

HANDOUT - BRIGHTSPACE ESSENTIALS WORKSHOP



Teaching and Learning Support Service (TLSS), uOttawa

WORKSHOP INTRODUCTION & DIRECTIONS

This self-paced online workshop is split into several parts with a variety of activities that will help you get to know Virtual Campus (Brightspace). This first part will cover getting started in Brightspace: how to access Brightspace, how to access and use your demo space, how to adjust your personal settings and the settings for a course, how to create your course space, as well as add someone to your course. It will also review the various notification tools available within Brightspace.

This first part should take you approximately 2 hours to complete and will entail watching 11 short videos as well as using this handout to complete a variety of activities.

Should you have any questions, please do not hesitate to contact the [TLSS](#) by email. You can also request a one-on-one consultation with one of our specialists. In addition, there will be open online sessions offered throughout the fall and winter, where you can ask questions related to the content covered in this workshop.

We hope that you find the following videos and associated handout helpful. Without further ado, let's get started.

Wishing you a great semester. Enjoy!

PART I – GETTING STARTED, SETTINGS AND PERSONALIZATION

ACTIVITY 1 - ACCESS BRIGHTSPACE & EXPLORE THE HOMEPAGE (VIDEO 1)

To log into the Brightspace platform:

1. Visit uOttawa.Brightspace.com
2. Login to the platform using your uOttawa single sign-on (SSO) credentials associated with your employee account (the same credentials that you use to access VirtuO, Outlook email account, etc.).

Important: Please make sure to use your employee profile to log in. If you encounter any issues logging in, if you do not know your login credentials, or if you need to reset your password, please contact the Information Technology (IT) help desk at 613-562-5800 ext. 6555. If you are not a professor, or you do not have an employee profile, you will have difficulty completing the activities that are presented in these videos. Aside from some special instances, only individuals instructing courses are provided with a demo space and the ability to create content within Brightspace. Accordingly, if you are unable to log into the system with a Faculty (employee) profile, please email the [TLSS](#) to discuss your situation.

3. Once you are logged into the platform, take a few minutes to look around. The home page has a lot to explore.
 - A. The Navigation bar (located just below the uOttawa logo) contains four items – **Announcements**, **Calendar**, **Portfolio** and the **System Check** tool. In addition to appearing on the homepage, the **Announcements** and **Calendar** tool appear in the Navigation bar for each of your courses. On the homepage, the **Announcements** will be those from the University, and items in the **Calendar** will reflect all your courses. Within a course, these will reflect only the items for that particular course.
 - B. The **Minibar** (the smaller navigation bar located in the top right-hand corner of the platform) includes some

notification icons (i.e. a bell, an envelope, and a discussion bubble), as well as provides access to your **Personal Settings** where you can modify your preferences. To learn more about the **Minibar** and adjusting your **Personal Settings**, refer to [Activity 3](#).

Important: The **Minibar** appears on almost every page within the platform, which means that the notifications will reflect all of your courses and anything modified in the **Personal Settings** will affect all of your courses.

4. Below the navigation bars, you will see important messages (e.g. reminders, information updates, etc.) that are posted by the Virtual Campus Team, if there are any. Please check here often to stay up to date!
5. Below the **Announcements**, you will see picture tiles. Each picture tile represents a course that you are instructing. Use the filter system just above the tiles to organize what is displayed (e.g. by term).
6. To the immediate right of the picture tiles, there is a side menu where you can access various forms of help (e.g. Brightspace online chat, Brightspace help guides), as well as other platforms (e.g. Outlook Maestro).

ACTIVITY 2 - ACCESS YOUR BRIGHTSPACE DEMO SPACE (VIDEO 2)

By default, every active faculty member is provided with a **Demo** space where you can try things out and even test activities with a teaching assistant or a colleague. You can easily copy material from your demo space to an actual course space.

To access your **Demo** course space:

1. Visit uOttawa.Brightspace.com
2. Login to the platform using your uOttawa single sign-on (SSO) credentials associated with your employee account (the same credentials that you use to access VirtuO, Outlook email account, etc.).
3. Once in the platform, click on the tile associated with your demo course (it should say “**Demo**” followed by your name). Alternatively, click on the 9-box waffle icon that is in the **Minibar** and locate your demo course in the list, or by using the search option.

Important: If you are an active faculty member and you have logged in with your employee profile, but you don't see a **Demo** Course, please send the Virtual Campus team a message using the [online support form](#).

ACTIVITY 3 – ACCESS YOUR PERSONAL SETTINGS AND ADJUST YOUR PROFILE SETTINGS (VIDEO 3)

Within the **Minibar**, you can access your **Personal Settings**. Among other things, your **Personal Settings** allow you to adjust how you present yourself to the uOttawa Brightspace Community (e.g. your profile picture, social media associations, contact info), how things are displayed (e.g. language, font size), your notification preferences, and how certain automatic behavior (e.g. discussion board activity, email signature) unfolds. The **Minibar** appears on almost every page within the platform. This means that adjustments made to your **Personal Settings** will apply to your entire profile overall and will therefore be reflected in all your courses.

Within the **Personal Settings** section, you have access to three different setting pages. Namely, **Profile**, **Notifications**, and **Account Settings** pages. The **Profile** page provides you with a place to change your profile picture as well as share a webpage address, and social media account info. By default, your image is just your initials.

Important: Just like you, students need to adjust their **Profile** settings.

