

## Purdue Global Law School Build Guide for Brightspace

### 1. Creating the Course Offering:

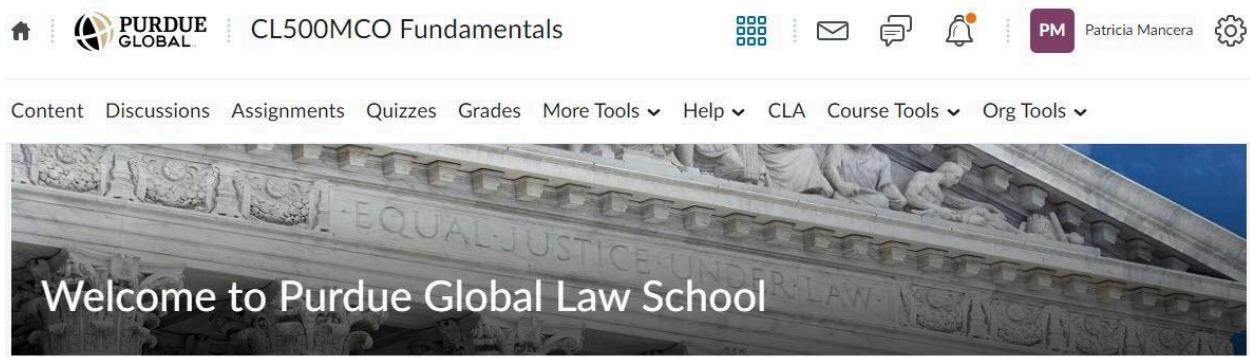
Course Template should be in school **PG Law School**

Course Offering should be in Term **Master Course Offering**

### 2. Home Page Setup- Course Home Page 2020

**Banner to be used for all PGLS Courses-  
PGLS\_Banner.jpg**

**Add Text- Welcome to Purdue Global Law School**



Visual TOC images- use default images in **PGLS** folder within Brightspace unless otherwise specified during revision.

### **3. Law School Announcements (2)**

#### **Moving Through the Course Modules**

This course comprises 15 modules with tasks to complete in each module. Modules typically include reading resources, video presentations, learning activities, discussions, assignments, and quizzes.

The course may look empty at first. This is because you will not be able to view all of the assignments at once. Instead, you will work sequentially, completing one task at a time before moving on to the next.

You will start with the Module 1 overview and required resources and activities. Next you will watch any video content in the module, after which the learning activity will become available to you. Once you complete the learning activity, the next video will appear. Please watch the videos and complete all the activities in order before moving on to the discussion, assignment, and/or quizzes. Continue in this manner to complete the remaining activities. Upon completion of the last quiz in the module, the next module will become available.

Best of luck with your studies.

[HTML Code]

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<p>Best of luck with your studies.</p>

## Online Classroom Preview Period

The term officially begins on a Wednesday. However, you will be given access to preview your courses several days before the term start so you can become more familiar with the learning management system and get a sense of course coverage.

However, do *not* work ahead on any course activities or assessments prior to the first day of the term start. Any work you do before the first day of the term start will *not* count toward official attendance or grades. Moreover, it is to your benefit to wait until your instructor begins teaching, as he/she may provide more information to help you succeed with these course activities.

It is recommended that you do the following:

- Review the content under **Table of Contents** in the upper left-hand corner, such as:
  - **Syllabus**, where you can read about the description, calendar, materials, and outcomes for the course, and more.
  - **Course Resources**, where you can find details about your course, including Student Conduct, the Academic Resource Center (ARC), CALI, and other Academic Tools.
- Select the menu options on the Navigation mini bar located below the title of your class and review tools such as **Grades** and **Quizzes**. You will use these tools repeatedly throughout your class.
- Begin reading for Module 1.

If you have any questions, call your advisor toll free at 866-522-7747 or use Chat from your Campus homepage.

Enjoy getting started in your online classroom.

[HTML Code]

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## **Supplemental Student Manual**

Students:

As you continue your law school journey, we want to highlight an essential resource that can significantly contribute to your success at Purdue Global Law School.

