

Welcome

These webinars are about effective practice and Tips & Tricks with Brightspace tools.

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This webinar will be available to view on demand, along with the slides, in a couple of days on the customer Success Webinars page



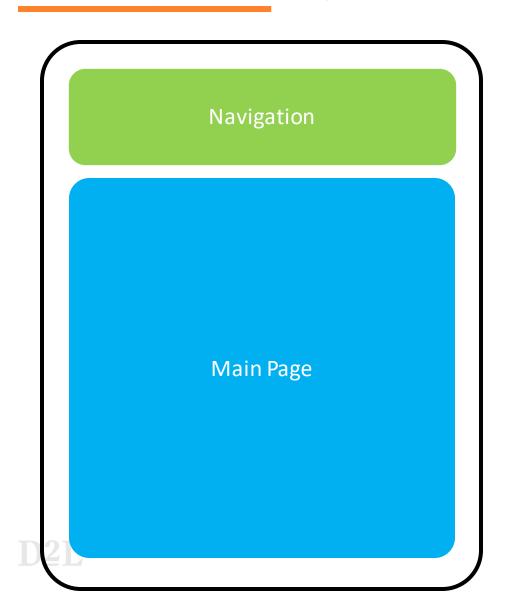


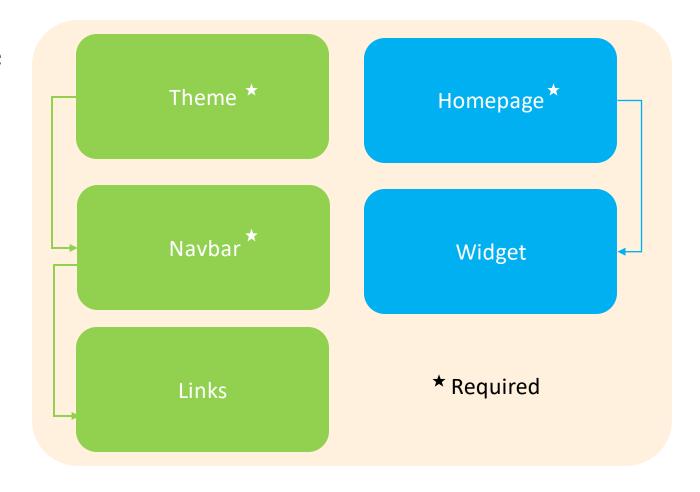
	Category	Date	Time (ET)	Title	Register
STORES CO.	Administrators	Jan 25, 2022	2:00 PM	CD Release Notes Highlights — Quarterly Review	
	Instructors - Higher Education	Jan 14, 2022	1:00 PM	Tips and Tricks: Driving Learner Engagement through Discussions	
	Instructors - Corporate	Jan 11, 2022	1:00 PM	Accessibility for Corporate	
	Instructors	Dec 14, 2021	2:00 PM	Tips and Tricks: Tool Comparison Series, Pt. 3: ePortfolio vs Portfolio in Brightspace	
,	Instructors	Dec 07, 2021	2:00 PM	Tips and Tricks: Tool Comparison Series, Pt. 2: Competencies vs Outcomes in Brightspace	-
	Instructors	Nov 30, 2021	2:00 PM	Tips and Tricks: Tool Comparison Series, Pt. 1: Content Experiences in Brightspace	•
	Administrators	Nov 16, 2021	1:00 PM	Tips and Tricks for Admins: External Learning Tools	-
	Administrators	Nov 11, 2021	1:00 PM	Tips and Tricks: Using Quizzes for Summative and Formative Assessments	

Agenda

- 1 Anatomy of a Brightspace Page
- Page Layouts & Org Structure
- 3 Themes, Navbars, & Links
- 4 Homepages & Widgets
- 5 Cleanup + Rolling Out
- 6 Case Study
- 7 Visual FAQs

Anatomy of a Brightspace Page





Navbars are dependent on themes – you cannot construct a navbar without having defined a theme

Widgets are dependent on homepages – you cannot place a widget without having defined a homepage

Page Layout





Homepages are like a foyer to your home – a common area from which most spaces are accessible. They are a place where first impressions are made.

You want your homepages to be **clean** and **orderly** -- an **inviting** place guests can return to **orient** themselves.

There should be **consistency** in what they expect to find there.

D₂L

Org Structure and Page Layouts Considerations

Organization

- setup / make active a separate homepage for your organization org unit
- do NOT share organization navbar / homepage

"Other"

- is your org structured by other org unit types (school, department, company, etc)?
- should descending org unit be branded uniformly (i.e. course that descend from school A get a specific navbar / homepage and school B gets another)

Course

- Assign the default status to theme / navbar / homepage which is most used
- consider what level of flexibility you want to provide to course designers / instructors for shaping course homepage and/or navbar (do you want your course default enforced?)

Org Structure and Page Layouts Effective Practices

Organization

- Something to get into courses (My Courses)
- Something to communicate global updates / key information to learners (Announcements)
- Something to help learners prioritize their work (Work-To-Do)
- Something social (i.e Twitter feed)
- Links to tools that are administrative in nature which can only be accessed by navbar (Course Updater, Discover, Data Hub, Manager Dashboard)

Course

- Something to set course expectations / conduct (custom widget)
- Something to introduce instructors if instructorled (profile widget)
- Something to navigate course content, either directly (New Learner Experience) or as a jumping off point (Visual Table of Contents)
- Something to communicate course-level update / changes (Activity Feed)
- Links to Progress tools (Class Progress, Grades)

What are Themes, Navbars, Links?

