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| Time | Visual | Voice Over |
| 0:00-0:11 | Main Slide | Welcome to this introduction to Brightspace, Carleton's learning management system. This video will provide an overview of key features in bright space. |
| 0:12- 0:22 | Pulse App Slide | While this video will focus on using bright space from a computer, you can also access it from a browser on a mobile device or by downloading the bright space pulse app on Android or iOS |
| 0:23-0:44 | * Navigating from web browser homepage to Brightspace login window * Callout Brightspace.carleton.ca in pop up box on screen | To begin we will navigate to Brightspace using a web browser. I'll be using Google Chrome. Go to Brightspace.Carleton.ca. You can login using your mc one credentials. These are the same as you use to access your email or Carleton central. |
| 0:45-0:54 | Brightspace main page | We're now on Carleton Brightspace home page. Let's start with some basic navigation. Bright space has 2 navigation menus: |
| 0:55-0:58 | Callout Mini Navbar and navbar | a mini nav bar at the top of the screen, and a navbar. |
| 0:59-1:04 | Navigate to Jump to menu which has a red callout box. | on the home page the nav bar has 2 short cuts to important links: |
| 1:05-1:20 | * Callout **Jump To** * Move through each option of the Jump To menu | **The Jump To**  Menu ncludes many useful links to explore. A few links of note are Carleton Central, Carleton Email, and Ventus |
| 1:21- 1:45 | * Callout **Help** * Move through the options of the Help Menu | Under **help** you can find:   * written bright space support guides from Carleton University * a link to the bright space service desk for 247 chat or phone support from bright space * Exam Support which will redirect you to Scheduling and Examination Services support page * the bright space community to connect with other learners and find additional resources * and a system check to ensure your browser's compatibility with bright space |
| 1:46-2:25 | Mini Navbar callout with red box, then callout box on every item being highlighted | At the very top of your page is the mini nav bar. This mini nav bar will remain here no matter where you are in Brightspace. The mini nav bar includes:   * the Carleton logo which is a shortcut to return to this home page * the course selector grid to view all the courses your enrolled in and pin the ones you access most often * Messages to send an email from your Carleton email account * subscriptions with updates on discussions or content you are subscribed to * and updates with notifications of new course announcements due dates and grades |
| 2:26-2:32 | * Callout around Student Name, profile menu. Select menu and drop down. * Callout **Profile** * Callout **Notifications** | You can also see your profile. Here you can:   * edit your profile * change your notification settings....... |
| 2:33-2:48 | Inset Video of Notifications settings being selected-   * New Announcements * Updated Announcements * Assignments and Quiz Due Dates * Grade Item released * Grade items updated | …....including customizing what e-mail or s.m.s. notifications you wish to receive. We recommend turning notifications on for new or updated announcements, assignments and quiz due dates and any newly released grades. |
| 2:49-2:57 | Callout on Account Settings (this is the “here”) | under Account Settings you can also access various accessibility, discussion and email settings |
| 2:58-3:02 | Move mouse out of the way | Looking at the bright space home page there are a few convenient links. |
| 3:03-3:06 | Callout Box on the My courses area of screen | Under **My Courses** you can see a list of the courses you are enrolled in. |
| 3:07- | Callout Box on Brightspace Support Portal Section of Window (LOCATION HAS CHANGED) | There's also a link to bright space support which is available 24/7 365 days a year |
|  | Scroll Down to show the calendar. Callout box around calendar part of screen | If you scroll down you'll also see a calendar |
|  | Callout Box around Announcements Widget box | and some announcements. |
|  | * Scroll back up to the top * Callout box around the **my courses area** * and then callout box the **course selector grid** | To navigate to one of your courses you can either click on it here on the home page under my courses or find it in the course elector grid in the mini bar. |
|  | * Click course selector grid * navigate into a course from the drop down menu | Let's use the Course elector grid to navigate to a course. |
|  | Course Homepage | When you first open a course, you are brought to the Course homepage. Every course has its own home page, so how this page looks may vary slightly from class to class, depending on how your instructor has organized it. |
|  | Callout around visual table of contents area | This course has a visual table of contents on the home page with quick links to each module in the course. Remember that this page is only a landing page, |
|  | Callout **Content** in the navbar | the actual content of your course is accessed through the nav bar. |
|  | Callout around **entire** **navbar** | Now that we're in a course you'll see that the navbar has changed slightly to allow us to properly navigate the course. Unlike homepages this bar will be the same in any course in Brightspace. |
|  | Callouts around each item as they are referred to sequentially:   * Course Home * Content * Progress * Tools * Jump To * Help | This course Navbar includes:   * course home which will take you back to this course home page * content where you can find all of your course activities, readings and general content * progress with a link to your grades * tools for a quick link to different types of course activities * and the same jump to and help as found in the home page nav bar |
|  | Callout **content** in the navbar | Content is the most important link here. Click on it to view all of your course content and activities. Let's take a look at the content page. |
|  | * Click into a Content Page * Scroll the content page | This is the content page. You can scroll to get an overview of the different content and modules in your course. |
|  | * Callout **Bookmarks** in the left menu * Click into Bookmarks | you can also see bookmarks which are personal to your account and help keep track of key pieces of content, |
|  | * Callout course schedule * Click into Course Schedule | a course schedule with upcoming deadlines and course activities, |
