

Migration Checklist

Initial Setup

Read and delete the informative announcements.

<https://brightspace-support.tudelft.nl/qrc-training/creating-an-announcement/>

Use the 'support modules' that are in your course by default, to become familiar with the Brightspace Tools.

Delete the support modules, if preferred. These are hidden from students by default.

<https://brightspace-support.tudelft.nl/qrc-training/creating-modules-and-submodules-for-your-course/>

Migrate the course

Insert the Course Information

Course Description

Learning Objectives/Outcomes

Course Structure and Dates

Assessment

Resources and Tools

Staff and Support Information

Add Course Content

Create modules and sub-modules. For example:

Lecture Notes

Week 1

Week 2

Week 3

Upload/link the course content in the relevant modules.

Add interactive and administrative tools, such as:

- Grades:
<https://brightspace-support.tudelft.nl/grading/>
- Assignments:
<https://brightspace-support.tudelft.nl/qrc-training/creating-an-assignment-in-brightspace/>
- Groups:
<https://brightspace-support.tudelft.nl/qrc-training/creating-groups/>

Testing and Final Touches

Use the Student View to test what students will see in your course. Note that group and date restrictions will be applied to the Student View.

<https://brightspace-support.tudelft.nl/qrc-training/viewing-your-course-as-a-student/>

Activate your course, once you are satisfied with the content.

<https://brightspace-support.tudelft.nl/qrc-training/setting-your-course-as-active-or-inactive-for-student-access/>

Contact Information

Brightspace support (email and meetings): brightspace@tudelft.nl

Temporary enrollments in courses for instructors: brightspace@tudelft.nl

Permanent changes to Instructor/Course Manager enrollments, course names and quarters:
OSA Account Groups