



Training Catalog

Spring 2022



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.

Training Immersion

An instructional webinar series that focuses on key tools to get you started with Brightspace. In less than an hour, participants learn a new workflow for setting up a learning activity and for promoting engagement.

Feature 360

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

Connections

Learn about Brightspace Partners in this series of webinars.

Advanced Instructor Tools

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.



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.

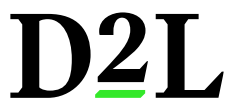
Some Points of Interest are:

- 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.brightspace.com/>
2. Look for the D2L moose in the upper left-hand corner and click on "Access Brightspace Guided Training"



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. <i>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.</i>	120 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Getting Started with Brightspace (Lessons) This introductory session provides a live demo of key tools used in Brightspace. We will explore Activity Feed, Content, Discussions, Assignments, Quizzes and Grades.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Getting Started with Brightspace (Classic) This introductory session provides a live demo of key tools used in Brightspace. We will explore Activity Feed, Content, Discussions, Assignments, Quizzes and Grades.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: ABC's of 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.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: ABC's of 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.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Assignments Need a place for students to submit papers and projects? In this session, we will share effective practices for creating and evaluating assignments.	60 min	K12 HE Corporate	Beginner	No limit

Description	Duration	Audience	Level	Participants
Training Immersion: Discussions Whether peer-to-peer or student-to-instructor, discussions are a great way for students to share what they are learning. In this session, we will create discussion forums and topics and explore how to evaluate discussions.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Quizzes Comprehension check. Midterm. Final Exam. What do they have in common? They can all be created in Brightspace Quizzes. Join us as we explore how to build a quiz and use the question library.	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Grades Curious how to set up a new gradebook in Brightspace? In this session, we will explore setting up your gradebook and grade items to support evaluation	60 min	K12 HE Corporate	Beginner	No limit
Training Immersion: Face-to-face to Brightspace Need to transition activities from your F2F classroom to online? This session will help you identify the workflows for setting up your online class in Brightspace.	60 min	K12	Beginner	No limit
Training Immersion: Quick Eval & Class Progress In this session, you will learn about different options available for assessing and reporting student success.	60 min	K12	Beginner	No limit
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 options in Brightspace.	60 min	K12 HE	Intermediate/ Advanced	No limit
Feature 360:Rubrics Learn how to create and use rubrics in Brightspace.	60 min	K12 HE	Beginner	No limit

Description	Duration	Audience	Level	Participants
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. <i>Suggested pre-requisite: Instructor Essentials</i>	60 min	K12 HE Corporate	Beginner	No limit
Feature 360: Intelligent Agents Practice creating an agent that sends a reminder email to students 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. <i>Suggested Prerequisite: Instructor Essentials</i>	60 min	K12 HE Corporate	Intermediate	No limit
Feature 360: Learning Outcomes Practice adding standards/learning outcomes to your course and associating them to different activities. See a demonstration of how to evaluate a learner's assignment submission, using standards. <i>Suggested Prerequisites: Instructor Essentials</i>	60 min	K12 HE Corporate	Intermediate	No limit
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. <i>Suggested Prerequisites: Instructor Essentials</i>	60 min	K12 HE	Beginner	No limit
Communicating & Engaging Learn how to leverage some of the most commonly used communication tools in Brightspace to keep your learners engaged and informed. <i>Suggested prerequisite: Instructor Essentials</i>	120 min	K12 HE	Intermediate	No limit
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. <i>Suggested prerequisite: Instructor Essentials</i>	120 min	K12 HE	Intermediate	No limit

