

COMPLETE GUIDE – VIRTUAL CAMPUS

CONTENTS

CREATE YOUR COURSE SPACE IN VIRTUAL CAMPUS	1
EDIT YOUR COURSE SETTINGS (course title, course access, etc.)	2
CARRY OUT ESSENTIAL FUNCTIONS IN VIRTUAL CAMPUS (copy content, add a TA, send an email, create announcements, etc.)	2
GRADE BOOK	4
CREATE CONTENT	6
GROUPS	8
ASSIGNMENTS	8
DISCUSSION BOARDS	10
CREATE QUESTION LIBRARY AND QUIZZES	13
VIRTUAL CAMPUS SUPPORT	16

CREATE YOUR COURSE SPACE IN VIRTUAL CAMPUS

CREATE YOUR COURSE SPACE USING THE MAESTRO FACULTY PORTAL

STEP 1: ACCESS THE MAESTRO FACULTY PORTAL

- Navigate to <https://uottawa.brightspace.com>
- You will be redirected to the single sign on page for Virtual Campus
- Enter your uoAccess credentials; Username = your email, Password = email password
- Click on **Login**
- On the right-hand side of the main homepage, click on **Create my courses (Maestro)**
- Enter your uoAccess credential, and click on **Login to Maestro**

STEP 2: CREATE OR MERGE A COURSE

- Click on **Create course** or **Merge courses** depending on your needs. *Within the Maestro platform, consult the descriptions provided for each option.
- A list of the available courses that are tied to your profile will be listed by semester
- Select the course you wish to create a space for within Virtual Campus by clicking on the circle next to it
 - 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.
- Click on the **Next Step** button, and review and modify the title if you wish
- Take a moment to read the copyright notice and visit the Copyright Office website
- Click on **I have read and accept the copyright notice. Create the course space** in the bottom-right corner.
- A note, **Please be patient, the course is being created** will appear in the boom-right hand corner
- A new page will appear indicating that **Your course has been created successfully**
- Take a moment to read the notices on the page
- Click on **Go to Virtual Campus** to access your newly created course space

EDIT YOUR COURSE SETTINGS

LIMIT ACCESS TO THE COURSE WITH START AND END DATES

- In the Navbar, click on **Course Admin**
- Click on **Course Offering Information**
- Place a check mark beside **Course is Active**
- Place a check mark beside **Course has start date**
- Edit **Start date** and time
- Add an **End Date** (Optional)
- Click on **Save**

ASSIGN AN IMAGE FOR YOUR COURSE

- In the Navbar, click on **Course Admin**
- Click on **Course Offering Information**
- Click on **Browse** and then click on **My Computer**
- Click **Upload** and locate image on your computer
- Click on **Add** and then click on **Save**

CHANGE THE TITLE OF YOUR COURSE*

Note: Modifies title within Brightspace platform only. Please do not remove the date stamp (e.g.20201)

- In the Navbar, click on **Course Admin**
- Click on **Course Offering Information**
- Enter a Name in the **Course Offering Name** field and then click on **Save**

CARRY OUT ESSENTIAL FUNCTIONS IN VIRTUAL CAMPUS

IMPORT/COPY COURSE CONTENT

IMPORT CONTENT (.ZIP FILE)

- In the Navbar, click on **Course Admin**
- Click on **Import/Export/Copy Components**
- Select **Import Components**
- Click **Start** and then click on **Upload**
- Select a .zip file saved on your computer (e.g. A course package from another platform, a question pool)
- Click on **Import All Components** or click on **Advance Options** to select individual components that you wish to import from the package. A new screen will pop up to display the state of the import process.
- Once it is complete, click on **View Content**

COPY CONTENT (FROM YOUR OTHER COURSES IN BRIGHTSPACE)

- In the empty course pace, click on **Course Admin** in the Navbar
- Click on **Import/Export/Copy Components**
- Select **Copy Components from another Brightspace course**
- Click on **Search for offering**. In the search bar, enter the name or course code that contains the content you want to copy and click on the magnifying glass.
- In the result list, select the circle beside the course and click on **Add Selected**
- Click on **Copy All Components** or click on **Select Components** to select individual components of the course that you wish to copy into the new space. A new screen will pop up to display the state of the copy process.
- Once the import process is complete, click on **View Content**

ADD A TEACHING ASSISTANT TO THE COURSE

- In the Navbar, click on **Classlist**
- Click on **Add Participants** and select **Add Existing Users**
- In the search box, type in the person's name and click on the magnifying glass or press **Enter**
- In the results list, place a check mark beside the person's name and use the **Select a Role** drop-down to assign a role to them. **Note:** If it appears in the list of results, use the UOT profile to add a TA.
- 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
- Click on **Enroll Selected Users**

