



# Introduction to Brightspace

Workshop 1, Digital Teaching Series

Aoife Reilly, Educational Technologist  
[aoife.reilly1@ucd.ie](mailto:aoife.reilly1@ucd.ie)

# Brightspace home page



Module search



Aoife Reilly



Help My Brightspace Explore

Return to home at any point

Grades may be displayed in Brightspace in advance of the University's formal results. Governing Board, all grades are considered provisional only.

Your profile:  
- View as Student  
- Edit notification settings

Modules you are enrolled on

My Modules

All Pinned 2018/19 Semester 1 2018/19 Semester 2 2018/19 Summer Term

Aoife Reilly - Sandbox  
AREILLY3\_SBOX

1 ?

Sandbox module for testing

Digital skills for success in the workplace  
DX-LIB0003-O

Pin a module you use frequently

BIOL10140-Life on Earth-2023/24  
Autumn  
BIOL10140-2023-AUT  
Ends February 29, 2024 at

My Announcements

+ Create Announcement

Student access to modules

Posted Wednesday, July 26th, 2023 at 12:51 PM  
Students will ordinarily be granted access to 23/24 Academic Year modules as follows: 17th August 2023 for modules starting in the Autumn Trimester 23rd December 2023 for modules starting in the Spring Trimester 21st April 2024 for modules starting in the Summer...

Read More

Show All Announcements

# Module home page

The screenshot shows the Moodle interface for a module titled "Aoife Reilly - Sandbox". At the top left is the UCD logo. The user's name "Aoife Reilly" and a settings gear icon are at the top right. A blue navigation bar contains the following items: "My Learning", "Assessment" (with a dropdown arrow), "Discussions", "My Class" (with a dropdown arrow), "Library" (with a dropdown arrow), and "Module Tools" (with a dropdown arrow). This navigation bar is highlighted with a red box. Below the navigation bar is a banner image of a snowy mountain range with the text "Aoife Reilly - Sandbox" overlaid. A red arrow points from a text box below to the navigation bar. The main content area is divided into two columns. The left column features a "Calendar" section with a dropdown arrow, showing the date "Thursday, 30 November 2023" and a right-pointing arrow. Below it is an "Upcoming events" section with a dropdown arrow, containing the text "There are no events to display." and a link "Create an event". The right column features a "Welcome to the Module" section with a blue button labeled "Launch the Welcome message". Below that is an "Updates" section with a dropdown arrow, showing a notification icon, the number "1", and the text "Ungraded Quiz Attempts".

UCD

Aoife Reilly - Sandbox

AR Aoife Reilly

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Aoife Reilly - Sandbox

Calendar ▾

Thursday, 30 November 2023 ▶

Upcoming events ▾

There are no events to display. [Create an event](#)

Welcome to the Module

[Launch the Welcome message](#)

Updates ▾

1 Ungraded Quiz Attempts

Toolbar – access to everything within the module

# My Learning – add your Module Content

- ◆ Section populated with section headings according to the [VLE Standards Policy](#) to provide guidance on structure.

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Classic Experience

Grab and drag the eight dots to re-order units

Learning Materials ▾

- Overview
- Bookmarks
- Module Schedule

Import Module ▾ Bulk Edit Related Tools ▾ Expand All | Collapse All

Overview of all content

Learning Materials 22

Welcome Unit

The selected unit displays in the main panel

Welcome Unit 4

Lecture Notes

Units

Assessments 7

The Welcome Unit should include, at a minimum:

- A summary or brief description of the module
- An introduction to faculty and the wider teaching team
- Contact information/hours for the teaching team

Upload/Create ▾ Existing Activities ▾

# My Learning – add your Module Content

- ◆ Section populated with section headings according to the [VLE Standards Policy](#) to provide guidance on structure.

