meeting and then selecting who can participate.

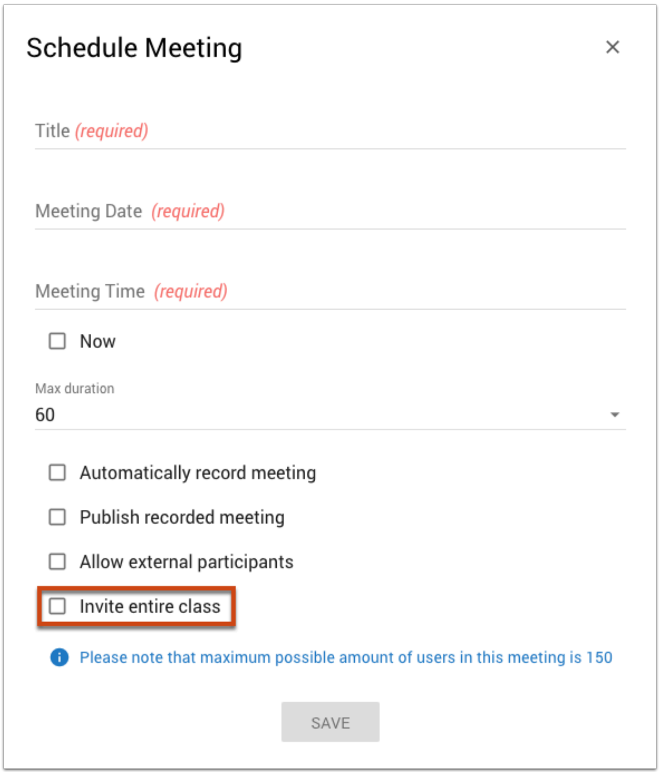
Create a meeting for a few participants



- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom.**



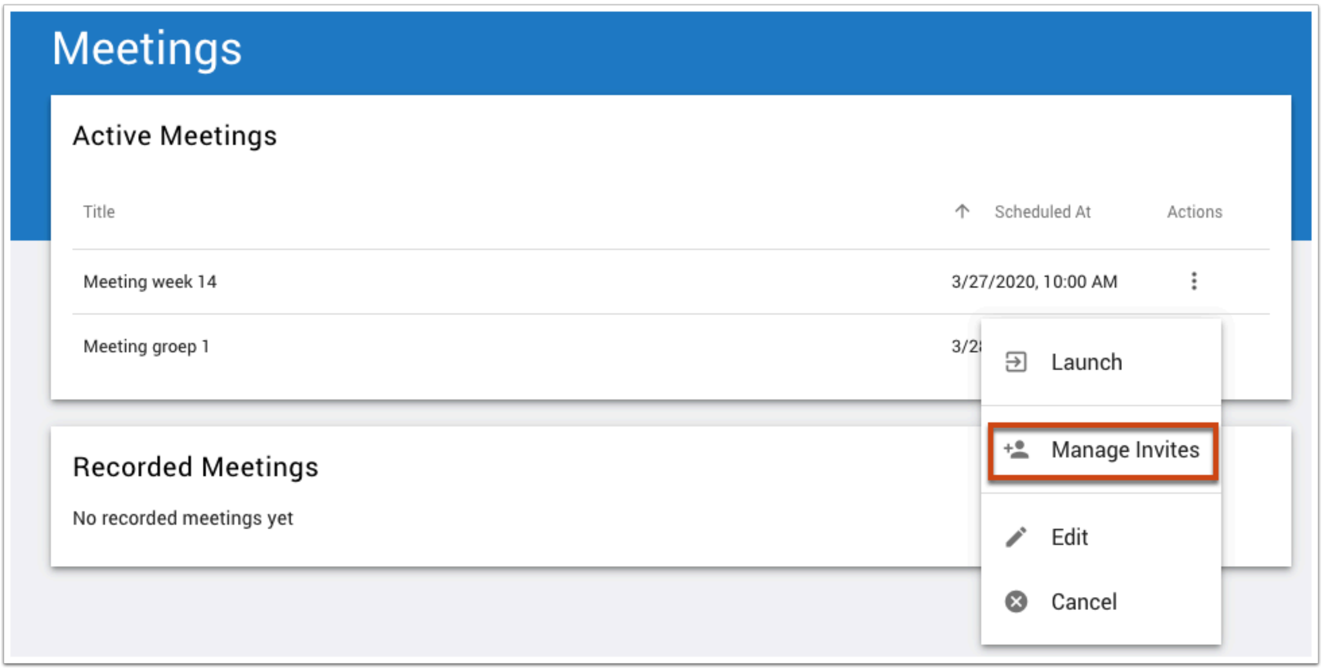
- Click the pink button at the bottom right of the screen.



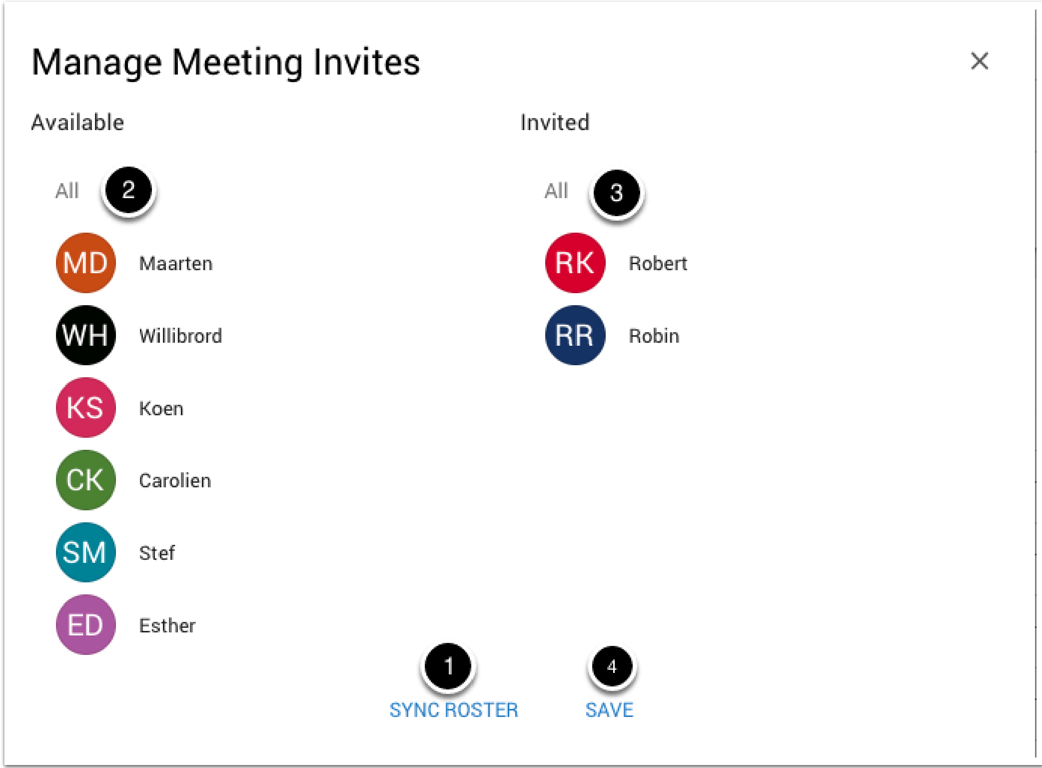
- Add the details of the meeting, just like you would do when you create a meeting for the entire class. One important difference: *do not* select the option **Invite entire class.**
- Click **Save** to save your meeting.

A meeting for a group has to be planned for the future if you want to be able to add individual participants. That means you cannot select **Now,** because then you cannot add individual participants.

Add participants to a meeting



- Click the three dots icon behind the meeting in the meeting overview.
- Select **Manage Invites**.



1. Click **Sync Roster** to synchronise your current list of students from your course with Virtual Classroom.
2. Below **Available** you will find the current participants of the course. Click a name to add this student to the meeting.
3. Below **Invited** you will find the students who are allowed to participate.
4. Click **Save** to save your selection.

A Calendar event will be created for this meeting. It will only be visible for those who are invited for the meeting.

Virtual Classroom creates a separate category for meetings with invites. It is called *YouSeeU Virtual Classroom* and can be found below groups. Each meeting with invites will become a different group with *Virtual classroom group* as name. There will be no functions such as assignments, discussions, or lockers. Do not change anything about these groups or names, because then you might lose your participants!

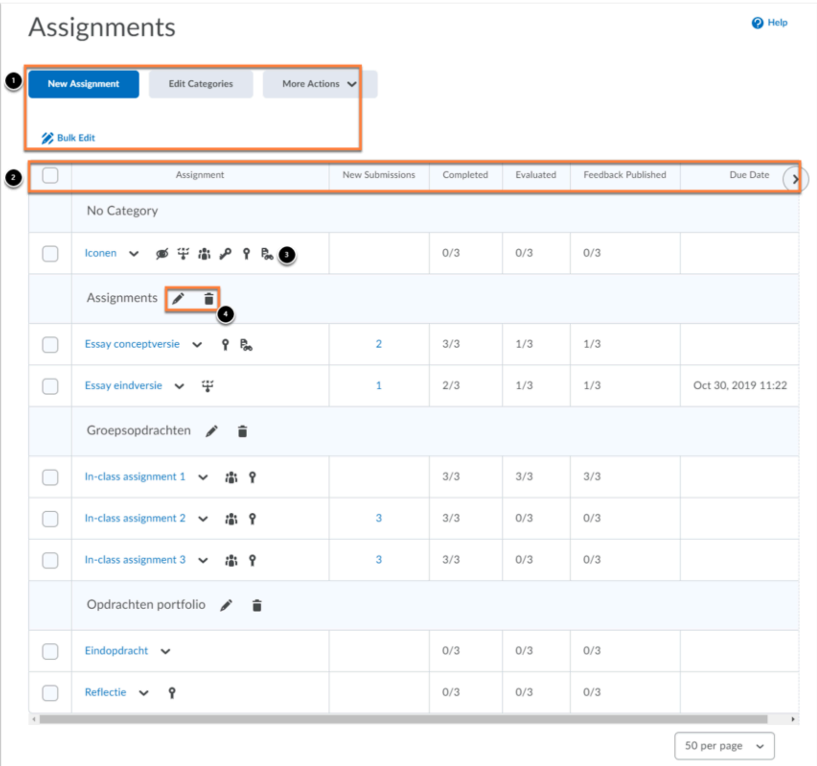
Activities: Assignments

How do I use Assignments? Activities | Assignments

Assignments is used to easily publish and evaluate assignments.

- Click **Activities** in the navbar of your course.
- Click **Assignments**. You will land on the **Assignments** homepage. Here you can view all the assignments you have made.

Assignments homepage



1. The buttons at the top provide you with different actions:
   - Click [New Assignment](#) to create a new assignment.
   - Click [Edit Categories](#) to edit your categories or to create new assignment categories.
   - Click [More Actions](#) for more options.

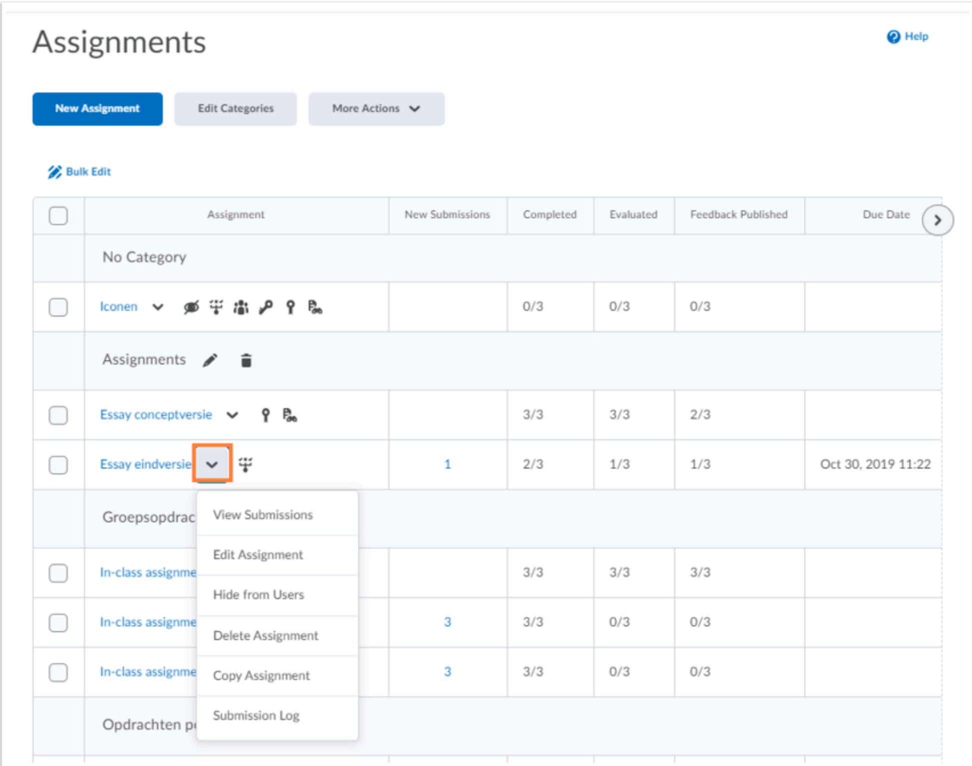
- Use **Bulk Edit** if you want to edit the name, category, accessibility and deadline for multiple assignments at the same time. Select the concerned assignments and click **Bulk Edit**. Edit the settings to your preferences and click **Save**.

2. In the table you can see a number of columns:
   - Under **Assignment** you will see a list of all assignments per category.
   - Under **New Submissions** you will see the number of assignments that are not yet evaluated.
   - Under **Completed** you can see how many students handed in the assignment.
   - Under **Evaluated** you can see the amount of students whose assignment has been assessed.
   - Under **Feedback Published** you can see the amount of assignments for which you have published feedback/an evaluation.
   - Under **Due Date** you will see the assignment's deadline.

3. Next to the name of the assignment you will see an arrow and one or multiple icons:
   - Click the arrow next to the assignment to open the quick-menu.
   - The displayed icons depend on the choices you made during the process of creating the assignment. Hover your mouse over the symbols to see more information about them. The example above will show all possible icons in the orange frame. From left to right:
     - Eye icon: the assignment is invisible for students.
     - Organogram icon: this item contains release conditions.
     - Group icon: this is a group assignment.
     - Key icon: certain students have Special Access to this assignment.
     - Rosette icon: a grade item is linked to this assignment.
     - File bin icon: the assignment needs to be handed in with Turnitin.

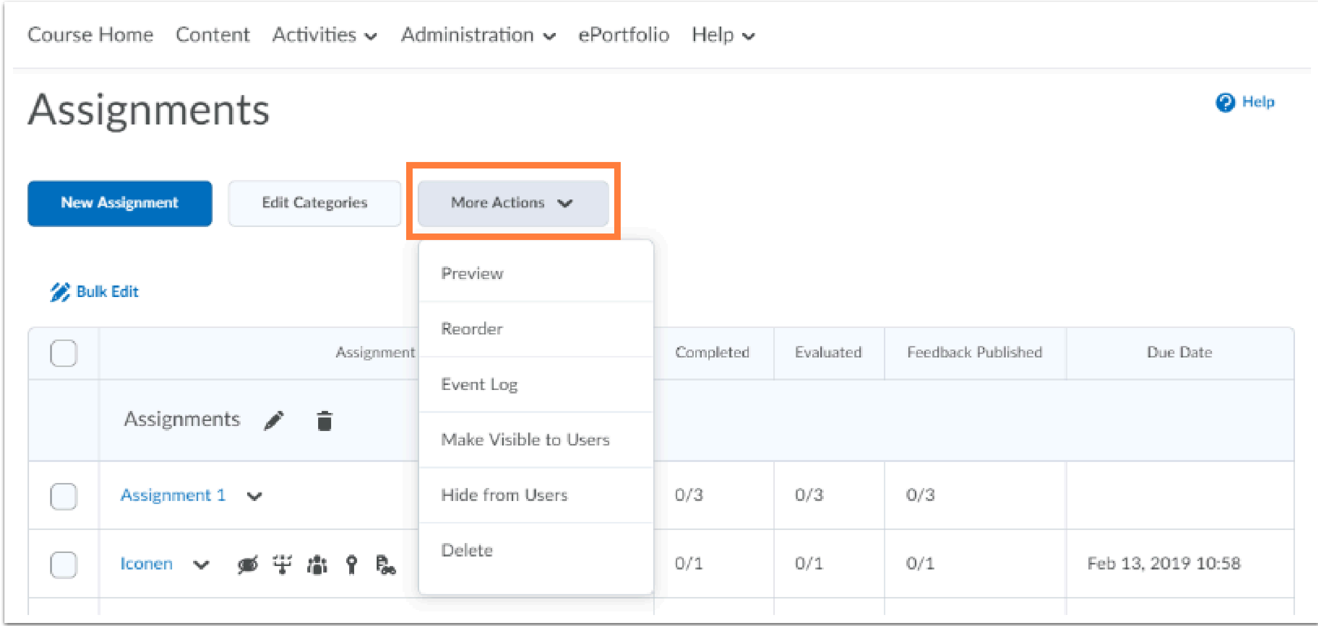
4. Next to the names of the assignments you will see an arrow and several categories:
   - With the pencil you can re-name the category.
   - With the trashcan you can delete the entire category; the category will be deleted from your category list as well. The assignments in this category will automatically be moved to **No Category**.

Assignment quick-menu



- Click the arrow next to the assignment name to open the quick-menu.
  - Click **View Submissions** to view the submitted files of the assignment. o
  - Click **Edit Assignment** to edit the settings of the assignment.
  - Click **Make Visible to Users/Hide from users** to make the assignment visible/ invisible to students.
  - After having submitted their work, they cannot submit it again. Note: Each assignment you create will automatically be hidden, unless you have turned this off at **Restrictions**. At **Restrictions** you can also set the assignment to automatically become visible at a certain date.
  - Click **Delete Assignment** to delete the assignment. You can restore assignments at the **Event log**.
  - Click **Copy Assignment** to copy the assignment. Grade items, submitted files and Turnitin settings will not be copied.
  - Click **Submission Log** to see when a student has handed in his/her work.

More Actions menu

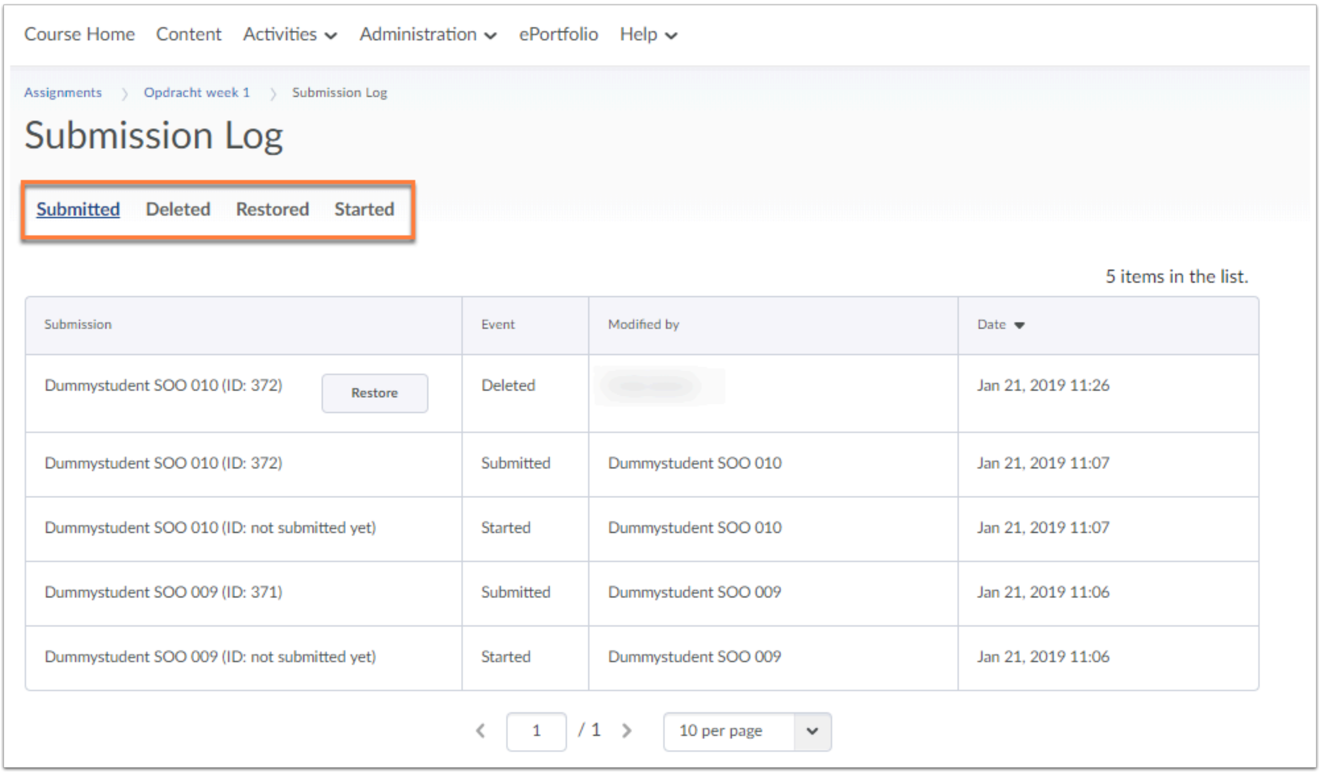


- Click **More Actions** to open the menu.
  - Click **Preview** to see what is displayed to students when they open the page.
  - Click **Reorder** to re-arrange the order of the assignments.
  - Click **Event Log** to view the event log. This will display when you have:
    - created an assignment (**Created**);
    - deleted an assignment (**Deleted**);
    - restored an assignment (**Restored**).
  - Click **Make Visible to Users** to make the selected assignments visible to students.
  - Click **Hide from Users** to hide the selected assignments from students.
  - Click **Delete** to delete the selected assignments.

Submission Log

There are two ways to navigate to the **Submission Log**:

1. From the Assignments homepage, click the arrow next to the assignment you would like to view, and select **Submission Log**.
2. From the Assignments homepage, click the name of the assignment you would like to view. Click **Submission Log** in the task bar.



The **Submission Log** will keep track of each file in an assignment, and logs:

- which student it concerns (**Submission**);
- the events surrounding the assignment (**Event**);
- *by whom* the assignment was submitted, restored or deleted (**Modified by**);
- *when* the assignment was submitted, restored or deleted (**Date**);

Filter the results by clicking:

- **Submitted**: only show submitted files
- **Deleted**: only show the deleted files
- **Restored**: only show the restored files (first deleted and then restored).
- **Started**: show the start times of all uploades.

If you don't select any of the filter options, you will see all files in this assignment.

If you accidentally deleted an assignment, you can restore it directly by clicking **Restore.**

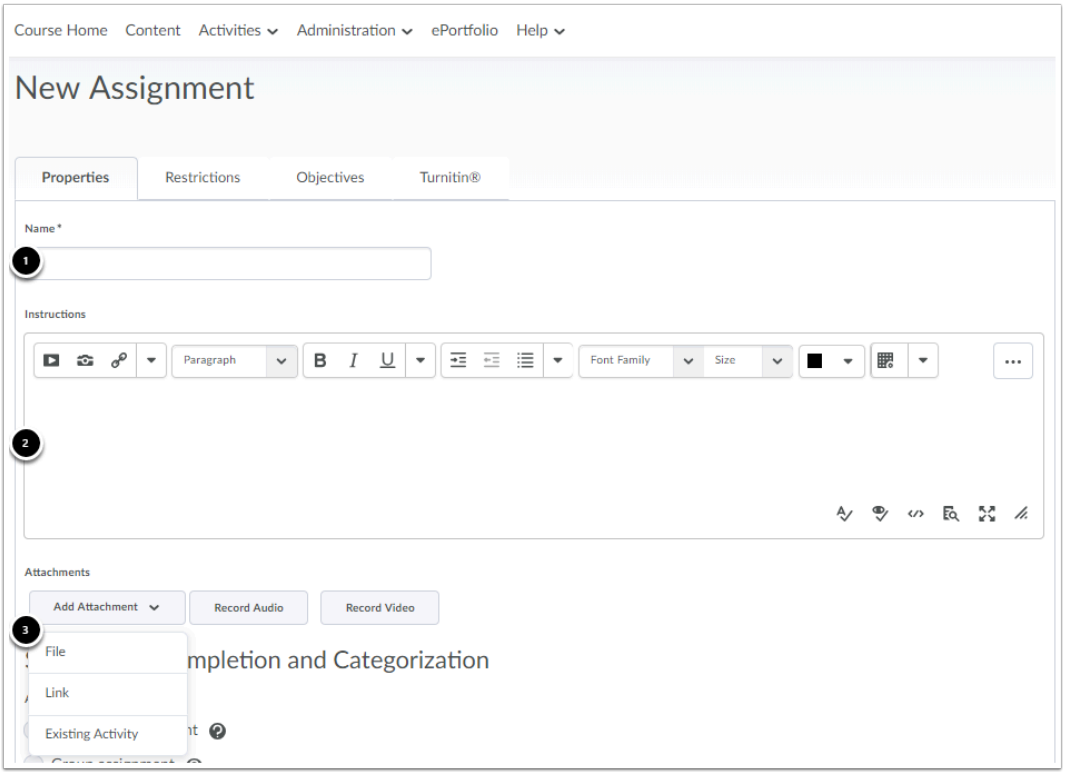
How do I create an Assignment? Activities | Assignments

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can create an **assignment**. Below the video you will find the written manual.

Create an Assignment

- Click **Activities** in the navbar of your course.
- Click **Assignments**. You will land on the **Assignments** homepage**,** wherein an overview of all assignments will be displayed.
- Click **New Assignment.**

Important: First create a rubric and/or grade item, before creating assignments. Also make sure to set up groups beforehand, if you are planning to let students work on an assignment together or if it will be assessed as a group assignment.

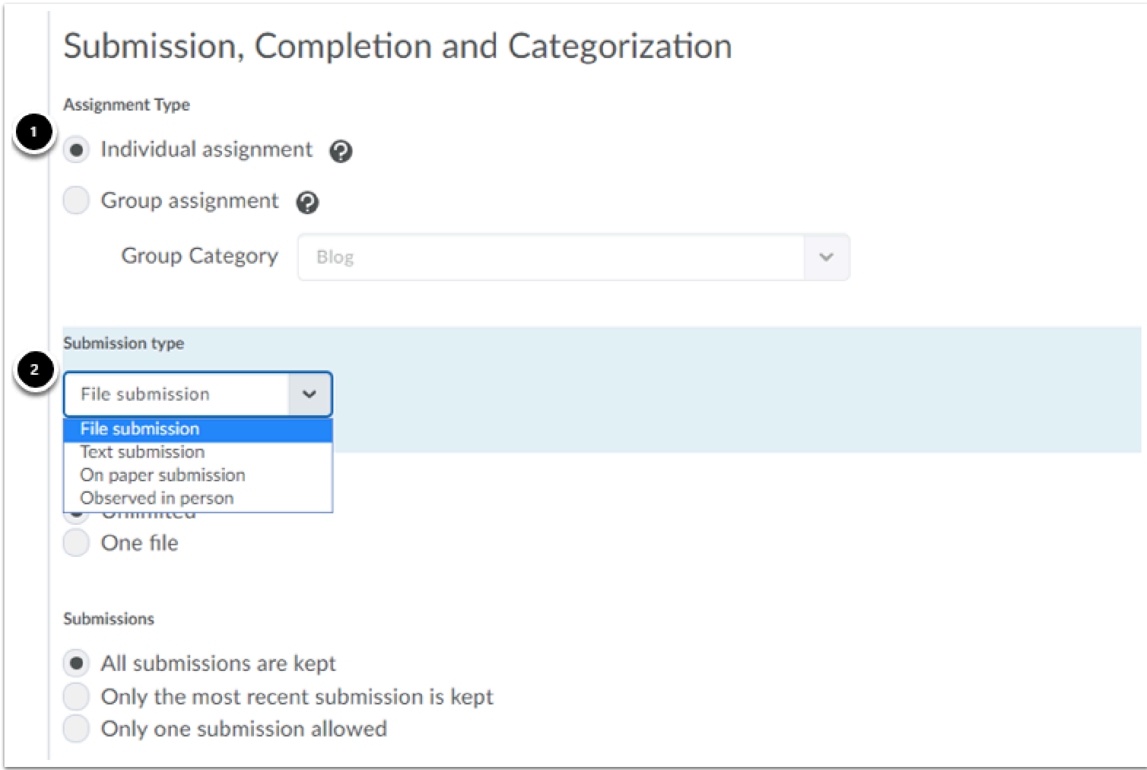


1. Provide the assignment with a title: this will be displayed on the Assignments homepage.
2. You can explain a bit more about the assignment by adding a short instruction in the html-editor.
3. Under **Attachments** you can also add assignment instructions:
   - Click **Add Attachment** to upload a **File**, place an external **Link** or a Brightspace short-cut to an **Existing Activity**.
   - Click **Record Audio** to upload or record an audio message (if your desktop has a microphone).
   - Click **Record Video** to upload or record a video message (if your desktop has a webcam).

⚠ Graders in the course cannot download attachments from Content. This means that if graders need a file with extra information when assessing the assignment, you must add it here as an attachment to the assignment.

Are you creating a group assignment? Give the assignment a name that clearly indicates that it concerns a group assignment, to make sure that students hand in their group work at the correct assignment.

Types of assignments

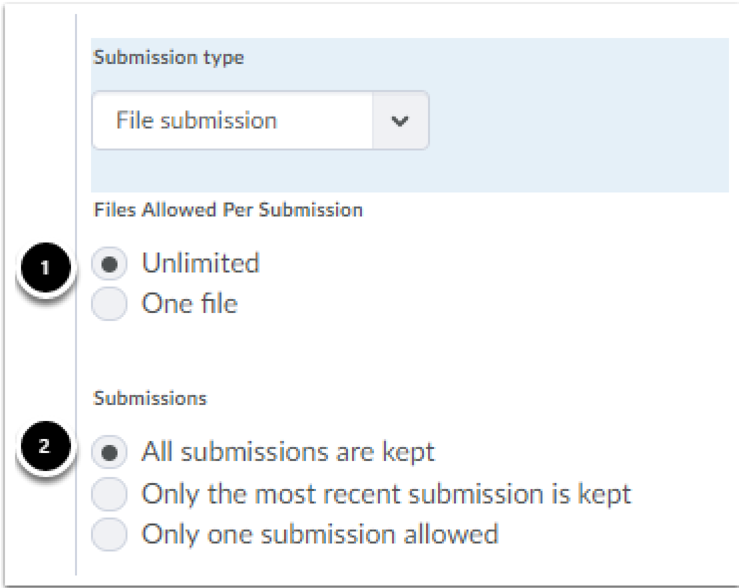


1. Select under **Assignment Type** what type of assignment it concerns:
    - Click **Individual assignment** if students need to hand in their assignments individually and are assessed individually as well.
    - Choose **Group assignment** if students need to hand in one assignment as a group for which they will all receive the same group mark. Select a group under **Group Category**.
2. Select under **Submission type** which ways students can hand in their assignments:
    - **File submission**: students submit their assignments by uploading it in a file (*for example a Word- or PDF-file*).
    - **Text submission**: students post a text, image or link to their work in a text box in the assignment (*for example when students had to make a web page, they can post the link here*)

- **On paper submission**: students hand in their assignment via a hard copy and do not have to upload it in the Assignment. By using this option you can still process the feedback of the hard copy assignments to the grade book.
- **Observed in person**: you will observe the student on their execution of certain tasks during class (*for example during a presentation or an assessment*) and will then process the assessment afterwards. Neither you or the student have to upload a file in the assignment. By using this option you can still process the feedback of presentations and assessments in the grade book.

You will now get additional options based on the submission type you have selected.

File submission



1. Select under **Files Allowed Per Submission** if students are allowed to upload multiple files (**Unlimited**) or only one (**One File**).
2. Select under **Submissions** if all submission attempts are saved (**All submission are kept**), only the most recent attempts are saved (**Only the most recent submission is kept**) or if student are only allowed one submission attempt (**Only one submission allowed**).

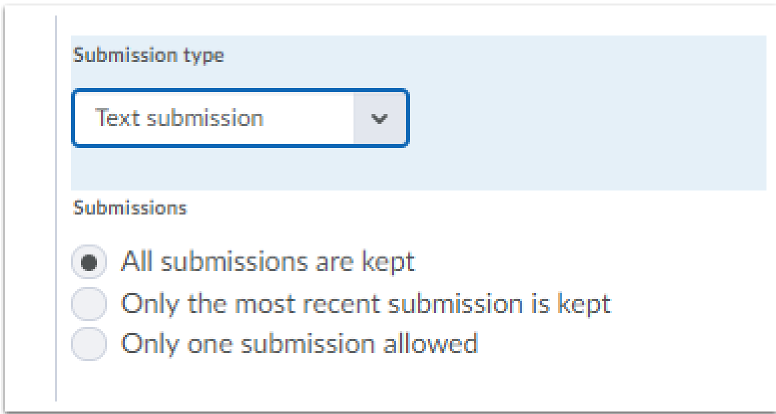
Brightspace supports different file types in **Assignments.** The following file formats are compatible:

- Web document: HTM, HTML, MHT, MHTML
- Text document: RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD

- Image: JPG, JPEG, PNG, GIF, BMP, TIF, TIFF
- Media: SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA

- If you select the option **Only the most recent submission is kept** when it concerns group assignments, be sure to communicate to your students that the last one to hand in a document, has to submit the work in total. If students split up the work among themselves and upload the files separately, only the last uploaded file will be saved. If you select the option **Only one submission allowed**, the assignment will be closed as soon as one of the group members has submitted something. Make sure to communicate this clearly to your students as well!
- If you want students to submit multiple files, choose **Unlimited** in combination with **All submissions are kept**.

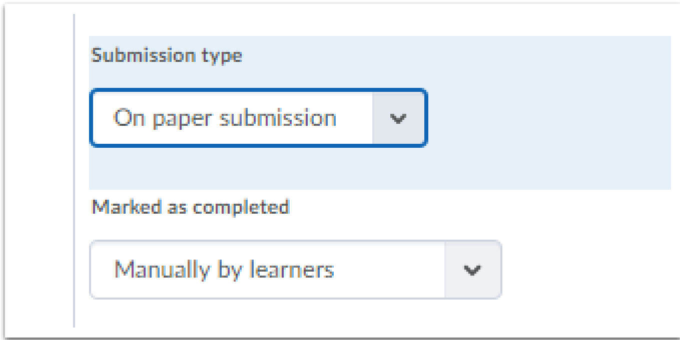
Text submission



- Select under **Submissions** if all submission attempts are saved (**All submission are kept**), only the most recent attempts are saved (**Only the most recent submission is kept**) or if student are only allowed one submission attempt (**Only one submission allowed**).

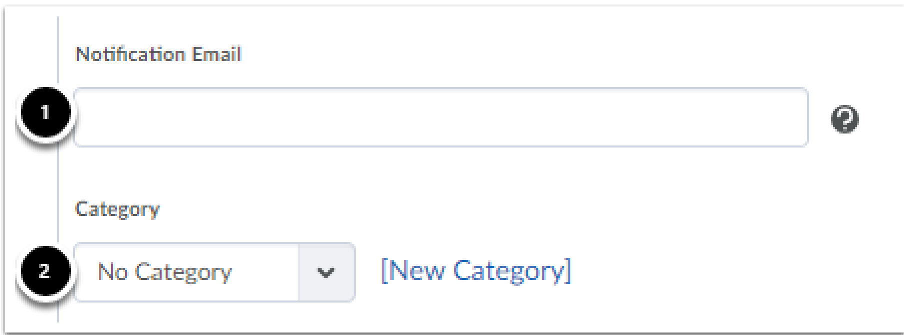
On paper submission and Observed in person

With these two options the student only sees the title and description of the assignment and possibly the linked rubric.



Select under **Marked as completed** which way you want Brightspace to mark an assignment as completed:

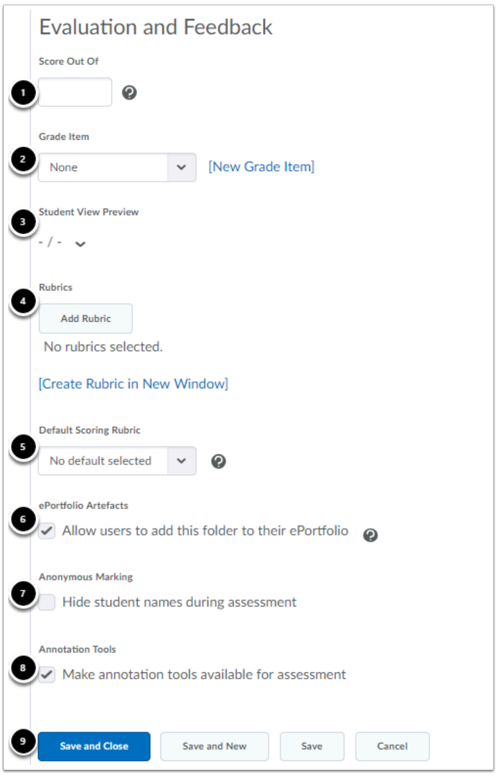
- **Manually by learners**: students mark the assignment as completed themselves.
- **Automatically on evaluation**: the assignment is automatically marked as completed as soon as you have assessed it.
- **Automatically on due date**: the assignment will automatically mark the assignment as completed as soon as the deadline has passed.



1. If you want to receive an email when a student has submitted something in the assignment, fill in your email address under **Notification Email**. Separate multiple email addresses with a comma.
2. Select at **Category** under which category the assignment falls (*for example video-assignments).*

⚠ Once you have chosen the assignment type, you cannot change it later on.

Evaluation and feedback



1. You can indicate how many points a student can get for the assignment at **Score Out Of**. If you attach the assignment to a grade item, you always have to fill in a number at **Score Out Of**. Make sure that the max. score you fill in here, matches the max. score of the grade item.
2. Indicate at **Grade Item** whether you want to attach the assignment to a grade item in the grade book (if so: which one).
3. Under **Student View Preview** you can select the way in which a student's score is displayed to them (achieved score out of max. score, symbols, colors etc.).
4. Use **Rubrics** to add a rubric if you want to. Click Add Rubric to add a previously made rubric or click **Create Rubric in New Window** to add a new rubric.
5. Via the dropdown-menu under **Default Scoring Rubric** you can add a default rubric (if you have created a standard rubric for the assignment).
6. Tick **Allow users to add this folder to their ePortfolio** if you want to give students the opportunity to add this assignment to their ePortfolio.

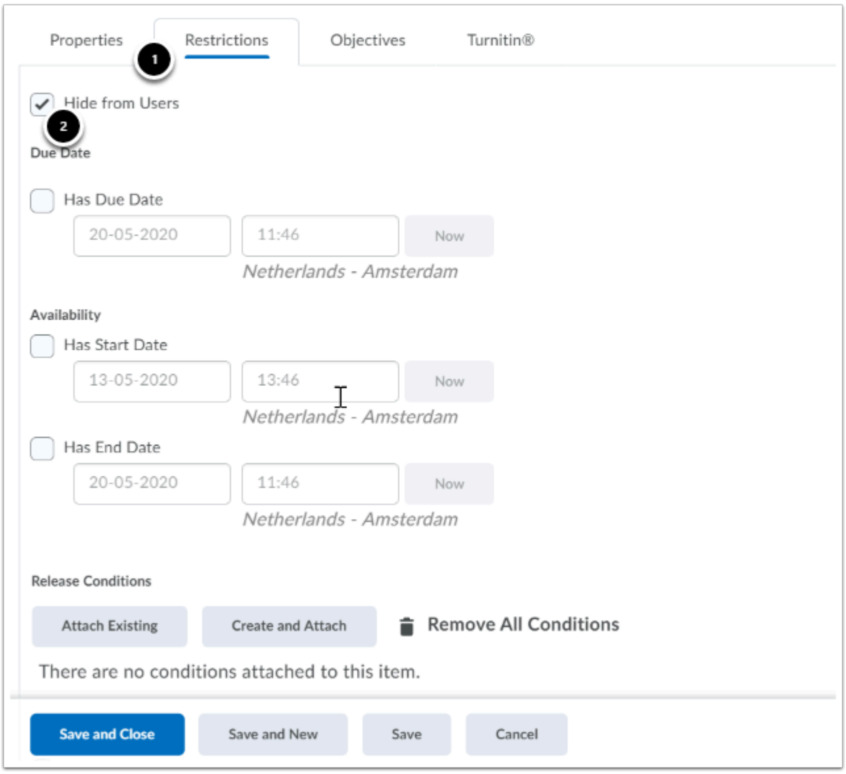
7. Tick **Hide student names during assessment** if you want students names to not be shown at completed assignments. You will not be able to see which student handed in which assignment.
8. **Make annotation tools available for assessment** is checked by default. If you do not want to use annotations, uncheck this option. Note: this means that no grader in the course can use annotations.
9. Click **Save and Close** to return to the Assignments homepage.

You can attach one grade item to an assignment. Keep the grade book organized by giving the grade item a name that corresponds clearly with the assignment.

To be able to evaluate an assignment with a rubric, the max. score for the assignment (**Out of Score**) must be a match to the max. score of the rubric you are attaching to the assignment. Read more about the assessment of an assignment in the article How do I assess an assignment? (grade item, rubric)?

Make assignment visible for students

New assignments will be **invisible by default** for students. You can make them visible with Restrictions.



1. Click the **Resctrictions** tab.
2. **Hide from users** is selected by default, deselect this box. The assignment will now be visible for students.

Create a Video-assignment

You can also utilize the options above to create a Video-assignment where students need to submit a video. For this students have to first upload a video to Kaltura, and thereafter submit it in the assignment. In the process of creating a video-assignment, you need to select either **File submission** or **Text submission** when choosing your submission type:

- **File submission**: use this option if students have to hand in another file aside from the video (*for example a text-file with a description or explanation*). Students upload the file in the assignment (*for example a Word- or PDF-file)* and place the link to the video in the comment section in Kaltura.
- **Text submission**: students place the link to the video in Kaltura and have the option to add a short summary in the comment section of the assignment. Use this option if students do not need to hand anything else in, aside from the video.

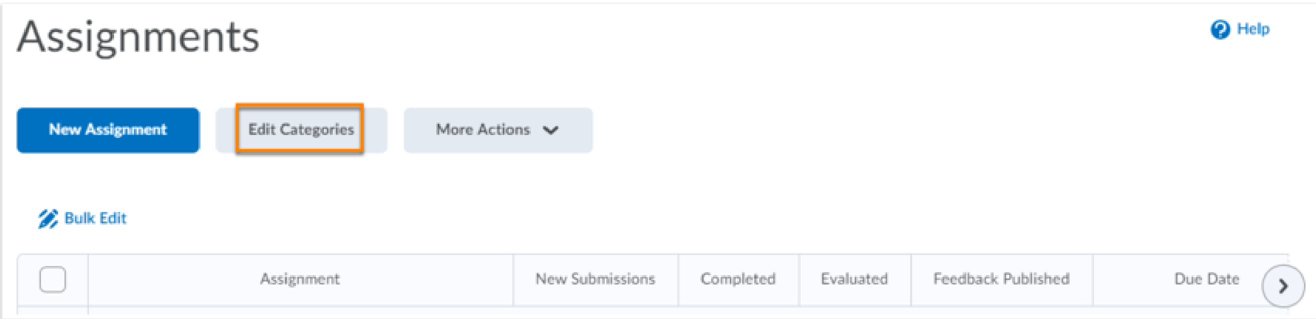
The remainder of the settings of a video-assignment are the same as for any other assignment.

The way students can submit a video-assignment, is explained in the student manual: How do I hand in a video-assignment? It is useful to share this manual with your students, for example by putting a link to it in the description of the assignment in Brightspace. This way it is clear to them that they first need to hand in their video in Kaltura, before they can submit it in the assignment.

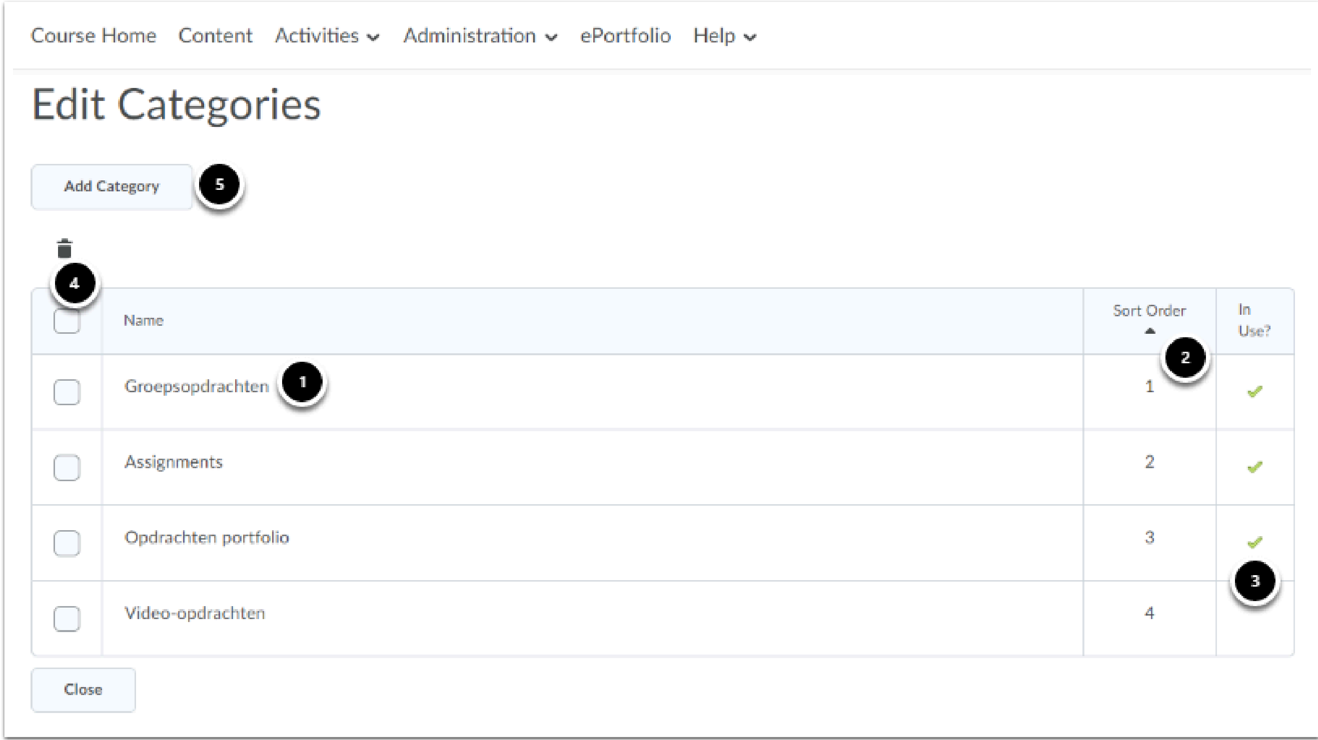
How do I create a new category or manage my existing categories? Activities | Assignments

It is possible to create categories for your assignments. This way your assignments can be grouped in an orderly fashion, allowing you to see what type of assignments you are dealing with immediately. *For example, group assignments, video assignments or bonus assignments.* When designing your course, it is possible to create separate categories and place assignments here at a later time.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.**

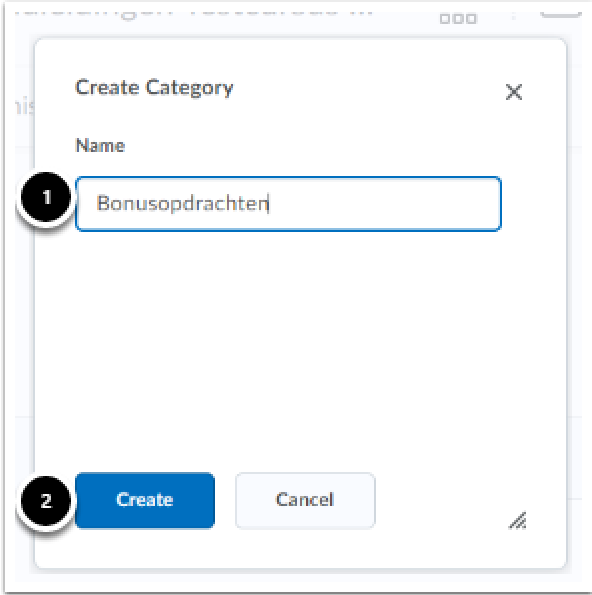


- Click **Edit Categories**.

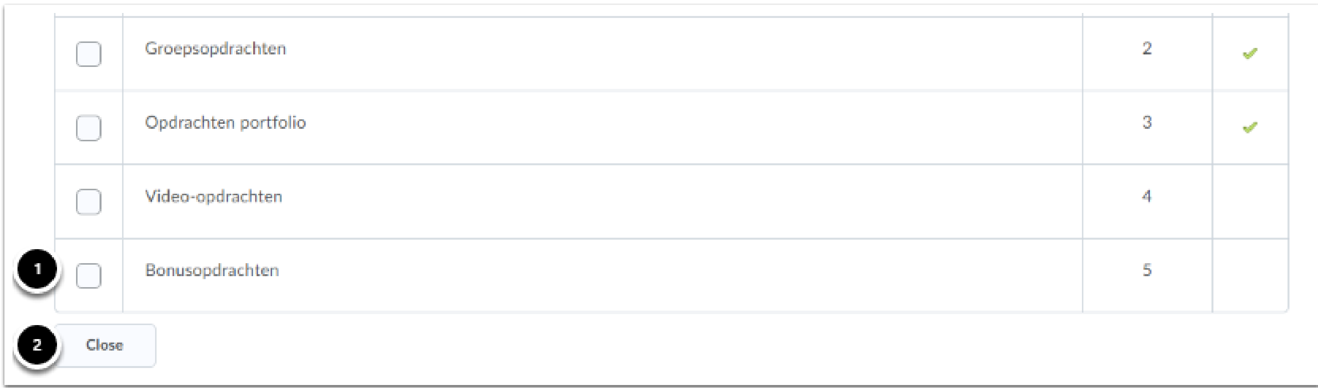


1. Click on the name of the category to change it.
2. Below **Sort Order** you can change the order of the categories as they appear on the Assignments homepage. Click on the number of a category to change the order.
3. **In Use** shows which categories already contain assignments. Only the categories with a check mark (meaning they contain assignments) are visible on the Assignments homepage.
4. To delete a category/categories, select the box in front of the category and then click the trashcan icon(**Delete**).
5. Click **Add Category** to add a new category. A pop-up window will appear.

Changes will be saved automatically if you click somewhere in the screen after you have changed a category name or the category order.



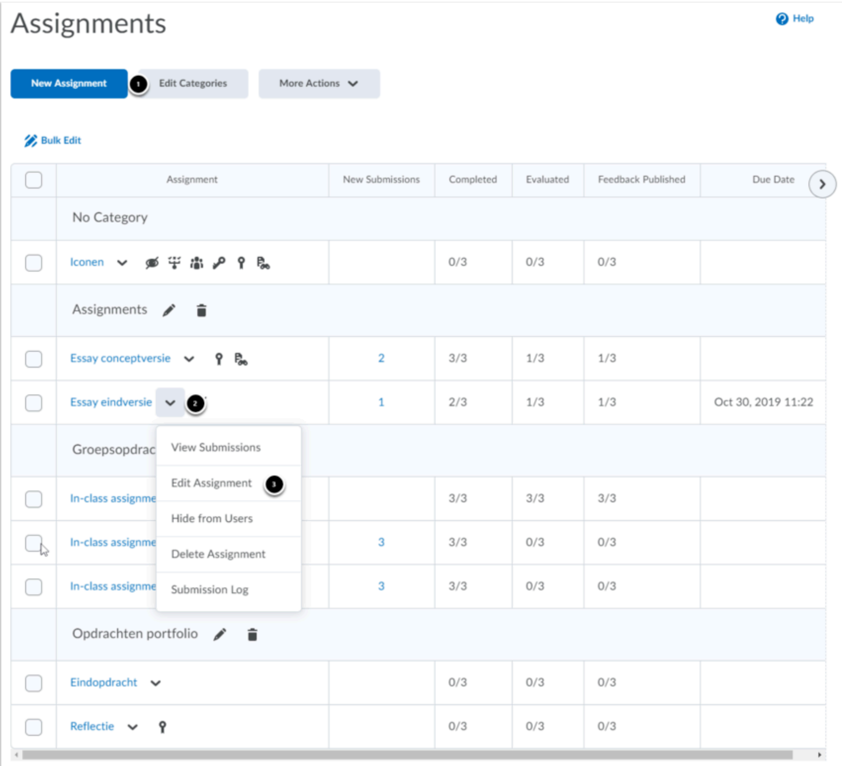
1. Name the category.
2. Click **Create.**



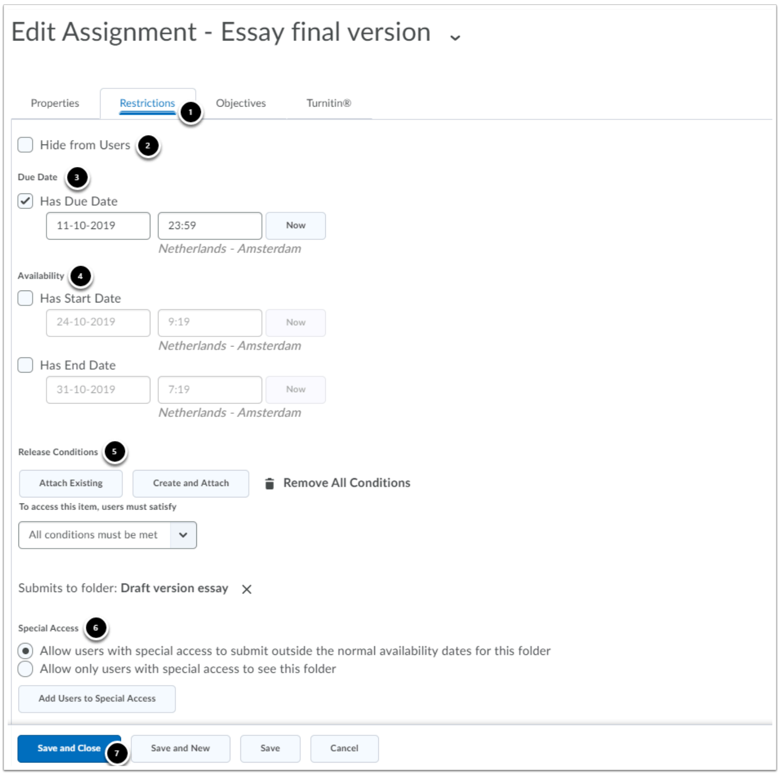
1. The new category will appear in the list.
2. Click **Close** to return to the Assignments homepage.

How do I set restrictions for an Assignment? Activities | Assignments

- Click **Activities** in the navbar of your course.
- Click **Assignments**. You will land on the **Assignments** homepage to get an overview of all the assignments you have created.



1. Click **New Assignment** to create a new assignment, or
2. Click the arrow next to the assignment to open the quick-menu.
3. Click **Edit Assignment** to edit an assignment.



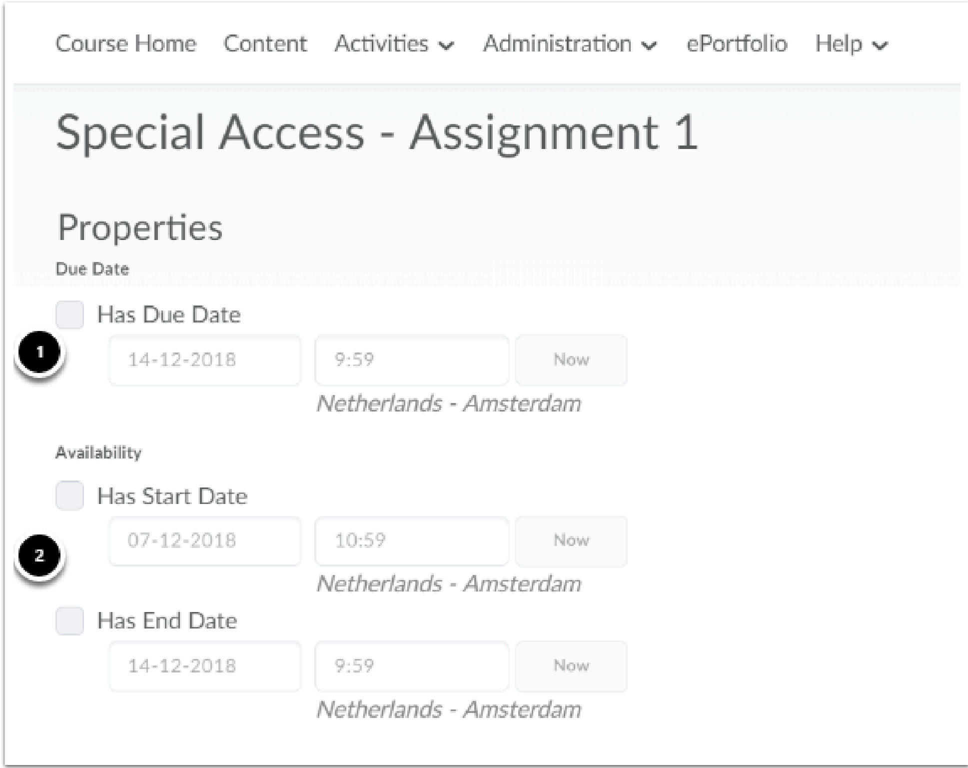
1. Navigate to **Restrictions** (second tab). Important: for a new assignment, you need to create a new assignment first, before you can navigate to the restrictions tab.
2. **Hide from users** is turned on by default, which means that students cannot see the assignment. Tick **Hide from users** to make the assignment visible to students.
3. You can set a deadline under **Due Date.** Important: the option **Now** should only be used if you did not set a due date in Brightspace, but have communicated one to your students. By clicking **Now** you can directly set the communicated deadline in motion.
4. Indicate at **Has Start Date** the time and date that students can start submitting the assignment. Indicate at **Has End Date** the time and date that the assignment closes which means students are no longer able to view or submit the assignment.
   Click **Now** if the date and time are to start immediately. Important: the option **Now** should only be used for **End Date** when you want to close the assignment directly.
5. Add release conditions if you want.
6. Under **Special Access** you can select for certain students to get special access to the assignment:
   - Select **Allow users with special access to submit outside the normal availability dates for this folder** if certain students get different submission dates.
   - Select **Allow only users with special access to see this folder** if only certain students are allowed to see a certain folder.
   - Click Add Users to Special Access to select students who will get special access.

7. Click **Save and Close** to return to the Assignments homepage.

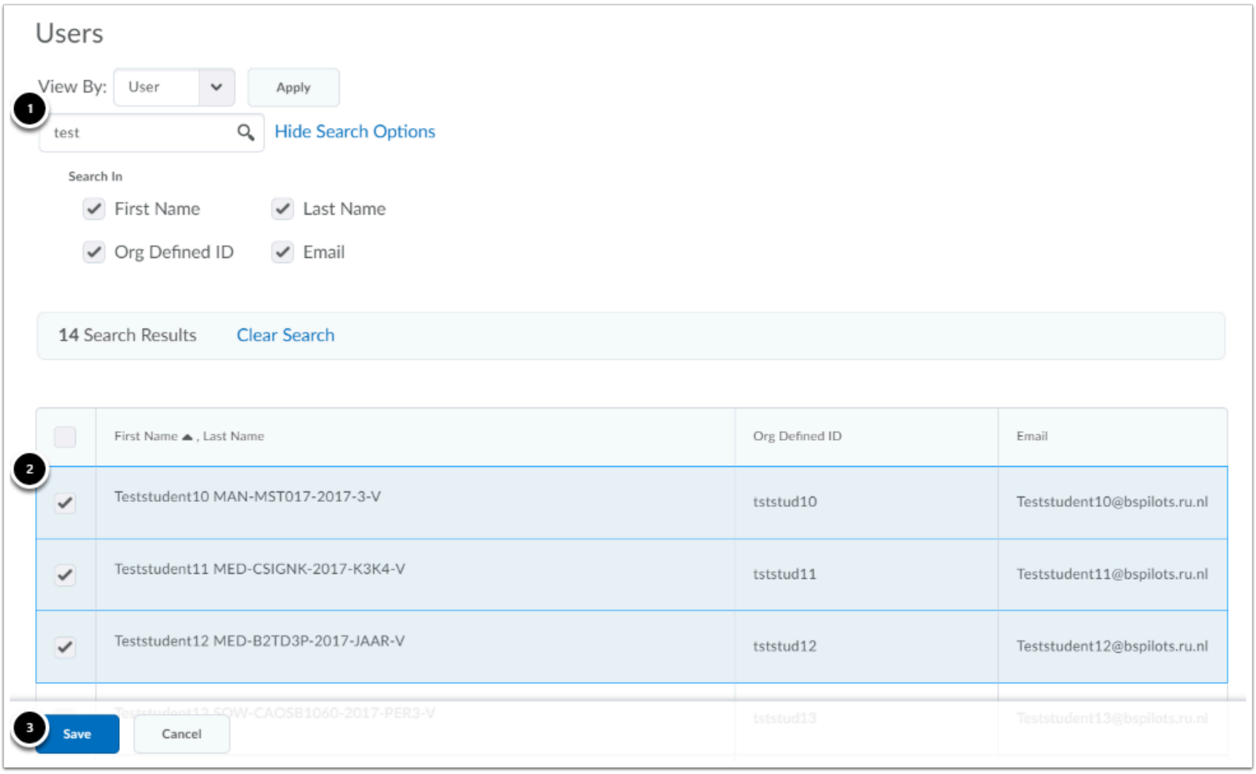
Do not use the **Now** button to set the **Due Date** and **End Date** to start immediately. We recommend seting a **Due Date** and **End Date** when creating the assignment. This way you don't have to worry about processing communicated deadlines later on and it makes it much clearer for the student when the deadline is set and when they cannot access the assignment anymore.

Leave the **Has End Date** box empty if it is useful for students to be able to view the assignment after submitting it (for example whilst preparing for their exams). However, do fill in a deadline at **Has Due Date**. Students will now keep their access to the assignment and can still submit their assignments, but as a teacher you will have a clear overview which shows you when an assignment was handed in late. If you do decide to fill in an **End Date**, students will still see the title of the assignment, but will not be able to open it anymore (the same goes for the period of the **Start Date**, if there is one).

Add users to Special Access



1. If you want certain students to be given a different deadline than the rest of the group, set a separate deadline at **Due Date**.
2. If you want the assignment to only be displayed to a few students, fill in a customized **Start Date** and/or **End Date**.



1. Use the Search Options to find students that have special access in any way:
   - Select in the drop-down menu under **View By** if you want to search among all students in the course (**User**) or in a certain group (**Groups**) and click **Apply**. If you chose a group, you can then select which group you would like to search in the drop-down menu, (click **Apply** once more).
   - In the search bar, fill in (a part of) the student's name or their student number to quickly find them. Now click enter (on your key board) or click the magnifying glass icon.
2. Select the student(s) it concerns. Tick the box at the top to select all students that are showing up through the search filter.
3. Click **Save** to return to the **Edit Assignment** page.

By searching per group, you can easily give the entire group within the course special access, without having to look up each individual student separately to add them.

Do you want to change the end date for students with special access during the course? You can do so by clicking **Add users to Special Access** again. Here, you can alter the end date, select the students to whom the change applies, and click **Save** when you are finished. If you do this, you are NOT altering the end date of the assignment! If you change the end date for the entire assignment, it will not be processed for students with special access.

How can I use Assignments for groups? Assignments | Groups

If your students are working on an assignment in groups, you can use Group assignments to enable them to submit their assignment together. If you have not created groups yet, be sure to read the article How do I use groups? before proceeding.

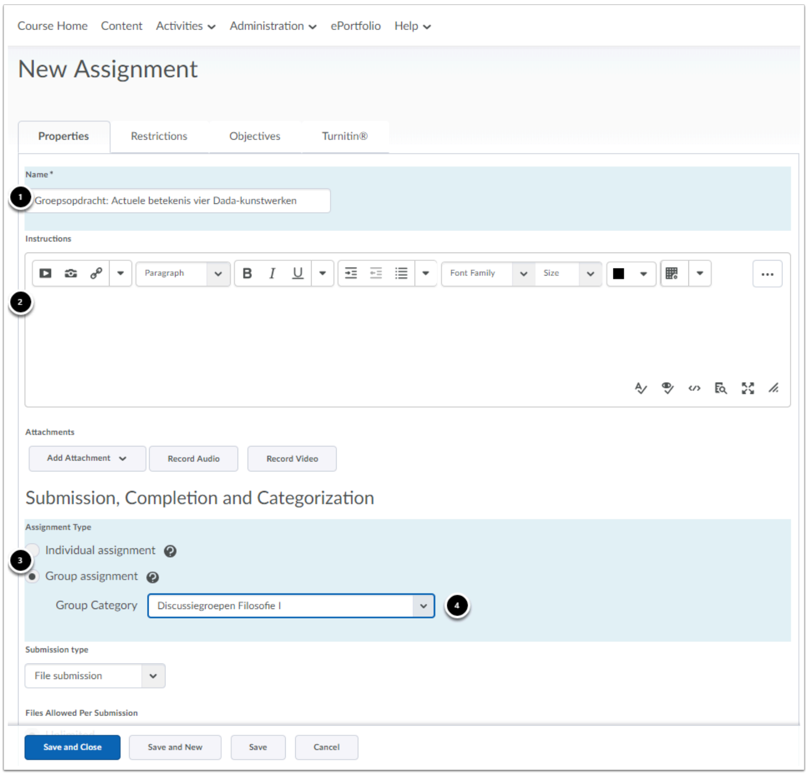
There are two ways you can create group assignments:

1. Via **Assignments**: this option is useful if you have already made groups and you want to attach an assignment to a certain group.
2. Via **Groups**: this option is useful if you want to attach multiple assignments to a group that you have not created in Assignments yet.

If you have many different groups in your course and you want to give each of them a different assignment, you will need to make many different Group Categories, because assignments can only be connected to Group Categories, *not* individual groups within them. If you haven't made any groups yet and/or want to add a new group and want to attach an assignment to it directly, first follow the instruction Creating Groups in Brightspace (and at step 6 of that instruction, tick **Set up Assignments**). After having done that, you can proceed with the instruction Create Assignments below in this article.

Create Group assignments via Assignments

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.
- Click **New Assignment**.



1. Give the assignment a name: this is the name that will be displayed on the Assignments homepage. Pick a name that clearly shows that it concerns a group assignment.
2. You can provide more information on the assignment with a short instruction in the html-editor.
3. Identify under **Assignment Type** that it concerns a group assignment (**Group Assignment**).
4. Select the **Group Category** - the set of groups you want to give an assignment to.

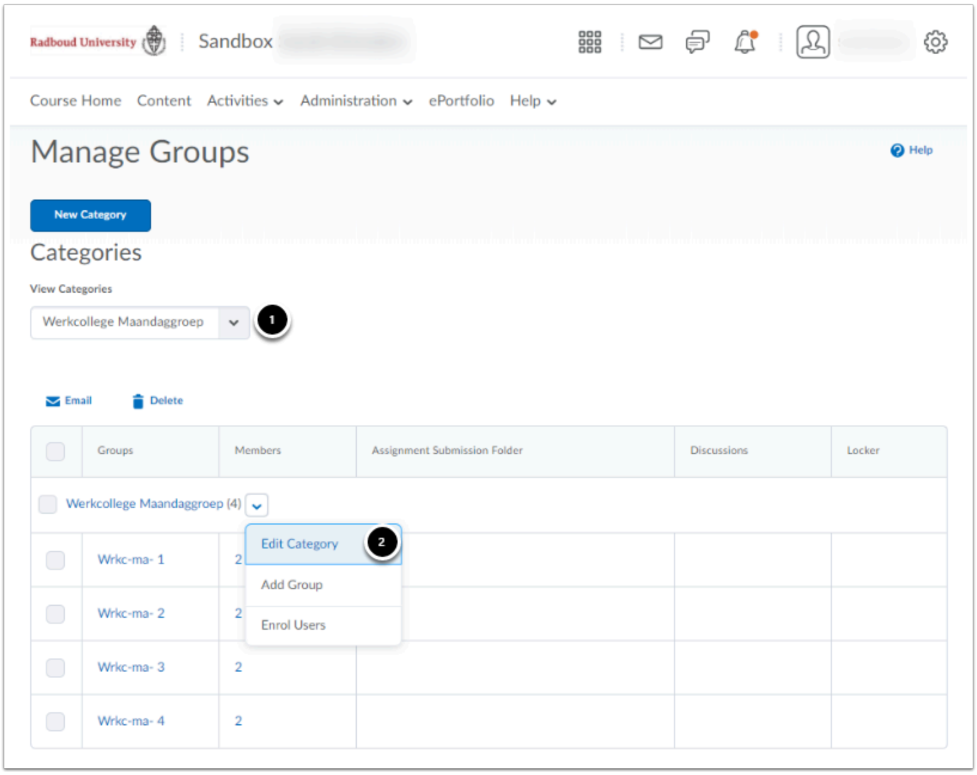
Follow further instruction for creating an assignment and the adding of restrictions and click **Save and Close** (or on **Save and New** to create another assignment).

Don't forget to publish the assignment: when an assignment has the status *draft,* student will not be able to see the assignment and therefore cannot submit anything either. You publish an assignment via the Assignment quick-menu, and the More Actions menu on the Assignments homepage.

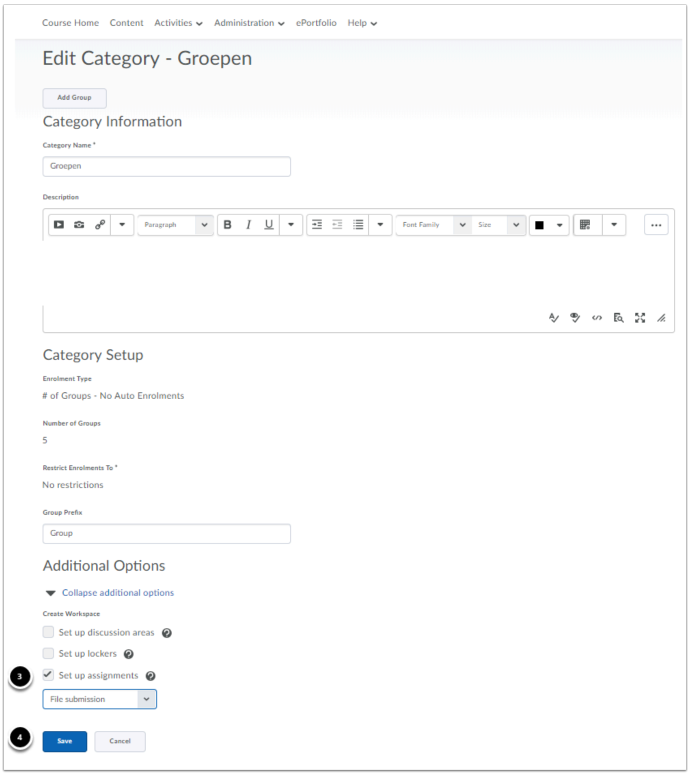
Create Group assignments via Groups

- Navigate to **Administration** in the navbar of your course.

- Click **Groups**. You will land on the **Groups** homepage.
- In this instruction, an assignment is made for an *existing* group. If you haven't made any groups yet and/or want to add a new group and want to attach an assignment to it directly, first follow the instruction Creating Groups in Brightspace and then the instruction Create Assignments below.

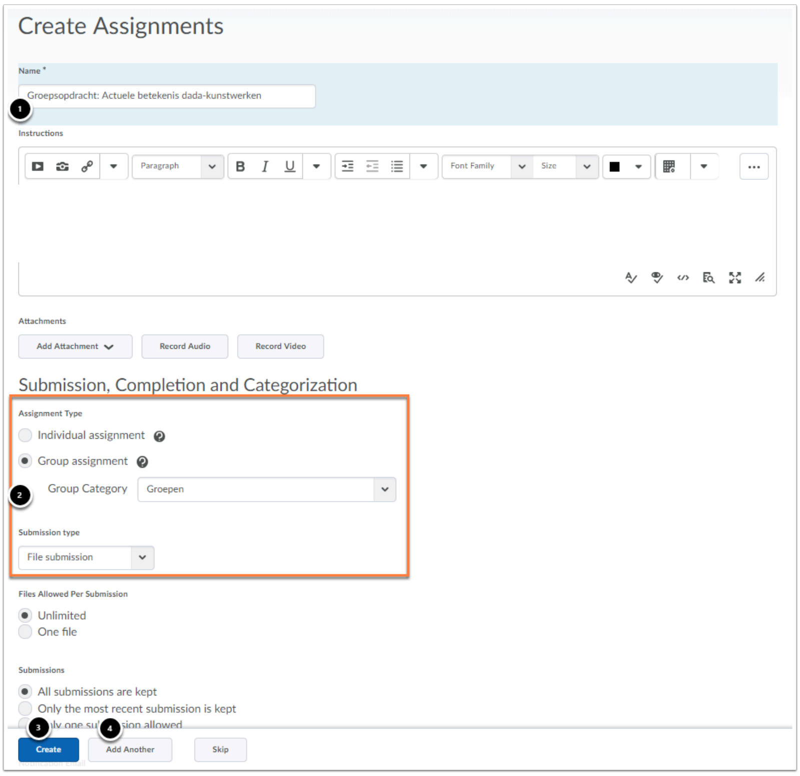


1. Use the drop-down menu under **View Categories** to select the Group Category to which you want to attach one or multiple assignments (*above you will see that the Group Category "Werkcollege Maanddaggroep" (= Seminar Monday group) has been selected and that it consists of 4 groups: Werkc-ma-1 t/m Werkc-ma-4*).
2. Click the arrow next to the name of the group and then click **Edit Category**.



1. Scroll down and tick **Set up assignments** (under **Additional Options**). Then identify in the drop-down menu what kind of submission type it concerns (**File submission**, **Text submission**, **On paper submission** of **Observed in person**).
2. Click **Save**. You will be navigated to the **Create Assignments** page.

Create Assignments

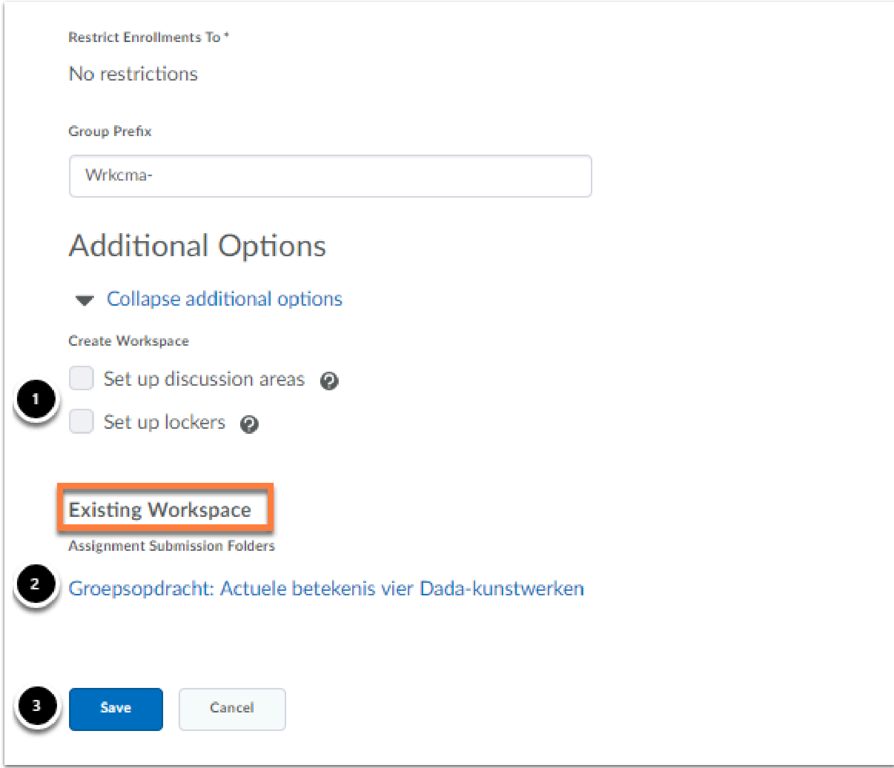


1. Give the assignment a name (preferably pick one that clearly indicates that it concerns a group assignment)
2. Under **Assignment Type** you can see that it is a **Group assignment** for a certain group and under **Submission type** you can see that it concerns an assignment for which the groups need to hand in a file in Brightspace to complete it. The settings you have selected for this are automatically filled in.

   Fill in the rest of the fields as you do when you create an assignment.
3. Click **Create** when you are done with creating the assignment for the groups within this group category.
4. Click **Add Another** if you want to add another assignment (*For example: if you want each group to hand in a new assignment each week, in a separate assignment, you need to add a new assignment for each week*).

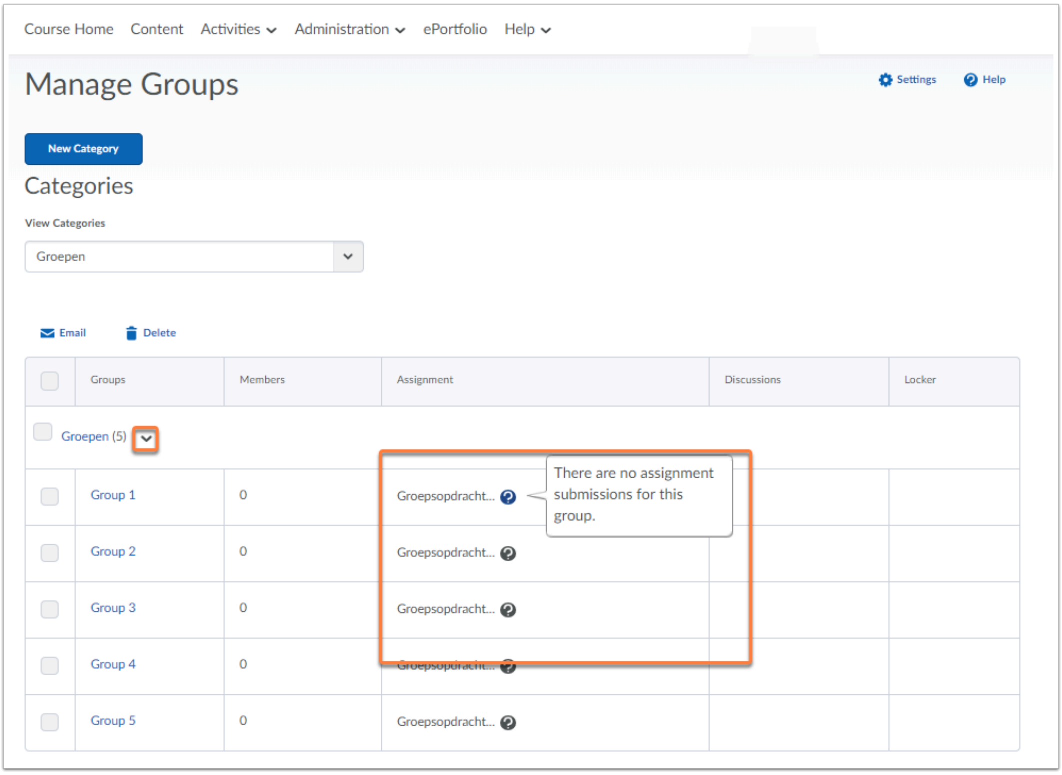
You will now see a summary of the choices you have just made.

- Click **Done**.



You will now land on the **Edit-Category** page again. At the bottom of the page you will see the new heading **Existing Workspace** and below it the assignments you have created. In the example above, one assignment has been added: Groepsopdracht: Actuele betekenis vier Dada-kunstwerken (*Group assignment: Current meaning four Dadaist works of art*)

1. Tick under **Additional Options**:
   - **Set up discussion areas** to create a group discussion topic. Note: this way each group will have their own discussion topic to work on together, for example during a group assignment.
   - **Set up lockers** to also give the group(s) their own locker: a shared digital place where files are archived.
2. Click (one of) the link(s) to navigate to the content of the assignment(s).
3. Click **Save** to return to the page of the group category under Manage Groups.



In the middle column (**Assignment)** you will now see that you have attached an assignment to the group(s). Click the link to view the submitted assignments. If there is a question mark icon instead of a link, it means that a group has not handed in any assignments.

Do not forget:

- to add students to the groups (if you have indicated you wanted to do that manually when you created the groups). To do so, click the name of the group and then **Enrol Users** OR click the arrow next to the name of the group category and then **Enrol Users** (unless it concerns OSIRIS groups);
- to publish the assignments , so that they are visible for students and they are able to submit their assignments.

How do I add an assignment to Content? Content | Existing Activities

Read about creating a new assignment and read about everything that is possible with Assignments.

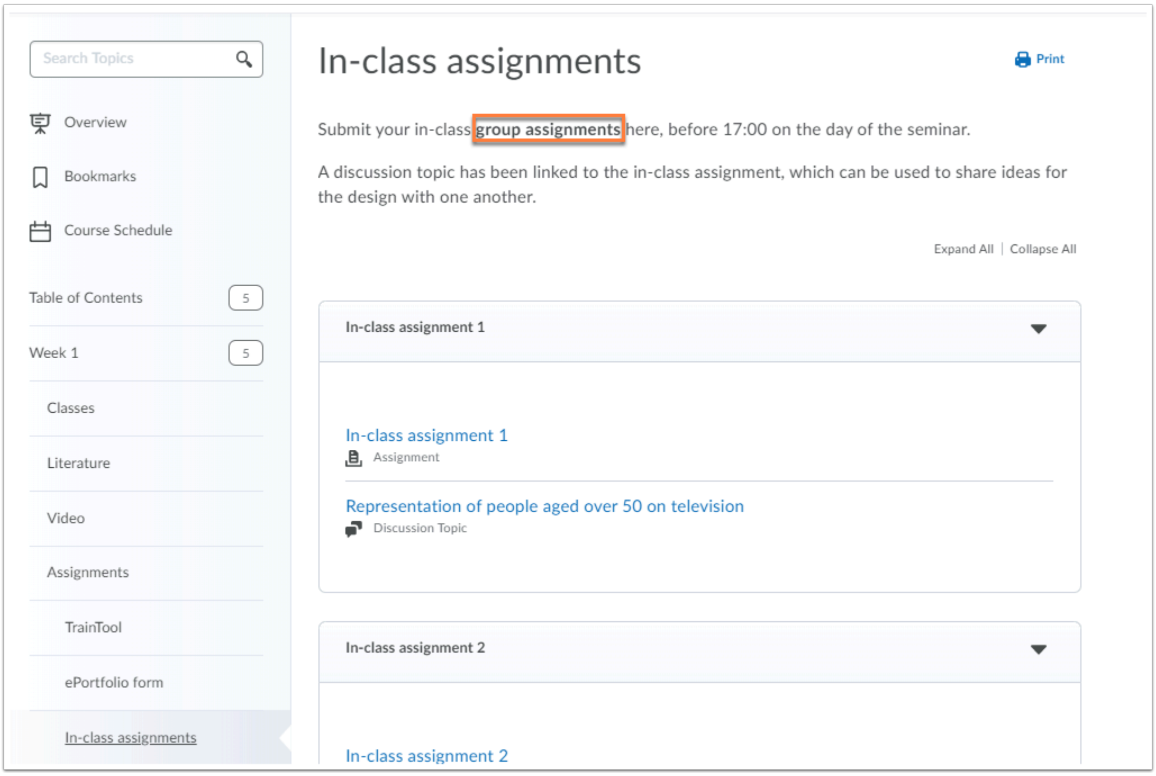
Adding an Assignment

Have you created an assignment for a course? Add it to a (sub)module on the course content page so that students can easily access it.

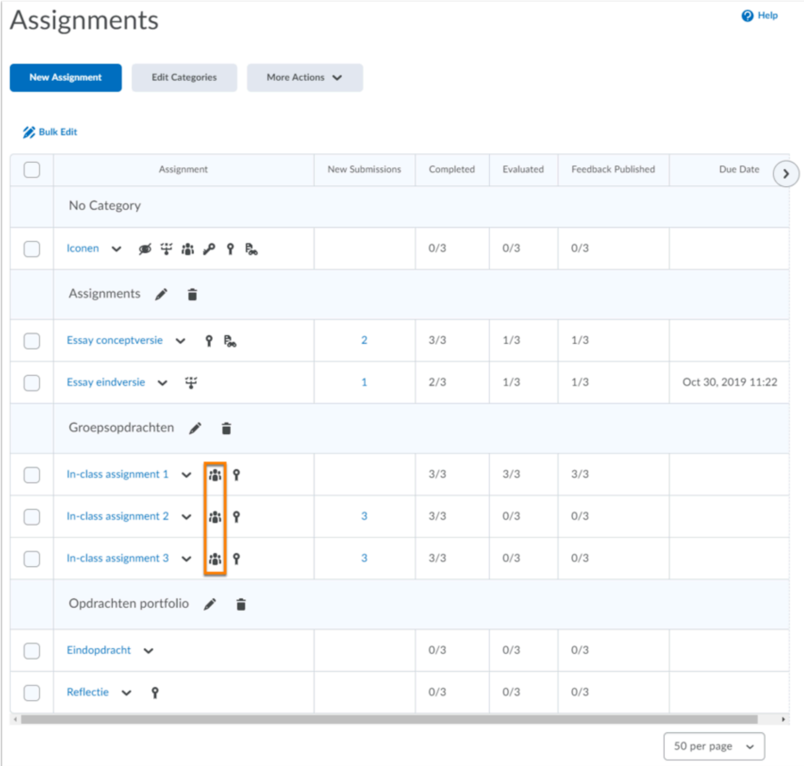
- Navigate to **Content** in the navbar of your course.
- Navigate to the (sub)module it concerns.
- Click **Existing Activities**.
- Click **Assignments**.
- Click on the desired assignment.

Graders are not able to download files from Content. If the graders need files to assess an assignment, you will need to upload the files as an attachment to the assignment in **Assignments.** You can read more about adding an attachment to an assignment in the article How do I create an Assignment?

Group assignment



When you add a group assignment to Content, students cannot see it concerns a group assignment, unless this is described explicitly in the assignment's instructions. If you have not described it in the instructions, it can be useful to include it in the description when adding the assignments to Content. You can do this via **Edit Properties In-place.**

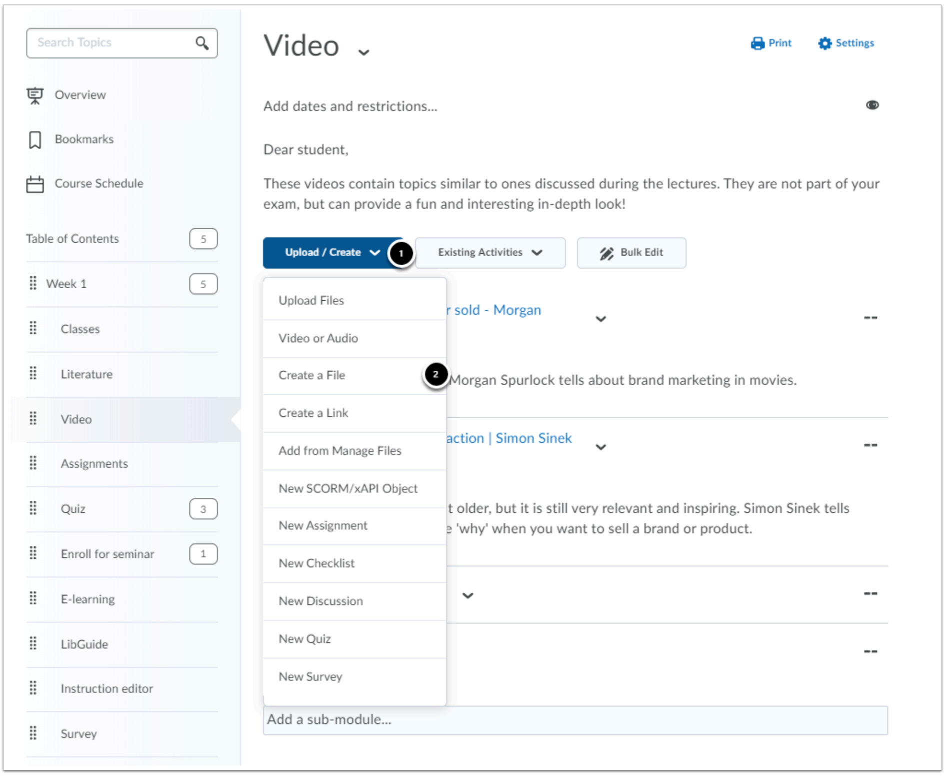


When students navigate to the Assignments homepage via Activities > Assignments, they can immediately see which assignments are group assignments.

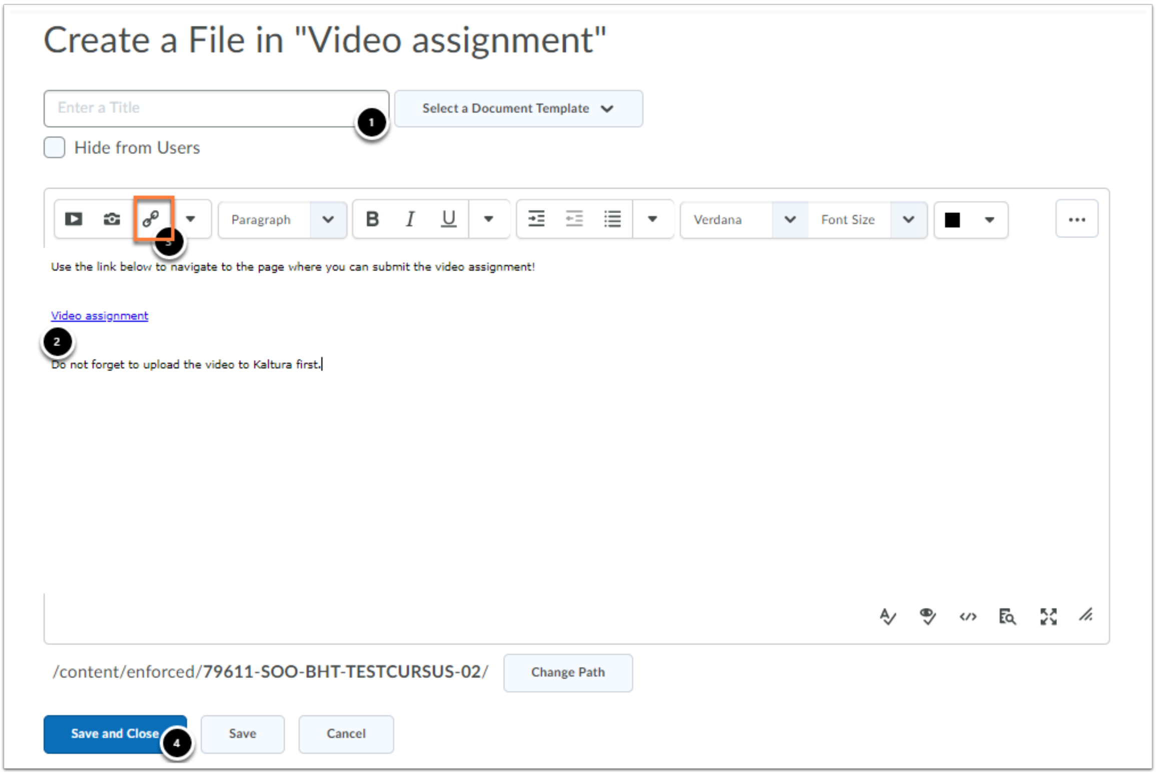
Adding Video assignments to Content

Students are not able to hand in video assignments from Content. When handing in an assignment in Assignments, students are able to add comments. From here, they can attach the video from Kaltura. There is no possibility to add comments in Content. Thus it is advised to create **File** under Content (**web page**) and to add a link to the assignment in question, so that students will be directed to the right screen when clicking the link (see explanation below).

- Navigate to **Content** in the navbar of your course.
- Navigate to the right (sub)module.



1. Click **Upload/Create**.
2. Select **Create a File** in the drop-down menu.



1. Give the file a name.
2. Select **Hide from Users** when you don't want your file to be visible yet.
3. Explain in the text field that they can submit their assignment via the link in this file.
4. Click the **Quicklink** icon. Select **Assignments** in the menu and then select the assignment you created earlier.
5. Click **Save and Close** to place the file with the link to the assignment, in the (sub)module.

How do I attach a grade item and/or rubric to an assignment? Activities | Assignments

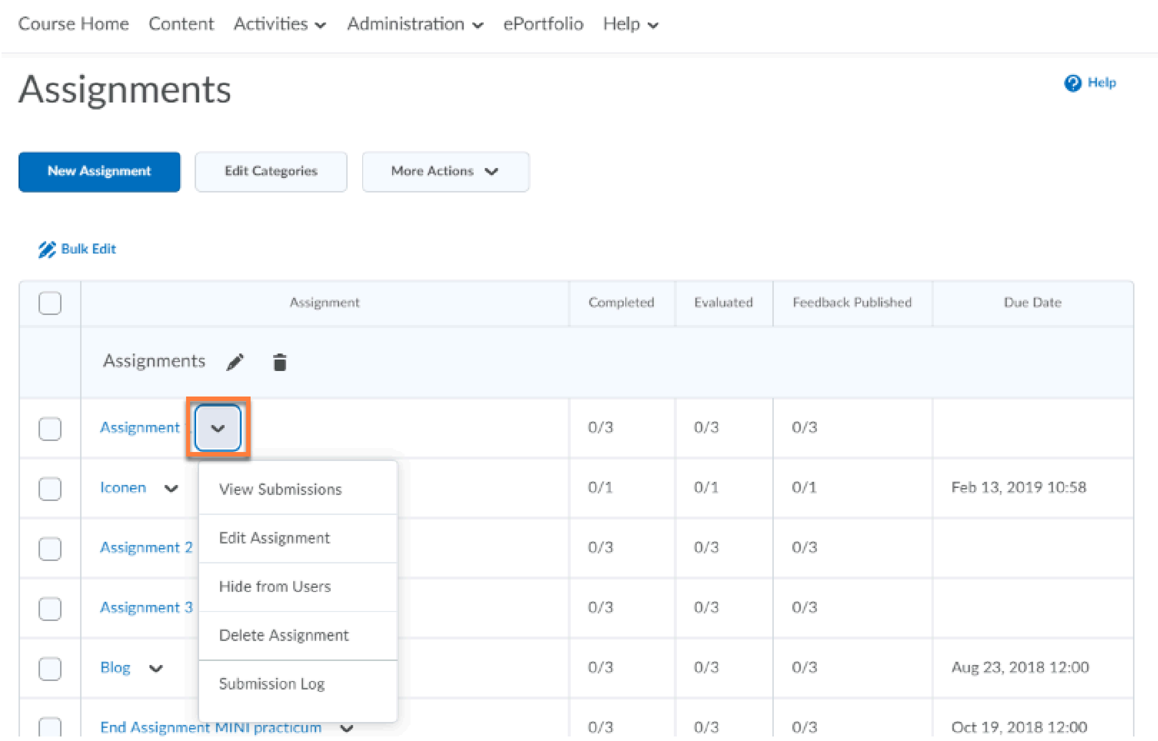
When you are evaluating an assignment, you can do so with the help of a rubric and/or a grade item: grade items represent the course items that you would like to evaluate in the grade book. By attaching a grade item to an assignment, you can let Brightspace calculate and register the final grade for you.

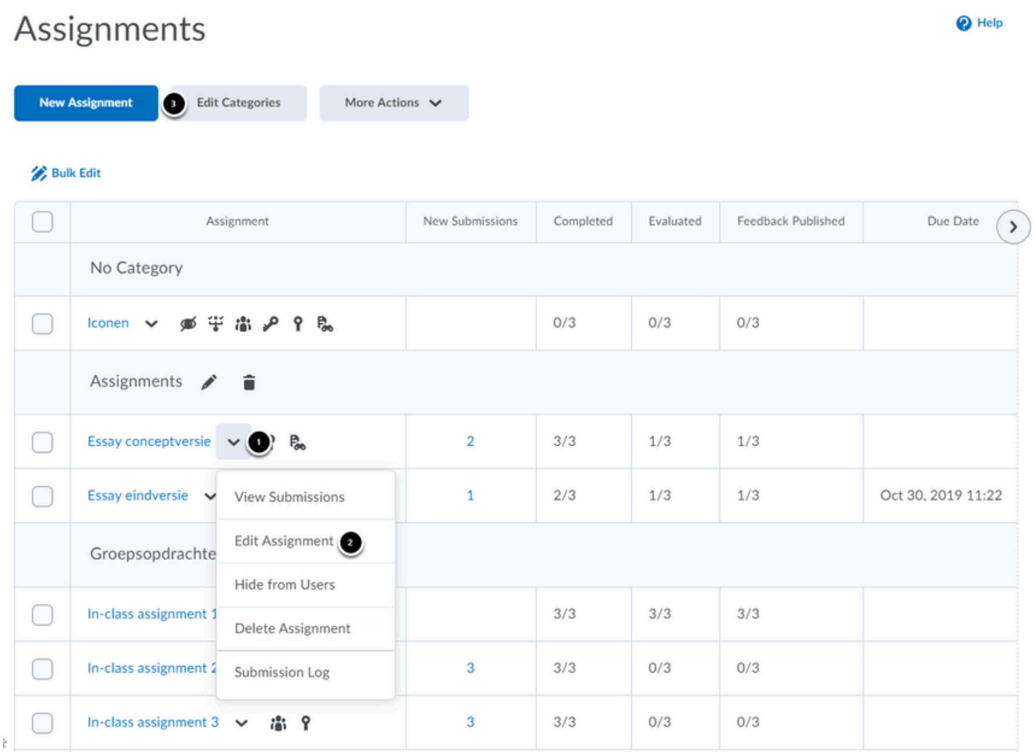
- Read the article How do I create a grade item? if you are unfamiliar with grade items and want to learn how to create a grade item.
- Read more about the assessment of an assignment in the article How do I assess an assignment? (grade item, rubric)?

Attaching a grade item to an assignment

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can attach a **grade item** to an **assignment**. Below the video you will find the written manual.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.

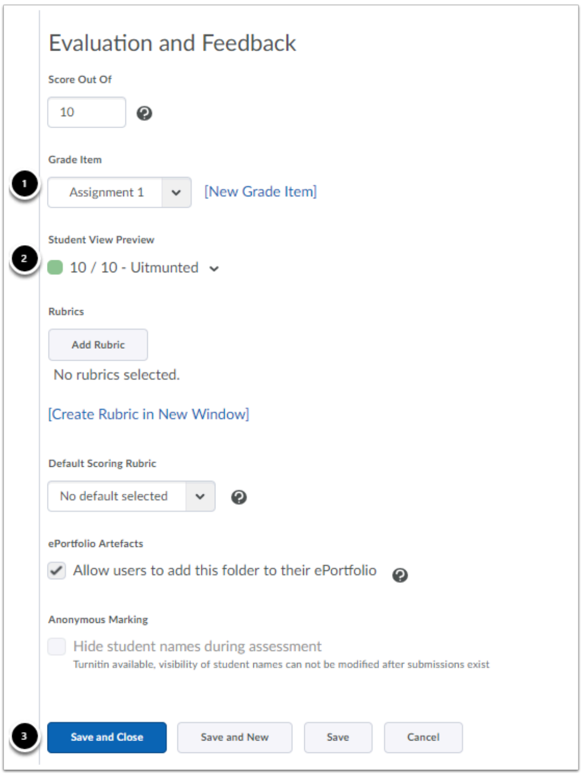




1. In the overview, search for the assignment you want to attach a grade item to and click on the fold-out arrow next to it.
2. Click **Edit Assignment**.

3. In case you have not created an assignment yet, click New Assignment to create one now.

In both cases you will be navigated to the **Properties** tab of the created assignment.

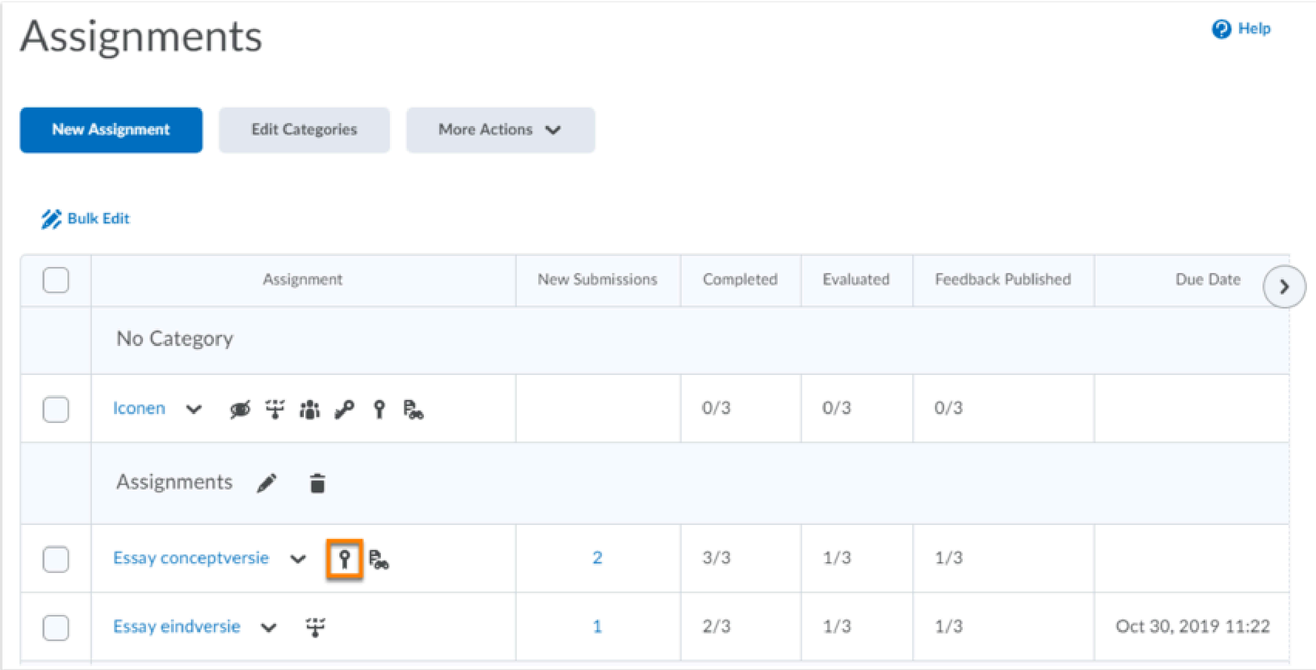


1. Below **Grade Item** you can select the grade item you want to attach to the assignment in the drop-down menu. If you would like to create a new grade item on the spot, click **New Grade Item** (in a pop-up window you will walk through the same steps as when you create grade items from Grades).
2. Click the fold-out arrow under **Student View Preview** to tick in which manner the grades will be displayed to the students.
3. Click **Save and Close**.

Only a grade item of the numeric and selectbox type can be linked to an activity. Keep in mind that the activity and grade item must have the same amount of maximum points.

When a grade item has already been attached to another activity, it will no longer show up as an option in the drop-down menu.

- In the overview of the Assignments you can see by the rosette icon whether or not an assignment is attached to a grade item. Hover over the rosette icon with your mouse to see which item is attached to the assignment.

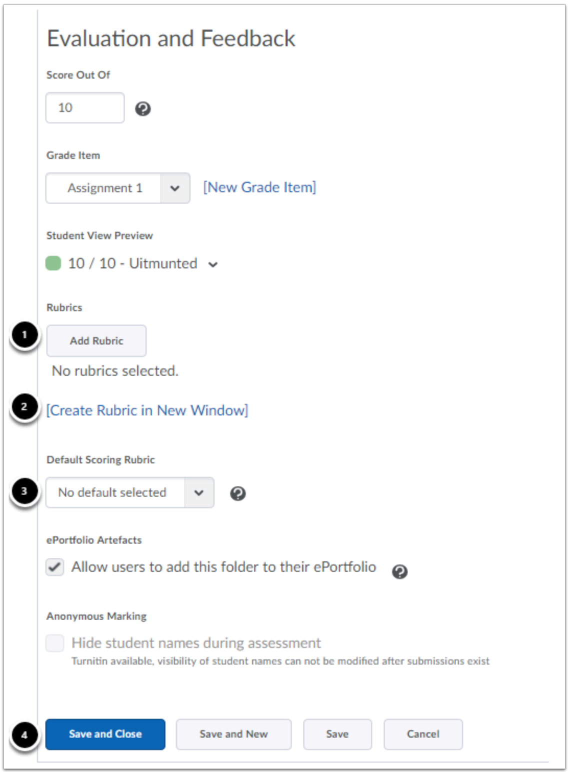


There has also been made a video about this subject. This video explains step by step how you can create a **grade item**. Below the video you will find the written video.

Attaching a rubric to an assignment

You can evaluate an assignment with the use of a rubric, by attaching a rubric to an assignment.

- On the Assignments homepage, search for the assignment you want to attach a rubric to and click the arrow.
- Click **Edit Assignment**.
- In case you have not created an assignment yet, click **New Assignment** to create one now.



1. Click **Add Rubric** to add one (or more) existing rubric(s).
2. Click **Create Rubric in New Window** to create a new rubric.
3. Use the drop-down menu below **Default Scoring Rubric** to select a default scoring rubric, after you have attached one (or more) rubric(s).
4. Click **Save and Close**.

- Read more about using a rubric to assess an assignment in the article How do I assess an assignment? (grade item, rubric)?
- Read more about creating rubrics in the article How do I create a rubric?

How do I assess an assignment? (grade item, rubric) Activities | Assignments

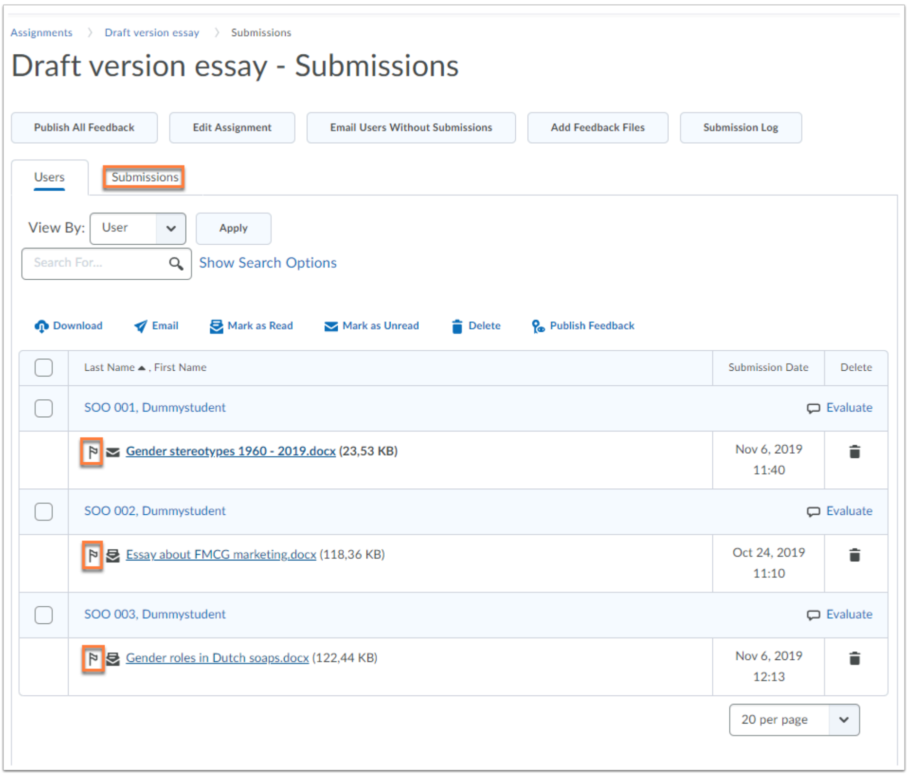
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about the assessment of assignments. A written manual about the assessment by using a **grade item** can be found below the video.

If you want to assess an assignment (grade it) and register the result in Brightspace, you have to attach the assignment to a grade item. This way the given grades on submissions will be registered in the grade book in Brightspace. You can also assess an assignment using a rubric if you have attached a rubric to the assignment.

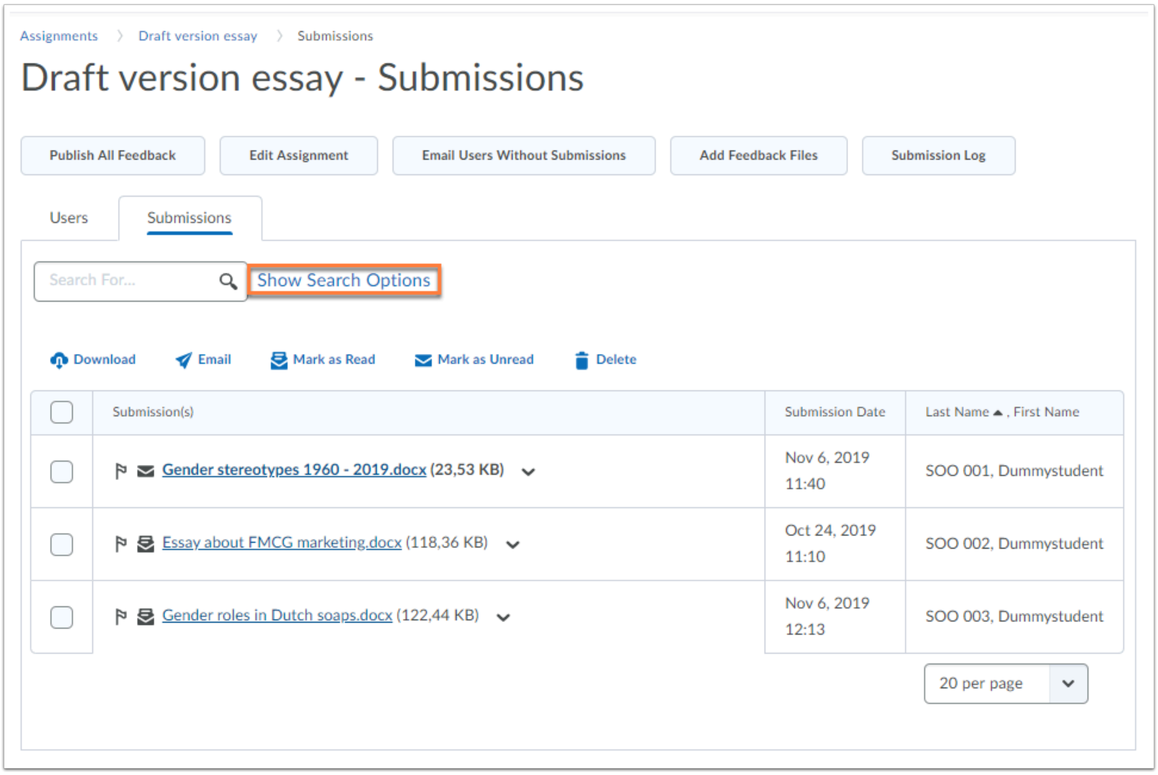
Marking assignments (flagging)

You can mark (flag) specific submissions within an assignment. For example, if you are assessing submissions on an assignment together with a colleague, you can flag half of the submissions. This way one of you can assess the flagged submissions, and the other can assess the unflagged submissions. Flagging can also be used as an alert for submissions which need further inspection or discussion.

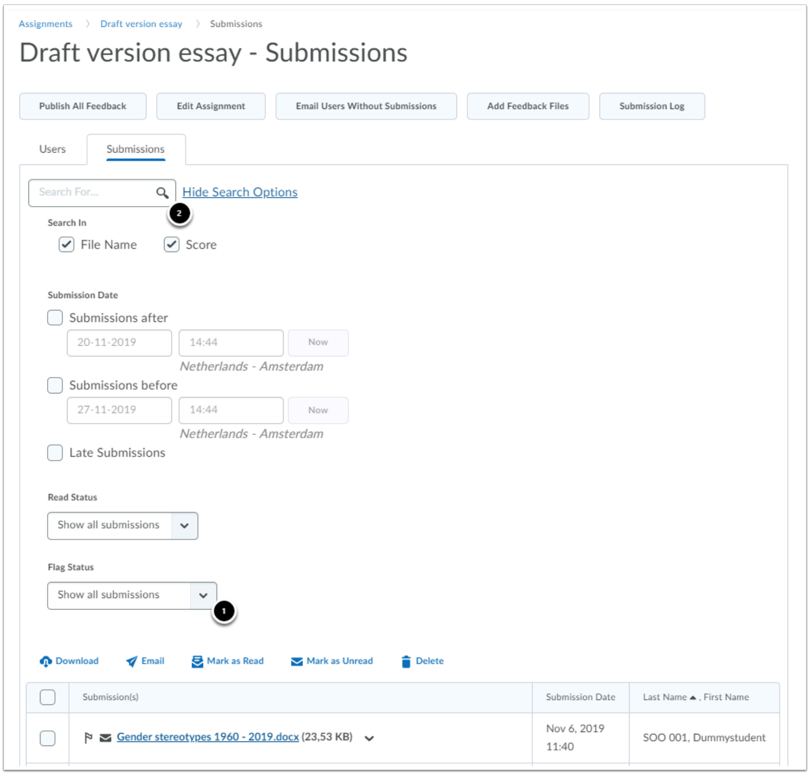
- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**
- Click on the desired assignment. You will land on the **Users** tab.



- For each submission you will see a flag icon. Click this icon to flag an assignment (or unflag it). A filled flag means you have flagged the submission. In the example above, the first assignment is flagged and the second one is not.
- Click on **Submissions** to be able to filter the submissions with flags.



- Click Show Search Options.



1. Under **Flag Status**, use the drop-down menu to select whether you want to see the flagged assignments (**Submissions with flags**) or the unflagged assignments (**Submissions without flag**).
2. Enter a keyword in the search bar (**Search For**). Then click Enter on your keyboard or click the magnifying glass-icon in the search bar.

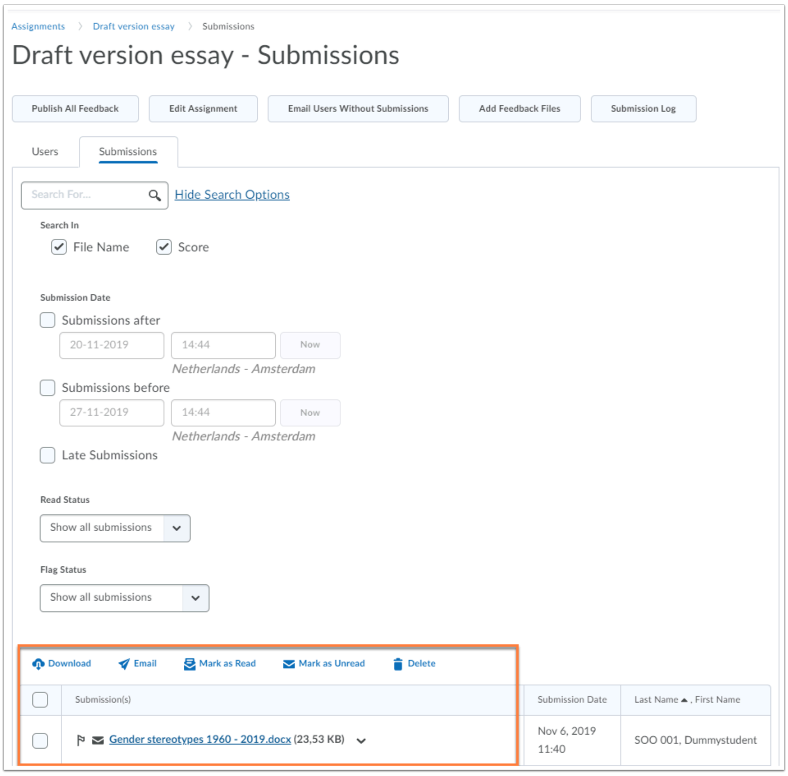
You must enter a keyword in the search bar to be able to search the list of submissions. Filtering for flags only works if you enter a keyword that appears in every submission. Thus it is useful to instruct students to add a specific element to the file name of their submission, for example TITLE-student number (e.g. S1234567). You can now enter S as a keyword, because all submissions will have this S in their name.

Assessing with a rubric

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about assessing an **assignment** by using a **rubric**. A written manual can be found below the video.

After you have created a rubric and attached it to an assignment, you can use this rubric to assess submissions.

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**
- Click the assignment to see the submissions you want to assess.



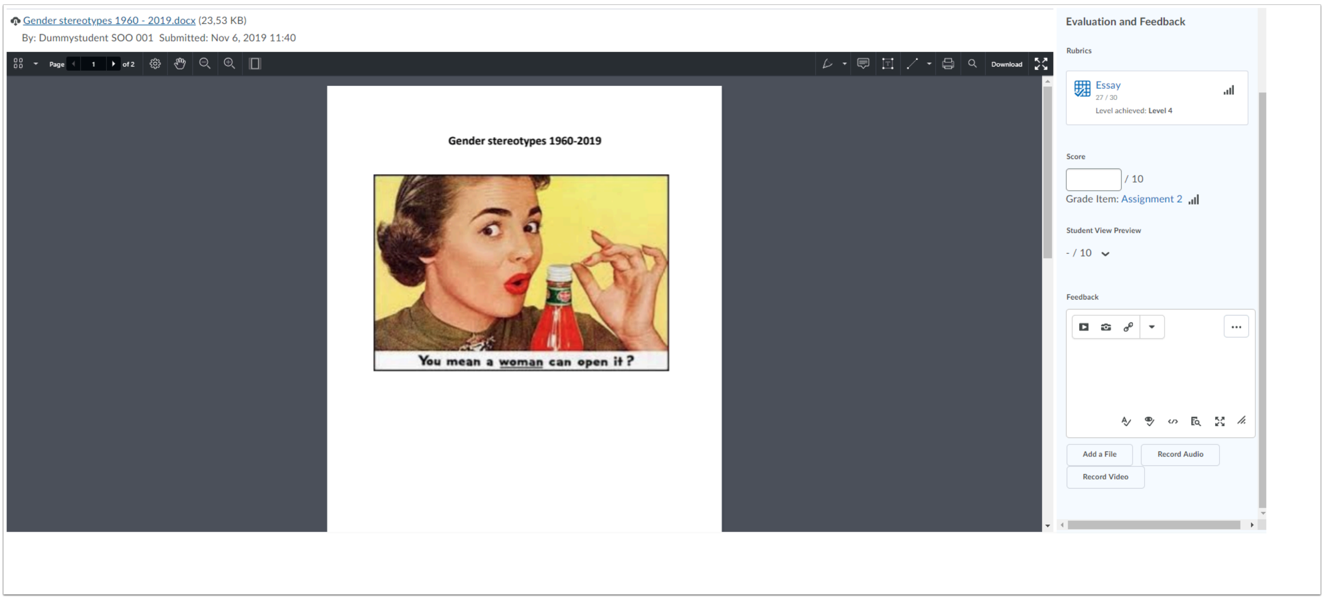
At the bottom of your screen you see the overview of all submissions. You can filter these submissions based on:

1. student name (use the search bar);
2. submission specifics. To do this, click the drop-down menu below **Submissions** and select:
   - **Show everyone** (all submissions);
   - **Users with/without submissions** (only those students who have or have not submitted their assignment). If you have filtered on **Users with submissions,** you can also select whether you want to see:
     - unread submissions only (**Only show users with unread submissions**);
     - assignments that were handed in during a specific period (you can specify the date and whether you want to see assignments that were handed in before or after that date);
     - submissions that were handed in late only (**Late Submissions**).
   - **Users with preview submissions** (for example, to see those assignments you have handed in yourself as a test);
   - **Users with graded unpublished submissions** (students whose assignments have already been assessed, but the assessment has not yet been published.
   - Furthermore, you can also select for each filter options whether you only want to see those students who are exempt (**Users who are exempt**).

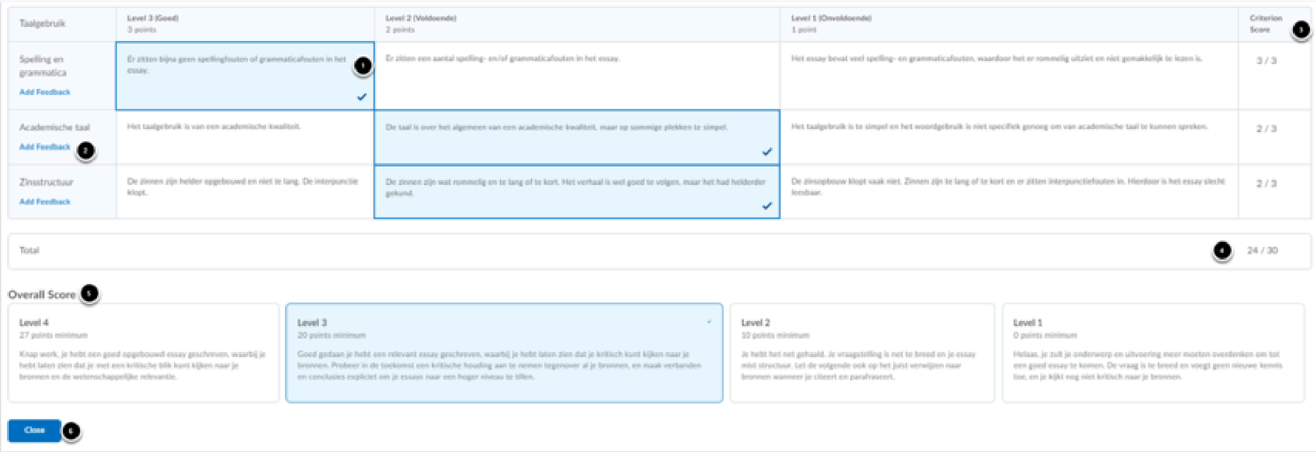
3. Below **Feedback** you can filter all submissions (**Show everyone**) or just those with feedback (already assessed) or without feedback (**Users with/without feedback**).

- In this tab you can also download files, send an email to your students, mark submissions as read/unread, delete submissions, or publish the feedback you have given. To do so, select one or more students (or click the box at the top left to select everyone) and then click on the desired action. *If you select and download several files at one, these files will be put together in a zip-file*.
- Click on the file name of the document to open it for assessment/add feedback.

⚠ To assess an assignment using a rubric, the maximum amount of points a student can acquire has to be the same in both the rubric and the assignment (**Out of score).** To calculate the rubric's maximum score, you have to add up the highest score (belonging to the highest level) of each criterion.



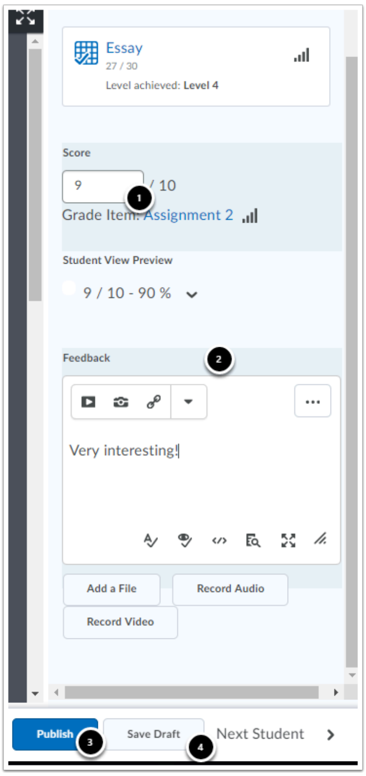
- Click the rubric on the right side of the screen, below **Evaluation and Feedback** (*in the example above, the rubric is called 'Essay').* The rubric will now open in a new window.



1. For each criterion, click on the level you want to award it to.
2. You can add additional feedback for each criterion. Click **Add Feedback** to do so. A text box will open that allows you to give feedback to a student for each criterion.
3. On the right side you will see a column named **Criterion Score.** You will see the score achieved for each criterion. The **Total** score is the total of each of these scores.
4. At the bottom of the rubric you can find the total amount of points a student can acquire.
5. **Overall Score** shows you the performance level for the amount of points acquired. You can choose to change the automatically assigned performance level by clicking another level.
6. Click **Close** to return to the assignment. The feedback will be saved automatically.

Depending on how you set up the score system you will get the possibility to assign a couple of points for each criterion. The total score (**Overall Score**) will be calculated based on the number of points that have been acquired. *In this example 160 or more points means a level 4 score. However, this is not the maximum score! When a student has acquired 170 points, this means a level 4 score (highest level in the example rubric) but this is not the highest score for the final grade. This maximum score of the example rubric is the maximum score of each criterion added up, so in this case (5x30) + (3x10) = 180. A score of 170 would mean a final grade of (170/180)x10=9.4.*

When you leave a rubric uncompleted you will receive a warning stating you have not scored all rubric criteria once you try to publish the feedback. You then have the possibility to make changes, or publish the incomplete rubric after all.



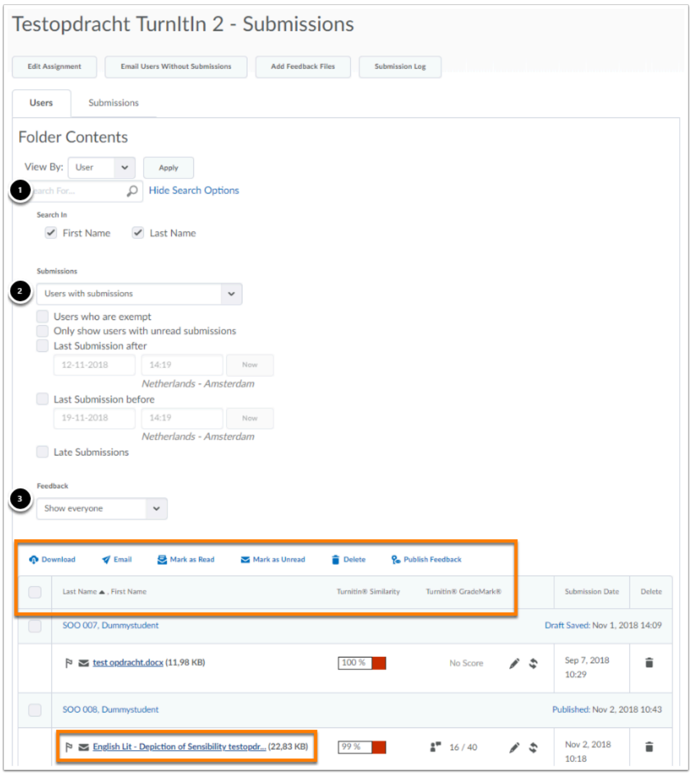
1. Brightspace will enter the score and calculate the grade.
2. Use **Feedback** to give general feedback. The feedback you have entered in the rubric will not be transferred to this field.
3. Click **Publish**/**Update** if you want to (re)publish the feedback (and grade) to the student.
4. Click on **Save Draft**/**Retract** if you want to save the assessment but do not yet want to publish the result to the student.

It is advised to save the given feedback and score until you have finished assessing all submissions. If you are sure you have reviewed all submissions click **back to submissions** in the top left corner of your screen, go to the user tab and select all students. Click **publish feedback** to publish the results to all students at once.

Assessing with a grade item

After you have created a grade item and linked it to an assignment, you can use this grade item to assess assignments.

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**
- Click on the assignments you want to assess.



At the bottom of your screen you can find an overview of the submissions per student. You can filter these submissions based on:

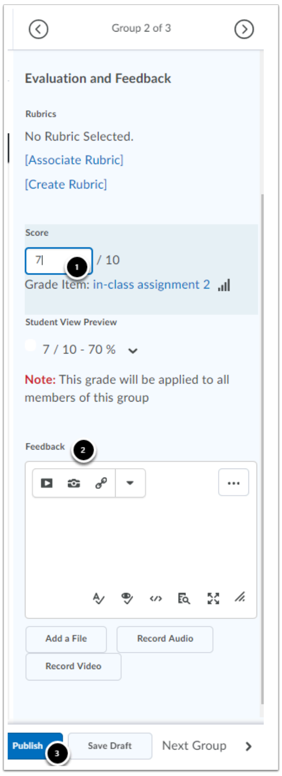
1. student name (use the search bar);
2. the type of submissions. To do this, go to **Submissions** and select:
   - **Show everyone** (all submissions);
   - **Users with/without submissions** (only those students who have or have not handed in the assignments). If you have filtered on **Users with submissions,** you can also select whether you want to see:
     - unread submissions only (**Only show users with unread submissions**);
     - assignments that were handed in during a specific period (you can specify the date and whether you want to see assignments that were handed in before or after that date);
     - submissions that were handed in late only (**Late Submissions**).

- **Users with preview submissions** (for example, to see those assignments you have handed in yourself as a test);
- **Users with graded unpublished submissions** (students whose assignments have already been assessed, but the assessment has not yet been published.
- Furthermore, you can also select for each filter options whether you only want to see those students who are exempt (**Users who are exempt**).

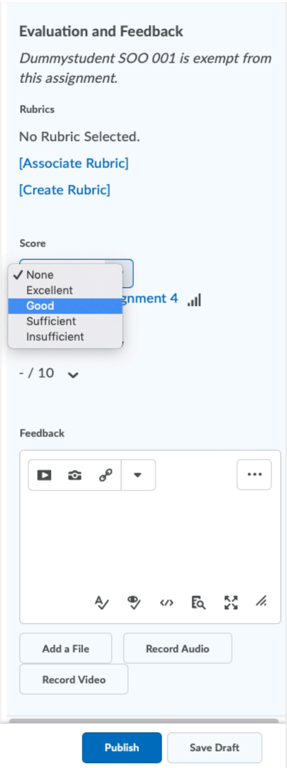
3. Use **Feedback** to choose whether you want to see all submissions (**Show everyone**) or just those with or without feedback (**Users with/without feedback**).

Are you assessing an Assignment in Turnitin? We advise you to use Brightspace to switch between each submission. The Turnitin environment does not allow you to see which assignment belongs to what group, so return to Brightspace after each assessed assignment to maintain the overview.

- You can download files, mail them to students, mark them as read/unread, delete them, or publish the feedback you have given. To do so, select one or more students (or click the box at the top left to select everyone) and then click on the desired action. If you select and download several files at one, these files will be put together in a zip-file.
- Click on the file name of the document to assess it.



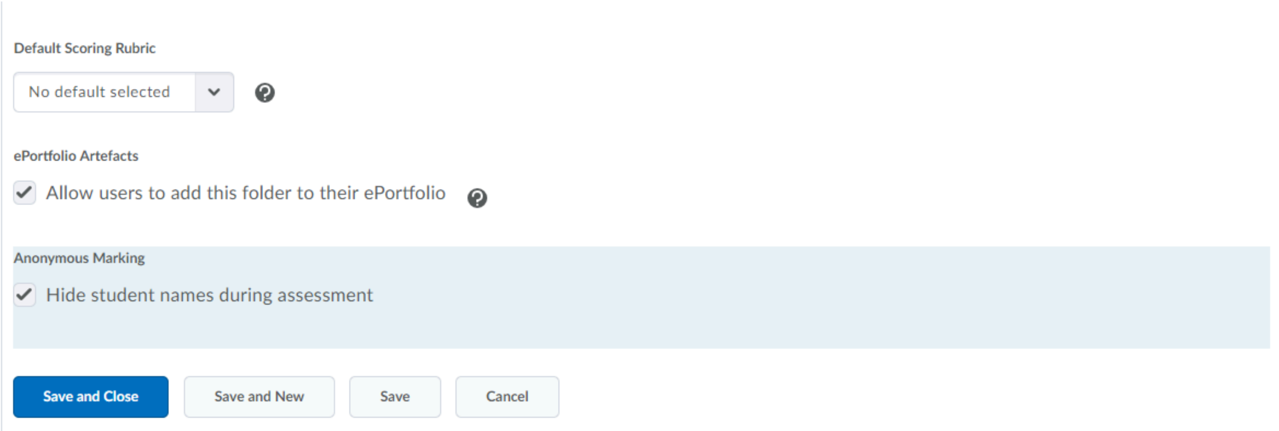
1. Enter the score manually. When a rubric has been added, Brightspace will calculate the grade automatically.
2. Use **Feedback** to give general feedback. The feedback you have entered in the rubric will not be transferred.
3. Click on **Publish**/**Update** if you want to (re)publish the feedback and want to let the student know about their score. Click on **Save**/**Retract** if you want to save the assessment but do not yet want to show the student.



- It is also possible to assess an assignment with the use of a selectbox item. In this case you provide the assignment with a predefined level that fits the student's work.

⚠ Assessment for grade items that you publish will automatically be pushed to the Pulse app by Brightspace. When you **Retract** an assessment, students will no longer be able to see it in Brightspace, but it does still appear in Pulse. If you hide the assessment for a grade item after you have published it, students will not see the most recent assessment in Pulse, and neither will they receive a notification. Thus it is advised to not retract a published grade item, because this can cause confusion for the student. Instead, republish an assessment as soon as you alter it. This way, Brightspace will automatically push the new assessment to Pulse.

Assessing with anonymous marking



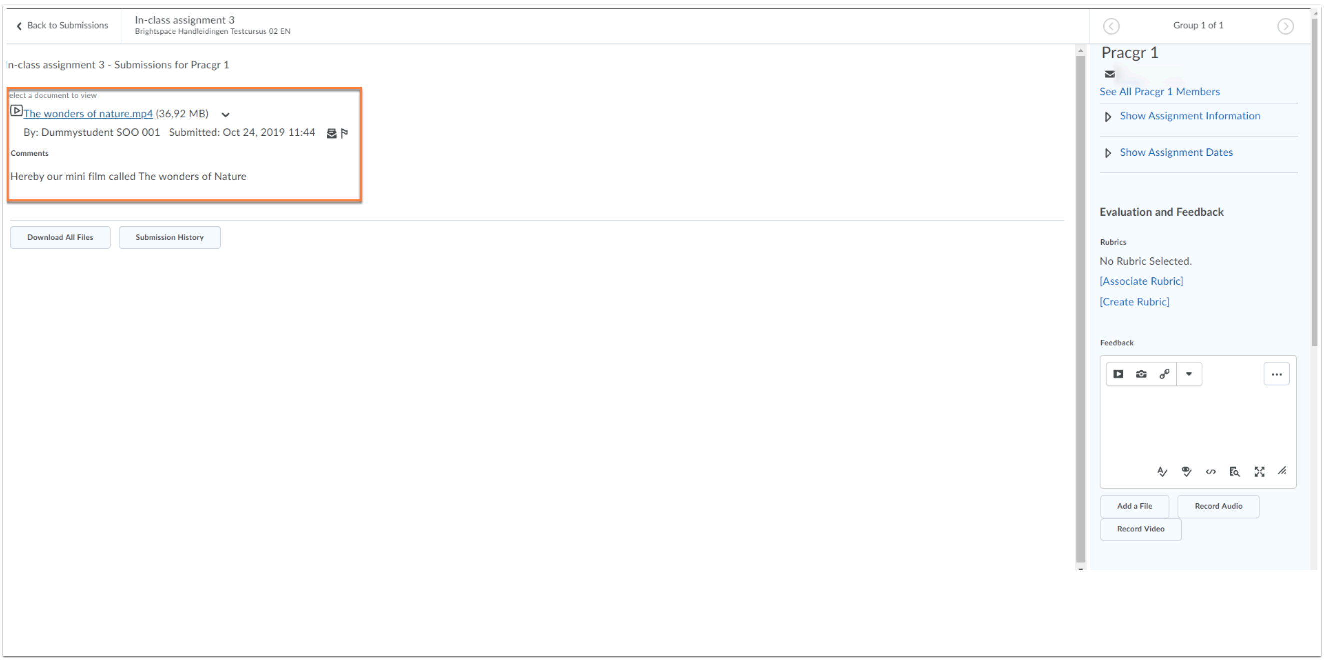
When you have turned on **anonymous marking** while creating an assignment, you can assess the assignments without seeing which student handed in the assignment.

- While assessing, you will see the submissions by the students as **Anonymous User <x>**.
- The submissions are numbered in the order in which they were handed in.
- You can still assess these assignments like usual, but you cannot grade them. The **publish** button does not work yet. You can only publish with the button **publish all feedback** in the assignment. This means that you first have to review all of the assignments of the anonymous student(s) and then return them to all of the students simultaneously.

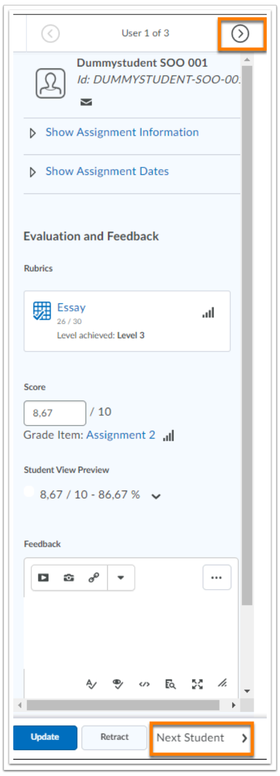
Assessing video assignments

If students have to hand in both a written component and a video in Kultura for an assignment, they will hand in the written file in an attachment and the video in the commentary field. While assessing you will initially be shown just the attachment, making it difficult to switch between file and video. However, you can put the attachment and commentary below one another in the evaluation screen by going to **user submissions**.

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**
- Click on the assignments you want to assess.
- Click on the name of the student or group (not the file itself) to assess the work.



Here you will see the attachment and the video with commentary below one another. On the right side you can open the rubric, enter a score and give feedback. If you use this screen it is easy to switch between the attachment and the video while simultaneously adding the score and/or feedback.



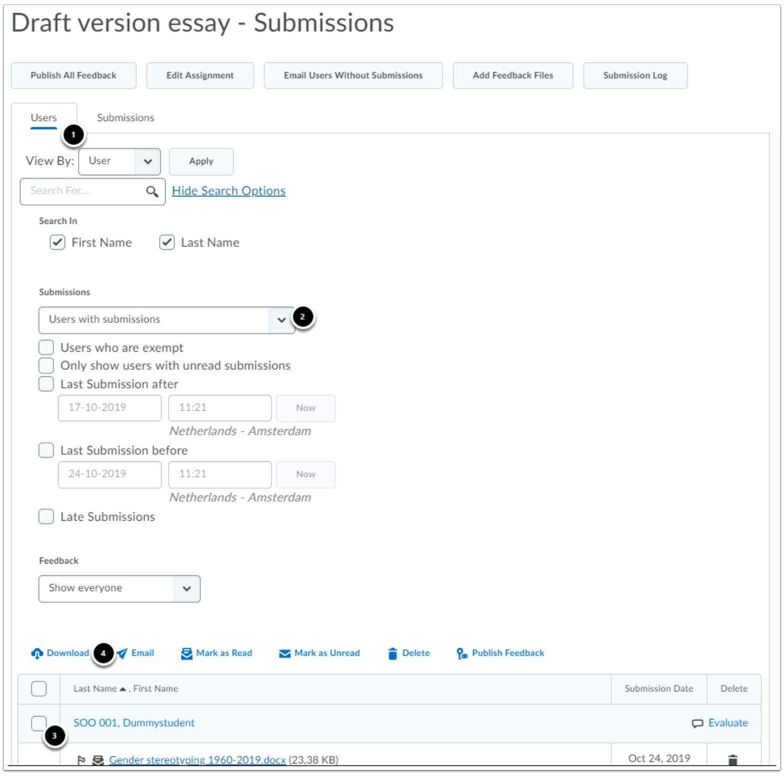
- After assessing a student you can easily go to the next student by clicking the arrow on top, or **Next Student** at the bottom of the page.

How do I assess an assignment offline? Activities | Assignments

Downloading and assessing assessments

You can download assignments from students to assess them while offline, for example on the train. After you have assessed these assignments offline, you can update the changes made onto Brightspace. Then you can assign a score and publish the assessment and feedback for your students to see.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.
- Click on the assignment you want to assess.

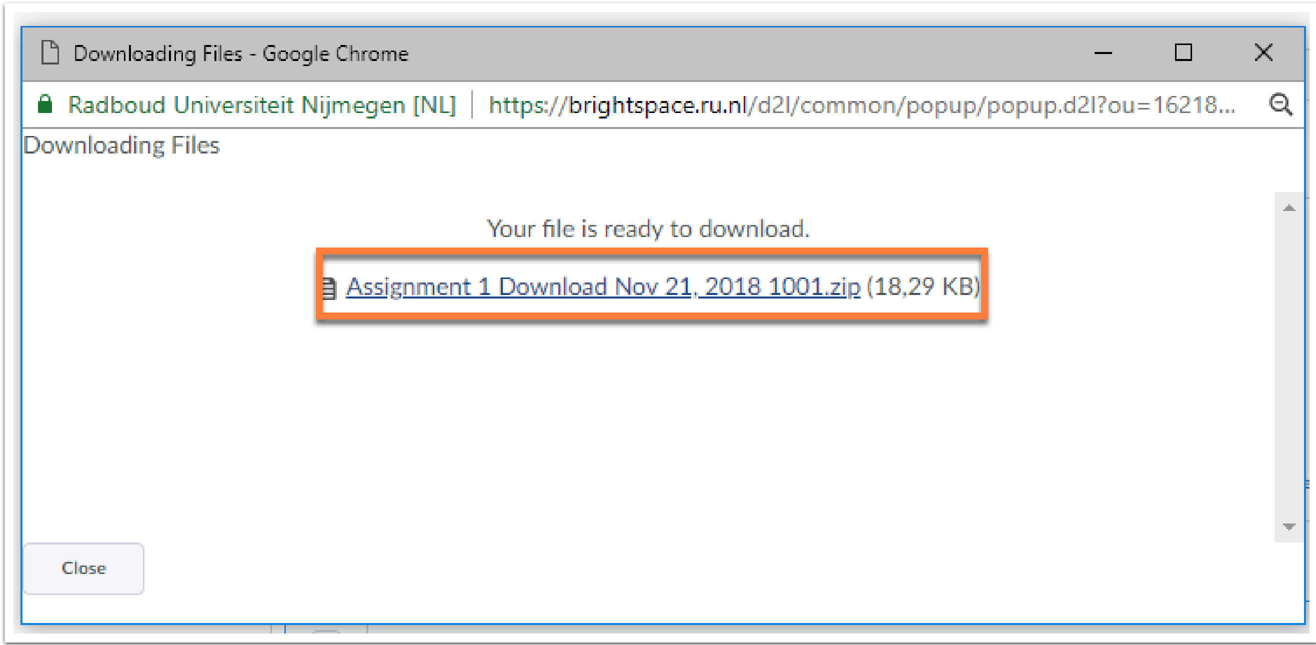


1. Filter the assignments by student (**User**) or group (**Groups**). This way you can easily download all assignments from the students in a specific group (this is useful if there are multiple teachers in the course that assess assignments; now you can assess one or multiple groups per teacher). Click **Apply**. *If you have chosen Groups you now have*

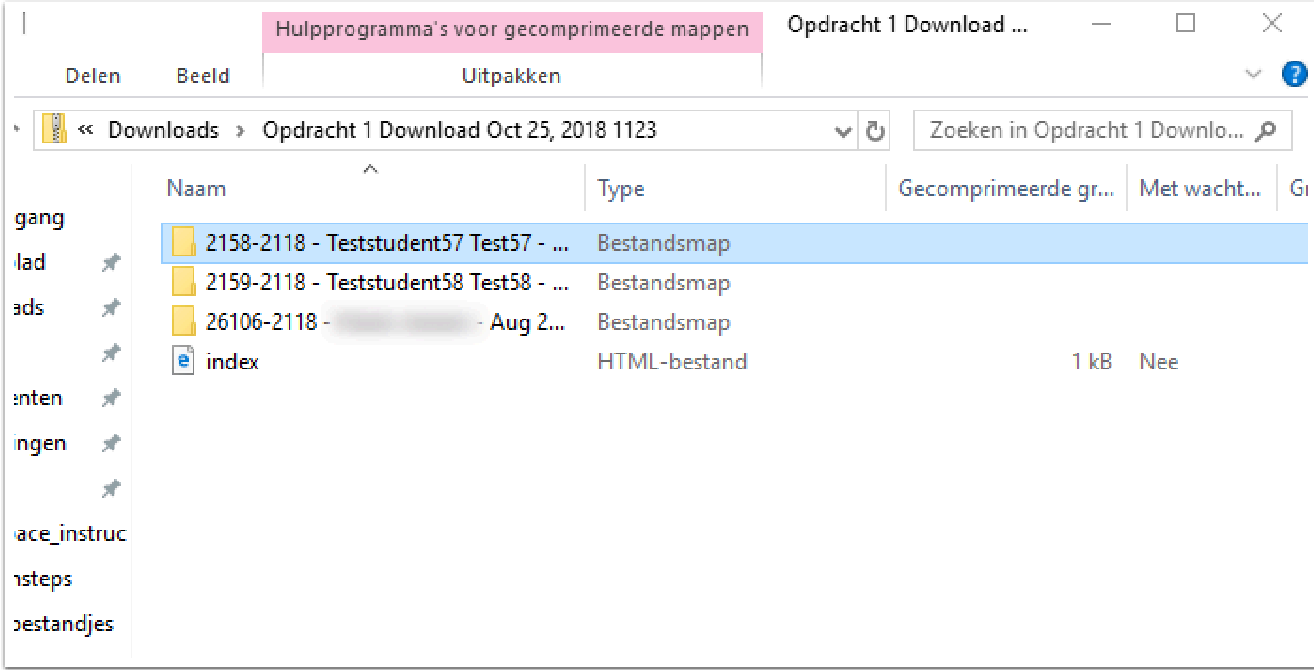
to select the group of which you want to see the assignments.
Click **Show Search Options** for more filter options.

2. Select **Users with submissions** in the drop-down menu if you only want to see the students who have handed in their assignment.
3. Select the submissions you want to assess offline. Select all assignments at once by clicking the box in the upper left column.
4. Click **Download**. A new window will appear.

You can only download the submissions of students that are displayed on the current page of your screen. At the bottom right side you can adjust the maximum amount of displayed students to 200. This means that you can download the assignments of maximum 200 students at once.



- Click on the file name to download the zip-file onto your computer (or another device). The download will appear at the bottom of this window.
- Click **Close** to close the window.



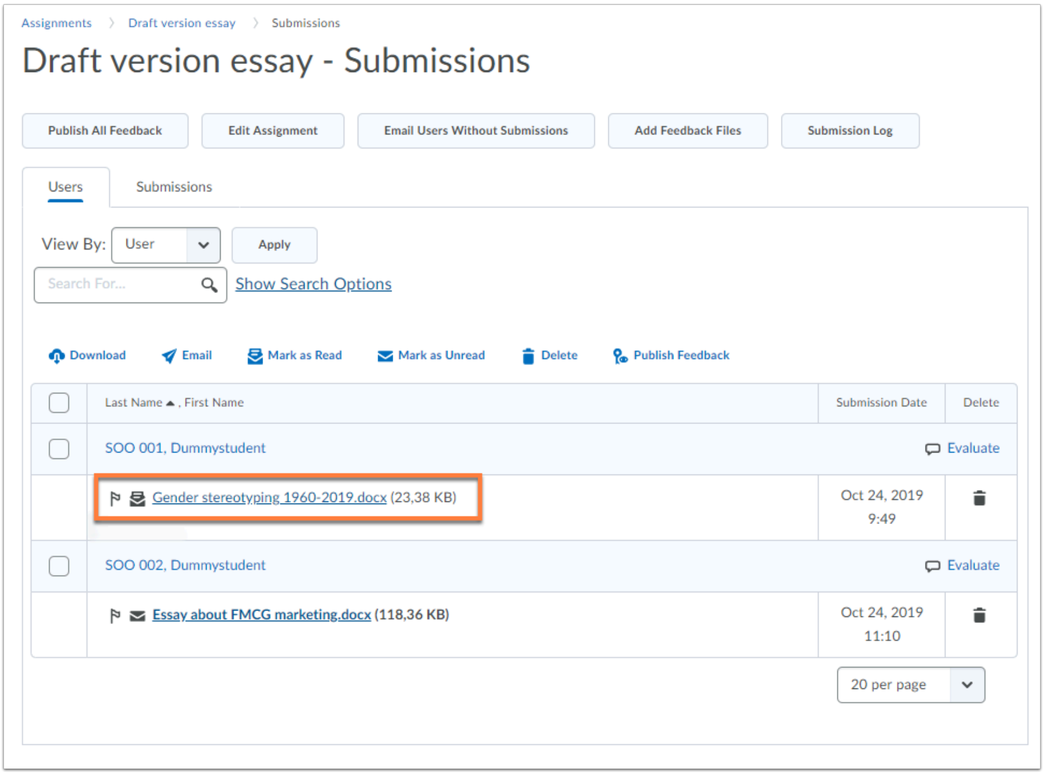
- Open the zip-file. You will see a separate folder for each student. You can now open the submissions and assess them in the desired program.
- Save your feedback in this folder (do not change the file's name of location).

Students can hand in their assignments in different file types, such as a Word file or a PDF-file. If you want your files to be of a specific type, you have to let your students know beforehand (*for example a Word file, so that you can use the correction function in Word when providing feedback).*

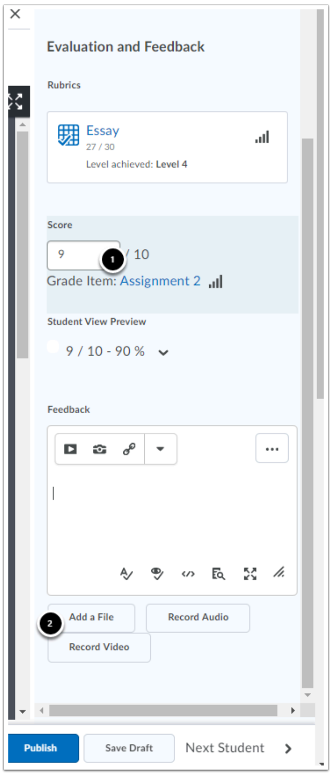
You can upload the files onto Brightspace for each separate student, or all at the same time. If you upload them all at once, the assessed submissions will appear as an attachment to the already submitted assignments in Brightspace.

Uploading assessment per student

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.
- Click on the assignment of which you have assessed the submissions.



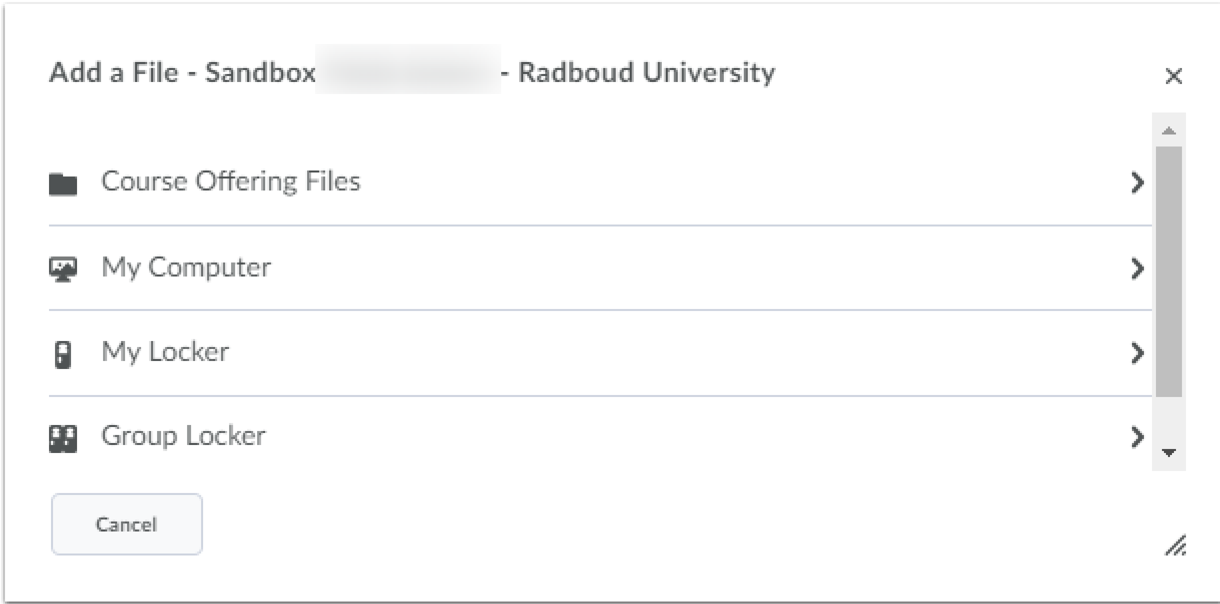
- Click on the submission of which you want to add the offline feedback file to.



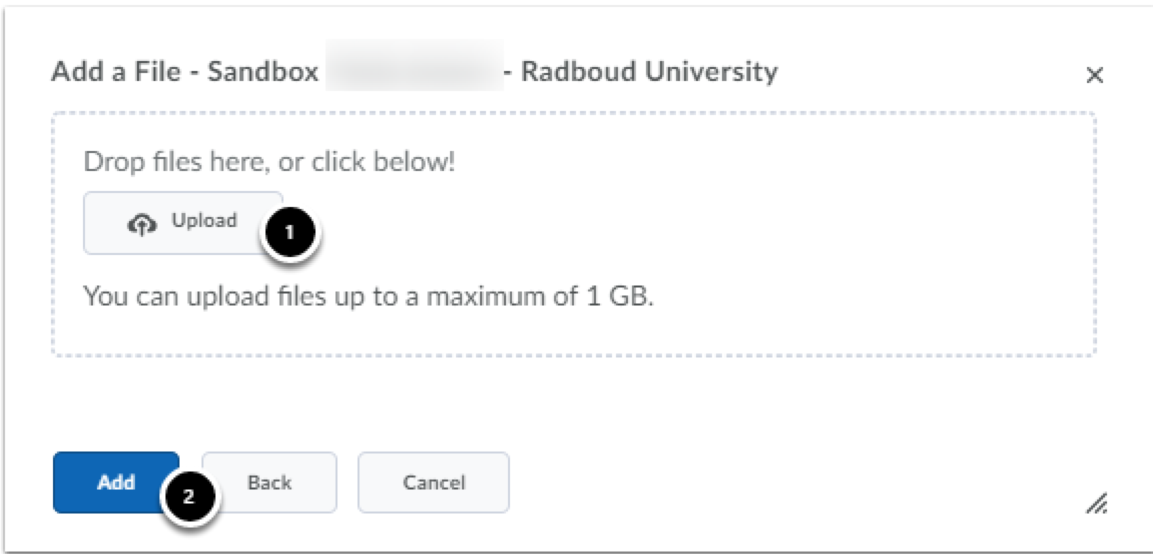
1. Enter the score the student has acquired.

2. Scroll down until you see **Add a File** and click it to add the offline feedback.

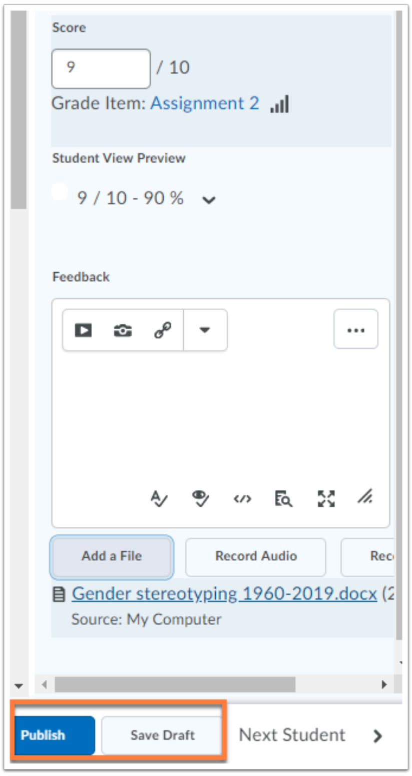
When you have attached a grade item to the assignment, Brightspace will automatically enter the grade (score) in the grade book when the feedback is published. The feedback will also appear in the grade book, but the attachments can only be viewed or downloaded through the assignment submission.



- Click on **My Computer**.



1. Click **Upload** and search on your computer for the file you want to upload.
2. Click **Add.** The feedback is now added.

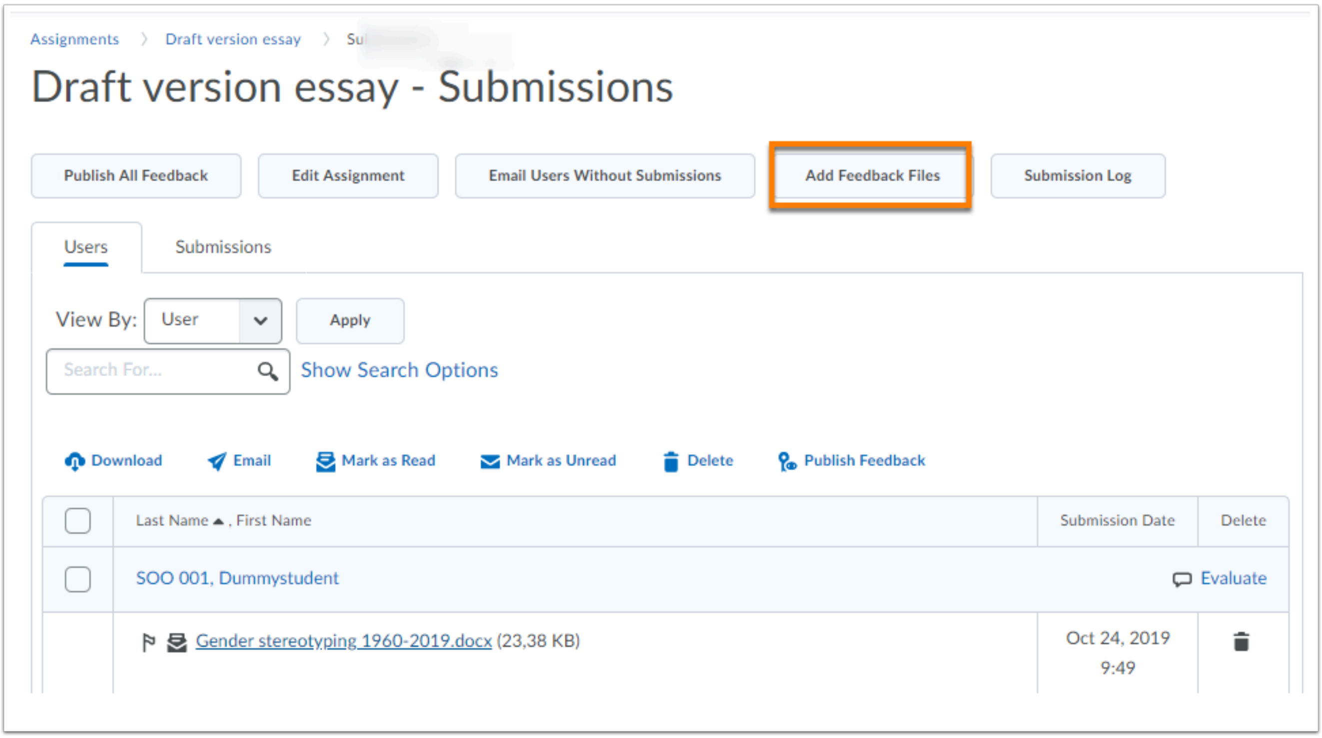


- Click **Publish**/**Update** to release the feedback so that the student can see it.
- Click **Draft**/**Retract** if you do do not want the student to see the feedback yet.

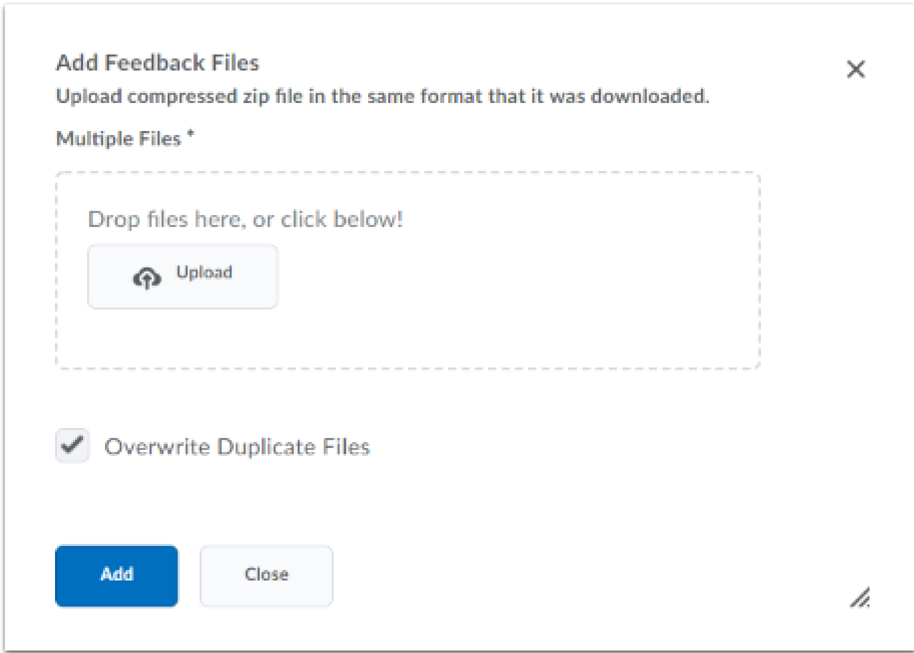
Bulk upload

You can also upload all assessments at once. The assessments will then show as an attachment for the assignment concerned.

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments**.
- Click on the assignment of which you have assessed the content.



- Click on **Add Feedback Files**.



- Click **Upload** and search for the zip-file with the assessed assignments. Note that this is the same zip-folder with assignments that needed assessment that you downloaded at the beginning.
- Select **Overwrite Duplicate Files** if you want to replace identical files.

- Click **Add.** At the bottom of the screen you will see a notification when the files have been added. You will also see how many files have been added. Note that this can take a while, based on the number and size of the files.

Click on an assignment to view the attachment and publish it if needed, which makes it visible for the student.

⚠ Sometimes Brightspace will not be able to recognize the files you upload and therefore it cannot link it to a student. You will then be asked if you want to match the files to the students manually.

How do I assess a group assignment? Administration | Grades

Assessing using Assignments
Assessing using Grades

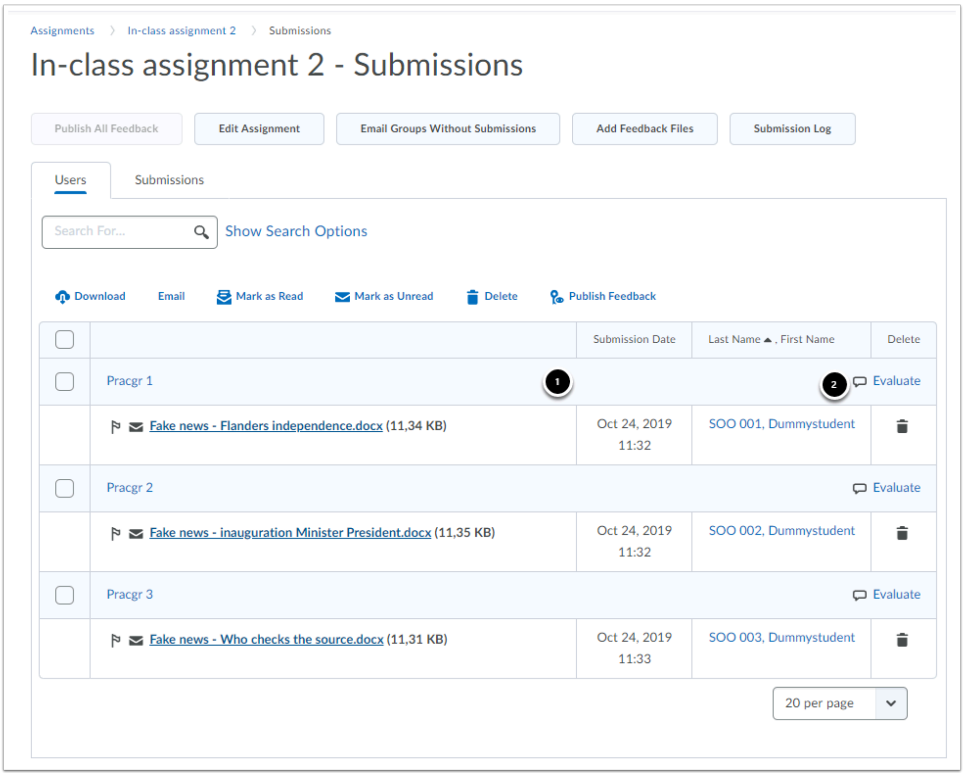
When you have created a group assignment and linked it to a grade item, you can award the same grade to all group members using **Assignments.** If you want to give one or more group members a different grade, use **Grades**.

If you want to use Grades, you have to create a grade item first. Then you have to attach it to an assignment. To learn more about this, please read the following articles:

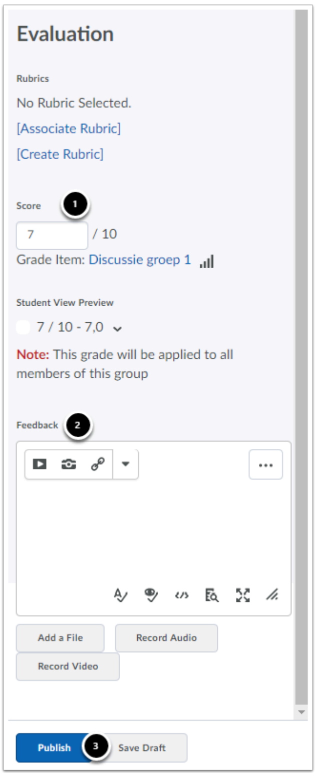
- How do I create a grade item?
- How do I attach a grade item and/or rubric to an assignment?

Assessing using Assignments

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.**
- Click the desired assignment.



1. At the bottom of the screen you will see the assignments that have been handed in as well as who handed in what.
2. Click **Evaluate** (or click on **Draft Saved/Published** if you have entered or published a grade/feedback before).



1. Fill in the score.
2. Add feedback if necessary. You can also add feedback to the attachment by clicking **Add a File**.
3. Click **Publish** to publish the feedback to the student or click **Save Draft** to save the feedback without publishing it.

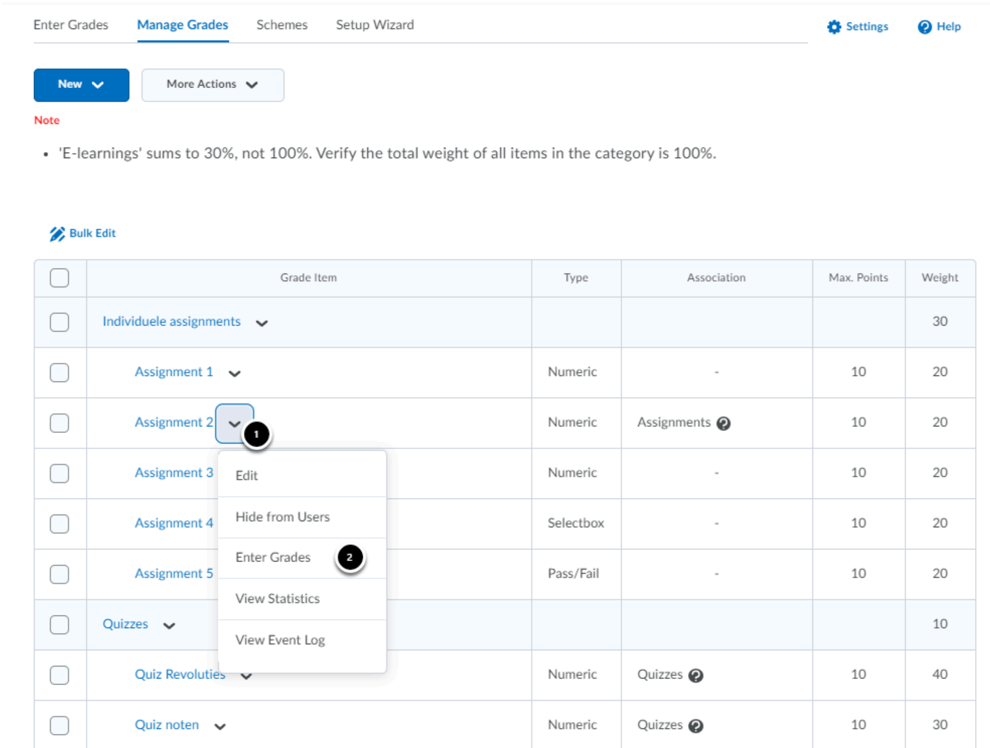
All group members will receive the same grade and feedback, which can be found in their grade book or in Assignments.

Assessing using Grades

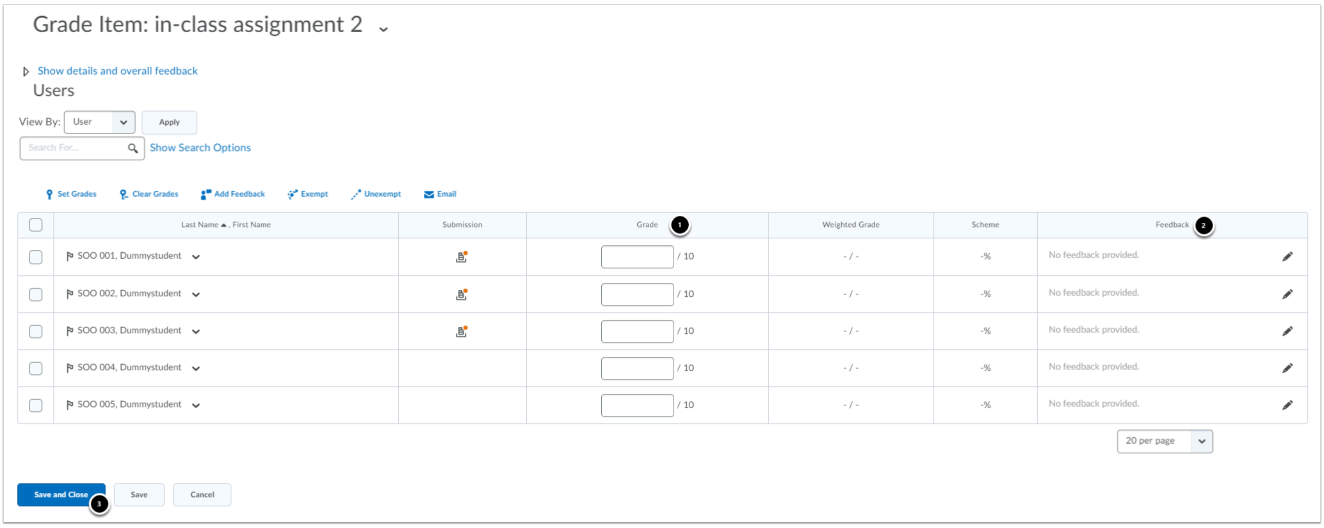
This fact can cause confusion for students at the moment you want to assess individual members of the group differently. You can submit individual grades in Grades, but this is not shown in Assignments. This means that when you have already submitted an assessment for the entire group in Assignments and then changed the individual grade for a specific student in Grades, this student *will see two different grades (for example: for group 1 you have entered the grade 7 for Assignments, after which you changed the grade for Jake to a five in grades. Jake will now see both a five and a seven).*

- If you want to give separate assessments within a group, you have to let your students know that they have to check their individual grades when looking at Grades.
- Use Assignements to give written feedback, give each student a grade via Grades.

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**



1. Click on the fold-out arrow next to the desired grade item.
2. Click **Enter Grades.**



1. Use **Grade** to change the grade for individual students.
2. Use **Feedback** to add feedback for individual students. You cannot add an attachment like you can when using Assignments.

Click **Save and Close.**

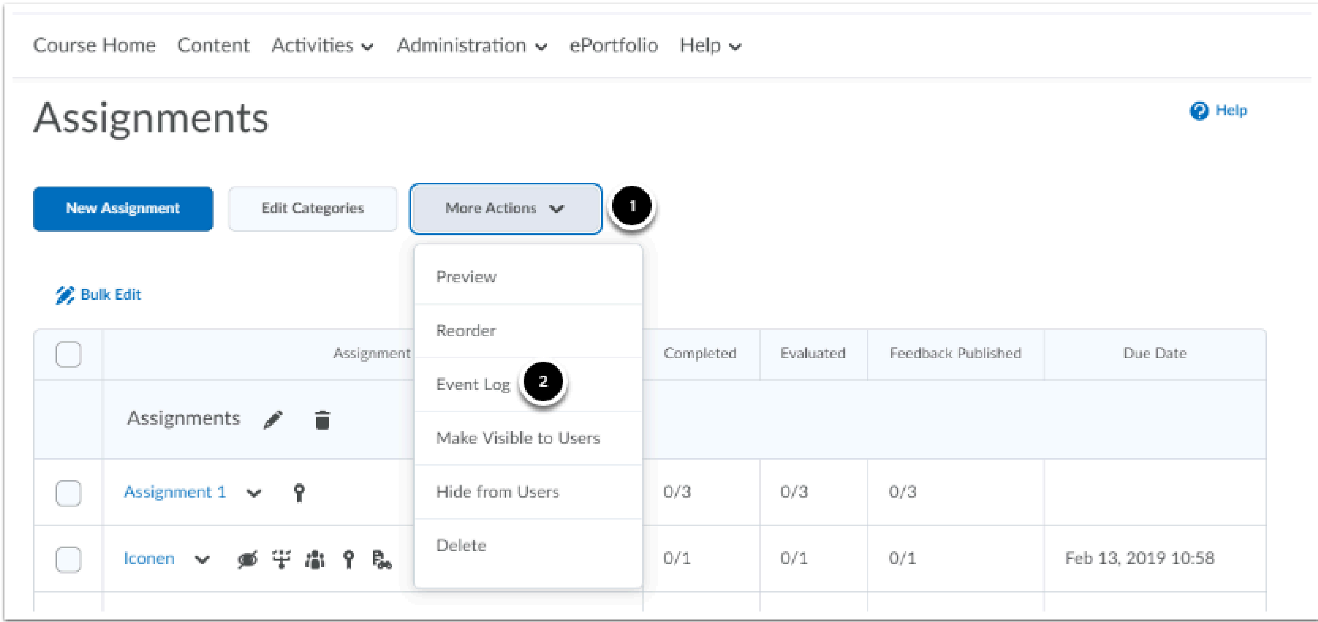
How do I restore a deleted Assignment or submission? Activities | Assignments

Restore Assignment
Restore Submission

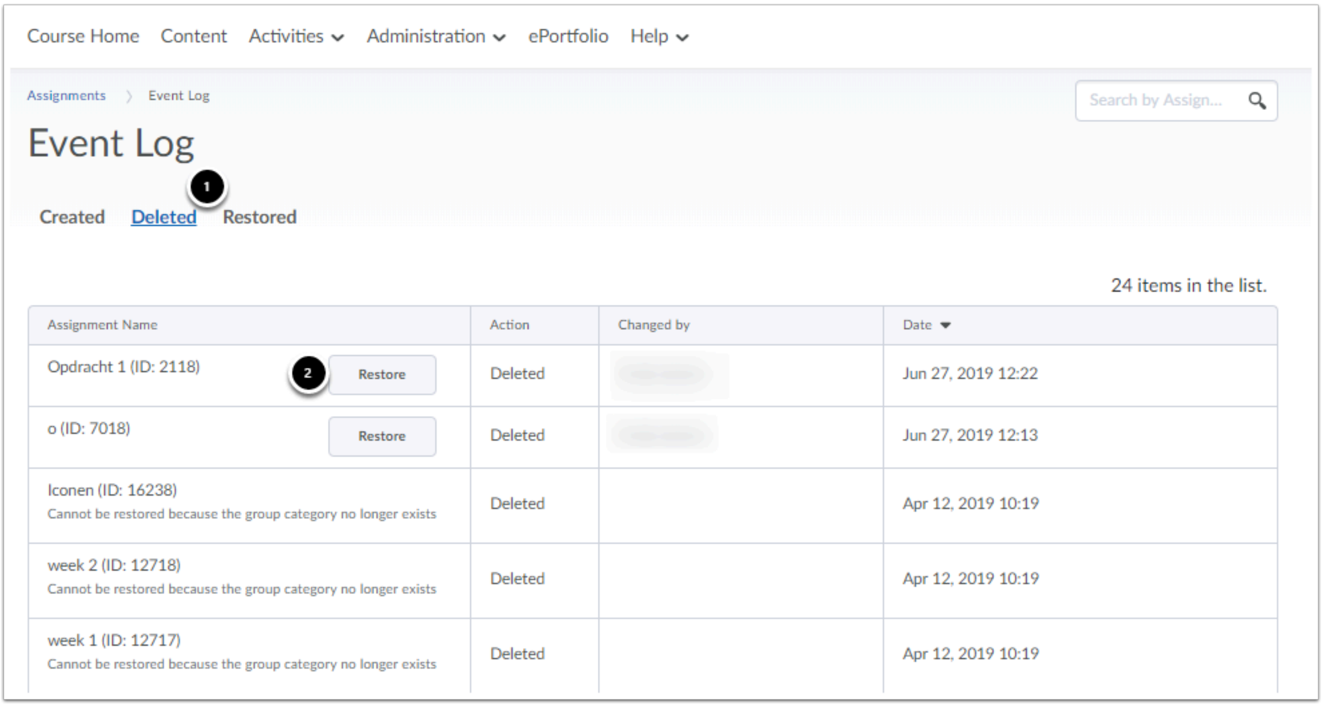
If you have accidentally deleted an assignment or submission, it is easy to restore them.

Restore Assignment

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.



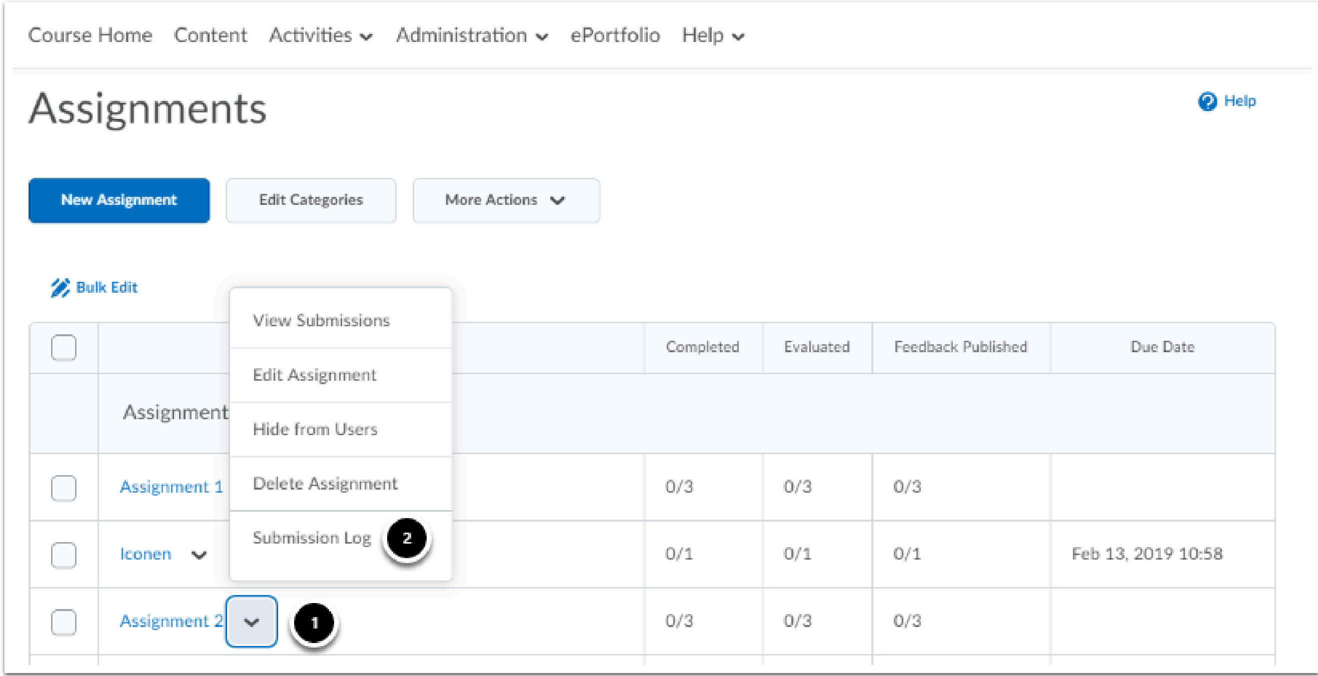
1. Click **More Actions**.
2. Click **Event Log**.



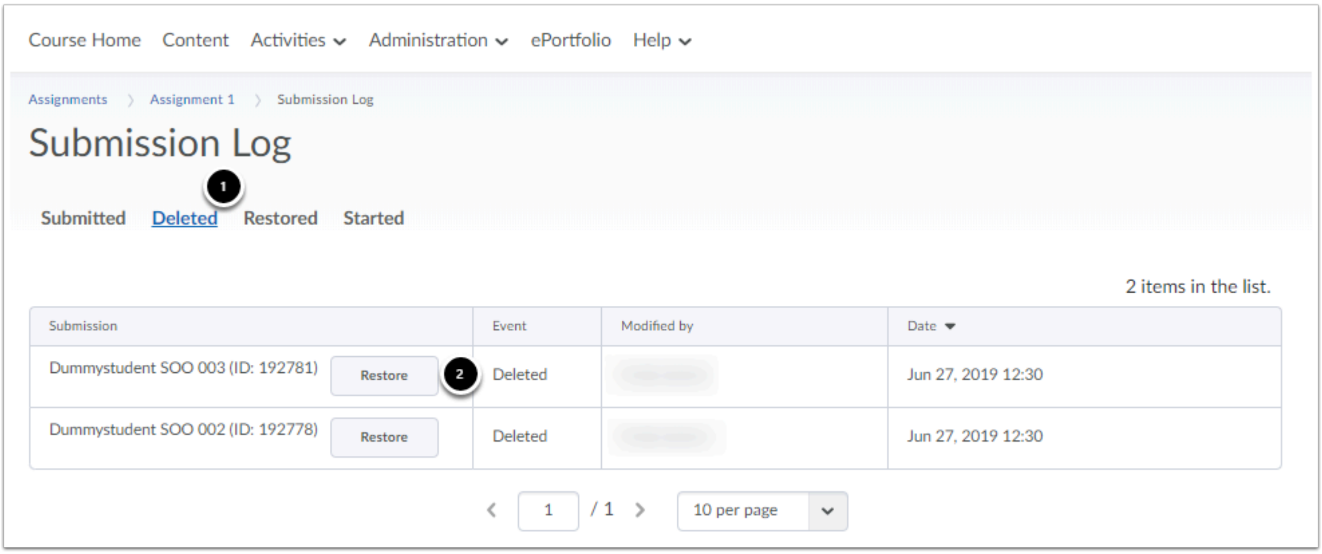
1. Click **Deleted** to view all deleted assignments.
2. Find the assignment you want to restore and click **Restore.** The restored assignment will now appear on the Assignments homepage. All restrictions, links and submissions that are associated with the assignment are also restored. Note that you cannot restore a group assignment if you have also deleted the group or group category you created the assignment for.

Restore Submission

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.



1. Click on the arrow next to the assignment of which you want to restore a handed-in assignment.
2. Click **Submission Log.**

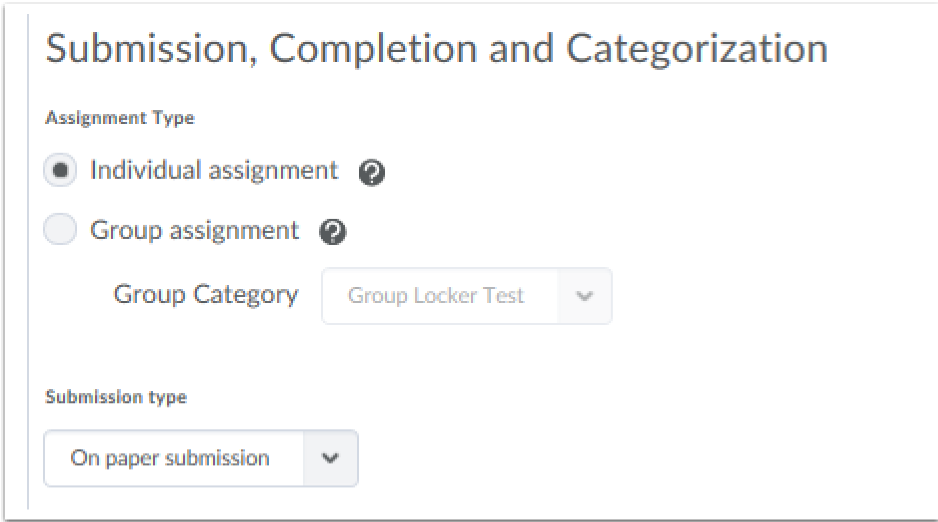


1. Click **Deleted** to view all deleted submissions.
2. Click **Restore** behind the right submission. The assignments will now reappear in the Assignments overview.

Can I alter an assignment after it is published?

You can always change the description, date and method of assessment of an assignment through **Edit Assignment.** The type of assignment and how students have to complete an assignment, however, can only be altered as long as no student has submitted their work. The settings **Assignment Type** and **Submission Type** play a role.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.**
- Click the fold-out arrow next to the desired assignment and then click **Edit Assignment**.



If students have not yet handed anything in, you can use **Submission**, **Completion and Categorization** to alter whether it is an **Individual assignment** or a **Group assignment**. You can also alter the **Submission type**: as a file (**File submission**), as a comment (**Text submission**), hard copy (**On paper submission**), or as a performed task (**Observed in person**).

- If there are currently no submissions, the options for altering the assignments are similar to the options when you create a new assignment. If you want to learn more about these options, please read the article How do I create an Assignment?
- Dates and access to the assignment can be altered below restrictions. Read more in the article How do I set restrictions for an Assignment?

Activities: Discussions

How do I use Discussions? Activities | Discussions

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to use **Discussions**. A written manual can be found below the video.

Discussions homepage
Subscriptions
Group and Section Restrictions
Statistics

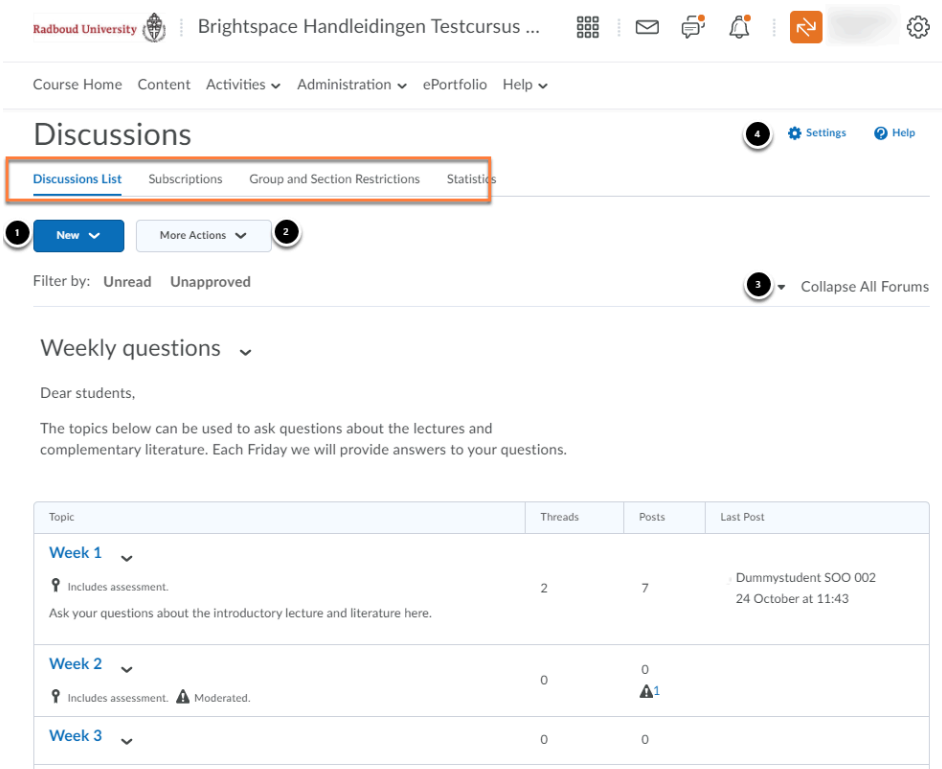
Use the Discussions tool to:

- allow students to work together. A discussion is a place where students can come together online and therefore a good place for students to work together. You can create different discussion topics for different groups and give them a space to share documents;
- allow students to easily discuss certain topics that are relevant to the course;
- allow students to provide each other with (peer)feedback. Students can share files, like documents, images, and videos, in discussion topics that can subsequently be viewed by everyone who has access to that topic. This allows students to provide other students with peer feedback and receive feedback on their own material.

You can create discussion forums in Discussions, and to these forums you can add discussion topics. A topic is the place where students can post and read messages. Students will not be able to have discussions in a forum without topics.

Discussions homepage

- Go to **Activities** in the navbar of your course.
- Click on **Discussions**. You will now see the Discussions homepage.



- The Discussions homepage shows you an overview of all the forums and the accompanying topics that have been created for the specific course. This is the **Discussions List**.
- The **Subscriptions** tab allows you to select how you want to receive notifications (in the form of an email) about discussions forums, topics, and threads to which you are subscribed.
- The tab **Group and Section Restrictions** allows you to see which group of students you have granted access to which forum and/or topic. You can also change the access from here. Click on **Save** when you are done editing.
- You can generate statistics about the forums, topics, and/or their users using the **Statistics** tab. You can use this tool to see which students are participating in a discussion, which topic generates the most or least reactions, et cetera. You can export this data to Excel.

1. Click **New** to create a new discussion forum or topic.
2. Click **More Actions** to:
   - copy a forum or copy a topic to a different forum (**Copy**).
   - change the order in which the forums and topics are displayed (**Reorder**).
   - select topics and/or forums to delete (**Delete**).
   - restore deleted topics and/or forums (**Restore**).
3. Click **Collapse All Forums** to collapse all topics. This will provide you with a better overview of all the available forums in the course.
4. Click **Settings** to change the settings of the fora (Discussion Settings).

Do you want to know how to create a discussion forum and discussion topics? Please read:

- How do I create a discussion forum?
- How do I add restrictions to a discussion forum?
- How do I create a topic in a discussion topic?
- How do I add restrictions to a discussion topic?
- How do I use Lockers for Groups?

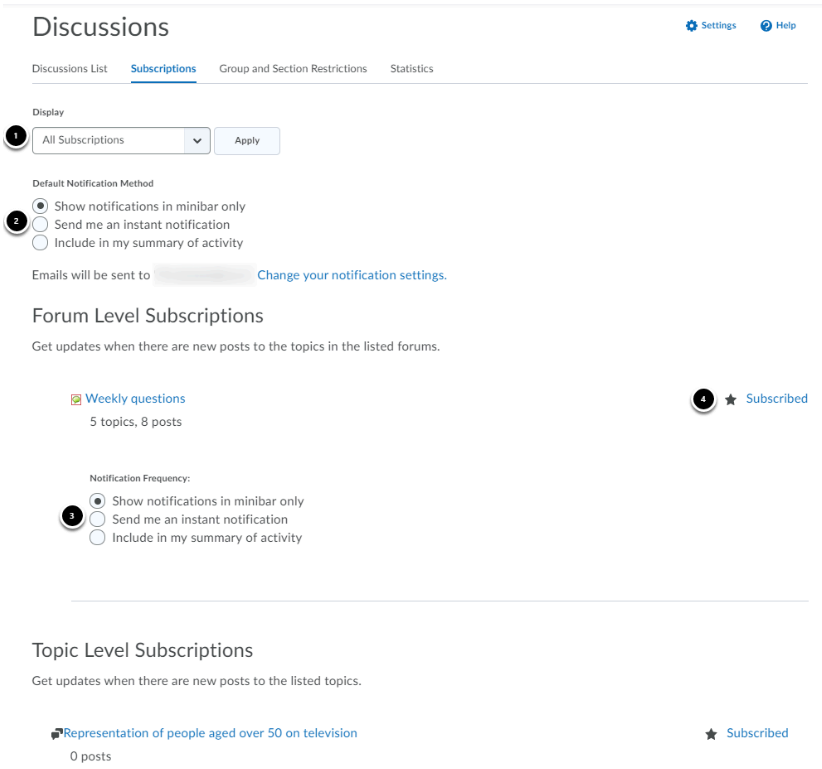
Instructions about managing, adding, and assessing discussions can be found in the following articles:

- How do I manage my discussions?
- How do I add an existing discussion to Content?
- How do I assess a discussion topic (grade item, rubric)?

Subscriptions

The **Subscriptions** tab shows you a list of the forums, topics, and threads to which you are currently subscribed to receive notifications.

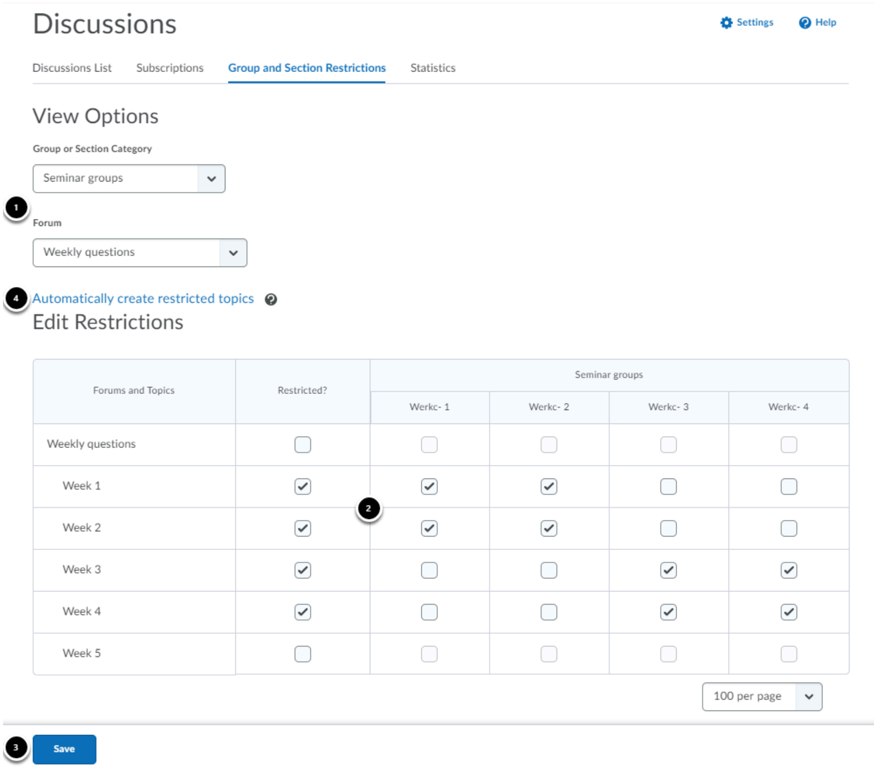
You will automatically be subscribed to every thread within a forum or topic when you subscribe yourself to said forum or topic. You can read more about subscribing to a forum or topic in the article How do I manage my discussions?



1. Select whether you want to see all of your subscriptions or just those related to forums, topics and/or threads. Click on **Apply**.
2. You can select whether you want to receive the notifications in the minibar, as an email, or in your daily summary of activity below **Default Notification Method**.
3. You can select the notification method for each forum, topic, and thread separately.
4. Click **Subscribed** to unsubscribe from a forum, topic, or thread.

Group and Section Restrictions

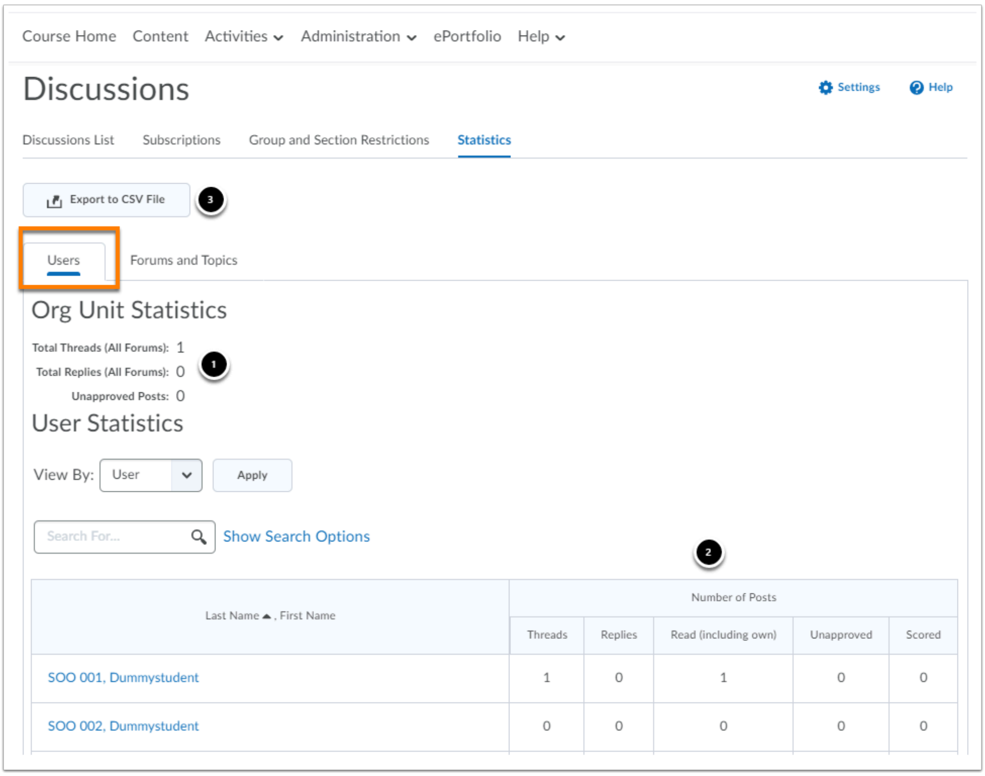
You can use restrictions to assign fora and topics to certain groups. Only the students in this group will be able to see and use the intended forum or topic. An instructional video is included for this subject. A written manual can be found below the video.



1. Select for which group you want to see the restrictions for what forum.
2. Adjust the check marks if you want to grant/remove access to certain forums and/or topics.
3. Click on **Save** to save your adjustments.
4. Click on **Automatically create restricted topics** if you want to create topics in a forum that are only accessible to specific groups. The topics in the forum will automatically be named after the groups in the selected group category.

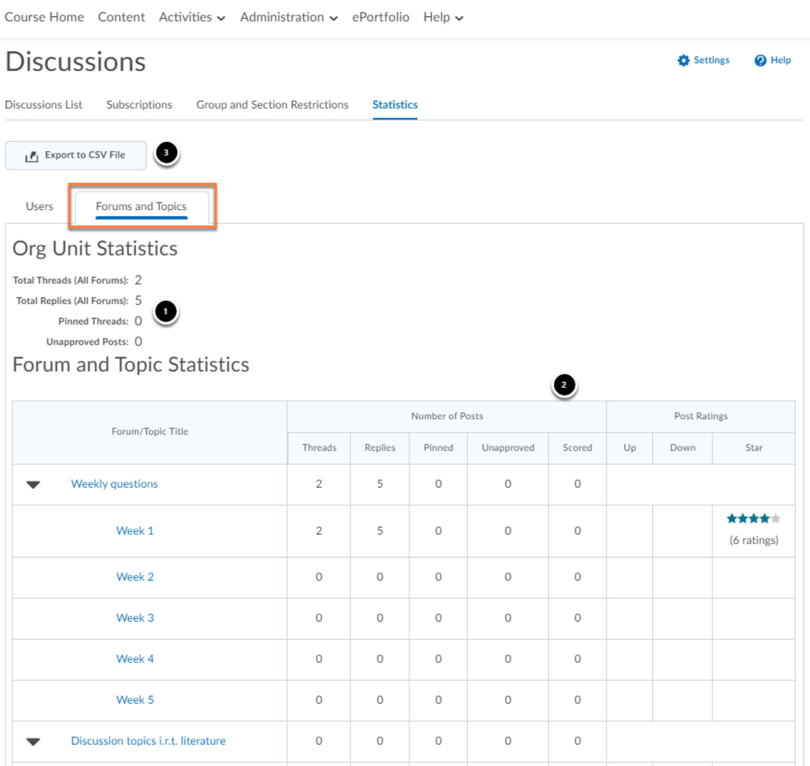
Statistics

The Statistics tab allows you to see the statistics of the users of the forums and topics.



Users:

1. Below **Org Unit Statistics** you can see the total amount of posted threads and replies (**Replies**) and the total amount of unapproved posts.
2. Below **User Statistics** you can see the activities per student. Select whether you want to see the statistics of all the students or the statistics from a specific group behind **View By**. Then click on **Apply**.
3. Click **Export to CSV File** to download the statistics as a CSV file (which can be opened in Excel).



Forums and Topics:

1. Below **Org Unit Statistics** you can see the total amount of posted threads and replies (**Replies**), the amount of pinned threads, and the amount of unapproved posts.
2. Below **Forum and Topic Statistics** you can see the activity per forum and topic.
3. Click on **Export to CSV File** to download the statistics as a CSV file (which can be opened in Excel).

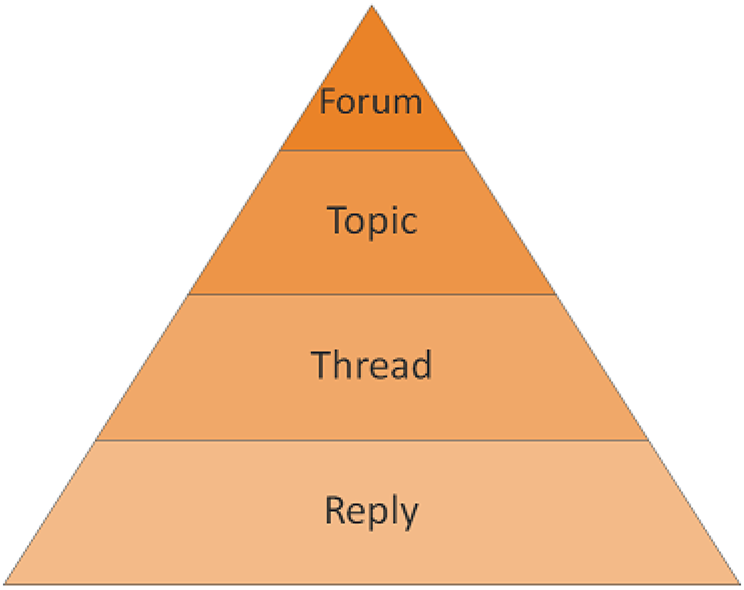
How do I create a discussion forum? Activities | Discussions

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to create a **discussion forum**. A written manual can be found below the video.

How does a discussion forum work?
Create a forum

How does a discussion forum work?

Discussions allows students to easily work together and communicate via Brightspace discussion forums. Create a discussion forum for a course to enable students to discuss a relevant **topic** online.



A forum can consist of multiple topics, just like a course can contain multiple forums. Integrate the discussion in your course by linking to it in Content.
You can allow your students to discuss a specific topic or put them in groups and have them exchange ideas in a more private setting. Starting a discussion works the same for both cases:

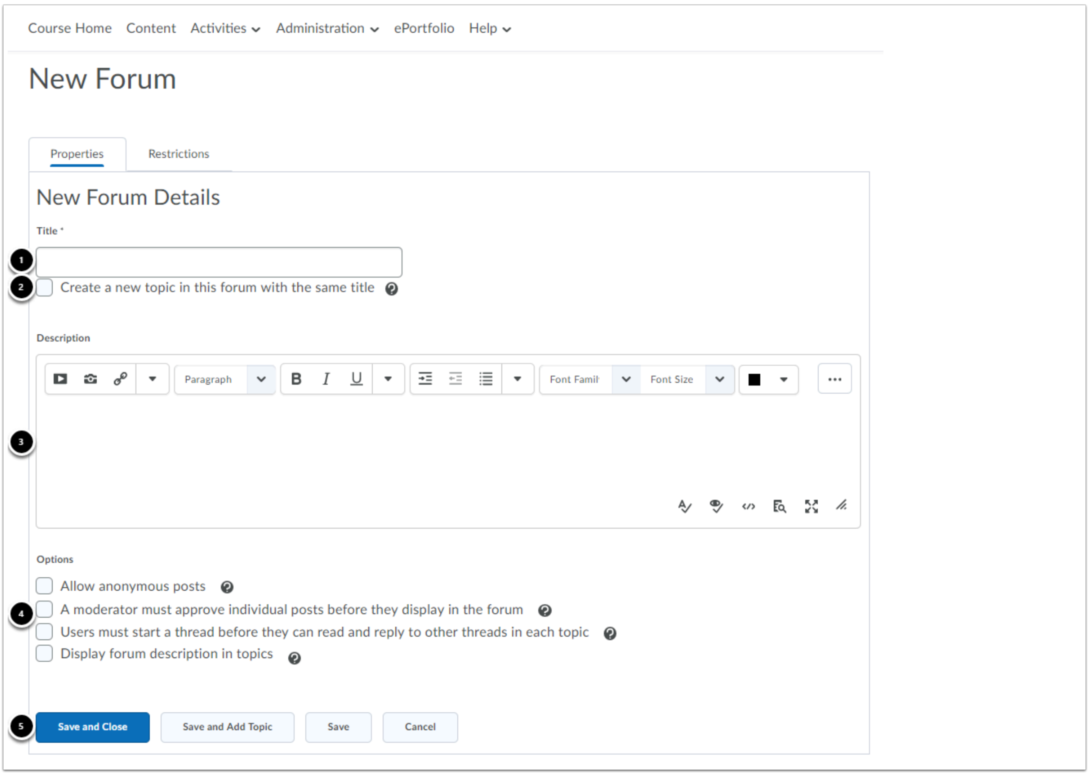
- create a **forum**;
- add one or several **topics**. A topic is where the student can publish and read messages;

- create (or let the students create) one or multiple **threads** within a topic: lead messages to which others can respond with a **post**;
- a student can both post a **reply** and create a thread.

As the teacher (who is the moderator of the discussion) you are able to modify or delete all the posts made by students. You can also **subscribe** to forums, topics, and/or threads to receive messages when there are any new posts or updates.

Create a forum

- Go to **Activities** in the navbar of your course.
- Click **Discussions.**
- Click **New** and after that click **New Forum**.



1. Give your forum a title.
2. Do you want to immediately create a topic with the same name? Check the **Create a new topic in this forum with the same title** box.
3. Add a description (and/or video or link) in the [HTML editor.](#)
4. The following boxes can be checked below **Options**:
   - **Allow anonymous posts** if you want to enable anonymous posting. Students will not see the names associated with a message. Messages will only be anonymous for students but the moderator (you) can still see the names.
   - **A moderator must approve...** if you want to approve every message before it is posted.

- **Users must start a thread before…** if you want every student to first post a thread before they can read the other posts and/or post replies.
- **Display forum description in topics** if you want the description of the forum to be visible in every topic. NB: Topics can also have their own description. Read more about this in the article How do I create a Topic in a Discussion forum?

5. Click on **Save and Close** to return to the Discussions homepage. Click on **Save and Add Topic** to create a Topic or scroll up to add Restrictions.

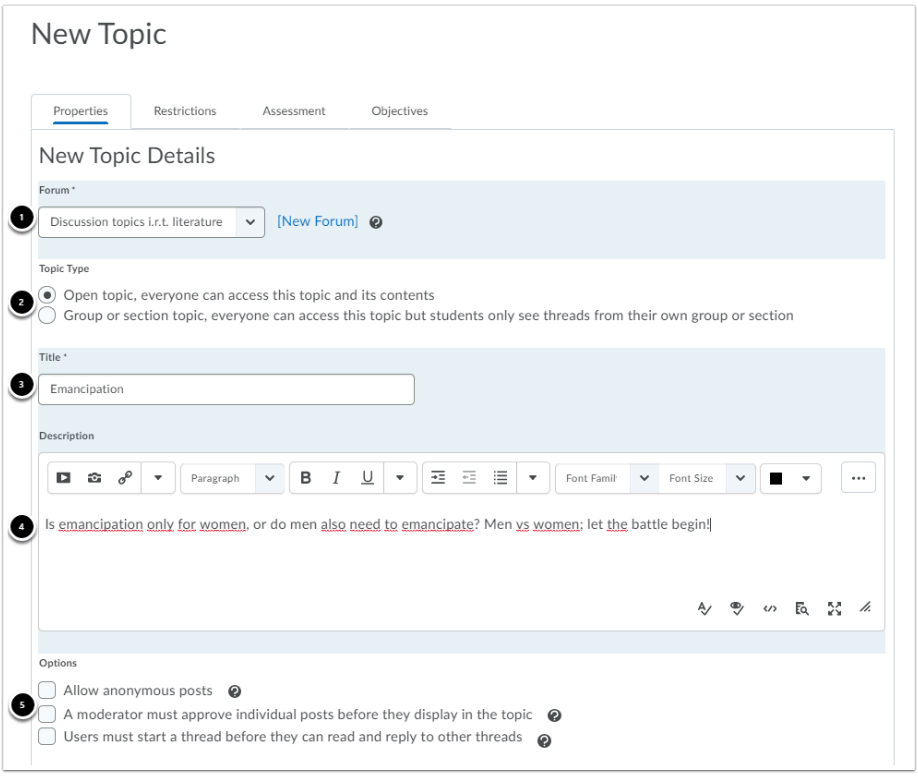
How do I create a topic in a discussion forum? Activities | Discussions

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to create a **discussion topic**. A written manual can be found below the video.

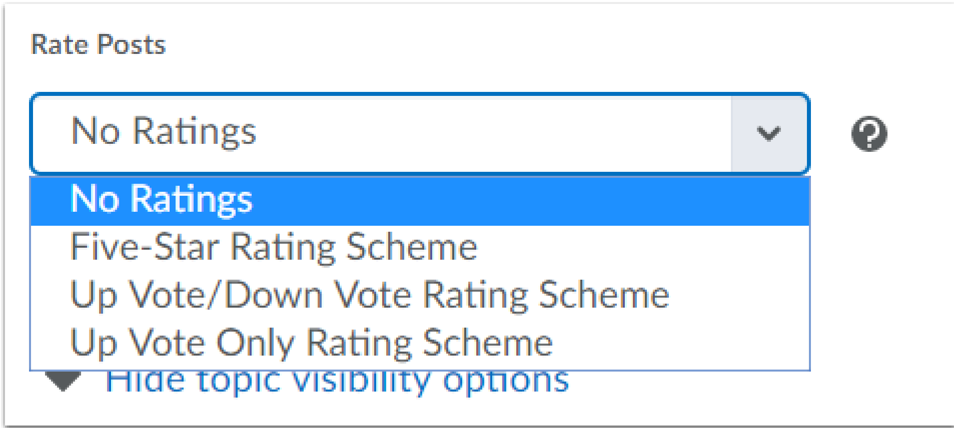
Topics can be found within a forum and are usually named after the subject up for discussion. A forum can therefore include multiple topics *(for instance: a forum with the title Democracy vs. Dictatorship can contain a topic called Arguments in favor of democracy/ dictatorship, and a topic Arguments against democracy/dictatorship)*.

- Click on **Activities** in the navbar of your course.
- Click on **Discussions**.
- Click on **New** and after that on **New Topic**.

> If there is already a forum on your Discussions homepage, you are able to click on the arrow next to this forum and select **Add Topic**. Both routes lead to the same Topic menu.



1. Select the forum to which you want to link the topic or click on **New Forum** to [create a new forum].
2. Below **Topic Type** you choose if everyone in the course has access to this topic (**Open topic**) or if all students can view the topic, but within that the topic can only see threads from the group they belong to (**Group or section topic**).
3. Add a title.
4. Add a description.
5. The following boxes can be checked below **Options**:
   - **Allow anonymous posts** if you want to enable anonymous posting. Students will not see the names associated with a message. Messages will only be anonymous for students but the moderator (you) can still see the names.
   - **A moderator must approve…** if you want to approve every message before it is posted.
   - **Users must start a thread before…** if you want every student to first post a thread before they can read the other posts and/or post replies.



Below **Rate Posts y**ou can choose whether or not students are able to rate posts. You can choose:

- **No Ratings** if students are not allowed to rate posts;
- **Five-star Rating Scheme** if students can rate posts on a five-star rating scheme;
- **Up Vote/Down vote Rating Scheme** for a voting system;
- **Up Vote Only Rating Scheme** for a voting system with only up votes.

Click **Save and Close** to return to the Discussions homepage. Click **Save and New** to create a new topic or scroll up to add Restrictions, or a method of Assessment.

Also read the following article for more information about rating: How do I rate a discussion post?

You can also create discussion topics per group if you have not already linked a forum to your groups. You will find how to do this in the manual How do I create a discussion topic per group?

How do I add an existing discussion to Content? Content | Existing Activities

Have you created a discussion for a course? You can add this discussion to a (sub)module of your course Content page so students are able to easily find and quickly access this relevant discussion.

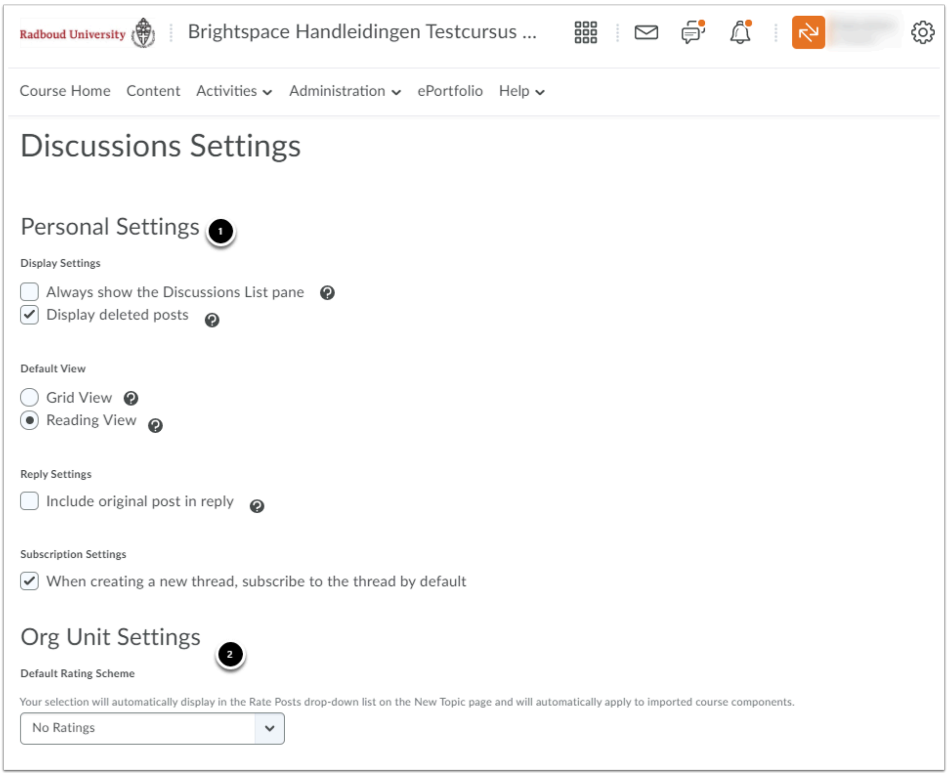
- Click on **Content**.
- Go to the (sub)module to which you want to add your discussion.
- Click on **Existing Activities**.
- Click on **Discussions**.
- Click on the forum you want to add.
- Click on the topic you want to add.

Learn how you can create a discussion topic and read about all the available options for discussions.

How do I change the settings for Discussions? Activities | Discussions

In settings you can choose in what way topics and posts are displayed, the default manner of rating posts and if you want to automatically subscribe to your own threads. These settings mostly influence only your own view of Discussions.

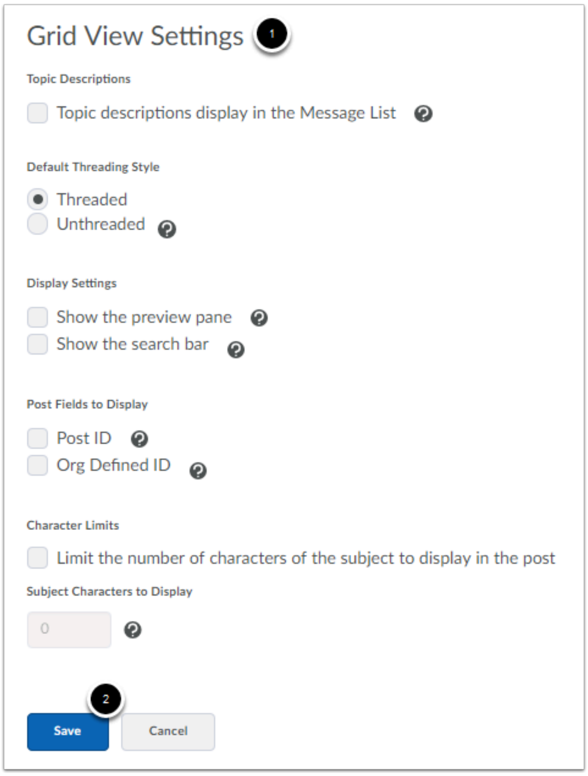
- Go to **Activities** in the navbar of your course.
- Click on **Discussions**. You will now see the Discussions homepage.
- Click on **Settings**.



1. Below **Personal Settings** you can change the:
   - **Display Settings**: check the box **Always show the Discussion List pane** if you want to see an overview of all of the discussion forums and topics on the left hand side of the screen if you click on a topic or thread and the box **Display deleted posts** if you want to see deleted posts when you search within the discussion tool.
   - **Default View**: select whether you want to see the titles of the posts below each other and open the posts yourself (**Grid View**) or if you want to view all of the posts in their entirety below each other (**Reading View**).
   - **Reply Settings**: check this box if you want include the original post in your reply.
   - **Subscription Settings**: Check this box if you want to automatically be subscribed to a thread that you created yourself.

2. Below **Org Unit Settings** you can select if participants in a post can be rated and if so: whether this rating is based on stars or via an upvote/downvote system.
   - **No Ratings**: nobody can give a rating.
   - **Five-Star Rating Scheme**: participants can rate the discussion posts on a scale from one to five.
   - **Up Vote / Down Vote Rating Scheme**: Participants in the discussion can rate posts up or down.
   - **Up Vote Only Rating Scheme**: participants in the discussion can only top up posts.

In the settings for the default rating scheme you decide the default when creating a new topic. However, you can always overrule this setting when creating a new topic.



1. The **Grid View Settings** allows you to adjust what you get to see in the grid:
   - Check the **Topic Descriptions** box if you want to see a short description of the topic. NB: this description is visible for all participants to the discussion!
   - Select **Threaded** if you want to see all posts in a thread below each other. Select **Unthreaded** if you want to see all the posts in chronological order.
   - Check the **Show the preview pane** box if you prefer all the posts to open in the bottom half of the screen instead of in a pop-up.

- Check the **Show the search bar** box if you want to have a search bar available which you can use to find a specific post.
- Check the **Post ID** box if you want to show the ID of a post.
- Check the **Org Identified ID** box to show the ID of the author of a post.
- Check the **Limit the number of characters of the subject to display in the post** box if you do not want that long titles of a post are displayed in their entirety. Enter the maximum amount of characters to be displayed in the box.

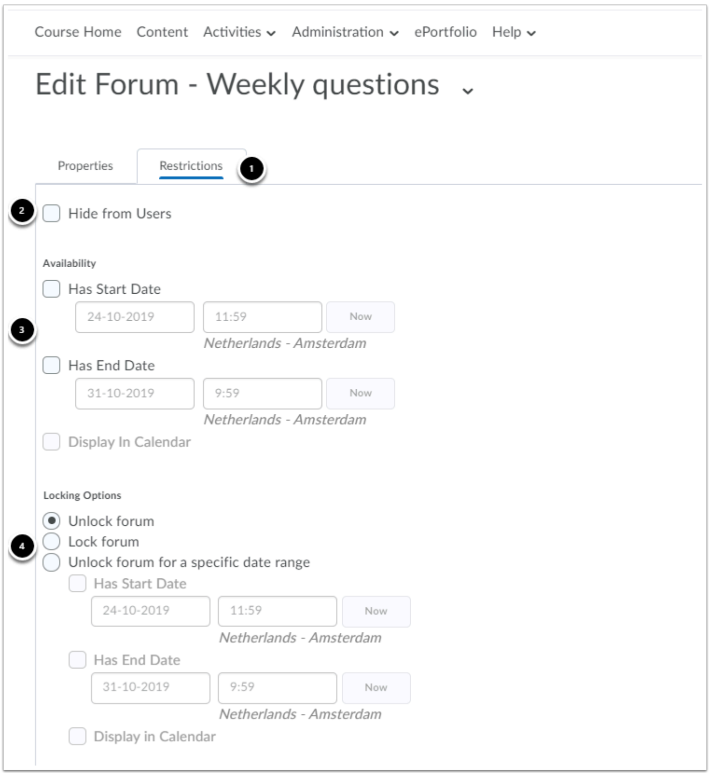
2. Click **Save and Close** to save your adjustments and return to the Discussions homepage.

How do I add restrictions to a discussion forum? Activities | Discussions

The **Restrictions** tab allows you to create conditions for the availability and/or visibility of discussion forums in the following ways:

- Release Conditions are used to determine *when* the forum is available *(for example: students can only see the forum if they have achieved a score of 80% or higher on a certain quiz. You can add multiple release conditions to a single forum)*.
- **Group and Section Restrictions** are used to determine to *whom* the forum is available *(for example: only students form Tutorialgroup 1 are able to see the forum)*.

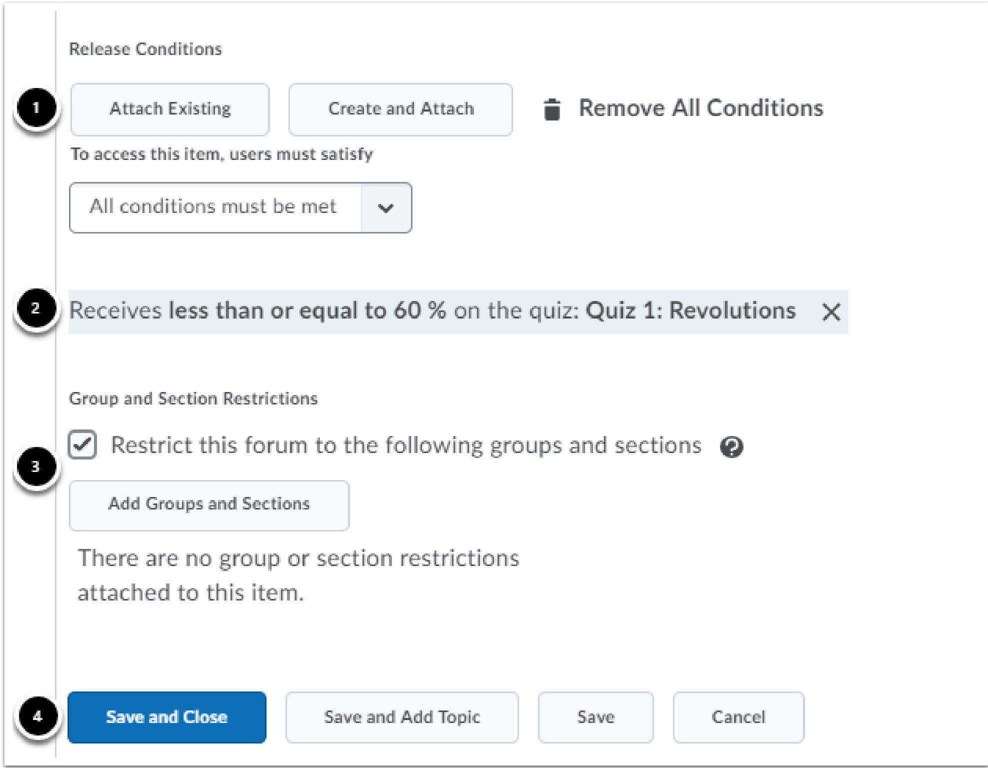
- Go to **Activities** in the navbar of your course.
- Click on **Discussions**; you will now see the discussions homepage.
- Click on arrow next to the forum to which you want to add restrictions.
- Click on **Edit Forum**.
- Click on **Restrictions** (the second tab).



1. Click on **Restrictions** (second tab).
2. Check the **Hide from Users** box to make the forum invisible to students.
3. Under **Availability**:
   - you can fill in a start and/or end date if you want to make the forum visible for a limited time only;

- you can check the **Display in Calendar** box if you want these dates to be visible in the calendar of the students.

4. Under **Locking Options**:
   - check the **Unlock forum** box if you want the forum to be open for activity. NB: this is the default option;
   - check the **Lock forum** box if you want to lock the forum. NB: students are still able to read the discussion;
   - check the **Unlock forum for a specific date range** box if you want the forum to be available for a specific period:
     - Fill in a start and/or end date.
     - Check the **Display in Calendar** box if you want these dates to be visible in the calendar of the students.



1. Under **Release Conditions** you can attach conditions when the forum will be available:
   - Click on **Attach Existing** to add an existing release condition:
     - Select the condition you want to add.
     - Click **Add**.
   - Click on **Create and Attach** to add a new release condition:
     - Select the condition you want to add.
     - Click **Create**.

2. The dropdown menu allows you to choose whether students have to fulfill only one (**Any condition must be met**) or all (**All conditions must be met**) of the attached release conditions to gain access to the forum.
3. Under **Group and Section Restrictions** you can attach conditions for whom the forum will be available:
   - Check the **Restrict this forum to the following groups and sections** box to restrict access to this forum to certain groups.
   - Click **Add Groups and Sections** and select the specific group or section. Click on **Add**.

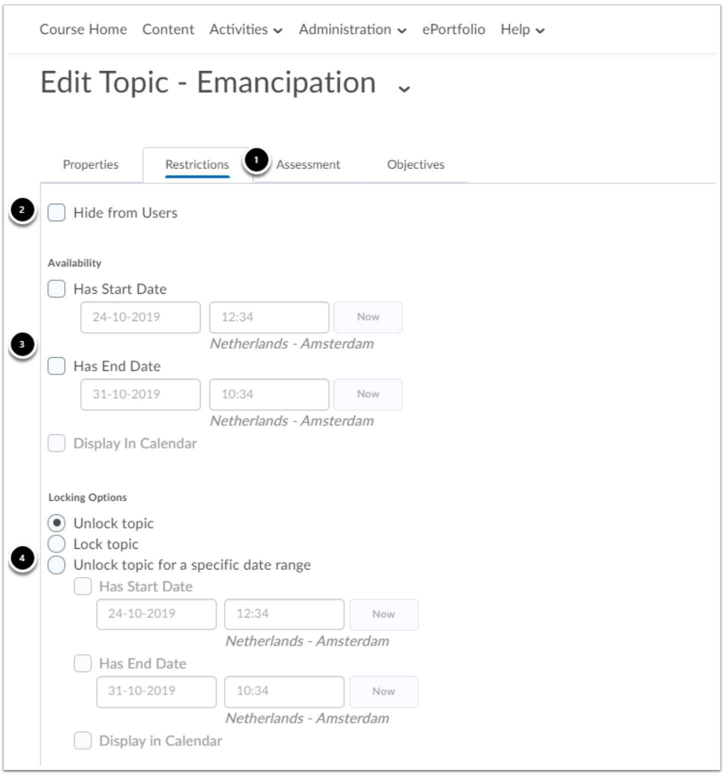
4. Click **Save and Close** to return to the discussions homepage or **Save and Add Topic** to create a topic.

How do I add restrictions to a discussion topic? Activities | Discussions

The **Restrictions** tab allows you to create conditions for the availability and/or visibility of discussion topics in the following ways:

- Release Conditions are used to determine when the topic is available (*for example: students can only see the topic if they have achieved a score of 80% or higher on a certain quiz. You can add multiple release conditions to a single topic)*.
- **Group and Section Restrictions** are used to determine to whom the topic is available (*for example: only students form Tutorialgroup 1 are able to see the topic)*.

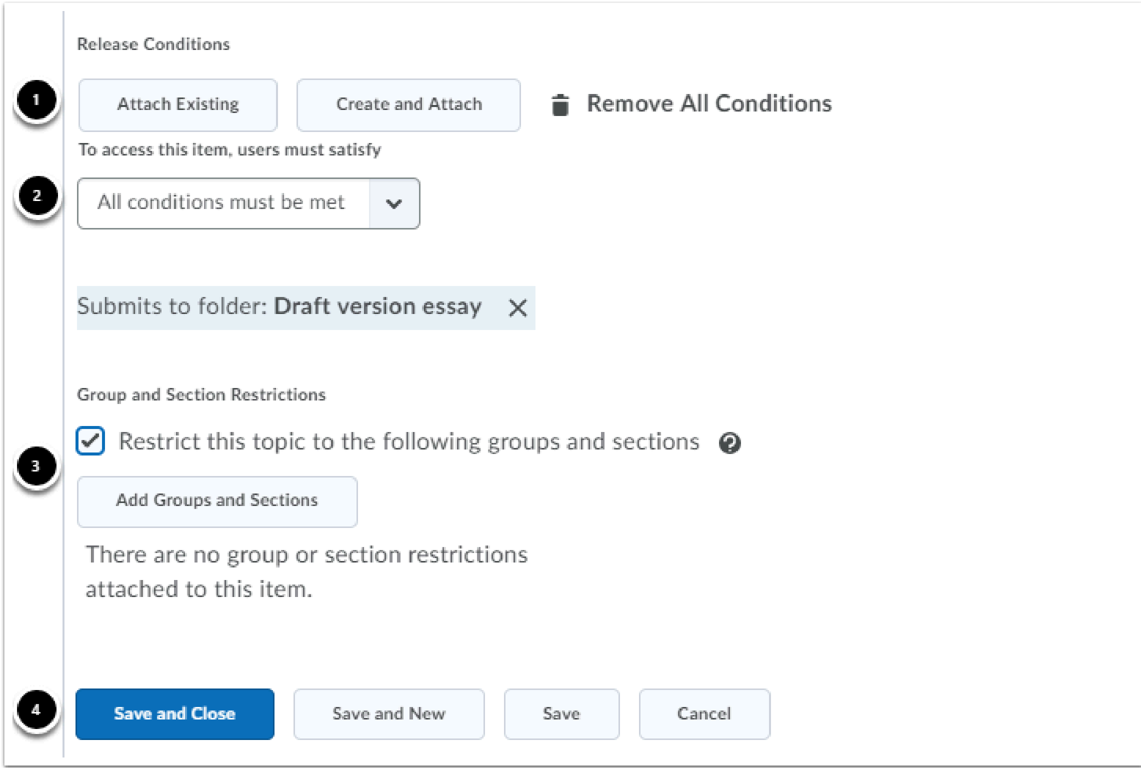
- Go to **Activities** in the navbar of your course.
- Click on **Discussions**. **Y**ou will now see the discussions homepage.
- Click on arrow next to the topic to which you want to add restrictions.
- Click on **Edit Topic**.
- Click on **Restrictions** (the second tab).



1. Click on **Restrictions** (second tab).
2. Check the **Hide from Users** box to make the topic invisible to students.
3. Under **Availability**:
   - you can fill in a start and/or end date if you want to make the topic visible for a limited time only;

- you can check the **Display in Calendar** box if you want these dates to be visible in the calendar of the students.

4. Under **Locking Options**:
    - check the **Unlock topic** box if you want the topic to be open for activity. NB: this is the default option;
    - check the **Lock topic** box if you want to lock the topic. NB: students are still able to read the discussion;
    - check the **Unlock topic for a specific date range** box if you want the topic to be available for a specific period:
        - Fill in a start and/or end date.
        - Check the **Display in Calendar** box if you want these dates to be visible in the calendar of the students.



1. Under **Release Conditions** you can attach conditions when the topic will be available:
    - Is your topic linked to a forum that already has certain release conditions? If so, than you are able to copy these restrictions by adding them with the **Attach existing** button:
        - Select the condition you want to add,
        - Click on **Add**.
    - Click on **Create and Attach** to add a new release condition:
        - Select the condition you want to add.
        - Click on **Create**.

2. The dropdown menu allows you to choose whether students have to fulfill only one (**Any condition must be met**) or all (**All conditions must be met**) of the attached release conditions to gain access to the topic.
3. Under **Group and Section Restrictions** you can attach conditions for whom the topic will be available:
   - Check the **Restrict this topic to the following groups and sections** box to restrict access to this topic to certain groups.
   - Click **Add Groups and Sections** and select the specific group or section. Click **Add**.
4. Click **Save and Close** to return to the discussions homepage. Click **Save and Add Topic** to create a new topic or scroll up to add **Assessments** or **Objectives.**

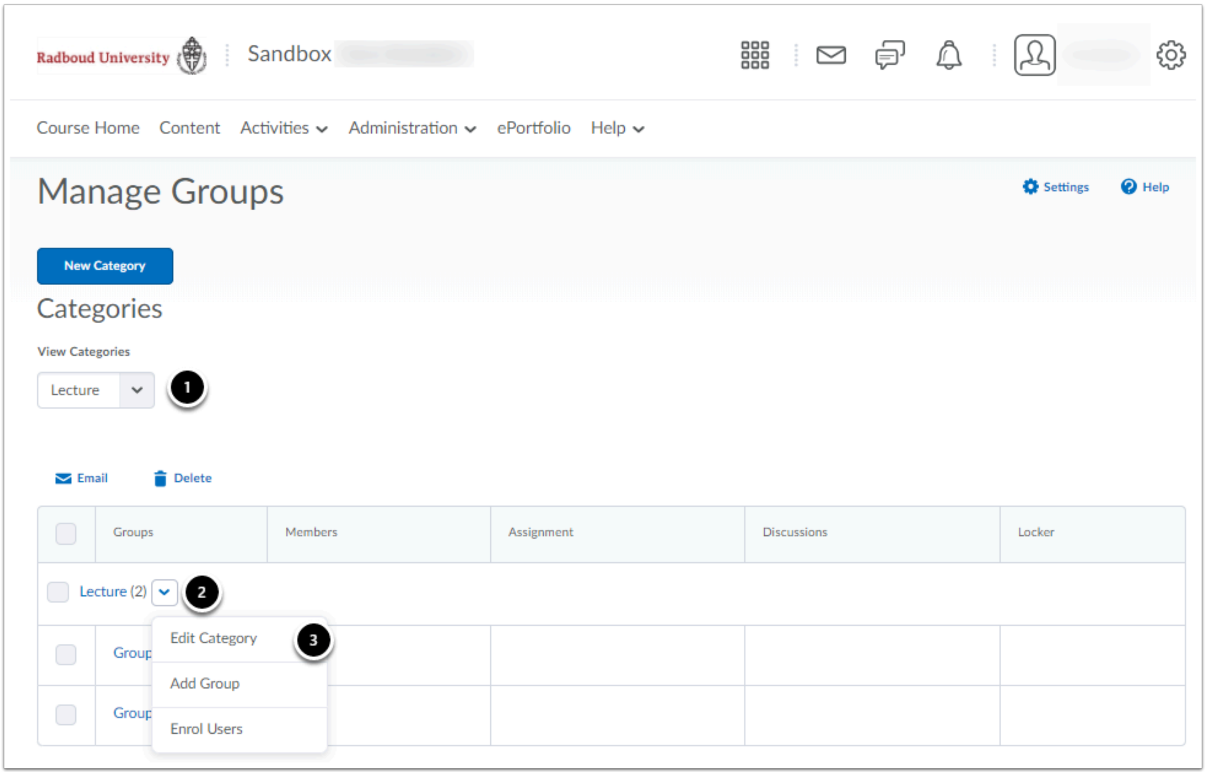
How do I create a Discussion Topic per group? Administration | Groups

You can use **Groups** to divide students within your course in groups and to allow them to discuss different topics. You can also give each student an own group (with one group member) and a discussion topic to allow them to keep a journal or blog.

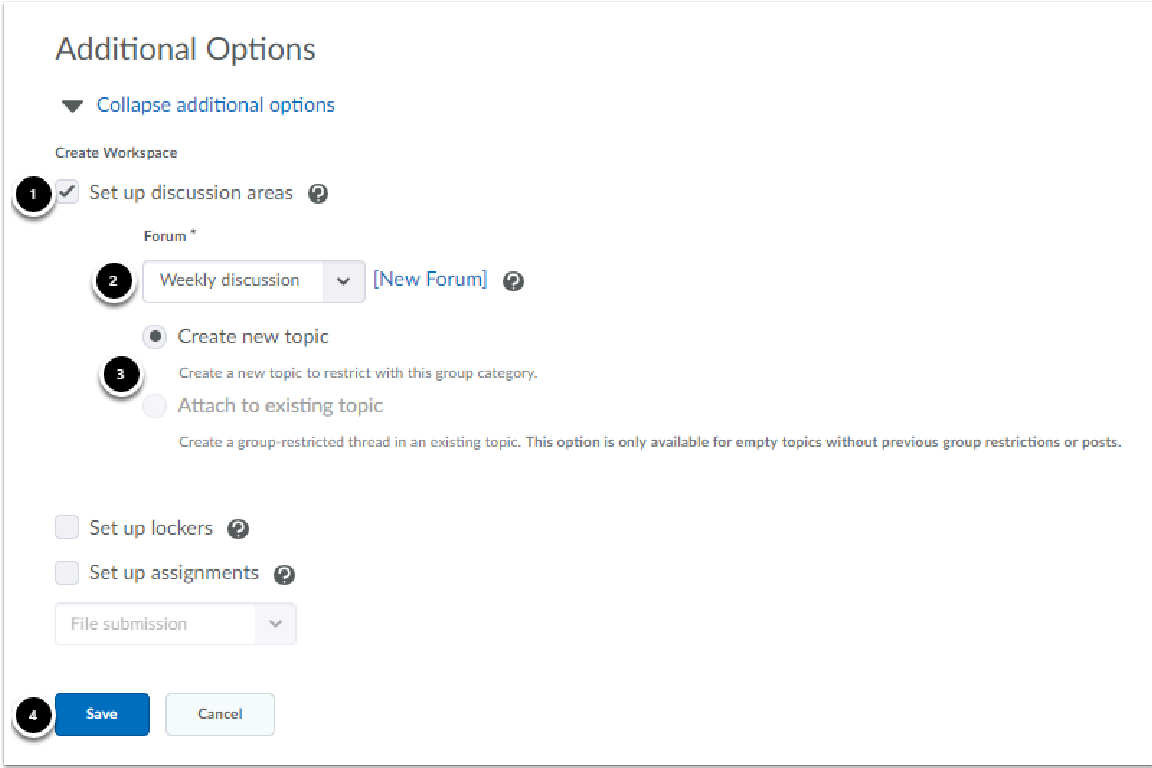
You can only link discussion topics to a certain group if no other forum is linked to this group.

- More information about groups and links to other manuals about groups can be found in the article How do I use Groups?
- More information about setting up a blog? Read the article How do I create a blog or journal for students?

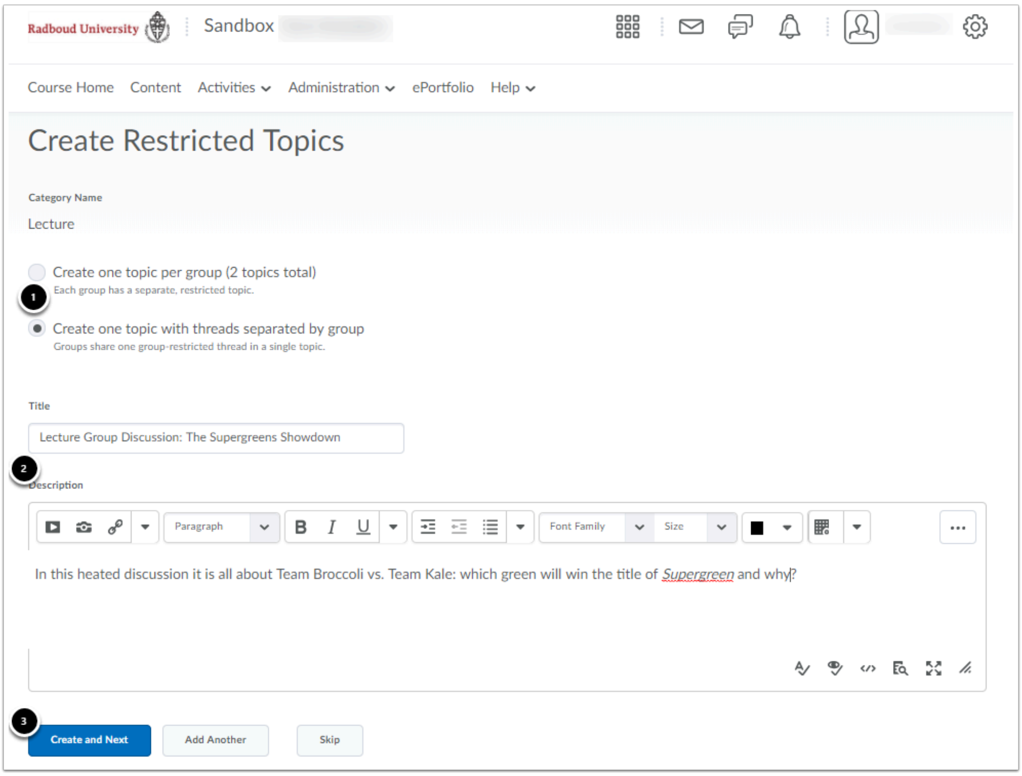
- Go to **Administration** in the navbar of your course.
- Click **Groups.** You will now navigate to the **Groups** homepage.
- Do you want to create a new **Group**? Please read the instructions in the manual How do I create Groups?



1. Use the drop-down menu below **View Categories** to select the **Group Category** to which you want to add a discussion topic (*the image above shows that the group Lecture is selected and consists out of two groups of students*).
2. Click the fold-out arrow behind the name of the group.
3. Click **Edit Category**.



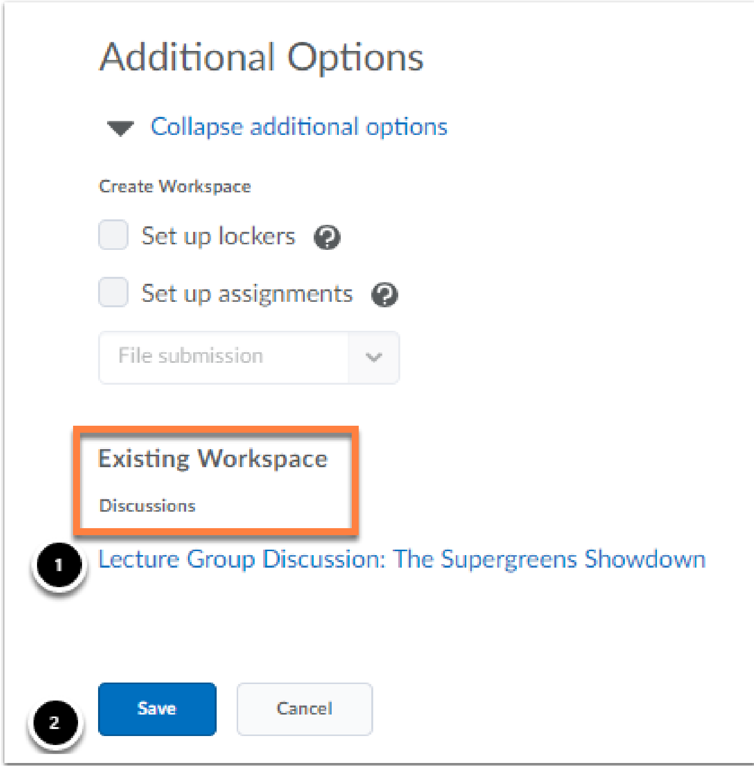
1. Scroll down and the check the **Set up discussion areas** box (below **Additional Options**). More options will now appear.
2. Select from the drop-down box below **Forum** to which forum you want to add the discussion topic. You can also create a new forum by clicking **New Forum.**
3. Select **Create new topic** if you want to create new discussion topics for the groups within the group category. If you want to create a new thread within an existing topic for the group category, select **Attach to existing topic.**
4. Click **Save.**



1. Choose between:
   - **Create one topic per group i**f you want to create a discussion topic for each group within the group category. *(In the example the group category Lecture contains two groups which means that this option creates two topics: one for Group 1 and one for Group 2. If you choose to create a different topic for each group, it is possible to make certain groups visible only for specific groups. This way students will not see the topics of different groups).*
   - **Create one topic with threads separated by group** if you want to create one topic in the forum but with separate threads for each group (*members of one group are not able to see the threads created by other groups*).
2. Give the topic(s) a title and give them a description if needed.
3. Click on **Create and Next** (or on **Add another** to add an additional discussion topic).