To adjust your **Profile** settings:

1. Visit uOttawa.Brightspace.com
2. Login to the platform using your uOttawa single sign-on (SSO) credentials associated with your employee account (the same credentials that you use to access VirtuO, Outlook email account, etc.).
3. From the Brightspace homepage or within any of your courses, click on your name that is located in the **Minibar**.
4. You will then have access to the three different settings that can be adjusted - namely, **Profile**, **Notifications**, and **Account settings**.
5. Click on **Profile**.
6. To change your profile picture (this will replace the initials that you see next to your name in the **Minibar**), click on **Change Picture**. Then click on **My Computer** followed by **Upload**. Locate the picture on your computer and click on **Add**.
7. If you wish, enter an address to your webpage (if you have one), as well as to any social media accounts you have.

Important: This is the only setting page where information entered is accessible to your students and others in various areas of the platform. Anything entered in the other setting pages (i.e. **Notifications** and **Account Settings**) remains private.

8. When you are done, click on **Save and Close**.

ACTIVITY 4 - SET YOUR NOTIFICATIONS (VIDEO 4)

Notifications settings allow you to control how you receive notifications about activity in your courses. By default, no notifications are set. This is because you need to give Brightspace permission to send you notifications. This also allows you to decide what, how and how often you are notified. You can receive email as well as SMS text message notifications regarding activity in your Brightspace courses. You can also set up notifications to send you a daily or weekly summary of activities in all your courses.

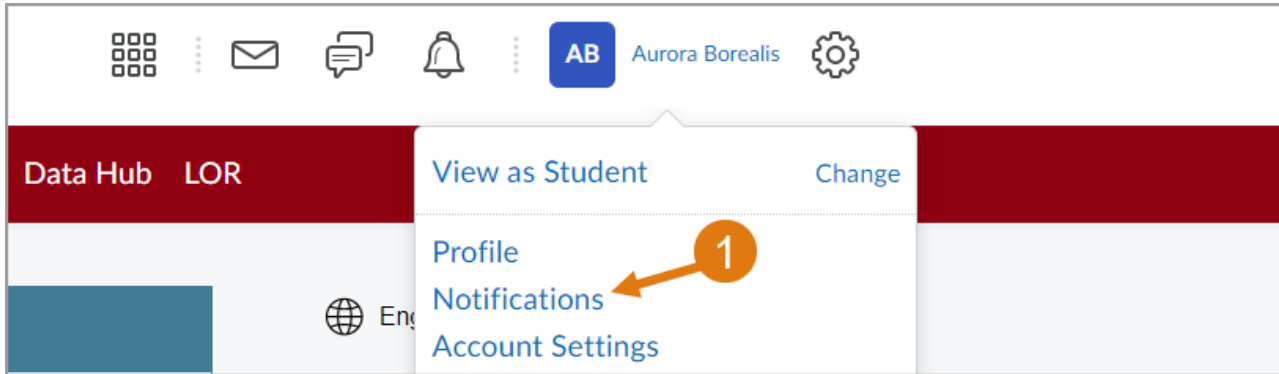
Important Notes:

- Consider using the **Announcements** or **Email** tool through the **Classlist** to let students know when new important items like **Quizzes** are available, because **Notifications** can be set for some, but not all items within Brightspace. For example, when a new:
 - **Module** is created, a notification will not be sent, even if the **Content - content item created** notification is set. This is because **Modules** and **Sub-modules** are considered organization elements not content. It is only when new content (e.g. a document/file is added, a “Create file” section, etc.) is added, that a notification will be sent.
 - **Quiz** is created or available, a notification will not be sent. The only notification that can be set for quizzes is one which advises the individual that the quiz due date or end date is 2 days away.
- What you set under **Notifications** will not apply to the students in your course. You cannot control what notifications students choose to receive; only they can make their own selections. At the start of the semester, you can recommend that they adjust their notification settings to ensure that they receive important information about the course.
- Since **Notifications** settings are accessible from any page of the platform, they apply to your profile in

general and will therefore to all your courses. However, you can **customize notifications** or **exclude certain courses** using the settings provided.

To set **Notifications**:

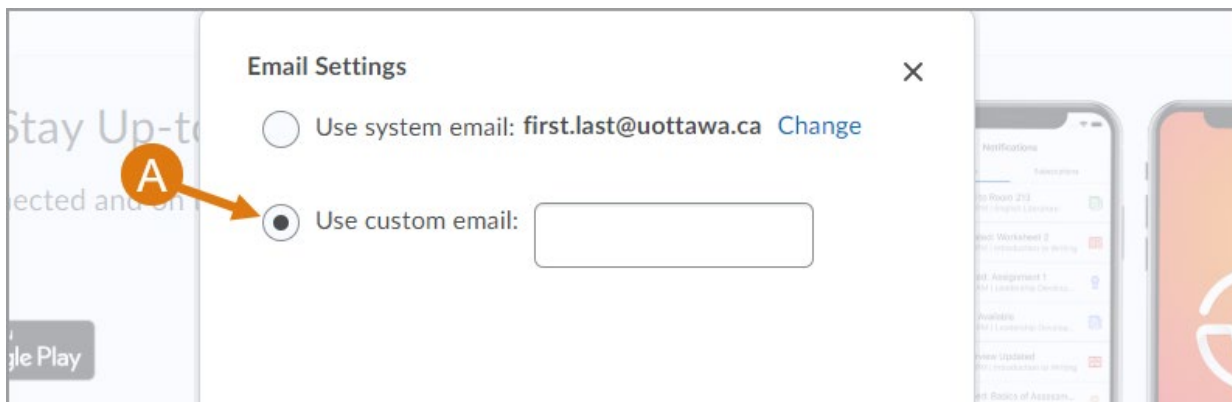
1. Click on your name in the top-right corner of the screen, and then click on **Notifications** from the drop-down menu.



