



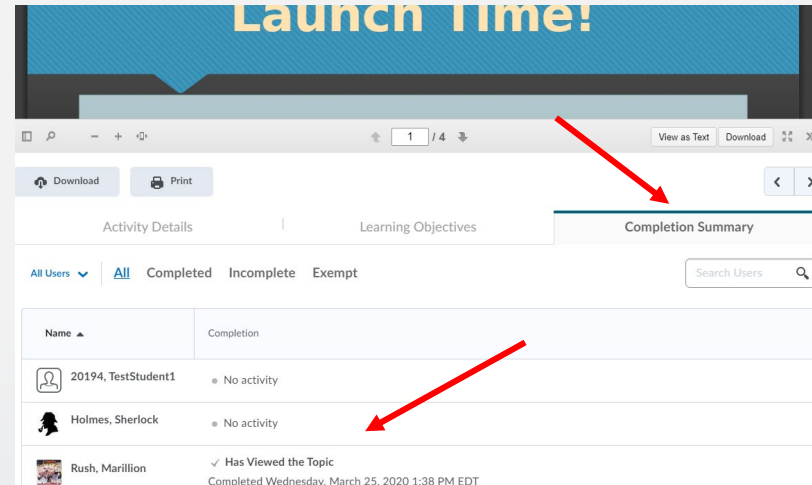
Brightspace by D2L /GeorgiaVIEW Session

Tips and Tricks and Q&A

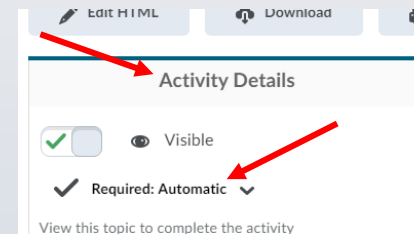
06/24/2020

How to verify if students visited a Content topic

- In Content, in a module, click a topic link to open it
- Scroll down and click the **Completion Summary** tab:



- You will see the student activity with dates and time
- Make sure that under Activity Details, there is a check mark next to Required: Automatic, otherwise click the down arrow and set it up:

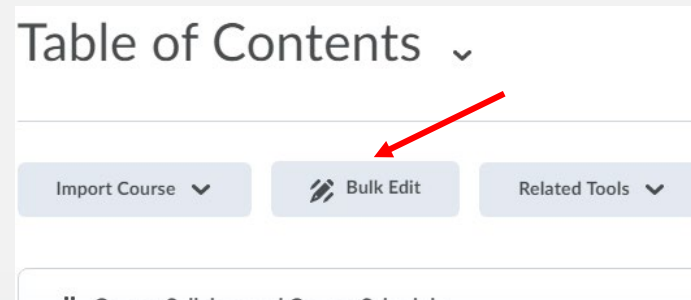


- You can always check the entire students' activity by clicking the Class Progress under the Course Admin link or the Grades link on the course navbar.

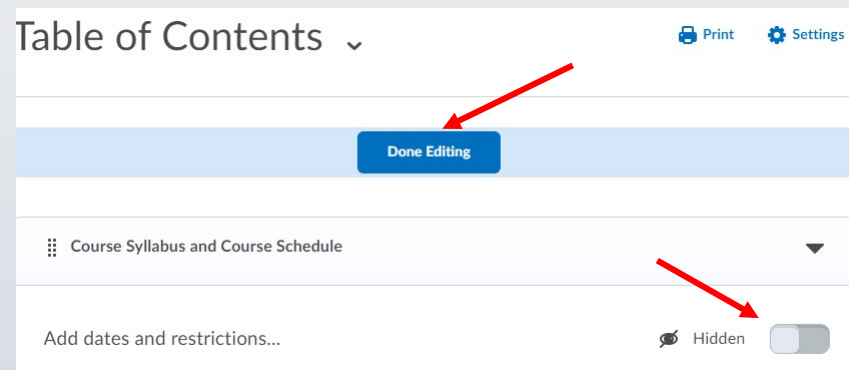
Hide Course Content in bulk

If you would like to temporarily hide the entire course Content, do the following:

- In Table of Contents, click the Bulk Edit button:

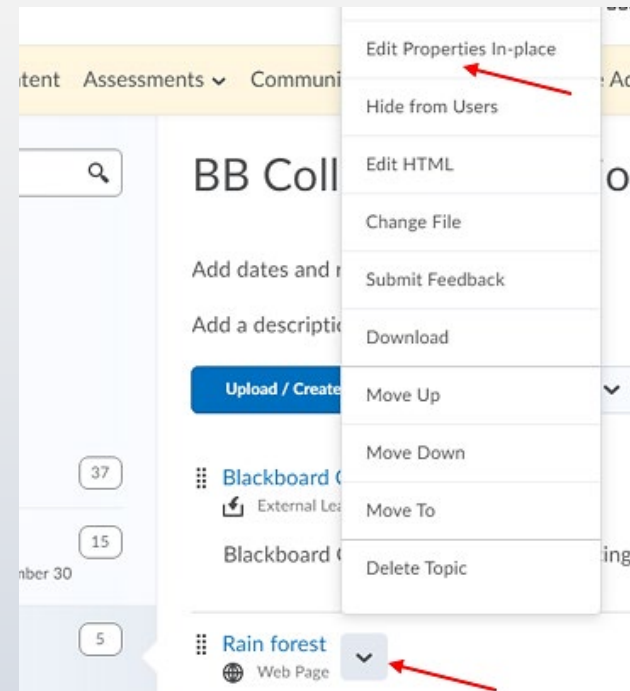


- In each module (not topic), click an “eye’ icon to the right under each module name and click again to turn it to Hidden and then click the Done Editing button at the top:



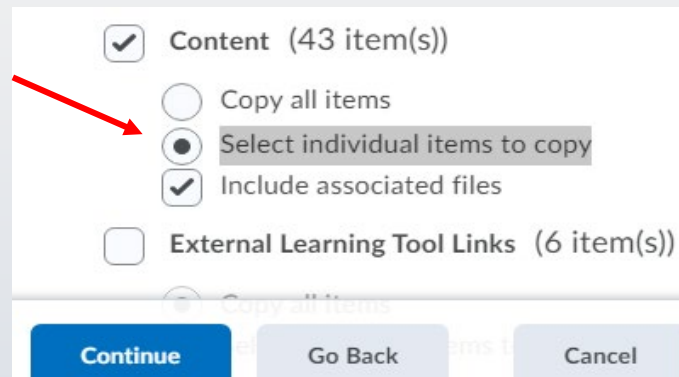
Restrict user access to course content module/topic

- Click a module in the left navigation panel and click Add dates and restrictions...
- Topic: click a down arrow next to a topic name and select the Edit Properties In-Place option
 - Click Add dates and restrictions...



