

# BRIGHTSPACE ENG

**Radboud Universiteit**



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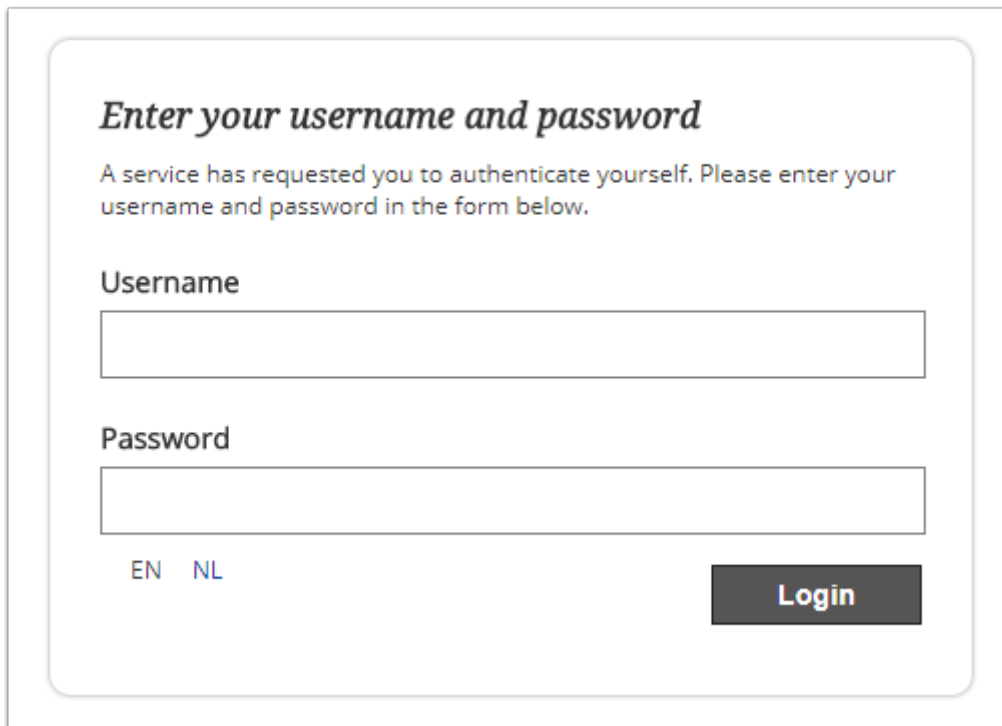
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# Basic settings: logging in and getting around

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# How do I log on to Brightspace?


Open your web browser and navigate to [brightspace.ru.nl](https://brightspace.ru.nl), a login screen will appear. This login page works with the latest versions of most popular web browsers and operating systems. If you are on a laptop or desktop computer, we recommend using Google Chrome. Brightspace is available on your computer, tablet, and smartphone. You can also use the student portal to navigate to Brightspace.



The image shows a login form for Brightspace. It has a title "Enter your username and password" and a message: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." There are two input fields: "Username" and "Password". Below the "Username" field is a link for "EN" and "NL". At the bottom right is a "Login" button.

- Log in using your student number and password and click **Login**.
- When logging in for the first time, you will need to grant Brightspace permission to access your user ID to identify you within Brightspace. Read the conditions and click to continue.

You will now be logged on into Brightspace.

 Are you having problems logging in? Send an email to [icto@ru.nl](mailto:icto@ru.nl) with your problem. Be sure to include your student number.

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# How do I navigate within Brightspace?

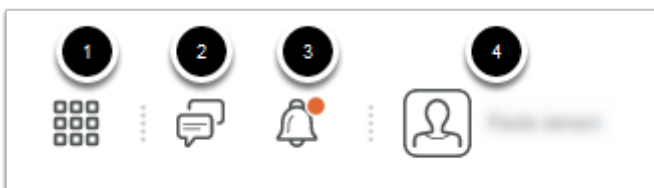
[The minibar](#)

[Your personal homepage](#)

[Course Home](#)

## The minibar

When logging in to Brightspace, you will first reach the homepage. In the top right corner, you will find a basic menu called the **minibar**.

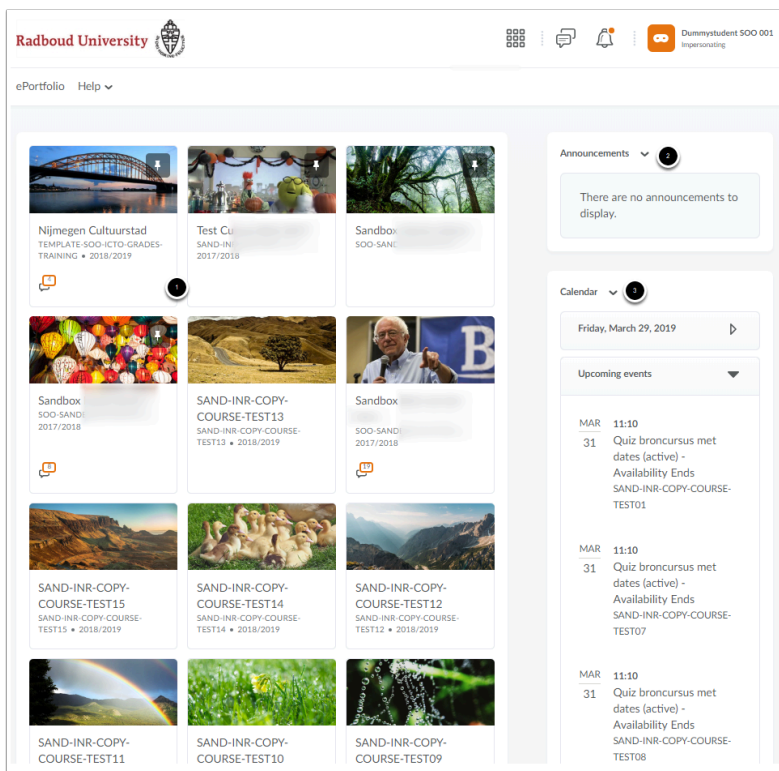


1. Check out your course list here (**Course Selector**). You can [search for a course, select them, and pin them](#) to your home page.
2. **Subscription alerts:** you can choose to receive notifications when someone replies to posts in **Discussions**. Click the speech cloud icon to view these replies. You can recognize a new notification by the orange dot appearing next to the icon.
3. **Update alerts:** you will be notified when a teacher adds new content, announcements, grades or deadlines to one of your courses. Click the bell icon to view these items. New notifications are marked with an orange dot.
4. By clicking your own profile picture or name, you will be taken to your profile, [notifications](#), and other account settings.

## Your personal home page

When you enter Brightspace, your personal homepage appears. Each and every personal homepage has the same layout, regardless of whether you are a teacher or student.

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- Here you will see an overview of the twelve courses you have last accessed. Brightspace will automatically display twelve courses, even if you have [pinned](#) fewer than twelve.
  - For some courses you will see icons with a number in an orange square. These icons represent Activities ((Assignments, Discussions and Quizzes). The number in the orange square shows how many unread items you have within that activity.
  - Click on the name of the course to open it.
  - Click on **View All Courses** to see all courses.
- The **Announcements** section displays system messages regarding subjects such as maintenance being done to web lectures or Turnitin (no messages from enrolled courses will appear here). You can delete (and archive) an announcement by clicking the X in the top right corner. Click **Announcements** or **Show All Announcements** to see all announcements, both active and archived (**dismissed**) announcements.
- In your personal **Calendar**, activities and events from courses will appear. **Upcoming events** shows these events in a list. Click **Calendar** to open the calendar.



Do you want to return to the homepage? Clicking the Radboud University logo in the upper left corner of the screen will always take you right back.



# Werkinstructies

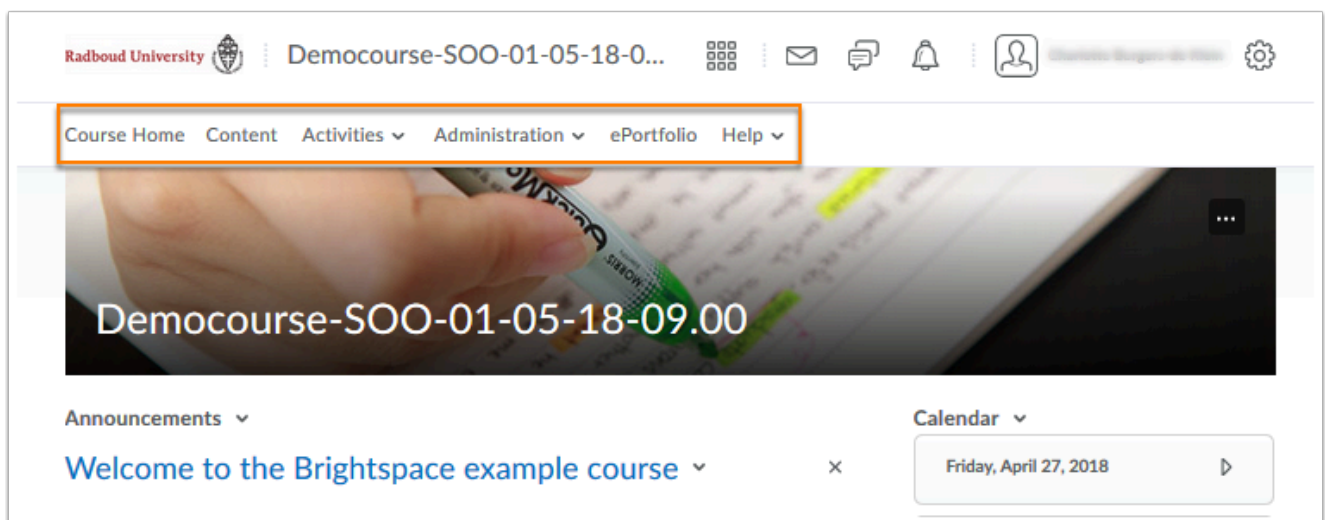
## Course Home

You can open a course by:

- Clicking a course on the homepage. The **Course Home** will appear.
- Find the course you need in the **Course Selector**. The **Course Home** will appear.



To return to the Course Home from a different page, click **Course Home** in the navbar or the **course name** at the top of the screen.



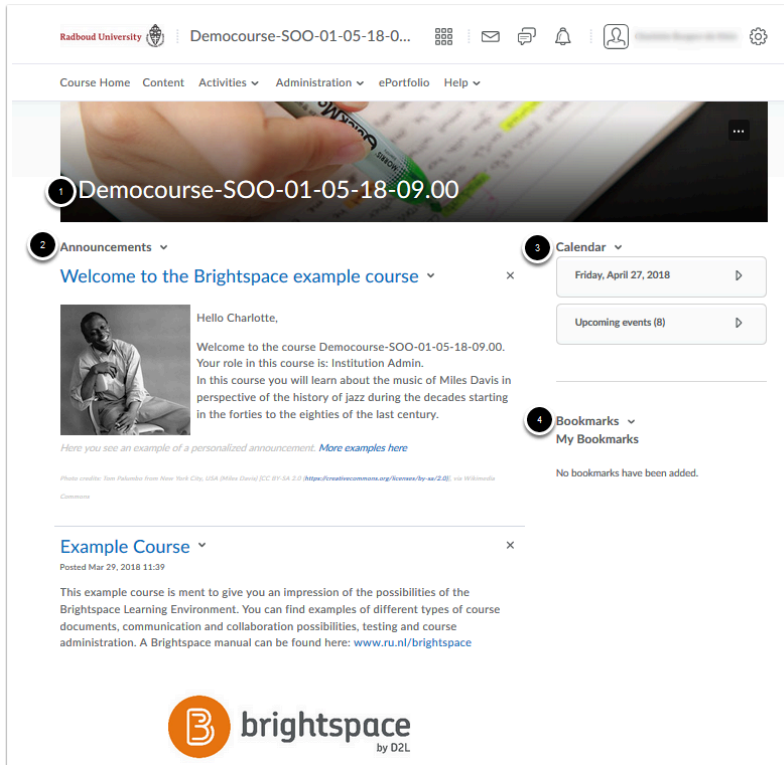
The navigation menu of a course is the same for all courses at the Radboud University, and generally called the **navbar**. From here, you can go to the following places:

- **Content:** this is where you can find the materials for each course (per week, for instance: *week 1*, *week 2*, etc.; or per theme, for instance: *Introduction*, *History*, *Politics*, etc.)
- **Activities:** this is where you can find all Assignments, Discussions, Quizzes, and Checklists in one place. **Kaltura** is also located in this menu, which is the Radboud University's video platform.
- **Administration:** this is the administrative part of a course. Among other things, this is where you can find the classlist of the course, manage your group memberships, view your grades, display your personal RU time table or view the course prospectus.

The remaining two menu options (**ePortfolio** and **Help**) are accessible from any Brightspace page:

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- **ePortfolio:** the Radboud University has access to the ePortfolio feature in Brightspace. The various faculties of the Radboud University have their own policy regarding the use of this feature. If your field of study requires you to use the portfolio, you will be instructed in its use separately.
- **Help:** the Help button takes you to a variety of manuals and instructions. Be sure to check out [www.ru.nl/english/education/](http://www.ru.nl/english/education/) for further assistance.



1. The **Course Banner** displays the current course title. The banner makes it easy to recognize and find a particular course.
2. The **Announcements** section displays messages that are specific to the course you are in. You can also opt in to email [notifications](#) for new announcements, which you can set per course.
3. The **Calendar** shows events pertaining to the course, such as meetings, deadlines for assignments, and materials to prepare for class.
4. **Bookmarks** are useful to quickly find important items you have marked elsewhere. Bookmarked items will also appear on the Course Home page.

# Basic settings: course access and pinning

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# How do I register for courses in Brightspace?

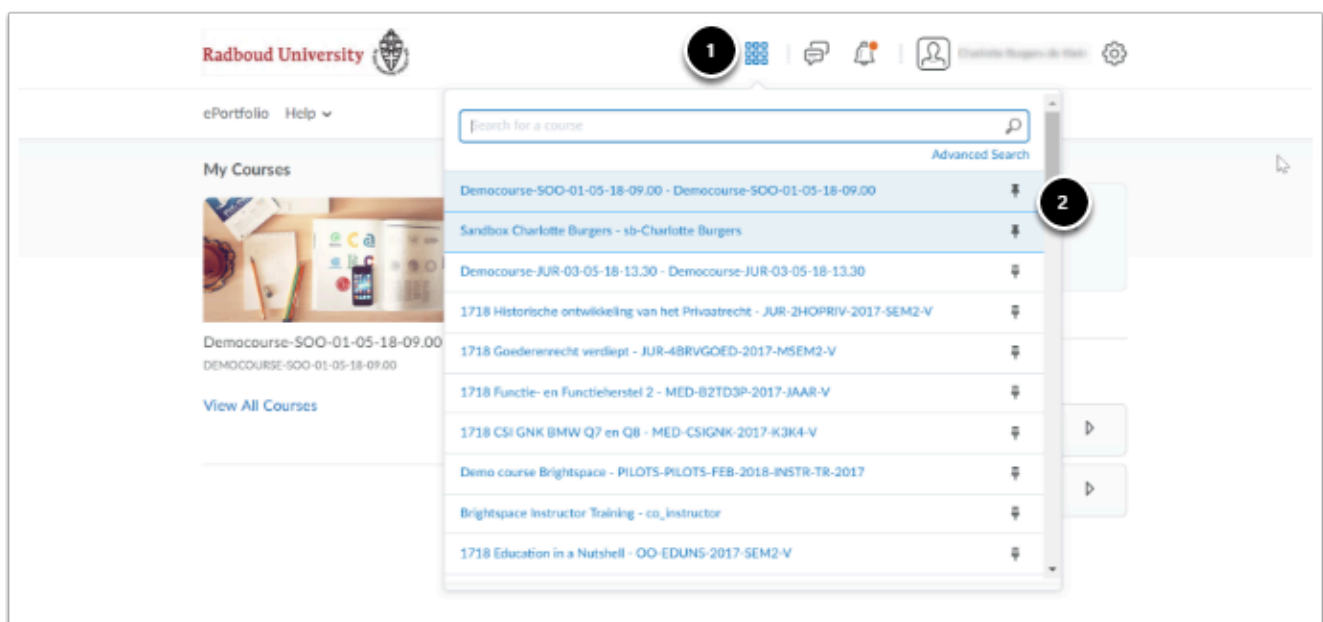
Enrollment in a Brightspace course is done via OSIRIS. The connection between OSIRIS and Brightspace is nearly realtime. This means it will appear almost instantly after [registering in OSIRIS](#) (within approximately 15 minutes).

# Where do I find my courses and how do I pin/unpin them?

- i** It is possible you have enrolled in a course in OSIRIS, but you cannot view it yet in Brightspace. In this case, the course teacher has set the course to inactive (even though we always recommend setting a start date instead). Ask your fellow students if the course shows up for them. When in doubt, double-check with your professor.

If you want a course to show up by default on your personal Brightspace homepage, pin it. The first six courses you are enrolled in are automatically pinned. You can pin a course in two ways: using the [Course Selector](#) or [View All Courses](#) on the homepage.

## Pinning with Course Selector



1. Click the **Course Selector** icon in the minibar of your homepage. A list with all the courses you enrolled in OSIRIS will appear.
2. Click the pushpin icon after a course name to pin or unpin it:
  - Dark pushpin icon: the course is pinned to your homepage.
  - Transparant icon: the course is unpinned.

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3. Pinned courses will appear at the top of the list of search results by default. Use the search bar to look for courses and/or click **Advanced Search** to sort and filter your results, by start date or faculty, for instance. The course you searched for last will appear at the top of the list, below the courses you already pinned.

Note: the search bar will not show up until you are enrolled in twenty courses or more. Options for sorting all your courses will not be available unless you are taking courses at more than one faculty.

### Pinning with View All Courses

1. Go to the Brightspace home page and click **View All Courses**.
2. Find the course you want to pin and click the three dots that appear when you place your mouse over the Course Banner.
3. Click the dots and choose **Pin** to pin the course.

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# What do I do when I have enrolled for a course, but cannot find it in Brightspace?

It can occur that you have enrolled for a course on OSIRIS, but that the course is not yet visible on Brightspace. In most cases this means that the teacher has put the course on inactive.

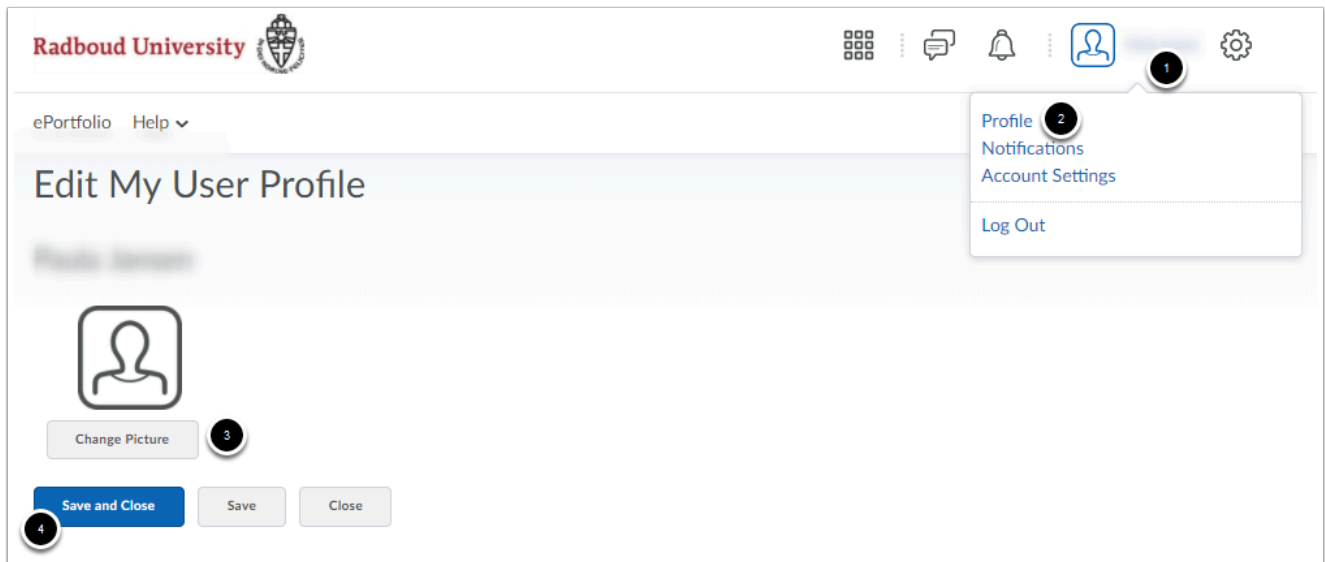
- Ask your fellow students if they are able to see the course, or check with your teacher.
- Check your enrollment on OSIRIS.
- Is the course still missing? Visit the Student Information Point (STIP), the Education Service Desk (OSP) or your faculty's student desk.

# Basic settings: personal settings



# How do I customize my profile?

By adding a picture to your personal profile, you can add a personal touch to your Brightspace environment.



1. Click your name or your picture in the [minibar](#).
2. Click **Profile**.
3. Click **Change Picture** and upload a picture of yourself.
4. Click **Save and Close** to return to the homepage.

# How do I adjust my account preferences?

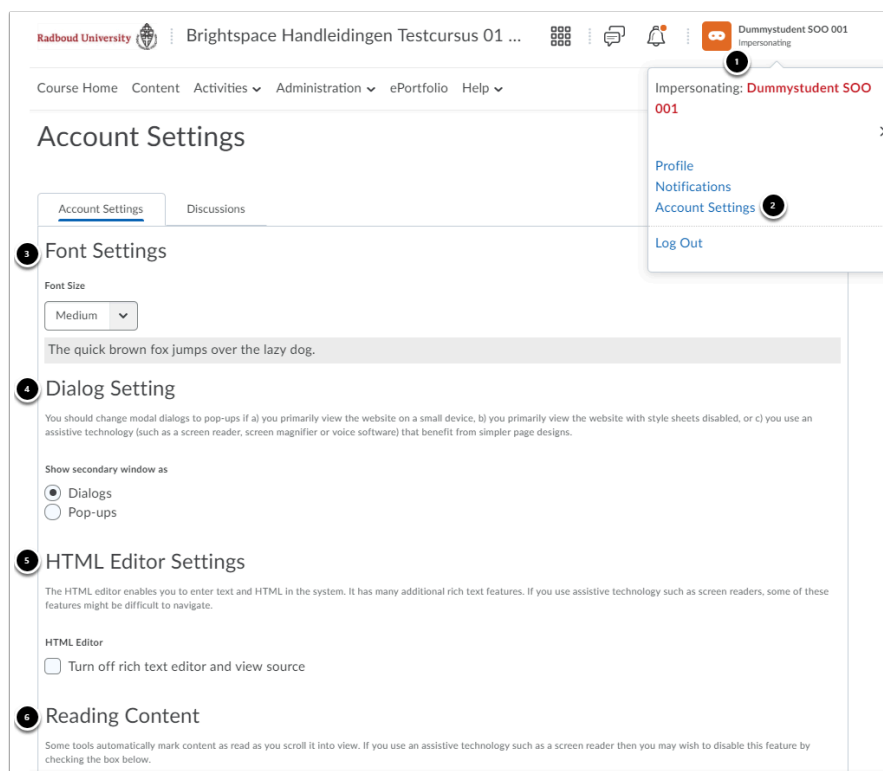
## [Account Settings](#)

## [Discussions](#)

In the **Account Settings** menu, you can adjust many of Brightspace's display options to your own liking.

1. On the first tab (**Account Settings**), you can adjust general account settings, such as font size, language and locale preferences, and various settings for other applications.
2. On the second tab (**Discussions**), you can adjust display and reply settings for discussion boards.

## Account Settings

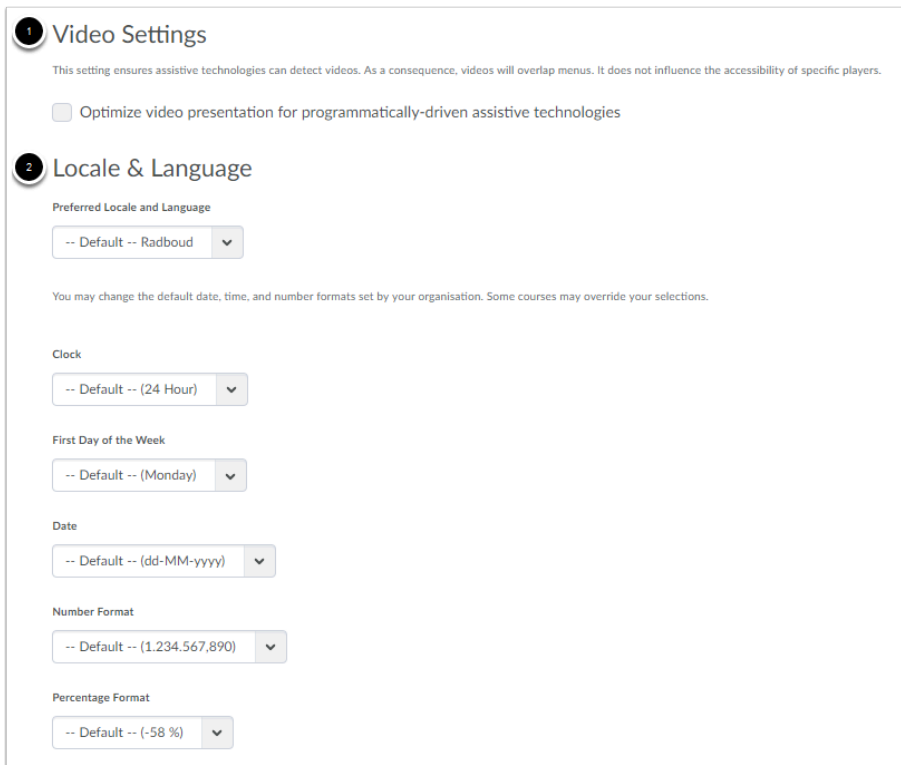


1. Click your name/picture in the minibar.
2. Click **Account Settings**. The **Account Settings** tab will appear.
3. **Font Settings** lets you change the size of the font used by Brightspace. Text in images, documents, and other objects will not change size with this setting.
4. The **Dialog Setting** section lets you select whether modal dialogs open in the same window you are working in (**Dialogs**) or in a new one (**Pop-ups**). Choose pop-ups if

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you want to keep pages as organized as possible, for instance, when you are working on your phone or when using external screen reading or speech tools.

