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 create gradebook categories

☐ I know how to create gradebook items (columns)

☐ I know how to delete grade items

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 or specific learners.

Brightspace Support:

☐ I know how to contact Office of Digital Learning – 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 ODL - Learning Management System Support at LMS.faculty@jjay.cuny.edu (faculty) or mailto:LMS.student@jjay.cuny.edu (students).