We encourage you to review the [Supplemental Student Manual](#) thoroughly. This comprehensive manual provides valuable information about academic policies and resources, student conduct, and responsibilities for which you are accountable. Familiarizing yourself with this manual ensures you are well-informed and equipped to navigate various aspects of your academic law studies.

If you have any questions about the Supplemental Student Manual, please contact [pglawassociatedean@purdueglobal.edu](mailto:pglawassociatedean@purdueglobal.edu).

Regards,  
Purdue Global Law School

[HTML code]

```
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<p>As you continue your law school journey, we want to highlight an essential resource that can significantly contribute to your success at Purdue Global Law School.</p>
<p>We encourage you to review the <a rel="noopener" href="https://kapextmediassl-a.akamaihd.net/PGLS/global/SupplementalStudentManual_PGLS.pdf" target="_blank">Supplemental Student Manual</a> thoroughly. This comprehensive manual provides valuable information about academic policies and resources, student conduct, and responsibilities for which you are accountable. Familiarizing yourself with this manual ensures you are well-informed and equipped to navigate various aspects of your academic law studies.</p>
<p>If you have any questions about the Supplemental Student Manual, please contact <a rel="noopener" href="mailto:pglawassociatedean@purdueglobal.edu" target="_self">pglawassociatedean@purdueglobal.edu</a>.</p>
<p>Regards,<br>Purdue Global Law School</p>
```

#### **4. Intelligent Agent – Participation Nudge**

Import zip file using Copy / Import / Export > Import Components from a course package: [Participation - 10 Day Inactivity Check-In.zip](#)

#### **5. Law School Build Reference**

**The Syllabus** is always the first item.

HTML URL

<https://kapextmediassl-a.akamaihd.net/global/CourseHome/Syllabus/TermCode/CourseCodeSyllabus.pdf>

**Course Outline** is the second item.

HTML URL [https://kapextmediassl-a.akamaihd.net/PGLS/global/outline/CourseCode\\_outline.pdf](https://kapextmediassl-a.akamaihd.net/PGLS/global/outline/CourseCode_outline.pdf)

## Course Resources

The following items will be in the Course Resources in each course:

- [Student Resource Guide](#)
- [Bluebook Citation Document](#)
- Learning Outcomes and Assessment Grad –*LOR item*
- [Netiquette](#)
- [Student Conduct](#)
- [ARC - Academic Resource Center](#) –*LOR item*
- [CALI](#)
- [Case Briefing Format](#)
- [Essay Self-Reflection Guide & Grading Rubric](#)

**Grading Rubrics** – [Specifications by School](#)

## Academic Tools

Academic Success Center [LOR item and Open as External Resource]

## Instructor Resources (hidden)

- CTL Resources – *LOR item*

## Virtual Office- Discussion

This space is set aside for you to ask questions about the course. However, this is not a place to discuss graded assessments such as quizzes or essays that you have started or finished as students work at their own pace and sharing information on assessments is a violation of the Code of Student Conduct.

Please send questions about assessments for which you have received your grade privately to me. If you have started an assessment but haven't received a grade yet and have a question, direct it to the administration or technical support as appropriate.

I will check the Virtual Office daily Monday through Friday and respond within the next business day to questions posted over the weekend.

Place any questions about the course below.

[HTML Code]

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## Course Setup & Terminology

- Units are called **modules**.
- Each course has **15 modules**.
- **Modules are gated using release conditions**, which means the student will not be able to attempt the next module until the previous item is completed. Items are typically triggered by the previous item as they are viewed and/or completed. (See individual dev guides for more instructions.)

Each module may be set up differently for each course, but most courses will have the following:

## Overview and Outcomes

- Content

## Required Resources and Activities

- Content

## Video

## Learning Activity Quiz

## Video Transcript

- **video 1: Title**
- **video 2**

## Resource Quiz and/or Module Quiz

## **Seminar** (Dev guide should indicate **graded** or **ungraded** Seminar)

- **Graded Seminar Content:**

Seminars provide you with an opportunity to converse with your instructor and peers, to practice applying the material you have learned, and to resolve questions about the course. You must either attend the live Seminar or complete the alternative assignment in order to earn points. Refer to the grading rubric for awarding points for the live Seminar or alternative assignment.

