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
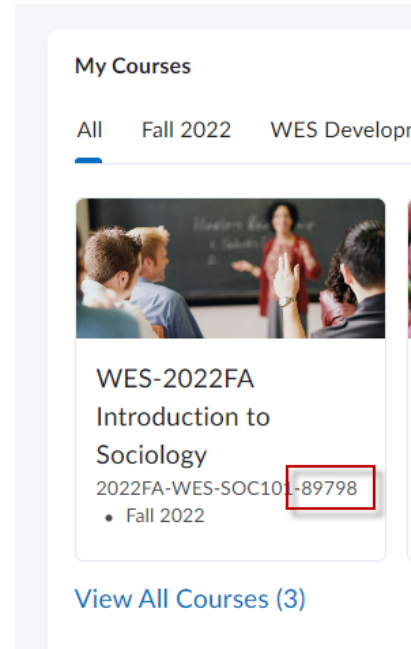
Post an Announcement

Click on **Announcement**s in the blue navigation bar > **New Announcement**
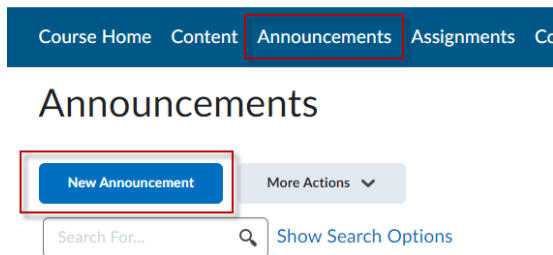
Add your Announcement title in *Headline* box and your message in *Content* box.

New Announcement

General

Headline *

Greetings from your Librarian!

Content *

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

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.**

Give the module a title and click *Enter* to create module.
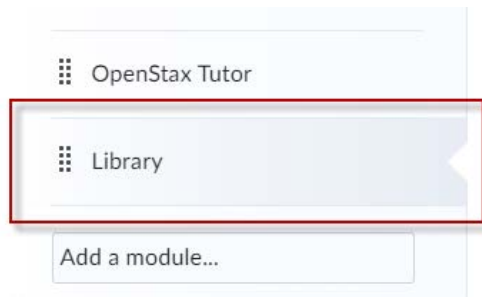
Click on the Module to open it

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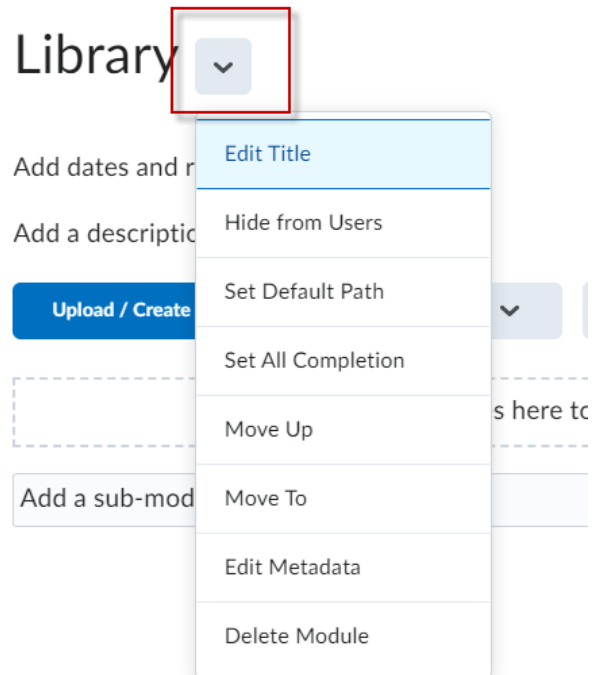
Add Content to a Module