Import/Export/Copy Components

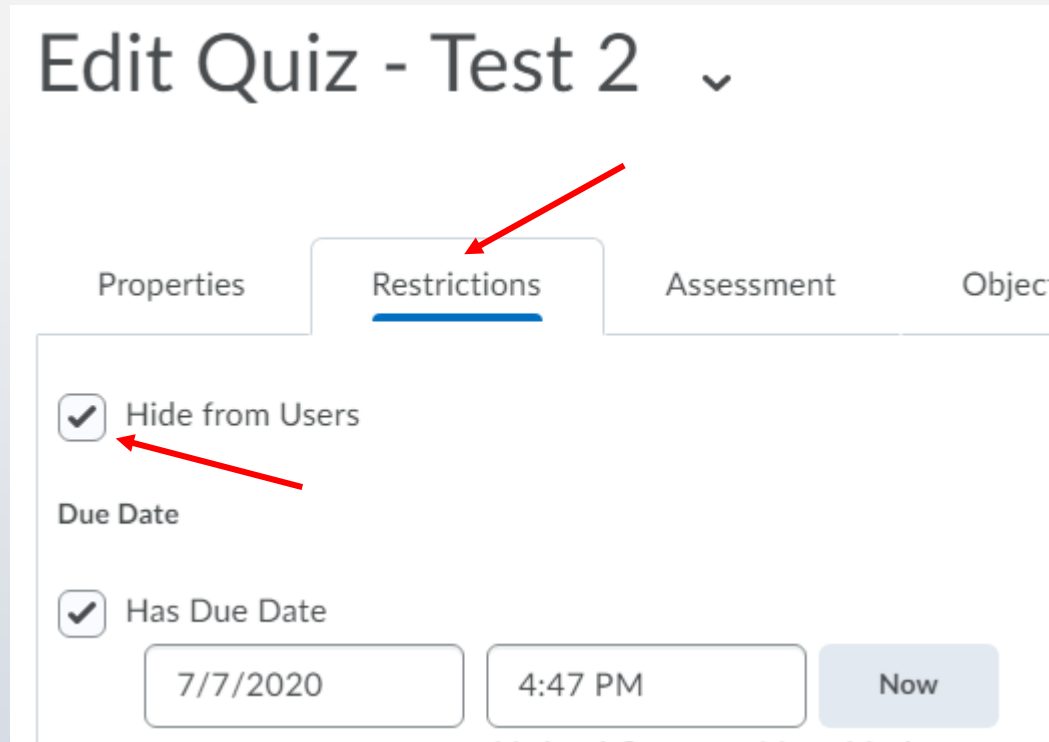
- You can copy your previous semester course in to your new course
- Do you know that you can copy **some specific components only** from a source course to a recipient course?
 - Instead of clicking the Copy All Components button, click Select Components
 - Check component(s) you would like to copy and click the Select individual items to copy radio button > Continue



- Click a plus sign icon to the left of each component to expand it and select items you would like to copy > Continue. Click Finish on the next page.

Quizzes

- You should remember that each newly created quiz is hidden from students by default, so don't forget to make it visible once it's time to post it for students:
 - Edit Quiz > Restrictions tab > Uncheck the Hide from Users box



Edit Quiz - Test 2 ▾

Properties **Restrictions** Assessment Objec

Hide from Users

Due Date

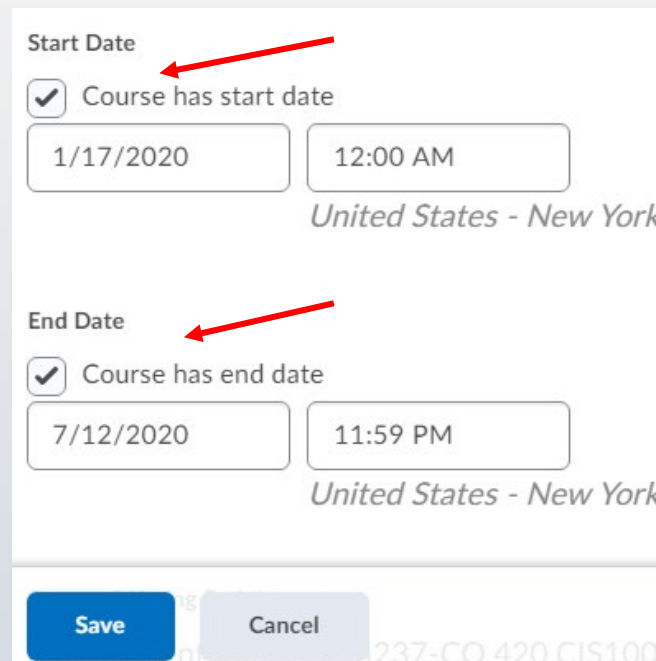
Has Due Date

7/7/2020 4:47 PM Now

Early course access or Extend course end date

You can allow your students to access your course before the first day of class or you can extend the course end date, for example, for students with Incomplete status:

- Click the Course Admin and click the **Course Offering Information** link under Site Setup
- Scroll down and change the Start or End date and time and click Save:



The screenshot shows a form with two sections: "Start Date" and "End Date".

