

Using Course Builder in Brightspace



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State University of New York at Oswego Division of Extended Learning and Campus Technology Services.
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Overview:

The purpose of this document is to provide a brief overview of the Course Builder tool in Brightspace, and walk through potential use cases where it might be beneficial.

What is Course Builder?

Course Builder is a tool that provides a “Global Perspective” of your course. It allows you to view all of your content and easily move and manage materials. While opportunities to make changes within the course can be made in multiple locations, Course Builder allows you to make changes from a central location. Here are a few sample use cases:

- Provides the ability to easily move content around within the course. This works great for rearranging modules or removing submodules.
- Checking the course for broken website= links.
- If the content for a course needs to be updated (perhaps to match a new textbook), this tool can allow material to be easily rearranged.
- Allows faculty to compare modules ensuring all modules are built out the same way (Read, write, test, etc) and with informational and properly sequenced module titles.
- Course Builder can be a useful tool in looking for material that you no longer use in a course, and either moving it to a storage location, or deleting it (though always be cautious with the delete button).
- When building a course, faculty have the ability to create the “perfect” module structure and copy that module multiple times.

Tips:

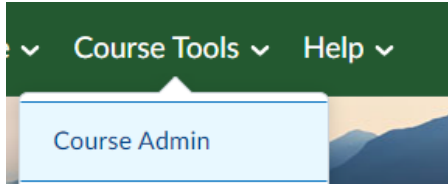
- Be careful with the Delete button. It is very easy to delete content from the Course Builder page, and material deleted in this way is challenging to recover.
- Use Course Builder when working with content that is already created.
- While the tool does allow for content creation as well, some faculty may find it easier to use the traditional method of creating content at the module level, and reserve the use of the Course Builder for working with existing content.



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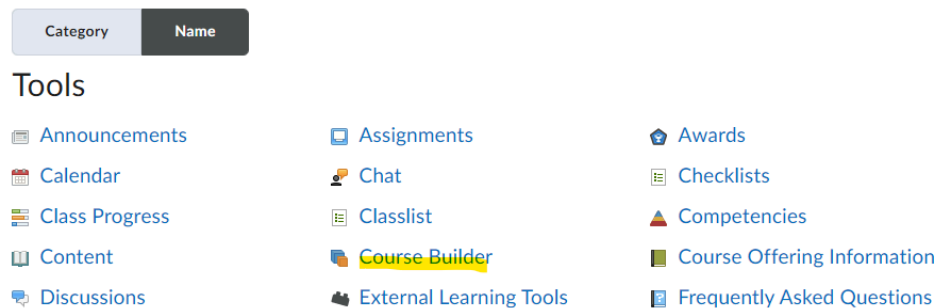
Where is Course Builder Located?

1. Located in the Minibar across the top, under **Course Tools**, choose “**Course Admin**”.



2. When in **Course Administration**, look for **Course Builder**.
 - **Tip:** It may be helpful to sort by **Name** as illustrated in this image.

Course Administration



Course Builder Left Toolbar

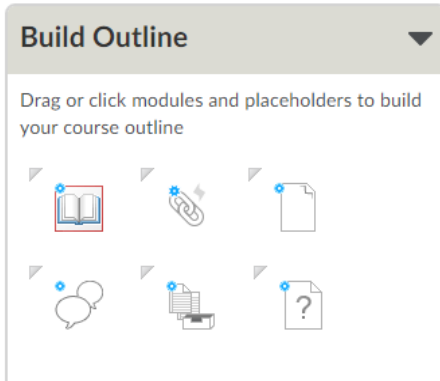
Build Outline

Build Outline is typically used to design a new course. “Place holders” can be created here to serve as a reminder that content should be added at a later time. This can be helpful when wanting to add a video lecture or quiz at a later time.

Tip:

- While there are specific use cases for **Build Outline**, the other components of **Course Builder** may be more helpful in most cases.





The options available in **Build Outline** are as follows:

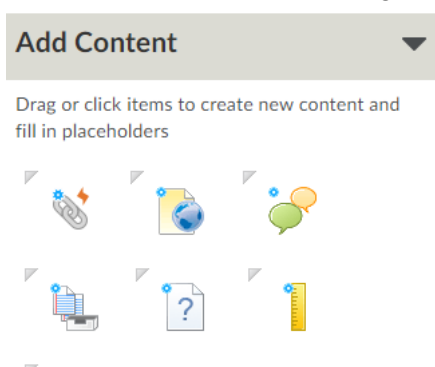
- Create a Module
- Create a Link place holder
- Create a File place holder
- Create a Discussion place holder
- Create an Assignment place holder
- Create a Quiz place holder

Add Content

Add Content is use to add course materials to a course. This is more in line with what is seen in the **Content** section of the course.

Tip:

- Use **Add Content** if building the course from scratch and are adding the content to the course as the course gets built.



The options to **Add Content** include:

- Create a link
- Create an HTML file
- Create a discussion
- Create an assignment
- Create a quiz
- Create and associate a new grade item

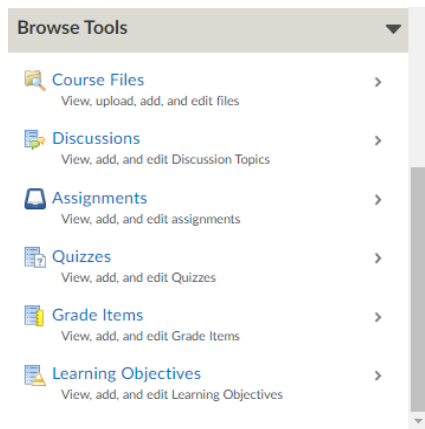


Browse Tools

Browse Tools allows the user to add existing course materials from within the course to different sections of the course.

Tip:

- SUNY recommends to build discussions by going to **Discussions**. Once the discussions are built, use **Browse Tools** within **Course Builder** to add the discussions to the different modules of your course (the same is true for quizzes and assignments).
- If the goal is to copy instructions for different activities within the course, **Browse Tools** may be helpful in achieving that goal.



Within **Browse Tools** the following options are available:

- Course Files: view, upload add and edit files
- Discussions: view, edit and add Discussion Topics
- Assignments: view, add and edit assignments
- Quizzes: view, add and edit quizzes
- Grade Items: view, add and edit Grade Items
- Learning Objectives: view, add and edit Learning Objectives

If further assistance is needed, please email help@oswego.edu.

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