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Training Catalog

2023-2024

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Training Catalog

The Brightspace Training Catalog includes a variety of training opportunities for administrators and instructors to immerse themselves in learning about the Brightspace platform. Covering a variety of topics and skill levels, these informative sessions will engage and encourage curiosity. Including both webinar and workshop style sessions, participants can watch, learn, practice and grow in their Brightspace knowledge.

Definitions

Webinar

An engaging online event where training is delivered to a large audience who participates by submitting questions, responding to polls and using other available interactive tools.

Workshop

An interactive training engagement where participants actively practice (and potentially receive feedback on) specific skills.

Feature 360 Webinar Series

Explore the advanced features of a Brightspace tool in depth, including the different perspectives, effective practices, and troubleshooting.

Advanced Instructor Tools Workshop Series

Take your skills to the next level in this series on instructor tools.

AMA

Ask me Anything Q&A session with a D2L expert. Participants bring their questions, get answers and learn about other Brightspace resources.

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Brightspace Guided Training

D2L's Brightspace Guided Training program includes access to self-guided content and opportunities to attend instructor-guided training webinars. This program is recommended for anyone designing, building, teaching, or facilitating courses within the Brightspace platform (and for those who support them).

Self-guided content allows you to access the information you need, when you need it. The self-guided program not only includes instructional videos, in many cases it includes step-by-step walkthroughs for key workflows and "Try it Yourself!" activities that allow you to safely practice without making any changes in your own courses. Even though the content is self-guided (meaning you can jump in and out as needed and take any path you'd like to get from learning to doing), you will receive plenty of guidance including advice around effective practice. For those that have a little more familiarity with Brightspace tools, there are many Points of Interest they can jump right into.

Some Points of Interest are:

- Activity Feed
- Announcements
- Assignments
- Content – both experiences
- Discussions
- Navigation
- Quick Eval
- Quizzes

Instructor-guided webinars allow you to follow along with a live D2L expert as they guide you through key tools and workflows that matter to you. Watch, learn, and then practice on your own. These sessions will build your skills and your confidence. While each webinar stands alone, we also group webinars into series that help you extend knowledge.

To access Guided Training:

1. Login to Brightspace Community at **https://community.d2l.com/brightspace/**
2. Once you are logged in hover over Resources tab and click Learning Center, or click on this link [Brightspace Learning Center Courses - Brightspace (d2l.com)](#) to take you to the Brightspace Learning Center Courses to D2L Access Brightspace Guided Training

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Webinars

Description	Duration	Audience	Level	Participants
Brightspace Instructor Essentials This introductory session is geared towards users who will be working in the Learning Environment to develop courses, teach/facilitate, or support instructors who use Brightspace. Administrative, help desk, and technical support staff are also encouraged to attend to gain a better understanding of how different users will be utilizing the tools. *When delivered as a webinar, this session is demo-only with no participant limit.* *Sandboxes will not be created for participants, but they are welcome to follow along if they have a space to work in. Login support will not be provided.*	120 min	K12 HE Corporate	Beginner	500
Feature 360: Content (Lessons) Wondering how to add content to your course? Join us as we explore how to copy existing content into courses and learn to create new materials within your course using the HTML Editor. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500
Feature 360: Content (Classic) Wondering how to add content to your course? Join us as we explore how to copy existing content into courses and learn to create new materials within your course using the HTML Editor. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500
Feature 360: Assignments Need a place for learners to submit papers and projects? In this session, we will share effective practices for creating and evaluating assignments. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500

