

- On a web browser on your computer, navigate to <http://linkedinlearning.bowvalleycollege.ca>.
- Enter your BVC email address as username (e.g. username@bowvalleycollege.ca).
- Enter your BVC password.
- Once logged into Lynda, in the search field across the top of the page, search for *Learning Brightspace by D2L 2018*.

This course has been developed for a general audience and covers features and functionalities of Brightspace for different set ups and scenarios. The following table of content provides a list of all the video segments in the course, identifying the specific criteria or practices that are applicable to the setup of Brightspace (by D2L) at BVC. Video segments that are greyed out in the list and marked as “N/A” are not applicable to BVC users, and you can skip them.

LinkedIn Learning Course: Learning Brightspace by D2L 2018

Table of Content

Video Segment	BVC Specifics to Note
Introduction	
Welcome	
What is a course management system (CMS)	This video is helpful if you have never worked with/in a learning management system (LMS) or a course management system (CMS).
Mobile first display	
The modular nature of D2L	
A note about D2L course organization	
1 – Brightspace and Communicating with Students	
The D2L content editor	
Communicate through the announcements tool	Announcements is called <u>News</u> in the Brightspace setup at BVC.
Email Students	At BVC, Brightspace email is an internal tool only.
Use the course calendar tool	
Develop course competencies and learning objectives – N/A	Currently objectives and competencies tools are not within the setup of Brightspace at BVC
Communicate through the D2L chat feature	This tool is not available to BVC users.
Enable the course activity feed – N/A	Activity Feed is not available to BVC users.
Automate intelligent agents	
Set up a user profile	
2 – Brightspace and Classroom Management	
Set up the course content tab	
Use the attendance tool	This feature is not set up for BVC users.

Set up submission folders	Submission Folders are called Dropbox/Assignment in setup of the Brightspace at BVC. Objectives are not setup and used in Brightspace setup at BVC.
Set up the course discussion board	Objectives are not setup and used in Brightspace setup at BVC.
Participate in discussion boards	
Distribute D2L Brightspace Awards – N/A	This tool is currently not setup for BVC.
Video note 2.0/Audio Note 2.0 recording tool – N/A	
Access and track student progress	
View classwide statistics and data	The Class Engagement tool is not available for BVC users.
Poll students through D2L surveys	
Setup student self-assessments	
Manage dates tool	
3 – Brightspace and Assessing Student Work	
Setup automatically graded and free response quizzes and exams	
Add questions to quizzes	
Develop a question library	
Gain insight through quiz question reporting	
Set up an assignment rubric	- At BVC rubrics are usually Analytic
Design a custom rubric	
View nuanced rubric reporting	
Provide feedback within submission folders	- The assignment annotation is now enabled in the system at BVC. This feature enables you to provide feedback within the student submission without having to download it.
Set up a self-calculating gradebook	- At BVC <i>Weighted</i> system is used. - Adjusted final grades are transferred to Agresso; therefore, do not enter any values in this column until the end of semester.
Add gradebook items and categories	
Leave feedback in the D2L gradebook	This video covers entering grades as well as providing feedback in the Grades page.
4 – Customizing Brightspace	
Import, export, or copy D2L course components	This process allows you to copy content and other components from one course to another.

Develop a course homepage – N/A	At BVC, the Information Technology Services (ITS) department manages features that are described in these three video segments. Individual users do not have access to modify the home page or navigation bar.
Create a custom theme – N/A	
Customize the navigation bar – N/A	
Scheduling course components	
Enabling user accessibility	The Text Reader feature is not available to BVC users.
Customize a course image – N/A	At BVC, the Information Technology Services (ITS) department manages features that are described in these three video segments.
Add new users to a D2L course	
Activate your course	
5. Using Brightspace in an Online Context	
Creating D2L small groups	
Using online reading quizzes as study guides	
Coordinate through course and unit checklists	At BVC, Checklist option is available under the <i>More</i> navigation option.
Set up component release condition	
Brightspace mobile applications	<ul style="list-style-type: none"> - Assignment Grader - Pulse
6. The Student's guide to D2L	
Note: This section is for instructors to understand what is available to students and how they can view and work with D2L. It is not for training students.	
Setup course notifications	Some of the features, like sending text messages, are not applicable to BVC learners.
Submit material through dropbox	
View media content	
Taking quizzes and assessments	
D2L ePortfolios	
Conclusion	
Next steps	<p>This video provides more resources.</p> <p>At BVC, you can refer to http://bowvalleycollege.ca/d2lresources for more instructions and video tutorials or contact tle@bowvalleycollege.ca to book an appointment and meet with one of TLE consultants on using Brightspace.</p>

For more information, training or consultation related to the use of Brightspace at Bow Valley College please contact the Teaching & Learning Enhancement team at tle@bowvalleycollege.ca.