EMAIL STUDENTS – CLASSLIST

- In the Navbar, click on **Classlist**
- Place a check mark beside the users that you wish to contact and click on **Email** or at the top of the page, click on **Email Classlist** and click on **Compose Email**
- Fill in the **Subject line** and email **body**
- Scroll up and click on **Send**

ANNOUNCEMENTS: CREATE

- In the Navbar within your course, click on **Announcements**
- Click on **New Announcement**, fill in the fields and then click on **Publish**

CREATE A HOMEPAGE

- In the Navbar, click on **Course Admin** and then click on **Homepages**
- Click **Create Homepage** OR to Edit an existing homepage, click on the title of that homepage
- Fill in the **Name** field and add **Description** details if you wish
- Using the drop-down select the **Type**
 - **Widget-Based** allows you to design your Homepage using various Widgets
 - **Tool** allows you to set a particular tool (e.g. Discussions) as your Homepage
 - **URL** allows you to set a webpage as your Homepage
- When you are done creating, click **Save and Close**
- Use the **Active Homepage** drop-down menu to select desired Homepage, and click **Apply**

EDIT YOUR COURSE NAVBAR

- In the Navbar, click on **Course Admin**, and then click on **Navigation & Themes**
- Click on the downward pointing arrow beside **Default Course Navbar–uOttawa** and select **Copy**
- Click on the blue **Default Course Navbar–uOttawa–Copy** title
- Change the Navbar name, if desired
- In the box where the current Navbar links are displayed, click on **Add Links**
- Check the box beside the desired links that you wish to add and click on **Add**
- Reorder links by dragging and dropping the boxes
- Click on the **X** next to a link name to delete it
- Click **Save and Close**
- Use the **Active Navbar** drop-down menu to select the newly created navbar and click **Apply**

STUDENT PREVIEW AND EXIT STUDENT PREVIEW

SWITCH TO STUDENT PREVIEW

- Click on your name located in the top Minibar
- Click on **View as Student**

EXIT STUDENT PREVIEW

- Click on your name located in the top Minibar
- Click on the **X** icon beside **Viewing as Student**

GRADE BOOK: CREATE

EDIT GRADES TOOL SETTINGS

- In the Navbar, click on **Grades**
- Click on **Setup Wizard**, scroll down and click on **Start**
- Review/Edit settings on each page and click on **Continue** to advance through the 6 pages
 - **Note: Points** means that your grades can add up to a number that is more than 100, while **Weighted** means that all grades must add up to only 100%. For **Weighted**, you can use one value to grade an item and then weight it. E.g., you have a quiz that you will grade out of 30, but it is worth 10% of the final course grade. If you set **Weighted** as your grading system, later when creating the grade item (see next section) for the quiz, you can set **Maximum points** to 30, and **Weight** to 10.
- In the final step, review the **Grades Setup Summary**
- Click **Finish** or alternatively click **Back** to modify your selections

CREATE/EDIT CATEGORIES

*Use Categories if you want to classify **Grade Items** and easily award weight values across a number of **Grade Items***

- In the Navbar, click on **Grades**, and then click on **Manage Grades**
- To create a new Category, click on **New** and select **Category**. To edit an existing Category, click on the downward pointing arrow beside the Category that you wish to modify and select **Edit**.
- Fill in the **Name** field
- Under the **Weight** Field, enter the weight attributed for the entire Category (e.g. Assignments 60%)
- Under **Distribution**, select if you would like to manually or evenly distribute weight across category items. **Not sure what to select?** Consider the following example. The Assignments **Category** is worth 60% of the final grade and is composed of two assignments:
 - Select **manually assign weight** when the weight will not be evenly distributed among the items composing a category. E.g., Assignment #1 is worth 20%; Assignment #2 is worth 40%.
 - Select to **distribute weight evenly across all items** when the items making up a category are all worth the same amount. E.g., Assignment #1 is worth 30%; Assignment #2 is worth 30%. If you select this option, when creating a **Grade Item** (see next section), the value weight field will automatically be filled in and will adjust as you add Items to the Category.
- Edit the **Display Options** according to your preferences/needs
- Scroll up and click on the **Restrictions** tab, and indicate whether the Category is **Hidden from Users**
- Edit the **Availability** options and attach a **Release Condition** if you wish
- Click on **Save and Close** or alternatively **Save and New** if you wish to add another Category
- Proceed to the [next section](#) to add **Grade Items** to the Category

CREATE/EDIT A GRADE ITEM FOR EACH EVALUATION IN YOUR COURSE

Before proceeding to create Items, review the section *Creating Categories* and *Edit Grades tool settings*