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Description	Duration	Audience	Level	Participants
Feature 360: Discussions Whether peer-to-peer or learner-to-instructor, discussions are a great way for learners to share what they are discovering. In this session, we will create discussion forums and topics and explore how to evaluate discussions. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500
Feature 360: Grades Curious how to set up a new gradebook in Brightspace? In this session, we will explore setting up your gradebook with creating an item and category to support evaluation. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500
Feature 360: Quizzes See what it's like to take a quiz from the learner's perspective, then how to manually grade it as an instructor. Practice building a quiz and explore how different configurations impact how the quiz behaves with learners. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE Corporate	Beginner	500
Feature 360: Intelligent Agents Practice creating an agent that sends a reminder email to learners who haven't visited your course in the last week or who have an overdue quiz. See a demonstration of how that message looks from the learner's perspective. *Suggested Prerequisite: Instructor Essentials*	60 min	K12 HE Corporate	Intermediate	500
Feature 360: Quick Eval Quick Eval is a versatile tool that allows you to assess and provide feedback in one place. Learn about all the options available and how it relates to other grading functionality. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE	Intermediate / Advanced	500

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Description	Duration	Audience	Level	Participants
Feature 360: Rubrics Learn how to create and use rubrics in Brightspace. Create a new rubric using our analytic or holistic template, whether points, percentages, or text response. Use the rubric to grade users' submissions. *Suggested pre-requisite: Instructor Essentials*	60 min	K12 HE	Beginner	500
Feature 360: Release Conditions Learn how to manage availability of learning materials and activities with release conditions. Experience the learner view and the instructor view during this session. *Suggested Prerequisites: Instructor Essentials*	60 min	K12 HE	Beginner	500
Communicating & Engaging Learn how to leverage some of the most frequently-used communication tools in Brightspace to keep your learners engaged and informed. *Suggested prerequisite: Instructor Essentials*	120 min	K12 HE	Intermediate	500
Exploring Portfolio If your organization plans to use Portfolio, then this session will get you up to speed! Start off with a brief discussion of use cases, then see how learners can interact with it. Next, see a demonstration of how an instructor can give feedback to learners through Portfolio, including via a rubric. Finish with a quick look at some of the settings that can be adjusted by instructors. *Prerequisite: client must be using Portfolio, Instructor Essentials*	60 min	K12 HE	Beginner	500
Evaluating and Giving Feedback Stay on top of assessment by learning the tools and tricks that allow you evaluate and provide feedback for Assignments, Discussions, and Quizzes from several places both in your course and out. In addition, see how to release final grades to Learners. *Suggested prerequisite: Instructor Essentials*	120 min	K12 HE	Intermediate	500

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Description	Duration	Audience	Level	Participants
Blended Learning Effective Practices Learn how to apply effective practices for blended learning using assignments, release conditions and communication tools in Brightspace.	60 min	K12 HE Corporate	All	500
AMA: Q&A for Instructors If you're an Instructor or Course Designer and you have questions about how some of your tools and workflows in Brightspace, bring them to this session and ask away.	60 min	K12 HE Corporate	All	500
AMA: Q&A for Administrators If you're an Administrator and you have questions about how some of your tools and workflows in Brightspace, bring them to this session and ask away.	60 min	K12 HE Corporate	All	500
Semester Start for Faculty Learn about a variety of course activities and assessments. We will explore workflows for setting up a basic course, review files that may have been migrated into the course, and review Manage Dates features. Additionally, learn about accessing a course, creating basic content, and publishing an announcement *Suggested prerequisite: Instructor Essentials*	60 min	K12 HE	Beginner/ Intermediate	500
Classroom Faculty Support Learn about a variety of course activities and assessments. We will also explore scenarios from support questions frequently asked by instructors. *Suggested prerequisite: Instructor Essentials*	60 min	K12 HE	Advanced	500
Using Course Tools from the Org Level Come on a tour of the places in the Learning Environment where administrators can create course components and easily share them to all or some courses. Watch how to create rubrics and share them to different parts of your org, grade schemes that any course can use, and how to set defaults for Class Progress, Homepages and Navbars. *Prerequisite: Administrator training, Instructor Essential*	60 min	Adminis- trators Only	Beginner	500

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Description	Duration	Audience	Level	Participants
Collaboration Among Students Discover how to use Brightspace to facilitate collaboration among learners by exploring group tools and their functionality through group discussions, lockers, assignments, and the activity feed. *Suggested prerequisite: Instructor Essentials*	60 min	K12 HE Corporate	All	500

