



# **D2L Brightspace**

## Instructor Guide

Center for Teaching, Learning and Innovation

# Office of Online Learning

## D2L Brightspace

### Student Guide

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# Introduction

Morris Brown College uses D2L Brightspace as its official Learning Management System to support teaching, learning, and academic operations. Brightspace provides students, faculty, and staff with centralized access to course materials, assignments, grades, and course communications. Faculty and staff can access guidance on course management, instructional tools, and available technical support, including the use of approved third-party integrations. Students can view their current and upcoming term courses and access academic resources designed to support their success throughout the semester.

This document has been developed to introduce you to Morris Brown College's learning management system, D2L Brightspace. This document will help you to learn how to use the different features within D2L Brightspace.

D2L Brightspace can be used as a small component of a traditional course, such as to submit papers and check grades, or it can be used in a course where everything occurs completely online.

## Objectives

After reading this document, you will be able to:

- *Access D2L Brightspace.*
- *Understand the Home Page.*
- *Use the Calendar tool.*
- *Use the Email tool to read and send messages.*
- *Use the Coursework tool.*
- *Understand the features of the Assignments tool.*
- *Participate in class discussions via the Discussions tool.*
- *Take an online assessment via the Quiz tool.*
- *Check your grades in the Grades tool.*

# Accessing D2L Brightspace

The following instructions explain how to access D2L Brightspace.

1. Go to the following website: <https://morrisbrown.brightspace.com>
2. **Enter your Brightspace username.**  
Your Brightspace username is your MBC email address.
3. **Enter your password**  
Use the **same password you use for your MBC email account.**
4. **Complete MFA (Multi-Factor Authentication)**
  - a. If you have questions regarding setting up MFA please contact [servicedesk@morrisbrown.edu](mailto:servicedesk@morrisbrown.edu)
5. **Access your Brightspace dashboard**
  - a. After a successful login, you will be taken to your Brightspace home page where your courses and tools appear.

# The Brightspace My Home Page

When you log into Brightspace, the first screen you see is the **My Home** page. This is your system-level dashboard. It is not a course and it is not student-facing content for a specific class.

## What the My Home Page Is

The My Home page provides a centralized view of your teaching activity and institutional messages within Brightspace. It helps you monitor updates across all courses and stay informed about system-wide information that may impact instruction.

## What You May See on the My Home Page

Depending on your role and permissions, the My Home page may include:

- **Announcements**  
Institution-wide or role-based messages intended for faculty, staff, or all Brightspace users. These may include academic updates, system notices, or instructional reminders.
- **Course Tiles - “My Courses”**  
Direct access to all courses you are assigned to teach, including current, upcoming, or past courses.
- **Alerts and Notifications**  
System alerts, reminders, or updates related to activity across your courses.
- **Calendar or Upcoming Events**  
A consolidated view of important dates pulled from your courses and the academic calendar.
- **Links to Academic and Instructional Resources**  
Access to faculty support areas such as the Center for Teaching and Learning and Innovation, technology support, or institutional documentation.
- **Email & Office 365**  
Quick access to email and your personal One Drive folder (Click Sign in to connect)

## Why the My Home Page Matters for Instructors

The My Home page helps instructors:

- Stay informed of **institutional expectations and updates**
- Monitor activity across multiple courses efficiently
- Receive timely information related to teaching, grading, or system availability
- Access instructional support resources without entering a specific course

Announcements on the My Home page often contain information that applies to **all courses or instructional responsibilities**. These messages may not be repeated within individual courses.

## Instructor Best Practice

Review My Home announcements regularly before entering your courses. Staying aware of system-level updates helps ensure consistency, compliance, and a smooth experience for both you and your students.



## Understanding the Brightspace My Home Header

The My Home header gives instructors quick access to communication tools, course oversight features, and institutional resources. Each numbered item below corresponds directly to the navigation elements shown in the image.

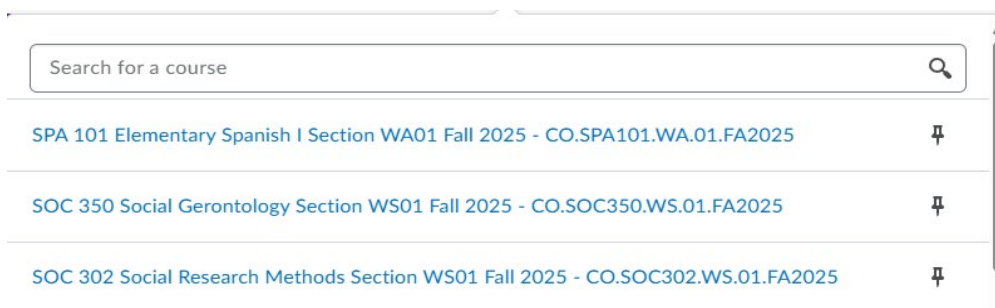
### Top Icons on the My Home Page

#### 1. Waffle Icon (App Launcher)

The waffle icon (the grid of squares) opens the Brightspace App Launcher.

Use this to:

- Navigate between enrolled courses
- **Select a course:** The waffle icon provides access to your courses. The list displays previously searched courses. You can search courses by using the search box. You can switch between courses from the drop-down without returning to My Home. You can also pin courses, so they remain at the top of the list.



#### 2. Messages (Envelope Icon)

Gives direct access to your Instant Messages and Email. Students can use the Brightspace tool to email their Instructors. The messages will appear in the Instructors Outlook email inbox.

#### Discussions & Updates (Speech Bubble)

Alerts you to discussion activity, including replies to your posts and new discussion activity in your courses. A red dot on the Subscriptions alert icon indicates that there are new posts to topics and forums that you have subscribed to in Discussions.

### Notifications (Bell)

Shows updates from across all courses, including announcements, assignment feedback, upcoming or overdue work, and instructor updates. A red dot on the Update alerts icon indicates you have new news items, a new grade has been posted, and upcoming due dates for items not completed.

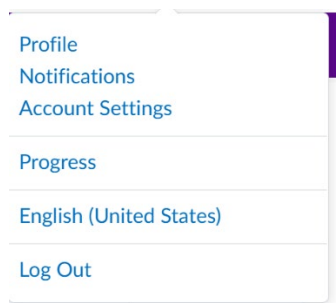
If you see a dot on the bell, something needs your attention.

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### 3. Profile and Settings (Instructor Name, Profile Icon, Gear)

This area displays your role and account access.

From here, you can adjust notification preferences, manage account settings, and log out of Brightspace.



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## The My Home Navigation Bar (Purple Bar)

### 4. Announcements

Institution-wide or role-based announcements intended for instructors. These messages often include academic updates, instructional guidance, or system notices that apply across courses.

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### 5. Discover

A Brightspace native feature that allows access to courses or learning opportunities enabled for self-enrollment, such as training, development resources, or shared content, when configured by the institution.

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### 6. Tutoring

Provides access to **The Spot**, tutoring services managed through the Center for Teaching and Learning and Innovation (CTLI).

Instructors may reference this resource when directing students to academic support.

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## **7. Student Support**

Links to institutional student services. This area is useful when advising students or guiding them toward appropriate academic or support resources.

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## **8. Quick Eval**

Quick Eval provides a consolidated view of learner submissions, activities, and items that require evaluation across your courses.

This tool supports timely grading and instructor responsiveness.

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## **9. Library Services**

Access to library resources, research tools, and academic support services that assist with course development, instruction, and student research needs.

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## **10. My Surveys Link**

Provides access to surveys or feedback tools used by the institution. This may include course evaluations or other instructor-related surveys

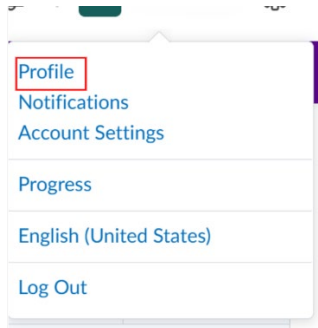
# Profile

The following explains how to adjust your profile.

1. From the D2L Brightspace *My Home* page NavBar, click the **User Settings** drop-down.



2. Click on **Profile** from the drop-down list.



3. The *Edit My User Profile* screen will appear.

4. Enter any information that you wish to share with others.
5. Click the **Save and Close** button in the lower-left area of the screen to return to the D2L Brightspace *My Home* page.



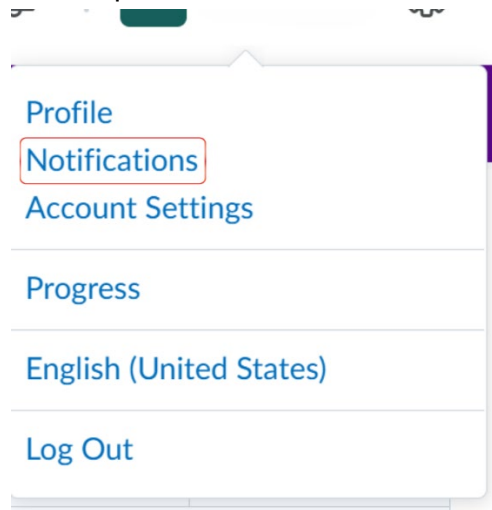
# Notifications

The following explains how to locate the settings for *Notifications*.

1. From the D2L Brightspace *My Home* page NavBar, click the **User Settings** drop-down.




2. Click on **Notifications** from the drop-down list.



3. The *Notifications* settings screen appears. Here you can do the following.
  - a. Have notifications sent to your email by clicking **Change your email settings**.
  - b. Have notifications sent to your mobile device by downloading **The Pulse App**.
  - c. Adjust the settings for notifications in the following three categories located on the screen: *Summary of Activity*, *Instant Notifications*, *Customize Notifications*, and *Exclude Some Courses*.

**Contact Methods**

**Email Address**  
 Send email notifications to: karrah.ray@morrisbrown.edu   
[Change your email settings](#)

---

**Summary of Activity**  
 Email me a summary of activity for each of my courses.

How often?  At what time?  On which day?

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**Instant Notifications**

	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input checked="" type="checkbox"/>
Assignments - assignment feedback released	<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>

4. Click the **Save** button in the lower-left area of the screen to return to the *My Home* page.



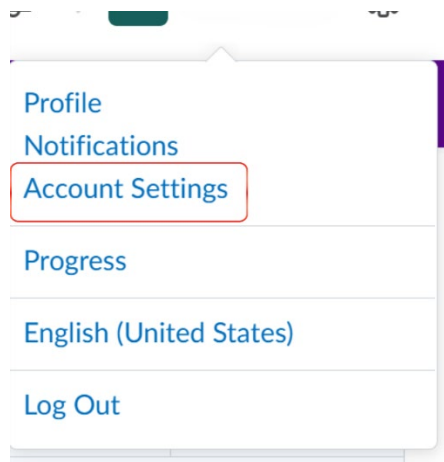
## Account Settings

The following explains how to locate the **Account Settings** from the *NavBar*.

1. From the *NavBar*, click the **User Settings** drop-down.



2. Click on **Account Settings**.



3. The *Account Settings* screen will appear with options to adjust the *Font*, *Dialog*, *HTML Editor*, *Reading Content*, *Video*, and *Locale & Language* settings.

## Account Settings

Account Settings Discussions Email Metadata

### General Settings

System Email: karrah.ray@morrisbrown.edu [Change Email](#)  
Password: \*\*\*\*\* [Change Password](#)

### Pronouns

When enabled, your pronouns can appear to others in areas such as your profile card or CanvasLMS.

#### Pronoun Settings

Allow others to see my pronouns

- Use what my organization has on record: None  
 Use different pronouns:

Common pronouns include She/Her, He/Him, They/Them

### Font Settings

Font Size

Medium

The quick brown fox jumps over the lazy dog.

### Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use an assistive technology such as a screen reader then you may wish to disable this feature by checking the box below.

Do not automatically mark items as read as the page scrolls

### Video Settings

This setting ensures assistive technologies can detect videos. As a consequence, videos will overlap menus. It does not influence the accessibility of specific players.

Optimize video presentation for programmatically driven assistive technologies

### Locale & Language

Preferred Locale and Language

-- Default -- English (United States)

You may change the default calendar, date, time, and number formats set by your organization. Some courses may override your selections.

