Note that this kit is out of date as of September 2025. Please access the updated version HERE.

SURVIVAL KIT for teachers
Learning Management System

Survival Kit for Students

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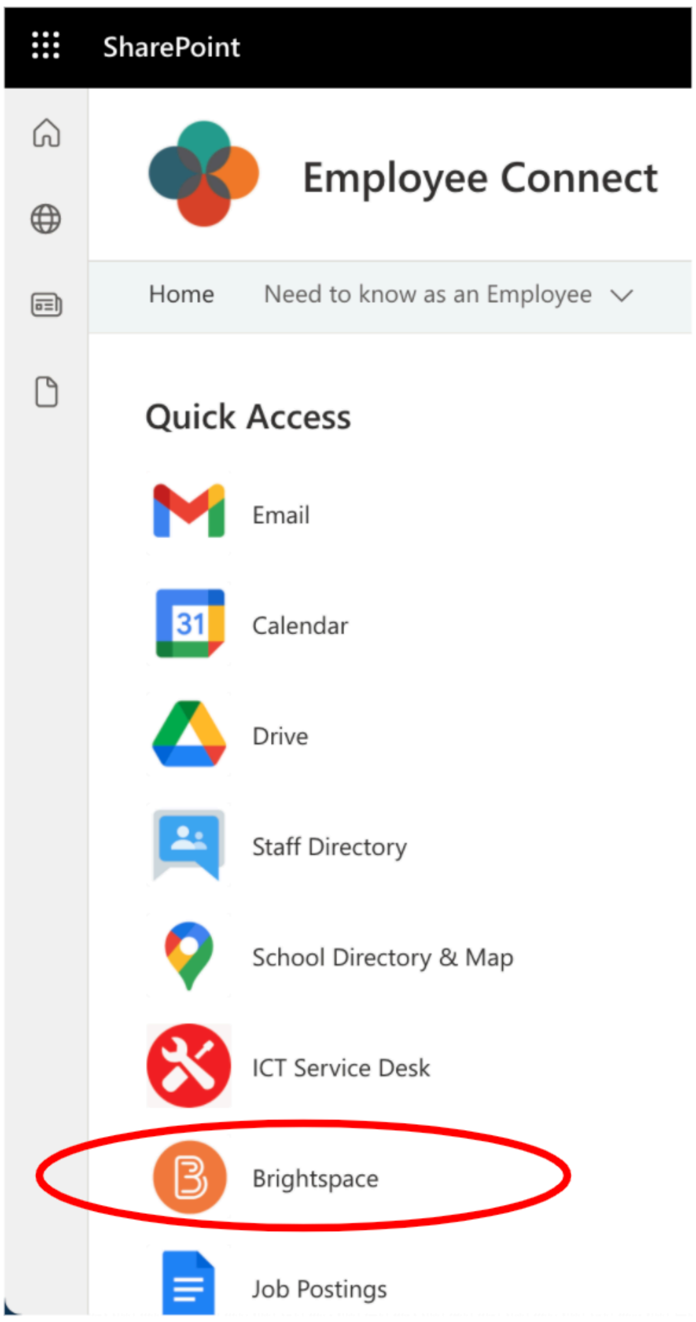
Where do I login into Brightspace?

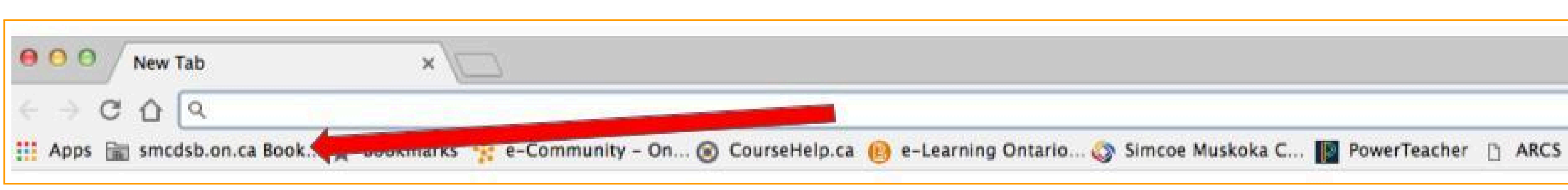
***Very Important*: Ensure you are using Google Chrome and that you are logged into it with your *school google login account info*.**

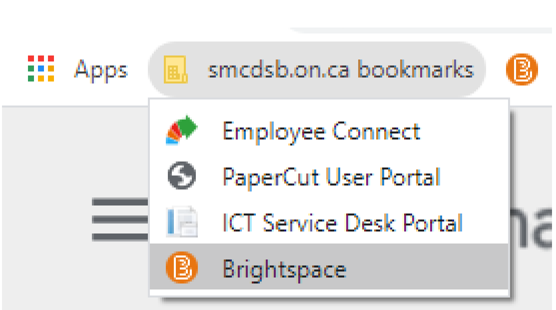


- Click the **Brightspace** icon at the far left of your Employee Connect icons
- Or you can Visit the following URL: https://smcdsb.elearningontario.ca/

(It is a good idea to bookmark this page and save it to your bookmarks bar to quickly access the site)

- The Brightspace portal is conveniently bookmarked under *smcdsb.on.ca* Bookmark Folder in your Chrome Browser.

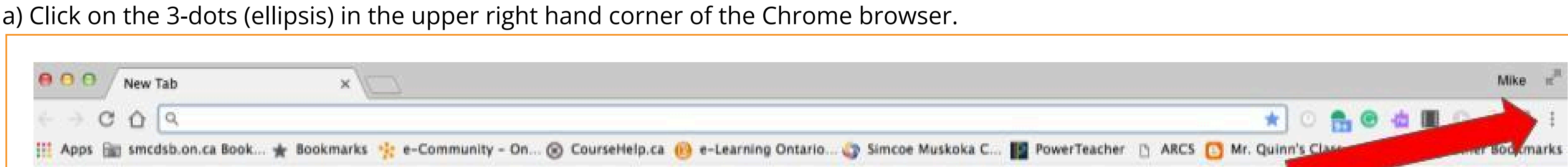




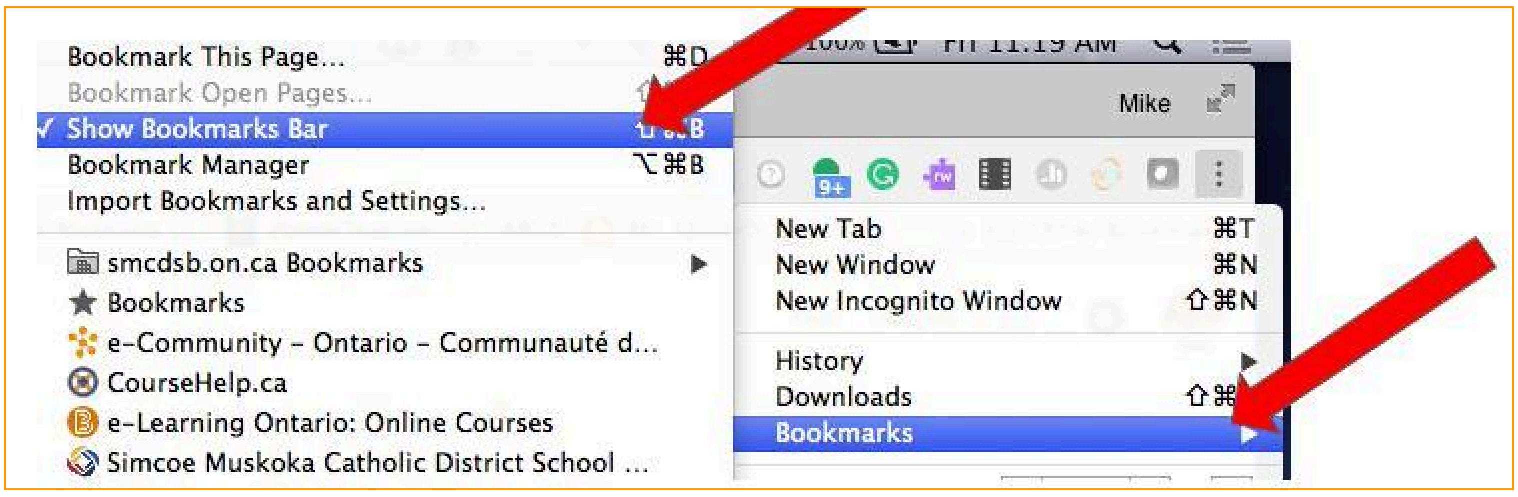
Show Bookmark Bar

*****If your bookmark bar is not visible, please turn it on by following these steps:**

a) Click on the 3-dots (ellipsis) in the upper right hand corner of the Chrome browser.

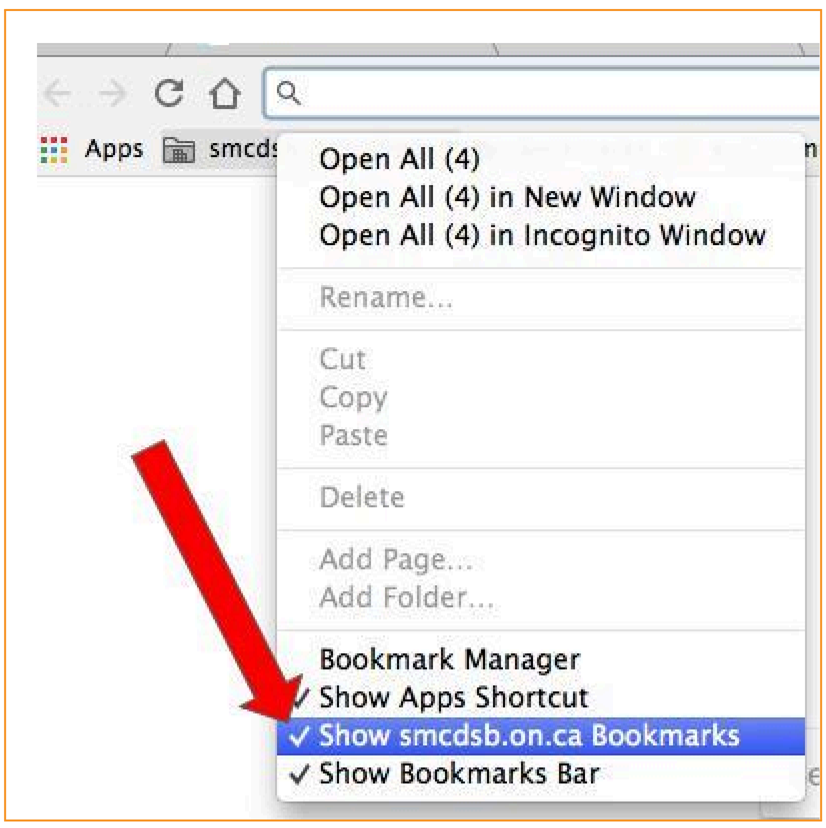


b) From the pop-up menu select “bookmarks”, and then click on “show bookmarks”

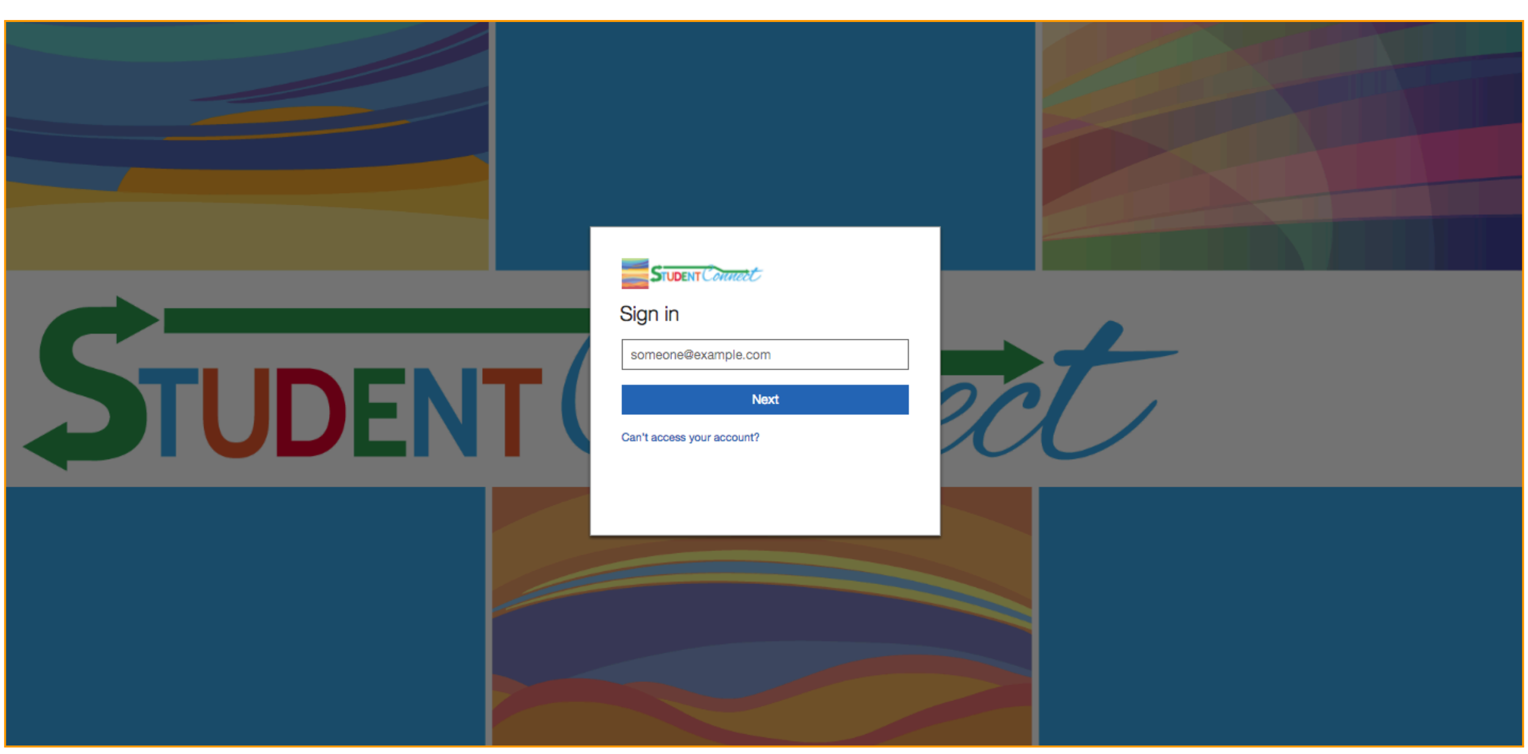


c) Your bookmark bar will now be visible at the top of the Chrome browser under the address bar.
***** If the “smcdsb.on.ca” folder is not visible on the bookmark bar follow these steps:**

a) Hover your cursor over the bookmark bar and right click. In the pop-up window, select “Show smcdsb.on.ca bookmarks”. It will now appear on the bookmark bar.

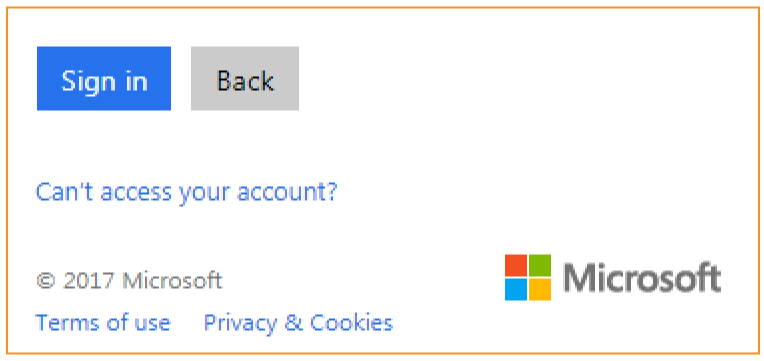


- Finally, enter **Your Full Email** (@smcdsb.on.ca)
  Password: (same as the one you use to login in to a board device)



Forgot my password?

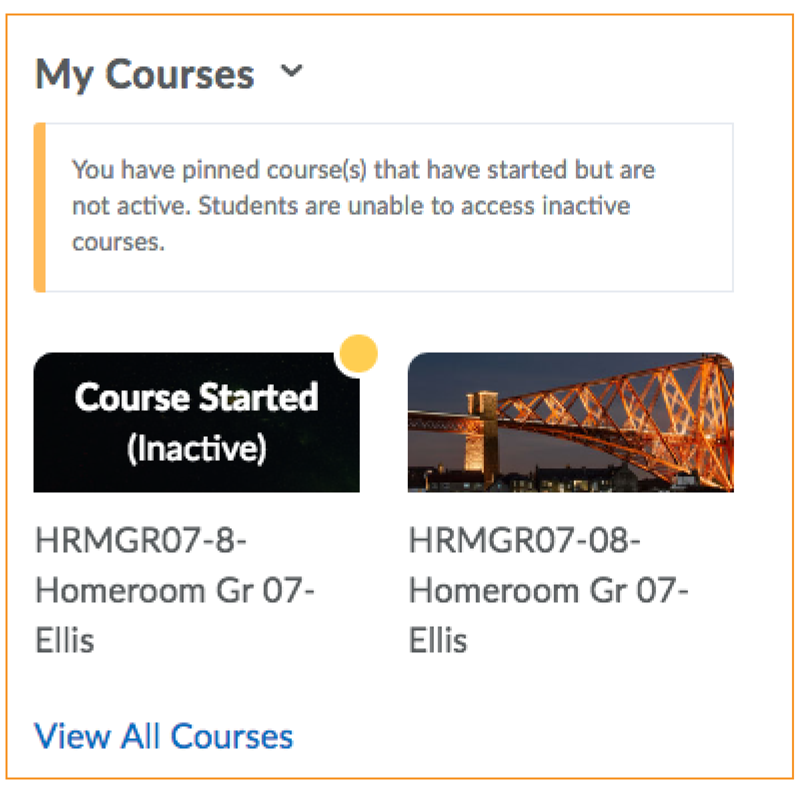
- If login does not work click **Can't access your account?** link and follow prompts.



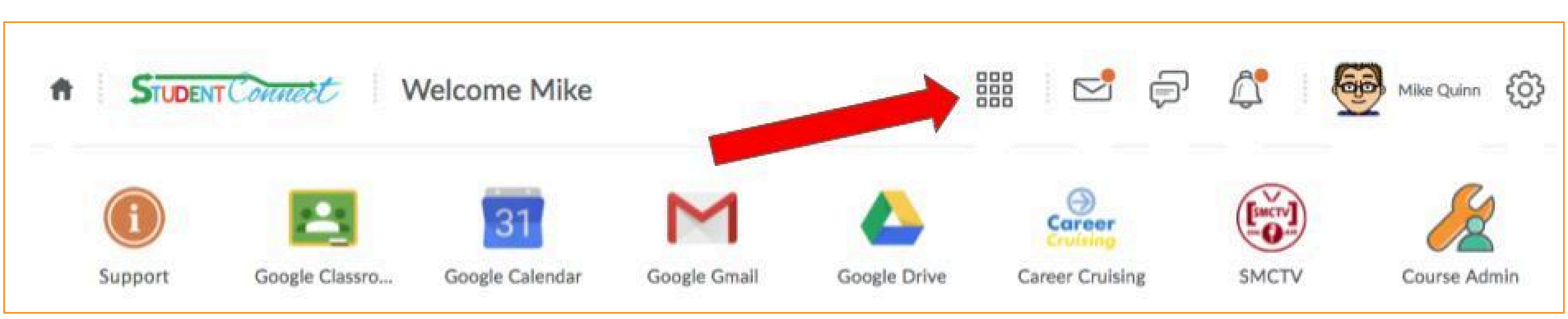
- If you are still experiencing issues logging in to your Google account please call **Help Desk** at **705.722.3555 x317** or via **email** at **helpdesk@smcdsb.on.ca**.

Where do I find my courses/class?

- In the **'My Courses'** widget on the board's landing page you will find your courses for the current semester and school year. *Old shells cannot be deleted as it is a Ministry of Education requirement to keep these records and history of enrolments and student work*

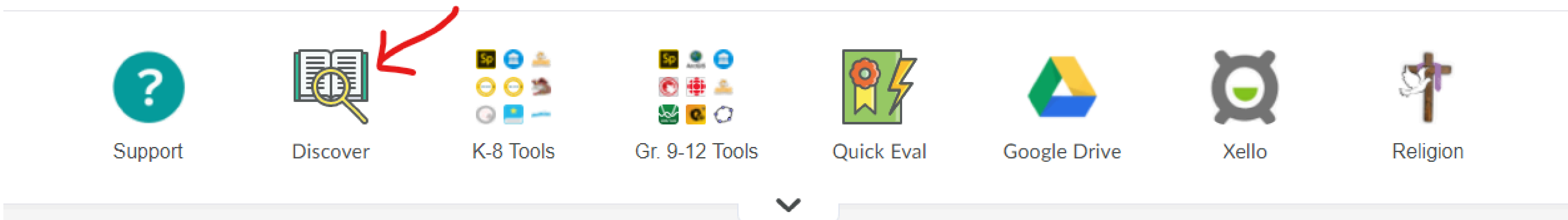


- You can also select from all your past and current courses by clicking on 'Course Waffle" and choosing the course title you are enrolled in.

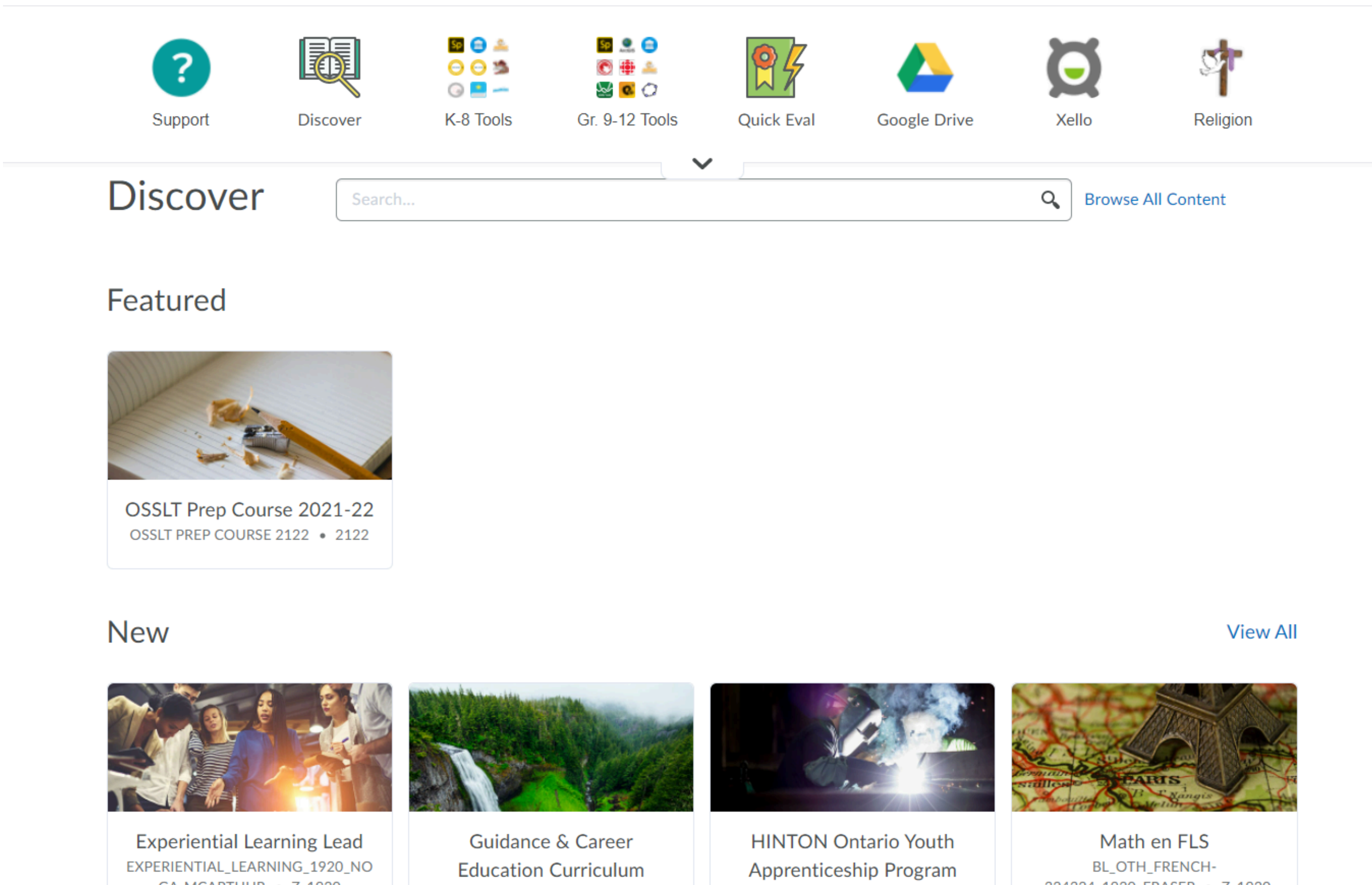


How do I enroll in open courses?

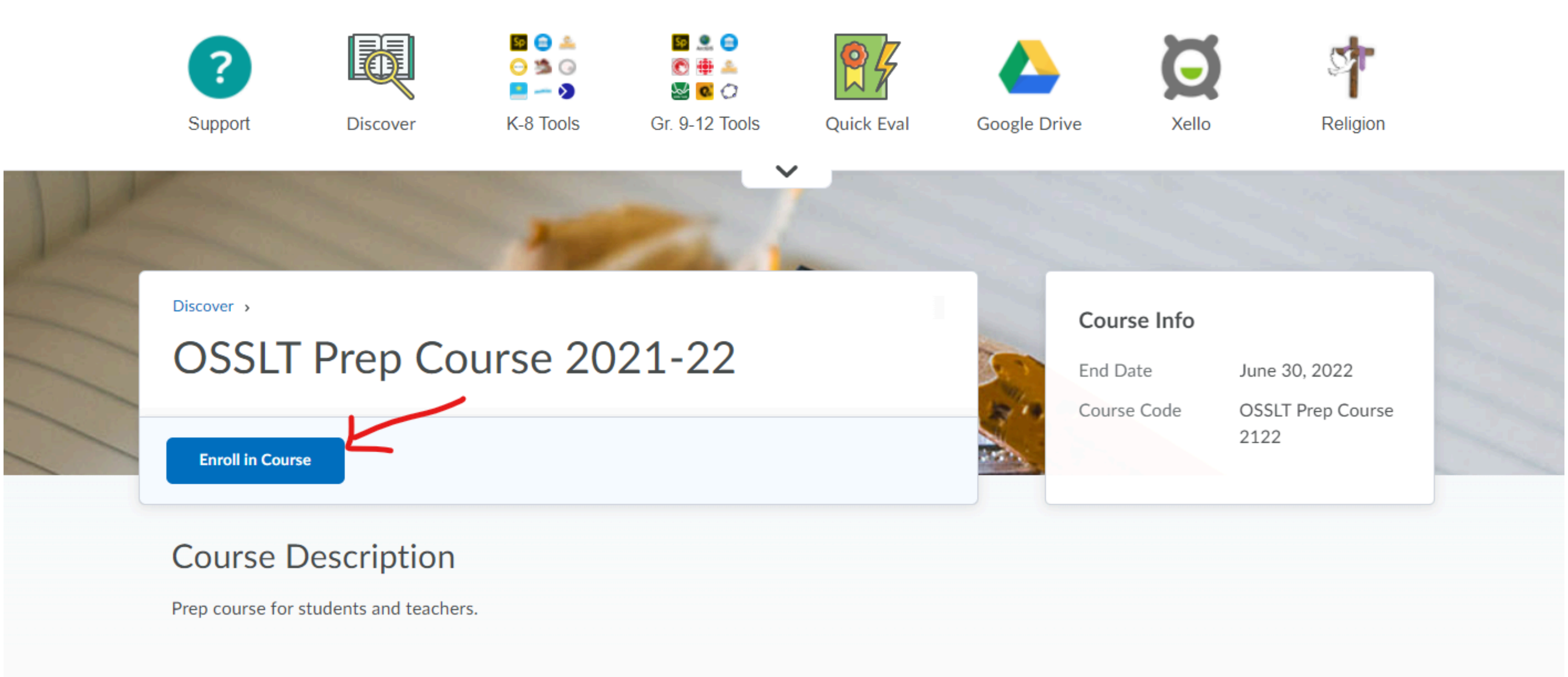
Some courses are provided by the board, consultants, or other staff which are open for you to self-enroll in. To do this, click on the Discover button on the main SMCDSB Brightspace landing page.



Browse through the offered courses or search for the course you are looking for.



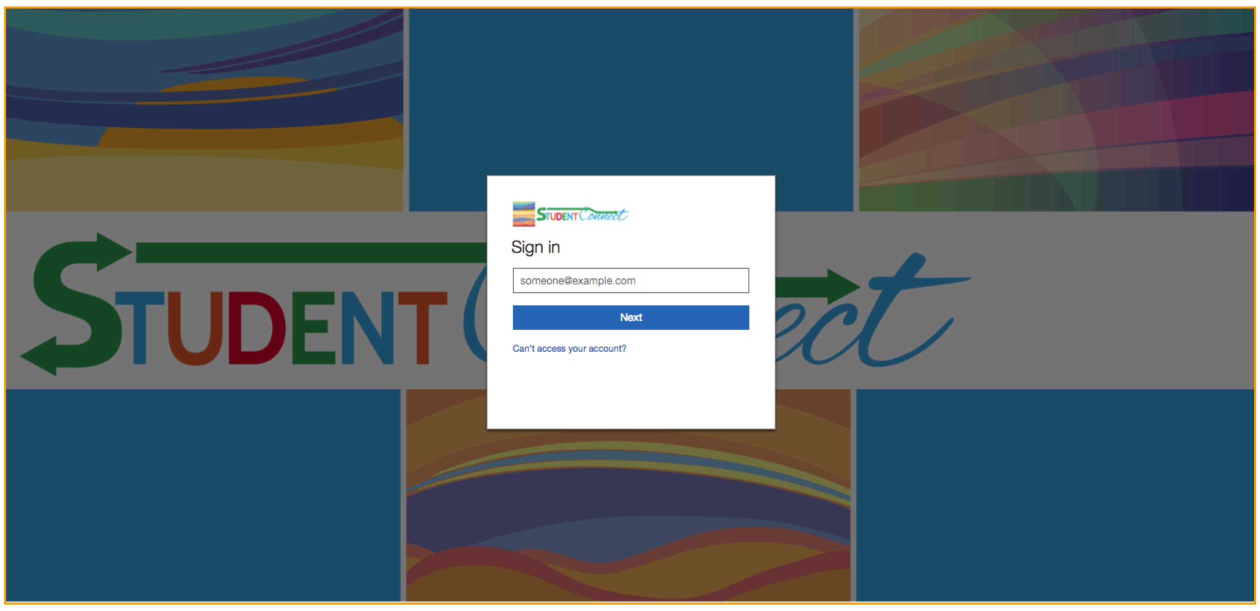
Click the course and click enroll in course. You can then enter the course to explore the resources available. Any courses you enroll yourself in will now appear in your My Courses widget.



How do my students access my course page?

- **Go to https://smcdsb.elearningontario.ca**
- Booking this URL (web address) will make it easier to connect next time for students.

- Enter **Your Full Email** (student#@smcdsb.on.ca)
  Password: (same as the one you use to login to a school device)

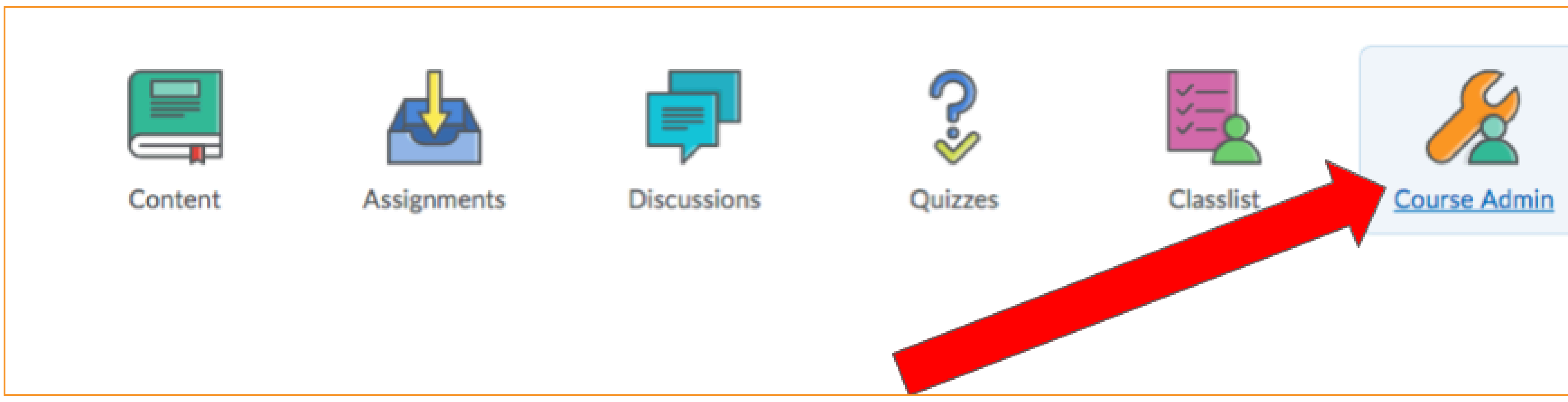


At home, go to smcdsb.elearningontario.ca and bookmark the page

- Enter **Your Full Email** (yourstudent#@smcdsb.on.ca)
  Password: (same as the one you use to login to a school device)

How do I add widgets to my course homepage?

- From your course homepage click on the “Course Admin” button.

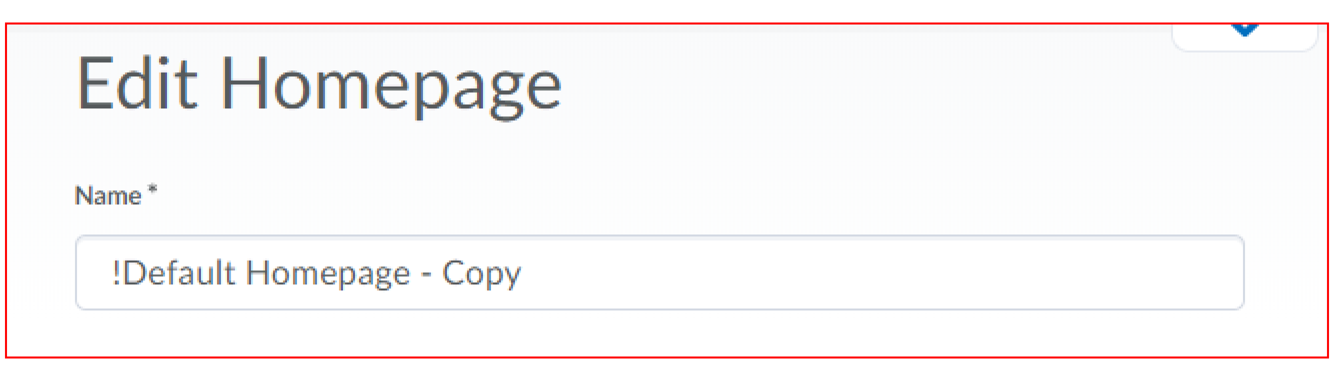


- In Course Admin, click on “Homepages”.

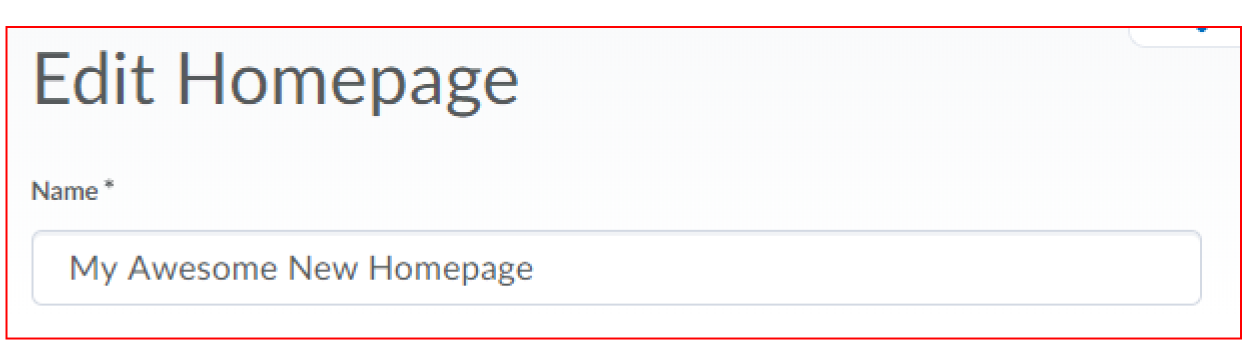
- You must be working with a COPY of the default homepage in order to add and remove widgets. If you have not yet done this, please refer to the section titled **“How do I customize my Navigation Bar and Homepage?”** for directions, then return here to complete the process of customizing your homepage.

- An alternative way to get to the homepage edit screen is to scroll to the bottom of your homepage and click on the three dots that appear in the bottom right corner. This will automatically prompt you to make a copy of the homepage if you have not done so yet, and will take you to the homepage list directly.

- If you are just making a copy from the three dots, the copy will open for you directly and you can change the name if you’d like. If you are opening your copy from the Course Admin - Homepages method of access above, find your copy in the list (it will be the only one linked in blue and available for you to access) and click on it to open the edit screen.

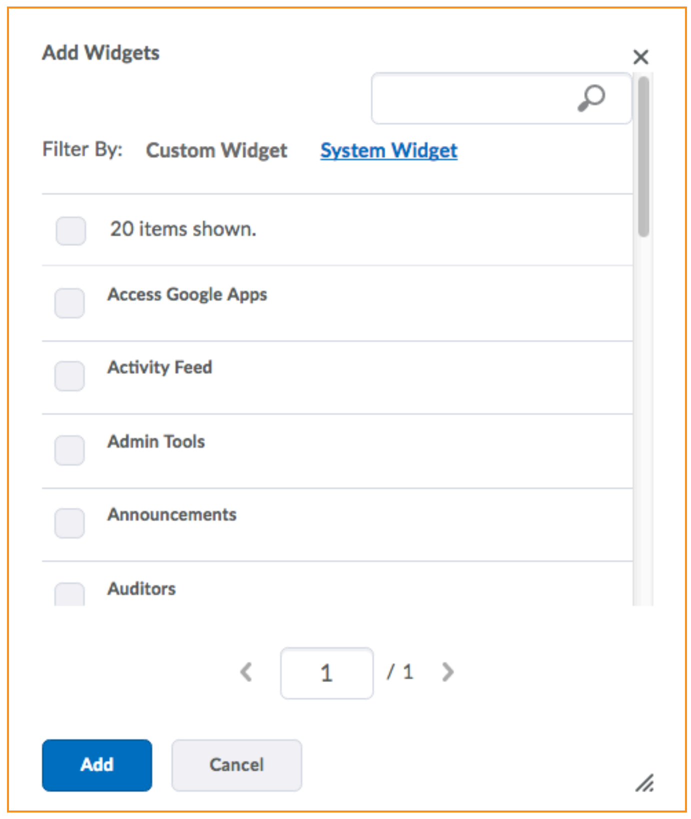


Becomes

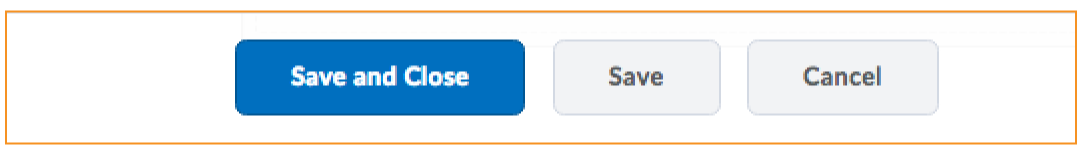


- Scroll down the page and click the “Add Widgets” button in the frame you wish to add a Widget to.

- From here a list of system widgets will appear. You can search for widgets or scroll manually. Check the box next to the widget(s) you want and click add.



- After adding your widgets, be sure to organize them according to how you want them to appear on your main page.
- Finally click Save and Close. Now your new widgets will appear on your custom class webpage.

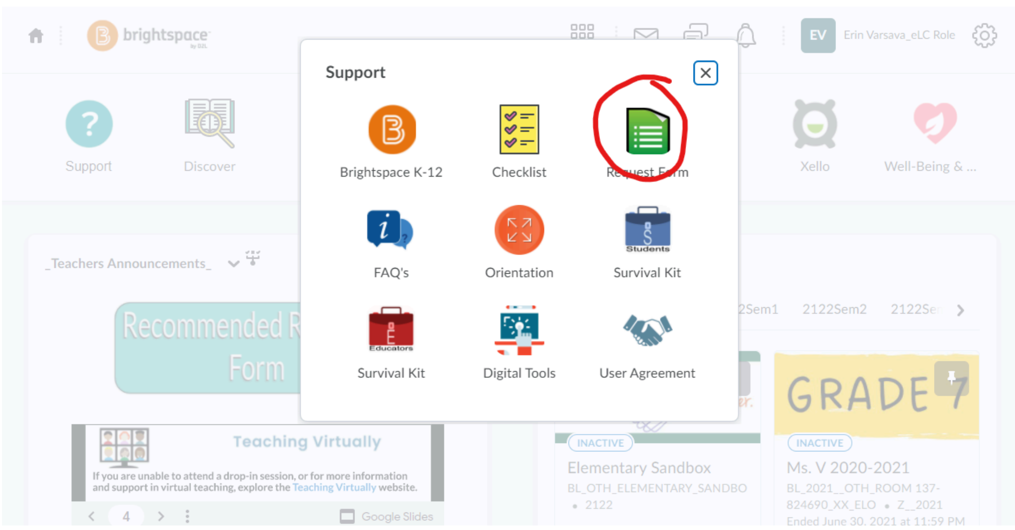


How do I import Ministry content into my shell?

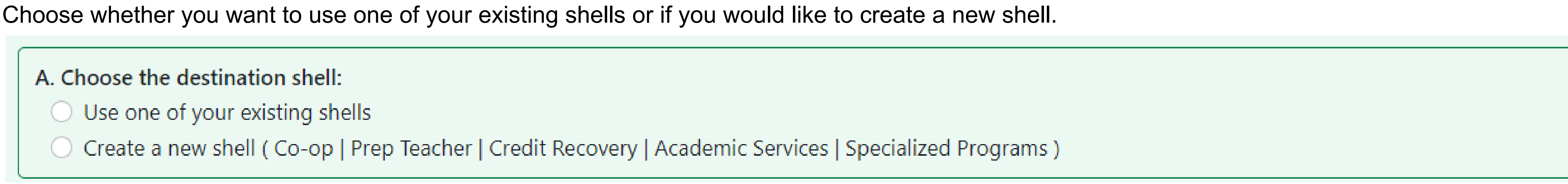
In order to import Ministry content into your new course shell, use the **Request Form** provided. The transfer will be automatically completed for you. Your materials should be visible in your new shell almost instantly after completing the Request Form.

- Use the Request Form on the Brightspace landing page
- Choose **Support**
- In the Support pop-up window, choose **Request Form**
- Follow the steps as laid out in the form below.

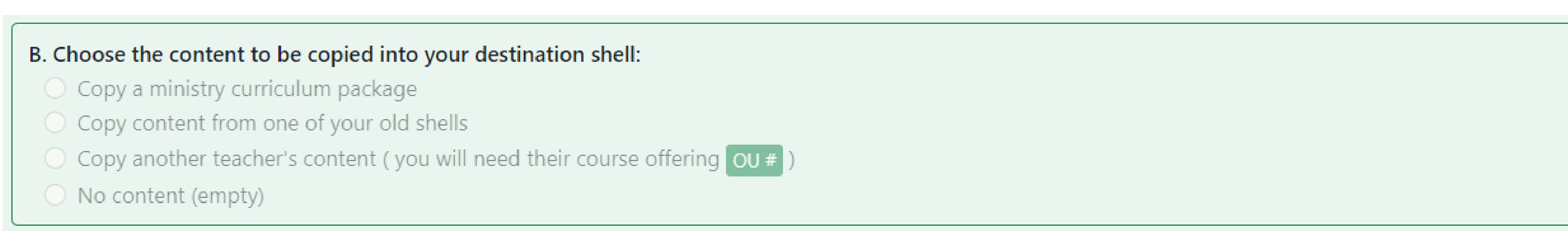
1. Click on Support and choose Request Form. This will open the form for you to use.



2. Choose whether you want to use one of your existing shells or if you would like to create a new shell.


A. Choose the destination shell:
- Use one of your existing shells
- Create a new shell (Co-op | Prep Teacher | Credit Recovery | Academic Services | Specialized Programs)

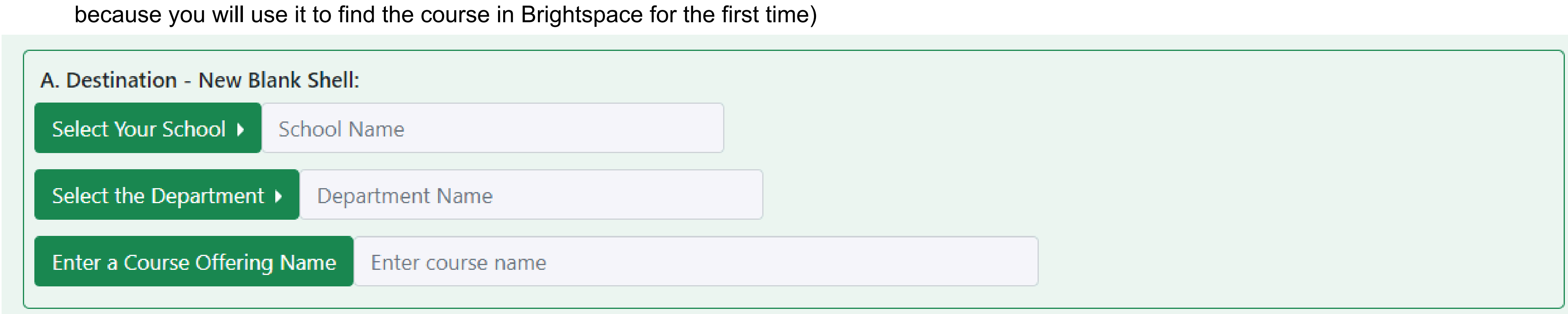
3. Choose which type of content you'd like to copy into the shell. Note that if you want to pull from *another teacher's shell* you will need their OU number for the specific shell. NOTE: You can only copy one type of material at a time, but you can return to the form to request other materials be added as well.


B. Choose the content to be copied into your destination shell:
- Copy a ministry curriculum package
- Copy content from one of your old shells
- Copy another teacher's content (you will need their course offering OU #)
- No content (empty)

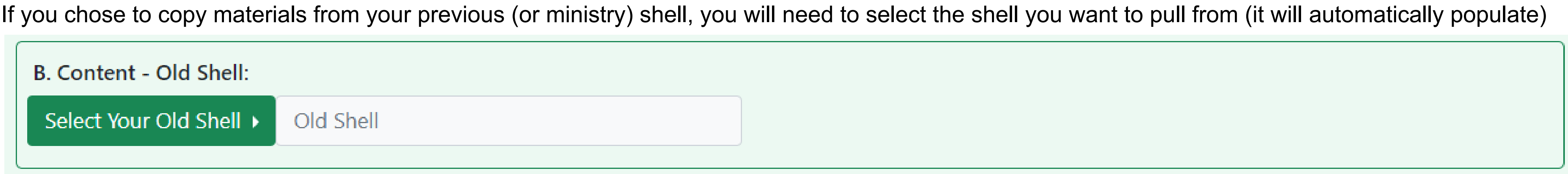
TO FIND THE OU NUMBER: The teacher sharing their materials needs to:

a) Go to their course shell
b) Copy the number that appears at the end of the course's url (in the address bar).
   i) It will look something like this and they need to share the highlighted portion with you (it will be different from the example given here): https://smcdsb.elearningontario.ca/d2l/home/21313142

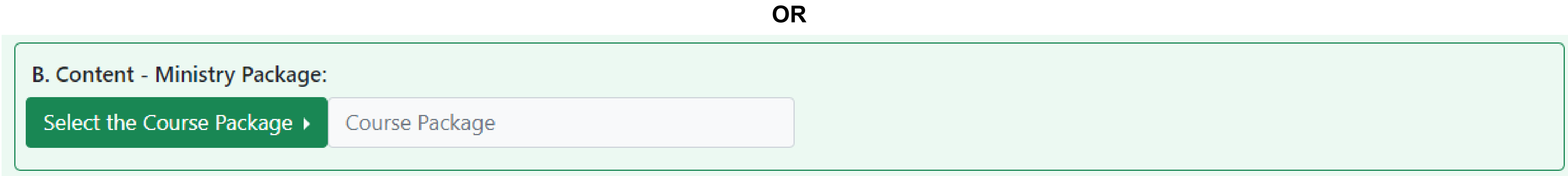
4. Click next. If you chose a blank shell, you will need to select your school, department, and the name you want to give the shell (hold onto this because you will use it to find the course in Brightspace for the first time)


A. Destination - New Blank Shell:
Select Your School ▸ School Name
Select the Department ▸ Department Name
Enter a Course Offering Name | Enter course name

If you chose to copy materials from your previous (or ministry) shell, you will need to select the shell you want to pull from (it will automatically populate)


B. Content - Old Shell:
Select Your Old Shell ▸ Old Shell

OR


B. Content - Ministry Package:
Select the Course Package ▸ Course Package

Follow through with the other fields that the form prompts you on depending on the selections you made.

5. On the next page you will be able to review the information you are submitting. Click Confirm and Send Request if you are happy with it.

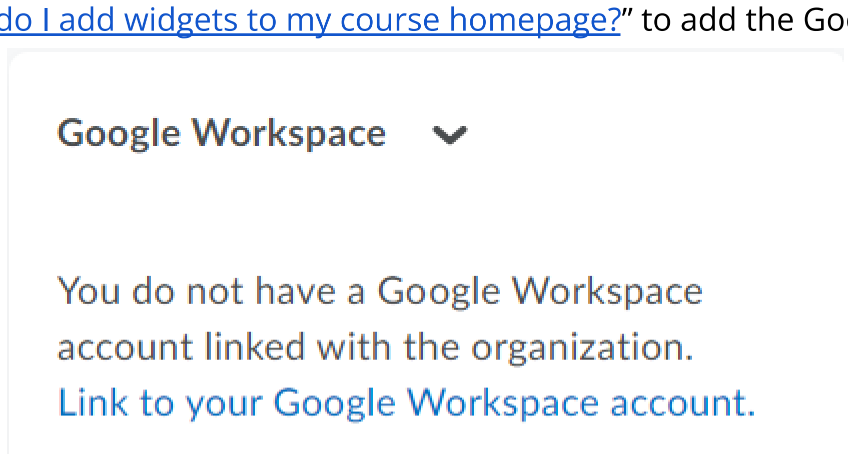
User Information	
Name	Erin Varsava
Destination: new-shell	
School Name	Holy Trinity Catholic H.S.
School Code	HTR
Department Name	Alternative Course (Non-Credit)
Department Code	ANC
Course Offering Name	Example
Course Offering Code	BL_2223__ANC_OTHER-711098_00_ELO_1668795092641
Content: empty	

6. Next you will be presented with a link to the new or existing shell where changes were made, **OR** you can go to Brightspace and in the waffle dropdown search for the name that you gave the course **OR** in My Courses click on the tab for the current year to find your new course.

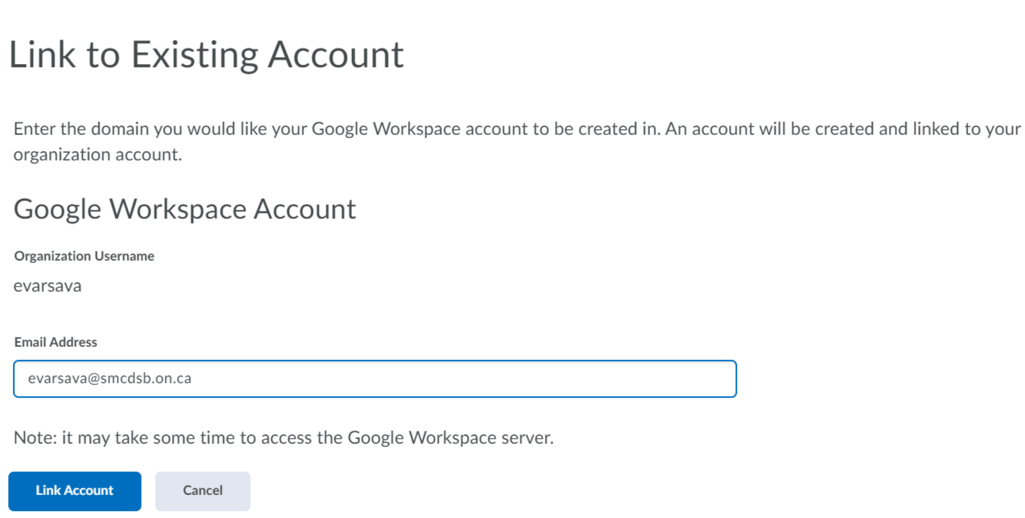
How do I Sync my Google Drive Account?