Themes

- Used to customize and brand the look and feel of navbars and pages
- Colors set affect the navigation and content tool
- Use of Logos can be used to direct users to different parts of the Brightspace Application

Navbars

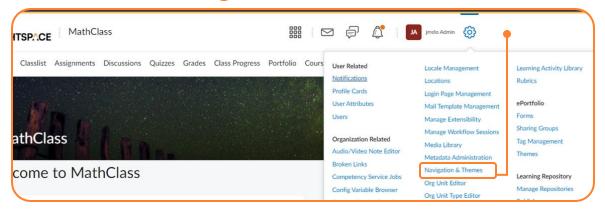
- Used to define which links are included in the navigation panel to help users navigate the targeted org unit
- Used to determine how links will render (text VS icon based)
- Depends on a Theme

Links

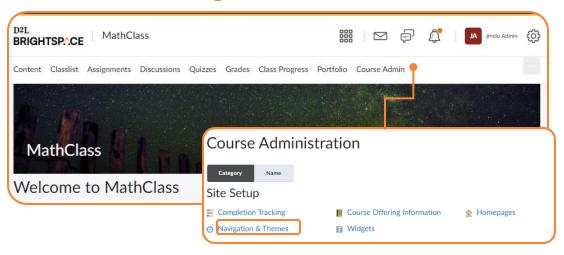
- 2 types of links: system links or custom links
- Links can be grouped in a link group

Where to Access Themes / Navbars / Links?

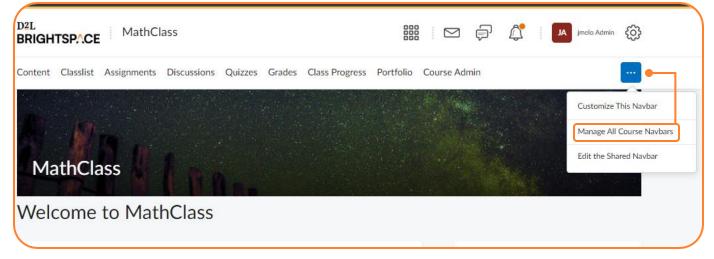
*Admin Tools > Navigation & Themes



Course Admin> Navigation & Themes

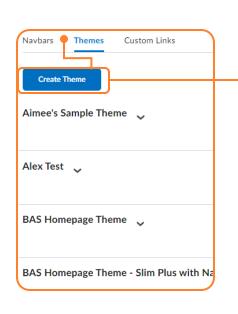


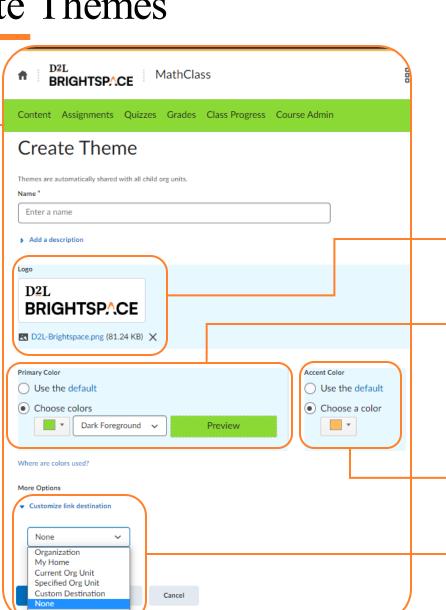
Actions for Navbar > Manage



TIP: Avoid using* Admin Tools workflow, unless your intent is to edit navbars/themes/links at the Organization level as initiating this workflow from within a course offering will redirect you to the organization level

How to Create Themes





TIP: SVG files are recommended for Logo Images for better scaling. 260 x 60 pixels is recommended, but will display at smaller sizes for smaller devices or when viewing a navbar with a course title

Configure a logo to appear in your navigation panel

Set a primary color to style various components of your course, including the navbar and select elements within the *Lessons* content experience, like unit containers

Set an accent color to style the thin strip that renders above the navigate panel

Set if / where users will be directed when clicking on the logo in your navigation panel

Theme Considerations & Effective Practices

Considerations

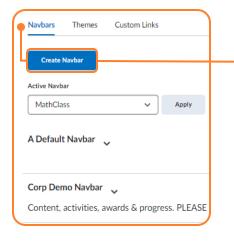
- Do you have a multi-tenant Learning Environment (multiple schools / departments / companies) within the same site? -- do you want to be able to brand by your branches within your org structure?
- Do you use New Content Experience (Lessons) – do you want all unit containers to reflect the primary color?
- Do you wish to direct traffic to your external website or customer's sites?

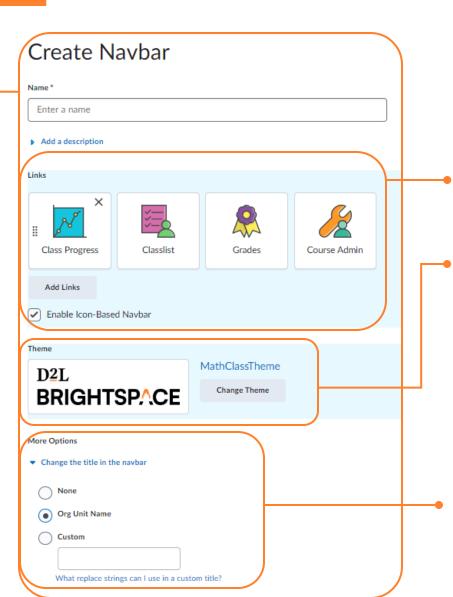
Effective Practices

- Use the least number of themes as possible

 themes can be a good visual queue to
 contextual the courses as belonging to
 something
- Be strategic with where you link your logo, if at all – there is also a floating 'home' to return users to organization page and course title to return users to course homepage (don't overcomplicate)

How to Create Navbars





TIP: If you are trying to change a logo that appears in your navbar, remember that this is a property of the associated theme – in such cases, you'll want to edit the linked theme and update the logo there

Configure which links render in your navbarand how (with or without an icon)

Associate your navbar to a theme to determine who it is styled

Configure if and what title is assigned to the course in the navbar. Use replace strings to pull in course properties into your title.

