

6 Ways to Use Brightspace at SCCC

Welcome Back Faculty Members!

To help you get up and running this semester, the **Center for Teaching and Learning** would like to share 6 ways you can use Brightspace tools in your teaching practice. **All courses, whether face-to-face or online, have a home on Brightspace.** Use it to share course content with your students, to push out announcements, and to keep track of assignments and assessments. If you have questions or you'd like to schedule a consultation with an instructional designer, please email us: CTL@sunysuffolk.edu

1. **Syllabus:** Make sure you post your syllabus/course outline in your Brightspace course site so students can locate it easily. Please see this video tutorial: [Create a file and Insert Stuff](#)
2. **Class News:** Use the Announcement tool to welcome students, to guide them through the course, to engage them, and to communicate changes or reminders about the course. Here's a [announcements overview](#) video tutorial.
3. **Handouts:** Create or upload content in Brightspace to share presentations, handouts, documents, and video links with your students. For example, post a pdf of your syllabus, link to your course e-book or to the SCCC library to facilitate research. **Brightspace has software to make your documents accessible, as required by law.** Here is a [playlist on using the Content tool](#).
4. **Gradebook:** Use the Grades tool to display course grades so students can see their progress. Please see this playlist: [Grades Tool for Instructors](#).
5. **Collecting Assignments:** Use the Assignments tool (also known as a drop box) to collect and grade essays, projects, reports, and almost any file. Here is a [playlist on the Assignments tool](#). Please **do not use email** to collect homework from students.
6. **Quizzes:** Use this tool to help students check their understanding, for low stakes assessments, for open book exams, and more. Check out this [playlist on the Quizzes tool](#).

