

Note that this kit is out of date as of September 2025. Please access the updated version [HERE](#).



SURVIVAL KITfor teachers

Learning Management System

Table of Contents

Survival Kit for Students

Getting Started

- [Where do I login into Brightspace?](#)
- [Forgot my password?](#)
- [Where do I find my courses/class?](#)
- [How do I activate my Course Shell?](#)
- [How do I enroll in open courses?](#)

Content Management

- [How do I import Ministry content into my shell?](#)
- [How do I add my own Units \(modules\), Lessons, and Content?](#)
- [New Content Experience vs. Old Content Experience](#)
- [How do I add Curriculum Expectations to Content & Activities](#)
  - [Building Modules](#)
  - [Aligning Expectations](#)
  - [Setting Release Conditions, Posting Activities](#)
- [How do I insert files from my Google Drive to the content section?](#)
- [How do I insert a link to a Google Drive item in the Activity Feed or Announcement widget?](#)

Student and Course Enrollment Management

- [How do I enroll a Student/Educator into my Classlist?](#)
- [How do my students access my course page?](#)
- [How do I Sync my Google Drive Account?](#)
- [How do I track student progress?](#)

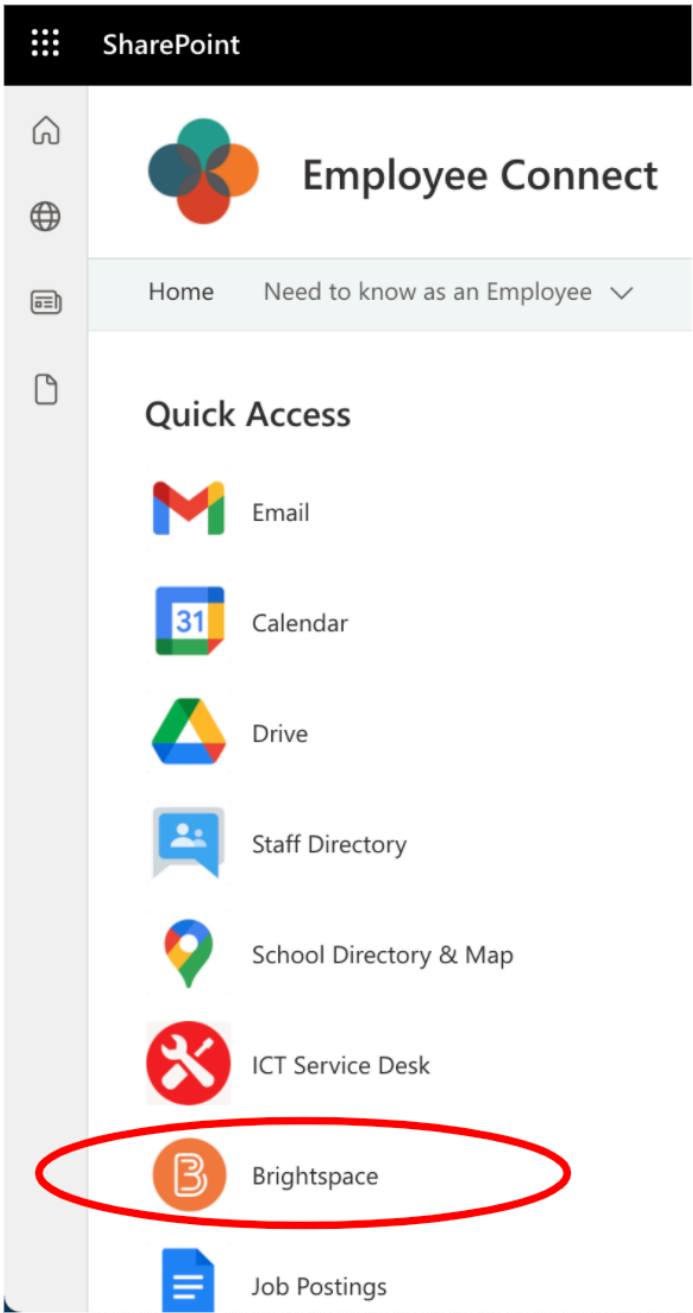
Course Layout & Tools

- [How do I use the Activity Feed Widget?](#)
- [How do I add widgets to my course homepage?](#)
- [How do I customize my NavBar and Homepage?](#)
- [How do I create a custom NavBar button \(to another page or outside source\)?](#)
- [How do I change the course offering name?](#)
- [How do I create a Microsoft Teams meeting?](#)
- [What is the Portfolio Tool?](#)
- [How do I use the Portfolio Tool?](#)
- [How can I sync my course calendar to my personal calendar?](#)
- [Show Bookmark Bar](#)
- [How can I embed a YouTube video?](#)
- [How can I embed a video file that is saved in my Google Drive?](#)
- [How can I create a quiz?](#)
- [Handing back quizzes - How do I manage what students see \(Submission View\)?](#)
- [Creating a Document \(for a Hard Copy\) from Quizzes](#)
- [How do I create a Discussion?](#)
- [How do I Build and use a Checklist?](#)
- [How can I integrate the External Learning Tools?](#)
- [How can I create a custom photo slideshow widget?](#)
- [How do I create an assignment?](#)

- [How do I create a Google Assignment in Brightspace?](#)
- [Who can I contact to get technical support?](#)

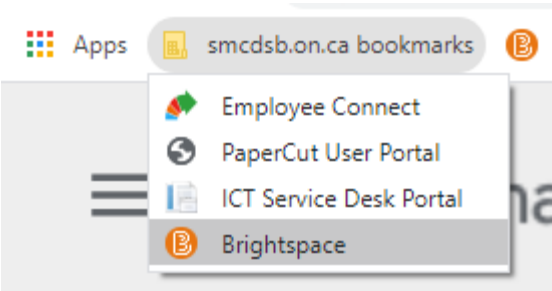
## Where do I login into Brightspace?

**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.



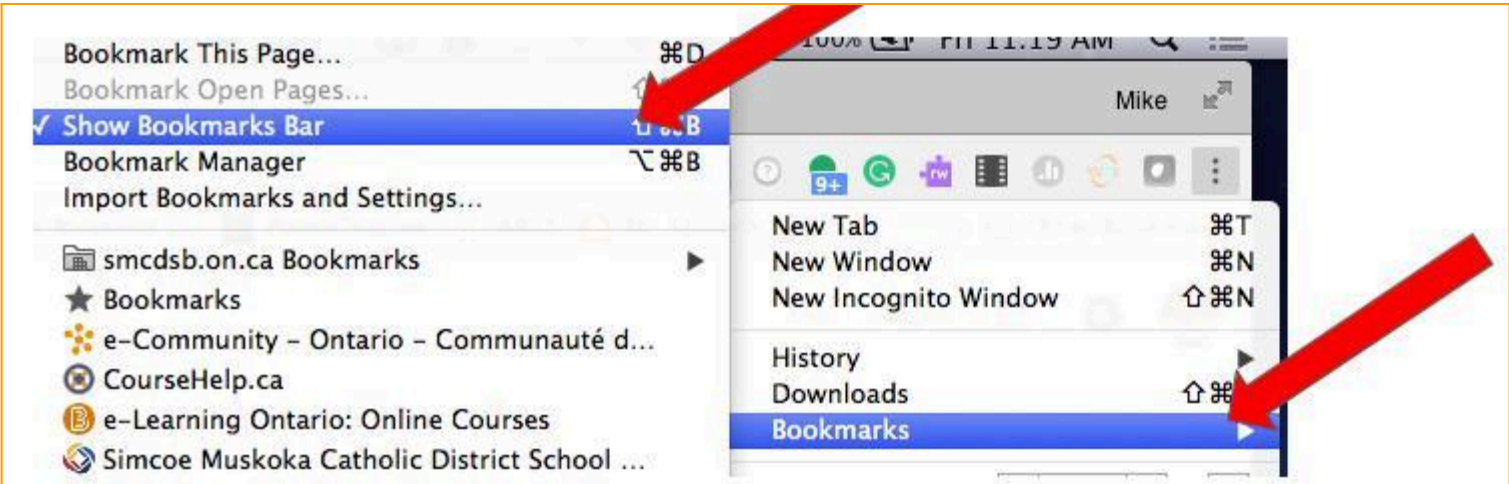
### Show Bookmark Bar

**\*\*\*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.

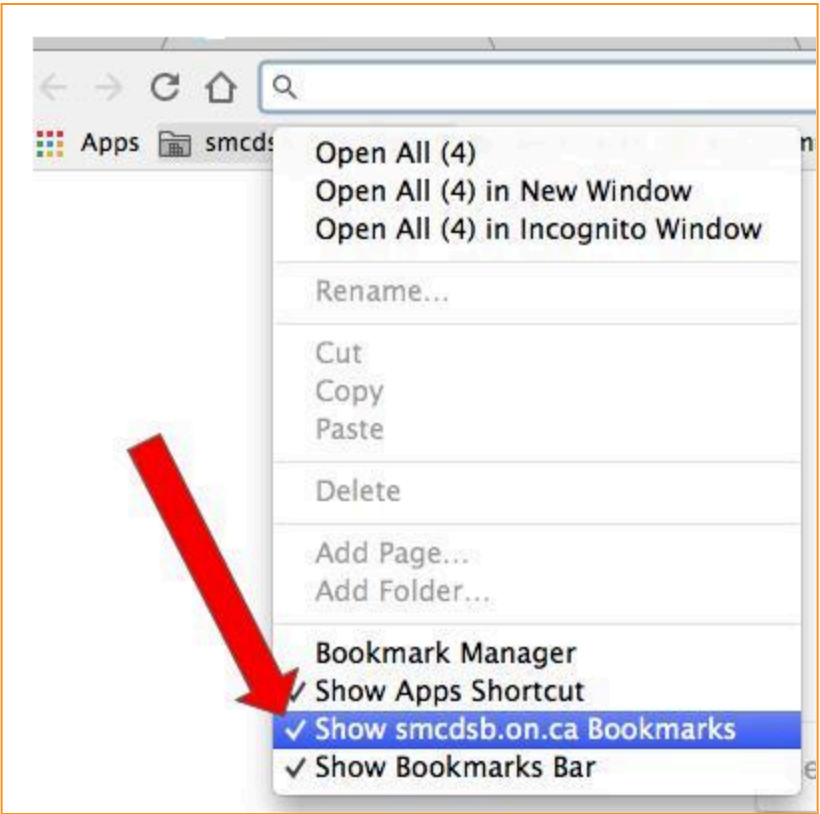


b) From the pop-up menu select “bookmarks”, and then click on “show bookmarks”

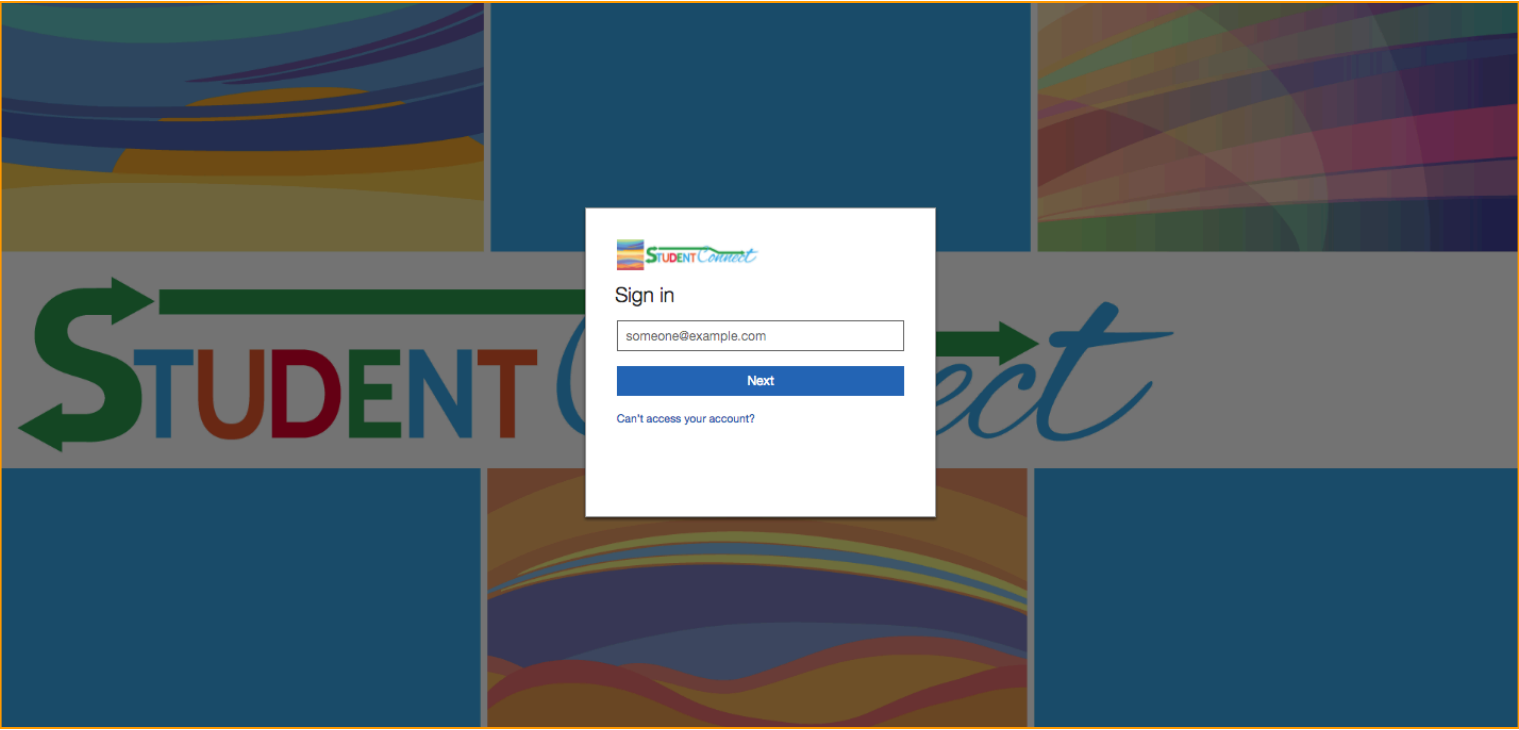


c) Your bookmark bar will now be visible at the top of the Chrome browser under the address bar.  
\*\*\* If the “smcdsb.on.ca” folder is not visible on the bookmark bar follow these steps:

- 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.



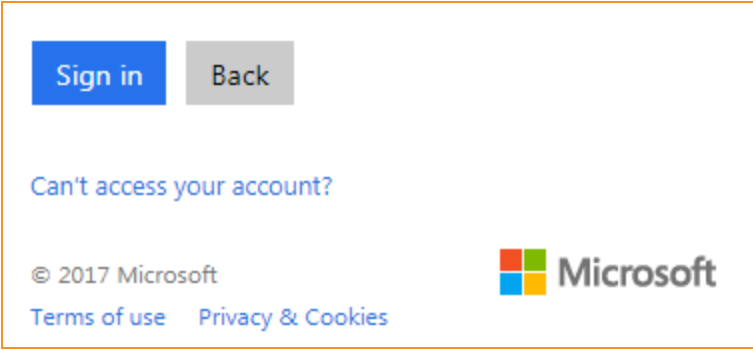
- Finally, enter **Your Full Email** (@smcdsb.on.ca)  
**Password:** (same as the one you use to login in to a board device)





## Forgot my password?

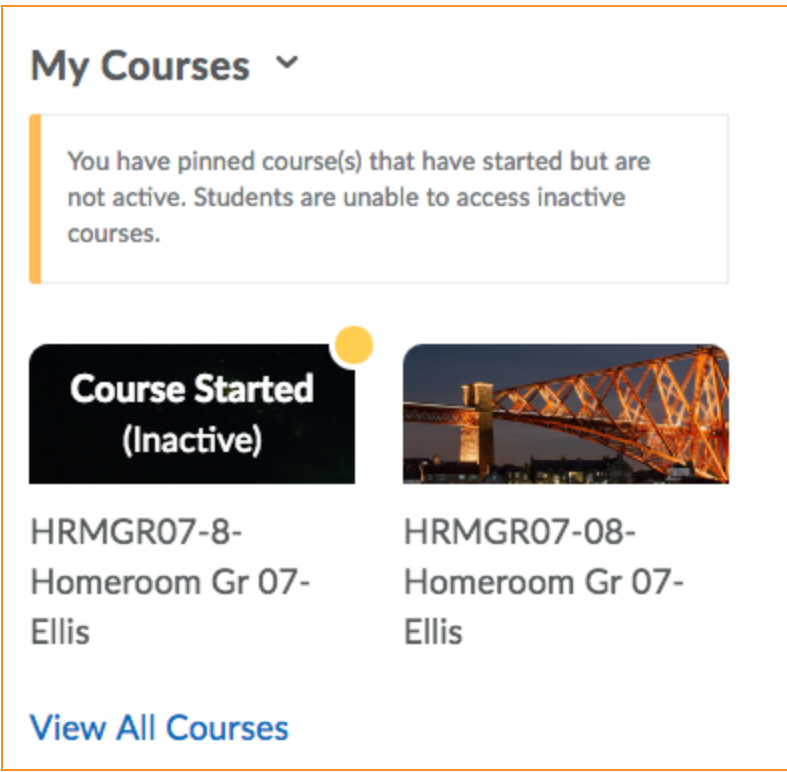
- If login does not work click **Can't access your account?** link and follow prompts.



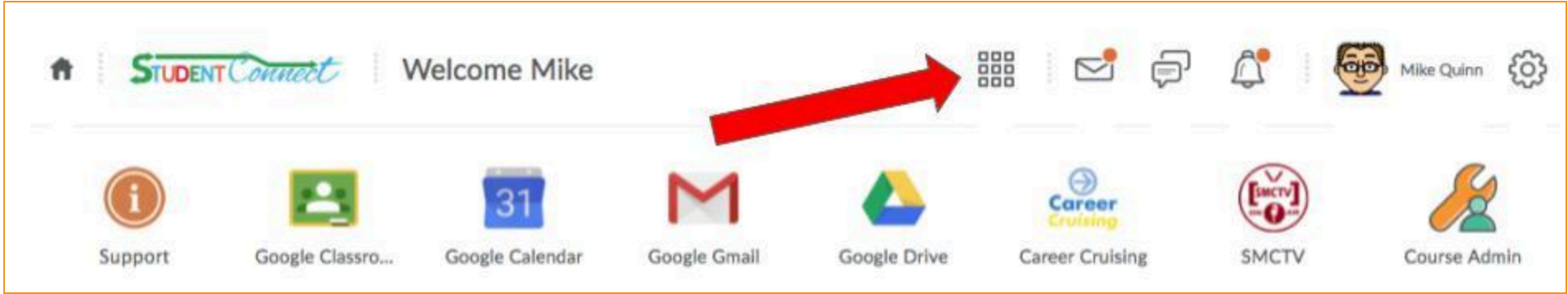
- If you are still experiencing issues logging in to your Google account please call **Help Desk** at **705.722.3555 x317** or via **email** at [helpdesk@smcdsb.on.ca](mailto:helpdesk@smcdsb.on.ca).

## 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.

  
Support

  
Discover

  
K-8 Tools

  
Gr. 9-12 Tools

  
Quick Eval

  
Google Drive

  
Xello

  
Religion

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

  
Support

  
Discover

  
K-8 Tools

  
Gr. 9-12 Tools

  
Quick Eval

  
Google Drive

  
Xello

  
Religion

Discover



[Browse All Content](#)

Featured



OSSLT Prep Course 2021-22

OSSLT PREP COURSE 2122 • 2122

New

[View All](#)



Experiential Learning Lead

EXPERIENTIAL\_LEARNING\_1920\_NO

GA-MCARTHUR • 7 1920



Guidance & Career

Education Curriculum



HINTON Ontario Youth

Apprenticeship Program



Math en FLS

BL\_OTH\_FRENCH-

324324 1920 EDASEP • 7 1920

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.

  
Support

  
Discover

  
K-8 Tools

  
Gr. 9-12 Tools

  
Quick Eval

  
Google Drive

  
Xello

  
Religion

Discover >

OSSLT Prep Course 2021-22

Enroll in Course

Course Info

End Date

June 30, 2022

Course Code

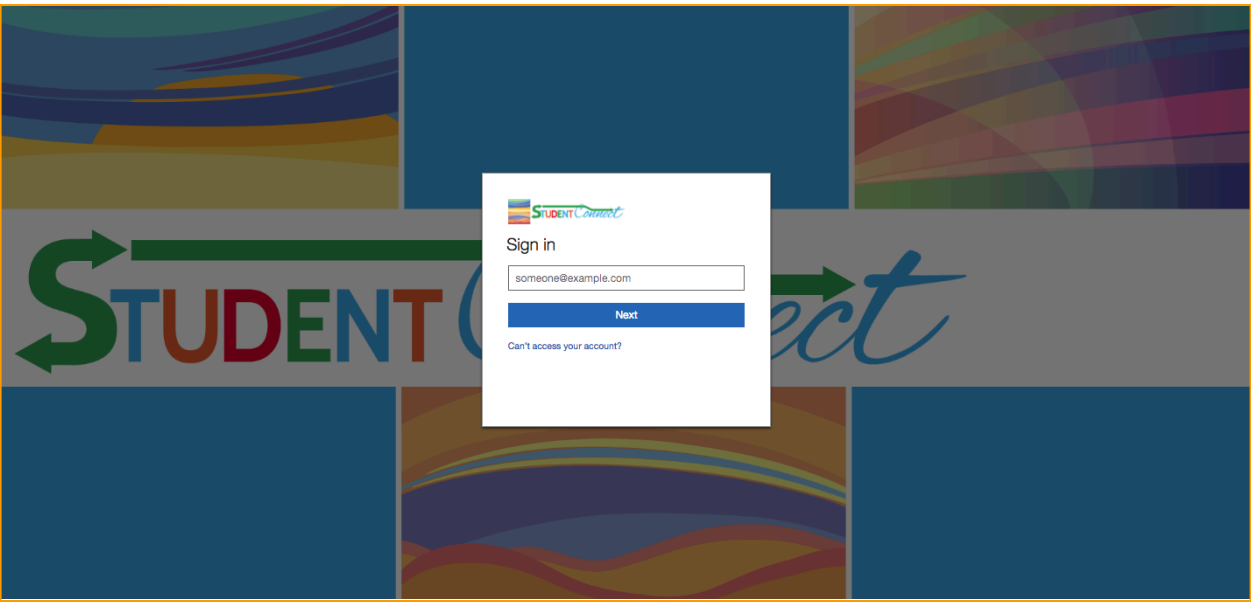
OSSLT Prep Course 2122

Course Description

Prep course for students and teachers.

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)



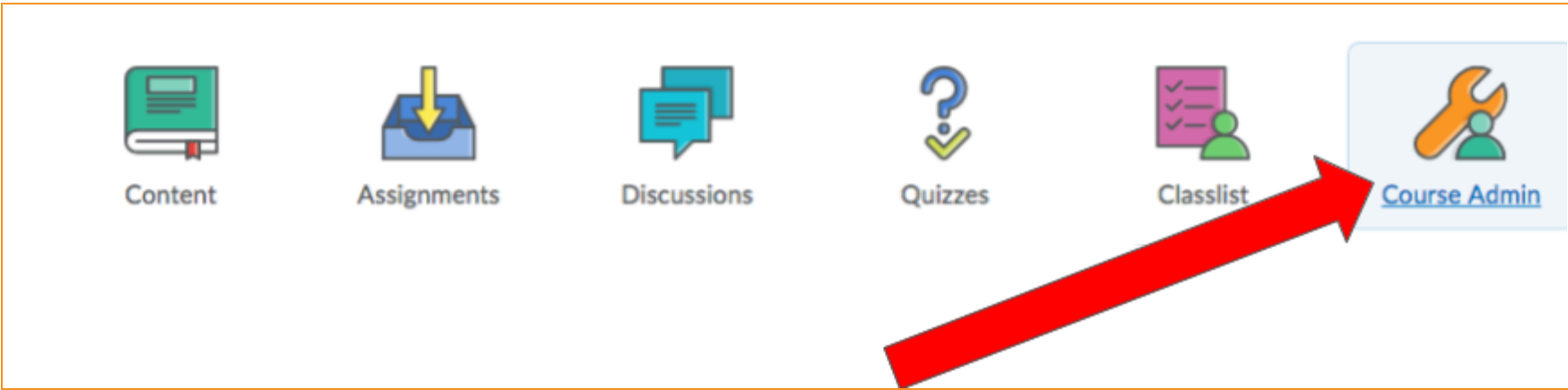
At home, go to [smcdsb.elearningontario.ca](https://smcdsb.elearningontario.ca) and bookmark the page



- 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?

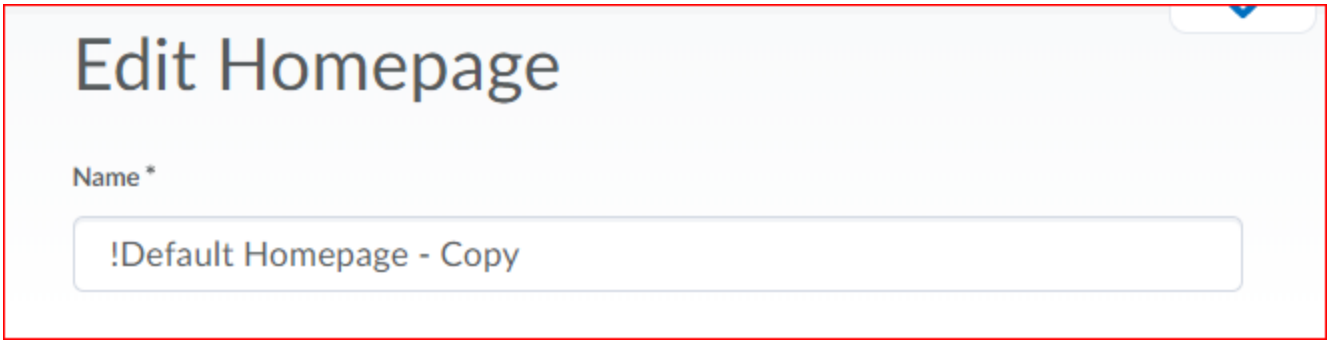
- From your course homepage click on the “Course Admin” button.



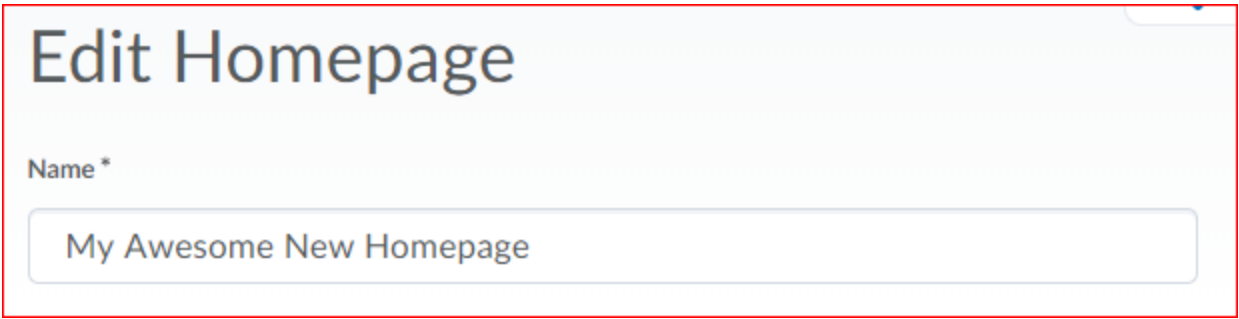
- In Course Admin, click on “Homepages”.



- 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.



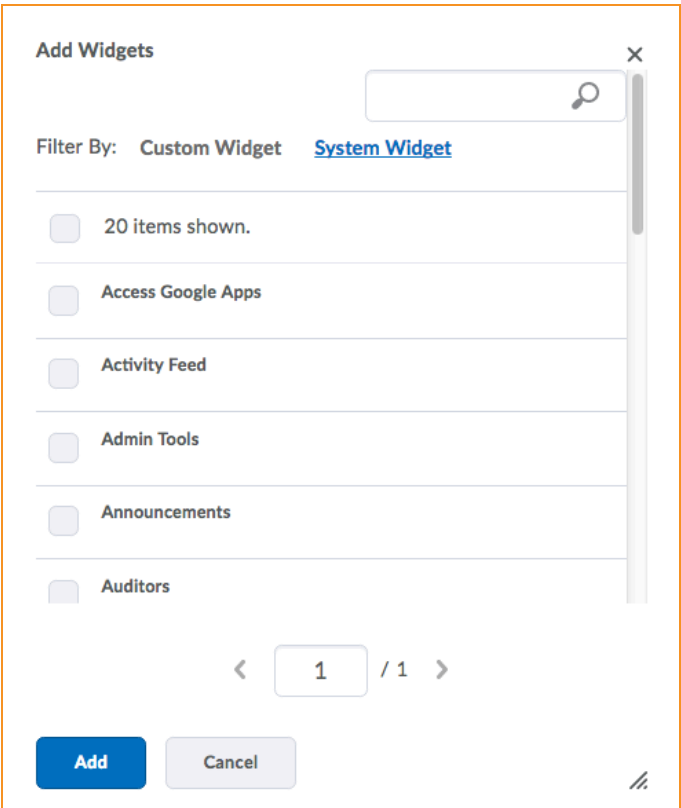
Becomes



- 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.



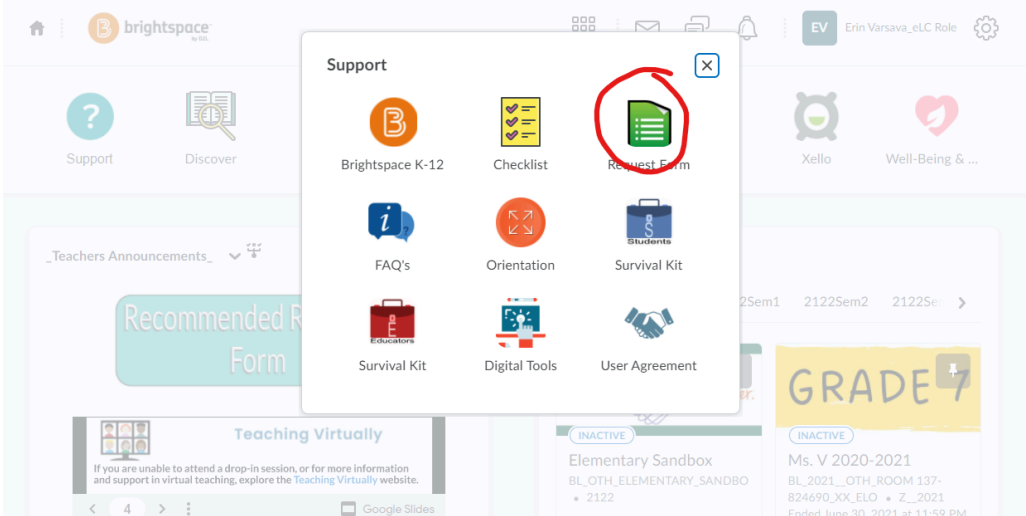
- After adding your widgets, be sure to organize them according to how you want them to appear on your main page.
- Finally click Save and Close. Now your new widgets will appear on your custom class webpage.



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.

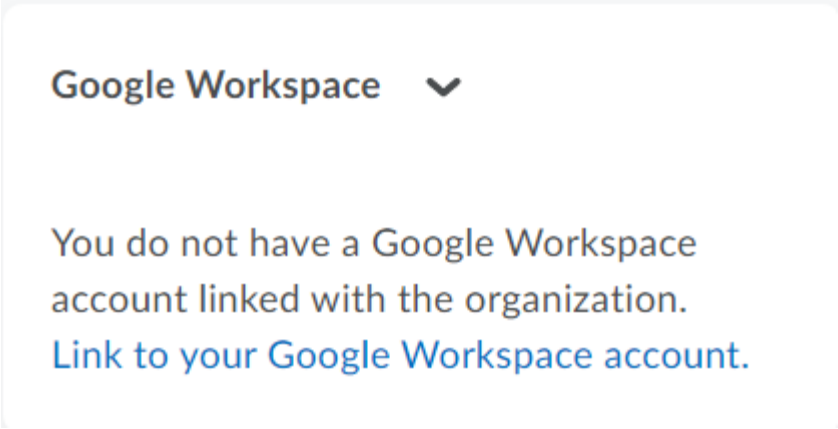
| User Information       |                                                |
|------------------------|------------------------------------------------|
| Name                   | Erin Varsava                                   |
| Destination: new-shell |                                                |
| 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”**.

### Link to Existing Account

Enter the domain you would like your Google Workspace account to be created in. An account will be created and linked to your organization account.

Google Workspace Account

Organization Username

evarsava

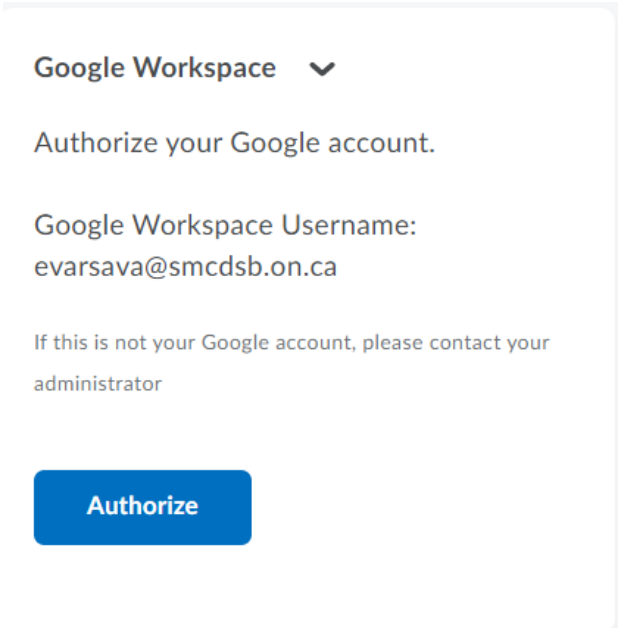
Email Address

Note: it may take some time to access the Google Workspace server.

