



Brightspace Faculty Quick Start Checklist

Accessing Brightspace:

- I can successfully [log in to Brightspace](#) using my CUNY Login username and password.
- I can [find my course\(s\)](#).

Managing the Course:

- I know how to view my [Classlist](#) in my course. ([additional text instructions](#)).
- I have added instructions for students on [how to get started](#) and where to find the course materials.
- I know how to make my course [active](#) so students can access it.

Course Materials:

- I know how to [add and organize course materials](#).
- I can [create modules](#) that are structured in a way that is easy for students to navigate.
- I can [upload/create files](#) in a module.

Assignments/Tests/Discussions:

- I know how to create and edit [Assignments](#), [Discussions](#), and [Quizzes](#).

Grades:

- I know how to select the appropriate [Grade Scheme](#) (John Jay Undergraduate vs Graduate) for my course, and have checked all graded items in the [Manage Grades tab](#).
- I know how to [create gradebook items \(columns\) and categories](#).
- I know how to [enter grades](#).

Communication Tools: ([text instructions for all Communication tools](#))

- I know how to send an [announcement](#).
- I know how to view my [Classlist](#) to send an email to my entire class.
- I know how to send an [email](#) to individuals.

Brightspace Support:

- I know how to [contact DOES LMS support](#) for help with Brightspace.
- I am familiar with training [workshops](#) and [resources](#) for Brightspace.
- I can visit the [Brightspace Guidelines for Faculty](#) for more help.

For more information and assistance, please email DOES Learning Management System Support at LMS.faculty@jjay.cuny.edu (faculty) or LMS.student@jjay.cuny.edu (students).