

From: CSI Teaching, Learning, & Professional Development <CTLPD@csi.cuny.edu>
Sent: Tuesday, September 10, 2024 7:32 AM
To: CSI-FacultyStaffBroadcast <FacultyStaffBroadcast@csi.cuny.edu>
Subject: Getting Ready for Brightspace - Fall 2024 Training Schedule and more...

Dear Colleagues,

We hope the fall semester is off to a good start for you. As you settle in, we wanted to update you on the next steps towards the transition from Blackboard to [Brightspace](#). We hope you have been following the communications we have been sending, thus far.

Timeline

- Starting January 2025 – All courses will be taught in Brightspace.
- Blackboard will be phased out and retired by December 2025.

What is available now?

- Courses that have already been migrated to Brightspace include Fall 2024, Spring 2024, Winter 2024, Fall 2023, Summer 2023, Spring 2023, Winter 2023, and Fall 2022.
- Organizations will soon be migrated as well; we are waiting on confirmation from CUNY.

Training and Support

- [CUNY online workshops](#) for Brightspace are available now through December 2024
- Attend a faculty-led Brightspace session presented by Kalani Hettiarachchilage
 - Thursday; Oct 10, 2024: 12:20 am - 1:00 pm
 - Wednesday; Oct 23, 2024: 10:10 am – 11:00 am
- Attend a staff-led Brightspace session on organizations
 - Dates to be decided, once organizations are migrated
- Attend an FAQ Brightspace Virtual Information Session to answer any questions you may have:
 - Schedules are being finalized. It is anticipated that we will have two information sessions, one in the morning and one in the afternoon, to accommodate schedules.
- Starting October 15, 2024 - Reservations can be made for online training for groups of administrative offices and academic departments (Email: CTLPD@csi.cuny.edu)
- Starting November 12, 2024 - Reservations can be made for Individual support sessions (In-person/Online) (Email: CTLPD@csi.cuny.edu)
- Starting January 2025 - Individual support sessions (In-person/Online), daily; to include some evening and weekend sessions.

Please Note the following:

- Communication will be sent regularly from the Center of Teaching, Learning, and Professional Development or Information Technology Services. **We suggest you turn off “focused” email if you haven’t already done so to avoid missing these important communications. *See below**
- Continue to review the [Brightspace webpage](#) for updates and additional training opportunities
- Take advantage of training opportunities and one-on-one support. Also, the [Brightspace sandbox](#) is available to you.

We are here to help! We look forward to working with you as we embark on this important initiative.

*How to Turn Off the Focused Inbox in Outlook 365

Desktop Client

- To turn off the Focused Inbox, go to the View tab.
- Click on the *Show Focused Inbox* icon/command.

Web version

- To turn off the Focused Inbox, go to the View tab.
- Select *View Settings*
- Select “*Mail*” from the Navigation pane.
- Select “*Layout*”.
- Under the Focused Inbox, select “*Don’t sort my messages*”.
- Click the Save button.
- Close the Settings window.

Brightspace Transition Team

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Nuggets to explore:

- A blog from the Teaching Toolkit: [Exploring Innovative Tools for Enhanced Student Engagement](#)
- From the CSI Library: [Generative AI: A Guide for Faculty](#)

[Center for Teaching, Learning, and Professional Development](#)

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For Blackboard or Brightspace support, email: LMSsupport@csi.cuny.edu