

Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools

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Short Course design and theory

The *Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools* short course is designed to allow participants to navigate through the course at their own pace. The course is online and asynchronous. The course focuses on introducing and re-introducing the use of specific D2L Brightspace features and tools (including import/Export/Copy Components, Manage Dates, and Brightspace Pulse) to facilitate your online course efficiently.

The course **content** provides the learning objectives, course schedule and expectations, facilitator contact information, and course structure (modules).

For each **content module**, participants are provided learning materials (reading assignments, videos, articles) in which they apply their learning in the required assigned activities. To complete an activity, participants demonstrate their learning by selecting from one or more scenarios, or by choosing their own scenario. In the **assignment folder**, participants upload screenshots, documents, and/or relevant information related to how they would complete the scenario. As a reflection activity, participants may discuss workflows and effective practices with their peers in a **discussion topic**. The discussion is open to all participants, and is optional to complete.

In its entirety, the short course could be completed within **6-9 hours**, each module taking 2-3 hours of work per week.

Theory

The short course contains **start dates** and **due dates** on learning materials and assigned activities. Participants see these dates in their interactions with the course materials. Participants must wait until the start date before interacting with learning materials and/or assigned activities. In this way, it allows the participant to explore how students interact with dated course materials and activities.

With this course structure, we've found a few advantages and disadvantages:

Advantages:

- Participants are more likely to be motivated by due dates and/or start dates
- Dated material displays in multiple areas within an online course (such as the calendar, Brightspace Pulse app, course tools) allowing for higher visibility of the learning materials or activities

Disadvantages:

- Participants can see all course materials, but may be confused that they cannot access it right away
- Participants may feel frustrated to have to wait until a start date, or may be flustered by missing a due date

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Import course package

The *Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools* course zip package can be imported into D2L Brightspace. The majority of course materials and activities can be imported. However, related materials (such as release conditions and intelligent agents) are not exportable from D2L Brightspace. The following lists outline (1) items that can be imported from the course package, and (2) items that would be recreated within the destination course.

Course materials contained in the course package

- Content modules/topics (48 items)
- Course files (126 course files)

- Discussion forums/topics (10 items)
- Assignments (3 items)
- Grade categories/items (4 items)
- Announcements (4 items)
- Course appearance (course image and banner setting)

Course materials that would be recreated in the course

- Grade scheme (1 course scheme)
- Groups (1 category)
- Intelligent Agents (4 items)
- Awards (1 item)
- Release Conditions (7 items)

The remaining sections of this document detail the recreation of items within the destination course. These include the grade scheme, groups, intelligent agents, course awards, and release conditions.

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Grade scheme

In the gradebook, we created the following course grade scheme and used it as the default grade scheme.

Name: Complete, Incomplete, Not Completed

Short Name: C/IC/NC

Ranges:

1. Not Completed	0% Start	Red color	69% assigned value
2. Incomplete	70% start	Yellow color	90% assigned value
3. Complete	91% start	Green color	100% assigned value

Edit - Complete, Incomplete, Not Completed

General

Name *

Complete, Incomplete, Not Completed

Short Name

C/IC/NC

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	Not Completed	0		69	
2	Incomplete	70		90	
3	Complete	91		100	

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Groups

There is one group category, *Conversation with facilitators*, in the course. The group category enrollment type is 'single user, member-specific groups' and associated with the 'Conversation with your Facilitators' discussion topic.

Category Setup

Enrollment Type

Single user, member-specific groups

Restrict Enrollments To *

No restrictions

Additional Options

▼ [Collapse additional options](#)

Create Workspace

☐ Set up lockers ?

☐ Set up assignments ?

File submission ▼


Existing Workspace

Discussions

[Connect with your Facilitators](#)

The group discussion is an optional element of the course, allowing participants to contact the facilitators one-on-one.

General questions ▼

Topic	Threads
<p>Connect with your Facilitators ▼</p> <p> Group/section restrictions.</p> <p>In this private discussion, you have the option to discuss with your facilitators one-on-one. You may ask questions about course content, activities, or module assignments.</p> <p>Questions posted in this topic may include:</p> <ul style="list-style-type: none"> • I'm not sure how to use the D2L Brightspace tool; can you help me out? • I'm having trouble with a course assignment; I need some guidance. • How can I take my course to the next level? 	