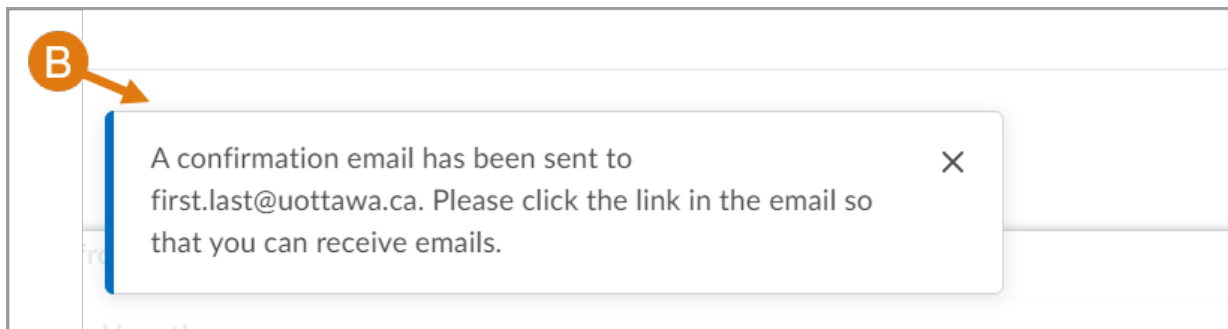
2. To receive notifications by email, confirm that the email address in the **Contact Methods** section is correct. If you are faculty, a T.A., or personnel, this will be the official uOttawa email associated with your professional profile (i.e. Microsoft exchange email address). For students, this will be the official email associated with their student profile (i.e. Outlook email address). If you wish to change where email notifications are sent, click on **Change your email settings**.



3. If you clicked on **Change your email settings** in **Step 2**, complete the following, otherwise continue to **Step 4**.
 - A. Select **Use custom email** in the **Email Settings** window pop-up that appears. Enter your desired email and click **Save**.



B. A confirmation email will be sent to the email with a link to confirm. Click on the link in the email to confirm.



Note: If you wish to revert to the default uOttawa email address, repeat Step 2, select **Use system email**, and click on **Save**.

4. To receive notifications by SMS text message, click **Register your mobile**.

Note: your mobile number will not be visible to students.

Tip: Consider setting up SMS text notifications when you might not have access to a computer or internet/Wi-Fi, but retain access to a mobile phone, such as when you are travelling. Most mobile carriers offer free incoming text messages but check with your carrier before selecting this option.



5. If you clicked on **Change your email settings** in **Step 4**, then complete the following, otherwise continue to **Step 6**.

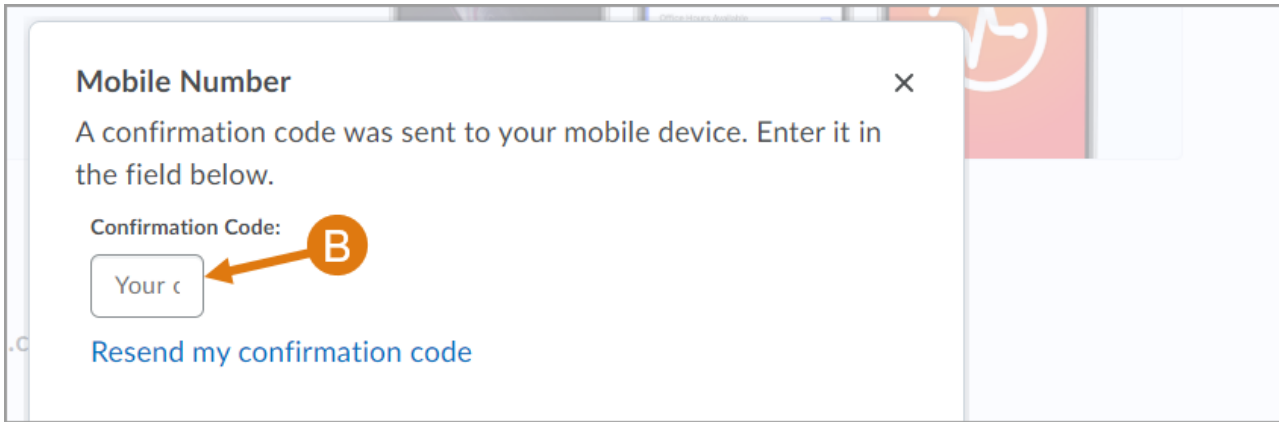
A. In the pop-up that appears, select your **Country**, your **Mobile Carrier**, enter your **Mobile Number**, and click on **Save**.

Note: If your carrier does not appear in the list, it means that your carrier is unable to receive incoming SMS text messages from Brightspace.

A screenshot of a mobile registration form. The form has three sections: "Country *" with a dropdown menu showing "-- Select A Country --", "Mobile Carrier *" with a dropdown menu showing "-- Select A Carrier --", and "Mobile Number *" with a text input field. An orange circle with the letter 'A' and an arrow points to the "Country *" dropdown menu. On the left side of the form, the email address "first.last@uottawa.c" is visible.