Navbar Considerations & Effective Practices

Considerations

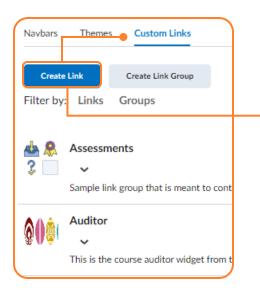
- Consider which roles will access the org unit
- What is the tech literacy of your audience will including icons serves as a distraction or make things more easily identifiable
- Do you have multiple course with the same name

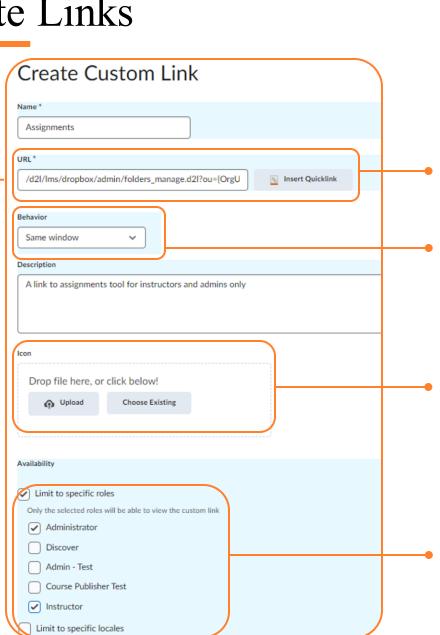
 would including course code in the title help
 differentiate the similarly named courses
- Are you looking for additional ways to brand your learning environment – do icons help build continuity with applications or branding external to Brightspace?

Effective Practices

- Include links for all role types (users will only see links for which they have permission)
- Only render course code in navbar title if they are unique – including non-unique course may further redundancy
- Use icon links for younger audiences
- Don't over-populate your navbar with every available tool – include only those that will be frequented
- Place frequented links near the left (we read leftto right in NA)

How to Create Links





TIP: System Links cannot be limited to specific roles. To workaround this, create a custom link and set the target URL to the relative path related to the role for which you are limiting the link.

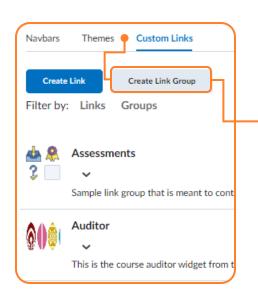
Set a target URL (full or relative) for the custom link

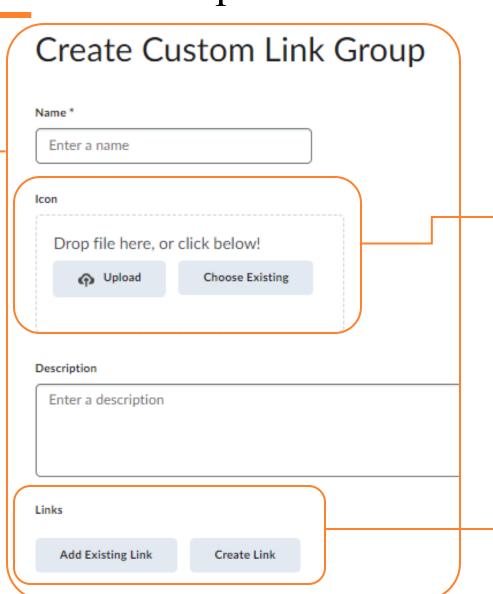
Determine how the link will behave when selected

Configure an icon that will render where iconbased navigation is in use

Limit which roles and/or locales can see / use the custom link

How to Create Link Groups





TIP: Consider using link Groups to depopulate an overcrowded navbar and/or to organize links of a similar theme or category

Configure an icon that will render where icon-based navigation is in use

Add existing system or custom links and/or create new custom links to be added to the grouping

Custom Link Considerations

Considerations

- Are there certain tools that you wish to limit based on role or locale – link limiting cannot be done with systems links
- Will your course act as a launch pad to other applications or resources of information that are external to the learning environment – would you like to surface those out within the course navigation
- Are there certain 'shortcuts' you would like to take directly from the course homepage

Effective Practices

- Use custom links to recreate system links that require role or locale limiting
- Create a custom link to reach a specific page that you frequent to reduce the number of clicks and create efficiency
- Create Group Links to help declutter an overpopulated navbar and direct users to like tools or resources

What are Homepages & Widgets

Homepages

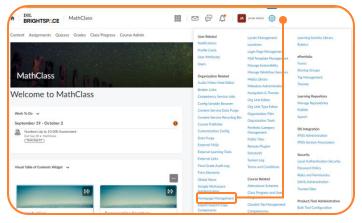
- Determines what information is presented to user upon accessing an org unit
- Typically, widget based, but can also be setup to direct users to a particular tool or URL
- Help to organize information and orient user within course

Widgets

- 2 types of widgets: system widget and custom widgets
- Added to homepages to communicate information or offer additional navigational capabilities

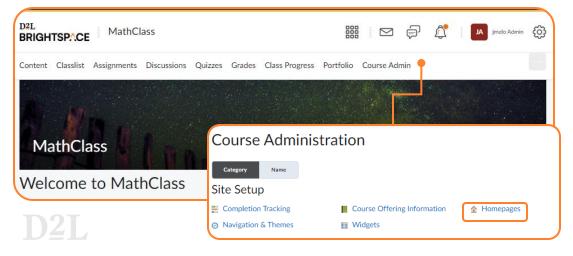
Where to Access Homepages & Widgets?