- **IMPORTANT** - This step is important for you and your students to complete to ensure that you can easily link your Google Drive files to your course or submission folders. This eliminates you and your students from having to download and then upload files in different formats. It will automatically sync and embed the file directly into the course page or submission folder.

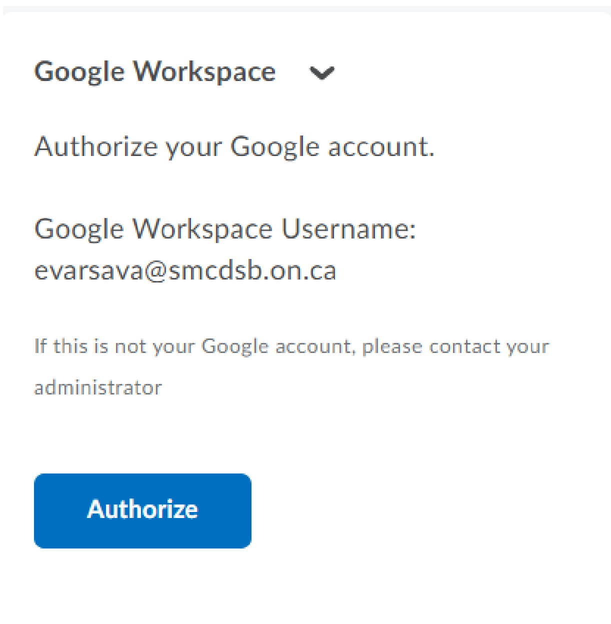
- Find the Google Workspace widget and click on **"Link to your Google Workspace account"**. If you cannot see it, return to "How do I add widgets to my course homepage?" to add the Google Workspace widget to your homepage first.



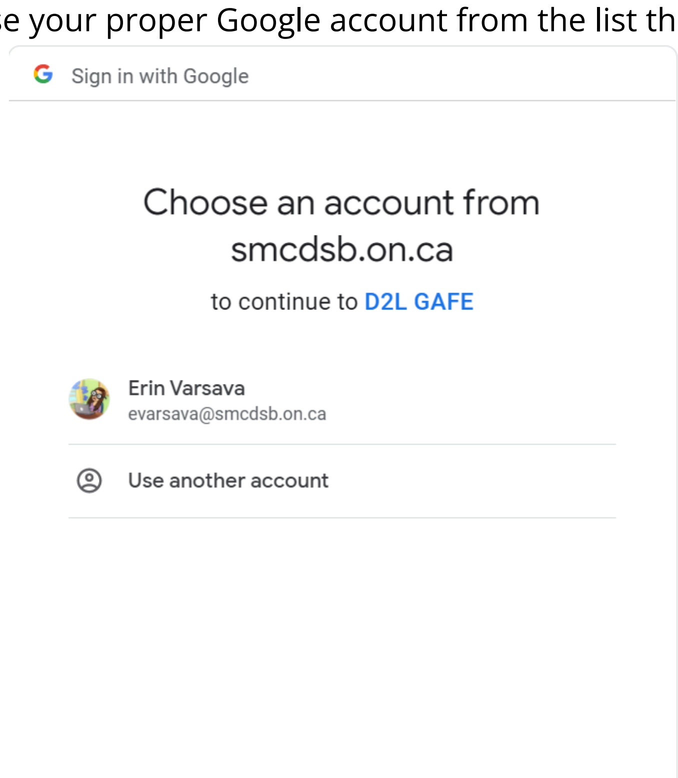
- Fill in your board email address and then click **"Link Account"**.



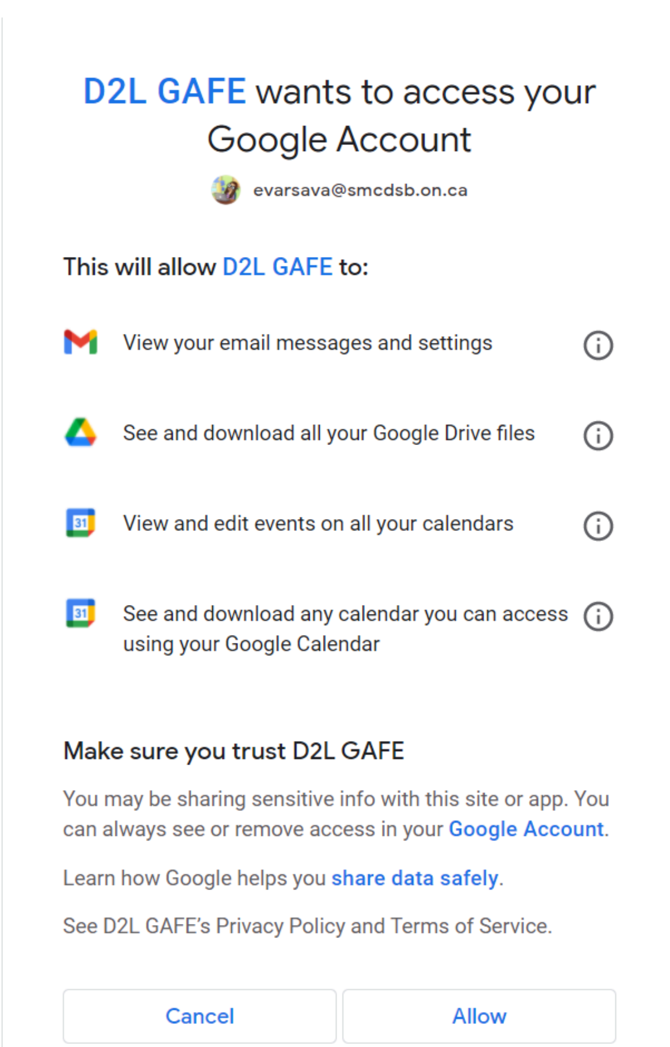
- The page will refresh and in the Google Workspace widget you will now see a button to authorize. Click this to continue.



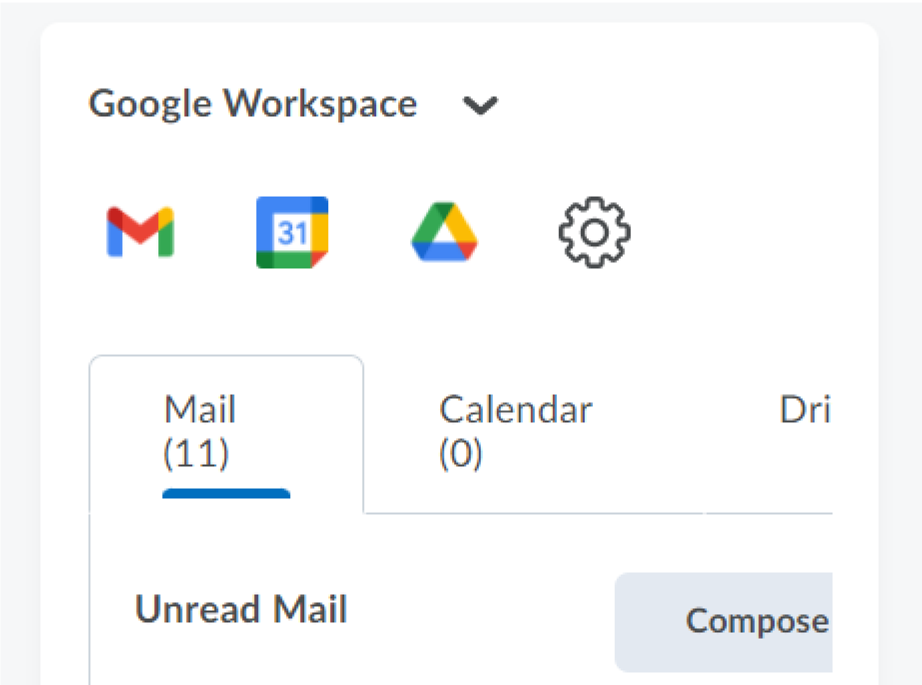
- Choose your proper Google account from the list that appears. DO NOT use another Google account.



- Scroll down and select the 'Allow' button to sync your Google Drive to your course page.



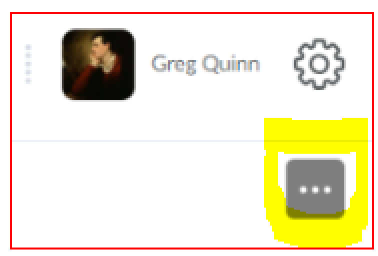
- Your Google account is now integrated and you can easily access your drive, mail, files and calendar directly from the Google Apps Widget. It will look like the image below. Remember that the widget is connected to individual accounts, so you will see your own Google applications here and students will only see their own. Students cannot see your personal emails, Drive documents, etc. in the widget on their own page. *If it doesn't sync successfully email* *mtimpano@smcdsb.on.ca* .



How do I Customize my Navigation Bar and Homepage

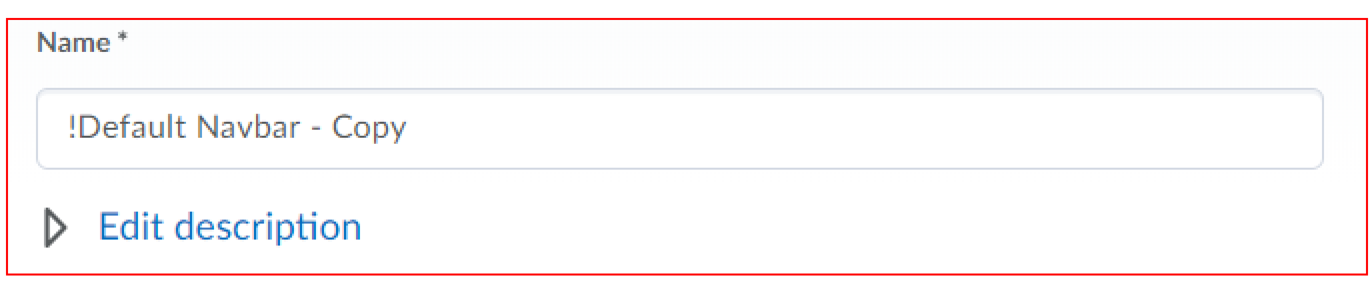
Customizing the Navbar

- Click on the ‘ellipsis’ button in the upper right hand of your Navigation Bar

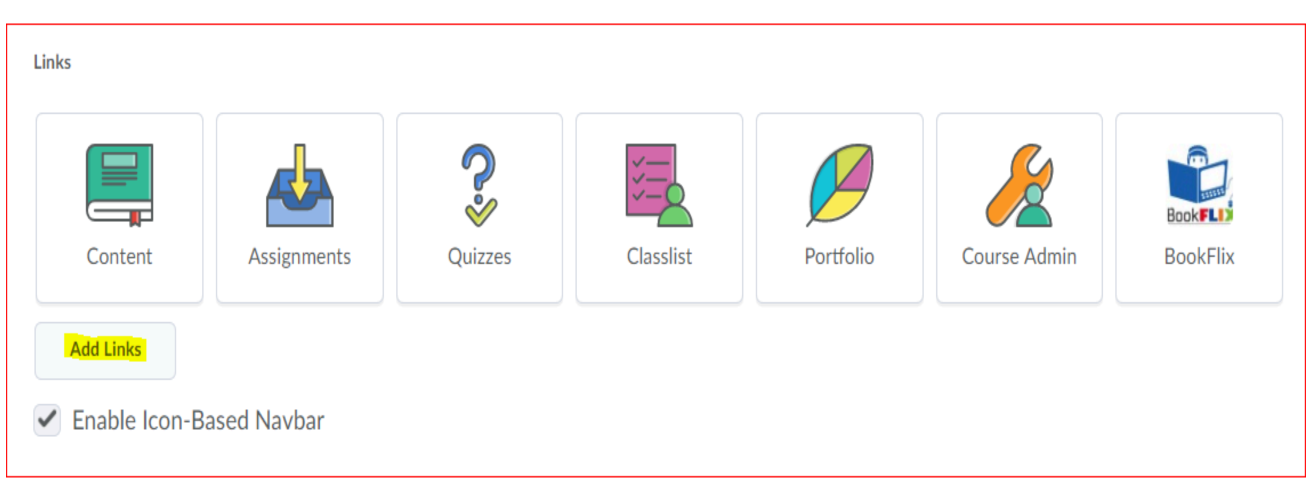


- Select “Edit this Navbar.” You will be asked if you wish to work with a copy; select “YES”. If you already have a copy made, this prompt will not appear

- You should now be working with a copy of the Default. You should see the name set as !Default Navbar - Copy. You can change this name to anything you would like. This may make it easier to find in the navbar list in the future.

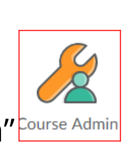


- If you wish to add new buttons, click “**Add Links**”, if you wish to remove an existing button, click on the ‘**X**’ that appears in the upper right hand corner of the button when you hover over it. You can even change the order of the buttons by dragging and dropping them into their desired location.

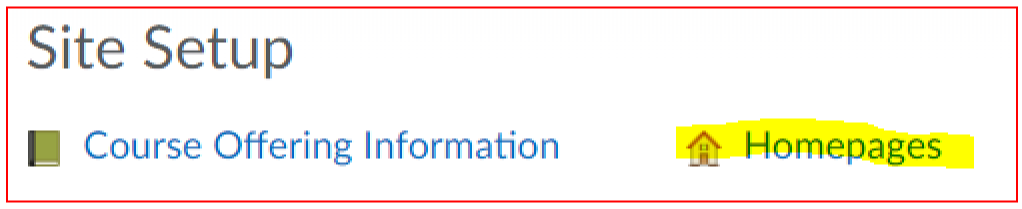


- Make sure to click “Save and Close” before leaving this page, or your changes will not take effect.

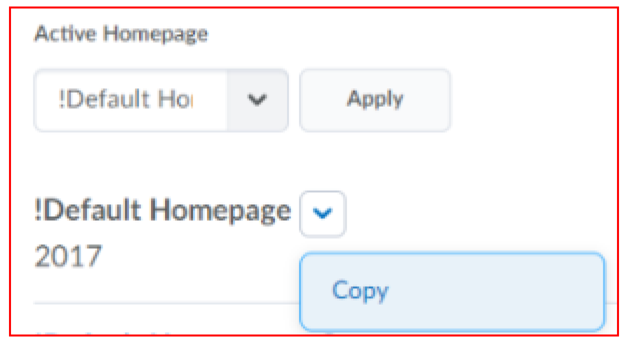
Customizing the Homepage

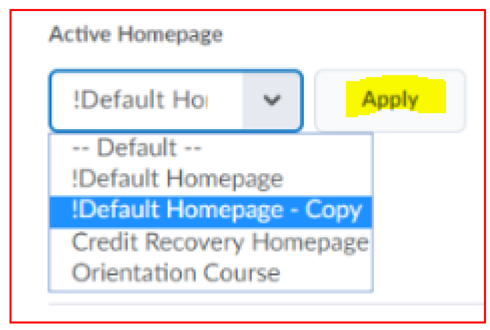
- Scroll down to the bottom of the class/course page and click on “Course Admin” 

- From here, select “Homepages”



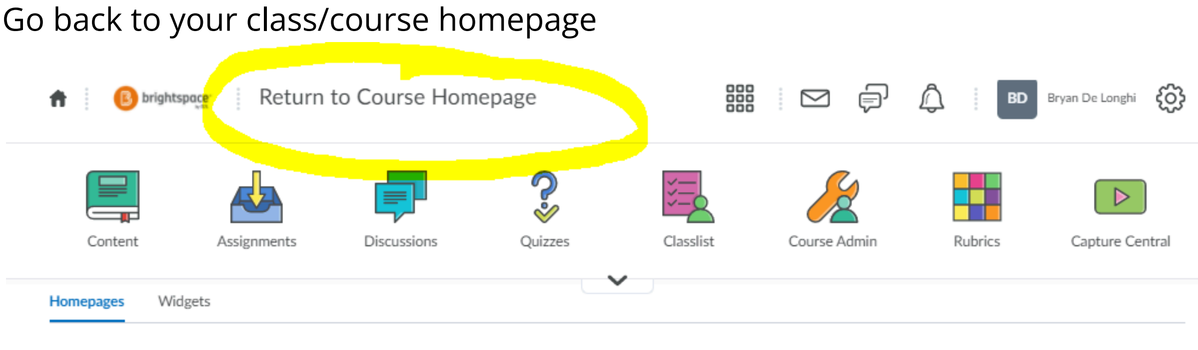
- Ensure you are working with a Copy of the Default Homepage





- You will see that your copy populates in the list of homepages displayed. This copy will also be blue and will allow you to click on it. Now, if you want to edit this page, you can click in from here OR you can use the method below to do so from your main course page.

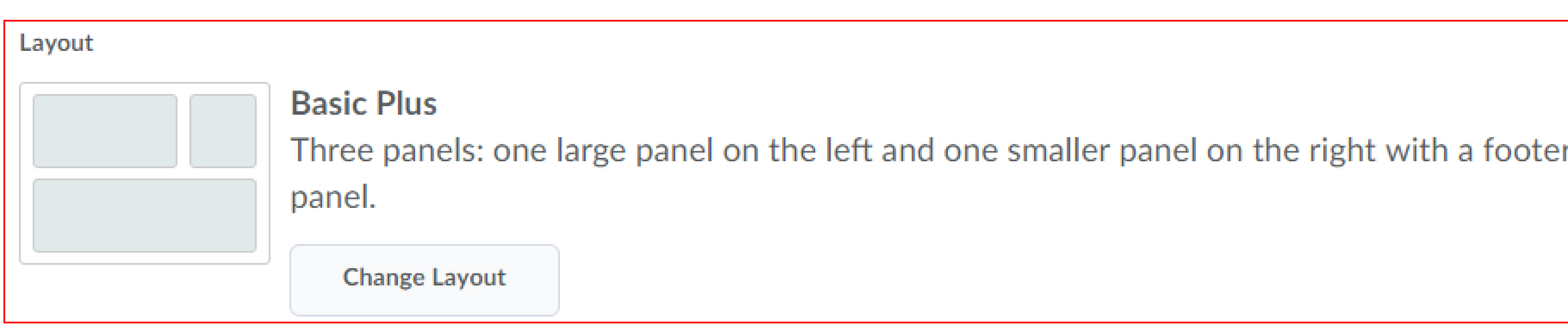
- Go back to your class/course homepage



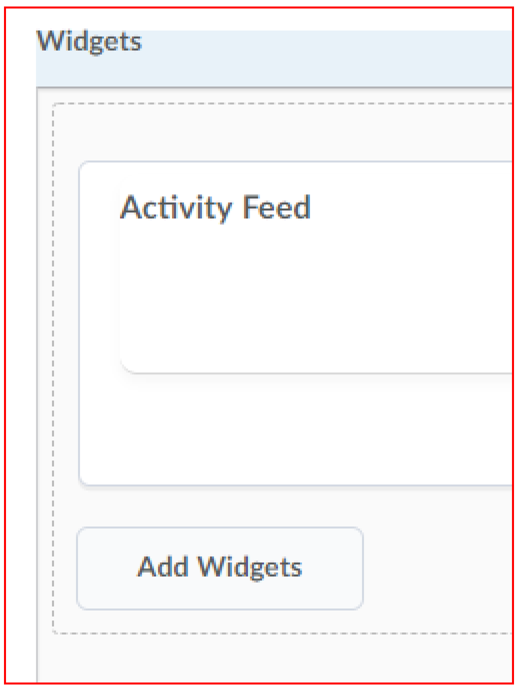
- Scroll to the very bottom of the the course page and click the ellipsis icon in the bottom right hand corner 

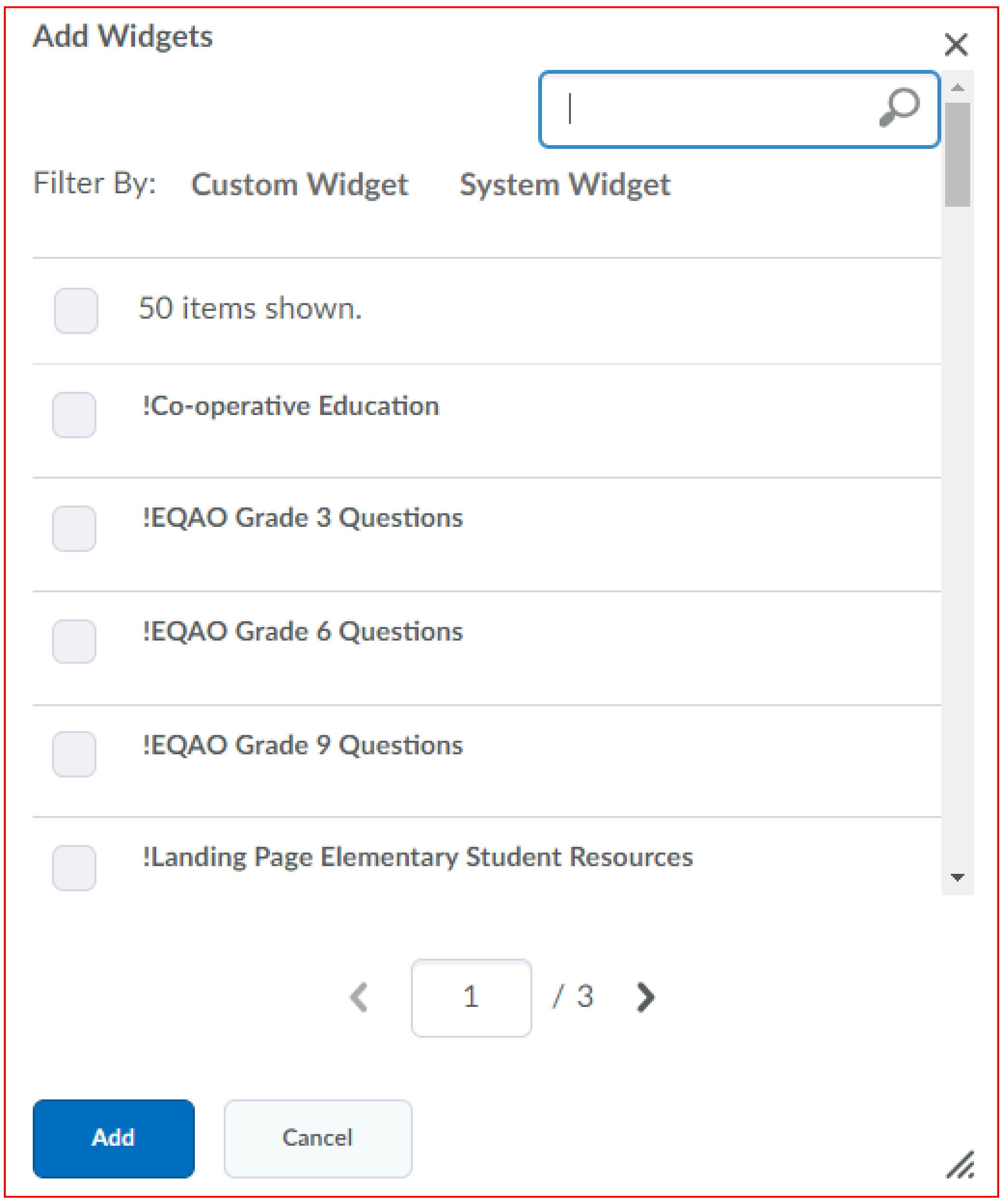
- Select "Edit this Homepage"

- You can now choose an appropriate layout



- And, in your layout, you can select the widgets you want to use from a list





- Simply search for and select any widgets you are interested in. You can remove them later by clicking the '**x**' button on the widget itself in the "Edit Homepage" page.
- You can also reorganize your widgets by dragging and dropping them to the desired location.
- You can also create and insert your own widgets.

How do I create a custom NavBar button (to another page or outside source?)

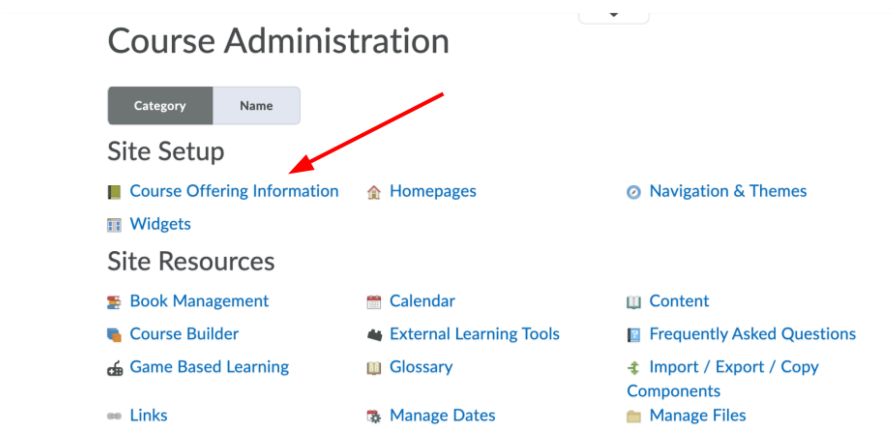
Follow the instructions in this document. It uses Google Meet as an example but the same process can be used for any url. You can also follow along with this video (no sound).

How do I change the Course Offering Name?

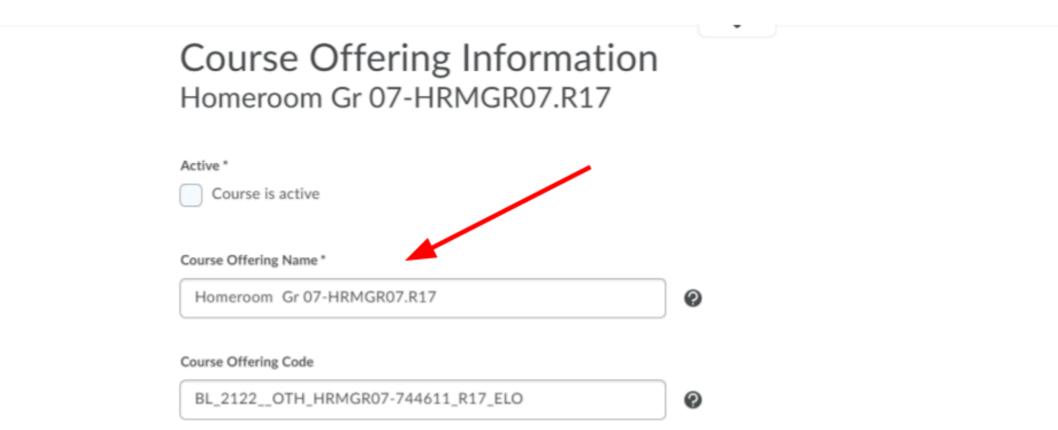
- Changing the course offering name will change how the course name appears in your My Courses widget and in your waffle dropdown menu. This can make finding your course much easier for yourself and for students.

- Go to Course Admin

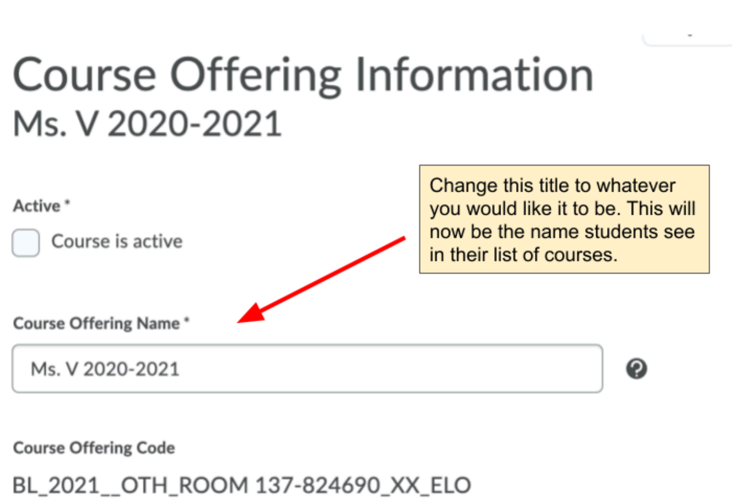
- Click on Course Offering Information



- Click on Course Offering Name



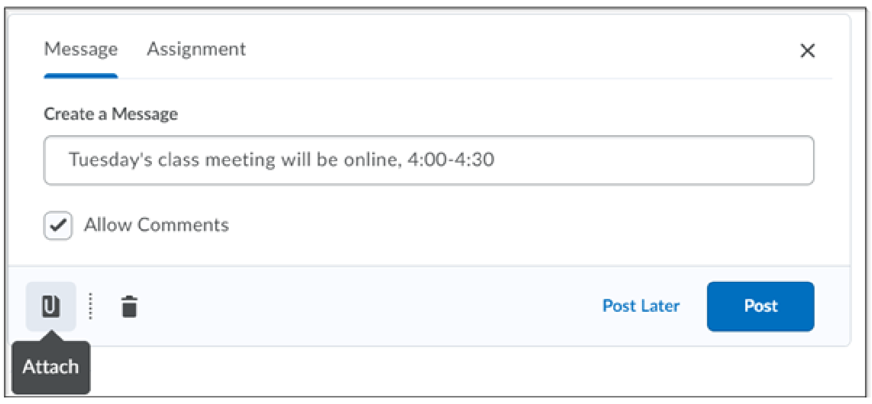
- Change the name to one of your choice. It is most beneficial to include your last name and the subject and level (high school) or your last name and the grade (elementary) somewhere in your new name.



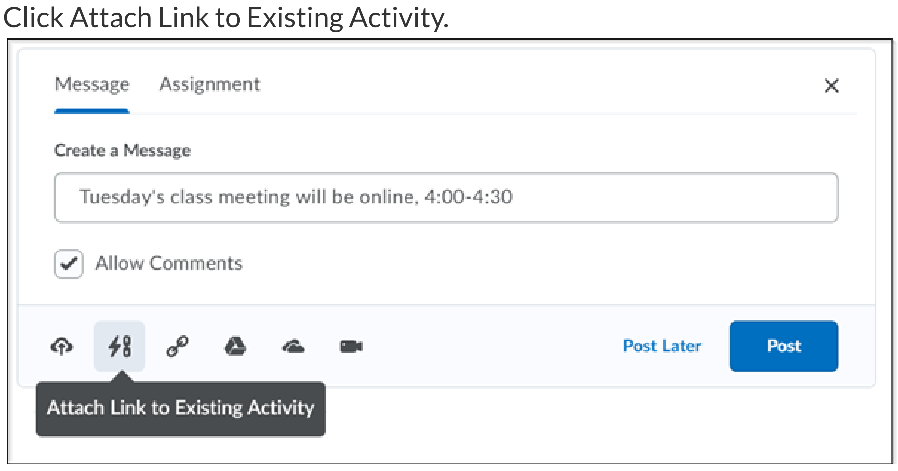
How do I create a Microsoft Teams meeting?

Create a Teams Meeting in Activity Feed

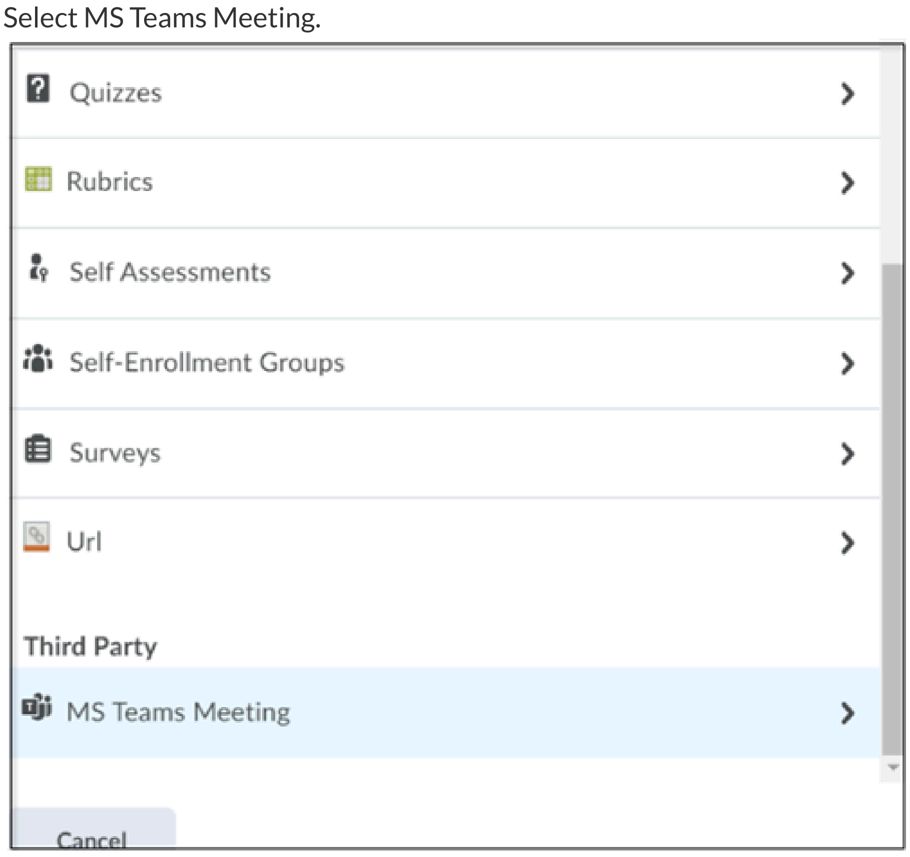
1. Below the Activity Feed post, click Attach.



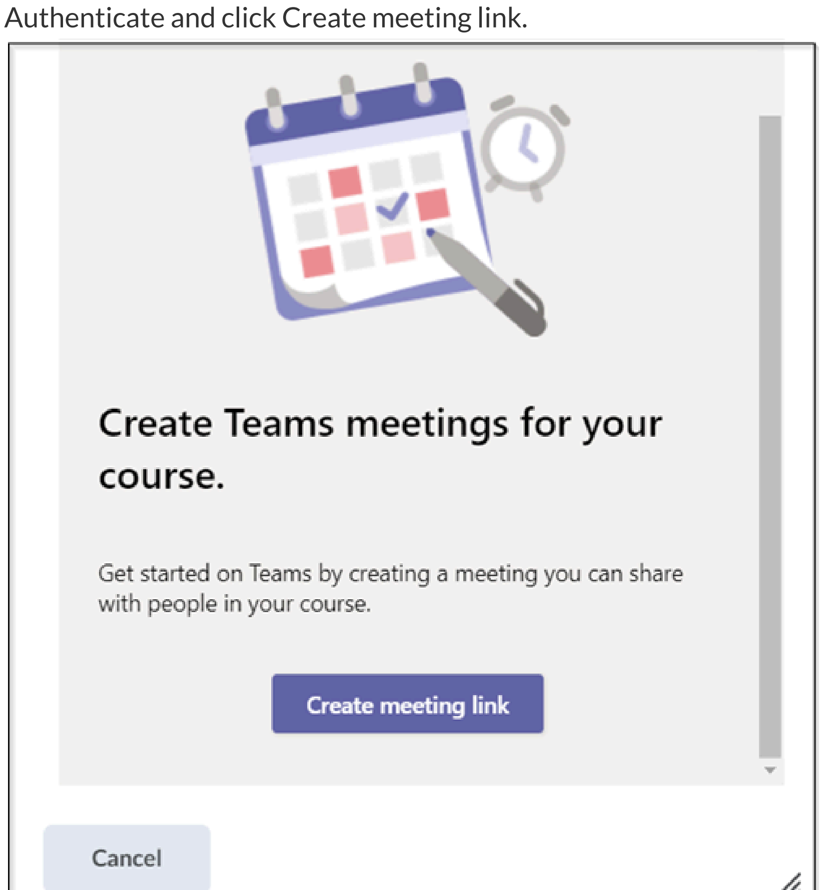
2. Click Attach Link to Existing Activity.



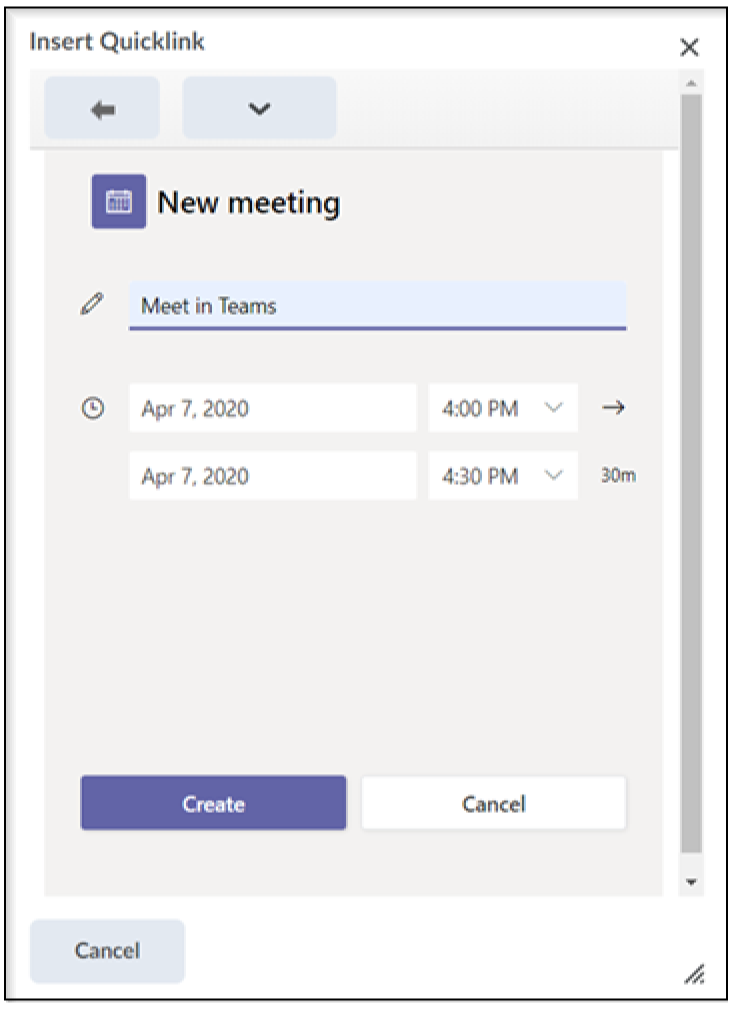
3. Select MS Teams Meeting.



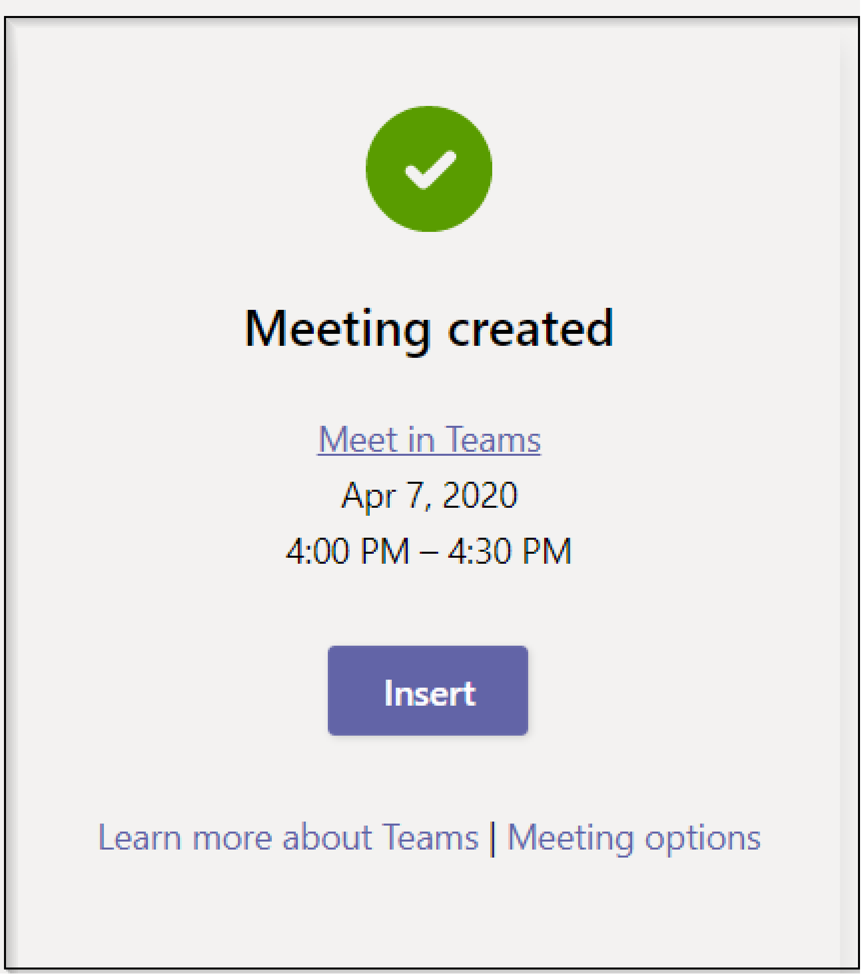
4. Authenticate and click Create meeting link.



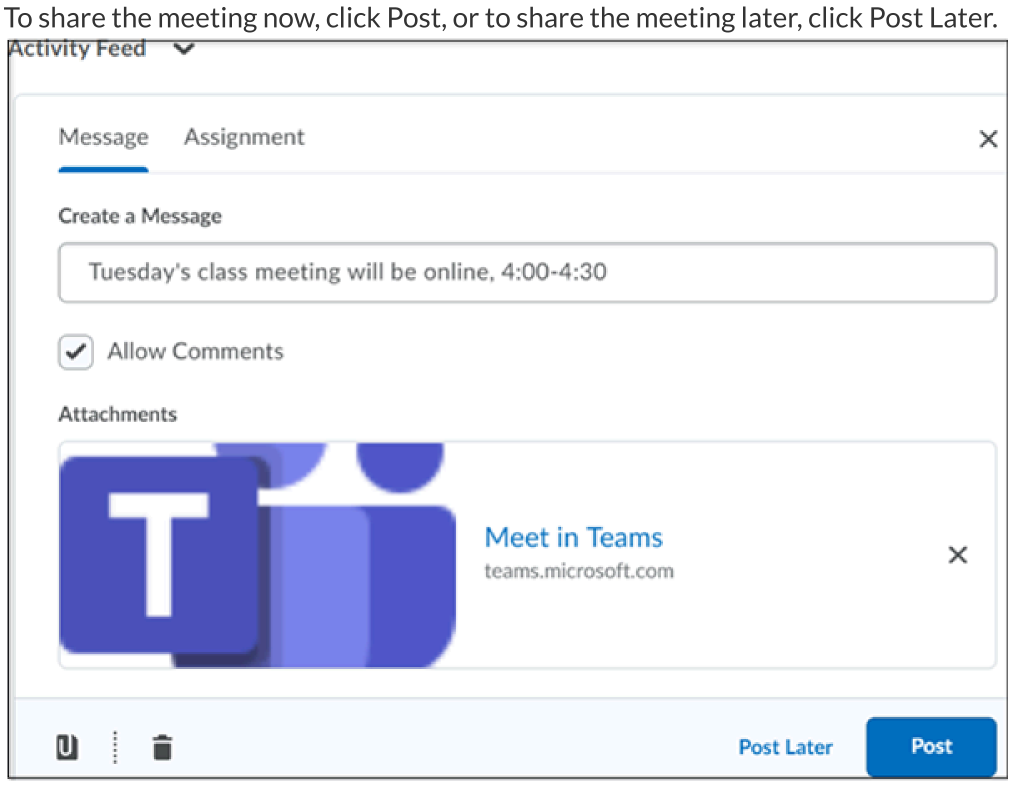
5. Enter the meeting details and click Create.



6. Review and update the meeting options as required, and click Insert.



7. To share the meeting now, click Post, or to share the meeting later, click Post Later.

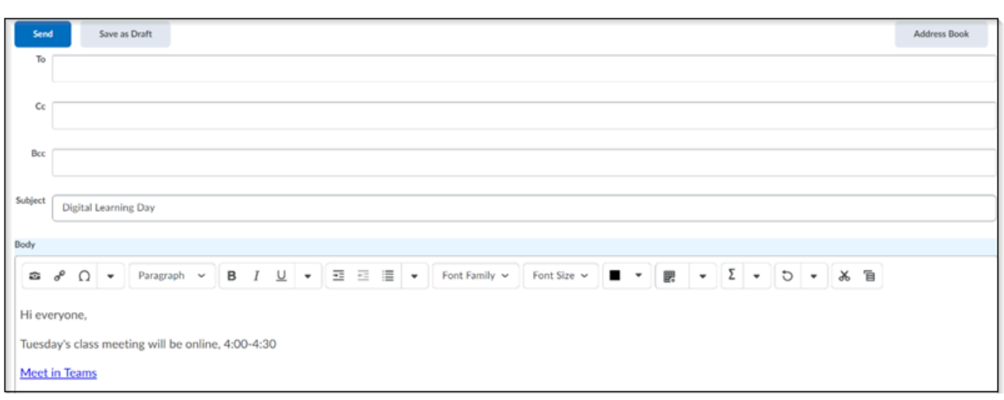


Create a Teams Meeting in Announcements

1. In the body of an announcement, click Insert Quicklink.
   Figure: Announcement - Insert Quicklink
2. Select MS Teams Meeting.
3. Authenticate and click Create meeting link.
4. Enter the meeting details and click Create.
5. Review and update the meeting options as required, and click Insert.
6. Click Publish.

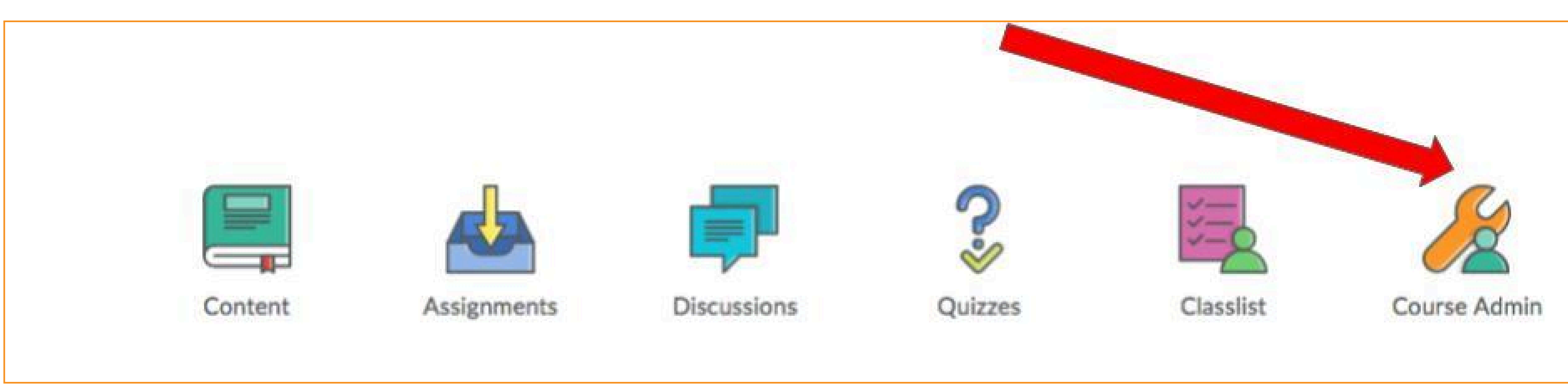
Create a Teams Meeting in Email

1. Within the body of an email message, click Insert Quicklink.
   Figure: Email message - Insert Quicklink
2. Select MS Teams Meeting.
3. Authenticate and click Create meeting link.
4. Enter the meeting details and click Create.
5. Review and update the meeting options as required, and click Insert.
6. Click Send.

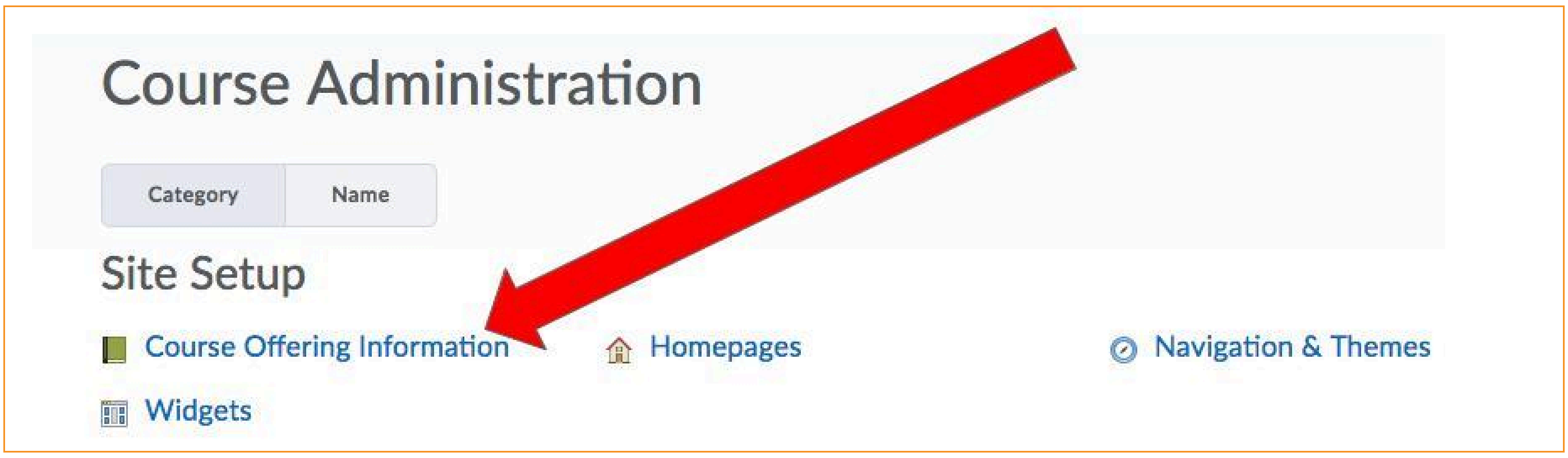


How do I activate my Course Shell?

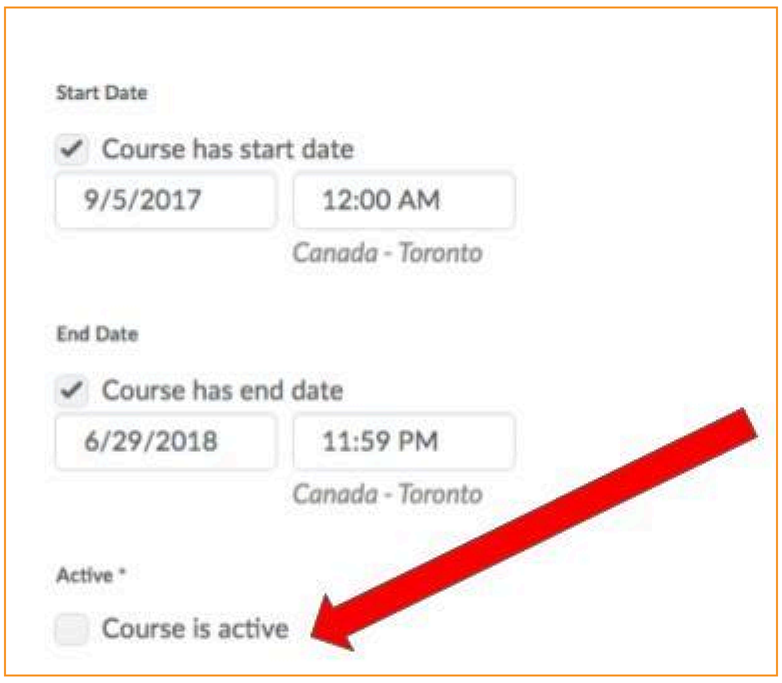
- From your course homepage navbar, select “Course Admin”.



- Select “Course Offering Information”



- Scroll down and ensure you select the checkbox for 'Active' and click on 'Save'.
  **Note: You only Activate a course shell if you plan on having students actively logging into your course. Otherwise, you can still use your shell for presentation and planning purposes.*

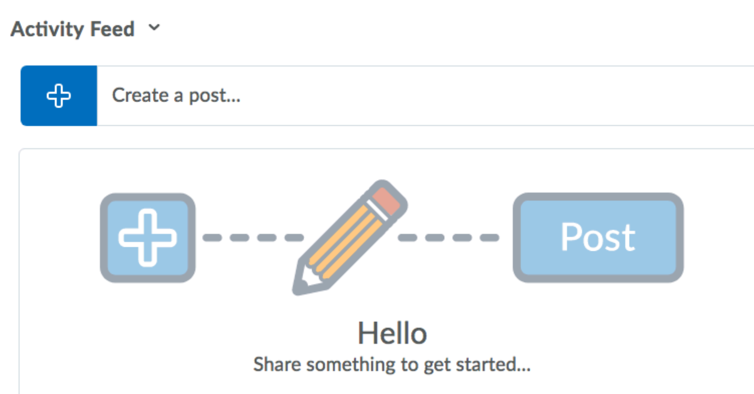


How do I use the Activity Feed Widget

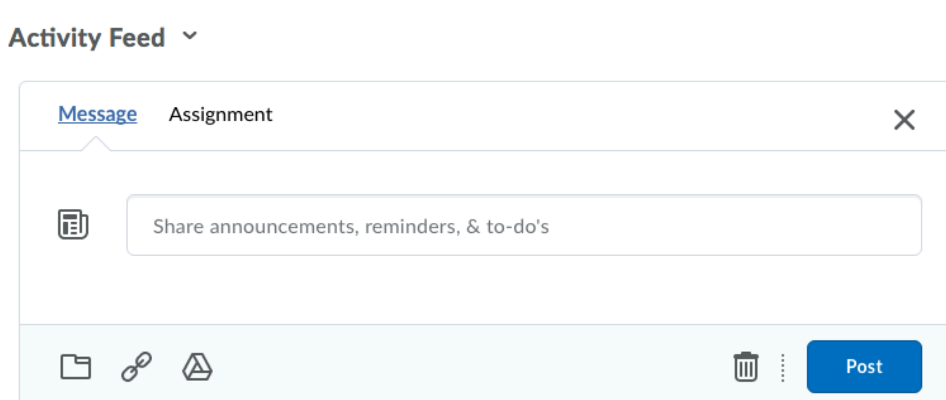
The Activity Feed widget is automatically included in your default course homepage.

