

**From:** CSI Teaching, Learning, & Professional Development <CTLPD@csi.cuny.edu>  
**Sent:** Friday, January 31, 2025 12:45 PM  
**To:** CSI-FacultyStaffBroadcast <FacultyStaffBroadcast@csi.cuny.edu>  
**Subject:** Some essentials to use to tweak your course(s) in Brightspace

Dear Colleagues,

Congratulations on making it through your first week of using Brightspace! We, at the Center for Teaching, Learning, and Professional Development, remain here to support you as you move through the next few weeks, tweaking or building out your courses in Brightspace. Below are some links to help you accomplish this, and more:

- Brightspace FAQ basics: <https://www.csi.cuny.edu/faculty-staff/center-teaching-learning-and-professional-development/resources-new-faculty>
  
- Explore and learn from 3-min video tutorials: <https://www.youtube.com/@CSICTLPD>
  - Communicating with learners (e.g. Creating emails, announcements, etc)
  - Uploading content (e.g. Syllabus, or any document)
  - Creating assignments and discussion forums
  - Assessing learners (e.g., creating quizzes, tests, etc.)
  
- 
  
- Ask Me Anything: **Feb 4, 5pm - 6pm** | **Feb 5, 12pm - 1pm** | **Feb 6, 1:00pm - 2:00pm**

The following link is the same one that should be used for each date: <https://us02web.zoom.us/meeting/register/tZlucuCvrzItHtCM2xXjIKVMVXBIC6kPLqu#/registration>

If you need further help with Brightspace, please reserve a 25-min one-on-one session: <https://outlook.office365.com/owa/calendar/Schedulea25minInPersonBrightspacesession@CUNY907.onmicrosoft.com/bookings/>

**CTLPD Team:** Wilma Jones, Fausto Canela, and Michael Castelli

[Center for Teaching, Learning, and Professional Development](#)  
Building 1L - Room 203/208 | College of Staten Island/CUNY  
2800 Victory Blvd | Staten Island, NY 10314  
Tel: 718-982-4007 | E-mail: CTLPD@csi.cuny.edu

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