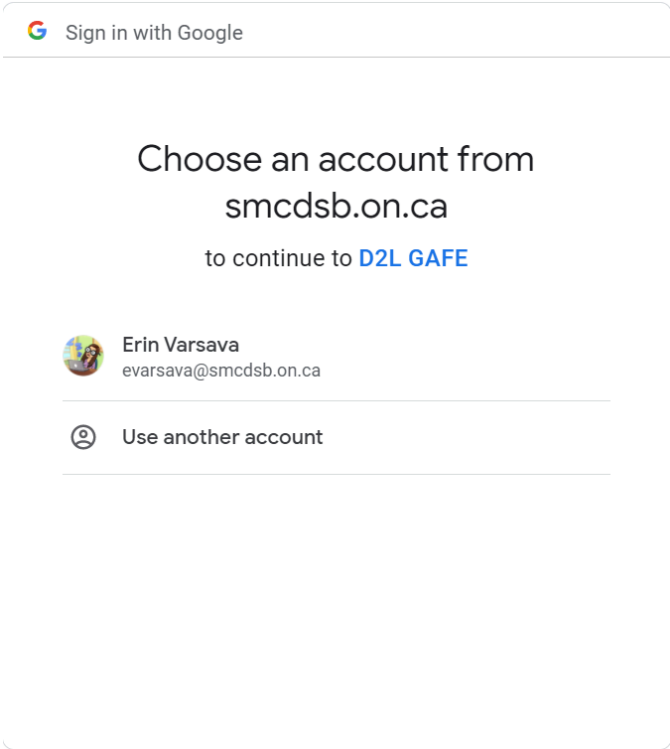
Link Account

Cancel

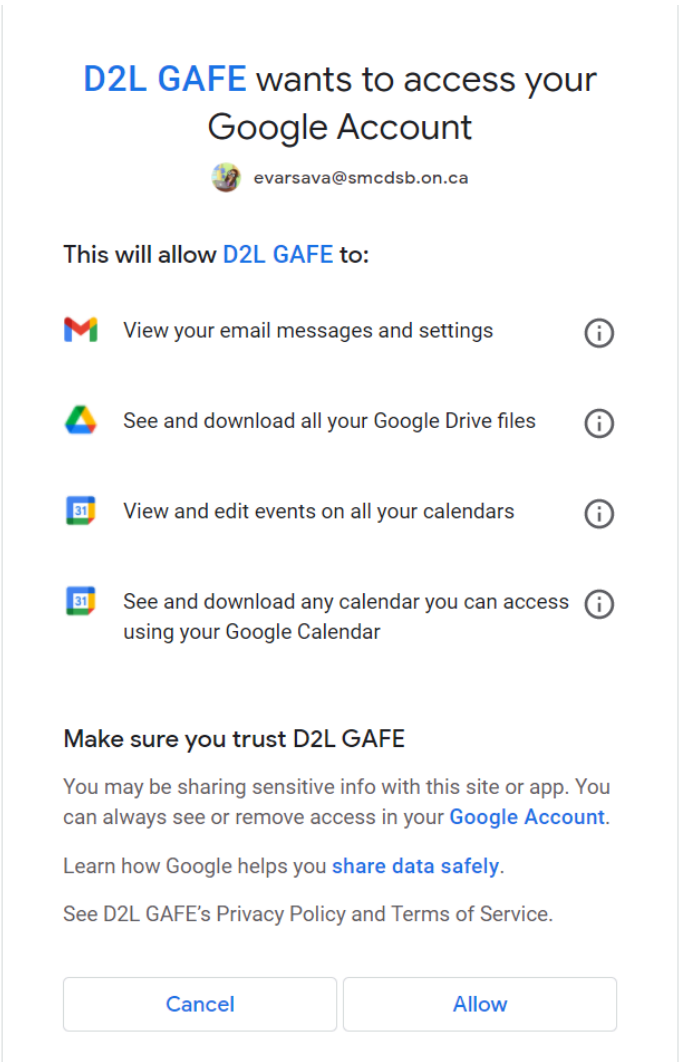
- The page will refresh and in the Google Workspace widget you will now see a button to authorize. Click this to continue.



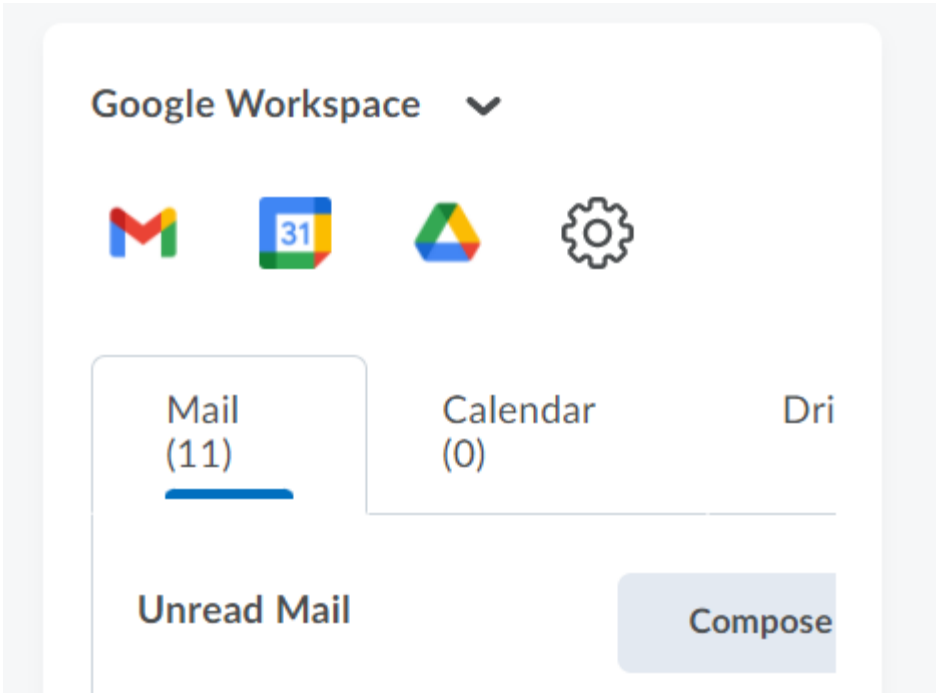
- Choose your proper Google account from the list that appears. DO NOT use another Google account.



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



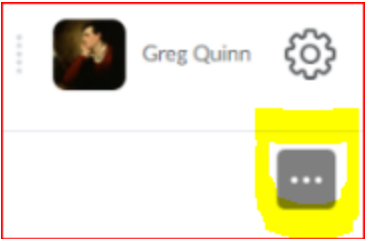
- Your Google account is now integrated and you can easily access your drive, mail, files and calendar directly from the Google Apps Widget. It will look like the image below. Remember that the widget is connected to individual accounts, so you will see your own Google applications here and students 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](mailto: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.

Name \*

!Default Navbar - Copy

▶

Edit description

- 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.

Links



Content



Assignments



Quizzes



Classlist



Portfolio



Course Admin



BookFlix

Add Links

☒ Enable Icon-Based Navbar

- 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”

A small icon for "Course Admin" showing a wrench and a person.

Site Setup

Course Offering Information

Homepages

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

Active Homepage

!Default Ho

▼

Apply

!Default Homepage

▼

2017

Copy

Active Homepage

!Default Ho

▼

Apply

-- Default --

!Default Homepage

!Default Homepage - Copy

Credit Recovery Homepage

Orientation Course

- 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

Return to Course Homepage

Content

Assignments

Discussions

Quizzes

Classlist

Course Admin

Rubrics

Capture Central

Homepages

Widgets

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default 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

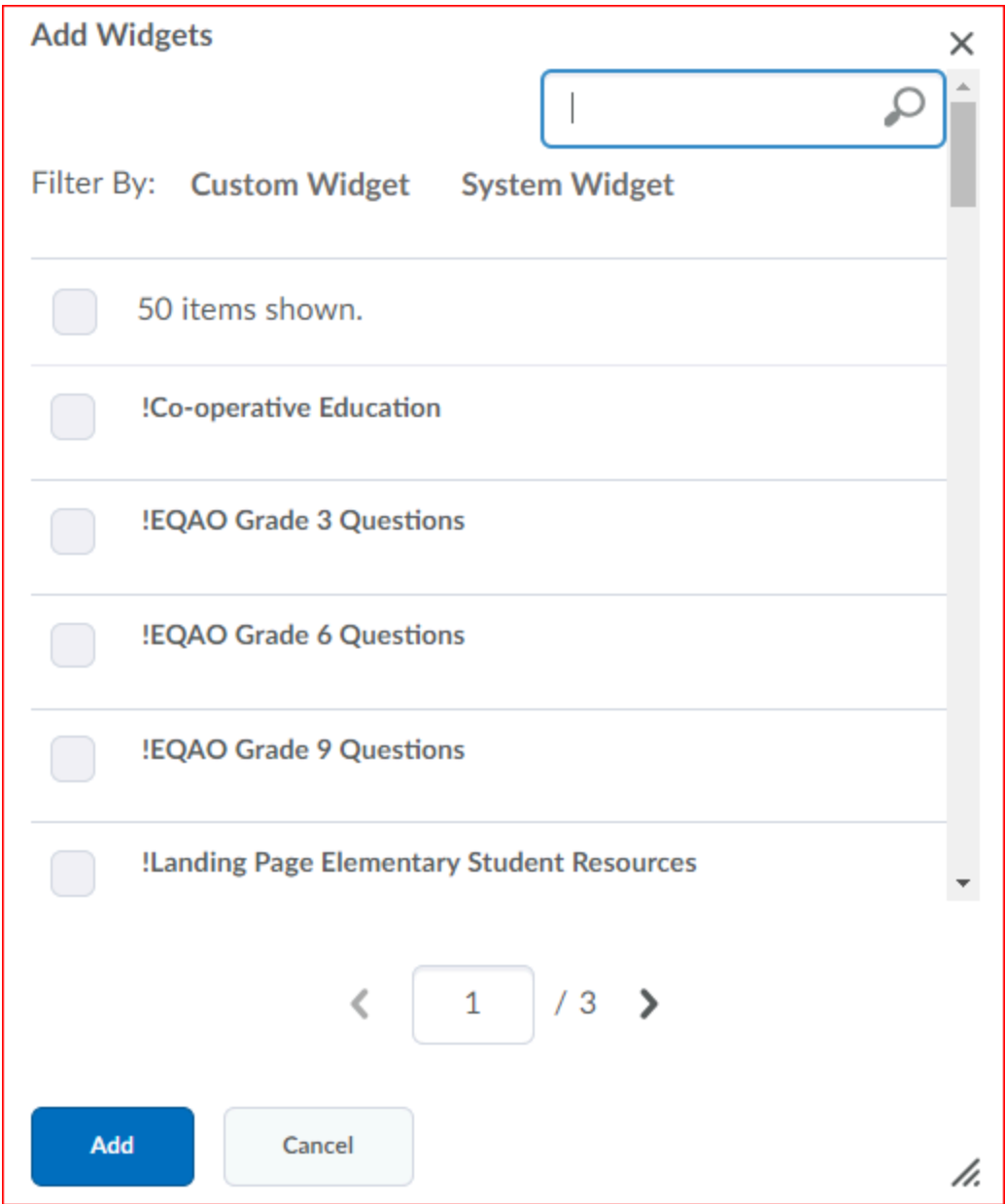
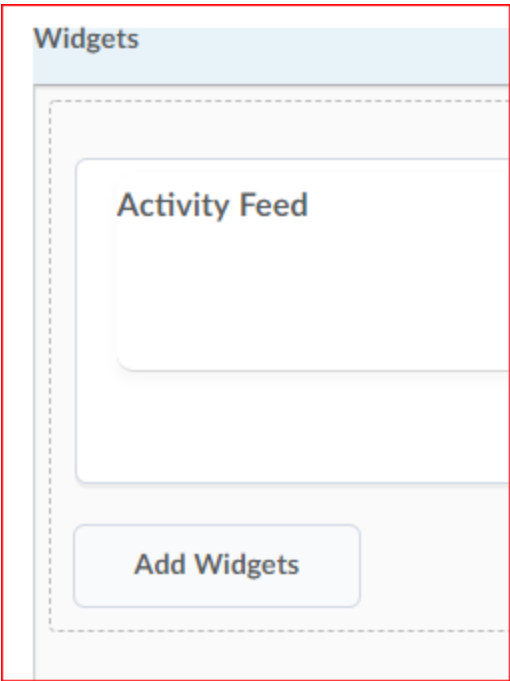
Layout

Basic Plus

Three panels: one large panel on the left and one smaller panel on the right with a footer panel.

Change 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



Course Admin

- Click on Course Offering Information

Course Administration

Category

Name

Site Setup

Course Offering Information

Homepages

Navigation & Themes

Widgets

Site Resources

Book Management

Calendar

Content

Course Builder

External Learning Tools

Frequently Asked Questions

Game Based Learning

Glossary

Import / Export / Copy Components

Links

Manage Dates

Manage Files

- Click on Course Offering Name

Course Offering Information

Homeroom Gr 07-HRMGR07.R17

Active \*

☐ Course is active

Course Offering Name \*

Homeroom Gr 07-HRMGR07.R17

Course Offering Code

BL\_2122\_\_OTH\_HRMGR07-744611\_R17\_ELO

- 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.

Course Offering Information

Ms. V 2020-2021

Active \*

☐ Course is active

Course Offering Name \*

Ms. V 2020-2021

Course Offering Code

BL\_2021\_\_OTH\_ROOM 137-824690\_XX\_ELO

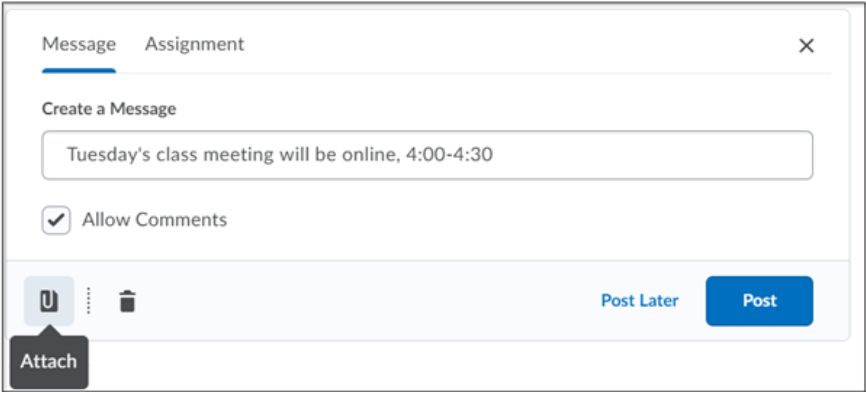
Change this title to whatever you would like it to be. This will now be the name students see in their list of courses.



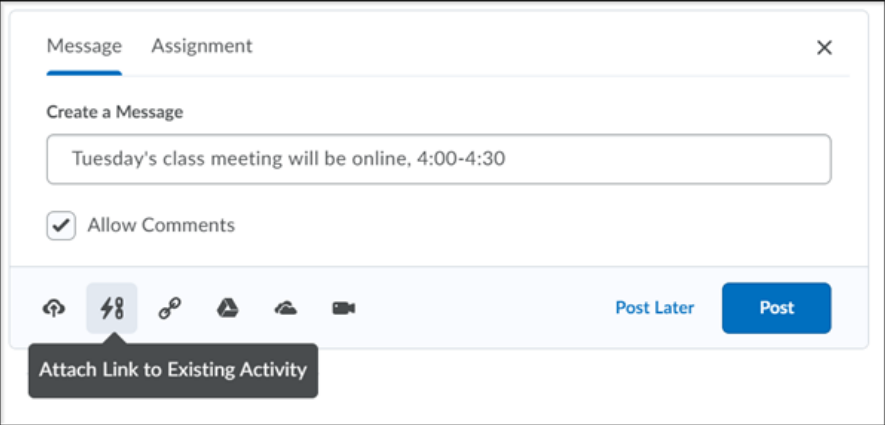
# How do I create a Microsoft Teams meeting?

## Create a Teams Meeting in Activity Feed

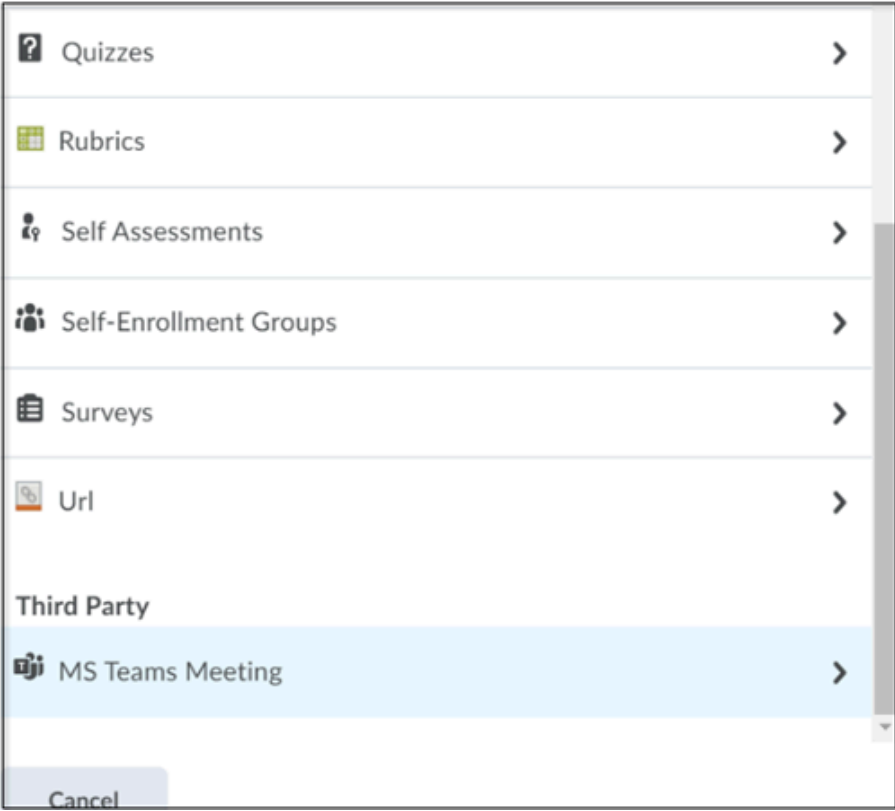
- Below the Activity Feed post, click Attach.



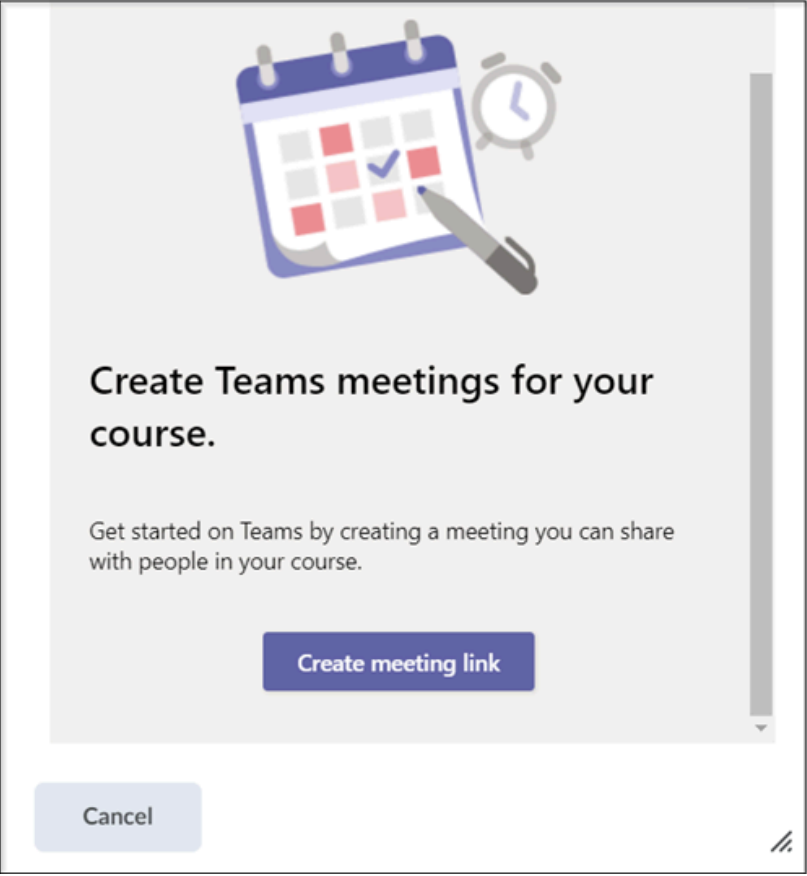
- Click Attach Link to Existing Activity.



- Select MS Teams Meeting.



- Authenticate and click Create meeting link.



5. Enter the meeting details and click Create.

Insert Quicklink

New meeting

Meet in Teams

Apr 7, 2020

4:00 PM

→

Apr 7, 2020

4:30 PM

30m

Create

Cancel

Cancel

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

Meeting created

Meet in Teams

Apr 7, 2020

4:00 PM – 4:30 PM

Insert

Learn more about Teams | Meeting options

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

Activity Feed

Message

Assignment

Create a Message

Tuesday's class meeting will be online, 4:00-4:30

Allow Comments

Meet in Teams

teams.microsoft.com

Post Later

Post

## Create a Teams Meeting in Announcements

### General

Headline\*

Digital Learning Day

☒ Display Author Information

Content \*



Paragraph ▾

**B** *I* U ▾



Font Family ▾

Font Size ▾



...

Hi everyone,

Tuesday's class meeting will be online, 4:00-4:30

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

Send

Save as Draft

Address Book

To

Cc

Bcc

Subject

Digital Learning Day

Body



Paragraph





Font Family

Font Size













Hi everyone,

Tuesday's class meeting will be online, 4:00-4:30

|

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.

|                      |                               |                              |
|----------------------|-------------------------------|------------------------------|
| <a href="#">Send</a> | <a href="#">Save as Draft</a> | <a href="#">Address Book</a> |
| To                   |                               |                              |
| Cc                   |                               |                              |
| Bcc                  |                               |                              |
| Subject              | Digital Learning Day          |                              |

Body

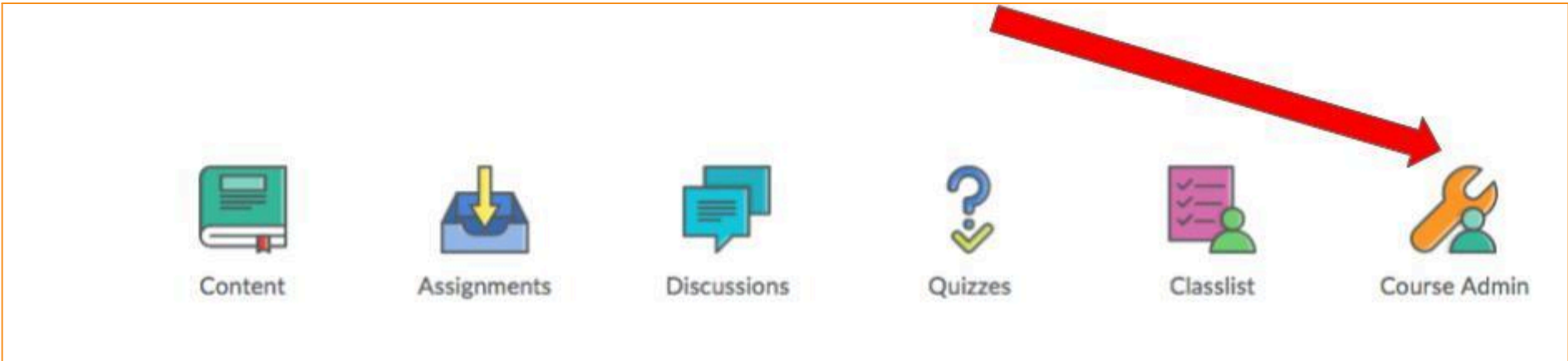
Hi everyone,

Tuesday's class meeting will be online, 4:00-4:30

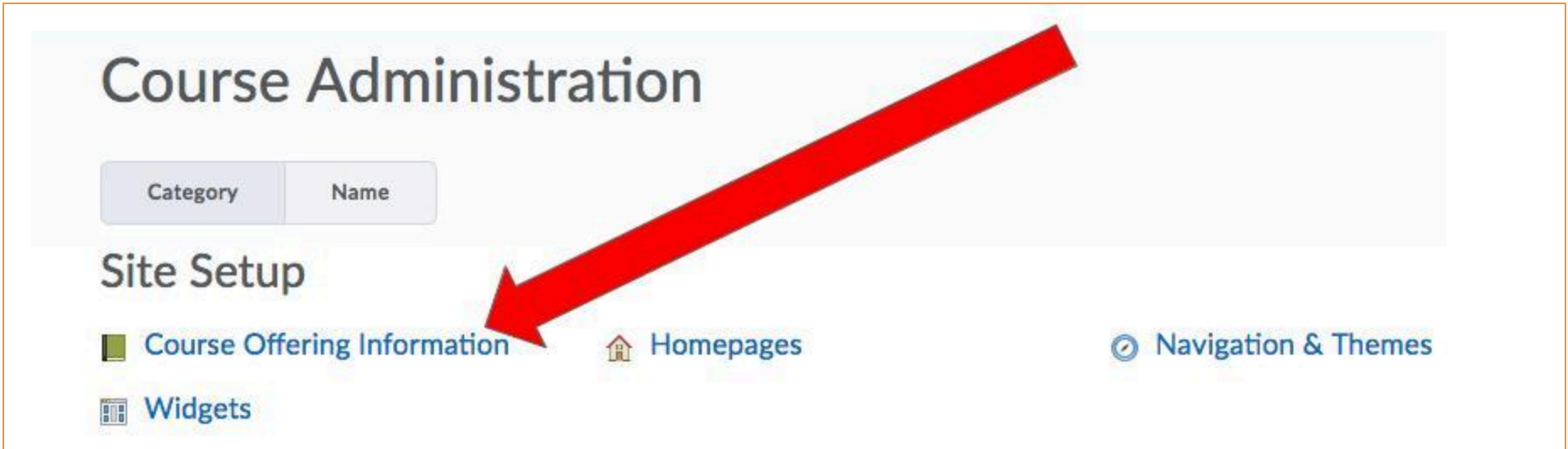
[Meet in Teams](#)

## How do I activate my Course Shell?

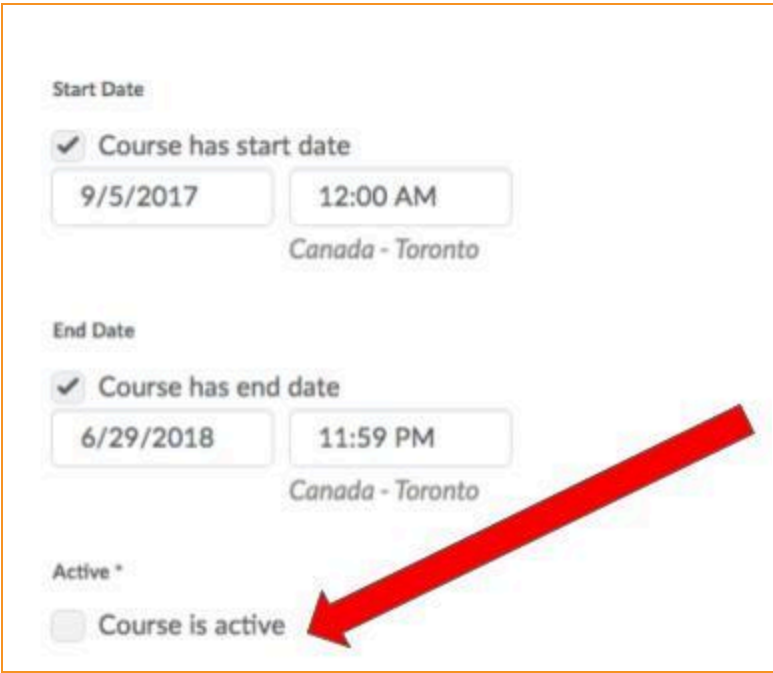
- From your course homepage navbar, select "Course Admin".



- 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

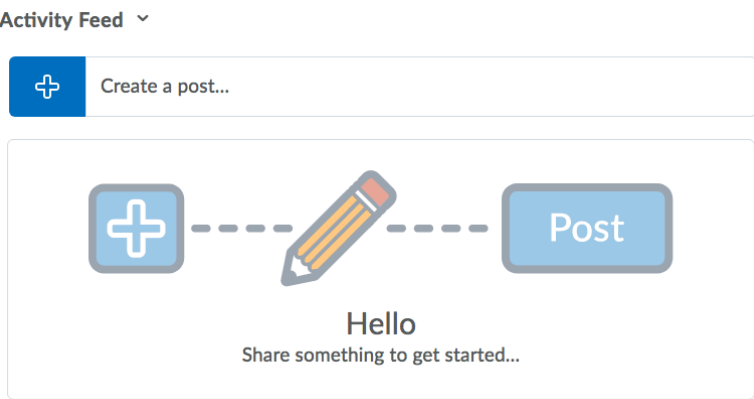
The Activity Feed widget is automatically included in your default course homepage.

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.



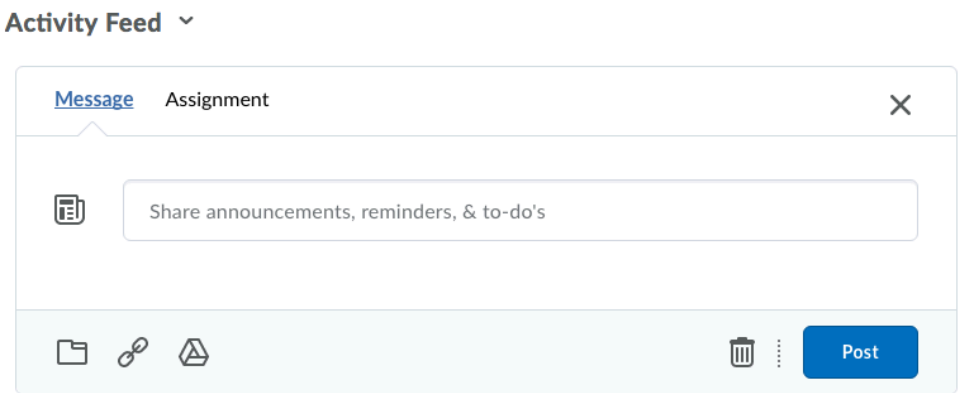
## How it works:

- 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.



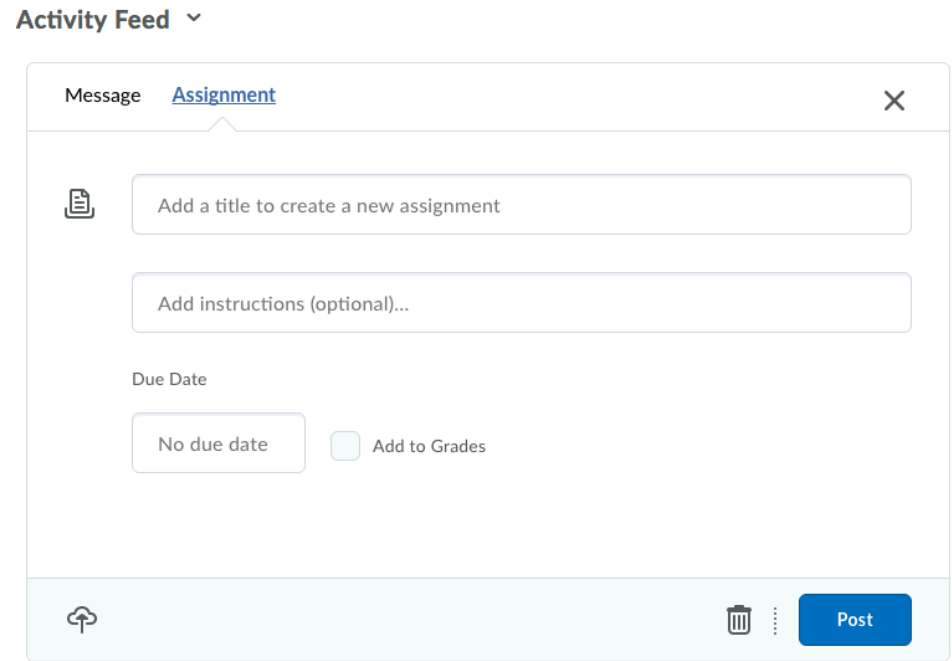
## How do I add a message?

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.

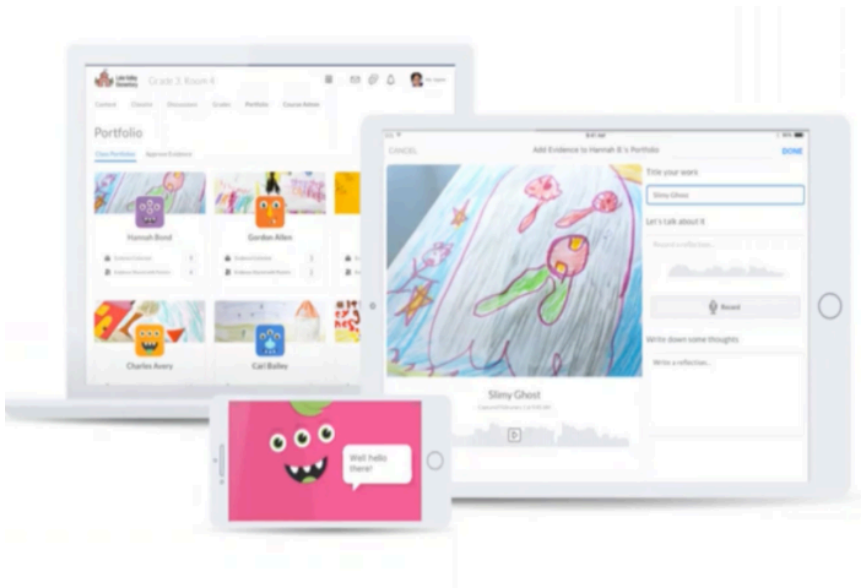


## How do I add an assignment?

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](#).



