

TELFER BRIGHTSPACE TEMPLATE V.2: INSTRUCTIONS & SCREENSHOTS

Instructor: How to use this Template?

This template was developed to help you get started with designing your courses for remote teaching. By adopting this template, you will help create consistency across Telfer online courses, making it easier for students to find important information in predictable places.

The templates are available as a zip file [here](#). They can be imported directly into a course, **either partly or in full**. Instructions on importing the template are below or watch [this video tutorial](#).

If you have any questions with the templates, please contact Abdul Kane or Manuel Dias.

Instructions: Option 1- Import all components from the template

1. [Download the zip file below](#).
2. Enter your new course.
3. Click on Course Admin on the top navigation bar
4. Select Import/Export/Copy Components.
5. Select Import file
6. Browse your computer and attach the zip file you just downloaded.
7. Select **Import all components**.
8. Wait a few seconds for the course import to be complete.
9. Click Content to see the course template.

Instructions: Option 2- Import select items from the template

1. Download the zip file below.
2. Enter your new course.
3. Click on Course Admin on the top navigation bar
4. Select Import/Export/Copy Components.
5. Select **Import Components**.
6. Click **Start**.
7. Click **Advanced Options**. Then **Continue**.
8. Check the items you'd like to copy.

9. Click **Continue** and follow the steps to complete the import.
10. Click Content to see the components.

After you imported the template, please refer to the relevant tabs below for instructions on how to update the content within them.

Overview Page

The Overview Page is the first thing students see when they click into your course. The purpose of this page is to communicate the key elements of the course and also help students navigate through the course.

Click inside the page to edit the content:

- Update the **Instructor & TA Contact** information
- Update the **About the Virtual Classes** box to include information about your synchronous lectures.
- Click **Add attachment** at the bottom of the page and attach your syllabus (in pdf).
- Optional
 - Include any additional links under **Student Resources** that are relevant to the course.

Course Introduction Module

The purpose of this module is to set expectations for how the course operates. In the description area of the Course Introduction module, you can use this space to provide details on:

- Your pedagogical approach in your online course,
- Communication in the course
- Course organization.
- Remove the text in [square brackets] and the examples provided after.

The module is composed of five submodules:

1. *Welcome*
2. *Course Schedule*
3. *Course Assessments*

4. *How to do well in the course*
5. *Code of Conduct*

> To access the Course Introduction module, click on **Course Introduction** on the left hand-side menu.

Welcome!

- Include a message or short video clip to welcome your students to the course. Remove the text in [square brackets] after.
- Add a profile picture. Use <https://crop-circle.imageonline.co/> to create circle profile pictures.
- Add a short course introduction.
- Add the course objectives and program objectives.

Course Schedule

The course schedule is following a weekly structure.

How to do well in this course?

- Add any important information for students to do well in this course, an estimate of the time commitment (5 to 6 hours per week online) and prep time for virtual classes,;
- Add details on class participation (in synchronous sessions and outside of class hours using discussions fora, MS Teams, etc.).

Code of Conduct

- The Code of Conduct is aimed at reminding students about academic integrity, and clarify what is expected of them during virtual classes throughout the semester.
- Add any information that you feel important for your course.

Course Schedule

- *Online Lectures*: update the information in [square brackets] to include the day and time of your lectures, if they will be on Zoom, MS Teams or Adobe Connect, and whether the lectures will/will not be recorded.

- *Weekly Activities & Assessments*: populate the table to include the activities and assessments students are required to complete each week. Include due dates where relevant.
- Update the *last updated date* at the bottom of the page so students know when changes are made during the term.

Course Assessments

- Populate the table with the assessments that make up the final grade. Include how much each assessment item is worth.
- Include additional information for each assessment below the table (e.g. requirements, how to submit, due dates, online proctoring, etc.)

Online Proctoring

- This section provides details on online proctoring procedures at Telfer and tools available.
- Update as needed if you are planning to invigilate your Mid-Term and/or Final Exams online.