Clock

-- Default -- (12 Hour AM/PM)

First Day of the Week

-- Default -- (Sunday)

Date

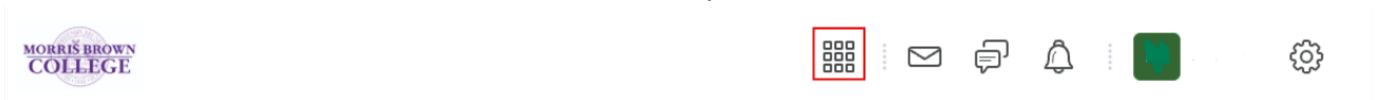
-- Default -- (M/d/yyyy)

4. Click the **Save and Close** button in the lower-left area of the screen to return to the *My Home* page.

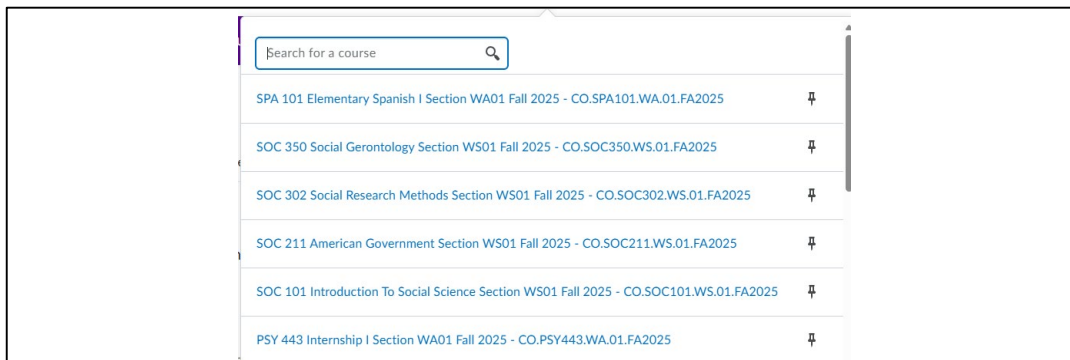
## Accessing Your Courses

The following explains how to access your courses in D2L Brightspace.

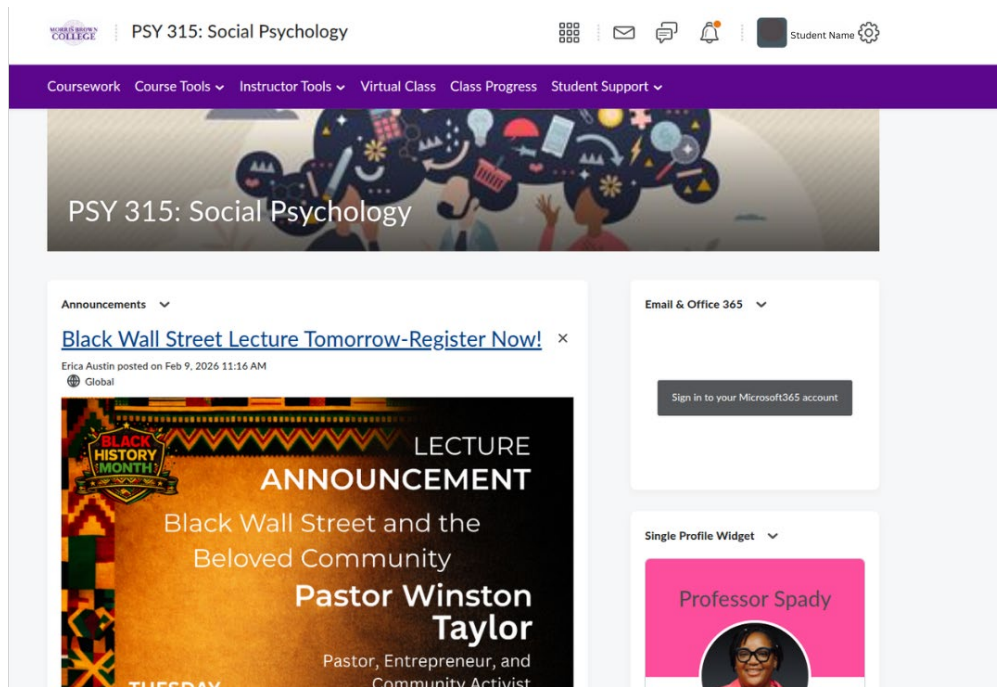
1. From the *NavBar*, click the **Select a course** drop-down.



2. The course(s) that you are currently enrolled in this semester will appear. Click on the **course** of your choice.



3. The *Course Home Page* will appear.

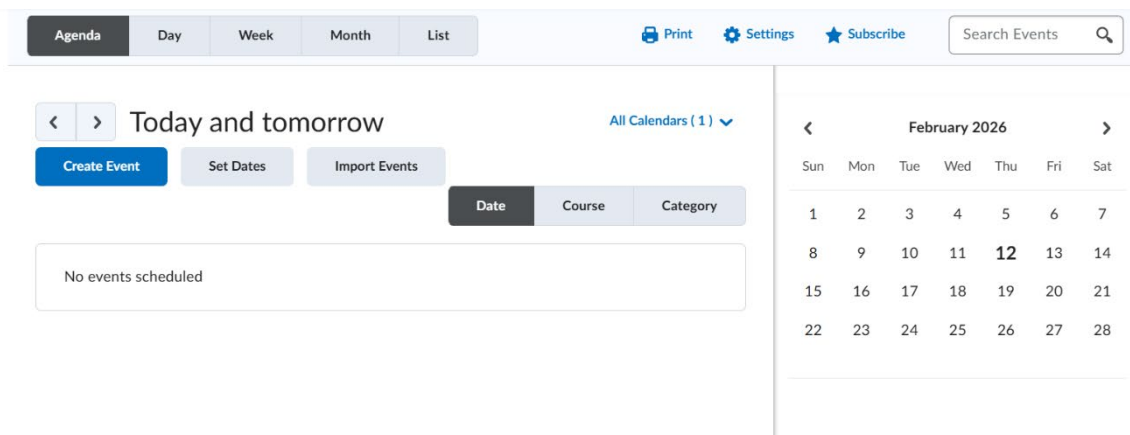


## Calendar

You can use the calendar in D2L Brightspace to view important dates for your class. If your instructor chooses to do so, they may include to show events on the calendar, such as *exams*, *due dates for important papers*, *office hours*, etc. You can also keep a “to-do list” in the task area to help you stay organized throughout the semester. The following explains how to use the calendar in D2L Brightspace.

## Finding the Calendar

The calendar is located in your NavBar under Course Tools. To open, click Calendar under the Course Tools drop down.



## Viewing Events on the Calendar

Your instructor(s) may choose to post important dates to the calendar. The following explains how to find these days events on the calendar.

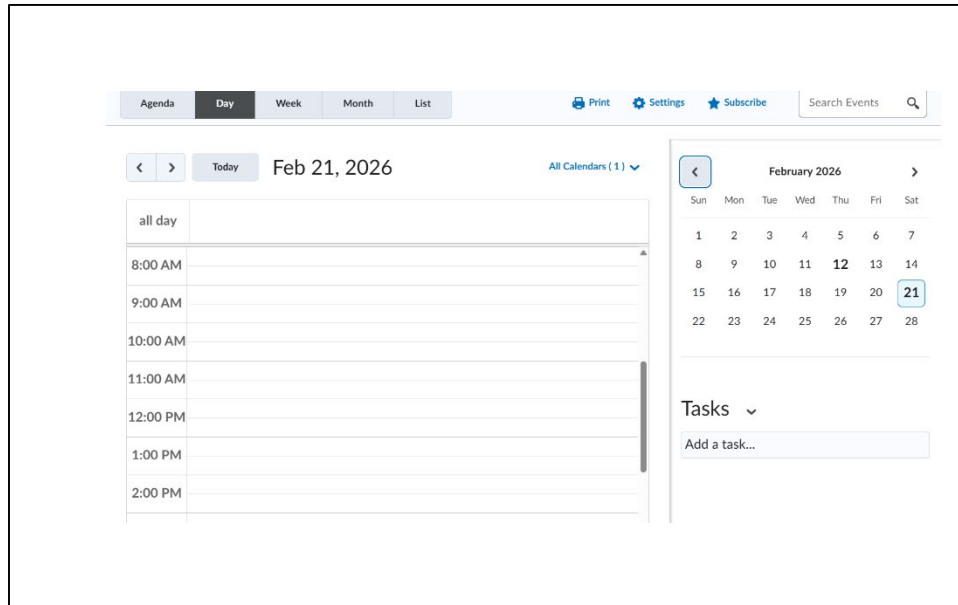
1. Click on a **bolded day** on the calendar to view events. For example, if you want to view events for *Thursday*, February 12<sup>th</sup>, click on **February 12<sup>th</sup>**.

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	<b>12</b>	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*Note:* Any day that has an event on the calendar will appear as bold.

2. The events for the day chosen will appear once the date is clicked.

3. The calendar will appear on your screen showing events for the current date. To view events for a different date, select a **day** from the mini calendar to the right of your screen.



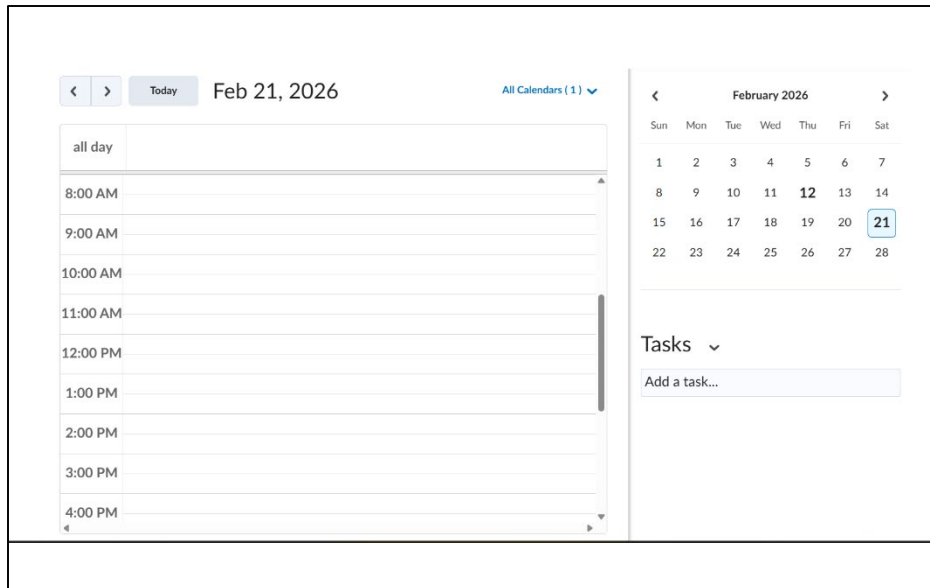
4. To change the view of the *calendar*, click any of the **options** shown.



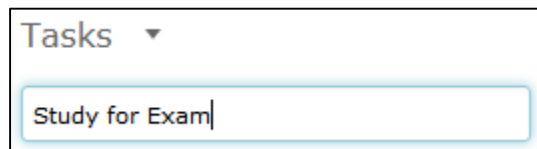
## Adding Tasks

D2L Brightspace allows you to post tasks to help you stay organized. Your tasks are only visible to you. To create a task:

1. Open the Calendar tool. Click on **Add a task**.

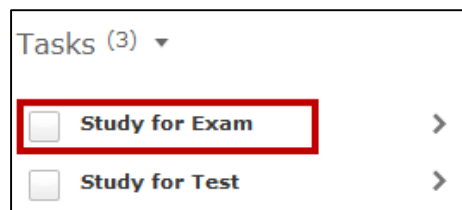


2. In the *Add a task...* field, type in a **name for your task**.

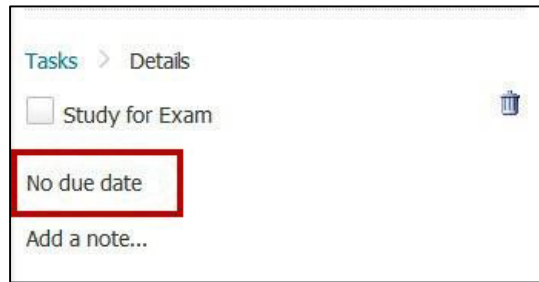


3. Press the **Enter** key on your keyboard to confirm your task.

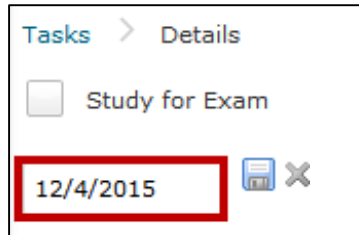
4. Click the **task** in the *Tasks* list to set a *due date*.



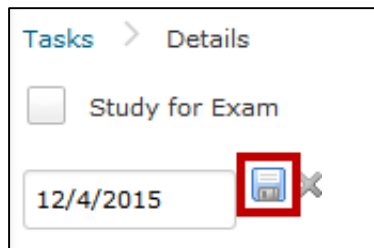
5. Click on **No due date**.



6. Enter a **date** when the task should be complete.



7. Click the **Save** button.



8. The task will be added and the due date will be set.

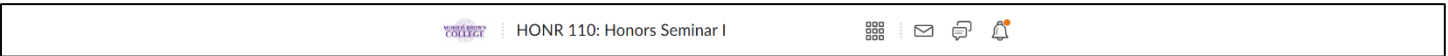
# Email

The *Email* tool can be used to send and receive emails within D2L Brightspace. This email tool is separate from your student email account. The following explains more about using the email tool within D2L Brightspace.

