

NYU LMS (Brightspace) Summer Training

Building your course site and commonly used tools
Tuesday, July 13th @ 2PM EDT

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Start recording the session!

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Make sure your Zoom Desktop Clients is up to date!

Current version is 5.7.1 (June 28, 2021)

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**ALL previous terms and courses in
NYU Classes are now available for
self-migration.**

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What will be covered:

- Building your course site
- Units, Lessons, and HTML Docs
- Uploading Course Materials
- Adding documents to a course site (Unit/Lesson or HTML Doc)
 - Creating a content topic
 - HTML page link
 - External link (Google Drive, Google Doc, etc.)
- Commonly Used Tools
 - Announcements
 - Assignments
 - Classlist

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What we already covered: *(June)*

- Migrating NYU Classes course sites
- Understanding NYU LMS Reference Sites
- Using the Create Course Site tool
- NYU LMS introduction
 - Where is Zoom and Panopto?
 - Basic course site layout and tools
- Copying content from your Reference Site

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Building your course site

The screenshot shows the NYUClasses course site editor. The top navigation bar includes 'Home', 'Summer 2021 ...al Writing', 'Legal English', 'Law Template Fall 2020', 'Teaching Tools for Online', and '2021 Graduate Lawyering 1'. The main content area is titled 'Constitutional Law - Site Information' and contains a description of the course. A left sidebar lists various site components like 'Course Home', 'Course Materials', 'Course Assignments', 'Zoom', 'Paragoto', 'Chat Room', 'Attendance', 'Announcements', 'Class Contacts', 'Class Email', 'Settings', 'Statistics', 'Course Feedback', 'Tests & Quizzes', and 'Help'. A bottom footer contains copyright information for NYUClasses.



The screenshot shows the NYUClasses course site as seen by a student. The top navigation bar includes 'NYU', 'Energy Law Regulation and Policy, Section 001', and user profile 'John Starr'. The main content area features a header image with the course title 'Energy Law Regulation and Policy, Section 001'. Below the header, there are several sections: 'Announcements' (with a message that the 2021 Fall site is not active), 'Updates' (with a message that there are no current updates), and 'Calendar' (with a message that there are no events to display). A 'Table of Contents' section is also visible.

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Units, Lessons, and HTML Docs

NYU LMS (Brightspace) allows instructors to create course content with the Content tool. Use the Content tool to post and organize course content so that information about course expectations, course syllabus, lecture notes, and important dates display to users clearly.

Course materials you post in Content can include documents, images, media files, URL links, and existing course activities. You can add release conditions, graded items, and learning objectives to topics to ensure users navigate through course materials while fulfilling specific course requirements and learning expectations.

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Units, Lessons, and HTML Docs *(cont.)*

Course content is organized using content **units** and **lessons**. A **unit** is a stand-alone instructional unit that is designed to satisfy one or more learning objectives. A **unit** consists of one or more **lessons**.

Units and Lessons can loosely be thought of as folders and subfolders.

For example:

- Week 1 (*unit*)
 - The Courts (*lesson*)
 - Doctrine of Precedent (*lesson*)
- Week 2 (*unit*)
 - National Reporter System (*lesson*)
 - Federal Case Law (*sub-lesson*)
 - State Case Law (*sub-lesson*)

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Units, Lessons, and HTML Docs *(cont.)*

Within a unit, lesson, or sub-lesson can be **HTML Documents**. These are the webpages where course content can be displayed.

Page Templates allow you to add pre-designed page layouts to your HTML Documents in the Content tool.

For example:

- Week 1 (*unit*)
 - Syllabus (*HTML Doc*)
 - The Courts (*lesson*)
 - Federal Court System (*HTML Doc*)
 - State Court System (*HTML Doc*)
 - Doctrine of Precedent (*lesson*)

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Uploading Course Materials

The **Manage Files** tool enables you to select and upload files from your computer to your course site. Organize and manage course files and folders while performing tasks such as creating, editing, deleting, uploading, moving files and folder, and zipping and unzipping files.

Note: There is no comparable **Course Materials (NYU Classes)** tool in the new NYU LMS (Brightspace) for students to access.

Visit: <https://support.nyulaw.online/knowledge-base/upload-and-organize-course-files/>

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Adding documents to a course site

- Create a content topic from Manage Files tool
- Insert a link within an HTML Doc
 - Add an External link (Google Drive, Google Doc, etc.)

