

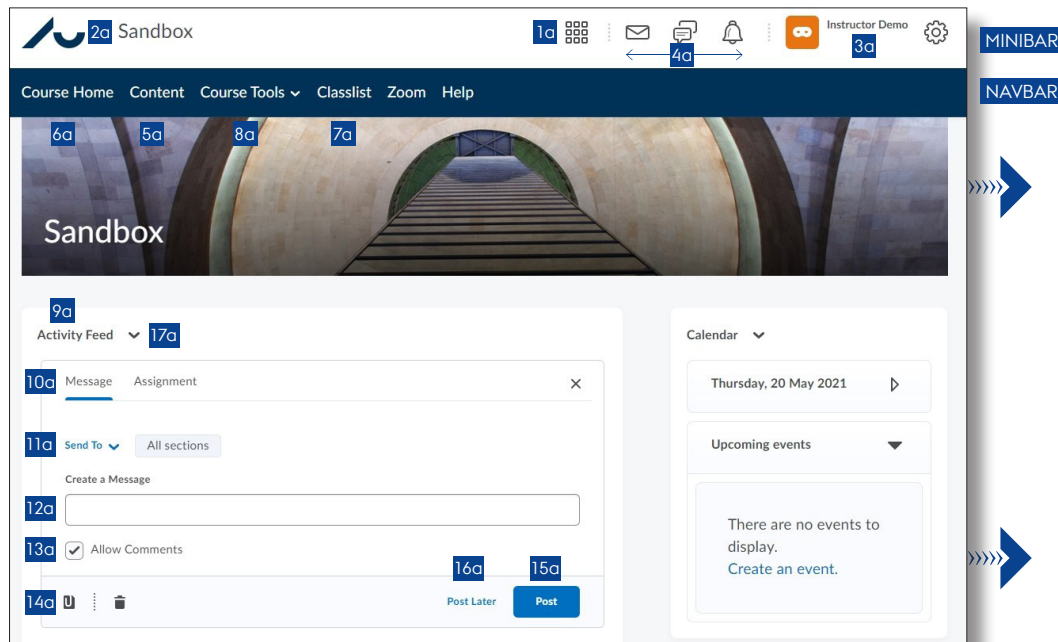
QUICKSTART GUIDE:

BRIGHTSPACE

– LEARN THE BASICS

LOGIN

brightspace.au.dk



COURSE HOME

FIND YOUR WAY AROUND BRIGHTSPACE

HOME PAGE AND MINIBAR

- Select your course under *My Courses* on the front page (not shown).
Each semester has its own tab, and you can find tabs for other course types, e.g. sandboxes.
- You can select a new course by clicking the *Select a course...* icon on the *Minibar* **1a**. Here you can also choose which courses you would like to display at the top.
- Click the AU logo to return to the Brightspace front page **2a**.
- Click your name to insert a profile picture, select when you want to receive notifications via email or select a different language **3a**.
- Three icons show different types of notifications **4a**.

COURSE HOME AND NAVBAR

Selecting a course brings you to *Course Home*, which is the home page of your course.

You can access the *Course Home Navbar* from all pages in the course. The menu items may vary slightly depending on the faculty.

- Click *Content* to find and build course content **5a**.
- Click *Course Home* to return to the course home page **6a**.
- Click *Classlist* to see the list of students registered for your course **7a**.
- Click *Course Tools* and then *Course Admin* to find more educational and administrative tools **8a**.