1. In the Navbar, click on **Grades** and then click on **Manage Grades**
2. To create a new grade Item, click on **New** and select **Item**, then continue to step 3; To edit an existing grade Item, click on the downward pointing arrow associated with the grade Item you wish to modify and select **Edit**, then continue to step 4.
3. **Choose a Grade Item Type**, ex: Numeric
4. If you have set-up Categories, use the drop-down to associate the **Grade Item** with a specific **Category**
5. Fill in the **Name** field
6. In the **Maximum Points** field, enter the maximum score that an individual can attain on the item
 - If you set **Weighted** as your grading system, in the **Weight** field, enter the weighted value for the item out of 100%. E.g., you will grade a quiz out of 30, but it is worth 10% of the course grade, you can set **Maximum points** to 30, and **Weight** to 10. **Note:**
 - If the **Grade Item** is associated with a **Category** that is set to **distribute weight evenly across all items**, this field will automatically be filled in and will adjust as you add **Items** to the Category
 - If the **Grade Item** is associated with a **Category** that is set to **Manually assign weight**, then you will need to calculate the weights. Take the following example: The Assignments Category is worth 60% of the final grade and is composed of Assignment #1, which is worth 20%, and Assignment #2, which is worth 40%. When setting up the grade Item for Assignment #1, putting 20 under the Weight field would actually reflect how much Assignment #1 is worth out of 100% rather than the 60% associated with the category. Assignment #1 is actually worth $1/3^{\text{rd}}$ of the 60%, so its weight is roughly 33.33%. Similarly, Assignment #2 is worth $2/3^{\text{rd}}$ of the 60, so its weight is roughly 66.67.
7. Edit the other **Grading** settings and **Display Options** according to your preferences and needs
8. Scroll up and click on the **Restrictions** tab in the header
9. Indicate whether the grade item is **Hidden from Users**
10. Edit the **Availability** options and attach a **Release Condition** if you wish
11. Click on **Save and Close** or alternatively on **Save and New** if you wish to add another **Item** to the Category

GRADEBOOK: GRADING & RELEASING GRADES

ENTERING GRADES FOR ITEMS NOT ATTACHED TO AN EVALUATION ELEMENT IN BRIGHTSPACE

- In the Navbar, click on **Grades** and then click on **Enter Grades**
- Click on the downward pointing arrow beside the column title of the **Grade item** that you wish to enter a grade for and select **Enter Grades**
- On the next page, enter the grades and any feedback that you wish to provide to students
- Click on **Save and Close**

MAKING INDIVIDUAL GRADE ITEMS VISIBLE TO STUDENTS

- In the Navbar, click on **Grades** and then click on **Enter Grades**
- Click on downward pointing arrow beside the column title of the **Grade Item** that you wish to make visible and select **Edit**
- Click on the **Restrictions** tab and ensure that the **Hide from Users** option is unchecked
- Set the **Start Date** and **End Date**. The **Grade Item** will be hidden outside these dates.
- Click **Save and Close**

RELEASING/UNRELEASING FINAL GRADES

*Note: This only applies to the columns that are located under the **Final Grades** section of the Grade Book*

- In the Navbar, click on **Grades**
- Click on **Enter Grades**
- Click on downward pointing arrow beside the column title of the **Grade Item** that you wish to release and select **Enter Grades**
- Check off the box located in the header of the table to select ALL students
- Click on the **Release/Unrelease** button. **Important:** For students whose grade you do not wish to release, ensure that the box next to their name is not checked before clicking on **Release/Unrelease**. After clicking on this button, a checkmark will appear in the **Released** column for each student for whom a grade has been released.
- To **Unrelease** final grades, repeat the process. No checkmarks should be present in the **Released** column for a student whose grade is unreleased.
- Click **Save and Close**

EXPORTING GRADES (E.G. TO ENTER GRADES INTO FACULTY CENTRE)

Please refer to the standalone resources on this topic.

CONTENT: CREATE

CREATE A COURSE OVERVIEW PAGE

Note: When students first connect to your course, they will see the Overview page. On subsequent connections, they will resume navigation on the last page they viewed.




- In the Navbar, click on **Content**
- Click on **Overview** in the left hand panel
- Click on **Add a welcome message, overview, or description...** and enter text, images, etc.
- Below the text box, click on **Add attachment** to add a copy of the syllabus or other pertinent document
- Click on **Update**

CREATE A MODULE

Modules are sections that can contain content in a variety of ways (e.g. by theme, by week, by module).

