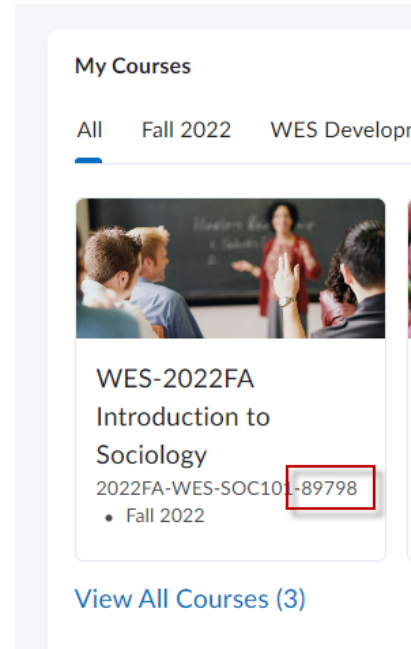


Brightspace – Embedded Librarian

The course section number is listed on the landing page after you've logged in: <https://mylearning.suny.edu/d2l/login>

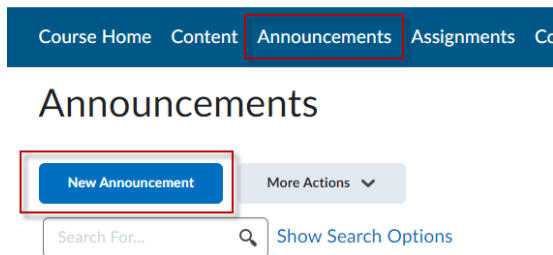
*Students need to activate their WCC email and verify their accounts before they will be able to log into Brightspace.

You will need to be a **Course Builder** to add any content. Instructions are sent to faculty IF they submit the form. There are also instructions on the Faculty Toolkit: <https://library.sunywcc.edu/c.php?g=1147239&p=8374367>



Post an Announcement

Click on **Announcements** in the blue navigation bar > **New Announcement**



Add your Announcement title in *Headline* box and your message in *Content* box.

New Announcement

General

Headline *

Greetings from your Librarian!

Content *

Paragraph | B | I | U | A | | | | | | | | | | Lato (Recom... | 19px ... | ...

Hello everyone, my name is Yvonne Rode and I am your Librarian for SOC101.

Later in the semester you will be working on a multi-step research project that requires you to use scholarly articles. I will show you how to find and evaluate the types of sources that Prof. Baez is looking for. Please reach out to me if you have any questions or would like to set up an in-person or virtual appointment for help.

You can contact me at Yvonne.Rode@sunywcc.edu, 914-606-6919 or you can visit me in the Library in L207.

I'm looking forward to working with you all this semester.

Prof. Rode

Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Publish

Save as Draft

Cancel

Publishing options are below

Major edit - send a notification and restore it for those who dismissed it

Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

8/22/2022 9:18 AM

End Date

Remove announcement based on end date

8/22/2022 9:58 AM

Attachments

Add a File

Record Audio

Record Video

Additional Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

There are no conditions attached to this item.

Publish

Save as Draft

Cancel

Click *Publish* or *Save as Draft* to publish later.

To view Draft Announcements, click *Announcements* in Navigation bar at top

New Announcement
More Actions ▾

Delete

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Greetings from your Librarian! ▾	Aug 22, 2022 9:18 AM	-	Draft

Hello everyone, my name is Yvonne Rode and I am your Librarian for SOC101.

Later in the semester you will be working on a multi-step research project that requires you to use scholarly articles. I will show you how to find and evaluate the types of sources that Prof. Baez is looking for. Please reach out to me if you have any questions or would like to set up an in-person or virtual appointment for help.

You can contact me at Yvonne.Rode@sunywcc.edu, 914-606-6919 or you can visit me in the Library in L207.

I'm looking forward to working with you all this semester.

Prof. Rode

Click on Announcement Headline for edit/publish options. Click check box to left of title and trash can to delete.

Posting other content in Brightspace.

Remember to consult the faculty member BEFORE adding any content!

To begin a new content section in the left-hand navigation page, click **Content** in the top Navigation pane > scroll to the bottom of the list and click **Add a Module**.

- ⋮ Week 14 Hidden

- ⋮ Week 15 Hidden

- ⋮ OpenStax Tutor

- Add a module...