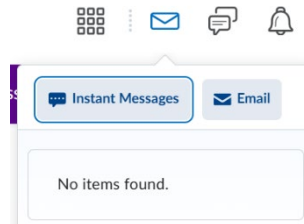
## Opening Email

The following explains how to open the email tool.

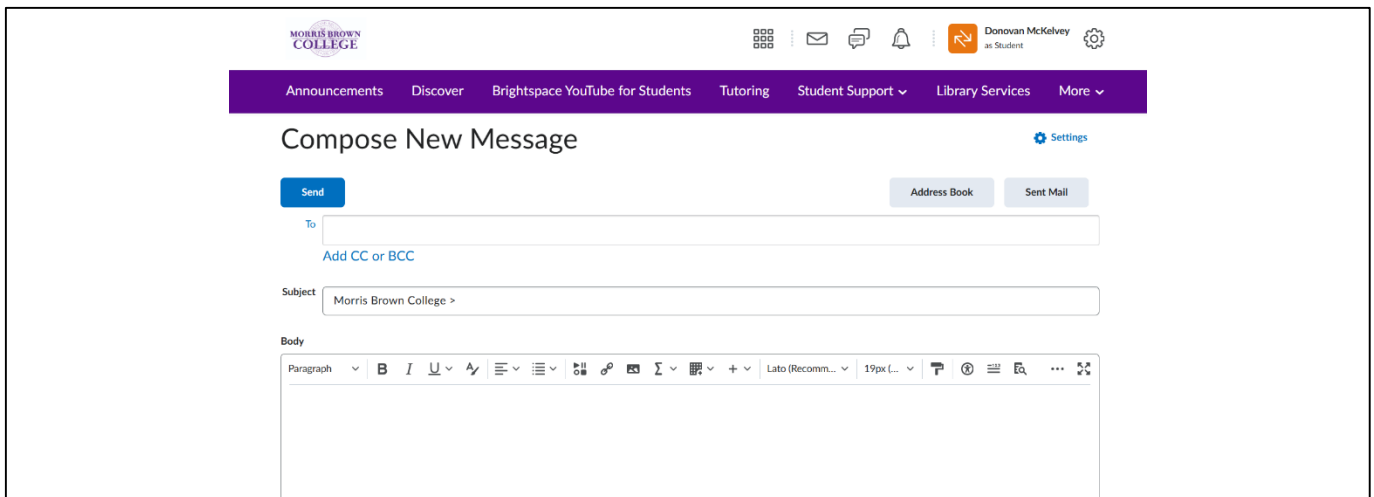
1. From the *NavBar*, click the **Email Alerts** icon.



2. Click on **Go to Email**.



3. The *Compose New Message* option will appear on your screen.

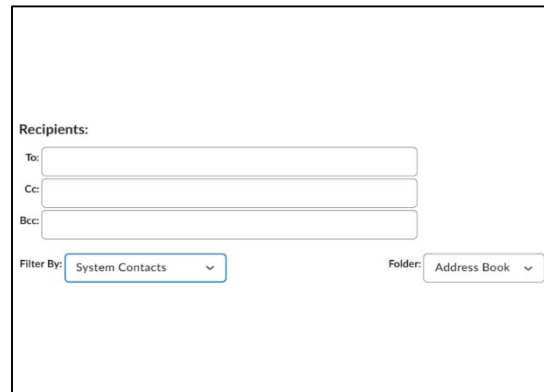


## Sending an Email

The following explains how to send an email to your instructor or classmate.

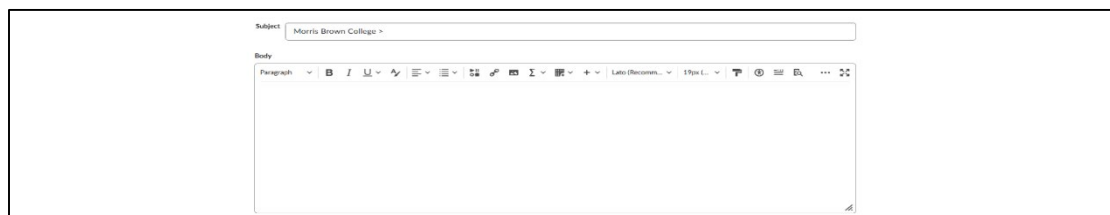


- If you are enrolled in multiple classes, you can use the *Filter By* option to display user information for your class of choice.



The screenshot shows an email composition interface. At the top, there is a section labeled "Recipients:" containing three input fields for "To:", "Cc:", and "Bcc:". Below these fields, there are two dropdown menus: "Filter By:" with "System Contacts" selected, and "Folder:" with "Address Book" selected.

- Click the **checkboxes** to select the name(s) of the recipients that you want to send an email to.
- Click on one of the following:
  - To** – Select this option if the recipient is directly affected by this email.
  - Cc** – Select this option if the recipient should know about the email, but is not directly involved.
  - Bcc** – Select this option if the recipient should know about the email, but others listed in the *To* area and *Cc* area do not need to know that they received a copy of the email (recommended when sending to a large audience).
- After you have selected your recipients, click the **Add Recipients** button in the *lower-left corner*.
- You will be directed back to the *Compose New Message* window. Enter a **Subject** and your **Message**.



The screenshot shows the "Compose New Message" window. At the top, there is a "Subject" field with the text "Morris Brown College". Below the subject field is a "Body" field with a rich text editor toolbar. The toolbar includes options for Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a "Lato (Recomm...)" font selection dropdown. The body field is currently empty.

- Click the **Send** button. Your message will be sent and you will be redirected back to the *Inbox*.

## Coursework

The Coursework tool is where instructors organize and deliver all instructional materials for a course. This includes readings, videos, links, learning activities, and structured modules. For students, Coursework is the primary place they go to understand what to do each week.

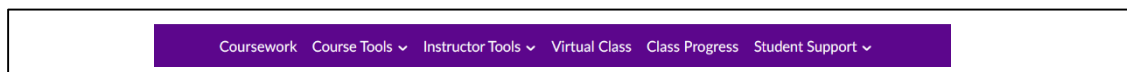
A well-organized Coursework area supports clarity, consistency, and student success. The *Coursework* tool is where you place course materials such as the *syllabus*, *lecture slides*, *assignments*, etc.

The following explains how to use the *Coursework* area.

### Accessing and Viewing the Coursework

The following explains how to access the *Coursework* area.

1. From the *Course Homepage*, click **Coursework** on the *NavBar*.



### What the Coursework Tool Is

The Coursework tool allows instructors to:

- Organize course materials into modules and sub-modules
- Deliver instructional content in a logical sequence
- Connect learning materials to assignments, discussions, and assessments
- Control visibility and access to course materials

Coursework is instructional. It is not a file dump. How materials are structured directly affects student navigation and comprehension.

---

### How to Access the Coursework Tool

1. Enter your course.
2. Select **Coursework** from the course navigation bar.
3. You will see the module structure on the left and content items on the right.

---

### Creating Modules (Course Structure)

Modules are the main organizational units in Coursework. Many courses use modules organized by **week**, **unit**, or **topic**.

#### To Create a Module:

1. Click **Add a module**.

2. Enter a clear, descriptive module title.
3. Press Enter to save.

Best practice:

- Use consistent naming across modules.
  - Avoid vague titles such as Week 1 Content.
- 

## Adding Materials to a Module

Once a module is created, you can add instructional materials directly inside it.

### Common Coursework Items:

- **Upload/Create**

Upload files such as PDFs, Word documents, or PowerPoint presentations, or create pages directly in Brightspace.

- **Create a Link**

Add links to external websites, videos, or resources.

- **Existing Activities**

Link assignments, discussions, quizzes, or other activities already built in the course.

Each item should clearly communicate what the student is expected to read, watch, or complete.

---

## Organizing and Reordering Coursework

You can organize modules and items by:

- Dragging and dropping modules or content items
- Ensuring materials appear in a logical order

Best practice:

- Place overview or instruction pages at the top of each module
- Follow the same structure in every module

Consistency reduces student confusion and support requests.

---

## Setting Availability and Release Conditions

Brightspace allows instructors to control when Coursework becomes available.

You may:

- Set **start and end dates** for modules or items
- Apply **release conditions** that require completion of prior activities

Use these features intentionally and communicate clearly with students when restrictions are applied.

---

## Viewing Coursework as a Student

Before the course begins and after major updates:

- Use **View as Student** to confirm visibility
- Check that links and files open correctly
- Verify students can access materials as intended

---

## Instructor Responsibilities

Instructors are expected to:

- Maintain an organized Coursework structure
  - Align instructional materials with assignments and assessments
  - Keep content current and accurate
  - Avoid placing critical instructions only in announcements without reflecting them in Coursework
- Coursework is the backbone of the course experience. If students cannot easily locate materials, learning is disrupted.

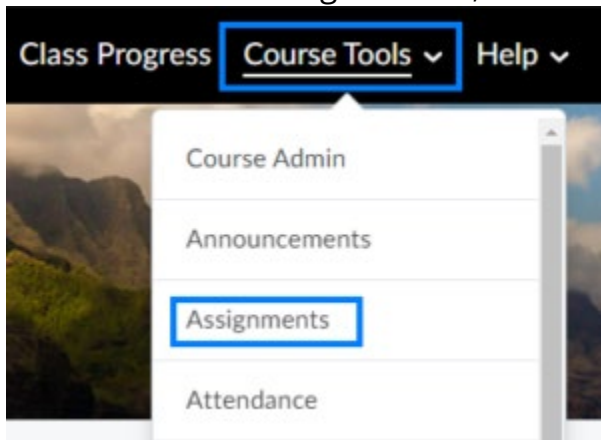
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## Instructor Best Practice

If a student asks, “Where do I find this?” the answer should almost always be: Check Coursework for the module.

## Create an Assignment

1. From the course navigation bar, click Course Tools and select Assignments from the drop-down.



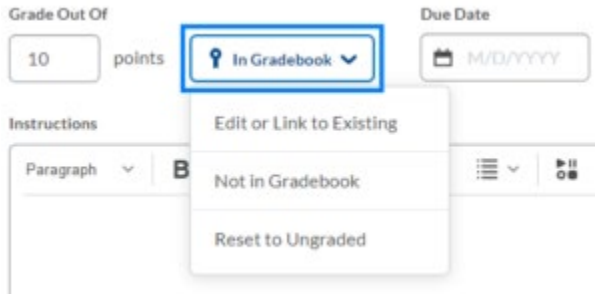
2. Click New Assignment.

### Assignments



3. Enter a name for the assignment.
4. If the assignment will be graded, click within the Grade Out Of text box and enter the point value of the assignment. An *In Gradebook* field will then appear, indicating a grade item will be created for this assignment in the gradebook.
5. Optionally, click the In Gradebook drop-down and select:

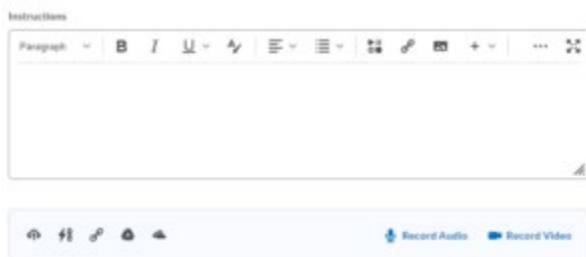
- *Edit or link to existing* to create a new grade item and select the grade category to which it belongs, or to link the assignment to an existing grade item.
- *Not in Gradebook* to create an assignment with a point value, but that will not be included in the gradebook.
- *Reset to Ungraded* to remove all scoring.



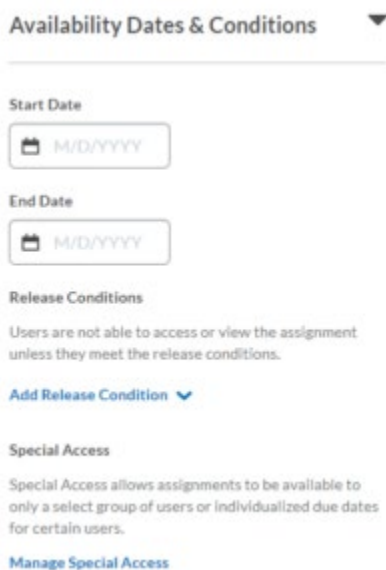
6. Click within the Due Date field to establish a due date for the assignment.



7. Add any instructions and/or attach any supplemental files.



8. From the *Availability Dates & Conditions* tab, a Start Date and End Date for the assignment can be set.



PLEASE NOTE: Students are able to submit after the established Due Date. The submission will be marked late. The End Date serves as the date and time after which a student can no longer submit.