The Activity Feed widget creates a unique "feed" or "stream" for a course. The feed is a way for teachers to provide access to activities learners need to complete, deliver information they need to know, and facilitate learner engagement using simplified workflows in an intuitive and friendly interface. Watch the embedded video (below) for a good introduction to using your Activity Feed.

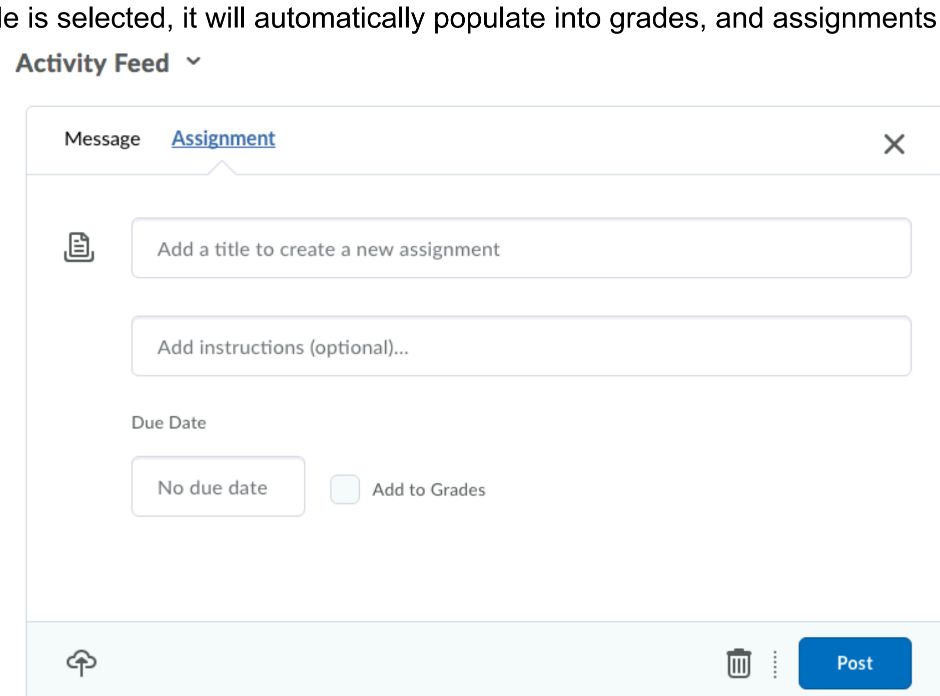
How it works:
1) Teachers can create an Activity Post to communicate a class message or an Assignment with options to upload files, links, and connect to existing course content.
2) Learners can view the class feed and contribute comments to the post (if you allow them to comment).
3) All user created posts and comments are visible inside the widget and stored in the Activity Feed.



How do I add a message?
Click on the text box and begin typing. You will have an option to add files directly from Google Drive (drive icon), add URL web links (link icon) or content from other areas or past courses that you have in Brightspace (folder icon). Click post.



How do I add an assignment?
Click on the assignment text at the top of the widget. Add a title, instructions, due date and then click post. If a date is included, this will automatically appear on your class calendar. If a grade is selected, it will automatically populate into grades, and assignments.



What is the Portfolio Tool?

The Portfolio Tool in Brightspace is a digital portfolio where students and teachers can collect and organize student work and learning artifacts over time. Students can **reflect** on their learning, teachers can assess artifacts based on connected curriculum expectations, and comment on student work. Work follows students within their account, as opposed to being connected to any one classroom so teachers can review past portfolio work and students can see their own learning progression over many grades. Check out the links below to learn more about Portfolio in depth from Brightspace.

Helpful Portfolio Video Links :

Getting Started With Portfolio

Review and Approve Evidence in Portfolio - both students and teachers can add artifacts to student portfolios

Demo of Brightspace Portfolio

Assessment with Portfolio

Tagging Artifacts With Expectations

Providing Feedback to Portfolio Items

How Do I Use the Portfolio Tool?

For a more in-depth introduction to the Brightspace Portfolio Tool, click HERE.

Setting up students to use Portfolio

- Go into the Portfolio tool on your navigation bar. If it is not there, add it following these instructions.

Portfolio

- In the tool, click on "Settings" to decide what students can submit with and without teacher approval

Settings Print Class Passcards Log Into the App

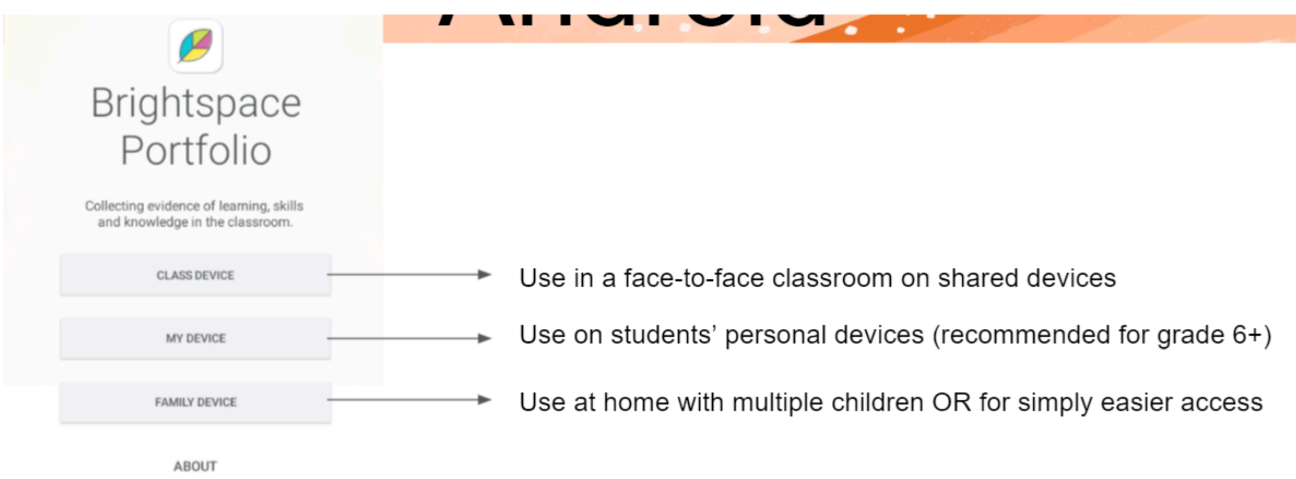
- Go back to the Portfolio tool and click on "Print Class Passcards". A PDF will appear that you can print. Cut out the individual passcards and distribute them to your students in the best way(s) for your class (taped to desks, in a binder, taped inside their agendas, etc.). You can also download each individual passcard so that the will print out larger, if preferred, or you can email to guardians or student email accounts
- Students are now all set up to begin submitting their work. Remember that in order to use an In Class Device, you must also have the class passcard QR code printed out for students to scan first

Setting up students to use the Portfolio App (in class)

- Put the Portfolio App on your class device (iPad) for students or yourself to use
- Choose "Class Device" from the options that appear
- Choose "In-Class Mode" (older students) or "In-Class With Funster" (younger students) - both will prompt students to scan a class QR code and then will walk students through the process of submitting work on the screen. Keep in mind that while there are modes for older and younger students, they ultimately provide the same functions
- Teachers can also control the use of the Portfolio app by scanning student work themselves, if preferred, by using student QR codes

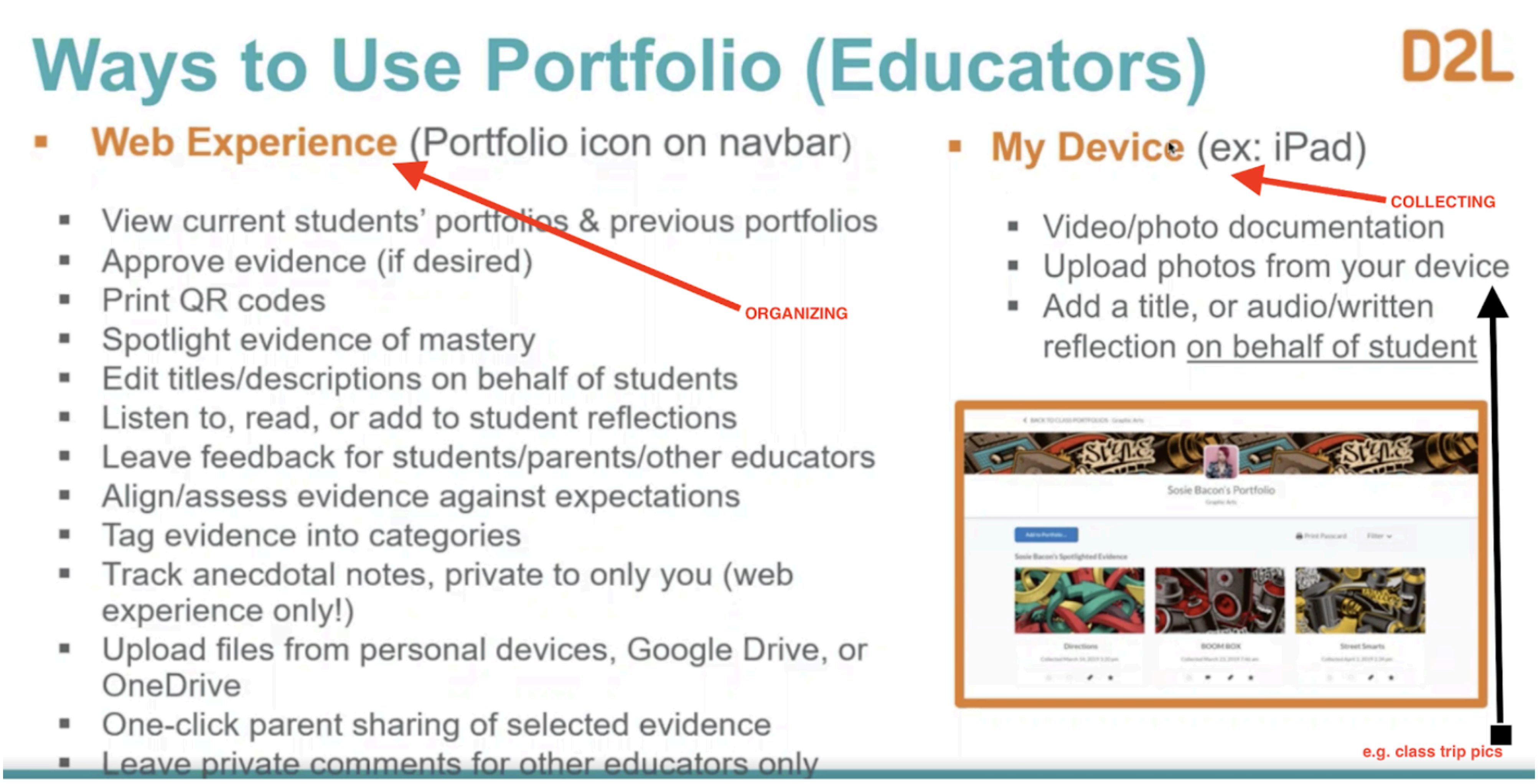
Setting up students to use the Portfolio App and for teachers to use the app to upload to student portfolios (Personal and/or Family Devices)

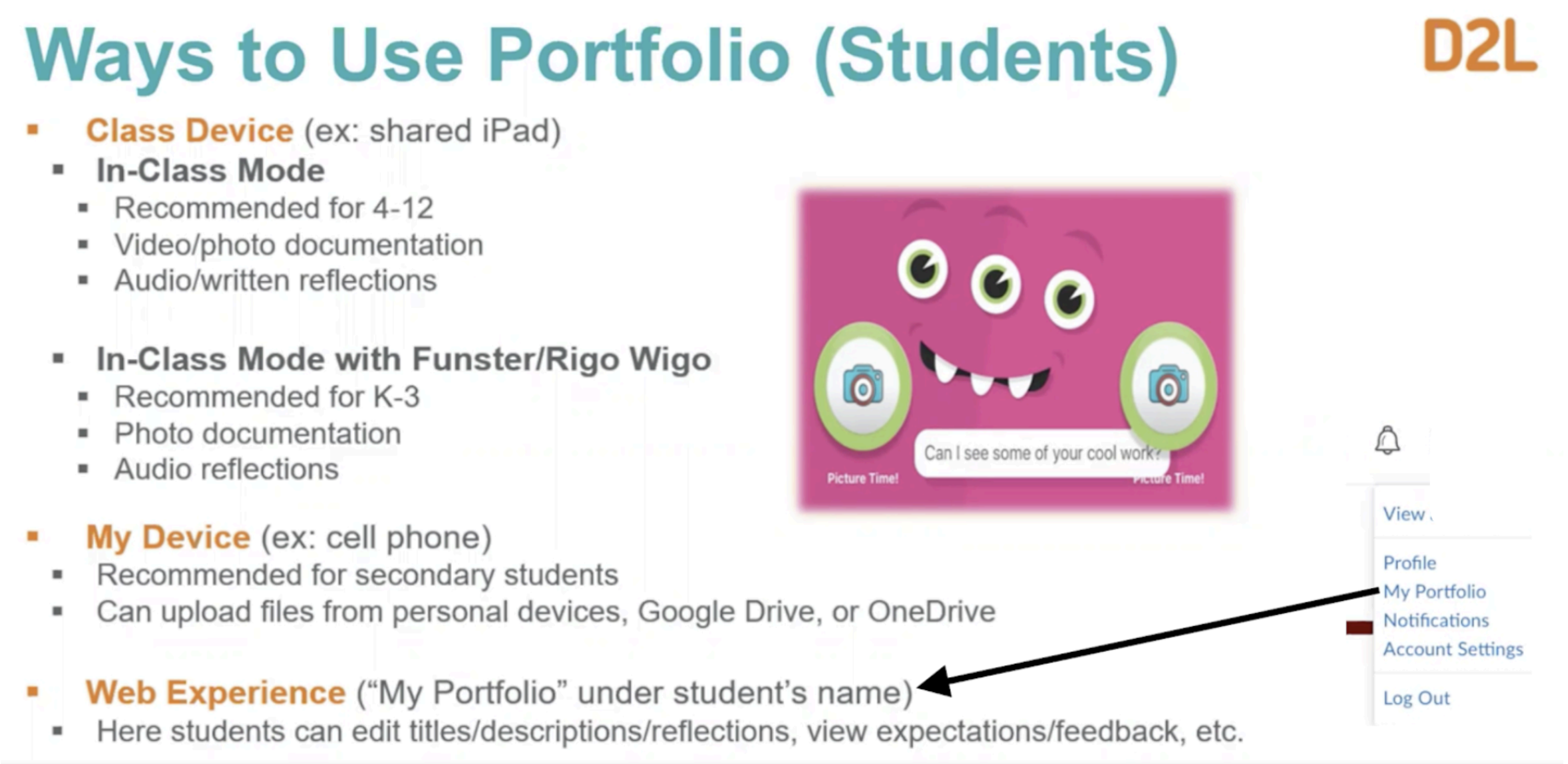
- Parents (or older students on their own devices/with parent permission) put the app on their phone or device
- Students who are older and who have their own device can choose “My Device” - this will log them into their Brightspace account and the app will remember them. They will have the option to choose the portfolio they want to add to after collecting it
- Teachers can use this on their own personal device as well - it will allow you to choose a class and a student whose portfolio you want to put evidence of learning in
- Students who are younger OR students sharing a device at home should use “Family Device” - this will allow them to use their QR codes and jump them out of their account as soon as they are done collecting artifacts so another family member can use the device
- If they choose “Family Device” they will be given the option of “At Home” or “At Home With Funster”. Students choose which they would prefer and the system walks them through the steps. Like the options in In-Class mode, “At Home” and “At Home With Funster” have the same capabilities but present the process in more advanced and simplistic ways to students.
- Keep in mind that with “Family Device” students will have to have the specific QR code from their teachers so evidence goes to the right place (i.e., elementary may have a code from their homeroom teacher and another from their FSL teacher; high school students would have different QR codes from each course teacher)



Using the Portfolio directly within Brightspace

- To use the Portfolio Tool on a desktop and directly in Brightspace, students can click on their name in the top right corner of any page
- A dropdown menu will appear and they can choose “My Portfolio”.
- Their current class enrolment portfolios will appear (for elementary students, they may have one or two depending on if prep teachers are using their own shells; for high school, they may have up to four each semester depending on how many of their teachers are using Brightspace)
- Students can click into any class of their choice to see their evidence for that particular class. If teachers have not approved submitted evidence, they will not see it even though they have submitted work to the Portfolio.
- Students can select work that has been approved and make edits - they can add titles, voice recordings, or include notes if they chose not to do this originally or if they were in the Funster mode (which only allows for voice recordings in the app)
- Students can also **upload work from their Google Drive or their computer desktop** if they are working in this mode. This is a great alternative to teachers creating and using assignment dropboxes at the younger levels while still helping students learn how to attach materials from their computer
- You can also enter student Portfolios and upload materials from your own Drive or computer

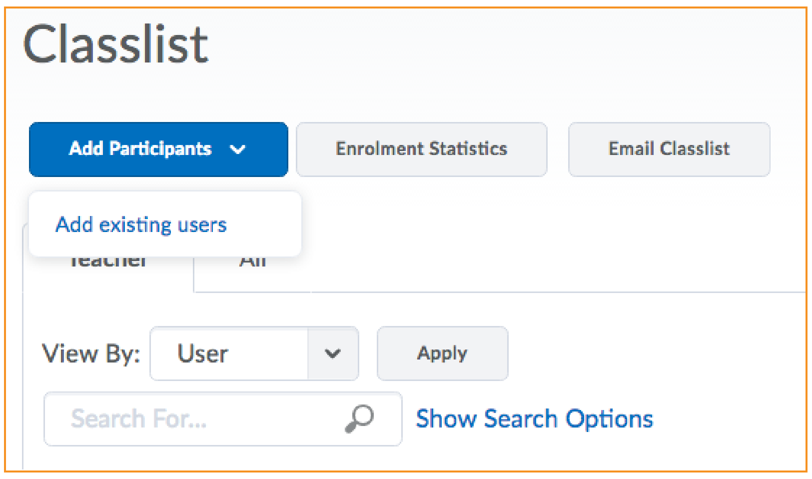




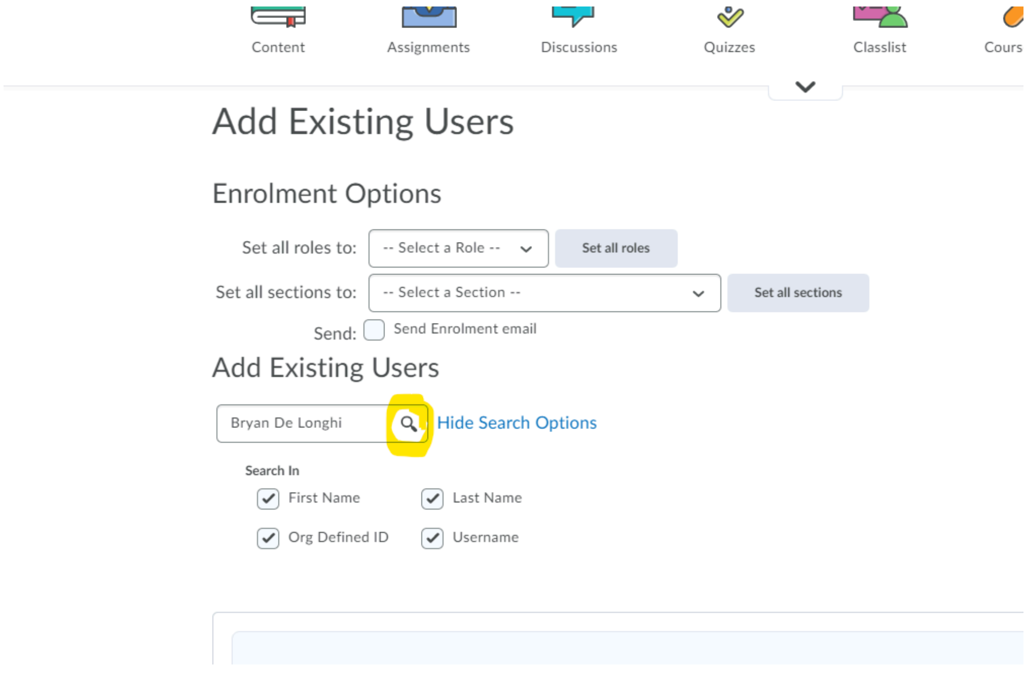
How do I enroll students or educators in my course or class?

- **Important Notice:** Students will automatically be populated into your Classlist based on the latest database information from PowerSchool scheduled for your course. *Students will be automatically enrolled (or unenrolled) 24 hours after the change has been made in PowerSchool.*

- You can manually add Educators/students to your class or course. Open your '**Classlist**' and click on '**Add Participants**' and choose '**Add existing users**'



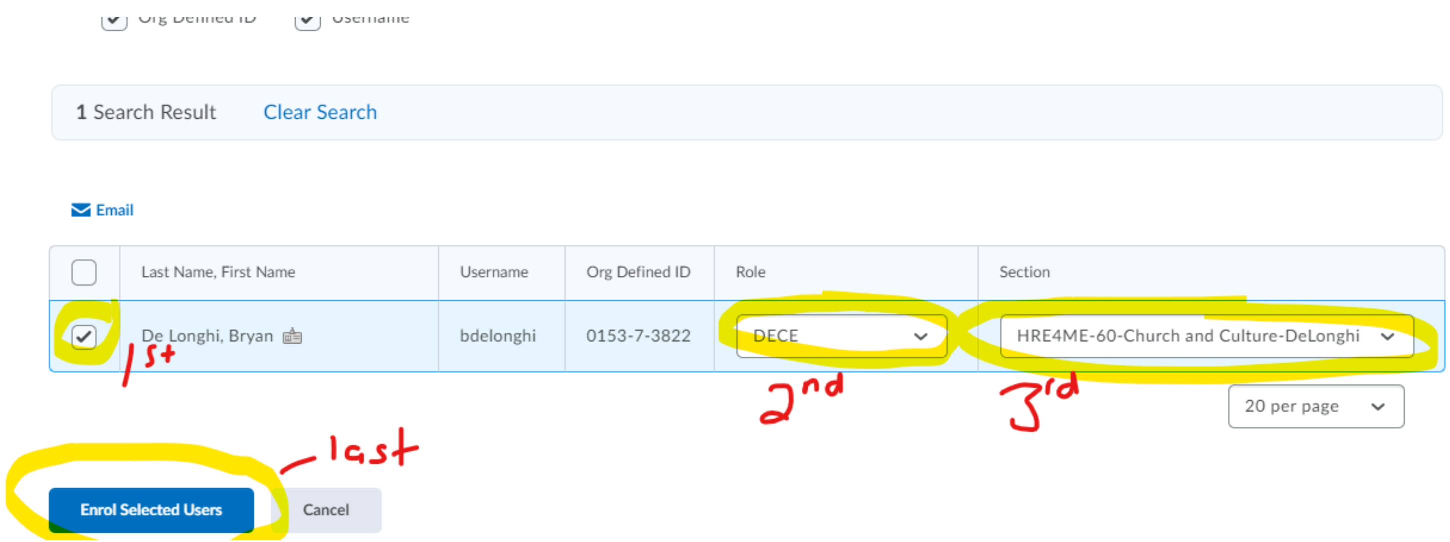
- Type 'Educator/Student name' and click on 'Search icon' under Add Existing Users.



- Select 'Checkbox' beside teacher name and choose the "**Role**" *(see below)* and your Course **'Section'**

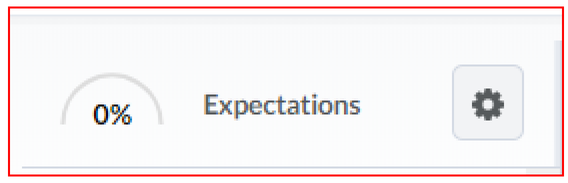
Roles:

- **To add an Educator permanently to the class choose DECE if you would like them to be able to edit the class. Otherwise, choose EA as the role if you only want them to have view only access.**
- **To add a student choose the student role.**
- **Please note: Any other roles will be deleted within a day, as they are not shown as a class member in Power School.**



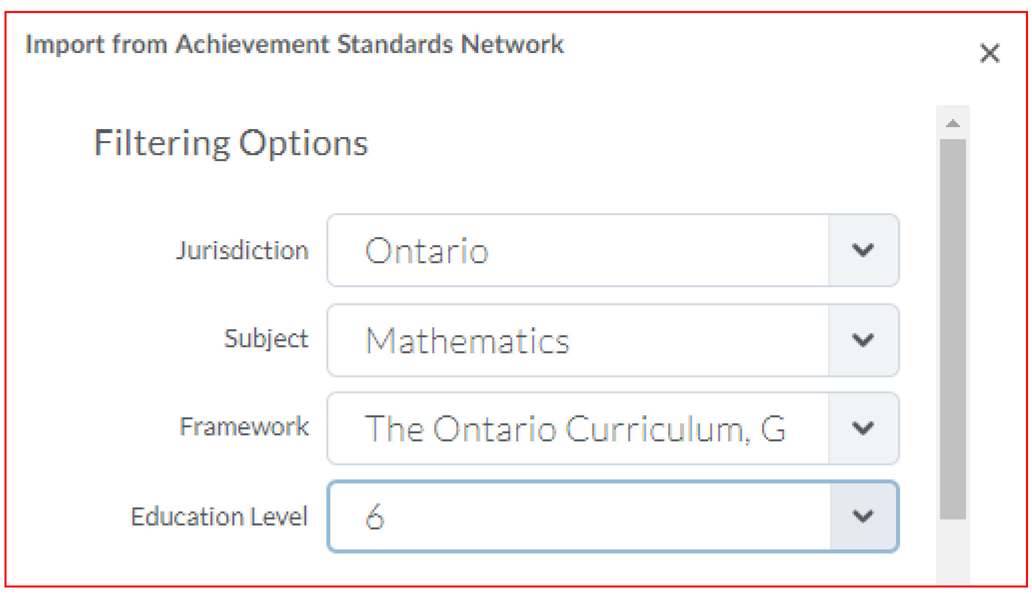
Adding Expectations from Curriculum

- First, you can import the curriculum expectations using the 'speedometer' icon on the top-left of your Content page *(New Content Experience only!)*. You can also access the Expectations tool by going to Course Admin and click on Expectations under "Assessment".

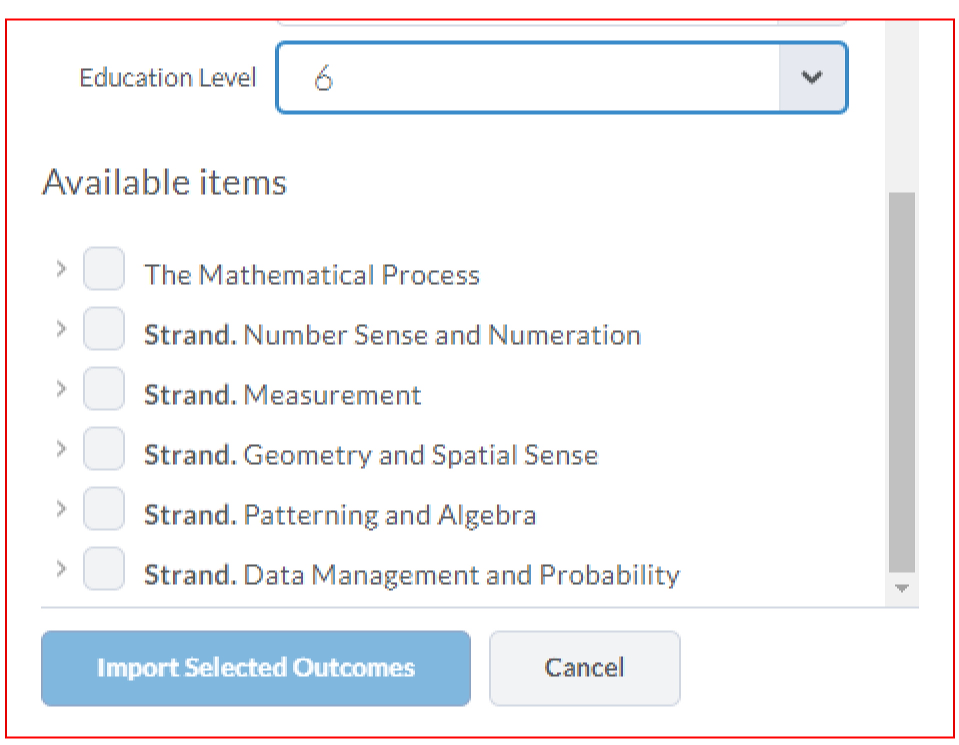


- By clicking the 0%, you will open a menu that allows you to select the curricular expectations for the subject you are teaching. This will allow you to match your new lessons and activities with Specific or Overall Expectations. The 'speedometer' will display what percentage of the expectations have been met by the activities you build, once complete.
- In the window that opens, select "**Add or Remove Expectations**"

- This will open a series of menus allowing you to select the curriculum expectations you wish to use. In this case, I have filtered down to the curricular expectations for Grade 6 Mathematics

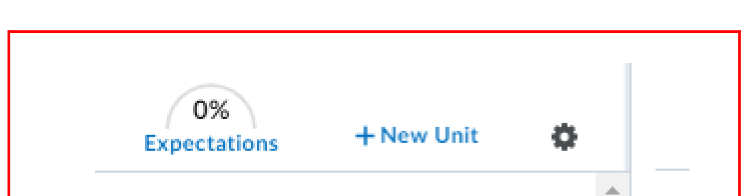


- Once you've filtered down to the curriculum set you need, you can then select more specific pieces of curricula or select all

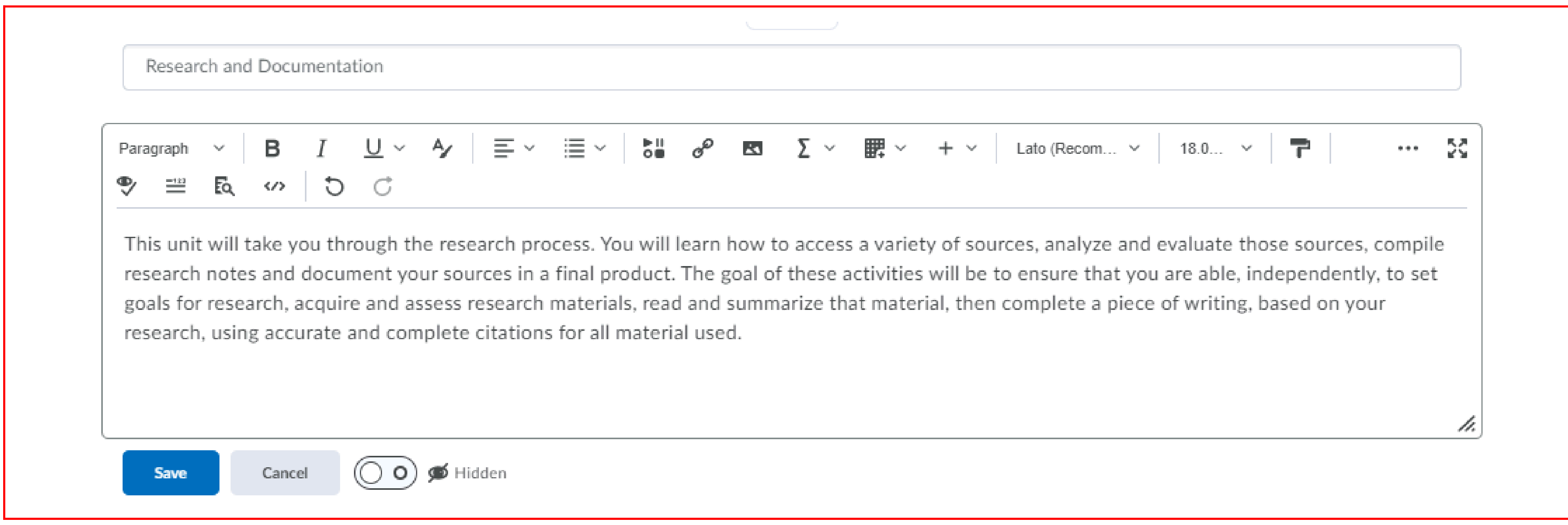


Adding Units (modules), Lessons, and Content

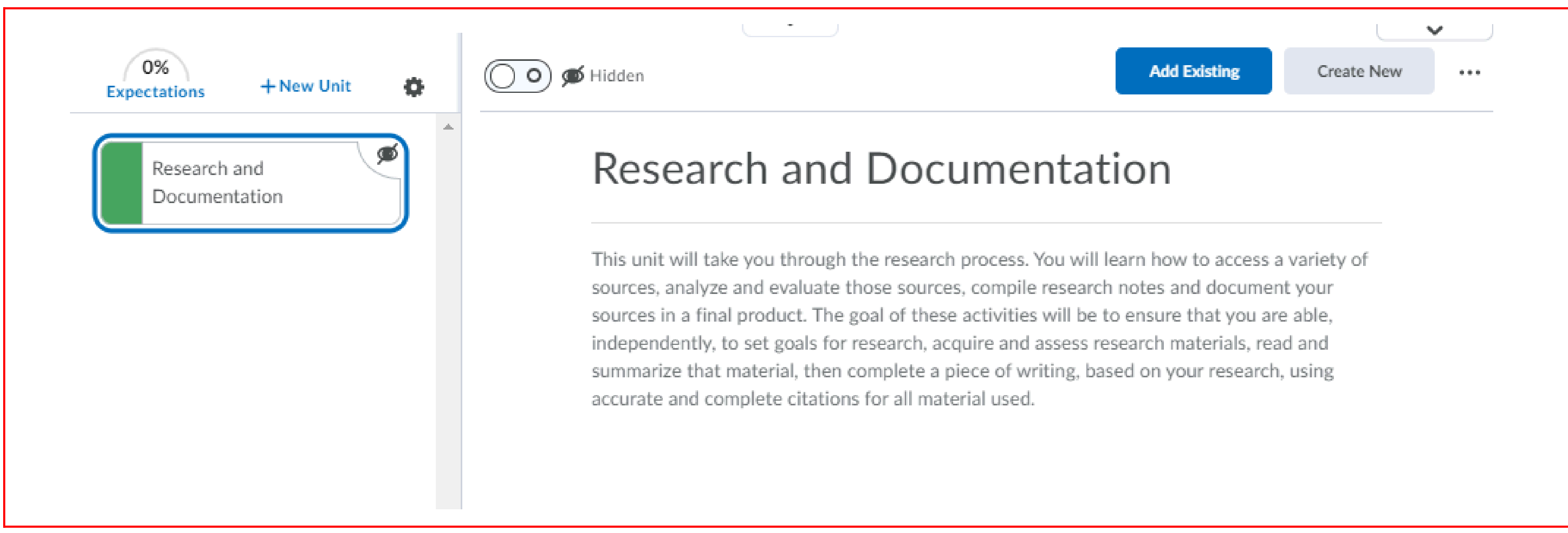
- Once you have loaded the curriculum expectations, you can start to build units and lessons that include content. First, click on "+ New Unit". This creates a unit (module) for you to add lessons and content to.



- You will be brought to a "Title Page" editor. Name your unit/module, create a description, then click 'Save' at the bottom.

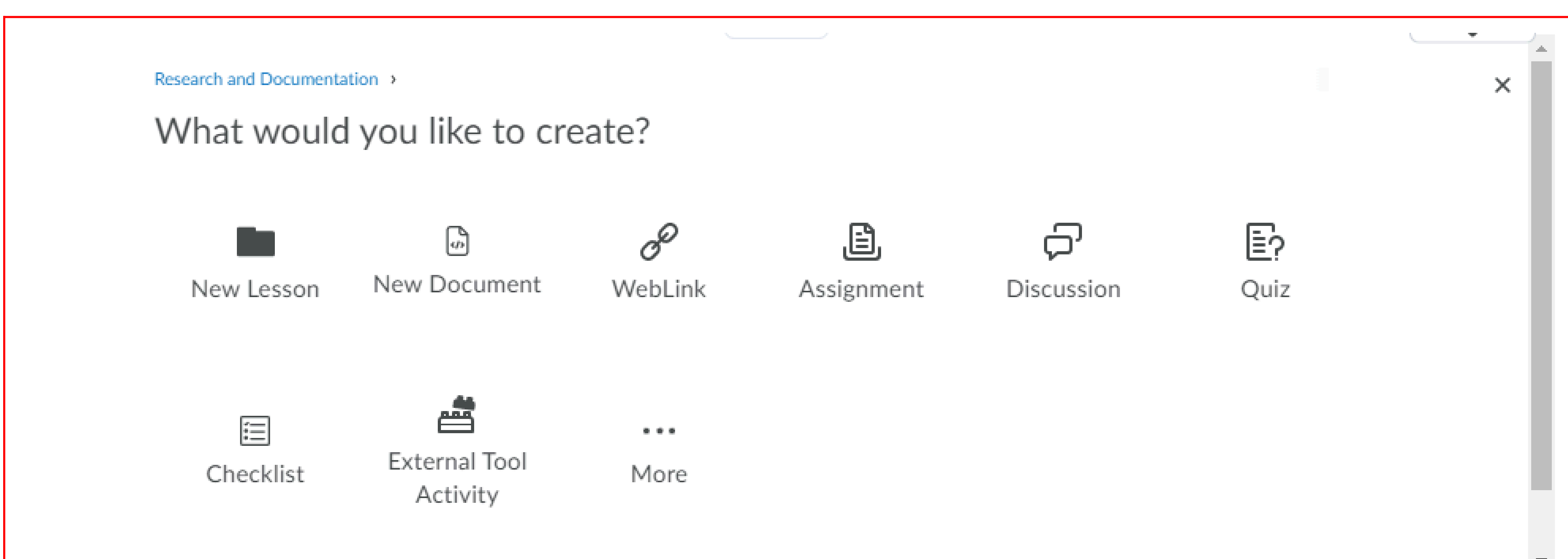


- Your new Unit title page will look like this in Content. The Unit displays on the left and the information you wrote displays on the right.



- While you are building your unit, make sure to leave it *Hidden* so students don't see the material. When it is complete, you can make it *Visible* by toggling the switch next to the gear icon. Later, you will be able to make each individual item *Visible* or *Hidden* and even set conditions for release for each of the activities to control when your students are able to see the material.
- To add Lessons to your Unit, click the "**Create New**" button in the upper right corner. From here, you can make a number of choices.

Choices in "Create New"

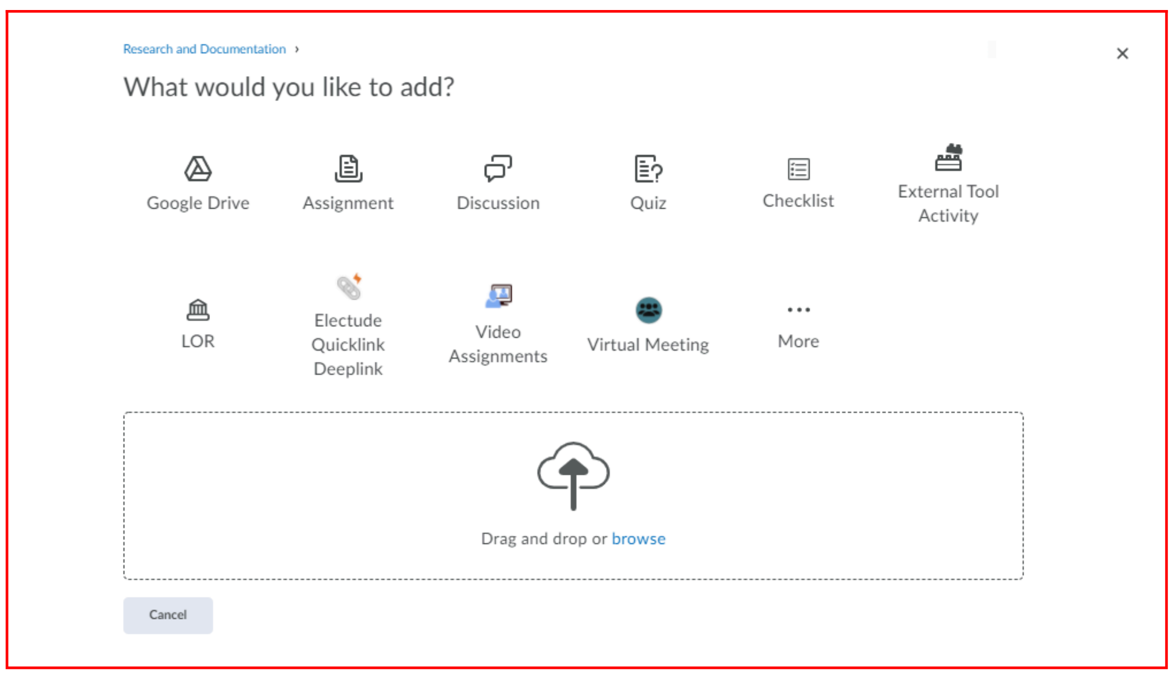


- You can create new lessons by clicking on "New Lesson". This will create a folder that nests underneath your original unit.
- You can decide instead to just begin adding materials to your unit without using the Lesson organization.
  - New Document: This will create a unique HTML file. When it opens, you will be able to type right into the document, add links to other materials, other places in the classroom, embed video or audio, etc.
  - Weblink: This will create a link directly to a website address that you provide to the system
  - Assignment/Discussion/Quiz/Checklist: This will create a link directly to each of these tools that you will create

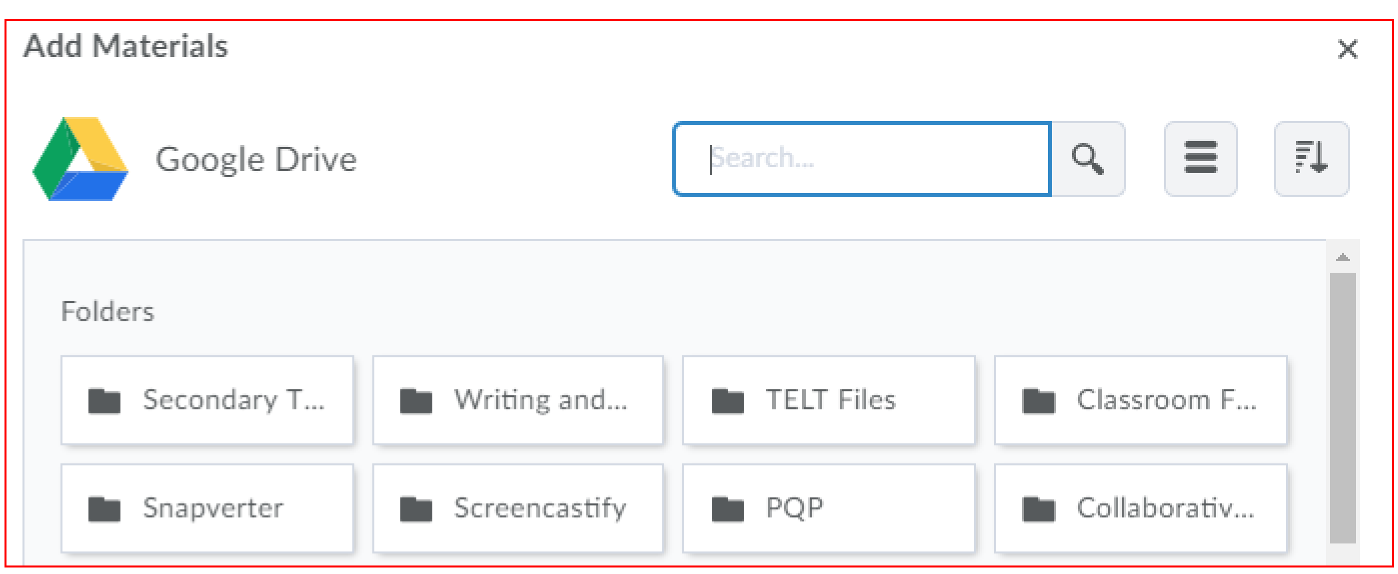
- External Learning Tool: this will create a link directly to an outside learning tool

- To add materials that you have already created or that are already in the course, click on "**Add Existing**" instead of "**Create New**"

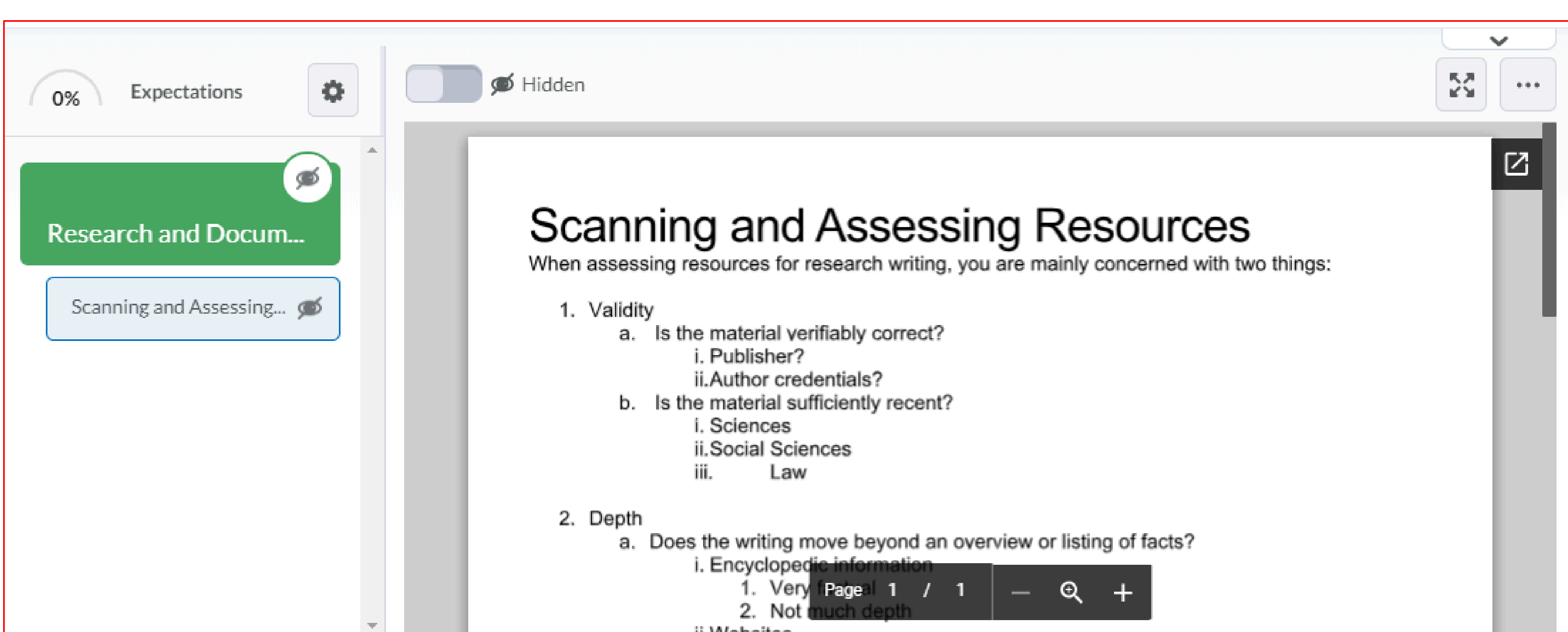
- This will open a series of locations from which you may insert material. These include Brightspace items like Assignments, Quizzes, or Discussions that you have previously set up, Files from your computer, Documents, etc. from Google Drive, objects from the OERB or Video Assignments)



- If you select Google Drive, for instance (as long as you've already synced your Google Account) a window will open allowing you to attach items from your Drive



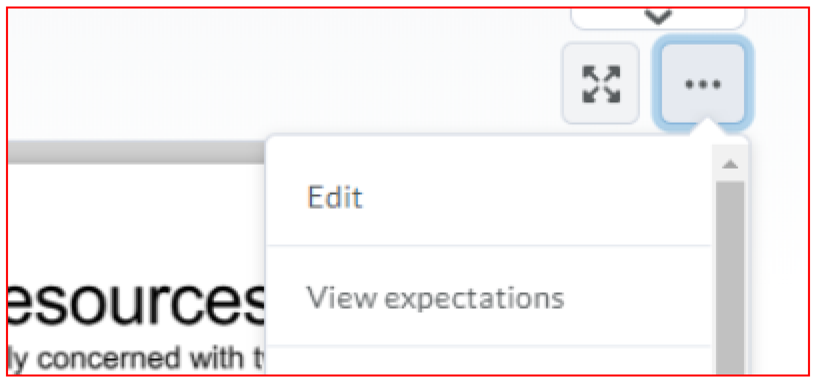
- In this case, I have selected a file from the Writing and Research folder in my Drive

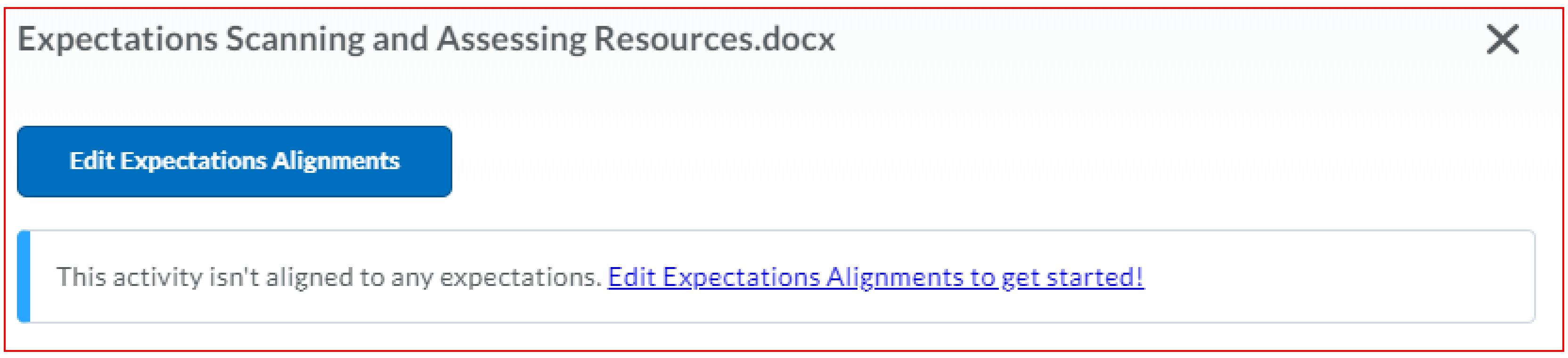


- You'll notice that a file entry is listed under the main module heading on the left and that the default setting is *Hidden*

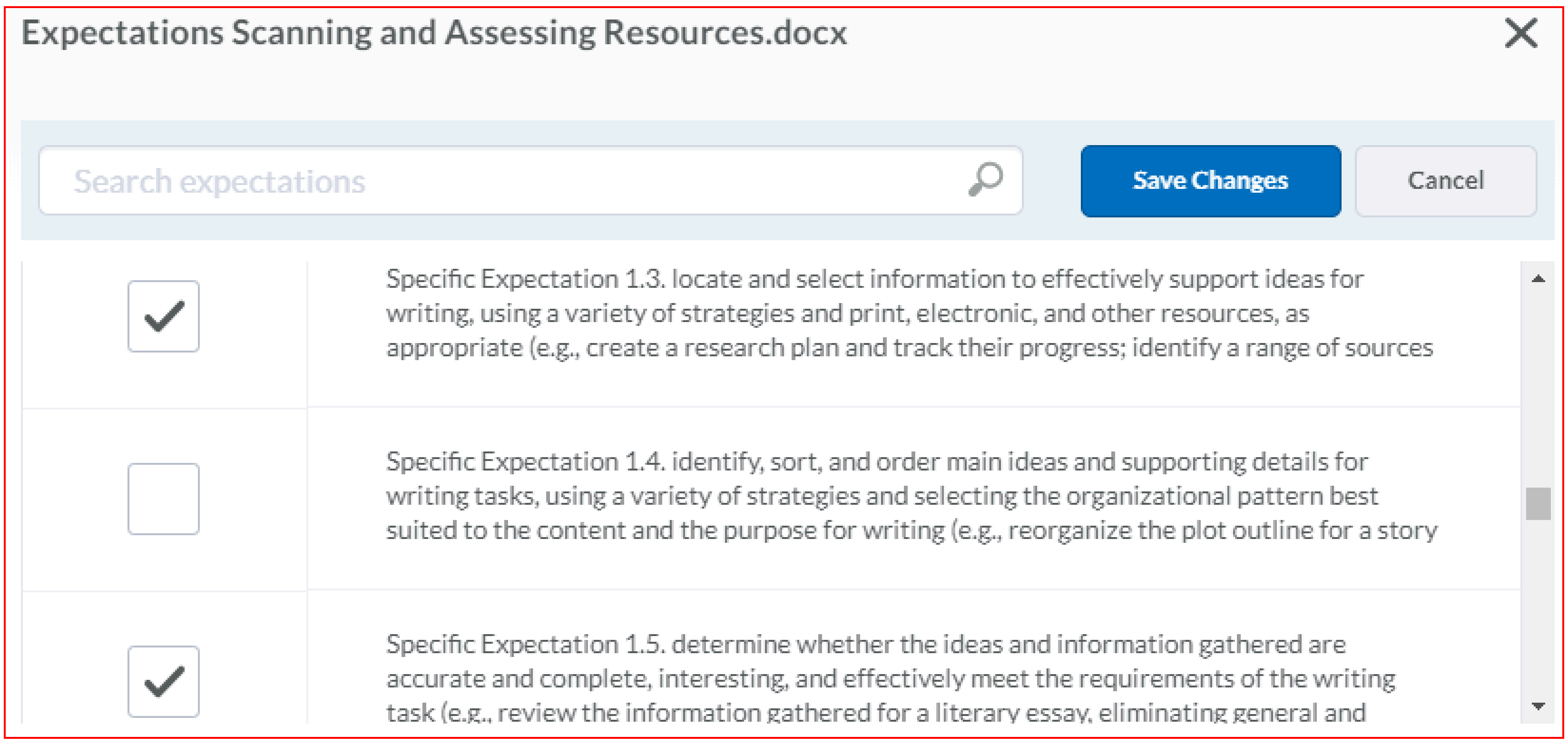
Aligning Expectations

- From here, you can align expectations. If you click the '3-dot (ellipsis)' icon in the upper-right, a menu will appear
- Select View Expectations, then select Edit Expectations Alignments

