



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 and grade 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.