9. From the *Submission & Completion* tab, you can set whether the assignment:

- Is an individual or group assignment
- Should belong to an assignment category
  - PLEASE NOTE: This setting is unrelated to the grade
- Is a File Submission, Text Submission, an On Paper Submission, or an Observed in Person assignment
- Should be limited to one file or unlimited files per submission
- Should restrict student submissions to only specific file formats
- Should keep all submissions, keep only one submission, keep only the most recent submission
- Should send a notification email each time a student submits

## Submission & Completion

---


### Assignment Type

- Individual Assignment
- Group Assignment

### Category

No category 

### Submission Type

File submission 

### Files Allowed Per Submission

- Unlimited
- One File

### Allowable File Extensions

No Restrictions 

### Submissions

- All submissions are kept
- Only one submission allowed
- Only the most recent submission is kept

10. From the *Evaluation & Feedback* tab, you can add a rubric by creating a new rubric or selecting an existing one. You can also determine whether you would like the annotation tools to be available to you when reviewing learner submissions, whether you would like learners to be anonymous to you while grading, and whether this assignment should utilize

## Assignment Visibility

1. If you would not yet like the assignment to be visible to learners, click the Visibility option to make the assignment hidden.



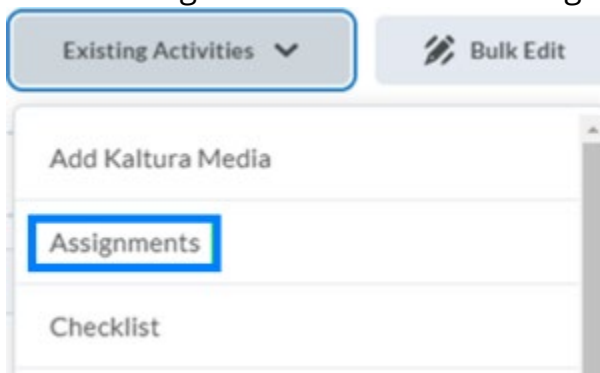
**PLEASE NOTE:** The difference between this visibility setting and the availability dates is that with availability dates, learners will see the assignment exists, but they will not be able to click on it. With the visibility setting, the assignment is hidden from learners until you return and change it to be visible. An assignment must be visible for the availability dates to take effect.

2. Click Save and Close when you have finished creating the assignment.

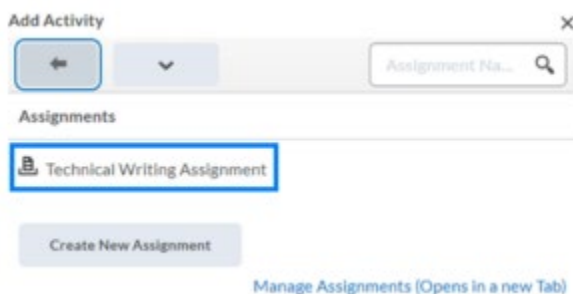
## Add The Assignment To A Course Module

The Assignments area under Course Tools lists all of the assignments in the course. You can insert them into any Content module to list them with related content.

1. From the course navigation bar, click Content and navigate to the module location where the assignment should reside.
2. Click Existing Activities and select Assignments from the drop-down.



3. Locate and click the assignment you would like to insert.



## Release Conditions

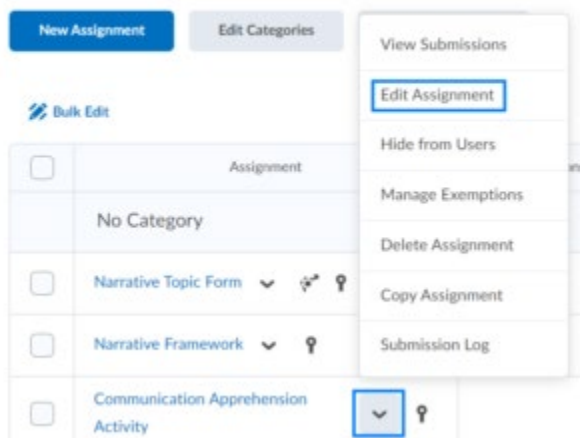
Release conditions can be applied to various content items and activities within Brightspace. When a release condition is applied to an item, students are unable to see the item until they meet the criteria established in the condition. An example of this might be an assignment with a release condition requiring that a student must first view a specific content item. Once a student has viewed that content item, the assignment will become visible to them.

1. From the course navigation bar, **click Course Tools** and **select Assignments** from the drop-down.

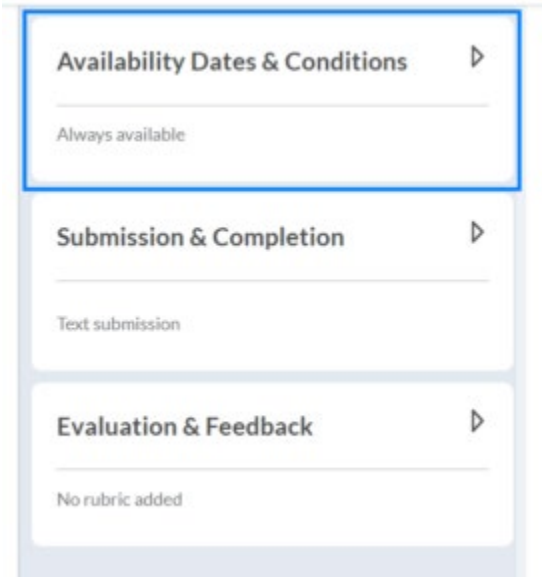


1. **Click** the **drop-down** icon to the right of the assignment you would like to apply a release condition to and **select Edit Assignment** from the drop-down.

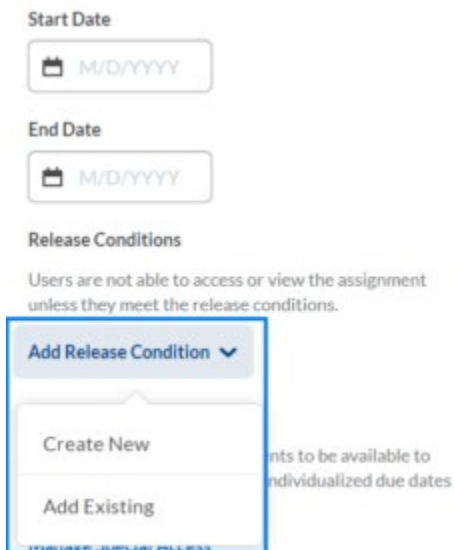
### Assignments



2. **Click** the **Availability Dates & Conditions** section near the top-right of the screen.

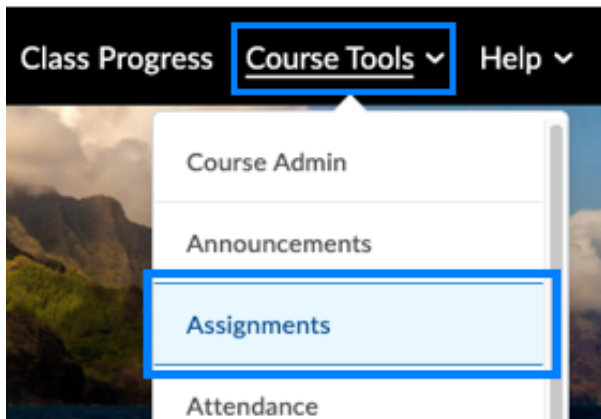


3. **Click Add Release Condition. Select Create New** if you are creating a new release condition. **Click Add Existing** if you are applying a release condition that you have already created and/or are using elsewhere in the course.

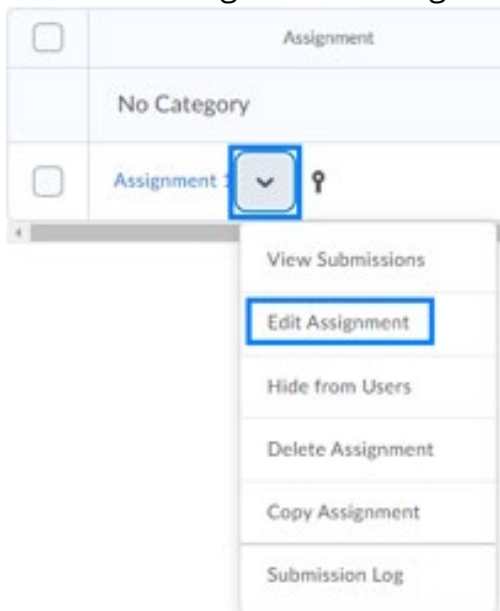


## Special Access to Assignments

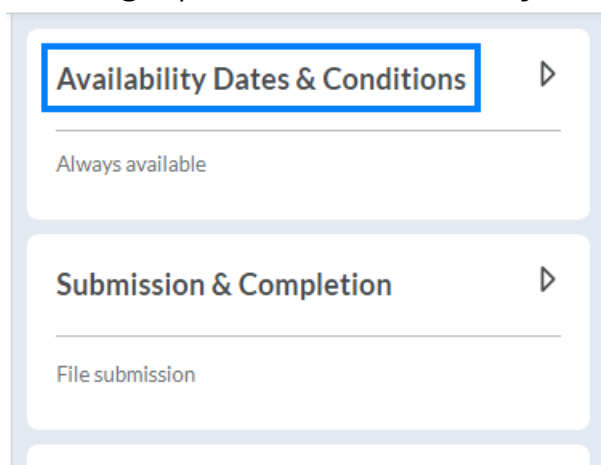
1. **Click Course Tools** from the course navigation bar and **select Assignments** from the drop-down menu.



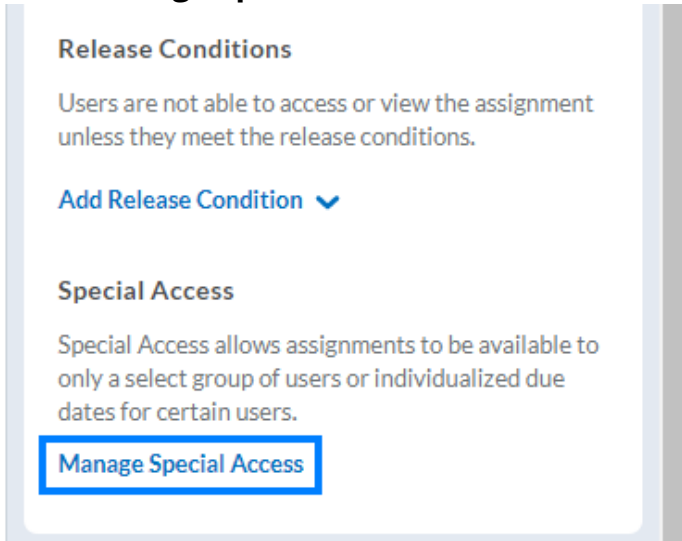
2. Find the assignment that you wish to provide learner(s) with extended time for. **Click the drop-down** to the right of the assignment name and **select Edit Assignment**.



3. In the right panel, **click Availability Dates & Conditions** to expand the settings.



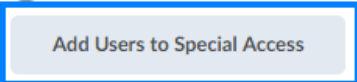
4. **Click Manage Special Access.**



5. **Click Add Users to Special Access.**

**Manage Special Access**

- Allow users with special access to submit outside the normal availability dates for this folder
- Allow only users with special access to see this folder



**PLEASE NOTE:** The Special Access window opens. Here you can change the due date, start date, or end date for specific users to meet accommodation needs. Options not changed on this page will match the settings for other learners on this assignment.

6. After setting the special access properties to be granted on this assignment, **scroll** down to **Users**. **Check** the **box** next to the name of the learner or learners who are being granted special access.

**Users**

Search For...

<input type="checkbox"/>	First Name ▲, Last Name
<input checked="" type="checkbox"/>	Training Student

**PLEASE NOTE:** If you do a search to find the student, check the box next to their name and then

go back to again set the special access properties. Doing a search removes the settings.

7. **Click** the **Save** button below the list of users to save your changes.



8. **Click Save and Close.**

## Grade an Assignment

1. Go to **Assignments**. Click the dropdown menu by the desired assignment, and select **View Submissions**.

The screenshot shows the 'Assignments' page interface. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main content is a table with columns for 'Assignment', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback Published'. The table has three rows: 'No Category', 'HW 1', and 'HW 2'. A dropdown menu is open for 'HW 1', with 'View Submissions' highlighted in red. Other options in the menu include 'Edit Assignment', 'Hide from Users', 'Delete Assignment', 'Copy Assignment', 'Copy to Other Courses', and 'Submission Log'. A '20 per page' dropdown is visible at the bottom right of the table.

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	HW 1	5	5/7	1/7	1/7
<input type="checkbox"/>	Experi Due on		1/7	1/7	0/7
<input type="checkbox"/>	HW 2 Due on	1	1/7	0/7	0/7

2. From the list of students who have submitted a file, click on one of the submitted files.

[Assignments](#) > [HW 1](#) > [Submissions](#)

## HW 1 - Submissions

Publish All Edit Assignment Email Users Without Submissions Add Feedback Files More Actions

Users Submissions

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback Retract Feedback Add Feedback

<input type="checkbox"/>	Learner ▲	Submission Date	Delete
<input type="checkbox"/>	Stu1, Vandy		<a href="#">Go to Evaluation</a>
<input type="checkbox"/>	<a href="#">Generative AI in Higher Education_Pro... (5.92 MB)</a>		

This takes you to the evaluation page. Here you have many options for assessment and providing feedback. Also see the image below.

