

- This document outlines what is covered in the workshop: Brightspace 2 - Build your Module
- It lists the syllabus, together with a link which covers that particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 2 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

## Brightspace 2: Build your Module

### Aim of this resource:


Brightspace is the virtual learning environment (VLE) in use at TU Dublin City Campus. This resource will show you how to structure your module and add content. After implementing the knowledge in this resource you will have a module which you can start using with your students.

### Pre-requisites for this resource:

- You should be familiar with the content of [Brightspace 1: The Basics](#)

Syllabus	Online Resource
Understanding the structure of a typical Brightspace module	<b>Bitesized Brightspace Video “Navigating your modules”</b> <a href="https://youtu.be/4gbn36jof40">https://youtu.be/4gbn36jof40</a>
Reviewing the VLE Baseline Checklist	The VLE Baseline Checklist contains a set of ‘good practice’ recommendations for the design and management of modules in TU Dublin’s virtual learning environments (VLEs). You should keep the VLE Baseline Checklist in mind when building your first module. <a href="#">VLE Baseline Checklist</a> .
Creating a unit (folder) and sub-units	Units and sub-units are under your control. They are the primary location of all teaching content uploaded by the lecturer and are the means by which you structure your module. They sit under the Table of Contents in your Brightspace module and you can name them as you wish, and you determine what content they hold.  <b>See this guide to creating module units (at 0:48) in the Bitesized Brightspace Video ‘No.4 - Building out your modules from scratch’</b>  <a href="https://youtu.be/2WRH1fL7pHs?t=48">https://youtu.be/2WRH1fL7pHs?t=48</a>  <b>Or learn about sub-units (at 5:21):</b>  <a href="https://youtu.be/2WRH1fL7pHs">https://youtu.be/2WRH1fL7pHs</a>
Adding a unit description and image (the flip tile image and overview which appears on your module landing page); Understanding what the progress bar on the flip tile means.	Adding a unit description helps the learner find relevant content quickly. Adding an image to a unit makes your module more visually engaging and also helps with module orientation. The progress bar on the flip tile shows the student the number of items they have already accessed.  <b>See this guide to adding a description to a unit (at 1:29) in the Bitesized Brightspace Video ‘No.4 - Building out your modules from scratch’</b>  <a href="https://youtu.be/2WRH1fL7pHs?t=89">https://youtu.be/2WRH1fL7pHs?t=89</a>

	<p><b>Or learn about module tiles, tile images and the progress bar (at 06:53) here:</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=413">https://youtu.be/2WRH1fL7pHs?t=413</a></p>
<p>Adding content (e.g. PowerPoint / Word file) to a unit</p>	<p>How to upload your existing content (lecture notes, ppt files, pdfs, images) to Brightspace. It's quick and easy to upload multiple files from your desktop using Brightspace drag-and-drop functionality.</p> <p><b>See this guide to add content to your units (at 2:02) in Bitesized Brightspace Video 'No.4 - Building out your modules from scratch'</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=122">https://youtu.be/2WRH1fL7pHs?t=122</a></p>
<p>Adding external weblinks (e.g. YouTube link) to a unit</p>	<p><b>Bitesized Brightspace Video "Building out your modules from scratch"</b></p> <p><b>The processes for uploading video and adding weblinks are covered in the 'adding content' section of Bitesized Brightspace Video 'No.4 - Building out your modules from scratch' (at 2:02)</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=122">https://youtu.be/2WRH1fL7pHs?t=122</a></p>
<p>Moving content / units</p>	<p>Brightspace drag-and-drop functionality allows you to very easily move content from one unit to another, or to re-order units and sub-units. This means that once you have uploaded your content it is very easy to restructure the Table of Contents.</p> <p><b>See this guide to re-ordering your units (at 1:49) in Bitesized Brightspace Video 'No.4 - Building out your modules from scratch':</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=109">https://youtu.be/2WRH1fL7pHs?t=109</a></p>
<p>Deleting a unit / content</p>	<p>Units and topics can be deleted using the drop-down menu/arrow next to their titles.</p> <p><b>You can learn about this process (at 6:31) in Bitesized Brightspace Video 'No.4 - Building out your modules from scratch':</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=391">https://youtu.be/2WRH1fL7pHs?t=391</a></p> <p>Tip: When you opt to delete content from your module, a dialogue will ask you if you want to remove the unit/topic only <i>or</i> permanently delete the file or activity it links to. We recommend choosing the first option, which means that your file will still be available for downloading, re-linking within your module, or copying over to your module in future academic years. You can access removed files at any time from module tools&gt; module admin&gt;manage files</p> <div data-bbox="500 1545 1143 1969" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Delete Topic <span style="float: right;">×</span></p> <p>Choose whether to remove from the Content view only or permanently delete from the module.</p> <p><input checked="" type="radio"/> Remove the topic from Content but keep the associated file or activity in the module.</p> <p><input type="radio"/> Permanently delete both the topic from Content and the associated file or activity from the module.</p> <p style="text-align: center;"> <span style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Delete</span> <span style="background-color: #e0e0e0; padding: 5px 15px; border-radius: 3px; margin-left: 10px;">Cancel</span> </p> </div>