You will now see a summary of the changes you have just made.

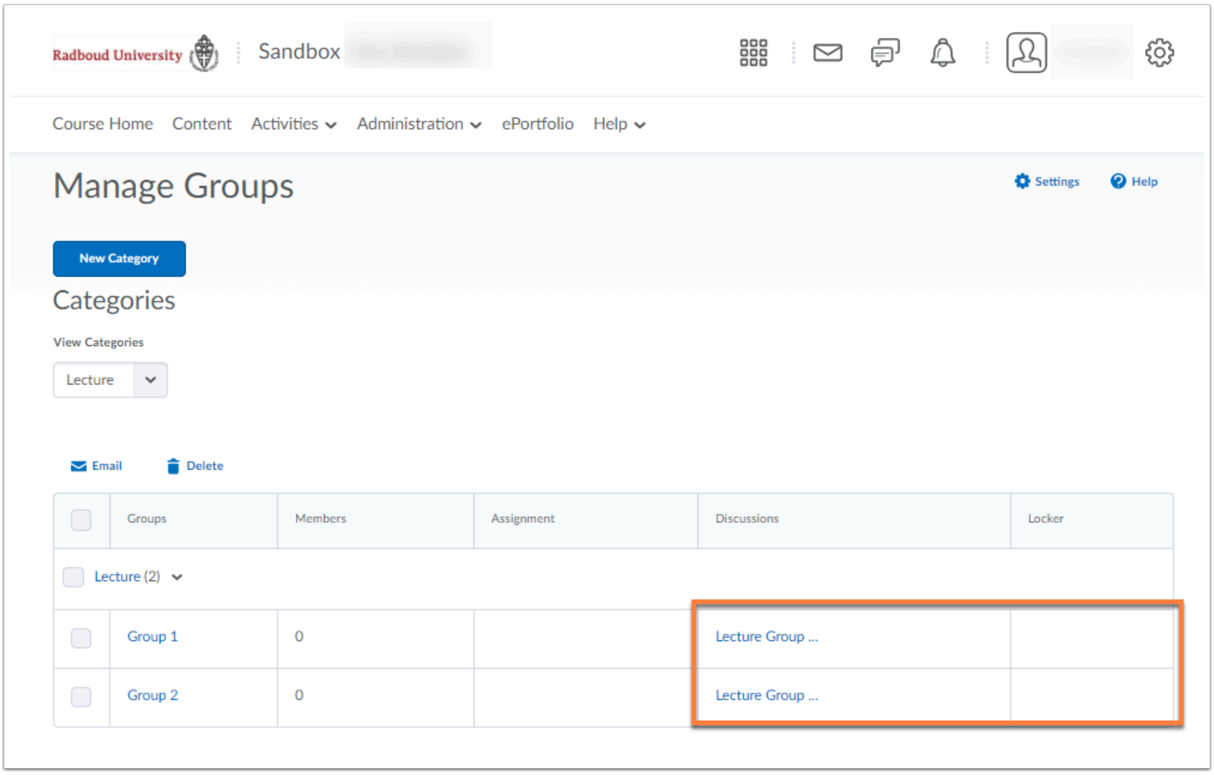
- Click **Done**.



You will return to the **Edit Category** page again.

At the bottom of the page you will now see the heading **Existing Workspace** and below that you will find the **Discussion(s)** you have created. (In the example only a single discussion topic has been created: *Lecture Group Discussion: The Supergreens Showdown*.)

1. Click (one of) the link(s) to edit the discussion topic(s). You will be redirected to the **Edit topic** page in Discussions where you can further customise the topics. You can change whether you want to:
   - allow anonymous messages, include a grade system or give the topic a start and/or end date;
   - attach restrictions to the topic;
   - assess the topic, and if so how you want to do it.
2. Click **Save** to return to the overview page of the group category for which you have created the discussion topic.



The column **Discussions** will show you whether you have linked a discussion topic to your group(s). Click the name of the topic to view it (*the image above shows that the two groups Group 1 and Group 2, within the group category Lecture, both have a discussion topic. If you click it, you can view it).*

You can also find the group discussions under Discussions. You can also easily edit the discussion topics and/or threads from here.

How do I use Lockers for Groups? Discussions | Groups

Setting up Lockers
Adding a (README!)file

When you choose to divide your students into **Groups** to enable them to work together on an assignment, have discussions, and/or give peer feedback, it is important that they are able to efficiently communicate with each other. A **Group Locker** gives your students the possibility to quickly and easily share files with each other.

The advantages of a **Group Locker**:

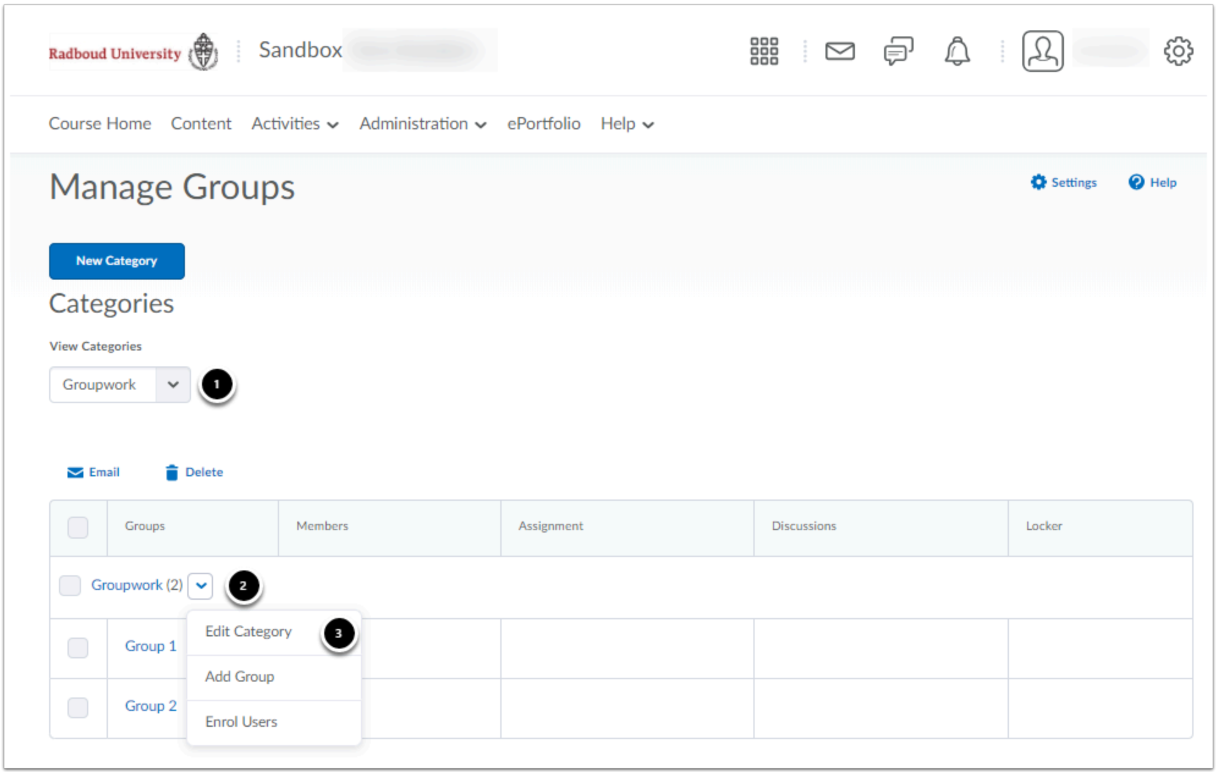
- It is a group specific digital storage space of 1 GB (comparable to Dropbox) in which students can upload, and save several types of files (documents, videos, images etc).
- All group members can create folders and HTML files to organise the contents of the locker.
- As a teacher you will have access to every locker related to your course (you have the same permissions as the students in said locker).
- Teachers can easily mail students from a locker with the **Email Group Members** function.
- All group members can download and edit the files in the locker allowing them to view, add additional information, and provide feedback on each other's work.
- The files in a group locker are only available to those specific students (and the teacher) and cannot be made public.
- All group members can see when and who last edited a file.

Let your students know you have access to all files in the locker. It could be that students do not want their teacher to see all of their drafts, so they want to keep in mind that you can see everything when they are adding files.

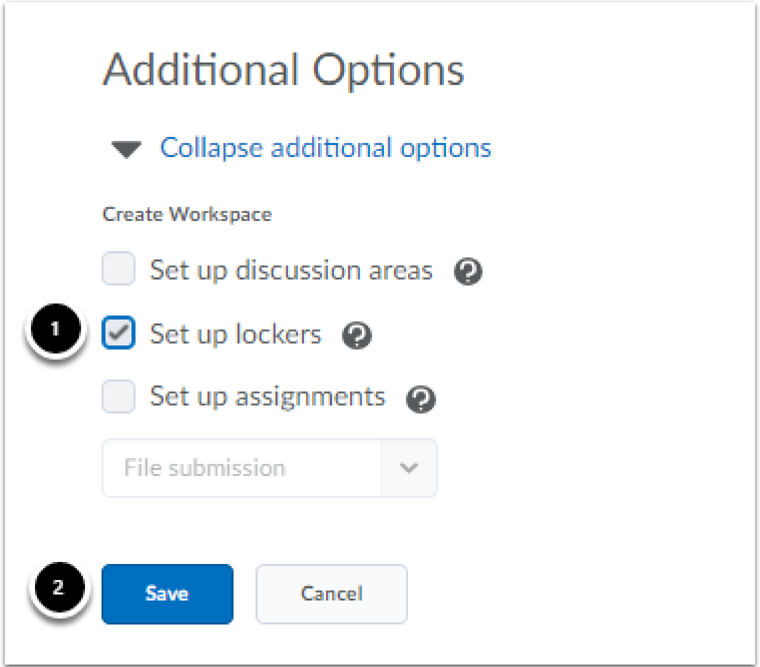
- Want to know more about how to use groups? Please read use How do I use Groups?
- Want to know how to create groups? Please read How do I create Groups?

Setting up Lockers

- Go to **Administration** in the navbar of your course.
- Click **Groups.** You will go to the **Groups** homepage.

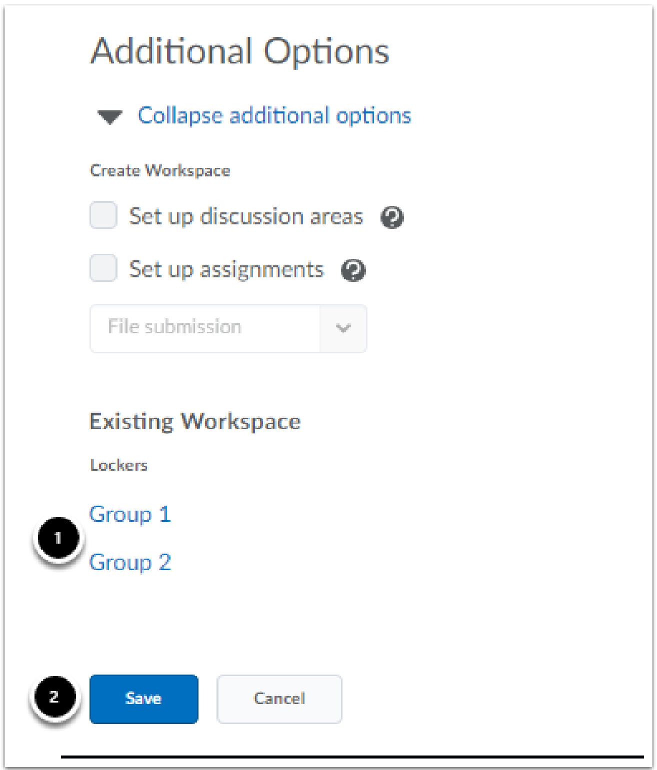


1. Go to **View Categories** and use the drop-down menu to select the group category to which you want to add a locker (*the example above shows the group category Groupwork is selected, and the group category consists of two groups, namely Group 1 and Group 2).*
2. Click on the fold-out arrow next to the name of the group.
3. Click **Edit Category.**



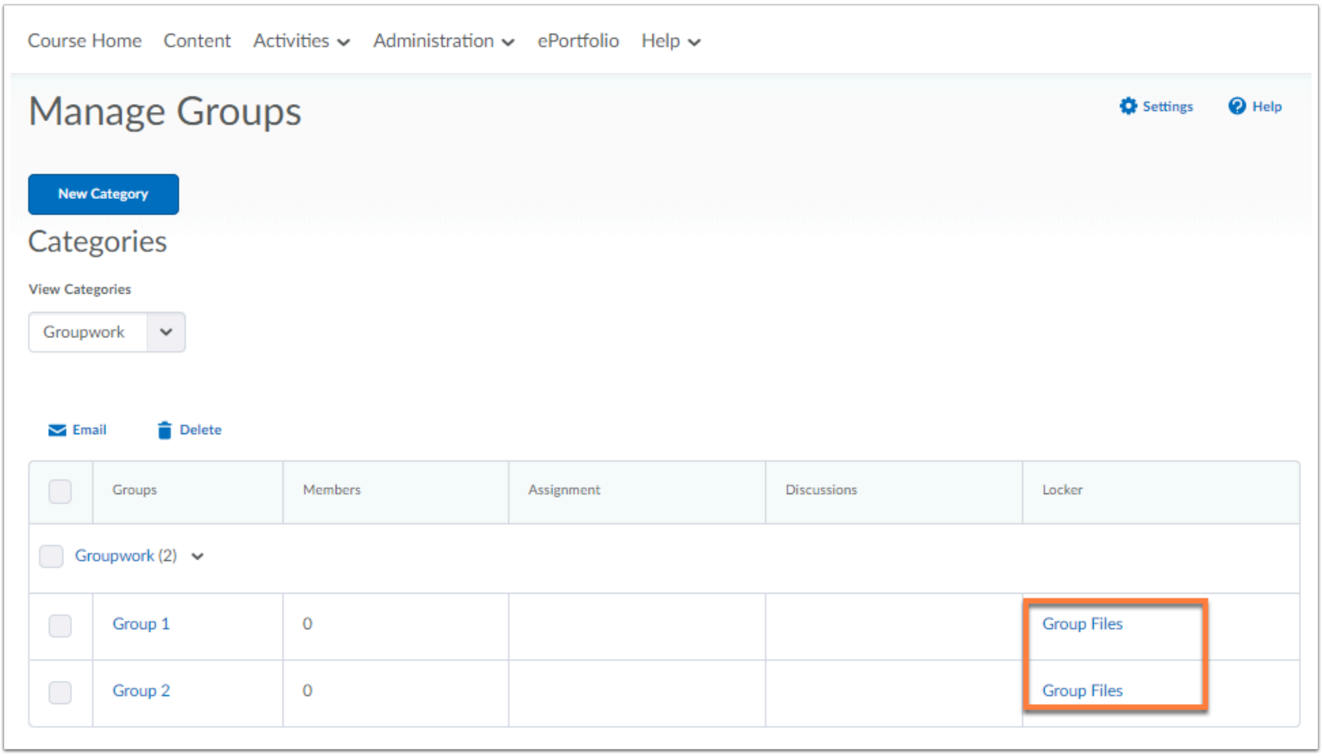
1. Scroll to **Additional Options** at the bottom of the page and select **Set up lockers.**
2. Click **Save.** You will now return to the Manage Groups page.

To go to lockers, click **Edit Category** again, which is below the fold-out arrow next to the group category.



At the bottom of the page you will see **Existing Workspace**. Below that will be the **lockers** you have created. Each group in the group category will get their own locker *(in the example above two lockers have been created: one for Group 1 and one for Group 2).*

1. Click on (one of) the link(s) to go to a locker (for example to add a file to the locker).
2. Click on **Save** or **Cancel** to return to the overview page of the group category for which you have created the lockers.

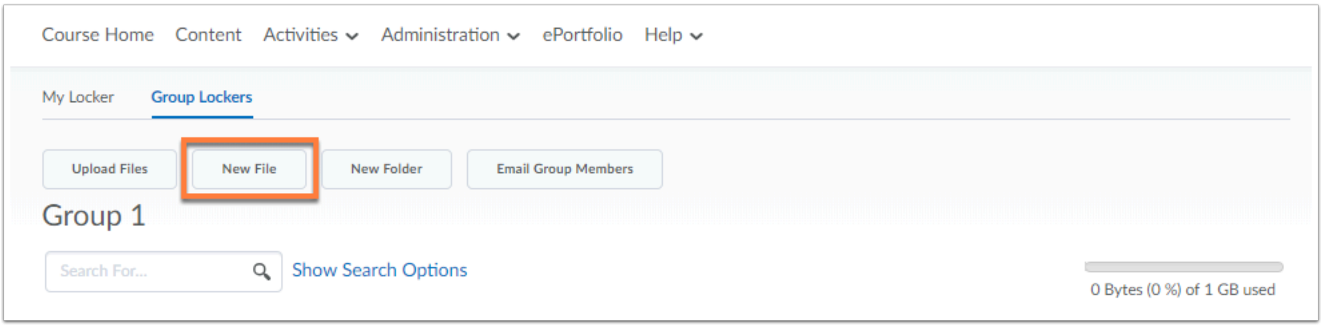


In the column **Locker** you can now see that you have linked a locker to the group(s). Click **Group Files** to open the locker of a specific group and to add or view files in the locker. (*the example above shows that the two groups, Group 1 and Group 2, within the group category Groupwork both have their own locker).*

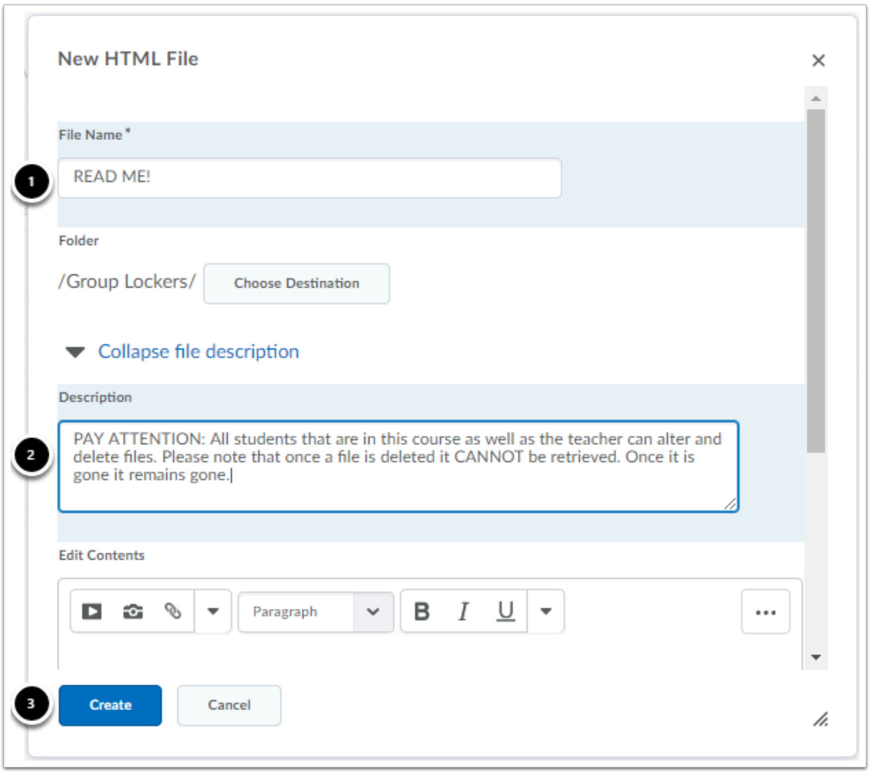
Adding a (README!)file

⚠ Files that have been removed from the locker *cannot* be restored by either you or your students. It is therefore important that you provide every locker with a README! HTML file and write a short warning in the description about the fact that removed files cannot be restored so your students (and fellow teachers) are up to speed about this issue when they open a locker.

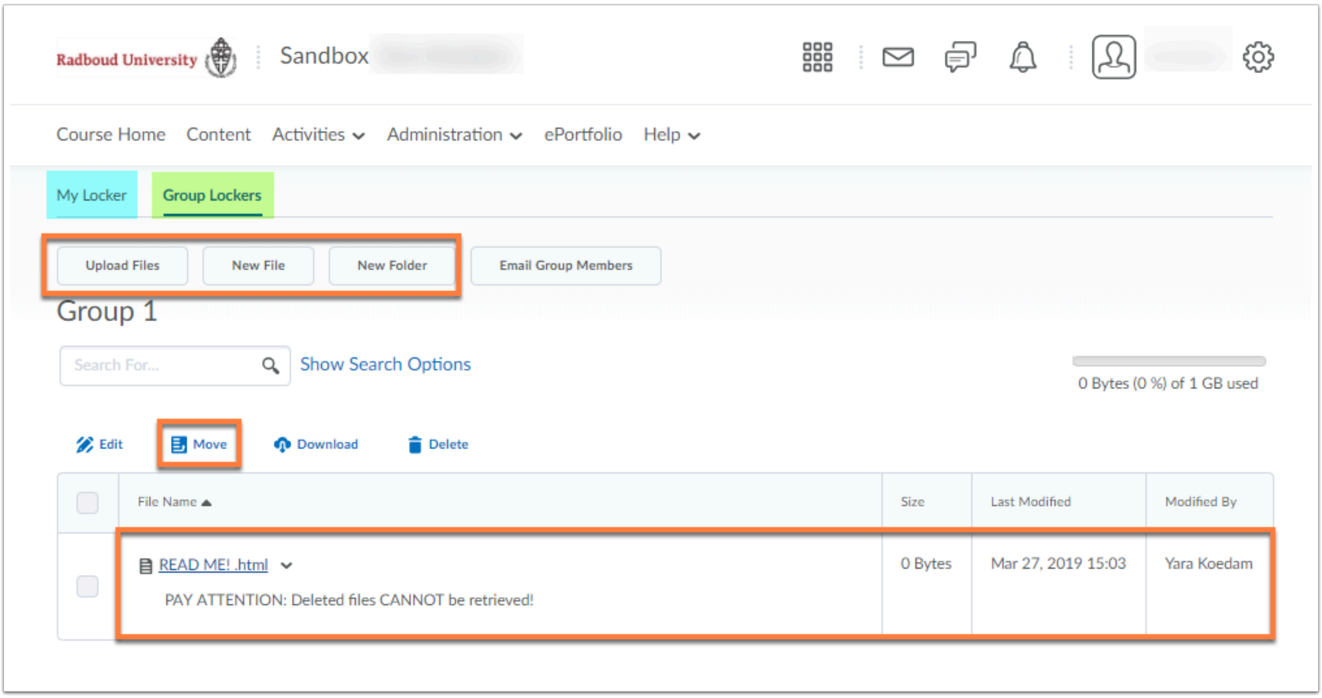
- Click on **Group Files** for the desired group in the overview page of the group category (in the **Locker** column).



- Click on **New File.**



1. Give the file a name (e.g.: *READ ME!*).
2. Write a short message below **Description**.
3. Click **Create**.



The image above now shows a clear warning message so all members of the group know that they have to be careful when removing files:

- This method can also be used when you want to add instructions (**Upload Files** can also be used).
- Click **New Folder** to create standard folders for the locker.

Note that you cannot simply add the same file to different group lockers. You have to open each locker separately in order to create (**New File**) or upload (**Upload File**) the warning file.

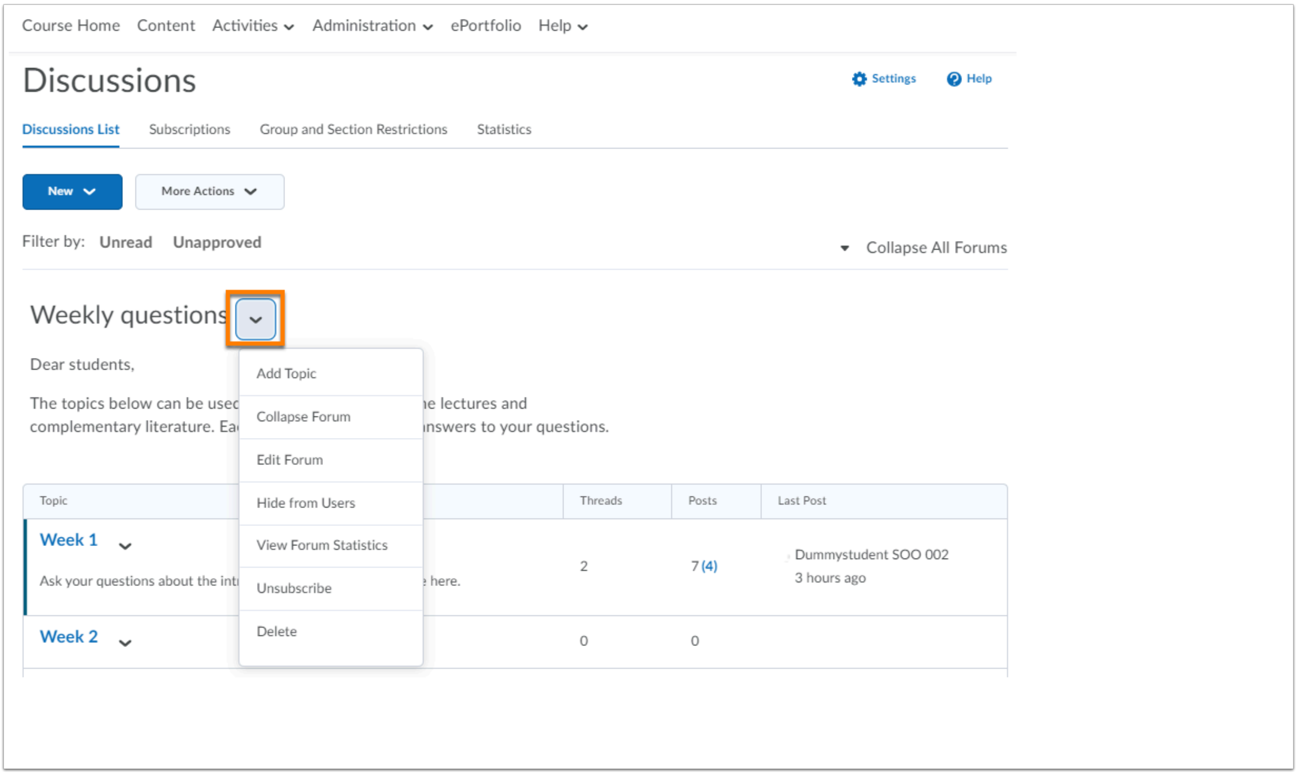
If you go to a **Group Locker** you will land on the (second) tab: **Group Lockers** (see the image above). Click **Group Lockers** again to get an overview of all the group lockers that are available in this specific course. You can click on one of these lockers to peruse its content.

A group lockers also has the tab **My Locker**. All the files that are kept in this locker are only visible to yourself and will be available in every course. We do not recommend the use of the personal locker as it has maximum storage of only 1 MB and is only accessible through a group locker. The personal locker should therefore only be used for small (group related) notes.

How do I manage my discussions? Activities | Discussions

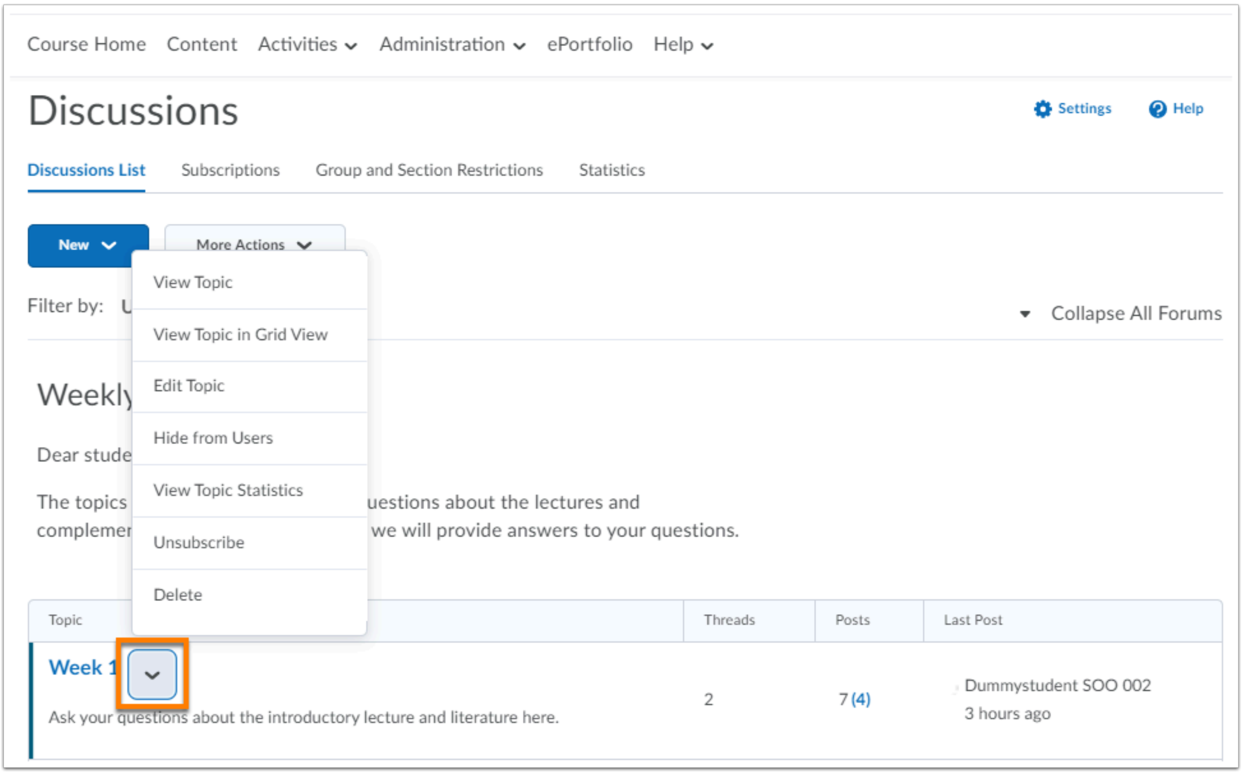
Manage discussions

To forum and topic menu allows you to easily edit a forum/topic, delete a forum/topic, and/or change your notification preferences.



Forums

- Click the fold-out arrow next to the name of the forum.
  - Click **Add Topic** to add topics or **Hide Topics** to hide them.
  - Click **Collapse Forum** to fold in the topics.
  - Click **Edit Forum** to edit the forum.
  - Click **Hide from Users** to make the forum invisible for students.
  - Click **View Forum Statistics** to go to the statistics page.
  - Click **Subscribe/Unsubscribe** to (un)subscribe to forum updates.
  - Click **Delete** to delete the forum.



Topics

- Click the fold-out arrow next to the name of the topic.
  - Click **View Topic** to view the topic. NB: you can also click the name of the topic to view the topic.
  - Click **View Topic in Grid View** for a clear view of the topic's activity (which content is read/not read, who has participated, et cetera).
  - Click **Edit Topic** to edit the topic.
  - Click **Hide from Users** to maken the topic invisible for students.
  - Click **View Topic Statistics** to go to the statistics page.
  - Click **Subscribe/Unsubscribe** to (un)subscribe to topic updates.
  - Click **Delete** to delete the topic.

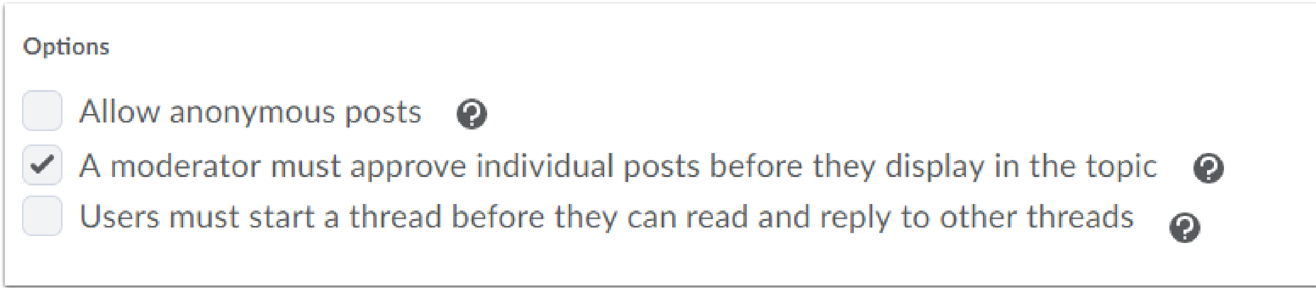
Moderate discussions

As the moderator of the discussions you can determine whether messages (posts) created by students can be posted immediately or only with your permission. This can be changed for all messages at once or per message.

For all messages

When you are creating a new forum or topic you can check a box to allow messages to be visible to other students after you have reviewed these messages. This can be done for all topics within a forum (when creating/editing of a forum) or per topic (when creating/editing of a topic).

- Click **New Forum/Topic** or **Edit Forum/Topic**.

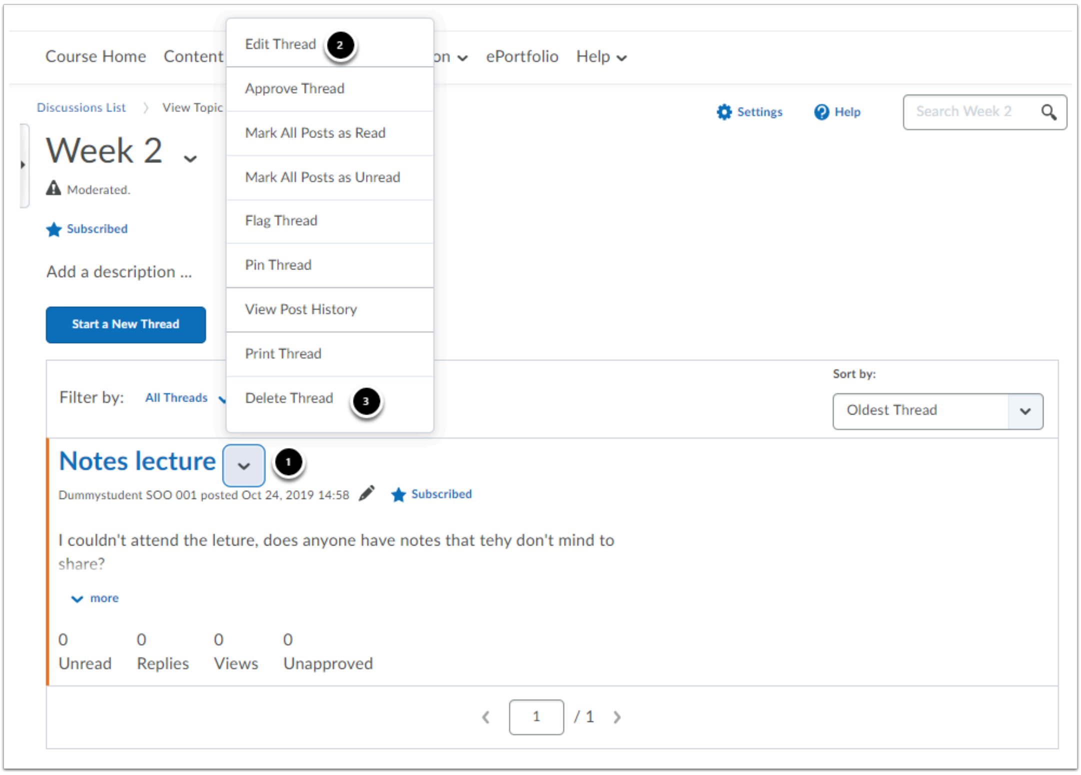


- Check the second box below **Options**. This option allows a post to only visible to other students after you have approved it.

Per message

You can also edit or remove every individual message on both the thread and post level.

- Go to the **Discussions homepage**.
- Click a **topic**.



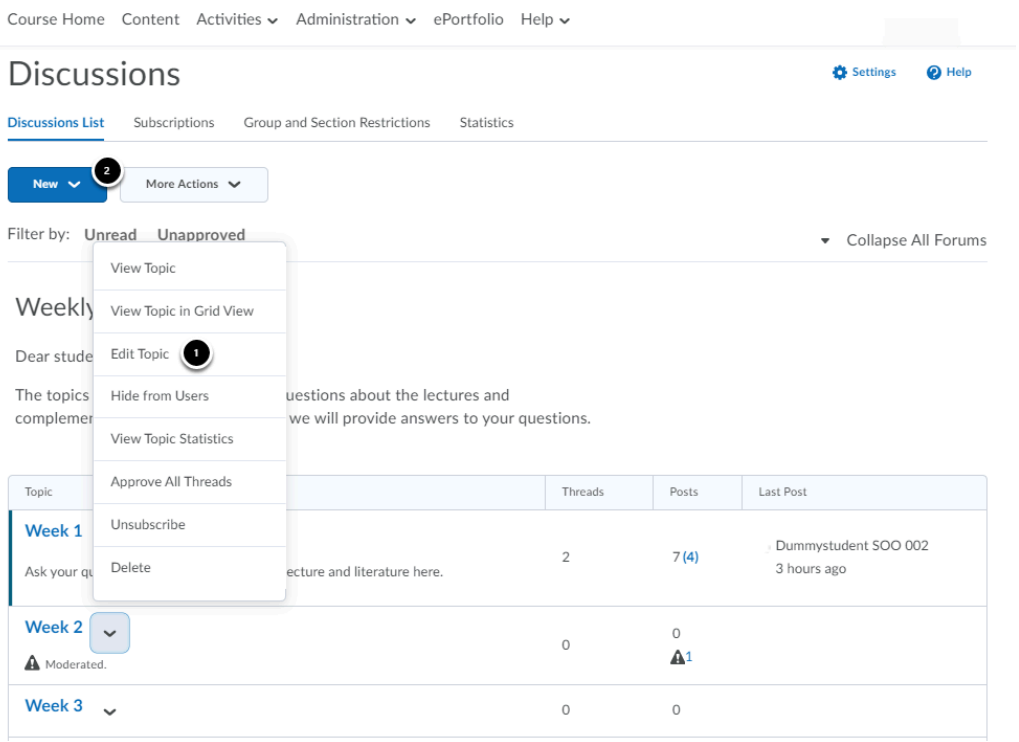
1. Click the fold-out arrow next to the name of the thread or the author of the post.
2. Click **Edit Thread**/**Post** to edit the thread/post.
3. Click **Delete Thread**/**Post** to delete the thread/post.

How do I attach a grade item and/or rubric to a discussion topic? Activities | Discussions

If you want to assess a discussion, you can use a rubric and/or grade item. By attaching a grade item to a discussion topic, Brightspace will automatically include the assessment of the discussion topic in the final grade.

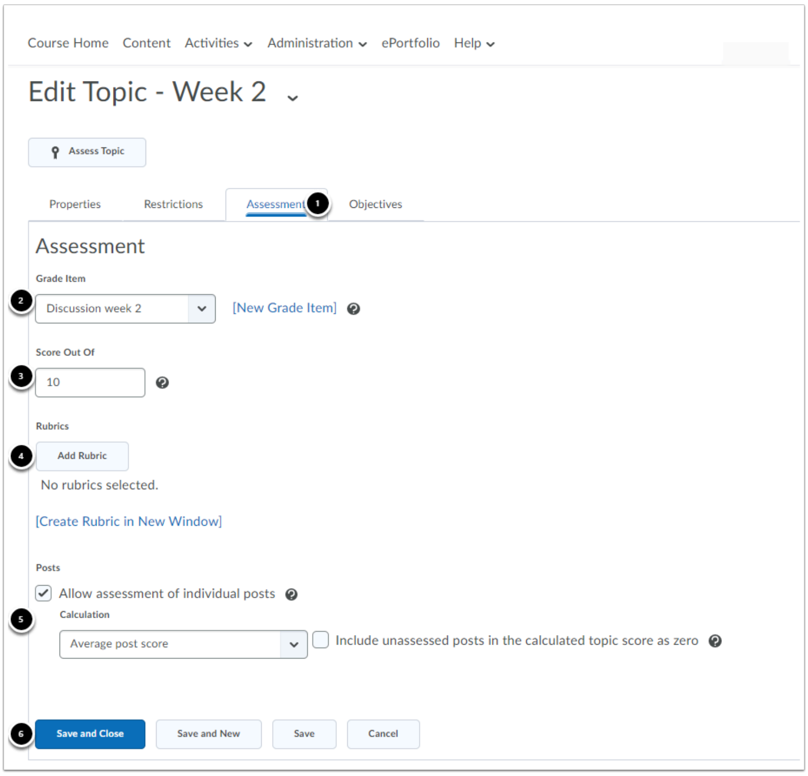
Read the article [How do I create a Grade Item](#) if you are unfamiliar with grade items and want to learn more about creating one. You can read more about assessing a topic in the article [How do I assess a discussion topic (grade item, rubric)?](#)

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**



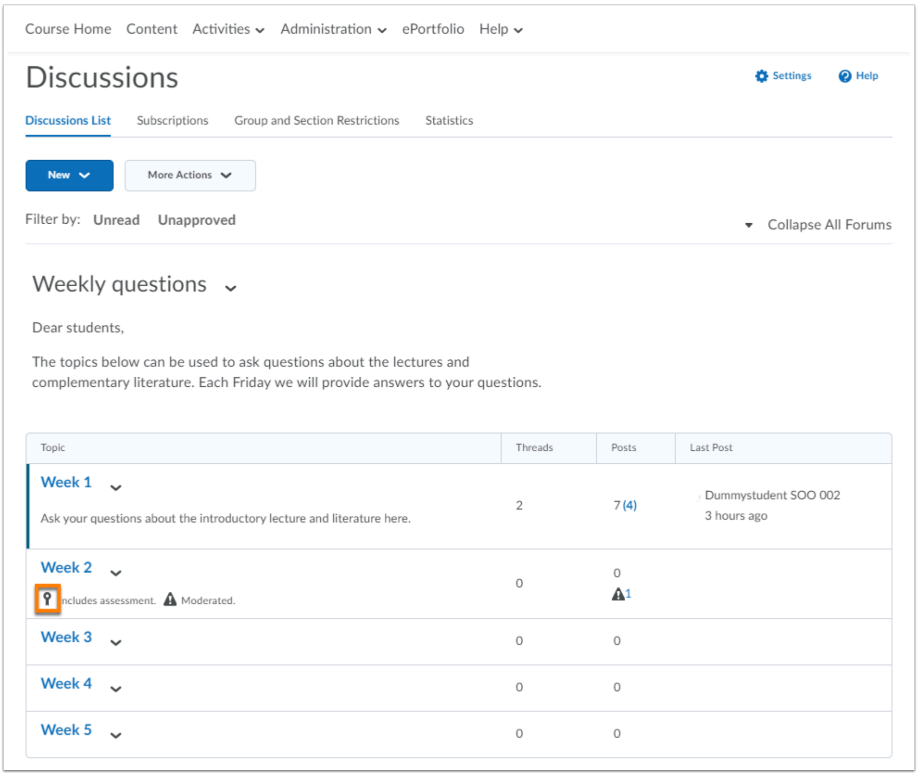
1. Click the fold-out arrow next to the discussion topic you want to connect to a grade item, then click **Edit Topic**.

2. If you wish to create a new discussion and connect it to a grade item immediately, click **New**.



1. Navigate to Assessment (third tab).
2. Select the grade item you wish to connect to the discussion topic in the drop-down menu below **Grade Item.** Click **New Grade Item** to create a new grade item in a new window.
3. Fill in a **Out of Score** (the maximum number of points one can acquire). Make sure the maximum number of points you enter here is equal to the maximum number of points in the grade item (and if you use a rubric, this number has to be the same as well).
4. Do you want to use a rubric? Click **Add Rubric** or **Create Rubric in New Window** to create a new rubric on the spot.
5. Select:
   - Select **Allow assessment of individual posts** if you want to assess individual posts within a discussion topic. You can use the drop-down menu to select the assessment method you want to use. The discussion topic will thus get an assessment based on the assessment of each individual post. If you do not select this option, you will assess the score of a student based on the overall topic.
   - If you have selected the assessment of individual posts, you can select **Include unassessed posts in the calculated topic score as zero** if you wish to include unassessed posts in the assessment of the topic. Unassessed posts will now be included, and count as zero points.
6. Click **Save and Close.**

If a grade item is already attached to another activity, it will no longer appear in the drop-down menu.



- The key icon in the Discussions overview will show you whether you have linked a discussion to a grade item.

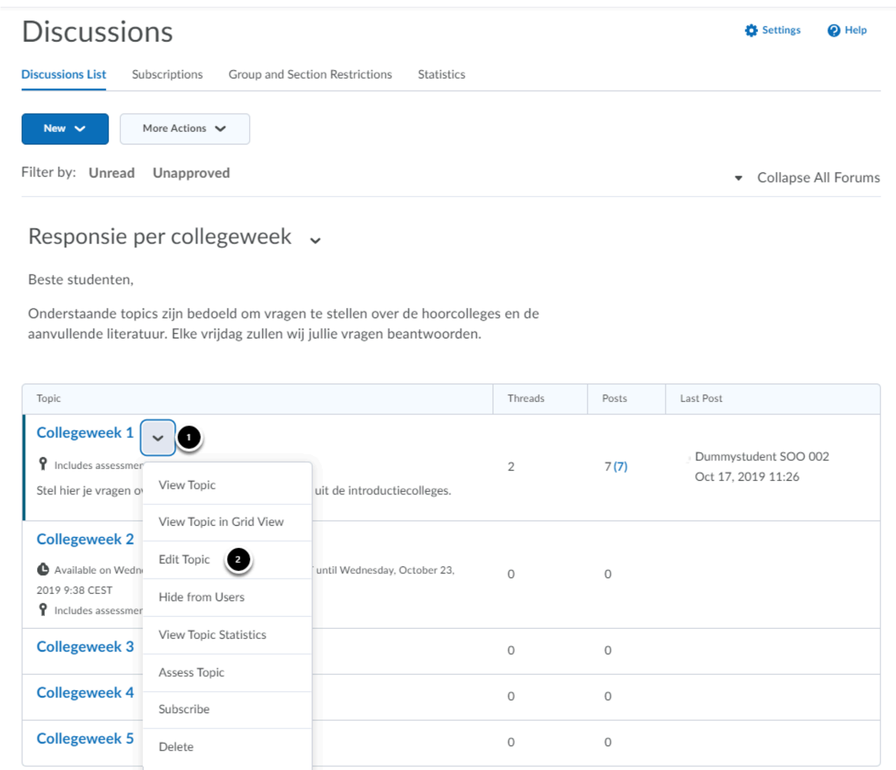
How do I assess a discussion topic or post (grade item, rubric)? Activities | Discussions

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to assess a discussion topic or post. A written manual can be found below the video.

Setting the assessment method

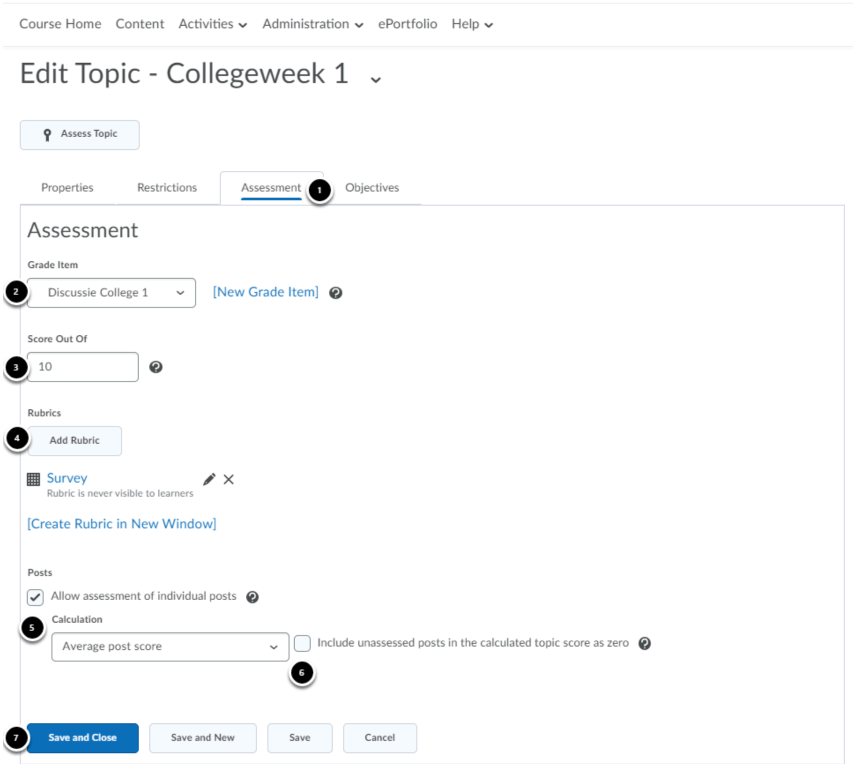
Via the **Assessment** tab you can setup the assessment method for a discussion:

- Click **Activities** in the navbar of your course.
- Click **Discussions**. You will now see the **Discussion List**.



1. Click the fold-out arrow next to the discussion you want to assess.

2. Click **Edit Topic**.



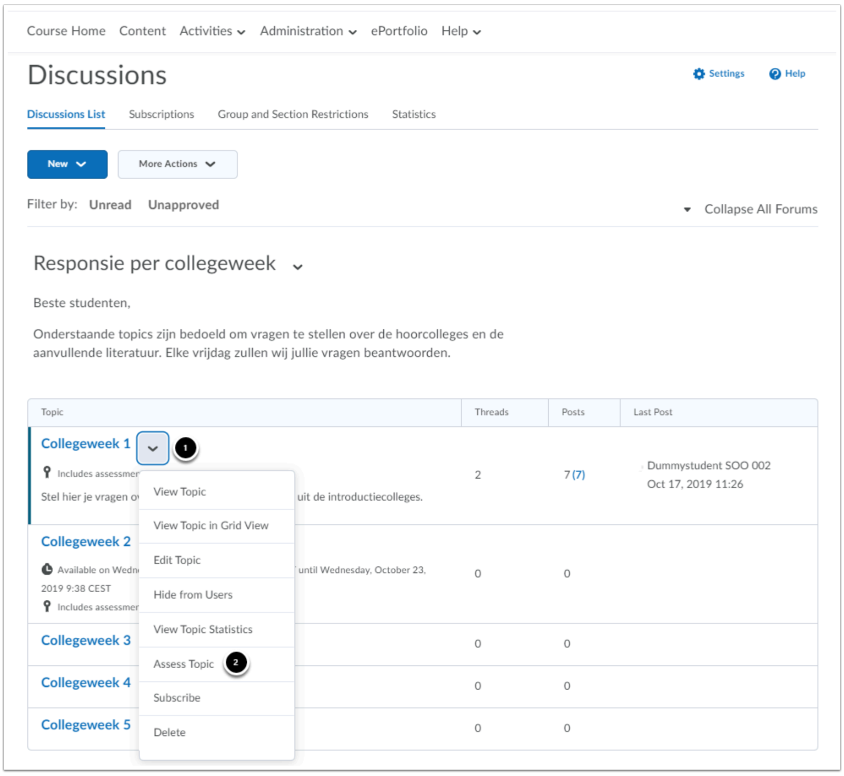
1. Click **Assessment** (the third tab).
2. Select the grade item you wish to attach in the drop down menu or create a new grade item (**New Grade Item**).
3. Fill in the maximum amount of points a student can achieve on the discussion below **Score Out Of**. Make sure the score equals the score of the rubric if you add a rubric to the discussion.
4. Click **Add Rubric** to add an existing rubric to the discussion or **Create Rubric in New Window** to create a new one.
5. Check the **Allow assessment of individual post** box if you want to assess post within a topic separately. The drop down menu allows you to choose how the final score for the topic is calculated :
   - **Average post score**: the topic score is the average of the scores per post.
   - **Maximum post score**: the topic score is the highest score on a post.
   - **Minimum post score**: the topic score is lowest score on a post.
   - **Mode post score - Highest on multiple**: the topic score is the highest score of multiple posts.
     For example: 1x7, 4x8, 3x9 = 8
   - **Mode post score - Lowest on multiple**: the topic score is the lowest score of multiple posts.
     For example: 3x6, 3x7, 1x8 = 8
   - **Sum post scores**: the topic score is the sum of all the post scores.

6. Check the **Include unassessed posts in the calculated topic score as zero** box if posts that have not been assessed should be included in the total score on the topic. The posts will count as a zero.
7. Click **Save and Close** to save your changes and to return to the **Discussion List**.

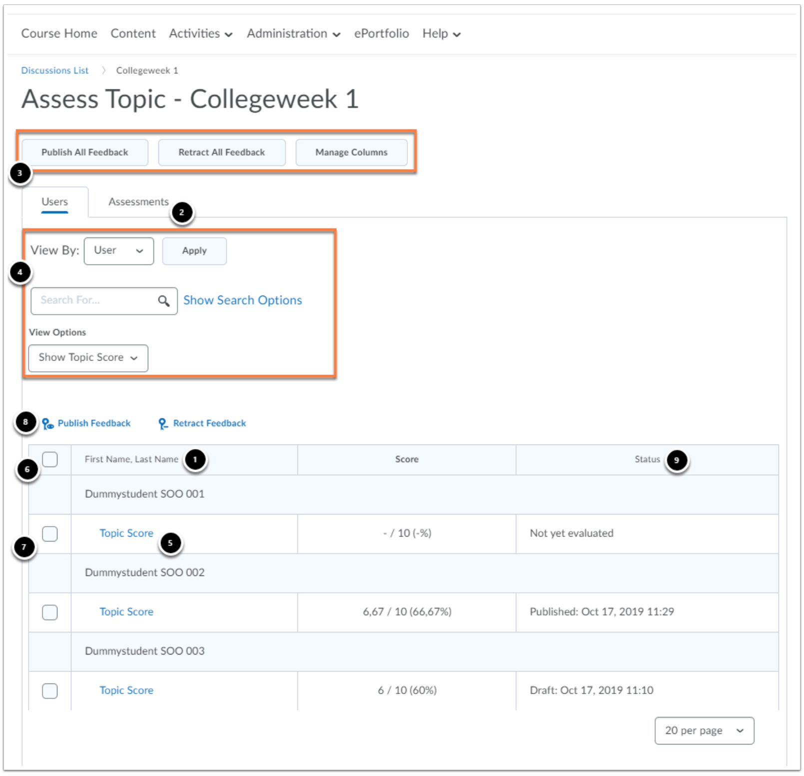
Assessment with a grade item

If you have created a grade item in Brightspace and attached it to a discussion you can use this grade item to assess this discussion and/or individual posts.

- Go to **Activities** in the navbar of your course.
- Click **Discussions**.



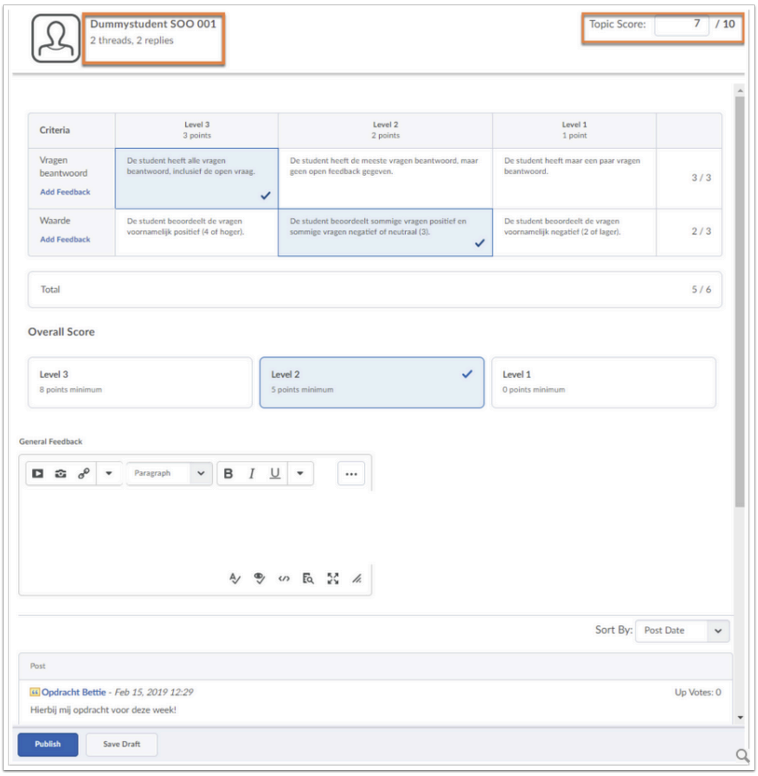
- Click the fold-out arrow next to the topic you want to assess.
- Click **Assess Topic**. The **Users** tab will open.



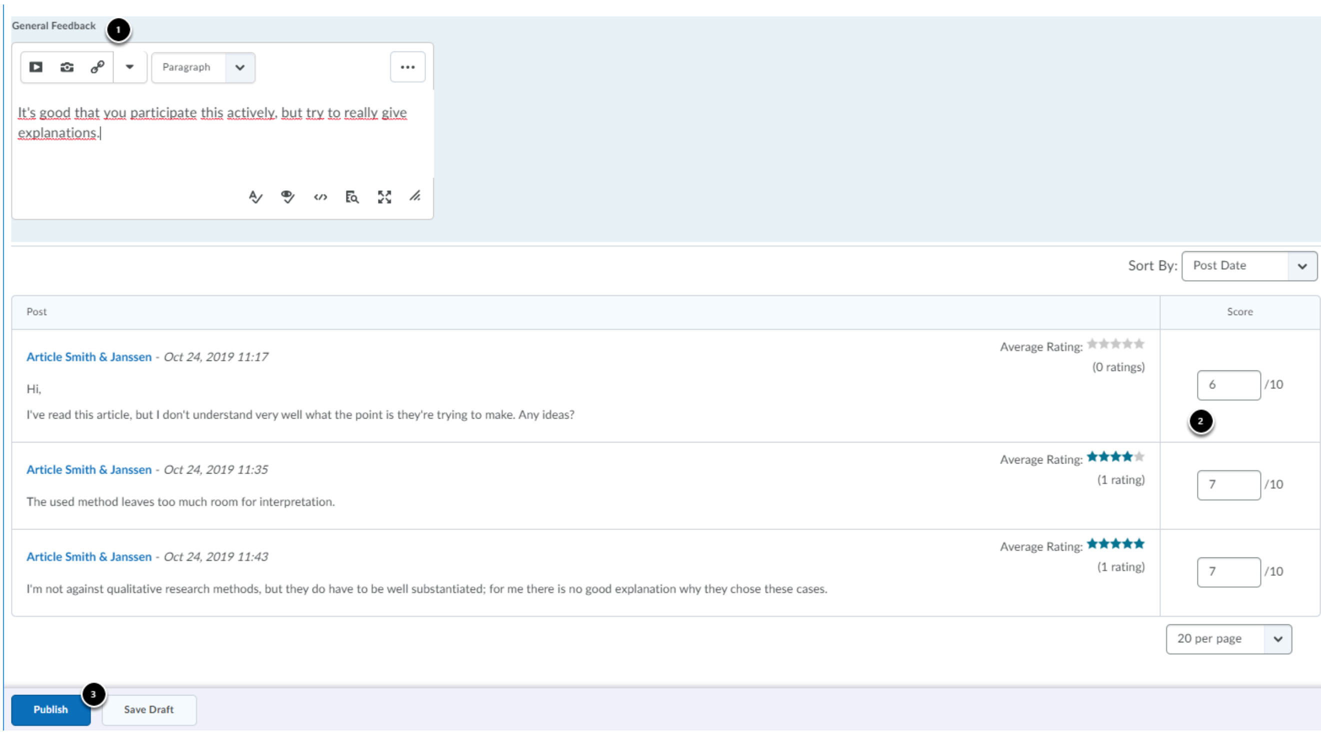
1. You will see the name of every student in the group and the score he/she has achieved for the topic.
2. Go to the **Assessments** tab for an overview of all students. Here you can choose whether you prefer to see the topic score or the score on the rubric per student.
3. The buttons on top allow you to:
   - publish all scores at once in the grade book (**Publish All Scores to Grades**);
   - withdraw all published scores (**Retract All Scores**);
   - adjust which columns you see (**Manage Columns**).
4. There are three filter options:
   - Use **View By** to select if you want to get an overview of all students (**User**) or students from a specific group (**Groups**). Click **Apply** to apply this filter.
   - Use the **Search For** option to search for a specific student.
   - Use the drop down menu below **View Options** to select whether you want to see just the topic scores or all scores (including the rubric assessment).
5. Click **Topic Score** to assess the student.
6. Select the box for **First Name, Last Name** to publish all assessments at once.
7. You can also publish assessments individually or retract the assessment by clicking the box in front of a student's attempt.
8. Click **Publish Feedback** to publish the feedback for the selected student, or click **Retract Feedback** to retract the assessment.

9. Below **Status** you will see the attempt's status. Here you will see whether the attempt has been assessed, whether the assessment has been published and when this happened.

You can also assess students based on a rubric when you click **Topic Score**. When you select the rubric you can assess the student solely based on the rubric.



- On the top left of this window you will see the student's name, the number of posts and the number of unassessed posts.
- Behind **Topic Score** at the top right you can fill in a score for the topic. Note: you can only enter the topic score if you have set that you do not rate individual posts. If you do assess the individual posts, Brightspace calculates the topic score based on the score per post. Scroll down to assess the individual posts.



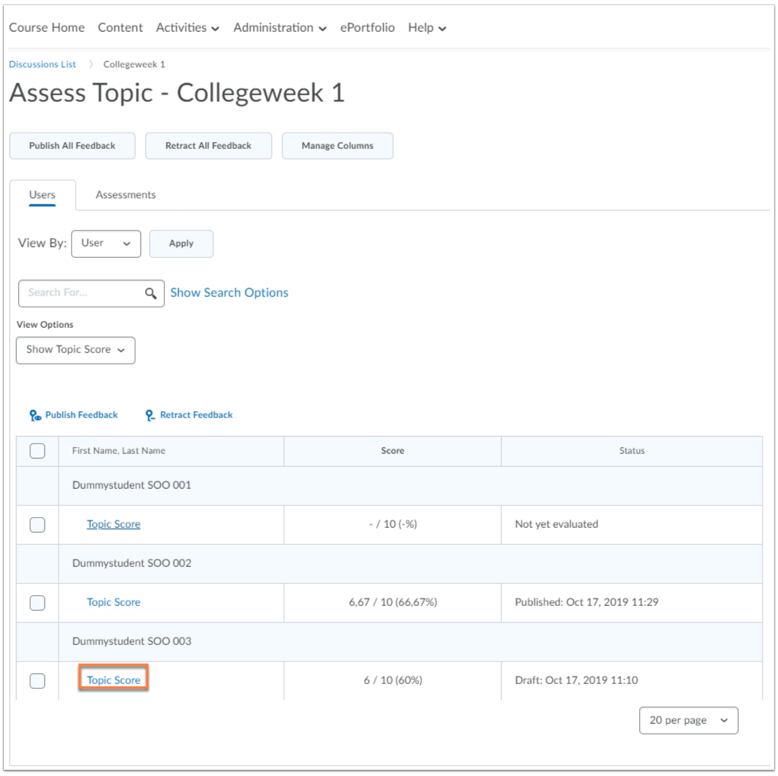
1. Below the rubric you can use **General Feedback** to add general feedback for the student.
2. In the table at the bottom you will see a student's individual posts. Use **Score** to enter the amount of points the student receives for each post.
3. Click **Publish** to save the feedback and release the feedback to the student immediately or **Save Draft** to save the assessment without publishing it.

⚠ Brightspace automatically pushes published grade items to the Pulse app. If you withdraw your feedback/grade (**Retract**), students can no longer see it in Brightspace, but still can in Pulse! If you withdraw the feedback/grade on a grade item after you have published it, students will not see the most recent grade in Pulse. They are not notified of this. Therefore it is not advised to withdraw a published grade item, as this can cause confusion for the student. If you adjust an assessed topic, publish it again immediately so that Brightspace also pushes the adjusted grade to Pulse.

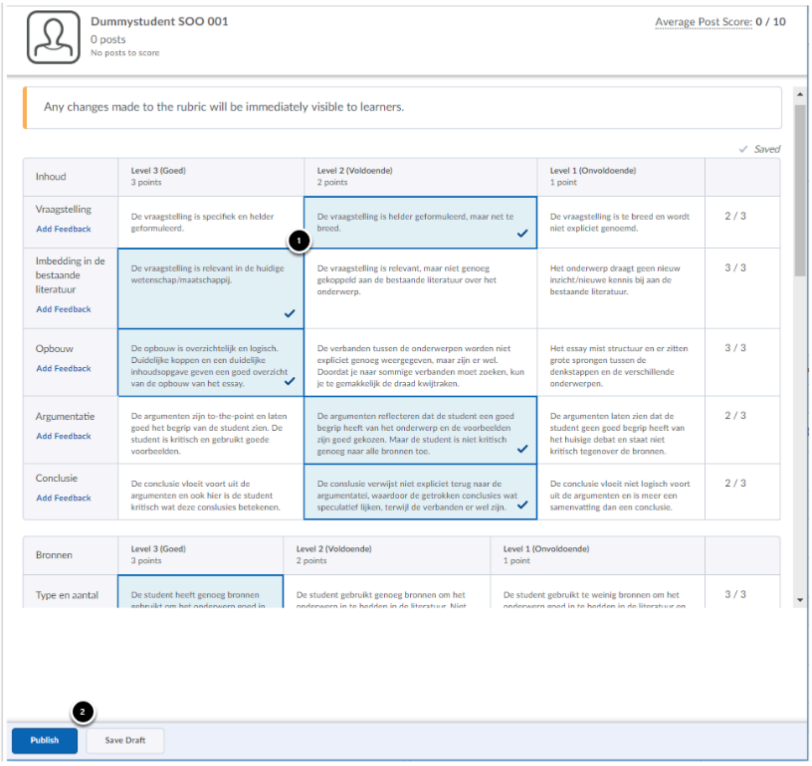
Assessment with a rubric

When you have created a rubric in Brightspace and attached it to a discussion you can use this rubric to assess this discussion.

- Go to **Activities** in the navbar of your course.
- Click **Discussions**.
- Click the arrow behind the topic you want to assess.
- Click **Assess Topic.**



- Click **Topic Score** to assess the student. A pop-up window appears containing the rubric.

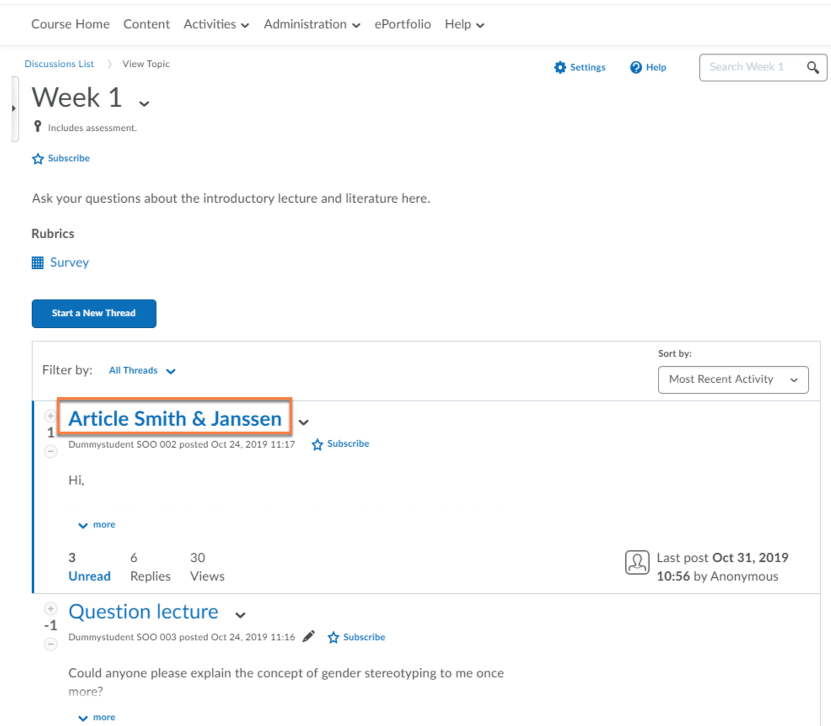


1. You can select which level the student has achieved for each criterion in the rubric.
2. Click **Publish** to publish the assessment for the student or click **Save Draft** to save the assessment without making it visible to the student.

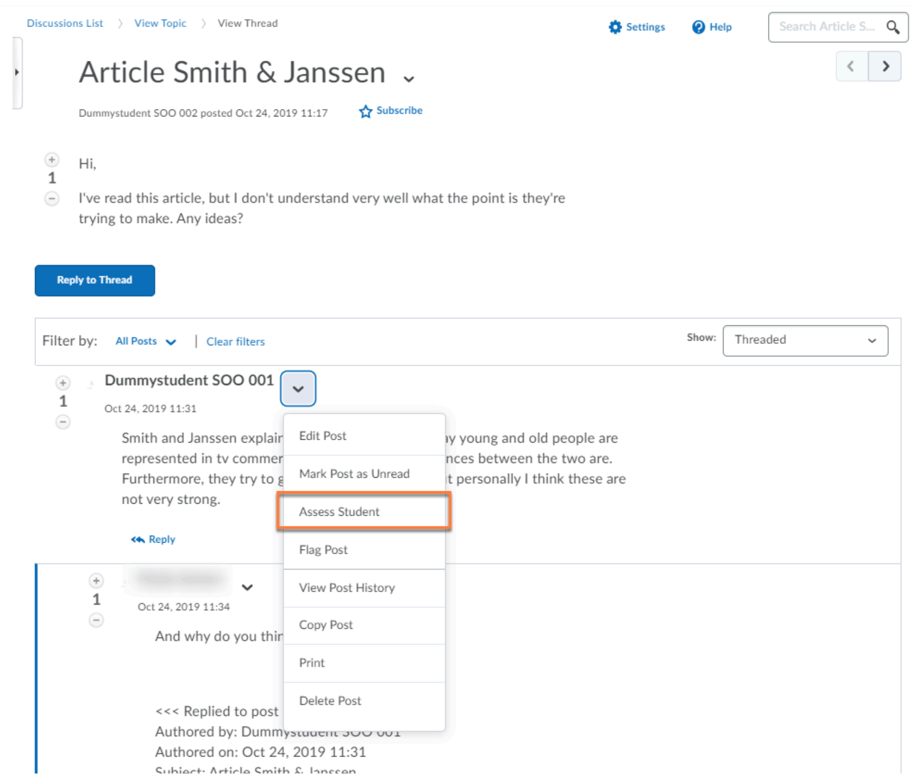
Assessing individual posts

You can assess individual posts using **Assess Topic (**as described above), but you can also navigate to the posts you wish to assess from within the topic.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**
- Click the topic within which you want to assess posts.

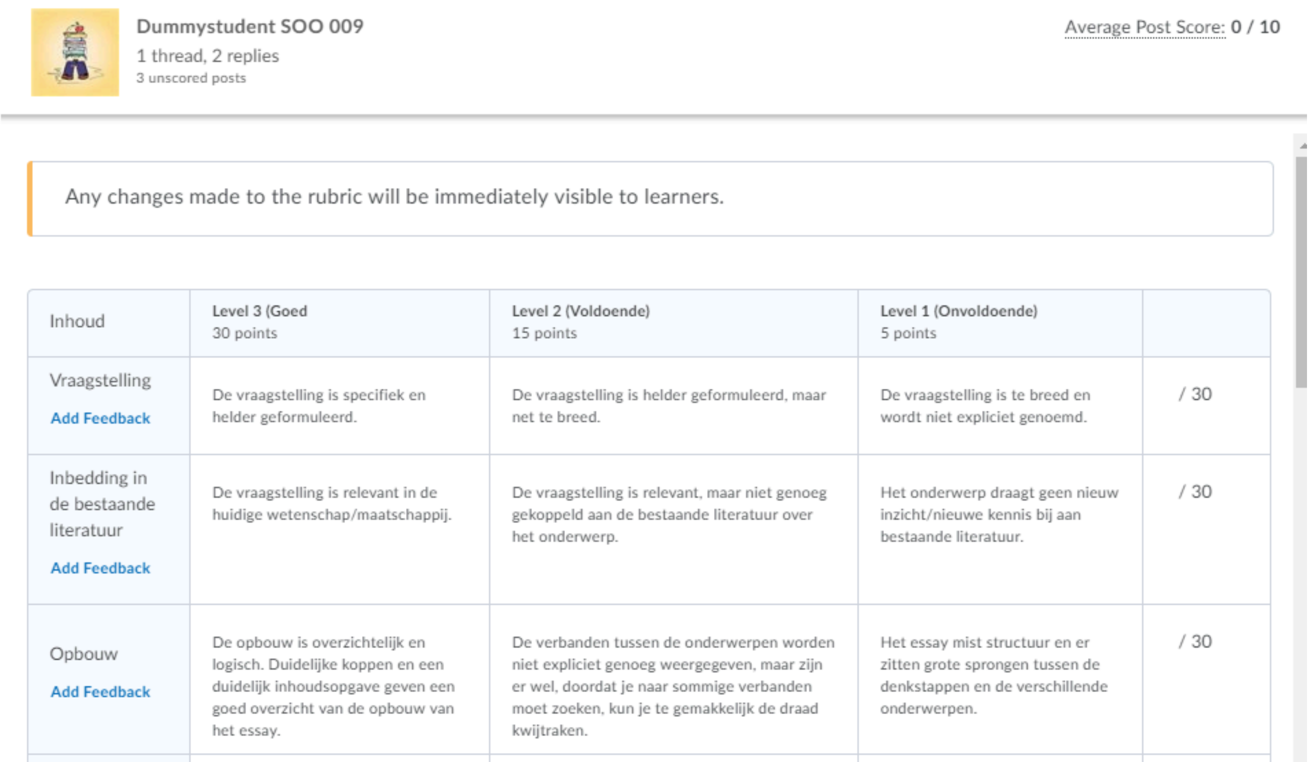


- Click the post you wish to assess. It will open in a new window.



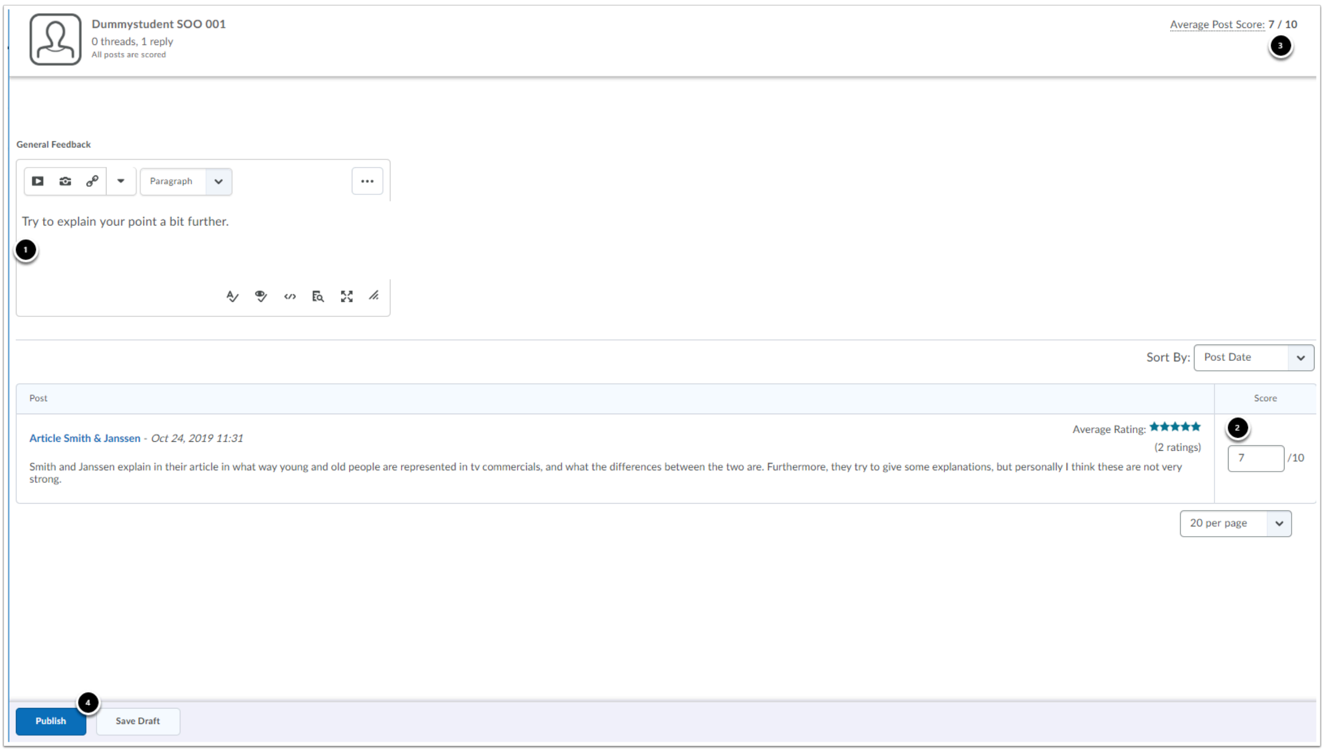
- Click the arrow behind the name of the student whose post you want to assess.

- Click **Assess Student.** A new window will open.



Inhoud	Level 3 (Goed 30 points	Level 2 (Voldoende) 15 points	Level 1 (Onvoldoende) 5 points	
Vraagstelling Add Feedback	De vraagstelling is specifiek en helder geformuleerd.	De vraagstelling is helder geformuleerd, maar net te breed.	De vraagstelling is te breed en wordt niet expliciet genoemd.	/ 30
Inbedding in de bestaande literatuur Add Feedback	De vraagstelling is relevant in de huidige wetenschap/maatschappij.	De vraagstelling is relevant, maar niet genoeg gekoppeld aan de bestaande literatuur over het onderwerp.	Het onderwerp draagt geen nieuw inzicht/nieuwe kennis bij aan bestaande literatuur.	/ 30
Opbouw Add Feedback	De opbouw is overzichtelijk en logisch. Duidelijke koppen en een duidelijk inhoudsopgave geven een goed overzicht van de opbouw van het essay.	De verbanden tussen de onderwerpen worden niet expliciet genoeg weergegeven, maar zijn er wel, doordat je naar sommige verbanden moet zoeken, kun je te gemakkelijk de draad kwijtraken.	Het essay mist structuur en er zitten grote sprongen tussen de denkstappen en de verschillende onderwerpen.	/ 30

- Fill in the rubric(s) if you added one as an assessment method.



1. Enter **General Feedback.**

2. Score each post.
3. In the upper right corner the final score will appear. The way in which this score is calculated depends on the method of assessment you selected.
4. Click **Publish** if you want to publish the score directly. Click **Save Draft** if you want to save the feedback, but not publish it yet. Click **Update** if you want to publish new feedback.

What can I do with a Topic (threads/ posts)? Activities | Discussions

Topic overview

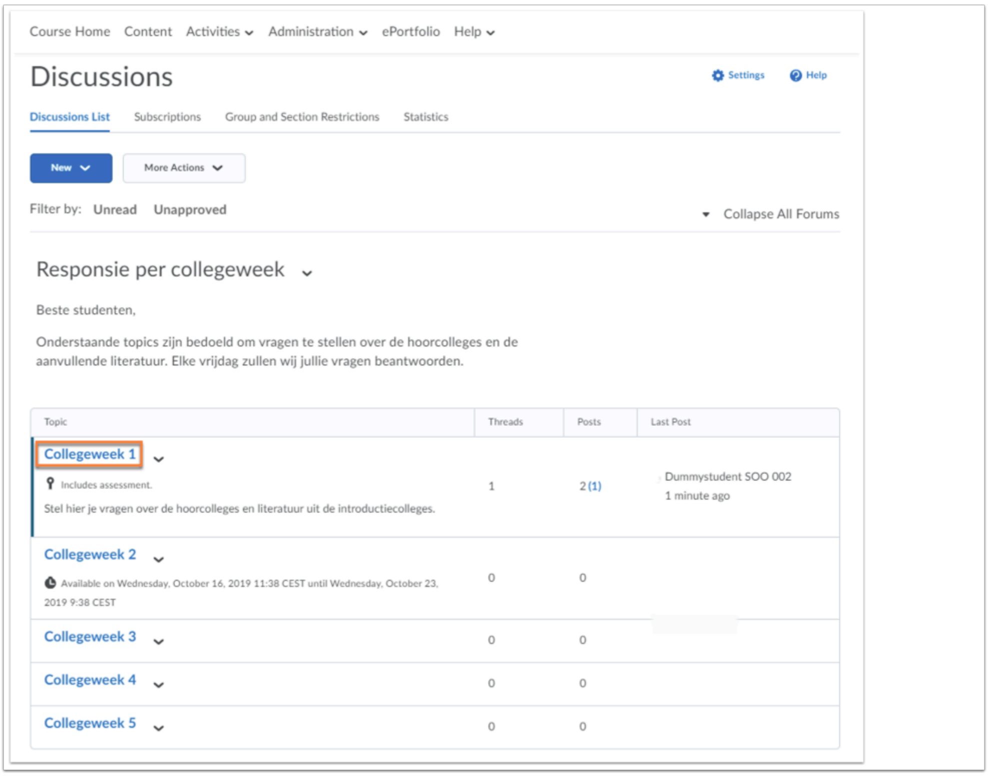
It is possible to start a thread within each discussion topic. A thread is specific subject where participants of the topic can respond to. The thread you create will be the first post. You have several possibilities, for example:

- post a question or statement students can use for a discussion;
- make students discuss a subject that proved difficult during class;
- post a question students can keep in mind when working on assignments.

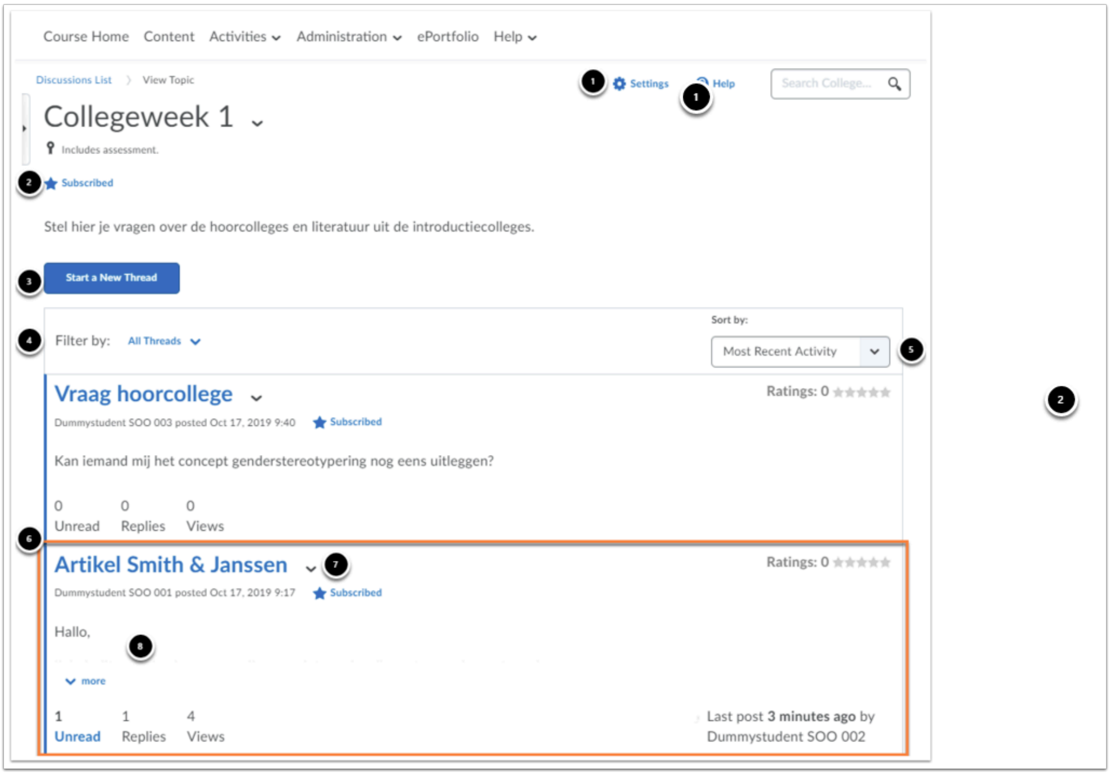
Students can also start threads. For example, you an start a discussion topic where students can help one another with assignments or to better understanding literature.

It is also possible to make a post in reaction to a thread, alter a post and assess it, follow a topic or thread, or mark a thread.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.



- Click on the name of a topic to open the topic.



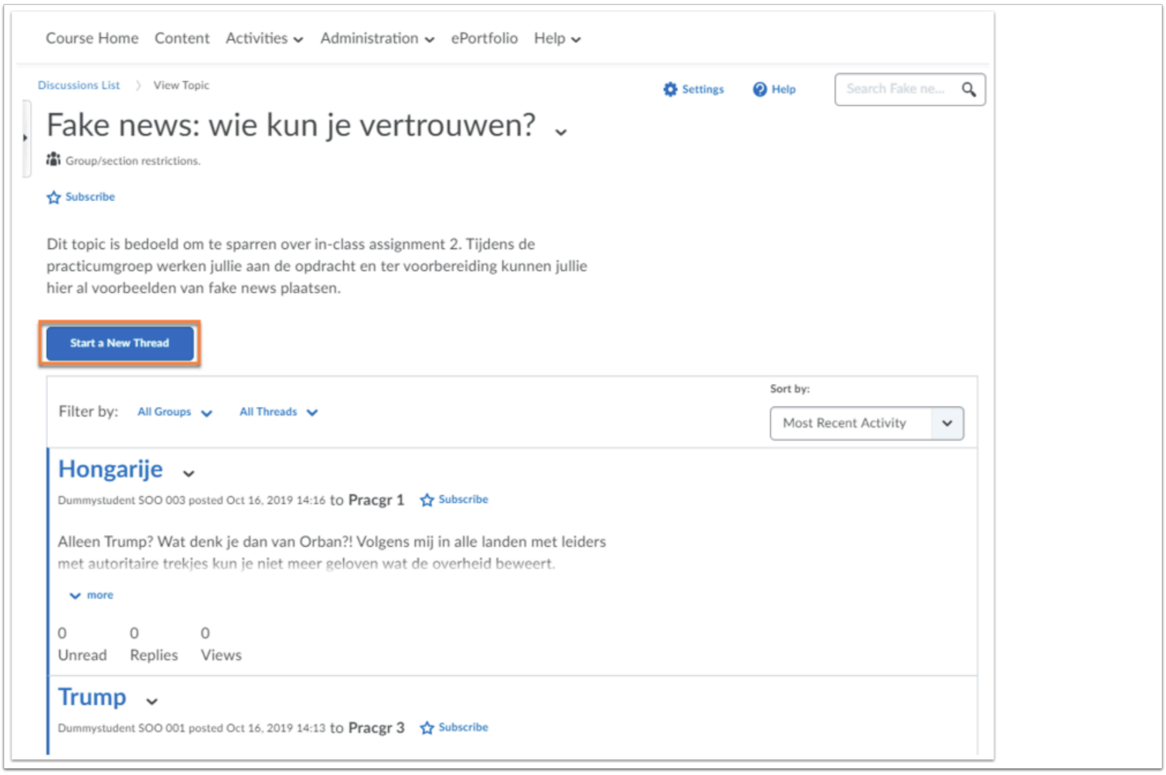
1. You can use **Settings** in the top right to change the settings. Use the search bar to search within the current topic.
2. Click **Subscribe**/**Subscribed** to follow or unfollow a thread. Note that when you follow a topic, you will receive a notification when someone posts a reaction.
3. Click **Start a New Thread** to start a new thread.
4. Use **Filter by** to select whether you want to see all threads (**All Threads**), just the threads you have **Flagged,** or just the threads you did not flag (**Unflagged**).
5. Go to **Sort by** to sort the threads based on activity, name of the author, average rating, date or subject.
6. You will see a list containing the threads. For each thread you will see:
   - the title of the thread;
   - who posted the thread and when they posted it;
   - a small part of the post, which can be viewed in its entirety when you click **more;**
   - how many (unread) answers have been posted and how many times the thread has been viewed;
   - the current rating (when this option is turned on);
   - who posted the last reaction and when.

7. Click on the arrow next to the title of a thread to:
   - edit a thread (**Edit Thread**);
   - **Mark All Posts as Read**;
   - **Mark All Posts as Unread**;
   - **Flag Thread** or **Remove Flag**;
   - **Pin Thread** or **Remove Pin**. When you pin a thread, it will appear at the top of the list;
   - **View Post History**;
   - **Copy Thread**;
   - **Print Thread**;
   - **Delete Thread**.

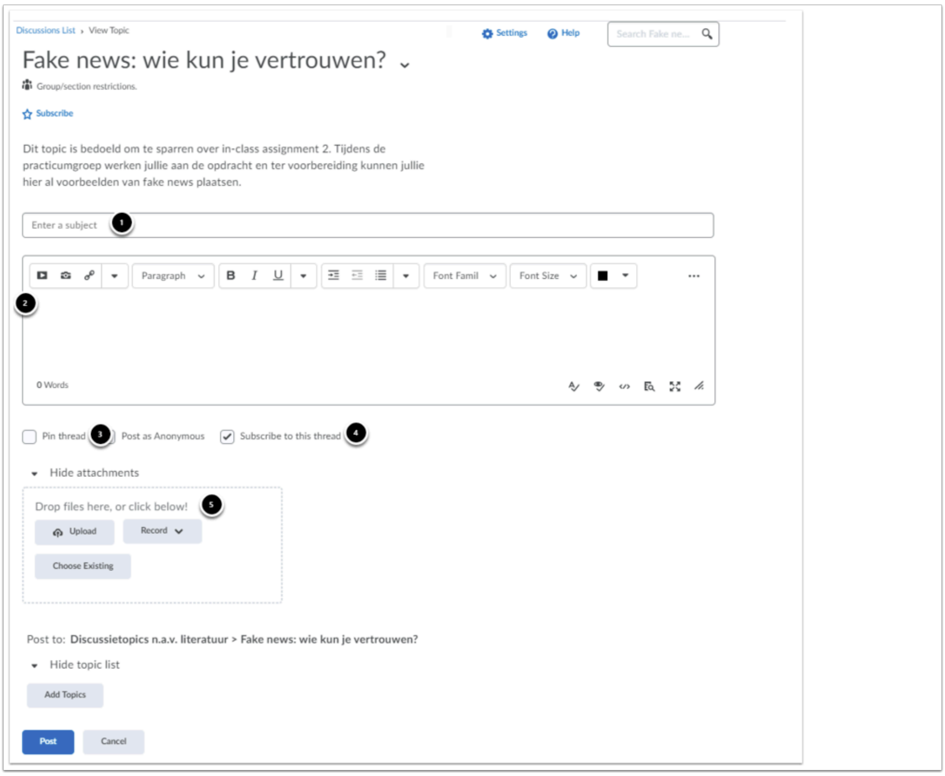
8. While in the thread, click:
   - on the title to open it;
   - **Subscribe**/**Subscribed** to follow or unfollow the thread;
   - **Unread** to read your unread messages.

Start a thread

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.
- Click on the topic you want to start a thread for.



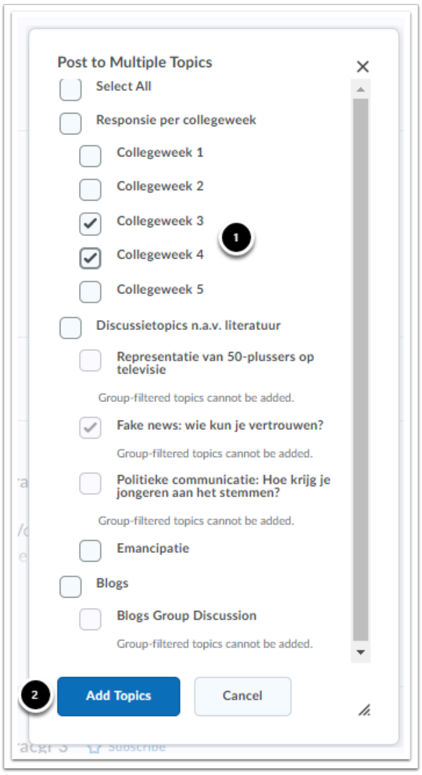
- Click **Start a New Thread**.



Werkinstructies

1. Select in the drop-down menu in which groups within the topic you want to post the thread.
2. Give the thread a title.
3. Provide a description that will tell students what they can do with this thread.
4. Select **Pin thread** to make the post the first post of the topic. The teacher is the only one who can do this.
5. Select **Subscribe to this thread** to receive notifications when something happens with the thread.
6. Below **Add Attachments** you can add a file (**Add a File**), an audio or video file (**Record**), or a file from the course (**Choose Existing**).

1. Behind **Post to** you will see in which topic the thread is posted.
2. Click **Add Topics** to post a thread in multiple topics.



1. Select the right topics in the list.
2. Click **Add Topics** again.

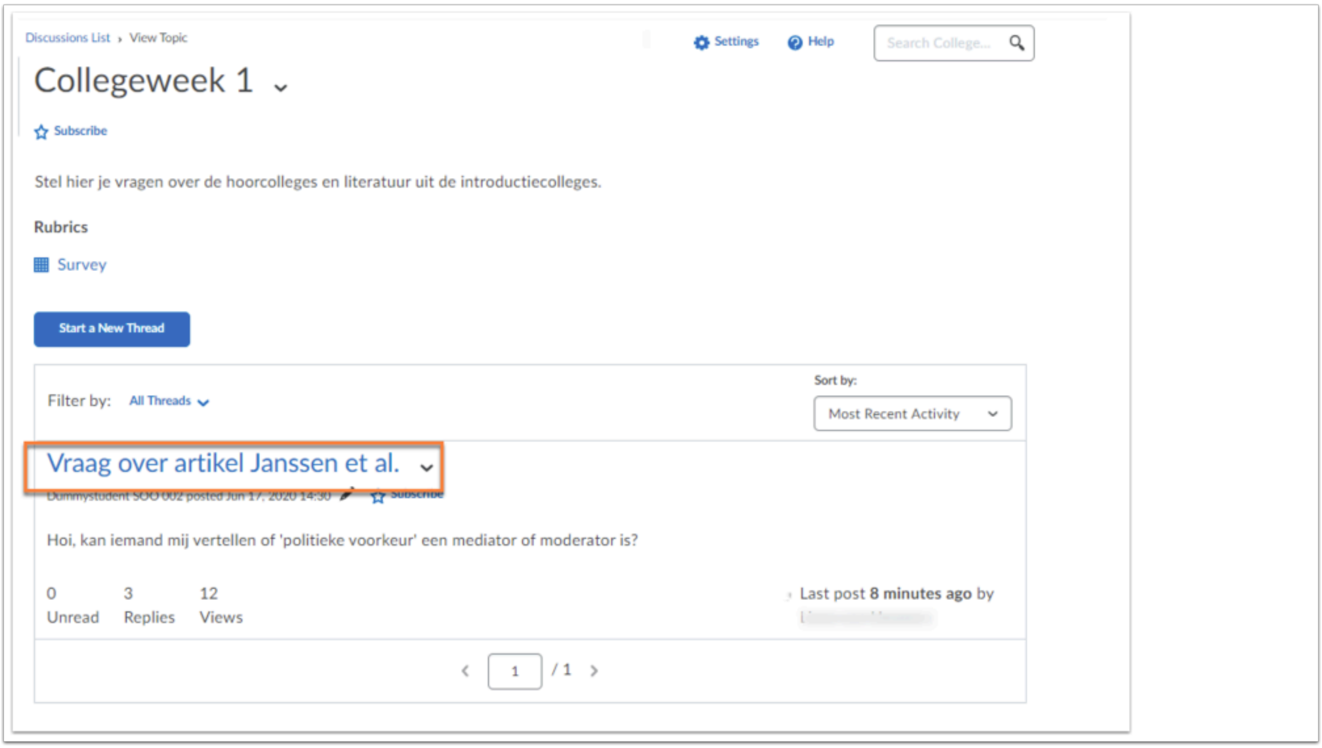
- Below **Hide topic list** will show you the topics you have selected. Click on the cross to delete the topic.
- Click **Post** to post the thread.

With the **Add Topics** you can easily post the same message in multiple discussions. *This might be useful when you want to write a thread with instructions in a discussion where you* *have created a different topic for each student if students have to keep a blog, or when you have created a different topic for each group.*

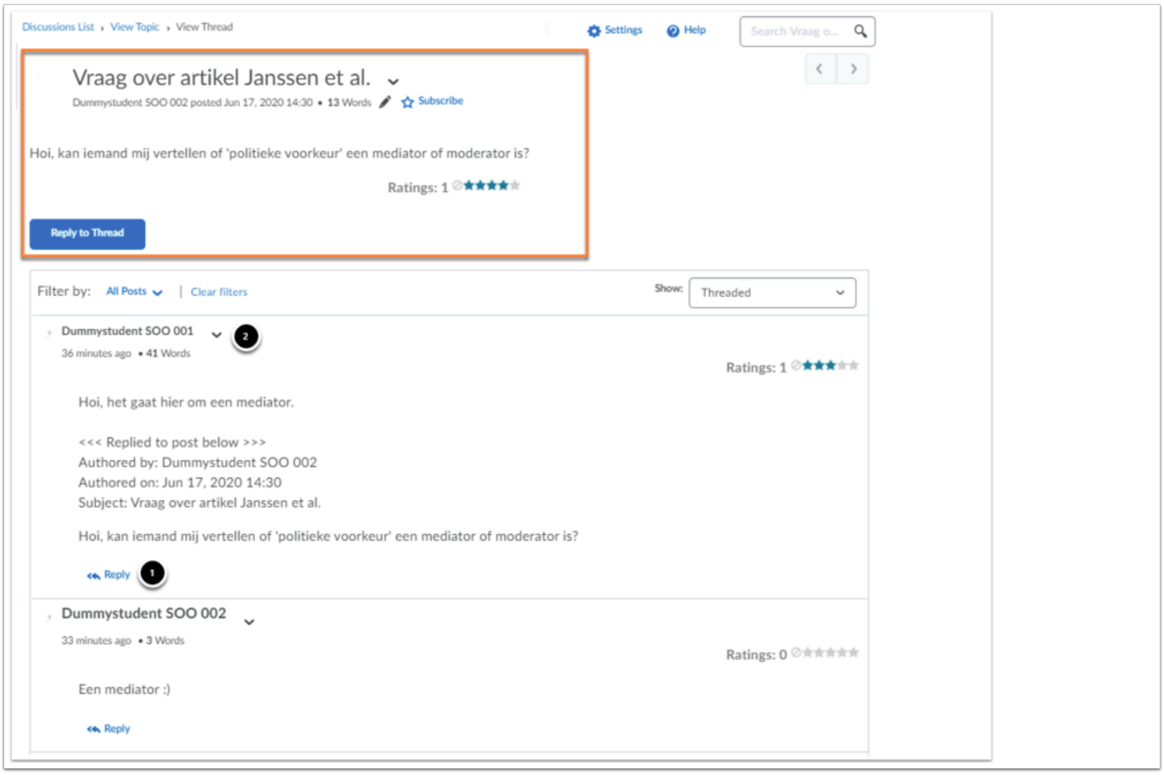
React to or editing of a thread/post

It is possible to reply to a **thread** or **post**. A thread is the starting point of a string of messages. Posts are the reactions to the thread.

- Navigate to **Discussions**.
- Click on the desired topic.



- Click on the thread you want to reply to or edit.



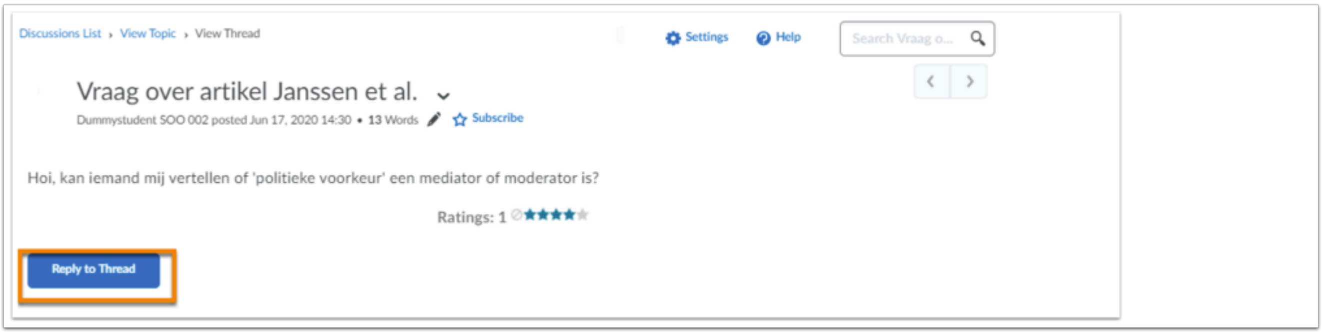
You will see who created the thread and when it was last edited. You will also see any attachments and a description of the thread.

- Click **Reply to Thread** to reply to the original thread.

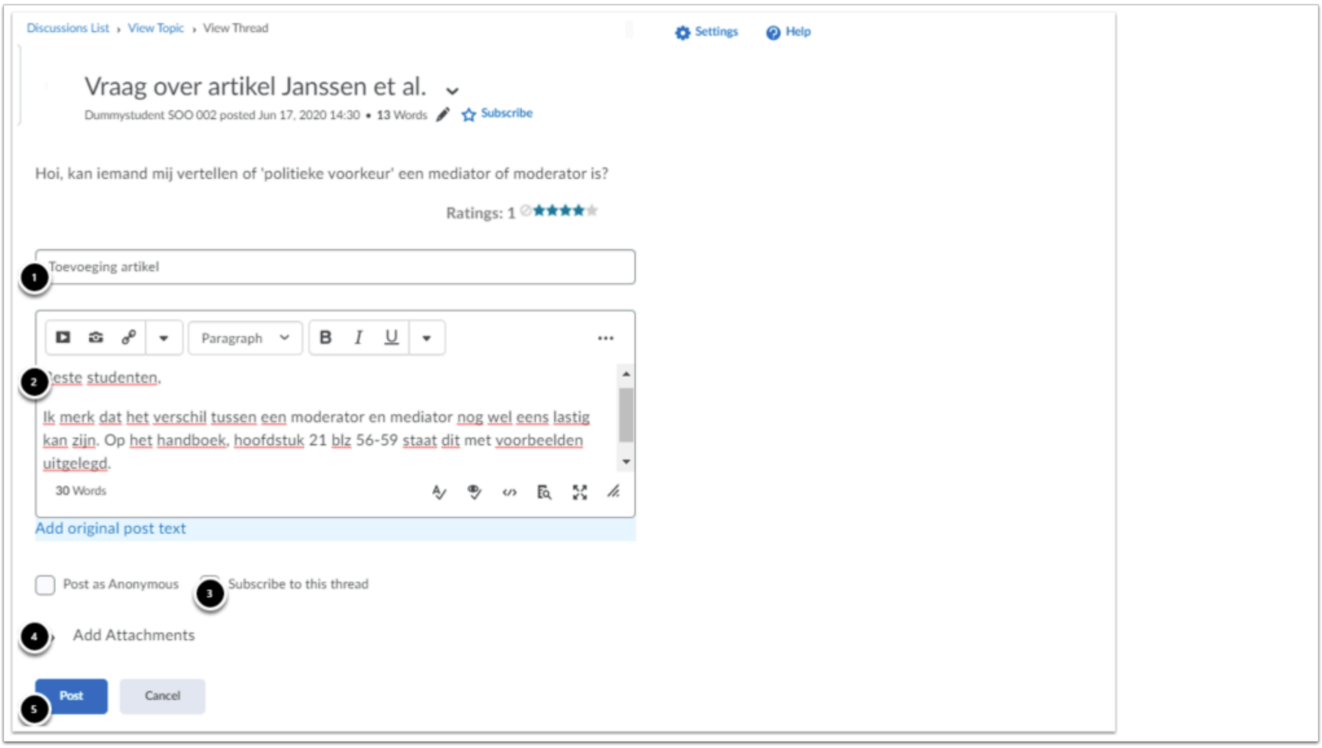
Below you see the reactions to the thread. These reactions are called posts, which can also be responded to.

1. Click **Reply** to reply to a post.
2. Click on the arrow next to the title of a thread to:
   - edit a post (**Edit Post**);
   - **Mark All Posts as Unread**;
   - **Flag Post** or **Remove Flag**;
   - **View Post History**;
   - **Copy Thread;**
   - **Print Thread**;
   - **Delete Thread**.

Reply



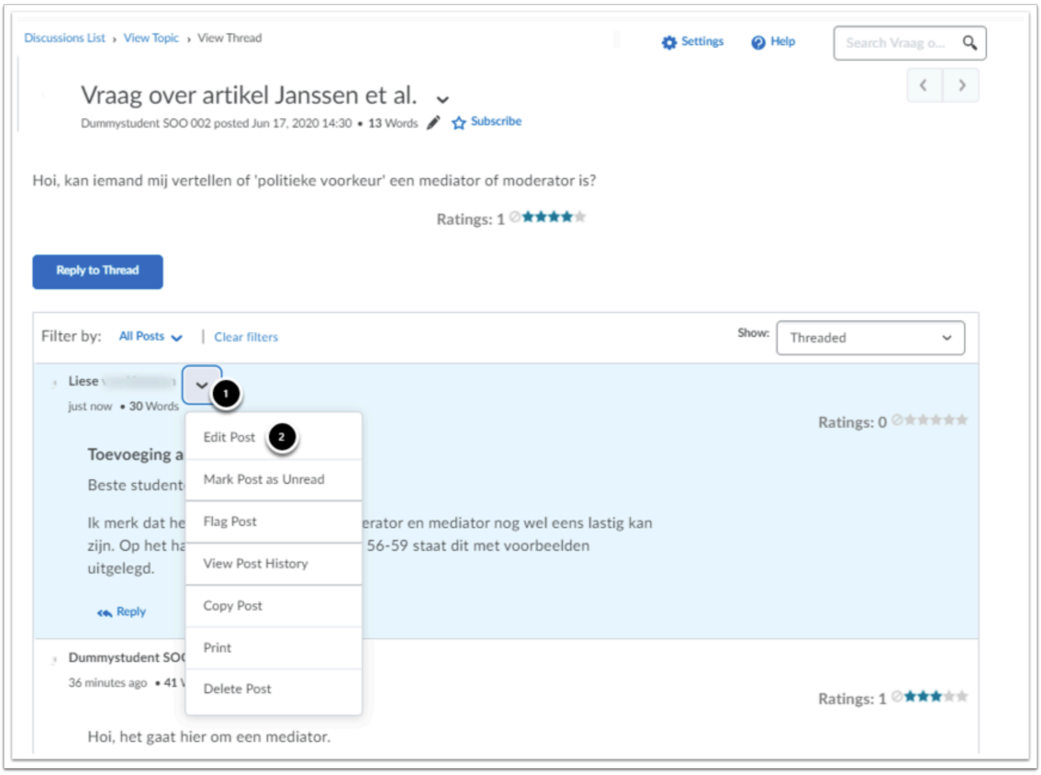
- Click **Reply to Thread** to react. A window will appear where you can write down your reaction.



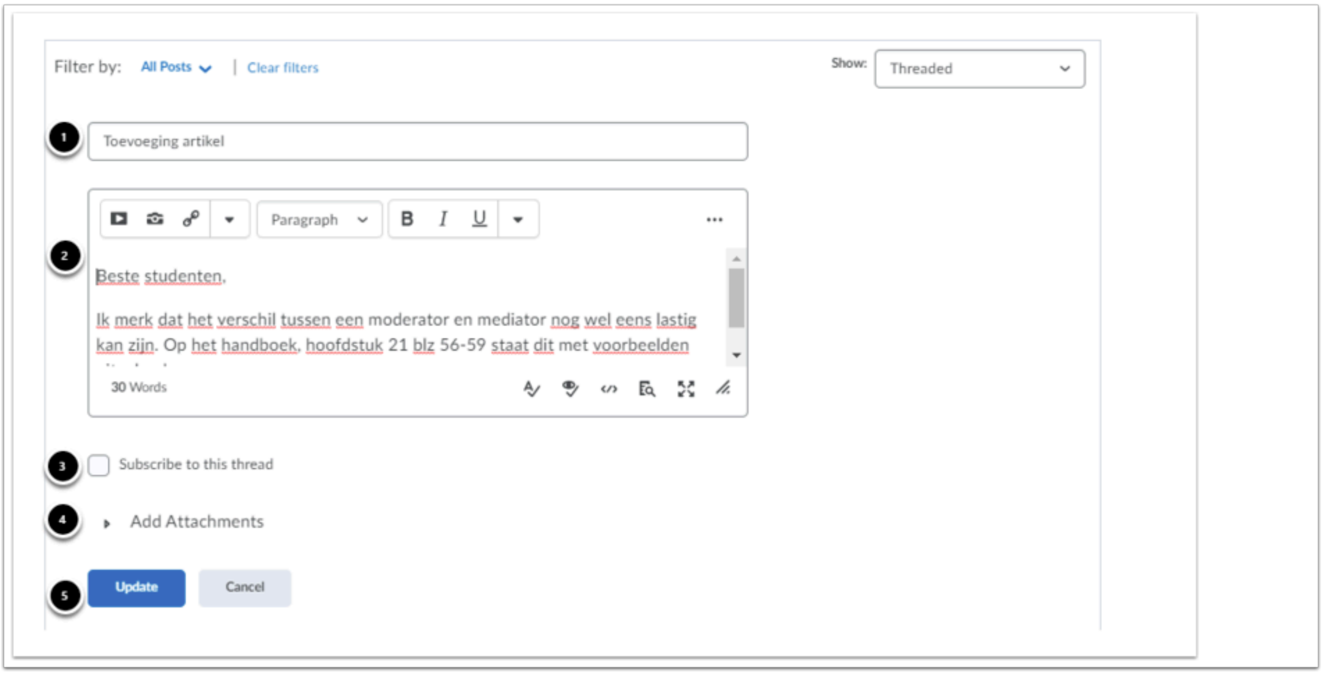
1. Give your reaction a title. The title of the post you respond to will be displayed by default.
2. Write your reaction. Click **Add original post text** to add the post you are responding to.
3. Make sure **Subscribe to this thread** is checked if you want to follow the thread.
4. Add an attachment under **Add Attachments.**
5. Click **Post** to post your reaction.

Edit

Navigate to the **Thread** where the reaction is posted.

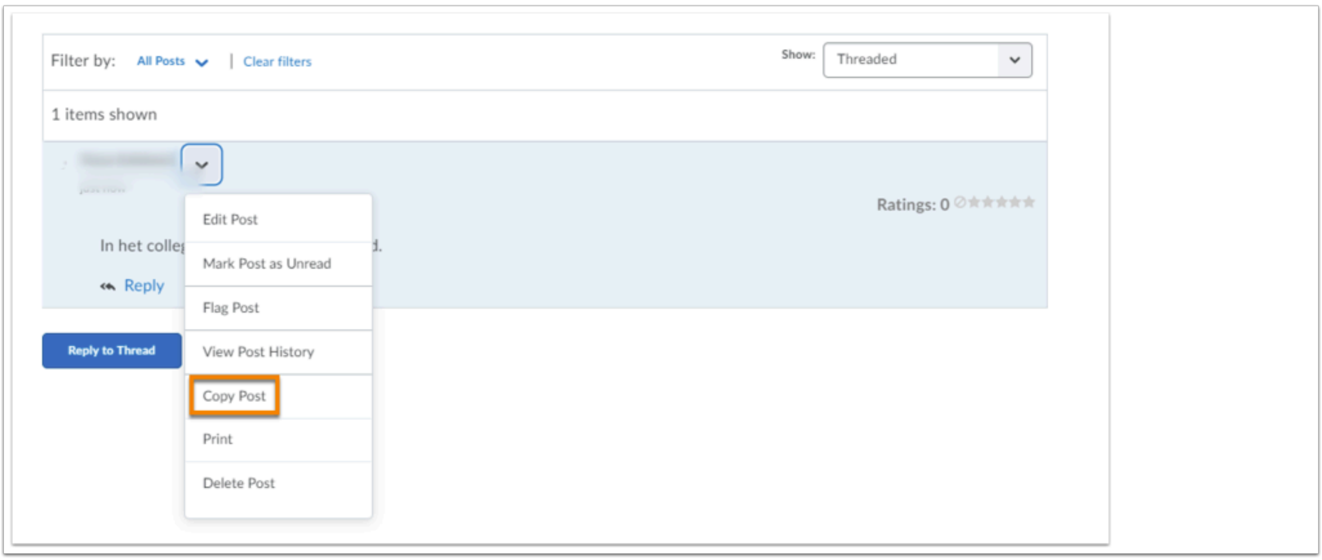


1. Click on the arrow behind your name.
2. Click **Edit Post.**

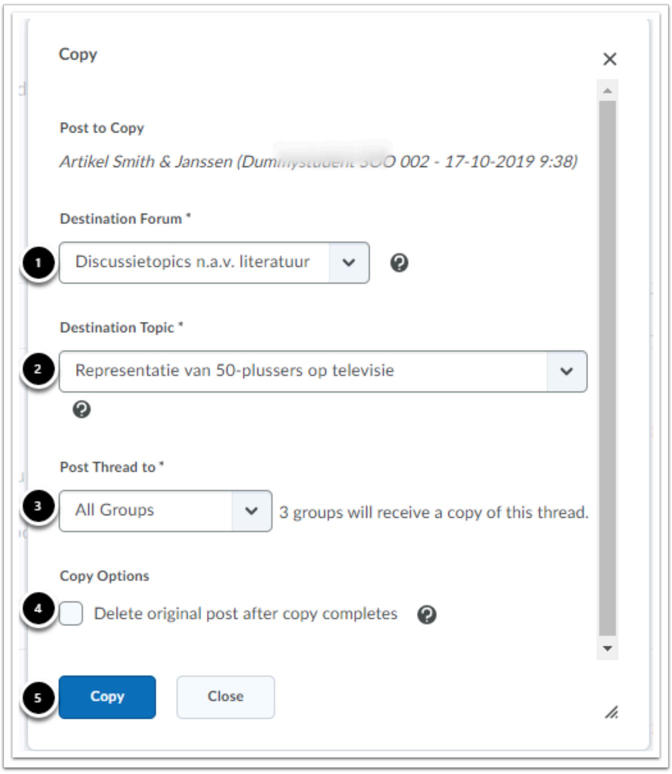


1. Change the title if desired.
2. Change the post if desired.
3. Select **Subscribe to this thread** if you want to follow the thread.
4. Add or delete an attachment with **Add Attachments.**
5. Click **Update** to save your changes.

Copy

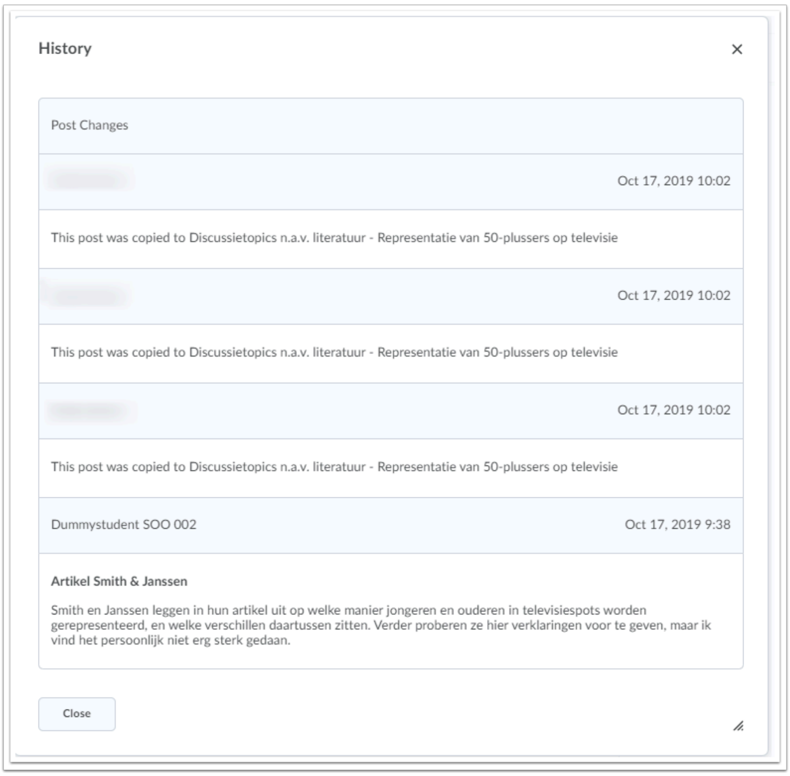


- Click **Copy Post** to copy a post. A pop-up window will appear.



1. **Destination Forum** can be used to choose to which discussion forum you want to copy the post.
2. Under **Destination Topic** you can choose in which topic within the forum you want to copy the post.
3. Under **Post Thread to** you can choose to which groups within the topic you want to copy the post. Please note that this option will only be visible when you want to copy the post to a topic with multiple groups.
4. If you want to remove the original post from the current topic after it has been copied to the new location, you can select this under **Copy Options.**
5. Click **Copy** to copy the post.

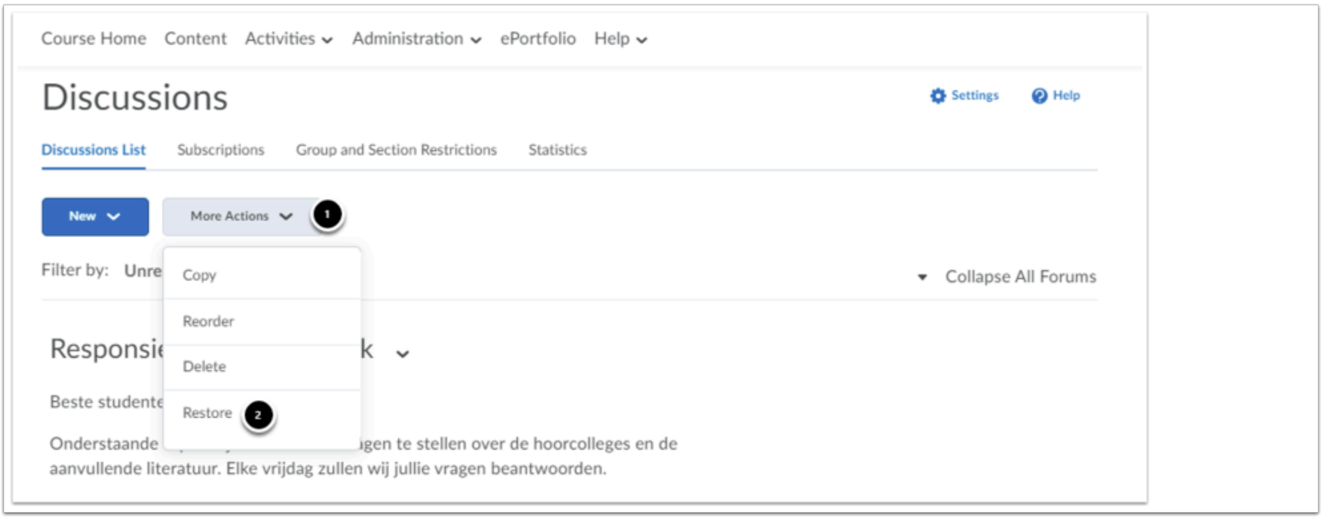
View history



If you view the history of a post, you will be able to see who edited or copied the post. Click **Done** to return to the overview of the post.

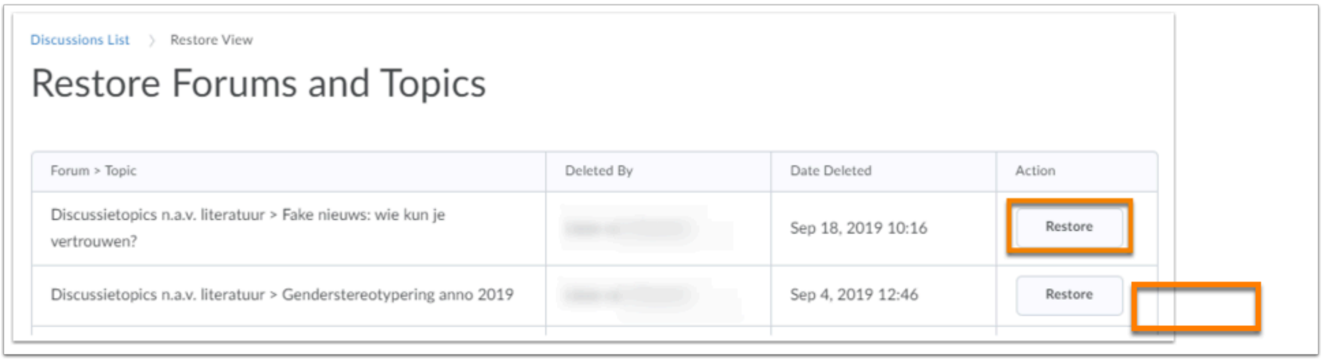
Restore deleted threads

It is possible to **restore** deleted threads.

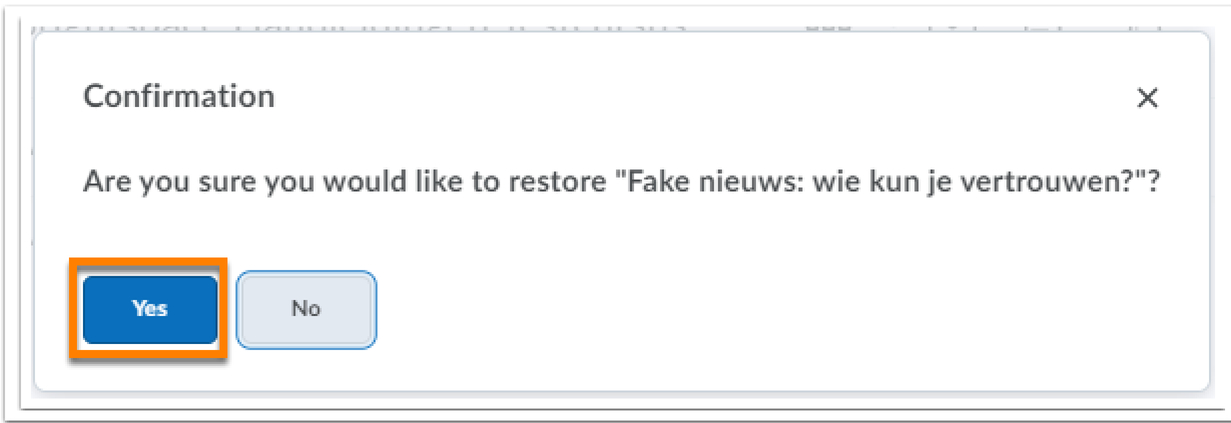


Go to the **Discussions** homepage.

1. Click **More Actions**.
2. Click **Restore**.



- Click **Restore** behind the topics or forums you want to restore. A pop-up window will appear.



- Select the topics you want to restore.
- Click **Restore.** The topic will then appear in your Discussions list.

Do you want to know more about how to rate a or assess discussion posts? Please read the following articles:

- How do I rate a discussion post? Activities | Discussions
- How do I assess a discussion topic or post (grade item, rubric)? Activities | Discussions

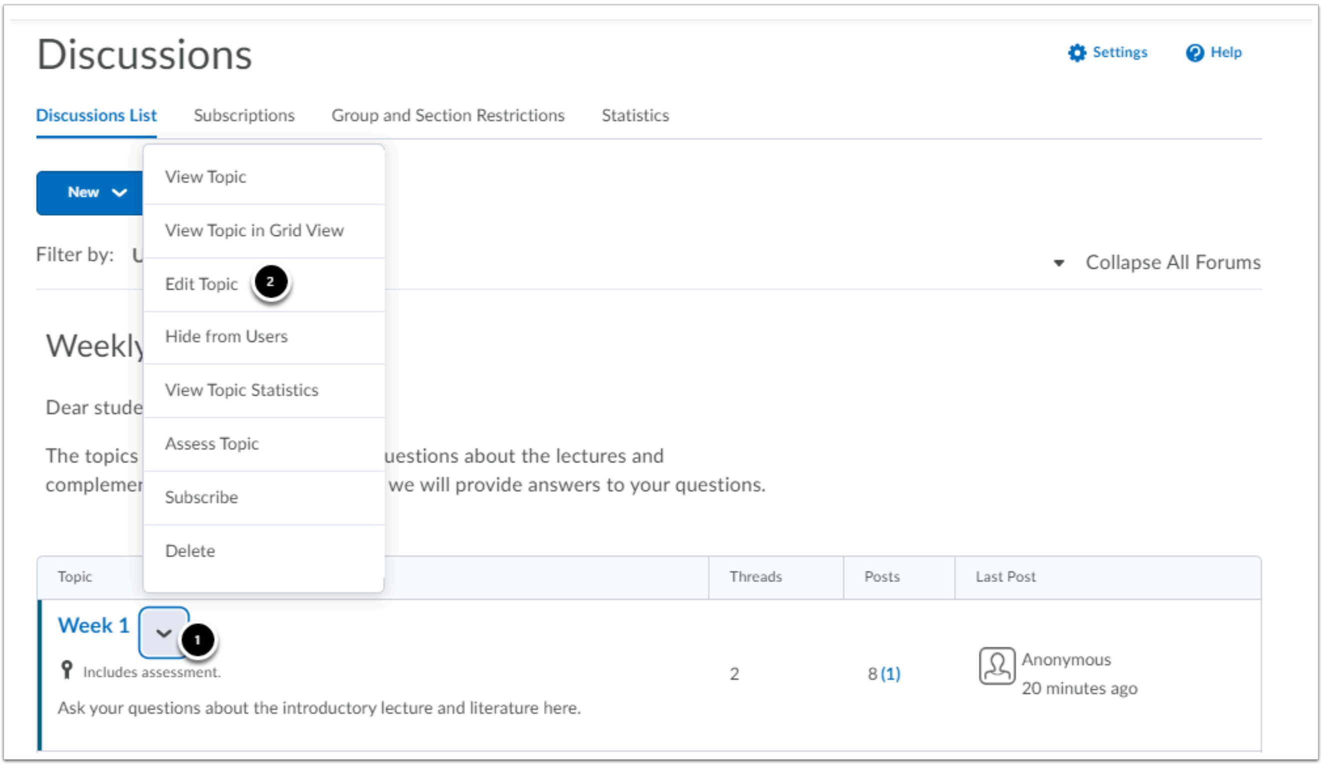
How do I rate a discussion post? Activities | Discussions

[Set rating method](#set-rating-method)
[Rate a post](#rate-a-post)

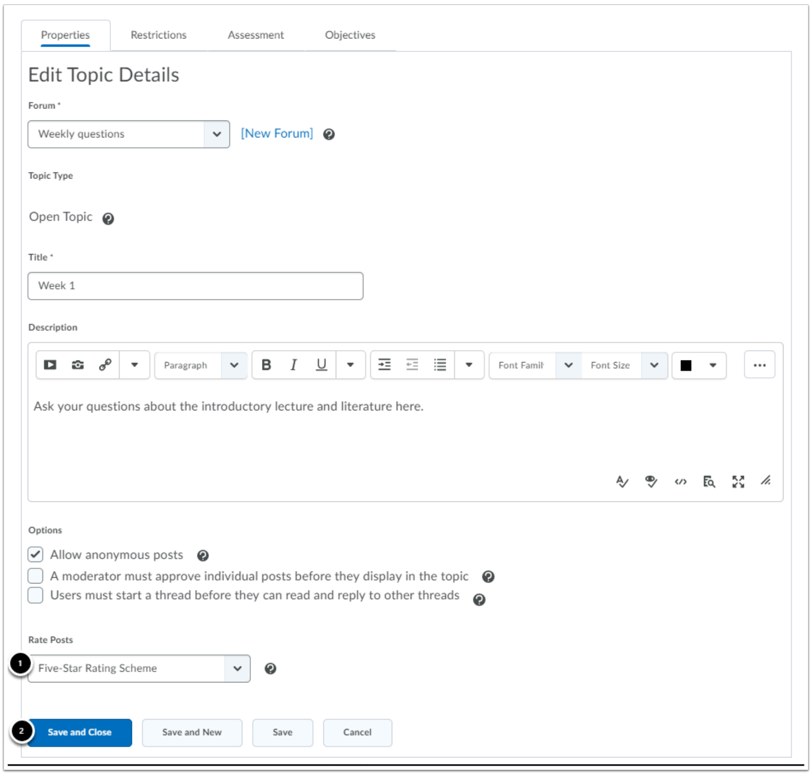
Set rating method

You can rate discussion posts after you have turned on this setting in the settings menu of the discussion topic. If this setting is disabled, you need to turn it on if you want to be able to rate topics. When this is done, each participant has the possibility to rate posts in the discussion topic. It is also possible for student to rate one another's posts.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.



1. Click the fold-out arrow behind the topic you want to enable a rating method for.
2. Click **Edit Topic**.



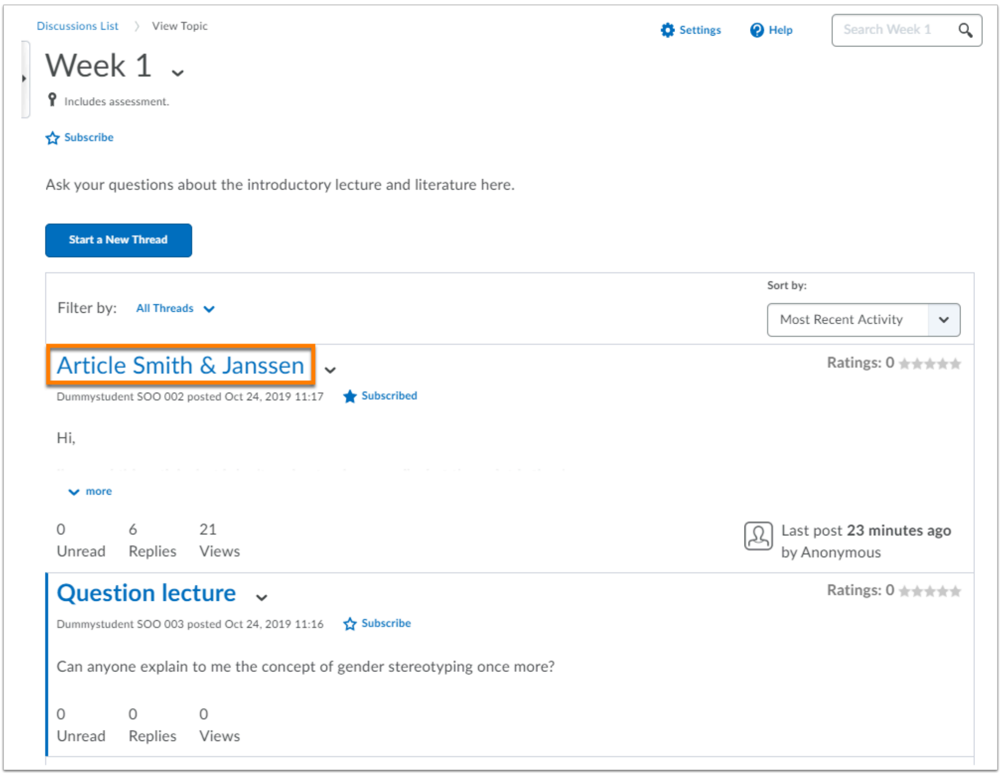
1. In the drop-down menu below **Rate Posts** you can select the following rating methods:
   - **No Ratings**: nobody can give a rating.
   - **Five-Star Rating Scheme**: participants in the discussion can rate posts on a scale from one to five.
   - **Up Vote / Down Vote Rating Scheme**: Participants in the discussion can rate posts up or down.
   - **Up Vote Only Rating Scheme**: participants in the discussion can only rate posts up.
2. Click **Save and Close** to save the setting.

⚠ You can adjust the way of rating at any time, even if participants have already rated posts. If you restore the rating method to a previously used method, the rates that were previously given in this way are restored. When selecting a method that has not been used before, the valuation starts again at zero.

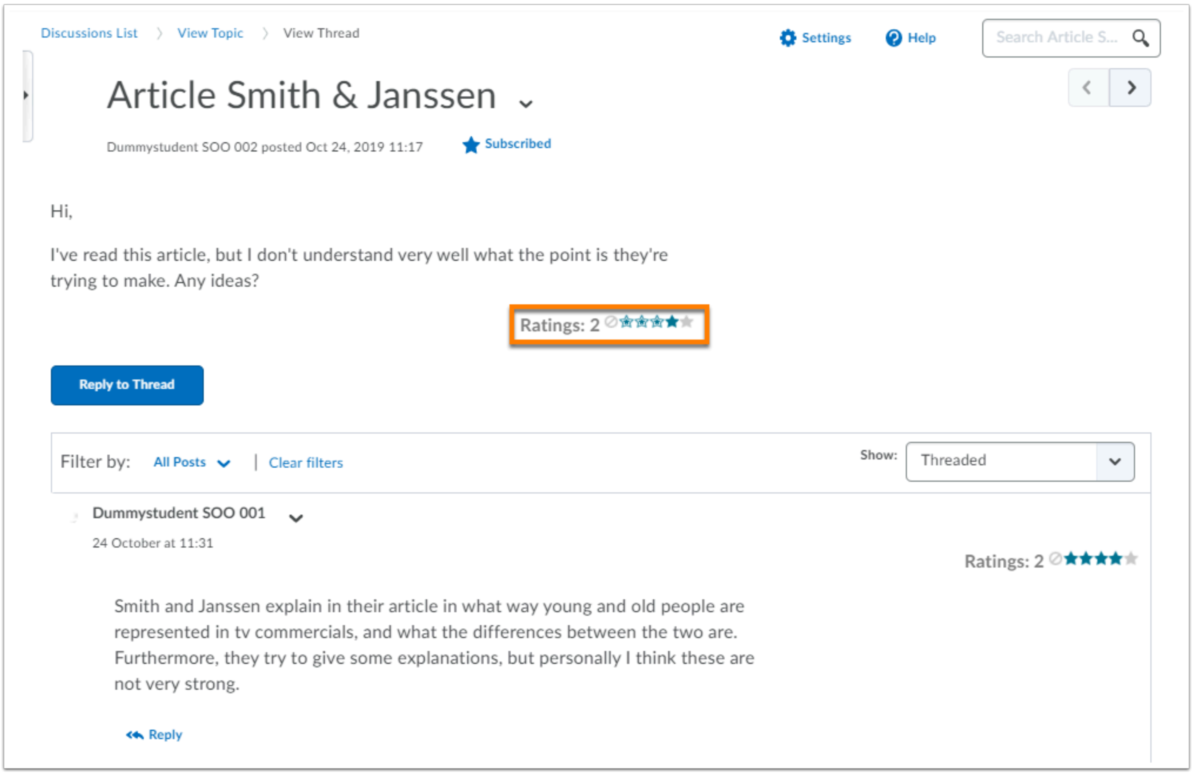
Rate a post

Five-Star Rating Scheme

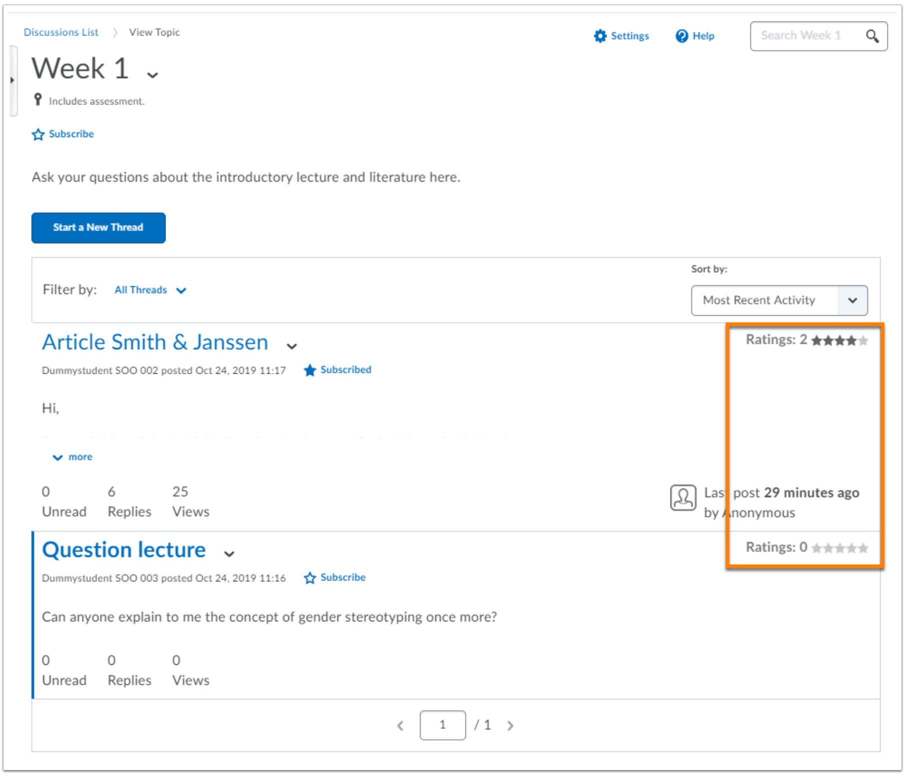
- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.
- Click the topic in which you want to rate a post.



- Click the post you want to rate.



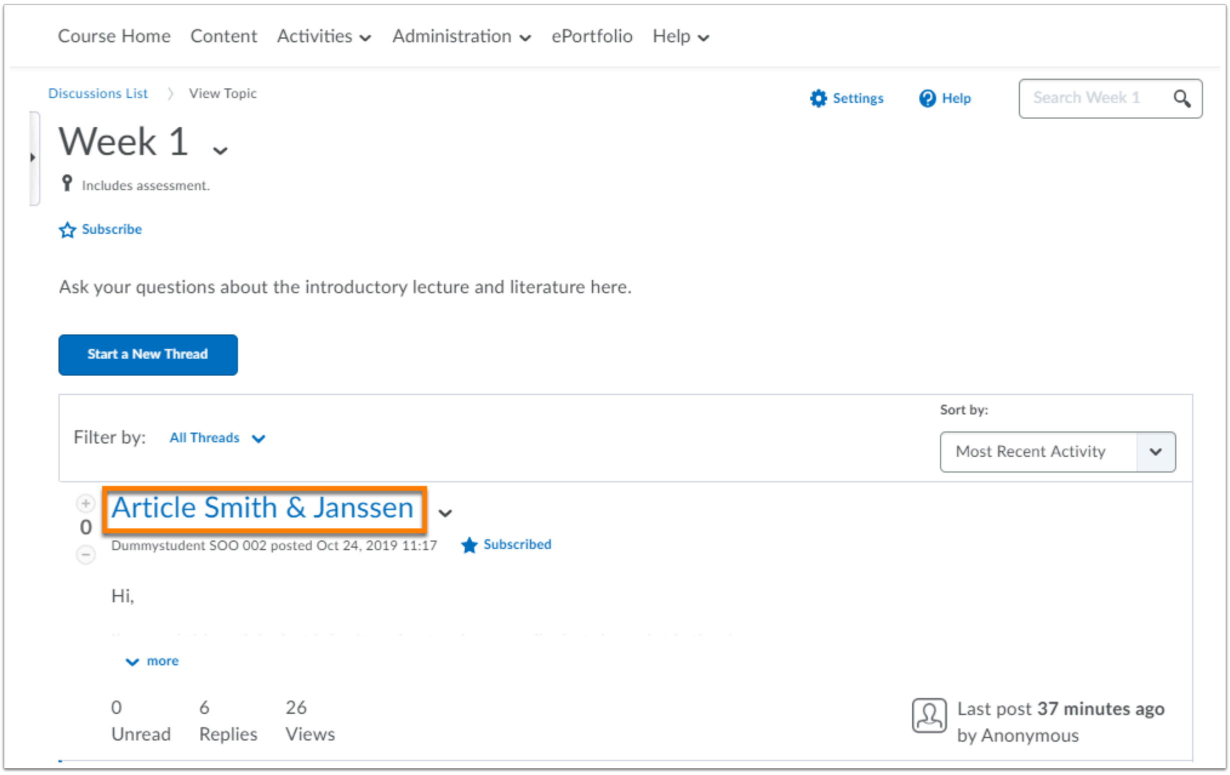
With a **Five-Star Rating Scheme**, a scale with stars appears below the post. You can rate the post behind Ratings. To do this, click on the desired number of stars. This scale shows both your valuation and the average valuation of this item, including how many valuations this average comes from.



- In the topic overview you will see an average rating on the right side (**Average Rating**) for each post.

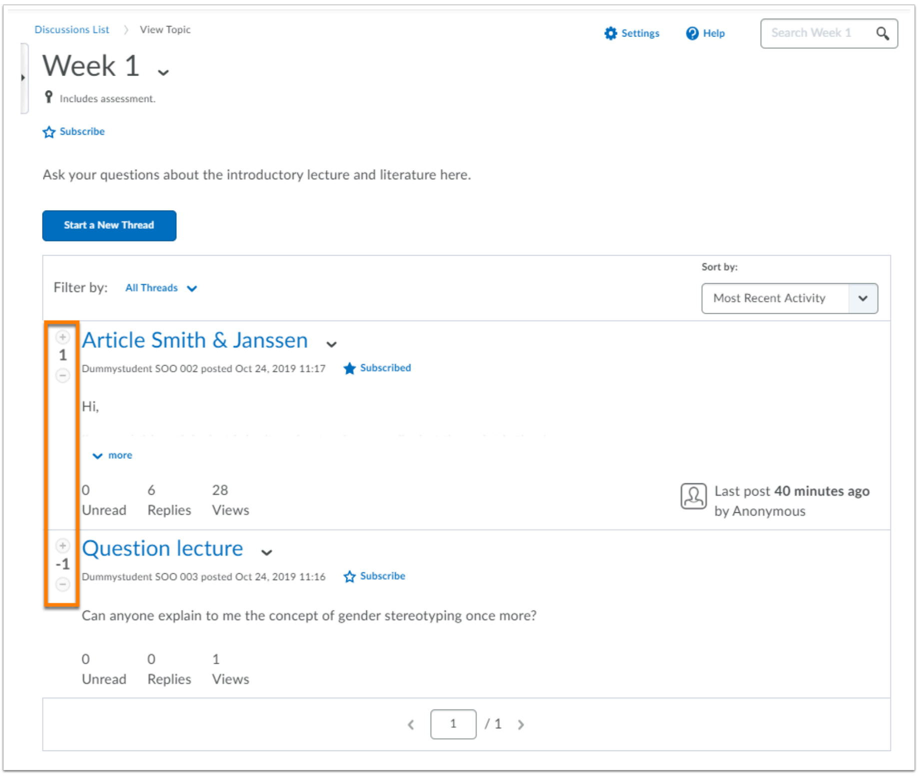
Up Vote/Down Vote Rating Scheme or Up Vote Only Rating Scheme

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.
- Click on the topic in which you want to give your rating.



- Click on the post you want to rate.

With a **Up Vote/Down Vote Rating Scale** or a **Up Vote Only Rating Scale** you will see a plus icon and a minus icon on the left side (for up vote you will only see a plus icon) with a number in between. Click on the plus icon to give the post a higher rating, and click the minus icon to give the post a lower rating. For each post, you can only raise or lower the score with one point.



- In the topic overview you will see the rating of each post in the table on the left (**Votes**).

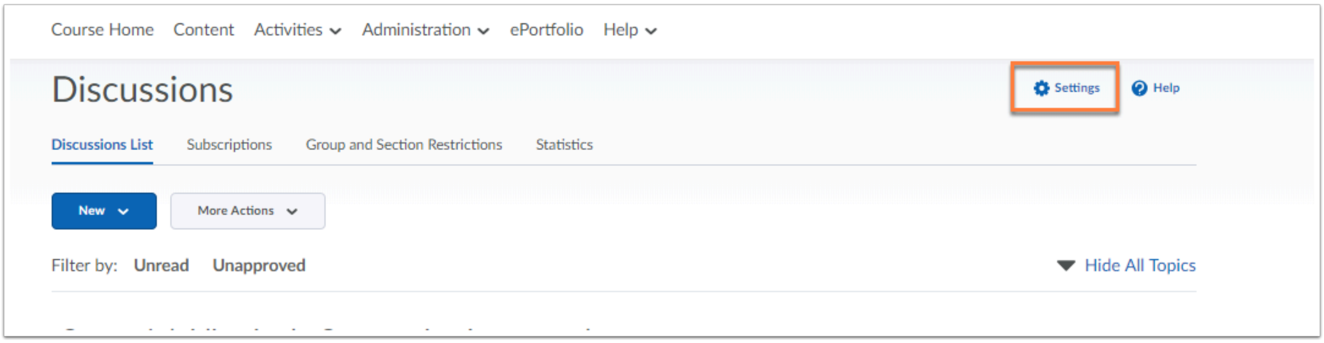
How do I restore deleted discussion topics and threads? Activities | Discussions

When you have accidentally deleted a discussion thread or topic, you can easily restore it in Brightspace. To do so, you first have make sure you can see deleted messages. As a teacher you are able to delete all posts and threads (students can only delete their own threads, and only if no one has responded to it yet).

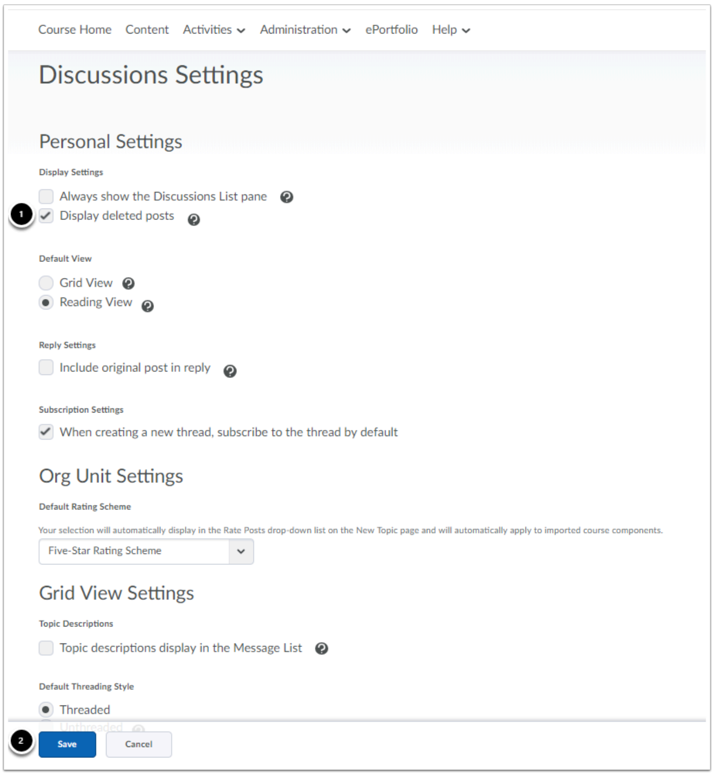
Make deleted threads visible

Before you can retrieve a deleted post (**thread**) you first have to make it visible.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**



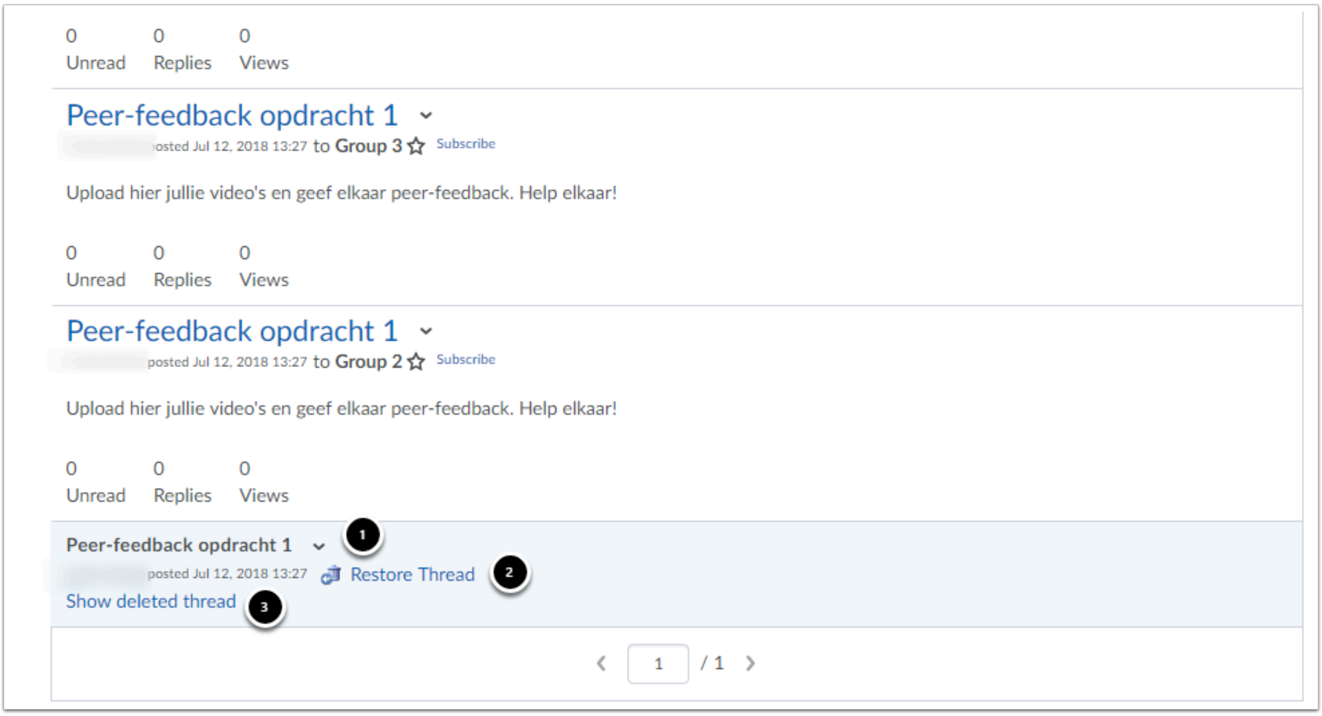
- Click **Settings** in the top right corner.



1. Select the box for **Display deleted posts**.
2. Click **Save** to save your settings.

Retrieve deleted threads

- Click on the desired topic on the Discussions homepage.



Now that the deleted threads are visible, you will see them at the bottom of the list on the topic. You can:

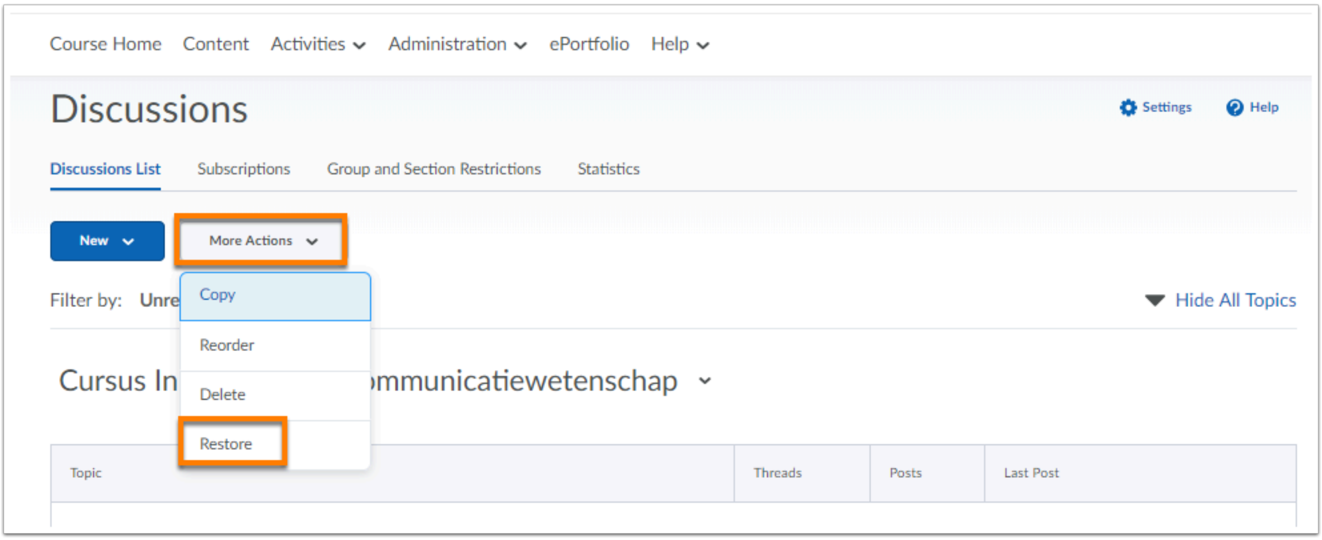
1. view the history of the thread:
   - Click the arrow next to the thread and then click **View Post History.** You can now see who deleted the thread. You can also click **Restore Thread** to restore the thread;

2. restore the thread by clicking **Restore Thread.** Select **Also restore any replies to this thread** to restore the reactions within the thread (apart from the first message) and click **Yes;**
3. view the deleted thread without restoring it and by clicking on **Show deleted thread.**

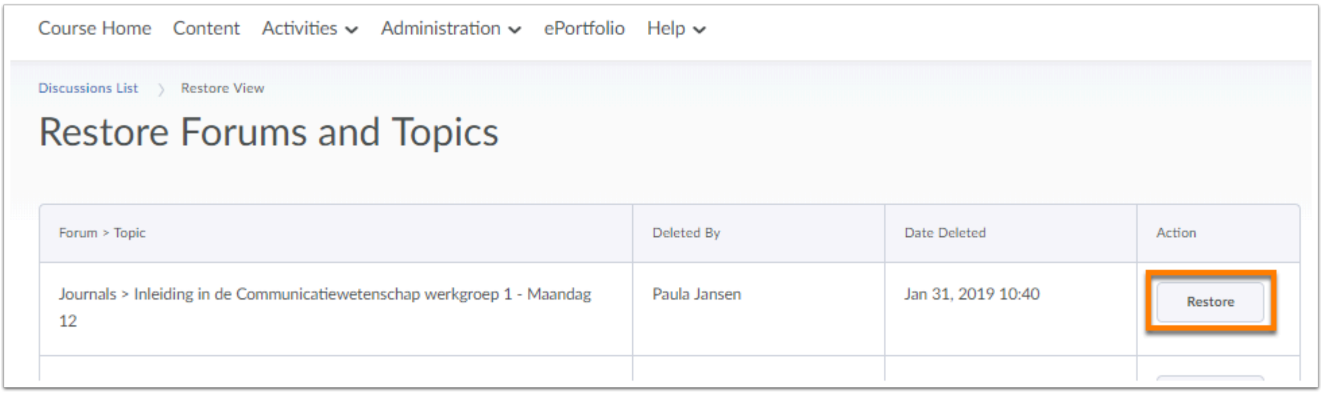
> ⚠ If you are viewing the deleted thread using **Show deleted thread,** you will only be able to see the first message in the thread. To see all reactions, you will have to restore the thread. Do not forget to click **Also restore any replies to this thread** if you wish to restore it and see all replies.

Restore deleted topics

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**



- Click **More Actions** and then click **Restore**.



- Search for the topic you wish to restore in the list and then click **Restore.** Confirm by clicking **Yes**.

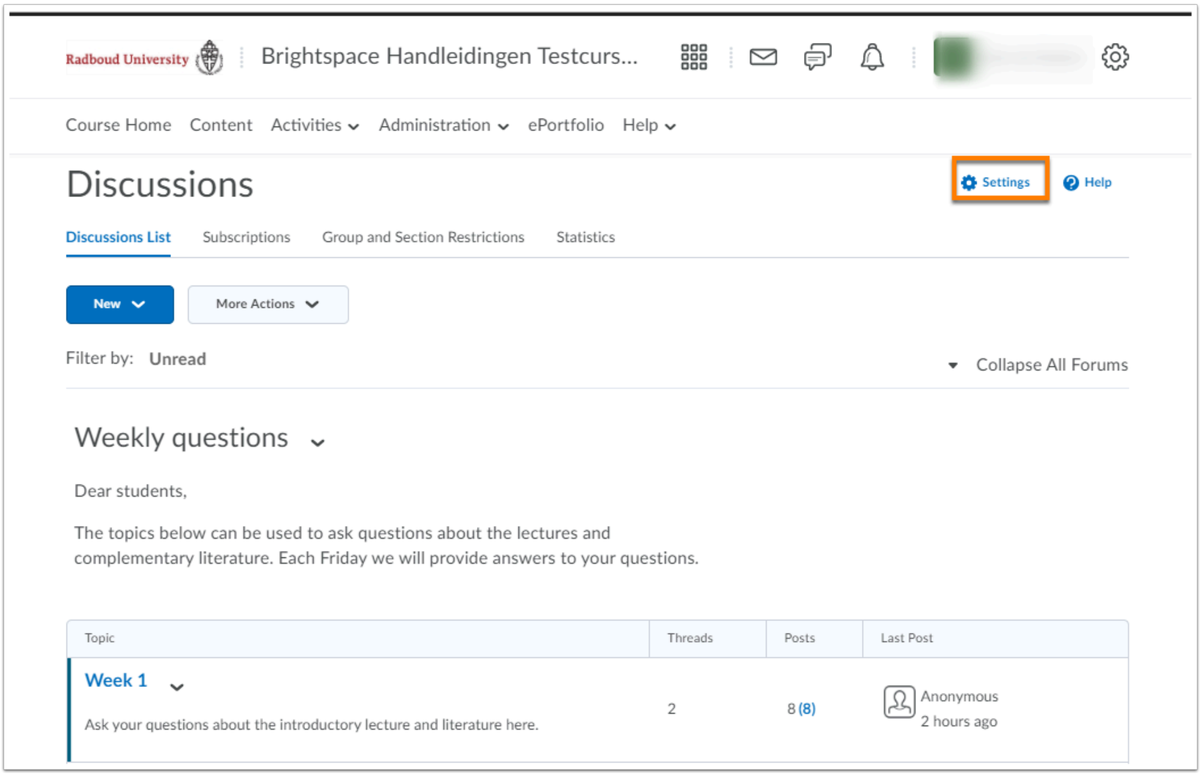
The deleted topic will now reappear between the other existing topics, including all threads that existed in the topic before it was deleted.

How do I print the topics/threads of a discussion forum? Activities | Discussions

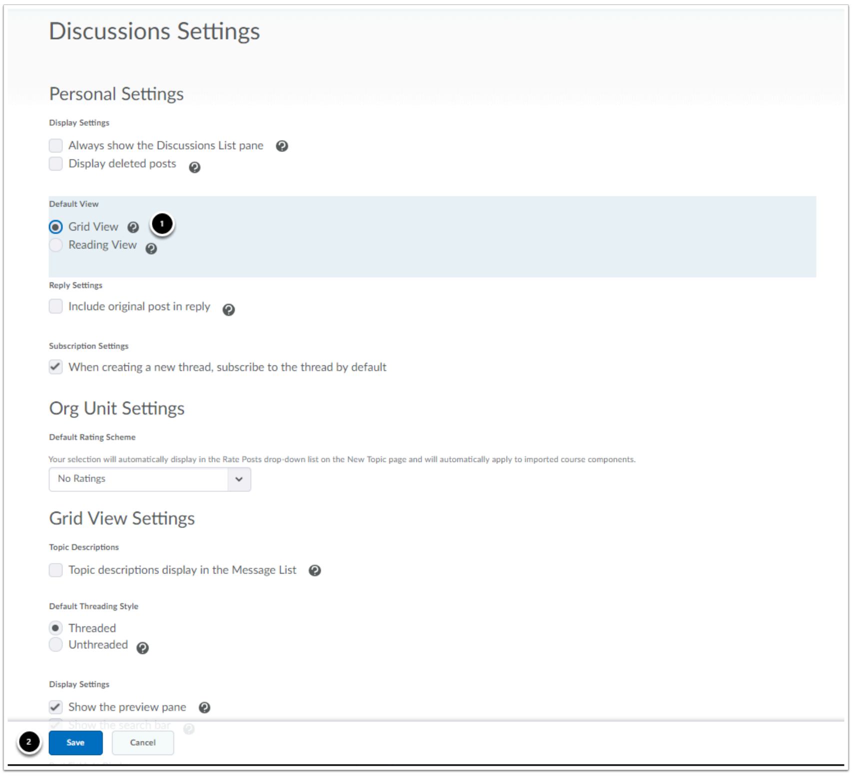
It is possible to print and/or download all **posts** created by students in a **topic** or **thread** at once. This is only possible, however, if you change the setting of Discussions to **Grid View.**

Change display

- Go to Activities in the navbar of your course.
- Click **Discussions.** You will navigate to the Discussions homepage.

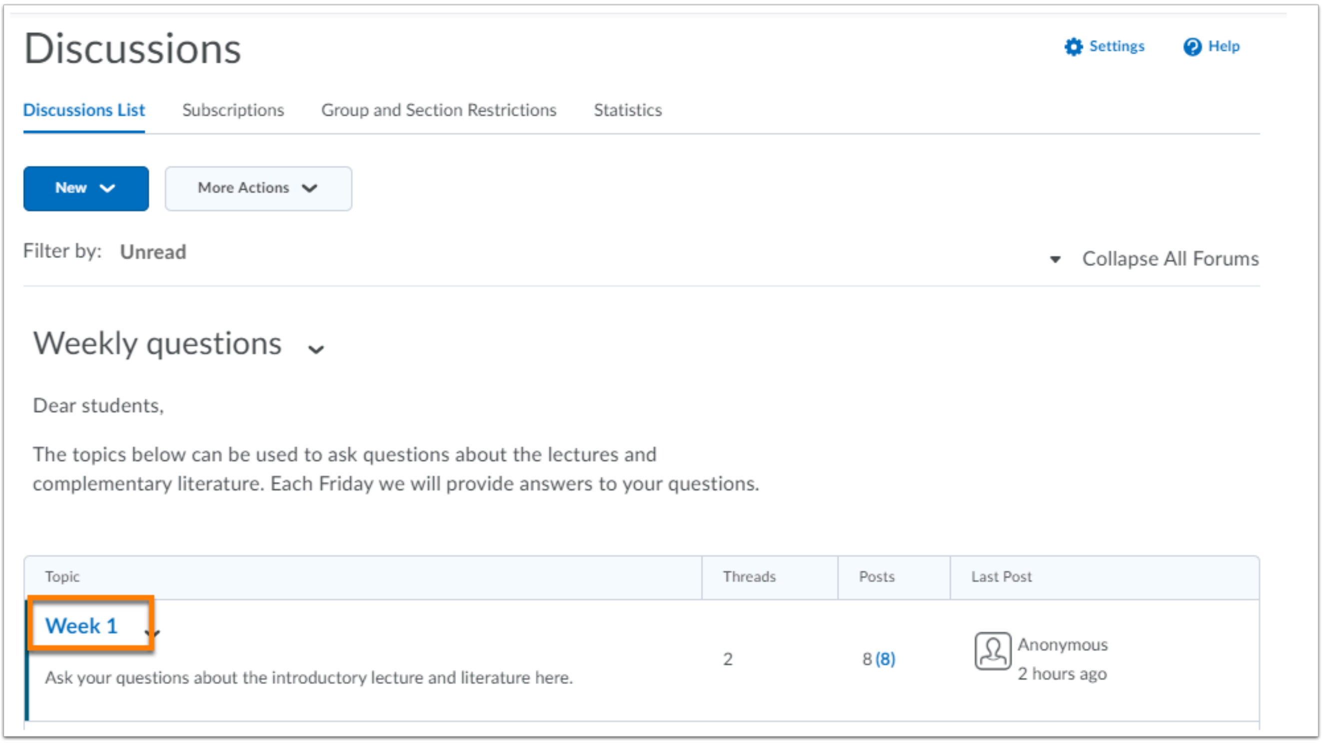


- Click **Settings**.

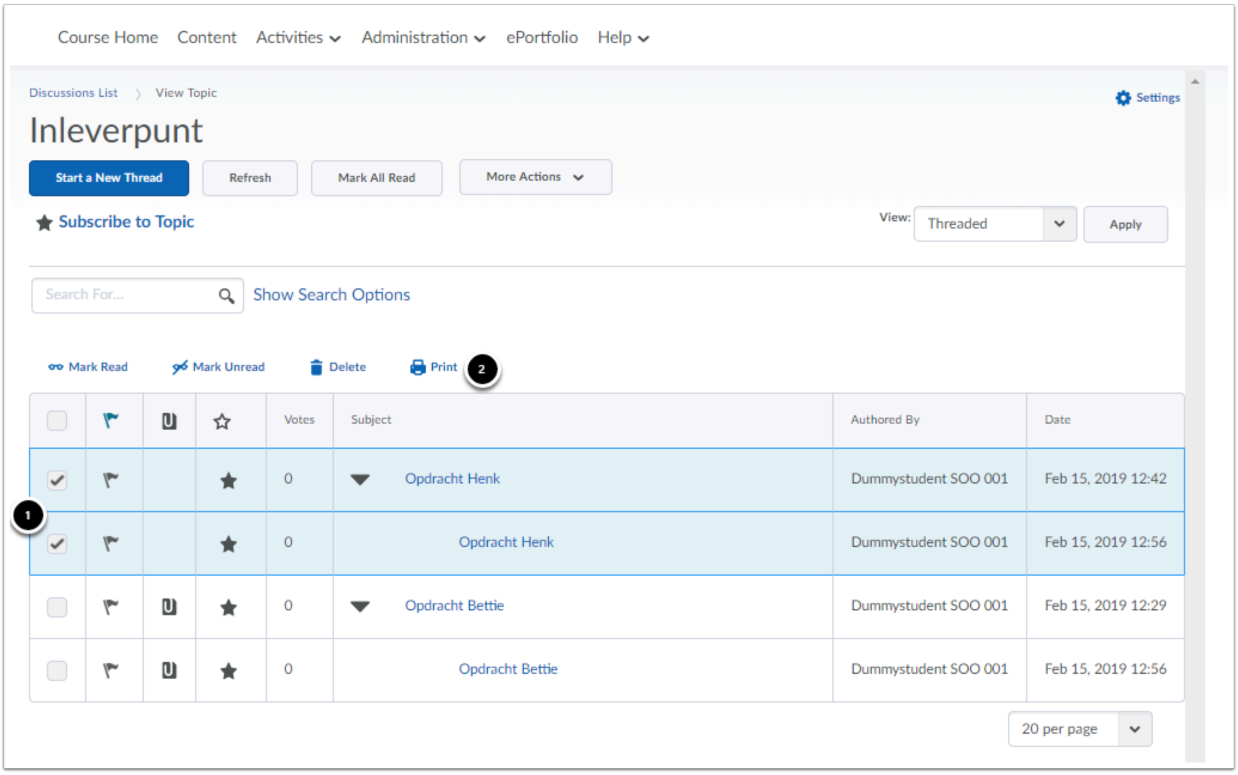


1. Select **Grid View**.
2. Click **Save**. You can always change the display setting back to **Reading View,** but if you want to print you will need Grid View.

Save or print a topic/thread as PDF

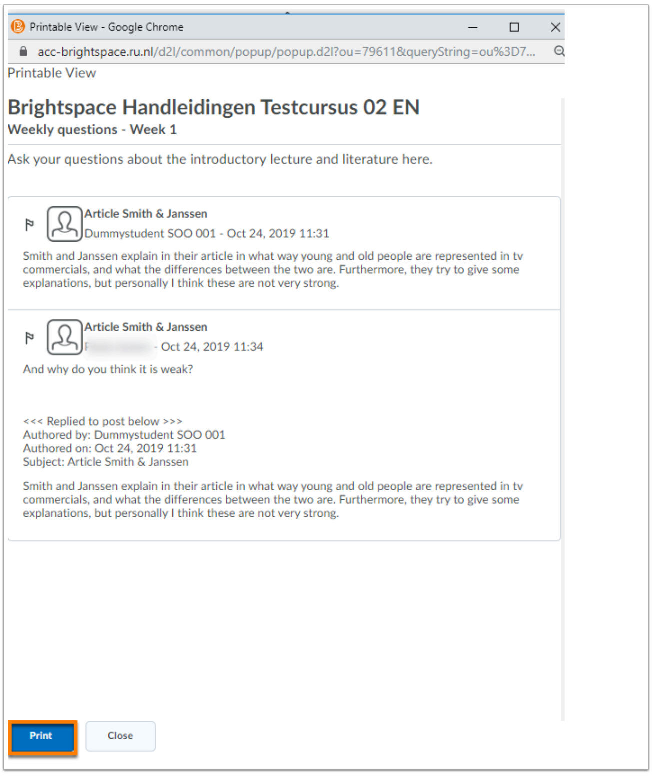


- When you are on the Discussions homepage, click on the **topic** of which you want to print the contributions.



1. Select the separate **threads** you want to print or click on the box at the top left to select all threads in this topic.
2. Click **Print.**

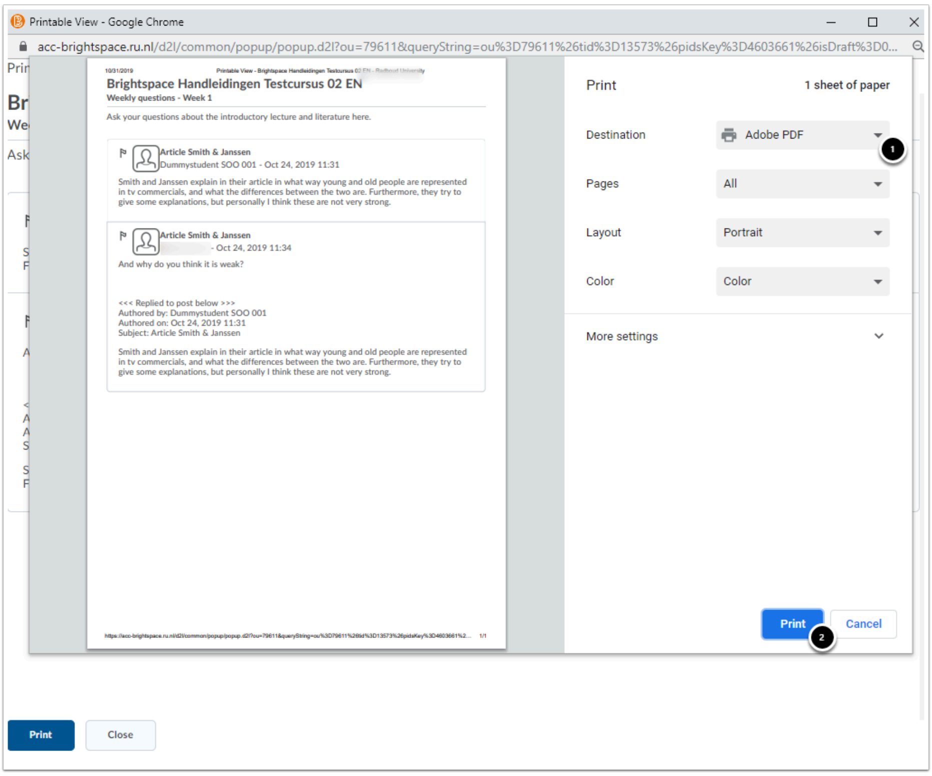
It is also possible to select and print deleted topics/posts.



A pop-up window will appear with the **Printable View.** In this window you will see the post id, the rating (**Rating**), the title of the topic/the thread, the content, the username (with user id), the date/time, whether you have flagged anything and whether a post is **read** or **unread.**

- Click **Print.**

Print



1. Go to **Destination** to select the right printer. Your standard printer should be selected by default.
2. Click **Print.**

Activities: Quizzes and Surveys

How do I use Quizzes? Activities | Quizzes

Quizzes

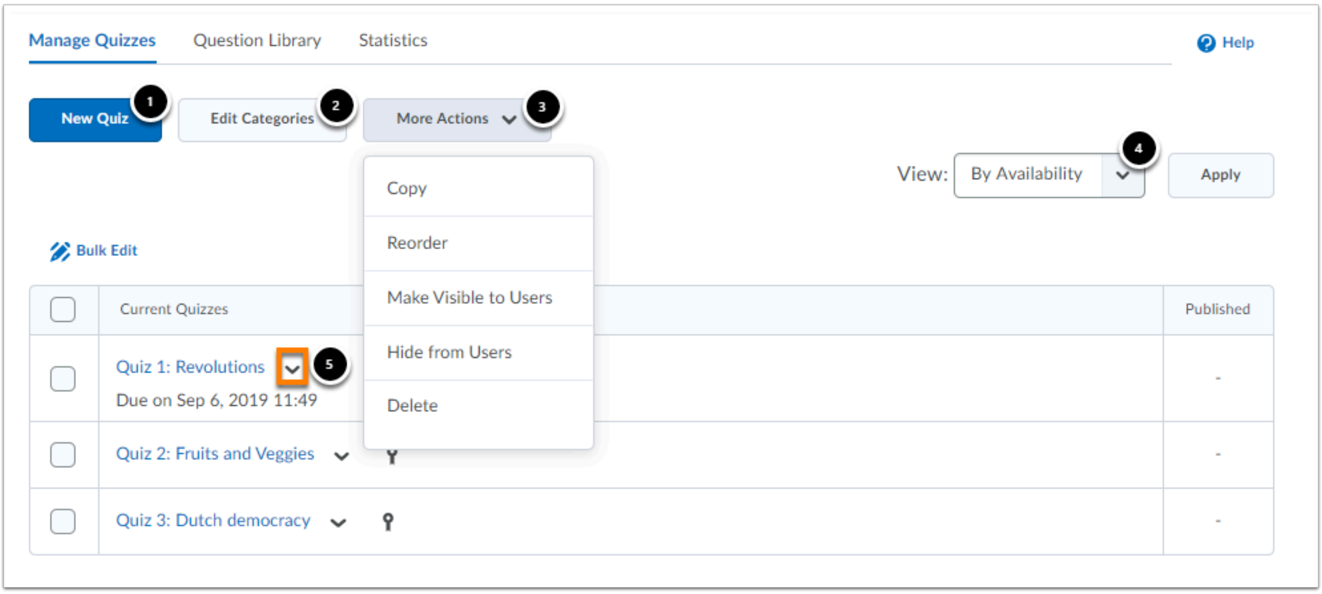
Quizzes can be used to create tests. It is possible to let Quizzes be graded automatically in Brightspace. The advantages of using quizzes are as following:

- You can make use of a variety of question types and multimedia.
- You can analyse elaborate and detailed quiz statistics.
- You can generate a quiz report to share data.
- You can provide effective and specific feedback.

Preferably create all questions in the question library prior to creating a quiz. That way you can quickly and easily import (or re-use) questions in your quiz (or survey). How to go about creating new questions, you can read in the article How do I use the Question Library?

Quiz homepage

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**.

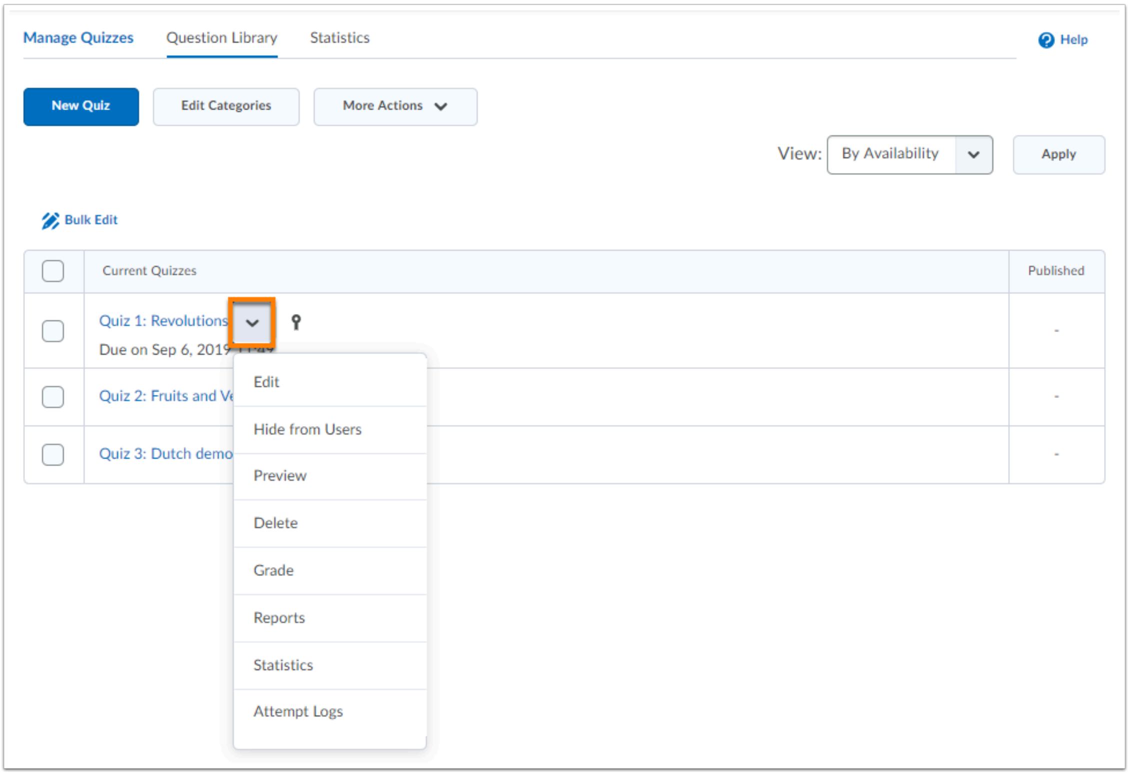


You will be navigated to the **Quizzes** homepage, the first tab of Quizzes (**Manage Quizzes**). This is where you see an overview of all quizzes you have created for a course, and can:

1. create a **New Quiz**;
2. edit quiz categories (**Edit Categories**);
3. **Copy**, **Reorder**, **Make Visible to Users**, **Hide from Users** or **Delete** quizzes via **More Actions**;
4. sort quizzes in the overview based on **Category** or **Availability:** click the arrow, select your preference and click **Apply**;
5. open the Quick menu of a quiz;
6. quick and easily edit multiple quizzes at once via **Bulk Edit**.

Quiz Quick menu

From the quiz homepage you can easily navigate to different quizzes via the Quick menu.



- Click the fold-out arrow behind the name of a quiz and select:
  - **Edit** to adjust the quiz;
  - **Hide from Users** to make the quiz invisible for students;
  - **Preview** to see a preview of the quiz/walk through the quiz as if you were a student:
    - Tick **Bypass Restrictions** at the top of your page, if you want to bypass any restrictions (for example the maximum amount of attempts) which you set up for (certain) users.
    - Click **Start Quiz!** at the bottom of the page to start the quiz.
    - After having completed the quiz, tick at the bottom of the page whether you want this trial attempt to be evaluated or not. (Please note: Trial attempts do not count for the class statistics of the quiz).
    - Lastly, click **Exit Preview**.

- Click:
  - **Delete** to delete the quiz.
  - **Grade** to grade/evaluate the quiz.
  - **Reports** to view the quiz report. The report will only become visible after you have walked through the Reports Setup of a quiz (last tab of **New Quiz**/**Edit Quiz**). If so desired, you can then export it to a cvs- or excel-file;
  - **Statistics** to navigate to the quiz statistics page.
  - **Attempt Logs** to navigate to an overview of all quiz attempts, including attempts that have been deleted.

Would you like to know how to create a quiz and add it to your course? Read the following articles:

- Hoe gebruik ik de Question Library?
- Hoe maak ik een quiz?
- Hoe pas ik een quiz aan?
- Hoe stel ik restrictions in voor een quiz?
- Hoe voeg ik een quiz toe aan Content?

Would you like to know more about quiz statistics? Read the articles below:

- Quiz Statistics: waar vind ik ze en wat laten ze zien?
- Hoe maak ik een (statistieken)rapport van een Quiz?i

How do I use the Question Library? Quizzes - Surveys

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to use the **Question Library**. A written manual can be found below the video.

What is the Question Library?

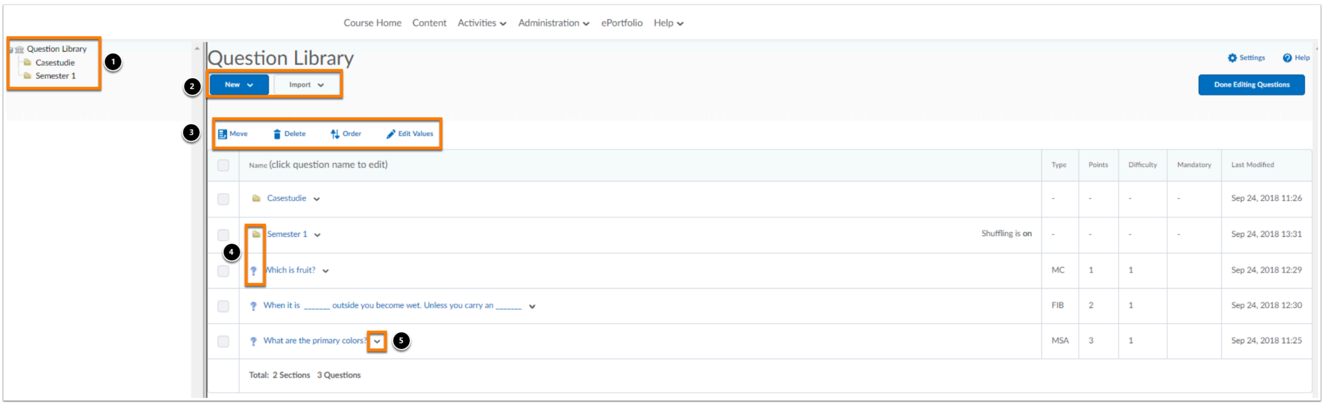
Each course has its own **Question Library**: a central storage space to save, sort and archive questions. This enables you to easily access and re-use them in quizzes and surveys.

There are two ways to get to the question library. In the navbar of your course, navigate to:

1. **Activities**. Click **Quizzes** and then **Question Library** (second tab).
2. **Administration**. Click **Course Admin**, and **Surveys** (under **Assessment**) and finally **Question Library** (second tab).

- Create all questions in the question library so that you can easily add them to different quizzes/surveys (at the same time) if you want to.
- If you have already created questions in Quizzes or Surveys, we recommend to import them into the Question Library to create a clear overview as everything will be saved in one spot.
- Create multiple **Sections** (folders) within the question library to be able to order and easily find and re-use questions.

Question Library homepage



After having created your question library, you have access to the following options:

1. The folder structure of your question library is displayed on the left side of the screen. The folders you see are the sections you have created.
2. Click **New** to create a new section/question. Click **Import** to add questions you have created in an activity at some point or that were saved on your desktop.
3. Use the navbar to perform the following actions with the selected questions/sections:
   - Move a question/questions to a different section or move a section/sections to a different section (**Move**).
   - Delete the selected questions/sections (**Delete)**.
   - Change the order of your questions/sections in your question library (**Order**).
   - Easily change the max. amount of the points a student can achieve, the level of difficulty and/or whether the question is obligatory or not (**Edit Values**).

4. The icons preceding the title indicate a section (folder icon) or a question (question mark icon).
5. Click the fold-out arrow behind a question to open the quick-menu:
   - Click **Edit** to edit the question.
   - Click **Preview** to view the question as a student, as an assessor, see if there is feedback and/or a hint attached to it and where the question is situated.
   - Click **Attempts** to see how many times the question has been filled out and with which results.

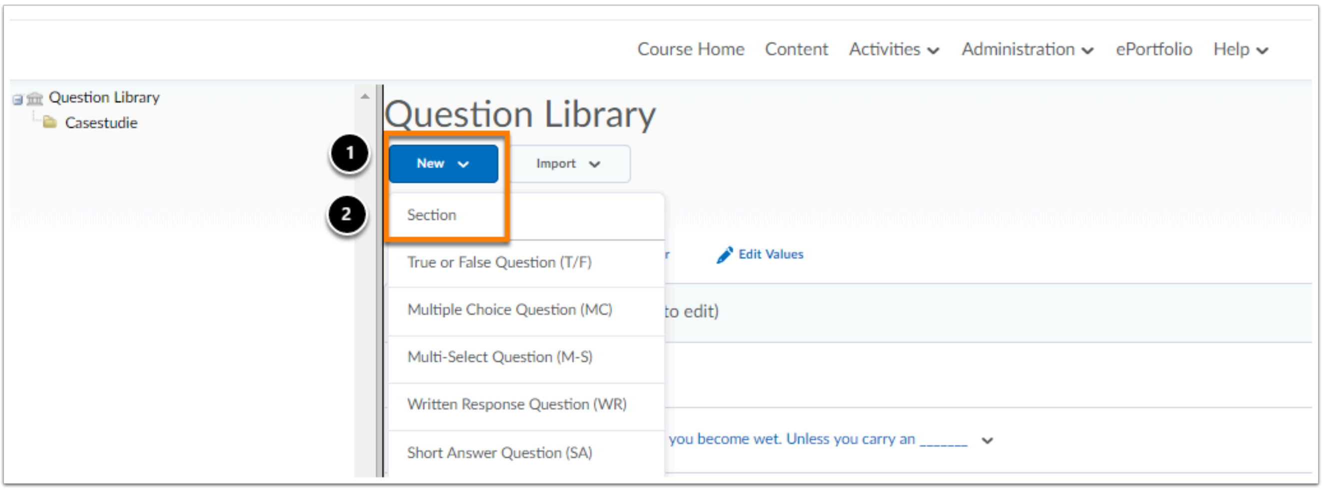
Create sections

With the help of **Sections** you can organise your questions in folders. The use of sections has a number of advantages:

- You can create an orderly question library by moving multiple questions to separate folders (**sections**).
- You can import a complete section directly into a quiz or survey.
  (Note: all features attached to the sections will be imported as well: the section title, question(s) and added information and/or images and/or feedback.)
- You can create sub-sections within a section.
  (*for example: the section Quizzes can consist of two sub-sections: Semester 1 and Semester 2)*
- You can use sections as an introductory text/extra information. This can be information that does not have any questions attached to it, or a case you want to use that does already contain multiple questions, for example:
  - if you made a quiz that has two parts and you would like to inform the students about that at the start of the quiz
    (*part 1 will test your knowledge of the subject and consists of 10 multiple choice questions, part 2 will test insight and consists of 5 open questions)*;
  - if you want to provide additional information that only applies to a specific part of the quiz and therefore should only be shown as soon as the students have arrived at that point of the quiz
    (*this second part consists of 5 open questions, make sure to include elements x,y,z in your answers and that they are no longer than x words*).

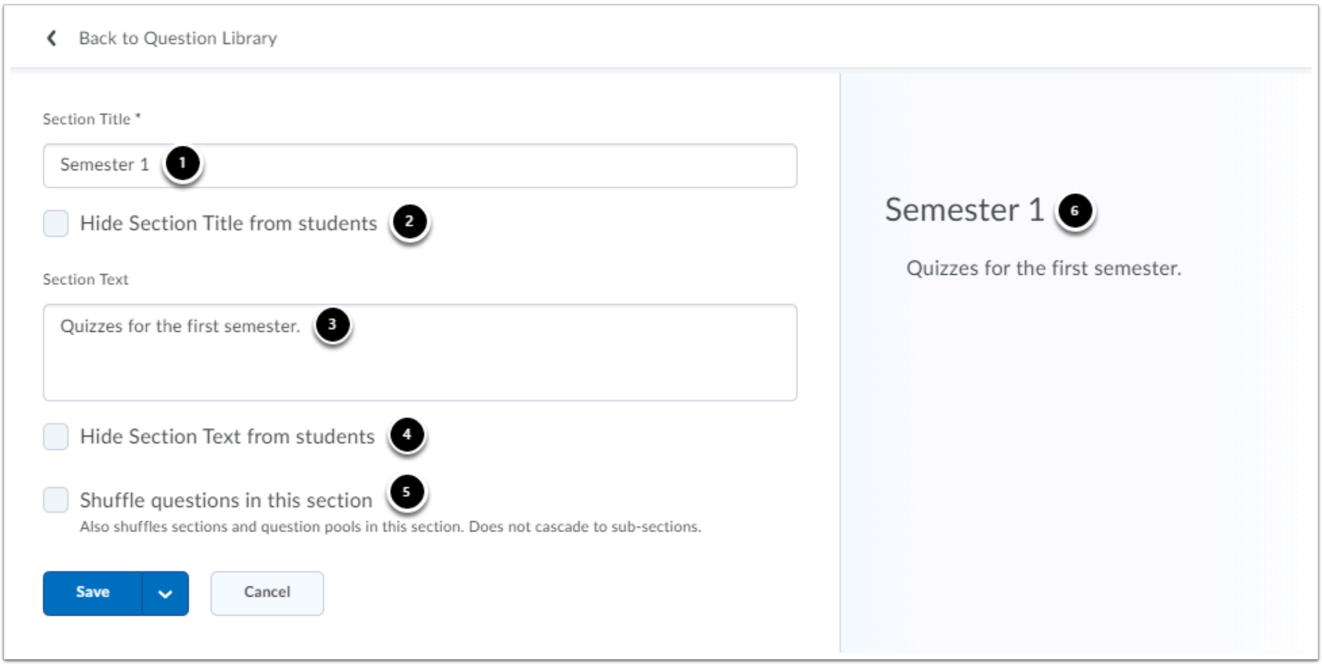
Create one or more sections in your question library before adding your questions. This way you can order your questions in folders immediately.

1. Navigate to **Activities** in the navbar of your course.
2. Click **Quizzes** (or navigate via **Administration** to **Surveys**).
3. Click **Question Library** (second tab).



1. Click **New.**

2. Click **Section**.



1. Name the section.
2. Tick **Hide Section Title from students** if you want the section title to be invisible.
3. Under **Section Text** add a description/note if desired.
4. Tick **Hide Section Text from students** if you want the section text to be invisible.
5. To shuffle all the questions, tick **Shuffle questions in this section**.
6. A preview of what the section will look like appears on the right.

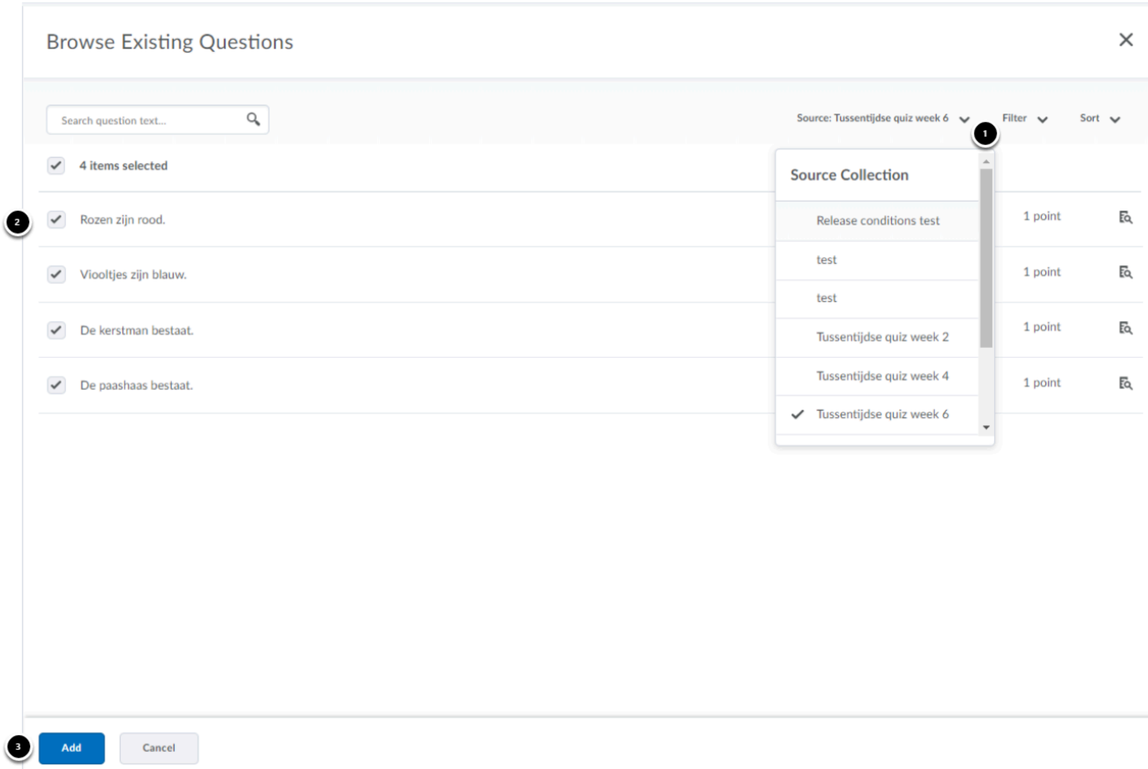
Import existing questions

You can import existing question in the question library. This applies to questions:

- you have created yourself in Quizzes of Surveys;
- saved on your computer (only csv- or zip files).

Import questions from Quizzes/Surveys

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes** (or navigate via **Administration** to **Surveys**).
- Click **Question Library** (second tab).
- Click **Import**.
- Click **Browse Existing Questions**.



1. Below **Source Collection** select from which Quiz/Survey you would like to import questions to your library.
2. Tick the desired questions.
3. Click **Add**.

Import questions from you desktop

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes** (or navigate via **Administration** to **Surveys**).
- Click **Question Library** (second tab).
- Click **Import**.
- Click **Upload a File**.
- Use the drag-and-drop option or click **Browse Files**.

If you want to import questions from your computer to the question library, click **Upload a File.** Click **Download template CSV** for an example of how to design questions in a way that enables you to import them successfully.

Create questions

In Brightspace you can create eleven different questions types. With each question type, the process and steps are different. It is for this reason that we are not including question-specific instructions in this manual. However, we do touch upon the different question types and their additional options below. In case there is something you would like more information on, you can contact your faculty's ICT-support staff (https://www.ru.nl/lecturers/contact/) or send an e-mail to brightspace@ru.nl.

Navigate to the question library and click **New**. Choose the question type you would like to create:

- **True or False** (**T/F**): question that can either be true or false. *For example: a different word for peanut is earth nut.*
- **Multiple Choice** (**MC**): question with multiple options, one of which is correct. *For example: Which one is not a nut (a) candle nut (b) tiger nut (c) hazelnut*.
- **Multi-Select** (**M-S**): question with multiple options, of which multiple can be correct. *For example*: *Select the legumes: (a) peanut (b) soybean (c) tiger nut (d) tamarind*
- **Written Response** (**WR**): open question of which the answer can be as long as you specify. You can make use of **initial text** to write the beginning of the answer. *For example: Why are green legumes such as green beans classified as vegetables? - I think that ...*
- **Short Answer** (**SA**): question where the answer consists of one word or a short sentence. *For example: An almond actually is not a nut but a ...*
- **Multi Short Answer** (**MSA**): question where the answer consists of multiple words or a short sentence. *For example: Name the three most fatty nuts (per 100g):...*
- **Fill in the Blanks** (**FIB**): question where the participant has to fill in the blanks of a text. *For example: Nuts contain a lot of ... fats, and eating unsalted nuts lowers the ...-cholesterol.*
- **Matching Questions** (**MAT**): question where the participant has to connect answers to other items. *For example: match the correct pairs to each other: walnut, tiger nut, peanut X nut, turnip, legume.*
- **Ordering Question** (**ORD**): question where the participant has to put the answers in the right order. *For example: Which nuts contain the least carbohydrates per 100gr? (from < to >): brazil nuts, cashews, pecans, chestnuts*

- For Surveys only:
  - **Likert questions** (**LIK**): question that the participant answers based on a scale. *For example: I eat nuts: very often, often, occasionally, almost never, never.*

- Mathematical questions:
  - **Arithmetic** (**2+2**): question that tests mathematical knowledge and/or understanding.

- **Significant Figures** (**x10**): question where the participant has to answer in a certain scientific notation and where the answer consists of a specific number or figure.

In the creation window of a question you can give the question a title, but this is not obligatory. The title can come in handy for the ordering of questions in your question library and to easily find it. The title will only be visible in the question library, which means that it is not visible to students. They can only see the **Question Text** you have entered.
A few question types do not have a title box (**T/F**, **MC**, **WR** and **SA**), but even then you can provide a question with a description/title by clicking **Options** in the top-right corner of the screen and thereafter clicking **Add Short Description.**

Create questions: additional options

A few useful tips that apply to multiple question types:

1. **Feedback**: you can provide questions with feedback in two different ways. You can give **Overall Feedback** at the question itself (*for example: tigernut does not refer to the appetizer by Duyvis*) and/or **Answer Feedback** at correct and/or wrong answers (*for example: Correct! Peanuts are in fact called eathnuts, as the pod grows under ground)*. In both cases, students can read the feedback via **Submission views.** Note: if you mention the correct answer in the feedback, make sure that the students only have ONE quiz attempt, otherwise the second attempt it will be very easy to give the correct answer!

    - The following question types have a feedback option: True/False, Multiple Choice, Multi-Select, Written Response, Short Answer, Multi Short Answer and Fill in the Blanks.
    - To add feedback, click **Expand question feedback** at the bottom of the page of the selected question type, and fill out your feedback in the text box.

2. **Hints**: in some cases it can be useful to provide questions with a hint. For instance with mock tests (*for example: making a visual display of the connection between the variables can be helpful*) or when you want to point the students to a certain source that could be of help to them (*for example: use the articles of module one in your answer of this question).*
    - Hints can be added to all question types.

- To add hints, click **Expand question hint** at the bottom of the page of the selected question type and fill out the hint in the text box.
- Hints are created for each single question, but when creating a quiz you can choose if you want to show or hide all hints created:
  - Click **Expand optional advanced properties**.
  - Tick **Allow hints**.

3. **Weighting**: you can decide to allow multiple correct answers for a certain question, but to weigh each of them differently. *For example: Answer A is worth 100% of the total amount of points that can be achieved (2 points), answer B 50% (1 point) and answer C 0% (0 points).*
   - The following question types have a weighting option: True/False, Multiple Choice, Multi-Select and Fill in the Blanks.
   - When creating a question you we see the column **Weight (%)** behind each answer option. Fill in what percentage of the total point to be achieved each answer is worth.

4. **Enable inserted images and attachments:**students can upload a file when they answer a question if you enable this feature. This file can be 100MB, except when it is a video note (1GB).
   - Adding files can only be done for the **Written Response** question type. Make sure you have selected the option **Enable inserted images and attachments** when making the questions. Or for the Arithmetic and Significant Figures question types by selecting **Allow Attachtments to support answers.**

How do I create a quiz? Activities | Quizzes

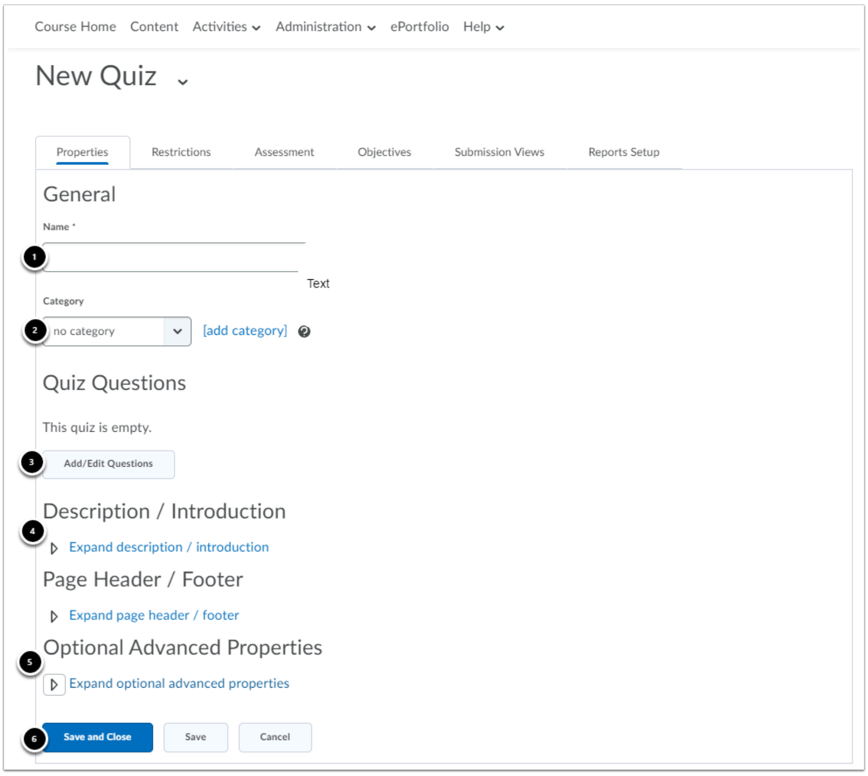
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to create a **quiz**. A written manual can be found below the video.

Create a Quiz
Add questions
Edit questions

Create a Quiz

Use **Quizzes** to make tests: you can create both formative and summative assessments and set them to be evaluated automatically.

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**. You will land on the quiz homepage.
- Click **New Quiz**.



1. Fill in a title for your quiz.

2. Click **Add Category** if you want to create a category under which you can categorize this quiz. (*for example: Quizzes Semester 1).* Fill in a title and click **Save.** On the quiz homepage you have the option to sort quizzes by **Availability** or **Category.**
3. Click **Add/Edit Questions** to add new questions.
4. Fill in a description/introduction and header/footer if you want to.
   - Click **Expand description/introduction** and/or **Expand page header/footer** if the text boxes are not visible.
   - Fill in your text in the html-editor.

5. (Optional) Click **Expand optional advanced properties** and:
   - Indicate whether you want hints to be allowed by ticking the box (hints are created per question, but they have to be enabled here. This is useful when you are importing questions that (could) have hints attached to them).
   - Indicate whether you want to disable the right mouse button: this prevents students from being able to print out the quiz questions.
   - Indicate whether you want the e-mail and instant messaging functionalities of Brightspace to be turned off when students are participating in a quiz.
   - Under **Notification Email** fill in an email address if you want to receive notifications of completed quiz attempts (separate multiple addresses with a comma).

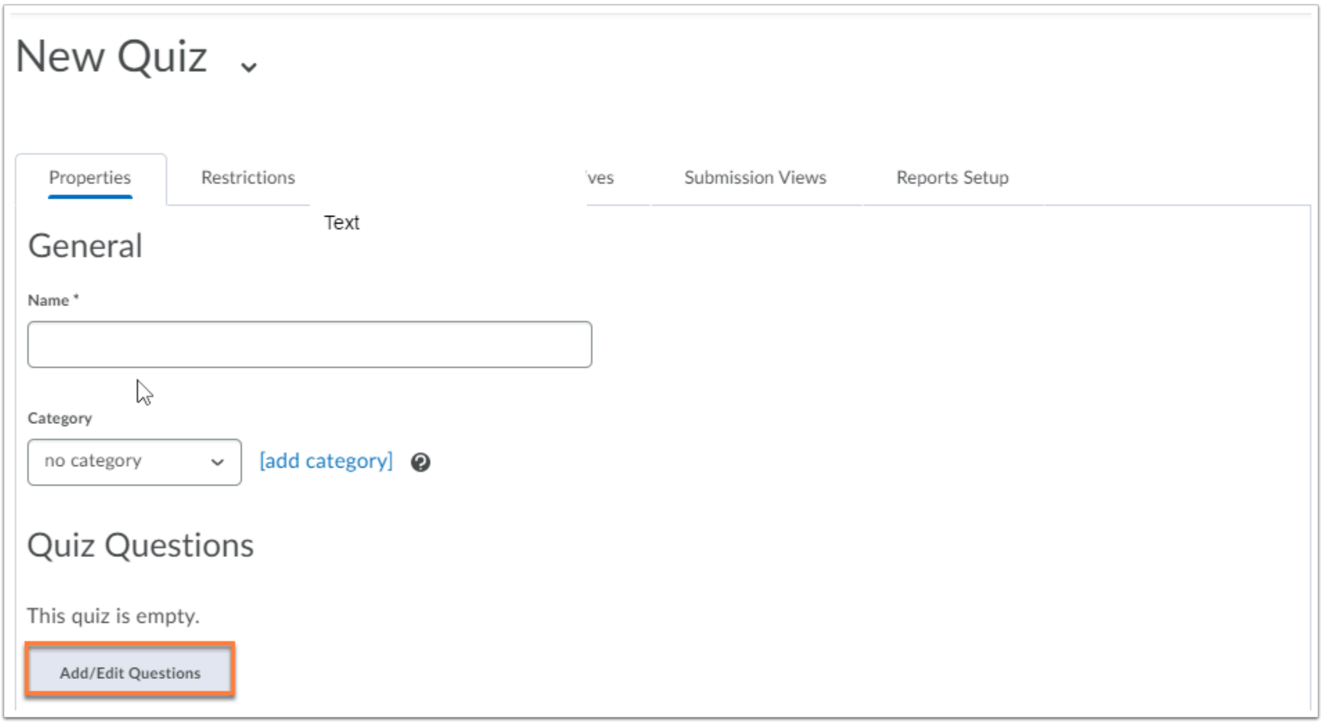
6. Click **Save and Close** to return to the quiz homepage.

The data, deadline and time-limit of the quiz can be set at the Restrictions tab. For assessment options (such as attaching a quiz to the grade book) go to the Assessment tab. The Reports Setup can be used to generate a quiz report. This helps you to share quiz data easily with those who do not have access to the Quiz statistics page with their Brightspace role (privileges).

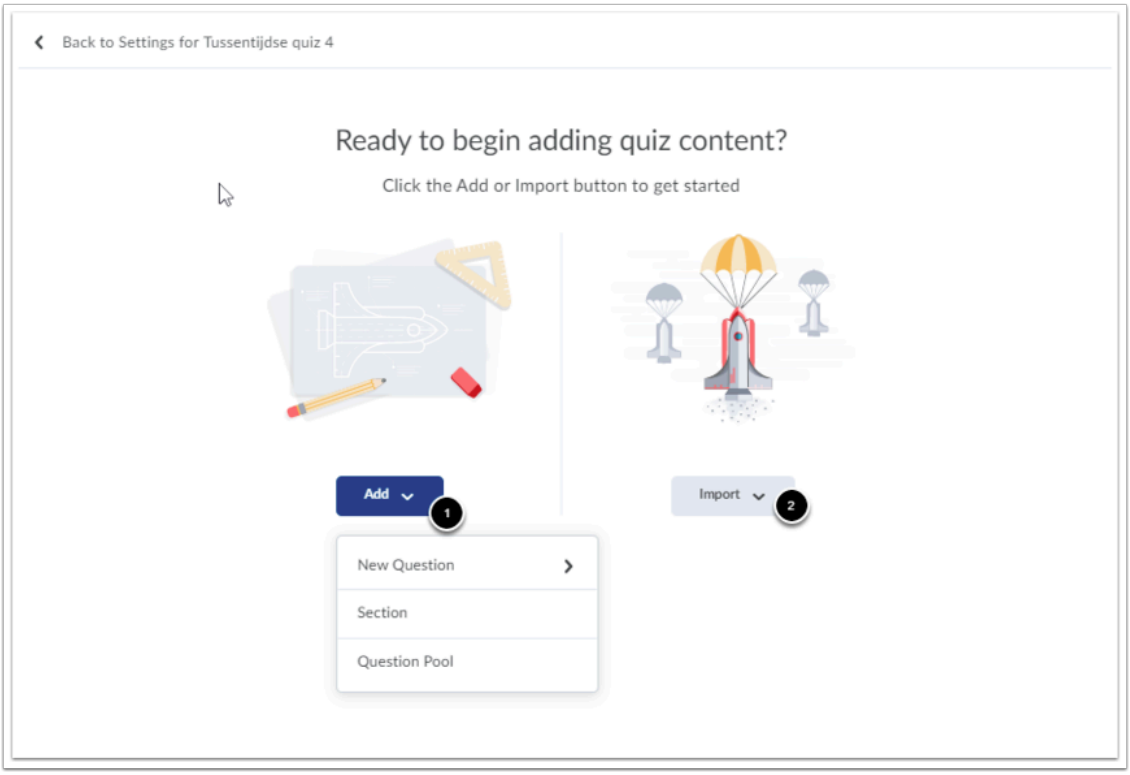
Add questions

We recommend creating all questions in the question Library before you create a quiz. This enables you to import questions into your quiz quickly and easily. You can read about creating questions in the article How do I use the Question Library?

Go to the navbar and click **Activities > Quizzes > New Quiz.**



- Click **Add/Edit Questions.**

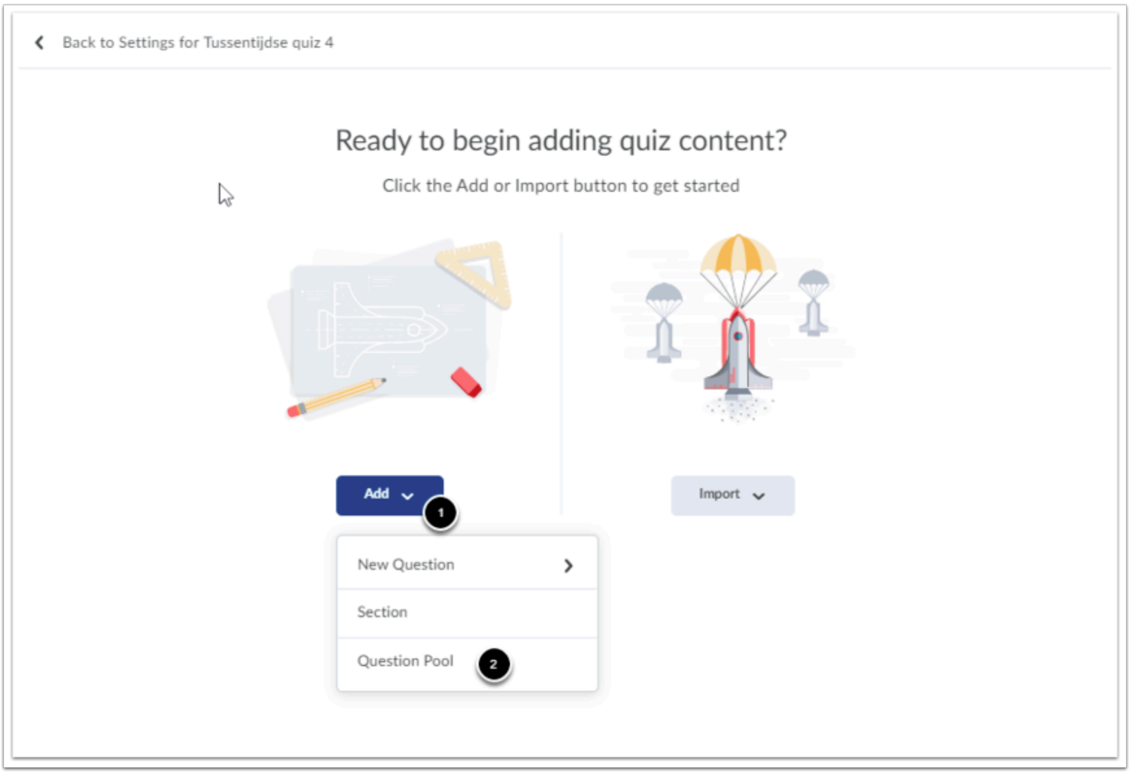


1. Click **Add** to create new questions.
2. Click **Import** to [import questions](#) from the **Question Library.**

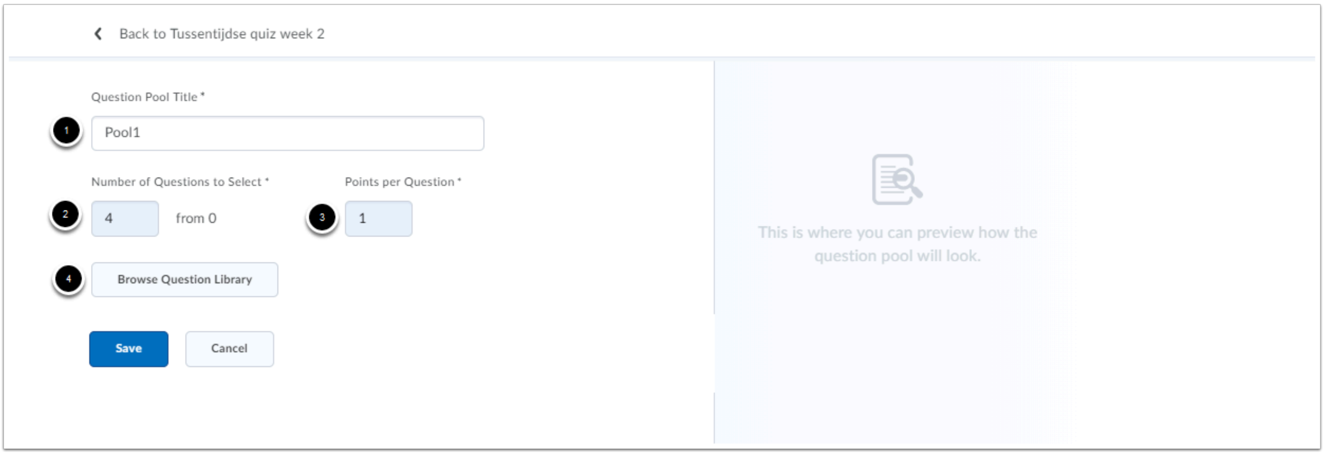
Create new questions

After you have clicked **Add,** you will be able to create a new question of the desired type. There will be different options below **Add.** Click **New Question** to create a new question of your desired type. To learn more about this process, please refer to the article [How do I use the Question Library?](#) However, here you will find an additional option you will not find in the Question Library, namely the option **Question Pool.** This option allows you to select questions, after which the students will get questions from this pool at random.

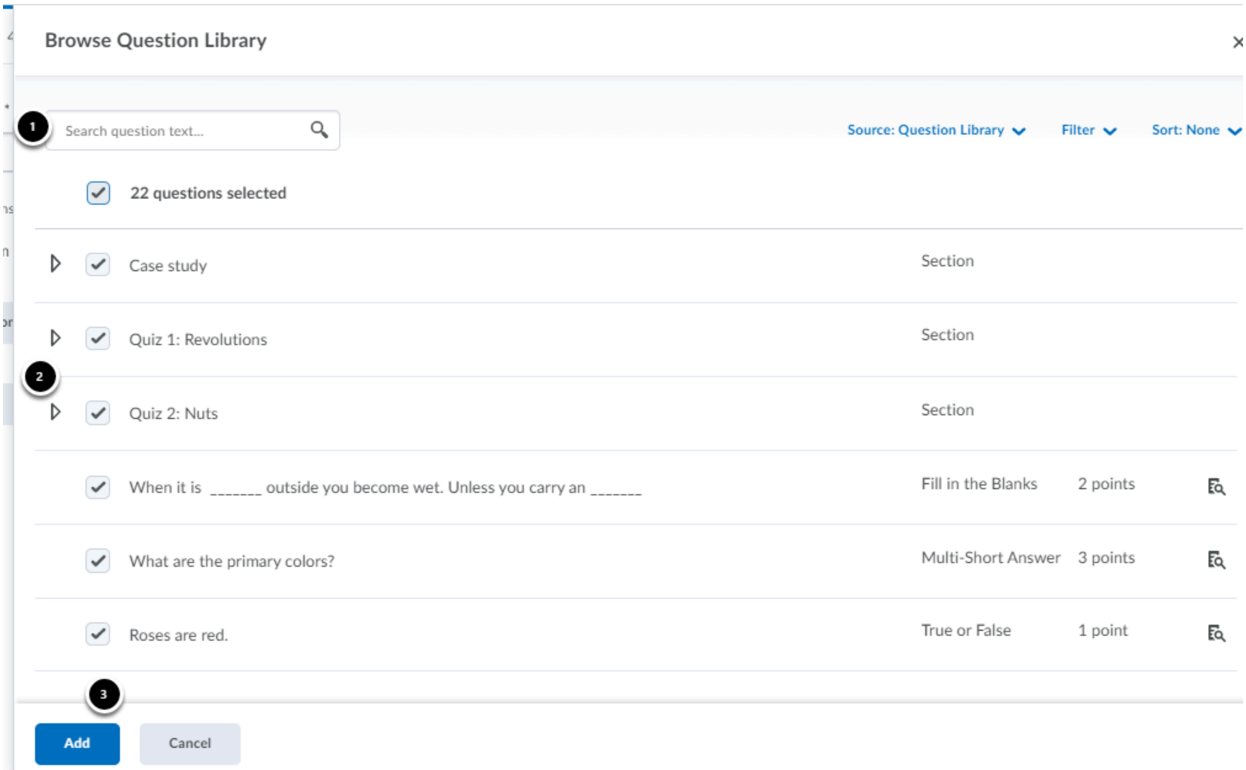
⚠ It is not possible to create new questions when you are creating a question pool. That is why you have to make sure that you already have the questions you want to use in your pool in your question library.



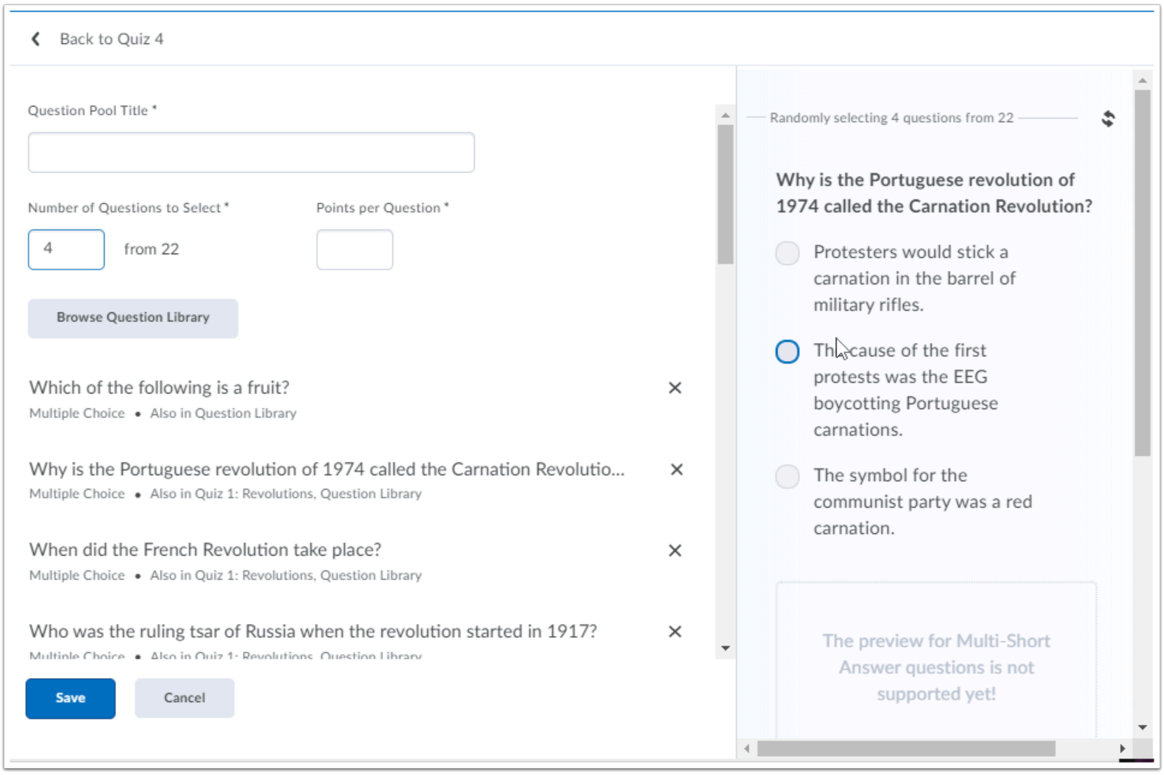
- Click **Add.**
- Click **Question Pool.**



1. Give the pool a title.
2. Enter how many questions out of the total students will get in this pool.
3. Enter how much points each question is worth.
4. Click **Browse Question Library** to select questions.



1. Questions you have added to the quiz outside of this pool cannot be added to the pool too. These questions will have a green check mark.
2. Select the questions you want to add to the pool.
3. Click **Add.**

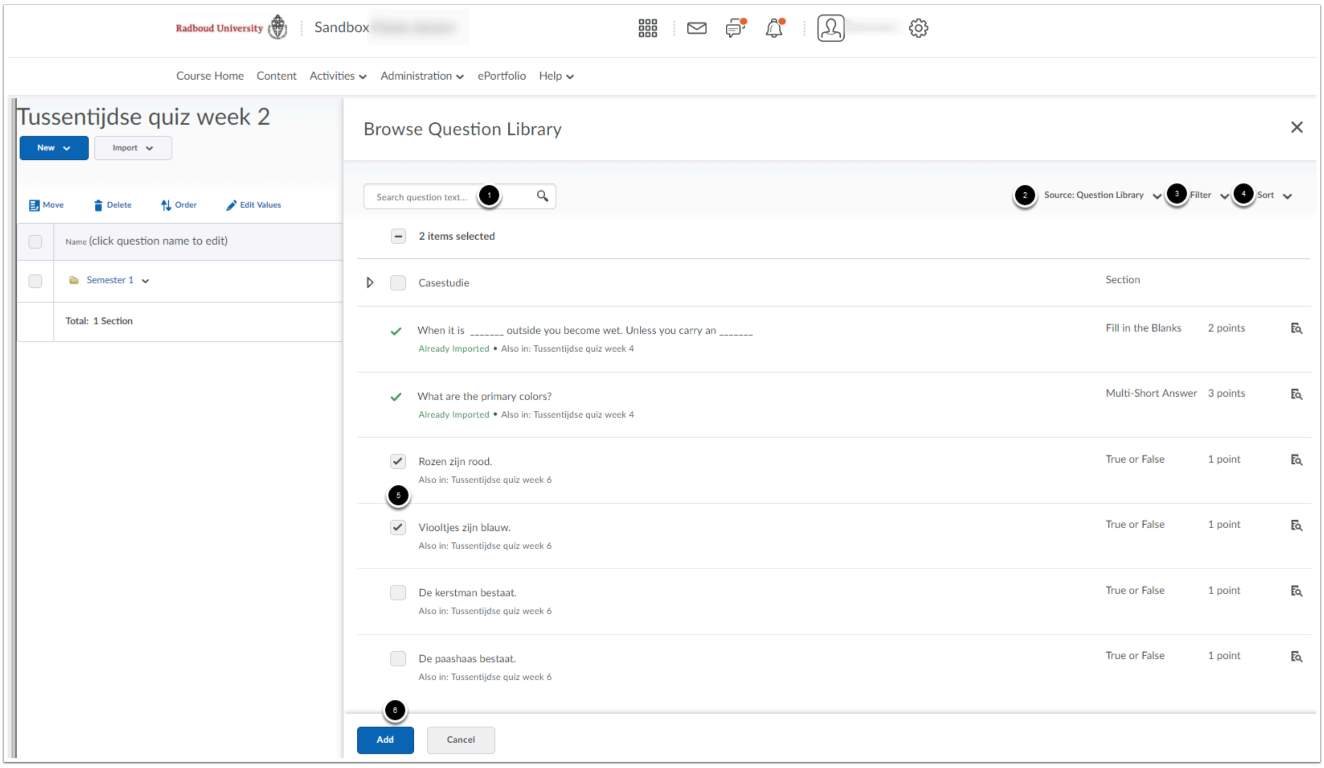


- The questions have been added. The right column will show an example of a number of randomly selected questions. This is how the student would get to see it.
- Click **Save.**

Import questions

After you have clicked **Import:**

- Click **Upload a File** to import files from your computer. Click **Browse files** or use the drag-and-drop tool (Note: only CSV and zip files can be uploaded);
- Click **Browse Question Library** to import existing questions from the question library to this quiz.



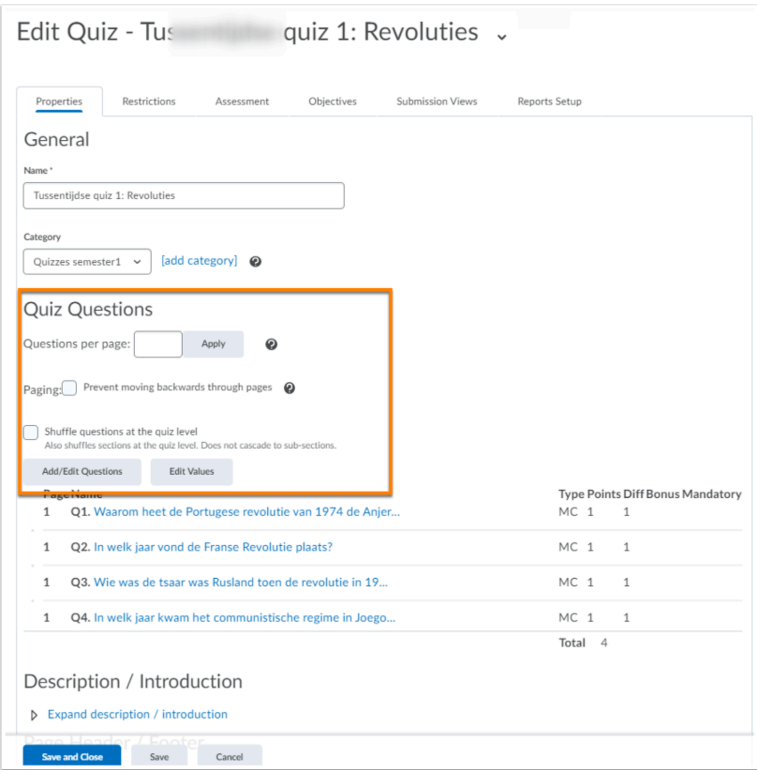
In the question library you can select and add questions. Use the search and filter options to find questions quickly.

1. Find a question [or section](#) by searching its title or text.
2. Select which collection you would like to search. This way you can easily import questions to another quiz.
3. Filter questions on their question type.
4. Sort questions based on their type, title/text or its assigned score.
5. Tick the questions you would like to add.
6. Click **Add**.

After you have added the questions you will get to see an overview of the quiz questions.

- Click **Preview** to see what the quiz will look like for the students.

Edit Quiz



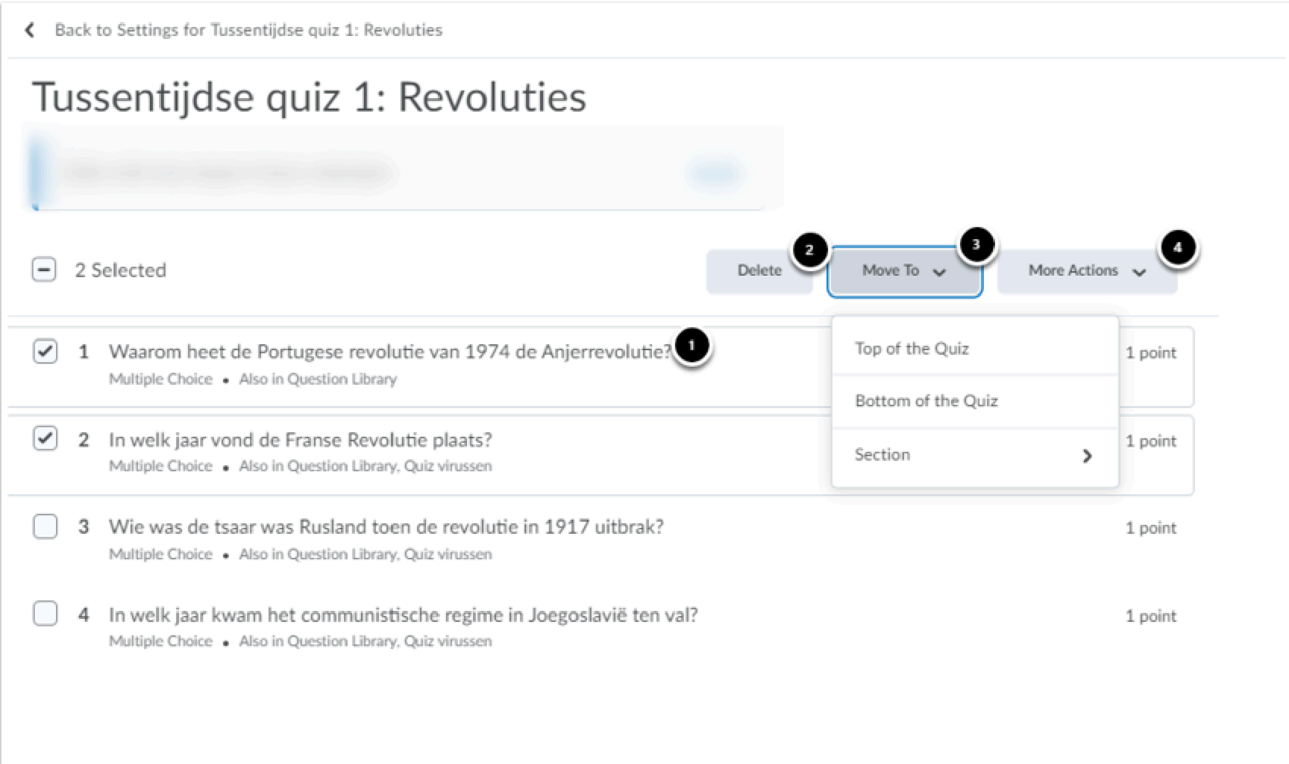
In the editorial page of a quiz (**Edit Quiz**), below **Quiz Questions**, you can:

- indicate how many questions you want to display per page at **Questions per Page.** If you do not enter a number here (and confirm it with **Apply**) the entire quiz will be displayed on a page;
- indicate whether you want to allow/forbid students to go back to previous pages at **Paging**;
- tick **Shuffle questions at the quiz level** to prevent questions from being presented to all students in the same exact order (sections will also be shuffled, sub questions are not);
- click **Edit Values** to change the max. score, the difficulty level, whether it concerns a bonus question and/or whether the questions is obligatory.
- Click **Add/Edit Questions** to change the questions and order.

A quiz is only accessible to students when you have set it to **Active.** A new quiz is set to inactive by default. Via the Restrictions tab you can activate the quiz (publish it). You can change the status of one or multiple quizzes at the same time via Bulk edit on the quiz homepage.

Provide students with easy access to the quiz by adding it to the course content page.

Change or delete questions or order



1. Click the question to change the question.
2. Select a question to delete it.
3. Select a question to move it to the **Top of the Quiz, Bottom of the Quiz** or to a section.
4. Select a question to add a bonus to it, make the questions mandatory or to assign points to it.

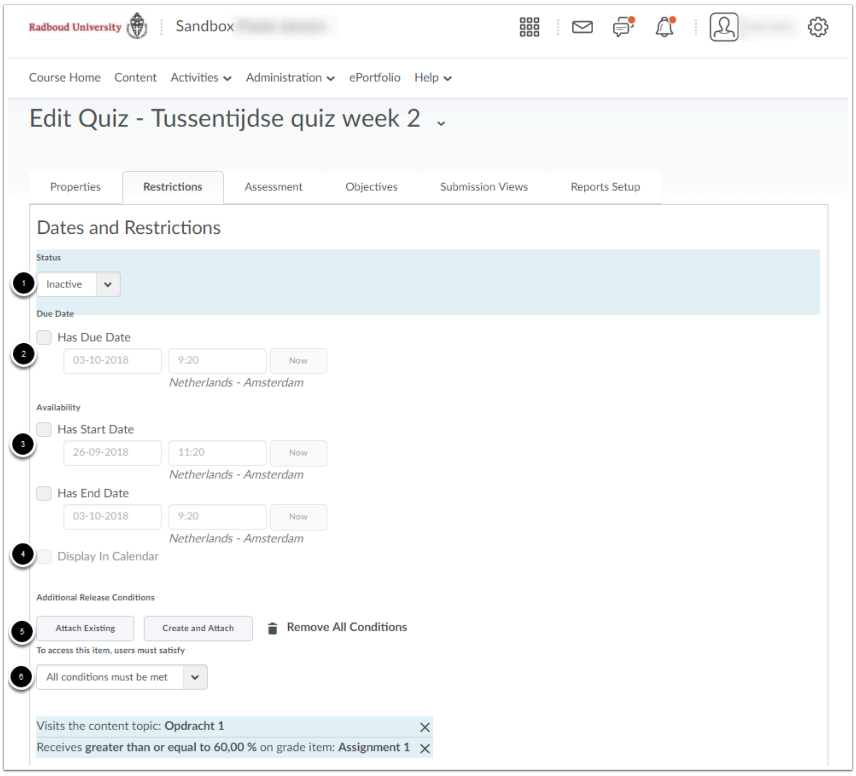
How do I set restrictions for a quiz? Activities | Quizzes

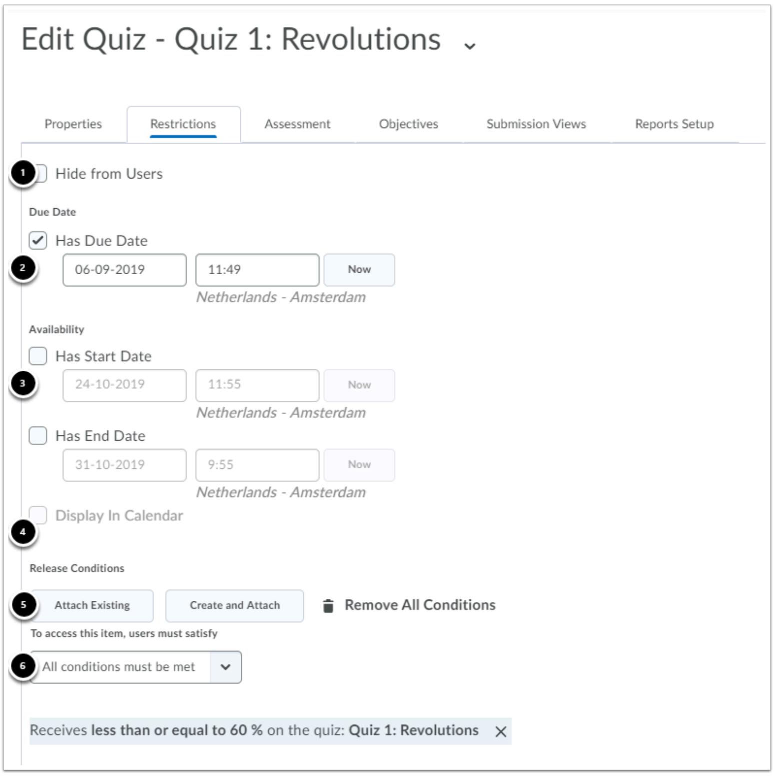
At the **Restrictions** tab you can decide:

- whether a quiz is displayed to students and/or has a deadline (status, deadline and availability);
- whether there are release conditions attached to the quiz;
- whether the quiz has a time limit (restrictions);
- whether students need to enter a password before they can start on the quiz and/or can only do the quiz when they are working from a certain IP-address;
- if there is a time frame in which the students need to complete the quiz;
- if you want to allow (certain) students to get special access to the quiz (*for example extra time for a student with a visual disability*).

- Go to **Activities** in the navbar of your course.
- Click **Quizzes**. You will land on the quiz homepage.
- Click the arrow next to the title of the quiz you want to edit.
- Click **Edit**.
- Go to **Restrictions** (second tab).

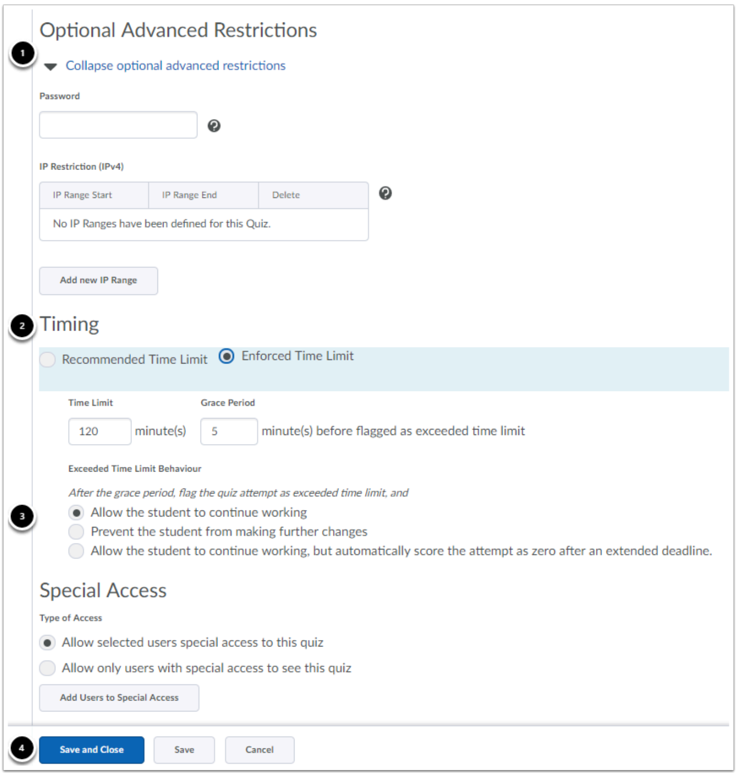
Basic settings





1. Tick **Hide from Users** if you want the quiz to be invisible for students. If you don't tick the checkbox, the quiz will be accessible for students when you save it.
2. Tick **Due Date** to set a deadline and specify the date and time:
   - The quiz remains visible and accessible after the due date has passed.
   - With the intelligent agent you can send a notification to the students about a due date that is coming up.
   - The quiz will appear in the Calendar of your students.
3. At **Availability**, set a start and/or end date if you only want to give students access to the quiz for a limited time.
4. Tick **Display in Calendar** if you want the specified date to appear in the calendar of both your students and yourself.
5. At **Additional Release Conditions** you can identify requirements that your students need to meet in order for the quiz to become available to them. A quiz can contain multiple release conditions (*for example: student only get access to the quiz after having submitted assignment 1 and/or finishing the checklist of week 1 completely*).
   - Click **Attach Existing** to add existing release conditions.
   - Click **Create and Attach** to create and add new release conditions.
6. Identify whether students need to meet one of the conditions (**Any condition must be met**) or all of them (**All conditions must be met**).

Advanced settings



1. At **Optional Advanced Restrictions**, click the fold-out arrow next to the quiz if you want to set up a password and/or IP-restriction. Only users that enter the correct password and/or permitted IP-address can get access to the quiz:
   - At **Password** fill in a password.
   - Click **Add new IP Range** to identify which IP-addresses are permitted.

2. At **Timing** you can choose to set a time limit for the quiz and/or identify whether the quiz disappears after the time limit has passed. The **Recommended Time Limit** does not affect the termination of the quiz or the score. At **Enforced Time Limit** you can ensure the quiz will be terminated or that a late submission is automatically assessed with a score of zero:
   - **Recommend**: specify the time limit of the quiz (students will see this at the start of the quiz) and identify whether you want a clock to appear in the screen of your students.
   - **Enforced**: specify the time limit of the quiz and identify a **Grace Period** if you want to (the amount of minutes after the time limit has passed in which students can still change their answers and can still submit their quiz without it being marked late). After the **Grace Period** has passed, all submission attempts that come after will be marked as late. You can also identify what the consequences are for submitting passed the time limit:
     - Students can continue working on it.
     - Students can no longer make changes.
     - Students can continue working but the attempt will automatically marked as zero after the deadline has passed.

3. At **Special Access** you can provide users with special access to the quiz:
   - Tick **Allow selected users special access to this quiz** to allow a specific group of student special access to the quiz (*for example extra time, an extra attempt or a pushed deadline*).
   - Tick **Allow only users with special access to see this quiz** to only allow a specific group of student to have access to the quiz.
   - Click **Add Users to Special Access** to select the group of students that get special access as well as specify the details of that special access (*you set a start and end date for the quiz, a time limit and the max. amount of attempts*):
     - At **Special Access Properties** you can adjust the due-, start- and end date. At **Timing** you can adjust the time limit.
     - At **Attempts** you can tick **Override attempts allowed** to give certain students more/less submission attempts.
     - At **Advanced Attempt Conditions** you can identify the percentage of correct/ incorrect questions (certain) students need to achieve in order to be allowed a second attempt.
     - Use the search bar (**View By**) to find the right students and indicate which students you want to give special access to.
     - Click **Add Special Access**.

4. Double-check your settings and click **Save and Close**.

> ⚠ Date restriction and release conditions are automatically transferred when the quiz becomes available in Content. In Content, if you adjust the date restrictions and/or release conditions at a topic of the type quiz (via Edit Properties In-place or in the topic itself), these changes will not only be applied to the topic but to the quiz as well.

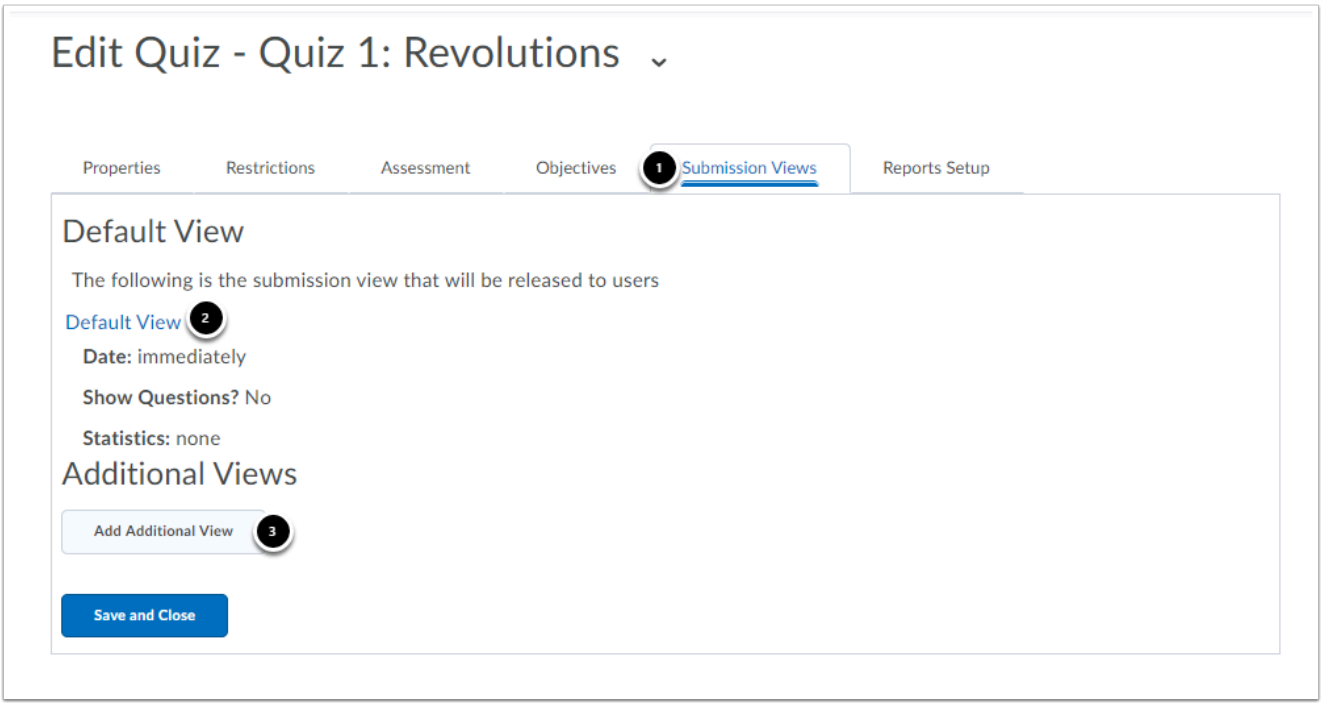
How can I set up what students see when they submit a quiz (Quiz Submission Views)? Activities | Quizzes

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to set up the **Submission View** settings. A written manual can be found below the video.

