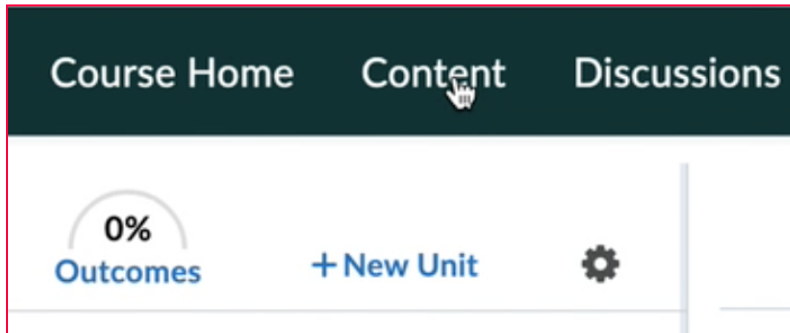


How to Build Your Class on Brightspace

CLASS DELIVERY SYSTEM - FACULTY

1. Start on your empty class page. Click content to add material.
2. First create a tile by clicking "+new unit"



3. Add a title, text, and photo to your unit. If you want a display photo click "insert image" and upload. For the accessibility of your brightspace make sure to add "alternative text" to describe the image for low vision or blind students.

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK












4. When your first unit is complete toggle on visibility and click save and close.



5. To upload a PDF to your unit click "add existing", then "browse", select your document and click open.

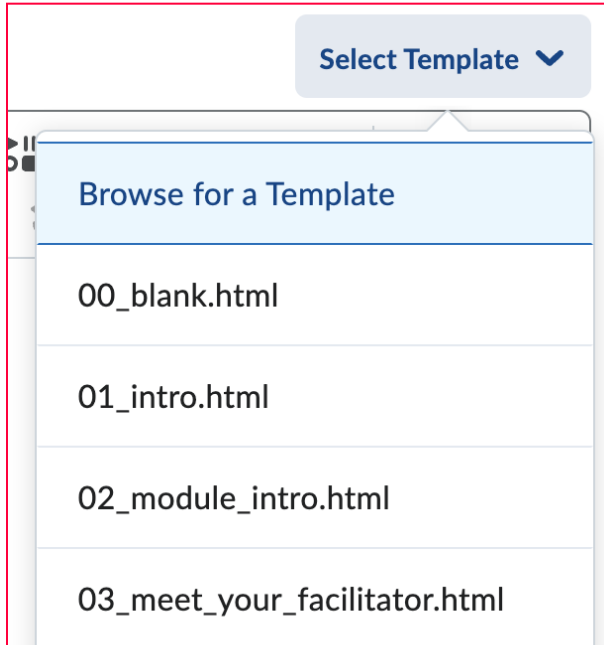
What would you like to add?

 Assignment	 Discussion	 Quiz	 Checklist	 External Tool Activity	 LOR
 Virtual Classroom	 Video Assignment	...			

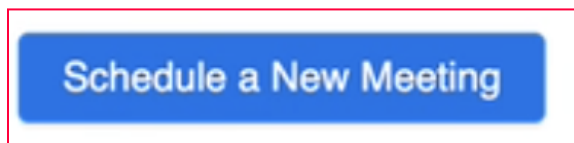


Drag and drop or [browse](#)

6. To add a page using a pre-built template click “add new” then “html document”. Now you can open a drop down menu by clicking “add template” to see options like “meet your facilitator” or “video lecture”. Then select your template and fill it in!



7. To create zoom meetings we suggest using your OSUN zoom account. Start by selecting zoom in the brightspace toolbar. This will bring you to your linked zoom account where you can “schedule a meeting” either for office hours, lectures, or regular class meetings.



8. Make sure that the zoom meetings match the calendar in brightspace so students will receive updates about when class is meeting.


The screenshot displays a calendar interface for August 9, 2022. On the left, a time slot from 8:00 AM to 11:00 AM is highlighted in grey, indicating a meeting. Above this slot are buttons for 'Create Event', 'Set Dates', and 'Import Events'. The right side of the interface shows a monthly calendar for August 2022, with the 9th of the month highlighted in blue. The interface also includes navigation arrows and a dropdown menu for 'All Calendars (14)'.

9. If you record a zoom via your OSUN zoom account they will automatically be copied to your panopto folder.

10. To make a unit dedicated to all your zoom information click "add unit". You can use the video lecture template to display previous zoom meetings.

11. To create a direct link to your zoom meetings we suggest clicking “add existing”, then “external tool activity” and then select “link to OSUN zoom”. If you have a zoom account not set up with OSUN the alternative is to click “add new”, “weblink”, and then create a link to your zoom session.