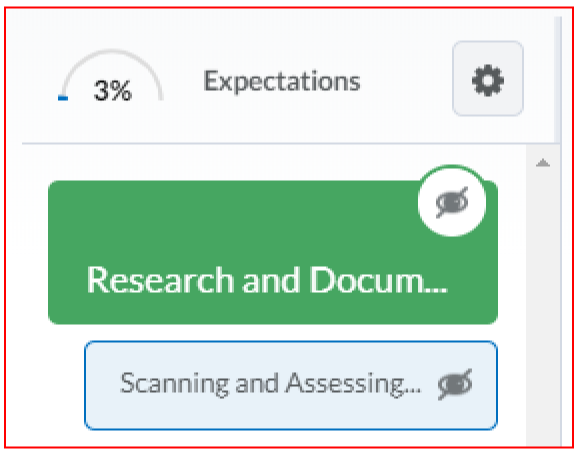




- From the resulting menu, select the expectations covered by this material. In this case, I have selected Writing expectations 1.3 and 1.5

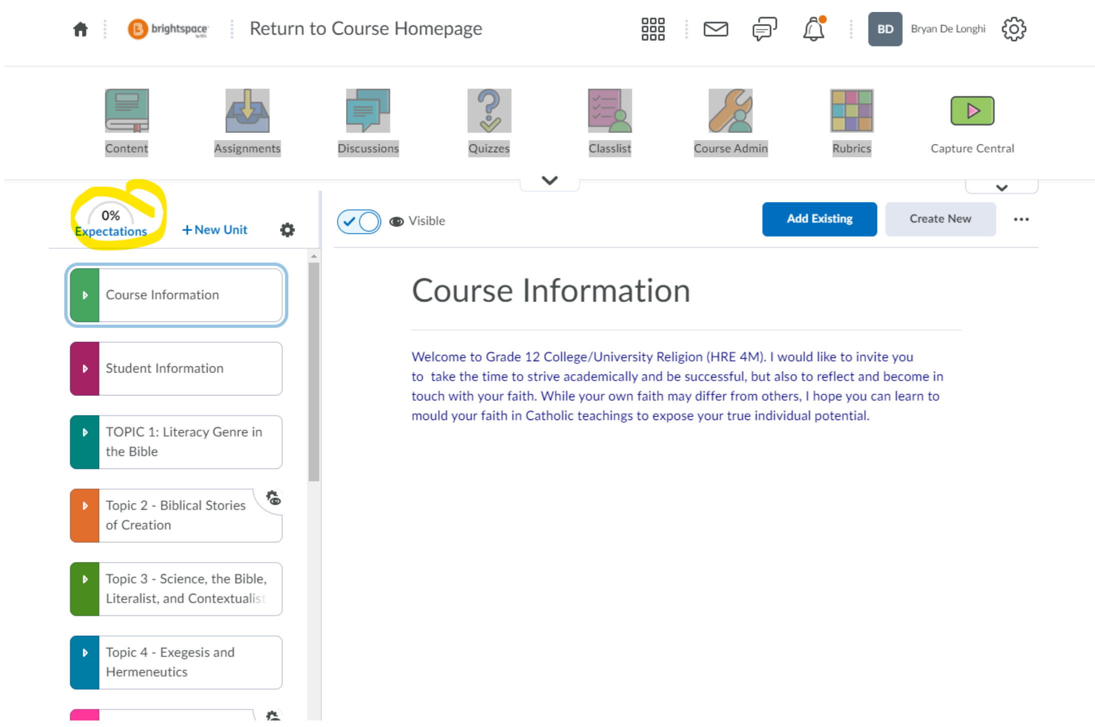


- Click "**Save Changes**"
- You will notice that the 'speedometer' icon on the left reflects the percentage of total expectations you have aligned from the curriculum you loaded



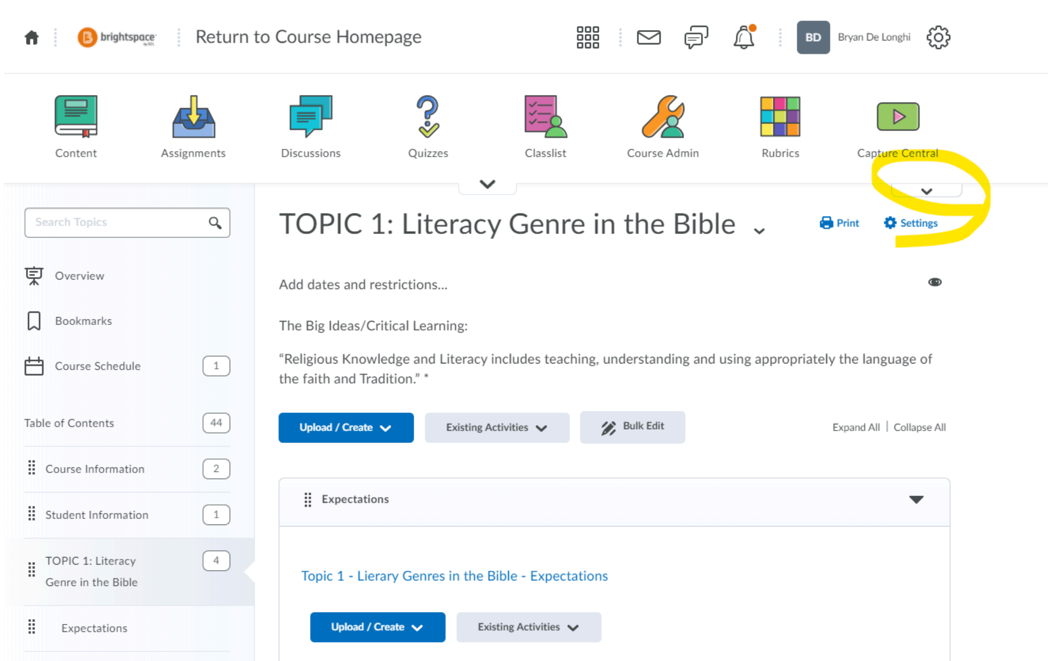
New Content Experience vs. Old Content Experience

Most shells will default to the New Content Experience which will look like this:

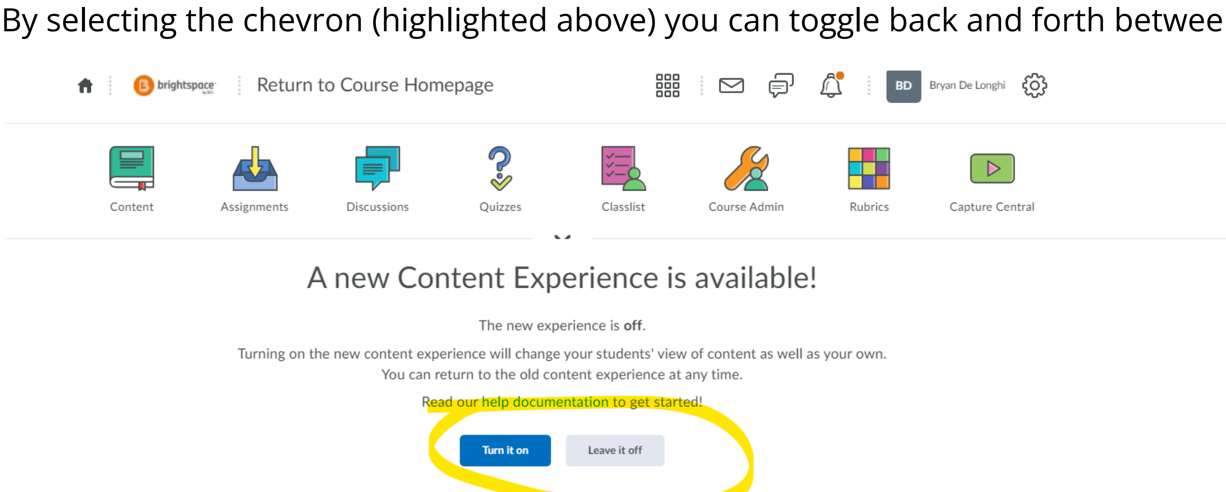


The advantage of this more modern look is that it has the ability to link expectations to your content. (See the top of the Table of Contents.)

Some of you using a copy of an old shell might see the Old Content View, which would look like this:



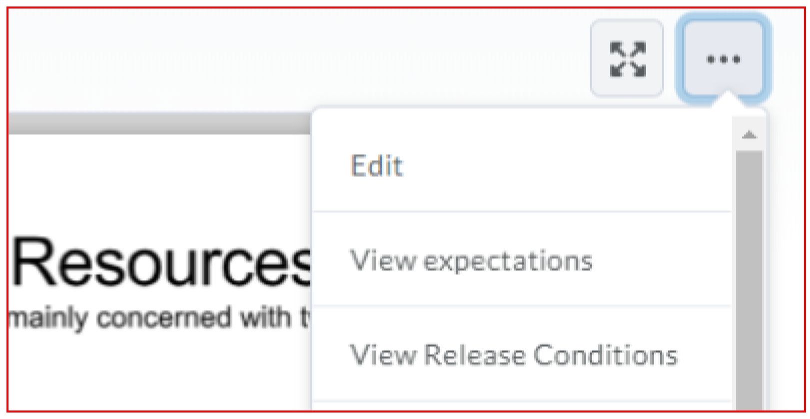
By selecting the chevron (highlighted above) you can toggle back and forth between the content views.



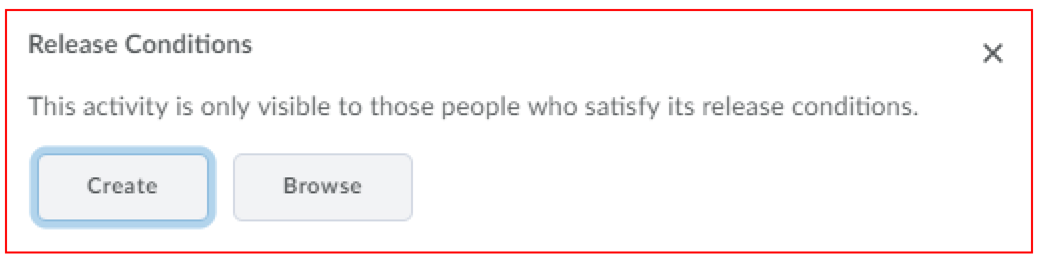
- It does ask you (if switching back to the old Content Experience) for your reason for doing so. Pick one of the choices and you will see your content view switch over.
- There are a few functions available in the old Content view that some users may prefer to stick with until they are updated in the New Content Experience.

Setting Release Conditions, Posting Activities

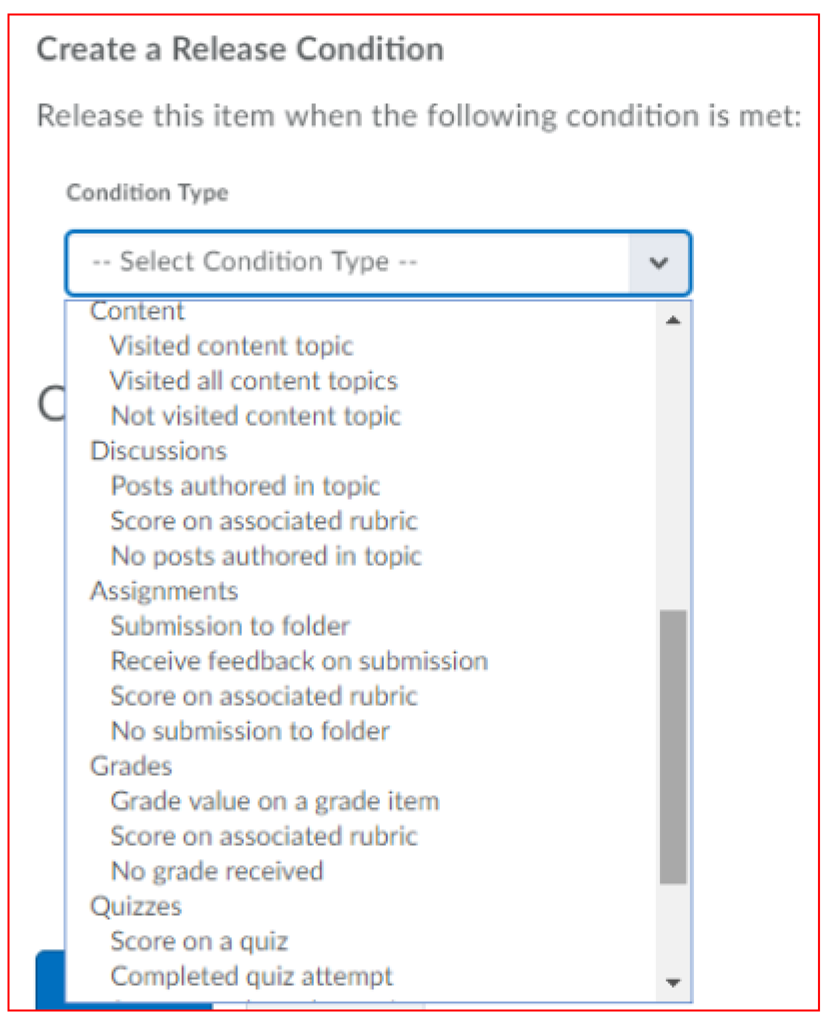
- As you build your units, you may wish to control or vary the speed with which students move through the material, or the order in which the material becomes available. To do so, select **"View Release Conditions**" from the '3-dot'(ellipsis) menu



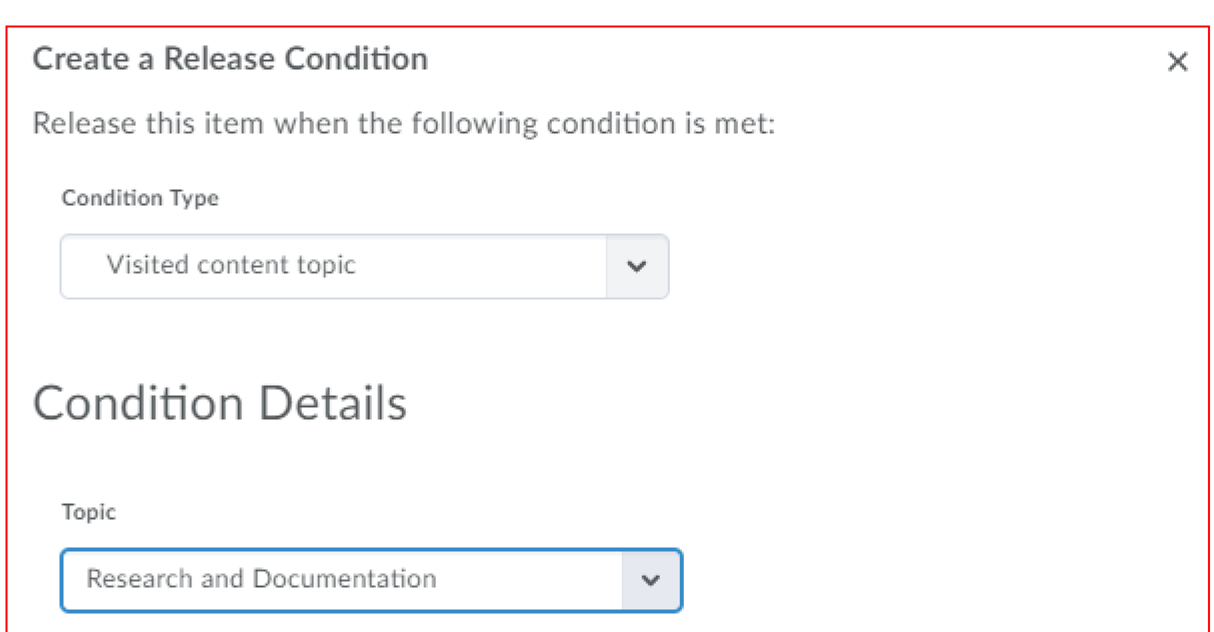
- You will be brought to the 'Release Conditions' tool. Select "**Create**"



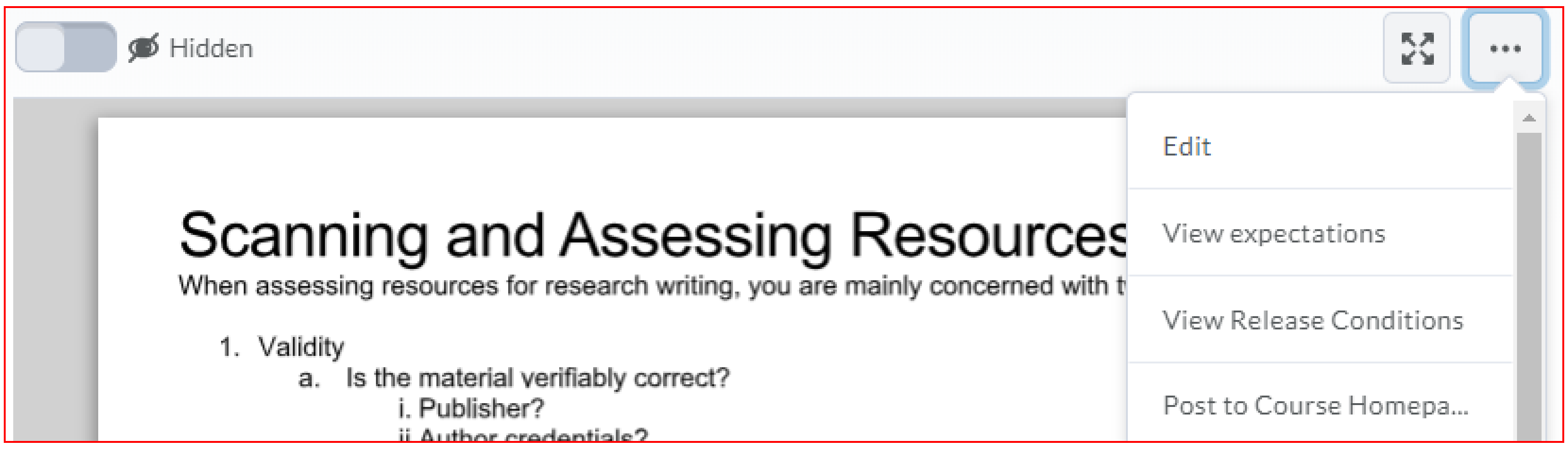
- This will give you access to a list of release conditions to choose from. For this example, I will select "**Visited Content Topic**"

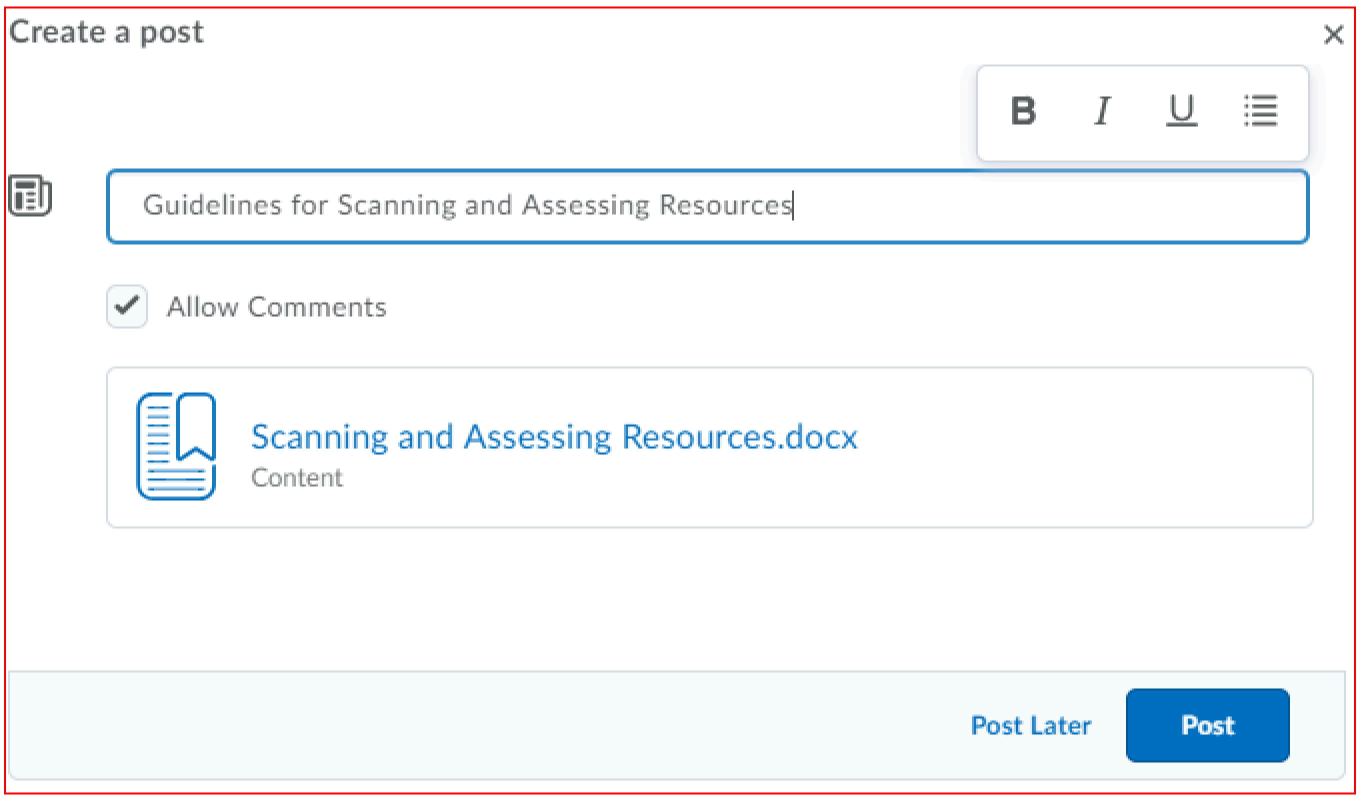


- This generates another menu, allowing you to stipulate which content topic must be viewed before accessing the material.



- Another function you may wish to use is to post your activity to the Activity Feed. From the '3-dot' menu, select "**Post to Course Homepage**"





- This tool will post a link to the new activity directly to the Activity Feed on the Course Homepage. You can allow or disallow comments and questions, or choose to post now or post later.
- Continue adding materials or building lessons and activities and aligning them with curriculum expectations until you feel your new unit is complete. This tool may be used to build Blended Learning materials for your class or to load and edit Ministry developed units for use in your class.

How do I track student progress?

Brightspace will track student progress in a number of ways and through a number of tools on the platform. You can access and explore overall student progress one of two ways:

1. Clicking on the dropdown menu beside a student name in the Class List and then clicking on “View Progress”
2. Going to Course Admin and clicking on “Class Progress”. This will show the whole class and you can click into each student individually.

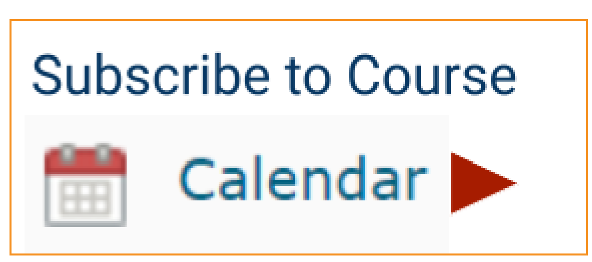
Brightspace will track the following based on user interaction and update that information into their User Progress profiles

- **Assignments**
- **Checklist**
- **Content:** Brightspace will track your student progress through content based on the materials you add from “Add Existing” or “Create New”. It will not track progress through content on Unit (module) or Lesson (folder) pages.
- **Discussions**
- **Game Based Learning**
- **Grades**
- **Login History**
- **Objectives**
- **Quizzes**
- **Surveys**
- **System Access History**

Some of these will only be tracked if they exist in your Brightspace classroom. For instance, if you do not have Discussions created there will be no tracking record.

How can I sync my course calendar to my personal calendar?

- Stay organized and keep all your calendar events in one location
- Short video tutorial that demonstrates how to sync your course calendar to your Google calendar.

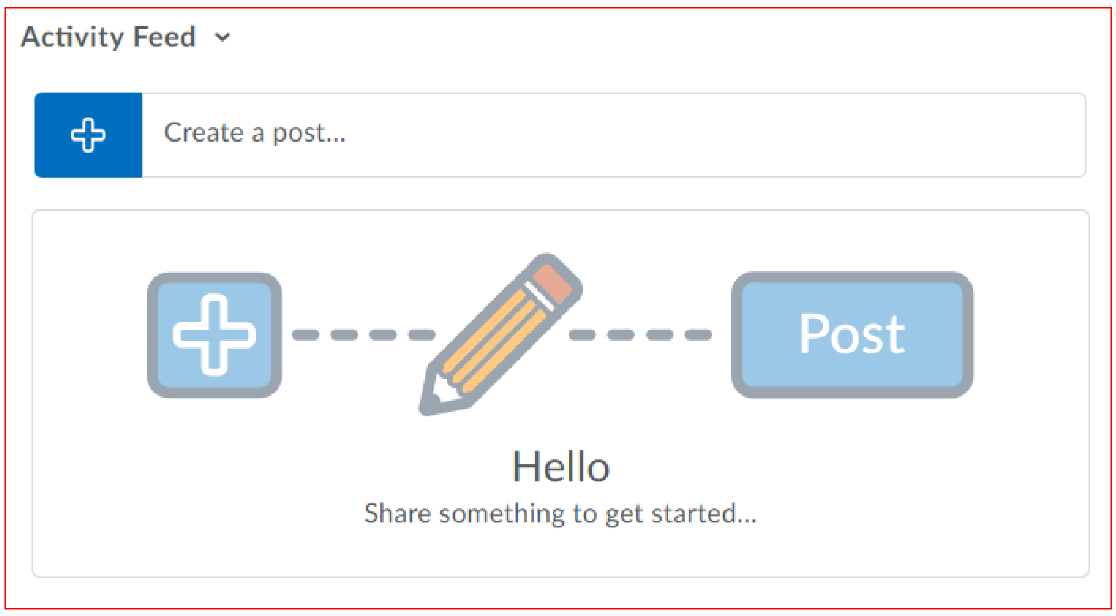


How do I insert files from my Google Drive to the Content section?

- Short video clip that demonstrates how you can insert items from Google Drive into Content using Lessons.

How do I insert a link to a Google Drive item in the Activity Feed or Announcement widget?

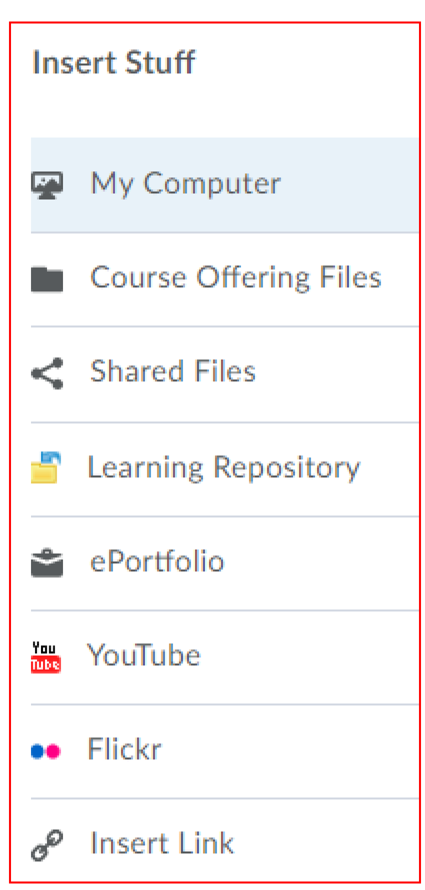
- Before you begin, make sure that you have a share link from the Drive file you want to share
    - DECIDE if you want your students to only VIEW the file or EDIT the file
        - View: allows your students to only look at your file
        - Edit: allows your students to make changes to your file (good for class collaboration or group work)
        - Copy: forces a copy for your file so that each student is automatically given their own copy and can edit without changing your original file
    - If you want students to have a COPY for themselves, you will need to edit the share link before moving on with the steps below. Copy the share link and then delete the word “edit” and everything that follows it. Replace that with the word “copy” (without the quotation marks)
- Click on the image below to link to a short video on adding files from Drive to the Activity Feed.



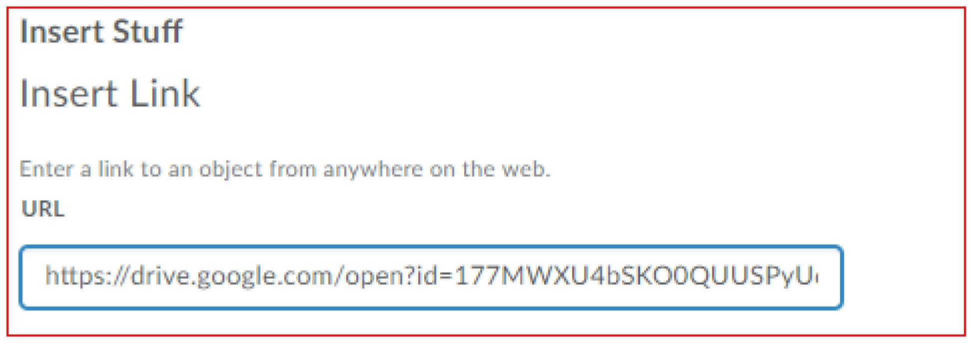
- In the Announcement tool, adding files from Google requires a few more steps
- First, get the shareable link from the Google file you want to add, then:
- There are two ways you can insert a URL link from your Google Drive item;

***** They both complete the same function *****

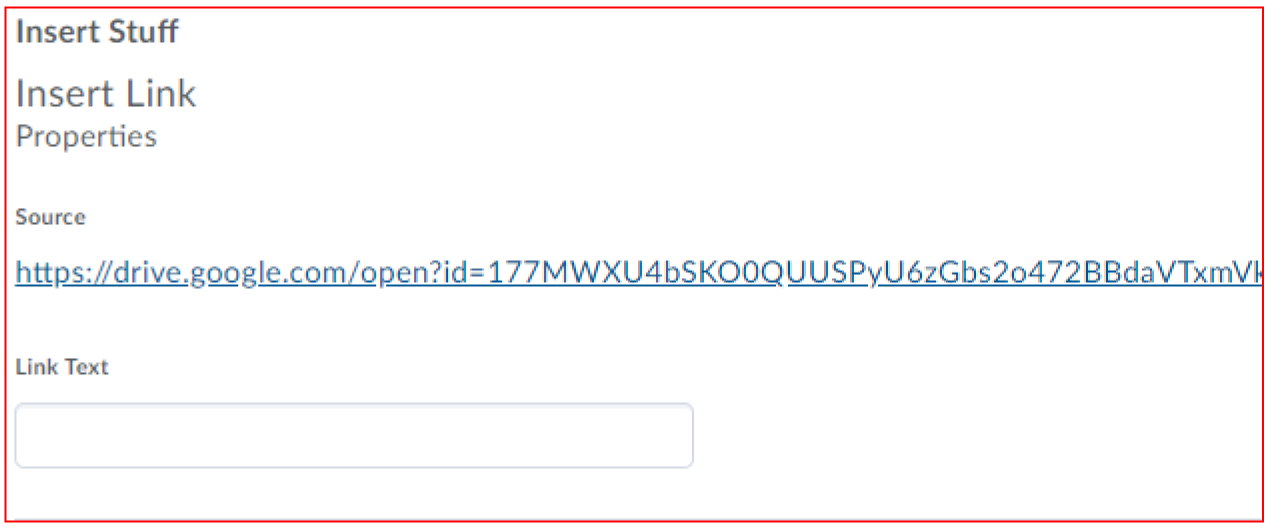
- Click on Insert Stuff Link .



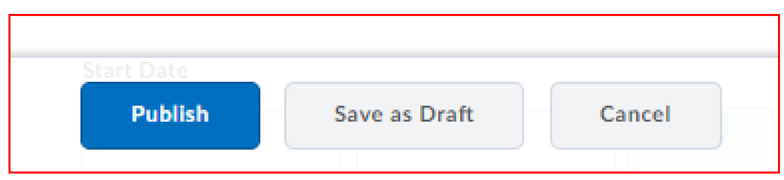
- Click on Insert Link, then copy and paste the shareable link into the URL box provided.



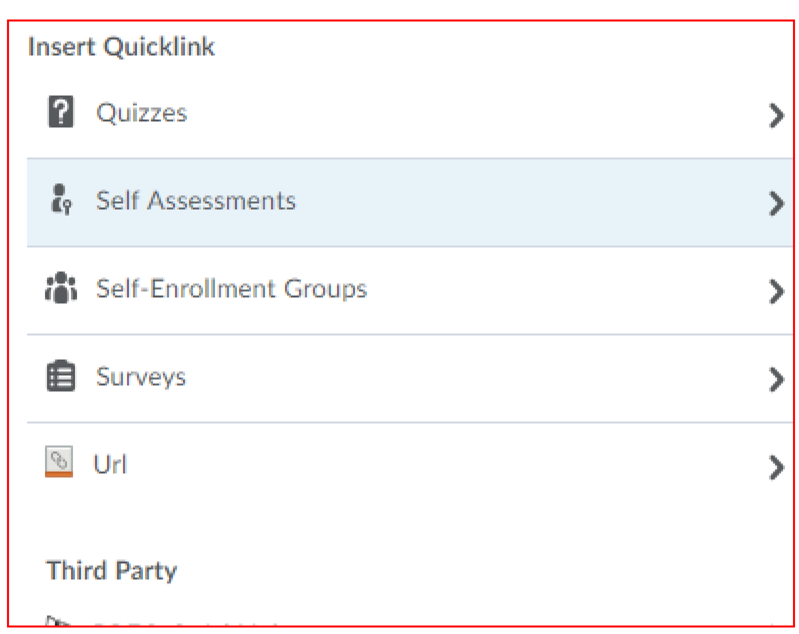
- Click “Next.” You will be prompted to insert Text for the link.



- Enter a title for your link in the Link Text field and click on ‘**Insert’**.
- Click ‘**Publish’** to save changes.

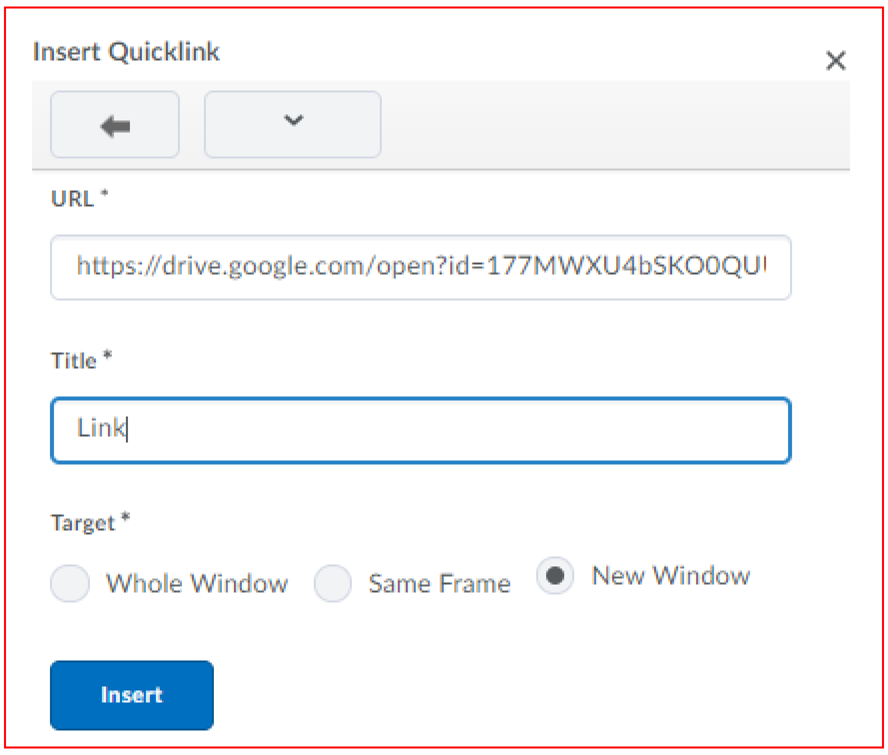


- **Second Method:** Click on the Insert Quicklink button 
- Choose URL at the bottom of the list.



- Paste your Google URL Link.
- Enter a Title for your link.
- Choose New Window if you want it to open in its own window.

- Then click on **Insert** and Publish.



NOTE THAT THIS WILL ALSO WORK FOR LINKING MATERIALS WITHIN AN HTML DOCUMENT IN CONTENT.

How can I embed a YouTube video?

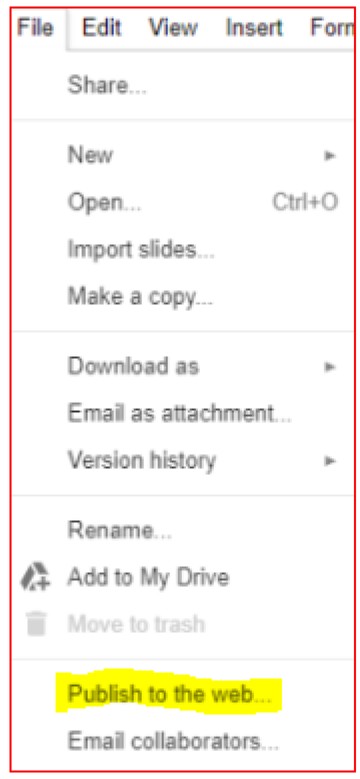
- Short video clip that shows you how.

How can I embed a video file that is saved in my Google Drive?

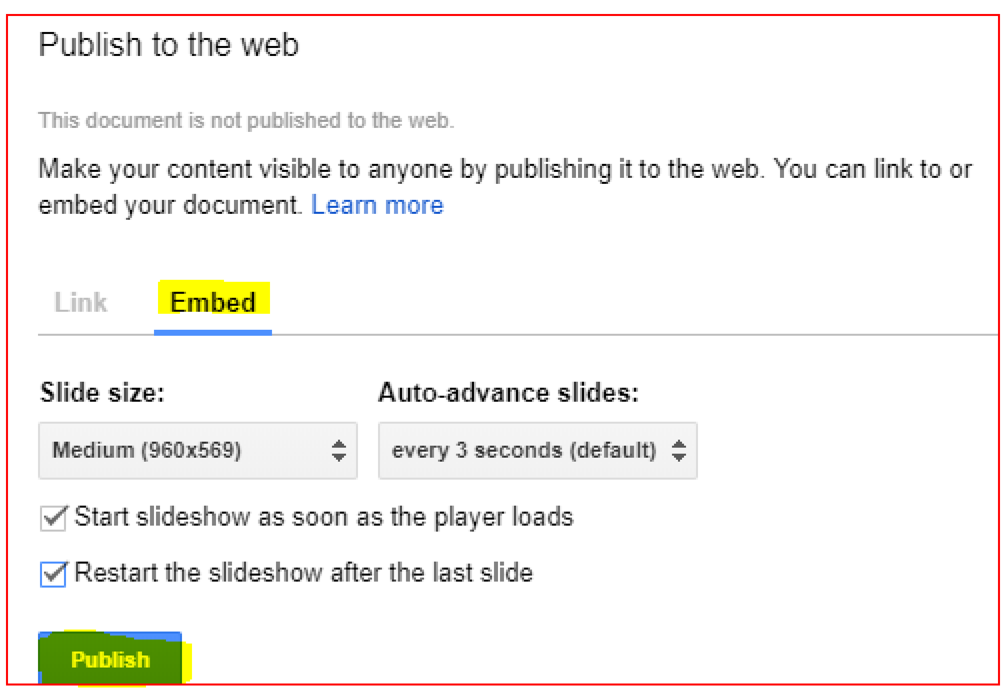
- Short video clip that shows you how.

How to Build a Custom Slideshow Widget

1. Publish your slideshow to the web: Click “File” and select “Publish to the Web”

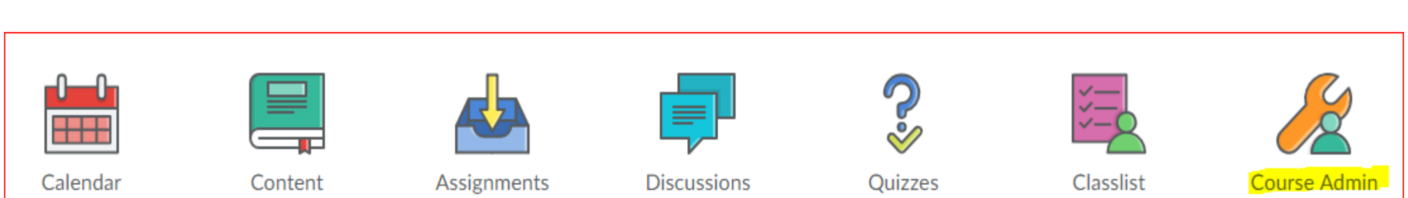


2. Select “Embed,” choose your options, then click “Publish”

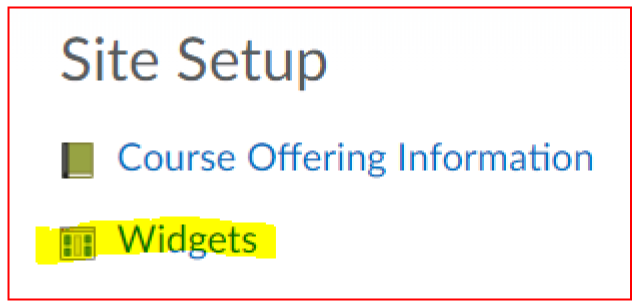


3. Copy the entire embed code (including the pointy brackets <>)

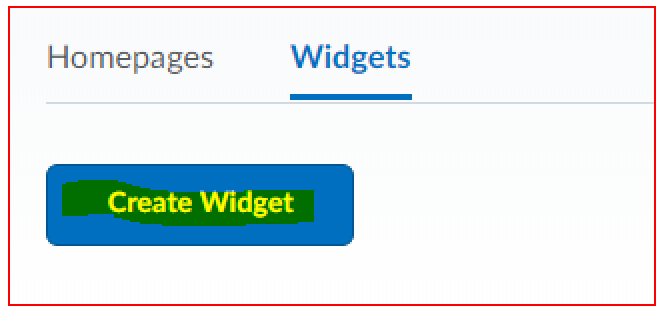
4. Next, go to your shell and select “Course Admin”



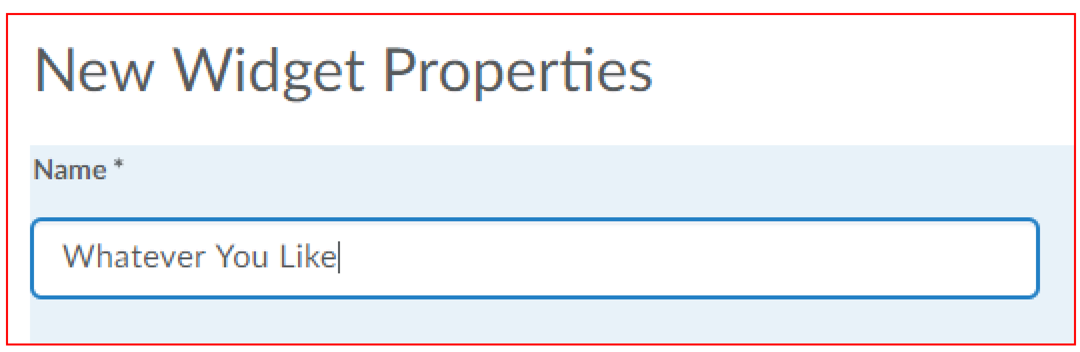
5. Then from the Site Setup list, select “Widgets”



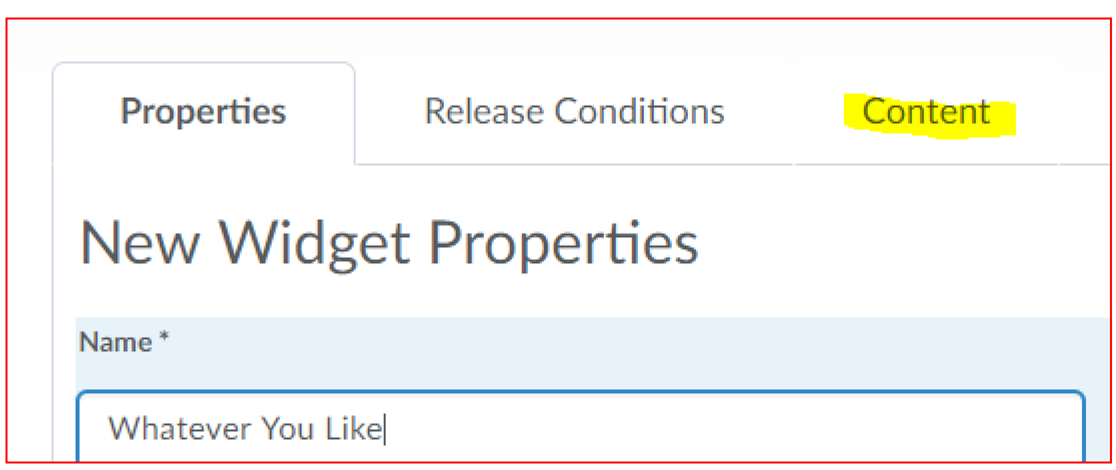
6. Select “Create Widget”



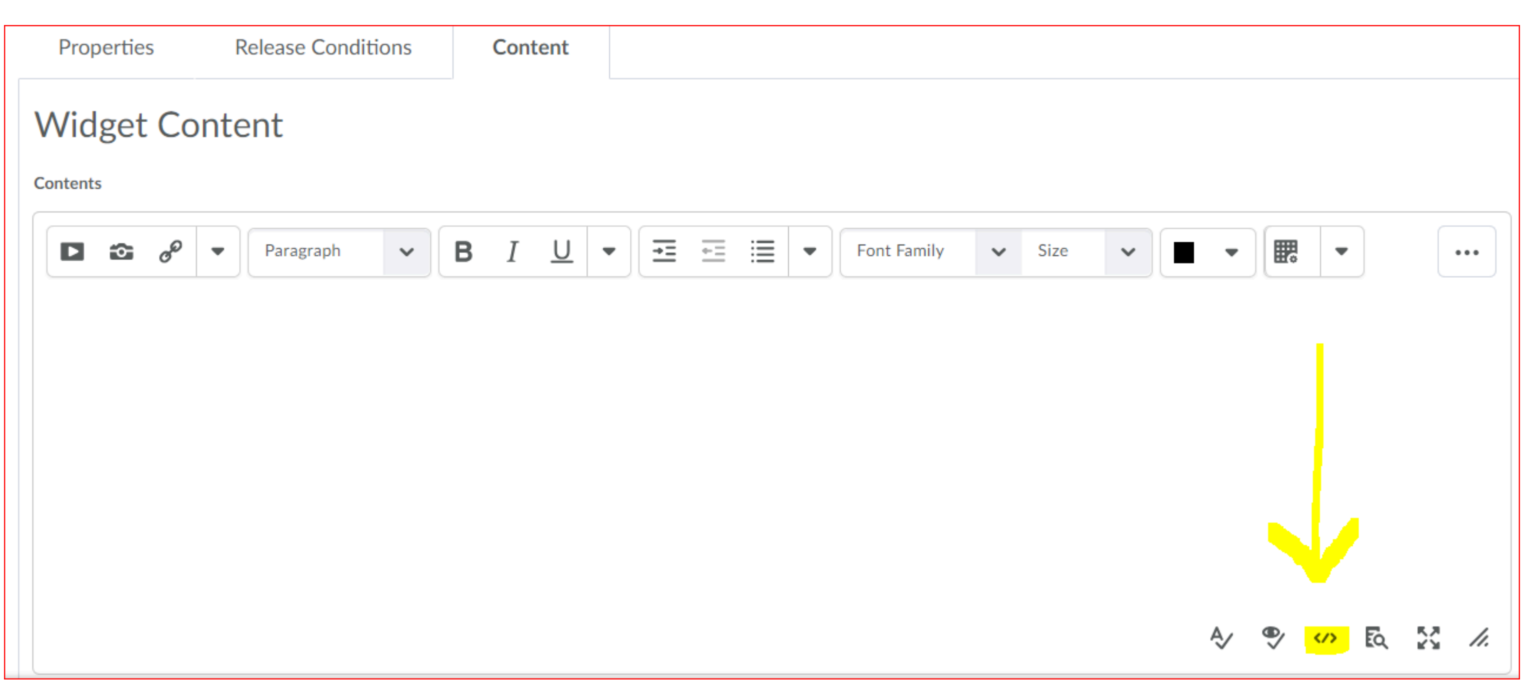
7. Name your widget



8. Go to “Content”

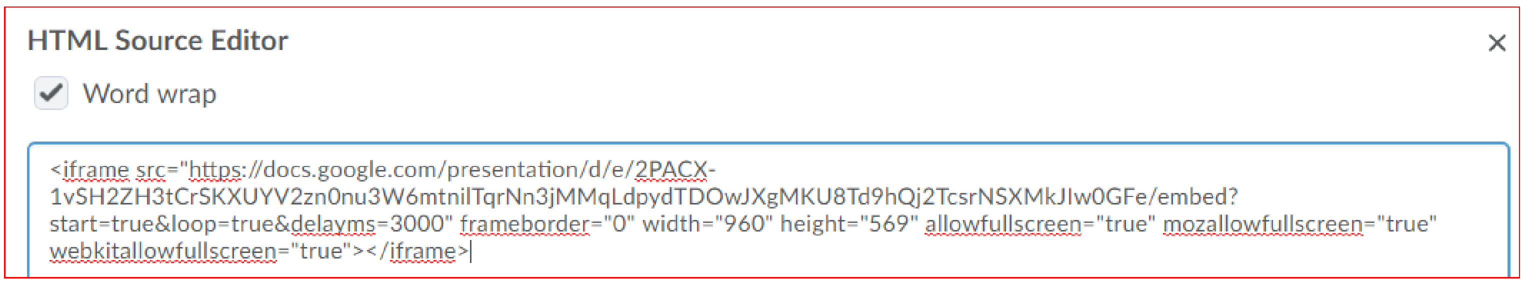


9. In the lower right corner of the editor, select the HTML editor icon **</>**

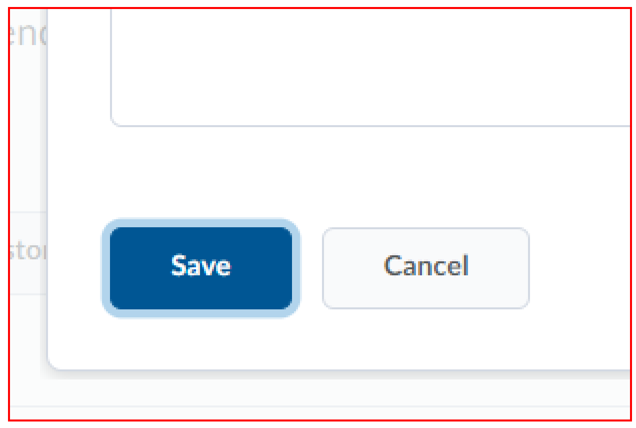


10.

