QUIZZES/ONLINE EXAMS

CREATE A QUIZ

1. Click on **Activities** in the navbar and select **Quizzes** from the dropdown menu.
2. Click **New Quiz**.
3. Enter a name for the quiz in the **Name** field.
4. Under Quiz Questions, click **Add/Edit Questions**.
   a. Click on **Add > New Question** to create a new question.
   b. Select a question type. For example, Multiple Choice or True or False.
   c. Enter the Question in **Question text** and fill in all the fields for the question including **answers** and **points.** Different question types will vary in the fields that you will need to fill in.
4. Once you are done with the question, click **Save** or **Save and New**. You can also click on **Preview**.
5. When you are done editing your questions, click the **Done Editing Questions** button on the upper right.

EDIT THE SETTINGS OF A QUIZ

1. Click on the **Restrictions** tab.
   a. Define if the quiz is **Active** or **Inactive** under Status.
   b. Modify the **Due Date** of the quiz.
   c. Modify the **Availability dates** for the quiz.
   d. Set any **Optional Advanced Restrictions** for the quiz.
   e. Select the **Timing** for your quiz.
   f. Under **Special Access**, enter the criteria for students who require exceptions.
2. Scroll up and click on the **Submission Views** tab.
   a. Click on **Default View**.
   a. Edit the message and **View Details** if needed.
   b. Click **Save**.

LINK TO A GRADE ITEM

1. Click on the **Assessment** tab.
2. Choose **Allow attempt to be set as graded immediately upon completion** to allow your Quiz are to be automatically graded by Brightspace.
3. Under **Grade Item,** select the related grade item from the dropdown menu. To create a new **Grade Item**, refer to the Grades instructions.
4. Choose **Allow automatic export to grades** to have the grades automatically be transferred into your Grade Book for that grade item.

SAVE YOUR QUIZ

1. Once you are done creating your Quiz, click **Save and Close** at the bottom.

ADD A QUIZ TO A CONTENT MODULE AS AN EXISTING ACTIVITY

1. Click on **Content** from the navbar.
2. Click on a **module** from the Table of Contents.
3. Click the **Existing Activities** button.
4. Select **Quizzes** from the dropdown menu.
5. Select the **Quiz** you would like to add to the module.

NEED HELP?

For additional support, you can sign up for one of our workshops or find us in the **Employee Learning Exchange (room C123)**.

Employee Learning Exchange (C123)

brightspace@algonquincollege.com

(613) 727-4723 ext. 6943

algonquincollege.com/lms/training

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CONTENT

CREATE A COURSE OVERVIEW

1. Click on **Content** from the navbar.
2. Click on **Overview** from the left panel.
3. Click on **Add a welcome message, overview or description…**
4. This will open a textbox where you can enter text, images, etc.
5. Once you are done, click **Update**.

CREATE A MODULE IN THE CONTENT AREA

1. From the **Content** page, click on **Add a module** from the Table of Contents.
2. Enter a **name** for the module.
3. Press the **Enter** key on your keyboard and this will create a new module.

ADD A FILE TO A MODULE

1. From the Content page, click on a **module** from the **Table of Contents.**
2. Click on **Upload/Create**.
3. Click **Upload Files** from the dropdown menu.
4. Select the location, **My Computer**.
5. Click on **Upload** and choose the file you wish to upload from your computer.
6. Once you've chosen a file click **Open** and then click **Add**.

CREATE A SUB-MODULE: FOLDER

1. From the Content page, click on a **module** from the Table of Contents.
2. Click on **Add a sub-module** from the bottom.
3. Enter a **name** for the sub-module.
4. Press **Enter** on your keyboard and this will create a new sub-module.

ADD A LINK TO AN EXISTING ACTIVITY

1. From the Content page, click on a **module** from the **Table of Contents.**
2. Click on the **Existing Activities** button next to Upload/ Create.
3. Select an **activity** from the dropdown menu, then select the existing activity you want to add to the module.

MOVE CONTENT

1. From the **Content** page, move your mouse cursor to the content element in a module you want to move.
2. Click the **dotted lines** that are to the left of the content element's title, and drag and drop it to a new module from the **Table of Contents.**
3. You can also drag and drop one module from the **Table of Contents** into another module. Click the **dotted lines** that are to the left of the module you want to move, and drag and drop it into another module. Doing this will create a sub-module within the module you moved it into.