*Admin Tools > Homepages

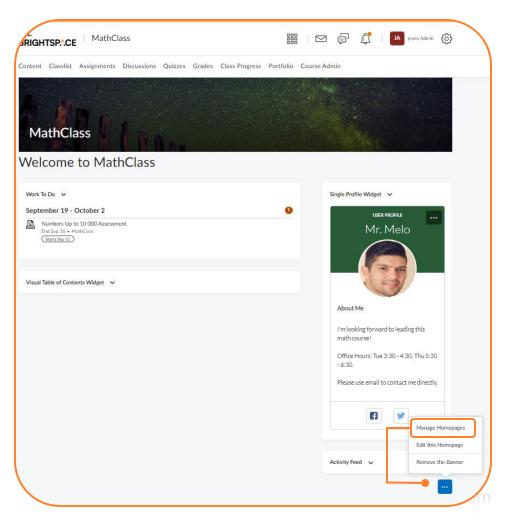


TIP: Avoid using *Admin Tools workflow, unless your intent it to edit homepages/widgets at the Organization level as initiating this workflow from within a course offering will redirect you to the organization level

Course Admin> Homepages

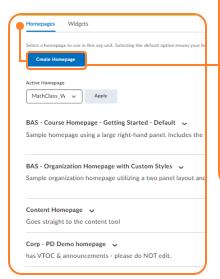


Actions for Homepage > Manage



How to Create Homepages

Choose from three types of Homepage Types: Widget, Tool, and External URL



Create Homepage	Create Homepage	Create Homepage	
Enter a Name	Name *	Name *	
Description Enter a Description	Enter a Name	Enter a Name	
Туре	Description	Enter a Description	
Widget-based ✓	Enter a Description		
Feeder			
What replace strings can I use in a custom title? (Layout	Гуре	Type External URL Jri*	
Basic Two panels: one large panel on the left and one smaller panel on the right.	Tool		
Change Livrout			
Add Widgets Add Widgets	Gool:	https://d2l.com	

Configure if and what message renders in the header of the homepage. Use replace strings to pull in course properties into your message.

Choose from a set of eight different page layouts*

Choose where to place which widgets, based on the chosen layout*

Choose from a list of system tools to direct users to in the main page of your course

Set a URL to embed in the main page of your course

Types of Homepages

Webinar

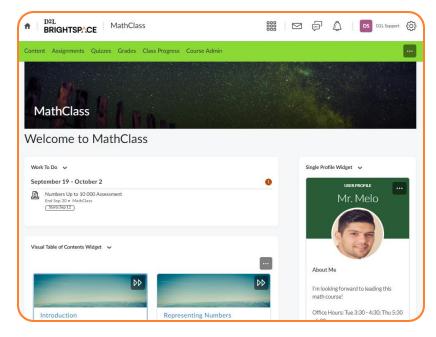
New Content Experience

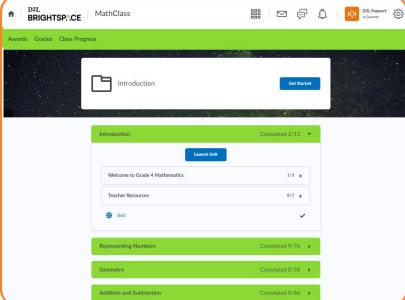
TIP: When using Tool-Based Homepages that point directly to content, consider whether the New Learner Experience (Lessons) should be enabled

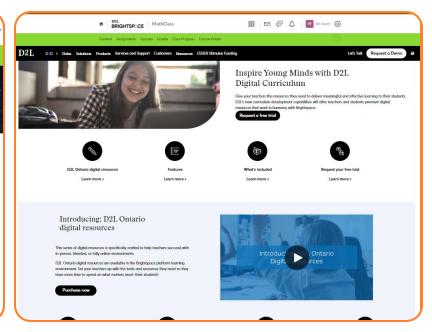
Widget-Based

Tool-Based

URL-Based







Homepages Considerations

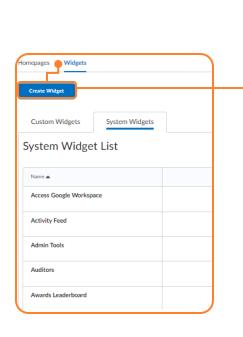
Considerations

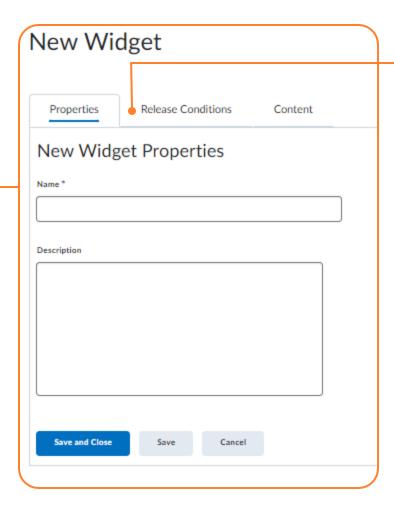
- Are different courses delivered differently?
- Are your courses instructor-lead?
- Do course designers need flexibility to change homepages at course level?
- how many widgets do you plan to use on your homepage
- will is the nature of the widget you're adding (is it static or dynamic? Will there be content stacked or added over time within the widget)