5. The **HTML Editor Settings** let you turn the HTML editor on or off. We highly recommend keeping this setting turned on! Not only does it remove all text editing features, it also stops recognizing line ends and exposes raw HTML code in existing objects.
6. Some features of Brightspace automatically mark objects you scroll by as read. Under **Reading Content**, you can prevent this behavior by turning off **Do not automatically mark items as read as the page scrolls**.



**1 Video Settings**

This setting ensures assistive technologies can detect videos. As a consequence, videos will overlap menus. It does not influence the accessibility of specific players.

☐ Optimize video presentation for programmatically-driven assistive technologies

**2 Locale & Language**

Preferred Locale and Language

-- Default -- Radboud ▼

You may change the default date, time, and number formats set by your organisation. Some courses may override your selections.

Clock

-- Default -- (24 Hour) ▼

First Day of the Week

-- Default -- (Monday) ▼

Date

-- Default -- (dd-MM-yyyy) ▼

Number Format

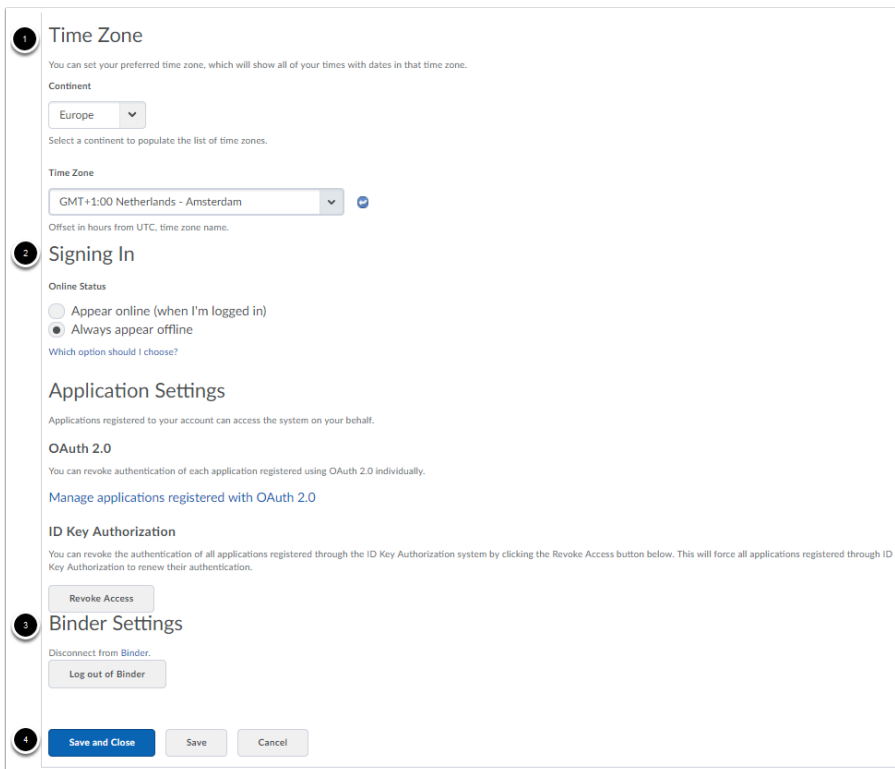
-- Default -- (1,234,567,890) ▼

Percentage Format

-- Default -- (-58 %) ▼

1. **Video Settings** controls whether assistive tools can see and playback video's. Turn this option on if you use these tools.
2. **Locale & Language** contains settings that change the display of timestamps, the first day of the week, date and number formats, and the way in which percentages are formatted. Note that some courses will override these settings.

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**1 Time Zone**

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

Europe

Select a continent to populate the list of time zones.

Time Zone

GMT+1:00 Netherlands - Amsterdam

Offset in hours from UTC, time zone name.

**2 Signing In**

Online Status

☐ Appear online (when I'm logged in)

☒ Always appear offline

Which option should I choose?

**Application Settings**

Applications registered to your account can access the system on your behalf.

**OAuth 2.0**

You can revoke authentication of each application registered using OAuth 2.0 individually.

[Manage applications registered with OAuth 2.0](#)

**ID Key Authorization**

You can revoke the authentication of all applications registered through the ID Key Authorization system by clicking the Revoke Access button below. This will force all applications registered through ID Key Authorization to renew their authentication.

[Revoke Access](#)

**3 Binder Settings**

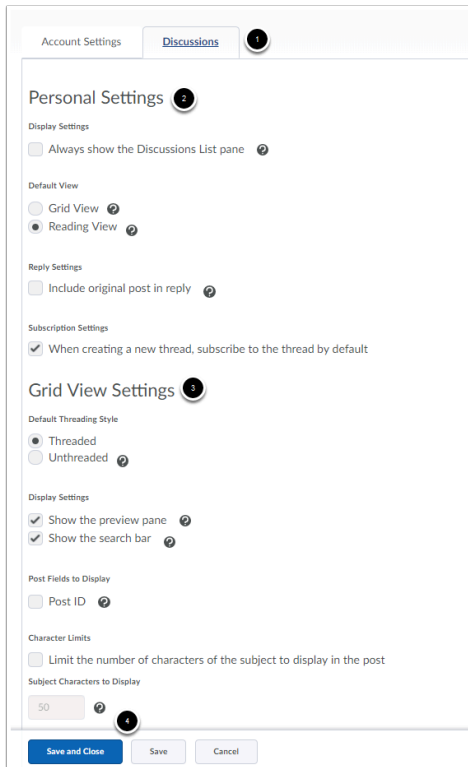
Disconnect from Binder.

[Log out of Binder](#)

**4 Save and Close** Save Cancel

1. **Time Zone** lets you change what time zone is used by Brightspace.
2. **Signing In** controls whether you appear as online when logged in. Choose **Always appear offline** if you want to show as offline at all times, regardless of whether you are logged in or not.
3. You can log out of Binder under **Binder Settings**.
4. Click **Save and Close** to save the changes you made and return to the page you opened your account settings from.

## Discussions




1. Click the **Discussions** tab to change settings for discussions.
2. **Personal Settings** lets you change your personal display preferences:
  - Under **Display Settings**, you can choose whether you want to see the discussion list pane on the left side of the screen. This pane appears when you open a topic or thread. (**Always show the Discussion List Pane**).
  - **Default View** lets you choose whether discussions open in the schematic **Grid View** or in **Reading View**, in which you can see an entire post without having to click it.
  - **Reply Settings** lets you choose whether replying to a post includes the original post in your reply (**Include original post in reply**).
  - **Subscription Settings** lets you control whether you automatically subscribe to threads you create yourself (**When creating a new thread, subscribe to the thread by default**).
3. **Grid View Settings** let you set your preferences for how discussions appear in grid view:
  - **Default Threading Style** lets you choose whether you can see threads between different posts (**Threaded** or **Unthreaded**).
  - Under **Display Settings**, you can choose whether you want to see posts expanded at the bottom of the screen or in a new pop-up window (**Show the**

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**preview pane**). You can also choose to display a search bar in the grid (**Show the search bar**).

- **Post Fields to Display** allows you to turn the Post ID on or off.
- **Character Limits** can be used to limit the amount of characters you can see in the grid. Enter the amount of subject characters Brightspace should display.

4. Click **Save and Close** to save the changes you made and to return to the page where you came from.

 You can also change your discussion preferences from **Discussions**. Opening your preferences from there takes you to the same screen as when you open them from Account Settings.

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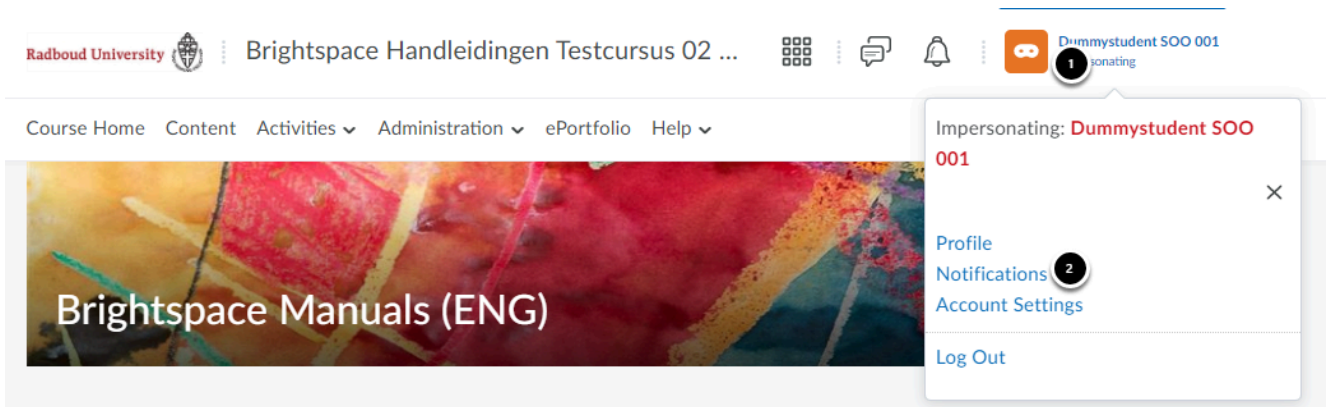
# Which notifications can I turn on or off and how do I receive them per email?

**Notifications** are messages containing course updates you can choose to receive via email. These are not the alerts you can see in Brightspace itself. You can turn email notifications on or off per course or per course component.

Please note: the preferred settings set under **Notifications** are applicable for **all courses** you are enrolled in.



Teachers will relay the most important announcements with regards to their course through Announcements. We recommend that all students turn on email notifications for edited or newly added Announcements for each of their courses.



1. Click your name or your picture in the **minibar**.
2. Click **Notifications**.



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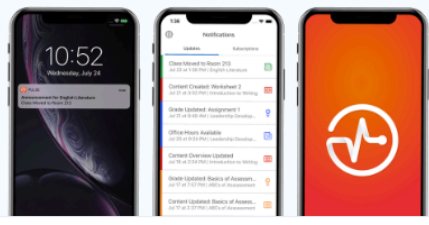
## Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

### The Pulse App: Stay Up-to-date on the Go!


Pulse helps you stay connected and on track with your Brightspace courses!



### Contact Methods 1

Email Address

Send email notifications to:  

[Change your email settings](#)

### Summary of Activity

Email me a summary of activity for each of my courses.

How often?

1. Under **Contact Methods** you will see which email address is being used for email notifications. This is your @student.ru.nl email address that is linked to your Brightspace account. You cannot change this to another address.
2. **Summary of Activity** can provide you with a **Daily** or **Weekly** summary of all your course notifications. If you opt in to this feature, you can choose what time the summary arrives. If you do not choose a time, the summary is sent to your inbox at midnight each day.



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Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>
Assignments - assignment feedback released	<input type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>
Assignments - assignment feedback updated	<input type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input type="checkbox"/>

- Use **Instant Notifications** to select the activities for which you want to receive notifications. This applies for all courses, unless you exclude courses with **Exclude Some Courses**.



Mails sent from Brightspace will automatically be sent to a student's @student.ru.nl address seeing as teachers are expected to use this mail to communicate with students.

# Werkinstructies

Grades - grade item updated

Quizzes - quiz due date or end date is 2 days away

### Customise Notifications

1

☒ Include my grade value in notifications from Grades

☐ Allow future courses to send me notifications

### Exclude Some Courses

2

You currently have no courses excluded. [Manage my course exclusions](#)

3

Save

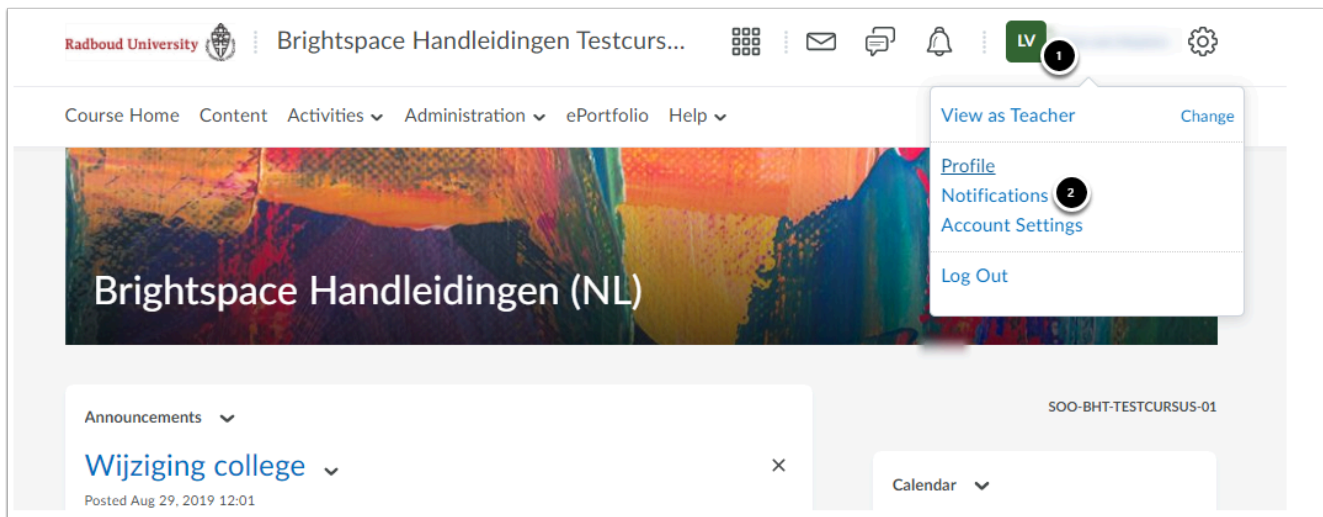
Cancel

1. **Customise Notifications** can be used to select whether you want to receive grades from Grades, and/or whether you want to receive notifications for future courses.
2. Use **Exclude Some Courses** to exclude the courses you do not want to receive notifications for. Click **Manage course exclusions** and then click the cross behind the name of the course you want to exclud. Click **Exclude all courses** if you do not want to receive any notification at all. This can also be useful when you have a lot of courses and only want to receive notifications for one or a few; then you can exclude everything and then select the few you do want to receive notifications for. If you want to turn on notifications after previously turning them off, search for the name of the course and then click the restart-notification pictogram. Click **Restore excluded course** to reactivate the notifications for all courses.
3. Click **Save** to save your settings.

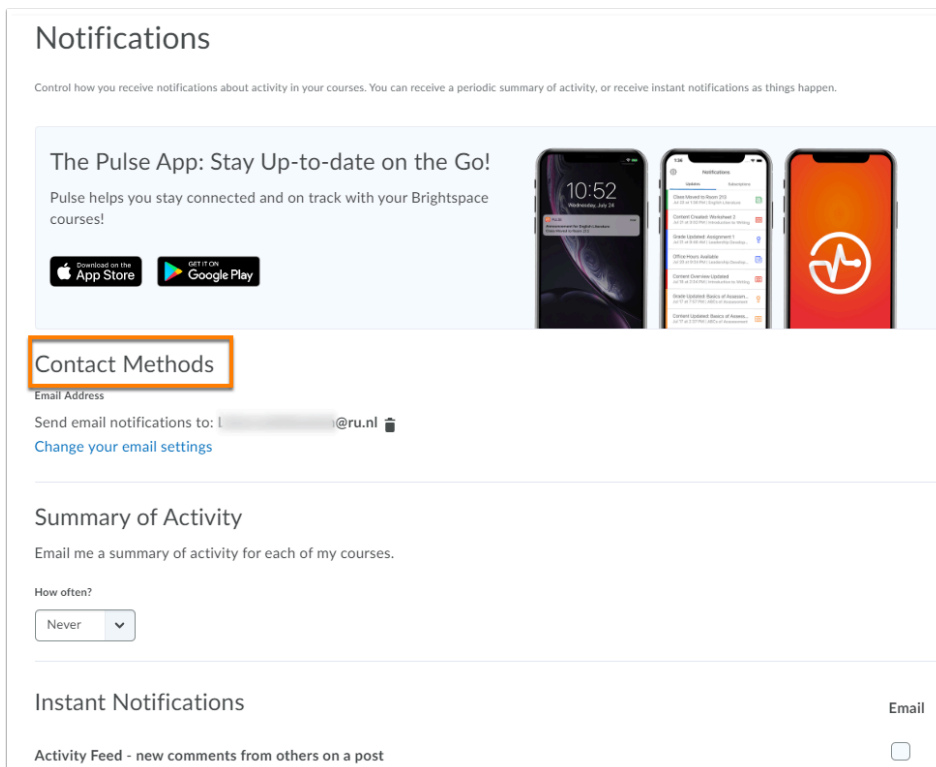
## Werkinstructies

# How do I receive email notifications about upcoming deadlines?

You can choose whether you want to receive a message when a deadline approaches. You can set this up in the [Notifications panel](#).



1. Click on your picture or name in the minibar.
2. Click **Notifications**.



## Werkinstructies

- Below **Contact Methods** you will the email address the notifications will be sent to. Brightspace will always use your @student.ru.nl address; this cannot be changed.

Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>
Assignments - assignment feedback released	<input type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input checked="" type="checkbox"/>
Assignments - assignment feedback updated	<input type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input checked="" type="checkbox"/>

### 1. Check **Instant Notifications** for:

- Assignments - submission folder due date or end date is 2 days away** if you want to receive notifications for assignment deadlines.
- Quizzes - quiz due date or end date is two days away** if you want to receive notifications for quiz deadlines.

In both cases, an email will arrive in your inbox two days before the end date for an assignment or quiz, using the email address you set in your profile settings.

### 2. Click **Save**.

# Communication: apps, time table, course guide

## Werkinstructies

# Which apps are available for Brightspace?

Brightspace offers the possibility to use several apps that make it easier to work with Brightspace on a mobile device. Apart from these apps, you can also use Brightspace on your browser.

## Pulse



Pulse is the Brightspace app that can be used by both students and teachers. You can use Pulse to easily access your courses and course components, your Calendar and your Notifications. Pulse can be used on your phone and tablet, and it works with both IOS and Android.



Do you want to know more about Pulse and how it works? Read the article [How do I use the Pulse app?](#)

## Werkinstructies

# How do I use the Pulse app?

[Pulse](#)[Courses](#)[Notifications](#)[Upcoming](#)[Mobile browser](#)

## Pulse

Pulse is an app for Brightspace users. It can be used by both teachers and students. You can use Pulse to view your courses and course components, upcoming activities, and Notifications both on your phone and tablet.

**⚠** Please note: This instruction is made based on an iOS device. The interface of an Android device might differ from the images below.  
Pulse will operate in your phone's default language. You can change the language settings for Pulse by going to your phone settings, then Pulse, and then changing the preferred language (iOS).

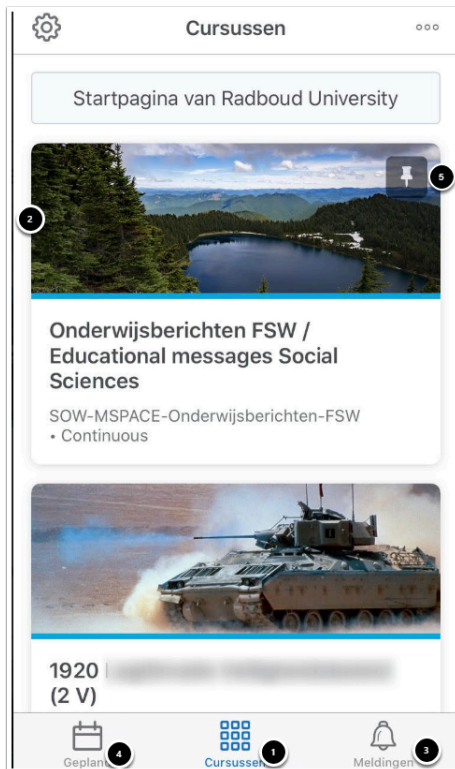
**⚠** Do you use an iPhone? Then **third party links** (such as weblectures and Kaltura) are not accessible in the Pulse App. You can navigate to your [mobile browser](#) within the app. The settings for Safari with regard to cookies then need to be adjusted. Read more in the article: [How do I solve problems with external programs with \(mobile\) use of Brightspace?](#)



- Download the **Pulse** app in the Playstore or Apple Store.
- Open the app.

## Werkinstructies

- Select your school (on iOS: **Pick my school**). Type Radboud University in the search engine and click Radboud University when it comes up. You will be navigated to the Login screen of Brightspace.
- Log in with your Radboud account.



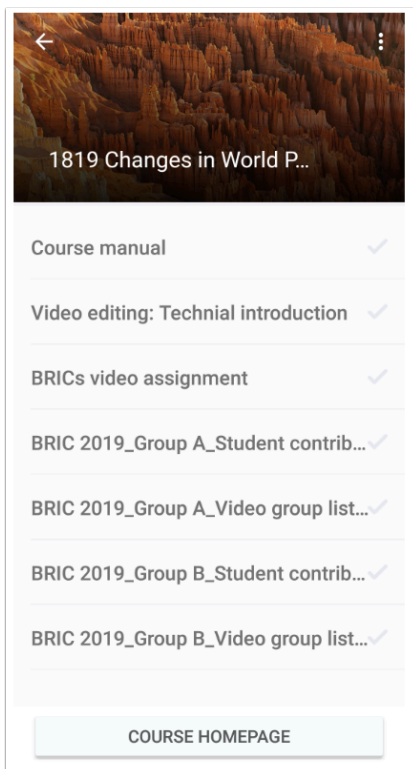
1. You will automatically be navigated to **Courses**, the window that contains all of your courses.
2. Select a course to see which items it contains. Note that it is not possible to filter your courses.
3. Click **Notifications** to view your notifications. If you have new notifications, an orange dot will appear.
4. Click **Gepland (planned)** to look at past and upcoming events. You can also add activities.
5. If you click the pin icon you can **pin** courses, just like with the desktop version. If you click the pin icon, the course will appear at the top of your course list. This can help you organise your courses.

## Courses

- Click the **Courses** tab to view a course.

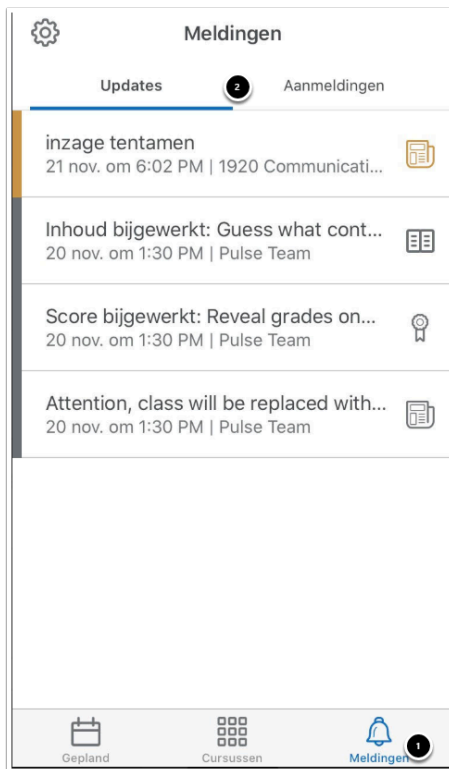


# Werkinstructies



You will land on the **Content** page of the course. If you would like to navigate to Course Home or Activities, [open the course in your mobile browser.](#)

## Notifications



1. Click **Notifications**.
2. You will see the tabs **Updates** and **Subscriptions**, which offer the following options:
  - Under **Updates** you will see the changes made in the content of a course.
  - Under **Subscriptions** you will see notifications of the discussion topics you are following.

**i** Below **Subscriptions** you will only see the text that has been added to the discussion. For images and other media you will see a notification in the text, but you will still have to open the discussion in the browser.

