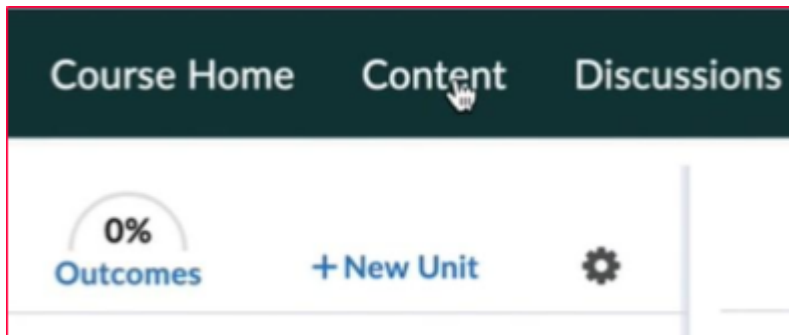


How to Build Your Class on Brightspace Class Delivery System - Faculty

1. Start on your empty class page. Click “Content” to add material.
2. First create a tile by clicking “New Unit.”



3. Add a title, text, and photo to your unit. If you want a display photo click “Insert Image” and upload. For the accessibility of your Brightspace, make sure to add “Alternative Text” to describe the image for students who are visually impaired.

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

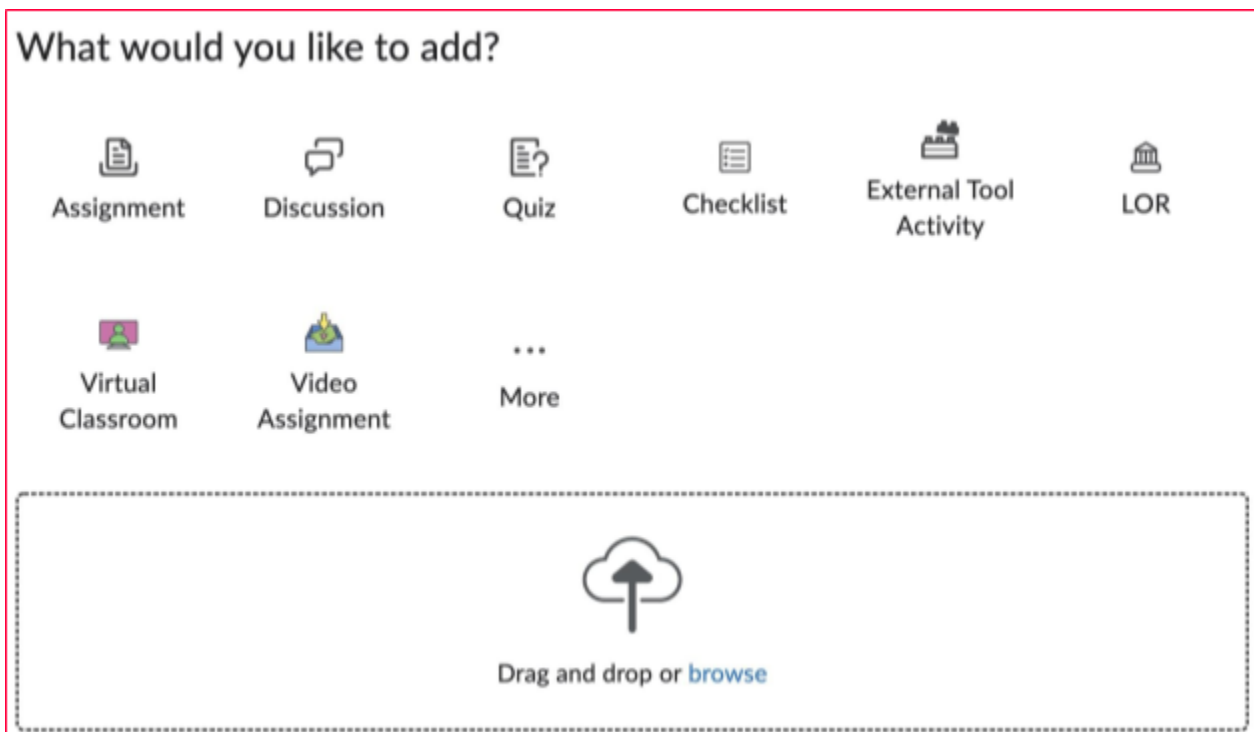
Alternative Text:

This image is decorative

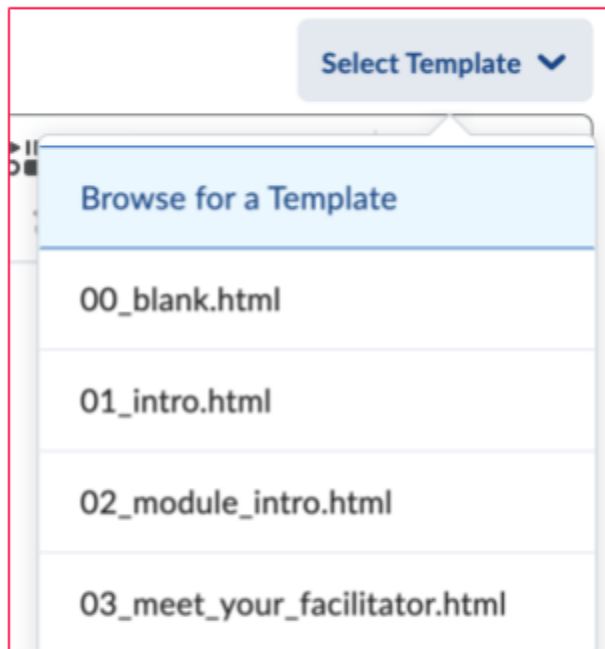
4. When your first unit is complete, toggle on “Visibility” and click “Save” and “Close.”



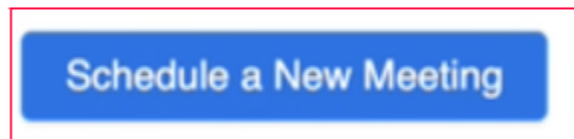
5. To upload a PDF to your unit, click “Add Existing,” then “Browse,” select your document and click “Open.”



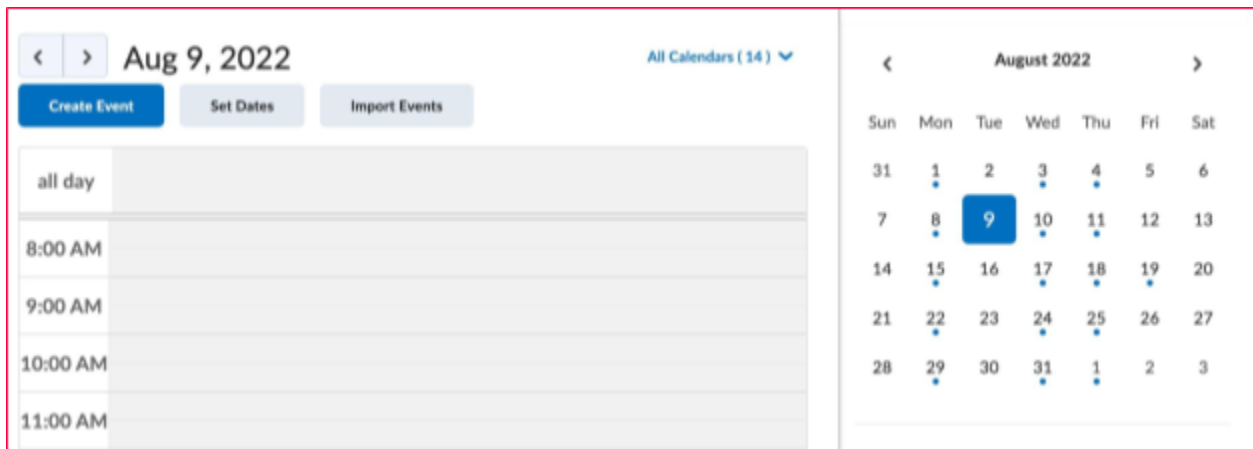
6. To add a page using a pre-built template, click “Add New” then “HTML Document.” Now you can open a drop-down menu by clicking “Add Template” to see options like “Meet Your Facilitator” or “Video Lecture.” Then select your template and fill it in.



7. To create Zoom meetings, we suggest using your OSUN’s Zoom account in Brightspace. Start by selecting “Zoom” in the Brightspace toolbar. This step will bring you to your linked Zoom account where you can “Schedule a Meeting” for office hours, lectures or regular class meetings.



8. Make sure that the Zoom meetings match the calendar in Brightspace so students will receive updates about when the class meets.



9. If you record a Zoom session via your OSUN's Zoom account, the session will automatically be copied to your Panopto folder.

10. To make a unit dedicated to all your Zoom information, click "Add Unit." You can use the video lecture template to display previous Zoom meetings.

11. To create a direct link to your Zoom meetings we suggest clicking “Add Existing”, then “External Tool Activity” and then select “Link to OSUN Zoom.” If you have a Zoom account not set up with OSUN, the alternative is to click “Add New,” “Weblink,” and then create a link to your Zoom session.

Insert an External Learning Tool ×

Search...