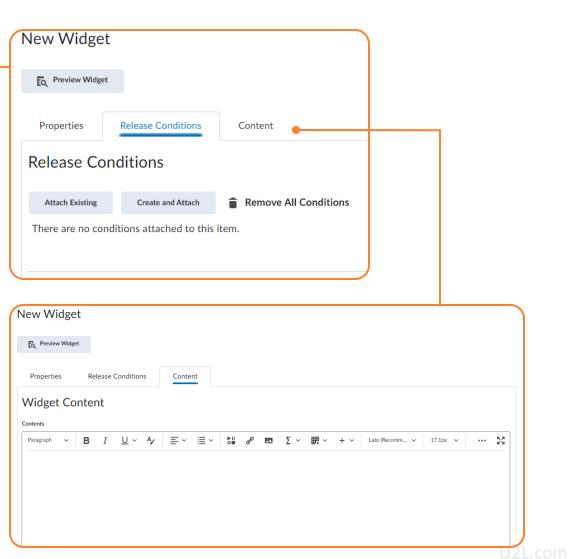
Effective Practices

- Set your default homepage to reflect the needs of most of your courses
- Enforce Homepages if you want a uniform look / feel across all your courses
 - Assign a functional purpose for each container in the layout before you begin and place related widgets therein
- Put most important information at the top
- Avoid overcrowding your homepage and seek to remove redundancy

How to Create Widgets

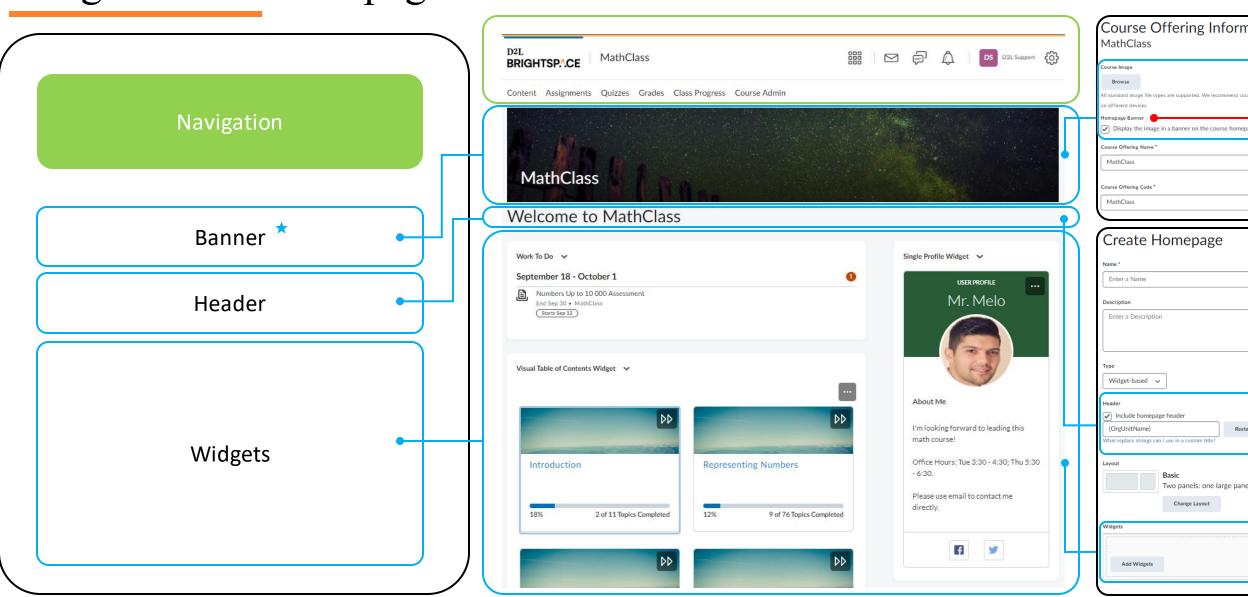






★ Homepage Banner is a property found in the Course Offering Information page, not in the homepage setup itself.

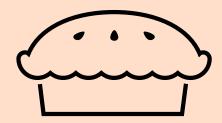
Widget-Based Homepages



Cleaning Up Your Navbar / Homepages

- Consider if/whether your organization could operate on a single navbar or homepage (less is more) – can you get away with enforcing a specific homepage?
- Consider which roles have the ability to create / copy navbars / homepages
- Get an sense for how many navbars and homepages are available (shared) from the organization level
- Consider whether you wish to brand by org association (i.e. all courses that belong to department A will get navbar X and homepage Y)

Reporting on Themes/Navbars/Links/ Homepages/Widgets



https://desire2learn.brightidea.com/ideas/D9433

TIP: If you are starting a cleanup project, upvote the PIE item on this page, then log a D2L Support case to request a report with these details

BUT WHERE!?

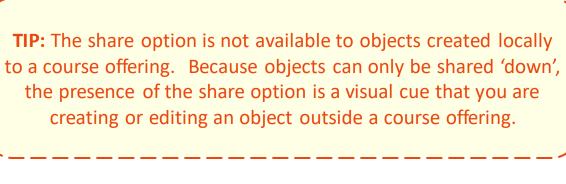
Sharing and Activating

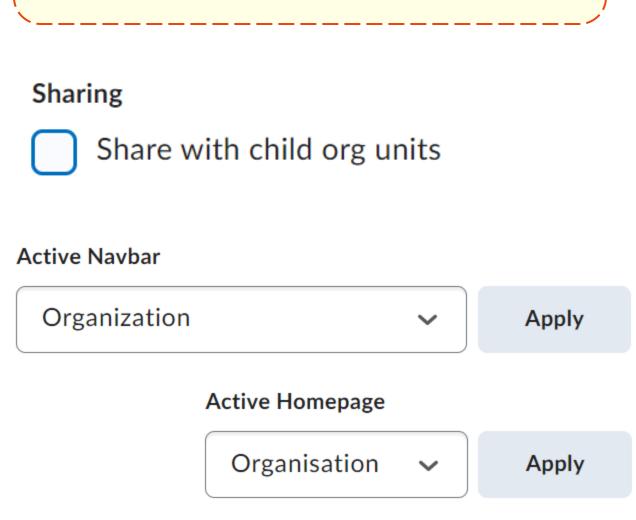
Sharing

Determines if a navbar or homepage is available for use in descending org units.