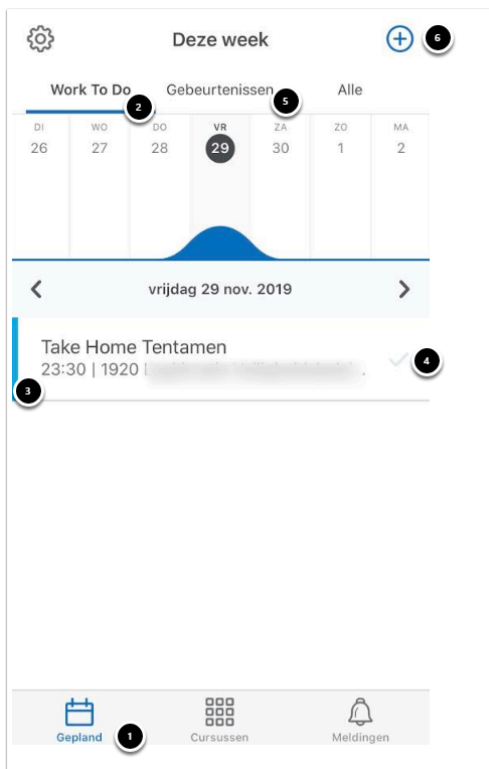
**💡** You can choose to receive push notifications from Pulse. To receive them, change the **settings of your phone** to receive notifications from Pulse. Pulse also needs to be able to refresh while on the background. You will then receive notifications about:

## Werkinstructies

- Content Overview documents: new content teachers have added to the Overview of a course;
- Course Announcements: announcements about important updates or memories;
- Grades: you will receive updates when teachers add grades to the grade book.

## Upcoming

If course information has been added to the Brightspace calendar, you can easily access it in Pulse.



1. Click **Upcoming**.
2. Below the tab **Work To Do** you will find the activities for that week from Activities and Content (topics) you have added a due date for. The graph will show you how busy your week will be. Click on a day to see the activities from that day below the graph. Note that this is an overview of all activities in all courses.
3. Select an activity/event to open the details and to navigate to the Brightspace website.
4. The check mark behind an activity will show you whether you have completed it or not:

## Werkinstructies

- A light gray check mark means uncompleted.
  - A dark gray check mark means completed.
- Below the tab **Events** you will see the calendar items from your Calendar for the selected week. The graph will show you how busy you week will be for each day. Select a day to see the events for that day below the graph.
  - Click on the plus sign to create a new activity or event (for iOS this button will be on the top right of the screen). Then choose **Event** or **Work To Do**.




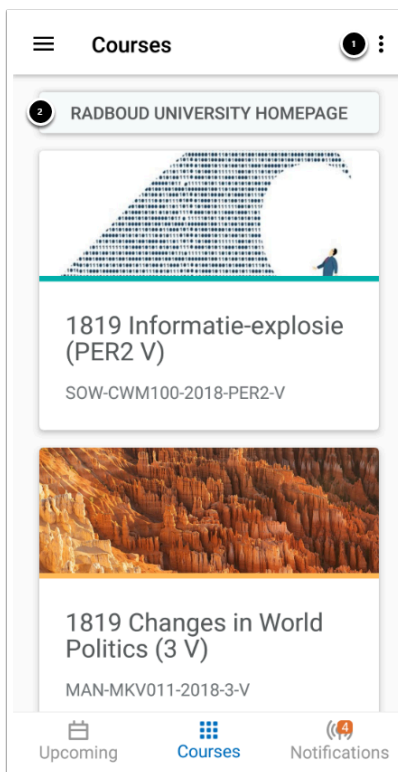
- Name the activity or event.
- Use the drop-down menu to select the course the event belongs to.
- Enter the date and time of the activity/event.
- If you are working on an activity, you can add a percentage that indicates how much the activity will weigh for the final course grade. If you are working on an event, you can add a location and notes.
- Click **Save**.



Events you add yourself are personal and can therefore only be seen by you yourself. They will only be visible in Pulse, not when you use your browser to access Brightspace.

## Mobile browser

 Some of the items that are visible in the browser might be invisible in Pulse (*this is the case for descriptions at **Files** for example.*) You can, however, easily navigate to your mobile browser from Pulse.



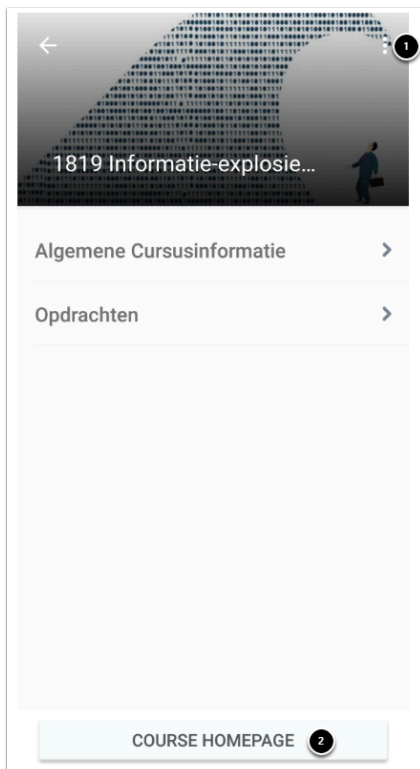
If you open Pulse, you will land on the **Courses** tab. From here there are two ways you can navigate to your mobile browser:

1. Click the three dots icon in the top-right corner of your screen. Now click **Launch Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.
2. Click **Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.

You can also navigate directly to a certain course.

- Click the desired course.

# Werkinstructies



1. Click the three dots icon in the top-right corner of your screen. Then click **Launch Course Homepage**. You will be navigated to the Course Home of the selected course in your mobile browser.
2. You can also click **Course Homepage**. You will be navigated to the Course Home of the selected course in your mobile browser.

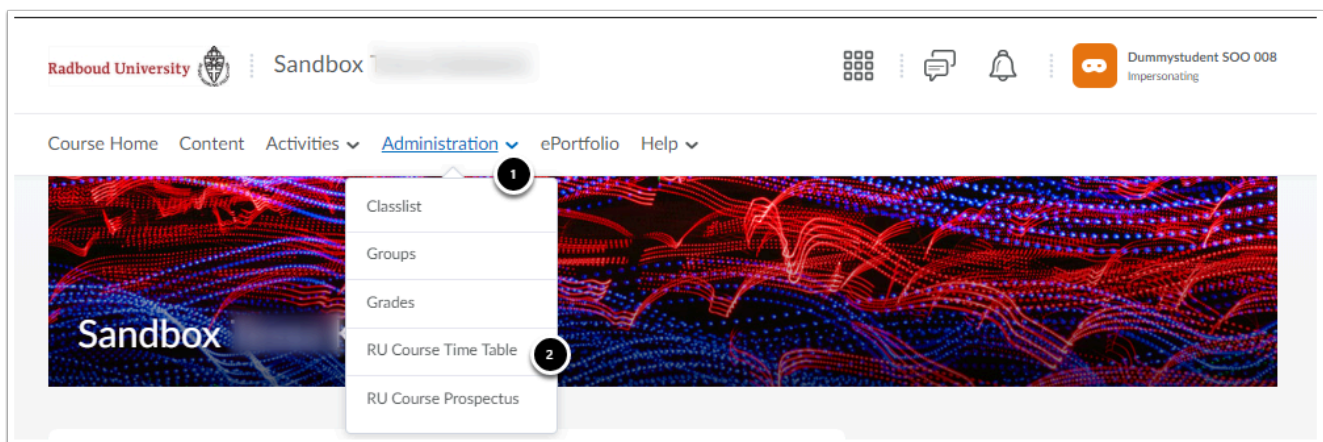
## Werkinstructies

# Where can I find the timetable for my course?

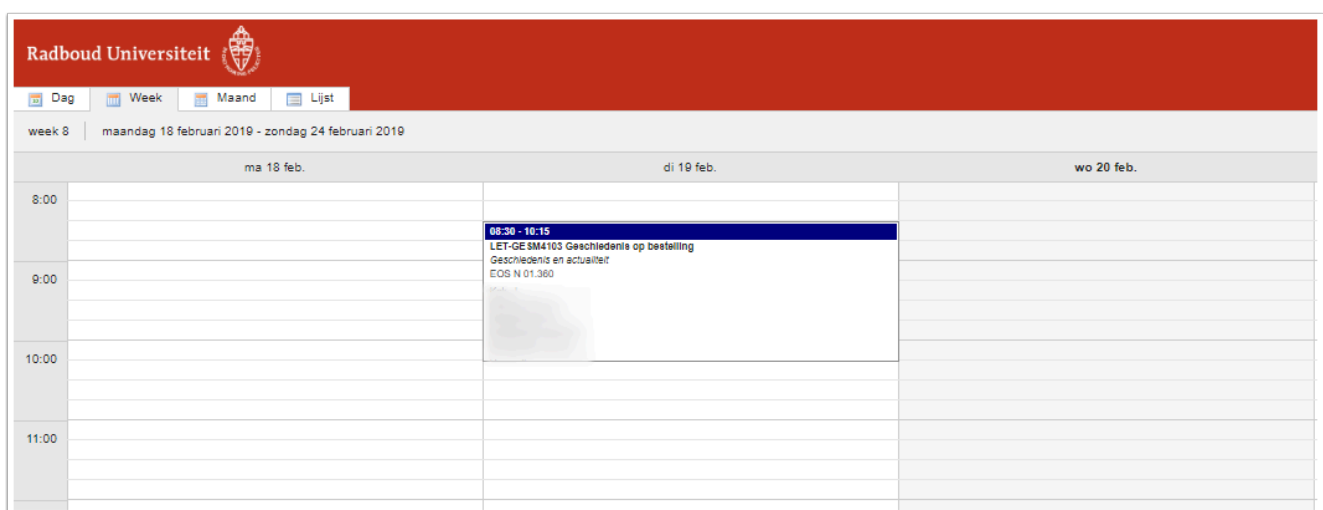
For each course you can navigate to RU MyTimetable, where you will find the timetable for the course concerned.

## View timetable in MyTimetable

- Go to your personal homepage and click on the desired course.



1. Navigate to **Administration** in the navbar of your course.
2. Click **RU Course Time Table**. RU MyTimetable will open in a new window.



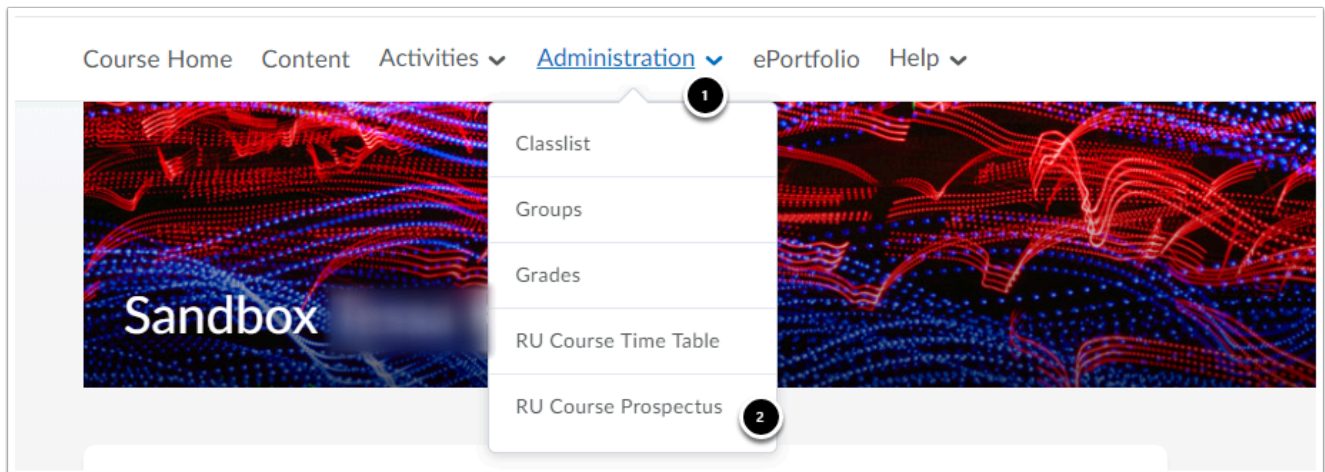
Radboud Universiteit			
Dag Week Maand Lijst			
week 8 maandag 18 februari 2019 - zondag 24 februari 2019			
	ma 18 feb.	di 19 feb.	wo 20 feb.
8:00		08:30 - 10:15 LET-GE SM4103 Geschiedenis op bestelling Geschiedenis en actualiteit EOS N 01.360	
9:00			
10:00			
11:00			

The timetable of the course will appear in RU MyTimetable.

# Where can I find the prospectus page of my course?

The prospectus of your course as you will find it in OSIRIS can easily be accessed from Brightspace.

- Go to your personal homepage and click the desired course.



1. Navigate to **Administration** in the navbar of your course.
2. Click **RU Course Prospects**. The prospectus will open in a new window.



## Werkinstructies

# Does Brightspace work with any web browser?

Not all browsers are fully supported. Check [this page](#) to see which browsers are supported by the Brightspace development team.

# How do I solve problems with external programs when using Brightspace?

When you are using Brightspace, problems can occur with integrated external programs such as Kaltura (*for example: the program does not open or work properly*). Oftentimes this has something to do with your browser's settings, specifically setting concerning third party cookies and iframes.

[Using Safari](#)

[Using Microsoft Edge](#)

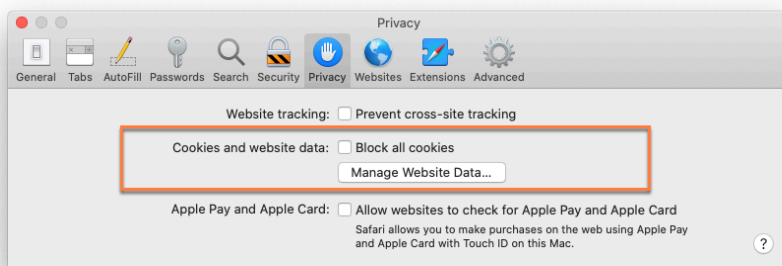
[Using Google Chrome](#)

[Using Pulse](#)

## Using Safari

### On a Mac

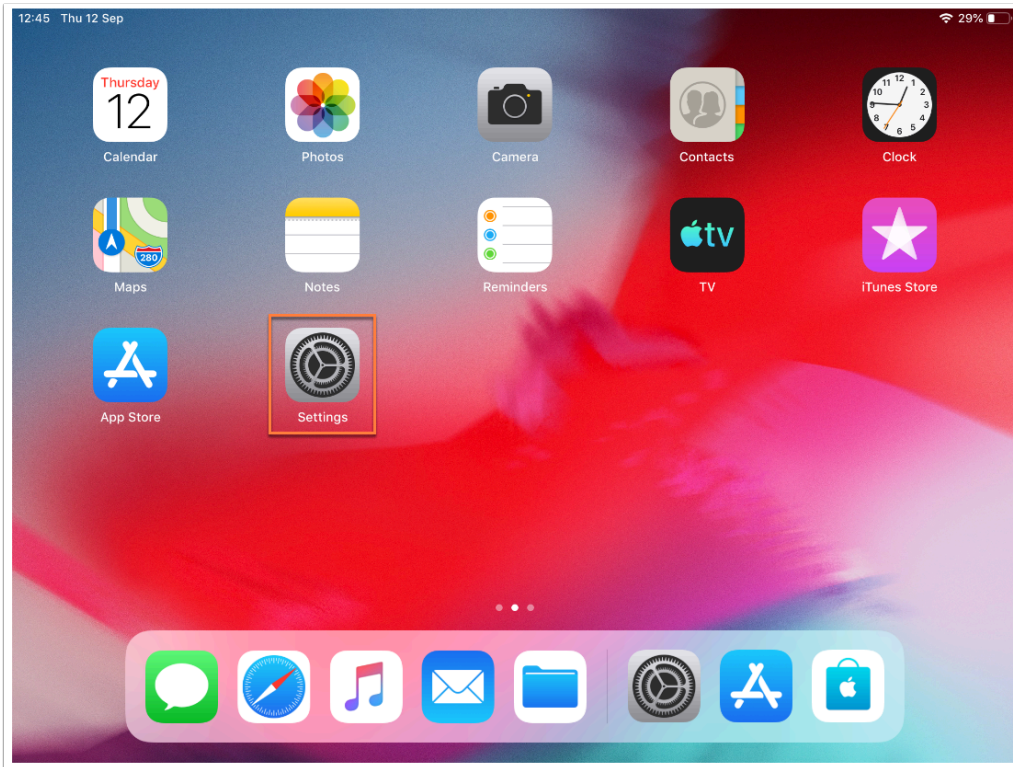
If you access Brightspace using Safari, you can easily solve the issues with external apps by tweaking the cookie settings. By enabling cookies in Brightspace, the browser can now open and use the external apps.



- Open **Safari**.
- Click **Preferences** in the **Safari** menu.
- Click **Privacy**.
- Make sure the option **Block all cookies** is deselected.

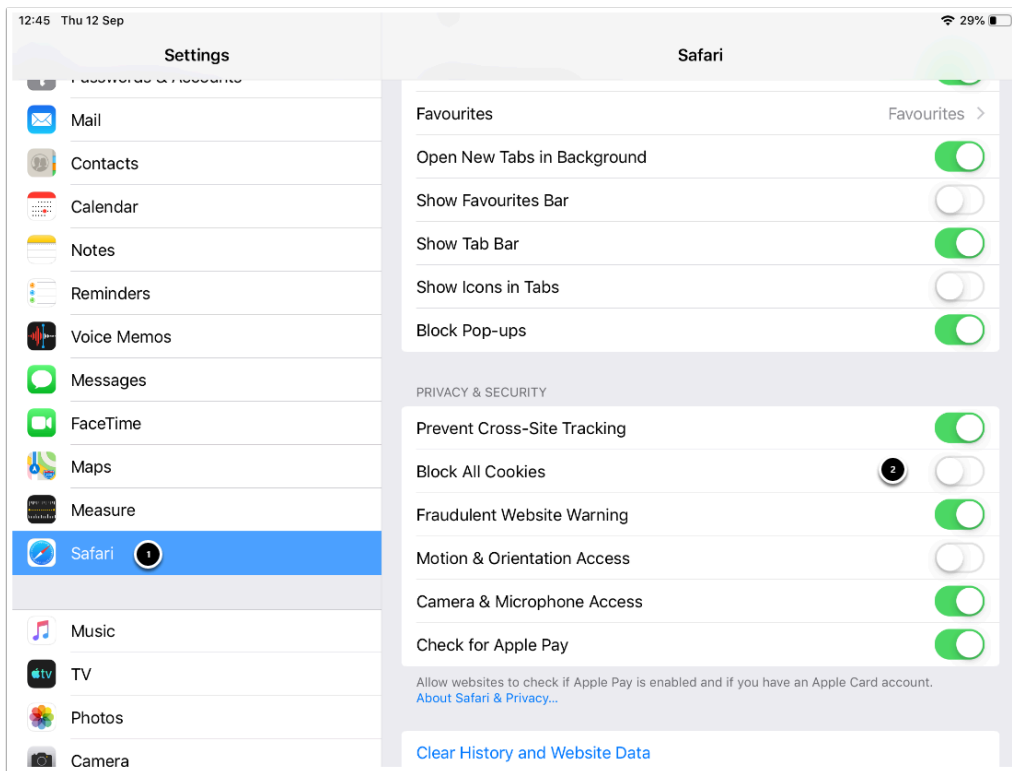
# Werkinstructies

## On an iPad or iPhone




- Click **Settings**.

# Werkinstructies



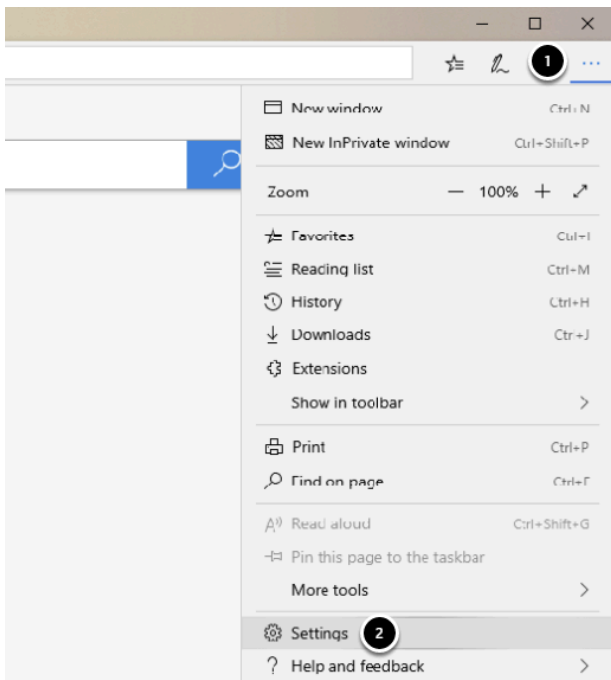
1. Go to **Safari**.
2. Search on the right for **Block All Cookies** and make sure this option is deselected.

 If have any questions you can always contact your faculty's [ICT support person](#) or send an email to [brightspace@ru.nl](mailto:brightspace@ru.nl) / [1loket.rha@radboudumc.nl](mailto:1loket.rha@radboudumc.nl).

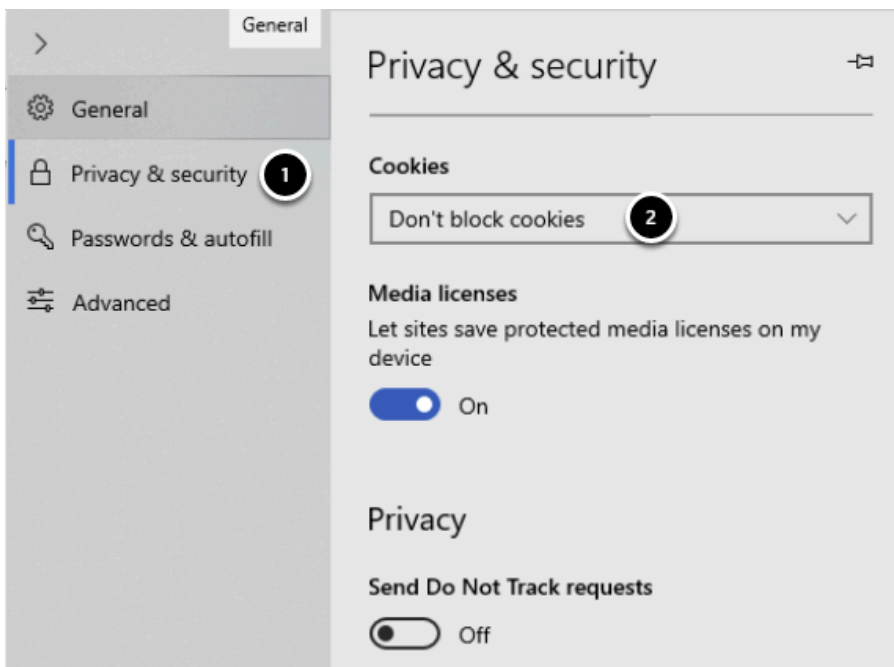
## Using Microsoft Edge

- Open the browser.

