fueleducation™

TEACHER INFORMATION

Name:

Courses Checked:

This checklist includes suggested steps all instructors should take, after being assigned a new course. Some variations may occur because of program implementations.

SYSTEM SETUP

These steps only need to be completed the first time an instructor accesses **Brightspace**.

INITIAL BRIGHTSPACE ACCESS

Time Zone Verification. Select **Header** > **Profile Menu** > **Account Settings**.

Add Profile Photo. **Header** > **Profile Menu** > **Profile**

Set email settings. Select **Header** > **email icon** > **Email** > **Settings**
- Set reply email
- Add email signature

COURSE SETUP

Record **Course Offering Code**. This code will be needed anytime you submit a support request.
- Select **Course Admin widget** > **Course Offering Information**.
- Record the **COF** code for each course below.

Teacher Contact Information
- Replace prompts with name and contact information
- **Content** > **Course Materials** > **Teacher Contact Information** > **Edit HTML**

Class Announcements

- Add welcome announcement, at minimum.

  TIP: Use visuals, keep viewing size appropriate, and use replacement strings to personalize announcements, where appropriate.

Class Plan

- Create events for daily lessons, Class Connect sessions, or targeted supports. (Select here to view *video*.)

- Add due dates for desired graded activities. End time should be 11:59 pm. (Only applicable for implementations where students are working in sync.)

  Suggestions:
  - Add only two weeks at a time.

  - Programs with multiple student start dates will likely use a more general approach. Check with your administrator for Class Plan expectations.

Progress (Select here to view *video*.)
- Instructor View: Replace objective widget and display quiz widget

- Student View: Hide objectives and surveys from survey view.

Passwords

- Verify passwords are activated; deactivate if your program does not desire passwords on unit and semester exams.

- Courses with LTI integrations (most World Language, some CTE, and Summit/new CR courses) may not have the ability to password protect.

  - World Language courses will have a built in quiz where password will be entered to release midterm and semester exams.

  - Summit and new CR courses – can have passwords added but they will not come pre-loaded.

SUPPORT

It is best to pre-plan for any future support needs.

Bookmark *Training Resource Site*.

Create **Service Station** account, using directions within this guide.

OPTIONAL SUGGESTIONS: BASED ON IMPLEMENTATION

Pacing Guide: Create course calendar. Select here to view *video*.

- Adjust pacing to fit end date, as needed. Guides will work best if your semester is close to a 90 day semester; adjustments are likely needed if longer or shorter semesters occur.

- Add document to Course Materials content area if students are working in sync, and set pre-set 90-day schedule to **Draft**.

Class Connect: Create class connect sessions as needed. Select here to view video.

Suggestions:

- If creating recurring sessions post guest link in My Plan.

- If students across multiple courses will attend the same session create link in designated course and post guest link across courses.

Communication Journal – If desired create private communication group within discussion tool.

Suggested Forum Text:

This Student Teacher Communication forum provides a convenient method of communicating with your teacher directly within your course. Please open the topic below and post a new thread to start a new conversation. Be sure to check the discussion topic for your instructor's response.