Seminar topics and/or pre-work, if applicable, can be found in Course Resources.

## **OPTION 1 - ATTEND SEMINAR**

Seminars take place at designated times in specific modules. Your instructor may also give additional details about the Seminars, so please review your Course Announcements and emails.

If you are unable to attend the Seminar, you must watch the archived recording and complete the alternative assignment prior to the next Seminar in order to earn points.

## **OPTION 2 - ALTERNATIVE ASSIGNMENT: REFLECTIVE ASSIGNMENT**

While listening to this module's archived Seminar, complete a reflective document. (You do not need to submit the written assignment if you attended the Seminar live.) You may write the assignment in a bulleted list format OR paragraph format. Generally, the reflective document will be 1-2 pages (250 to 500 words). Please include:

- The main topics discussed.
- Sub-topics and/or subsequent classroom discussion.
- Points you found of interest.
- Any additional reflections or suggestions.

To get the most out of the seminar archive, respond to the professor's questions or hypotheticals in your notes before the students on the recording do. Keep in mind that your instructor is available should you have any questions on the Seminar content. Submit your alternative assignment to the Seminar Dropbox before the next live Seminar in order to get credit for your submission.

- **Ungraded Seminar Content:**

Seminars provide you with an opportunity to converse with your instructor and peers, to practice applying the material you have learned, and to resolve questions about the course. Your instructor will provide specific guidelines to save you valuable time and effort, and to support your course success.

This particular Seminar is not graded, however most of the Seminars in this course are graded.

You are highly encouraged to listen to the Seminar archive if you are unable to attend.

Seminar topics and/or pre-work, if applicable, can be found in Course Resources.

## Discussion

- [Discussion Board Rubrics](#) by point value on Google Drive (Dev guide will indicate if a different rubric should be used)
- Settings for all DBs should have this option:



## Assignment

- Dropbox

### Essay Quiz Introduction

### Essay Quiz Acknowledgement

### Essay Quiz

### Essay Quiz Model Answer

### Final Exam Introduction

### Final Exam Acknowledgement

### Final Exam

## Summary

### End of Module Acknowledgement

Typical Quizzes setup- [see DevGuide for specific settings](#)

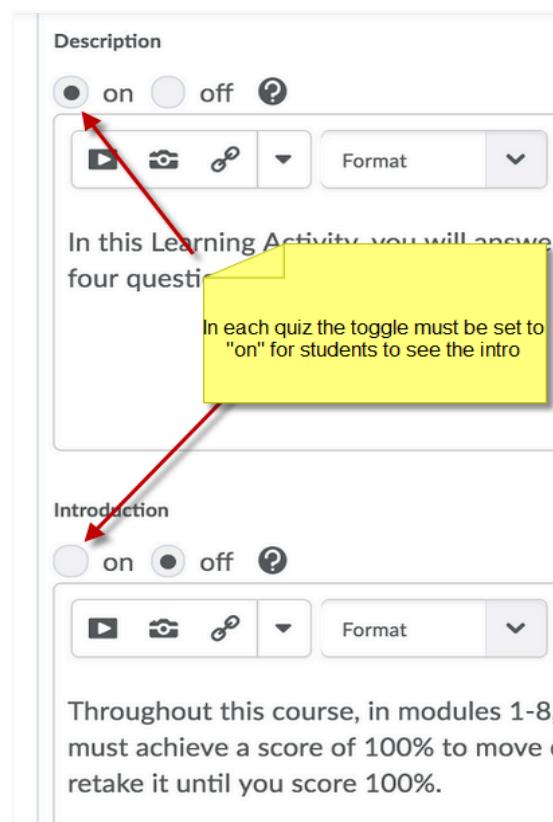
		GRADED QUIZZES						
	Learning Activity Quiz	Resource Quiz	Module Quiz	Essay Quiz	Final Exam	Final Exam and Essay Quiz Acknowledgment	End of Module Acknowledgment	
Restrictions (time limit)	Unlimited	Unlimited	Yes	Yes	Yes	Unlimited	Unlimited	
Automatic Grade	Yes	Yes	Yes	No	No	Yes	Yes	
Auto Export Grades	No	Yes	Yes	Yes	Yes	No	No	
Attempts	Unlimited	1	1	1	1	1	1	
Late Behavior	NA	NA	Flagged as late, student is prevented from making further changes.	Flagged as late, student is prevented from making further changes.	Flagged as late, student is prevented from making further changes.	NA	NA	
Show Questions	Y	Y	Y	Y	N	No	No	
Show questions answered incorrectly	Y	Y	Y	Y	N	No	No	
Show questions answered correctly	Y	Y	Y	Y	N	No	No	
Show all questions without user responses	Y	Y	Y	Y	N	No	No	
Show all questions with user responses	Y	Y	Y	Y	N	No	No	