DISCUSSIONS FORUM, TOPIC AND THREAD

Discussions can be broken down into 3 elements:

Forums: a heading that discussion topics will live inside.

Topics*:* where you state what is to be discussed. You must designate what forum your topic is to reside in.

Threads*:* when a student (or teacher) posts their response to a topic, it will start a thread.

CREATE A DISCUSSION FORUM

1. Click on **Activities** from the navbar.
2. Select **Discussions** from the dropdown menu.
3. Click on **New** and select **New Forum** from the dropdown menu.
4. Enter text in the **Title** field and in the **Description** field.
5. Select any additional **Options** you may want for the Discussion **Forum.**
6. Edit the **Availability** and **Locking Options** for the Discussion Forum if you wish.
7. When you are done, click **Save** and **Close**.

ADD A DISCUSSION TOPIC (GRADABLE)

1. From the **Discussions** page, click on **New**.
2. Select **New Topic** from the dropdown menu.
3. Choose the forum you want the **Topic** to appear in from the dropdown menu.
4. Select whether or not you want the **Topic** to be an **Open topic** or a **Group topic**.
5. Enter text in the **Title** field and in the **Description** field.
6. If needed, edit the **Options** for the topic.
7. Under **Availability**, add **availability dates** for the topic to limit access.

DISCUSSIONS FORUM, TOPIC AND THREAD

8. Scroll up to the **Restrictions** tab to set topic restrictions.
9. If you plan on assessing students on the topic, click the **Assessment** tab next to Restrictions.
10. Select the related **Grade Item** from the dropdown menu **or** create a **New Grade Item**.
11. Enter a points value in **Score Out Of**.
12. When you are done, click **Save and Close**.

START A NEW THREAD

1. From the **Discussions** page, click on a **Topic title** you want to start a new thread in.
2. Click on **Start a New Thread**.
3. Fill in the **Subject** and **Description** fields.
4. Click the checkbox next to **Subscribe to this thread** to receive notifications for any activity in this thread.
5. When you are done, click **Post**.

REPLY TO A POST

1. From the **Discussions** page, click on a **Topic title** in one of the forums.
2. Click on the **Thread title** you want to reply to.
3. Click **Reply to Thread** to reply to the initial post in a thread, or click **Reply** under any post to reply to it.
4. Enter your message in the text box.
5. When you are done, click **Post**.

STUDENT PREVIEW

SWITCH TO STUDENT PREVIEW

1. Click on **your name** located on the top right corner.
2. Click **View as Learner** from the dropdown menu.

EXIT STUDENT PREVIEW

1. Click on **your name** in the top right corner of Brightspace
2. Click on the **X** to the right of **Viewing as Learner.**

ANNOUNCEMENTS

CREATE AN ANNOUNCEMENT

1. On your **Course Home,** click the **downward pointing arrow**, or click **Tools > Announcements** from the navbar.
2. Click on **New Announcement**.
3. Fill in the **Headline field** and the **Content** field.
4. If needed, edit the **availability** of the announcement.
5. When you are done, click **Publish**.

IMPORT/COPY COURSE CONTENT

IMPORT CONTENT

1. In the navbar of the course into which you want to import content, click on **Tools** and select **Course Admin.** Under **Site Resources,** click **Import/Export/Copy Components**. Alternatively, access **Import/Export/Copy Components** from the **gear icon** on the top right corner of Brightspace.
2. Select **Import Components** and click **Start**.
3. Click on **Upload** and select the file saved on your computer.
4. Click on **Import All Components**, or select **Advanced Options** to import certain parts of the package.
5. Click on **View Content**.

COPY CONTENT

1. In the navbar of the course into which you want to import content, click on **Tools** and select **Course Admin.** Under **Site Resources,** click **Import/Export/Copy Components**. Alternatively, access **Import/Export/Copy Components** from the **gear icon** on the top right corner of Brightspace.
2. Select **Copy Components** from another Org Unit.
3. Click **Search for offering**.
4. In the search bar, enter the **name** or **course code** that contains the content you want to copy.
5. From the search results, select the circle besides the course content you want to copy.
6. Click **Add Selected**.
7. Click **Copy All Components**, or click **Select Components** to select individual components. Click **Continue** and then **Finish.**
8. When you are done click **View Content**.