Activating

Determines which navbar or homepage is in use within a particular org unit

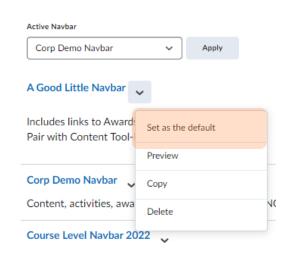




Defaulting and Enforcing

Defaulting

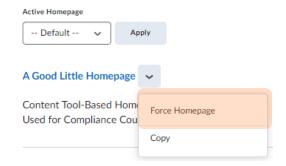
Determines which navbar or homepage is used during course creation



TIP: If you have only one type of homepage you wish to use throughout your organization, enforce your default homepage to prevent other users from creating / propagating new homepages that may disrupt continuity in the user experience or violate your branding guideline.

Enforcing

Determines if a particular homepage is forced throughout the organization – must be defaulted first





Copying / Bulk Activating / Cascading Navbars and Homepages

Copy Course*

Can be used to copy and activate a navbar and/or homepage into a **single** course

Copy Course Bulk (CCB)*

Can be used to copy and activate navbars and/or homepages from a source course into **multiple** courses

Course Branding

Can be used to copy, activate, and enforce navbars by association to a related org unit, effecting a cascading logic (all courses in Math department get navbar X and homepage Y)

* Copy process is addition, which may introduce duplicates



Where in the Org Structure to Create?

Ask yourself this question...



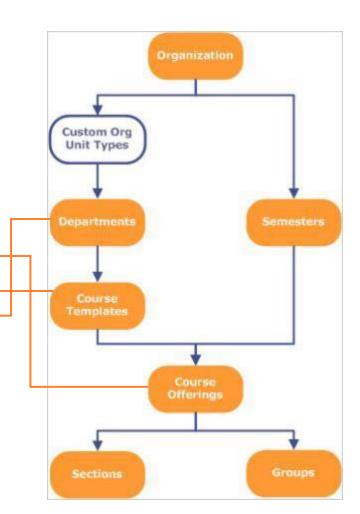
Should this **[object you are creating]** be used outside of **[Org Unit Type]**

<u>Note:</u> start at bottom of your org structure and repeat the question until you get a 'NO'— that's where you want to potentially create your theme or navbar.

Example:

Should this **navbar** be used outside **Course Offering** Math 101? Should this **navbar** be used outside **Course Template** for Year 1 Math Courses Should this **navbar** be used outside **Department** of Math?

If you want to create a theme/navbar/link/homepage/widget that will be available to **ALL** org units, create it at the Organization level and configure sharing



Case Study / Demo

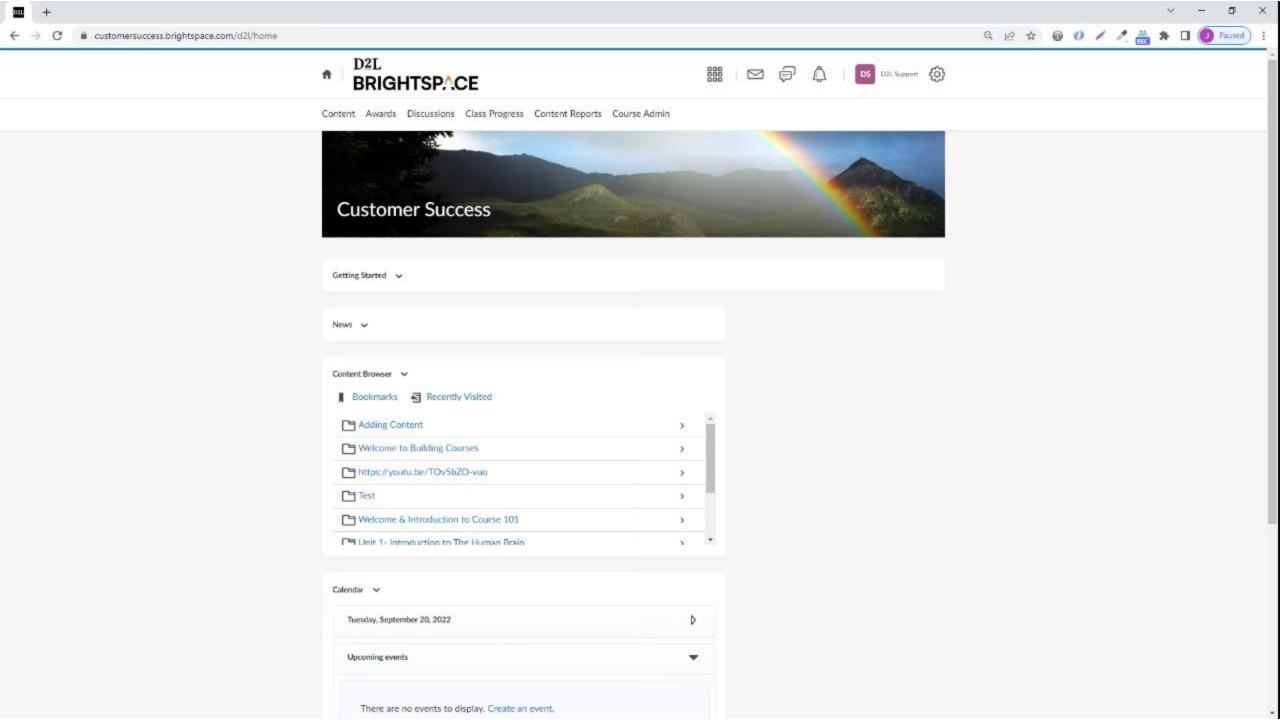


A Very Fictitious Company that users Brightspace internally for their compliance courses would like to roll out a new look and feel to their learning environment. They have recently rebranded, and the new theme of their company is 'green.'