Submission views

When students hand in a quiz, they get the following standard message: **Your quiz has been submitted successfully**. You can alter this message and indicate which quiz information you wish to make (un)available for students *(for example: are they able to see which questions were answered correctly, can they see their own score or also the class average etc).*

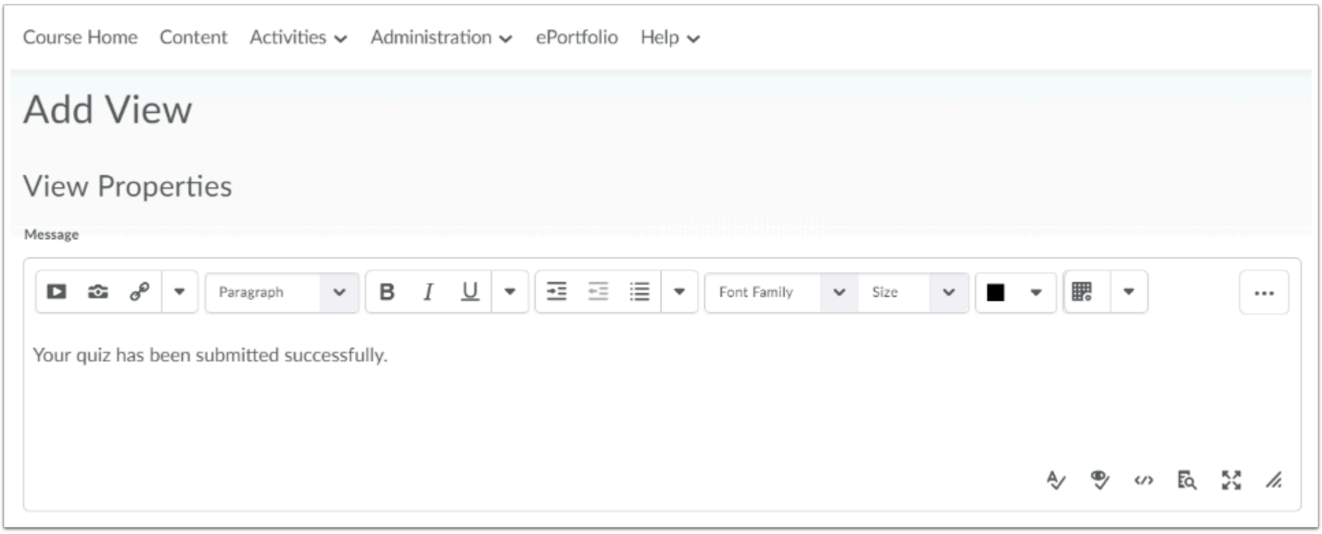
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**.
- Click the desired quiz.



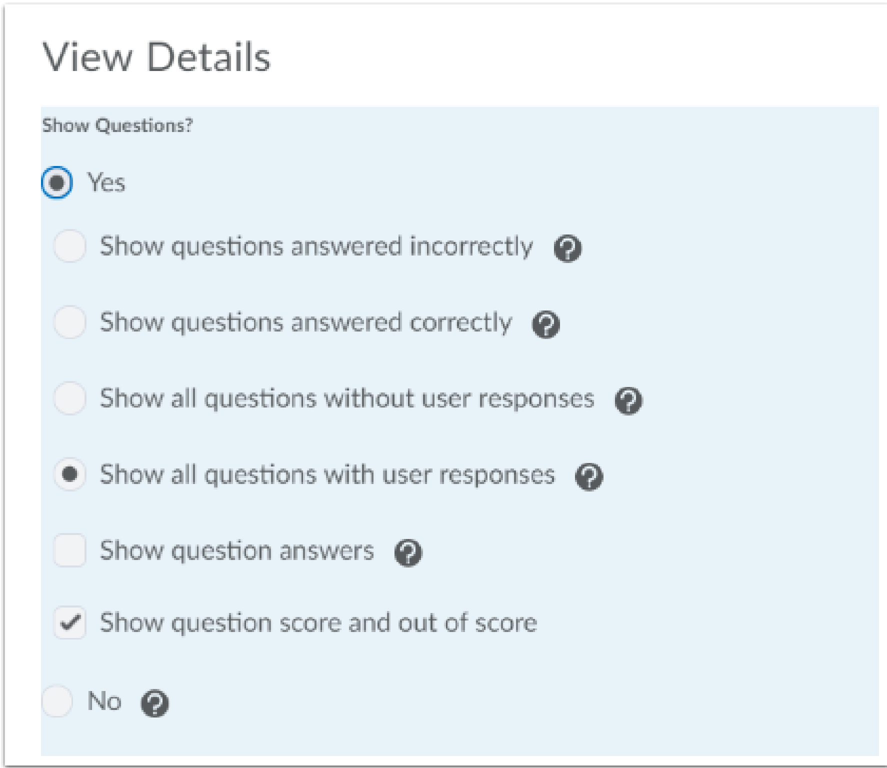
1. Click **Submission Views** (the fifth tab).
2. Click **Default View** to see and alter the default setting:
   - You will see that the default view is visible directly (**Date**: **immediately**) and that there are no questions or statistics visible for students.
3. Click **Add Additional View** to create a completely new display. You can set up for each quiz whether you want to use the default view or another display you have created yourself.

Default view

When you create a new quiz, the student display will automatically be set up with the **Default View.** Thus it is useful to set up the default view in a way that allows you to use it for most quizzes.



- The default message is already filled out under **Message.** You can change this if desired.

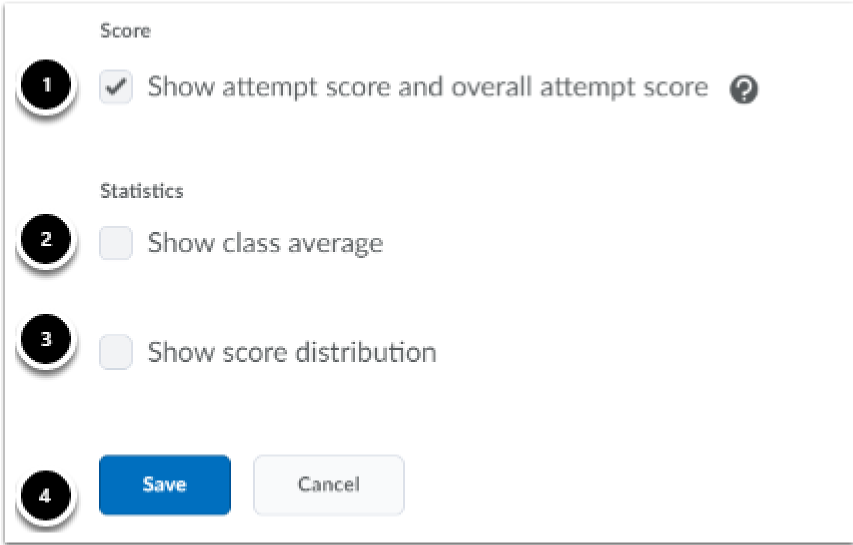


Use **View** to select which information you want to show to students:

- Select **Yes** to show the quiz questions. Then specify what the students get to see:
  - Select **Show questions answered incorrectly** if they can only see the questions they answered incorrectly.

- Select **Show questions answered correctly** if they can only see the questions they answered correctly.
- Select **Show all questions without user responses** if they can only see the questions they did not answer.
- Select **Show all questions with user responses** if they can only see the questions they have answered.
- Select **Show question answers** if they can see the correct answers for the visible questions.
- Select **Show question score and out of score** if they can see the achieved score for each question as well as how many points they have scored out of the total amount.

- Select **No** if you do not want students to see the quiz questions.

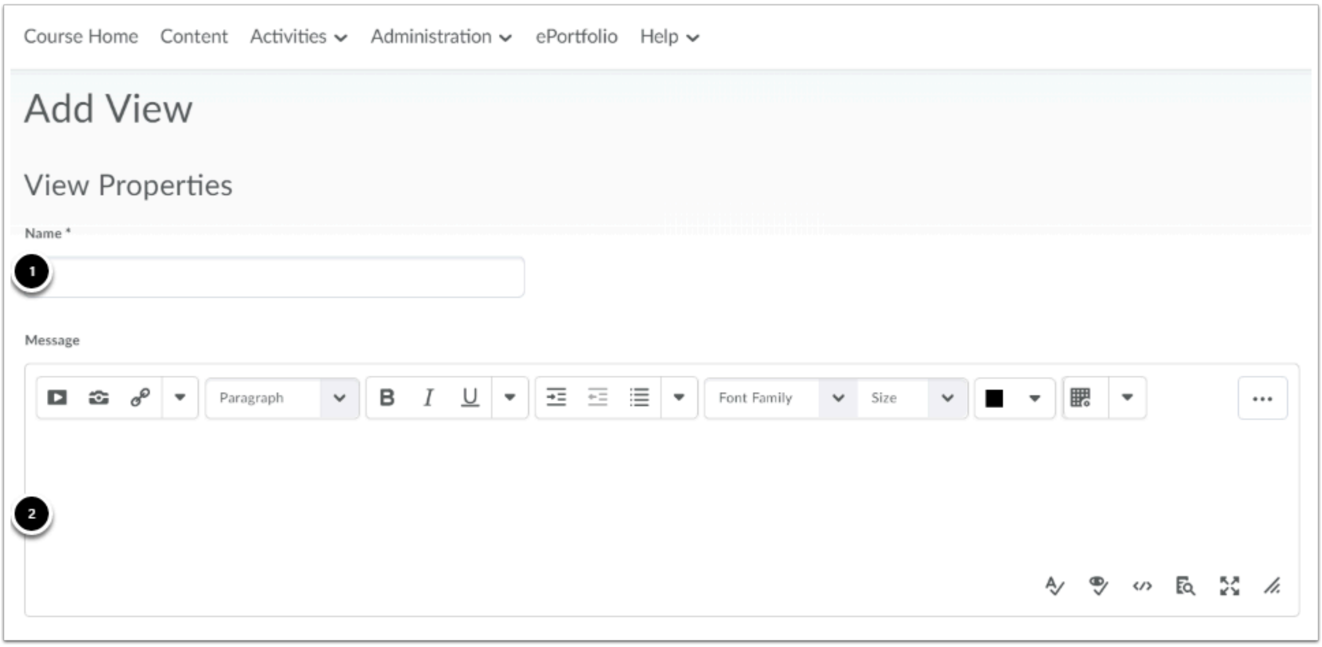


1. Select **Show attempt score and overall attempt score** if students are allowed to see how they scored on a quiz.
2. Select **Show class average** if students are allowed to see the class average.
3. Select **Show score distribution** if students are allowed to see how other students did for each question.
4. Click **Save** to save the settings.

Questions that need to be assessed manually (like open questions) automatically receive a score of zero in Brightspace. When you use written response questions in a quiz, it is advised to leave **Show question score and out of score** and **Show attempt score and overall attempt score** *unchecked.* If you do select these options, the student will get a distorted image of their score.

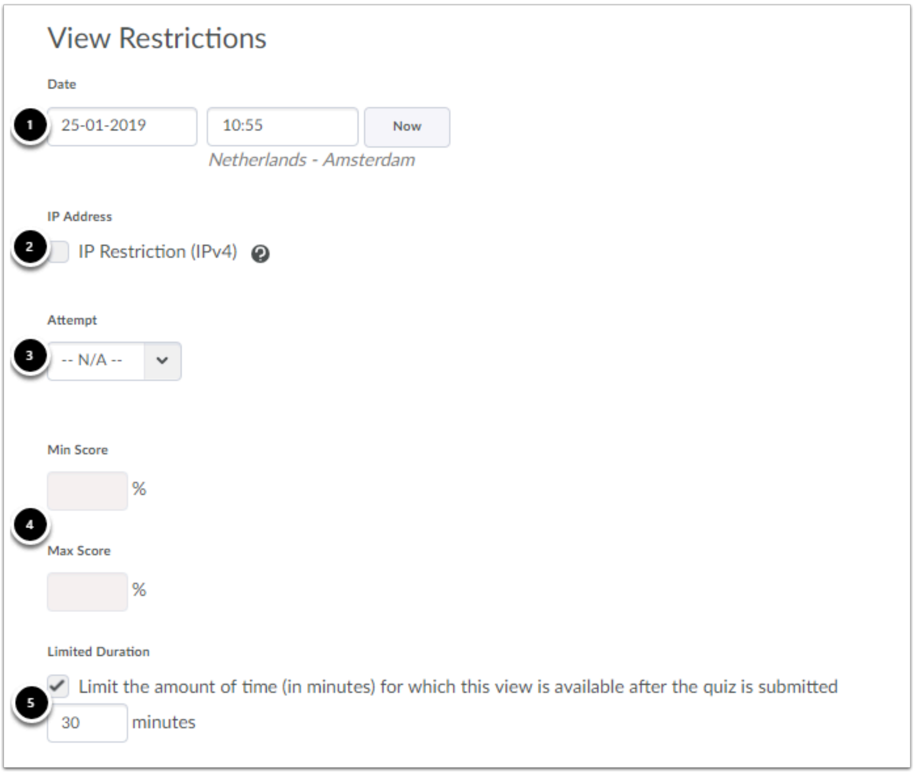
Additional views

Create an additional student view for a quiz, *for example when you want to show students different data than usual for a specific quiz.* You can also add restrictions for the IP-address, time and date and the minimum/maximum score. When you want to add restrictions to a view, you can also use an additional view.



1. Give the view a title.
2. Add a message if desired.

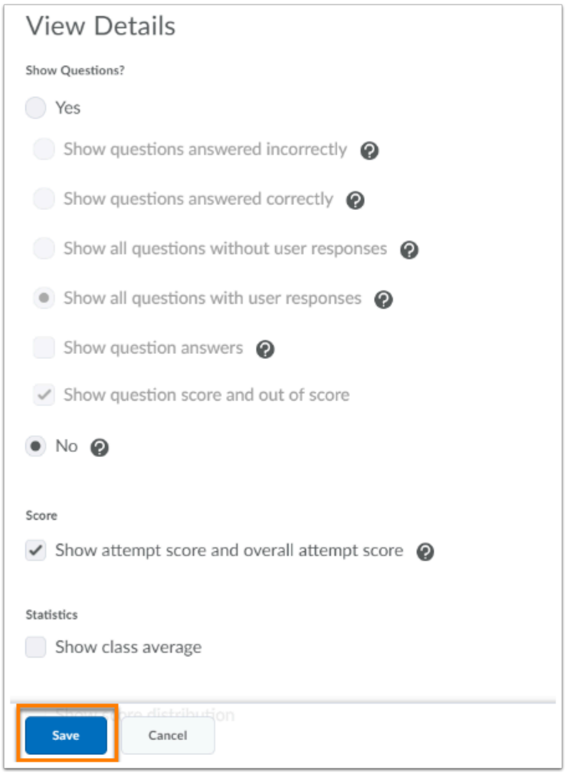
You can also add a link to the message that direct the student to another component in **Content** or **Activities** so that students will know what they have to do after the quiz is finished.



Add restrictions if desired:

1. Use **Date** to choose the date and time from when the message should be visible. Students will not see the message directly when they hand the quiz in, but after the specified date and time. This means that you have to enter a date and time that are after the end date of the quiz!
2. Select **IP Restriction (IPv4)** to limit the visibility of the message to the IP-addresses that also have access to the accompanying quiz. Note that if you want to use this function you have to set up an IP-restriction when setting up the quiz.
3. If you want students to achieve a certain score for an attempt before they can see the view, use the drop-down menu to choose the attempt concerned (if students have multiple attempts).
4. Choose a minimum and/or maximum score students need to achieve to see the view.
5. Select **Limited Duration** if you want the message to be visible for a specific time only after the student has handed in the quiz. The time has to specified in minutes.

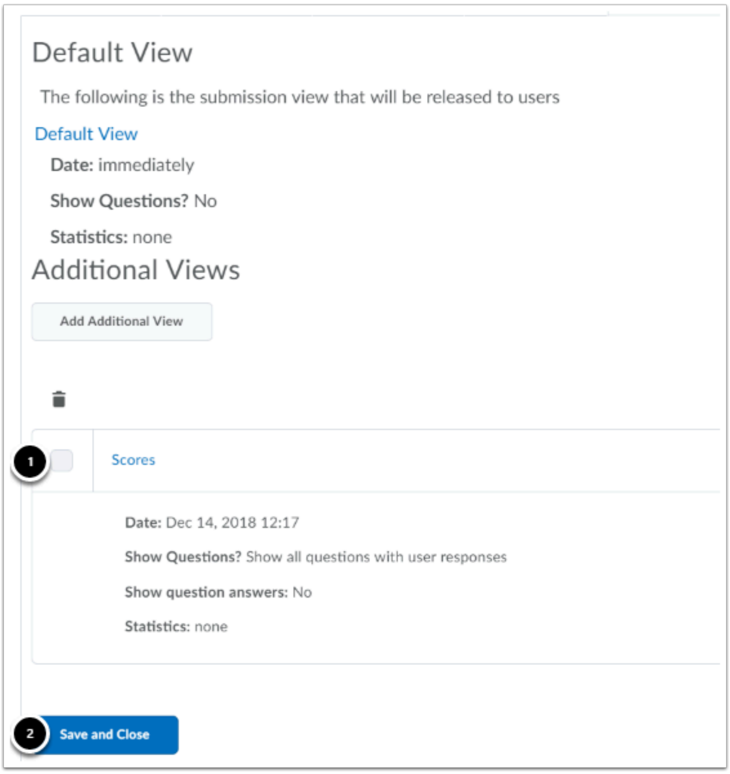
Entering a date can be useful if you want to display the answers, but also want to prevent faster students from giving answers to slower students.



- **View Details** will give you the same options that you would have when you are changing the default view.
- Click **Save** to save the settings.

Set up submission view

If you have created one or multiple student views apart from the default view, you can choose which view you want to use for each individual quiz.



You will see an overview of the additional views you have created on the **Submission Views** tab.

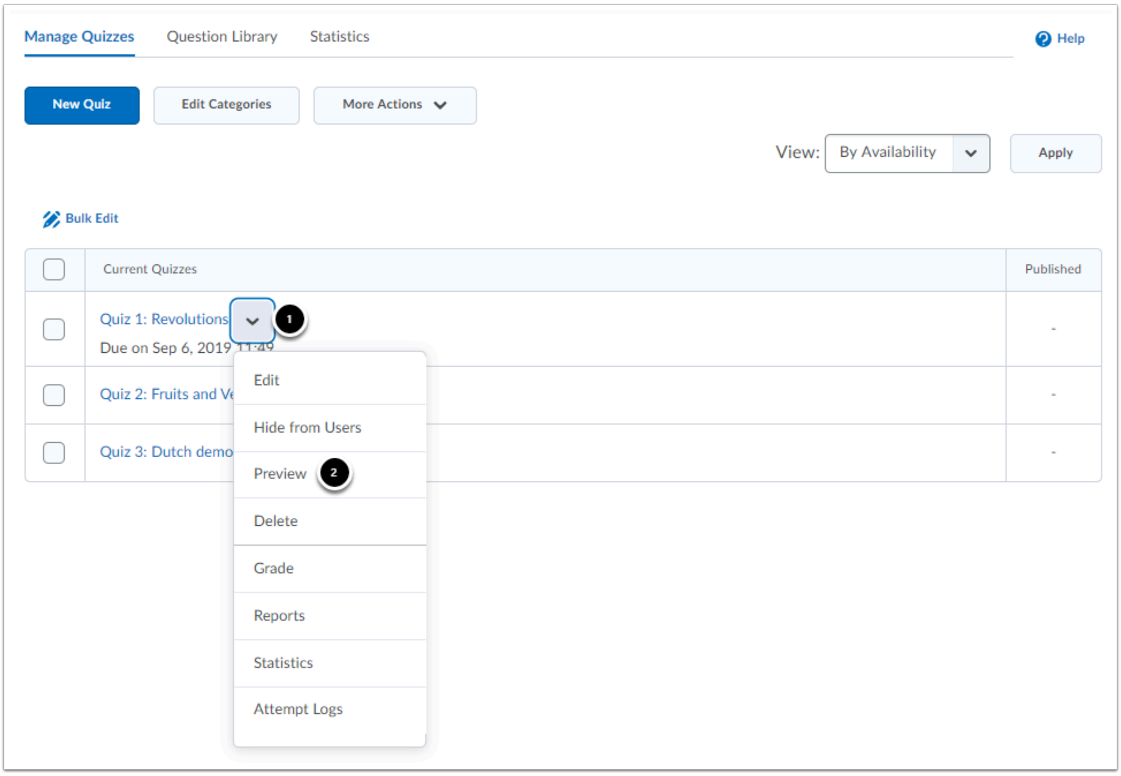
- If you want to use one of these views instead of the default view, select the desired view.
- Click **Save and Close**.

It depends on the settings of the quiz when students are able to see the submission view. If you select the option in the submission view that says that students can see their score for the questions and the attempt, the view will only be visible after it has been assessed. When you have set up that Brightspace automatically assigns the quiz, students will directly see the view. However, if you have set up that you yourself will assess the quiz, students will only see the view after you have published the assessment. If you do not check the box that allows students to see their score, they will see the view either directly after handing in the quiz or on the date you have set up.

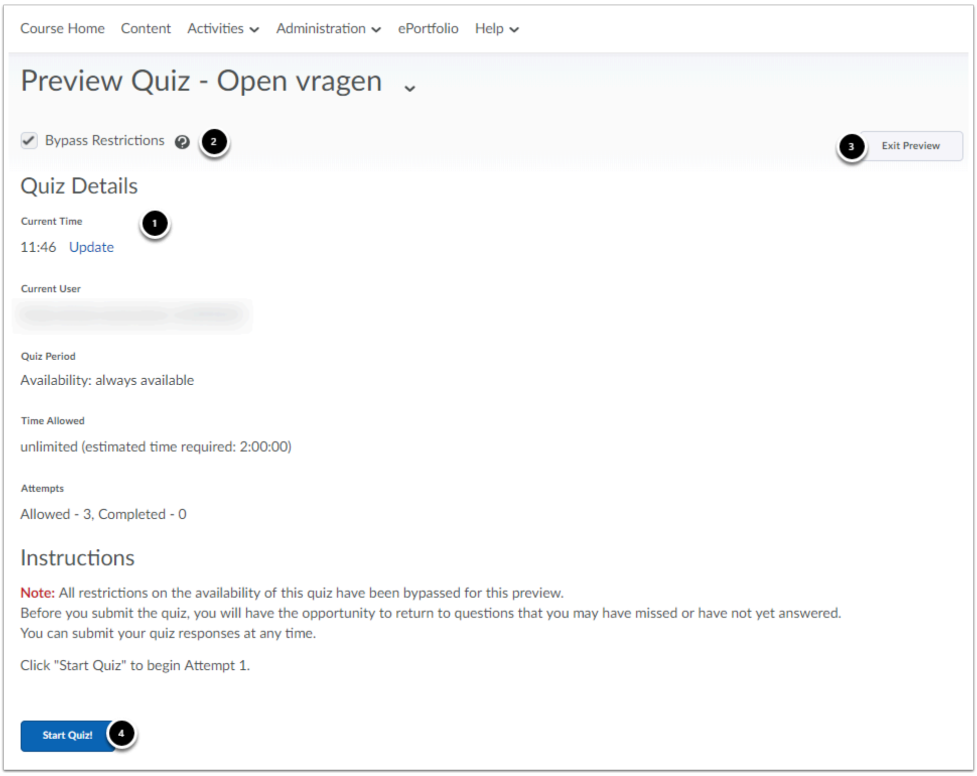
Preview

If you want to see what the view looks like for students, you can preview your quiz.

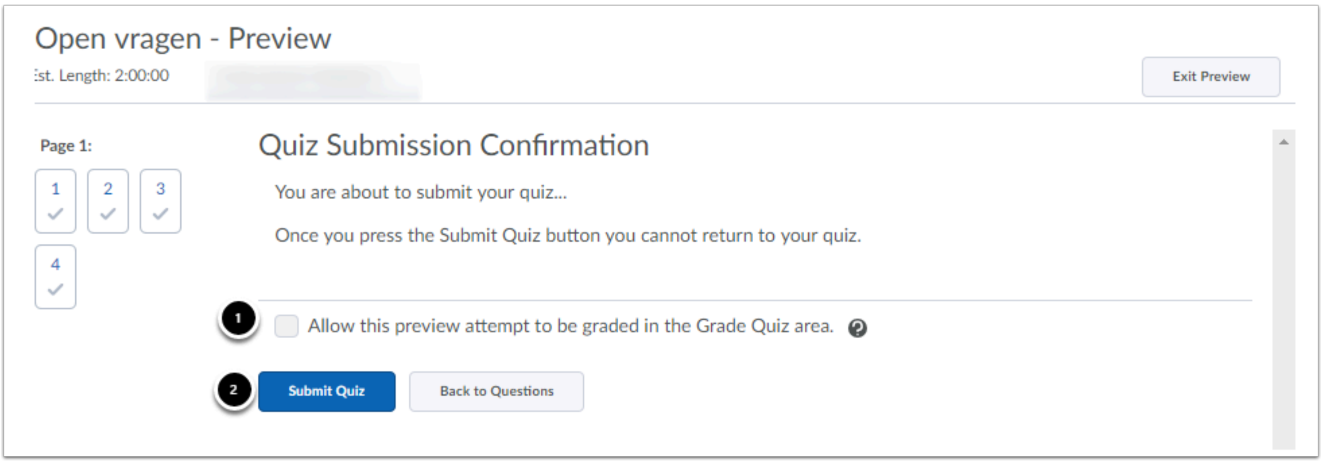
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**. You will navigate to **Manage Quizzes**.



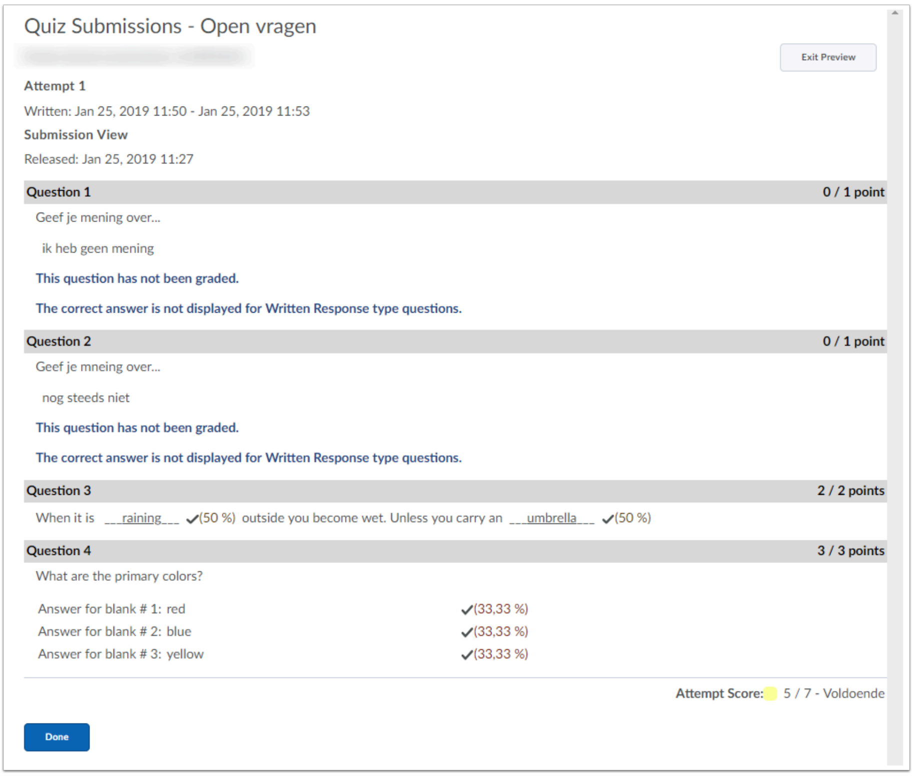
1. Click on the fold-out arrow next to the quiz you want to preview.
2. Click **Preview.**



1. You will see an overview of the quiz (students will also see this) below **Quiz Details.**
2. Select **Bypass Restrictions** to bypass any restrictions you might have set up for students.
3. Use **Exit Preview** to return to Manage Quizzes.
4. Click **Start Quiz**! to start the quiz in the preview and do the quiz. When you are finished, click **Submit Quiz**.

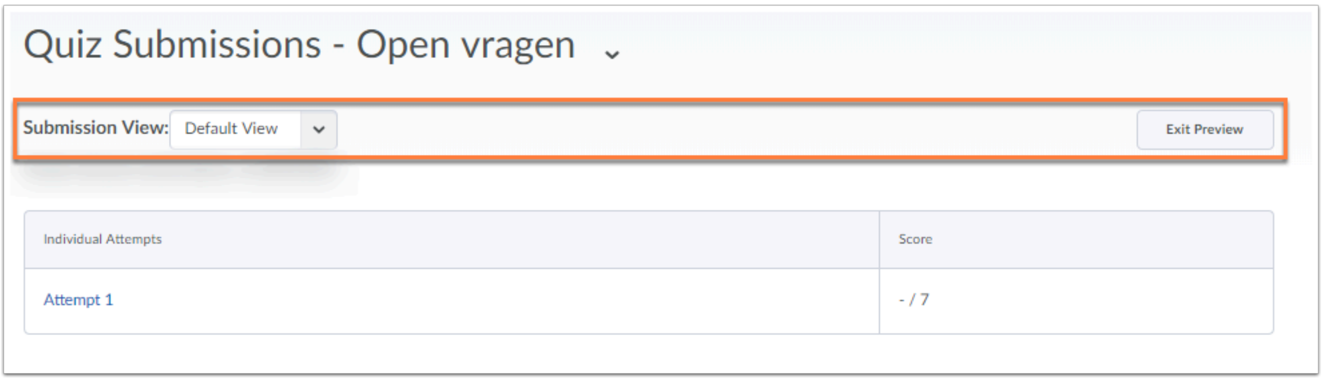


1. Select **Allow this preview attempt to be graded in the Grade Quiz area** if you want the attempt in the preview to be assessed. Note that scores for attempts made in preview mode will not be included when the quiz statistics are calculated.
2. Click **Submit Quiz**.



In the example above an additional submission view has been set up, which allows students to see the answers and the achieved score directly after handing in an attempt.

- Click **Done**.



You will be directed to an overview page with all quiz attempts and possible quiz statistics (*in the example above students do not see quiz statistics).* When you click an attempt, you will once again see the established submission view for each question.

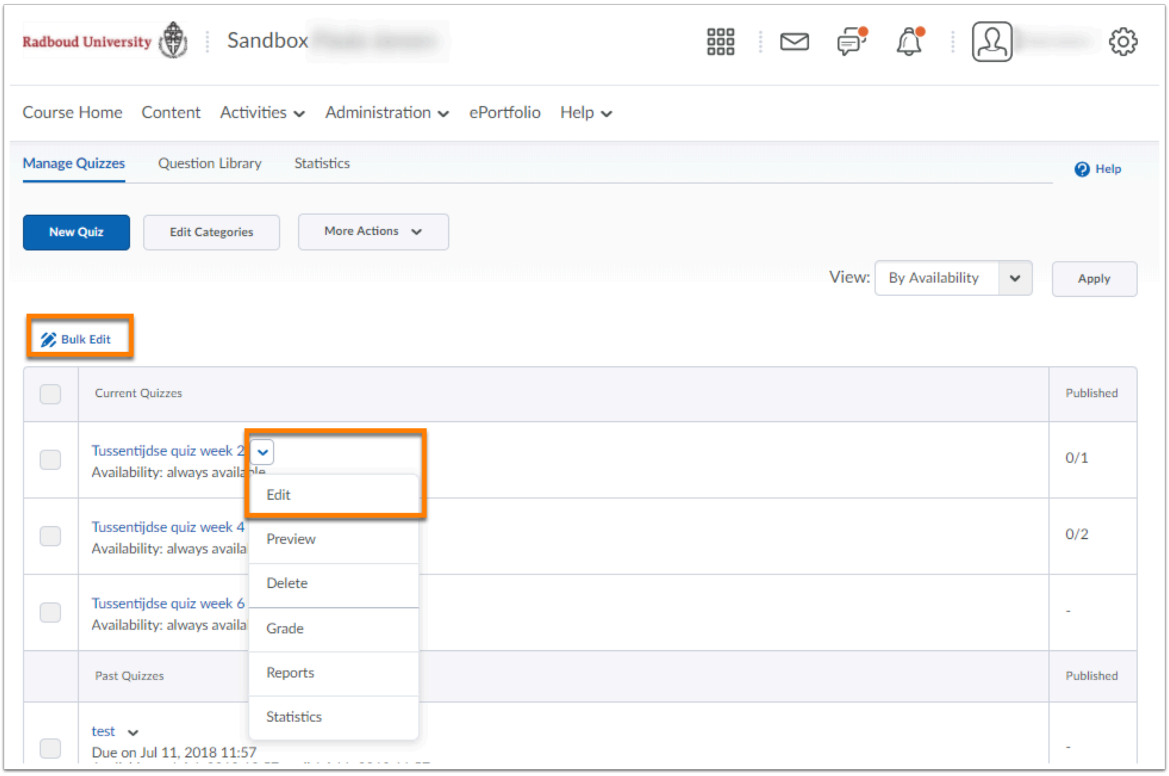
- In the drop-down menu of **Submission View** you can select of which view you would like to see a preview.
- Click **Exit Preview** to return to Manage Quizzes.

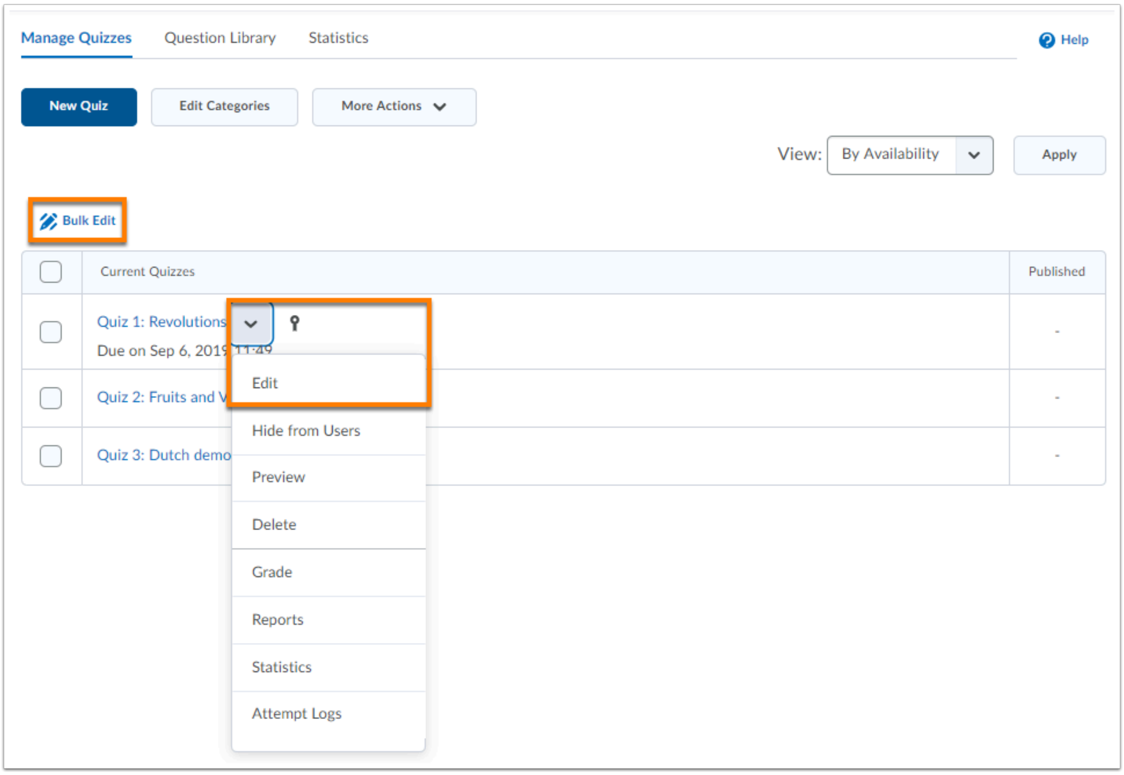
How do I edit a quiz? Activities | Quizzes

There are two ways to edit an existing quiz:

- By using the Quiz Quick menu.
- By using **Bulk Edit** on the quiz homepage.

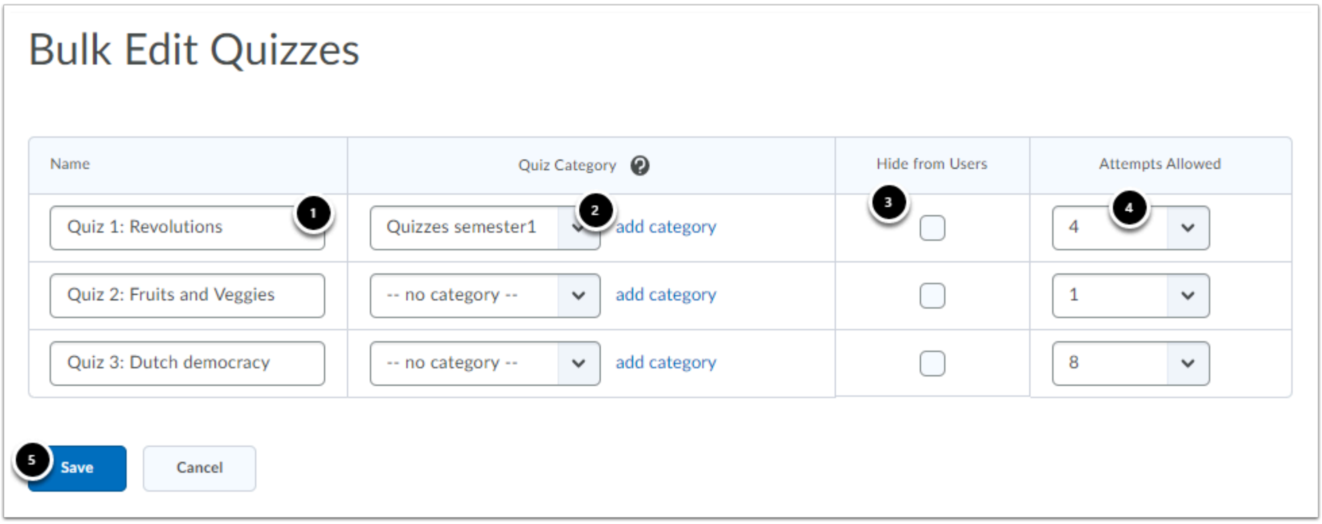
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes.** You will now navigate to the quiz homepage and see an overview of all your quizzes.





- Click the fold-out arrow of a quiz and then click **Edit.** You will be directed to the same screen you would use when creating a new quiz (and thus you also have the same options).
- Select the desired course(s) and click on **Bulk Edit.**

If you want to edit the content of a quiz, you will have to use Edit. If you want to alter the name, category, status and/or the number of attempts (of multiple quizzes at the same time) you can use **Bulk Edit** (scroll down for more instructions).



1. Change the name of the quiz/quizzes.
2. Change the category of a quiz or quizzes (or add a new category).
3. Change the status of a quiz or quizzes. Tick the checkbox under **Hide from Users** to make a quiz invisible for students. (A quiz is automatically accessible for students once you save it, unless you tick the checkbox).
4. Select the check box to make a quiz active. Note that a quiz is only available for students after you have made it **Active.**
5. Change the maximum amount of attempts.
6. Click **Save** to save the changes made.

How do I add a quiz to Content? Content | Existing Activities

Have you created a quiz for your course? Add this to a (sub)module of the course content page to make it easy for students to find.

- Navigate to **Content** in the navbar of your course.
- Navigate to the (sub)module you want to place your quiz under.
- Click **Existing Activities**.
- Click **Quizzes**.
- Select the quiz you want to add.

Date restrictions and release conditions are transferred when you make a quiz available in Content. In Content, if you change the date restrictions and/or release conditions of a topic of the type *quiz* (via Edit Properties In-place or the topic itself), this will automatically be applied to not only the topic but the quiz as well.

Please read the following articles as well:

- How do I use Quizzes?
- How do I use the Question Library?
- How do I create a quiz?

How do I attach a grade item to a quiz? Activities | Quizzes

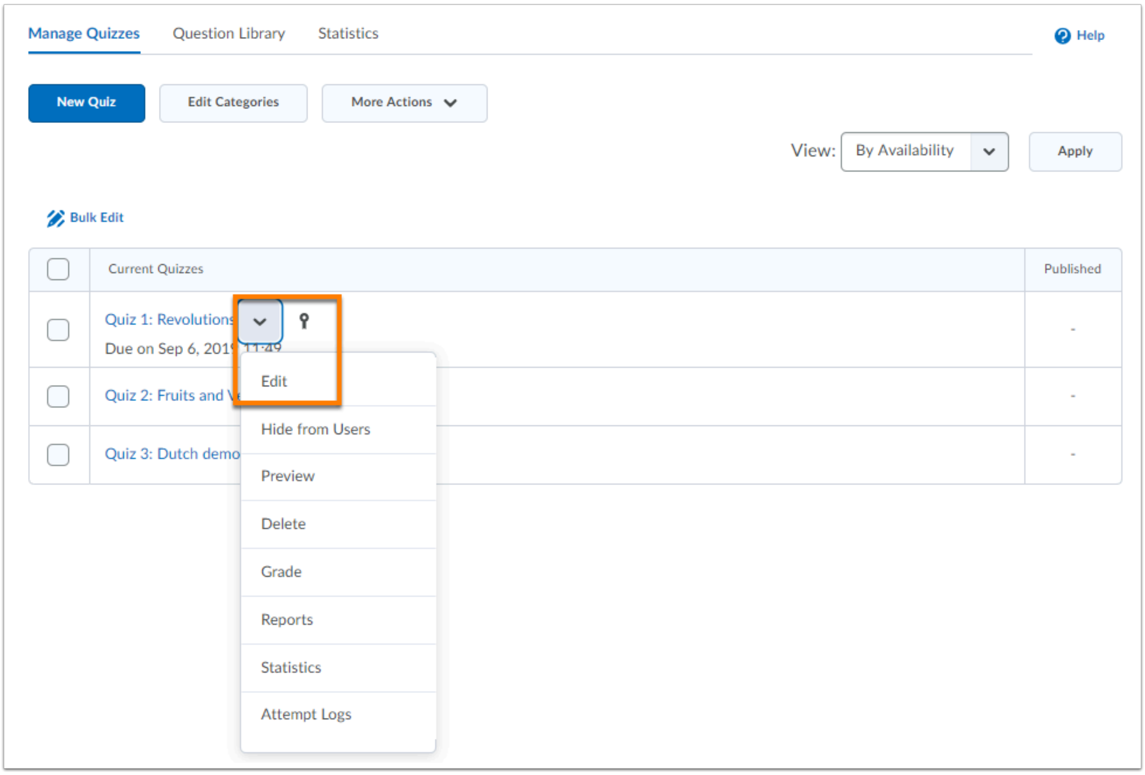
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can attach a **grade item** to a **quiz**. Below the video you will find the written manual.

Attach a grade item to a quiz

When you want to evaluate a quiz, you can do so with the help of a grade item. You first need to attach a grade item to the quiz.

Read the article How do I create a grade item? if you are unfamiliar with grade items and want to learn how to create a grade item.

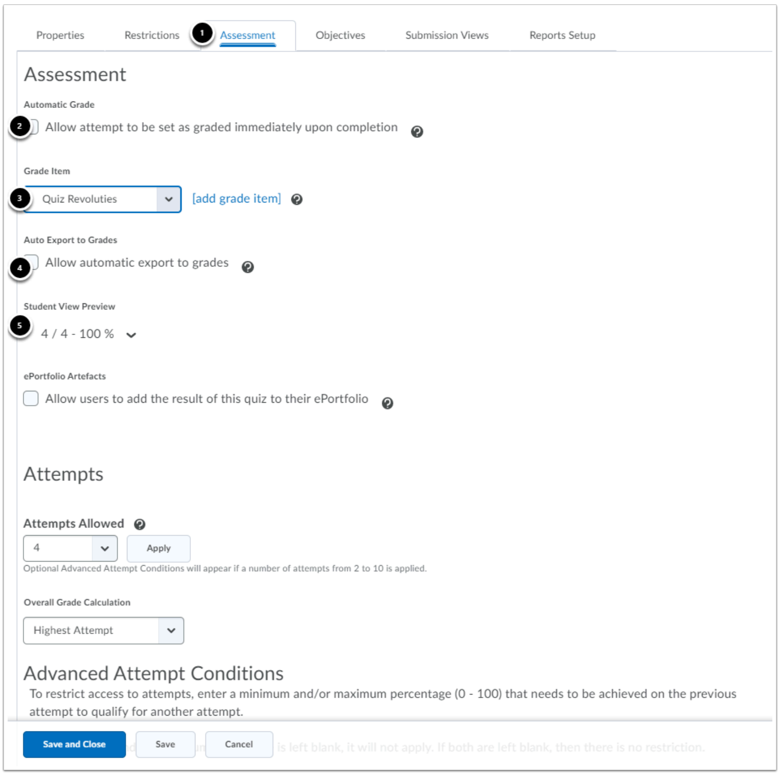
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**. You will now land on the Quiz homepage, where you will find an overview of your quizzes.



- In the overview, search for the quiz you want to attach to a grade item and click the fold-out arrow.
- Click **Edit**. You will navigate to the **Properties** tab of the quiz.

If you want to attach a grade item to a new quiz, read the article: How do I create a quiz? Activities | Quizzes to learn how to create a new quiz.

Assessment tab



1. Navigate to **Assessment** (the third tab).
2. Tick the box **Automatic Grade** if you want to allow students to see their score immediately after completion:
   - If you enable this option, students will see their score immediately when they complete the quiz.
   - You must enable this option if you want Brightspace to publish grades automatically to the grade book (see 4).
   - You must enable this option to show students the default submission message when they complete a quiz.
   - The displayed score only shows what Brightspace can automatically calculate. Note: questions that you have to check manually (such as open questions) get a score of zero in Brightspace. This means that students can get a (highly) distorted picture of what their score is if you check this option when the quiz contains many open questions.
3. In the drop-down menu below **Grade Item**, select the grade item you want to attach to the quiz. Click **add grade Item** to create a new grade item in a new window**.**
4. Tick **Auto Export to Grades** if you want automatically assessed quiz attempts to be published to the grade book. Note: you first need to attach a grade item to a quiz to be able to use this option. In addition, you must enable the option **Allow attempt to be set as graded immediately upon completion** (see 2).

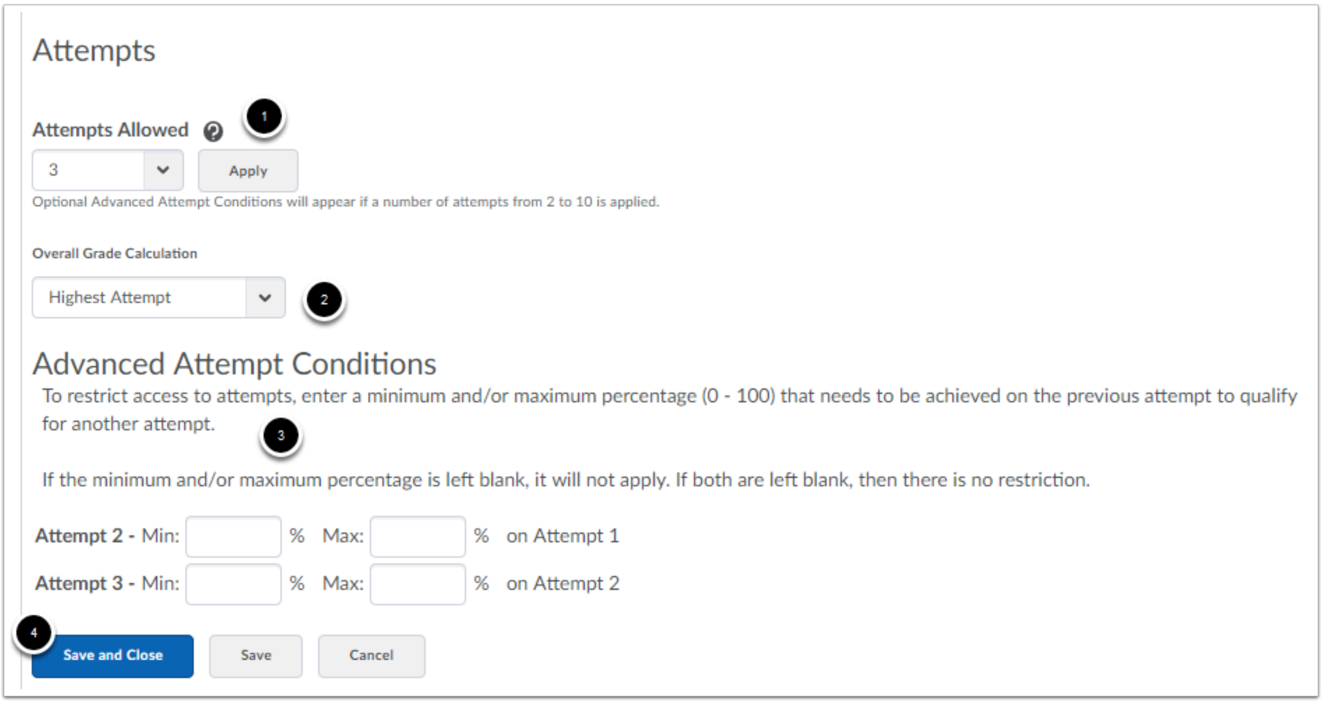
5. Select at **Student View Preview** how you want the scores to be displayed to students. Click on the fold-out arrow to adjust the settings. Note: by adjusting this setting here, you will overwrite the default student view for this grade item.

When a grade item is already attached to a different activity, it will no longer appear in the drop-down menu.

Even though a synchronisation occurs between Grade Book and the assessment of the quiz, it is advised to assess the quiz using the Activity.

Amount of Allowed Attempts

Lastly, you can set how many attempts a student can make on a quiz in the **Assessment** tab. If you allow multiple attempts, you must also indicate which score will end up in the grade book.



1. At **Attempts Allowed,** fill in how many attempts a student can make on a quiz and click **Apply**.
2. Select which return attempt (s) count / count in the assessment of the quiz:
   - **Highest Attempt**: only the attempt with the highest score counts.

- **Lowest Attempt**: only the attempt with the lowest score counts.
- **Average of all Attempts**: the final score is the average of the scores of all attempts.
- **First Attempt**: only the first attempt counts.
- **Last Attempt**: only the last attempt counts.

3. In the Advanced Attempt Conditions area, you can set whether students must achieve a certain score on an attempt in order to be allowed to make another attempt. You can set both a minimum and a maximum score.
4. Click **Save and Close** to save your settings and to return to the Quiz homepage.

It is possible to set a specific amount of attempts for a certain student. You can do this at the How do I set restrictions for a quiz? Activities | QuizzesRestrictions tab.

You can always attach a grade item to a quiz, even if there are already students who have taken the quiz. The scores are automatically synchronised in the grade book.

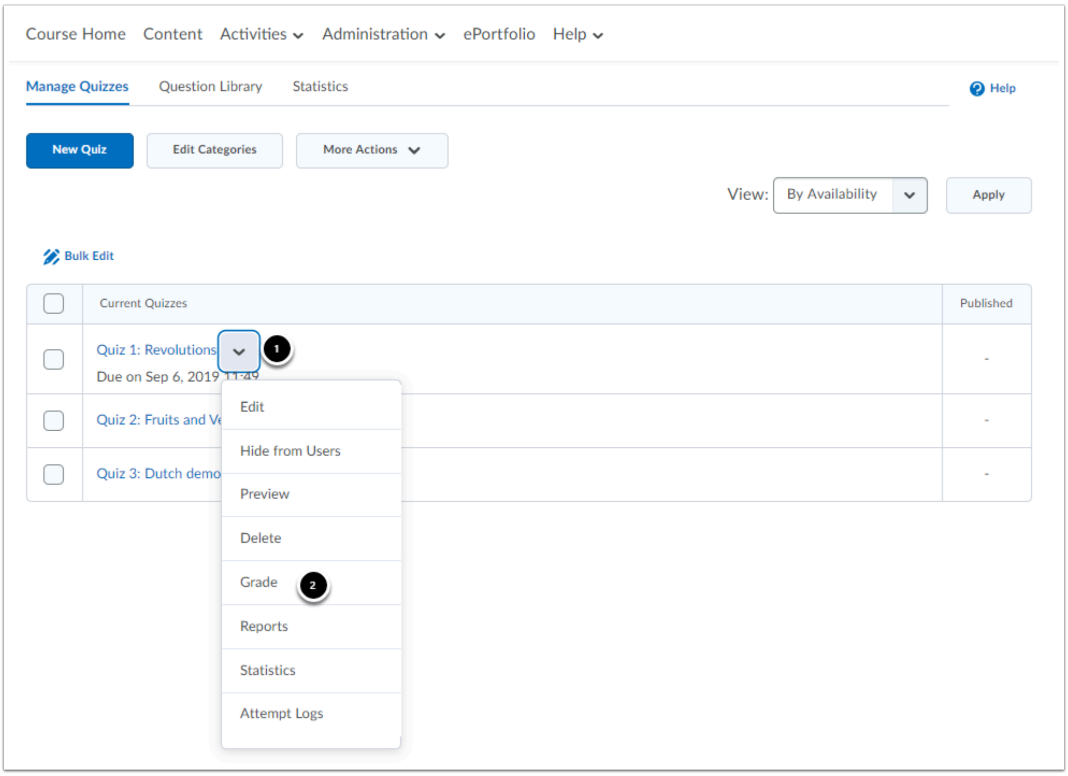
How do I assess a quiz (grade item)? Activities | Quizzes

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to assess a quiz. A written manual can be found below the video.

[Users](#)
[Attempts](#)
[Questions](#)
[Publish assessments and export attempts](#)

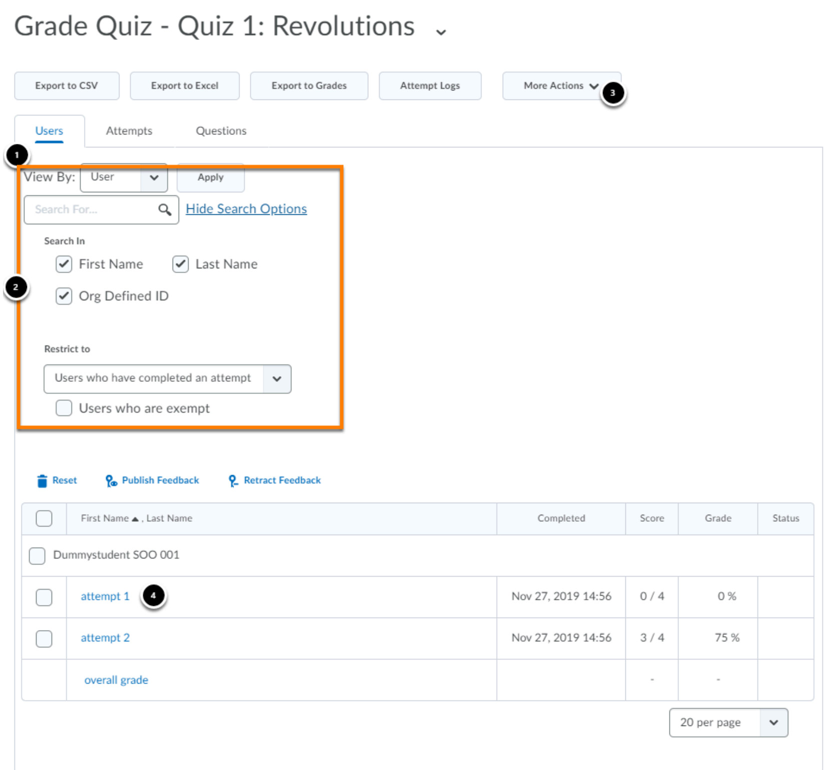
If you want to assess a quiz using a grade item, you first have to attach a grade item to the quiz. If you want to learn more, read the article [How do I attach a grade item to a quiz?](#)

- Click **Activities** in the navbar of your course and then click **Quizzes**. You will navigate to the **Manage-Quizzes** tab.



1. Click the fold-out arrow next to the quiz you want to assess.
2. Click **Grade.** You will navigate to the **Users** tab.

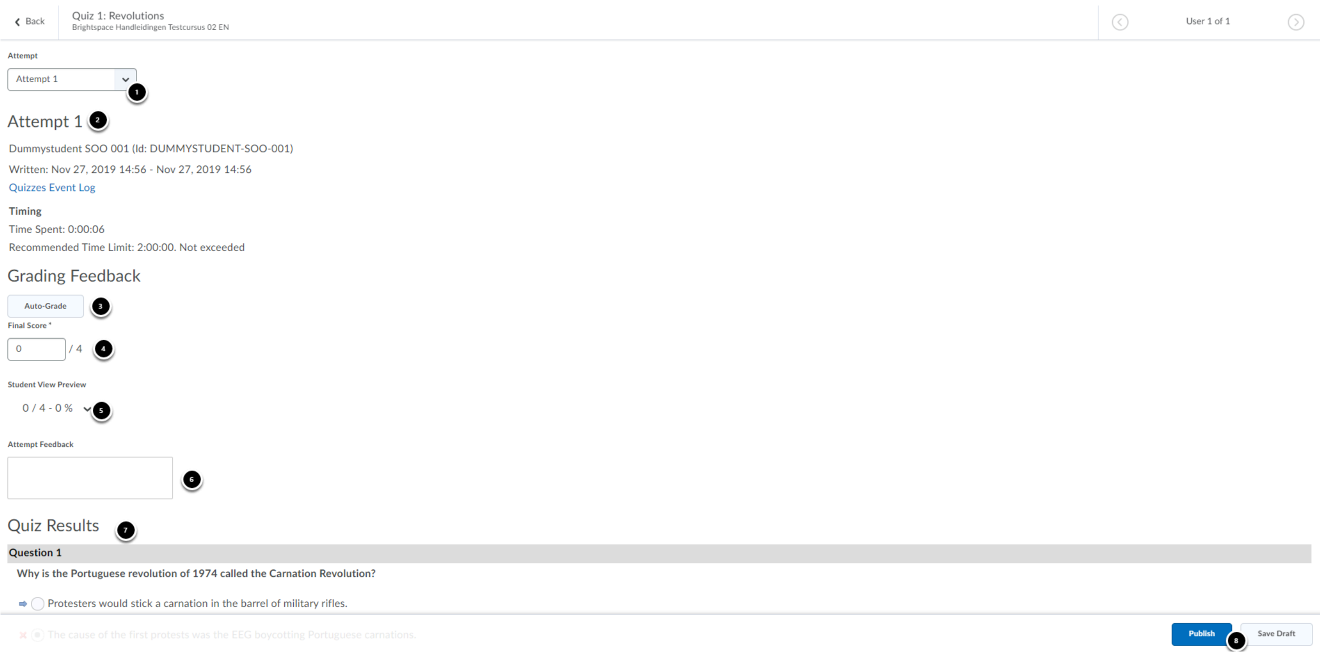
Users



1. Go to the **Users** tab to see the names of all of the students in the course as well as how many quiz attempts they have completed.
2. You have three filter options:
   - Use **View By** to select whether you want to see all students (**User**) or all students from a specific group (**Groups**). Click **Apply** to apply your selection.
   - Use **Search For** to search for a specific student.
   - Use **Restrict to** if you only want to see students who:
     - have not completed a quiz attempt;
     - have completed a quiz attempt;
     - still need to finish one or multiple quiz attempts;
     - have already been assessed;
     - have previously viewed quiz attempts.
     - Select **Users who are exempt** if you want to see the students who are exempt.

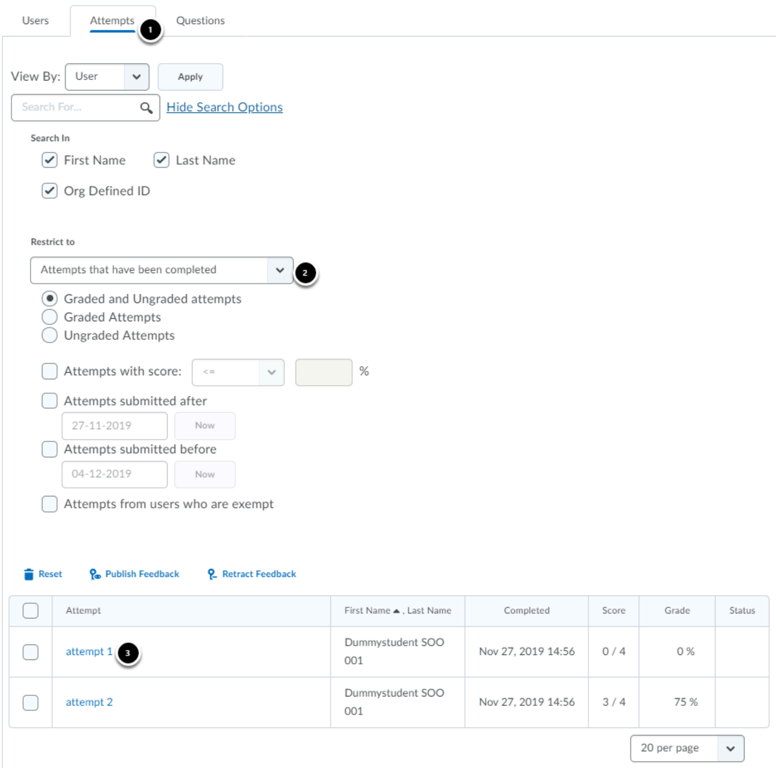
3. Select **More Actions** to change the display settings of the table. Then click **Display options.**
   - Use **Display Options** to select which details of a quiz attempt you will see under **Users** and **Attempts:** the achieved score (**Quiz Score**), the grade scheme that was used(**Quiz Score**) and when an attempt is completed (**Completed**).

4. Click on an attempt to assess it.



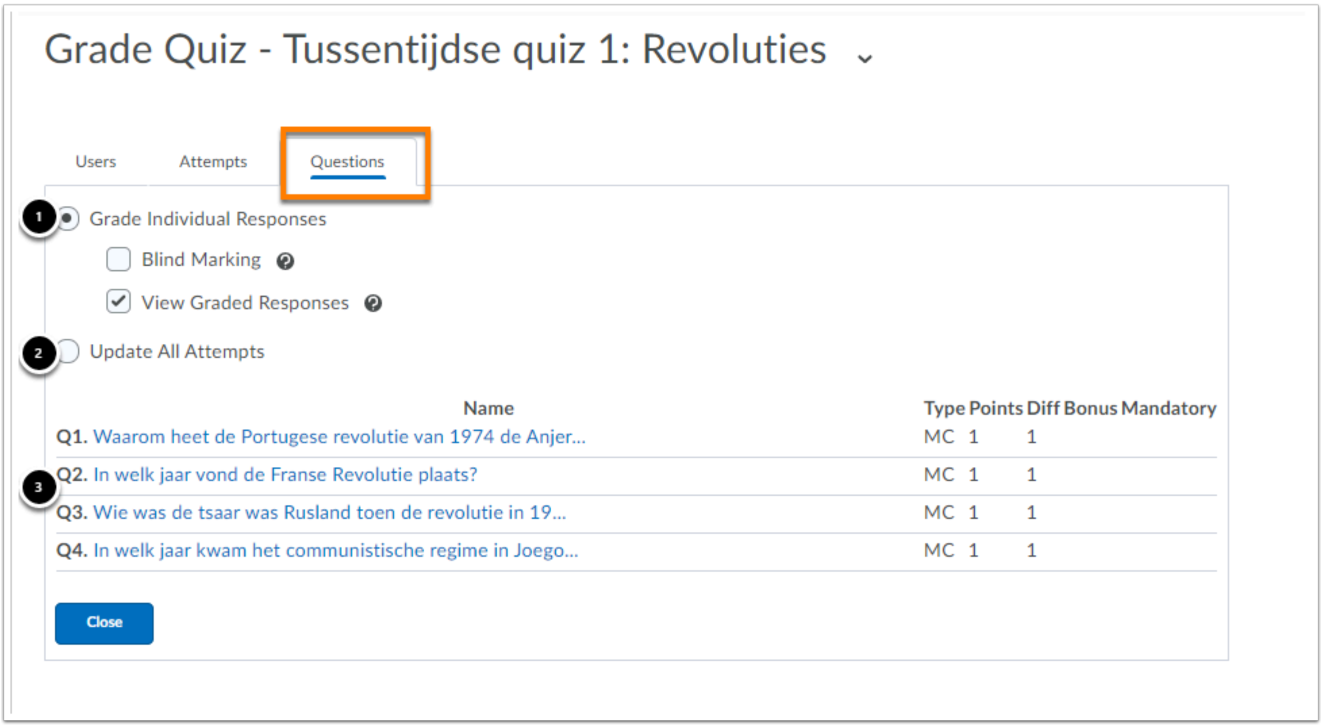
1. Use **Attempt** to switch between the different attempts of the same student.
2. **Attempt…** will show you the details of the attempt.
3. Click **Auto-Grade** to automatically assess the attempt. Note that selecting this option will overwrite every change you have made so far while assessing this attempt.
4. Enter a score manually if desired.
5. **Student View Preview** shows you how students will see their score. Click the arrow to change the settings. Note that by changing the setting here, you will overwrite the default view for this grade item.
6. Use **Attempt Feedback** to enter feedback for this score. The feedback is always visible for the student.
7. Use **Quiz Results** to see the answers students have given for each question of the quiz as well as the correct answers and the score Brightspace assigned for each question. You can change the score and add feedback (or change default feedback) for each question.
8. Click **Publish** to save and publish the assessment or **Save Draft** to save but not publish the assesment. If you already graded the assignment before, you can choose to **Update** or **Retract** the grade.

Attempts



1. The **Attempts** tab will show all the attempts of all the students in a horizontal row.
2. You can filter on a quiz attempt rather than on a student:
   - Use **Restrict to** to select whether you want to see all completed attempts, the completed attempts within a certain period, the attempts that have not been completed or the attempts you have viewed previously.
   - Then you can select whether you want to see assessed or unassessed attempts, attempts with a score higher or lower than a certain percentage, attempts that have been completed before or after a certain date, or attempts by students who are exempted.
3. Click an attempt to assess it. You will navigate to the same screen you would go to when you select an attempt on the Users tab.

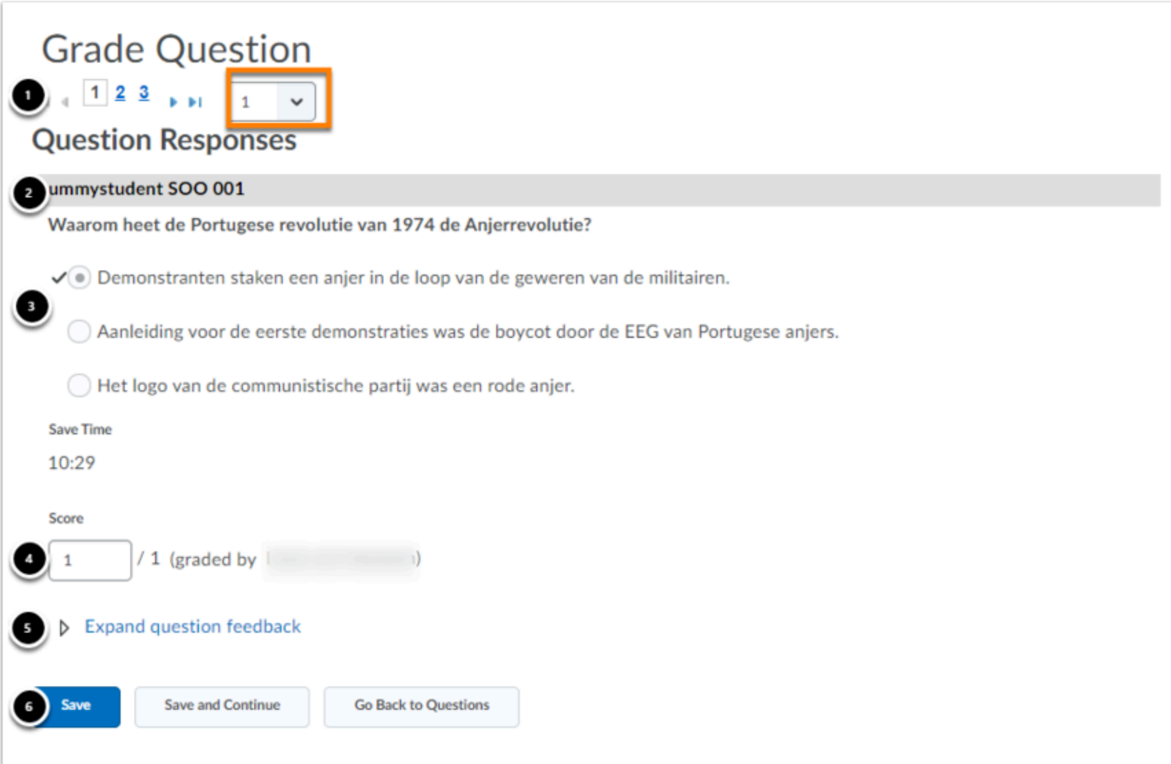
Questions



Use the **Questions** tab to assess attempts per question instead of per attempt or student.

1. Select **Grade Individual Responses** to assess the given answers
    - Select **Blind Marking** if you do not want to see which student gave what answer when you assess the answers. Note that this option is turned off by default.
    - Select **View Graded Responses** if you do not want to assess any answer that have been previously assessed by you or another teacher in the course. Note that this option is turned on by default.
2. Select **Update All Attempts** if you want to update all attempts after altering a quiz question.
3. Click a question to assess the answers.

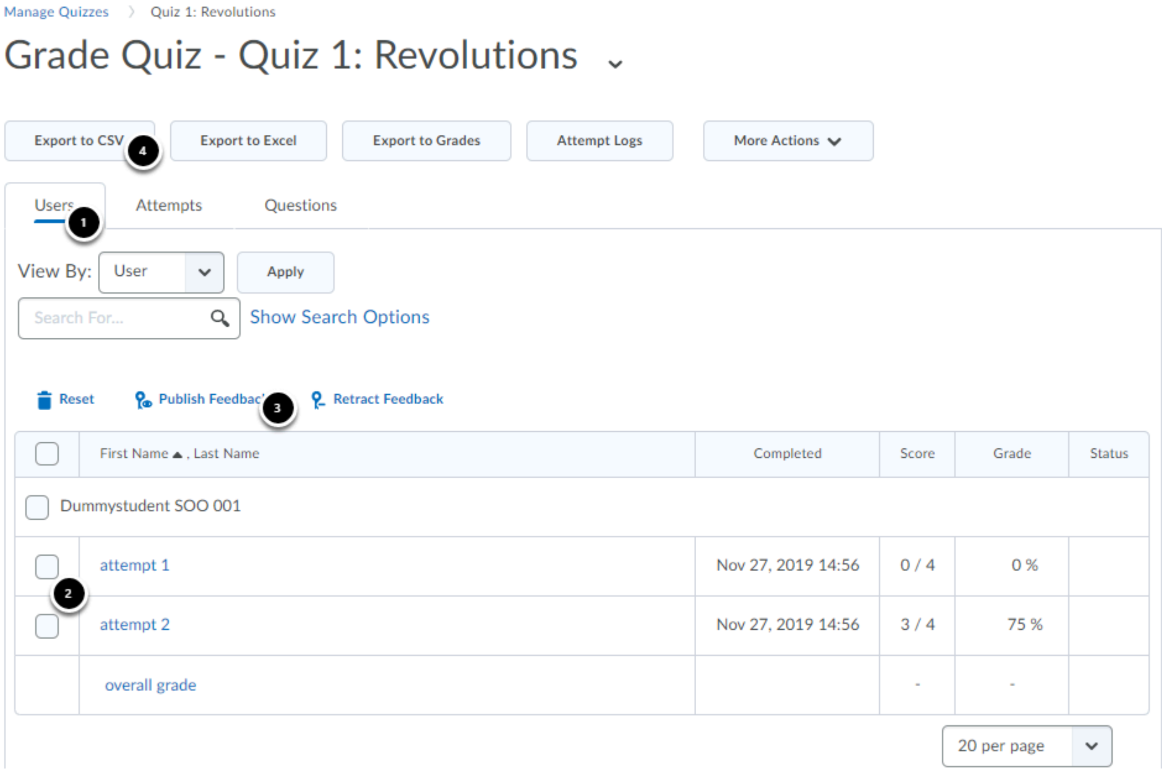
> If you have altered the quiz after the students have submitted attempts, the old questions can be found under **Questions that are not in the quiz anymore**.



1. Use the arrows or click the numbers to navigate to a previous/next attempt.
   - You can have multiple attempts on one page, which means you have to navigate less. To do this, click the fold-out arrow and select how many answers you want to see on a page in the drop-down menu.
2. The gray bar shows which students has given the answer. If you have selected the **Blind Marking** option, you will see a number instead of a name.
3. The submitted answer will be below the gray bar. A check mark will appear behind the answer if Brightspace has marked the answer as correct.
4. The current score for the answer can be found under **Score.** You can change this if desired.
5. Click **Expand question feedback** to add feedback or change the default feedback if desired.
6. Click **Save** to save a score and feedback, or click **Save and Continue** to save the assessment and directly go to the next attempt. Click **Go Back to Questions** to return to the **Questions** tab.

⚠ You are browsing through all attempts of all students. If students have handed in multiple attempts, you will not be able to see when you go to the next student if **Blind Marking** is turned on. This will not be a problem if you want to assess all attempts. If you only want to assess specific attempts (*for example the* *last attempt)* this method is not useful. To save yourself time it is advised to turn **Blind Marking** off or to assess the attempts based on attempt rather than per question.

Publish assessments and export attempts



1. Navigate to **Users** or **Attempts.**
2. Check the boxes of the attempts for which you want to publish the feedback.
3. Click **Publish Feedback.** All attempts will be selected by default if you have selected that attempts will automatically appear in the grade book while setting up the settings of the quiz. Note that if you do not want to publish all attempts you have to deselect the attempts concerned.
4. You can also export the attempts to a .csv file (**Export to CSV**) or an Excel file (**Export to Excel**). You can also export the event logs to a .csv-file (**Export Event Logs**). An event log is an overview of when an attempt was opened, filled out and saved by a student.

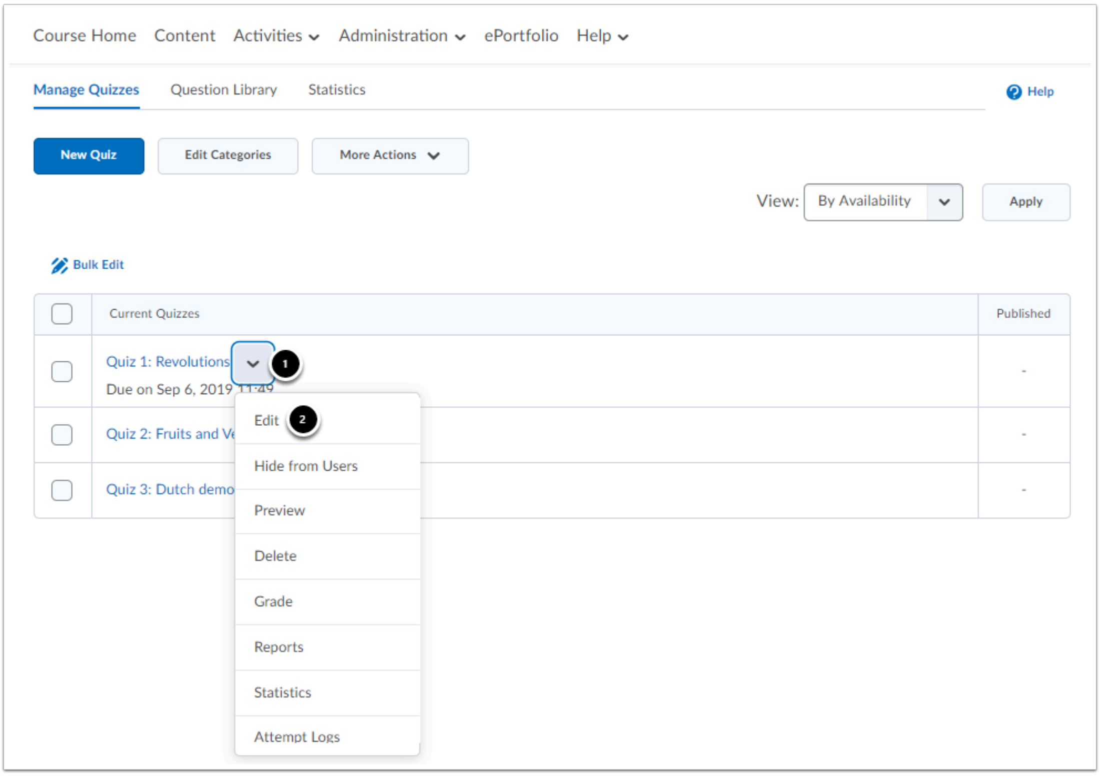
How do I adjust the assessment after adjusting a quiz question? Activities | Quizzes

It is possible that you need to adjust a question of a quiz after students have completed it. *For example, you can realise that you have selected a wrong answer as a correct answer, which renders the students' score incorrect.* Changing the assessment of a quiz question happens in two steps:

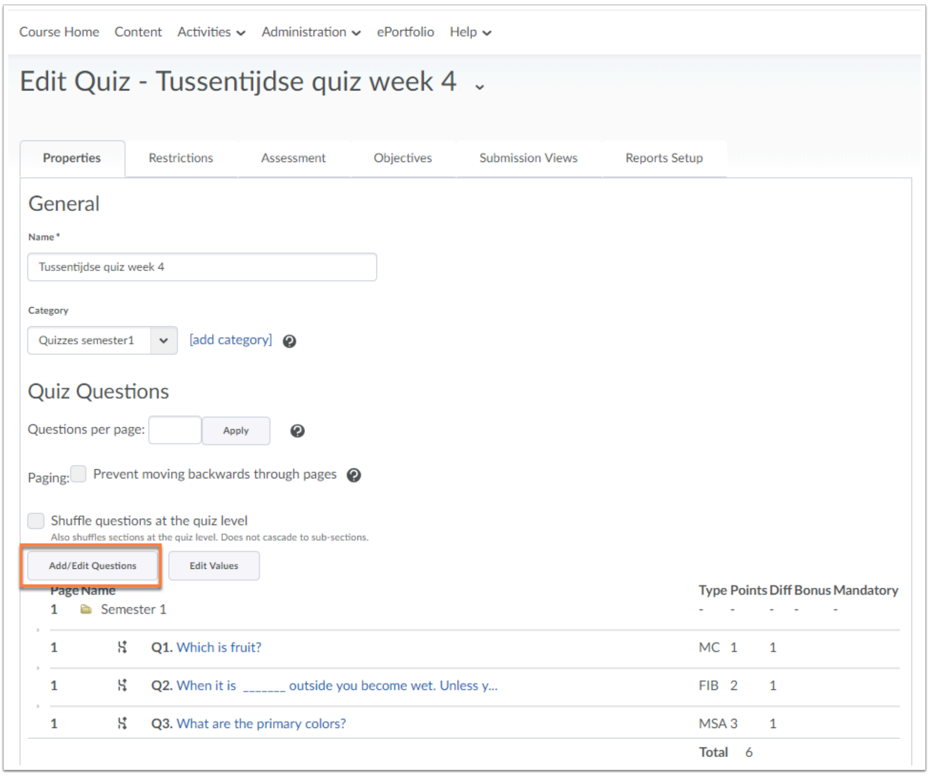
1. You adjust the question
2. You adjust the scores

Adjust the question

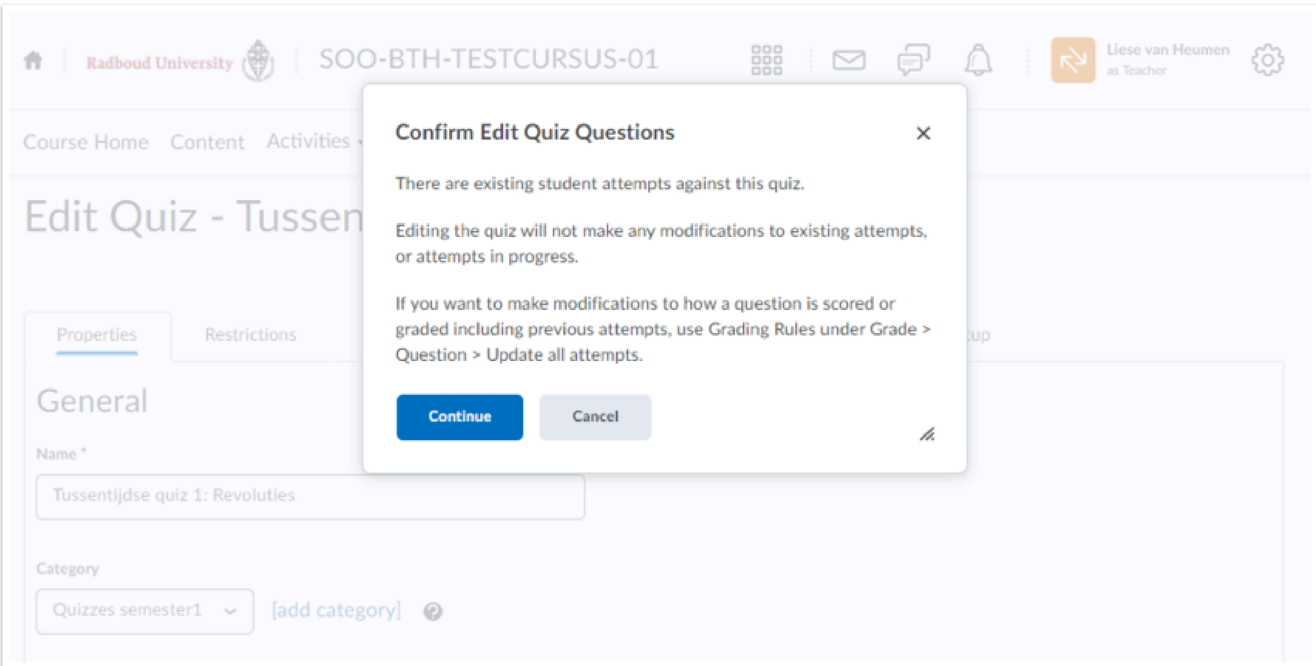
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes.**



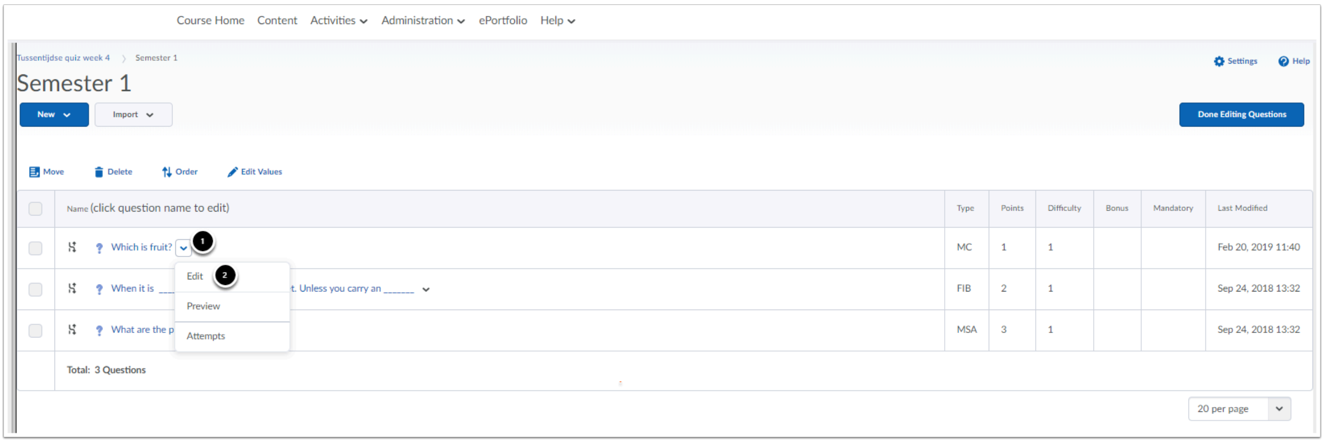
1. Click on the fold-out arrow next to the quiz of which you want to change a question.
2. Click **Edit.**



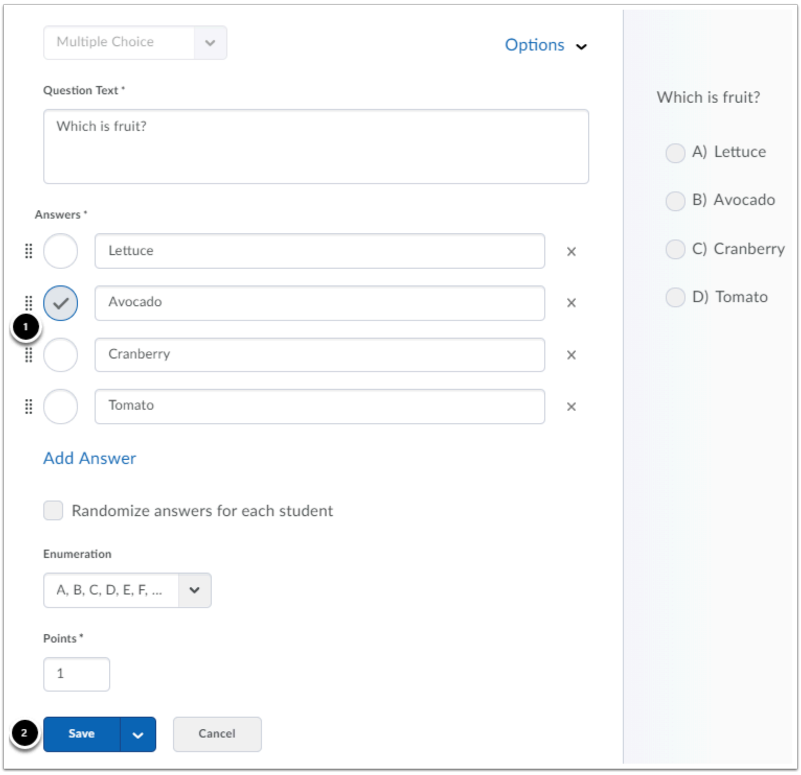
- Click **Add/Edit Questions**.



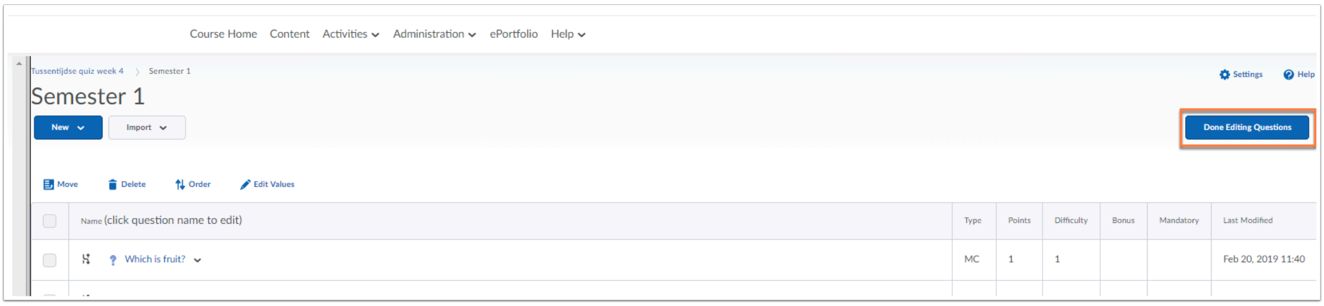
If you want to change the questions after students have already done the quiz you will receive a warning notification. If you change the question the scores will not automatically be altered. Read more on how to do this below Alter score for a previous attempt.



1. Click the fold-out arrow next to the question you want to change.
2. Click **Edit**.



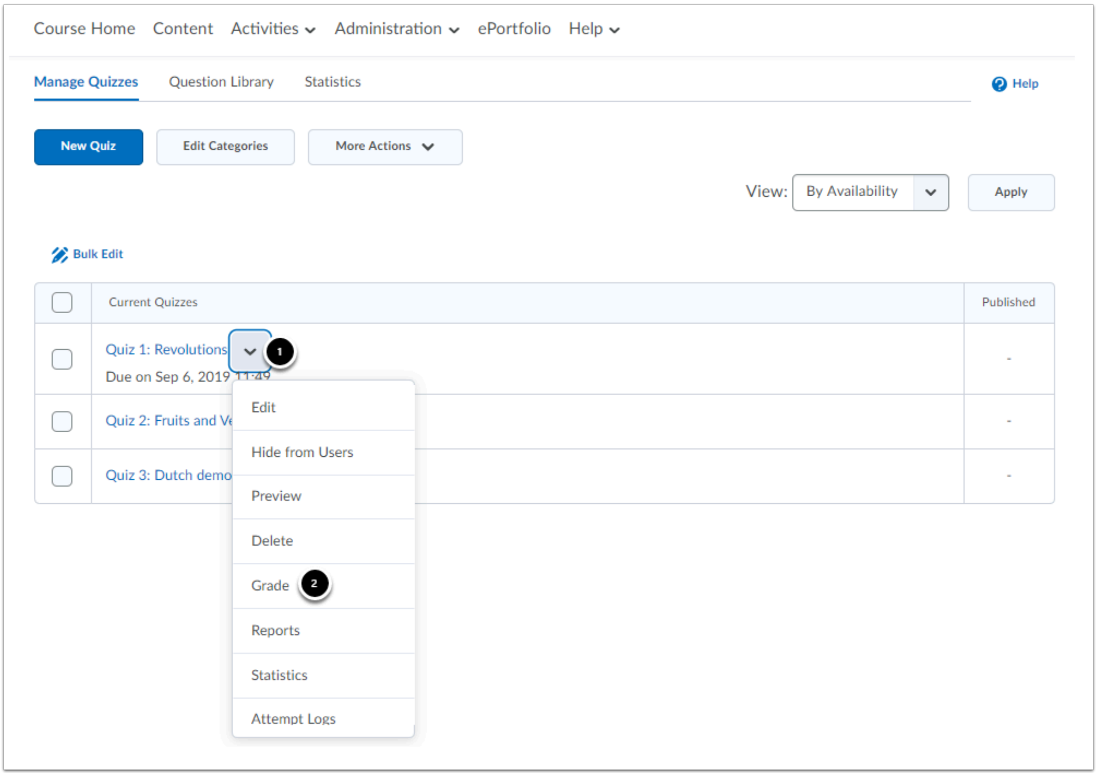
1. Enter the correct answer/change the existing answer. *In the example above the correct answer is selected for a multiple choice question.*
2. Click **Save.** If you have used the question in multiple quizzes and/or surveys, Brightspace will ask you whether you want to implement the changes everywhere or just in the current quiz. Select the desired quizzes/surveys and click **Save** again. Please note that if you implement the change everywhere, it does not automatically mean that the scores are updated automatically.



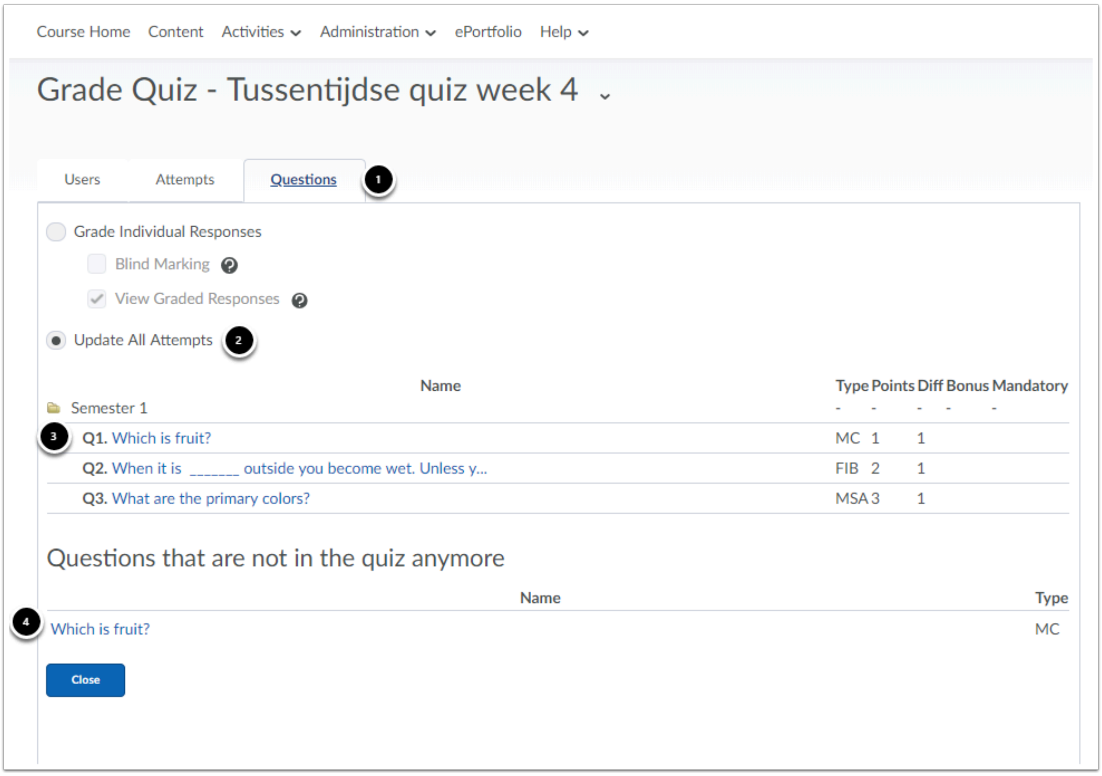
- Click **Done Editing Questions** to return to the quiz. Click **Save and Close** to save the changes in the quiz and to close it.

It is possible to automatically transfer the scores that have been updated to the grade book. To do so, you need to have a grade item linked to the quiz. You also have to establish that scores will be automatically exported to the grade book once you publish it. Read more about doing this in the article [How do I attach a grade item to a quiz?]

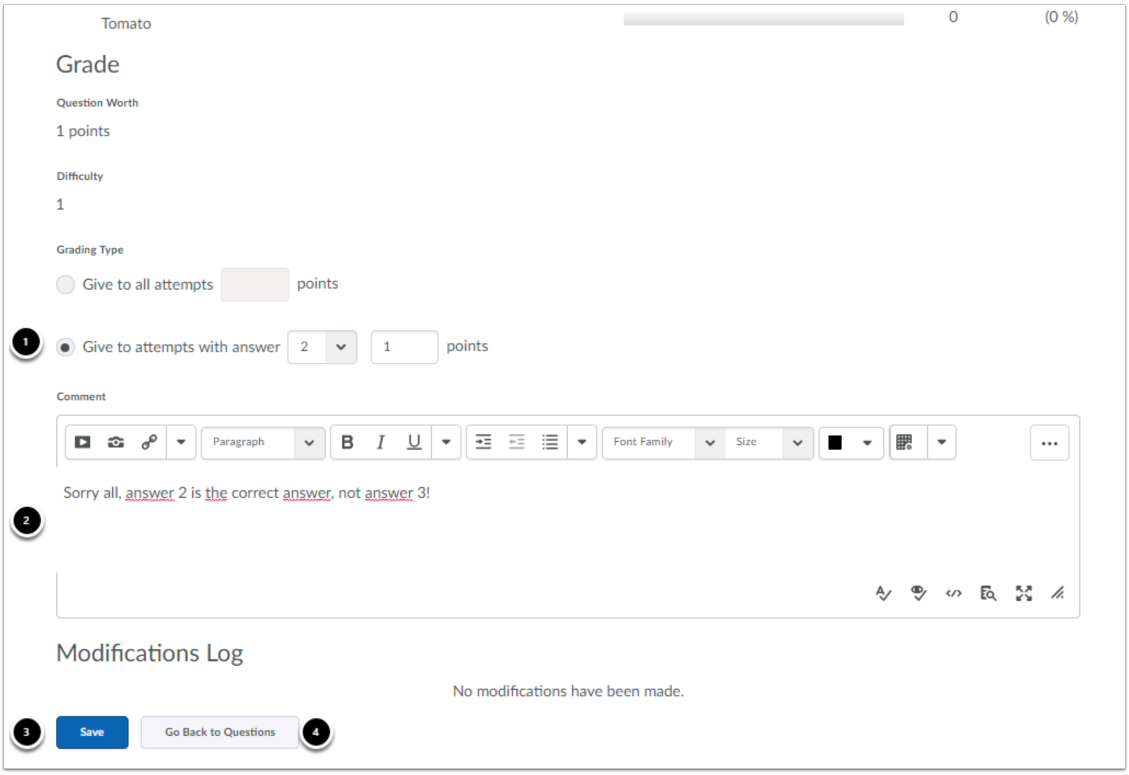
Alter score for a previous attempt



1. Once again, click the fold-out arrow behind the quiz you have just adapted.
2. Click **Grade.**

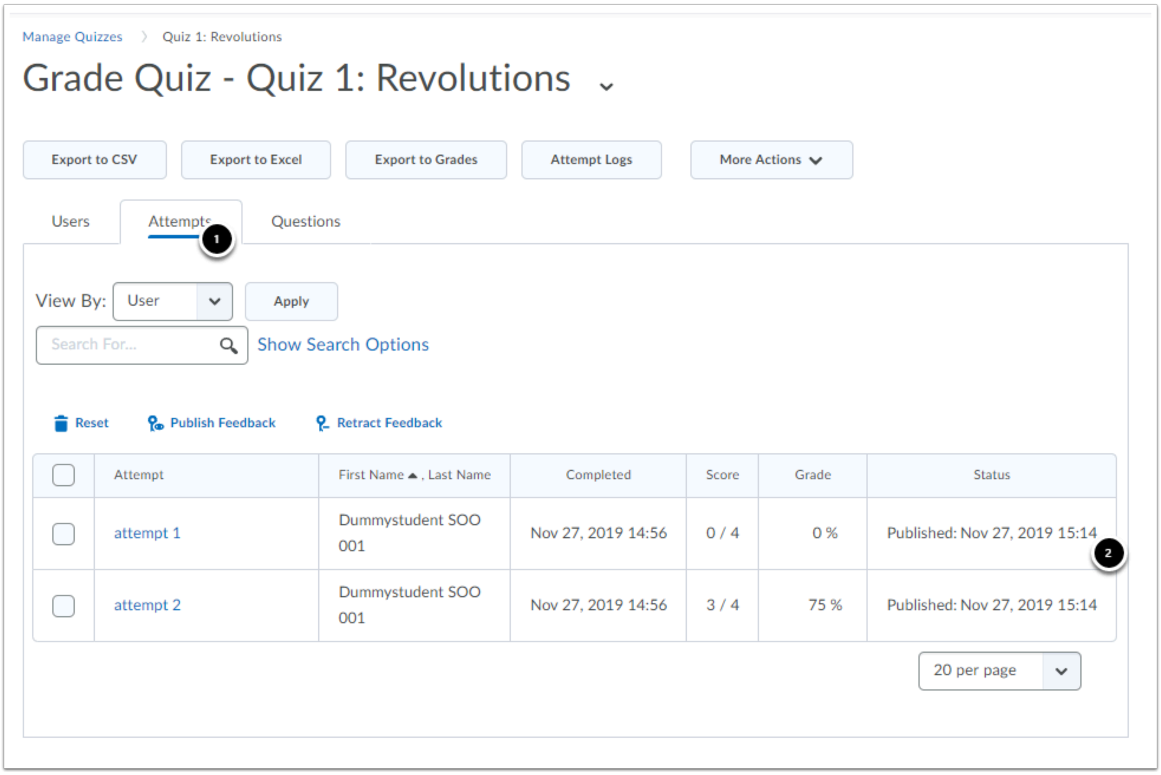


1. Navigate to **Questions** (third tab).
2. Select **Update All Attempts**.
3. The altered question can be found in the question list.
4. The question with the incorrect answer can be found under **Questions that are not in the quiz anymore**. Click on the incorrect question.



First, you will see an overview of the attempts of the students who have already answered the question.

1. Below **Grade Type** you select **Give to attempts with answers** to determine for which answer Brightspace has to assign points. *In the example, students initially received a point for choosing answer 3. However, answer 2 is the correct answer, so now you have to make sure students will receive a point when they have chosen answer 2. For the give to attempts with answers, this means you have to enter **Give to attempts with answer 2 1 points.***
2. If desired, add a description in the HTML-editor about why you have altered the answer.
3. Click **Save.** Brightdspace will ask for a confirmation about changing the scores for the attempts. Click **Yes.**
4. Click **Go Back to Questions**.



1. Navigate to **Attempts** (second tab).
2. Make sure all attempts are published by ticking the boxes and clicking **Publish Feedback.**

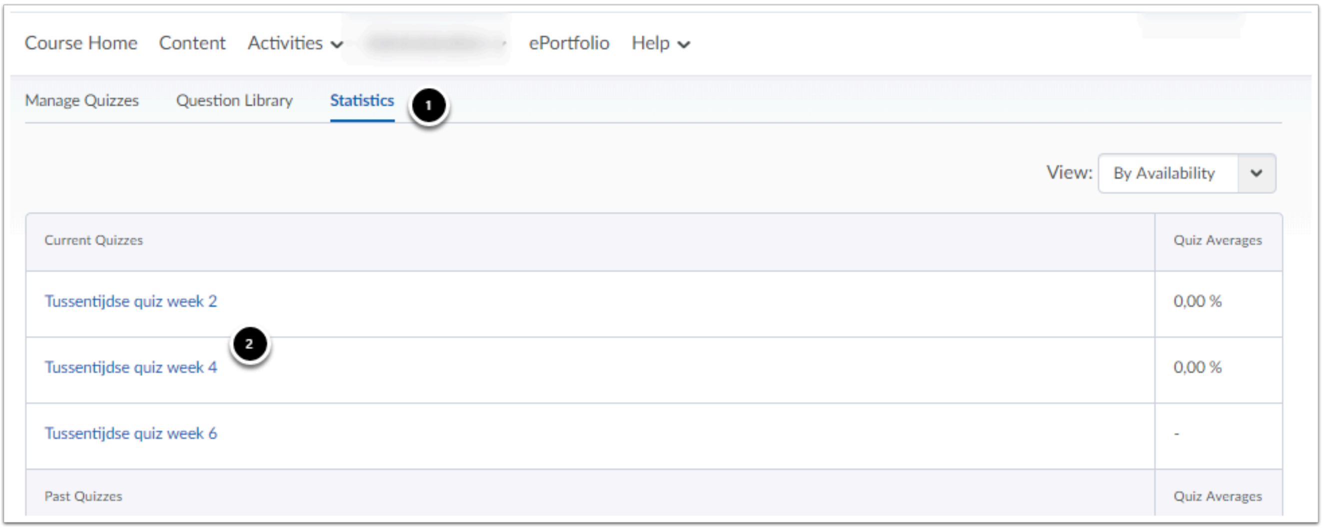
> The student will immediately see the new score for each quiz in Quizzes, and a new grade in Grades.

Quiz Statistics: where do I find them and what do they show me? Activities | Quizzes

[User Statistics](#)
[Question Statistics](#)
[Question Details](#)

After students have completed a quiz, it is possible to view statistics on their performance. You can take a look at the average score, as well as generate detailed information on specific quiz questions.

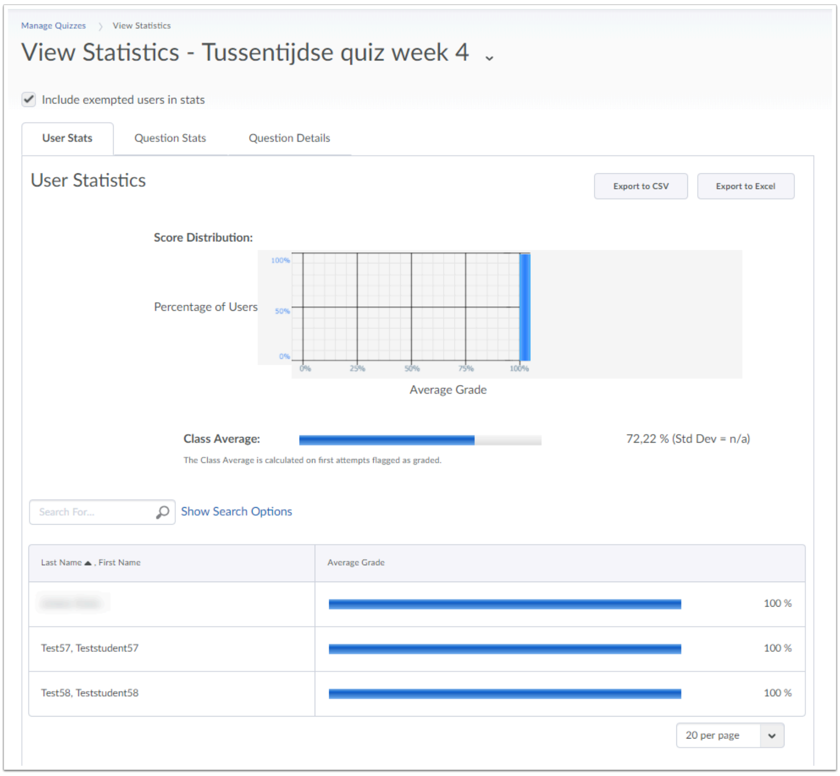
- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**. You will land on the quiz homepage.



1. Click **Statistics** (third tab). You will get an overview of all the quizzes and the average score per quiz.
2. Click a quiz to view its specific statistics.

You can also to the statistics page of a quiz by using the [quiz quick-menu](#). To use this option, click the arrow next to the name of the quiz you would like to view statistics of and then click **Statistics**.

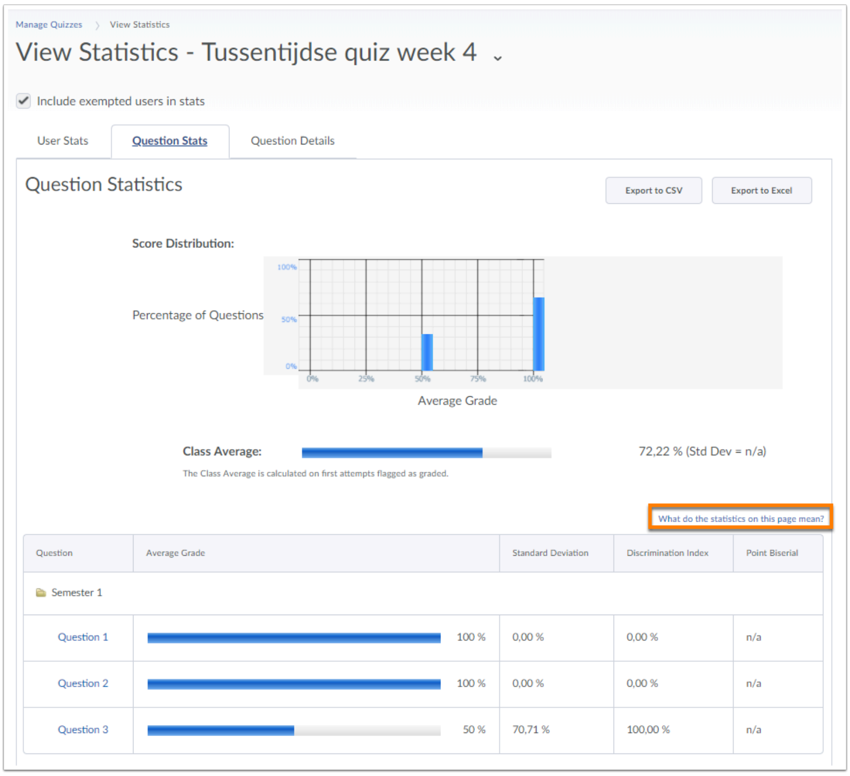
User Statistics



In **User Stats** (first tab) you will see:

- a graphic display of the score distribution, based on the score achieved by each student (**Score Distribution**);
- the class' average score (**Class Average**);
- which score each individual student has achieved. You can also search for a specific student at **Show Search Options**.

Question Statistics



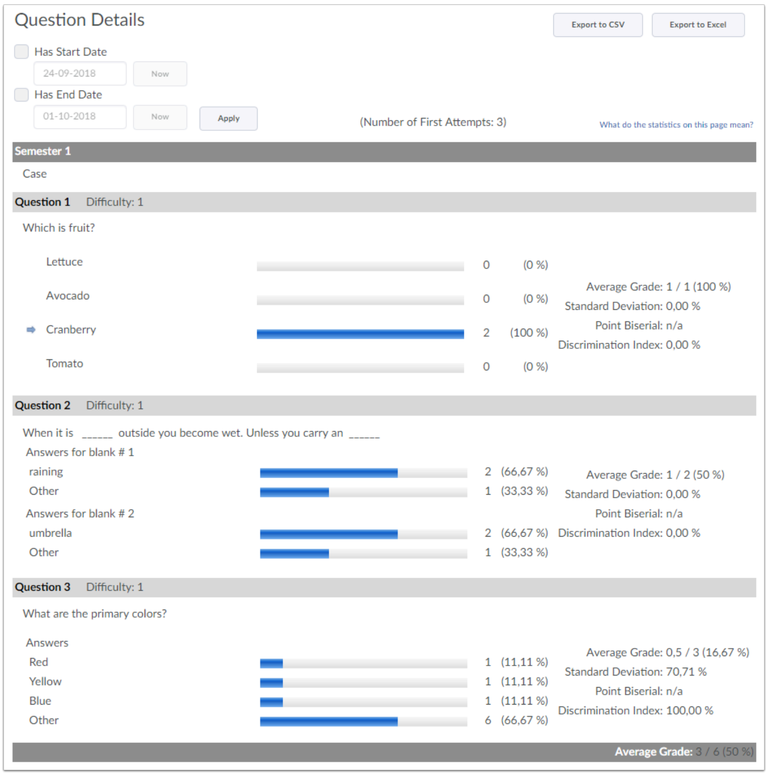
In **Question Stats** (second tab) you will see:

- a graphic display of the class average per individual question (x-axis) and the percentage of question for which a similar score has been achieved (y-axis);
- the Average Grade, Standard Deviation, Discrimination Index and Point Biserial of each individual question.

Click on a question to view what the exact question, the right answer and the feedback/ hints were.

For an extensive explanation on the Standard Deviation, Discrimination Index and Point Biserial, click **What do the statistics on this page mean?** which is situated just above the table on the right.

Question Details



Under **Question Details** (third tab) you can:

- View extra information on each individual question, for example how many students (displayed by a number and percentage) chose a certain answer on a multiple-choice question.
- Filter statistics by the date on which students have completed the quiz. Select a date (or multiple) and click **Apply**.

For an extensive explanation on the Standard Deviation, Discrimination Index and Point Biserial, click **What do the statistics on this page mean?** which is situated just above the table on the right.

From each tab you can click **Export to CSV** or **Export to Excel** at the top-right corner of your screen to export the statistics that are displayed to a CSV- or Excel-file.

How do I create a (statistical) report of a Quiz? Activities | Quizzes

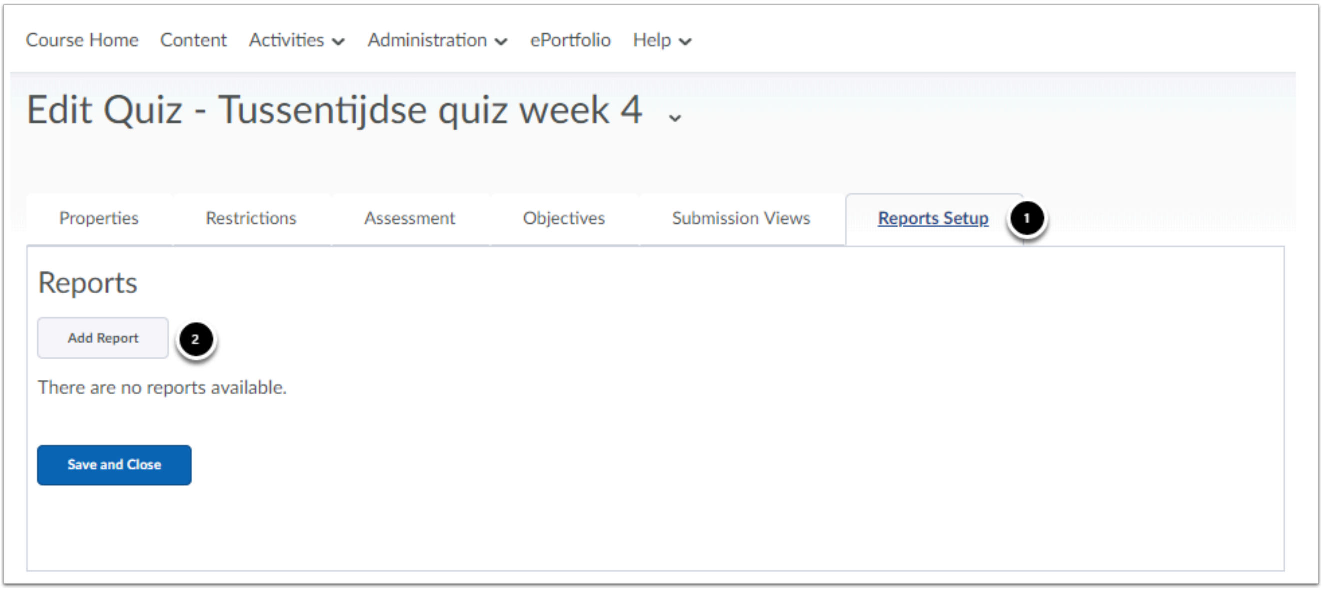
Create a report
View a report

Generate a quiz report to:

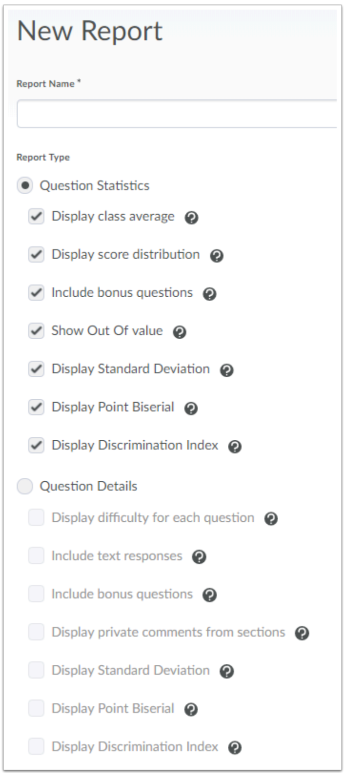
- analyse your quiz based on statistics about your quiz questions and the achieved scores;
- view anonymous quiz data (statistics) without being logged into Brightspace;
- share anonymous quiz data with other users (for example with colleagues that have a different role in Brightspace and do not have access to the quiz statistics page with their permissions).

Create a report

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**. You will land on the quiz homepage.
- Click the quiz you would like to create a report of.



1. Navigate to **Reports Setup** (last tab).
2. Click **Add Report**.

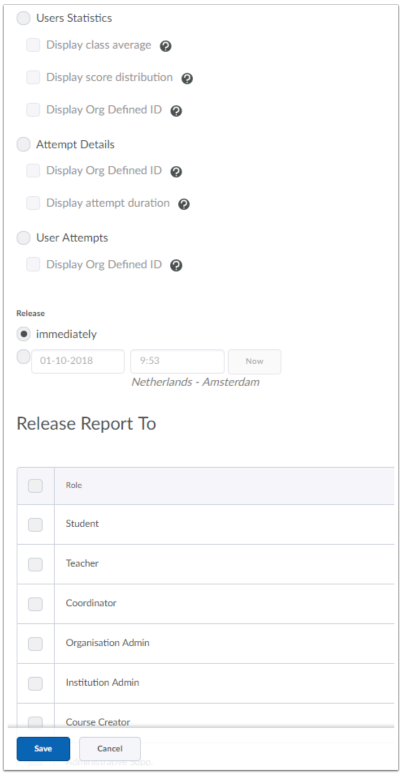


- Fill in a **Report Name**.
- Select the type of report you want to create: **Question Statistics**, **Question Details**, **User Statistics**, **Attempt Details** or **User Attempts**.
- Tick which data you want to include in the report (lick the question mark icon for more information on the different options that are available).

You can create various types of reports to view different statistics:

- **Question Statistics**: Displayes an average score on each question (in points and percentage).
- **Question Details**: Displays how often each answer to a question has been checked, the total number of answers given and the average score for each question.
- **User Statistics**: Displays the average of the class, the distribution of the scores among the class and the score of each participant.
- **Attempt Details**: Displays the details of each participant with detailed information about each question. You see the answers to each question per participant per quiz attempt.

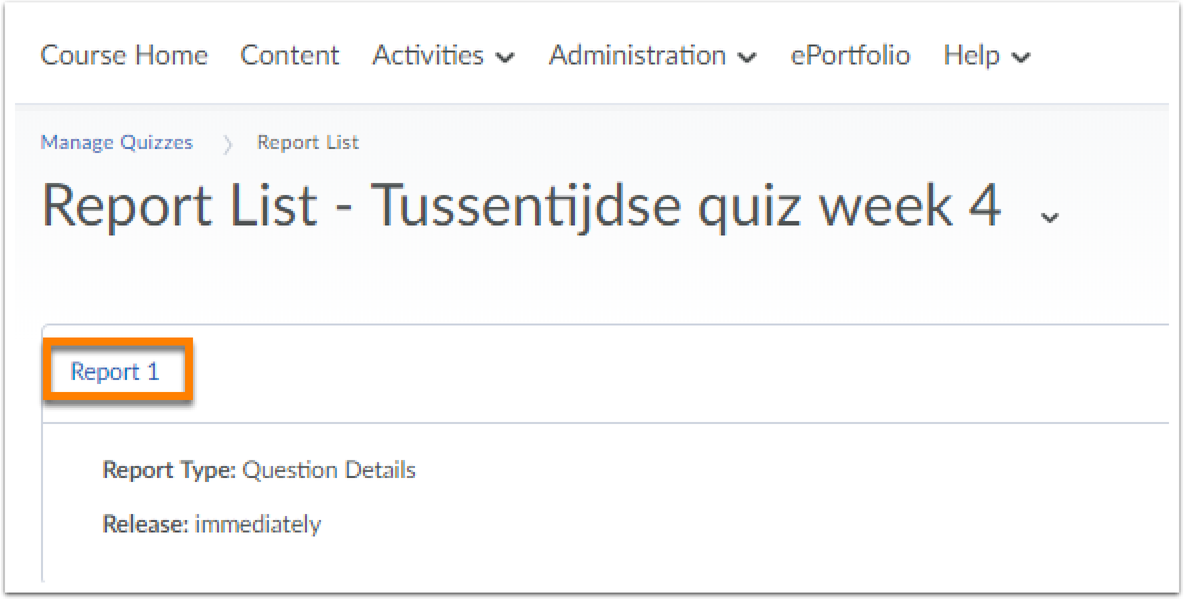
- **User Attempts**: Here you see the details of each participant with the score achieved on each question in points and percentage per quiz attempt.



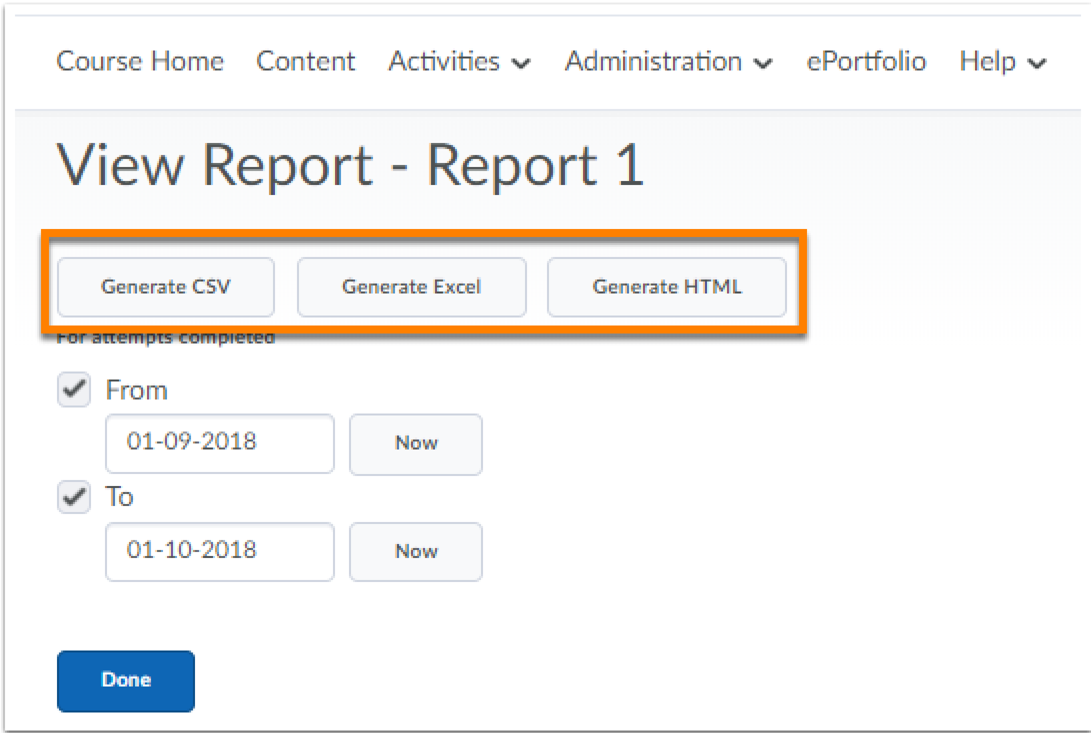
- Below **Release** choose whether you want to release the report directly (**immediately**) or set a specific date.
- Tick which Brightspace role(s) you want to provide with access to the report (you can create multiple reports for a quiz).
- Click **Save** to return to the **Reports Setup** tab. You will see an overview of all the reports you created for this specific quiz.

View a report

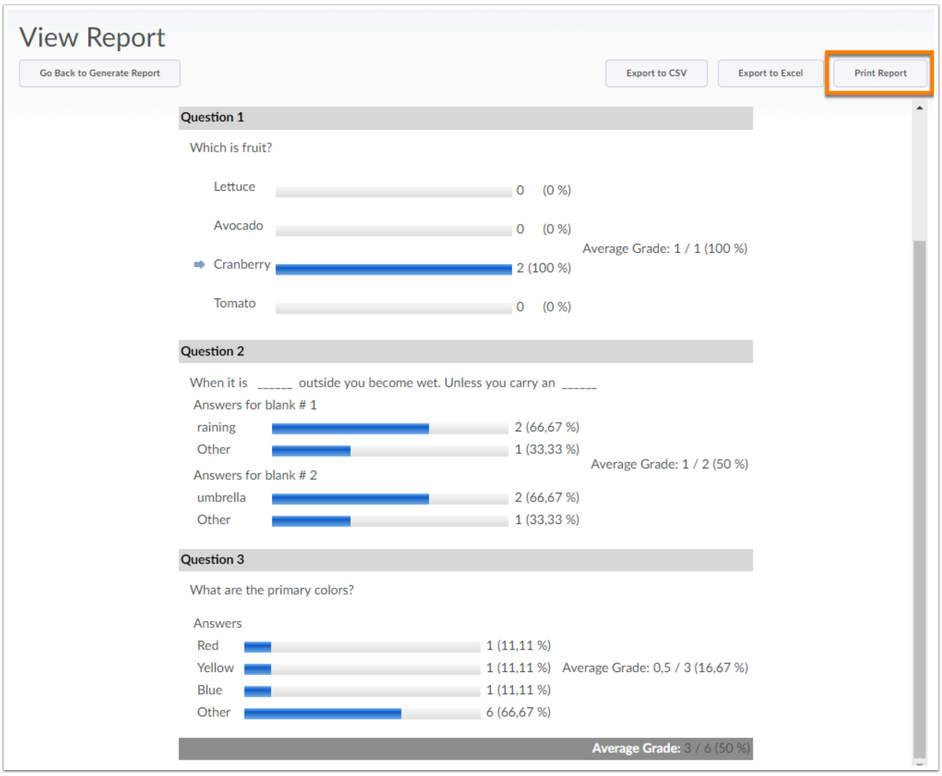
You have easy access to the reports of a quiz via the quiz quick-menu. To do so, go to the quiz homepage and click the fold-out arrow next to a quiz and then click **Reports**.



- Click the title of the report you would like to view.



- Fill in a time frame that you would like the report to be based on. (optional)
- Click **Generate CSV** to generate the report as a csv-file.
- Click **Generate Excel** to generate the report as an Excel-file.
- Click **Generate HTML** to generate the report in your browser.



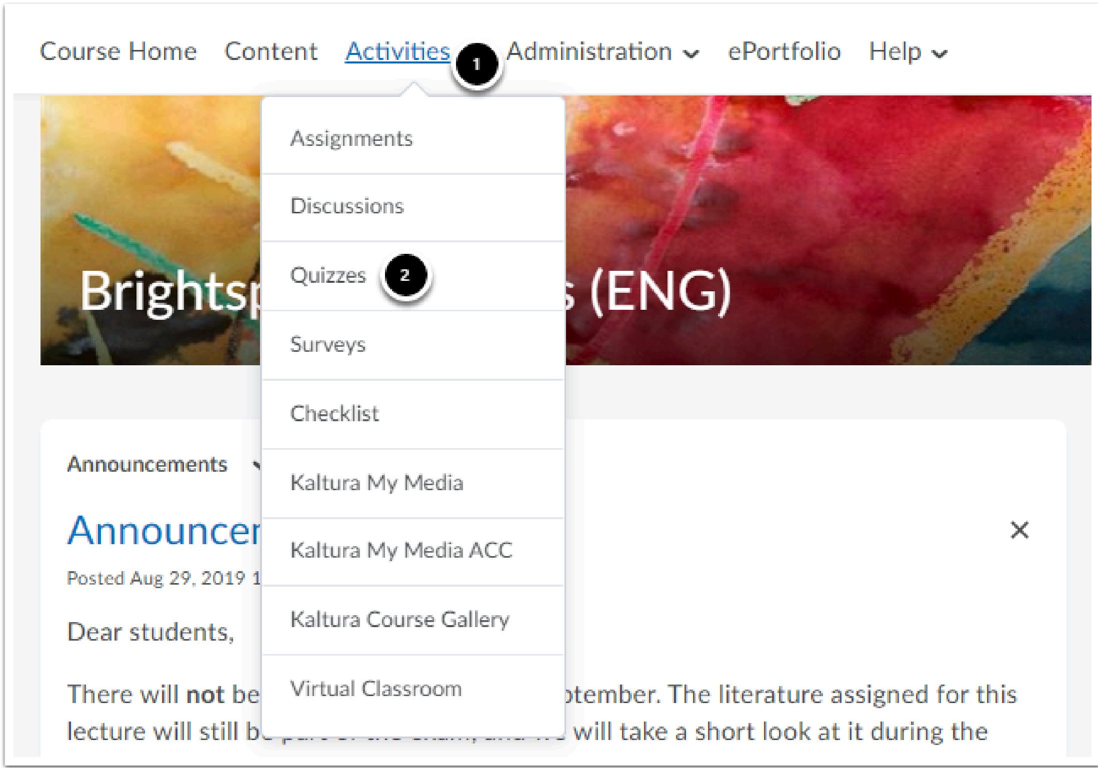
- You will see the statistics you have selected at the **Reports Setup.**
- Click **Print Report** to print the statistics.

How do I delete a student's quiz attempt? Activities | Quizzes

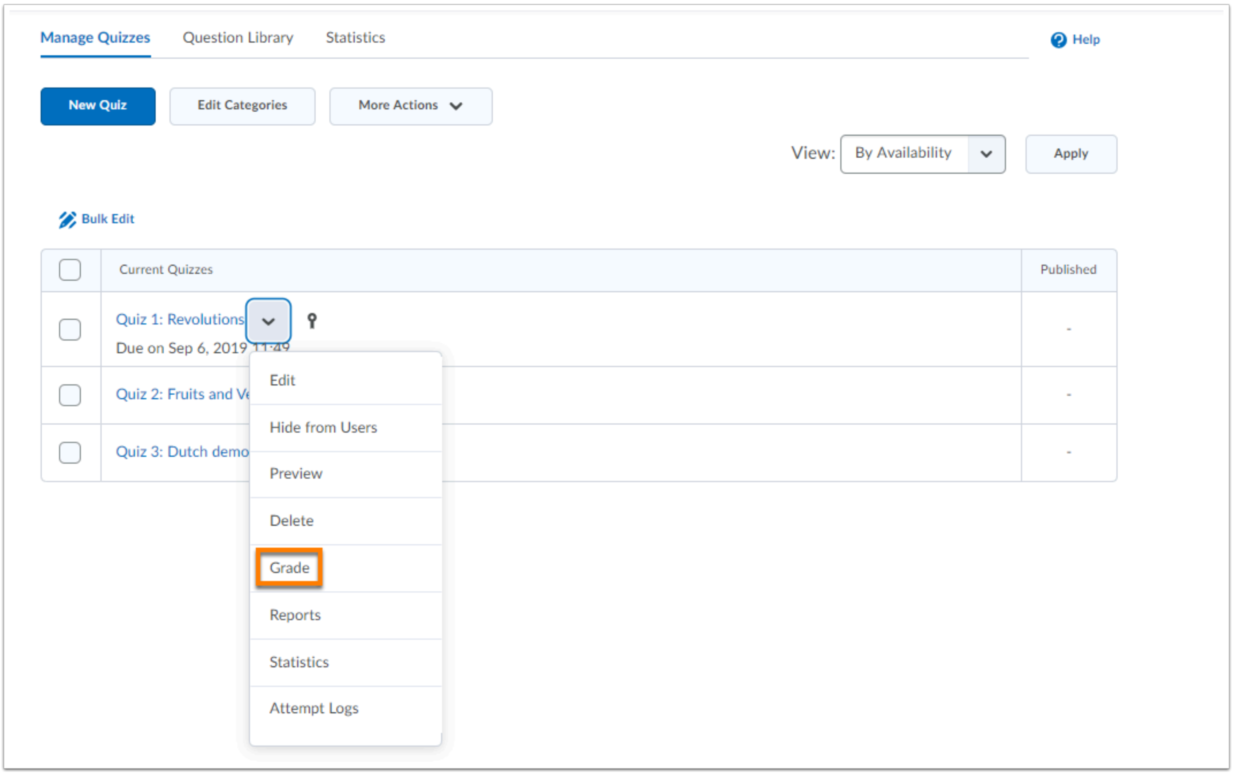
[Delete a quiz attempt](#)
[Restore a deleted quiz attempt](#)

As a teacher you have the possibility to delete quiz attempts of students. For example, this could be necessary when there is only one attempt possible for a quiz and something went wrong while filling out the quiz. You can then reset the failed attempt.

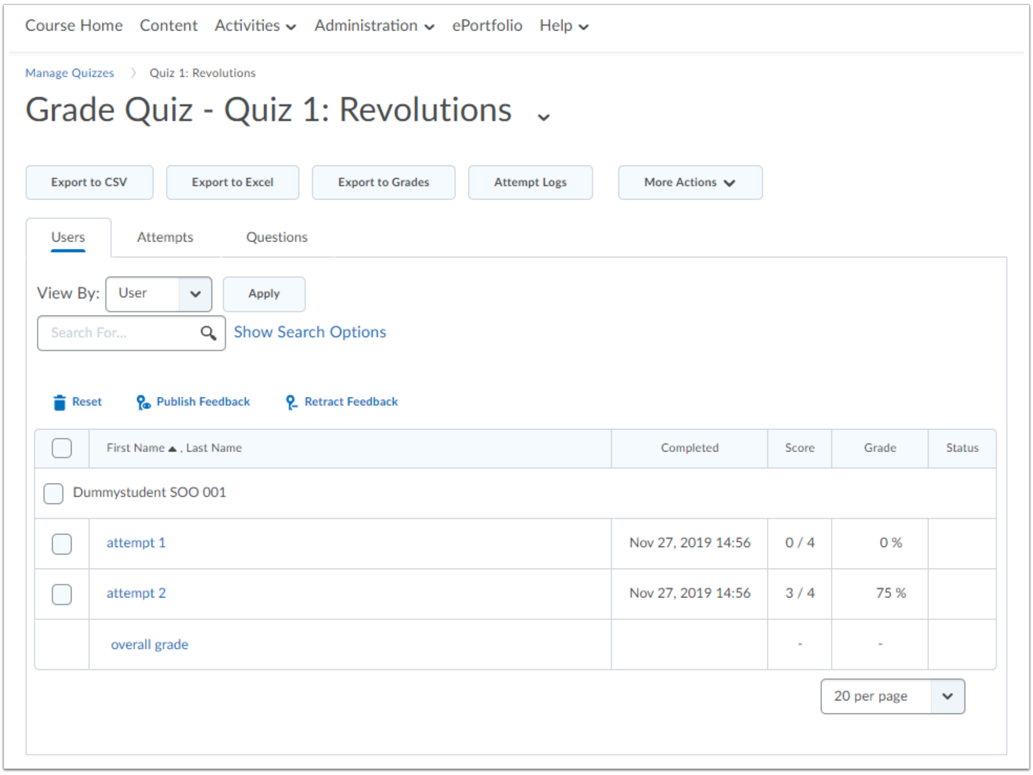
Delete a quiz attempt



1. Navigate to **Activities** in thee navbar of your course.
2. Click **Quizzes**.



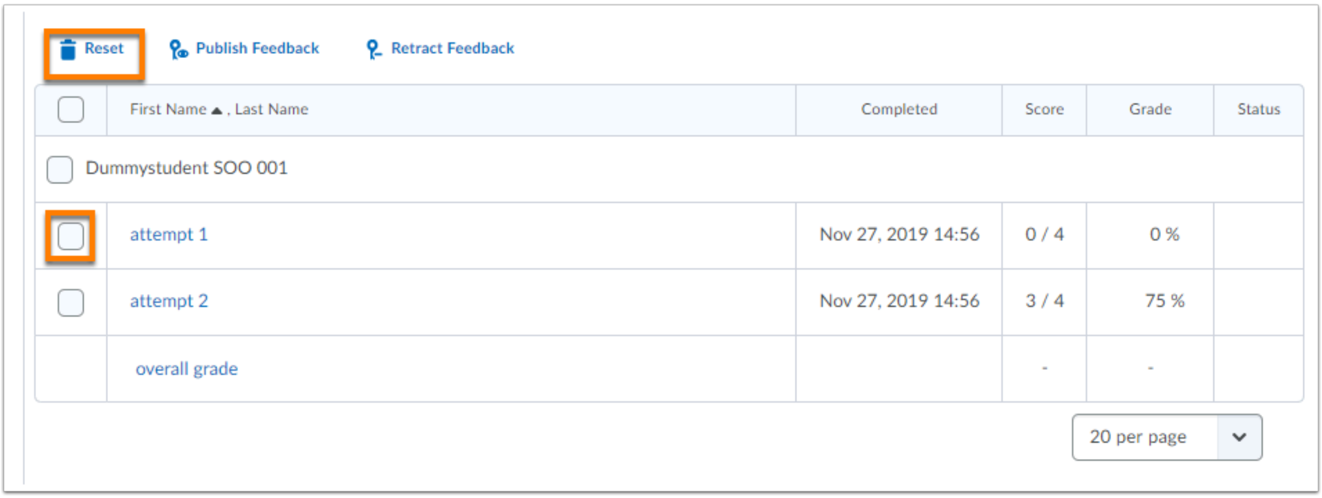
- Click the fold-out arrow behind the quiz concerned.
- Click **Grade.** You will navigate to the **Grade Quiz** page.



The display of the buttons on the Grade Quiz page may vary slightly depending on your settings in Brightspace.

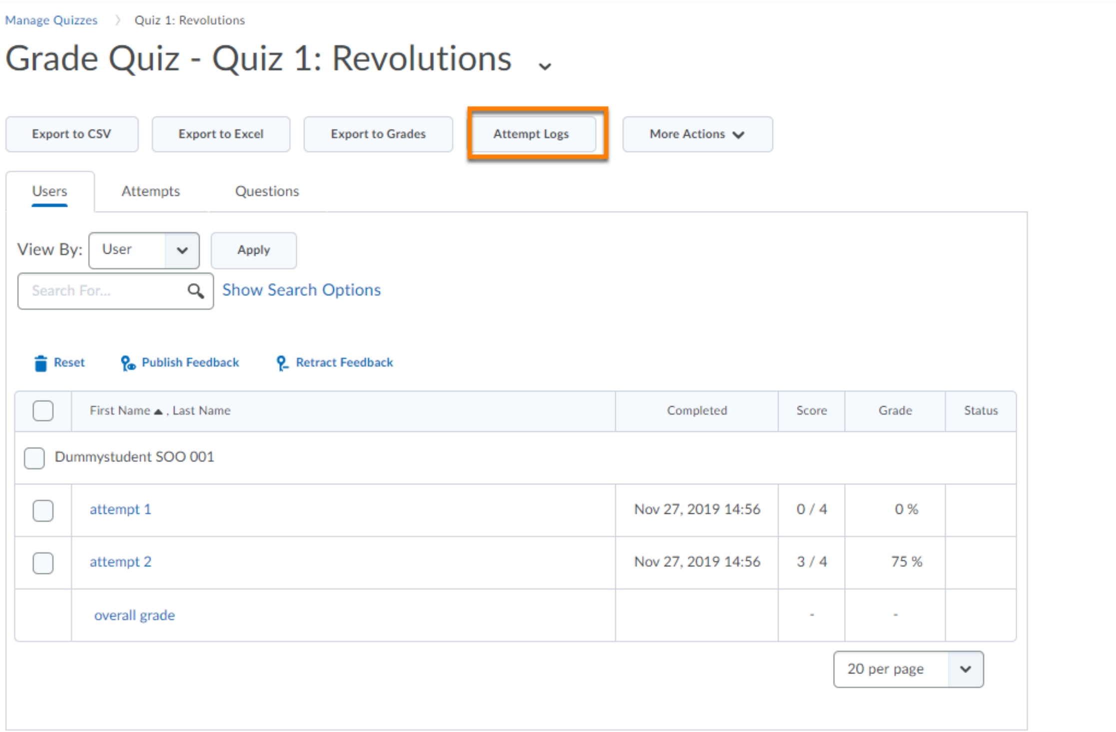
- These options only appear if at least one student has made one quiz attempt.
- If your **Grades** are attached to your grade book, an **Export to Grades** button will also appear. This button ensures that **Display Options** is placed under a **More Actions** selection menu.
- If there are no Grades items attached, **Display Options** appears as its own button.

The **Display Settings** you have set up under **Display Options** apply to all quizzes within your course. This means you only have to set this up once.

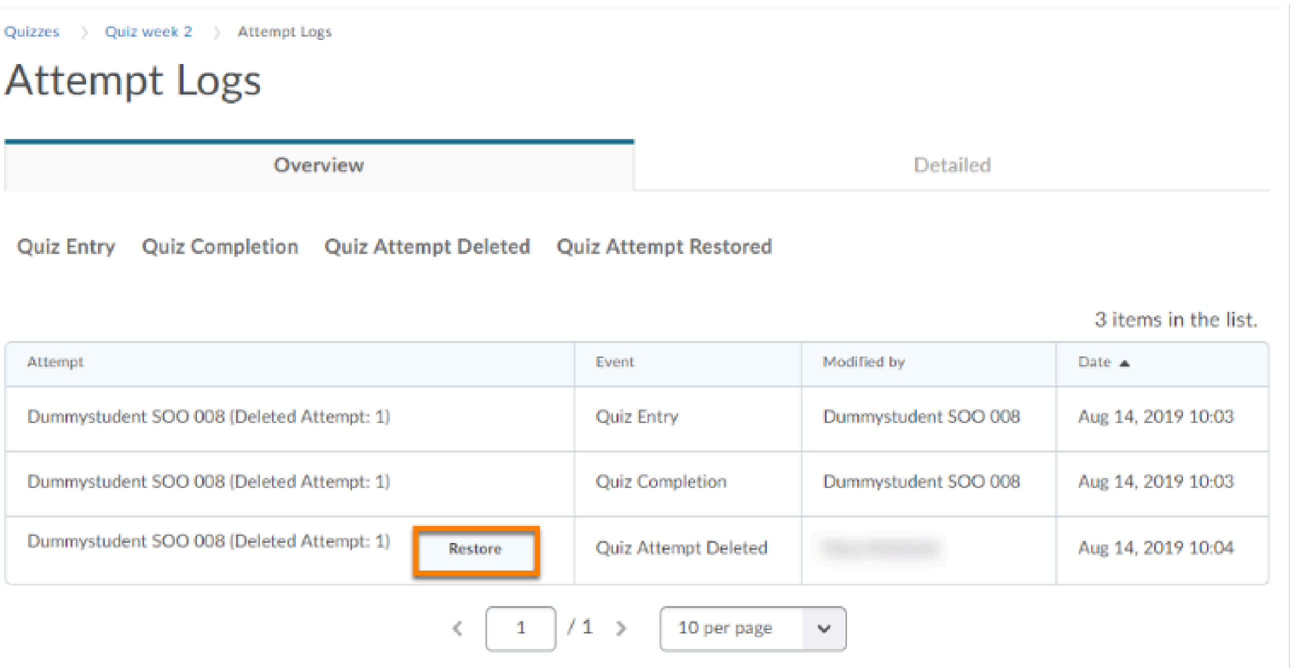


- At the top of the table you will find a waste basket symbol with **Reset** next to it. By checking the box next to the attempt followed by clicking **Reset** you can delete the attempt.

Restore a deleted quiz attempt



- Click the fold-out arrow behind the quiz concerned and click **Grade.**
- Click **Attempt Logs**.



Below **Attempt logs** you will find an overview of all quiz attempts, including the deleted attempts. Behind the deleted attempts there is a **Restore** button to undo the deletion.

- Click **Restore**. The quiz attempt will be restored.

How do I use Surveys? Activities | Surveys

Using surveys

Surveys can be used to gain insight into how students rate your course. Possible topics for the survey can be feedback on the workload, literature, and/or the examination/ assessment. You can opt for anonymous surveys, but you can also link the responses to the names of your students.

You need to enable the **Survey** functionality in your Brightspace course before you can start creating a survey.

- Go to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Select **Tools** below the heading **Administration**.

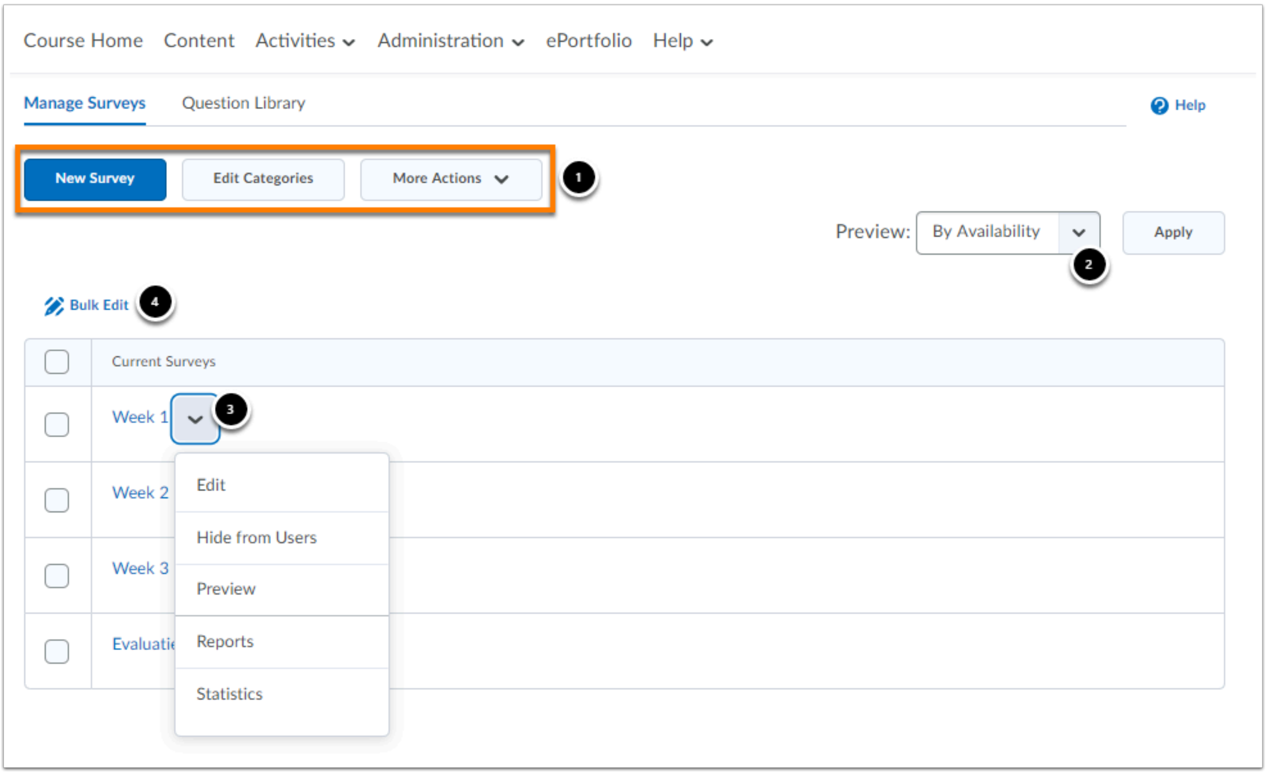
- Notice the cross behind the **Survey** option in the list. Click on the cross to turn it into a check mark to enable the functionality.

- Refresh the page. When you click **Activities** in the navbar of your course, you will now see that **Surveys** has been added to the menu.

We advise you to create all your questions in the **Question Library** before you create your actual survey. This will significantly speed up the process of adding and reusing new questions to both **Quizzes** and **Surveys**. The process of creating new questions in the Question Library is explained in the article How do I use the Question Library?

Survey homepage

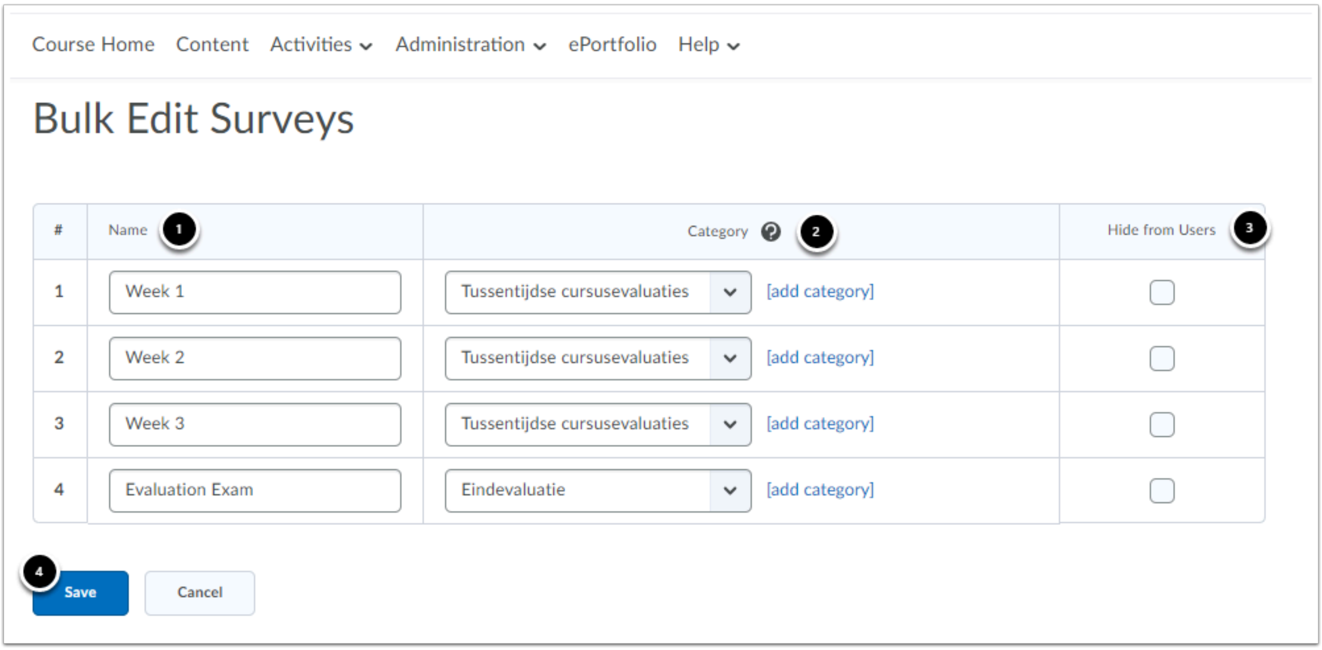
- Go to **Activities** in the navbar of your course.
- Click **Surveys**. You will now see the Survey homepage (the first tab of the survey tool: **Manage Surveys**). This page will show you an overview of all the surveys that have been created for this course.



1. The buttons at the top allow you to:
    - create a new survey. Click **New Survey**;

- edit the categories for the surveys. Click **Edit Categories**. You are now able to reorder the categories (**Sort Order**), remove a category (bin symbol), or add a new category (**Add category**);
- click **More Actions** to **Copy**, **Reorder, Make Visible for Users, Hide from Users** or **Delete** surveys.

2. Sort the surveys in the overview behind **Preview** by **Availability** or **Category**. You can do this by selecting one of those options in the drop-down menu and clicking **Apply**.
3. Click the fold-out arrow next to the survey's name to open the survey quickmenu.
4. Edit multiple surveys at once with the **Bulk Edit** option. Check the boxes for multiple surveys and click on **Bulk Edit** to do so.

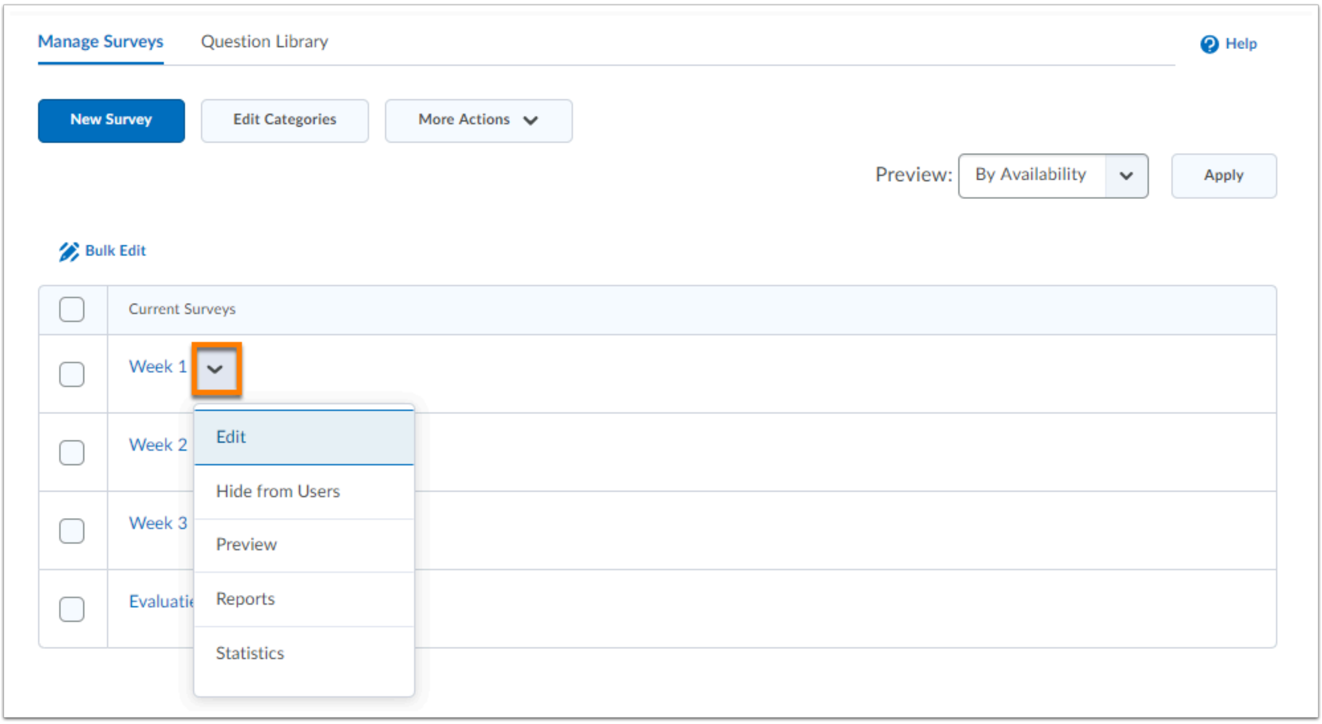


With **Bulk Edit** you can:

1. Change the name of a survey;
2. Allocate the survey to a different category (or add a new category);
3. Change the visibility of a survey by ticking the checkbox under **Hide from Users**. A survey will automatically be visible to students, unless you tick the checkbox.
4. Click on **Save** to save your changes.

Provide students with easy access to the survey by adding it to Content.

Survey quickmenu

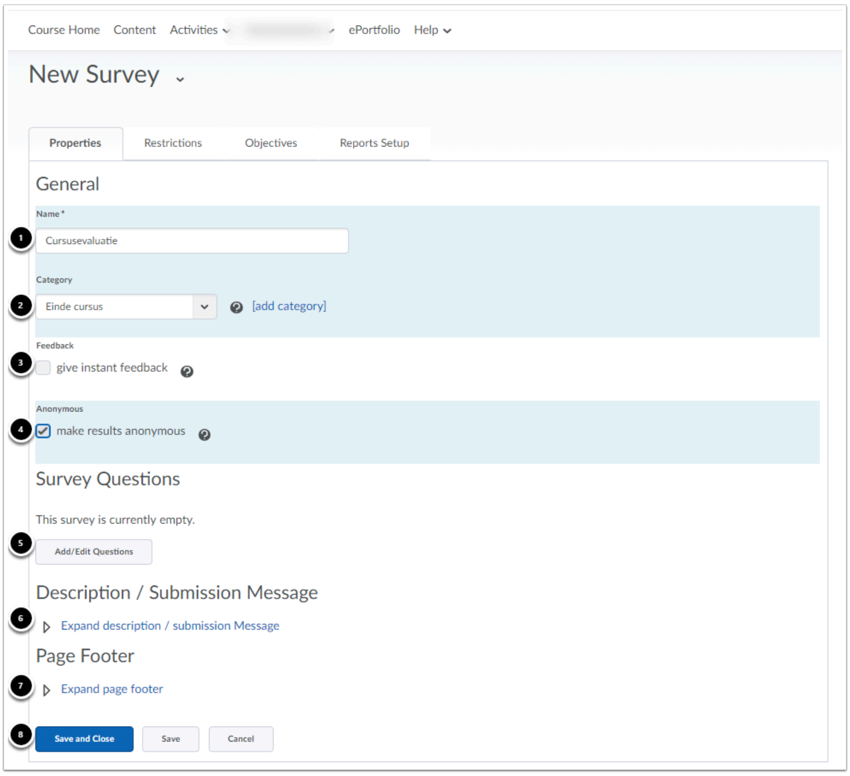


The Survey homepage allows you to easily take different actions concerning one of your surveys by accessing to survey's quickmenu.

- Click the fold-out arrow next to the name of the survey and choose:
  - **Edit** to edit the survey;
  - **Hide from Users** to make the survey invisible to students;
  - **Preview** to view a preview of your survey and to test the survey as if you were a student.
    - Click **Submit Quiz** or **Exit Preview** when you are done;
  - **Reports** to view the Survey's Reports. These will only be available when you have completed the Reports Setup of this particular survey.
  - **Statistics** to view the survey's statistics.

Creating a survey

- Go to **Activities** in the navbar of your course.
- Click **Surveys**. You will land on the Survey homepage.
- Click **New Survey**.



1. Give the survey a name.
2. Select, if needed, a category to which the survey belongs from the drop-down menu or click **add category** to create a new category (*for example: Surveys Semester 1*). Add a name and click **Save**.
3. Check the **give instant feedback** box to provide a student with instant feedback (that has been previously written) the moment they have filled in a question.
4. Check the **make results anonymous** box when students should fill in the survey anonymously. This option cannot be changed after the creation of the survey. Checking this box will also disable the ability to add release conditions to the survey.
5. Click **Add/Edit Questions** to add questions.
6. Add a description, if needed, that students will see before they fill in the survey or a submission message that students will see when they completed the survey. Click **Expand description/submission Message** and use the HTML editor to add the messages.
7. Add a footer if needed. This footer will be visible at the bottom of every page of the survey. Click **Expand page footer** and use the HTML editor to add the message.
8. Click **Save and Close** to return to the Survey homepage.

Click Restrictions to set dates, deadline and time limit for the survey.

- Generating a survey report can be done by following the steps of the Reports Setup. This report can be used to easily share data from a survey with others that usually do not have access to the survey's statistics.

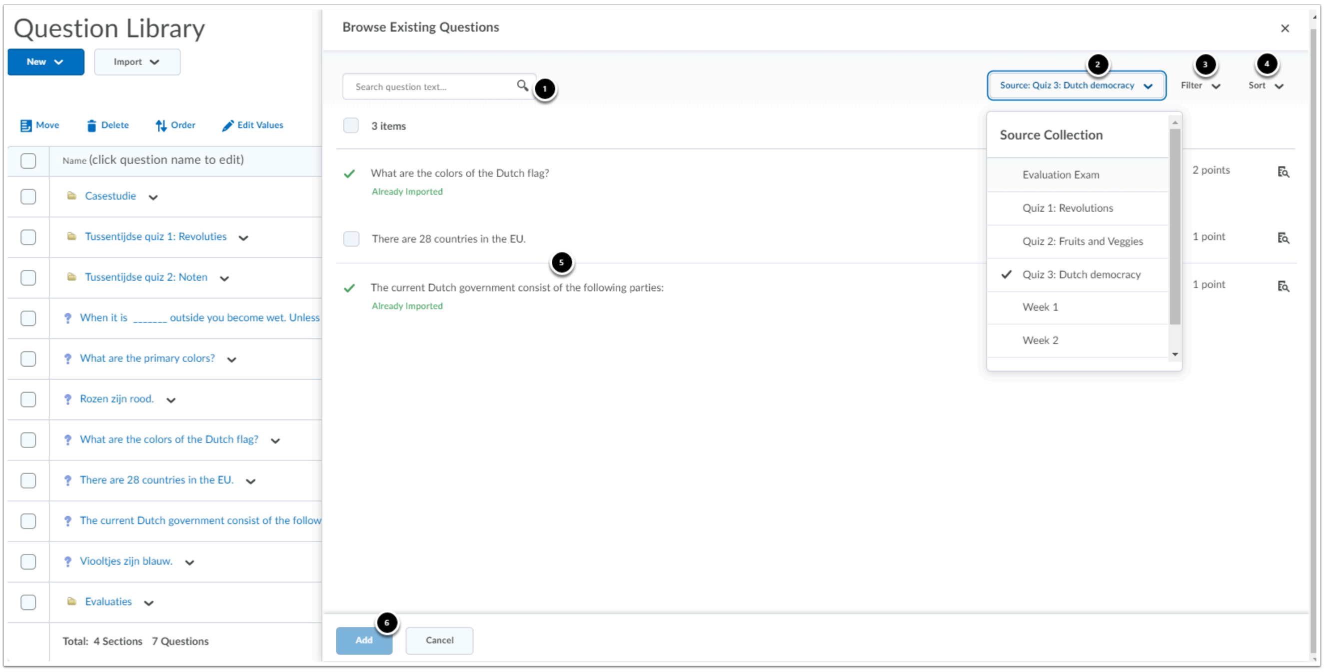
Adding questions

There are three ways to add questions to a survey:

1. Creating new questions.
2. Upload existing questions.
3. Import existing questions from your Question Library.

- Go to **Activities** in the navbar of your course.
- Click **Surveys**.
- Click **New Survey** or **Edit** for an existing survey.
- Click **Add/Edit Questions**.
- Click **Import** to import existing questions:
  - Click **Upload a file** to import files from your computer. You can click **Browse Files or use** drag-and-drop. Note: you can only import .csv or .zip files!
  - Click **Browse Existing Questions** to import previously created or imported questions.

We recommend adding questions that you have previously created in the question library (via **Browse Existing Questions**). This gives you a clear overview of all the questions neatly arranged and allows you to use them in multiple surveys and/or quizzes.



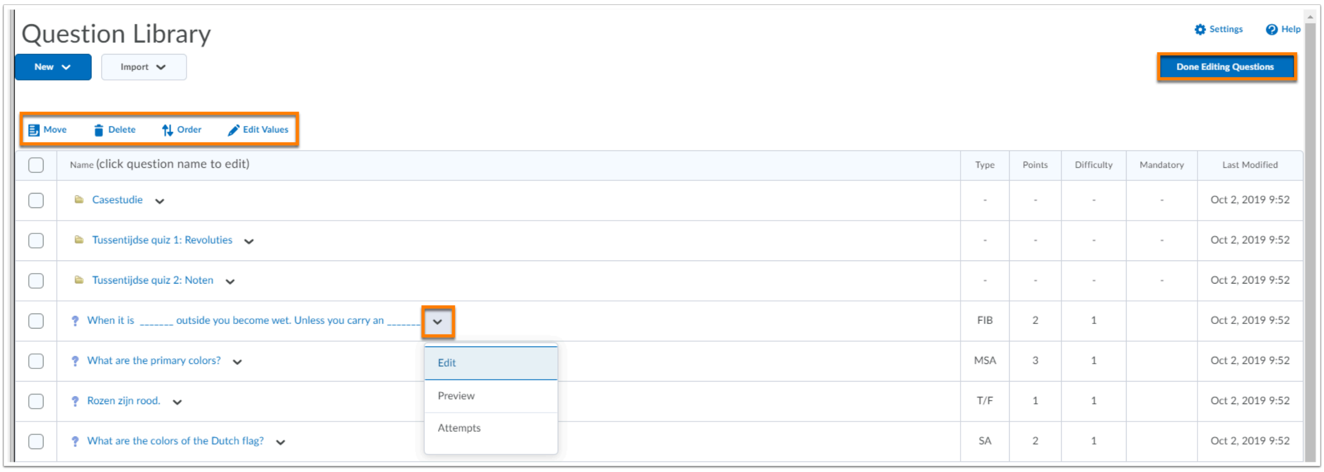
You can now use the **Question Library** to select and add questions. Use the search and filter options to find the questions you want.

1. Use the search bar to find a question by filling in a (part) of the title.
2. Use the drop-down menu next to **Source** to select from which source you want to add a question. You can search in the whole library but also in specific surveys or quizzes.
3. Filter questions by type (e.g. *multiple-choice, true/false or multi-select).*
4. Choose how you want to sort (by *type, by title/text or by the total amount of achievable points*).
5. Select the questions you want to add.
6. Click **Add**.

⚠ You cannot add questions that are already being used in other surveys.

Editing questions

Questions that have been added from the question library can now be edited.



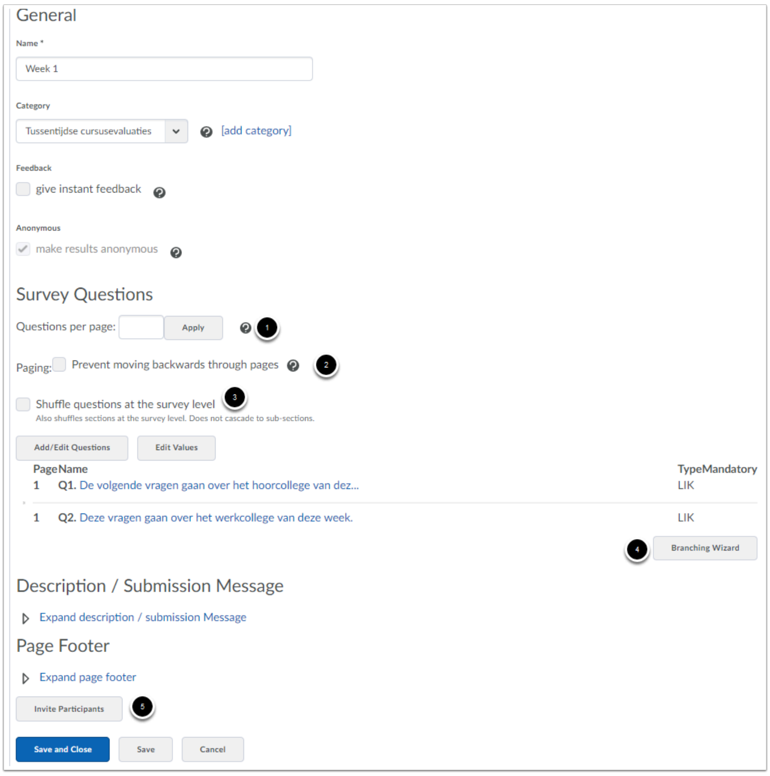
- Add the preferred question.
- Click **Move** to move questions in the question library from one section to the other.
- Click **Delete** to remove questions from the survey (you will not remove them from the question library).
- Click **Order** to change the order of the questions.
- Click **Edit Values** to indicate whether a question is **Mandatory** or not.
  - Click **Save** to save your changes and return to the previous page.

- Click on the fold-out arrow next to a question and click **Edit** to edit the question.
- Click **Done Editing Questions** to return to the **Edit Survey** page.

You will receive a warning when you **Edit** the content of a question that is already used in another quiz or survey.

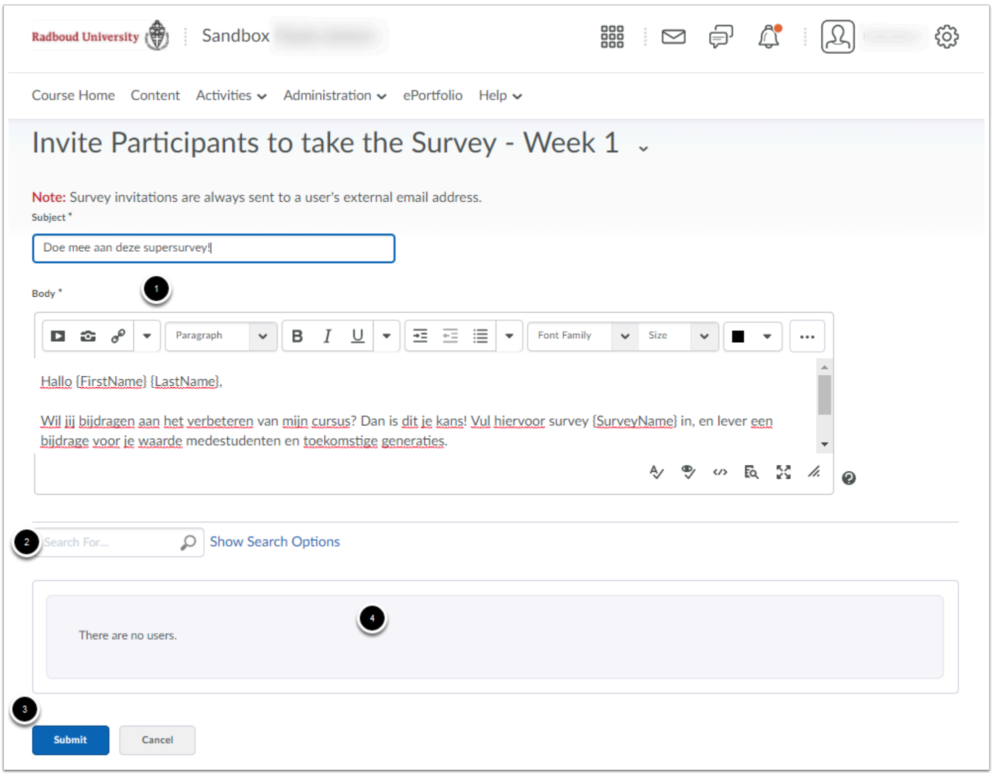
Previously created information items ([Text/Image Information (TXT)/(IMG)]) in the question library (*for example a text about a case study that you want to use for multiple questions*) can be added to a quiz and/or survey just like regular questions (via **Add/Edit Questions**). The **Order** option can be used to place certain questions below the information item. This way, when students are filling in the survey, they will see the information item (case study explanation) before they answer the related questions (this can be checked by using **Preview**).

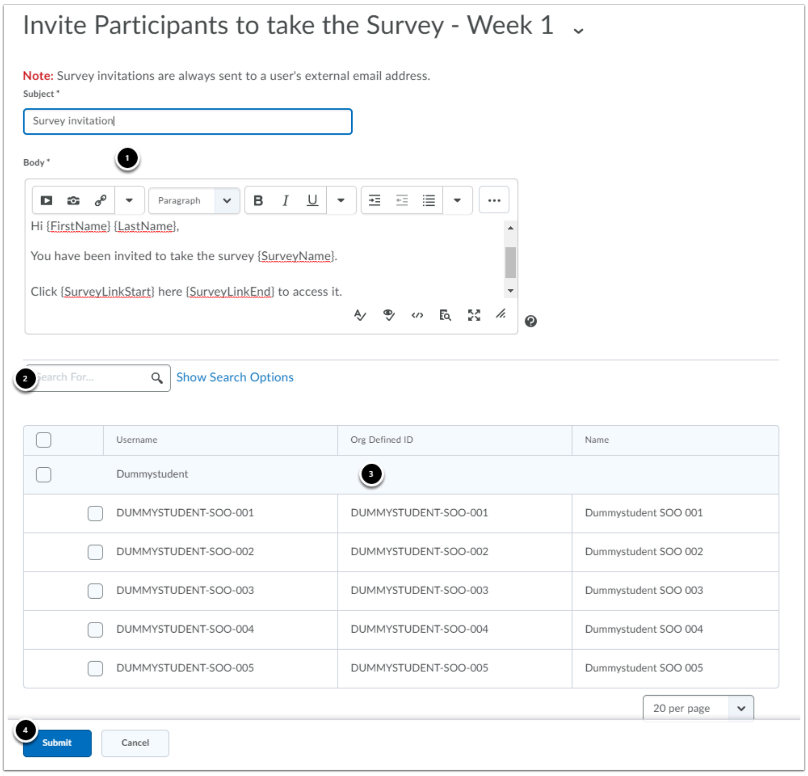
- The **Edit Values** option can also be found on the **Edit Survey** page. Click the fold-out arrow next to the survey and select **Edit**.



On the **Edit Survey** page below **Survey Questions** you can:

1. indicate next to **Questions per Page** how many questions are displayed per page. If you do not fill in a specific number (and confirm this by clicking **Apply**) the survey will be displayed on one page;
2. check the **Paging** box if you want to allow students to view previous pages;
3. use **Shuffle questions at the quiz level t**o prevent all students from seeing all the questions in the same order (sections will be shuffled, not sub questions);
4. create a path within your survey using **Branching Wizard**. Students will then answer questions in a set order and will only see one question per page. You will not be able to shuffle questions when you have selected this option (and will receive a notification if you have previously selected this option). Fill in the order of the questions by indicating which questions leads to what question after a certain answer or that the survey will end after a certain answer. Click **Save** to return to the **Edit Survey** page.
   Note: Branching only works with multiple choice and true/false questions.
5. give students access to the survey with **Invite Participants**. Brightspace will send an email with a link to the survey to the participants. You will need to fill in a subject, a message and one or more email addresses when you click **Invite Participants**.





1. Add a title to the message. You can use replace strings to personalize your message.
2. Search for the student you want to invite by his/her name in the search bar.

3. Or select the students you want to invite to this survey by ticking the checkbox in front of their names.
4. Click **Submit** to send the message.

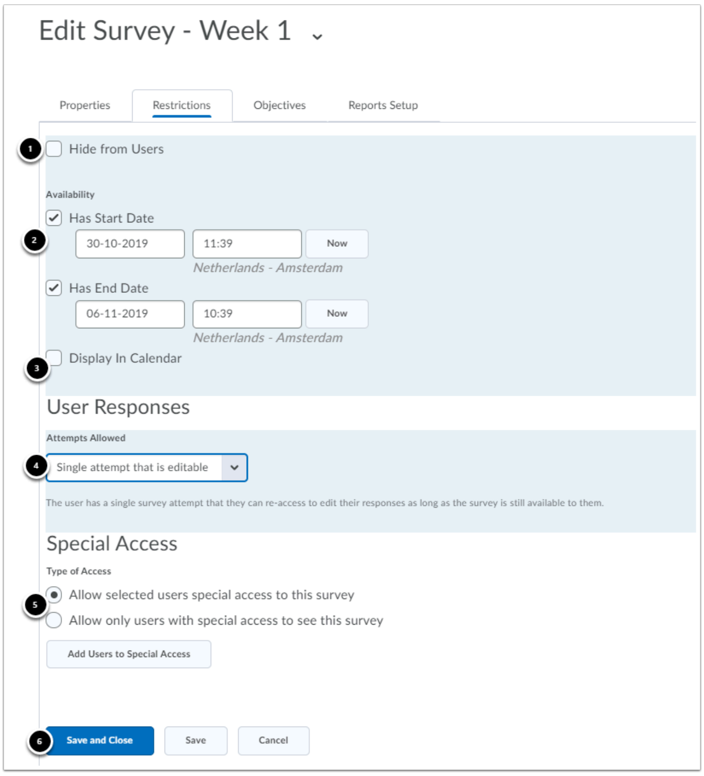
- A survey is only accessible to students when it is switched to Active.
- Students can only fill in a survey when they are logged into Brightspace. When a student clicks on the link in the mail they will get an error message when they are not logged in.

How do I set up restrictions for a survey? Activities| Surveys

At **Restrictions** you can set up:

- when a survey becomes available (status and data);
- the maximum amount of allowed attempts;
- if and which students have special access to the survey (*for instance additional time for a student with a visual impairment*)

- Navigate to **Activities** in the navbar of your course.
- Click **Surveys**. You will land on the Survey homepage.
- Click **Edit** next to the survey (or create a new survey with **New Survey**).
- Click **Restrictions** (the second tab).



1. Tick **Hide from Users** to make a survey invisible for students. When you do not tick the checkbox, the survey will immediately be visible for students once you save it.
2. You can decide from which date the survey is visible to students (**Has Start Date**) as well as when you want it become invisible (**Has End Date**).
3. Tick **Calendar** if you want the survey to appear in the calendar on the specified date.
4. Set how many times students are allowed to take the survey:
   - Choose **Unlimited** if you want the students to be able to take the survey as many times as they like. Brightspace will save each attempt separately.

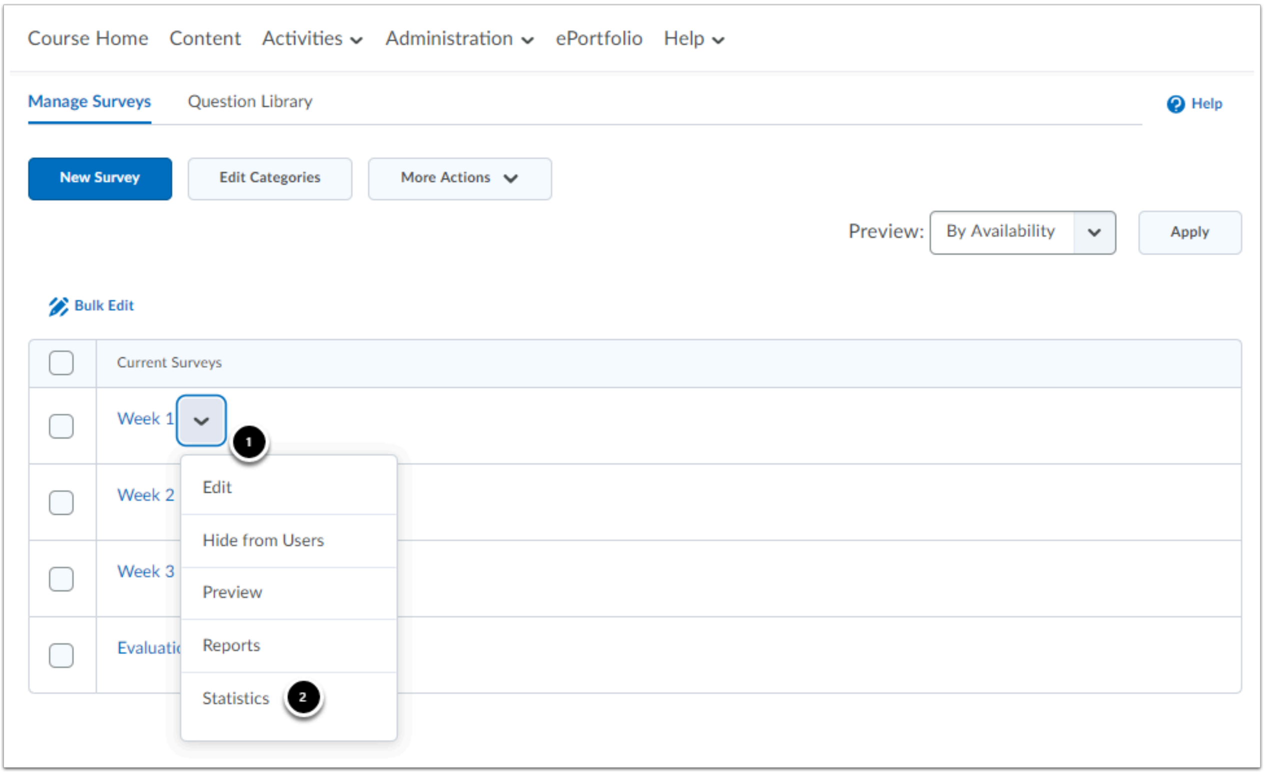
- Choose **Single attempt that is editable** if you want students to only be able to fill in the survey once, but want to give them access to it until the end date. Students can then save the survey before having completed it in full and finish it at another time.
- Choose **Limited** if you want the students to have a limited amount of attempts. Brightspace will save each attempt separately.

5. If desired, it is possible to customise the access of the survey for individual students. You can do this for multiple students at once or one student at a time. First select whether certain users have special access to the survey or if it is only visible to certain users. Then click **Add Users to Special Access.** Change the time and date. Add specific students under **Users (**you can search on user and on group) Click **Add Special Access** to return to the **Edit Survey** page.
6. Click **Save and Close** to return to the Survey homepage.

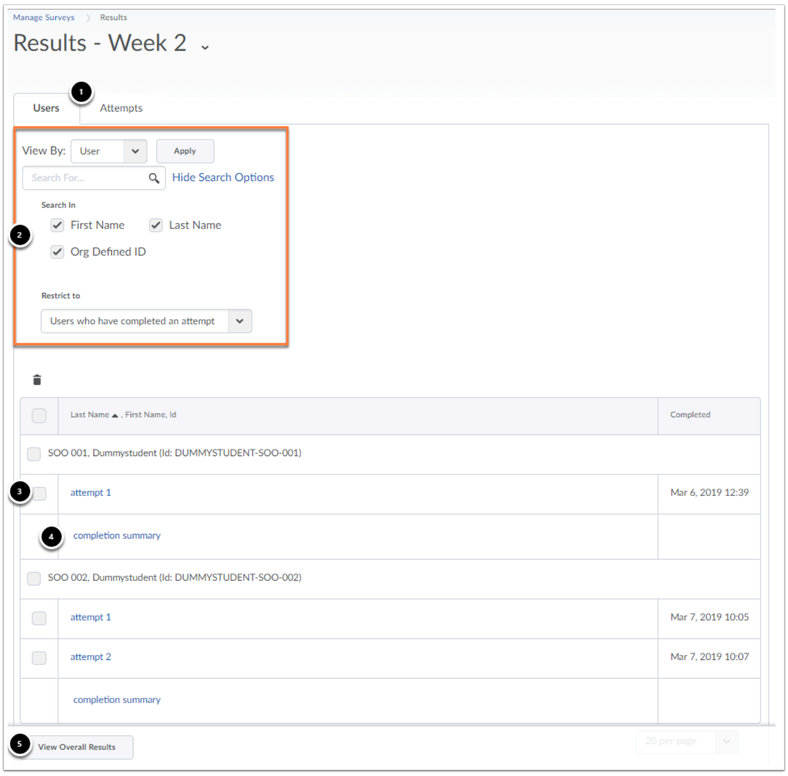
You can also change the survey to hidden after creating the survey on the Survey homepage. To do so, select the survey(s), click **Bulk Edit** and tick **Hide from Users**.

How do I view the results of a survey? Activities | Surveys

- Navigate to **Activities** in the navbar of your course.
- Click **Surveys.**



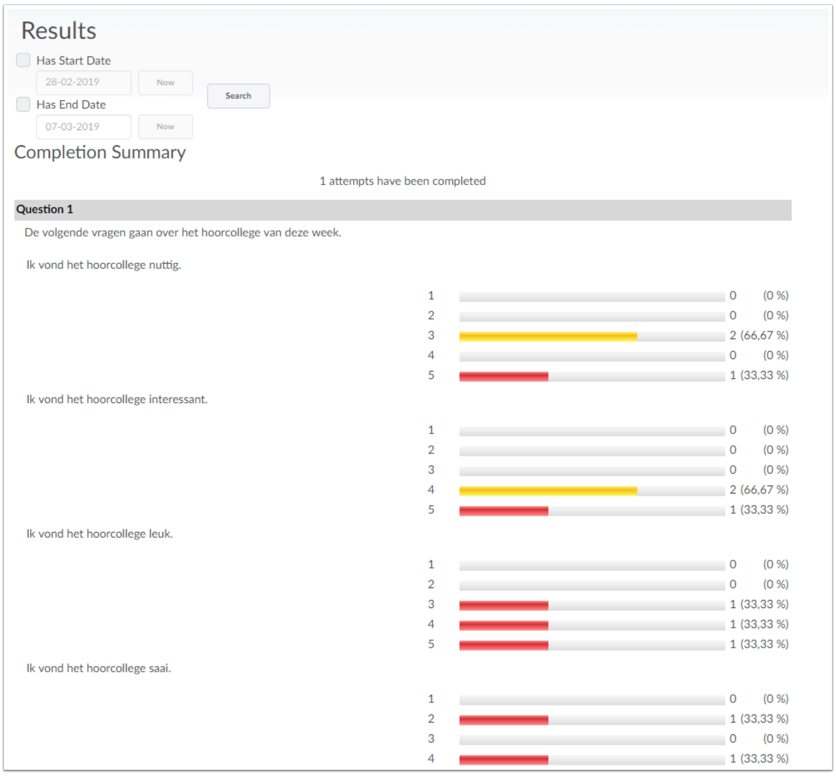
1. Click the fold-out arrow next to the survey of which you want to see the results.
2. Click **Statistics**.



If the survey is not anonymous, you can view the attempts of each participant separately. You can also view an overview.

1. You will navigate to the **Users** tab automatically. Here you can view the response of each student. Click **Attempts** (second tab) if you want to search for a specific attempt.
2. Use the search options to find a filled-out survey of a specific student or to find a participant of a specific group.
3. Click a filled-out survey in the table to open the results.
4. Click **Completion Summary** to get an overview of all surveys that student has filled out.
5. Click **View Overall Results** to get an overview of all attempts made by all students.

If the survey is anonymous, you will be navigated directly to the **Overall Results** page of all the attempts of all students. You cannot see the results of an individual attempt.



With a completion summary you will see the given answers for all questions (*see example above*). For closed question you will see the scale for each possible answer and then a percentage indicating how many times that answer has been given. For open questions you will see all given answers. When you look at the results of a specific student or attempt, you will see the answers the student has given to each question.

You can allow students multiple attempts to fill out a survey. However, this can give a distorted image of how many students have actually filled out the survey in the overview of all results (Overall Results). That is why it is advised to give students one attempt (**Single attempt).**

Do you want to disclose the results for students, send them to a co-worker or print them? Make a statistical report. You can read more in the following article: [How do I create a report of a survey?]

How do I create a report of a survey? Activities | Surveys

Create a Report
View and print Report

Create a Report

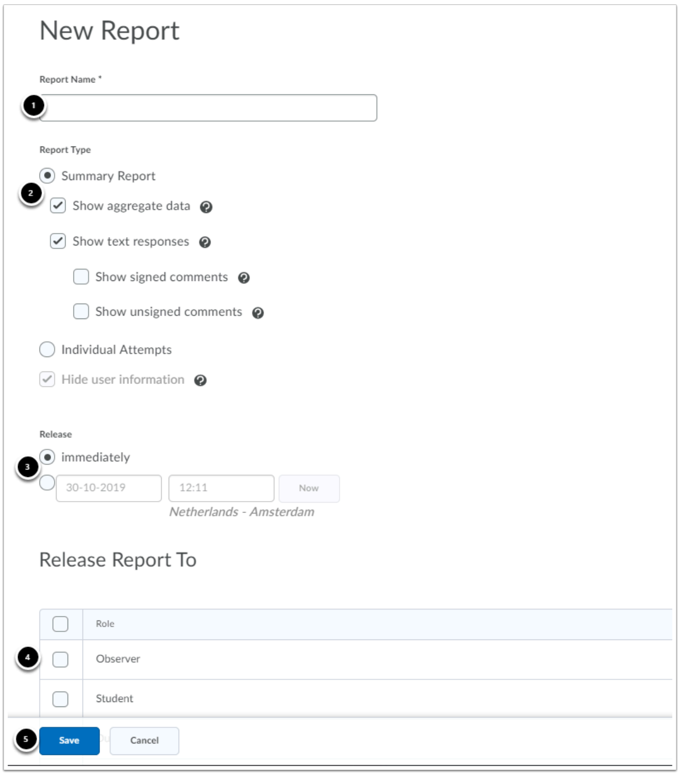
Generate a survey report to:

- collect survey data (statistics);
- share survey data with other users (*for example with colleagues with a different role who do not have access to the survey statistics page with their privileges, or with students)*

You have to explicitly give users in your course access **per role** in order for the report to become visible to them. Always add the teacher and/or coordinator, otherwise you will not be able to see the report yourself!

- Go to **Activities** in the navbar of your course.
- Click **Surveys**.
- Click **New Survey** or click the fold-out arrow of the existing survey and then click **Edit**.

1. Click **Reports Setup** (the fourth tab).
2. Click **Add Report**.



1. Give the report a title.
2. Tick which dates you do and do not want to take into account for the report:
    - Select **Summary Report** if you want the results of all submitted surveys to be added up.
        - Tick **Show aggregate data** to view the results of the multiple choice, true/false, Likert, multi-select and matching questions.
        - Tick **Show text responses** to view individual results of open, short-answer, fill-in-the-blanks en multi-short-answer questions.
            - Tick **Show signed comments** to see for each answer who filled it in. Please note: You can only see the respondent's name if the user has given permission for it.
            - Tick **Show unsigned comments** to see the answers without the names being displayed. Please note: if you ticked **Show signed comments**, this tool enables you to see the answers of the respondents that did not give permission for their names to be displayed.
    - Select **Individual Attempts** if you want to look at the results from each submitted survey separately.
        - Tick **Hide user information** if you want the names of the respondents in the surveys to be hidden.
3. Decide under **Release** if you want the report to be released at once (**immediately**) or set a different date for it to be released.

4. Tick which Brightspace roles you want to provide with access to the report. Please note: you can create multiple reports of a survey (*for example if you want students to see a more concise version of the statistics than the teachers).*
5. Click **Save** to return to the **Reports-Setup** tab: you will now see a list of all reports you made of the survey.

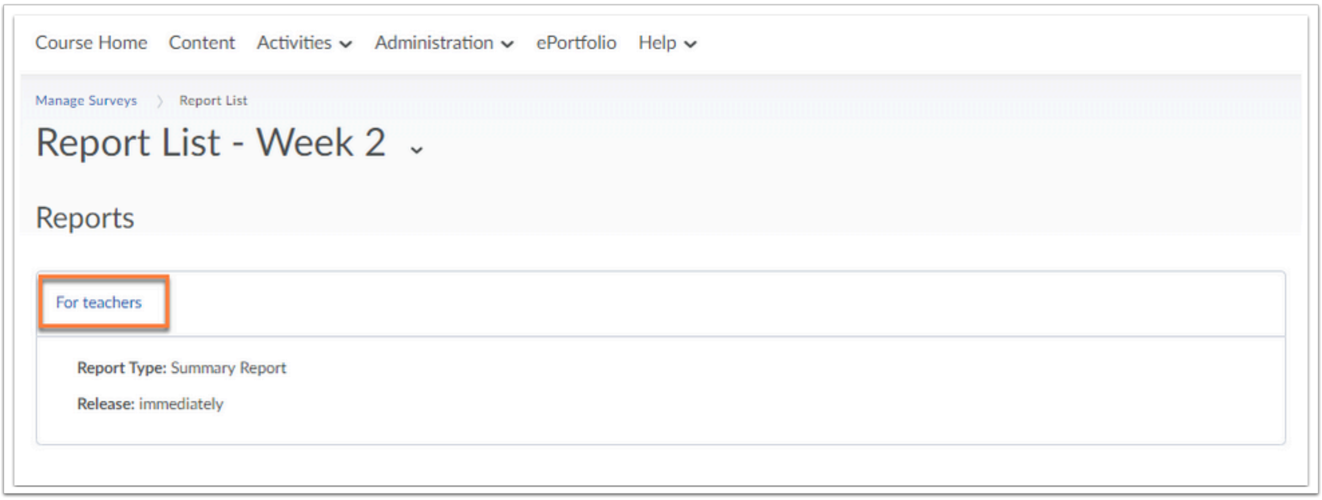
When setting up the report, always consider to whom it is accessible. For instance, it is possible to decide to hide names in a report that is visible to students but to show them in a report that is exclusively visible to teachers.

You get quick-access to the reports of a survey if you use the survey quick-menu. To do so, click on the arrow next to a survey on the Survey homepage, and then click **Reports.**

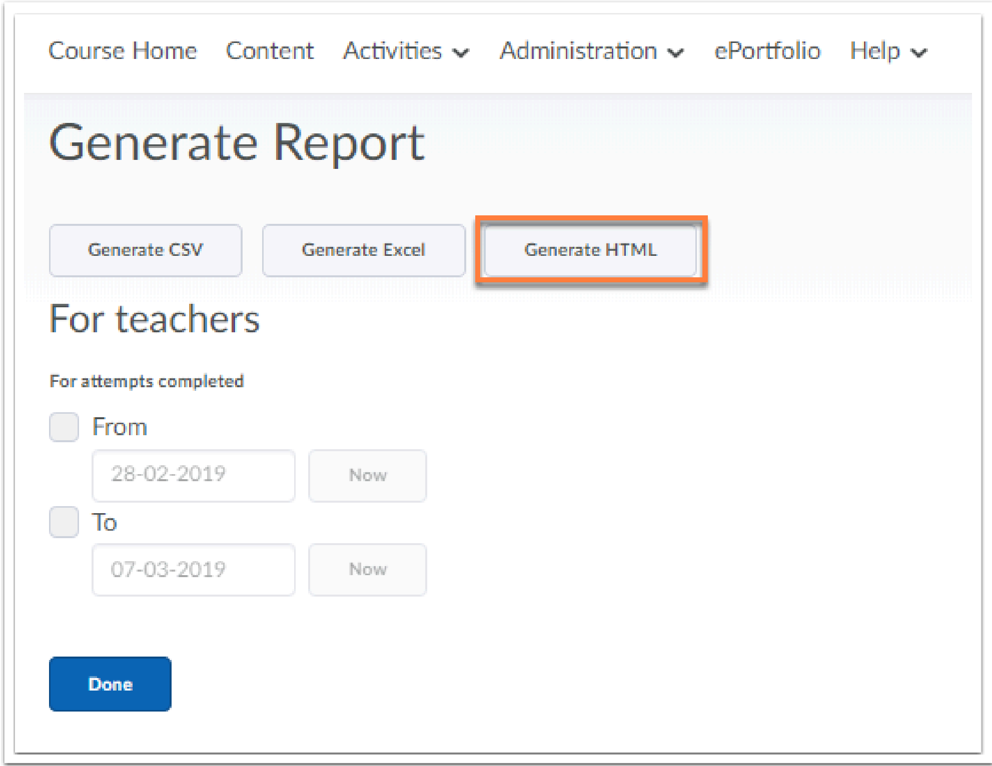
View and print Report

You get quick access to the reports of a survey via the survey quickmenu.

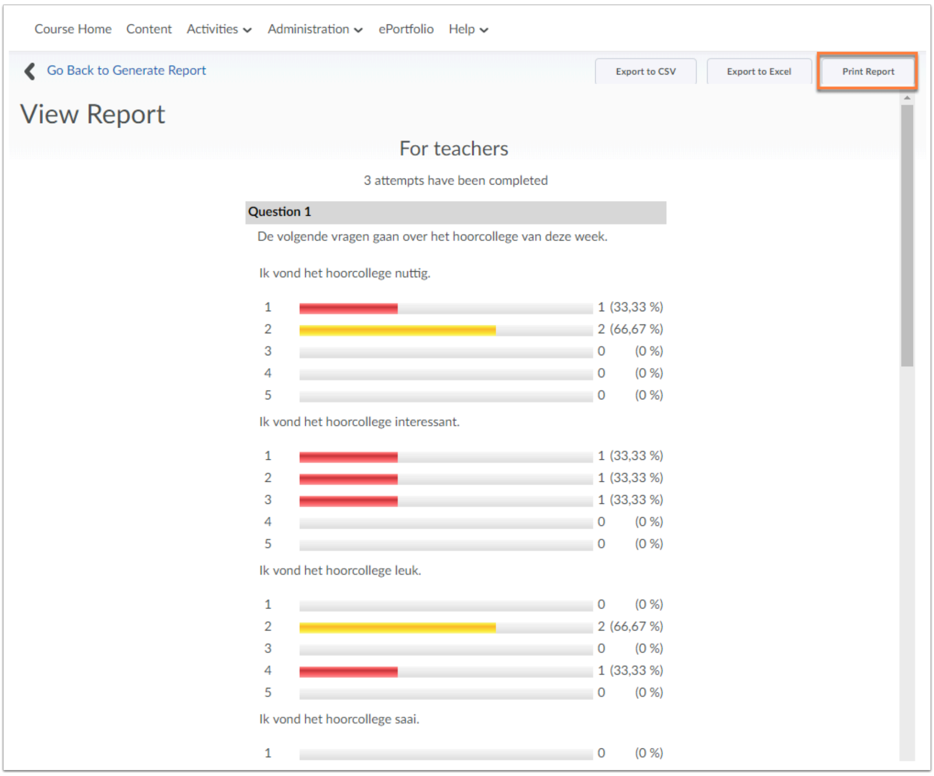
- Navigate to **Activities** in the navbar of your course.
- Click **Surveys**.
- Click the fold-out arrow behind the desired survey and click **Reports**.



- Click the name of the report. A new window will open.



- Enter a date range for which you want to see the results (optional).
- Click **Generate HTML** to open the report in Brightspace. You can also download the report in Excel.

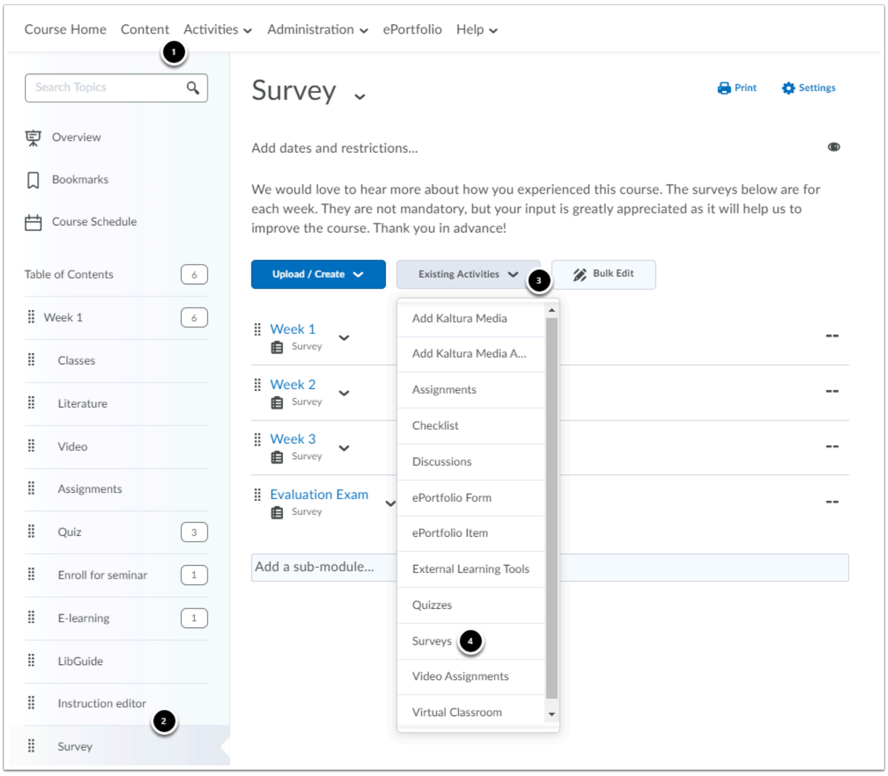


You are now able to view the report.

- Click **Print Report** to print the report.

How do I add a survey to and how do I edit a survey from Content? Content | Existing Activities

Have you created a survey for your course? Add this survey to a (sub)module on the course Content page to make it easy accessible for students.



1. Click **Content** in the navbar of your course.
2. Go to the relevant (sub)module.
3. Click **Existing Activities**.
4. Click **Surveys** and search for the survey in the list.

You have now added the survey to the (sub)module.

- Click the survey to edit it. Click **Survey Setup** to go to the **Edit Survey** page.

Do you want to know more about creating surveys? Please read the following articles:

- [How do I use Surveys?]

- How do I set up restrictions for a survey?
- How do I create a (statistical) report of a survey?
- How do I use the Question Library?

Administration: Grades

How do I use Grades in my course? Administration | Grades

Important: final and partial course grades must always be processed in OSIRIS.

There are many different ways to carry out evaluations within Brightspace, and you have the opportunity to customise a lot of settings to your liking. With **Grades** you can:

- assess course components.
- calculate results precisely and automatically.
- keep a clear overview of students grades in the grade book.
- communicate results to students in a controlled manner.

You decide:

- which evaluation model you use to calculate grades.
- the way you want to evaluate different components of your course.
- which course components do/do not count for the final course grade.
- the way in which unevaluated course components count for the final course grade.
- the way that **Grades** are displayed.
- the information visible to the students.
- when students are able to see their course grades.

Below a recommended workflow is presented for setting up **Grades** for your course**:**

1. Decide what you want to evaluate (and grade).
2. Determine how many tests you want to give (these include assignments, quizzes etc.)
3. Determine the weight of these tests in relation to the end grade.
4. Configure your grade book with the Grades Setup Wizard**.**
5. Set up grade categories in the grade book: files that enable you to group together similar grade items *(for example to add up three assignments to a final assignment grade that in turn determines 50% of the final course grade).*
6. Fill the grade categories with grade items. (*for example: three assignments in the category Assignments).*
7. Create tests in Brightspace (*for example: assignments or quizzes*).
8. Attach the grade items to the tests.
9. Check (and edit) your grade book.

How do I import and export Grades from and to Brightspace? Grades | Import/ Export

It is possible to import and export grades to and from Brightspace. This can be useful on several occasions, for example:

1. At the beginning of the new academic year the courses are determined in OSIRIS. In OSIRIS you have to register the partial grades and the weight of each partial grade for the calculation of the final grade. You then want to maintain the same structure in Brightspace, possibly supplemented with grade items that do not count for the final grade or parts of a partial grade that do not have to be registered in OSIRIS.
2. You want to enter offline grades to an Excel, for example because you have assessed a presentation offline or because you prefer Excel to enter grades quickly.
3. You want to import an offline list with grades (for example one you used for the import in OSIRIS) in Brightspace or you want to import the offline grades a colleague gave you in an Excel.
4. You have entered the grades in Brightspace while assessing the assignments online. You want to transfer these to OSIRIS.

Scenario 1: build the grade book based on OSIRIS

1. Make sure you have determined which partial grades you want to register, as well as their weight.
2. Add the partial grades to OSIRIS.
3. Go to your course in OSIRIS and click **Tests.** You will find an overview of the build up of the partial grades. Export this overview to Excel. You will now have a file in which you will see the name (description) of all partial grades, the codes used in OSIRIS (TEST-xx, which you will need later for the import in OSIRIS) and the weight.
4. Go to your (new) course in Brightspace and build your course according to the same pattern. It will be easiest for students if you use the same names. When partial grades are registered in OSIRIS that consist out of parts that do not need to be registered in OSIRIS, you can create a category for these partial grades. The parts of the partial grades can then be added as a grade item. Note that you have to use the

same weight for the items and categories as you did in OSIRIS. Additionally, you can add items for components that do not count for the grade. These will weigh 0%.

Scenario 2: enter offline grades in Excel and import them in Brightspace

To enter offline grades in Excel and then import them to Brightspace you have to follow four steps:

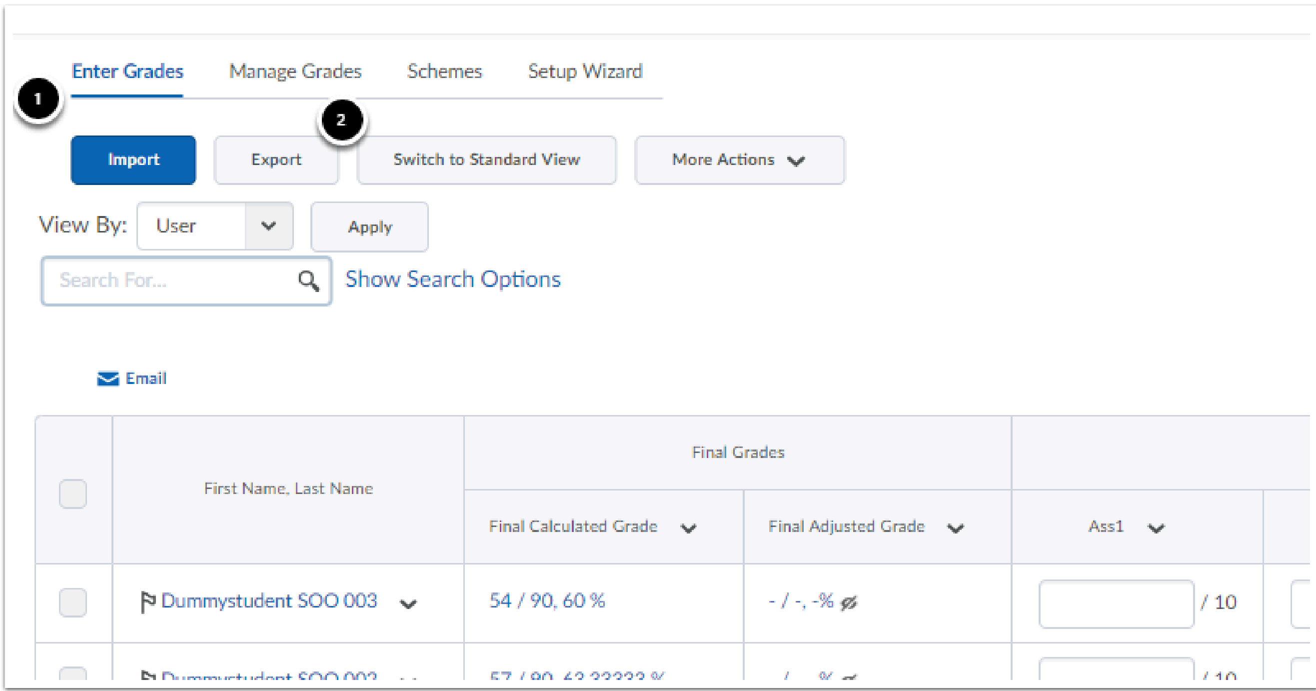
1. Create an import file
2. Enter the grades in Excel
3. Import in Brightspace

The steps are explained below.

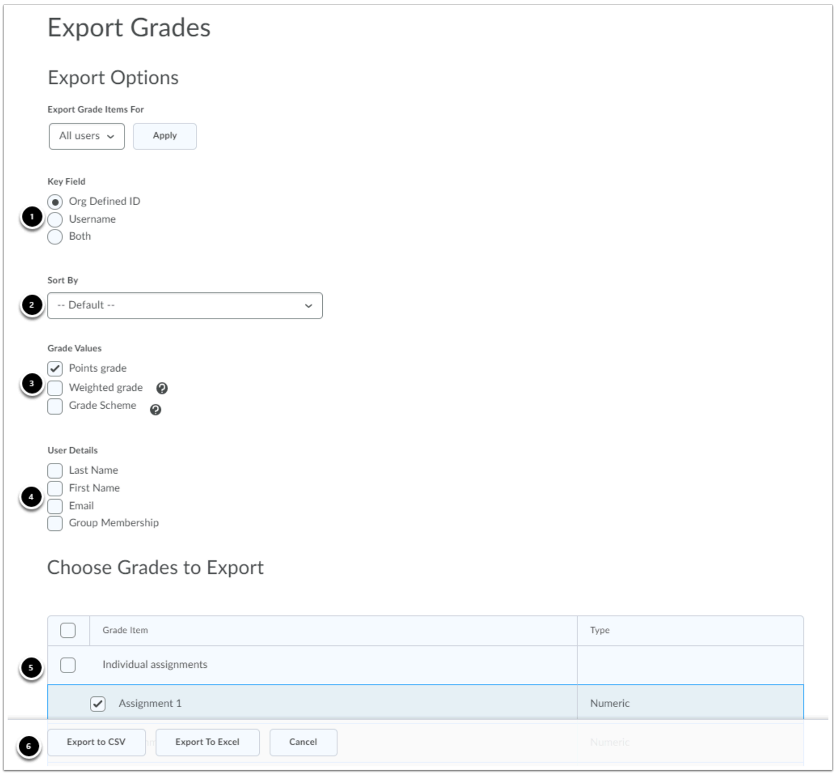
Create an import file

In order to be sure you are using the correct import format for Brightspace it can be useful to create an export out of the existing grade book first.

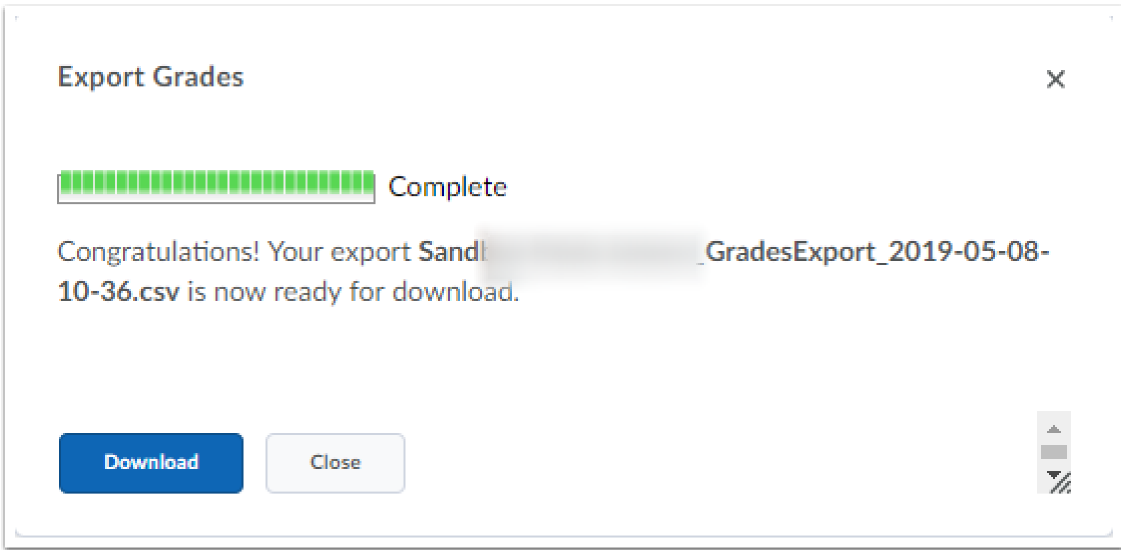
- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.



1. Click **Enter Grades**.
2. Click **Export**.

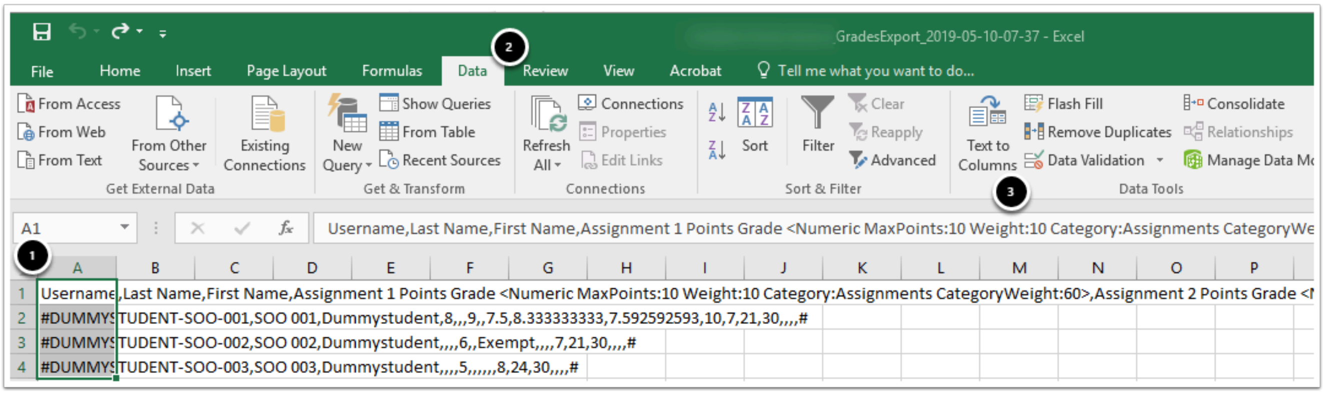


1. Select **Username**.
2. Use the drop-down menu below **Sort By** to choose how you want to sort your data.
3. Select **Points grade**.
4. Select **Last Name** and **First Name**.
5. Select the grade items you wish to export. Note that you should only select the grade items you actually want to fill out offline in order to keep your Excel orderly.
6. Click **Export to CSV.**



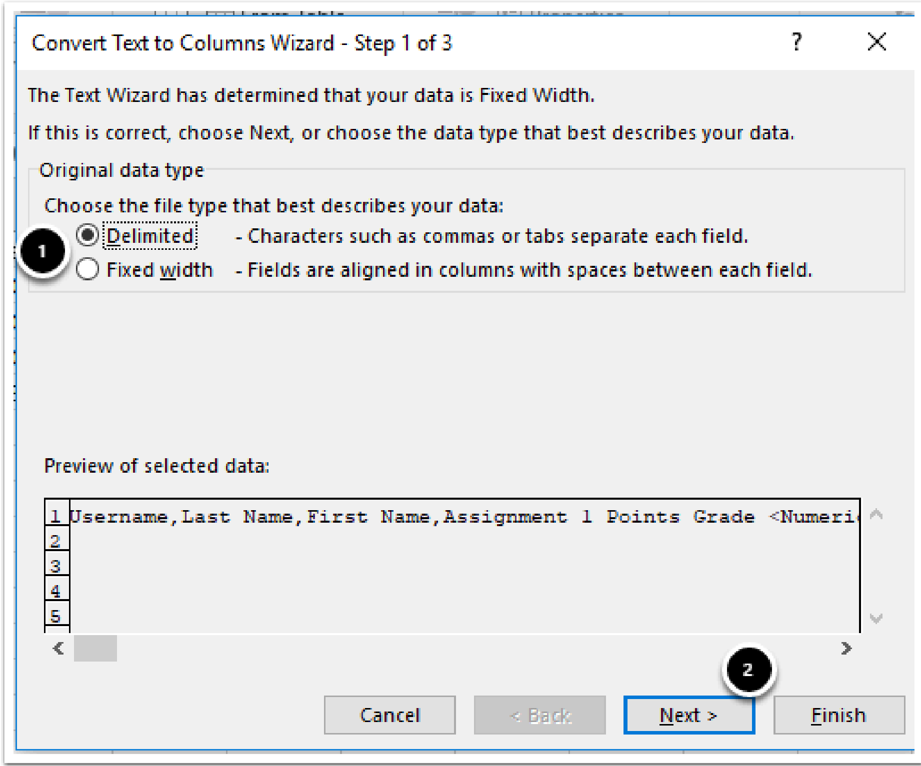
- A pop-up window will appear with the download. As soon as the download is finished, click **Download.**
- The download will appear at the bottom of your screen. Open this file in Excel. All data are in the first column.

Enter assessment in Excel

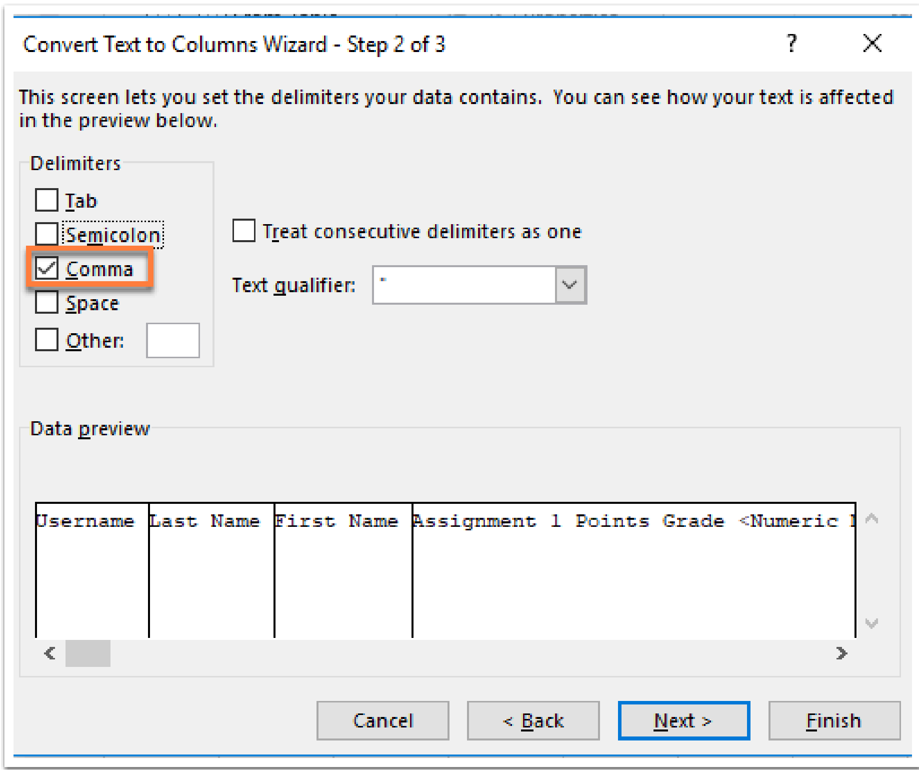


In this example, Excel is set to English. Behind the English terms, the Dutch names of the buttons are given, separated with a /.

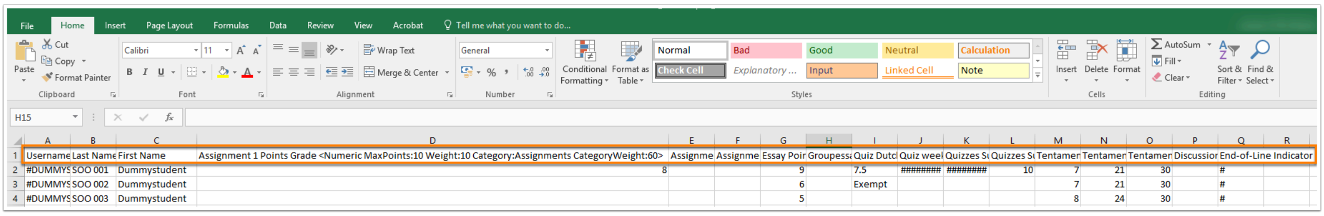
1. Select the first column.
2. Click **Data/Gegevens**.
3. Click **Text to Columns/Tekst naar kolommen**.



1. Select **Delimited/Gescheiden**. Characters such as tabs or commas seperate each field.
2. Click **Next/Volgende**.



- Click **Comma** to determine the comma as your delimitation sign.
- Click **Next/Volgende** and click **Finish/Voltooien** in the next window.

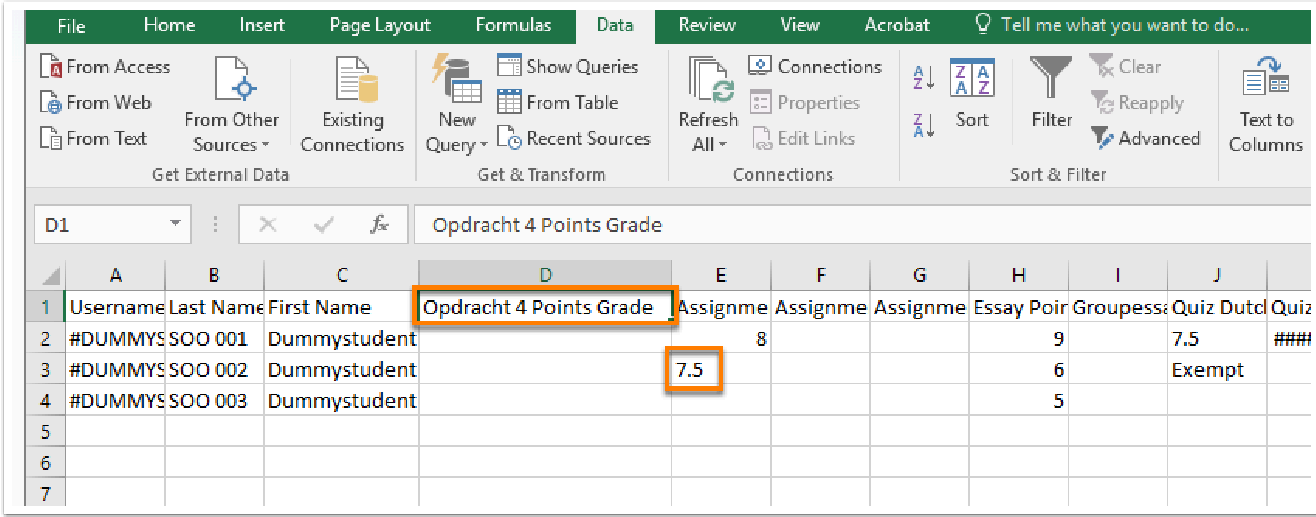


In the first row you will see the columns:

- Username
- Last Name
- First Name
- *Item 1 name* Points Grade <Numeric MaxPoints:... Weight:... Category:Assignments CategoryWeight:...>; *Item 2 name,* etc
- End-of-Line Indicator

- It is important that you do not change these headings! The type 'grade' (for example Points Grade) is essential for the import. You can also leave the additional information between brackets behind the names of the items. These will give you information about the maximum amount of points you can allot to someone, the weight within the category, the name of the category, and the weight of the category in regard to the total.
- In the last row (**End-of-Line Indicator**) you will find a #. Do not change this!

In the first row (**Username**) you will see the student numbers. These are preceded by a # - you can leave them like this.



- You can now add grades in the column(s) of the assignment(s) you wish to assess. Please use a period as a decimal separator rather than a comma.
- You can also add a new column if desired. Brightspace will recognize it and create a new grade item.

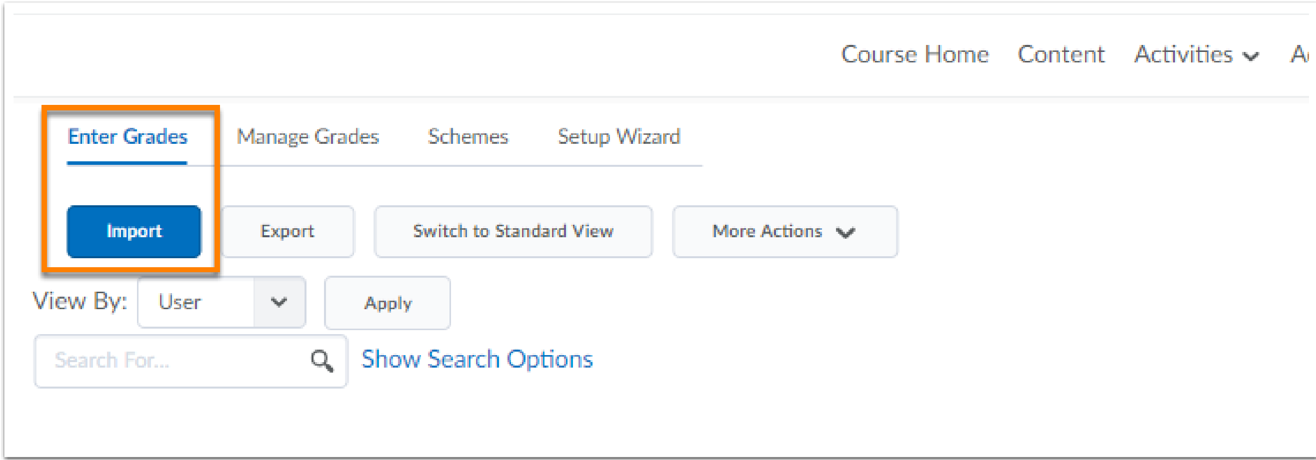
When you add a new column, there are a few things to take into account. You can determine the name of the column (and therefore also the grade item), but there cannot be a comma or semicolon in the name. Additionally, you have to add the type of grade behind the name: Points Grade or Text grade (it has to be exactly this text!). The information that you can find behind the names of other columns is not relevant. *For example:* Assignment 4 Points Grade *for which you enter a grade,* or Presentation Text Grade *for which you enter a text like 'Sufficient' or 'Insufficient.'*

When you are finished, you can save the file. There are different steps for an Excel with Dutch and English language settings.

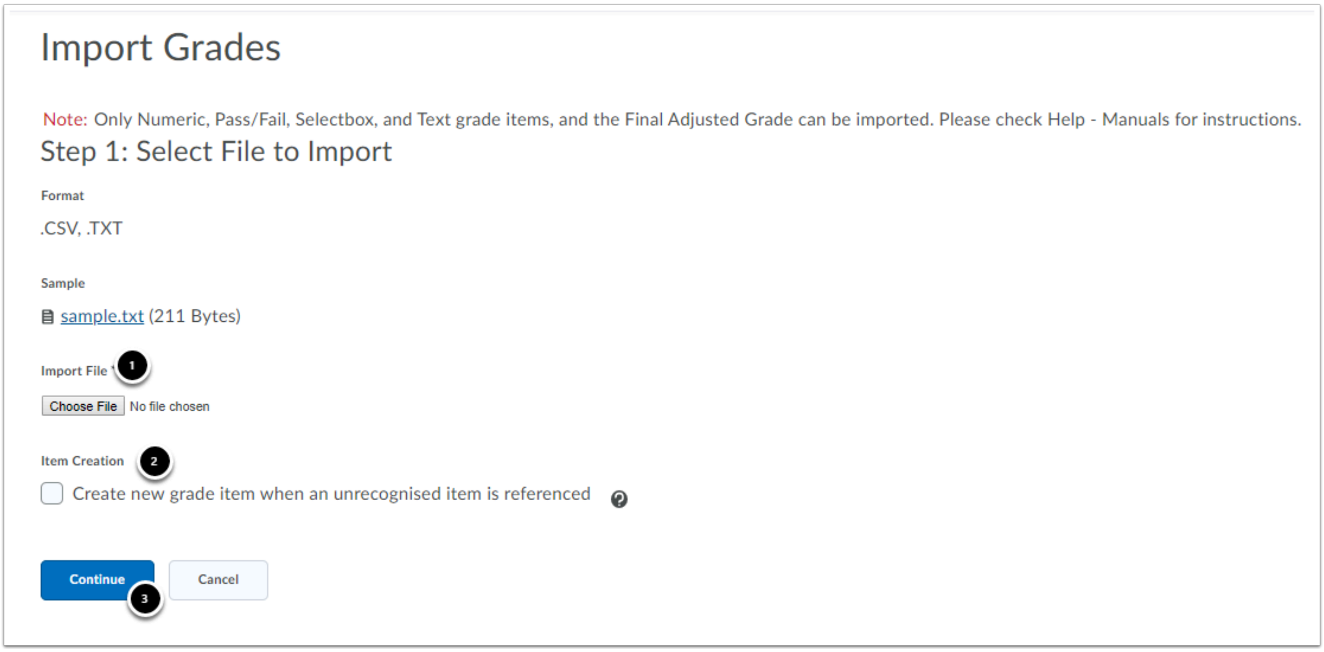
- English Excel: Save the file as a CVS-file (.csv extention).
- Dutch Excel: Save the file as a tab-separated file. The file will be saved as a txt file, change the extension to .tsv.

Import the file in Brightspace

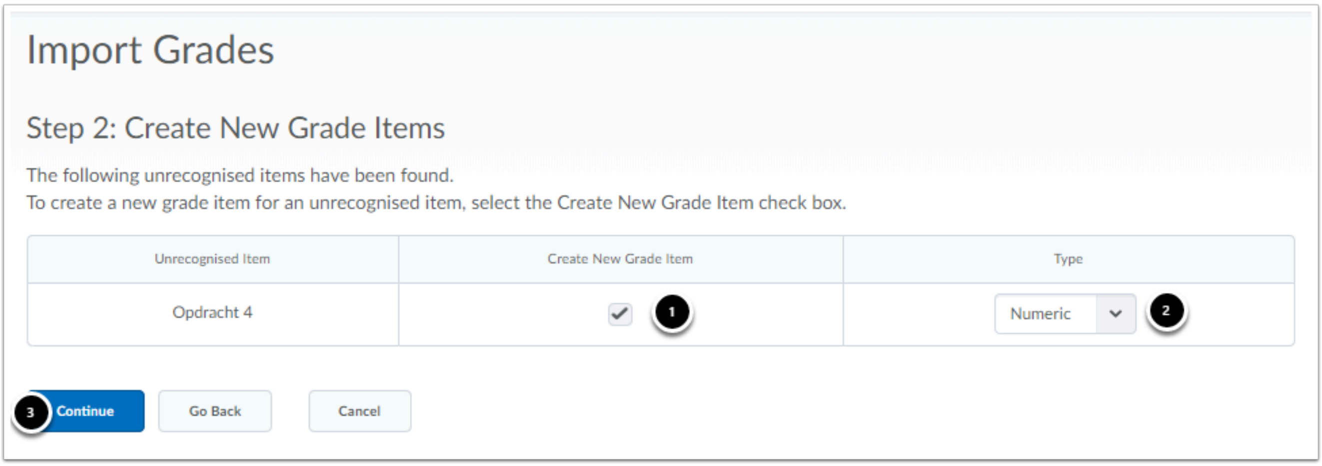
- Go back to Brightspace.
- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.



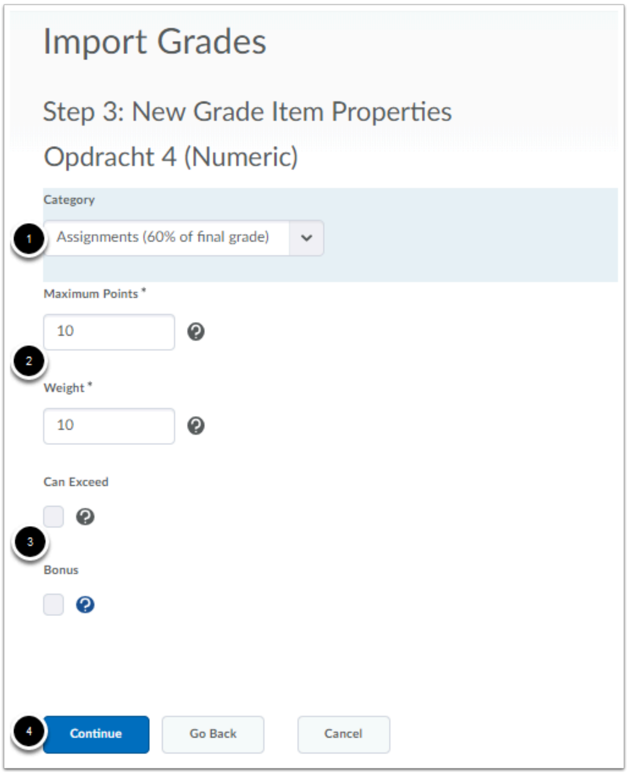
- Click **Enter Grades**.
- Click **Import**.



1. Search the csv-file you have just prepared under **Import File.**
2. Select **Create new grade item when an unrecognised item is referenced** if you want Brightspace to create a new grade item for any newly added columns.
3. Click **Continue.**

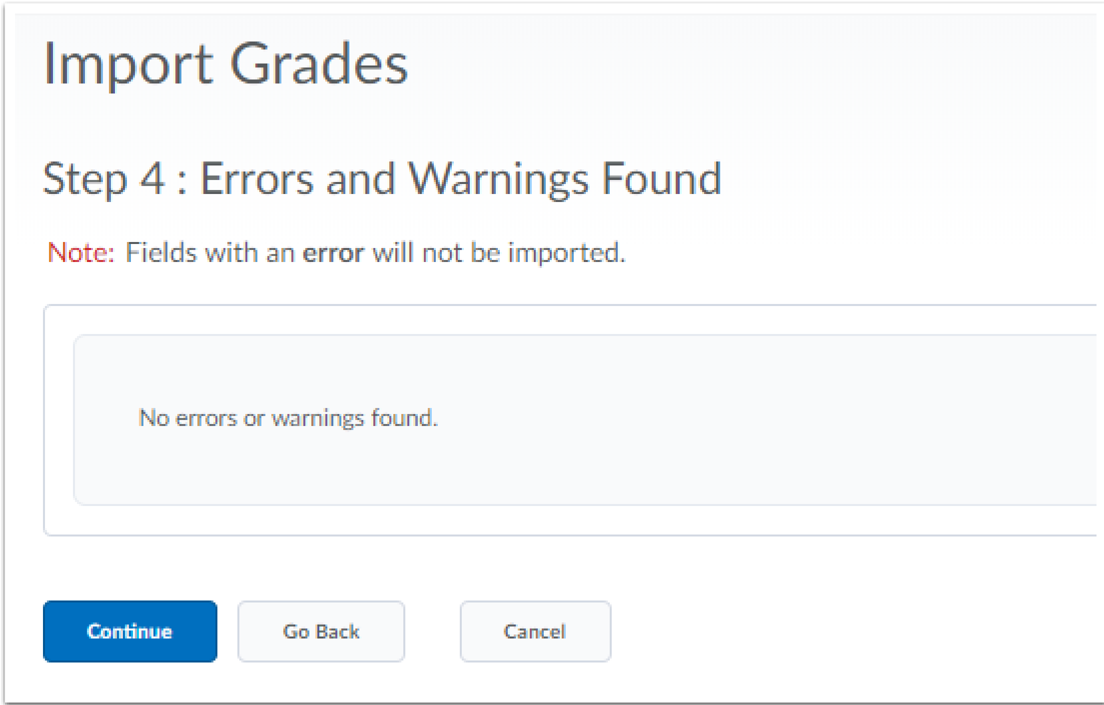


1. When Brightspace sees new columns, it will ask you whether you want to create a new grade item. Select the box below **Create New Grade Item** to make this happen.
2. Change the type of grade item if desired. Read the article [How do I create a grade item?](#) to learn more about the different types of grade items.
3. Click **Continue.**



1. Select in the drop-down menu to which **Category** the new grade item should be added.
2. Brightspace will automatically assign the default values for **Maximum Points** and **Weight.** Adjust these if needed.

3. If desired, select the option that allows students to receive more than the maximum number of points for this grade item (**Can Exceed**), or select **Bonus** if a bonus grade item is concerned. Note that bonus items will not contribute to the maximum number of points a student can acquire for a category or final course grade, but they will be added to the calculation of the (final) grade. Students cannot receive a score above the maximum score because of bonus points, unless you have selected **Can Exceed.**
4. Click **Continue.**

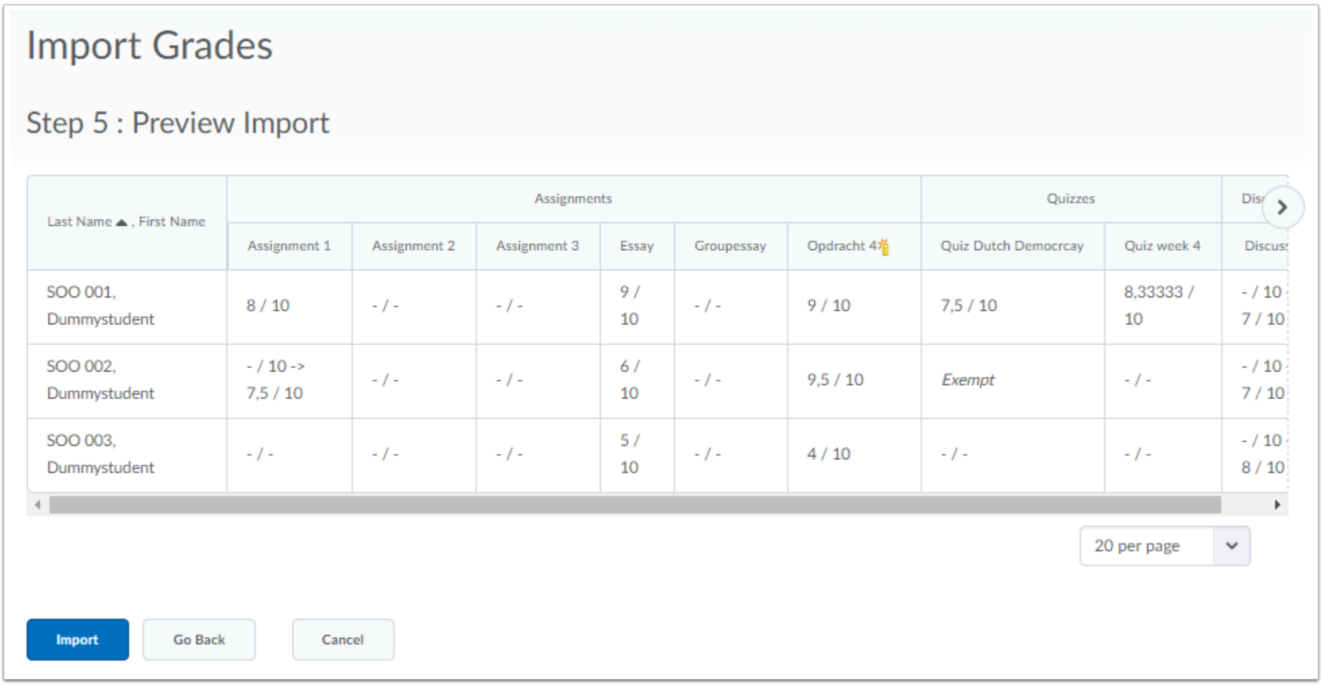


Brightspace will let you know whether there are errors in the file. If no error notifications appear, click **Continue.**

Did you receive a error notification? Possible causes are:

- The column names are wrong because the name does not have a grade item type behind it (you also have to do this for the existing columns), *for example Points Grade.*
- There is no End-of-Line Indicator column or it is empty (no #).
- The file does not have commas as separator signs.
- The student numbers do not contain a S.

Open the csv-file and adjust the file to solve problem. Again, make sure to replace the semicolons and follow the steps needed to import the file.



- Finally, you will see an overview of your import. This is your opportunity to check everything. If everything is as it is supposed to be, click **Import.**
- You will now see the changes in your grade book.

When you import grades, existing grades will be overwritten!

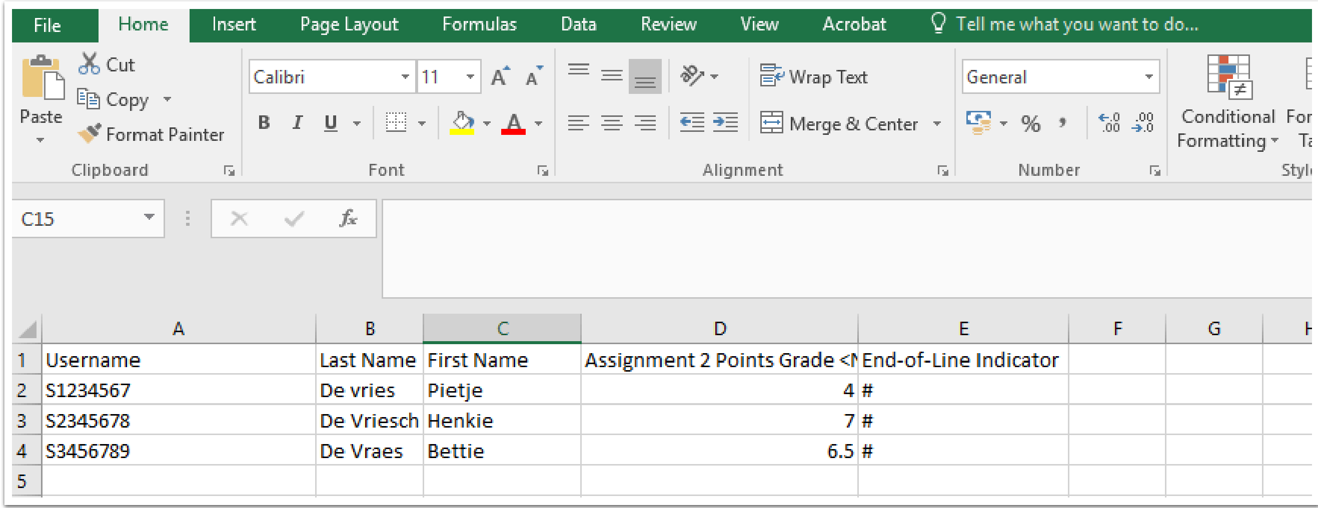
Scenario 3: import an offline grade list from OSIRIS or a colleague to Brightspace

If you already have an offline list with grades, for example because you entered them in OSIRIS or from a colleague's list, you can easily import them to Brightspace.

- First, follow the steps above under the heading Create an import file to make sure you have the correct format for Brightspace.

It is advised to export one grade item in order to keep the import overview orderly.

- You can also give this file to your colleagues when you are assessing together with multiple teachers. This way, all you have to do is add the data in one file. You can then skip the following step. If you have added the data to one file, you can go directly to the steps under the headings [Replace semicolons](#) and [Import the file in Brightspace](#).



	A	B	C	D	E
1	Username	Last Name	First Name	Assignment 2 Points Grade <N	End-of-Line Indicator
2	S1234567	De vries	Pietje	4	#
3	S2345678	De Vriesch	Henkie	7	#
4	S3456789	De Vraes	Bettie	6.5	#
5					

- If you want to be certain that the student numbers match the correct grades, you can delete the usernames, last names, and first names in the import file. Note that the headings of the columns have to remain! You will thus start with a blank Excel file, which only contains the column headings.
- Then you copy the student numbers, last names, and first names from the offline list from which you want to copy the grades and add them to the correct columns in the import file. Note that the first and last names are solely for your own overview - Brightspace will not use them. You can enter these in any format you wish (*for example 'Vries, de' rather than 'de Vries').*
- Then you copy the grades in the import file in the column of the grade item.

- Make sure the student numbers start with a S and that the column with the grades has Points Grade in the name.
- Make sure that decimals are separated into numbers with a point, not a comma! You can replace the commas with points with Ctrl + H (cmd-F for Mac).

You can add an S manually, but you can also use a formula for this:

- Add an S to the start of the number with the formula: =CONCATENATE (“S”; A2)
- In Dutch: =TEKST.SAMENVOEGEN("S";A2)

- When you are finished, save the file as a csv-file. Then follow the steps below the headings Replace semicolons and Import the file in Brightspace to continue.

Scenario 4: transfer grades from Brightspace to OSIRIS.

To transfer grades from Brightspace to OSIRIS, you yet again have to start with exporting the desired grades from Brightspace as described under the heading Create an import file. Note that rather than **Export to CSV,** you will now choose **Export to Excel.** Now, no # will be added to the export file.

You can export one or multiple grade items, but you can only import one grade at a time in OSIRIS. This means that you will have to create a separate Excel file in OSIRIS for each item.

- OSIRIS needs the student numbers without a S, so please remove the S from the username. You can also create a column with the formula to do so.

The formula for removing the S is the following:

=RIGHT(A2; LEN(A2)-1) or in Dutch with =RECHTS(A2;LENGTE(A2)-1)

- Copy the student numbers and the grades to the Excel file meant for OSIRIS. The first six rows and two columns must contain the following:

Course	<course code>
Name	<name of the course>
Study year	<year>
Test	TEST-<number>

Period	<1,2,3 or 4>
Attempt	<1 of 2>

We advise you to keep the overview from OSIRIS at hand (the file export you made in step 1), in order to check which test numbers you have to use.

Read the article How can I create a list of test candidates? if you want to know how to get an overview of participants from OSIRIS.

How do I use the grade book? Administration | Grades

How do I use the grade book?

A **grade book** is used to keep track of the grades of your students. It is recommend to first set up your grade book, before creating grade categories and grade items. You can get more information on setting up your grade book in the following article: How do I set up my grade book?

As you set up your grade book, you can choose:

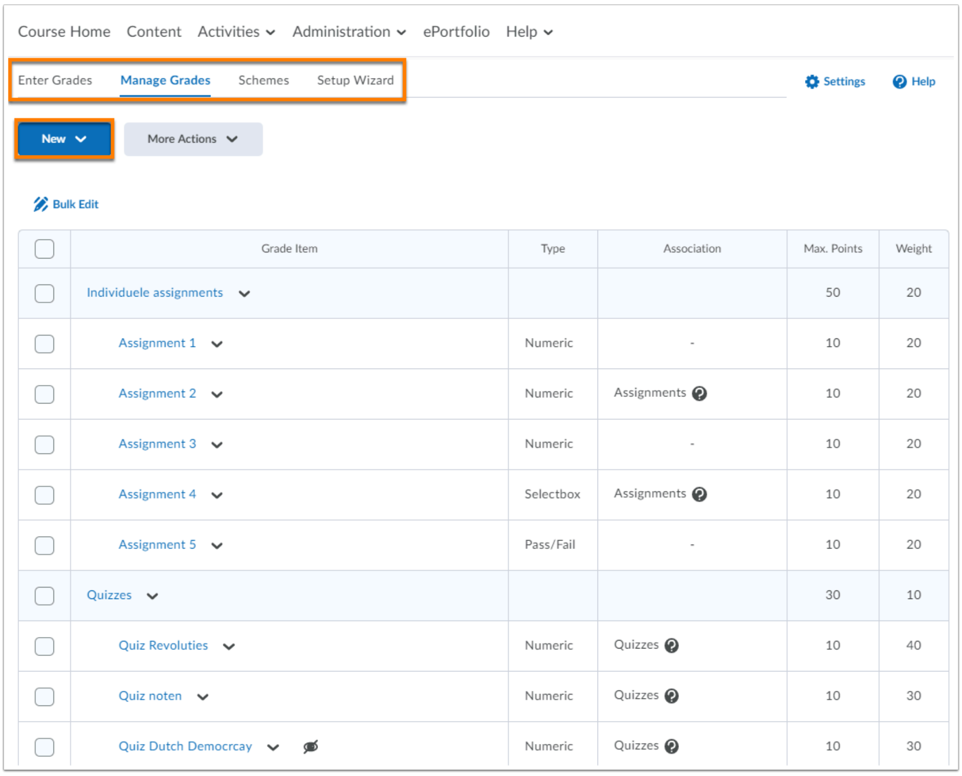
- which **grading system** you feel is most appropriate for your course.
- how you want to calculate course results.
- how you would like the grades to be displayed (**grade scheme**).
- which course objects you plan to evaluate (**grade items**).
- the different display options (what is visible to you and what is visible to the students)

The grade book can be compiled of separate items such as a written exam or an end paper, but it is also possible to subdivide the grade book into categories that each have their own weighing and combine to form the final course grade. You can for instance create **categories** in the grade book for written exams, assignments, quizzes etc., so that the same grade items end up in the same place. Grade items within the same category do not necessarily have to have the same weight (the category *Quizzes* can for example count for 10% of the final grade but be compiled of two different quizzes, with *quiz 1st semester* counting for 60% and *quiz 2nd semester* counting for 40% of the final quiz grade).