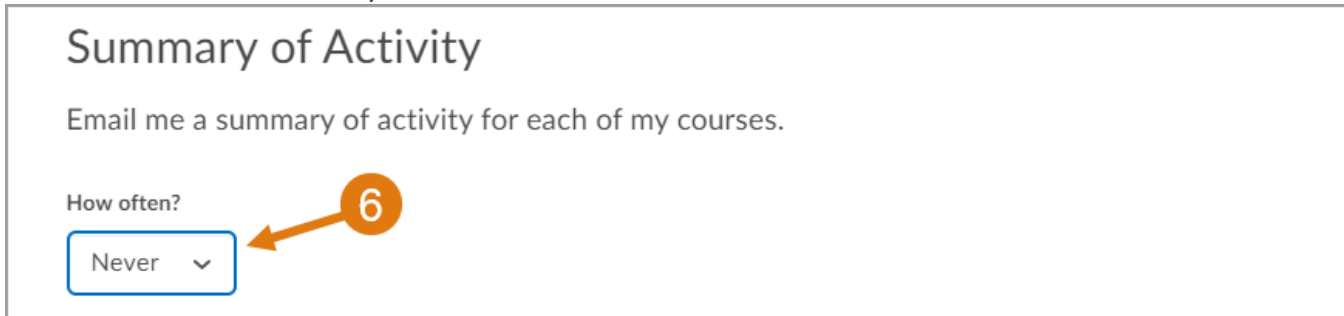
B. A confirmation code will be sent to your mobile device. In the pop-up that appears, enter that code in the

Confirmation Code field and click **Confirm**.




Note: If you wish to remove your mobile number from the system, click on the garbage can located next to the number.

- Using the **How often** drop-down, select **Never**, **Daily**, or **Weekly** to specify how often you wish to receive a **Summary of Activity** email. If you select **Daily** or **Weekly**, you will need to enter the date and/or time that you wish to receive the summary.



- Select the **Instant Notifications** that you wish to receive via email or text message by checking off the associated box for that item/option. **Note:** If you wish to receive text notifications, you will need to enter a mobile phone number before the option is available to select (See step 3 and 4).



Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input type="checkbox"/>

Special Note on Discussion Forum Notifications: There is a two-step process involved for **Discussion Forum** notifications. Within the actual discussion board, you can click on **Subscribe** to receive notifications each time a post is made to the discussion board.

Similarly, when you create a post (i.e. a thread), there is a little **Subscribe to this thread** box to check off to subscribe so that you receive a notification each time a post is made to that particular discussion thread.



You can also choose to **Subscribe** to a specific thread that has been posted by another individual so that you get notifications each time there is a response made to that specific thread.


[My 3 best practices](#) ▾

Magnum Opus posted Apr 20, 2020 7:11 PM [★ Subscribe](#)

It's important to be active and engaging your courses here's what I think is most important.
Aenean congue dignissim lectus, a venenatis tellus porttitor eget. Duis quis mauris risus.

[▾ more](#)

1 [Unread](#) 1 [Replies](#) 12 [Views](#)

 Last post **April 20 at 7:15 PM**
by Aurora Borealis

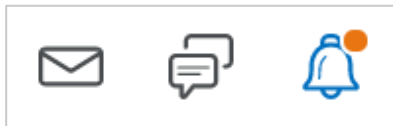
Each time you choose to subscribe to a forum or thread, a pop-up window appears, and you have three options.

1. **Show notifications in Minibar only**
2. **Send me an instant notification**
3. **Include in my summary of activity**

If you want to receive instant notifications by email or text message, select **Send me an instant notification**. If you want to receive notifications only by email or text message as part of your weekly or daily notification summary of activity, select **Include in my activity summary**. In addition to subscribing within the actual discussion forum, you must also check the box for **Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications** within as well as set your **Summary of Activity** preferences within the **Notifications** settings page.

If you select **Show notifications in Minibar only**, you will not receive email or text notifications. Instead, you will receive notifications on the Brightspace platform within the **Minibar**. You will still receive notifications in the **Minibar** if you select one of the other two options, because the internal **Minibar** notification system automatically informs the user of various things, such as when new content is added to a course, when messages are added to a discussion board activity you have subscribed to, and when instant messages are received. **Important:** There are no settings that can be adjusted for the **Minibar** notification system.

The **Minibar** notification system consists of three icons:



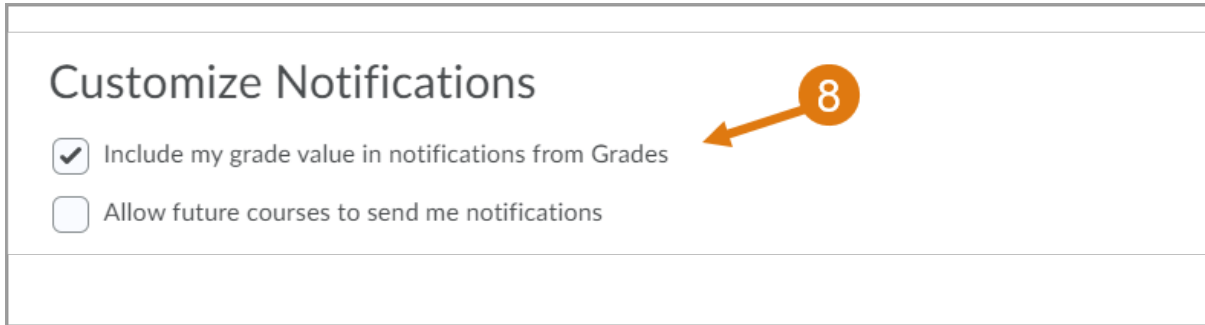
1. **The bell icon**
 - An orange dot located on the bell icon indicates that new content has been added to a course (e.g. text, an activity, a PPT, etc.).
2. **The Communication bubble icon**
 - An orange dot located on the communication bubble indicates that a new contribution has been made to a discussion board or thread that the individual subscribed to.
3. **The Envelope icon**
 - An orange dot on the Envelope icon indicates that there is a new **Instant message** waiting, or a new **Email** waiting.