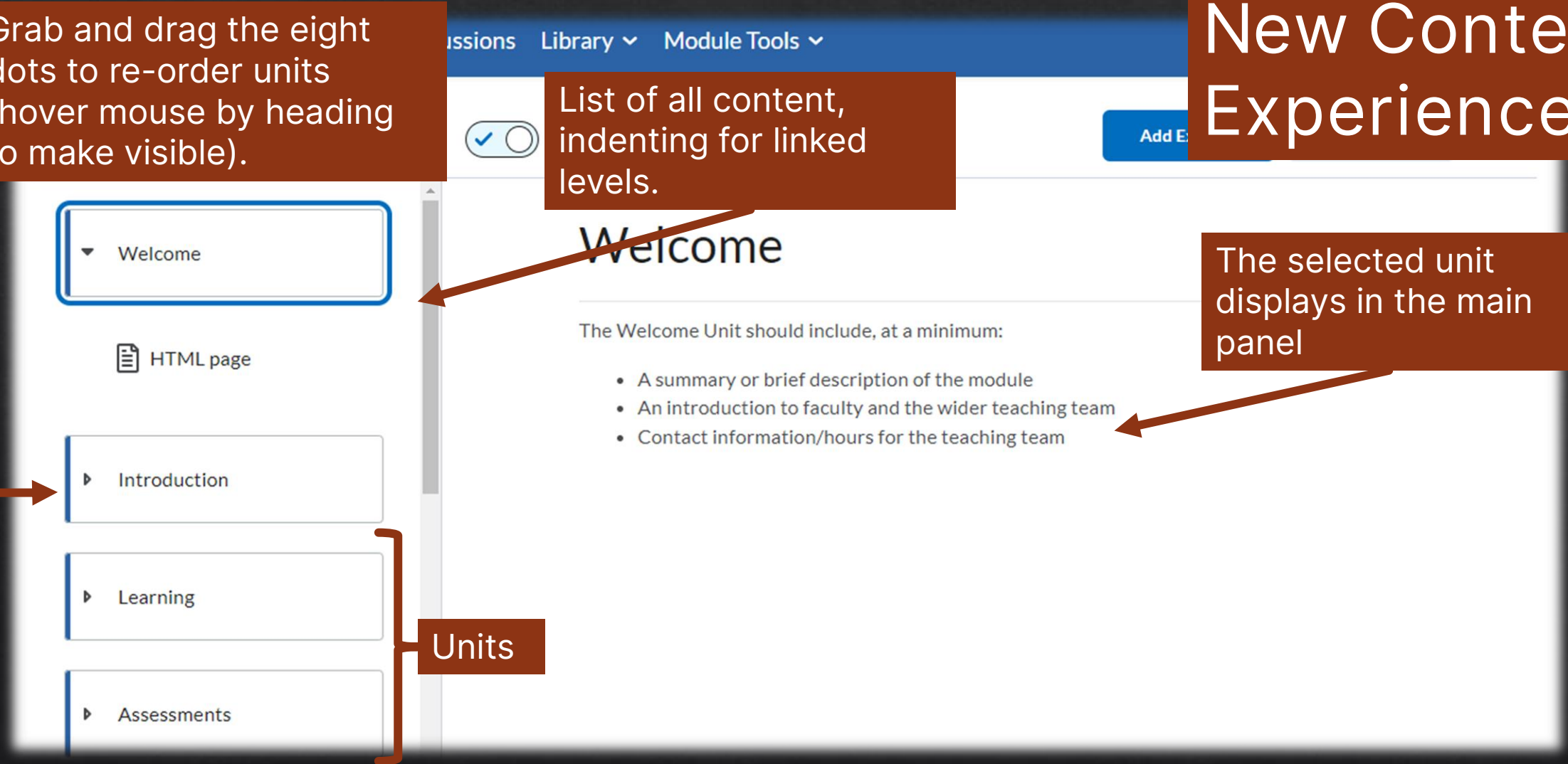
Grab and drag the eight dots to re-order units (hover mouse by heading to make visible).

List of all content, indenting for linked levels.

New Content Experience

The selected unit displays in the main panel

Units



# UCD VLE Standards Policy



Welcome



Introduction



Learning



Assessment

These unit headings now appear in the side panel of each new module; [incorporate the VLE Standards into your module content.](#)

# Classic Experience: Populating a Unit

Introduction ▼ Edit Title Print Settings

Add dates and restrictions... Option to select a date to release content Visible/Hidden 👁️

Add a description...

Upload/Create ▼ Existing Activities ▼ Bulk Edit

Drag and drop files here to create and update topics

Add a sub-unit...

# New Content Experience: Populating a Unit (Part I)

Visible

**Add Existing** **Create New** ...

## Introduction

The Introduction Unit should include, at a minimum:

- The module structure: a note on the format of how the module is to lectures, tutorials, seminars, labs, etc.
- The module learning outcomes
- An overview of the assessment strategy
- The teaching and learning strategy e.g. individual and group work, reflective learning, case-based learning, critical writing, student presentations, guest speakers etc.