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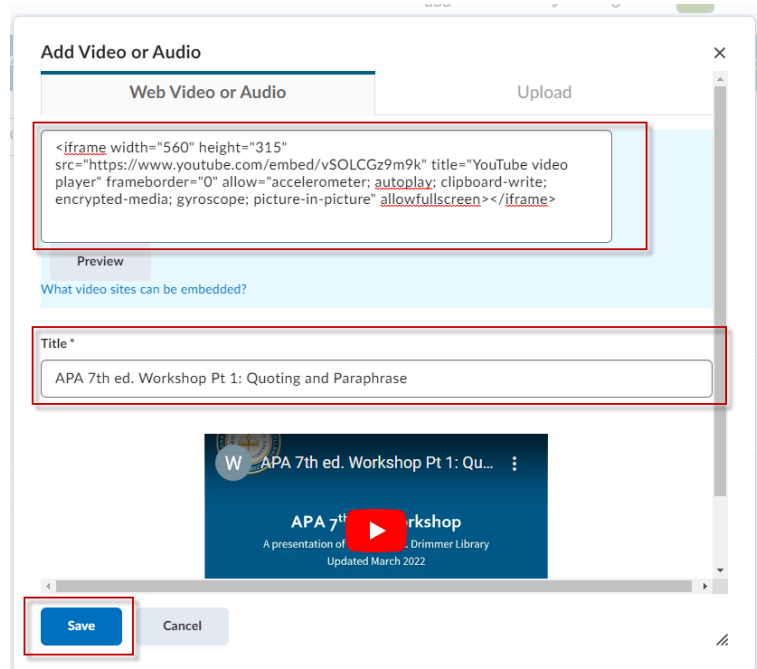**Upload/Create**. Then choose to type of
content to upload.
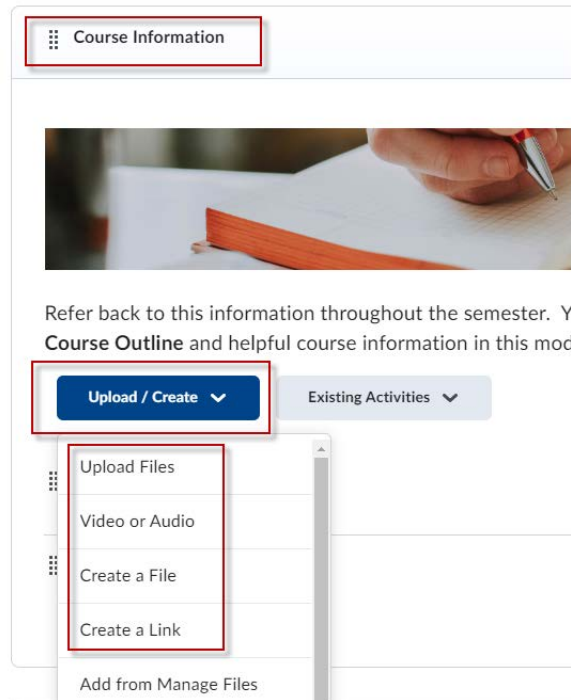
Video or Audio

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.
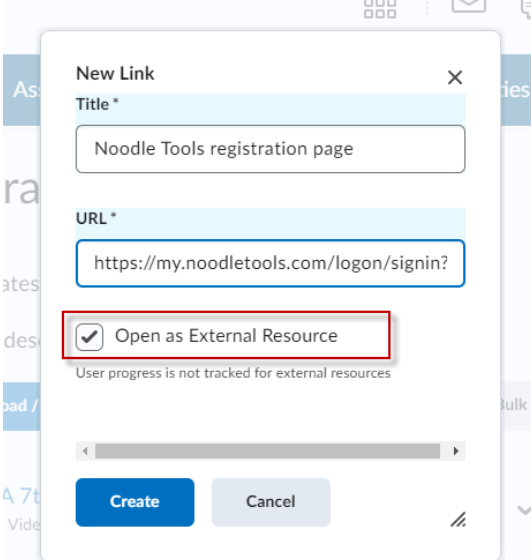
Create a Link

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

Add title and paste URL.