- In the Navbar, click on **Content**
- In the **Table of Contents**, click **Add a module**
- Enter a name for the module
- Press **Enter** on your keyboard

ADD A SECTION TO A MODULE: CREATE A FILE

- In the Navbar, click on **Content**
- Click on a module in the **Table of Contents**
- On the right of the screen click on **Upload/Create** and then click on **Create a File**
- **Enter a Title** for the section of content
- In the text editor box, type in content or click on the icons    to add other content to the section
- Click on **Publish** or **Save Unpublished**

ADD CONTENT TO A MODULE: UPLOAD FILES

- In the Navbar, click on **Content**
- Click on a module in the **Table of Contents**
- On the right of the screen click on **Upload/Create**
- Click on **Upload Files** and select **My Computer**
- Click **Upload** and select a file from your computer
- Click **Add**


ADD AN EXISTING ACTIVITY TO A MODULE

- In the Navbar, click on **Content**
- Click on a module in the **Table of Contents**
- On the right hand screen select **Add Activity**
- Select a category from the list (e.g. **Assignments**) and locate the activity that you wish to add
- Clicking on the activity will add it to the module

CREATE A SUB-MODULE

- In the Navbar, click on **Content**
- Click on a module in **Table of Contents**
- On the right-hand screen click **Add a sub-module**
- Enter a name for the sub-module and press **Enter** on your keyboard

MOVE CONTENT WITHIN A MODULE/SUB-MODULE

- In the Navbar, click on **Content**
- Click on the handle  next to a content item in the **Table of Contents** and drag and drop the item to a new location. Use the blue line that appears to help guide placement.

DELETE CONTENT

- Click on the downward pointing arrow beside the item's title and select **Delete**
- You will be presented with two options:
 1. To delete content from the location that it is presented in, but keep it in the course directory for future use;
 2. OR To permanently delete the content from the course

***Important** – If you select option 2, the content will be removed from all places where it was presented in the course including within the course directory.

EDIT MODULES, SUB-MODULES AND SUB-SECTIONS

- In the Navbar, click on **Content**
- Click on a module/sub-module in the **Table of contents**
- On the right hand side of the screen click on the title, the description text, or the dates to edit these items
- To edit sub-sections (i.e. **Create a file** section) within a Module/Sub-Module, click on the section title, scroll down and click on the **Edit html** button
- Click **Update** when you are done

GROUPS: CREATE

- In the Navbar, click on **Course Admin**
- Click on **Groups** and then click on **New Group**
- Enter an overarching group name in the **Category Name** field (e.g., Project Groups). Later, you will be able to name each sub-group created within the group **Category** (i.e. Project Group 1, Project Group 2, etc.).
- Fill in the **Description** field if you wish
- Use the drop-down to select the **Enrolment Type**
- According to your **Enrollment Type** selection, indicate the **Number of Groups** an/or **Number of Users**
- Use the drop-down to indicate if you wish to **Restrict Enrollments To** the groups
- In the **Advanced properties, Group Options** section, set any self-enrollment options
- In the **Additional Options, Create Workspace** section, indicate whether to create linked discussion boards, lockers, and/or assignments to the groups. Visit the lab for further guidance on creating workspaces.
- When you are done, click on **Save**

ASSIGNMENTS: CREATE

CREATE/MODIFY AN ASSIGNMENT

*When an assignment is created, it is hidden from users by default. When it is unhidden, it becomes available to students in **Class Progress**. Add Availability Dates to limit access.*

PART A

- In the Navbar, click on **Course Admin** and then click on **Assignments**
- To create a new assignment, click on **New Assignment**; to edit an existing assignment, click on the downward pointing arrow beside the assignment that you wish to modify and select **Edit Assignment**.
- Complete the steps under **Part B** of *Create/Modify an Assignment*

PART B

I. EDIT THE TITLE, DESCRIPTION, GRADING AND GENERAL SETTINGS FOR AN ASSIGNMENT

- On the header click on the **Properties** tab
- Enter a name for the assignment in the **Name** field
- Enter **Instructions, Add an Attachment, Record audio/video** if you wish
- Select the Type of Assignment (i.e. **Individual assignment** or **Group assignment**)
- Use the drop-down to set the **Submission Type**
- Indicate the number of **Files Allowed Per Submission**, as well as how **Submissions** will be handled
- Modify the points value in the **Score Out of** field
- Use the drop-down to link to a **Grade Item** in the grade book. To create a **New Grade Item**, refer to the [Gradebook: Create](#) section (p.4).
- **Add a Rubric** if you wish

II. ADD RESTRICTIONS AND SET DATES FOR AN ASSIGNMENT

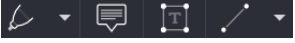
- On the header click on the **Restrictions** tab
- Uncheck **Hide from users** and enter **Availability** and **Due** dates (if there are any)
- Attach a **Release Condition** if you wish
- Under **Special Access**, set the criteria for students requiring different availability or due dates
- Click on **Save and Close**

ADD AN ASSIGNMENT TO YOUR CONTENT AS AN EXISTING ACTIVITY

- In the Navbar, click on **Content**
- Click on a Module in the **Table of Contents**
- In the left-hand panel of the page, click on **Add Activity**
- Select **Assignments** and locate the particular assignment
- Clicking on the assignment title will automatically add it to the Module/Sub-Module

