

AA42

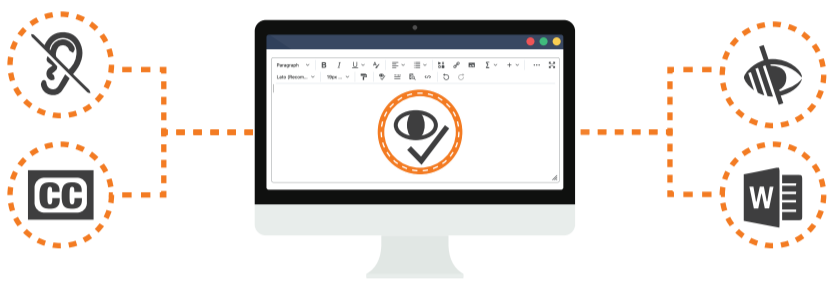
Is Your Brightspace Course Ready?

Policy AA42 – <https://www.algonquincollege.com/policies/AA42> – 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 their courses:

ACCESSIBLE COURSE MATERIAL (AA42 Policy: 4.1)

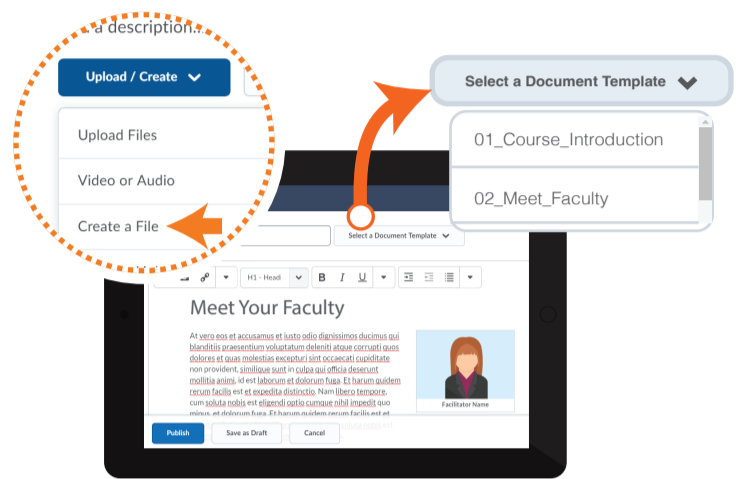
In following the accessibility standards set out by the Accessibility for Ontarians with Disabilities Act (AODA), we can remove and prevent barriers so that all learners can interact and participate more fully in our communities.



In your Brightspace course spaces, this can be as simple as:

- ▶ Using the Accessibility Checker
- ▶ Ensuring captioning or transcripts are available for video
- ▶ Providing accessible documents upon request

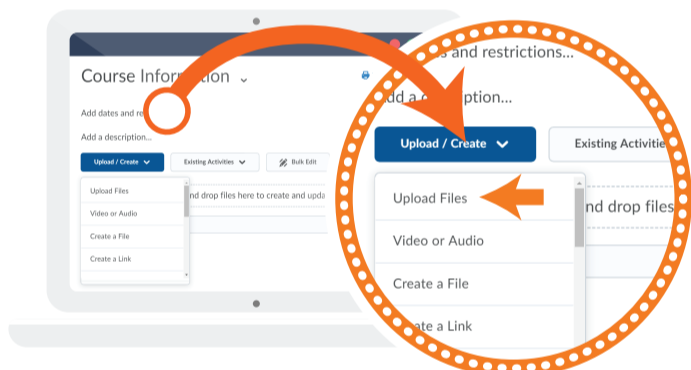
CREATE A CONTACT INFO PAGE (AA42 Policy: 4.2)



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

- ▶ Go to **Content > Contact Information**
- ▶ Click on **Upload/Create > Create a File**
- ▶ Click on **Select a Document Template**
- ▶ Select **'03_meet_your_facilitator'**
- ▶ Add your details

UPLOAD YOUR CSI WITH DUE DATES (AA42 Policy: 4.3)