- By clicking on the document, you can use the built in **Annotation Tool**. [Click here for more information](#) on how to use annotations.

On the right hand side you will see the feedback panel. This panel will allow you to privately communicate FERPA-sensitive grade information with your student. You can:

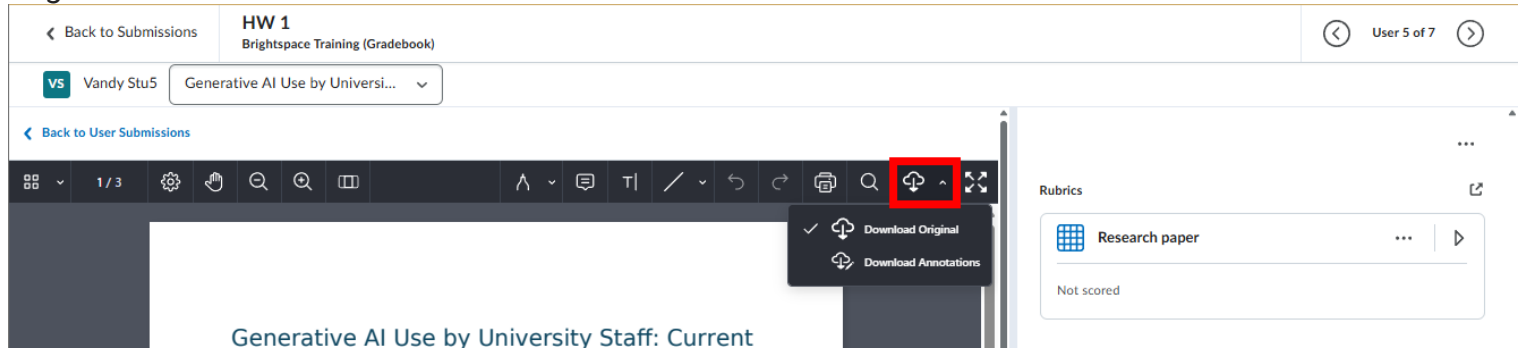
1. **Attach and use a rubric.** Click to expand the rubric and grade by criterion.
2. **Assign a grade.** Enter manually, or if you are using an rubric this is automatic entered.
3. **Add text.** Add images and other things with the [insert stuff](#) button in the feedback text box.
4. **Upload a feedback file.** This can be a graded copy of the submission, instructor notes, or another file.
5. **Add video or audio feedback.** This feature is useful when you want to communicate more personally with your students or accurately convey tone. You can record one minute of audio or three minutes of video.

The screenshot displays a Brightspace interface for a student submission. The student's name is Vandy Stu1, and the assignment is 'Generative AI in Higher Educa...'. The student's paper is titled 'The Generative Paradox: Advantages and Disadvantages of Integrating Artificial Intelligence in Higher Education'. The rubric shows an overall grade of 9.17/10 and feedback: 'Good job overall. Your information is through and presented well. In terms of format, you could do better in terms of section headers. You should focus more about getting to the point of your paper and less about the overall length.' The feedback also mentions double-checking APA formatting. A note bubble says 'Doublecheck the proper formatting of section headers in a report like this.' A red circle highlights the section header 'I. Strategic Overview: The Generative Paradox and Institutional Adaptation'. A red circle highlights the overall grade '9.17 / 10'. A red circle highlights the feedback text. A red circle highlights the 'Publish' button. A red circle highlights the 'Save Draft' button. A red circle highlights the 'File Upload' button in the bottom right corner.

After leaving feedback and assigning a grade, you can publish feedback immediately or save your feedback as a draft and release it at a later time. This enables you to revise and review evaluations and publish your feedback to multiple users at the same time. You also have the option to retract published feedback if you want to provide an update to past evaluations but only want learners to access your most recent feedback.

## Download assignment files

You can download a student's file submission from the Evaluation page. You can either download the original file or a version with annotations.



It is also possible to download all user submissions in a .zip file, leave feedback within the files using the Word or PDF track changes and comment features, then upload the files back to the appropriate assignment submission folder so they appear as attachments.

1. To download all student work from the Assignment **View Submissions** page, click the box next to each student's name, or check the box at the top of the column that will check every student. Then click **Download**.

# HW 1 - Submissions

[Publish All](#)
[Edit Assignment](#)
[Email Users Without Submissions](#)
[Add Feedback Files](#)
[More Actions](#)

[Users](#)
[Submissions](#)

[Show Search Options](#)

[Download](#)
[Email](#)
[Mark as Read](#)
[Mark as Unread](#)
[Delete](#)
[Publish Feedback](#)
[Retract Feedback](#)
[Add Feedback](#)

<input checked="" type="checkbox"/>	Learner	Submission Date	Delete
<input checked="" type="checkbox"/>	Stu1, Vandy		<a href="#">Go to Evaluation</a> <a href="#">Draft Saved</a>
	<a href="#">Generative AI in Higher Education Pros and Con...</a> (5.92 MB)		
<input checked="" type="checkbox"/>	Stu2, Vandy		<a href="#">Go to Evaluation</a> <a href="#">Published</a>
	<a href="#">Generative AI in higher education.docx</a> (20.28 KB)		
<input checked="" type="checkbox"/>	Stu3, Vandy		<a href="#">Go to Evaluation</a>

- Open the Zip file that is downloaded to your computer. Enter feedback one by one, save and close the files. **Do not rename the files.**
- To return feedback on all downloaded submissions at once, click **Add Feedback Files**. Upload your compressed .zip file using the same format that it was downloaded with, then click **Add**.

To add the file to students **one at a time**, go to the Evaluation page for that student. Use the **File Upload** button underneath the feedback text box

Rubrics

Research paper

11 / 12  
Level achieved: Level 4

Overall Grade: 9.17 / 10  
Learner View of Grade: 9.17 / 10 - 91.67 %

Overall Feedback

Good job overall. Your information is through and presented well. In terms of format, you could do better in terms of section headers. You should focus more about getting to the point of your paper and less about the overall length.

Also, be sure to double-check your APA formatting

File Upload

Existing Activity

Weblink

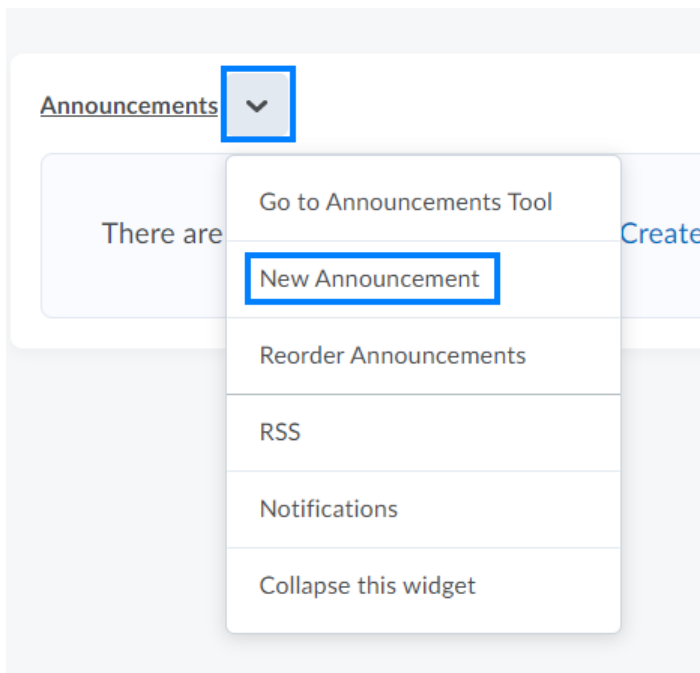
Google Drive

OneDrive

## Announcements

Announcements allow you to post important course information to students directly in Brightspace. Students see announcements when they log into Brightspace and access the course. **These announcements are only visible in the LMS and are not emailed to students unless students modify their notification preferences.**

1. From the course homepage, **click** the **drop-down** to the right of Announcements and **select New Announcement** from the drop-down.



2. In the *Headline* textbox, **enter** a **title** for the announcement. In the *Content* textbox, **enter** the **message** you would like to communicate to the class.

## New Announcement

### General

Headline \*

Assignment 3 Postponed

Content \*

Due to class being cancelled today (3/12), Assignment 3 **will not** be due tonight at 11:59PM. It will instead be due 3/24 at 11:59PM. Have a happy and safe Spring Break everyone!

3. Scroll down to access additional options.

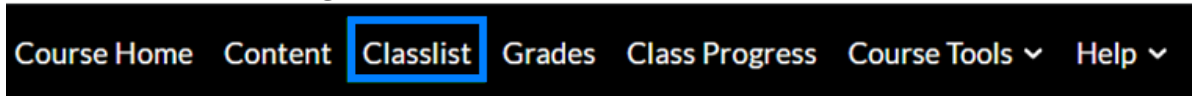
1. If you would like to create an announcement but not post it right away, set the *Start Date* to a future date and time.
2. If you would like the announcement to disappear after it is no longer relevant, set the *End Date* to a future date and time.
3. If you would like to include a file with your announcement, select one of the *Attachments*.

4. **Click Publish** when you have finished creating the announcement.

## Email Your Class

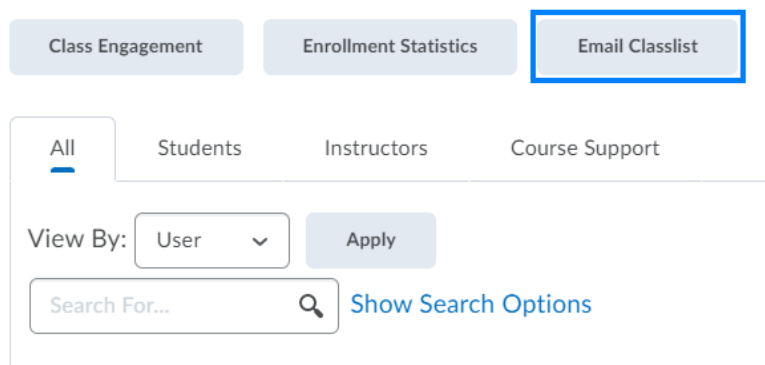
Course Announcements appear on the Course Home tab of your course. If you would like to ensure students receive course announcements as emails regardless of their chosen notification preferences, you must email a copy of the announcement via the Classlist.

1. From the course navigation bar, **click Classlist**.



2. From Classlist, **click Email Classlist**.

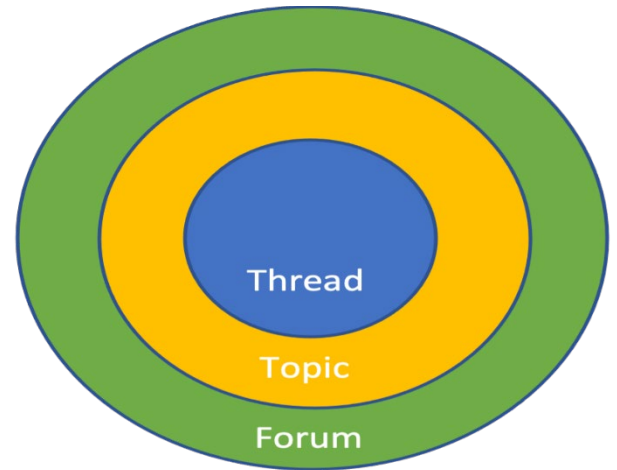
### Classlist



## Discussions

Discussions in Brightspace consist of forums, topics, and threads; threads are further broken down into posts and replies.

- A **forum** can be thought of as container in which discussions are organized. An empty forum does not allow students any way to participate. It must have topics inside of it for discussion to take place.
- A **topic** is where the discussion prompt will reside and where the conversation will take place through threads.
- A **thread** is created when an instructor, teaching assistant, or student initiates discussion per the original prompt; this initial entry and each individual reply are referred to as **posts** in Brightspace.