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



- 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

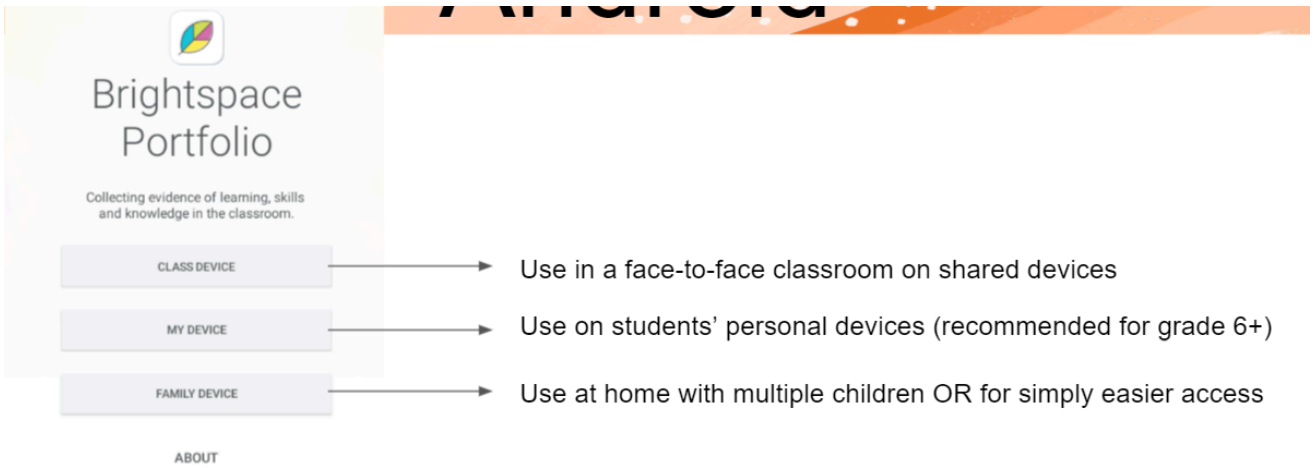
## Setting up students to use the Portfolio App (in class)

- 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

Ways to Use Portfolio (Educators)

D2L

Web Experience (Portfolio icon on navbar)

- View current students’ portfolios & previous portfolios
- Approve evidence (if desired)
- Print QR codes
- Spotlight evidence of mastery
- Edit titles/descriptions on behalf of students
- Listen to, read, or add to student reflections
- Leave feedback for students/parents/other educators
- Align/assess evidence against expectations
- Tag evidence into categories
- Track anecdotal notes, private to only you (web experience only!)
- Upload files from personal devices, Google Drive, or OneDrive
- One-click parent sharing of selected evidence
- Leave private comments for other educators only

My Device (ex: iPad)

- Video/photo documentation
- Upload photos from your device
- Add a title, or audio/written reflection on behalf of student

Sosie Bacon's Portfolio

Directions

BOOM BOX

Street Smarts

e.g. class trip pics

ORGANIZING

COLLECTING



Ways to Use Portfolio (Students)

D2L

- Class Device (ex: shared iPad)

In-Class Mode

Recommended for 4-12

Video/photo documentation

Audio/written reflections

In-Class Mode with Funster/Rigo Wigo

Recommended for K-3

Photo documentation

Audio reflections

My Device (ex: cell phone)

Recommended for secondary students

Can upload files from personal devices, Google Drive, or OneDrive

Web Experience (“My Portfolio” under student’s name)

Here students can edit titles/descriptions/reflections, view expectations/feedback, etc.

Can I see some of your cool work?

Picture Time!

Picture Time!

View

Profile

My Portfolio

Notifications

Account Settings

Log Out

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.

☒ Org Defined ID

☒ Username

1 Search Result   [Clear Search](#)

Email

| <input type="checkbox"/>            | Last Name, First Name | Username  | Org Defined ID | Role | Section                               |
|-------------------------------------|-----------------------|-----------|----------------|------|---------------------------------------|
| <input checked="" type="checkbox"/> | De Longhi, Bryan      | bdelonghi | 0153-7-3822    | DECE | HRE4ME-60-Church and Culture-DeLonghi |

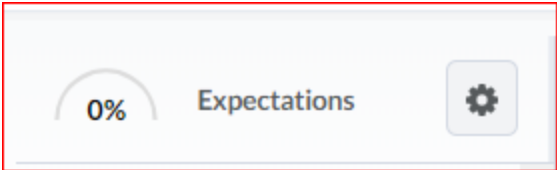
20 per page

Enrol Selected Users

Cancel

Adding Expectations from Curriculum

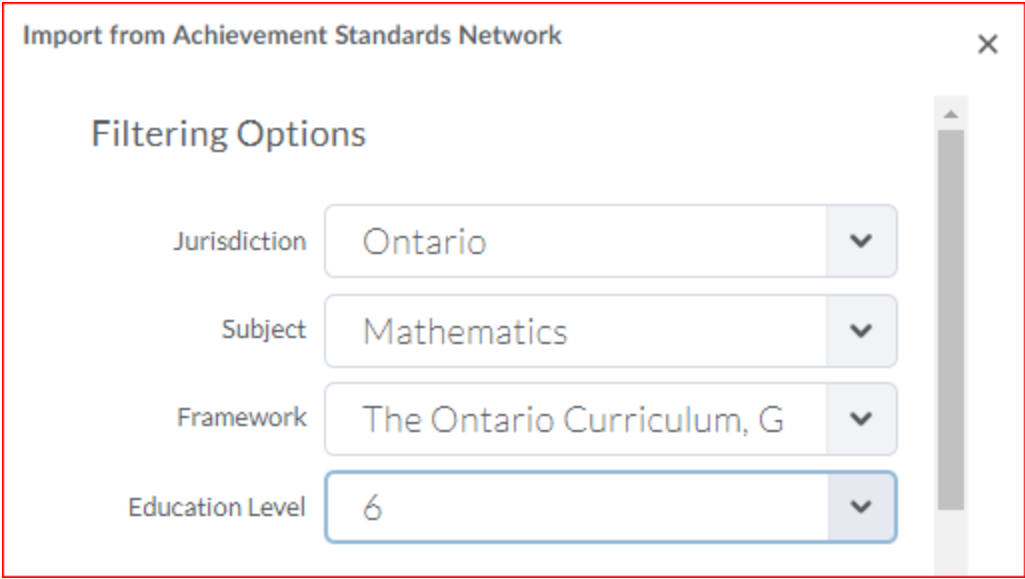
- First, you can import the curriculum expectations using the ‘speedometer’ icon on the top-left of your Content page ([New Content Experience only!](#)). You can also access the Expectations tool by going to Course Admin and click on Expectations under “Assessment”.



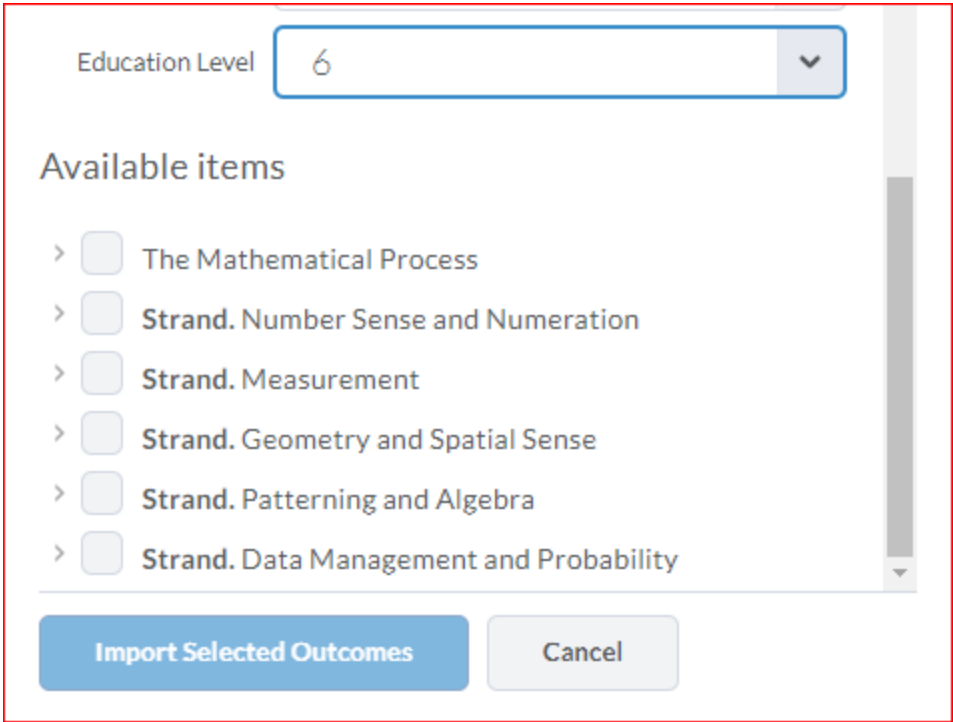
- By clicking the 0%, you will open a menu that allows you to select the curricular expectations for the subject you are teaching. This will allow you to match your new lessons and activities with Specific or Overall Expectations. The ‘speedometer’ will display what percentage of the expectations have 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

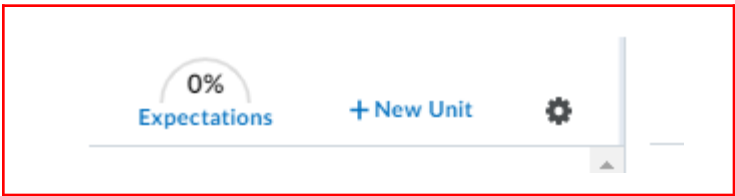


- Once you’ve filtered down to the curriculum set you need, you can then select more specific pieces of curricula or select all

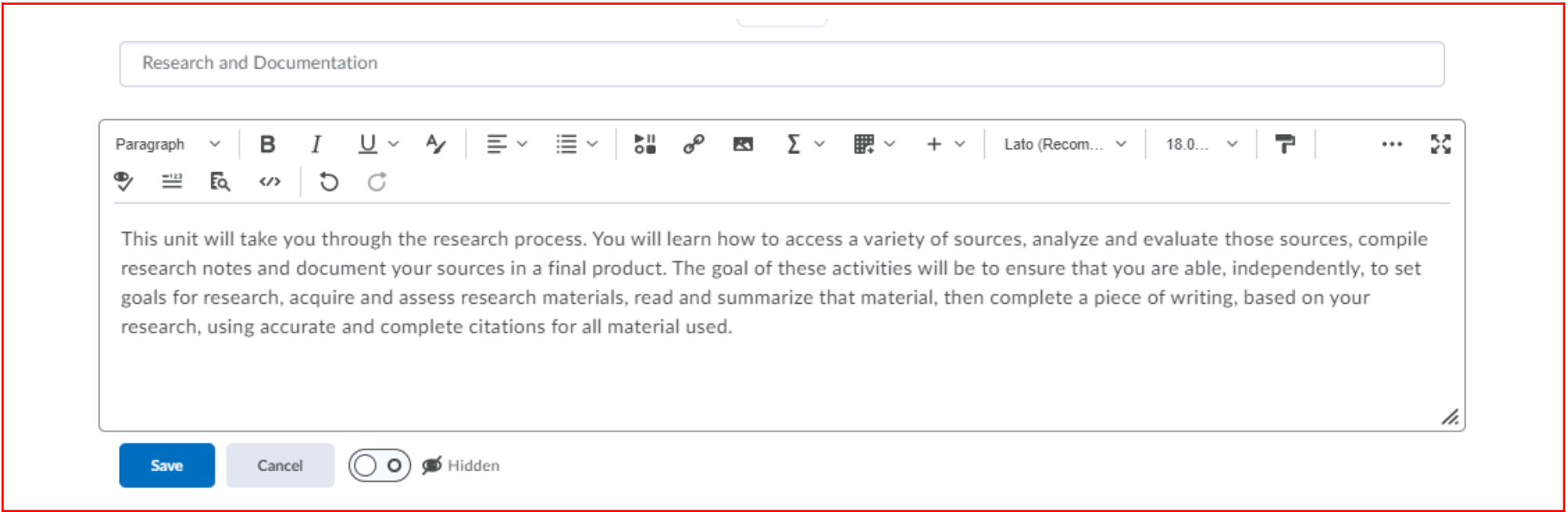


Adding Units (modules), Lessons, and Content

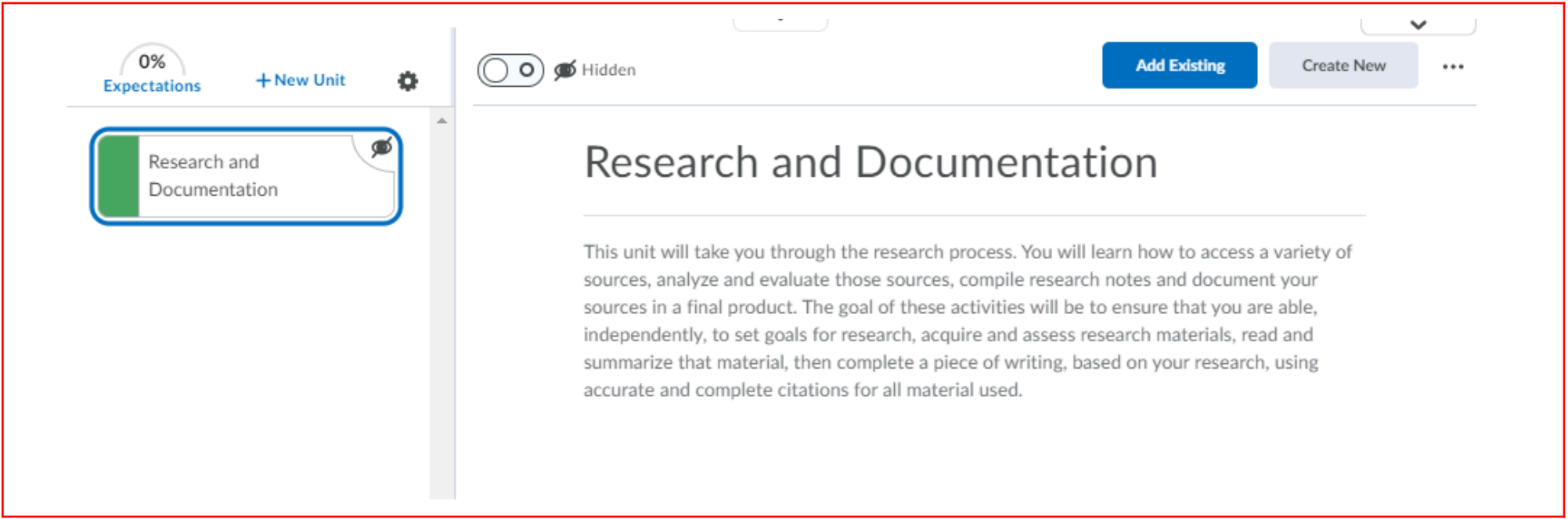
- Once you have loaded the curriculum expectations, you can start to build units and lessons that include content. First, click on “+ New Unit”. This creates a unit (module) for you to add lessons and content to.



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

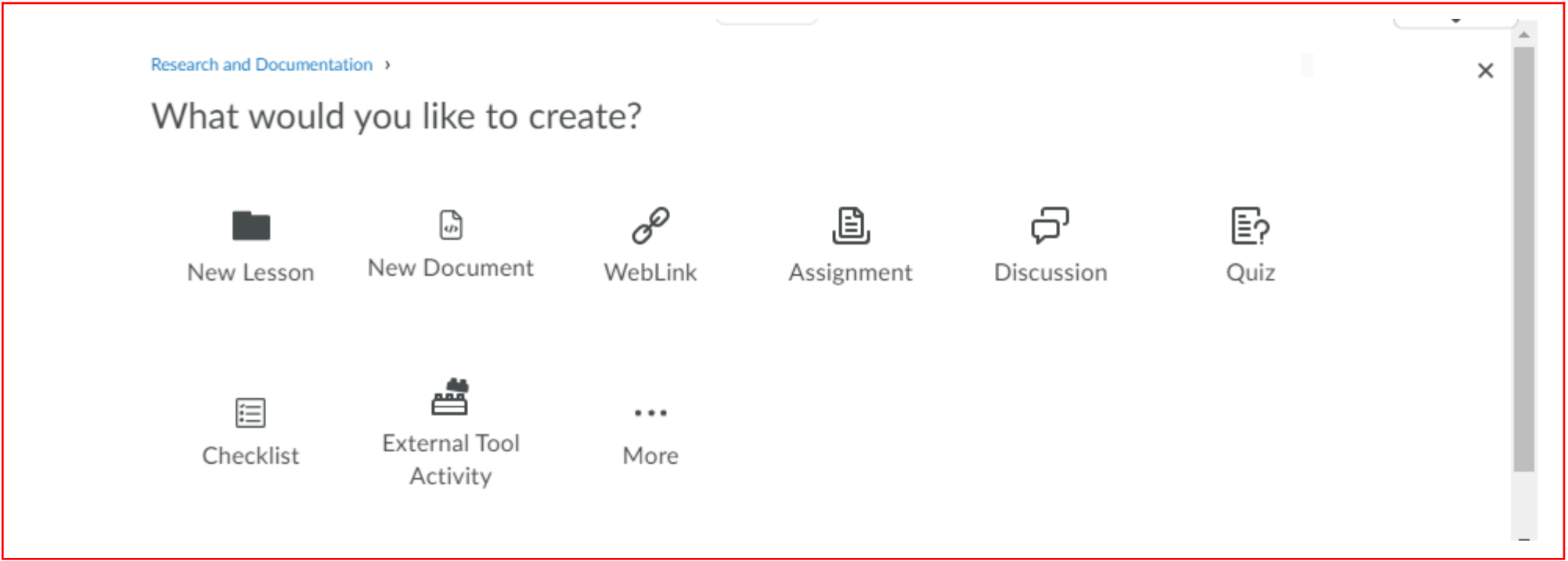


- Your new Unit title page will look like this in Content. The Unit displays on the left and the information you wrote displays on the right.



- 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”

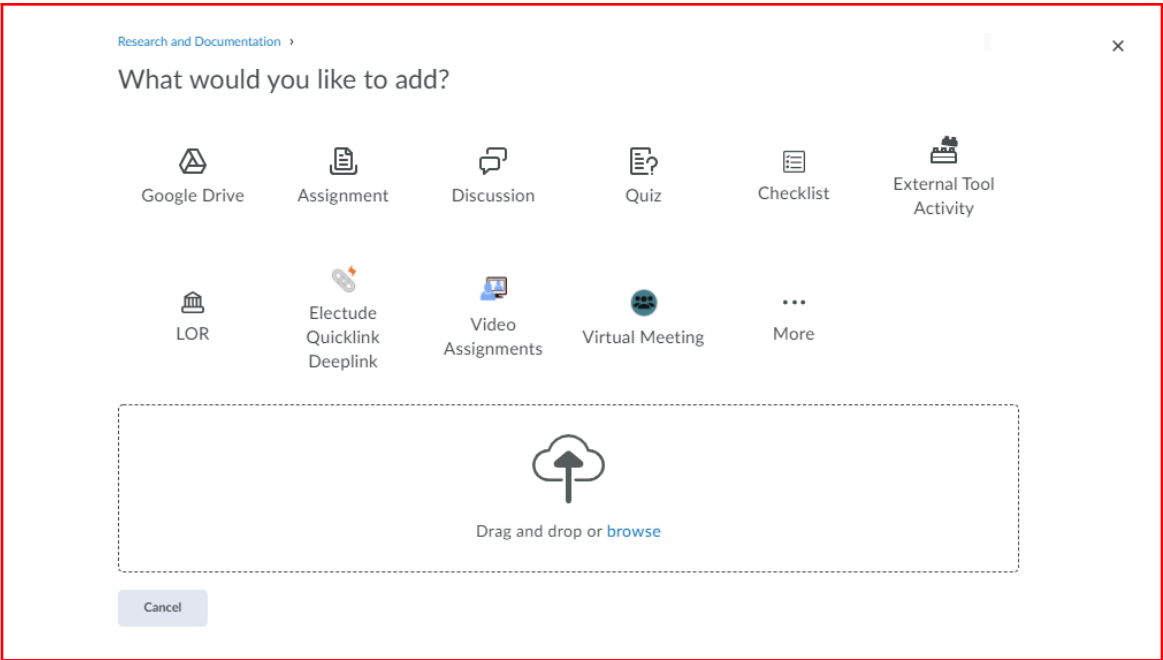


- You can create new lessons by clicking on “New Lesson”. This will create a folder that nests underneath your original unit.
- You can decide instead to just begin adding materials to your unit without using the Lesson organization.
  - New Document: This will create a unique HTML file. When it opens, 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

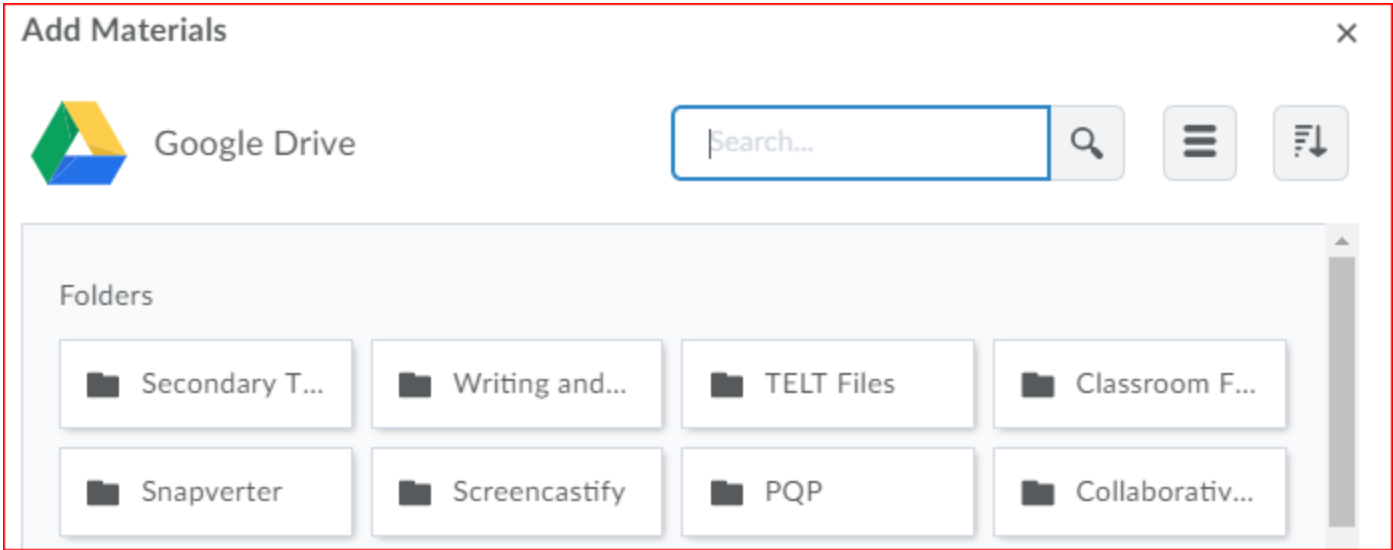
- External Learning Tool: this will create a link directly to an outside learning tool
- To add materials that you have already created or that are already in the course, click on “Add Existing” instead of “Create New”



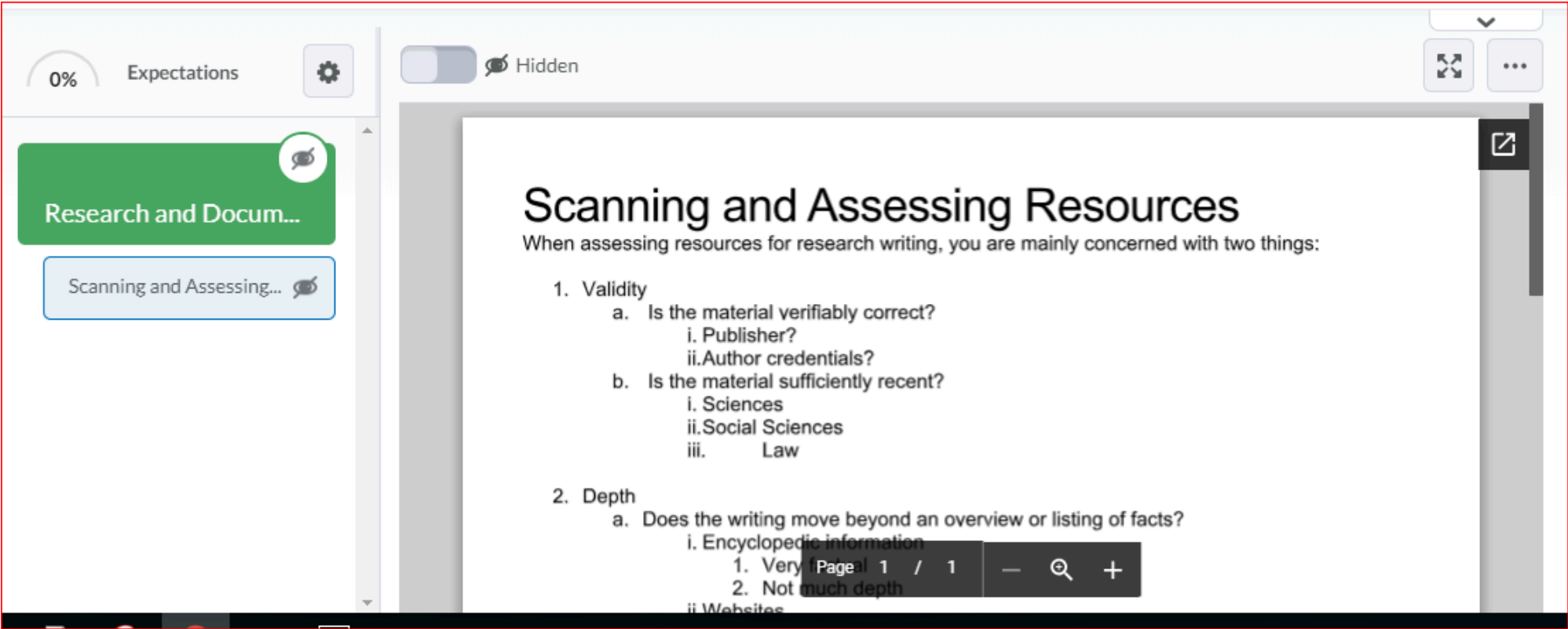
- This will open a series of locations from which you may insert material. These include Brightspace items like Assignments, Quizzes, or Discussions that you have previously set up, Files from your computer, Documents, etc. from Google Drive, objects from the OERB or Video Assignments)



- 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



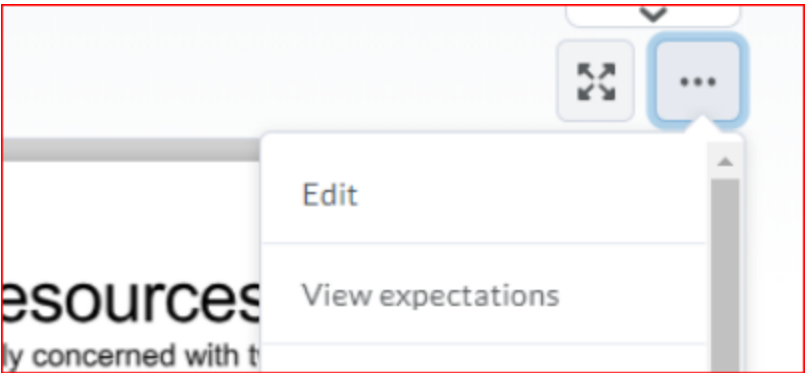
- In this case, I have selected a file from the Writing and Research folder in my Drive



- 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



Expectations Scanning and Assessing Resources.docx

Edit Expectations Alignments

This activity isn't aligned to any expectations. [Edit Expectations Alignments to get started!](#)



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

Expectations Scanning and Assessing Resources.docx

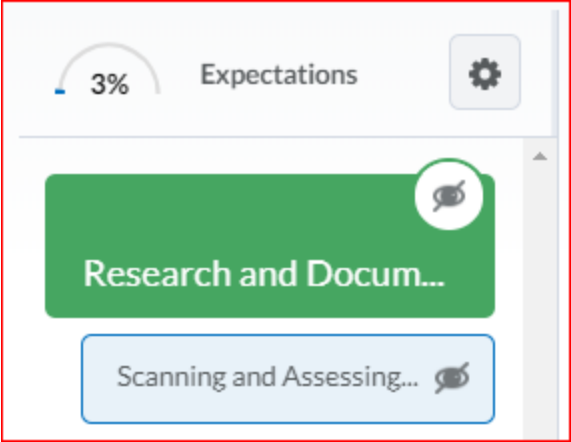
Search expectations

Save Changes

Cancel

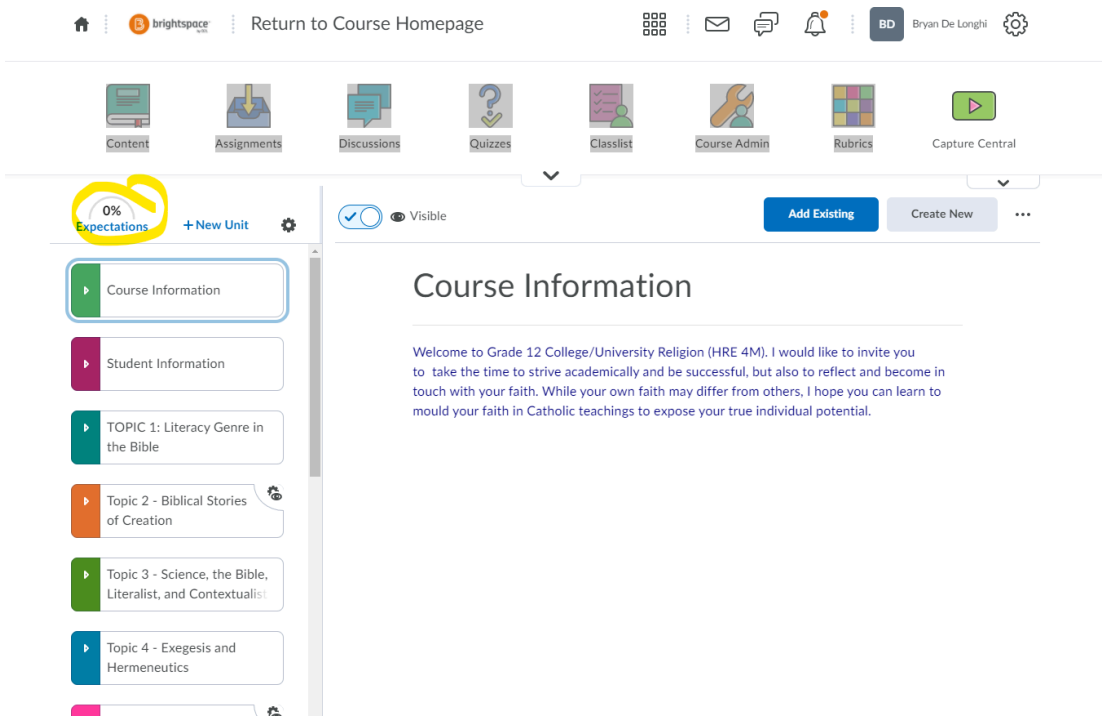
|                                     |                                                                                                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Specific Expectation 1.3. locate and select information to effectively support ideas for writing, using a variety of strategies and print, electronic, and other resources, as appropriate (e.g., create a research plan and track their progress; identify a range of sources        |
| <input type="checkbox"/>            | Specific Expectation 1.4. identify, sort, and order main ideas and supporting details for writing tasks, using a variety of strategies and selecting the organizational pattern best suited to the content and the purpose for writing (e.g., reorganize the plot outline for a story |
| <input checked="" type="checkbox"/> | Specific Expectation 1.5. determine whether the ideas and information gathered are accurate and complete, interesting, and effectively meet the requirements of the writing task (e.g., review the information gathered for a literary essay, eliminating general and                 |

- 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



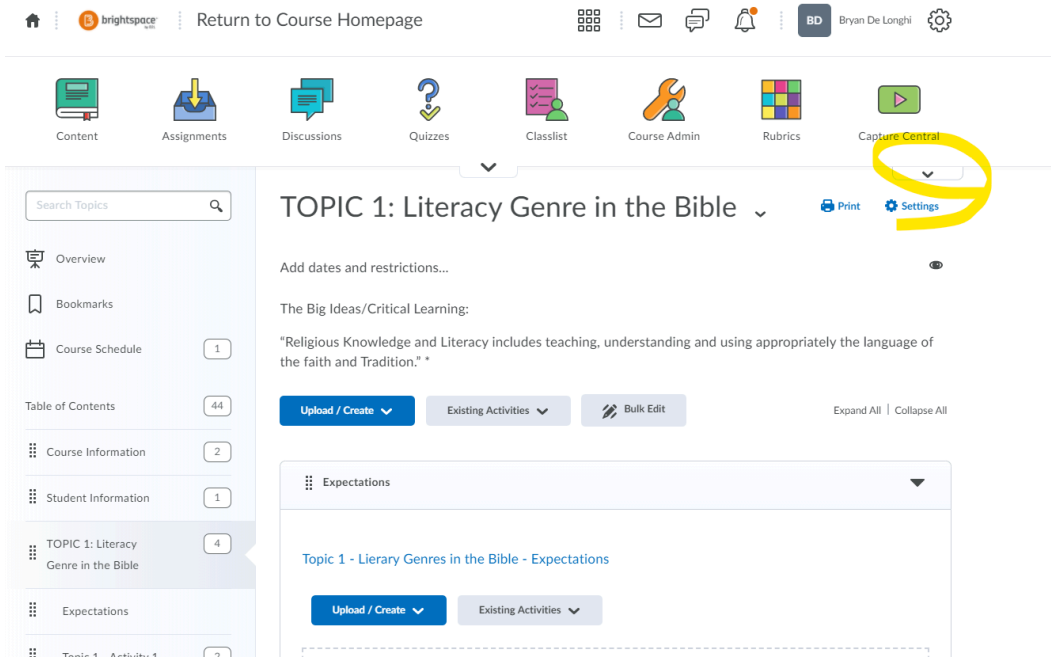
New Content Experience vs. Old Content Experience

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

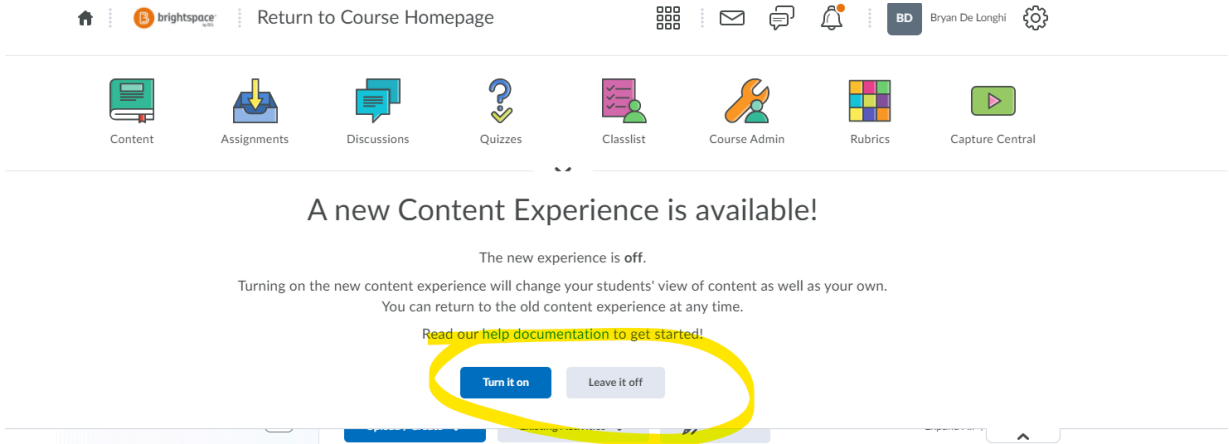


The advantage of this more modern look is that it has the ability to link expectations to your content. (See the top of the Table of Contents.)