10. Paste in the embed code you copied earlier from the published slideshow



11. Hit “**Tab**” to get to the lower left hand corner of the screen, click “**Save**”



12. Finally, in the lower left hand corner, Click “**Save and Close**”

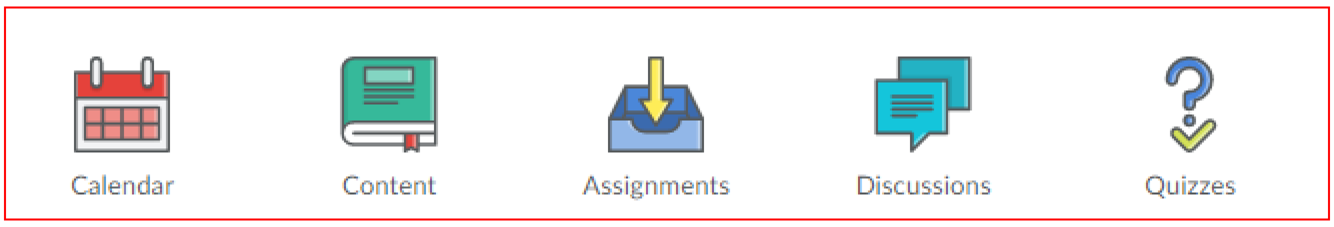
13. Further, if you have a device that can load the “Slides” app, you can have the slideshow update live as you add pictures from your mobile device. Just select “insert image” and “from Camera” as the source. Great for field trips in progress, or other school events, if the slideshow is shared with parents.

14. Now there is a Custom Widget that you can load onto your homepage. See the Teacher Survival Kit for instructions on loading the Widget onto your homepage.

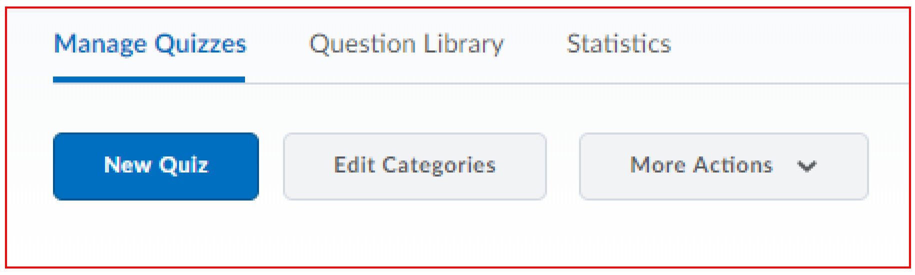
15. You can use the same process to create a custom Widget for any item on the web that has an ‘embed’ code available (Twitter feeds, YouTube videos, etc.)

How can I create a quiz?

- Go to the **Quizzes** tool in your Navbar (if there is no quizzes tool, see above How do I customize my NavBar and Homepage?)

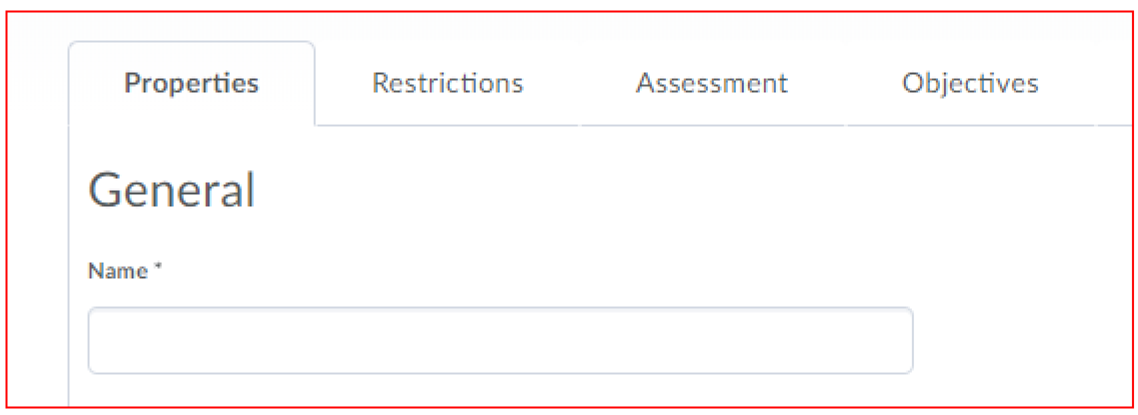


- Select **New Quiz**



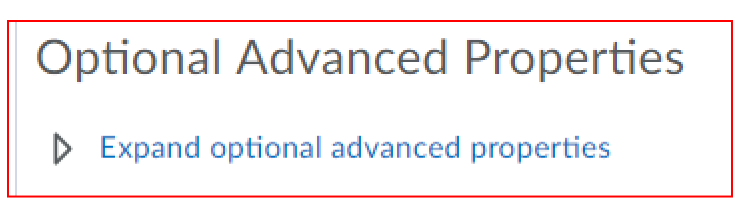
Properties Tab

- Under **Properties**, give your quiz a name

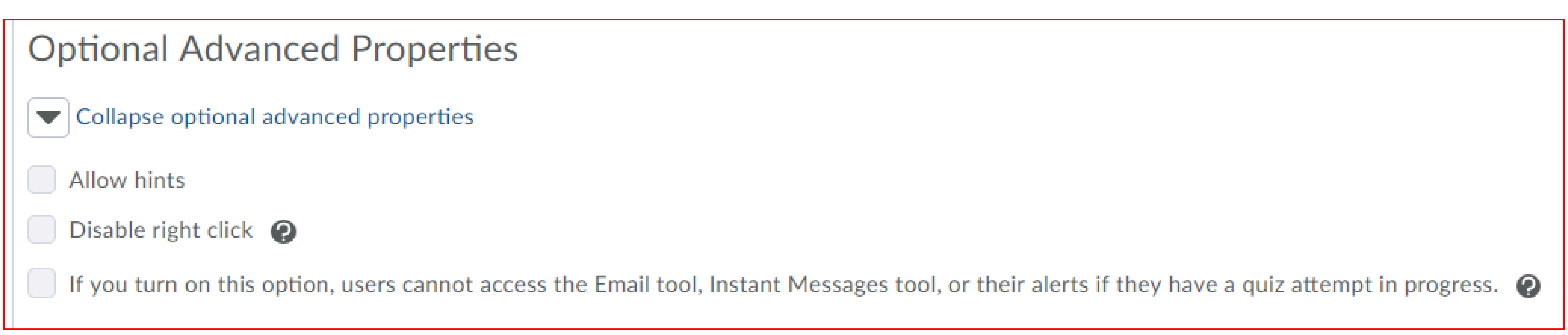


- You can also add more detail and a header or footer

- Further, you can add a few controls to be applied during the quiz under **Optional Advanced Properties**

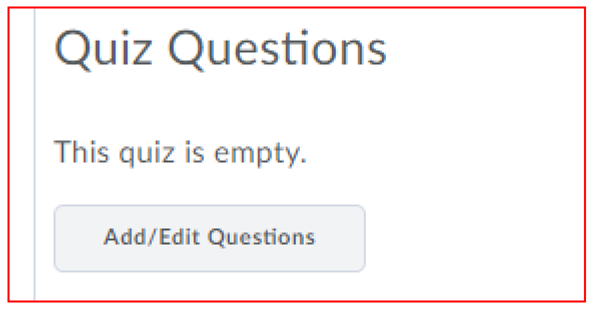


- First, expand the menu; then, select appropriate controls

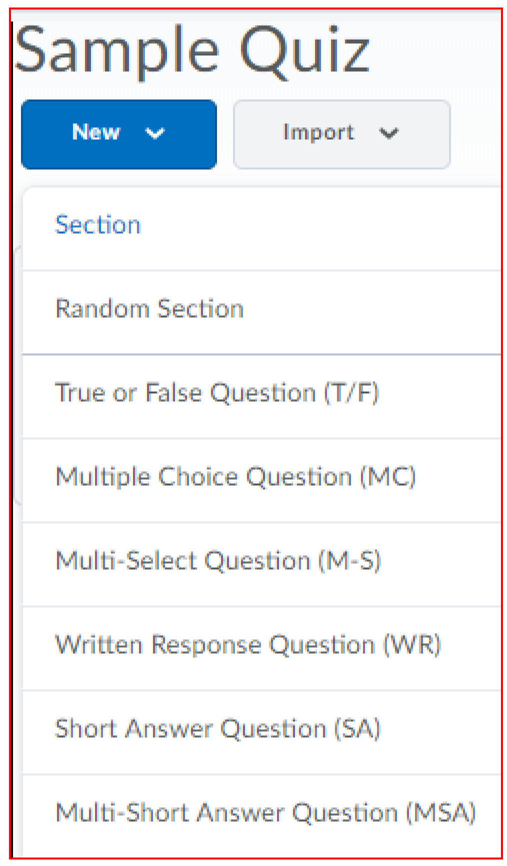


Properties Tab -- Add/Edit Questions

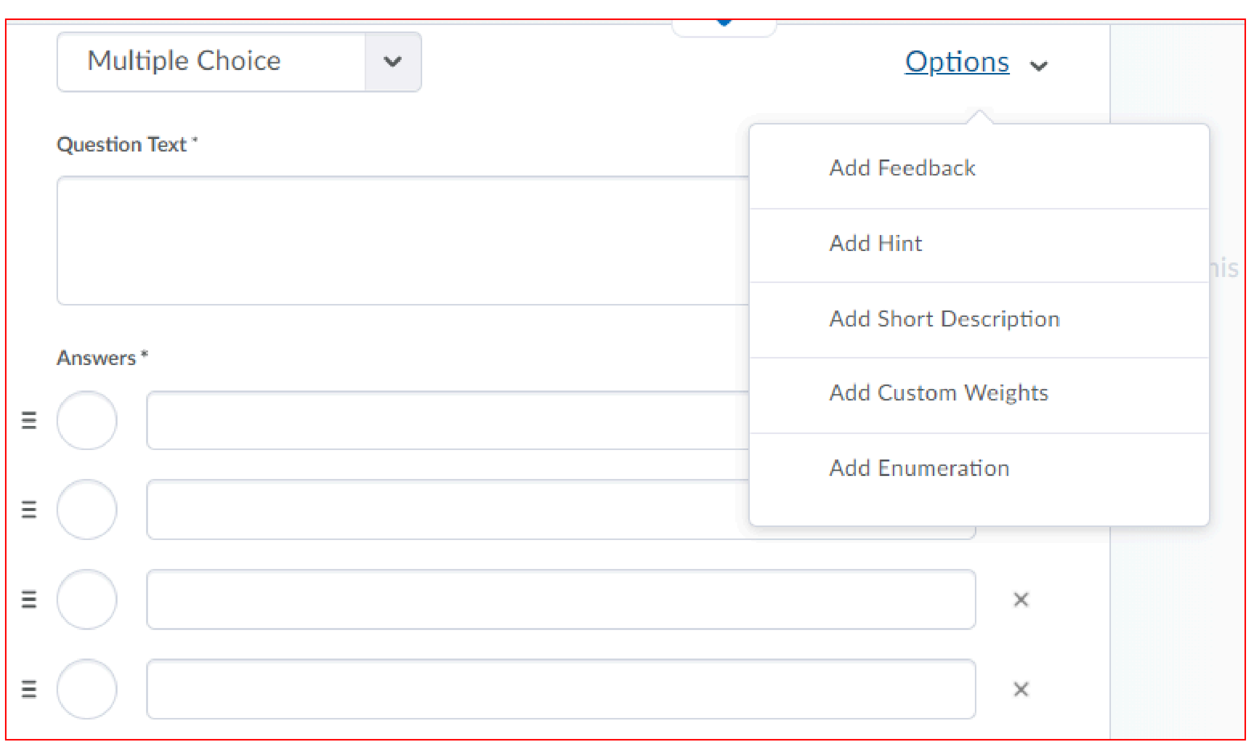
- You may begin to add questions to your quiz from here.



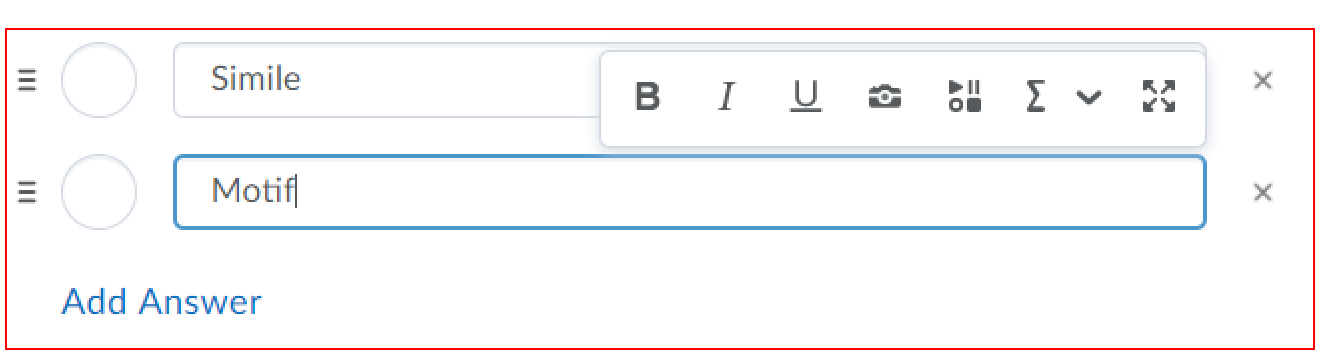
- Select **New** and a dropdown menu will appear, offering a variety of question types



- Each question type offers a variety of scoring and feedback options. Experiment with this.
- Here is a sample **Multiple Choice** question

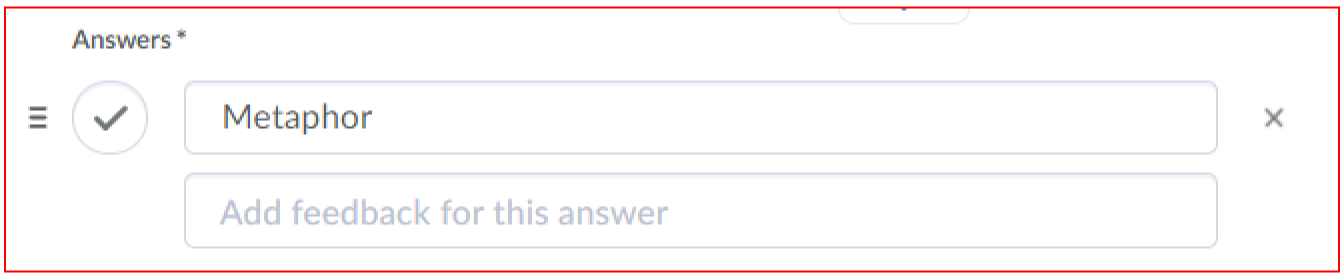


- This type allows you to add feedback, specific to each response, or a general feedback piece for each question
- You can add or remove choices from the list by “x”ing out a choice or clicking **Add Answer**

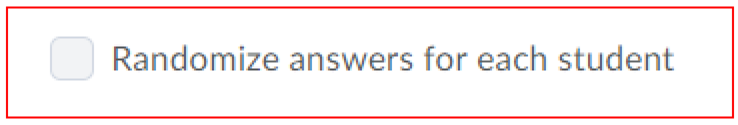


-

- If you choose to Add Feedback, you can enter text to be released to the student based on the selected answer.



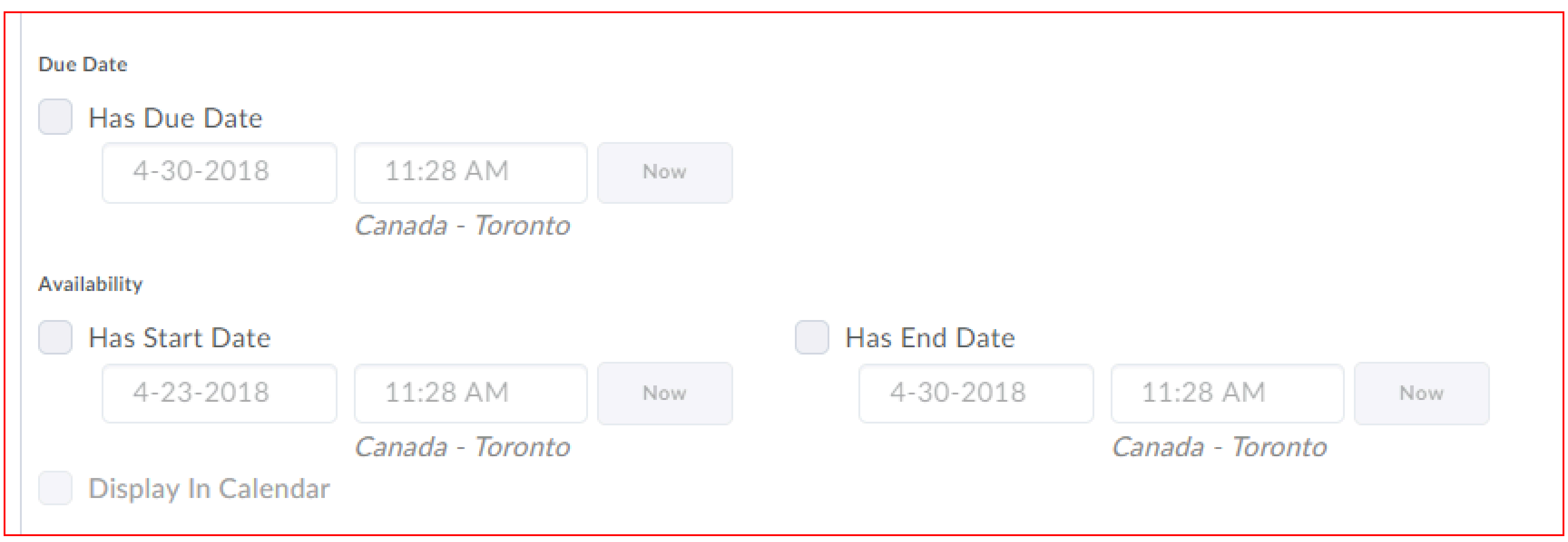
- Finally, you may also choose to randomize answer order (do not select this if including “all of the above” type answers)



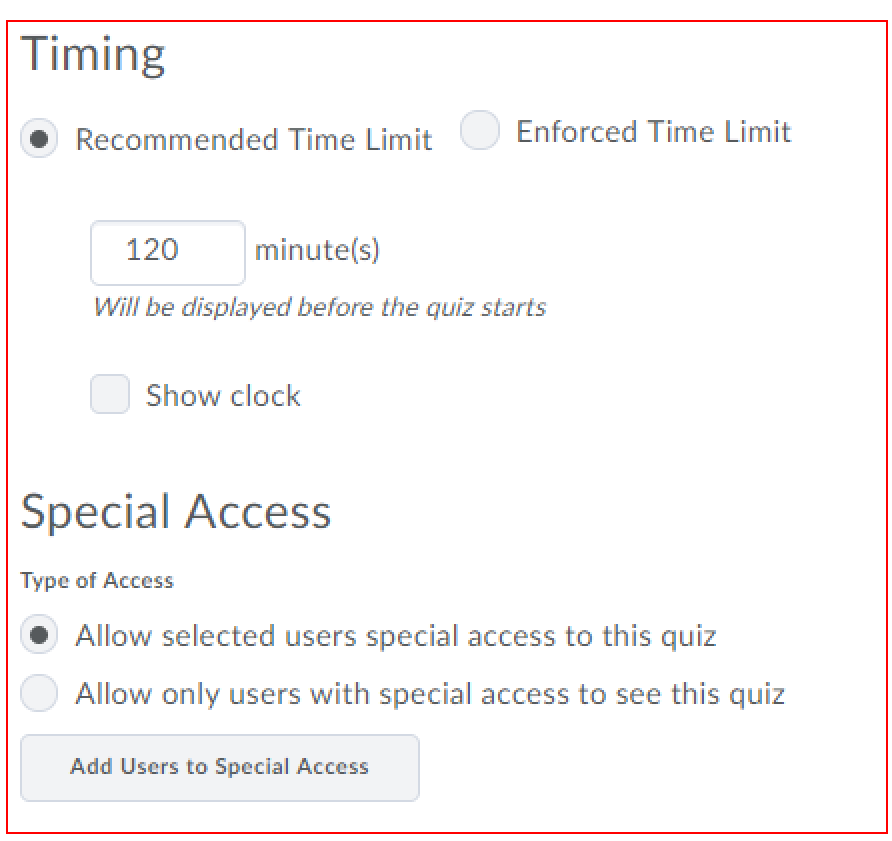
Restrictions Tab

- You may also want to set Release Conditions
- To set Release Conditions, click on the **Restrictions** tab

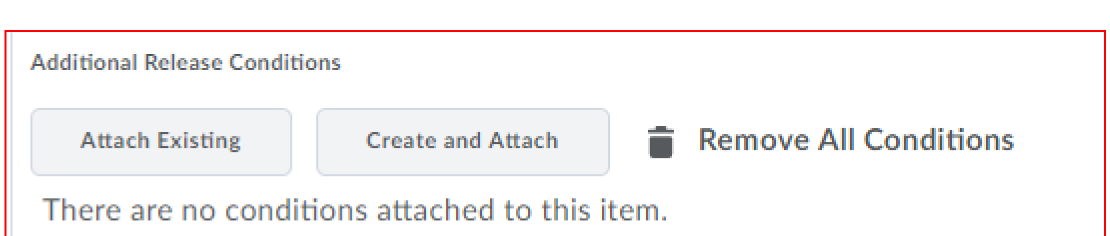
- Here, you may set restrictions relating to availability, due date, release conditions, recommended or enforced time limits, and special access for specific users, once the due date has passed.
- To set availability and due dates, fill in the fields below:



- Timing and Special Access are at the bottom of the menu.

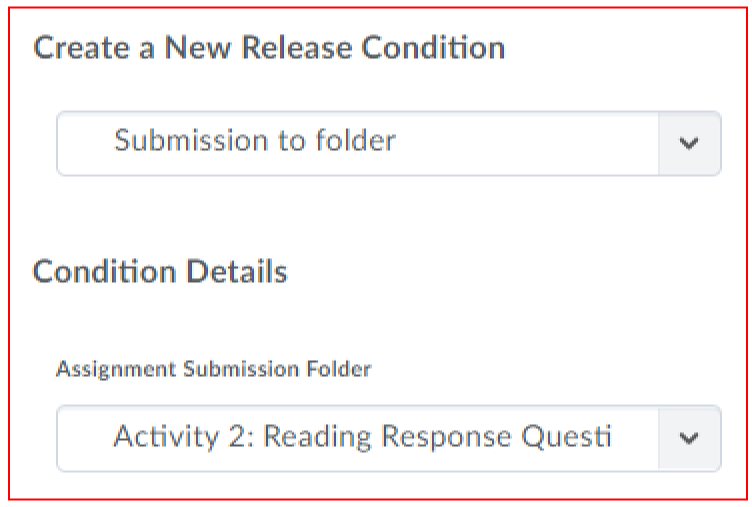


- If you want to add release conditions, you can select and enter them from a drop down menu. Click **Create and Attach**

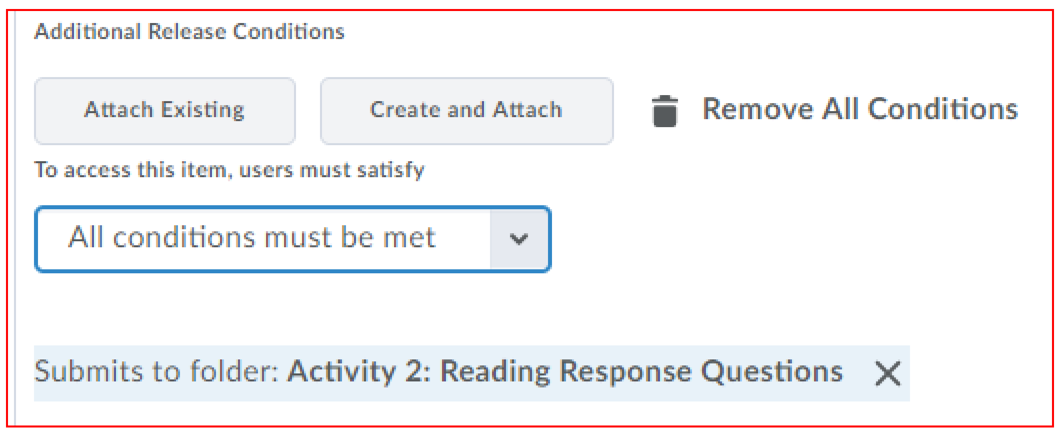


- Select your release condition type from the drop down menu
- For example, you could set a condition that a specific assignment has been submitted in one of the course dropboxes.

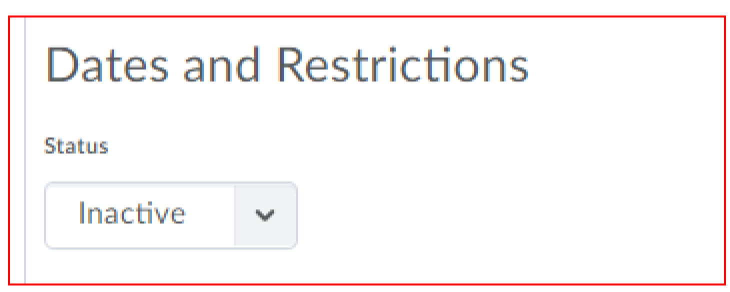
- Select **Assignments -- Submission to Folder** and a second menu will appear below where you can choose the submission folder.



- The condition now appears in your list

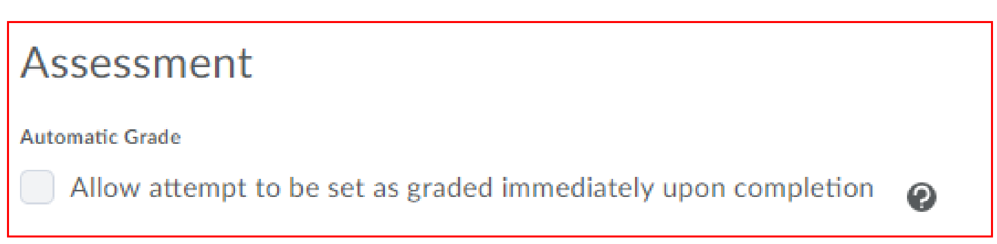


- If you have more than one condition listed, choose either “All conditions must be met” or “Any condition must be met”
- In this area, unless you do not want it visible until completely finished, you should also make the quiz active, so that you don’t forget later. Regardless of what else is in here, the quiz will be inaccessible until you make it Active.

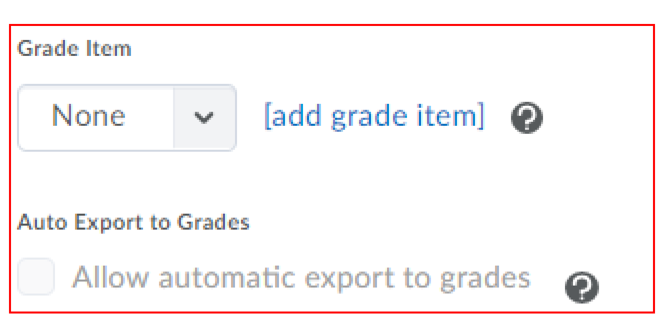


Assessment Tab

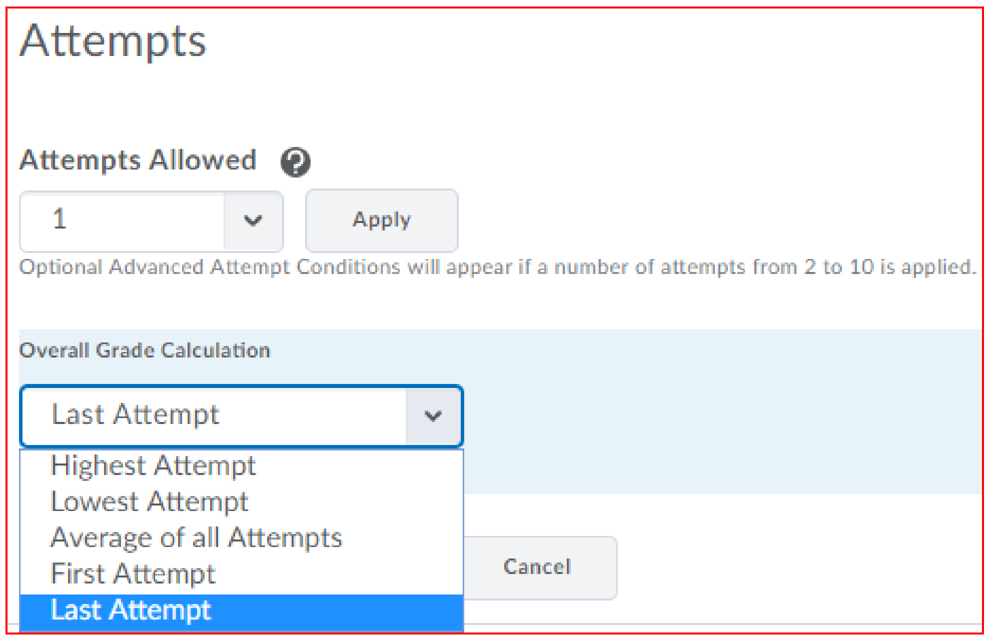
- Under **Assessment**, you can change how the quiz is assessed.
- You can set up the tool to provide immediate results to the student



- You can set up a “Grade Item” if you are using the **Grades** tool



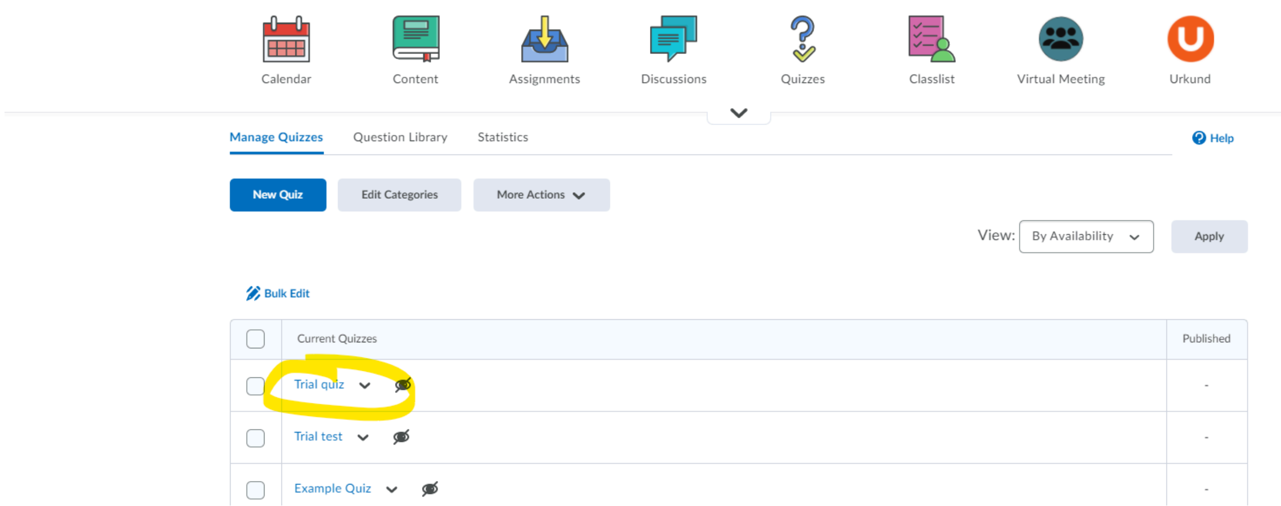
- And, you can control how many attempts are allowed and which of the attempts will be scored



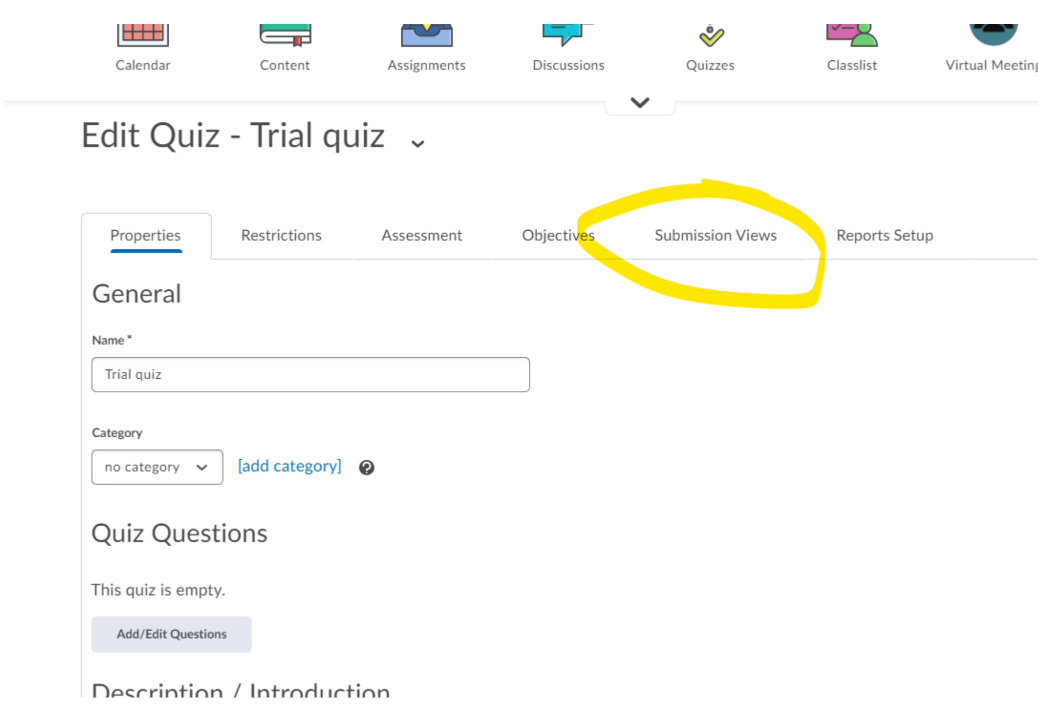
- ***If your quiz is complete, don't forget to make it ACTIVE on the Properties tab!!!***

Handing back quizzes - How do I manage what students see (Submission View)?

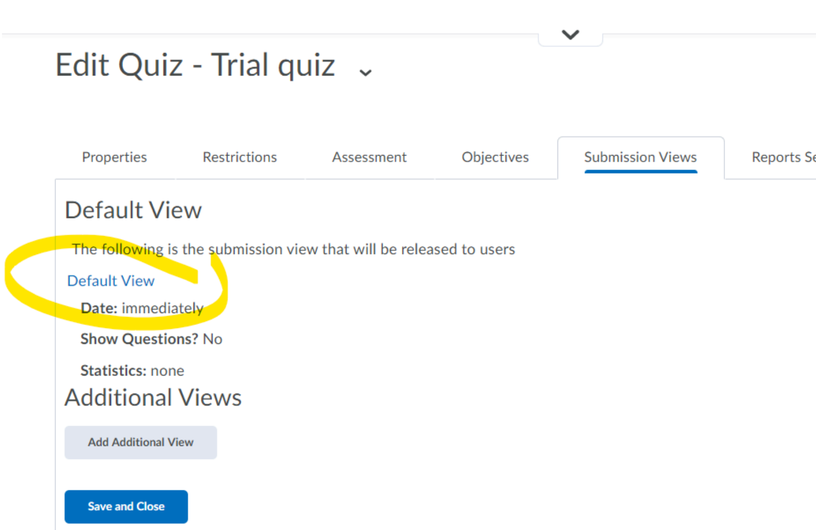
- Choose **Quizzes** from your Navbar.
- Click on the quiz you are interested in modifying the feedback to students.



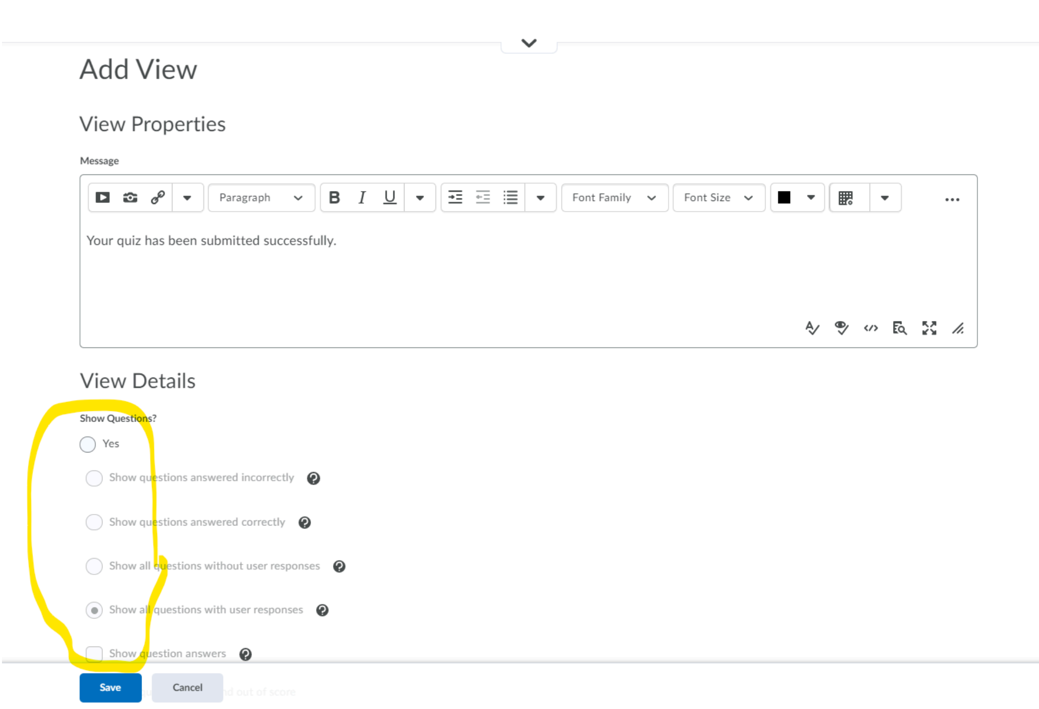
- Choose **Submission Views**.



- Initially, you will have the default view. (selecting that to see the options...)



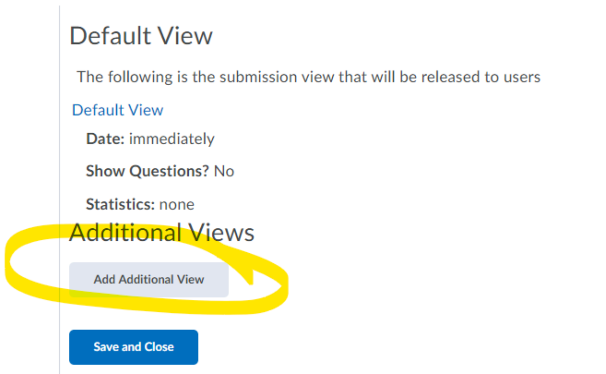
- Now you will see...

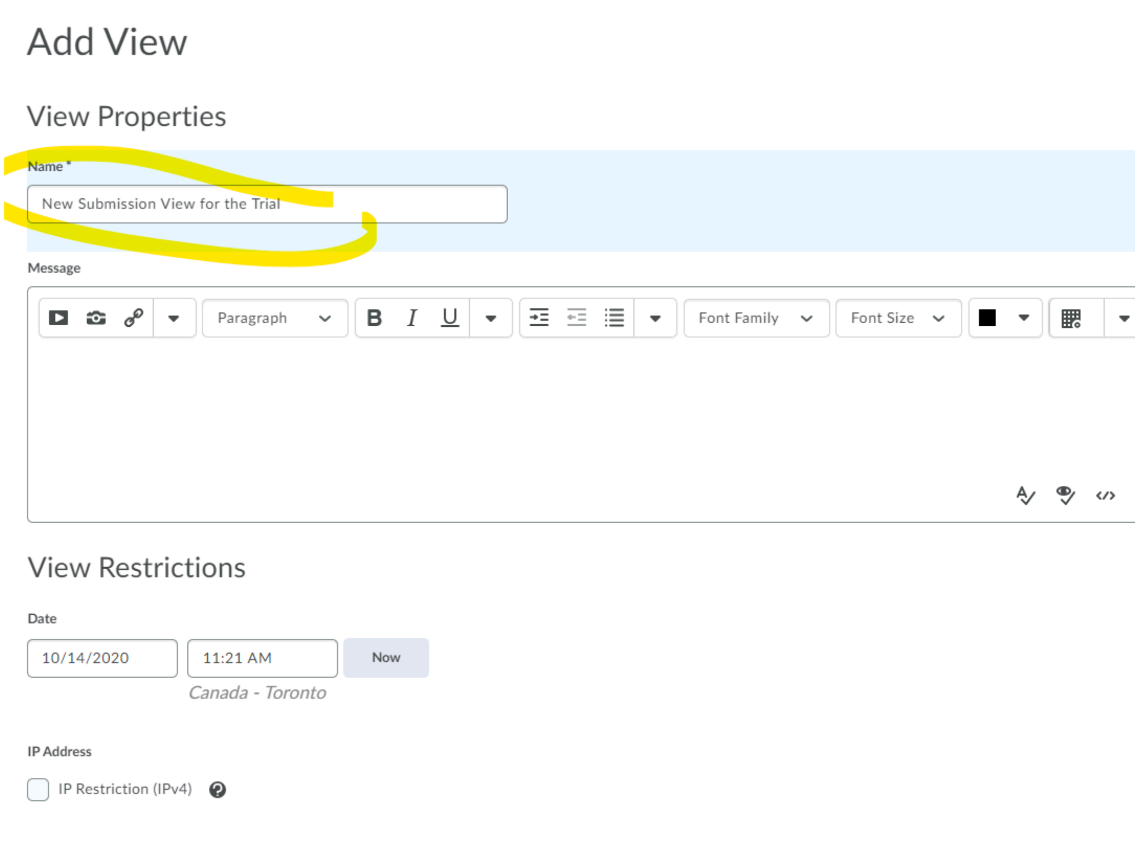


- There are more options as you scroll down that screen as well.

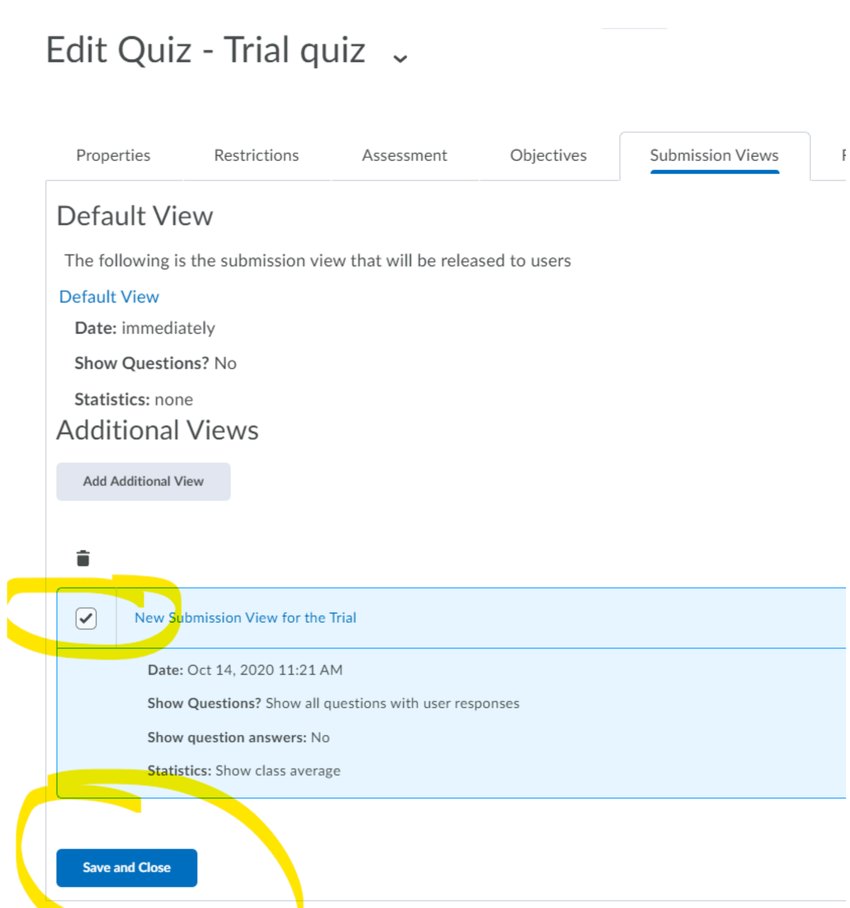
Any changes made here will change your default submission view!

- You can create a new submission view that can be chosen for any quiz you want to apply it to.
- Go to submission views and choose **Add Additional Views.**





- Scroll down and choose all of the new settings you wish to implement. Hit **Save and Close**.
- Now go back to Submission Views and select the new View, by checking it. Hit **Save and Close**.

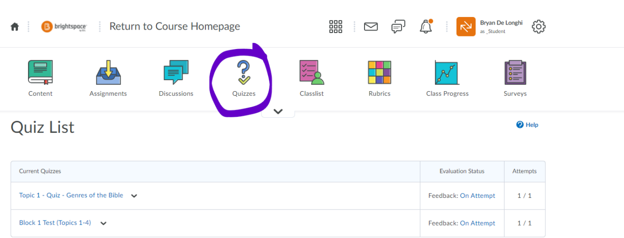


- This new view will only be applied to quizzes that you go into and choose that view for.

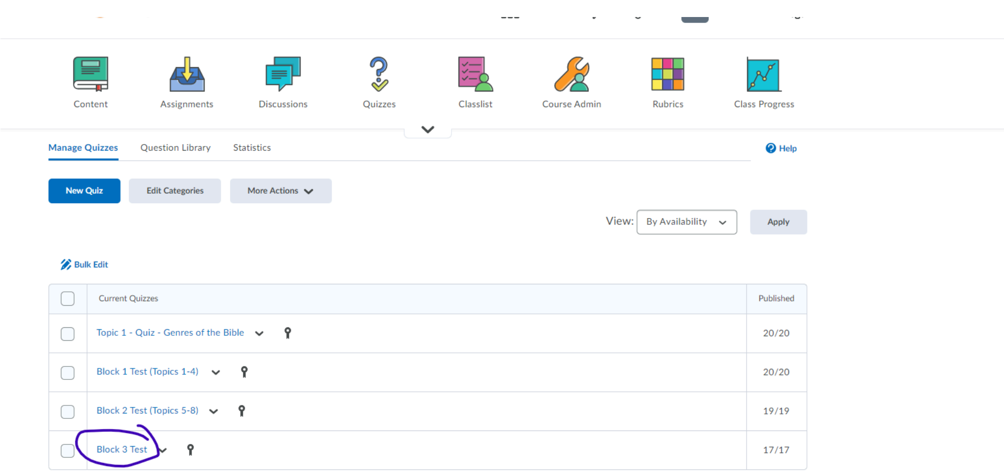
Creating a Document (for a Hard Copy) from Quizzes

- This is a workflow to preview the quiz and then copy and paste it into a doc.
- It does not transfer all of the formats though, especially for matching. Although, it is faster than copying and pasting questions individually.

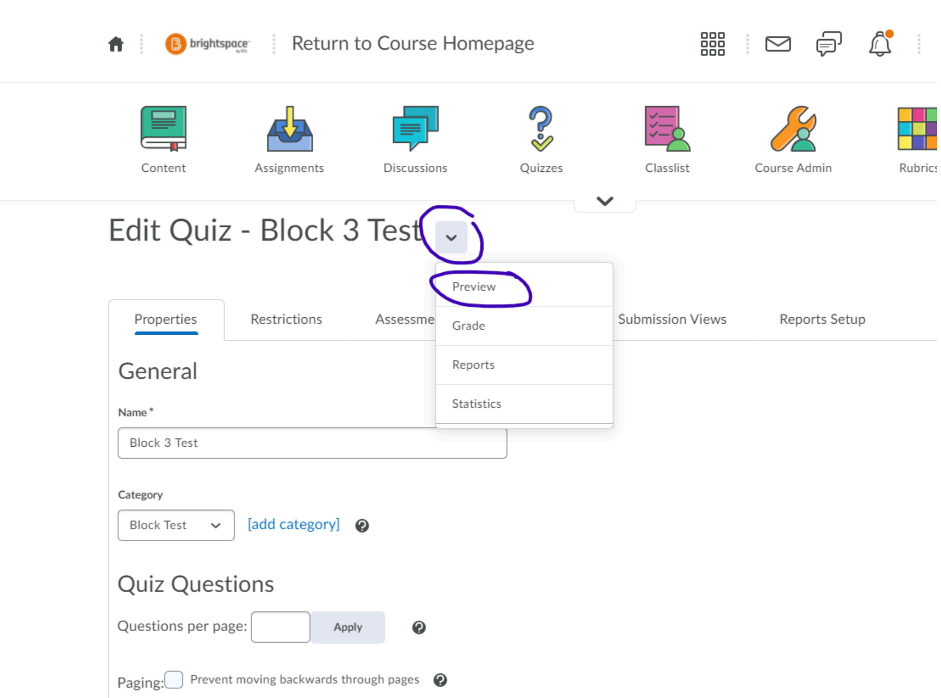
- *Choose **Quizzes** from your Navbar*



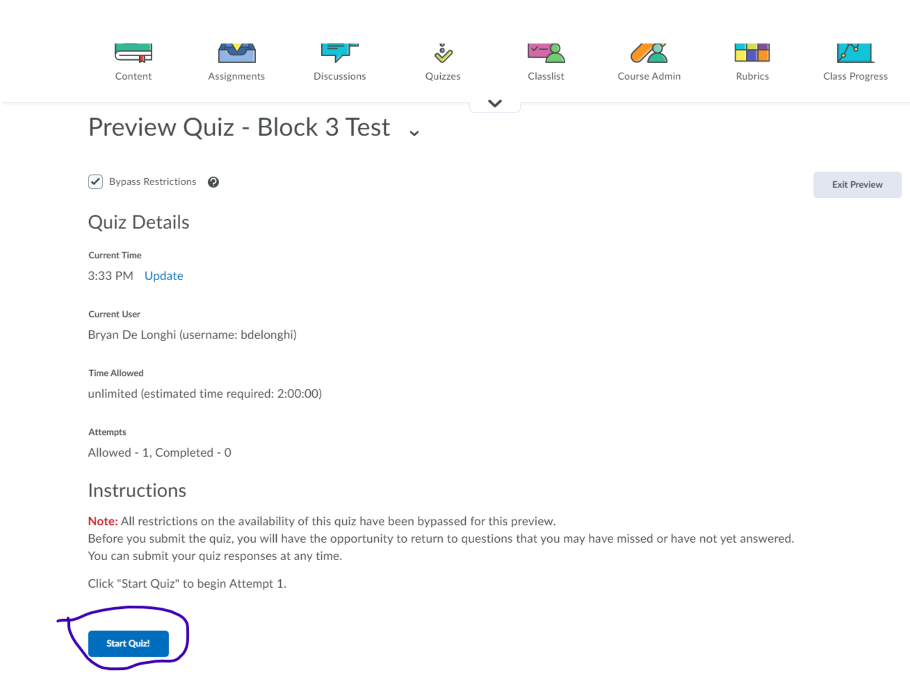
- Click on the quiz you wish to copy



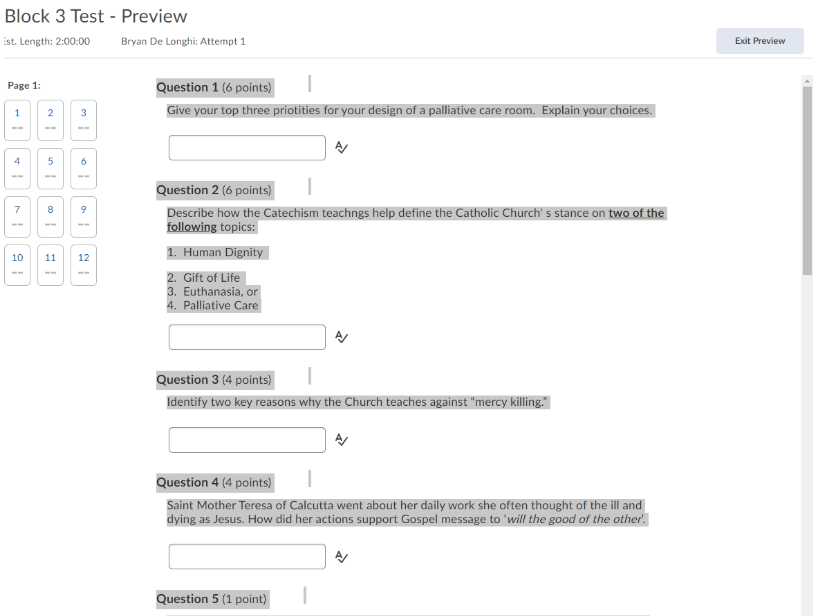
- Click on the chevron and select **Preview**



- Choose **Start Quiz!**



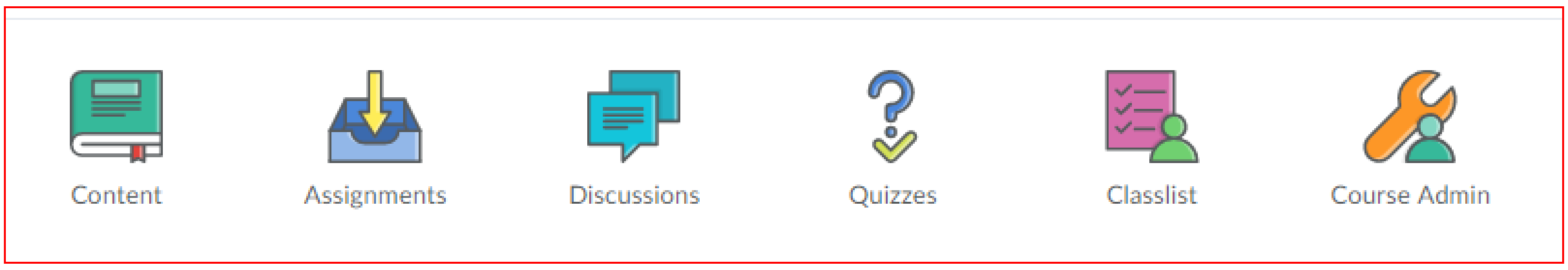
- Highlight all of the questions and copy and paste into your doc.
- You will lose some formatting, but all of the text will copy over



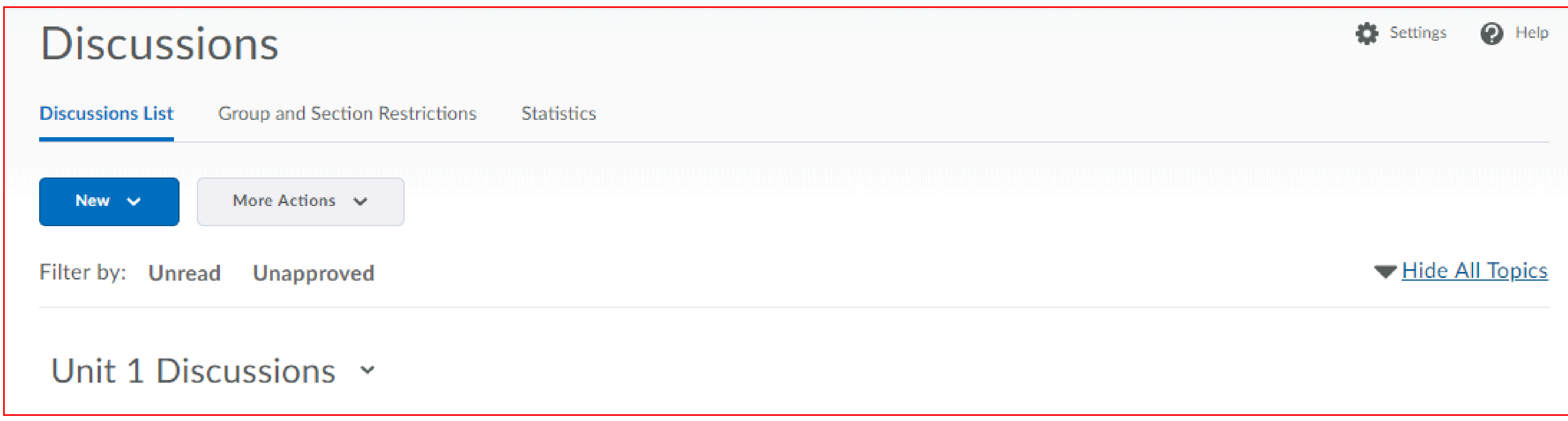
- Finish the edits and print for a hard copy.

