

## June 2024 Key Brightspace Information

### **PLEASE NOTE:**

- **Brightspace modules are unique** – you cannot re-use the same module from semester to semester, or from year to year.
- Students retain access to the modules they have taken from year to year over the course of their programme, therefore no modules where teaching has concluded should ever be cleared out, reset and/or re-used with a different cohort.
- Do not un-enrol students and do not delete assignments in 2023-24 modules.

### **Annual Process in a snapshot – existing Brightspace staff user**

Each year new shell modules are created in Brightspace based on the Banner record. A Lecturer can then populate those new Brightspace shells by either importing the content from the previous year's module (a two-minute process) or by building the new module from scratch.

### **Your new 2024-25 modules**

- The new shell modules for the 2024-25 academic year are expected to be available on August 8th 2024.
- The new modules will appear on a new 2024-25 tab in Brightspace. You will be enrolled on all modules which you were linked to in Banner mid-July 2024 **and** which had student enrolments in Banner in the 2023-24 academic year.  
(You may wish to follow local processes to update your Banner record before early July, then those changes will flow through to Brightspace; updates in Brightspace itself can also be made on request as needed after 8th August)
- If you are a City member of staff, you can import content from your exiting modules in the previous academic year.  
Please view our guide [How to import course content from a previous academic year.](#)
- If you are a Tallaght or Blanchardstown member of staff, you can import content from your Moodle modules that were migrated this academic year.  
These modules are available in the respective **Migrated BN 22-23** and **Migrated TA 22-23** tabs within Brightspace.  
Please view our guide: [How to import migrated Moodle course content into a new shell.](#)
- For modules which you have not taught previously you will find all necessary instructions in the following guide: [Brightspace 2: The Basics](#)
- **Note:** If you wish to start developing content for 2024-25 Academic year in advance of August 8th you could do so in a hidden unit, or units, within your existing 2023-24 modules(City Staff), within the migrated Moodle modules(Tallaght & Blanchardstown Staff) or in your Sandbox Environment. It is a quick and easy process to import that content into your 2024-25 shell modules.

## Modules from the previous academic year

- These modules will remain available to your students for the duration of their studies with TU Dublin. And remember, Brightspace modules are unique - modules should never be cleared out, reset and/or reused with a different cohort.
- Your 2023-24 modules have a default end date of 31st August 2024 and after this date the module will appear as “closed” and no additional students will be able to self-enrol on the module.
- **A note about end dates:** The end date on your module can be set by you. For the vast majority of 2024-25 modules an end date of 31st August 2025 is appropriate (and this is the default closing date of all 2024-25 modules). If your module is one which is still actively being used for teaching beyond 31st August 2025 then you can change the end date on your module (this would be appropriate if your module does not follow the standard academic year).

## How to change end date

In your module navigate to Module Tools -> Module Admin -> Module Information and change the end date as appropriate. Click: Save

**Please TURN OFF Discover** for all your 2023-24 modules (if the module has passed its end date no further students will be able to self-enrol on the module anyway, but it still shows up in the Discover module catalogue and may confuse students who are trying to self-enrol on 2024-25 modules).

**How to turn off Discover:** In your module navigate to “Module Tools -> Module Admin -> Module Information” and *untick* “Make this course available in Discover so Learners can self-enrol”, remember to click **Save**)

## Student submissions to Brightspace (assignments, quizzes etc)

Because Brightspace modules remain available to students for the duration of their studies, so too do any assignments/quizzes/other work generated by students and submitted to Brightspace.

This work remains in Brightspace until such time as it is:

- deleted by either the student or the lecturer.
- the student account is removed from Brightspace  
(It is expected that student accounts will be deleted from Brightspace once per year, based on a period of inactivity).

## Repeat students

All students retain access to all their Brightspace modules for the full duration of their studies.

Final year students retain access for a period beyond graduation (subject to their TU Dublin login credentials remaining active). Therefore, students who need access to their 2023-24 modules in order to prepare for supplemental assessments, to re-submit work, or to submit theses, will have that access.

## Incoming 2024-25 first year students

Brightspace accounts for new students will be created from mid-August onwards and will continue to be created on a nightly basis over the course of the year.

## Student access to your 2024-25 modules

After the 2024-25 shells become available to lecturers it is up to individual lecturers when you make your 2024-25 modules available to students.

Please view our guide: [Making your module available to students for self-enrolment and controlling your Classlist](#).

### **Non-standard Modules (e.g. Programme Information areas etc)**

Non-standard modules are modules which do not have an equivalent in Banner and which have been created in Brightspace manually on request - typical modules like this would be Programme Information areas, or modules to hold general information regarding a module, and because these modules are not validated or summatively assessed they do not require a presence in Banner. In all other respects however, these modules are treated in the same way as normal Brightspace modules. They have an end date, are tied to a specific academic year, and a new shell version is created automatically for them each year (once the module exists already in Brightspace). The new shell version will need to be populated with content each year and also made available to students in the normal way each year.

### **Questions or Concerns?**

Any questions about the above can be logged via the [Brightspace Support Form](#)

A comprehensive set of guides is available from [Bitesized Brightspace Resources for Staff](#)