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Workshops

Description	Duration	Audience	Level	Participants
Brightspace Instructor Essentials This high-level overview session is geared towards users who will be working in Brightspace to develop courses, teach/facilitate, or support instructors who use Brightspace. Administrative, help desk, and technical support staff are also encouraged to attend to gain a better understanding of how different users will be utilizing the tools. *When delivered as a workshop, this session is limited to 12 participants. Sandboxes and will be provided.*	120 min	K12 HE Corporate	Beginner	12
Focus on Facilitation: How to Manage Your Live Course You've been handed a pre-built course (lucky you!), or you've already finished building your own course, but now you need to learn how to deliver it. This session will walk you through how to facilitate an existing course. We will explore things like evaluating assessments and releasing grades, moderating discussions, editing content or adding supplementary materials, creating groups, posting announcements, and using the manage dates feature. *Prerequisite: Participants must have access to a pre-built course in their own org with at least one test learner enrolled*	120 min	Course Facilitators	Beginner	12
Introduction to Grades This training is designed for individuals who will be developing courses, teaching using Brightspace, or supporting those who are using the learning platform. In this session, we will explore the grades tool and learn how to start building out this area in a course. *Prerequisite: Instructor Essentials*	120 min	K12 HE	Beginner	12
Creating Learning Activities Take a longer look at the workflows for building learning activities in your course. This includes reviewing the major options associated with Assignments, Discussions, and Quizzes. *Suggested prerequisite: Instructor Essentials*	120 min	K12 HE Corporate	All	12

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Description	Duration	Audience	Level	Participants
Creating and Curating Content Looking for ways to get your material into your Brightspace course? This session is for you--learn how to upload material while also creating new resources, create learning activity placeholders, and even copy material from other courses. *Suggested prerequisite: Instructor Essentials*	120 min	K12 HE Corporate	Intermediate	12
Advanced: Discussions for Assessment Purposes Explore how to use discussions for assessing learner engagement and comprehension. Learn how to set up discussions, leverage existing groups and rubrics in your course, and view statistics. *Recommended Prerequisites: Evaluating & Giving Feedback, Communicating & Engaging*	120 min	K12 HE	Advanced	12
Advanced: Quizzes Begin with building a basic quiz followed by learning how to add some of the advanced functionality to a quiz you are creating. Tasks include creating complex question types, fixing questions that have already been answered, manually grading quiz questions, managing what the learner sees at the end of their quiz, importing quizzes, and more!	120 min	K12 HE Corporate	Advanced	12
Advanced: Grades Explore advanced areas of the grades tool by using Grade Schemes, creating uncommon grade item types, unlinking and deleting grade items, and managing and releasing final grades. *Prerequisite: Introduction to Grades*	120 min	K12 HE	Advanced	12
Advanced: Standards/Learning Outcomes Discover how to use Program level outcomes and copy outcomes in your course, how to leverage achievement scales, how to associate outcomes with Rubrics and Quizzes, and how to view the Learner results for your course outcomes, with a focus on the Mastery View of grades.	120 min	K12 HE Corporate	Advanced	12

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Description	Duration	Audience	Level	Participants
Advanced: Competencies and Learning Objectives Learn how to build Competencies and Learning Objectives to track learner mastery. In this session, create both a Competency and a Learning Objective, associate these with an activity, practice evaluating against a rubric, and view competency completion status.	120min	K12 HE Corporate	Advanced	12
Creating Instructor Presence in your Online Classroom Instructor presence helps learners understand course goals and overcome feelings of disconnection between peers and instructor. This workshop explores communicating with and engaging learners in Brightspace. *Suggested Prerequisites: Introduction to Brightspace, Communicating & Engaging*	120 min	K12 HE Corporate	Advanced	12
Advanced: Migrated Course Review Bring your course that was migrated from another LMS and learn what to look out for and how to make edits, when necessary. Ample time will be set aside for Q & A, as experiences can vary, depending on which LMS the course was originally built in. *Prerequisite: Participants must have access to a pre-built course in their own org with at least one test learner enrolled* **Trainer must be provided with a pre-built course to work in during training; they will not import their own.**	60 min	K12 HE Corporate	Advanced	12
Administrator Refresh Need to review some of your Administrator tools in Brightspace? Got new folks to the Admin team who could benefit from an exploration of what they can do? We will review the tools most utilized by the admins.	120min	K12 HE Corporate	All	12