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Intelligent Agents

In the course, there are four intelligent agents:

- “Welcome email”
- “Posted at least once to ‘Introductions’ discussion topic”
- “No course access for 4 days”
- “User achieved Award Certificate of Completion”

Agent List Settings

New
More Actions

View: All agents Apply

Enable
Disable
Delete

<input type="checkbox"/>	Agent ▲	Results of Last Run	Last Run Date	Next Run Date
<input type="checkbox"/>	No course access for 4 days ▼		-	-
<input type="checkbox"/>	Posted at least once to 'Introductions' discussion topic ▼		-	-
<input type="checkbox"/>	User achieved Award Certificate of Completion ▼		-	-
<input type="checkbox"/>	Welcome email ▼		-	-

“Welcome email”

The “welcome email” IA is sent to users after the participants have been enrolled in the class.

Intelligent Agents > Welcome email

Edit Agent

Agent Name: *

Welcome email

▶ Edit Description

Status:

☒ Agent is enabled

1. Criteria

Role in Classlist

☐ All users visible in the Classlist
☒ Users with specific roles:

☒ Student

The IA’s criteria is a release condition: Enrolled in current org unit as the role Student. The IA’s repetition is ‘Take action only the first time the agent’s criteria are satisfied for the user’. This ensures that participants are only sent the IA email once within the course.

Release Conditions

Attach ExistingCreate and Attach

Remove All Conditions

To access this item, users must satisfy

All conditions must be met

Enrolled in current org unit as the role: **Student** ×

2. Actions

Repetition

☒ Take action only the first time the agent's criteria are satisfied for a user

☐ Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

[Which Action Repetition setting should I use?](#)

The IA's email is sent TO {InitiatingUser} with the subject line 'Welcome to {OrgUnitName} in {OrgName}!'

Send an Email

☒ Send an email when the criteria are satisfied

Name that the emails come from: **MnSite - System Site**

Reply-To address for responses: **noreply-brightspace@minnstate.edu**

[How can I change the default From and Reply settings?](#)

To: *

{InitiatingUser}

Cc:

Bcc:

[What special email addresses can I use?](#)

Subject: *

Welcome to {OrgUnitName} available within {OrgName}!

The IA's email message uses the {OrgUnitName} replace string and a quicklink to the course's 'Getting Started' content module.

Message:

Paragraph **B** *I* U [List Icons] Arial (Recom 3 (12pt) [Color Picker] ...

Welcome to {OrgUnitName} in the shared MnSite D2L Brightspace site. We're so glad that you're here!

In the next three weeks, we will review and discuss the following:

- Copy Course Materials,
- Import/Export Course Materials,
- Manage Dates, and
- Brightspace Pulse.

You will be able to explore these options within your own course, practice various scenarios, and decide which strategies are best suited to your needs.

This is a short course, so jump in right away. Start by selecting **Materials...Content** from the course navigation bar, and review the material in the [Getting Started](#) module.

See you in the online class!

Note: You can reply to this intelligent agent email to contact your facilitators.

[Rich Text Editor Icons]

Once all participants have been enrolled in the course, you may manually run the intelligent agent to send the welcome message immediately to participants. Otherwise, you can set a schedule to run the IA on a daily basis; when a new participant is enrolled in the course, the IA is set to the user the following day.

3. Scheduling

☒ Use Schedule

Schedule: Evaluated every 1 day(s)

Next Run Date: No schedule defined

[Update Schedule](#)

<input type="checkbox"/>	Posted at least once to 'Introductions' discussion topic	Run Now
<input type="checkbox"/>	User achieved Achievement	Delete
<input type="checkbox"/>	Welcome email	▼

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“Posted at least once to ‘Introductions’ discussion topic”

The “Posted at least once to ‘introductions’ discussion topic” IA is sent to participants when they have posted a thread or replied to a thread in the Introductions discussion topic.

Agent Name: *

Posted at least once to 'Introductions' discussion topic

▶ [Edit Description](#)

Status:

☒ Agent is enabled

1. Criteria

Role in Classlist


☐ All users **visible** in the Classlist

☒ Users with specific roles:

☒ Student

The IA's criteria is a release condition: Adds 1 threads or replies to 'Introductions' discussion topic. The IA's repetition is 'Take action only the first time the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.