COURSE HOME SCREEN DUMP

COMMUNICATE WITH YOUR STUDENTS

ACTIVITY FEED **9a**

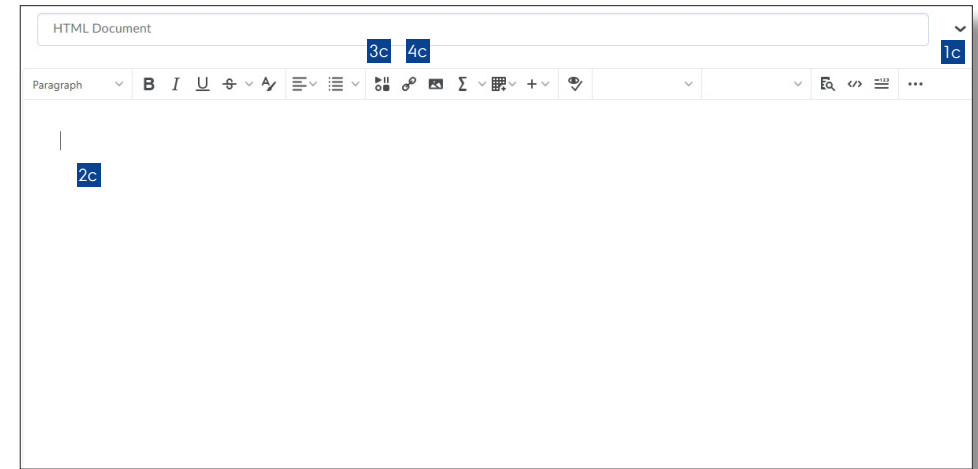
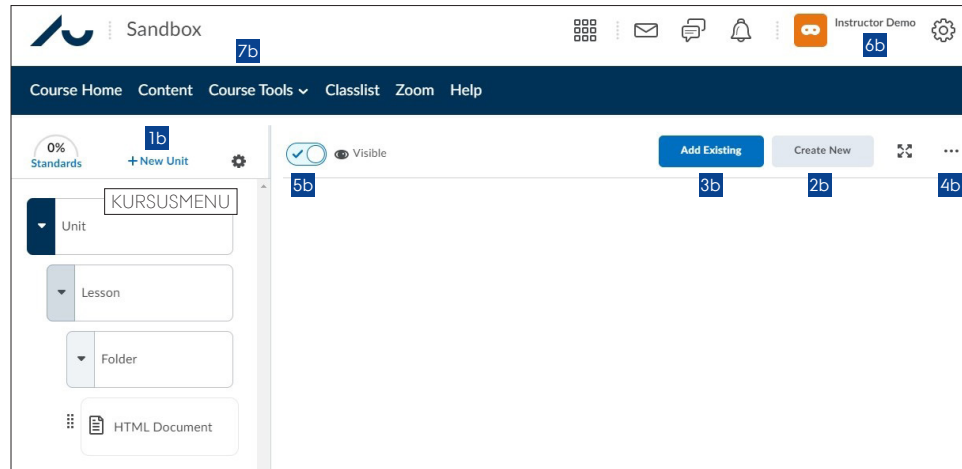
- Click the *Create a post...* field and select the *Message* tab to begin **10a**.
- Click *Send To* to send a message to the entire class at once or selected sections if you have any sections on your course **11a**.
- Write your message **12a**.
- Click *Allow Comments* to allow your students to comment on your message **13a**.
- Click the icon *Attach* to attach a file **14a**.
- Click *Post* to send your message **15a** or *Post Later* to select a later time to send your message **16a**.

Messages from students

- Click the *Actions for Activity Feed* icon **17a** and then *Manage commenting and posting* to enable students to send messages.

SEND MAIL

- Use *Classlist* to send emails to students on your course **7a**.



COURSE CONTENT

BUILD A COURSE MENU

The folder structure of the course menu has up to three levels: *Unit*, *Lesson*, and *Folder*.

Content, e.g. course materials and activities, can be placed in the folders on all three levels.

CREATE UNIT

- Click + *New Unit* to create a *Unit* 1b.
- Name your *Unit* and write an introductory text.

CREATE LESSON AND FOLDER

- Select a *Unit* in the course menu and click *Create New* 2b. A new *Lesson* is created under the selected *Unit*.
- Select *New Lesson*.
- Name your *Lesson* and write an introductory text.
- To create a *Folder*, select a *Lesson* in the course menu instead.

CREATE CONTENT

- Select a *Unit*, *Lesson*, or *Folder* in the course menu.
- Click *Create New* 2b or *Add Existing* 3b. Under *Create New*, you can create: *HTML Document*, *Discussion*, *Assignment*, *Quiz*, *Survey*, *Weblink*, and *Checklist*. Under *Add Existing*, you can add: File from computer or OneDrive, *External Tool Activity* (e.g. Peergrade, Eduflow, Panopto, Qwicky and Zoom), existing *Discussion*, *Assignment*, *Quiz*, and *Survey*.

In OneDrive, you can e.g. create folders for handing in assignment or files for co-writing between students. Give the students the right permissions in OneDrive and give them access through Brightspace.

- Click *Create New* 2b and select *Weblink* to provide access to folders or click *Add Existing* 3b and select *OneDrive* to provide access to files.

EDIT CONTENT

- Select a *Unit*, *Lesson*, *Folder* or content element in the course menu.
- Click the three dots 4b.
- Select *Edit* to add, or select *Delete* to remove content.
- Drag the elements in the course menu to reorganise them.

SHOW/HIDE CONTENT FOR STUDENTS

- Select a *Unit*, *Lesson*, *Folder*, or content element in the course menu.
- Click the slider to show/hide content 5b.

VIEW CONTENT AS A STUDENT

VIEW AS A STUDENT

- Click your name 6b.
- Click *View as Student*.

VIEW THE COURSE AS INSTRUCTOR AGAIN

- Click your name 6b.
- Click the cross mark next to *Viewing as Student*.

EDITOR

COPY CONTENT FROM ANOTHER COURSE

- Click *Course Tools* and then *Course Admin* 7b.
- Then click *Import/Export/Copy Components*.

CREATE A CONTENT PAGE – HTML DOCUMENT

- Click *Create New* 2b and select *HTML Document*.
- Click the down arrow icon to insert a template 1c.
- Write and edit your page using the *Editor* 2c.
- Click *Insert Stuff* to insert e.g. files, Panopto videos or Embed Code from other learning tools 3c.
- Click *Insert Quicklink* to link directly to a learning tool in an activity (*Discussions*, *Assignment*, *Quiz*, etc.) 4c.

MORE INFORMATION AND SUPPORT
staff.au.dk/brightspace