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



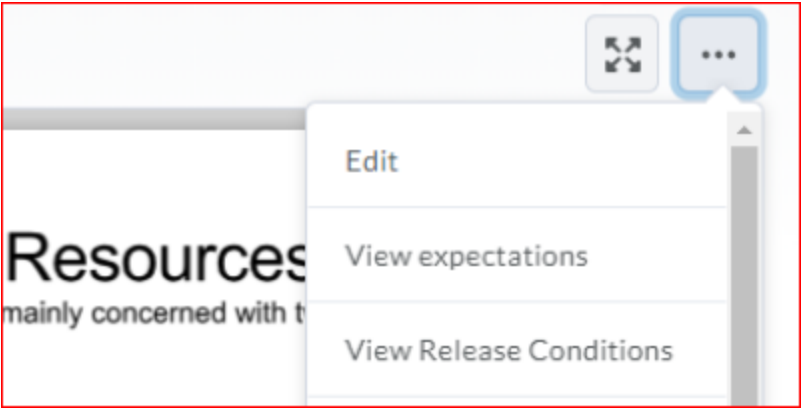
By selecting the chevron (highlighted above) you can toggle back and forth between the content views.



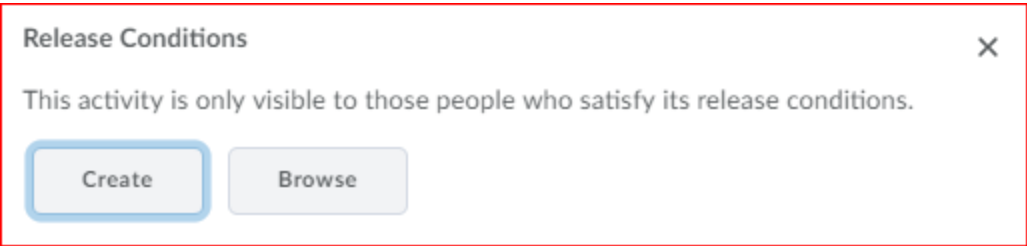
- It does ask you (if switching back to the old Content Experience) for your reason for doing so. Pick one of the choices and you will see your content view switch over.
- There are a few functions available in the old Content view that some users may prefer to stick with until they are updated in the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

## Setting Release Conditions, Posting Activities

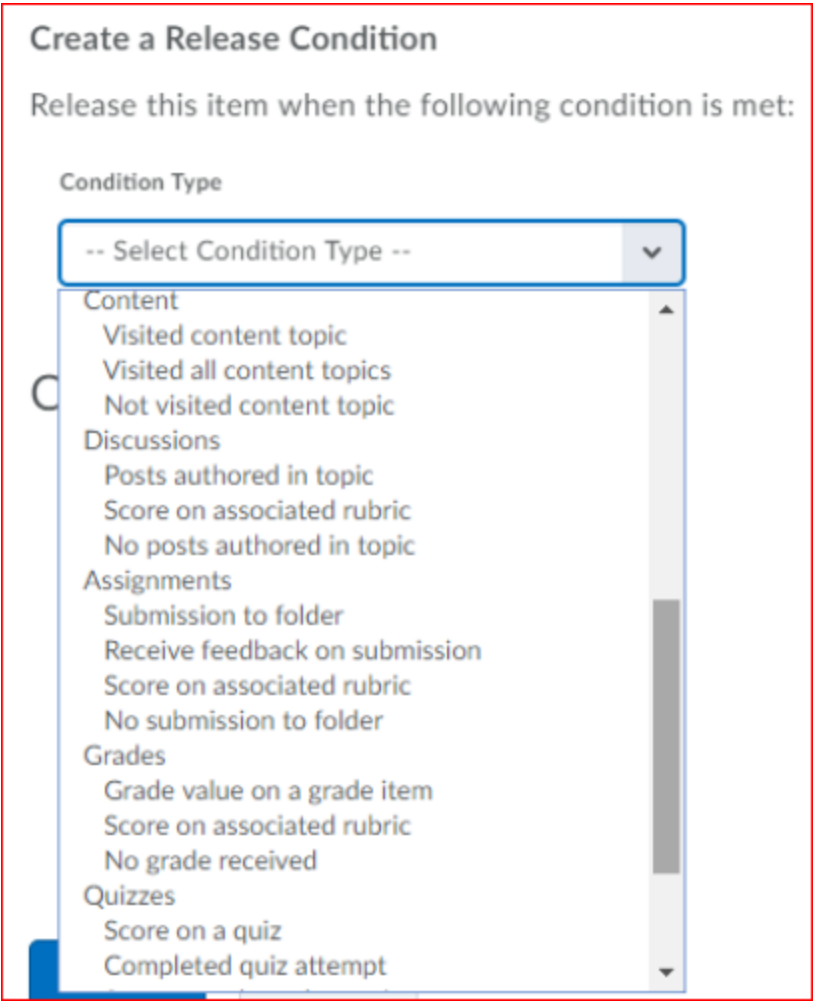
- As you build your units, you may wish to control or vary the speed with which students move through the material, or the order in which the material becomes available. To do so, select **“View Release Conditions”** from the ‘3-dot’(ellipsis) menu



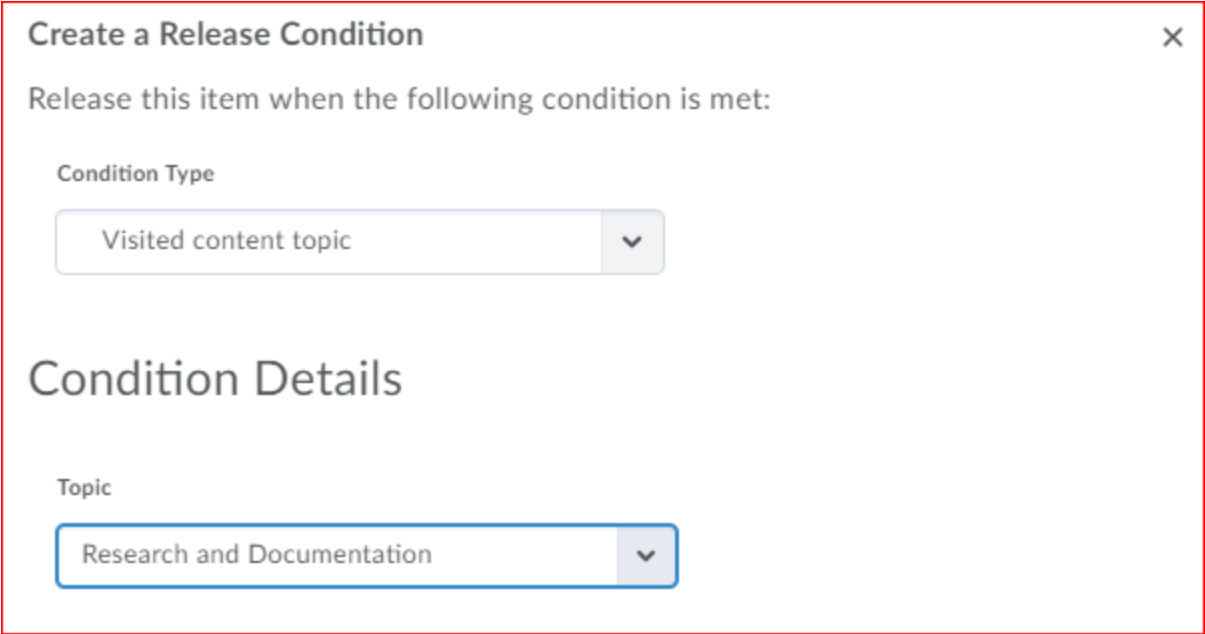
- You will be brought to the ‘Release Conditions’ tool. Select **“Create”**



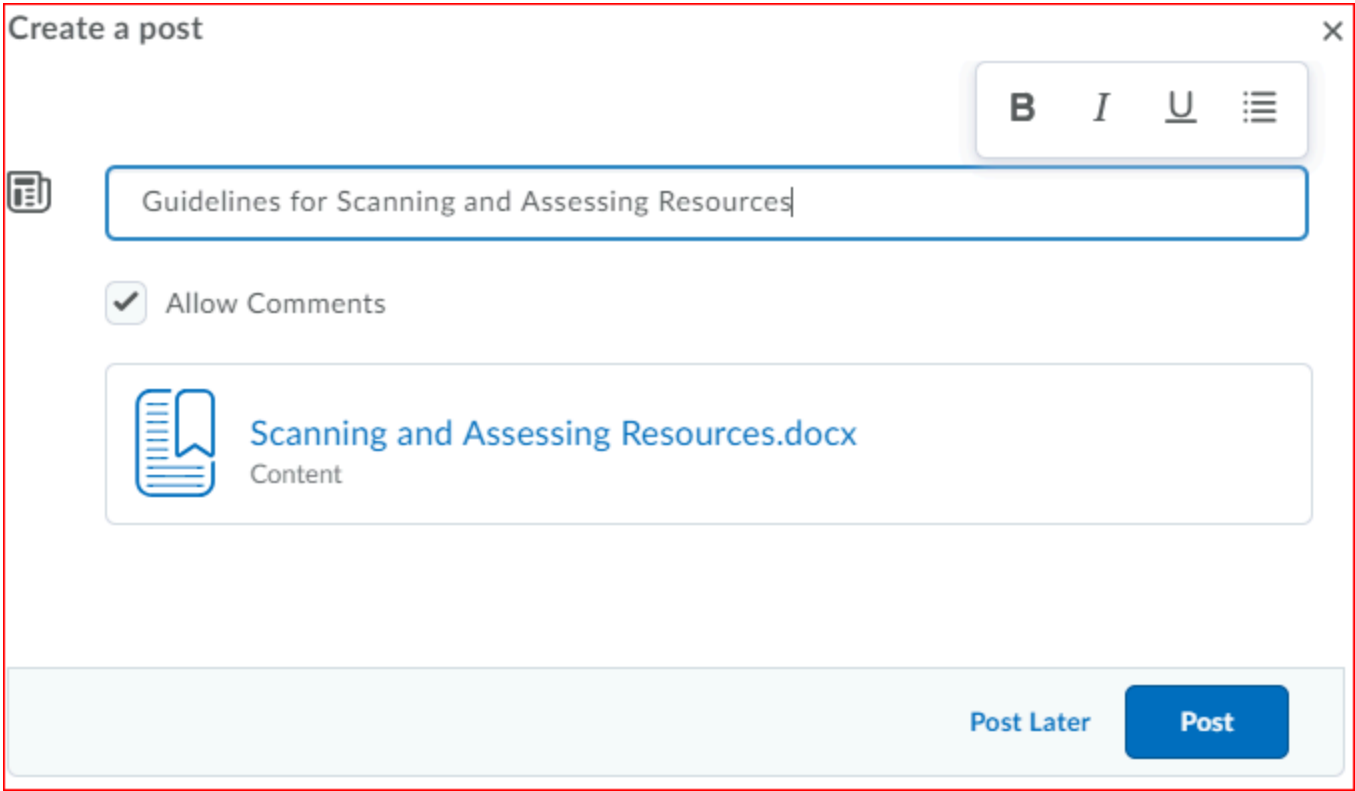
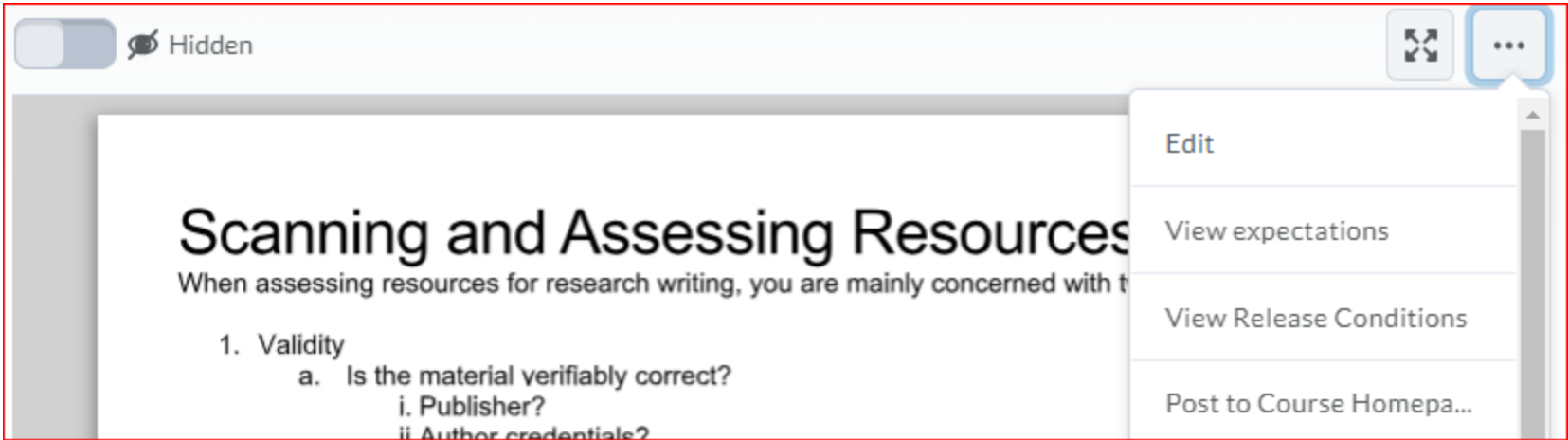
- This will give you access to a list of release conditions to choose from. For this example, I will select **“Visited Content Topic”**



- 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.

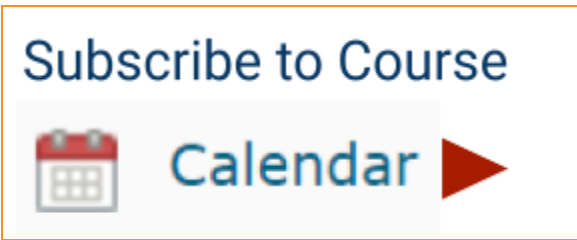
Brightspace will track the following based on user interaction and update that information into their User Progress profiles

- **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?

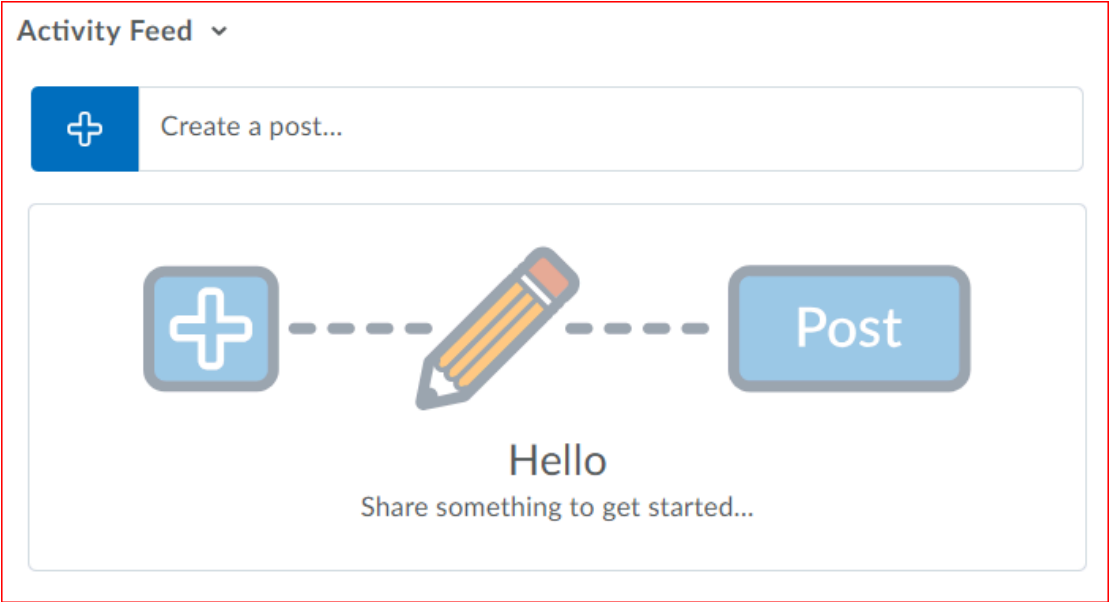
- Short video clip that demonstrates how you can insert items from Google Drive into Content using Lessons.





# 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.

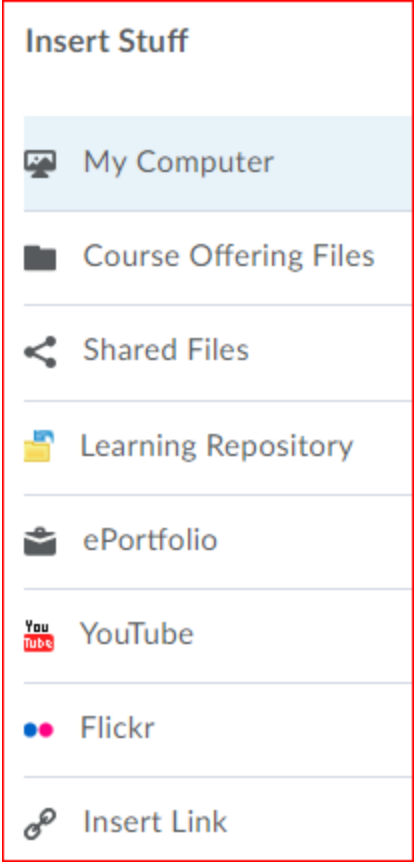


- In the Announcement tool, adding files from Google requires a few more steps
- First, get the shareable link from the Google file you want to add, then:
- There are two ways you can insert a URL link from your Google Drive item;



\*\*\* 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.

Insert Stuff

Insert Link

Enter a link to an object from anywhere on the web.

URL

<https://drive.google.com/open?id=177MWXU4bSKO0QUUSPyU6zGbs2o472BBdaVTxmVh>

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

Insert Stuff

Insert Link

Properties

Source

<https://drive.google.com/open?id=177MWXU4bSKO0QUUSPyU6zGbs2o472BBdaVTxmVh>

Link Text

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

Start Date

Publish

Save as Draft

Cancel

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

Insert Quicklink

Quizzes

>

Self Assessments

>

Self-Enrollment Groups

>

Surveys

>

Url

>

Third Party

- 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.

Insert Quicklink

⬅

▼

URL \*

https://drive.google.com/open?id=177MWXU4bSKO0QUl

Title \*

Link

Target \*

☐ Whole Window

☐ Same Frame

☒ New Window

Insert

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.



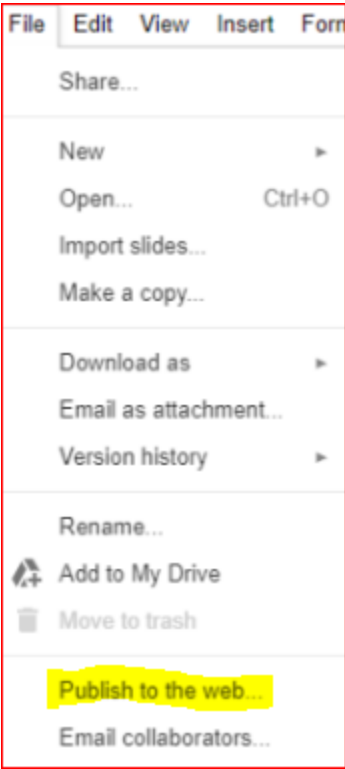
# How can I embed a video file that is saved in my Google Drive?

- Short video clip that shows you how.

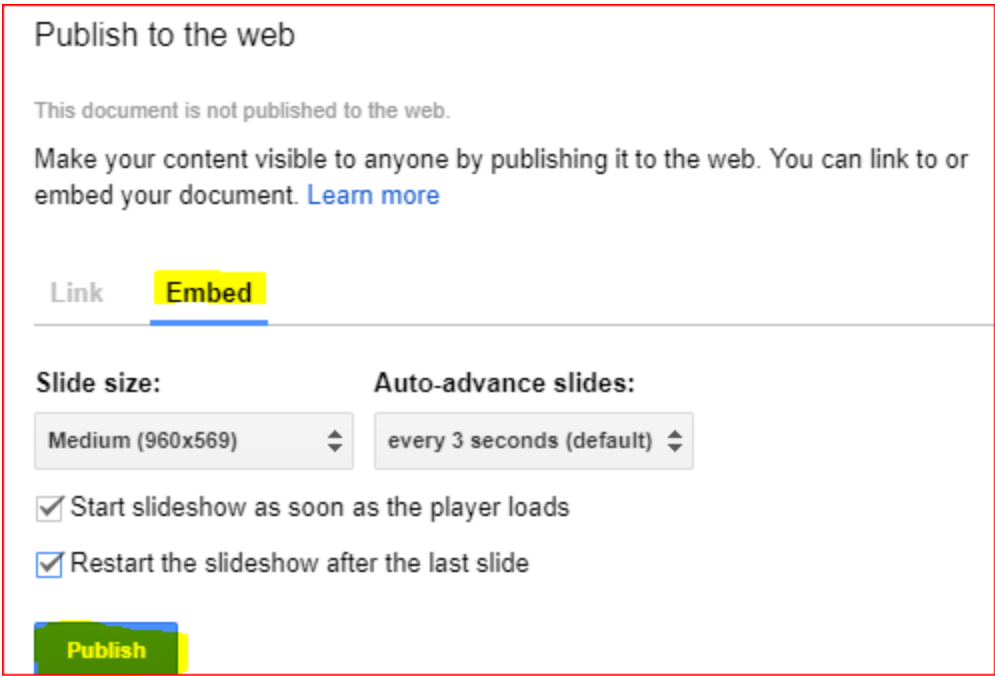


## How to Build a Custom Slideshow Widget

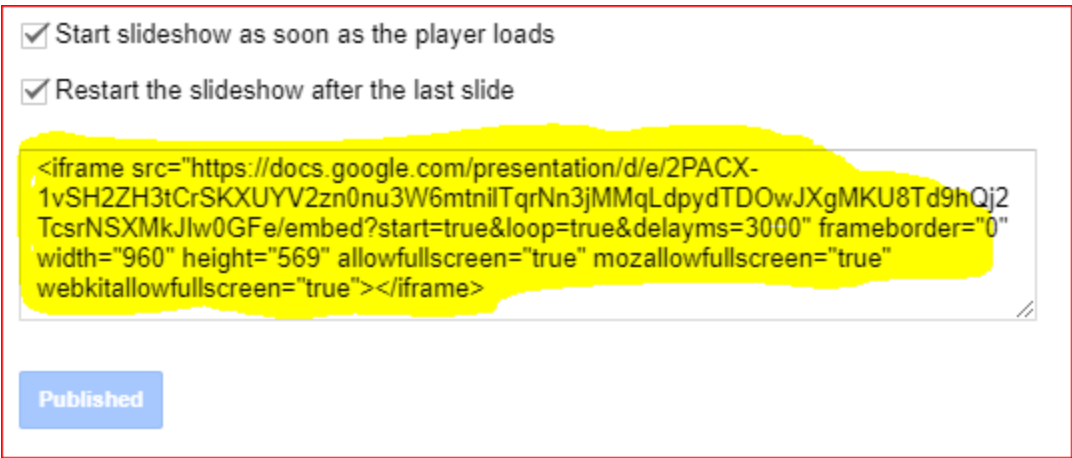
1. Publish your slideshow to the web: Click “File” and select “Publish to the Web”



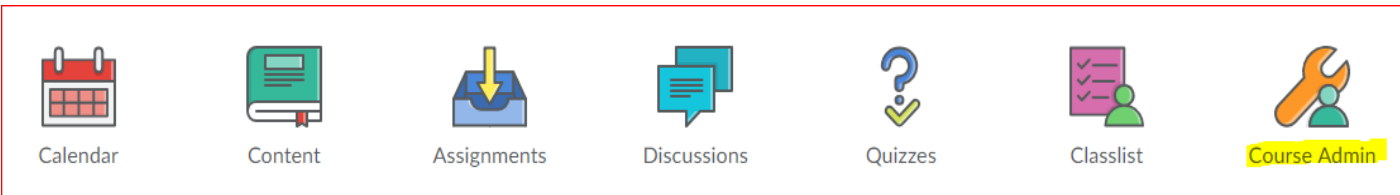
2. Select “Embed,” choose your options, then click “Publish”



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

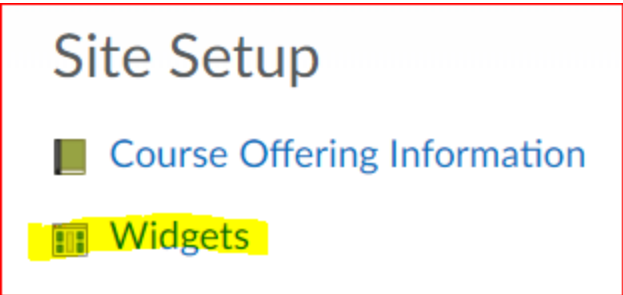


4. Next, go to your shell and select “Course Admin”

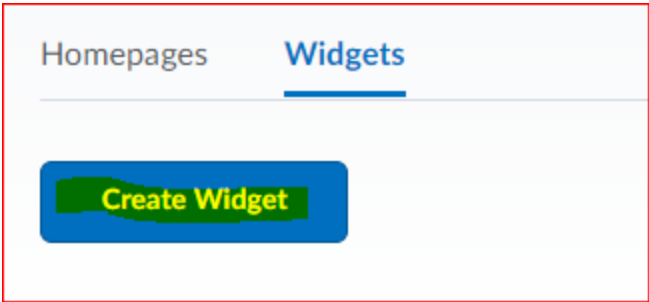


5. Then from the Site Setup list, select “Widgets”

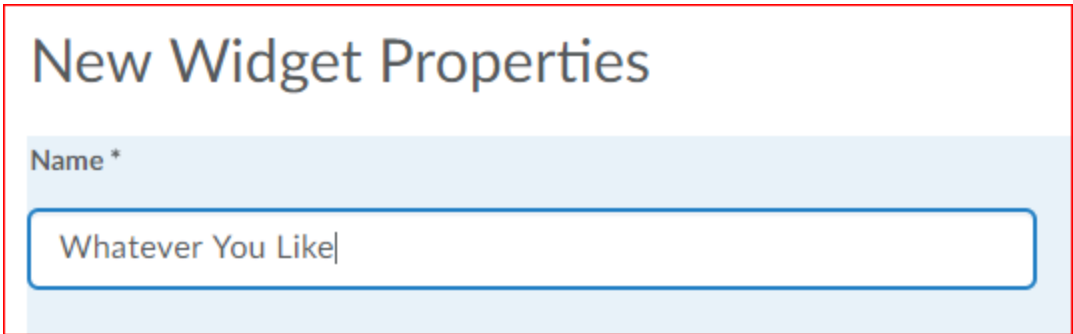




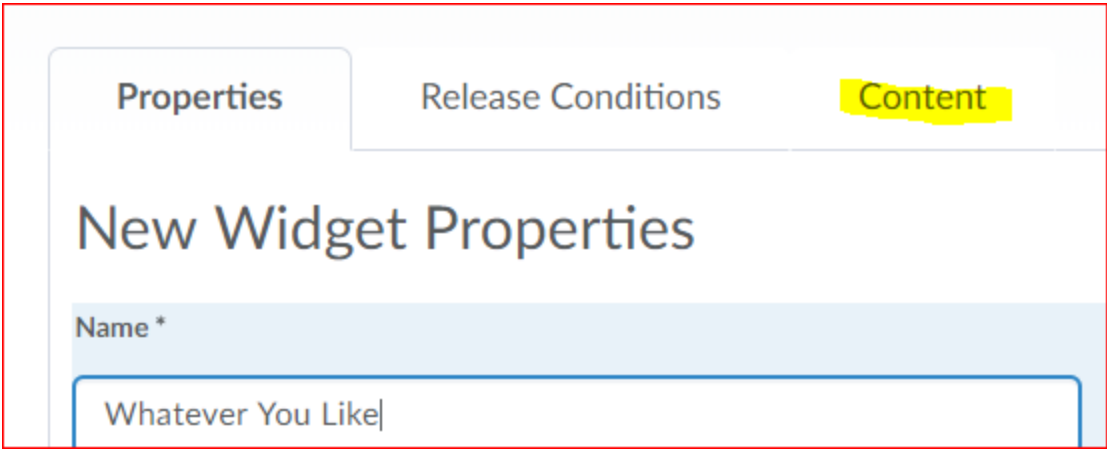
6. Select “Create Widget”



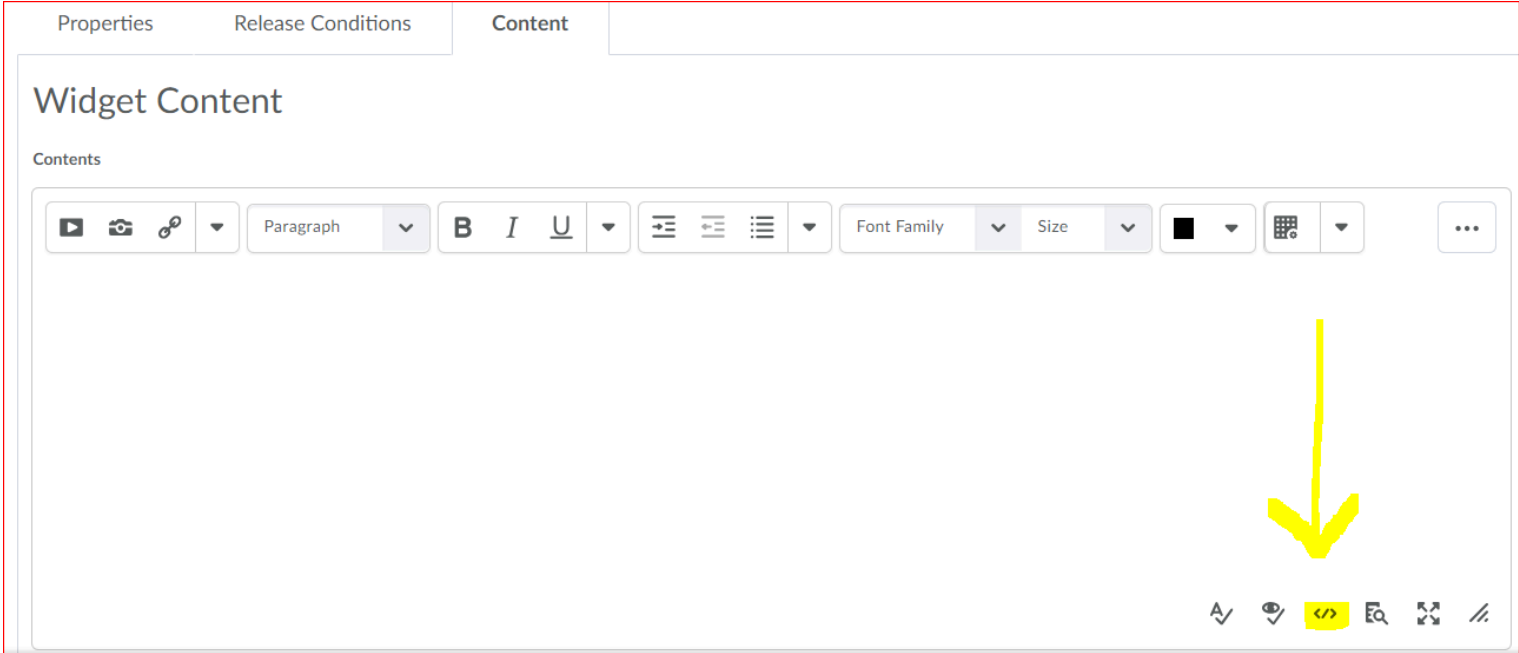
7. Name your widget



8. Go to “Content”



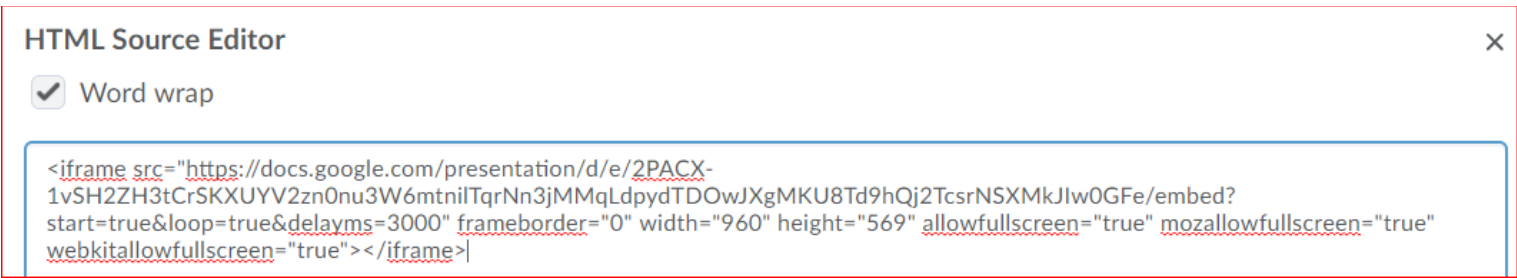
9. In the lower right corner of the editor, select the HTML editor icon </>



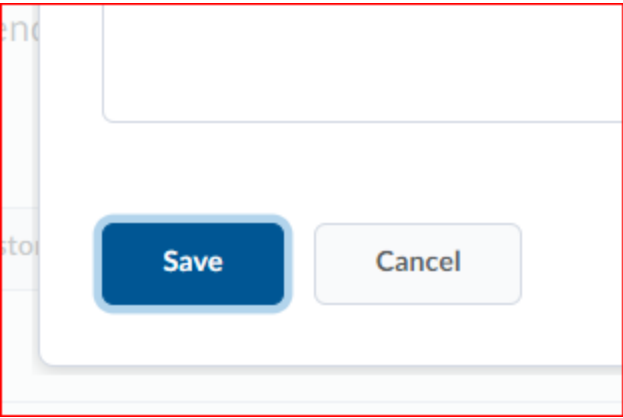
10.