Important: Although the notifications in the **Minibar** can be useful at times, keep in mind that both you and students might cease to view the notifications since they reflect all courses that an individual is enrolled in and

may therefore be numerous.

You can review all the discussion forums and threads you have subscribed to by clicking on the **Subscription** tab in the **Discussion** section.

8. Next, **Customize Notifications** according to your needs.

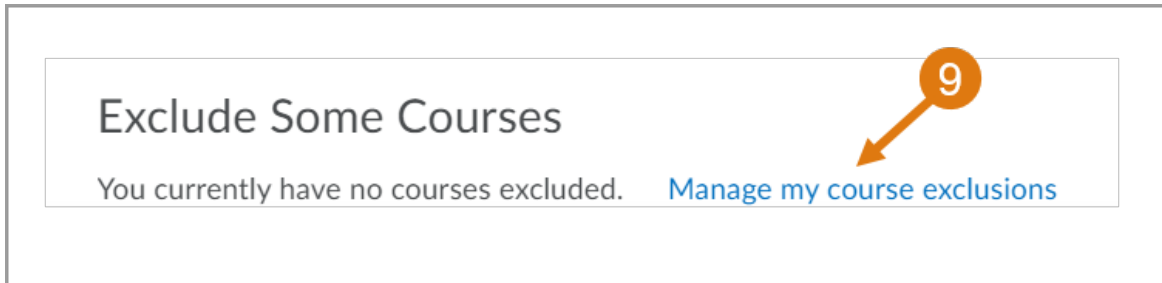


Customize Notifications

Include my grade value in notifications from Grades

Allow future courses to send me notifications

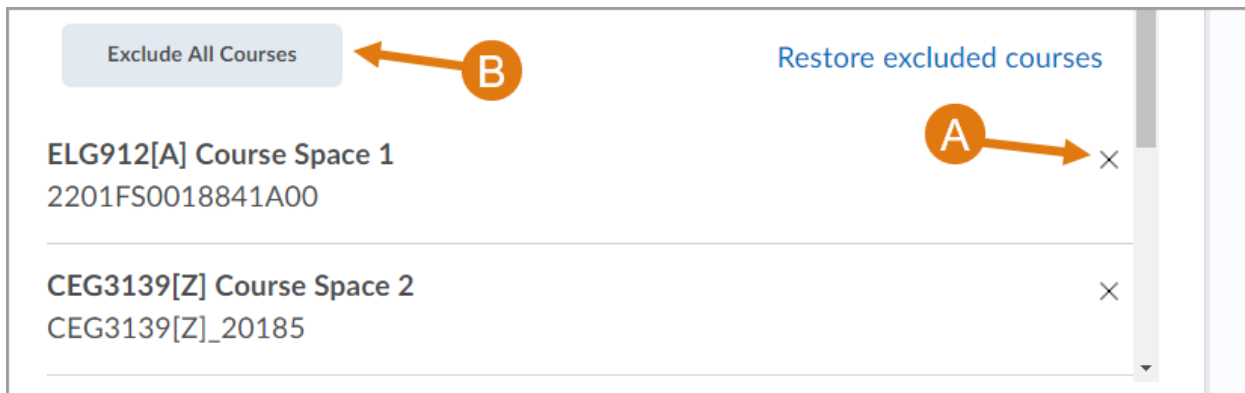
9. Under the **Exclude Some Courses** section, use the **Manage my course exclusions** to exclude a course/courses from sending notifications. **Important:** What you select under the **Instant Notification** section applies to all your courses. You may wish to use the customize and exclusion options to limit the notifications you receive.



Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

10. If you clicked on **Manage my course exclusions** in **Step 9**, then complete one of the following and click **Close**:
- A. Click the **X** beside a course that you do not want to receive notifications from.
 - B. Click **Exclude All Courses** to stop all current course notifications.



Exclude All Courses [Restore excluded courses](#)

ELG912[A] Course Space 1 X
2201FS0018841A00

CEG3139[Z] Course Space 2 X
CEG3139[Z]_20185

11. When you have finished adjusting your notifications, click **Save**.

ACTIVITY 5 – ADJUST YOUR ACCOUNT SETTINGS (VIDEO 5)

Account Settings allow you to personalize the interface in terms of things like language and font size. It also provides you with a way to standardize certain behaviour regarding items like emails and discussion board activities.

Important: Before modifying any other items within the **Account Settings** section that are not covered in the video

or handout, we recommend contacting the [Brightspace help team](#) to ensure that the modifications you wish to make won't result in any unintended consequences.

To adjust your **Account Settings**:

1. Click on your name in the top-right corner of the screen, and then click on **Account Settings** in the drop-down menu.
2. Ensure that you are in the **Account Settings** tab.
3. Modify the font size using the provided drop-down under **Font Settings**.
4. Change the language of the interface to French or English under **Locale & Language** by using the drop-down provided. **Note**: this applies to the language of the interface only (i.e. menu terms, action buttons, like "Save" and "Submit"). Changing the language will not translate content that has been entered by the professor. That content will always appear in the language that the professor provided it in.
5. Adjust your online status in the **Signing In** section to indicate whether you would like to appear online or offline in the **Instant Messages** and **Classlist** tool. The default is set to **Appear online (when I'm logged in)**.
6. Next, scroll up, click on the **Discussions** tab, and set the default behavior related to your discussion forum activity as you see fit.
7. Then, click on the **Email** tab and indicate if you would like to store, and/or receive a copy of each outgoing email message. You can also enter a signature that will automatically be added to every message that you send via the internal email tool.
8. When you are done adjusting your settings, click on **Save and Close**.