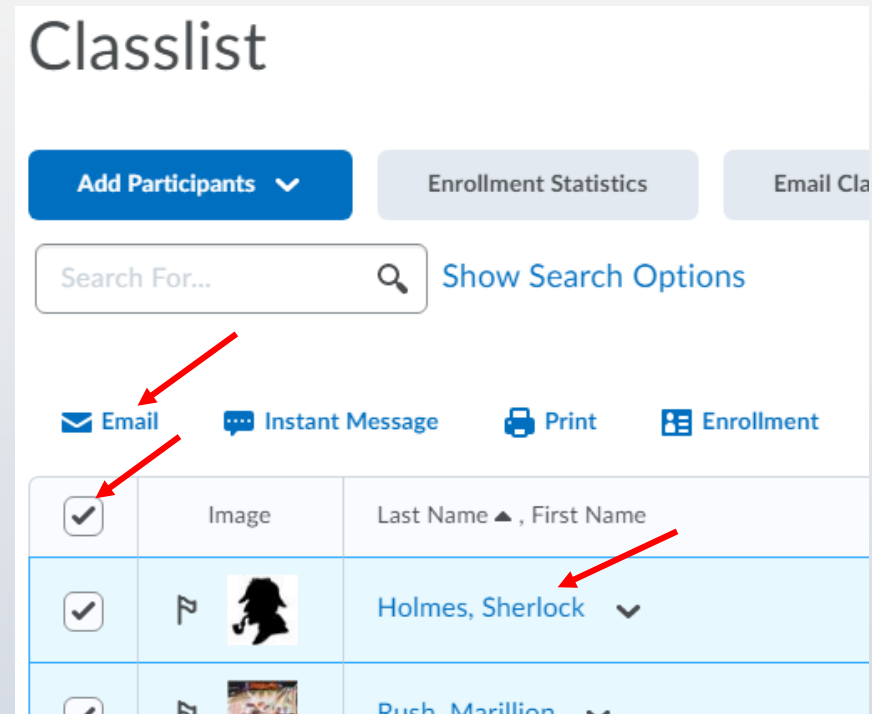
Start Date: A red arrow points to the checked checkbox "Course has start date". Below it are two input fields: "1/17/2020" and "12:00 AM". The text "United States - New York" is visible below these fields.

End Date: A red arrow points to the checked checkbox "Course has end date". Below it are two input fields: "7/12/2020" and "11:59 PM". The text "United States - New York" is visible below these fields.



At the bottom of the form, there are two buttons: "Save" (blue) and "Cancel" (grey). The text "237-CO.420.CIS100" is visible at the bottom right of the form.

Send Email via Classlist Tool

- Since the GeorgiaVIEW Email tool is quite cumbersome, you can avoid using it by sending your messages to your students using the Classlist tool:
 - Click the Communications link on the course navbar and click **Classlist**
 - Select all your students you would like to email to by clicking the box next to the Image column header and click the Email link at the top of the table
 - To email one student, click his/her name in the Classlist:

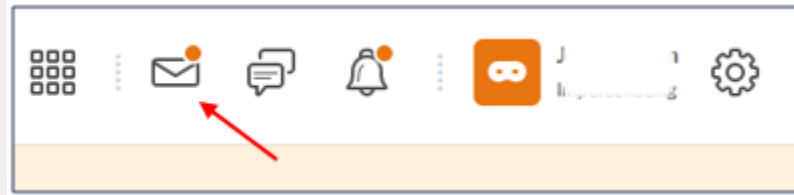


The screenshot displays the 'Classlist' interface. At the top, there are buttons for 'Add Participants', 'Enrollment Statistics', and 'Email Cla'. Below these is a search bar labeled 'Search For...' and a 'Show Search Options' link. A row of action links includes 'Email', 'Instant Message', 'Print', and 'Enrollment'. Below the links is a table with columns for selection, image, and name. The first row is the header: a checked checkbox, 'Image', and 'Last Name ▲, First Name'. The second row is highlighted in light blue and shows a checked checkbox, a silhouette icon, and the name 'Holmes, Sherlock'. The third row shows a checked checkbox, a small image, and the name 'Rush, Marillion'. Three red arrows point to the 'Email' link, the first checkbox, and the name 'Holmes, Sherlock'.