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”

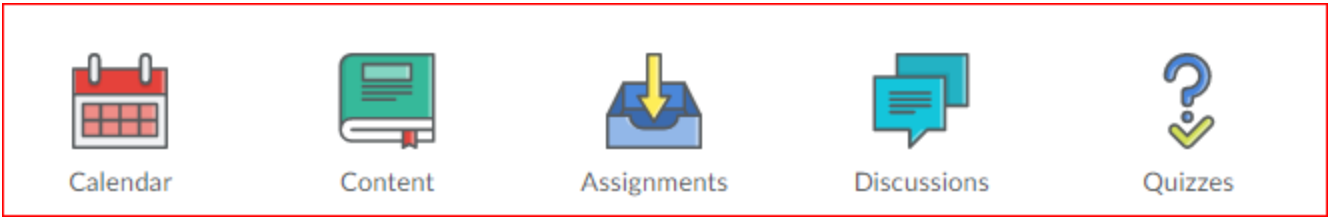
13. Further, if you have a device that can load the “Slides” app, you can have the slideshow update live as you add pictures from your mobile device. Just select “insert image” and “from Camera” as the source. Great for field trips in progress, or other school events, if the slideshow is shared with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

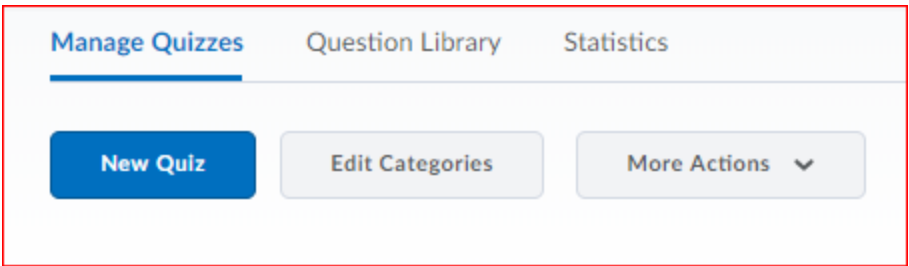
15. You can use the same process to create a custom Widget for any item on the web that has an ‘embed’ code available (Twitter feeds, YouTube videos, etc.)

## 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?](#) )

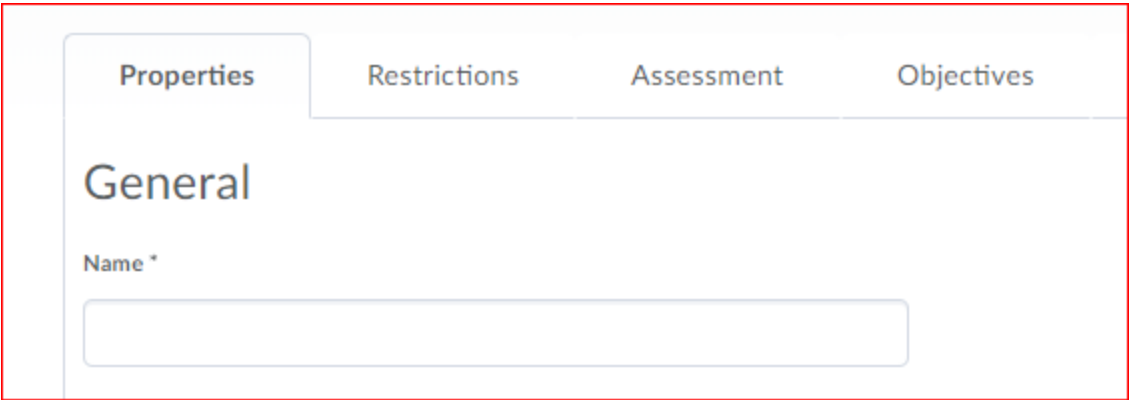


- Select **New Quiz**

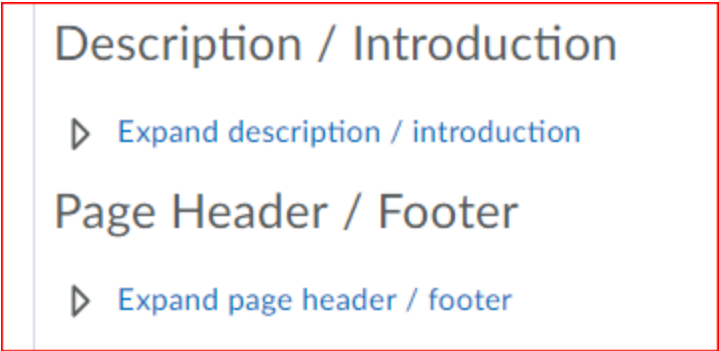


### Properties Tab

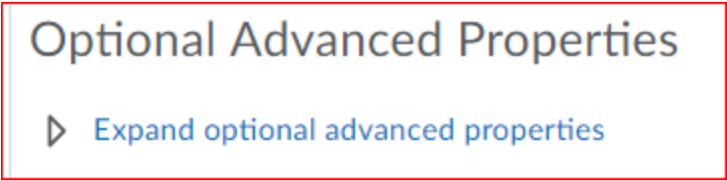
- Under **Properties**, give your quiz a name



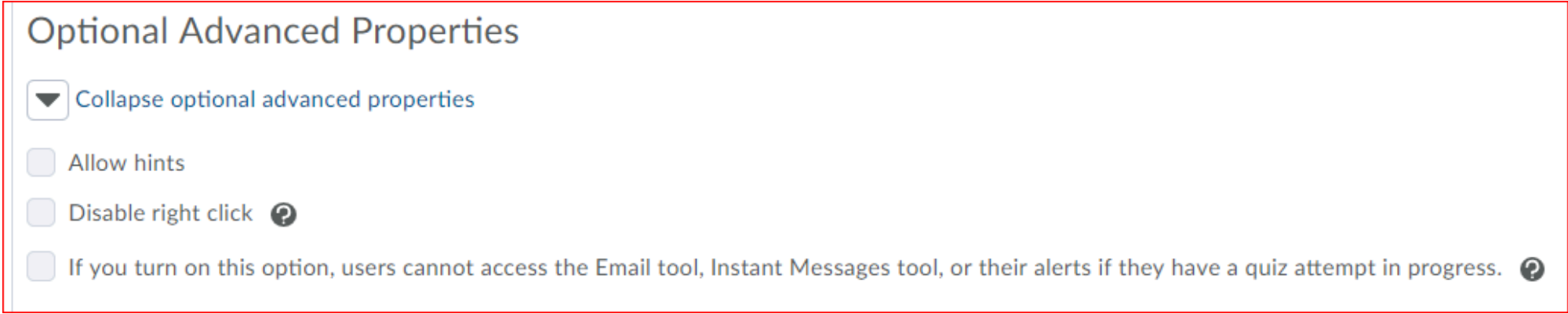
- You can also add more detail and a header or footer



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

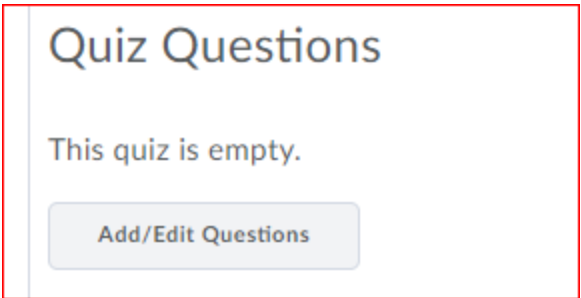


- First, expand the menu; then, select appropriate controls

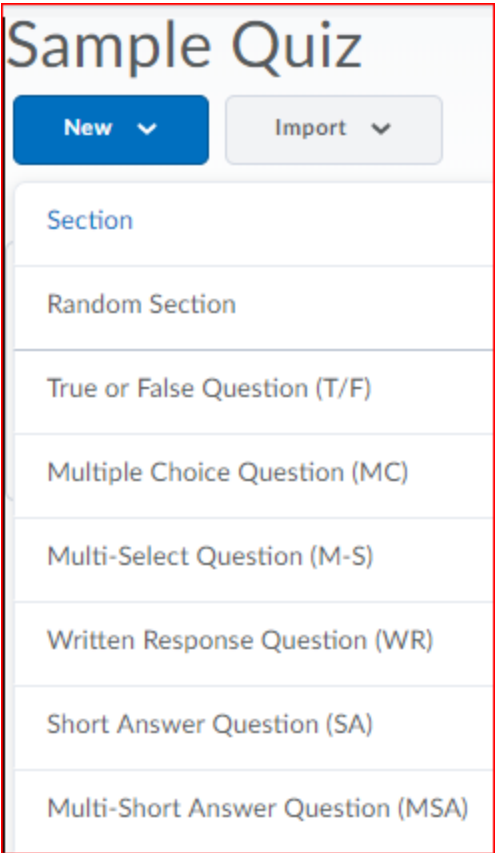


Properties Tab -- Add/Edit Questions

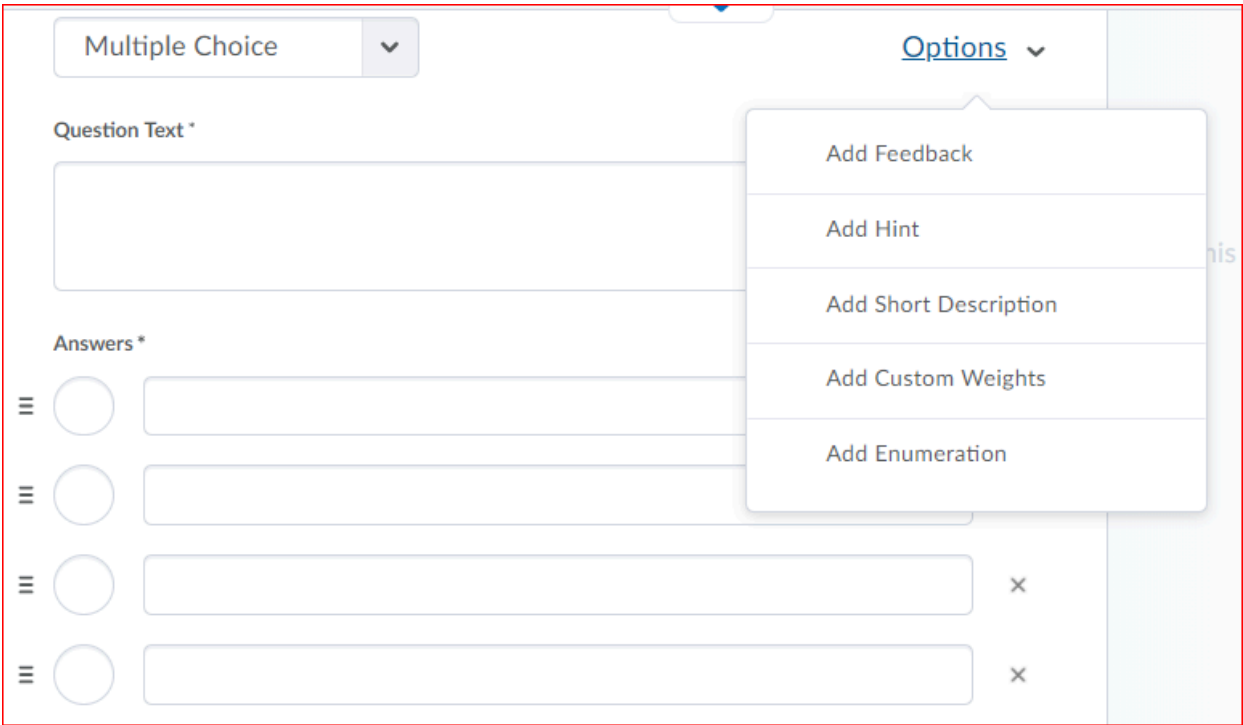
- You may begin to add questions to your quiz from here.



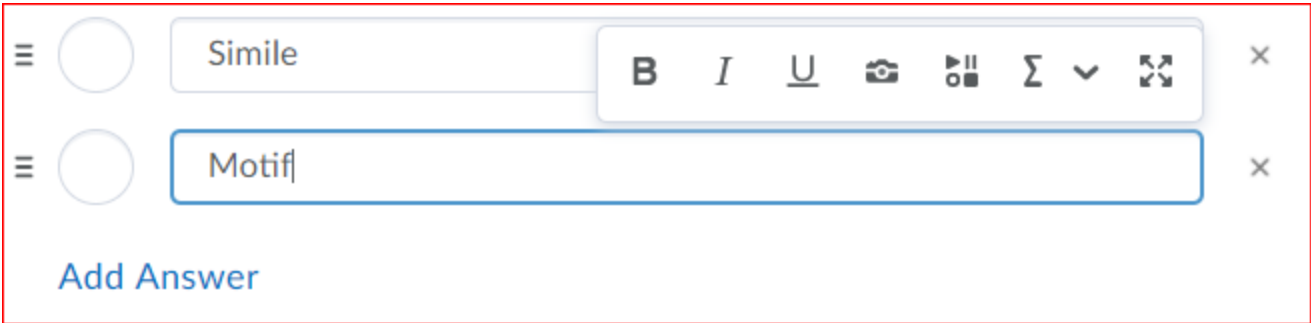
- Select **New** and a dropdown menu will appear, offering a variety of question types



- 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.

Answers \*

☰

✓

Metaphor

×

Add feedback for this answer

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

☐ Randomize answers for each student

Restrictions Tab

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

Properties

[Restrictions](#)

Assessment

- 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:

Due Date

☐ Has Due Date

4-30-2018

11:28 AM

Now

Canada - Toronto

Availability

☐ Has Start Date

4-23-2018

11:28 AM

Now

Canada - Toronto

☐ Has End Date

4-30-2018

11:28 AM

Now

Canada - Toronto

☐ Display In Calendar

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

Timing

☒ Recommended Time Limit

☐ Enforced Time Limit

120

minute(s)

Will be displayed before the quiz starts

☐ Show clock

Special Access

Type of Access

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

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

Additional Release Conditions

Attach Existing

Create and Attach

🗑

Remove All Conditions

There are no conditions attached to this item.

- 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.

Create a New Release Condition

Submission to folder

▼

Condition Details

Assignment Submission Folder

Activity 2: Reading Response Questi

▼

- The condition now appears in your list

Additional Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

To access this item, users must satisfy

All conditions must be met

▼

Submits to folder: Activity 2: Reading Response Questions

×

- 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.

Dates and Restrictions

Status

Inactive

▼

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

Assessment

Automatic Grade

☐

 Allow attempt to be set as graded immediately upon completion 

?

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

Grade Item

None

▼

[\[add grade item\]](#)

?

Auto Export to Grades

☐

 Allow automatic export to grades 

?

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

### Attempts

Attempts Allowed ?

1

▼

Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

Last Attempt

▼

Highest Attempt

Lowest Attempt

Average of all Attempts

First Attempt

Last Attempt

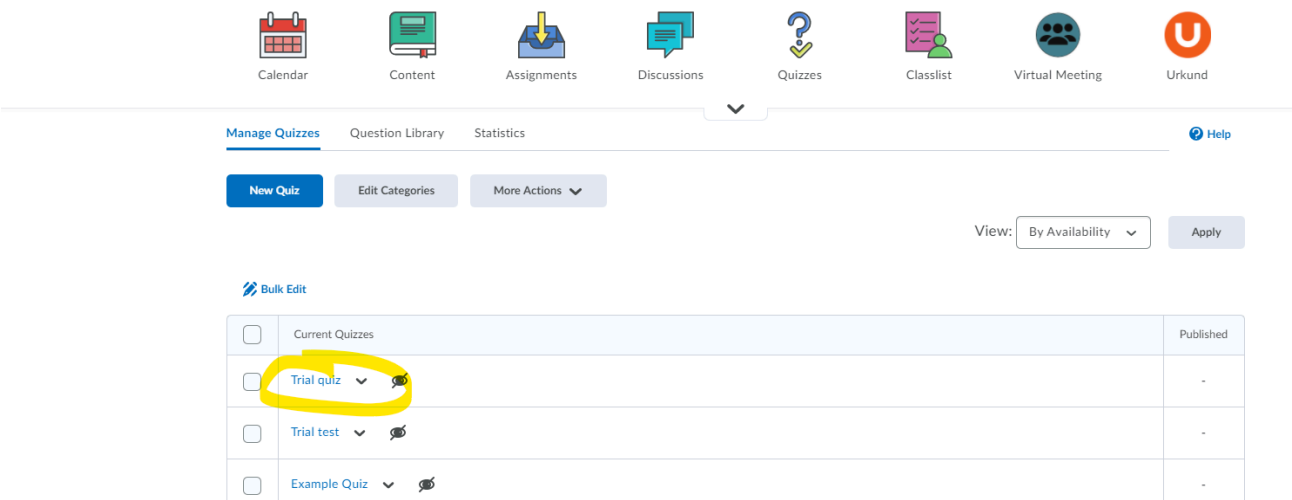
Cancel

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

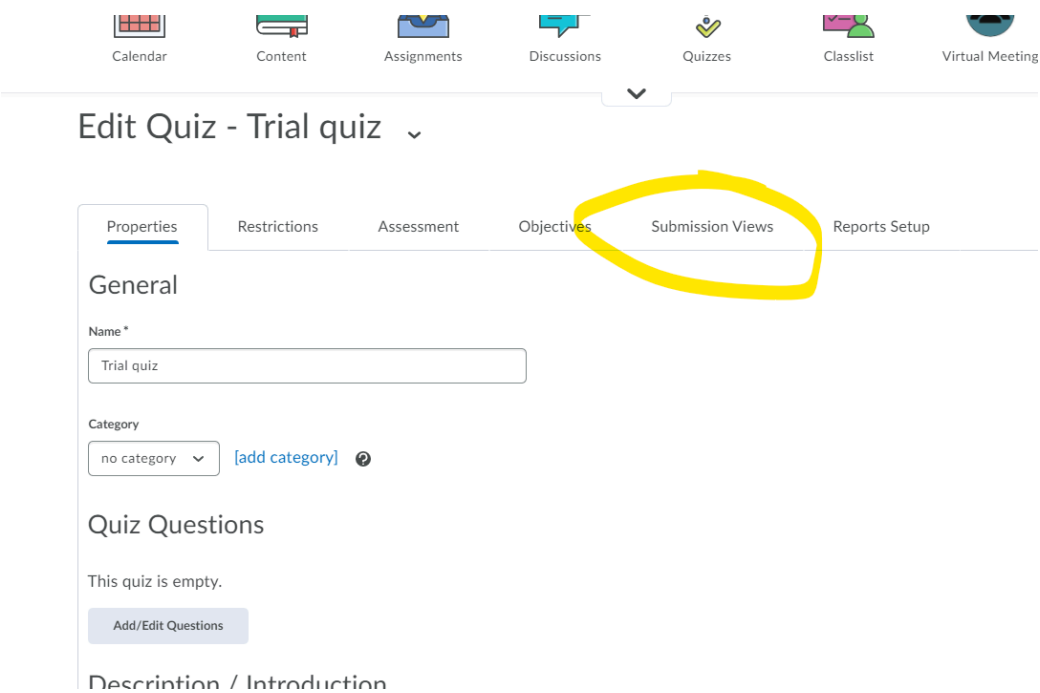


# Handing back quizzes - How do I manage what students see (Submission View)?

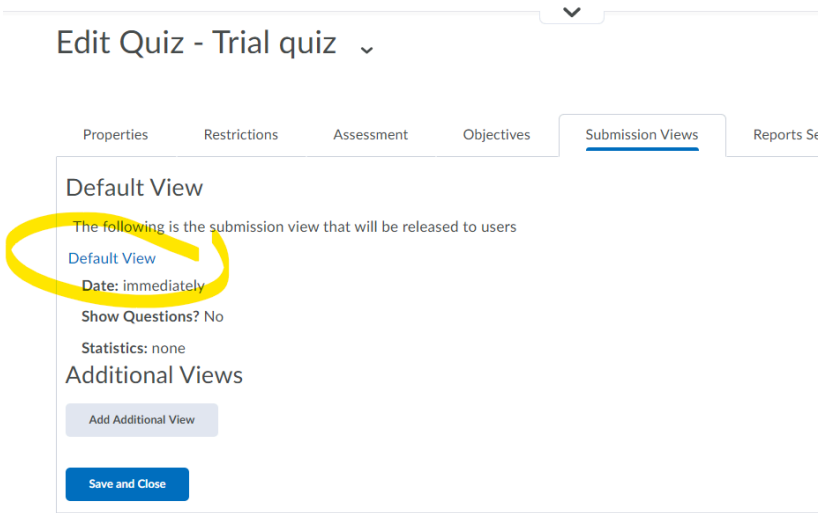
- Choose **Quizzes** from your Navbar.
- Click on the quiz you are interested in modifying the feedback to students.



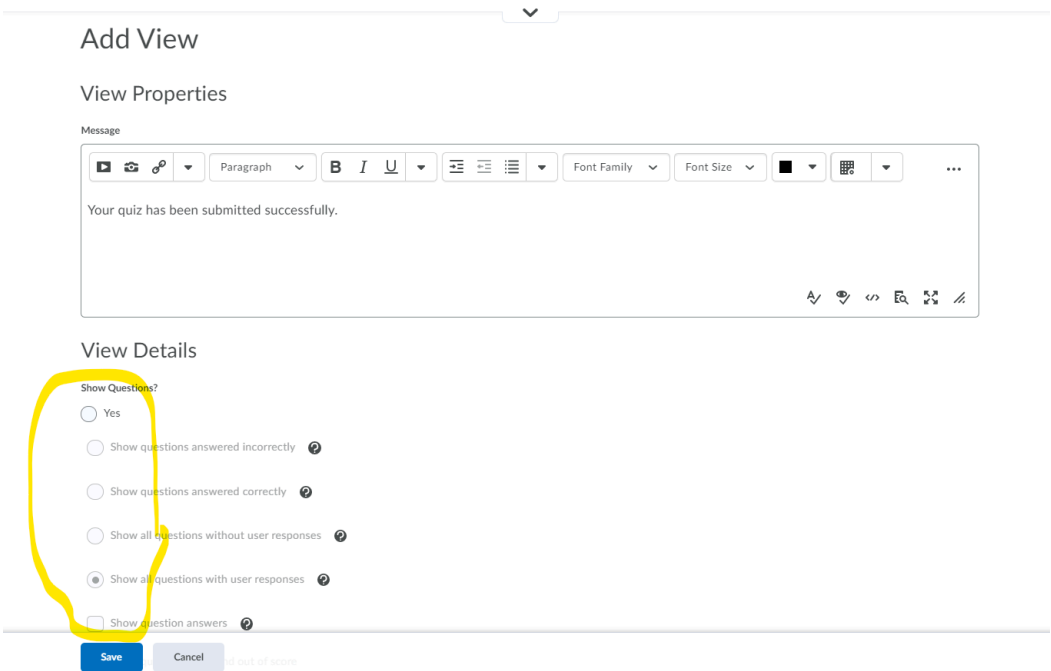
- Choose **Submission Views**.



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



- Now you will see...





- 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**.

## Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? No

Statistics: none

## Additional Views

Add Additional View

Save and Close

## View Properties

Name\*

New Submission View for the Trial

Message



Paragraph

**B** *I* U



Font Family

Font Size







Date

10/14/2020

11:21 AM

Now

Canada - Toronto

IP Address

☐ IP Restriction (IPv4) 

- 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**.

## Edit Quiz - Trial quiz ▾

Properties

Restrictions

Assessment

Objectives

Submission Views

## Default View

The following is the submission view that will be released to users

**Default View**

**Date:** immediately

**Show Questions?** No

**Statistics:** none

## Additional Views

Add Additional View

☒ New Submission View for the Trial

**Date:** Oct 14, 2020 11:21 AM

**Show Questions?** Show all questions with user responses

**Show question answers:** No

**Statistics:** Show class average

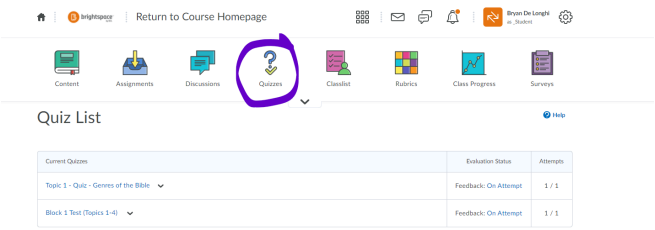
Save and Close

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

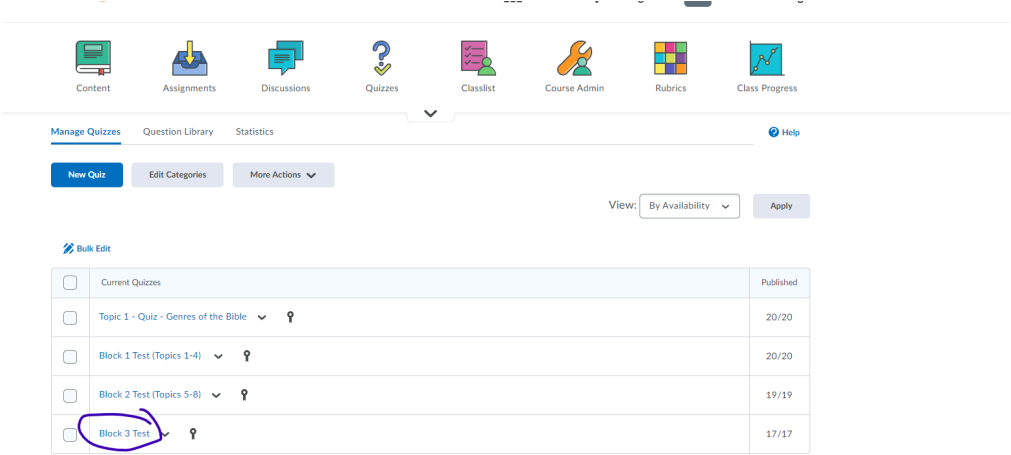
# Creating a Document (for a Hard Copy) from Quizzes

- 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.

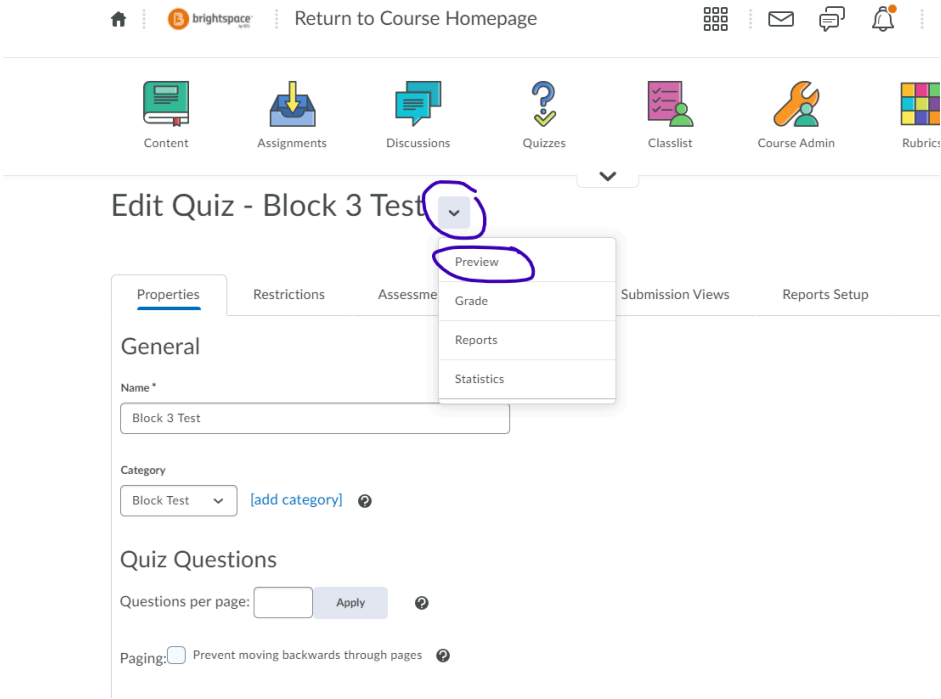
- Choose **Quizzes** from your Navbar



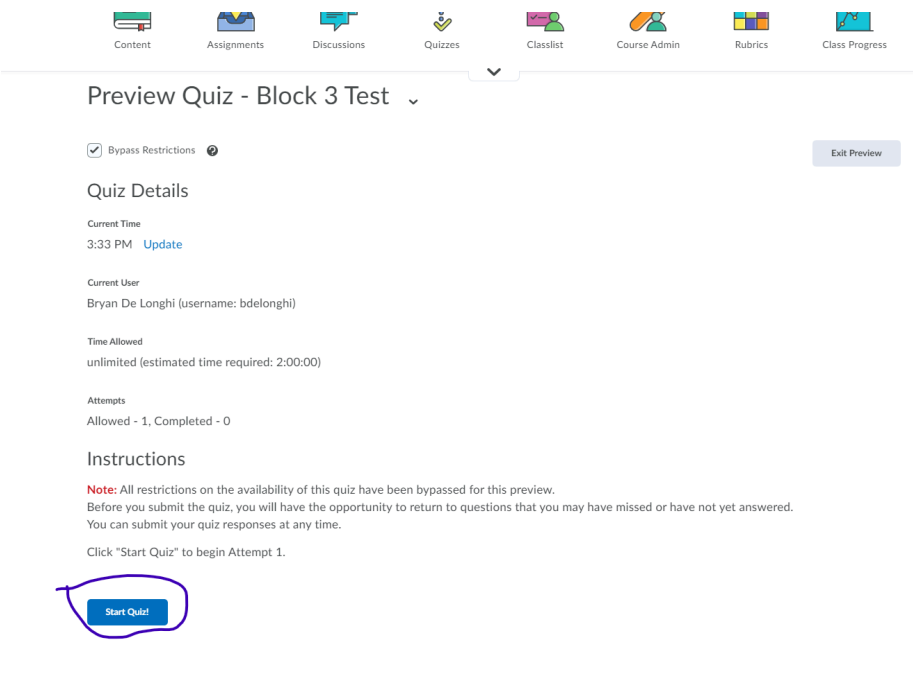
- Click on the quiz you wish to copy



- 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

Block 3 Test - Preview

1st Length: 2:00:00

Bryan De Longhi: Attempt 1

Exit Preview

Page 1:

1

2

3

4

5

6

7

8

9

10

11

12

Question 1 (6 points)

Give your top three priorities for your design of a palliative care room. Explain your choices.

Question 2 (6 points)

Describe how the Catechism teachings help define the Catholic Church's stance on two of the following topics:

1. Human Dignity

2. Gift of Life

3. Euthanasia, or

4. Palliative Care

Question 3 (4 points)

Identify two key reasons why the Church teaches against "mercy killing."

Question 4 (4 points)

Saint Mother Teresa of Calcutta went about her daily work she often thought of the ill and dying as Jesus. How did her actions support Gospel message to "will the good of the other"?

