



## Contents

<b>Introduction</b> .....	1
<b>Module Setup Checklist</b> .....	1
<b>Virtual Learning Environment: Standards Policy</b> .....	1
<b>Copy content over from a previous version of the module/another module</b> .....	2
<b>Assessment set up</b> .....	2
<b>Ensure module content is accessible</b> .....	3

## Introduction

This document provides a set of resources to assist in getting your Brightspace module ready for the new trimester.

## Module Setup Checklist

[IT Services have created a checklist](#) outlining the major steps involved in setting up your module.

[There is also a checklist available here](#) with additional details on Brightspace content. You can download it and check off items as you complete them.

## Virtual Learning Environment: Standards Policy

The [Virtual Learning Environment: Standards Policy](#) provides guidance on good practice for module layout on Brightspace.



Modules on Brightspace also now include the suggested framework, under four headings (units on Brightspace): Welcome, Introduction, Learning and Assessment.

## **Copy content over from a previous version of the module/another module**

If you have previously created content in another Brightspace module (or the previous iteration of that module), you can [import some/all of the other module's content to your current module](#).

This includes assignments, quizzes and quiz libraries, discussions and content from the My Learning section.

## **Assessment set up**

This section contains links to a number of resources on creating an assignment or quiz, using grade items and preparing for transfer to InfoHub Grade Entry at the end of the module.

[Create a quiz; using advanced quiz settings](#).

*Grade items* define your assessment as summative, and adds them to the **Grades** section under **Assessment**.

[Creating a grade item for a quiz](#).

[How to set quiz timing options](#).



[Create an assignment.](#)

[Creating a grade item for an assignment.](#)

As part of your assignment, you may wish to utilise the option for [anonymous marking.](#)

[For modules with sub-components, follow these steps to create a component grade.](#)

## **Ensure module content is accessible**

Does your module follow Universal Design for Learning (UDL) principles?

[Ally is a plug-in on Brightspace](#) that assesses the accessibility of your content, and provides tips on how to improve it.

[You can use this \*\*checklist\*\* to help improve the accessibility of your content as you create it.](#)