Edit  
View Release Conditions  
Download  
Reorder  
Delete



# New Content Experience: Populating a Unit (Part II)

Option to select a date to release/hide content

The screenshot shows the 'Edit Introduction' interface. At the top left, there is a 'Back' button and the title 'Edit Introduction'. Below this is the 'Unit Title\*' field, which contains the text 'Introduction'. This field is highlighted with a red box, and a red callout box labeled 'Edit Title' points to it. Below the title field is an 'Add Due Date' link. The 'Description' section features a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indentation, Link, Unlink, and a plus sign for more options. The font is set to 'Lato (Recom...)' and the size to '19px...'. The main text area contains the following content: 'The Introduction Unit should include, at a minimum:' followed by a bulleted list: '• The module structure: a note on the format of how the module is to be delivered e.g. lectures, tutorials, seminars, labs, etc.', '• The module learning outcomes', '• An overview of the assessment strategy', and '• The teaching and learning strategy e.g. individual and group work, reflective learning, case-based learning, critical writing, student presentations, guest speakers etc.'. On the right side, the 'Availability Dates & Conditions' section is highlighted with a red box. It includes 'Start Date' and 'End Date' fields, both with calendar icons and the placeholder 'DD/MM/YYYY'. An arrow from the top-right callout points to these date fields. Below the date fields is the 'Release Conditions' section, which contains the text 'Users are not able to access or view the module unless they meet the release conditions.' and an 'Add Release Condition' link with a dropdown arrow. At the bottom of the interface, there are four buttons: 'Save and Close' (blue), 'Save' (grey), 'Cancel' (grey), and a 'Visible' toggle switch. The toggle switch is currently turned on (eye icon visible) and is highlighted with a red box. A red callout box labeled 'Visible/Hidden' points to this toggle.

Save and Close

Save

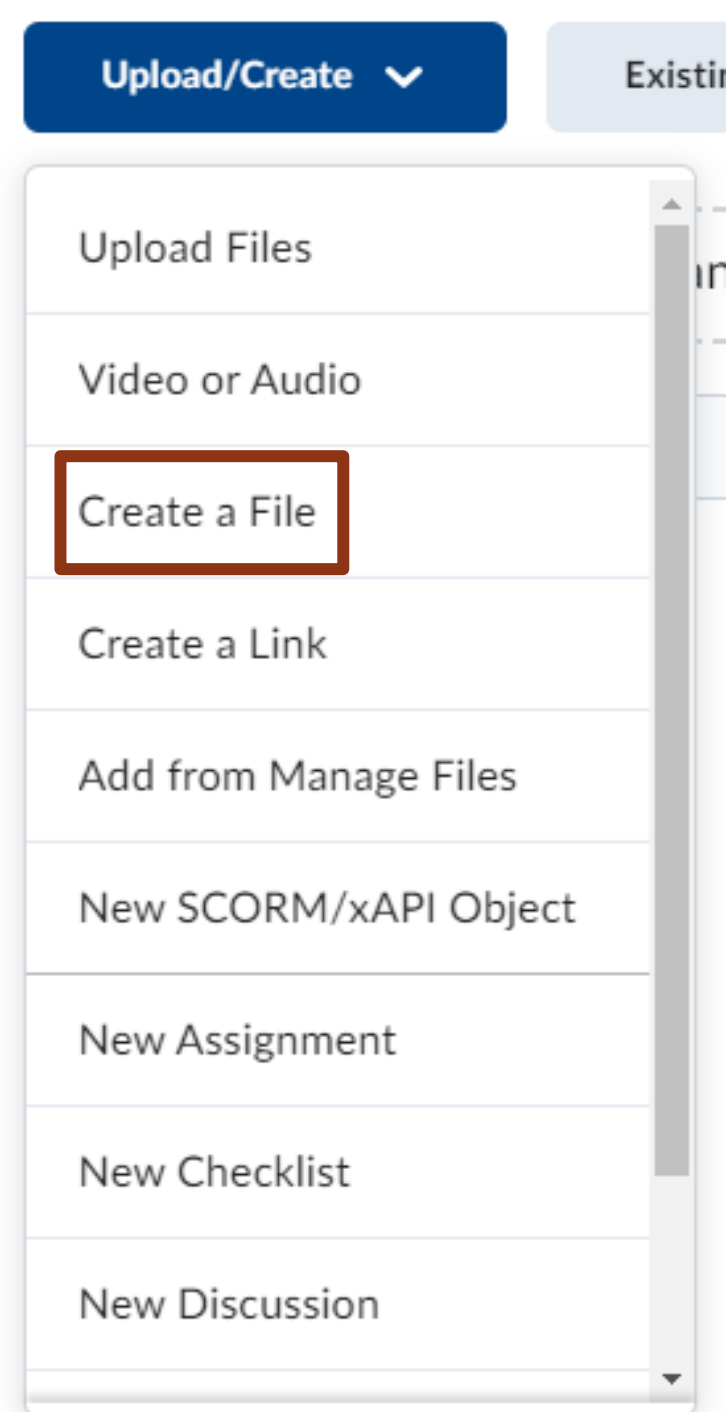
Cancel

Visible

Visible/Hidden

# Upload/Create (CE) *or* Create New (NCE)

- ◆ Adding or creating new content.
- ◆ (Classic Experience): 'Upload Files' – add documents from your device: PPT, PDF etc.
- ◆ Create other types of content  
Brightspace uses: Checklist, Discussion, Assignment etc.