How do I create a Discussion?

- Go to the Discussion tool on your Navbar

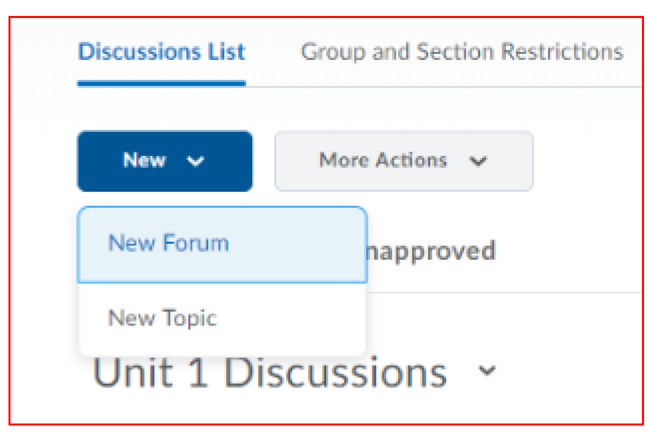


- If you have already imported course content from a Ministry curriculum package, you may already have discussions loaded here, arranged by unit.



Properties Tab

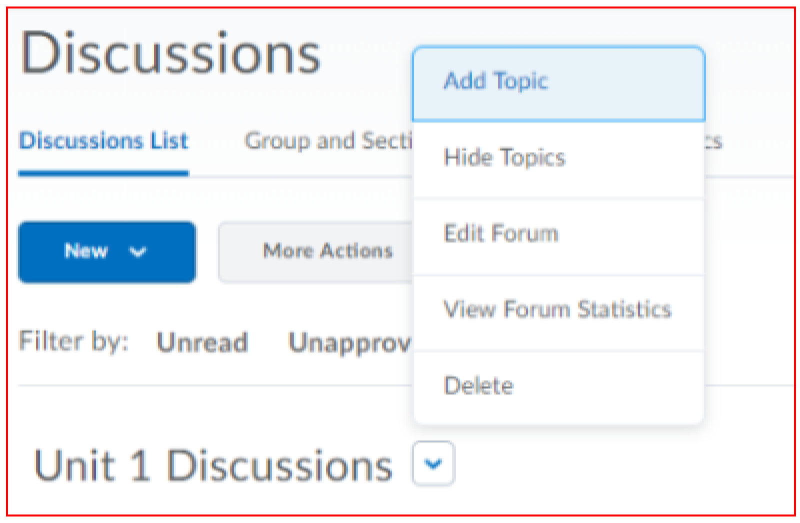
- If so, you can add your new discussion to an existing unit, or create a *NEW UNIT* in which to place your new discussion
- To create a *NEW UNIT*:
    - Select the blue “New” dropdown menu then select “New Forum”



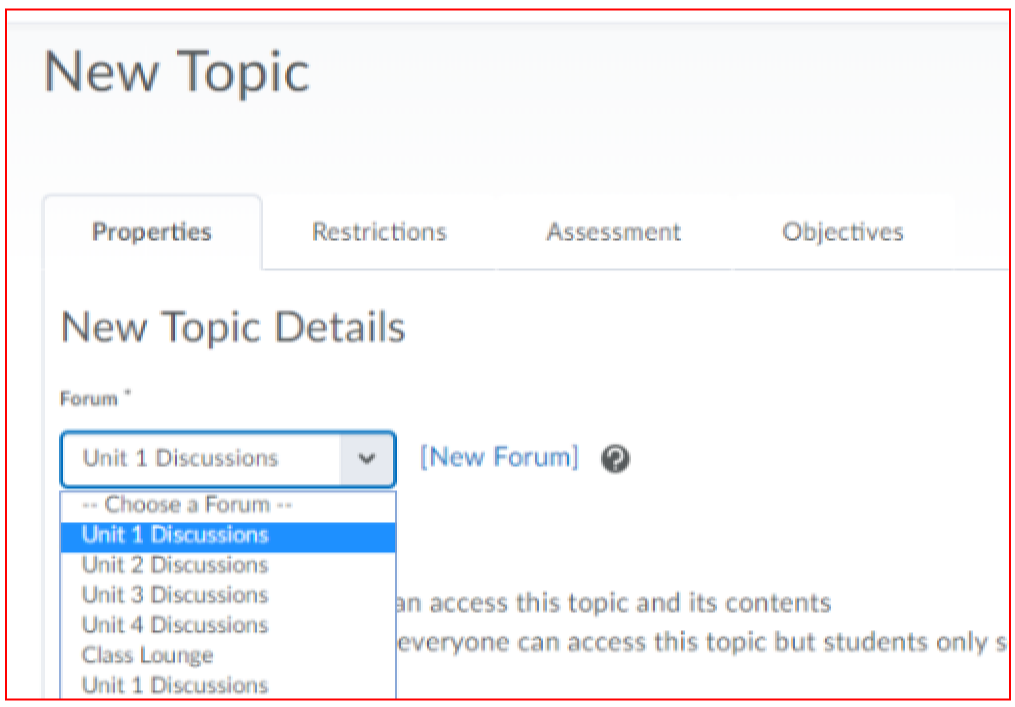
    - Give the new forum a name and description. Name it after the module or lesson it connects with, if you wish

    - This will create the new “forum” in your discussion unit/module list

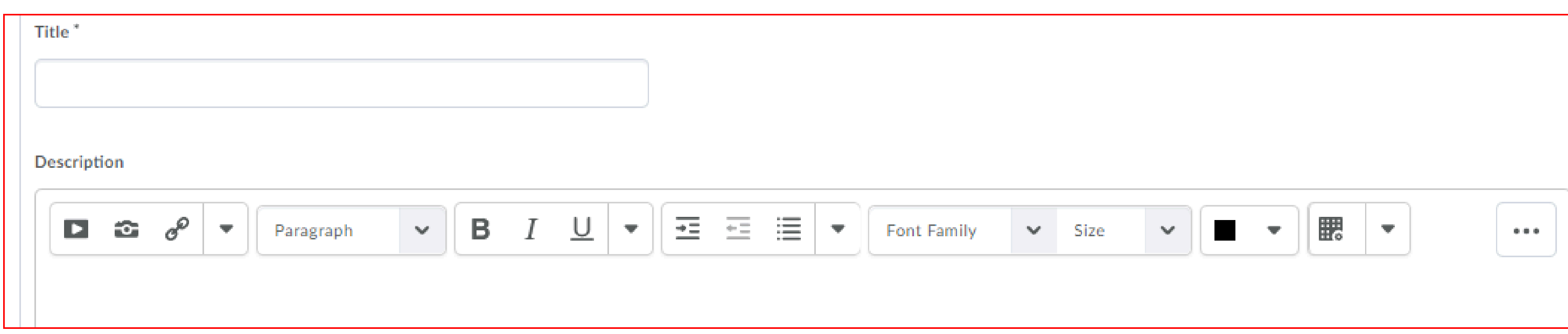
- Now, under either the new forum you created, or one of the existing fora, use the dropdown menu to select “Add Topic”



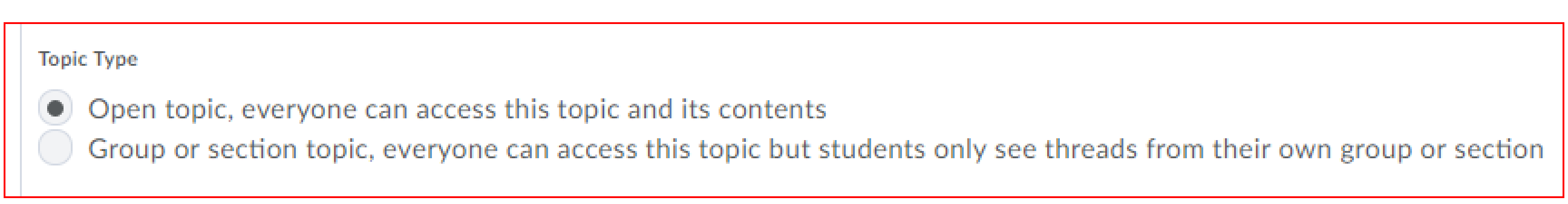
- If you chose the wrong Unit/Module/Forum, there is a menu in Add Topic that will allow you to change its location



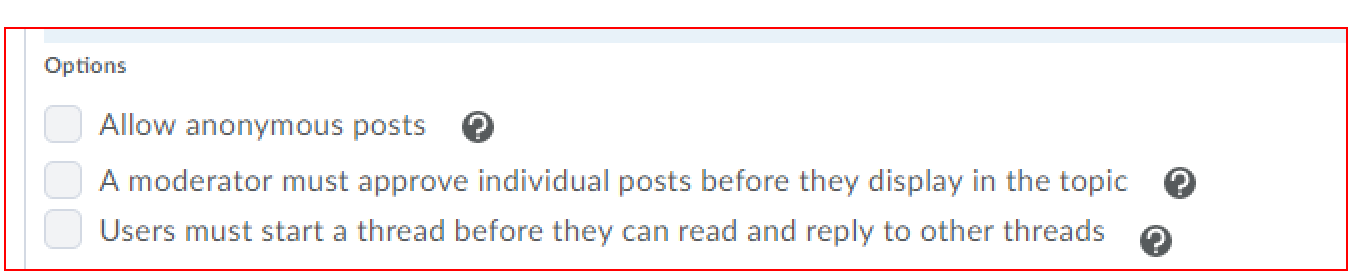
- Title your Discussion Topic and add a description



- You may also set up the discussion as “whole class” or “group”

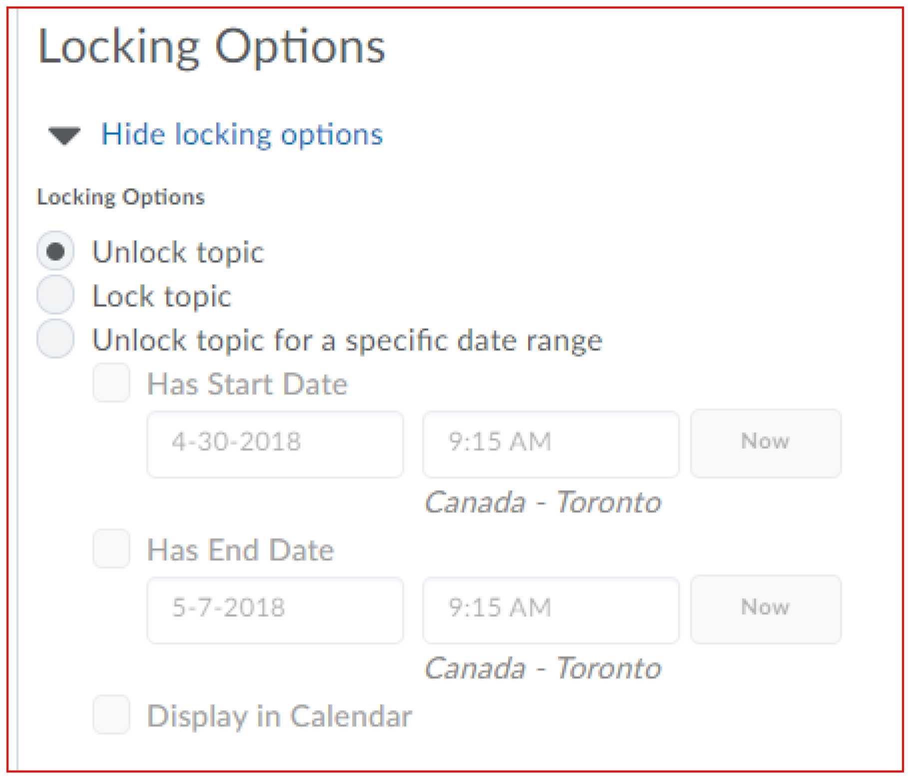


- You may choose to moderate the discussion posts, also:

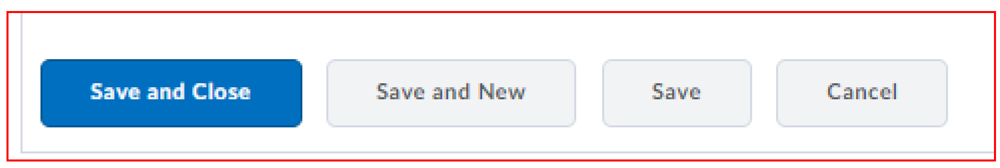


  - Anonymous posts allow some students to choose this option giving them confidence they may find in anonymity. Note, the Teacher can always see the post’s author, thus, a key message to students is that their Teacher can still track the post’s author for both ongoing assessment and course management issues. Further, letting them know that a post cannot be retracted, is another worthwhile notice as the discussion tool is introduced.

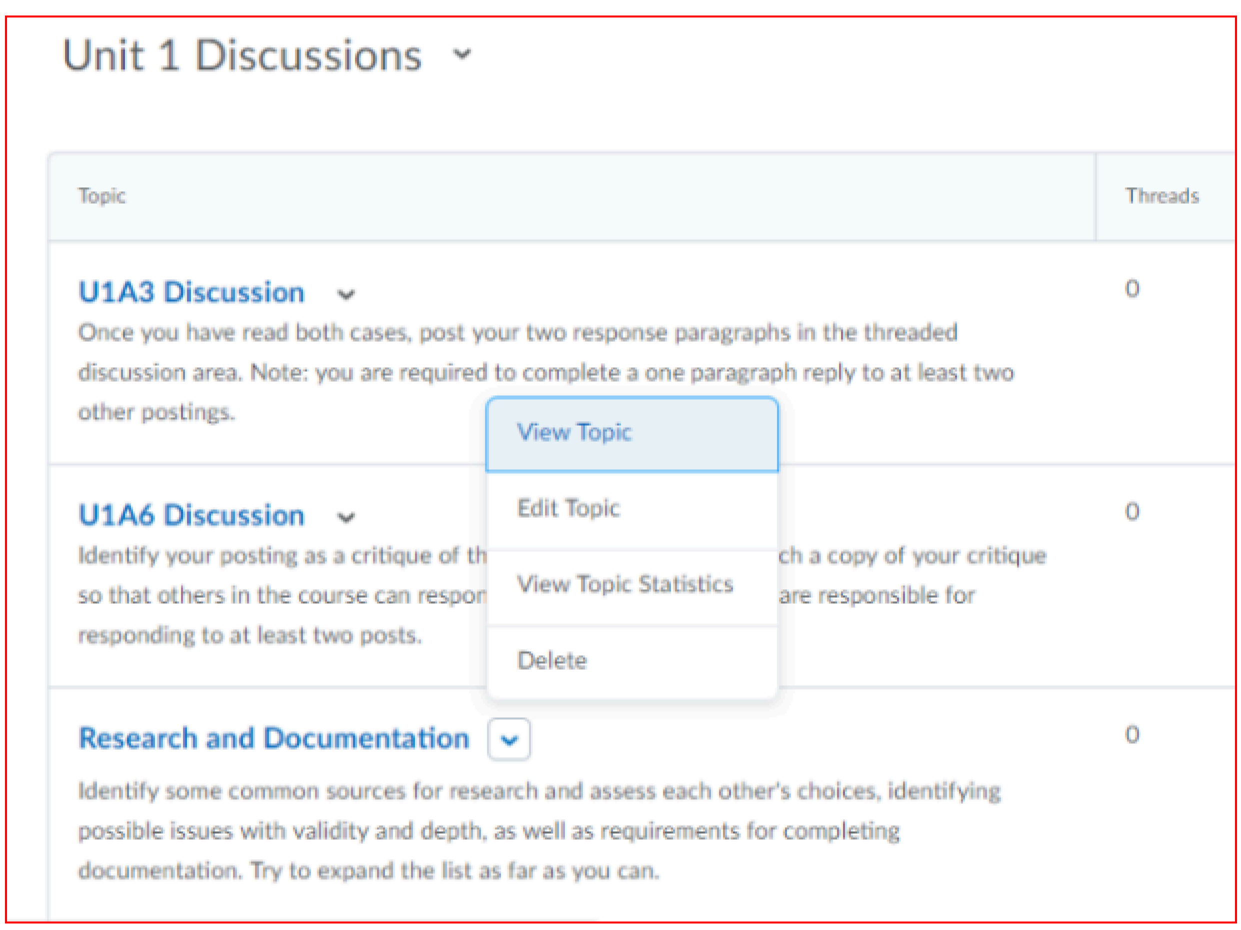
- Finally, you may set *some* release conditions to control when and how the discussion topic appears. More release conditions are available under the ***Restrictions*** tab.



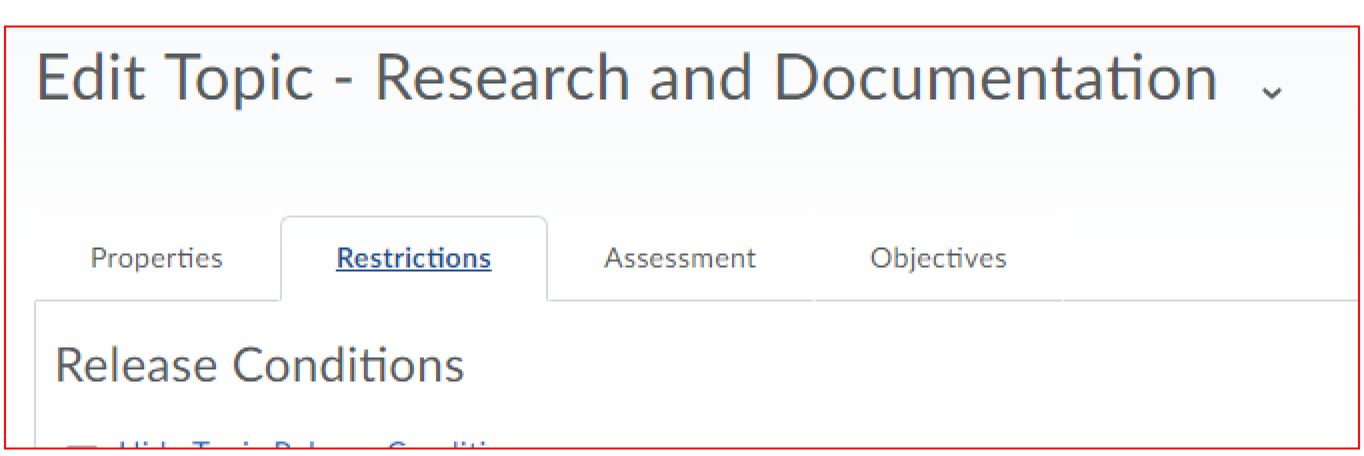
- Make sure to save your changes



- You can change details and conditions at any time by going to the dropdown menu by your new topic and selecting **"Edit Topic"**

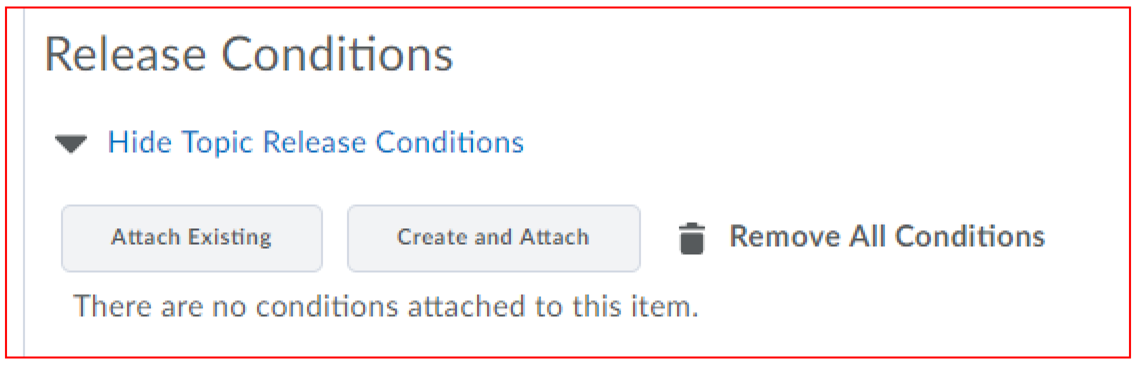


- To modify or add new release conditions for the discussion, go to the ***Restrictions*** tab

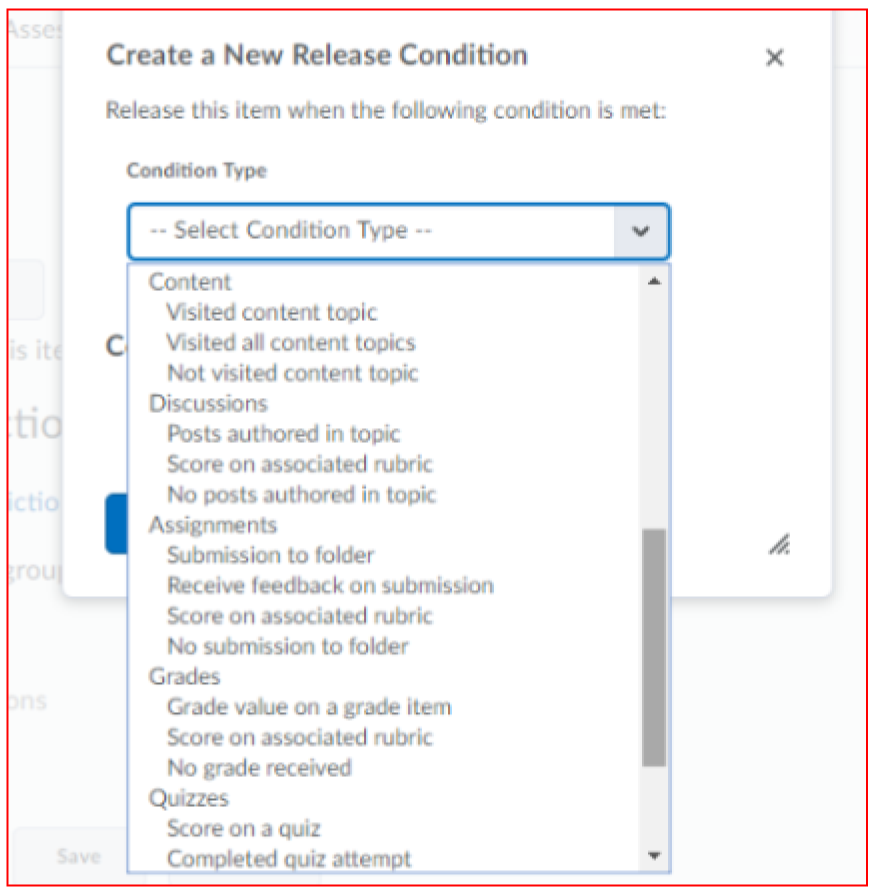


Restrictions Tab

- To set new conditions, select **Create and Attach**



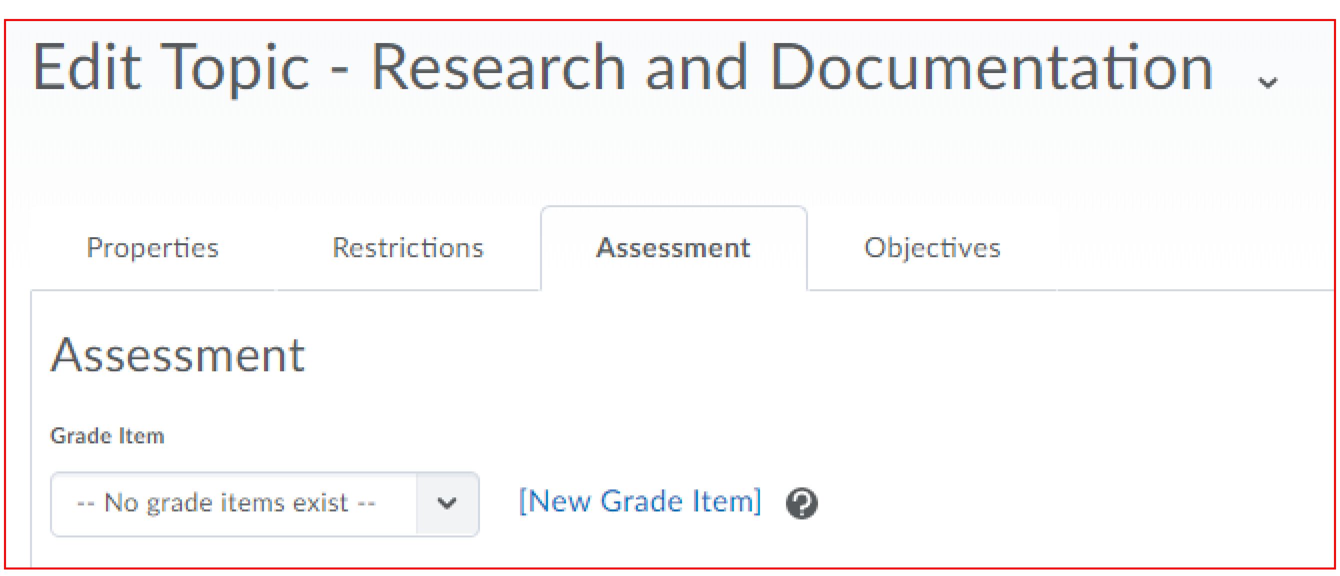
- This gives you access to a large dropdown menu of conditions, allowing you to select a variety of course completion criteria that must be met before gaining access to the discussion.

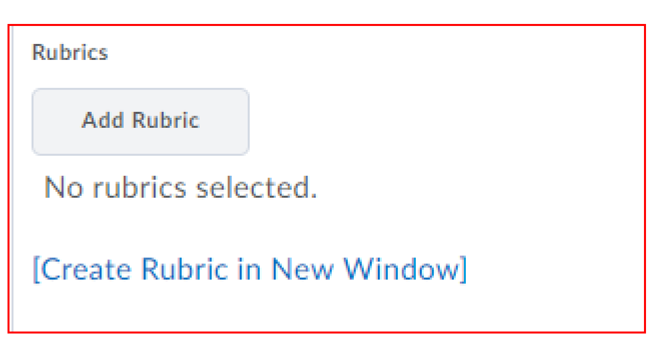


- Once you've selected the appropriate conditions, save and close.

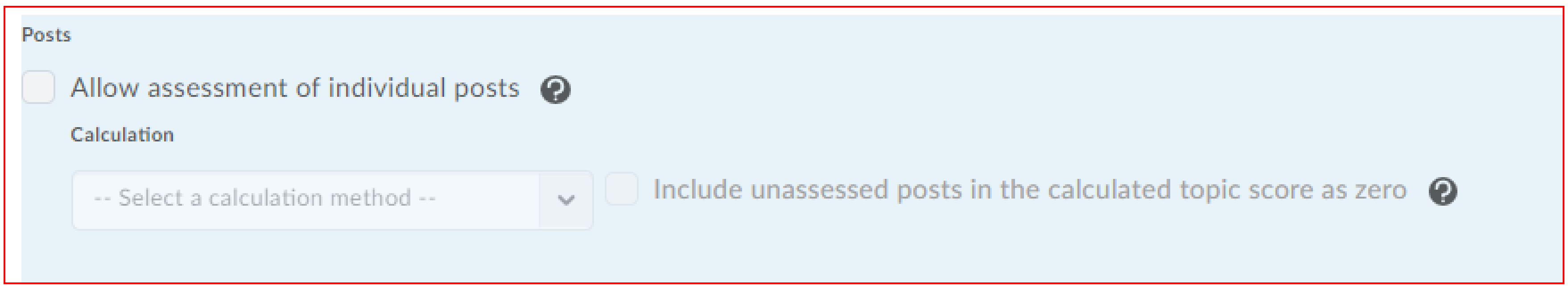
Assessment Tab and Objectives

- If you have created an item in **Grades** for your discussion, or a **Rubric** in D2L, you can attach it here.

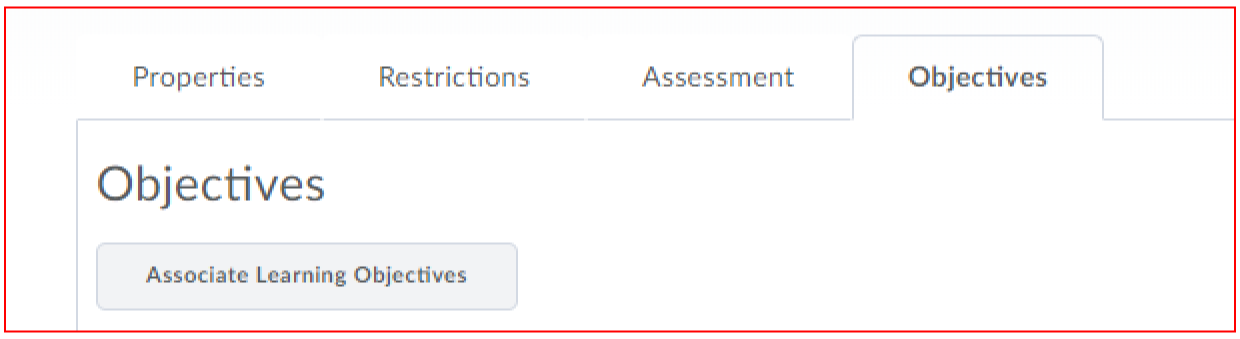




- If you haven't made or imported a rubric into this shell, there won't be any Grade Items or Rubrics to select; however, you can create a new Grade Item or Rubric using the links provided in this tab.
- You can also set the discussion to allow you to provide either one general piece of feedback for each student, or to provide separate feedback for each post, if you wish.



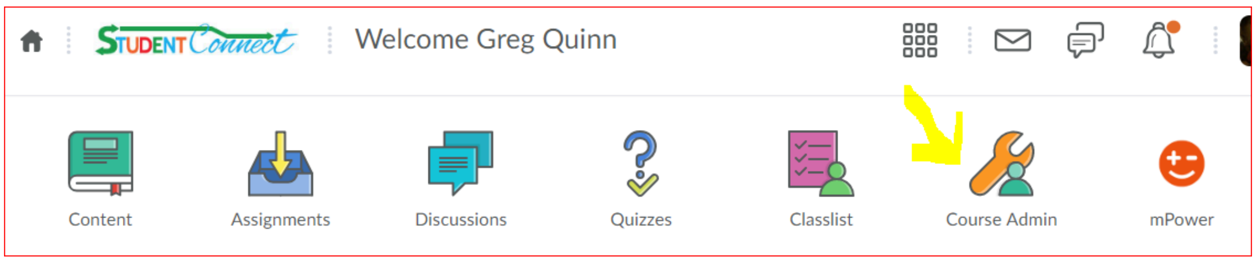
- When you're finished, select Save or Save and Close at the bottom of the page.
- Under the **Objectives** tab, if you have loaded Overall or Specific Expectations for the course, you may associate them with this discussion. If the expectations aren't loaded as part of the course content, you will have to load them separately.



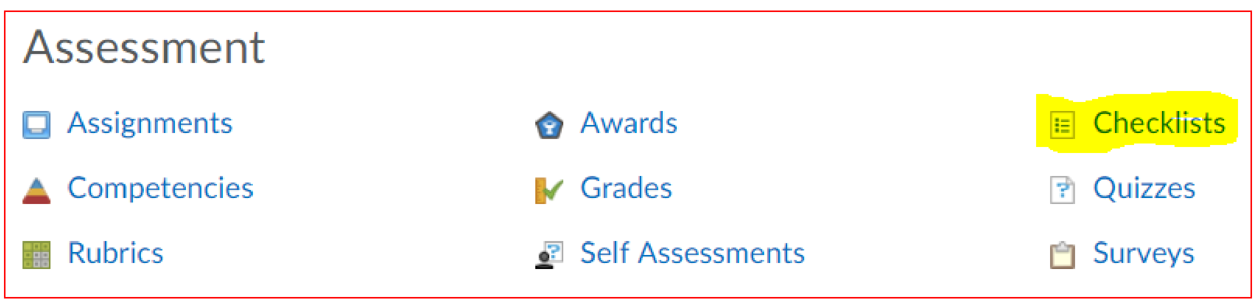
How Do I Build and Use a Checklist in My Course/Class?

A Checklist is a great tool for keeping track of completed items or tasks over time. It could be used as a record of a scavenger hunt activity or a record of stages of completion of a longer inquiry or task. This can be supported by creating and attaching Badges and Awards/Certificates to the Checklist, either for a single item, or the Checklist as a whole.

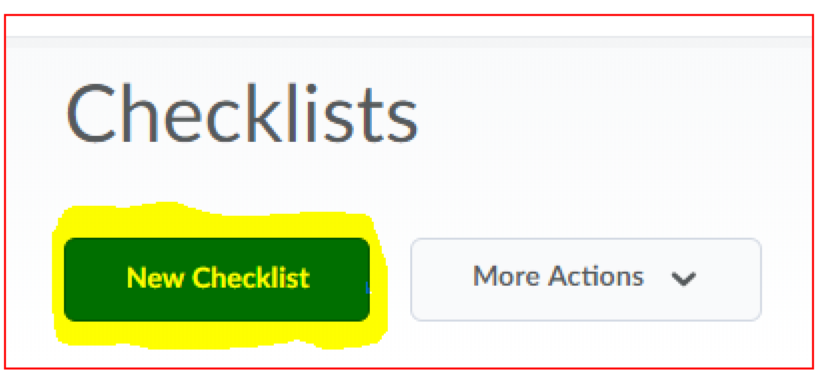
1. Go to “Course Admin”



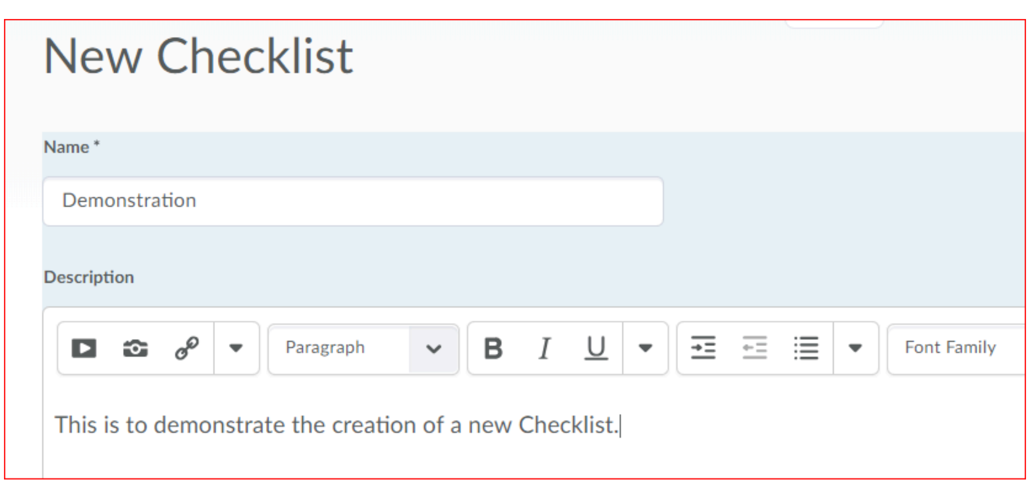
2. Select the “Checklist” tool under the “Assessment” section



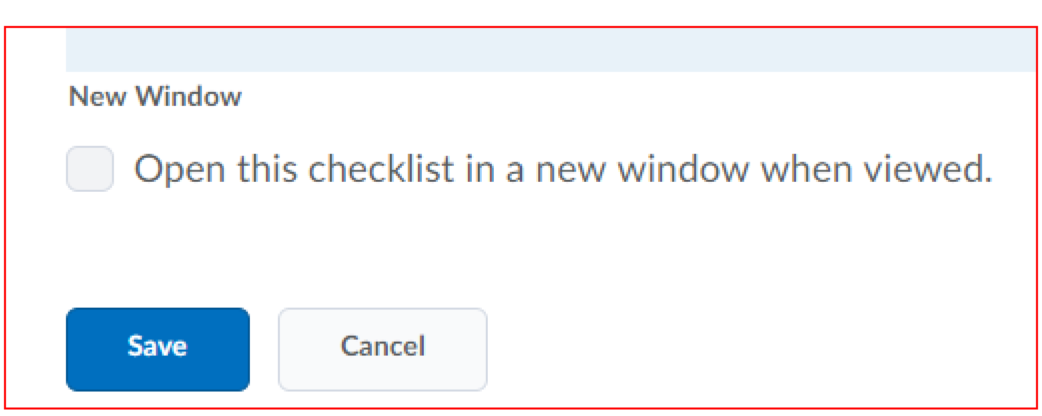
3. Select “New Checklist”



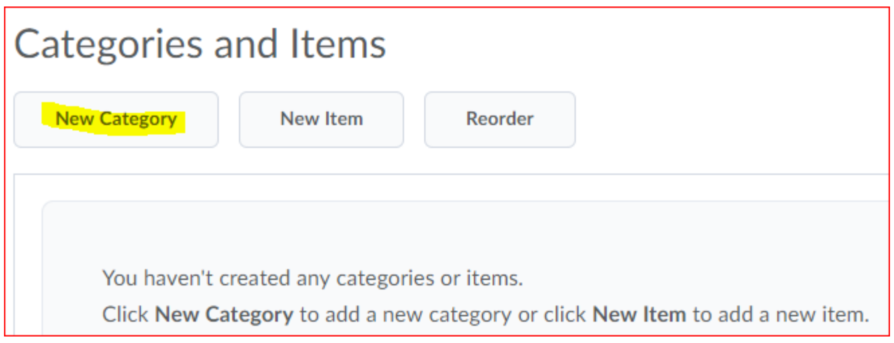
4. Give your Checklist a name and description



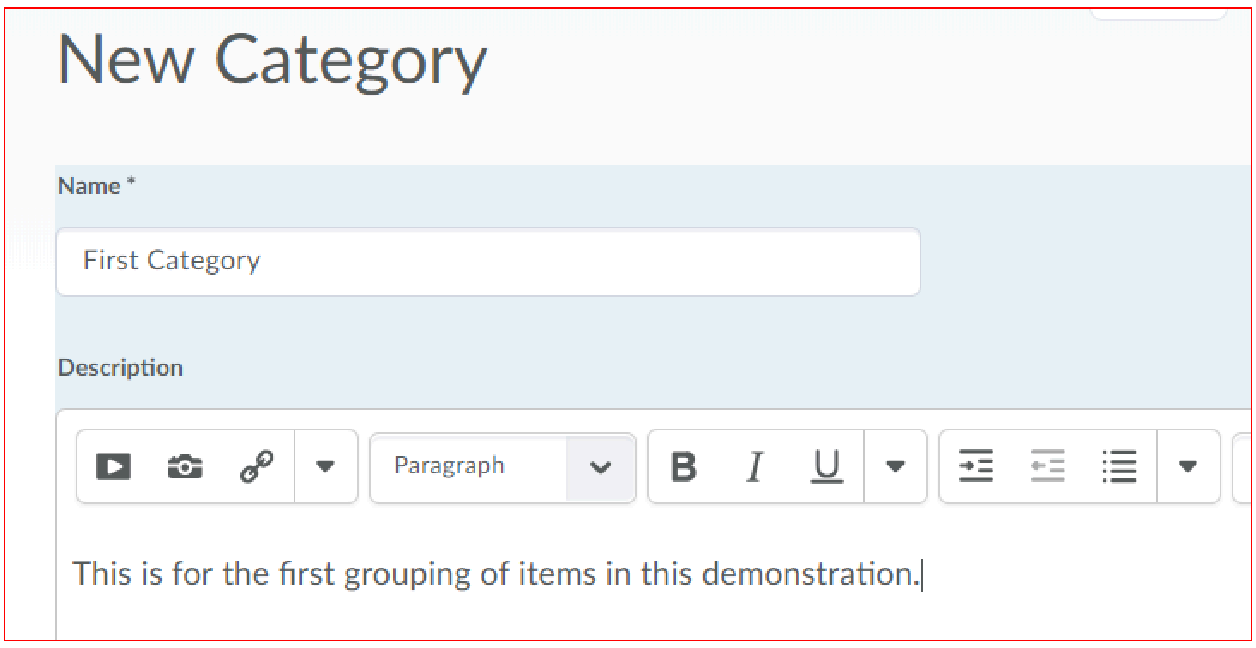
5. Then, in the bottom left corner of the screen, you may check the box that will cause the Checklist to open in another window, if you wish (recommended), then click “Save”



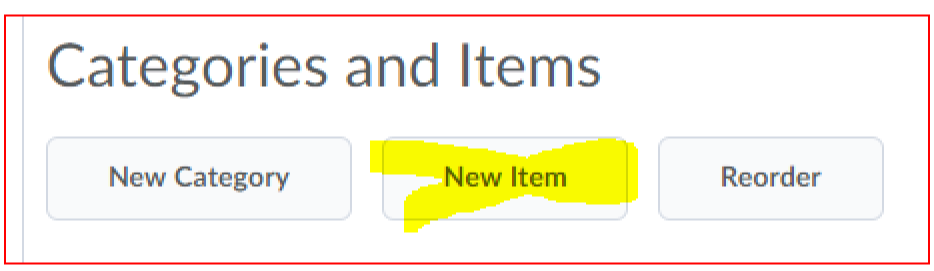
6. You will now be brought to the “Edit Checklist” page. You will see your Name and Description boxes at the top of the screen; however, a little further down, are the tools to build and edit your checklist.
7. The next step is to build your Checklist using Categories and Items. Items must be entered under a Category. First, build one or more Categories



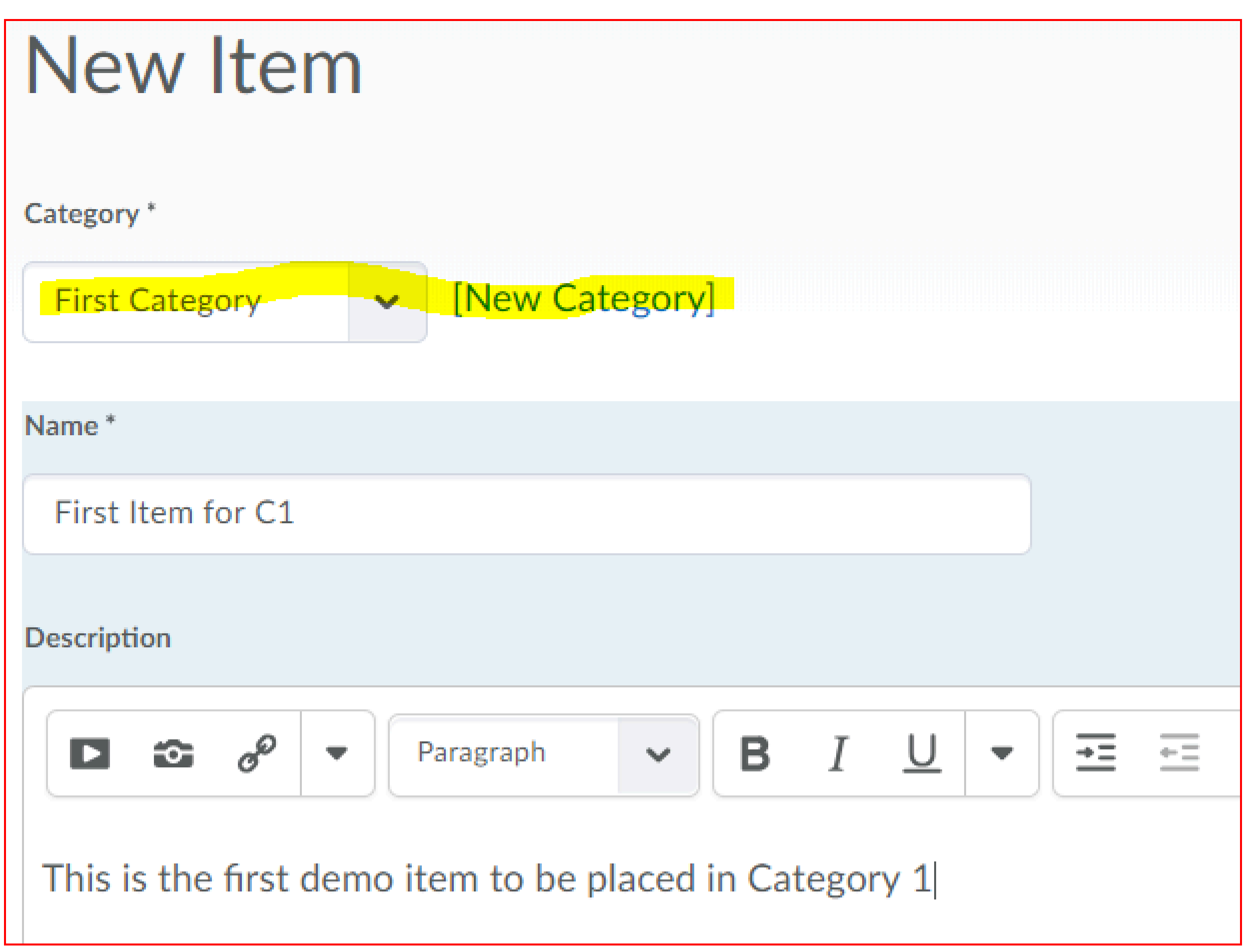
8. Enter a name and description for each of the Categories you wish to create (must be done one at a time). Click “**Save**” in the bottom left corner after naming and describing each Category.



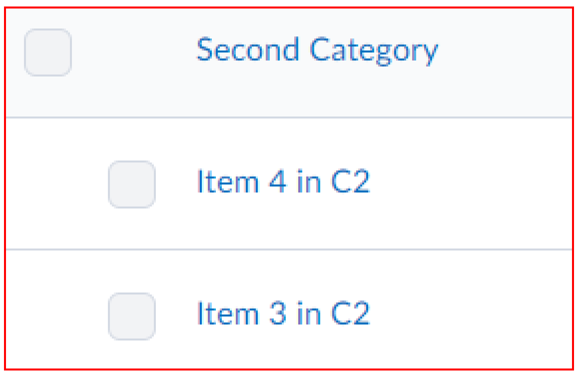
9. Having defined your Category(ies), you can begin adding “Items.” In the Edit Checklist page, where you created the Categories, select, instead, **New Item**.



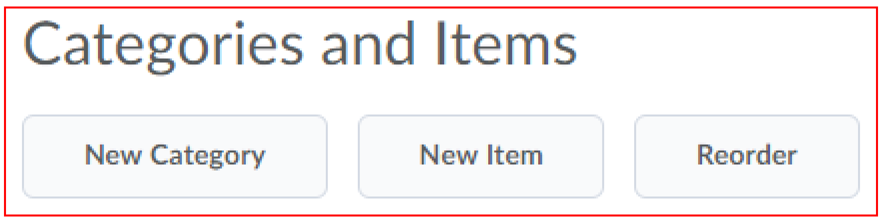
10. Item creation mirrors Category creation with one extra step: you have to select a Category for the Item to be listed under. So, along with your Name and Description, select a Category.



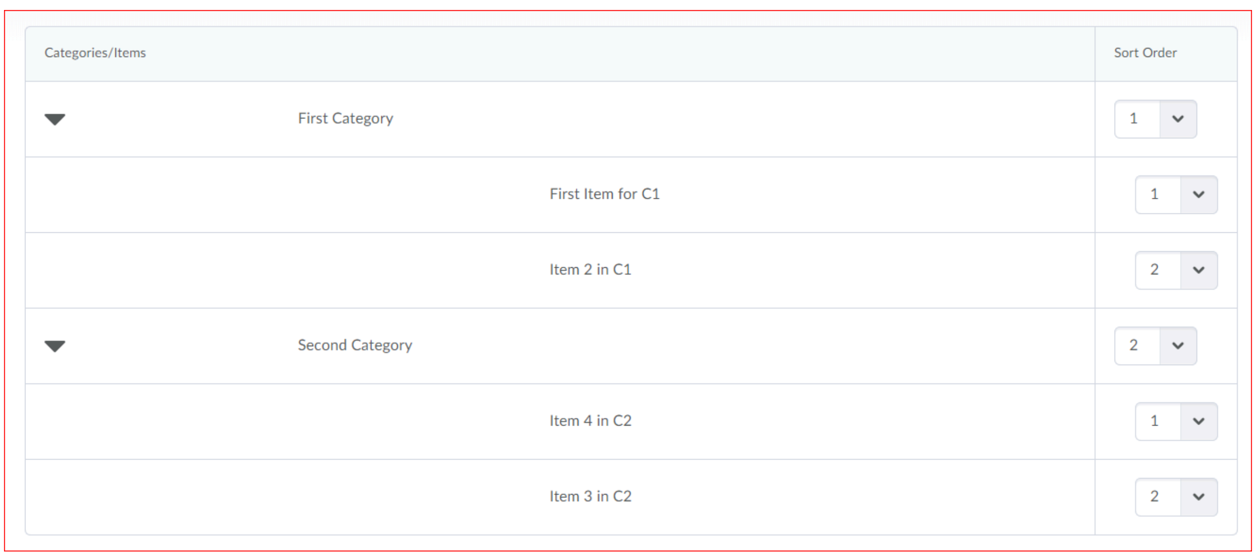
11. Having completed all of the Categories and Items you wish to complete, you may want to reorder some of the items. For instance, in this demo, I entered the Category 2 items in the wrong order.

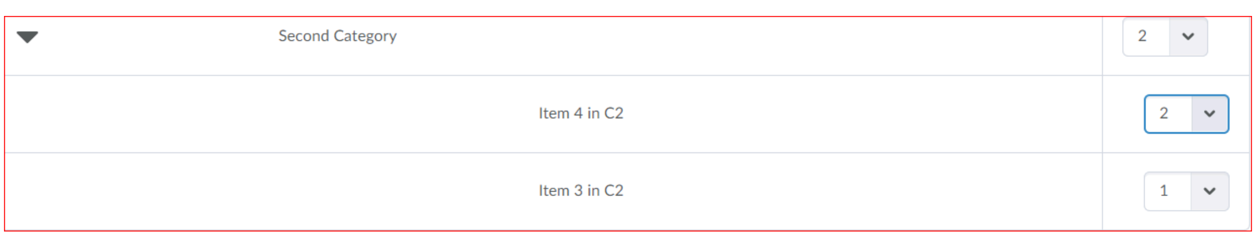


12. On the Edit Checklist page, select “**Reorder**”

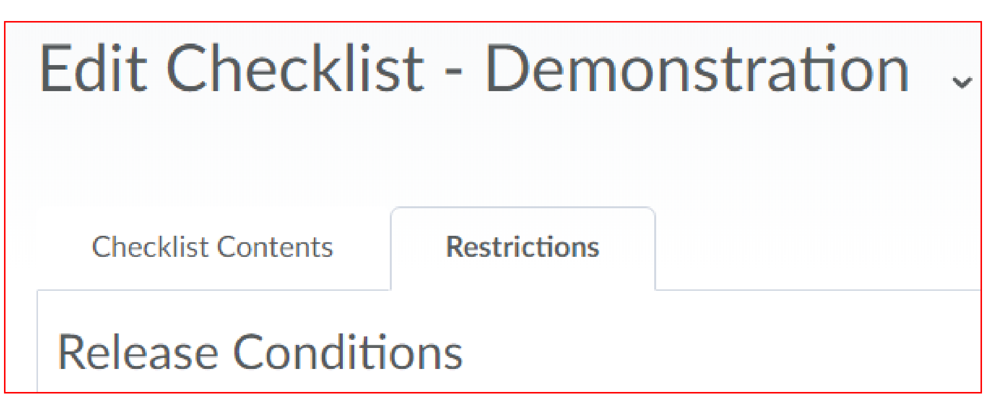


13. This will load a ranked table of your categories and items that you can reorder. You can move entire categories or individual items. In this case, I’m reversing items 3 and 4 in Category 2.

