

Brightspace Course -

Term Start Checklist

DONE

1. Course Set-up

Confirm Class List

Compare your class list from the [myNIC](#) Faculty Self-Serve area to your class list on Brightspace – if you’re missing any students in Brightspace submit a [Service Desk ticket](#).

**If you have cross-listed sections, be sure you’re working in the merged enrolment course.*

Add Learning Support Users

To add Learning Support users (i.e., Librarian or Tutor) go to Claslist > Add Participants > Add Existing Users. Search by entering the user’s name and clicking the search icon. Scroll to the bottom, select the user, and assign them a Learning Support or View Only role.

DONE

2. Course Content Items

Upload or Copy Course Content into Registration-Linked Course Shell

Upload or copy content into live course from either:

- Zipped folder from computer
- Master course or previous offering

**Reminder: If you have cross-listed sections, be sure you’re in the merged enrolment course.*

**Use PDF documents vs Word docs for quicker viewing – Brightspace automatically converts Microsoft files (like Word or PowerPoint) to PDF for viewing. To improve loading times and overall user experience, it’s best to upload files as PDFs – unless students need to download and edit the original format.*

Remove Unnecessary Items

If you’ve copied course content from another instructor, non-required items including outdated Course Outlines should be removed from the course.

**Ensure course outline is up to date per [Course Outline Policy 3-35](#) and is uploaded as a PDF visible in Content area or as a link.*

Ensure Content is Organized in BOTH Manage Files and Content Areas

Ensure course content is organized similarly in both the Manage Files and Content area so there is ease when: updating your course, directing IT support, copying from term to term, and adding new content.

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	Create Assessments	Ensure assessment parameters (assessments include assignments, discussions and quizzes) are set correctly (i.e., instructions, due date, availability dates, submission type, graded vs ungraded, visibility)
	Ensure Gradebook Set Up is Accurate & Grade Items Associated	Ensure all grade items and categories total 100%, the correct NIC Grade Scale is chosen, and grade items are associated with appropriate assessments.
	Ensure Visibility or Hidden State of Components	Hide or make visible content, assessments, grades, and other items that you do or don't want students to see when the course opens.
DONE	3. Course Homepage	
	Complete Instructor Bio	Complete Instructor Bio widget with a few lines about yourself and your contact info. Upload an image if you wish.
	Enable the Welcome Window Widget	Create a module/unit with the word 'Welcome' in it and add one or two HTML pages to it that serve as weekly welcome messages or introductions to units.
	Enhance Visual Table of Contents	Add an image and introductory text to module/unit fronts; these sync with the Visual Table of Contents on the Course Homepage and aid students in navigation.
	<i>*Collapse course homepage widgets you don't use. To collapse it, click the widget's drop-down menu and select 'collapse'. This function operates separately for each user.</i>	
DONE	4. Course Readiness	
	Make Sure Everything is Working	Check links, videos, attachments and course components to make sure they are working. Do this in Learner mode to ensure you are seeing what your students see.
	Make Your Course Active & Pin for Easy Access	Ensure your 'Course is active' (visible to students). By default, all Brightspace courses are set to inactive. Pin courses to easily access them under the Pinned tab in the My Courses widget or the waffle icon.
	Send Welcome Email to Students with Helpful Info.	Direct students to the Student Supports widget on the Course Homepage, NIC's Learn Anywhere website and Student Technical Services for help with technology. Possibly create a short orientation video to highlight key course components.

If you have questions or would like to schedule a meeting to review items on this list, please submit a [Service Desk request](#) or see the [Teach Anywhere](#) website for more detailed instructions.