Feedback from their user base has made them realize that with each course offering looking and feeling very different, their users are wasting precious time orienting themselves against the inconsistent navigation and layouts of each individual course. They are hoping to promote continuity in the learning experience by enforcing a consistent look/feel throughout their courses, and since their courses are not instructor-lead, following a more prescriptive learning path, they plan to do this by enforcing a new content tool-based homepage. They intent to pair this with a very simple navbar that contains only links to awards and discussions, the two tools commonly used within courses outside of content. To compliment this distraction-free learning experience, they've decided to turn on the New Learner Experience for Lessons which will help corral users through the expected materials and activities within the content tool.

At the organization level, they have different needs – here they want to maintain a traditional widget-based homepage where they can communicate organization announcements and surface a work-to-do widget to keep their learners on track, and an awards widget to motivate their employees. Also, on the homepage – and most predominantly – they want the 'my courses' widget. In the navbar, they want the same navbar, but some extra links added: 'Manager Dashboard' for tracking course completions, and 'Data Hub' for pulling data.

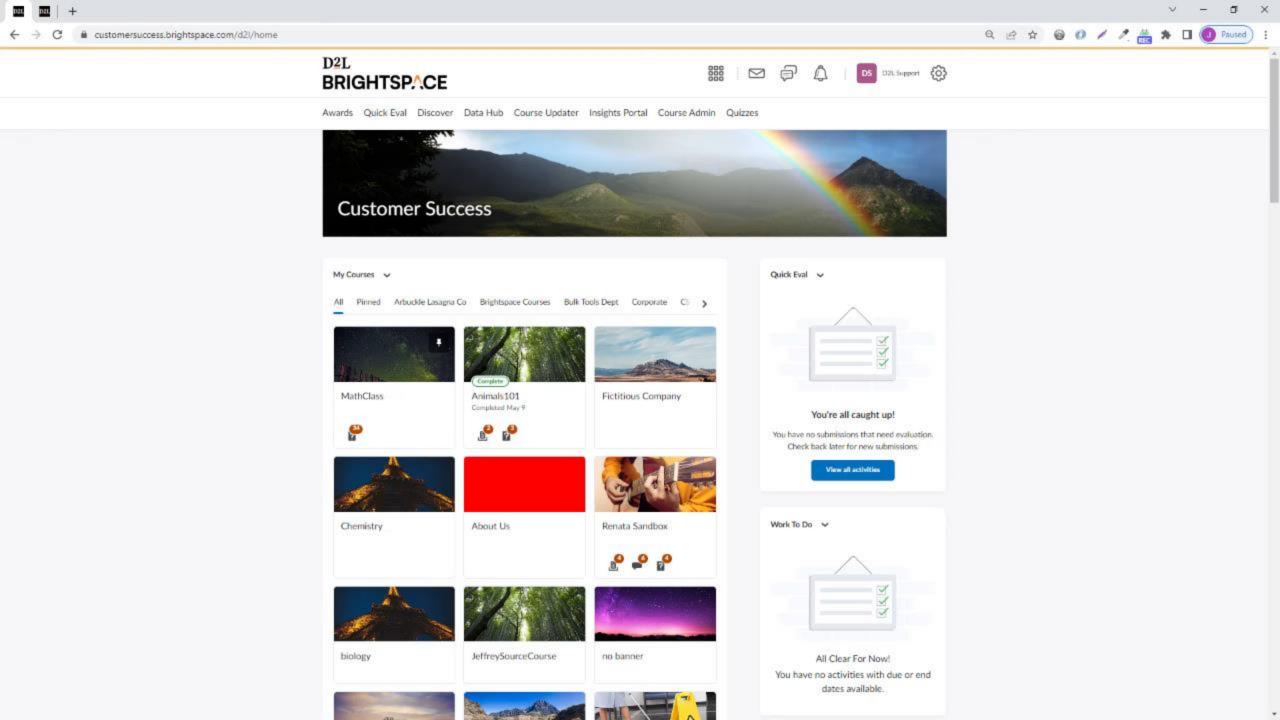
Finally, they want to ensure there is always a link to 'Course Administration', so have opted to include this on both the Organization Homepage and Course Homepage.



Visual FAQs

We want to override the name of a system link in navbar throughout our organization, but still modify this within specific org units – is this possible?