Learning Tools and Tutorials

- Video tutorials and instructions on how to use Brightspace, Zoom and/or MS Teams.
- Update this section as needed.

Discussions

- There is a Course Introduction Forum with two topics for General Course Q&A where students can ask questions about the course (e.g. virtual classes, assignment submissions, quizzes, online proctoring, etc.).
- An Introduce Yourself discussion where students can introduce themselves to the rest of the class.

Course Modules

Each course module (e.g. *Module 1, Module 2, Module 3, Module 4*) consists of a *Module Overview* page, individual pages for *course materials* (e.g. slides, recordings, handouts) from each week, and a section for *course activities & assessments*. The modules are

designed so that students can easily find everything in one place and know what they are required to complete for every module.

> To access the Course Modules, click on **Course Modules** from the Home Page or **Modules** from the left course navigation menu.

Click on the three dots beside the page you want to make changes to and then select **Edit**.

Module Overview

- Add a short description about the module.
- Add the learning objectives for the module.
- Add the to-do list for the module.

Course Materials

- Upload files, add links, video clips, etc.

Course activities & assessments

- Create discussion topics, assignments, or quizzes and add them to this section in the module.

Editing & Design Tips

- Course Set Up Recommendations for creating inclusive learning environments in Brightspace, incorporating WAG, UDL and student-wellbeing practices.
- Other design tips, consistency, easy access to information, communication channels, etc.

TELFER BRIGHTSPACE TEMPLATE SCREENSHOTS

OVERVIEW PAGE

Overview

Bookmarks

Course Schedule

Table of Contents8

INSTRUCTOR

RESOURCES (do not publish)
Hidden

COURSE INTRODUCTION

MODULE 11

MODULE 2

MODULE 3

MODULE 4


MODULE 5

MODULE 6

DISCUSSIONS5

ASSIGNMENTS

PEER2



TELFER

BUSINESS FOR A BETTER CANADA

Eastern Daylight Time (Ottawa, Canada)

Fri, 8. Jan 2021

10:11:55 a.m.

Block content from this web address

Course Code: Course Title

Welcome Abdul H.,

Welcome to "Add Course title" ! Add short course introduction here ...

[You can also add a short course introduction or course orientation video.]

Course Introduction

Course Assessments

Course Schedule

Tutorials

Course Instructor

Add your name

Add your profile photo

Email: name@telfer.uottawa.ca

6

COURSE INTRODUCTION

Search Topics

Q

Overview

Bookmarks

Course Schedule

Table of Contents

8

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE INTRODUCTION

0.1. Welcome

0.2. Course Schedule

0.3. Course Assessments

0.4. Code of Conduct

0.5. How to do well in the

COURSE INTRODUCTION

Print

Settings

Add dates and restrictions...

Welcome! This course will be offered fully online. Synchronous sessions (in real time) are scheduled every week on [day and time] on [Zoom, MS Teams, Adobe Connect], and you will also need to consult regularly the course content, complete learning activities and submit assignments on Brightspace. See course calendar for more details.

About my pedagogical approach

During the synchronous session on [Zoom, MS Teams, Adobe Connect], we will be using the video (webcam), audio, chat to communicate and interact, as well as breakout rooms for group activities. The synchronous sessions will be recorded and made available on Brightspace for you to review them at your own pace and in your time.

The course content is also available on Brightspace and is organized in learning modules available under "Content" on top of the page and from the left hand-side menu.

Communication in the course

I will post announcements and monitor discussions, and short video clips to summarize the module discussions and synchronous sessions each week. **Please make sure that your notifications are "ON"**. Also, I may send notifications directly by email.

STEP 1: Complete the readings & activities on Brightspace

The course content is available in the **Modules** to give you time to prepare for the live

WELCOME PAGE

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 9

INSTRUCTOR

RESOURCES (do not publish) Hidden

COURSE INTRODUCTION 1

0.1. Welcome 1

0.2. Course Schedule


0.3. Course Assessments

0.4. Code of Conduct

0.1. Welcome

Print Settings

Add dates and restrictions...



