Brightspace good practice

This document describes a preferred way to organize and run your Brightspace course. It is written with the intent to harmonize the way students see their courses, not to force all to use Brightspce the same way.

If you derivate from this preferred way to organize your course, ensure that students know where to find information. Spend a little time telling the students how your course's Brightspace page is organized.

It is strongly suggested to use the ECE master as a starting point for your Brightspace course. You can structure your course based on weeks or themes, but remember to modify the menu in both cases.

Communication

The students must know where to find the communication from you – deadlines, reading, assignments etc.

On the front page of your course, there is an activity feed. We suggest using this activity feed to

communicate with the students in the course. It is possible to allow students to comment on a post; we recommend using that to enhance the digital communication with the students.

Individual communication (i.e. communication with one or a few selected students) should be done using the email tool in Brightspace (accessible via the Classlist)

Deadlines and assignments

Important deadlines (e.g. Assignments that have to be handed in to pass the course) play a significant role for the students. They need to be able to plan their time.

Assignments without peer feedback should be given using the Assignments tool in Brightspace. Using the assignment tool automatically adds a deadline to the calendar for the course, thus giving the students an overview of their deadlines. Assignments with peer feedback should be given using Peergrade. These tools do not automatically add a deadline to the calendar; it is recommended to add both the hand-in as well as the feedback deadline manually to the calendar to give students an overview of the deadlines.
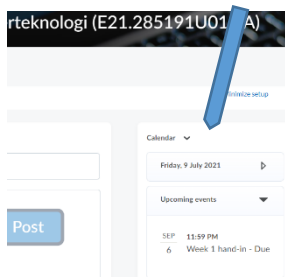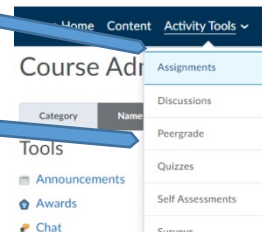
If you derivate from the above, it is essential to clarify how deadlines and deadlines are communicated in the course.

Course information

In the ECE master, the first entry is the "about". Remember to fill this.

Before the course starts, provide a "lecture plan" with dates, topics and other relevant information.

If you add the learning outcomes, exam format or other information from the course catalogue, make sure it is in sync with the information in the course catalogue. It is suggested not to copy the data from the course catalogue but supply a link directly to the course in the course catalogue.

If you have a week/topic structure, add links to activities in the week/topic (e.g. If you use a Zoom meeting, add a link in the relevant unit/menu element)
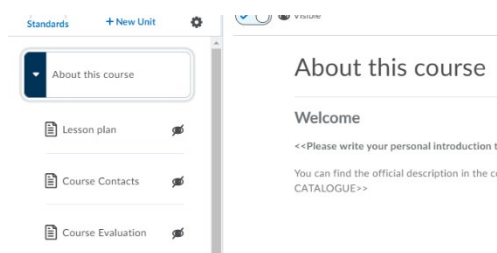
This document was made by a committee: Jens Bennedsen, Carsten Eie Frigaard, Samuel Alberg Thrysøe, Erdal Kayacan, Martin Ansbjerg Kjær. June 22, 2021