

From: CSI Teaching, Learning, & Professional Development <CTLPD@csi.cuny.edu>
Sent: Thursday, January 16, 2025 9:07 AM
To: CSI-FacultyStaffBroadcast <FacultyStaffBroadcast@csi.cuny.edu>
Subject: Workshops on Using Brightspace - Jan 16th and 17th

Structuring and Adding Content to your Course in Brightspace

Thursday, January 16, 2025, [from 11am - 12noon](#)
Friday, January 17, 2025, from [3:00pm – 4:00pm](#)

This virtual workshop will focus on structuring and adding content to your course as well as building out basic assignments and discussions in Brightspace. This workshop will demonstrate how to:

- add modules, embed videos and audio files;
- move content within a module as well as how to change a module title;
- add existing graded activities to modules;
- create a basic assignment and activate TurnItIn (plagiarism tool), when necessary;
- create a discussion forum with an appropriate title, and
- set up a virtual meeting space using Zoom (equivalent to BB Collaborate).

The presentation will take up to 40 minutes of the workshop and the remaining time will be set aside for Q&A.

Creating Quizzes in Brightspace

Friday, January 17, 2025, [from 11am – 12pm](#)

This workshop will provide a deep dive into quizzes. The workshop will demonstrate a quiz, including the different types of quiz questions. You will be invited to reflect on the types of quiz questions that you might use in your course. The workshop will then provide exercises on how to build out a bank of questions, including best practices such a bank of short answer questions, as well as a consideration around scoring each.

Setting up your Gradebook in Brightspace, PART I (virtual): 30mins

Tuesday; January 21, 2025, [from 1:00pm - 1:30pm](#)
Wednesday; January 22, 2025, from [2:45pm - 3:15pm](#)
Thursday; January 23, 2025, from [11:00am - 11:30am](#)

This virtual workshop will provide information on how to use the Grades tool to ensure your course has a solid grading system in place. We will present an outline of recommended settings for the gradebook; demonstrate the process of creating categories (assignments, discussions, quizzes, etc.) for a variety of grades; and then show participants how to associate the grades with those categories. We will also cover how to deal with ungraded items, bonus grades, and grades by points, weights, or formula. Part II will be held in a lab where you can get your gradebook set up.

(If you plan to participate in Part II immediately following Part I, please come to the computer lab to watch the session for ease of transition).

Setting up your Gradebook in Brightspace, PART II (Hands-On in Computer Lab): 30-45mins

Tuesday, January 21, 2025, [from 1:45pm - 2:30pm](#)

Wednesday, January 22, 2025, [from 3:30pm - 4:15pm](#)

Thursday, January 23, 2025, [from 11:45am - 12:30pm](#)

This hands-on workshop will pick up where Part I left off. We will guide participants through the process of creating categories (assignments, discussions, quizzes, etc.) for a variety of grades. Participants will learn how to associate grades with those categories. Come prepared with your grade breakdown, formula or weights to calculate the final grade, and categories you plan to use. (Limited to 15 people) Location: 1L-214

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

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

Use this one-page [checklist](#) to ensure that your Brightspace course is good shape before you activate the course on Jan 25, 2025.

Please visit the Center for Teaching, Learning, and Professional Development website to get additional [Brightspace training resources](#) from both CUNY and CSI.