Show question answers	Y	Y	Y	Y	N	No	No
Show question score and out of score	Y	Y	Y	Y	N	Yes	Yes

## EXPORT FROM RESPONDUS

Settings > Layout to **Answering Numbering style (a b c)** prior to exporting - match the lowercase a b c to the actual quiz document numbering style.

If the quiz has introduction or description text, make toggle “On.”



## LockDown Browser Settings for Module 15 Final Exams

Purdue Global Law School's [final exam lockdown settings](#) will be setup like what is shown below, same for all courses:

### LockDown Settings:

 LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam  
 Require Respondus LockDown Browser for this exam

---

Password Settings

Password to access exam (optional)

---

Advanced Settings

Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

Allow access to specific external web domains [\[explain\]](#)

Enter one or more web domains, separated by commas  
(e.g. algebra-ebooks.com, calculus-ebooks.com)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

The External web domain link is <https://kapextmediassl-a.akamaihd.net/PGLS/>

## Settings for Webcam Monitoring:

 Proctoring

Don't require proctoring for this exam  
 Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

---

Startup Sequence Need Help?

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check <a href="#">Preview</a>
<input checked="" type="checkbox"/> Additional Instructions <a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Guidelines + Tips <a href="#">Preview</a>
<input checked="" type="checkbox"/> Student Photo <a href="#">Preview</a>
<input checked="" type="checkbox"/> Show ID <a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check <a href="#">Preview</a> <a href="#">Edit Text</a>
Facial Detection Check <a href="#">Preview</a>

---

Facial Detection Options

Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

Notify students during the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

---

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

Allow another application to use the microphone during this exam. [\[explain\]](#)

There are 3 customized text boxes for the startup sequence, please paste in what is listed below:

**Additional Instructions TEXT:**

During this exam, you should not access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam.

**Show ID TEXT:**

Hold your photo identification (driver's license, passport, or other federal or state government-issued ID) to the camera and select "Take Picture."

**Environmental Check TEXT:**

Make sure the area around your computer is clear of papers (except the one blank sheet of scratch paper you are allowed), books, phones, other electronic devices, etc.

Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. (If the webcam is built into the monitor, just do your best to show the surrounding area.)

Click "Stop Recording" when finished.