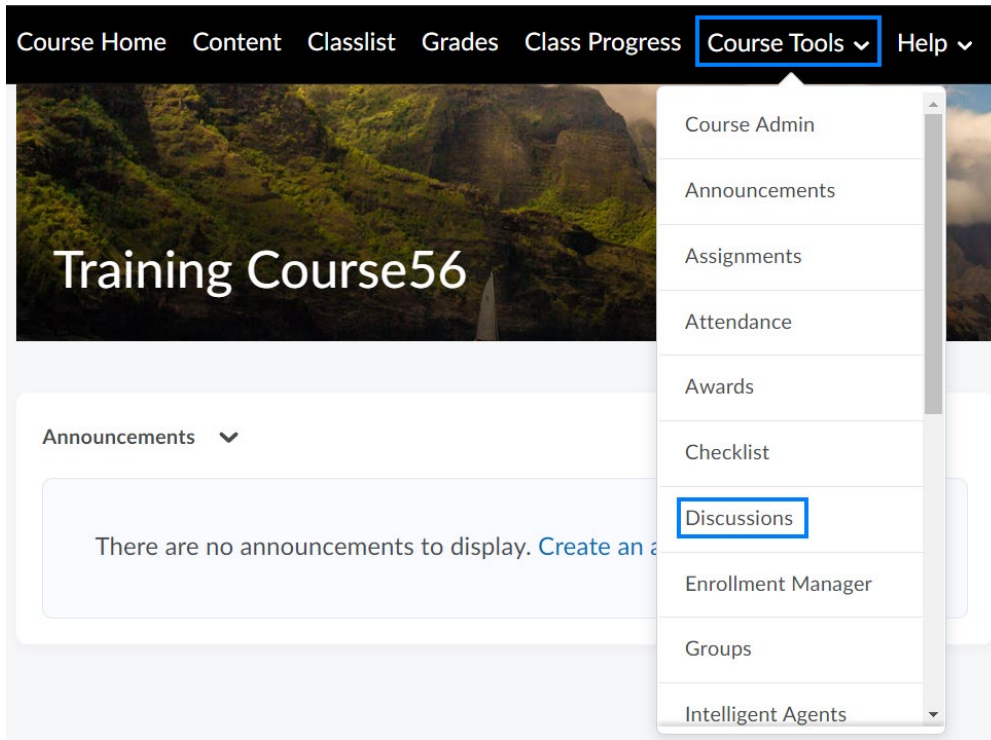


An example of this structure might look like a “Weekly Reading Reflections” forum containing a different topic for each of the weekly readings. Within a topic, students would create threads to post their original response to topic prompt and would create replies to respond to the threads of their peers.

Unit 1 Discussions ▾			
All discussions from the first 4 weeks of class will be in this forum.			
Topic	Threads	Posts	Last Post
<b>Group Discussions - 9/25/17</b> ▾ Group/section restrictions. During class today we split into groups, and I gave each group a topic to discuss. Each student should start a thread with their opinion on today's topic, and respond at least two of their group members' thread for participation credit.	0	0	
<b>Research Topic - Due 10/4/17!</b> ▾ Please start a thread in which you state what your research topic will be. You must tell me the person, genre, or work that you have chosen. Research topics are due on October 4th!	0	0	

## Create A Discussion Forum

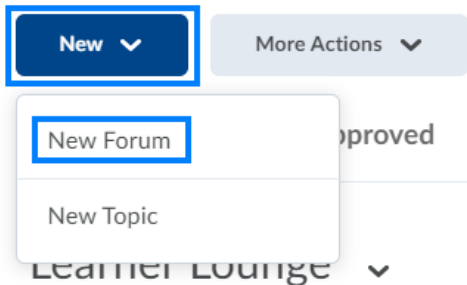
1. From the course navigation bar, **click Course Tools** and **select Discussions** from the drop-down.



2. **Click New** and **select New Forum** from the drop-down.

## Discussions

[Discussions List](#) Subscriptions Group

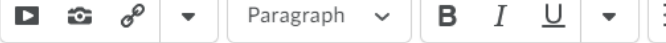


3. **Enter a Title** for the forum and, optionally, a **Description**.

Title \*


Describe some of the early influences to the style of jazz music.


Description





4. **Scroll** down and **review** the forum **Options**. Options set at the forum-level will apply to all topics within the forum. Similar options will be available at the topic-level when creating individual topics.

Options

Allow anonymous posts 

A moderator must approve individual posts before they display in the forum 

Users must start a thread before they can read and reply to other threads in each topic 

Display forum description in topics 

5. **Click** the **Restrictions** tab to review the availability of the forum. Similar options will be available at the topic-level when creating individual topics. When finished, **click Save and Close**.

Properties **Restrictions**

Hide from Users

Availability

Has Start Date

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Has End Date

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Display In Calendar

## Create A Discussion Topic

1. **Navigate** to the **Discussions**, **click New** and **select New Topic** from the drop-down.

### Discussions

**Discussions List** Subscriptions Group

**New** ▾ More Actions ▾

New Forum approved

**New Topic**

2. **Enter a Topic Title** and **select the Forum** that will house the topic you are creating or **click Create Forum** to create a new forum for the topic.

← Back to Manage Discussions      New Topic

Topic Title \*

Describe some of the early influences to the style of jazz music.

Forum \*

Week 1    Create Forum

3. If the discussion will be graded, **click** within the **Grade Out Of** box and **enter** the point value of the discussion. An **In Grade Book** indicator will appear confirming a grade item for this discussion has been added in the grade book.

Topic Title \*

Describe some of the early influences to the style of jazz music.

Forum \*

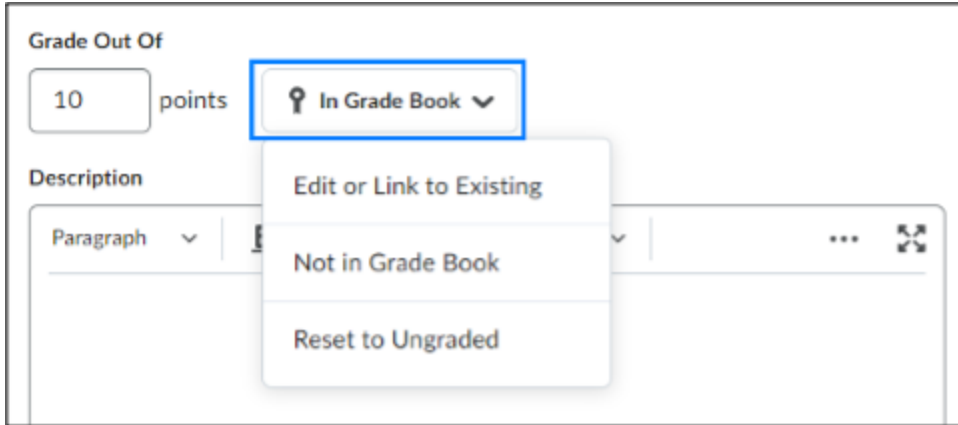
Week 1    Create Forum

Grade Out Of

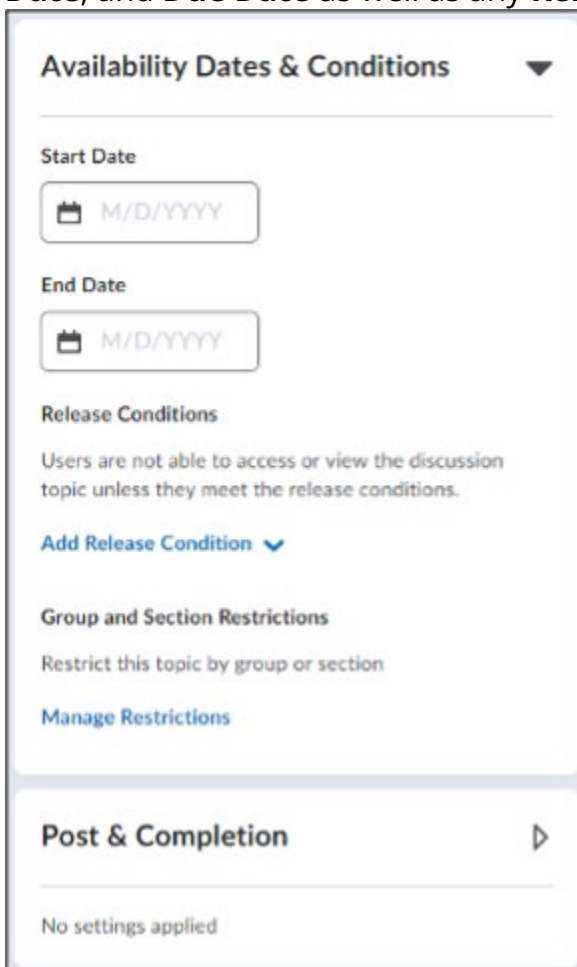
10 points    In Grade Book

Description

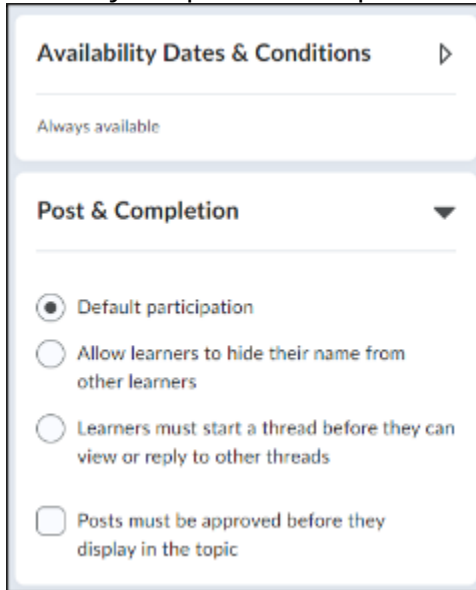
4. *Optional:* **Click** the **In Grade Book** indicator and **select** one of the following:
- **Edit or Link to Existing** - to edit the newly created grade item properties such as category or connect to an existing grade item previously created in the grade book.
  - **Not in Grade Book** - to associate a point value with this discussion that will not be included in the grade book.
  - **Reset to Ungraded** - to remove all scoring



5. *Optional:* **Add a Description.** The description is typically used to indicate to students what criteria should be included in their responses to the prompt and/or the question prompt itself.
6. **Click Availability Dates & Conditions** at the right side of the screen to set **Start Date, End Date,** and **Due Date** as well as any **Release Conditions** or **Restrictions.**

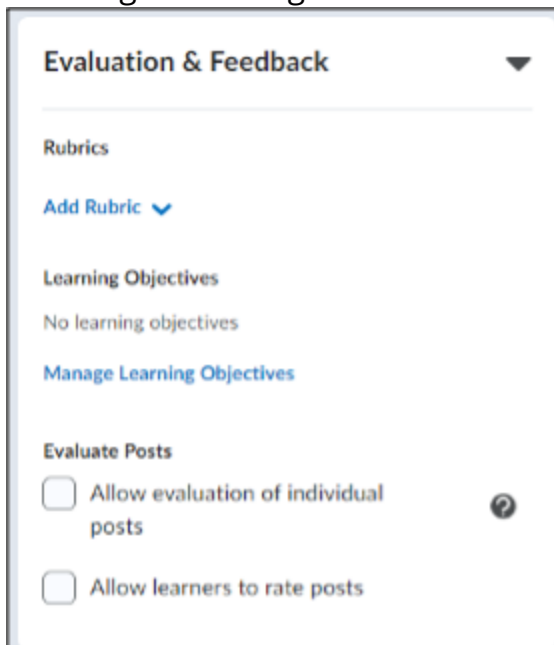


7. **Select** your preferred options from the **Post & Completion** area at the right side of the screen.



The screenshot shows a settings panel with two sections. The top section is titled 'Availability Dates & Conditions' with a right-pointing chevron and contains the text 'Always available'. The bottom section is titled 'Post & Completion' with a downward-pointing chevron and contains four radio button options: 'Default participation' (selected), 'Allow learners to hide their name from other learners', 'Learners must start a thread before they can view or reply to other threads', and 'Posts must be approved before they display in the topic'.

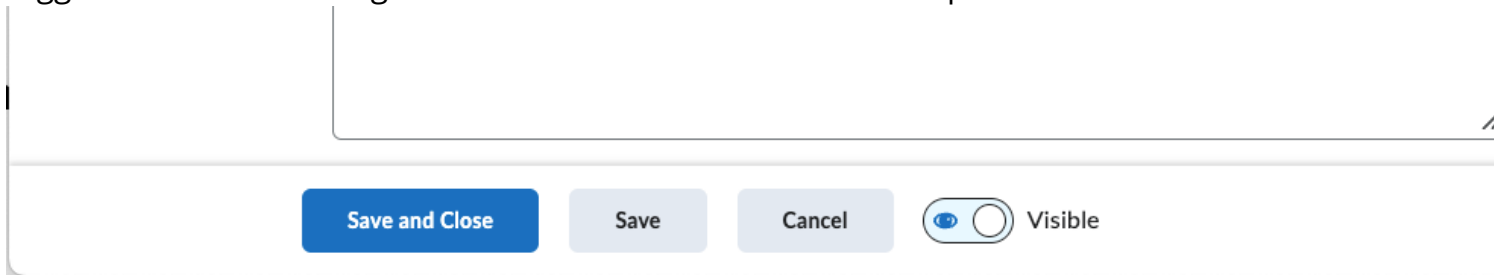
8. From the **Evaluation & Feedback** area, you can add a rubric by creating a new rubric or selecting an existing one.