To get to the grade book:

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**

The first time you navigate to Grades in your course, the Grades Setup Wizard will open automatically. Each time you navigate to Grades from that point on, you will be navigated to the **Manage Grades** tab by default. If you would like to be navigated to a different tab, you can adjust this in settings.



You will be navigated to the **Manage Grades** tab. Here you will find an overview of all your grade categories and grade items. In the top navbar you can easily navigate to:

- **Enter Grades**: this is where you grade the course items.
- **Schemes**: this is where you create grade schemes.
- **Setup Wizard**: here you can set up your grade book.
- Click **New** to create a new grade category or a new grade item.

At **Enter Grades** you can add the student evaluations and assessments for each grade item. This is where you fill in the number of achieved points, not the grade! Brightspace will calculate the grade for you. In addition you cannot add numbers with decimals. Depending on the grade scheme you are using, you can have the grade be calculated in a X number of decimals later on.

If you use Safari as browser, it is possible that certain items (for example Submissions) cannot be opened due to your browser settings. To solve this read the article: How do I solve problems with external programs with (mobile) use of Brightspace?

Brightspace adds up a total of the grades of the assignments in the column **Max. Points**. If you use Weighted Grades you only have to look at the right column **Weight**.

Check your grade book

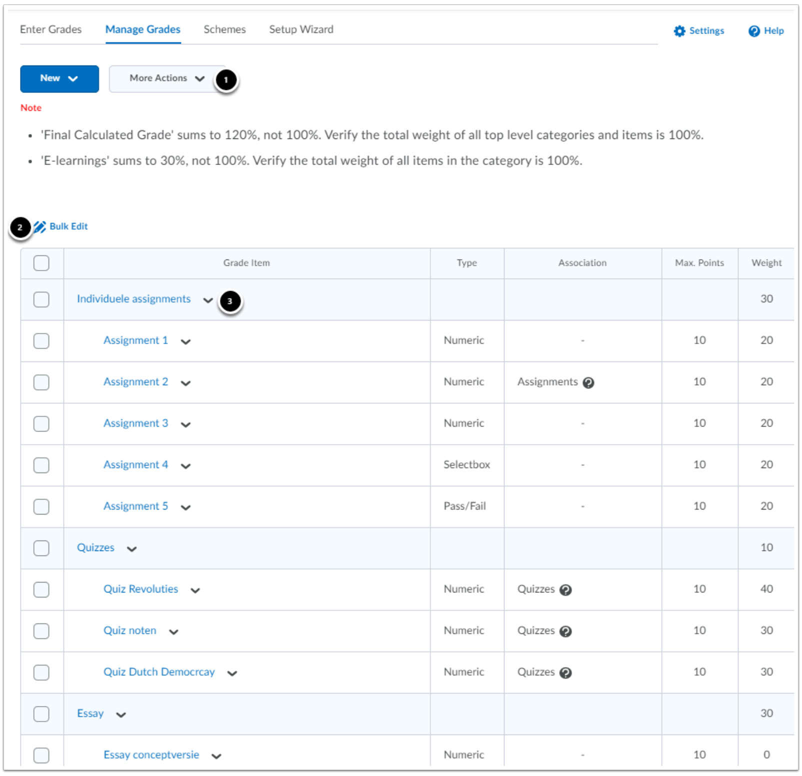
After building your categories and grade items, it is important to check whether you set it up correctly. Below **Manage Grades** you can check the composition of your grade book and adjust it easily if necessary.

⚠ Make sure to check the grade book thoroughly, as set-up mistakes have a significant impact on the calculation of the final course grade (For example: Say the category Assignments counts for 20% of the final grade and consists of two assignments that each count for 50%. If you forget to attach an assignment to the category Assignments, this item will end up as a separate item in the grade book. In this case, the assignment will determine 50% of the final course grade instead of 50% of the final assignment grade.

1. If items have been entered incorrectly or if any data is missing you receive a warning message at the top of your screen under **Note.** Check if:
   - All categories are weighted correctly and if they combine to a score of 100%. If this is *not* the case, you will see a message under **Note** that reads: **Final Calculated Grade' sums to x%, not 100%. Verify the total weight of all top level categories and items is 100%**.
   - All grade items within a category are weighted correctly and add up to a score of 100%. If this is *not* the case, you will see a message under **Note** such as: **Quizzes' sums to 20%, not 100%. Verify the total weight of all items in the category is 100%**.
2. Check whether grade items you want to link to Brightspace activities (for example a quiz or assignment) are actually attached (**Association**). Note: You can attach a grade item to an activity from Activities, not from Grades!
3. Check whether all grade items are in the correct categories and/or have (un)intended been processed in the grade book as a separate item. You can recognise categories, separate grade items and grade items within a category as follows:
   - Categories can be easily distinguished from individual grade items as categories do not contain any data in the columns **Type**, **Association** and **Max. Points.**

- A grade item has a larger blank space to the left of its name, compared to a category.

Editing items and categories in grade book



There are multiple edit options in the **grade book**. Each option provides different possibilities.

1. **More Actions**:
   - Delete categories and/or grade items (**Delete**).
   - Change the order of categories and grade items in the grade book (**Reorder**).
   - Navigate to the **Event Log**. This is an overview page of all grade book activities. You can see the categories and grade items that are created/deleted, by whom, when, etc. Furthermore you can restore deleted items. To do this, click on **Restore** behind the name of the item (all grades that were entered for this item will be restored as well).
2. **Bulk Edit**: adjust multiple categories/grade items at the same time. Tick the desired categories and/or grade items and click **Bulk Edit**. You can now easily edit the *Properties* of one or more categories/grade items. Change the name or weight and/or connect a grade item to a category (you cannot adjust the **Restrictions** of a category/grade item in this window).
3. The fold-out arrow behind a category/grade item:

- **Edit Grade Item:** to manage advanced settings. You navigate to the editorial window of the grade item/the grade category which means you can adjust all tabs.
- **Enter Grades**: to enter grades.
- **View Statistics**: to see the statistics for that particular item.
- **Event Log**: to look at an overview of all activity within the grade book. You can also **Restore** previously deleted items here.

How do I set up my grade book? Administration | Grades

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how the **setup wizard** works. Below the video you will find the written manual.

What is the Grades Setup Wizard?

With the help of the **Grades Setup Wizard**, you can set up the grade book: the Brightspace page where you keep track of the grades of your students. You can choose:

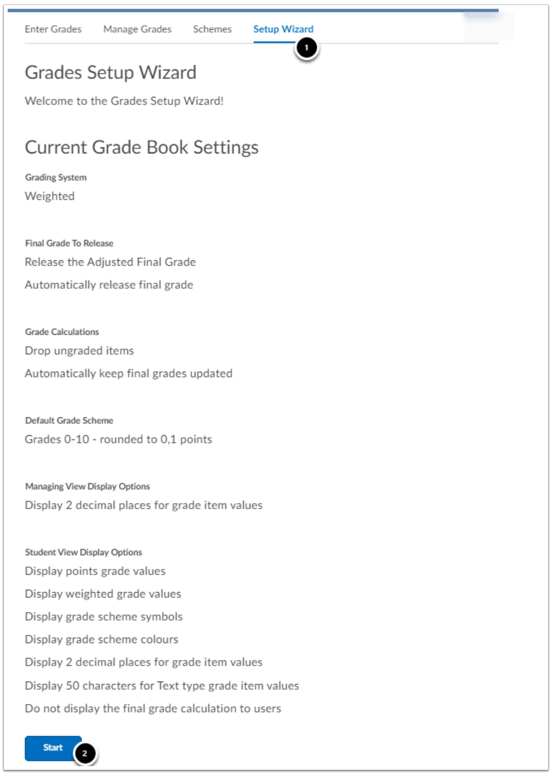
- Which **Grading System** you would like to use.
- The way you want the **Final Grade** to be calculated.
- When **Grades** become visible to students.
- What information you want to display to your students.

Every choice you make at the Setup Wizard, will be reflected back in your grade book later on.

Would you like to read more about **Grades** and the **Grade Book** before continuing? Read the following articles: How do I use Grades in my course? and How does the Grade book work?

Start the Grades Setup Wizard

- Navigate to **Administration** in the navbar of your course.
- Select **Grades**.



1. Click **Setup Wizard** in the menu below the navbar (you will now see an overview of the current settings of your grade book).
2. Click **Start** at the bottom of the screen to start working with the **Setup Wizard**.

Follow the seven steps of the Setup Wizard:

- Step 1: Choose Grading System
- Step 2: Final Grade Released
- Step 3: Grade Calculations
- Step 4: Choose Default Grade Scheme
- Step 5: Managing View Display Options
- Step 6: Student View Display Options
- Step 7: Grades Setup Summary

In between steps, click **Continue**/**Back** to move to the next/previous step, or click **Cancel** to cancel your input.

Step 1: Choose Grading System

In Brightspace you can choose from three different grading models (**Grading Systems**) for the calculation of course results:

- **Weighted:** the different grade items each have a specific weight and in sum make up the course's final grade, worth a total score of 100%.

For example: two group assignments in sum count for 20% of the final grade (with assignment 1 and assignment 2 each counting for 50% of the final assignment grade). The written exam (final exam) counts for 80%. The final grade of the student then consists of a certain percentage of the total score of 100%.

- **Points:** Grade items can be worth a certain amount of points that are totaled for a final grade.

For example: two group assignments in sum count for 40 points of the final course grade (with assignment 1 and assignment 2 both contributing 20 points to the final assignment grade). The written exam (final exam) counts for 200 points. The final grade of the student then consists of a certain amount of the total of 240 points.

- **Formula:** calculate a final grade with the use of a personalized formula and decide which course items do/do not count.

For example: if a student scores below 60% for a certain course item, then they will automatically fail the course. IF {MIN { [Item1.percentage], [Item2.percentage], Item3.percentage] } < 60, 0, 100}.

Weighted is the most commonly used grading system at the Radboud University.

Step 2: Final Grade Released

Here you can choose how the **Final Grade** will be released:

- **Calculated Final Grade**: the grade will be calculated based on the grading system that was chosen beforehand and will automatically be updated when you have evaluated other course items.
- **Adjusted Final Grade**: choose this option if you would like to generate/adjust a grade manually.
- **Automatically release final grade**: choose this option if you want the final grade to automatically be released after calculation. Please note: if you tick this option, always do so in combination with Calculated Final Grade and *not Adjusted Final Grade*, as Calculated Final Grades are updated automatically.

An **Adjusted Final Grade** is not the result of a predetermined grading system, but has to be entered manually and is therefore not updated automatically.

Step 3: Grade Calculations

In **Grade Calculations** you can decide in what manner the uncompleted course items count for the calculation of the **Final Grade**.

- **Drop ungraded items**: choose this option if you want uncompleted course items to *not* be taken into account for the final grade. That means that it is possible for the final grade to drop with each newly completed item as the course progresses; dependent on the scores acquired by the student.
- **Treat ungraded items as 0**: choose this option if you want uncompleted course items to be treated as 0 points in the calculation of the final grade. This means that the final grade will inevitably rise with each completed item.
- **Automatically keep final grade updated**: Brightspace updates the final grade automatically each time a course item is evaluated.

The advantage of the option **Drop ungraded items** is that the course progression in relation to the final grade is not influenced by grade items that have not been evaluated yet. The disadvantage of this option is that students that are not participating in an activity, are not going to see this reflected back in their final grade at the end of the course. In other words: can students score a zero for assignments/an exam?

Step 4: Choose Default Grade Scheme

The term **Grade Schemes** refers to the different ways in which results can be presented. For example:

- 10/10
- 100%
- A
- Excellent
- Color codes (red/orange/green)

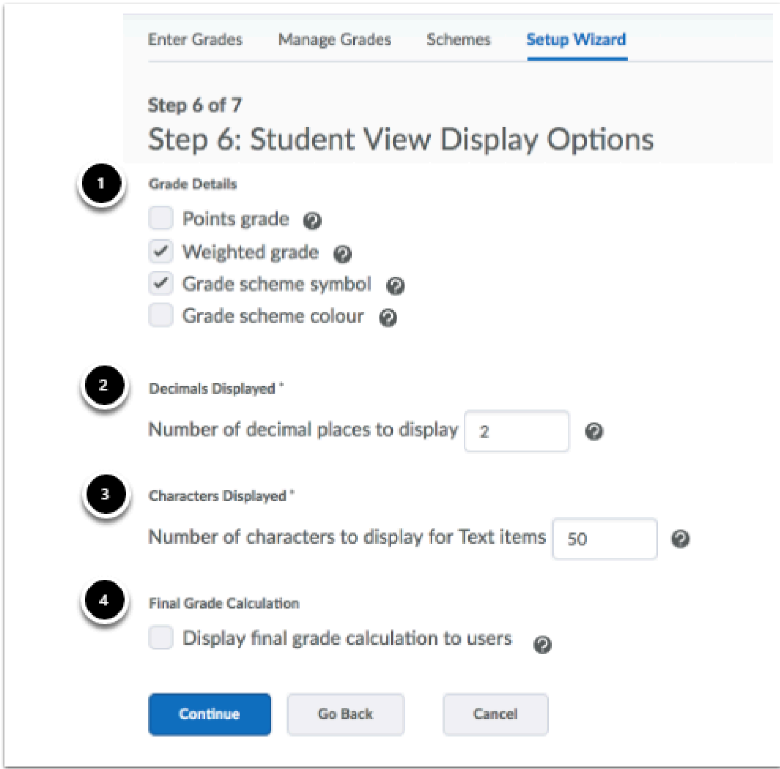
The default grade scheme in Brightspace is **Grades 0-10 - rounded to 0,1 points**. After completing this Setup Wizard, it is possible to create other grade schemes and set them as default.

Step 5: Managing View Display Options

In step 5 you can manage the precision of the grade display from 0 to 5 decimals. Brightspace is by default set to a display of two decimals (which you see as a teacher).

Step 6: Student View Display Options

At this step you can set up what is displayed to students when they view their Grades.



1. **Grade Details** is connected to the grade schemes from step 4. You can tick multiple options at once:
   - Points Grade (10/10)
   - Weighted Grade (100%/100%)
   - Grade scheme symbol (for example: *A, 100% or excellent*)
   - Grade scheme color (color codes)
2. At **Decimals Displayed** you can enter the number of decimals that are displayed to the student of their grade (min. 0 to max. 5).

3. At **Characters Display** you can enter the number of characters that are displayed to the student for textual evaluations (max. 50). In the list view, the text is cut off if it goes over the permitted amount of characters.
4. Tick **Display final grade calculation to users** to provide students with insight into the calculation of their final grade.

Step 7: Grades Setup Summary

You will see an overview of the choices you made from step 1 to 6. Check all data and click:

- **Finish** to close the Setup Wizard.
- **Go Back** to adjust your settings.
- **Cancel** to delete all settings and go back to the start window of the Setup Wizard.

Now that you have set up the grade book, you can fill it with grade categories and/or grade items.

How do I create grade categories? Administration | Grades

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can create a **grade caterogy**. Below the video you will find the written manual.

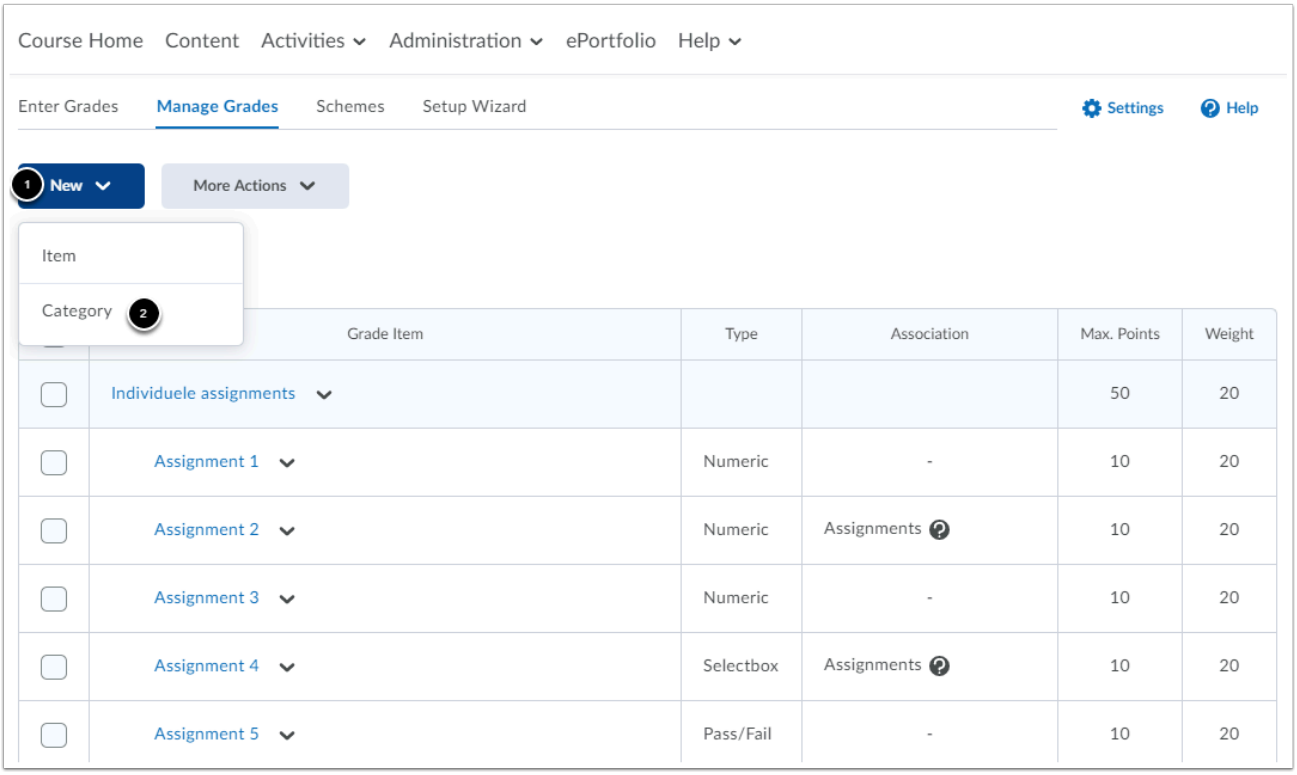
If you want to have an orderly grade book you can use **Categories.** These categories can be used to group similar grade items. For example, you can create categories in the grade book for tests, assignments, quizzes and so on. These similar grade items will now be grouped together, which will give you an orderly overview. The grade items within a category do not have to have the same weight (for example, the category *Quizzes* can weigh 10% for the final grade of the course, but within this category there could be two quizzes that contribute to the final quiz grade differently. *Quiz 1* could make up 60%, and *quiz 2* 40%).

Categories are not the course components you assess; the parts you assess are the grade items that you use to fill the categories.

Creating grade categories

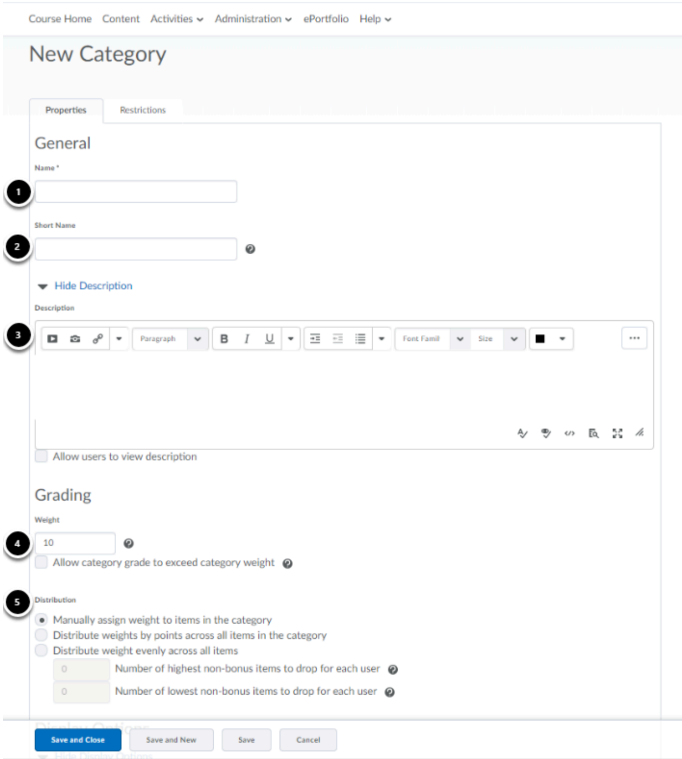
- Click **Administration** in the navbar of your course.
- Click **Grades**. You will navigate to the **Manage Grades** tab, also known as your **grade book**.

If you navigate to **Grades**, you will automatically land on the **Manage Grades** tab. You can use settings if you want to navigate to a different tab instead.



- Click **New**.
- Then click **Category**.

The following steps are applicable to a weighted grade book because the weighted grading system is used most frequently at the Radboud University.

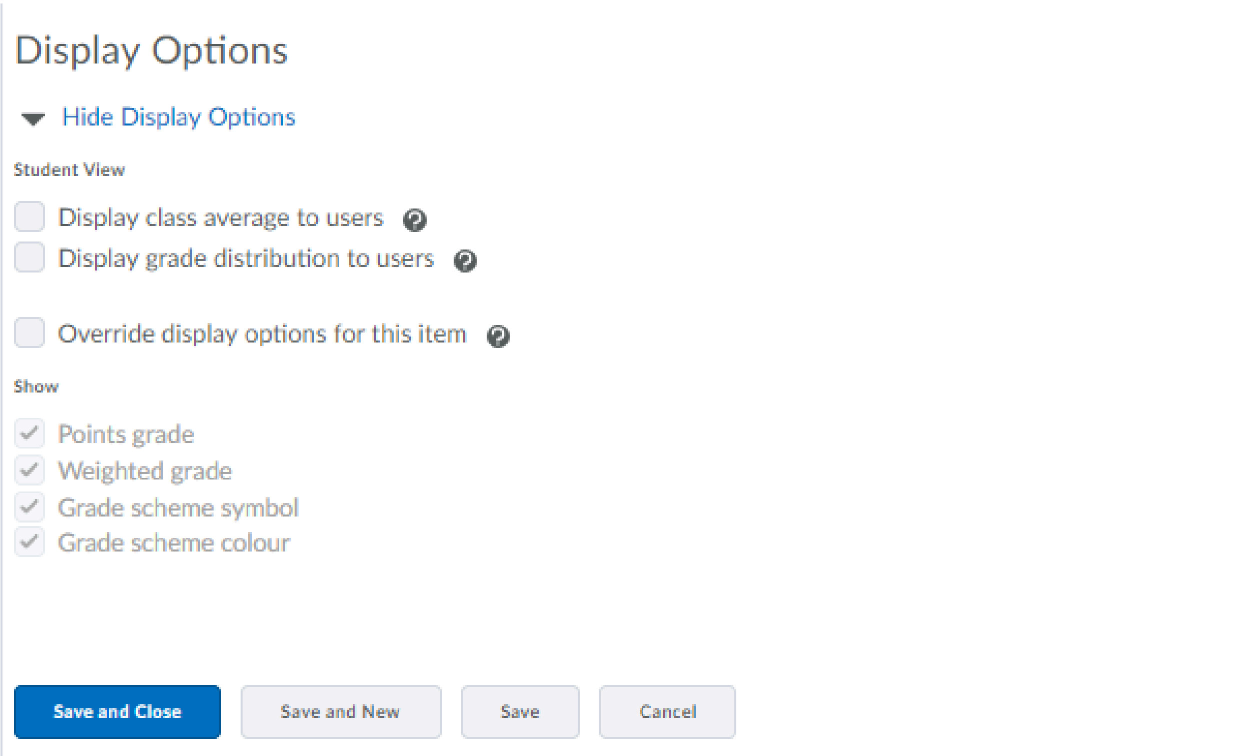


1. Give the category a name (*for example Assignments).*
2. Give the category a shortened name (*for example Assign.).* The shortened name will be displayed when you enter grades using **Enter Grades**. Using a shortened name saves space.
3. Click on **Show Description** to fold out the html-editor and to add a short description of the category, for example to explain what components are part of the category.
   - Select **Allow users to view description** if you want students to see the description.

4. Use **Grading** to assign a certain weight to the category (the total percentage all of the assignments in this specific category contribute to the final grade of the course):
   - Enter a number (1-100) under **Weight.**
   - Select **Allow category grade to exceed category weight** if you want students to be able to get a score higher than 100% in this category.

5. You can use **Distribution** to determine how the items are weighed within the category:
   - Make sure **Manually assign weight to items in the category** is selected if you want to determine the weight of each grade item in a category manually. Choose this option if the grade items within the category have a different weight *(for example: the first assignments weighs 20%, the second 30% and the third 50%)*. Note that you have to adjust the distribution manually for each grade item you add if you choose this option.

- Select **Distribute weights by points across all items in the category** to attribute a weight to each item that is similar to the number of points the assignment is worth. When you add new grade items to the category the weights will be automatically recalculated. Note that this option does not allow you to change the weight of the grade items manually *(for example: if students can get X out of 10 points for assignments one and two, and X out of 20 points for assignment three, assignments one and two will automatically be assigned a weight of 25% and assignment three a weight of 50%).*
- Select **Distribute weight evenly across all items** if you want all items within a category to have the same weight. When a new grade item is added the weights will automatically be recalculated in order to guarantee an even distribution (*for example: assignment one and two both weigh 50%, but if you add a third assignments all three of these assignments will now weigh 33.3%).* You can also choose to omit the lowest or highest scores of a student when the final grade for the category is calculated. You have to choose whether it is the highest or the lowest score you want to emit.



Use **Display Options** to choose what students can and cannot see:

- Select **Display class average to users** to give students access to the group average.
- Select **Display grade distribution to users** to show students a visual representation of how the grades have been distributed among the group.
- Select **Override display options** if you want the display options for this category to be different from what you previously set up (while using the grade wizard setup) for the total grade book. You can override the display options by using **Show** to select or

deselect which parts of the category you want to show to students (Points grade, Weighted grade, Grade scheme symbol en Grade scheme color).

- Check your selections and click:
  - **Save and close** to save thids category and return to the grade book.
  - **Save and New** to save this category and create a new one.
  - **Save** to save this category and continue working on it
  - **Cancel** to cancel your changes.

You are now ready to attach grade items to the categories, which you can then attch to activities in order to assess course components.

How do I create a grade item? Administration | Grades

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can create a **grade item**. Below the video you will find the written manual.

Grade items represent all of the course components you want to assess. You can find them in the grade book. Grade items will help you to:

- assess course components fast and easily.
- calculate results automatically and with precision.
- keep an overview of students' results.
- communicate results to students in a controlled fashion.

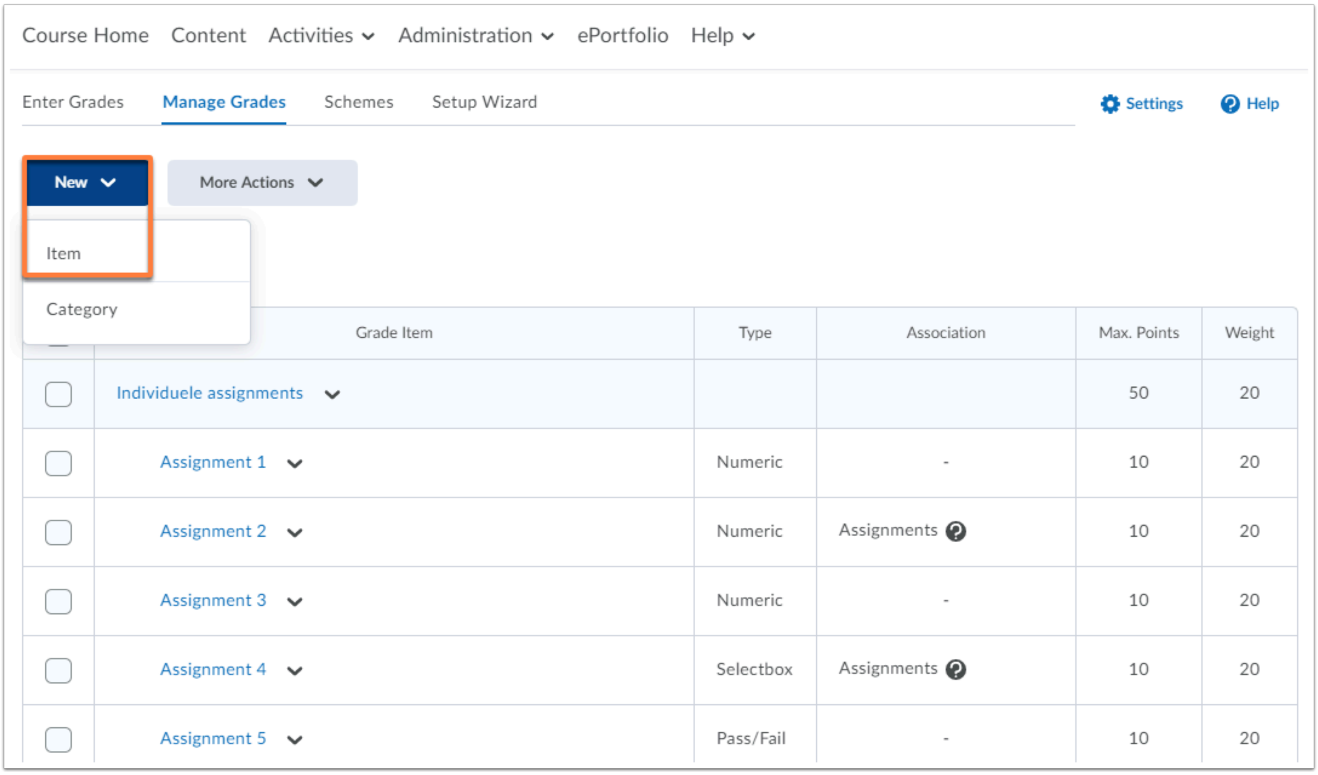
You can use the grade items while assessing assignments, quizzes and discussions. You can only assess an activity (assign a grade) if you have linked a grade item to the activity. It is recommended to first create a grade item and then link it to an activity.

If you want to assess an activity a student performs in class (*for example a presentation),* you can use the different submission types in Assignments. This way you can also assess this type of activity using a grade item in the grade book.

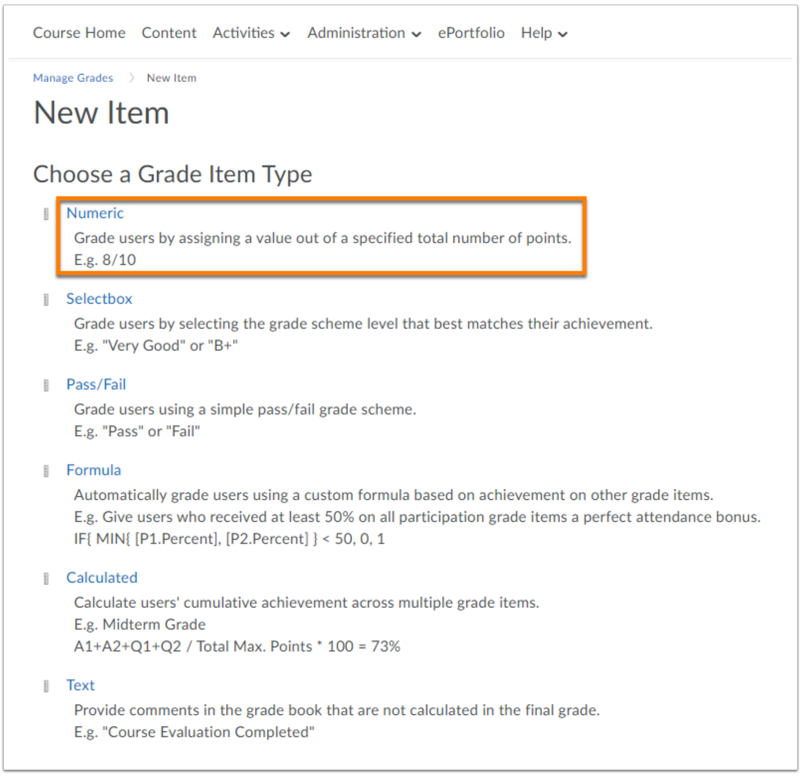
How do I create a grade item?

You can create grade items in two different ways:

- Using **Grades** under the **Manage Grades** tab (this is the most practical way).
- While you are creating an **Activity (**for example an assignment submission folder, quiz or discussion topic) via the **Assessment** tab. Here you have to take the same steps as you would when creating a grade item using **Grades.**



- Navigate to **Administration** in the navbar of your course.
- Click **Grades**. You will navigate to **Manage Grades**.
- Click **New**.
- Click **Item**.

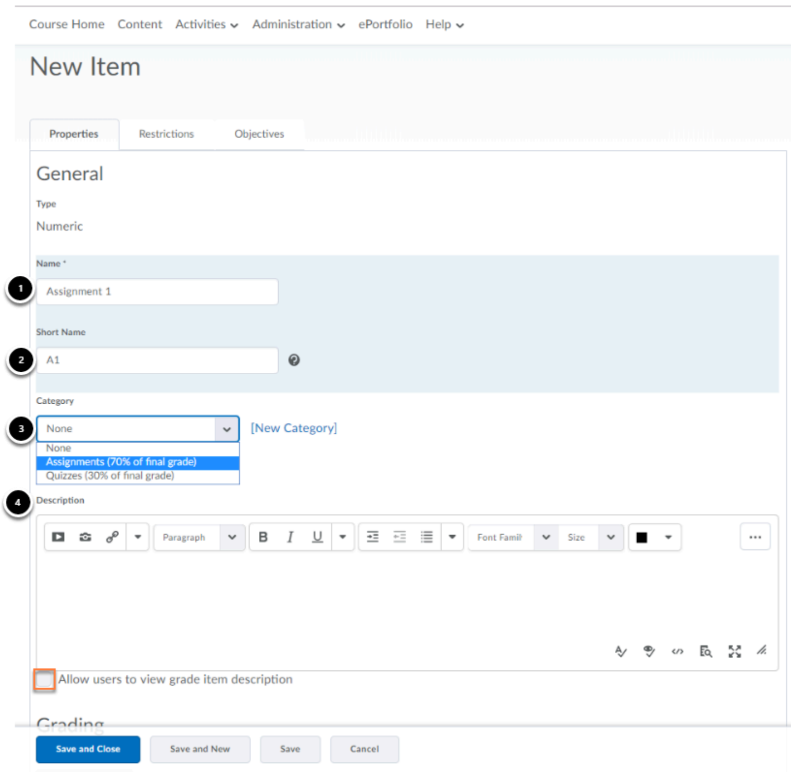


- Choose the option **Numeric** (the amount of points out of the maximum amount of points achievable, for example a 8/10). This is the most common type of grade item).

You can use different types of grade items in Brightspace. Depending on the type you choose, the instructions for creating a grade item might be a little different from the instruction below. The other types of grade items you can create are:

- **Selectbox:** a description of the level that matches the delivered performance best (*for example: Excellent, or B+*).
- **Pass/Fail:** a simple assessment (pass or fail).
- **Formula:** conditional formulas (IF, THEN, MIN, MAX, etc).
- **Calculated**: when you want to combine multiple grades to calculate the cumulative performance of a student (*for example: grade second semester = Ass3+Ass4+Quiz3/total maximum points * 100 = 73%*).
- **Text:** textual assessments that will be included in the grade book but will not count towards your final grade (*for example: the discussion topic is now closed, thank you for participating).*

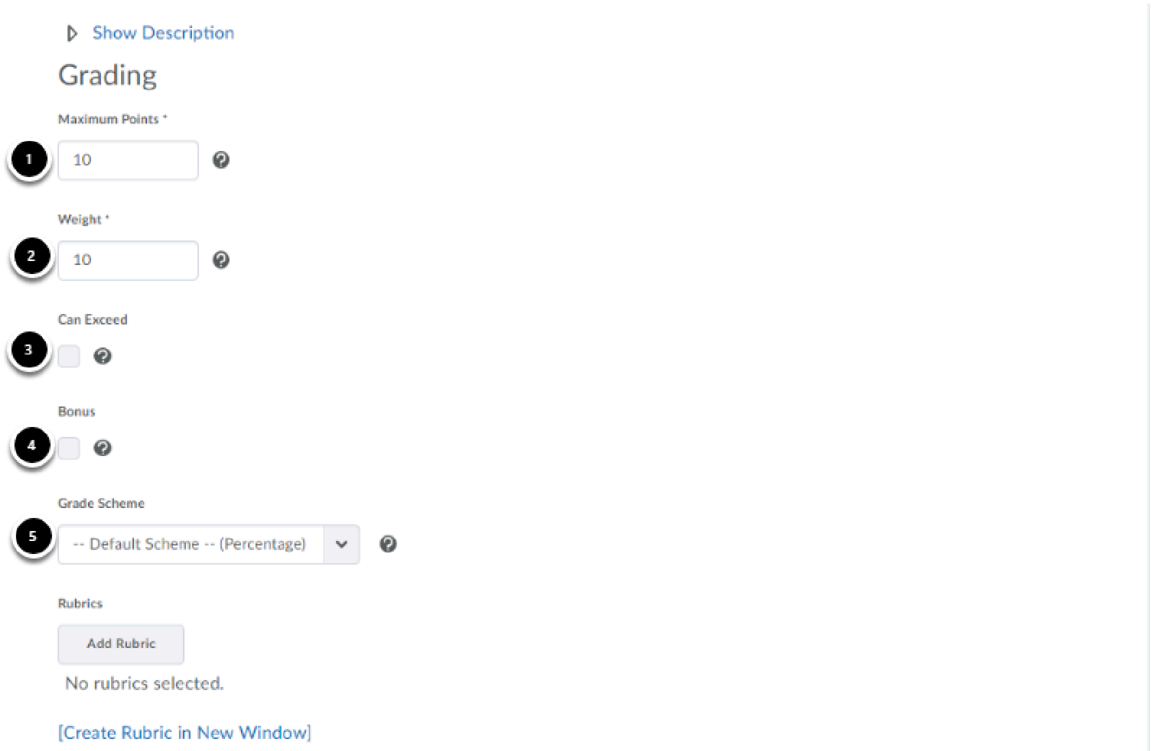
- Only numeric grade items and selectbox items can be linked to an activity.
- Formula, calculated en text items cannot be linked to a grade category.
- Before creating a selectbox item, you have to create a grade scheme.
- Before creating a formula item, you have to create all the grade items you want to incorporate in the formula item.
- Calculated grade items are not included for the Calculated Final Grade.
- Formula grade items only count towards the Calculated Final Grade if you use a Formula Grading System.



1. Name the grade item (*for example: Assignment 1).* To maintain a clear overview for yourself, it can be useful to give the grade item a name that allows you to recognize the linked course component.
2. Use the field **Short Name** to enter an abbreviation (*for example A1).*
3. If necessary, link the grade item to a category:
    - Select a **Category** from the drop-down menu if you want to link the grade item to an existing category.
    - Click **New Category** if you want to create a new category for this grade item.

4. Click **Show Description** to add a short description for the grade item. At the bottom, select the html-editor **Allow users to view grade item description** if you want students to see this description.

Use the option **Short Name** to make your grade book easier to read. In **Enter Grades** in your grade book you will find the names of the grade categories and items next to each other horizontally. If you enter the shortened name Brightspace will use this one, which means you will not get very wide columns and lose the overview. Note that students will not see this shorter name in their grade book.

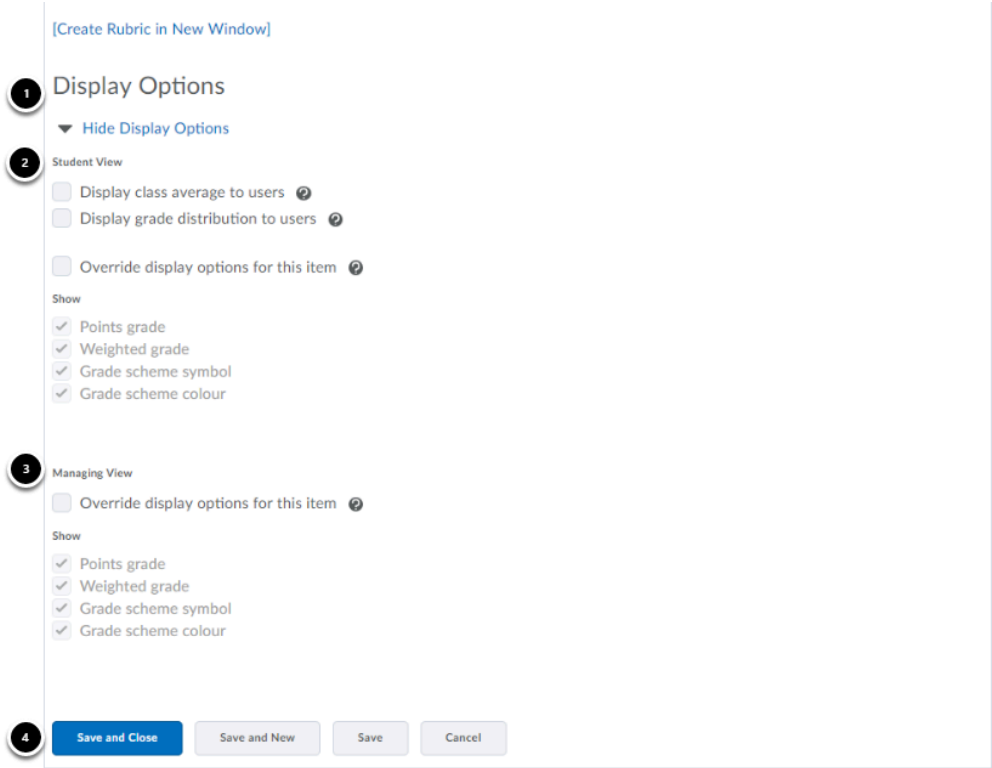


Do not use the option **Add Rubric.** Just like with a grade item, you need to attach the rubric to the activity (and not to the grade item).

Below **Grading** you can determine how the grade item is assessed:

1. Below **Maximum Points** you can enter the maximum number of points students can obtain for this grade item.

2. **Weight** lets you determine how much this item will contribute to the total score of the category. Note that if you have not linked the grade item to a category, it will be admitted as a single loose item in the grade book. This means the weight entered will count towards the final grade for the course! That is why it is important to check whether you have or have not linked the grade item to a category.
3. Select **Can Exceed** if students can get more points for this item than the maximum amount of points you entered under **Max Points.**
4. Select **Bonus** if you want to allow bonus points. Bonus items will not be a part of the maximum points a student can acquire for a category or final course grade, but will be added to the calculated (final) grade. Note that students are not able to get a score higher than the maximum because of the bonus points, unless you have selected **Can Exceed.**
5. The **Percentage Grade scheme** is linked to grade items by default. Below **Grade Scheme** you are able to select a different grade scheme (provided you have created a scheme before).



1. Click **Show Display Options** to adjust the settings for the display of the grade item.
2. Below **Student View** you can select whether:
   - students will see the class average (**Display class average to users**).
   - students will see a visual display (graph) of how the grades are distributed among the students of the class (**Display grade distribution to users**).
   - you want to let the display options for this item deviate from what you have set up in the Grades Setup Wizard for the remainder of the grade book (**Override display options for this item**). You can then use **Show** to select which parts of

the item you wish to show to students (Weighted Grade, Points Grade, Grade Scheme Symbol en Grade Scheme Colour).

3. Below **managing View** you can again select **Override display options for this item** to make the display options for this item deviate from the default grade book settings. This concerns the display of your grade book. Then use **Show** to select what you do and do not want to display from this item.
4. Check your submission and click:
   - **Save and Close** to save the grade item and return to the grade book.
   - **Save and New** to save the grade item and create a new one
   - **Save** or **Cancel** to save or delete the grade item.

Keep in mind that the activity and grade item must have the same amount of maximum points.

Now that you have created a grade item, you can attach it to an Activity. After attaching the grade item, it possible to assess the activity. You can read more in the following articles:

- How do I attach a grade item and/or rubric to an assignment?
- How do I attach a grade item and/or rubric to a discussion topic?
- How do I attach a grade item to a quiz?

How do I use grade schemes? Administration | Grades

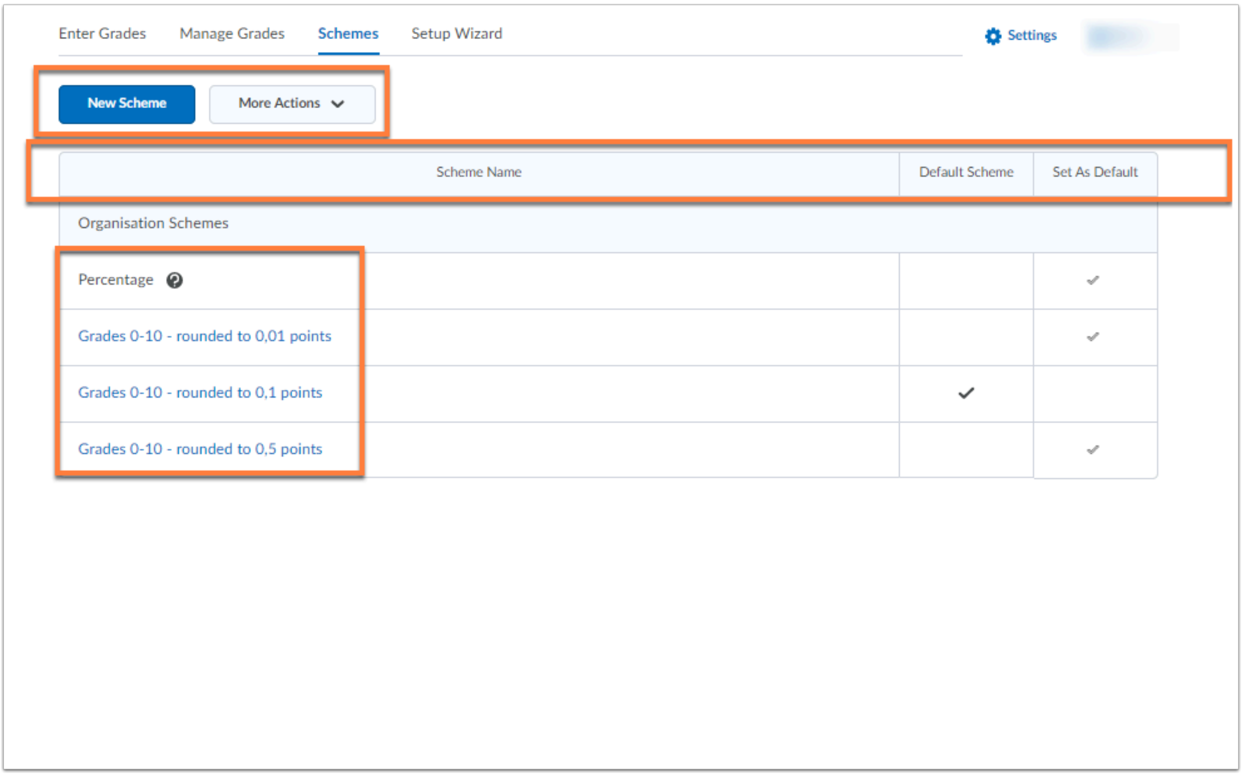
An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how you can use **grade schemes**. Below the video you will find the written manual.

Grade scheme homepage
Creating a grade scheme
Using the grade scheme

Grade scheme homepage

Grade schemes make it possible to have a say in how grades are registered. You can decide if the grades should be changed to a symbol, text, or rounded up to a certain percentage.

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**



- Navigate to **Schemes (**third tab). You will be directed to the **grade scheme** homepage. Here you will find an overview of all available schemes.

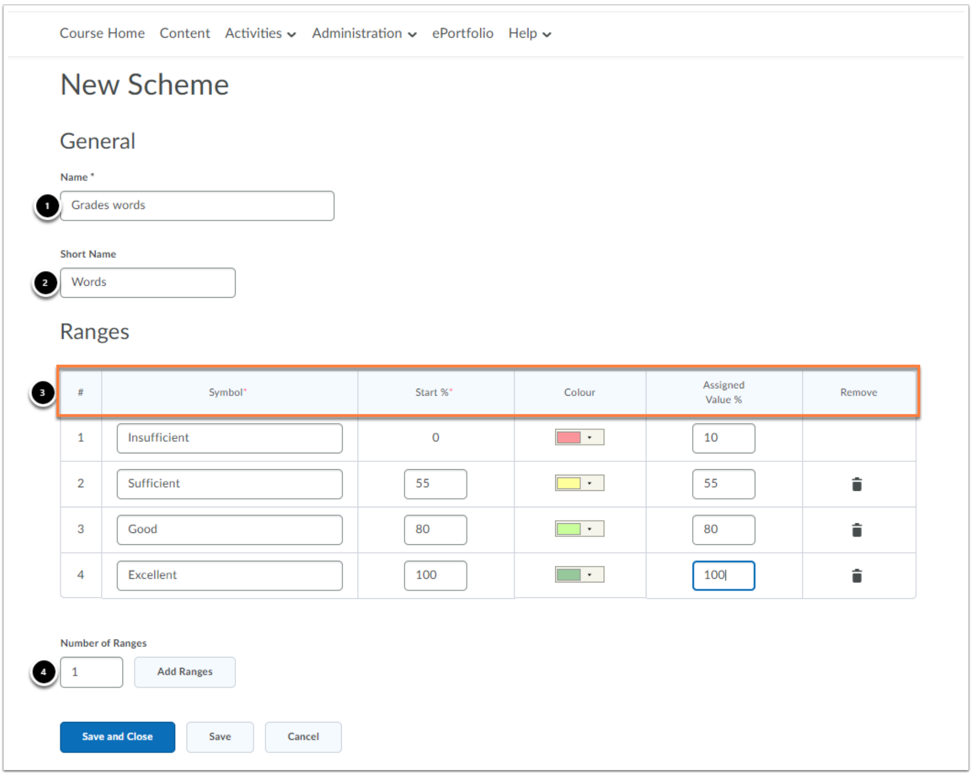
- Use the buttons at the top to perform actions:
  - Click **New Scheme** to create a new scheme.
  - Click **More Actions** to copy the existing schemes (**Copy)** or delete them (**Delete).**

- You will see several columns in the table.
  - Under **Scheme Name** you will find an overview of existing grade schemes.
  - Under **Default Scheme** you will find the current, active assessment scheme.

- Under **Set As Default** you can click on the check mark to make another scheme active.
- The scheme named **Grades 0-10 - rounded to 0,1 points** is the default assessment scheme, defined by organisational level. The two schemes below it are also defined by organisational level.

Creating a grade scheme

- Navigate to the grade scheme homepage.
- Click **New Scheme**.



1. Fill in a name for your **grade scheme**.
2. Give your scheme a shortened name (optional).
3. You can fill in the grade scheme in the table:
   - Under **Symbol**, fill in the name of each element in your grade scheme. *For example:*

- *Letters (A+, A, B, C, D, F)*
- *Numbers (1 - 10)*
- *Text (fail, pass, very well)*

- Use **Start** to enter the percentage that will be used when handing out **Symbols.**
- You can match a specific colour with the concerned symbol under **Colour.**
- You can add the actual grade the student will receive under **Assigned Value.**

4. Click **Add Ranges** to add new lines to the grade scheme. Add multiple lines simultaneously by increasing the number behind **Add Ranges.**

If you do not want to display colour schemes or symbols to your students, read the article How do I adjust settings in the grade book? to learn more about what students can and cannot see in your course's Grades.

Using the Grade scheme

After creating a grade scheme, you need to select it before you can use it. You can do this by selecting the desired scheme as default on the grade scheme homepage (see top of this article).

How do I adjust settings in the grade book? Administration | Grades

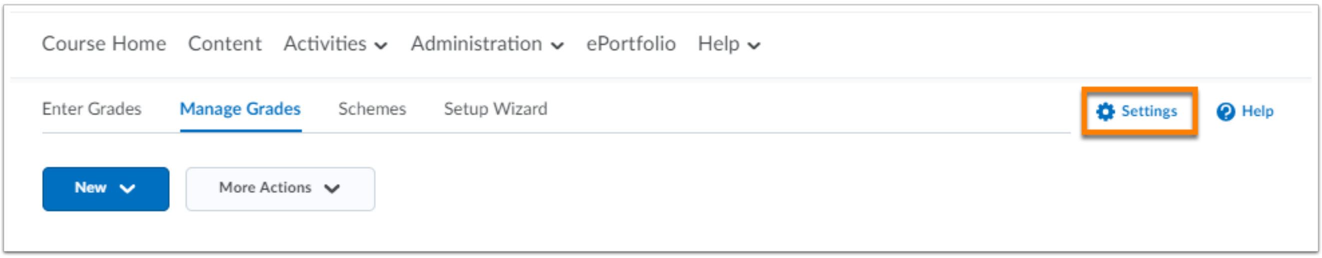
Adjust Settings

Use **settings** in **Grades** to adjust the display of the grade book for both yourself and your students.

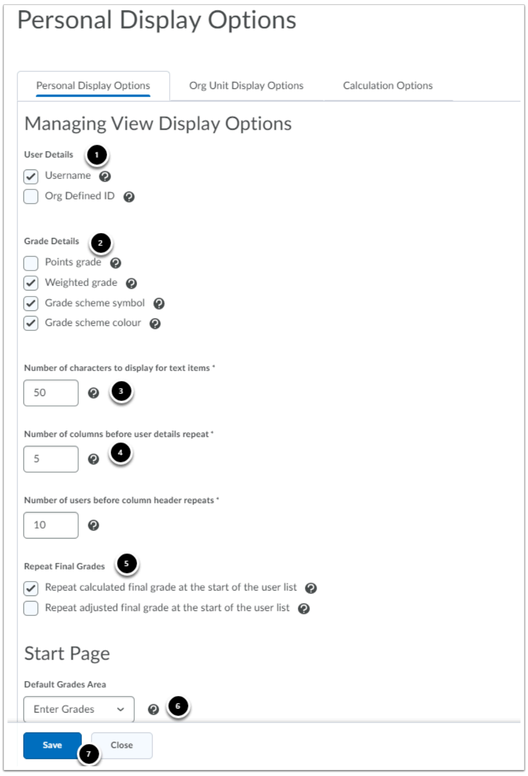
- **Personal Display Options:** used to adjust the personal display of your grade book.
- **Org Unit Display Options:** used to adjust the display for students.
- **Calculation Options:** used to change how assessments are calculated and how the final grade is displayed.

Personal Display Options

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**



- Click **Settings**. You will be directed to the tab **Personal Display Options**.



1. **User Details**:
   - **Username** is turned on by default, deselect this option if you do not want to see the usernames (s-numbers) in the list of participants.
   - At Radboud University the organizational ID is the same as the username, so if you have selected **Username** you do not need to select **Org Defined ID.**

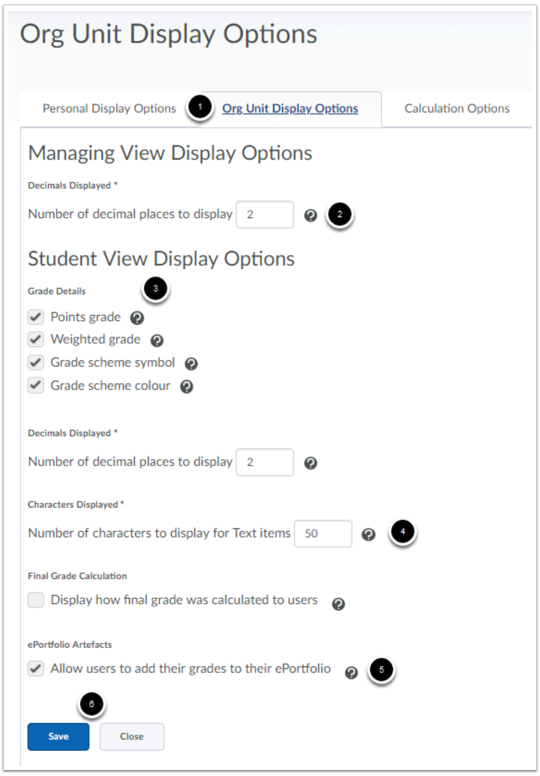
2. **Grade Details**:
   - Select **Points grade** if you wish to see how many points (out of the maximum) a student has acquired.
   - Select **Weighted grade** if you wish to see the assessment compared to the final grade.
   - Select **Grade scheme symbol** if you wish to see the symbol of the matching grade scheme.
   - Select **Grade scheme colour** if you wish to see the colour of the matching grade scheme with the assessment.

3. Use **Number of characters to display for text items** to fill in how many characters are being displayed in the grade book before it is cut off. This text contains the names of the grade items and grade categories.
4. **Repeat Final Grades**:
   - Select **Repeat calculated final grade at the start of the user list** if you wish to see the column containing the final grade Brightspace calculated in the first column of the table with grades.

- Select **Repeat adjusted final grade at the start of the user list** if you wish to see the final grade you possibly adapted in the first column of the table with grades.

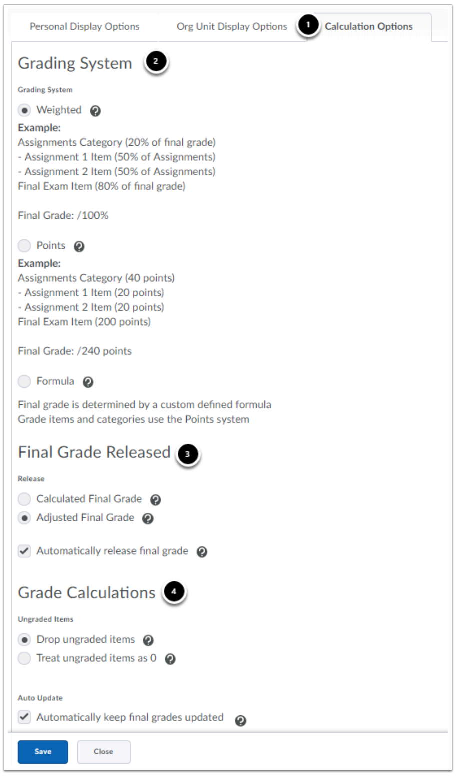
5. Use **Start Page** to select to which tab you go when navigating to Grades.
6. Click **Save** to save your changes. Then click **Close** to return to the grade book.

Org Unit Display Options



1. Navigate to the second tab in **Settings.**
2. Fill in how many decimals will be displayed below **Decimals Displayed.**
3. Select how students will see their grades below **Grade Details:** as a weighed grade compared to the final grade (**Points grade**) , as symbol from the grade scheme (**Grade scheme symbol**) , and/or colour coded (**Grade scheme color**).
4. Use **Number of characters to display for text items** to fill in how many characters are being displayed in the grade book before it is cut off. This text is a text of a [Text grade item.]
5. Select **Allow users to add their grades to their ePortfolio** if students are allowed to transfer their grades to their ePortfolio.
6. Click **Save** to save your changes. Then click **Close** to return to the grade book.

Calculation Options



1. Navigate to the third tab under **Settings.**
2. Choose the way in which you want to calculate the grades under **Grading System.**
   - **Weighted:** grade categories will be weighed as a percentage of the final grade. Grade items will be weighed as a percentage of the category of the final grade (if they are not part of a category).
   - **Points**: the grade is the total amount of points received from grade items.
   - **Formula**: the student receives points for each grade item, and its contribution to the final grade will be calculated using a previously created formula.
3. Below **Final Grade Released** you can select whether the final grade students see will be the grade Brightspace calculated (**Calculated Final Grade)** or the grade you adjusted (**Adjusted Final Grade**). Select **Automatically release final grade** if you want the final grade to be released to the student immediately. This will only happen if you have selected **Calculated Final Grade.** Releasing an **Adjusted Final Grade** must happen manually.
4. Below **Grade Calculations** choose whether ungraded grade items are dropped or count as a zero. Select **Automatically keep final grades updated** if you want the final grade to be adjusted after each change.
5. Click on **Save** to save your changes. Then click **Close** to return to the grade book.

How do I create a formula in my grade book? Administration | Grades

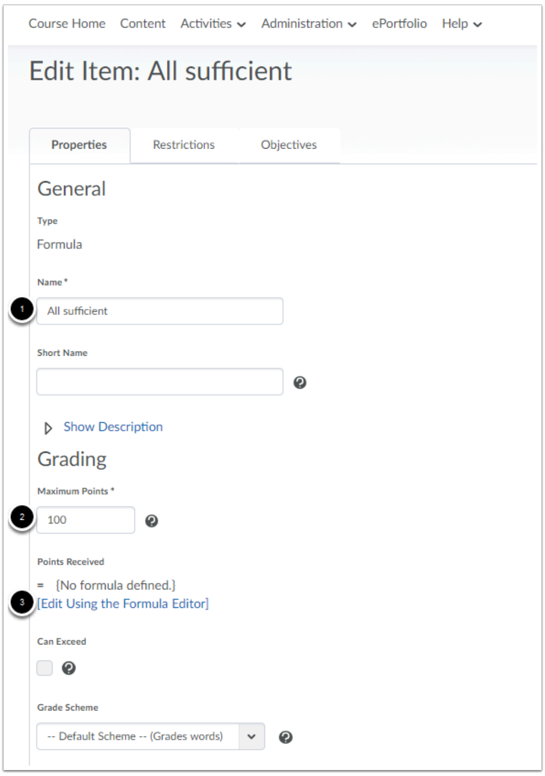
Create a formula grade item

With a formula grade item you can assess students based on their score for multiple or different grade items in the grade book. The formula can be used to make Brightspace calculate the final grade based on conditions the students has to fulfil.

For example, you might:

- *give students a 100% for a category if they achieved a 75% for all grade items within that category.*
- *drop the two lowest grades out of three*
- *fail students who have received a score below the 60% either on the essay or the exam.*

- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.
- Click the tab **Manage Grades**.
- Click **New** and then click **Item**.
- Click **Formula**.



1. Name the grade item. For **Short Name** and **Show Description** add a short name and description if desired. A description can be useful when you need to remember what exactly a formula can do. This is also useful for coworkers in the course.
2. Enter the maximum amount of points students can acquire under **Maximum Points.**
3. Click **Edit Using the Formula Editor.**

The editor opens in a new window. You can use the editor to build your formula. You do this by using the buttons in the editor; you cannot type yourself.

1. You will find arrow keys below the editor on the left. You can use this to navigate within the formula (*for example when you realise you have made a mistake in the middle of the formula, do not delete the entire formula up until that point, but rather use the arrows to navigate to the piece concerned and then change that).* Note that you can also use the arrows on your keyboard!
2. Use **Function** to select a function to calculate the grade based on variables:
   - **MAX**: calculates which variable has the most value.
   - **MIN**: calculates which variable has the least value.
   - **SUM**: calculates the sum of the variables.
   - **AVG**: calculates the average of the variables.
   - **IF**: checks whether the variables meet certain conditions and calculates the value based on the meeting of these condtions.
   - **NOT**: checks whether the conditions have been met for this variable. Calculates the value based on the meeting of all conditions.

3. Click **Start** to add the function, **Next Term** to add the next variable (variables are separated with a comma) or click **End** to close the function.
4. Behind **Grade Item** you select the grade item you want to add to the formula. Then you have to select which value of the grade item must be used:
   - The score the student has achieved (**Point Received**).
   - The highest score one might achieve for this grade item (**Max Points**).

- The percentage of the grade the student has acquired with this grade item (**Percent**).

5. Click **Insert** to add the grade item to the formula.
6. Click **AND** or **OR,** or use the keys on the numpad to add one or multiple values to the formula.
7. Use **Backspace (**or the backspace key on your keyboard) to delete the element left of the cursor, or click **Clear** to delete the entire formula.
8. On the left top side of the editor you will see two buttons:
   - Use **Validate** to check whether the formula is correct. You will receive a confirmation of the formula is correct. If the formula is incorrect, you will get to see which part causes the error as well as the type of error.
   - Use **Preview** to see the grades the students would receive if you were to use this formula. Preview will only work if the formula is correct.

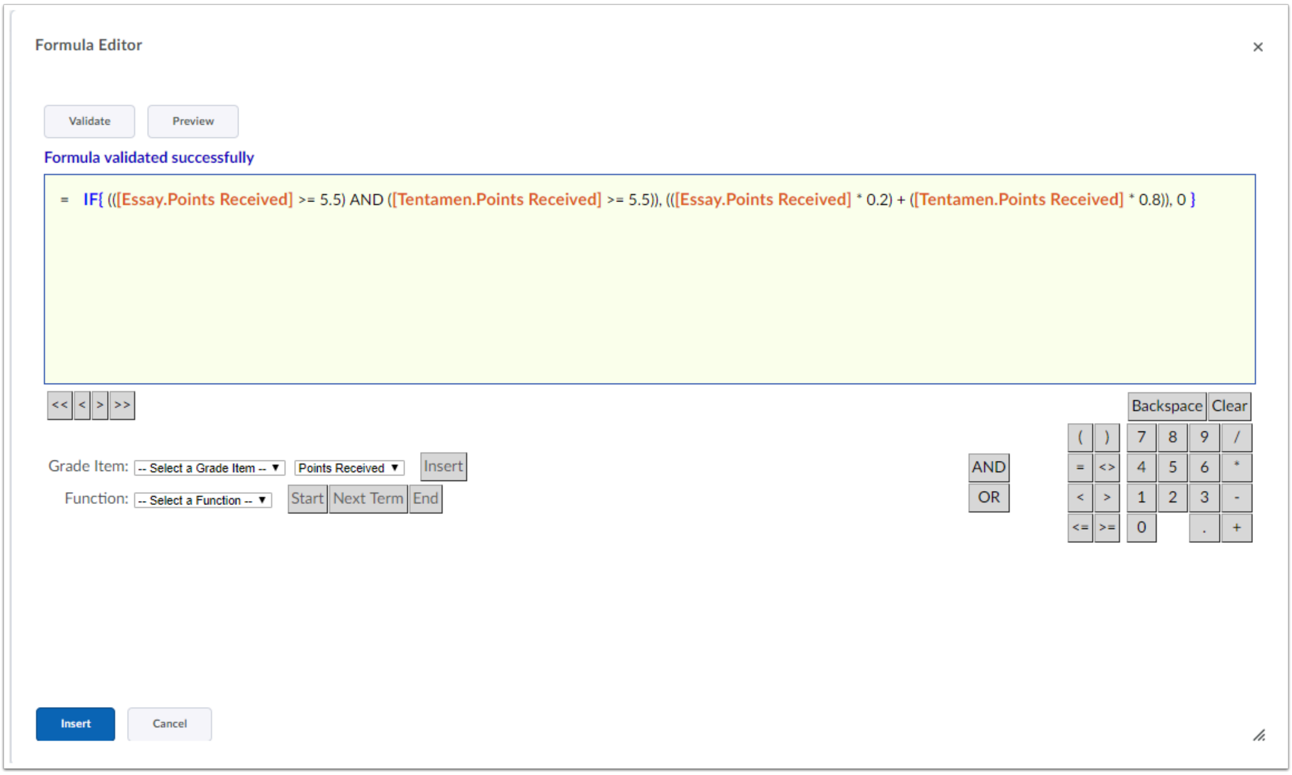
When you are done, click **Insert** to add the formula to your grade item.

Example 1

You want Brightspace to calculate a grade based on a number of conditions students have to meet. For example, you have two grade items: an essay that counts for 20%, and an exam that counts for 80%. For both components students have to score a 5.5 or higher, or else they will fail.

The formula will then be as follows:

=IF{ [Essay.Points Received] >= 5.5 AND [Tentamen.Points Received] >= 5.5, [Essay.Points Received] *0.2 + [Tentamen.Points Received] *0.8, 0 }



Explanation

You only want to give the students their credit if both grades are a 5,5 or higher. To achieve this, use **IF.** The IF works like this:

1. Behind **Function**, enter **IF** and click **Start**.
2. Enter the variable students have to meet; in this case both grades need to be equal to or higher than a 5,5. Behind IF you will then get [Essay.Points Received] >= 5.5 AND [Tentamen.Points Received] >= 5.5.
3. enter the next variable: what will happen when IF is true? Separate variables with a comma (click **Next Term**). When IF is true the score the student received for the essay will count for 20%, and the score for the exam counts for 80%. This means you get [Essay.Points Received] *0.2 + [Tentamen.Points Received] *0.8.
4. Add another comma (**Next Term**).
5. Enter what happens when IF is not true; in this case it will be a 0, because if the students receives a grade below a 5,5 for either the essay or the exam, they will automatically fail.
6. Add an **End** when you are finished with the IF.

Example 2

You want Brightspace to drop the two lowest grades when the student has received three grades. This means you have three grade items, out of which the two with the lowest score do not count.

The formula will then look as follows:

= SUM{ [Ass1.PointsReceived], [Ass2.Points Received], [Ass3.Points Received]} - MIN{ [Ass1.PointsReceived], [Ass2.Points Received]} - IF{ MIN{[Ass2.Points Received], [Ass3.Points Received]} = MIN{ [Ass1.PointsReceived], [Ass2.Points Received]}, MIN{ [Ass1.PointsReceived], [Ass3.Points Received]}, MIN {[Ass2.PointsReceived], [Ass3.Points Received]}}

Explanation

1. Only the highest score out of the three scores should count towards the final grade; the other two should be dropped. This can be done by subtracting the two lowest scores from the sum of the three scores.
2. Behind Function, first select the option **SUM** and then click **Start**.
3. Select the variables you want to add up - these are the scores of the three grade items: [Ass1.PointsReceived], [Ass2.Points Received], [Ass3.Points Received]. Separate the variables with a comma (click **Next Term**).
4. Add **END** when you are finished with the SUM.
5. To add what component you want to subtract, first add a minus sign (-) and then select the option **MIN.**

6. Add the variables of which the smallest variable should be subtracted from the score: in this care you will first subtract the smallest score from the two variables - the variables [Ass1.PointsReceived], [Ass2.Points Received]. Again, use **Next Term** to separate the variables.
7. Add **END** when you are finished with the MIN.
8. Enter the second value you want to subtract from the total score. Begin with adding the minus sign (-) again.
9. The formula now has to calculate which of the two leftover scores is the lowest in order to subtract it: [Ass2.Points Received], [Ass3.Points Received] when this is also the lowest variable in the first combination [Ass1.PointsReceived], [Ass2.Points Received].
10. Enter what will happen if IF is true, meaning what will happen if the lowest score from [Ass2.Points Received], [Ass3.Points Received] is equal to the lowest score from [Ass1.PointsReceived], [Ass2.Points Received]. In this case the lowest score from [Ass1.PointsReceived], [Ass3.Points Received] will be subtracted from the total.
11. Add what happens when the IF is not true. In that case, the lowest score from [Ass2.Points Received], [Ass3.Points Received] will be subtracted from the total.
12. Finish the IF with **END.**

Example 3

You want to award a student with a score of a 100 percent for a category, when they have scored at least 75 percent for all grade items in the category. When a student did not receive a 75 percent for all grade items, they will automatically fail the entire category.

The formula then looks as follows:

= IF {MIN{ [Ass1.Percent], [Ass2.Percent], [Ass3.Percent]} < 75, 0, 100}

Explanation

You want the students to have a score of a 100 percent for a category when students have achieved a score above the 75 percent. This can be done with the **IF** function:

1. Select the option **IF** for the **Function** and then click **Start.**
2. Enter the variable the students have to meet; in this case the students have to get a minimum percentage for three grade items. This means you will get a **MIN** behind the **IF.**
3. Enter from which variable the one with the lowest percentage should be retrieved. Behind the MIN you will see [Ass1.Percent], [Ass2.Percent], [Ass3.Percent]. Separate the variables with a comma (click **Next Term**).
4. Add **END** to close the MIN.
5. Enter the conditions the variable has to meet; in this case <75, which means the formula will check whether the value for the lowest scoring variable is below the 75%.
6. Enter the next variable; namely what would happen when IF is true; in this case, the student would receive a 0, because the student has to achieve at least 75% for all grade items to pass the category.
7. Enter what happens when IF is not true; in this case a 100, because the student will pass the entire category when they have received at least a 75% for all variables.
8. Finish the IF with **END.**

How do I exempt a student from an assignment, quiz or other activity (grade item)? Administration | Grades

For a grade item
For a student

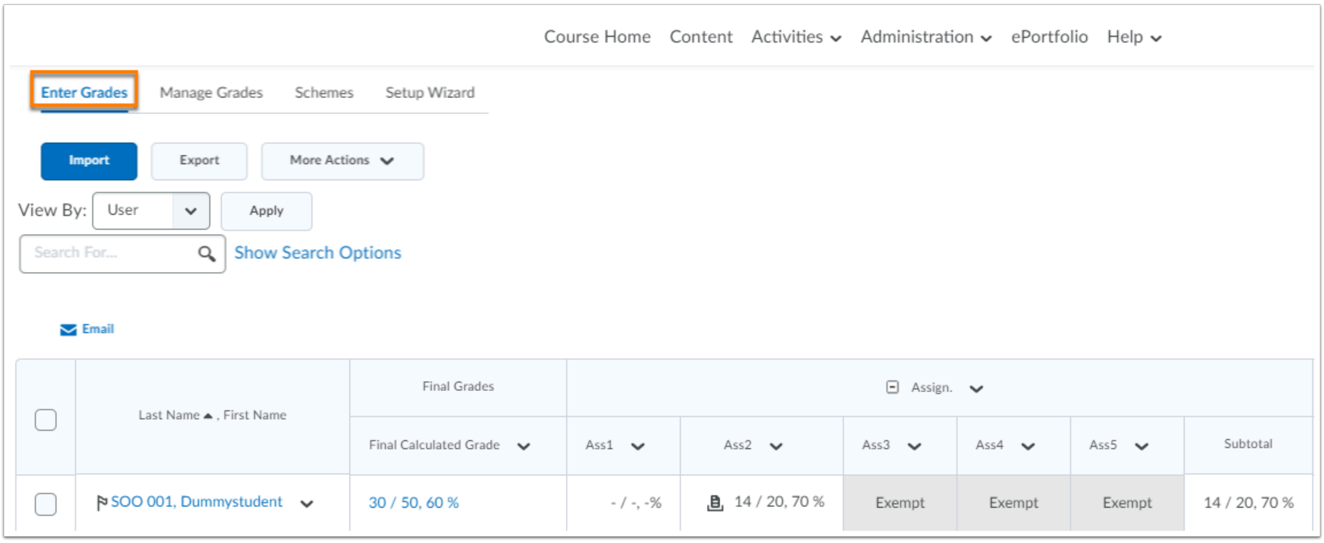
It might occur that you want to exempt one or several students (**exemptions**) from certain assignments, quizzes or other Activities. *For example, students can get into trouble if they have a lot of obligations for different courses. You can then choose to make deals with specific students regarding the requirements of your course.*
When you have decided that a student does not have to do a certain assignment, or that they can submit it later or differently, you also have to change this in the grade book, so that this assignment will not be a part of the student's final grade.

Please note that this only applies if you have attached grade items to the specific assignments and when you use Brightspace to calculate the final grade automatically.

You can exempt students from grade items at any moment. The easiest way to do so is through **Enter Grades.**

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**

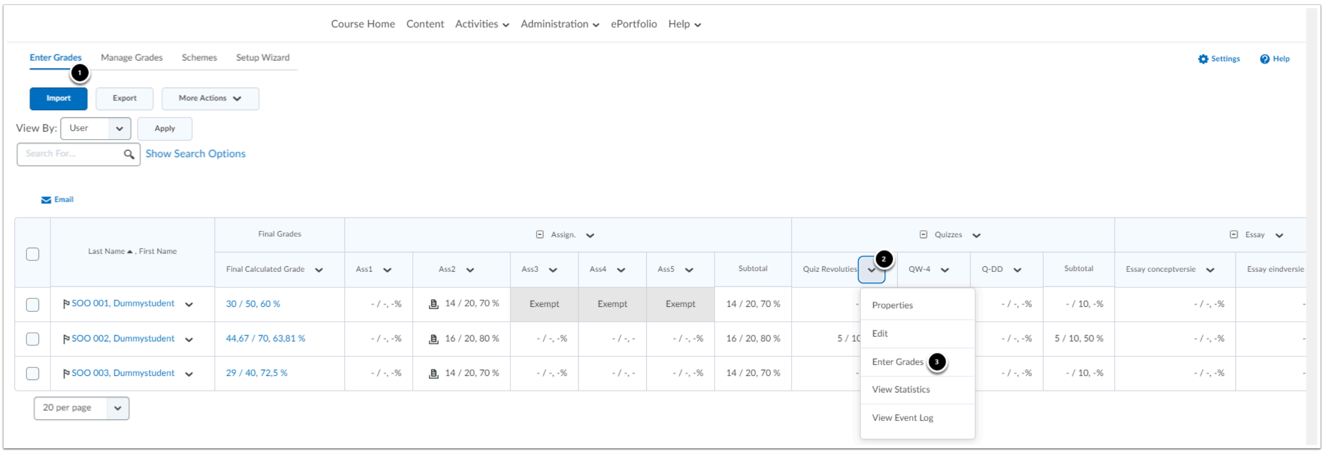
⚠ If the grade item is a release condition for another component of your course then the condition will not be triggered after you have exempted a student for the grade item. Pay attention to the fact that you will need to release this component for the student(s) with an exemption.



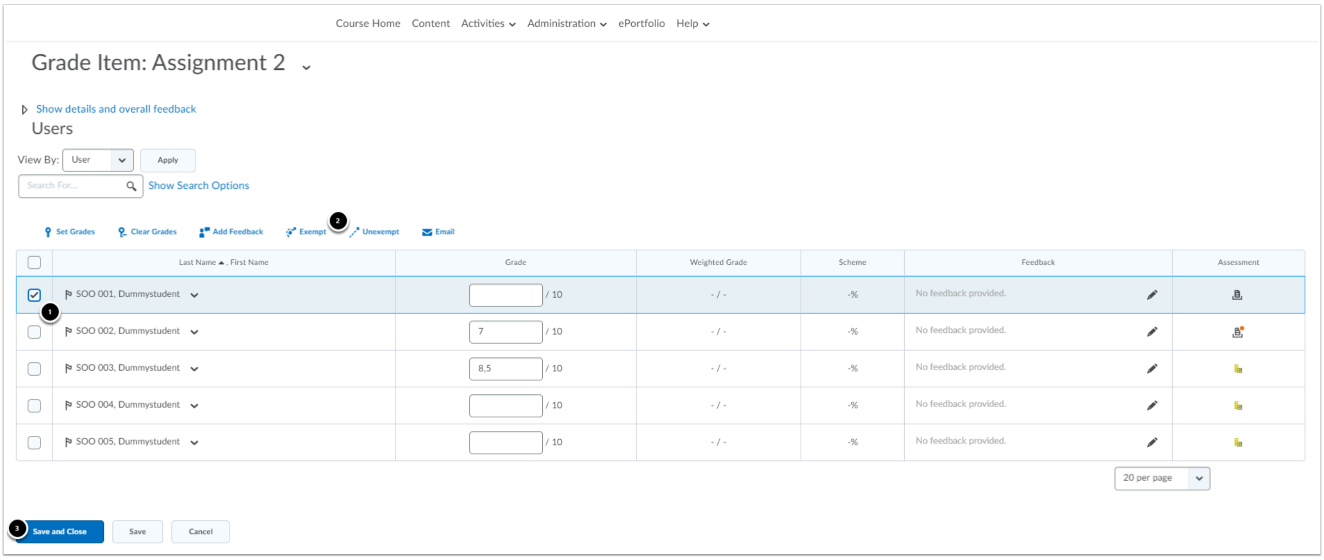
- Navigate to **Enter Grades** (first tab).

Use **Enter Grades** to exempt several students for a specific grade item at once. You can also use this feature to exempt a specific student for multiple grade items.

For a grade item



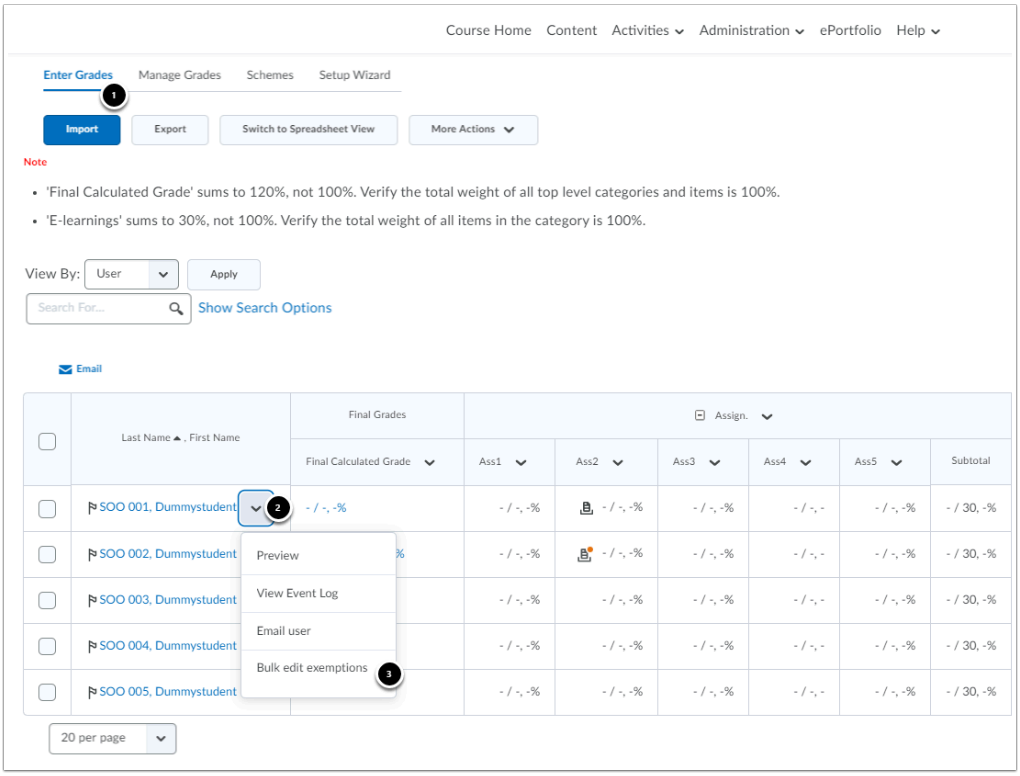
1. Click **Enter Grades** (first tab).
2. Click on the fold-out arrow next to the grade item for which you want to provide an exemption.
3. Click **Grade All.**



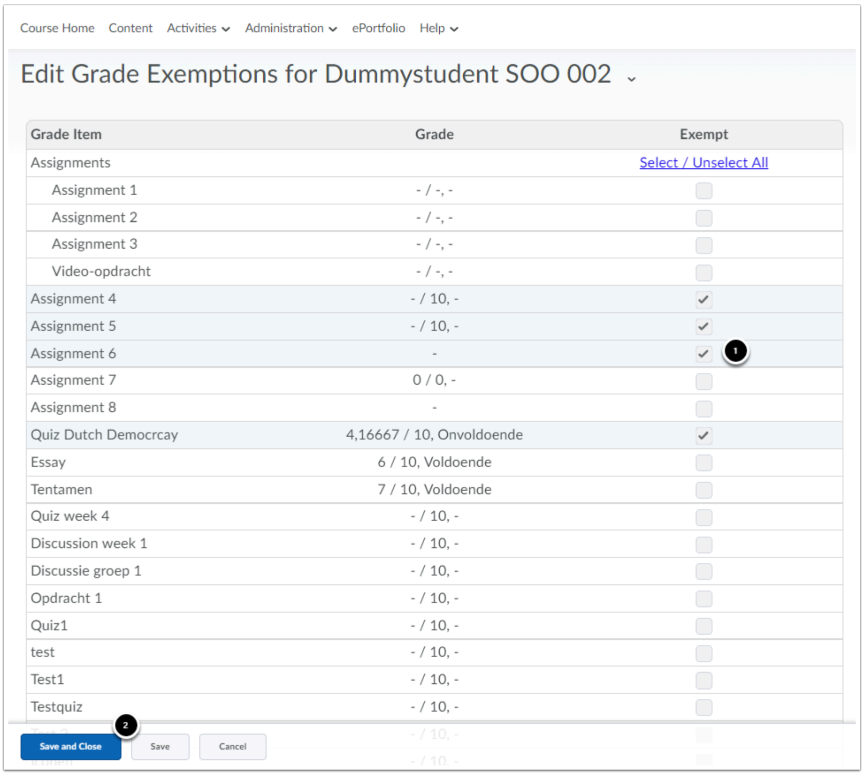
1. Select the students you wish to exempt from this grade item.
2. Click **Exempt.**
3. Click **Save and Close** to return to Enter Grades.

It is easy to revoke exemptions. Select the student(s) with an exemption and then click **Unexempt.**

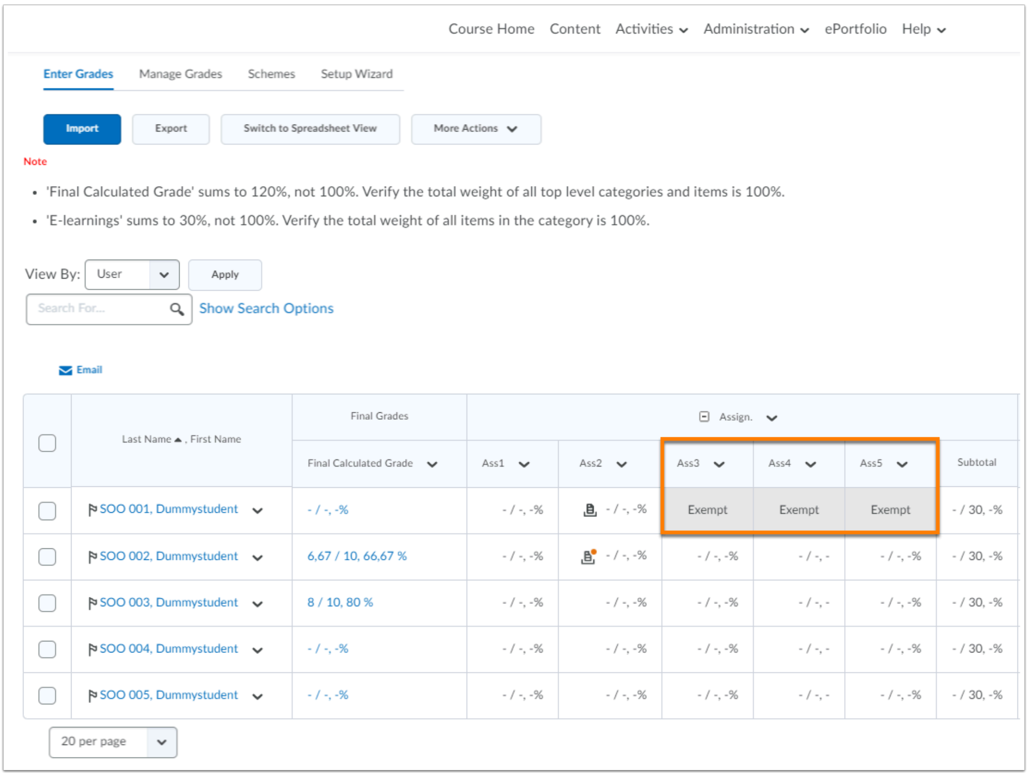
For one student



1. Click **Enter Grades** (first tab).
2. Click on the fold-out arrow next to the student that you want to exempt from certain grade items.
3. Click **Bulk edit exemptions**.



1. Select the grade items for which you wish to exempt the student.
2. Click **Save and Close** to save the exemption(s) and to return to Enter Grades.

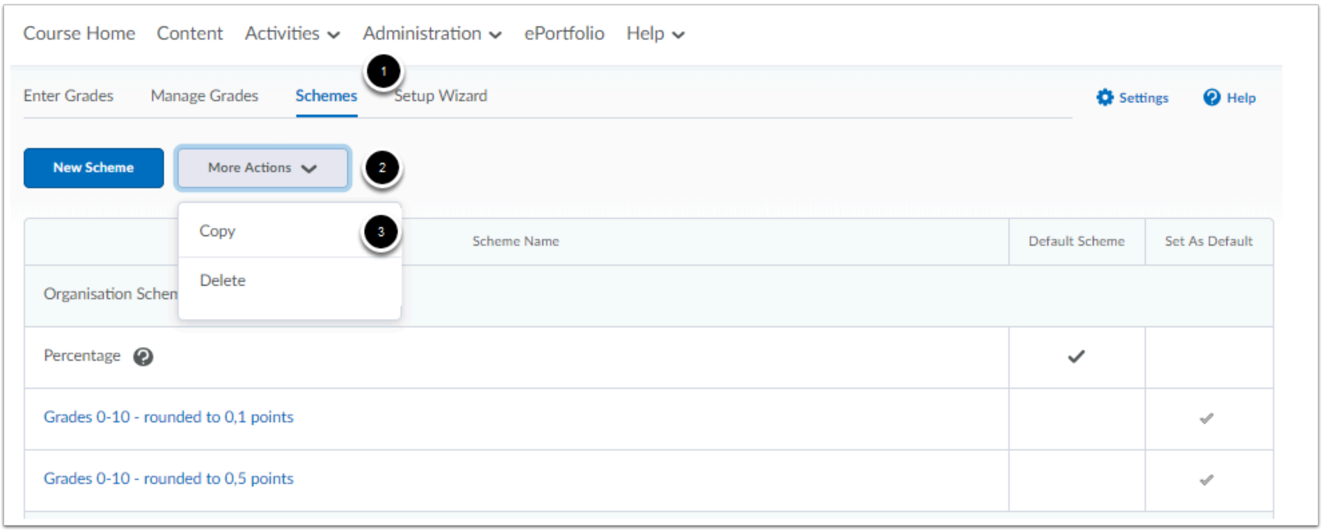


In the grade book you will then see the exemptions for each student.

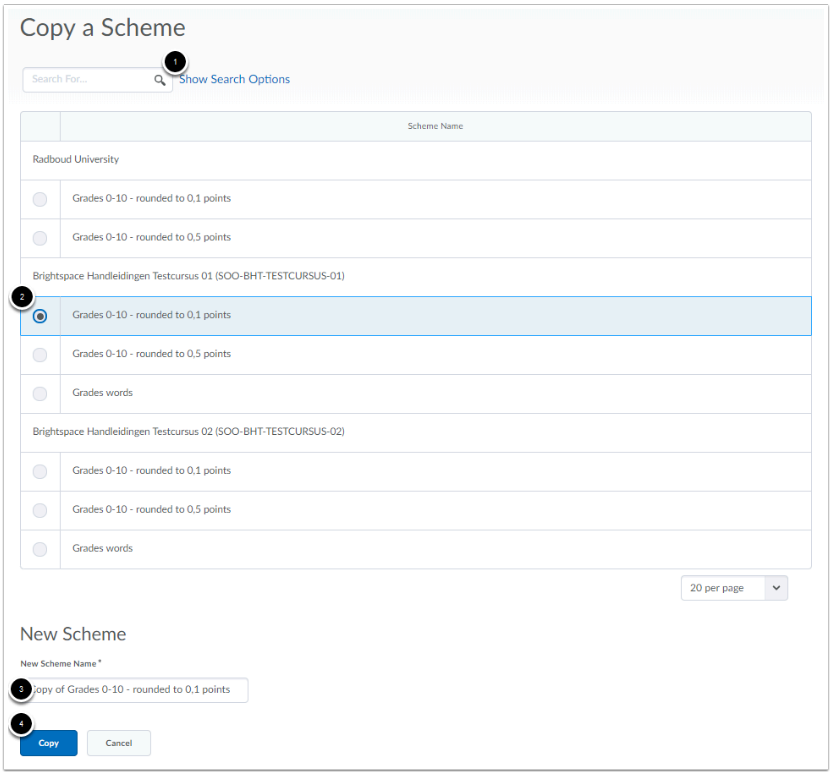
How do I copy a grade scheme from one course to another? Administration | Grades

It is possible to copy a **Grade Scheme** from one course to another, for example your current course. This way, you can also copy a grade scheme from an old course to a new course.

- Navigate to **Administration** in the navbar of the course to which you want to copy the grade scheme.
- Click **Grades.**



1. Click **Schemes** (third tab).
2. Click **More Actions**.
3. Click **Copy**.



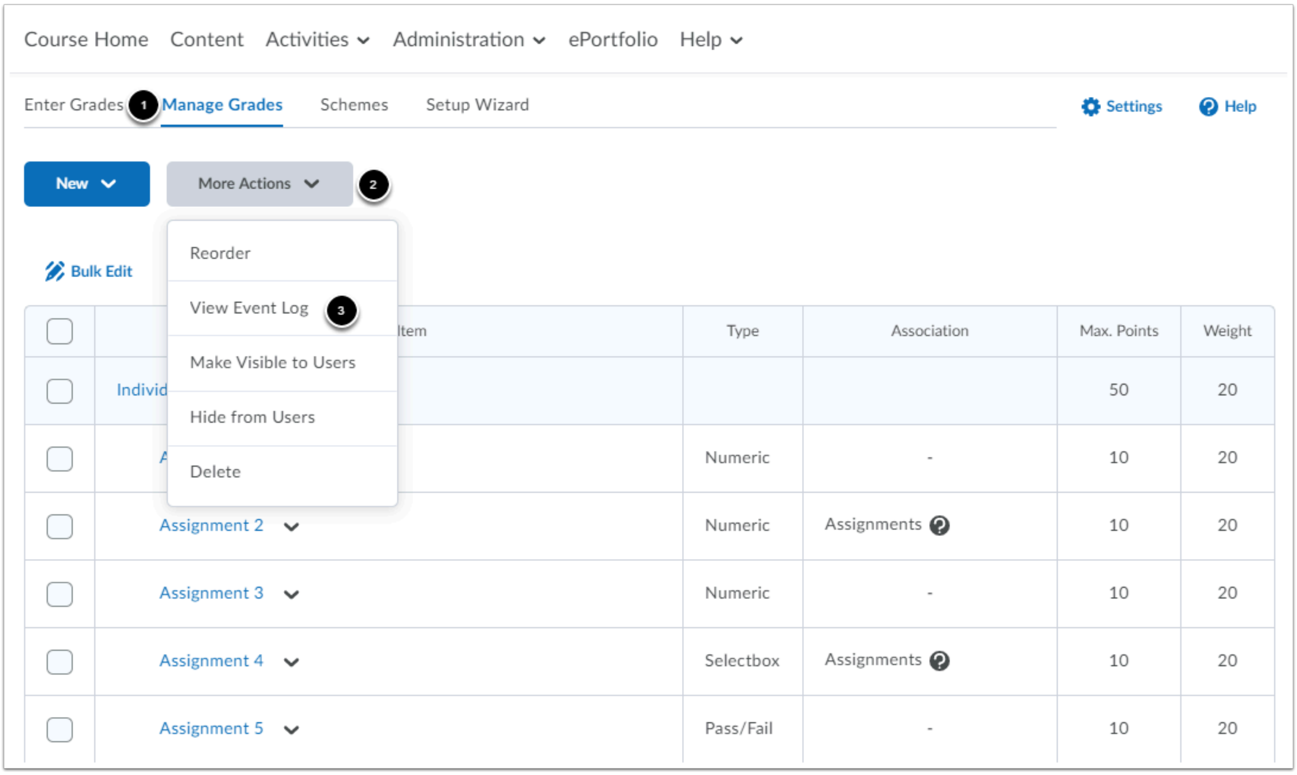
Once on the **Copy a Scheme** page you will see the grade schemes of all courses you have access to.

1. If needed, use the search bar to find the desired grade scheme. Under **Show Search Options,** you can select that you want to search for the name of the course that contains the desired grade scheme.
2. Select the grade scheme you wish to copy.
3. Use **New Scheme Name** to see the name under which the grade scheme will be placed in your course. Change the name if desired. Note that 'Copy' will automatically appear in front of the name of the grade scheme. That is why it is advised to give the grade scheme a new name right away. This name needs to be unique in the target course.
4. Click **Copy** to copy the new grade scheme to the current course.

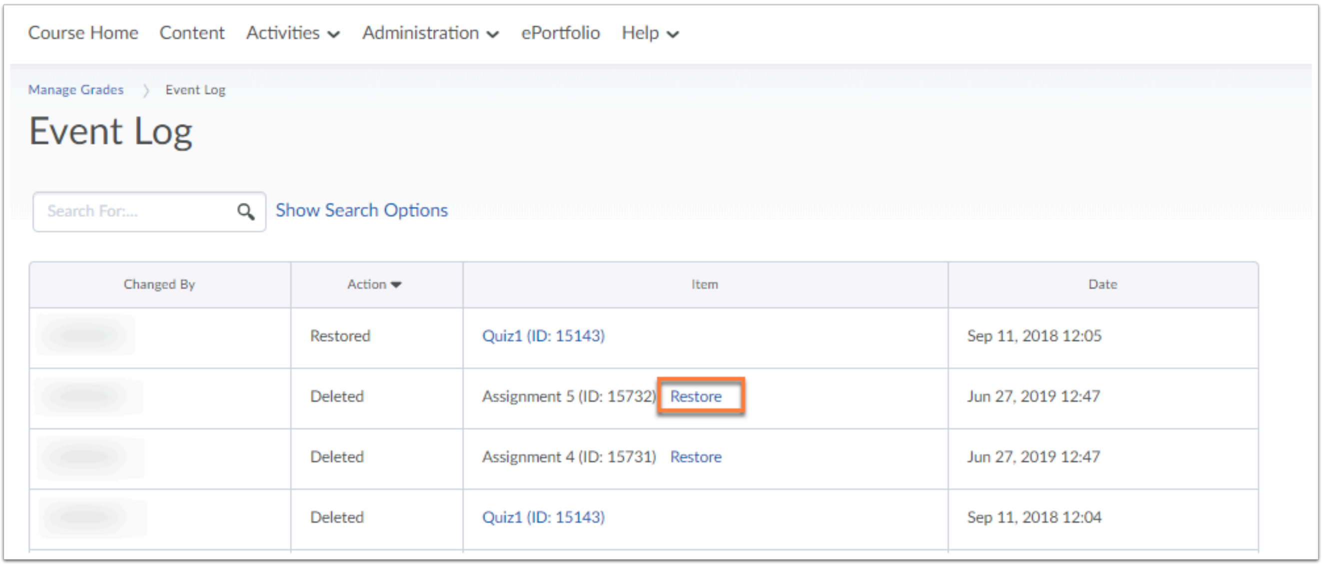
How do I restore a deleted grade item? Administration | Grades

If you have deleted a grade item, it is easy to restore them.

- Go to **Administration** in the navbar of your course.
- Click **Grades.**



1. Click **Manage Grades**.
2. Click **More Actions**.
3. Click **View Event Log**.



- Find the grade item you want to restore and click **Restore**. The grade item will reappear in **Manage Grades**. All grades that have been entered for this item will also be restored.

Administration: Groups

How do I use Groups? Administration | Groups

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation on how to use groups within the course. A written manual can be found below the video.

Groups

Groups allow you to divide the students who participate in your course in smaller groups for administrative or pedagogical reasons. You can decide whether you want to enroll all students into groups or just a specific number and whether you want to review their work as individuals or as a group.

Groups allow you to:

- Enable students to work together as project group on an assignment like a presentation or paper.
- Create peer feedback groups to allow students to learn from each other’s work.
- Split up large tutorial or lecture groups into smaller groups for a specific day of the week.
- Create discussiongroups based on a specific group topic.
- Create groups for students with specific pedagogical needs (for example an honours group for students seeking additional challenges or a group for students who need additional guidance).
- Create a group for every student, allowing them to create and write a blog.

You can give every group its own:

- **locker** (a groups specific digital storage that allows a group to digitally share their files without interference from other students).
- **discussion topic**.
- **assignment**.

Students can be enrolled for multiple groups at once and you can decide whether the groups are automatically created and filled by Brightspace or if you allow students to enroll themselves into the group they prefer. This allows students to work on an assignment within their predetermined group, receive additional tasks via their honours group and can discuss a specific topic of interest in a group they chose themselves.

Ready to start working with **Groups**? Go to:

- How do I create Groups?
- How do I use Group Assignments?
- How do I create a Discussion Topic per group?
- How do I use Lockers for Groups?
- How do I create a blog for students? Administration | Groups

How do I create Groups? | Administration | Groups

Groups

The **Groups** tool enables you to split up the students enrolled in your course into smaller groups. This allows you to let the students work on, for example, an assignment together or for administrative reasons. You can choose to divide everybody into groups or just a specific amount of students.

There are three options to create groups:

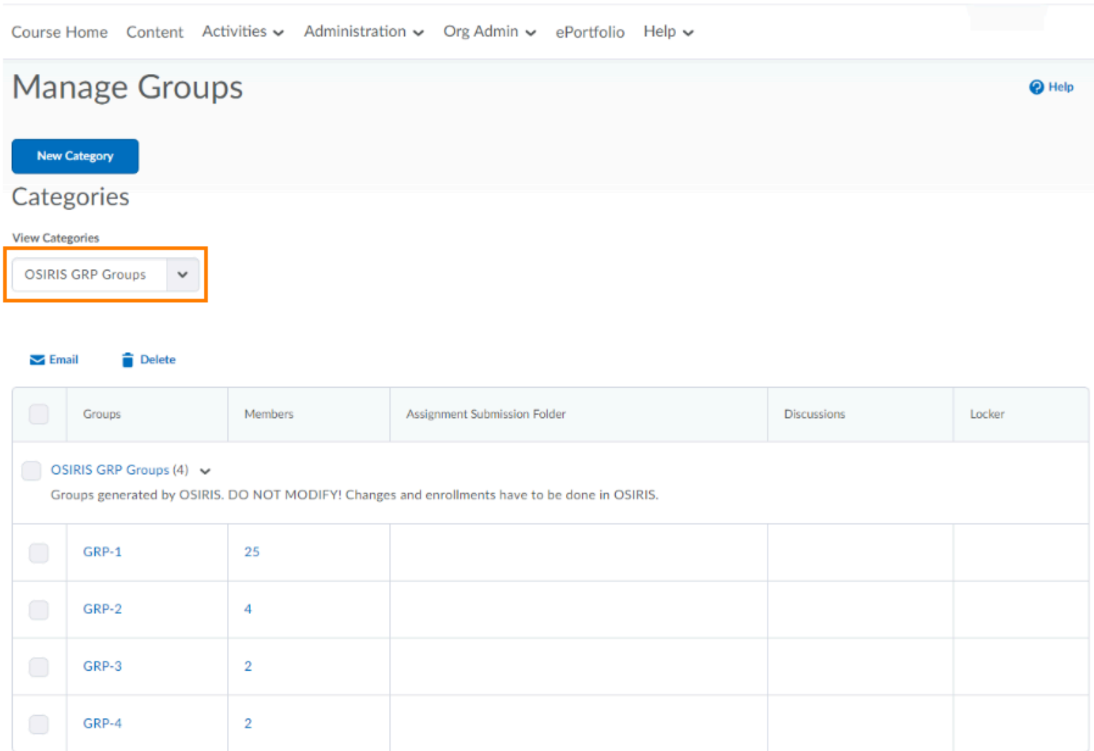
1. Create groups in OSIRIS
2. Create groups in Brightspace
3. Create subgroups in Brightspace.

You can manage your groups with the **Manage Groups** tool.

Register Groups in OSIRIS

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to transfer the groups in OSIRIS to Brightspace. A written manual can be found below the video.

Does your course make use of multiple teaching methods, for example lectures, practical sessions or study groups? You can design your course by registrating these methods in OSIRIS. If you choose to transfer these methods to Brightspace (by selecting the box for *Groups to LMS?* for each method), the link between OSIRIS and Brightspace will automatically create a category under **Group Categories** in Brightspace. The Group Categories will then be divided in one or more **Groups**, depending on the number of groups you submit in OSIRIS.



This allows you to have multiple Group Categories in your course: a Group Category for tutorials, a Group Category for projects and a Group Category for practical sessions. It is possible to divide the eighty students who participate in your course over all three of the categories. You could have a Group Category for tutorials with four groups of twenty students, A Group Category for practical sessions with two groups of forty students and a Group Category for projects with eight groups of ten students.

- The link between OSIRIS and Brightspace works in **real time** which means that changes in OSIRIS will almost immediately be reflected in the corresponding Brightspace course. However, the synchronisation only works in one direction: from OSIRIS to Brightspace. Changes in OSIRIS will be reflected in Brightspace but any changes in Brightspace will not be processed back to OSIRIS!
- A **Group Category** created in OSIRIS that has been transferred to Brightspace is named *OSIRIS [code] Groups*. **Do not alter this name and all the other related group names in Brightspace!** However, feel free to create additional groups in Brightspace that work alongside the groups imported from OSIRIS.
- If the division of tutorials, projects and practical sessions into categories in Brightspace are incorrect (e.g. the Group Category OSIRIS PRJ Groups needs to contain ten groups instead of eight) the correction has to be made in OSIRIS.

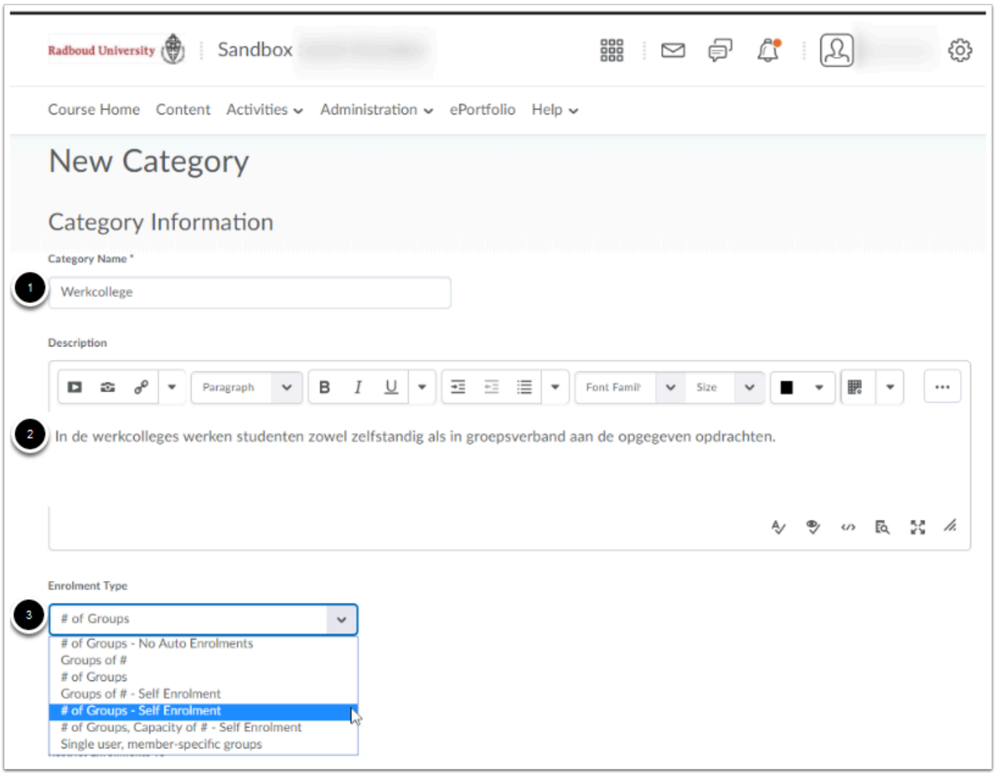
These changes will then be automatically transferred to Brightspace. If there is a Category reflecting a tutorial etc. that needs to be removed, than this should be done by an OSIRIS admin from your faculty. Also if a student has to/wants to be enrolled in a different group this should be adjusted in OSIRIS.

Create groups in Brightspace

It is also possible to create new groups in Brightspace. An instructional video is included for this subject. A written manual can be found below the video.

It is possible to create groups in Brightspace if you have decided not to create groups in OSIRIS or just want to create additional groups in Brightspace.

- Go to **Administration** in the navbar of your course.
- Click **Groups**. This will open the **Manage Groups** page.
- Click **New Category**.



1. Give the category a name (for example *Werkcollege (study group)*).
2. Add a category description if needed.

3. Determine how the groups will be created with the help of the drop-down menu below **Enrollment Type**. You can choose to allocate students to groups yourself, automatically or give them the option to choose their own group (**Self Enrollment**). You can subsequently determine the total amount of groups (**# of Groups**) and/or the total amount of students per group (**Groups of #**). You can find descriptions of the seven possible group structures below. Depending on your preferences you can now indicate the amount of groups and/or the total amount of students per group.

Different Group Categories explained

An instructional video is included for the different **Group Categories.** A written manual can be found below the video.

You can create seven different types of group categories in Brightspace:

1. **# of Groups, no Auto Enrollment**: *n* groups.
   This option allows you to determine the total amount of groups you want to create. You can fill in this number below **Number of Groups**. This option allows you to manually allocate students to groups.
2. **Groups of #**: groups of a maximum of *n* students
   This option allows you to indicate the maximum amount of students per group. You can fill in this number below **Number of Users**. Brightspace will then automatically allocate students to groups.
3. **# of Groups**: *n groups*.
   This option allows you to determine the total amount of groups you want to create. You can fill in this number below **Number of Groups**. Brightspace will then automatically allocate students to groups.
4. **Groups of # - Self Enrollment:** groups of a maximum of *n* students
   This option allows you to indicate the maximum amount of students per group. You can fill in this number below **Number of Users**. Students are subsequently allowed to enroll themselves into the group of their choice.
5. **# of Groups - Self Enrollment**: *n* groups.
   This option allows you to determine the total amount of groups you want to create. You can fill in this number below **Number of Groups**. Students are subsequently allowed to enroll themselves into the group of their choice.
6. **# of Groups, Capacity of # - Self Enrollment**: *n* groups of a maximum of *n* students.
   This option allows you to determine the total amount of groups you want to create and the maximum amount of students per group. You can fill in the number of groups below **Number of Groups** and the total amount of students per group below **Number of Users**. Students are subsequently allowed to (un)enroll themselves into the group of their choice.
7. **Single user, member-specific groups**: personal group per student.
   This option creates a single group per student. You can use this option if you want to

work with blogs/journals. Students can subsequently write a blog in a personal and private discussion topic.

Options 2 and 3 allow you to change the following using **Advanced Properties**:

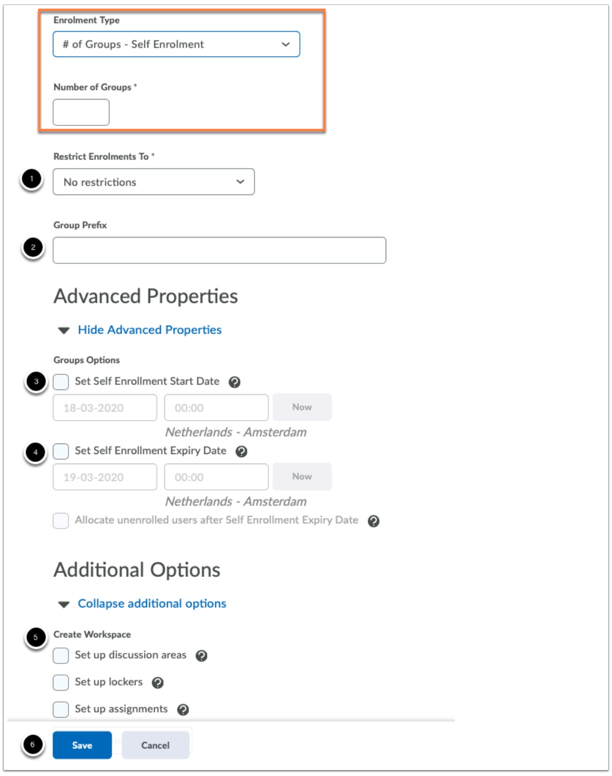
- **Auto-Enroll New Users**: Brightspace automatically enrolls *all* students that are participating in your course after the groups have been created. (Students will always be allocated to the group with the fewest amount of participants; this option will make sure that there are no groups without any participants.)
- **Randomise users in Groups**: students are randomly allocated to a group. (Students are allocated to groups in alphabetical order when this option is not selected.)

Options 4, 5, and 6 allow you to change the following using **Advanced Properties**:

- Set an end date (**Expiry Date**) for the self-enrollment period which means that students are not able to join and/or leave groups after said date. Fill in a date or select **Now** to stop self-enrollment immediately. When you add a date, students will be able to enroll until 23:59:59 on the date prior to the one entered. *This means that when you enter the date 18-12-19, students will be able to enroll until 23:59:59 (or 11:59:59 pm) on 17-12-19. At midnight the registration will be closed.*
- **Allocate unenrolled users** who did not enroll themselves in any group. This will happen automatically after the enrollment deadline has passed and will allocate students to a random group (group capacity might be ignored).

It is advised to communicate the start and end date clearly to your students in order to prevent miscommunications.

The maximum number of groups you can create for a category is 200.



The example above uses the fifth enrollment option: four groups that allow students to manually enroll themselves (*# of Groups - Self Enrollment, Number of Groups: 4*). The fifth options enables you to add an enrollment deadline and to make sure students are automatically enrolled after the deadline has passed (options can be found below **Advanced Properties**).

1. It is possible to add restrictions for *who* is able to enroll themselves for a certain group below **Restrict Enrollments To**. An example would be that only students who are enrolled in one of the two lecture groups are allowed to enroll themselves for one of the tutorial groups. How this option works and in which specific cases this can be used is explained below the header creating subgroups in Brightspace.
2. Fill in a group code or name below **Group Prefix**. This number and/or code will be shown in the Group Category menu before the number of the group (the example uses the prefix *Werkc-* which results in the following groups in the category *Werkcollegegroepsoverzicht*: *Werkc-1, Werkc-2, Werkc-3 en Werkc-4*).
3. Choose a start date and time under **Set Self Enrollment Start Date.** From this moment on students can enroll in a group.
4. **Set Self Enrollment Expiry Date** allows you to choose an end date and time for the self enrollment.
5. You can check one or more of the boxes below **Additional Options** to add the following:
   - a discussion forum and topic.
   - a locker (a groups specific digital storage that allows a group to digitally share their files without interference from other students).

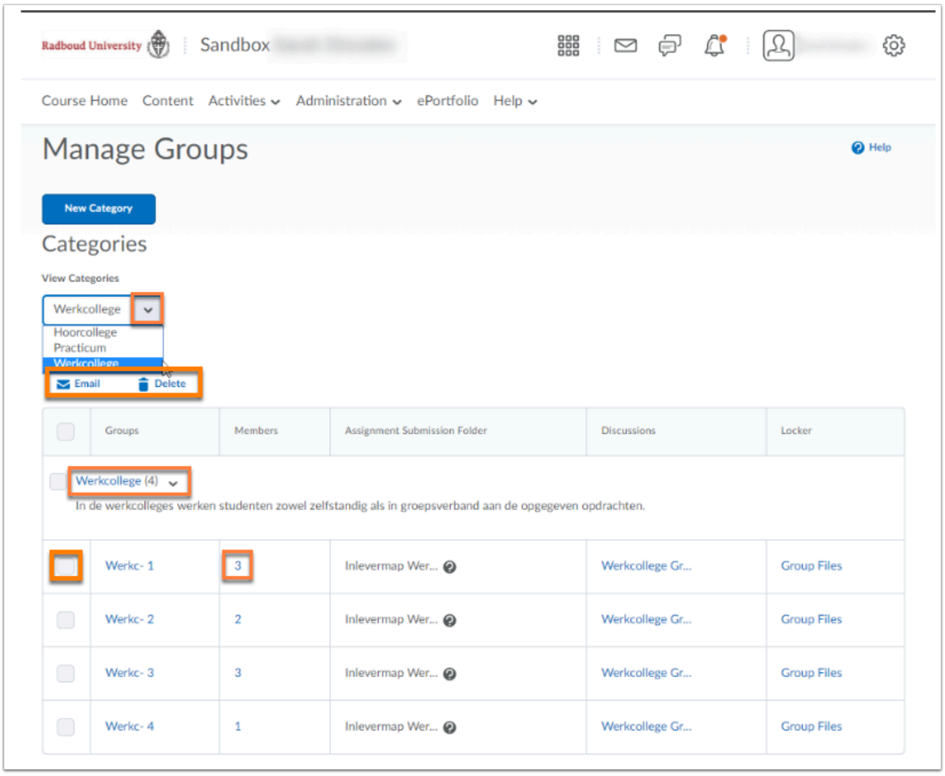
- an [assignment submission folder.](#)

6. Click **Save**. If you have chosen one of the additional options, you will now go to the tool that enables you to create said options. You will now return to the **Manage Groups** page.

Manage Groups

In Manage Groups you can:

- View your group categories and groups.
- Create new categories.
- Edit categories and groups.
- Check which students are enrolled in what group.
- Delete categories and groups.
- Send an email to all the students in a specific group.



- Click the fold-out arrow below **View Categories** to go to a specific category and see the groups it contains. The example above includes three categories: *Hoorcollege, Practicum, and Werkcollege* groups. The *Werkcollege group* is selected in the image and its groups are therefore visible. This group category consists out of (as was determined when they were created) four groups: *Werkc-1*, *Werkc-2*, *Werkc-3* and *Werkc-4*. These groups are visible in the table below the name and

description of the category. The groups already have a slightly different amount of **members**, a submission folder for assignments, a discussion topic, and a locker.
- If you want to create another Group Category (for instance for a lecture or practical session) you can click on **New Category** and repeat the steps that are shown above.
- The number behind the name of the category (*Werkcollege)* indicates the amount of groups that are currently in said category. The arrow behind the name of the category allows you to:
  - edit the category. You can use this function to add a discussion topic or locker when you have already created the category and did not add them initially (**Edit Category**).
  - add a group (**Add Group**).
  - add students to groups (**Enroll Users**). This option will open a pop-up window that enables you to enroll the students in the classlist in the groups in this specific category.
- Click the number in the **Members** column to see which students are enrolled in a group.
- If you want to delete a group or send every member of a group an e-mail you simply check the box for a specific group and select either **Delete** or **Email.** Note that when you send a mail all the recipients' mail addresses will be in the BCC field to ensure the privacy of the students.
- You can change and/or description of a group by clicking on the name of said group.

If you have chosen an enrolment type without self or auto enrolment, then you will have to distribute the students among the groups manually. An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to enroll users manually.

⚠ Descriptions of individual groups are visible for students, but only when a **self enrollment group** is concerned.

Create subgroups in Brightspace

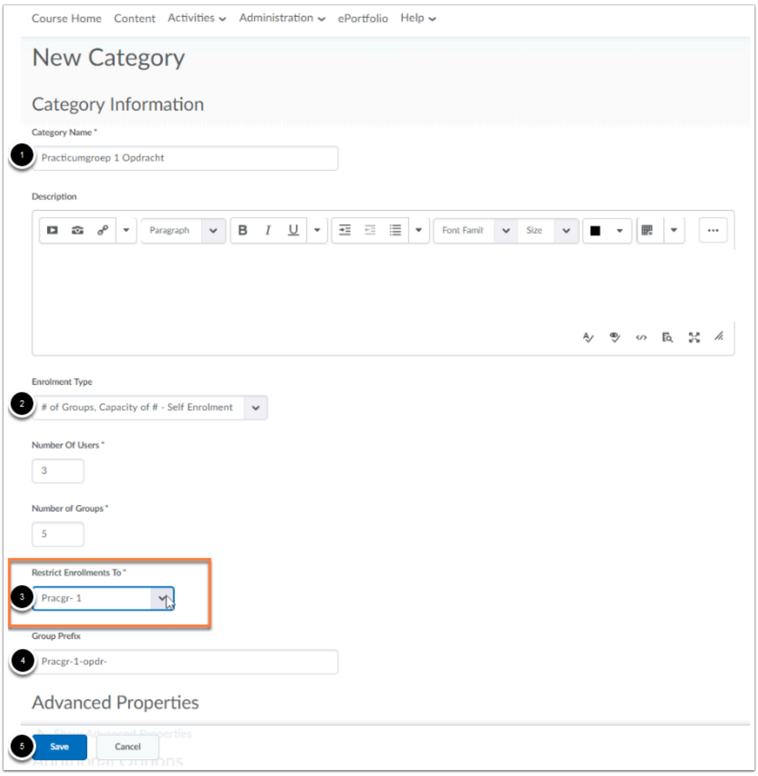
It is also possible to create subgroups in Brightspace. This allows you to basically divide groups into smaller groups. We use the word *basically* because these subgroups will not appear as such below the parent group in that specific category table. They will, instead, appear as an independent Group Category in the category overview. This happens because you will not actually create a subgroup but you create a new category that has an enrollment restriction (**Restrict Enrollment To**) so only members of a specific group are allowed to enroll themselves or be enrolled for this new category. This restriction can be placed on subgroups linked to parent groups that have been created in

Brightspace and parent groups that have been created in OSIRIS (no changes will be made to the OSIRIS group in question).

For example: your course contains a practical session that has been registered in OSIRIS and consists out of two practical session groups: Practicumgroep 1 and Practicumgroep 2. These groups will show up in Brightspace as a category Practicumgroep that contains the groups Pracgr-1 and Pracgr-2. The group Pracgr-1 consists out of 15 students who need to be split up into three smaller groups so they can work together on the assignments. This can be done by creating a new ***Group Category*** *(for instance: Pracgr-1-opdr) and adding the restriction that only students enrolled for Pracgr-1 can enroll themselves for the groups in this category.*

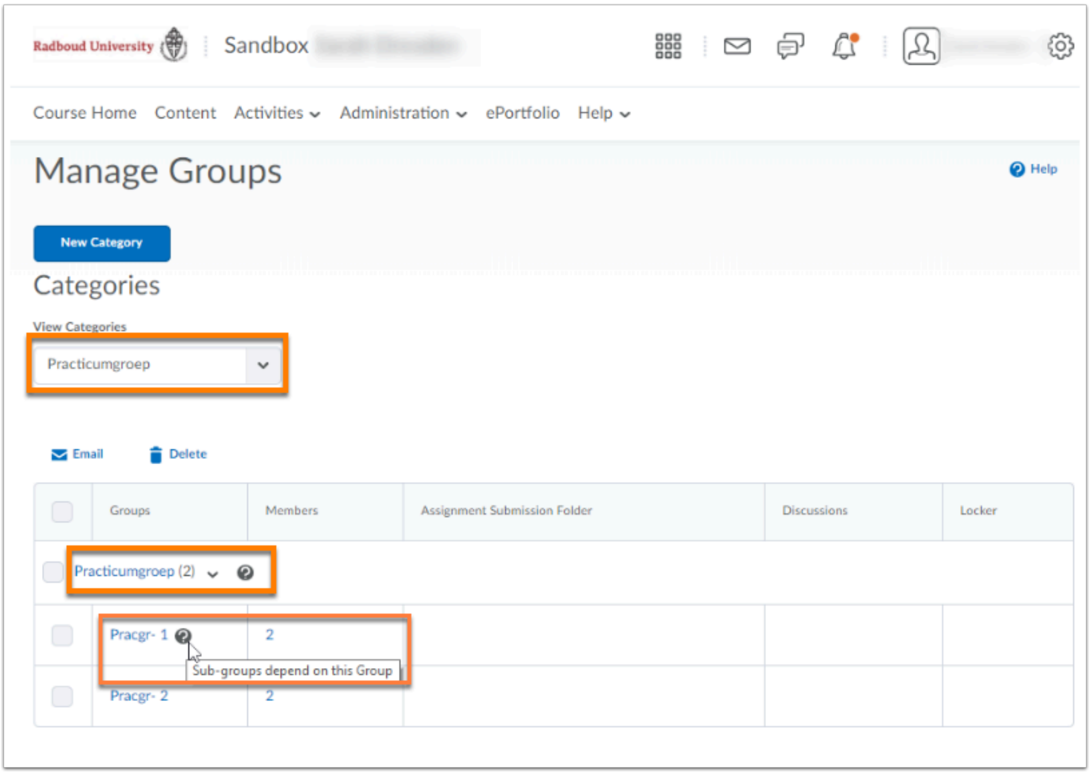
- A restriction added to a group category cannot be removed once the category has been created.
- A new subgroup needs to be created for every parent group. This cannot be done in one go.
- The restriction will also be in place for groups with self-enrollment. Students who are not enrolled in the parent group will not be able to see the self-enrollment for the accompanying subgroup.

- Go to **Administration** via the navbar of your cursus.
- Click **Groups**.
- Click **New Category**.

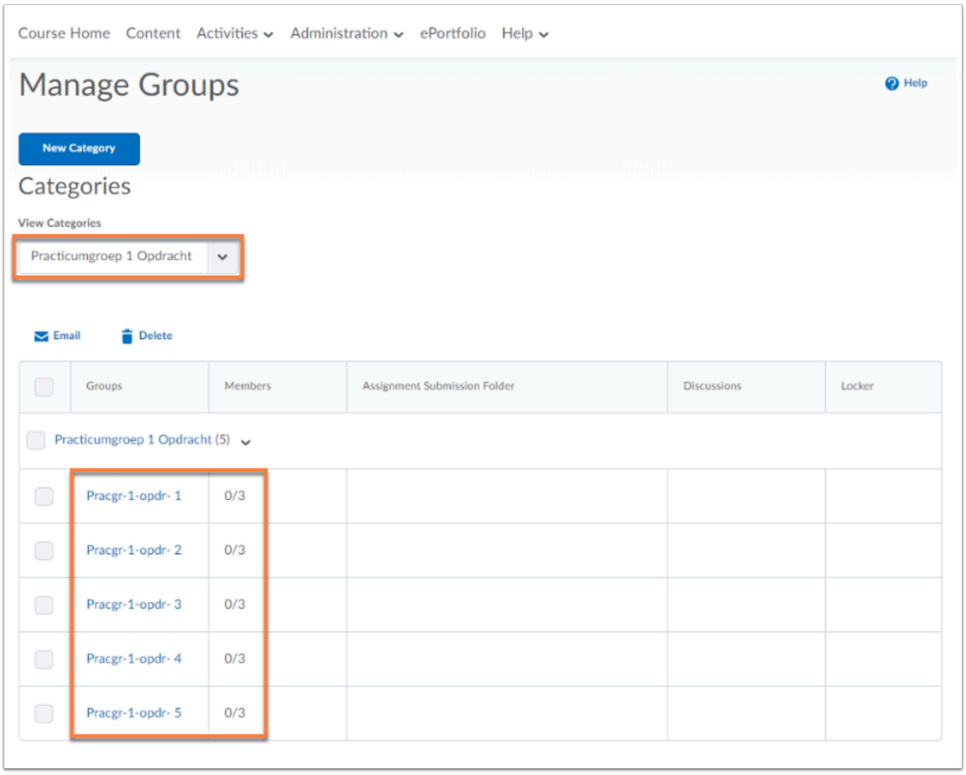


1. Give the new **Group Category** a name (for instance *Practicumgroep 1 opdracht*).
2. Choose an **Enrollment Type** and determine the accompanying **Number of Users** and/or **Number of Groups** (the example uses five self-enrollment groups each containing three students).
3. The drop-down menu below **Restrict Enrollment to** enables you to choose the main group from which the students can be added to the subgroups (for example *Pracgr-1*).
4. Give the subgroup a **Group Prefix** (*Pracgr-1-opdr*).
5. Click **Save**.

⚠ Subgroups will be added as an *independent* category in the Group Categories overview. This means that you will have to open the drop-down menu **View Categories** to select them. For this reason it is important to give the groups in the subcategory a subgroup prefix that is clearly linked to its parent category (just like the prefix of the subgroup in the example, *pracgr-1-opdr-*, clearly indicates that these groups are assignments groups within the parent group *Pracgr-1*).



The image above shows you that the group category *Practicumgroep* is selected below **View Categories**. The category consists out of the groups *Pracgr-1* and *Pracgr-2* (which is also indicated by the number (2) behind *Practicumgroep*). A little question mark icon has now appeared behind *Pracgr-1* and a hover over the article with your mouse reveals the text: *sub-groups depend on this group*, which means that subgroups are linked to this group. The question mark icon behind *Prachticumgroep (2)* also indicates that one of the two groups is linked to a subgroup: *Sub-groups depend on Groups in this Category*. The text that appears when hovering over these question mark icons only indicate that subgroups are linked to one of the groups in this category, but not *which* subgroups specifically. This emphasizes the importance of giving the groups in the subgroups a prefix that is clearly linked to its parent group.

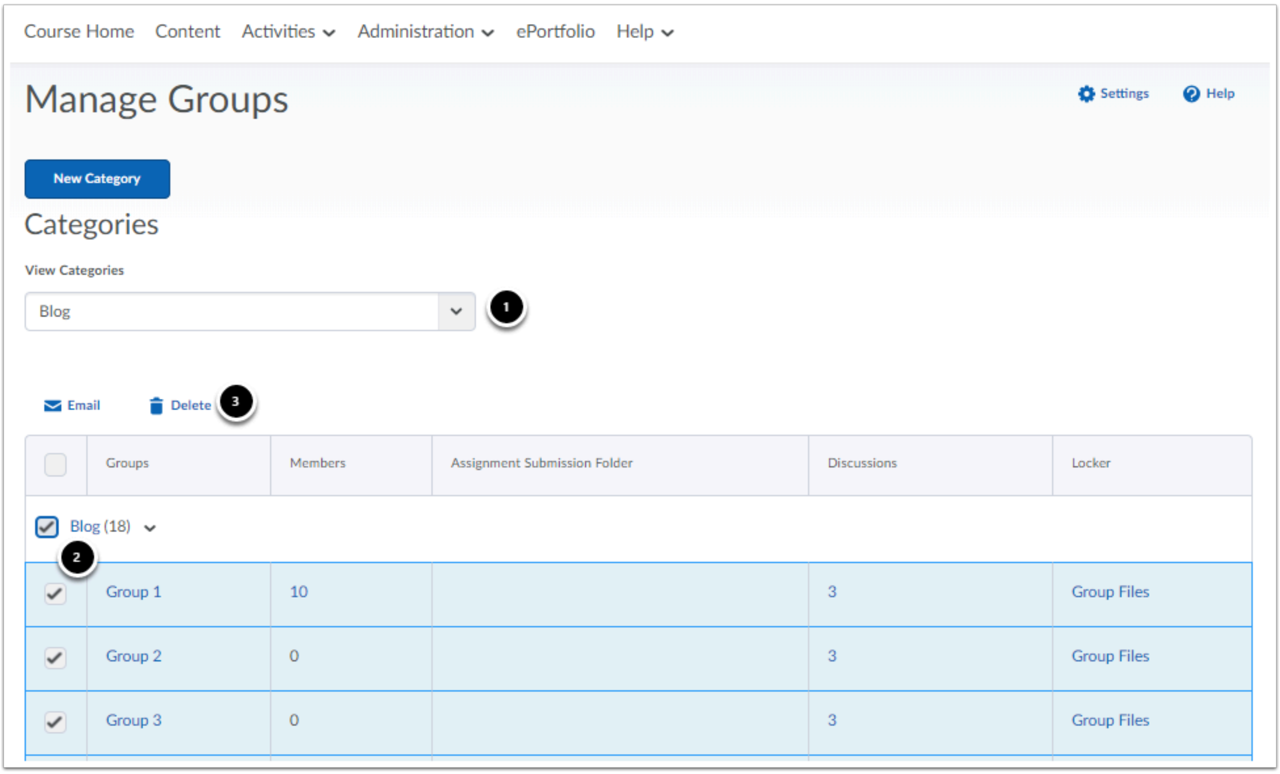


The image above shows that the subgroup *Practicumgroep 1 Opdracht* is selected below **View Categories**. This category consist out of five assignment groups with a maximum of three students per group that are only accessible to the 15 students who are enrolled in *Pracgr-1* (as is indicated by the prefix *Pracgr-1-opdr-*). This restriction created five subgroups for its parent group *Pracgr-1*. Because these subgroups are treated the same as every other Group Category and can therefore be edited the same way as you would edit any other category (for instance: adding students, adding lockers and discussions, etc.).

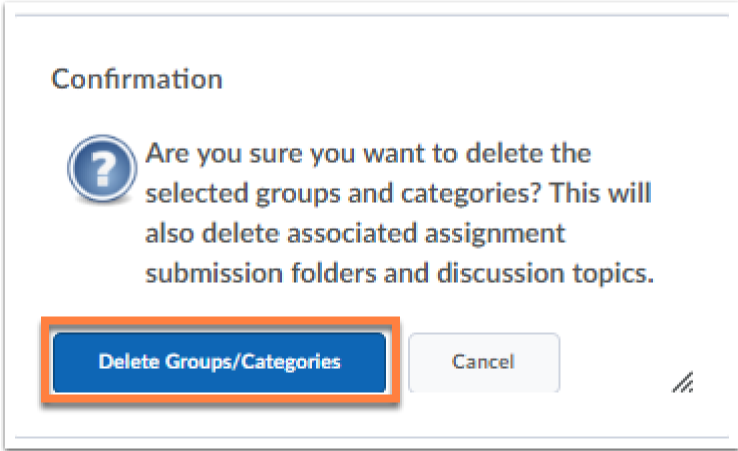
How do I remove groups? Administration | Groups

Remove a Category

- Go to **Administration** in the navbar of your course.
- Click **Groups**. You will now see the Manage Groups page.



1. Select the category you want to delete in the drop-down menu.
2. Click the checkbox next to the category.
3. Click **Delete**. A pop-up window will appear.



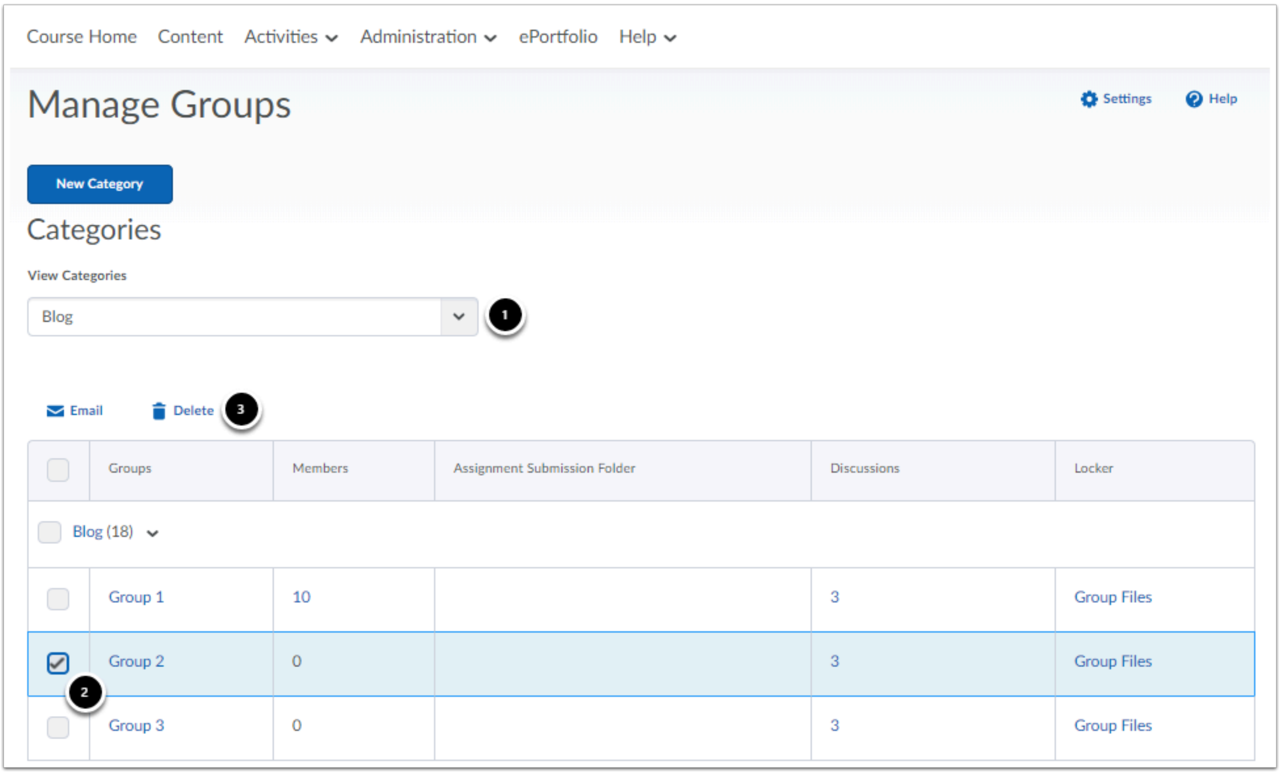
- Click **Delete Groups/Categories**. You will now remove the category and all the groups it contains.

Removing a category will influence certain parts to which it is linked:

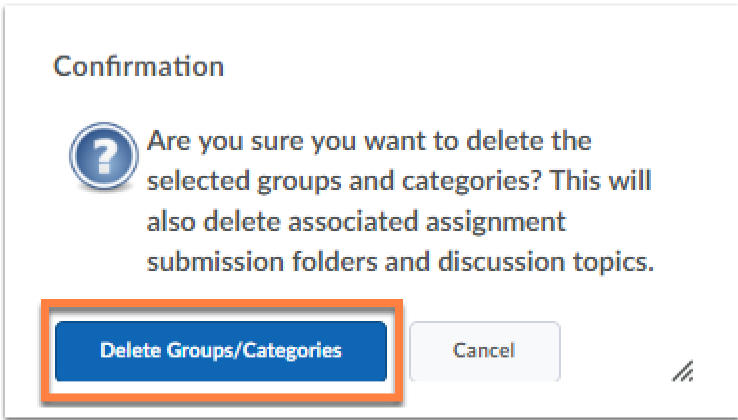
1. **Discussions**: only the discussion forum will remain visible. All topics including their content will be removed. The forum will only remain visible to teachers. Students are not able to see the forum because it does not contain any topics. You can use this forum again by adding new topics.
2. **Lockers**: the lockers and their content will be removed for both teachers and students. **This content is permanently deleted!**
3. **Assignment**: Assignments submission folders created through the New Category menu will be removed when the linked group category is removed. **All submitted materials will be removed and cannot be restored!** Links in Content to assignments that were removed in this process will now appear as broken.
4. **Subcategory:** all the groups in the category will be removed.
5. **Release Condition**: if there is a file in Content that has the category as a release condition then this file will become available to everybody when the category is removed.

Remove a subgroup

- Go **Administration** in the navbar of your course.
- Click **Groups**. You will now see the Manage Groups page.



1. Select the subcategory you want to delete in the drop-down menu.
2. Click the checkbox next to the category.
3. Click **Delete**. A pop-up window will appear.



- Click **Delete Groups/Categories**. You will now remove the category and all the groups it contains.

If you remove a group with the enrollment type **Auto Enrollment,** the participants of this group will be automatically transferred to a new group.

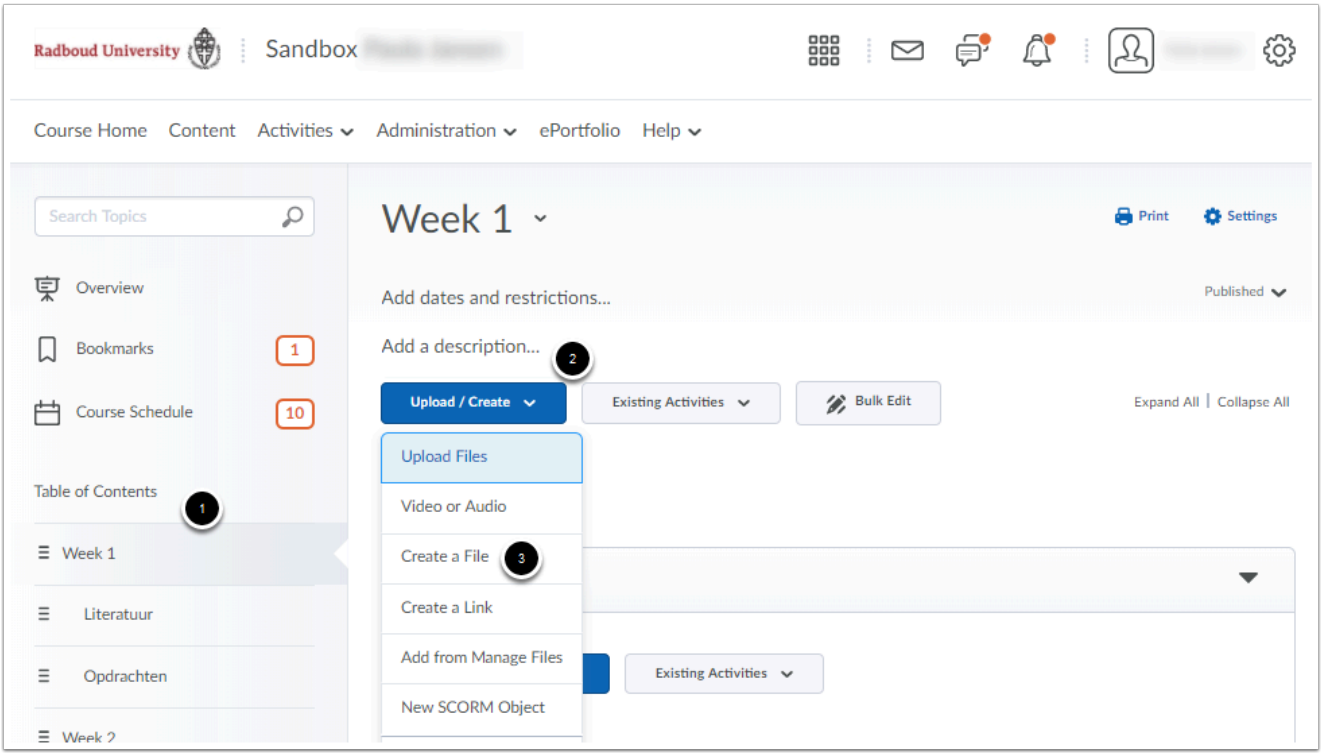
Removing a category will influence certain parts to which it is linked:

1. **Discussions:** the teacher will still be able to see the discussion forum, but the student who was in the deleted group will not. All topics of the group including their content will be deleted.
2. **Lockers**: the lockers and their content will be removed for both teachers and students.
3. **Assignment**: the handed in assignments are no longer visible for students or teacher. However, the teacher is still able to see how many assignments were handed in.
4. **Release Condition**: if there is a topic in Content that has the category as a release condition then this topic will become available to everybody when the category is removed.

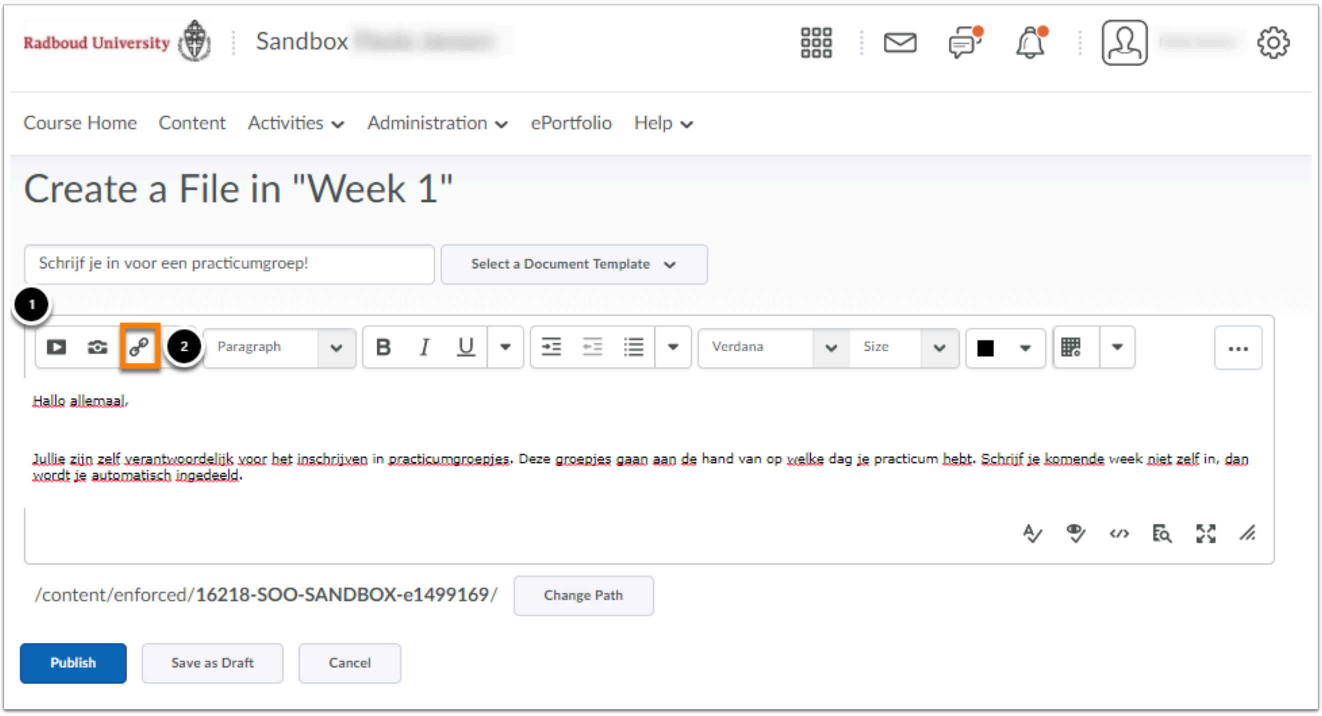
How do I add a self-enrollment link to Content? Content | Upload/Create

It is possible to add a link to the self-enrollment page for groups in Content. Creating said link enables your students to easily navigate to the webpage where they can enroll themselves for a group or subgroup.

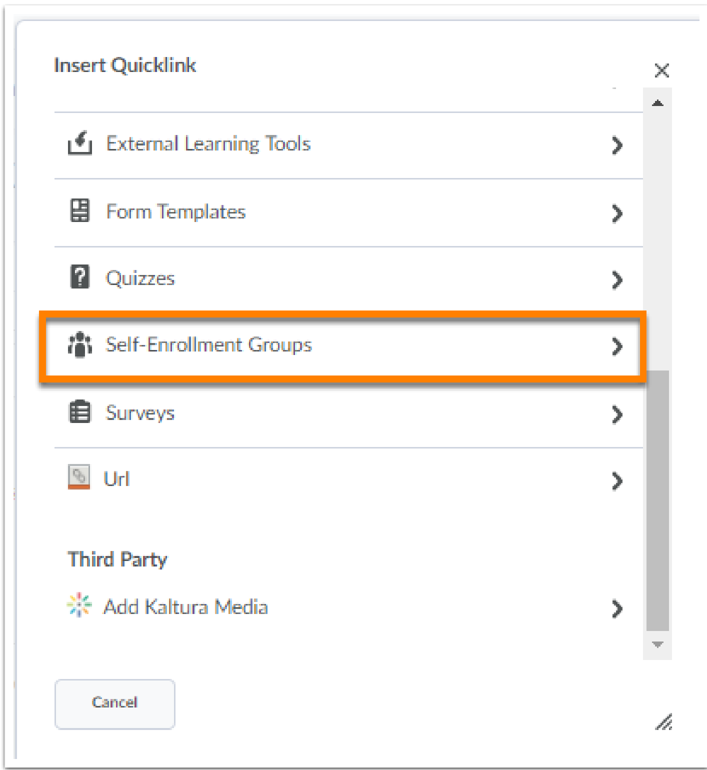
- Go to **Content** in the navbar of your course.



1. Go to the (sub)module in which you want to add a link.
2. Click **Upload/Create**.
3. Click **Create a File**.



1. Fill in a title for the message and the message itself.
2. Click the **Insert Quicklink** symbol.



- Click **Self-Enrollment Groups** search for the group you want to link to.
- The link is now displayed in the text editor.

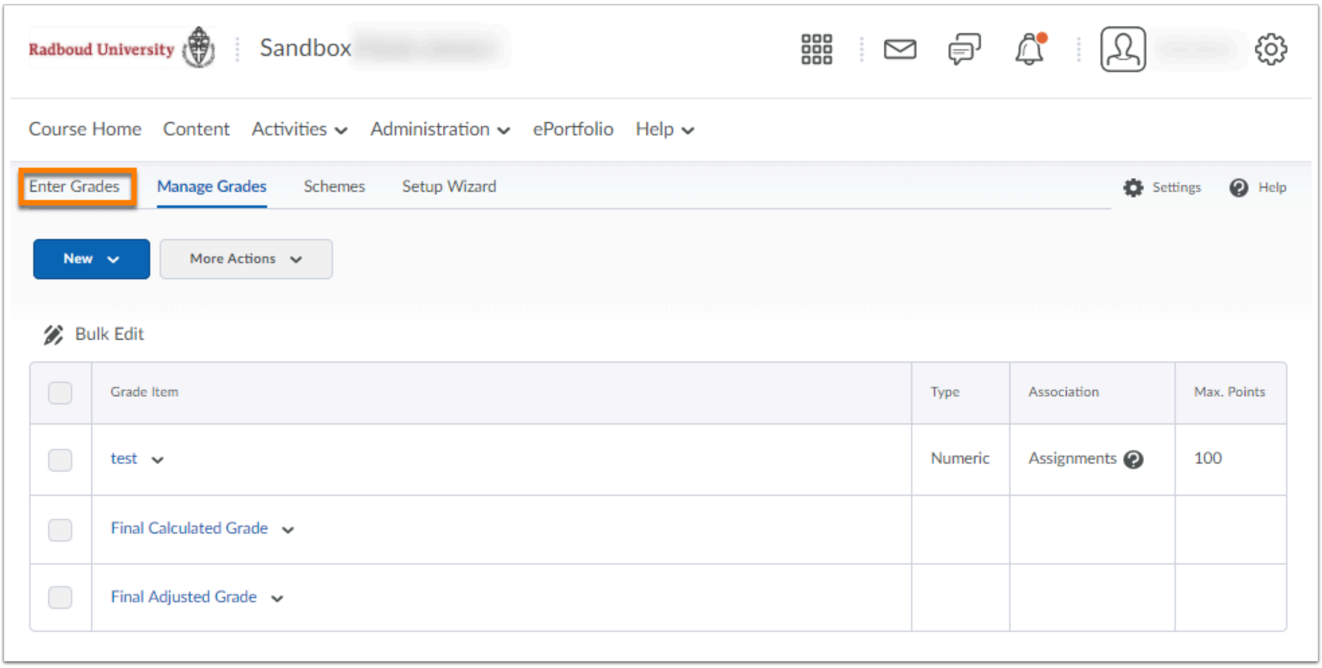
- Click **Publish** to place it in the (sub)module.

Students can also enroll themselves via **Groups**. To do this they need to go to **Administration** and select **Groups**. Clicking the button **View My Groups** enables them to see for which groups they can enroll themselves.

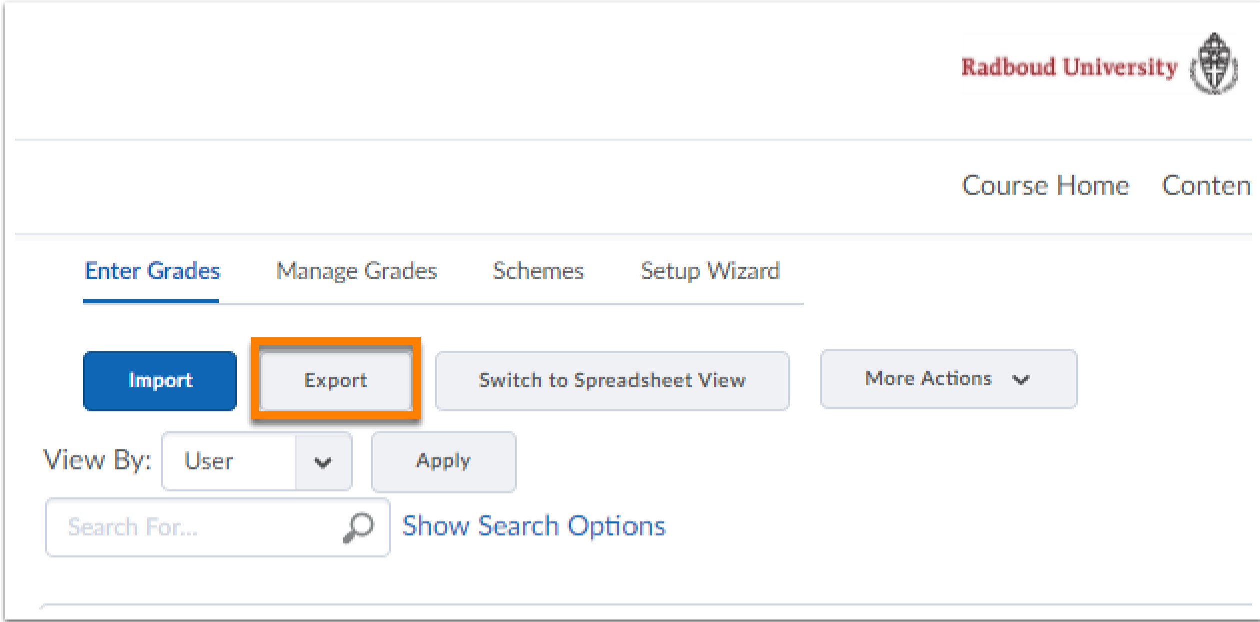
How do I create or export an attendance list from my classlist or groups? Administration | Grades

Via **Grades** you can create and print an attendance list of all participants in in your course, which you can use during lectures or workgroups.

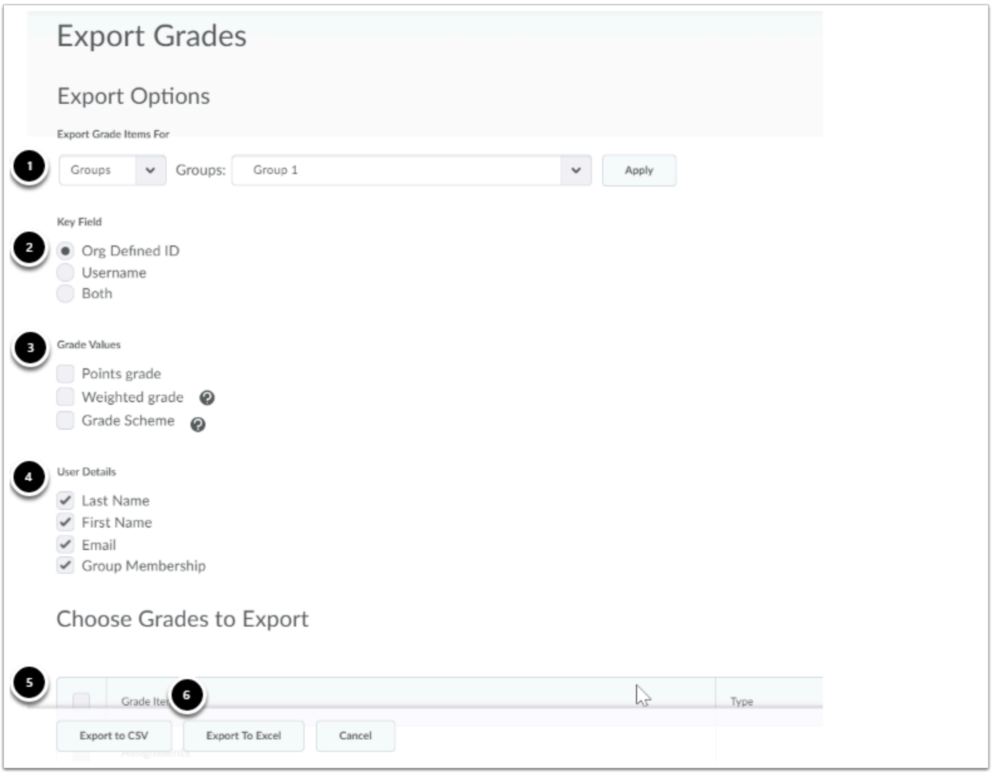
- Go to **Administration** in the navbar of your.
- Click **Grades**.



- Click on the tab **Enter Grades**.



- Click on **Export**.



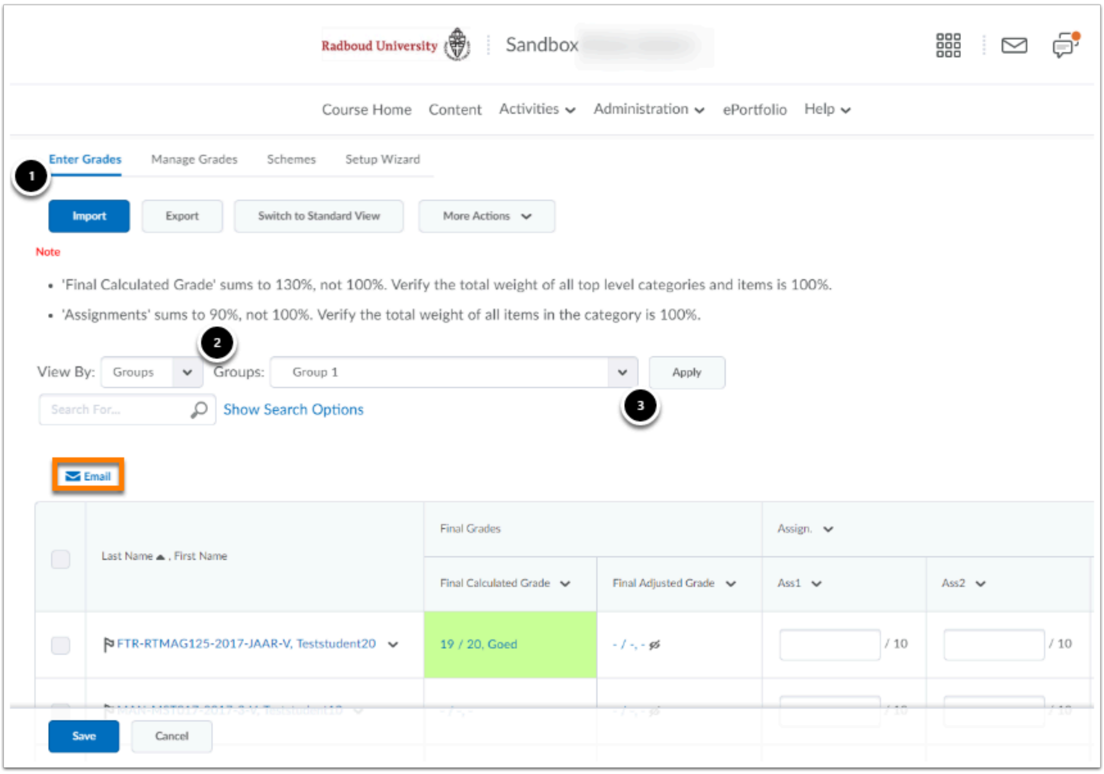
1. Select **All users** below **Export Grade Items for** if you want to create an attendance list of all the participants in your course and click **Apply**. Select **Groups** if you wish to create an attendance list of a group and click **Apply**. Use the dropdown menu to select the specific group of which you want to create the attendance list and click **Apply** for the second time.

2. The options below **Key Field** are irrelevant because both **Org defined ID** and **Username** will show the u/z/e number of the participant.
3. Remove the checks below **Grade Values**.
4. You can check the boxes below **User Details** to include the participant's **Last Name**, **First Name**, **Email** and **Group Membership**. The option **Group Membership** is ideal for creating an overview of all the groups.
5. Remove the checks below **Choose Grades to Export**.
6. Click **Export to CSV** or **Export to Excel**. The attendance list will be generated in the either of those formats. Click **Download** to download the file and subsequently open it in Excel or print it directly.

How can I see which students are in my group? Administration | Grades

Lecturers can easily view which students are a member of the group they are teaching. This can come in handy when you want to mail them or grade an assignment.

- Go to **Administration** in the navbar of your course.
- Click **Grades**.

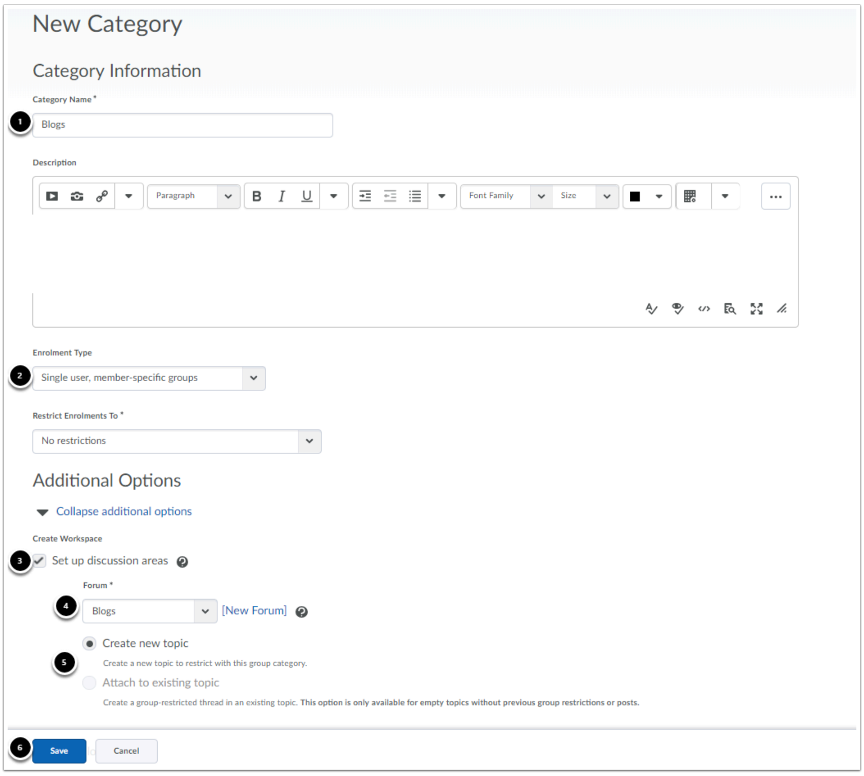


1. Go to **Enter Grades** (first tab).
2. Select **Groups** in the dropdown menu next to **View By** and click on **Apply**.
3. Select the appropriate group and click **Apply** again. You will now see an overview of the group. You are now able to:
   - Send the students an email. Check the boxes next to the students you want to mail and click on **Email** (you can also use Classlist);
   - create and export an attendance list;
   - grade individual group members.

How do I create a blog for students? Administration | Groups

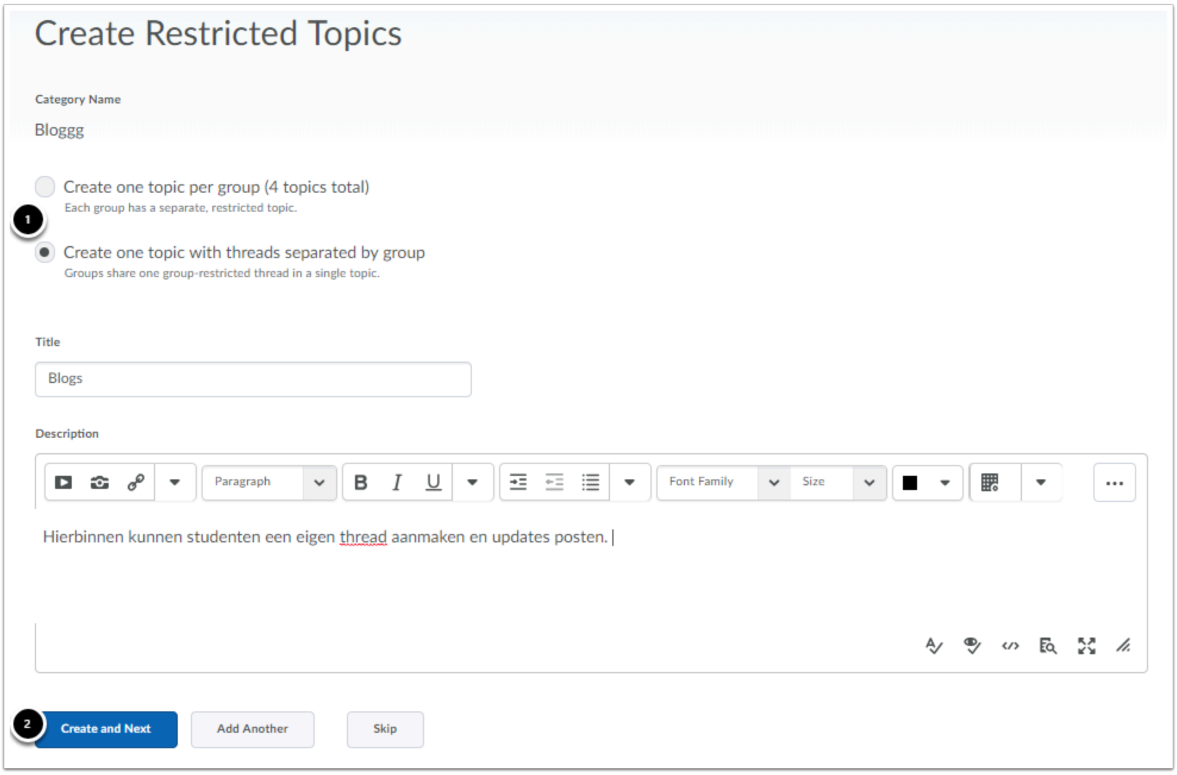
Brightspace does not have a blog function on a course level. To give the students the opportunity to keep a blog regardless, you can create a group with one participant for each student using Groups. If you link a discussion topic to this group, students will have a personal topic they can use as a blog.

- Navigate to **Administration** in the navbar of your course.
- Click **Groups.**
- Click **New Category**.



1. Give the category a name (*for example Blogs).*
2. Select the option **Single user, member-specific groups** under **Enrolment Type.**
3. Select **Set up discussion areas.**
4. Select within which discussion forum the discussion topics have to appear.
5. Make sure **Create new topic** is selected.
6. Click **Save.** You will now navigate to the page where you created the topics.

It can be useful to create a new discussion forum for the topics, which is also called Blogs. This allows you and your students to find the blogs easily in Discussions. You can do this by clicking **New Forum** and then entering a title.



1. Select **Create one topic per group** if you want to create a separate topic for each student. Select **Create one topic with threads separated by group** to create one topic in which students can start their own thread.
   - When you use this second option you have to enter a title for the discussion topic and possibly a description.
2. Click **Create and Next.** Then click **Done.** You will navigate back to the **Edit Category** page. Click **Save** to return to Manage Groups.

- Students are not able to see each other's topics/threads. If you have created a topic for each student, you can add other students to the topic of a specific student. This allows them to give peer feedback to each others blogs. You can do this in three ways:

1. Use Groups to add members to the group of another student.
2. Use Discussions to add the group of another student in the restrictions of the group.
3. Use Discussions to life the restrictions of the topic, allowing all students to see the group.

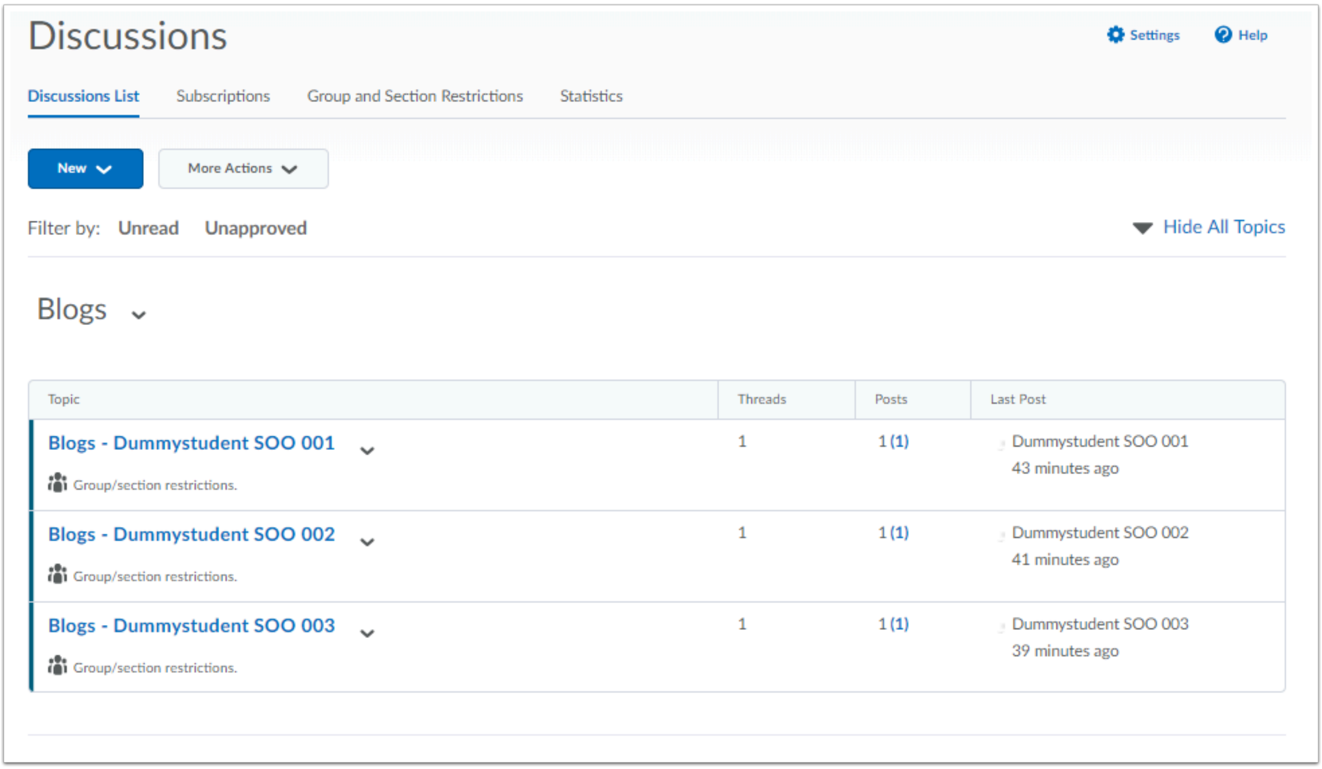
- Because the blog is actually a discussion topic, students will be able to find their own blog under Discussions. They can create threads and posts like in a normal discussion topic.
- Because the blog is actually a discussion topic, posts can be rated and/or assessed in the same way as any other discussion topic. For separate topics you will have to set up how you want to do this and possibly create a grade item for each topic. If you have chosen for threads within one topic, you only have to set up the method of rating and/or assessing one time. To learn more, read the following articles:
- How do I assess a discussion topic (grade item, rubric)? and How do I rate a discussion post?

View blogs

You can view the blogs under **Discussions.**

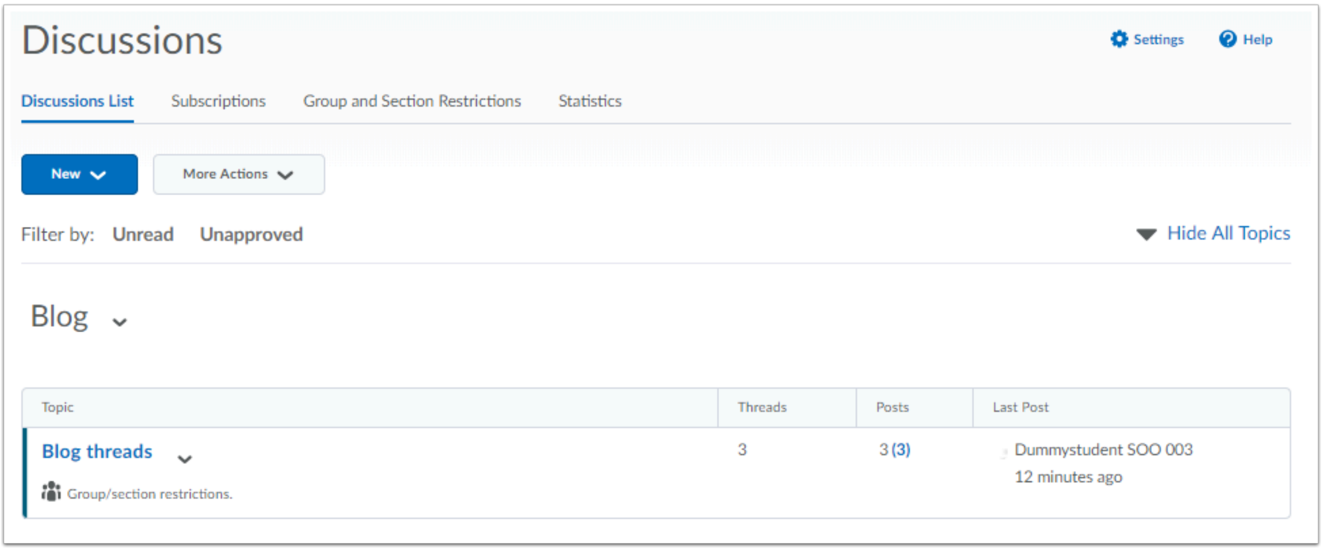
- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**

A topic for each student



You will see the new topic on the Discussions homepage. If you have selected the option where each student gets their own topic, you will see the topics under the forum (*in this case Blogs)*: each student has their own topic named Blogs-NAME STUDENT. Click on a topic to see what the student has written in the topic and assess this if necessary.

A topic with a thread for each student



You will see the new forum on the Discussions homepage. When you have chosen one topic in which students can create their own thread, you will see the one topic with the title you gave it under the forum (*in this case, Blog).* Click on the topic to see the threads of the students. Click on a thread to read a new post and assess it if necessary.

Administration: Course Builder

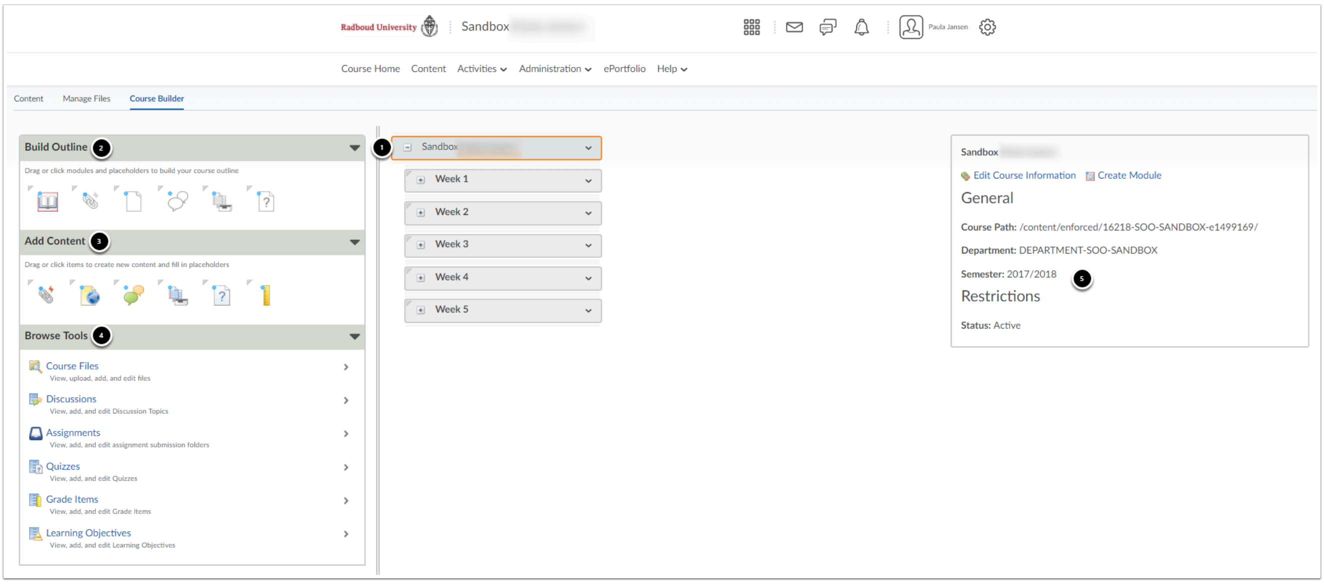
How do I set up a course with use of the Course Builder? Administration | Course Builder

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to use the **Course Builder** to set up a course. A written manual can be found below the video.

The **Course Builder** is used to create a draft of your course, even if you have not created all activities yet. You can create modules as well as content, links and activities. You can also create empty items (**placeholders**) to add a frame to your course. The structure you build here can be found under **Content** (likewise, you will also see everything you add under Content in the Course Builder). We advise you to build your course from the Course Builder rather than Content, because this environment will provide you with a clear overview of the structure and parts of your course.

Course Builder homepage

- Navigate to **Administration** in the navbar of your course.
- Select **Course Builder.** You will be navigated to the **Course Builder** homepage.

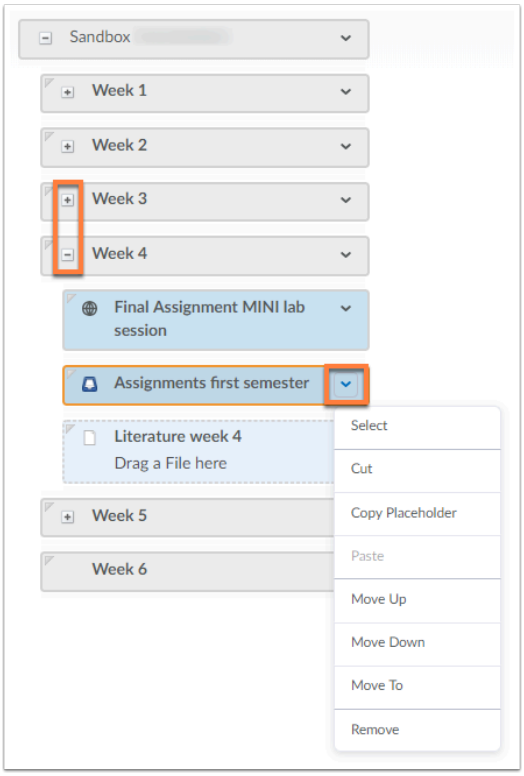


1. The Course Builder has three sections. In the center you can find the tree structure of your course (this field will be empty if you have not added anything yet). The grey block at the top of the tree structure showcases your course's name. Below this you can find the modules and sub-modules.
2. Below **Build Outline** you can create placeholders for modules, links, files, discussions, assignments and quizzes.
3. Below **Add Content** you can create content directly in the preferred location in your course. You can add links, files, discussions, assignments, quizzes, grade items and learning objectives.
4. Previously created content can be selected and added via **Browse Tools.**
5. If you select one component of your tree structure, you will find the settings of this component in the menu on the right (for example whether it is published or not).

Hover over the various icons in the menu on the left to get more information on the functionality.

You can change the name of your course by clicking **Edit Course Information** in the column on the right of your screen. But be careful, because this will change the name of the course itself!

Tree structure



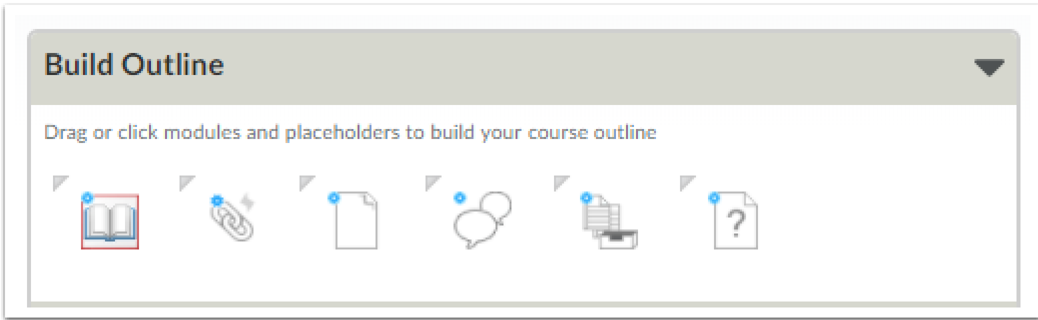
The tree structure in the center column will show the structure of your course.

- The plus sign and minus sign in every section will show the underlying structure.
- The grey sections are modules and sub-modules, the blue sections are the topics within the (sub)modules.
- The light blue sections with a dotted line are placeholders (*the example above shows 'Literatuur week 4' (Literature week 4) as a placeholder).* If the section is a darker blue with an uninterrupted line, it means you have already added content. When a section displays the word **Draft**, it means the section has not yet been published (*the example above shows 'Wat is dit?' (What is this?) as a draft).*
- Click on the arrow next to a (sub)module, a content section or a placeholder to:
  - select the section (**Select**).
  - cut (**Cut**) or copy (**Copy Placeholder**) the section in order to paste (**Paste)** it somewhere else in this or another (sub)module.
  - move the section within the (sub)module (**Move Up**, **Move Down)** or to move it to another (sub)module (**Move To**). You can also move each section by first clicking it and then drag it you the desired location.
  - remove the section (**Remove**).

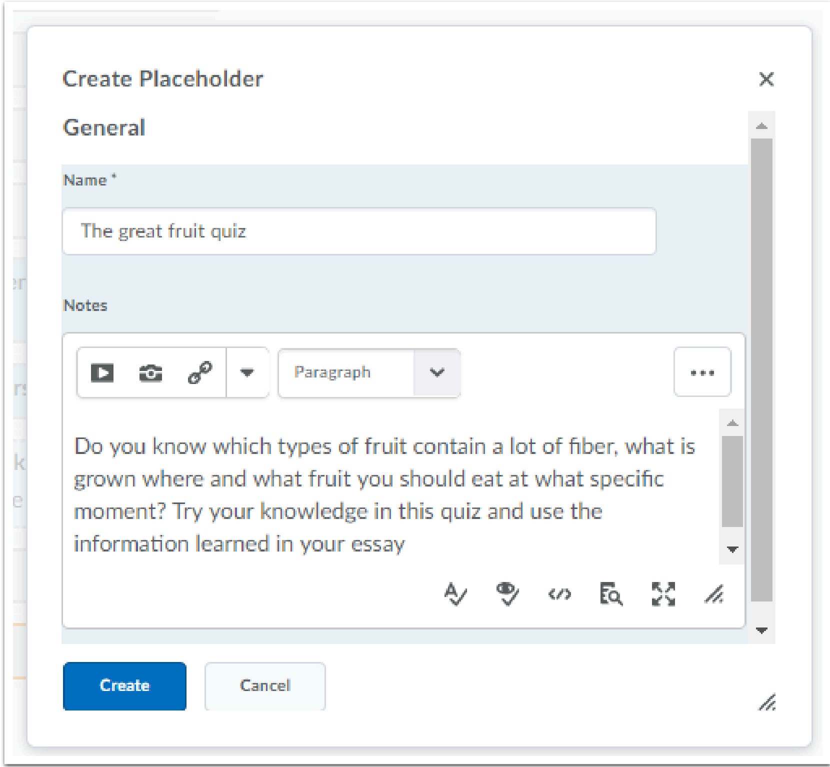
Build Outline

You can easily create the structure of your course with **Build Outline** without having to fill it with content and activities. It is important to know how you want to structure the course before you start. For example, do you want to create a layout that works with weeks, themes, or something else?

The benefit of creating an empty structure with placeholders is that you can set up one module and then copy it for other purposes. (*for example: you want to divide your course into weeks, with each week's module displaying the same topics, like Literature, Quiz, Discussion Board and Assignments. You can create the module for week 1 using placeholders, and then copy these to week 2, week 3 and so forth).*



Select one of the icons to add modules, links, files, discussions, assignments or quizzes. This will add the placeholders to the tree structure of your course, leading to structured sections without content. When you click one of the icons, you can choose under which (sub)module you want to place this component. You can also drag a placeholder to the preferred spot in the tree structure.

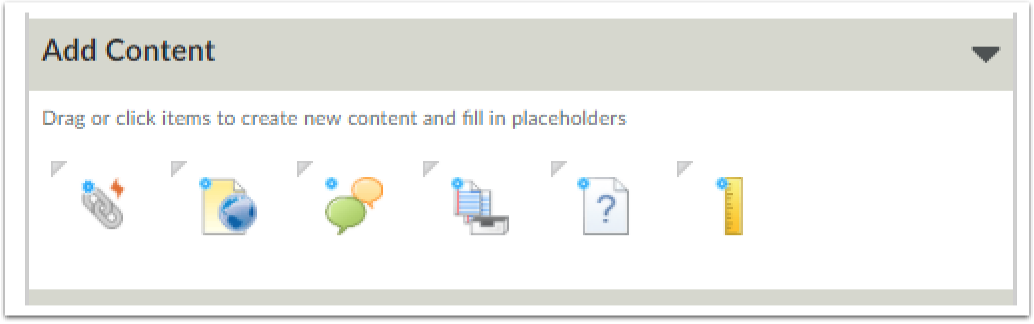


When creating a placeholder you can give it a name and description. Then click **Create.** Note that Brightspace will automatically assign a title and description based on what you can do with an activity.

Placeholders will not be visible in Content as long as they do not have any content.

Add Content

Below **Add Content** you can create new content and then place the content in a (sub)module or placeholder.



You can click the icons to create a new link, HTML-file, discussion topic, submission folder, quiz or grade item, respectively. You can also drag the icon to a preferred spot within the structure. When you select an icon, the first thing you have to do is choose where in the structure you want to add the icon. Then, you are directed to a screen where you can change the settings. The following articles will give you more information on creating files and activities:

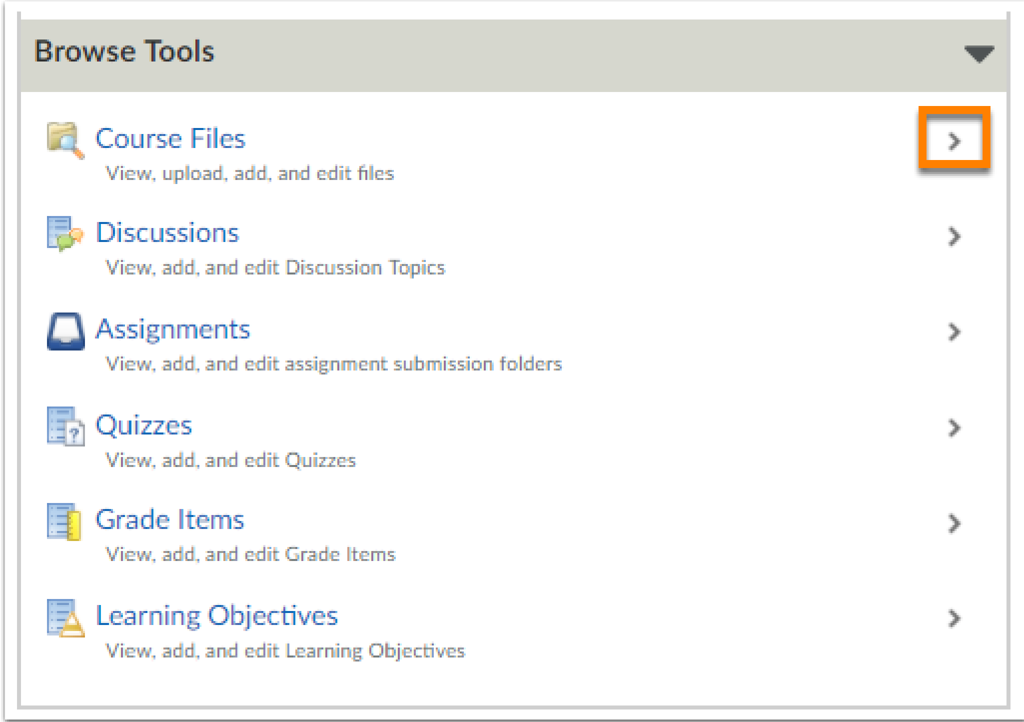
- How do I create an HTML file (File) in my course?
- How do I create a topic in a discussion forum?
- How do I create an Assignment?
- How do I create a quiz?
- How do I create a grade item?

You can add content in a placeholder by dragging an icon to the placeholder if the icon and placeholder are similar (for example: you can drag a 'discussion' icon to a discussion type placeholder. You can also click on the placeholder and then select **New...** (Link, Discussion and so on) in the column on the right. Note that when a placeholder for a file is concerned, you can select **Add File** in the column on the right in order to add an existing file from your computer or the course.

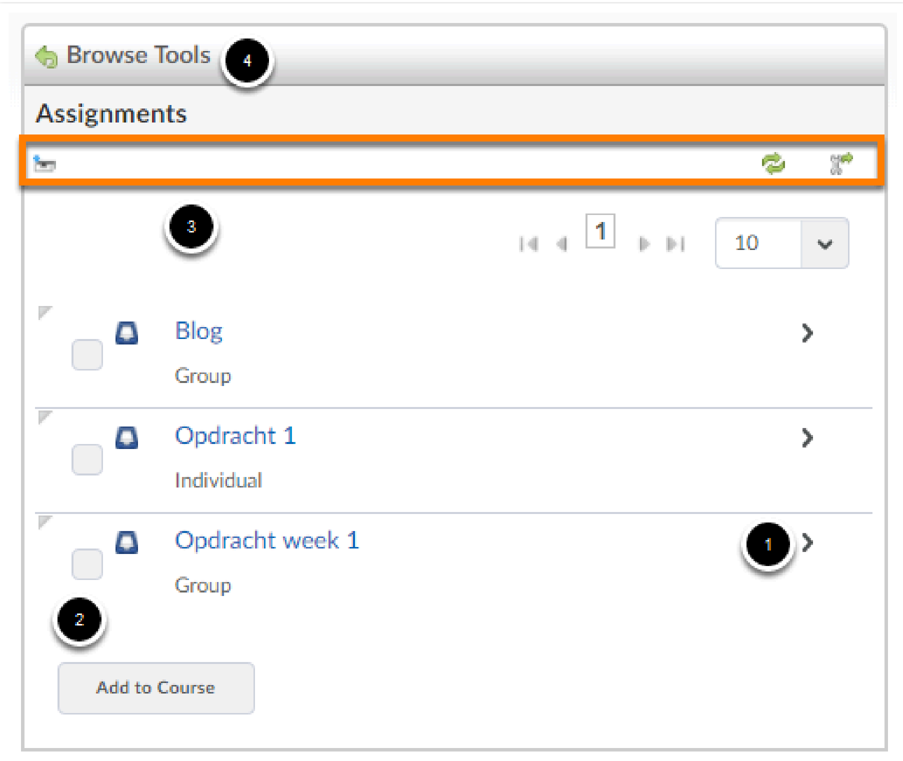
It is easier to create activities in **Activities** and add these to the Course Builder afterwards. This will provide you with more options regarding restrictions and assessment.

Browse Tools

You can add previously created files and activities below **Browse Tools.**



- Select the arrow relating to the desired content type.



1. Click the arrow to display the details of the component.

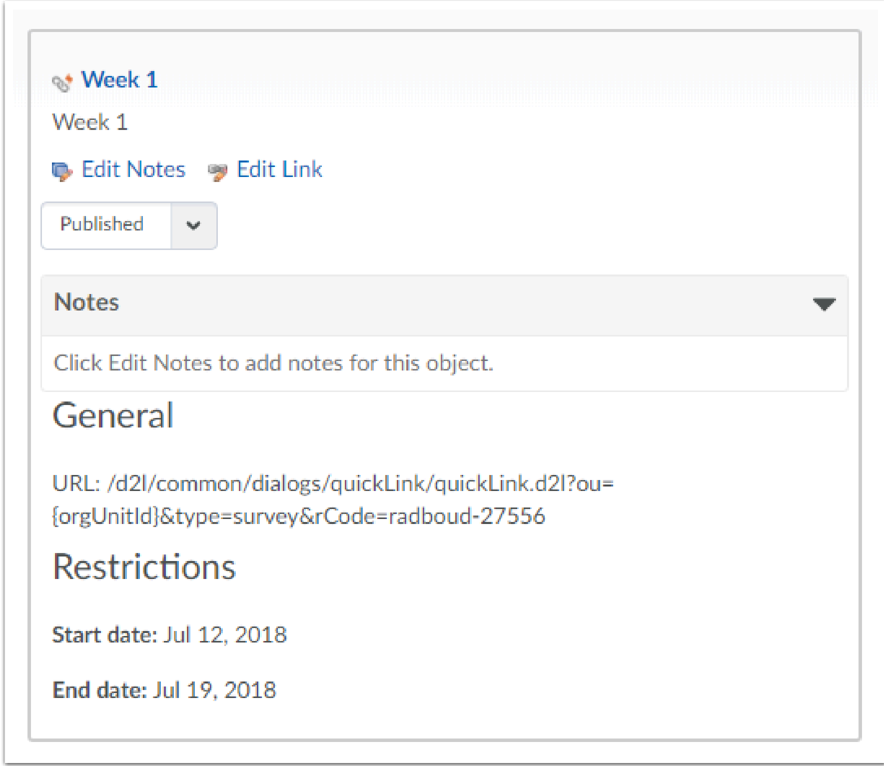
2. Select the desired component and click **Add to Course** to add the component to the tree structure. Then select where it is that you want to add the component.
3. From left to right, the icons will allow you to:
   - Create a new file or activity. Note that in **Course Files** there will be an additional icon that will allow you to upload files from your computer.
   - Reload the page (for example if you have created a new file/activity in a different window and this does not show yet).
   - open the **Activity** page of the concerned component in a new window.
4. Click **Browse Tools** to return to the browse tools overview.

You will find all the files and documents you have previously created under **Course Files.** If you have an elaborate file structure, there could be several levels you have to search to find the desired document.

If you use Safari as browser, it is possible that certain items (for example Submissions) cannot be opened due to your browser settings. To solve this read the article: How do I solve problems with external programs with (mobile) use of Brightspace?

Information column

On the right side of the screen you will find an information column that shows the details of the (sub)module or the selected part of the tree structure.



- Click **Edit Notes** to add or alter notes. Note that these notes are not visible for students. They can only be read and altered in the Course Builder.
- Select **Edit...** to alter the module or the component. Note that there are limited possibilities here, it is easier to alter the component in the activity or module itself.
- Change the status of the component from **Published** to **Draft** (or the other way around).

Feedback and assessment: rubrics, annotations, awards

How do I use rubrics? Administration | Course Admin

What is a rubric?

Already familiar with rubrics and ready to go? Navigate to the article How do I create a rubric?

A rubric is an assessment tool. It allows you to assess skills and products like a paper, presentation or behavior using a more elaborate tool. Oftentimes a rubric is a table that consists of

- several assessment criteria (rows)
- several achievement levels/levels of command (columns)
- indicators: descriptions of the criteria at a certain level (cells)

With a rubric you can:

- communicate clearly to the students what is expected of them;
- give specific feedback to students (what is going well, what needs to be changed, what is still missing);
- give students insight in their assessment and why they got a certain score;
- make students reflect on their own learning goals/development/progress;
- make it more simple to see how certain capabilities that are hard to measure (like how well you work together) are assessed;
- guarantee the reliability and validity of assessments;
- create consistent assessments, which means you can outsource the marking.

- Only use Brightspace to create rubrics. You cannot import rubrics created with other functionalities (like Turnitin) to Brightspace. This also means that rubrics created previously with a different functionality need to be transferred manually. Read the article How do I create a rubric? to learn more.

- You can transfer rubrics from one course to another. It is important that you delete the associations connected to the rubric. You can read more about copying a rubric to another course in the article How do I copy components from one course to another?

You can link rubrics to and use them as an assessment tool for:

- Assignments
- Discussion topics
- Surveys
- Brightspace ePortfolio

To assess an assignment, discussion topic, quiz, survey of ePortfolio using a rubric, the maximum amount of points a student can acquire has to be the same in both the rubric and the assignment or topic (**Out of score).** To calculate the rubric's maximum score, you have to add up the highest score (belonging to the highest level) of each criterion. It is advised to calculate the rubric's total score yourself, because the **Overall Score** s at the bottom of the rubric is not always displayed correctly. You can edit these manually by clicking the arrow next to **Overall Level** - **Edit Levels.** You can now enter the correct maximum score for all levels.

Two types of rubrics

In Brightspace you can create two different types of rubrics: **Analytic** and **Holistic** rubrics.

1. An **analytic rubric** is two-dimensional: a table with assessment criteria as rows and performance levels as columns. This allows you to assess a performance on multiple criteria in the same rubric. You can also give different weights to different criteria (*for example 50% for content, 25% for structure and 25% for language)* and then let the total number of given points for each criterion count as the final assessment. This rubric makes the assessment transparent and makes it possible to give meaningful feedback. For these reasons, the analytic rubric is the rubric form that is most used.
2. A **holistic rubric** is one-dimensional: it is an assessment based on the entire performance/the complete product. The performance levels have been defined

beforehand, but not split up in separate criteria. It is an easier way to assess, but makes it more difficult to give meaningful feedback.

You can link multiple rubrics to an assignment. Use Grades to set up which rubric Brightspace has to use as the default to calculate scores. Then you can choose different rubrics for separate students.

Here is why multiple rubrics can be useful:

- Apart from the default rubric you can add an additional rubric used only for students with a functional disability, which means you can assess them differently for certain components.
- For a certain assignment the students had three options to choose from; each alternative has its own rubric.

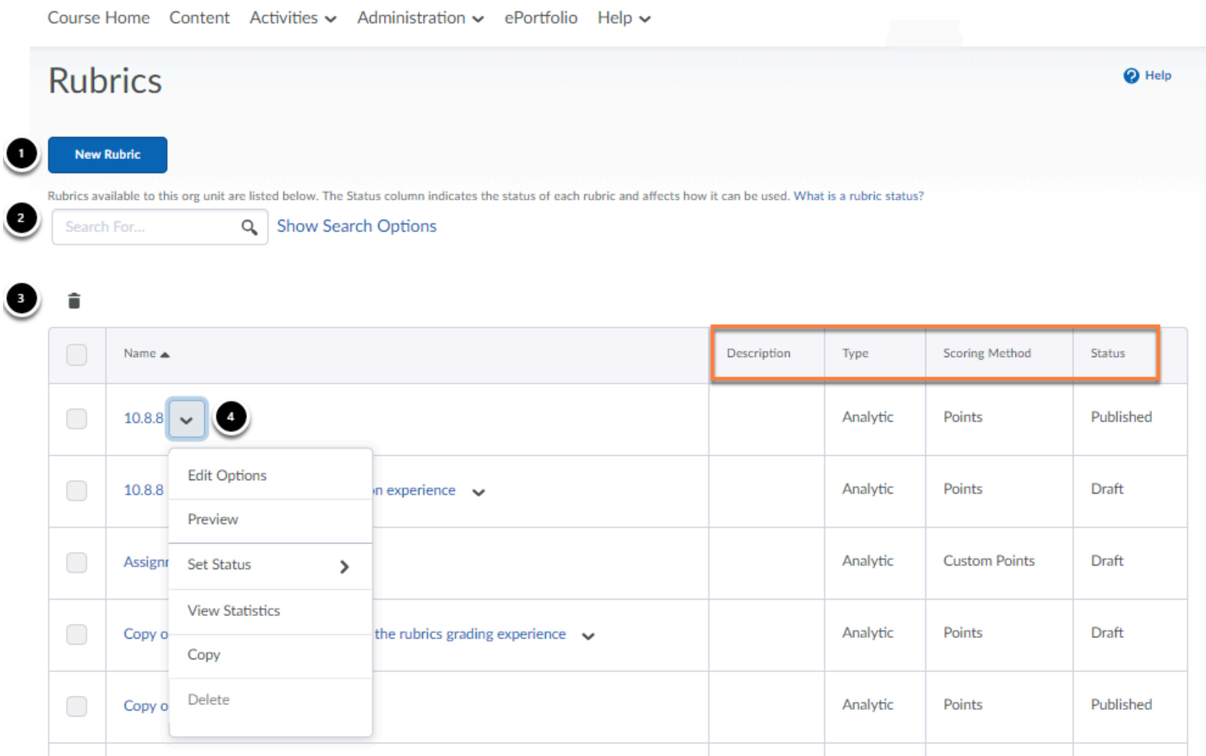
Example of an analytic rubric

The rubric below is an example of an analytic rubric created to assess presentations.

Criteria	Level 1 (insufficient) 1 pt	Level 2 (sufficient) 2 pt	Level 3 (good) 3 pt	
Construction/structure 25%	The presentation is messy/unclear and misses a structure. There seem to be big leaps between the respective steps in the thought process, making it difficult to follow your train of thought.	The construction is clear and the presentation can be followed, but the connections made between the subjects are not pointed out clearly, making it a bit difficult to follow.	The presentation is structured clearly, there is a clear construction and all the topics flow along nicely. This makes the presentation very easy to follow.	/ 3
	Initial Feedback			
Content 35%	The topic is too broad/too narrow, and it is unclear what the connection is to the existing debate. The presenter does not have enough knowledge about the topic they are presenting and uses insufficient or wrong sources which makes their argument unconvincing. The examples are not a useful addition.	The topic is defined clearly, relevant and connected to the current debate. The content shows that the presenter has largely understood the subject matters. They have used good sources, but the critical approach is lacking. The argumentation could be more convincing, but the topics are chosen nicely.	The topic is defined clearly, relevant and connected to the current debate. The content shows that the presenter has perfectly understood the subject matters and has looked at them critically. The argumentation is very convincing and there was enough time for discussion and questions.	/ 3
	Initial Feedback			
Time management 10%	The presentation does not meet the required time limit and is obviously too long/short.	The presentation meets the required time limit. It is neither rushed nor too long, but the time could be divided more favorably.	The presentation meets the required time limit. It is neither rushed nor too long, and the time was divided equally. There was enough time for questions and discussion.	/ 3
	Initial Feedback			
Presentation skills 30%	The presenter does not speak clearly and is difficult to understand. They lose their train of thought, do not use adequate body language and there is no connection with the public. This makes it difficult for the presenter to keep the public's attention.	The presenter speaks clearly and tells their story with confidence. There is eye contact and body language which makes the public fairly interested.	The presenter speaks clearly, is easy to understand, easy to listen to and tells their story with a lot of conviction without losing their train of thought. They connect with the audience and manage to capture the audience completely with fitting body language.	/ 3
	Initial Feedback			

Rubrics homepage

- Navigate to **Administration** in the navbar of your course.
- Click on **Course Admin.**
- Click on **Rubrics**. You will now navigate to the Rubrics homepage.



You will see an overview of all the rubrics you have already created. If you choose to give your rubrics a description, it will be shown in this overview. Here you will also find

- the description of the rubric you have filled in yourself;
- the type of rubric: **Analytic** or **Holistic**;
- the method used for scores: **Points**, **Custom Points** of **Percentages** (you can read more about this in the article [How do I create a rubric?]);
- the **Status**:
  - **Draft:** you cannot connect the rubric to an activity yet.
  - **Published**: you can connect the rubric.
  - **Archived**: the rubric does not appear in the standard search results and is not available for a connection. After filing the existing connections will remain intact.

1. Click on **New Rubric** to create a new rubric;
2. Use **Search For** to search for usable rubrics;
3. Delete rubrics by clickin on the desired rubric(s) and then click on the waste basket icon.

4. Open a drop-down menu of a rubric by clicking the arrow next to the name of a rubric. This will allow you to easily edit the rubric, view a preview, change the status, look at the statistics page, or copy or delete the rubric.

You can only use a rubric after the status has been changed to **Published.** If you changed the status to **Draft** while editing the rubric, you can easily change the status to **Published** using the drop-down menu. To do this, clink on the arrow next to the name of the rubric and then click **Set Status**.

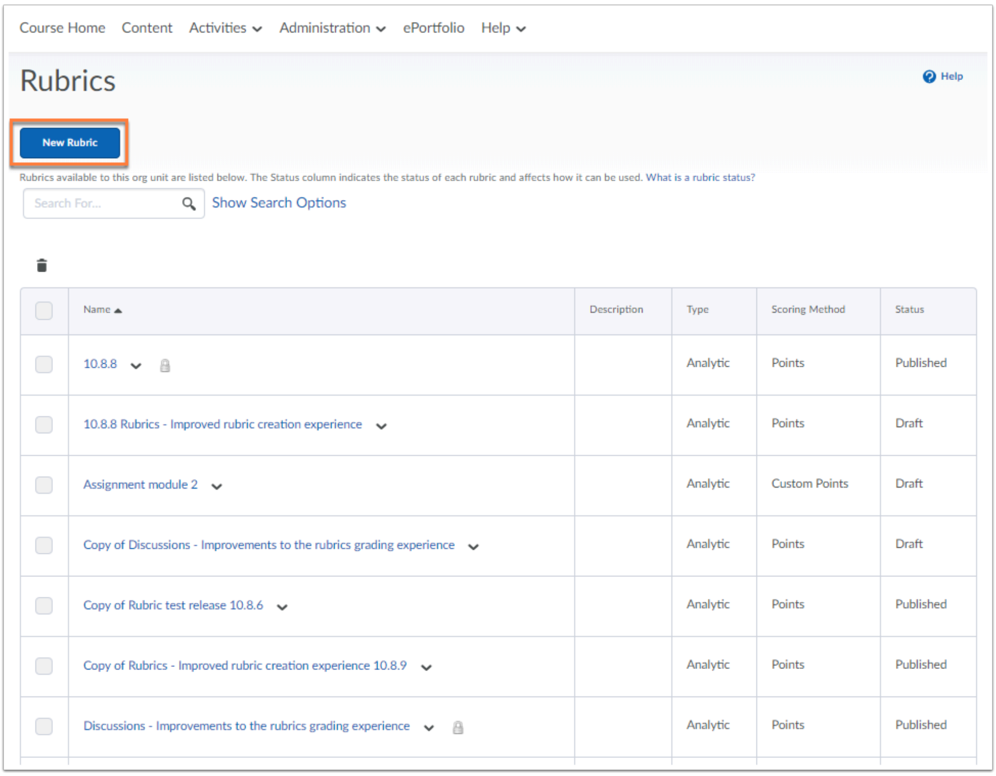
How do I create a rubric? Administration | Course Admin

Create a rubric

You use a rubric to assess student performance in a reliable, transparent and consistent way. When creating a rubric you define criteria groups, criteria and levels. You use a criteria groups to bundle criteria that belong together.
For example, if you create a rubric to assess essays you can create criteria groups for Content, Resources and Language criteria. Within the criteria group Language can then create the criteria Spelling and Grammar, Sentence Structure and Academic Language. Finally, you define the levels which students can score for each criterion, for example Level 1: Insufficient, Level 2: Sufficient and Level 3: Good.

- Navigate to **Administration** in the navbar of your course.
- Click on **Course Admin.**
- Click **Rubrics**.

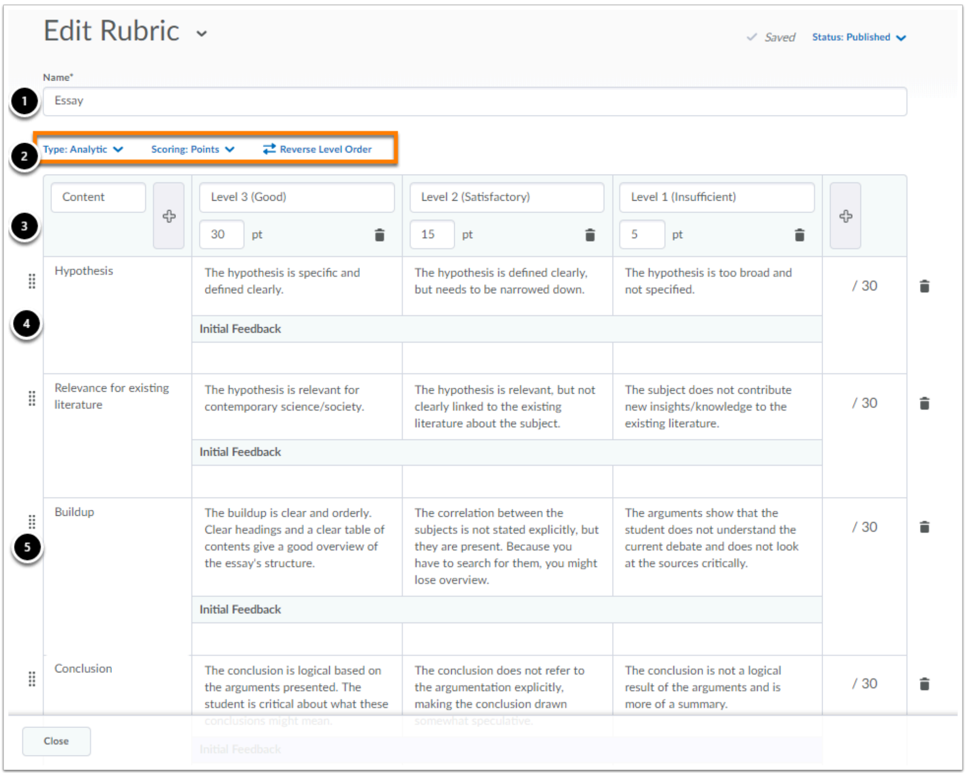
If you want to learn more about the how, what and why of rubrics, read the article How do I use rubrics?



You will navigate to the rubrics homepage, where you will find an overview of all rubrics you have created.

- Click **New Rubric.**

⚠ Only use Brightspace to create rubrics. You cannot import rubrics created with other functionalities (like Turnitin) to Brightspace. This also means that rubrics created previously with a different functionality need to be transferred manually.

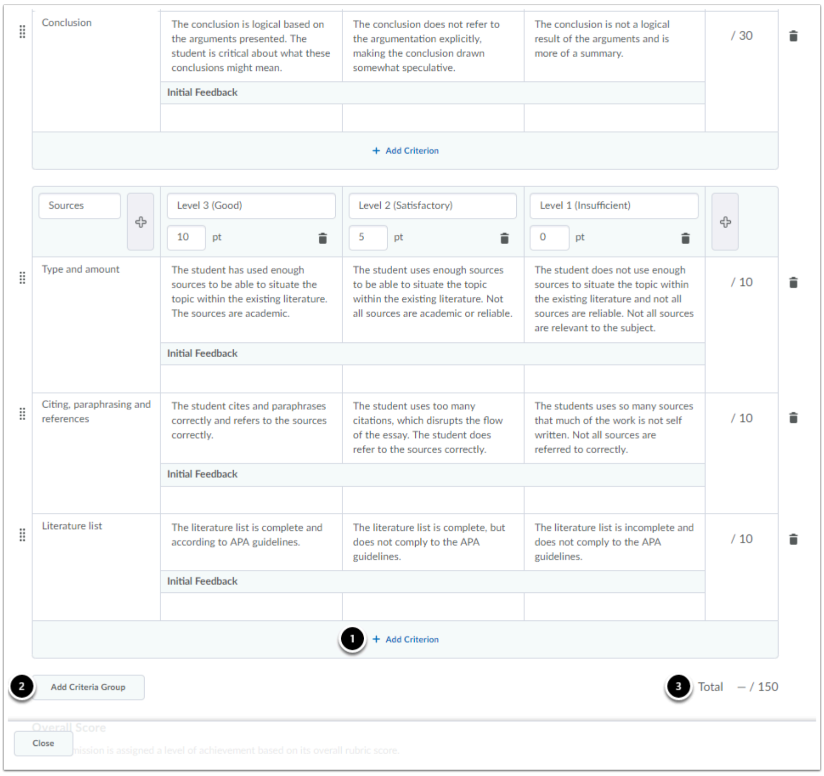


1. Name the rubric.
2. In the top bar you choose:
   - whether it is an holistic or analytical rubric using **Type;**
   - the manner in which points are awarded using **Scoring**:
     - **No Score**: no points.
     - **Points**: a combination of text and points (*for example: Good and 75 points).* Note that this option is only available for analytical rubrics.
     - **Custom Points**: each criterion is awarded with its own amount of points. *For example: the performance levels are defined as average, sufficient and good. Each level of the criterion 'Spelling and grammar' could be worth ten, twenty or thirty points, and the levels of the criterion 'Originality' could be worth ten points, sixty points or ninety points, making this criterion* three times as valuable as the criterion 'Spelling and grammar'. Note that this option too is only available for analytical rubrics.
     - **Percentage**: each level is awarded a percentage. *For example: Level 4 is 75%.* Note that this option is only available for a holistic rubric.
   - whether the levels go up in points or go down with **Reverse Level Order.**
3. Give the criterion group and levels in the top row a name (*in the example above the criterion group is called Content and it has three levels).*
   - Use the plus icons left and right of the levels to add levels.
   - You can alter the amount of points for each individual level.
   - Click on the waste bin icon to delete a level.

4. For each criterion you can add a description and possibly a specific feedback for that criterion. *In the example, you will see that the criterion group Content consists of the criteria Hypothesis, Relevance for existing literature, Buildup and Conclusion*. For each of these criteria a student can achieve Level 1, 2, or 3, with the points to match.
   - Under **Initial Feedback** you can add possible criterion-specific feedback. Note that this feedback will not be displayed in the general feedback.
   - On the right you will see the amount of points a student can get for each criterion.
   - Click on the waste bin icon on the right to delete a criterion.

5. On the left of each criterion you will see a six point icon. Use this icon to drag a criterion to another position within the criterion group. To do this, click on the icon and continue to press the button of your computer mouse. Then move your cursor to the spot you want to put the criterion and release the mouse button.

⚠ The names of criterion groups and levels can consist of a maximum of 256 characters.

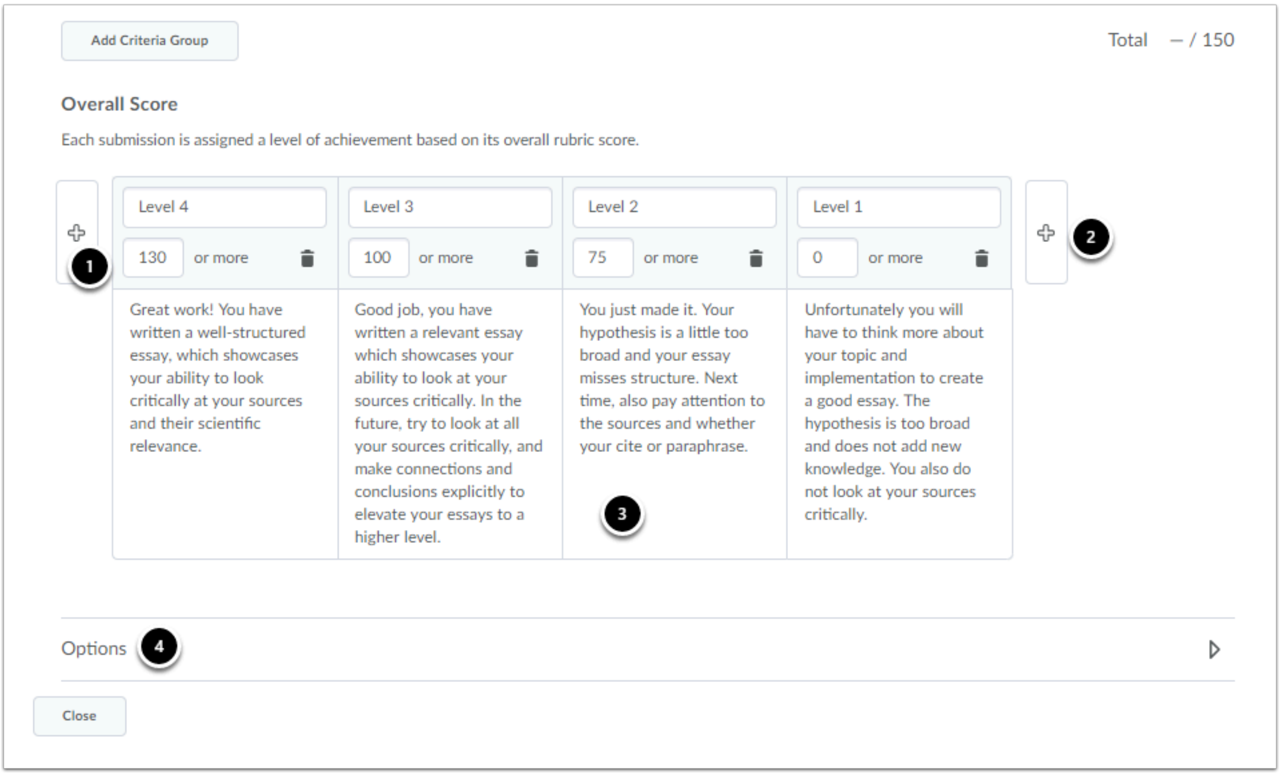


1. At the bottom of a criterion group you can add criteria to the group. Click on **Add Criterion** to do this. Then you can add a name and description to the new criterion. You can add as many criteria as you need.
2. Click on **Add Criteria Group** to create a new criterion group. If your rubric consists of many criteria, you can use this option to arrange and place them in different

categories in an orderly fashion. *(In the previous example we already saw that this rubric has a criterion group called Content, which consists of the criteria Hypothesis, Relevance for existing literature, Buildup and Conclusion. There is also the criterion group Sources, which consists of the criteria Type and amount, Citing, paraphrasing and references en Literature list. The criterion groups Content and Sources ensure that the large number of criteria have been arranged logically).*

3. At the bottom of the rubric you will see the maximum number of points one can acquire for a rubric.

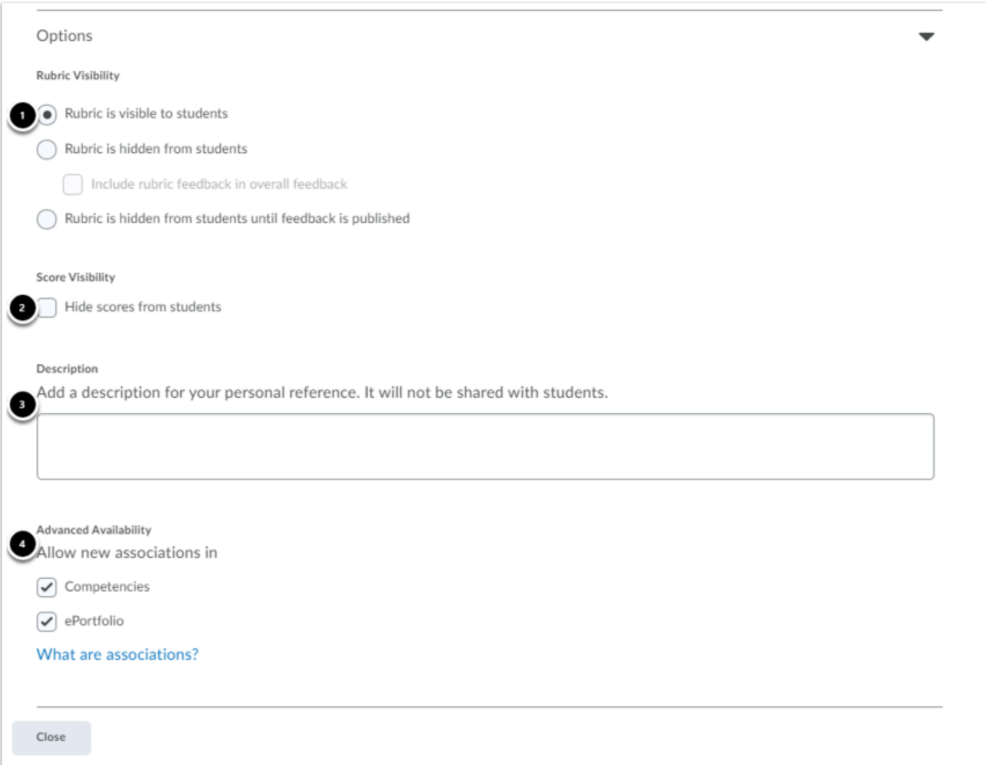
> ⚠ To assess an assignment, discussion topic, quiz, survey of ePortfolio using a rubric, the maximum amount of points a student can acquire has to be the same in both the rubric and the assignment or topic (**Out of score).** To calculate the rubric's maximum score, you have to add up the highest score (belonging to the highest level) of each criterion. Read more about assessment with a rubric in the article [How do I assess an assignment? (grade item, rubric)?]()



The **Overall Score** is located separately below each of the criterion groups. Here you can specify the performance levels based on the score the student can achieve in total.

1. For each level, enter how many points a student much achieve to accomplish that level. Note that the number of levels does not depend on the number of levels in the

rubric - it can consist of more or fewer levels. The performance level will show to the students how many steps they can improve, but does not determine the grade for the assignment.
2. The plus icons allow you to add levels. You can remove levels using the waste basket icon.
3. You can enter feedback for each level (*in the example, students can read what they have to do to reach a certain level, and what can be done to reach a higher level the next time).*
4. Click on **Options** to open more settings.

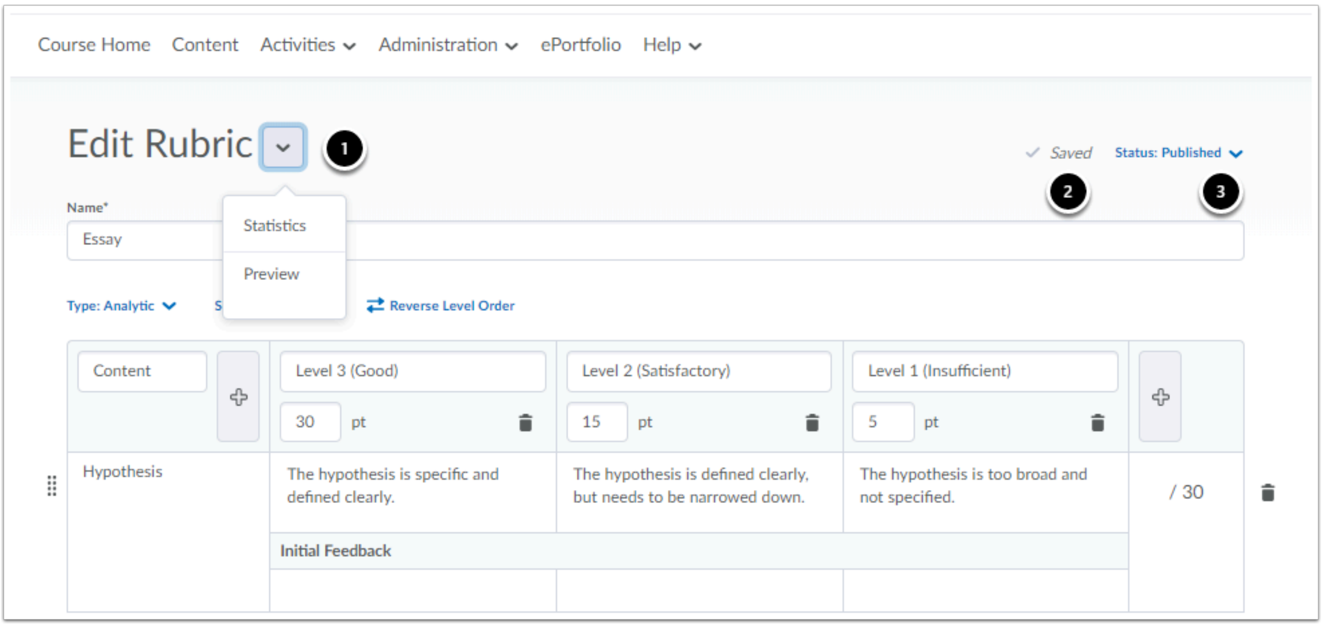


1. Select whether students are able to see the rubric:
   - **Rubric is visible to students:** students can always see the rubric as soon as they can see the activity the rubric is linked to.
   - **Rubric is hidden from students**: students cannot see the rubric.
     - **Include rubric feedback in overall feedback**: if you select this option students will not only get to see their grade, but also their scores for different criteria. However, they will not get to see the rubric itself. *For example: Question - the question is formulated clearly, but a little too broad.*
   - **Rubric is hidden from students until feedback is published**: students can only see the rubric if you have published the feedback for the activity the rubric is linked to.
2. Select **Hide Scores from students** if you do not want to show the scores to students.
3. You can add a short description to the rubric. Note that this description is not visible for students (*in the example the description describes when you use this rubric).*

4. Select whether you want to connect the rubric to **Competencies** and/or the ePortfolio**.** If you select these options, you can assess items within these components with the rubric as well.
5. Click on **Close** to close the rubric and return to the rubrics homepage. Note that the rubric is automatically saved, so you do not have to save it manually.

Keep in mind that the changes will be saved automatically. Even when you are creating a rubric or when you click something without meaning to, it will be saved. That is why it is important to check the Edit Rubric page for any errors before you leave, especially when the rubric is visible for students.

When you scroll back to the top, you can see whether the rubric is saved, what the status is and what it will look like for students while creating it.

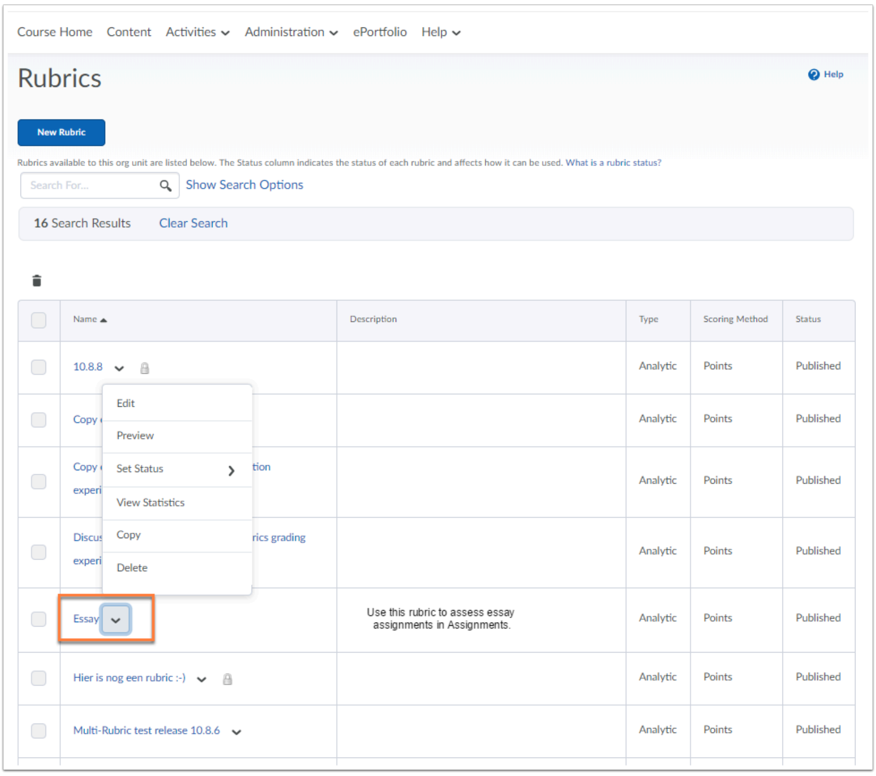


1. Click on the arrow next to **Edit Rubric** and then click **Preview** to see what the rubric looks like in that moment. The preview will open a new window.
2. On the right you will see **Saved:** this means the progress is saved.
3. A new rubric will automatically be set to **Published.** This means it is available to connect to for example an Assignment or Discussion. Click on the arrow to change the status:
   - **Draft:** you cannot connect the rubric to an activity yet (and thus not use it to assess an activity).

- **Published**: you can connect the rubric. Note that you can no longer alter the name, description, levels and criteria of the rubric once it has been connected!
- **Archived**: the rubric does not appear in the standard search results and is not available for a connection. After filing the existing connections will remain intact.

Edit a rubric

You can always edit existing rubrics from the [rubrics homepage.](#) However, you can only edit those rubrics that have not been linked to an Activity. When you have a linked rubric you can still change the visibility of the rubric.



- Click on the name of the rubric. You will navigate to the **Edit Rubric** page. Here you will find the same options you have when creating a new rubric.
- Click on the arrow next to the name of the rubric to open a [pop-up menu.](#)

How do I make a rubric visible for students? Content | Upload/Create

Add a rubric in a topic
Add a rubric to the description of a topic in the (sub)module

When you add a rubric to an assignment, you can make it visible for the students in your course. This way they can use the rubric as a guideline when they work on the assignment.

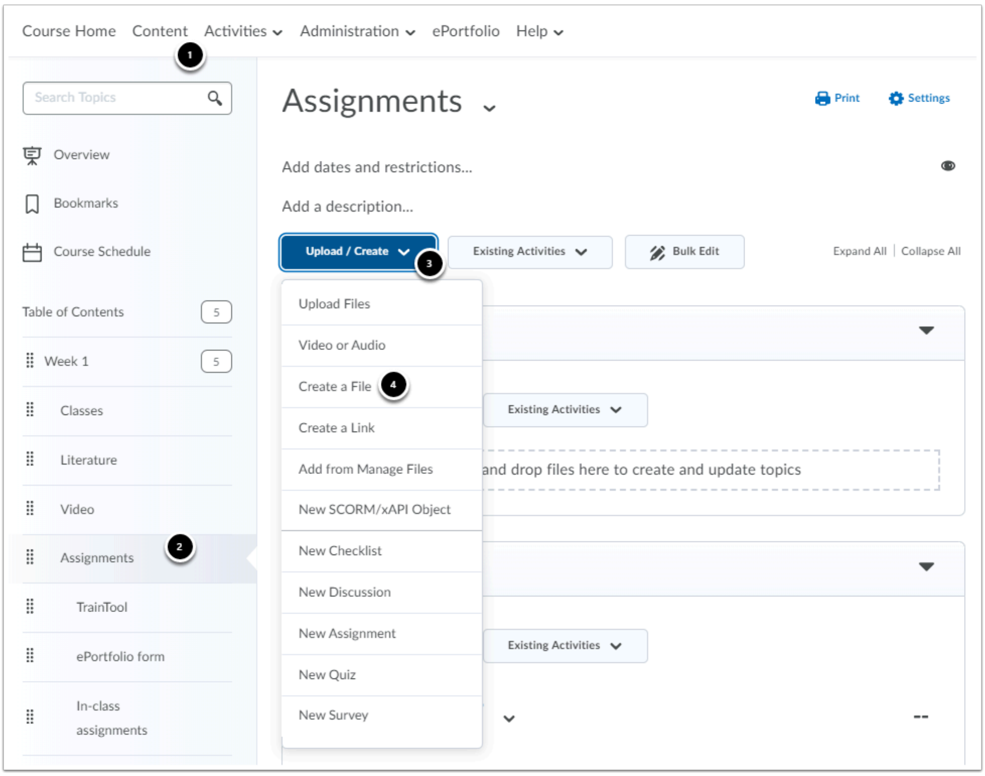
Students can always view the rubric in the assignment itself. Furthermore, you can add the rubric to Content. *This allows you to disclose the rubric to students when the assignment is not yet accessible. You can also create a module for the used rubric(s), so students can find them easily.*

You can create a new topic for the rubric in Content, but you can also add the rubric to an existing topic. You can add the rubric to the topic, or in the description of the topic in the (sub)module.

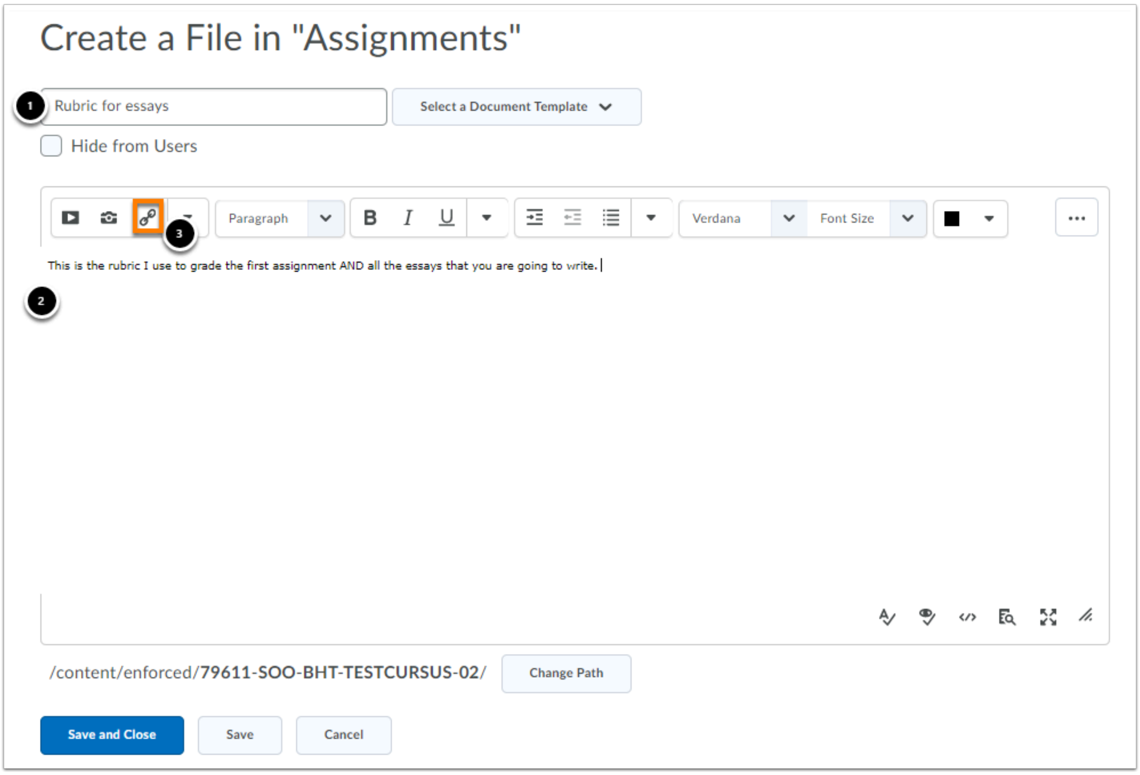
- *For example, you can add the rubric to the topic that contains the assignment the rubric belongs to. When you use the rubric for multiple assignments, you can create a new topic for the rubric.*
- The benefit of adding a rubric in the description of the topic of the (sub)module is that the student can access the rubric directly from the (sub)module. If you add the link to the tpoc, the student has to open the topic first before they can access the rubric.

The rubric has to be attached to an assignment if you want to add it to Content.

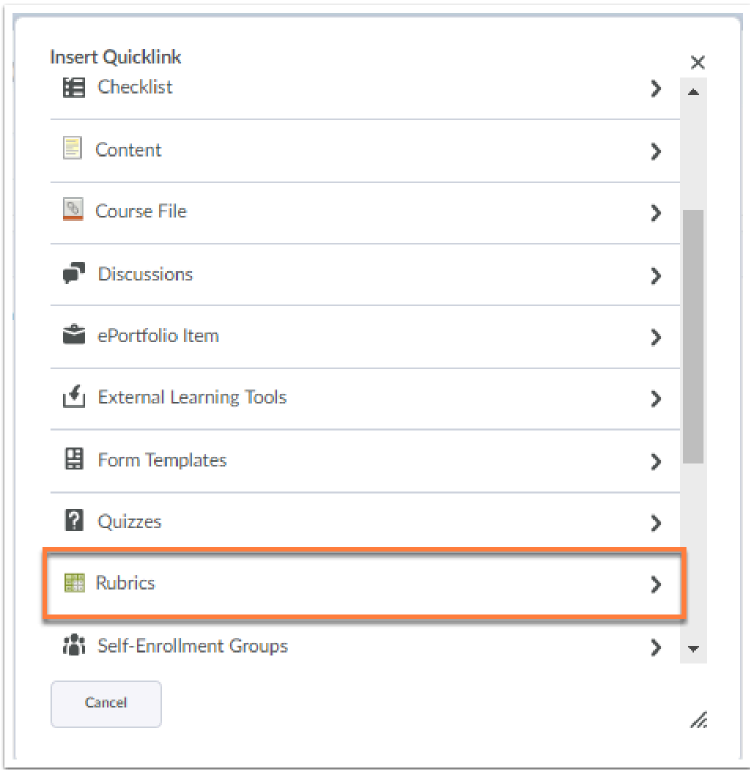
Add a rubric in a topic



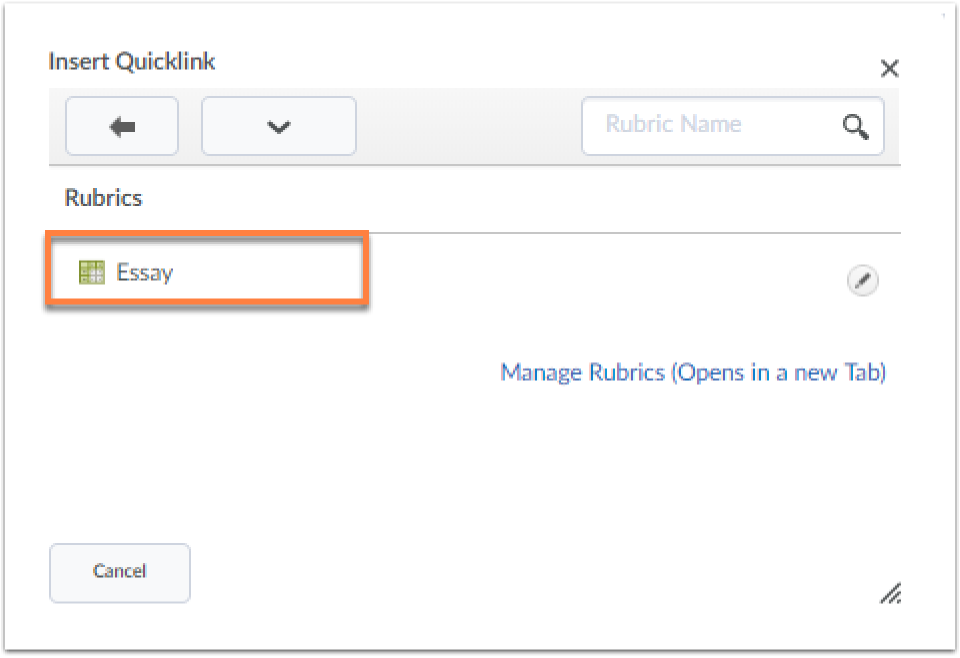
1. Navigate to **Content** in the navbar of your course.
2. Click the (sub)module to which you want to add the rubric.
3. Click **Upload**/**Create**.
4. Click **Create a File**.



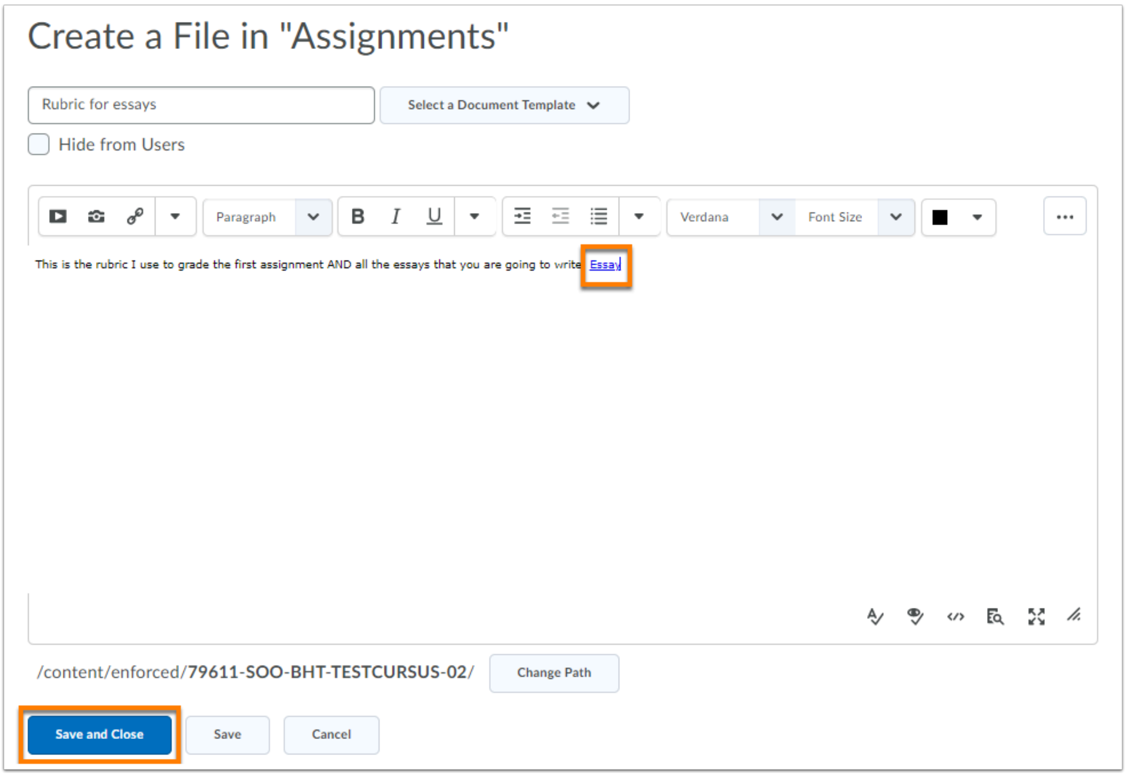
1. Give the topic a title.
2. Add a description if desired.
3. Click the quicklink icon. A pop-up window will appear.



- Click **Rubrics.**



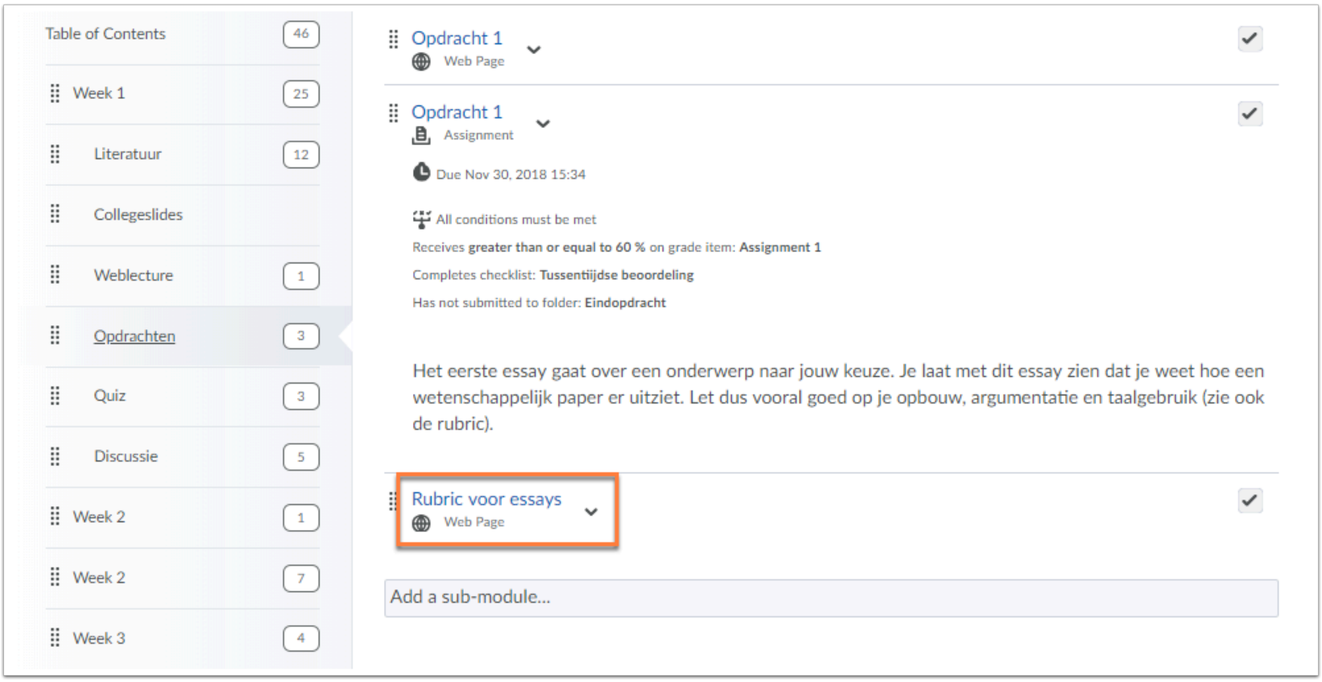
- Click the rubric you want to add. If you cannot find the desired rubric or want to add a new rubric, click **Manage Rubrics.** The Rubrics homepage will open in a new window.



- The link to the rubric can now be found in the description.