ACTIVITY 6 – CREATE A BRIGHTSPACE COURSE SPACE THROUGH MAESTRO (VIDEO 6)

At the start of each semester, you will need to create a course space in Brightspace for each one of the courses that you teach. This needs to be done before you can create content in that space for that course. Please note that you cannot carry out this process until you have officially been assigned as the instructor for the course in question and this appears within the official [course timetable](#).

To create a course space within the Brightspace platform, please complete the following steps:

1. Visit uOttawa.Brightspace.com
2. Login to the platform using your uOttawa single sign-on (SSO) credentials associated with your employee account (the same credentials that you use to access VirtuO, Outlook email account, etc.).
3. On the right-hand side of the main homepage, click on **Create my courses (Maestro)**
4. Enter your uOttawa SSO credentials, and click on **Login to Maestro**.

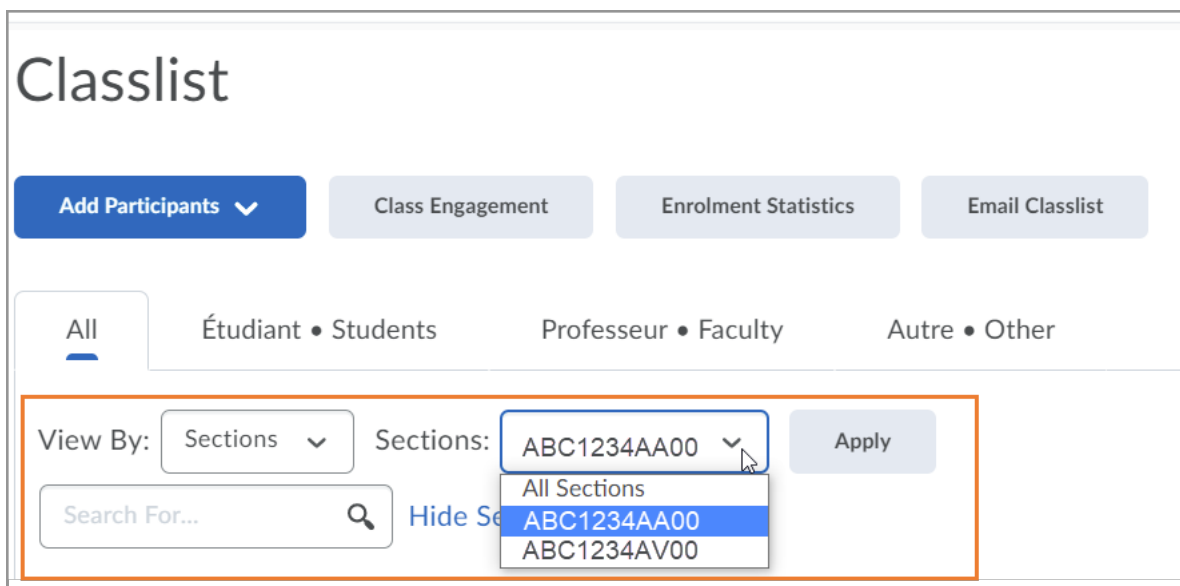
Important Note on Bimodal Courses

If you are teaching a bimodal course, then once you log into Maestro, you will see three sections:

- Two **LEC** sections (i.e. a virtual and a face-to-face section).
- One section with the notation **99/MTR** (e.g. **A99**), which is the "**Master**" section. The "**Master**" section combines all the **LEC** sections (i.e. the lecture courses presented in face-to-face and virtual modes; but does not include DGDs) of the course into one section.

These three sections allow you to:

- Create a separate course space in Brightspace for **each LEC** section (i.e. the virtual section and the face-to-face section) by following **Option A** presented below and selecting a **LEC** section. **Note:** You will need to repeat this process for each of the **LEC** sections in the course; or
- Create a course space in Brightspace that contains **all** students from the **LEC** sections (i.e. the virtual section and the face-to-face section) in **one** space by completing one of the following processes based on your needs:
 - If you **do not need to differentiate** (e.g. view/sort) students based on their original **LEC** section, follow **Option A** presented below and select the **MTR** section to create your course space. As an example, this option can be used in courses where both the virtual and the face-to-face section of students will be completing the same work in Brightspace and therefore differentiation is not necessary; or
 - If you **need to differentiate** (e.g. view/sort) students based on their original **LEC** section (see screenshot below that shows how the names of students can be viewed by section in the Brightspace Classlist tool), follow **Option B** presented below and select both **LEC** sections to create your course space. As an example, this option can be used in courses where different work is assigned to the face-to-face, versus the virtual section of students.



5. Once inside the platform, you will see the following three course creation options to select from:

Option A - Create a single course space

- Select this option if you wish to create a single course space per course (i.e. ABC1234[A]). This is the most commonly used option, and is what you would use if you want a separate course space for each of your courses. You will need to repeat the single course creation process for each of your courses.

Option B - Create a merged course space

- Select this option if you want to merge several course sections/labs/DGDs into one course space (e.g. course ABC1234 section A and ABC1234 section B). This option is particularly useful when a course has two sections, but the students all meet at the same time, are expected to work together, and cover the same material (i.e. a distance section and an in person section). Nevertheless, the merge function automatically creates sections within the Brightspace course space, which does allow you to create content that is only accessible to one of the sections in particular, all while within the same course

space. It also gives you the ability to sort students by section within various tools, including the **Grades** and **Class List** tools. To learn more about the merging option, please contact the [TLSS](#).