CLASSLIST

EMAIL

1. Click on **Tools** from the navbar and select **Classlist** from the dropdown menu.
2. Place a **check mark** beside the names of the users you want to contact and select **Email** or, click on the **Email Classlist** button and select **Send Email.**
3. Fill in the **Subject line**, the email **Body** and **Attachments**, if needed.
4. Once you are done, scroll up and click **Send**.

ADDING A USER

1. Click on **Tools** in the navbar.
2. Select **Classlist** form the dropdown menu.

3. Fill in the **Subject line**, the email **Body** and **Attachments**, if needed.
4. Once you are done, scroll up and click **Send**.

ADDING A USER

1. Click on **Tools** in the navbar.
2. Select **Classlist** form the dropdown menu.
3. Click on **Add Participants** and select **Add Existing Users**.
4. In the search box, type in the **name of the person** you want to add and click on the **magnifying glass**.
5. From the results list, place a **check mark** beside the name of the person and assign them a role in **Select a Role**.
6. Click on **Enroll Selected Users**.

GRADES

ADD A GRADE ITEM FOR EACH EVALUATION OUTLINED IN YOUR CSI

1. Click on **Grades** in the navbar, and then the **Manage Grades** tab.
2. Click **New** and select **Item**.
3. Choose a **Grade Item Type**, e.g. **Numeric** or **Calculated**.
4. Fill in the **Name** field.
5. In the **Maximum Points** field, enter the **maximum grading score**. If in doubt, enter the same value as the **Weight** field.
6. In the **Weight** field, enter the **weighted value** out of 100.
7. Edit the other settings if needed.
8. When you are done, click **Save and Close**.

ENTER GRADES

1. Click on **Progress** from the navbar, and select **Grades** from the dropdown menu.
2. Click on the **Enter Grades** tab.
3. Find the column you want to enter the grade into and click on the **downward pointing arrow** beside the column title, and select **Grade All**.
4. Enter the **grades**.
5. Once you are done, click **Save and Close**.

QUICK EVAL

1. Navigate to the **Quick Eval** tool in the home page navbar.
2. Use the **Filter** to see submissions for different courses, activities, or different date ranges.
3. Click on a learner's name to open the evaluation screen.
4. Evaluate the submission and click **Publish**.

EXPORT

1. Click on **Progress** from the navbar and select **Grades** from the dropdown menu.
2. Click on the **Enter Grades** tab.
3. Click on the **Export button**.
4. Make sure that under **Key Field, Org Defined ID** is selected. Select any other options you want to export.
5. Select the Grades you wish to Export.
6. Click **Export to CSV** or **Export to Excel**.
7. In the download box click **Download**, and the file will automatically be downloaded to your computer.
8. Once you are done, click **Close** from the download box and click **Cancel** to exit.

MANAGE DATES

Use this tool to view, edit and offset dates in your course.

1. Click on **Tools** and then **Course Admin** in the navbar.
2. Click **Manage Dates.**
3. In the list, check boxes next to the items for which you would like to edit dates.
4. Click **Bulk Edit Dates**, to update the dates manually, and **Bulk Offset Dates** to move them forward by a specific amount.
5. Click **Save**.

ASSIGNMENTS

CREATE AN ASSIGNMENT

1. Click on **Activities** in the navbar, and select **Assignments** from the dropdown menu.
2. Click on **New Assignment**.
3. Enter a name for the assignment in the **Name** field.
4. Enter **Instructions** text, and **Add Attachments** if needed.
5. In **Assignment Type,** select either **Individual** or **Group Assignment**.
6. Select **Submission type, Files allowed per Submission** and **Submissions** options.
7. Under Grade Item, select the related **Grade Item** from the dropdown menu.
8. Modify the point's value in the **Score Out Of** field.
9. You can add a **Rubric** if you wish.
10. Select **Anonymous Marking** if you want to hide student's names during the marking process.
11. Scroll up and click the **Restrictions** tab to add any restrictions you want for the assignment.
12. Once you are done, click **Save and Close**.