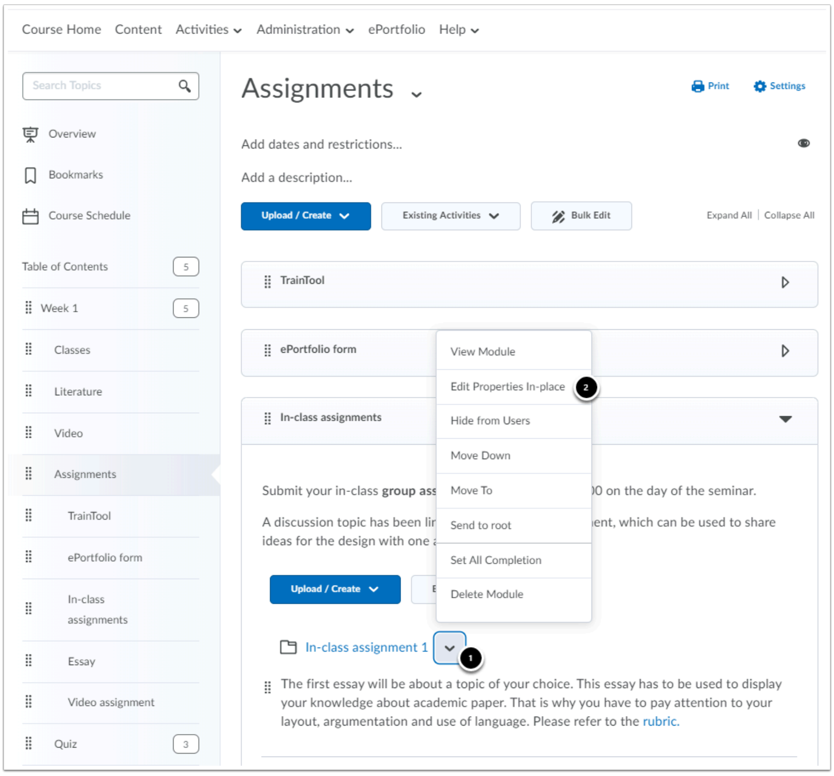
Werkinstructies

- Click **Save and Close** to publish the topic for students.



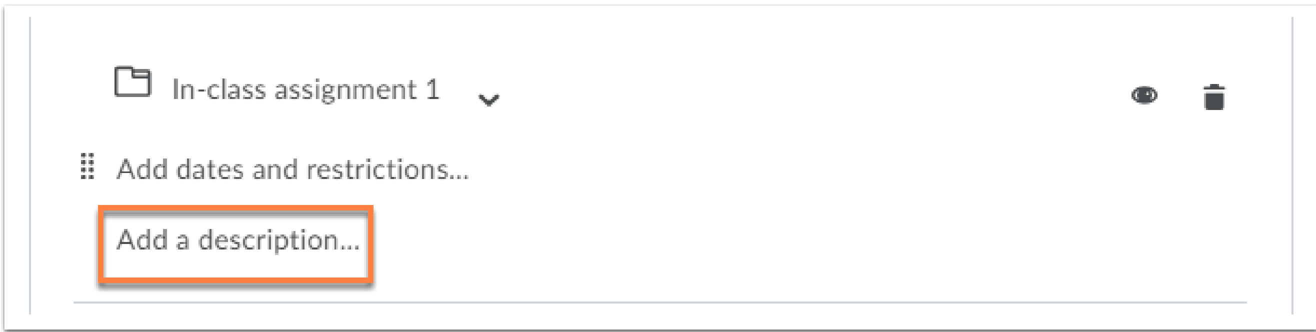
The topic is now visible in the (sub)module. When students open the (sub)module, they can use the link to access the rubric.

Add a rubric to the description of a topic in the (sub)module

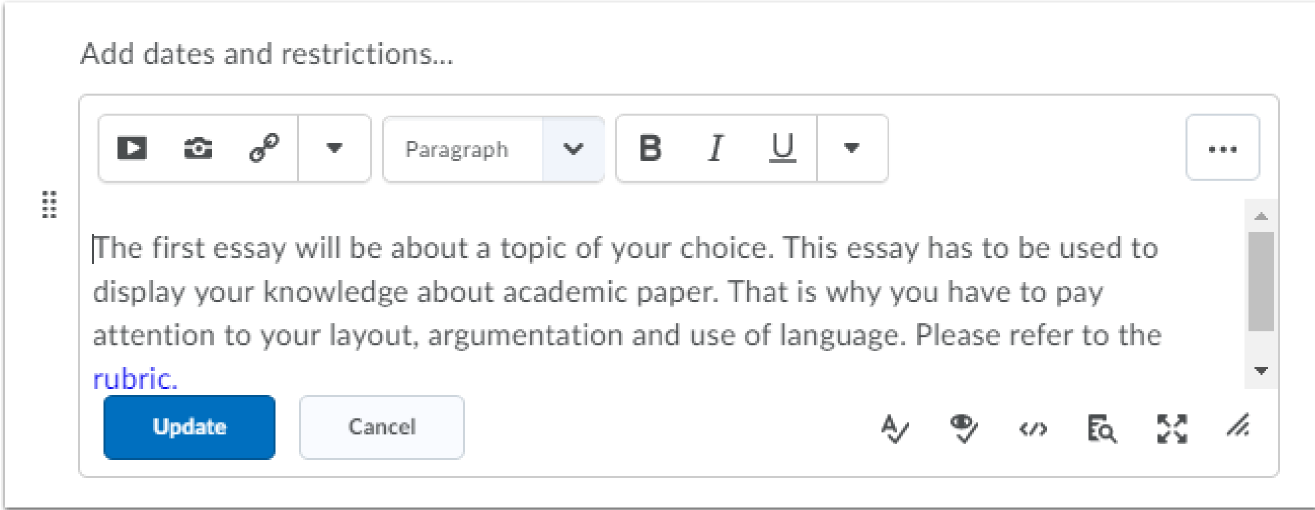


It is also possible to make the rubric visible directly in the (sub)module.

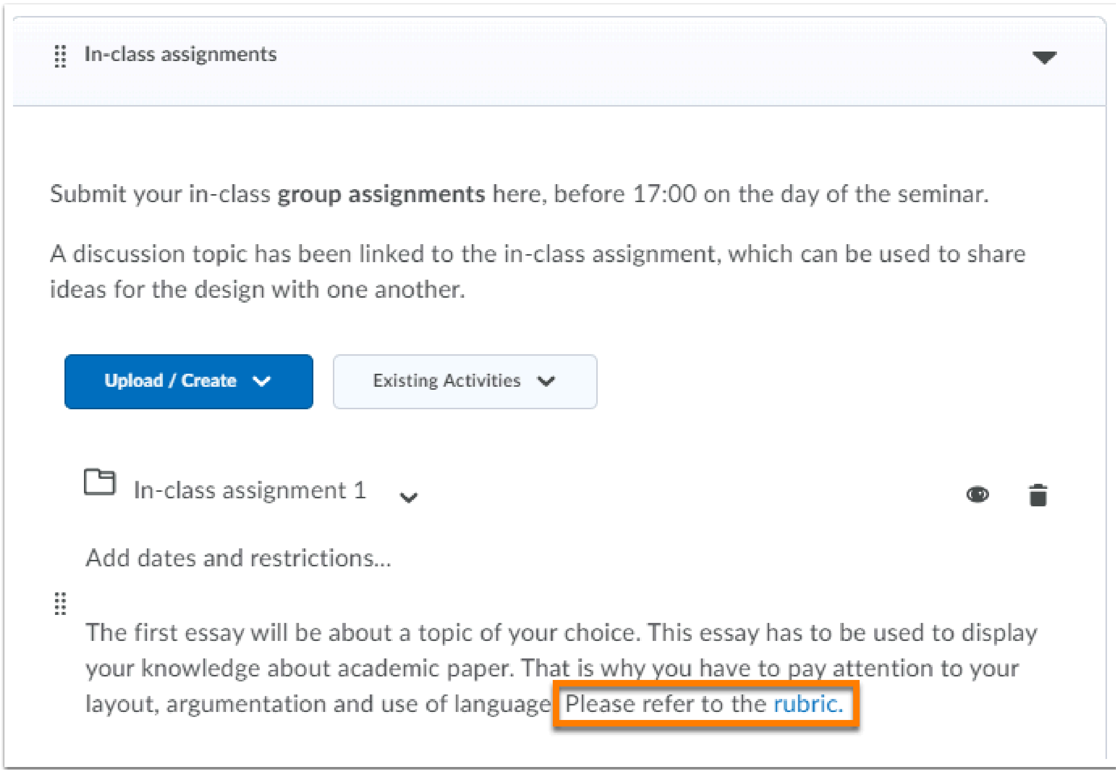
1. Click the arrow next to the topic.
2. Click **Edit Properties In-place**.



- Click **Add a description**.



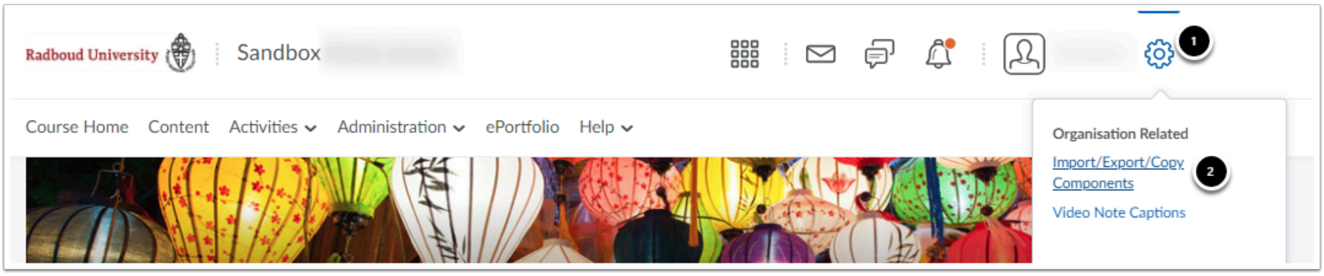
1. Use the quicklink icon to add the rubric the same way as described above.
2. Click **Update.**



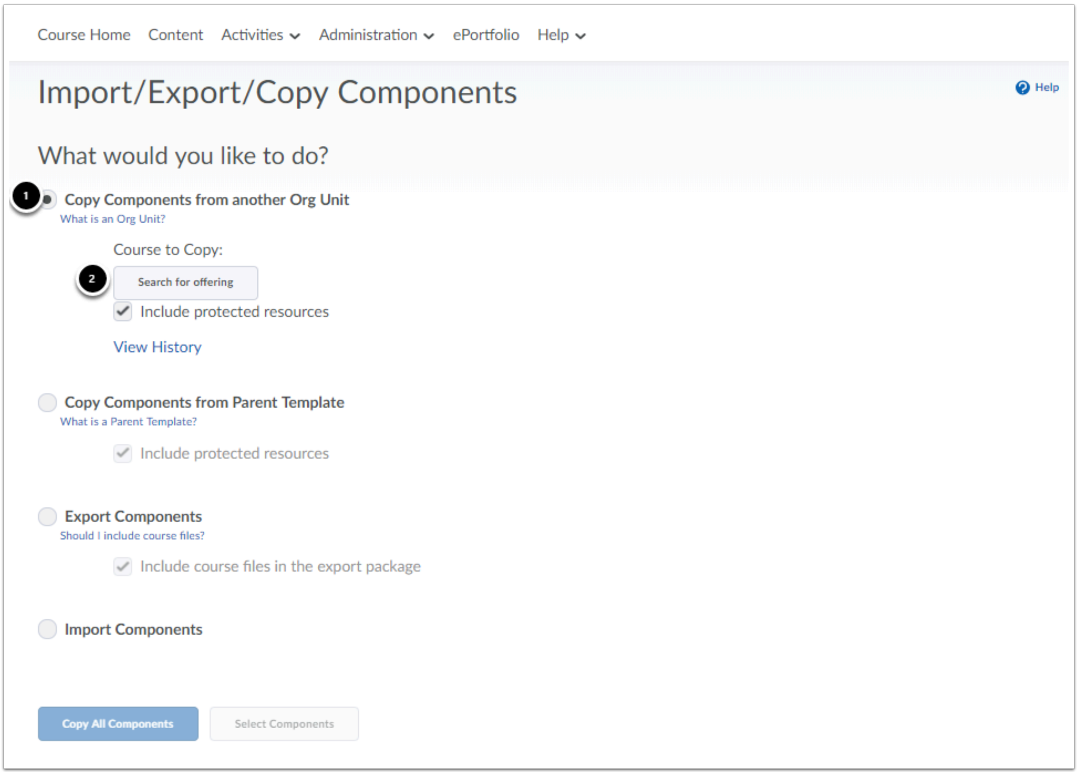
Rather than open the topic, students can now click the link for the rubric directly from the (sub)module.

How do I copy a rubric from one course to another? Home | Settings

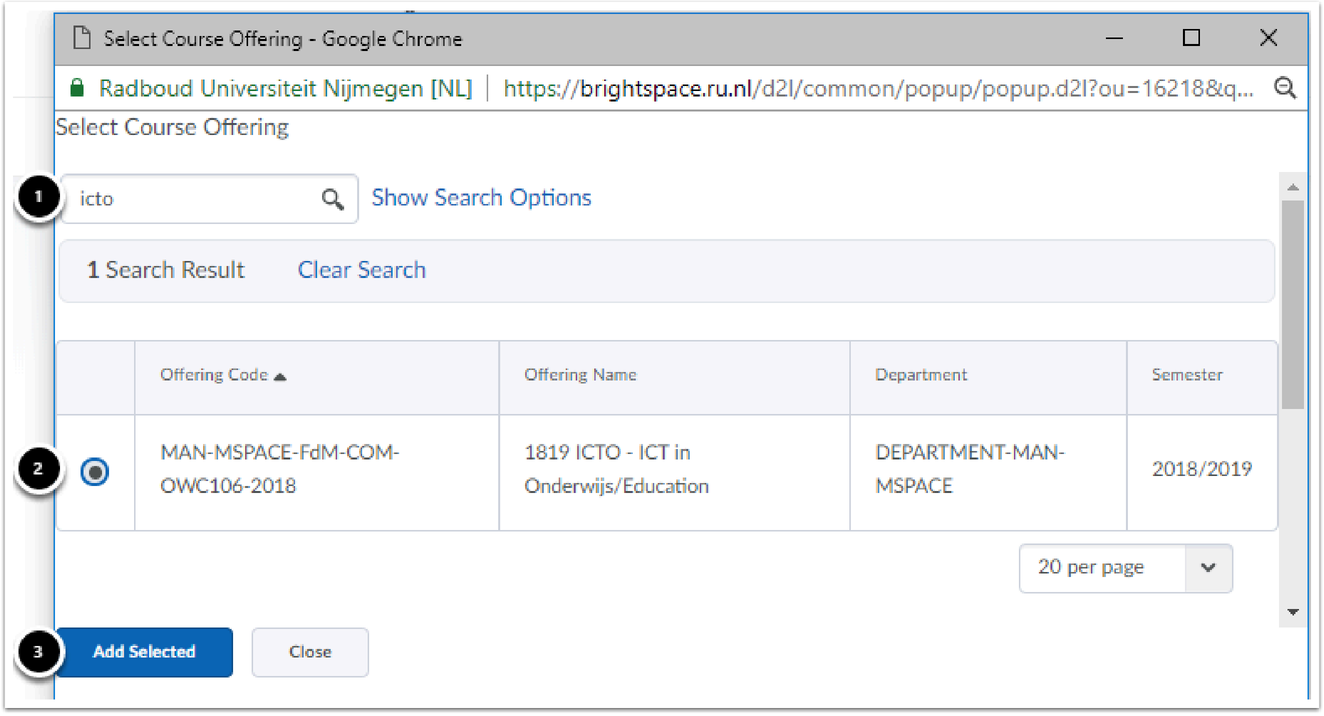
- Go to the course in which you want to import the rubric.



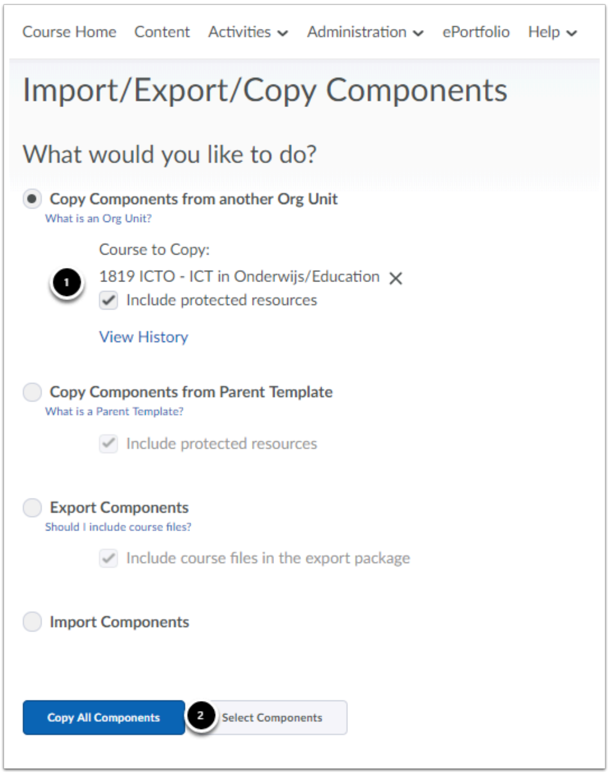
1. Click on the **settings** icon in the mini bar of your course.
2. Click on **Import/Export/Copy Components.**



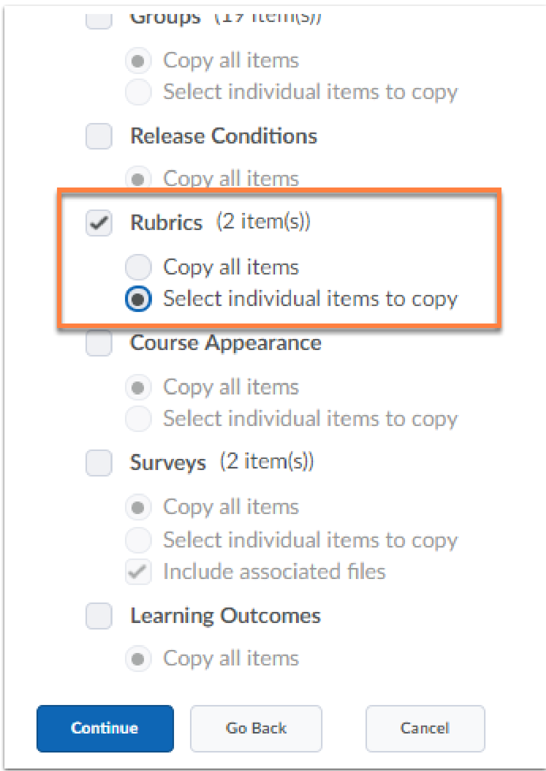
1. Select **Copy Components from another Org Unit**.
2. Click on **Search for offering** to search the course in which the rubric is located. A new screen will open.



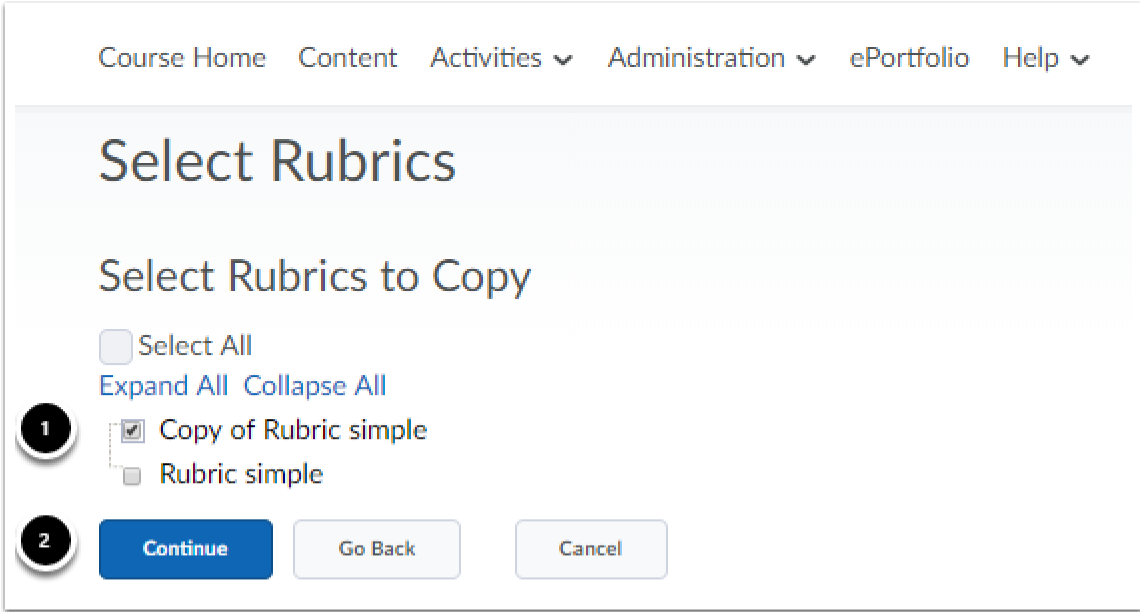
1. Use the search bar to enter the name of the course in which the rubric is located, or enter a search word if you do not know the full name. Then click on enter (on your keyboard) or the magnifying glass icon.
2. Select the desired course from the list.
3. Click on **Add Selected.**



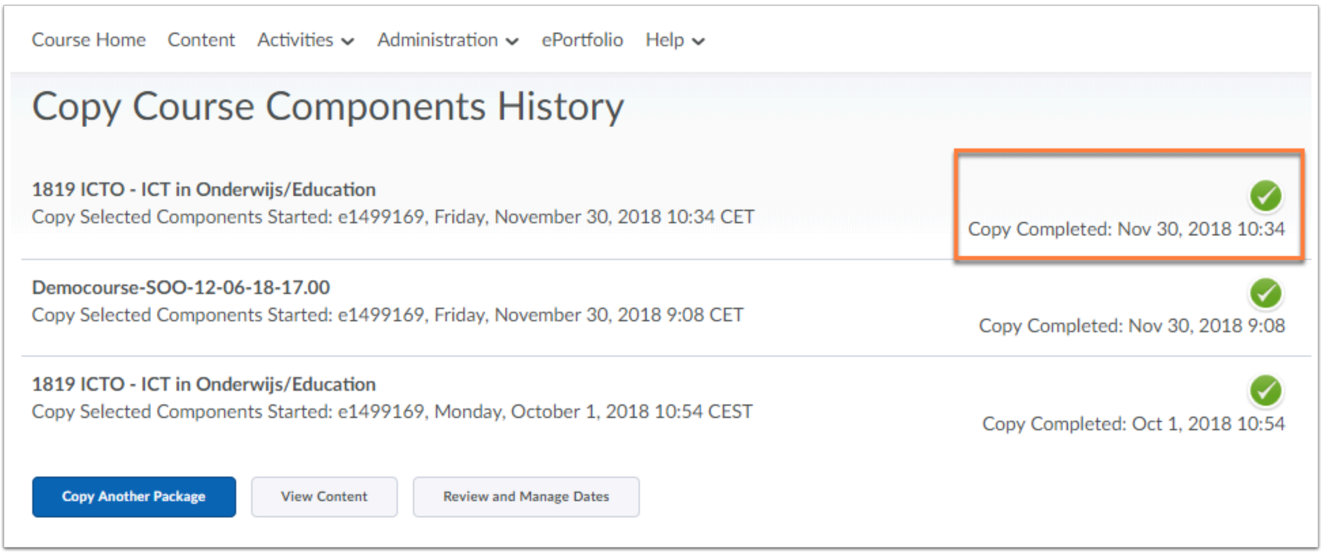
1. You can now see which course you have selected.
2. Click on **Select Components**.



- Search in the list of course components for **Rubrics.**
- Select the box for **Rubrics** and select **Select individual items to copy** below that.
- Click on **Continue.**



1. Select the copy of the rubric you created earlier.
2. Click on **Continue.** In the next screen, click **Finish.**



You will find an overview of all the components you have copied to the course up until this moment. The rubric will appear at the top. On the right side you will see the progress of the copy. If you go to the rubrics homepage, you will find the copied rubric in the rubric overview. You can then alter it, and link it to for example assignments or quizzes.

You can also delete all associations before you copy a rubric to another course. After this the rubric will no longer be locked and easy to copy. This method is not recommended, however, because this will also delete all entered assessments you made with the rubric.

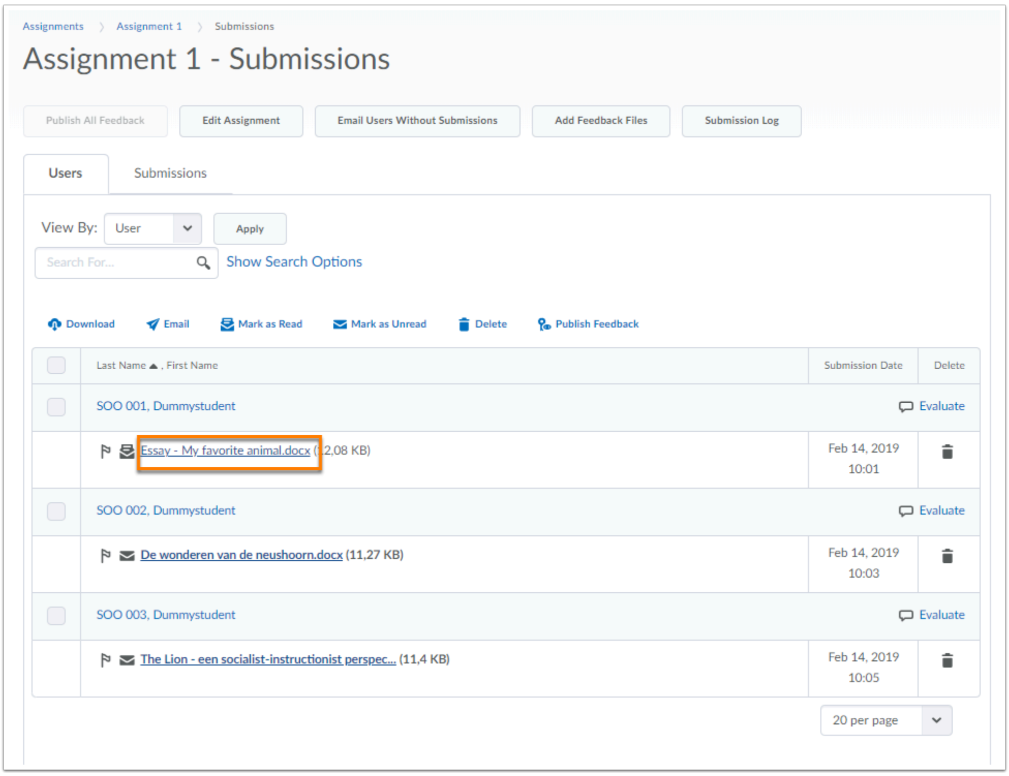
How do I use Annotations to add feedback to an assignment? Activities | Assignments

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to add annotations to an **assignment**. A written manual can be found below the video.

Annotations can be used to make notes in assignments that have been handed in. The Annotations can be used for inline feedback to students. For example, you can mark text, draw, add notes and text boxes, and draw lines.

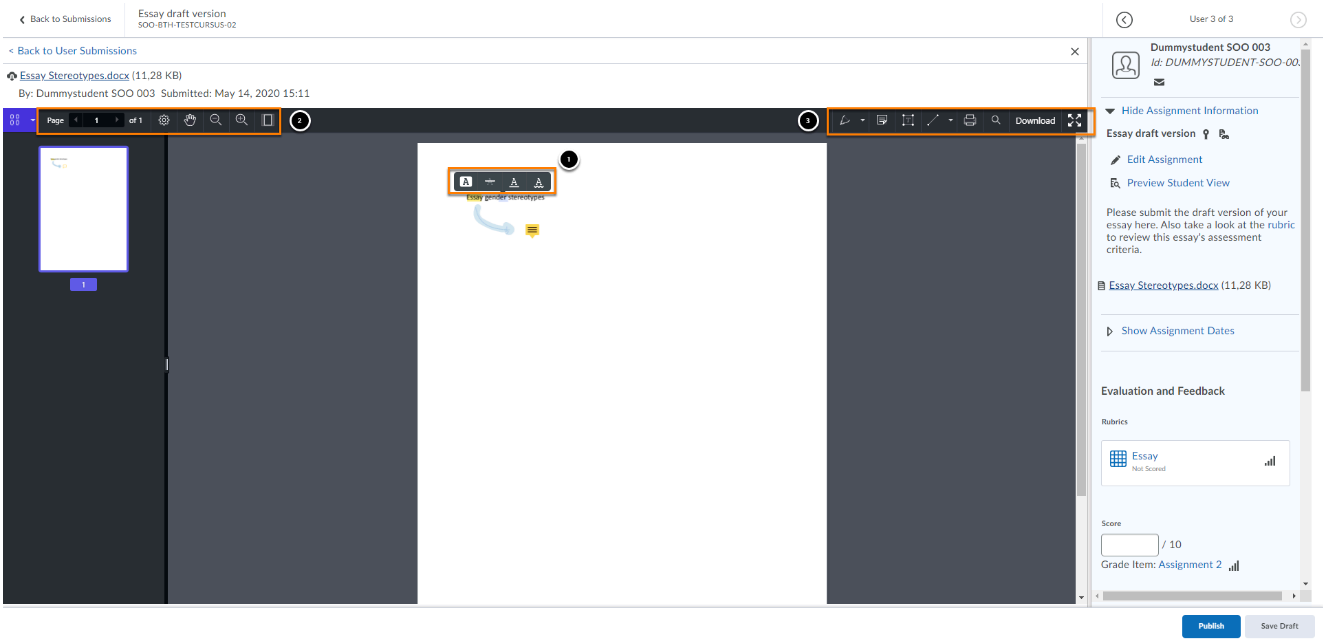
- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**
- Click on the desired assignment.

Only teachers, graders and grader-builders can use Annotations. Students can see the published annotations in their assignment, but they cannot edit or accept them *(like you can do with annotations in Word)*. If you choose to use Annotations it is advised to let the students know they have to compare the annotated version and their new version in two separate documents (if needed).



- Click on the assignment you want to provide with feedback.

⚠ The assignment will now open in the document viewer. If this does not happen it might have to do with your browser blocking third-party cookies; for Safari this is the default setting. This means that before you can use Annotations you have to agree to third-party cookies in your browser.

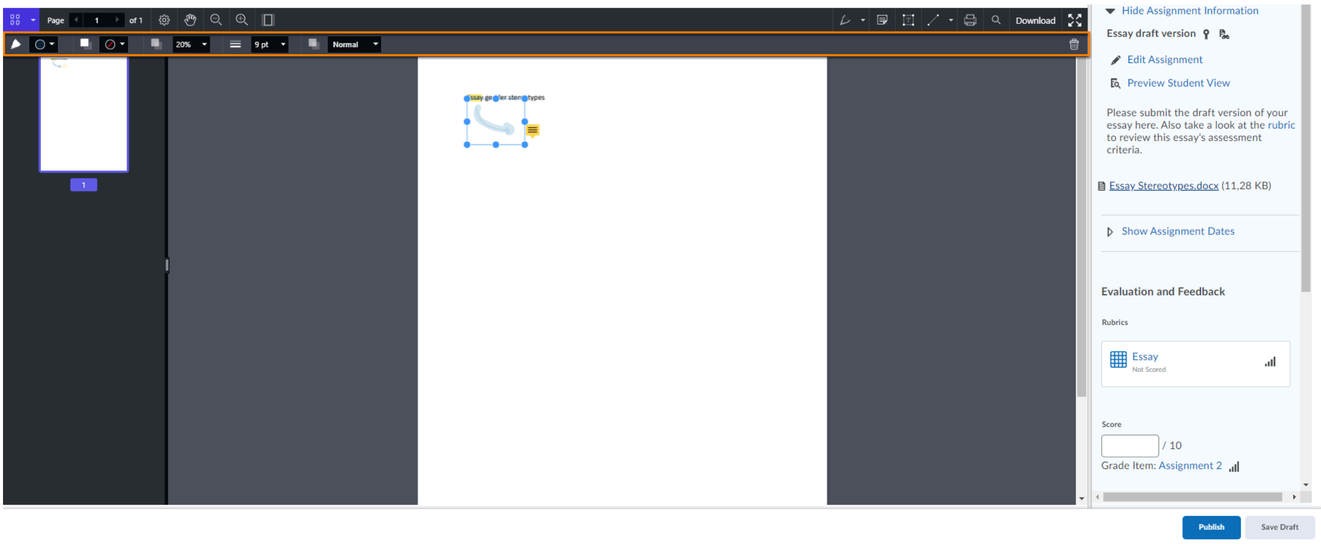


1. Select the text you want to assess. Right above the text a bar will appear with several options: You can mark the selected text, cross it out or underline it with either a straight line or a curved line.

   At the top you will see a dark gray bar.
2. On the left side you can:
   - add a navigation window or bookmarks to the document to create more overview;
   - navigate between the pages;
   - adjust the page view and rotate the page under the settings icon;
   - replace your cursor with a hand icon you can use to scroll the page;
   - zoom in and out;
   - edit the text across the screen.
3. On the right side you can:
   - switch between the ink highlighter (**Highlighter**), a pen (**Ink**), the text marker (**Highlighter**) and an eraser (**Eraser**). With these tools you can write, draw or erase parts in the assignment. **Note: with the eraser you can only delete drawed annotations, not the annotations of the text highlighter.** Click the arrow to switch tools;
   - add notes (**Note**). Click on the note-icon and then click on the spot in the assignment where you want to add the note. You can now enter your feedback. Note that a note will only be visible if you move your cursor on top of the note. This means that you can add many notes without compromising the readability of the document;
   - add a text box. Click on the text box icon and then click on the spot in the assignment where you want to add the text box. You can now enter your feedback. Contrarily to the notes, a text box will always be visible. If you want to

keep your document readable you have to use fewer text boxes. However, they do stand out more;
- add lines, arrows and frames. Click on the arrow to switch documents;
- print the file including the annotations;
- search within the file;
- download the file with the annotations as a PDF-file;
- open and close the file in full screen mode.

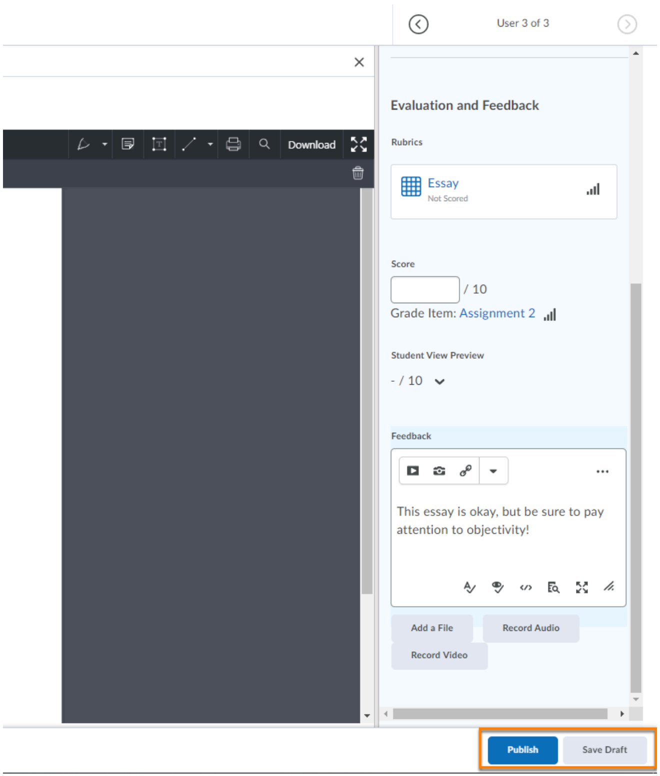
When you add notes (**Note**), the note will be checked for spelling mistakes by the Spell Check function of your browser.



- When you click the dark gray bar that is on an annotation or the options on the right, a light gray bar will appear below the dark gray bar. Depending on the tools of the annotation you have different options:
  - **Annotation:** change the color or style of the selected annotation. You can also change the background colour and font;
  - **Highlighter/pen:** change the color and density of the highlighter and pen. You can also change the background colour and font;
  - **Note:** change the color of the notes and the icon signaling a note. Note that this allows you to create a difference in the type of note you are using. (*for example when a student needs to add an additional blank line you can use a different icon than you would use when a student needs to alter their text);*
  - **Text box:** change the font, text size and color of the text boxes;
  - **Line/arrow/frame:** change the color, density and style of the lines, arrows and frames;
  - You can delete an annotation by clicking on the trashcan icon on the right.

Brightspace remembers your chosen preferred settings. When you select the desired settings for the tool you do not need to set them up again when you use the tool a next time.

Publishing Feedback



- On the right side it is possible to add an assessment and feedback under **Rubrics**, **Score** and/or **Feedback.** When you are finished writing the annotations, you can publish the feedback.
- Click on **Publish** to publish the feedback, allowing the student to see it.
- Click **Save Draft** to save the draft while you are working on it. If you click **Save Draft** you can resume the assessment at a later moment; students cannot yet see it.

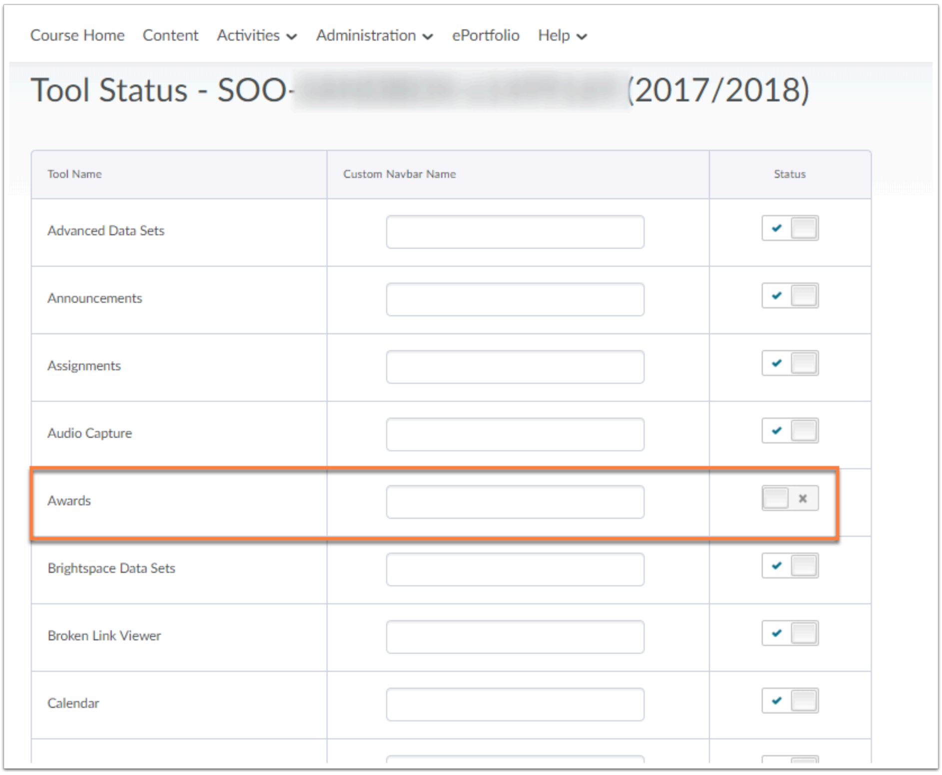
How do I create Awards and how do I add an Award to my course? Administration | Awards

Awards

You can use awards to reward students for skills or behavior that is not assessed, but useful and desired. You can also use awards to reward a student for a certain score. This way the awards can be a motivation for a student to learn a lot, display specific behavior or develop a certain skill. For each award you create, you can specify for which course you want to use it and whether other teachers can use the awards for their course. You can also add awards that other teachers have created to your own course if they are sharing it.

You have to turn on the Awards function in Brightspace before you can use it.

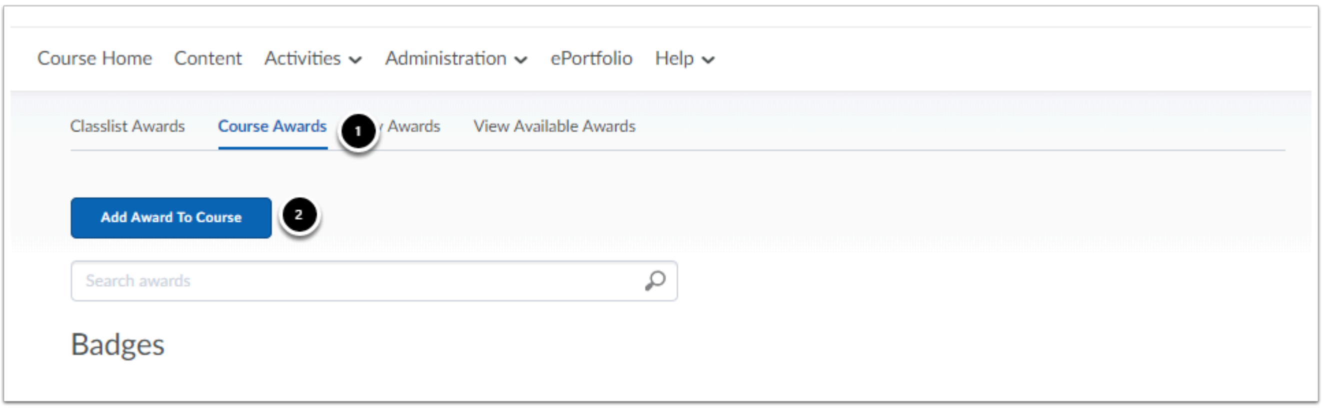
- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Then click **Tools** under **Administration.**



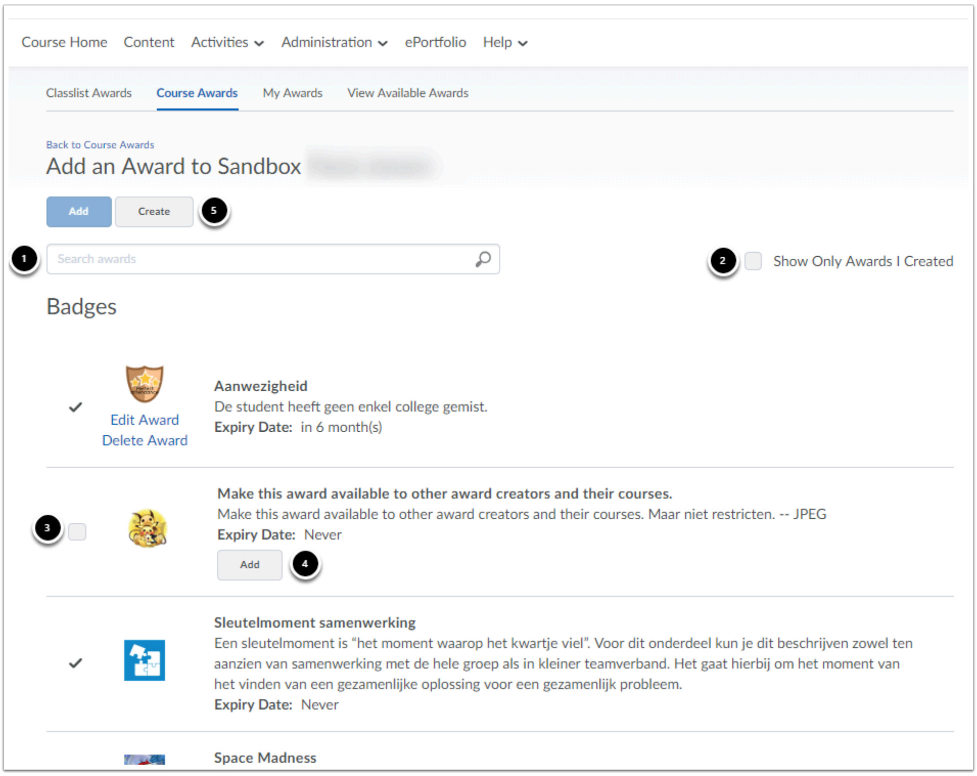
- You will see that **Awards** has a cross instead of a check mark. Click on the cross to turn the function on. Instead of a cross, a check mark will now appear.
- Refresh the web page. Click **Administration** in the navbar of your course. **Awards** will now appear in the list.

Creating awards and/or adding them to your course

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.** You will navigate to the tab **Classlist Awards**, where you will find an overview of all the participants in your course and the awards they have received.

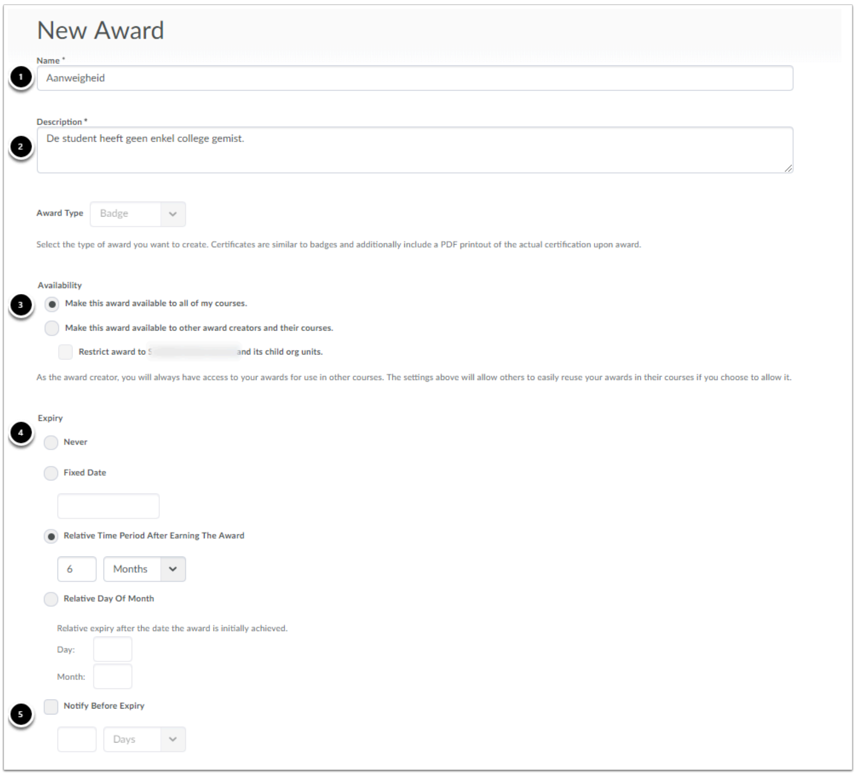


1. Click **Course Awards** (second tab). Here you will find all the rewards you have already used in this course.
2. Click **Add Award To Course** to create a new award and/or add it to your course.



You will see an overview of existing awards that you can add to your course. These are awards that you have previously created, or that have been created by colleagues and made accessible for others.

1. Use **Search Awards** to easily find the desired awards.
2. Select **Show Only Awards I Created** if you only want to see your own awards.
3. If you want to add an existing award to your course, select it.
4. Then click **Add.** Awards you have previously added to your course have a check mark.
5. Click **Create** to create a new award. You will now navigate to the **New Award** page.

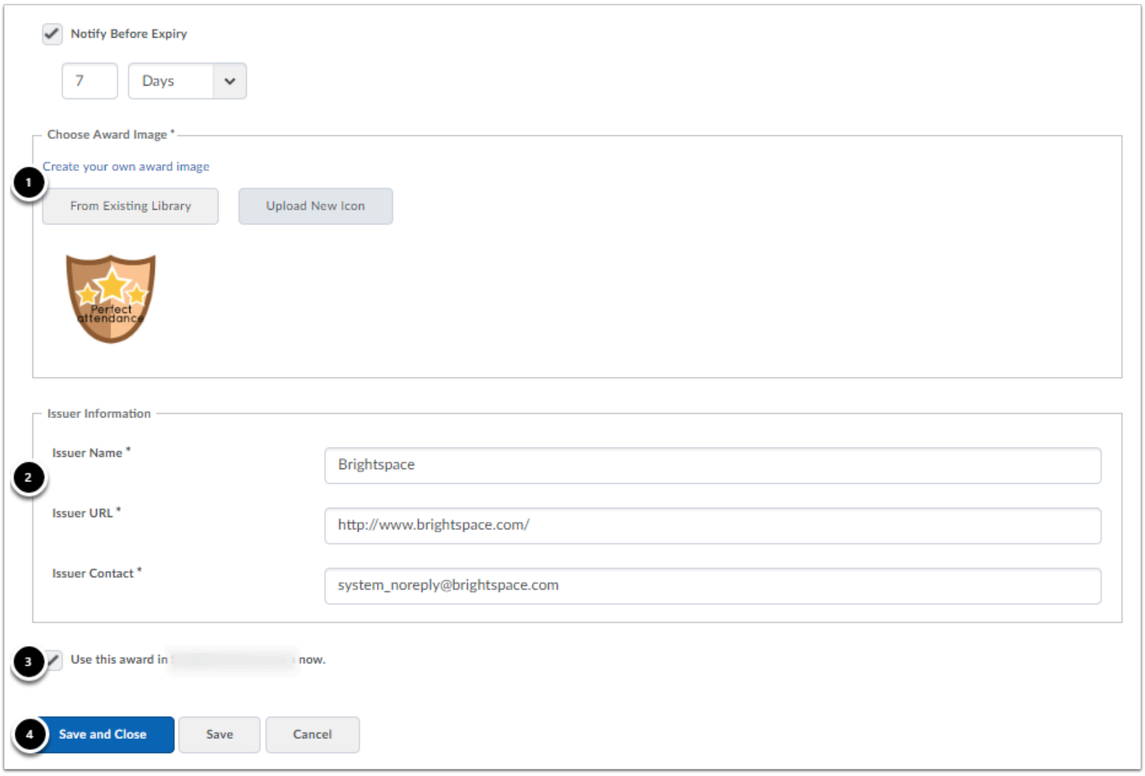


1. Give the award a title.
2. Use **Description** to describe that the award entails, i.e. why students deserve this award. Note that students can see this description.
3. Use **Availability** to select who can use this award:
   - **Make this award available to all of my courses**: only you can use this award in all your courses.
   - **Make this award available to other creators and their courses**: other teachers can use this award in their course. Note that using this option also means that all of the teachers that use Brightspace can use and modify this award. It is not advised to use this setting.
   - Select **Restrict award to** [current course] **and its child org units** if other teachers can only use this award in the current course.

4. Select whether the award can expire using **Expiry.**
   - **Never:** the award cannot expire and will always remain visible for the student.
   - **Fixed Date:** the award will expire on a certain date at midnight. Note that when the award transpires it becomes transparent for the student.
   - **Relative Time Period After Earning The Award**: the award expires a certain amount of time after it was awarded. You can use the drop-down menu to select whether it should be days (**Days**), weeks (**Weeks**), months (**Months**), or years (**Years**). Use the field to fill out the number of days/weeks/months/years.
   - **Relative Day of Month**: the award expires a certain amount of days and months after it was awarded. Note that if you do not specify a day, the award will expire on the last day of the specified month.

5. Select if you want student to be notified a certain amount of time before the award expires. You can use the drop-down menu to select whether it should be days (**Days**), weeks (**Weeks**), months (**Months**), or years (**Years**). Use the field to fill out the number of days/weeks/months/years.

- If you make the award available for everyone then that means that all teachers at the RU can use the award. They cannot edit the award.
- As the creator of an award you will always have access to all awards you have created, regardless of the course you created them in. **When you make a change in an award that you are using in multiple courses, the change will be visible in all these courses!** If you edit an award it changes everywhere, also at the places where you have already used the award.



1. Use **Choose Award Image** to choose the image for your award:
   - Click **From Existing Library** to use an image from your database.
   - Click **Upload New Icon** to use an image from your computer. Note that the ideal size is 100x100 pixels.
   - Click **Create your own image** to [create a new award in the Classic Badge Designer.]()
2. Use **Issuer Information** to enter information about who is the issuer of the award.

- **Issuer Name**: this is the person that issues the award. When you share the award with co-workers and/or use it in multiple courses, it can be useful to choose a simple name. It is advised to use Radboud University, but you could also use the name of the course or faculty.
- **Issuer URL**: this is the correct URL by default; (http://www.brightspace.com/).
- **Issuer Contact**: this is the correct contact by default; (system_noreply@brightspace.com).

3. Select **Use this award in** [current course] **now** to immediately add the award to the current course. If you do not want to add it right now, you can always do so later.
4. Click **Save and Close** to save the award and return to the **Course Awards** page. You will now see the new award in your overview.

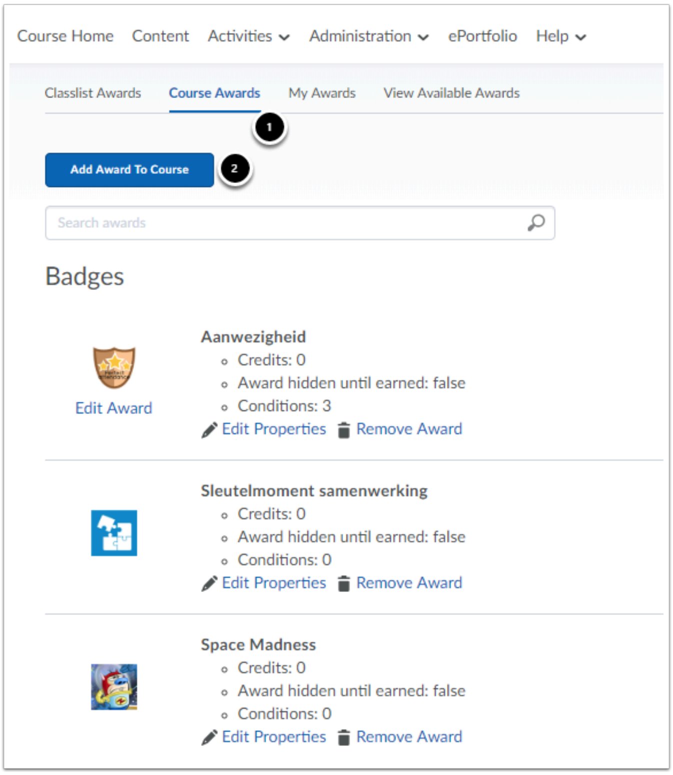
Removing awards from Brightspace

To remove an award from Brightspace, use **Delete Award.**

⚠ You have two options to remove an award: **Remove Award** or **Delete Award.** Please note that these are two different options!

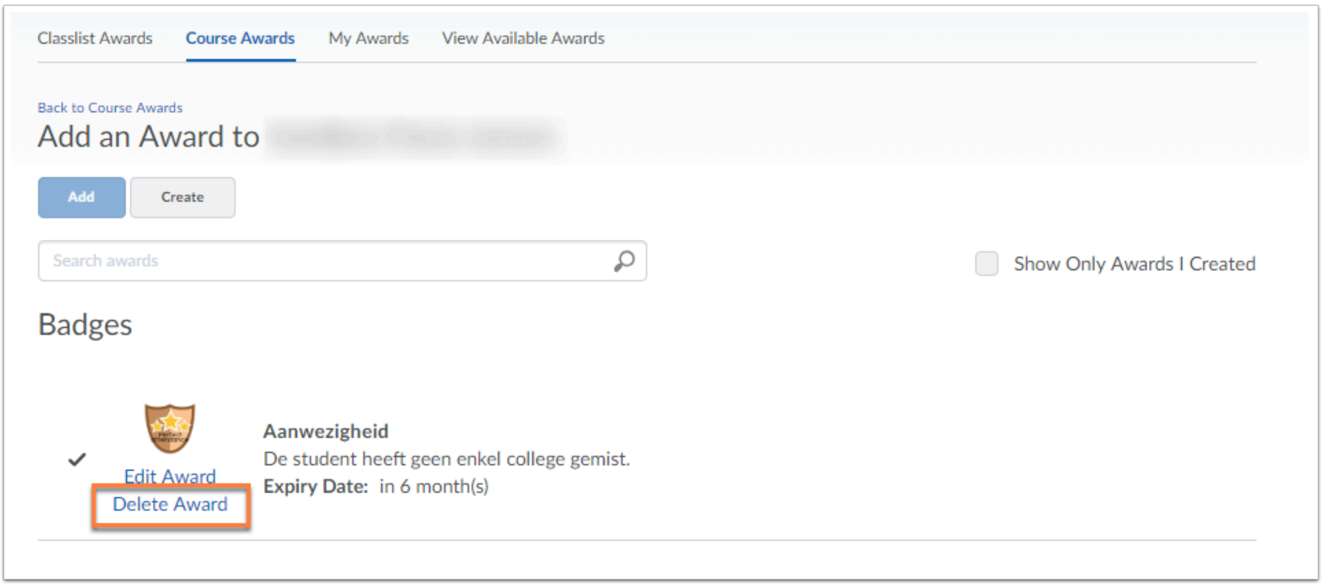
- **Remove Award** only removes the award from the course. If you or other teachers are using the award it another course, it will not be removed from that course. Only when the award has been deleted from the system you will receive a notification saying you can no longer use the award in the future.
- **Delete Award** can be used to remove the award from the entire system, i.e. remove it from Brightspace completely. The award will remain in the courses it is currently used it, but you or other teacher can no longer re-add the award to this or another course.

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**



1. Click **Course Awards**.
2. Click **Add Award To Course**.

If you use the option **Remove Award,** which is next to each award, you will remove the award from the course, but not from Brightspace.



- Search the desired award and click **Delete Award.** You will see a notification in your screen which you need to confirm.

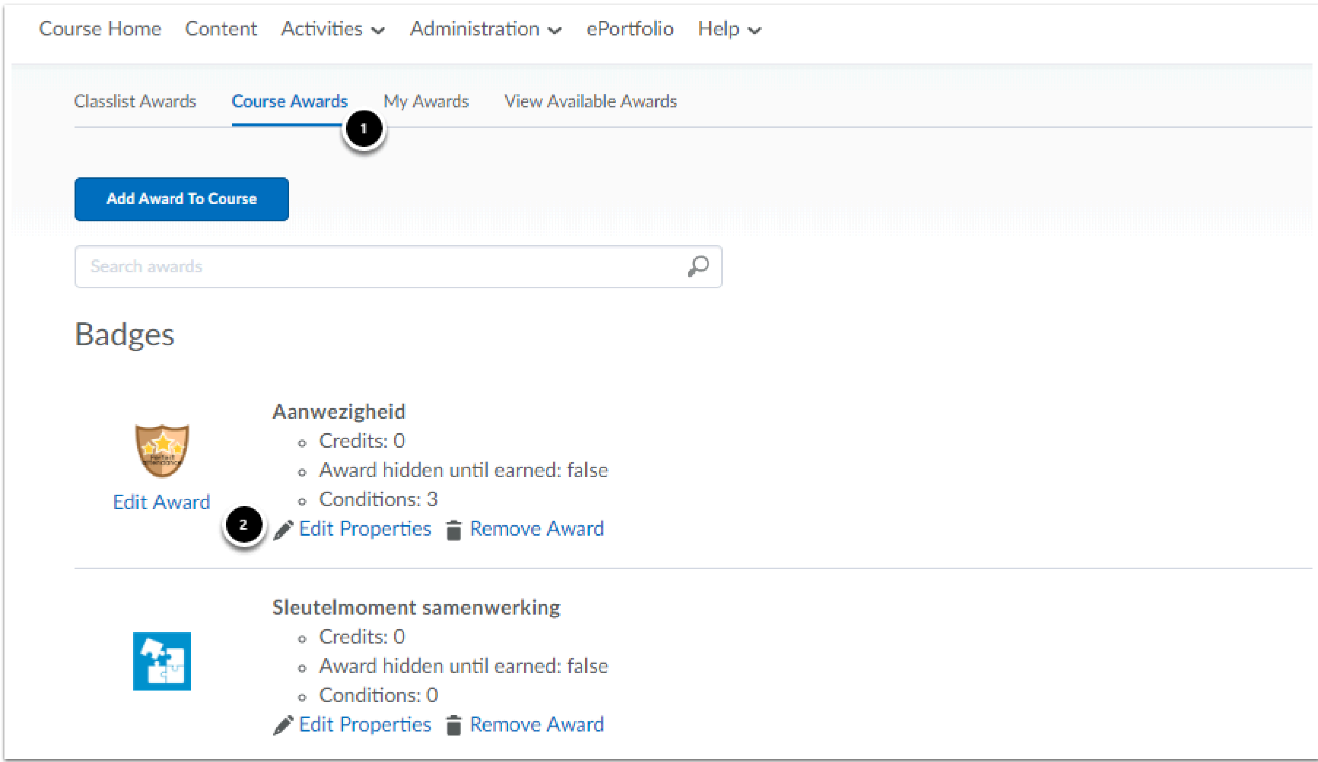
> ⚠ If you remove an award, it will remain on the pages of the students you have assigned it to. To remove the awards from their pages too, you will have to revoke it first.

How do I issue Awards to students and how do I edit Awards? Administration | Awards

Issue award automatically

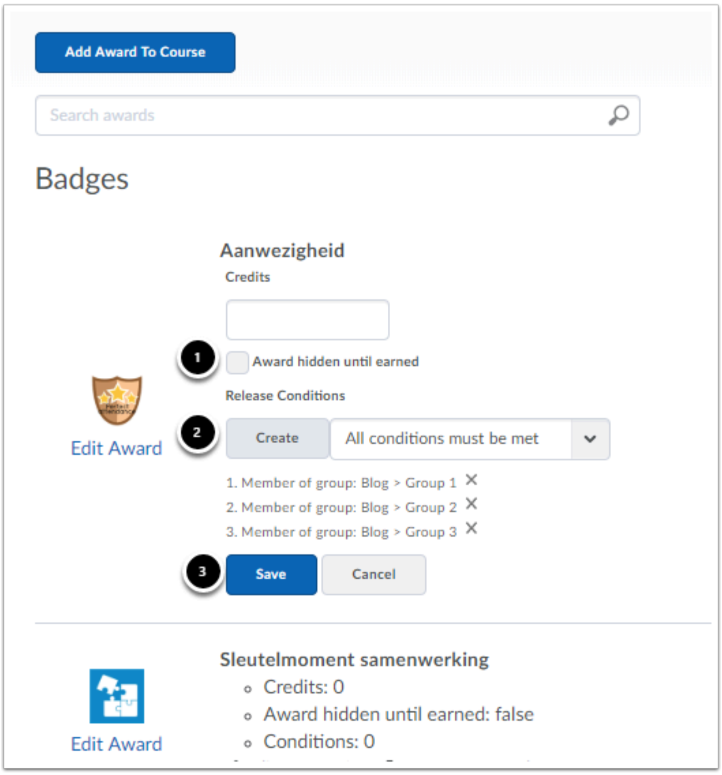
It is possible to let Brightspace automatically issue an award to a student if the student has received a certain score or has finished a certain component. To set this up, you have to attach release conditions to the award.

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**



- Click **Course Awards**.

- Click **Edit Properties**.



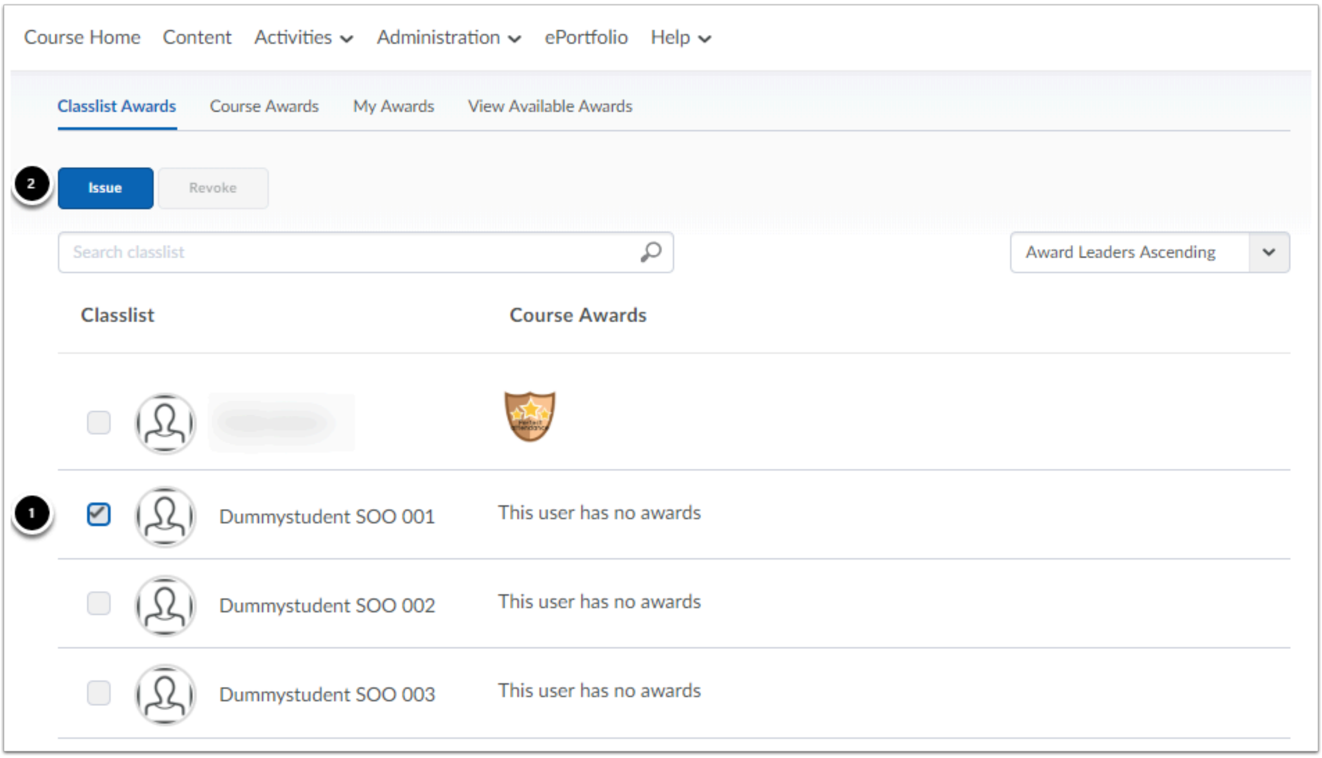
1. Select **Award hidden until earned** if you do not want the students to see the award until they have earned it.
2. Click **Create** under **Release Conditions** to add release conditions. If you add multiple release conditions, you can use the drop-down menu to select whether a student has to meet all release conditions (**All conditions must be met**) or one of them (**Any conditions must be met**).
3. Click **Save.**

You can also add credits to an award by using **Edit Properties.** These credits are not related to any credits in Grades and you cannot attach any release conditions to them. That is why you have to leave the field below credits empty.

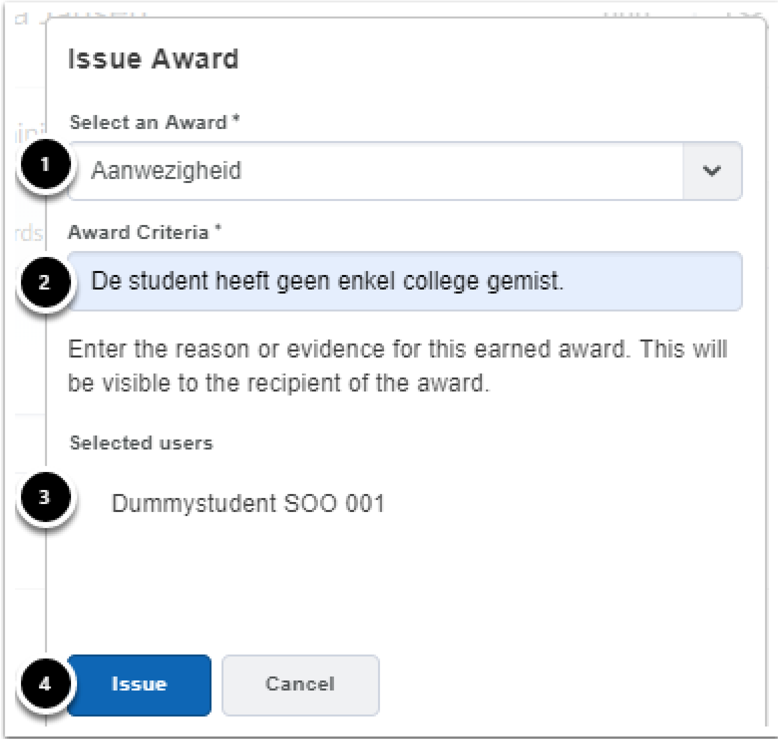
If you use intelligent agents, you can use the awards as a release condition. *For example, this would allow a student to receive an e-mail if they have earned an award*. You cannot use intelligent agents to initiate automatic issuing of awards, however.

Issue award manually

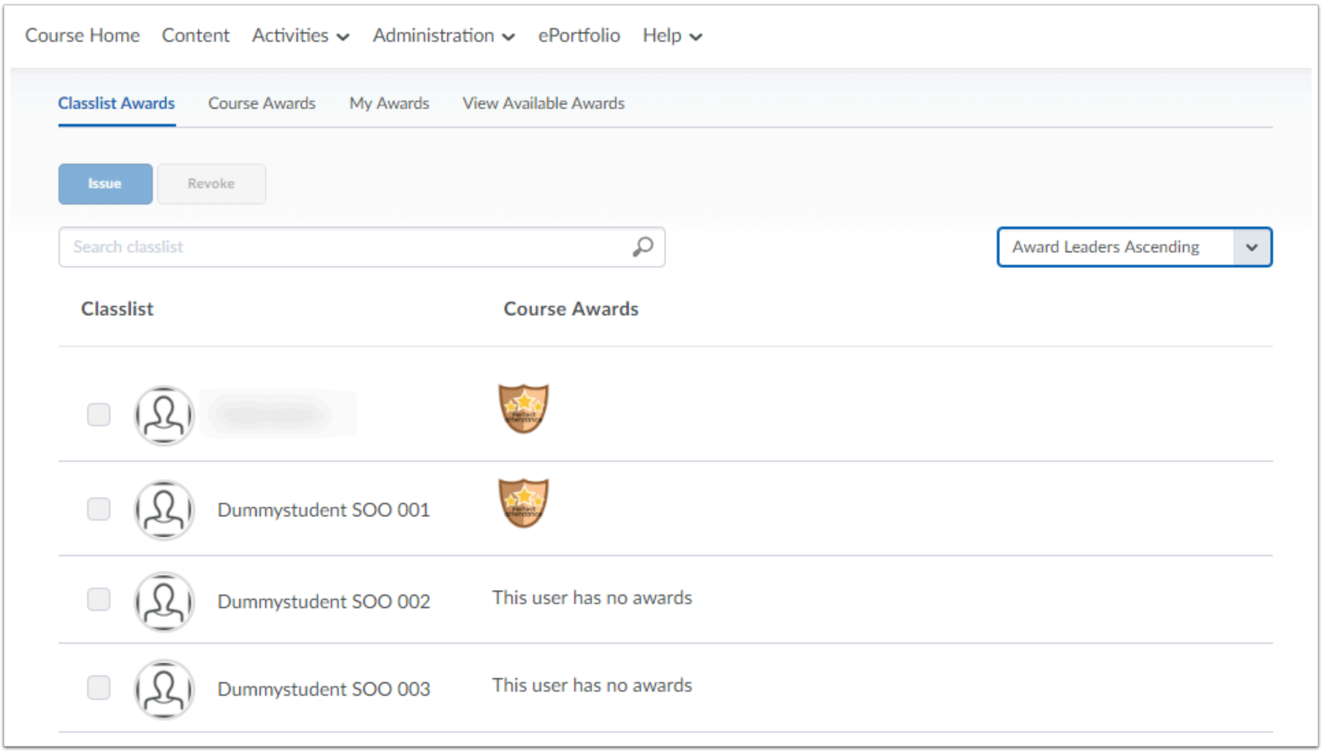
- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**



1. Select the students you want to assign the award to.
2. Click **Issue.**



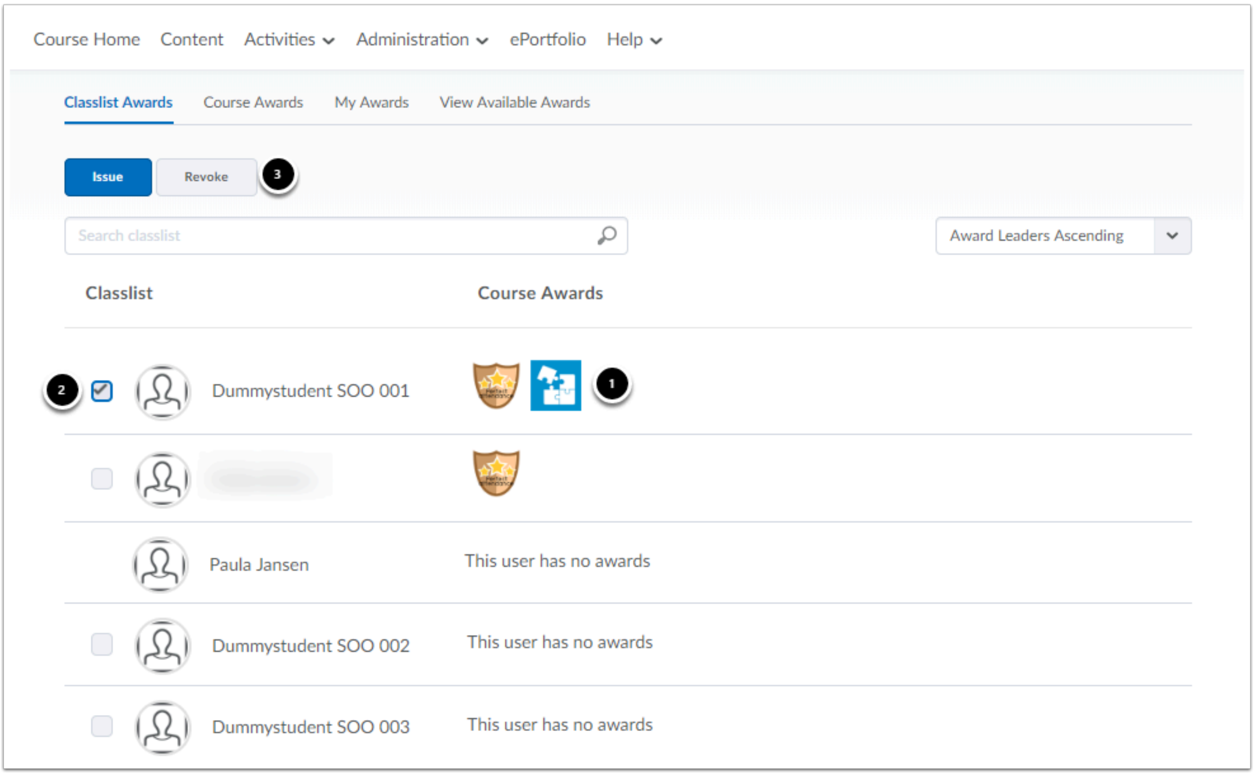
1. Use the drop-down menu to choose which award you want to issue.
2. Enter the reason for issuing the award.
3. You can see which students you have selected under **Selected users.**
4. Click **Issue.** You will now return to the overview.



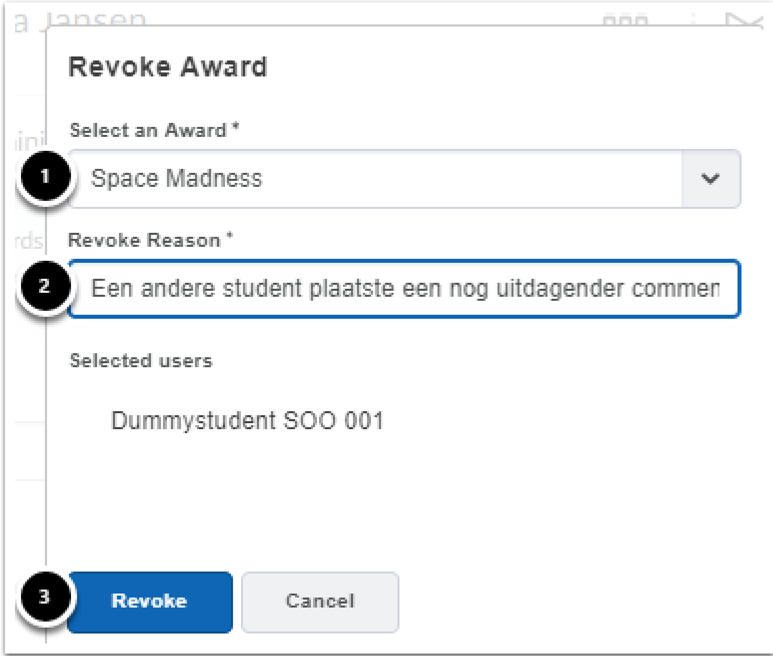
The overview will now show the award you have issued to the selected students.

Revoke awards

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**



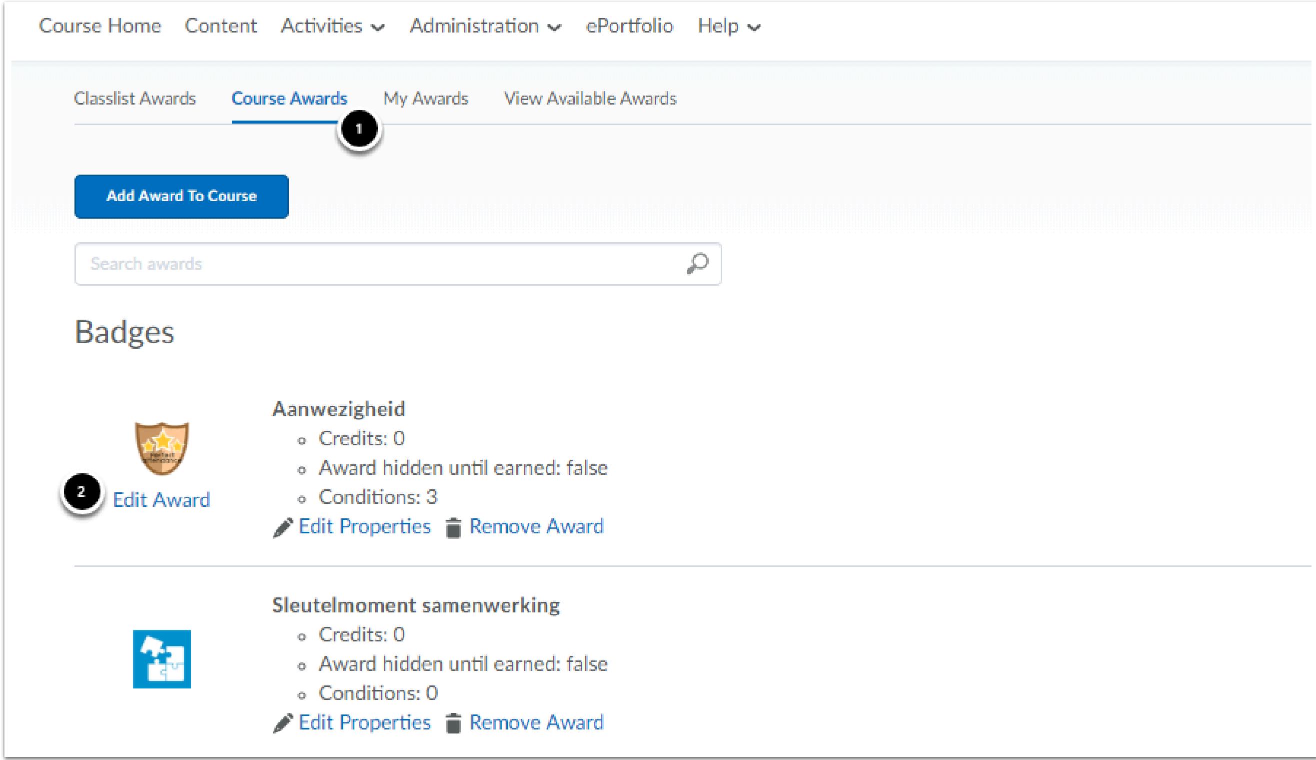
1. If you want to revoke an award for one student, click the award you want to revoke. A new window will open; click **Revoke.**
2. If you want to revoke the same award for multiple students, select the students.
3. Click **Revoke.**



1. Use the drop-down menu to select which award you want to revoke.
2. Enter the reason.
3. Click **Revoke.**

Edit awards

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**



- Click **Course Awards**.
- Click **Edit Award**. You will navigate to the **Edit Award** page, where you will find the same options you have when you create an award. Note that you can only edit awards that you have created yourself.

> When you edit an award, the changes you make will be visible everywhere you use the award. The changes that you have made will also be visible in the awards you have already issued.

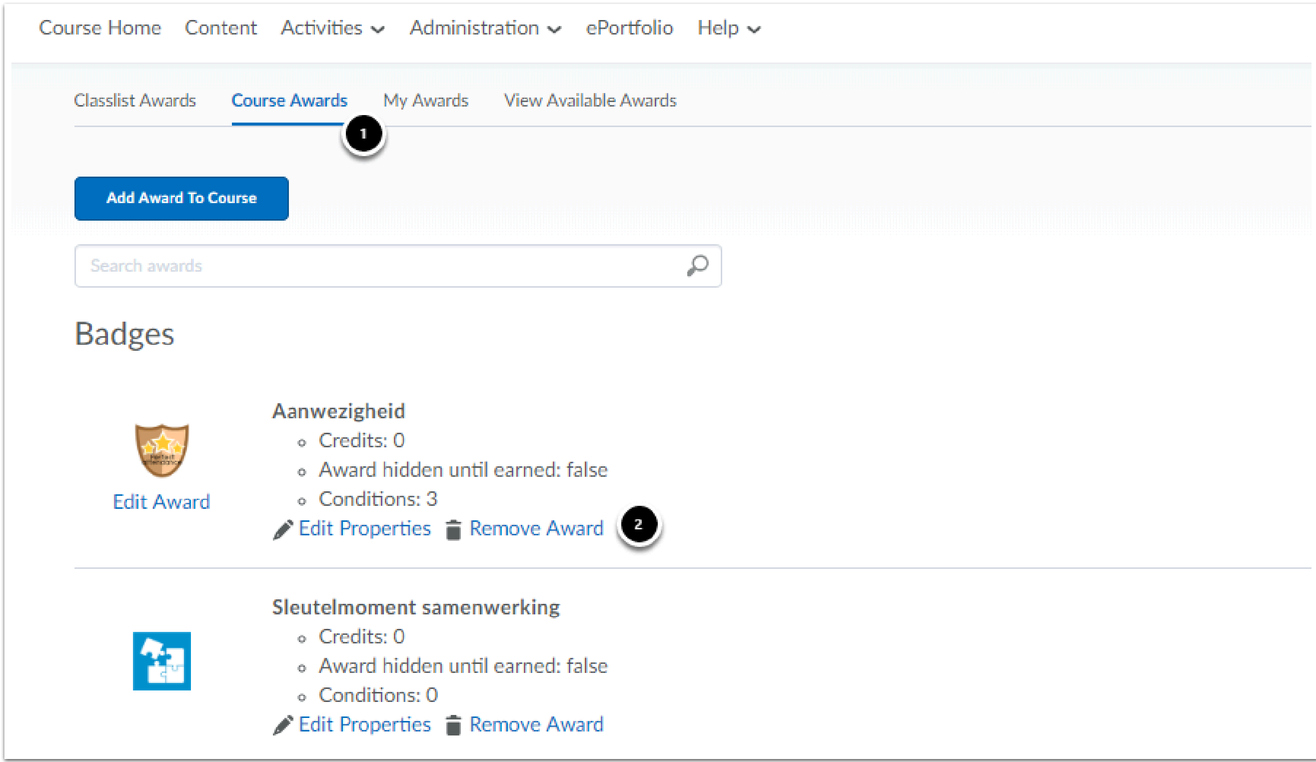
Remove awards from the course

You can use **Remove Award** to remove an award from your course.

> You have two options to remove an award: **Remove Award** or **Delete Award.** Please note that these are two different functionalities!

- **Remove Award** only removes the award from the course. If you or other teachers are using the award it another course, it will not be removed from that course. Only when the award has been deleted from the system you will receive a notification saying you can no longer use the award in the future.
- Delete Award can be used to remove the award from the entire system, i.e. remove it from Brightspace completely. The award will remain in the courses it is currently used it, but you or other teacher can no longer re-add the award to this or another course.

- Navigate to **Administration** in the navbar of your course.
- Click **Awards.**

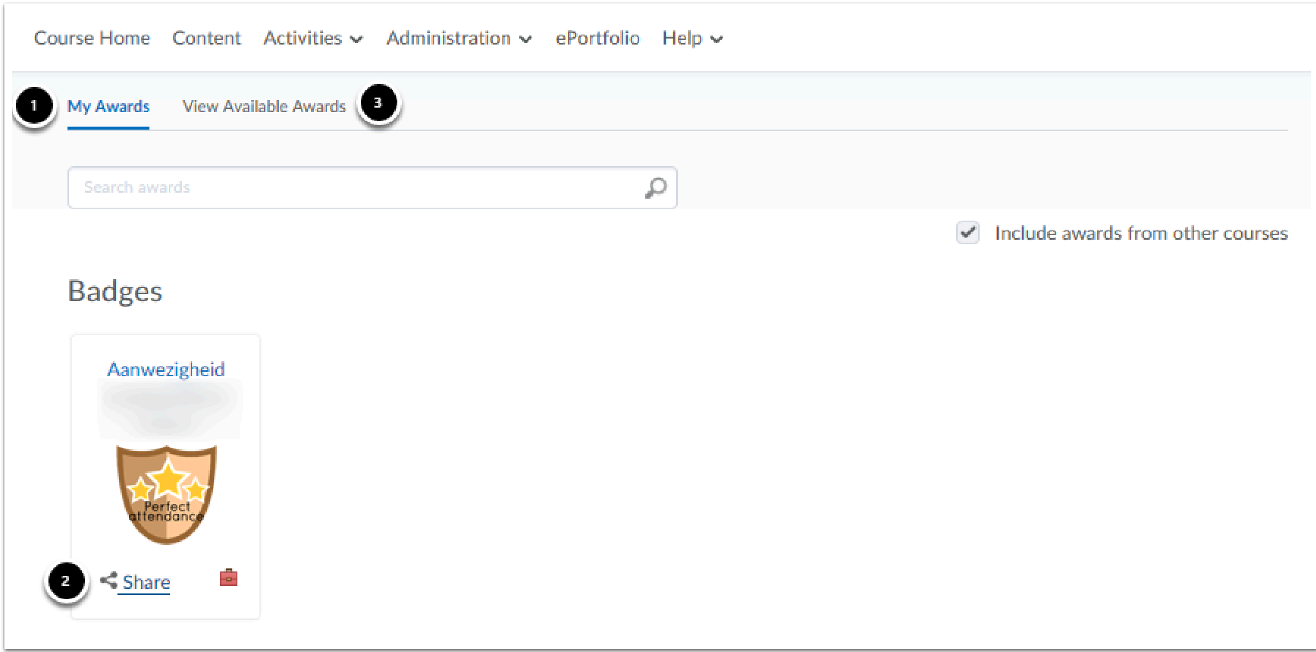


- Click **Course Awards**.
- Click **Remove Award** to remove the award from your course. Note that this will not remove the award from Brightspace. You can add the award to your course again by using **Add Award To Course**.

When you remove an award, the award will remain visible for the students it has been issued to. If you also want to delete the already issued awards, you have to revoke them first.

Awards and ePortfolio

If you issue an award to a student, they will receive a notification when they open Brightspace (this can take a couple of minutes). Student can then add the award to their ePortfolio.

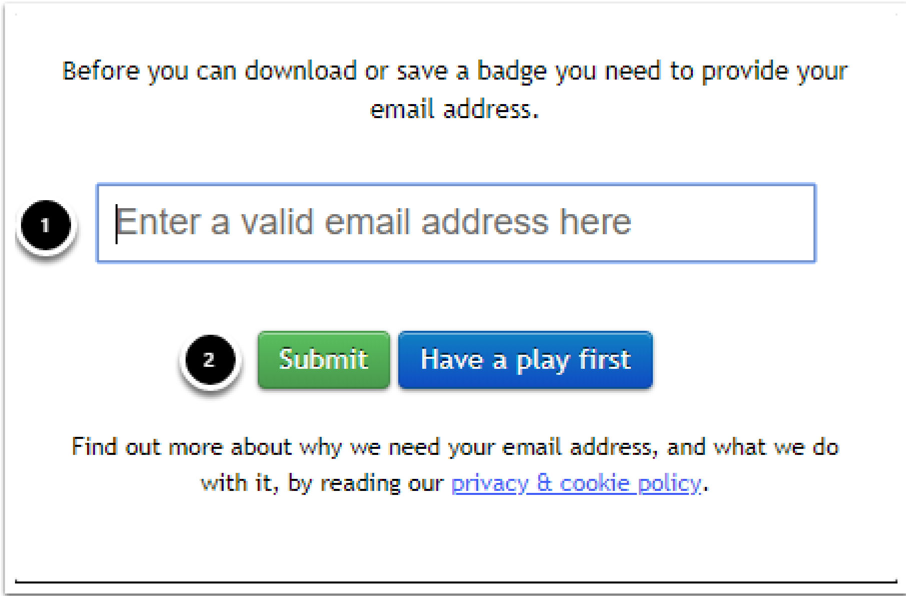


1. Students can see which awards they have earned under **My Awards.**
2. By clicking **Share,** they can add the award to their ePortfolio. They can also use **Share** to remove the award from their ePortfolio. Note that there will appear an icon of a red bag in the award if a the student has added it to their ePortfolio.
3. Students can see which awards they can achieve and what they have to do to get them under **View Available Awards**

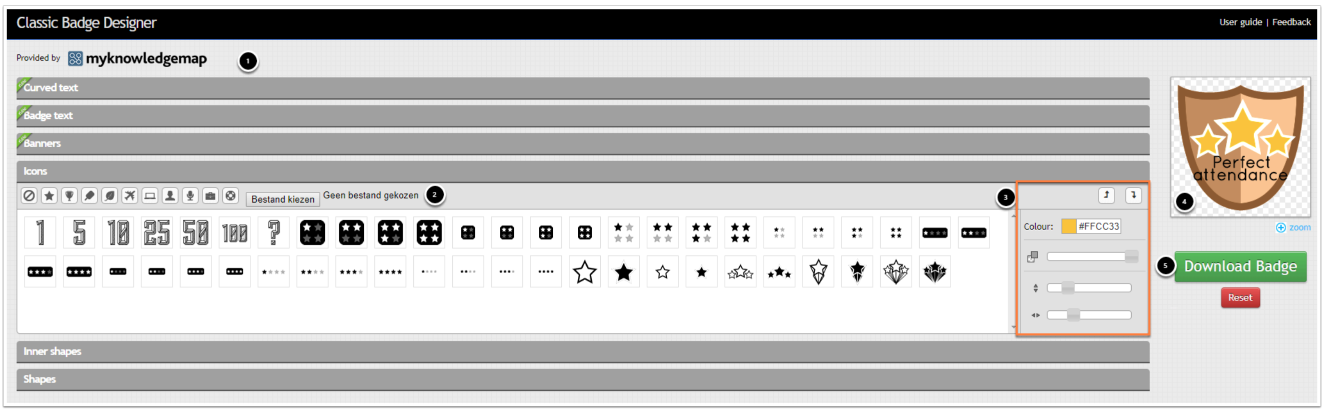
When a student has added an award to their ePortfolio, they can edit it in the ePortfolio. The changes are only visible for themselves.

How do I design an Award with Classic Badge Designer? Administration | Awards

You can use the Badge Designer to create an award out of existing components. You can also use images on your computer. You can access the Badge Designer by clicking **Create your own award image** when creating an award, or go directly to https://www.openbadges.me/designer.html.



1. Enter your e-mail address.
2. Click **Submit**.



1. You will see six different components you can add to your award.
   - **Curved text**: text shaped like an arch.

- **Badge text**: straight text.
- **Banners**: add a banner.
- **Icons**: add an icon.
- **Inner shapes**: add a simple shape.
- **Shapes**: add a shape that will be the main shape of your award.

2. The bar below the name of the component will provide you with several options:
   - Use **Curved text** to change the color of the text, the shape of the arch, the font, the style and the size of the text.
   - Use **Badge text** to change the color of the text, the font, the style and the size of the text.
   - Use **Banners**, **Icons**, **Inner shapes** and **Shapes** to switch between the tabs and see more shapes. Note that the icon of a circle with a bar will remove the shape you used for your award.
   - Use **Icons** and **Shapes** to select a file from your computer (**Select file)** to use in your award.

3. Use the arrows and the bars to navigate between the different subjects or to move components in your award. (Not all functions are available for each component):
   - Click on the arrows to move a component up or down.
   - Bar with the square icon: Move the square across the bar to make the component more or less transparent.
   - Bar with vertical arrows: move the square across the bar to move the component up or down.
   - Bar with horizontal arrows: move the square across the bar to move the component to the left or right.

4. On the right you will see what your award currently looks like. If you add or change something, you can immediately see the changes here.
5. Click **Download Badge** to download your award, and then save it on your computer.

How do I give feedback with Audio and/or Video Capture?

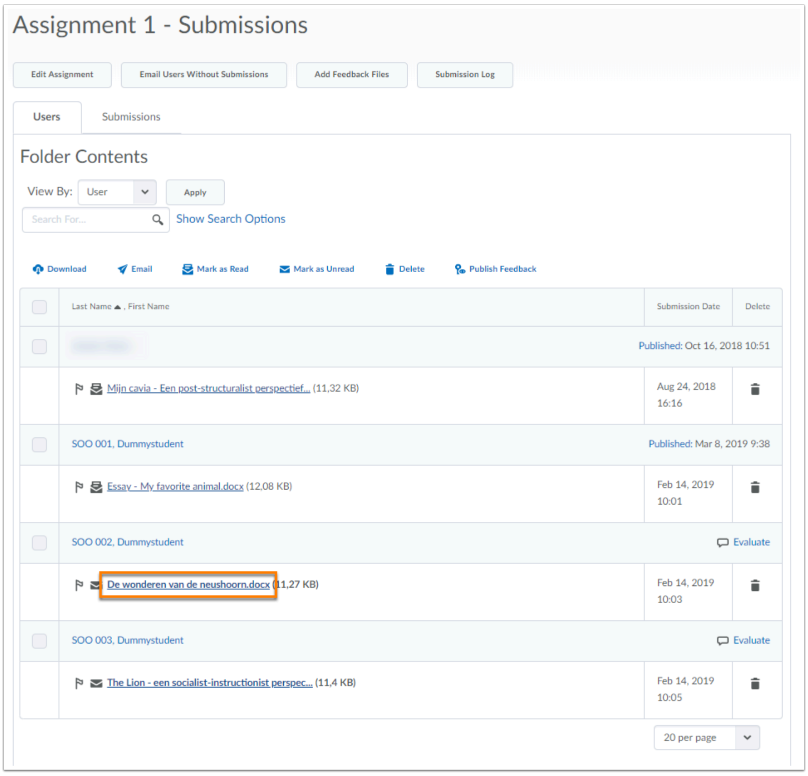
You can record and add a video message or audio message for certain components of Brightspace. This function allows you to give spoken explanations or feedback in an easy way. You can use Audio/Video Capture when:

- you are creating an assignment, *for example to give additional explanations or instructions;*
- you are assessing assignment submissions, *for example for feedback;*
- you are assessing discussion posts, *for example for feedback.*

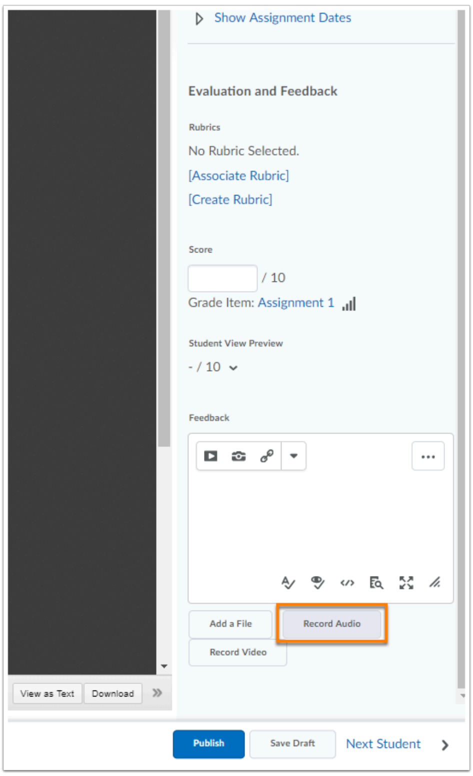
- You will need a microphone and/or a webcam if you want to record an audio message or video message. These are built-in with most laptops.
- You will also need Adobe Flashplayer. If you do not have Flashplayer yet, you can install it by going to https://get.adobe.com/en/flashplayer/.

Example: feedback for an assignment

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.**
- Click on the desired assignment.



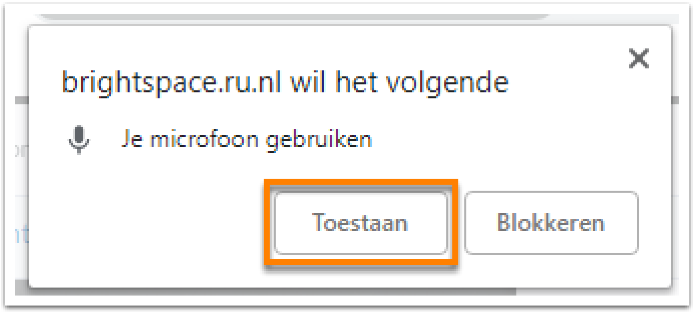
- Click the assignment you want to assess.



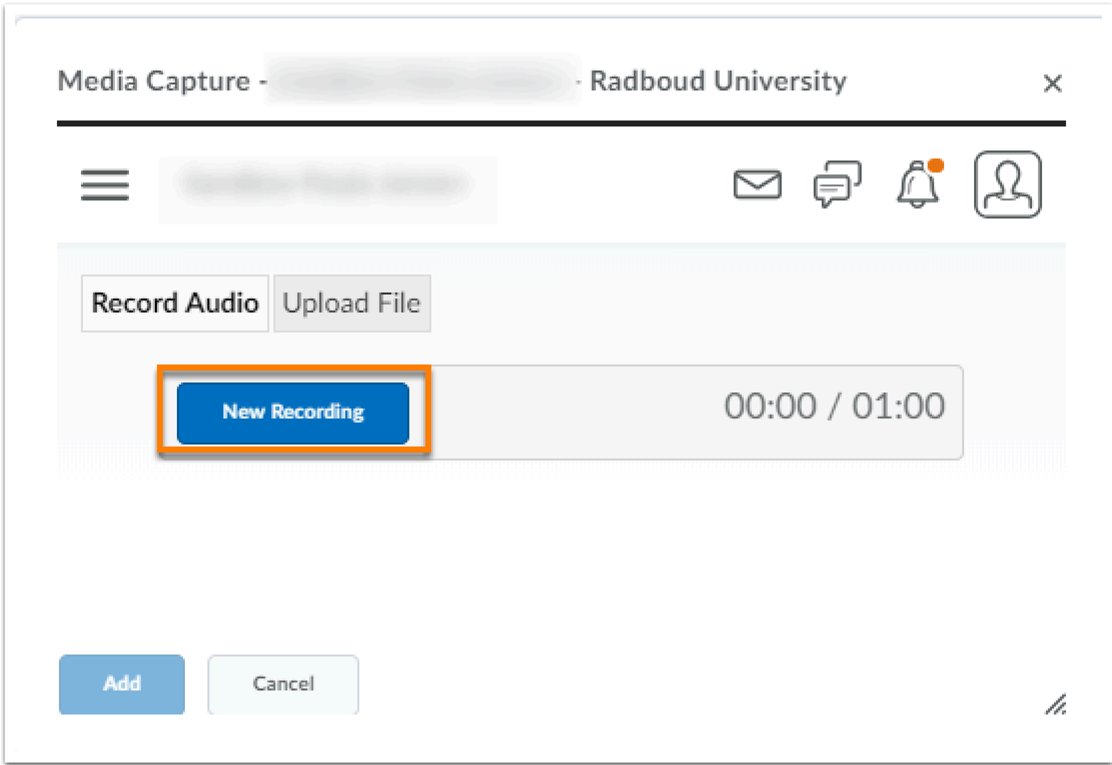
- Scroll down in the right hand bar until you reach the heading **Feedback.**

- Click **Record Audio** to record an audio message or click **Record Video** to record a video message.

Record Audio



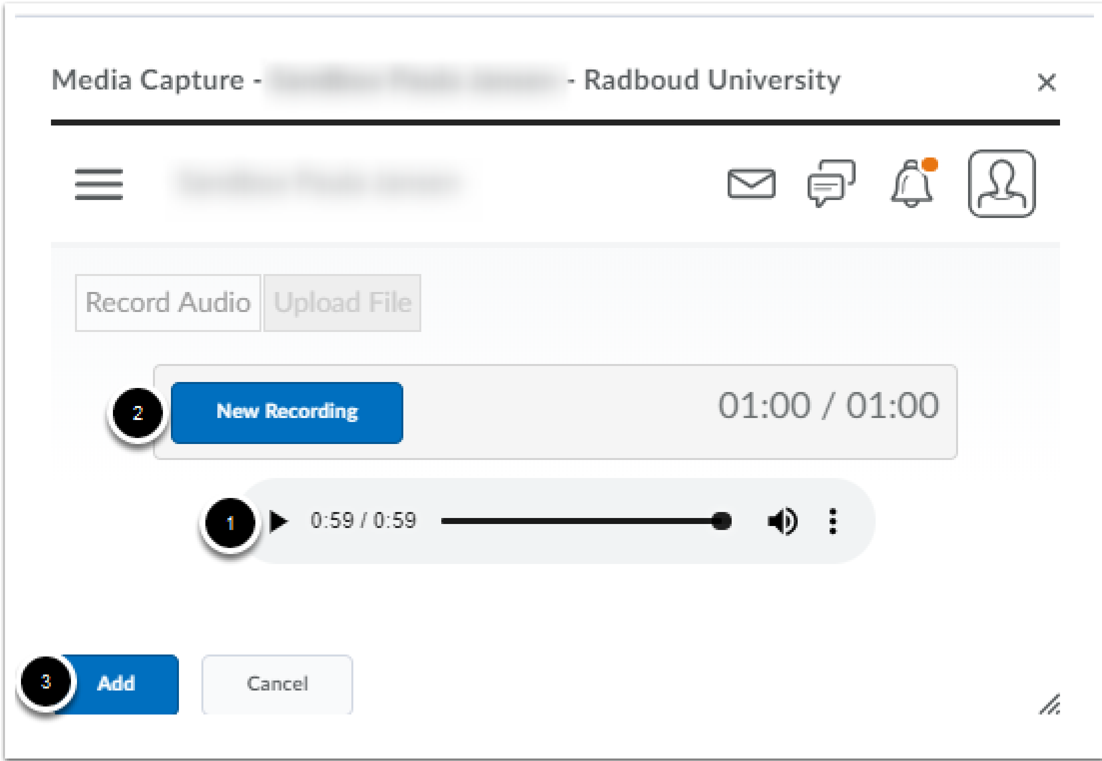
- A message will pop up; you have to give Brightspace permission to use your microphone.



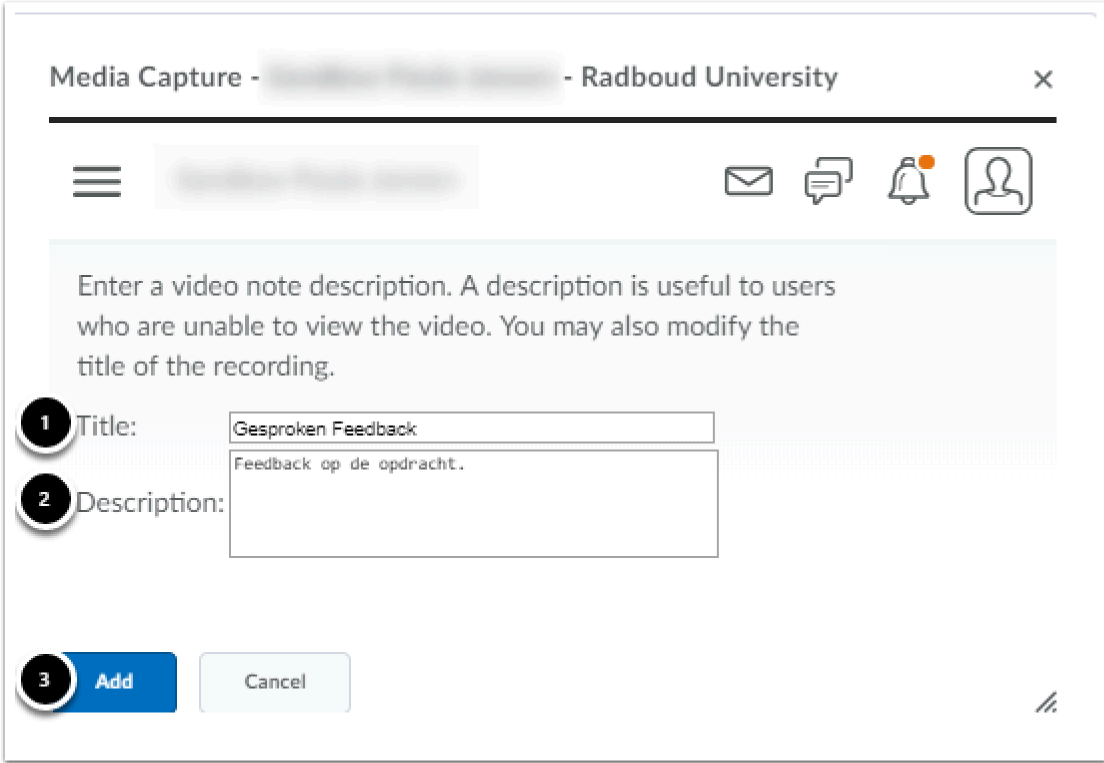
You can now start recording in a new window.

- Click **New Recording** to start recording. Click **Stop Recording** to stop recording (the stop button is the same as the start button).

> ⚠ Your recording can be one minute maximum. It will stop automatically after this time.



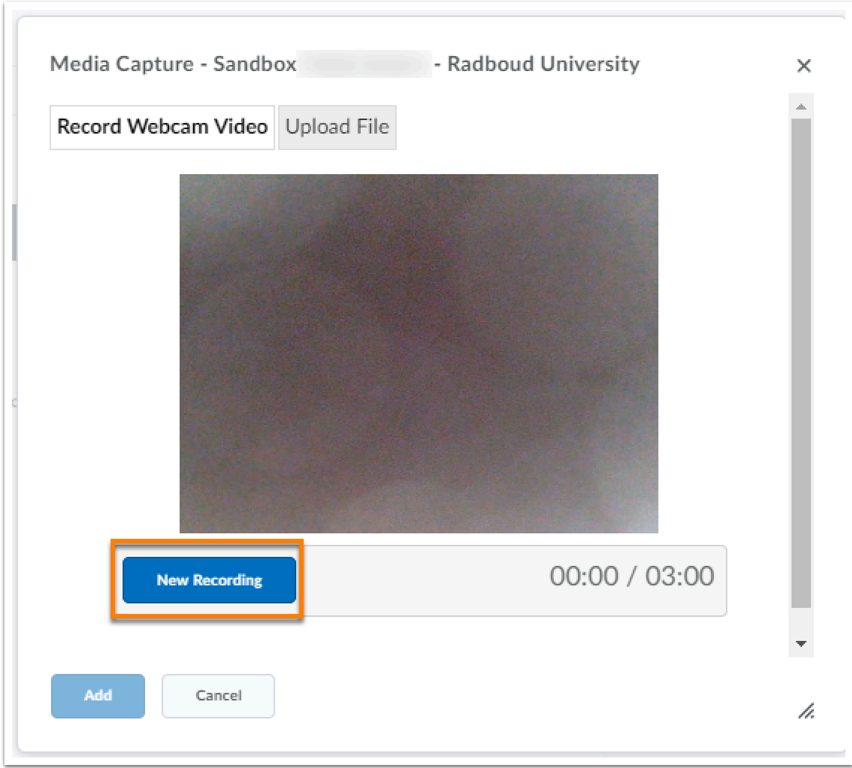
1. After ending a recording you can listen to it.
2. Click **New Recording** if you want to record the message again.
3. Click **Add** if you want to add the recording to the feedback.



1. Give a title to the recording.
2. Add a description if needed.
3. Click **Add.** You have now added a recording to the feedback.

Record Video

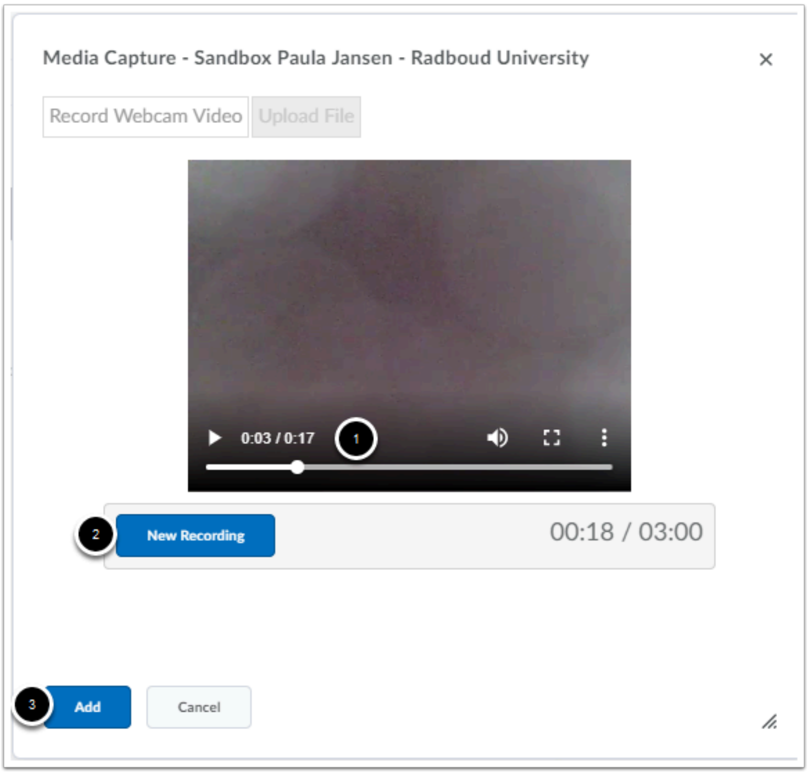
Like with the audio, you have to give permission for the use of your microphone and webcam.



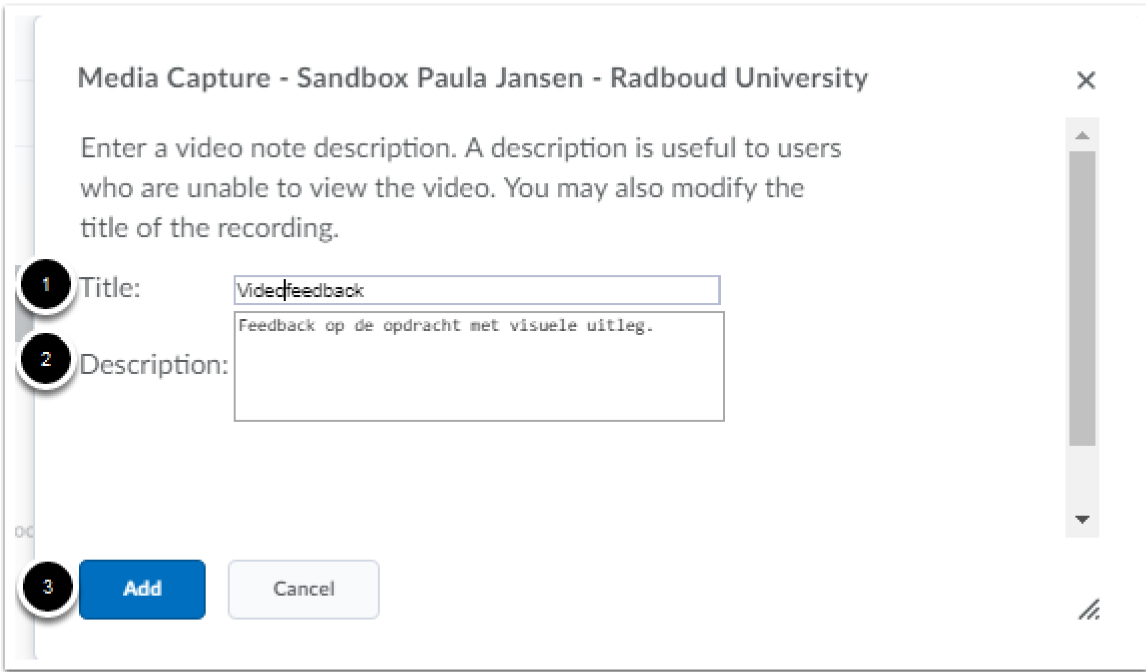
You can now start recording in a new window.

- Click **New Recording** to start recording. Click **Stop Recording** to stop recording (the stop button is the same as the start button).

⚠ Your recording can be three minutes maximum. It will stop automatically after this time.



1. After ending a recording you can view it.
2. Click **New Recording** if you want to record the message again.
3. Click **Add** if you want to add the recording to the feedback.



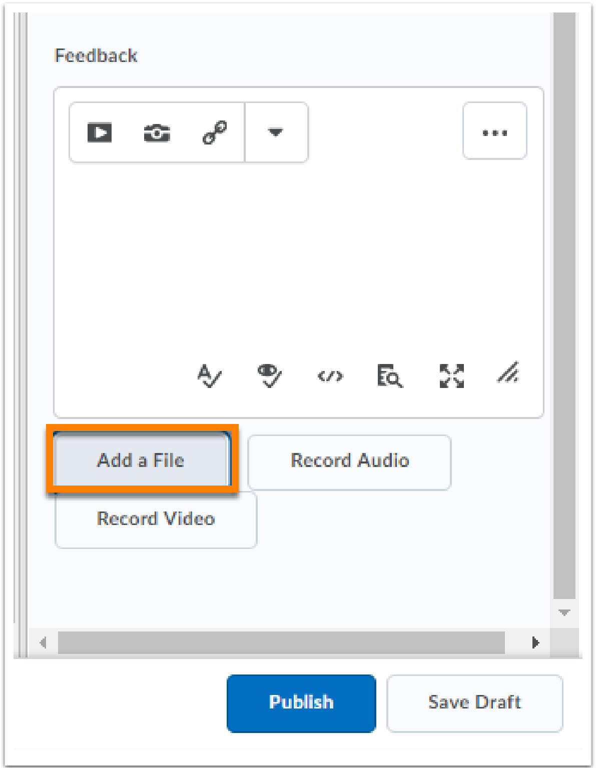
1. Give a title to the recording.
2. Add a description if needed.

3. Click **Add.** You have now added a recording to the feedback.

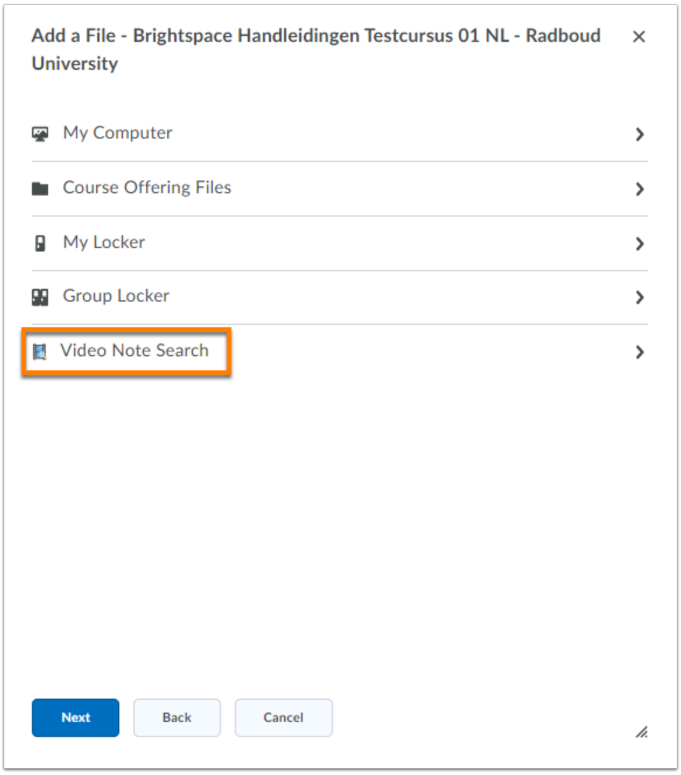
Brightspace will add audio files and video files as a HTML-file. This means you can only listen to the file if you are logged onto Brightspace. This also applies to students. Students have to open the file in the same browser as the one they used to log onto Brightspace. If you are using a Mac, the HTML-file will be downloaded first, after which you can open it and look at the recording.

Reusing a video message

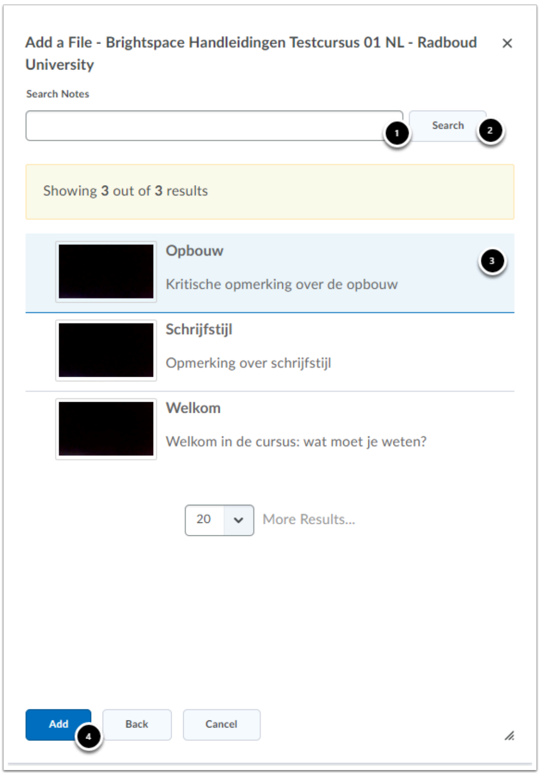
It is also possible to reuse a video message containing general feedback. This way you do not have to rerecord a message for each separate student.



- Click **Add a File.**



- Click **Video Note Search.**



1. Use the search bar to search the title of your video message.

2. Click **Search.** When you click **Search** without a search term an overview of all existing video messages will appear.
3. Select the video message you want to add as feedback.
4. Click **Add.**

Feedback and assessment: Turnitin and Urkund

How do I use Turnitin in Brightspace? Activities | Assignments

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about the use of **Turnitin** in Brightspae. A written manual can be found below the video.

[Create an Assignment](#)
[Enable Grademark® and Originality Check®](#)
[Additional setting in Turnitin](#)

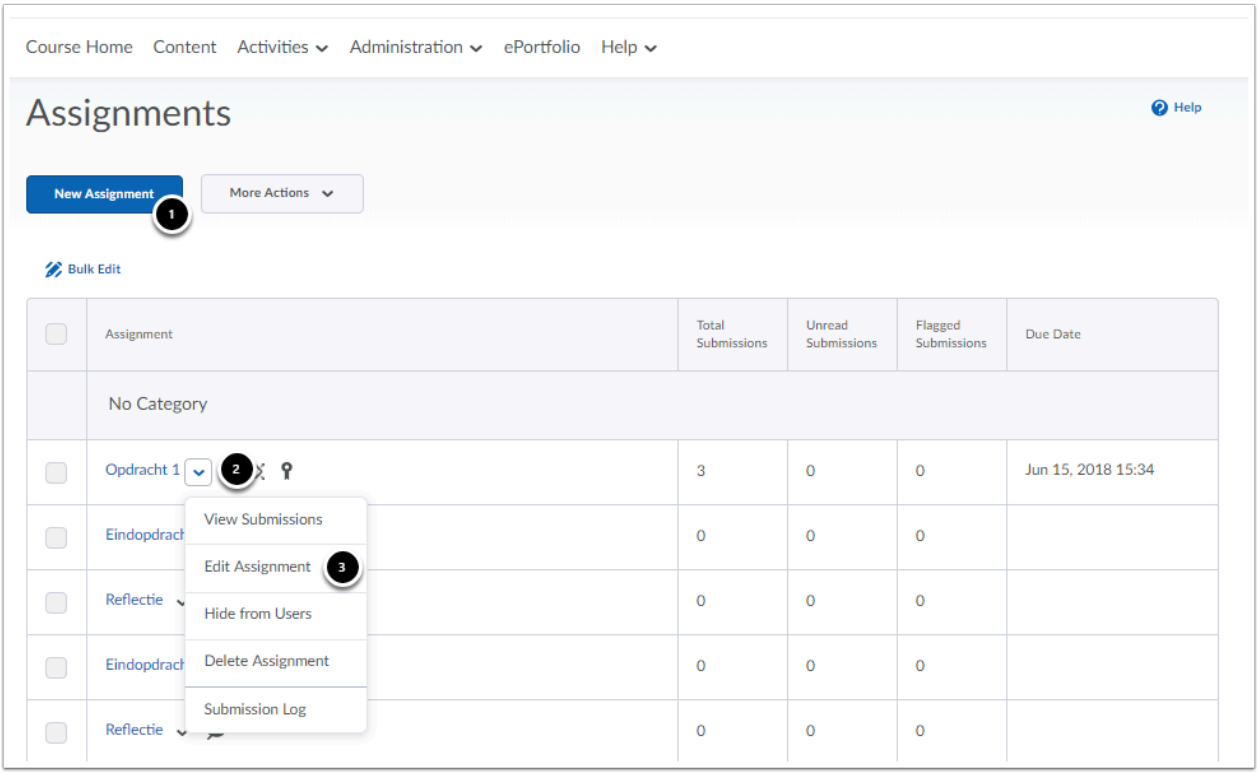
Turnitin is an external tool that has been integrated in Brightspace to assess assignments/papers/etc. and to check them on plagiarism.

- **GradeMark** is the tool with which you can provide assignments with assessment and feedback.
- **Originality Check** checks for plagiarism in Turnitin.

> ⚠ When you have chosen **Text submission** as the **Submission Type** of your assignment, then you currently cannot use Turnitin. If you want to execute a plagiarism check, you can choose **File submission** instead of **Text submission.** Students will then have to submit a document. Read more about different types of submissions in the manual How do I create an Assignment?

Create an Assignment

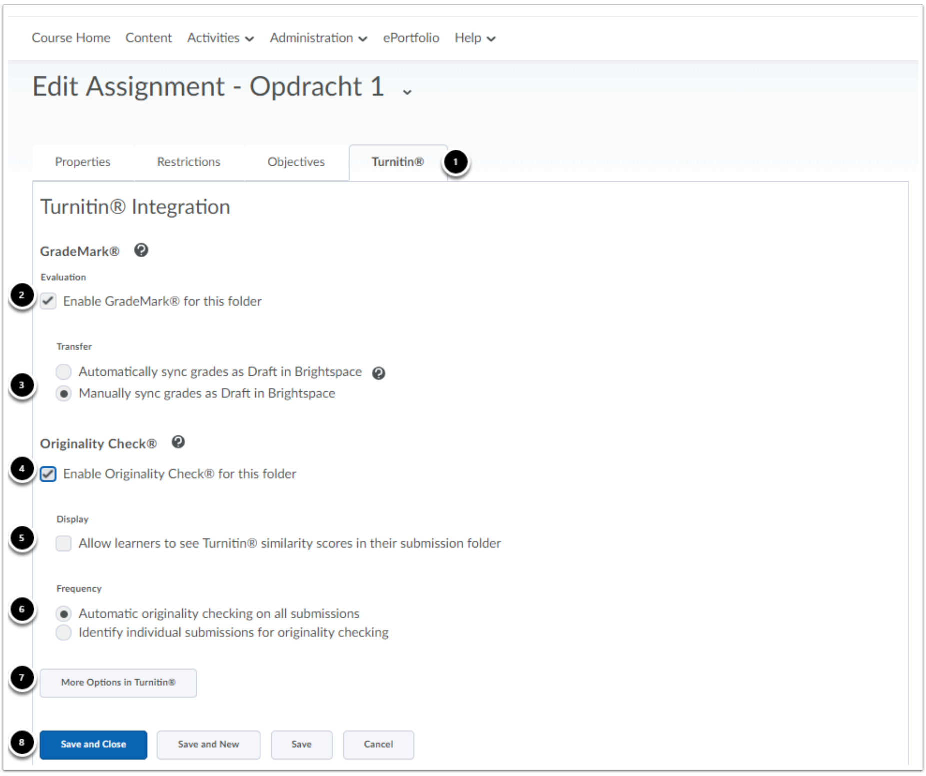
- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**. You will land on the **Assignments** homepage. Here you will see an overview of all the assignments you have made.



1. Click **New Assignment** to create a new assignment.
2. Click on the arrow behind an assignment to open the quick-menu.
3. Click **Edit Assignment** to make adjustments to the assignment.

Beware: it is not possible to set a due date via Turnitin, this can only be done in the assignment. You can read about this in the article: How do I set restrictions for an Assignment? Under restrictions you can fill in a due date and an end date: when students hand in an assignment after the due date has passed, you can see that the assignment was handed in late in Brightspace. After the end date (if there is one) has passed, students can no longer view the assignment.

Enable GradeMark® and Originality Check®



1. Navigate to **Turnitin®** (forth tab).
2. Tick **Enable GradeMark® for this folder**. Also enable Grademark if you are planning not to use Grademark, but do want to use Originality.
3. Indicate at **Transfer** whether:
   - Turnitin should automatically synchronize the grades with Brightspace (default setting);
   - you will enter the grades into Brightspace manually.

4. The work is also checked on plagiarism by default. Do you want to turn this setting off? Then be sure to tick **Enable Originality Check® for this folder.**
5. Indicate under **Display** whether students will get insight into the plagiarism score of their assignment or not. Important: this setting is automatically connected to an additional setting. If you indicate at the additional settings under **Similarity Report** that students are allowed to view the similarity report, they will automatically be able to see their plagiarism score as well. It does not matter then whether or not you tick the box under **Display**.
6. Under **Frequency** you can choose whether:
   - Turnitin automatically checks all submitted work (**Automatic originality checking on all submissions**);
   - Turnitin only checks submissions that have been chosen manually (**Identify individual submissions for originality checking**).

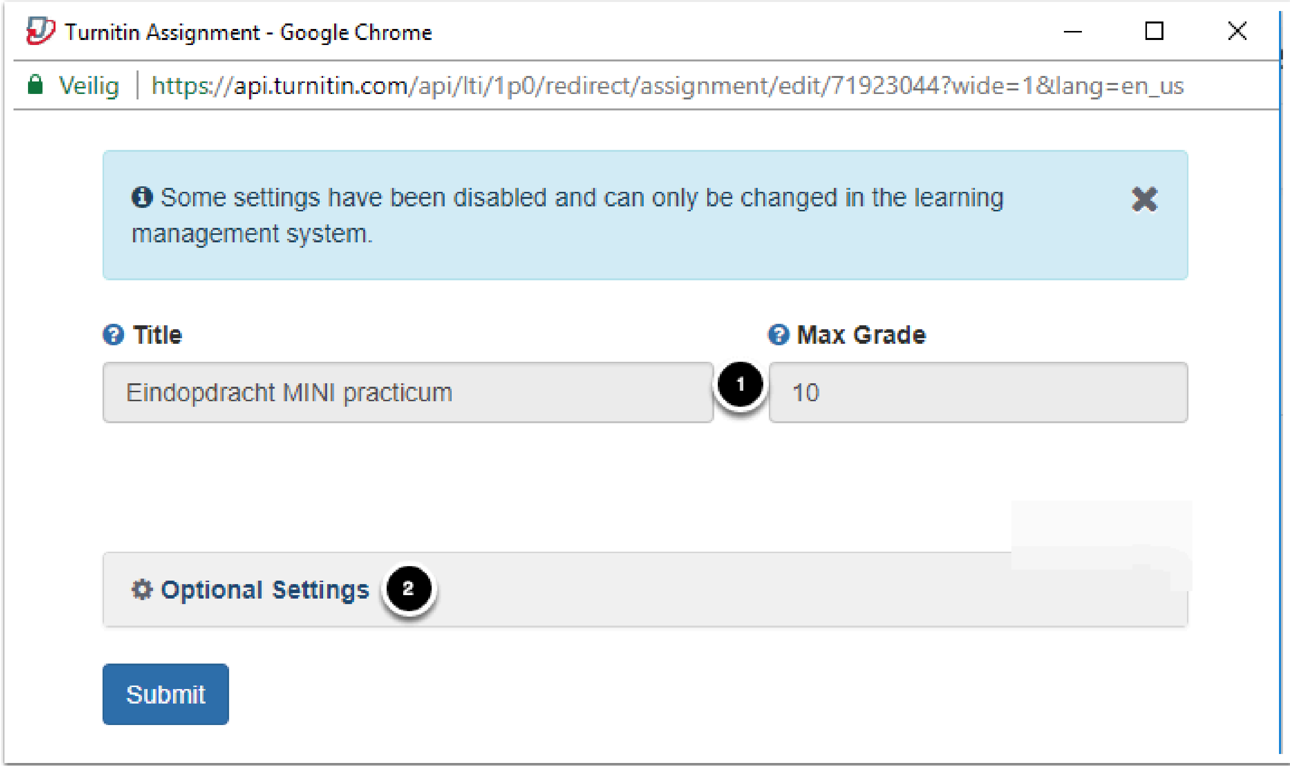
7. Click **More Options in Turnitin** to change more settings in Turnitin, including the option to enable or disable Originality, but not let assignments be taken up in the Turnitin database. (see Additional options Turnitin).
8. Click **Save and Close** to return to the Assignments homepage.

Do you also want to make use of Grades in Brightspace?

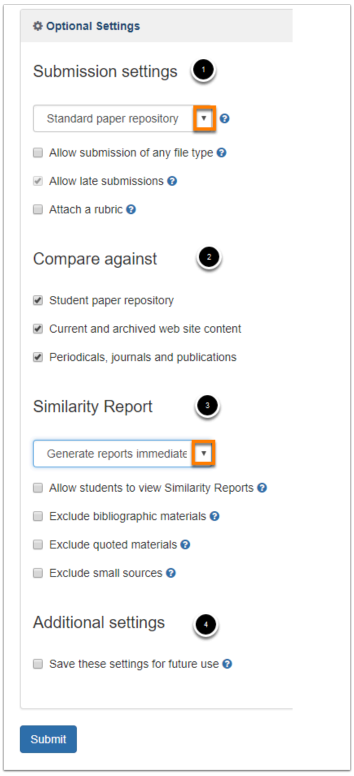
- Create a grade item and attach the grade item to an assignment.
- After assessing the assignment in Turnitin you need to publish the grades, so that they become visible in Grades. You can read more about publishing grades in the article How do I assess an assignment? (grade item, rubric)?

Take note: Only enable Originality Check for the **final version** that students submit. If you want to use GradeMark to provide intermediate feedback, all versions of a student's assignment will be saved in Turnitin, which will lead to a high amount of plagiarism in the final version (coming from the assessed intermediate versions).

Additional settings in Turnitin



1. Turnitin will automatically transfer the title and the Max Grade from Brightspace and therefore they cannot be changed here.
2. Click **Optional Settings** for more options.



1. Indicate under **Submission settings**:
   - whether all assignments are saved in the Turnitin repository (**Standard paper repository**) or not (**Do not store the submitted**);

   In case the work is saved in the repository, the submitted assignment will also be used to check for plagiarism. Would you like to see plagiarism scores for non-final versions of assignments as well? Then choose the option **Do not store the submitted papers**.

- if students are allowed to upload all file types;
- if you would like to add a rubric;
  A rubric is a standardized assessment model and can help the teacher to assess with uniformity and transparency.

2. Select under **Compare against**:

- if Turnitin should compare the assignments with assignments that are in the Turnitin repository.
- if Turnitin should check assignments for internet sources.
- if Turnitin should check for periodicals, journals and and other publications.

3. Select under **Similarity Report:**

- when the plagiarism check should take place.
  Turnitin provides three options. Note: if you select the first or second option, the assignment will always be checked for plagiarism immediately, even if you have

indicated in the assignment that students are allowed to submit it multiple times. There is no restriction on the amount of assignments here (the first and second option are essentially the same).
- whether you allow students to view the Similarity Report. By ticking this option they can automatically see their plagiarism score as well.
- whether the plagiarism checker should also take bibliographies (for example an overlap in literature references), quotes and small similarities into account.

4. Indicate under **Additional settings** if you want to use the settings above in the future as well.

5. Click **Submit** when all settings are to your liking.

Hover your mouse over the question mark to see what the option entails.
- We recommend to set a due date for the plagiarism check under **Similarity Report, (Generate reports on due date)** to make sure that each assignment is checked. This is of course only the case if you have indicated that assignments should be saved in the repository, and that assignments should also checked in comparison to assignments from the repository (under **Compare Against)**.
- We recommend to tick the boxes under **Similarity Report** to exclude bibliographic materials, quoted materials and other small sources (percentage of 5 per cent) from being taken into account in the plagiarism check.

If a student submits an identical document more than once within one assignment (in case that is allowed at **All submissions are kept**), there will not be a plagiarism score of 100%. In case another student hands in the exact same document, then there will be a plagiarism score of 100%.

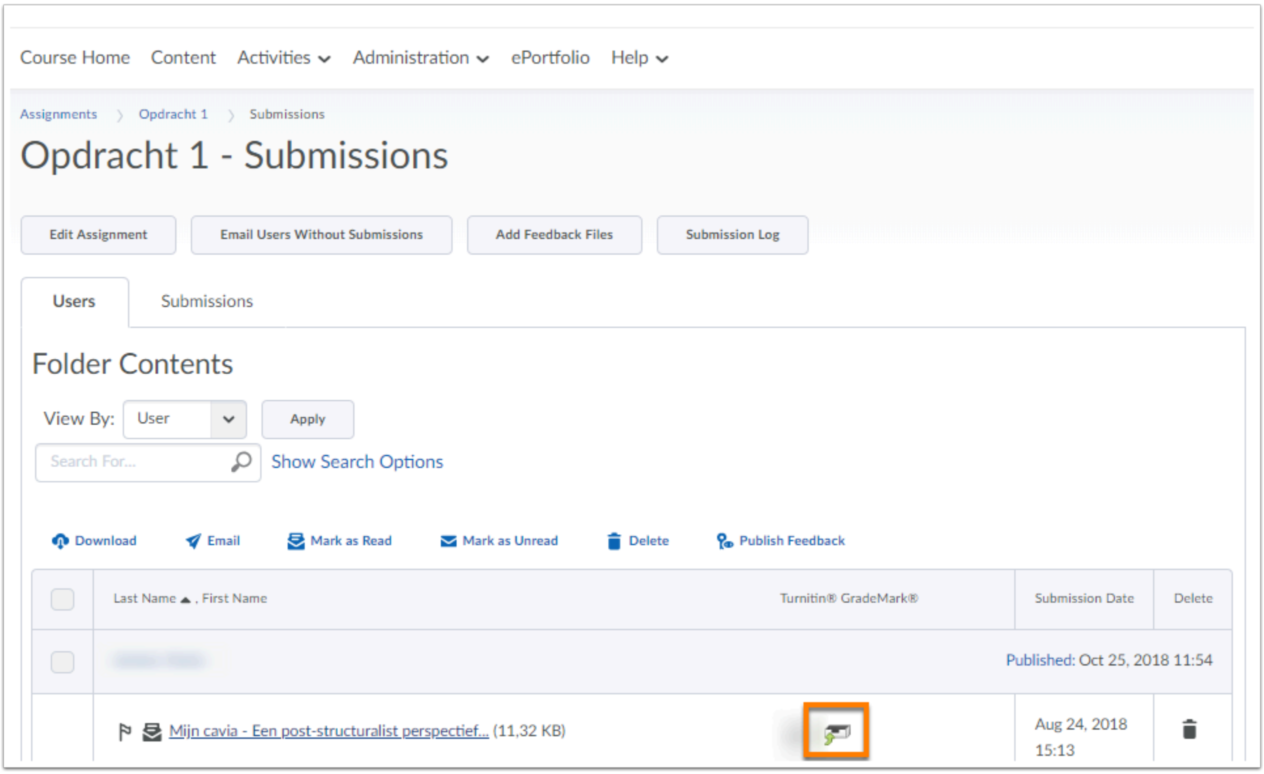
How do I provide an assignment with feedback using Grademark? Activities | Assignments

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about using **GradeMark** to provide **assignments** with feedback. A written manual can be found below the video.

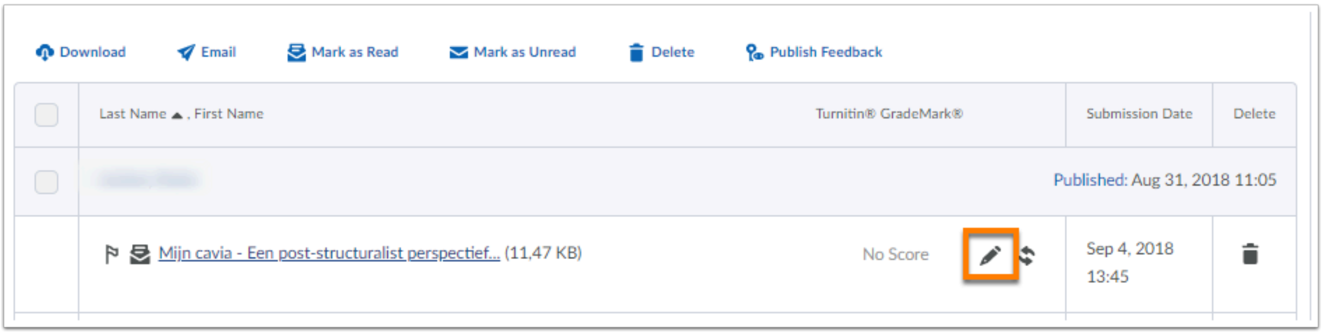
Give feedback

To assess assignments in Turnitin, you have to use a tool called GradeMark. You can turn this feature on by going to the **Turnitin®** tab and checking the box for **Enable GradeMark**. In this window you will also find the **Originality Check®** option, which is Turnitin's plagiarism check.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**. You will be navigated to the **Assignments** homepage.
- Click the desired assignment.



- Click the file box icon to upload the assignment to Turnitin. It might take a while for Turnitin to process the assignment: the text **In Progress** will appear during this process.



- Click on the pencil icon to open the **Feedback Studio.** A new window will open. If you have turned on the **Originality Check,** you will see the plagiarism score in front of the assigned grade.

You can also use the Turnitin Feedback Studio app (iPad only). You read how to do this in the article [How do I use the Turnitin Feedback Studio app?]

- Add your feedback, for example with the help of **Quickmark** or a rubric. Close the screen when you are finished (changes will be saved automatically).
- On the right side of the screen you will find a menu with several buttons. From top to bottom:
  - **Quickmarks:** Frequently used feedback terms which can be dragged to the document.
  - **Feedback Summary:** Here you can provide general feedback on the opened document, both in text and in speech.
  - **Rubric/Form:** Here you will find the Rubrics you can use to assess the document.
  - **Match Overview:** Here you will find the results of the **Originality Check,** meaning you will see how much of the document is similar to other texts.
  - **All Sources:** A list of all sources that are the same as the text in this document.
  - **Filters and Settings:** Settings that determine which sources will be checked during the plagiarism check.
  - **Excluded Sources:** Here you can exclude specific sources from the plagiarism check.
  - **Download:** This option allows you to download the student's assignment.
  - **Submission Information:** Here you will find the details about what has been handed in when. You will also find information about the number of pages and words.

Feedback options

There are several ways to provide feedback using Turnitin, namely **Quickmarks**, **inline comments**, **Text Comments** and **Rubrics.** Below you can learn more about the different options.

Quickmarks

- **Quickmarks** are previously created sentences which can be dragged to the student's work. This method allows you to streamline the feedback process and assess submitted work quickly. The sentences can be dragged from the bar on the right side of the text.
- Delete Quickmarks by clicking them and then clicking the trashcan icon.

Inline comments

- **Inline comments** allow you to put you commentary directly into the text. The comments can be converted to **Quickmarks** using the **Convert to Quickmark** function, which makes it easier to enter a certain part of the feedback multiple times throughout the assignment.
- You can add inline comments by clicking on the text in the place where you want to add the comment. Then click on the speech balloon and submit your feedback.
- You can delete an inline comment by clicking the blue speech balloon and then clicking the trashcan icon.

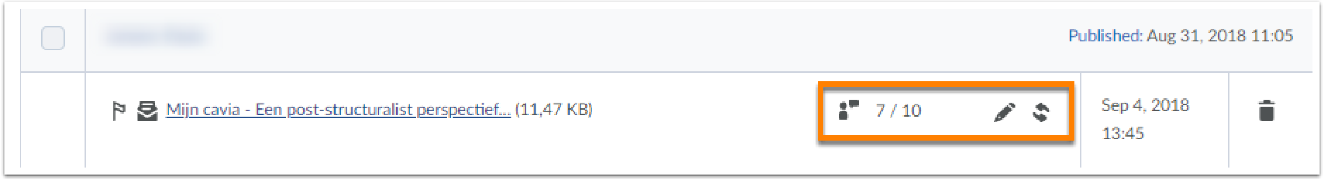
Text Comments

- **Text Comments** are remarks that apply to the entire text. They allow you to enter more information than would be possible for an inline comment. They can be found under the menu item **Feedback Summary**.
- Enter your feedback in the blue bar that says **Text Comment.** You can alter the text to make it bold, in italic, or underlined. You can also add links.
- You can also leave a **Voice Comment** at the top of this field. This function allows you to leave up to three minutes of spoken feedback.

Rubrics

- **Rubrics** allow you to leave feedback based on a previously set up assessment model. This allows you to give feedback based on previously determined criteria, meaning you can quickly provide elaborate feedback to a student.

Publish feedback



- If you have entered feedback in Turnitin, Brightspace will display this with a speech cloud and possibly an assigned grade behind the assignment in the submissions list. However, the student will not be able to see the feedback if it has not been published to Brightspace.
  Select the box in front of the assignment of which you want to publish the feedback and then select **Publish Feedback.** You can also click on the name of the assignment and then click **Publish**/**Update** (bottom right).
- The synchronisation of grades between Brightspace and Turnitin does not always go automatically.
  To enable this function, go to the **Turnitin®** tab, and then select **Automatically sync grades as Draft in Brightspace** in the settings of the assignment. After you have activated this setting, the grade you have entered in Turnitin will directly be visible in Brightspace. This way it is immediately ready for publication.

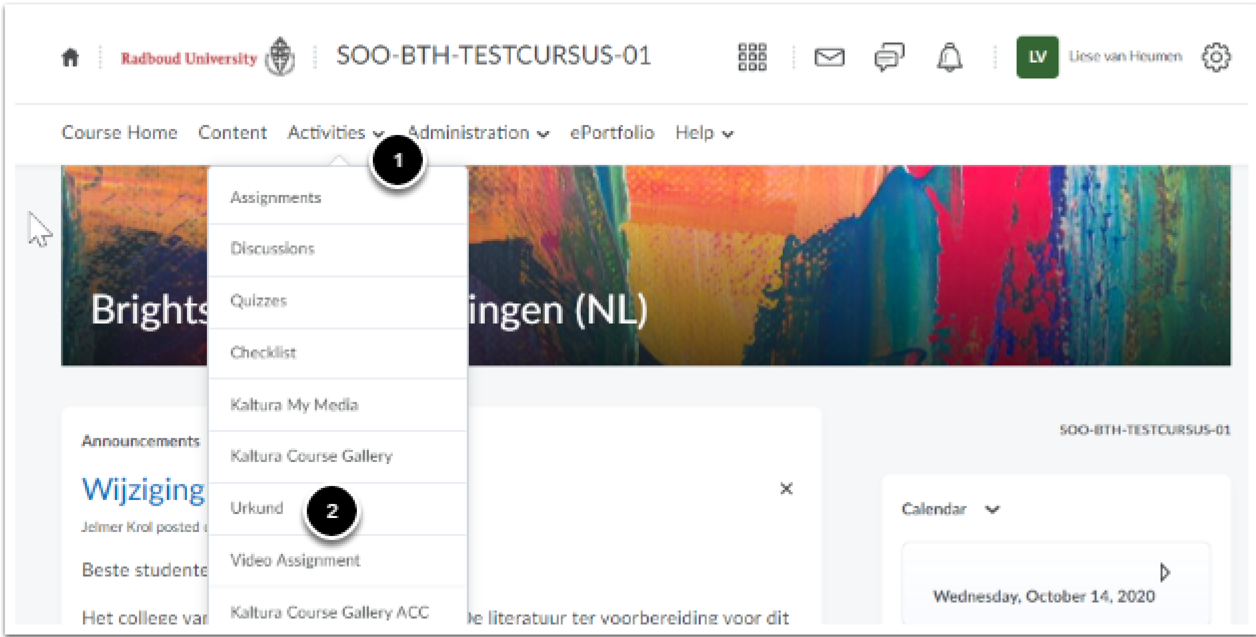
Adjust grade at a later moment

Do you want to adjust a grade you have assigned in Turnitin at a later moment? You can do so in GradeMark. Go back to the **Feedback Studio** to adjust the grade.

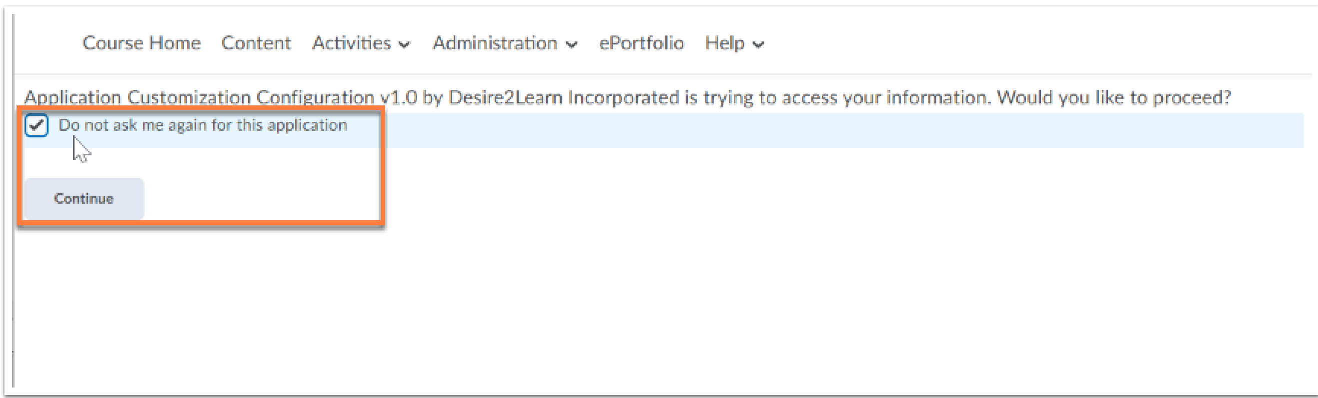
How do I use Urkund? | Urkund

Lecturers can opt to use a tool called Urkund to scan submitted assignments for plagiarism. Urkund is integrated in Brightspace. Students can submit their assignments in Brightspace, after which the submitted assignments are sent to Urkund.

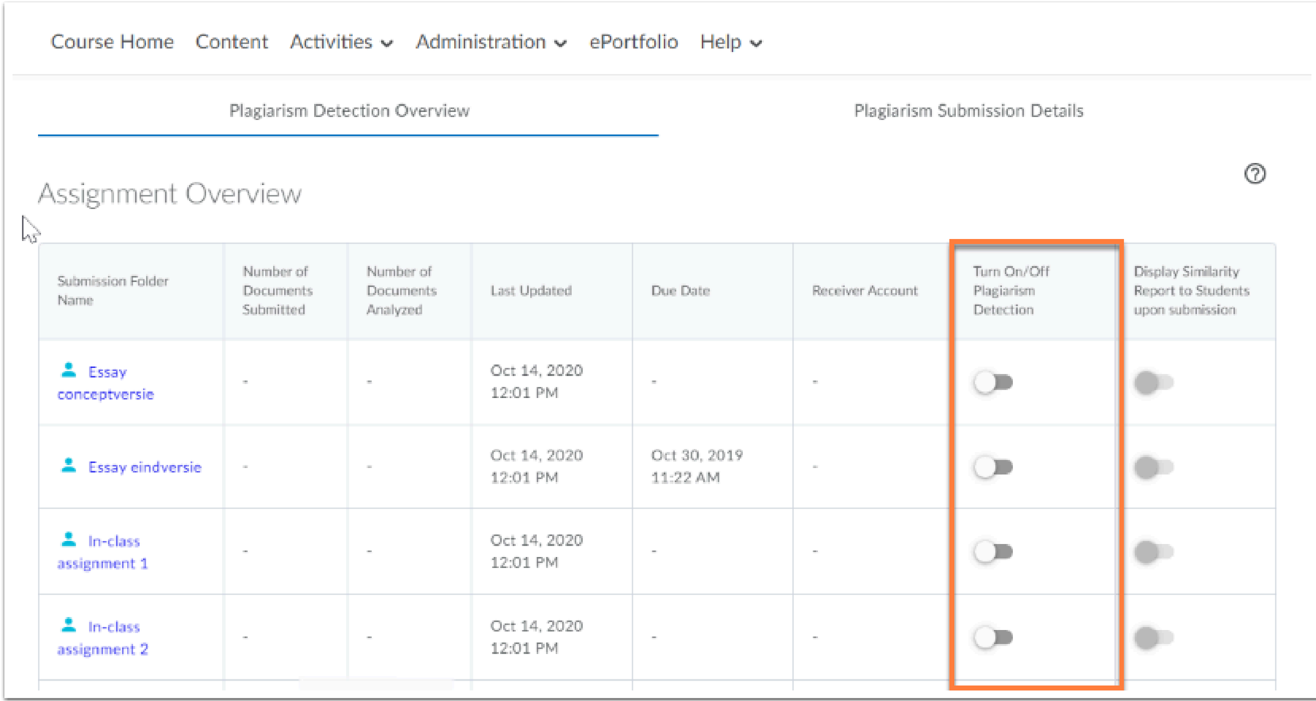
Turn on Urkund for Assignments



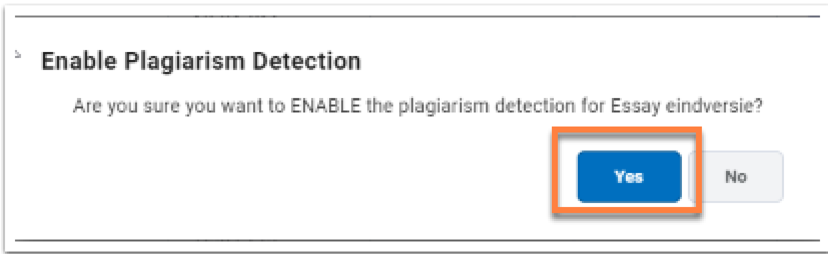
1. Click **Activities** in the navbar and then click **Urkund.**



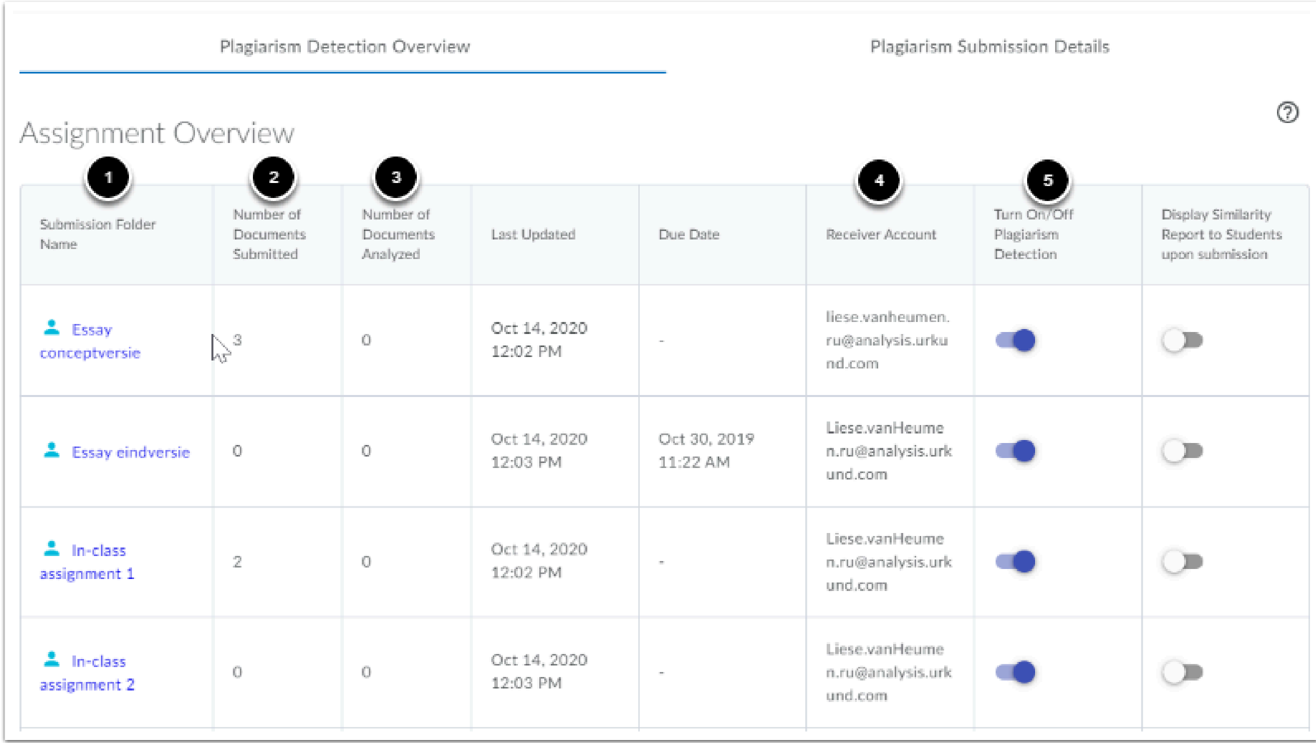
- If you use the tool for the first time, you will receive a notification from Brightspace. Click **Do not ask me again for this application** and then click **Continue.**



- An overview will appear of all created **Assignments** in this course. Slide the buttons below **Turn On/Off Plagiarism Detection** to 'on' to turn on plagiarism checks for these assignments. A confirmation question will appear:



- Click **Yes.**



You will then go to the same **Assignments** overview, only now the columns have been filled out:

1. Below **Submission Folder Name** you will see the name of the assignment.
2. Below **Number of Documents Submitted** you will see how many assignments have been submitted.
3. Below **Number of Documents Analyzed** you will see how many submitted assignments have already been checked by the plagiarism tool. If you have just turned Urkund on for the assignment, it might take a while for assignments to appear.
4. The **Receiver Account** is the email address where the submitted assignments and the plagiarism score are emailed to. This mail address is linked to the person who turned on the plagiarism detection in Brightspace. For more information, see [How can I see the report of Urkund's plagiarism detection?]
5. Click **Turn off Plagiarism Detection** to turn Urkund off again.

You can turn Urkund on at any given moment, even when assignments have already been submitted. Once you turn Urkund on, the submitted assignments will be sent to Urkund right away.

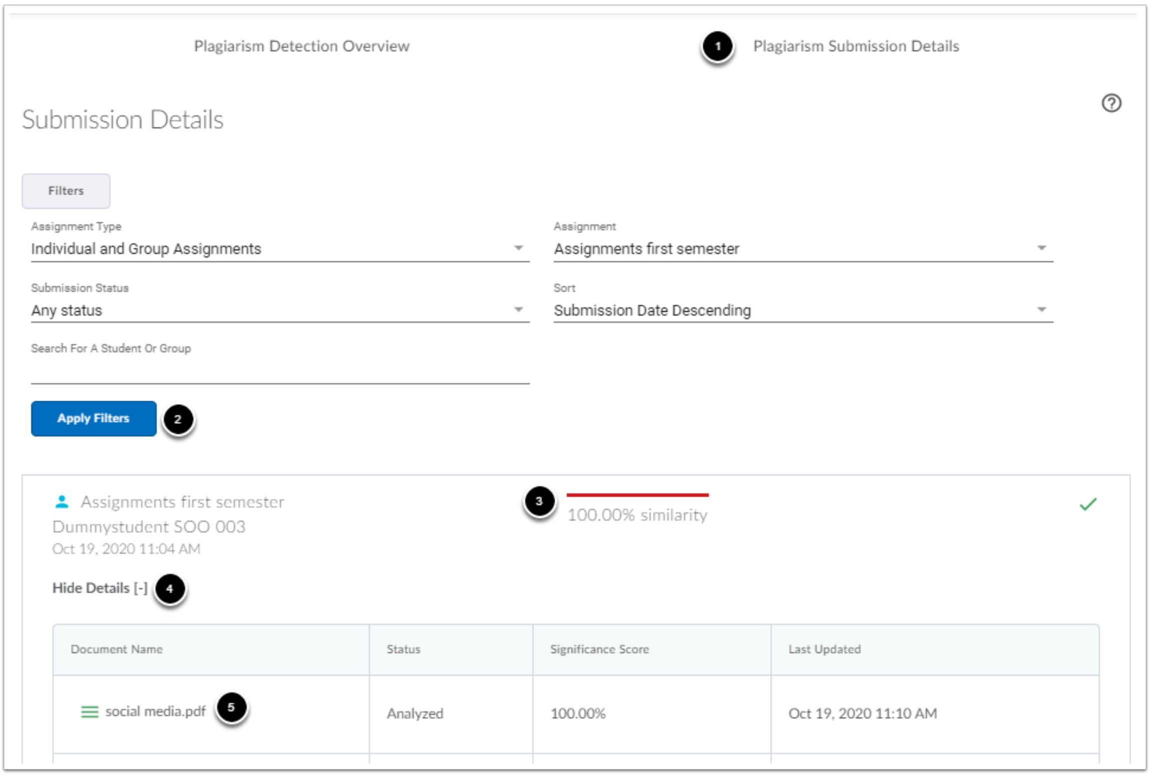
How can I see the report of Urkund's plagiarism detection? | Urkund

Once the assignments have been sent to Urkund and have been checked for plagiarism you can easily find the plagiarism scores in Brightspace. You will also receive an email notification, which you can also turn off, and use the Web App.

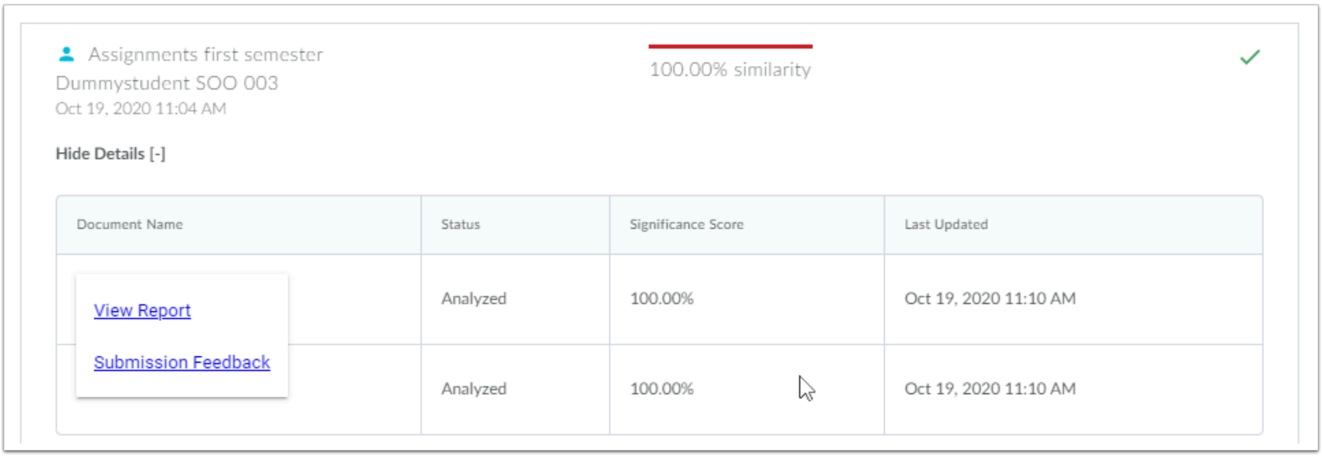
Via Brightspace

When the assignments have been checked by the plagiarism control, you can find the plagiarism scores in Brightspace.

- Navigate to **Activities** and then to **Urkund**.



1. Click **Plagiarism Submission Details.**
2. You can then filter on **Status** (Analyzed) or search for the submissions of a specific assignment with **Assignment**.
3. An overview of the submissions will now appear. You will see the plagiarism score right away. *In this example 100.00% similarity was found in the file compared to other sources.*
4. Click Show/Hide Details.
5. Then click the title of the document.

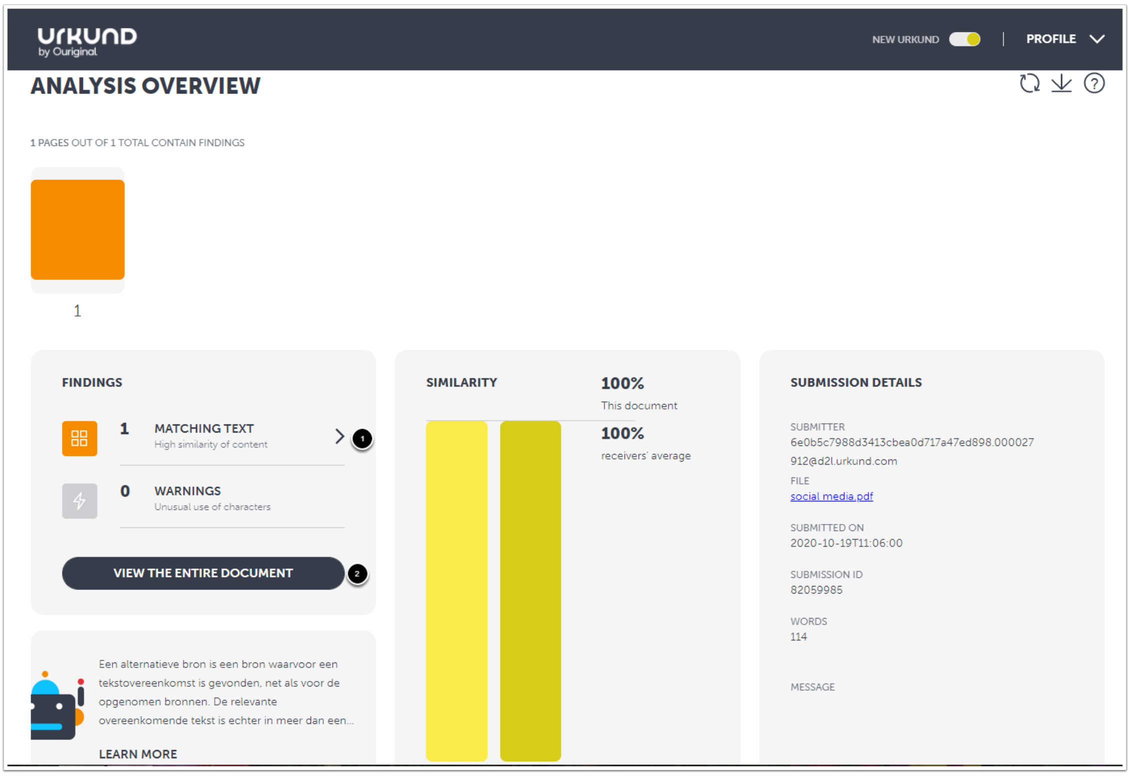


- Click **View Report** to open the plagiarism detection report.

By clicking **Submission Feedback** you will arrive in the assessment screen of the Brightspace assignment. For more information please read How do I assess an assignment? (grade item, rubric)?

The analysis overview

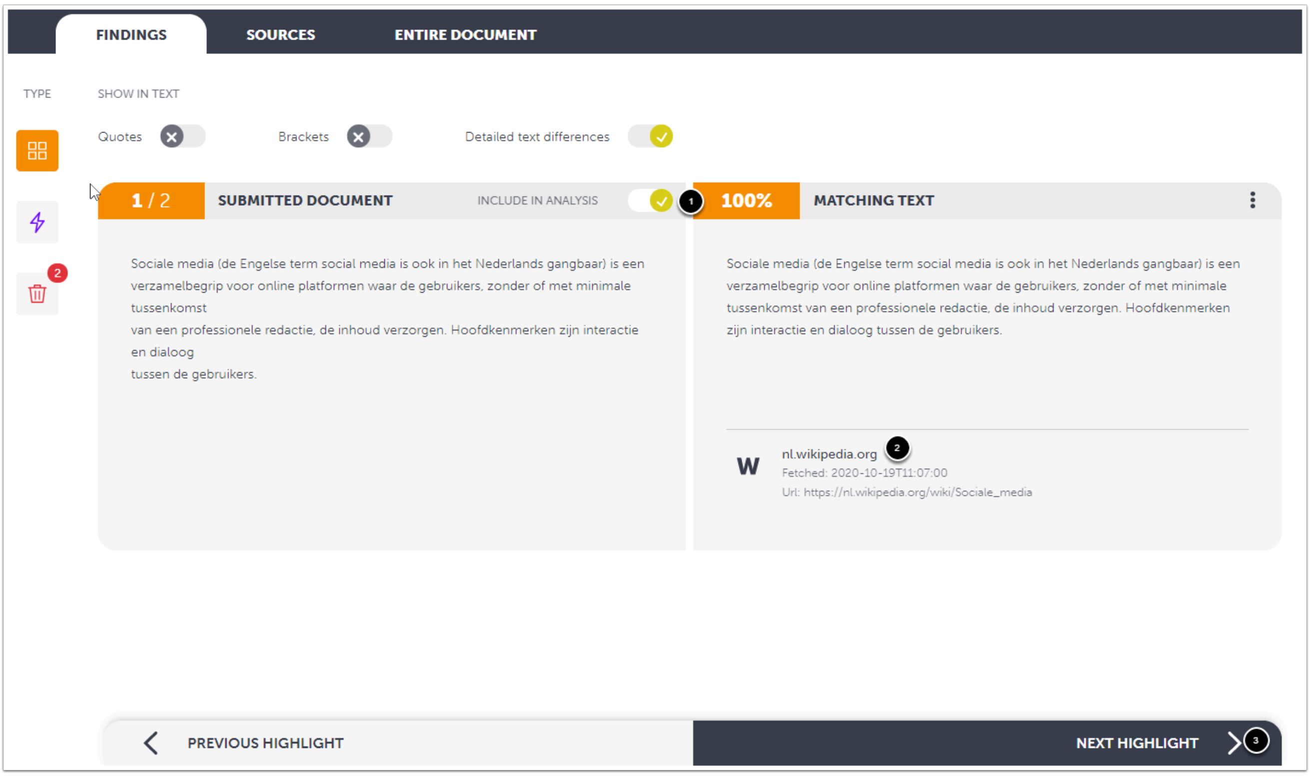
- A new tab will open containing the analysis overview.



On this page you will find information about the document and the plagiarism percentage. Below **findings** you can find the details.

1. Click **Matching text** if you only want to see those parts of the document that are marked as plagiarised.
2. Click **View the entire document** to open the entire document.

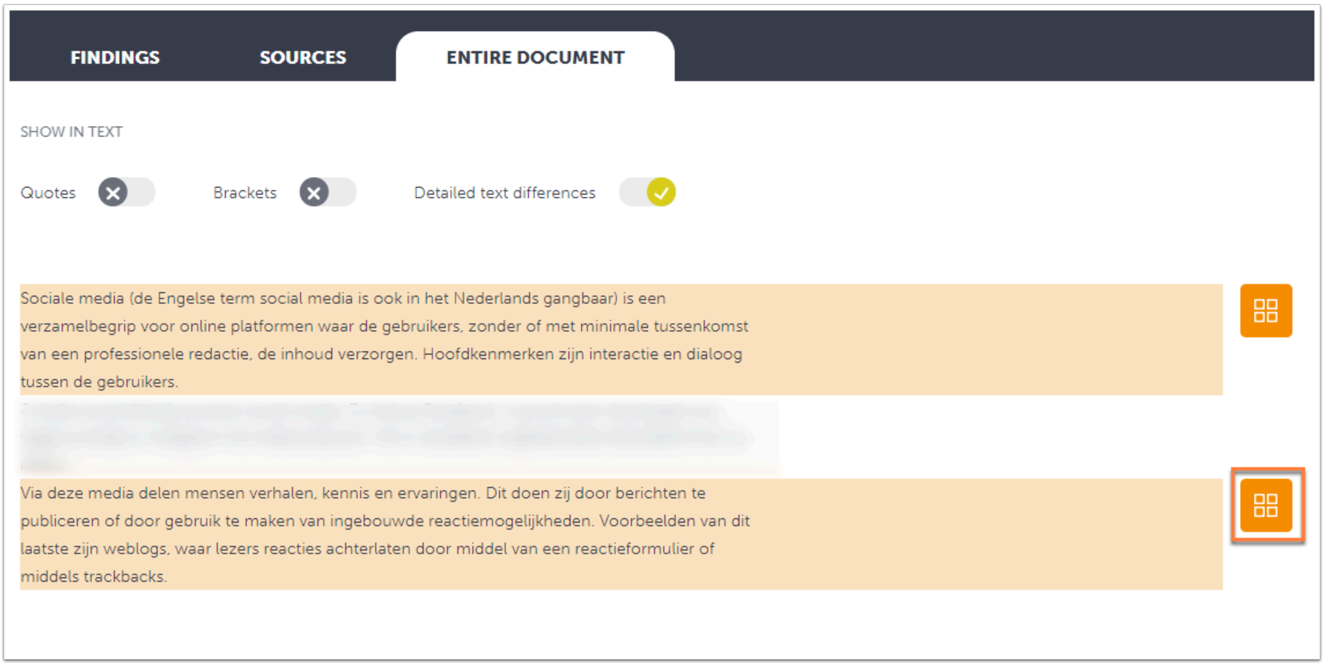
Matching text



1. Click **Include in analysis** to remove a piece of text from the plagiarism detection.
2. You will see for each sentence or paragraph on which website or other document the matching text can be found.
3. Click **next highlight** to go to the next sentence or alinea bookmarked as plagiarised.

Entire document

Here you will find the entire document. The sentences or paragraphs that are marked are plagiarised.



- By clicking the symbol behind the marked text you will see on which website or in which document the text was found.

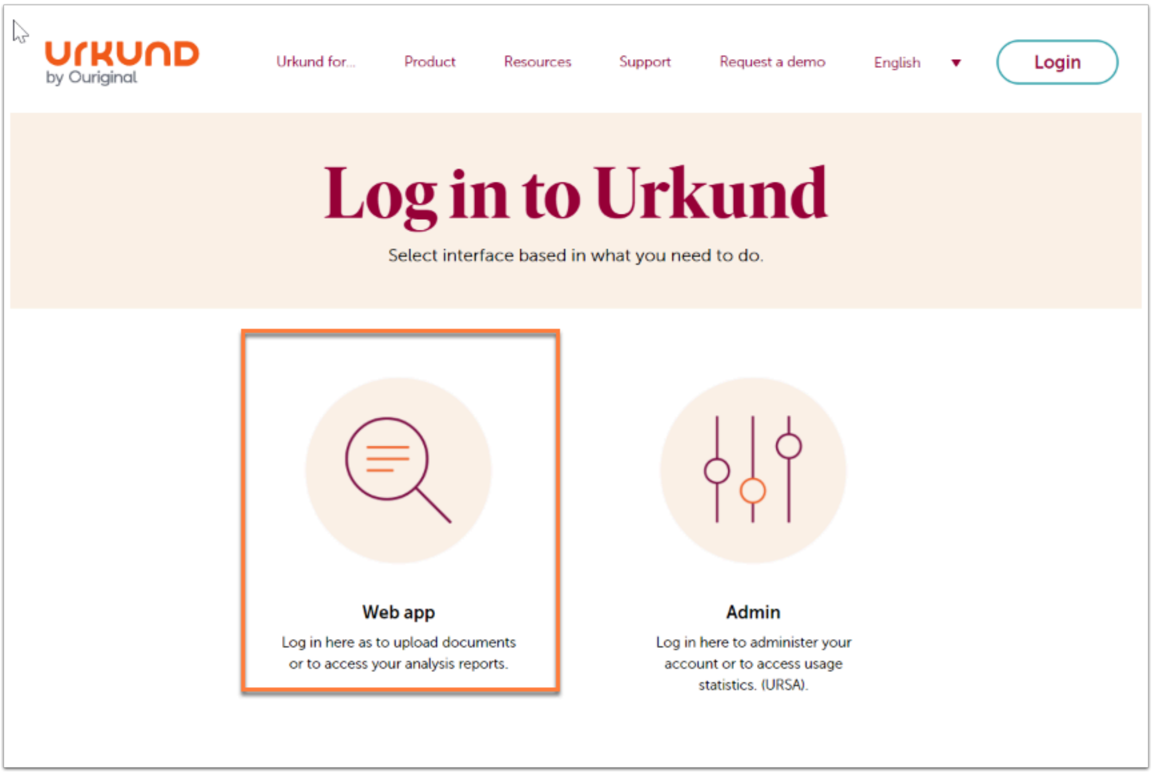
Via the Urkund Web App

Urkund also has a website where you receive the assignments submitted in Brightspace. Your RU account will be connected to a @analysis.urkund.com where all assignments will be moved to.

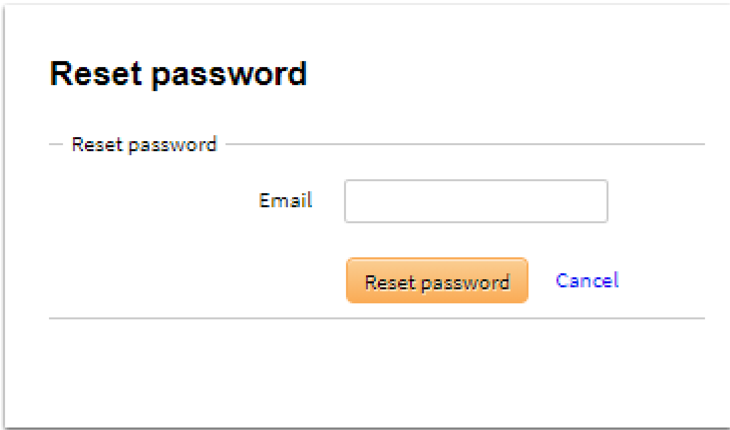
> ⚠ It is advised to use the plagiarism detection in Brightspace, because everyone in the course with a **teacher role** or higher will be able to view the plagiarism scores. With the Web App only the person who turned Urkund on in Brightspace will be able to retrieve the assignment.

Activate account

If you want to log in to the Urkund Web App, you will need to use your RU email address and a new password. Navigate to https://www.urkund.com/login/.



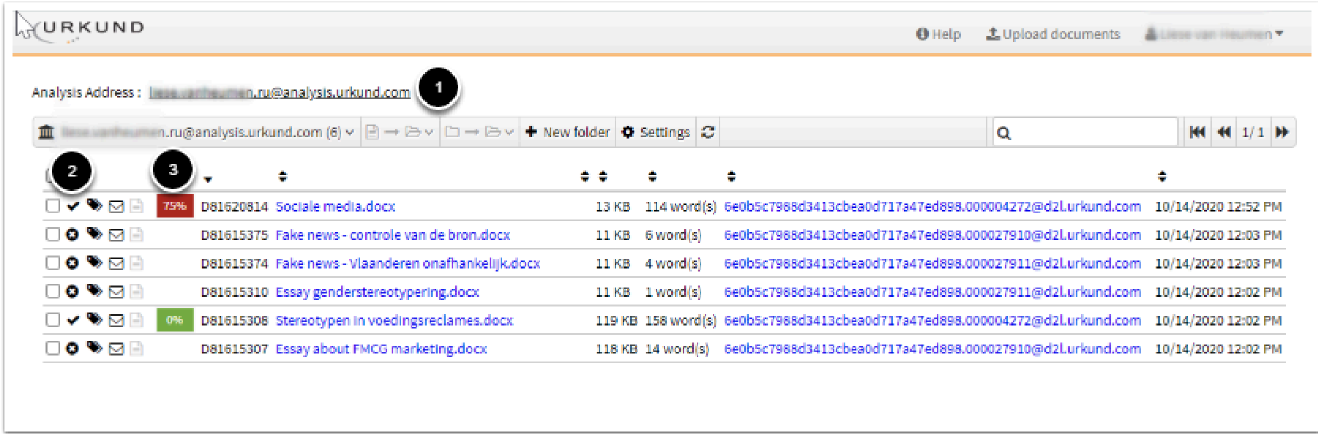
- Click **Web App** and **Have you forgotten your password** when you access the Web App for the first time.



- Enter your RU email address and then click **Reset password.**

You will then receive an email on your @ru email address. Open this mail and click **Reset.** Create a new password. You can then log in with your @ru.nl email address and your chosen password.

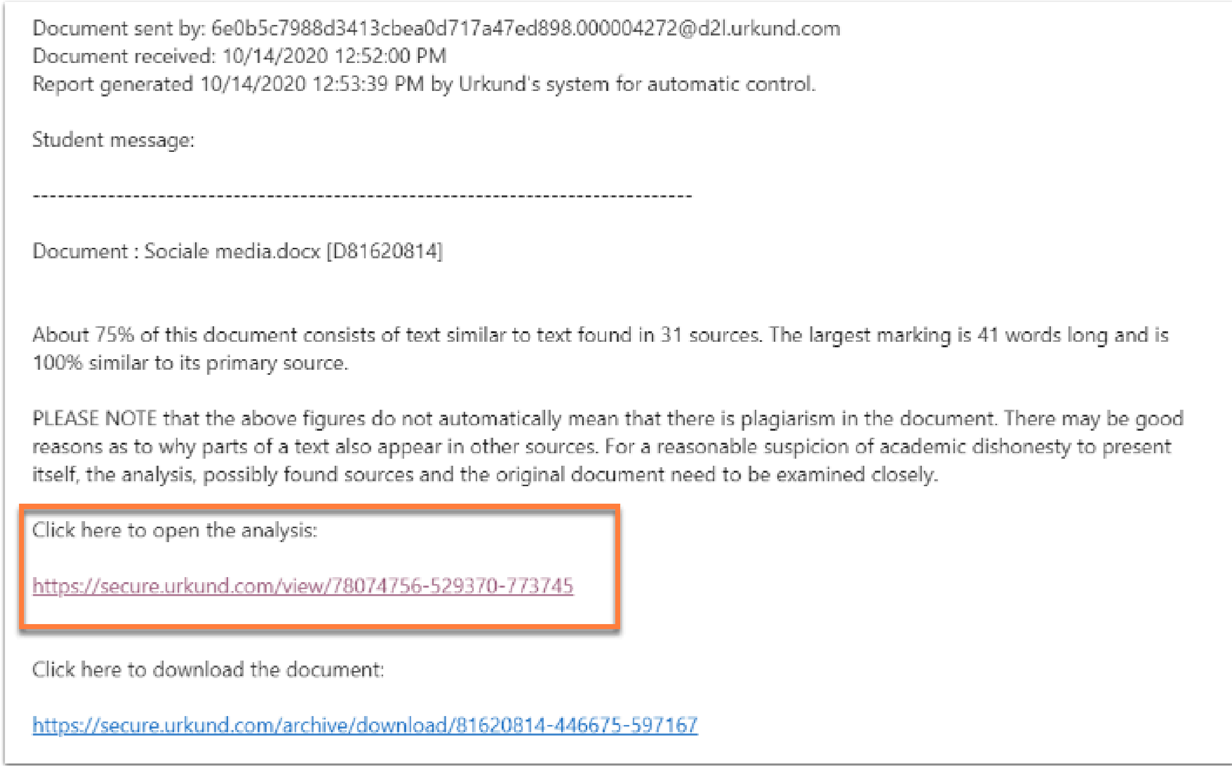
View report with the Web App



1. At the top you will see the email address linked to the RU account. Please note: you will only receive the documents that have been submitted for those assignments you turned on Urkund for. Read more in the manual How do I use Urkund?
2. You will see which documents have been analysed.
3. Here you will see the plagiarism score. By clicking the plagiarism score you will open the the analysis overview.

Via email

When you turn on Urkund you will automatically receive emails when a document has been analysed.



Document sent by: 6e0b5c7988d3413cbea0d717a47ed898.000004272@d2l.urkund.com
Document received: 10/14/2020 12:52:00 PM
Report generated 10/14/2020 12:53:39 PM by Urkund's system for automatic control.

Student message:

Document : Sociale media.docx [D81620814]

About 75% of this document consists of text similar to text found in 31 sources. The largest marking is 41 words long and is 100% similar to its primary source.

PLEASE NOTE that the above figures do not automatically mean that there is plagiarism in the document. There may be good reasons as to why parts of a text also appear in other sources. For a reasonable suspicion of academic dishonesty to present itself, the analysis, possibly found sources and the original document need to be examined closely.

Click here to open the analysis:

https://secure.urkund.com/view/78074756-529370-773745

Click here to download the document:

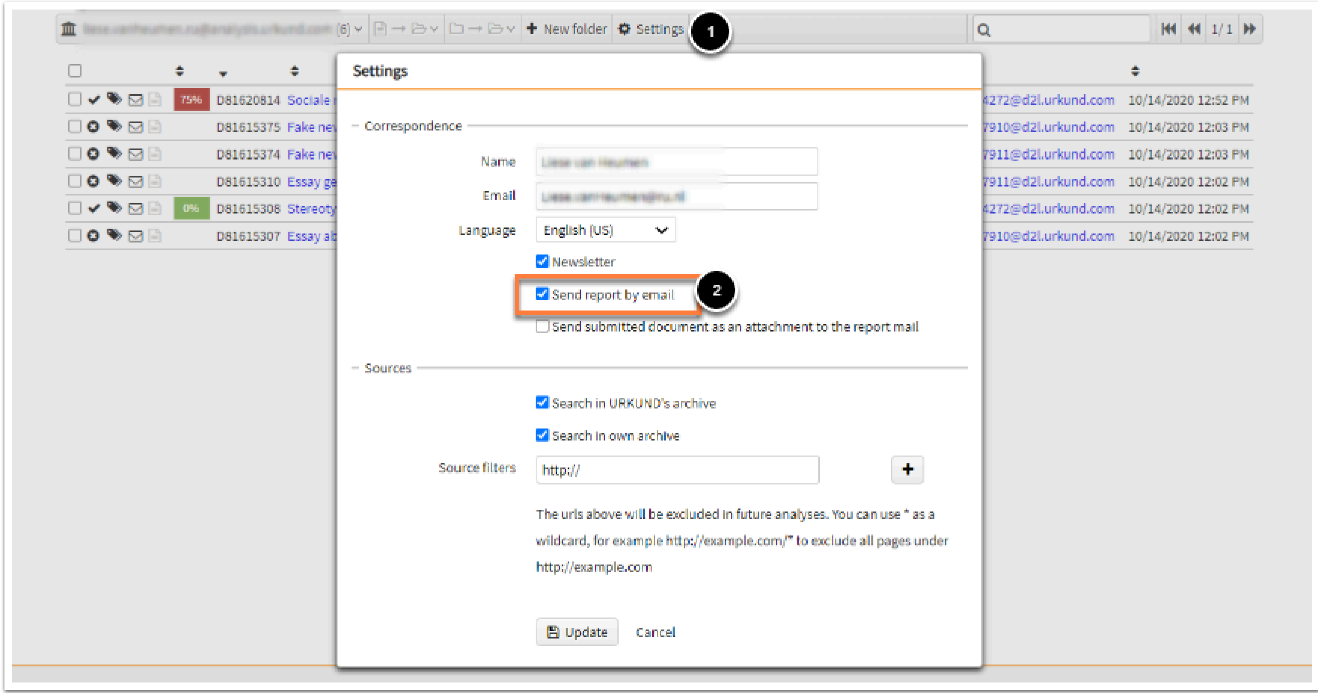
https://secure.urkund.com/archive/download/81620814-446675-597167

- By clicking the link below **Click here to open the analysis** you will once again be directed to the analysis overview.

Turn off email notifications

If you do not wish to receive an email about the analysis of every submitted document, then you can turn off the notification setting on the Urkund website.

- Go to https://secure.urkund.com/account/auth/login to log into the Urkund Web App.



1. Click **Settings.**
2. Deselect **Send report by email.**

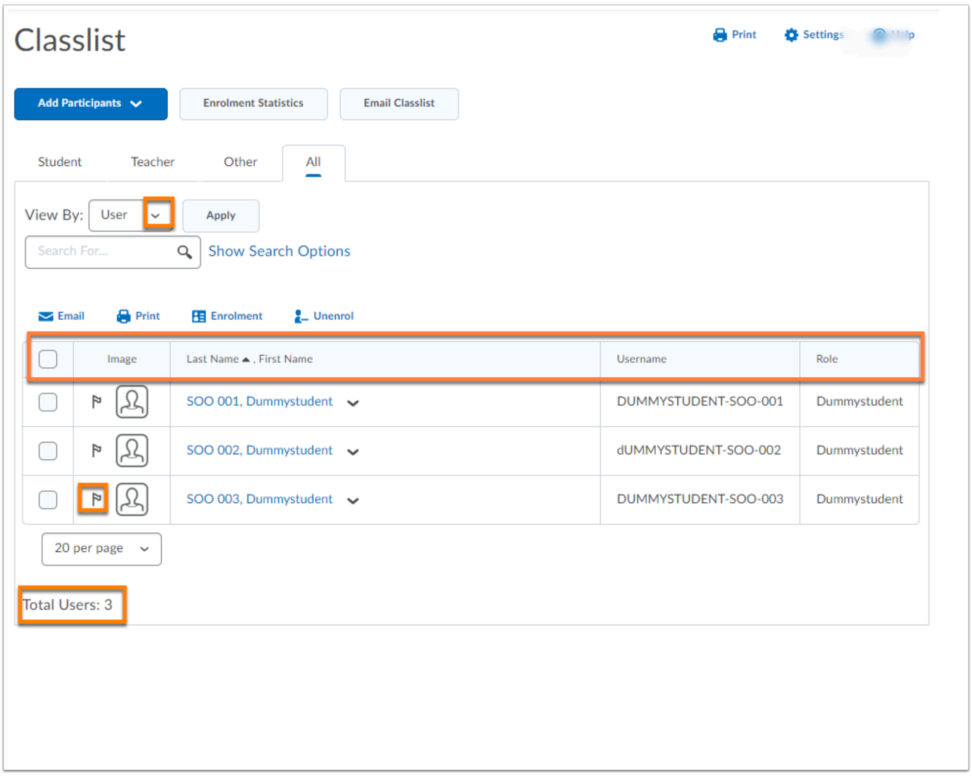
Course organization: classlist, attendance, Calendar, bookmarks

How do I use the Classlist? Administration | Classlist

- View classlist
- Overview course enrolments
- Add a person as coordinator

View classlist

- Go to **Administration** in the navbar of your course.
- Click **Classlist.**



- You will see an overview of all students and teachers (including assessors) in the course. If you see a green dot next to a person's name, they are online.
- You can see the role of the person beneath **Role.**
- Below the table you will see how many participants are currently in the course. The **All** tab will show you the total number of participants for this course.

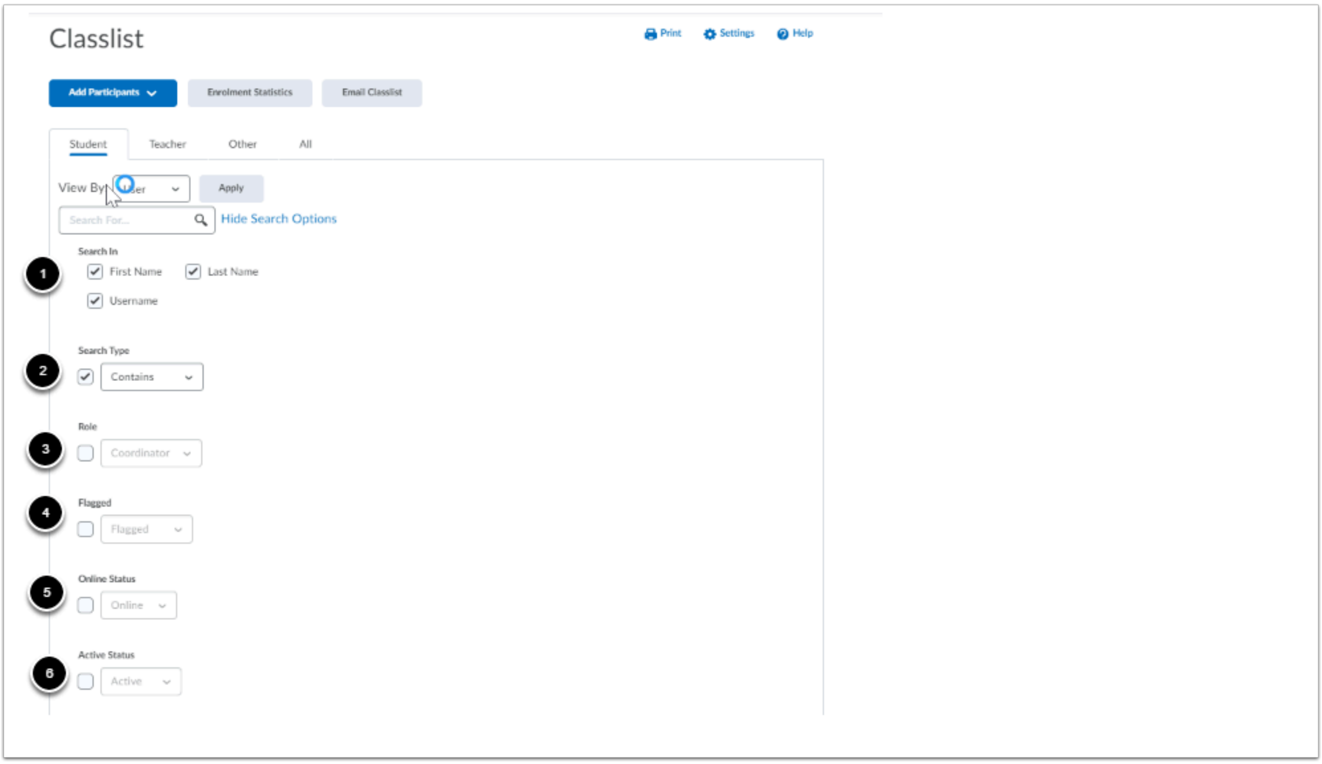
You can filter the users on groups:

- Click the drop-down menu next to **View By**.
- Click **Groups**.

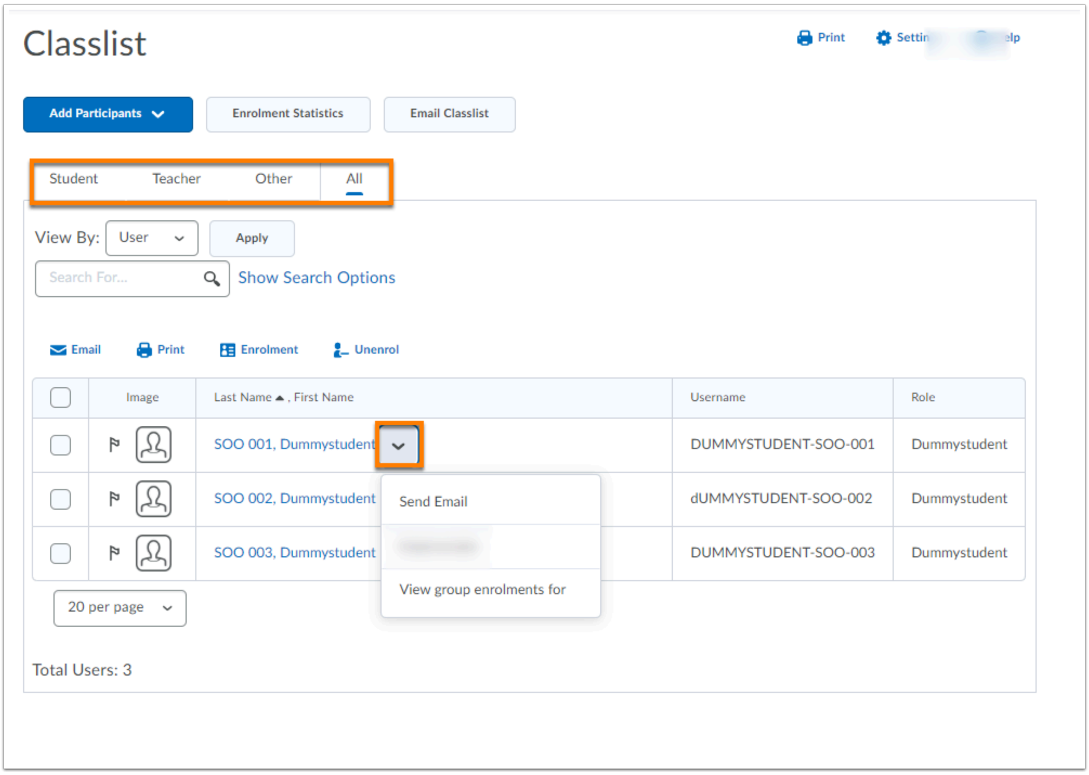
- Click **Apply**.
- Behind **Groups** you select the group on which you want to filter.

You can also **flag** persons. You do this by clicking the flag icon next to the picture of the person. You can flag someone if you want to find them easily.

You can search for specific students / teachers by typing the person's name in the search bar (**Search For**). Click on **Show Search Options** to do a more specific search.

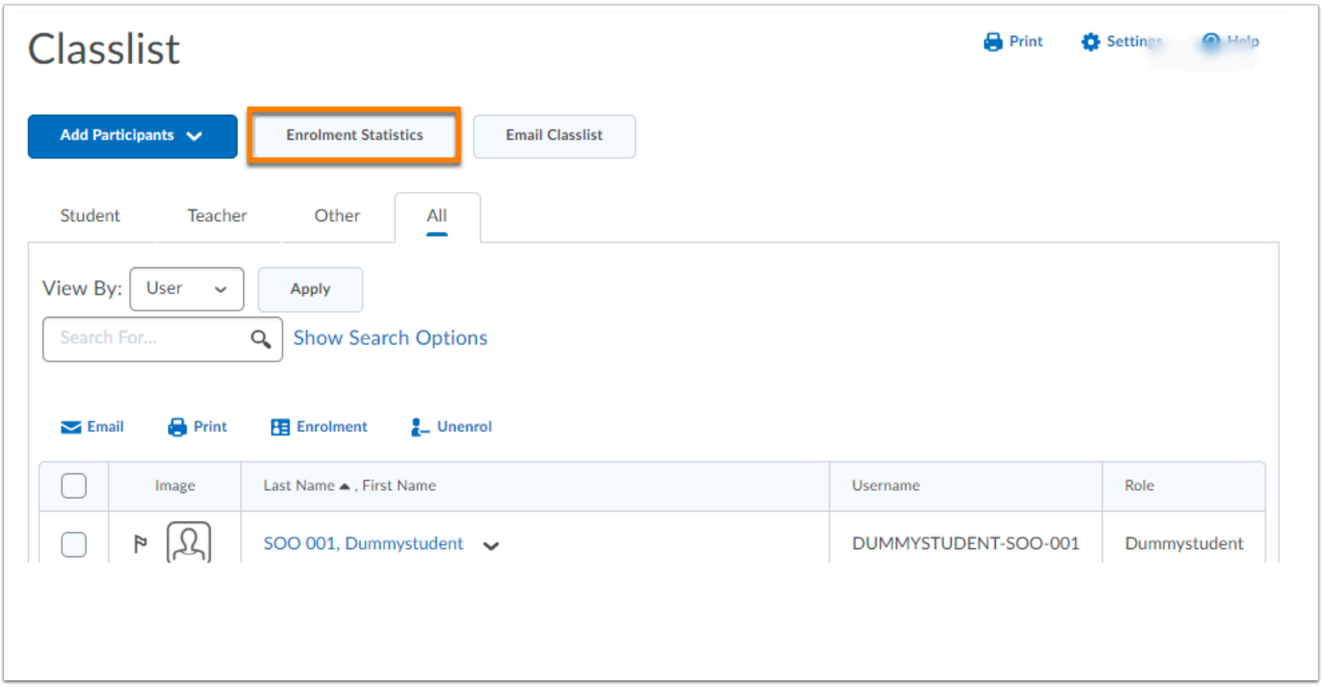


- **Search in**: Select if you are searching by first name, last name and/or username;
- **Search Type:** You can either search for an **exact match**, a name that **contains** the search term, or a name that **starts with** the search term.
- **Role**: Search by role;
- **Flagged**: Search for **flagged/unflagged** persons.
- **Online Status**: Search for users that are online/offline.
- **Active Status**: Search for users that are set on active/inactive.



- If you only want to see teachers or students, navigate to the **Teacher** tab or the **Student** tab.
- You can also see which groups a student is in:
  - Click the fold-out arrow next to the name.
  - Click **View Group Enrolments for**. A new window (pop-up) opens in which you can see in which group(s) the student is.

Overview course enrolments



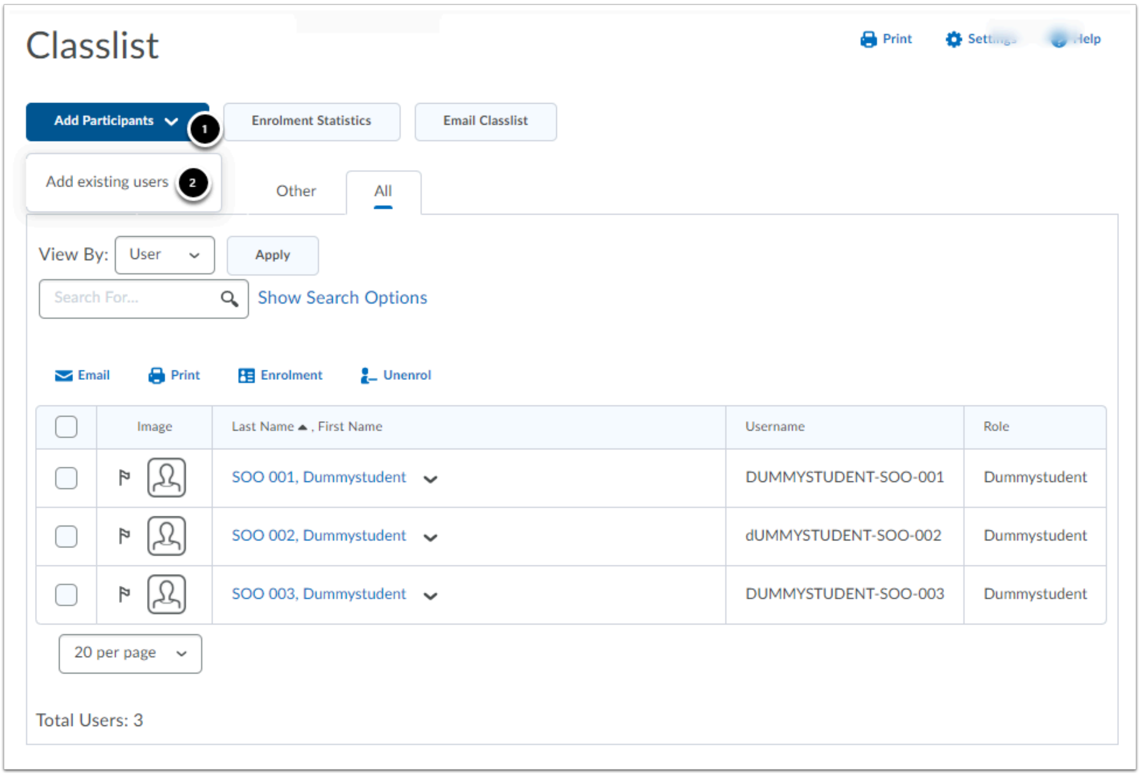
- Click **Enrolment Statistics** for an overview of enrolments and un-enrolments.

The overview shows all possible roles and how many people with a certain role are in your course. For example, you see how many students are enrolled (**Enrolments**) and how many students have withdrawn and when (**Withdrawals**). You can still e-mail people who have un-enrolled.

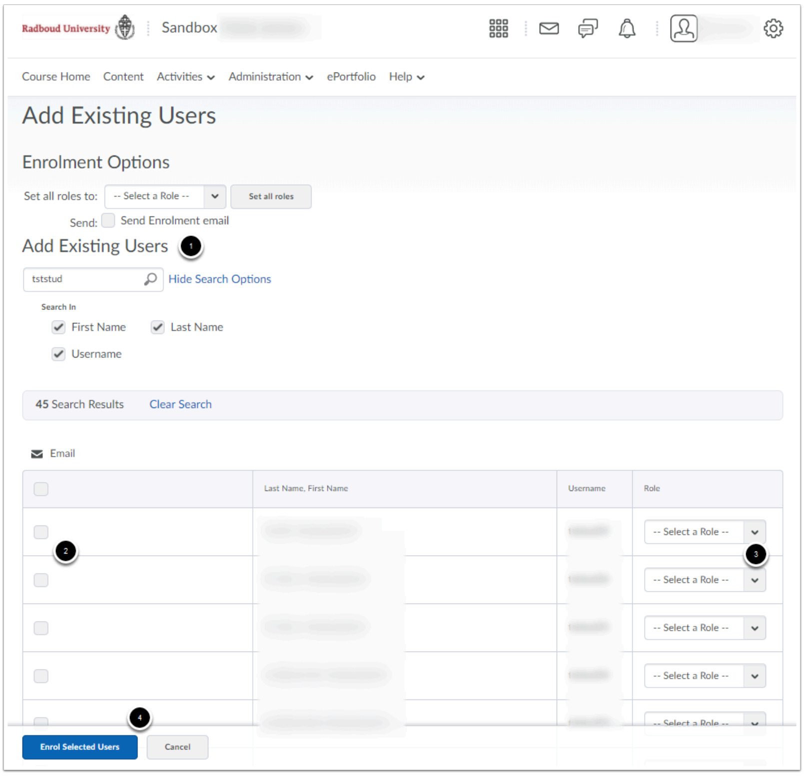
It is not possible to manually add students or employees from OSIRIS to the course (via **Add Participants**). Please contact OSIRIS management for this. The same applies for assigning roles. For more information, see the article on roles and rights in Brightspace.

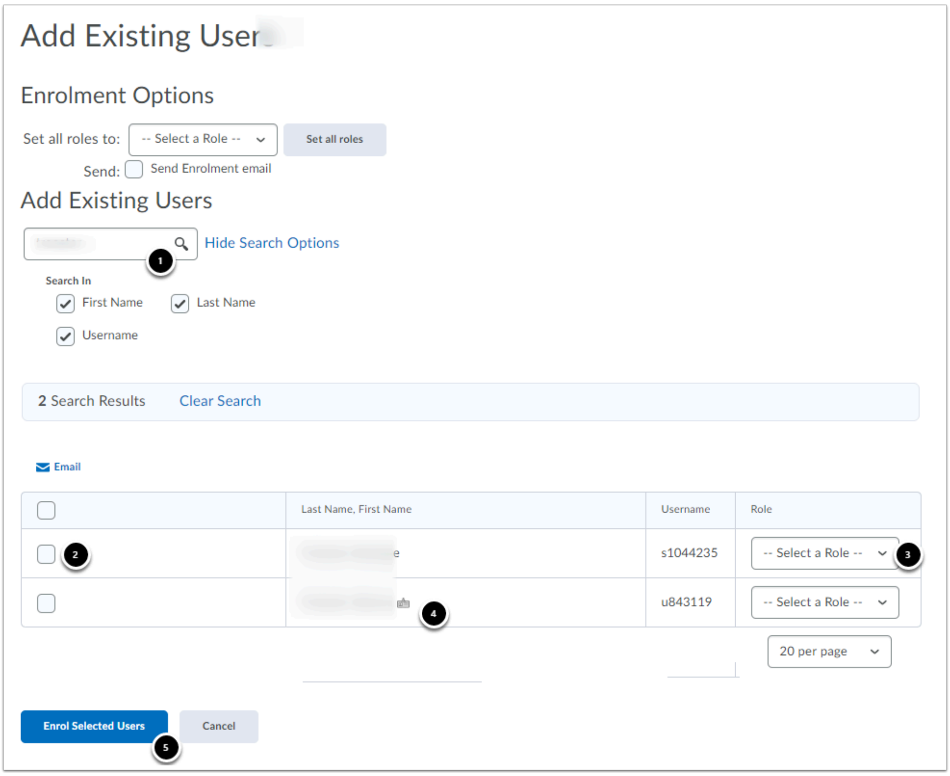
Exception: in courses with no link between Brightspace and OSIRIS, the coordinator of the course can add users to the course.

Add a person as coordinator



1. Click **Add Participants** to add persons to the course. Click **Add existing users**.





1. Type the first name, last name or username in the search bar below **Add Existing Users**. Click the magnifying glass.
2. Select the person(s) you want to add.

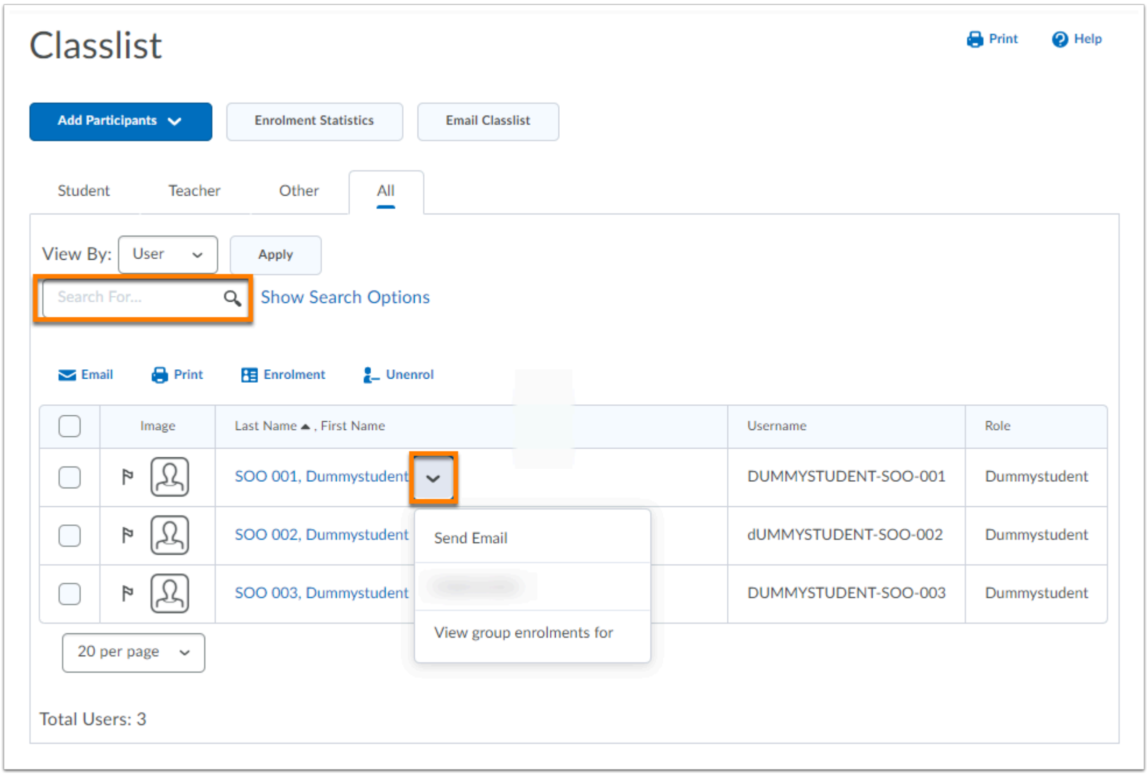
3. Give the person(s) a role (for example teacher or student). You provide a user with a role at **Enrolment Options**. Select a role at **Set all roles to** and click **Set all roles**.
4. You will recognise previously enrolled users in the classlist by the icon behind their name.
5. Click **Enroll Selected Users** to add all selected persons.

You can only search on one search term at once. This means that if you want to add several people you have to look up and add them one by one.

How do I send an e-mail from the Classlist? Administration | Classlist

Via the Classlist you can easily e-mail people from your course individually, or send an e-mail to a group.

To one person

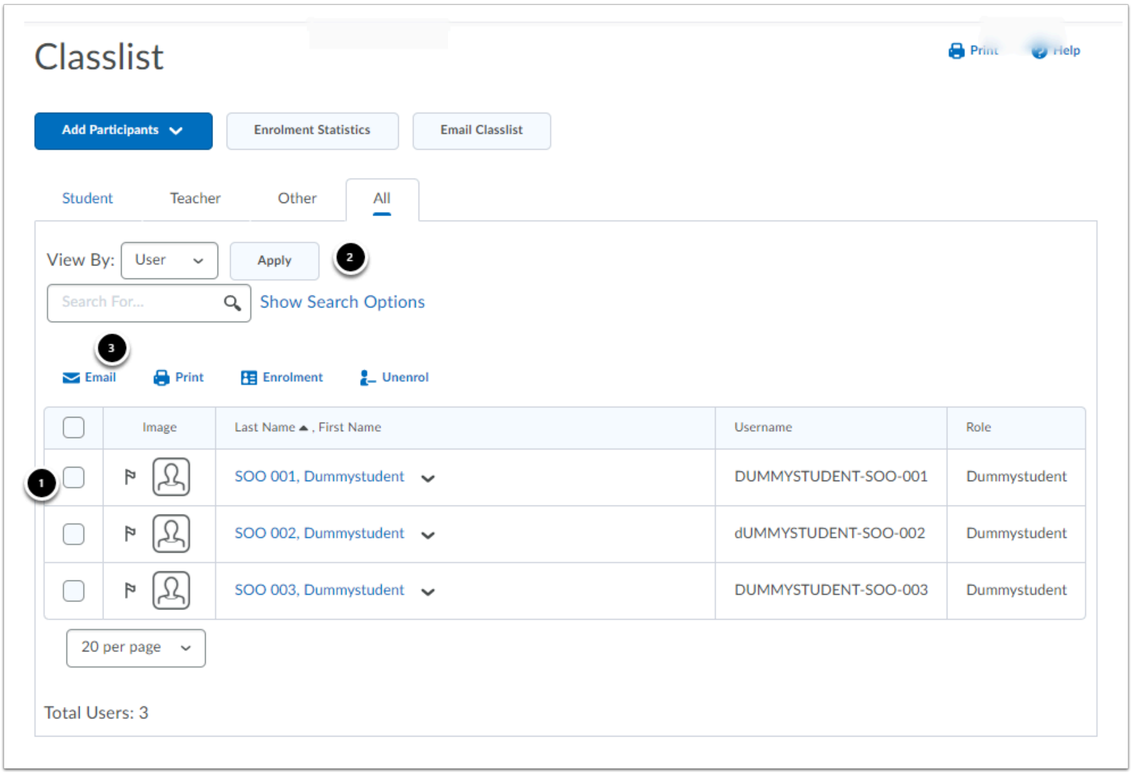


It is possible to e-mail students or other people who are enrolled in the course individually via the class list.

- Find the recipient. Use the search bar if necessary.
- Click the fold-out arrow next to a person.
- Click **Send Email**. A new window opens, in which the correct e-mail address is already entered in the **To**-field.
- Write your message and click **Send**.

Note: after entering an e-mail address in the **To-** or **CC-**field, do not press the Enter key. If you do this, your message will be send immediately.

To a group



1. Select the people you want to e-mail. If you want to select many people at once, check the boxes next to **Image**.
2. Filter by group by selecting **Groups** in the drop-down menu under **View By**, select the desired group and click **Apply** again.
3. Click on **Email**. A new window opens, in which the e-mail addresses of the selected persons are already entered in the **Bcc-**field.

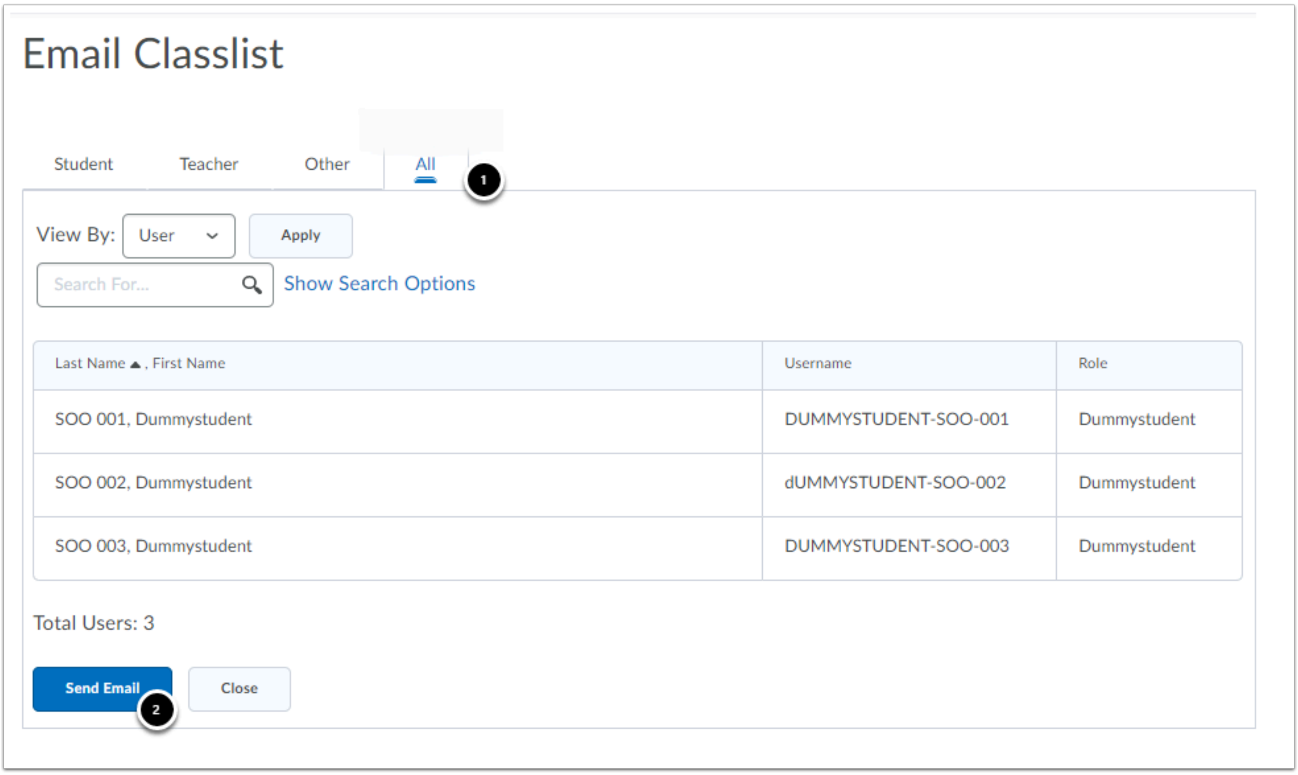
Write your message and click **Send**.

If you select people via the boxes next to **Image**, you only select the people on the current page. If you have more people in the class list than there are on a page, you don't automatically select everyone.

Via Email Classlist

If you use **Email Classlist,** you can send e-mails to students from the list, teachers, or everyone.

- Click **Email Classlist** in the Class list page.

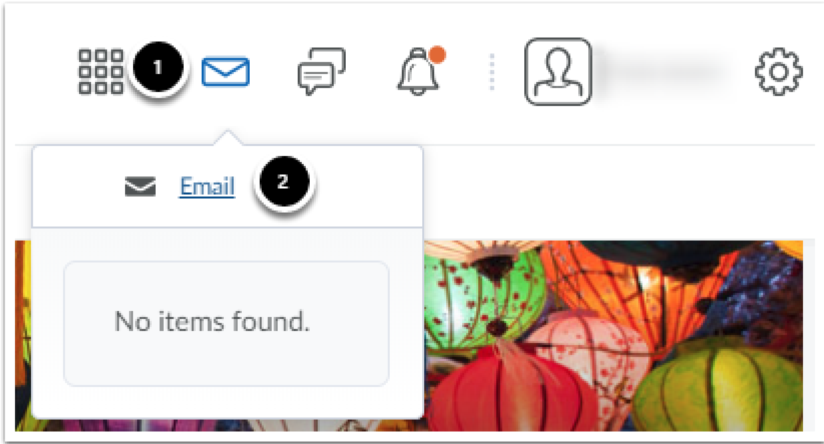


1. Select whether you want to send a mail to everyone (**All**), just the teachers (**Teacher**), or just the students (**Students**).
2. Filter the users per group selecting **Groups** in the drop-down menu next to **View By**. Click **Apply**, select the appropriate group and click **Apply** again.
3. Click **Send Email**.

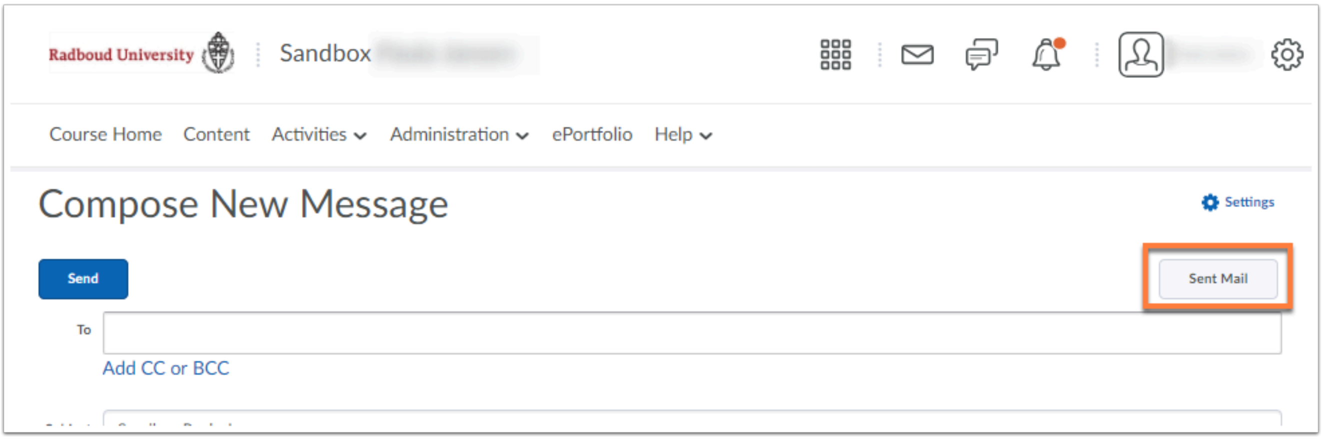
If you choose to send an email to **All** you will also send the mail to yourself. You can remove yourself from the BCC or send a mail via the tab **Student** to prevent this from happening.

Find sent mails

When you want to find your previously sent emails you can use the envelope icon in the minibar.

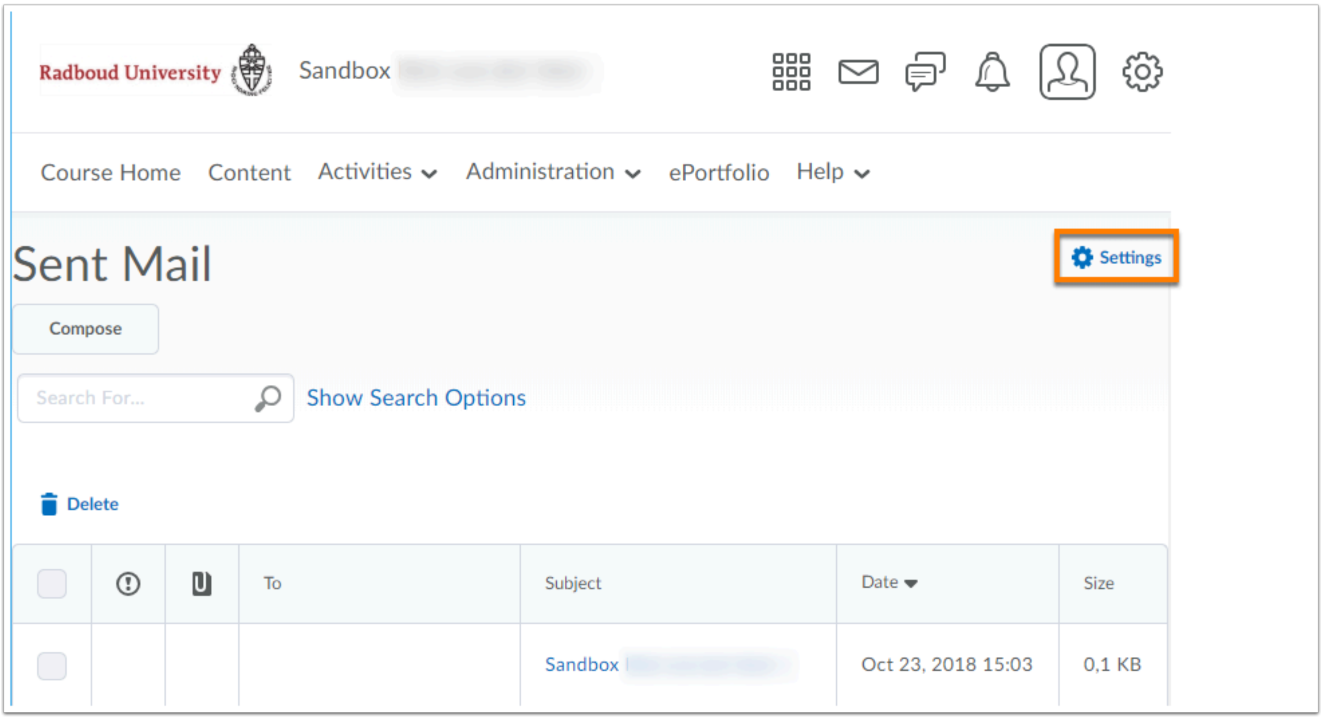


1. Click the envelope icon.
2. Click **Email.**



- Click **Sent Mail**. Here you will find all the mails you have sent via Brightspace.

Forward copy of all emails



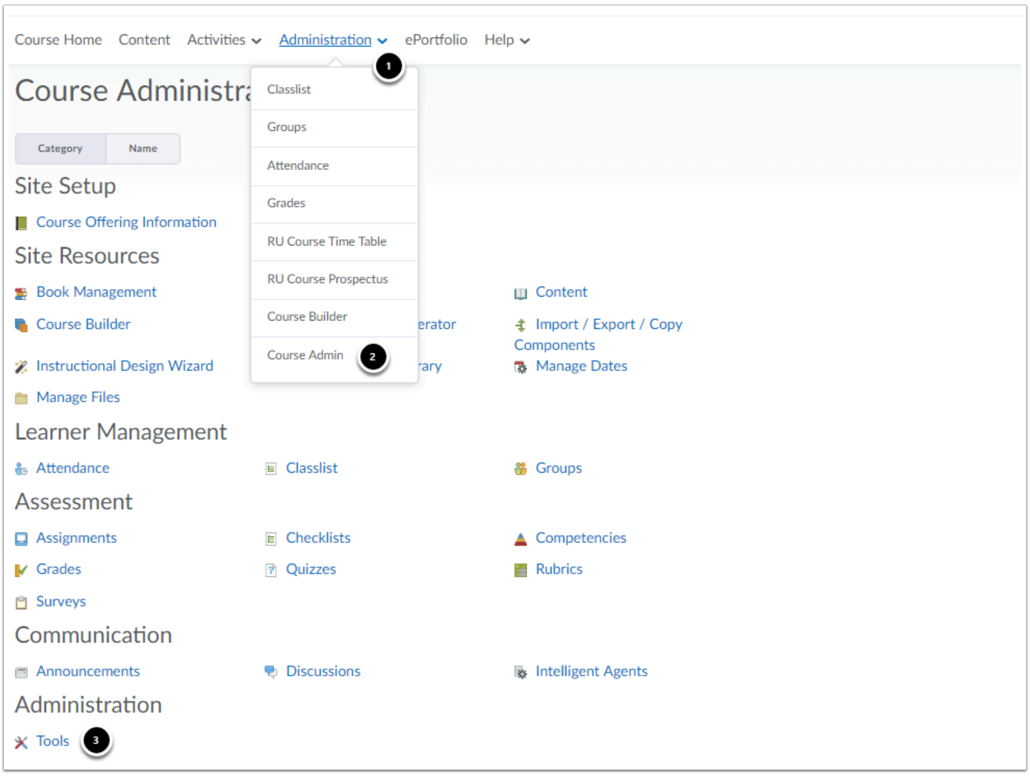
- If you want to receive a copy of all sent mails on a specific mail address you can click on the **Settings** button on the **Sent Mail** page.
- Check the box for the option **Send a copy of each outgoing message to emailadres@ru.nl**. Brightspace will automatically fill in the email address you use in your profile.

How do I use the Attendance tool? Administration | Attendance

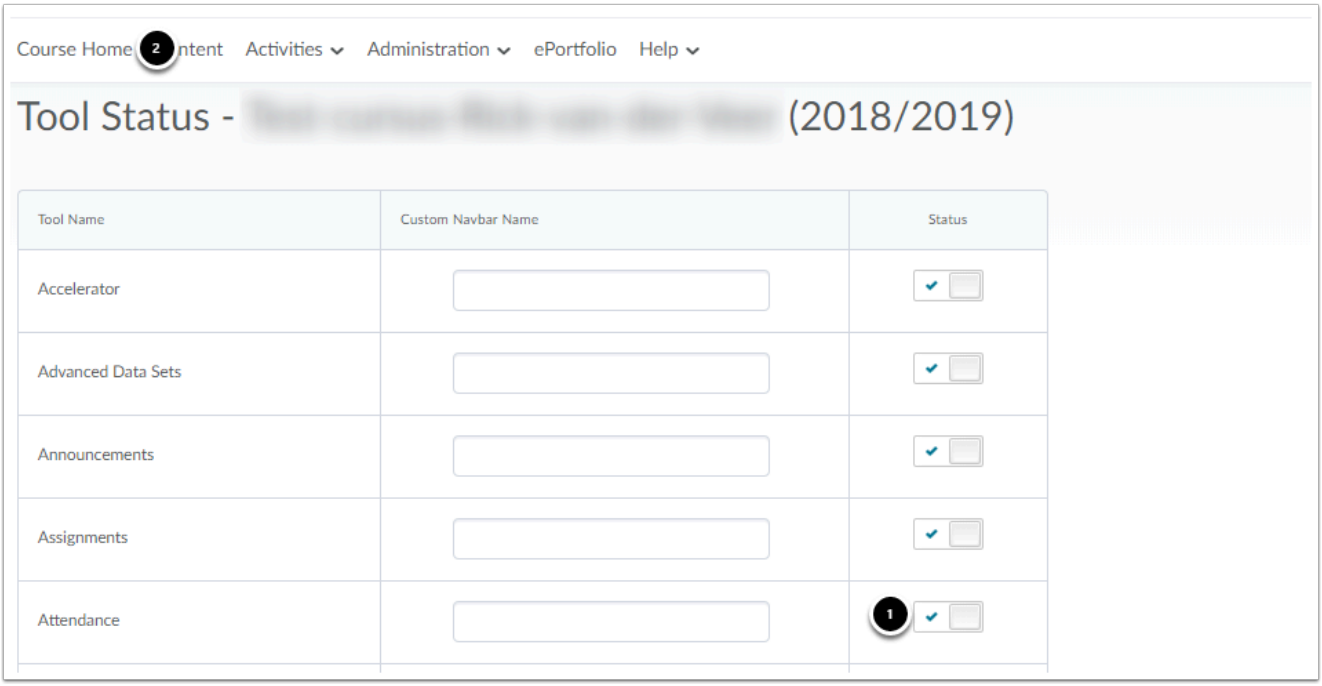
Activate Attendance

Attendance can be used to keep an attendance list of who was present at a certain meeting. This allows you to see the percentage of students who were present at a lecture and which students do not attend enough meetings. You need to activate the tool before you can use it in your course.

> ⚠ You cannot (yet) use Attendance to calculate a grade. One alternative is to keep attendance using Grades. To learn more about this possibility, read How can I use Grades in my course?



1. Click **Administration** in the navbar of your course.
2. Click **Course Admin**.
3. Click **Tools** below the heading **Administration**.

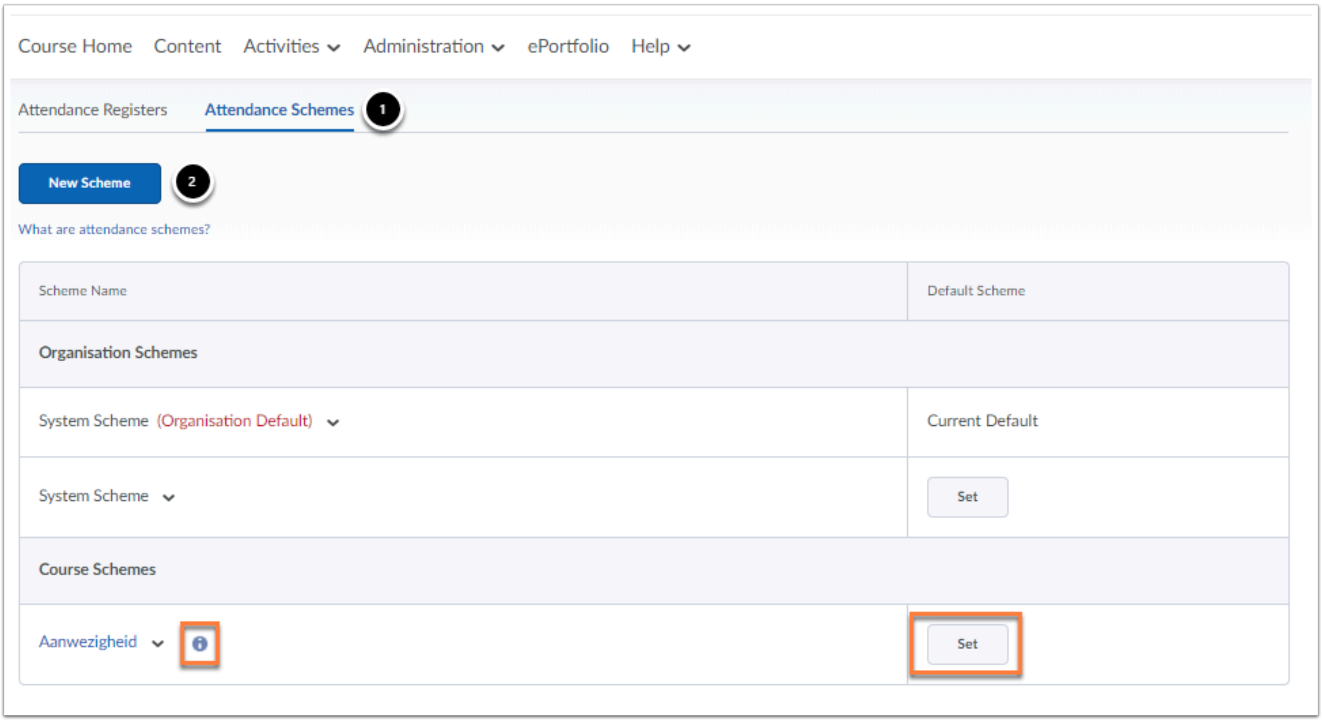


1. Click the status indicator behind **Attendance.** A blue check mark will appear.
2. Return to the **Course Home** to finalise your changes. You can now find **Attendance** below **Administration** in the navbar.

Create an Attendance Scheme

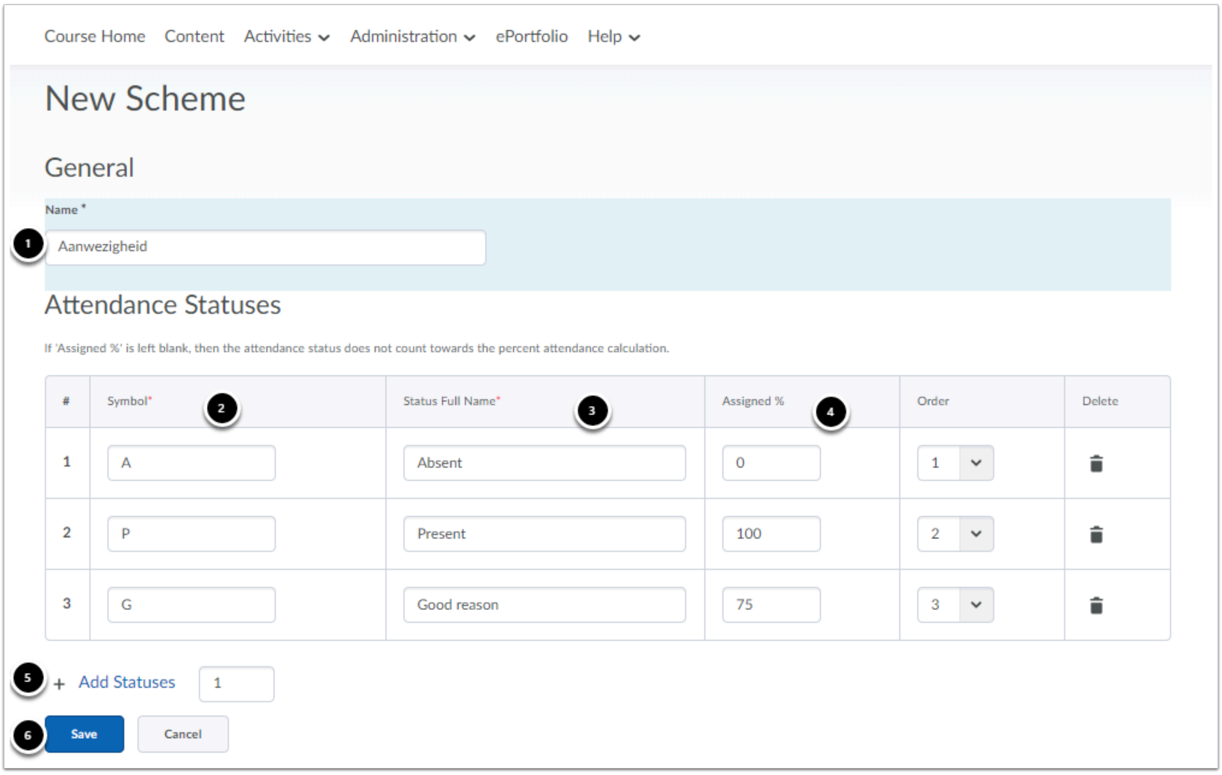
Attendance can be tracked by using a **Register**. You will need to create an **Attendance Scheme** before you can start creating a register. The scheme allows you to create the options you want to have whilst tracking the attendance of students. It allows you, for instance, to not only fill in whether they were present or absent but also create an option that they left the lecture early with a good reason.

- Go to **Administration** in the navbar of your course.
- Click **Attendance**. You will now see the overview of your Attendance Registers.



1. Click **Attendance Schemes** (the second tab). You will notice that **System Scheme** is being used as the standard attendance scheme. You can set another scheme as the default scheme by clicking on **Set** behind a scheme.
2. Click **New Scheme**.

An information icon will appear behind the name of a scheme when it is used for one or more registers. Clicking this icon will show the registers for which it is used.

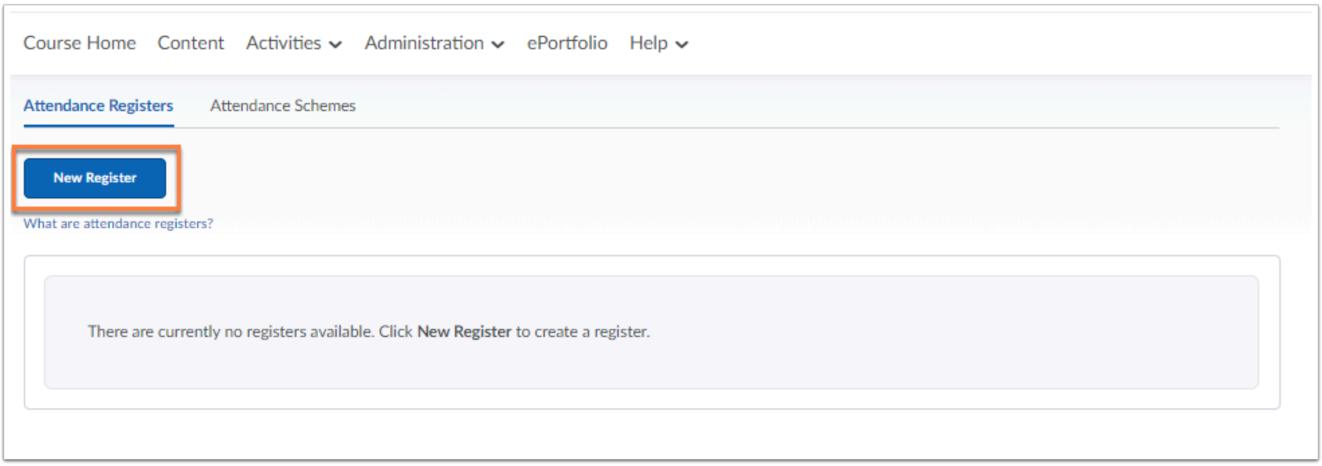


1. Enter the name of the new attendance scheme.
2. Choose an abbreviation for every status you want to use. This abbreviation is used for filling in the attendance register.
3. Fill in the actual meaning of the status below **Status Full Name** *(for example: present, absent, or absent with a good reason)*.
4. Below **Assigned %** you can fill in the percentage this status gives the student.
5. Add (an) additional status(es). Enter the amount of statuses and click on **Add Statuses**.
6. Click **Save** to save the attendance scheme and click **Close** to return to the overview.

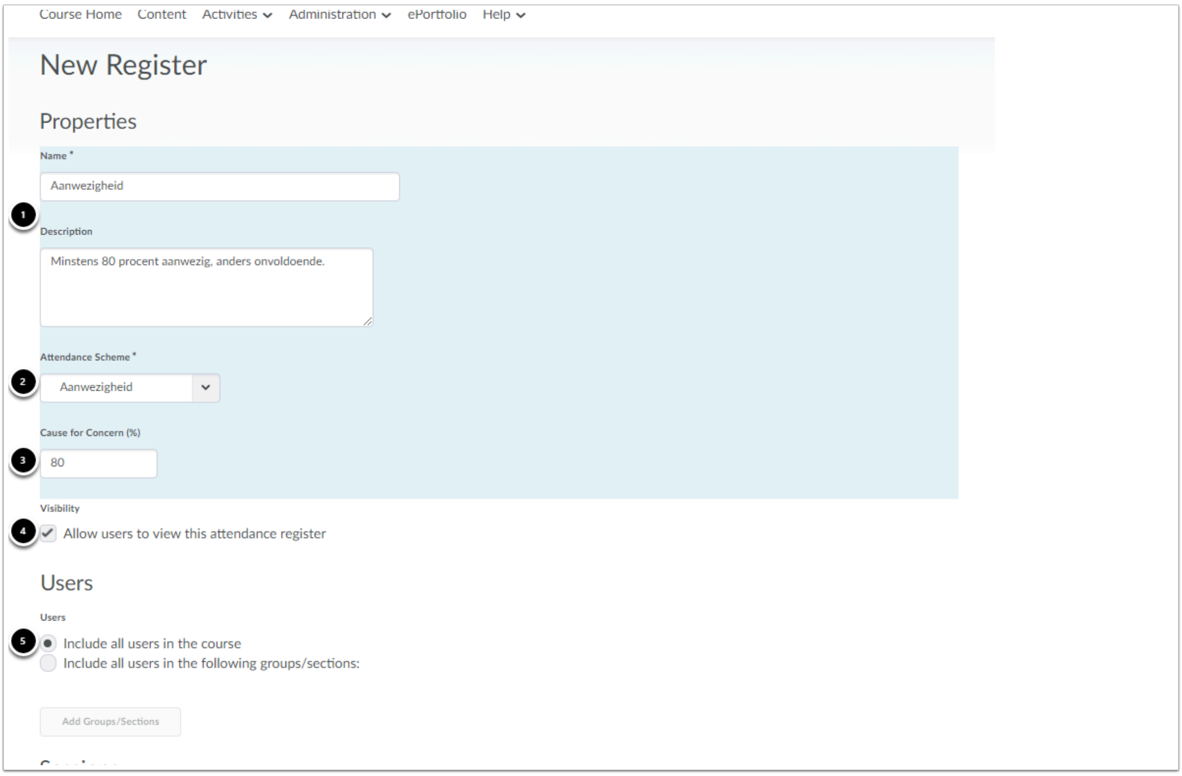
Create an Attendance Register

An **Attendance Register** allows you to track the attendance of students. This register can be used to fill in whether a student is present of absent. Tracking the attendance for multiple sets of lectures can be done by creating multiple registers for the same course.

- Go to **Administration** in the navbar of your course.
- Click **Attendance**. You will now see the overview of your Attendance Registers.

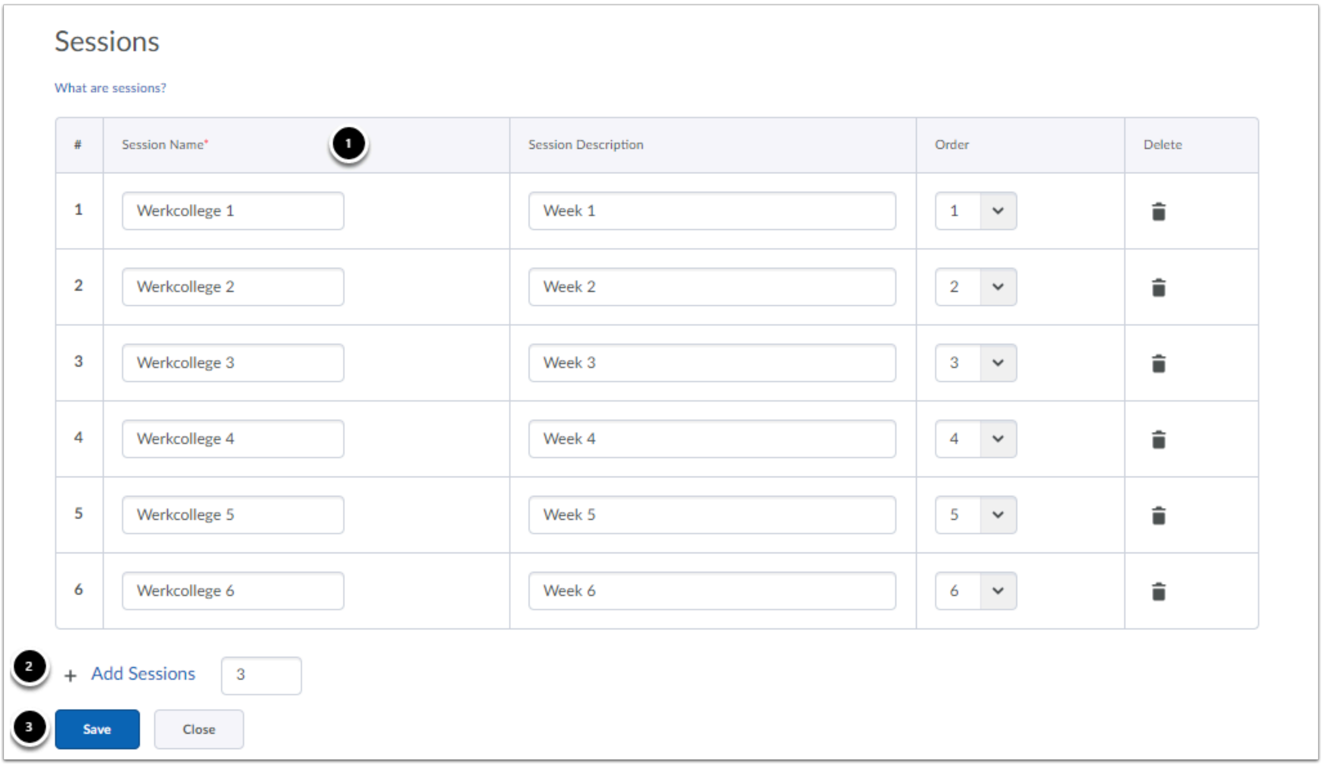


- Click **New Register**.



1. Enter a name and description.
2. Select the **Attendance Scheme** you want to use for this register in the dropdown menu.
3. Below **Cause for Concern** you can enter a percentage that represents the minimal attendance for students for this register.
4. Below **Visibility** you can choose whether students are able to view their own attendance.
5. Below **Users** you can choose whether this attendance register is to track the attendance for all students (**Include all users in the course**) or only the students in

a specific group (**Include all users in the following groups/sections**). Click **Add Groups/Section** and select the specific group you want to track if you have chosen the latter option. This allows you to track the attendance of multiple groups within one specific course.