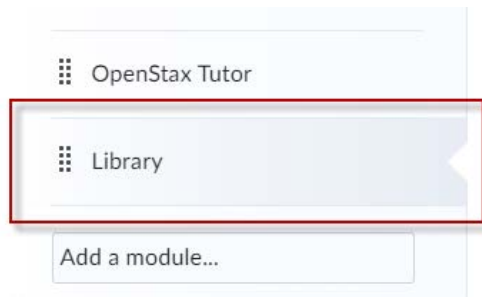
- Due Se

- ⋮ REVIEW Sociolog Video

- ⋮ REVIEW Video

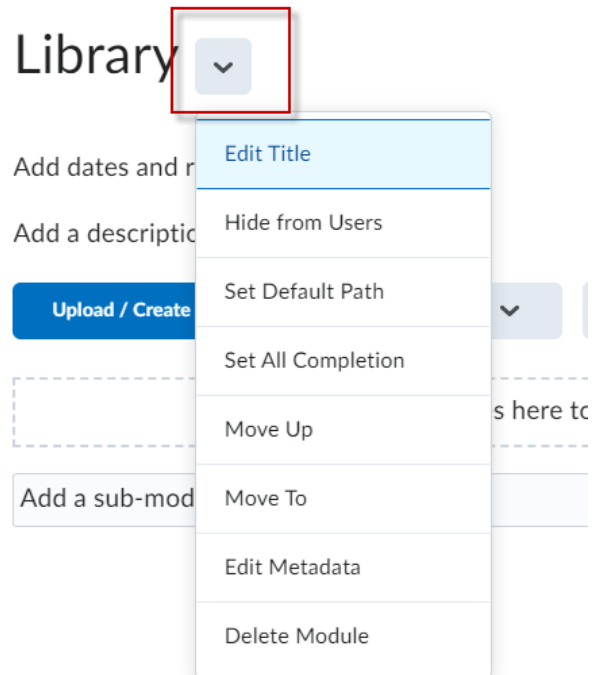
- ⋮ REVIEW Crash C Video

Give the module a title and click *Enter* to create module.



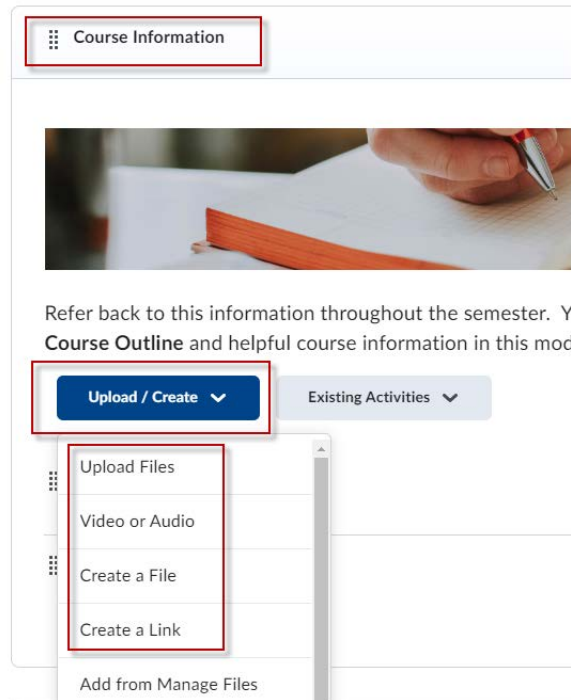
Click on the Module to open it

To Edit the new module (title, position in list), click the dropdown by the module name for edit options.



Add Content to a Module

Click the module title to open a module > **Upload/Create**. Then choose to type of content to upload.

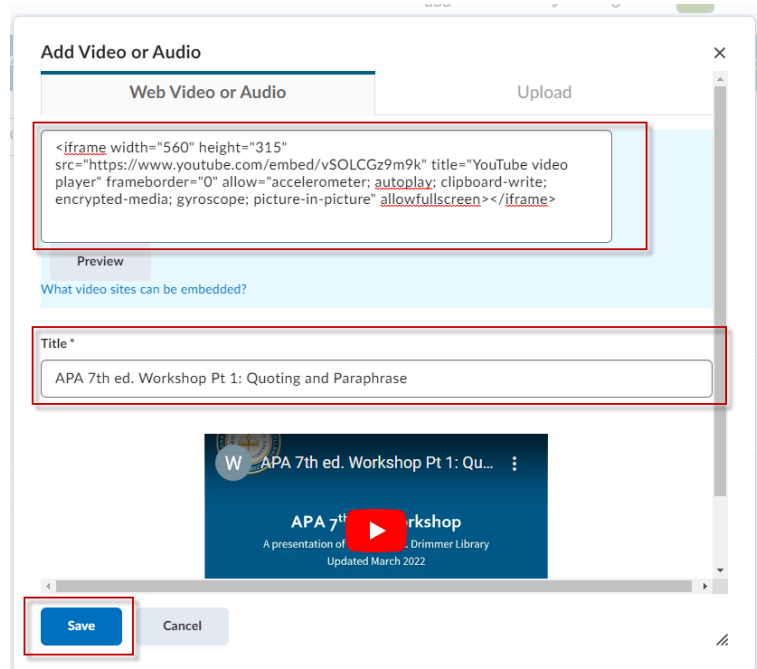


Video or Audio

Click the **Video or Audio** link to upload content.