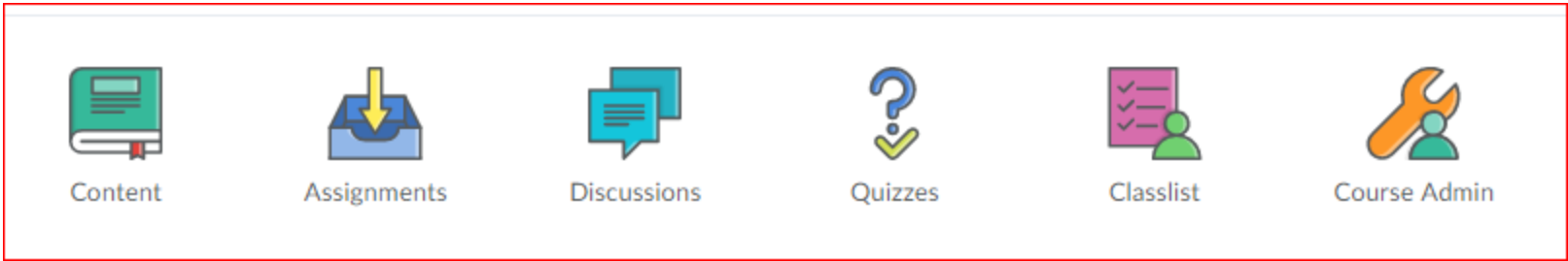
Question 5 (1 point)

Life is a gift from God. Use this to describe moral discernment as it relates to the Catechism

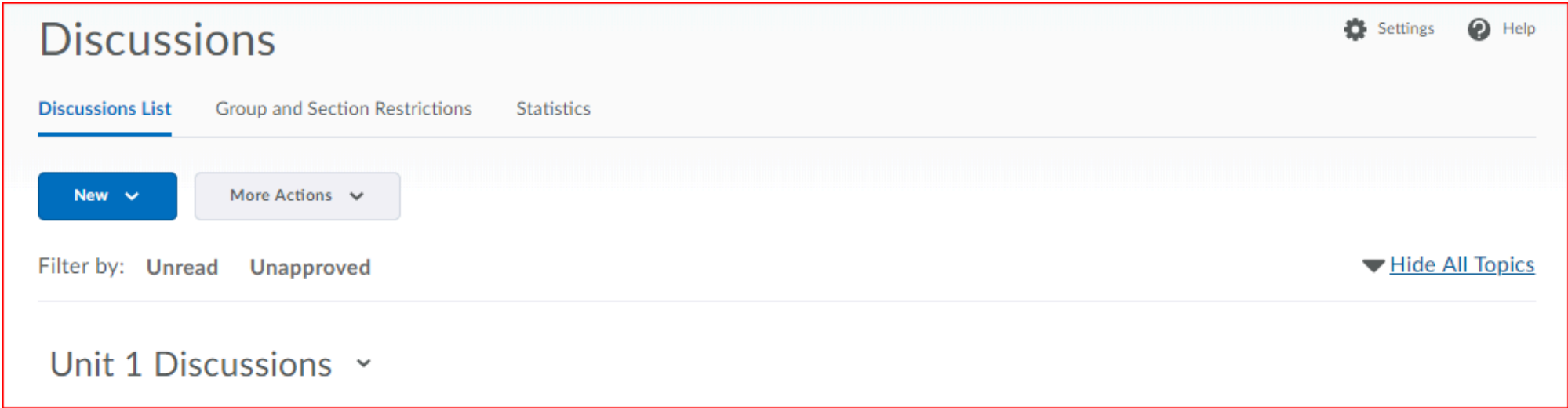
- Finish the edits and print for a hard copy.

## How do I create a Discussion?

- Go to the Discussion tool on your Navbar

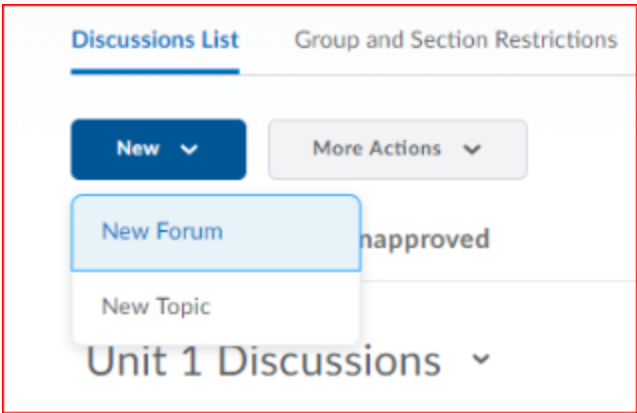


- If you have already imported course content from a Ministry curriculum package, you may already have discussions loaded here, arranged by unit.

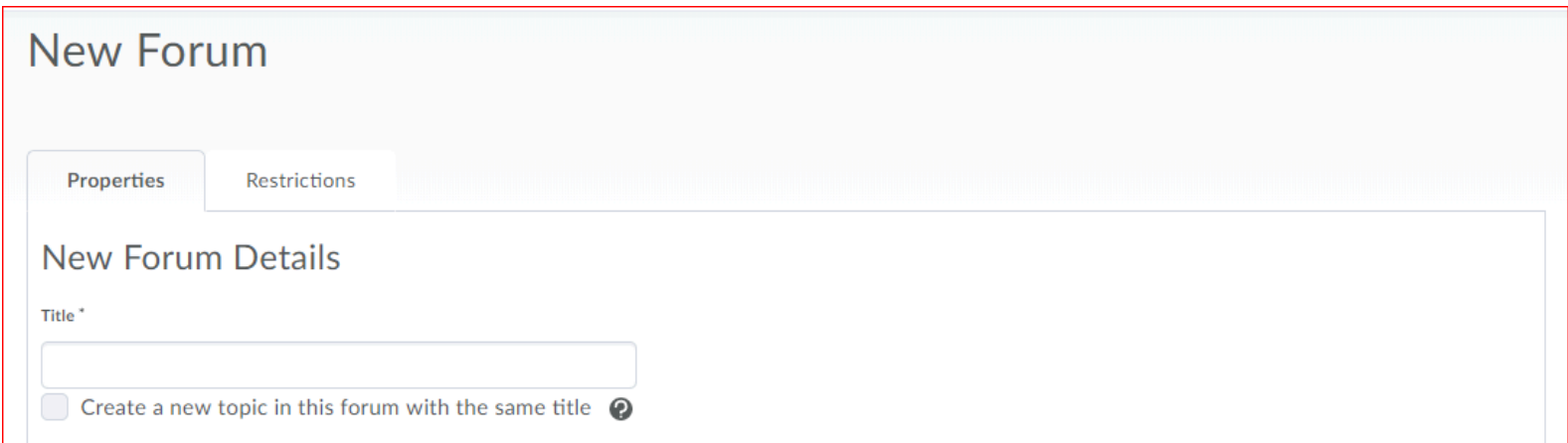


### Properties Tab

- 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”

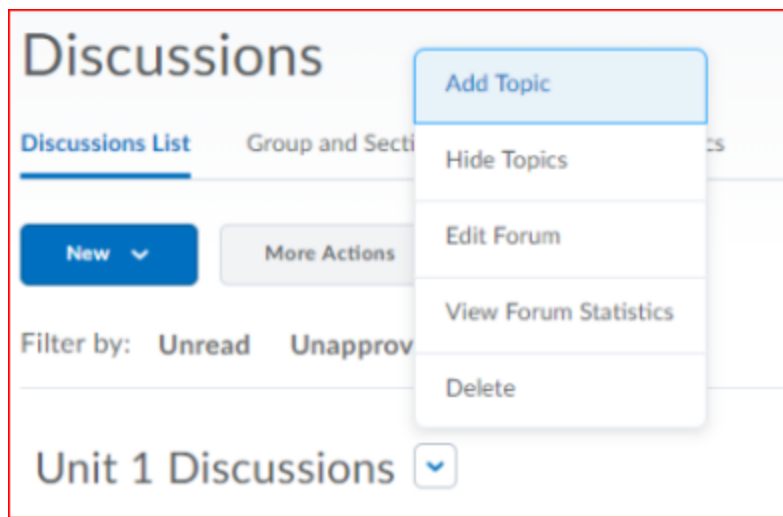


- Give the new forum a name and description. Name it after the module or lesson it connects with, if you wish

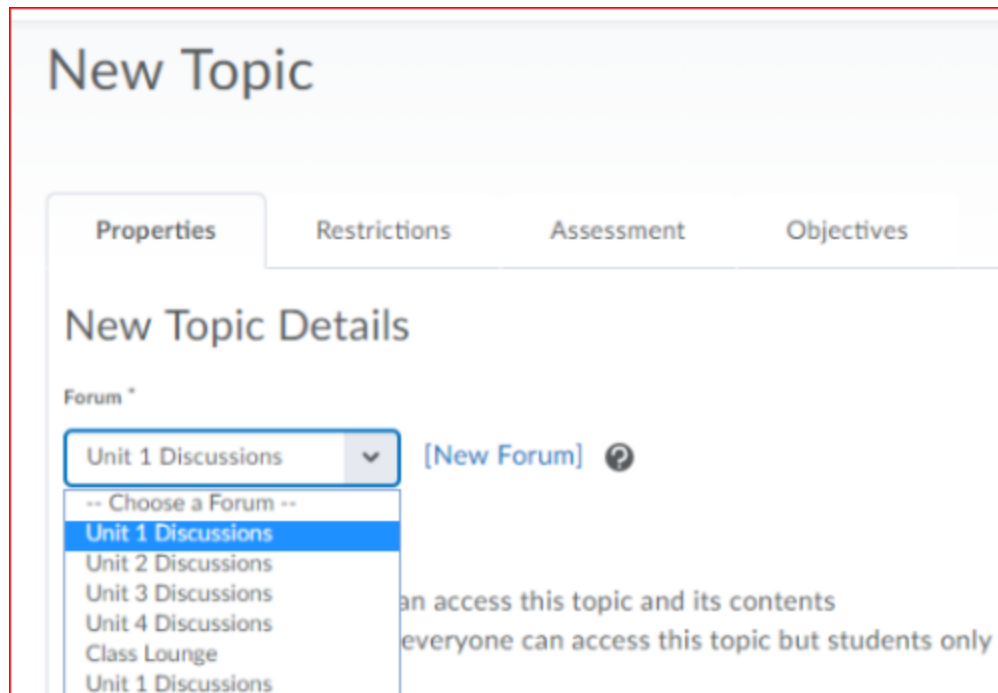


- This will create the new “forum” in your discussion unit/module list

- 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

Title \*

Description









Paragraph



**B**

*I*

U











Font Family



Size













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

Topic Type

☒ Open topic, everyone can access this topic and its contents

☐ Group or section topic, everyone can access this topic but students only see threads from their own group or section

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

Options

- ☐ Allow anonymous posts 
- ☐ A moderator must approve individual posts before they display in the topic 
- ☐ Users must start a thread before they can read and reply to other threads 

- 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.

### Locking Options

▼ Hide locking options

Locking Options

☒ Unlock topic

☐ Lock topic

☐ Unlock topic for a specific date range

☐ Has Start Date

4-30-2018

9:15 AM

Now

Canada - Toronto

☐ Has End Date

5-7-2018

9:15 AM

Now

Canada - Toronto

☐ Display in Calendar

- Make sure to save your changes

Save and Close

Save and New

Save

Cancel

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

| Unit 1 Discussions ▼                                                                                                                                                                                                                                                                      |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Topic                                                                                                                                                                                                                                                                                     | Threads |
| <div><b>U1A3 Discussion</b> ▼</div> <div>Once you have read both cases, post your two response paragraphs in the threaded discussion area. Note: you are required to complete a one paragraph reply to at least two other postings.</div>                                                 | 0       |
| <div><b>U1A6 Discussion</b> ▼</div> <div>Identify your posting as a critique of the cases so that others in the course can respond to it. You are responsible for responding to at least two posts.</div>                                                                                 | 0       |
| <div><b>Research and Documentation</b> ▼</div> <div>Identify some common sources for research and assess each other's choices, identifying possible issues with validity and depth, as well as requirements for completing documentation. Try to expand the list as far as you can.</div> | 0       |

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

## Edit Topic - Research and Documentation ▼

Properties

Restrictions

Assessment

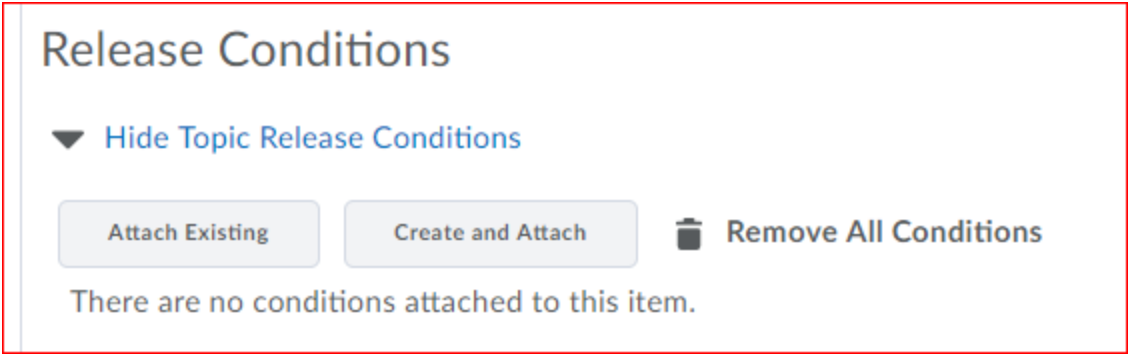
Objectives

### Release Conditions

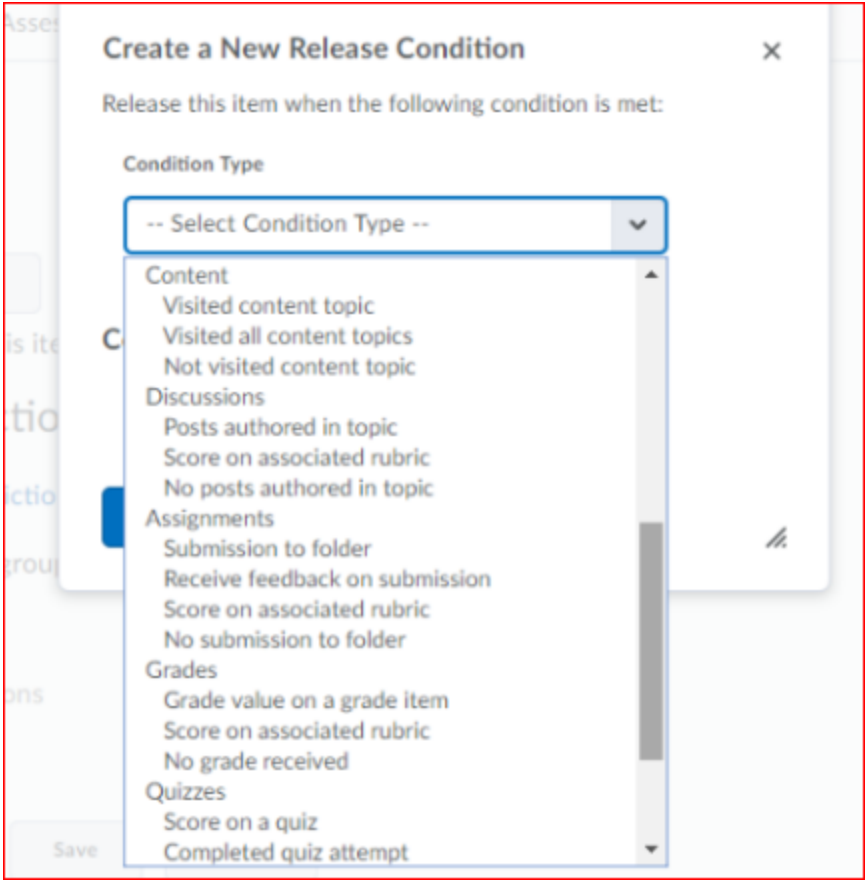


Restrictions Tab

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



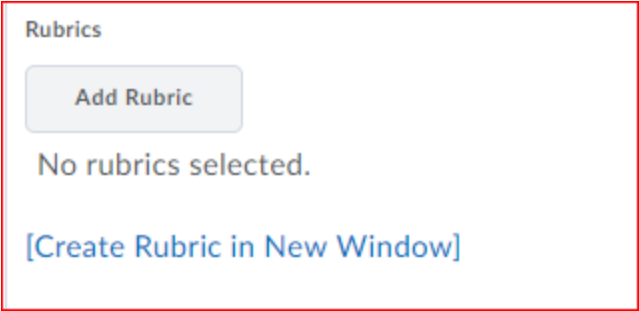
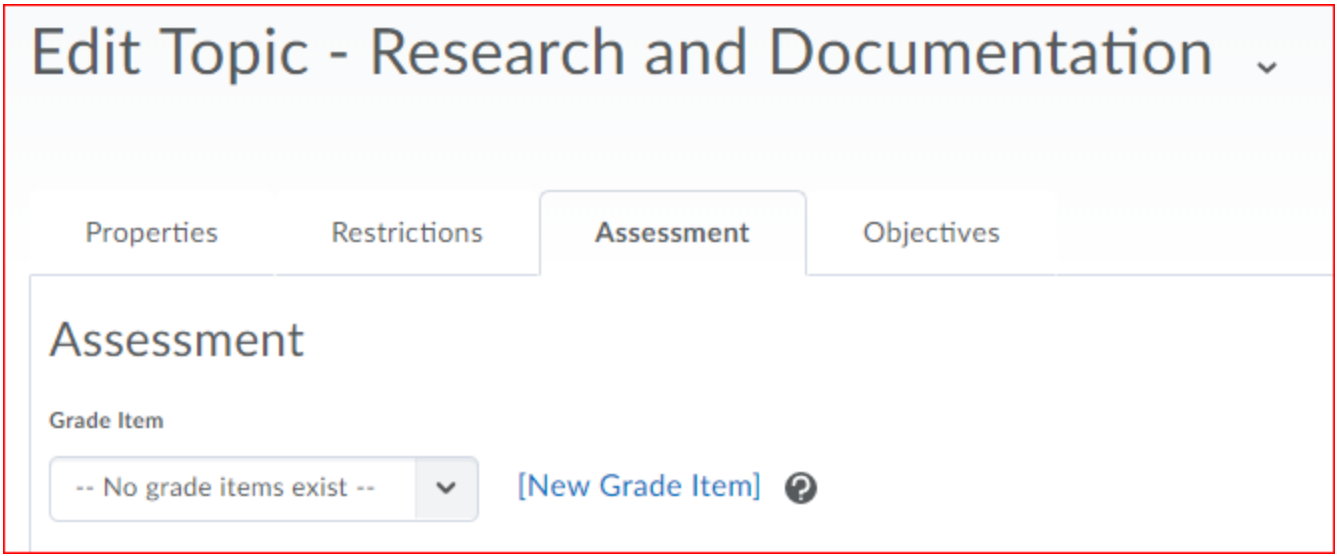
- This gives you access to a large dropdown menu of conditions, allowing you to select a variety of course completion criteria that must be met before gaining access to the discussion.



- 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 post 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.

Posts

☐ Allow assessment of individual posts ?

Calculation

-- Select a calculation method --

▼

☐ Include unassessed posts in the calculated topic score as zero ?

- 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.

PropertiesRestrictionsAssessmentObjectives

Objectives

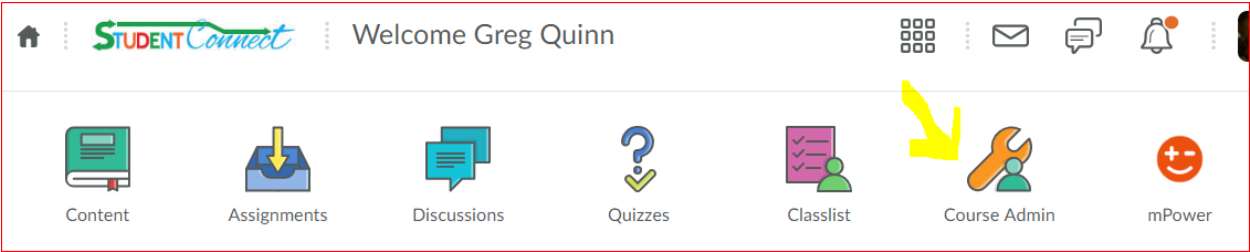
Associate Learning Objectives



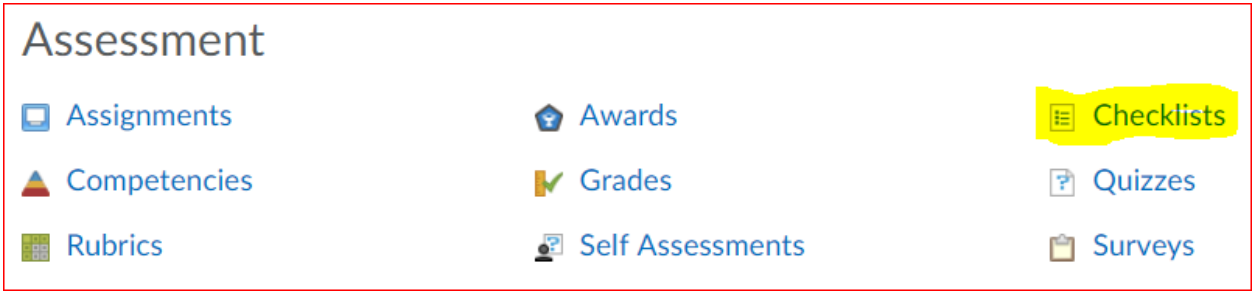
## How Do I Build and Use a Checklist in My Course/Class?

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.

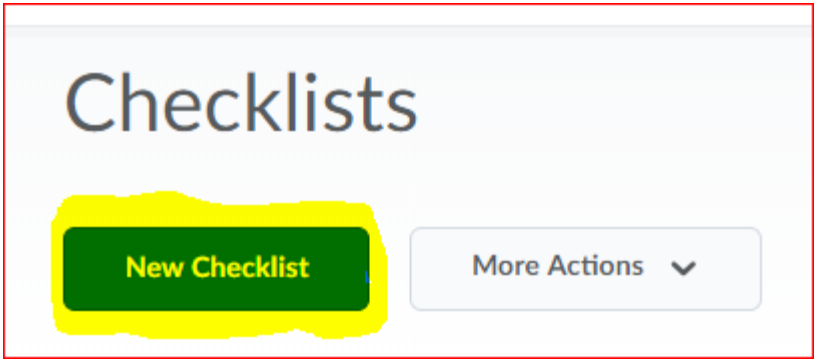
1. Go to “Course Admin”



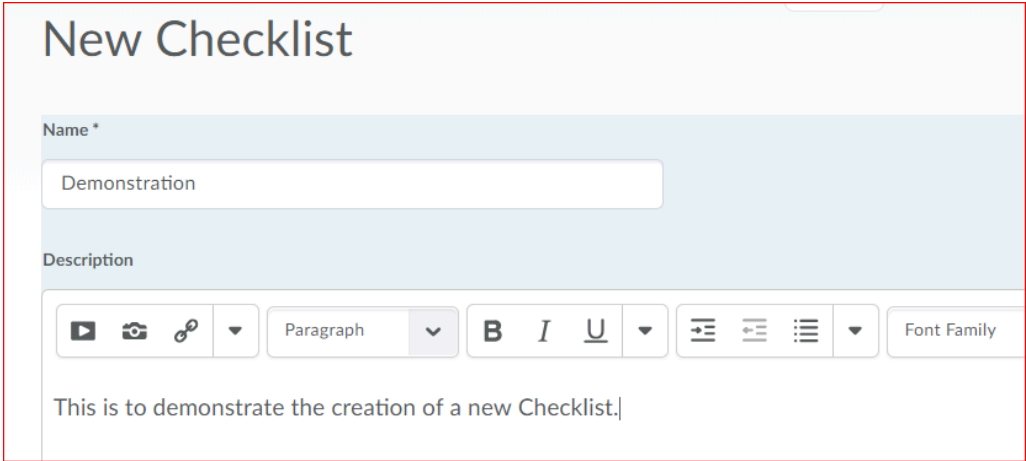
2. Select the “Checklist” tool under the “Assessment” section



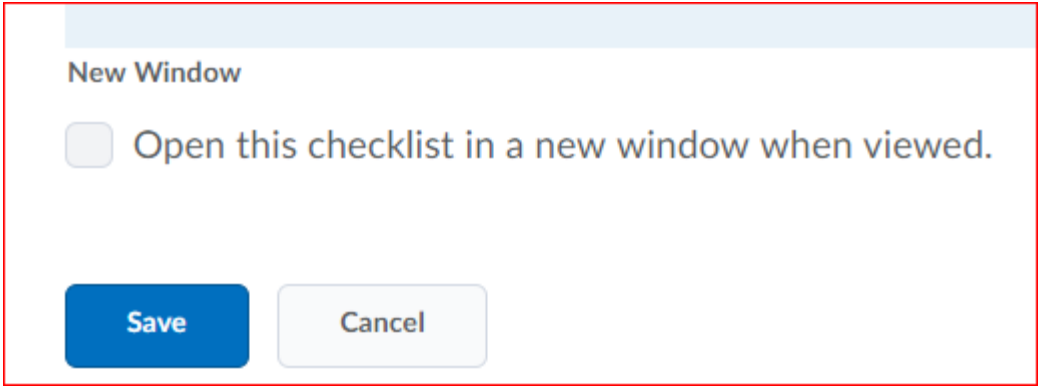
3. Select “New Checklist”



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

### Categories and Items

New Category

New Item

Reorder

You haven't created any categories or items.

Click **New Category** to add a new category or click **New Item** to add a new item.

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.

## New Category

Name \*

First Category

Description

Paragraph

This is for the first grouping of items in this demonstration.

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**.

### Categories and Items

New Category

New Item

Reorder

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.

## New Item

Category \*

First Category

[New Category]

Name \*

First Item for C1

Description

Paragraph

This is the first demo item to be placed in Category 1

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.

Second Category

Item 4 in C2

Item 3 in C2

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

Categories and Items

New Category

New Item

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.

| Categories/Items  | Sort Order |
|-------------------|------------|
| ▼ First Category  | 1 ▼        |
| First Item for C1 | 1 ▼        |
| Item 2 in C1      | 2 ▼        |
| ▼ Second Category | 2 ▼        |
| Item 4 in C2      | 1 ▼        |
| Item 3 in C2      | 2 ▼        |

|                   |     |
|-------------------|-----|
| ▼ Second Category | 2 ▼ |
| Item 4 in C2      | 2 ▼ |
| Item 3 in C2      | 1 ▼ |

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.

Edit Checklist - Demonstration ▼

Checklist Contents

Restrictions

Release Conditions

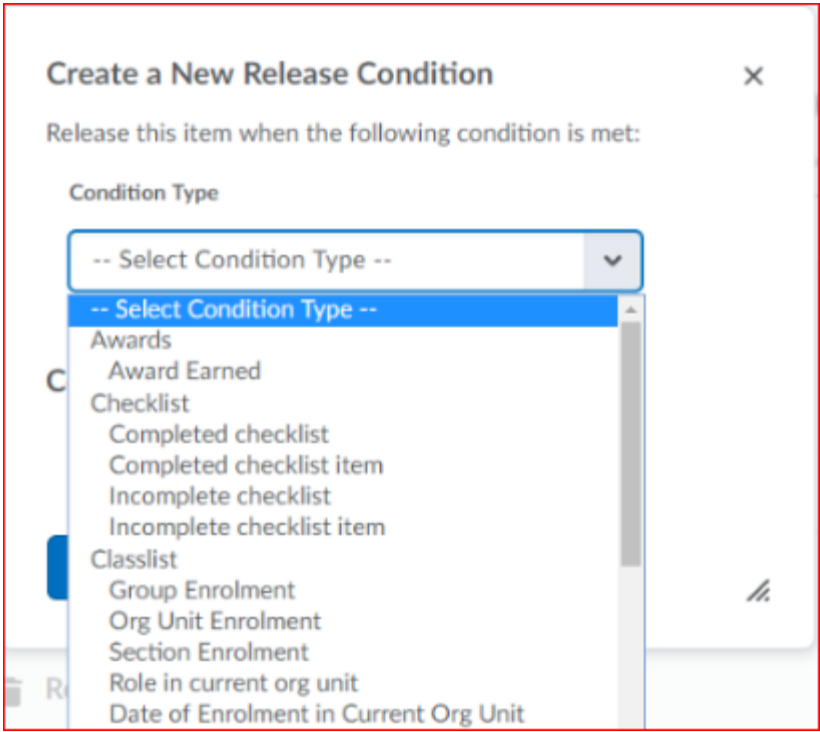
17. Under Restrictions, you can create and set Release Conditions for the Checklist.

Release Conditions

Attach Existing

Create and Attach

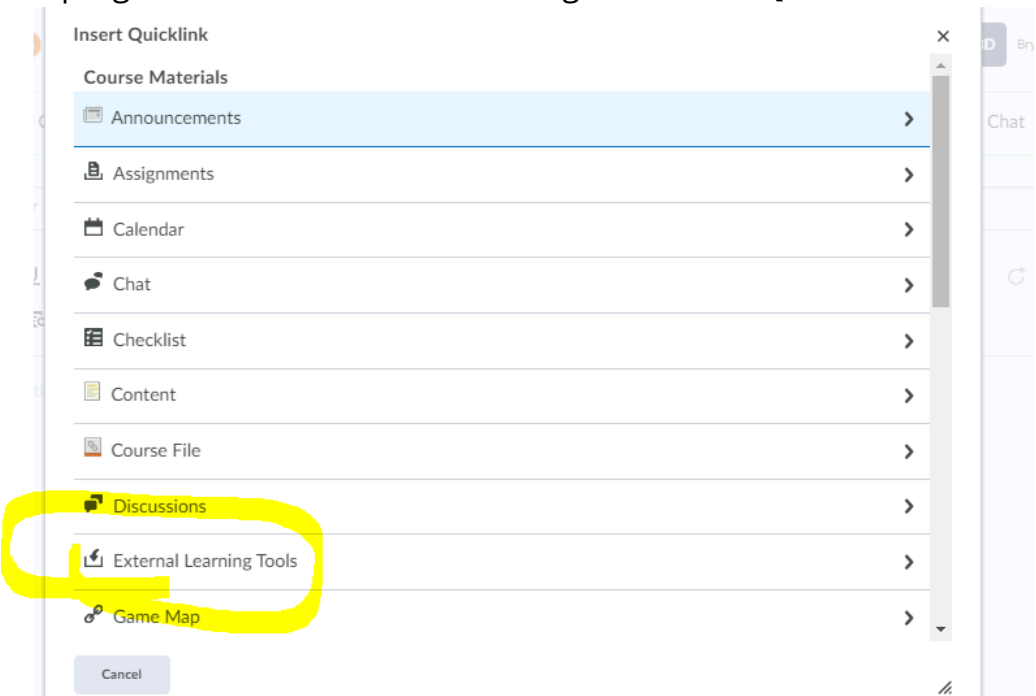
18. Select “Create and Attach.” This will bring up a drop down menu of course items and tasks that can be set as prerequisite for the viewing of the new Checklist (especially useful if it is a timed release Checklist in a Blended Learning Unit in Lessons).



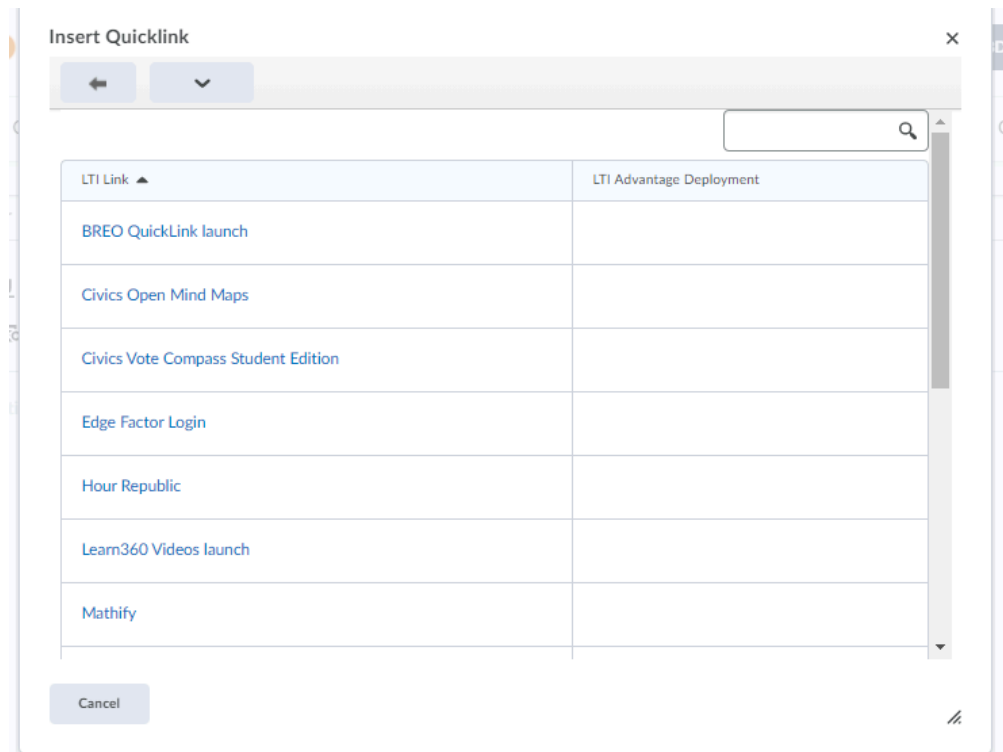
19. You can select a number of positive and negative (not complete) statements as release conditions including: Group Enrollment, Submission of an Assignment, % scored on a Quiz, etc. You can also set multiple release conditions on any item.

