Semester Start Checklist for Brightspace Courses

This checklist contains everything you need to ensure that your course is ready to be offered in Brightspace. If you do not have access to the course(s) you are teaching or if you have any questions or concerns as you complete the tasks, email etd@dal.ca

COPY CONTENT FROM YOUR PREVIOUS SEMESTER COURSE SPACE TO YOUR UPCOMING ACADEMIC COURSE SPACE

To copy content from a previous offering into the empty course space, review "Importing Content in Brightspace" (https://edtechtruro.edublogs.org/2022/08/05/importing-content/) or contact us for assistance.

ACTIVATE YOUR COURSE AND SET AVAILABILITY DATES

A Brightspace course space is created for all courses on the academic timetable. To prevent students from seeing unused courses, **each course is set to "inactive" by default**. Therefore, **the course space must be made active before it will appear for students in their list of courses.** Please review "Making Your Course Available to Students" (https://edtechtruro.edublogs.org/2022/08/19/making-your-course-available-to-students-and-changing-the-start-date/) or get in touch with us for assistance.

NOTIFY INTECH@DAL.CA IF YOU HAVE CROSS-LISTED COURSES THAT NEED TO BE COMBINED

With the improved integration with Banner (as of 2023), most cross-listed courses are now combined automatically. However, some cross-listings that are not officially recorded on the timetable will still need to be requested. For example, cross-listing of undergraduate with graduate sections. To request a cross-listing, email intech@dal.ca and specify which course(s) need to be combined, and which Brightspace site you'd like to use as the primary teaching site.

ARE YOU USING PANOPTO HOSTED VIDEOS?

The process of importing content from one Brightspace site to another when you have Panopto videos may leave your videos unavailable to students registered in the current semester course. Please make sure you check the courses to which the videos are "shared". If you are unsure of how to do this, contact etd@dal.ca for assistance.

DO YOU HAVE COLLABORATE ULTRA VIDEOS YOU PLAN TO REUSE?

Collaborate Ultra recordings are excluded from course imports. If you have recordings in Ultra that you wish to reuse, these videos must first be downloaded from the previous offering, and then uploaded into the current course's Panopto folder. If you have questions, please contact etd@dal.ca.

CHECK EDUCATIONAL TECHNOLOGY & DESIGN'S BLOG FOR RESOURCES RELATED TO THE USE OF OUR TEACHING AND LEARNING TECHNOLOGIES

Educational Technology & Design, at the Faculty of Agriculture, host a vast collection of technology and course design resources on Edublogs at: http://edtechtruro.edublogs.org