

*Plan to teach. Prepare to learn.*

## Quick Start to Spring 2020 Course Completion Online -- Brightspace

Students must complete your course remotely. **Use this prioritized checklist to assure your course is remote-ready for students no later than March 23, 2020.** Additional resources on each topic are available on the **Innovative Learning website [here](#)**, and are regularly updated. Email [innovativelearningteam@purdue.edu](mailto:innovativelearningteam@purdue.edu) with questions or if you need further assistance.

If you want to move some or all of your courses to Brightspace, email [InnovativeLearningTeam@purdue.edu](mailto:InnovativeLearningTeam@purdue.edu). Please allow at least a 24-hour turnaround time. Then, visit [purdue.brightspace.com](http://purdue.brightspace.com) to login to the West Lafayette campus. You will see an emergency template that you may use to quickly set up your site with essential course content, activities, and assignments.

- Familiarize yourself with Brightspace by reviewing this brief video [“Navigating Brightspace tutorial.”](#)
- Once your remote teaching Brightspace is ready, activate it by following these directions: [Making a Course Active](#).

### Create your plan to course completion

- What are *essential* course content, activities, and assignments to complete the semester? Develop remote alternatives that allow for **independent, asynchronous completion** by all students.
- Revise assignment due dates and submission methods, and flex your policies as needed. Remember that the current Purdue [academic calendar](#) is still in effect.
- Revise your grading scale as needed. If you require/offer points that require face-to-face interaction, (e.g. attendance), be flexible and provide alternatives such as check-ins or small activities.

### Communicate with your students

- Contact your students by March 23<sup>rd</sup>.
- Create a plan/syllabus in Brightspace by viewing this short guide [Uploading Your Syllabus or Plan](#). Review the plan with your students, highlighting changes.
- Use Brightspace to facilitate communication between students and with you. Create announcements or send emails by following these instructions [Communication in Brightspace](#).
- Assure that students download or otherwise have remote access to required or alternate resources.
- Run a small, remote test activity with students. Offer a few points or extra credit for those who successfully complete the activity. Adjust your plan if needed.

### Deliver essential content/materials

- Make it easy for students to find essential content for the rest of the semester (e.g. hiding past or non-essential materials and/or developing a downloadable course packet). Click [here](#) for help with specific categories of content (e.g. lecture, labs). Visit the [Purdue Repository for online Teaching and Learning](#) for other considerations in online teaching.

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- Add files to your Brightspace course following these directions on [Adding Content](#). To create an assignment in Brightspace, use these instructions [Create an Assignment and Gradebook](#).
- Purdue-supported alternatives to in-person lectures are using Kaltura from any computer that can record its monitor and your audio and/or BoilerCast in your classroom while campus is open. Click instructions for [Creating a Video Using Kaltura Capture](#) and [Requesting and Using BoilerCast](#).
- Make sure hyperlinks are accessible to all students, including those whose countries might block some content. This Wikipedia [link](#) provides more specifics.
- Provide a path for all students to achieve the course learning outcomes this semester. This may mean responding to a variety of special situations, such as documented [accommodations](#) and student whose access to Internet is limited.

### Complete remote learning activities

- Post announcements to your Brightspace course site and link to FAQs as they arise.
- Establish regular check-in times -- normal class time and/or office hours when students should check the LMS (but use live check-in sparingly).

### Assess student learning

- To create online quiz/exam Brightspace, use these instructions [Creating Quiz and Grade Items](#).
- Update student grades to reflect their progress toward course completion as of March 23, 2020.
- Brightspace gradebook directions are available here [Gradebook Overview](#).
- Establish reasonable turnaround time for feedback, based on your schedule and student needs.

Additional resources on Brightspace are available [here](#). You may also attend Brightspace workshops; see [schedule](#). If you need further assistance in setting up your course in Brightspace, email [innovativelearningteam@purdue.edu](mailto:innovativelearningteam@purdue.edu).

### Other critical factors in creating a successful plan

Keep in mind the following five factors when creating an equitable plan for your remote course:

1. There is no longer an opportunity for face-to-face interactions with your students. This includes class meetings, assessments/exams, and outside course components (e.g., labs). The campus remains open, however ALL course elements are to be completed online.
2. There are serious bandwidth and system concerns to a reliance on the use of live-streamed and/or synchronous lectures/tests/activities. Students are not guaranteed to have access to technology off-campus or be on the same time zone. Asynchronous work is the most effective way to AVOID critical failures for your remote course.
3. This is not a time to add Proctor Track or other online proctoring services.
4. ALL communication with your students should go through either Blackboard or Brightspace learning management systems (LMS). Sharing grades or graded work outside of your LMS is a FERPA violation.
5. Most students will be unable to purchase additional materials or resources (not required when the semester started) to complete the course.