|  | * Callout **Table of Contents** on the left * Click into Table of Contents | and the table of contents which is an overview of course content. Content in Brightspace is organized into modules and sub modules. For more details click on a module to view all the content inside. |
|  | Click on the first module in the course | Let's look at the 1st module in this course. |
|  | * Scroll down * callout content types:  1. Modules 2. Submodules 3. Discussions 4. due dates  * Click Webpage content type | There are a few different types of content in bright space. You can see what type of content a file is by looking underneath the title. For example, this module includes a web page, and a checklist. If we scroll down, you can also see that there is a sub module. The sub module includes an assignment. If you look underneath the title you can also see any applicable due dates. To open a content item, click on the blue title. Let's look at this web page. |
|  | * Callout Arrows on top right * Callout popout menu in the top left * Click the Popout menu on the left | Once you have opened a content item you can use the arrows at the top and bottom of the page to navigate to the next content item in the module. You can also use the pop out menu on the side of your screen to jump to different items in the module. |
|  | * Callout **Content** in the Navbar * Click **Content** in the navbar | Remember that you can always click on content in the nav bar to return to your course content page. |
|  | Course Content Page:   * Callout Tools>>Calendar * Inset Video with calendar. Scroll between views for day month year. * TOOLS MENU CONTAINS MORE OPTIONS NOW | There are a few other important pages in Brightspace you should explore. Under tools in the nav bar you can access your calendar which is a great place to see any deadlines or events for all or one of your courses. |
|  | Course Content Page:   * Callout Progress>>Class Progress * Inset Video with Class progress overview scrolling through the progress page | Under progress in the navbar is class progress, a page that shows an overview of what work you have completed and any assignments that remain outstanding. |
|  | Course Content Page:   * Callout Progress>>Grades * Click Grades and go to grades page | Also under class progress is grades. Let's go to the grades page and take a look. |
|  | Grades page   * Call out Points Column * Call out Weight Achieved Column | This is a very important page that will give you an overview of any grades that have been released in the course. Depending on the set up, you may see the points you've achieved or the weighted grade value. |
|  | Succeed In Online Learning Slide | Those are some of the key features of Brightspace. Remember that to be successful in an online course you need to regularly log in, check for new course announcements and content, and stay connected with the learning community. |
|  | For Brightspace Support Slide | If you're looking for more support with the Brightspace learning environment you can contact ITS, or access 24/7 bright space support using the link on Carleton's bright space home page. |
|  | Thank you Slide | That's all for this introduction to bright space. Happy studying and good luck in your online courses. |

Capture:

1. Login to Brightspace from Web Browser
   1. Browser
      1. Insert Callout of Brightspace URL
   2. MC1 Login
   3. Brightspace Landing page
2. Brightspace main page
   1. Callout Mini Navbar and navbar
   2. Navigate to **Jump to** menu which has a red callout box.
      1. Move through each option. Callout each.
   3. Callout **Help**
      1. Move through the options of the Help Menu
3. Callout Mini Navbar
   1. Callout Carleton Logo
   2. Callout and Click Course Selector Grid
      1. Pin one of the courses
   3. Callout and Click Messages
   4. Callout and Click Subscriptions
   5. Callout and Click Bell Icon
4. Callout Student Name Profile Area
   1. Click Name
   2. Callout Profile
   3. Callout Notifications
      1. Inset Video of Notifications settings being selected-
         1. New Announcements
         2. Updated Announcements
         3. Assignments and Quiz Due Dates
         4. Grade Item released
         5. Grade items updated
5. Callout My courses area of screen (Big main area with course boxes)
   1. Callout Brighstpace help on the side
   2. Callout and Click Calendar
   3. Callout and Click Announcements
6. Callout My Courses area of screen again
   1. Callout course selector grid
   2. Click course selector grid
   3. Click on a course
7. Course Homepage
   1. Callout Visual Table of Contents
   2. Callout **Content** in the Navbar
   3. Callout :
      1. **Navbar**
      2. **Course home**
      3. **Content**
      4. **Progress**
      5. **Tools**
      6. **Jump To**
      7. **Help**
   4. Callout **Content** again
8. Content Page
   1. Scroll Content Page
   2. Callout **Bookmarks**, Click into Bookmarks
   3. Callout **Course Schedule**, Click into course schedule, Click into **Upcoming**
   4. Callout **Table of Contents,** Click into Table of Contents
   5. Click **Getting Started**
9. Getting Started Module
   1. Callout **Your teaching team**
   2. Call out Web Page
   3. Call out Self Assessment
   4. Call out assignment Submodule
   5. Call out Due dates
   6. Click into Web page
10. Clicked into a course item
    1. Callout arrows on top right of screen
    2. Callout menu button on the left
    3. Click menu button on the left
    4. Callout **Content** in the navbar
    5. Click **Content**
11. Course Landing page
    1. Callout **Tools** in the navbar
    2. Click tools
    3. Callout **Calendar**
       1. Inset video of Calendar
       2. Scroll between different calendar views
    4. Callout **Progress**
       1. Click Progress
       2. Callout **Class Progress**
       3. Click Class Progress
          1. **I**nset Video with Class progress overview scrolling through the progress page
       4. Callout **Grades**
       5. Click Grades
    5. Grades page
       1. Callout **Points Column**
       2. Callout **Grades Column**
12. Slide SHOW
13. Inset videos
    1. Notification Page with the following notifications being selected:
       * 1. New Announcements
         2. Updated Announcements
         3. Assignments and Quiz Due Dates
         4. Grade Item released
         5. Grade items updated
    2. Calendar page clicking through different calendar views
    3. Class progress page scrolling down
14. Fake Login Screen
15. Fake course list