# Werkinstructies



1. Click the three dots.
2. Click **Settings/Instellingen**.

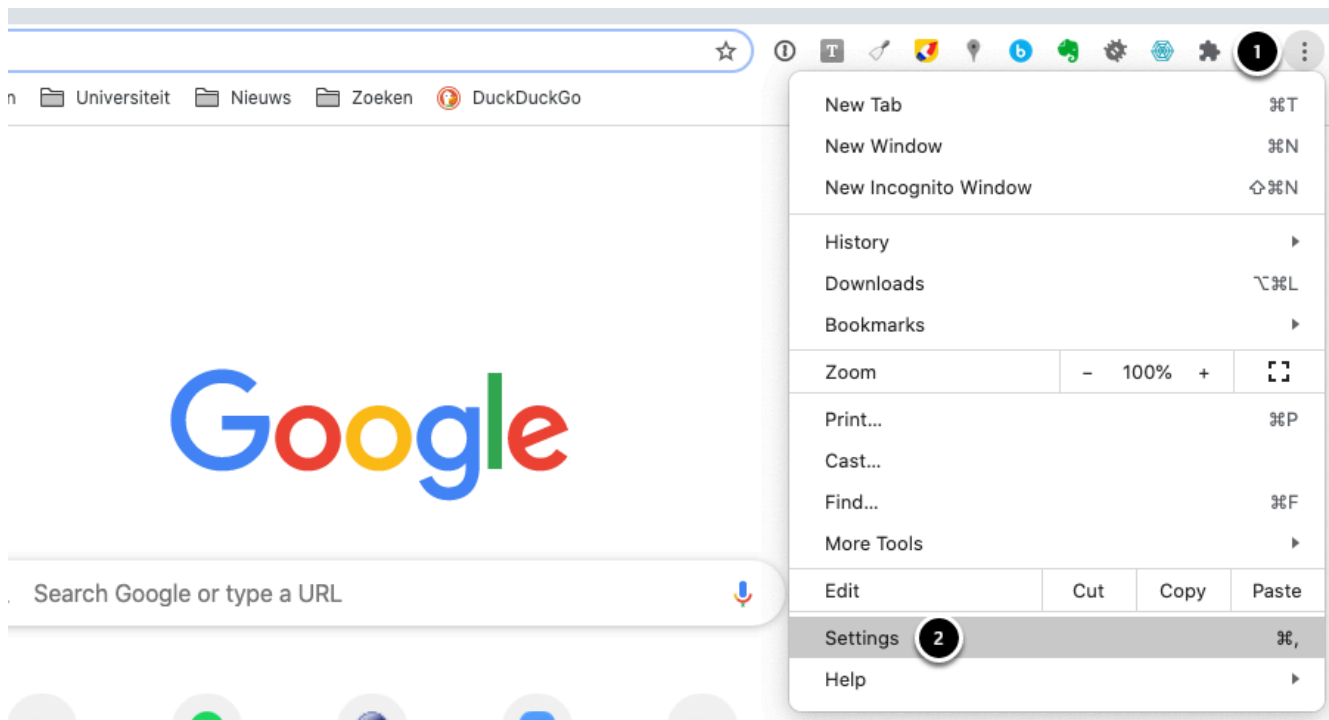


# Werkinstructies

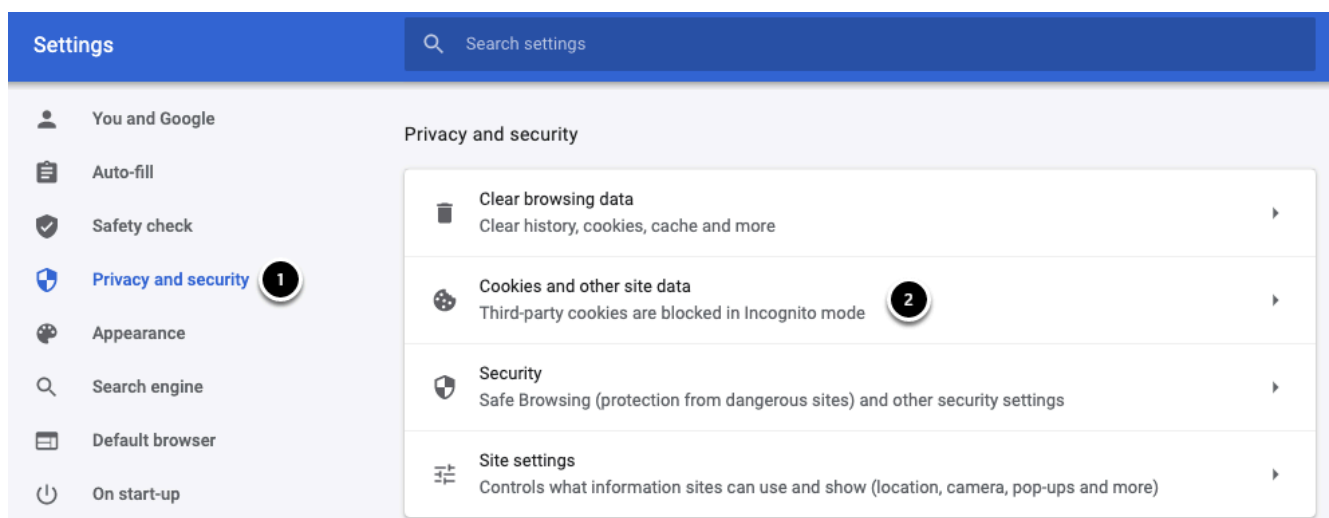
1. Click **Privacy & security**.
2. For **Cookies**, select: **Don't block cookies**.

## Using Google Chrome

- Open the browser.

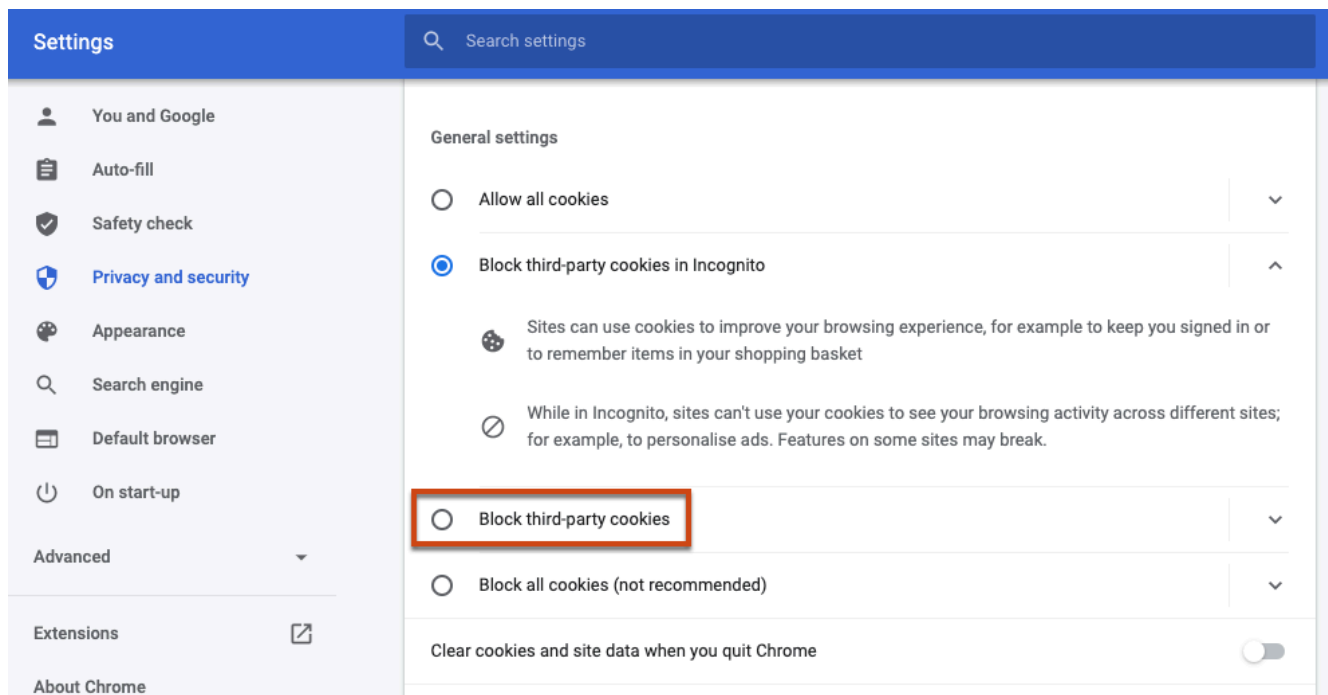


1. Click the three dots at the top right to open the menu.
2. Click **Settings**.



## Werkinstructies

1. Click **Privacy and security**.
2. Click **Cookies and other site data**.



- Make sure **Block third-party cookies** is not selected.

## Using Pulse

If you visit Brightspace using Pulse, there is no easy way to fix issues with external apps. In this case, we advise you to use a mobile web browser (not Safari) to use external apps such as Kaltura.

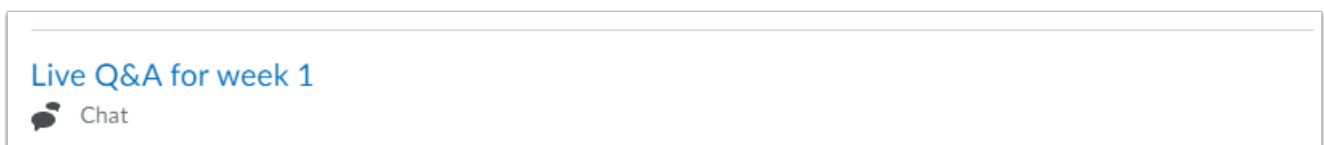
## Werkinstructies

# How do I use the chat feature?

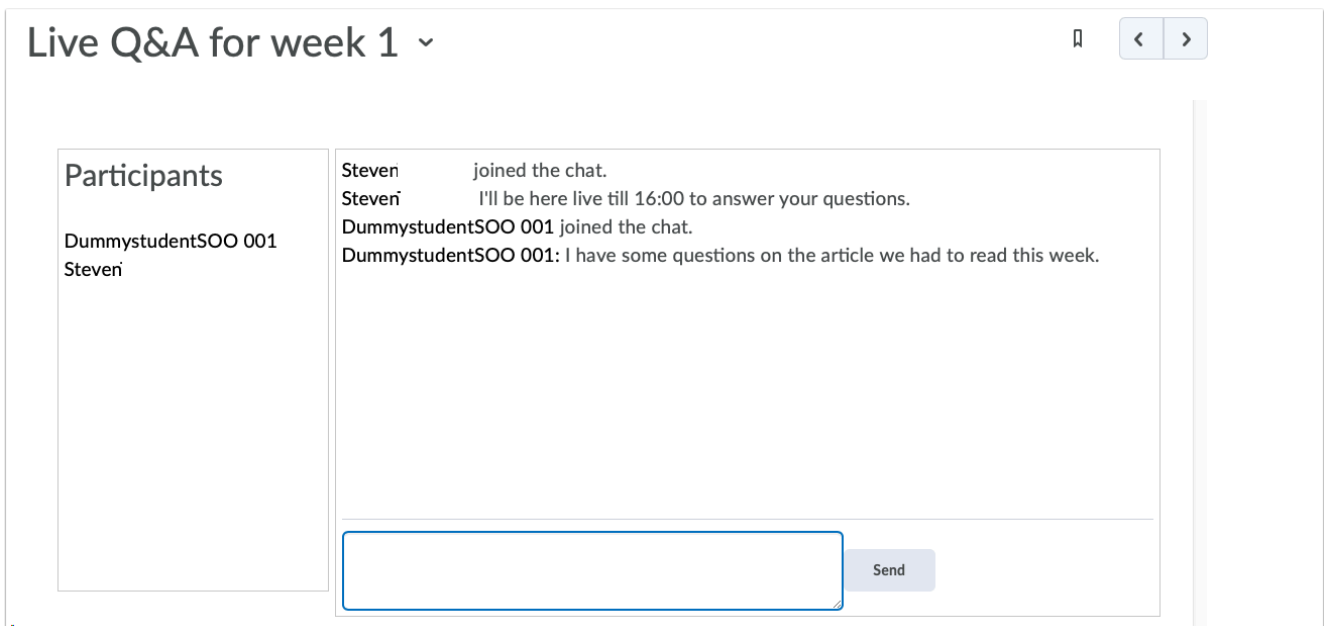
The chat feature allows you to ask questions to your lecturer in a quick and accessible manner. They will add a chat feature to a Module in Content and announce when they are available to answer questions.


## Use the chat feature

This is what the chat feature looks like in Content:



If you click this Topic you will go to this specific chat room. You can now ask questions to your lecturer.



 The chat feature has limited options: You can type a text message, but nothing more. This means you cannot add attachments, images, or links.



## Werkinstructies

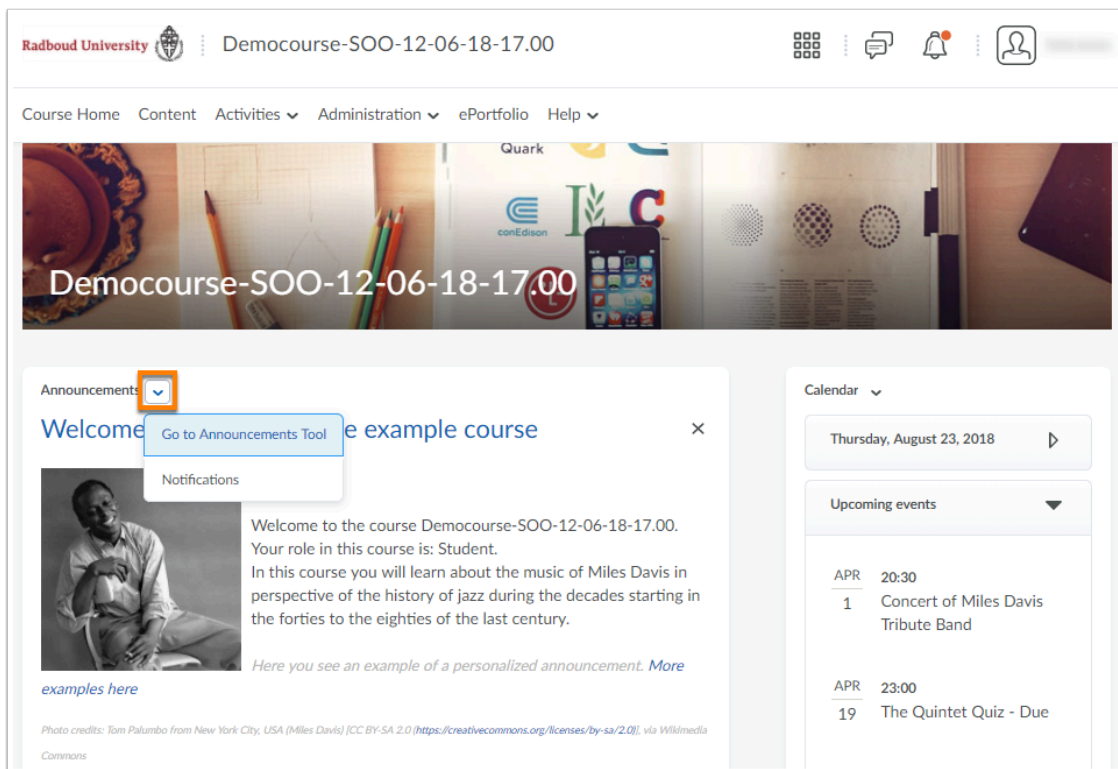
- The chat session will be visible in Content until 15 minutes after the last message was sent. After 15 minutes of inactivity the chat will be emptied. It will then no longer be visible for students.

# **Course Home: announcements, calendar, bookmarks**

# How do I dismiss or restore Announcements in Brightspace?

Teachers will relay important announcements with regards to their courses using the **Announcements** feature. These are visible on a course's homepage. By clicking the X to the upper right, you can dismiss a message, archiving it in the process (you cannot delete an announcement entirely). Did you inadvertently dismiss an announcement and do you want to put it back? In that case, you can easily do this via **Announcements**.

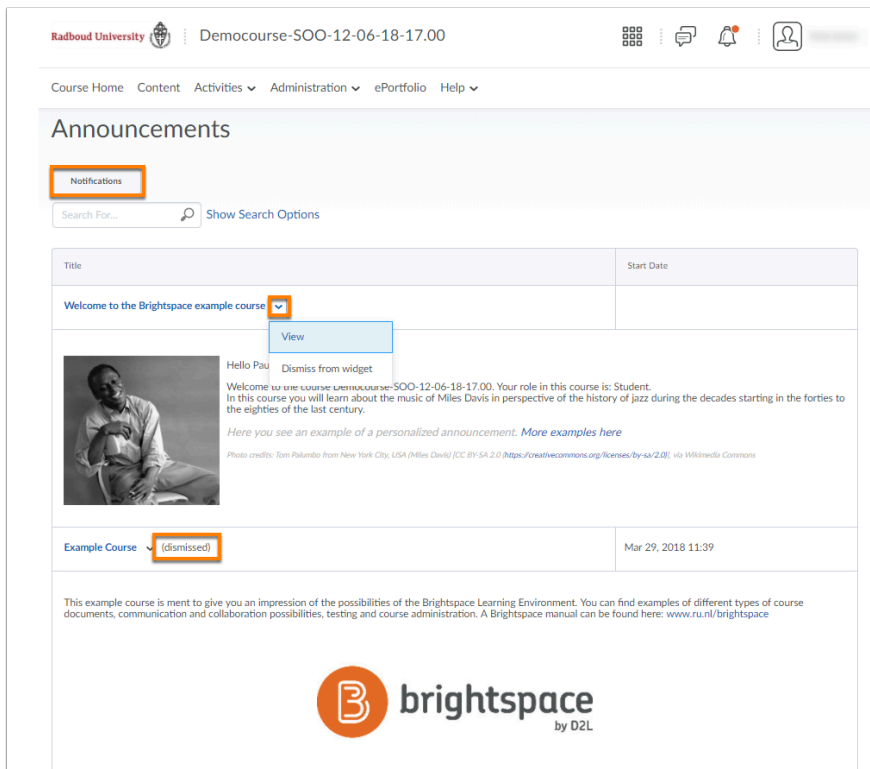
## Announcements



The screenshot shows the Brightspace interface for a course titled "Democourse-SOO-12-06-18-17.00". The top navigation bar includes "Course Home", "Content", "Activities", "Administration", "ePortfolio", and "Help". A banner image at the top features a desk with a lamp, pencils, and a smartphone. Below the banner, the "Announcements" section is highlighted with a red box around the "Go to Announcements Tool" button. The "Announcements" section displays a welcome message for the course, mentioning the role of the student and the course content (music of Miles Davis). A "Notifications" button is also visible. To the right, a "Calendar" section shows upcoming events, including a "Concert of Miles Davis Tribute Band" on April 1st at 20:30 and "The Quintet Quiz - Due" on April 19th at 23:00.

1. Click the arrow after **Announcements**.
2. Click **Go to Announcements Tool**.

# Werkinstructies



The Announcements Tool displays an overview of all announcements. You can see the start date of the messages posted by your teacher and easily view, dismiss or return them to the course homepage.

- Click on the arrow after any announcement to:
  - **View** them.
  - Dismiss or return them to the course homepage (**Dismiss from widget/Restore**). A dismissed announcement will show it has been **Dismissed**.
- Click **Notifications** to get to your [notification settings](#).



In the **Notifications** screen, you can opt in to email notifications for any Announcements that are posted to your courses. We recommend you do this, as teachers will use Announcements to relay important updates regarding their courses.

## Werkinstructies

# How do I view Brightspace Announcements in the Student portal?

The announcements that are displayed in Brightspace can also be viewed in the Student portal. This applies to both types of announcements that are used in Brightspace:

1. Organisation Announcements: messages that are accessible on your personal homepage when you log onto Brightspace.
2. Course Announcements: messages about a course that the teacher posts on the Course Home of a course.

**i** You will not see messages that:

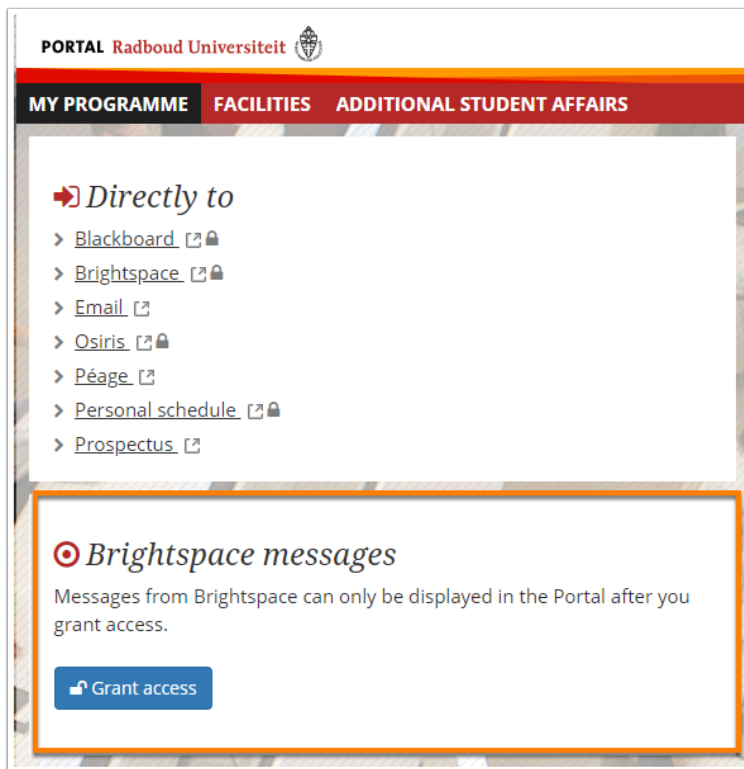
- you have dismissed in Brightspace;
- have been placed in a course that has not yet started or that is not active;
- have been placed in an active course before it was active. Note that you are able to see these messages on Brightspace itself, just not on the portal.
- have been placed in the course before you were enrolled. Note that you are able to see these messages on Brightspace itself, just not on the portal.

## Give permission

Before you can see announcements from Brightspace in the Student portal, you have to give permission.

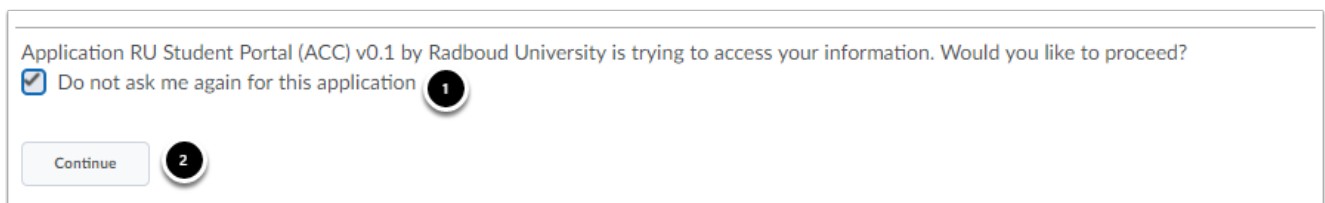
- Log onto <https://portal.ru.nl/>

# Werkinstructies



You will see a header called **Brightspace messages**. Below, you see the notification that allows you to give the portal access to your messages in Brightspace.

- Click **Grant access**. You will now navigate to the Brightspace log on screen.
- Log onto Brightspace the normal way by using SURF-conext.



Brightspace will ask whether you want to give permission to share your announcements with the Student portal.

1. If you want do not want to see this message again, select the check box for **Do not ask me again for this application**.
2. Click **Continue**. You will now navigate back to the portal. From now on you will also see your Brightspace announcements in the Student portal.

# Werkinstructies

- i** The portal will only start collecting announcements from the moment you grant permission. Messages that were posted to Brightspace before you granted this permission will not be visible in the portal.

## View announcements

You will see the heading **Brightspace announcements** on your portal. Below you will find a list with the five most recent announcements. The most recent message will be at the top.



You will first see the subject of the message and then the date and time it was posted. To read the message, open it in Brightspace or the portal.

## Open message in Brightspace

Click the title of the message. Brightspace will open in a new screen.



You will see the complete message in Announcements on Brightspace.

## Werkinstructies



You will see the entire announcement including possible layout and multimedia.

### Open messages in the portal



- Click on the eye icon.



The entire message will now fold out.



You will see the text of the announcement, but without possible layout or multimedia.



## Werkinstructies

# How do I use the Calendar?

[The Calendar widget](#)

[The Calendar](#)

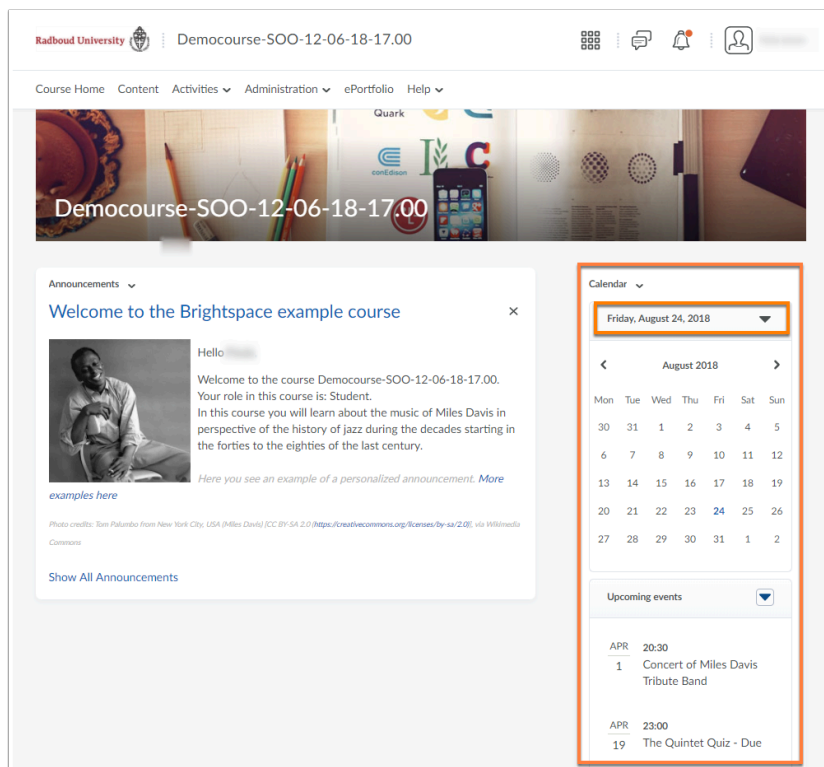
[Filtering, sorting, and searching in the Calendar](#)

[Choosing Calendars](#)

[Viewing events](#)

## The Calendar widget

The **Calendar** is your personal timetable. On your personal homepage and every **Course Home**, you'll find the Calendar widget. Here, you can see at a glance when the next event is coming up in one of your courses. On your personal homepage, you can see all events of all courses in your Calendar widget. If you open the Calendar widget on a Course homepage, you can only see the events that apply to the course you are in. Deadlines (Due Dates) are also marked as events in your Calendar. On your personal homepage, you can find the Calendar on the bottom right below Announcements. On a Course homepage, the Calendar is also on the right.