Release Conditions

[Attach Existing](#) [Create and Attach](#)  [Remove All Conditions](#)

To access this item, users must satisfy

All conditions must be met ▼

Adds 1 threads or replies to discussion topic: Introductions/Introductions ✕

2. Actions

Repetition

☒ Take action only the first time the agent's criteria are satisfied for a user

☐ Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

[Which Action Repetition setting should I use?](#)

The IA's email is sent TO {InitiatingUser} with the subject line '{InitiatingUserFirstName}, you've posted to a discussion within {OrgUnitName}'

Send an Email

☒ Send an email when the criteria are satisfied

Name that the emails come from: MnSite - System Site

Reply-To address for responses: noreply-brightspace@minnstate.edu

[How can I change the default From and Reply settings?](#)

To: *

Cc:

Bcc:

[What special email addresses can I use?](#)

Subject: *

[What replace strings can I use in the subject and message?](#)

The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with quicklinks to the 'introduction' discussion topic and the course homepage.

Message:

Paragraph

B
I
U

Arial (Recom

3 (12pt)

...

Hi {InitiatingUserFirstName},

We noticed that you had posted in the [Introductions](#) discussions topic in {OrgUnitName} within the shared [MnSite D2L Brightspace](#) site. Well done! We appreciated hearing about your background and experience with online learning, as well as your enthusiasm for the course topic.

Let us know how we can best assist you to succeed in this course.

Note: You can reply to this intelligent agent email to contact your facilitators.

The IA is run on a schedule and checks once daily throughout the course.

3. Scheduling

☒ Use Schedule

Schedule: Evaluated every 1 day(s) starting

Next Run Date: No schedule defined

Update Schedule

[What does an agent's Schedule determine?](#)

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“No course access for 4 days”

The “No course access for 4 days” IA is sent to participants if they have not access the course within the past four days.

Edit Agent

Agent Name: *

No course access for 4 days

▶ [Edit Description](#)

Status:

☒ Agent is enabled

1. Criteria

Role in Classlist

☐ All users visible in the Classlist

☒ Users with specific roles:

☒ Student

Save and Close Save Cancel

The IA’s criteria is Course Activity: “User has not accessed course for at least 4 days”. The IA’s repetition is ‘Take action every time the agent is evaluated and the agent’s criteria are satisfied for the user’. This ensures that participants are only sent the IA email once within the course.

Course Activity

☒ Take action when the following course activity criteria are satisfied:

☒ User has not accessed course for at least day(s)

☐ User has accessed course during the past day(s)

Release Conditions

[Attach Existing](#)
[Create and Attach](#)
[Remove All Conditions](#)

There are no conditions attached to this item.

2. Actions

Repetition

☐ Take action only the first time the agent's criteria are satisfied for a user

☒ Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

The IA's email is sent TO {InitiatingUser} with the subject line '{OrgUnitName} Course Activity, {InitiatingUserFirstName} {InitiatingUserLastName}'

Send an Email

☒ Send an email when the criteria are satisfied

Name that the emails come from: MnSite - System Site

Reply-To address for responses: noreply-brightspace@minnstate.edu

[How can I change the default From and Reply settings?](#)

To: *

Cc:

Bcc:

[What special email addresses can I use?](#)

Subject: *

[What replace strings can I use in the subject and message?](#)

The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with a quicklink to the course homepage.

Message:

Hi {InitiatingUserFirstName},

We noticed that you have not logged into {OrgUnitName} for 4 days. It is important to log in to the short course, {OrgName}, and keep up with course activities to be successful in this class, especially since it is only three weeks long. The course is available within the shared [MnSite D2L Brightspace](#) site; log in to the site using your StarID credentials.

We know that taking online classes can be challenging, and we are here to help. Please let us know if we can assist you to help you succeed. You can reply to this intelligent agent email to contact your facilitators.

The IA is run on a schedule and checks every three days throughout the course.

3. Scheduling

☒ Use Schedule

Schedule: Evaluated every 4 day(s) starting

Next Run Date: No schedule defined

[Update Schedule](#)

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“User achieved Award Certificate of Completion”

The “User achieved Award Certificate of Completion” IA is sent to participants if they have achieved 91% or greater on the final grade, and the final grade has been released to them.