1. The **Sessions** menu allows you manage the sessions for which you want to track the attendance. Enter the name, description, and order for every session.
2. Add additional sessions if needed. Fill in the amount and click **Add Sessions**.
3. Click **Save** to save your register.

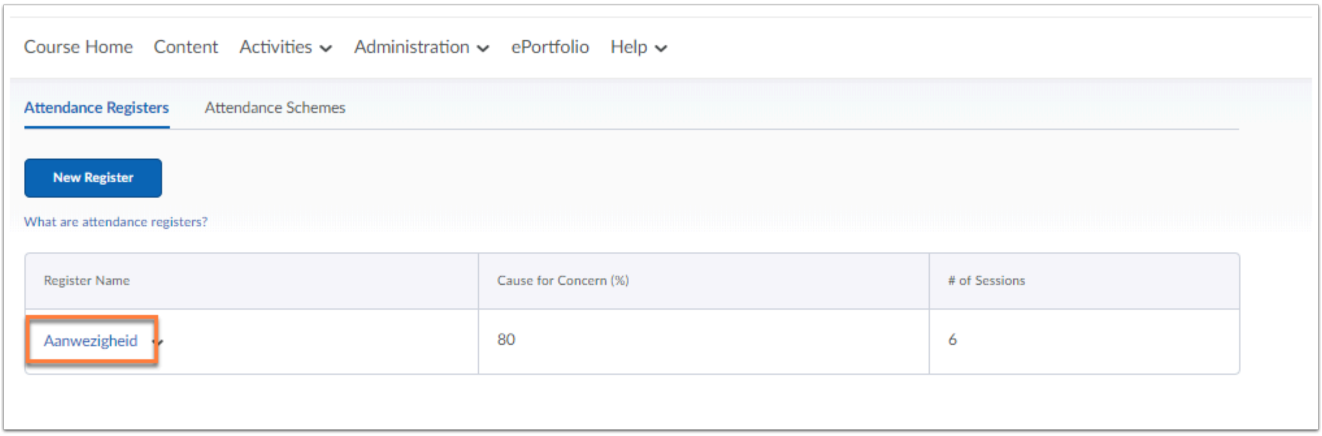
Changing any settings of an existing **register** (*for example changing which **scheme** is used*) will result in a loss of all previously filled in data. Please make sure that all your settings are correct before you start using a register in your course.

Tracking Attendance

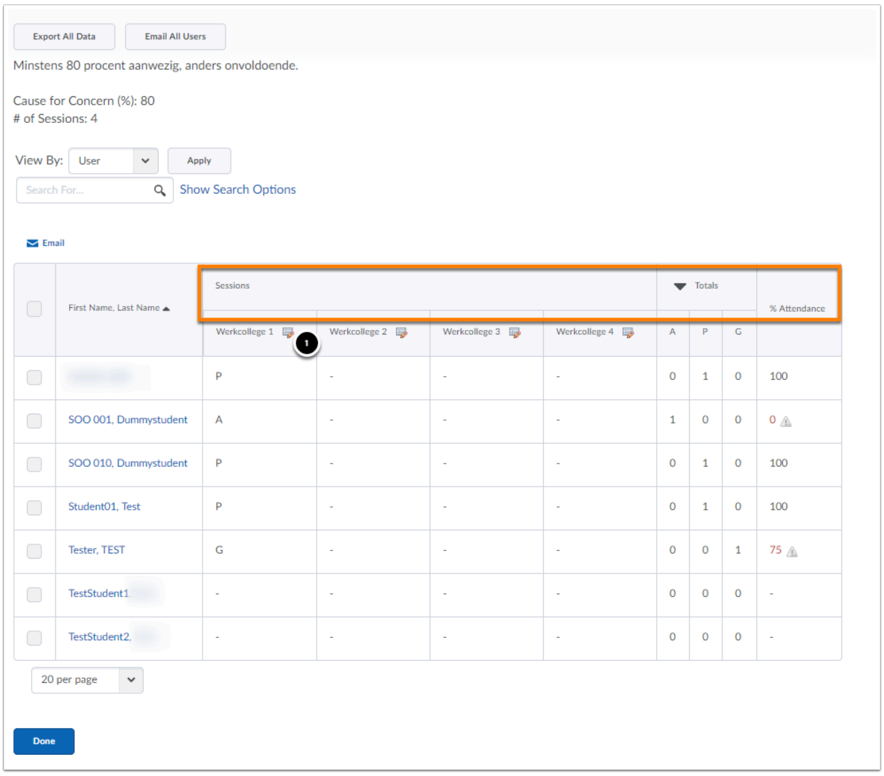
You can track the attendance of participants of your course by filling in the correct symbols you have used when creating your **Attendance Scheme**.

- Go to **Administration** in the navbar of your course.

- Click **Attendance**. You will now see the overview of your Attendance Registers.

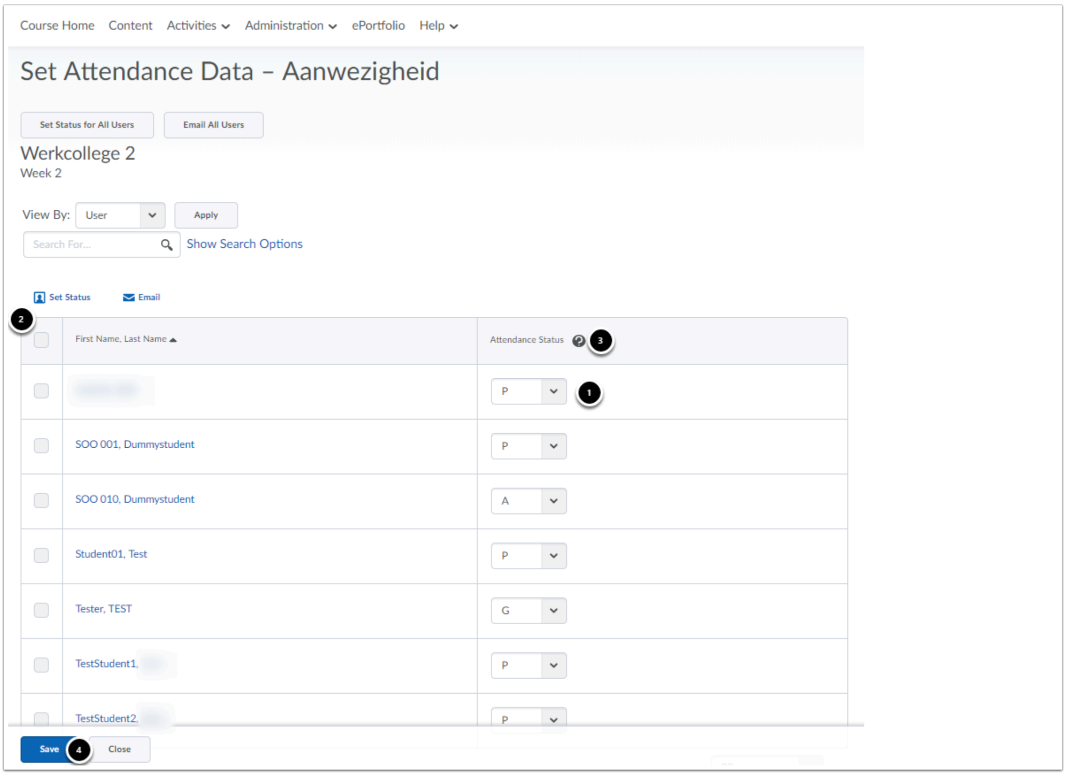


- Click the **Register** in which you want fill in the attendance.



- Below **Sessions** you will see the sessions for which you can fill in the attendance. You will see the status for every student for each of the sessions after you have filled this in.
- The **Totals** will show you how often a student received a certain status (present, absent, or absent with a good reason).
- Below **Attendance** you will see the percentage every student has achieved. Their percentage will be red and accompanied by a warning icon when their attendance is below the minimal percentage indicated in the register.

1. Click the calendar icon next to the name of a session to fill in the attendance per student for that specific session.



1. Select the correct symbol for each individual student in the dropdown menu. You can choose between the options you have created in the **Attendance Scheme**.
2. You can fill in the attendance for multiple students at once. Check the boxes before the names of multiple students and select **Set Status**.
3. Click the question mark symbol next to **Attendance Status** to see what every symbol means.
4. Click **Save** to save the changes and click **Close** to return to the overview.

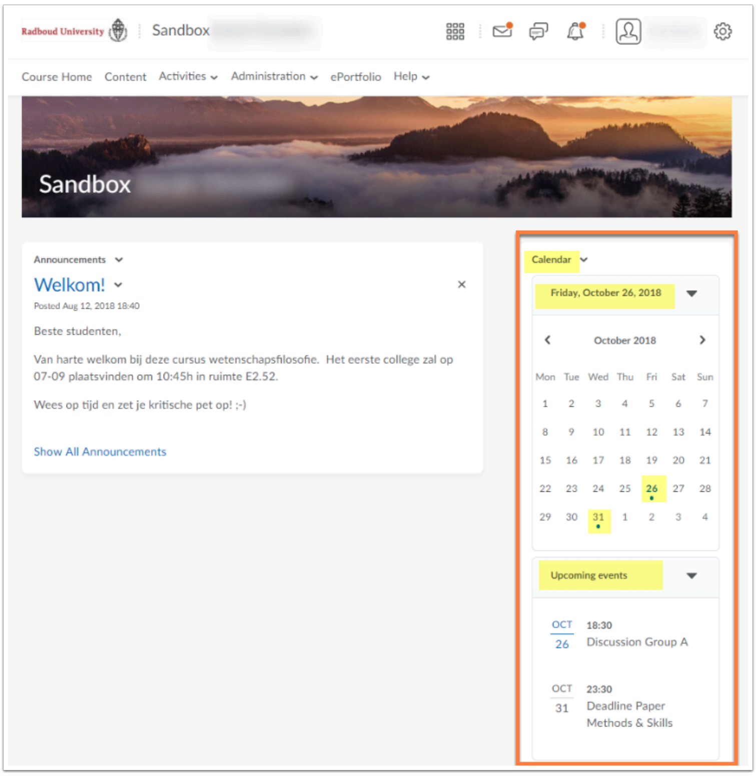
How do I use the Calendar? Course Home | Calendar

The Calendar widget

The **Calendar** is your personal schedule. You can find the Calendar widget on both your personal homepage and the **Course Home** of every course (right side of the screen). When you access the Calendar through your personal homepage, you will see the events of all courses you have enrolled in, like deadlines (**Due Dates**) and class times. If you access the Calendar through the Course Home of a course, you will only see course-related events.

You are not able to create or import events when you open the Calendar widget from your personal homepage. If you want to create an event for a specific course you will have to:

- navigate to the course and subsequently to the Calendar.
- navigate to the schedule of the specific course from the Calendar.

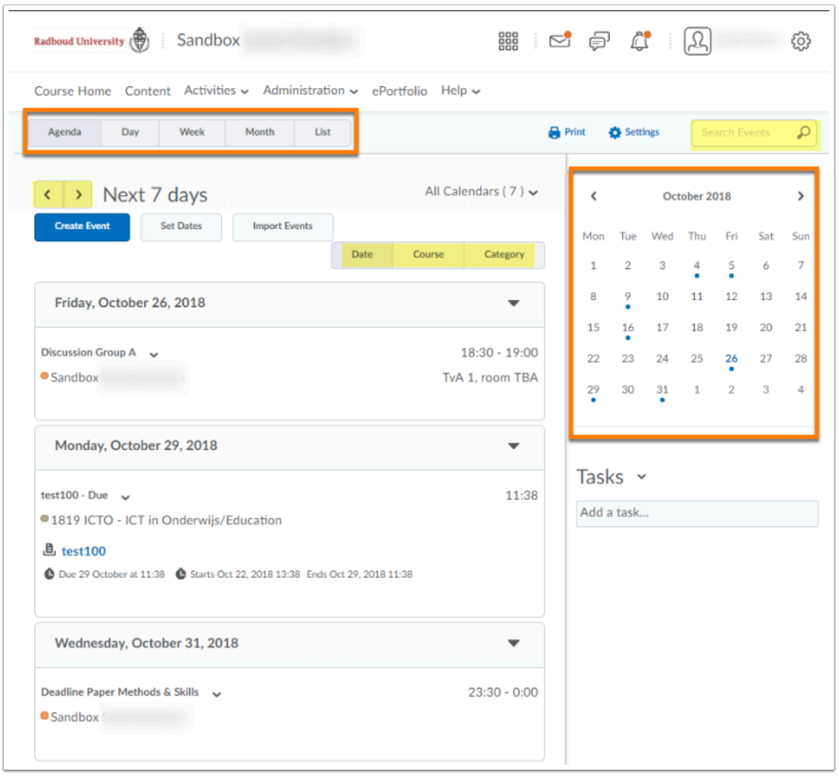


The Calendar widget consists of two components:

- The **calendar**: this is the calendar display. Today's date is blue, dates on which events take place are marked with a dot.
- **Upcoming events**: this is a list of upcoming events.

Click the date or the Upcoming Events to hide or show the calendar/events.
Click **Calendar** at the top of the Calendar widget to open it.

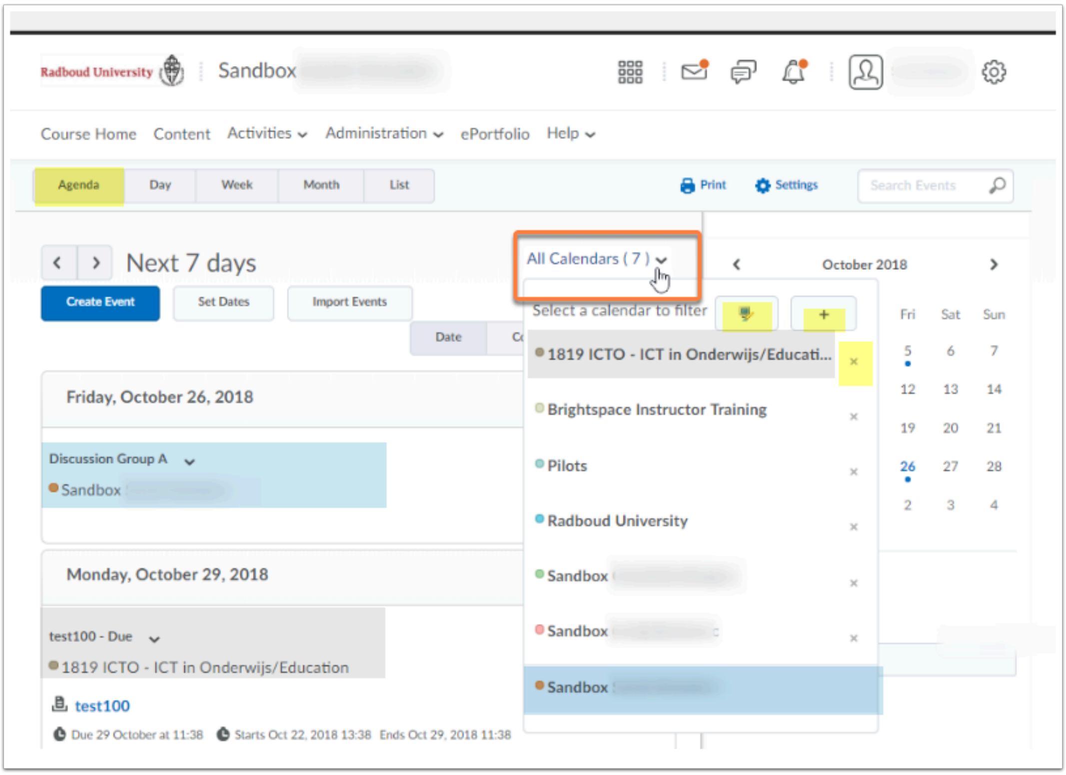
Display options calendar



You can use Calendar to view the events of all the courses you are enrolled in. Use the different tabs to determine the calendar display:

- **Agenda:** view the events for today and tomorrow (**Today and Tomorrow**) or use the arrows to choose for events that occur in the next seven days (**Next 7 Days**). You can also use this display to organize events based on **Date**, **Course**, or **Category**.
- **Day:** view a day in your agenda by the hour.
- **Week**: view a week in your agenda.
- **Month**: view a month in your agenda.
- **List**: view all upcoming events in a list display. Also use this display to filter events based on type (*for example, Assignments, Discussions, Modules, etc).*
- Use **Search Events** to search an event.

Choose a calendar



- Click **All Calendars** to see a list of all of your course calendars - the one you are currently viewing is marked blue.
- The events are colour coded and correspond with the colour of the agenda (*you will see that the event 'Discussion Group A' is orange and corresponds with the selected course calendar, and that the event 'test100' is gray and corresponds with the course calendar of 1918 ICTO - ICT (...)).*
- The way in which events are displayed depends on the chosen calendar display. The image above shows 'agenda' as selected and the events are blocks that are placed below one another. However, if you choose a Month display you will see a monthly calendar and the events will be displayed on the corresponding day.
- Click the computer icon to change the colour code of each agenda.
- Click a course to navigate to that calendar or click the cross behind it to hide it. If you want to view all calendars, click on the fold-out arrow and then **Show All Calendars**.
- Click the plus icon to add an agenda to your Calendar.

How do I add an event to the Calendar? Course Home | Calendar

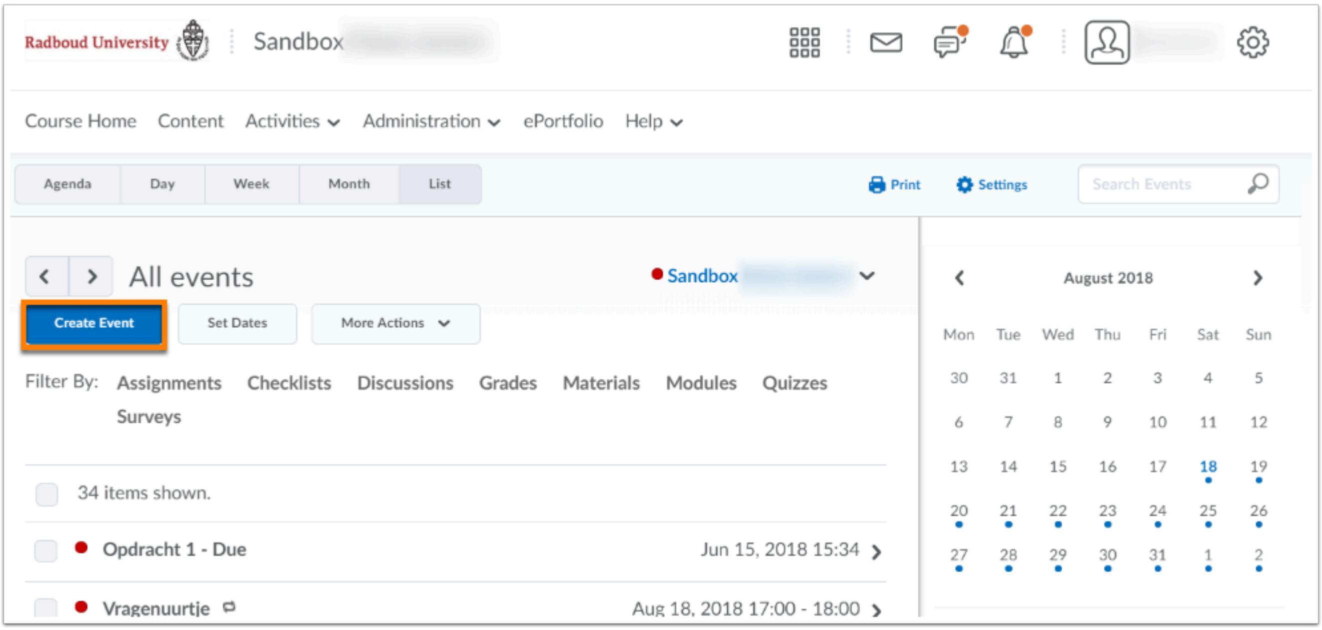
Create Event

The agenda's day, week, and month display can be used to create events, to put certain components of your course in your agenda or to import an external agenda (iCal file). You can change the visibility and date of certain events in the list display.

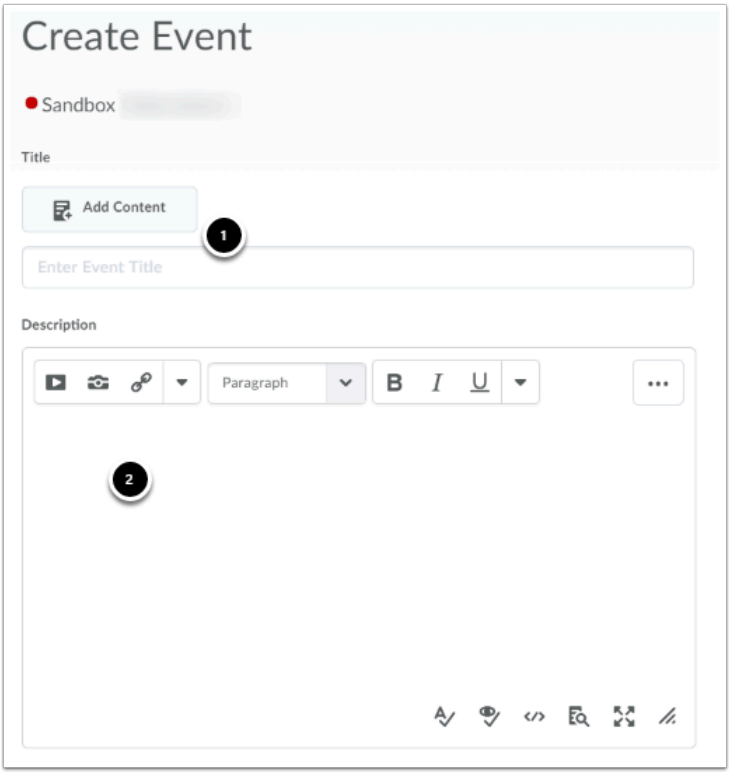
- Navigate to the **Course Home** of the desired course.
- Click **Calendar** in the Calendar widget.

Or

- Navigate to **Administration** of the desired course.
- Click **Course Admin.**
- Click **Calendar** below **Site Resources.**

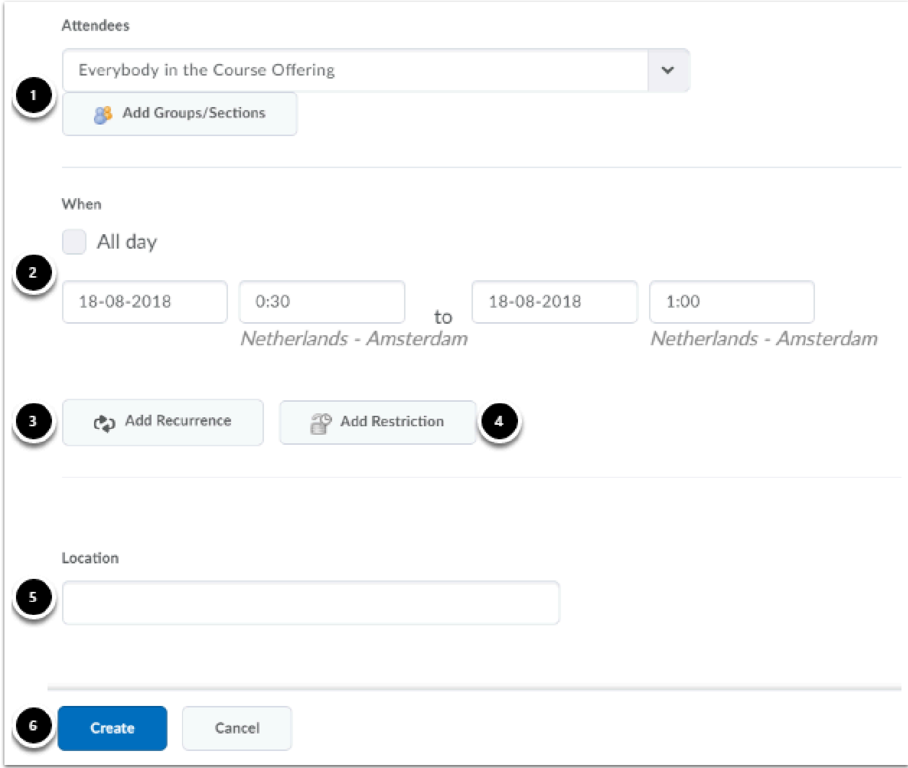


- Click **Create Event**.



1. Name the event using **Enter Event Title.** You can also link a course component using **Add Content.** If you link a course component, you can alter the title afterwards.
2. Add a description if desired.

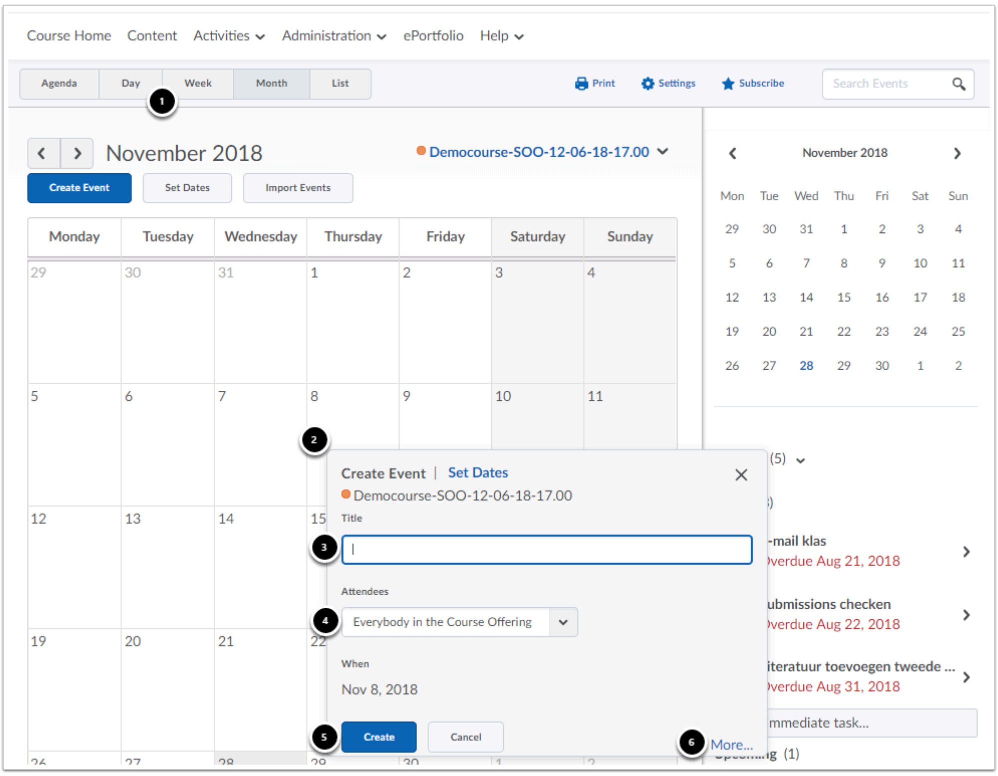
By linking a course component, the content of this component will be visible directly from calendar. This means the student does not have to navigate to Content and search for said course item.



1. You can use **Attendees** to select whether the event is for everyone in the course or for a specific group.
2. Enter the begin date, end date and the time of the event. Select **All day** if the event lasts all day. Note that this will be the date in the calendar itself, and not the date of a linked course component.
3. Click on **Add Recurrence** if you want to repeat the event every day/month/year.
4. Click on **Add Restrictions** to add conditions to the visibility of the event.
5. If desired, add the location of the event.
6. Click **Create.**

Create event via the day/week/month display

- Navigate to the **Course Home** of the desired course.
- Click **Calendar** in the Calendar widget.

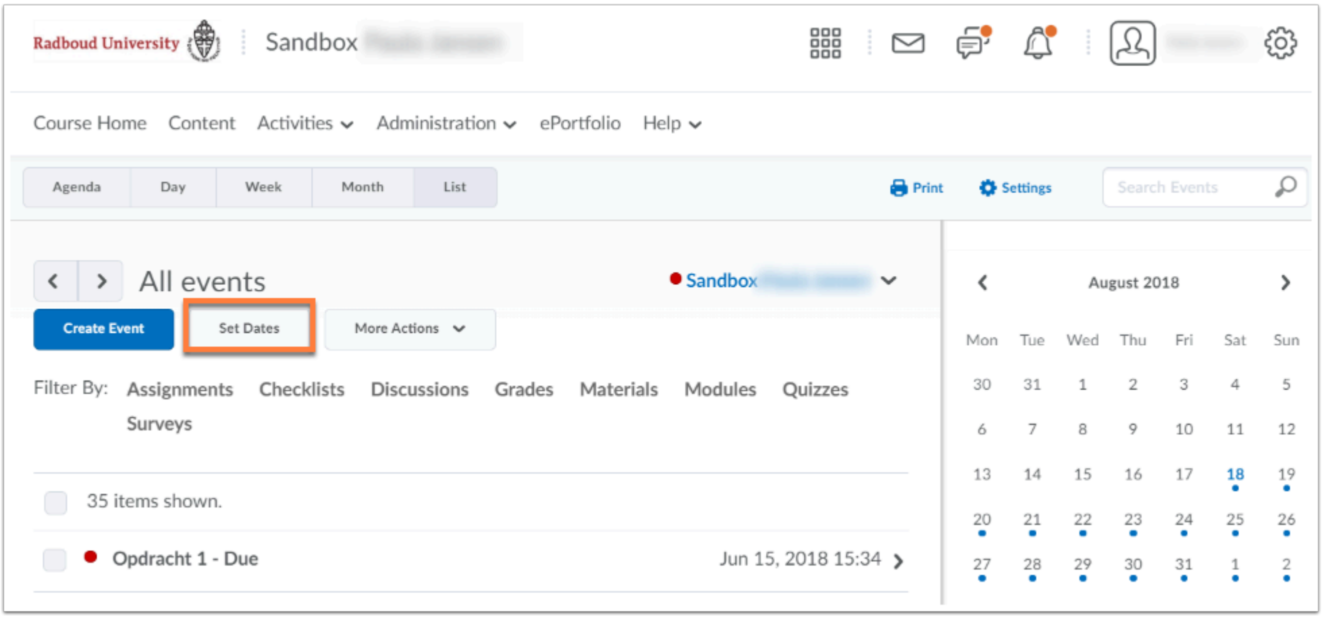


1. Click **Day**, **Week** or **Month** and search for the desired date.
2. Click on the desired date. A new window will appear.
3. Enter the title of the event.
4. Use **Attendees** to select for which groups in the course this event is. Select **everybody in the Course Offering** if the event is for everyone in the course.
5. Click **Create** to create the event.
6. Click **More** for more options. You will now get the same options you would get if you used Create Event.

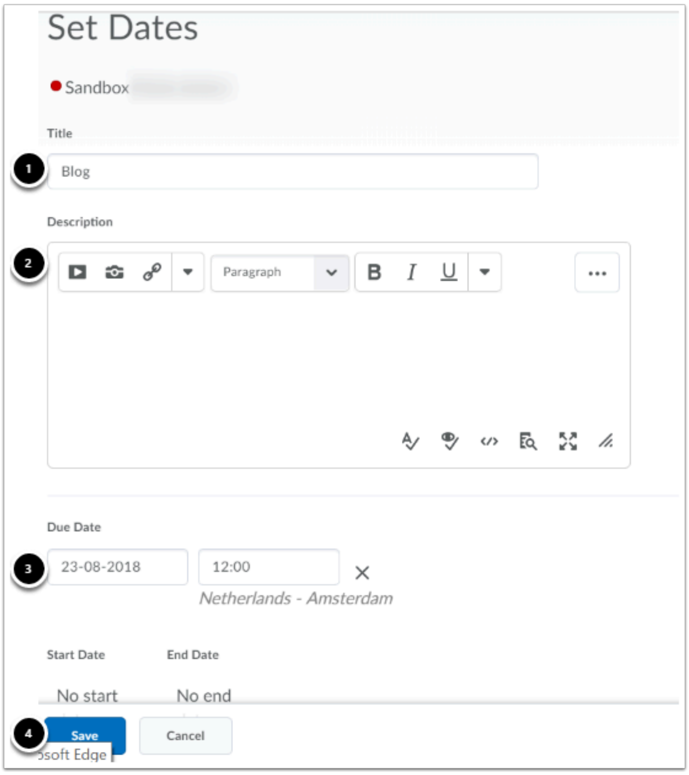
⚠ If you wish to link content to the event, you have to use Create Event - you cannot do this if you create an event via the day/week/month display.

Add dates to course components

Course components you have set dates for will automatically appear in the calendar. If there are course components without a date, you can add the date at a later time. Adding dates will make the course component appear in your calendar.



- Click **Set Dates.** Then select the desired component and click **Add.**

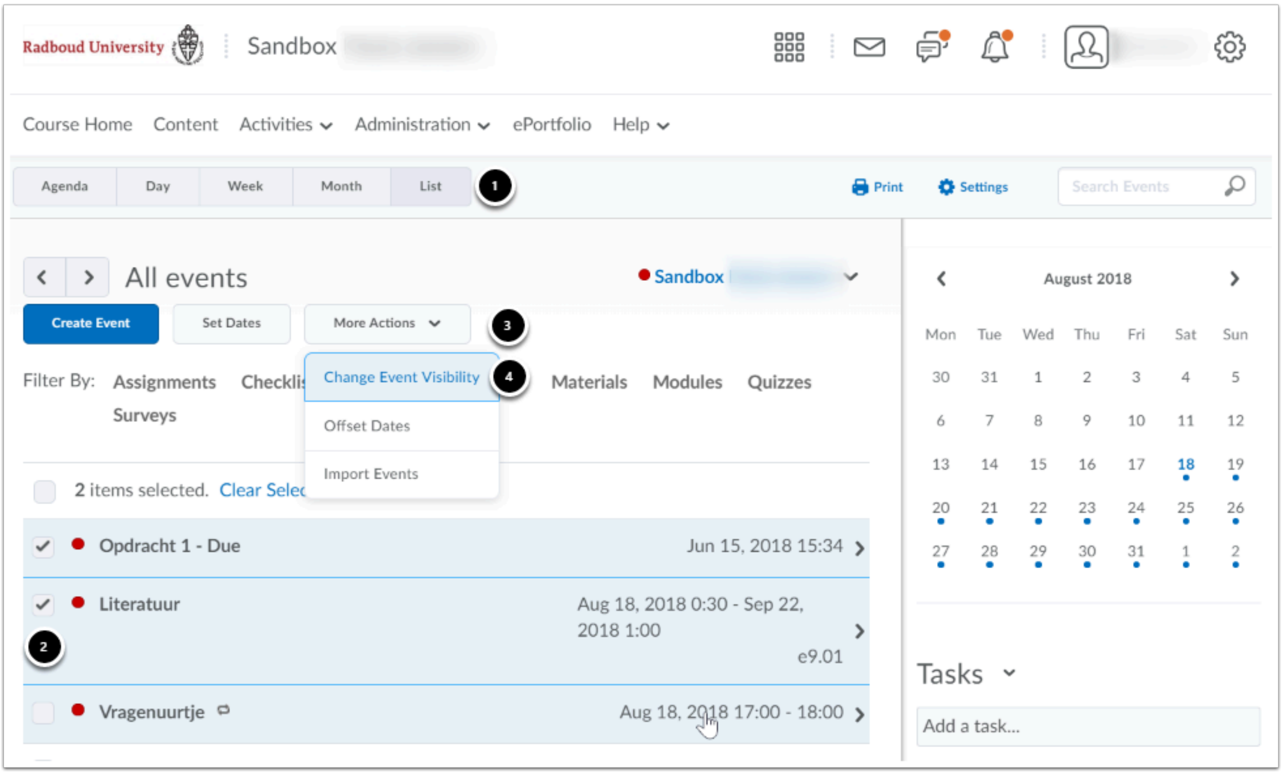


1. The title of the calendar item is also the title of the course component. You can change it if you wish. Note that this will also change the title of the topic in Content.
2. Add a description if desired.
3. Give the course component a **Due Date, Start Date** and/or **End Date**.
4. Click **Save.**

How do I edit existing events in the Calendar? Course Home | Calendar

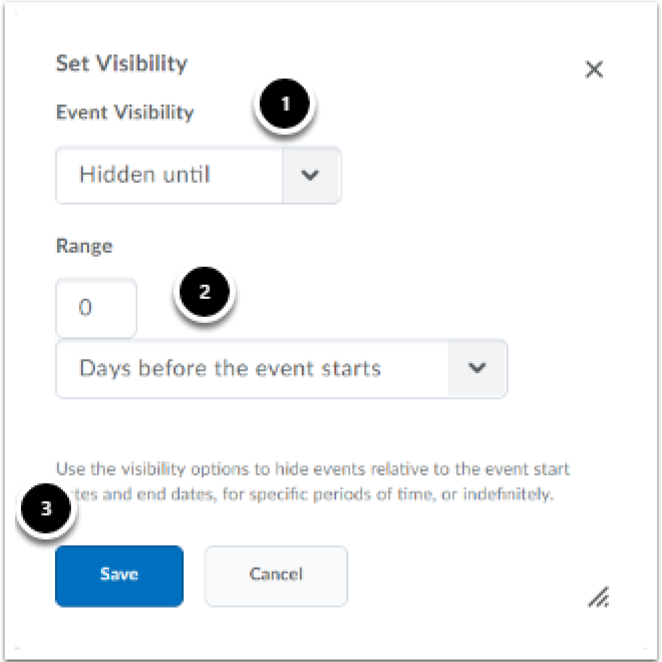
[Adjust visibility](#)
[Change the date and/or time of one or multiple events](#)
[Editing events](#)
[Delete multiple events](#)

Adjusting visibility



1. Go to the list display (**List**).
2. Select one or more events.
3. Click **More Actions**.
4. Click **Change Event Visibility**.

This is only the case when you have added a restriction to the event when you created it, which made the event invisible.



1. At **Event Visibility** indicate when the event should be (in)visible:
   - **Hidden until**: the event is hidden until a certain time (see step 2).
   - **Hidden starting**: the event is hidden starting from a certain moment (see step 2).
   - **Visible between**: the event is visible for a certain period (see step 2).
   - **Hidden**: the event is hidden for students.

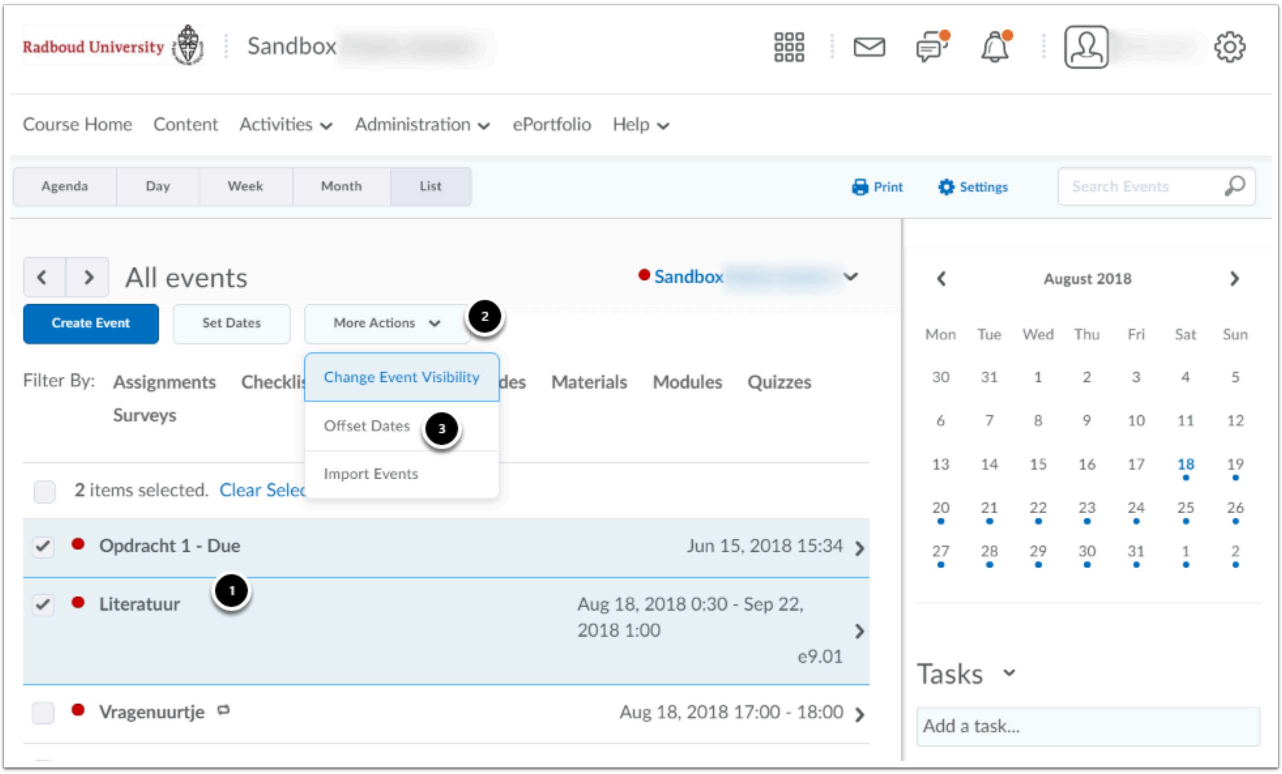
2. Enter the date and/or the range. This depends on the choice you make for **Event Visibility**:
   - With the option Hidden Until:
     - **Days before the event starts**: enter how many days before the event starts students are able to see it.
     - **Hours before the event starts**: enter how many hours before the event starts students are able to see it.
     - **Minutes before the event starts**: enter how many minutes before the event starts students are able to see it.

   - With the option Hidden Starting:
     - **Days after the event ends**: enter how many days after the event ends student are no longer able to see it.
     - **Hours after the event ends**: enter how many hours after the event ends student are no longer able to see it.
     - **Minutes after the event ends**: enter how many minutes after the event ends student are no longer able to see it.

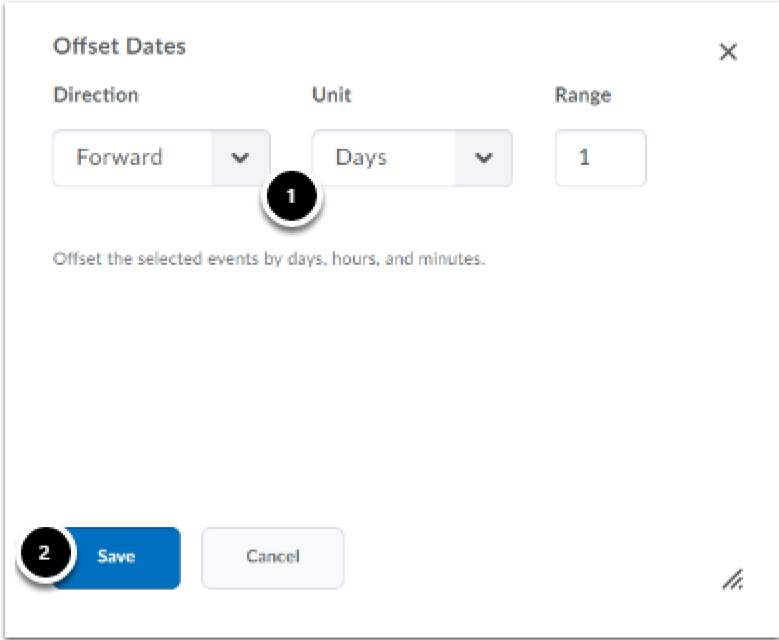
   - With the option Visible Between:
     - **Range**: enter the date and time from and until when the event will be visible.

3. Click on **Save**.

Changing the date and/or time of one or multiple events



1. Select one or multiple events.
2. Click on **More Actions**.
3. Click on **Offset Dates**.

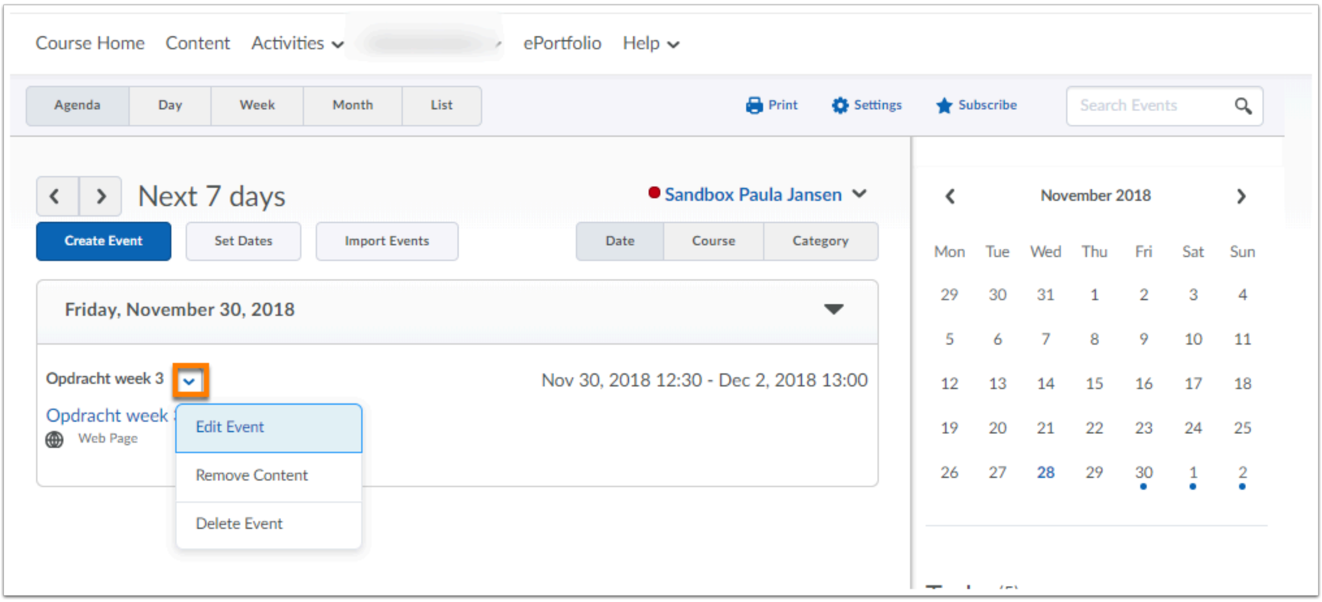


1. Select whether you want to move the date or time (**Unit**) forward (**Forward**) or backward (**Backward**). Under **Range** you can choose how much earlier or later you want the event to take place.
2. Click on **Save.**

⚠ If you select a repeating event, the time or date will **not** change. A warning will appear if this happens.

Editing an event

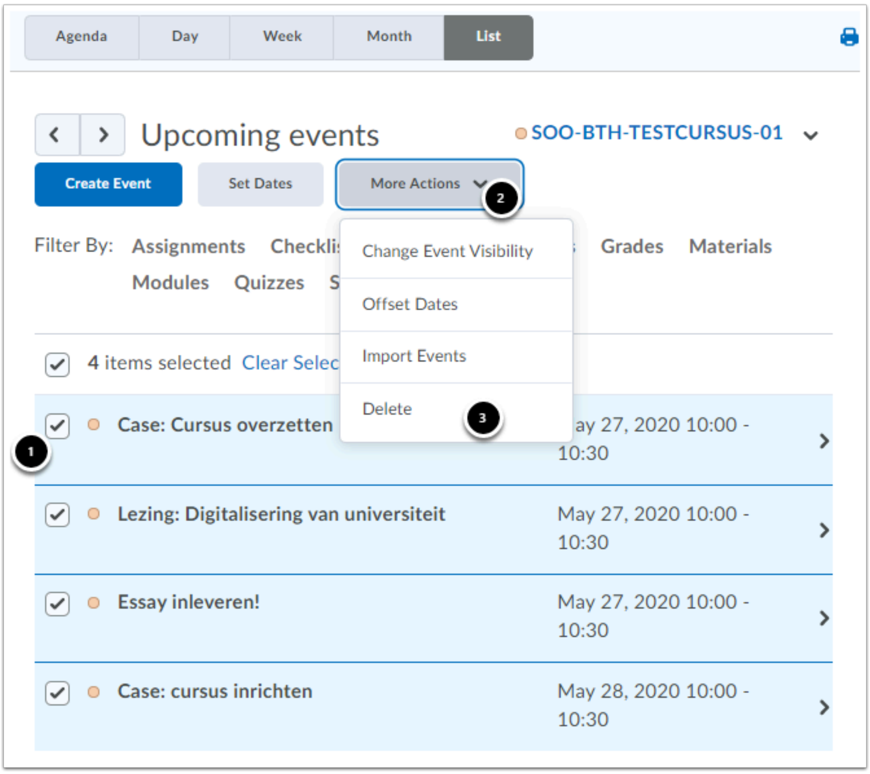
- Go to the agenda display (**Agenda**).



- Click on the arrow next to an event. Note that if you click on an event using the day/ week/month display, you will see the same options on the left bottom of the screen as you would when using the drop-down menu in the agenda display. You can also click on an event in the list display and then click the arrow.
- Click on **Edit Event** to edit the event. You will navigate to the screen where you can create an event.
- Click on **Remove Content** to delete all the contents of an event (title, description etc).
- Click on **Delete Event** to delete the event**.**

Delete multiple events

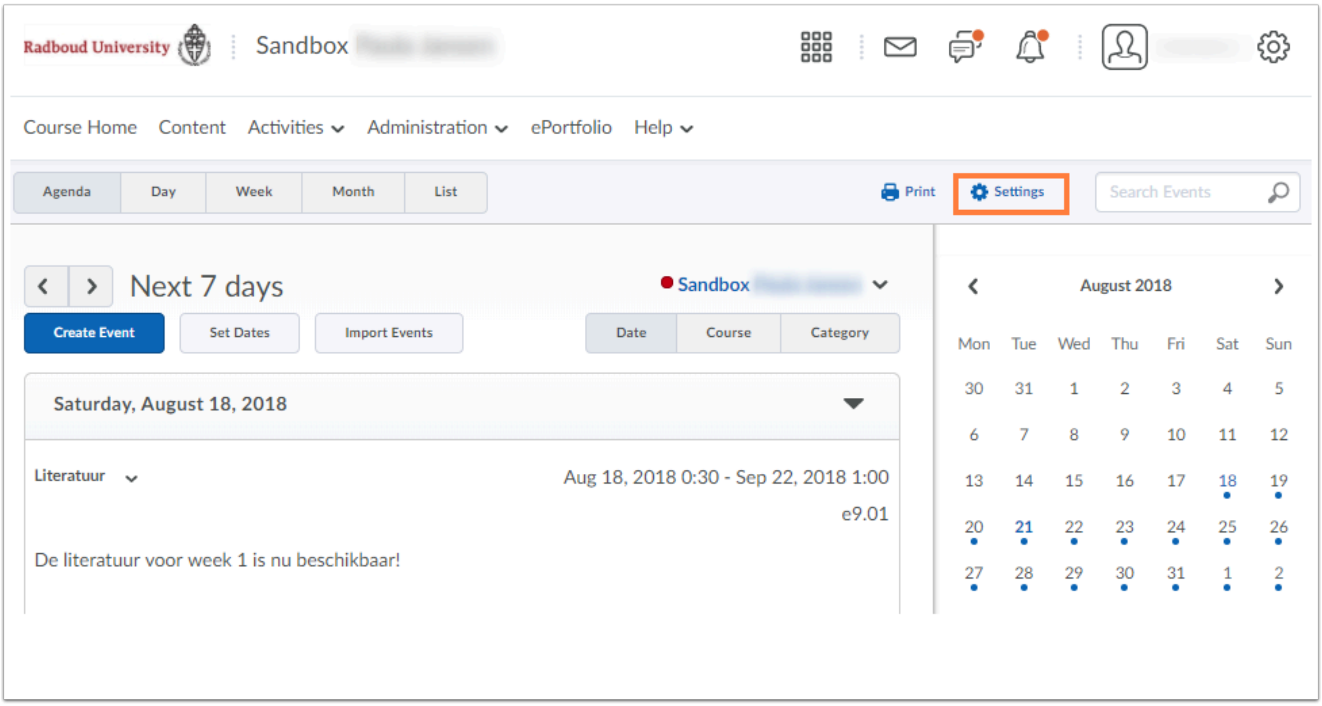
- If you want to remove multiple events or clear your agenda, you will have to go to the **List** view of your **Calendar.**



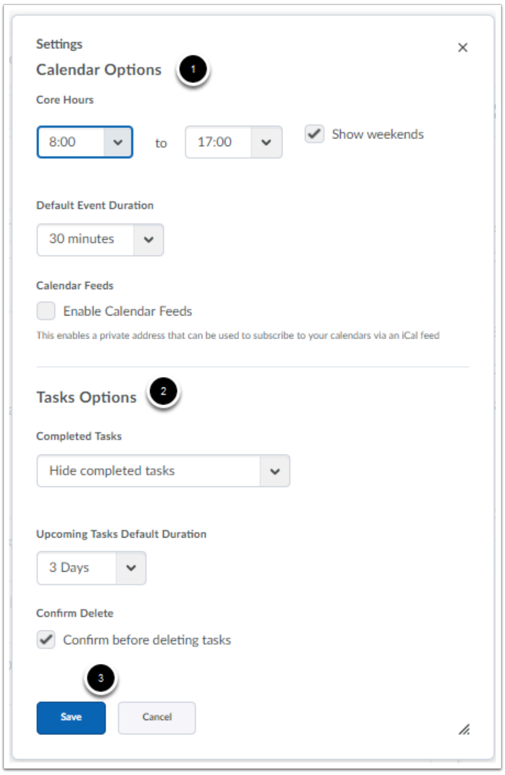
1. Select the events you want to delete.
2. Click **More Actions.**
3. Click **Delete.**

How do I adjust settings in the Calendar? Course Home | Calendar

You can adjust the settings of the Calendar to your personal preferences.



- Click **Settings**.



1. You can change the settings of your Calendar at **Calendar Options**:
   - At **Core Hours** you can choose the time frames that are displayed in your calendar. Select **Show Weekends** if you want Saturdays and Sundays to be displayed as well.
   - Configure the average duration of an event at **Default Event Duration**.
   - Select **Enable Calendar Feeds** if you want to share your schedule on a different platform like your Outlook or Google Agenda (see share schedule).
2. You can change settings for tasks at **Tasks Options**:
   - You can choose how completed tasks are displayed at **Completed Tasks.**
   - You can select the average duration of specific tasks at **Upcoming Tasks Default Duration.**
   - Select **Confirm before deleting tasks** if you want to receive a warning before removing a task.
3. Click **Save**.

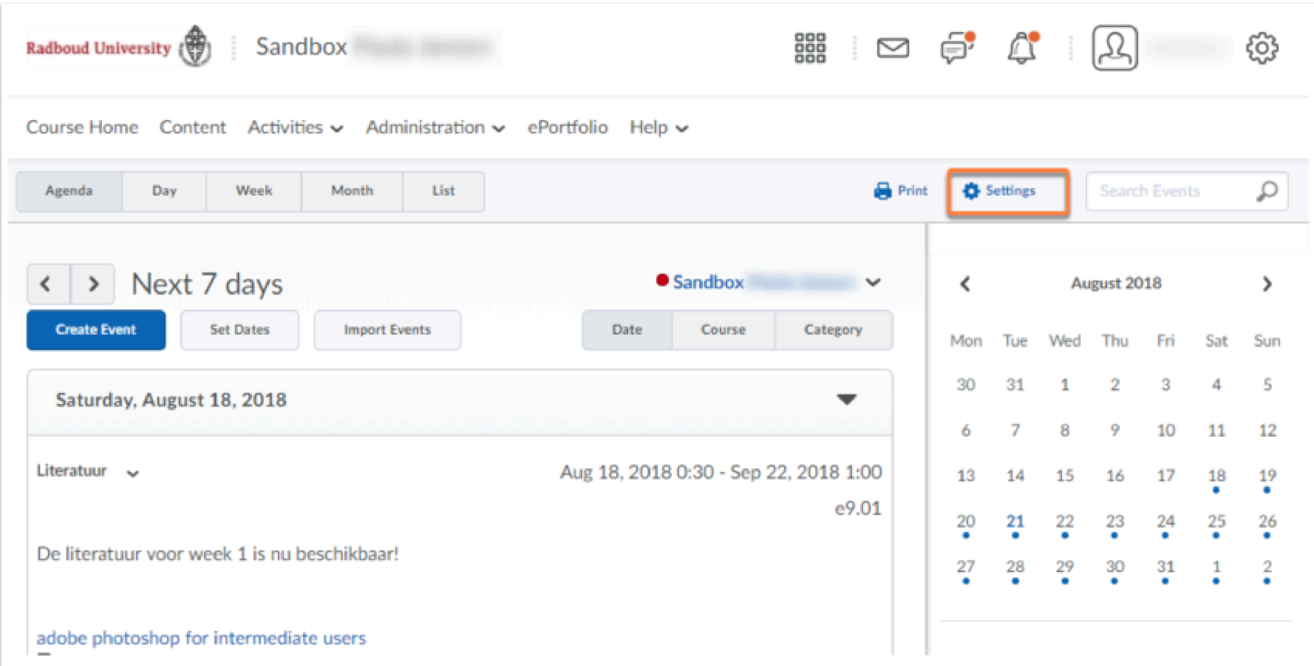
How do I share or print the Calendar? Course Home | Calendar

[Sharing the Calendar](#)
[Printing the Calendar](#)

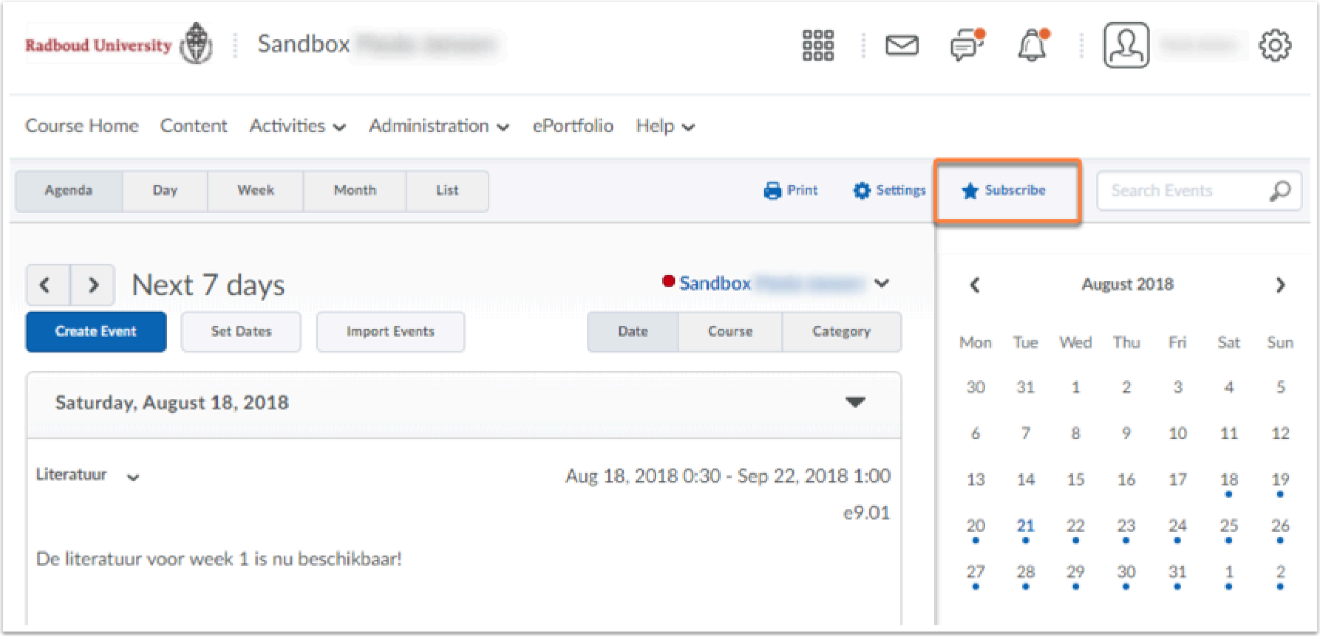
Sharing the Calendar

You can add your Brightspace Calendar to a different application that you are already using, like your Google Calendar or Microsoft Outlook. You can generate a link to your Brightspace Calendar that you can add to these external applications. This allows you, for instance, to easily view your Calendar on your phone.

- Use your personal homepage or Course Home to navigate to the **Calendar.**

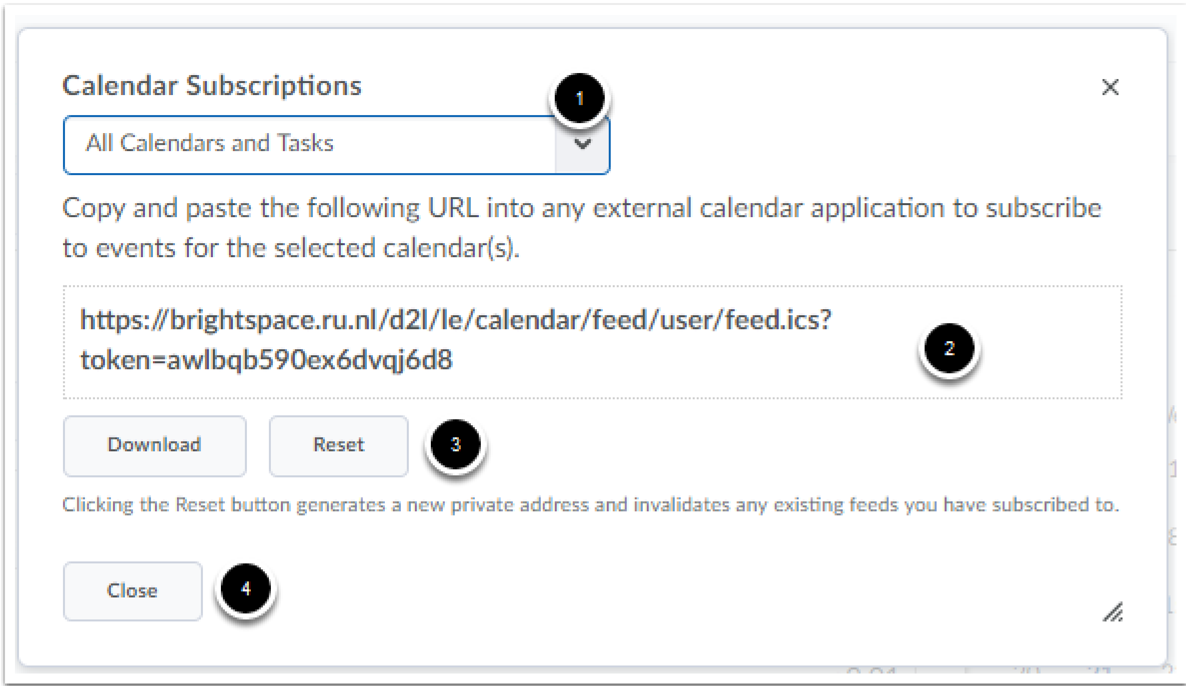


- Click **Settings** in the top right of the screen.
- Select **Enable Calendar Feeds** in the pop-up window that appears.
- Click **Save**.



The option **Subscribe** has been added to the Calendar page alongside the **Settings** button.

- Click **Subscribe**.



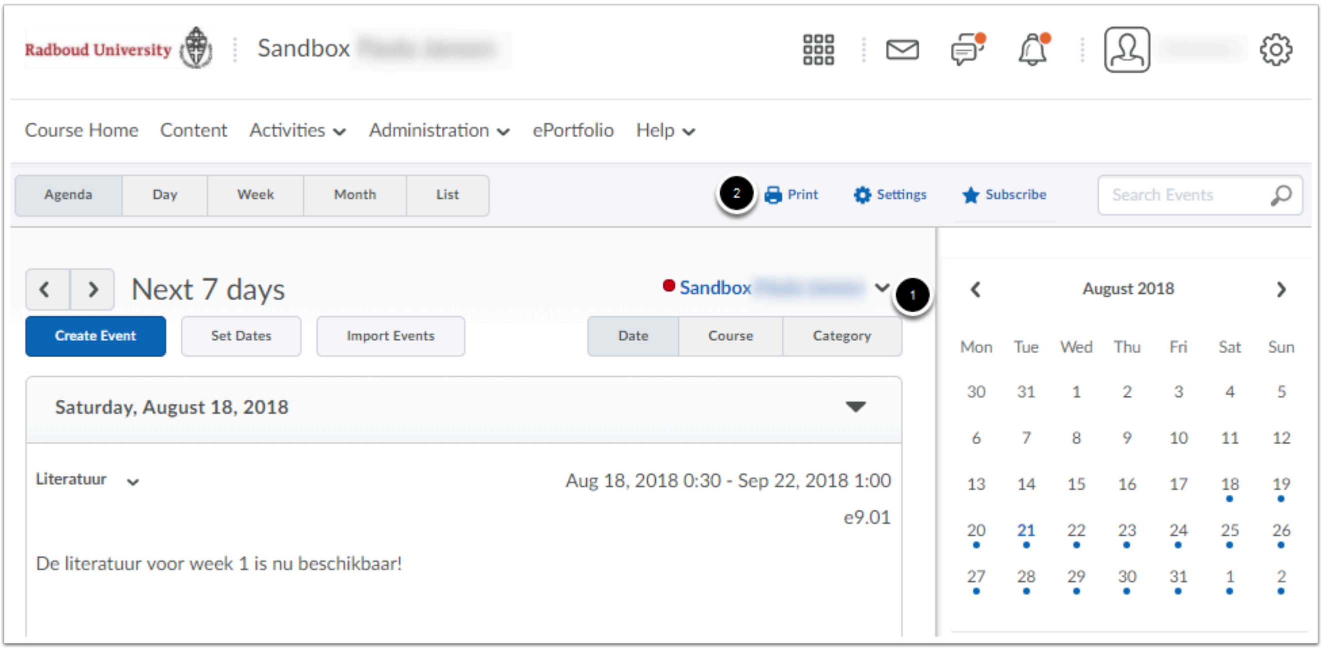
1. Choose which schedule you want to subscribe to in the external application below **Calendar Subscriptions**. You can choose a single course, just your tasks, or everything.
2. Select and copy the link. Add the link to the external application.

3. You can also download the contents of the Calendar for offline use. Changes in the Calendar will not be updated. Click **Download**. You can now open the generated ics file with your offline application.
4. Click **Close**.

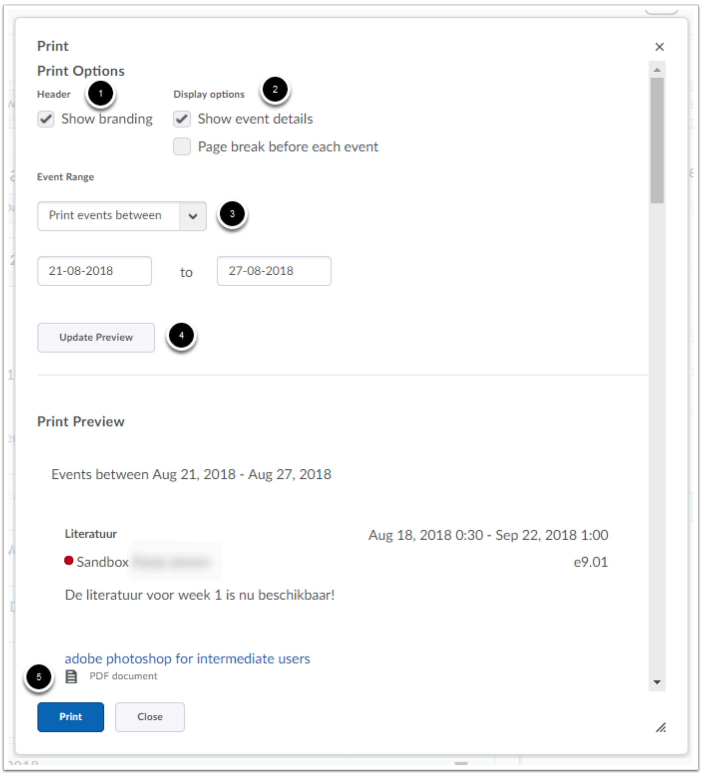
The program you want to use to add your Brightspace Calendar to needs to support an iCal link. Go to the external program and search for the option 'Add Calendar'. You can now add an agenda or URL.

Copying and pasting the aforementioned link will, in fact, subscribe you to (certain parts) of your Brightspace Calendar. This means that any changes will be automatically shown in your external application. When you choose the download option the Calendar of that specific moment in time will be downloaded and can be added to your external application. This Calendar will not receive any automatic updates.

Printing the Calendar



1. Select the Calendar you want to print. Select **All Calendars** to print all agendas.
2. Click **Print**.



You can change what you want to print in the window that just opened:

1. Select **Show Branding** to feature the title of the selected agenda.
2. Below **Display Options** you can switch the following on and/or off:
   - Select **Show event details** to show the details or description of a certain event.
   - Select **Page break before each event** to print every event on a different page (we do not recommend this option because it wastes a lot of paper).
3. Choose between the following options below **Event Range**:
   - **Print all events**: print everything.
   - **Print events prior to**: print everything before a specific date. Enter the date below this option.
   - **Print events starting**: print everything starting from a specific date. Enter the date below this option.
   - **Print events between**: print everything between specific dates. Enter the dates below this option.
4. Click on **Update Preview** to see below **Print Preview** what you are about to print.
5. Click **Print**.

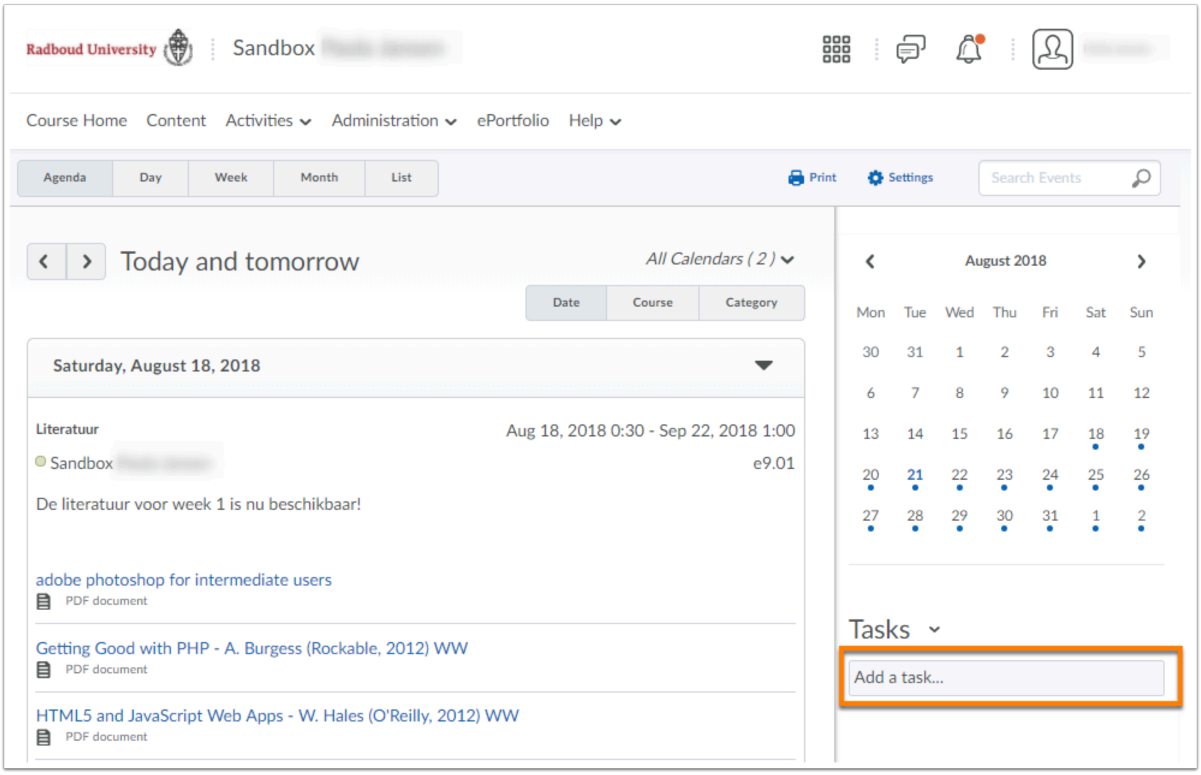
How do I use tasks in the Calendar? Course Home | Calendar

With **Tasks** you can create and add personal task lists (tasks for *yourself*) to your Calendar.

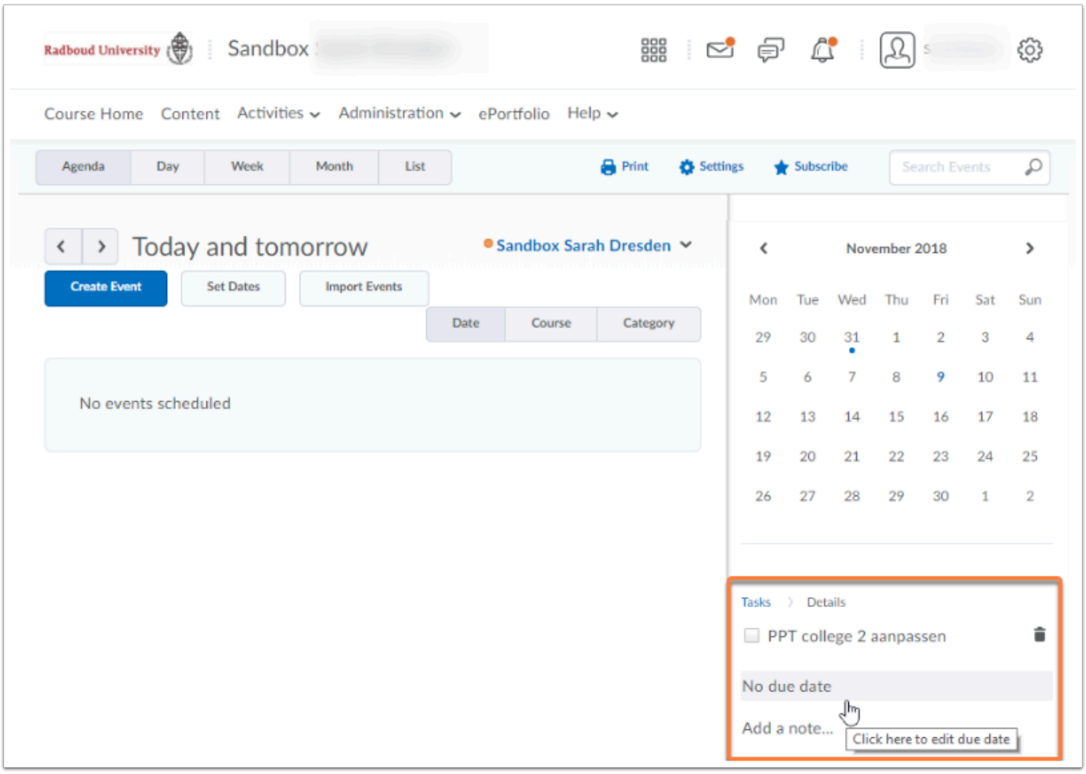
- Go to the **Calendar** via your personal homepage or via Course Home.

You can easily share (and incorporate) the tasks in your Brightspace Calendar to an external calendar, such as your Google or Outlook Calendar. For this see the manual: How do I share or print the Calendar?

Create tasks



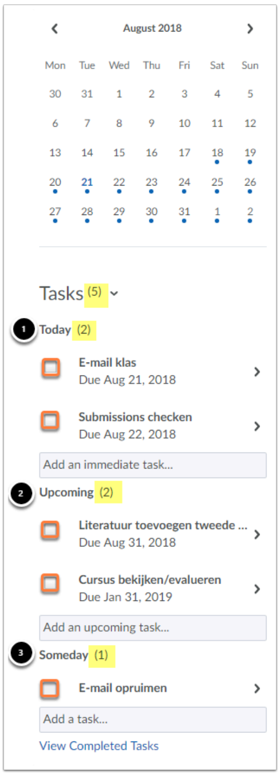
- Click **Add a task** to add a task.
- Click Enter or click any place on your screen. The task has now been added.
- Repeat these steps for each task you would like to add.



Edit Tasks (adding due dates)

You can edit a task and provide it with a due date and/or note if you want to. After setting the due dates, Brightspace will automatically order the tasks by priority in your task list.

- Click the task. You can re-name the task if you want to.
- Click **No due date** to set the final deadline of the task. Enter the date and click on the save icon.
- Click **Add a note...** to add notes.
- Click the trash can icon to delete a task.
- Tick a task to mark it as done (**completed**).



You should now be able to see the tasks in your task list ordered by priority (which is based on the due dates you have set). The number behind **Today**, **Upcoming** and **Someday** indicates the amount of accompanying tasks. The total amount of tasks you can see by the number next to **Tasks**. By ticking a task, you can mark it completed and the task will disappear from the overview.

1. **Today**: tasks with today or tomorrow as their due date.

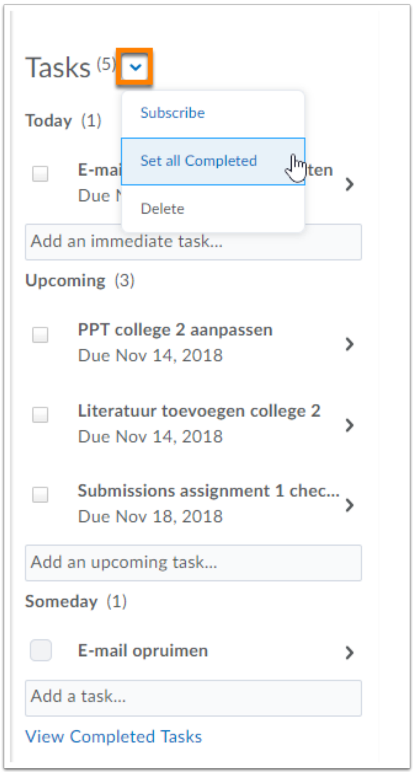
- Click **Add an immediate task** to create a task that is due for tomorrow.

2. **Upcoming**: tasks with a due date that is not today or tomorrow but any day after that.

- Click **Add an upcoming task** to create a task with a due date of at least three days later (you can edit the due date later on if you want to).

3. **Someday**: tasks that do not have a due date.

- Click **Add a task** to create a task without setting a due date (you can add a due date later on if you want to).



To mark all tasks **completed** at the same time, click the fold-out arrow behind **Tasks** and then **Set all Completed**. Brightspace will ask for your confirmation before it will change the status of all your tasks to **completed**.

You can also **Delete** your tasks in this menu. In a pop-up screen you can choose to:

- only delete tasks that are in progress (**In progress tasks only**);
- only delete completed tasks (**Completed tasks only**)
- delete all tasks (**All tasks**).

Tick the option that you prefer and click **Delete**.

Via **Subscribe** you can easily transfer the tasks in your Brightspace Calendar into an external calendar, such as a Google or Outlook Calendar. Read about this option in the manual How do I share or print the Calendar?

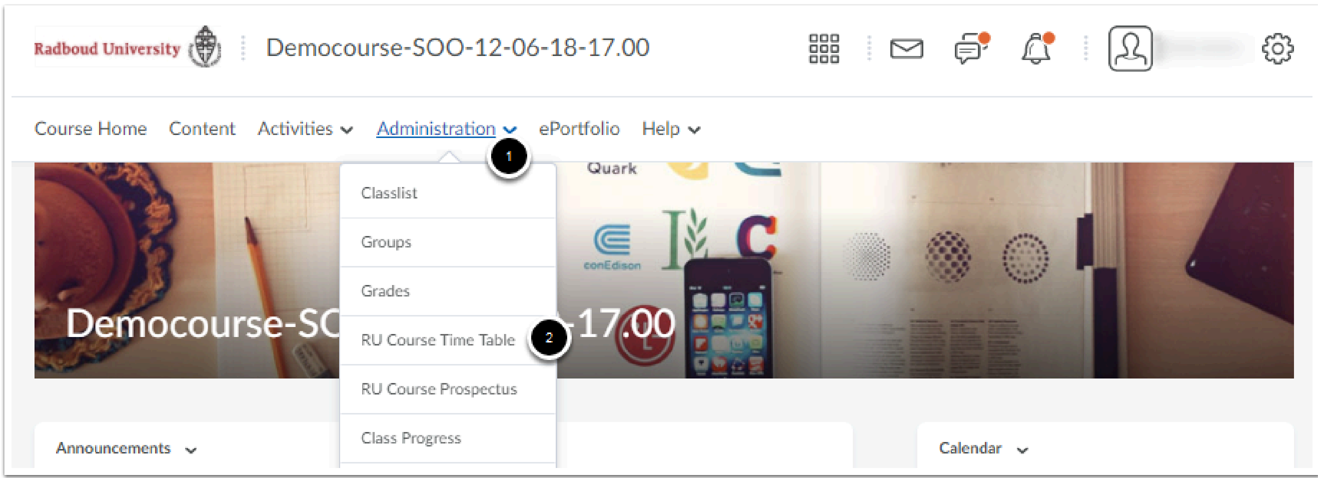
How do I import my RU schedule to my Calendar? Administration | RU Course Time Table

Your personal course schedule will not automatically appear in your Brightspace Calendar. However, it is possible to import it using RU MyTimetable. To do this you have to compile your course schedule in RU MyTimetable, download it and them import it to Brightspace. You can also navigate to RU MyTimetable for each course via Administration.

- You cannot delete multiple events at the same time in Calendar. That is why it is important that you import the correct schedule into the correct course; otherwise you will have to delete the individual courses one by one.
- The iCal file you download is the file as it exists at that moment. Changes in your course schedule will not be automatically implemented in the Brightspace Calendar.

Viewing a schedule MyTimetable

- Select the desired course on your personal homepage.



1. Navigate to **Administration** in the navbar of your course.
2. Click on **RU Course Time Table**. RU Course Time Table opens in a new window.

Importing a schedule in Calendar

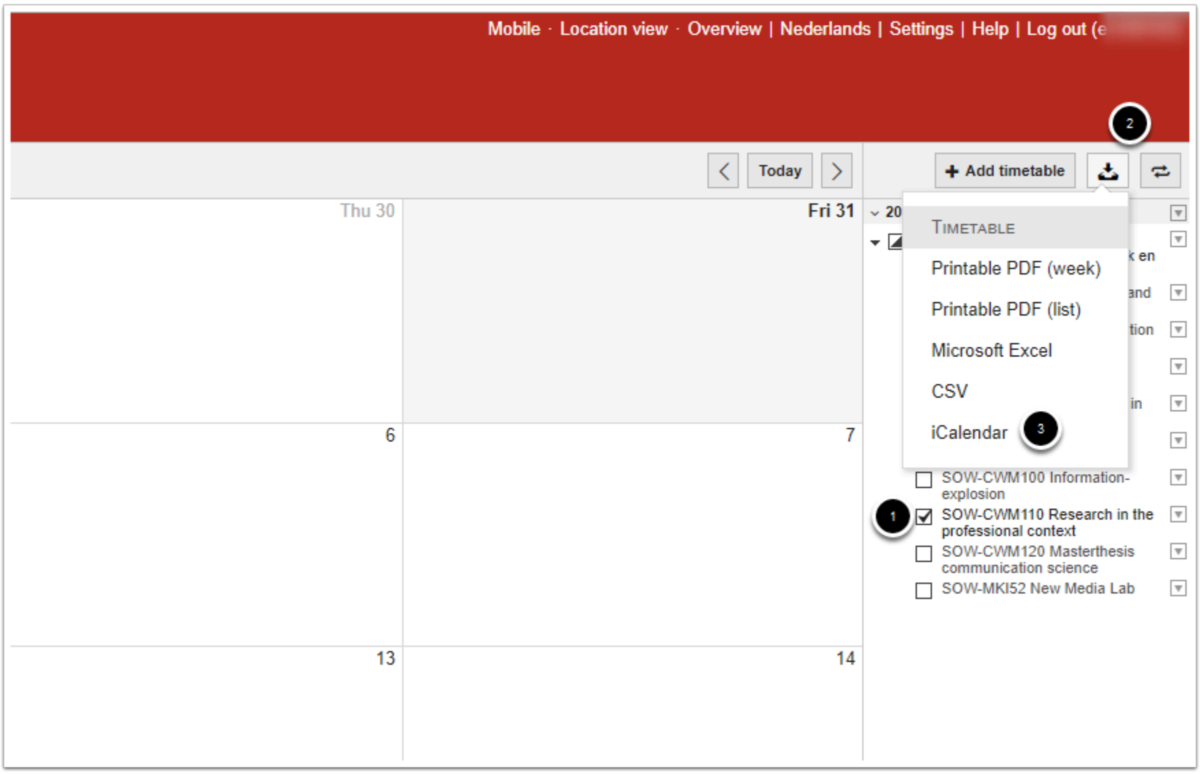
- Go to the MyTimetable website and log in using your Radboud data.
- Compile your course schedule.

> Do you not yet know how to use MyTimetable? You can find more information and instructions on how to compile your course schedule on the RU MyTimetable website.

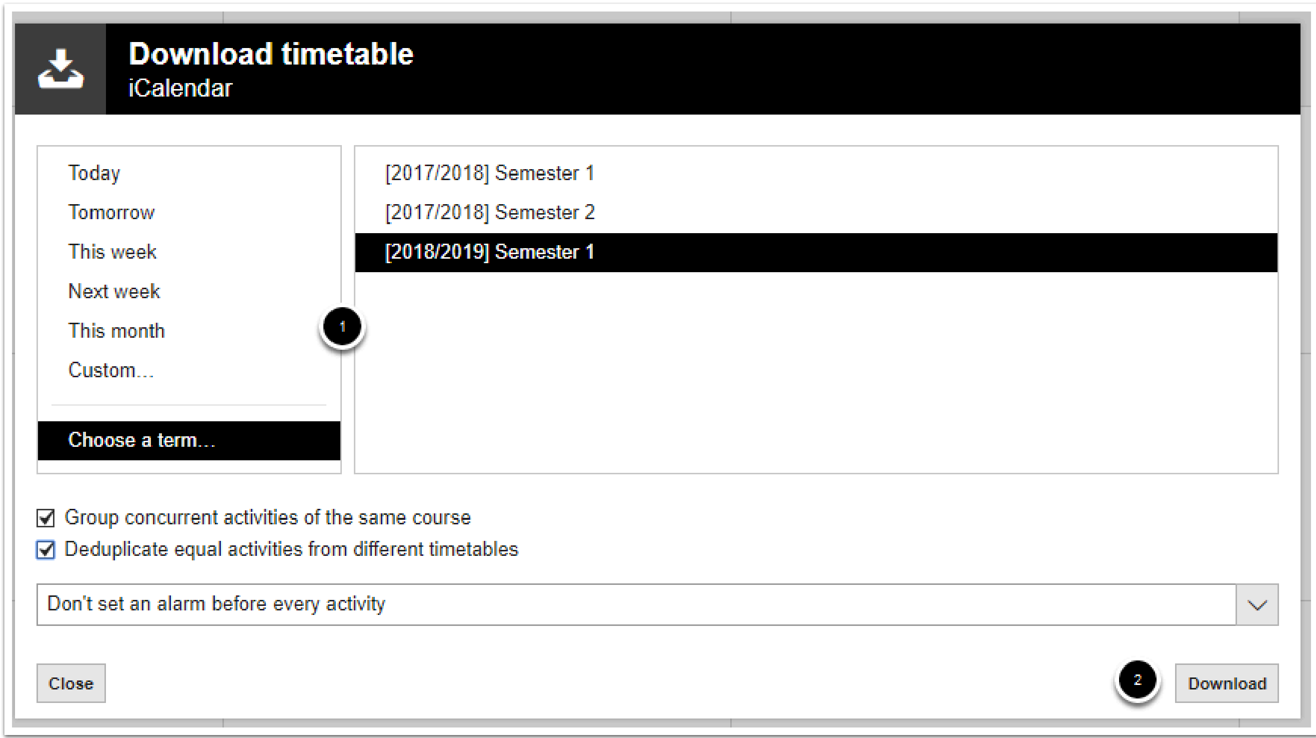
If you import your course schedule to your Calendar, Brightspace will treat every class/test in the course schedule as a separate event. That is why you can also add just a schedule for a course. Thus, you have two options when you export and import your schedule:

1. You export the schedules for all of your courses in one file and import the file to your sandbox. The downside of this is that the events are in your sandbox, which will not create a clear overview concerning which event belongs to which course. You also cannot see your agendas of the individual courses in your classes.
2. You export the schedule of each course separately and then import them separately in the corresponding course in Brightspace. The benefit of this is that the events of the different courses appear in your Calendar color-coded if you view all of the agendas at the same time. You can also see the classes for a course in the agenda of that specific course.

We advise you to use the second option, even though it requires a bit more work.

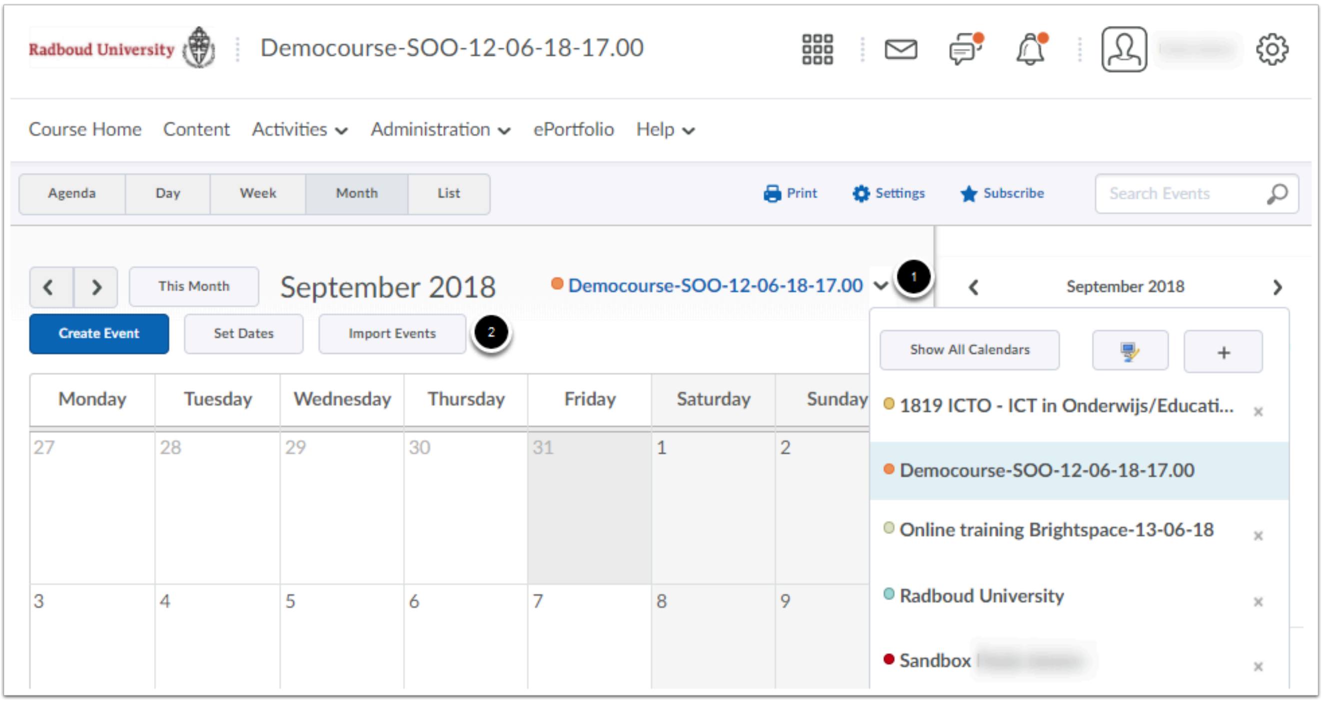


1. Select a course.
2. Click on **Download.**
3. Click on **iCalendar.** A new window will appear.

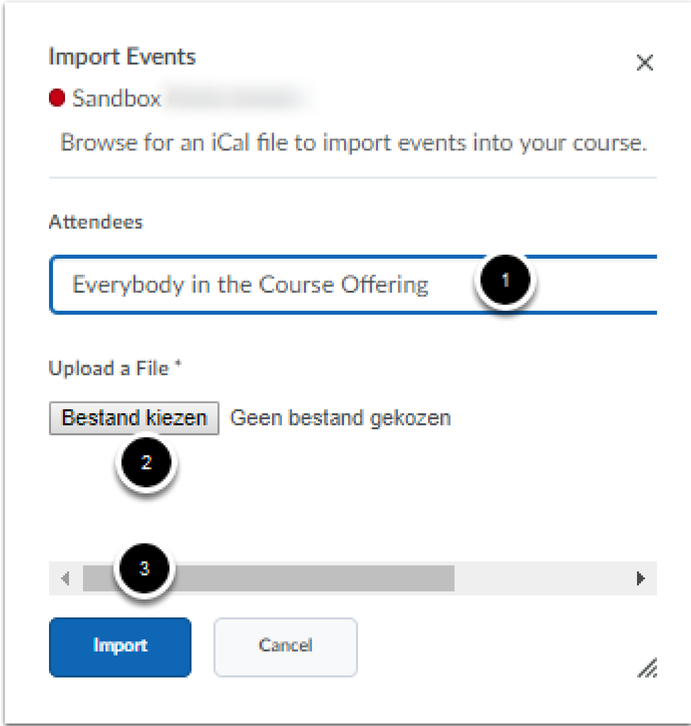


1. Choose for which period you want to download the schedule (for example the first semester).
2. Click on **Download.** The download will appear at the bottom of your screen as a .ics-file.

- Navigate to [Calendar]() in Brightspace.



1. Make sure you open the Calendar of the right course.
2. Click on **Import Events.** A new window will appear.



1. Choose for which participants in the course you want to add classes in the Calendar. Note that since the schedule shown in the Calendar does not automatically update, it might be inconvenient to add the schedule to your students' calendar.
2. Click on **Choose file (Bestand kiezen)** and select the .ics-file.
3. Click on **Import.**

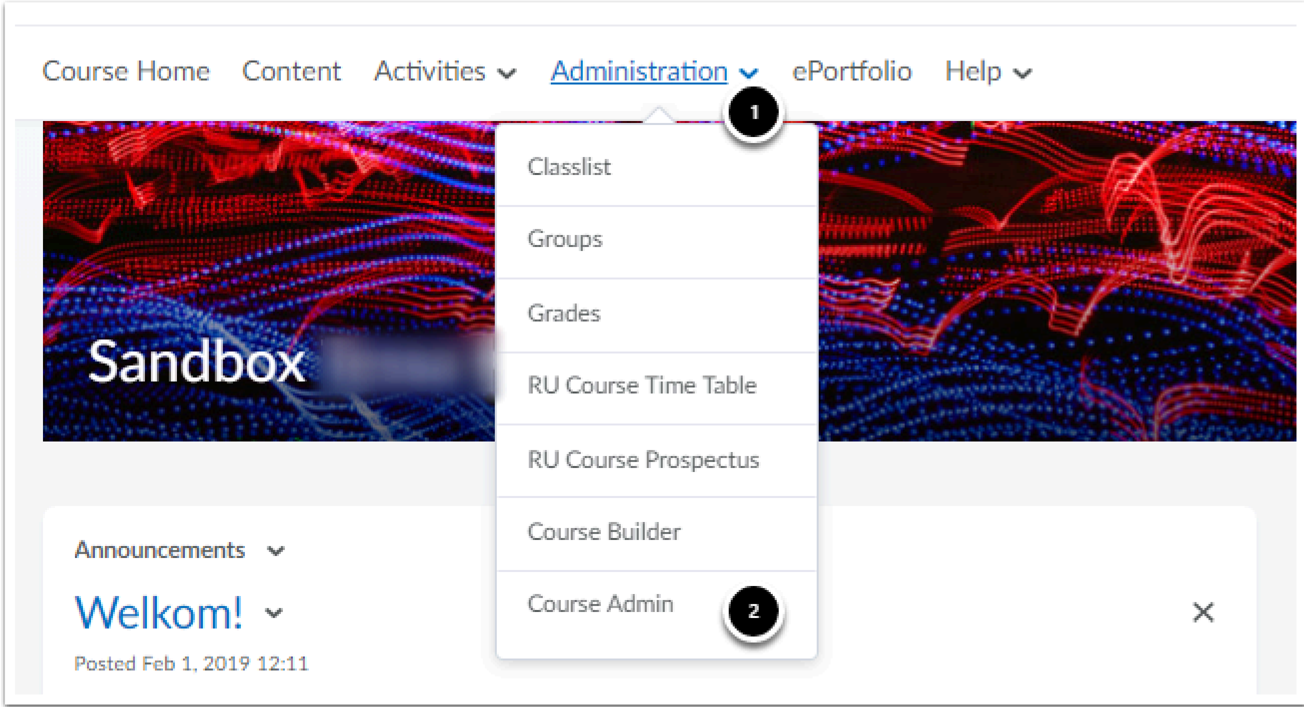
If you add events for everyone in the course (**Everybody in the Course Offering**), the classes will also show up in your students' Calendar. If you want the schedule to be shown in your own Calendar only, you can first create a group using Groups. Name this group Calendar (or something else, whatever you want) and then set up that you want to add participants to this group manually. If you do not add any participants, you will be the only one who sees this group and therefore the events in your Calendar.

How do I use Manage Dates? Administration | Course Admin

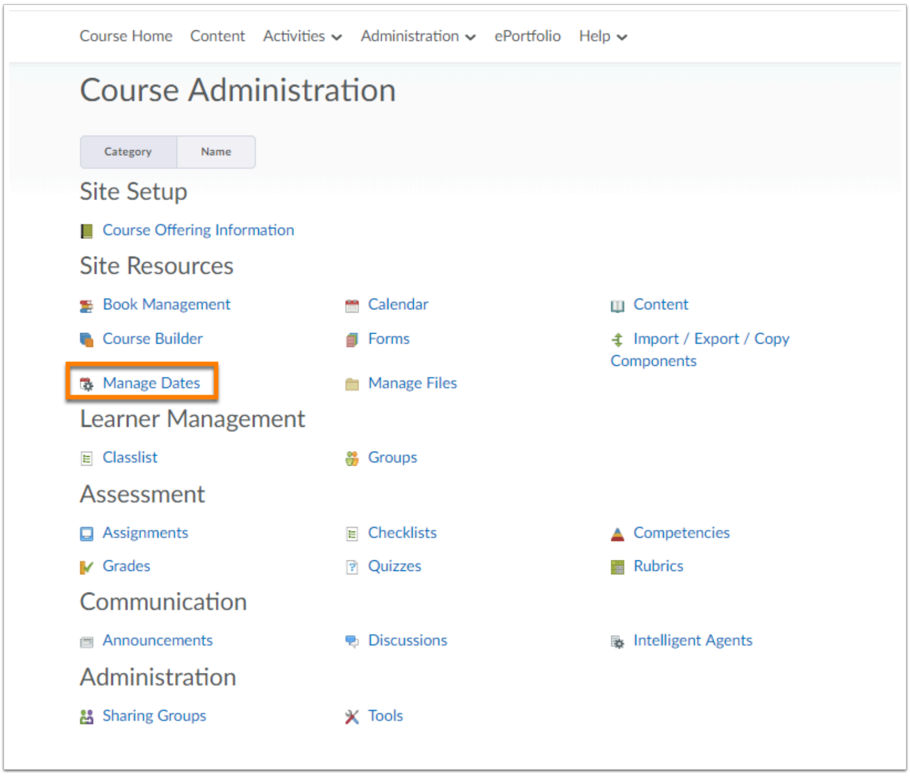
Manage Dates

Manage Dates can be used to view the dates (Due Date, Start Date and End Date) that have been set for items under **Content** and **Activities.** You can change the dates for an individual item, for multiple items at once, and add or remove items from the Calendar. You can also view and change dates in the calendar, announcements and grade items.

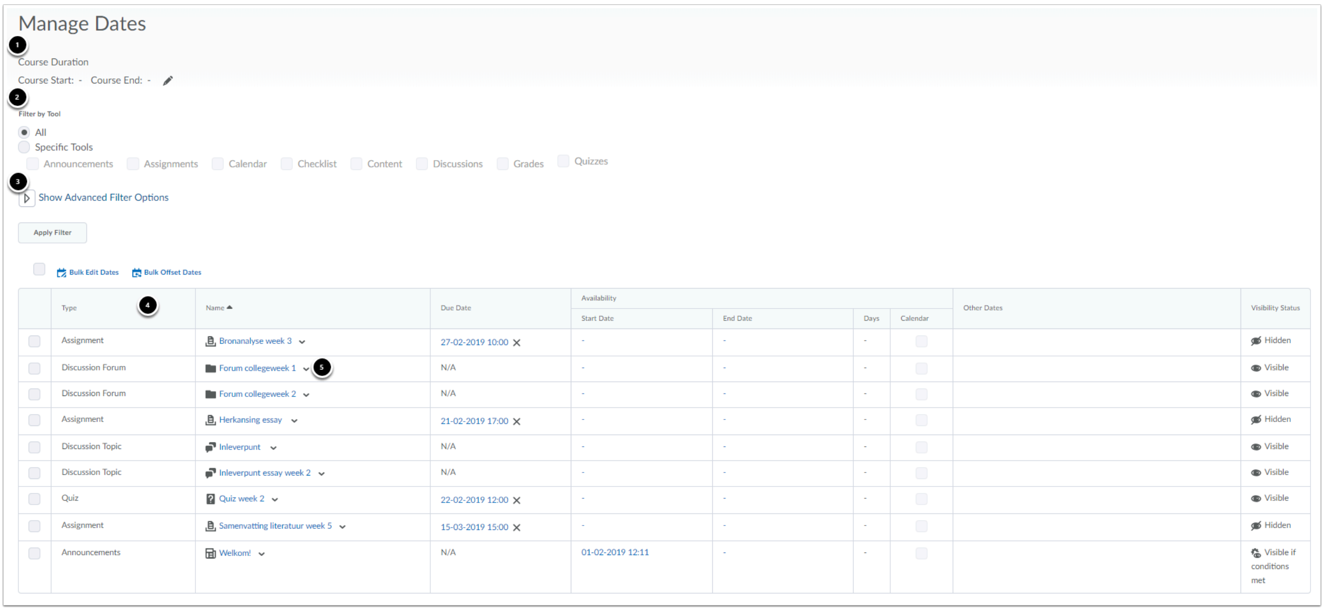
- The benefit of Manage Dates is that it allows you to change all the dates from one central place. This is useful when you have copied a course to a new semester or year. You can also see which items are visible to students and under what conditions they are visible.
- You can use Bulk Offset Dates to move course components to the next period or semester. This option is also useful when you have imported a course or course components from a different course, because you now can easily set the dates of these components.



1. Navigate to **Administration** in the navbar of your course.
2. Click **Course Admin**.



- Click **Site Resources** below **Manage Dates.**



You will see a long list of all of the items in your course.

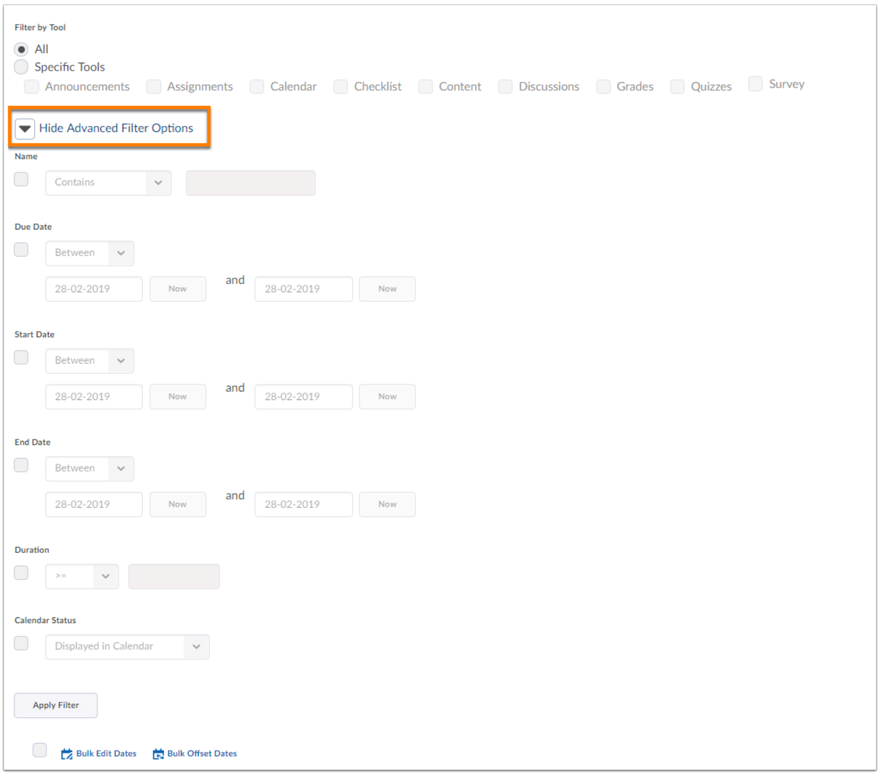
1. You can change the start date and end date of the entire course below **Course Duration.** Note this will only make the course visible or invisible in Brightspace for students.
2. Select specific course components you want to display below **Filter by Tool.**
   - Select the desired tool(s) and click **Apply Filter.**
3. Use **Show Advanced Filter Options** to filter for names, dates (Due, Start, or End Date), duration and Calendar status.
4. The table shows the (filtered) course components. You can sort the components in each column. To do this, click on the title of the column (**Type**, **Name**, **Due Date**, **Start Date**, **End Date**, **Days**, **Calendar**, **Visibility Status**). Please note that you cannot sort **Other Dates**. In this column you can see the date you have created a submission view or rapport for a quiz or survey.
5. Apart from managing data, you can use **Manage Dates** to open each course component. Click the name of the component to do this. A new window will open with the page to edit this component.

Bulk Offset Dates

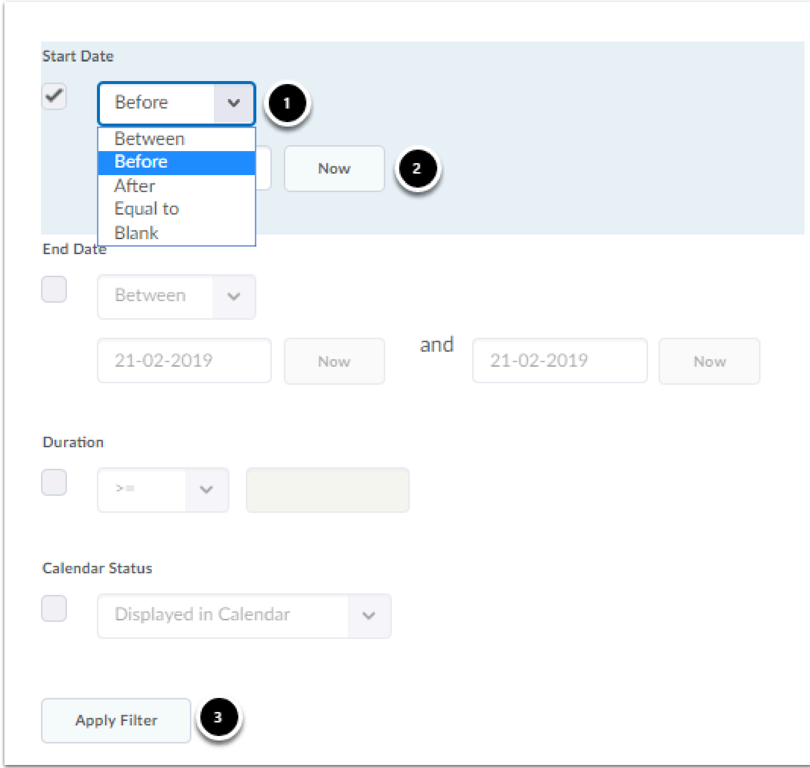
You can use **Manage Dates** to edit the dates of course components, but you can also move the dates to an earlier or later date. To do this, use **Bulk Offset Dates**. Here, you can say how many days and ours the component(s) have to move back or forward in time.

Before you select the course components you want to edit, we advise you to filter on date.

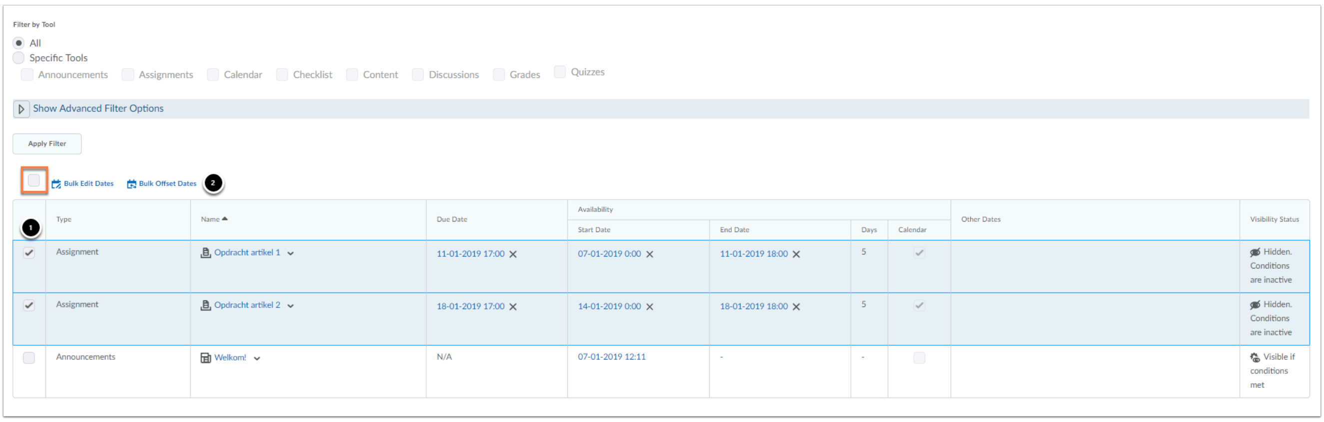
When you filter on dates, it is advised to filter on **Due**, **Start** or **End Date** separately. If you use multiple filters at the same time, you will only see the items that meet all of these conditions.



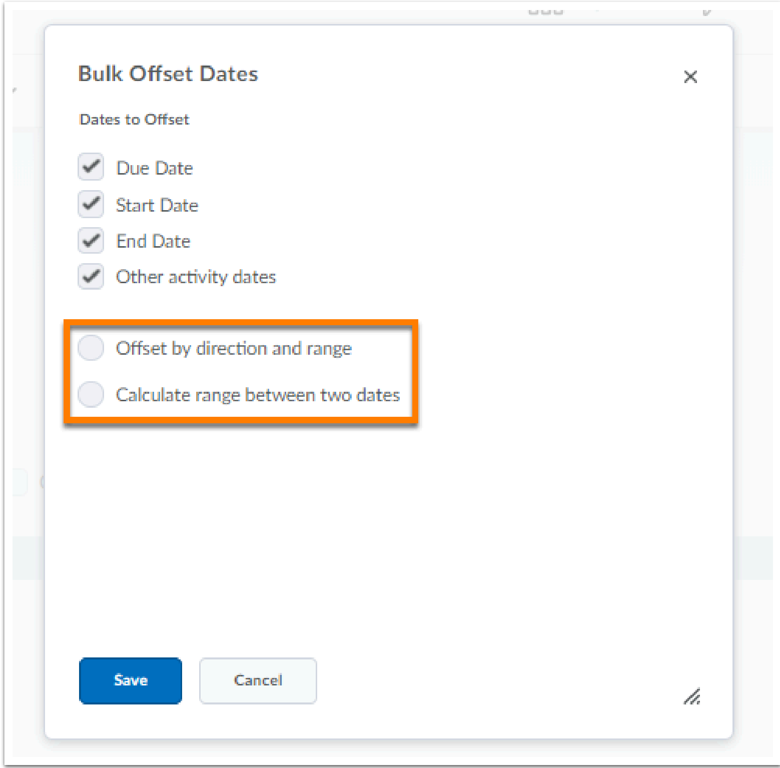
- Click **Show Advanced Filter Options**. Some additional filters will appear, including **Due Date**, **Start Date** and **End Date**.



1. Below **Due**, **Start** and **End Date** you will find several options: **Before**, **Between**, **After**, **Equal to** and **Blank**. To move all **Start Dates** within a course, choose the option **Before.**
2. Click **Now.** You are now filtering on all the items with a start date before today. *If you imported/copied a course you will (probably) see all components of the course.* You can also enter a date, for example when you also want to see components with a future start date.
3. Click **Apply Filter.**

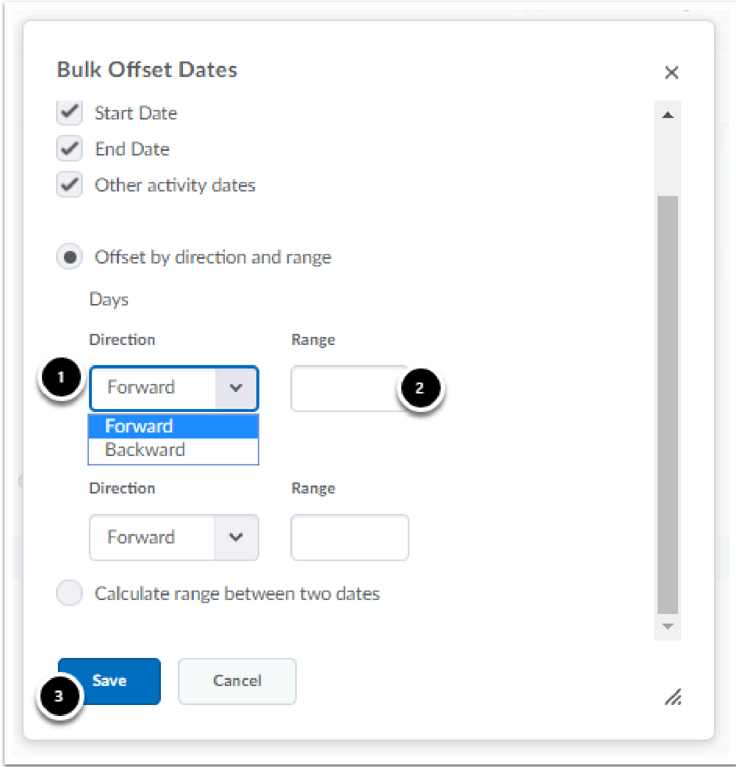


1. Select the desired components. You can select all filtered components at once by clicking on the square on the left top of the table.
2. Click **Bulk Offset Dates**. A new window will open.



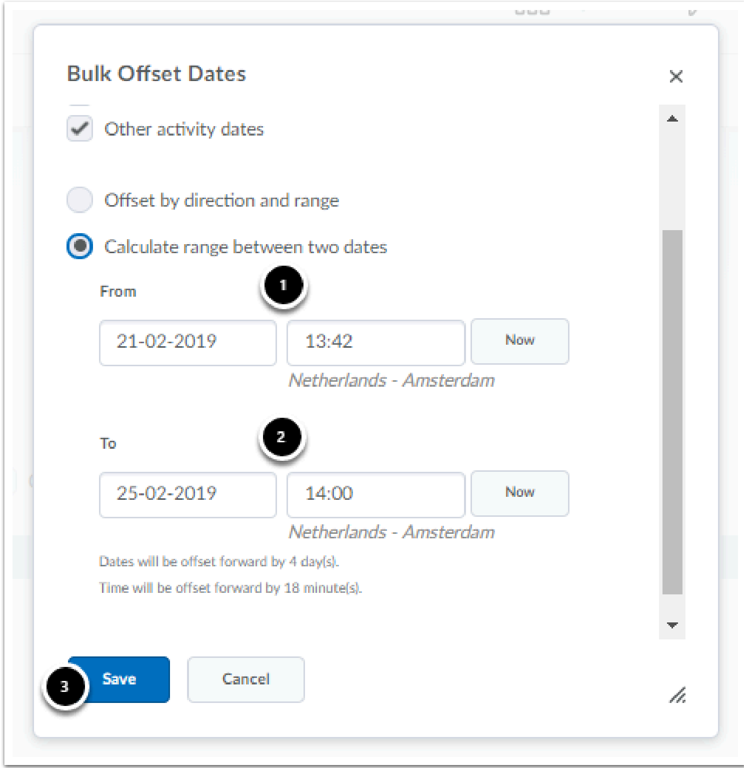
- Select the dates you want to offset. Note that all dates are selected by default.
- Select one of the following options:
  - **Offset by Direction and Range**: use this option when you know how many days and hours you want to offset the components, calculated from the date you have entered.
  - **Calculate Range Between Two Dates**: use this option when you do not know how many days and hours you want to offset the components, but you do know between which two dates.

When you move course components to a new semester or when you move dates from an imported course, it can be useful to offset all dates (so make sure all dates are selected). Because you are not editing the dates to a new and set date, but rather a specific amount of days forward, the structure of the course will remain the same. *Course components for example which are released only a week or a few weeks after the course has started, will still be released at that point of the course even if you have changed the dates.*



Offset by Direction and Range:

1. Use **Days** and **Hours** in the drop-down menu to select whether you want to move the dates and time forward (**Forward**) or backward (**Backward**).
2. Enter how many days or hours you want to offset the components using **Range.**
3. Click **Save.** The new data will be set up for all selected components.



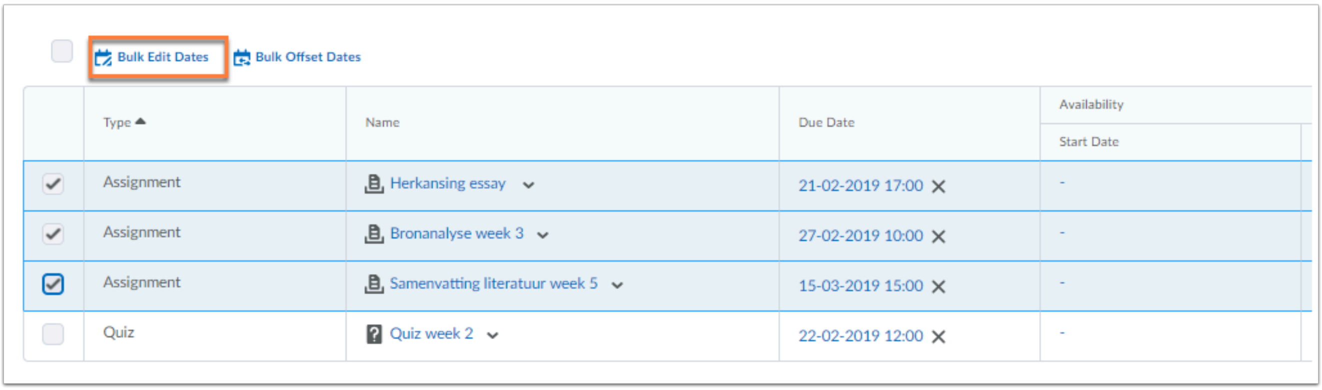
Calculate Range Between Two Dates:

1. Use **From** to choose the time and date from when you want to move the components. Note that it is useful to use the start date of the old course.
2. Choose a second date and time. The system will then calculate the number of days and hours. Note that you have to use the start date for the new (current) course here.
3. Click **Save** to save the changes. The new data will be set up for all selected components.

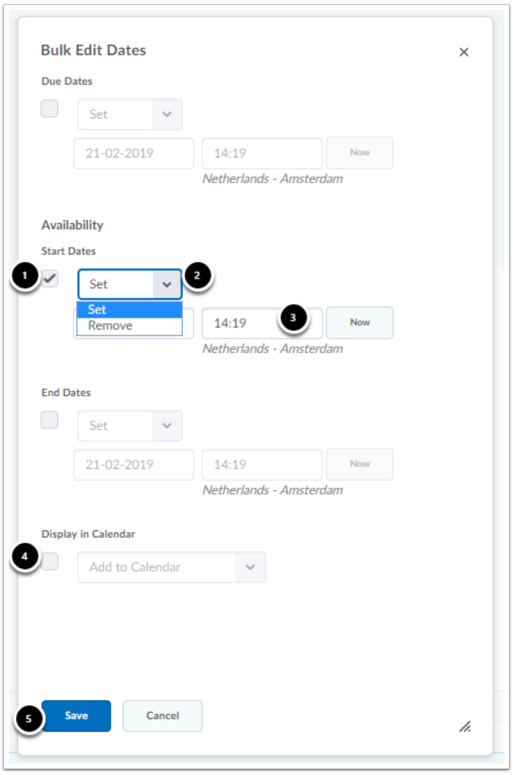
⚠ If you start a new course on a different day of the week than the old course, dates could end up being on weekends.

Bulk Edit Dates

If you want to change all old dates to the same new **Due, Start** or **End Date,** you can do so by using **Bulk Edit Dates.** You can also use **Bulk Edit Dates** to give future components a date. When you use this option you have to filter for the right items with the **Advanced Filter Options** (just like you would when using **Bulk Offset Dates**).



- Select the desired components. You can select all filtered components at once by clicking the square at the top left of the table.
- Click **Bulk Edit Dates**. A new window will open.

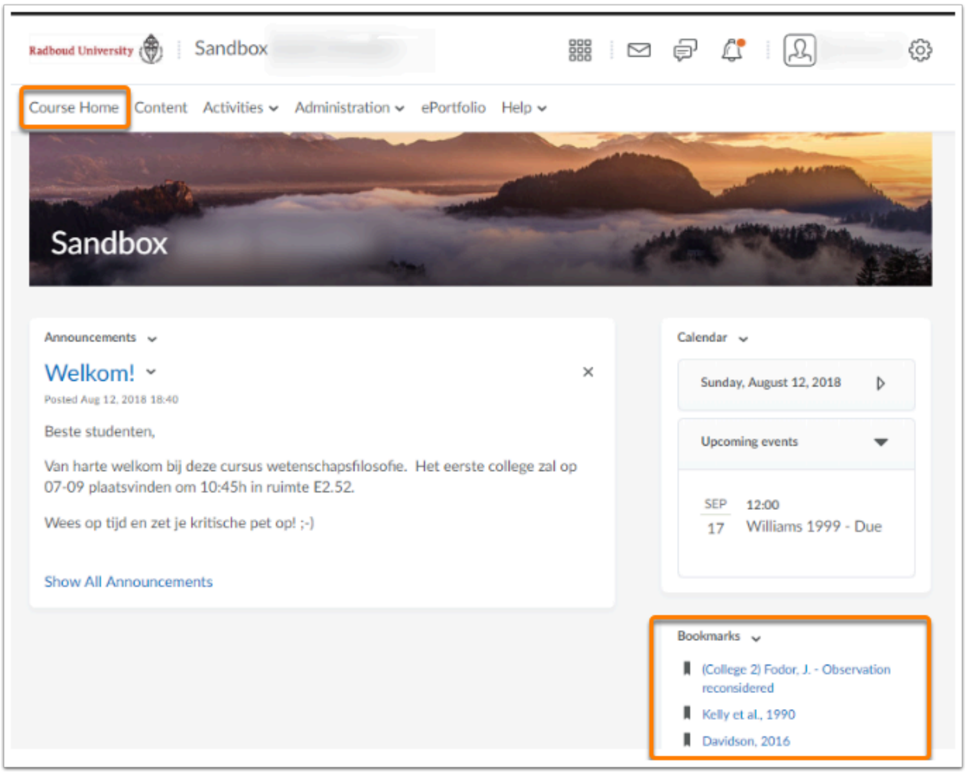


1. Select the dates you want to set.
2. Click **Set** in the drop-down menu to set up the new date or click **Remove** to remove the date.
3. Enter the desired date and time.
4. Select **Display in Calendar** if you want to display the selected course components in the calendar, or to remove them from the calendar.
5. Click **Save** to save the changes.

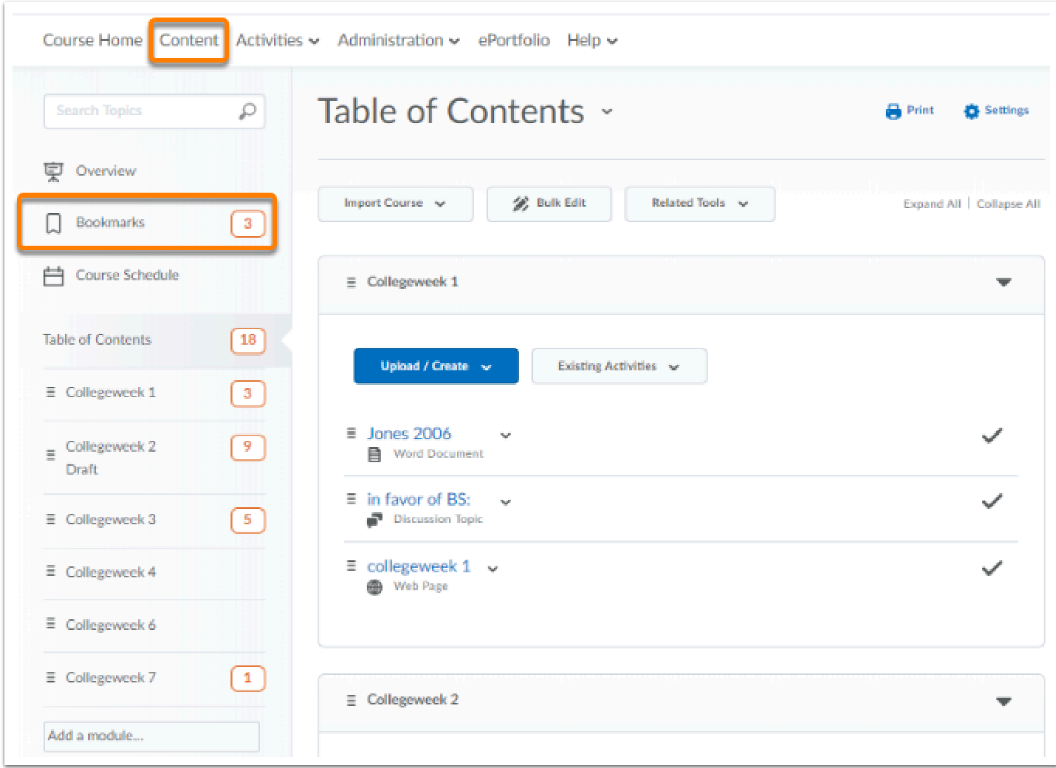
How do I use bookmarks? Content | Bookmarks

Bookmarks

You can use **bookmarks** to quickly access specific topics within a course. By bookmarking a topic, you can create a link that will then appear in your **Bookmarks** overview. There are two ways to get to the overview: by clicking **Course Home** or **Content**.



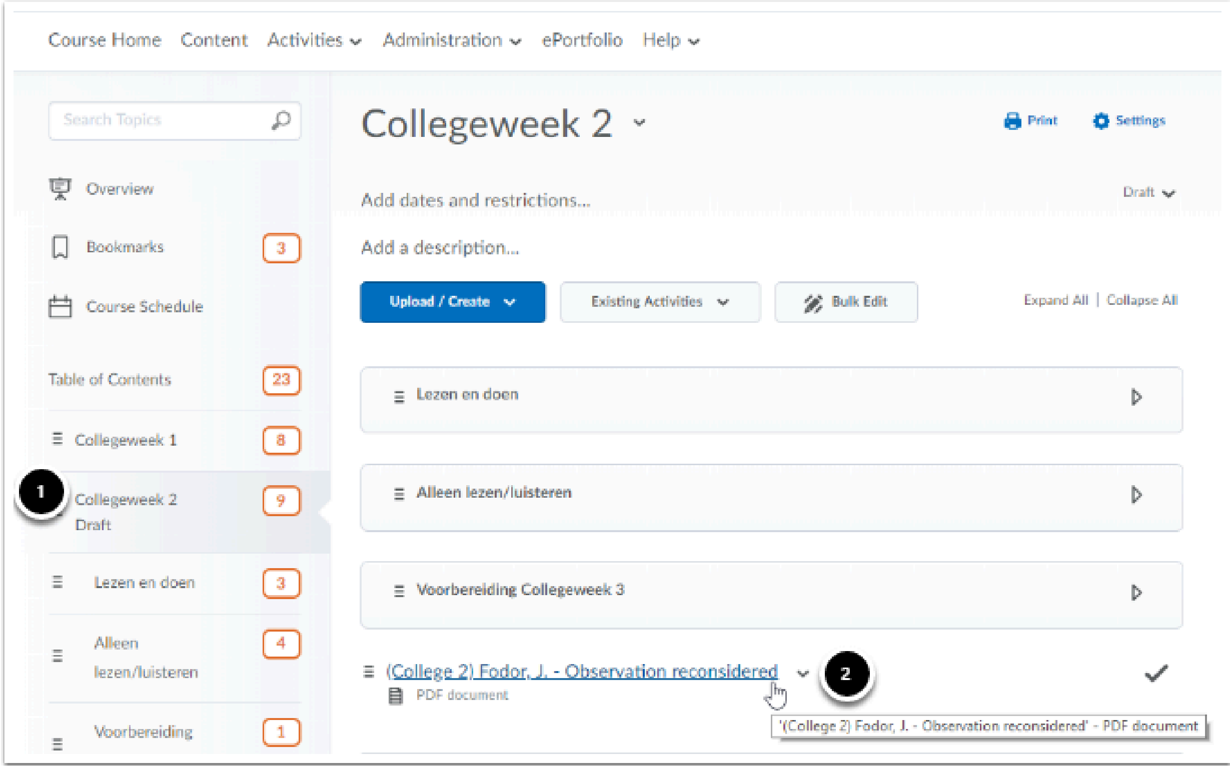
1. Via **Course Home**:
when you click on a course in Brightspace, the **Course Home** page opens. You will find your bookmarks on the bottom right side of your screen. Click one of these bookmarks to open the specified topic.



2. Via **Content:**
Click **Content** in the navbar of the course. Your last visited module will open. Click **Bookmarks** in the left sidebar to open the list of your bookmarked topics. The number next to **Bookmarks** shows the amount of topics you have bookmarked. Select the topic you wish to navigate to.

- If you want to learn more about **Course Home**, read the article how do I organise the Course Home of a course?.
- If you want to read more about **Content**, for instance, how to add a welcoming message (**Overview**) or how to add (**sub**)**modules**, read the article how do I structure my course?.

Creating bookmarks



To create bookmarks:

1. Go to the module where the topic you need is located.

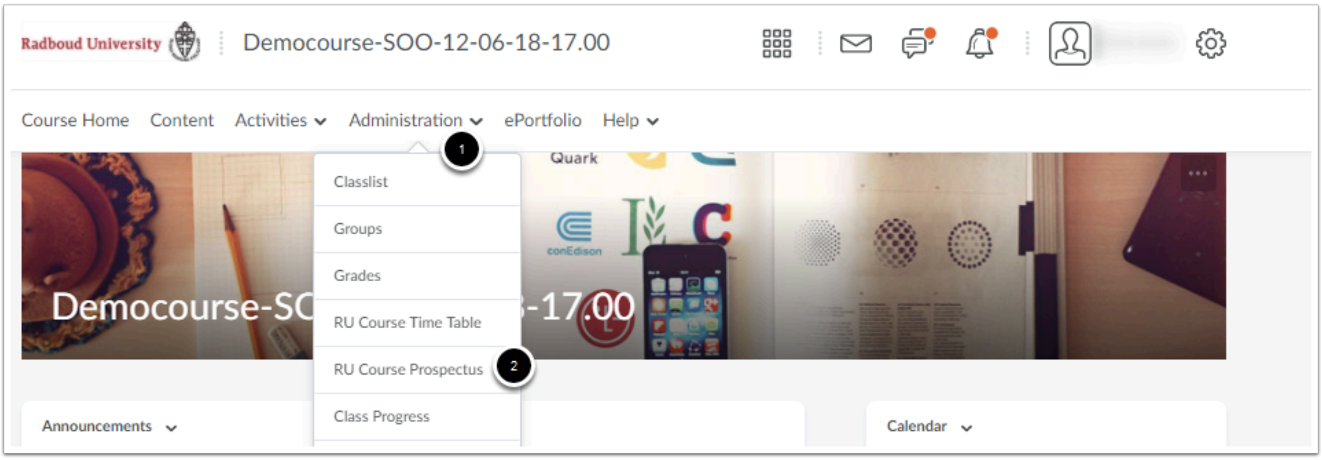
2. Click the desired topic or object.

3. Click the bookmark icon in the top right side of the window to add it to your list of Bookmarks. Note that the bookmark icon will turn blue after clicking it.

How do I get access to the RU study guide? Administration | RU Course Prospectus

You can easily use Brightspace to see the study guide of your course the way it is displayed on Osiris.

- Click on the desired course on your personal home page.



1. Navigate to **Administration** in the navbar of your course.
2. Click on **RU Course Prospectus**.

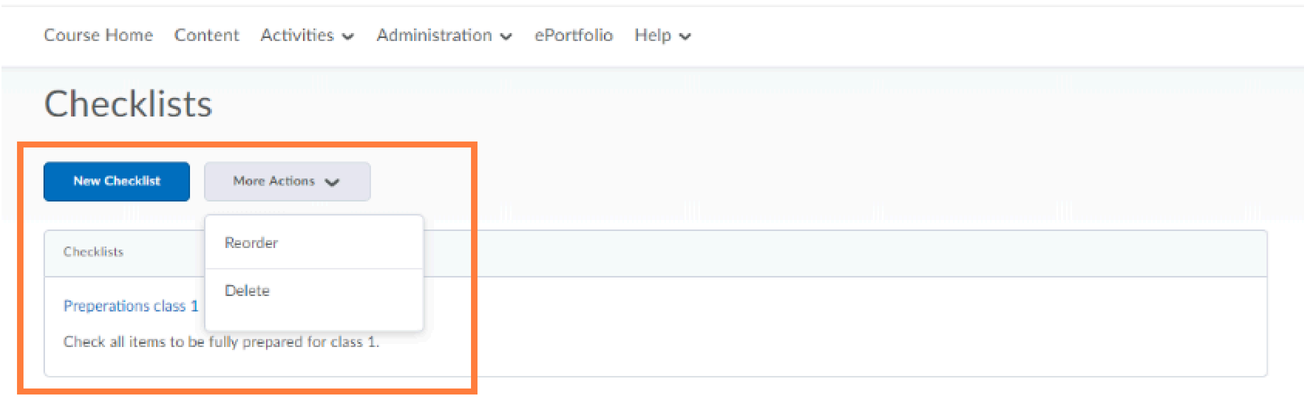
⚠ If your receive an error (*for example 'Not a valid study year')*, it will be because the course code that is used in Brightspace does not exist in OSIRIS. If you need more information or suspect the error is incorrect, please send an e-mail to osiris-support@ru.nl.

Course organization: progress (checklist, completion tracking)

How do I create and use a Checklist? Activities | Checklist

Use **Checklists** to emphasize important and/or mandatory assignments, documents or other topics. This will help your students to remain focused and remember important things. You can, for example, create a checklist for each week of the course (*Course activities in week 1),* for an assignment (*What does the student need to do for assignment 1)* or for a specific topic (*Mandatory literature for lecture 3).*

- Click on **Activities** in the navbar of your course.
- Click on **Checklist.** You will be navigated to the checklist homepage.

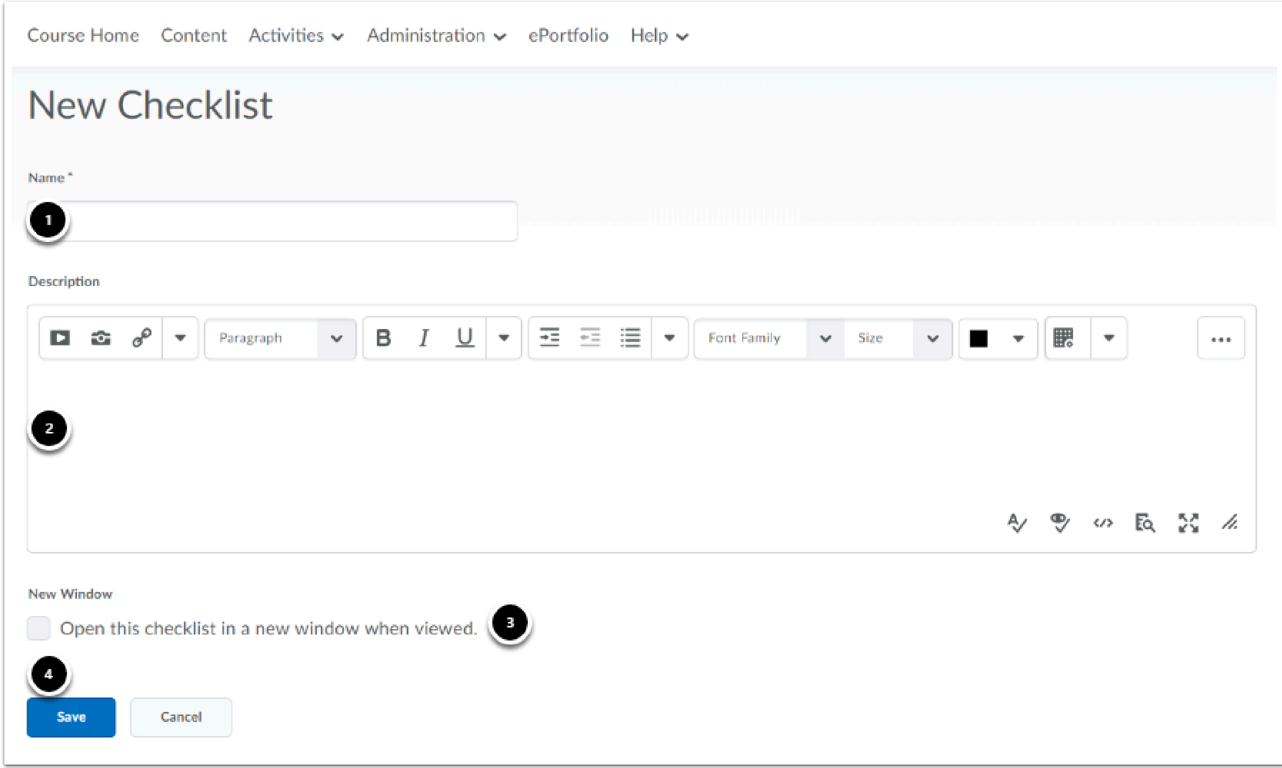


You will see an overview of all of your checklists.

- Click on **New Checklist** to create a new checklist.
- Click on **More Actions** to change the order of the checklists (**Reorder**) or to delete them (**Delete).**

Create a checklist

- Click on **New Checklist** on the checklist homepage.

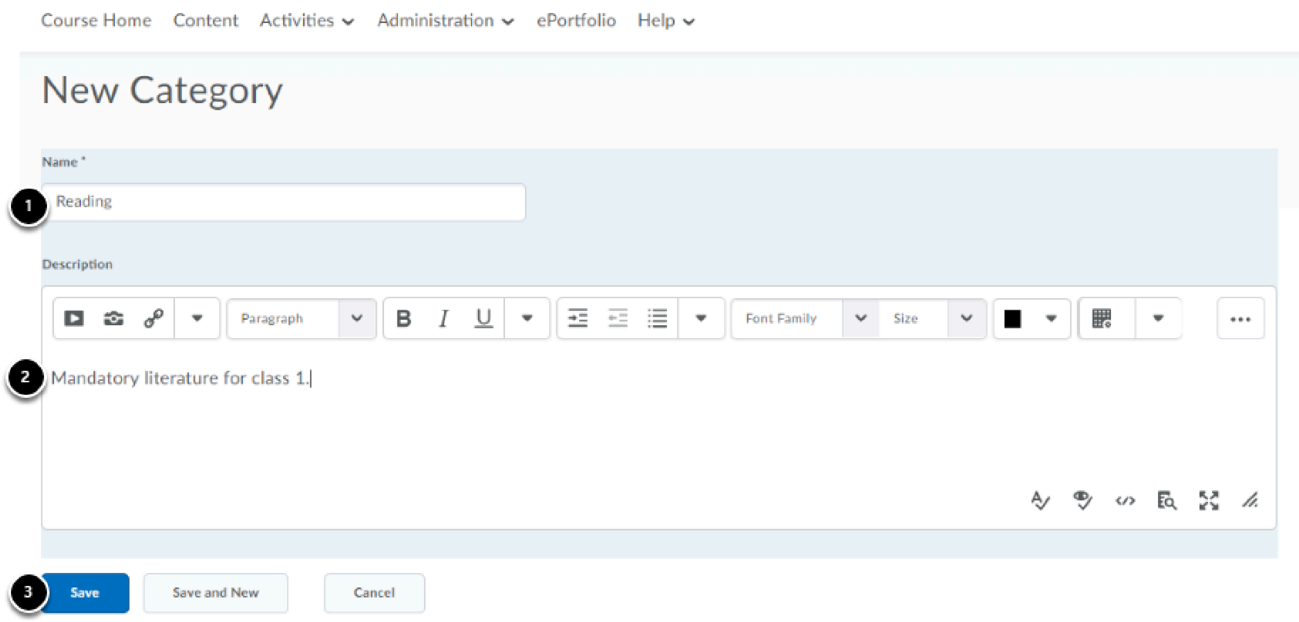


1. Name the checklist (for example: *Preparations class 1).*
2. Add a description if needed (for example whether students need to check off all items in the checklist, or at least three).
3. Select **Open this checklist in a new window** if you want the checklist to open in a new window at all times.
4. Click **Save**. New options will appear that can be used to fill out the remainder of the checklist.

To add items to the checklist, you have to create one or multiple categories first. Then you can place the different items under these categories, for example:

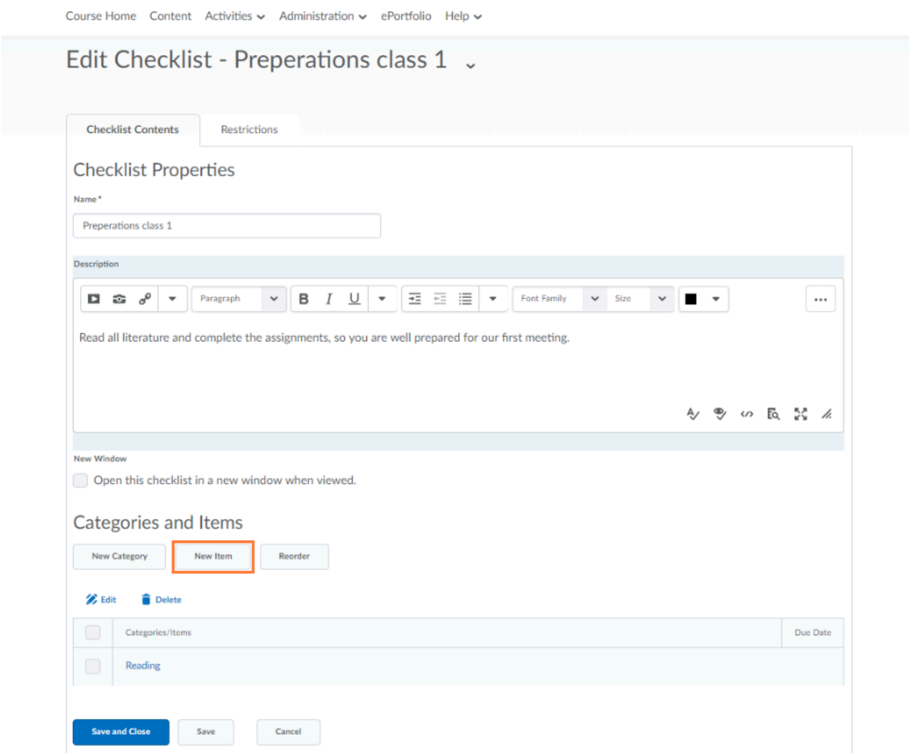
A checklist titled 'Preparations class 1' can contain two categories: 'Reading' and 'To Do'. The category Reading can consist out of three literature items that can be checked off (Thomsen 2002, Jones 2006 en Blackwell et al. 2010). The category To Do can consist out of items such as 'Give a summary of Thomsen (2002)' or 'Formulate three discussion questions for Jones (2006)'.

- Click on **New Category**.

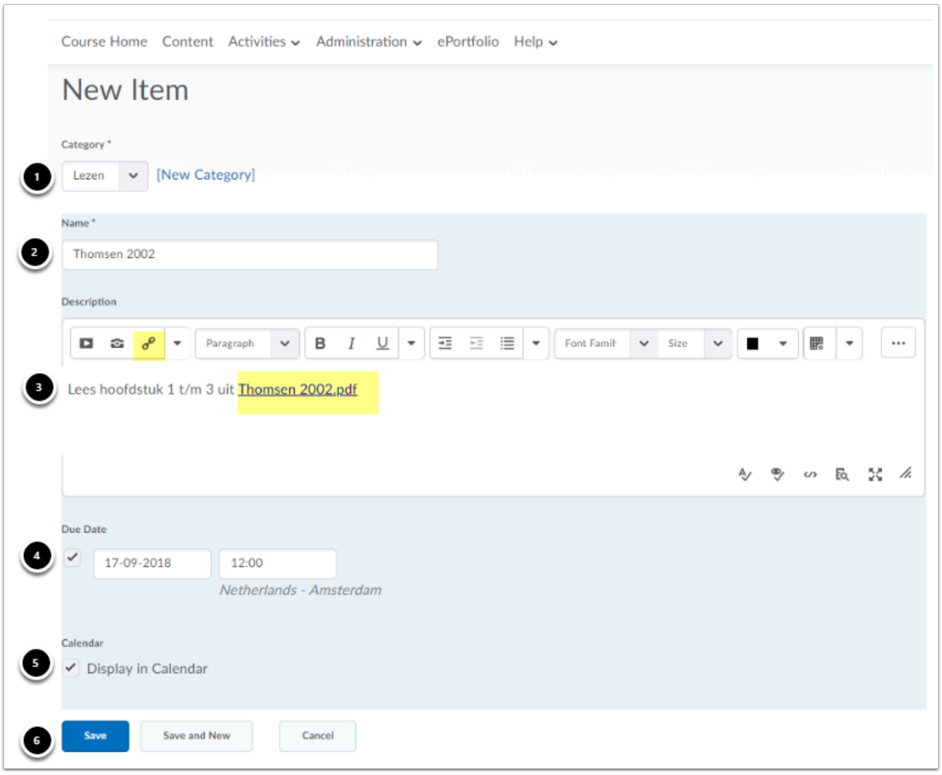


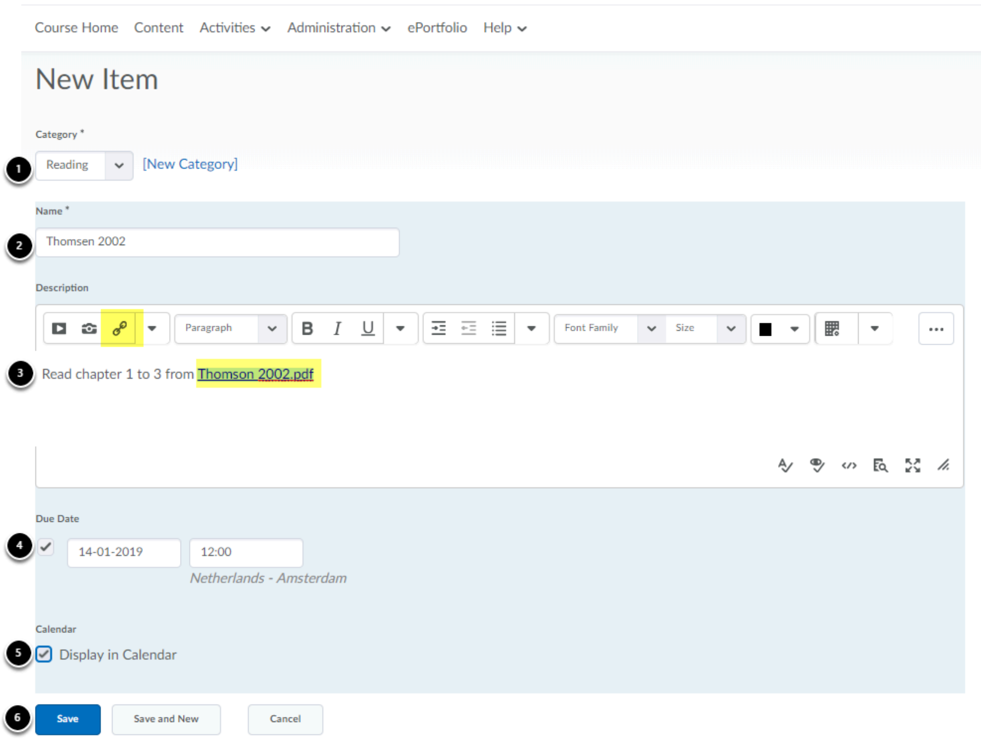
1. Name the category.
2. Add a description if needed.
3. Click **Save.**

Each category you create is linked to the checklist in which you create it. For each new checklist you have to create new categories.



- Click on **New Category** to create a new category.
- Click on **New Item** to create a new item. Note that each new item will automatically be linked to the first category of the list. The category can be edited when creating the item.





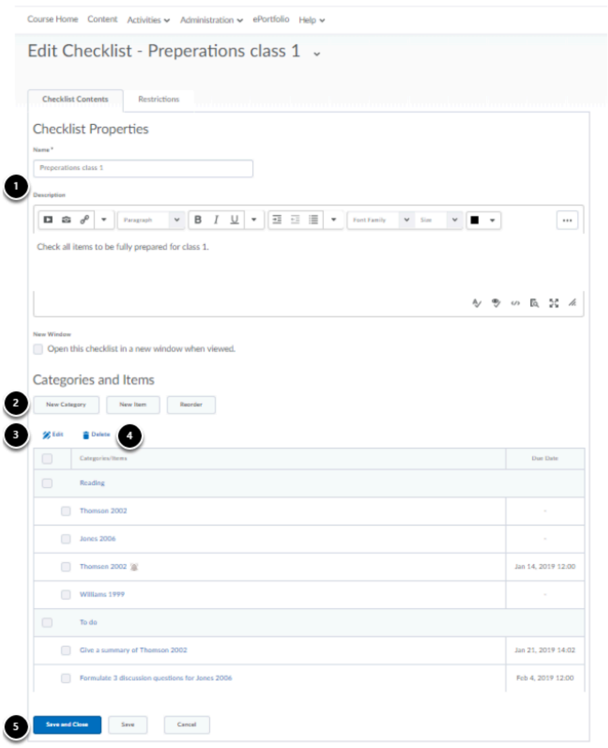
1. Select the category in which you want to place the item.
2. Name the item.
3. Add a description in the html-editor and/or a quicklink to refer directly to a topic.

4. Select **Due Date** if you want to add a deadline for this item and specify the date and time.
5. Select **Calendar** if you want the deadline to appear in the students' calendar (it will automatically be added to yours as well).
6. Click on **Save** (or click on **Save and New** to create more items). You will now navigate to the **Edit-Checklist** page. You can create more categories and items if needed. Click on **Save and Close** when the checklist is finished.

Make sure students can easily find a checklist by adding it to the [corresponding content page.]()

Editing a Checklist

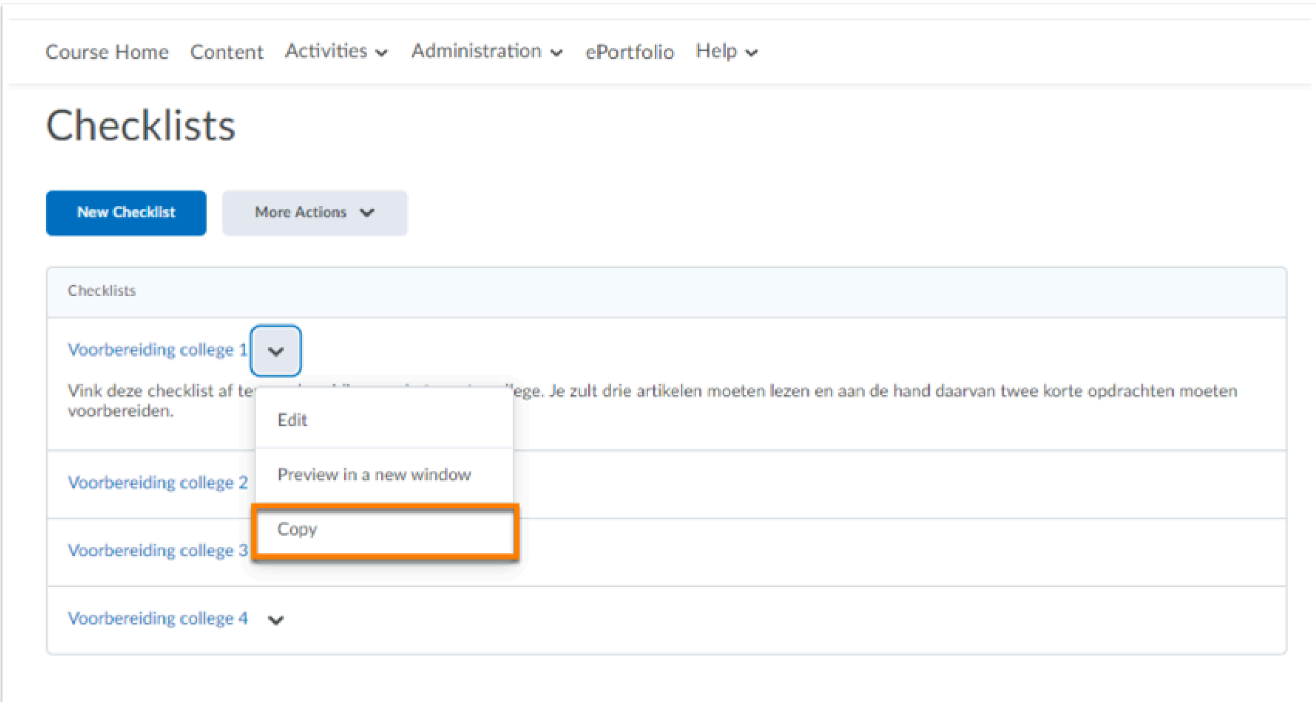
- Click on **Activities** in the navbar of your course.
- Click on **Checklist.**
- Click the name of the checklist you want to edit.



1. Change the name and description of the checklist if needed.
2. Use **Categories and Items** to:
   - add new categories (**New Category**);
   - add new items (**New Item**);

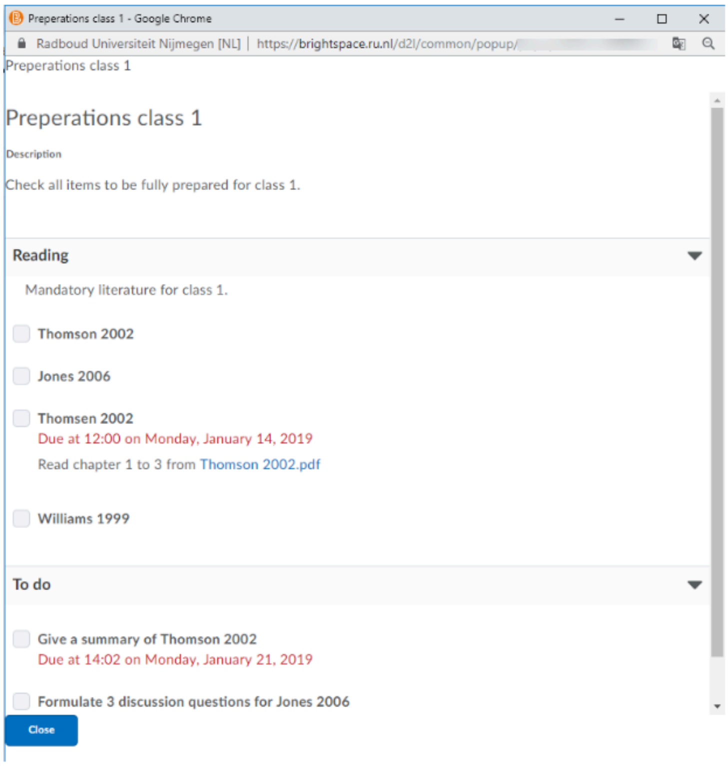
- change the order of the categories and/or the items in the checklist (**Reorder**).

3. Edit existing individual categories and items by clicking on them. You can edit multiple items at the same time by selecting the desired items (or select all items by checking the box next to Categories/Items). Then click **Edit.** Now you can:
   - change the names of items;
   - change the category they belong to;
   - set due dates;
   - change due dates:
   - indicate whether the due dates should or should not appear in the calendar.
4. Delete items and categories by selecting them and then clicking **Delete.**
5. Click on **Save and Close** to save your changes and return to the checklist homepage.



- If you are statisfied with a certain checklist and want to use it more often, for example every class week, then you can click the arrow next to the checklist to open the quick menu. Then click **Copy.**

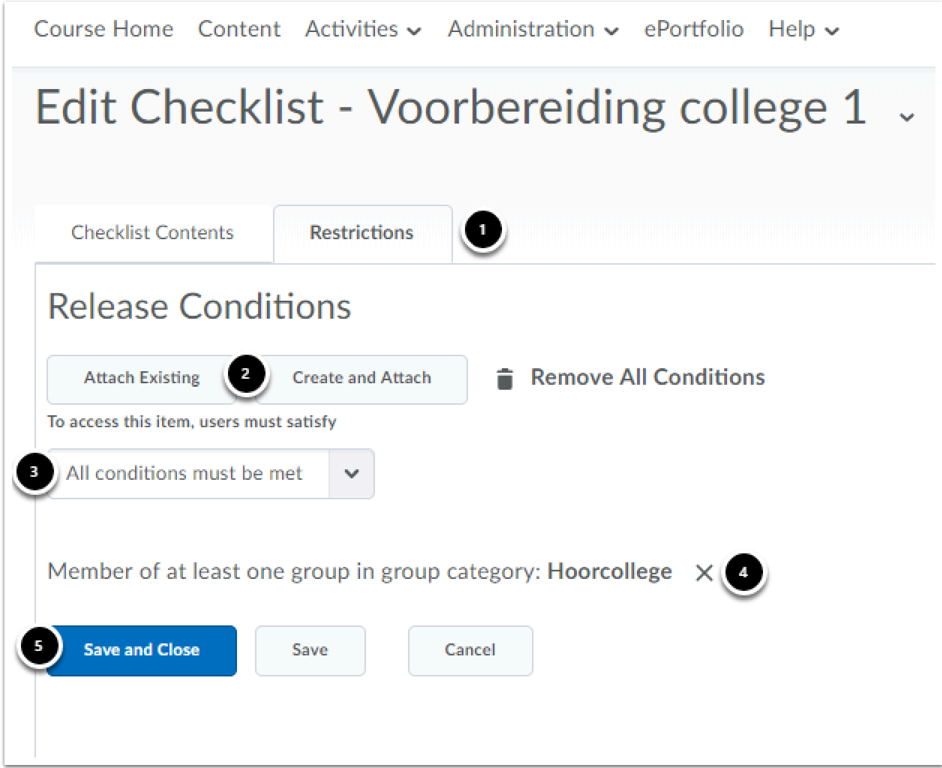
Satisfied with your checklist? Click on the fold-out arrow next to it and then click **Preview in a new window** to preview the checklist as a student. The checklist will open in a pop-up window (see below for a preview of the example checklist *Preperations class 1*).



Release Conditions

Release conditions determine when students will get access to the checklist.

- Click on **Activities** in the navbar of your course.
- Click on **Checklist.**
- Click **New Checklist** or click the desired checklist.

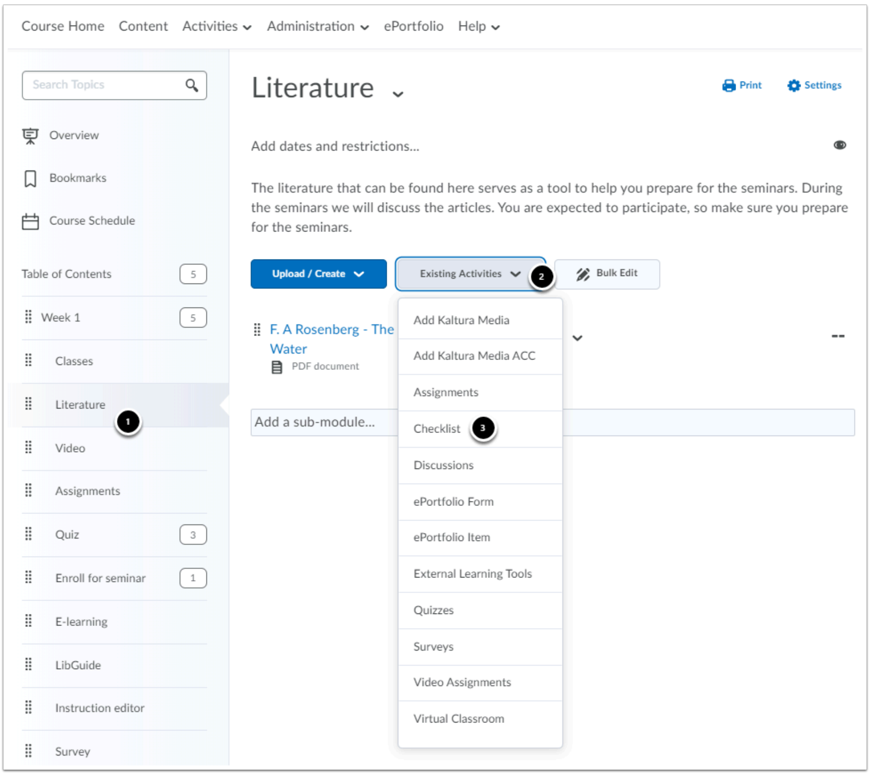


1. Click on **Restrictions** (second tab).
2. Click on **Attach Existing** to link existing release conditions or click on **Create and Attach** to create a new release condition.
3. If you have linked multiple release conditions to the checklist, you can choose whether students have to meet all (**All conditions must be met**) or one (**Any condition must be met**) of the release conditions before the checklist becomes available for them.
4. You can see which release conditions have been connected and you can delete these by clicking on the arrow.
5. Click on **Save and Close** to add the release conditions and to return to the checklist homepage.

How do I add a checklist to Content? Content | Existing Activities

Have you created a checklist, for example to help students remember what they have to do for a specific week? Add it to the (sub)module the checklist belongs to, to make it easier for the students to find.

- Navigate to **Content** in the navbar of your course.



- Navigate to the desired (sub)module.
- Click on **Existing Activities** and then click **Checklist.**
- Click on the desired checklist (or click **Create New Checklist** to create a new checklist on the spot.

How can students keep track of what content they have already viewed? Content | Table of Contents

Completion tracking

Completion Tracking allows students to keep track of what content they have already viewed. Students can check the box of an item (**topic**) they have completed. In the Table of Contents of the course the number behind the name of the modules shows how many items are in a module. Every time a student completes an item this number is updated; this allows students to easily see how many as well as which items they have to view and complete for each module.

Completion tracking is turned *off* by default (status: **Not Required**). When you turn the completion tracking on there are two options: **Required**: **Automatic** and **Required**: **Manual.**

- When you choose **Required: Automatic,** Brightspace will automatically check off the items when the students have undertaken the required actions.
- With **Required: Manual** students will have to check off the boxes themselves when they have viewed or completed an item.

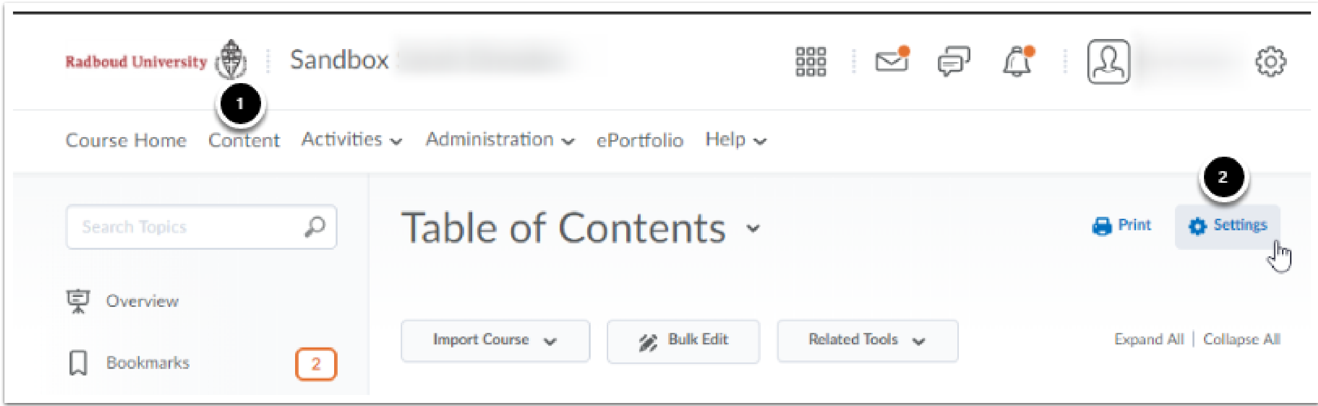
⚠ It is advised to use **Required: Manual** if you choose to use completion tracking, because this gives the students more control. If you use the setting it can happen that an item is checked off before it is actually finished. For example, a PDF-file will be checked off the moment a student opens it - but opening it does not have to equal reading it or finishing it. Below you will see which items are checked off automatically at what point:

- **Documents**: when a student opens the topic.
- **Information blocks** (**Files**): when a student opens the topic.
- **Links**: when a student opens the item.

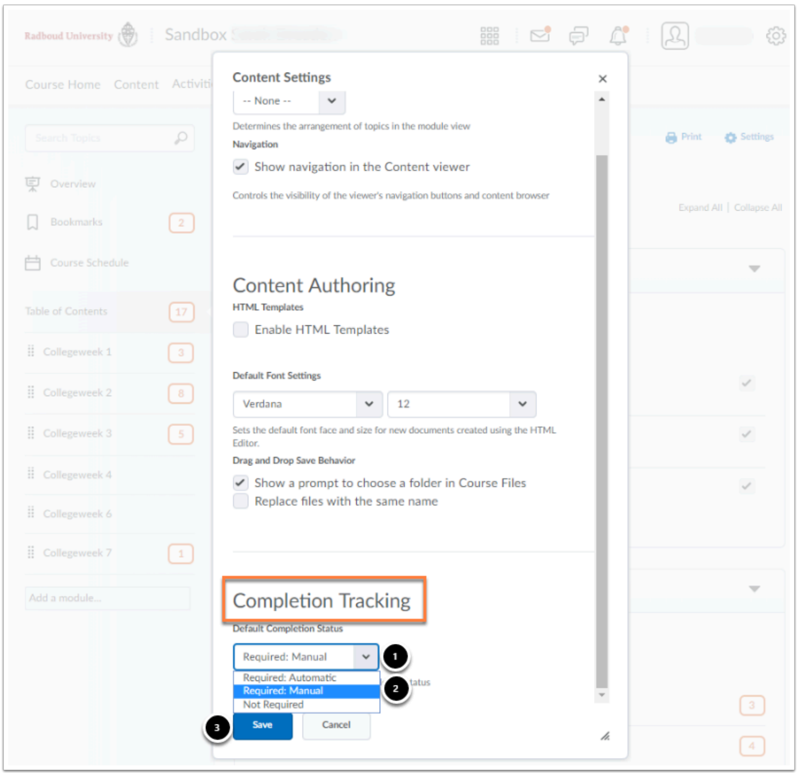
- **Checklists**: when a student has checked off all items.
- **Discussions**: when a student posts something.
- **Assignments**: when a student hands something in.
- **Quizzes**: when a student hands in a quiz.
- **Surveys**: when a student hands in a survey.

Setting up completion tracking for the entire course

You can set up completion tracking for the entire course at once. You can always choose to change the completion tracking for each topic later.

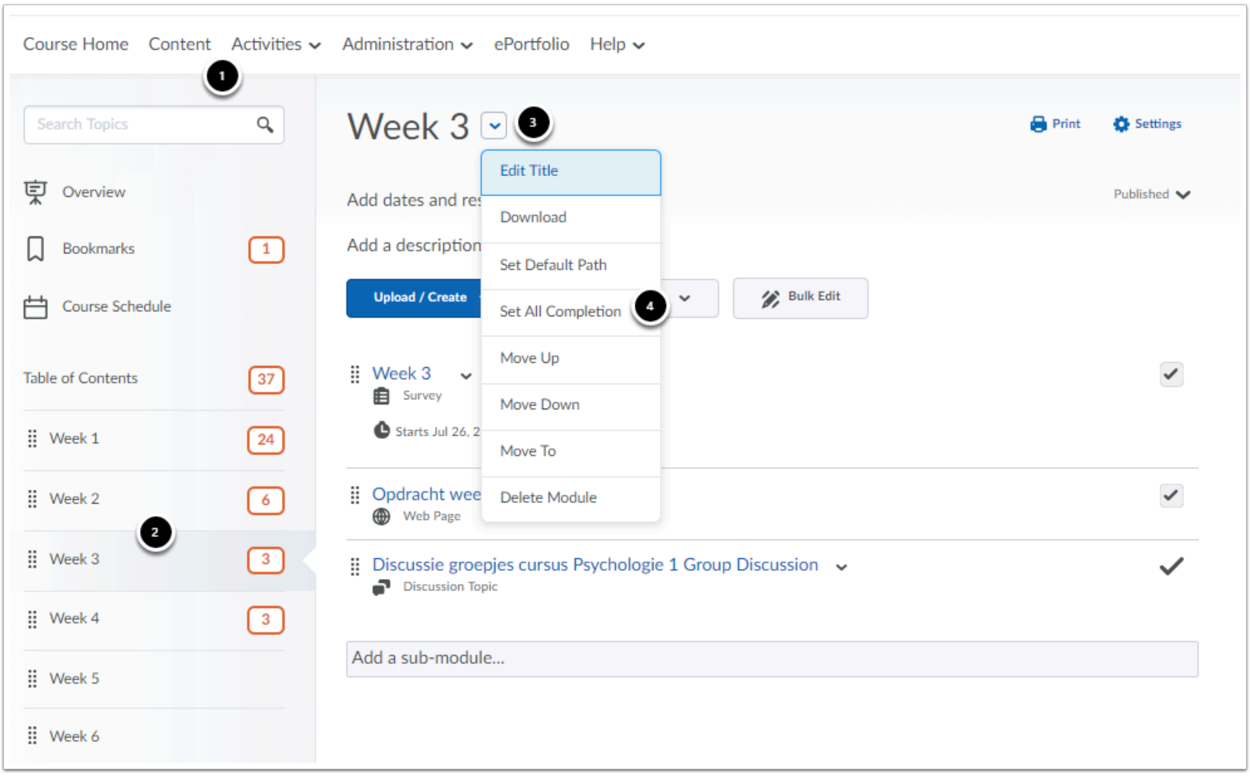


1. Click **Content** in the navbar of your course.
2. Click **Settings** in the top right of the screen.

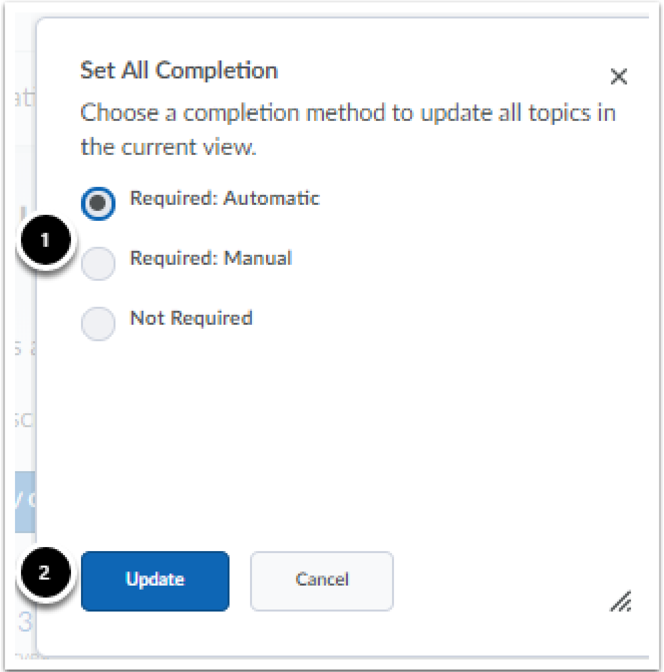


1. Scroll down and click the arrow below **Completion Tracking.**
2. Select the desired option. Remember that **Required**: **Manual** is advised.
3. When you select a new option, an additional option will appear, namely **Update all existing topics to use selected completion status.** Select this option if you want all existing topics to get the same type of completion tracking you are currently selecting.
4. Click **Save.**

Setting up completion tracking for a (sub)module



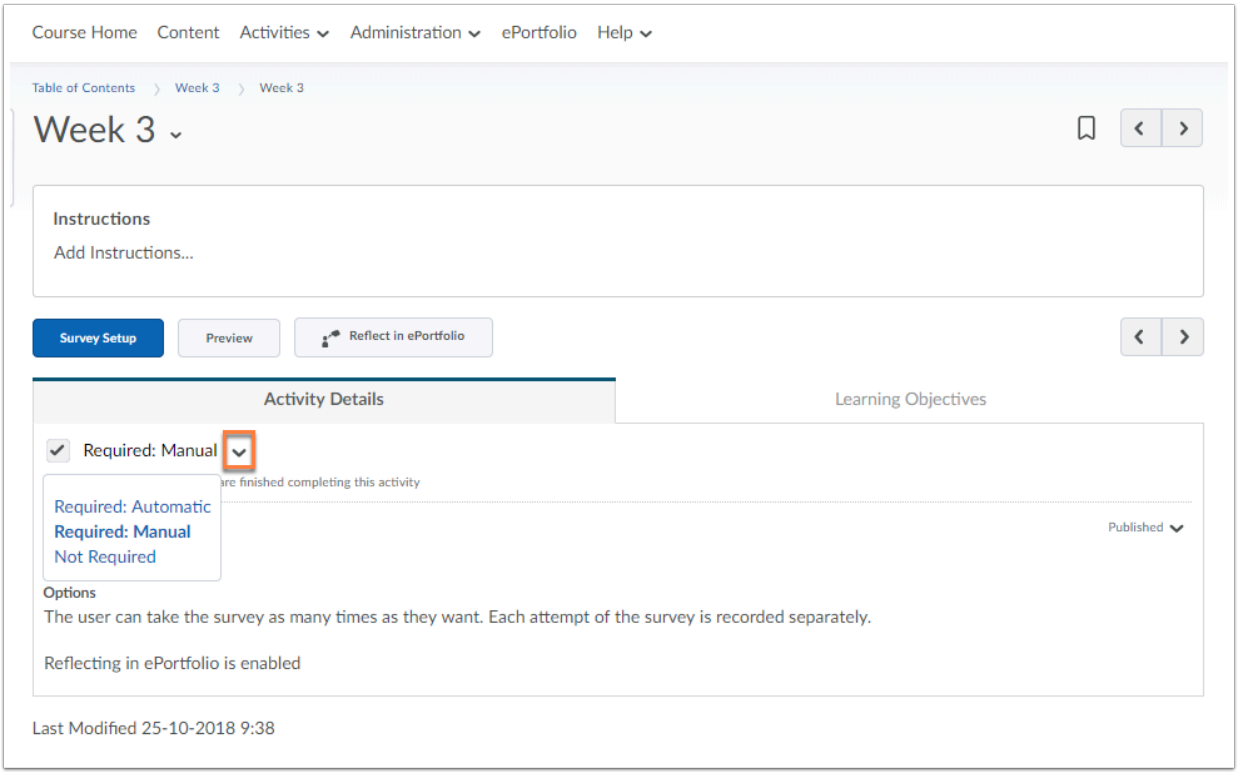
1. Navigate to **Content** in the navbar of your course.
2. Click on the desired (sub)module.
3. Click the fold-out arrow next to the name of this (sub)module.
4. Click **Set All Completion**.



1. Select the desired option.
2. Click **Update.**

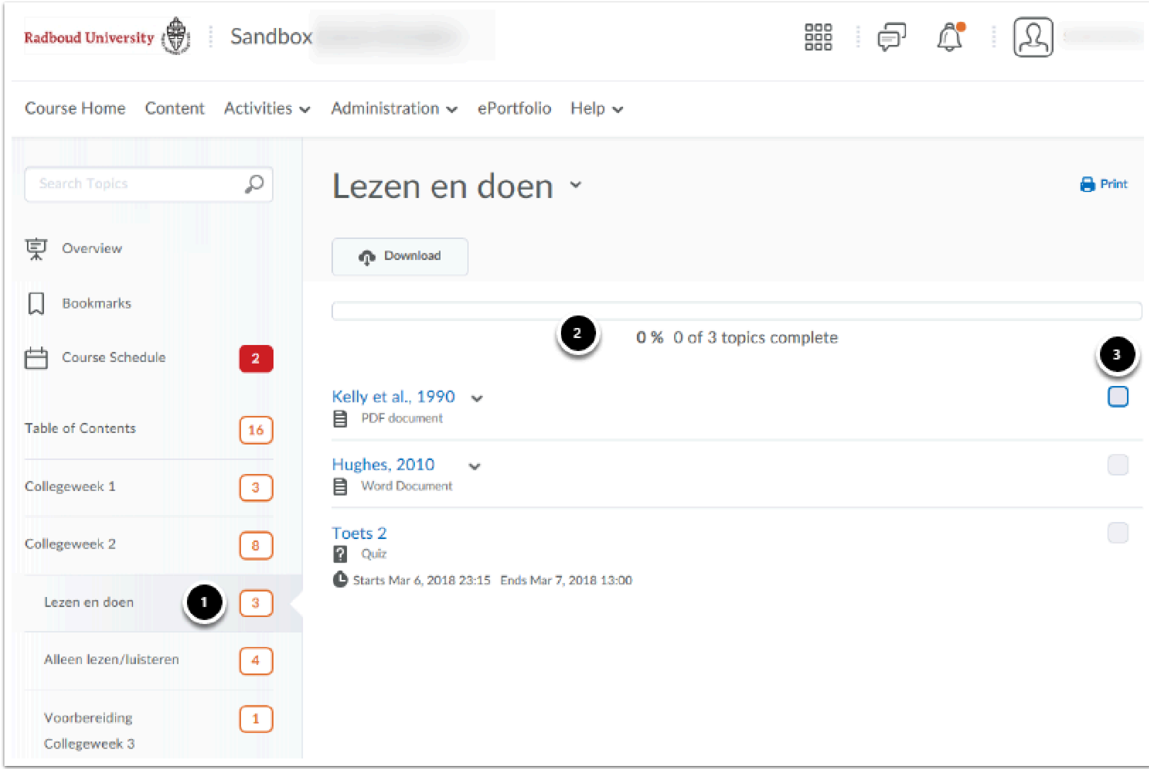
Setting up completion tracking for a topic

- Navigate to **Content** in the navbar of your course.
- Click on the desired (sub)module with the desired topic.
- Click on this topic.



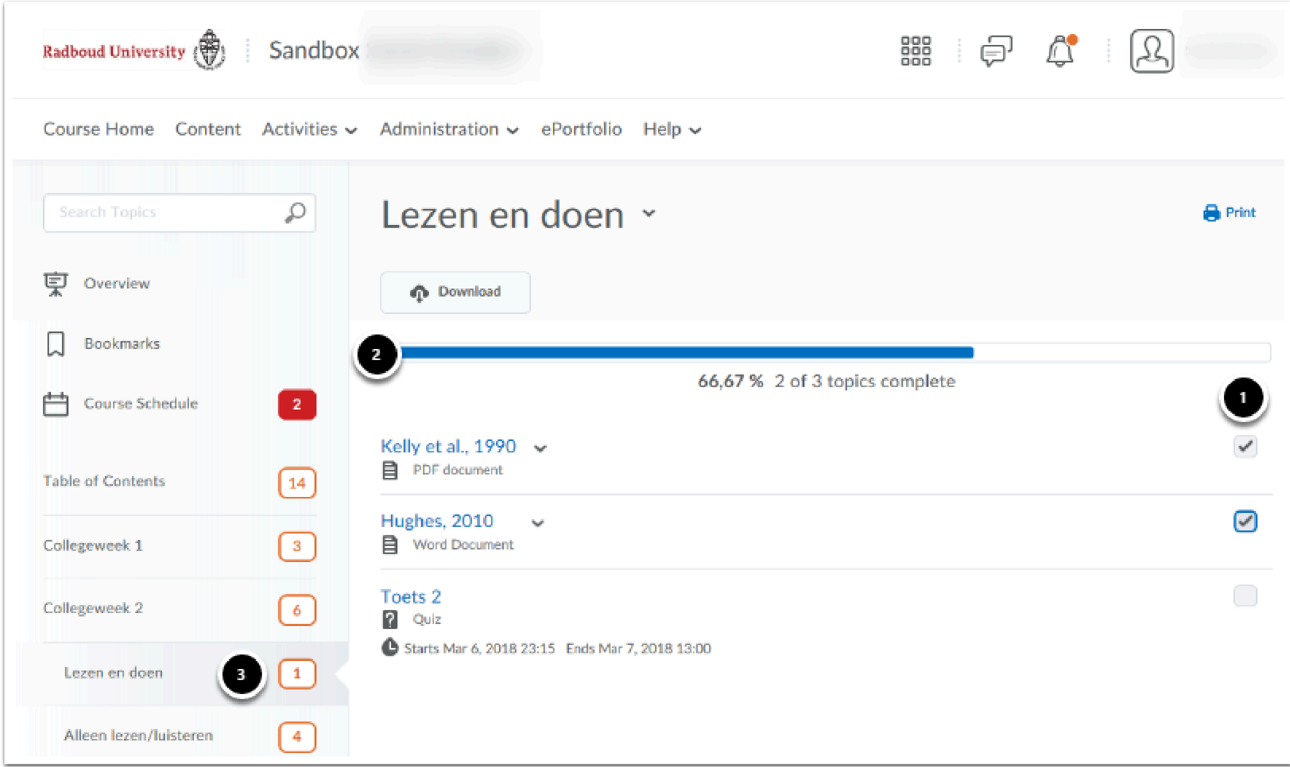
- Click on the fold-out arrow below **Activity Details** and select the desired option.

Student display



The image above shows the content page of a course as students see it. Completion tracking is activated.

1. The submodule *Lezen en Doen (Readings and Activities)* of *Collegeweek 2 (Week 2)* is opened. It contains three topics with completion tracking (see the number 3 behind the name of the module in the Table of Contents): two literature files and a quiz.
2. The student has not yet looked at any of the three topics. You can see this because of:
   - the number in the Table of Contents;
   - the progression bar (**0% 0 of 3 topics complete**);
   - the checks behind the items.
3. This means the student has not yet checked off any topics.



1. In this image, the student has viewed and checked off two out of three topics: the literature files have been read, but the quiz is not yet completed.
2. The progression bar is filled for two thirds now (**66,67% 2 of 3 topics complete**).
3. The number behind the name of the module in the table of contents is updated every time a box is checked off. This means that in the example the number has changed from three to one (because one of the three topics is not yet completed).

Communication: announcements, replace strings, intelligent agents

How do I create an Announcement? Course Home | Announcements

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about creating **Announcements**. A written manual can be found below the video.

[Announcements homepage]
[Create a new Announcement]

Announcements allow you to quickly and easily bring students up to speed with important information regarding your course. You can use Announcements to welcome students to the course at the beginning of the semester, notify them of any important material that has been added to the course, warn them about a deadline, or tell them that the coming lecture will be given in a different room. You can:

- Personalise announcements with an audio or video message.
- Determine from when, how long and for whom the Announcement will be visible.
- Edit or remove Announcements.

You can find Announcements on the Course Home of your course.

Announcements are not automatically sent to students by email.

Students can choose whether they want to receive notifications by mail. Teachers have no influence on this. It is a personal setting within the Brightspace account of the student.
We advise you to inform your students about this setting if you frequently use Announcements to communicate with your students.

Announcements homepage

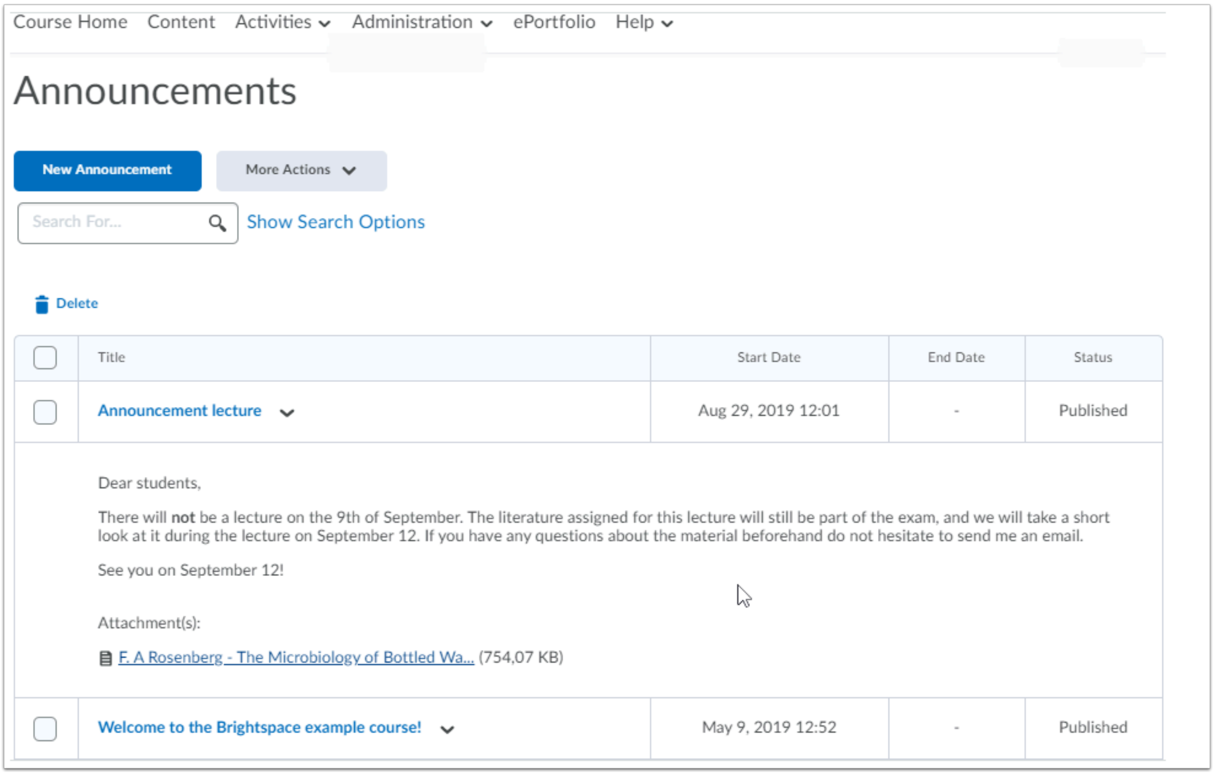
The Announcements homepage gives you an overview of all the Announcements you have created. You can go to Announcements via **Course Home** or via **Administration**.

Via Course Home:

- Click on the fold-out arrow next to **Announcements**.
- Click **Go to Announcements Tool**.

Via Administration:

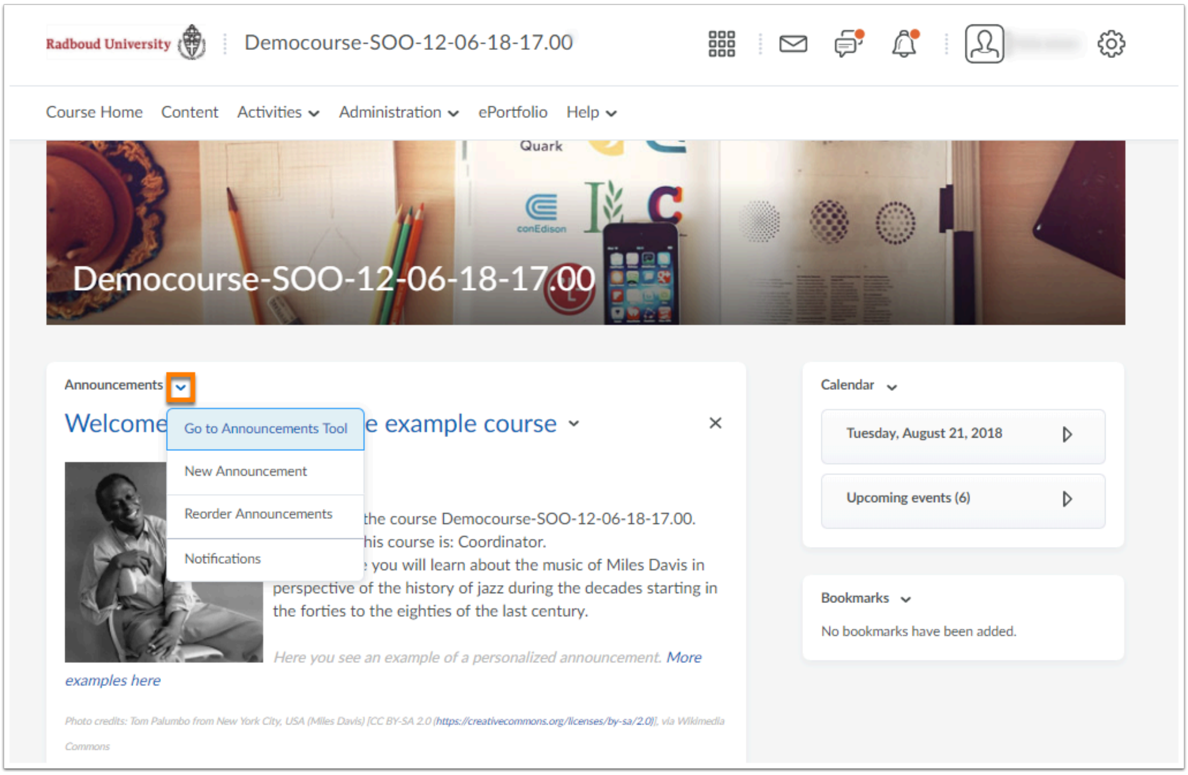
- Go to **Administration** in the navbar of your course.
- Click on **Course Admin**.
- Click **Announcements** below **Communication**.



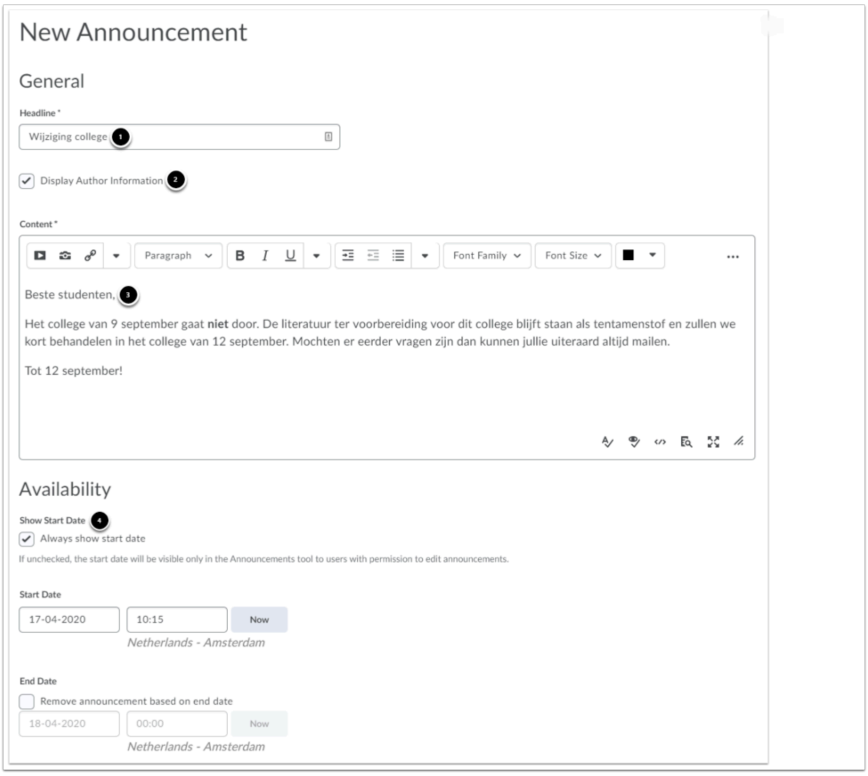
- Click **New Announcement** to create a new Announcement.
- Click **More Actions** to change the order in which the Announcements are placed (**Reorder**), to go to Notifications, or to restore dismissed Announcements (**Restore**).
- Use the search function to find a specific Announcement. Click **Show Search Options** to select in which Announcements you want to search or if you want to search within specific dates.
- The table shows the name, message, start date (date from which the Announcement will be visible), the potential end date, and status (**Published** or **Draft**) of every Announcement.

Create a new Announcement

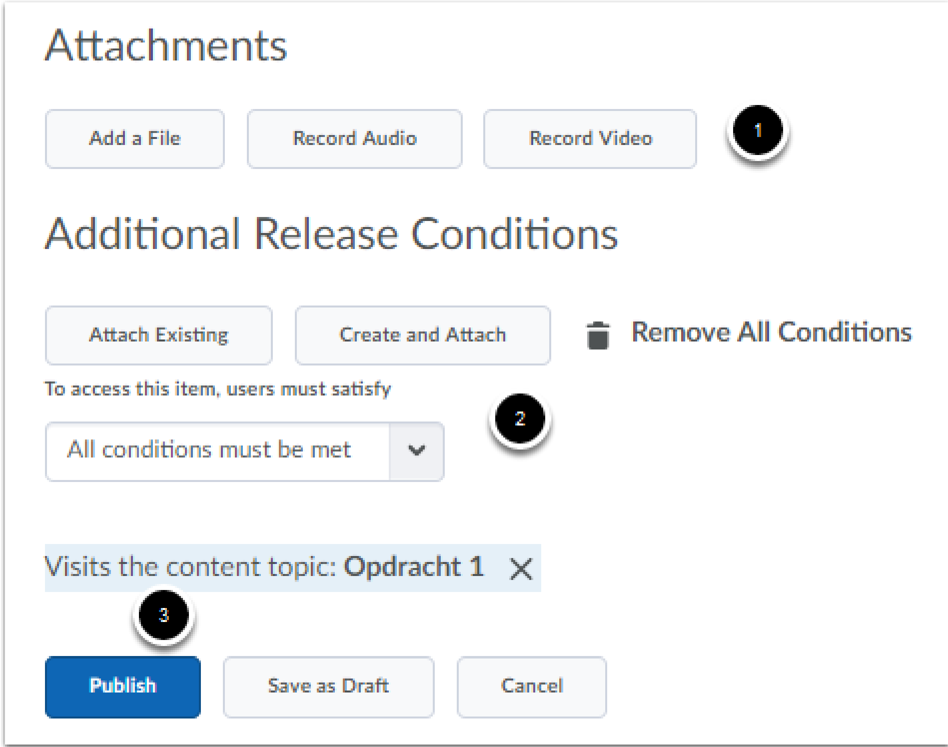
- Go to the **Course Home** of the course in which you want to add a new Announcement.



- Click on the fold-out arrow next to **Announcements**.
- Click on **New Announcement**.



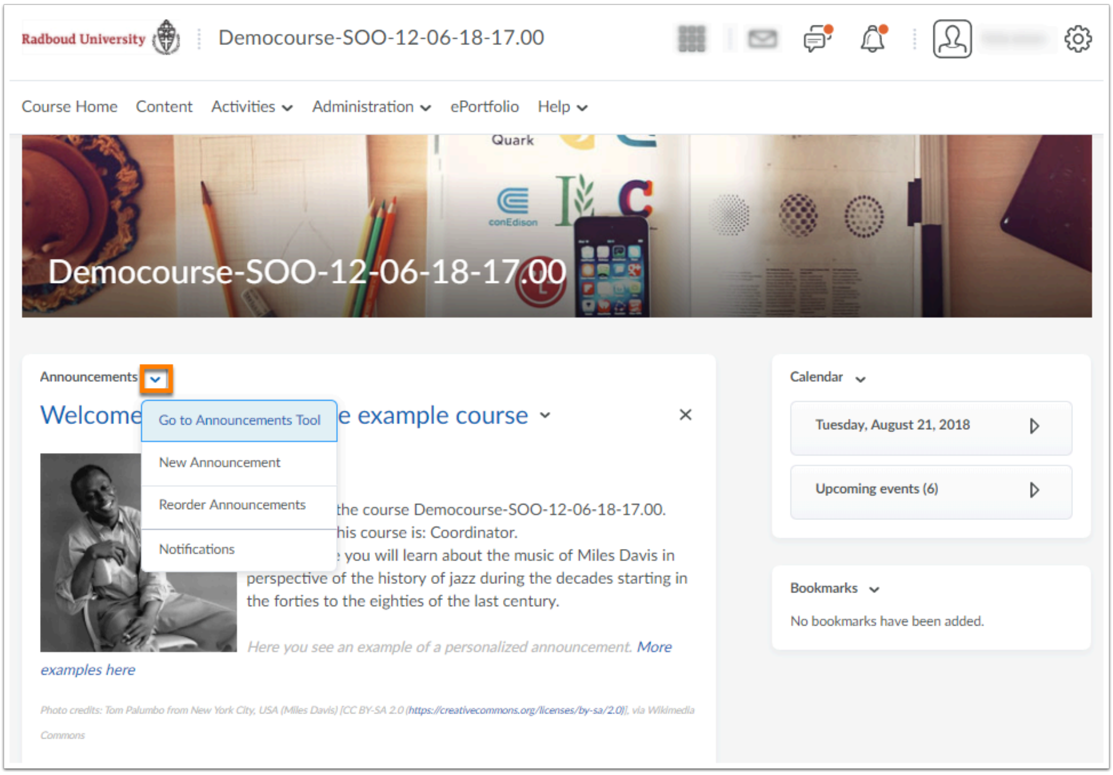
1. Give your Announcement a title below **Headline**.
2. Select **Display Author Information** to add your name to the title of the post. This way students will be able to see who posted the message.
3. Write your message.
4. Below **Availability** you can determine when your new Announcement will be visible:
   - The start date is always visible for students unless you uncheck the box in front of **Always show start date**. If you uncheck that box you can only see the start date when you are editing the Announcement.
   - Add a start date below **Start Date** (the date from which the Announcement will be visible). Click on **Now** to publish the Announcement immediately.
   - If you want to have the Announcement disappear after a certain amount of time, you can check the box in front of **Remove announcement based on end date**. Fill in the end date from which the Announcement should not be visible anymore.



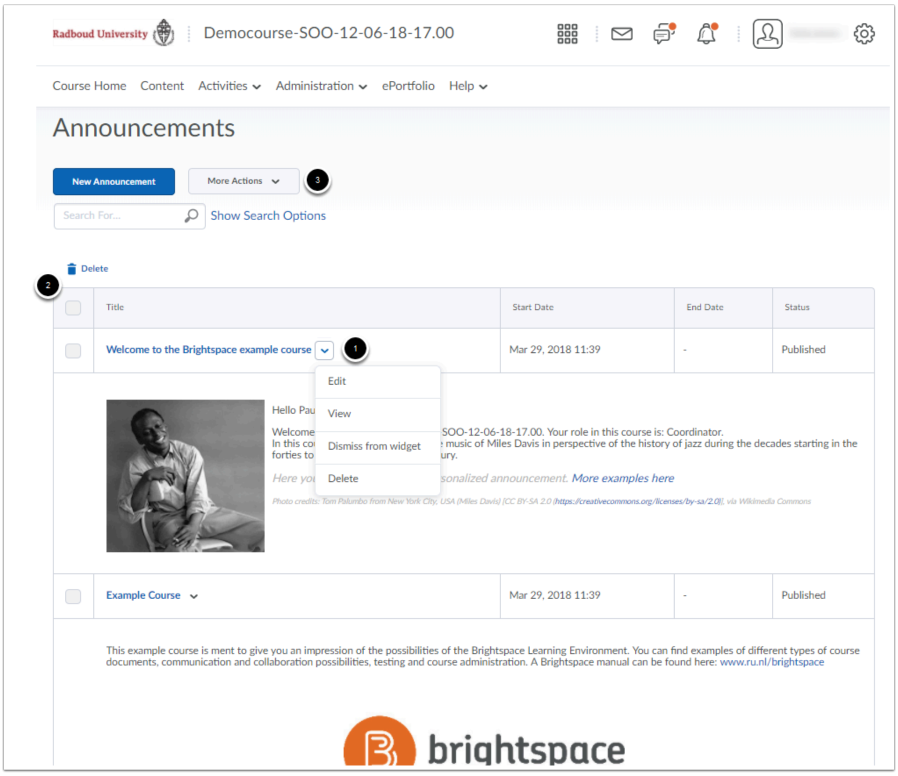
1. It is possible to add a file to an Attachment by clicking on **Add a File** below **Attachments**. You can also record an audio or video file with the buttons **Record Audio** and **Record Video** respectively. To do this, your device should possess the capabilities to record audio and/or video.
2. You can add conditions that are required for students in order for them to view the Announcement below **Additional Release Conditions**.
   - Click on **Attach Existing** to add existing release conditions.
   - Click on **Create and Attach** to create new release conditions.
   - Select whether one or all release conditions are required for students before they can see the Announcement in the dropdown menu.
3. Click on **Publish** to publish your Announcement or click on **Save as Draft** if you want to make some adjustments at a later moment. You will be automatically redirected to the Announcements homepage.

How do I manage announcements? Course Home | Announcements

You can easily edit, organise or remove announcements on the Announcements homepage. There, you will find an overview of every announcement, both published and unpublished.



1. Click the fold-out arrow behind **Announcements**.
2. Click **Go to Announcements Tool**.



1. Click the fold-out arrow behind an announcement title to:
   - **Edit**: you can use the same options as when you are creating a new announcement
   - **View:** view the announcement in its entirety
   - **Dismiss from Widget:** this option makes the announcement invisible on the homepage
   - **Delete:** remove the announcement
2. To delete multiple announcements in one go, select them using the selection box on the left next to **Title**. Click **Delete** to remove them.
3. To recover deleted announcements, click **More Actions** and go to **Restore**. Select the announcements you want to bring back and click **Restore**.

When editing an announcement, you can choose **Major edit - send a notification and restore it for those who dismissed it**. A new notification with the updated announcement will be send to all course participants.

How do I personalise messages with replace strings?

Replace strings allow you to easily personalise standardised messages by replacing simple codes with data from Brightspace.

You can use replace strings in every tool where you can make use of the HTML editor. You can add a **replace string** to your text between curvy brackets ({...}), the viewer of this text will see the value that is represented by the replace string. When you, for example, start an Announce with *Dear {FirstName}*, they will see their first name instead of the replace string.

Replace strings do **not** work if you want to send an e-mail using Classlist or Groups.

Replace strings for Content

The **replace strings** below can be used in **Content**:

Soort	**Replace string**	**Omschrijving**	**Voorbeeld**
Organizational level *(Organization)*	{OrgId}	ID number of the university	6066
	{OrgName}	Name of the university	Radboud University
Organizational Unit *(Org Unit)*	{OrgUnitId}	Course ID number	6646
	{OrgUnitName}	Course name	1819 Praktijkoriëntatie (PER1 V)
	{OrgUnitCode}	Course code	MAN-CWB4037-2018-JAAR-V

Soort	Replace string	Omschrijving	Voorbeeld
	{OrgUnitPath}	Path to Manage Files of the course	/content/enforced/ 6646-sb-JaneDoe/

If you create a file in **Content** (using **Create a file**) the **replace strings** work differently than it would in other tools: the **HTML-editor** removes the accolades when you publish the new file, even when the replace string has not been entered correctly and/or is not valid in Content. This means that the replace string will be replaced by the corresponding value and will not be visible itself. The replace string will, however, remain intact in all other tools: the accolades will not be removed and the replace string will be copied, even if it is incorrect and/or invalid in another tool. *This means that if I were to enter the replace string {OrgUnitID} in a discussion topic in course A and then copy the topic to course B, the name of course B will be in the topic text of course B (and not A).*

Other replace strings (not for Content)

The replace strings below can be used for each tool, except Content. You can use these replace strings in the description of a topic. Furthermore, these replace strings work well with, for example, Announcements.

Soort	Replace string	Omschrijving	Voorbeeld
User	{UserName}	U , S or E number of the user	U123456
	{OrgDefinedID}	U , S or E number of the user	U123456
	{FirstName}	First name of the user	Jane
	{LastName}	Last name	Doe
	{Email}	Mail address of the user	janedoe@ru.nl
Role	{RoleName}	Role of the user in that specific place	Teacher

Soort	Replace string	Omschrijving	Voorbeeld
		in Brightspace	

Replace strings voor Intelligent Agents

The **replace strings** below can be used for Intelligent Agents.

Te gebruiken voor	Replace String	Omschrijving	Voorbeeld
Address bar	{InitiatingUser}	Mail address of the user that meets the criteria of the intelligent agent.	janedoe@ru.nl
Body	{OrgName}	Name of the university	Radboud Universiteit
Body	{OrgUnitCode}	Course code	MAN-CWB4037-2018-JAAR-V
Body	{OrgUnitName}	Course name in Brightspace	1819 Praktijkoriëntatie (PER1 V)
Subject and body	{OrgUnitId}	Course ID number in Brightspace	6646
Body	{InitiatingUserFirstName}	First name of the user that meets the criteria of the intelligent agent.	Jane
Body	{InitiatingUserLastName}	Last name of the user that meets the criteria of the	Doe

Te gebruiken voor	**Replace String**	**Omschrijving**	**Voorbeeld**
		intelligent agent.	
Body	{InitiatingUserUserName}	U , S or E number of the user that meets the criteria of the intelligent agent.	U123456
Body	{InitiatingUserOrgDefinedId}	ID number of the user that meets the criteria of the intelligent agent.	U123456
Subject and body	{LastCourseAccessDate}	Date when the user, that meets the criteria of the intelligent agent, last accessed the course.	January 1, 2019
Subject and body	{LastLoginDate}	Date when the user, that meets the criteria of the intelligent agent, last logged in.	January 1, 2019

What is an Intelligent Agent and how do I use it? Administration | Course Admin

Why would you use intelligent agents?

Intelligent agents can be used to automatically send e-mails to students based on certain criteria. They work well with release conditions, but there are several more options you can use. For example, you can send automatic e-mails if:

- A student has not accessed your Brightspace course for a certain amount of time.
- A student has not undertaken any activity in your course for a certain amount of time.
- You want to send students a reminder about a deadline a few days in advance.

Intelligent agents send e-mails using previously determined e-mail addresses or using replace strings. You can also choose whether you want to turn on the intelligent agents manually or let it work automatically. If you choose for the automatic setting, the default time setting is 8 PM.

Points of attention when using Intelligent Agents

1. Only use intelligent agents for important things. If a student receives many (repeated) e-mails, they will be less likely to pay a lot of attention and read them carefully. That is why it might be beneficial to consider other ways of communicating:
    - Notification
    - Announcement
    - Personal e-mail
    - Discussion
2. Intelligent agents are more useful in bigger groups of students.
3. As the teacher you will be the only one to see the name and description of the intelligent agents (students will not see it):
    - Choose a sound name. You can also use numbers.
    - Choose a sound description, for example: *when, to whom and why does this intelligent agent send an e-mail?*
4. Think about whether you want to use the intelligent agent manually or automatically beforehand. The manual setting will give you more control.

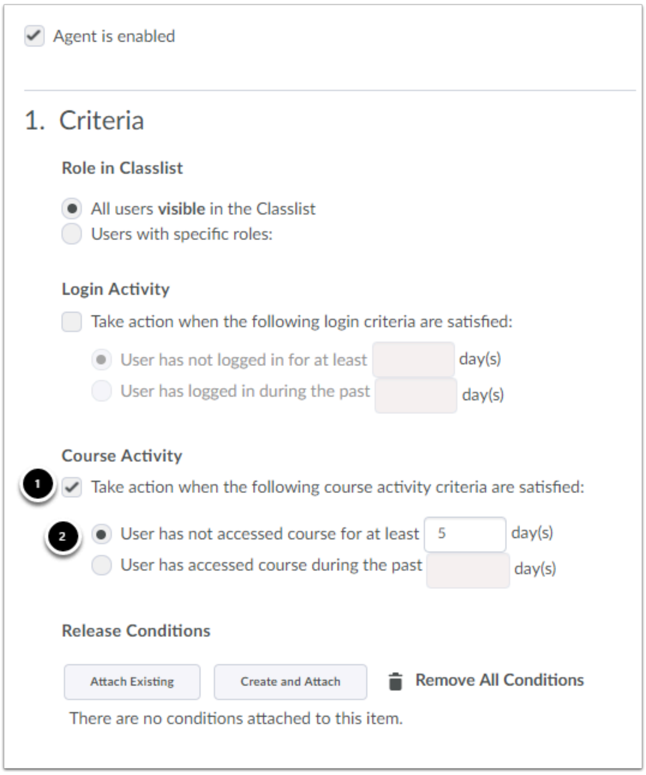
5. Also think about who is to receive the e-mail: you, the student, or both:
   - If you expect a lot of e-mails, you can choose to add a line to your inbox that directly places the e-mails sent from the intelligent agent in a different folder.
   - Students can answer to mails sent by the intelligent agent. Use Settings to change the name and e-mail address of the sender.
   - You can see to where each intelligent agents has sent e-mails using View History.
6. If you export a course, the intelligent agent does not automatically come along.
7. If you copy an intelligent agent to another course you have to set up the settings again. You also have to reactivate the intelligent agent.

Possible user scenarios

Below you will find six scenarios in which you could use intelligent agents. The first example has been worked out in more detail. The complete step-by-step plan for creating an intelligent agent can be found in the article How do I create an Intelligent Agent and how do I test them?

Example 1: No activity in the course

- Why: to see whether students perform the activities in your course.
- When: weekly, or for example each workweek (less often is also possible, but more frequently is not recommended as too many e-mails will not have the desired effect).
- How: Select the option **User has not accessed course for at least** under **Criteria.** You can then select the period, for example five days.
- What: the intelligent agent will send an e-mail to yourself or to the student if they have not accessed the course for the predetermined time (in this example five days).



1. Under **Course Activity,** select the following option: **Take action when the following course activity criteria are satisfied.**
2. Select **User has not accessed course for at least** and enter the desired amount of days.

Example 2: Welcome

- Why: to welcome students after their first session in the course and possibly send them additional information.
- When: daily during the first two weeks of the semester.
- How: select **User has accessed course during the past 1 day(s).**
- What: the intelligent agent sends an e-mail when the student accesses the course for the first time.

Example 3: Missed the first week of class

- Why: to remind students who have not attended the first week of classes that they might be behind.
- When: at the end of the first week of classes.
- How: select **User has not accessed course for at least 5 day(s)**.
- What: sends an e-mail to the student if they have not accessed the course in the first week (you can CC yourself to stay informed).

Example 4: Successfully wrapped up the activities from the first week

- Why: to ease students' minds after they have completed all activities for the first week and to encourage them to keep going.
- When: if a student has completed all activities from the first week.
- How: by using release conditions (a student has finished all activities).
- What: the intelligent agent will send an e-mail to the student when they meet the requirements set with the release conditions (you can CC yourself to stay informed).

Example 5: low score in a quiz

- Why: to encourage students to get better grades after they have received a low score.
- When: 24 hours after assessing a quiz.
- How: by using release conditions (when a student has received a score below a certain amount for a specific quiz).
- What: the intelligent agent will send an e-mail to the student with an encouragement and suggestions to do better on the next quiz.

Example 6: Improved quiz score

- Why: to congratulate a student with their improved test score after two quizzes.
- When: 24 hours after assessing the second quiz.
- How: by using two release conditions (when a student has received lower than a certain amount for the first quiz but higher than a certain amount for the second quiz).

It is strongly advised not to use intelligent agents to evaluate on a system level, meaning using an intelligent agent to evaluate whether students have or have not logged onto Brightspace for a certain amount of time. Restrict the use of an intelligent agent to your own course.
It is also important to be considerate about using intelligent agents to evaluate how long a student has not accessed your course. There might be valid, personal reasons why a student does not access your course frequently, and it would not be desirable to receive daily e-mails that remind them about inactivity if this were the case.

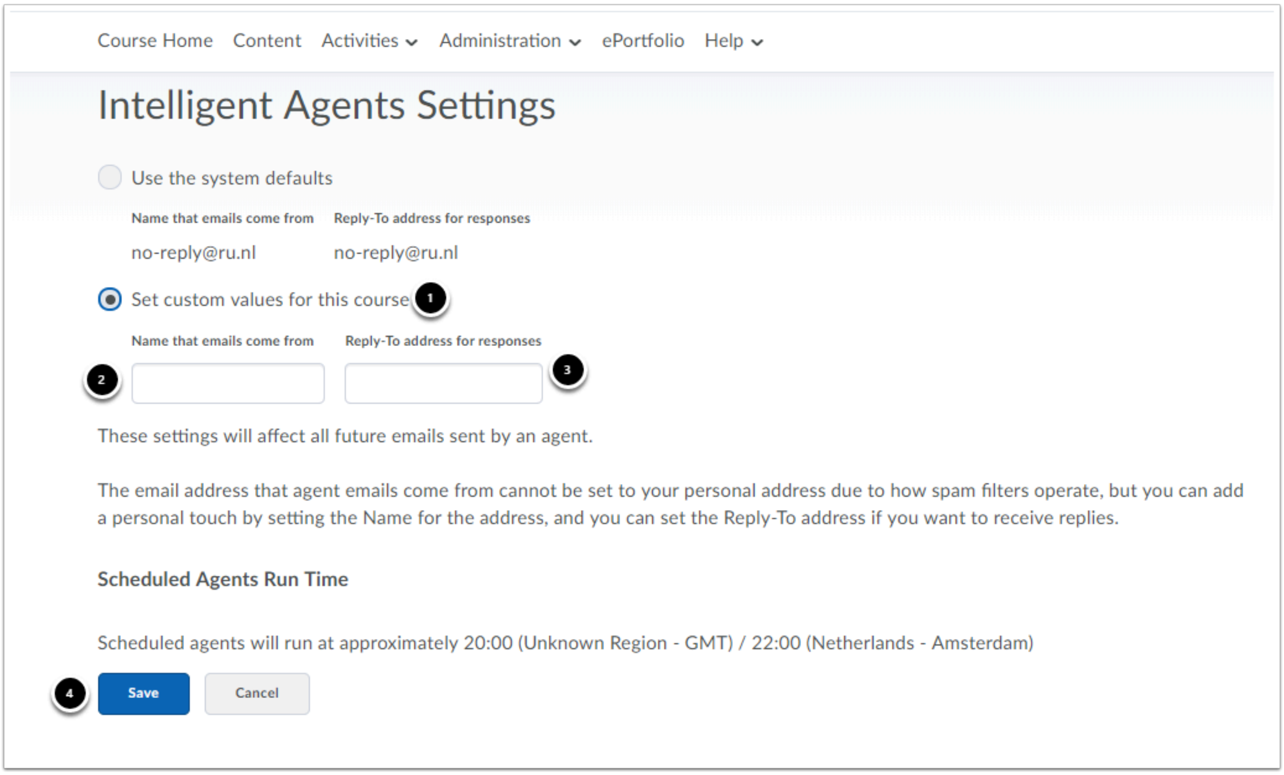
We have temporarily disabled the function 'Class Progress' based on advice of our functionary Data Protection.

How do I create an Intelligent Agent and how do I test them? Administration | Course Admin

Change default settings

Before you set up an intelligent agent, we advise you to change the default setting that determines whether receivers of an automatic e-mail can see who send it.

- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Intelligent Agents** below **Communication**.
- Click **Settings**.

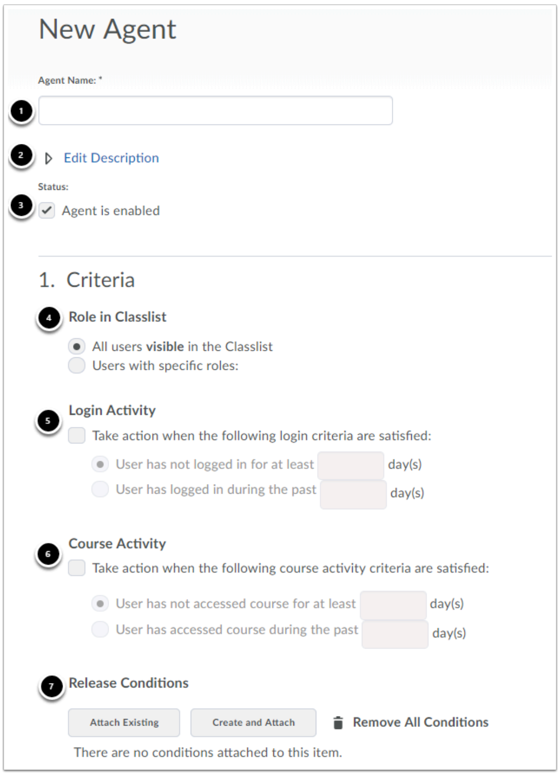


1. Select **Set custom values for this course**.
2. Fill in your own name below **Name that emails come from.**

3. Below **Reply-To address for responses** you can enter the e-mail address the replies will get send to.
4. Click **Save**.

Create intelligent agents

- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Intelligent Agents** below **Communication.**
- Click **New.**



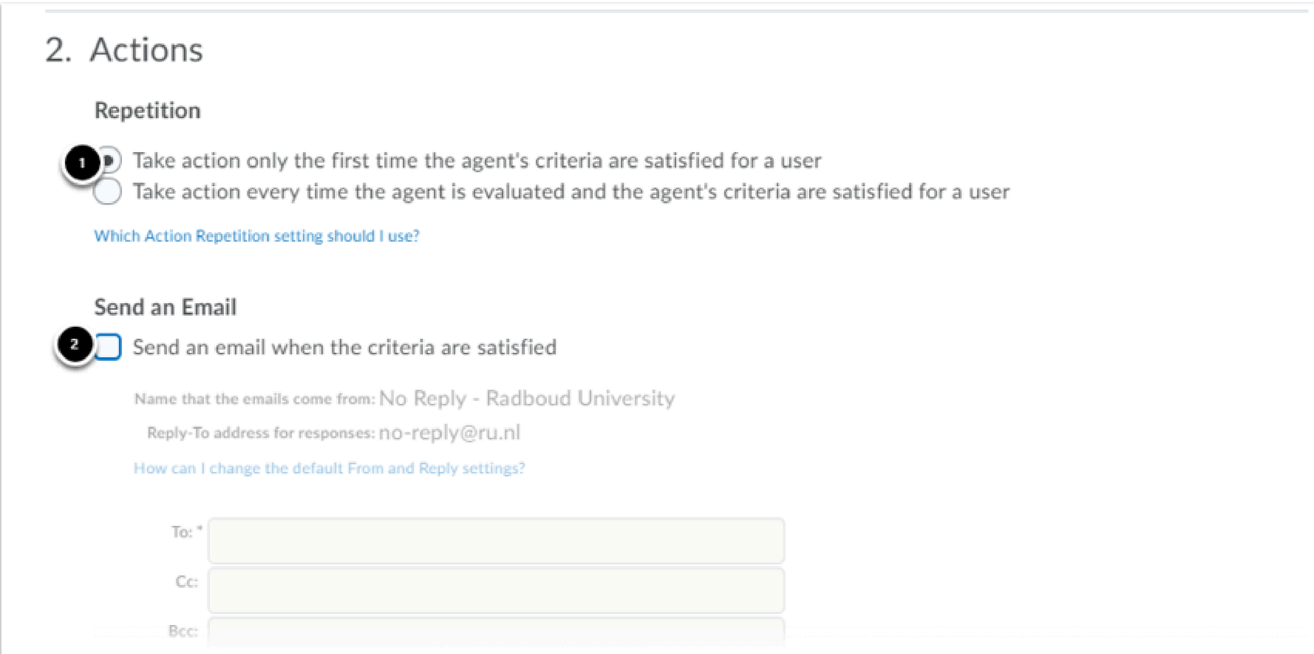
1. Give the intelligent agent a name. Choose a name that is obvious to you, the student will not be able to see it.
2. Add a description. It is recommended to add a summary of the choices you make for the following steps, so you can easily see how you have set up the intelligent agent in the overview later.
3. The intelligent agent is automatically turned on directly after creating it. Deselect the box under **Status** to change this.

   Below **Criteria** you can set up which conditions a student has to fulfill before they receive an email:

4. Use **Role in Classlist** to determine for which students the intelligent agent applies. Select:
   - **All users visible in the Classlist** if the agent applies to all users in your course (meaning the teachers are included too).
   - **Users with specific roles** if the intelligent agent is only for users with a specific role (coordinator, teacher, grader, student).

5. Use **Login Activity** to select when the intelligent agent needs to send an email. Select:
   - **User has not logged in for at least …day(s)** if the email needs to be sent an x amount of days after the student has not logged in. Specify the amount.
   - **User has accessed course during the past …day(s)** if the email needs to be sent an x amount of days after the student has logged in. Specify the amount.

6. Use **Course Activity** to select when you want the intelligent agent to send an email. This is similar to Login Activity, but when you use **Course Activity** it is about the number of days of (in)activity (**accessed/not accessed**).
7. Add [Release Conditions]() if preferred. Click **Attach Existing** to add an existing release condition or click **Create and Attach** to create and attach a new one. After you have added the release conditions, you can use a drop-down menu to choose whether the intelligent agent sends the email after the students have met the requirements for either one or all of the release conditions.

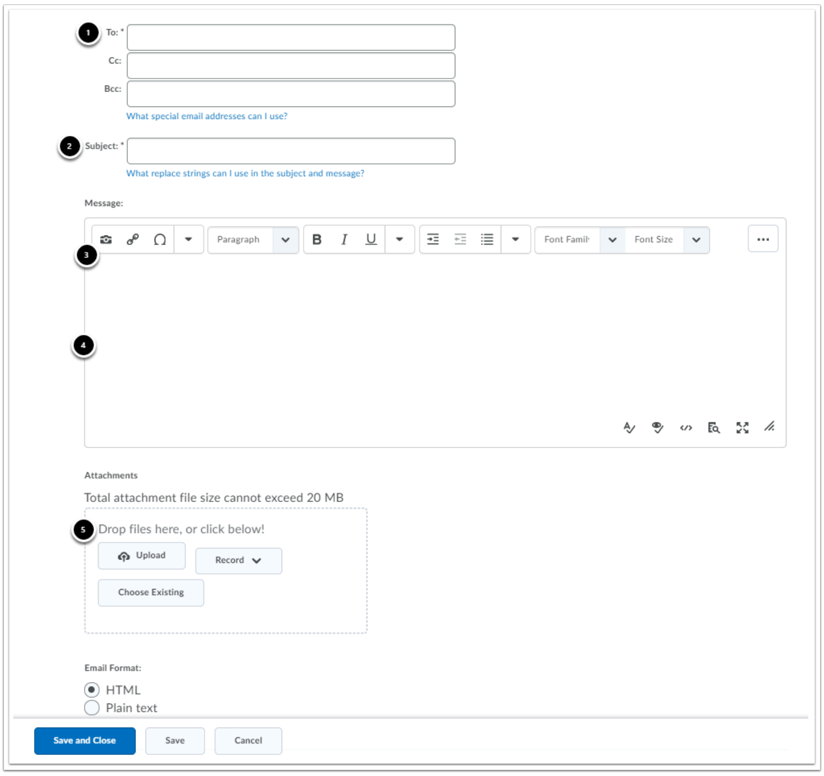


Use **Actions** to adjust the settings for the e-mails:

1. Select how many times the intelligent agent can send an e-mail:
   - Select **Take action only the first time the agent's criteria are satisfied for a use** if the agent can send an e-mail if the user meets the criteria only once.

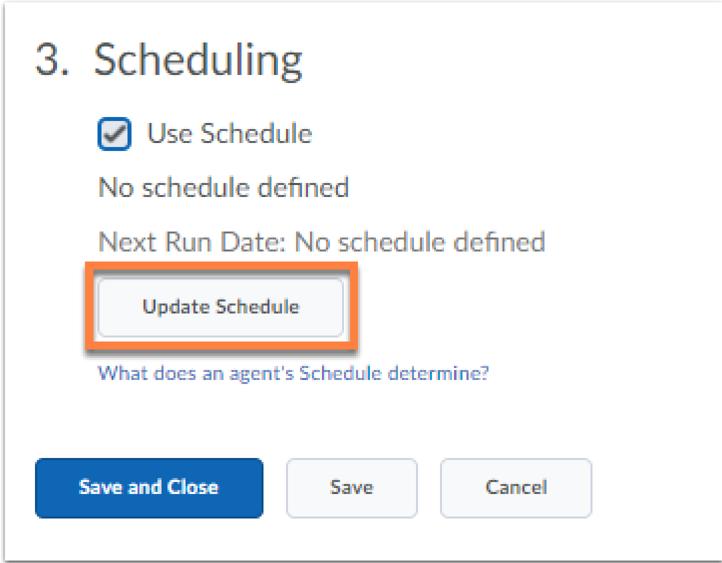
- Select **Take action every time the agent is evaluated and the agent's criteria are satisfied for a use** if the intelligent agent has to send an e-mail every time the student meets the criteria. Note that using this option is strongly discouraged!

2. Select **Send an email when the criteria are satisfied** (otherwise the intelligent agent will not send an e-mail to the student).



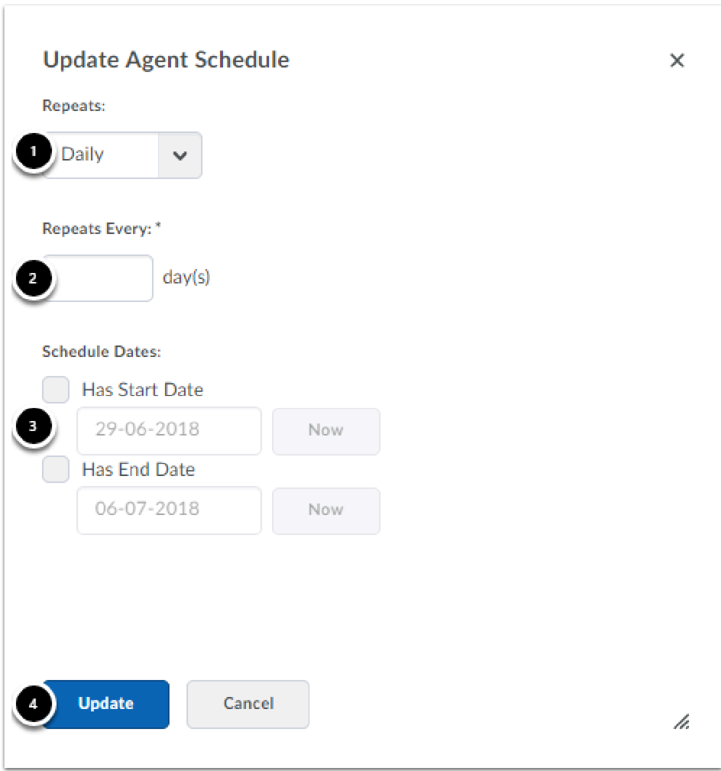
Below **Send an Email** you can fill out the following fields:

1. Use the email fields to enter information about who the intelligent agent needs to send an email to. Enter your own email address if you wish to receive the emails yourself - this is useful because it allows you to get updates about what students are and are not doing in your course. Based on these emails you can choose to warn or inform a student (which you have to do yourself). You can also use the replacement string {InitiatingUser} in the **To-**field if you want the intelligent agent to send the student an email.
2. Add the subject.
3. You can add an image in your text.
4. Type the message in the **HTML-editor**.
5. You can add a file to your e-mail.



If you want the intelligent agent to work automatically, you can set this up using **Scheduling.** If you do not change anything you have to start up the intelligent agent manually:

- Select **Use Schedule.**
- Click **Update Schedule**.



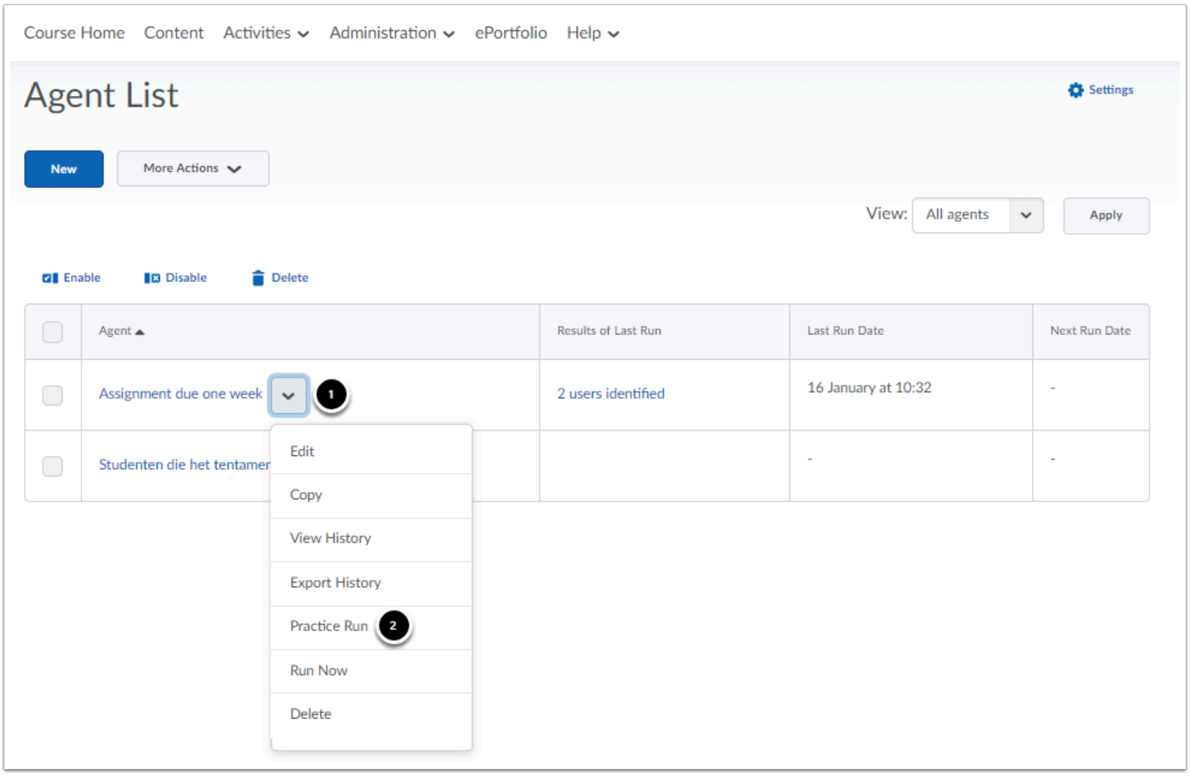
Then select:

1. Whether the intelligent agent has to evaluate daily, weekly, monthly or yearly if someone meets the criteria.
2. How often the evaluation has to be repeated: daily, weekly or monthly. Also select on which day the evaluation has to take place.
3. Add a starting date and end date. This is especially important for the criteria '**User has/has not not logged in for at least ...day(s).**
4. Click **Update.**

Click **Save and Close** to return to the **Agent-List** page.

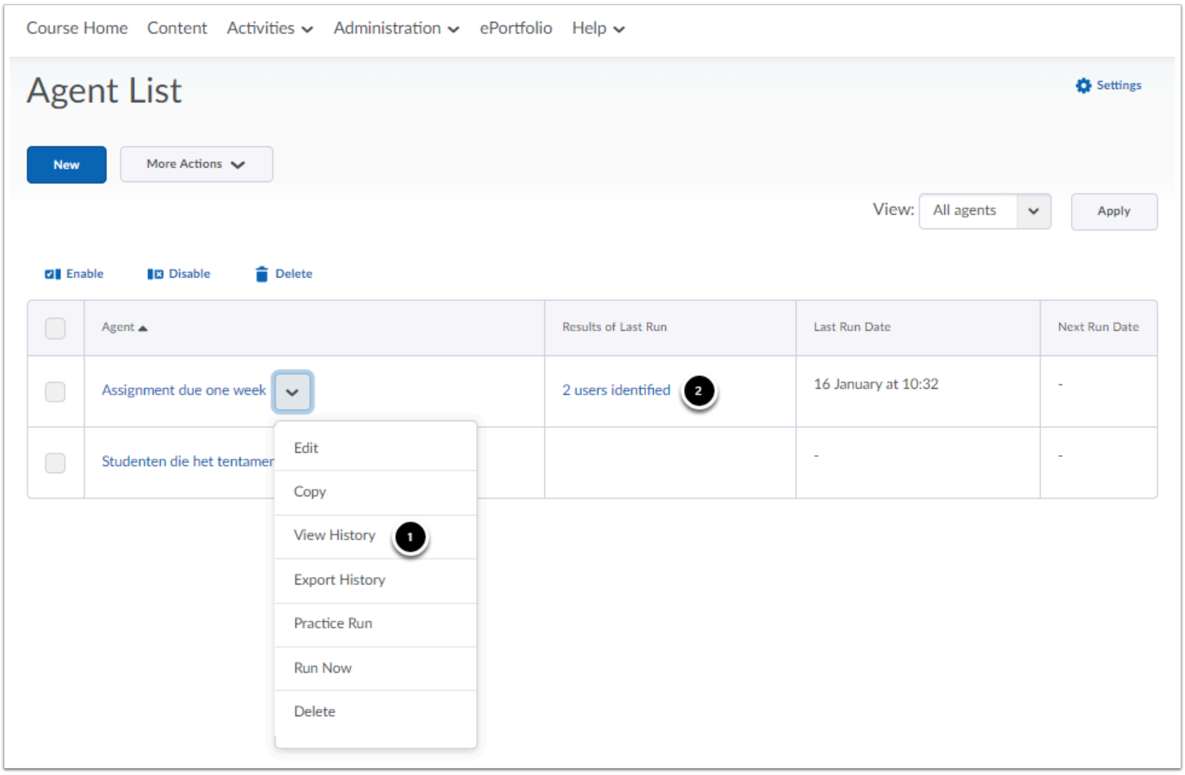
Testing intelligent agents

For each intelligent agent you can perform a **practice run.** This allows you to perform an evaluation without sending any emails. After the **practice run** you can see who meet the criteria of the intelligent agent in the overview on the **Agent-list** page.



1. Click the fold-out arrow next to the intelligent agent.
2. Click **Practice Run**.

- Click **Run.**
- Click **Done** to return to the **Agent-list** page.

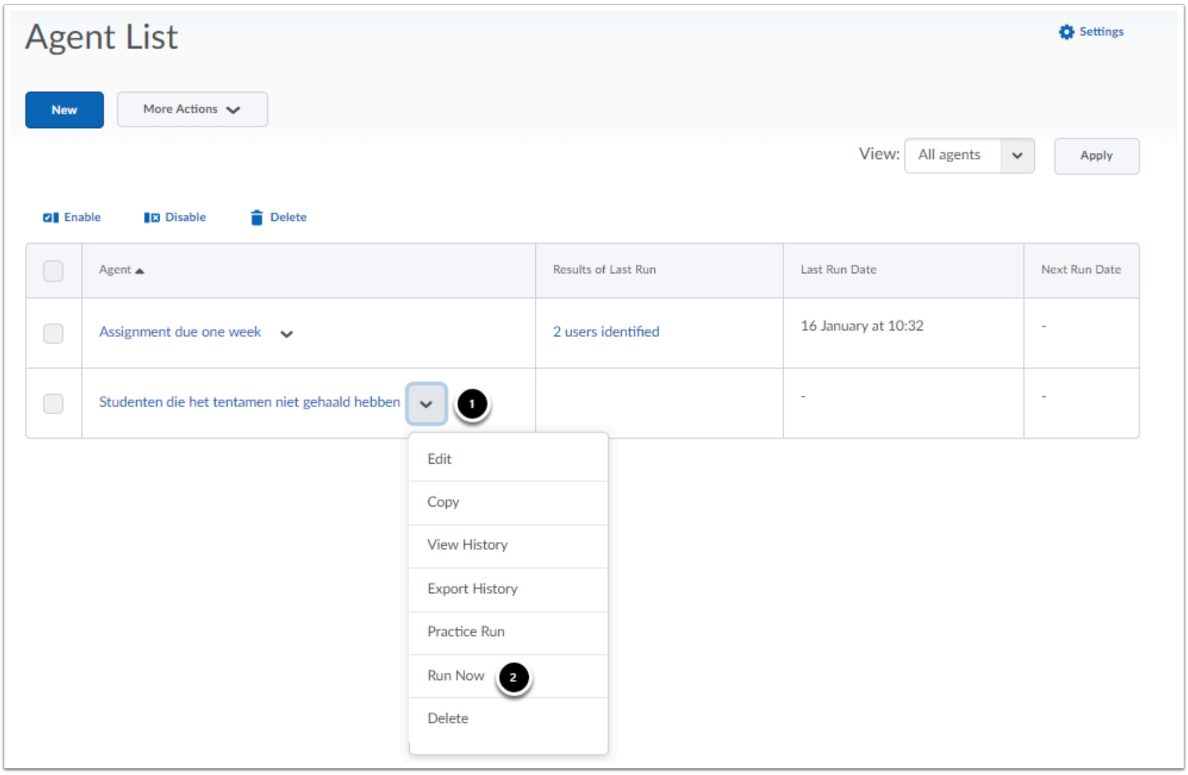


1. Click View History to see the results of the **Practice Run.**
2. Click ...**users identified** to see the report of a **Practice Run.**

When you perform a practice run, first an icon will appear indicating the intelligent agent is activated. The icon will disappear after a few minutes, after which you can see the history.

Evaluating manually

If you choose to scan an intelligent agent manually, you can do so using the **Agent-List** page. This is useful if you have not scheduled the intelligent agent, and it will also allow you to maintain more control.



1. Click the fold-out arrow next to the intelligent agent.
2. Click **Run Now**.

- Click **Run.**
- Click **Done** to return to the **Agent-list** page.

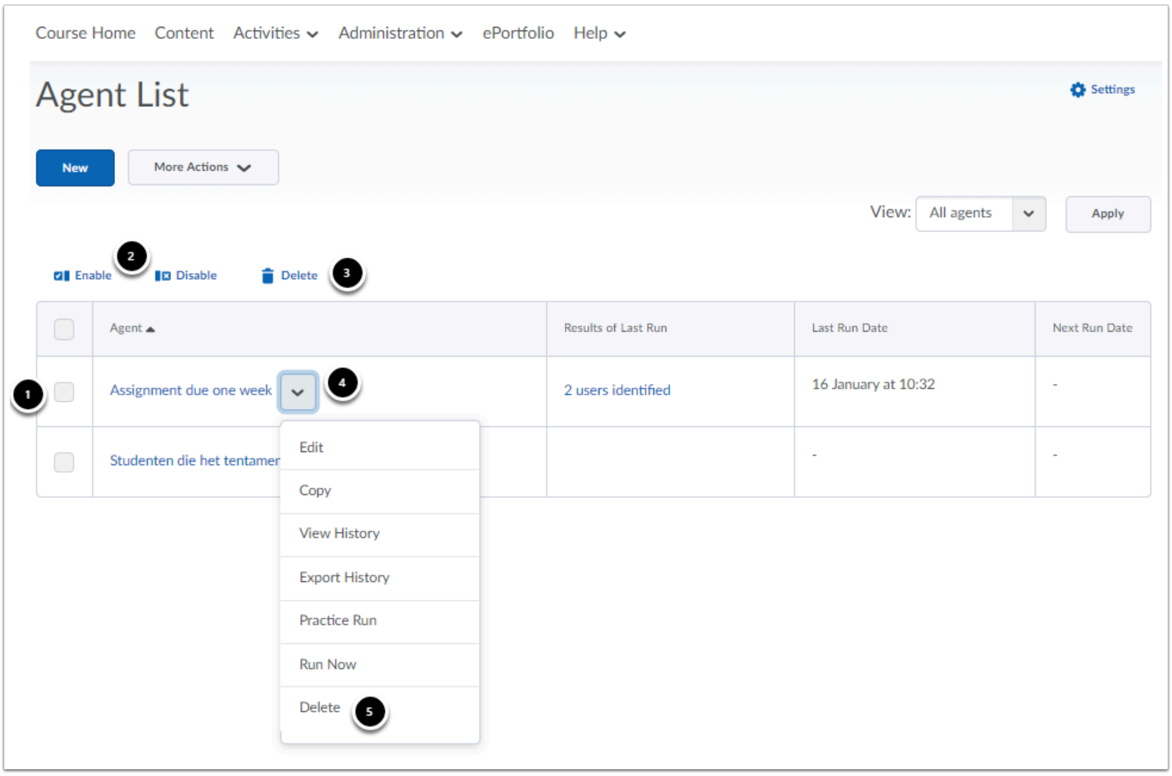
The results will appear in the overview behind the intelligent agent concerned.

How do I manage Intelligent Agents? Administration | Course Admin

Enable/disable intelligent agents and deleting them

While creating the intelligent agent you can choose whether you want to activate it immediately.
You can also turn scheduled intelligent agents on or off and/or delete them while on the **Agent-List** page.

- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Intelligent Agents** below **Communication.**



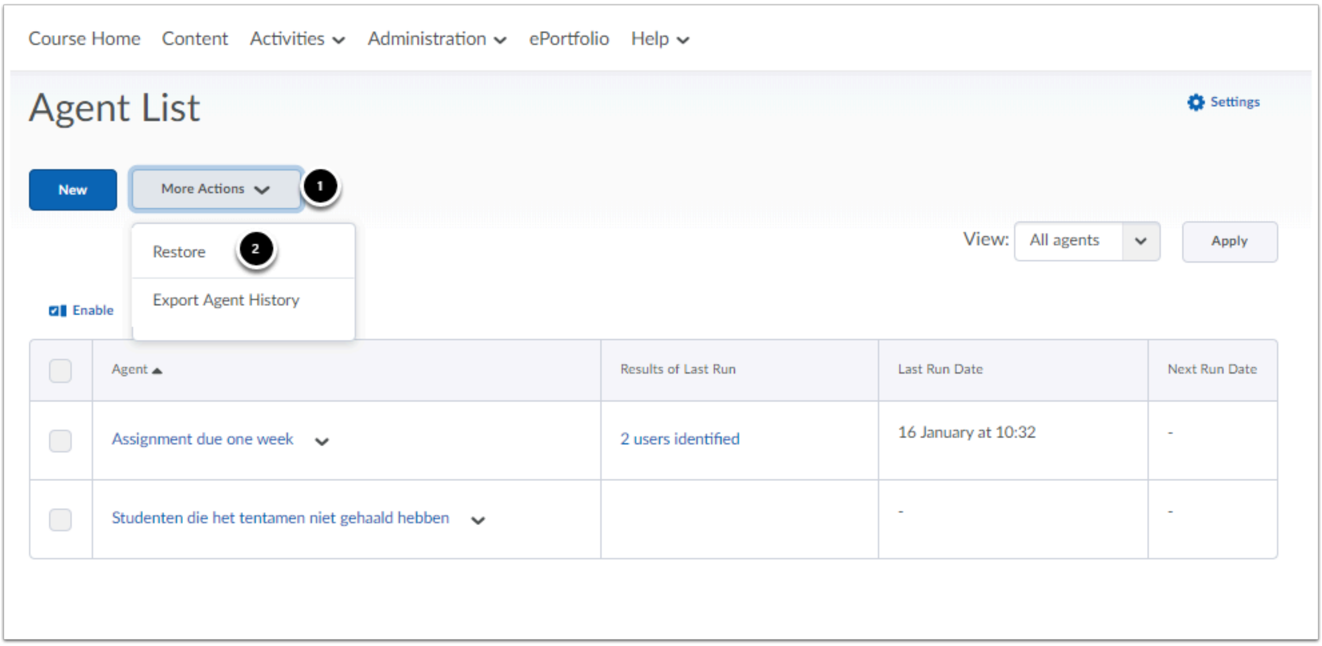
1. Select the intelligent agent.
2. Click **Enable/Disable** to turn the intelligent agent on or off.