The screenshot shows the Brightspace interface for a course titled 'Democourse-SOO-12-06-18-17.00'. The top navigation bar includes links for Course Home, Content, Activities, Administration, ePortfolio, and Help. The main content area features a banner image and a section for Announcements. The Calendar widget is positioned on the right side, displaying a calendar for August 2018. The current date, Friday, August 24, 2018, is highlighted in blue. Below the calendar, the 'Upcoming events' section lists two events: 'APR 1 20:30 Concert of Miles Davis Tribute Band' and 'APR 19 23:00 The Quintet Quiz - Due'.

The Calendar widget is comprised of two parts:

- The calendar: this is the calendar view. The date highlighted in blue is the current date. Dates with a blue dot are dates with an event.

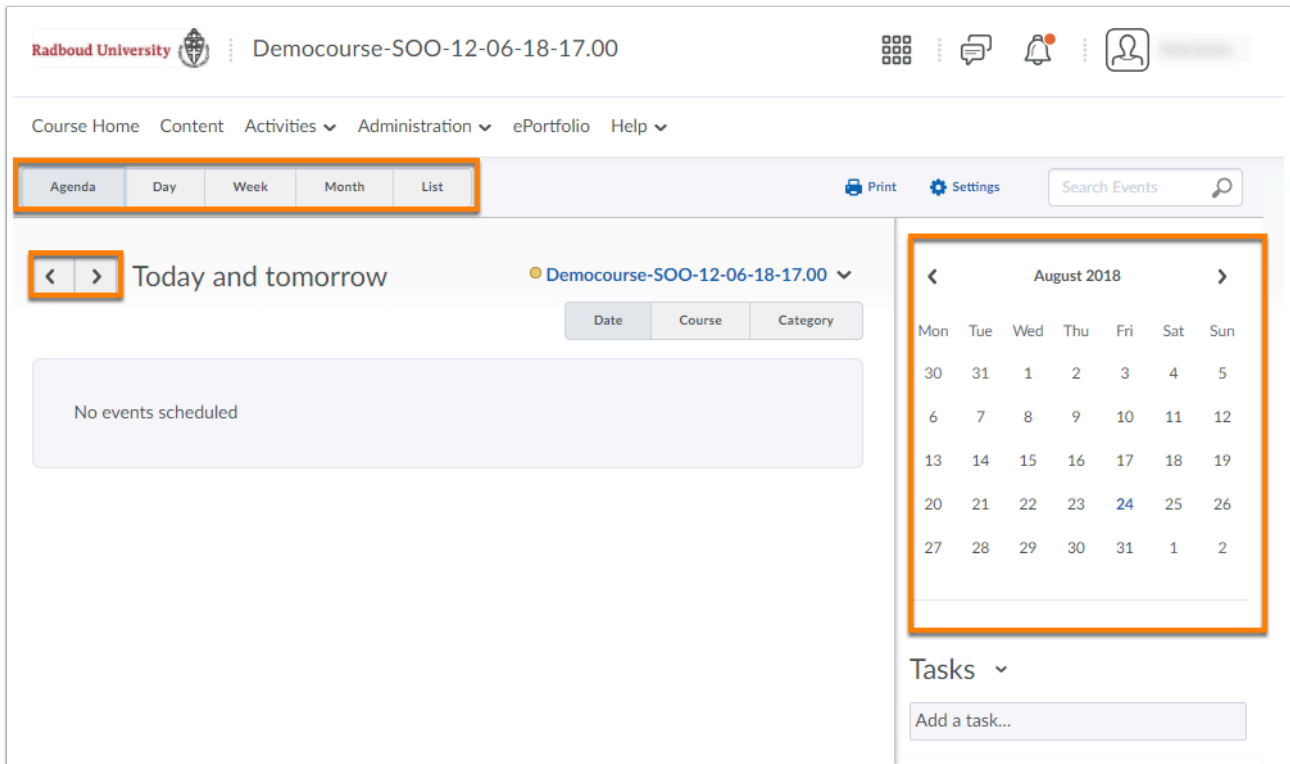
## Werkinstructies

- **Upcoming events:** this is a list of events that are coming up. Click the arrow to collapse or expand these events.

Click the date or the arrow to collapse the Calendar widget as a whole.

## The Calendar

- Click **Calendar** at the top of the widget to open the Calendar.



The screenshot shows the Brightspace interface for a course titled "Democourse-SOO-12-06-18-17.00". The top navigation bar includes "Course Home", "Content", "Activities", "Administration", "ePortfolio", and "Help". The "Calendar" widget is open, showing the "Agenda" tab selected. The main content area displays "Today and tomorrow" with a dropdown menu for "Democourse-SOO-12-06-18-17.00". Below this, it states "No events scheduled". On the right, a calendar for August 2018 is shown, with the date 24 highlighted. The "Tasks" section is visible at the bottom right.

In your Calendar, you can see events from the calendars of every course you are in. Using the various tabs, you can choose how you want these calendars to appear:

- **Agenda:** peruse the events for today and tomorrow or for the entire week. In this view, you can also sort events by date, course or category.
- **Day:** view a day in your calendar per hour.
- **Week:** view a week in your calendar.
- **Month:** view a month in your calendar.
- **List:** view all your upcoming events in a sorted list. You can use this view as well to filter events by date, course or category.

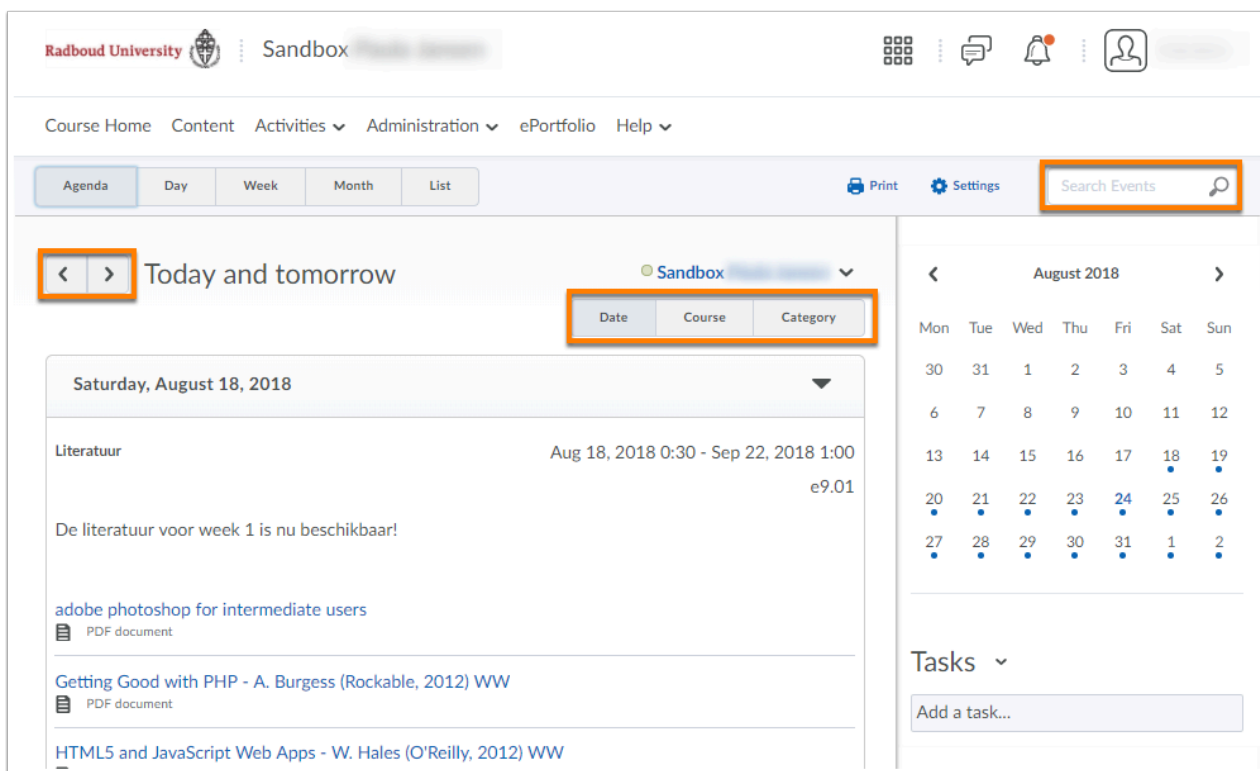
# Werkinstructies

- Use the arrows to determine what unit of time you want the various views to show. Using these arrows, you can go forward a day, week or month, depending on what view you are in.

You can find the calendar on the right side of the screen. If a date has a dot below it, it means there is an event on that day. If you click a date, the widget will take you to an overview of that particular day.

## Filtering, sorting, and searching in the Calendar

There are different ways to filter and sort events in your calendar. Some of those ways depend on what view you are using.



- Use **Search Events** to search for a specific event.

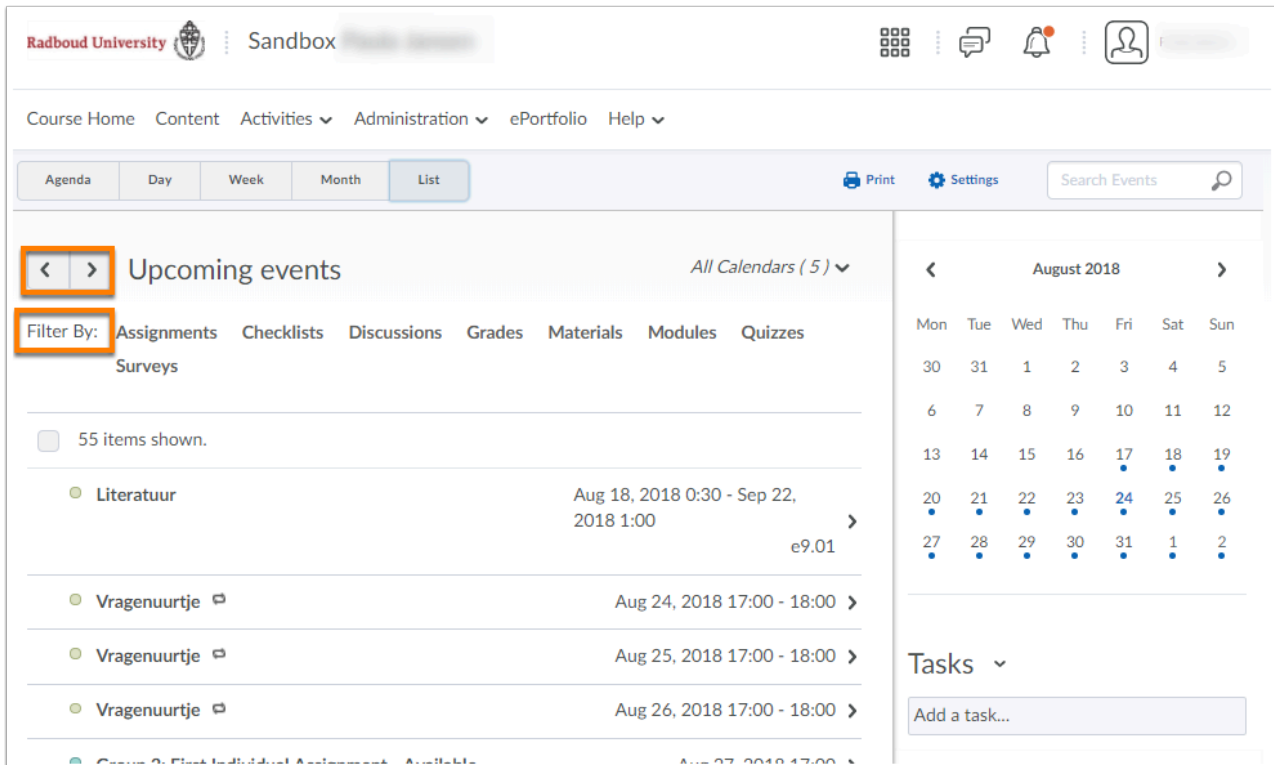
### Agenda view:

When using the agenda view, you can sort events by:

- Date:** sort events by date with the first occurring event at the top. Use the arrows on the left to determine which day's events you are seeing.

# Werkinstructies

- **Course:** sort events by course.
- **Category:** sort events by category.



The screenshot shows the Brightspace interface for a course named 'Sandbox'. The top navigation bar includes 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. Below this, there are tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. The 'List' tab is selected. On the right, there are icons for 'Print', 'Settings', and a 'Search Events' bar. The main content area is titled 'Upcoming events' and includes a 'Filter By' dropdown menu. The dropdown is open, showing categories: Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys. Below the filter, it says '55 items shown.' The list of events includes 'Literatuur' (Aug 18, 2018 0:30 - Sep 22, 2018 1:00) and three 'Vragenuurtje' events (Aug 24, 25, and 26, 2018 17:00 - 18:00). A calendar view for August 2018 is shown on the right, with a 'Tasks' section below it.

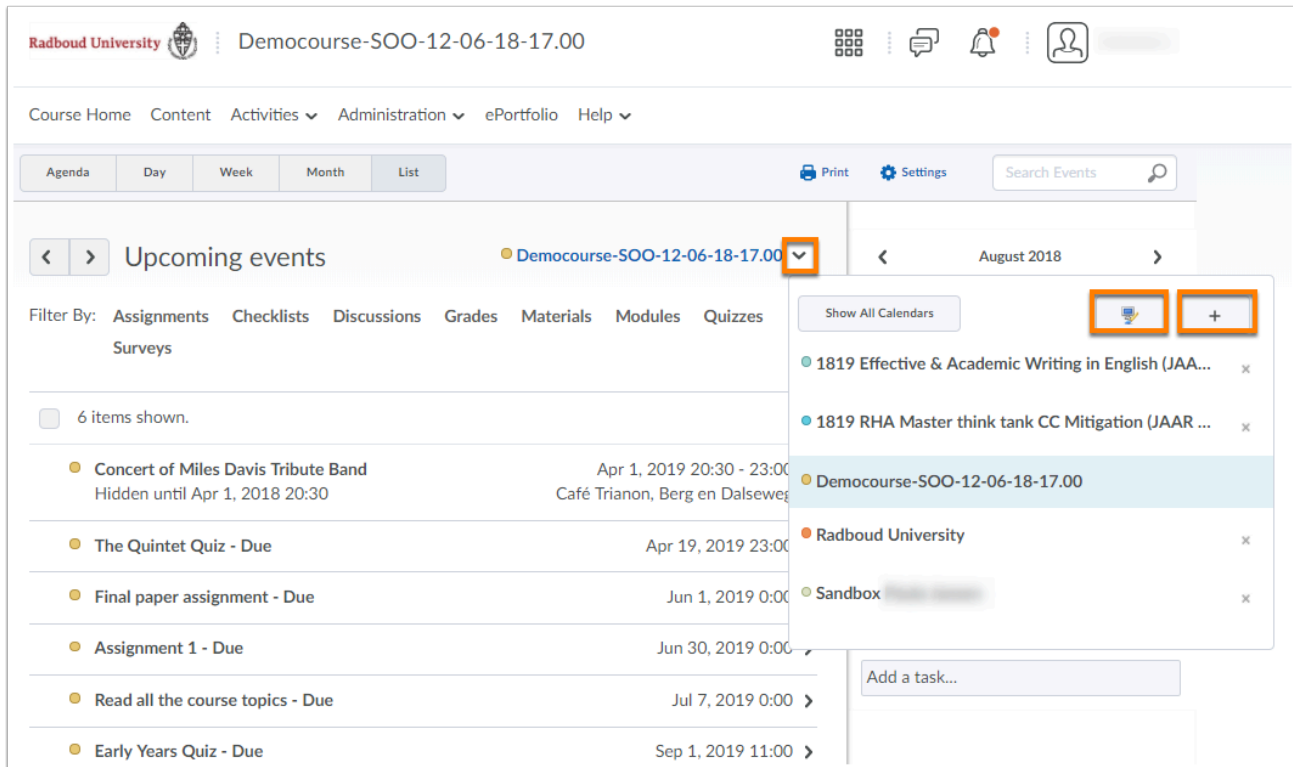
## List view:

Using the list view, you can sort events by category (assignments, checklists, discussions, grades, materials, modules, quizzes or surveys).

- Click a category after **Filter By** to see only the events from that category.
- Click **Clear all filters** to see all events.
- Click the arrows to see **All events**, **Upcoming events**, or **Past events**.

**i** The coloured dots before every event indicate what course the event belongs to. You can also filter in the Calendar what course calendars you would like to see at once.

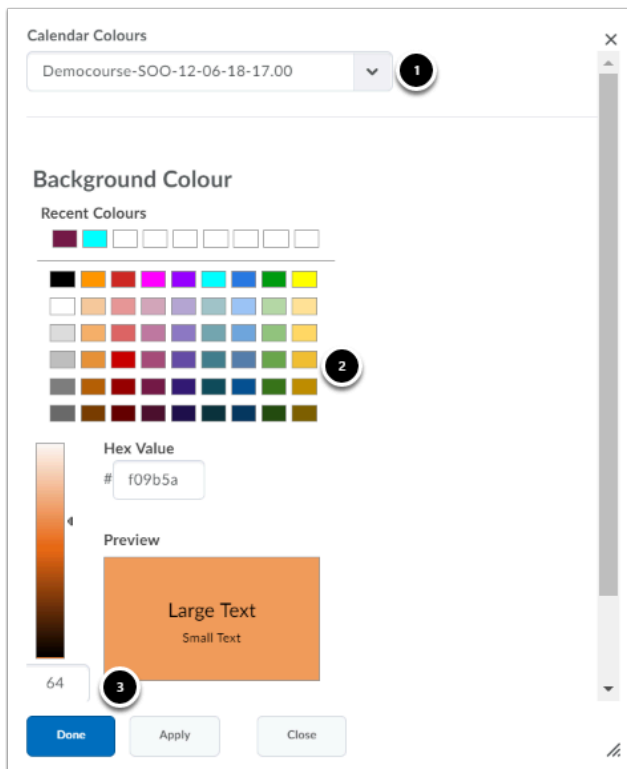
## Choosing Calendars



The screenshot shows the Brightspace interface for a course titled "Democourse-SOO-12-06-18-17.00". The top navigation bar includes links for Course Home, Content, Activities, Administration, ePortfolio, and Help. Below this is a filter bar with tabs for Agenda, Day, Week, Month, and List. The main content area displays "Upcoming events" for the selected course. A dropdown menu is open, showing a list of calendars. The calendar "Democourse-SOO-12-06-18-17.00" is highlighted. The dropdown also includes a "Show All Calendars" button, a computer icon, and a plus sign.

- Click the arrow after the calendar name. In the list that opens, you can see the calendars of your courses. The calendar in the highlighted bar indicates what course you are in.
- Click a course to open the Calendar of that particular course.
- Click the X after a course name to hide the events of that calendar.
- Click **Show All Calendars** to display the events of all calendars.
- Click the plus sign to add a calendar's events to your own.
- Click the computer icon to change a calendar's dot color.

# Werkinstructies



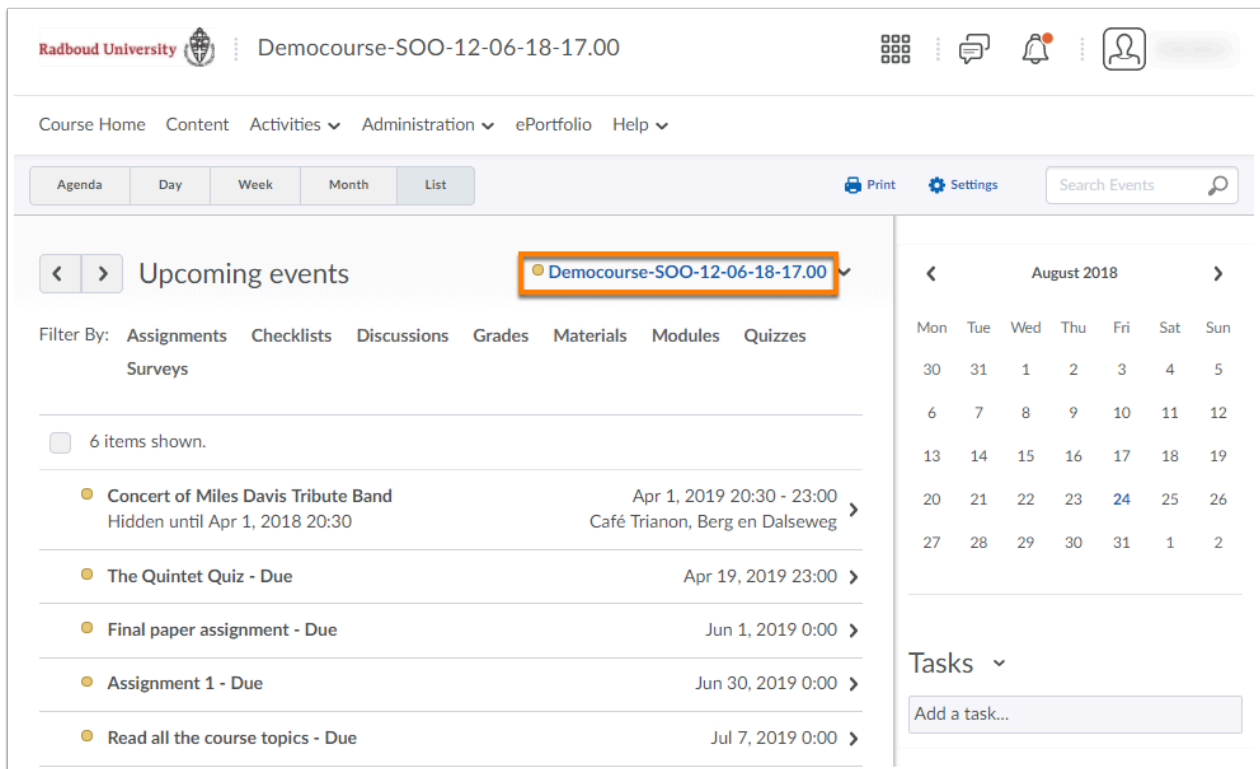
1. Choose the desired calendar below **Calendar Colours**.
2. Pick a colour.
3. Click done.

## Viewing events

The various view options display events in a different way:

- **Agenda view:** this view sorts events in blocks listed consecutively. You can see the event name, description, time, and what calendar it belongs to. You can go directly to the associated activity by clicking it.
- **Day view:** this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **Week view:** this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **Month view:** this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **List view:** all events are sorted in a list. Click the arrow on the right to open an event.

# Werkinstructies



The screenshot shows the Brightspace course interface for 'Democourse-SOO-12-06-18-17.00'. The top navigation bar includes 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. Below this is a secondary navigation bar with 'Agenda', 'Day', 'Week', 'Month', and 'List' tabs. The 'Agenda' tab is selected, showing a list of upcoming events. The course name 'Democourse-SOO-12-06-18-17.00' is highlighted with an orange box. The list of events includes:

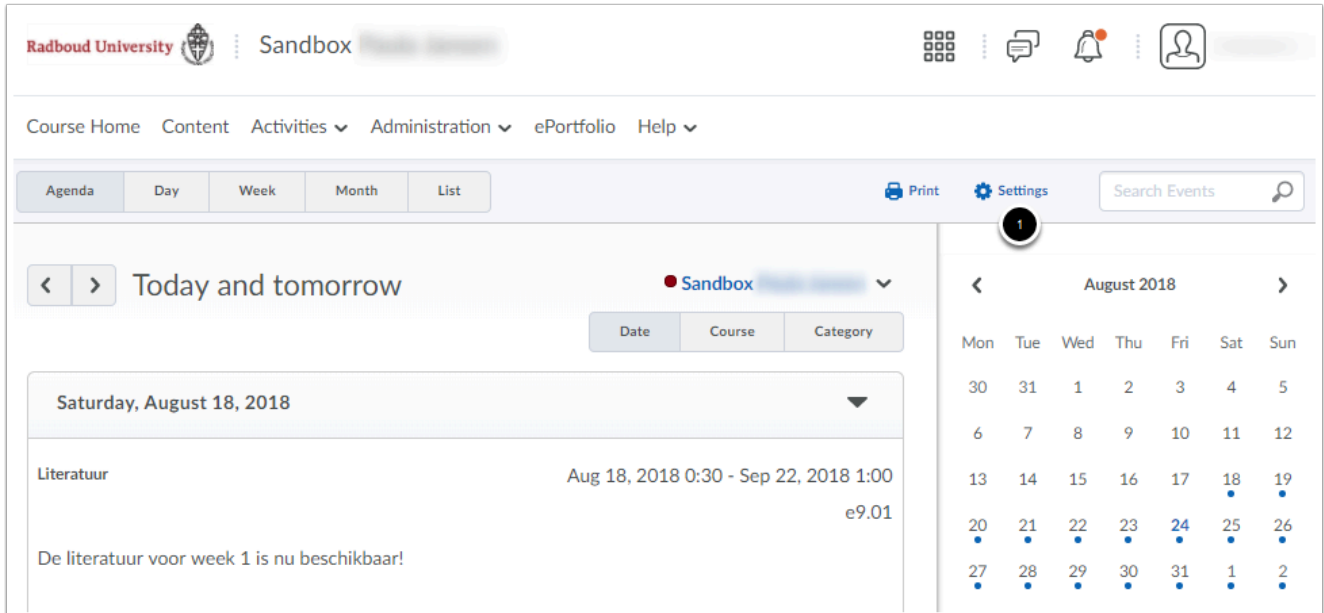
- Concert of Miles Davis Tribute Band (Apr 1, 2019 20:30 - 23:00)
- The Quintet Quiz - Due (Apr 19, 2019 23:00)
- Final paper assignment - Due (Jun 1, 2019 0:00)
- Assignment 1 - Due (Jun 30, 2019 0:00)
- Read all the course topics - Due (Jul 7, 2019 0:00)

On the right side, there is a calendar for August 2018 and a 'Tasks' section with an 'Add a task...' button.