LTI Link ▲	LTI Advantage Deployment
Link to OSUN Zoom	
Padlet	
Panopto Video	
Perusall	

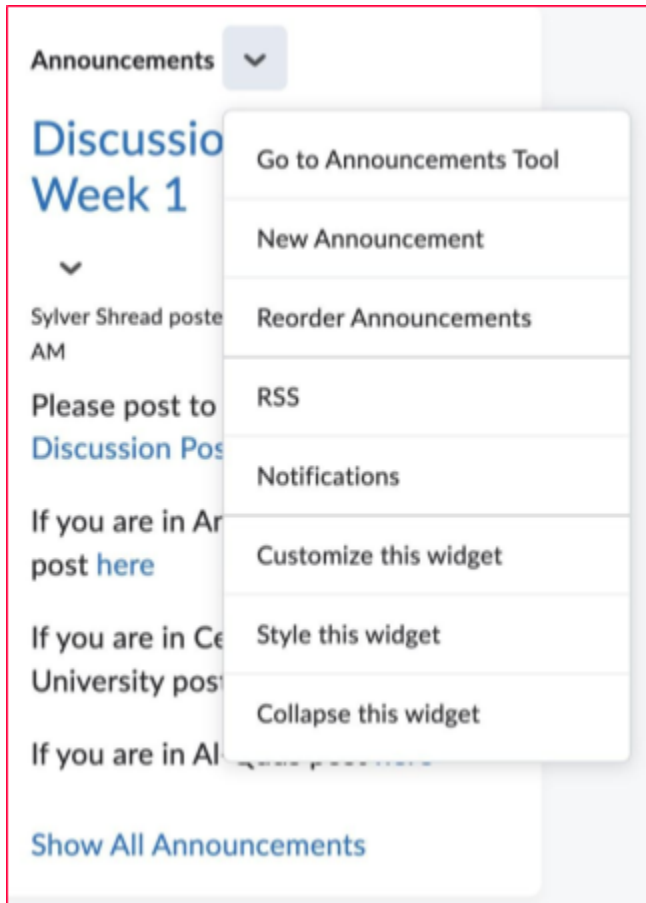
< 1 / 1 > 200 per page ▾

[Create New LTI Link](#)

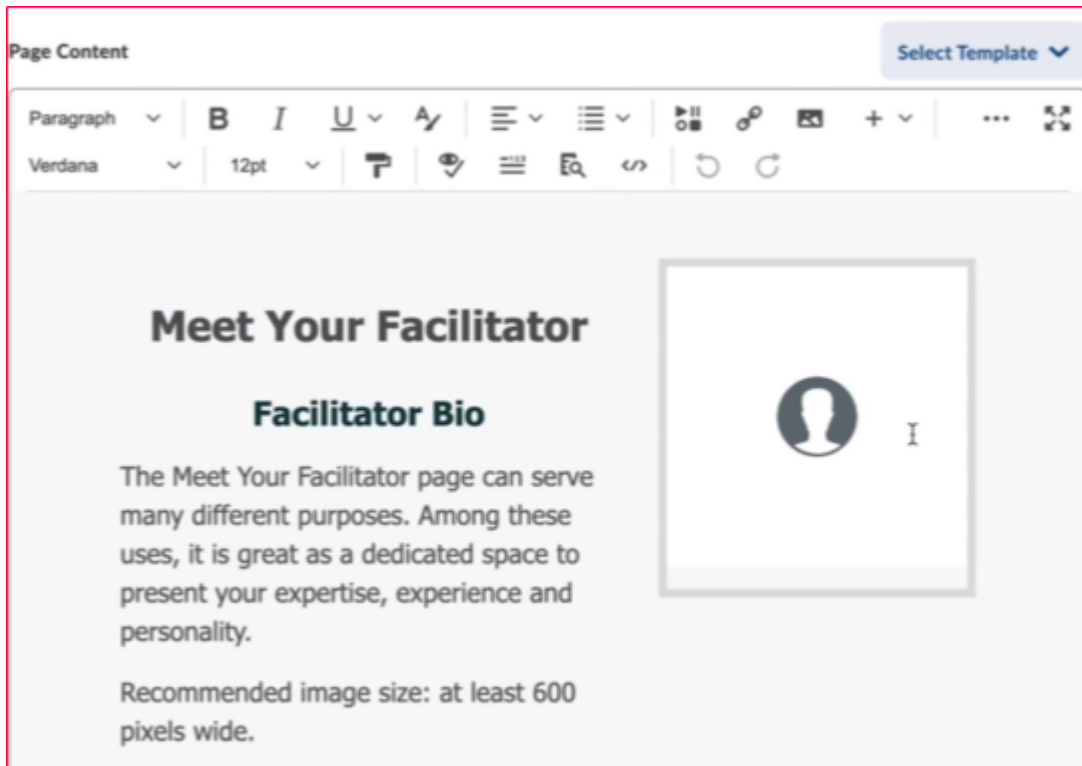
[Manage External Learning Tools](#)