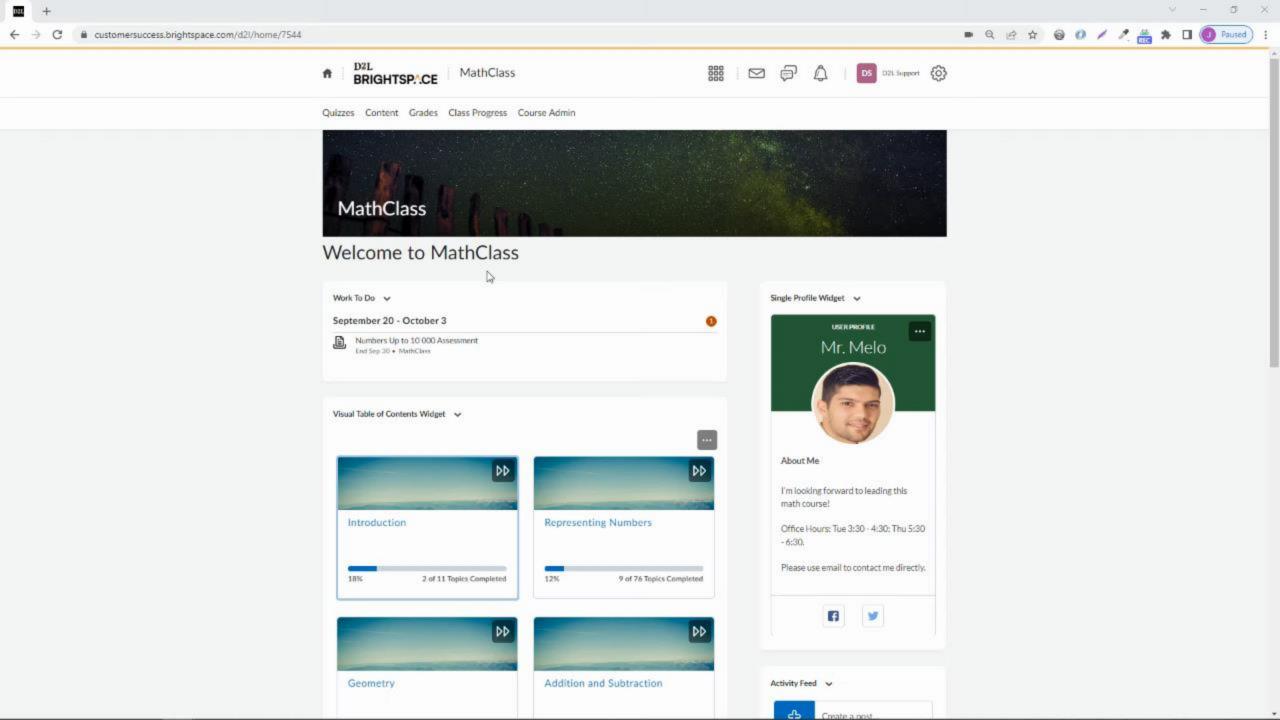
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Visual FAQs

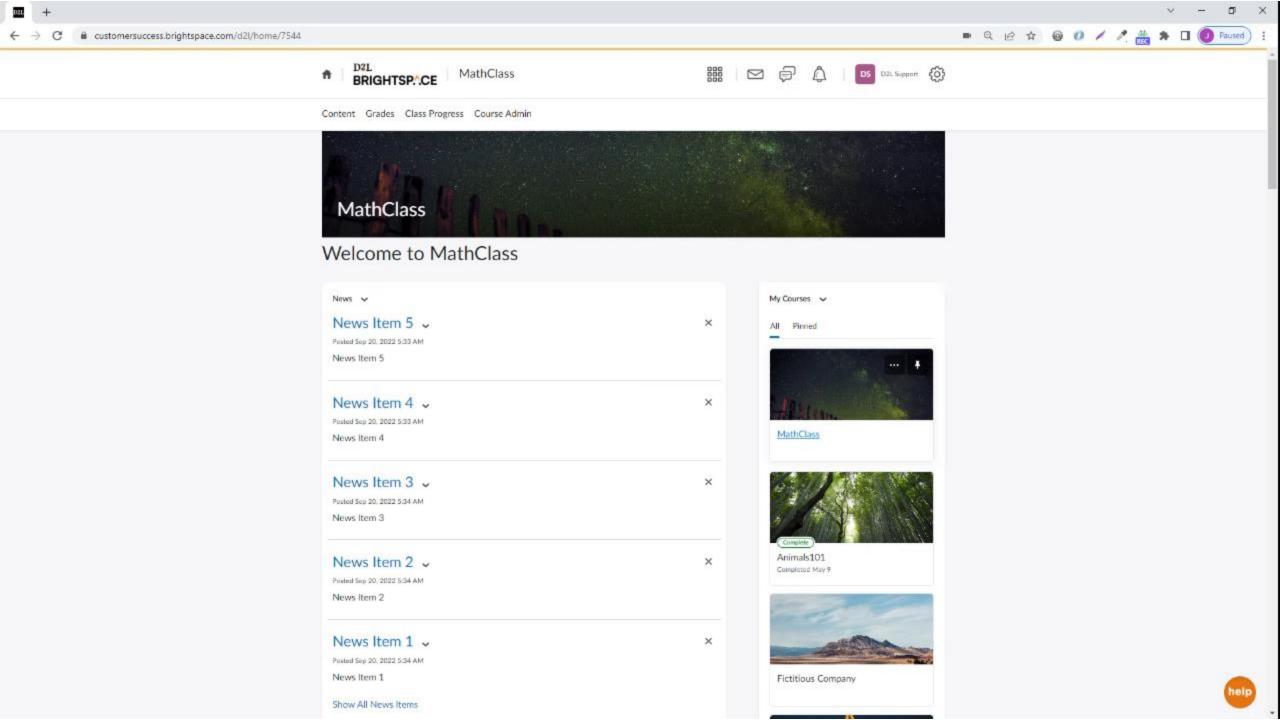
We want all learner activities exposes and interacted with through the content tool exclusively – how can we get system links to show for our Instructors in the navbar but be hidden for learners?

D₂L



Visual FAQs

I can't seem to customize a system widget in the way the I believe I should be. Why can I not see the options to customize the widget?



Up Next:

Sept 22, 2022 @ 1:00 PM ET Tips and Tricks: Navigation in Brightspace for Instructors & Content Creators

October 25, 2022 @ 2:00 PM ET CD Release Notes Highlights Quarterly Review (Aug-Oct)

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Thank You!