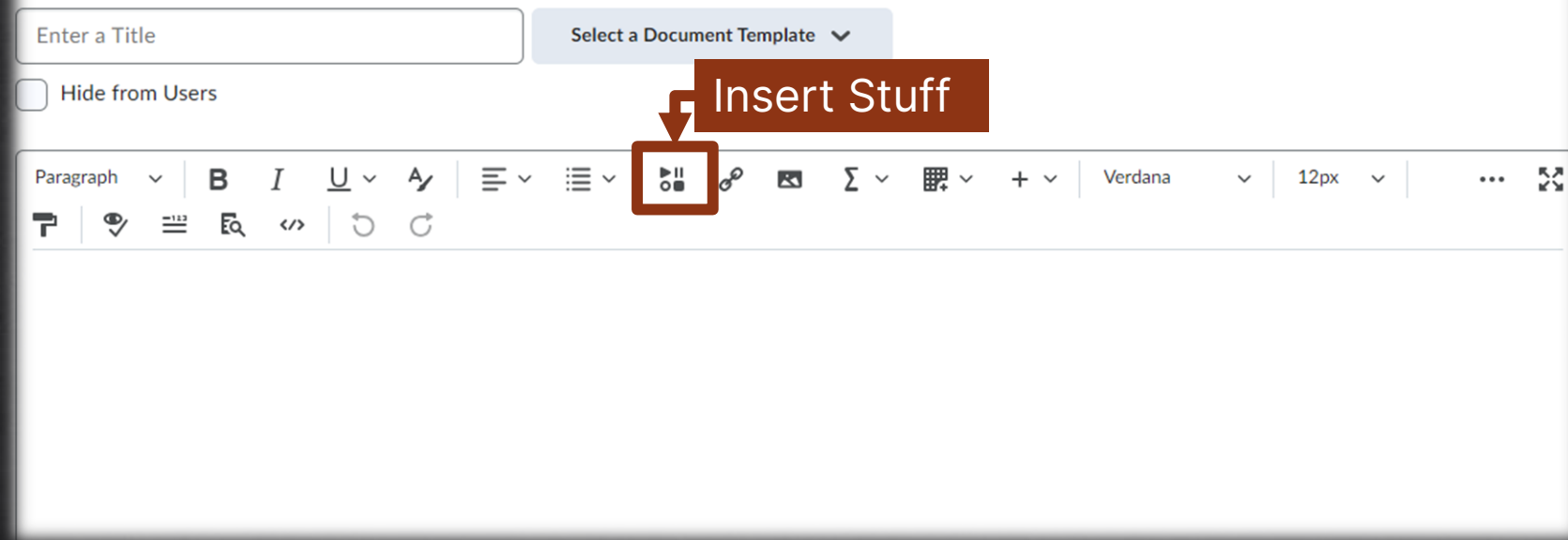


# Create a File (NCE: HTML Document)

Opens Brightspace's editor – you can write content directly into this, including uploading documents, adding links, embedding images/videos.