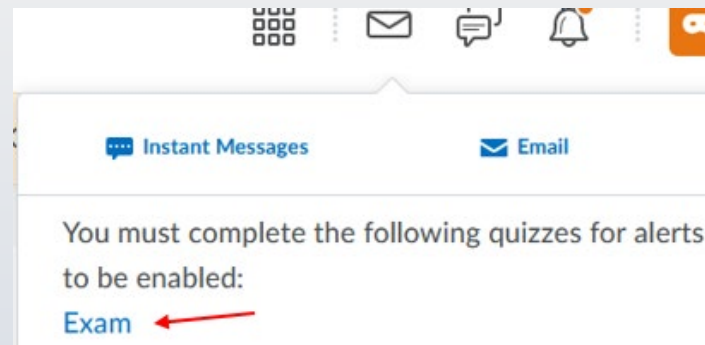
<input checked="" type="checkbox"/>	Image	Last Name ▲, First Name
<input checked="" type="checkbox"/>		Holmes, Sherlock
<input checked="" type="checkbox"/>		Rush, Marillion

Email Tool is not accessible

- Works as designed: If you cannot access you Email tool and get an error message, you have a quiz in progress that you need to complete
- Click on the envelope icon at the top of the My Home page (it should be with a red dot):



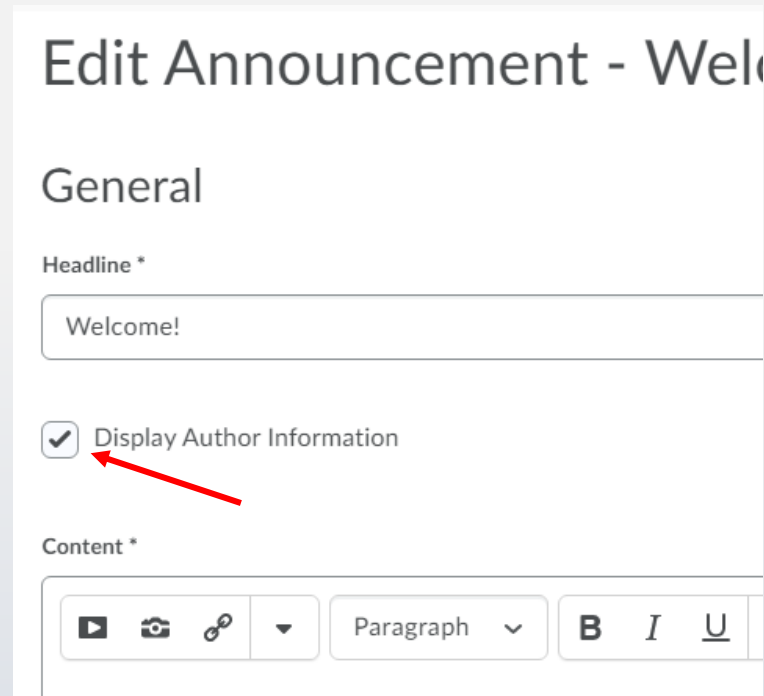
- You will see that it says that you must complete a quiz or test



- Click the quiz link to enter it and complete it (click the Submit button).

Announcements


- You can display author information when you create/edit and post an announcement:



The screenshot shows a web form titled "Edit Announcement - Welcome!". Under the "General" section, there is a "Headline *" field containing the text "Welcome!". Below this is a checkbox labeled "Display Author Information" which is checked. A red arrow points to the checked checkbox. At the bottom, there is a "Content *" section with a rich text editor toolbar containing icons for video, image, link, a dropdown menu, a "Paragraph" dropdown, and bold, italic, and underline formatting options.

- It can be useful in courses with multiple instructors.