ASSIGNMENT: GRADE AND ANNOTATE

GRADE AN ASSIGNMENT USING THE INLINE ASSIGNMENT GRADING TOOL

- In the Navbar, click on **Course Admin**
- Click on **Assignments**
- Click on an assignment title to access the submissions
- On the Assignment User list page, click on an individual submission to access it
- Use the annotation tool bar  to add comments, and other types of notations directly on the assignment.
 - **Note:** For additional guidance, please refer to our standalone resource on the annotation tool
- In the right-hand panel, scroll down and enter a score in the provided space or grade using a linked **Rubric**
- Add feedback in the text box as you see fit
- Optional - Add a file, or recorded audio or video if you wish using the buttons provided for each option
- Click either **Publish** or **Save Unpublished**
- In the top right-hand corner, click on **Next Student** to grade the other submissions
- To return to the full list of submissions, in the top left hand corner of the page, click on **Back to Submissions**

ASSIGNMENT: PUBLISHING GRADES

PUBLISH ALL ASSIGNMENTS GRADES

- In the Navbar, click on **Course Admin**
- Click on **Assignments**
- Click on the title of the assignment that you wish to publish the grades for
- At the bottom of the page change the display number so that all the students are displayed on the page
- Check off the box in the header of the table to select ALL students
 - **Note:** If there is a student, whose grade you do not wish to release, ensure that the box next to their name is not checked off.
- Click on **Publish Feedback**.
- A pop-up will appear. Click on **Yes**

DISCUSSION BOARDS: CREATE

Discussion Forums are simply placeholders for Discussion Topics. To provide a space where students can engage in a discussion, you must create a Discussion Topic within a Forum.

CREATE/MODIFY A DISCUSSION FORUM

PART A

1. In the Navbar, click on **Course Admin**, and then click on **Discussions**
2. To create a new Forum, click on **New** and select **New Forum**; to edit an existing Forum, click on the downward pointing arrow beside the Forum that you wish to modify and select **Edit Forum**.
3. Complete the steps under [Part B of Create/Modify a Discussion Forum](#)

PART B

I. EDIT THE TITLE, DESCRIPTION, AND GENERAL SETTINGS FOR A DISCUSSION FORUM

- On the header click on the **Properties** tab
- Enter text in the **Title** field and fill in the **Description** field if you wish
- Check off the **Options** that you wish to apply (e.g. anonymous contributions allowed)

II. ADD RESTRICTIONS AND SET DATES FOR A DISCUSSION FORUM

- On the header click on the **Restrictions** tab and indicate if the **Discussion Forum** is **Hidden from Users**
- Set the **Availability** dates and **Locking Options**. **Note: Availability** settings allow students to *view* a discussion forum, while **Locking** settings allow students to *contribute* to a forum.
- Choose whether you would like the discussion forum availability info to **Display in the Calendar**
- Attach a **Release Condition** if you wish, as well as any **Group and Section Restrictions**
 - **Note: Options** and **Restrictions** set at the forum level apply to all topic boards created within that forum. You can apply settings to individual discussion topics, rather than at the Forum level.
- Click **Save and Close**
- Proceed to the [Create/Modify a Discussion Topic](#) section (p.10) to add a discussion topic to the forum

CREATE/MODIFY A DISCUSSION TOPIC

Discussion Topics are the spaces where students can engage in a discussion. Before creating a Discussion Topic, you must create a [Discussion Forum](#) (see p.8) for the topic to reside in. You can have multiple topics in a Forum.

PART A

1. In the Navbar, click on **Course Admin**, and then click on **Discussions**
2. To create a new Topic, click on **New** and select **New Topic**; to edit an existing Topic, click on the downward pointing arrow beside the Topic that you wish to modify and select **Edit Topic**.
3. Complete the steps under [Part B of Create/Modify a Discussion Topic](#) (p.10)

PART B

I. EDIT THE TITLE, DESCRIPTION, AND GENERAL SETTINGS FOR A DISCUSSION TOPIC

- On the header click on the **Properties** tab
- Use the drop-down menu to **Choose a forum** that will house the discussion topic
- Indicate the type of discussion board (e.g. **Open Topic, Group or Section Topic**)
- Enter text in the **Title** field and the **Description** field if you wish
- Check off the **Options** that you wish to apply (e.g. anonymous contributions allowed)
- Process to section [II. Add restrictions and set dates for a discussion topic](#) (p.11)

II. ADD RESTRICTIONS AND SET DATES FOR A DISCUSSION TOPIC

- On the header click on the **Restrictions** tab
- Indicate whether the **Discussion Topic** is **Hidden for Users**
- Set the **Availability** dates and **Locking Options**. **Note: Availability** settings allow students to *view* a discussion topic, while **Locking** settings allow students to *contribute* to a discussion topic.
- Choose whether you would like the discussion topic availability info to **Display in the Calendar**
- Attach a **Release Condition** if you wish, as well as any **Group and Section Restrictions**.
 - **Note: Options** and **Restrictions** set at the forum level apply to all discussion topic boards that are created within that forum.
- If you wish to grade the discussion, follow the steps under [Make a Discussion Topic Gradable](#) (p.11)
- Click **Save and Close** or alternatively click **Save and New** to add another discussion Topic to the forum

ADD A DISCUSSION TOPIC TO YOUR COURSE CONTENT

- In the Navbar, click on **Content**
- Click on a Module in the **Table of Contents**
- In the left-hand panel of the page, click on **Add Activity**
- Select **Discussions** and locate the Discussion topic. Clicking on the title of the Discussion Topic will automatically add it to the Module/Sub-Module.