The screenshot shows a settings panel titled 'Evaluation & Feedback' with a downward-pointing chevron. It is divided into three sections: 'Rubrics' with a blue link 'Add Rubric' and a downward chevron; 'Learning Objectives' with the text 'No learning objectives' and a blue link 'Manage Learning Objectives'; and 'Evaluate Posts' with two unchecked checkboxes: 'Allow evaluation of individual posts' and 'Allow learners to rate posts'. A question mark icon is located to the right of the first checkbox.

9. When you are finished, **click Save and Close**. The topic will display within the designated forum in the discussion list. NOTE: The default student visibility for new topics is "Visible"; you can

toggle the slider to the right of the **Cancel** button to hide the topic.

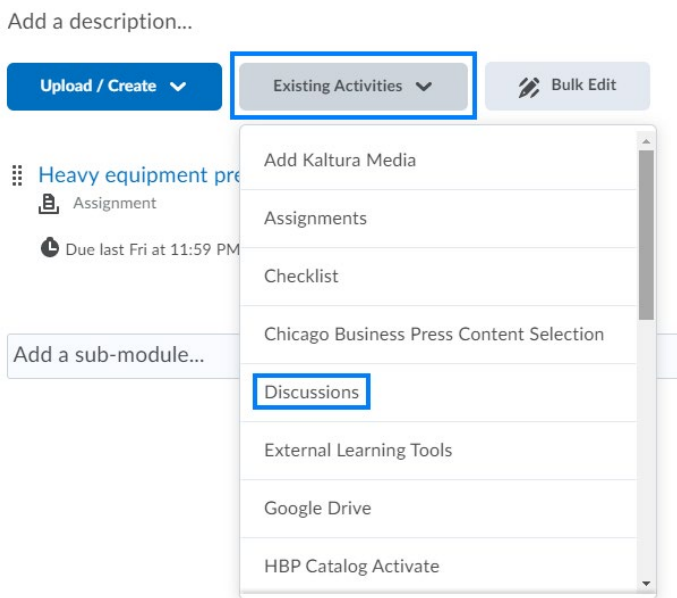


## Add The Discussion To A Content Module

The Discussions area under Course Tools lists all of the discussions in the course. You can insert them into any Content module to list them with related content.

## Grade Discussions

1. From the course navigation bar, **click Content** and **navigate** to the **module location** where the discussion should reside.
2. **Click Existing Activities** and **select Discussions** from the drop-down.



3. **Locate** and **click** the **discussion forum** in which the topic resides.

Add Activity X

Discussion Obj...

Discussions

- Learner Lounge >
- Learner Lounge >
- Testing >
- Student Questions >
- Week 1 >

Create New Discussion Forum

[Manage Discussions \(Opens in a new Tab\)](#)

1. **Click** the **name of the discussion topic** you would like to insert.  
On your course homepage, navigate to Discussions.

D2L BRIGHTSPACE Astronomy

Course Home Content Assignments **Discussions** Quizzes Classlist Grades Checklist Course Tools More

# Astronomy

Announcements

There are no announcements to display. [Create an announcement.](#)

Create a post...

Post

Calendar

Friday, September 30, 2022

Upcoming events

- OCT 14 11:59 PM Big Bang Theory Assignment - Due
- OCT 22 11:59 PM Ancient Astronomer Research Assignment - Due

2. On the **Discussions List** tab, click the drop-down menu next to a topic name and select **Assess Topic**.

The screenshot shows the D2L Brightspace interface for an 'Astronomy' course. The 'Discussions' section is active, displaying a list of topics. A dropdown menu is open over the topic 'Class Discussion about the Big Bang Theory'. The 'Assess Topic' option is highlighted with a red box and a mouse cursor. The background shows course navigation, filters, and a table of discussion threads.

Topic	Threads	Posts	Last Post
Class Discussion about the Big Bang Theory Includes assessment.	1	1 (1)	Michael Bluth July 27 at 4:46 PM

3. A new page loads that lists learners who have posted a thread to the chosen topic. Filter users by **Sections** or **Groups** if needed. Click **Topic Score** under a learner's name to evaluate a topic and provide individual feedback.

## Assess Topic - Is the solar system accurately represented in film and literature?

Publish All Feedback   Retract All Feedback   Manage Columns   Manage Exemptions

Users   Assessments

View By: User   Apply

Wil Fischer   Show Search Options

1 Search Result   Clear Search

View Options

Show Topic Score

Publish   Retract Feedback

<input type="checkbox"/>	Learner	Score	Status
	Wil Fischer		
<input type="checkbox"/>	Topic Score	0 / 10 (0%)	Not yet evaluated

20 per page

4. Once the thread has loaded in a new page, enter the following:
- In the **Overall Grade** field, add the learner's grade.
  - In the **Overall Feedback** field, add your comments or feedback.
  - Use the **Attachments** section to add text and audio-video files.



**Note:** Learners can review feedback files in the discussion or in the Grades tool.

5. Do one of the following:
- Click **Publish** for the learner to be notified of their activity grade.
  - Click **Save as Draft** to publish the grade and feedback later.



**Note:** You cannot publish or save your draft if the **Overall Feedback** field exceeds 300,000 characters. If the **Overall Feedback** field exceeds the character limit or if the **Grade field** contains an invalid grade, a dialog pops up and the tooltip "There is one or more errors in the information entered appears" when you try to save or publish.



**Note:** When evaluating Discussion from the **Evaluation** page, you can click and drag the boundary between the **Post** pane and the **Overall Feedback** pane to change the size of each. If you reduce the size of the **Overall Feedback** pane past a break point, the icons change in appearance. The **File Upload**, **Attach Link to Existing Activity**, **Attach Weblink**, **Attach from One Drive**, **Record Audio**, and **Record Video** icons change to only show **Attach**, **Record Audio**, and **Record Video** icons as part of the adaptive experience. You can click **Attach** in this case to access the same options.

You can save time by providing bulk feedback to multiple learners directly from the **Assess Topic** page in Discussions. This feature allows you to add feedback to selected learners or all learners simultaneously, streamlining the evaluation process.

### To provide feedback to selected learners

1. Navigate to Discussions.

2. On the **Discussions List** tab, click the drop-down menu next to the related topic's name and select **Assess Topic**.

The screenshot shows the Blackboard interface for the course 'Astronomy 101b'. The 'Discussions' tab is selected, and the 'Discussions List' sub-tab is active. A dropdown menu is open for the topic 'Are sunspots a contributor to global warming?', with 'Assess Topic' highlighted. The interface shows a table of discussion topics with columns for Topic, Threads, Posts, and Last Post.

Topic	Threads	Posts	Last Post
<b>Are sunspots a contributor to global warming?</b> Group/section restrictions. Includes assessment. Must post first before responding to other participants. Based on what you've learned about the Maunder Minimum, do you think sunspot activity be related to climate change? <i>This discussion topic is worth 5 pts and you must post first before responding to other participants.</i>		1 (1)	Chen Yu Sep 19, 2023 4:05 PM
<b>General Astronomy 101 Discussion</b> Course news Includes assessment.		1 (1)	Emily Salazar February 18 at 7:22 PM

3. Filter users by **Sections** or **Groups** if needed, and select the learners you want to provide feedback to, then click **Add Feedback**.

4. Enter your feedback and click **Save**. The feedback is saved as a draft.



**Note:** If you add feedback for learners who already have feedback, an inline message will appear warning you that their existing feedback will be overwritten. If you attempt to save blank feedback for learners who already have feedback, a separate confirmation dialog will appear.

5. To publish the feedback, select the users you provided feedback to, and click **Publish**. The feedback **Status** for selected learners will change to **Published**.

<input type="checkbox"/>	Learner	Score	Status
	Emily Salazar		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Mar 19, 2025 11:28 AM
	Chen Yu		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Mar 19, 2025 11:28 AM
	Aline Souza		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Draft: Mar 19, 2025 11:22 AM

### To provide feedback to all learners

1. Navigate to Discussions.

2. On the **Discussions List** tab, click the drop-down menu next to the related topic's name and select **Assess Topic**.

The screenshot shows the Blackboard interface for the course 'Astronomy 101b'. The 'Discussions' tab is selected. The 'Discussions List' sub-tab is also selected. A dropdown menu is open for the topic 'Are sunspots a contributor to global warming?'. The 'Assess Topic' option is highlighted in blue in the dropdown menu. The table below shows the list of topics.

Topic	Threads	Posts	Last Post
<b>Are sunspots a contributor to global warming?</b> Group/section restrictions. Includes assessment. Must post first before responding to other participants. Based on what you've learned about the Maunder Minimum, do you think sunspot activity be related to climate change? <i>This discussion topic is worth 5 pts and you must post first before responding to other participants.</i>		1 (1)	Chen Yu Sep 19, 2023 4:05 PM
<b>General Astronomy 101 Discussion</b>			
<b>Course news</b> Includes assessment.		1 (1)	Emily Salazar February 18 at 7:22 PM

3. Click **Add Feedback to All**.

4. Enter your feedback and click **Save**. The feedback is saved as a draft.

**Add Feedback to all students**

**Feedback**

Paragraph **B** *I* U ~~A~~ | | ...

Lato (Recomm... | 19px (... |

Great job on your discussion! Your response demonstrated a strong understanding of the topic, and I really appreciate the depth of your analysis.

You provided well-reasoned arguments and supported your points with relevant examples, which added great value to the discussion. Your critical

3 students' feedback will be overwritten

**Save** Cancel

Publish Retract Feedback Add Feedback

<input type="checkbox"/>	Learner	Score	Status
<input type="checkbox"/>	Emily Salazar		

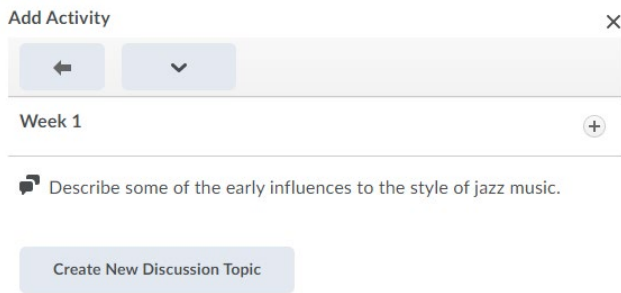


**Note:** If you add feedback for learners who already have feedback, an inline message will appear warning you that their existing feedback will be overwritten. If you attempt to save blank feedback for learners who already have feedback, a separate confirmation dialog will appear.

5. To publish the bulk feedback, click **Publish All Feedback**. The feedback status for all learners will change to **Published**.

Publish Retract Feedback Add Feedback

<input type="checkbox"/>	Learner	Score	Status
<input type="checkbox"/>	Emily Salazar		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Mar 19, 2025 11:28 AM
<input type="checkbox"/>	Chen Yu		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Mar 19, 2025 11:28 AM
<input type="checkbox"/>	Aline Souza		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Mar 19, 2025 11:58 AM



## Create A Grade Item From The Gradebook

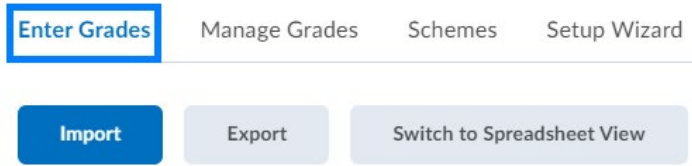
1. From the course navigation bar, **click Grades**.

2. From the gradebook navigation bar, **click Manage Grades**, **click New**, and **select Item** from the drop-down.

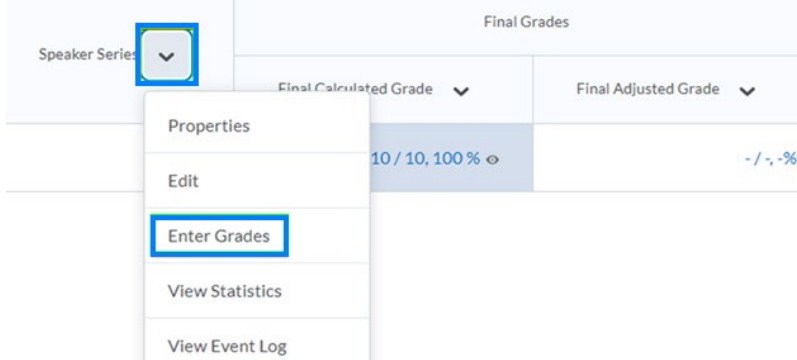
3. The New Item screen will appear. Here, you can choose what type of grade item you want to create:
  - Numeric grades are point-based
  - Selectbox allows you to grade based on level of achievement
  - Pass/Fail uses a simple pass/fail grade schemes
  - Formula allows you to grade based on an Excel-like formula
  - Calculated grades sum achievements across multiple grade items
  - Text allows you to enter text-only comments

## Enter Grades From The Gradebook

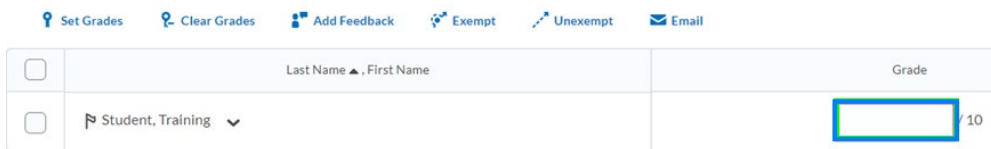
1. From the gradebook navigation bar, **click Enter Grades**.



