

Center for Engaged Teaching and Learning

Instructional Continuity Planning and Brightspace - Workshops for Spring 2020

All workshops will take place in the Library Computer Lab unless otherwise noted.

LIMITED to 16 participants: the lab has 13 computers and space for 3 more if you bring your own device.

Please bring your materials with you on a flash drive or have access to them. We will be working in your actual courses, so you can upload materials while learning.

Date & Time		Topic
Thurs March 12	12:00-12:50pm	Basics – log on, find your course, set up content, upload materials, set up gradebook
Friday March 13	3:00-3:50pm	
Tues Mar 17	5:30-6:30pm	
Mon Mar 16	12:00-12:50pm	Dropbox – creating assignments, link to Turnitin, grading
Tues Mar 17	3:30-4:30pm	
Tues March 17	12:00-12:50pm	Quizzes – Creating questions, importing questions to quizzes, setting dates and restrictions, basic security
Thurs March 19	3:30-4:30pm	
Wed March 18	12:00-12:50pm	Grades – setting up gradebook, associating with assignments, releasing grades
Tues March 17	2:30-3:30pm	
Fri Mar 13	9:00-9:50am	Discussions – creating forum, topics, threads; date restrictions, grading
Thurs March 19	12:00-12:50pm	
Fri March 20	3:30 – 4:30pm	Brightspace Audio and Video – creating videos; using audio/video to communicate and give feedback
Thurs March 19	2:30-3:30pm	Lecture capture – audio recordings and voiceovers
Thurs March 19	5:30-6:30pm	Synchronous tools – Skype, Zoom, etc.
Mon March 23	12:00 – 12:50pm	Communications & Virtual Office Hours – MS Teams or BS Chat
Tues March 24	12:00 – 12:50pm	Brightspace Pulse – BS on your phone
Wed March 25	12:00 – 12:50pm	Groups – creating groups and group (discussion, files)
Thurs March 26	12:00 – 12:50pm	Finding existing resources – publishers, OER, YouTube etc.
Thurs March 12	9:00 – 11:00am 2:00 – 4:30pm	Brightspace Open Lab – bring your own device CETL Collaboratory
Fri March 13	3:30-5:00pm	
Tues March 24	2:00 – 5:00pm	Brightspace Open Lab – bring your own device
Thurs March 26	2:00 – 5:00pm	CETL Collaboratory

Note:

Brightspace offers a number of instructional videos at the Brightspace Tutorial channel on YouTube (<https://www.youtube.com/watch?v=z1qfXzSgikU>). Be aware that what is shown in the videos will not have the same look as our KWC Brightspace courses. CETL is also working to create more KWC-specific video tutorials for you.

CETL will host several days of Open Lab where you can get any questions answered or if you just need someone there in case!

If you get stuck trying to do something in Brightspace, **do not work more than 15 minutes** at it. Stop and contact us in CETL at the numbers below. It's likely a quick thing we can walk you through. No need for you to waste your valuable time!