Choose *Web Video or Audio* tab to copy/paste a link or embed code OR *Upload* tab to upload a file from your computer. *Note the link to "What video sites can be embedded?"

Add/Edit the title in the box below > click *Save* if everything looks correct.

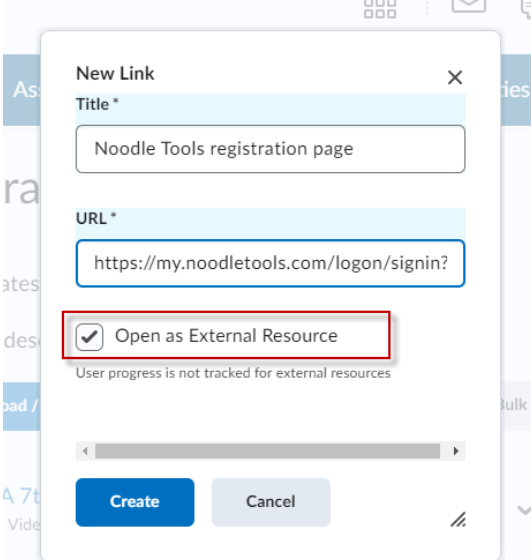


Create a Link

To link to external (web) content, click *Create a Link*.

Add title and paste URL.

Check *Open as External Resource* to have link open in new window (not inside BrightSpace) > *Create*

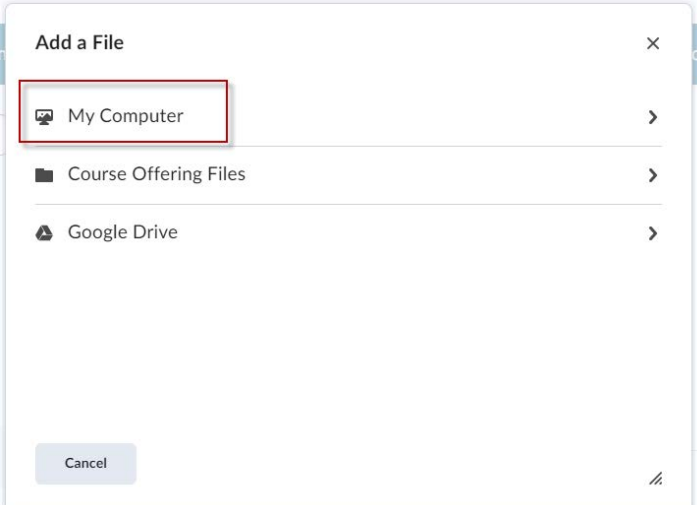


The screenshot shows a 'New Link' dialog box. The 'Title*' field contains 'Noodle Tools registration page'. The 'URL*' field contains 'https://my.noodletools.com/logon/signin?'. The 'Open as External Resource' checkbox is checked. Below the checkbox, it says 'User progress is not tracked for external resources'. At the bottom, there are 'Create' and 'Cancel' buttons.

Upload a File

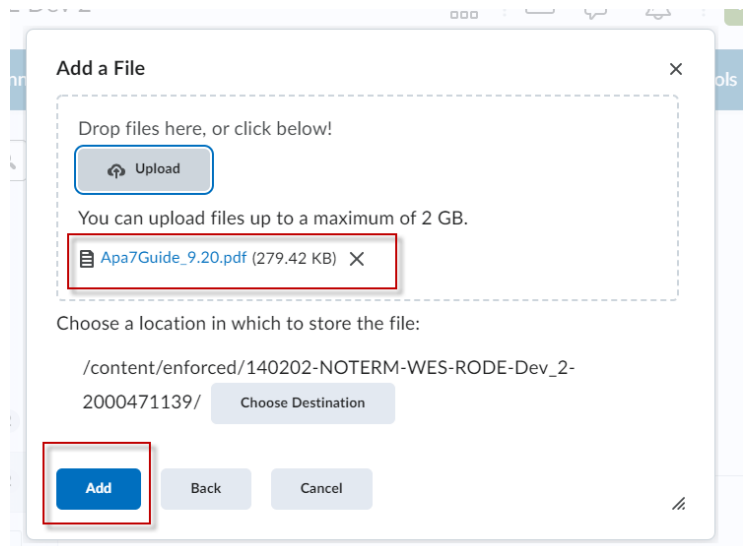
To upload a file (up to a maximum of 2gb) click **Upload a File**

