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Sent: Tuesday, November 26, 2024 4:44 PM
To: CSI-FacultyStaffBroadcast <FacultyStaffBroadcast@csi.cuny.edu>
Subject: Brightspace Update

Dear Colleagues,

As we all prepare for the launch of Brightspace in January 2025, the Center for Teaching, Learning, and Professional Development and the Office of Technology Services are pleased to share with you the following updates for the transition:

- **Organizations:** Breaking news. Please be advised that the migration process for all organizations will commence on Monday, December 9, 2024. To ensure a smooth transition, we kindly request that respective owners or leaders refrain from making any changes after December 7, 2024.
- **2025 Course Shells:** All course shells for Winter 2025 and Spring 2025 are now available in all accounts of Instructors who will be teaching in those respective semesters. You can begin to build your 2025 courses OR rollover (course copy) any previous course sitting in your Brightspace account into the 2025 course shell.
 - Instructions for copying a course can be found by following this [step-by-step instructions](#) or watching this 3-min video [HERE](#).
 - Please NOTE: Fall 2024 Blackboard courses are not yet available since we are currently in progress. Instructions for migrating content from Blackboard to Bright can be found [HERE](#).
- **Working in the migrated Environment:** CUNY has prepared a checklist of activities that should be reviewed and adjusted in the course or organization migrated to Brightspace (e.g. images, embedded documents, links to external resources). This [LINK](#) will take you there.
- **Training sessions on Brightspace:**
 - **For Students:** As of November, students at CSI have been receiving alerts and announcements via email and printed flyers to attend training sessions on Brightspace. We urge all faculty and staff to encourage them to attend these sessions. Note that they are CC CLUE credit sessions
 - **For Faculty:** CUNY and CSI continue to offer a variety of sessions at different times during the day. [CUNY live-webinar sessions](#) include topics such as: Getting Started in Brightspace; Ask Me Anything (drop-in session); Gradebook, Quizzes; Engaging Learners, and more. From here on through Jan 23, 2025, you may [Schedule a 25min session](#) at the Center for Teaching, Learning and Professional Development to discuss a specific topic in Brightspace (e.g. setting up quizzes, setting up your gradebook, refining your discussion forum, etc.)
 - **For Staff:** Plans to offer training sessions on Organizations in Brightspace are in the works. Dec 2024 and Jan 2025 dates will be announced, shortly.
- **Mini-Videos on using Brightspace:** Find over 10 videos (3-min in length) within the categories below:

- [Communicating with Learners in Brightspace](#) (announcements, emails)
 - [Uploading and Delivering Content in Brightspace](#) (uploading syllabus, etc.)
 - [Creating Assignments and Discussion Forums](#)
 - [Assessing Learning - Quizzes, Tests, and more](#)
- **Glossary:** Brightspace utilizes different and inclusive language. For example, what is “student preview” in Blackboard is “view as learner” in Brightspace. As you navigate your way through Brightspace, please consult this [crosswalk glossary](#), generously shared by Hunter College Center for Online Learning.

In the meantime, if you need any assistance with Brightspace (or Blackboard) please don't hesitate to contact us at LMSsupport@csi.cuny.edu or call x4007.

Have a safe and happy Thanksgiving!

[The CSI Brightspace Transition Team](#)

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

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