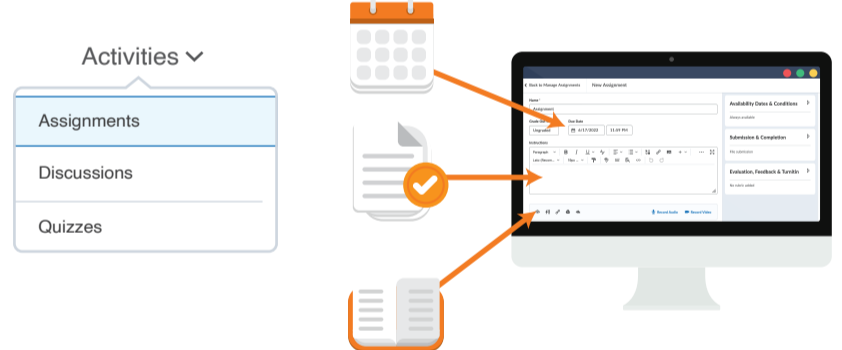
Adding a Course Section Information (CSI) File

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

Note: Your CSI **must** include due dates for each assessment

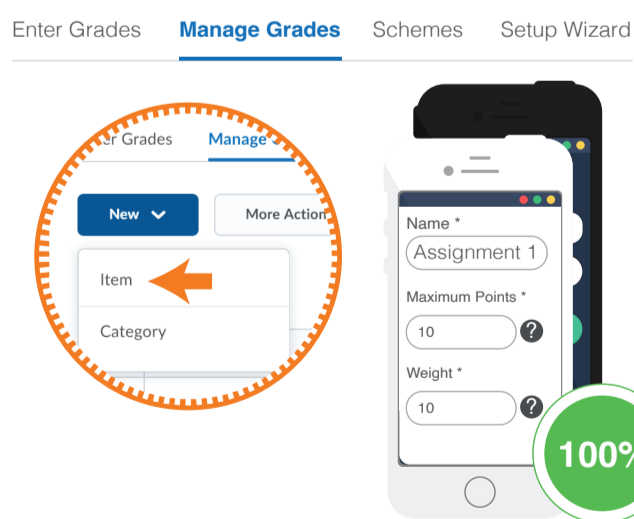
ASSESSMENTS IN BRIGHTSPACE (AA42 Policy: 4.4)

Ensure assessments are accessible from the Activities drop-down in your course navigation bar, and that all resources that are required to complete an assessment (ie. instructions, readings, or assessment criteria) are associated and linked to within the activity.



If you will be using a third-party application for an assessment, this must be linked in your course space Content section so that learners can easily locate it.

UPDATE STUDENT GRADES (AA42 Policy: 4.5)



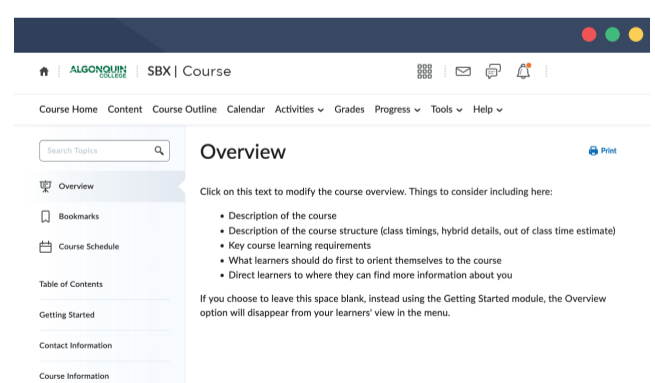
Grades will be recorded in the Grades tool found in the LMS. They will be updated regularly throughout the term to allow students to monitor their progress.

- ▶ 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%**

In most scenarios, students must be provided with the results of an evaluation within ten working days (see Policy AA13)

OVERVIEW OF COURSE SPACE (AA42 Policy: 5.3)

You are required to provide learners with an overview of your course space, and what your expectations are with regards to it's use over the term.



There are many ways you can approach this – some examples include:

- ▶ A short recording or video note
- ▶ A recorded screen share
- ▶ A written explanation
- ▶ An announcement

Your overview might include information on how you have organized your course space, where to locate your assessments, how and when resources will be shared, and contact information.