University of Windsor's cloud-based Learning Management System (LMS)

D2L
BRIGHTSPACE

Find helpful resources, training, and support at
uwindsor.ca/brightspace

Log in at
brightspace.uwindsor.ca

The University of Windsor uses D2L's Brightspace as its learning management system (LMS). University of Windsor made the transition to Brightspace in Winter 2023. Brightspace allows instructors to post learning material and assessment instructions online, grade online, post confidential grades, and increase student engagement with a variety of tools. Log in at Brightspace.uwindsor.ca.

Learning Brightspace

Training for instructors and faculty members is available through on-line synchronous and face- to-face workshops at the Centre for Teaching and Learning. You can sign up for workshops at ctl2.uwindsor.ca/workshops/145.

Easily access help resources, including How-to videos and documents, and other **Instructor Training and Resources** on UWindsor's Brightspace help site at uwindsor.ca/brightspace or by clicking **Brightspace Resources** on the blue navigation bar, as soon as you log into Brightspace at brightspace.uwindsor.ca.

Brightspace Workshops

Begin your Brightspace training with the ***Getting Started with Brightspace*** workshop, as it lays the foundation for the more advanced workshops to follow. This workshop provides a general overview of Brightspace and the tools found within. The participants are encouraged to follow along with the facilitator in creating content, announcements, using the HTML editor, adding TAs and much more. Workshop sign-up is available at ctl2. uwindsor.ca/workshops/145.

Workshop recordings can be accessed from the Brightspace workshop recordings webpage. Advanced workshops provide detailed instructions for individual tools, such as the Assignments tool, Quizzes tool, Discussions and Groups tools.

Brightspace One-on-one help and Drop-in

Centre for Teaching and Learning offers one-on-one help to have your quick questions answered or to help you find resources for the issues you may have with Brightspace.
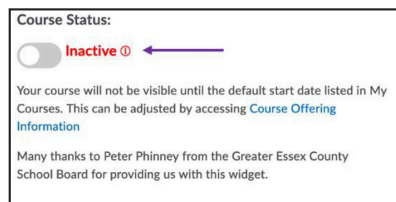
The virtual Brightspace Drop-in provides immediate support weekdays (Monday - Friday) according to the hours posted on the support website. Hours may change to reflect busy or slow periods of the term. Visit the Drop-in through MS Teams at uwindsor.ca/brightspace/dropin.

In-person one-on-one help is available by appointment. Email Brightspace@uwindsor.ca with your preferred dates and times. We will do our best to accommodate any request for times during our regular working hours and will respond by email.

Getting started FAQ's

How do I get my course site?

Brightspace and the **UWinsite Student (Student Information System - SIS)** are integrated. Therefore, an automatic process gets initiated once your course code is entered into the SIS, and you are connected to that course in the SIS as the **Instructor of Record**. Once that occurs, a script runs to automatically create an empty "Course Shell." This shell is inactive until you activate it from the course status.

Course Status:

⚪ **Inactive ⓘ** ⬅

Your course will not be visible until the default start date listed in My Courses. This can be adjusted by accessing Course Offering Information

Many thanks to Peter Phinney from the Greater Essex County School Board for providing us with this widget.

Clicking on the toggle will activate and open your course site to students (if you activate within the default dates for the term). If you activate before the default start of a term, select the **Course Offering Information** link and adjust the course start date.

Where will I find my courses?

You will see your newly created courses when you log into Brightspace at

brightspace.uwindsor.ca. Click the **Course Selector** icon (3 by 3 square⊞) at the top of the

screen. "Pinned" courses appear at the top of your drop-down list and are highlighted. Courses can also be seen in the **My Courses** widget under the **Welcome to Brightspace** banner.

What happens if I do not have a course shell yet?

Chances are, the information has not made it into the SIS yet, and you might want to contact your Departmental Support staff to see if that step has been taken care of. Once that happens, your course shell usually appears within 24 hours. If you still do not see it, then submit a Service Request with your course specifics at uwindsor.ca/brightspace/ticket. Instructors should also automatically receive a "sandbox" course site to practice and learn in.

How does my course site get closed?

Courses will be automatically closed to students by the first day of the next semester. You will not need to do anything to your course site to disable student access. Instructor(s) will continue to have access to the course site, but it will be unavailable to students. If you have a special circumstance where you need to keep the site open, change the end date in **Course Offering Information** by navigating to **Course Tools-> Course Admin-> Course Offering Information** or visit the Brightspace Drop-in and someone will walk you through how to make the change.

Where can I get help?

To learn more about using Brightspace, including training resources, FAQs, support for course issues, How-tos, drop-in support, and more, visit the University of Windsor's Brightspace support pages at uwindsor.ca/brightspace. Remember to create a bookmark for quick access!

If you have any pedagogical needs related to your course design, assessments, high impact practices to keep your students engaged, or other teaching and learning needs, visit the University of Windsor's Centre for Teaching and Learning's website (www.uwindsor.ca/ctl). We can help!