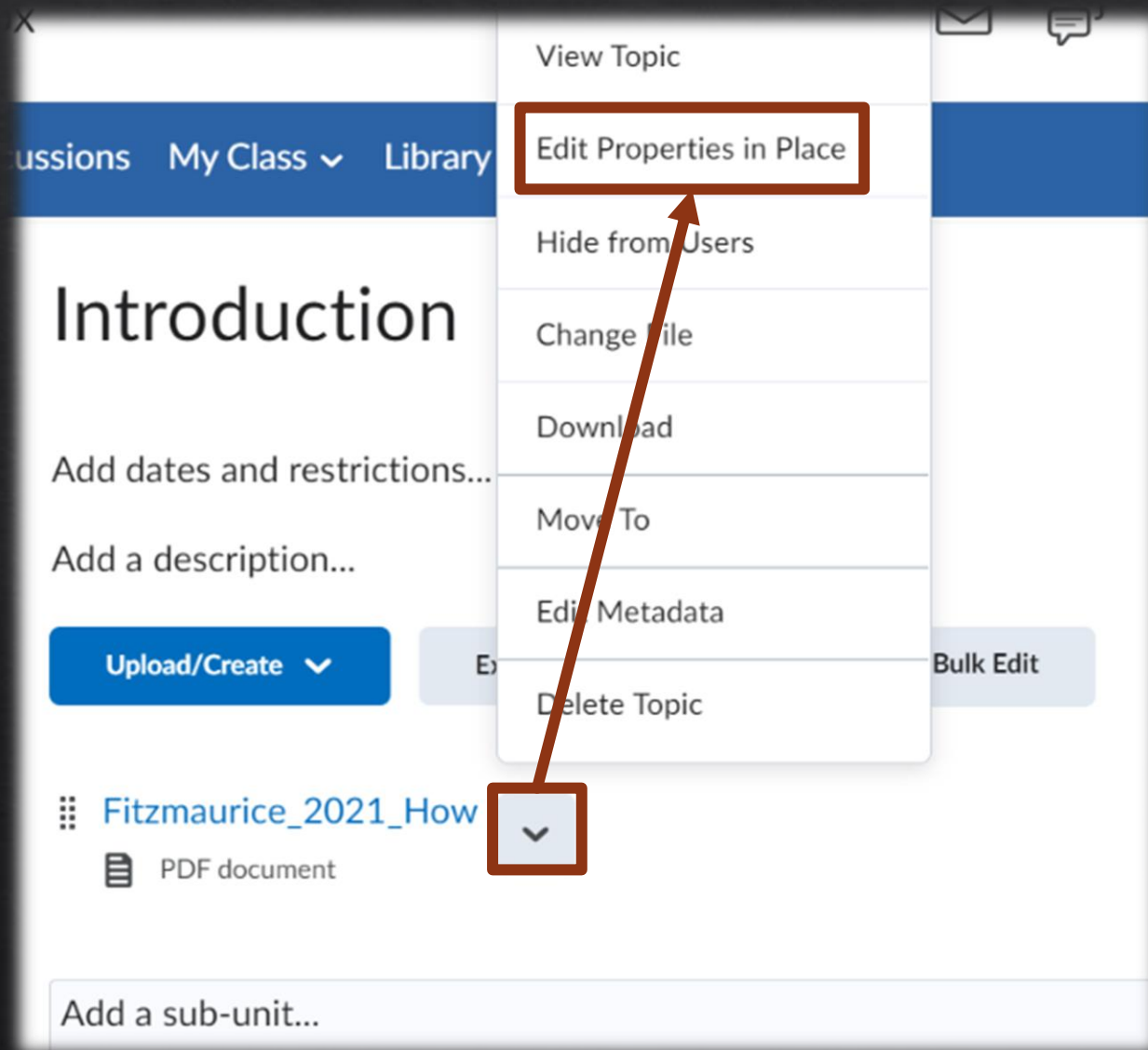
Content created here is accessible (achieves a high Ally score).

## Create a File in "Introduction"



The screenshot shows the Brightspace editor interface for creating a file. At the top, there is a text input field labeled "Enter a Title" and a dropdown menu labeled "Select a Document Template". Below these is a checkbox labeled "Hide from Users". The main editing area is a rich text editor with a toolbar. The toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List (≡), Bulleted List (≡), a red box highlighting the "Insert Stuff" icon (a square with a play button and a plus sign), Link (🔗), Email (✉), Sum (Σ), Table (📊), and a plus sign (+). The font is set to Verdana and the size to 12px. The editor area is currently empty.

# Classic Experience: Edit Properties in Place



For individual pieces of content added or uploaded:

- ◆ Add dates and restrictions
- ◆ Add a description
- ◆ Hidden/visible

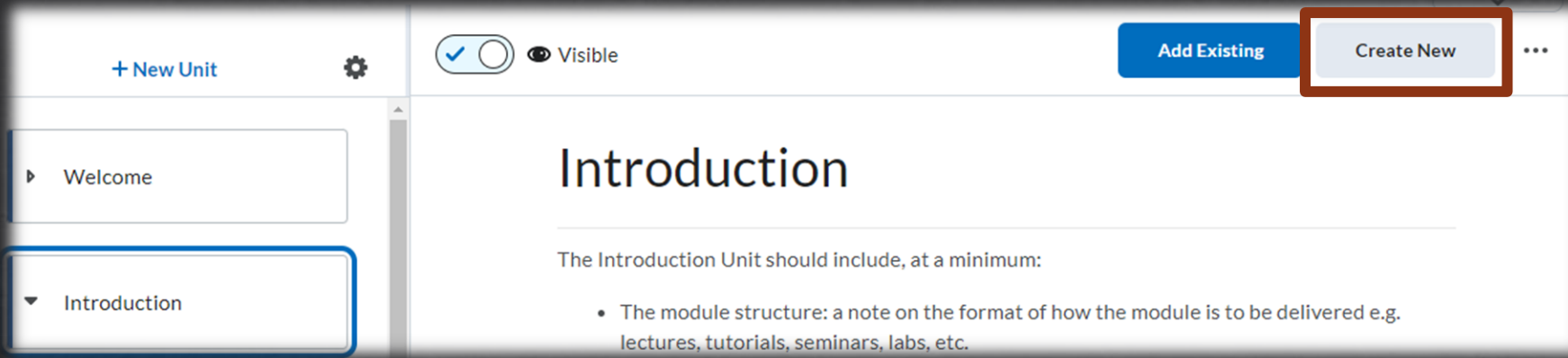
# Classic Experience: Adding a Sub-unit

The screenshot displays a user interface for managing course content, organized into two weekly sections. Each section, labeled 'Week 1' and 'Week 2', contains a blue 'Upload/Create' button and a grey 'Existing Activities' dropdown menu. Below these controls is a dashed rectangular area with the text 'Drag and drop files here to create and update topics'. At the bottom of the interface, a button labeled 'Add a sub-unit...' is highlighted with a red border. An arrow points from a text box to this button.

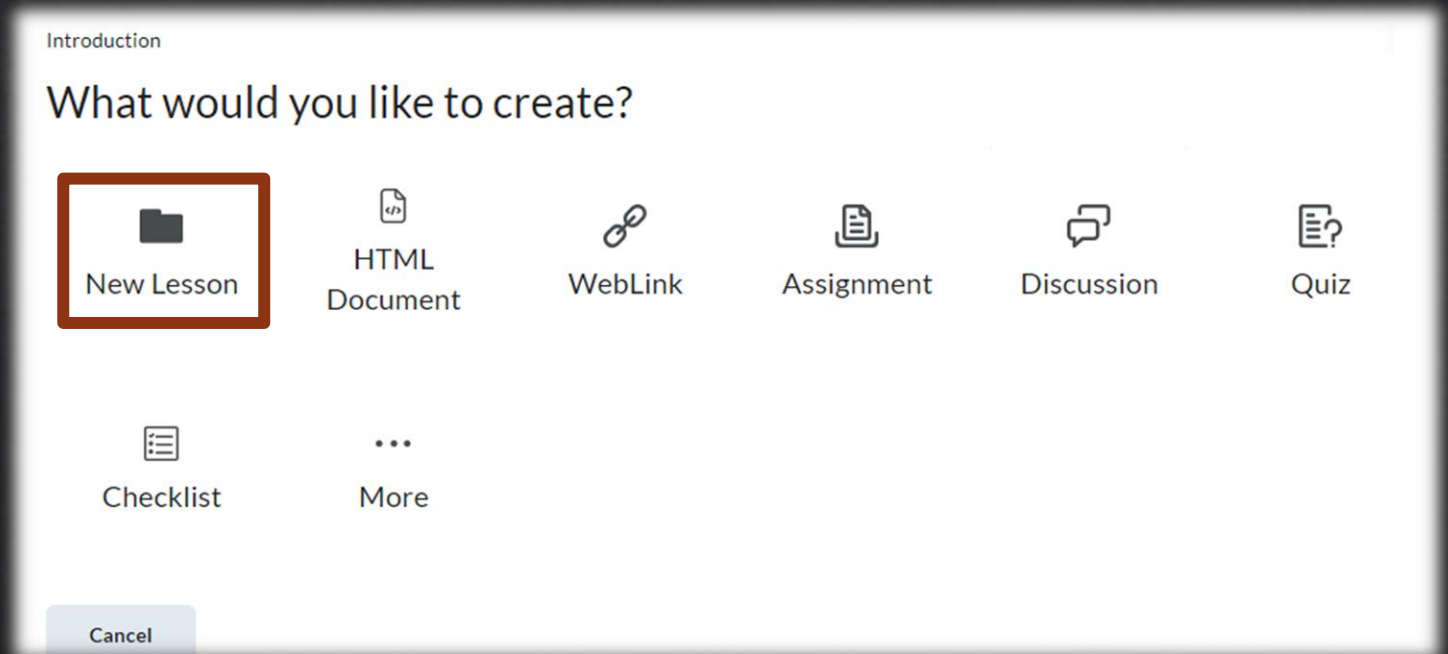
Creates separated sections – useful for sorting when you have a lot of content (by topic, week etc.)

Add a sub-unit... Type heading & select Enter

# New Content Experience: Adding a Lesson



Creates tiered sections – view in the navigation panel.



# Add Dates and Restrictions: Release Conditions

- ◆ Click on the text to open this section
- ◆ Release conditions require learners to meet certain criteria before they can see/access material.
- ◆ Available in units, sub-units, and for individual uploads.
- ◆ They can be based on completing another piece of content, contributing to a discussion, submitting a quiz and many more options.