Insert an External Learning Tool ×

Search... 

LTI Link ▲	LTI Advantage Deployment
Link to OSUN Zoom	
Padlet	
Panopto Video	
Perusall	

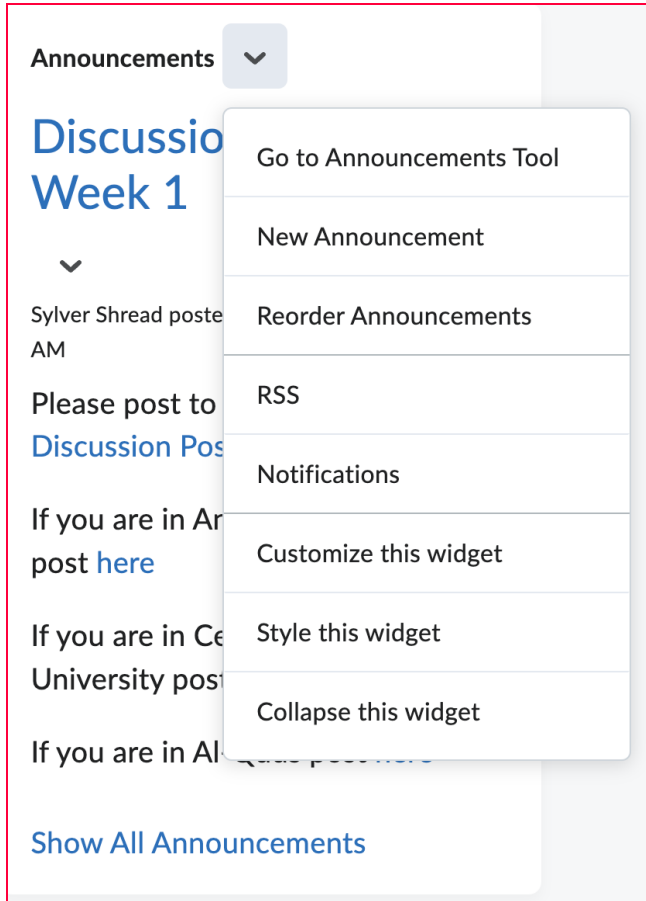
< 1 / 1 > 200 per page ▾

[Create New LTI Link](#)

[Manage External Learning Tools](#)

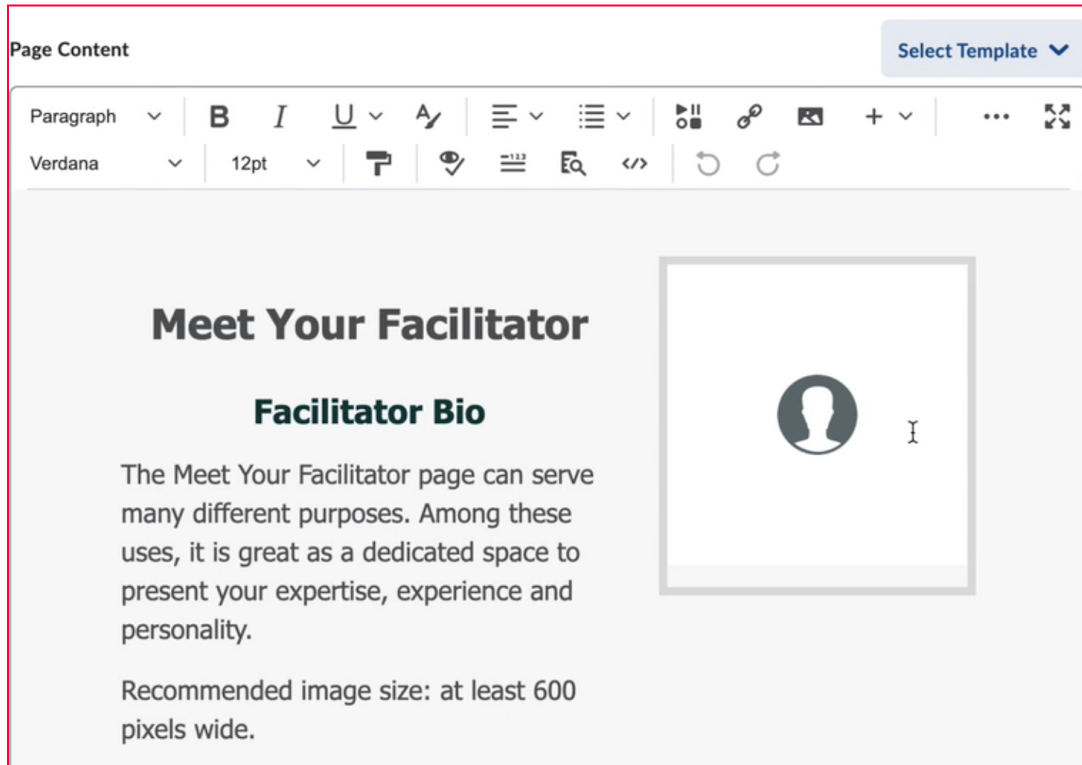
12. Now keep building your class with more units based on weeks, themes, or units.