# 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**.

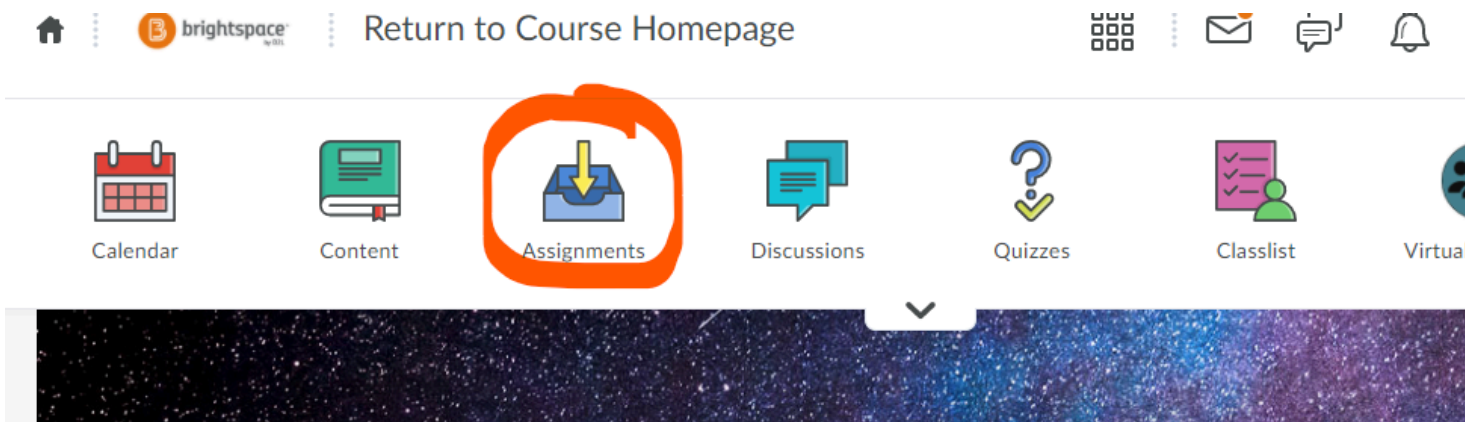


- You will then see a wide range of options available:

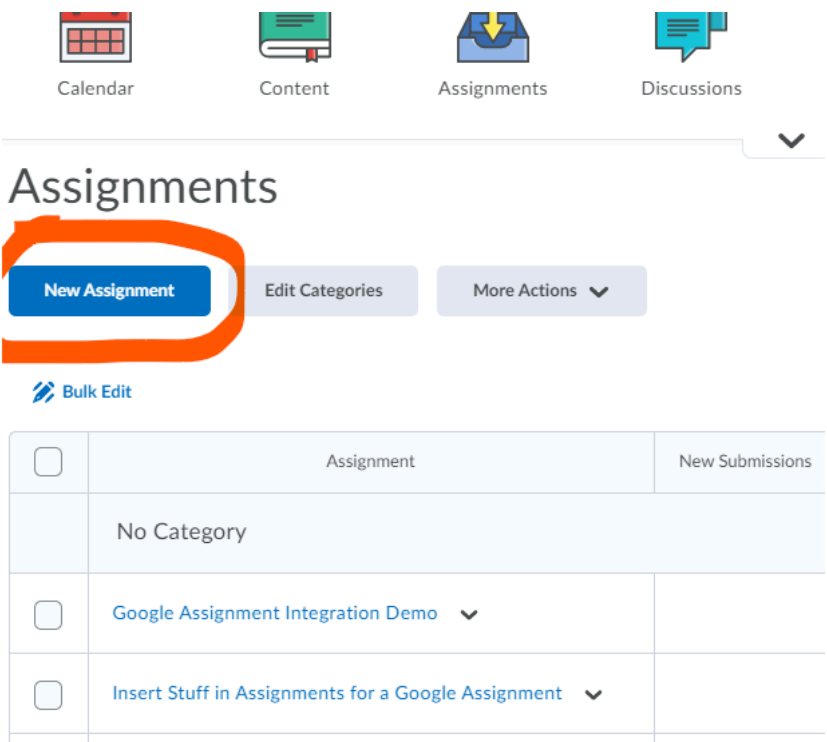


## How do I create an assignment?

- 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

[Back to Manage Assignments](#)

Name \*

Choose an appropriate title. e.g., Unit #1 - Activity 2 - Exploring the Periodic Table

Score Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

Record Audio

Record Video

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

- 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.



Back to Manage Assignments

Name \*

Choose an appropriate title e.g., Unit #1 - Activity 2 - Exploiting the Periodic Table

Score Out Of

40

points

In Grades

Due Date

M/D/YYYY

Instructions

Record Audio

Record Video

Availability

Always available

Submission

File submission

Evaluation &

No rubric added

- 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.

Instructions

You can add instructions here, or use the tools below to link instructions from another location.

Record Audio

Record Video

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

Back to Manage Assignments

Name \*

Trial Assignment for Survival Guide

Score Out Of

100

points

In Grades

Due Date

M/D/YYYY

Instructions

steps/instruction for the assignment

Record Audio

Record Video

- 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** 

Back to Manage Assignments

Name \*

Trial Assignment for Survival Guide

Score Out Of

100points

In Grades

Due Date

M/D/YYYY

B

I

U

steps/instruction for the assignment

Record Audio

Record Video

- Choose **Add Video Note**

Insert Stuff

My Computer

Course Offering Files

Shared Files

Learning Repository

Add Video Note

Video Note Search

Capture

YouTube

Flickr

Cancel

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

Insert Stuff

Add Video Note

Record Webcam Video

Upload File

New Recording

00:00 / 30:00

Next

Back

Cancel

- 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**

Insert Stuff

Add Video Note

Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.

Title:

Trial Video Notes

Description:

a quick video for Survival Kit

Audio Language:

en-CA - English (Canada)

Automatically generate captions from audio

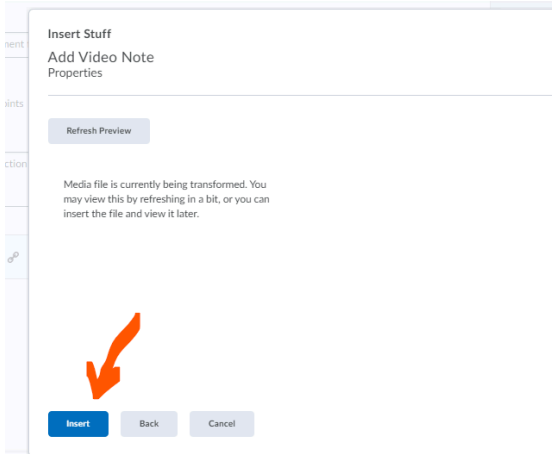
Next

Back

Cancel

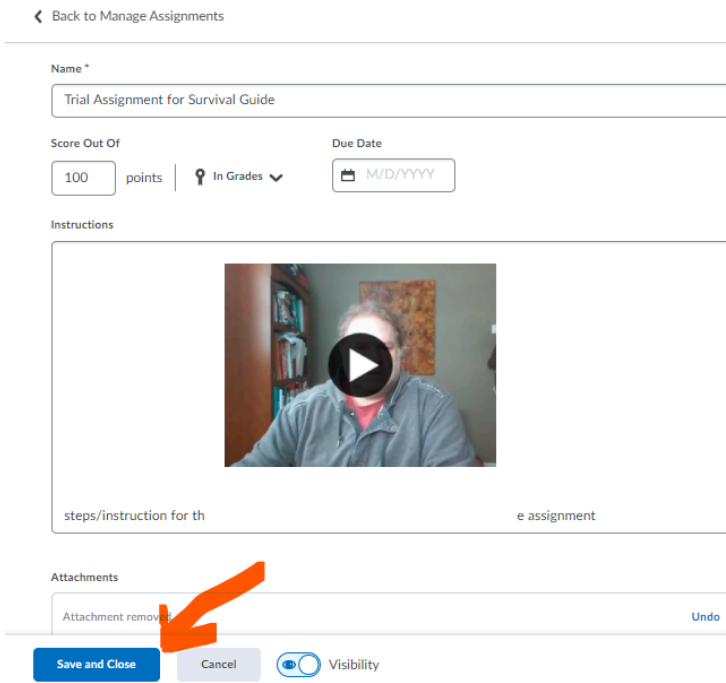


- Click **Insert**



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.

New Assignment

Edit Categories

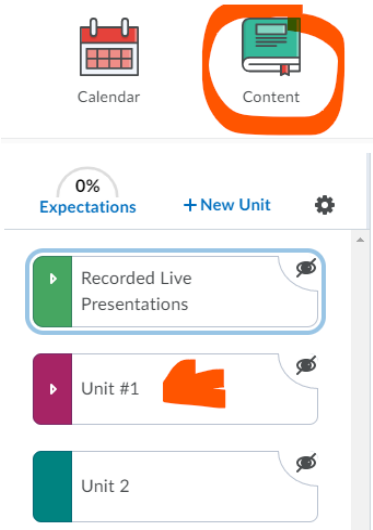
More Actions

Bulk Edit

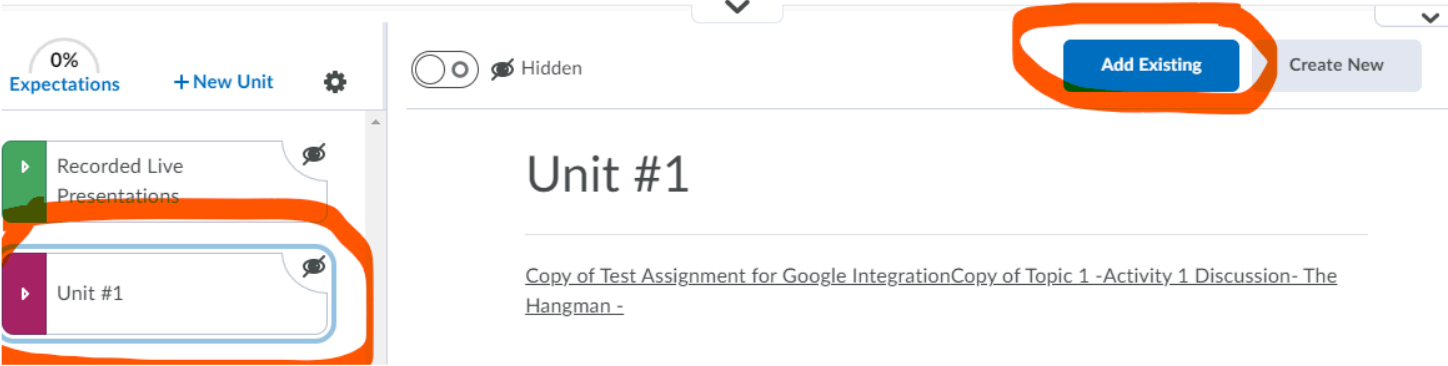
|                          | Assignment                                              | New Submissions |
|--------------------------|---------------------------------------------------------|-----------------|
|                          | No Category                                             |                 |
| <input type="checkbox"/> | Google Assignment Integration Demo                      |                 |
| <input type="checkbox"/> | Insert Stuff in Assignments for a Google Assignment     |                 |
| <input type="checkbox"/> | Using Quicklink from assignment for a Google Assignment |                 |
| <input type="checkbox"/> | Nov 10 Google trial                                     |                 |
| <input type="checkbox"/> | Google Assignment in Brightspace Assignment             |                 |
| <input type="checkbox"/> | Unit 1 Assignment 1                                     |                 |
| <input type="checkbox"/> | Trial Assignment for Survival Guide                     |                 |

For adding an assignment to Content:

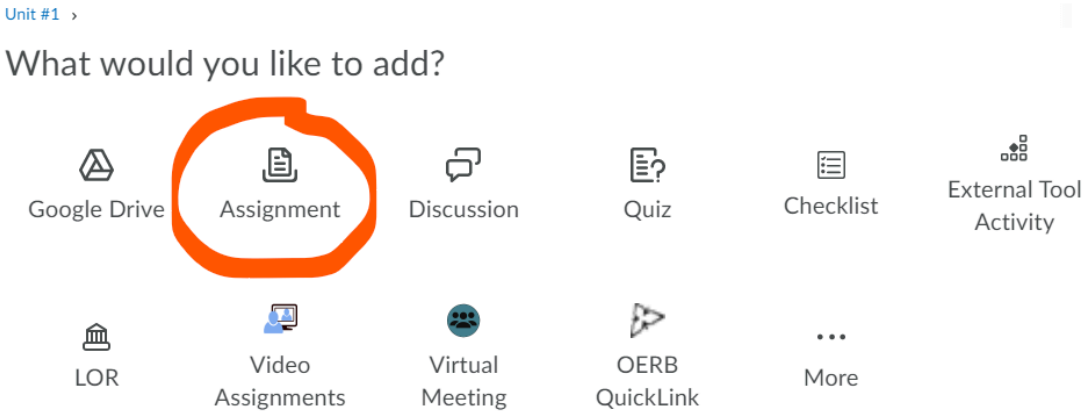
- Navigate to **Content** on the Navbar.



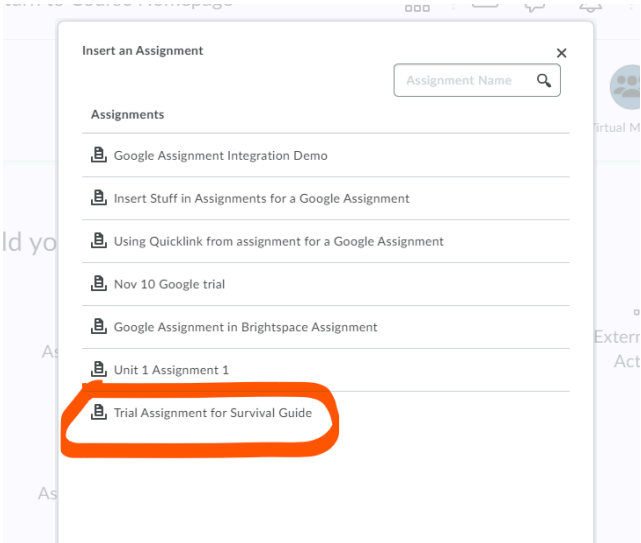
- Select the Module to which you would like to add the assignment (i.e., Unit 1 in this demo).
- Choose **Add Existing**.



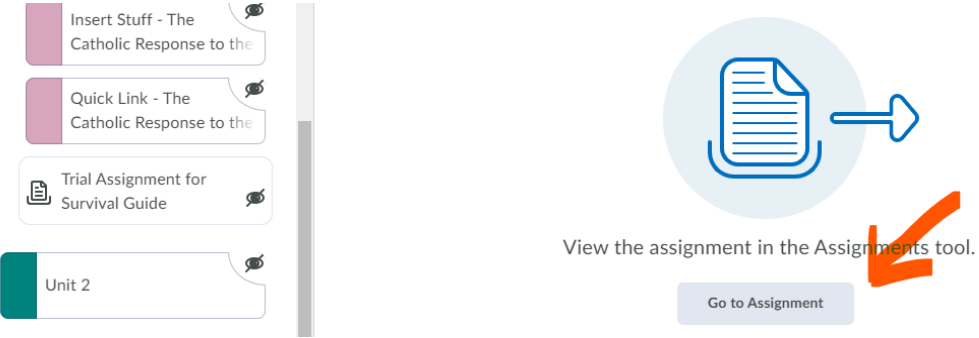
- Select **Assignment**



- Choose the assignment you wish to attach.

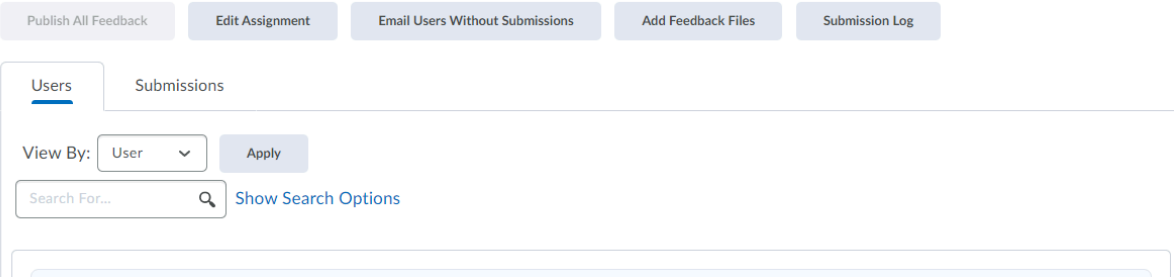


- You and students can now select **Go to Assignment** to access it.

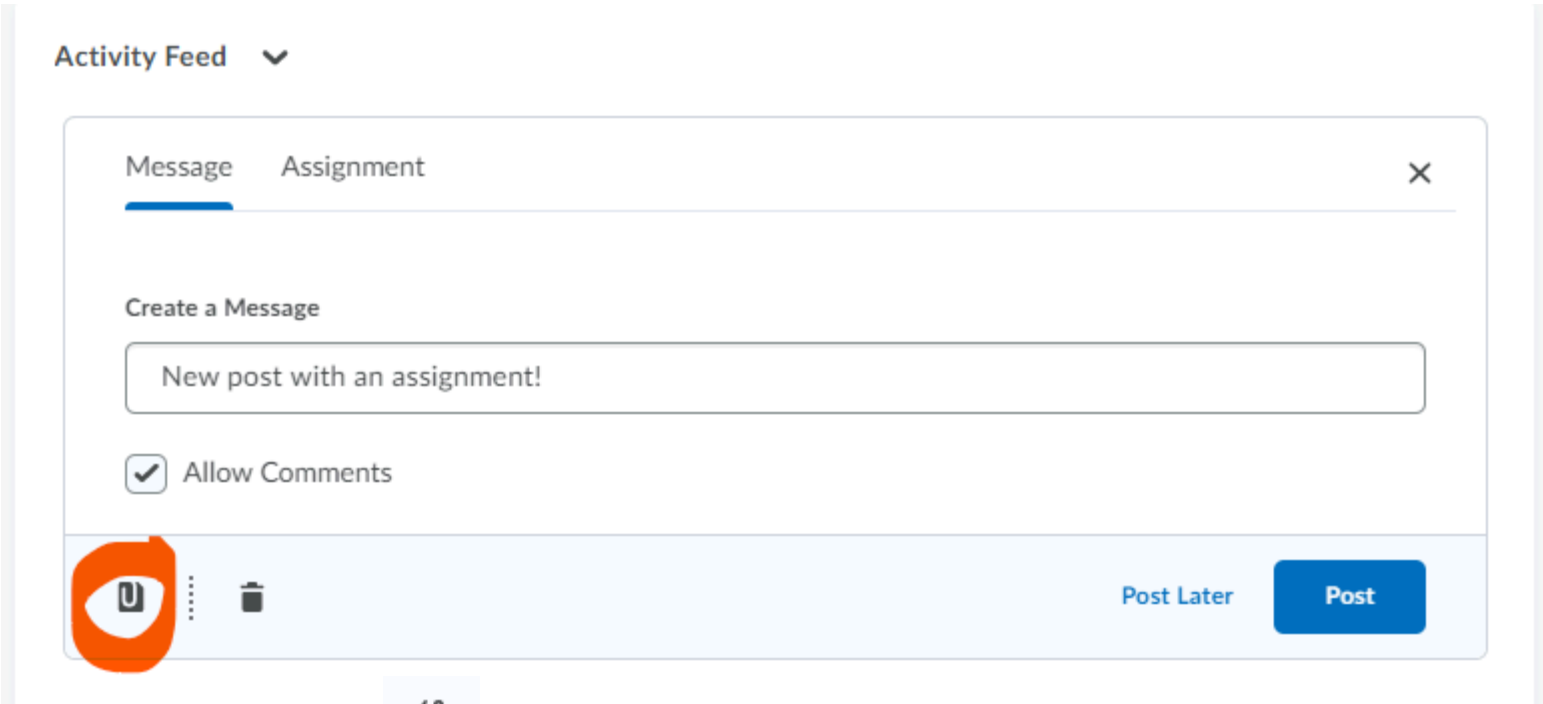


- You will now see: (accessed from your link in Content, or Activity Post or right from the Assignment tool.)

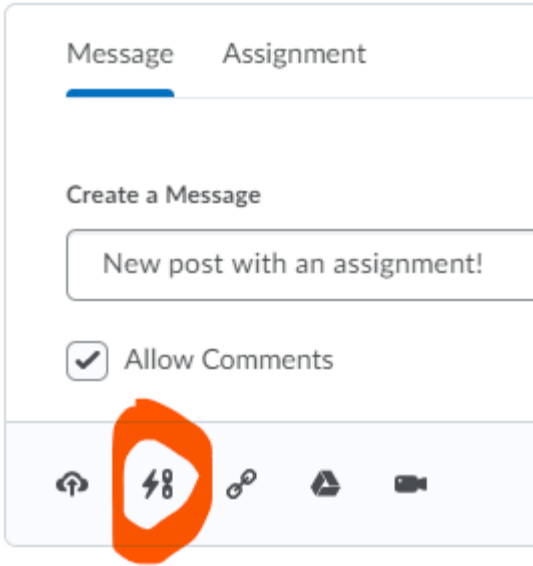
Trial Assignment for Survival Guide - Submissions



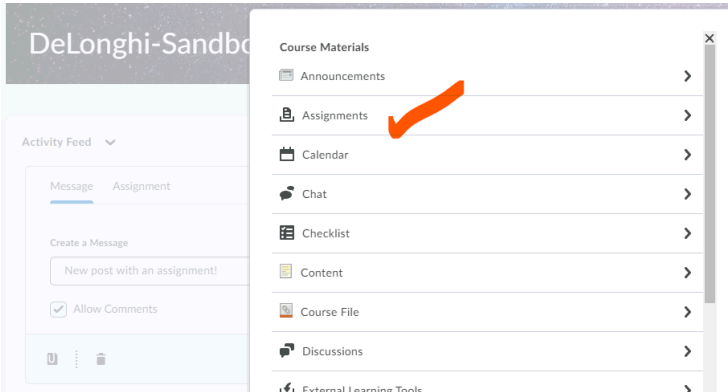
- For Activity Feed, you would follow a similar procedure (as above) to add the assignment to your Activity Feed.



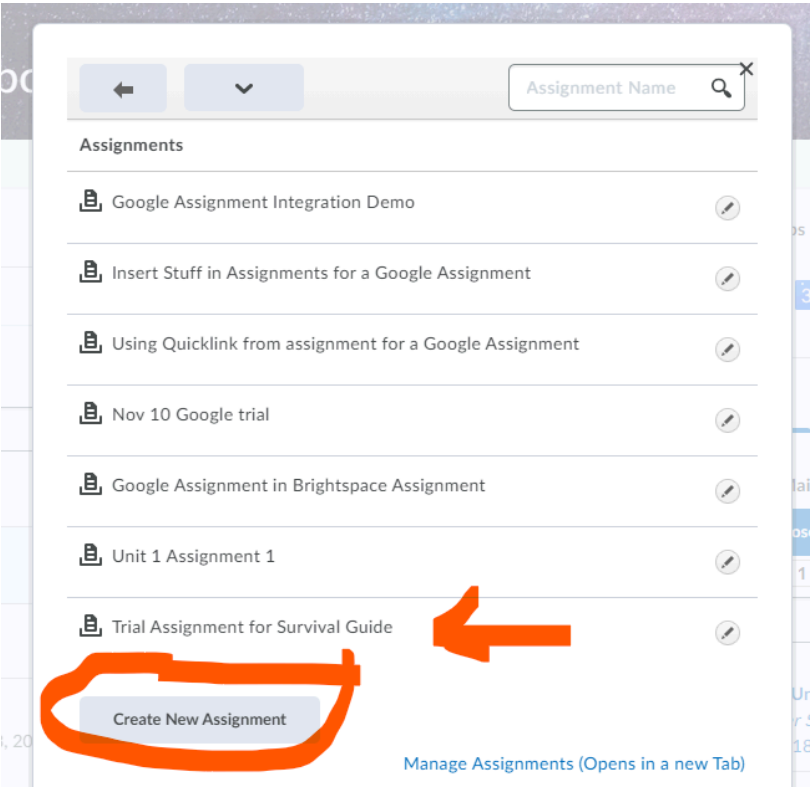
- Now choose Quick Link



- Choose **Assignments**

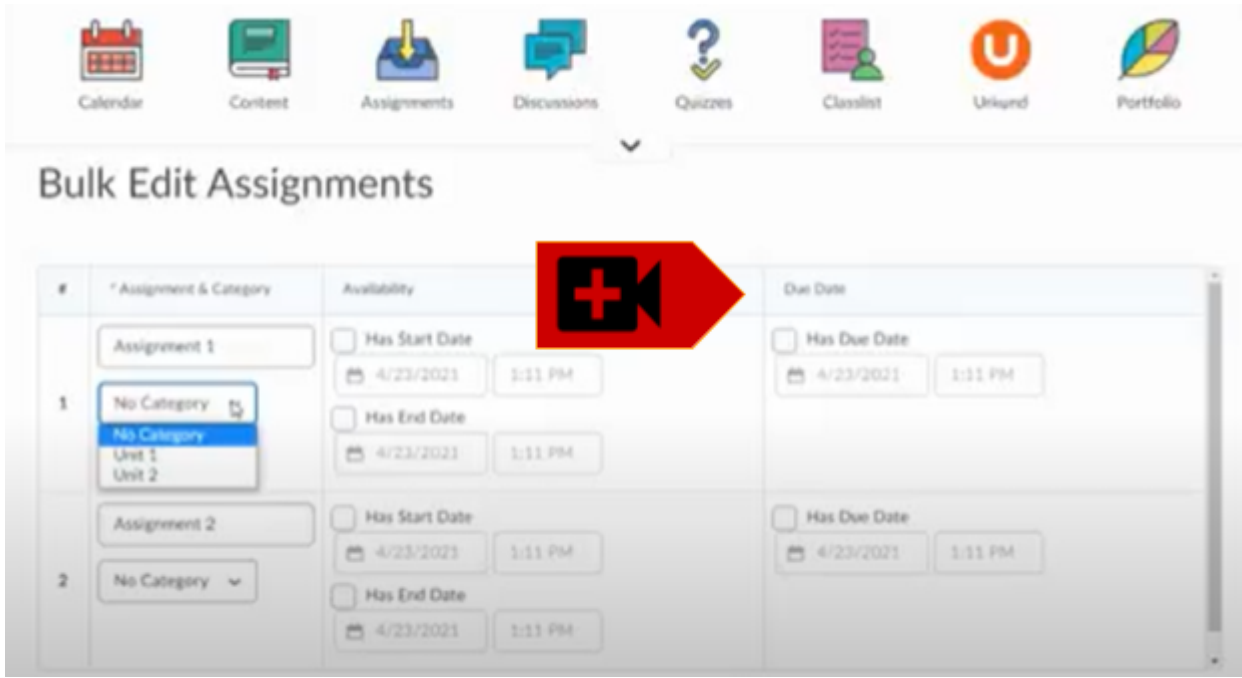


- This will give you the option to choose **an existing assignment** or to **Create a New Assignment**.



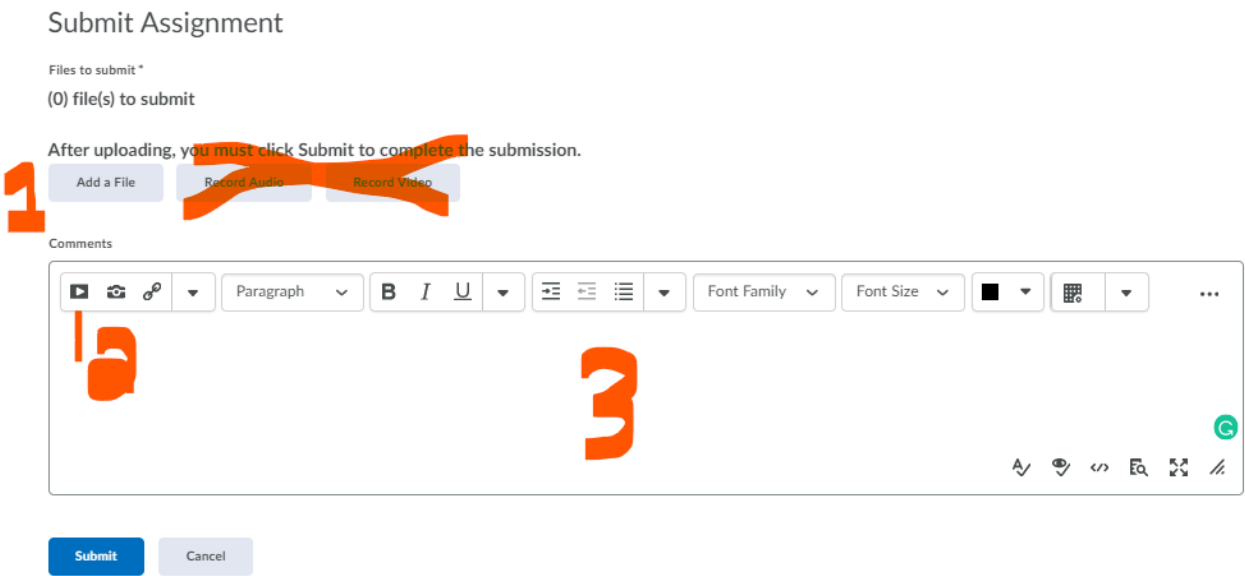
- Creating a new assignment just brings you to the Assignments tool as discussed earlier.

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).

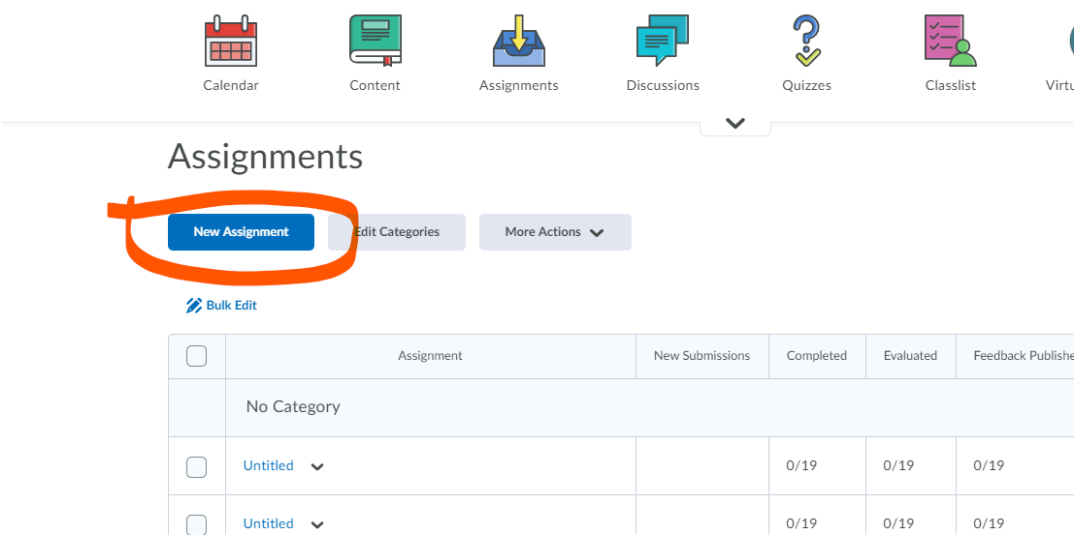


How do I create a Google Assignment in Brightspace?