The screenshot shows a user interface for setting release conditions. At the top, it says 'Week 1' with a dropdown arrow and a 'Print' button. Below this are three columns for 'Start Date', 'Due Date', and 'End Date', each with a placeholder 'Add start date...', 'Add due date...', and 'Add end date...' respectively. The 'Release Conditions' section contains two buttons: 'Create' (highlighted with a red border) and 'Browse'. Below these are 'Update' and 'Cancel' buttons. At the bottom, there is a text input field 'Add a description...' and three buttons: 'Upload/Create' (with a dropdown arrow), 'Existing Activities' (with a dropdown arrow), and 'Bulk Edit' (with a pencil icon).

# Highlighting some other Brightspace Features





# 1. Announcements



Students will need to set up notifications (you can do it once for all modules) to receive emails for each new announcement.



Useful way to share news/updates/reminders in between lectures.



Uses Brightspace editor, so you can include images, links, videos, links to specific pieces of content within the module.



Announcements will display on the module home page and older ones can be accessed via this panel.

## 2. Groups



Can be useful for larger classes, to facilitate collaborative work, or for group assignments.



Groups can be self-enrol, auto-enrolment or manual enrolment.



For classes >50 students, IT services will create the groups.

# Creating Groups

- ◆ Groups accessed via the **My Class** option in the module toolbar.
- ◆ Use the Brightspace editor to add guidance/context.
- ◆ Create a Groupset, and then each Group is added within that.

Groupset Name \*

Description

Enrolment Type

Number of Groups \*

Restrict Enrolments To \*

Group Prefix

Advanced Properties

Groups Options

Additional Options

Set up associated assignment or Discussion

# 3. Discussions



Create a forum where students can communicate online.



You can enable the option for students to post anonymously.



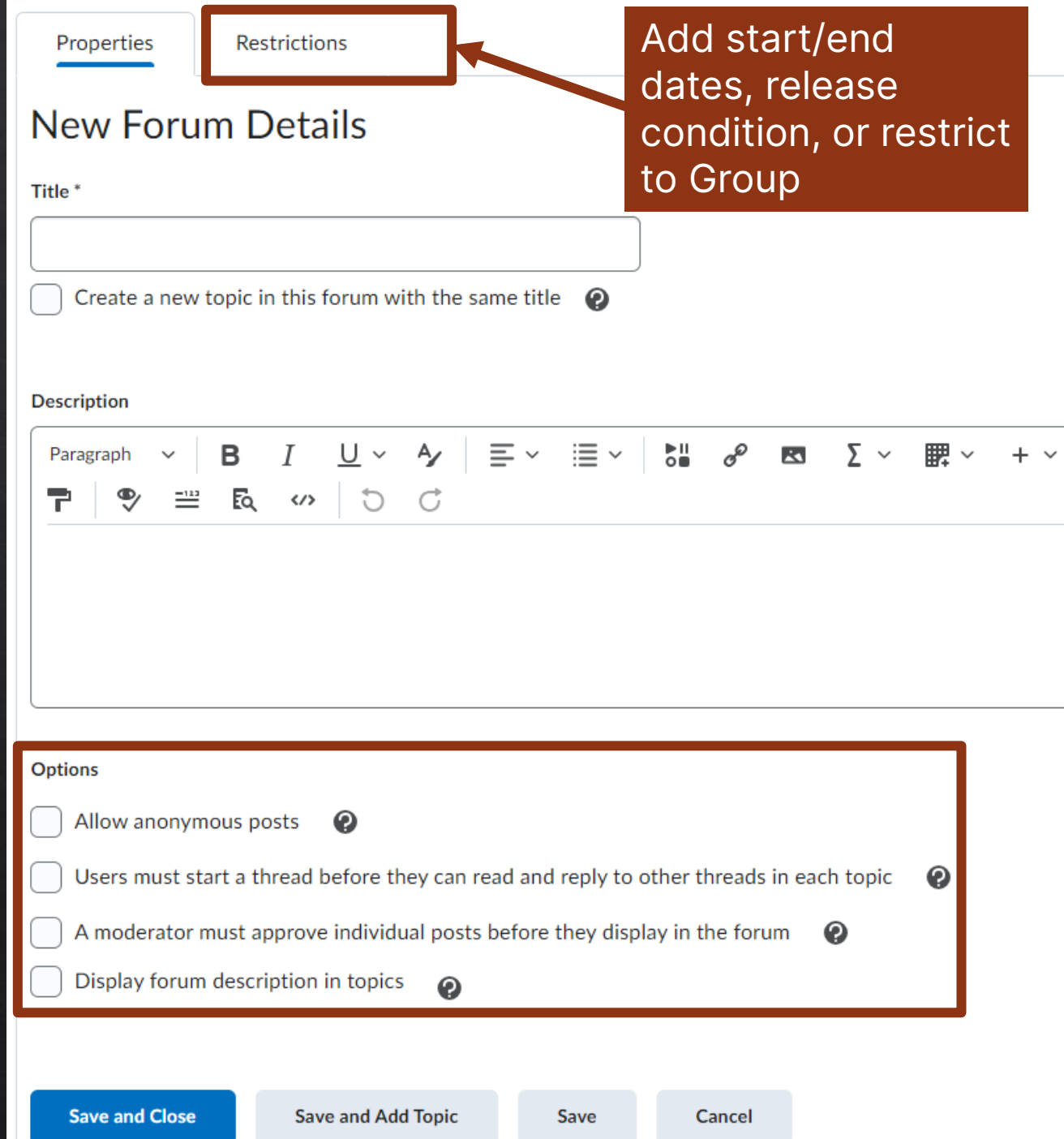
Discussions can be assigned to Groups, where only the members will see them.



