

# Brightspace Course Setup Guide

## Instructor Info & Course Tools

Update your [Instructor Profile Widget](#) with your contact info and office hours.

- Review and clean up **Announcements**—remove old ones and post a welcome message.
- Ensure your **Zoom link** or other meeting info is clearly shared with students.
- Check for any broken tools like **VoiceThread**, **Yuja**, and report issues to [Faculty.Help@lehman.cuny.edu](mailto:Faculty.Help@lehman.cuny.edu).

## Core Course Setup

### 1. Course Content

- Confirm that **weekly modules** are clearly organized and visible in the **Table of Contents**.
- Ensure **content items** (readings, files, pages) are correctly placed and formatted.
- Use the **Accessibility Checker** in the Brightspace Editor and **Ally** to review all documents for accessibility.

### 2. Course Links & Media

- Test all **hyperlinks**—especially those pointing to external sites or files (note the default setting is *Open as External Resource* aka new tab).
- Make sure **videos** are properly embedded (using the **Insert Stuff** button) and accessible.
- Remove or replace any references to Blackboard or outdated platforms.

## Student Activities

### Discussions

- Confirm all **Discussion Topics** are set up and connected to the correct module.
- If discussions are graded, make sure point values and assessment settings are correct.

### Assignments

- Review instructions and settings (availability, submission options, feedback).
- Ensure each assignment is linked to a **Grade Book item** with correct point values.
- Use **Turnitin** if originality checking is needed.

### Quizzes

- Preview all quizzes to ensure they function as expected.
- Check **quiz duration**, question pools, and links in content modules.
- Ensure each quiz is [configured to be included in the gradebook](#).

### Surveys

- Make sure surveys (e.g., mid-course feedback) are available and linked appropriately.

## Grading and Feedback

### Grade Book

- Verify all graded items are listed with accurate point values.
- Check category organization and ensure the **Final Calculated Grade** is visible to students.
- [Configure the gradebook](#) to align with your grading structure, including settings for calculation method, display options, and visibility.

### Rubrics

- Open each rubric and confirm accuracy of criteria, scoring, and grade levels.
- Ensure rubrics are linked to the appropriate assignments or discussion topics.

## Course Dates & Visibility

- Use **Manage Dates** to update due/start/end dates for all course activities.
- Set visibility for each item as appropriate.
- Add start/end dates to the **Course Calendar** if helpful for student planning.

## Make Your Course Active (“Available” / Visible to your students)

Once you’ve reviewed your course for readiness, the final step is to make it **available** (visible) to students.

Navigate to **Course Offering Information** using either of the following paths:

- a) On the Lehman homepage, click the three dots on your course tile and select **Course Offering Information**.
- b) Inside your course, go to **Course Admin** (on the Course Navbar or under “More”), then click **Course Offering Information**. Scroll to the **Active** section. Check the box for “**Course is active**” to make the course visible to students. Click **Save**.

 *Tip: We recommend making your course active at least one week before the semester begins so students can preview the course and prepare in advance.*

For inspiration and sample materials, check out the [Lehman Course Template](#), which includes examples of module structure, activities, and content organization.

Explore the [Brightspace Instructor Documentation \(Higher Ed\)](#) page, a comprehensive, tool-by-tool guide that offers step-by-step support for course setup, grading, communication, and more.