Important: Choose between this option and the single course option (Option **A**) carefully as resetting this process is manual, takes time, and entails the deletion of your previously created space as well as any content it contains. Keep in mind that it is easy to copy content from one course space to another in Brightspace, so you may prefer to keep your courses separate by using the single course space option.

Option C - Non-course submission form

- Select this option if you wish to request the creation of a non-course space in Brightspace. This option is useful when there is a special session/program being offered, or a course space is required for something that does not appear in the official course timetable. The request will be reviewed by the TLSS before the space is approved. **Important:** Unlike official courses where enrollment of participants is automatically handled by the system, enrolments in a non-course space will need to be managed by the requestor (i.e. manually enrolled). If you wish to learn more about this option, before using it, please contact the [TLSS](#).
6. If you click on **Create course** or **Merge courses**, on the next screen a list of the available courses that are tied to your profile will be listed by semester.
Note: If no courses are tied to you teaching profile, a notice will pop-up indicating that there are **No courses available**. If you are scheduled to instruct a course, check the online [course timetable](#) to see if you have officially been linked to the course. Your name does not appear in the course timetable? Contact your department. Your name does appear in the course timetable, but you have no courses listed in Maestro to create? Send the Virtual Campus team a message using the [online support form](#).
 7. Select the course or courses (if merging) that you wish to create a space for within Virtual Campus by clicking on the circle next to that course. **Important:** Remember that you will need to repeat this process for each single course space that you want to create.
 8. Click on the **Next Step** button.
 9. Review and modify the title if you wish. **Note:** Any modifications to the title will only affect what appears in the Brightspace platform. It does not change the official name of the course elsewhere. In addition, you can modify the title at any time within the Brightspace platform via the **Course Admin** tool.
Important: Please do not remove the course code at the beginning and the date stamp (e.g.20209) at the end of the title. The date stamp identifies the year (i.e. 2020) and the session (i.e. Fall = 9; Winter = 1; Summer = 5; Full year course = 0) that the course was held. Therefore, a code of 20209 means that the course was offered in Fall 2020. Students, as well as the Virtual Campus team use these to locate your course.
 10. Take a moment to read the copyright notice and visit the Copyright Office website.
 11. Click on **I have read and accept the copyright notice. Create the course space** in the bottom-right corner.
 12. A note, **“Please be patient, the course is being created”** will appear in the bottom-right hand corner.
 13. A new page will appear indicating that **Your course has been created successfully**.
 14. Take a moment to read the notices on the page.
 15. Click on **Go to Virtual Campus** to access your newly created course space.

Note: If you receive an error message at any point during the creation process, use the [online support form](#) to

send our Virtual Campus team a message.

Important Note: It can take up to 24 hours for your students to be automatically enrolled into the course once you create the space. Do not manually add students to your course.

ACTIVITY 7 - ADD INDIVIDUALS TO YOUR COURSE (E.G. TA, CO-INSTRUCTOR, COURSE BUILDER; VIDEO 7)

Students are automatically added to Brightspace courses that appear in the official University course timetable. However, you will need to manually enroll TA's, course builders and/or other professors who will be co-teaching with you. You will also need to manually enroll students if you have requested a custom course space.

To **enroll individuals** in a course:

1. In the Navigation bar, click on **Classlist**.
2. Then, click on **Add Participants** and select **Add existing users**.
3. In the search box, type in the individual's name. **Note:** If their name contains any accents, you may need to enter them, but this depends on how Human Resources entered the name into the system.
4. Click on the magnifying glass to complete the search.
5. In the results list, place a check mark beside the individual's name. **Important:** If you are adding a teaching assistant or another professor to the course, be sure to select their **UOT** profile, as an individual can have multiple profiles. The **UOT** profile is their employee profile and should be the one that is used. Your TA may not be aware that they have an employee profile, so make sure to let them know. If your TA has difficulty accessing Brightspace using their employee credentials, they should contact IT at 613-562-5800 ext. 6555.
6. After checking off the box next to the person's name, use the **Select a Role** drop-down to assign a role to the individual.
7. Scroll up to indicate if you would like the individual to receive an email notification that they have been added to the course by checking off the box next to **Send Enrolment email**.
8. Then, click on **Enroll Selected Users** and finally click on **Done**.

ACTIVITY 8 - ADJUST THE COURSE SETTINGS: CHANGE THE COURSE IMAGE (VIDEO 8)

The Brightspace platform provides you with a way to adjust settings for a specific course. These adjustments are carried out via the **Course Admin** tab. One item that you can change is the image that appears on the homepage tile for each of your courses.

To change the **tile image**:

1. In the Navigation bar for the course that you wish to modify the tile image for, click on **Course Admin**.
2. Then, click on **Course Offering Information**.
3. Next, click on **Browse** and then click on **My Computer**.
4. Then, click on **Upload** and locate the image on your computer.
5. Next, click on **Add**, and check off the box next to **Display the image in a banner on the course homepage**.
6. Finally, click on **Save**.

That's it, you're all done! Want to see what it looks like? Return to the Brightspace Homepage by clicking on the

little  house icon that's located in the left corner. Then check out your handy work 😊.

You can also modify the course tile image by clicking on the three dots that appear when you hover over the tile and select **Change Image**. If you do not have your own image, here you are provided with images that you can choose from. To change the image, click on **Use this image**.

