

Brightspace Readiness Checklist

The purpose of this checklist is to aid in adhering to the university wide LMS use policy for Brightspace.

Accessing the System

- I can successfully access Brightspace. **Instructions:** [How to log in to Brightspace](#)
- I can [navigate Brightspace and find my course](#)
- I know how to [request a Source course for my course development](#).
- I am familiar with the [course navigation bar in Brightspace](#).
- I know how to [make my course available to students](#).

Course Materials

Instructions: [Add and organize learning materials in Brightspace](#)

- I can create modules that are structured in a way that is easy to students to navigate.
- I can upload/create files (aka topics) in a module.
- I know how to use the [Brightspace editor](#).

Gradebook:

- [Gradebook Wizard has been run in Brightspace](#).
- I know how to [create gradebook items \(columns\) and categories](#).
- [I know how to enter grades](#).

Communication

- I know how to [create an announcement](#).
- I know how to [send email in Brightspace](#).

Support

- I know [how to contact support for help with Brightspace](#).
- I am familiar with my [training options for Brightspace](#).