Edit Agent

Agent Name: *

User achieved Award Certificate of Completion

[Edit Description](#)

Status:

☒ Agent is enabled

1. Criteria

Role in Classlist

☐ All users **visible** in the Classlist

☒ Users with specific roles:

☒ Student

The IA's criteria is Course Activity: "User achieved Award Certificate of Completion". The IA's repetition is 'Take action only the first time the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.

Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

To access this item, users must satisfy

All conditions must be met ▼

Final grade: released and receives greater than or equal to 91 % ✕

2. Actions

Repetition

☒ Take action only the first time the agent's criteria are satisfied for a user
☐ Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

The IA's email is sent TO {InitiatingUser} with the subject line: '{InitiatingUserFirstName}, you've achieved a course certificate in {OrgUnitName}'

Send an Email

☒ Send an email when the criteria are satisfied

Name that the emails come from: MnSite - System Site

Reply-To address for responses: noreply-brightspace@minnstate.edu

[How can I change the default From and Reply settings?](#)

To: * {InitiatingUser}

Cc:

Bcc:

[What special email addresses can I use?](#)

Subject: * {InitiatingUserFirstName}, you've achieved a course certificate in

The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with a quicklink to the course homepage.

Message:

Hi {InitiatingUserFirstName},

Thank you for participating in the {OrgUnitName} course! You now have a completion certificate available to you when you [visit the course in D2L Brightspace](#). You can find the certificate by going to **Assessments > Awards** in the course navigation bar.

1. Click on the **Assessments** menu in the course navbar, and then select **Awards**.
2. On the **My Awards** screen, click on the **Certificate of Completion** link.
3. Scroll down to the bottom of the 'Certificate of Completion' pop-up window, and then click the **Generate Certificate** button.
4. Once your internet browser prompt you, either open the certificate in Adobe Acrobat or save it to your device.

Thanks again for joining us.

The IA is run on a schedule and checks once a day throughout the course.

3. Scheduling

☒ Use Schedule

Schedule: Evaluated every 1 day(s)

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Awards

In the course, there is one course award certificate upon the participant's successfully completion of all required elements in the course. The certificate is released by the user having met all conditions and received 91% or greater on the three (3) grade items.

Certificates

Course Certificate: Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools

Credits

☐ Award hidden until earned

Release Conditions

Create All conditions must be met

1. Receives greater than or equal to 91 % on grade item: Copy and Import-Export Course Materials X
2. Receives greater than or equal to 91 % on grade item: Manage Dates X
3. Receives greater than or equal to 91 % on grade item: Brightspace Pulse X

Save Cancel

The award is restricted to the course and never expires.

Edit Award - Course Certificate: Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools

Name *

Course Certificate: Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools

Description *

Course certificate for completing the required elements within the short course.

Award Type Certificate ▾

Select the type of award you want to create. Certificates are similar to badges and additionally include a PDF printout of the actual certification upon award.

Availability

☐ Make this award available to all of my courses.
☒ Make this award available to other award creators and their courses.
☒ Restrict award to **TEMPLATE Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools** and its child org units.

As the award creator, you will always have access to your awards for use in other courses. The settings above will allow others to easily reuse your awards in their courses if you choose to allow it.

Expiry

☒ Never

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Release Conditions

In the course, we used six (6) release conditions. Four (3) release conditions were associated with the [course award](#), and the remaining release conditions were individually associated with three (3) [intelligent agents](#).

<input type="checkbox"/>	Grades
<input type="checkbox"/>	Receives greater than or equal to 91 % on grade item: Copy and Import-Export Course Materials
<input type="checkbox"/>	Receives greater than or equal to 91 % on grade item: Manage Dates
<input type="checkbox"/>	Receives greater than or equal to 91 % on grade item: Brightspace Pulse

<input type="checkbox"/>	Discussions
<input type="checkbox"/>	Adds 1 threads or replies to discussion topic: Introductions/Introductions
<input type="checkbox"/>	Classlist
<input type="checkbox"/>	Enrolled in current org unit as the role: Student
<input type="checkbox"/>	Grades
<input type="checkbox"/>	Final grade: released and receives greater than or equal to 91 %

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