2. **Click** the **drop-down** icon to the right of the column name and **select Enter Grades** from the drop-down.




3. **Click** within the **grade box** corresponding to the student and **enter a grade**. When more than one student is enrolled, you can press enter to move to the next student and enter grades in succession.









4. To enter feedback for a student, **click** the **pencil** icon within the feedback box. In the Grade Feedback window, **enter** your **comments**. You can also add Private Comments for other graders. **Click Save** when finished.

Feedback







No feedback provided. 

Grade Feedback for Training Student







Feedback

    Format  

The questions you asked the guest speaker were very good!

Private Comments  
*Anyone who can grade this activity can see these comments*

    Paragraph  

**Save** Cancel


- When you are finished entering grades and feedback, **click Save and Close**. **Select Yes** when prompted to save changes and continue.

## Create A Quiz

- From the course navigation bar, **click Course Tools** and **select Quizzes** from the drop-down.

Course Home Content Assignments Classlist Grades Class Progress **Course Tools** Help

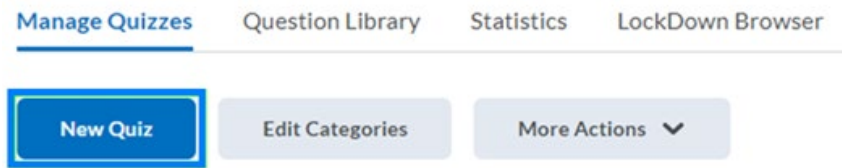
Training Course57

Announcements 

There are no announcements to display. [Create an announcement.](#)

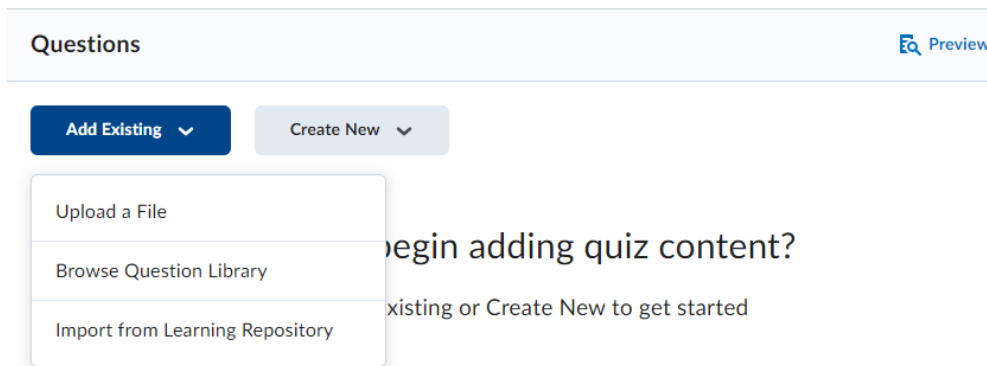
- Awards
- Checklist
- Discussions
- Groups
- Intelligent Agents
- Kaltura Media Gallery
- Kaltura My Media
- Photo Roster
- Portfolio
- Quizzes**
- Self Assessments

2. **Click New Quiz** near the top-left of the screen.

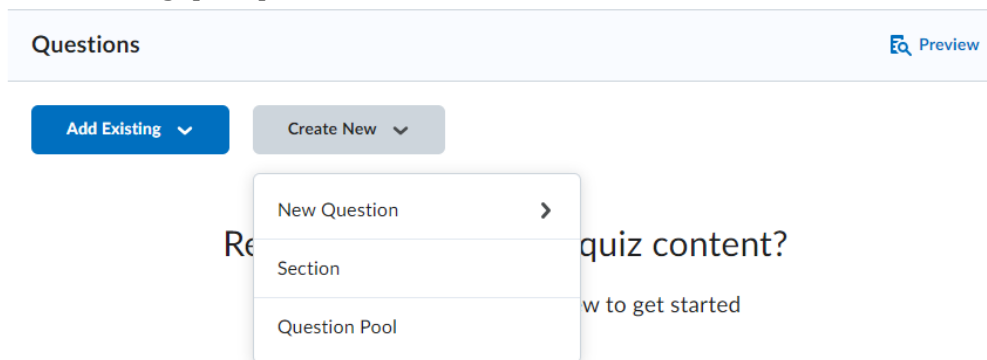


3. **Enter a name** for the quiz.

4. **Click the Add Existing** drop-down. From here, questions can be uploaded from a compatible file type or searched for from the question library, if previously created.



5. **Click the Create New** drop-down. From here, you can create new questions, sections, or question pools. Sections allow you to group similar questions together. Question pools allow you to randomly pull a specified number of questions from a pre-existing section of questions. Question pools assist in randomizing quiz questions for students.



6. After all questions have been added to the quiz, you can connect the quiz to the gradebook by **clicking the Not in Grade Book** drop-down and **selecting Add to Grade Book**. This will create a

grade item for this quiz in the gradebook.

Grade Out Of

0 points

Not in Grade Book



Description

Edit or Link to Existing

Add to Grade Book

## Availability Dates & Conditions

1. From the *Availability Dates & Conditions* section, you can **set** the **Start Date** and **End Date** of the quiz. This is optional. The Start Date establishes when students will be able to enter the quiz and begin answering questions. The End Date establishes when the quiz will no longer be available for students to enter. From the center of the page, you can also **set** the **Due Date** of the quiz. Quizzes submitted after the due date will be marked late.

Name \*

Untitled

Grade Out Of

0 points

Not in Grade Book



Due Date

M/D/YYYY

Description

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

**PLEASE NOTE:** The quiz must be made Visible in order for it to become available to students during the timeframe you establish. When a quiz is made visible, students will see the quiz exists, but will not be able to enter it until the Start Date/Time you establish. If the quiz is hidden, students will not be able to see the quiz exists.

Save and Close

Save

Cancel



Visible

2. *Release Conditions* enable you to restrict the visibility of a quiz until students have met one or more established criteria. An example of this might be creating a release condition requiring that students have

submitted to an assignment. Once they submit that assignment, the quiz will become visible to them.

#### Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

Add Release Condition ▼

- Create New
- Add Existing

to be available to individualized du

3. *Special Access* settings enable you to extend or set alternative availability of a quiz for specific students. This is often used if students are unable to complete the quiz during the established timeframe due to illness or other conflicts. For information on establishing DRC-related time accommodations, please

#### Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

visit [Purdue's Brightspace documentation webpage](#).

#### Manage Special Access

4. *Password* enables you to set a custom password for the quiz. When in use, students will be prompted to enter the quiz password before entering the quiz. This feature is often used for proctored exams or exams that will take place in-person. The instructor or proctoring software then shares the password at the start of the exam.

#### Password

Only users who enter this password will be granted access to write this quiz.

5. *IP Restrictions* enable you to restrict access to a Brightspace quiz to a specific IP range. This could theoretically be used to restrict access to the quiz to a specific computer lab.

**PLEASE NOTE:** We do not recommend using this feature.

#### IP Restrictions

#### Manage IP Restrictions

## Timing & Display

1. *Set time limit* enables you to establish how long students have to complete the

Set time limit

Time Limit \*

120 minute(s)

Asynchronous

Auto-submit when time is up

Timer Settings

quiz.

2. *Timer Settings* enables you to set whether the quiz should be asynchronous or synchronous. You can also establish how you would like the quiz to function once the time limit is up.

**Timing**

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced

OK

Cancel

3. *Paging* allows you to customize how questions are presented to students in the quiz.

**Paging**

All questions displayed together ▾

All questions displayed together

1 question per page

5 questions per page

10 questions per page

Add page break after each section

4. *Shuffle quiz questions and sections...* will provide each student with the questions in a different order than their peers receive them.


**Shuffle Quiz**

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

5. *Display options* allow you the ability to provide students with hints on questions. If used, you must establish these hints within each question of the quiz. You can also disable student access to email, instant messages, and alerts within Brightspace. This does not prevent students from accessing email or other messaging tools outside of Brightspace.

**Display**

Allow hints

Disable Email, Instant Messages, and Alerts within Brightspace 

6. *Header and Footer* allow you to customize the appearance of the quiz and provide any details that should always be visible to students during the quiz.

**Header and Footer**

[Manage Header and Footer](#)

**Attempts & Completion**

1. *Attempts* enable you to customize how many attempts a student should have on a given quiz. If more than one attempt is allowed, you can customize how the grade should be recorded in the gradebook.

**Attempts**

1 attempt allowed

[Manage Attempts](#)

2. *Category* enables you to group similar assignments together. Assignment categories are displayed from Course Tools > Assignments. These categories do not correspond to the gradebook in anyway.

**Category**



3. *Notification Email* enables you to list the email address(es) of individuals who should be notified via email everytime a submission is made to the particular assignment. This feature is not commonly used in

academic courses as instructors will see an indicator within Brightspace when a new submission has been received.

**Notification Email**

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

**Evaluation & Feedback**

Brightspace is able to auto-grade many question types such as multiple choice, true/false, multi-select, etc. Question types such as Written Response, require instructors to review and assess manually. Instructors can customize when/if grades are published to the Brightspace gradebook and when/if any feedback is released to students.

1. *Auto-publish attempt results immediately upon completion* will publish the grade of all questions able to be auto-graded by Brightspace immediately upon students submitting their attempt. Question types that cannot be evaluated by Brightspace will be marked 0 until evaluated by an instructor or TA.

Auto-publish attempt results immediately upon completion

2. *Synchronize to grade book on publish* will push the student's grade to the gradebook once evaluated.


Synchronize to grade book on publish

3. You can customize whether or not students should see their attempt grade immediately upon submitting their quiz. And also if they should see any information regarding the questions they got correct or incorrect.

When published, display to learners:

Attempt grade

and

No questions 

- No questions
- Incorrect questions only, with correct answers
- Incorrect questions only, without correct answers
- All questions, with correct answers
- All questions, without correct answers

4. Alternatively, can also choose to release feedback to students at a later date/time (i.e. after the quiz has ended or after all students have submitted). To do this, **click Customize Quiz Results Displays** and **click +Additional View**. You can establish the date/time students can return to the quiz to access their feedback, establish the level of feedback to be provided, and determine if you would like the class statistics released. When finished, **click Create** and then **click OK**.

Customize Quiz Results Displays ✕

Additional view comes into effect:

Display Date \*

A limited amount of time (in minutes) after submission

Your work has been saved and submitted

Custom Message

Grade

Display attempt grade for evaluated questions

Questions

Statistics

Display class average

Display grade distribution

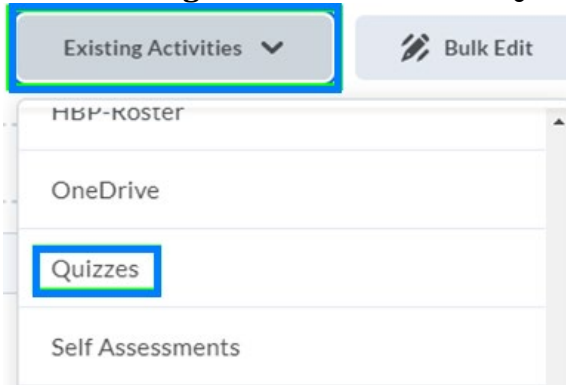
**PLEASE NOTE:** Students will only be able to view quiz answers and feedback by going to **Course Tools > Quizzes**. These details will not be available to them from the gradebook.

### Add A Quiz To A Course Module

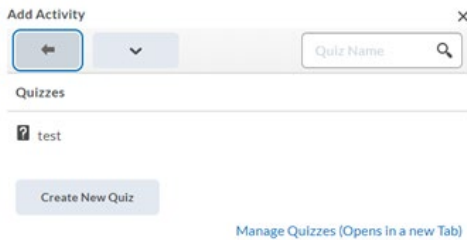
The Quizzes area under Course Tools lists all of the quizzes within the course. You can insert them into a Content module in order to list them with related content.

1. From the course navigation bar, **click Content** and **navigate** to the **module location** where the quiz should reside.

2. **Click Existing Activities** and **select Quizzes** from the drop-down.



3. **Locate and click the quiz** you would like to insert.



## AdditionalHelp

For additional help, please contact *the Morris Brown College Service Desk*:

- **Email:** [servicedesk@morrisbrown.edu](mailto:servicedesk@morrisbrown.edu)
- **Email:** [brightspace@morrisbrown.edu](mailto:brightspace@morrisbrown.edu)

You can learn more about the *Morris Brown College Service Desk* by visiting the [MBC Help Hub](#).