Select file location, such as *My Computer*



The screenshot shows an 'Add a File' dialog box. It has a title 'Add a File' and a close button 'X'. Below the title is a list of file locations: 'My Computer', 'Course Offering Files', and 'Google Drive'. The 'My Computer' option is highlighted with a red box. At the bottom, there is a 'Cancel' button.

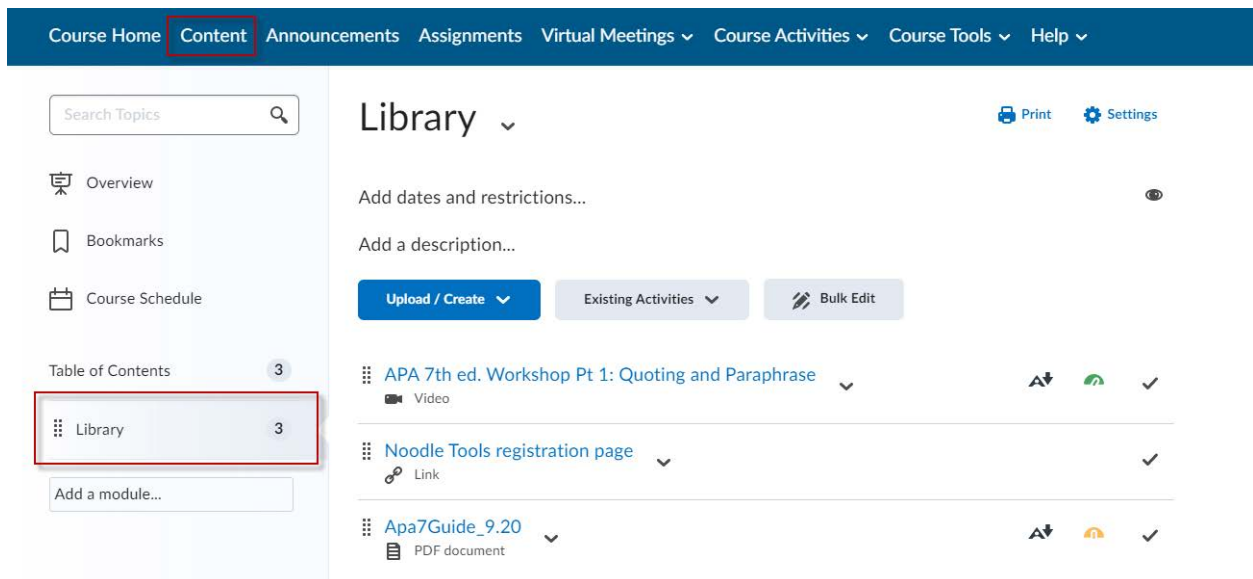
Click **Upload** to navigate to files >
Open > **Add**



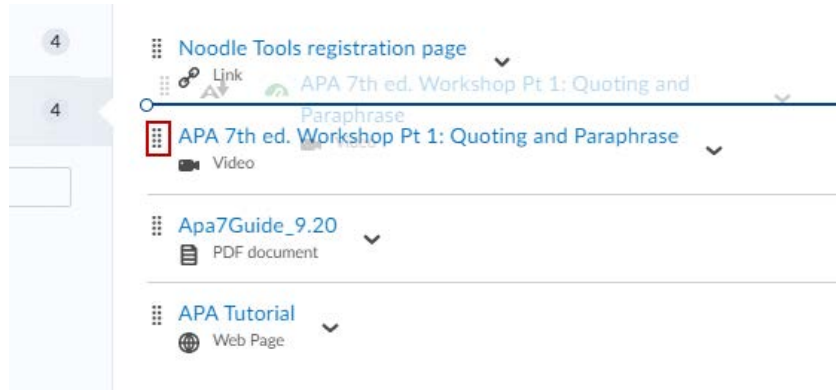
The **Create a File** section has templates for adding content, I am not sure how useful they are considering the limited amount of material we would normally be adding.

View/Edit Course Content

Return to the main Content page to view course and Modules. Click on a Module title to view module contents and edit.