3. Click **Delete** to delete the intelligent agent.

   You can also delete the intelligent agent using the quick menu:
4. Click the fold-out arrow next to the intelligent agent.
5. Click **Delete.**

Restore an intelligent agent

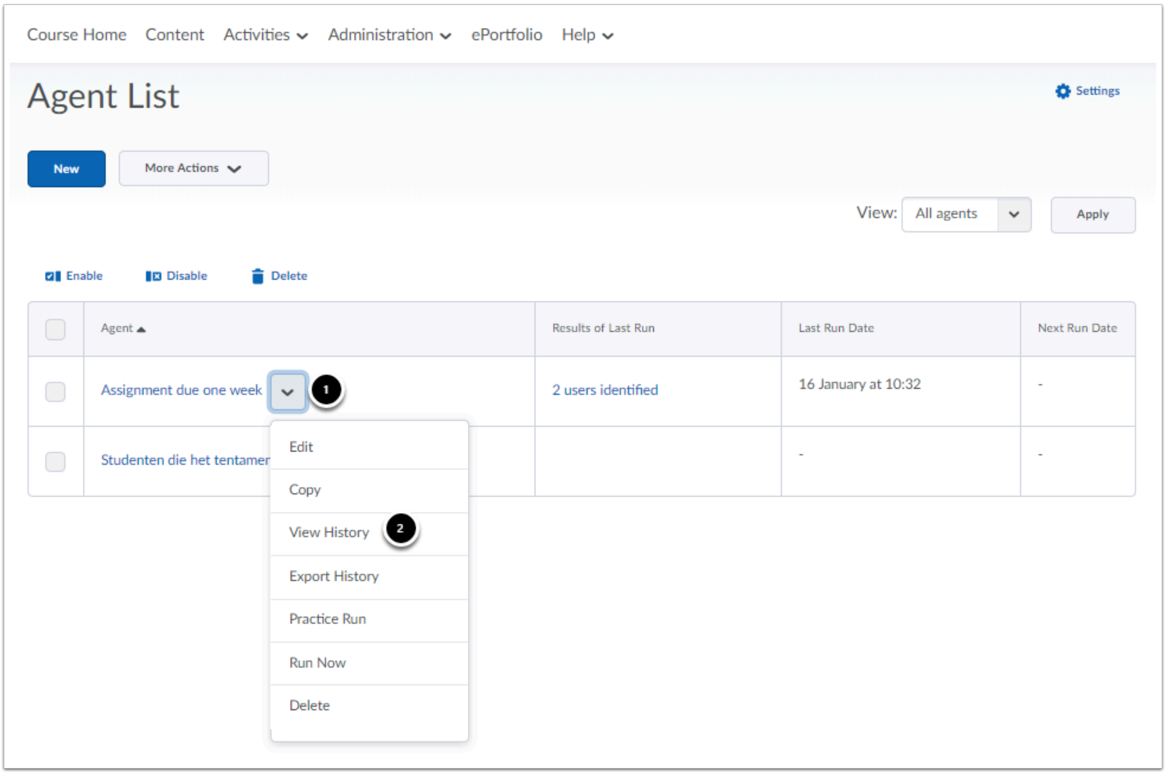
You can easily restore previously deleted intelligent agents.



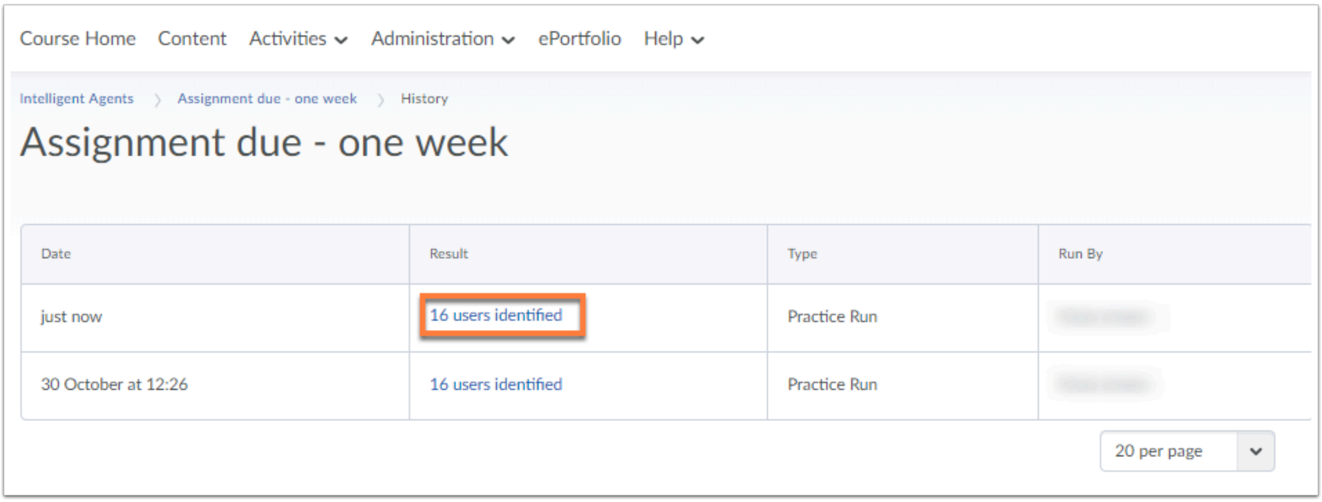
1. Click **More Actions** in the **Agent-List** page.
2. Click **Restore**.

View history

For each intelligent agent you can see when emails were sent, and to whom.



1. Click the fold-out arrow behind an intelligent agent while on the **Agent-List** page.
2. Click **View History**.



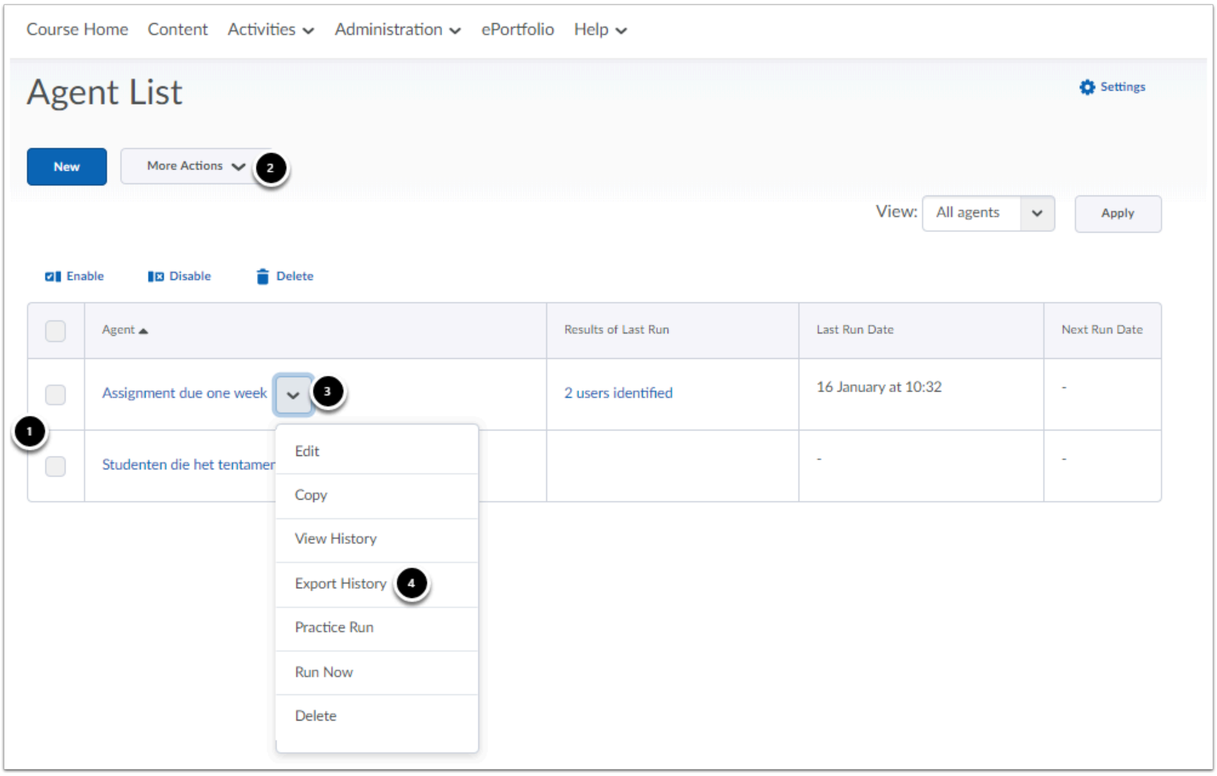
You will see:

- when the intelligent agent has evaluated (**Date**);
- how many students met the criteria (**Result);**
- the type of evaluation (**Type);**
- whether the intelligent agent has evaluated automatically or manually (**Run By).**

Click **...users identified** to see which students have met the criteria and which action the intelligent agent has undertaken (for example whether an email has been sent to the students).

Export history to Excel

It is possible to transfer the history of an intelligent agent to a csv-file, which can then be opened in Excel. You have several options, such as choosing for which intelligent agent you want to export the history, whether you want to export practice runs and you can add a range of dates.

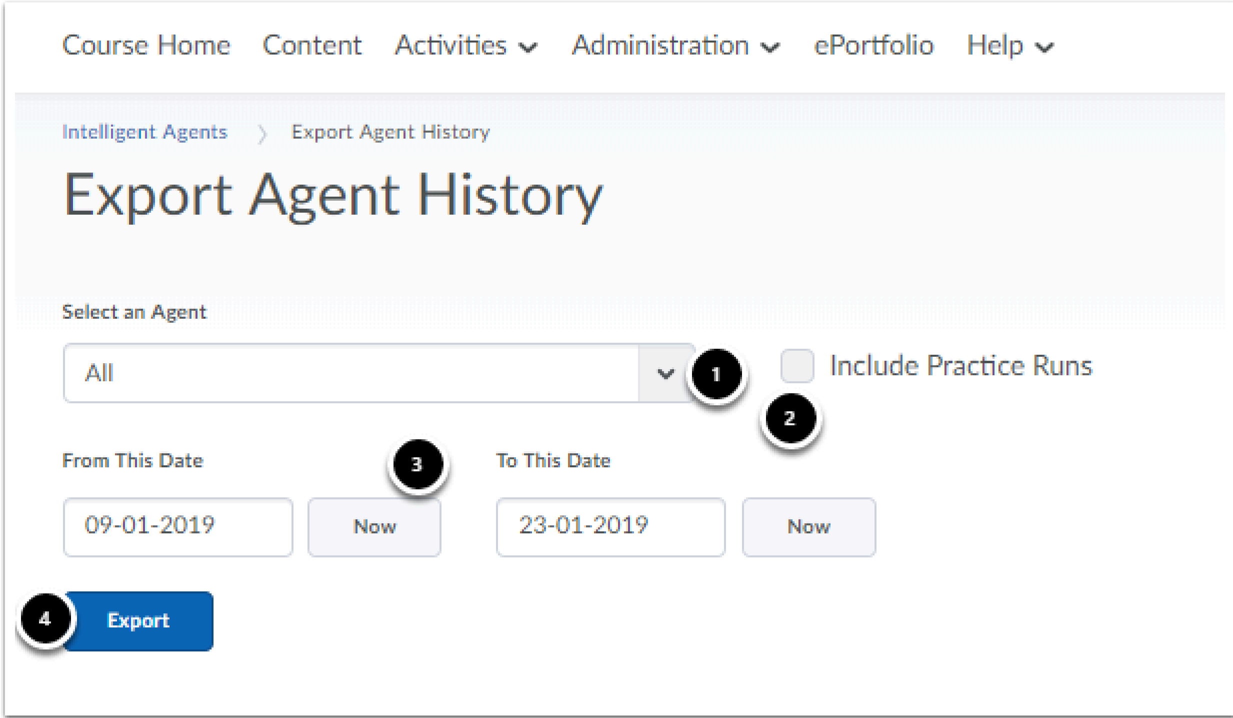


There are two ways to export the history:

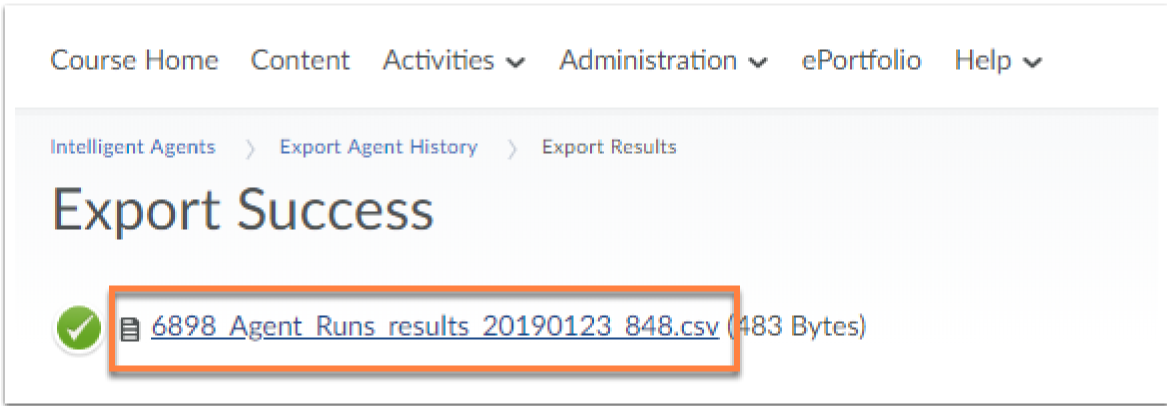
1. Select the desired intelligent agent(s).
2. Click **More Actions** and then click **Export Agent History**.

   or:

3. Click the fold-out arrow next to the desired intelligent agent.
4. Click **Export History.**



1. Use the drop-down menu to select the intelligent agents of which you wish to export the history. If you want to export the history of all intelligent agents, click on **All.**
2. Select **Include Practice Runs** if you also want to export the history of the practice runs.
3. Enter the start date (**From This Date**) and end date (**To This Date**) of the times you wish to export the history from.
4. Click **Export.**

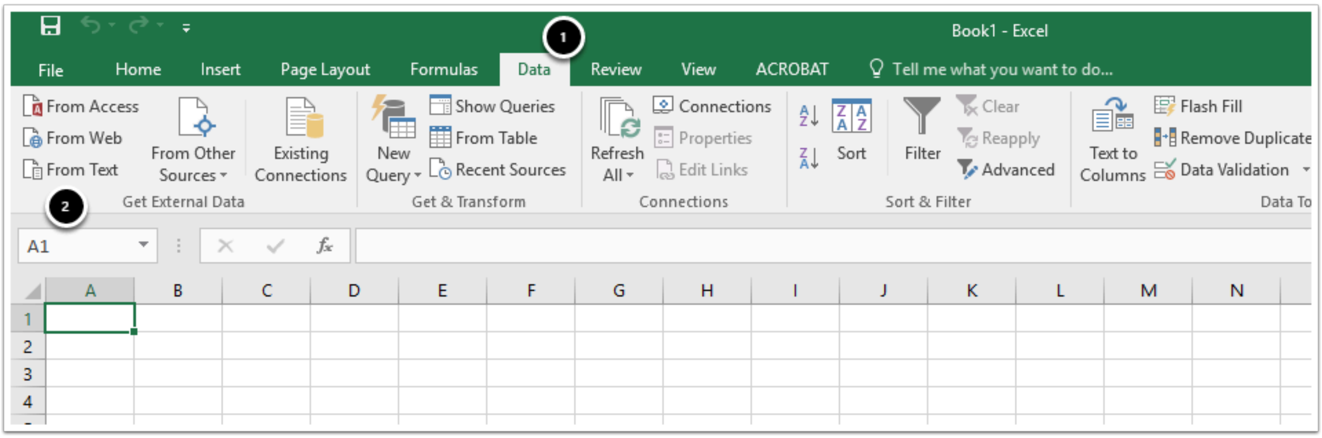


- Click the link to download the csv-file.
- Make sure to locate the file in the right place.

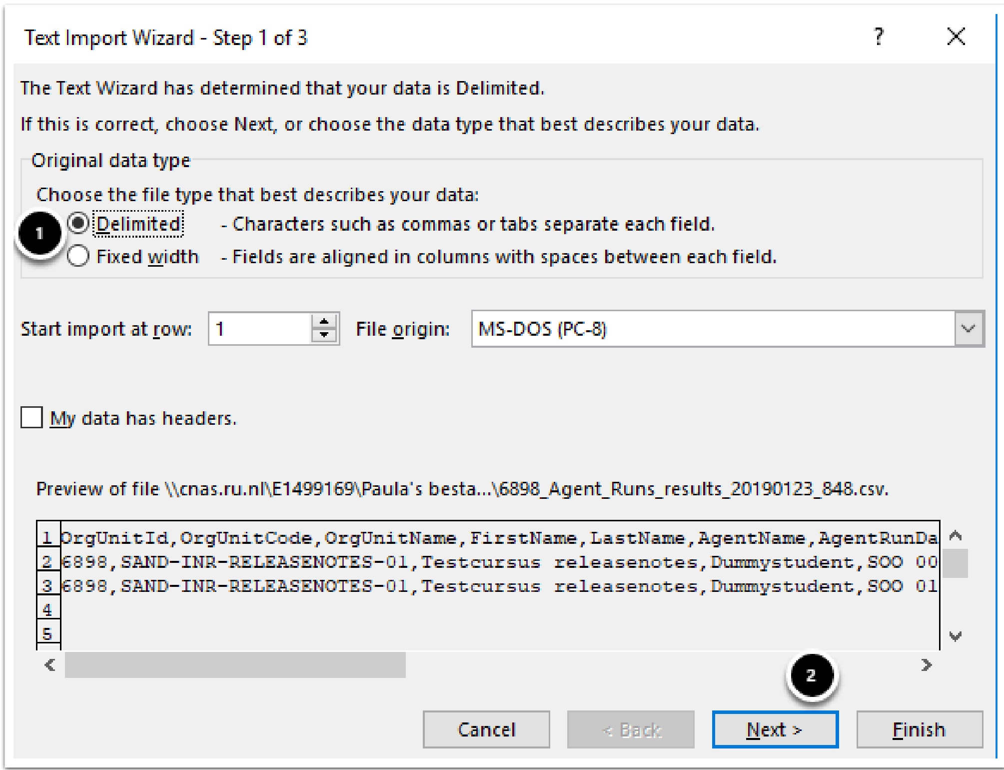
If you want to open the file in Excel it is smarter to do so by using the Excel program rather than open it from the file itself. If you use the latter option, all the information will be in one cell.

Werkinstructies

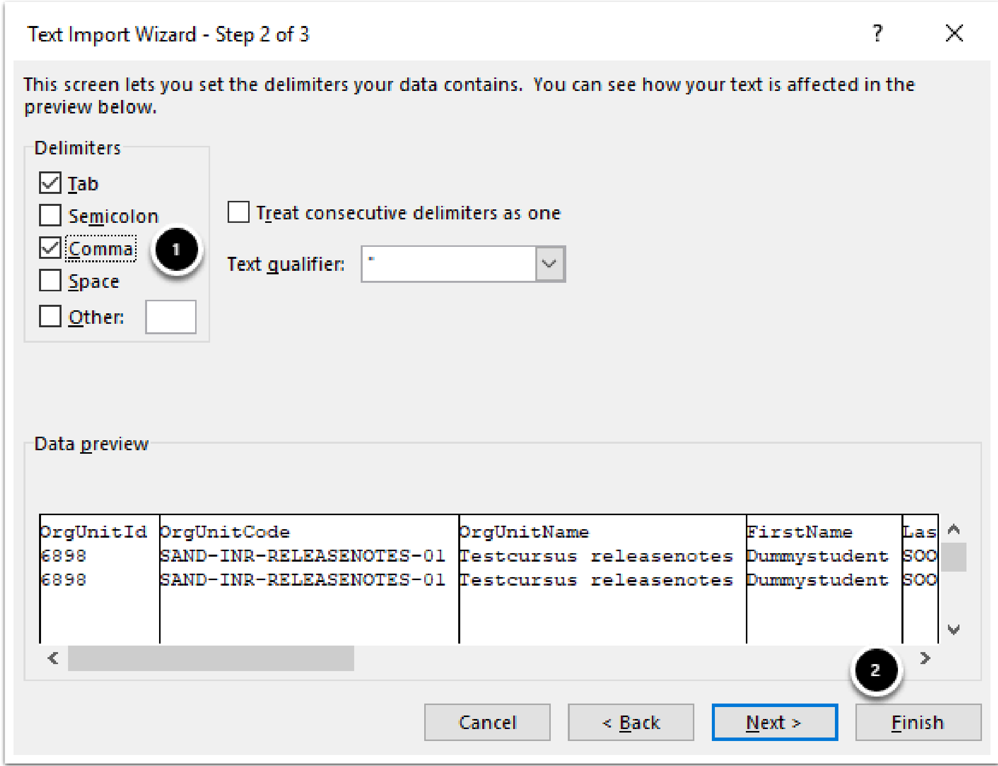
- Open Excel.
- Open an empty folder.



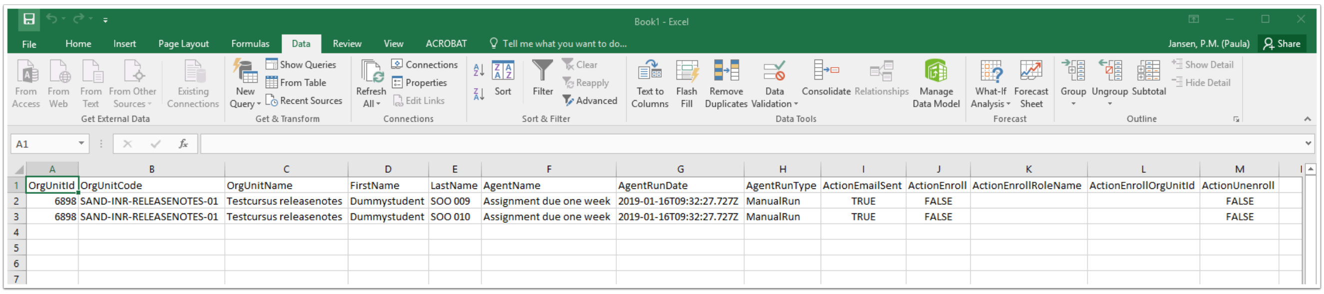
1. Click **Data.**
2. Click **From Text.** Search for the correct file and open it. The Text Import Wizard will now appear.



1. Select **Delimited**.
2. Click **Next**.



1. Select **Comma** as delimiter.
2. Click **Finish.** Then click **OK.**



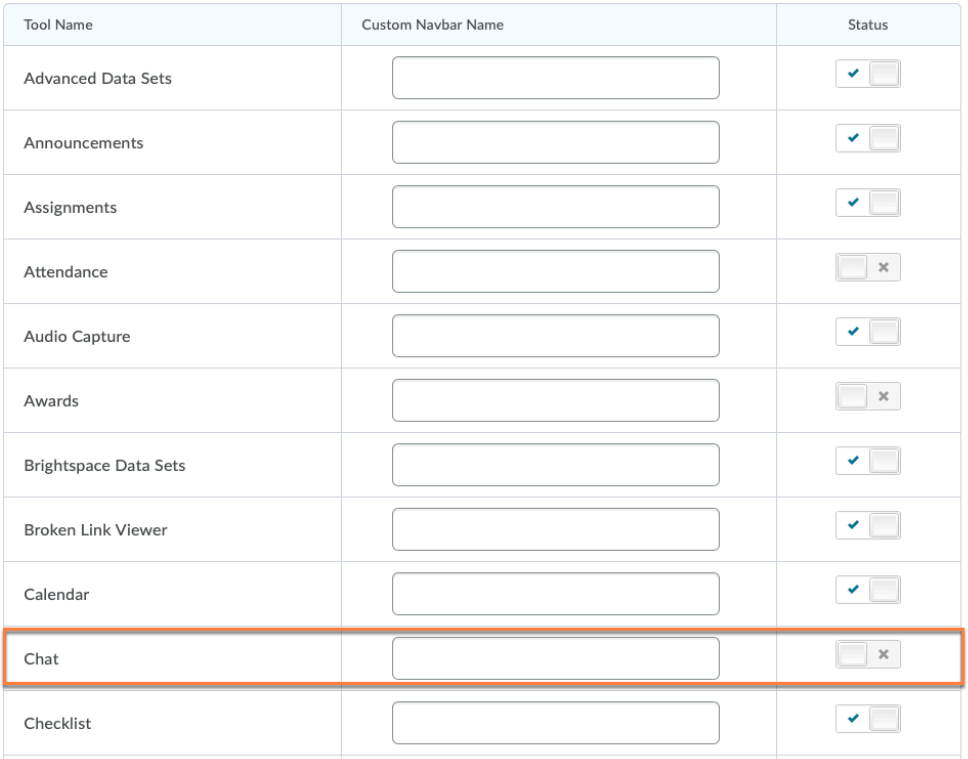
The information is now imported into Excel.

How do I create a chat for my course?

[Activate the chat fuction](#)
[Create a chat](#)

Brightspace also offers a chat feature. Participants can use this chat to communicate with one another within the Brightspace course. This manual will explain how to use this chat feature.

Activate the chat feature



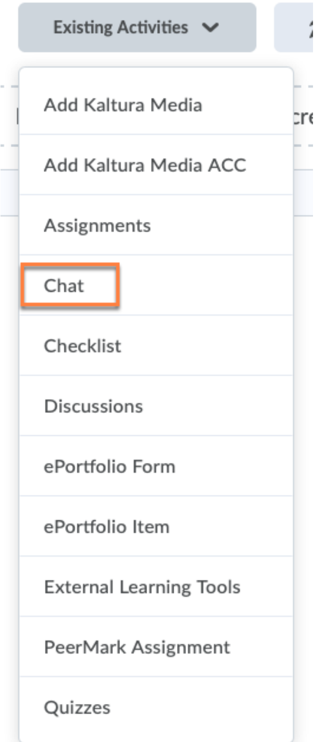
Firstly, the chat feature has to be enabled.

- Go to **Administration** in the navbar of your course.
- Click **Course Admin.**
- Click **Tools** (below **Administration**).
- Make sure **Chat** is enabled. If it is not, click the box to enable this feature.

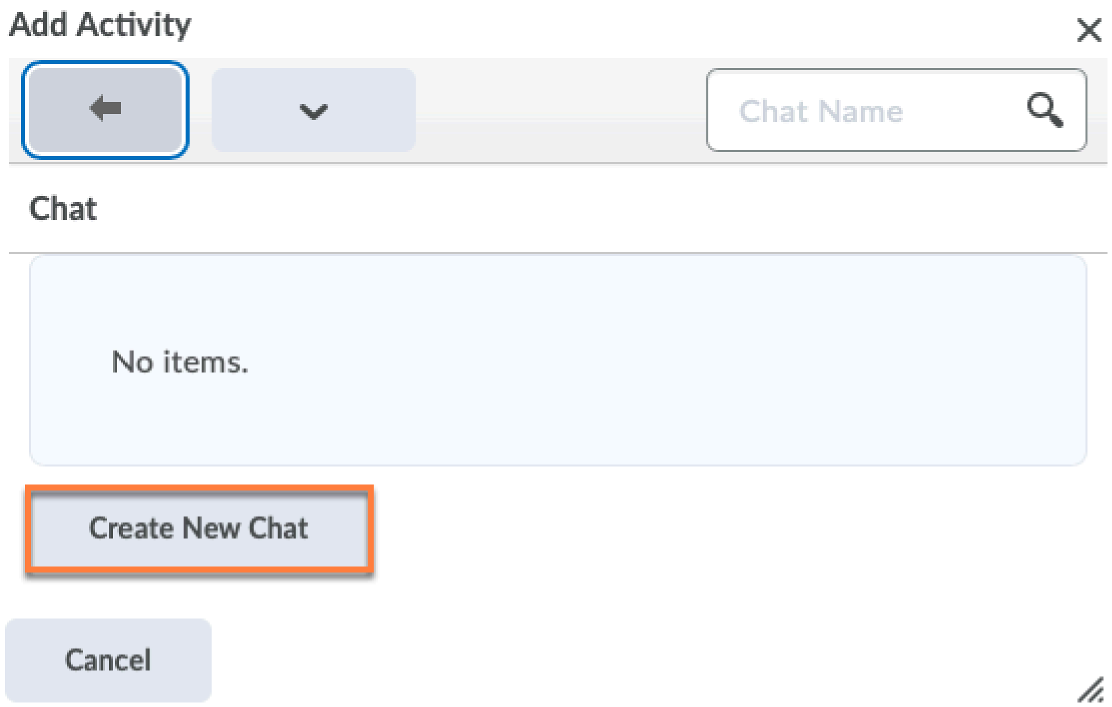
Your changes will be saved automatically.

Create a chat

Go to your course and choose where you want to add a Chat to Content.

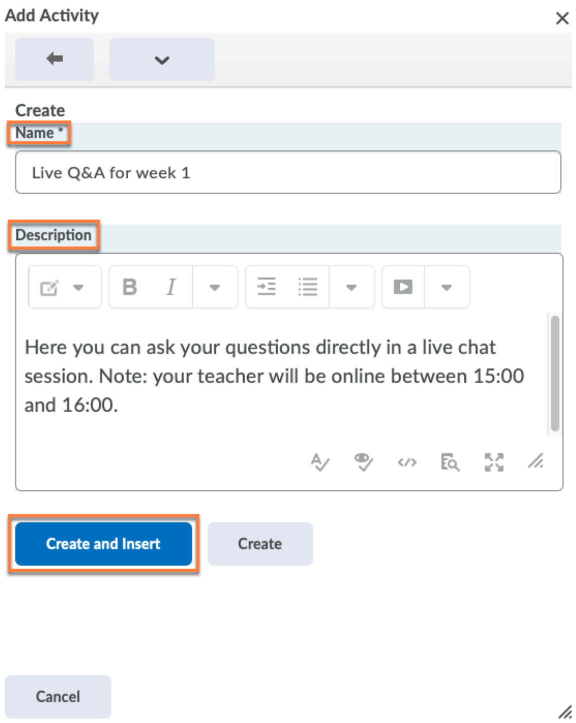


- Go to **Content** in the navbar of your course.
- Decide where you want to add the Chat, for example in Week 3.
- Click **Existing Activities.**
- Select **Chat.**



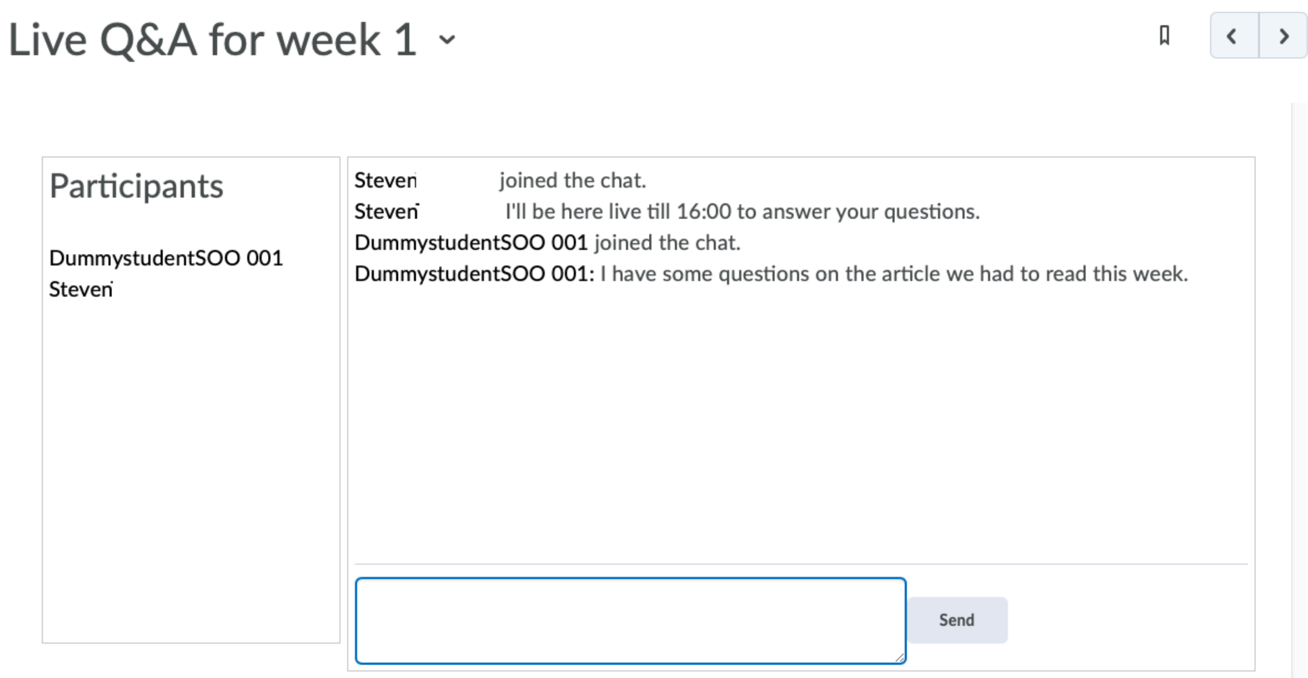
- After you have selected **Chat** the window above will open.
- Click **Create new Chat** if you want to create a new chat.

If you want to add a previously created chat, you can select it here.



- Name your chat and add a description.
- Click **Create and Insert** to save the changes and add them to the course.
- You will now return to Content.

The chat has now been added to your course.



This is what the active chat looks like. The chat will be closed and emptied after 15 minutes of inactivity. Students will not be able to access chats after they are closed. Lecturers, on the other hand, are able to retrieve old chats.

The chat feature has limited options: participants can type a message, but that is all. They cannot add attachments, images, or links. The benefit of the chat feature is that it is live; you can immediately see who posted what. This means that the chat is useful for short questions.

The chat is on a course level and accessible to all participants of the course.

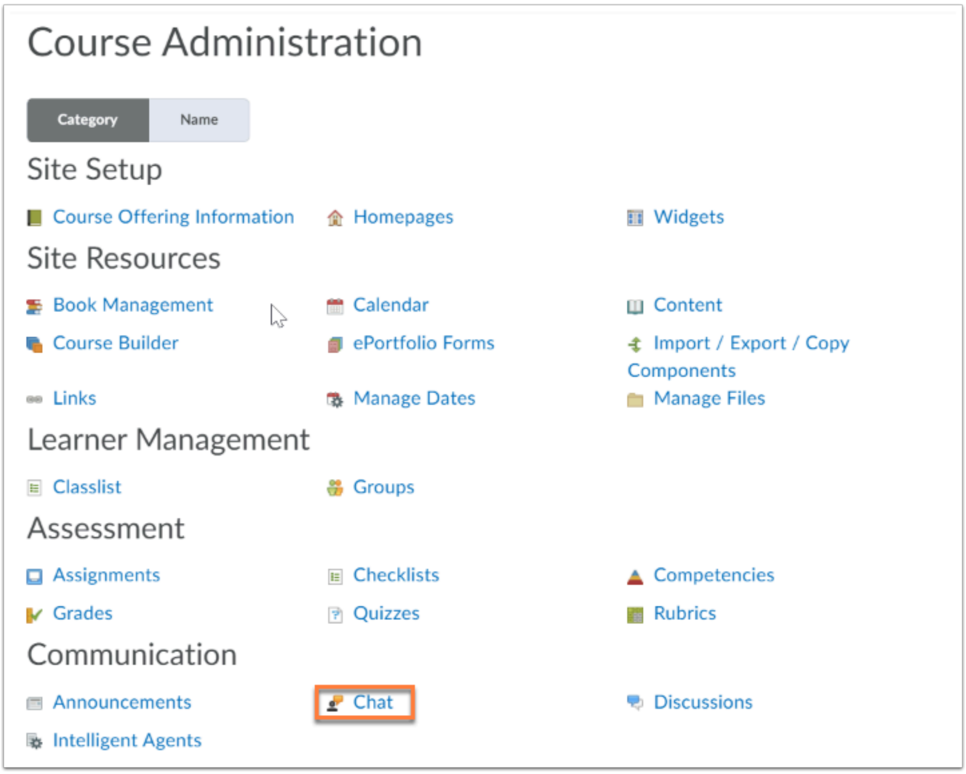
Do you want to create a chat for a specific group of students? Then you have to use Release Conditions. Read more:

- What are release conditions and how can I use them?
- How can I set release conditions for a topic under Content?

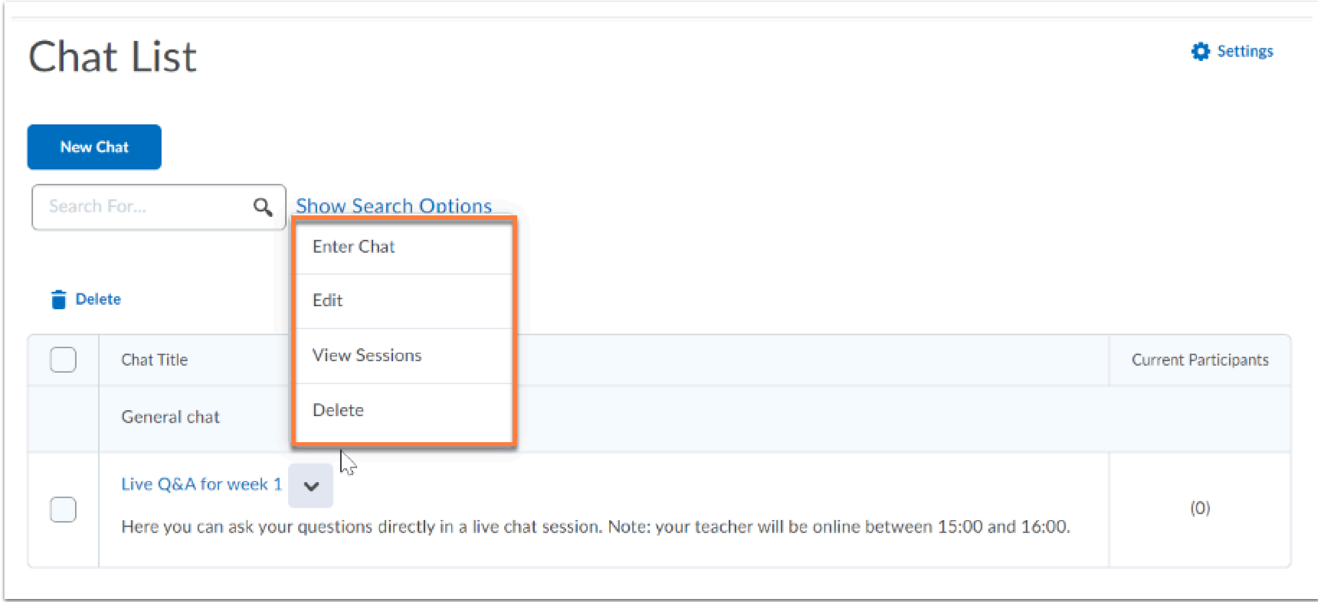
How do I edit chats and access old chats?

A chat within the course will be emptied after 15 minutes of inactivity. The student will no longer have access to this session. Lecturers, however, will be able to retrieve the old chat sessions.

- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin.**



- Click **Chat.**



Below **Chats** you will find the chats that have been created in the course.

- Click the quick-menu behind the title of the chat. You will see the following options:
  - **Enter Chat**: you will access the chat.
  - **Edit**: change the title and description of the chat.
  - **View Sessions**: here you will find an overview of the old chat sessions.
  - **Delete**: delete the chat.

If you use **Course Admin** to delete the chat as described above, then the topic within the content will no longer work. It is advised to delete the chat within content. The chat will then no longer be visible for students in content, but old sessions can be viewed by the lecturer.

Communication: mobile, tablet, apps

Which apps does Brightspace offer for lecturers?

In addition to the Brightspace web version, two mobile apps exist for lecturers:
Pulse
Turnitin Feedback Studio

Pulse

Both lecturers and students can use Pulse. The app works on both iOS and Android. Teachers can use the app to quickly create short tasks for students. The app contains three main components: **Courses, Upcoming** and **Notifications**.

- Learn more about using Pulse in the article: How do I use the Pulse app?

Turnitin Feedback Studio

Turnitin Feedback Studio can be used to review assignments that students have submitted; you can also provide feedback. Just like on the desktop version you can provide comments, mark text, assess based on a rubric and add a voicenote. You can also immediately see the plagiarism score and assess offline. Turnitin Feedback Studio is only available on iOS.

- Learn more about using Turnitin Feedback Studio in the article: How do I use the Turnitin Feedback Studio app?

How do I use the Pulse app?

Pulse

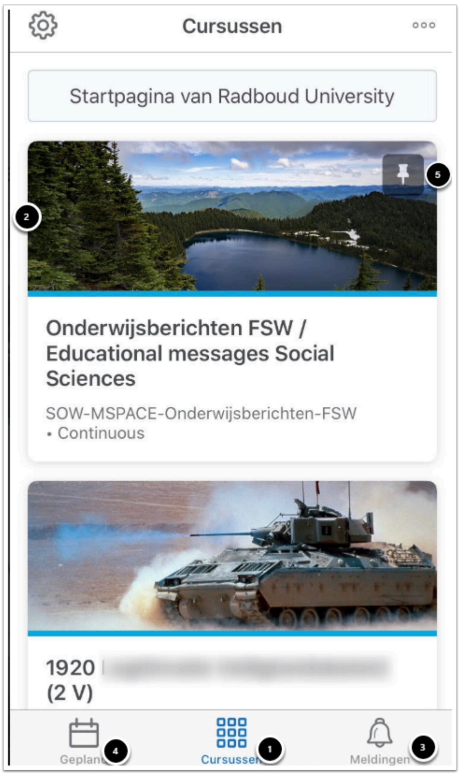
Pulse is the mobile app of Brightspace. Both students and teachers can use it. You can use Pulse on your phone or tablet to easily access your Courses, course components, upcoming activities and your Notifications.

- Please note: This manual is made based on an iOS device. On an Android device the interface could differ from the images below. Pulse will use your phone's default language. You can change the language settings by going to your phone settings, then Pulse, and then you can change the preferred language (iOS).

- Do you use an iPhone? Then **third party links** (such as weblectures and Kaltura) are not accessible in the Pulse App. You can navigate to your mobile browser within the app. The settings for Safari with regard to cookies then need to be adjusted. Read more in the article: How do I solve problems with external programs with (mobile) use of Brightspace?

- Download the **Pulse** app in the Playstore or Apple Store.
- Open the app.

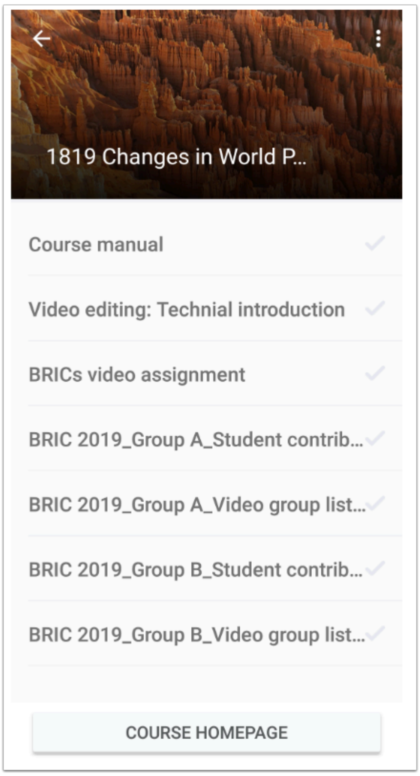
- Select your school (on iOS: **Pick my school**). Type *Radboud University* in the search engine and click Radboud University when it comes up in the search results. You will be navigated to the Login screen of Brightspace.
- Log in with your Radboud account.



1. You will be navigated to **Courses,** the start screen that displays your courses.
2. Click a course to view the components used in the course. Note: unfortunately, it is not possible to filter your courses.
3. Click **Notifications** to view your notifications. When you receive new notifications an orange dot will appear.
4. Click **Upcoming** to view past and upcoming activities and events. You can add new activities here as well.
5. If you click the pin icon, you will be able to pin courses - just like in the desktop version. The pinned courses will appear at the top of your scree. This might be useful to create an overview.

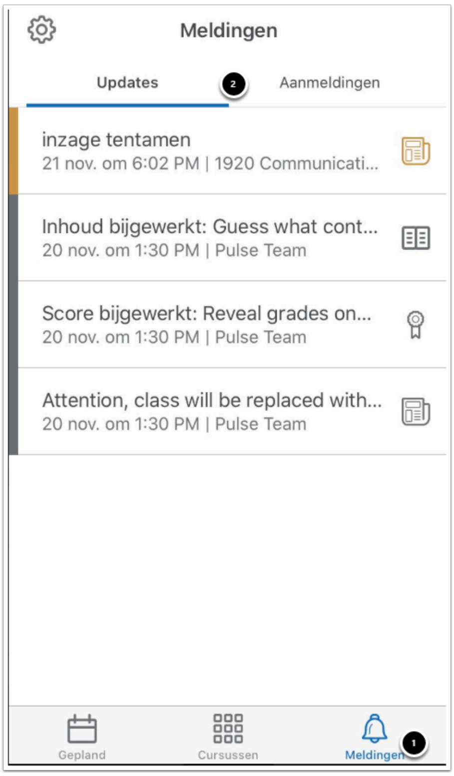
Courses

- Click the **Courses** tab to view a course.



You will land on the **Content** page of your course. If you want to navigate to Course Home or Activities, you have to open the course in your mobile browser.

Notifications



1. Click **Notifications**.
2. You will see the tabs **Updates** and **Subscriptions**:
   - Using **Updates** you can view changes that have been made in the content of a course.
   - Using **Subscriptions** you can see notifications on discussion topics you are currently following.

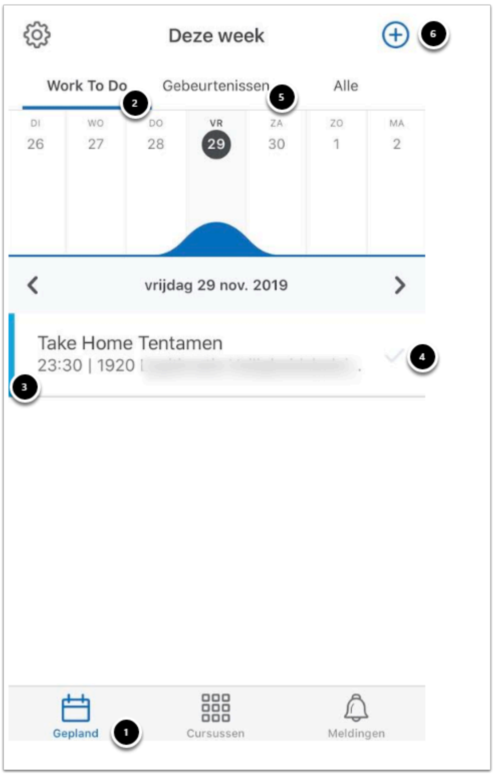
At Subscriptions you will only see text that has been placed in the discussion. When it comes to images (and other types of media) you will receive a notification of it in the text, but you will still need to open the discussion in your browser to view them.

You can adjust your settings to make sure you will receive push notifications from Pulse. To do this, you need to indicate at your **phone's settings** that you want to get notifications from Pulse and that Pulse is allowed to refresh in the background. You will then receive notifications on:

- Content Overview documents: new content that has been added by teachers to the Overview of a course;
- Course announcements: announcements on important updates or reminders;
- Grades: you will get an update if a teachers has added grades to the grade book.

Upcoming

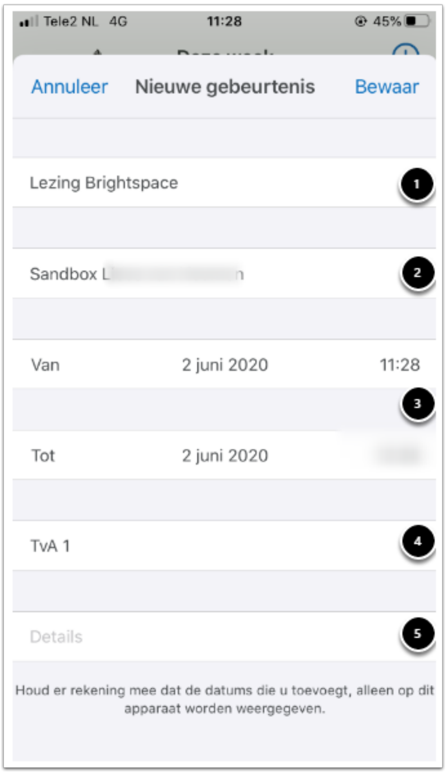
If there is course information in the Brightspace calendar, you will be able to find it easily in Pulse.



1. Click **Upcoming**.
2. The tab **Work To Do** will show you this week's activities of Activities and Content (topics) for which you have set a due date. In the graph you can see how busy your week is. Click on a specific day to view the activities for that day. Note: this is an overview of the activities of all your courses.

3. Click an activity/event to open the details and to navigate to the website of Brightspace.
4. The checkmark behind an activity indicates whether you have completed the activity or not:
   - A light gray checkmark means not completed.
   - A dark gray checkmark means completed.
5. The **Events** tab will show you the scheduled items from your Calendar for the selected week. In the graph you can see how busy your week/day is. Click on a specific day to view the events for that day.
6. Click the plus icon to create a new activity or event (for Android this button will be at the bottom right. Then choose **Event** or **Work to Do.**

NEW EVENT



1. Give the activity/event a title.
2. In the drop-down menu, select the course it concerns.
3. Fill in the date and time of the activity/event.
4. If necessary, add a location.
5. Add a description if you prefer.
6. Click **Save.**

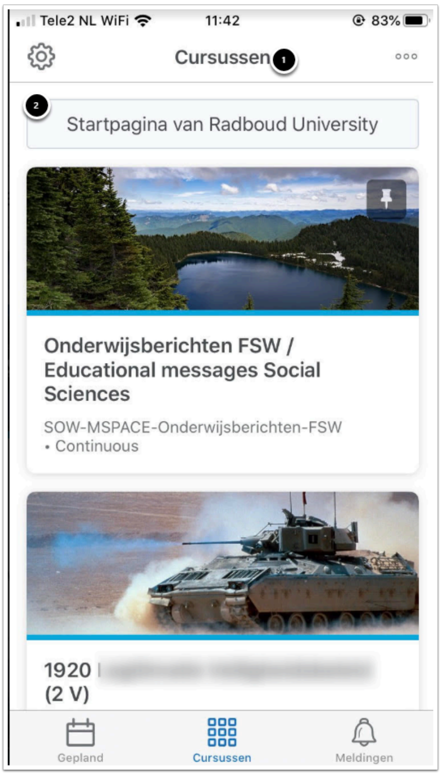
NEW WORK TO DO

1. Name the event.
2. Select the course concerned in the drop-down menu.
3. Select the begin time and end time of the event.
4. You can add a percentage for an activity to determine the weight of the activity for the final course rade. You can also add a location and notes.
5. Click **Save.**

Events you add yourself are personal, meaning they are only visible for you personally. They will only be visible in Pulse, and cannot be found when you use your browser to access Brightspace.

Mobile browser

Some of the items that are visible in the browser, could be invisible in Pulse (*this is the case for descriptions at **Files** for example.*) You can however easily navigate to your mobile browser from Pulse.

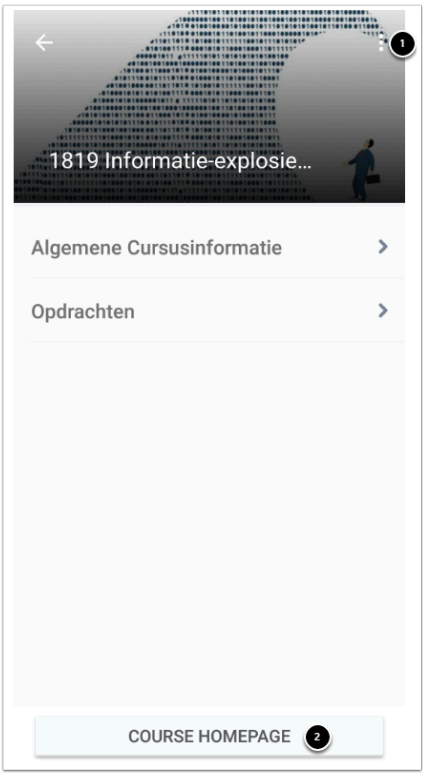


If you open Pulse, you will be navigated to the **Courses** tab. From here there are two ways you can navigate to your mobile browser:

1. Click the dotted button in the top-right corner of your screen. Now click **Launch Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.
2. Click **Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.

You can also navigate directly to a certain course.

- Click the course you would like to view.



1. Click the three-dots icon in the top-right corner of your screen. Then click **Launch Course Homepage**. You will be navigated to the Course Home of the selected course in your mobile browser.
2. Or click **Course Homepage**. You will be navigated to the Course Home of the selected course in your mobile browser.

How do I use the Turnitin Feedback Studio app?

[Open the assignment in the app]
[Assessment in the app]

Turnitin Feedback Studio can be used to review assignments that students have submitted; you can also provide feedback. Just like on the desktop version you can provide comments, mark text, assess based on a rubric and add a voicenote. You can also immediately see the plagiarism score and assess offline.

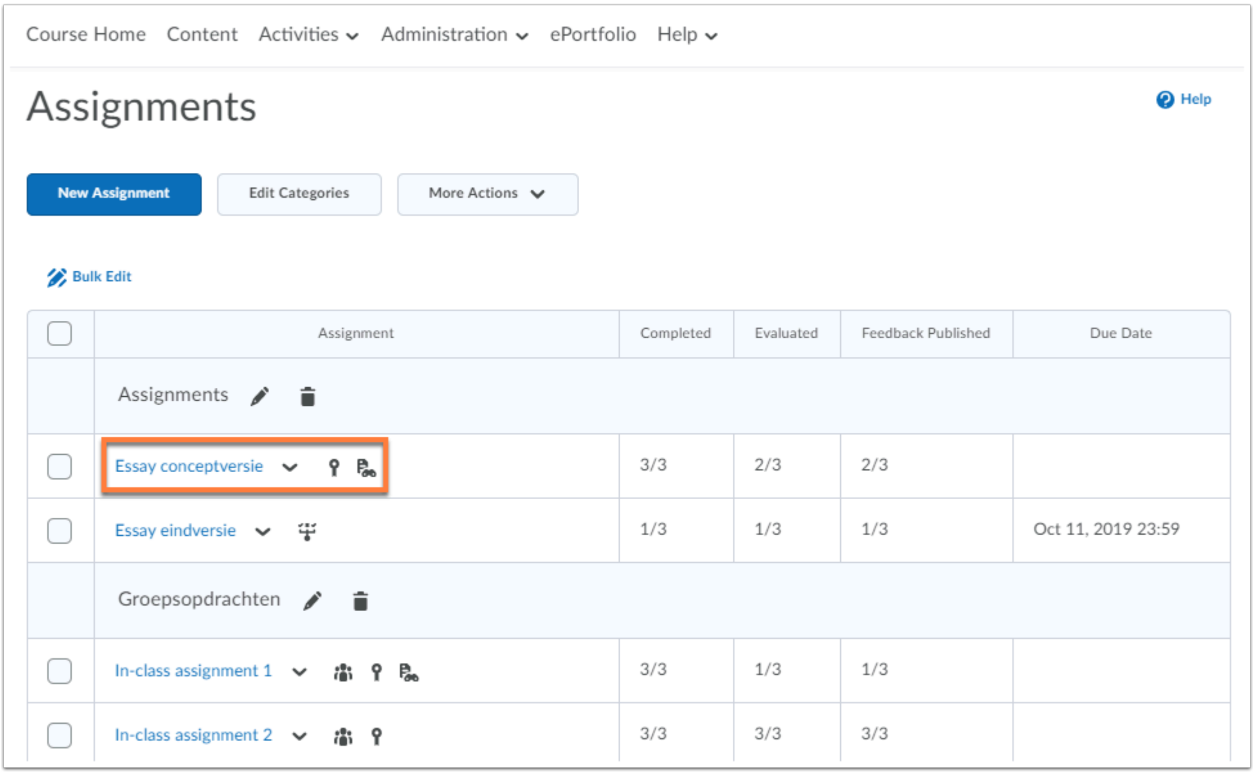
- Download the app **Turnitin Feedback Studio** in the App Store. It is currently not available in the Play Store.

The Turnitin Feedback Studio is only available for iOS.

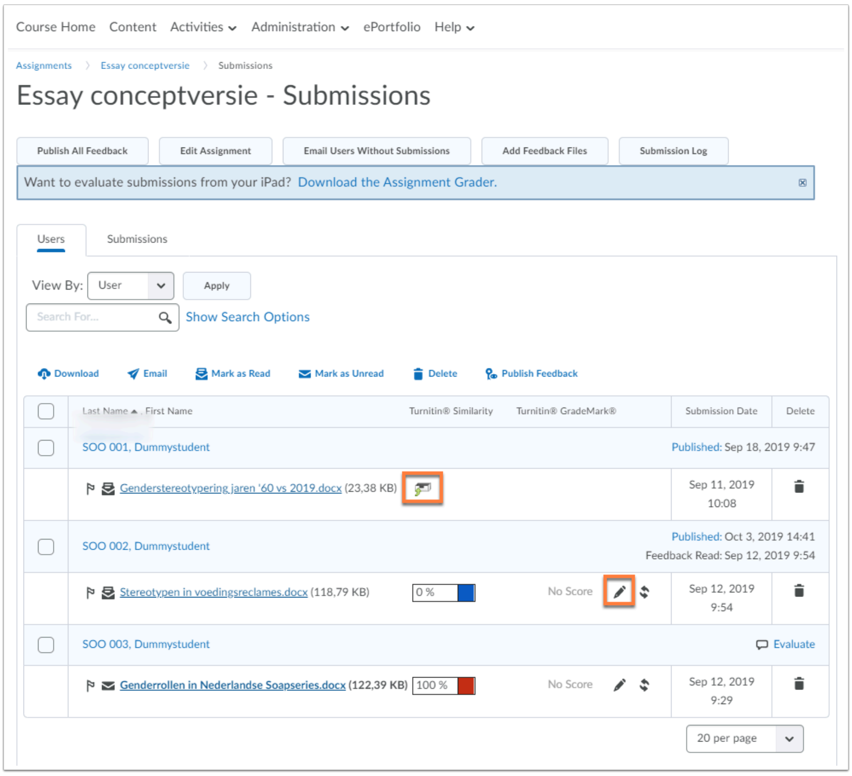
Open the assignment in the app

Go to Brightspace and then access the Turnitin assignment you want to review.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.



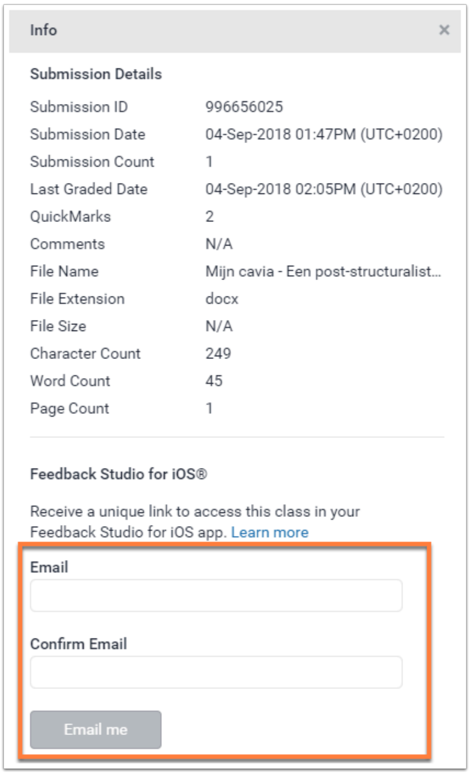
- Click on the name of the desired assignment. Note that you can look at the document icon behind the name to determine whether you are dealing with a Turnitin assignment.



Werkinstructies

- If you have previously uploaded the assignment to Turnitin, click the pencil icon to open the feedback studio.
- When you have not previously uploaded the assignment, click the icon with the file bin. Then click the pencil icon.

- Click the information icon at the bottom right of the navigation bar.

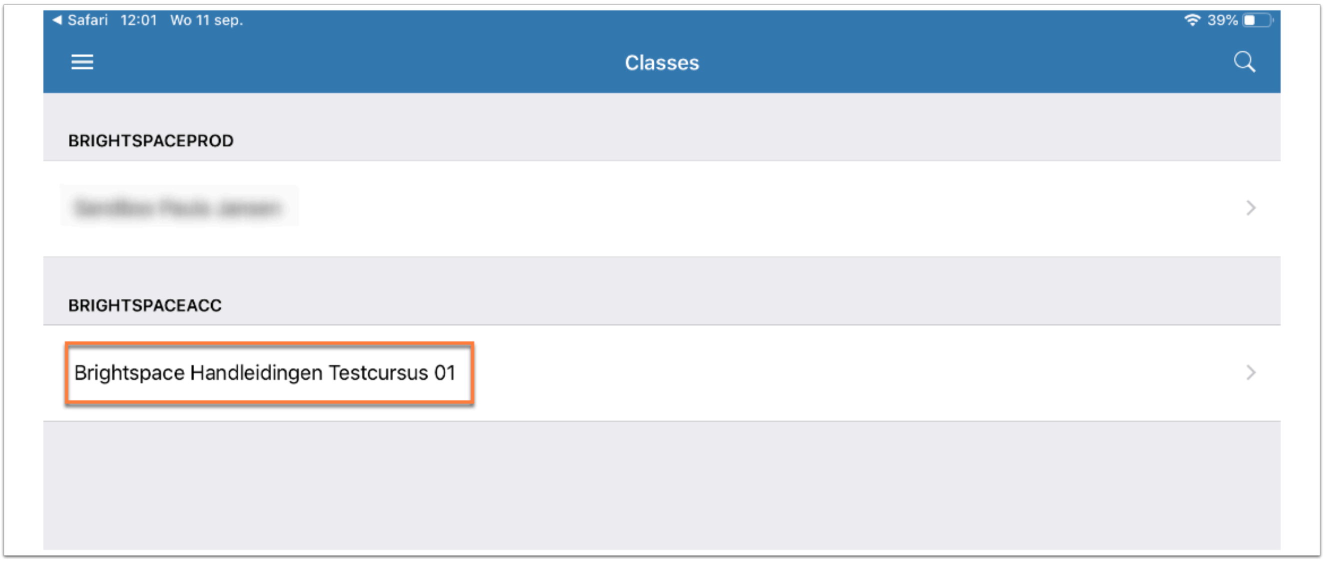


- Enter your email below the **Email** heading, and then again below **Confirm Email**.
- Click **Email me.** You will receive a link in your inbox that will allow you to link the course to the app. This way, you can assess every Turnitin assignment in the course using the app.
- Open the email on the device containing the app to open the app.
- Click **Add Class.**

If you are using an iOS-device containing the Studio app to navigate to the assignment, then you do not need to enter your mail address. Instead of the fields to enter your email address you will see a button labeled '**Add Class'.** When you click this button you can directly assess the assignment using the app.

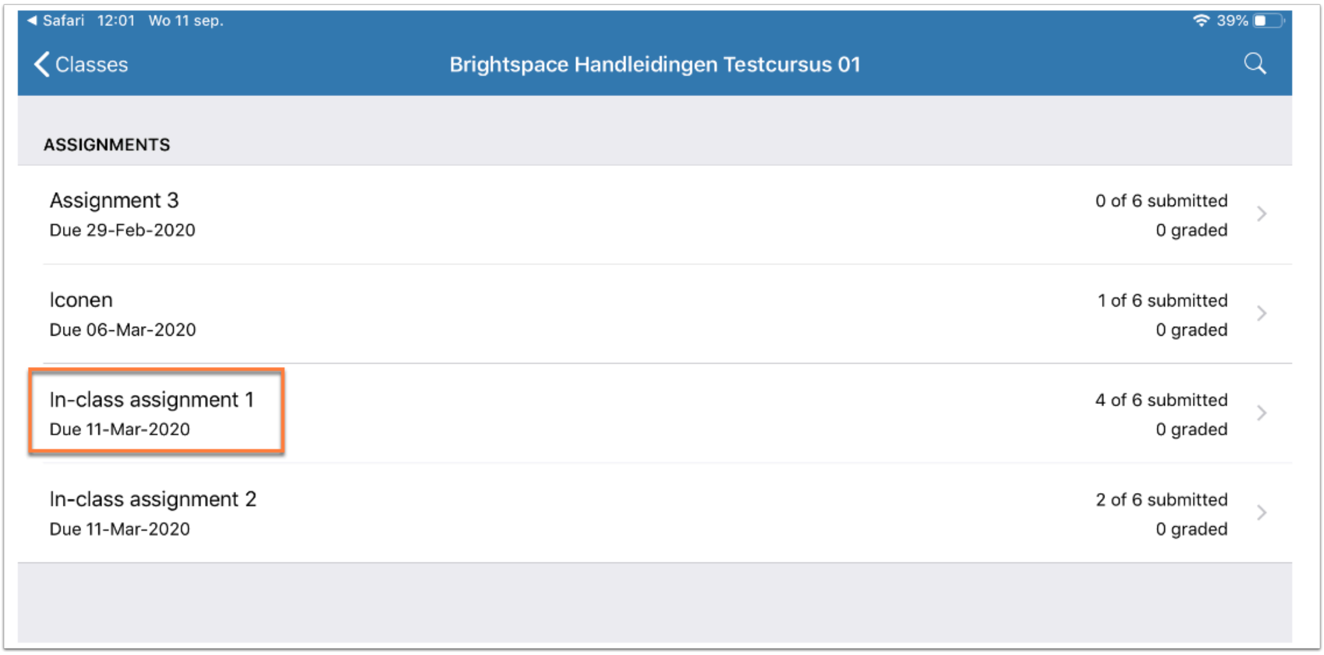
Do you want to learn more about how to assess with the Feedback Studio in a browser? Then read the article [How do I provide an assignment with feedback using GradeMark?]

Assessment in the app



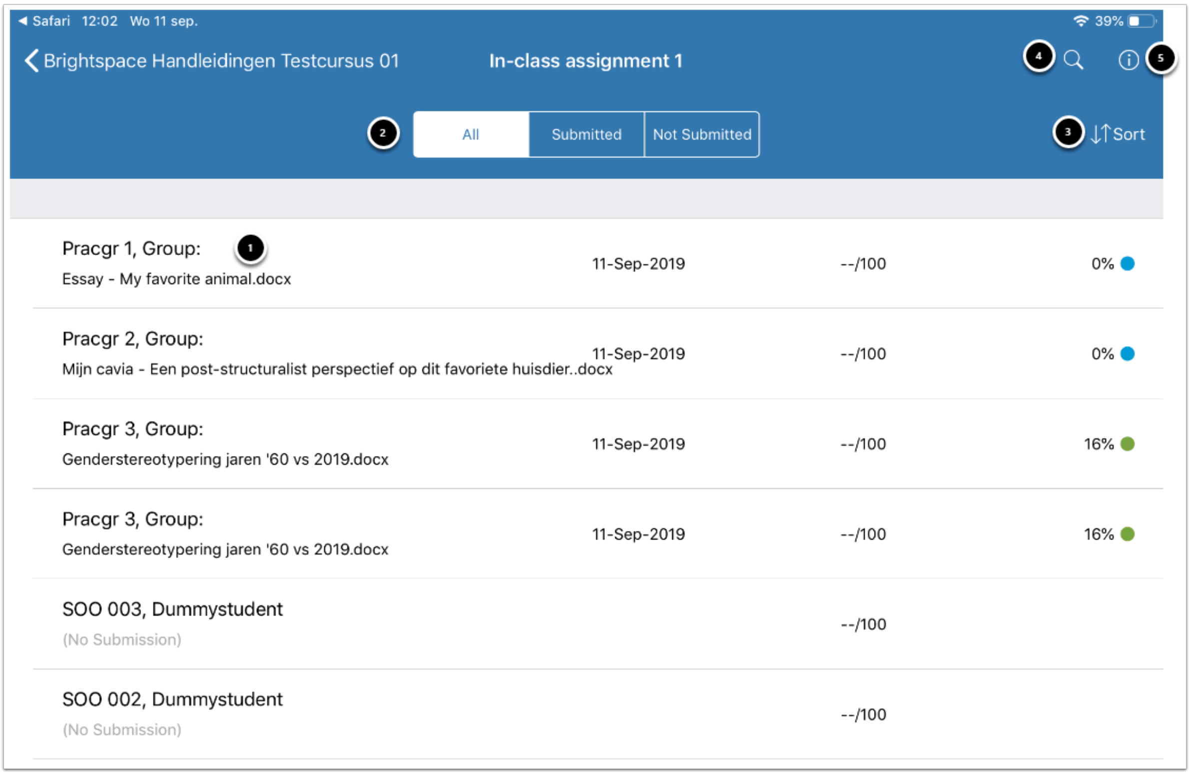
When you open the app you will see an overview of all courses that have been added to the app.

- Click on the course that contains the assignment you want to assess.



You will see an overview of the Turnitin assignments within the course.

- Click the desired assignment.



1. You will see an overview of the students/groups who have to complete this assignment. Behind the name of each student you will see the date on which they

have submitted the assignment, the score they have received (if you have already previously reviewed the assignment) and the plagiarism score.

2. Click on a student to review this student's assignment. If you have not yet downloaded the assignment it will be coloured grey with a blue arrow in front. Click on the arrow to download the assignment.
3. You can filter the students:
   - **All**: you will see all students.
   - **Submitted**: you will only see the students who have submitted the assignment.
   - **Not Submitted**: you will only see the students who have not yet submitted the assignment.
4. It is also possible to sort the students. Select:
   - **Last Name** to sort the students alphabetically based on last name;
   - **Date Added** to sort the students chronologically based on the date they submitted the assignment;
   - **Grade - Low to High** to sort the students based on grades, with the students with the lowest grade at the top;
   - **Grade - High to Low** to sort the students based on grades, with the students with the highest grade at the top.
5. Click on the magnifying glass to search for a specific student.
6. Click the information icon to review the **Start Date, Due Date,** the date of publication of the scores **(Post Date)** and the maximum number of points the student can acquire (**Point Value).** You can also select the option that will make the app download all submissions for this assignment automatically (**Download all**). Please note that the app will use the data found in the assignment settings in Brightspace. If you have not entered anything in Brightspace, the app will fill it out itself.

After you have downloaded an assignment, you can assess it offline. The moment your tablet reconnects to the internet the app will automatically synchronize all changes you have made in Brightspace.

When you have selected a student, the submitted assignment belonging to this student will open.

- Click **Summary Comment** to add feedback to the entire assignment. A window will open that you can use to add your commentary.
- Click **Voice Comment** to add spoken feedback. Below a gray recording bar will appear.
- Click **Similarity** to see the plagiarism score as well as the sources the text is similar to.
- Click somewhere in the document to add feedback to that specific point.

⚠ You will also see the option **Rubric.** This only concerns the Turnitin rubrics; this means that you cannot use the rubrics you have linked to the assignment in Brightspace. It is recommended to use the rubrics in Brightspace.

When clicking on the document, you will have three different options to add in-text feedback.

- **Quickmarks**: these are sentences you have created in advance. You can drag these to a specific part of the student's work, allowing you to streamline the process of providing feedback and speed up the assessment process.
- **Comment**: add a short comment. It will be displayed in a text balloon.
- **Inline**: a short comment that will be visible directly in the text.

It is also possible to select a piece of text. This will give you the **Quickmarks** and **Comment** options. Instead of **Inline** you will now see the option **Strike.** You can use this to cross out the selected text.

1. Click on the pencil icon at the top of the screen to add a score.
2. Click **Close** when you are finished. Your changes will be saved automatically.

After you have downloaded an assignment, you can assess it offline. The moment your tablet reconnects to the internet, the app will automatically synchronise the changes you have made to Brightspace.

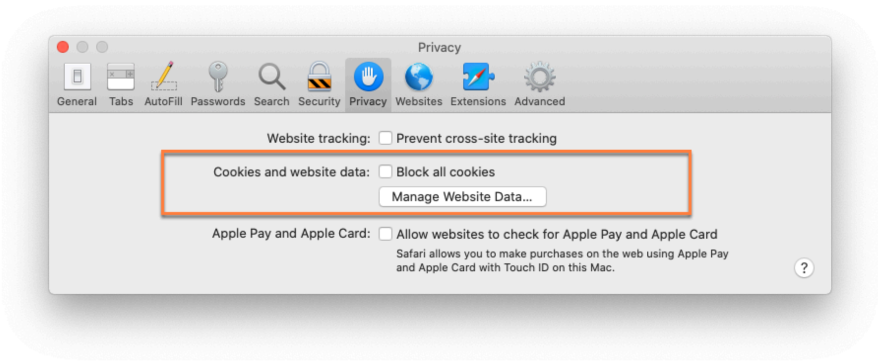
How do I solve problems with external apps when using a mobile device?

When using Brightspace on a mobile device, problems can occur with integrated external apps such as Kaltura (for example: not being able to open or use it). The problem usually lies in the settings of your browser, namely whether it gives permission for cookies and iframes of third parties.

Using Safari

On a Mac

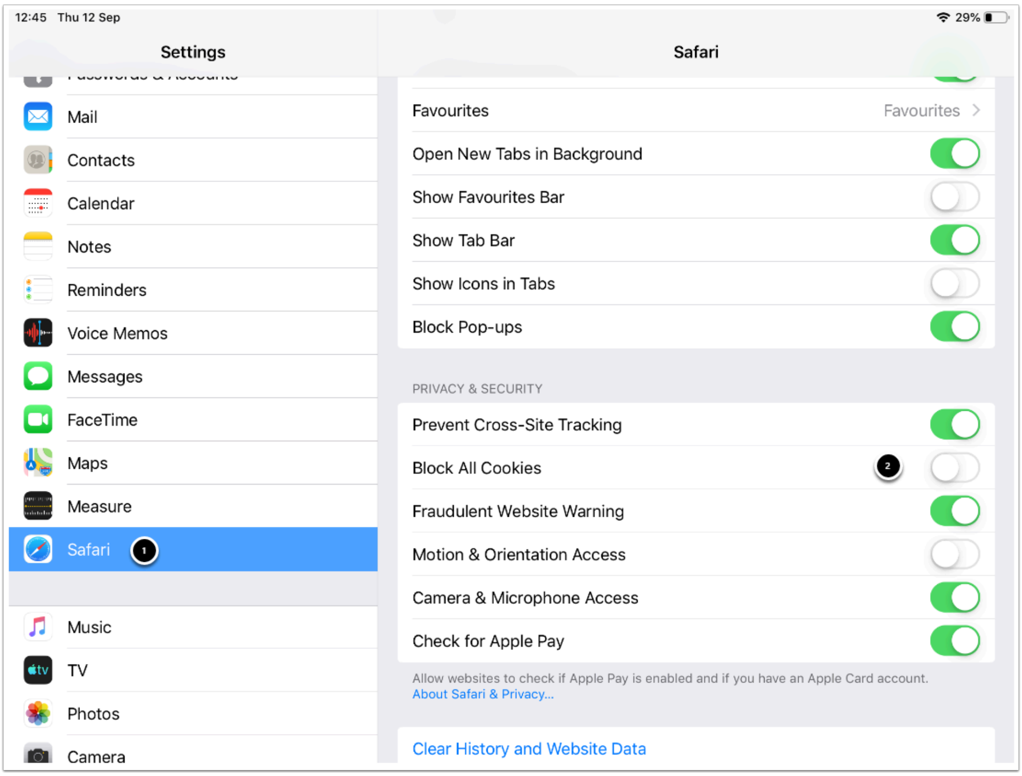
If you access Brightspace using Safari, you can easily solve the issues with external apps by tweaking the cookie settings. By enabling cookies in Brightspace, the browser can now open and use the external apps.



- Open **Safari**.
- Click **Preferences** in the **Safari** menu.
- Click **Privacy**.
- Make sure the option **Block all cookies** is deselected.

On an iPad or iPhone

- Click **Settings**.

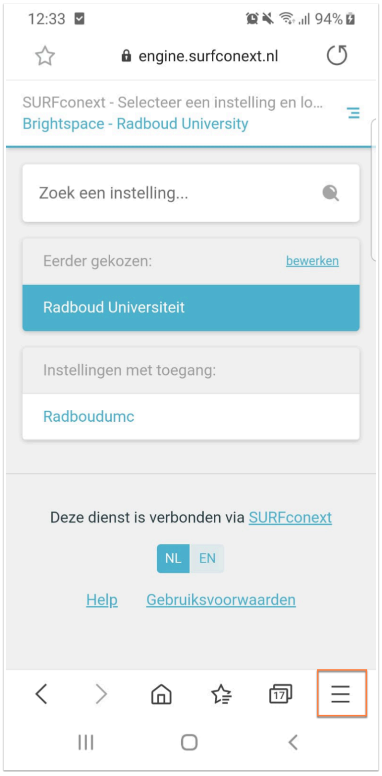


1. Go to **Safari.**
2. Search on the right for **Block All Cookies** and make sure this option is deselected.

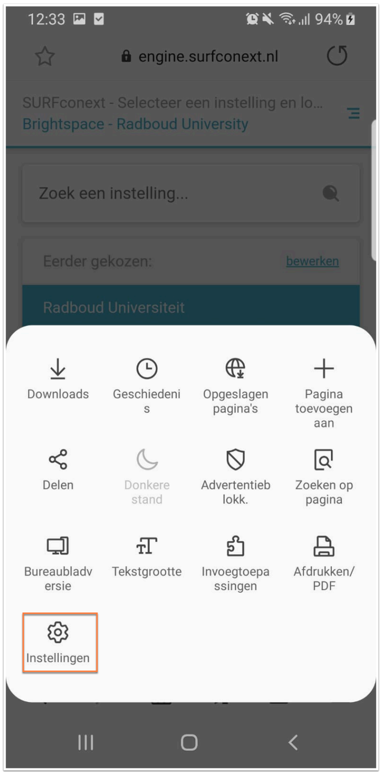
If have any questions you can always contact your faculty's [ICT support person](#) or send an email to brightspace@ru.nl / 1loket.rha@radboudumc.nl.

Using Android

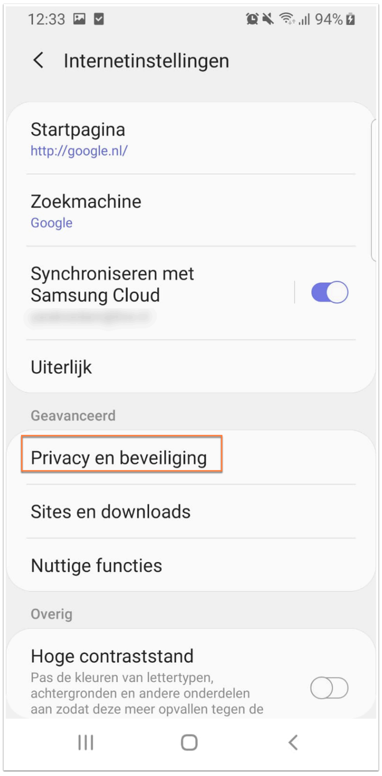
- Go to **Internet.**



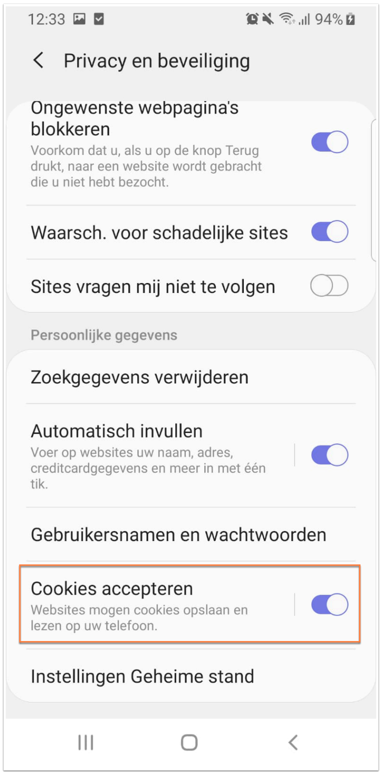
- Click the icon at the bottom right.



- Click **Settings (Instellingen).**



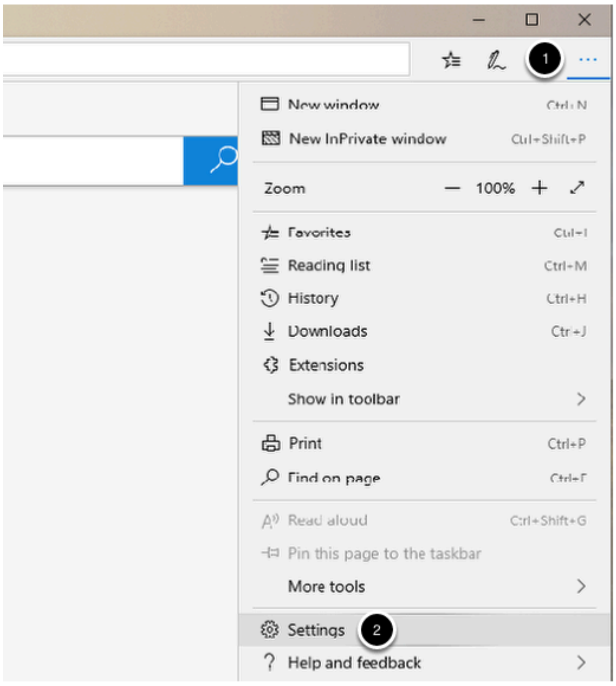
- Click **Privacy and security (Privacy en beveiliging).**



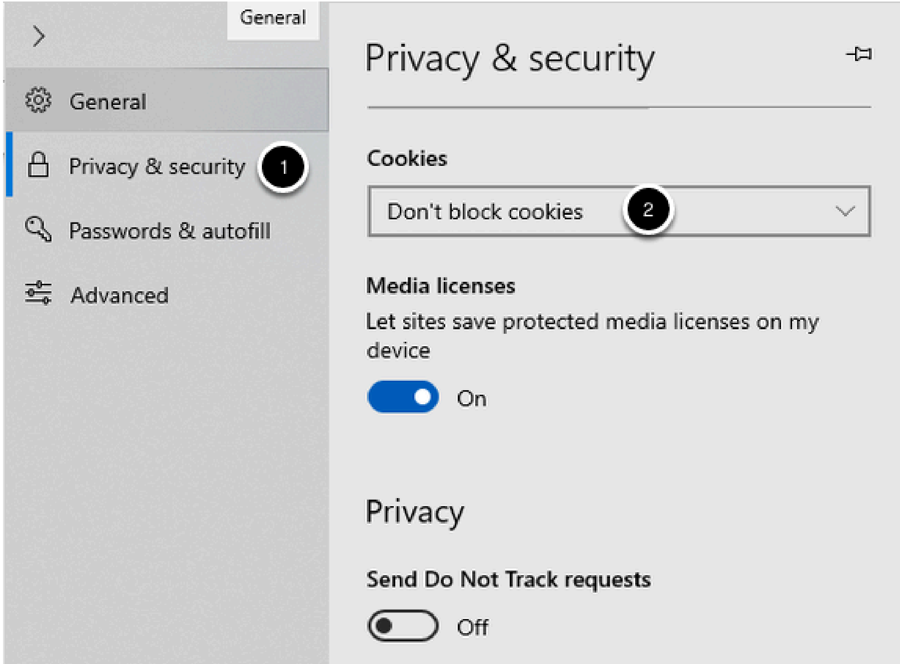
- Make sure **Accept cookies (Cookies accepteren)** is turned on.

Using Microsoft Edge

- Open the browser.



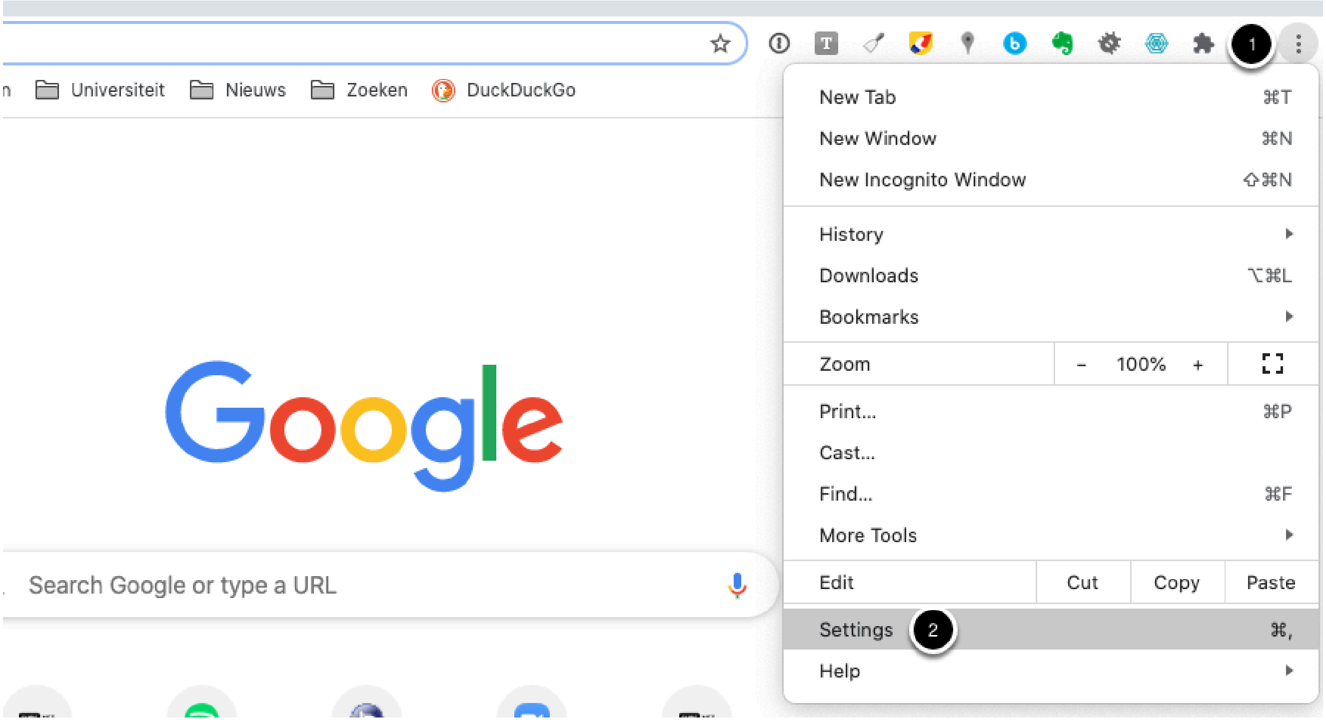
1. Click the three dots.
2. Click **Settings/Instellingen.**



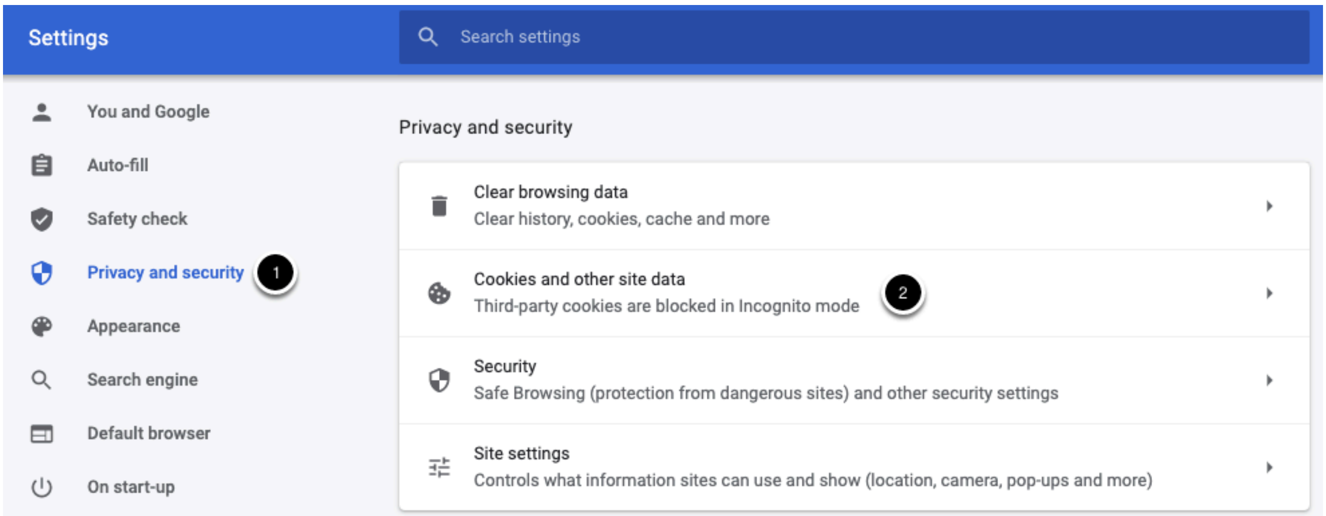
1. Click **Privacy & security.**
2. For **Cookies,** select**: Don't block cookies.**

Using Google Chrome

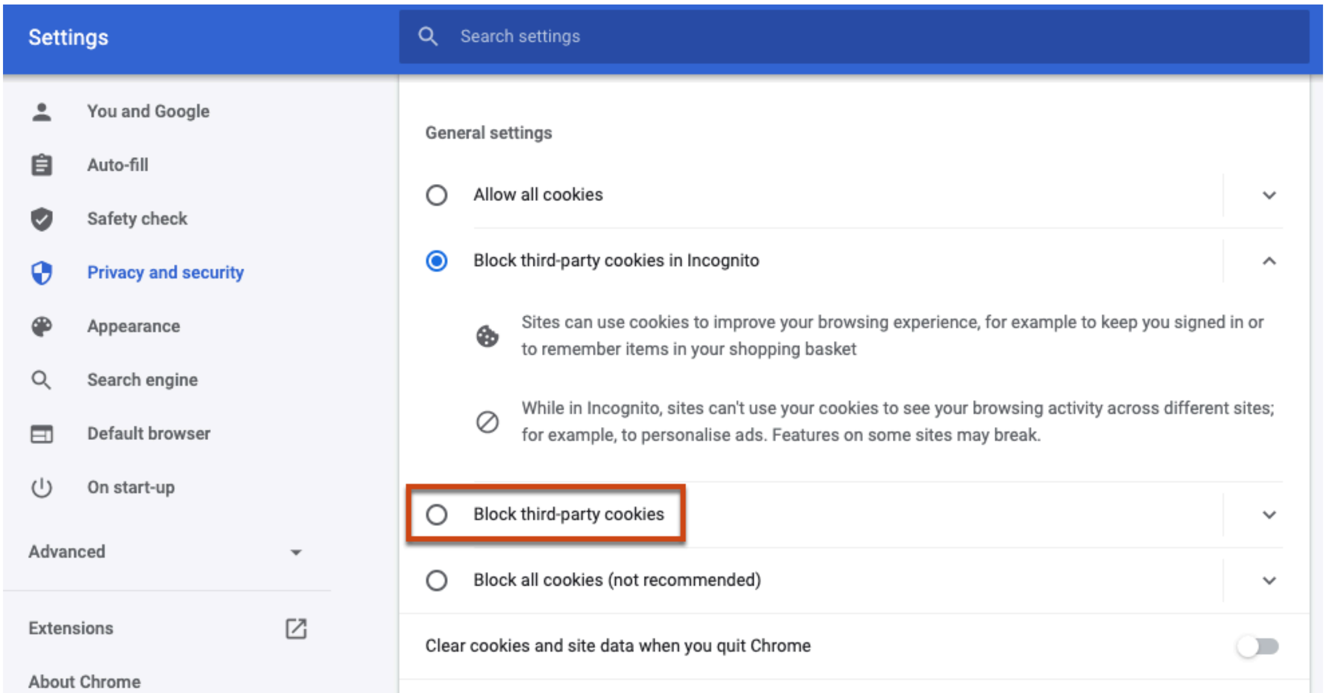
- Open the browser.



1. Click the three dots at the top right to open the menu.
2. Click **Settings.**



1. Click **Privacy and security.**
2. Click **Cookies and other site data.**



- Make sure **Block third-party cookies** is not selected.

Using Pulse

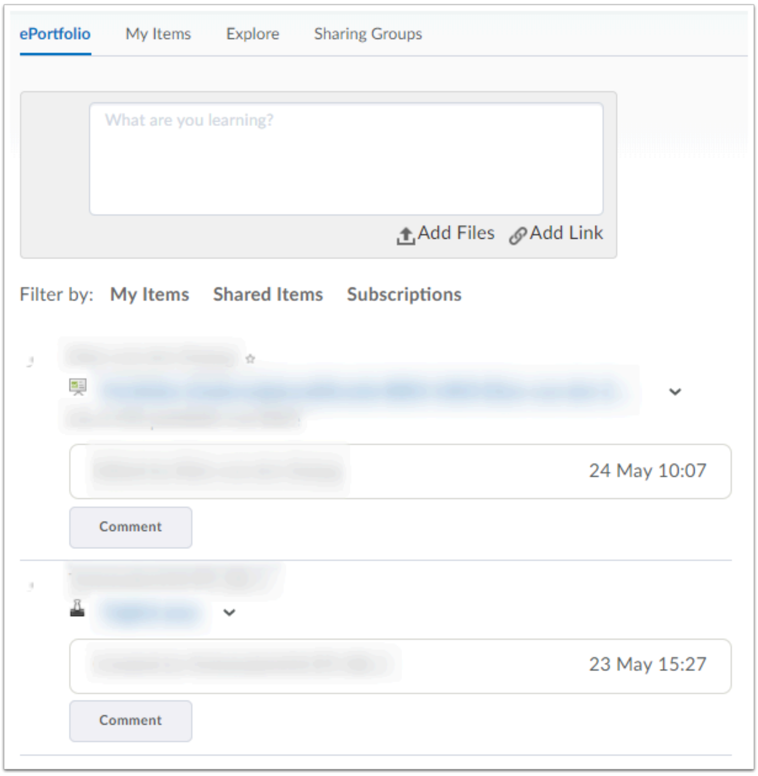
If you visit Brightspace using Pulse, there is no easy way to fix issues with external apps, unfortunately. In this case, we advise you to use a mobile web browser (not Safari) to use external apps such as Kaltura.

ePortfolio: Basic functionalities

How do I navigate through my ePortfolio?

The ePortfolio contains four tabs: ePortfolio, My Items, Explore and Sharing Groups. These tabs are described below.

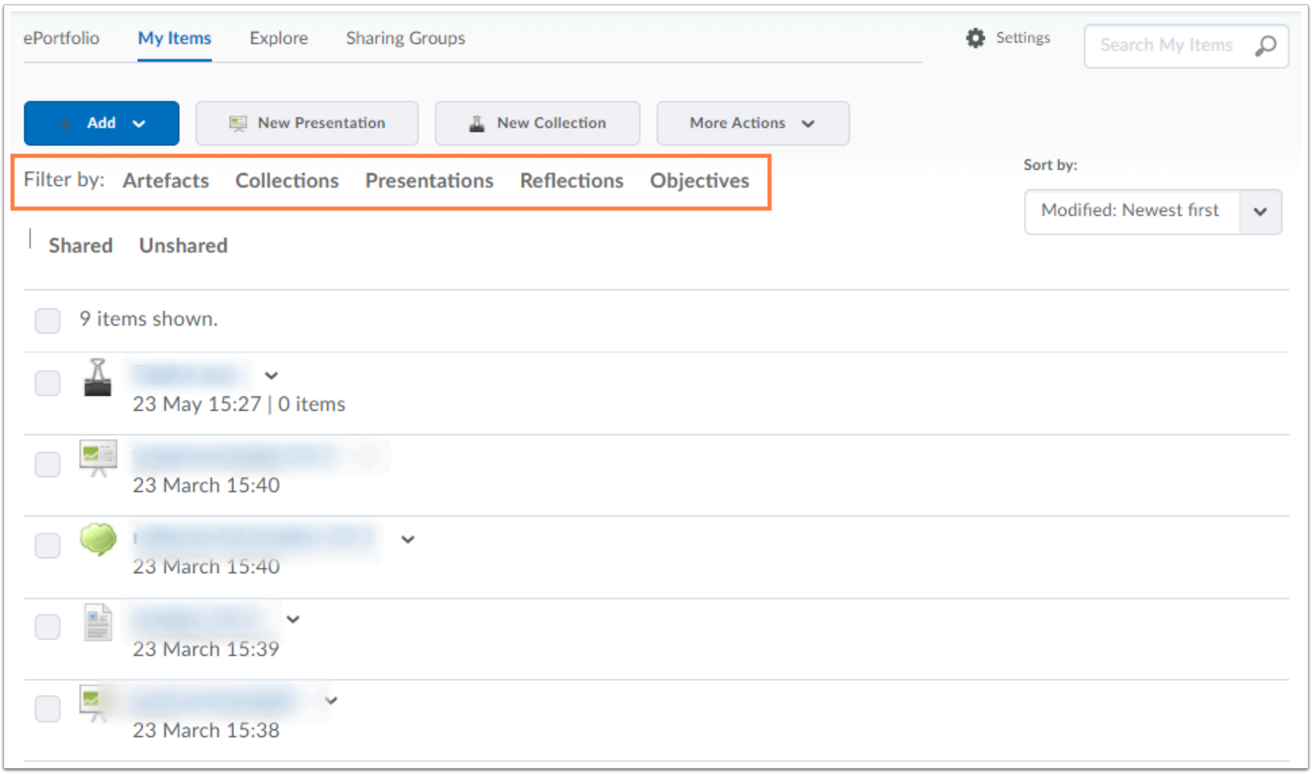
ePortfolio tab



The **ePortfolio** tab shows all recent activity in your ePortfolio. Items that have been created, commented on or shared with you are shown here in chronological order.

This tab is useful for easily seeing when other users have responded to your items.

My Items tab

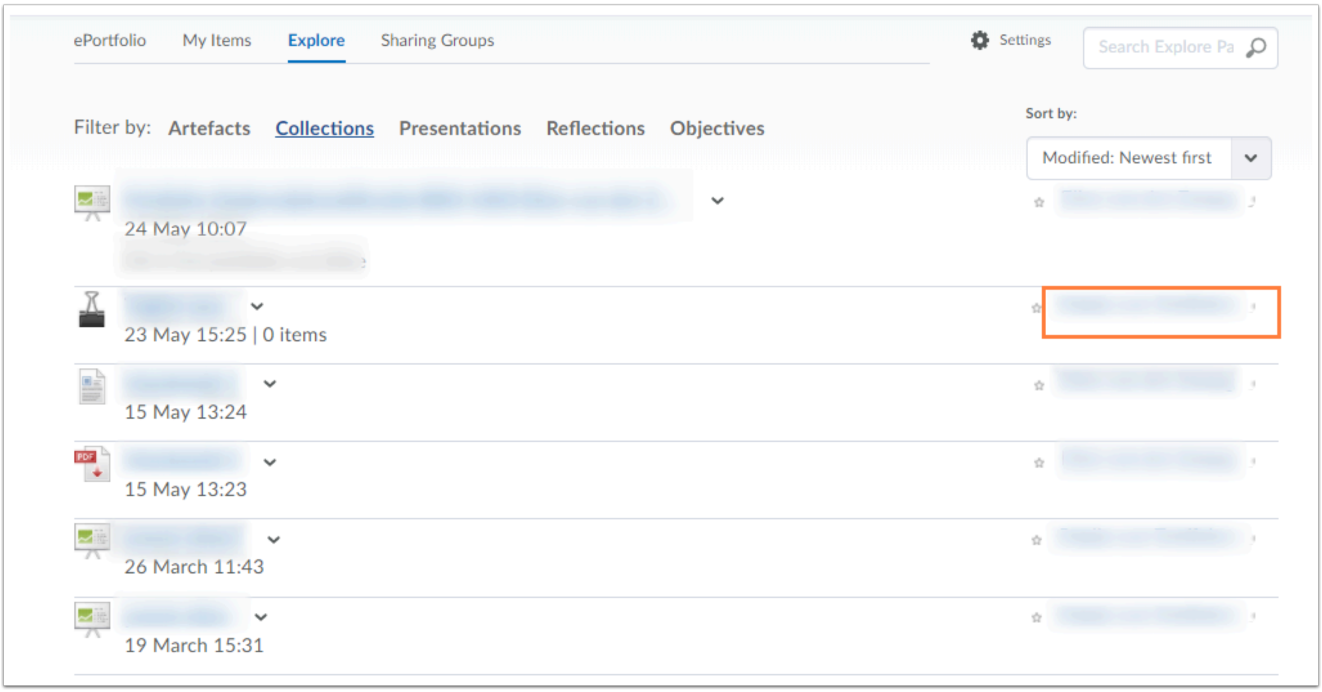


The **My Items** tab shows a list of items that you own. This tab can be used to place your items in a collection or presentation and in this tab you can import / export your items.

The items can be filtered by type (see orange box in the image above). For example, click **Presentations** to only see presentations in the ePortfolio. You can filter multiple items at once by clicking on multiple item types.

In the upper right corner there is a search field, **Search My Items,** where you can search for items by keyword.

Explore tab

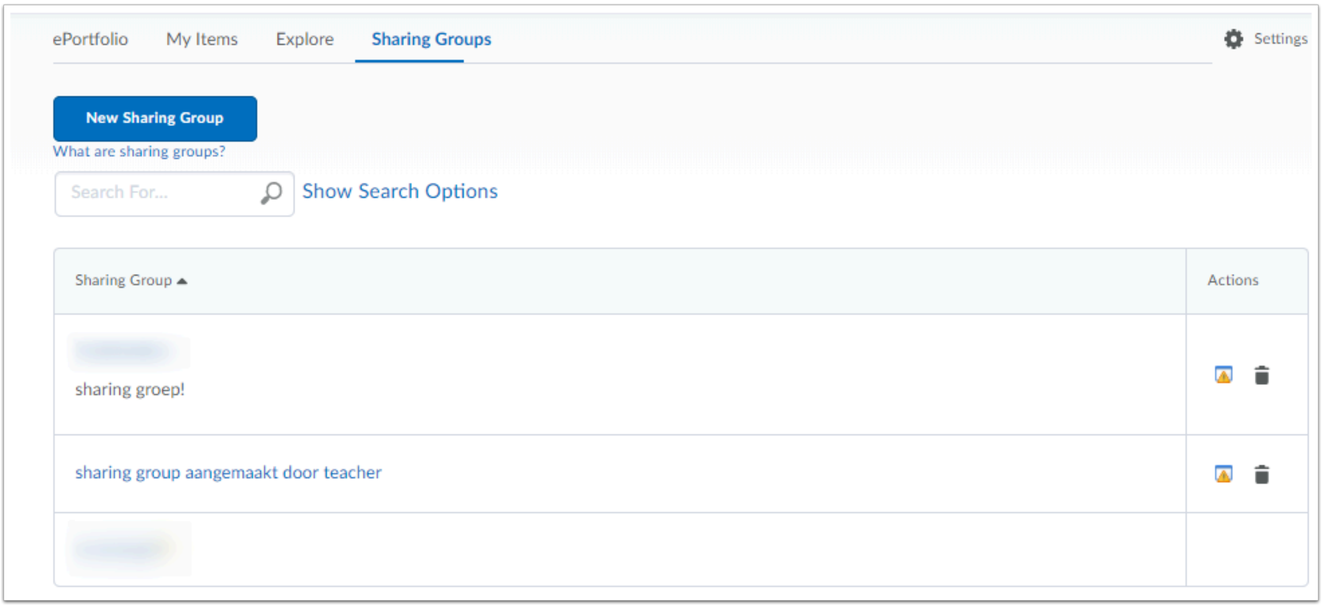


The **Explore** tab contains all items that have been shared with you. In the orange area you can see who has shared the item with you.

In the Explore tab you can also filter by type and search for specific items.

Note: items that are pushed do not end up in the Explore tab, but in My Items. This is because a pushed items is a copy of which the recipient becomes an owner.

Sharing Groups tab

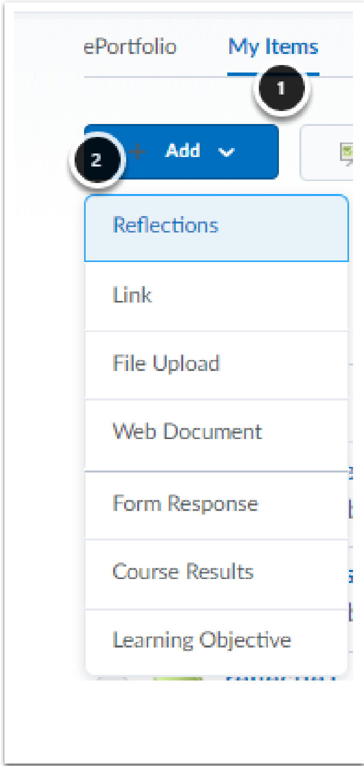


The **Sharing Groups** tab shows all the Sharing Groups that you have created. Here you can create new [Sharing Groups] or change existing ones.

A Sharing Group is a group to which you can add people with whom you share often. This way you can easily share with the entire group at once.

Which sorts of items are there in the ePortfolio and how can they be used?

Different types of items can be added to the ePortfolio: Reflections, Links, Files, Web Documents, Form Responses and Course Results. The different items are described below.



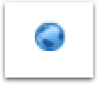
1. Click **My Items**.
2. Click **Add**. Make a choice for the type of item to be added.

Reflections

With the option **Reflections** you make a small note (not an extensive reflection document). It is useful for short comments or quick thoughts.

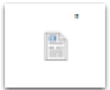
You can create a reflection separately as an independent document and then possibly link it to another item. You can also create a reflection about another item, then it is immediately linked to that item.

Link



With the **Link** option you can create a shortcut (link) to a website. A click on the link opens the website in a new window.

File Upload

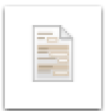


With the **File Upload** option you can upload various files from your computer to the ePortfolio. For example Word and Excel documents, PDFs and images, but also Zip files and folders.

Web Document

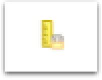
With the **Web Document** option you can create an HTML page. A click on a web document item in the ePortfolio opens a new window with the created web page.

Form Response



A teacher can create a **form** in a course, but this function is not used very often. A form can be filled in in the ePortfolio and added as Form Response.

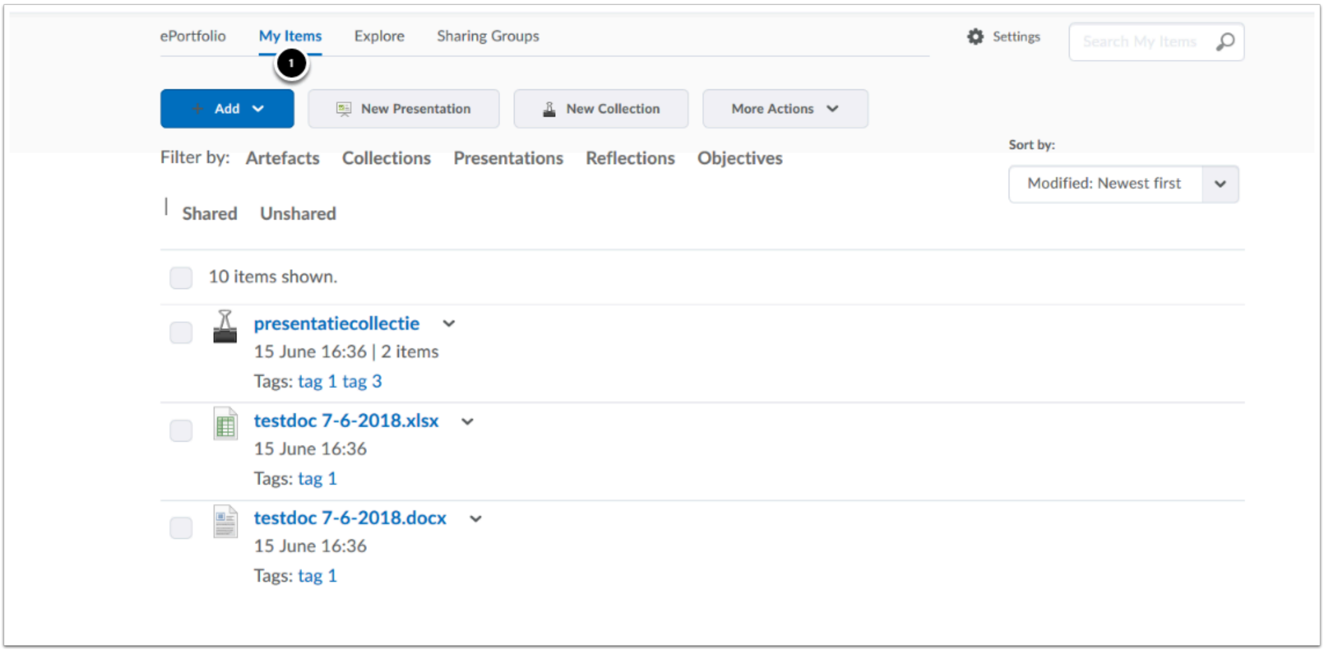
Course Results



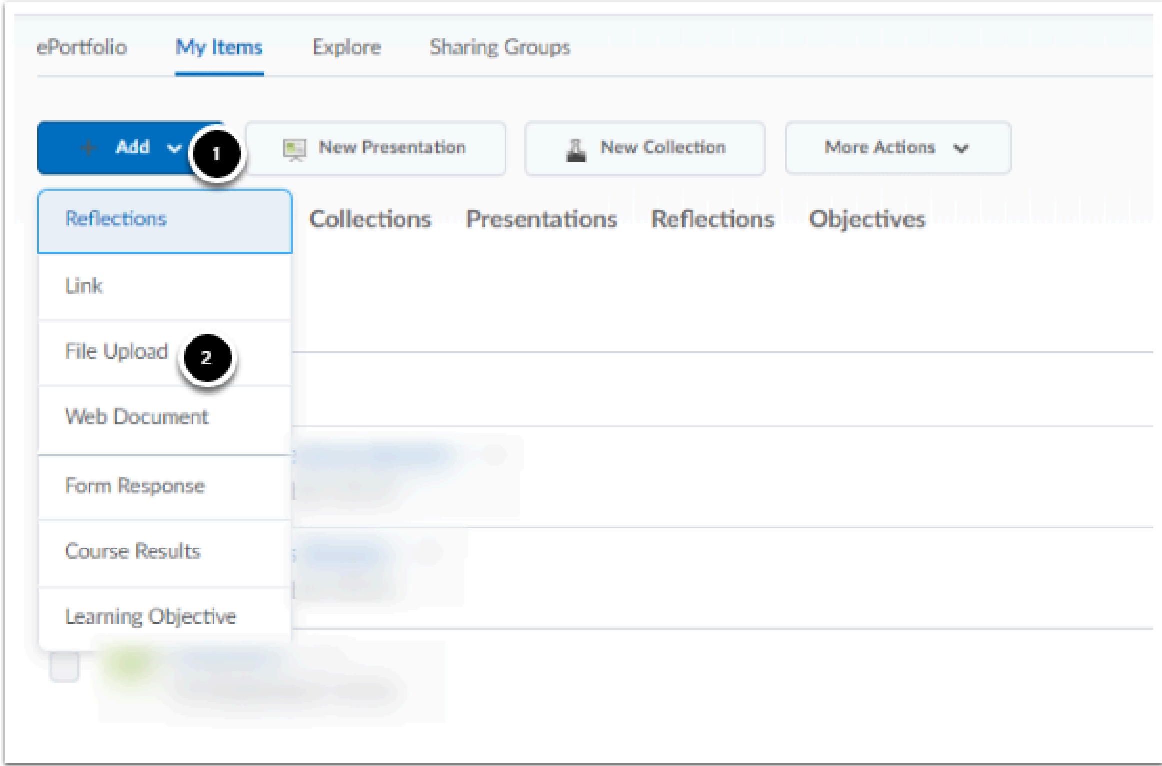
With the **Course Results** option you can import submitted assignments, rubrics and grades to your ePortfolio. The student can select the relevant course and import the results of assignments and quizzes from this course.

How do I upload an item to my ePortfolio?

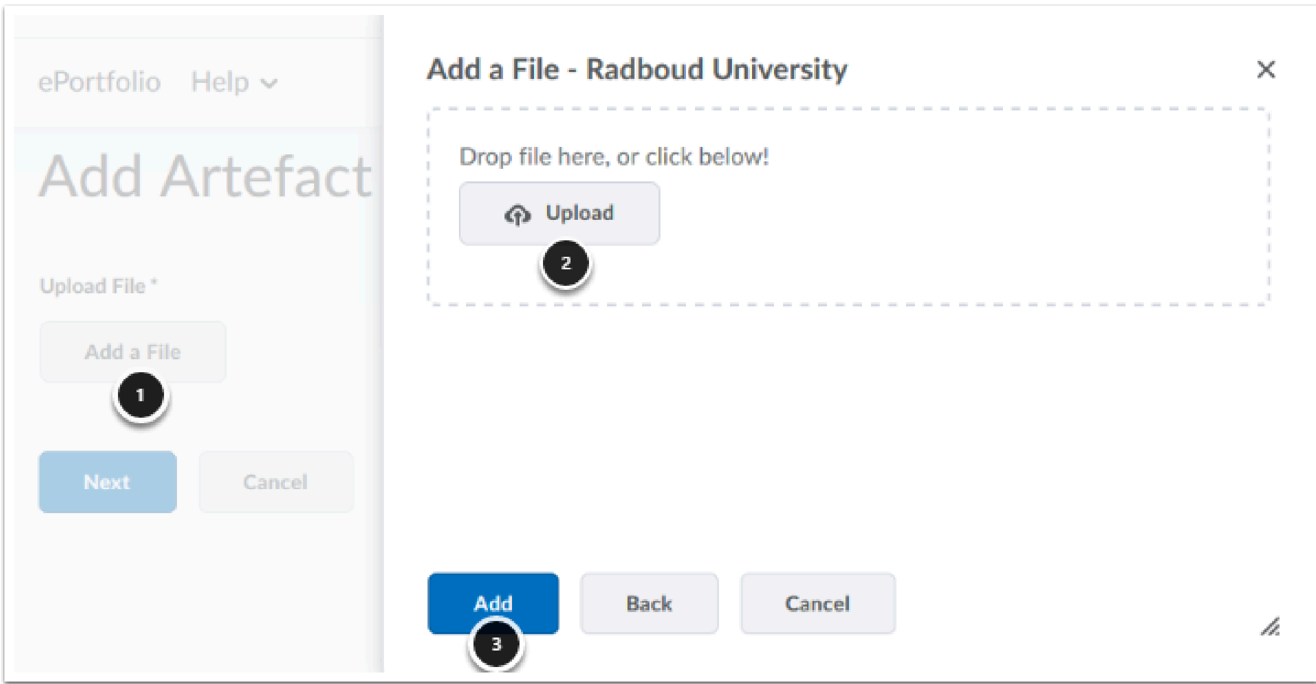
In your ePortfolio you can upload various types of items such as documents, URLs, images, videos and more.



1. Click on the **My Items** tab in your ePortfolio.



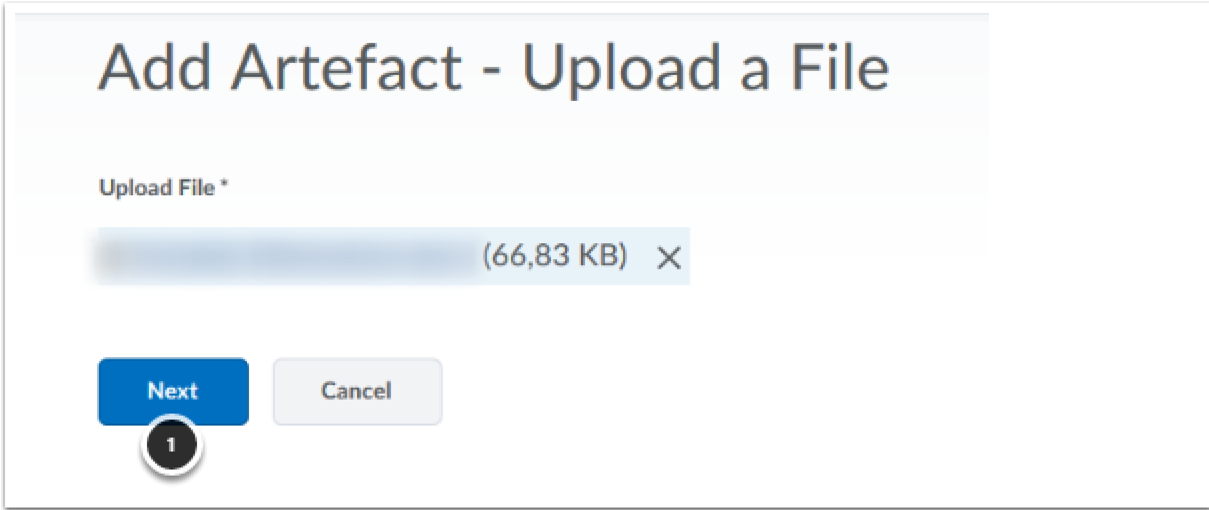
1. Click **Add** to add a new item.
2. Select **File Upload** to add a file from your computer.



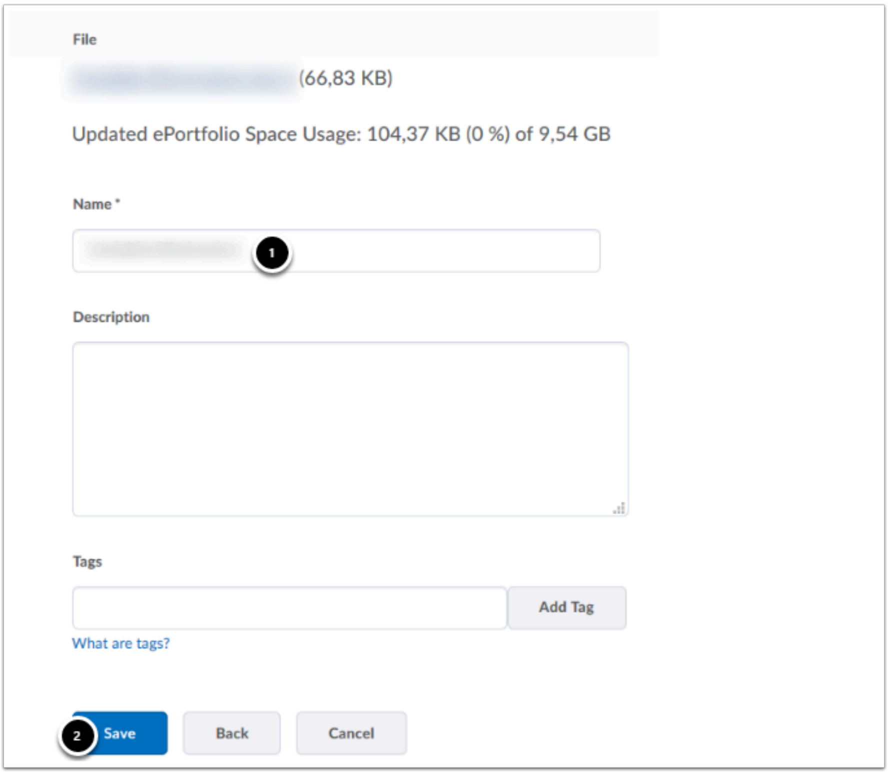
1. Click on **Add a File**.
2. Click on **Upload** to select a file from your computer.

3. Click **Add** to add the file.

You can also add an item with drag and drop. Drag the item from the explorer of your computer into the box with the dotted lines.

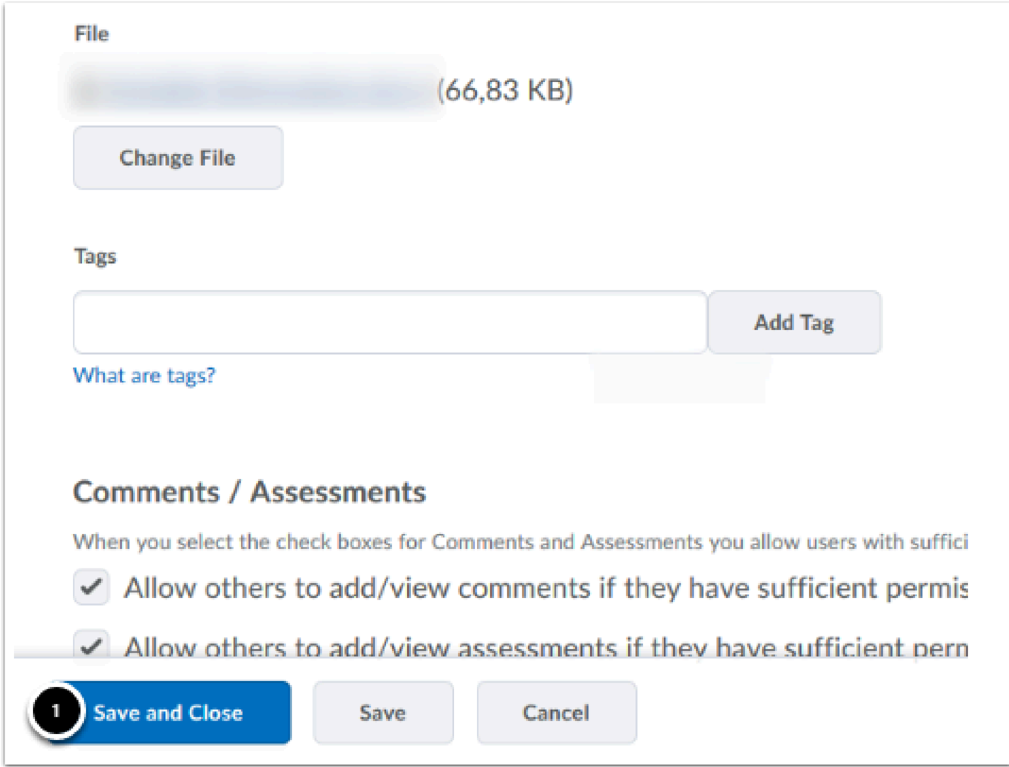


1. Click **Next**.

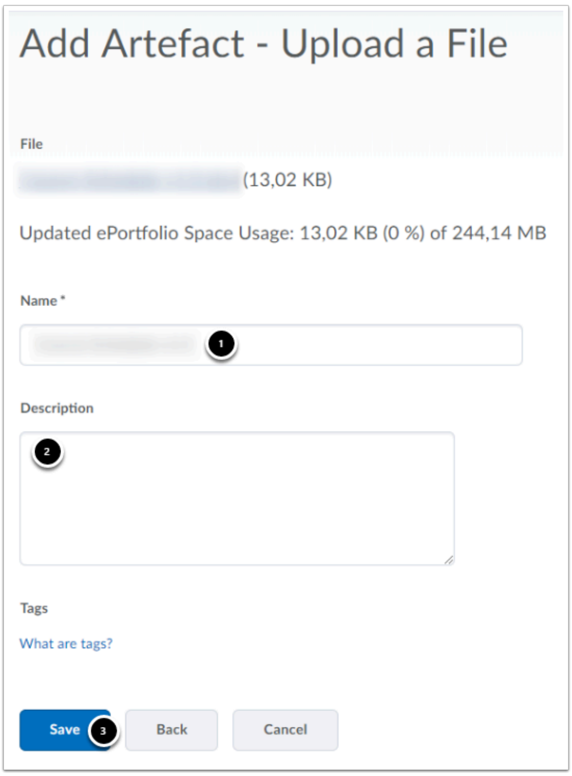


1. Enter the name of the item here.

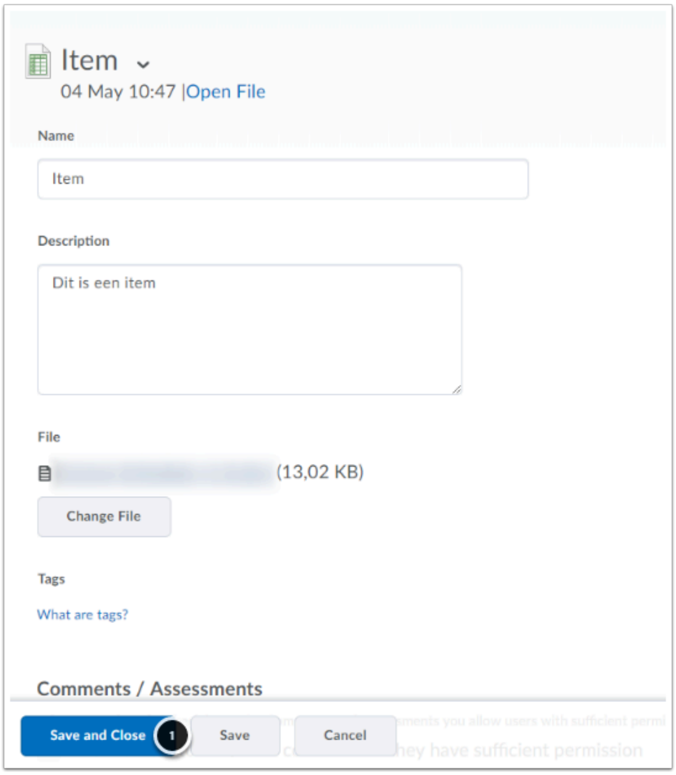
2. Click **Save**.



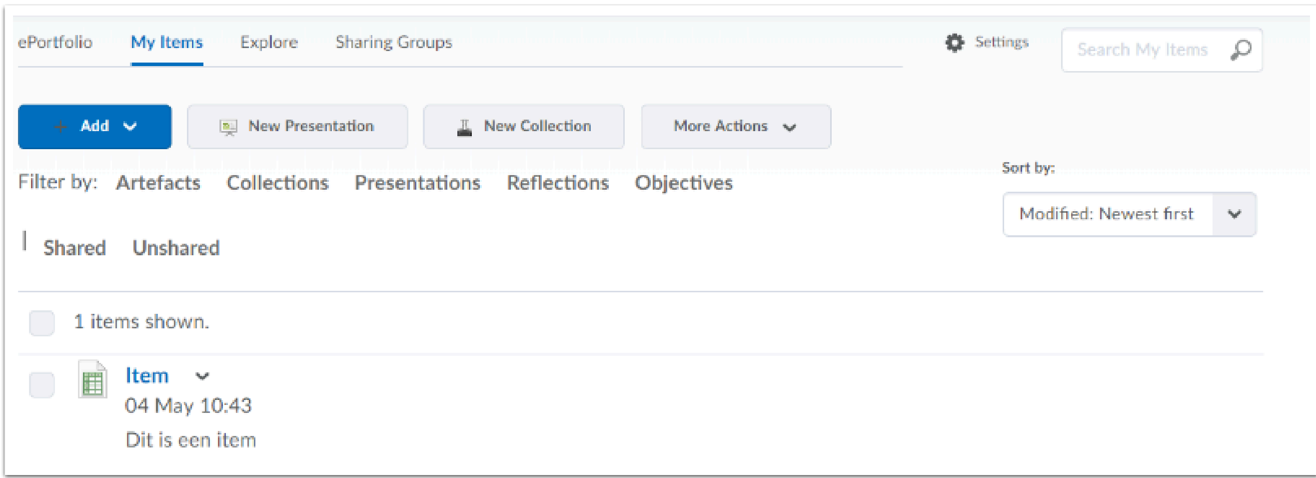
1. Click **Save and Close**.



1. Click the Name text box to change the name of the item.
2. Click the Description text box to add a description to the item.
3. Click **Save** to save the item.



1. Click **Save and Close.**



The added item with the new title and description will appear on the **My Items** tab.

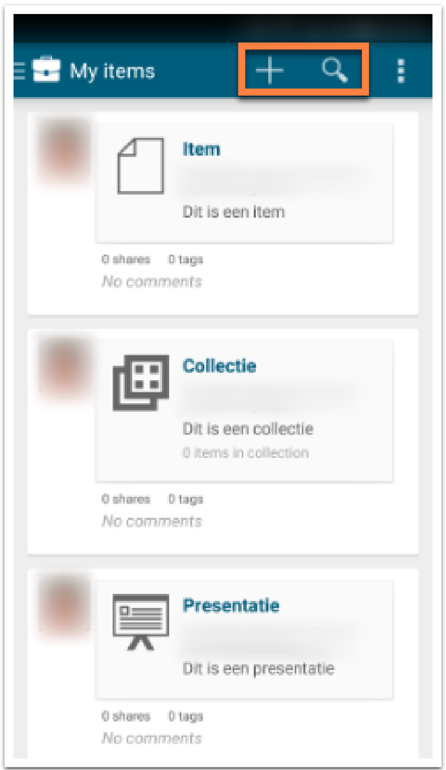
How do I use the ePortfolio mobile application?

The ePortfolio app, **D2L ePortfolio**, is available for download in the Google Playstore and in the Apple store. The app takes up 280MB of memory.

When you log in for the first time, the app asks for the URL of your organization. For the Radboud University this is brightspace.ru.nl. After this you can log in with your Brightspace login-credentials.

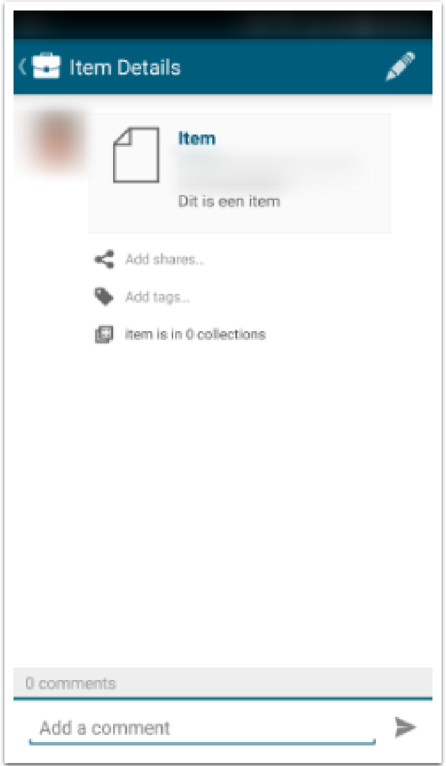
Items that are opened in the app are downloaded onto your phones memory. After logging out, the items are removed from the memory again. You can log out by going to the settings.

The default settings of the application allows it to download files using your mobile network. To avoid extra costs, it is possible to make the application only download files using WiFi. This option can be turned on by going to the settings.



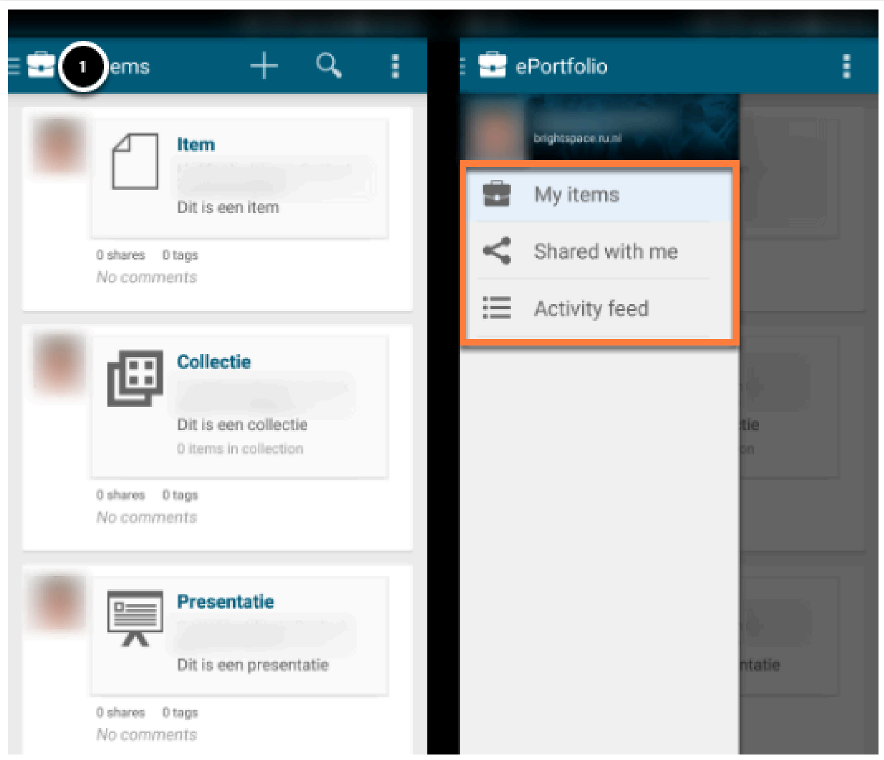
The image above shows the home screen of the ePortfolio app. This page is comparable to the **My Items** page of the browser version. It shows a list of all items.

The plus sign (orange area in the image above) can be used to add items to the your portfolio. The looking glass can be used to find a specific item.

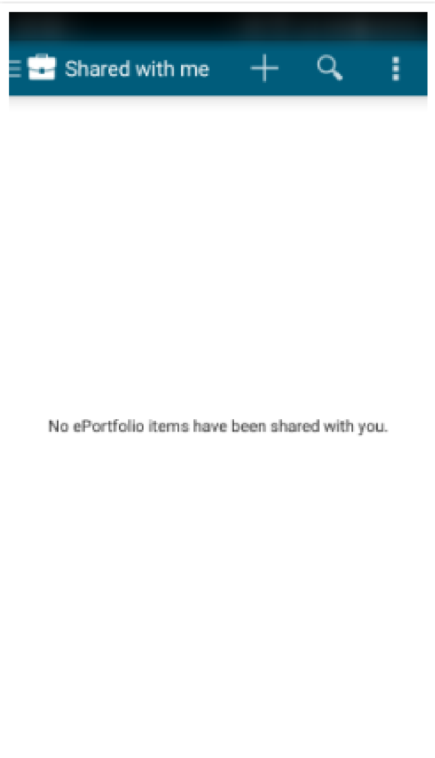


Clicking an item will show the information of the specific item. Here you can share the item, add tags and leave a comment. You can also share with a Sharing group, but these groups can not be created in the app. When sharing, it is also not possible to adjust the permissions of the receiver.

Presentations and collections cannot be opened in the app, they will automatically open in the browser on your phone.



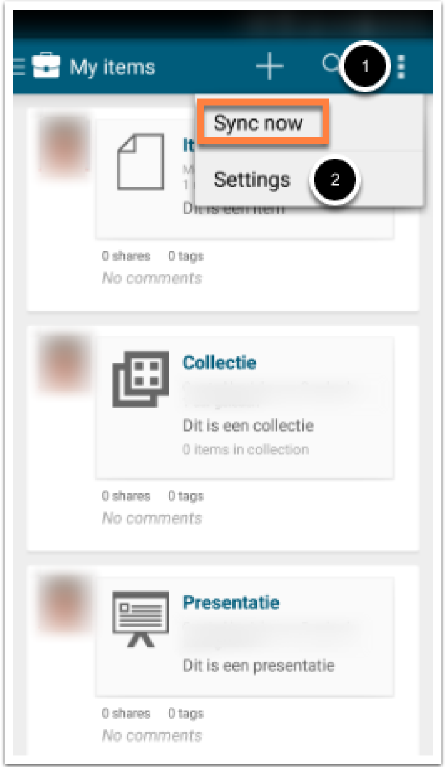
1. Click on the bag in the left top corner to open the menu. Here you can switch between **My Items**, **Shared with me** en **Activity feed**.



Shared with me gives an overview of all the items that have been shared with you. This page resembles the **Explore** page of the browser.

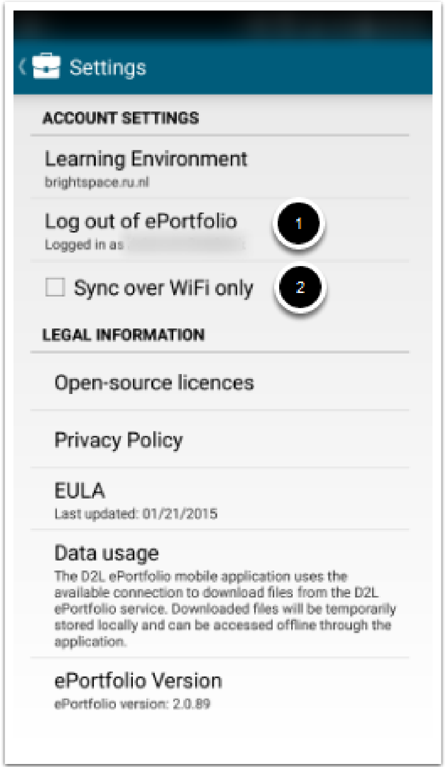
Activity feed gives an overview of all the recent activity in the portfolio. This page resembles the **ePortfolio** page of the browser.

Settings



1. Click on the three dots.
2. Click on **Settings**.

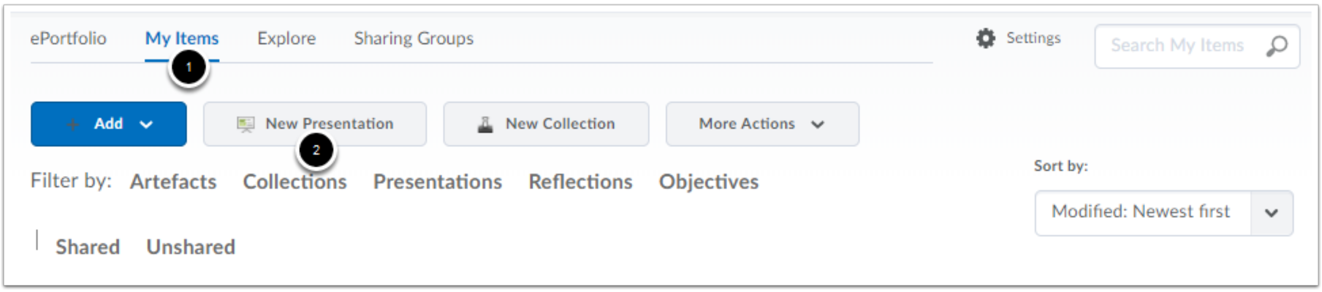
> **Sync now** forces the app to get all recent changes from the server. It is similar to refreshing your browser.



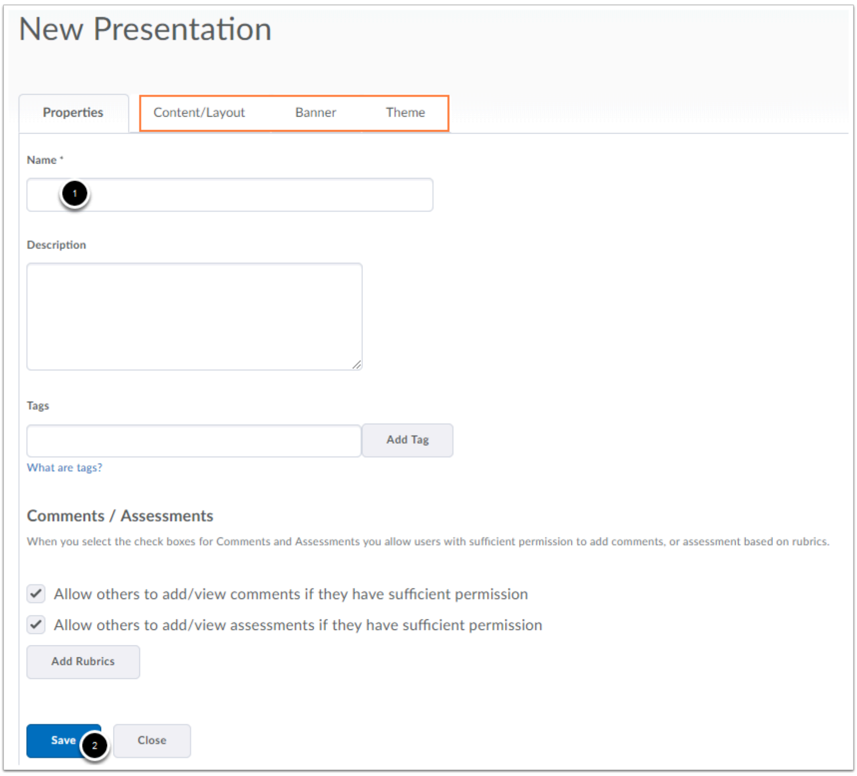
1. Click on **Log out of ePortfolio** to log out.
2. Select **Sync over WiFi only** to only load files when on WiFi.

How do I make a presentation in my ePortfolio?

A presentation can be used to present multiple items from the ePortfolio. A presentation is the only document that can be shared with an external receiver.



1. Click **My Items** to go to the My Items tab.
2. Click on **New Presentation** to create a new presentation.

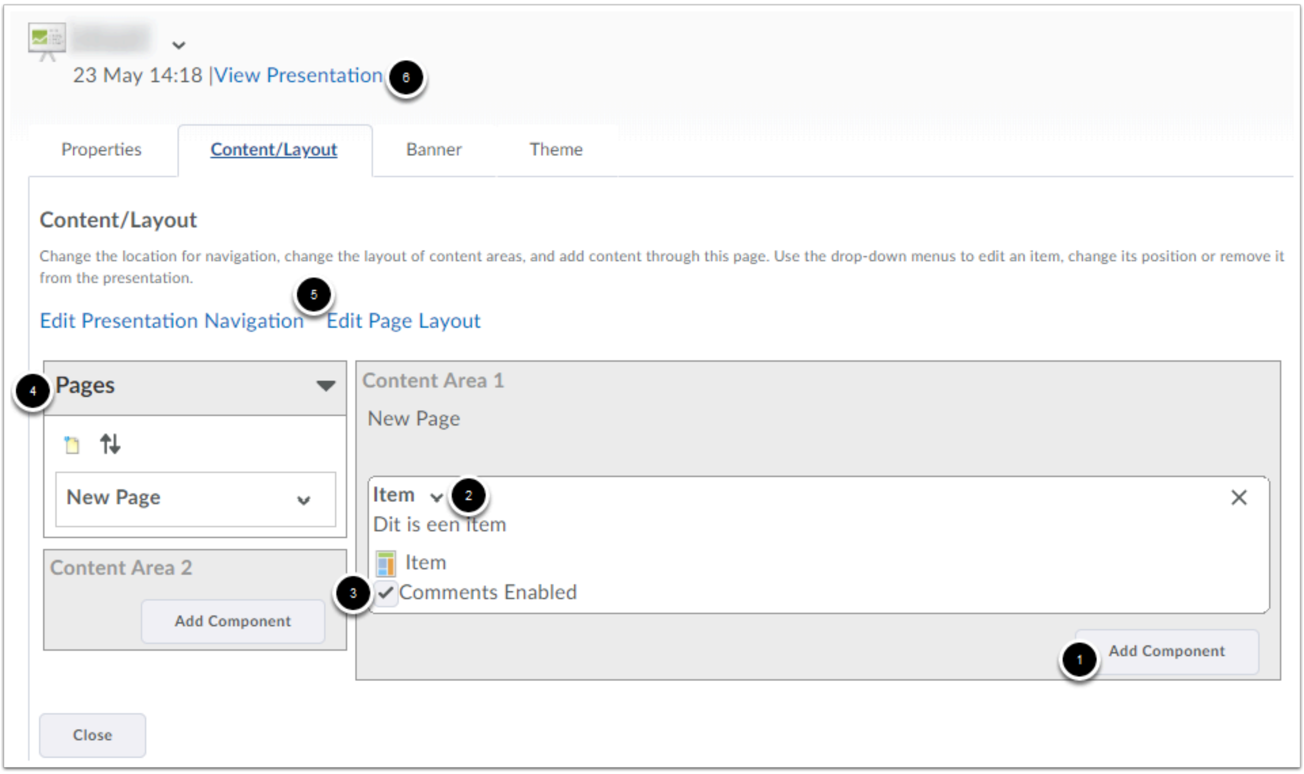


1. Give the presentation a name.
2. Click **Save** to save the presentation.

Click on the **Content/Layout** tab to fill the content of the presentation.
Click on the **Banner** tab to customize the title at the top of the pages of the

presentation.
Click on the **Theme** tab to adjust the background of your presentation.

Content/Layout tab



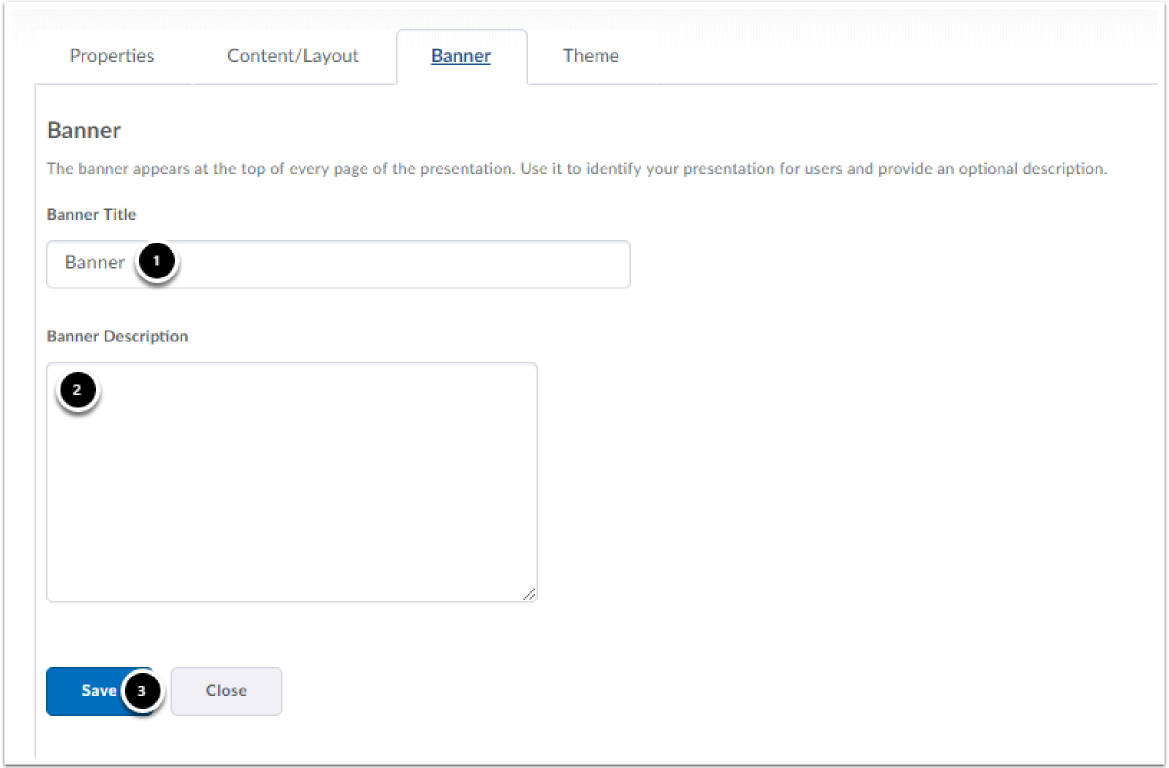
1. Click **Add Component** to add items to your presentation.
2. Click on the arrow next to an item to edit this item.
3. Check the **Comments Enabled** check box to make feedback per item available.
4. In the **Pages** area you can adjust the page settings. You can add new pages, adjust the order and delete pages.
5. a. Click **Edit Presentation Navigation** to adjust the layout of the page.
   b. Click **Edit Page Layout** to switch between one or two content areas.
6. Click on **View Presentation** to view the presentation.

You can add different items like:

- **Artefact**
- **Artefact, reflection, or learning objective from collection**
- **Artefacts or reflections by learning objective**
- **Reflection**

- Text area
- Information from my profile
- Learning objectives

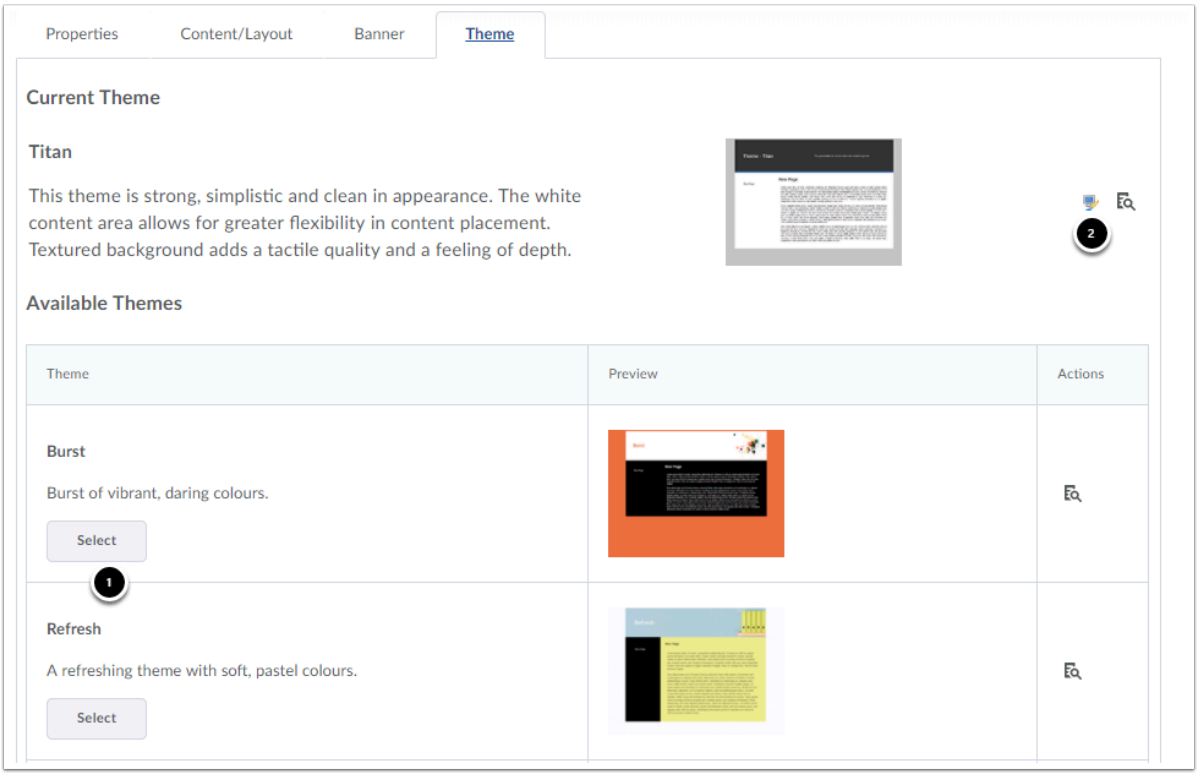
Banner tab



The **Banner** is a title that appears above each page of the presentation.

1. Type in the name of the Banner here.
2. Type in the description here. The description will also be placed in the Banner.
3. Click **Save** to save the presentation.

Theme tab



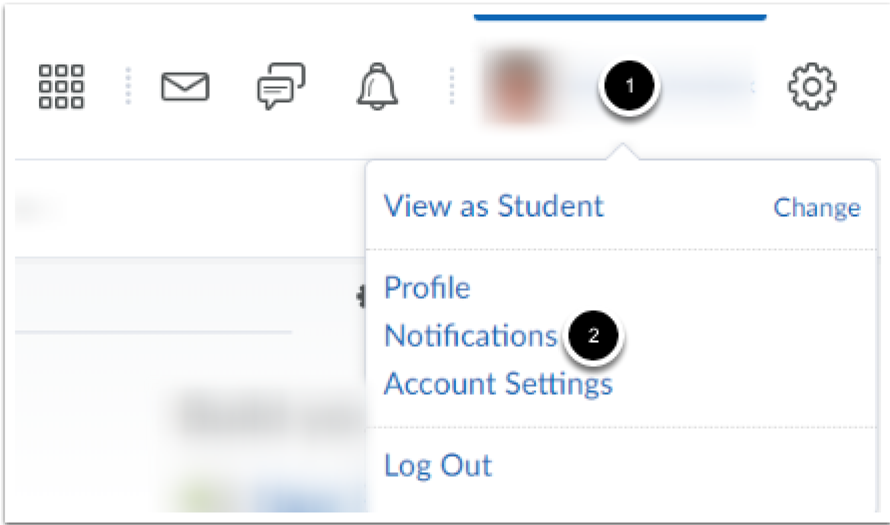
It is possible to give your presentation a theme. The theme determines the colors and design of your presentation.

1. Click **Select** on the desired theme to select it for your presentation.
2. Click on the computer icon to further personalize the layout of a theme.

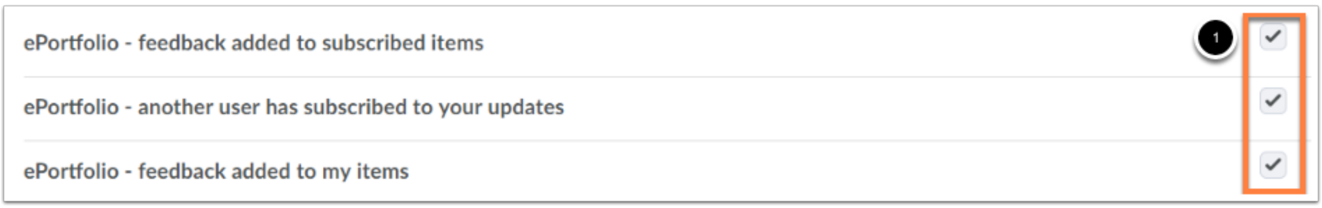
How do I set up notifications for my ePortfolio?

It is possible to get a notification if changes are made to an item in your ePortfolio.

Turning on notifications



1. Click on your profile photo and name, at the top of the taskbar.
2. Click on **Notifications**.



1. Here you can adjust the notification settings.
   - Select the **ePortfolio - feedback added to subscribed items** check box to receive notifications when feedback has been added to an item you subscribed to.
   - Select the **ePortfolio - another user has subscribed to your updates** check box to get notifications when another recipient subscribes to you.
   - Select the **ePortfolio - feedback added to my items** check box to receive notifications when another recipient leaves feedback on an item that you have shared.

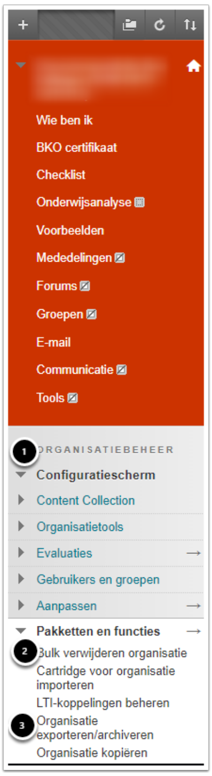
There isn't a notification setting to get an automatic notification when an item is shared with you. However, the sharer can send an invite. This is a notification that you will receive in your e-mail inbox.

How to download an organisation-portfolio from Blackboard to my computer?

This manual explains how to download your organisation portfolio from Blackboard to your computer. Afterwards you can upload your portfolio to Brightspace.

Downloading your portfolio to your computer

Under the my Organisations tab in Blackboard you can find your portfolio. Click on portfolio here.



There is a menu on the left side of the screen. At the bottom of the menu, *Organisatiebeheer* can be found. This is where you can download your portfolio.

1. Click on the triangle left of **Configuratiescherm** to collapse the menu.
2. Click on the triangle left of **Pakketten en functies** to collapse the next menu.
3. Click on **Organisatie exporteren/archiveren.**

1. Click on **Common Cartridge-pakket exporteren** on the right side of the screen.

1. Select the option **Exporteren als Common Cartridge 1.1**.
2. Click on **Verzenden**. Your request is being sent to Blackboard. When the File is ready, you receive an email notification. This usually does not take more than a minute.

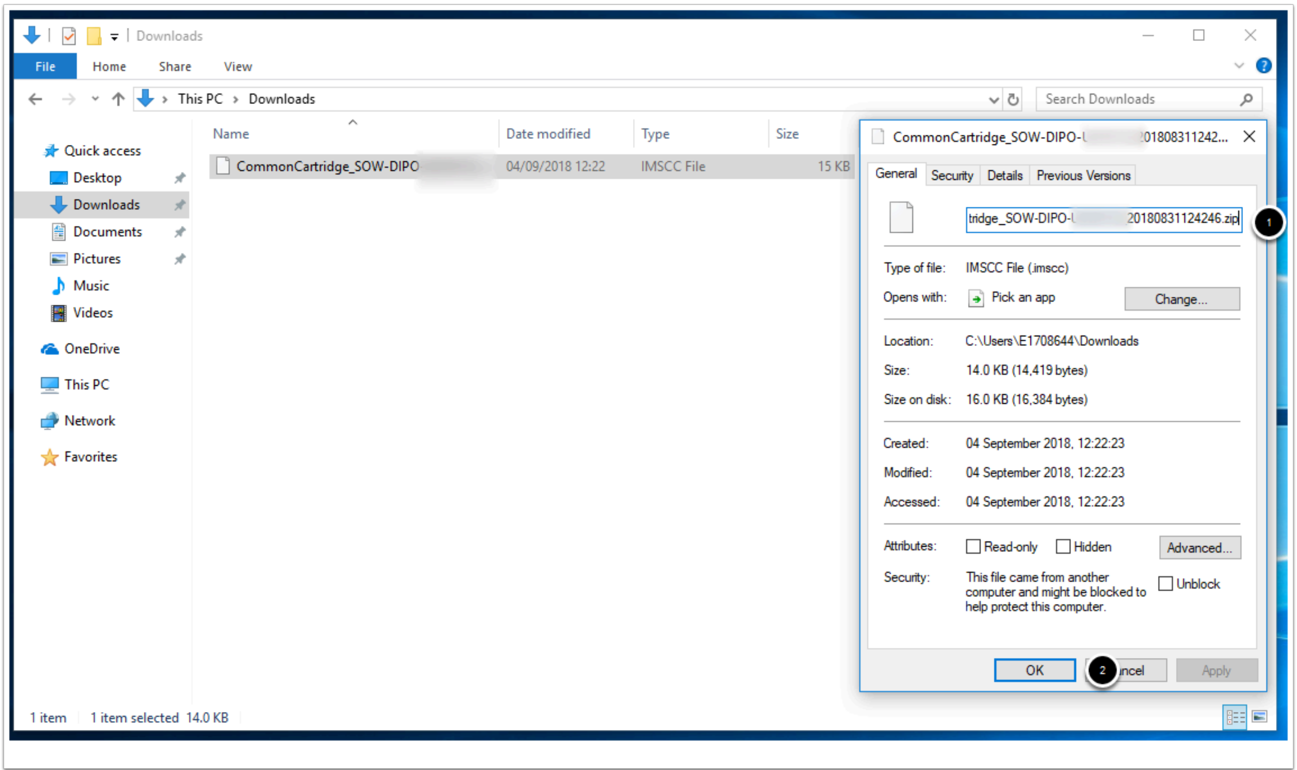
Do you prefer to download individual chapters instead of your entire portfolio? Click on **Alle inhoudsgebieden** in the orange square. Here you can select which chapter(s) you want to download**.**

When Blackboard has created the file you can download it by clicking on it.

1. Click on **CommonCartridge_"... ".imscc**. You're now downloading the file from the download folder to your computer.

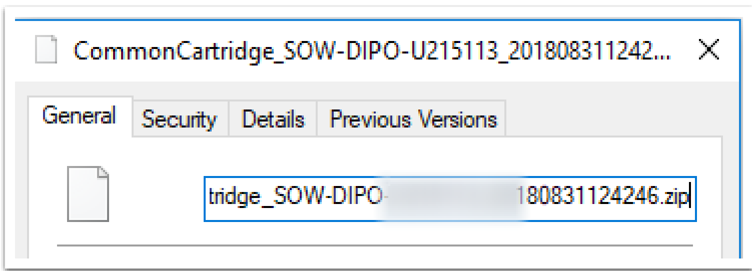
There are two methods for opening this file. The first method is by changing the file extension to .zip. The second method is by using a program like 7-Zip. You can read how to do this below.

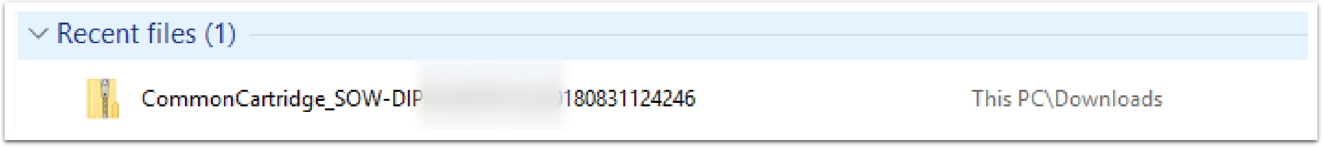
Opening the .imscc file by changing the extension



You can find the **CommonCartridge** file in your Downloads folder. Right-click the file and click the **Properties** option located at the bottom of the menu.

1. Remove **imscc** after the dot (.) and replace it by **zip** (see picture below).
2. Click **OK.**





In the image above you can see that the file has become a Zip file (illustrated as a folder with a zipper). This indicates that changing the extension was successful.

Right-click the new Zip file. Choose **Extract All.**

The file is now a regular folder on your computer. Do you want to upload files to your Brightspace ePortfolio? Click [here.]

Opening the .imscc file with 7-Zip

You can find the **CommonCartridge** file in your Downloads folder. Right-click the file and click the **Properties** option located at the bottom of the menu.

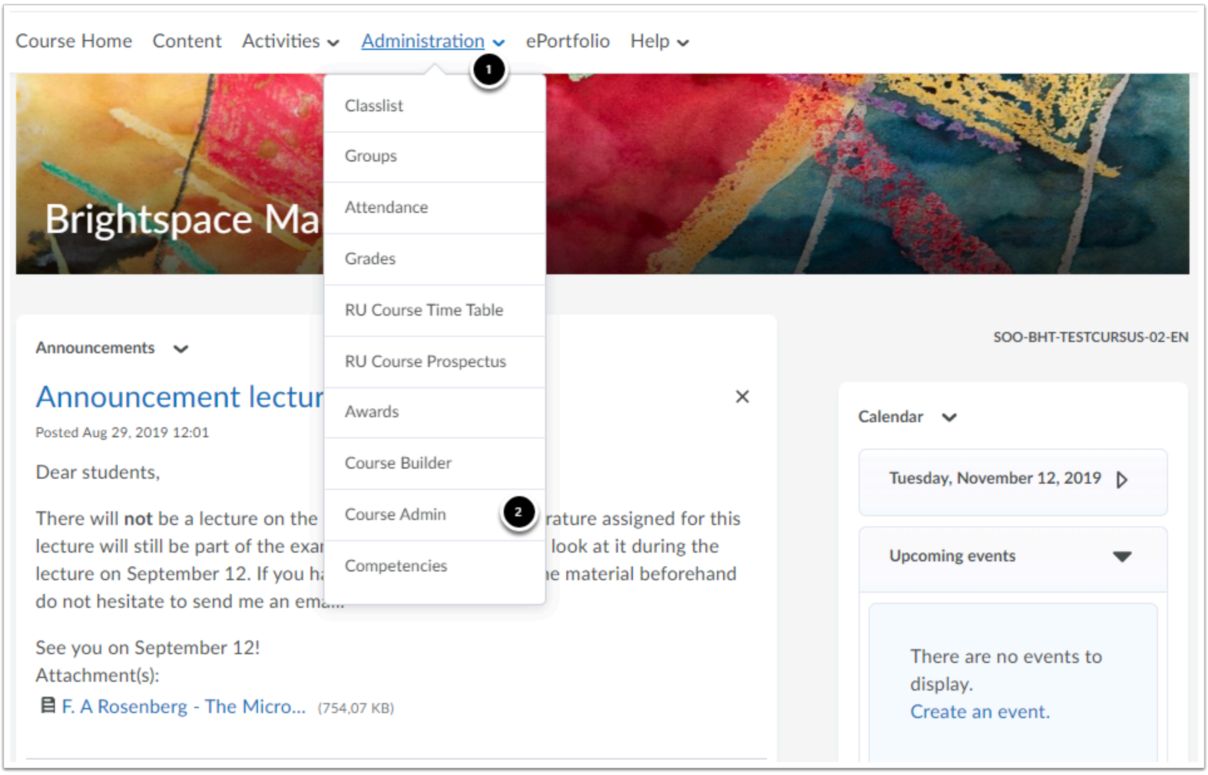
1. Click the **7-Zip** option.
2. Click **Extract files…**.
3. Click **OK**.

The file is now a regular folder on your computer. Do you want to upload files to your Brightspace ePortfolio? Click [here.]

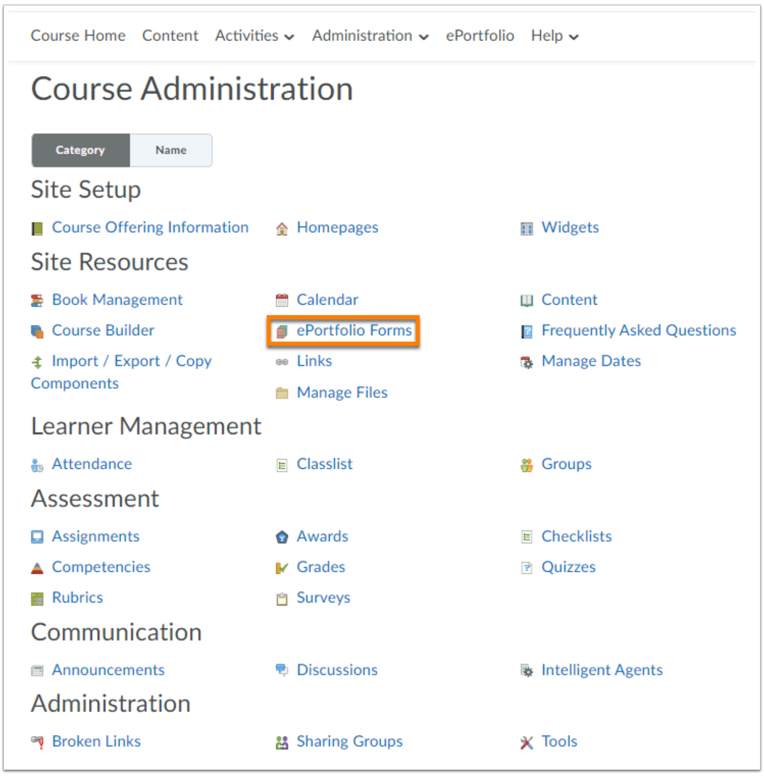
How do I use ePortfolio Forms?

ePortfolio Forms can be used to created structured forms that students can then fill out. These forms can be used in situations where students have to save information at different points in time, for a longer period of time. With this storage facility students will be able to review the entire period of class when they have to create final assignments, presentations or reflections. **ePortfolio Forms** is a functionality that can be used in combination with the ePortfolio in Brightspace.

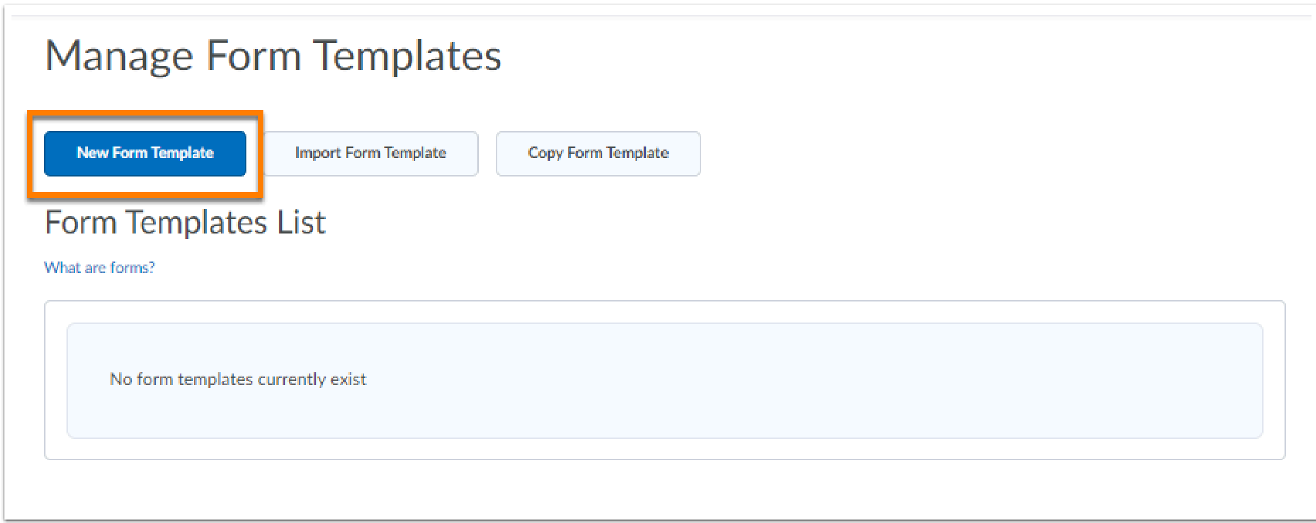
Create forms



1. Go to **Administration** in the navbar of your course.
2. Click **Course Admin.**

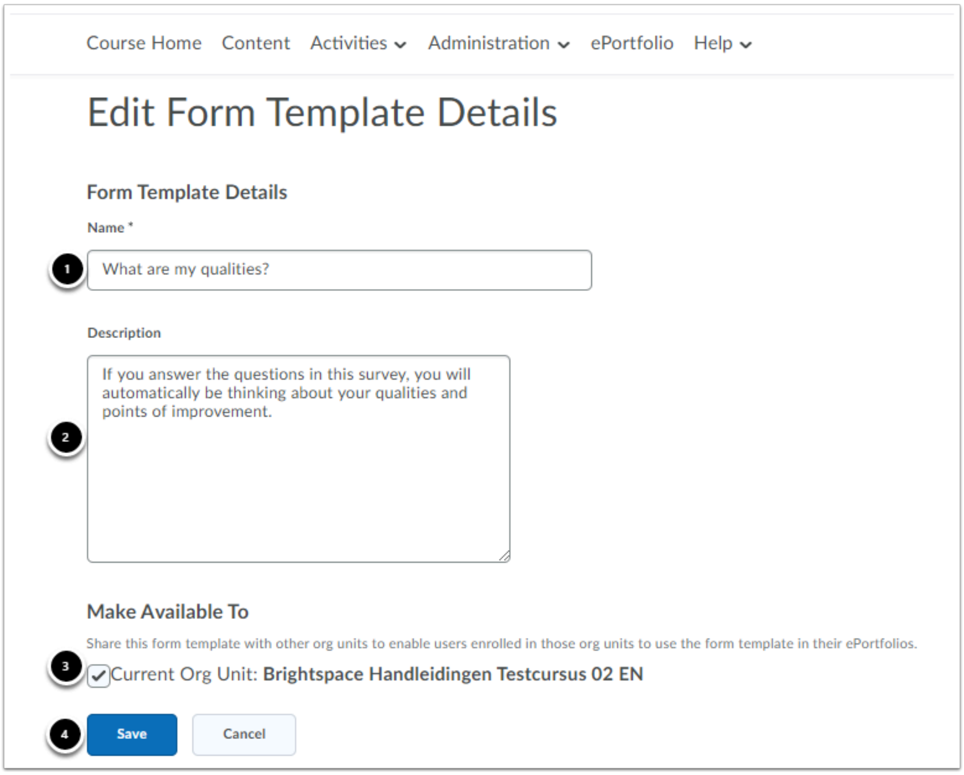


- Go to **Site Resourses** and click **ePortfolio Forms**.

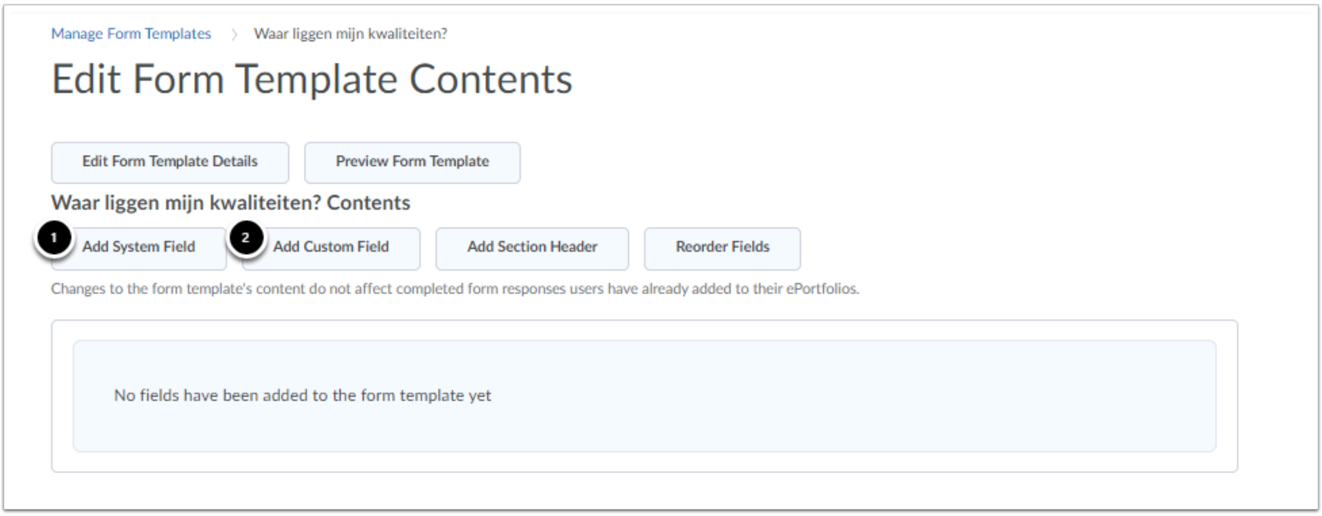


You will be navigated to the **ePortfolio Forms** homepage, where you will find an overview of all forms you have created.

- Click **New Form Template**.



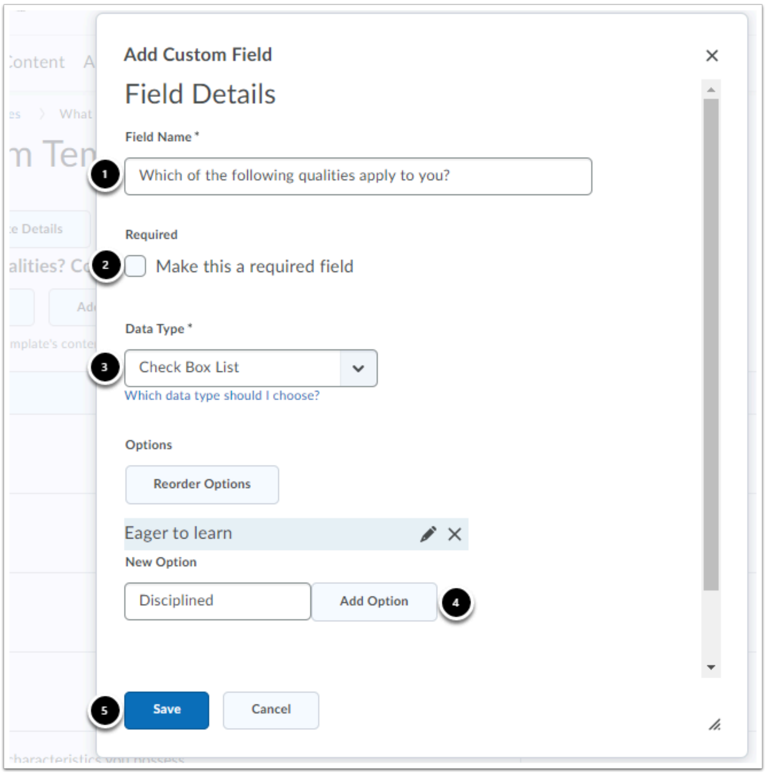
1. For **Name,** enter a name for your form.
2. Use **Description** to give a short description about the form's purpose.
3. Select **Current Org Unit** to make the form available for the current course.
4. Click **Save.**



1. Click **Add System Field** to select which information has to be completed automatically. A pop-up window will appear. You will have the following options:
   - **First Name**
   - **Last Name**

- **Org Defined ID**: u-/e-/s-number
- **System Email**: RU mail address
- **Picture:** image of the user

2. Click **Add Custom Field** to add fields the students have to or can choose to fill out.

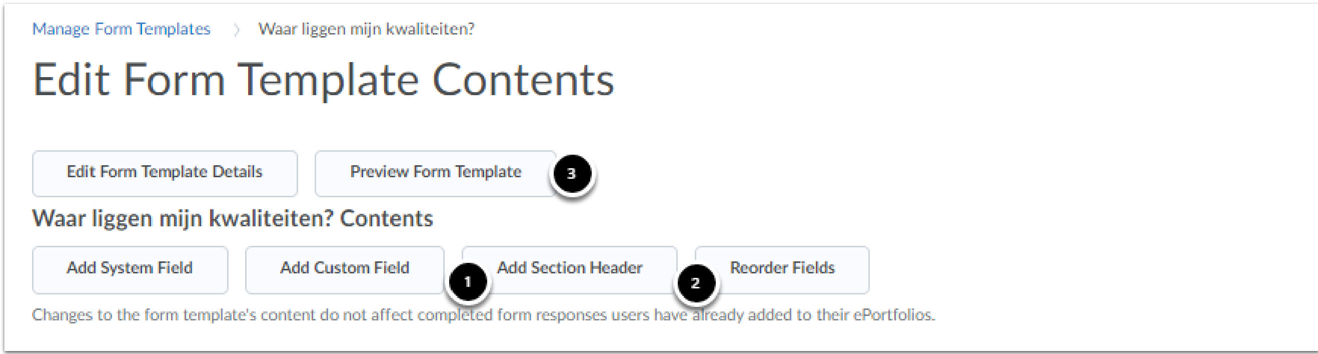


1. Below **Field Name** you enter a question or instruction. Please note that this name will also be displayed in the ePortfolio of the users, so make sure you use recognisable names.
2. Select **Make this a required field** if you want to make this field mandatory.
3. Open the drop-down menu below **Data Type** to choose a type of data input. You can choose a template that the students will get to see. You have twelve options:
   - **Drop-down List**: students have to choose from a drop-down menu.
   - **Radio Button [List/Large]**: like with the drop-down menu, students can select an option from multiple options, which will be shown in a list.
   - **Check Box List**: students select a random number of options from a presented list with possibilities. Use this type when multiple options apply.
   - **Text Input - Simple Text**: use this type when you want the students to enter text themselves.
   - **Text Input - Formatted Text**: students can enter text in a text box with different layout options, for example font, size and style of the text.
   - **Numeric Input**: use this type when students have to enter a number rather than a text.
   - **Date and Time Input**: students have to select a time or a date.
   - **Information**: use this option to add additional information to the form.

- **File Upload**: use this option if you want students to add a file.
- **Rubric Evaluation**: use this option to add a rubric. Students can then fill out this rubric.
- **ePortfoilio Item Link**: use this option to give students the possibility to add a file from their ePortolio.
- **Org Unit**: students can select an Org Unit based on their enrolments.

4. After choosing a **Data Type** you will get to see the options that go with this type. *In the example above, a question with a **Check Box List** was chosen. Below you add options for the different checkboxes.*
5. Click **Save.** You will be navigated to the changes page of the form.

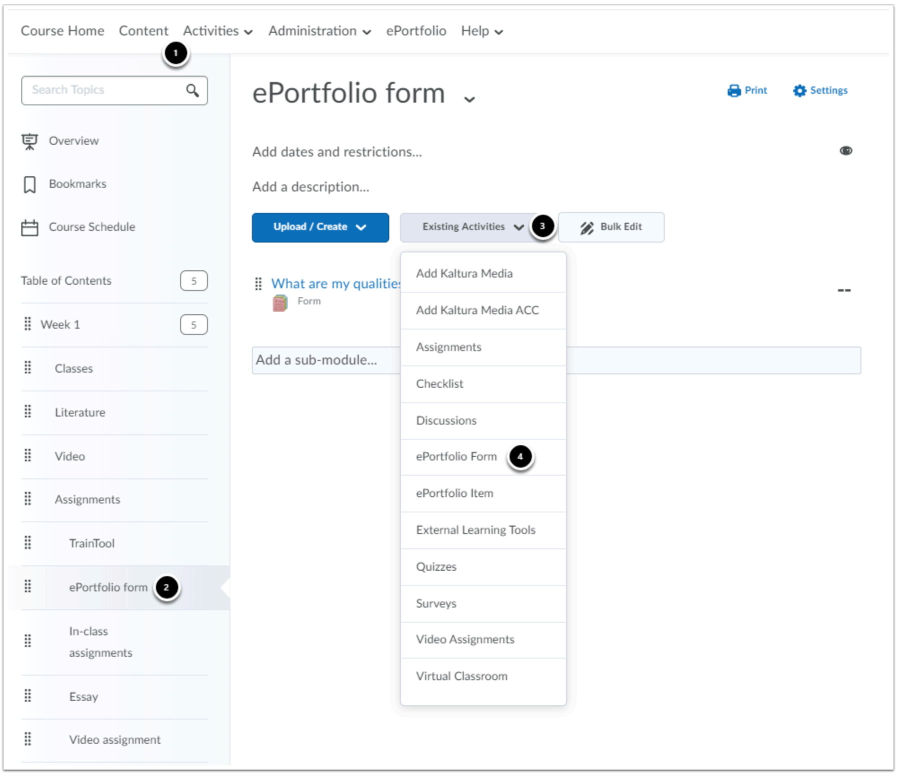
You can add **Rubrics** to the form to let students assess themselves. Make sure you make the added rubric visible for students. To learn more, read the following article: [How do I use rubrics?]



1. You can click **Add Section Header** to create a heading or partition line in your form.
2. Use **Reorder Fields** to put questions and the **Section Header** in the desired order.
3. Click **Preview Form Template** to view an example of your form.

Publish form in Content

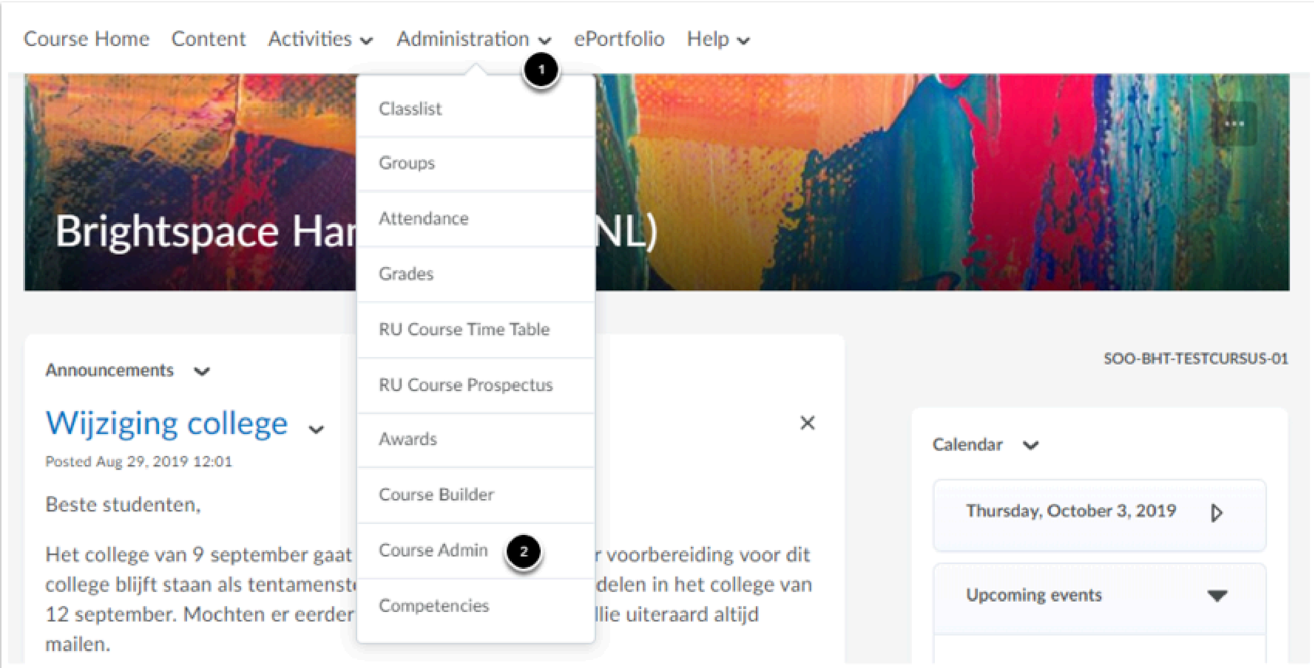
Have you created a form for your course? Add it to a (sub)module in Content. This way students can easily find the form. After filling out the form students will receive a notification that the response has been saved to the ePortfolio.



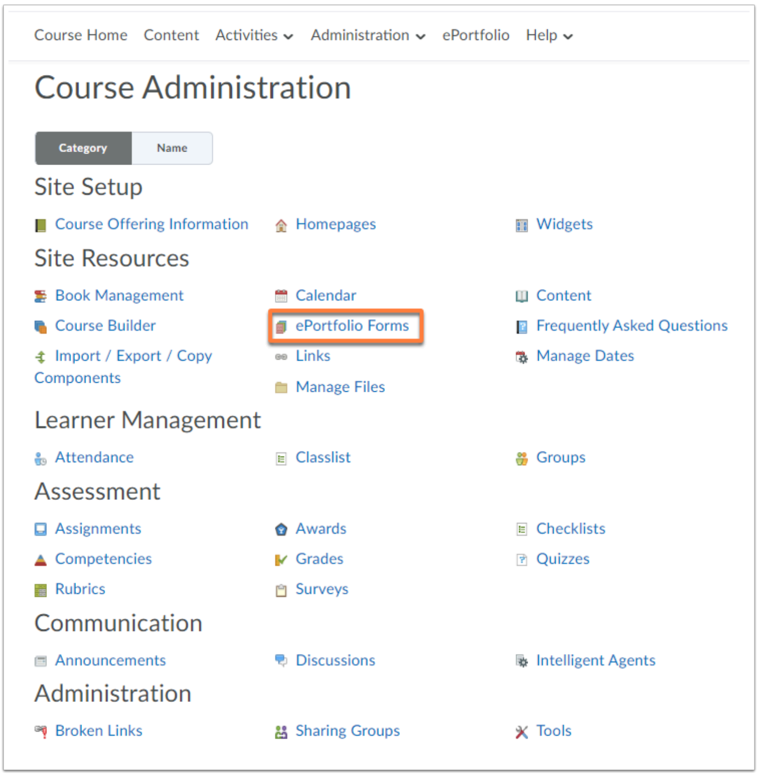
1. Navigate to **Content** in the navbar of your course.
2. Navigate to the desired (sub)module.
3. Click **Existing Activities**.
4. Click **ePortfolio Form**. Then click the desired form.

It is also possible to have students fill out a form repeatedly. By adding a form to the Content of different modules, using the method described above, students can fill out a form multiple times. This way students can, for example, reflect on the answers they have given at the beginning and at the end of a period.

Export and import forms to a different course

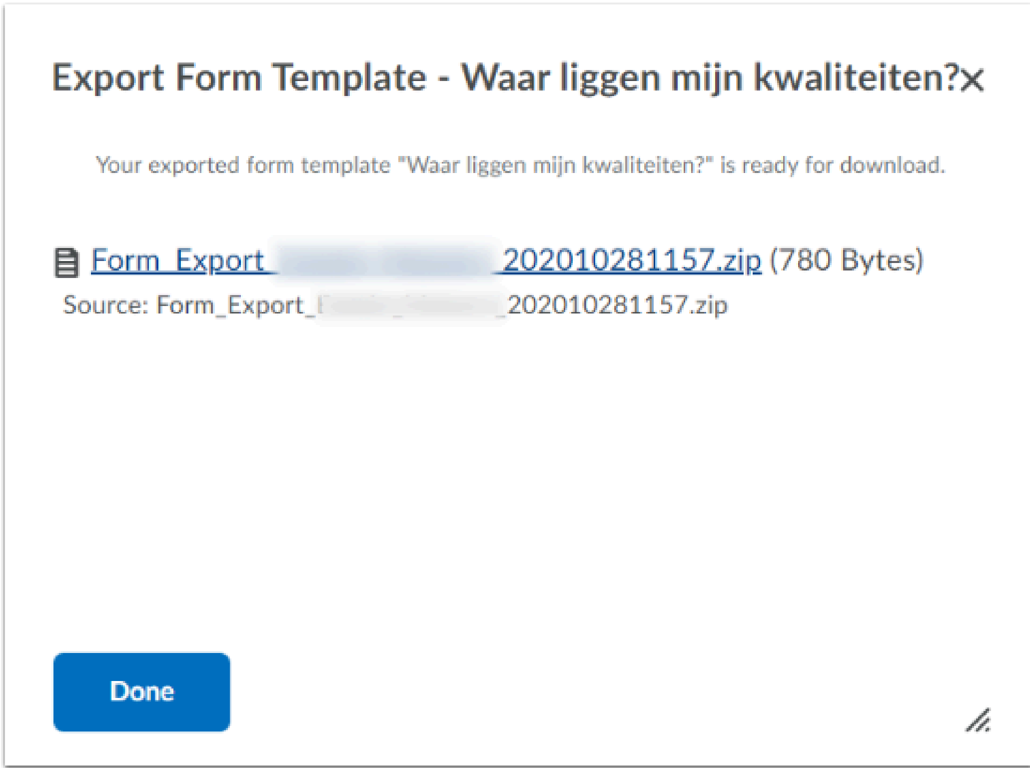


1. Click **Administration** in the navbar of your course.
2. Click **Course Admin.**



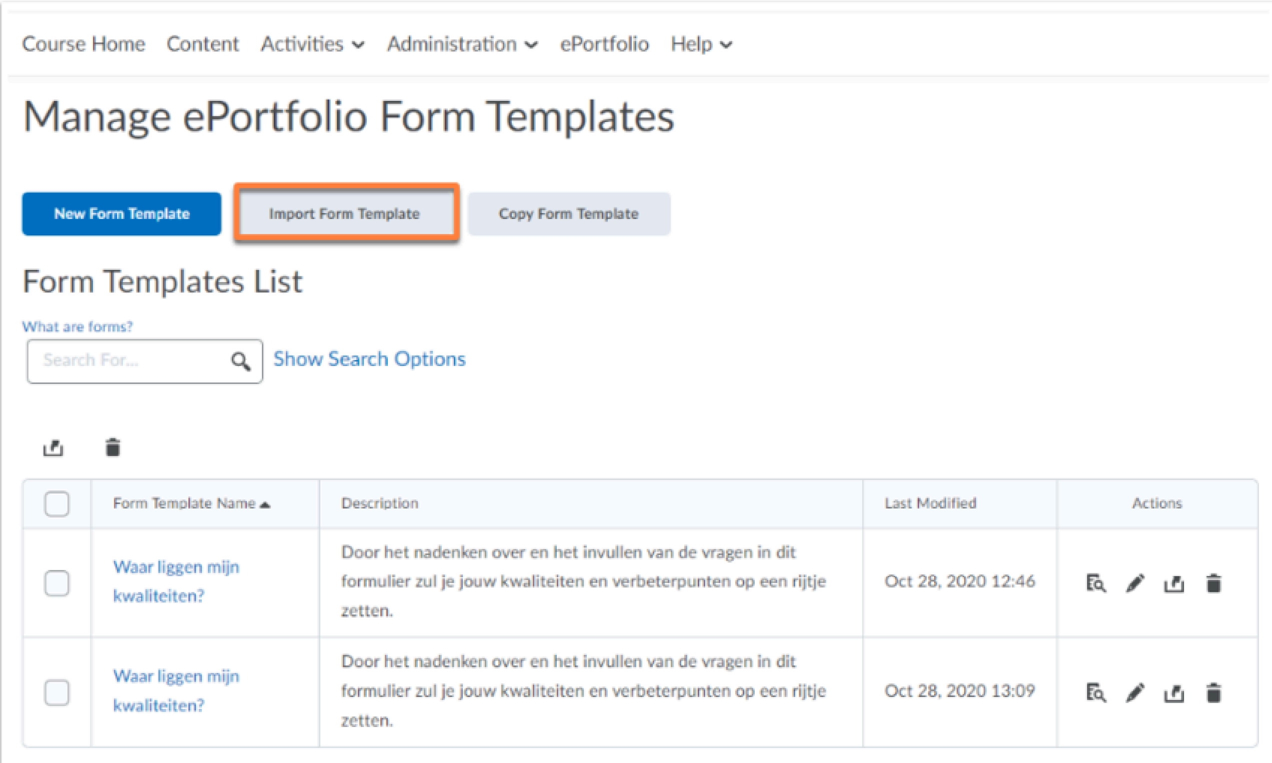
- Click **ePortfolio Forms.**

- Click the export icon to export the form.

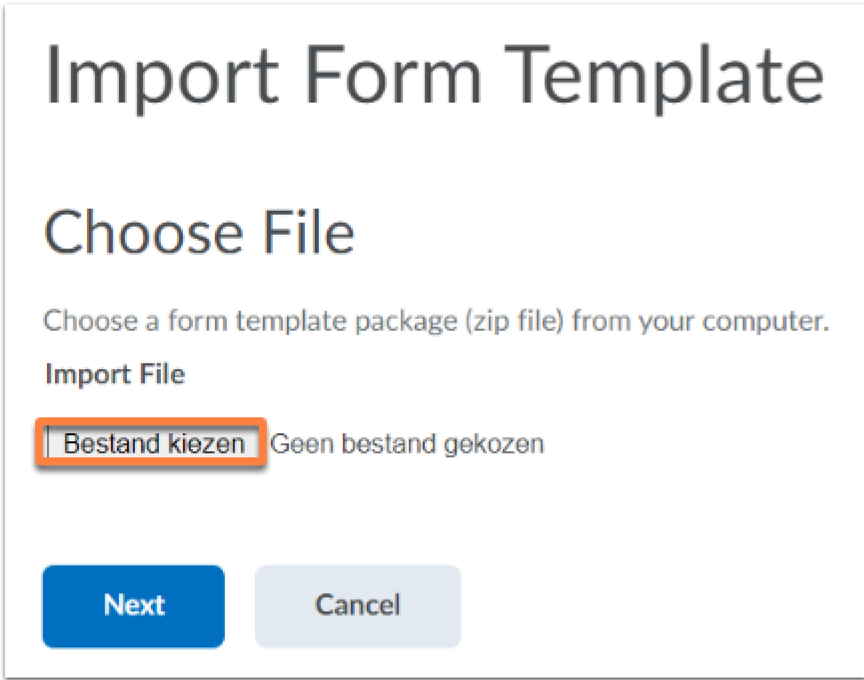


- You can now download the form as a file by clicking the link.

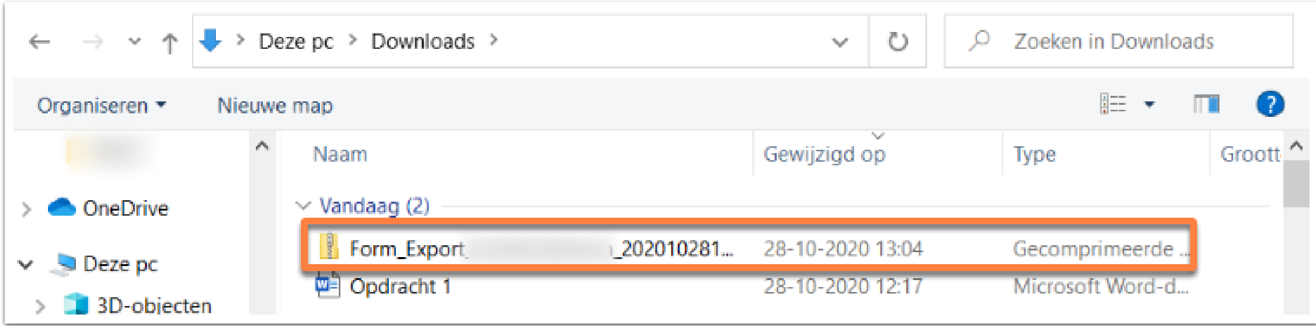
Then navigate to the course you want to add the form to. Once in this course, navigate to the ePortfolio Forms page as described above.



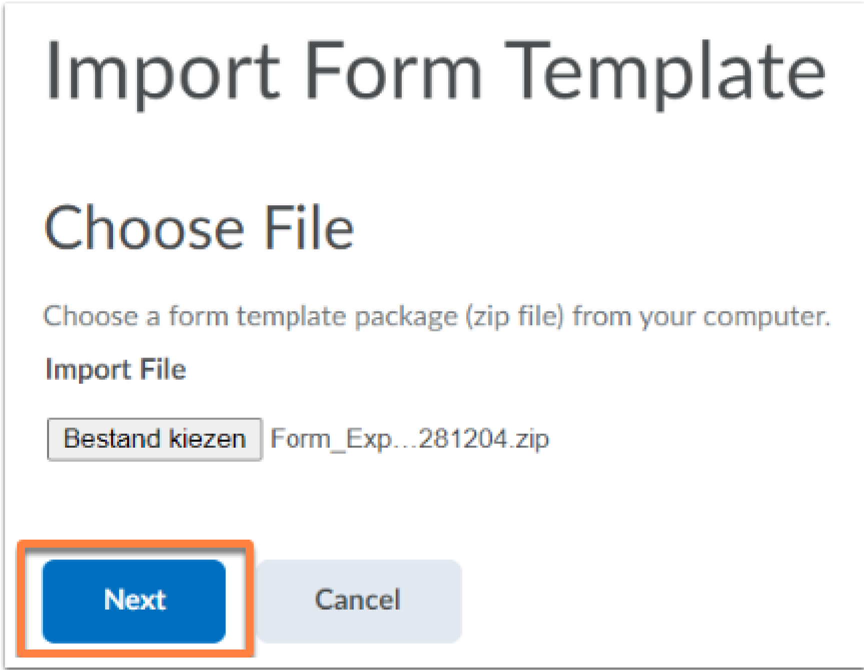
- Click **Import Form Template** on this page.



- Click **Choose file** (Bestand kiezen). The files on your own computer will now be opened.

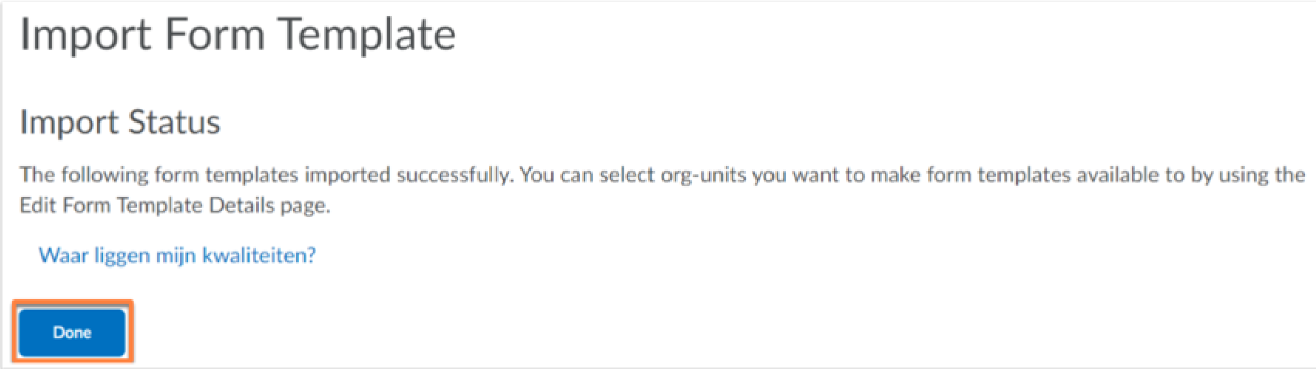


- Select the exported form.



- Click **Next.**

- Click **Import.**

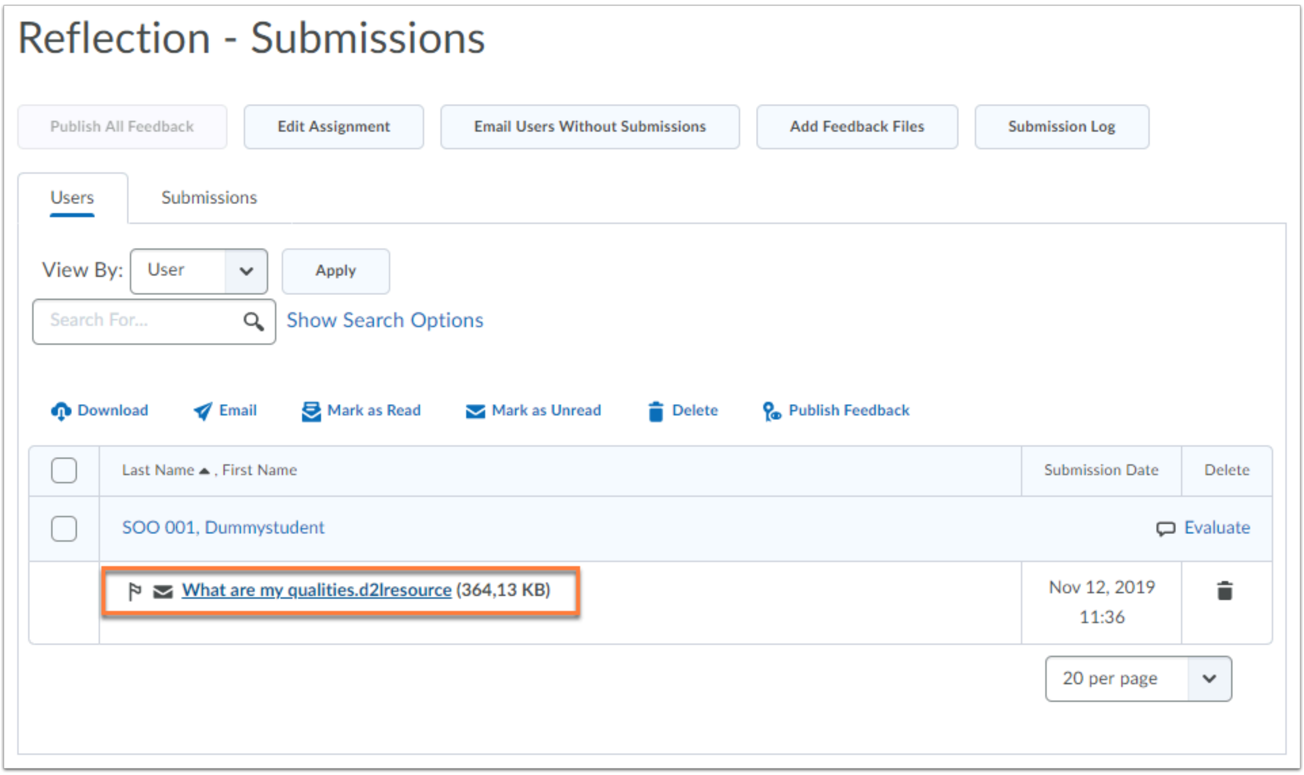


- Click **Done.** The form has now been imported and added.

Review student forms

Completed forms are not visible for teachers. Students have to share the form from their **ePortfolio** or hand it in via **Assignments.** When you use forms, it is advised to create one or multiple assignments where students can submit their forms.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.**
- Click on the assignment where students can submit their forms.



- Click on the form you want to view.

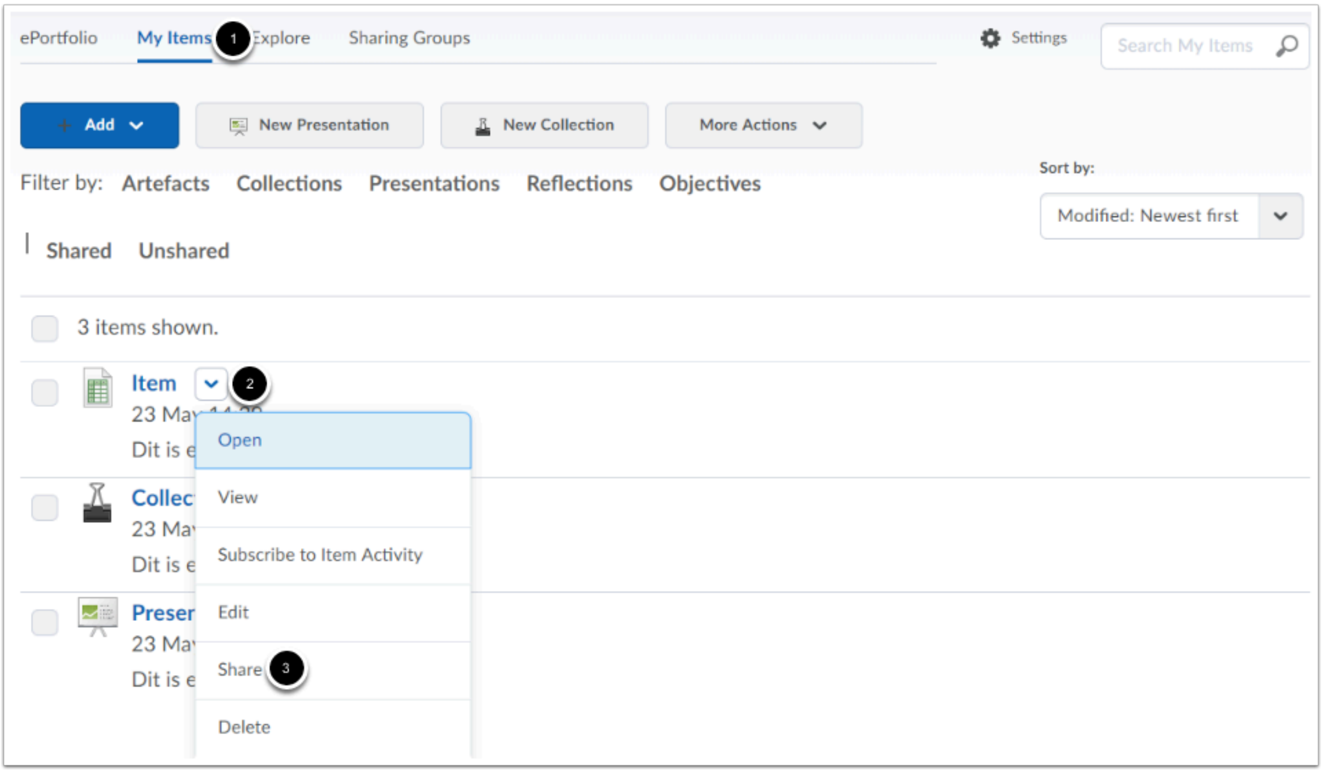
- Click **View.** The filled out form will now be opened.

ePortfolio: Sharing documents

How do I share an item from my ePortfolio?

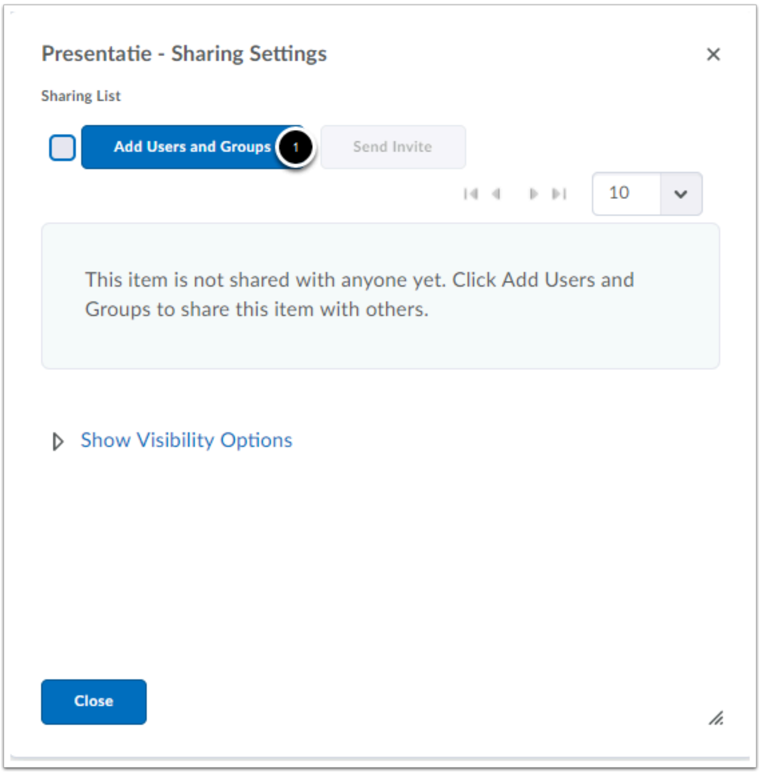
In the ePortfolio, you can share your items with other users (people with an U-, E- or S-number). The recipient can then look at the item and/or give feedback.

You can also share presentations with external recipients.

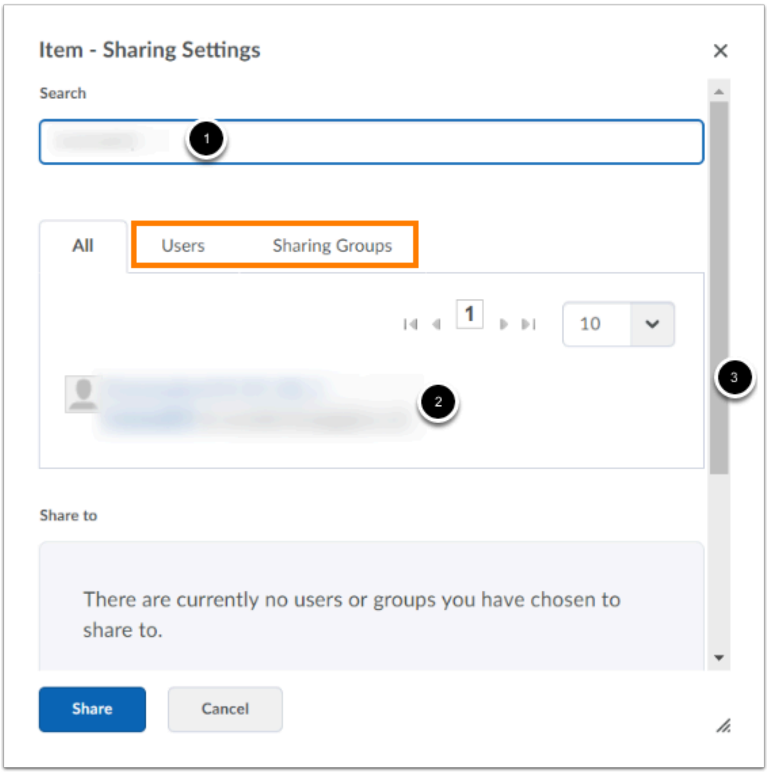


To be able to share, you first need to add an item to your ePortfolio.

1. Click **My Items** to go to the My Items screen.
2. Click the arrow next to the item you want to share.
3. Click **Share**.

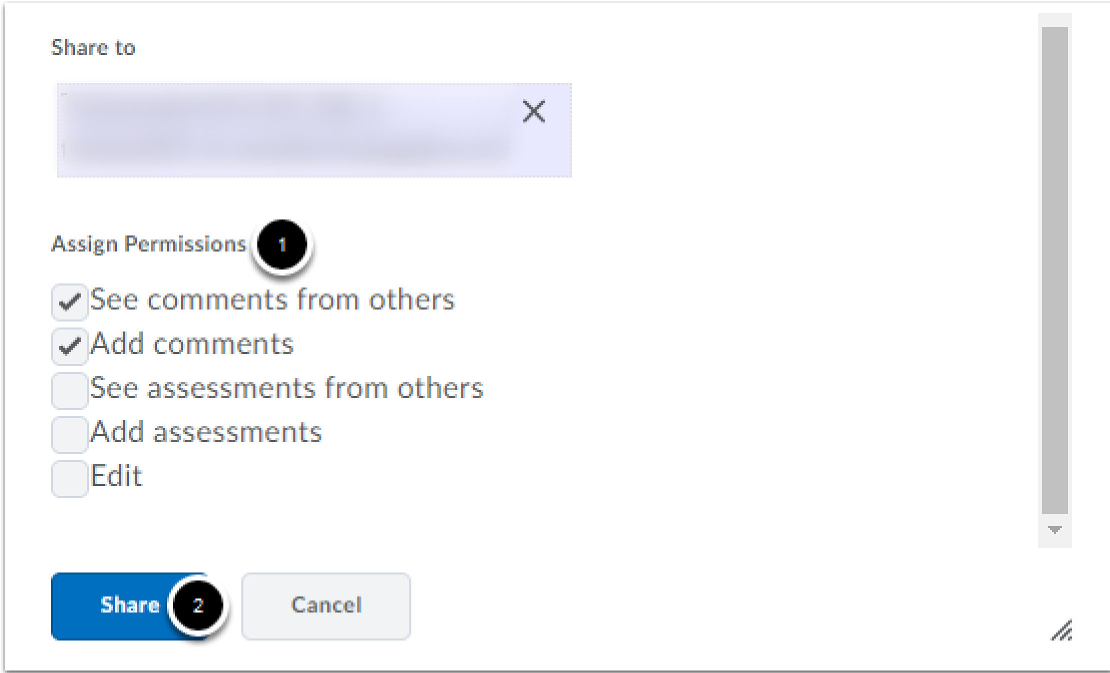


1. Click **Add Users and Groups** to add recipients.



The header **Users** can be used to search for individual recipients.
The header **Sharing Groups** can be used to search for Sharing Groups. An item can also be shared with an entire course if you make a sharing group for that course.

1. Type in the first name, last name , email address or U-/E-/S- number of the recipient.
2. Select the recipient from the list of search results.
3. Scroll down.



1. Under **Assign Permissions** you can adjust the permissions of the recipient(s).
   - Select **See comments from others** to let the recipient see comments of others who commented on the shared item.
   - Select **Add comments** to let the recipient add comments to a shared item.
   - Select **See assessments from others** to let the recipient see assessments of others who added an assessment to the shared item.
   - Select **Add assessments** to let the recipient add assessments to a shared item.
   - Select **Edit** to let the recipient edit the shared item. Be aware that the recipient does not receive a copy. If the recipient makes a change, this is also visible in the item in your ePortfolio.
2. Click **Share**.

The item is now shared with the selected recipients.

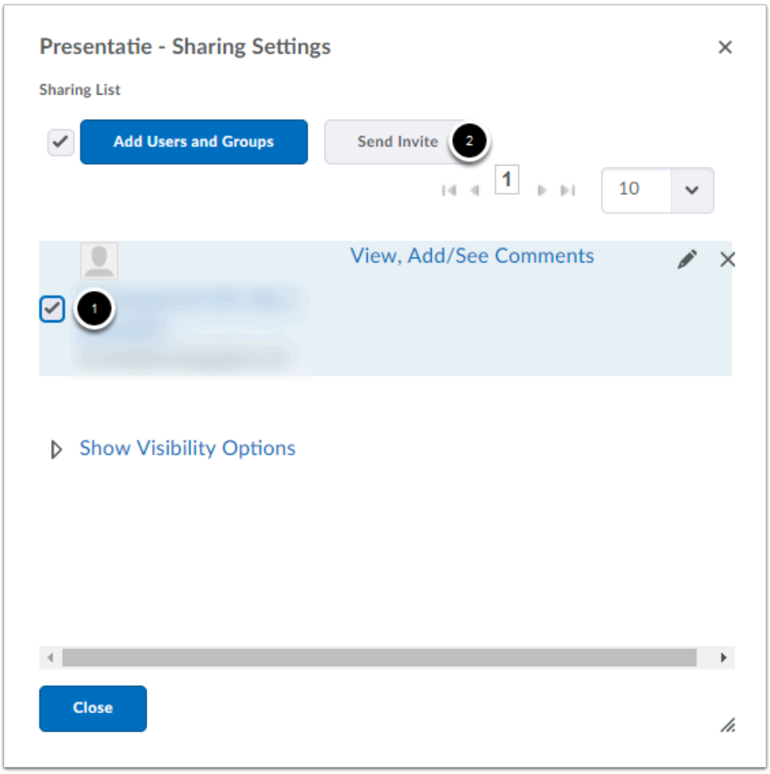
⚠ When creating a **Sharing Group** there is the option to Assign Permissions to the entire group. When sharing with a Sharing Group, you are asked to assign the permissions again. The permissions you have assigned while make the group are the leading permissions and overrule what is assigned at the moment of sharing.

The number next to the little human icon behind an item indicates the amount of recipients you have shared the item with. By clicking on the icon, you can [remove or change the permissions of recipients].

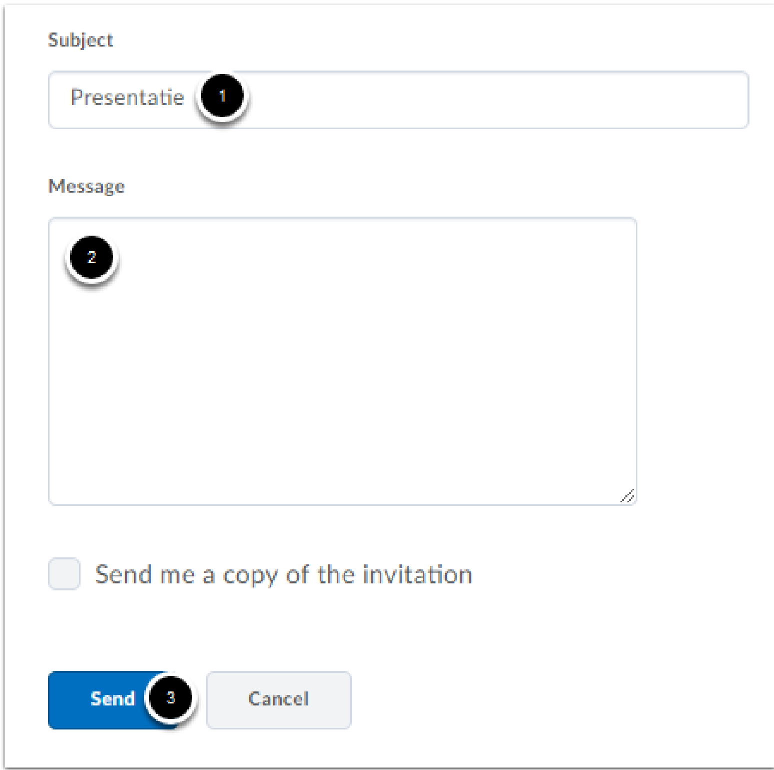
Sharing a reflection in the ePortfolio will only share the reflection and not the document it belongs to.

Sending an invite

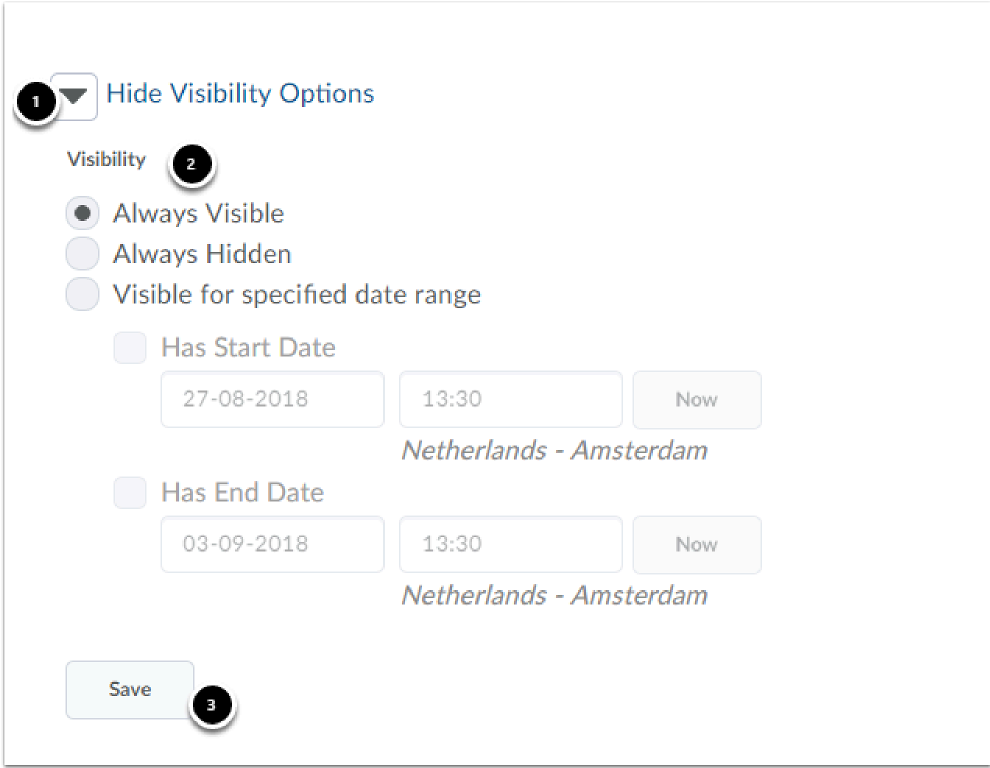
After sharing an item, you can send an invite to the recipient. The recipients gets an notification through email with a link to the shared item.



1. Select a recipient.
2. Click **Send Invite**.



1. Type in a subject.
2. Type in a message.
3. Click **Send**.



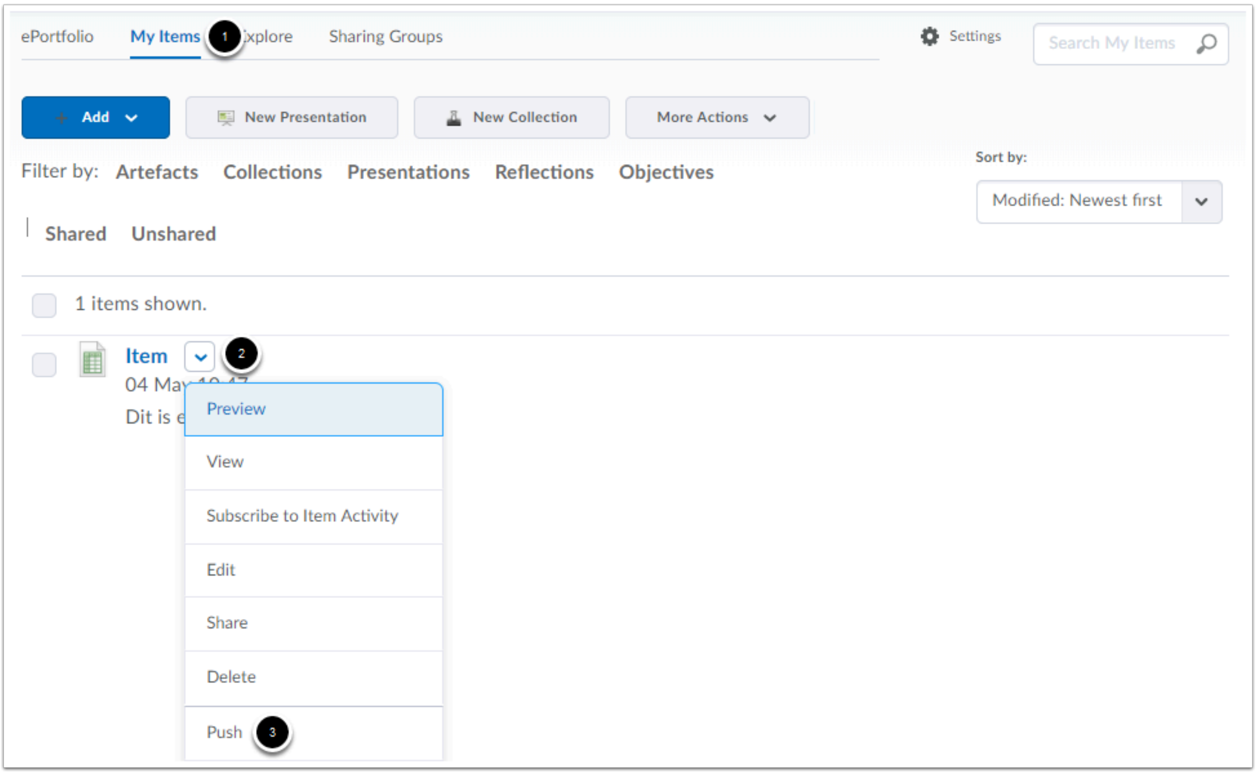
You can change the visibility of the item at all time.

1. **Hide/Show Visibility Options** hides or shows the visibility options.
2. - **Always Visible** means that the recipient can always see the item and can do what has been assigned with the permissions.
   - **Always Hidden** means that the recipient cannot see the item and cannot do what has been assigned with the permissions.
   - **Visible for specified date range** means that the recipient can see the item and can do what has been assigned with the permissions between a specified range.
3. Click **Save**.

How do I push an item from my ePortfolio?

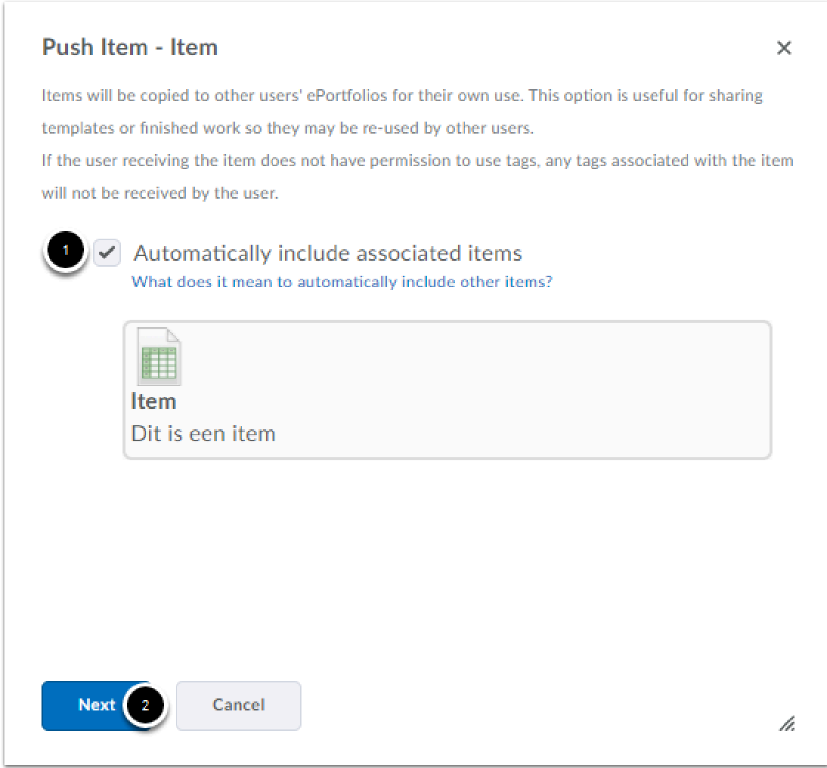
Pushing is used to send a copy of an item to a recipient. The recipient becomes the owner of the copy and can thus use and edit the item. This won't affect the item in your ePortfolio. This manual will also explain where to find your push history and how to push multiple items at once.

Do you want to share an item with an external recipient? Read this instruction.

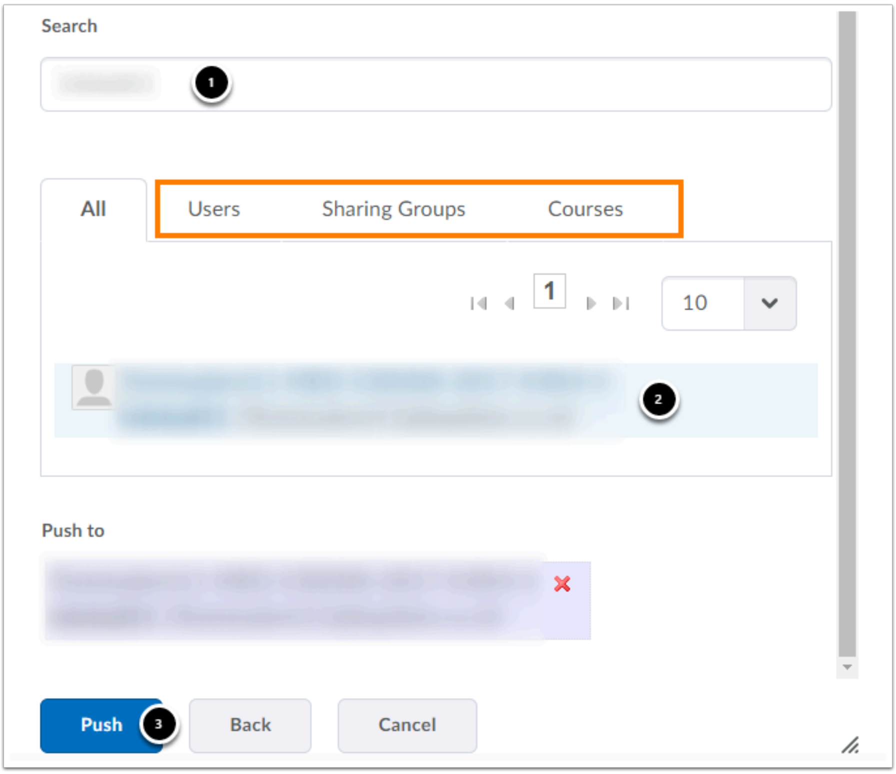


To push, you first need to have added an item to your ePortfolio.

1. Click **My Items**.
2. Click on the arrow behind the item you want to push.
3. Click on **Push.**

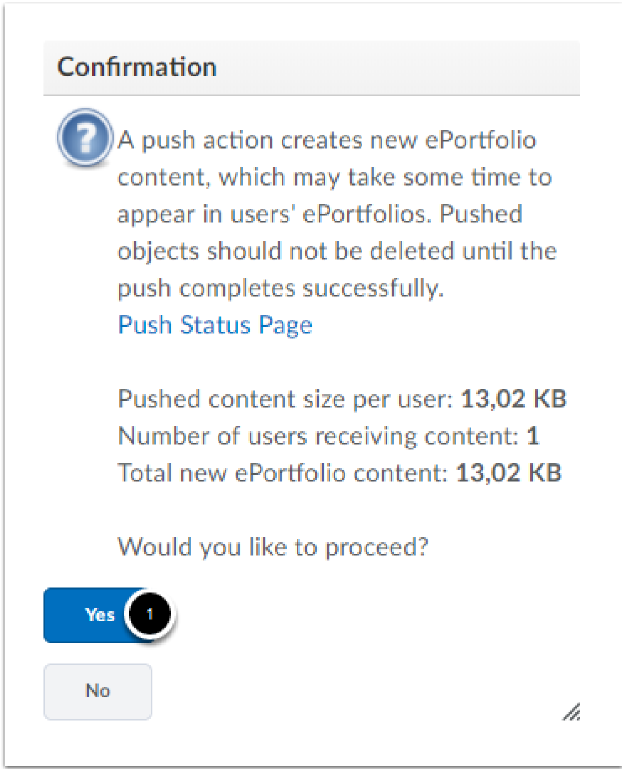


1. Select **Automatically include associated items** to also push associated items (learning objectives, etc.).
2. Click **Next**.

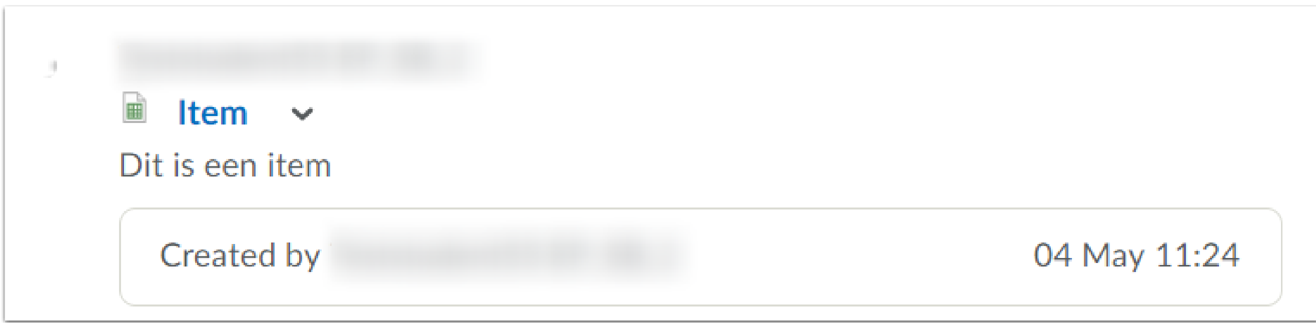


The header **Users** can be used to search for individual recipients.
The header **Sharing Groups** can be used to search for Sharing Groups.
The header **Course** can be used to search for an entire course.

1. Type in the first name, last name (without infix), email address or U-/E-/S- number of the recipient.
2. Select the recipients from the list of search results.
3. Click **Push**.



1. Click **Yes**.

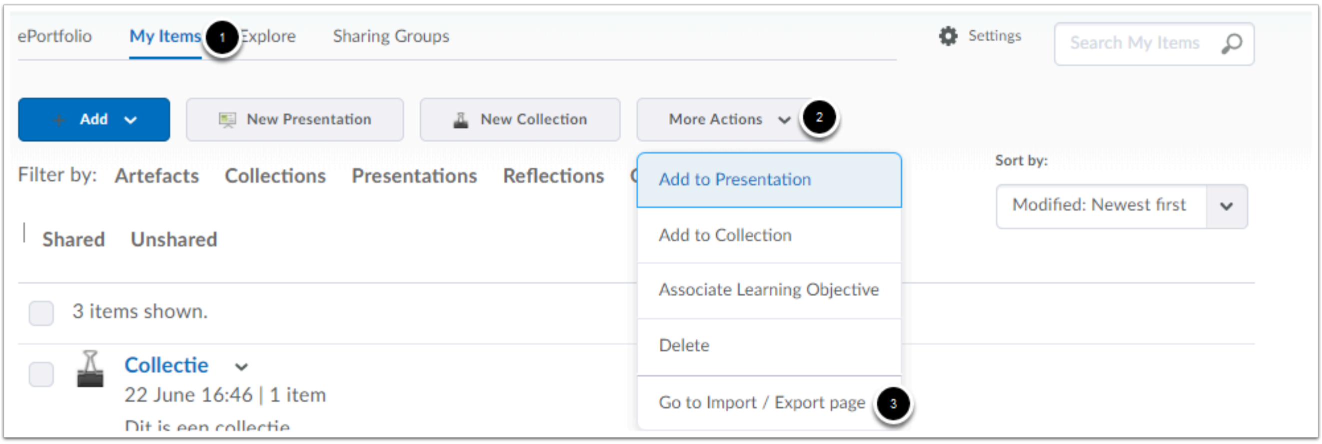


The pushed item appears in the **My Items** screen of the recipient.

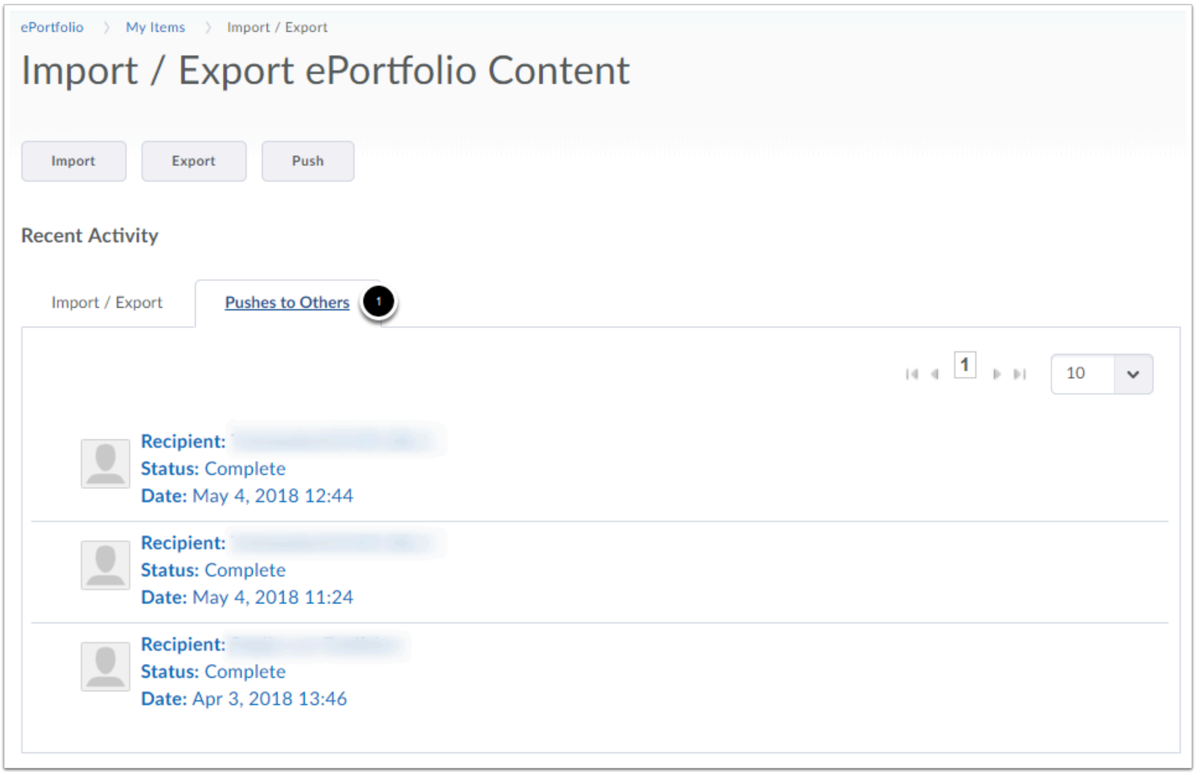
⚠ The recipient sees **Created by** followed by his own username and thus cannot see who has pushed the item.

Push history

It is possible to get an overview of all pushes you made. You only get an overview about when you pushed to whom, not which items you have pushed.



1. Click **My Items**.
2. Click **More Actions**.
3. Click **Go to Import / Export page**.

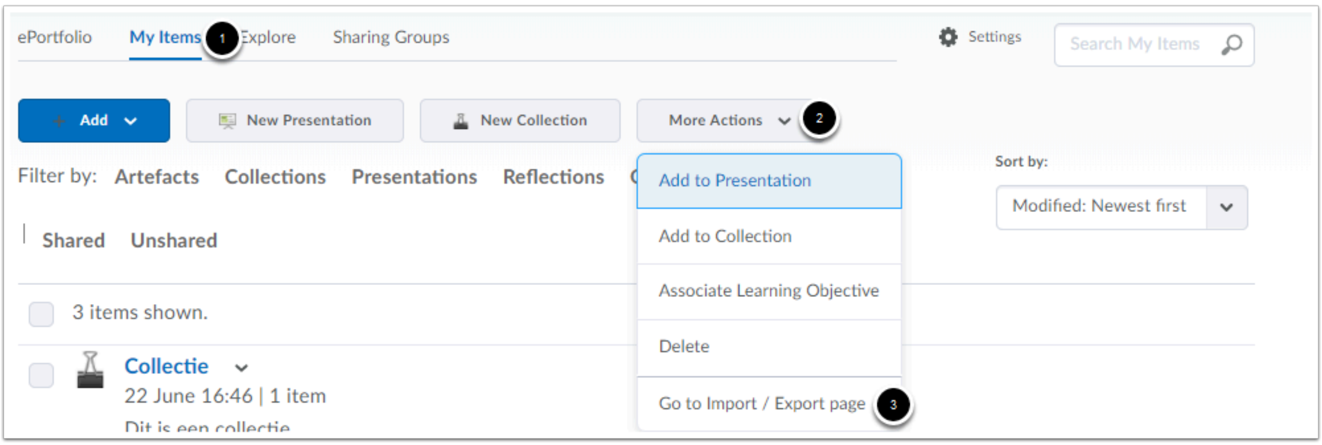


1. Click **Pushes to Others**.

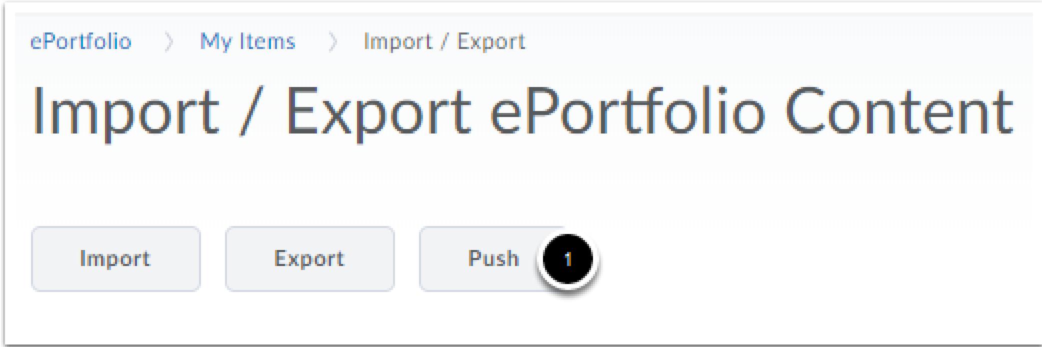
Here you find an overview of all the pushes you have done.

Pushing multiple items at once

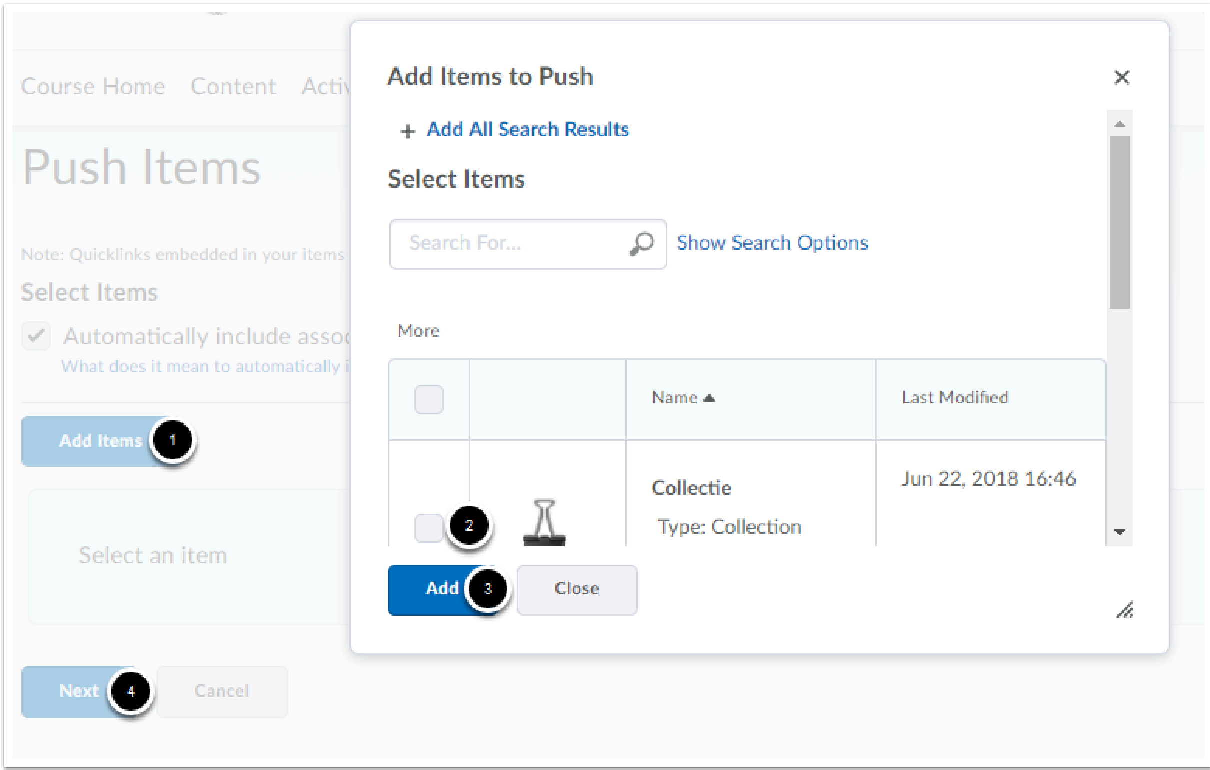
It is also possible to push multiple items to one or multiple recipients.