Description	Duration	Audience	Level	Participants
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. <i>Prerequisite: client must be using Portfolio, Instructor Essentials</i>	60 min	K12 HE	Beginner	No limit
Advanced: Standards/Learning Outcomes Discover how to use Program level outcomes and copy outcomes in your course, how to associate outcomes with Rubrics and Quizzes, and how to view the Learner results for your course outcomes.	60 min	K12 HE Corporate	Advanced	No limit
Advanced: Learner Engagement Dig into some of the more complex Brightspace tools that help to keep learners motivated throughout a course, whether it be facilitated or self-guided.	60 min	K12 HE Corporate	Advanced	No limit
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	No limit
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	No limit
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	No limit

Description	Duration	Audience	Level	Participants
Semester Start for Faculty Learn about a variety of course activities and assessments. We will also explore workflows for setting up a basic course. <i>Suggested prerequisite: Instructor Essentials</i>	60 min	K12 HE	Beginner/ Intermediate	No limit
Semester Start for Faculty Support Learn about a variety of course activities and assessments. We will also explore scenarios from support question frequently asked by instructors. <i>Suggested prerequisite: Instructor Essentials</i>	60 min	K12 HE	Advanced	No limit
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. <i>Prerequisite: Administrator training, Instructor Essentials</i>	60 min	Administrators Only	Beginner	No limit
Connections: Using Bongo Explore Virtual Classroom and Video Assignments in this session on Bongo. We will demonstrate how to create items and activities and assess video submissions.	60 min	K12 HE Corporate	All	No limit



WORKSHOPS

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. <i>When delivered as a workshop, this session is limited to 12 participants. Sandboxes and login support will be provided.</i>	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, by giving you a chance to practice things like evaluating assessments and releasing grades, moderating discussions, editing content or adding supplementary materials, creating groups and posting announcements. <i>Prerequisite: Participants must have access to a pre-built course in their own org with at least one test learner enrolled</i>	120 min	Course Facilitators	Beginner	12
Introduction to Grades This training is 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. In this session, we will explore the grades tool and learn how to start building out this area in our course. <i>Prerequisite: Instructor Essentials</i>	120 min	K12 HE	Beginner	12
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. <i>Suggested prerequisite: Instructor Essentials</i>	120 min	K12 HE Corporate	Intermediate	12

Description	Duration	Audience	Level	Participants
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. <i>Suggested prerequisite: Instructor Essentials</i>	120 min	K12 HE Corporate	All	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. <i>Required Prerequisites: a course with learners enrolled and organized into Groups, at least one rubric. Recommended Prerequisites: Evaluating & Giving Feedback, Communicating & Engaging</i>	120 min	K12 HE	Advanced	12
Advanced: Quizzes Learn 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, managing what the learner sees on submission (Submission Views), 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. <i>Prerequisite: Introduction to Grades</i>	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.	60 min	K12 HE Corporate	Advanced	12

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. <i>Suggested Prerequisites: Introduction to Brightspace, Communicating & Engaging</i>	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.	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? This is the session for you!	120min	K12 HE Corporate	All	12
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 create, 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

Description	Duration	Audience	Level	Participants
Designing Accessible Courses 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 create, 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
ePortfolio for Administrators During this workshop, each participant will understand how to configure their Learning Environment to meet identified organization needs.	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.	4hrs (2 x 2hr)	K12 HE Corporate	All	12
Portfolio During this session, participants will learn how to configure, manage, and use Brightspace Portfolio to meet identified organization needs.	120min	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

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
Course Catalog (for Administrators only) At the end of this session each Administrator will have a saturated understanding of how their organization can setup and utilize Course Catalog.	120 min	K12 HE Corporate	All	8
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 how to properly utilize it to meet identified organization needs.	120 min	K12 HE Corporate	All	12



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](https://www.d2l.com).

Contact Us

Phone: 1-519-772-0325 (Worldwide)

Fax: 1-519-772-0324

Email: ContactUs@D2L.com

Toll Free: 1-888-772-0325 (North America)
+44-203-695-8580 (United Kingdom and Europe)
0-800-452-069 (New Zealand)
1-800-778-631 (Australia)
0-800-891-4507 (Brazil)

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