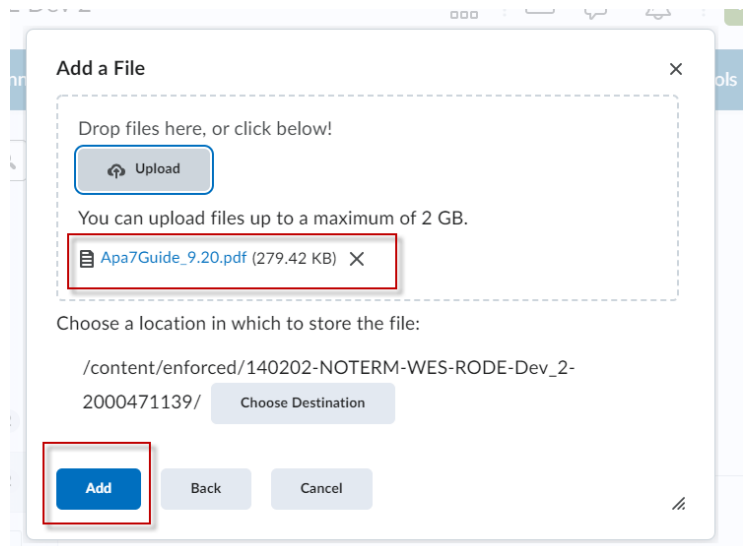Check *Open as External Resource* to have link open in new window (not inside BrightSpace) > *Create*

Upload a File

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

Select file location, such as *My Computer*

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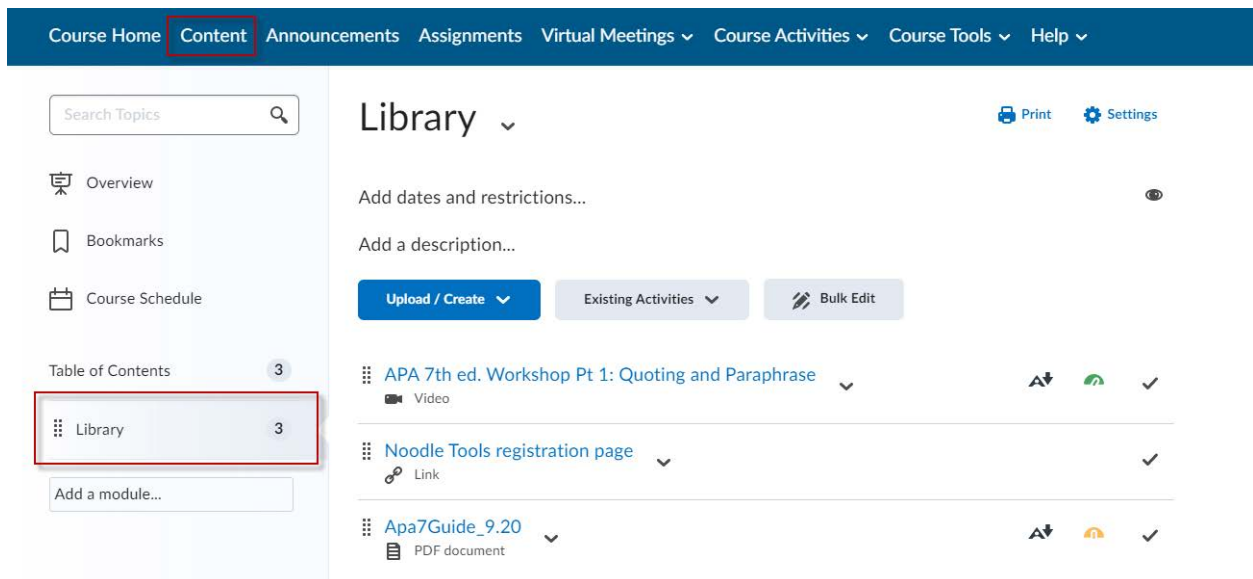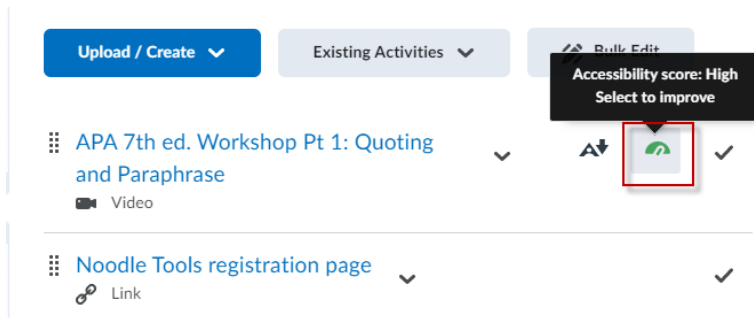
To move items in list, use the
drag handle to left of title to
drag and drop in place.
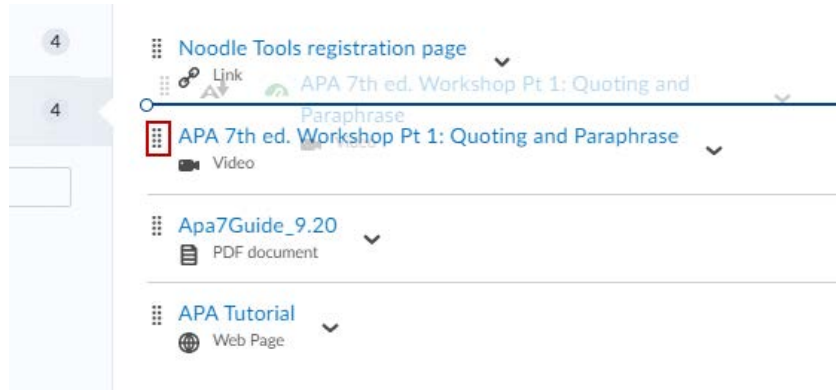
Accessibility