12. Now keep building your class with more units based on weeks, themes or units.

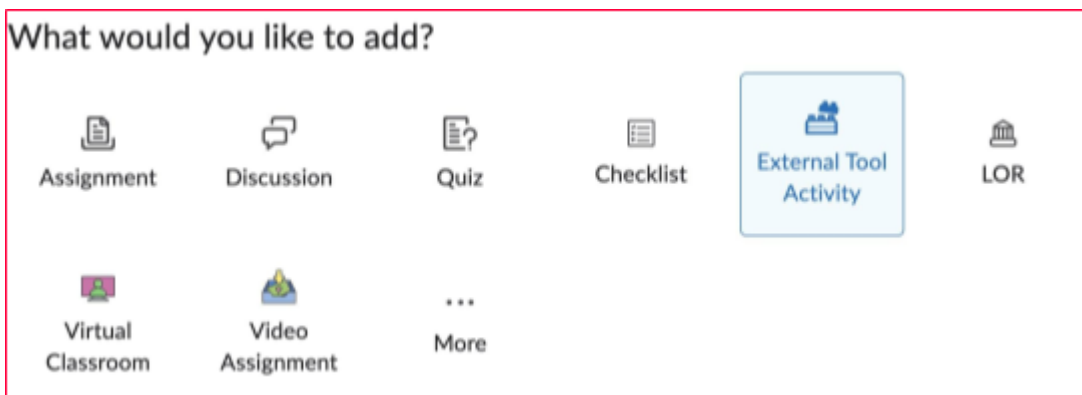
13. On the right you can find a list of class “Announcements” which you can add to and edit by clicking the heading. Once you click the heading, it will bring you to an announcement page where you can click “New Announcement” to add new details to your Brightspace page.



14. Below announcements many faculty add a “Meet Your Professor” section which can also be built using a template.

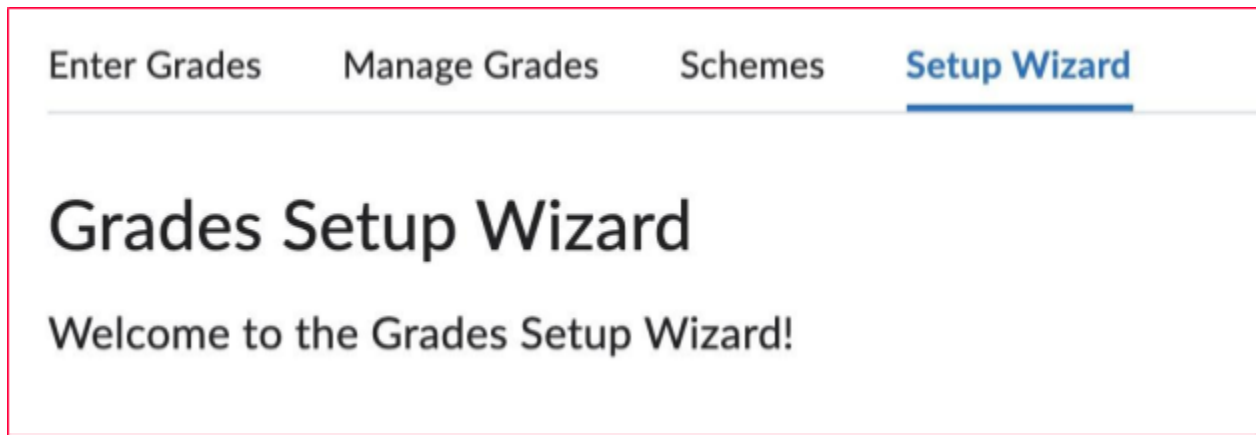


15. To help create an engaging online learning experience, we encourage you to add links to Padlet or Perusall. To add a link click “Add Existing” then “External Learning Tool” and choose which platform you want to add to your Brightspace class. If you want to link to a tool beyond our recommended OSUN tech tools, you can click “Add New” and then insert your own link to whatever online material or platform works best for your teaching.



16. To create an assignment click the corresponding heading in the toolbar. You will be brought to a page where you can click “New Assignment” and create a new project with details, links, and deadlines. Once your assignment is created, return to the content page, select the unit you want to add the assignment to, choose “Add Existing,” select assignment, and click the assignment you want to insert.

17. To create your own unique grading system, click “Grades” then choose “Setup Wizard” and then you will be able to choose how to grade on your Brightspace course site.

A screenshot of the Brightspace interface showing the 'Grades Setup Wizard' page. At the top, there is a navigation bar with four items: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Setup Wizard' item is highlighted with a blue underline. Below the navigation bar, the main heading reads 'Grades Setup Wizard' in a large, bold, black font. Underneath the heading, a welcome message says 'Welcome to the Grades Setup Wizard!' in a smaller, black font. The entire screenshot is enclosed in a thin red border.

Enter Grades Manage Grades Schemes **Setup Wizard**

Grades Setup Wizard

Welcome to the Grades Setup Wizard!