- 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)

Back to Manage Assignments

Name\*

Untitled

Score Out Of

Ungraded

Due Date

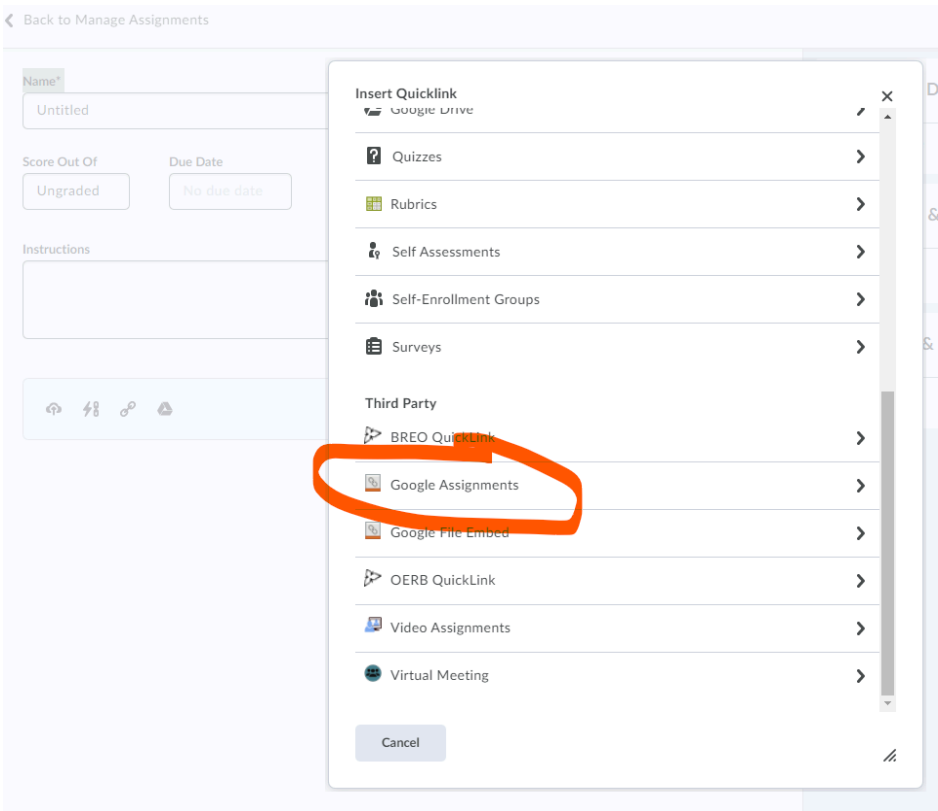
No due date

Instructions

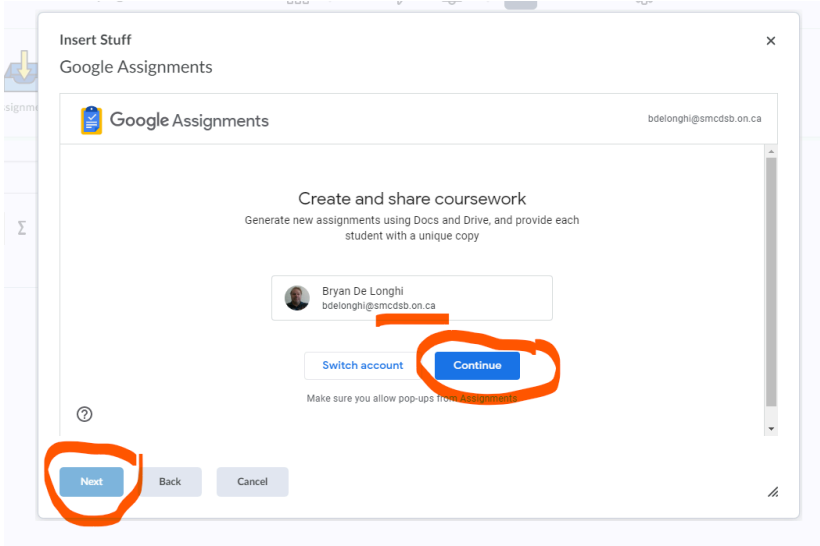
Record Audio

Record Video

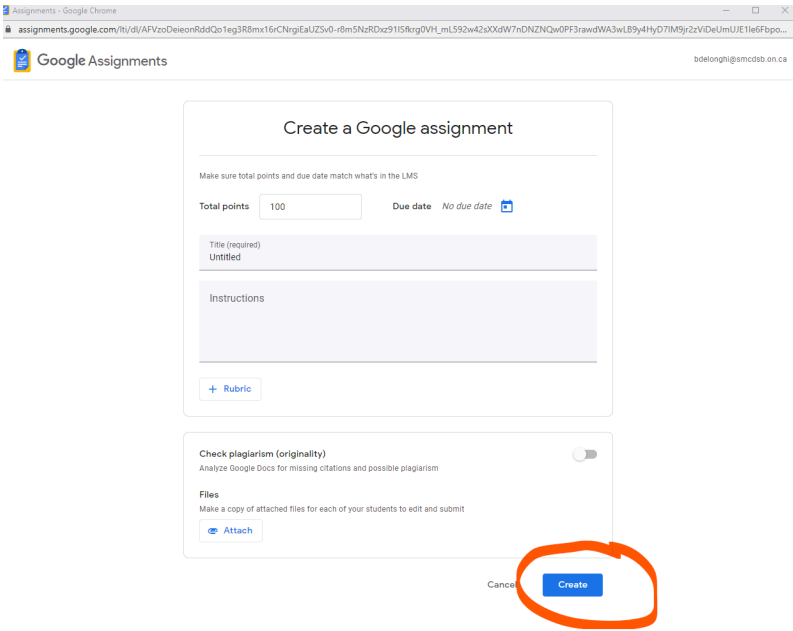
- Now, scroll down and choose **Google Assignments**



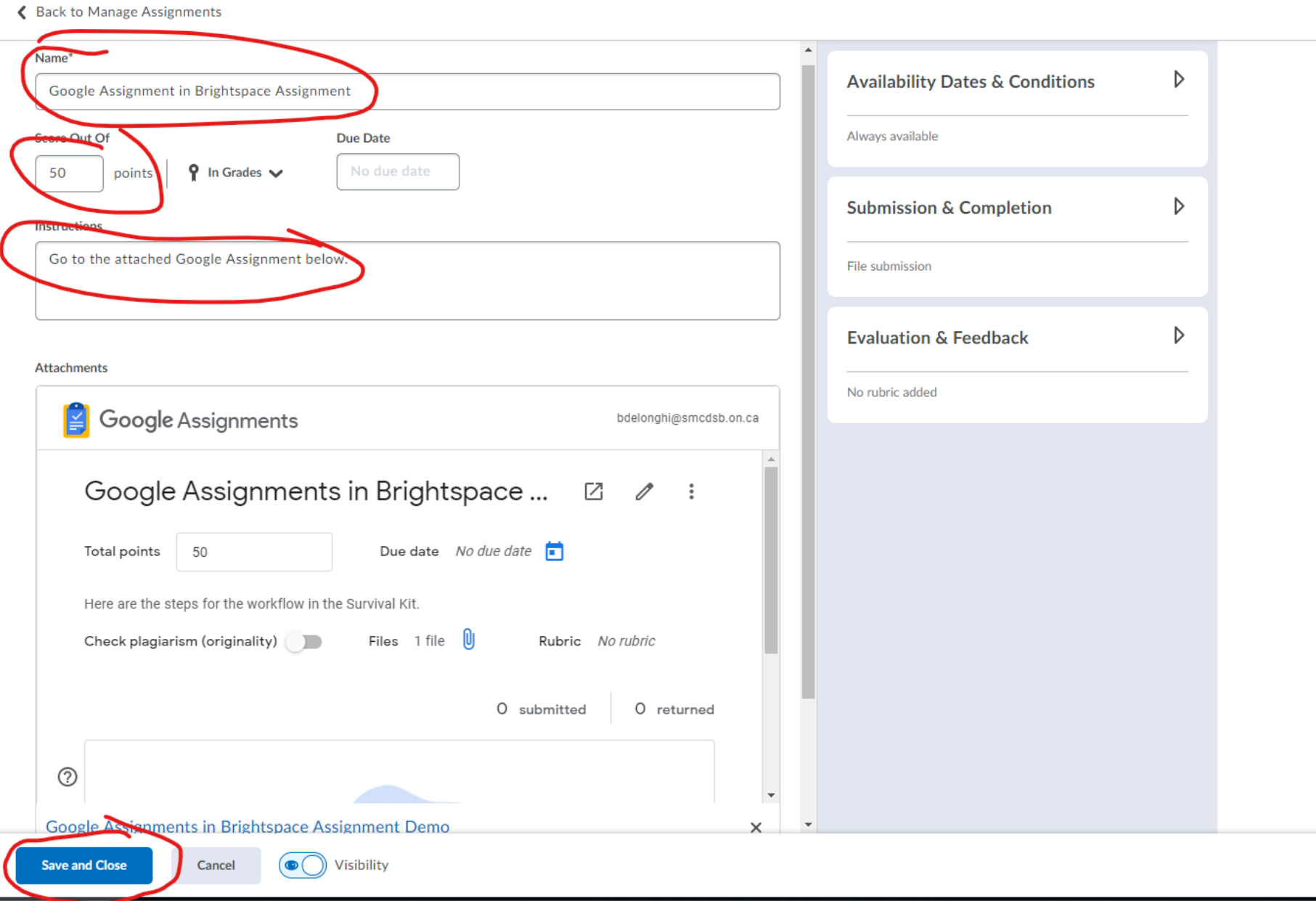
- You will need to choose your @smcdsb.on.ca account and select **Continue** and **Next**



- 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.

Back to Manage Assignments

Name\*

Google Assignment in Brightspace Assignment

Score Out Of

50

points

In Grades

Due Date

No due date

Instructions

Go to the attached Google Assignment below.

Attachments

Google Assignments

bdelonghi@smcdsb.on.ca

Google Assignments in Brightspace ...

Total points

50

Due date

No due date

Here are the steps for the workflow in the Survival Kit.

Check plagiarism (originality)

Files

1 file

Rubric

No rubric

0 submitted

0 returned

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close

Cancel

Visibility

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

Back to Manage Assignments

Name\*

Google Assignment in Brightspace Assignment

Score Out Of

50

points

In Grades

Due Date

No due date

Instructions

Go to the attached Google Assignment below.

Attachments

Google Assignments

bdelonghi@smcdsb.on.ca

Google Assignments in Brightspace ...

Total points

50

Due date

No due date

Here are the steps for the workflow in the Survival Kit.

Check plagiarism (originality)

Files

1 file

Rubric

No rubric

0 submitted

0 returned

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close

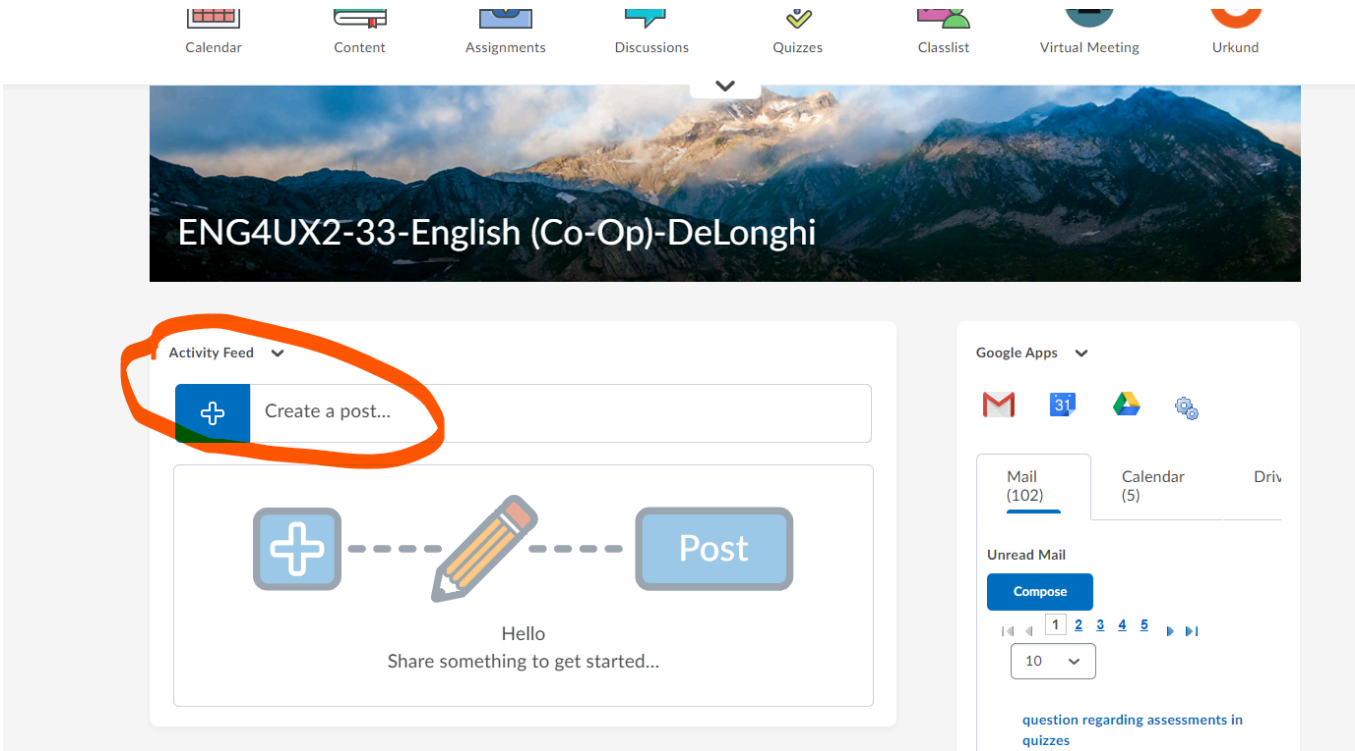
Cancel

Visibility

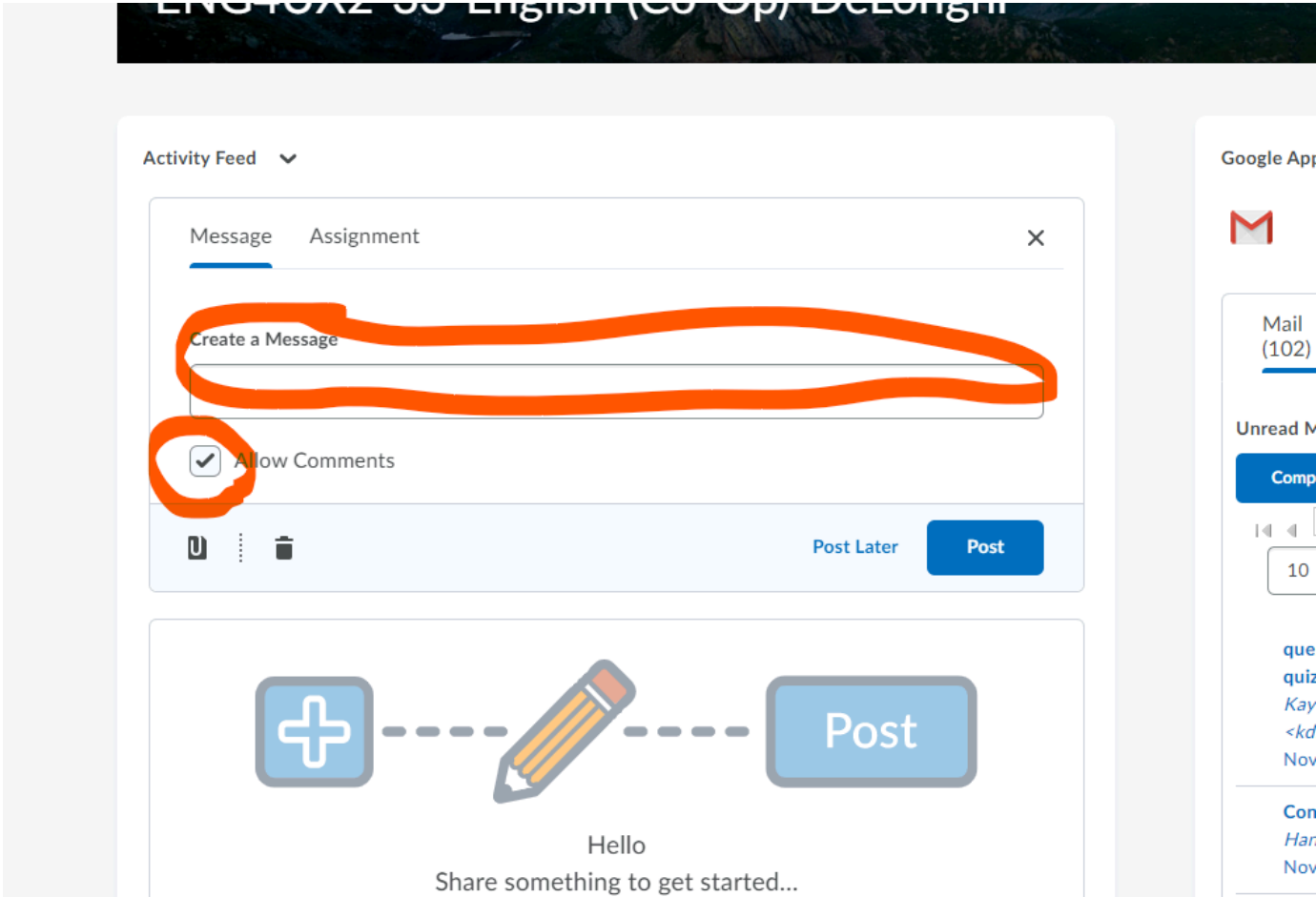


Option #2 - Adding A Google Assignment to Your Brightspace Activity Feed

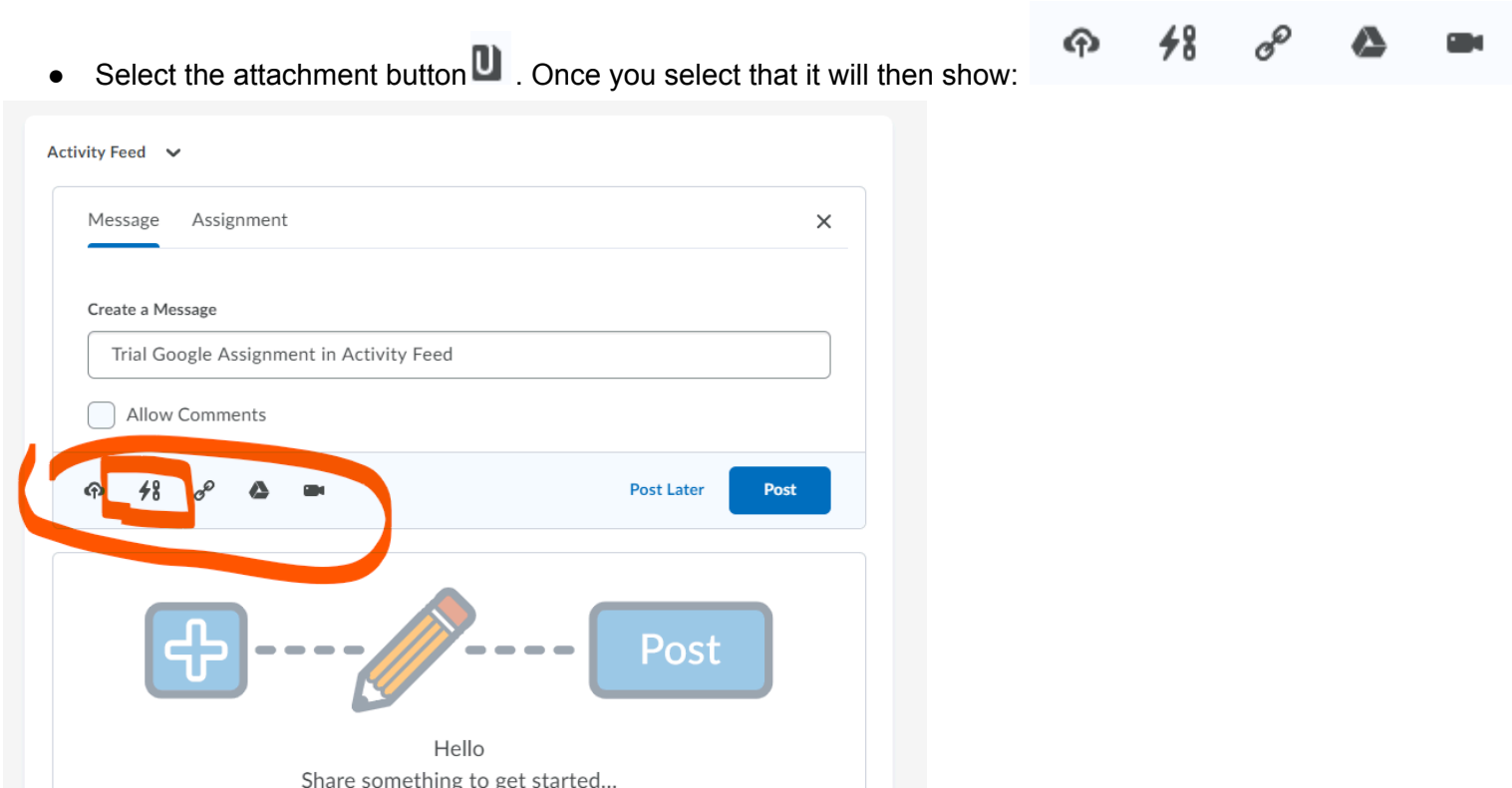
- Adding a Google Assignment in any Brightspace tool other than the Assignments tool, removes the option of accessing any of the Brightspace assessment features (which is the reason that Option #1 was recommended).
- Inserting a Google Assignment into Content or Activity Feed may follow your course presentation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

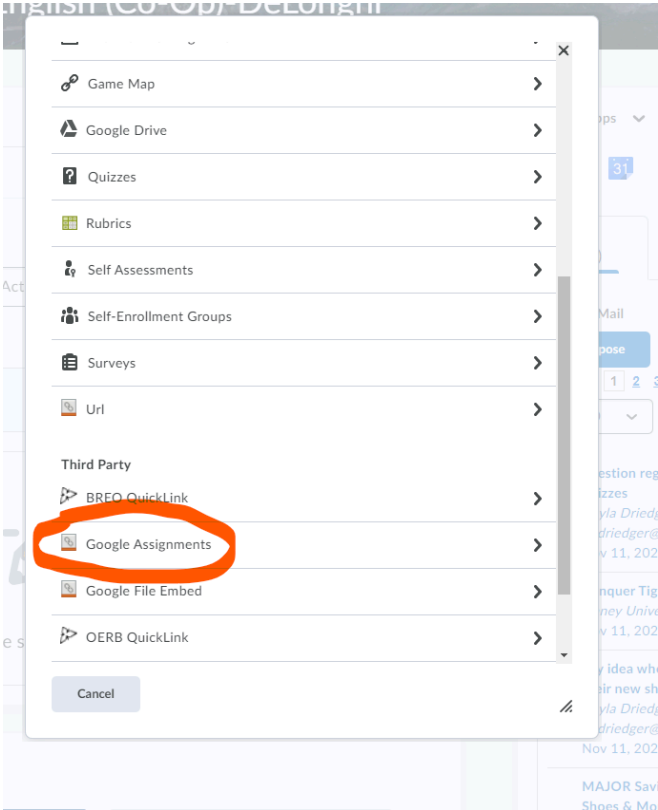


- Select the attachment button  . Once you select that it will then show:

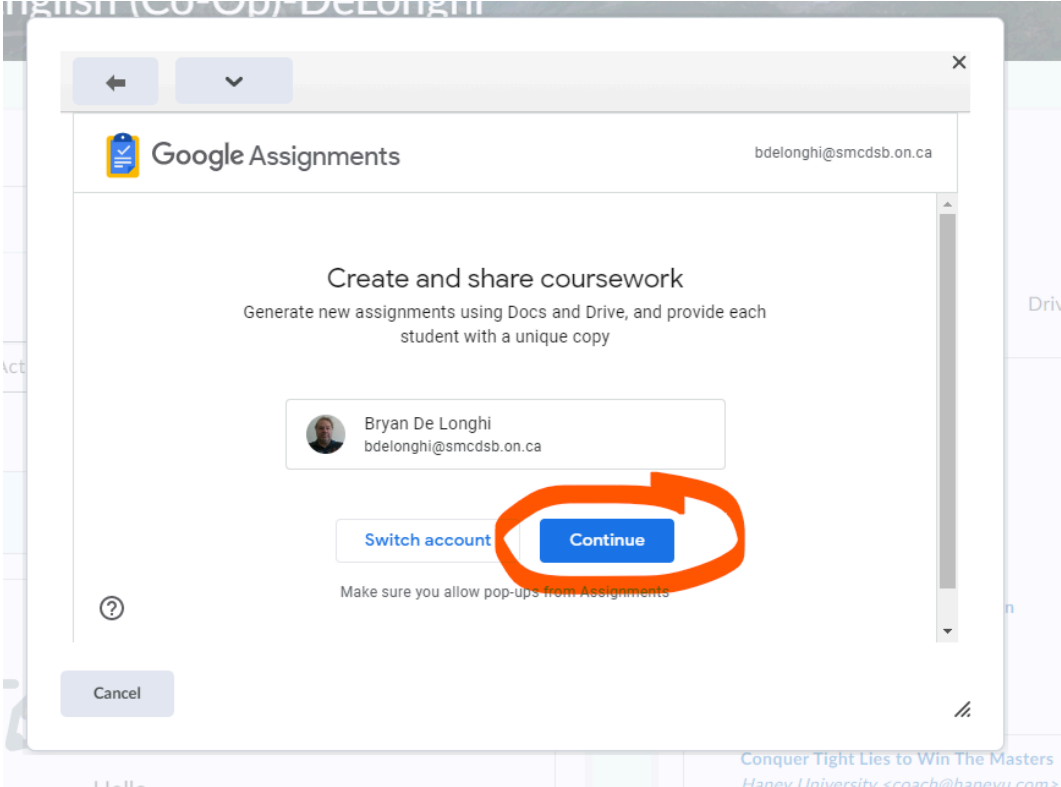




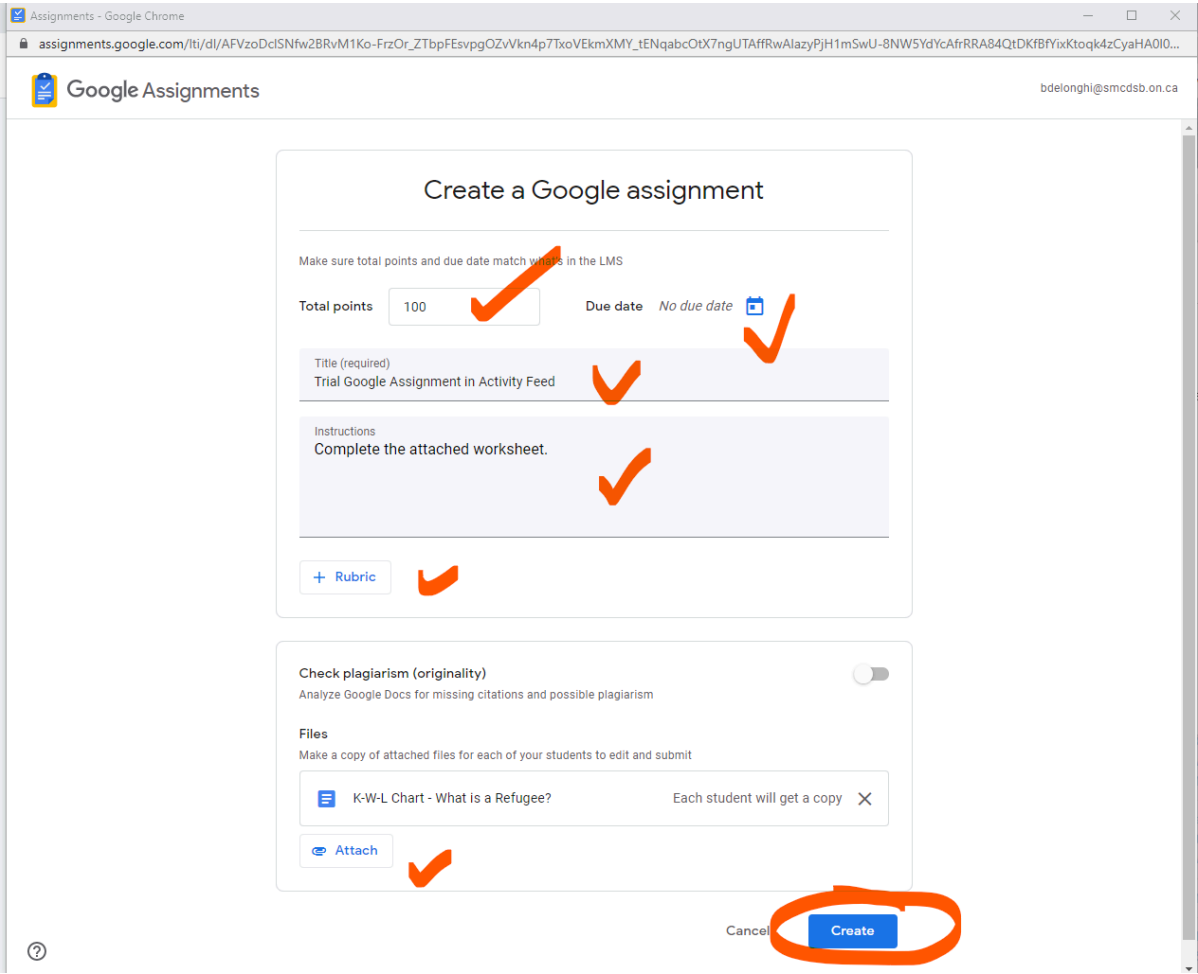
- Choose the Insert Stuff button
- You will now see this pop-up, scroll down and select **Google Assignments**.



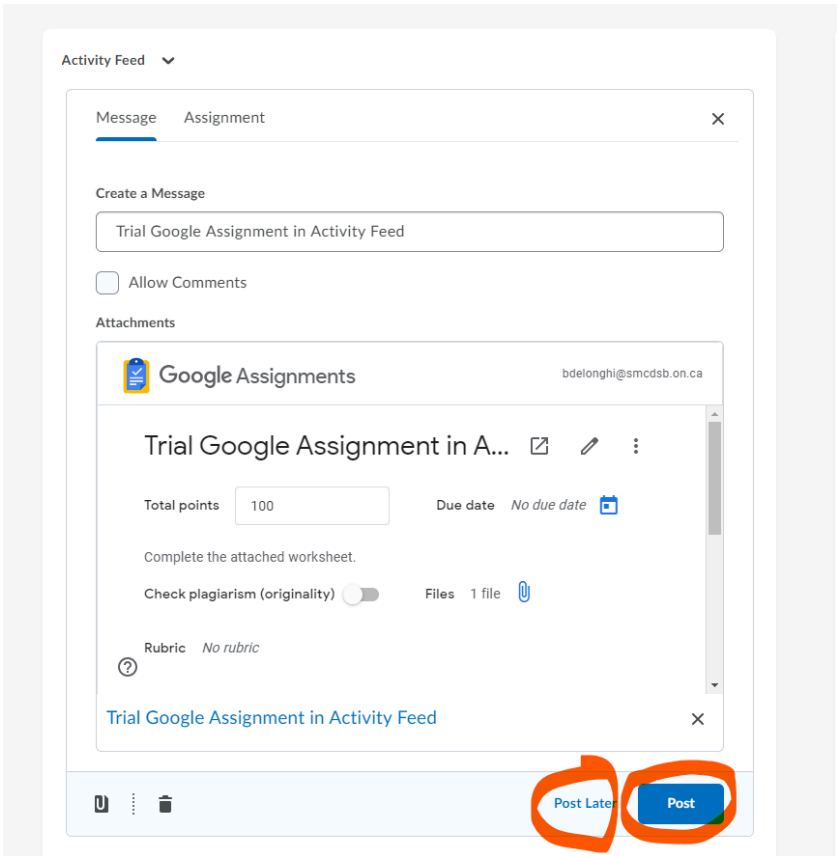
- Choose your smcdsb email and then select **Continue**



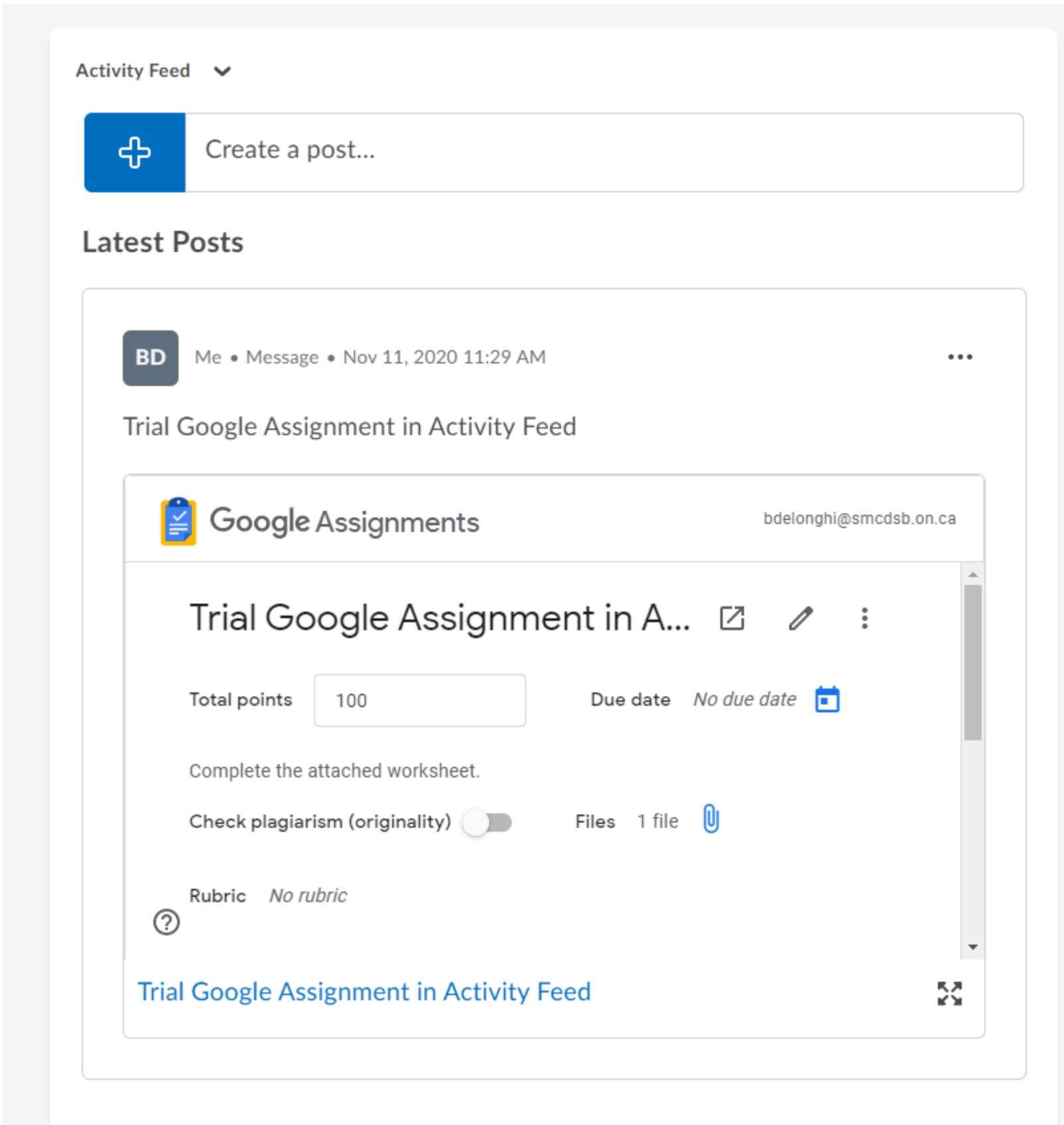
- You will now see the Google Assignments window open up. Fill in the marked areas as necessary. Click **Create** to finish.



- 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](mailto:evarsava@smcdsb.on.ca)

**Michael Timpano**  
Secondary ICT Consultant  
[mtimpano@smcdsb.on.ca](mailto:mtimpano@smcdsb.on.ca)  
or  
**Bryan De Longhi**  
Online Teacher/ Brightspace Support  
[bdelonghi@smcdsb.on.ca](mailto:bdelonghi@smcdsb.on.ca)  
or  
**Jeff Carron**  
Secondary STEM Consultant  
[jcarron@smcdsb.on.ca](mailto:jcarron@smcdsb.on.ca)