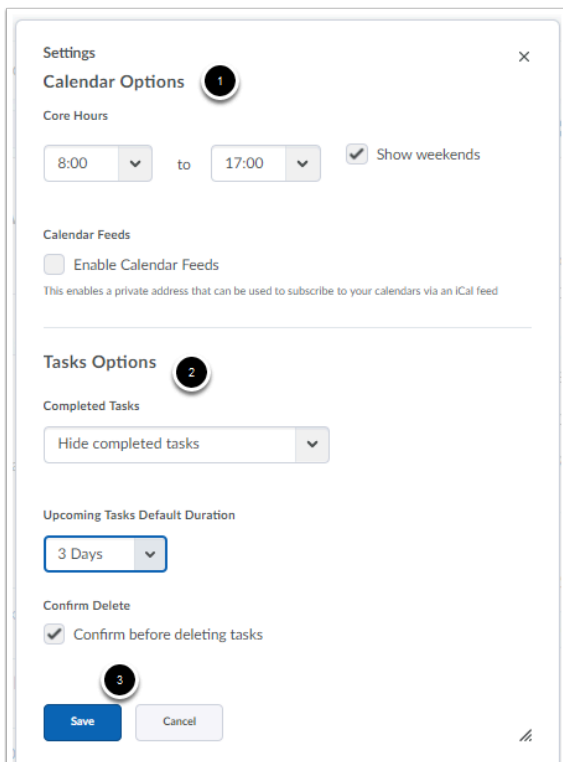
- Click the name of the course to see all events in blocks per date (the most recent event is at the top).

## How do I change my Calendar preferences?

You can adjust the Calendar settings to suit you personal preferences.



### 1. Click **Settings**.





## Werkinstructies

1. **Calendar Options** lets you change Calendar settings:
  - **Core Hours** determines what hours appear in your calendar. Check **Show Weekends** if you want weekends to appear as well..
  - Turn on **Enable Calendar Feeds** if you want to share your calendar with another platform, such as your Outlook or Google Calendar. See [Calendar sharing](#) if you want to learn more.
2. **Task Options** lets you adjust your preferences for tasks:
  - **Completed Tasks** determines for how long completed tasks will stay visible in the calendar.
  - **Upcoming Tasks Default Duration** sets the average duration of upcoming tasks.
  - Enable **Confirm before deleting tasks** if you want to be prompted before deleting any task in Brightspace.
3. Click **Save**.

## Werkinstructies

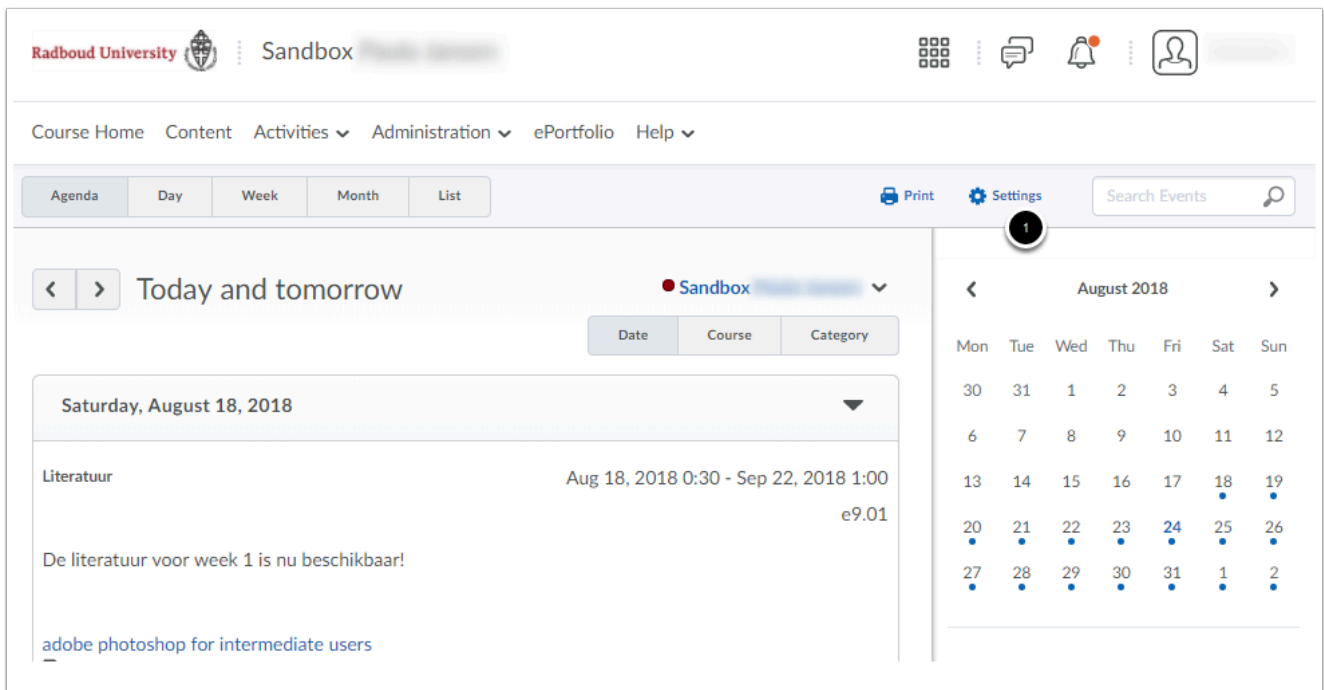
# How do I sync my Calendar with other applications such as Gmail and how do I print it?

[Sharing your Calendar](#)[Printing your Calendar](#)

## Sharing your Calendar

You can import your Brightspace Calendar into another application that you are already using, such as Google Calendar or Microsoft Outlook. In order to do this, you need to create a link for your Brightspace Calendar that you can add to your other calendar. This is handy for viewing your calendar on your smartphone, for instance.

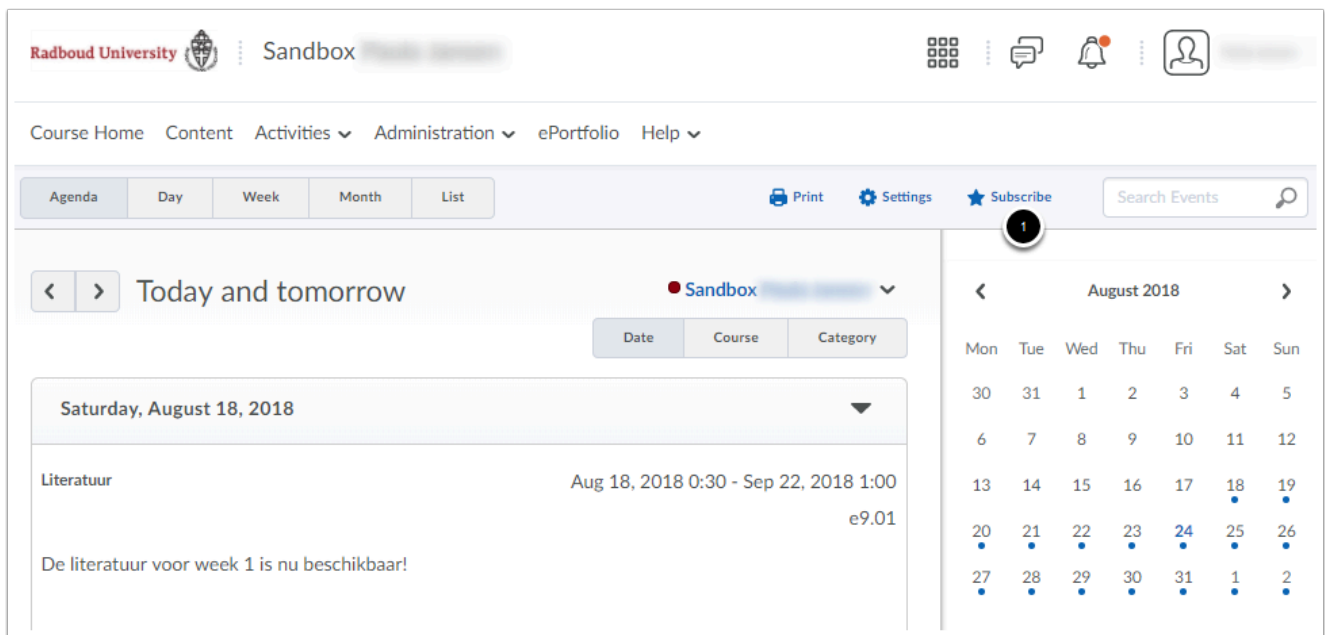
 Your other calendar application needs to support iCal links.



The screenshot shows the Brightspace interface for a course named 'Sandbox'. The top navigation bar includes 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. Below this, there are tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. The 'Agenda' tab is selected. On the right side of the agenda, there are buttons for 'Print' and 'Settings', with the 'Settings' button highlighted by a red circle and the number 1. The main content area shows the calendar for 'Today and tomorrow' (Saturday, August 18, 2018). The calendar lists events for 'Literatuur' (Aug 18, 2018 0:30 - Sep 22, 2018 1:00) and 'adobe photoshop for intermediate users'. On the right side, there is a calendar view for August 2018.

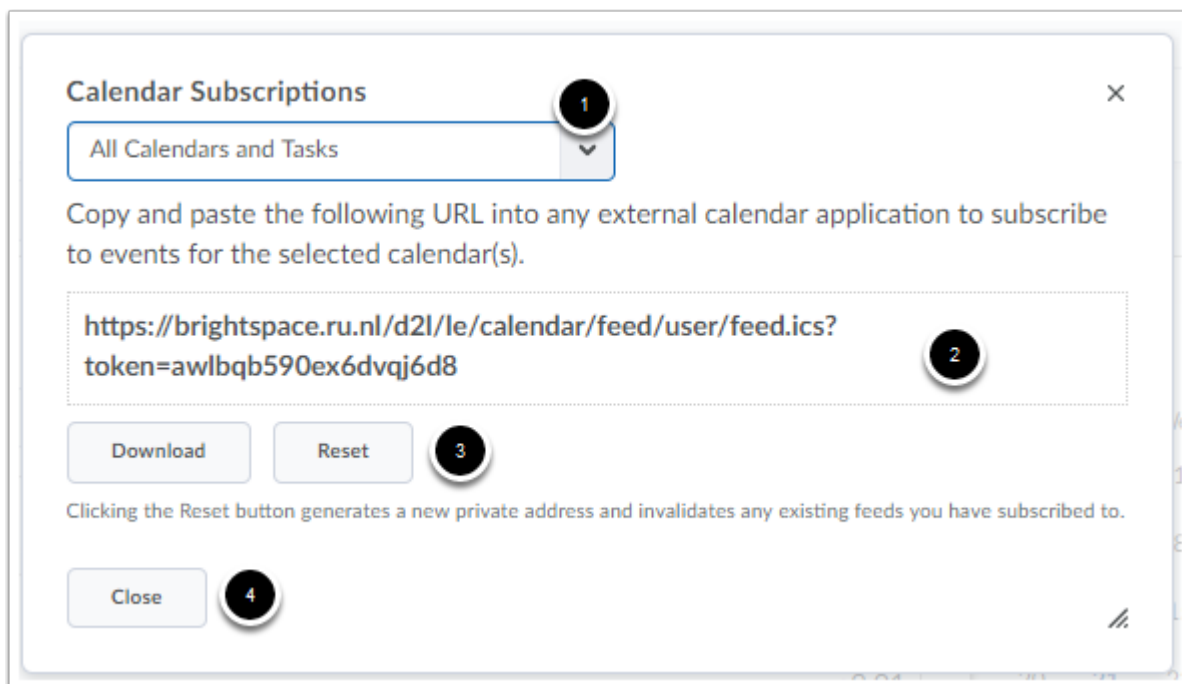
1. Click **Settings**. Select **Enable Calendar Feeds** in the screen that pops up. Click **Save**.

# Werkinstructies



A new icon appears on the Calendar page.

1. Click **Subscribe**.



1. Choose what you want the external calendar to show under **Calendar Subscriptions**. You can select one specific course, just your tasks or everything.
2. Select and copy the link. Add it to your other application.

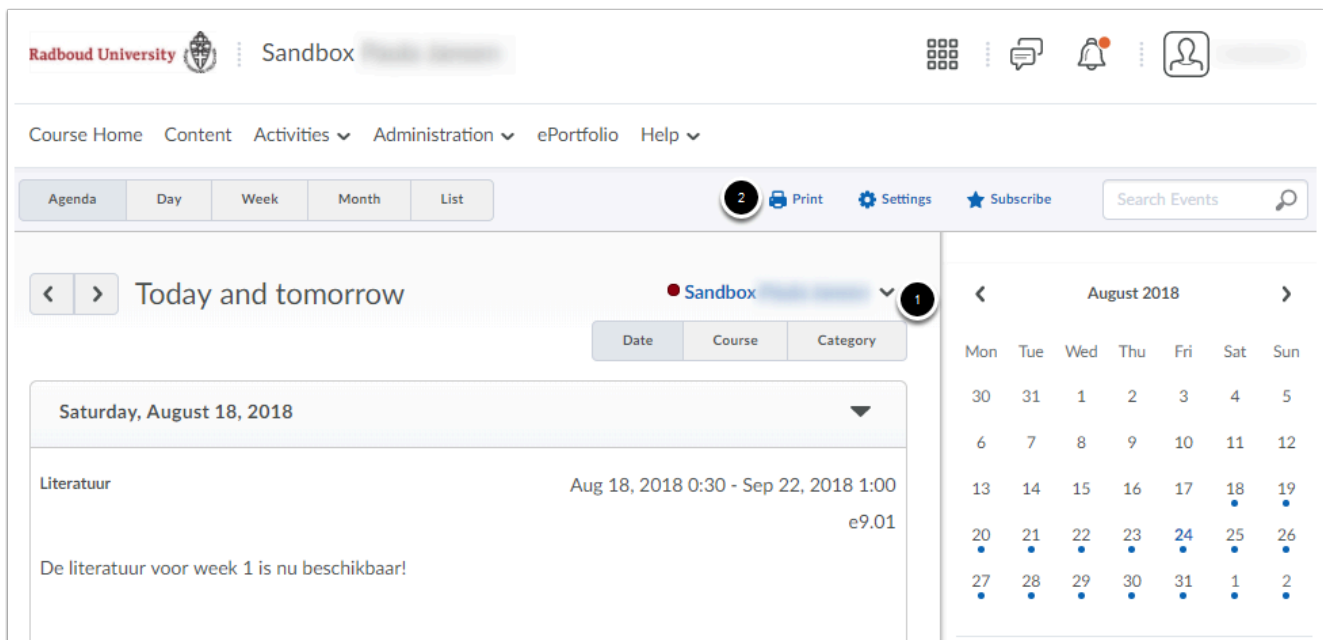
## Werkinstructies

3. You can also download the contents for offline use. Note that any changes in the calendar will not be automatically entered! Click **Download**. You can open the ics file with most calendar applications.
4. Click **Close**.

**i** If you copy and paste the link, you are subscribing to (parts of) the Brightspace Calendar. This means that updates are automatically synced to your calendar. By clicking download, you are importing the calendar as it is at that particular moment. You will not receive any updates by doing it that way.

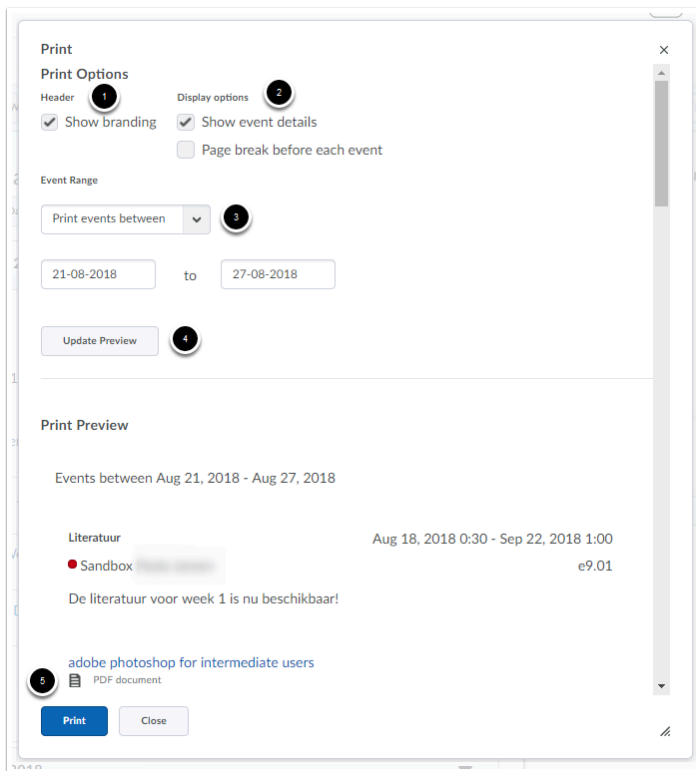
**💡** To add the link in an external application, you need to find the option that allows you to add calendars. There, you can add calendars from external sources such as the internet or a specific url.

## Printing your Calendar



1. Select the calendar you want to print. Click **All Calendars** to print all calendars.
2. Click **Print**.

# Werkinstructies



In the window that opens, you can choose what you wish to print:

1. Select **Show Branding** to display the selected calendar's title.
2. Turn the following options on or off under **Display Options**:
  - Select **Show event details** to display the descriptions of each calendar event.
  - Select **Page break before each event** to print each event on a new page (we do not recommend this option, as it requires a lot of paper).
3. Choose the following options under **Event Range**:
  - **Print all events.**
  - **Print events prior to:** print everything that occurred before the set date.
  - **Print events starting:** print everything that occurs after the set date.
  - **Print events between:** print everything that occurs between two dates.
4. Click **Update Preview** to get an updated **Print Preview** of what you are about to put to paper.
5. Click **Print**.

## Werkinstructies

# How do I use Tasks in my agenda (Calendar)?

[Create tasks](#)[Edit tasks \(add due date\)](#)[Complete and delete tasks](#)

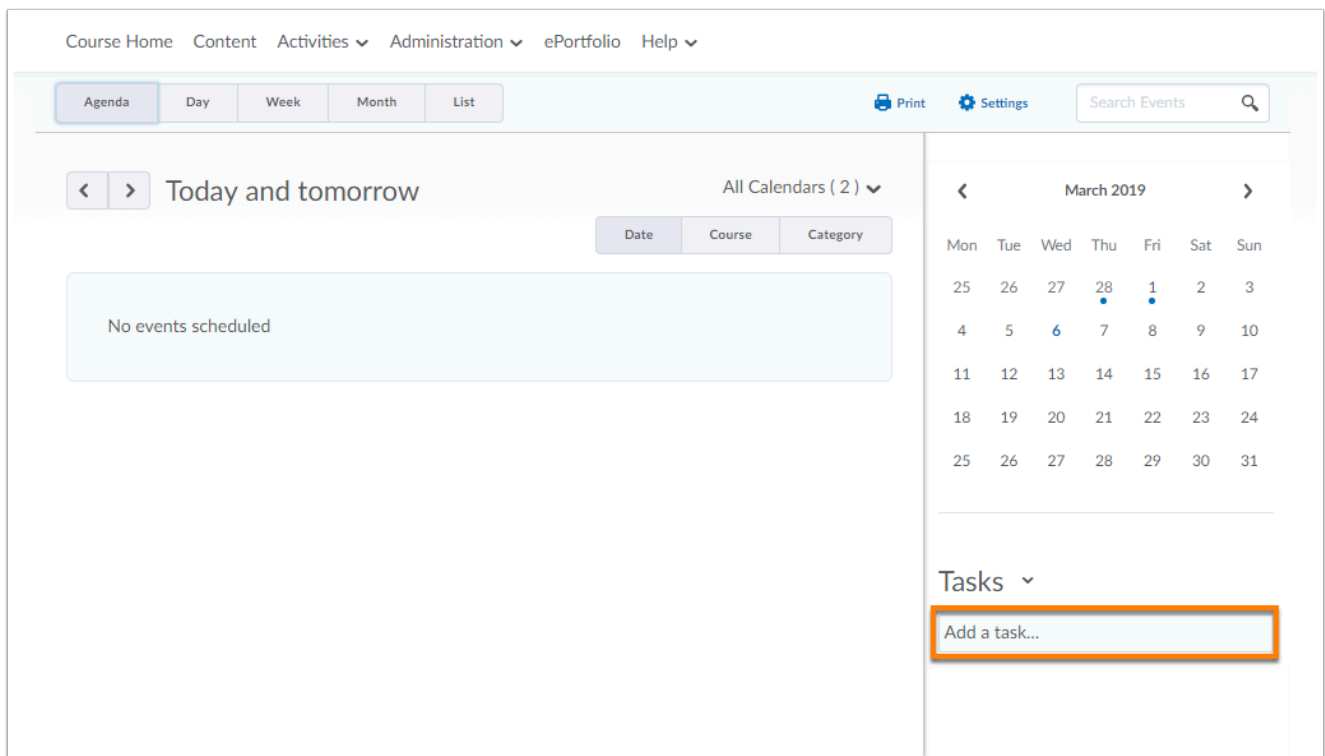
**Tasks** can be used to create a personal task list (tasks you can only see personally). These lists can be added to your calendar (**Calendar**). They depend on the course.

- Navigate to the **Calendar** via your personal homepage or via **Course home**. To do so, click on the **Calendar** widget.



It is easy to share the tasks from your Brightspace Calendar with an external agenda, such as your Google or Outlook calendar. To do this, please read the article [How do I sync my Calendar with other applications such as Gmail and how do I print it?](#)

## Create tasks



The screenshot shows the Brightspace Agenda interface. At the top, there is a navigation bar with links: Course Home, Content, Activities, Administration, ePortfolio, and Help. Below this, there is a tabbed interface with 'Agenda', 'Day', 'Week', 'Month', and 'List'. The 'Agenda' tab is selected. On the right side of the agenda view, there are buttons for 'Print' and 'Settings', and a search bar labeled 'Search Events'. The main content area shows 'Today and tomorrow' with a dropdown for 'All Calendars (2)'. Below this, there is a table with columns 'Date', 'Course', and 'Category'. The table is currently empty, displaying 'No events scheduled'. On the right side of the interface, there is a calendar for March 2019. Below the calendar, there is a section titled 'Tasks' with a dropdown arrow. Underneath, there is a button labeled 'Add a task...' which is highlighted with an orange border.

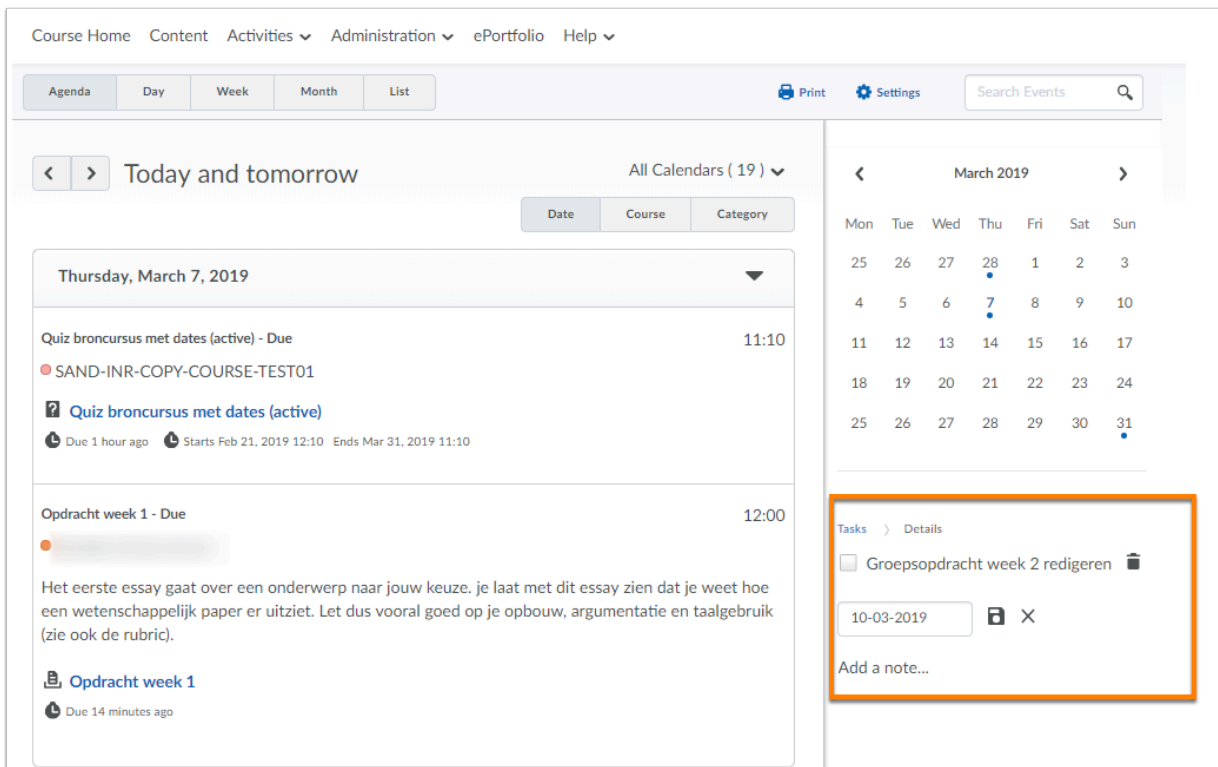
## Werkinstructies

- Click **Add a task...** to add a task and write down the information in the text box.
- Press Enter on your keyboard or click on a random spot in your screen. You have now added the task.
- Repeat these steps for each task you wish to add.