I am ...

You could also add a short intro video here using the **Video recorder** tool on Brightspace (click **Upload/Create** and select **Video or Audio** in the drop-down menu below).

Invite students to now introduce themselves in the discussion forum below.

Upload / Create

Add Activity

Bulk Edit

INTRODUCE YOURSELF

Discussion Topic

Take a minute sometime before [DATE/TIME] to **introduce yourself**. Include details about the work you do, why you have enrolled in this class, and tell us something about you that makes you uniquely awesome. If you write a **short descriptive** paragraph for us, please include a **photograph** (and update your profile pic in Brightspace too - OPTIONAL). You can also share a video!

COURSE SCHEDULE

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 9

INSTRUCTOR RESOURCES (do not publish) Hidden

COURSE INTRODUCTION 1

0.1. Welcome 1

0.2. Course Schedule

0.3. Course Assessments

0.4. Code of Conduct

0.2. Course Schedule

Print Settings

Add dates and restrictions...

The table below provides an overview of the activities and assessments required each week. The table will be updated as the course proceeds, please check back regularly for updates.

Module/Week	Topic and Synchronous Session	Activities and Assessments
1	Introduction to Organizational Behaviour	Chpt. 1
2	Job Performance / Organizational Commitment	Chpts. 2 & 3
3	Practice case analysis & Personality, Cultural values, and Ability / Job Satisfaction	Practice case TBA / Chpts. 4 & 5
4	Stress / Motivation	Chpts. 6 & 7
5	Case analysis 1 & Trust, Justice, and Ethics	Case 1 TBA / Chpt. 8
6	Case analysis 2 & Learning and Decision Making	Case 2 TBA / Chpt. 9
7	Case analysis 3 & Communication	Case 3 TBA / Chpt. 10
8	Team Characteristics and Processes /	Chpts. 11 & 12

COURSE ASSESSMENTS

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 9

INSTRUCTOR RESOURCES (do not publish) Hidden

COURSE INTRODUCTION 1

0.1. Welcome 1

0.2. Course Schedule

0.3. Course Assessments

0.3. Course Assessments

Print Settings

Add dates and restrictions...

Grading Criteria

Assessment	Due Date	Weight
Participation		
Weekly Quizzes		
Assignment 1		
Midterm Exam		
Assignment 2		
Final Exam		

About Course Grade

[Include information about about how the course grade is calculated. If this information is included in the Syllabus, let students know where they can find it]

Participation (%)

[Include additional information on participation in the course]

CODE OF CONDUCT

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

9

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE

INTRODUCTION

1

0.1. Welcome

1

0.4. Code of Conduct

Print

Settings

Add dates and restrictions...

Using [MS TEAMS, ZOOM or ADOBE CONNECT] as a Student in [add course code]: Participants, Chat, Polls, and Breakout Rooms

- When you join a meeting, you will have various interactive options, such as "Participants" and "Chat". I highly recommend that you click on both the "Participants" and "Chat" options at the beginning of every Live/Synchronous class. The list of participants and chat will open on the right hand-side of your screen. Under the list of participants, you will be able to provide 'non-verbal feedback' to me, such as raising your hand or giving a 'thumbs up'.
- Through the "Chat", you will be able to type questions and be able to see the questions that your classmates ask. I may not be able to address all questions in the "Chat" in real-time if we have a very engaging and lively discussion. In that case, I will make sure to address your questions in the **Discussion Forum**.

HOW TO DO WELL IN THIS COURSE

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

9

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE

INTRODUCTION

1

0.1. Welcome

1

0.2. Course Schedule

0.3. Course Assessments

0.5. How to do well in the course?

Print

Settings

Add dates and restrictions...

About this course

This course requires active participation, and that you come prepared to the synchronous sessions on Zoom that rely heavily on group work. Here are few key strategies to keep up with the course:

- Check the **Announcements** tab daily as I will use it to communicate with you outside of our class hours;
- Visit the course on Brightspace at least once a day;
- Contribute to the discussions, ask questions and answer your peers' contributions;
- Contribute to the group activities (discussions and collaborative work);
- Submit the assignments on time, check the course schedule regularly;
- Email me when you have questions or post a thread in the [General Q&A's](#) in the **Discussion** tab.