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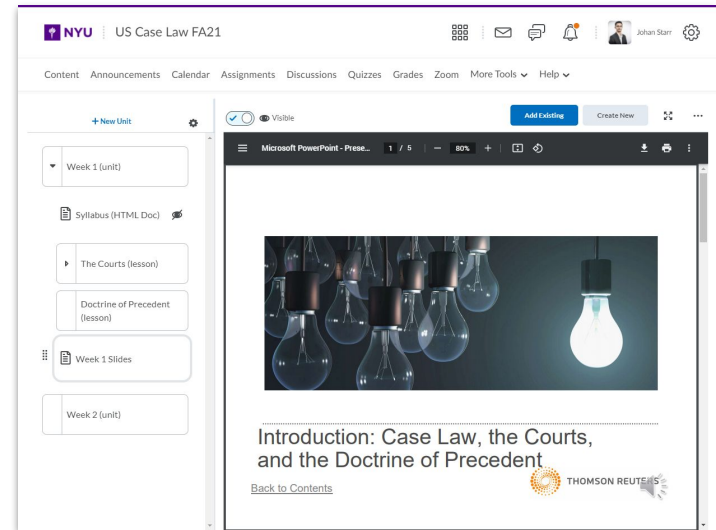
Create a Content topic in Manage Files

You can create a **content topic** (link to a file within a Unit, Lesson, or Folder) using a file directly from **Manage Files**. Supported document file types (pdf, doc, xls) will display within the content area.

Visit:

<https://support.nyulaw.online/knowledge-base/create-a-content-topic-in-manage-files/>

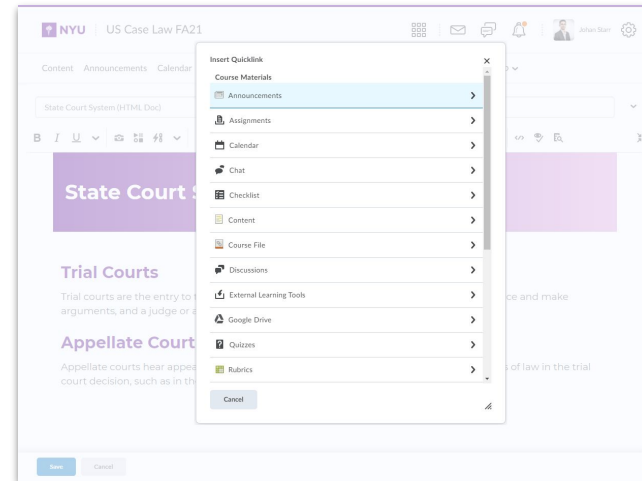
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Insert a link within an HTML Doc

Insert Stuff is for adding media files (images, video, and audio)

Add Link is used for existing course materials (files, assignments, announcements, quizzes, etc) and for external resources such as Google Drive.



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Commonly Used Tools

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Announcements Tool

The Announcements tool enables you to create news items that help communicate course updates, changes, and new information to your users quickly and effectively.

Note: Learners must log in to NYU LMS (Brightspace) at least once to automatically receive email notifications when a new announcement is published or when an existing announcement is updated.

Visit: <https://support.nyulaw.online/knowledge-base/create-an-announcement/>

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Assignments Tool

Instructors use the Assignments tool to create and edit assignments, see users' submission times, view submissions on the Evaluate Submission page, associate assignments to rubrics and competencies and return submissions with grades and feedback.

Use the Assignments tool to:

- Restrict access by date, time, group membership, and/or special access permissions.
- See individual or group users' submission time & date.
- Download assignments to your computer.
- View submissions with the document viewer on the Leave Feedback page.
- Return submissions with grades and feedback.

Visit: <https://support.nyulaw.online/knowledge-base/create-and-manage-assignments/>

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Classlist Tool

Classlist is a directory of names, emails, and group settings that provides you with quick access to a full list of the participants in your course. By default, enrollment data is determined by the Registrar's Office/Albert.

The official SIS roles are listed as **Instructor** or **Student**. If you add them manually, you see **Manual** next to the role. From this page, you can view users' progress and manage course enrollments.

Visit: <https://support.nyulaw.online/knowledge-base/add-an-existing-user-to-the-classlist/>

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In-person Hybrid Classroom Training

Sign up now at <http://support.nyulaw.online>
Click on “Register for Training” located at the top right of the site.

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Q&A

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NYU LMS Teach Camp 2021 @ Steinhardt

- July 20th and 21st - 9:00 AM to 5:00 PM EST
- August 17th and 18th - 9:00 AM to 5:00 PM EST

<https://steinhardt.nyu.edu/teachcamp>

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Thank you

Contact us at law.learntech@nyu.edu with any questions, concerns or general consultation.

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