Do you know that you can **reorder**:

- **Content:** hover your mouse over a six-dot icon  to the left of a module and click, drag and drop **modules** in the left navigation panel.
 - Click Table of Contents: hover your mouse over the six-dot icon to the left of a **module** or a **topic** and click, drag and drop an item in a desired location.
- **Assignments:** click the More Actions button > Reorder > change numbers in the Sort Order column > Save
- **Quizzes:** More Actions > Reorder > change numbers in the Sort Order column > Save
- **Grades:** Manage Grades > More Actions > Reorder > change numbers of categories and items in the Sort Order column > Save
- **Discussions:** More Actions > Reorder > change numbers of forums and topics in the Sort Order column > Save
- **Announcements:** More Actions > Reorder > change numbers of forums and topics in the Sort Order column > Save
- **Class Progress:** Settings > click a down arrow next to an item you would like to move
- **Surveys:** More Actions > Reorder > change numbers in the Sort Order column > Save
- **Checklist:** More Actions > Reorder > change numbers in the Sort Order column > Save

Do you know that you can **restore** deleted:

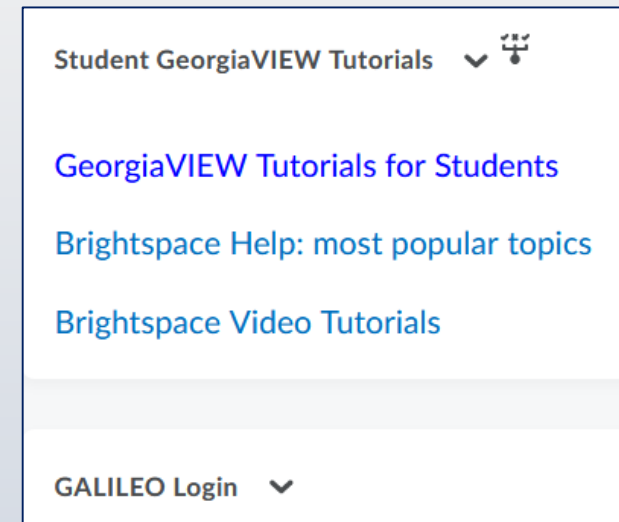
- **Announcements:** More Actions > Restore > check deleted announcement and click the Restore button
- **Assignments:** More Actions > Event Log > Deleted link > click the Restore button
- **Discussions:** More Actions > Restore > click the Restore button in the Actions column
- **Grades/Grade item:** Manage Grades > More Actions > View Event Log > in the Item column click the Restore link next to an item
- **Intelligent Agents:** More Actions > Restore > in the Action column, click the Restore button
- **Quick Eval:** Grades > Quick Eval > click the Activities tab
 - You can dismiss non-graded item by clicking a three-dot More Actions icon/link and click Dismiss Until, select an appropriate option and click the Dismiss Activity button
 - On the Quick Eval page > Activities tab, click a three-dot icon at the top right of the page and click Dismissed Activities : check an item and click Restore

Locker Tool

- Locker tool is used to upload and store files in GeorgiaVIEW:
 - Communications > Locker
 - Capacity: 1 GB
- You can upload a file or create a new HTML file
- Your personal locker area – My Locker - is not course-specific. Although you can access Locker from a course, you can store files from all of your courses in the Locker location
- You can create Group Locker to allow groups of students to store or create and share their files:
 - To create Group Locker, you have to create Groups first
 - Any group member can modify files posted in group locker areas
- Group lockers have the same options as regular lockers with the following exceptions:
 - There is an option to email Group members
 - There is a Modified By column that shows the last person to work on a file
- To modify a file stored in Locker, you have to download it to your computer and then modify it.

Useful Widgets on My Home page

- Please note that there are some useful widgets on your GeorgiaVIEW My Home page:
 - DHC D2L Help Center: 24x7x365 D2L help **for you and your students**
 - **Faculty Tutorials:** click the GeorgiaVIEW Tutorials for Instructors link and locate and expand the **Brightspace Learning Environment**. Expand each topic to reveal subtopics
 - **Beacon Faculty Experience:** quick access to Beacon
 - Please instruct your students to visit the Student GeorgiaVIEW Tutorials widget: it's conditionally released and visible to students only:



D2L Faculty Resources

- [GeorgiaVIEW Faculty Resources](#)
 - [Preparedness and Contingencies: How to Cope During a Pandemic](#)
- [Online Faculty Development](#) page
- In GeorgiaVIEW:
 - GSW Transitioning to Online Teaching CO course
 - USG Instructor Guide to Online Teaching CO course
 - **Faculty Tutorials** widget on My Home page in GeorgiaVIEW

Questions?