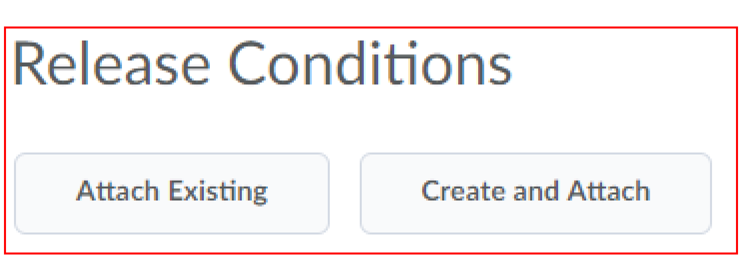




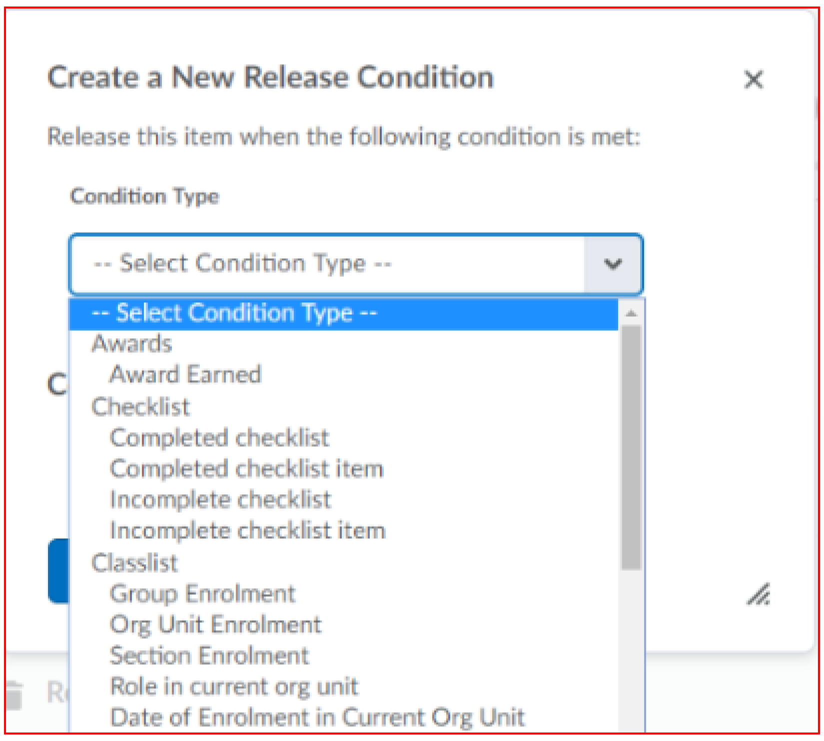
14. Click “**Save**” in the lower left hand corner and the Items will show in the correct order.
15. You can now use the Checklist in any area that shows the “Lightning Bolt Link” icon or simply add the Checklist button to your Navbar to allow students access.
16. You can also add restrictions to the Checklist to control when and how students get access to it (e.g. conditional release in the Lessons tool). On the Edit Checklist page, go to the “Restrictions” tab.



17. Under Restrictions, you can create and set Release Conditions for the Checklist.



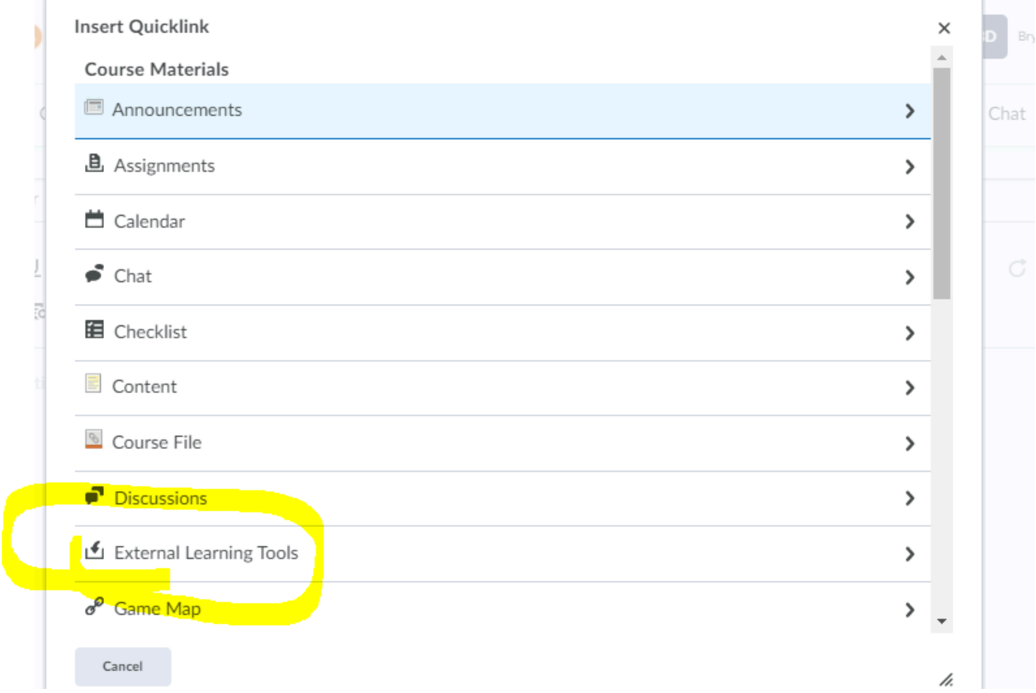
18. Select “Create and Attach.” This will bring up a drop down menu of course items and tasks that can be set as prerequisite for the viewing of the new Checklist (especially useful if it is a timed release Checklist in a Blended Learning Unit in Lessons).



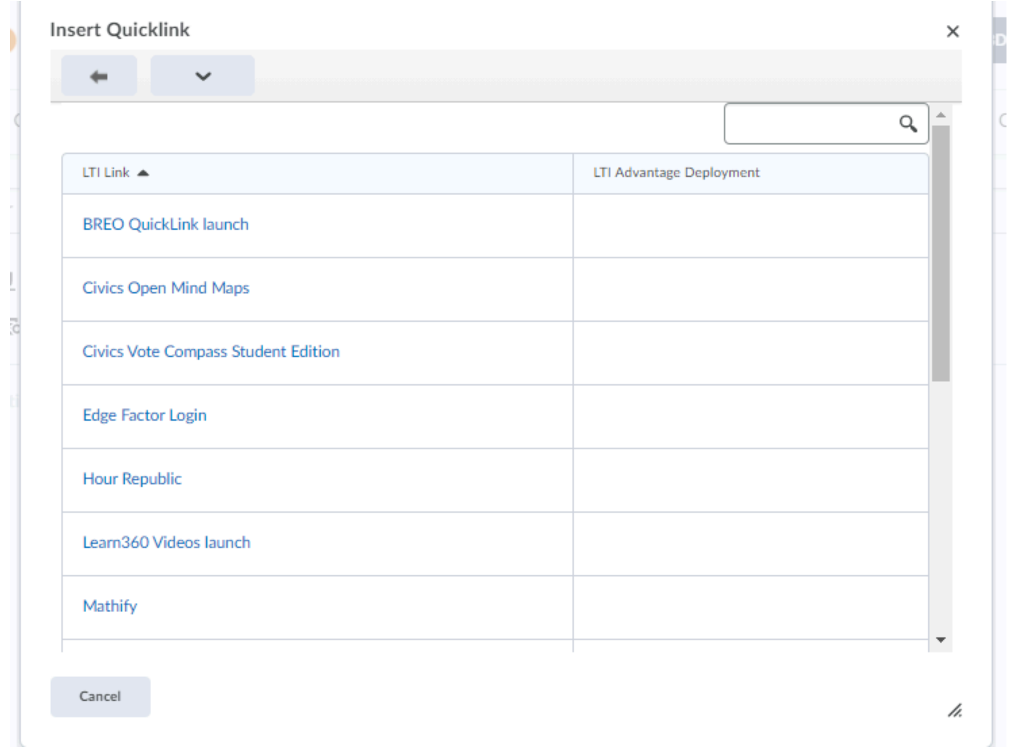
19. You can select a number of positive and negative (not complete) statements as release conditions including: Group Enrollment, Submission of an Assignment, % scored on a Quiz, etc. You can also set multiple release conditions on any item.

How can I integrate the External Learning Tools?

- Brightspace has integrated a number of valuable learning tools that allows teachers and students to automatically be connected and logged into their specific external learning accounts without having to visit another website login page.
- The programs that are available through the Insert **Quicklink** Button and then choosing **External Learning Tools.**

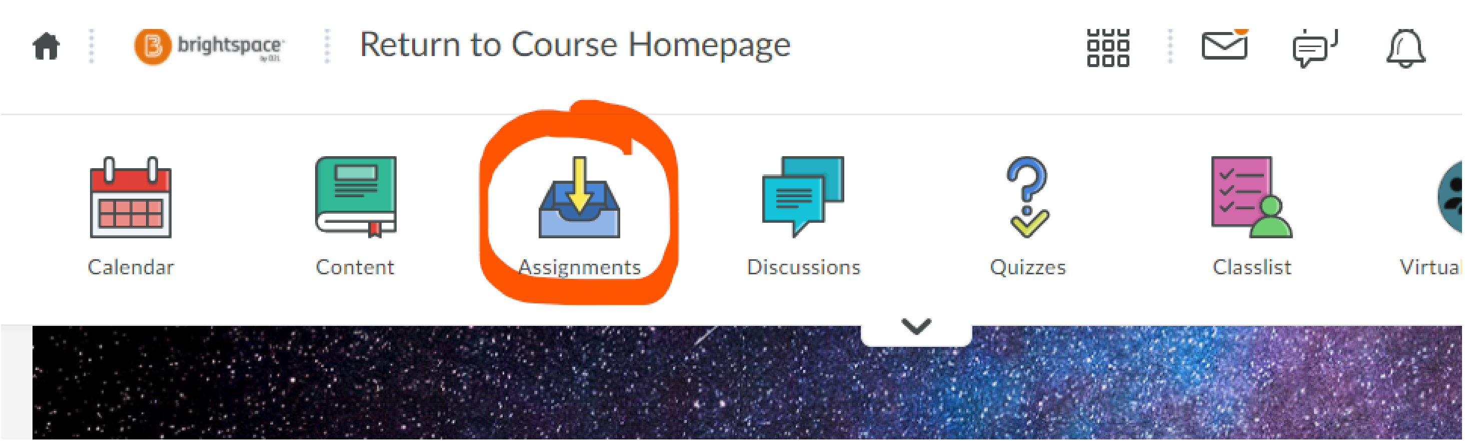


-
- You will then see a wide range of options available:

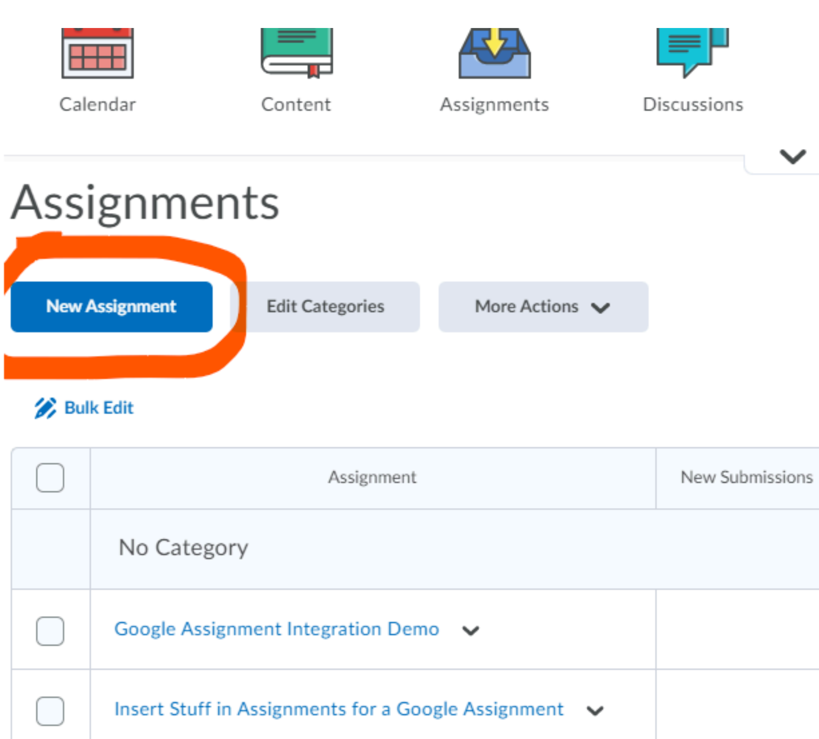


How do I create an assignment?

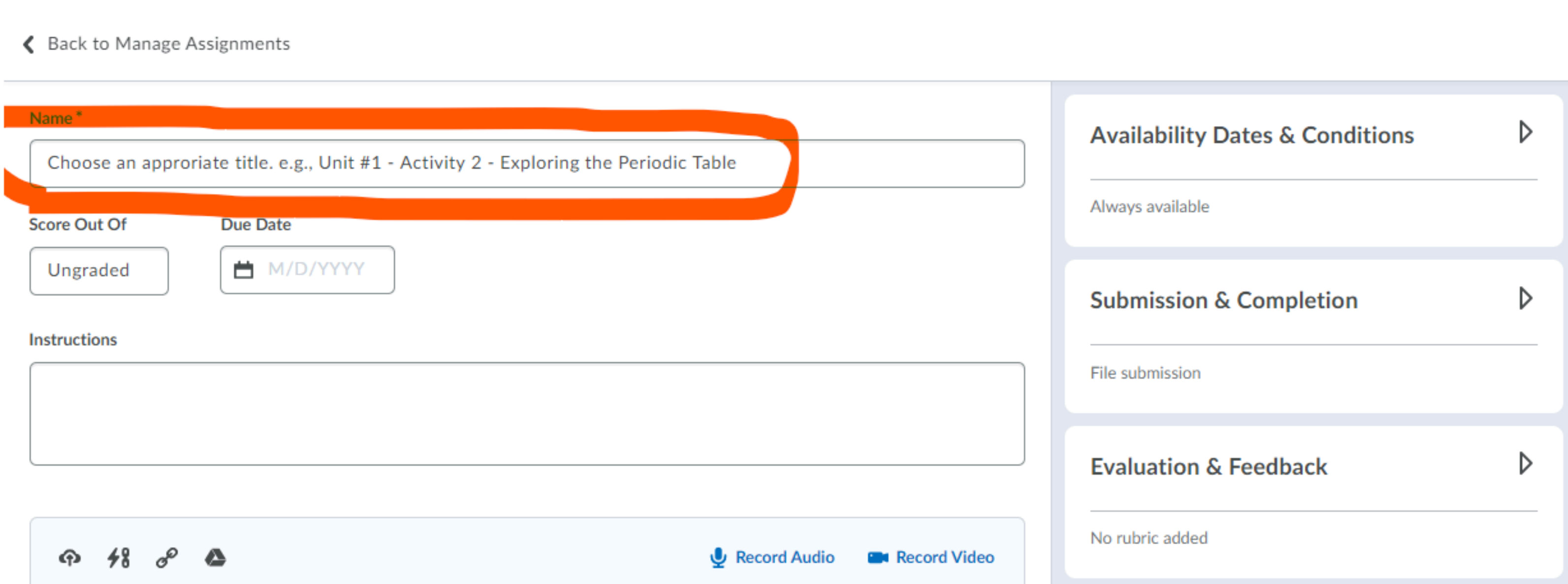
- You can create an assignment within Brightspace using the Assignments tool. *(It will create a submission box for each student and then you can even assess them right in Brightspace and the mark will be automatically sent to the Grades tool.)*
- You can start the assignment from the Assignment tool (or you can even access it from Content or the Activity Feed (we will look at the last two options later!)
- To begin, you can access the Assignments tool on your Navbar.



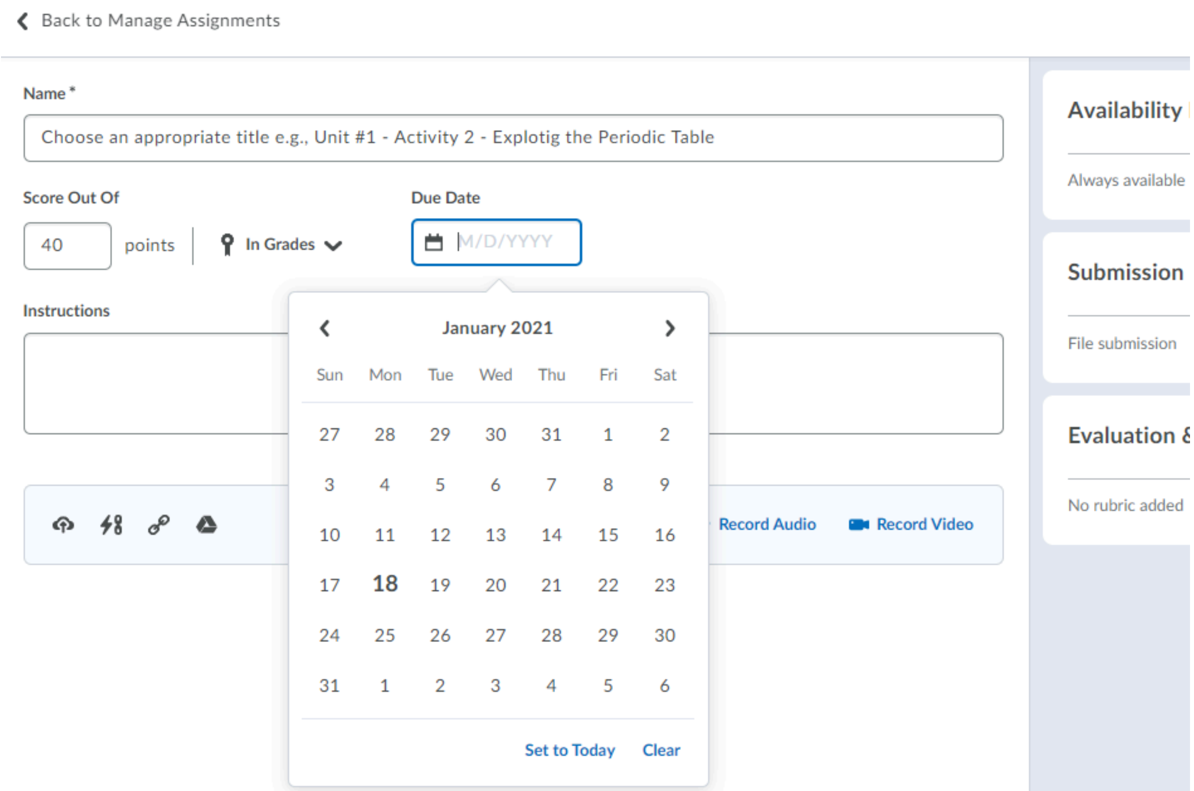
- Now, select **New Assignment**.



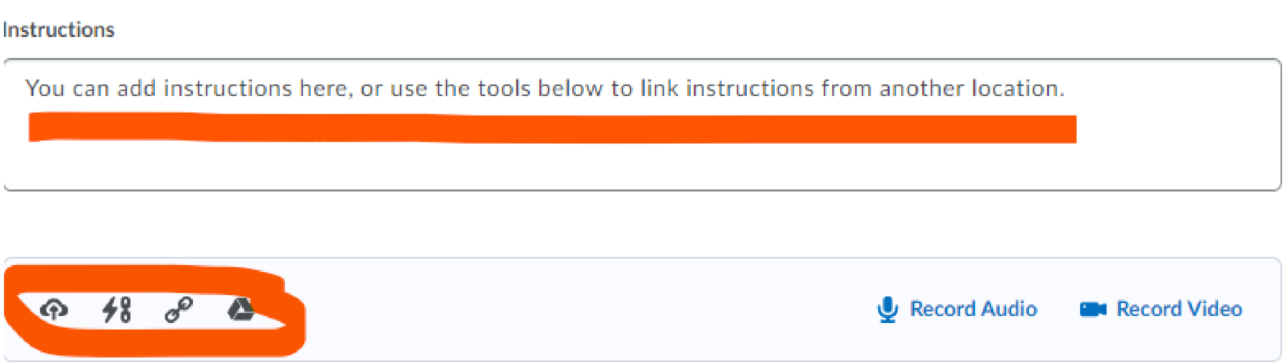
- Give your assignment a name



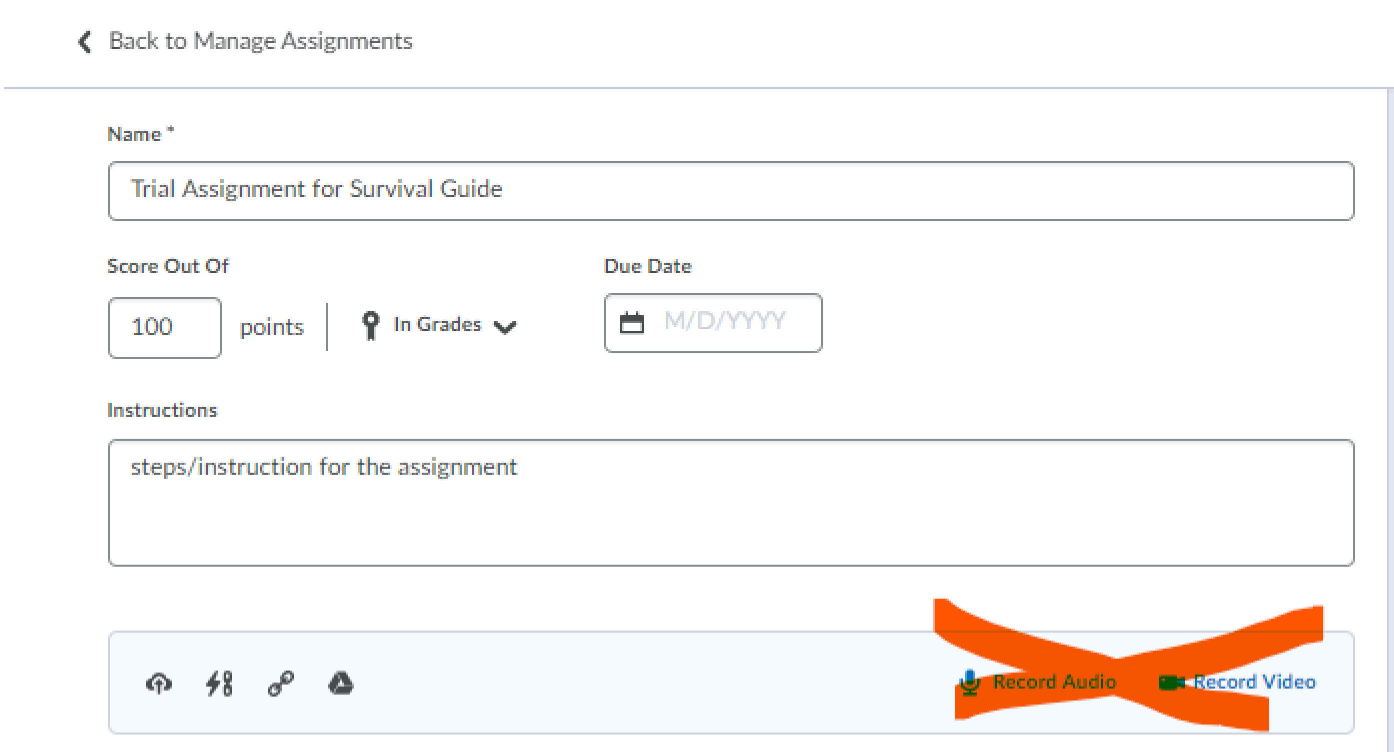
- Select **Score Out Of,** switch from ungraded to the number of points you want the assignment to be worth *(allows for online assessment and it will automatically have marks sent to the Grades tool - these can be adjusted later as well).*
- You can also set a due date as well.



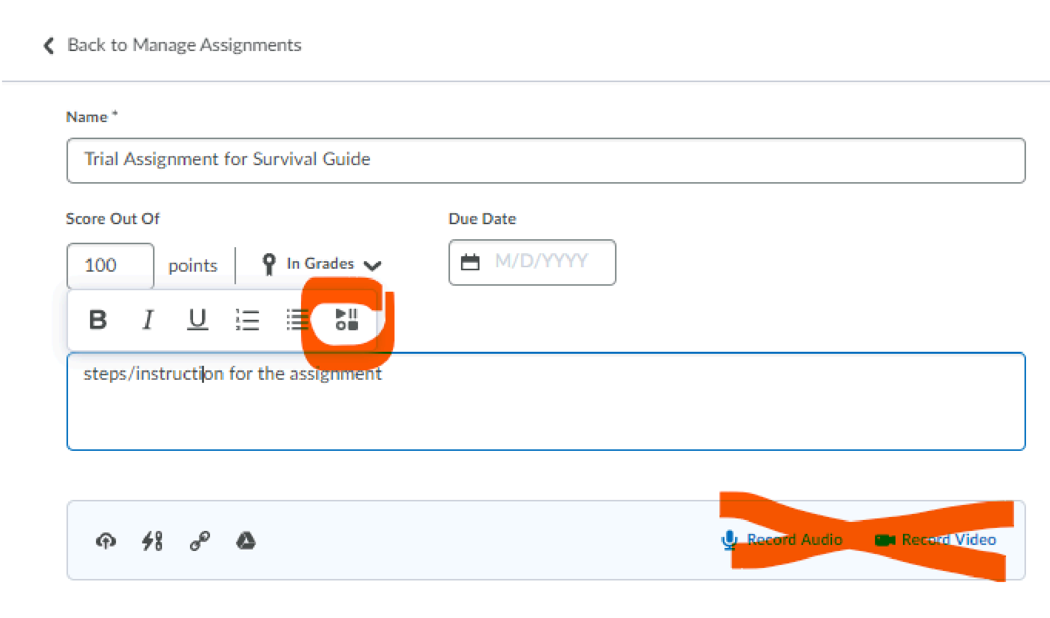
- Leave the **In Grades** selection as is *(even if you are not using the Grades tool, as it will then be available to you later if you choose to use it (or not),it will not have any impact.*)
- Select your due date, if applicable, with the drop down calendar that will appear once the due date is selected.
- You can now add the assignment Instruction box in the space provided. Or you can link them from another location with one of the tools highlighted below.



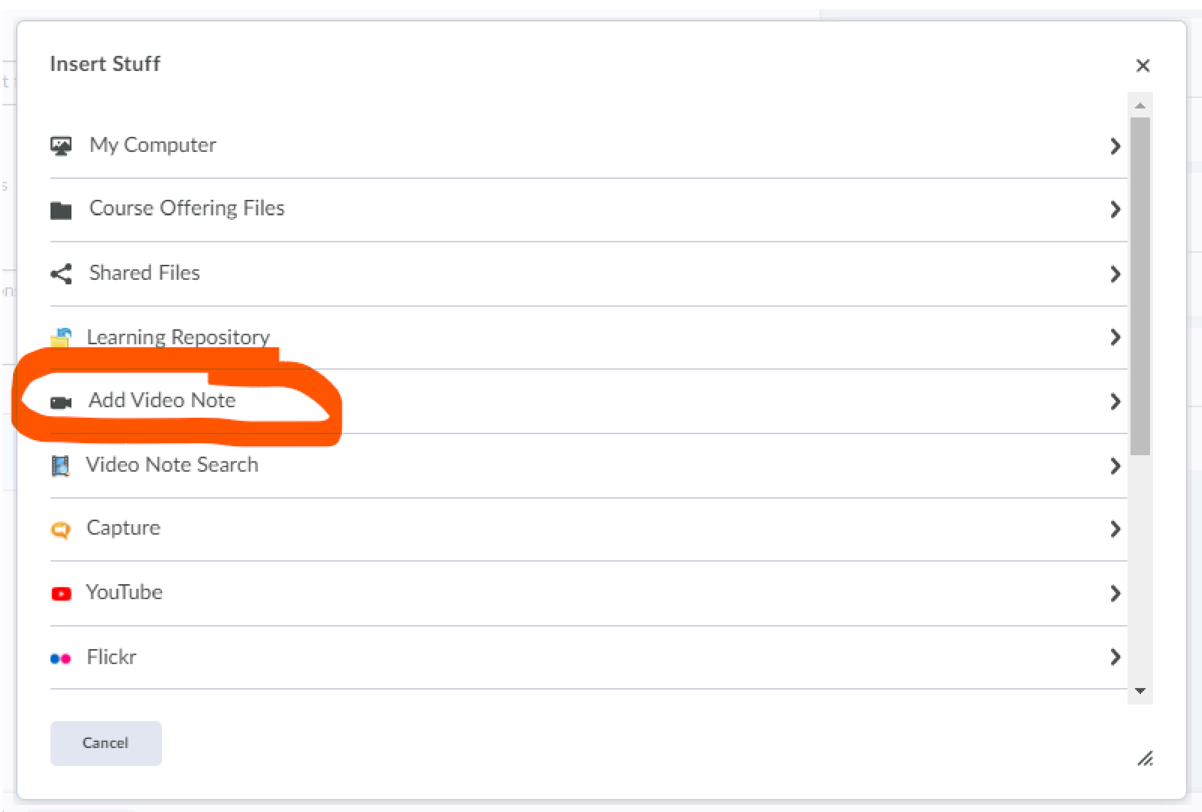
- You can also add a video recording of your assignment instructions to link to this assignment.
- However, it is recommended that you do <u>not</u> use the Record Audio or Record Video options



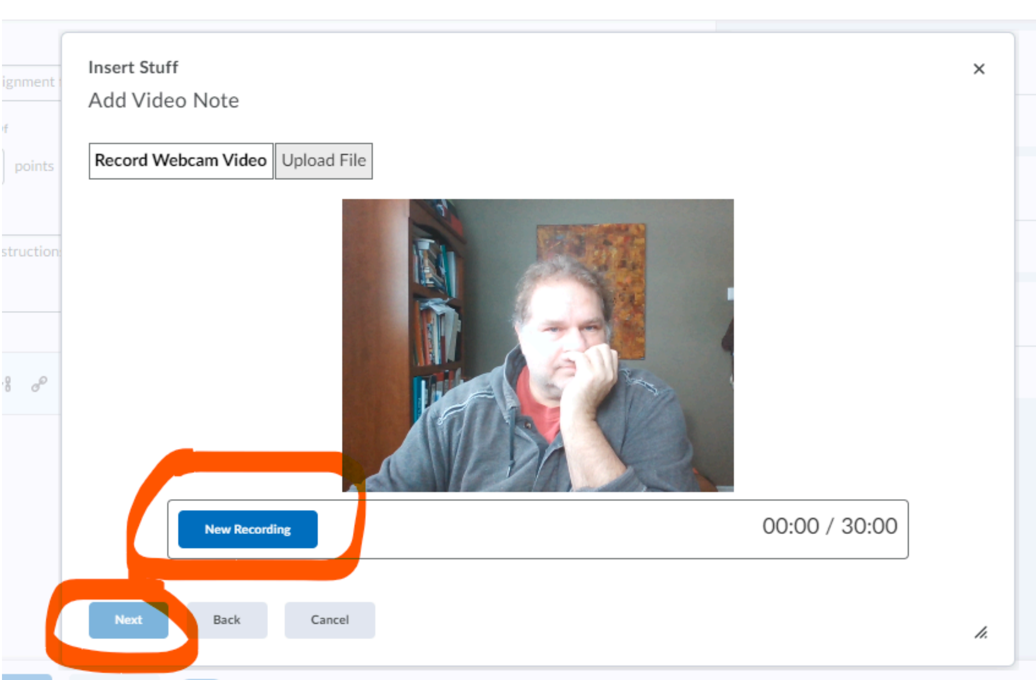
- Those options lead to compatibility issues with the devices students may be using
- Instead, we will use a function called **Insert Video Note**.
- It is accessible through the html options in the text box, select **insert stuff**



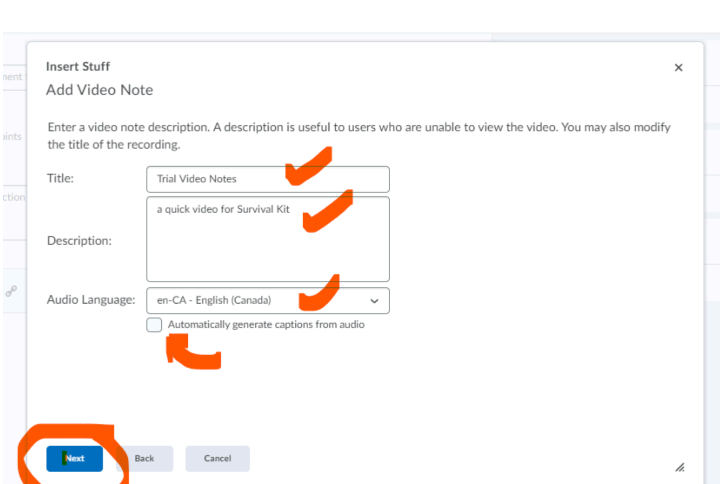
- Choose **Add Video Note**



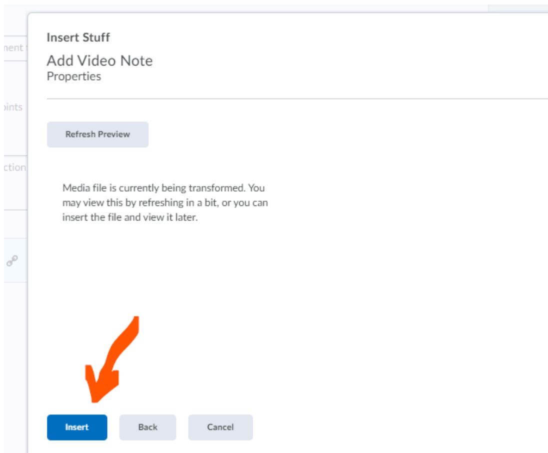
- Use the **New Recording** Button to start/stop recording and then hit **Next**. (*You can do audio-only by covering your camera!*)



- You will then be prompted to give a title and description.
- You can choose English (Canadian) if you want to enable the captions feature for your video.
- Click **Next**

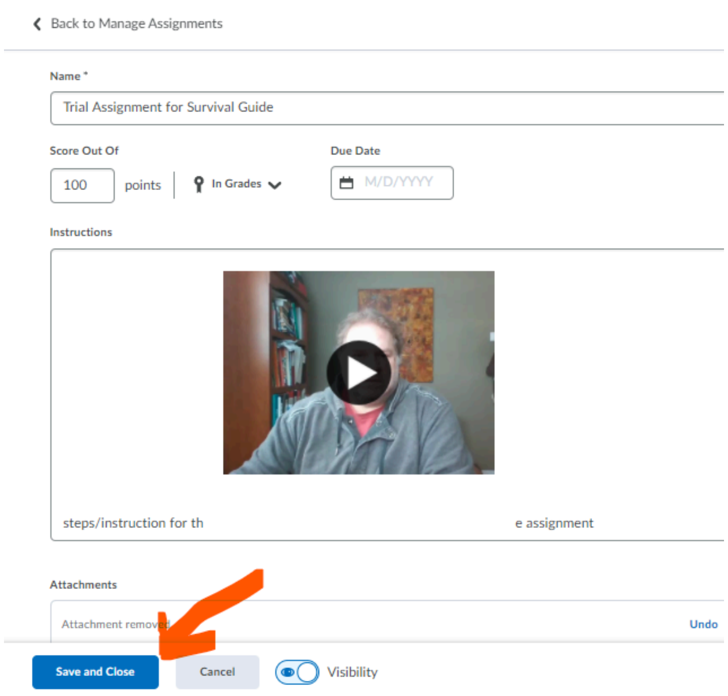


- Click **Insert**

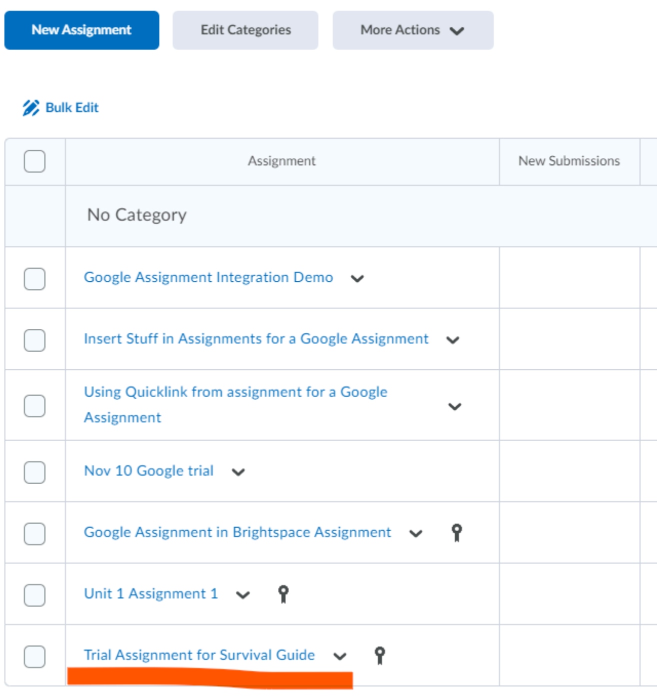


You will now see the video embedded into your html instruction window.

Click **Save and Close.**

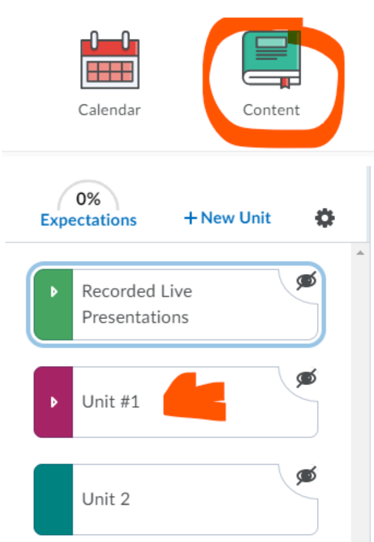


- The assignment will now appear in your list of assignments ready to be placed into your shell, e.g., Content or Activity Feed.

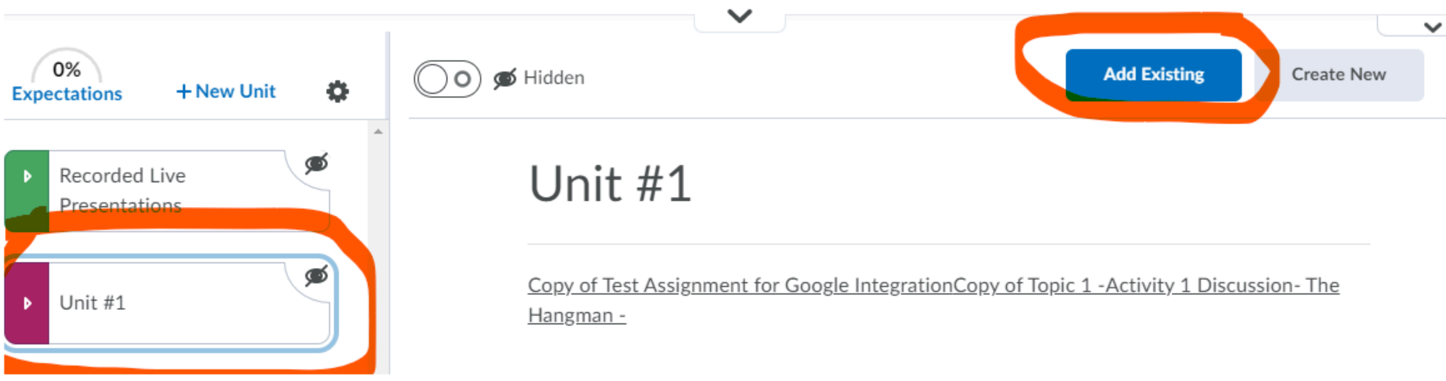


For adding an assignment to Content:

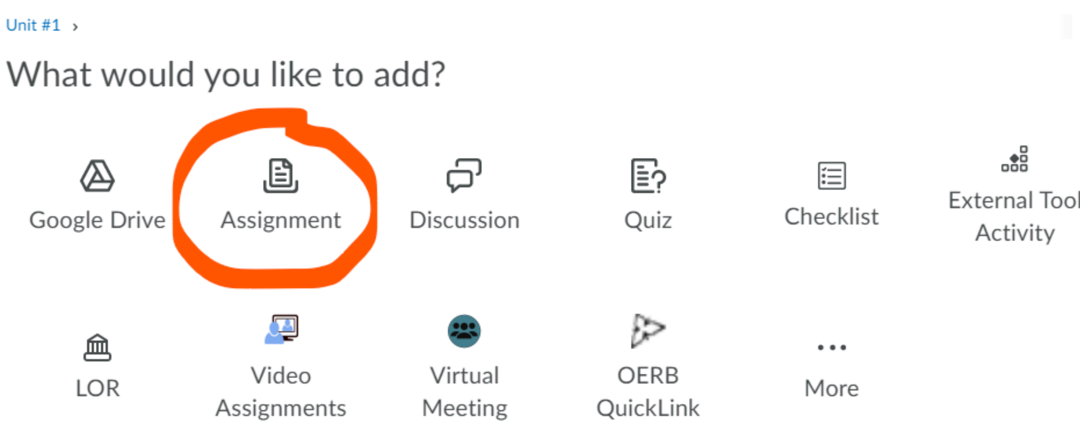
- Navigate to **Content** on the Navbar.



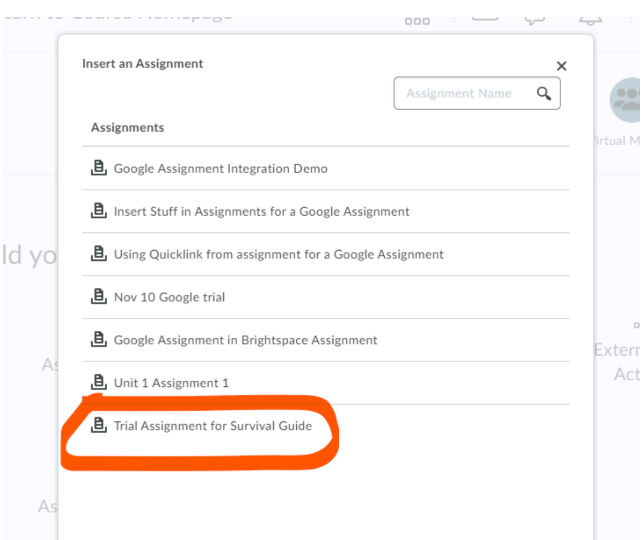
- Select the Module to which you would like to add the assignment (i.e., Unit 1 in this demo).
- Choose **Add Existing**.



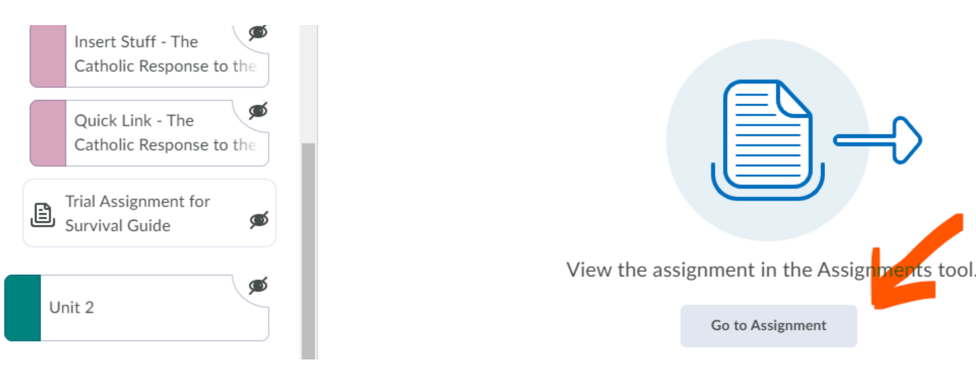
- Select **Assignment**



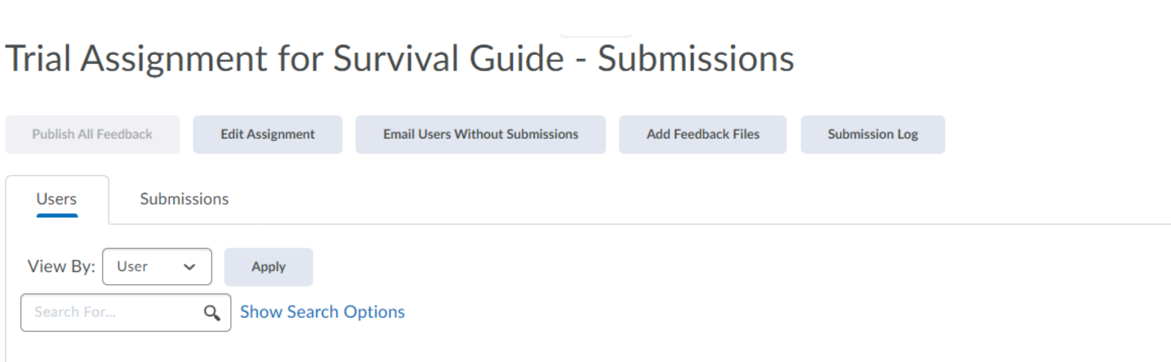
- Choose the assignment you wish to attach.



- You and students can now select **Go to Assignment** to access it.

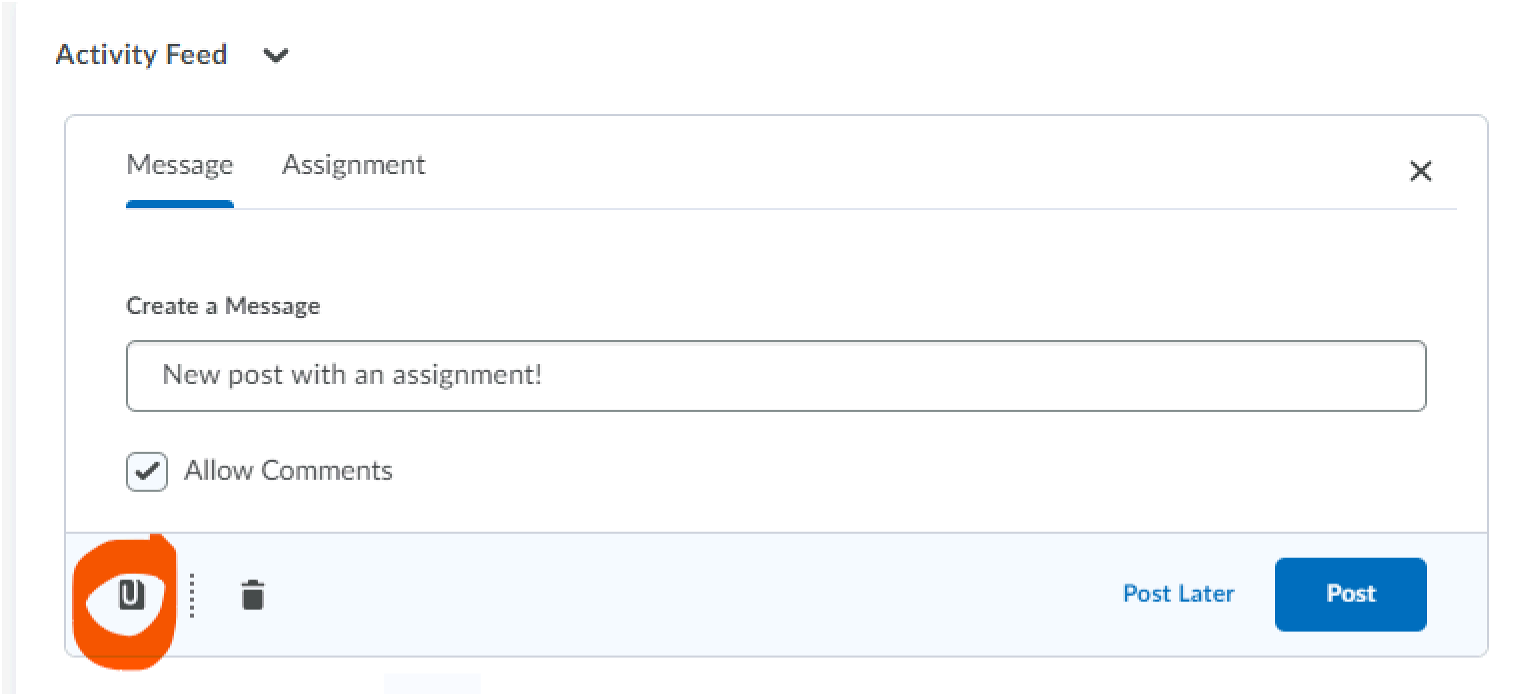


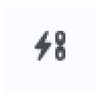
- You will now see: (accessed from your link in Content, or Activity Post or right from the Assignment tool.)

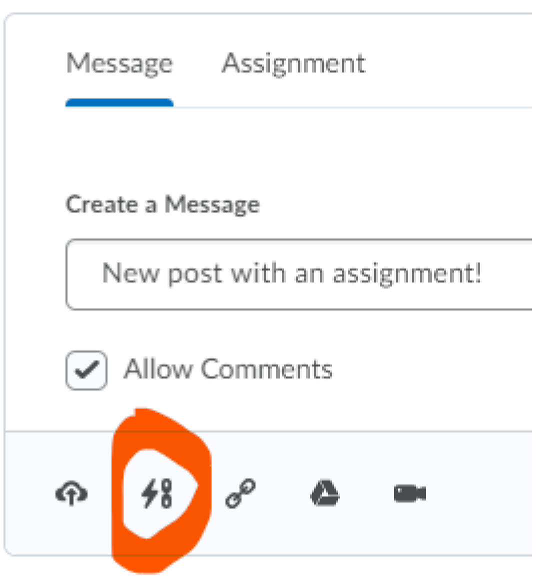


1.

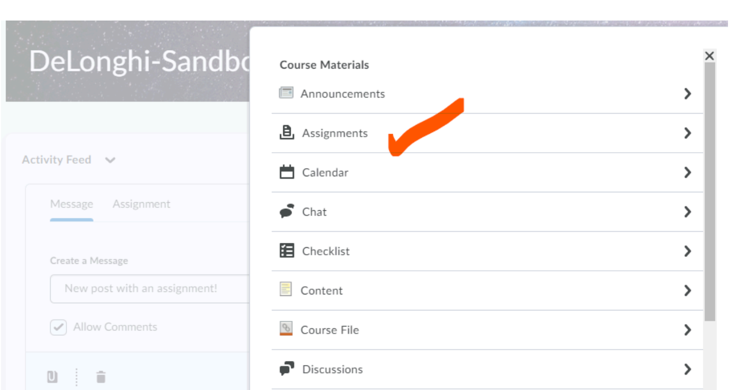
- For Activity Feed, you would follow a similar procedure (as above) to add the assignment to your Activity Feed.