**i** Tasks you have added do not automatically have a due date. They can only be viewed through the calendar. Additionally, you will not receive a notification about your tasks. It is possible to add a due date to create order for your tasks.

## Edit tasks (add due date)

You can edit a task and add a due date and/or note. When you set up due dates, Brightspace will automatically order the tasks in your task list based on date.

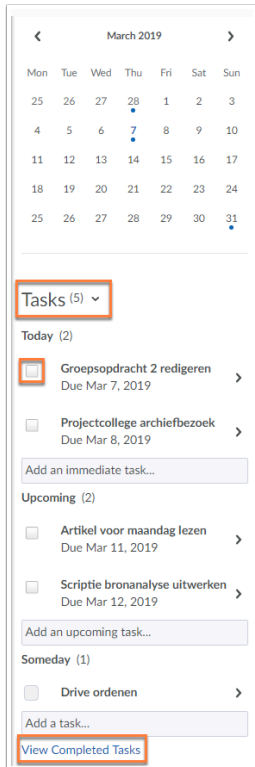


The screenshot displays the Brightspace interface. At the top, there are navigation links: Course Home, Content, Activities, Administration, ePortfolio, and Help. Below these are tabs for Agenda, Day, Week, Month, and List. A search bar for 'Search Events' is also present. The main content area shows a task list for 'Thursday, March 7, 2019'. The tasks listed are 'Quiz broncursus met dates (active) - Due' at 11:10 and 'Opdracht week 1 - Due' at 12:00. The 'Opdracht week 1' task has a description: 'Het eerste essay gaat over een onderwerp naar jouw keuze. je laat met dit essay zien dat je weet hoe een wetenschappelijk paper er uitziet. Let dus vooral goed op je opbouw, argumentatie en taalgebruik (zie ook de rubric).' and a note 'Opdracht week 1' due 14 minutes ago. On the right, a calendar for March 2019 is shown. A task 'Groepsopdracht week 2 redigeren' is highlighted in the calendar, and its details are shown in a pop-up window. The details window includes a date field set to '10-03-2019', a save icon, and a delete icon.

- Click on the task to open it.
- If you want to change the title, double click it.
- Click **No due date** to set up the final submission date of this task. Enter the date and click the save icon to save the date. Note that when you select 'no due date', Brightspace will automatically enter the date three days from now.
- Click **Add a note...** to add notes.

## Werkinstructies

- Click on the trashcan icon to delete a task.
- Check the box in front of the title of the task to mark it as **completed**.
- Click **Tasks** to return to the task list.



Because you added due dates the tasks have automatically been ordered based on their date when you view the task list. The number behind **Today**, **Upcoming** and **Someday** displays the number of tasks. The total number of tasks can be found behind **Tasks**. When you select the box in front of a task, it will be marked as completed. The task will then disappear from the overview.

- **Today:** tasks with a due date for today or tomorrow. Note that this section also contains the tasks of which the due date has expired, but that are still unchecked.
  - Click **Add an immediate task** to create a task with a due date for tomorrow. Note that it is possible to change the due date at a later moment.
- **Upcoming:** tasks with a due date later than tomorrow.
  - Click **Add an upcoming task** to create a task with a due date in three days. Note that it is possible to change the due date at a later moment.
- **Someday:** tasks without a due date.
  - Click **Add a task** to create a task without a due date. Note that it is possible to change the due date at a later moment.
- Click **View Completed Tasks** to review and possibly reopen your finished tasks.



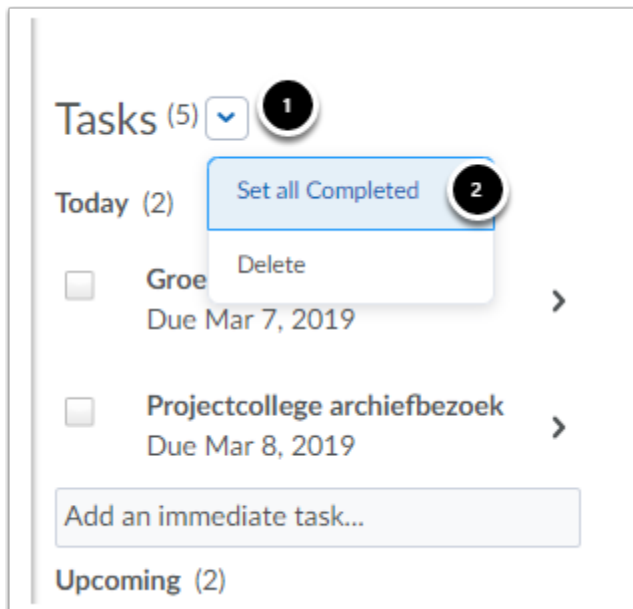
# Werkinstructies

**i** You will only see the headings **Today**, **Upcoming** and **Someday** when you add tasks with a due date that matches these headings. If you only have tasks without a due date, for example, you will not see these headings.

## Complete and delete tasks

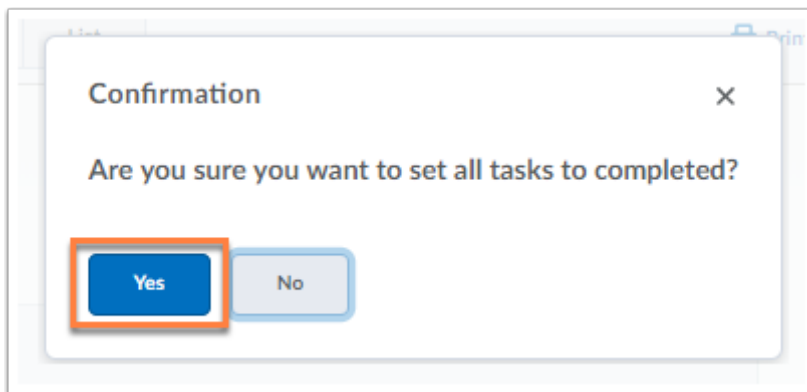
It is very easy to complete and delete tasks simultaneously.

### Complete



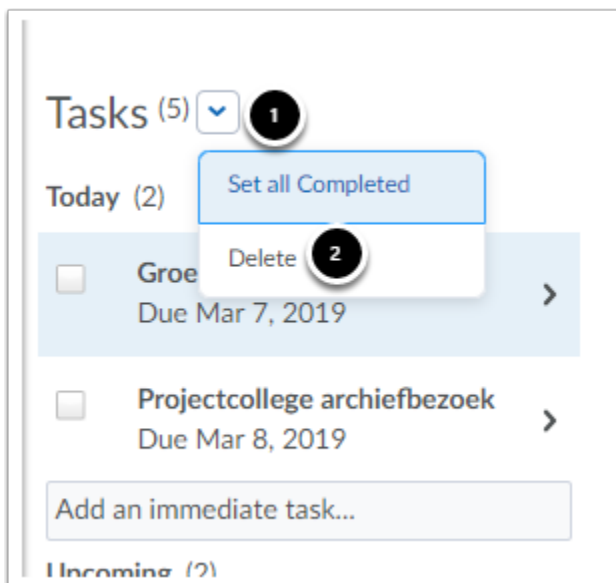
- Click on the arrow behind **Tasks**.
- Click **Set all Completed**.

## Werkinstructies



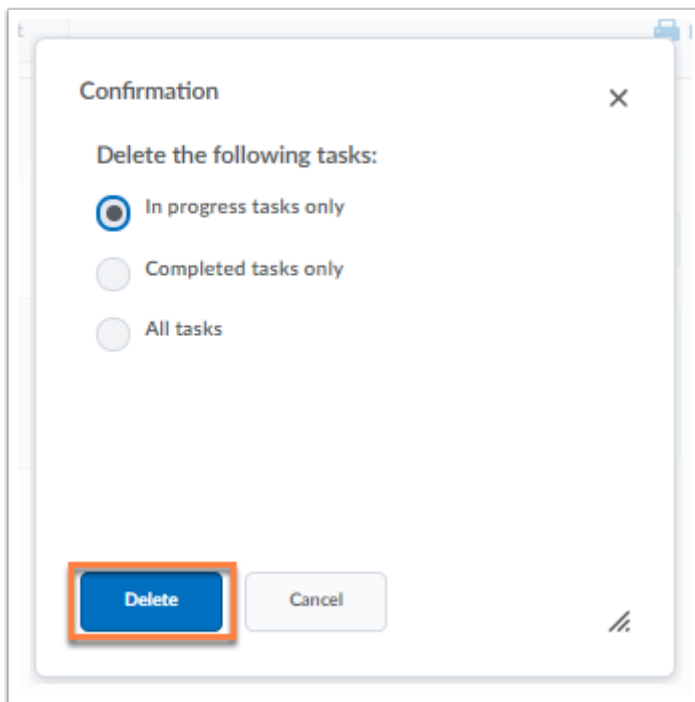
Brightspace will ask for a confirmation. Click **Yes**.

### Delete



- Click on the arrow behind **Tasks**.
- Click **Delete**.

# Werkinstructies



- You will have three options:
  - Select **In progress tasks only** to delete current tasks only.
  - Select **Completed tasks only** to delete completed tasks only.
  - Select **All tasks** to delete all tasks.
- Then click **Delete**.

## Werkinstructies

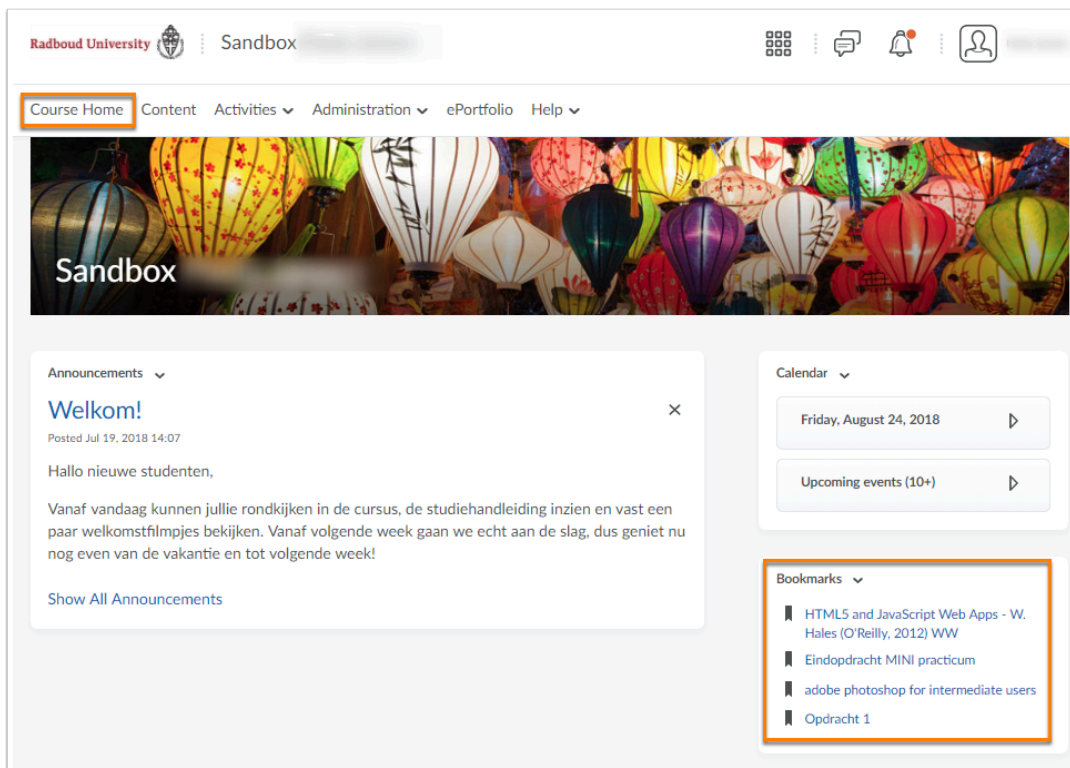
# How do I use bookmarks?

[Bookmarks](#)

[Adding and removing bookmarks](#)

## Bookmarks

Use **bookmarks** to quickly go to specific or favorite content (topics) on Brightspace. By bookmarking a topic, you can create a link that will then appear in your **Bookmarks** overview. You can go to this overview in two ways: by clicking **Course Home** or **Content**.

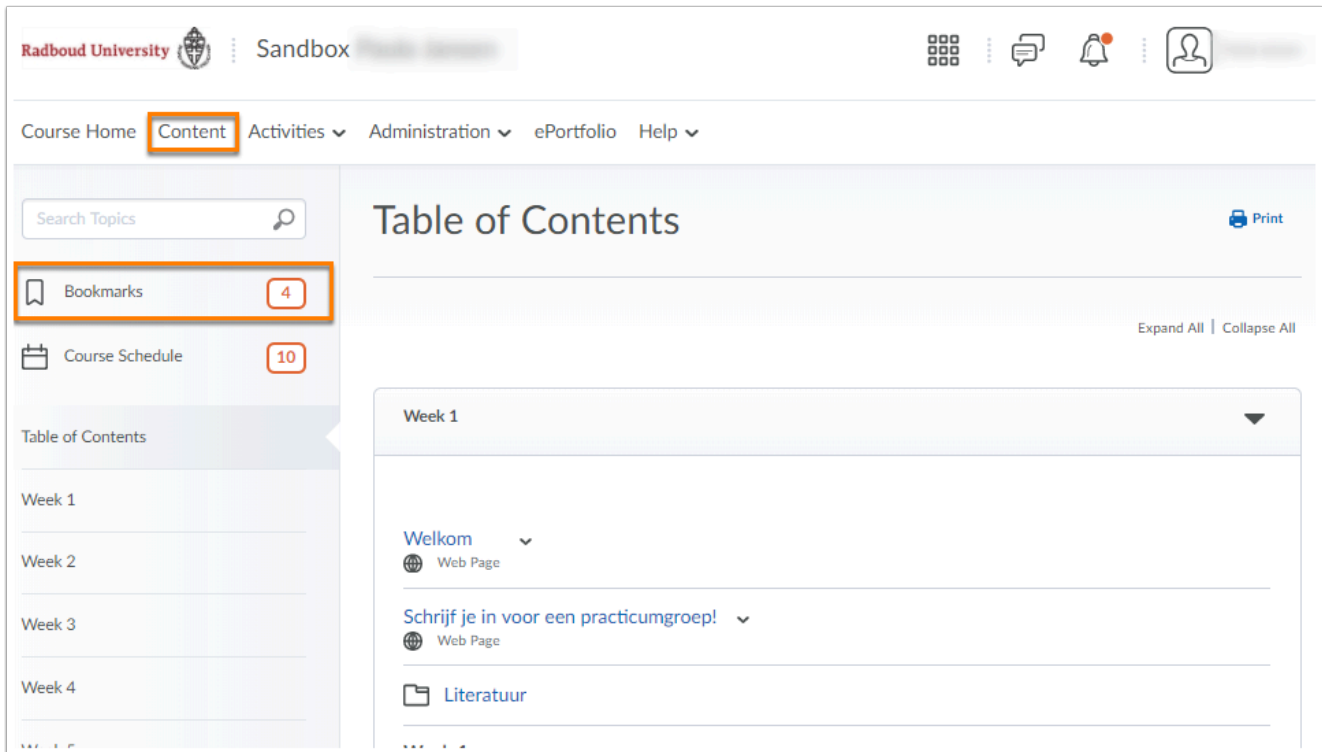


The screenshot shows the Brightspace Course Home page for a course named 'Sandbox'. At the top, there is a navigation bar with 'Course Home' highlighted by an orange box, followed by 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. Below the navigation bar is a banner image of colorful lanterns with the word 'Sandbox' overlaid. On the left side, there is an 'Announcements' section with a post titled 'Welkom!' dated 'Posted Jul 19, 2018 14:07'. On the right side, there is a 'Calendar' section showing 'Friday, August 24, 2018' and 'Upcoming events (10+)'. At the bottom right, there is a 'Bookmarks' section, also highlighted by an orange box, which lists four bookmarked items: 'HTML5 and JavaScript Web Apps - W. Hales (O'Reilly, 2012) WW', 'Eindopdracht MINI practicum', 'adobe photoshop for intermediate users', and 'Opdracht 1'.

### Via Course Home:

If you click a course, the **Course Home** page opens. You will find your bookmarks to the bottom right of your screen. Click one of these bookmarks to open the specified topic.

# Werkinstructies

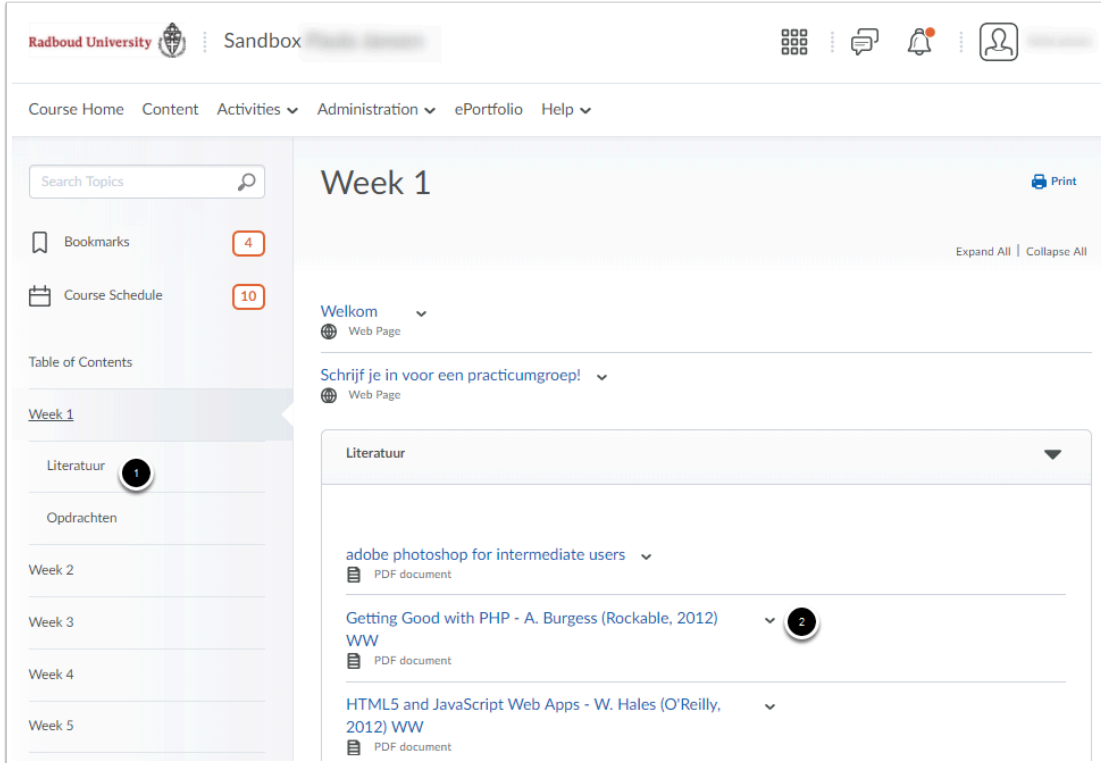


The screenshot shows the Brightspace course interface. At the top, the Radboud University logo and 'Sandbox' are visible. The navigation bar includes 'Course Home', 'Content' (highlighted with an orange box), 'Activities', 'Administration', 'ePortfolio', and 'Help'. Below the navigation bar, the 'Table of Contents' sidebar is open, showing a search bar and a list of items: 'Bookmarks' (4 items, highlighted with an orange box), 'Course Schedule' (10 items), and 'Table of Contents'. The main content area displays the 'Table of Contents' for 'Week 1', which includes 'Welkom' (Web Page), 'Schrijf je in voor een practicumgroep!' (Web Page), and 'Literatuur'.

## Via Content:

Click **Content** in the navigation bar of the course, after which your last visited module will open. Click **Bookmarks** in the left sidebar to open the list of your bookmarked topics. The number next to **Bookmarks** shows the amount of topics you have bookmarked. Select the topic you want to navigate to.

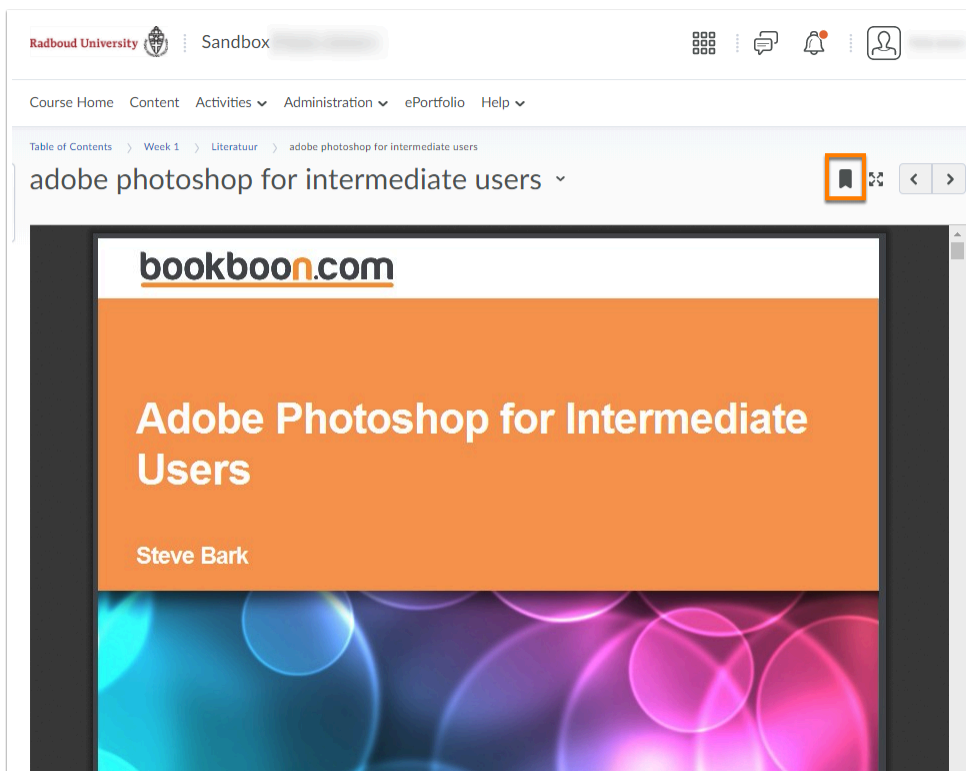
## Adding and removing bookmarks



The screenshot shows the Brightspace course interface for 'Week 1'. On the left sidebar, the 'Bookmarks' icon is highlighted with a red circle labeled '1'. The main content area shows a list of resources under the 'Literatuur' section. The resource 'Getting Good with PHP - A. Burgess (Rockable, 2012) WW' is highlighted with a red circle labeled '2'. The interface includes a top navigation bar with 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. A search bar is located at the top left of the main content area. The 'Bookmarks' section in the sidebar shows 4 items, and the 'Course Schedule' shows 10 items.

1. Go to the module where the topic you need is located.
2. Click the desired topic or object.

# Werkinstructies



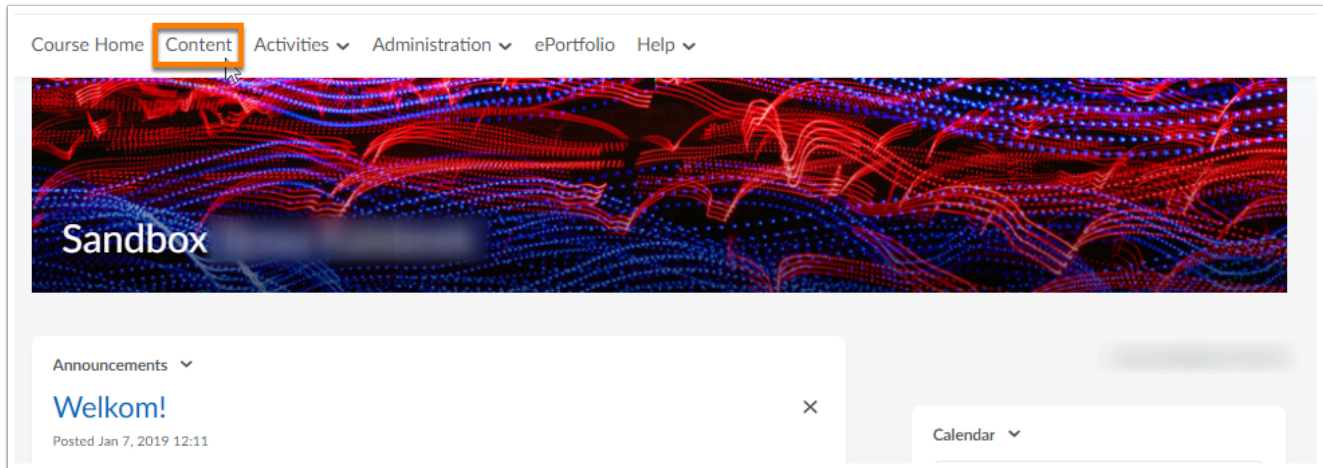
3. Click the bookmark icon in the top right to add it to your list of Bookmarks. Note that the bookmark icon will turn blue after clicking it. If the topic is already bookmarked, click it again to remove it.