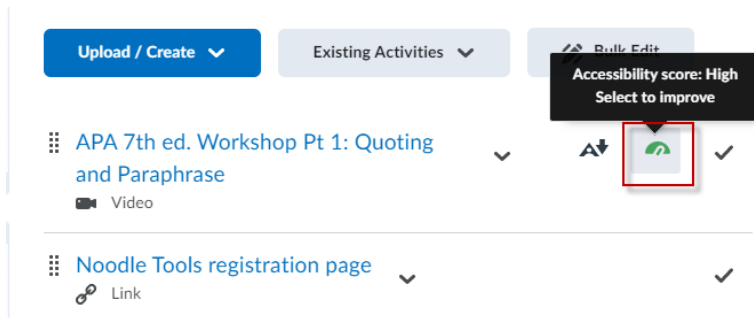
To move items in list, use the drag handle to left of title to drag and drop in place.



Accessibility

Depending on the content type, Brightspace includes an accessibility score (viewable only in the course builder mode).

Click on the icon to view and improve accessibility to your content using closed captions, alt-text, headers etc.



For more information about improving accessibility see the Brightspace page about the Accessibility Checker: <https://community.brightspace.com/s/article/Improve-Your-Course-with-Brightspace-Accessibility-Checker>

When applicable, Brightspace will offer multiple format options via the Alternative Format icon to the right of the content title.

(Screenshot is student view)

The screenshot shows the 'Library' section of a Brightspace interface. At the top right is a 'Print' icon. Below it is a 'Download' button. A progress bar indicates '100 % 3 of 3 topics complete'. The list contains three items:

- APA 7th ed. Workshop Pt 1: Quoting and Paraphrase** (Video) with a dropdown arrow, an alternative format icon (A with a plus sign), and a checkmark.
- Noodle Tools registration page** (Link) with a dropdown arrow and a checkmark.
- Apa7Guide_9.20** (PDF document) with a dropdown arrow, an alternative format icon (A with a plus sign) highlighted by a red box, and a checkmark.

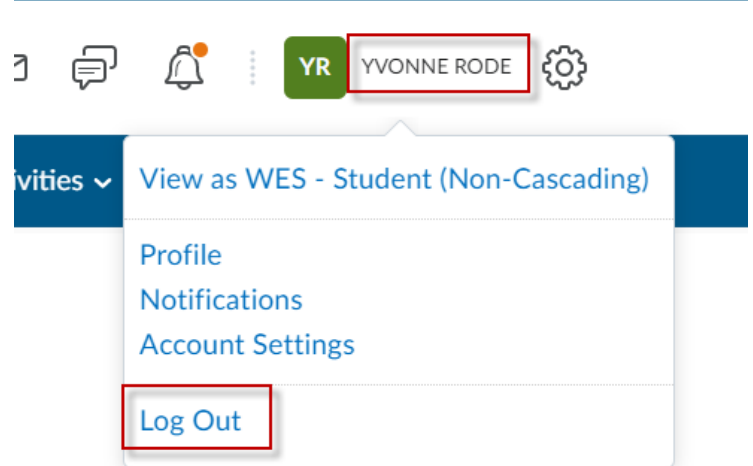
The screenshot shows a 'Download alternative formats' dialog box. The title bar has a red box around the text 'Download alternative formats'. The 'Selected file:' section shows 'Apa7Guide_9.20' with a PDF icon. Below are several radio button options:

- HTML**
For viewing in the browser and on mobile devices
- ePub**
For reading as an e-book on an iPad and other e-book readers
- Electronic braille**
BRF version for consumption on electronic braille displays
- Audio**
MP3 version for listening
- BeeLine Reader**
Enhanced version for easier and faster on-screen reading

At the bottom left is a 'Help' icon and text.

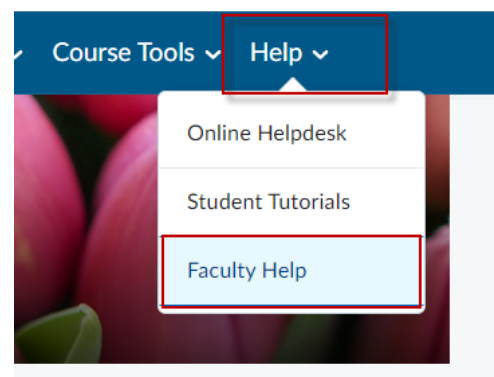
Log Out

Click on your name in the top right above the navigation toolbar > *Log Out*



Additional Help

See the Brightspace Faculty tutorial by going to **Help** in the main navigation bar > **Faculty Help**



Esp. useful: Course Content:

https://documentation.brightspace.com/EN/le/content/instructor/content_tool_intro.htm