

# AA42

## Is Your Brightspace Course Ready?

Policy AA42 – <https://www.algonquincollege.com/policies/files/2019/06/AA42.pdf> – establishes expectations and guidelines for the use of the Learning Management System (LMS) to support personalized, digitally connected and experiential learning.

It is the faculty's responsibility to include the following required elements in courses:

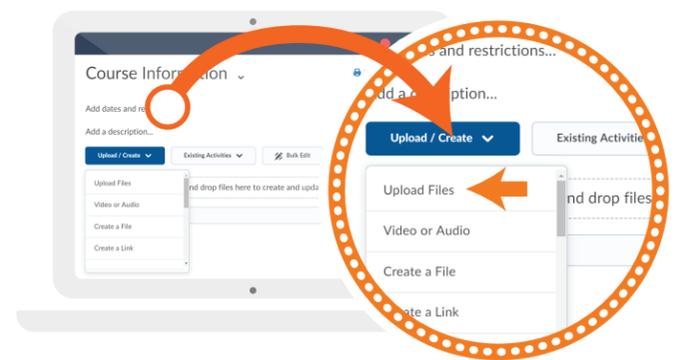
### CHECK YOUR COURSE OUTLINE (AA42 Policy: 4b, c)



#### Check the Course Outline Link in the Navbar

- ▶ Navigate into your course
- ▶ Click on the link in the navbar titled **Course Outline**
- ▶ Ensure that the linked Course Outline is working and accurate

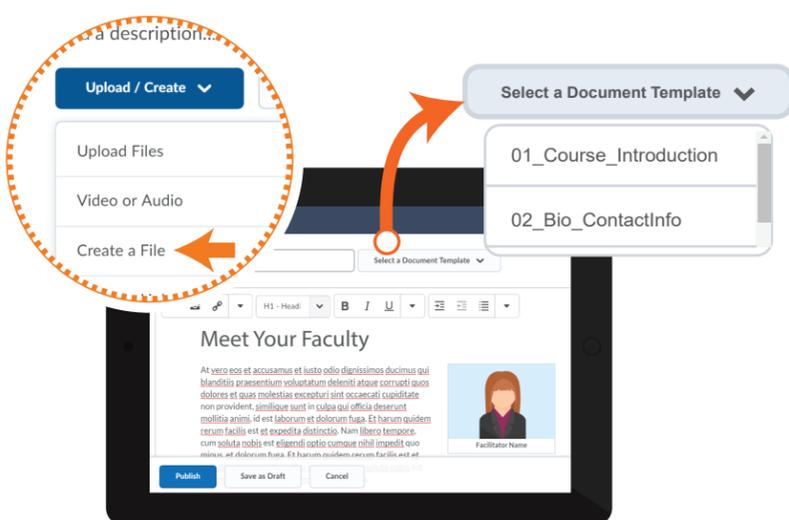
### UPLOAD YOUR CSI (AA42 Policy: 4b, c)



#### Adding a Course Section Information (CSI) File

- ▶ Go to **Content > Course Information**
- ▶ Click **Upload/Create**
- ▶ Click **Upload Files**
- ▶ Locate and select the file

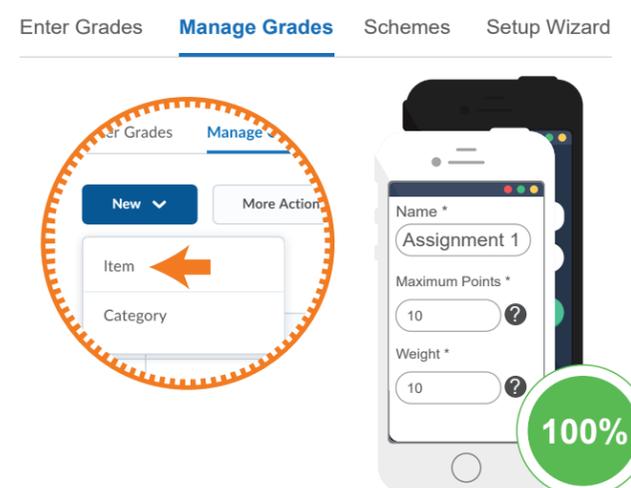
### CREATE A CONTACT INFO PAGE (AA42 Policy: 4a)



Include details about the preferred method of communication and an intended response time consistent with Policy AA23.

- ▶ Go to **Content > Course Information**
- ▶ Click on **Upload/Create > Create a File**
- ▶ Click on **Select a Document Template**
- ▶ Select **'02\_Bio\_ContactInfo'**
- ▶ Add your details

### UPDATE STUDENT GRADES (AA42 Policy: 4d)



Grades will be recorded in the Grades tool found in the LMS. They will be updated regularly throughout the term to allow students to monitor their progress.

- ▶ Go to **Progress > Grades**
- ▶ Click on the **Manage Grades** tab
- ▶ Click on **New > Item > Numeric**
- ▶ Enter the **name, points** and **weight** details
- ▶ Save and repeat until grades total **100%**

Check out the **Brightspace Essentials course** and upcoming workshops for ideas on how to further support and personalize the student experience through announcements, due dates, discussions and other LMS tools.

For any questions, please contact us at: [brightspace@algonquincollege.com](mailto:brightspace@algonquincollege.com) or ext. 6943