Topics can be graded (follows the same format for set-up as an assignment).

# Creating a Discussion

- ❖ Discussions are accessed from the module toolbar
- ❖ Create a new Forum, and then a topic within that.
- ❖ Students (/lecturers) will then create/reply to threads within the topic.



**Restrictions**

## New Forum Details

Title \*

Create a new topic in this forum with the same title ?

Description

Paragraph | **B** | *I* | U | ~~A~~ | | | | | | | | | | | | | | |

Options

- Allow anonymous posts ?
- Users must start a thread before they can read and reply to other threads in each topic ?
- A moderator must approve individual posts before they display in the forum ?
- Display forum description in topics ?

Save and Close | Save and Add Topic | Save | Cancel

## 4. Import/Copy Content from Another Module



Copy content and settings over from another module.



Copy all content or select specific components as needed.

# The Import Process

- ❖ Within the module you wish to copy the content to, navigate to **Module Tools** in the module toolbar, and then **Module Admin**.
- ❖ Select **Search for Offering** button and then locate the module you wish to copy content from.
- ❖ Two options: **Copy All Components** or **Select Components**.
- ❖ When Selecting Components, ensure you leave the **Include associated files** option checked.

## Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Module to Copy:

BIOC40130-Medical Device Technology-2018/19 Semester 2 X

Include protected resources

[View History](#)

Export as Brightspace Package

[What is a Brightspace Package?](#)

Export as Common Cartridge

[What is Common Cartridge?](#)

Export as Thin Common Cartridge

[What is Thin Common Cartridge?](#)

Import Components

[View Import History](#)

Copy All Components

Select Components

# 5. The Welcome Message



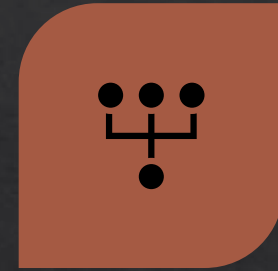
A pop-up window that appears upon students' first log-in to the module.



An eye-catching way to display important information.



It can include multiple pages, with a Next button to navigate through.



Do so by creating a unit called **\*\*Welcome** in the My Learning section



## 6. Replace Strings



Customise your module content and communications by adding a piece of code (the replace string).




Can be used on the homepage banner, in Files, announcements, mail templates etc.



Useful for large classes/online modules to help students who may feel anonymous (the personal touch).

# Using Replace Strings

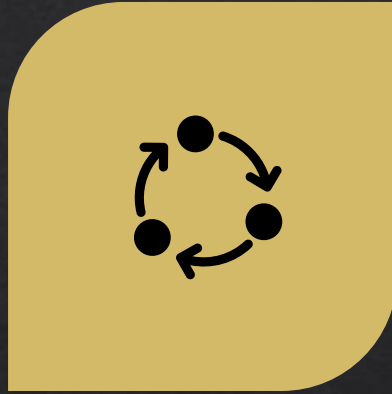
My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾



Welcome to this module, Aoife

- ◆ **{FirstName}**: probably the most useful replace string.
- ◆ Simply copy the code into the text and when you have saved the content, it will display the information appropriate to the user.

# 7. Intelligent Agents



Automate sending emails to students(/lecturers) based on certain criteria.



Emails can be triggered by specific criteria.



Useful for large classes/online modules to help students who may feel anonymous (the personal touch).

# Using Intelligent Agents

Agent List > New Agent

## New Agent

Agent Name: \*

Description:

Category:

No Category

Status:

Agent is enabled

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Scheduling

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Criteria

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Actions

◆ Accessed via **Module Tools** dropdown.

Scheduling: it can run once/multiple times.

Criteria: set the parameters of the agent – based on module log-in/activity, or create a release condition.

Actions: what will occur when triggered. You can arrange for an email reminder to go to students who have not completed a task/assessment before a deadline.



*Any Questions?*