DISCUSSION TOPICS: GRADE

MAKE A DISCUSSION TOPIC GRADABLE


- Carry out the first 3 steps under [Part A of Create/Modify a Discussion Topic](#) (p.10)
- On the header, click on the **Assessment** tab
- Use the drop-down to link the discussion topic to a **Grade Item** in the grade book. To create a **New Grade Item**, refer to the **Gradebook: Create** section (p.4).
- Enter a points value in the **Score Out Of** field
- Click on **Add Rubric** if you wish to associate the discussion board topic with a Rubric
- In the **Posts** section use the drop-down menu to indicate how posts will be assessed
- Click on **Save and Close**

GRADE A DISCUSSION TOPIC - METHOD A

- In the Navbar, click on **Course Admin** and then click on **Discussions**
- Click on the downward pointing arrow of the discussion Topic you wish to assess, and select **Assess Topic**
- For each student, click on **Topic Score** to access a student's contribution, provide feedback, and a score.
- Click on **Publish** or **Save as Draft** and then click **Save and Close**


GRADE A DISCUSSION TOPIC - METHOD B

PART A

- In the Navbar, click on **Grades**. Locate the grade column associated with the Topic you wish to grade
- Next to the heading in that column, click on the downward pointing arrow, and select **Enter Grades**
- Scroll down and adjust the number of users per page so that all students are visible on the same page
- If a student has submitted to the discussion board, this icon  will appear in the **Submission** column
- Proceed to [PART B of Grade a discussion topic - Method B](#) (p.12)

PART B

I. VIEW AND GRADE INDIVIDUAL SUBMISSIONS

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To view a submission, click on the icon  in the submission column for that individual. A pop-up with their contribution will appear. Enter a grade in the **Topic Score** field and **General Feedback** in the provided box.
- Click on **Publish** or **Save as Draft**. You will then return to the previous page that contains a table listing all the students and their submissions to the particular discussion board. Here you can also enter or modify a grade and feedback. For students who have not made any submissions, this page may be a useful to do so.
- When done, click **Save and Close**

II. SET THE SAME GRADE FOR MULTIPLE USERS

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To set the same grade for multiple users, on the main screen check off the box in the header of the table to select ALL students; or check off the box next to the individuals that you wish to select.
- Click on **Set Grades**. A pop-up will appear. Enter the grade that you wish to assign to the selected users.
- Click on **Save**, and then on **Save and Close**

III. PROVIDE OVERALL FEEDBACK TO ALL USERS

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To provide general feedback to all students for the discussion board activity, click on **Show details and overall feedback** and enter the feedback that you wish to provide to all students in the provide box
- Click **Save and Close**

IV. ADD THE SAME FEEDBACK FOR MULTIPLE USERS

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To provide feedback to multiple students for the discussion topic, check off the box in the header of the table to select ALL students; or check off the box next those that you wish to provide the same feedback to.
- Click on **Add Feedback**. A pop-up will appear with a text box. Enter the feedback that you wish to provide
- Click on **Save**, and then on **Save and Close**

V. AWARD AN EXEMPTION

Note: Permits the omission of a submission; final note is not impacted

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To award an exemption to multiple students for a specific discussion topic activity, check off the box in the header of the table to select ALL students; or check off the box next to those that you wish to select.
- Click on **Exempt**. An Exempt notation will appear under the Scheme column
- Click **Save and Close**

VI. CLEAR GRADES FOR MULTIPLE USERS

- Complete the steps listed under [Part A of Grade a Discussion Topic - Method B](#) (p.11)
- To clear a grade for multiple users, check off the box in the header of the table to select ALL students, or check off the box next to the individuals that you wish to select.
- Click on **Clear Grades**. A pop-up will appear to advise you of the impacts of this change.
- Click **Yes** to continue, or **No** to cancel the change
- Click **Save and Close**

CREATE QUESTION LIBRARY

Quizzes, Surveys, and Self Assessment tools can use questions built/stored in the Question Library. Likert questions can only be used in surveys.