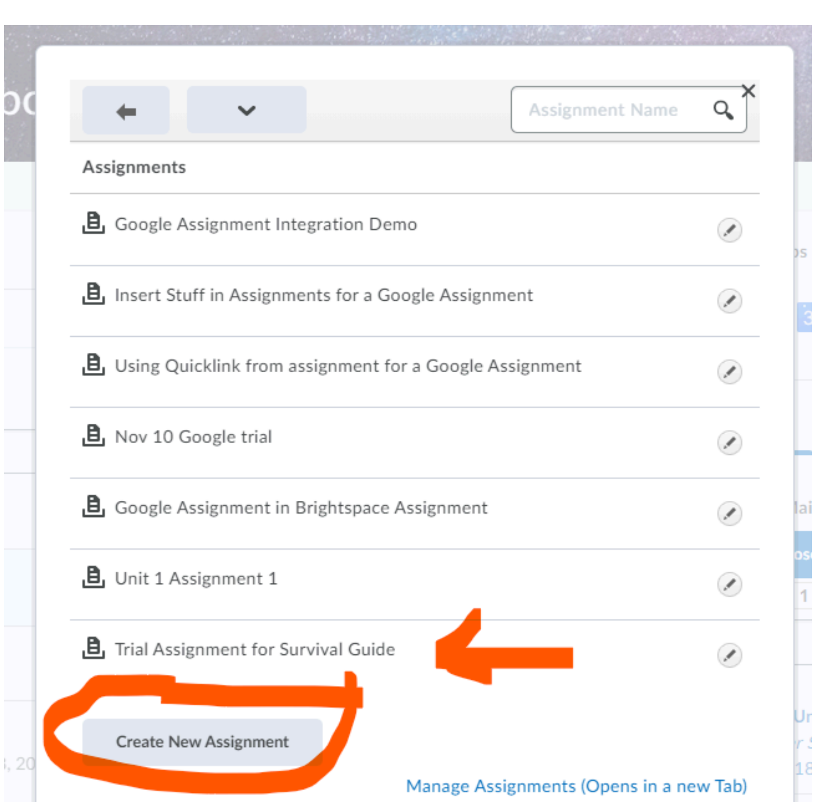
- Now choose Quick  Link



- Choose **Assignments**

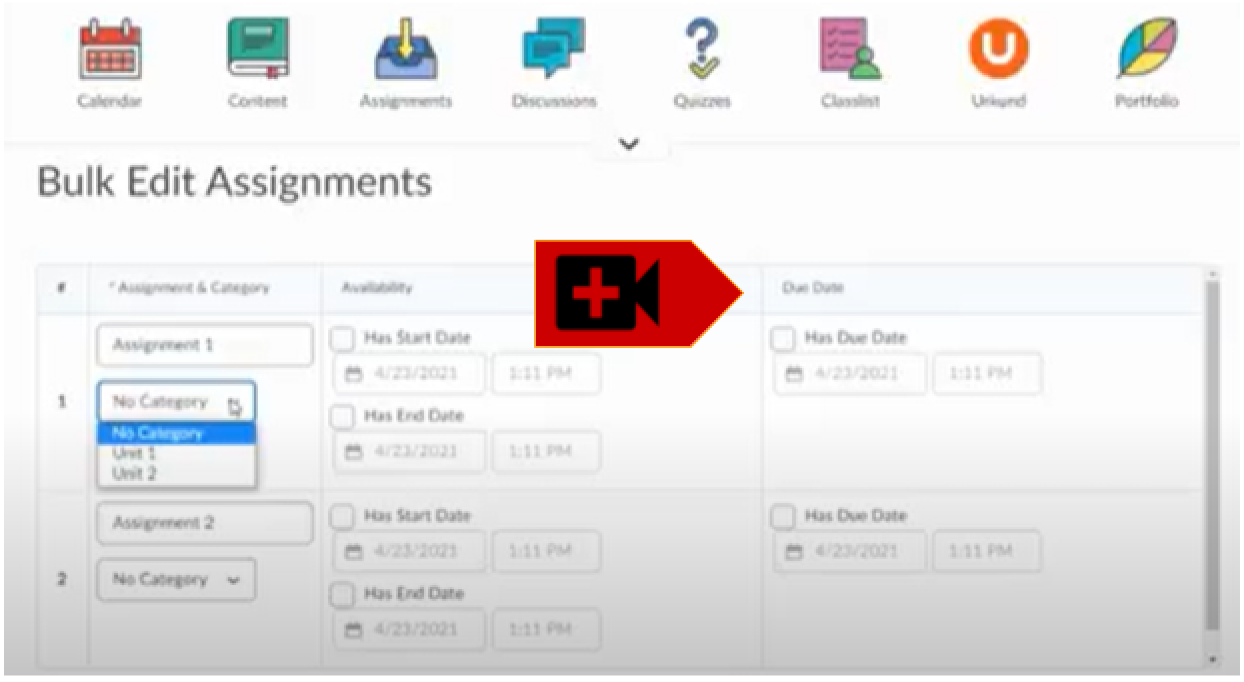


- This will give you the option to choose **an existing assignment** or to **Create a New Assignment**.



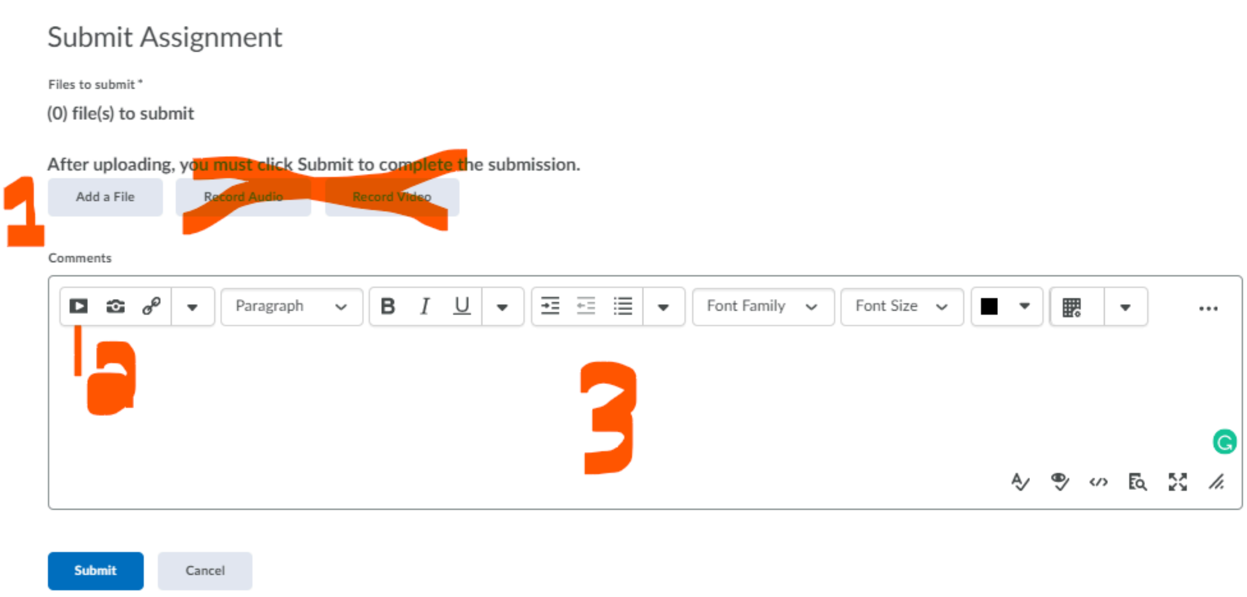
- Creating a new assignment just brings you to the Assignments tool as discussed earlier.

How to organize Assignments into different Categories?



Student view of how they can submit their assignment

- To understand what students will see when they try and submit an assignment, the student view is shown below.
- Notice there are four ways to submit an assignment:
  1. Add a file (e.g., google doc, video, etc.
  2. Record Video Note (*same workflow as for Teachers creating the assignment - in Comment box using* ***Insert Stuff > Add Video Note****)*
  3. Text submission (typing in comment text box).



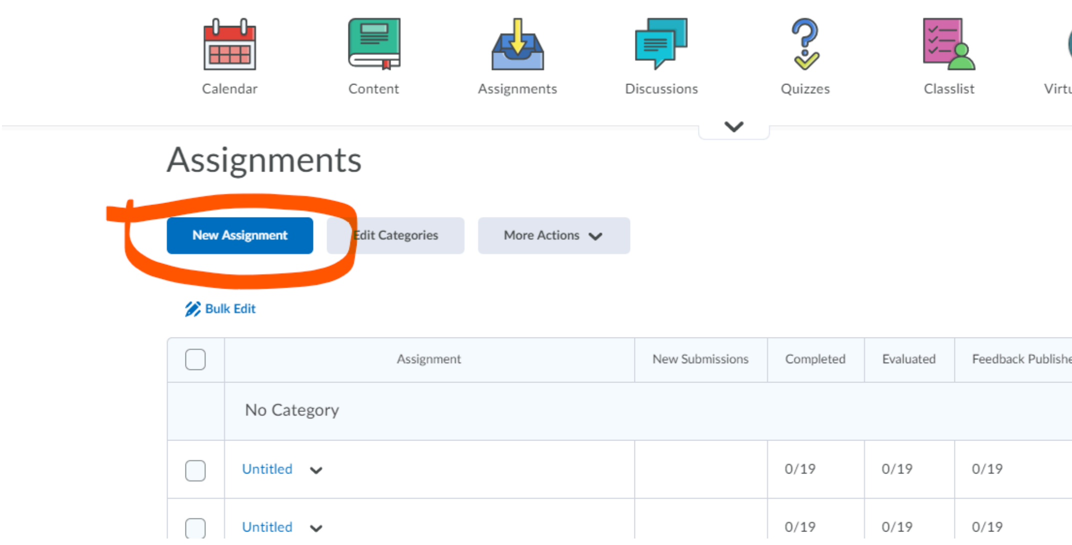
How do I create a Google Assignment in Brightspace?

- You can create a Google Assignment inside of Brightspace, allowing you to make use of the versatility of Brightspace and the familiarity of Google Assignments (and features such as Google Assignment assessment tools, making a copy, and viewing progress of student work)

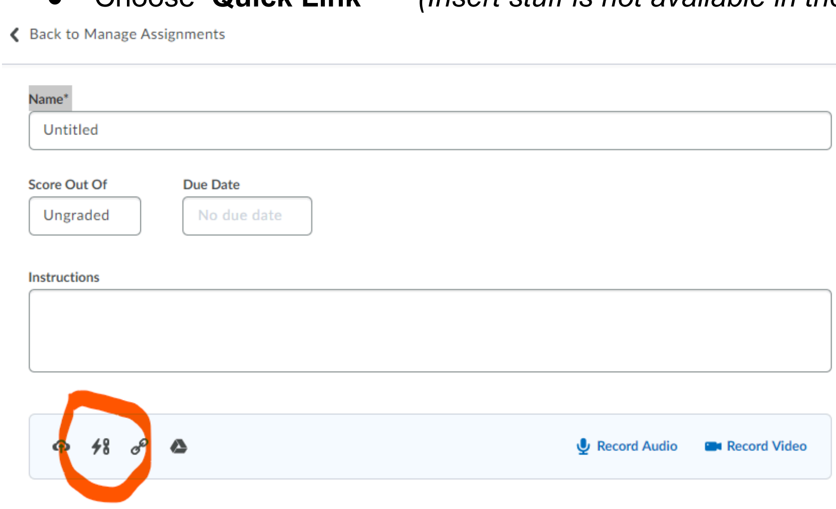
- You have the option to use either **Insert Stuff** or **Quick Link** from various tools such as Content, Assignments, activity Feed, etc.

Option #1 - The workflow presented below is for the Assignments tool.

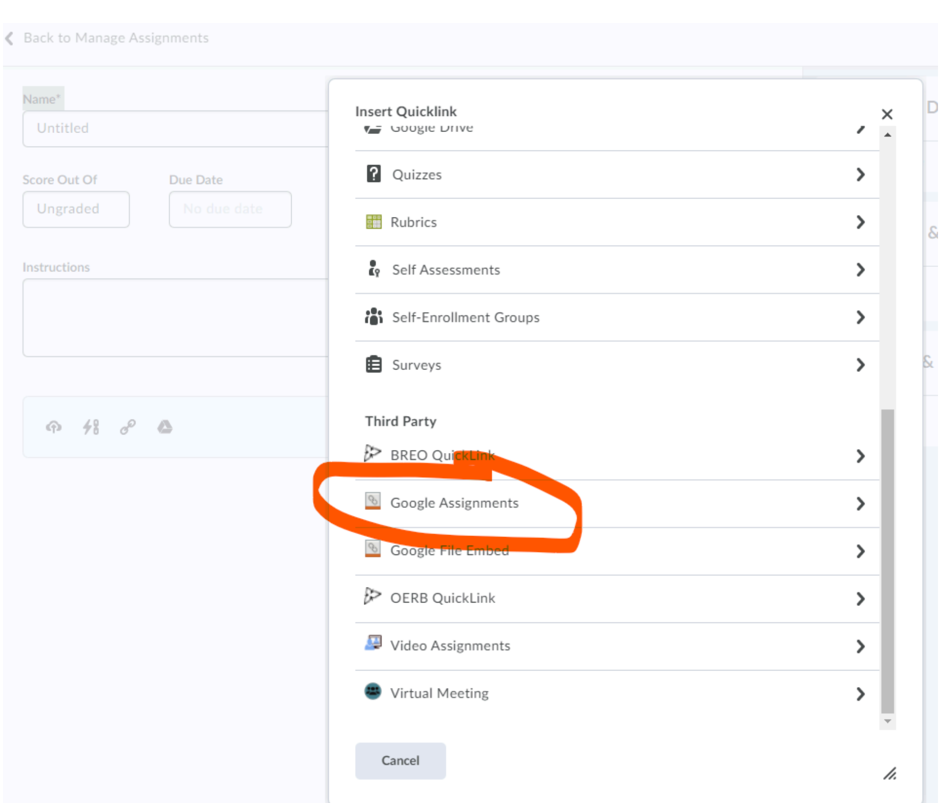
- It is recommended that you post your Google Assignment in the Brightspace Assignment tool, so that you can later access Brightspace tools if you so choose.
- Choose the **Assignments** tool from your Navbar
- Click **New Assignment**



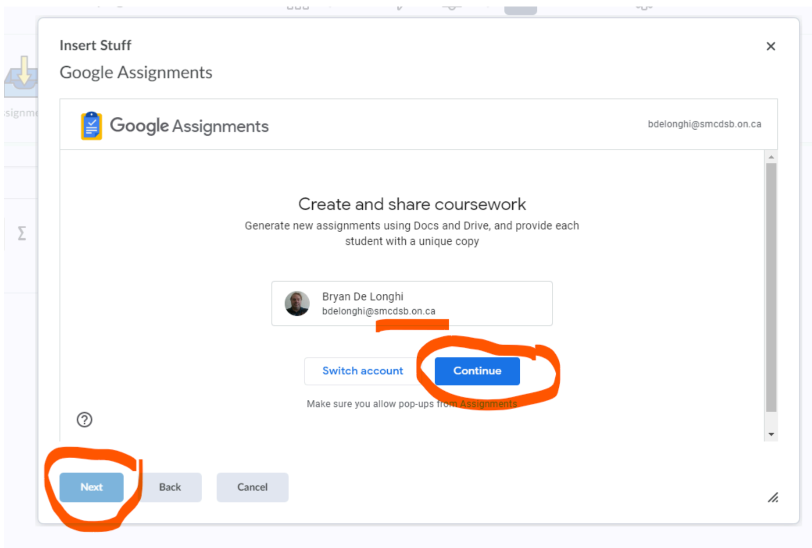
- Choose **Quick Link** *(Insert stuff is not available in the Assignment tool)*



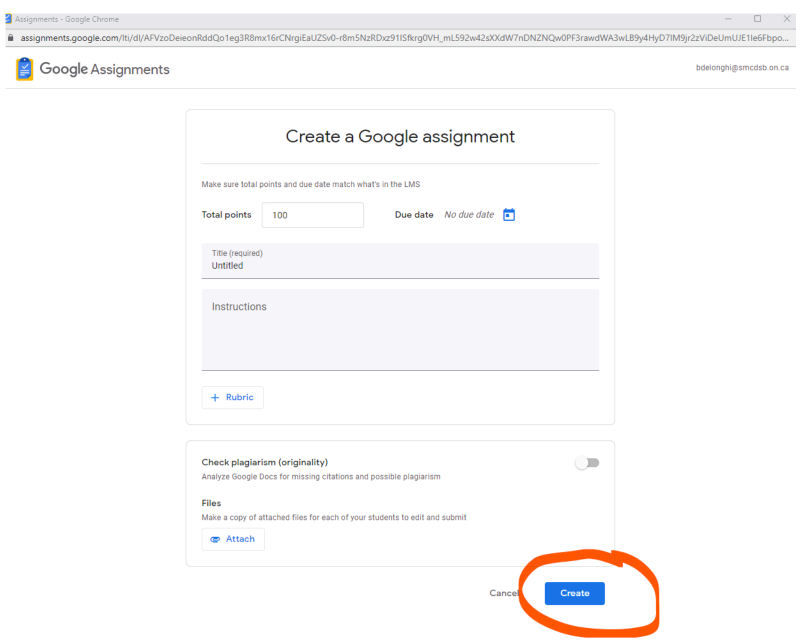
- Now, scroll down and choose **Google Assignments**



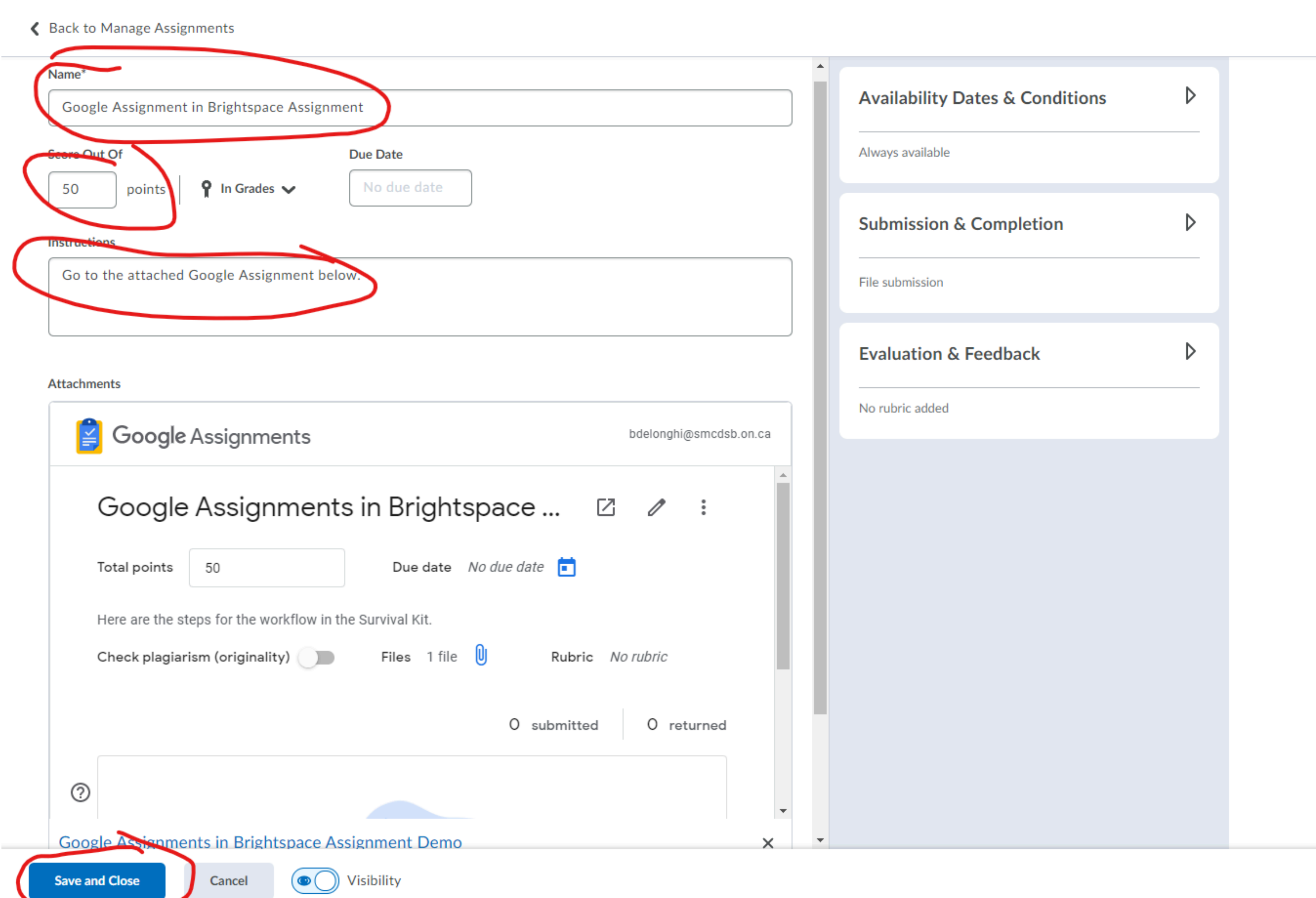
- You will need to choose your @smcdsb.on.ca account and select **Continue** and **Next**



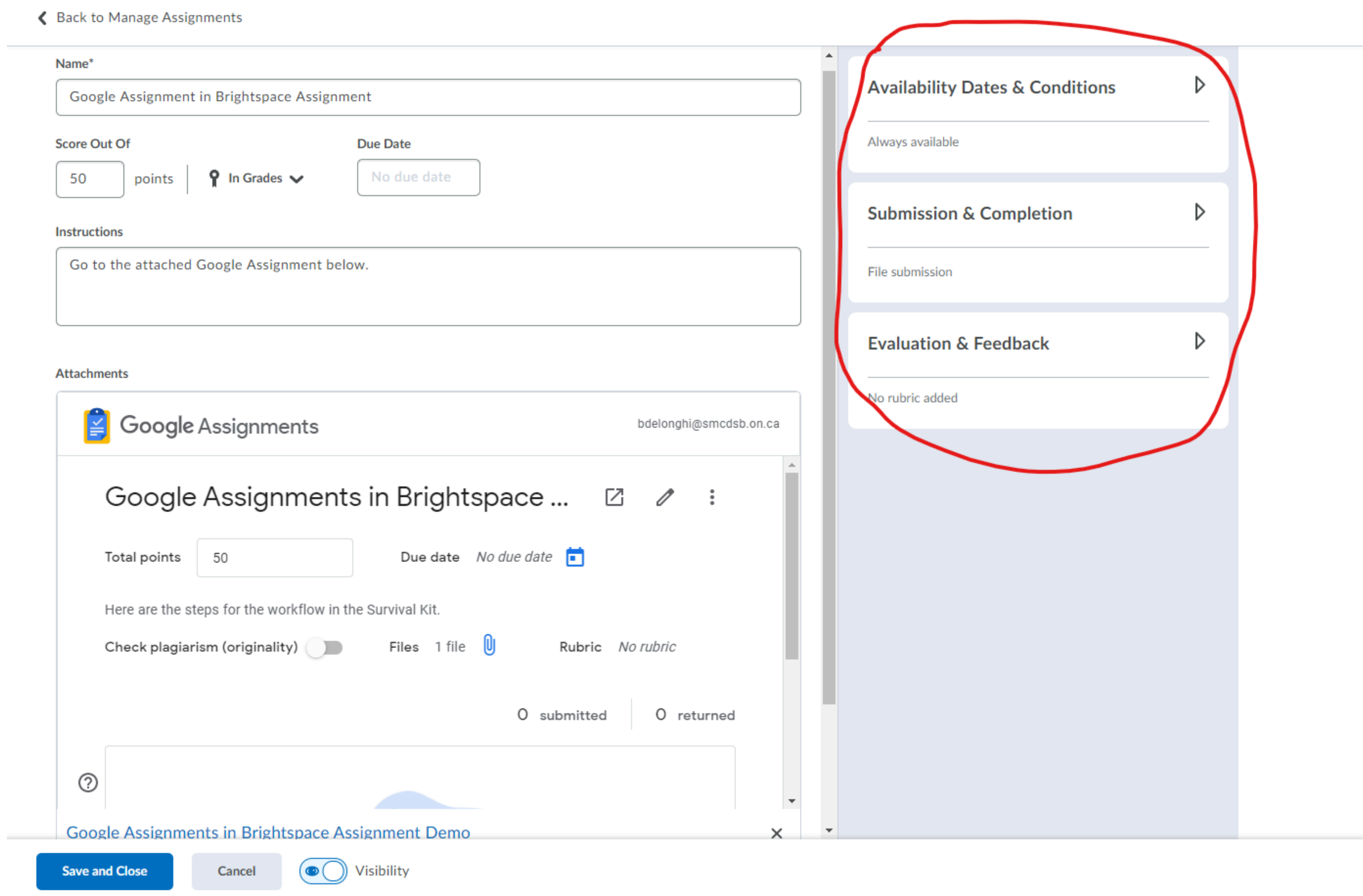
- A Google Assignments window will now open
- Enter the details of the assignment
- Remember to click **Create**



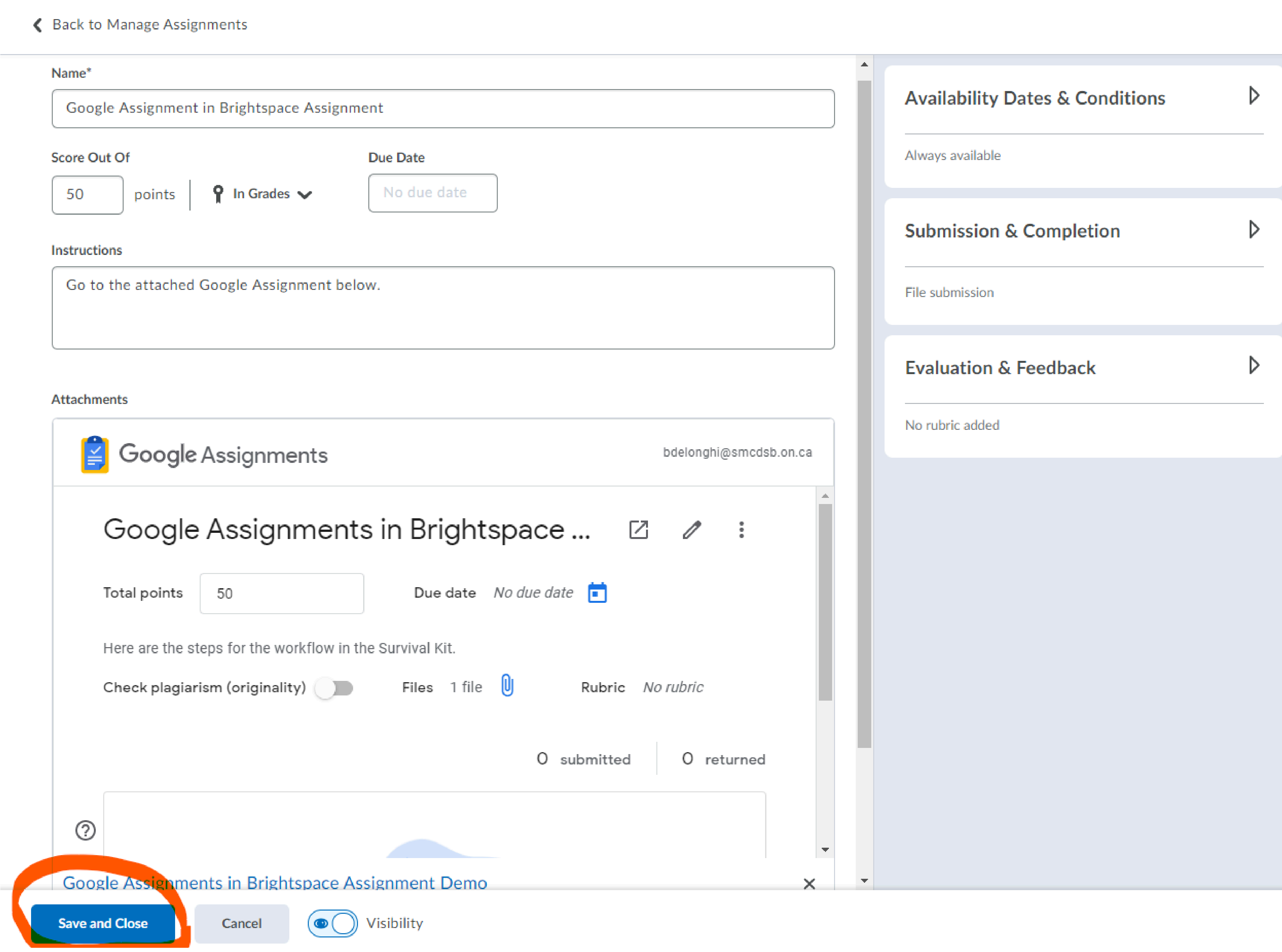
- Complete the details of the Brightspace assignment, such as title, due date, points, etc.
- Click **Save and Close**



- You may now assess with Google assessment tools **or** you may choose to use the Brightspace annotation and assessment tools (circled in red) which can are also linked to the Grades tool in Brightspace.



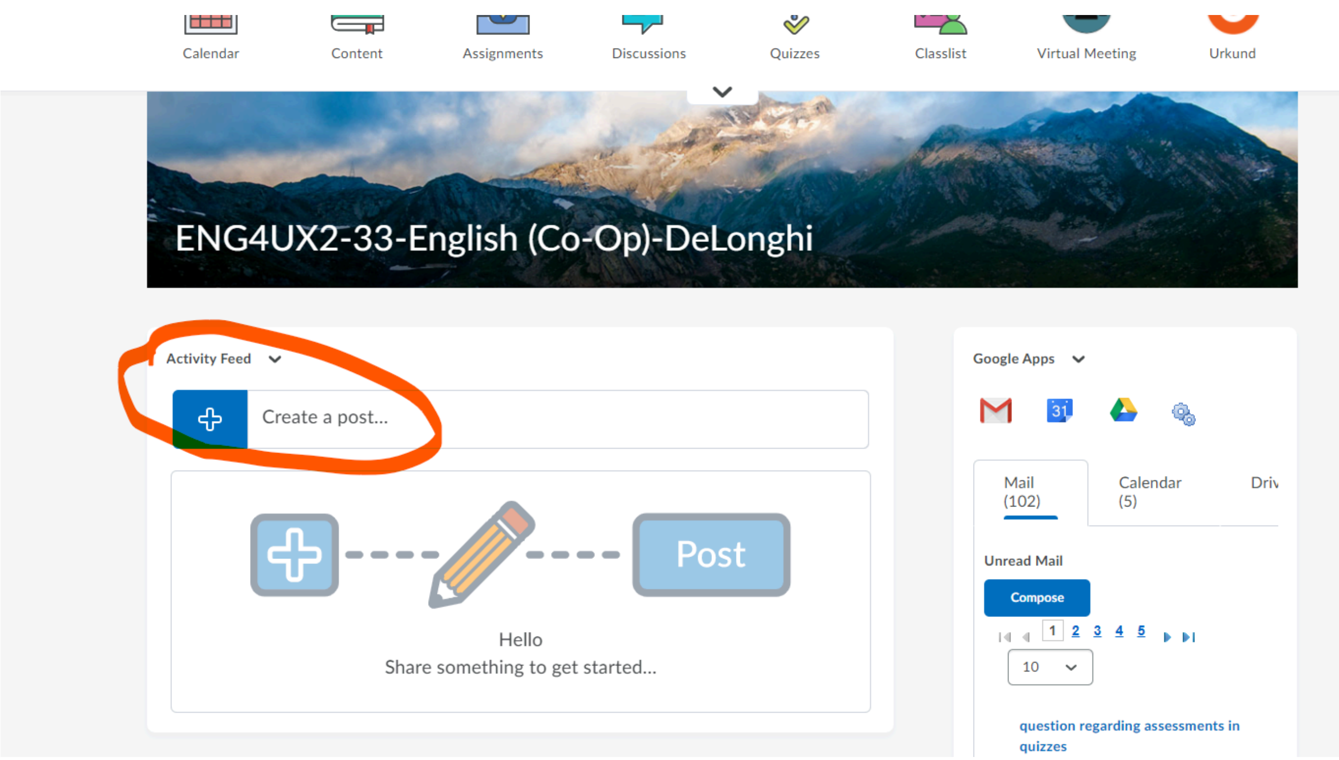
- You will now see this window, where you can maximize your view , or edit the assignment.
- Choose **Save and Close**



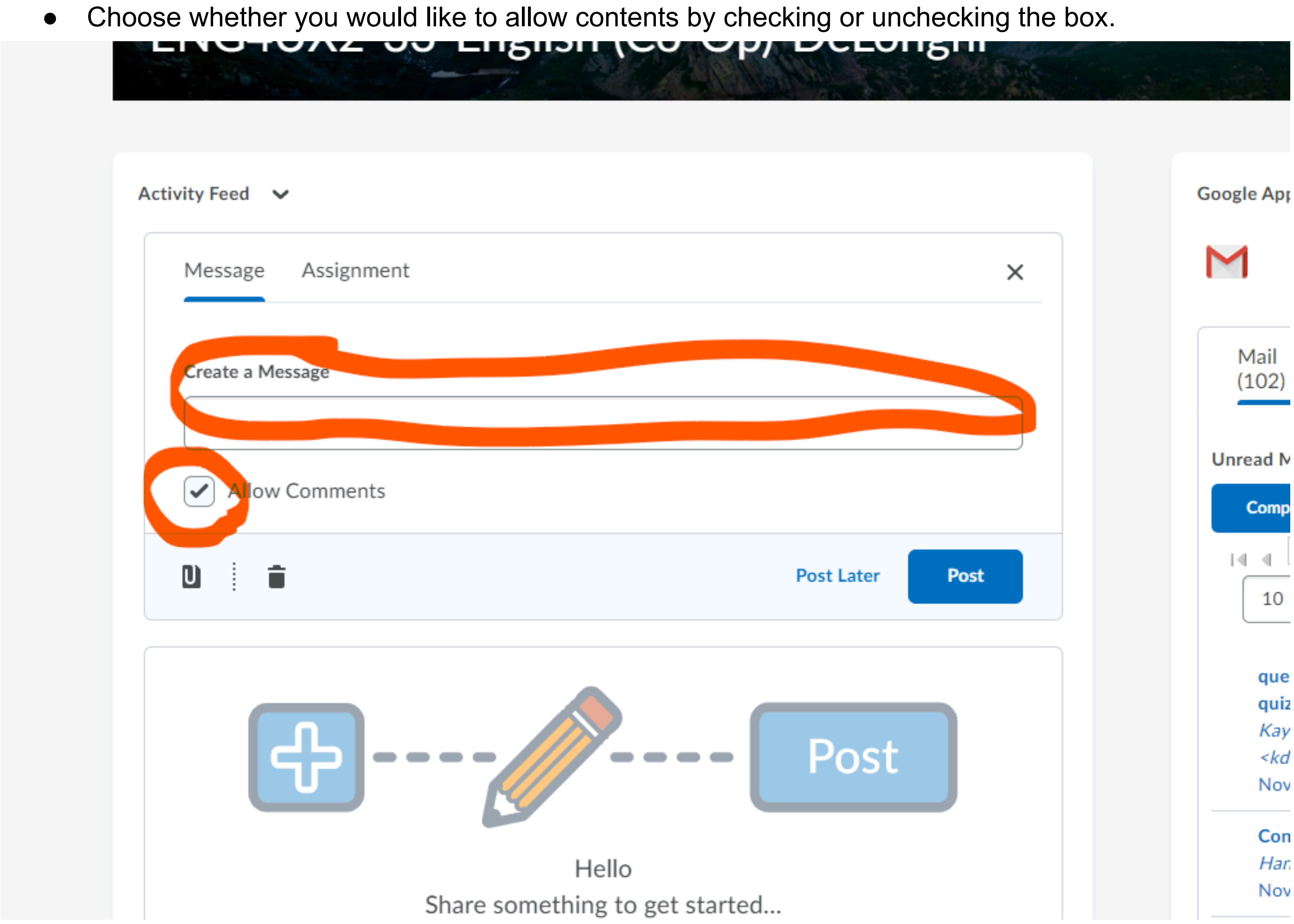
Option #2 - Adding A Google Assignment to Your Brightspace Activity Feed

- Adding a Google Assignment in any Brightspace tool other than the Assignments tool, removes the option of accessing any of the Brightspace assessment features (which is the reason that Option #1 was recommended).
- Inserting a Google Assignment into Content or Activity Feed may follow your course presentation style though, thus Option #2

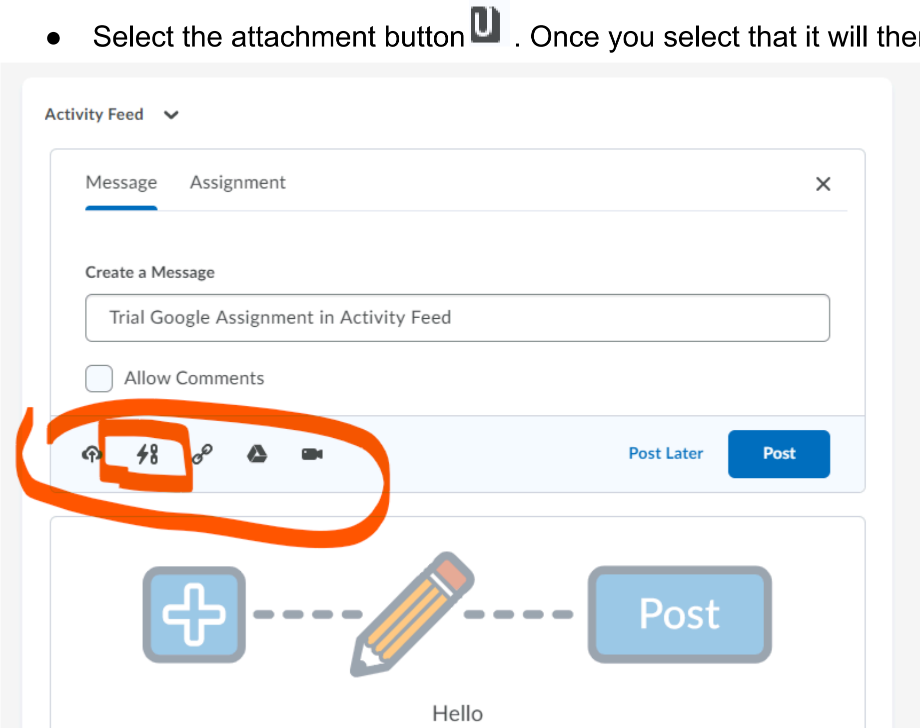
- Go to your Activity Feed Widget and select **+ Create a post…**



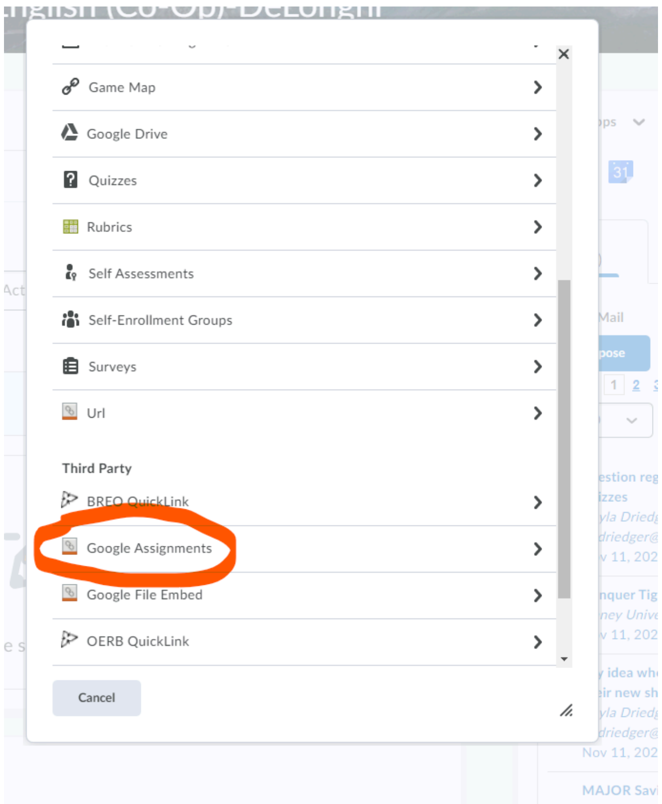
- Type in the message you would like in the post
- Choose whether you would like to allow contents by checking or unchecking the box.



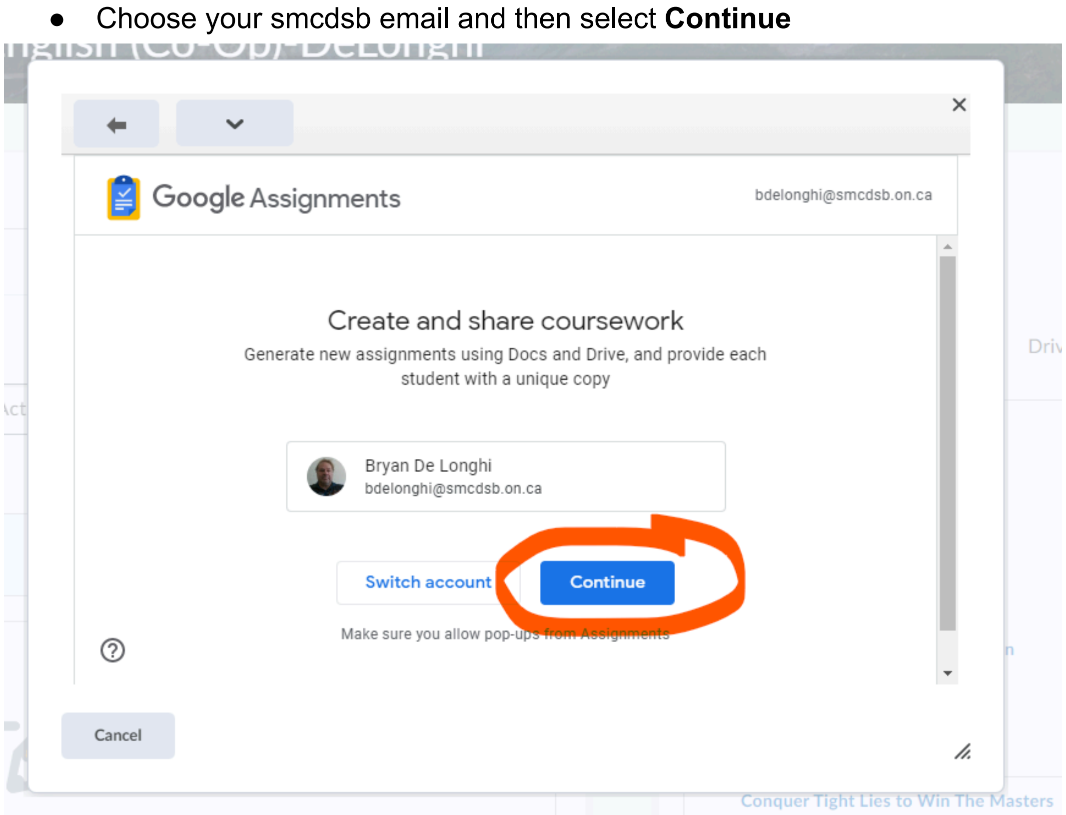
- Select the attachment button . Once you select that it will then show: 



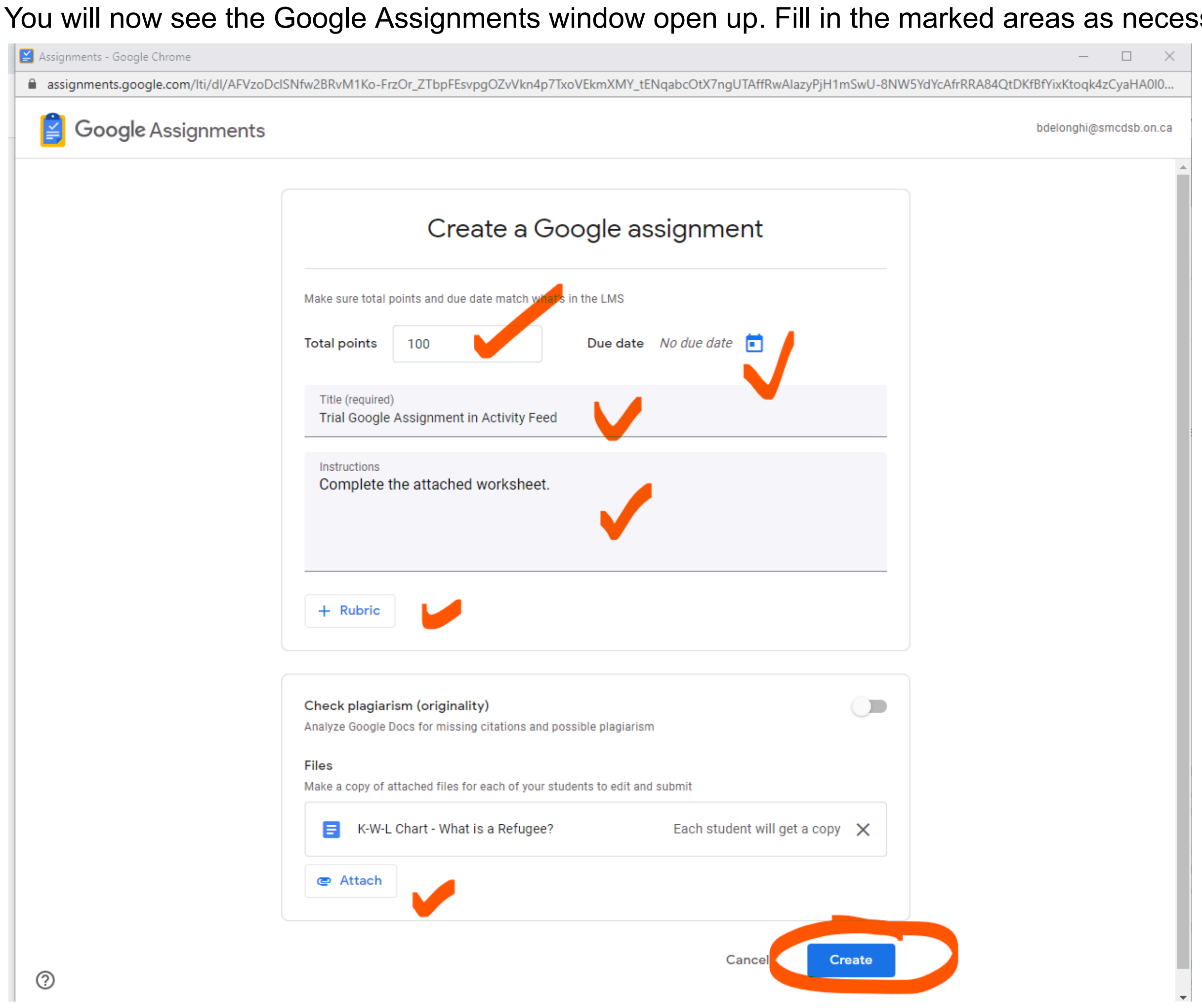
- Choose the Insert Stuff button
- You will now see this pop-up, scroll down and select **Google Assignments.**



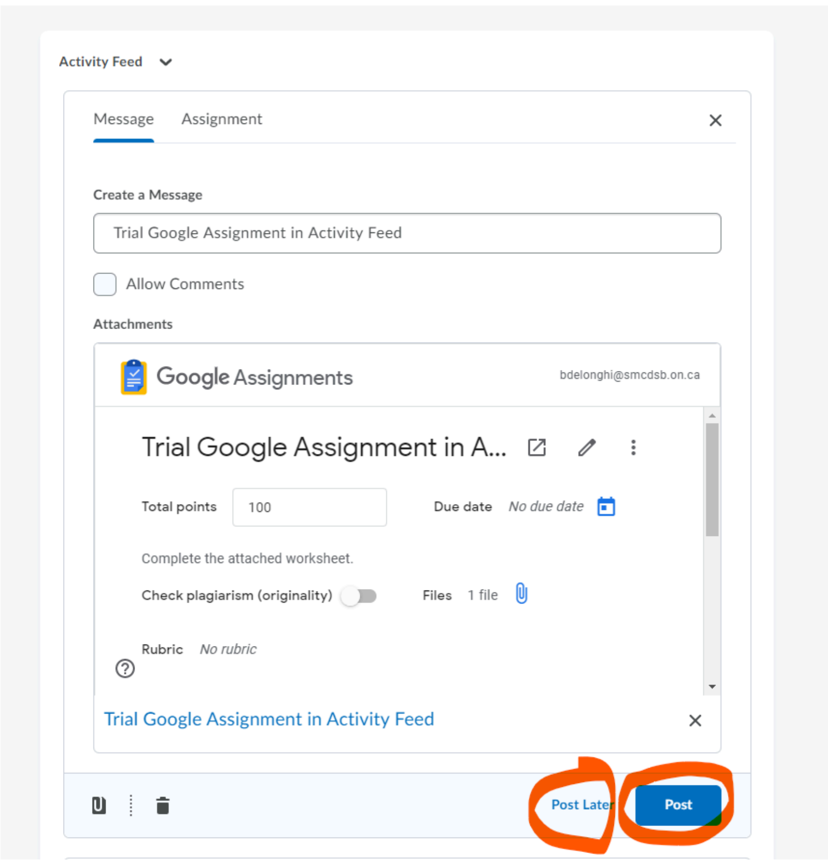
- Choose your smcdsb email and then select **Continue**



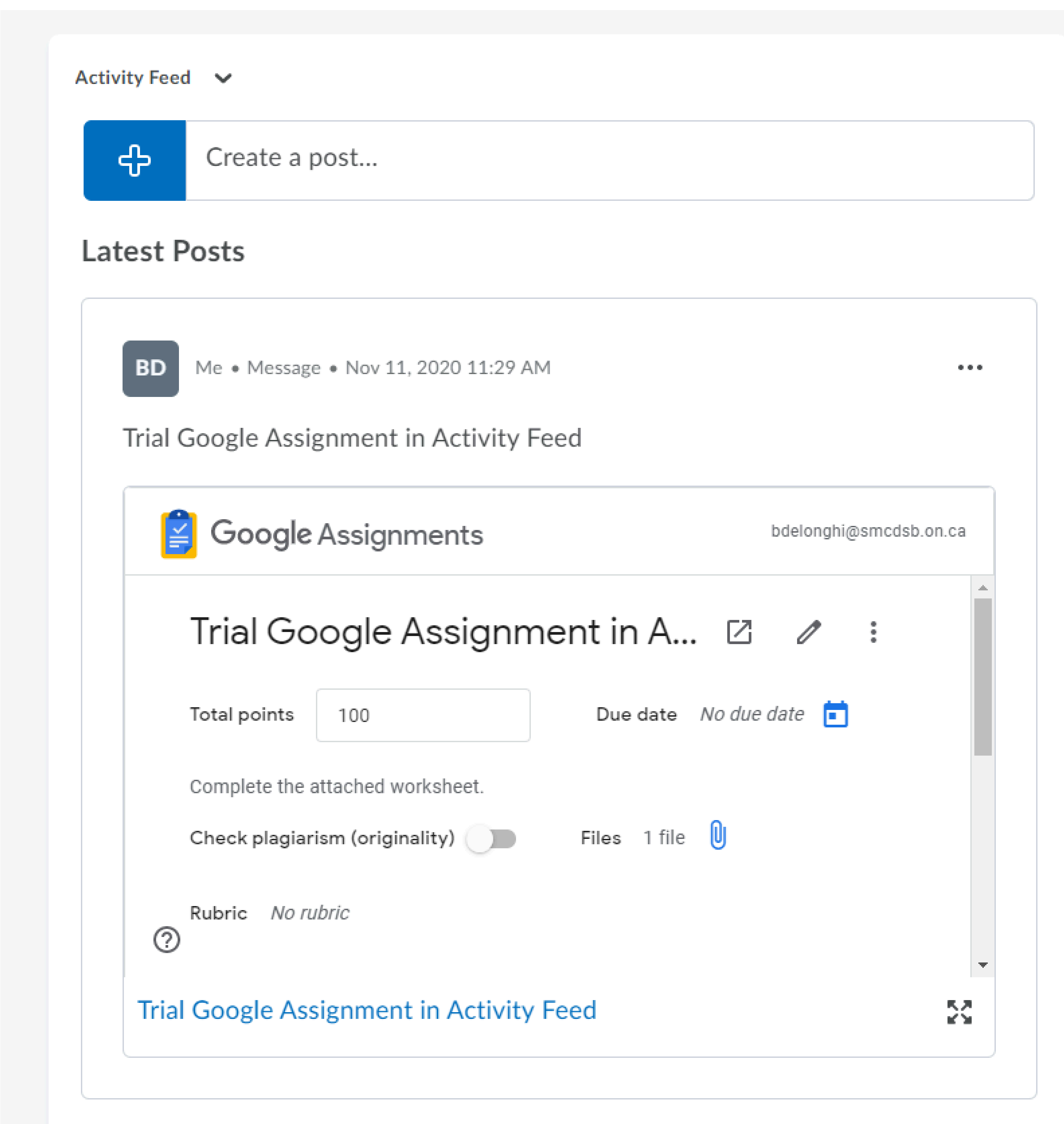
- You will now see the Google Assignments window open up. Fill in the marked areas as necessary. Click **Create** to finish.



- You will now see the Google Assignment in the Activity Feed. Select **Post** or **Post Later** to delay it's release



- This is how the assignment will appear in Activity Feed



- You will need to click the title or the maximize icon to see the whole assignment. (A suggestion is that you maximize before trying to edit the assignment.)
- You will now be in the familiar environment of a Google Assignment. The student submissions will populate in this window as you are used to seeing. Please note that this assignment will not have access to the Brightspace assessment tools, only the Google Assessment tools (unless you go back to option #1 and put into Brightspace Assignments).

Who can I contact to get technical support?

- Call D2L's Technical Support Line at **1-800-222-0209** **(It is available 24/7)**

- Online help through D2L and other resources

Or contact one of us....

Erin Varsava
Elementary TELT Contact

evarsava@smcdsb.on.ca

Michael Timpano
Secondary ICT Consultant

mtimpano@smcdsb.on.ca

or

Bryan De Longhi
Online Teacher/ Brightspace Support

bdelonghi@smcdsb.on.ca

or

Jeff Carron
Secondary STEM Consultant
jcarron@smcdsb.on.ca