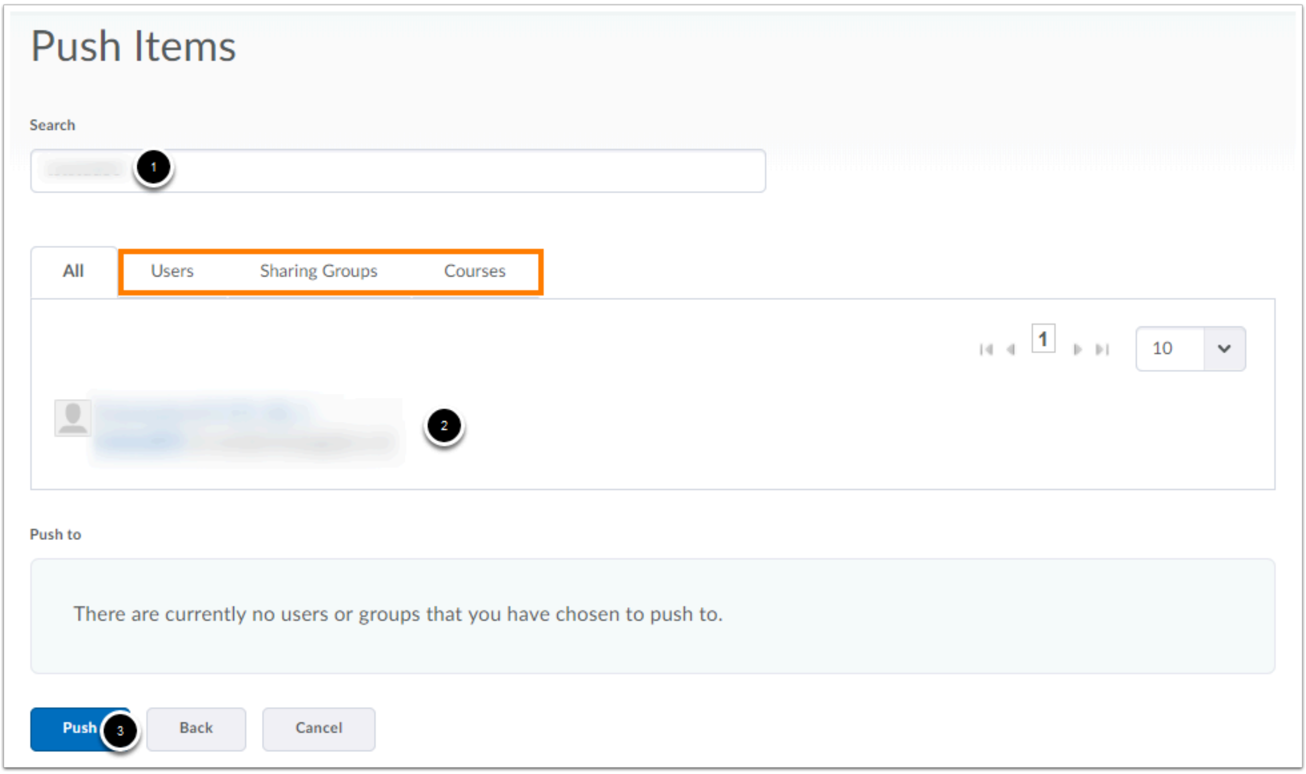
1. Click **My Items**.
2. Click **More Actions**.
3. Click **Go to Import / Export page**.



1. Click **Push**.



1. Click **Add Items**.
2. Select all items you want to push.
3. Click **Add**.
4. Click **Next**.

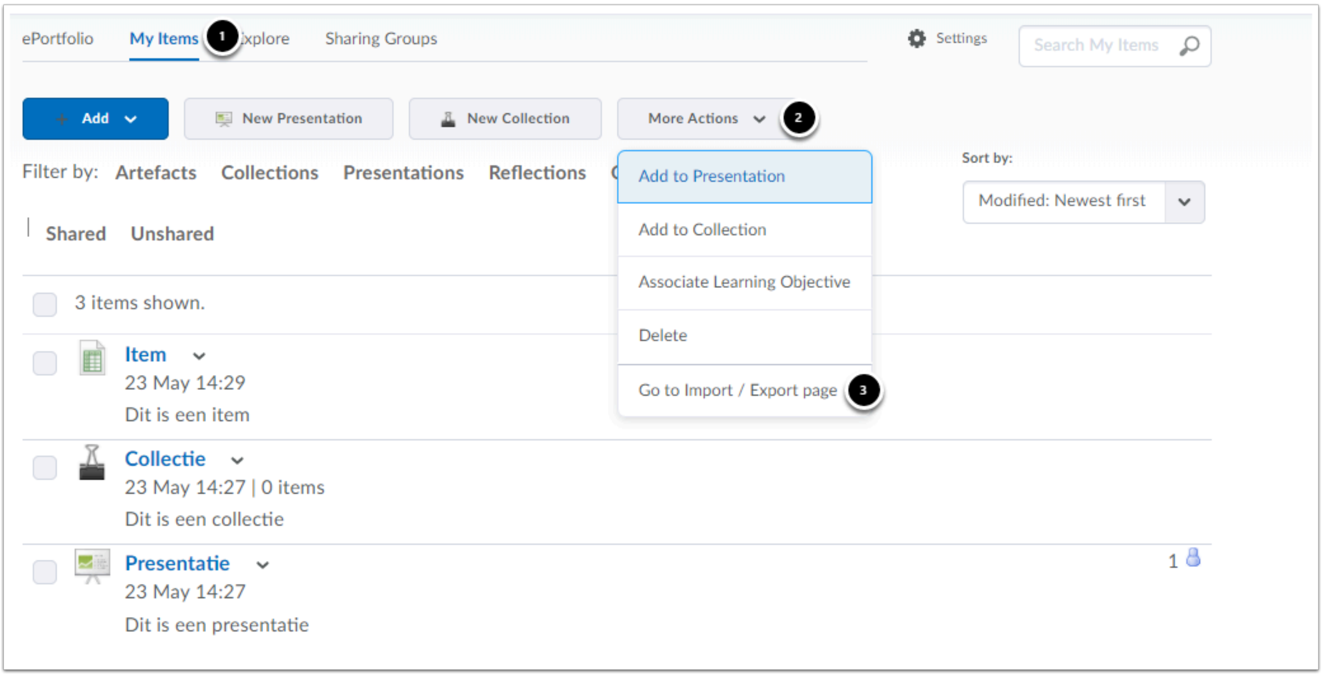


The header **Users** can be used to search for individual recipients.
The header **Sharing Groups** can be used to search for Sharing Groups.
The header **Course** can be used to search for an entire course.

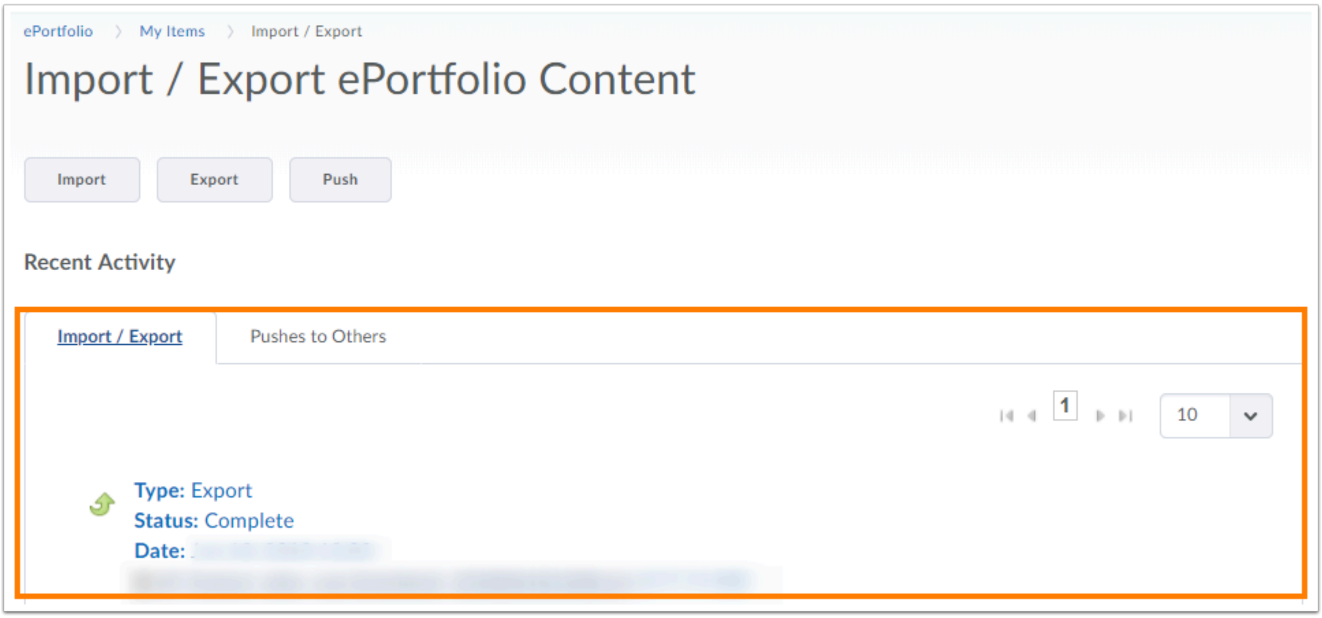
1. Type in the first name, last name (without infix), email address or U-/E-/S- number of the recipient.
2. Select the recipients from the list of search results.
3. Click **Push**.

How do I import/export one or multiple items to/from my ePortfolio?

You can use Brightspace to export items from your ePortfolio. This will result in a Brightspace .zip-file. This file can be imported in another Brightspace ePortfolio. You could use this to give students easy access to multiple items, without having to push the item; place the .zip-file in a course so students can download and import the file.

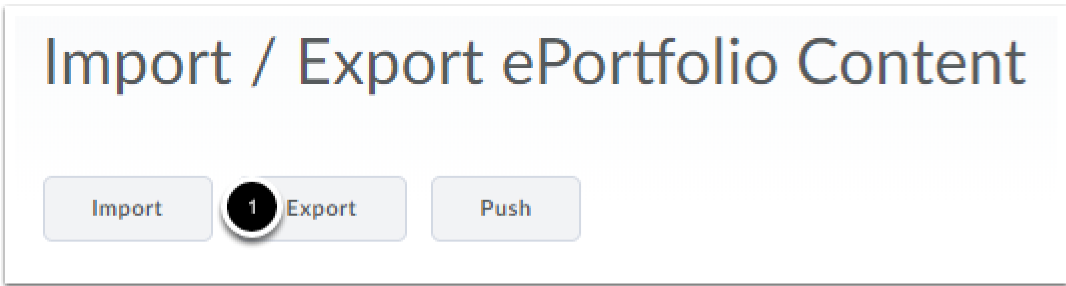


1. Click **My Items**.
2. Click **More Actions**.
3. Click **Go to Import / Export page**.

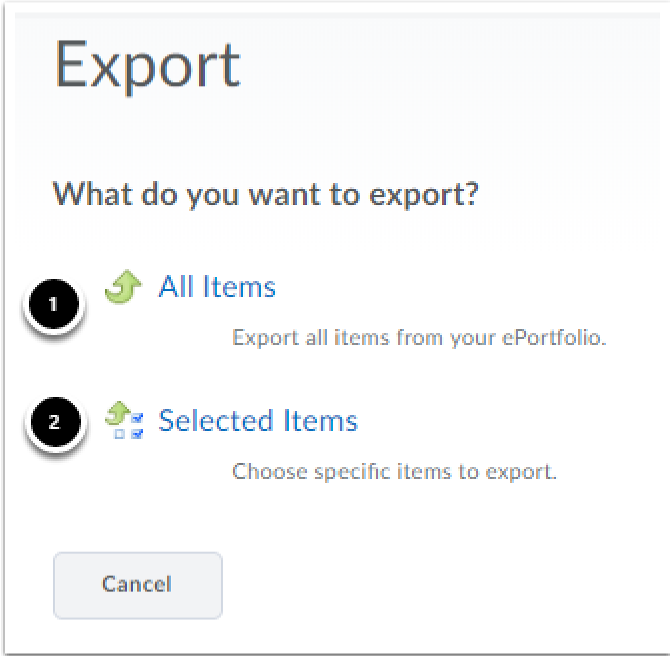


The **Import/Export ePortfolio Content** screen shows an overview of all imports, exports and pushes you did.

Exporting

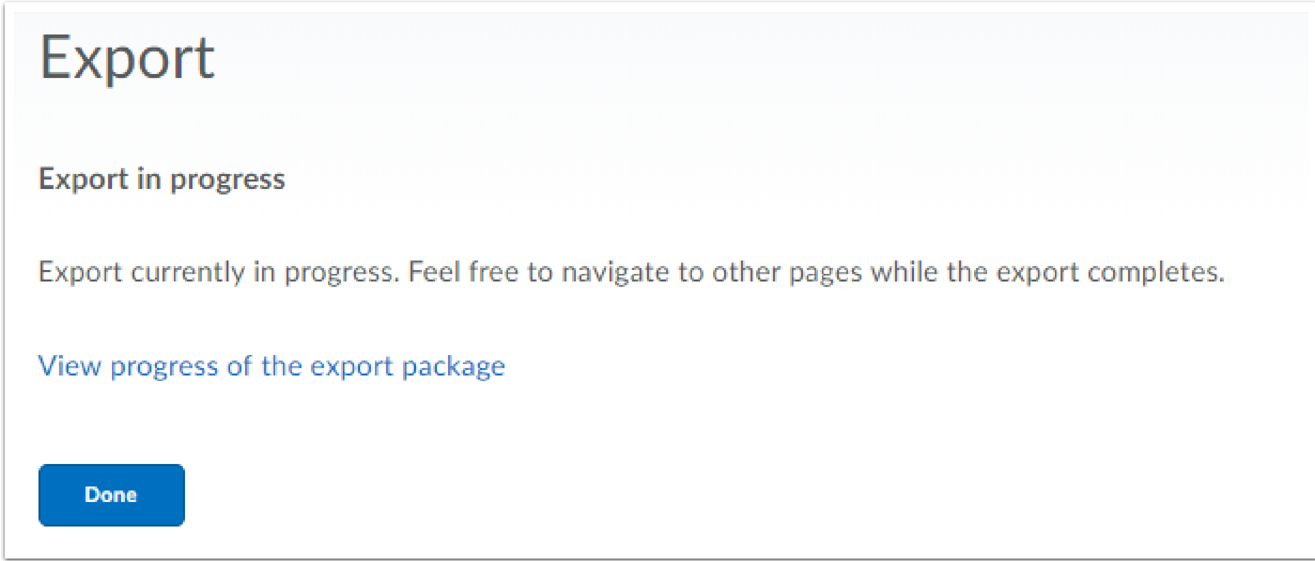


1. In the Import / Export ePortfolio Content screen, click **Export**.

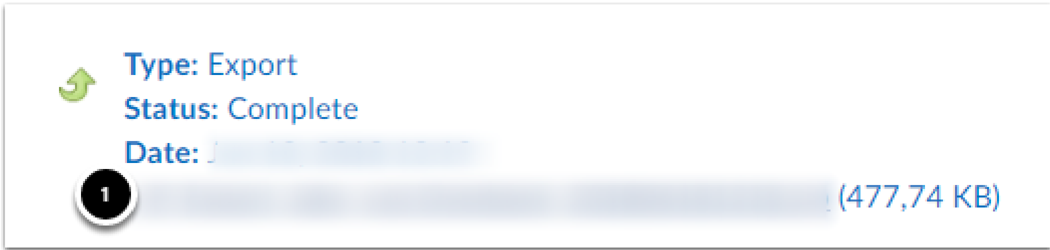


1. Click **All Items** to export all items from your ePortfolio.
2. Click **Selected Items** to only export specifically selected items from your ePortfolio.

1. Select **Automatically include associated items** to also export associated items (learning objectives, etc.).
2. Click **Add Items** to select items that need to be exported.
3. Click **Export**.

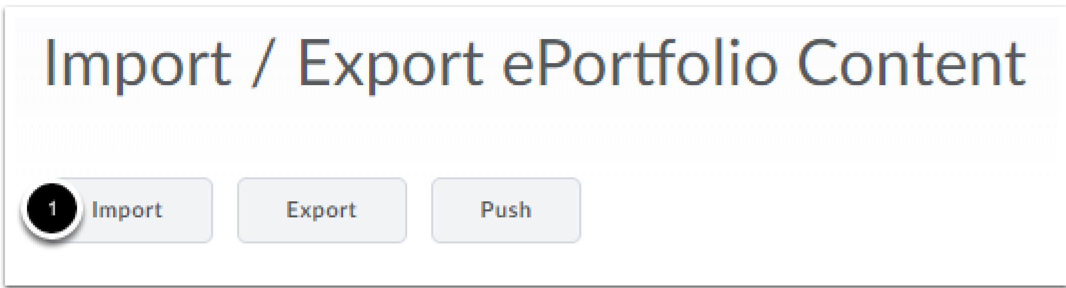


1. Click **Done**. You will be returned to the **Import/Export** screen.

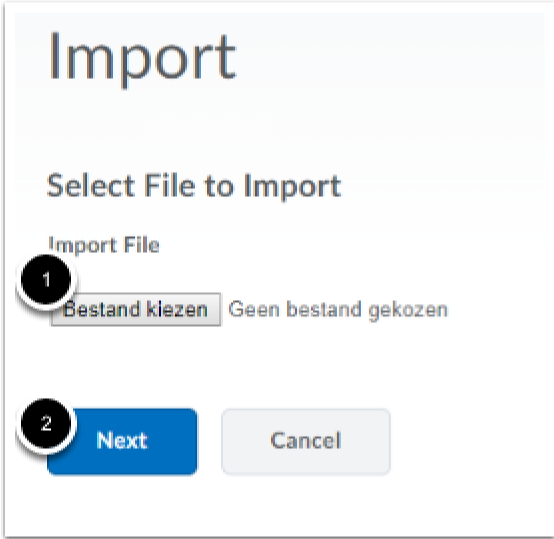


1. Click the .zip-file to download it to your computer.

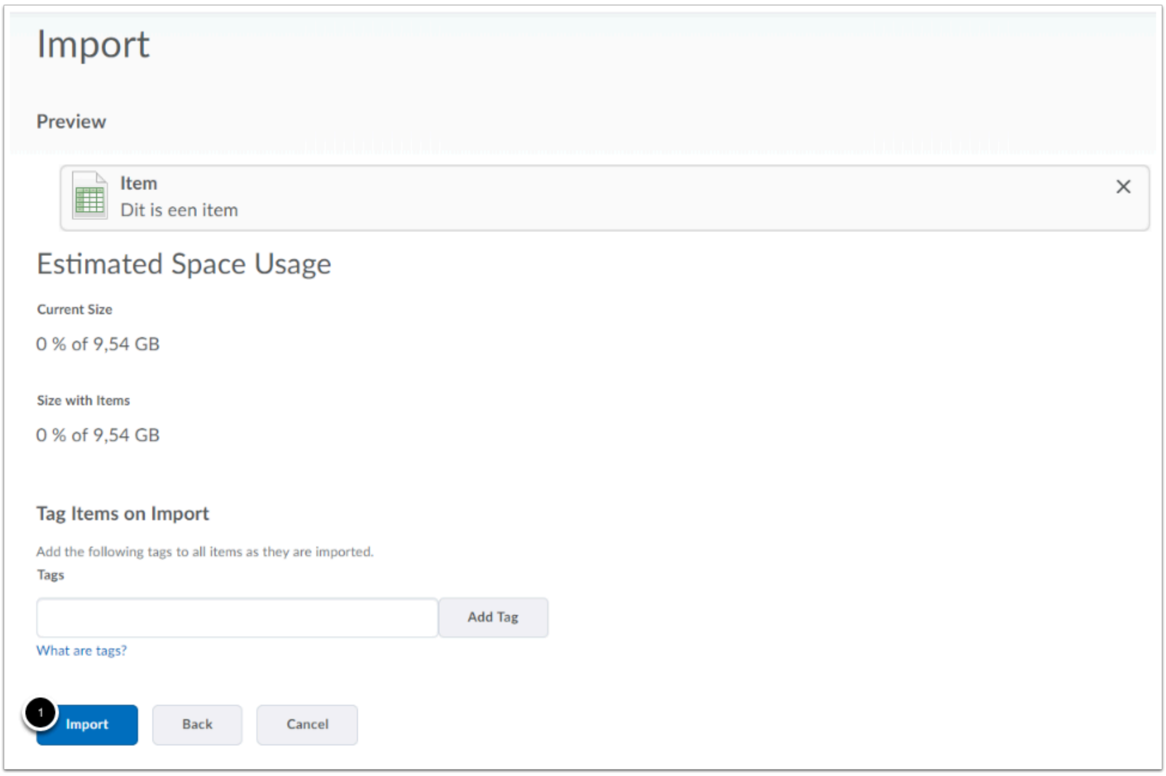
Importing



1. In the Import / Export ePortfolio content screen, click **Import**.



1. Select **Bestand Kiezen** or **Choose file**. This will open the file explorer. Select the .zip-file you want to import. If you just downloaded the file from your ePortfolio, it would be in the Downloads folder of your computer. The standard filename is *ePexport_Name_of_Person_date and code* . For example *eP_export_Pietje_Puk_270620181608.*
2. Click **Next**.



1. Click **Import**.

The items are now imported in your ePortfolio.

What is the difference between sharing, pushing and exporting/importing in my ePortfolio?

There are multiple option in the ePortfolio to share a file with a recipient. You can share or push files, but you can also import files to your ePortfolio and export files to your computer. The differences between these option is explained below.

Sharing

Sharing is used to share an item, made by you, with a recipient. A student could for example ask the recipients for feedback.

When sharing an item:

- the person who shares the item stays the owner of the item;
- the recipient can see the item in the Explore screen;
- the recipients can see who shared the item with them;
- all the assessments and comments that are added to the item are immediately visible for the person who shared it;
- all changes are immediately visible for everyone with whom the item is shared.

More information over how to share an item can be found here.

Pushing

Pushing is used to give an item to a recipient. The recipient sees the item like he made it and can change the settings and/or content freely.

Only teachers can push items, students cannot!

When pushing an item:

- the recipient becomes the owner of the item, they receive their own copy of it;
- the recipient can see the item in the My Items screen;
- the recipient can not see who pushed the item;
- the person who pushed cannot see when the recipients make a change in the item.

More information over how to push an item can be found here.

Exporting/importing

Exporting an item is used to download files from your ePortfolio to your computer. When exporting a file, you create a Brightspace .zip-file. In this file, can all the original exported items be found.

Importing an item is used to upload files from your computer to your ePortfolio.

When importing/exporting an item:

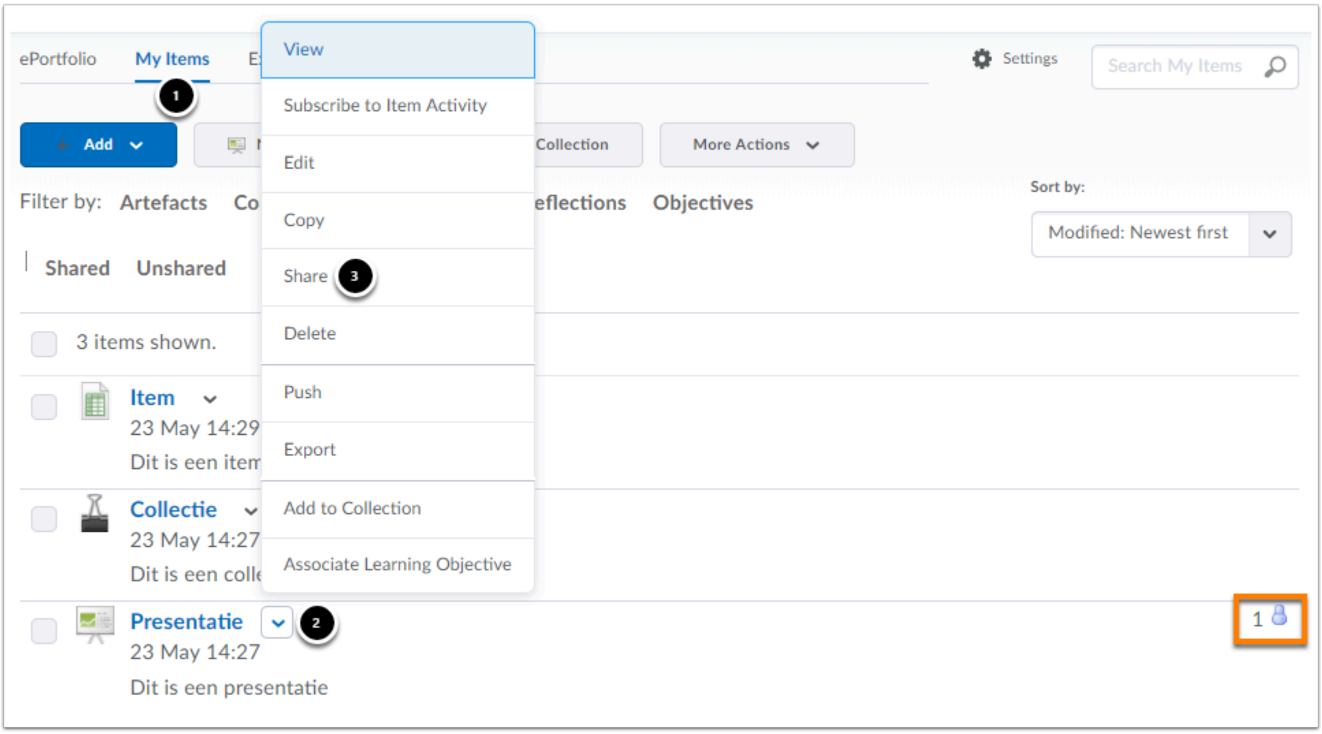
- documents can be released, without pushing, by making an export of the documents;
- the imported items are from the person who imports them;
- the imported items are visible from the My Items schreen;
- you can choose whether to make an export of just a few items or of the entire portfolio.

More information over how to push an item can be found here.

How do I share an item with an external recipient from my ePortfolio?

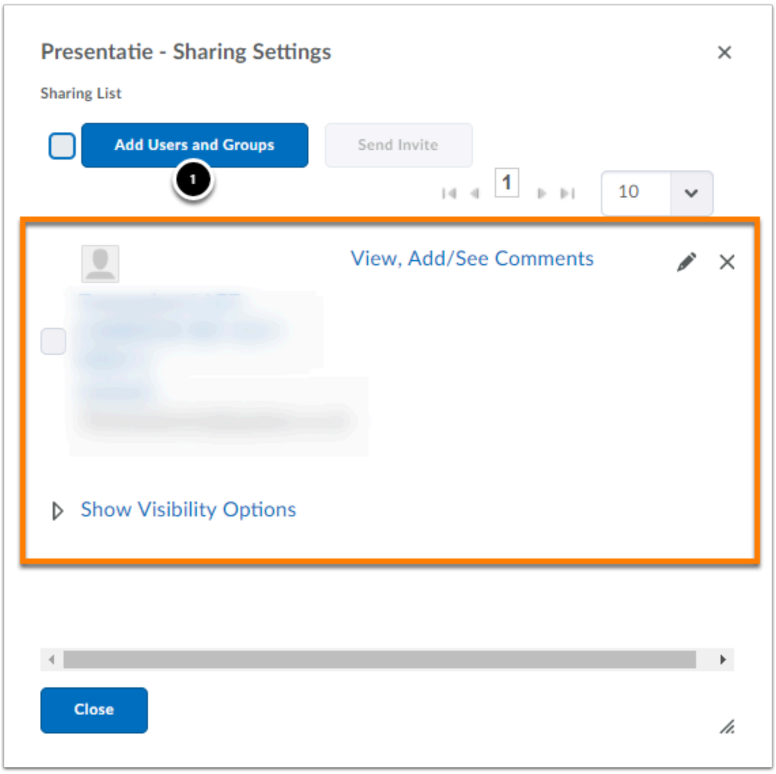
When items from the ePortfolio have to be shared with someone from outside the Radboud University, for example with an internship supervisor, this can be done using presentations. You only need the e-mail address from the external recipient.

Only a presentation can be shared with external recipients. Other items can thus only be shared by adding them to a presentation.



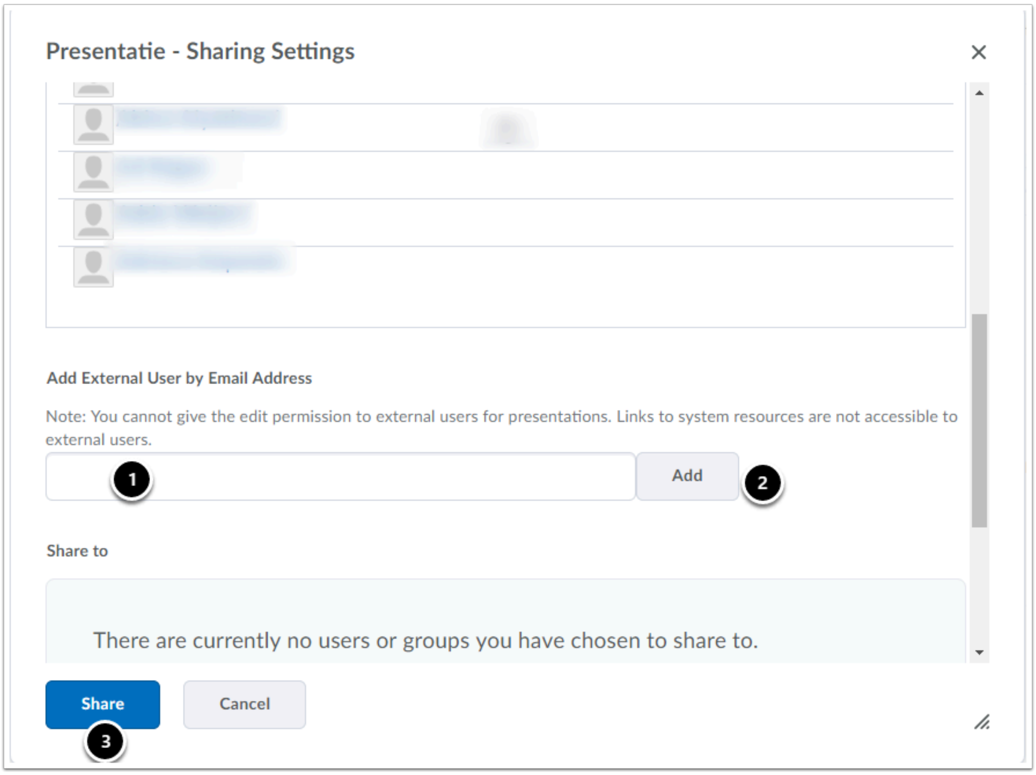
1. Click on **My Items** to go the the My Items screen.
2. Click on the arrow next to the presentation you would like to share.
3. Click on **Share**.

The icon indicates with how many recipients you have already shared the item.



1. Click on **Add Users and Groups.**

For more information about the other buttons, look at [How do I share an item from my ePortfolio?]()



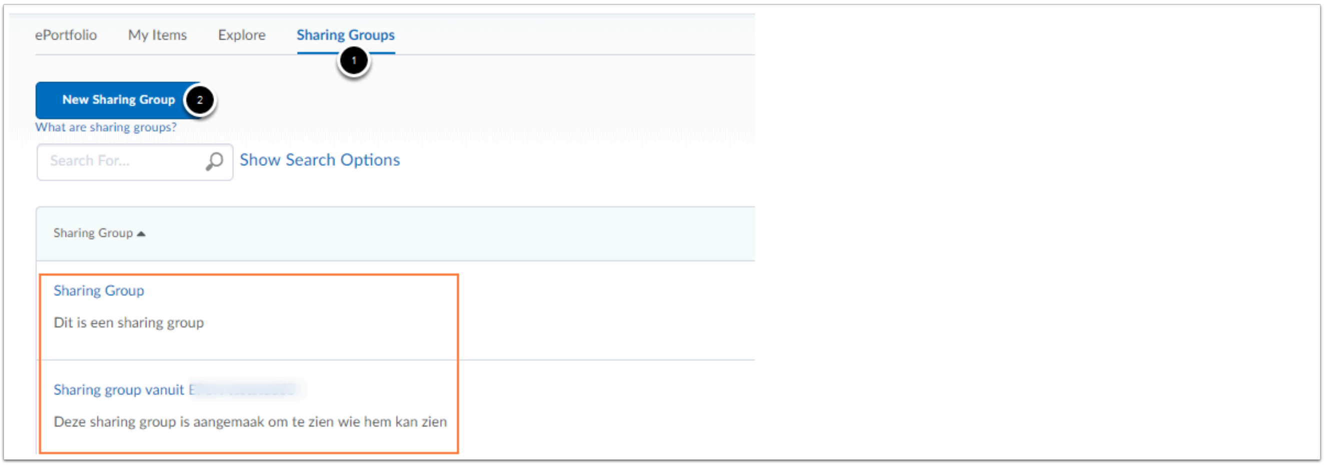
1. Under the option **Add External User by Email Address**, add the email address of the external recipient.
2. Click **Add**.
3. Click on **Share.**

For external recipients, there is no need to send an invite, they automatically get an email.

How do I make a Sharing Group in my ePortfolio?

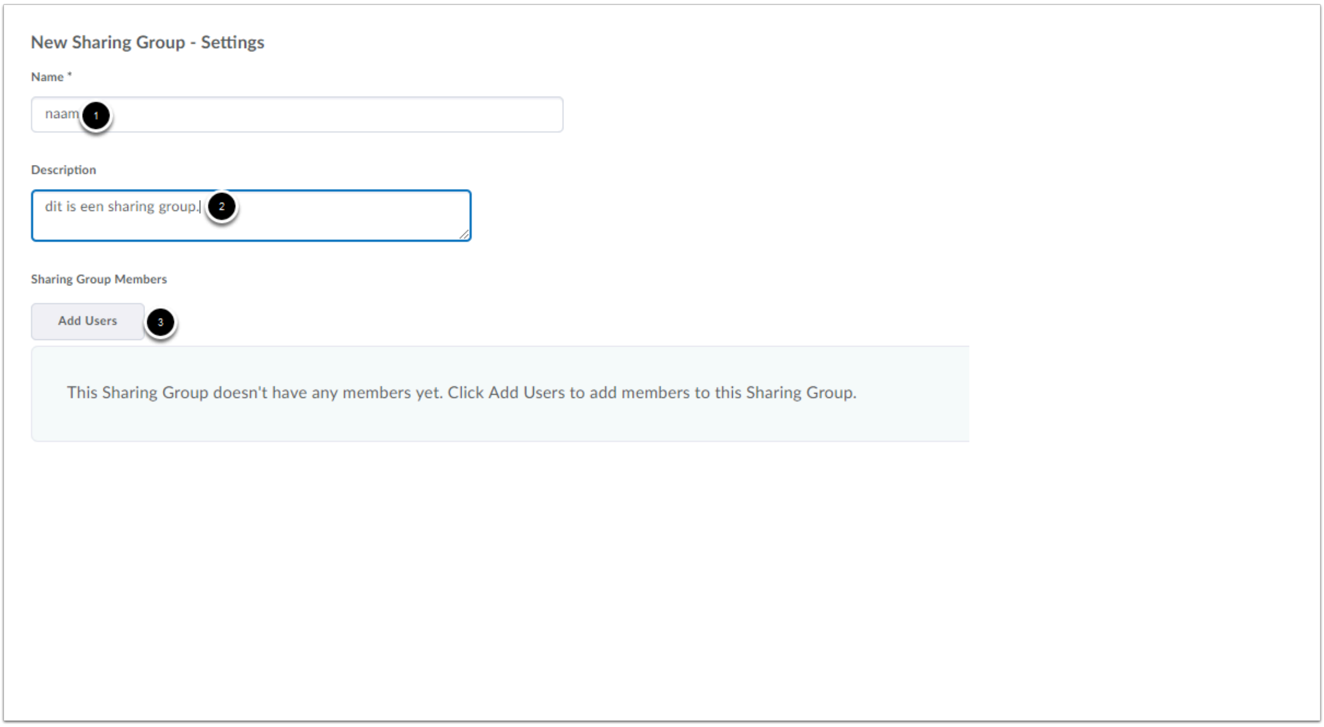
A **Sharing Group** is used if you want to share items often with the same group of recipients. A Sharing Group can be made with some selected users.

Making a Sharing Group



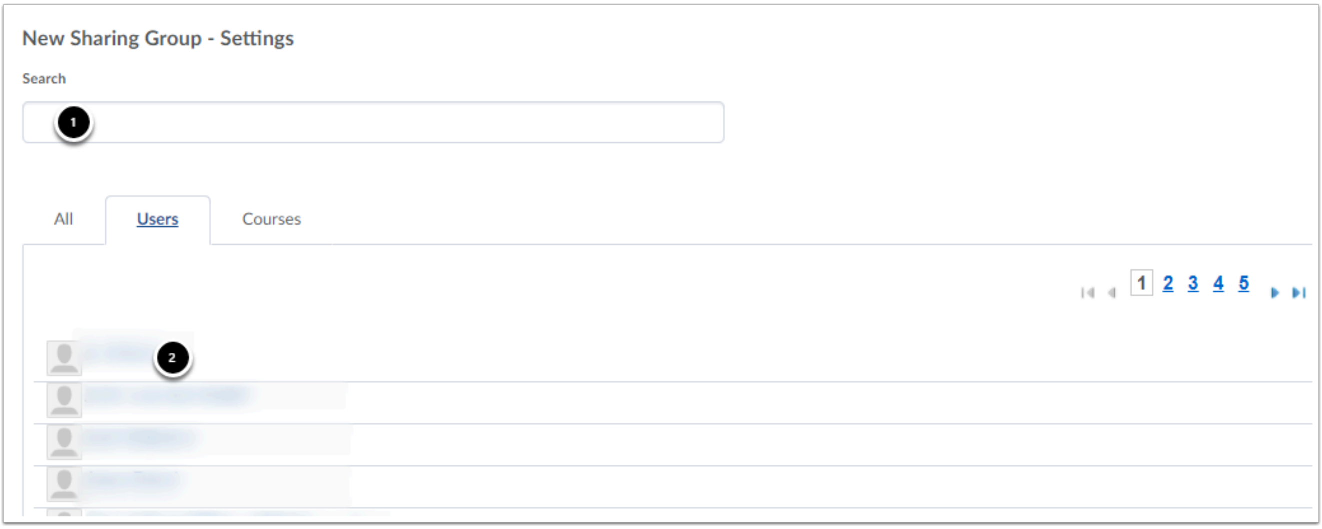
1. Click on the **Sharing Groups** screen.
2. Click on **New Sharing Group** to make a new Sharing Group.

In the orange area you can see all the Sharing Groups that you have created or where you have been added to.



1. Click the **Name** text box to give the Sharing Group a name.
2. Click on the Description text box to give the Sharing Group a description.
3. Click on **Add Users** (beneath Sharing Group members) to search for a new group member.

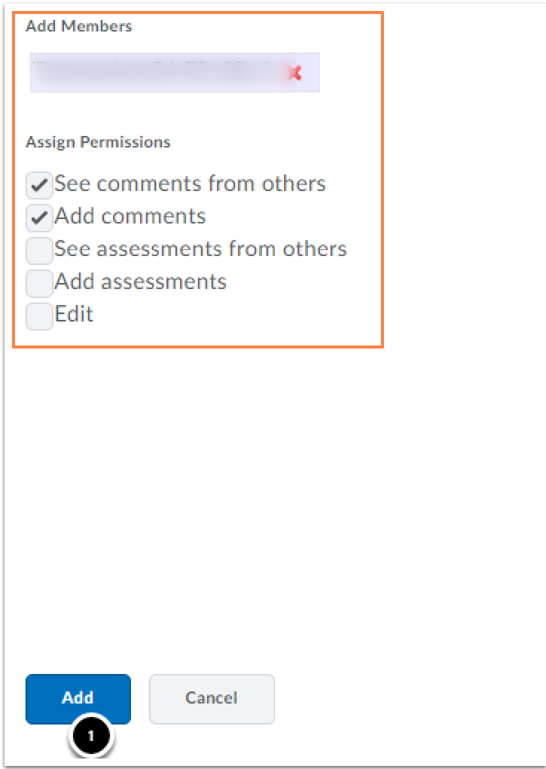
> **Sharing Group members** only appears after you give the Sharing Group a name.



1. Search for the first name, last name, email address or U-/E-/S-number of the group member that you want to add.
2. Click on the name of the group member you want to add.

Repeat the above steps until you have selected all group members.

Scroll down.



Beneath **Add Members** you can see which users you will add to the Sharing Group.

The permissions of the group members can be changed at Assign Permissions.

- Select the **See comments from others** check box to show the recipient comments from others on the shared items.
- Select the **Add comments** check box to allow the recipient to post comments on the shared items.
- Select the **See assessments from others** check box to show the recipient assessments of others on the shared items.
- Select the **Add assessments** check box to allow the recipient to give assessments on shared items.
- Select the **Edit** check box to allow the recipient to edit the layout of shared items.

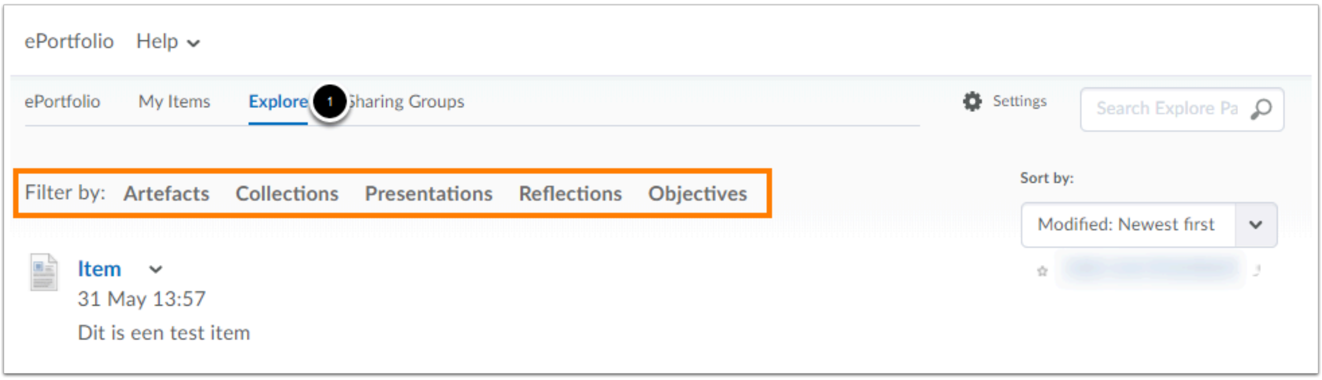
1. Click on **Add**.

When sharing an item, the option is again given to set permissions. However, the rights that are set when creating the Sharing Group itself are dominant, and the permissions set during Sharing do not override the permissions set here.

Click **Save and Close** to make the Sharing Group.

Where do I receive shared items in my ePortfolio?

Everyone with an ePortfolio can share items. A recipient can leave feedback, comments or assessments.

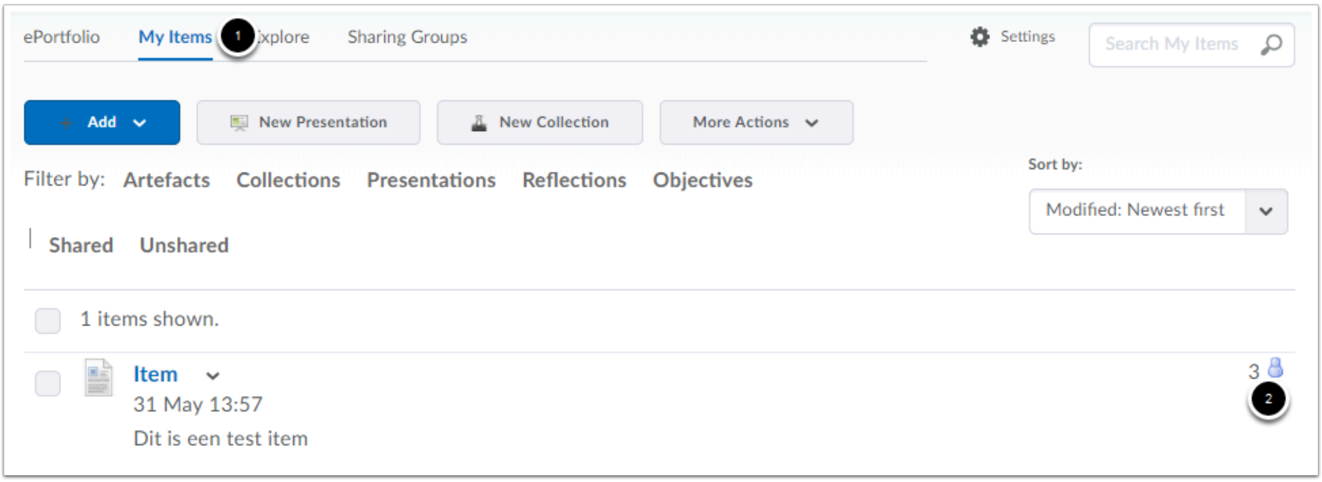


1. Click on the **Explore** screen.

Here you will find all items that have been shared with you. Behind the shared document is the name of the person who shared the document. With filters (see orange frame) you can select what kind of items you want to see.

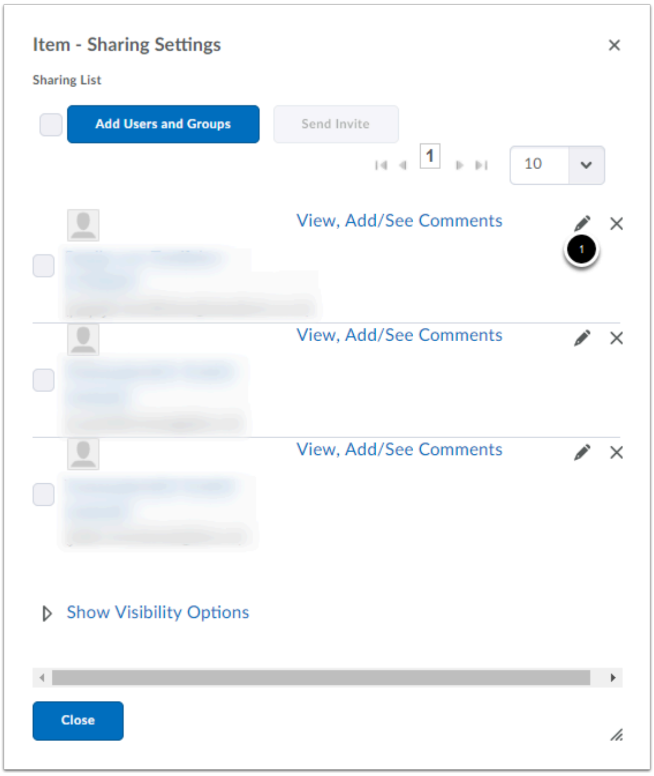
How do I manage the recipients of an item in my ePortfolio?

Items that you share with a recipient might not have to be share forever. It is possible to unshare an item. You can also change the permissions of a recipient and send an invite (again).

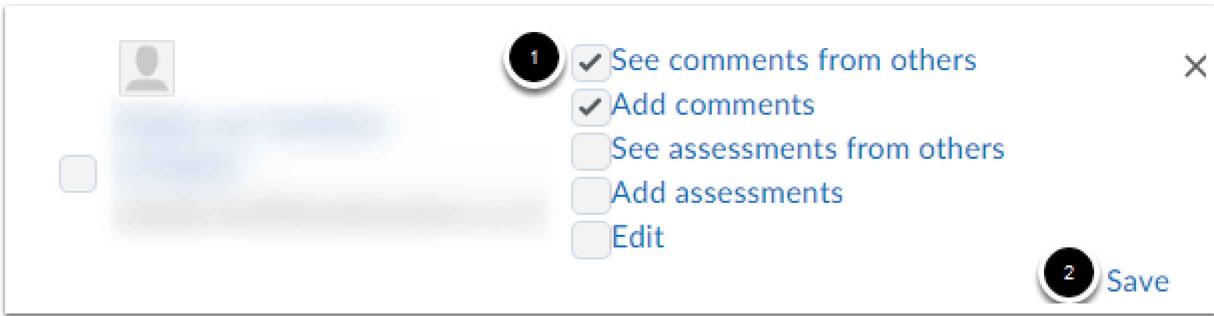


1. Click **My Items** to go to the My Items tab.
2. Click on the little human icon for the item which settings you want to change. The Sharing Settings screen opens.

Change permissions



1. Click on the pencil to adjust the permissions of that recipient.



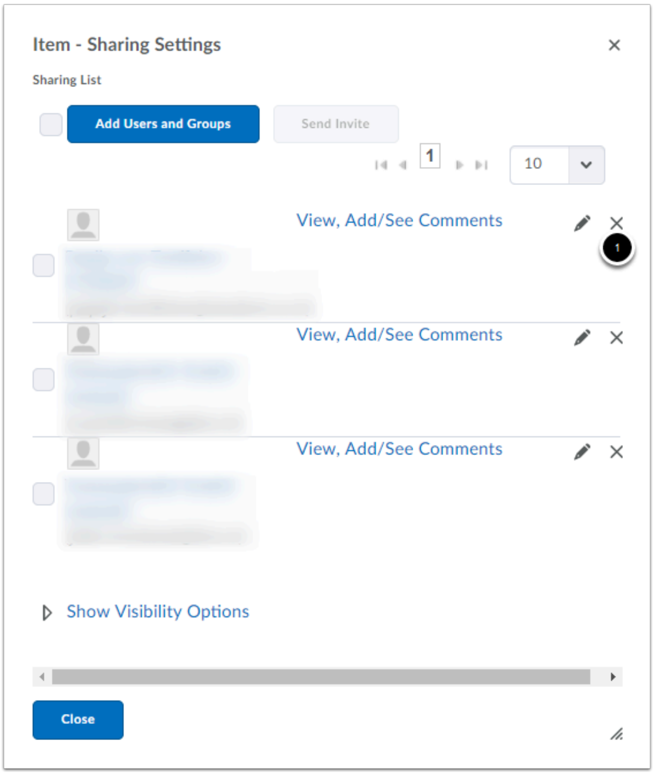
1. The permissions of the group members can be changed at Assign Permissions.

   - Select the **See comments from others** check box to show the recipient comments from others on the shared items.
   - Select the **Add comments** check box to allow the recipient to post comments on the shared items.
   - Select the **See assessments from others** check box to show the recipient assessments of others on the shared items.
   - Select the **Add assessments** check box to allow the recipient to give assessments

on shared items.
- Select the **Edit** check box to allow the recipient to edit the layout of shared items.

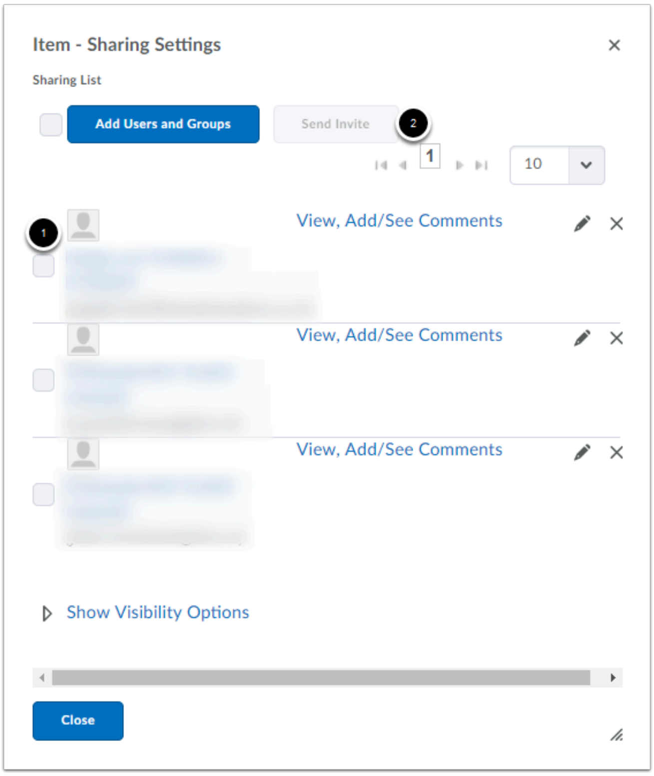
2. Click on **Save** to save the newly assigned permissions.

Undo sharing



1. Click on the cross behind the name of a recipient / Sharing Group to stop sharing.

Send an invite

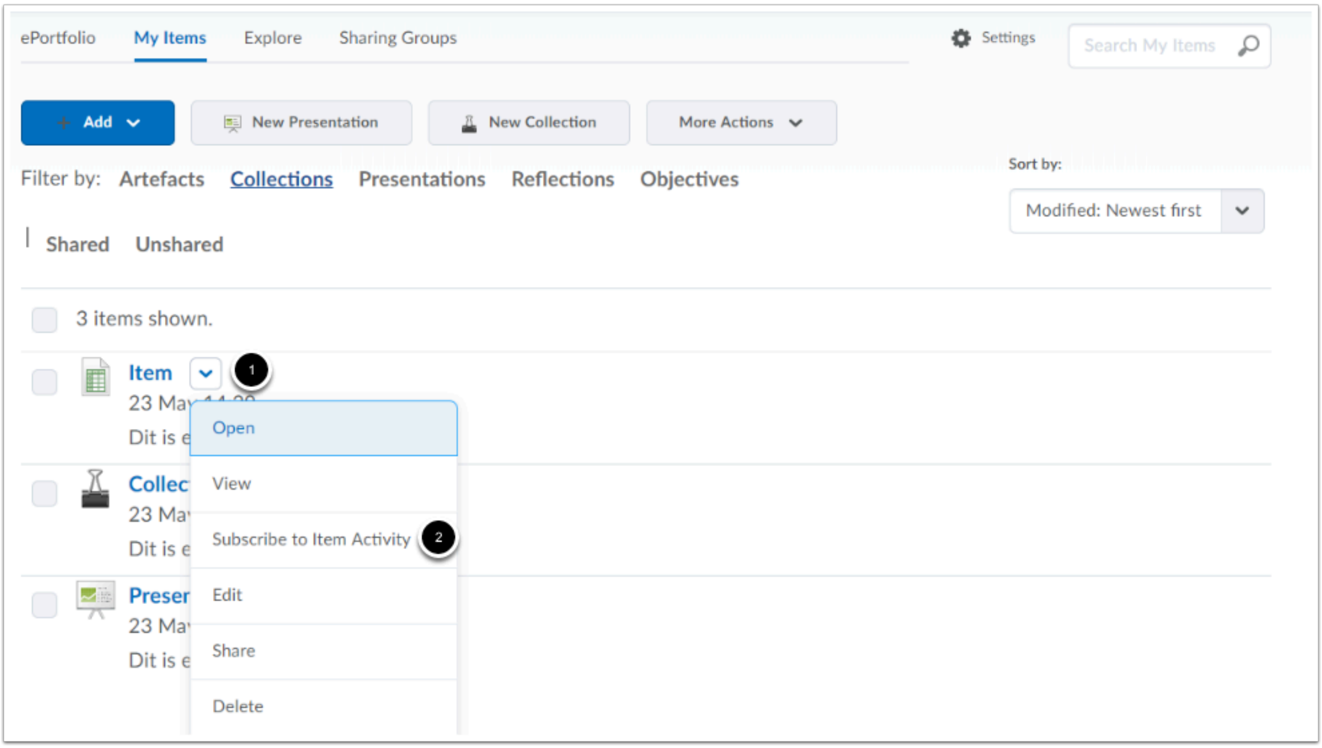


1. Select the check box to select a recipient.
2. Click **Send invite**.

How do I subscribe to an item in the ePortfolio?

Subscribing to an item is useful to quickly and easily track important items of yourself and items that others have shared with you. You can also subscribe to a person.

Subscribe to an item

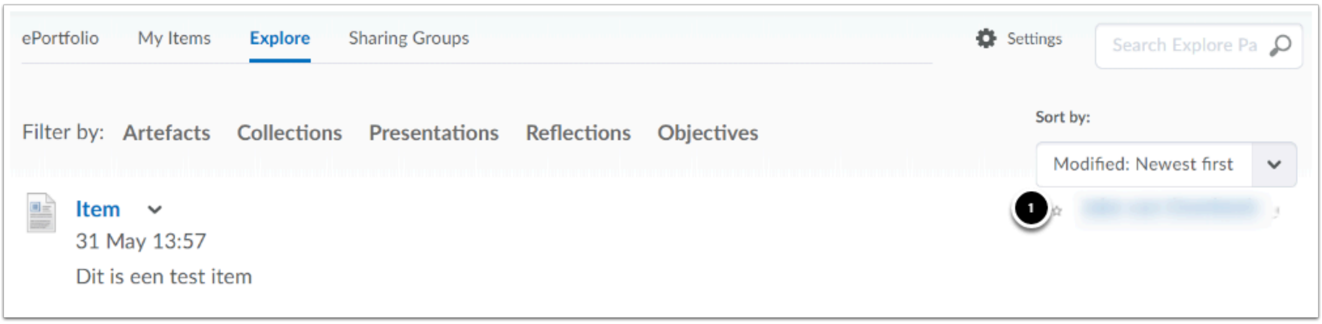


You can subscribe both in the **My Items** tab and the **Explore** tab. You can subscribe to your own items, but also to those of others.

1. Click on the arrow next to the item.
2. Click **Subscribe to Item Activity**.

Where you can find the items on which you are subscribed, is explained below.

Subscribe to a person

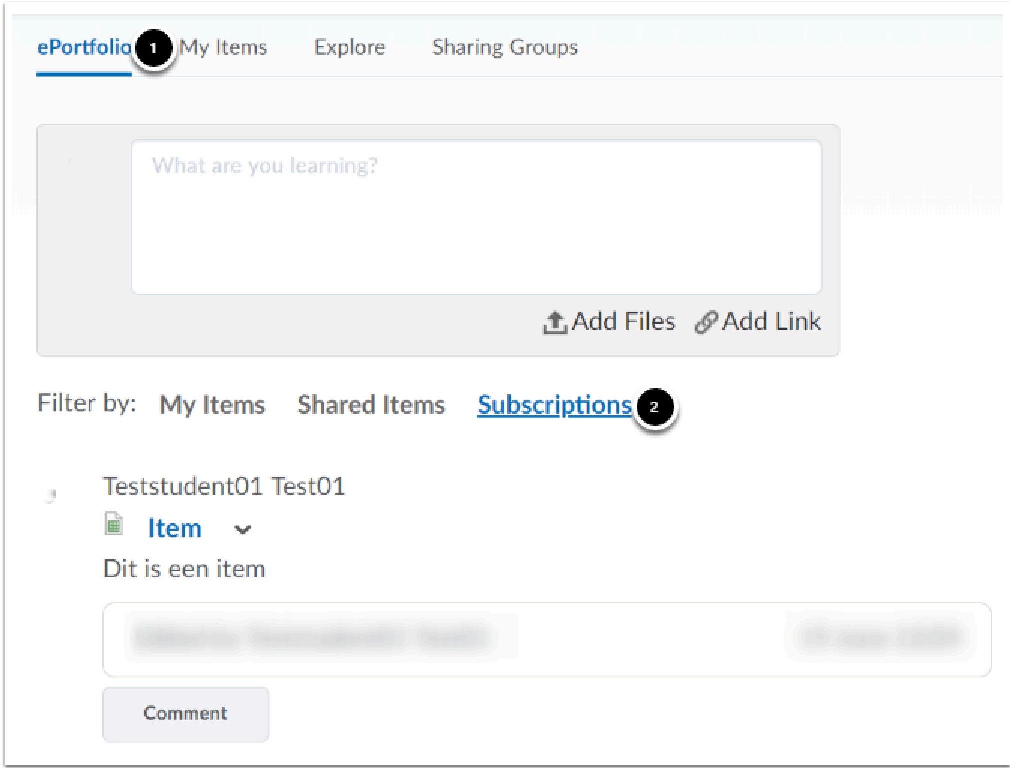


1. In the Explore tab, click the star before the name of the person who shared an item with you. You are now subscribed to all items that this person has shared with you.

Where you can find the items on which you are subscribed, is explained below.

> ⚠ Note: clicking on the star is not always easy. This is a known problem, but the functionality does work.

Finding items that you are subscribed to



1. Click on the **ePortfolio** tab.
2. Click on **Subscriptions** under **Filter by**.

Here you will find an overview of all the items you are subscribed to.

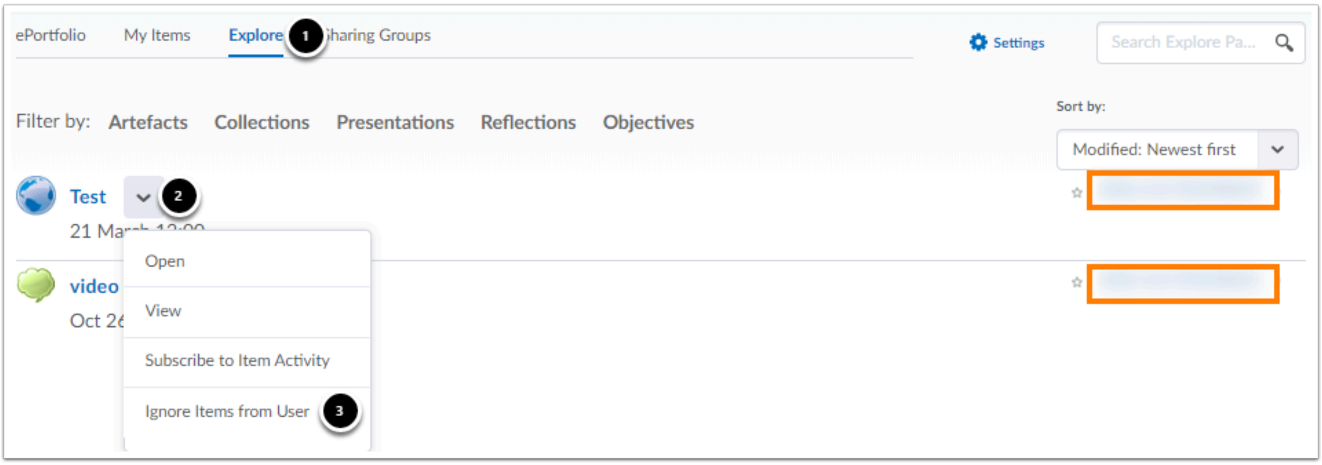
You can also set up that you receive notifications when a change is made to one of the items on which you have been subscribed.

How can I delete or hide shared items?

When multiple students share items with you, it can quickly become unorganized in the Explore tab of your ePortfolio. It is not possible to delete items that have been shared with you.

Therefore, after giving feedback, ask if the student wants to stop sharing the item. If the student does not do this, you can choose to ignore the student in your ePortfolio. You will then no longer see any shared items from this student. You can also reverse this setting.

Ignore items from user



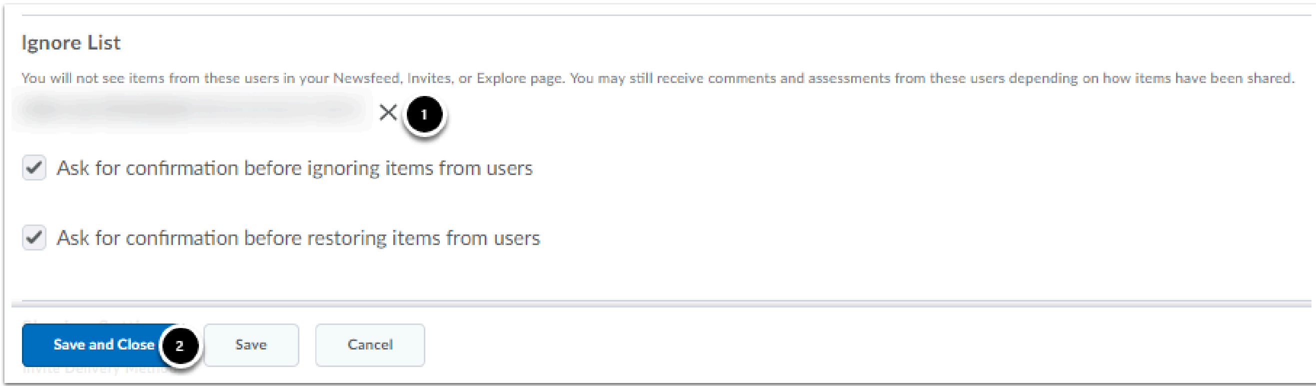
1. Click on the **Explore** tab.
2. Click on the arrow behind an item of the sharing student.
3. Click **Ignore Items from User**.

You no longer see any documents from this student.

> It is not possible to ignore individual items from a student.

Restore Ignore items from User

1. Click on the **Explore** tab.
2. Click on **Settings**.



Scroll down to the heading **Ignore List**.

1. Click on the X behind the names of the students you no longer want to ignore.
2. Click **Save and Close**.

You will now see items from this student again.

How do I share a video in my ePortfolio?

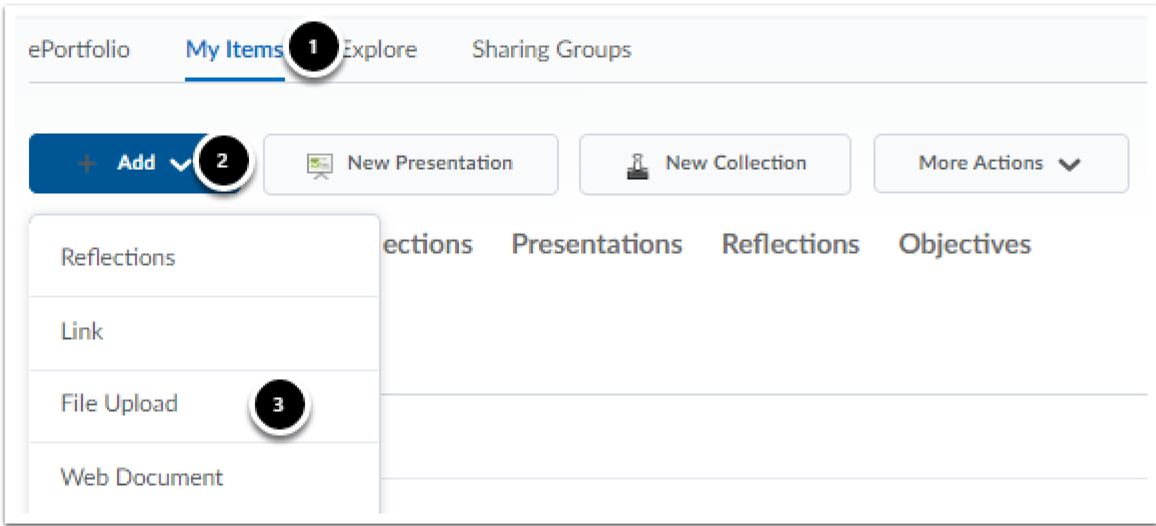
You may want to add a video to a presentation in your ePortfolio. There are two methods for this:

1. Adding a MP4 file.
When someone wants to view or review the video, he clicks on the link and downloads the document to the computer. The video can then be viewed on the computer. This method has two disadvantages:

- Many (possibly large) files are downloaded to the computer.
- Files are always downloaded to an external device. The person who has shared the file no longer has control over its distribution.

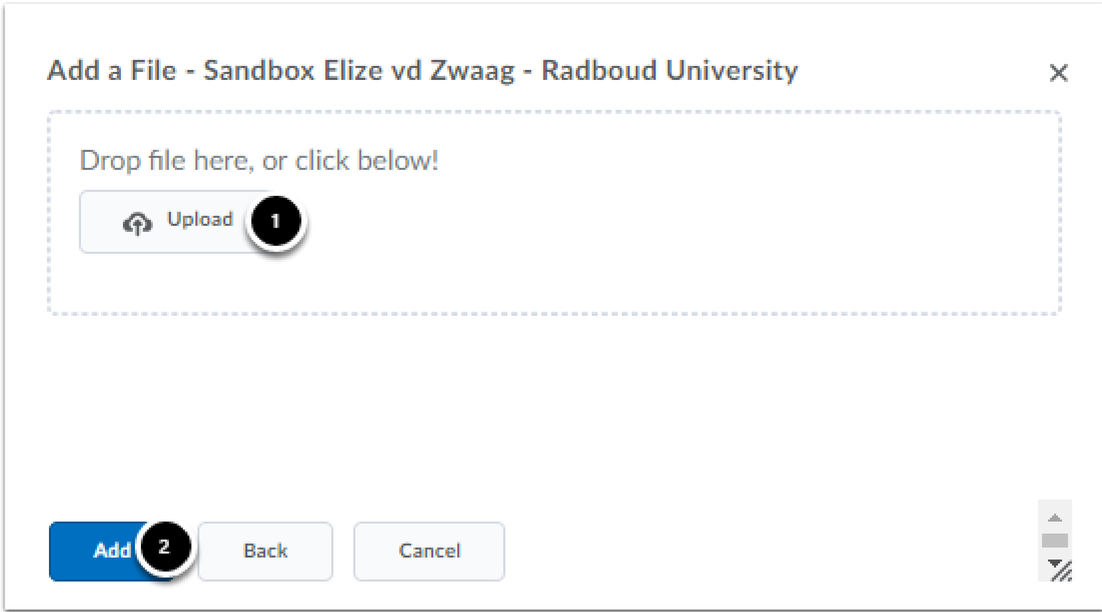
2. Uploading a video to YouTube as unlisted.
Then the video can only be viewed by someone with the right link. This link can then be added to a presentation.

Adding a MP4 file

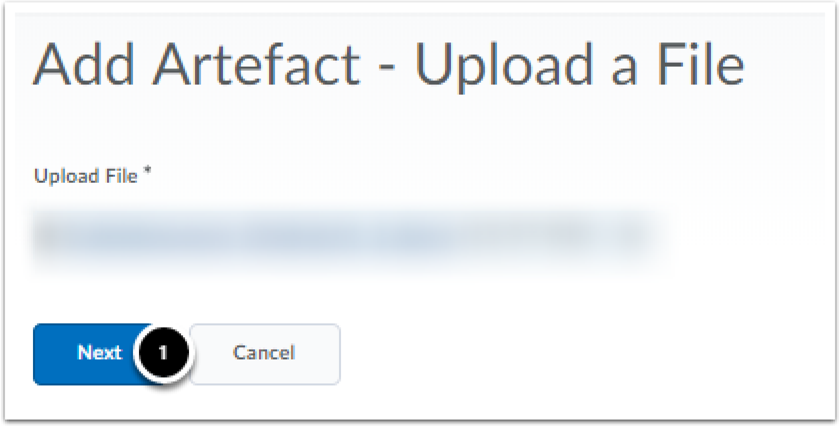


1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **File Upload**.

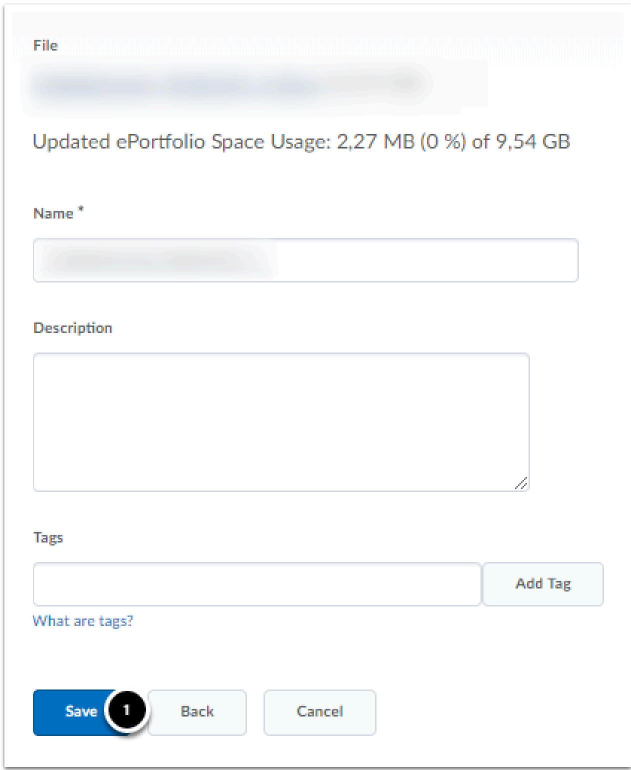
1. Click on **My Computer**.



1. Click on **Upload** and look for the file in your explorer.
2. Click on **Add.**



1. Click on **Next**.

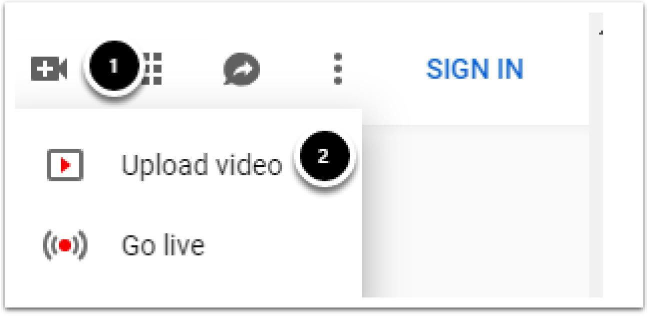


1. Click on **Save**.

Click on **Save and Close**.
The video can now be found under the **My Items** tab. The document can now be added as an artifact to a presentation.

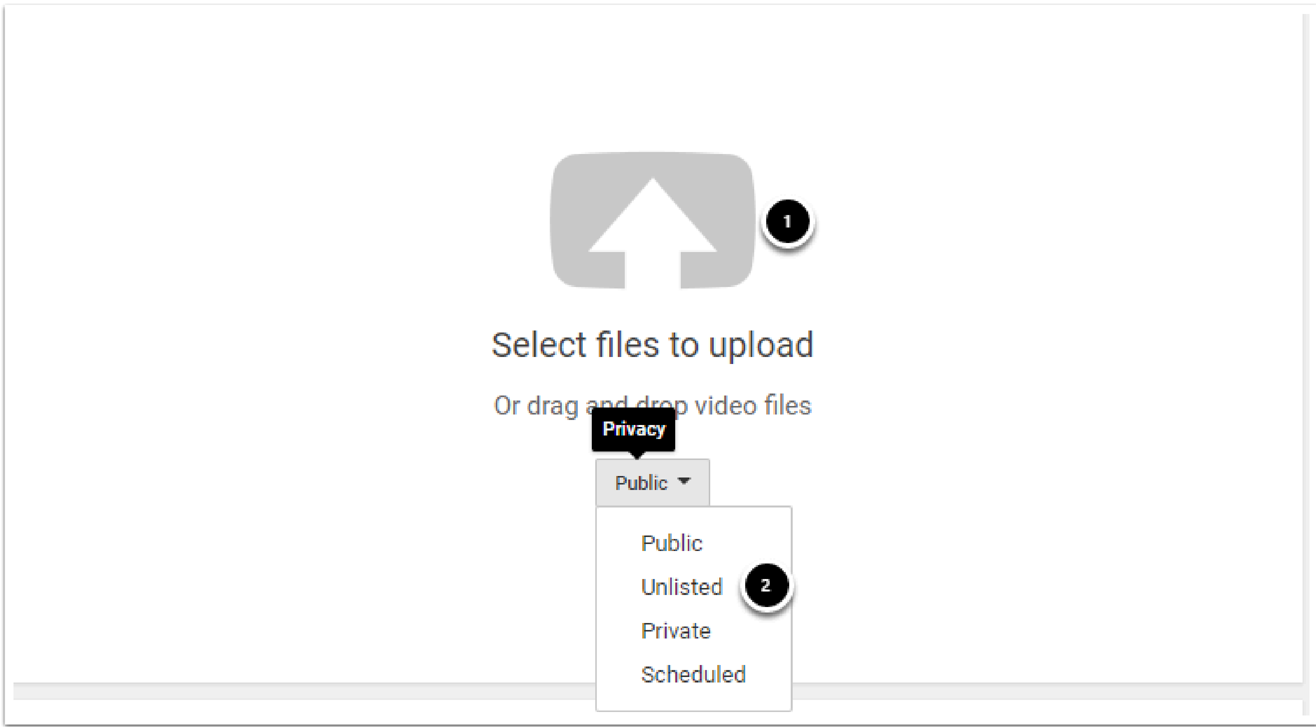
Uploading a video to YouTube as unlisted

Go to www.youtube.com in your browser.



1. Click on the camera icon with the plus in it (**Create a video or post**).
2. Click on **Upload video**.

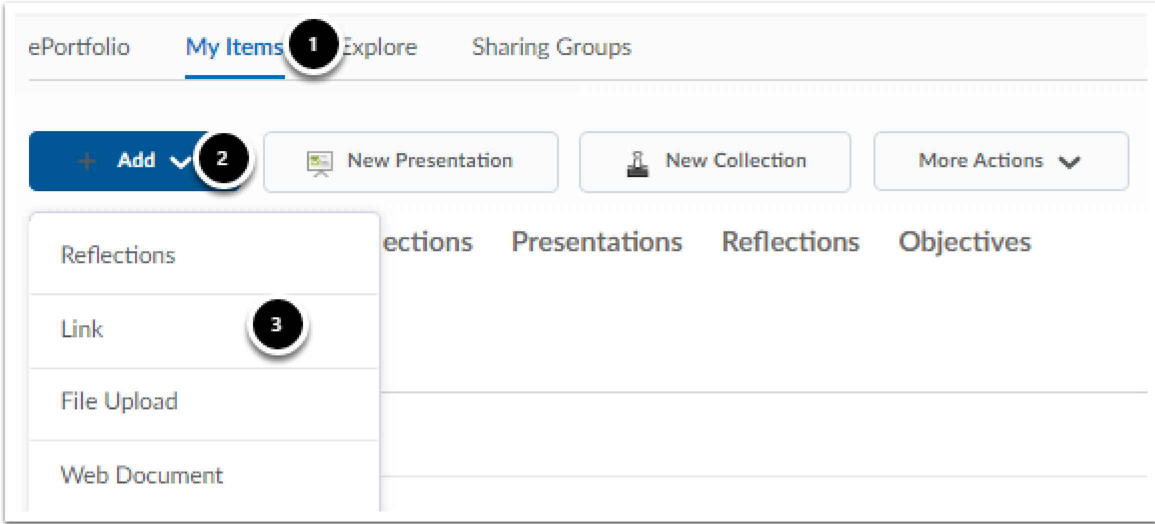
Make sure you have or make an account for YouTube.



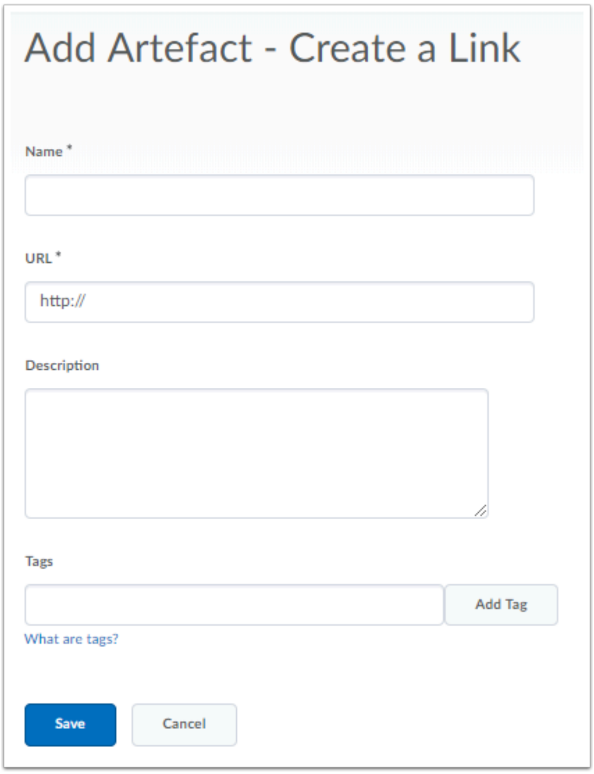
1. Click on **Select files to upload** and look for the video you want to upload in your explorer.
2. Make sure you click **unlisted** in the drop-down menu.

On the next page you can give a name and add a description and tags.
Click on **Done** and copy the link from the video.

An unlisted video will not show up in the search results of YouTube.



1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **Link**.



1. Enter a name and add a description and tags if necessary.

2. Paste the link under the **URL** heading.
3. Click **Save**.

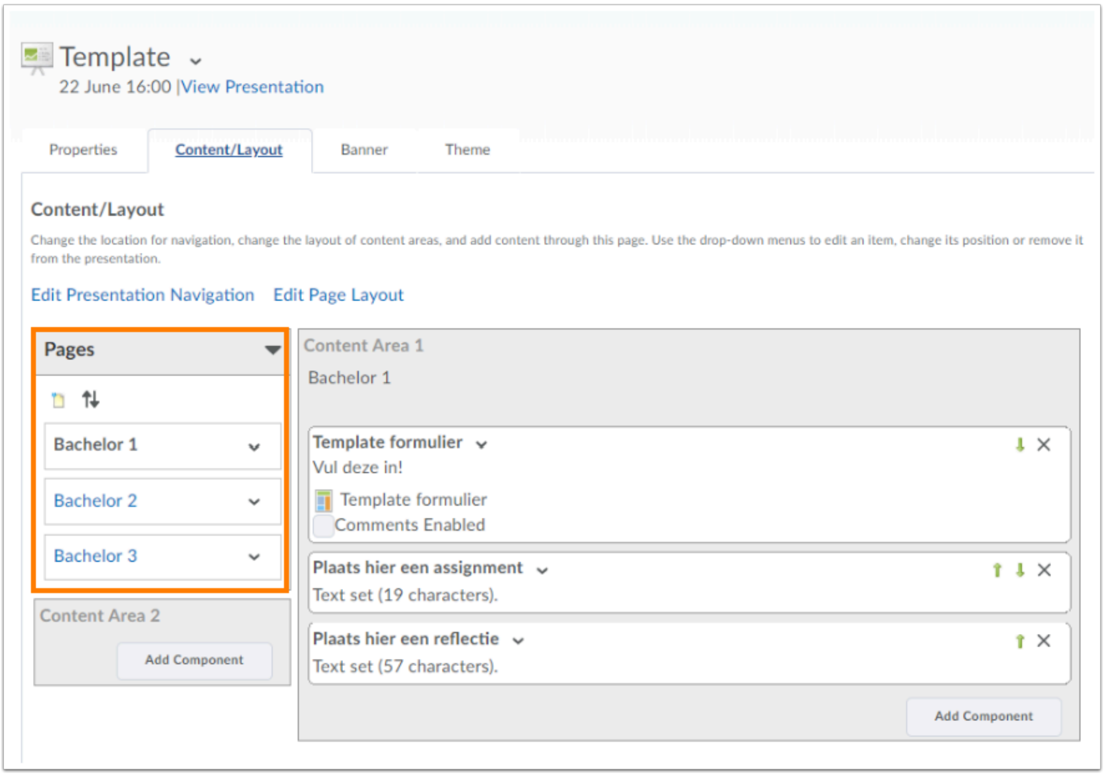
Click **Save and Close**. The YouTube link to the video can now be found under the **My Items** tab. The link can now be added as an artifact to a presentation.

ePortfolio: Building an ePortfolio

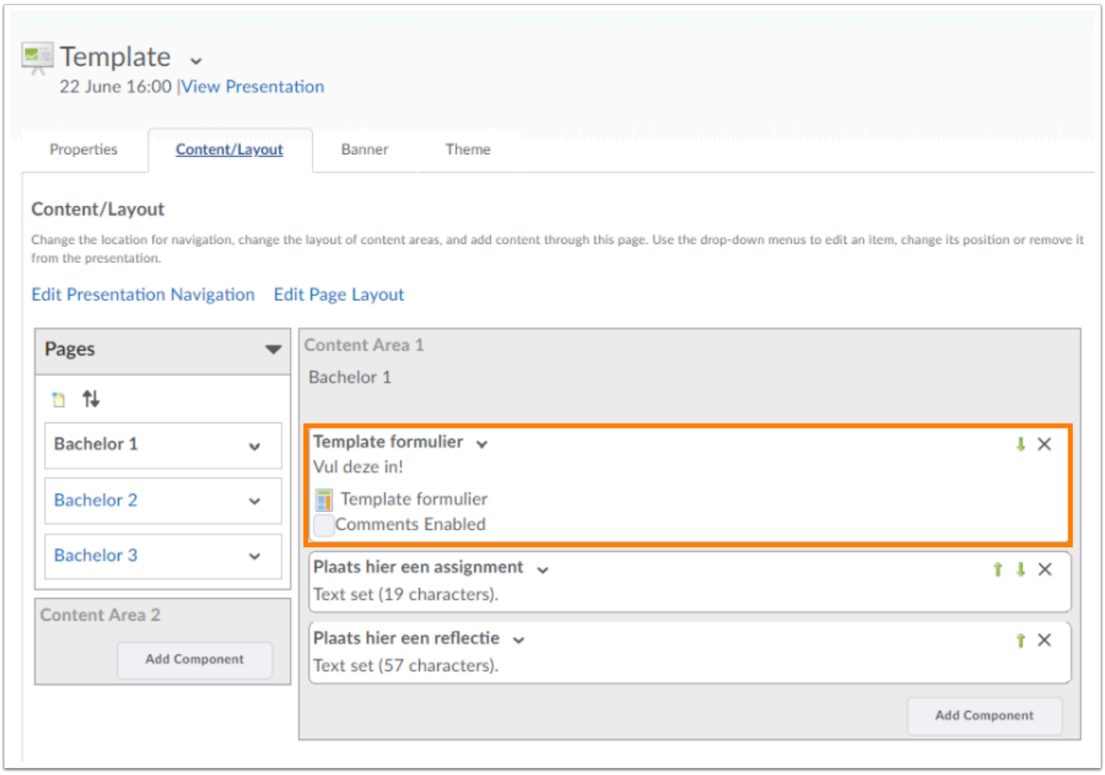
How do I design a presentation template in my ePortfolio?

A teacher can create a presentation template in his own ePortfolio and push it to students. Students can then fill the presentation with their own documents and texts, using the structure offered in the template.

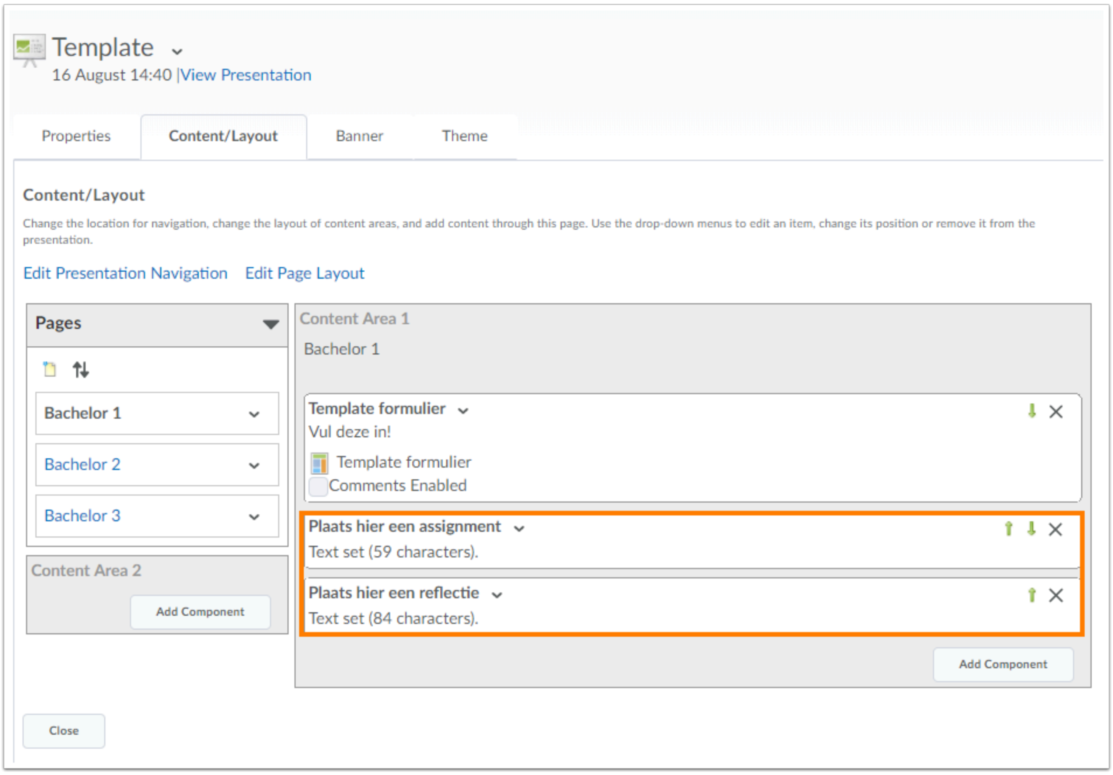
In the instruction: How do I make a presentation in my ePortfolio? you can find the basic steps for creating a presentation.



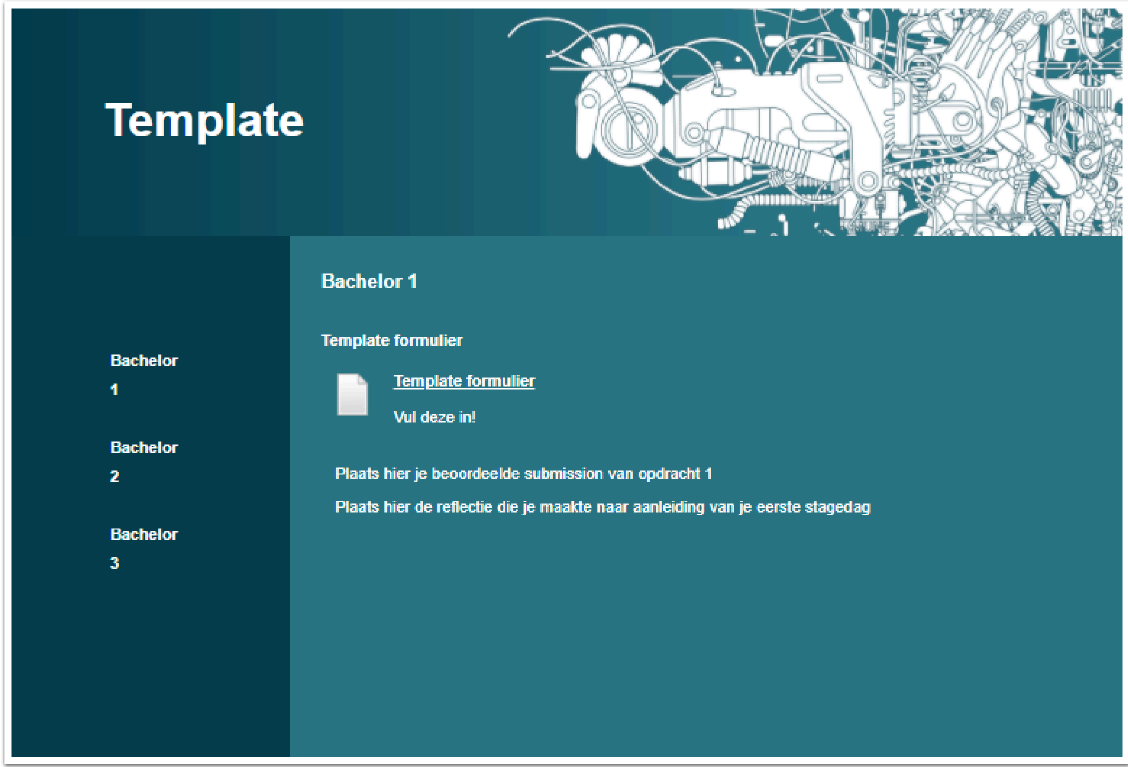
- Create a presentation.
- At **Pages** you can create a page structure that the students must keep. This can for example be on a year, by subject, by competence etc.



- Add 'blank' artifacts via **Add Components**. For example, a form that has not yet been completed, or a template for another document. The student can download these documents, fill them in and put them back in the presentation.



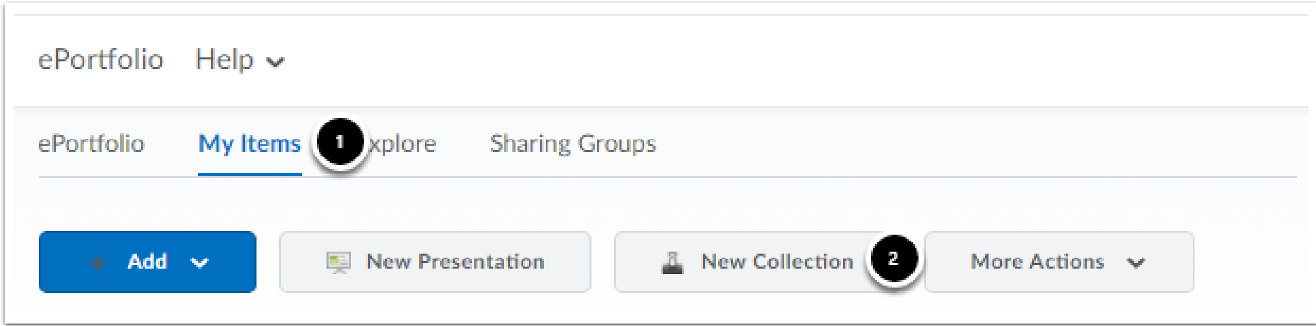
- Add text boxes via **Add Components** to give instructions to students. For example, to indicate that students still have to add certain items (text, documents, reflections, assessed assignments) themselves.



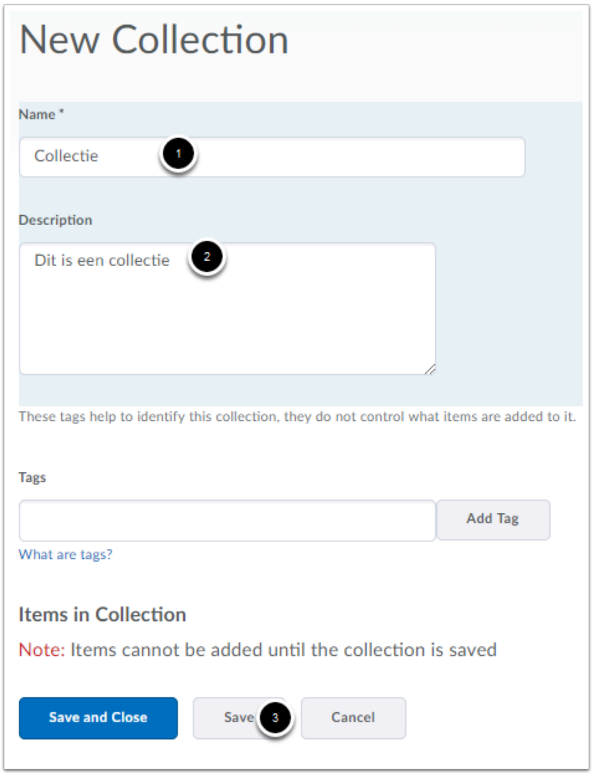
- This is an example of what the presentation template can look like. This template can be pushed to the students.

How do I use collections to organize my ePortfolio?

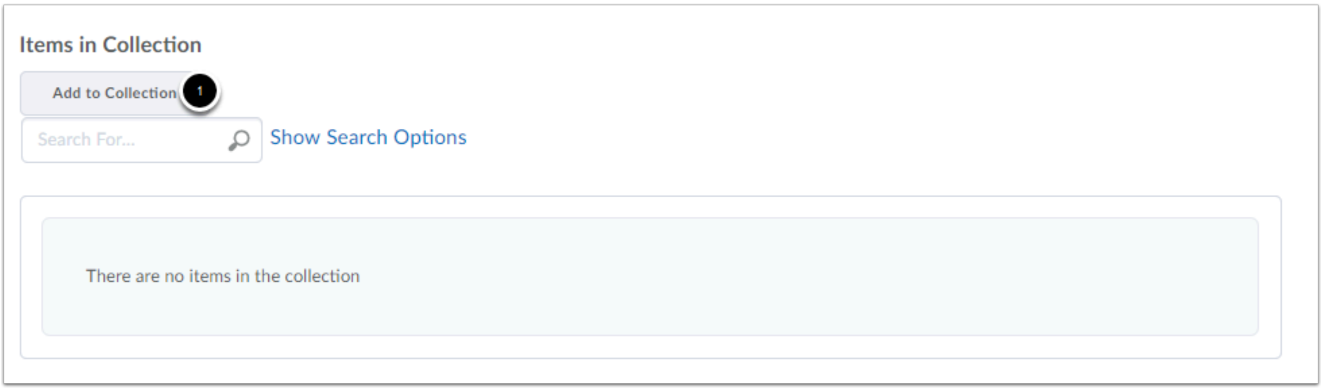
Collections are folders that can be used to organize items that belong together.



1. Go to the **My Items** tab in your ePortfolio.
2. Click **New Collection**.

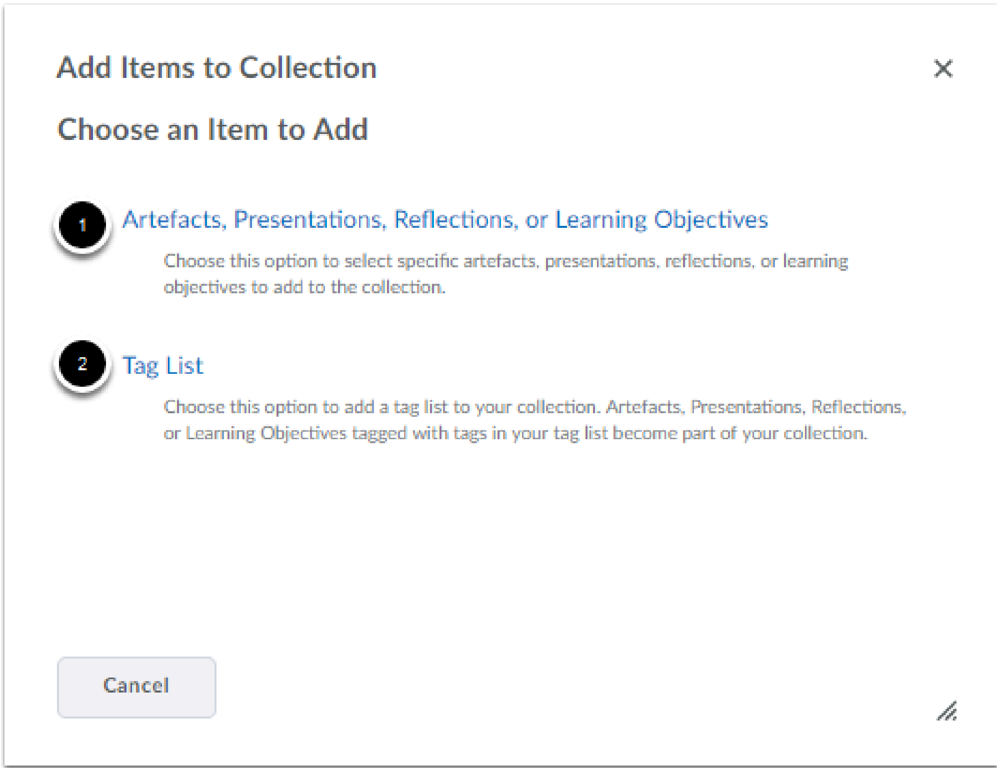


1. Give the collection a name.
2. Add a description to the collection
3. Click **Save**.

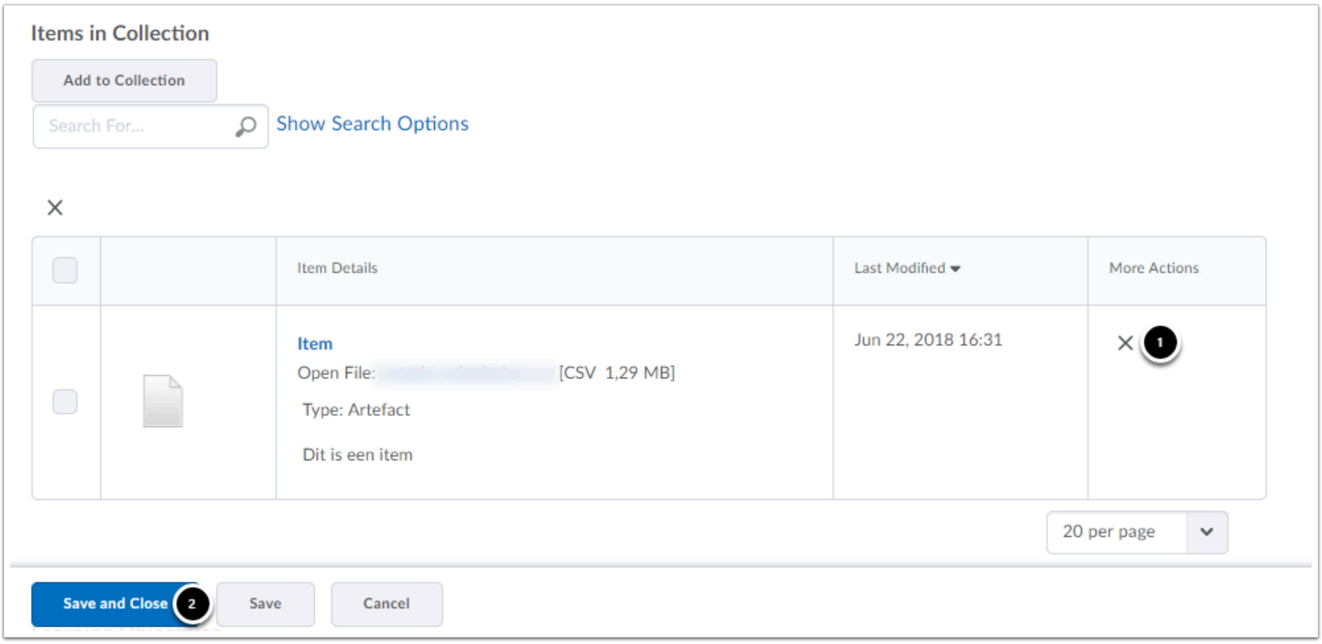


A screen will appear where settings can be added to the collection. Scroll to I**tems in Collection**.

1. Click **Add to Collection** to add an item.



1. Click on **Artifacts, Presentations, Reflections or Learning Objectives** to add items from your ePortfolio.
2. Click **Tag List** to add items from a specific Tag List.



1. Click on the cross to remove an item from the collection.
2. Click **Save and Close**.

How do I use tags in my ePortfolio?

Tags are words that you associate with an item to give them a label. You can search for items using associated tags. Each item from your ePortfolio can be linked to one or more tags.

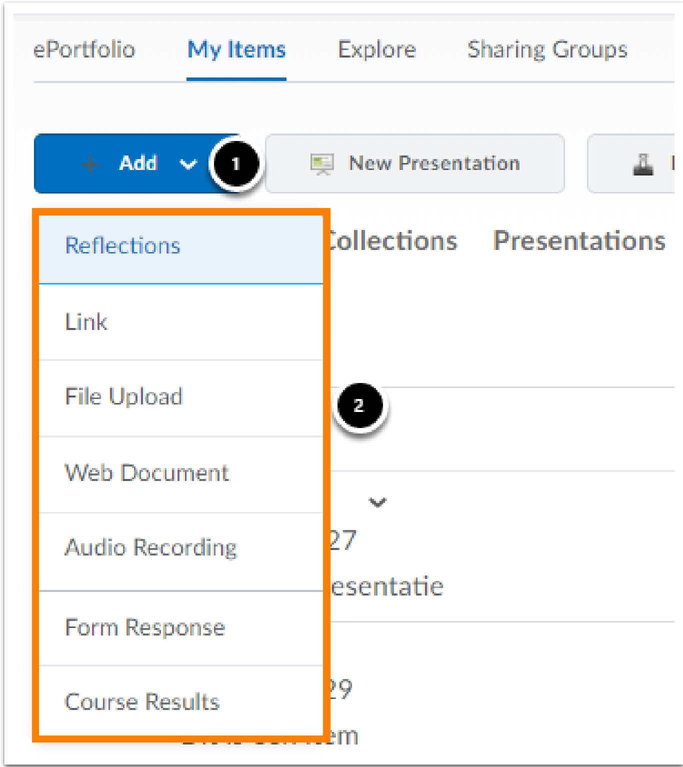
Types of tags

There are different types of tags to use:

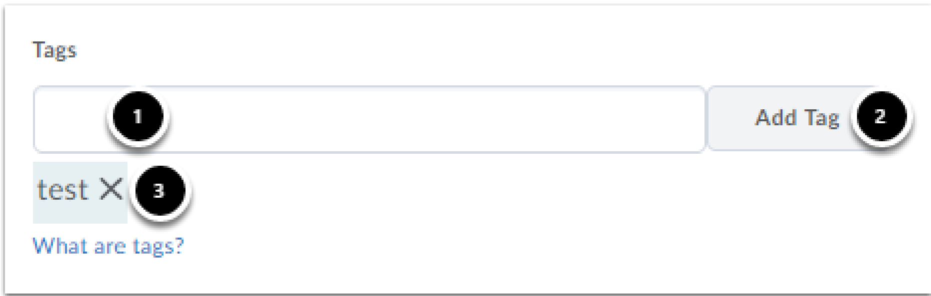
- Tags that consist of one word and that can be seen and used by everyone.
- Tags that consist of multiple words and that can be seen and used by everyone.
  For this, put the words of the tag between double quotation marks. For example: "writing and listening".
- Tags that you only want to use for yourself and that you do not want someone else to see.
  For this, put a @ for your tag. For example: @concept
- A combination; a tag with different words that is only visible to you. For example: @ "concept plan of approach"

You can add tags when you create the item or you can add tags to an existing item.

Add tags when creating an item



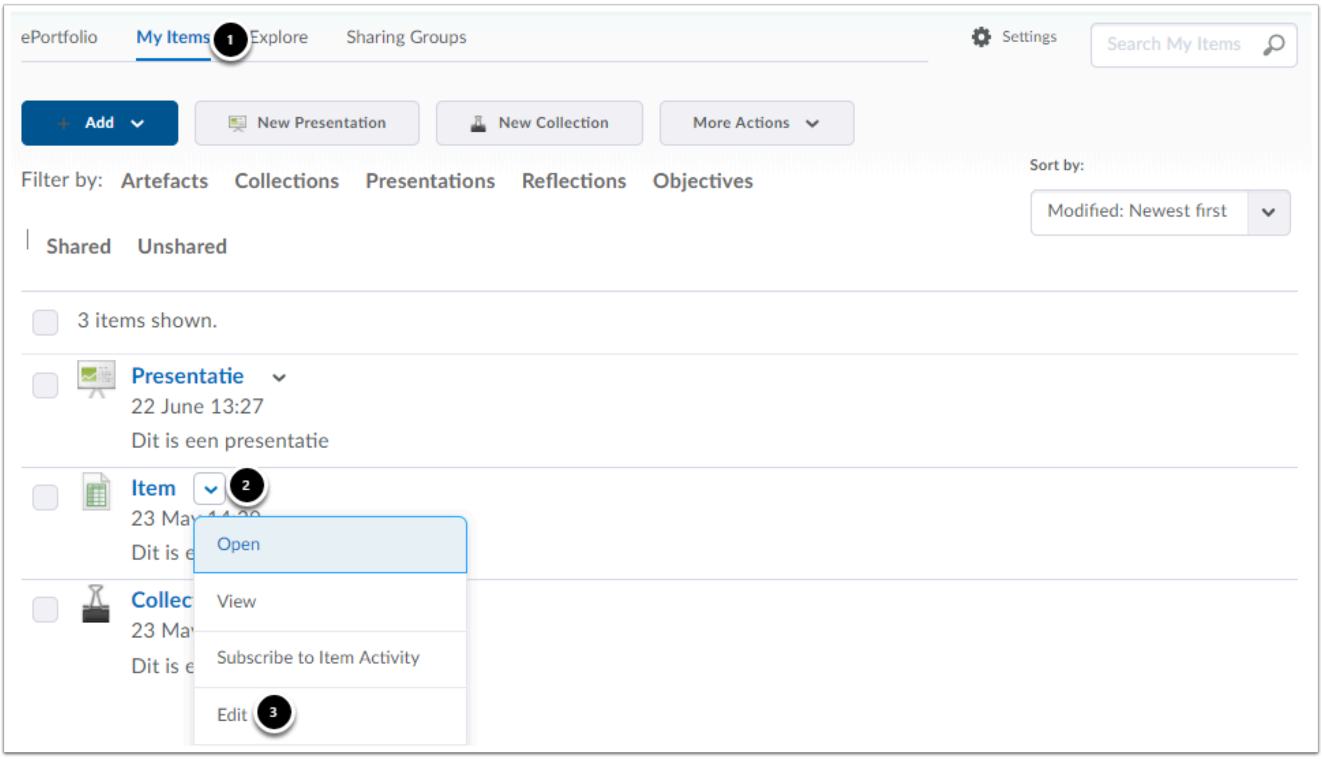
1. Click on the **My Items** tab.
2. Select the type of item you want to add to your ePortfolio.



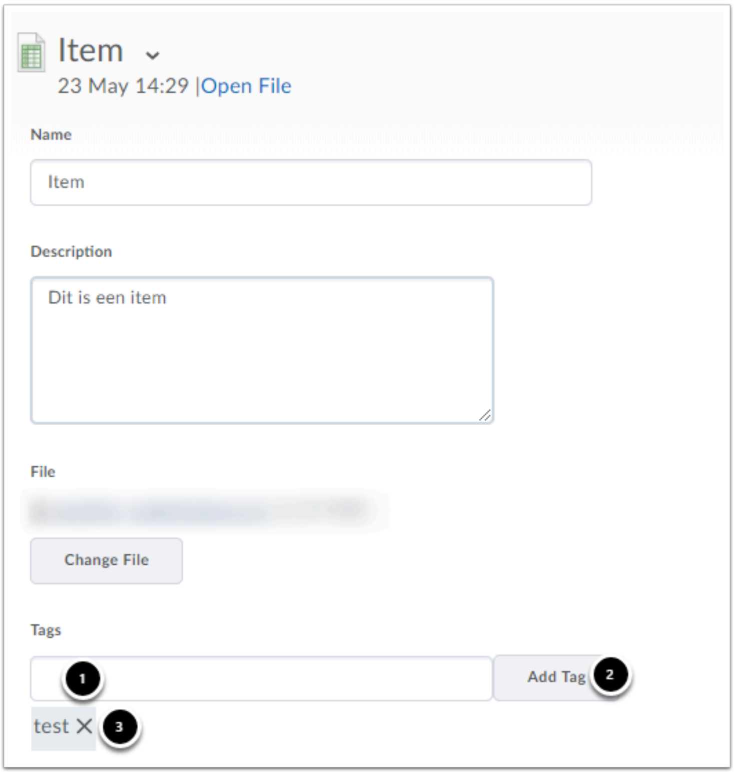
After creating the item, a textfield appears beneath the heading **Tags** where the tags can be created.

1. Type the name of a new or existing tag here. Brightspace gives suggestions based on what is being typed. If you have used a tag before, you can choose it from a list.
2. Click **Add Tag**. The tag is added and immediately linked to the document.
3. Click on the cross behind the tag to remove it again.

Add tags to an existing item

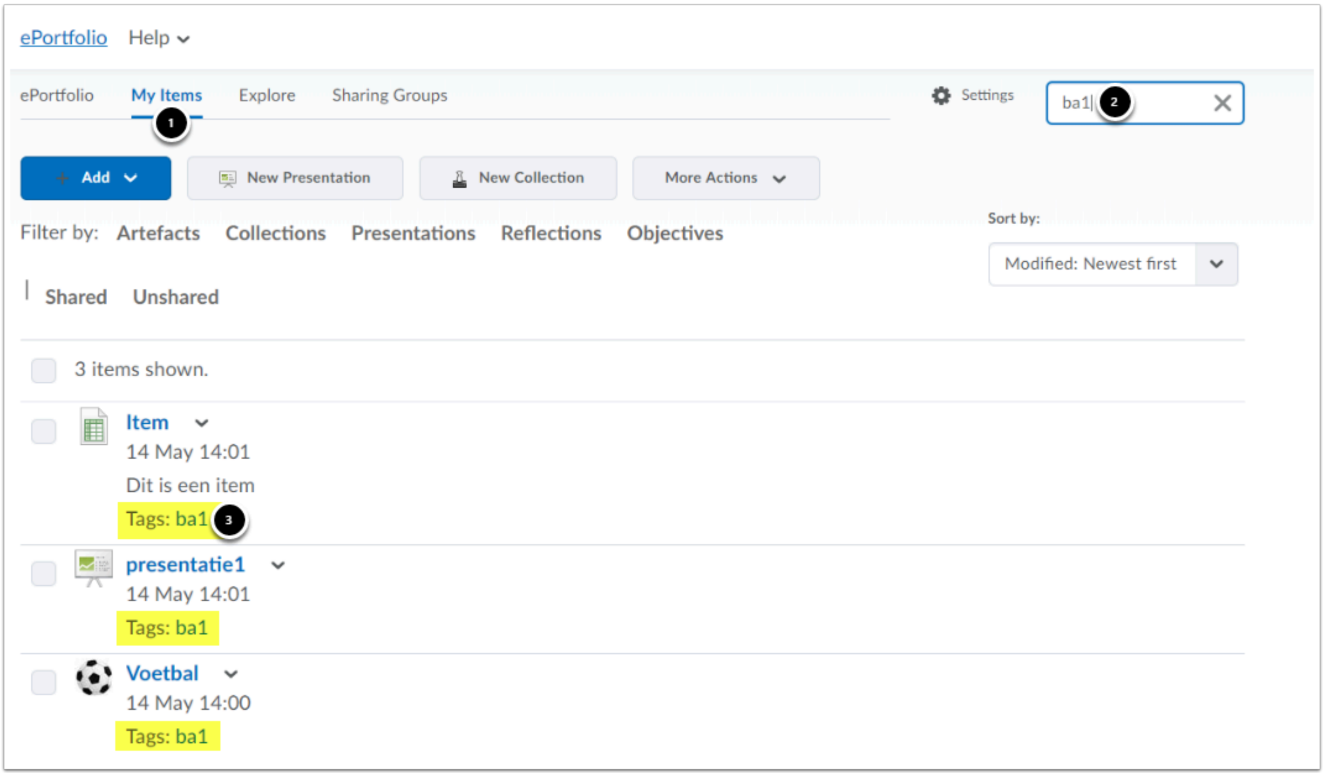


1. Click on the **My Items** tab.
2. Click on the arrow next to the item.
3. Click **Edit**.



1. Type the name of a new or existing tag here. Brightspace gives suggestions based on what is being typed. If you have used a tag before, you can choose it from a list.
2. Click **Add Tag**. The tag is added and immediately linked to the document.
3. Click on the cross behind the tag to remove it again.

Sorting and searching with Tags



On the **My Items** tab of your ePortfolio, you can retrieve items in two ways using a tag name:

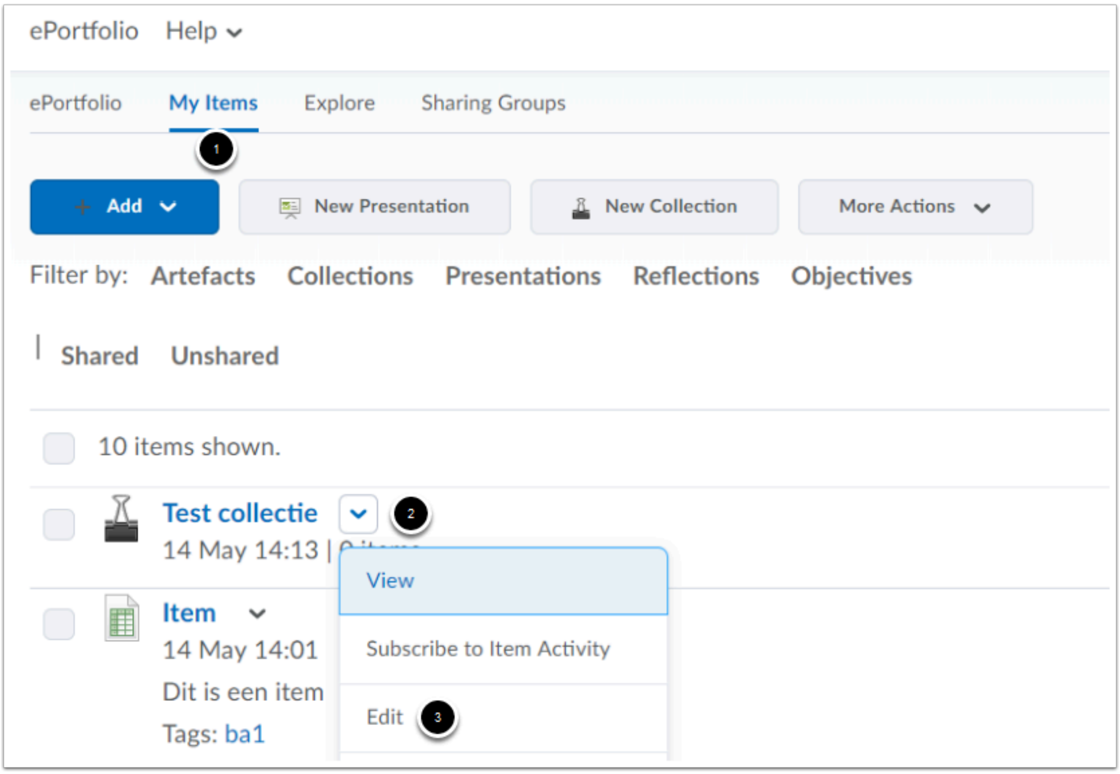
1. Click on the **My Items** tab.
2. In the search field, type the tag name you want to search for, or
3. Click the tag beneath an item.

If you share or push an item, a tag associated with the item is also included.

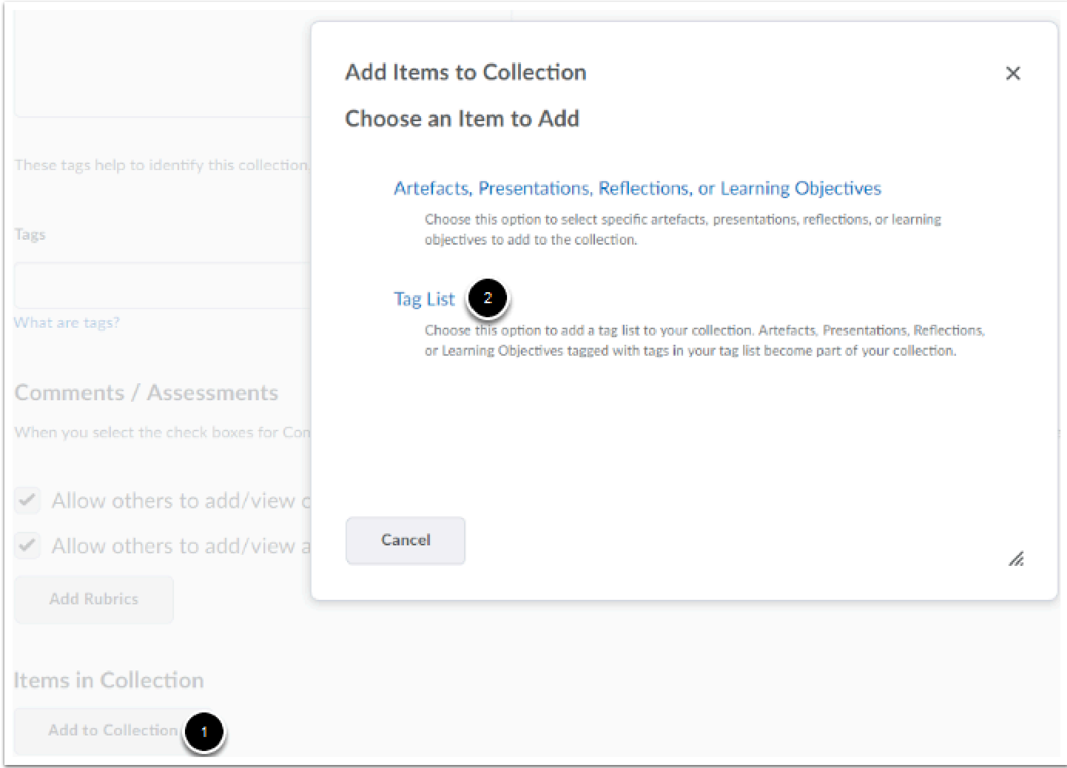
How do I use tag lists in an ePortfolio collection?

You can link a tag list to a collection that you have created in your ePortfolio. A tag list is an enumeration of one or more tags that are characteristic of that collection. All items in the ePortfolio that are tagged from a tag list of a collection are automatically placed in this collection.

A collection can also contain tags, but this is something different than a tag list. A tag list is used to automatically put other documents in the collection folder, a tag to a collection is used to organize the collection itself.



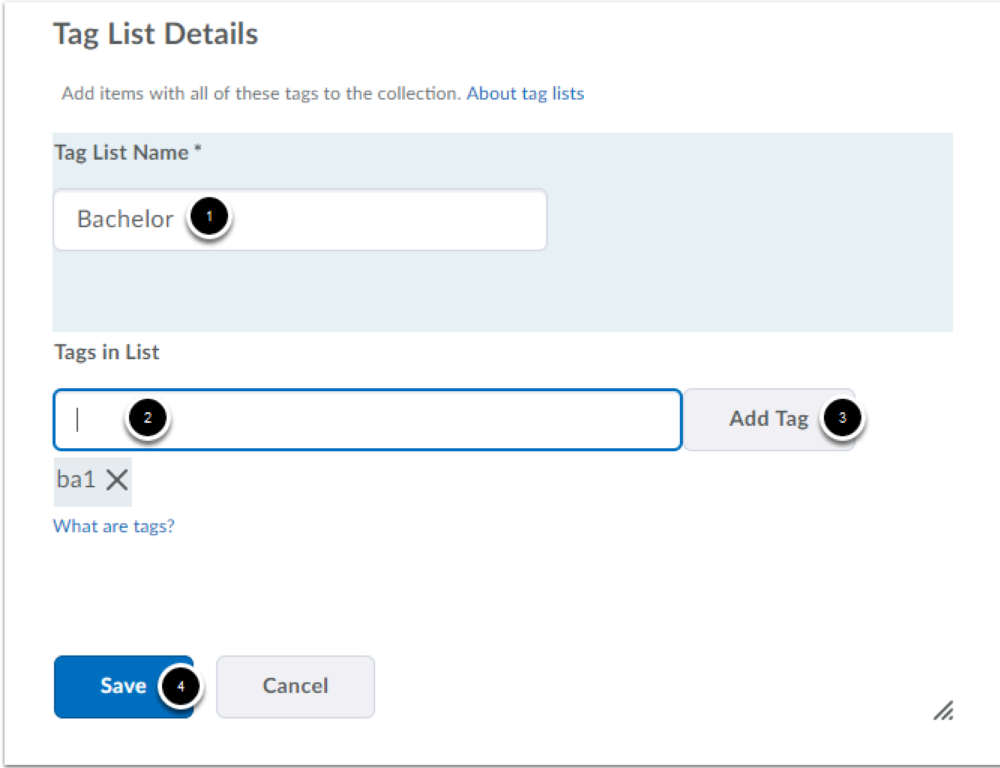
1. Click on **My Items** tab.
2. Click on the arrow next to the collection to which you want to add a tag list.
3. Click **Edit**.



Scroll down to the **Items in Collection** heading.

1. Click **Add to Collection**.
2. Click on **tag list**.

The following screen will be opened.



1. Enter the name of the tag list here
2. Type the name of the tag here.
3. Click **Add Tag** to add the tag.
4. Click **Save** if all tags have been added to the tag list.

- A collection can contain multiple tag lists.
- A tag can be put in multiple tag lists

- In a collection with a tag list that consists of multiple tags, only the items that have all the tags assigned in the tag list will be placed. For example: *a tag list to a collection contains the tags green, blue and yellow. Only an item with both the green, blue, and yellow tag is automatically placed in this collection.*
- Do you want to have multiple individual tags in a collection? Then add multiple tags lists. For example: *A collection contains a tag list with tag blue, a tag list with tag yellow and a tag list with tag red. An item with the tag yellow and / or blue and / or red is automatically placed in this collection.*

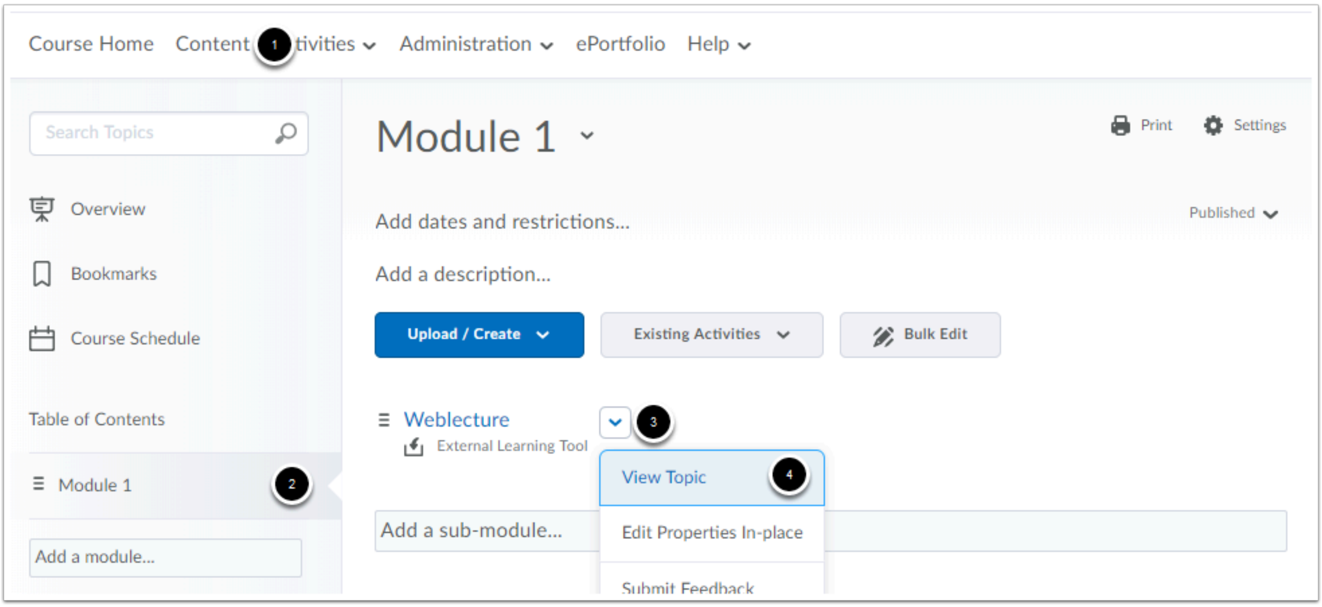
How can students fill their ePortfolio with content from a course?

Students can send content from their courses to their ePortfolio in two different ways:

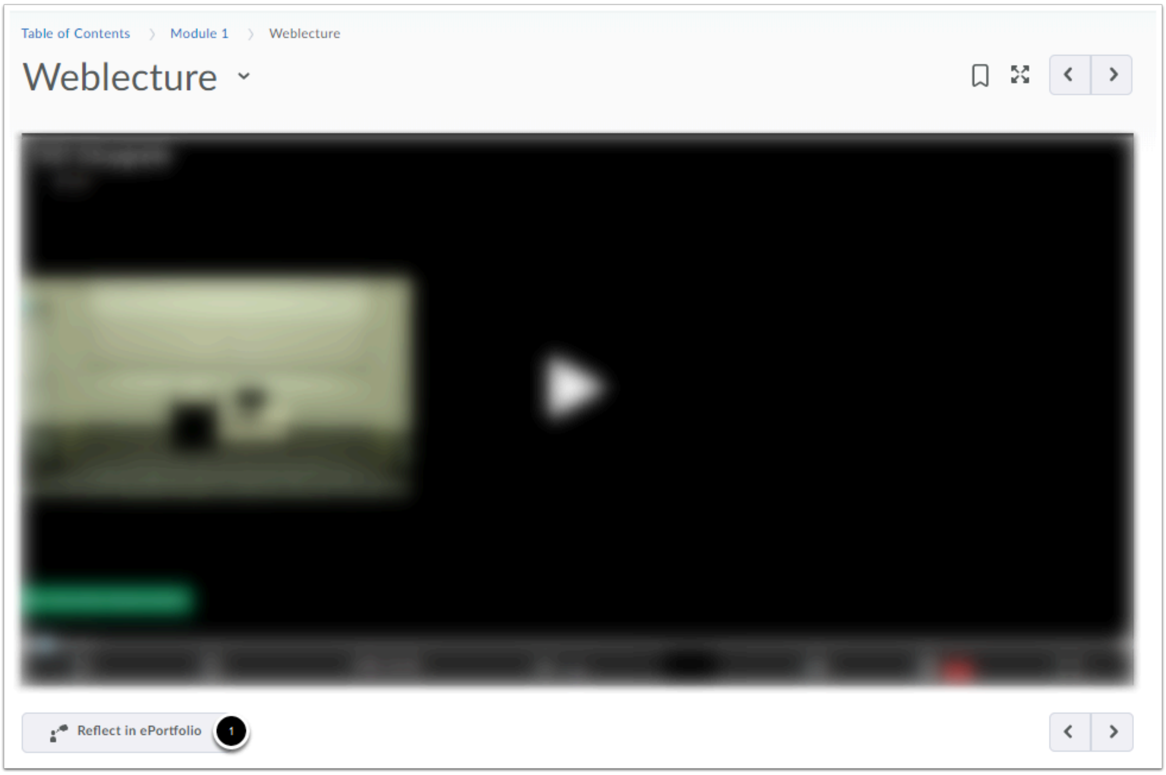
- via a short reflection on the content from a course;
- via the results and feedback on a submitted assignment.

Reflect in ePortfolio

When a student wants to write down a thought or comment about a topic (for example a document or an assignment) in the course, this can be done with the button **Reflect in ePortfolio**.

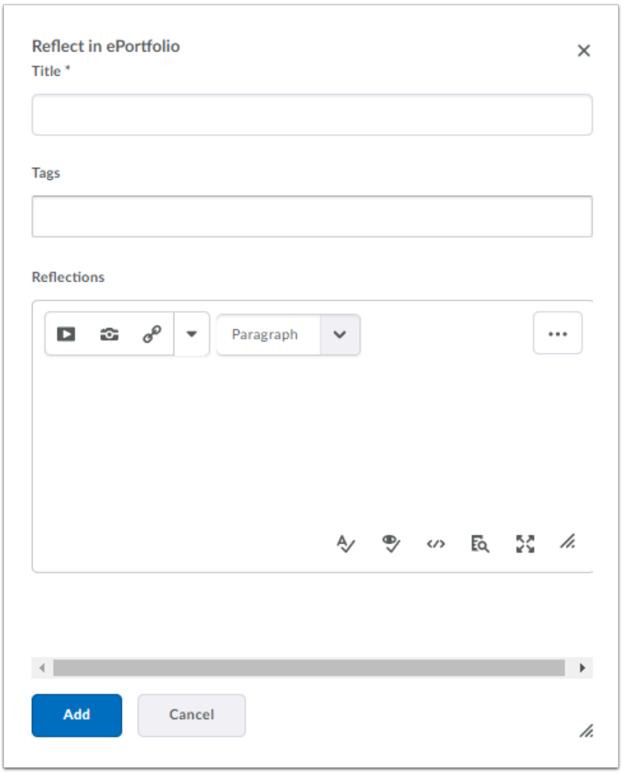


1. Click on **Content** within a course.
2. Click on the module where the topic is located.
3. Click on the arrow next to the topic.
4. Click **View Topic**.



The topic is opened.

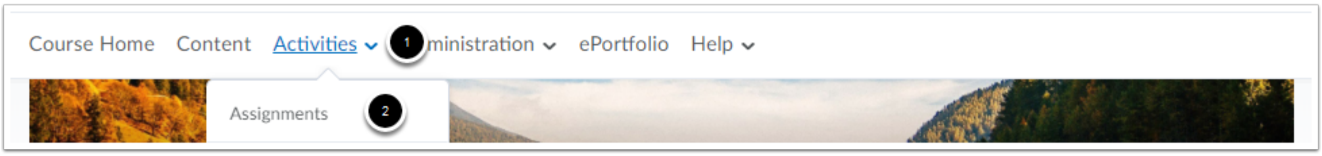
1. Click on **Reflect in ePortfolio**.



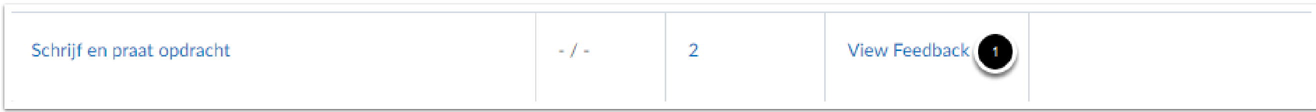
A screen opens where the student can write the thought / comment. In order to easily find the reflection in the ePortfolio later, a tag can be added to the reflection.

Add to ePortfolio

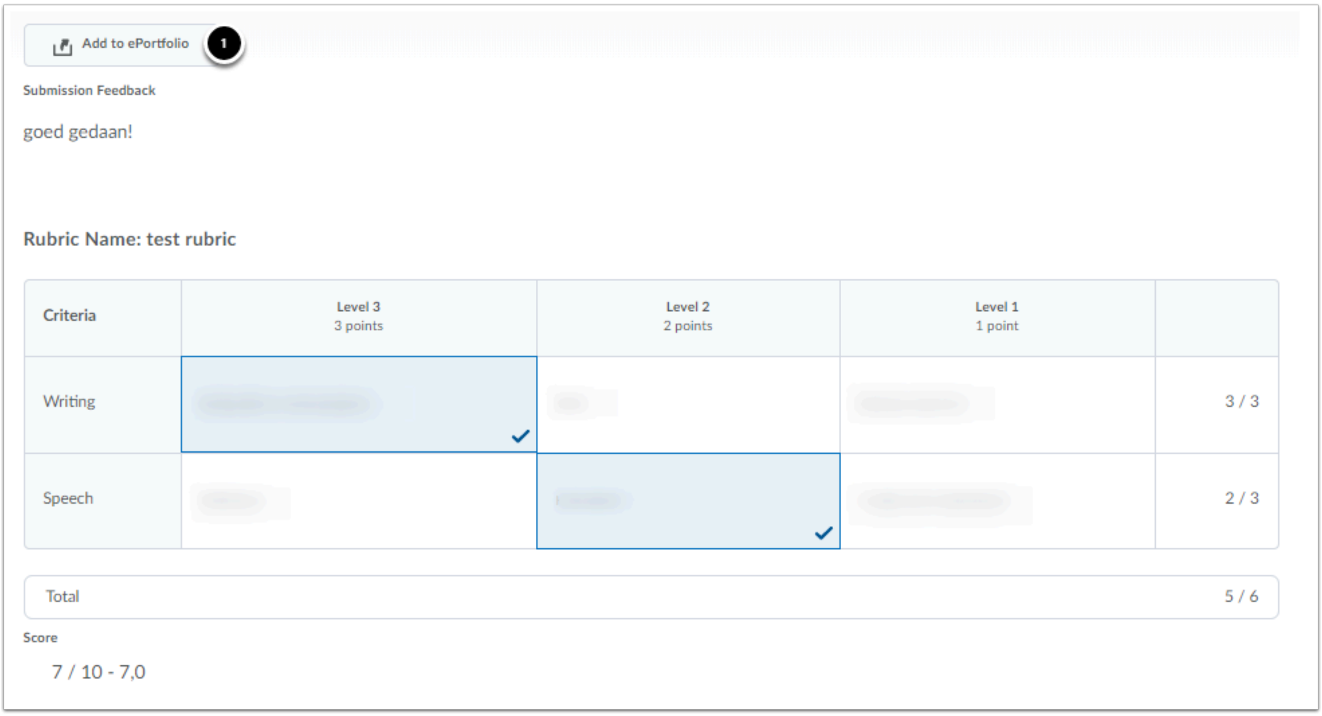
The student can add the results from and the feedback on a submitted assignment to his ePortfolio.



1. Within a course, click on **Activities**.
2. Click **Assignments**.

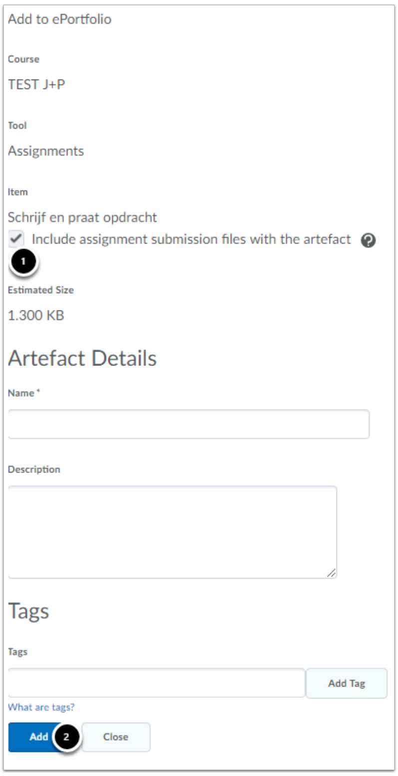


1. Search for the assignment to be placed in the ePortfolio and click View Feedback.

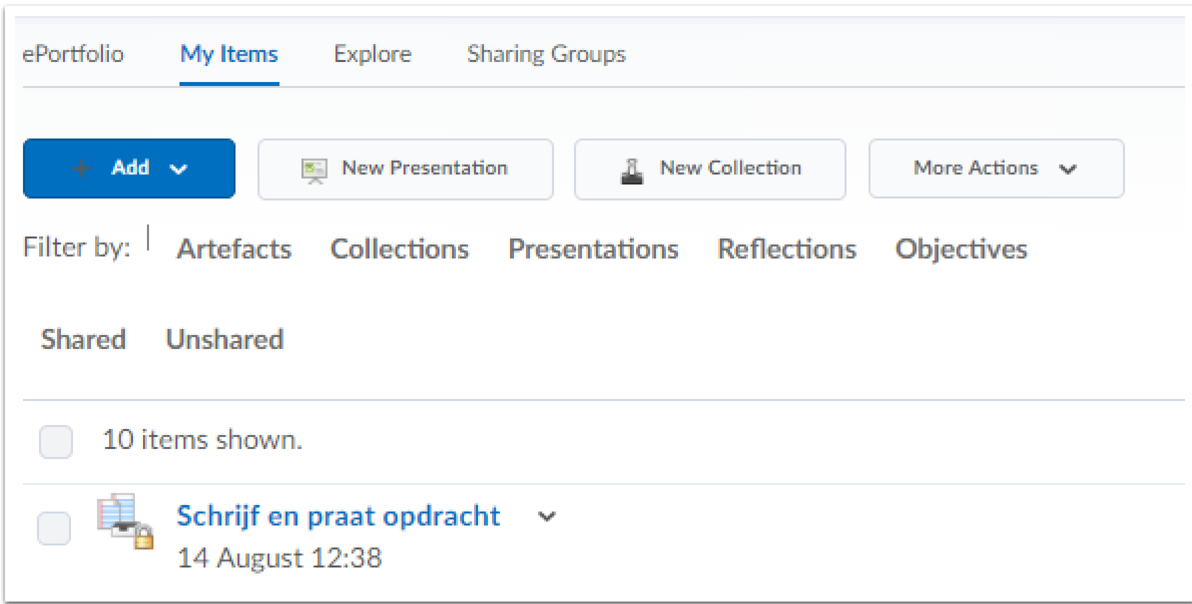


On this screen you see the rubric filled in by the teacher and any comments that have been added.

1. Click on **Add to ePortfolio**.



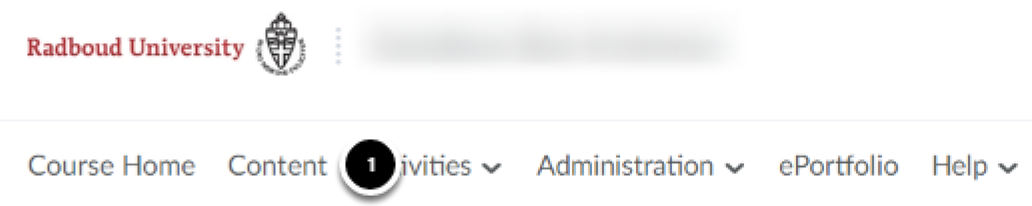
1. Select the check box if the submitted assignment must also be placed in the ePortfolio.
2. Enter the remaining information and add a [tag](tag) if necessary.
3. Click **Add**.



The rubric can now be found in your ePortfolio.

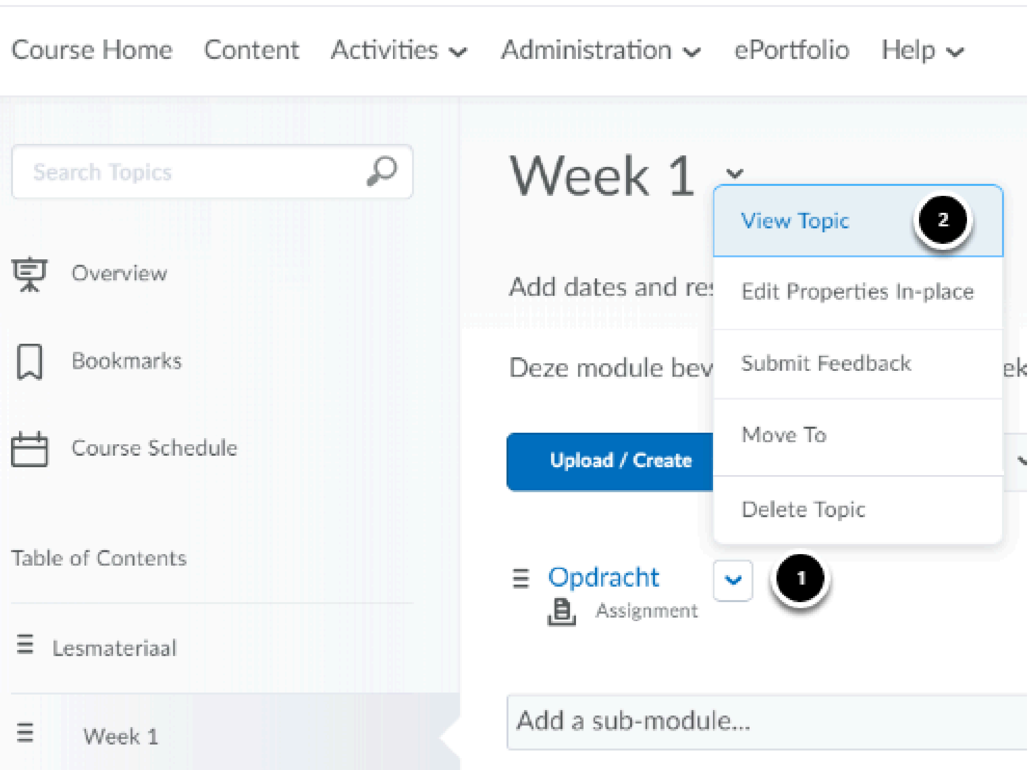
How do I turn off the button 'Reflect in ePortfolio'?

When a student views course units (topics), he can add a reflection to his ePortfolio. As a teacher you have the option to turn this setting off per course component.

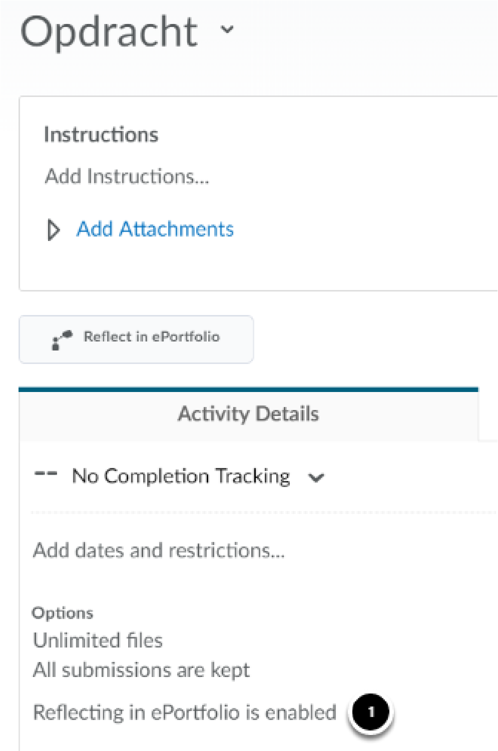


Go to the a course.

1. Click on **Content**.

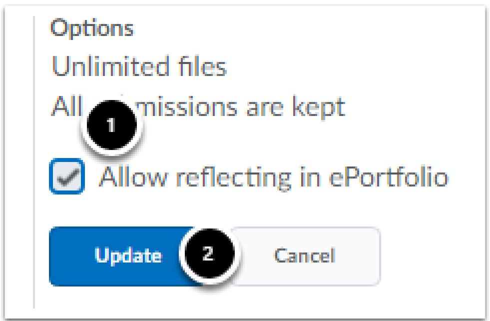


1. Click on the arrow next to the course component that you want to change.
2. Click **View Topic**.



1. Click on **Reflecting in ePortfolio is enabled**.

If it says **Reflecting in ePortfolio is disabled**, then the button for this course component is already disabled



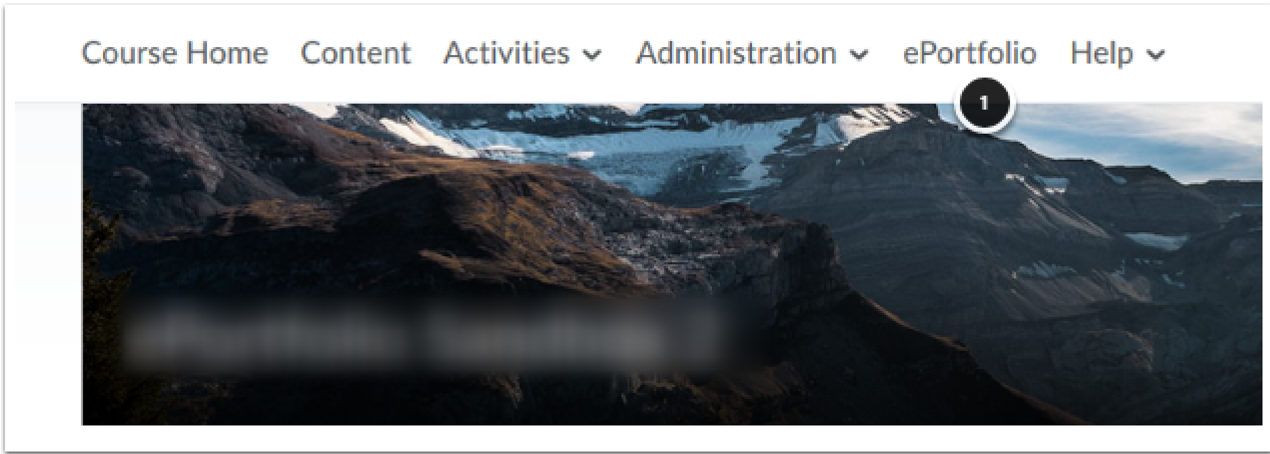
1. Click the square next to **Allow reflecting in ePortfolio** to remove the check mark. with this the 'Reflect in ePortfolio' button is turned off.
2. Click **Update**.

ePortfolio: Giving feedback

How do I attach a rubric to an item in my ePortfolio?

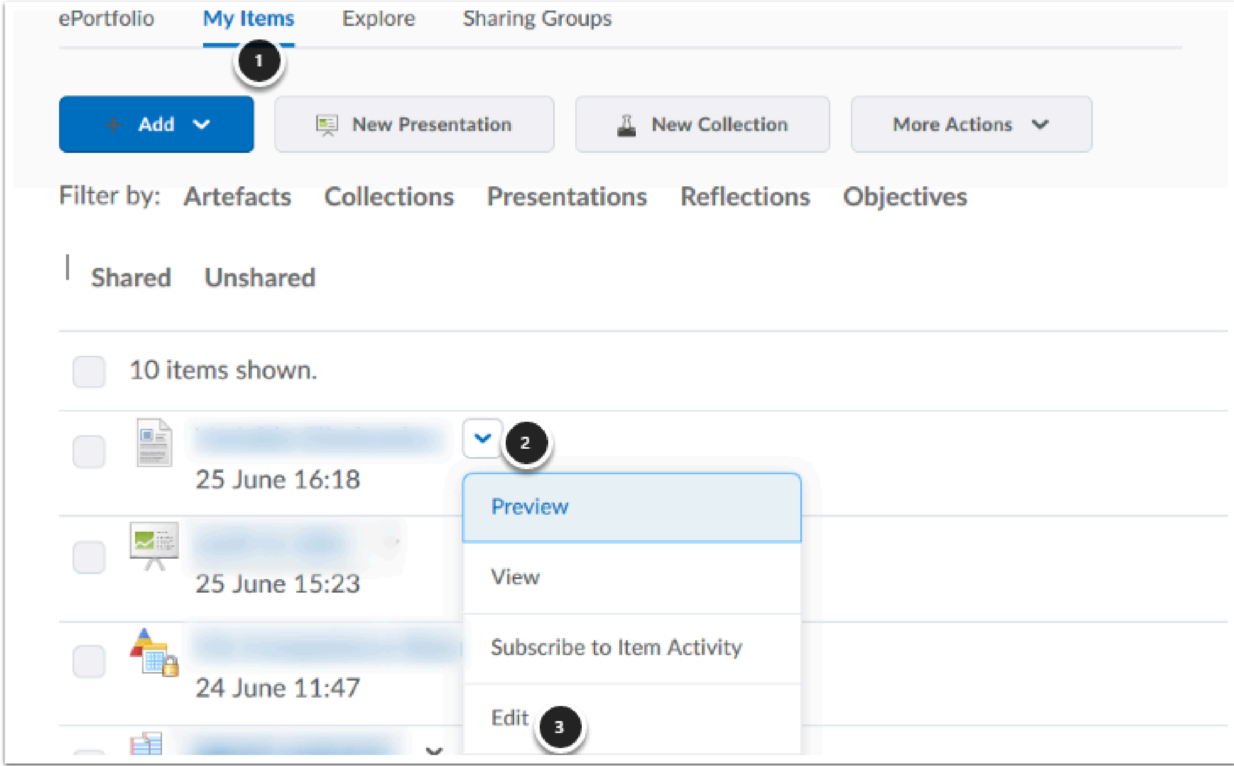
- Creating rubrics can be done by teachers via the rubric tool in a course.
- Only the owner of the ePortfolio can attach one or more rubric(s) to an item in his or her ePortfolio.
- One or more rubric(s) can be attached to all types of documents in an ePortfolio, except for a reflection.
- After the sharing of an item, an attached rubric can be filled in by students and teachers.
- The owner of the document can also fill in a rubric for his own document.

Attaching a rubric



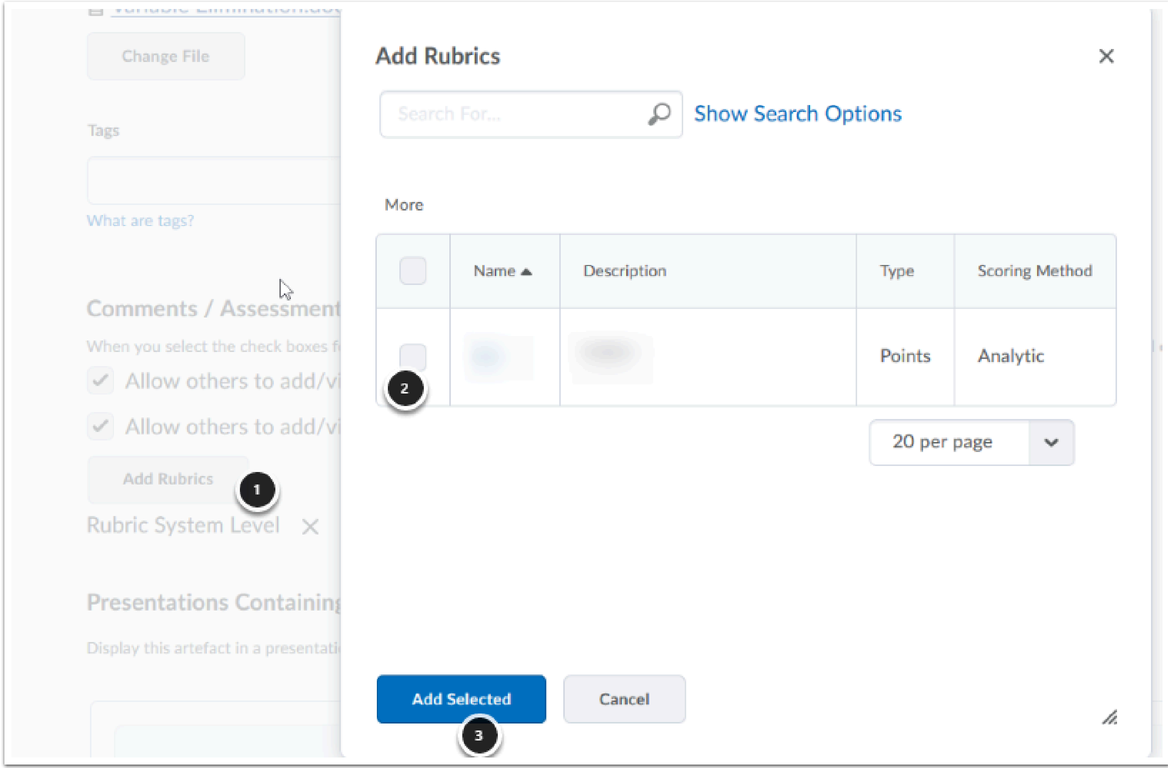
1. From the course where the rubric is available, click on the ePortfolio tab

It is important that you go to the ePortfolio from within the course, otherwise the rubrics associated with the course will not be shown.



1. Click on **My Items** tab.
2. Click on the arrow next to the item to be linked to a rubric.
3. Click **Edit**.

A new window opens. Scroll down to the **Comments / Assessments** heading.



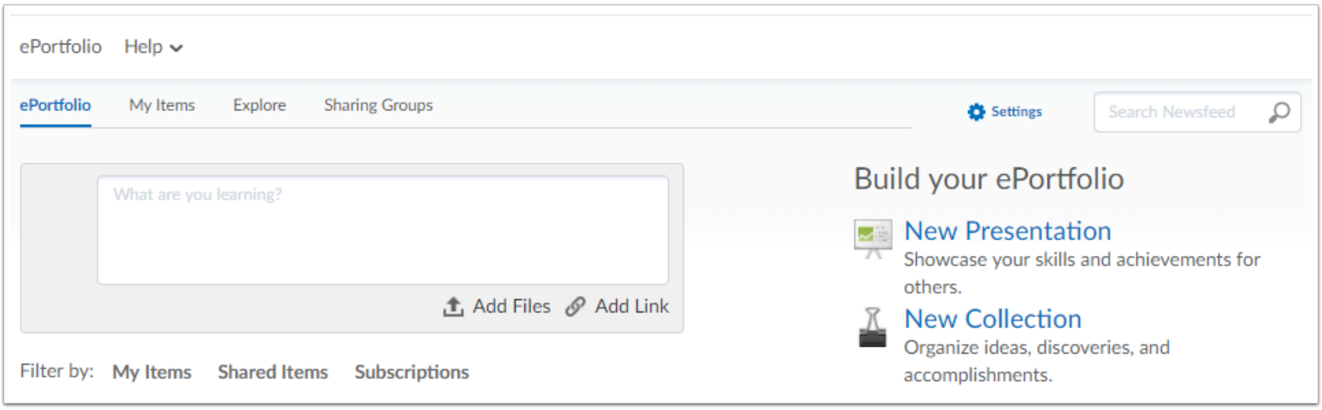
1. Click **Add Rubrics**.
2. Select the rubric(s) to be added.
3. Click **Add Selected**.

Click **Save And Close**, the rubric(s) is/are now attached.

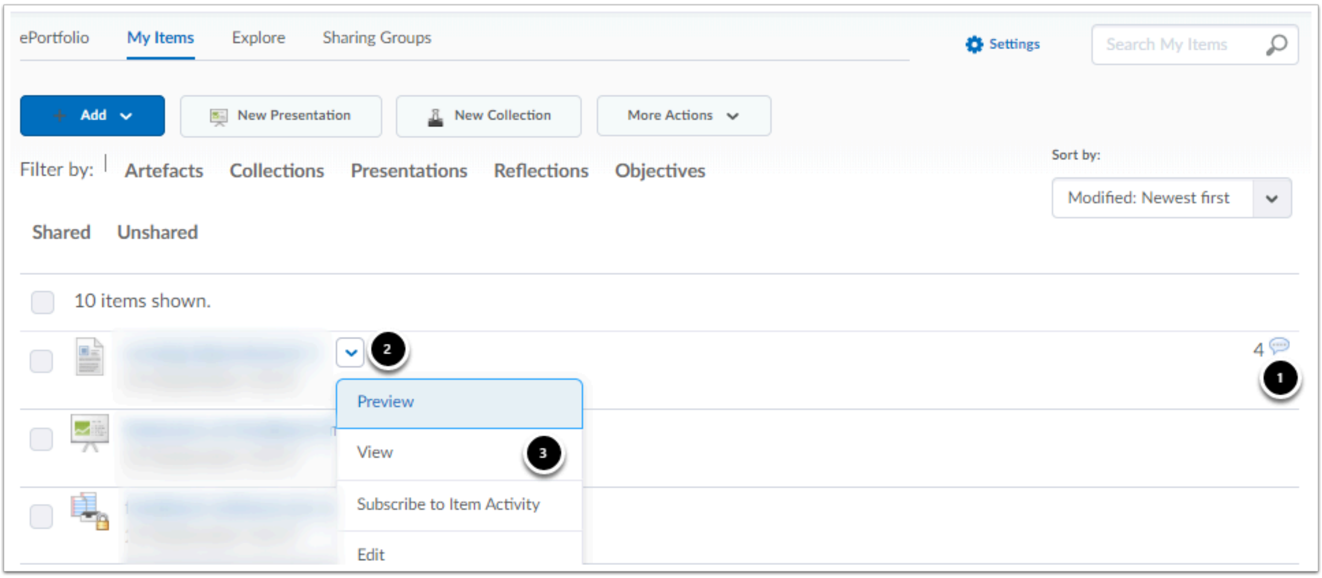
How can I see comments and assessments in my ePortfolio?

This manual will show where in your ePortfolio you can see comments and assessments that people have added to your items.

Comments in your ePortfolio

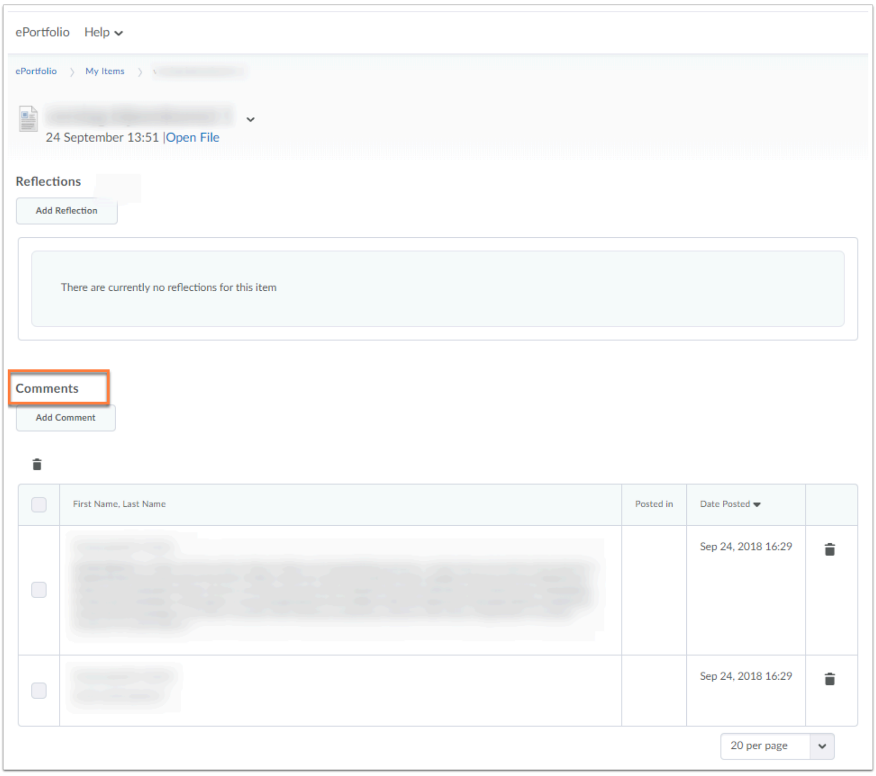


1. Go to the **My Items** tab in your ePortfolio.



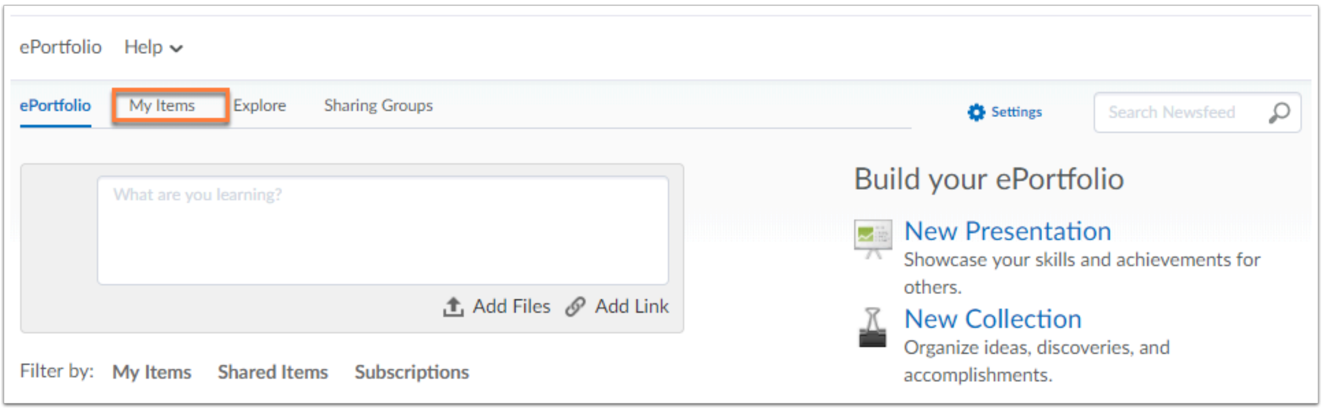
1. On the right side of an item you might see a cloud icon with a number. This means that one or more comments and/or assessments have been added to the item. The number next to the cloud shows how many comments/assessments have been added.
2. Click on the arrow next to the item with the comments/assessments.

3. Click **View**.

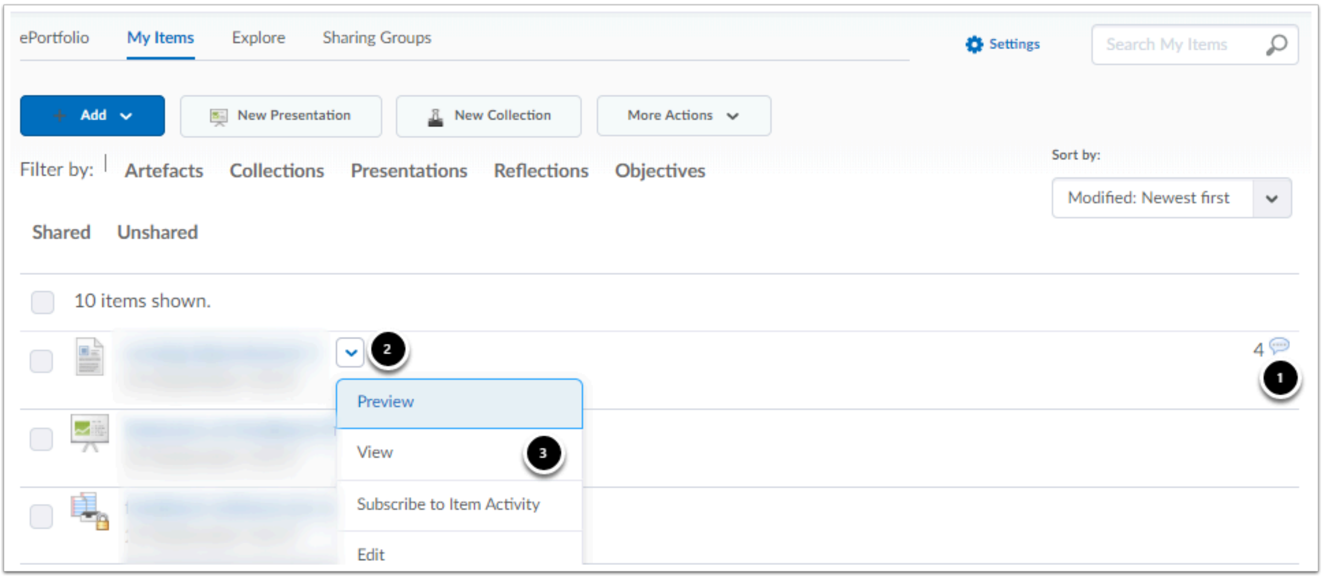


Under the **Comments** header you will find an overview of the added comments. It is possible to remove them (by clicking on the trash can) and to sort them by date.

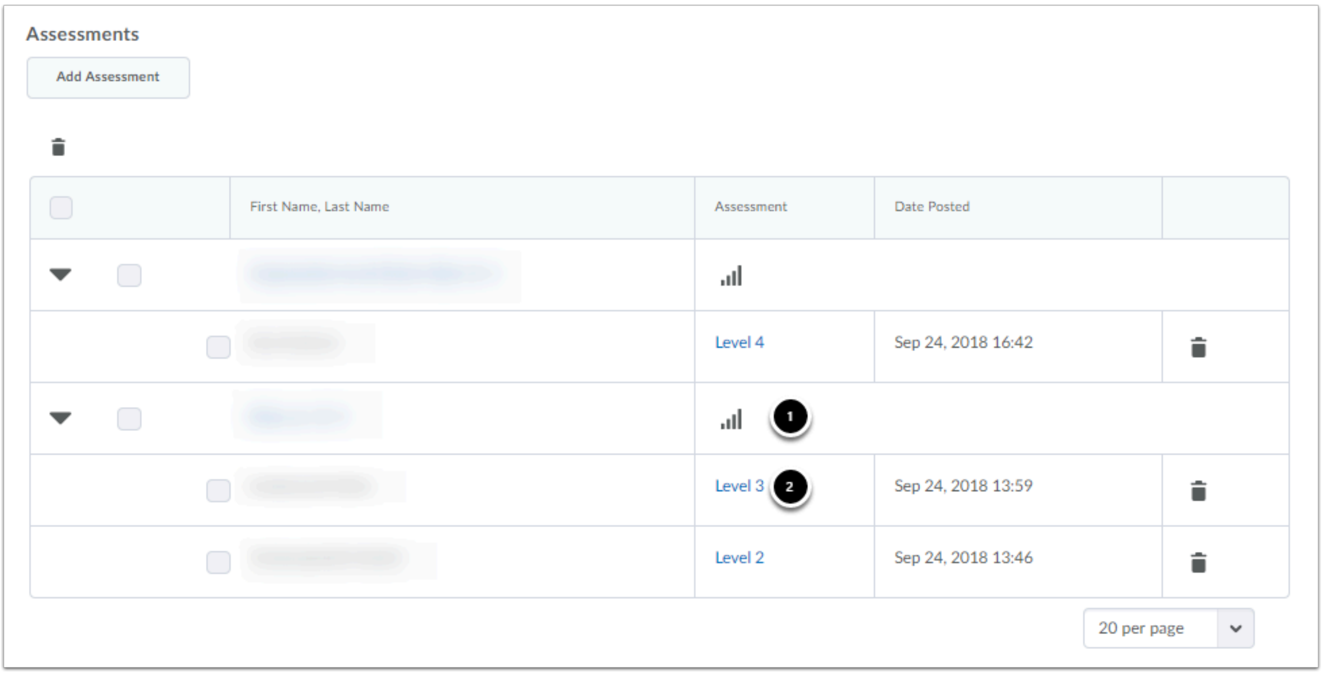
Assessments in your ePortfolio



1. Go to the **My Items** tab in your ePortfolio.



1. On the right side of an item you might see a cloud icon with a number. This means that one or more comments and/or assessments have been added to the item. The number next to the cloud shows how many comments/assessments have been added.
2. Click on the arrow next to the item with the comments/assessments.
3. Click **View**.
4. Scroll down in the page that appears.



Werkinstructies

Provided one or more assessments have been added to the item, these will be shown under the heading Assessments. It is possible to remove them (by clicking on the trashcan).

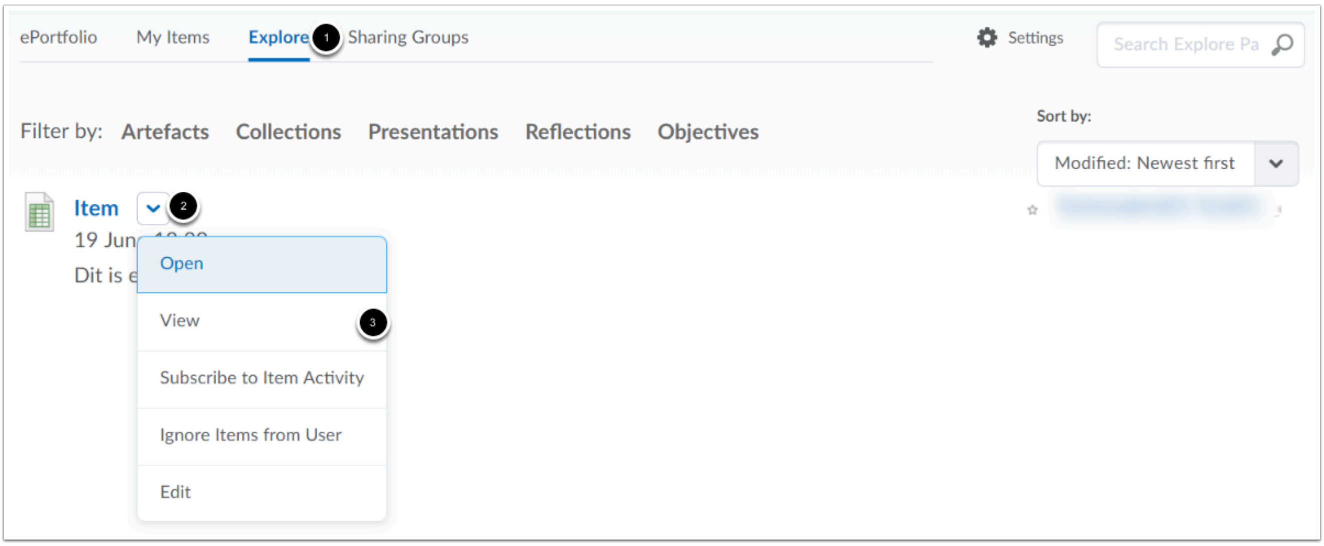
1. If you click on the histogram icon, you will see an overview of all assessments for a rubric, together with a number of statistical values, including the average score.
2. Clicking on an individual assessment, the blue hyperlink, will show more details.

How do I add comments or assessments to an item that is shared with me in the ePortfolio?

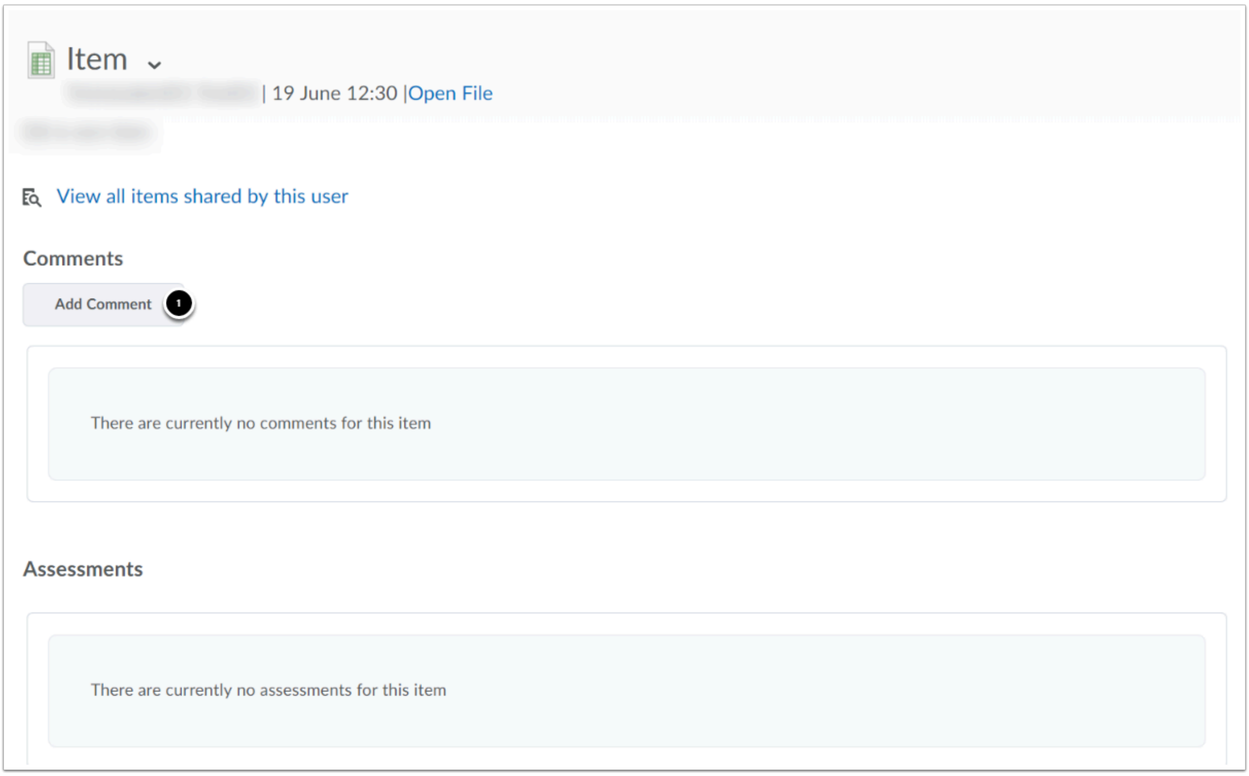
When a student shares an item with you, you can always leave comments and add assessments if the student gave you the right permissions. For adding an assessments the student also needs to attach a rubric to the item.

Adding comments or assessments to a presentation works slightly different, as described here.

Adding a comment



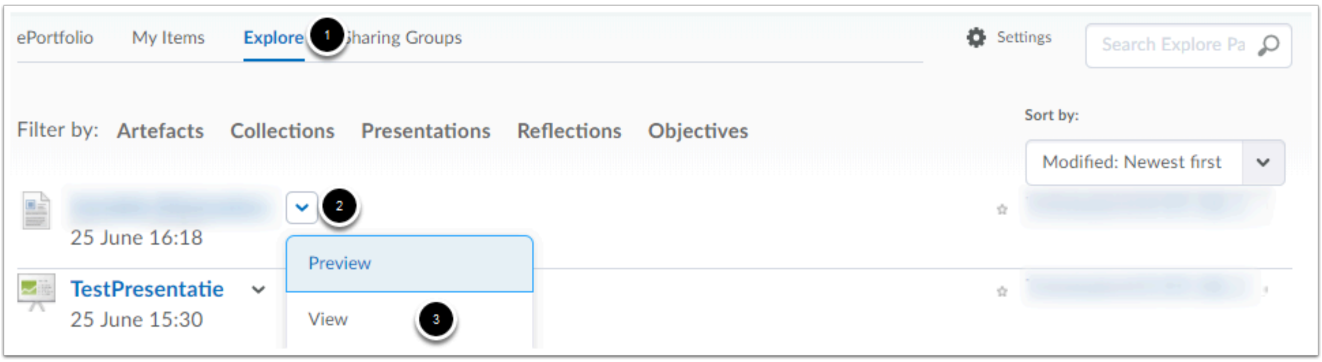
1. Click the **Explore** tab.
2. Click on the arrow next to the item you want to comment on.
3. Click **View.**



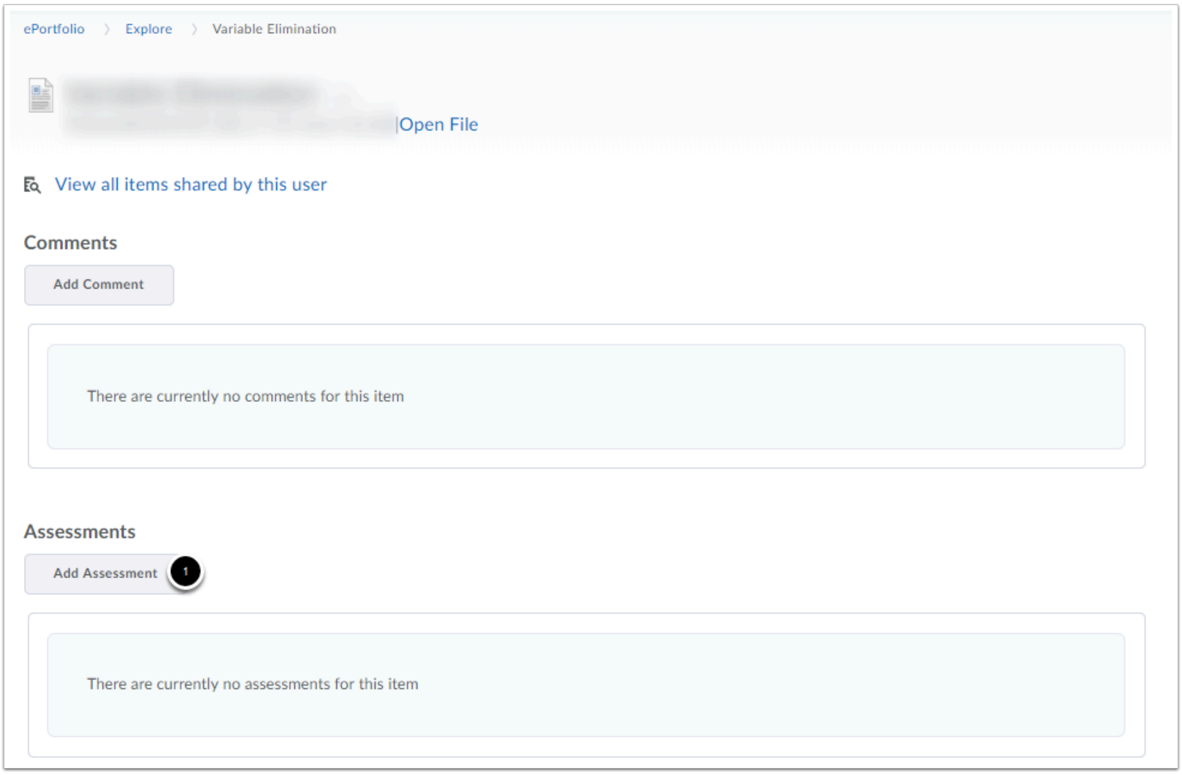
1. Click on **Add Comment** to leave a comment on the item.

Adding an assessment

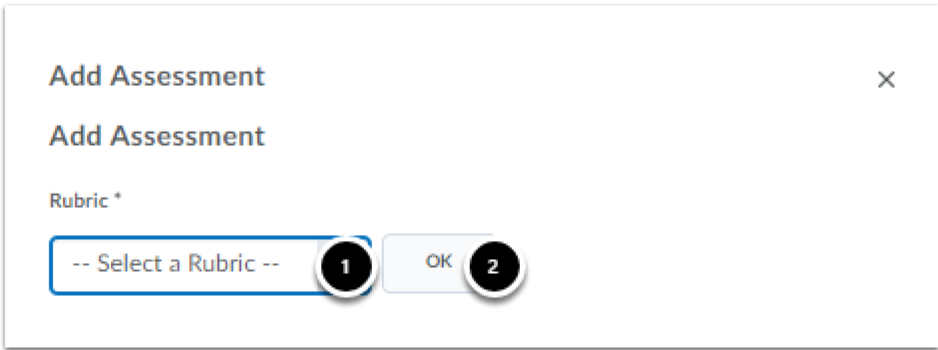
You can only add an assessment when the student has attached a rubric to the item.



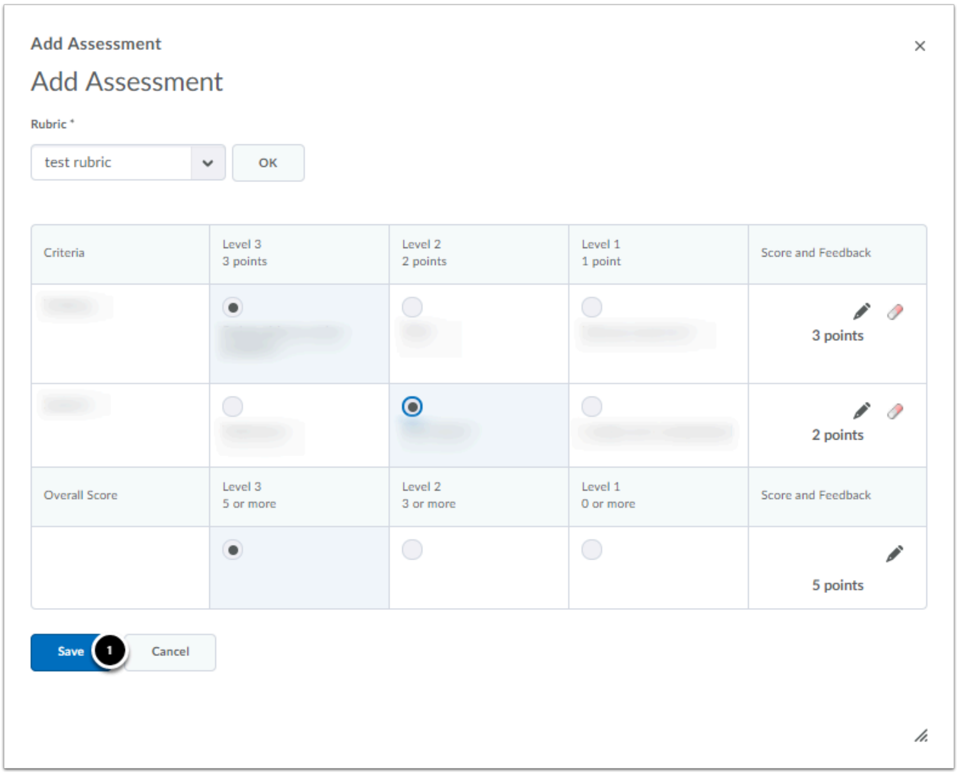
1. Click the **Explore** tab.
2. Click on the arrow next to the item.
3. Click **View.**



1. Click on **Add Assessment**.

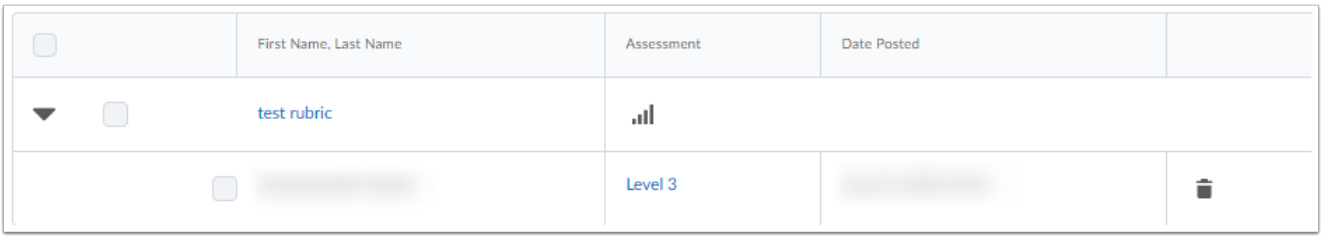


1. Select a rubric that the student has attached to the item.
2. Click **OK**.



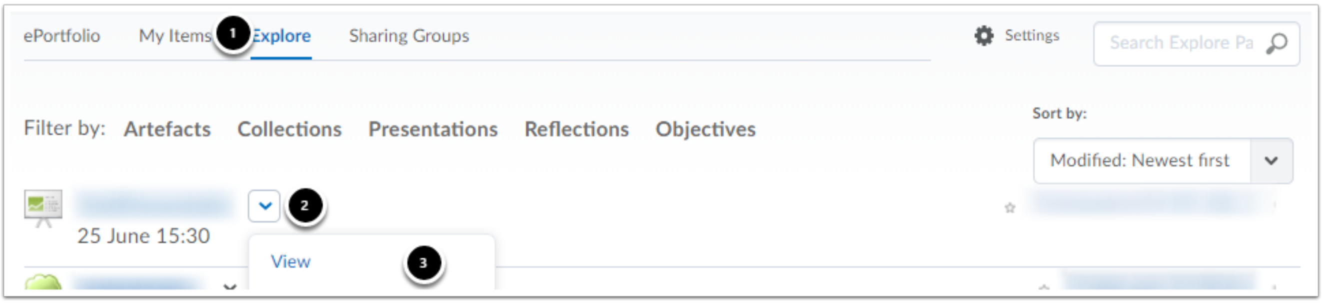
Fill in the rubric.

1. Click **Save**.

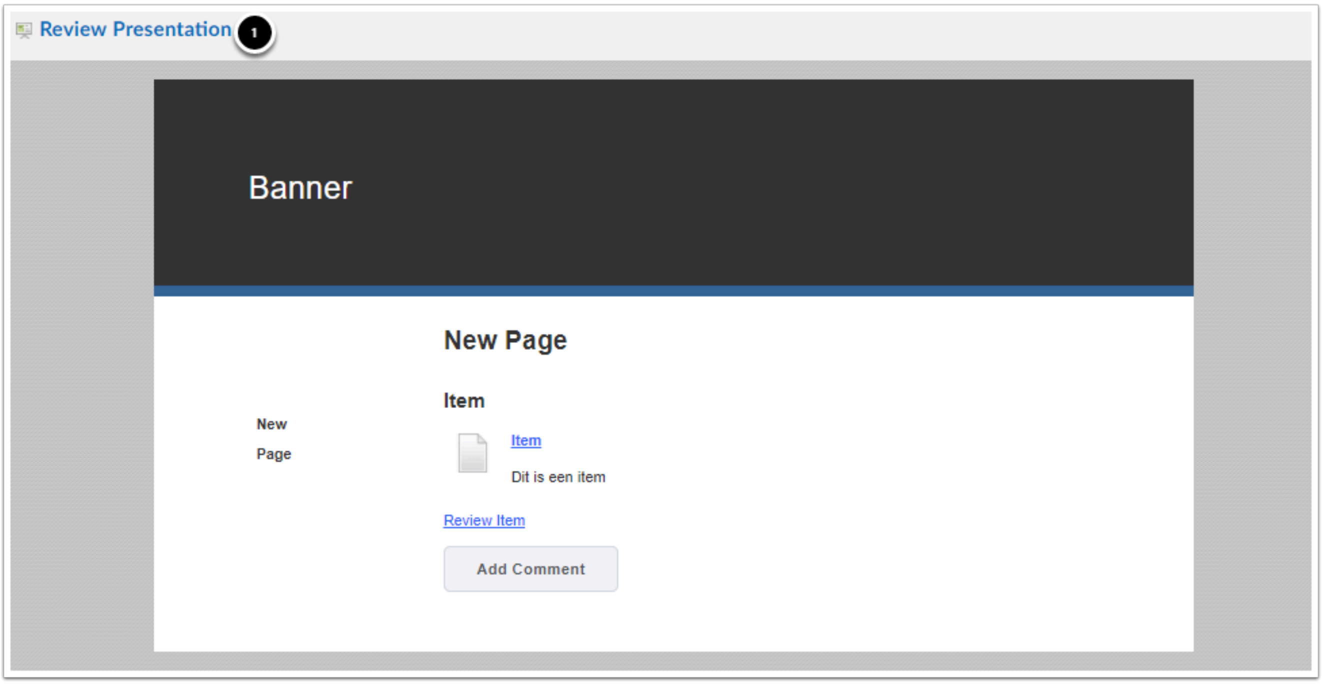


The assessment can be found under the Assessments heading for the item.

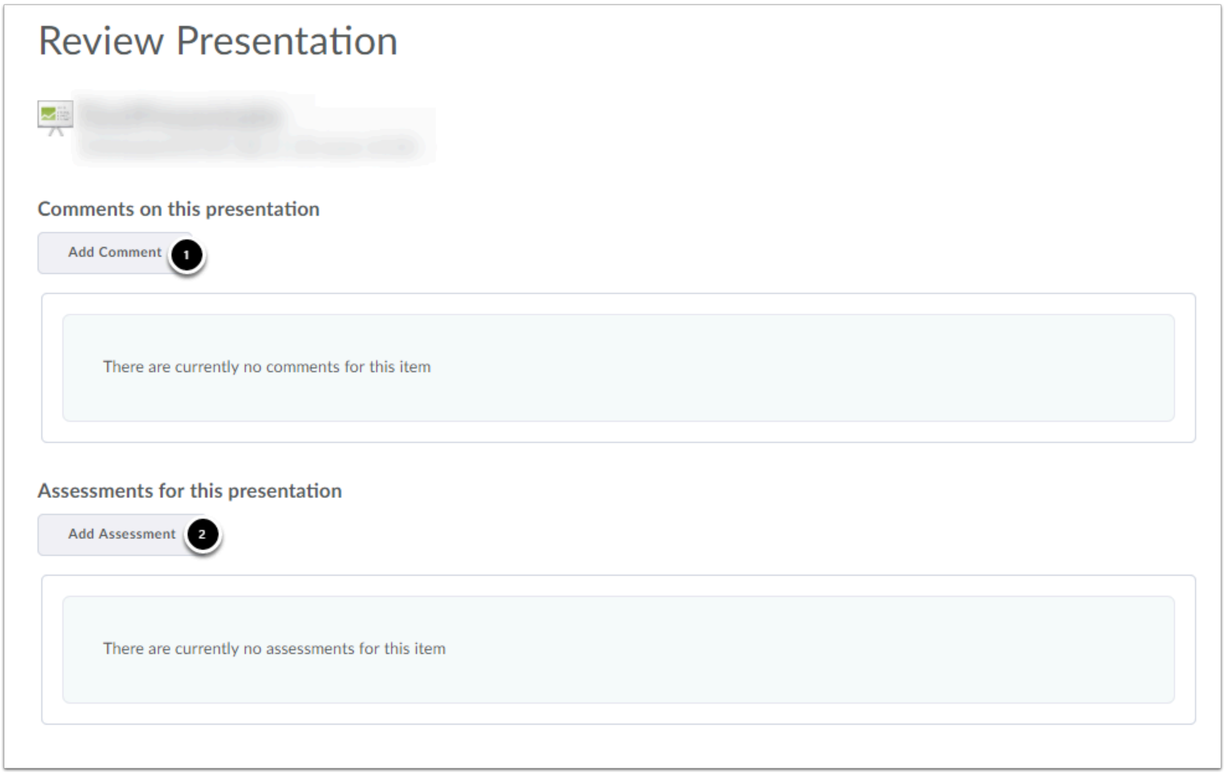
Presentation



1. Click the **Explore** tab.
2. Click on the arrow next to the item.
3. Click **View.**



1. Click on **Review Presentation**.

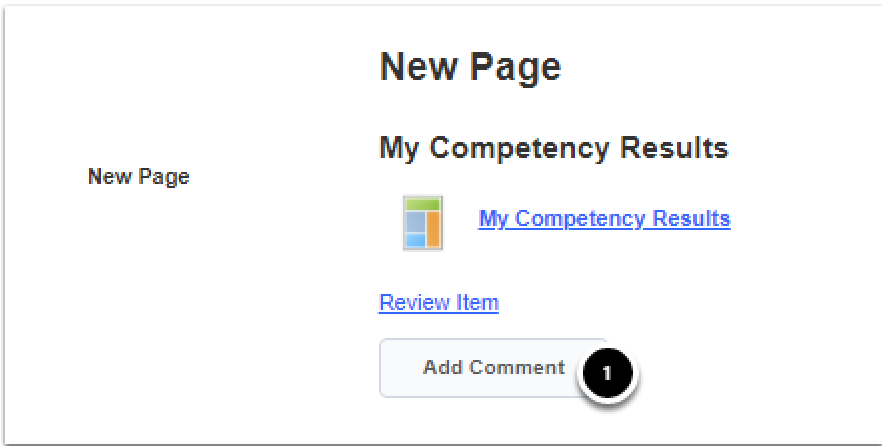


A screen opens where you:

1. Can add a **comment**.
2. Can add an **assessment**.

Commenting per item

If the student selected the **Comments Enabled** setting, an **Add Comment** button will appear under each item. With this you can comment on all individual items.

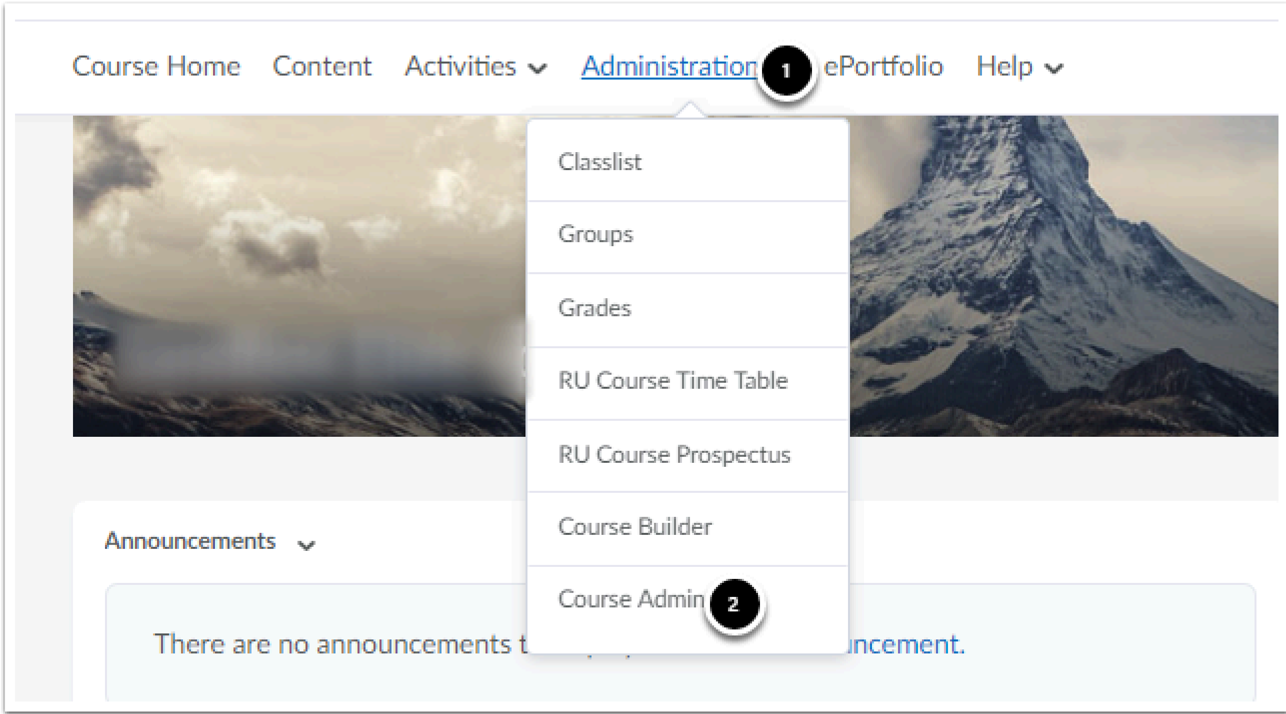


1. Click on **Add comment**.

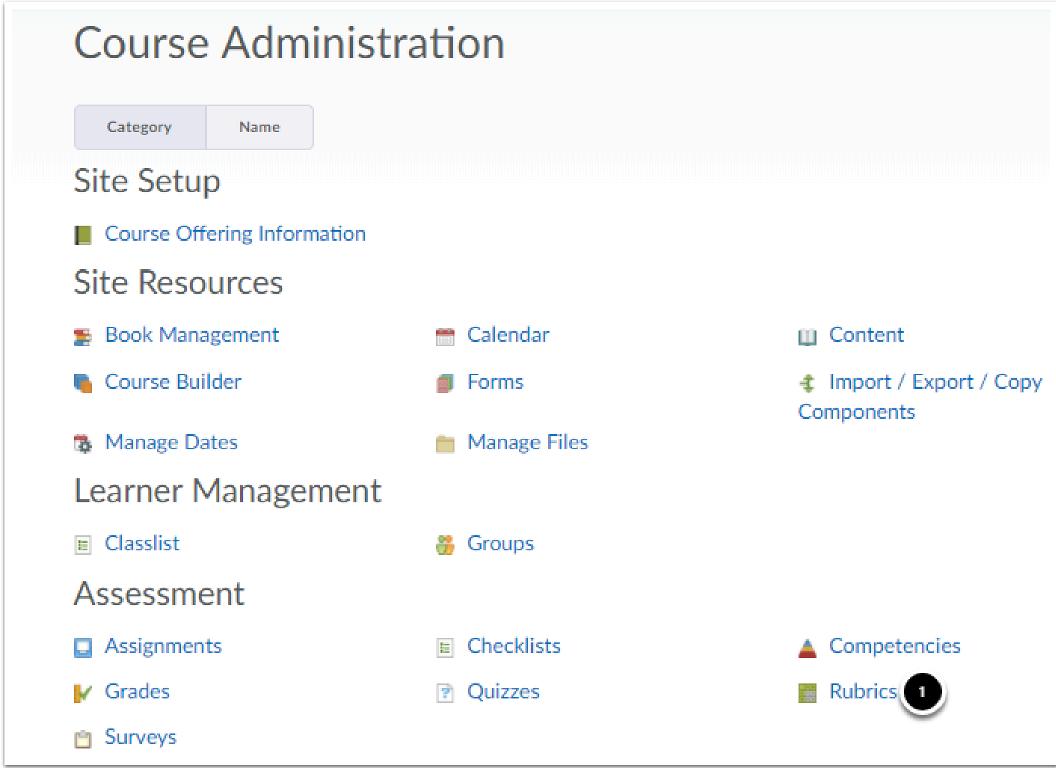
How do I get an overview of filled in rubrics in my ePortfolio?

You can retrieve information about how many times a rubric has been attached, what the average score of the rubric is and how often it was filled in from the **Rubric Statistics**.

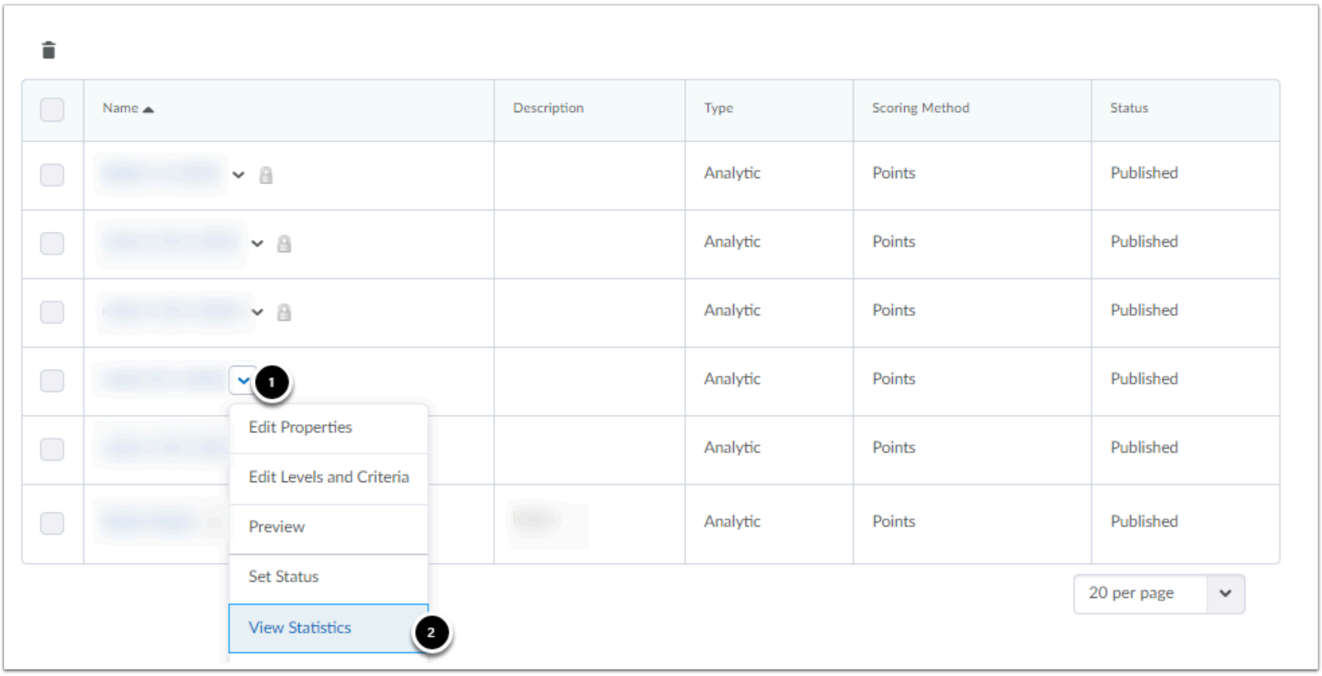
Go to the course where you created the rubric.



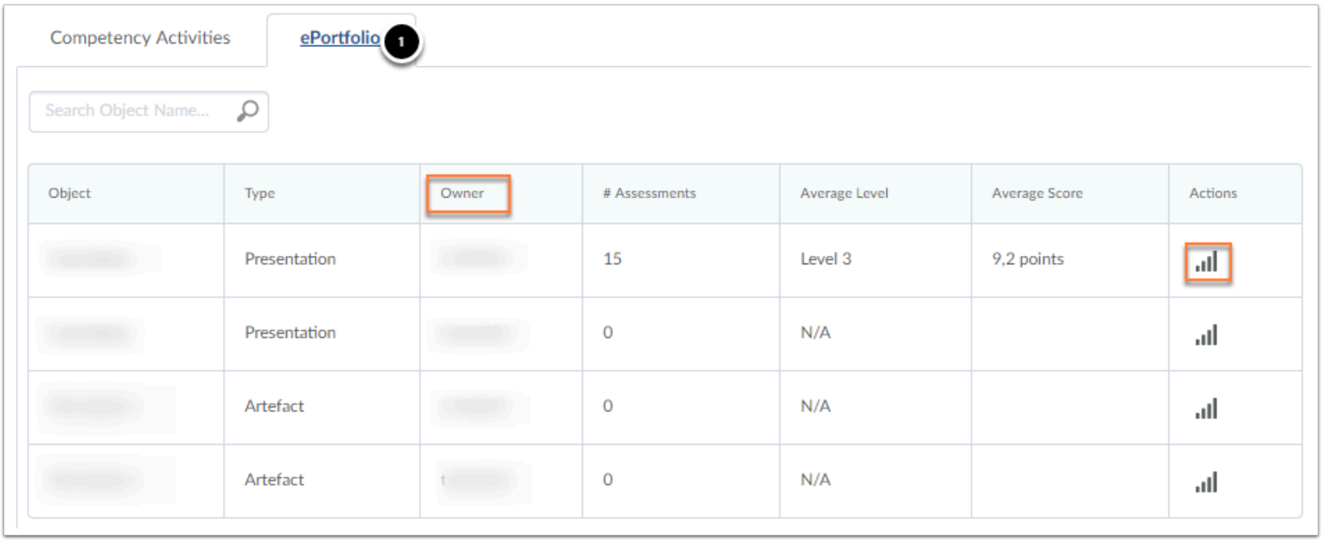
1. Click on **Administration**.
2. Click on **Course Admin.**



1. Click on **Rubrics**.



1. Click the arrow next to the rubric of which you want to see the statistics.
2. Click **View Statistics**.



1. Click on **ePortfolio**.

This shows the overview of the rubric in the ePortfolio.

> The column **Owner** shows the person who added the rubric to an item. This is not necessarily the owner of the rubric.
>
> Clicking on the icon in the **Actions** column shows the individual assessments.

ePortfolio: Frequently Asked Questions

Overview frequently asked questions about the ePortfolio

The frequently asked questions about ePortfolio are divided into different categories. Below is an overview of these categories with the questions in them.

Is your question not listed? Send an email to brightspace@ru.nl, we will answer your question as soon as possible.

- Can a student hand in a presentation from his ePortfolio in a course assignment?
- If a student adds a submission with feedback to a presentation, is the feedback shown in the presentation?
- Can the review screen of a presentation also be opened in a new window?

6. Frequently asked questions about the integration between Brightspace LMS and the ePortfolio

- Is a reflection included when the item, to which the reflection is attached, is submitted in an assignment?
- Is an item included when the reflection, which is attached to the item, is submitted in an assignment?
- Will a comment be visible to a lecturer if the document is submitted in an assignment?
- If you submit an item in an assignment, and upload it back to the ePortfolio after receiving feedback, does it overwrite the previous item?
- I want to attach a rubric to an item in my ePortfolio, but I do not see the correct rubric, how is that possible?
- How do I set up a quiz so that the results can be added to the ePortfolio?

7. Frequently asked questions about the use of the ePortfolio

- Can I use the ePortfolio to make a portfolio for my BKO / UKO (education certificates)?
- The ePortfolio functionalities do not do what they are supposed to do, how is that possible?
- What is the difference between the use of ePortfolio from the browser on different devices?
- What are RSS-feed settings in the ePortfolio?

1. Frequently asked questions about basic functionalities of the ePortfolio

Content:

How can I, as a teacher, keep an overview in my ePortfolio?

As a teacher or coordinator you may receive many shared documents from students. Documents that are shared with you via the ePortfolio can be found by clicking on the Explore tab in your own ePortfolio. These documents can easily become a long list. To keep an overview you can:

1. Let students share efficiently

Ask students to share a collection from their ePortfolio with you (named after themselves) . Every time they add a document to this shared collection, or change a document, you can see the updated version immediately. You therefore have one collection folder for each student in the Explore environment. Students can add the same item to multiple collections.

or:

Ask students to share a presentation with you. Every time they add or modify a document the presentation is also changed in the shared presentation. You therefore have one presentation of each student in the Explore environment.

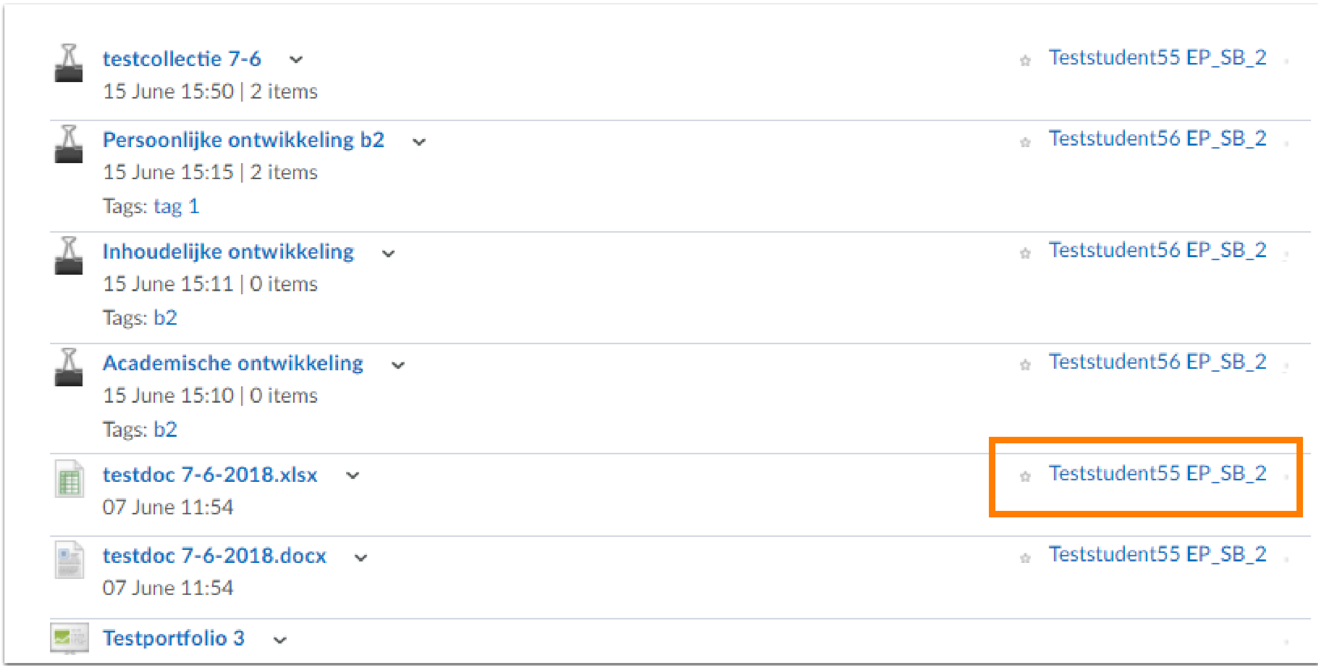
> Note: if a student changes a collection or a presentation (or the documents in it), you will not be automatically informed of this. If you want to, you can:
>
> • subscribe to the collection, the presentation (or a document in it). You will receive a message with every change.

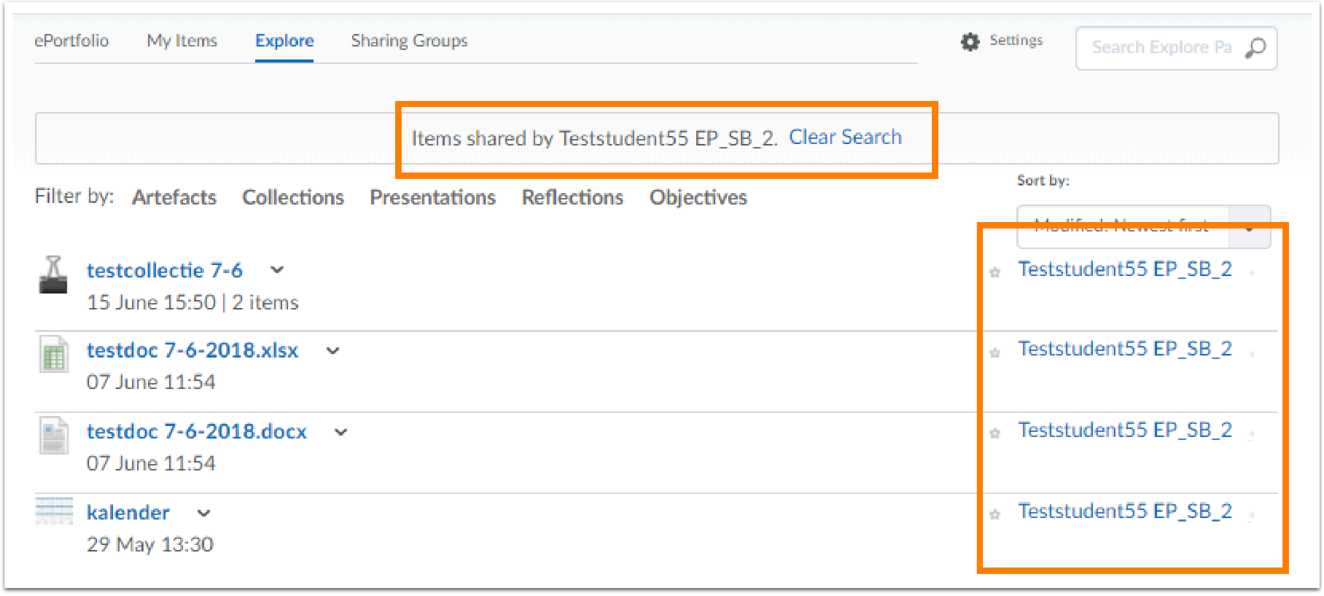
• ask the student to send a new invite when he has finished making changes.

2. Searching efficiently

If you click on a student name in the Explore tab, it shows all shared documents from this student. You can thus easily find the documents of one specific student.

In the images below we clicked on the name Teststudent55 EP_SB_2 (first image) and you see the sorting on the name of Teststudent55 EP_SB_2 (second image).

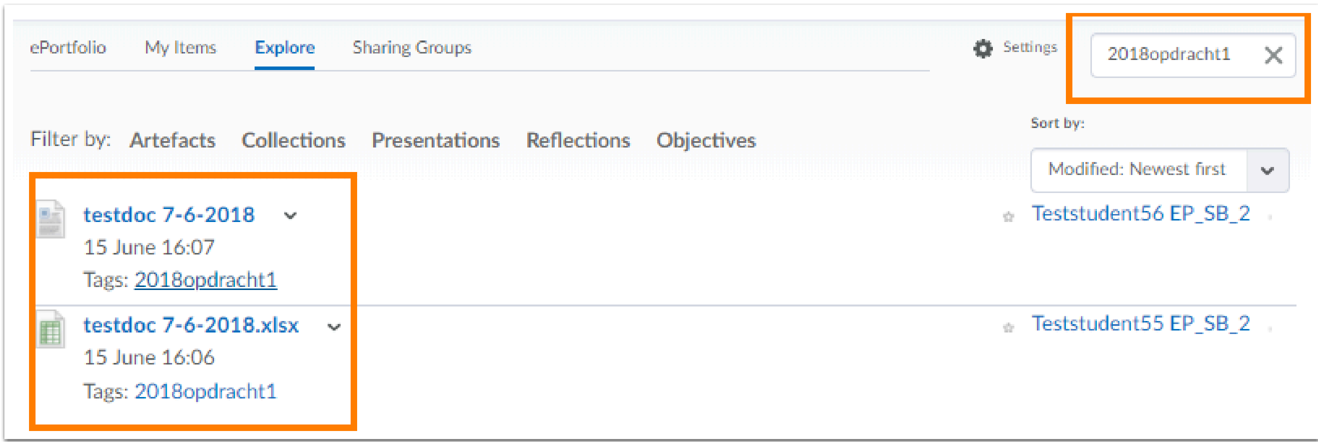




Another possibility is working with tags. Ask the students to give the document that they share with you the same tag. For example, *2018assignment1*.

You can search for this tag in the Explore tab and find all the shared items with this tag attached.

The example below shows two different documents of two different students with the same tag.



What is the difference between an ePortfolio, a presentation and a portfolio course in Brightspace?

An **ePortfolio** is a personal environment for every Brightspace user, in which different types of items can be stored and organized. These items can also be shared with others, who can give feedback on the document.

A **presentation** in Brightspace is a 'showcase' environment that can be created from the ePortfolio. A presentation can contain one or more items from the ePortfolio.

A **portfolio** course is a course in Brightspace in which the ePortfolio is used to achieve a goal.

Can the portfolio space of a student be determined by the study program?

No and yes;

The ePortfolio environment in Brightspace is a personal environment. What a student does or does not do is not to be determined or checked by the study program or teachers.

A study program or teacher can push a proposal for a structure to a student, or make it available via an export / import file in a course.

This could for example be a template presentation that students can fill with their own documents.

2. Frequently asked questions about sharing items in the ePortfolio

Content:

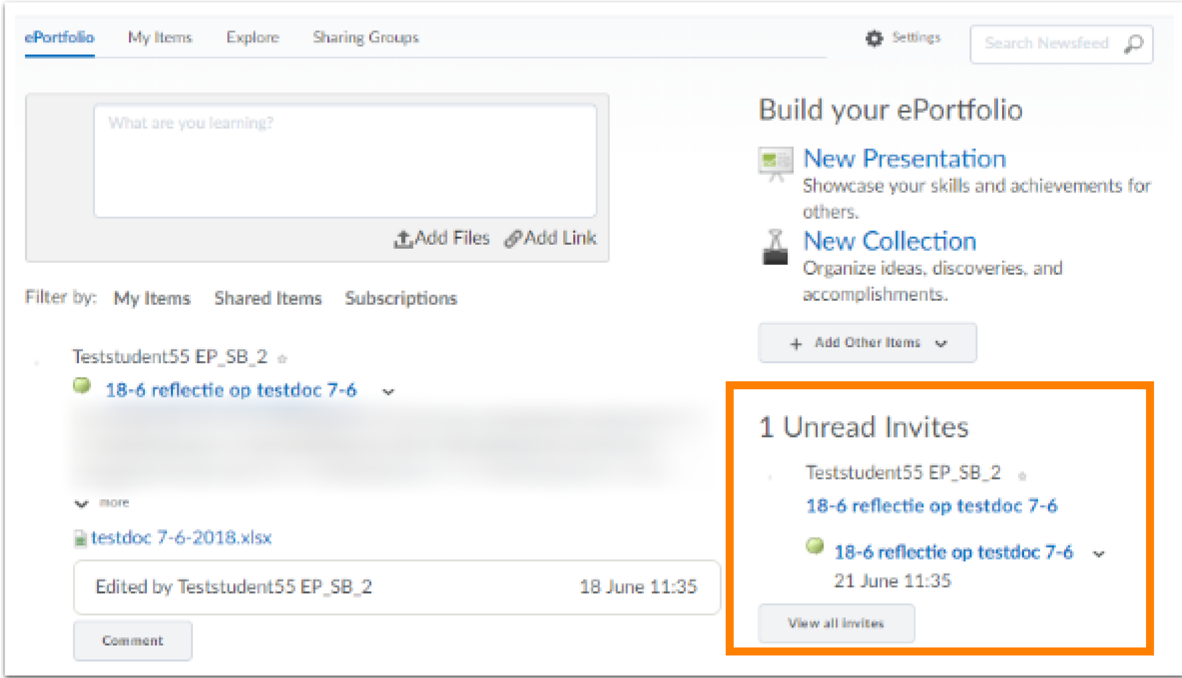
Can the recipient of shared items share those items with others?

No, a shared item can not be shared by the recipient with a third party.

How do I know that I have received a shared document?

You will receive a shared document in the Explore tab in your ePortfolio.

If a student has sent an invite after sharing a document, the recipient will receive an email in his RU mailbox. In addition, a message is displayed on the ePortfolio tab that a new invite has been received.



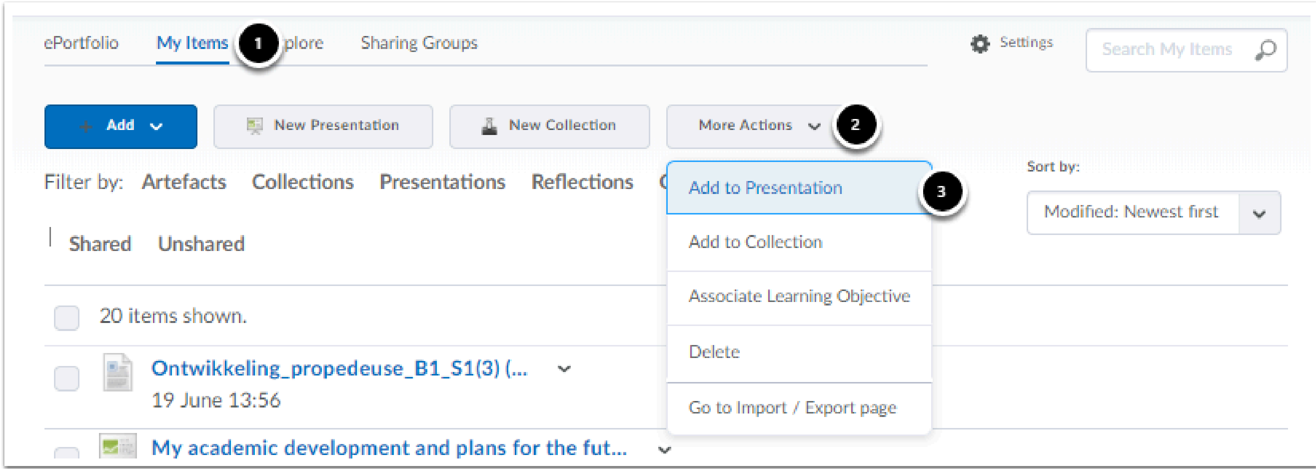
There are notification icons at the top of the Brightspace mini bar. These icons are not used by the ePortfolio. Notifications of received ePortfolio items or invites thus will not appear here.

Does a tag stay attached to an item when the item is pushed?

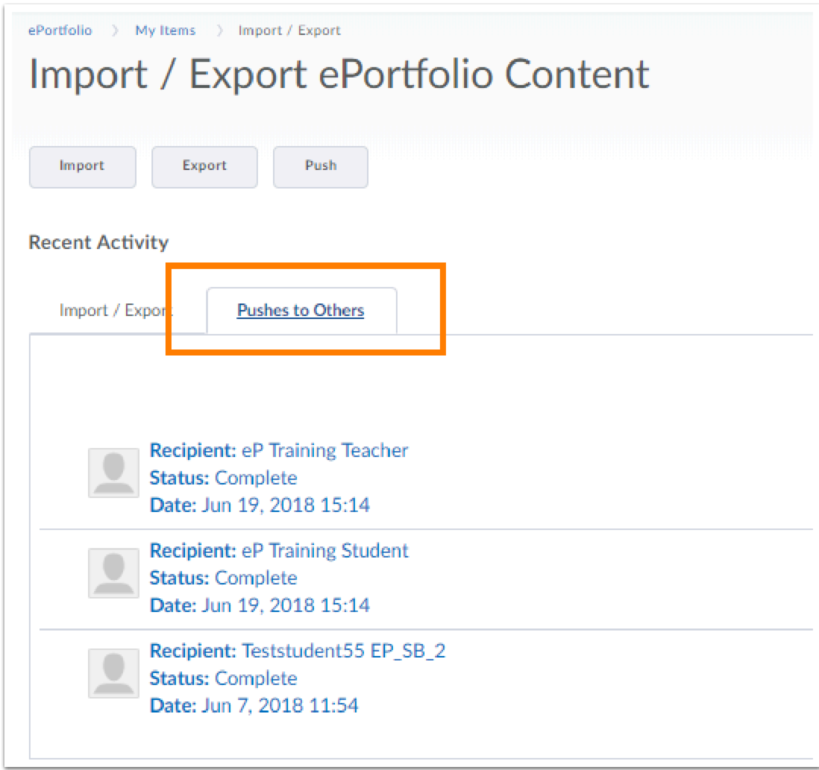
Yes, a tag remains attached to the item when it is pushed to another portfolio.

Note: a taglist (attached to a collection) will not be pushed with the item.

Where can I see to whom I have pushed items?



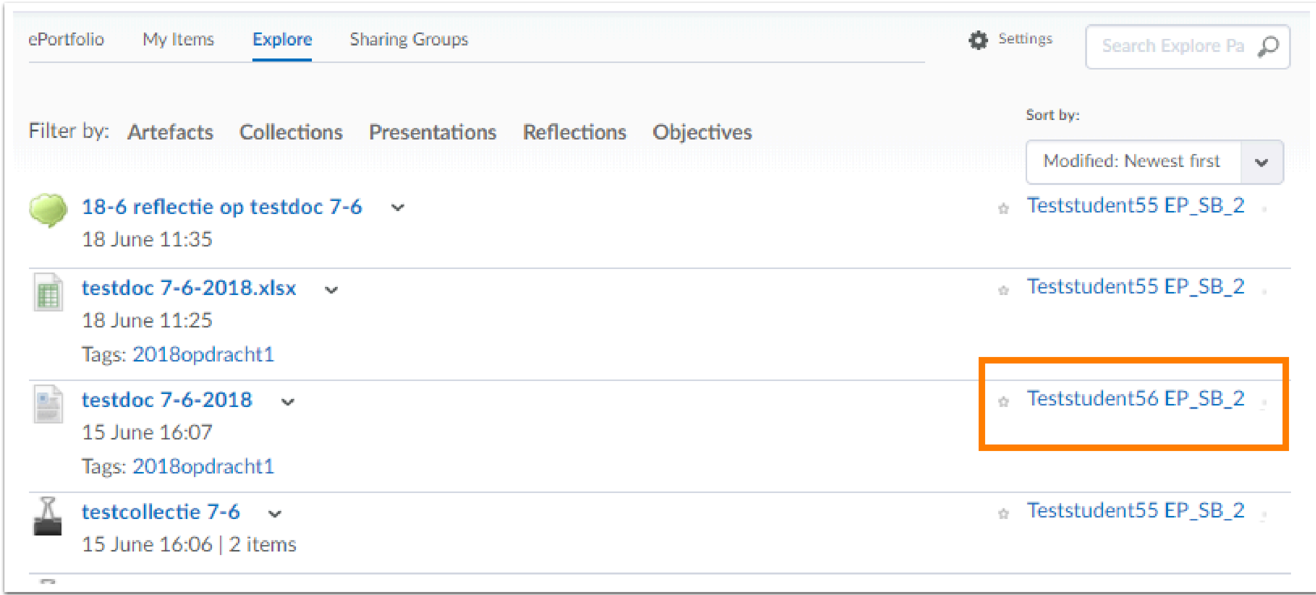
1. Click on the **My Items** tab.
2. Click on **More Actions**.
3. 3. Select **Go to Import / Export page.**



Select the **Pushes to Others** tab to see to who you have pushed.

It does not show which item you have pushed.

How can I see from which student I have received a shared item?



The Explore tab in the ePortfolio shows all documents shared with you. Behind each document is the name of the person who shared it with you.

Click on the name of the student to filter the list of displayed items on the name of the student.

Can a program coordinator also see items from a student that have been shared with another teacher?

Not without permission from the student. If a program coordinator wants insight into the items of a portfolio, the owner of the portfolio must also share these items with the coordinator.

Can I save an item that has been shared with me?

No. A student can always 'unshare' a shared item, even if someone has left a comment on the itemt. If you want a document from a student to remain accessible, let them submit it via a course assignment.

Is an reflection that is attached to a item also shared if the item is shared?

No, a reflection attached to another item is not included when you share the item. An item and an attached reflection are two separate items after sharing.

3. Frequently asked questions about building an ePortfolio

Content:

Are tags still attached after pushing or sharing an item with a tag attached to it?

Yes, if you share or push an item, tags attached to the item are also included. If you have added a tag that you do not want to be visible to others, put an @ in front of the tag (e.g. @concept)

How can I offer my students a structure for their ePortfolio?

There are several ways to help students to create structure in their ePortfolio:

• You can push the students a presentation template or a collection.

• During the course you can structurally help the student to remember that a document can be stored in the ePortfolio.

4. Frequently asked questions about giving feedback in the ePortfolio

Content:

Can a teacher change a rubric that has already been used in an ePortfolio?

If a teacher wants to modify a rubric that has already been used (filled in), the following message will follow: *Rubric has assessment and can not be edited or deleted*.

The teacher can make a copy of the used rubric, make adjustments and then save the rubric with a new name. This copy can then be attached to an assignment.

To make a copy of a rubric:

1. Go to **Administration**.
2. Click on **Course Admin**.
3. Click on **Rubrics**.
4. Click on the arrow next to the rubric.
5. Select **Copy**.

Can you push rubrics?

No. a teacher can only push items from his / her ePortfolio (files, presentations, collections etc). A rubric is created in Brightspace itself and can be attached to documents.

If an item with a rubric attached to it is pushed, the rubric is also pushed.

If a student adds a submission on which he has received feedback to the ePortfolio, it is not visible who gave the feedback. Is that correct?

Yes this is correct.

Even if students view their received feedback on a submission in the course itself, it is not visible from whom the feedback comes. It is desirable that it becomes possible that the name of a feedback provider is shown. This has been reported to the supplier.

Can students make a submission as a group, but send the feedback individually to their portfolio?

Yes, if a student submits a group assignment, the entire group can individually add the feedback in their ePortfolio.

I can not see submissions that contain an ePortfolio item with the grader app, is that correct?

That's right. Unfortunately, the grader app does not support ePortfolio-related items and a document that has been published from a student's ePortfolio can not be viewed in the app. View / rate the submission in Brightspace via the web browser.

5. Frequently asked questions about using ePortfolio presentations

Content:

Can a student hand in a presentation from his ePortfolio in a course assignment?

Yes, that's possible. As a teacher, you simply see the layout of the presentation, with links to the documents. However, you can not leave comments on the presentation here, as you would be able to do in the ePortfolio. If the student later edits something in the presentation via the ePortfolio, this does not change in the submitted presentation.

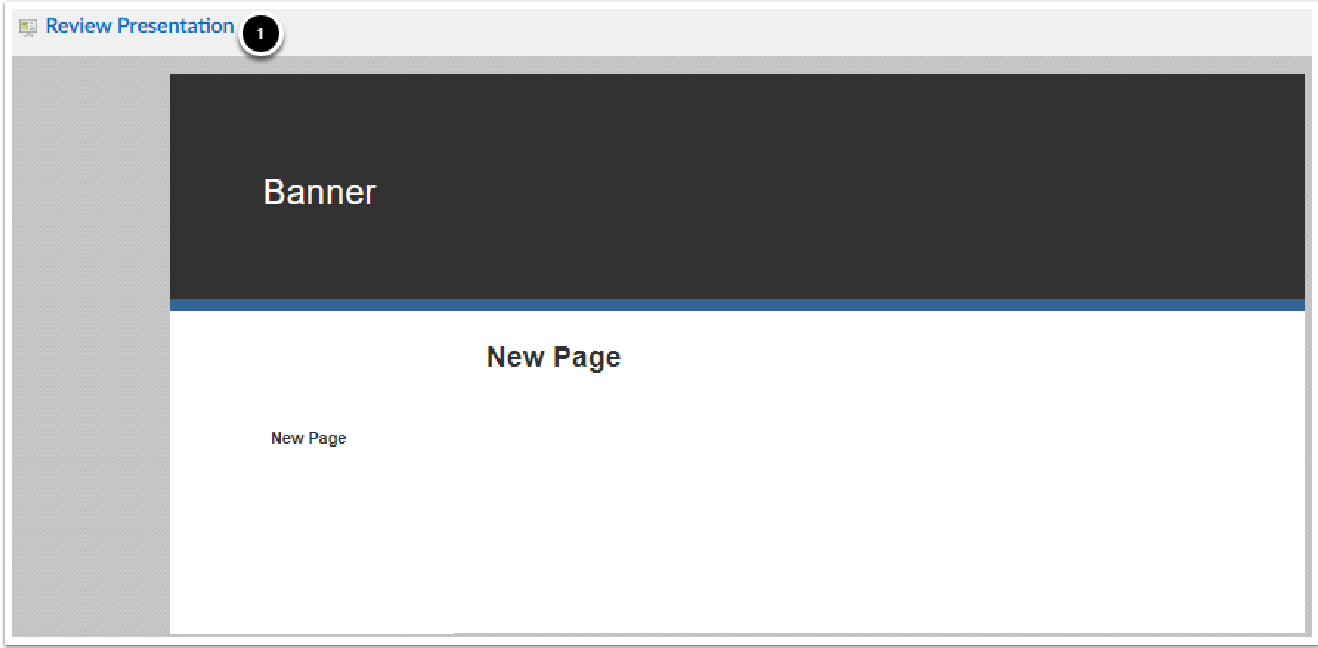
Note: a student can not hand in a presentation in a course assignment if it contains an item (with feedback) from a previous course assignment. In other words, an item with feedback from a course can not be submitted again (via a presentation or as a separate item).

If a student adds a submission with feedback to a presentation, is the feedback shown in the presentation?

The feedback that a student has received on a submission in a course assignment can be sent to his ePortfolio (possibly including the submitted assignment). This item can then be included in a presentation. In the presentation you can click on this item, after which a screen opens with the feedback, completed rubric(s) and (possibly) the submitted assignment.

Can the review screen of a presentation also be opened in a new window?

This can not be setup automatically, but it is possible to have the review screen 'manually' open on a new tab of the browser.



There are two ways to open the review screen in a new tab:

1. Hold down the **Control key** while clicking on **Review Presentation**.
2. Right-click **Review Presentation**. Then select **Open link in new tab (Link openen in nieuw tabblad)**.

6. Frequently asked questions about the integration between Brightspace LMS and the ePortfolio

Content:

Is a reflection included when the item, to which the reflection is attached, is submitted in an assignment?

Yes, a reflection attached to an item is always sent with a submission. The teacher can also view this reflection. This can not be turned off.

Is an item included when the reflection, which is attached to the item, is submitted in an assignment?

Yes, an item that is attached to a reflection is always included. Also with a submission.

Will a comment be visible to a lecturer if the document is submitted in an assignment?

All comments, assignments and reflections that are attachement to an item, at the moment that it is submitted to a course assignment, are visible to a lecturer after submission.

If you submit an item in an assignment, and upload it back to the ePortfolio after receiving feedback, does it overwrite the previous item?

No, the original document remains intact. If an item with feedback from a course is sent to the portfolio, you get the chance to give it a new name. If you give it an identical name, you still have two separate items with the same name.

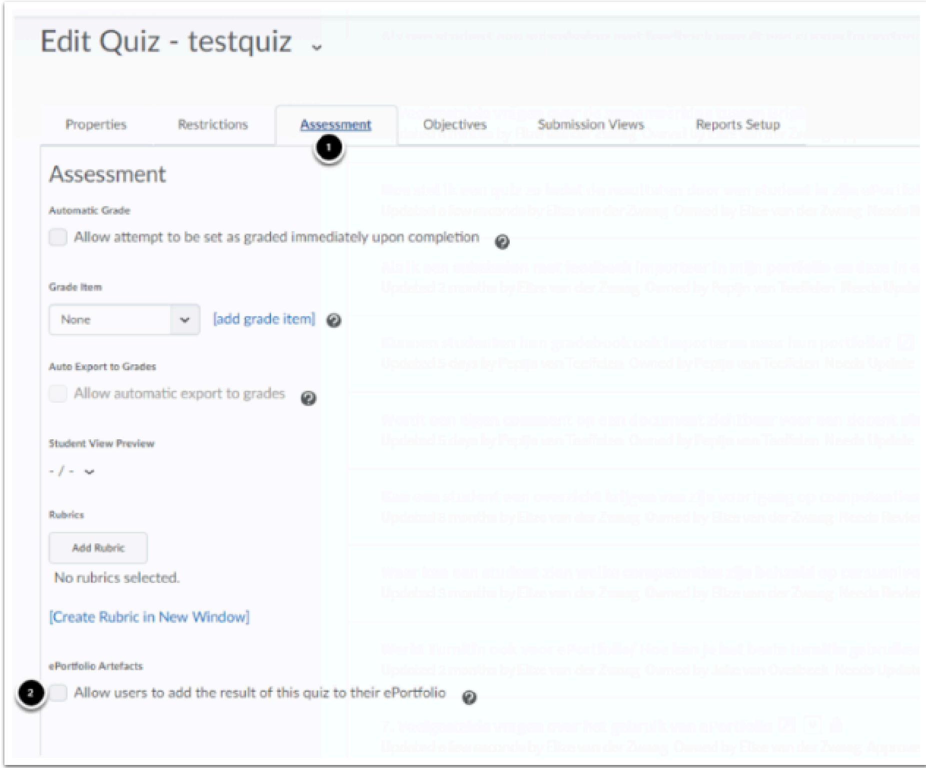
I want to attach a rubric to an item in my ePortfolio, but I do not see the correct rubric, how is that possible?

There are multiple answers possible to this question:

1. The rubric has not yet been created in the course.
2. You navigated to the ePortfolio via the Brightspace Homepage and not via the course where the rubric is located. How do I link a rubric to an item in my ePortfolio.
3. You want to link the rubric to the item via the ePortfolio tab. Always link a course rubric via the tab My Items. Have you accidentally linked a rubric via the ePortfolio tab, but do you want to link a course rubric? Remove the rubric from the item, log out from Brightspace, close the browser and then start again.

How do I set up a quiz so that the results can be added to the ePortfolio?

If you want students to be able to add the results of a quiz in their ePortfolio, you have to turn on a setting while making the quiz.



1. When creating or editing the quiz, click the **Assessment** tab.
2. Select the checkbox of **Allow users to add the result of this quiz to their ePortfolio**.

7. Frequently asked questions about the use of the ePortfolio

Content:

Can I use the ePortfolio to make a portfolio for my BKO / UKO (education certificates)?

Everyone can use their ePortfolio the way they want. The Faculty of Law and the Faculty of Social Sciences are going to use the ePortfolio for their teacher qualifications starting September 2018. More information about this can be obtained at the TIPs of those faculties. Other faculties may follow.

The ePortfolio functionalities do not do what they are supposed to do, how is that possible?

You may be using a browser that is not supported by Brightspace. Visit https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm to read which browsers are supported. Google Chrome is recommended as the default browser for using the Brightspace ePorfolio.

What is the difference between the use of ePortfolio from the browser on different devices?

The ePortfolio works well in the browser on the phone, tablet and computer.

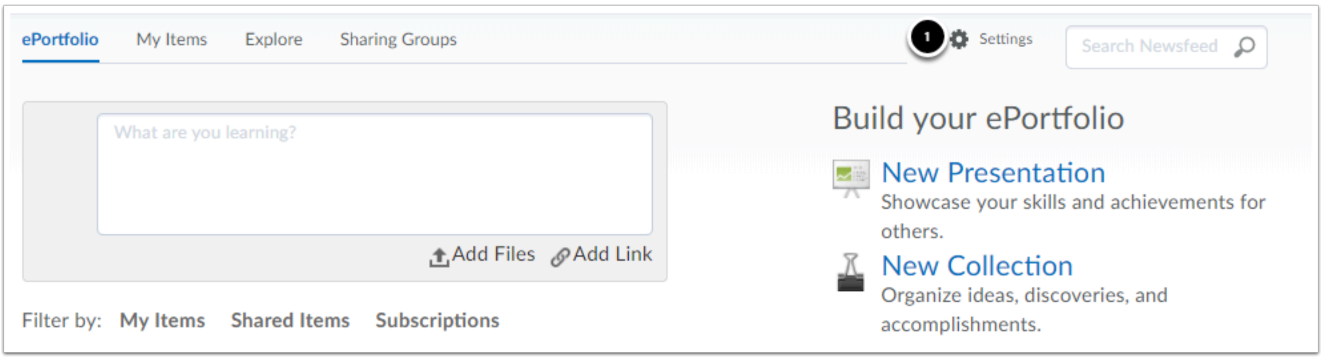
Note: when sharing an item via your phone or tablet, the search function might not work on some devices. If you press enter after typing a name, the cursor jumps to add an external user instead of searching for a name or email address.

What are RSS-feed settings in the ePortfolio?

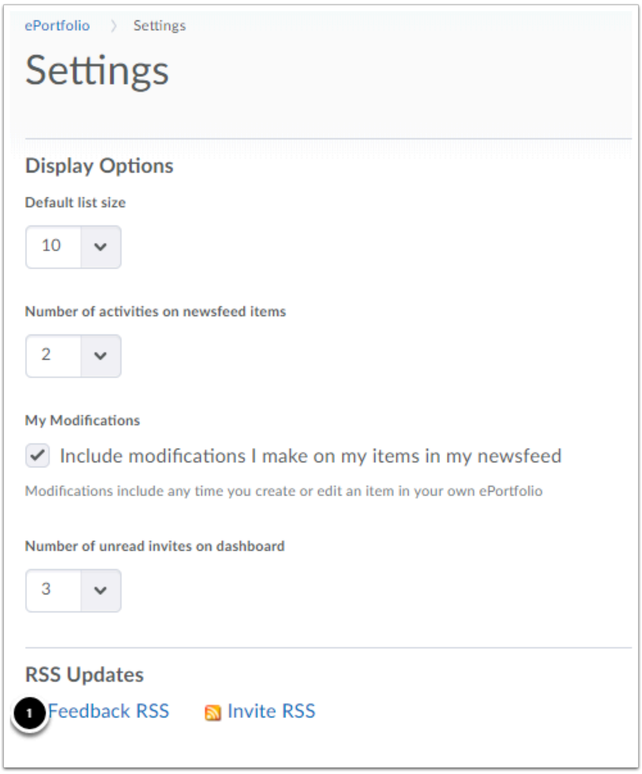
The RSS Update is a way to get updates on activity from your ePortfolio, for example via an RSS reader. You can get a limited overview of feedback given on your items or about invites sent to you. It is intended that you add this page to an RSS reader, You will get a message in your browser if someone leaves feedback on an item or sends an invite.

A good RSS feed application for Chrome is this extension. More information about RSS feed applications and various alternatives for both computers and mobile phones can be found here.

Feedback RSS



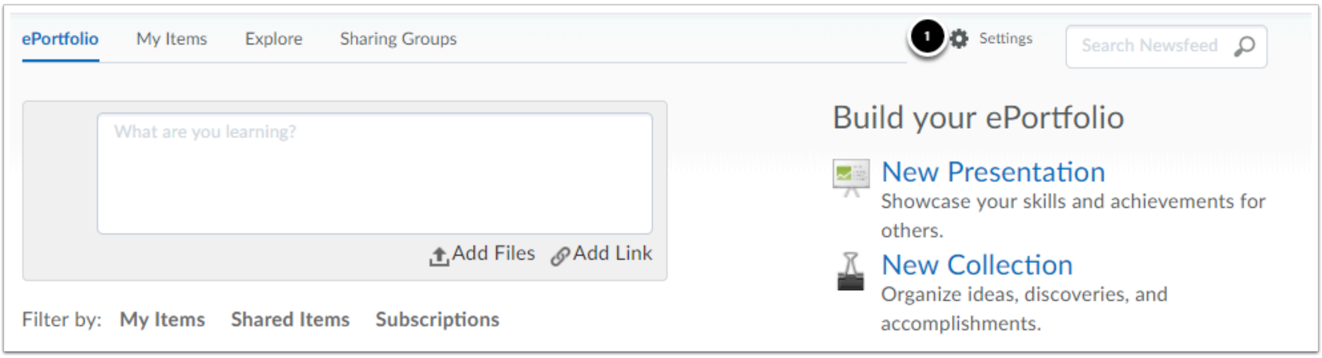
1. Click on **Settings**.



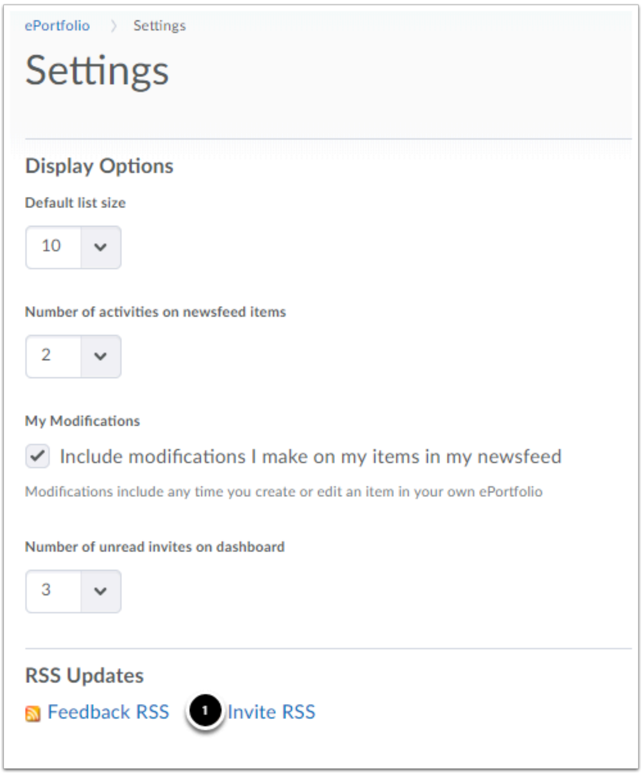
1. Click on **Feedback RSS**.

Here you will find a limited overview of when something happens to an item from your ePortfolio. It does not provide any further information about the artifact in question. This URL can be read by an RSS Reader

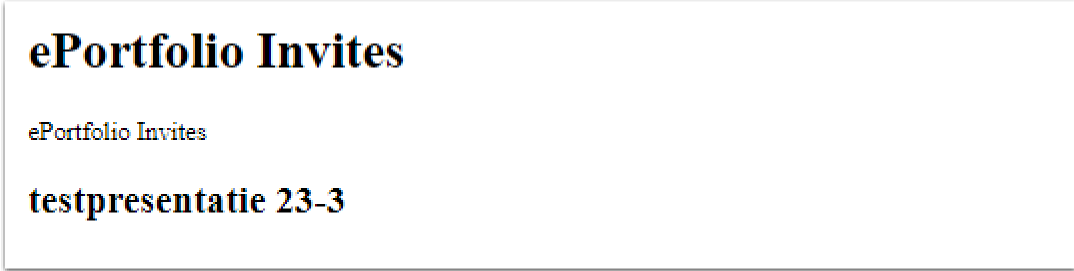
Invite RSS



1. Click on **Settings**.



1. Click on **Invite RSS**.



Here you will find a limited overview of invites that have been sent to you. There is only the name of the shared document, not who sent the invite. This URL can be read by an RSS Reader.