

Semester Quick Start Guide – September 2021

These instructions are not exhaustive. They cover the basics of teaching a course using Brightspace. The linked resources come from our [Brightspace For Teachers](#) course.

1. Have I found my course in Brightspace?
 - [My Courses Widget](#)
2. Have I made my course active?
 - [Making Your Course Active](#)
3. Have I added other staff into my course?
 - [Adding Staff to Your Course](#)
4. Have I posted a welcome announcement?
 - [Posting an Announcement](#)
 - [Edit Announcements](#)
 - [Deleting Announcements](#)
5. Have I created my first lesson in the Content section?
 - [Creating a Unit](#)
 - [Creating a Lesson Folder](#)
 - [Uploading Files into the Lesson](#)
 - [Create and Edit a File in the Lesson](#)
6. Can I create and launch a meeting in Virtual Classroom?
 - [Scheduling a Meeting](#)
 - [Launching a Meeting](#)
7. Have I learned how to launch Teams from within Brightspace? (recommended if not using Virtual Classroom)
 - [Scheduling and Launching a MS Teams Meeting](#)
8. Have I created an assignment?
 - [Create an Assignment](#)
9. Have I printed off a class grid for recording marks and attendance?
 - [Print Class Grid](#)
10. Have I created a discussion?
 - [Creating a Discussion Forum and Topic](#)
11. Do I need to import/copy components from another course?
 - [Copying Course Components into Another Course](#)
12. Do I need to organize my class into groups/cohorts?
 - [Creating Groups](#)
13. Am I teaching two sections of the same course?
 - [Teaching Multiple Sections through Release Conditions](#)
14. Do I want to change or personalize the look of my course?
 - [Changing the Name of Your Course](#)
 - [Personalize Your Homepage Banner](#)
 - [Familiarize Yourself with the default Nav Bar](#)
 - [Customize your Nav Bar](#)
 - [Load in Newly Designed Nav Bar \(optional\)](#)
 - [Making a Copy of Your Homepage](#)
15. Have I set up my Supply Folder within my course content?
 - [Create Your Folder](#)
 - [Sample OT Instruction Form](#)
16. Do I need ideas for community building activities?
 - [Onboarding Activities](#)

To open these links in a new tab hold "Ctrl" when clicking.

The GECDSB TELT Team is happy to provide **LIVE SUPPORT** for teachers on a weekly basis.



Monday (10:30-12)

[Join Here](#)

Wednesday (12-1:30)

[Join Here](#)

Friday (11:00-12:30)

[Join Here](#)

Click the links above to join during the allocated times and a TELT Teacher will be there to support you.

Do you need courses merged?



Fill out the [Course Merge Request Form](#)

Contact a TELT



Email

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[TELT Help GECDSB](#)

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