You can also pin a course so that it appears at the start of the list. This feature can be useful for organizing your courses, especially when you have many. To pin a course, click on the three dots and select **Pin**. To unpin a course, click on the pin icon that appears once a course has been pinned or click on the three dots and select **Unpin**.

ACTIVITY 9 - ADJUST THE COURSE SETTINGS: MODIFY THE COURSE TITLE (VIDEO 9)

The Brightspace platform provides you with a way to **modify the title of your course**. **Note:** This modifies the title of your course within the Brightspace platform only. It does not change the official name anywhere else.

To modify a **course title**:

1. In the Navigation bar for the course that you wish to modify the title for, click on **Course Admin**.
2. Then, click on **Course Offering Information**.
3. In the **Course Offering Name** field, modify the name.

Important:

- Do not change the name associated with your **Demo** space. The Virtual Campus Team uses this name to locate your demo space for workshops and trainings. If you want to use your demo space to test what it is like to change the name, then make sure to copy the original name, so that you can redo the steps and return the name to its original form.
- In Brightspace, official courses have a course code at the beginning and a date stamp that appears at the end of the course title (e.g.20209). Please do not remove either of these. The date stamp code identifies the year (i.e. 2020) and the session (i.e. Fall = 9; Winter = 1; Summer = 5; Full year course = 0) within which the course was held. This code is used by the technical support team to locate your course and help you when you encounter any issues.

4. When you are done modifying the title, click on **Save**.

ACTIVITY 10 - ADJUST THE COURSE SETTINGS: SET THE COURSE LANGUAGE (VIDEO 10)

Under **Account Settings**, users can select whether they would like the interface to be presented in English or French. This changes the interface (i.e. menu terms, button terms) and does not translate content that has been entered by the professor. That content is always presented in the language that the professor entered it in. Nevertheless, within the **Course Offering Information** section, professors can also force the language that the course interface will be presented in by overriding the personal language selection of the user. This particular setting is commonly used for language courses.

To **set the language** for a course and override the user's personal selections:

1. In the Navigation bar for the course that you wish to set the force the language for, click on **Course Admin**.
2. Then, click on **Course Offering Information**.
3. Next, use the **Locale** drop-down to select the language to present the course interface in.
4. Then tick off the box next to **Override locale preferences** under **Force Locale**.

5. Finally, to save your settings, click on **Save**.

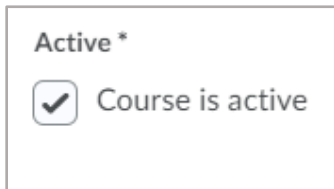
ACTIVITY 11 - ADJUST THE COURSE SETTINGS: MODIFY COURSE AVAILABILITY (VIDEO 11)

By default, all courses are set to active when they are created. This means that students can access the course immediately. However, the Brightspace platform provides you with a way to limit access to your course by making it inactive, or by setting availability dates.

To modify the **course availability**:

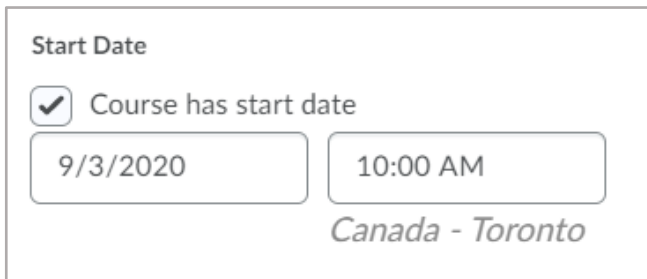
1. In the Navigation bar for the course that you wish to set the availability for, click on **Course Admin**.
2. Then, click on **Course Offering Information**.
3. Next, scroll down and check off the box next to **Course is active**. By default, it should already be checked off.

Note: Unchecking this box will deactivate the course and students will not be able to access it. To activate the course, you will need to return to check this box off. To control availability that is planned, such as the official start and end of the course, we recommend making the course active and using **Start** and **End dates** instead. Using this method, the course will automatically activate and deactivate once the dates come into effect.



A screenshot of a form section titled "Active *". Below the title is a checked checkbox followed by the text "Course is active".

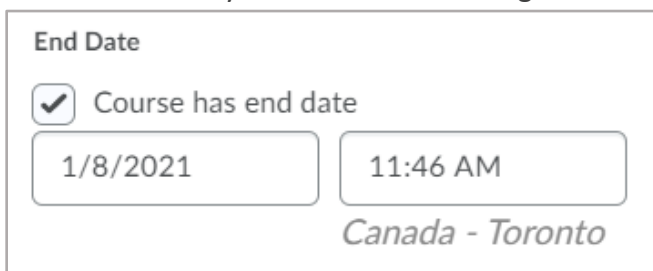
4. To set a **Start Date** for the course, place a check mark beside **Course has start date** and enter a start date and time.



A screenshot of a form section titled "Start Date". It contains a checked checkbox labeled "Course has start date". Below this are two input fields: the first contains "9/3/2020" and the second contains "10:00 AM". Below these fields is the text "Canada - Toronto".

5. To set an **End Date** for the course, place a check mark beside **Course has end date** and enter an end date and time.

Note: Setting an **End Date** is optional. Without an **End Date**, students will have access to the course until it is archived, which is currently 24 months following the term that the course was held in. Accordingly, consider setting an **End Date** and one that provides students with sufficient time to review and save any course material that they wish to save following the release of final grades.



A screenshot of a form section titled "End Date". It contains a checked checkbox labeled "Course has end date". Below this are two input fields: the first contains "1/8/2021" and the second contains "11:46 AM". Below these fields is the text "Canada - Toronto".

6. Finally, to save your settings click on **Save**.