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.
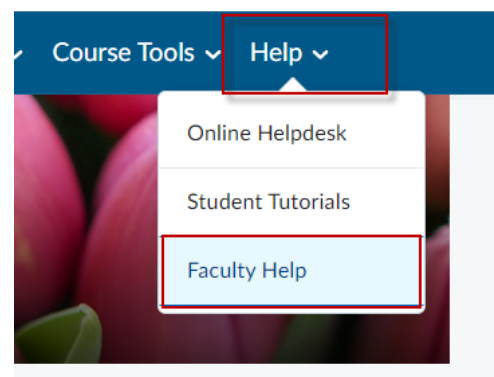
(Screenshot is student view)

Log Out

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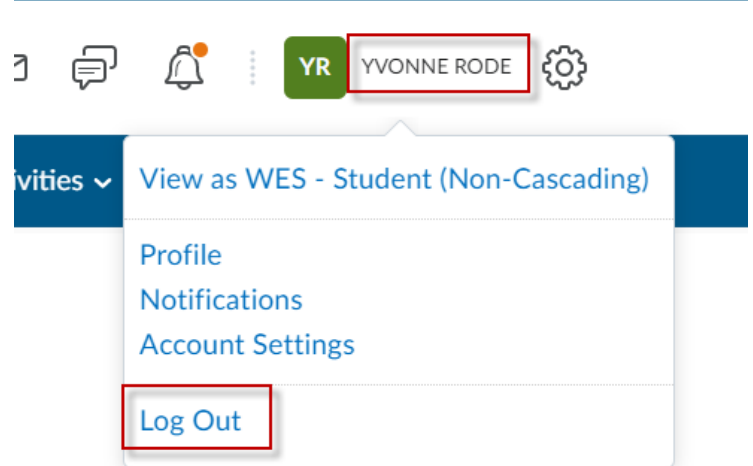
Additional Help

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