13. On the right you can find a list of class announcements which you can add to and edit by clicking the heading. Once you click the heading it will bring you to an announcement page where you can click “new announcement” to add new details to your brightspace page.



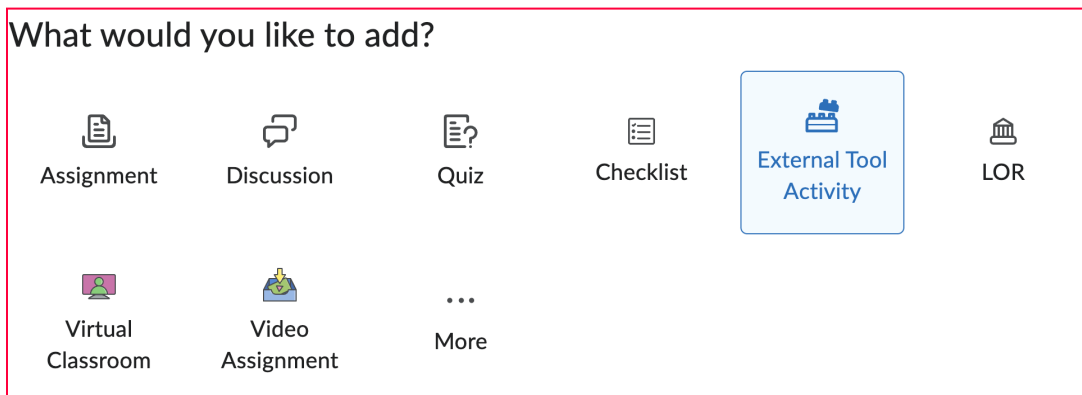
The screenshot shows a widget titled "Announcements" with a dropdown arrow. The widget content includes a heading "Discussion Week 1" with a dropdown arrow, a post snippet "Sylver Shread posted AM", and a link "Please post to Discussion Post". Below this is a section "If you are in Ar post here" and another "If you are in Ce University post". At the bottom is a link "Show All Announcements". A dropdown menu is open over the "Announcements" heading, listing the following options: "Go to Announcements Tool", "New Announcement", "Reorder Announcements", "RSS", "Notifications", "Customize this widget", "Style this widget", and "Collapse this widget".

14. Below announcements many faculty will include a “meet your professor” which can also be built using a template.



The screenshot shows a content editor interface for a 'Meet Your Facilitator' page. At the top left, it says 'Page Content' and at the top right, there is a 'Select Template' dropdown. Below this is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List, Bulleted List, Link, Unlink, Mail, and a plus sign for more options. The font is set to Verdana and the size to 12pt. The main content area has a heading 'Meet Your Facilitator' and a sub-heading 'Facilitator Bio'. Below the sub-heading is a paragraph of text: 'The Meet Your Facilitator page can serve many different purposes. Among these uses, it is great as a dedicated space to present your expertise, experience and personality.' To the right of the text is a placeholder for a profile picture, showing a silhouette of a person's head and shoulders. Below the text, it says 'Recommended image size: at least 600 pixels wide.'

15. To help create an engaging online learning experience, we encourage you to add links to Padlet or Perusall. To add a link click “add existing” then “external learning tool” and choose which platform you want to add to your brightspace class. If you want to link to a tool beyond our recommended OSUN tech tools you can click “add new” and then insert your own link to whatever online material or platform works best for your teaching!



The screenshot shows a menu titled 'What would you like to add?'. The menu items are arranged in two rows. The first row includes: Assignment (document icon), Discussion (speech bubbles icon), Quiz (document with question mark icon), Checklist (list icon), External Tool Activity (highlighted with a blue border and a factory icon), and LOR (class building icon). The second row includes: Virtual Classroom (person at computer icon), Video Assignment (video camera icon), and More (three dots icon).

16. To create an assignment click the corresponding heading in the toolbar. You will be brought to a page where you can click “new assignment” and create a new project with details, links, and deadlines. Once your assignment is created, return to the content page, select the unit you want to add the assignment to, choose “add existing”, select assignment, and click the assignment you want to insert.

17. To create your own unique grading system click grades, then choose “setup wizard” which will allow you to choose how to grade on your brightspace course.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#)

Grades Setup Wizard

Welcome to the Grades Setup Wizard!