# Brightspace by D2L

[http://texaschristianuniversity.brightspacedemo.com](http://texaschristianuniversity.brightspacedemo.com/)

# How to instructions:

### Task 1: Login to Sandbox

Number of clicks: 4

Number of screens accessed: 2

**Screen 1:** (1) Go to url , (2) Enter login credentials, (3) Click Login

**Screen 2:** (4) Select course from My Courses Box

### Task 2: Add a Unit/Module and Content Item

Number of clicks: 9

Number of screens accessed: 3

**Screen 1:** (1) Type the name of the Unit/Module in the "Add a Module" field in the Table of Contents (2) Hit Enter/Return on your keyboard (3) Select the Unit/Module (4) Click "New" (5) Select "Create a File"

**Screen 2:** (6) Give your File Content Item a name and enter any text (7) Click "Publish"

**Screen 3:** (8) Enter Activity Details and (9)click "update" for each modification

### Task 3: Record and Embed Video

Number of clicks: 12

Number of screens accessed: 5

**Screen 1:** (1) Select the Module/Unit

**Screen 2:** (2) Then select the small arrow to the right of the content item and (3) Select "Edit HTML"

**Screen 3:** (4) Place cursor in visual editor then (5) Select the "Insert Stuff" button

**Screen 4:** (6) Select the "Video Note" button. (7) Click "Allow" for Camera and Microphone access and (8) click "Record" button. (9)Click "Next" button (10) give your video a title and description, then (11) click Next.

**Screen 5:** (12) Watch a preview is desired. If not, click the "Update" button

### Task 4: Create an Assignment to Accept Electronic Homework Submissions

Number of clicks: 7

Number of screens accessed: 3

**Screen 1:** (1) Select your Unit/Module (2) Select "New" button (3) Select "Dropbox"

**Screen 2:** (4) Add Name (5) Choose if Group or Individual Submission (6) Add Instructions (7) Click "Publish"

**Screen 3:** (8) Add Activity Details for dates and restrictions, if it is required, points and other assignment options (9) Click "Update" for Activity Detail addition and "Save" for grade item

# Task 5: Setup Gradebook

Number of clicks: 6

Number of screens accessed: 5

**Screen 1:** (1) Select "Grades" tab (2) View "Manage Grades"

**Screen 2:** (3) Select "New" button and (4) click "Item"

**Screen 3:** (5) Select the grade item type

**Screen 4:** (6) Give Item a name and set properties (7) Click "Save"

**Screen 5:** (8) Click on the "Restrictions" tab to add any date information (7) Click "Save and Close"

# Task 6: Assign Grades and Leave Feedback

Number of clicks: 7

Number of screens accessed: 3

**Screen 1:** (1) Select Grades tab (2) then select "Enter Grades" tab

**Screen 2:** (3) Locate the column you want to grade, then click on the arrow to the right of the column name (3) Select "Grade All"

**Screen 3:** (4) Enter the grade (5) Select the Comment Bubble to add feedback (6) Click "Save" for the feedback, and "Save" for the grade. (7) Click "Yes" when prompted if you are sure you would like to make these changes.