**Gating Using Release Conditions**

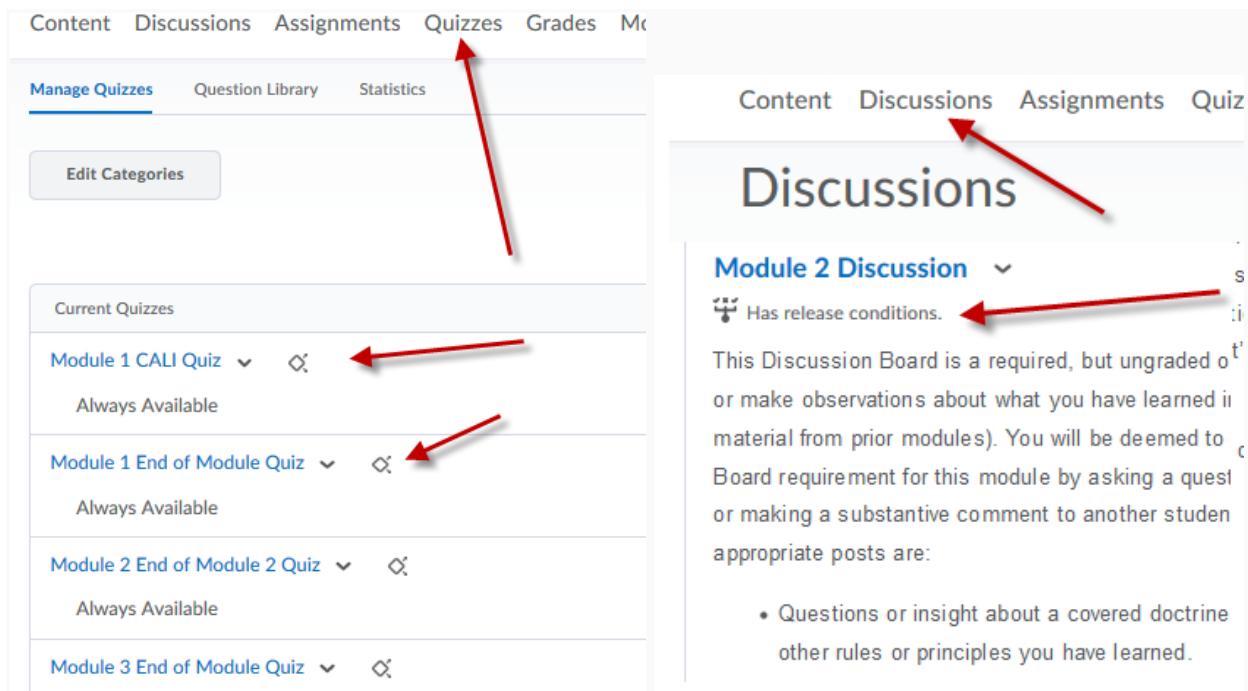
Each item in the module is gated based on the student activity with the previous item: viewing a content item, completing a quiz, posting one topic in a discussion, or submitting to a Dropbox.

Gating must be set up in both the discussion topic level and the content item. All Dropboxes need release conditions based on viewing the assignment.

Quizzes need release conditions on the quiz AND the item that shows on the content page.

**No release conditions for:**

1. Module 1 Introduce Yourself
2. Seminar



Content Discussions Assignments Quizzes Grades More

Manage Quizzes Question Library Statistics

Edit Categories

Current Quizzes

Module 1 CALI Quiz ⓘ Always Available

Module 1 End of Module Quiz ⓘ Always Available

Module 2 End of Module 2 Quiz ⓘ Always Available

Module 3 End of Module Quiz ⓘ

Content Discussions Assignments Quiz

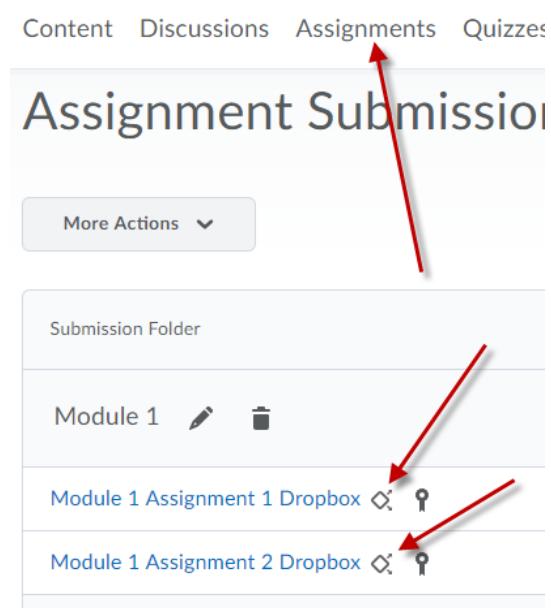
## Discussions

Module 2 Discussion ⓘ

Has release conditions. ⓘ

This Discussion Board is a required, but ungraded assignment. You may make observations about what you have learned in this module or make observations about what you have learned in material from prior modules. You will be deemed to have met the Discussion Board requirement for this module by asking a question or making a substantive comment to another student. The appropriate posts are:

- Questions or insight about a covered doctrine or topic
- Observations about what you have learned in this module or in material from prior modules
- Observations about other rules or principles you have learned.



Content Discussions Assignments Quizzes

## Assignment Submission

More Actions ⓘ

Submission Folder

Module 1 ⓘ

Module 1 Assignment 1 Dropbox ⓘ

Module 1 Assignment 2 Dropbox ⓘ