<p>Controlling the visibility of your content and setting availability dates on content/units</p>	<p>You control whether every unit, subunit or piece of content you upload is <b>visible</b> or <b>hidden</b>. The default is <b>visible</b> for any unit/subunit you create, or any piece of content that you upload. Only items which are marked as visible can be seen by students. Availability dates are a second method of controlling visibility - they allow you to set a time period when an item will become available to your students. <b>Note:</b> availability dates are overridden by the hidden/visible status.</p> <p><b>Learn about content visibility settings and availability dates (at 4:24) in the Bitesized Brightspace Video ‘No.4 - Building out your modules from scratch’:</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=264">https://youtu.be/2WRH1fL7pHs?t=264</a></p> 
<p>Using release conditions to control access to specific content / assessment</p>	<p>You can use release conditions to create a custom learning path in a module e.g. students get access to specific content or an assessment only after achieving a certain % in a quiz, or having read all content in a unit.</p> <p><a href="#">Create a custom learning path in a module</a></p>
<p>Using custom html pages (web page templates)</p>	<p>Brightspace contains some ready-made web page templates. This allows you to quickly create professional-looking content directly in Brightspace - they are particularly useful for creating the student orientation pages recommended in the <a href="#">VLE baseline checklist</a>. And they are also helpful for providing quick post-class information, supplementing your lecture notes quickly etc.</p> <p><b>You can learn about this process (at 3:20) in Bitesized Brightspace Video ‘No.4 - Building out your modules from scratch’:</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=200">https://youtu.be/2WRH1fL7pHs?t=200</a></p>
<p>Adding links to activities and assignments within your modules</p>	<p>When you create an assignment or quiz in Brightspace it automatically appears in the assignment or quiz area under the assessment tab. If, after creating the assignment or quiz, you wish to also make it available to your students in the Table of Contents then you just click into “Existing Activities” and locate the relevant item.</p> <p><b>You can learn about linking to existing activities (at 4:11) in Bitesized Brightspace Video ‘No.4 - Building out your modules from scratch’:</b></p> <p><a href="https://youtu.be/2WRH1fL7pHs?t=251">https://youtu.be/2WRH1fL7pHs?t=251</a></p>
<p>Overview of the course and Module Schedule</p>	<p>The module schedule lists out all activities in the module which have an associated date. This will include Bongo virtual classroom sessions scheduled, assessment dates and, if you are using dates on content, those will appear in the schedule also. You cannot add events directly to the schedule - it gets populated automatically when a date is added to any item in the module.</p>
<p>Using the Brightspace checklist tool</p>	<p>Checklists can be useful for helping you to guide students through the phases of an assignment / project</p> <p><a href="#">D2L Video - Help learners deconstruct a large assignment into smaller tasks using a checklist</a></p>

Aligning your module to the VLE Baseline Checklist

**Don't Forget!** The VLE Baseline Checklist contains a set of 'good practice' recommendations for the design and management of modules in TU Dublin's virtual learning environments (VLEs).

- [VLE Baseline Checklist](#)
- [VLE Baseline Checklist - companion guide for Brightspace](#)

### Recommended additional resources

- Brightspace 2 should be taken in conjunction with Brightspace 2A (and after Brightspace 1). With these three workshops/resources you will be ready to start using Brightspace with your students
- Brightspace 3 will get you started delivering online classes / webinars using Bongo Virtual Classroom
- Brightspace 7 introduces assessment using the assignment tool (essay submissions, lab reports etc)
- Brightspace 8 introduces assessment using the quiz tool (MCQs etc)

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