ADD A SECTION IN THE QUESTION LIBRARY

- In the Navbar, click on **Course Admin**
- Click on **Quizzes, Surveys** or **Self Assessments**
- On the header, select the **Question Library** tab
- Click on **New** and select **Section**
- Give a **Name** to the section
- click **Save**

ADD A MULTIPLE CHOICE QUESTION TO THE LIBRARY

- In the Navbar, click on **Course Admin**
- Click on **Quizzes** or **Surveys** or **Self Assessments**
- Select the **Question Library** tab at the top
- Click on a Section title to add questions to that Section then click on **New** and select **Multiple Choice**
- Enter the points value under **Points** and enter a question in the **Question Text** box
- Enter the answer options in the **Responses** section, and check off the box next to the correct response
- Click on **Save** and then in the upper right corner of page, click on **Done Editing Questions** to return to **Quiz**, or **Survey**, or **Self-Assessment** homepage

*Want to create/learn more about other types of questions? Visit the [online Brightspace Help site](#) and search for **Creating Question Library Questions***

QUIZZES: CREATE

*All active quizzes are available to students under **Class Progress**. Add Availability Dates to limit access. Please refer to our separate resource that covers creating quizzes, if you require additional information. **Important:***

- If you want to make the quiz available to students, once you have created the quiz, proceed to the [Add a quiz to your Content as an existing activity](#) section
- If you want to link the quiz to a grade item, once you have created the quiz, proceed to the [Link quiz to a Grade Item](#) section
- If you want to preview the quiz to see what it looks like from a student's point of view, once you have created the quiz, proceed to the [Quiz: Preview](#) section.

CREATE/MODIFY A QUIZ

PART A

- In the Navbar, click on **Course Admin** and then click on **Quizzes**
- To create a new quiz, click on **New Quiz**; to edit an existing quiz, click on downward pointing arrow beside the quiz that you wish to modify and select **Edit**.
- Enter or modify the name for the quiz in the **Name** field
- Complete the steps under [Part B](#) and then [Part C of Create/Modify a Quiz](#)

PART B

- On the header, click on the **Properties** tab and then click on **Add/Edit Questions**
- Complete the steps under section **I, II, or III** based on your needs/preferences. **Note:** A new quiz building experience was introduced in Feb 2020.

I. ADD INDIVIDUAL QUESTIONS TO A QUIZ

- Click on **Add**, and select **New Question**. Then select the type of question to create.
- Fill in the presented fields and click on the **Options** button to see all options available for the question type
- Once you have filled in all the fields click **Save**, or alternatively click on the downward pointing arrow associated with the Save button and select: **Save and New** to add another question of the same type; or **Save and Copy** to create a copy of the question that you just created, which you can later modify.
- Once you click **Save**, you will be shown a list of the questions that have been added to the quiz. Here you can re-order questions; change the points associated with each question; access and edit each question.
- When done, click on **Back to Settings for “Quiz name”** located in the top left corner to return to the quiz properties page.
- If you have no other changes to make to the quiz, click **Save and Close**, otherwise proceed to [Part C Create/Modify a Quiz](#) (p.14)

II. ADD QUESTIONS FROM THE QUESTION LIBRARY TO A QUIZ

- Click on **Import** and select **Browse Question Library**
- From the **Source Collection** dropdown list, select **Question Library**
- Check off the questions that you wish to import to the quiz and click on **Add**
- You will be shown a list of all the questions that have been added to the quiz. Here you can re-order questions; change the points associated with each question; access and edit each question.
- When done, click on **Back to Settings for “Quiz name”** located in the top left corner to return to the quiz properties page.
- If you have no other changes to make to the quiz, click **Save and Close**, otherwise proceed to [Part C Create/Modify a Quiz](#) (p.14)

III. ADD RANDOMIZED QUESTIONS FROM LIBRARY TO A QUIZ

- Click on **Add**, and select **Question Pool**
- Fill in the **Name** field
- Click on **Browse Question Library**
- Select the section(s) or question(s) that you wish to import to the quiz and click on **Add**
- Under **Number of Questions to select**, enter the number of questions that will be selected from the pool to display to each student
- In the **Points per Question** field, enter the points awarded per question and click on **Save**
- You will then be shown a list of the questions that have been added to the quiz. On this page, you can re-order questions; change the points associated with each question; access and edit each question.
- When done, click on **Back to Settings for “Quiz name”** located in the top left corner to return to the quiz properties page.
- If you have no other changes to make to the quiz, click **Save and Close**, otherwise proceed to [Part C Create/Modify a Quiz](#) (p.14)

PART C

I. EDIT THE TITLE, DESCRIPTION, GRADING AND GENERAL SETTINGS FOR A QUIZ

- On the header click on the **Properties** tab
- Enter the number of **Questions per page** to display
- Indicate whether to **Prevent moving backwards through pages** or **Shuffle questions at the quiz level**
- Proceed to section [II. Add restrictions and set dates for a quiz](#) (p.15)