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Description	Duration	Audience	Level	Participants
Classroom Support Training Designed for faculty, librarians, support staff, and other individuals from your institution who will be developing courses, teaching using Brightspace, or supporting those who are using the learning environment. Each participant will understand how to edit and manage a variety of instructor tools for specific purposes, as well as develop exemplars for future use in their Learning Environment.	2hrs	K12 HE Corporate	Intermediate	12
Designing Accessible Courses Learn how to how to create accessible content and flexible activities in Brightspace. Explore how Brightspace can support learner needs and review accessibility settings and features.	2hrs	K12 HE Corporate	Intermediate	12
Creator+ Brightspace Creator+ is a content authoring package that provides opportunities for users to create highly stylized, dynamic, interactive learning experiences in minutes. Learn how to build dynamic content and media experiences that appeal to course participants, improve comprehension, and achieve high engagement for instructors and learners.	2hrs	K12 HE Corporate	Intermediate	12
ePortfolio for Administrators During this workshop, each participant will understand how to configure their Learning Environment to meet identified organization needs for this tool.	120min	K12 HE Corporate	All	8
ePortfolio for Instructors During this session, each participant will understand how to create, edit and manage a variety of ePortfolio functions for specific purposes.	120 mins	K12 HE Corporate	All	12

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Description	Duration	Audience	Level	Participants
Advanced: Portfolio During this session, participants will learn how to configure, manage, and use Brightspace Portfolio to meet identified organization needs. *Prerequisite: Exploring Portfolio*	60min	K12 HE Corporate	All	12
Learning Repository (LOR) for Administrators During this workshop, each participant will examine organization setup and understand how to configure Brightspace Learning Repository to meet identified organization needs. They will understand how to create, edit, and manage a variety of repositories for specific purposes.	120 min	K12 HE Corporate	All	8
Learning Repository (LOR) for Instructors During this workshop, each participant will work within a training course to understand how Brightspace Learning Repository allows them to manage their resources. They will understand how to publish, search for, and retrieve a variety of objects within their courses and elsewhere.	120 min	K12 HE Corporate	All	12

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For the offerings below – S3, Capture, Insights, and LeaP - your system requires Performance Plus, Engagement Plus, or both.

Description	Duration	Audience	Level	Participants
Student Success System (S3) At the end of this workshop each participant will have reviewed the process of setting up the Student Success System for an organization, configured a model for a course, and inspected an example of student data generated by an S3 model.	120 min	K12 HE Corporate	All	12
Capture At the end of this workshop each participant will be familiar with the primary components of Capture and will understand how to configure their Learning Environment to use the tool for live and on-demand presentations. Additionally, participants will be able to create and edit their own presentations, as well as make them available to others.	120 min	K12 HE Corporate	All	12
LeaP At the end of this workshop, each participant would have examined LeaP and will understand its functionality, how to build their own LeaP in a course, and how to properly utilize it to meet their individual or organizational goals.	120 min	K12 HE Corporate	All	12
Insights Apply knowledge of the Brightspace Insights Portal features used to view student course access, tools access, total logins, and more. Discover where to find other data analytics to complement Insights, like Class Progress, Class Engagement Dashboard, the Course Overview widget, and the Work to Do widget.	90-120 mins	K12 HE Corporate	All	12

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About D2L

D2L is a global learning innovation company, reshaping the future of education and work. We're leading the way into a new era of personalized learning, driven by the belief that everyone deserves access to high-quality education, regardless of their age, ability or location. Our signature technology products–D2L Brightspace and D2L Wave–enhance the learning experience for millions of learners at every stage of life, from the earliest days of school to the working world. Learn more at **D2L.com**.

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