About the synchronous sessions

Class attendance (synchronous) is mandatory, in accordance with Telfer School policy. Students who cannot attend classes on a regular basis or who demonstrate an inability to

MODULES

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 9

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE INTRODUCTION 1

MODULE 1 1

MODULE 2

MODULE 3

MODULE 4

MODULE 1

Add dates and restrictions...

[Add a short description about the module here, and/or add a short video clip]

Learning Objectives

By the end of this module, you will be able to:

1. [learning objective]

2. [learning objective]

3. [learning objective]

To-Do in Module 1

List all the activities and deliverables to complete for this module or week.

Print

Settings

DISCUSSIONS

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

9

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE INTRODUCTION

1

MODULE 1

1

MODULE 2

MODULE 3

MODULE 4

MODULE 5

MODULE 6

DISCUSSIONS

5

DISCUSSIONS

Print

Settings

Add dates and restrictions...

The following is an overview of each of the discussions in this online course.

Upload / Create

Add Activity

Bulk Edit

INTRODUCE YOURSELF

Discussion Topic

Take a minute sometime before [DATE/TIME] to **introduce yourself**. Include details about the work you do, why you have enrolled in this class, and tell us something about you that makes you uniquely awesome. If you write a **short descriptive** paragraph for us, please include a **photograph** (and update your profile pic in Brightspace too - OPTIONAL). You can also share a video!

GROUP DISCUSSIONS

Discussion Forum

The Team collaboration forum is a private space for your team to interact, send files and exchange ideas. It works like email except all messages are always sent to all your teammates. The prof has access and can answer questions or make suggestions.

Q&A

Discussion Forum

If you have a question about this course or its content, post a question here so that everyone can benefit from the answer. If you have a question, someone else is probably wondering the same thing. Please answer questions posted by your peers if you can.

PEER EVALUATION

Search Topics

Q

Overview

Bookmarks

Course Schedule

Table of Contents 9

INSTRUCTOR RESOURCES (do not publish) Hidden

COURSE INTRODUCTION 1

MODULE 1 1

MODULE 2

MODULE 3

MODULE 4

MODULE 5

MODULE 6

DISCUSSIONS 5

ASSIGNMENTS

PEER EVALUATION 2

PEER EVALUATION

Add dates and restrictions...

How to provide effective feedback? (Video - 6:56 min.)

Click "Allow" if you cannot see the video.

IF YOU WANT TO GO FAST, GO ALONE.

IF YOU WANT TO GO FAR, GO TOGETHER.

Magda Dania [dania@baylor.edu](#)

Abdul Karim [akarim3@cs.tugraz.at](#)

6:48/6:56

CC Source Speed

Block content from this web address

Upload / Create

Add Activity

Bulk Edit

Prof- Creating_a_Peer_Feedback_and_Team_Dyn - EN

PDF document

Prof- Download-Group-Membership-ITPMETRICS-EN

PDF document

Add a sub-module...

LEARNER SUPPORT

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

9

INSTRUCTOR

RESOURCES (do not publish)

Hidden

COURSE INTRODUCTION

1

MODULE 1

1

MODULE 2

MODULE 3

MODULE 4

MODULE 5

MODULE 6

DISCUSSIONS

5

ASSIGNMENTS

PEER EVALUATION

2

LEARNER SUPPORT

Learning Tools and Tutorials

About Online Exam Proctoring

Add a module...

LEARNER SUPPORT

Print

Settings

Add dates and restrictions...

GETTING READY TO LEARN ONLINE

Before getting started with your course content modules, please take some time to explore [this introductory module](#) (TLSS' website) to learn about the benefits of taking an online course, how to make the most of your online course and how to succeed as an online learner.

Access the module here.