II. ADD RESTRICTIONS AND SET DATES FOR A QUIZ

- On the header click on the **Restrictions** tab and uncheck the **Hide from Users** option
- Enter the **Availability Dates** and **Due Date** (if applicable)
 - **Note:** Availability settings determine when a student will have access to a quiz. For example, if your 30-minute quiz is available from 9:00 a.m. to 9:30 a.m., students will be able to access the quiz until 9:30 a.m., and then have 30-minutes as set by the **Timing** (see step below) to complete it (therefore until 10:00 a.m.). If you want students to complete a quiz by 9:30, rather than set a shorter availability, set a **Due Date** that reflects when the quiz needs to be submitted by. Any submissions made after the **Due Date** will be flagged as late. Also, consider offering a few minutes of grace to the **Due Date** to accommodate for technical issues that a student might encounter. **Important:** The **Due Date** function was updated in January 2021. Previously it flagged quizzes as late based on when they were started, rather than when they were submitted.
- Indicate if you want the availability of the quiz to **Display in Calendar**
- Attach a **Release Condition** if you wish
- Set the **Timing**
 - **Important:** This sets the allotted time that a student has to complete the quiz. The timer begins to count down once the student starts the quiz. If a student gets disconnected, the timer will continue. You may need to use **Special Access** (see next step) settings to grant additional time or an additional attempt if a student or group of students encounter substantial technical difficulties.
- Under **Special Access**, set criteria for a student or a group of students that require different availability, due dates, time allowances or attempts.
 - **Key tips:** The **Special Access** setting is commonly used for SASS student accommodations. You may also wish to use this setting when a student or group of students encounters a technical issue since it will allow you to provide a student with additional time, a second attempt and/or different availability and due dates. Please refer to our resource on **Special Access** for additional guidance.
- If you have no other changes to make, click **Save and Close**

ADD A QUIZ TO YOUR CONTENT AS AN EXISTING ACTIVITY

- In the Navbar, click on **Content** and then, click on a Module in the **Table of Contents**
- In the left-hand panel of the page, click on **Add Activity**
- Select **Quiz** and locate the particular quiz
- Clicking on the quiz title will automatically add it to the Module/Sub-Module

QUIZ: PREVIEW

- In the Navbar, click on **Course Admin** and then click on **Quizzes**
- Click on the downward pointing arrow beside a quiz title and select **Preview and test**
- Check off **Bypass Restrictions** and click on **Start Quiz!** Then, View/complete the quiz

QUIZZES: GRADE

LINK QUIZ TO A GRADE ITEM

- In the Navbar, click on **Course Admin**, and then click on **Quizzes**
- Click on downward pointing arrow beside a quiz that you wish to modify and select **Edit**
- On the header, click on the **Assessment** tab
- Use the drop-down to link the quiz to a **Grade Item** in the grade book
 - To create a **New Grade Item**, refer to the **GRADEBOOK: CREATE** section (p.4)
- Set the **Conditions** and **Attempts** options. **Important:** Students have the full time set under **Timing** to complete each attempt. Click **Save and Close**

GRADE OPEN-ENDED QUESTIONS IN A QUIZ

- In the Navbar, click on **Course Admin** and then click on **Quizzes**
- Click on the downward pointing arrow beside the title of the quiz that you wish to grade and select **Grade**
- Click on the **Questions** tab
- Set the options under **Grade Individual Responses**
- Click on a question title to access all user responses for that question and enter a score for the first student
- Click on **Expand question Feedback** if you wish to add in feedback
- Click **Save and Continue** to grade all student responses to the question
- Click **Save** and then repeat these steps for each of the remaining questions

PUBLISH QUIZ SCORE TO GRADEBOOK (GRADES)

- In the Navbar, click on **Course Admin** and then click on **Quizzes**
- Click the downward pointing arrow beside the title of the quiz that you wish to grade and select **Grade**
- Scroll down to the bottom of the page and change the number so that all students are displayed
- To publish the quiz grade for multiple users, check off the box in the header of the table to select ALL students; or check off the box next to the individuals that you wish to select.
- Click on the **Publish Feedback** button at the top of the table
- In the **Status** column a timestamped note will indicate if the grade has been published for each student
- To retract a grade, complete the steps again and click on the **Retract Feedback** button

VIRTUAL CAMPUS SUPPORT

PHONE SUPPORT, ONLINE CHAT, OR ONLINE SUPPORT FORM

- Technical support is available 24/7/365. To access the Chat function or Assistance form, click on the links or login to **Virtual Campus** and click on the links provided in the help section on the homepage
- To obtain phone support, dial 1-866-811-3201

TRAINING AND WORKSHOPS

- Check out the [TLSS training schedule](#) for more information

BRIGHTSPACE COMMUNITY

- Join the [Brightspace community](#) to share best practices and experiences with others, answer one another's questions, and submit suggestions to Brightspace.