Upload / Create

Add Activity

Bulk Edit

Expand All

Collapse All

Learning Tools and Tutorials

About Brightspace

Brightspace (Virtual Campus) is the University of Ottawa's learning management system that allows you to access course content online, participate in discussions, submit assignments, complete quizzes, view your grades and manage your progress in the course.

For any questions regarding Brightspace, please contact the support service available from 8 a.m. to 8 p.m. (East): 1-866-811-3201

To submit an online support request, please visit the Virtual Campus page: <https://uottawa.saea-tlss.ca/en/virtual-campus>

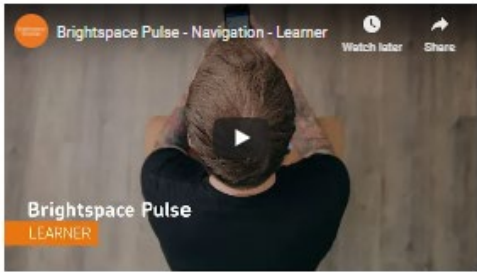
For other technical questions, please contact technical services: <https://it.uottawa.ca/>

You can call the help desk or submit a service ticket with a specific request 24 hours a day. Below are useful tutorials to get you started with Brightspace.

Which web browser to use?

I recommend that you complete the Modules as much as possible on a laptop (or desktop). You can also complete them from your tablet. To do this, install the Brightspace Pulse application available on Google Play and the App Store.

About Brightspace Pulse

A video player showing a person from behind, looking at a screen. The video is titled "Brightspace Pulse - Navigation - Learner". There are buttons for "Watch later" and "Share". The video is labeled "Brightspace Pulse LEARNER".

Have access to a webcam and headphones to participate in synchronous sessions, and view the video documents that I will broadcast in the course.

Search Topics

Q

Overview

Bookmarks

Course Schedule

Table of Contents

9

INSTRUCTOR RESOURCES (do not publish)

Hidden

COURSE INTRODUCTION

1

MODULE 1

1

MODULE 2

MODULE 3

MODULE 4

MODULE 5

MODULE 6

DISCUSSIONS

5

ASSIGNMENTS

PEER EVALUATION

2

LEARNER SUPPORT

Learning Tools and Tutorials

About Online Exam Proctoring

Add a module...

LEARNER SUPPORT

Print

Settings

Add dates and restrictions...

GETTING READY TO LEARN ONLINE

Before getting started with your course content modules, please take some time to explore [this introductory module](#) (TLSS' website) to learn about the benefits of taking an online course, how to make the most of your online course and how to succeed as an online learner.

- [Access the module here.](#)

Upload / Create

Add Activity

Bulk Edit

Expand All | Collapse All

Learning Tools and Tutorials

About Online Exam Proctoring

EXAM PROCTORING TOOLS

There are 3 software tools that can be considered for remote proctoring at the Telfer School of Management.

Respondus LockDown Browser

Respondus LockDown Browser is a custom browser that prevents students from accessing external resources during a quiz within Brightspace.

Respondus LockDown Browser Monitor

Respondus Monitor is an online automated invigilation service integrated with Brightspace that offers remote proctoring so students can take Brightspace exams from anywhere. Each student's exam session is monitored by recording video and audio, along with screen and keyboard activity, during the exam to try to ensure exam integrity. While writing an exam, students are prevented from accessing other applications, websites, or browser tabs. The Monitor software analyzes the recording and flags potential issues for instructor review, such that instructors have the final decision on whether the activity constitutes misconduct.

- [Respondus LockDown Browser for students](#)
- [Respondus FAQ for Students](#)
- [Respondus Training, Guide and Support](#)

Zoom

Zoom will be used for the purpose of invigilating online exams in real-time. There are specific settings that should be enabled/disabled for the Zoom meeting if it is used for exam invigilation, as opposed to an online lecture.

[More on Proctoring tools.](#)

Upload / Create

Add Activity

FOR ASSISTANCE: Abdul.kane@telfer.uottawa.ca or mdias@uottawa.ca

15