# **Content: Overview, Course Schedule and Table of Contents**

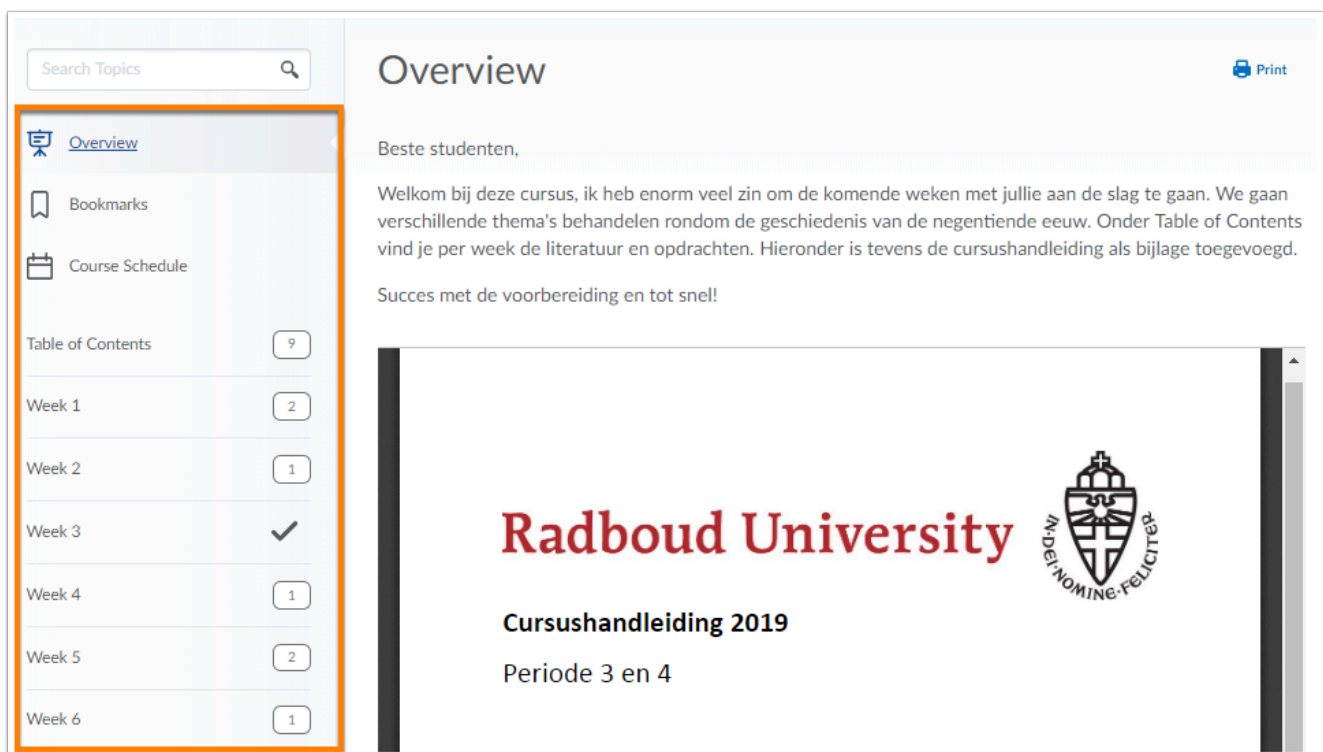


# What can I do under Content?

Under Content you will find all the information that the teacher has placed in the course.



- Click **Content** in the navbar of your course.

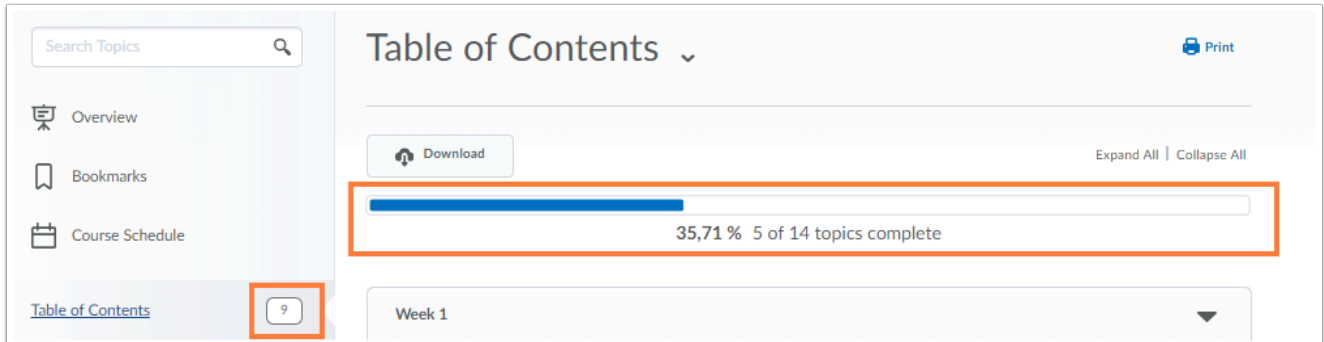


Via the menu on the left side of the screen you navigate to:

- [Overview](#) (welcome page): you land on this page when you first open the content page of a course. On this page, teachers post a personal message, an explanation of the various modules or general information such as contact details.

## Werkinstructies

- [Bookmarks](#) (bookmarks): in the bookmark overview you will find all topics that you have bookmarked.
- [Course Schedule](#): this page shows all parts of the calendar, such as assignments and quizzes that are on the schedule.
- Table of Contents (course structure): under Table of Contents you will find the course content, subdivided into Modules. Teachers can structure the course under Table of Contents in the way they want, for example modules per week or modules per course component type.



The screenshot displays the 'Table of Contents' page in Brightspace. On the left, a sidebar contains navigation links: 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents'. The 'Table of Contents' link is highlighted, and a small box with the number '9' is visible next to it. The main content area is titled 'Table of Contents' and includes a 'Download' button, 'Expand All' and 'Collapse All' links, and a progress bar showing '35,71 % 5 of 14 topics complete'. Below the progress bar, there is a 'Week 1' dropdown menu.

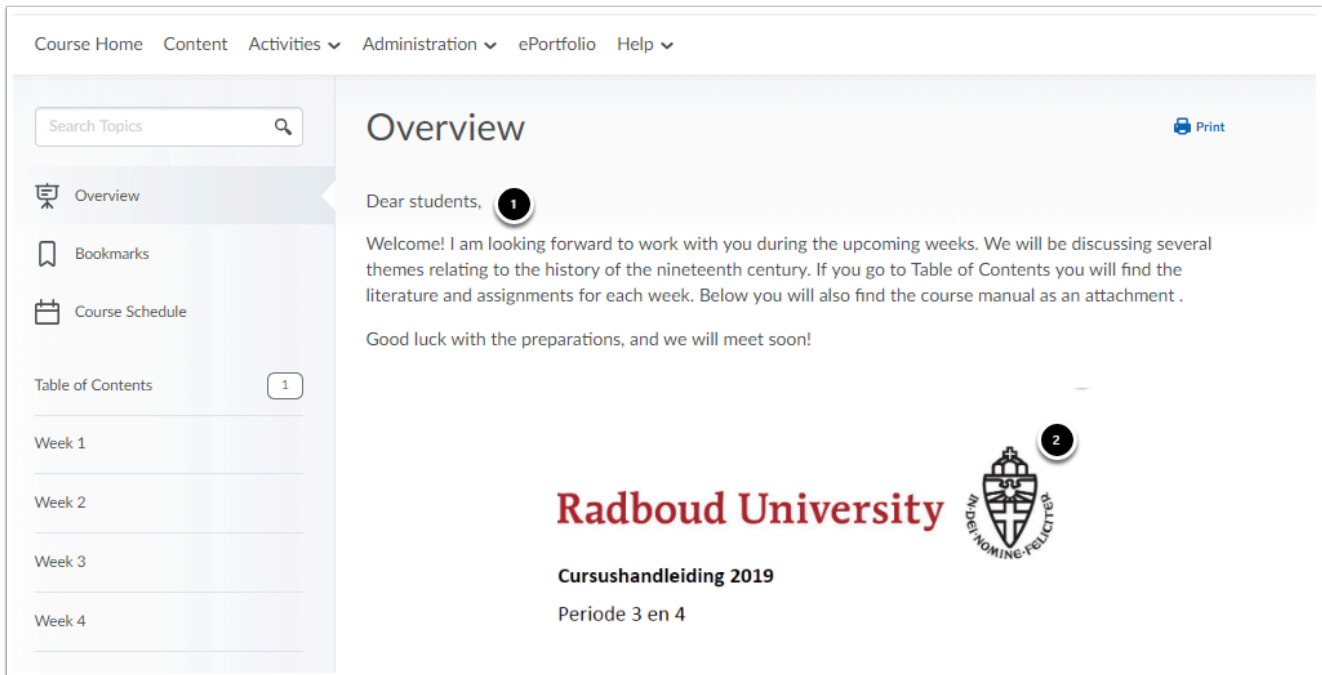
- Behind Course Schedule and behind the modules under Table of Contents there can be frames with a number. This number represents the parts within that module that you still have to complete. When you have completed all parts, a check mark appears.
- The teacher can choose to place a blue bar at the top of the Table of Contents that shows your total progress.
- If you navigate to Content, you land on the page you last visited.

## What can I find under Overview? Content | Overview

**Overview** is the page you will navigate to when you first open the [Content](#) section of a course. A teacher can add:

- a welcome message;
- information about the course content, course demands, planning and the study materials;
- information about the coherence between different (sub) modules;
- other general information like sharing contact information.

If your teacher decides to refrain from posting, this section might be empty.



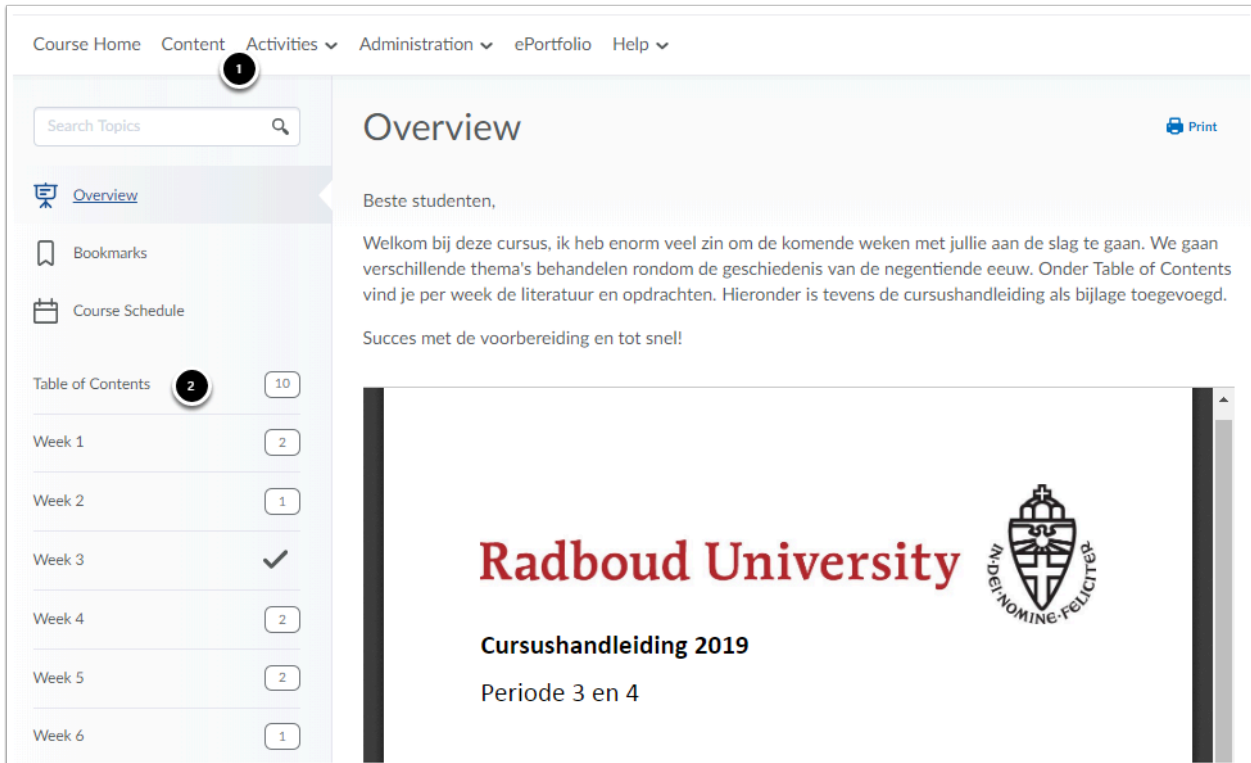
The screenshot shows the Brightspace 'Overview' page. At the top, there's a navigation bar with links: Course Home, Content, Activities, Administration, ePortfolio, and Help. Below this is a search bar labeled 'Search Topics'. On the left sidebar, there are icons and labels for Overview, Bookmarks, Course Schedule, and Table of Contents (which has a '1' next to it). The main content area is titled 'Overview' and contains a welcome message from the teacher: 'Dear students, Welcome! I am looking forward to work with you during the upcoming weeks. We will be discussing several themes relating to the history of the nineteenth century. If you go to Table of Contents you will find the literature and assignments for each week. Below you will also find the course manual as an attachment. Good luck with the preparations, and we will meet soon!'. Below the message is the Radboud University logo and the text 'Cursushandleiding 2019' and 'Periode 3 en 4'. There is also a 'Print' button in the top right corner.

1. The teacher could post an introductory message under **Overview**.
2. It is also possible for teachers to upload files, *for example the course manual or an image*.

## Werkinstructies

# What can I do with Table of Contents?

When you go to **Table of Contents** you will find an overview of the course divided in **modules**. The teacher will post everything you might need for the course, such as literature and assignments.



The screenshot shows the Brightspace course interface. At the top, the navigation bar includes 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. A red circle with the number '1' highlights the 'Content' link. On the left sidebar, there is a search bar and a list of course items: 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', and 'Week 6'. A red circle with the number '2' highlights the 'Table of Contents' item. The main content area is titled 'Overview' and contains a welcome message from the teacher. Below the message is a large banner for 'Radboud University Cursushandleiding 2019 Periode 3 en 4' with the university's logo.

Course Home Content Activities Administration ePortfolio Help

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Overview

Beste studenten,

Welkom bij deze cursus, ik heb enorm veel zin om de komende weken met jullie aan de slag te gaan. We gaan verschillende thema's behandelen rondom de geschiedenis van de negentiende eeuw. Onder Table of Contents vind je per week de literatuur en opdrachten. Hieronder is tevens de cursushandleiding als bijlage toegevoegd.

Succes met de voorbereiding en tot snel!

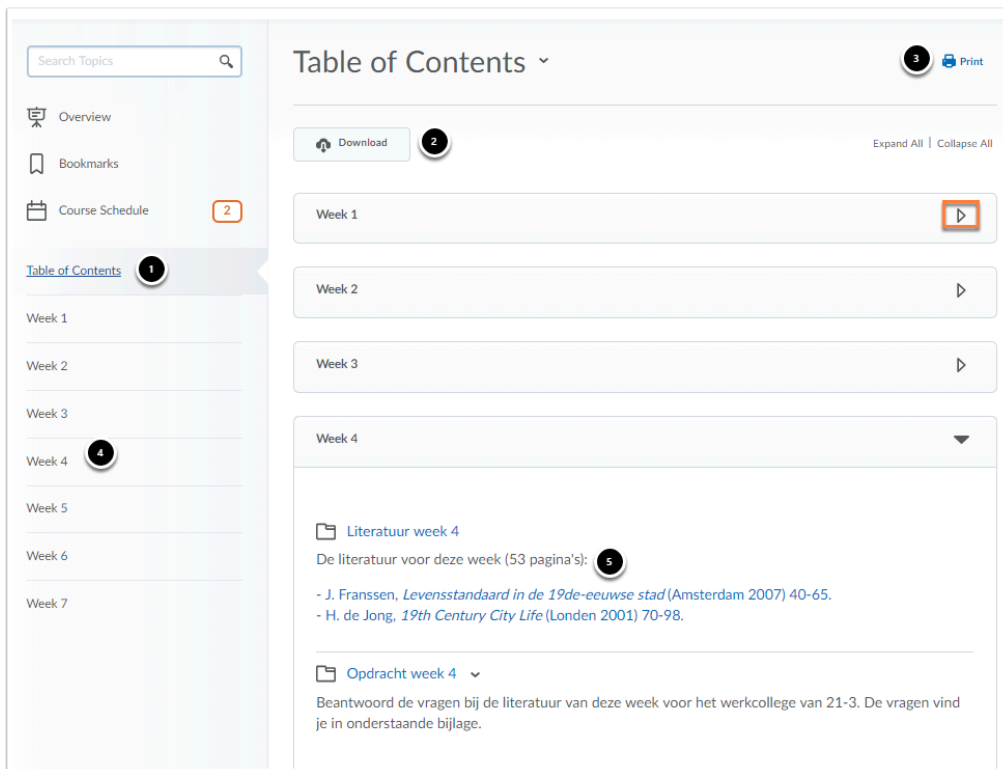
**Radboud University**

**Cursushandleiding 2019**

Periode 3 en 4

1. Click **Content** in the navbar of your course. You will navigate to the page you have last visited.
2. Click **Table of Contents**.

# Werkinstructies



Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Table of Contents

Download

Expand All | Collapse All

Week 1

Week 2

Week 3

Week 4

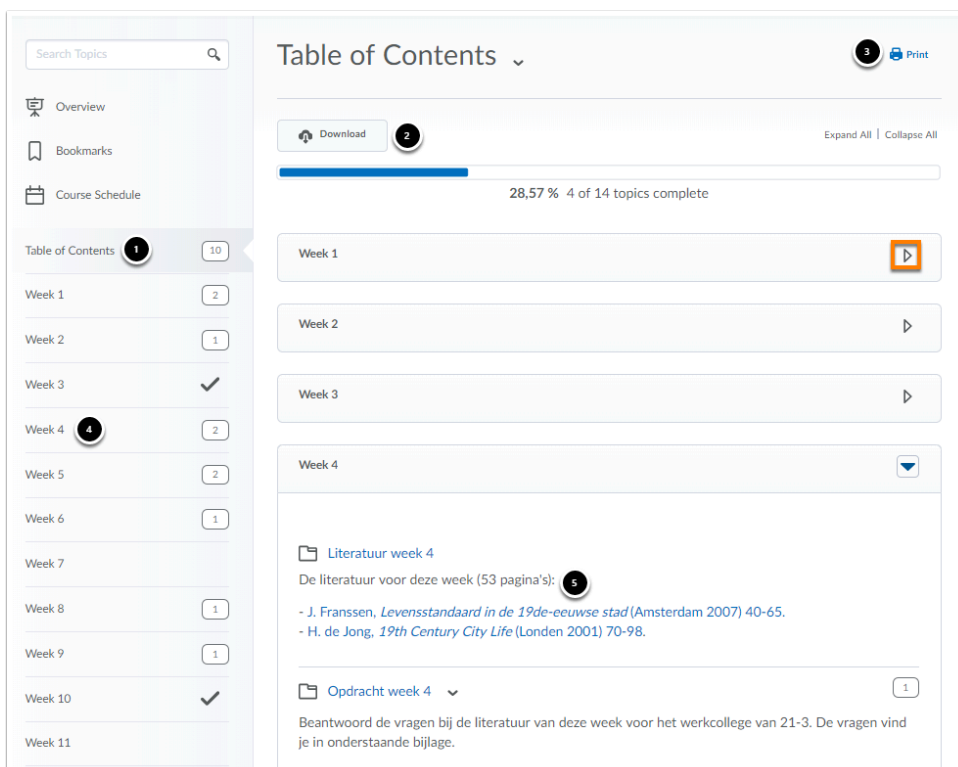
Literatuur week 4

De literatuur voor deze week (53 pagina's):

- J. Franssen, *Levensstandaard in de 19de-eeuwse stad* (Amsterdam 2007) 40-65.
- H. de Jong, *19th Century City Life* (Londen 2001) 70-98.

Opdracht week 4

Beantwoord de vragen bij de literatuur van deze week voor het werkcollege van 21-3. De vragen vind je in onderstaande bijlage.



Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

Week 9

Week 10

Week 11

Table of Contents

Download

Expand All | Collapse All

28,57 % 4 of 14 topics complete

Week 1

Week 2

Week 3

Week 4

Literatuur week 4

De literatuur voor deze week (53 pagina's):

- J. Franssen, *Levensstandaard in de 19de-eeuwse stad* (Amsterdam 2007) 40-65.
- H. de Jong, *19th Century City Life* (Londen 2001) 70-98.

Opdracht week 4

Beantwoord de vragen bij de literatuur van deze week voor het werkcollege van 21-3. De vragen vind je in onderstaande bijlage.

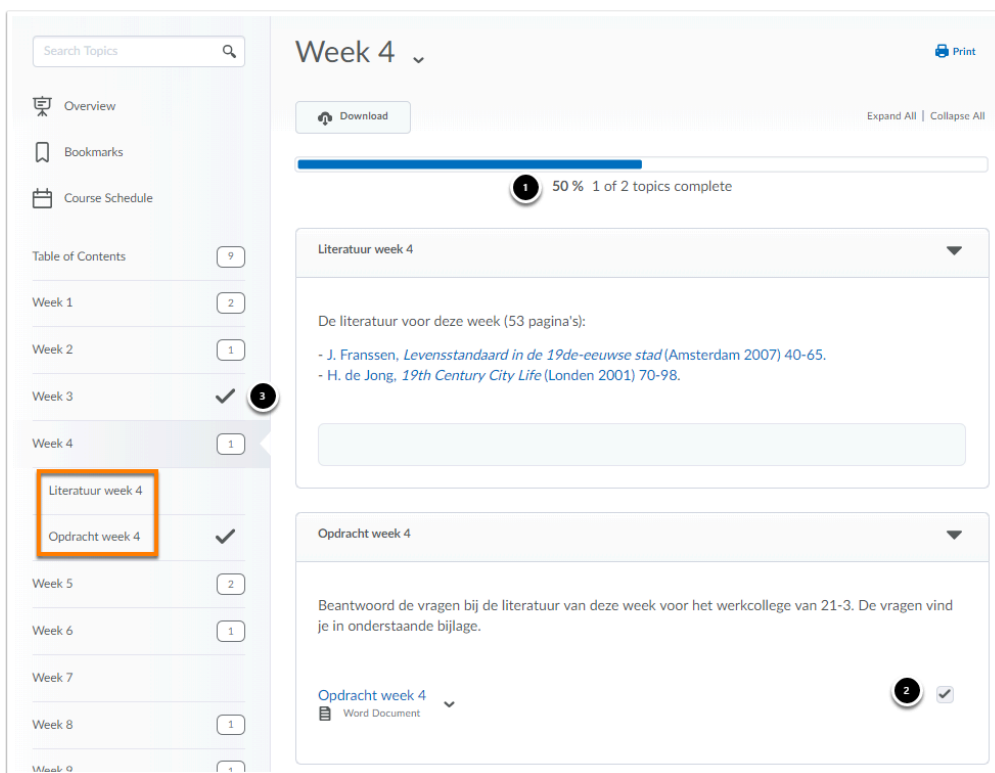
- Below **Table of Contents** you will find an overview of all course components and the modules that are a part of this course. You can click on the arrow behind a module to fold out the components within the module.

## Werkinstructies

2. Click **Download** to download all files in the Table of Contents at once.
3. Click **Print** to download the Table of Contents page.
4. Click a module in the navigation bar on the left to view the contents of this module.
5. Click on a course component while on the Table of Contents page to open this component directly.

## (Sub)modules

Teachers can organise the courses in multiple ways. Some might create a module for each week of the course (*Week 1, Week 2, Week 3 etc*) or for each theme (*Introduction, Cultural Context, Economic conditions etc*).



Additionally, the teacher can divide the modules in submodules which can be found below the head module. *In the example above, the teacher has created two submodules for the 'Week 4' module: the submodules Literatuur week 4 (Literature) and Opdracht week 4 (Assignments).* In the (sub)module you might find:

- literature (as a file or with a link);
- [Assignments](#), [Quizzes](#), [Surveys](#), or [Discussions](#);
- [Weblectures](#).

Your progress with the modules might be tracked if the teacher has turned this feature on.

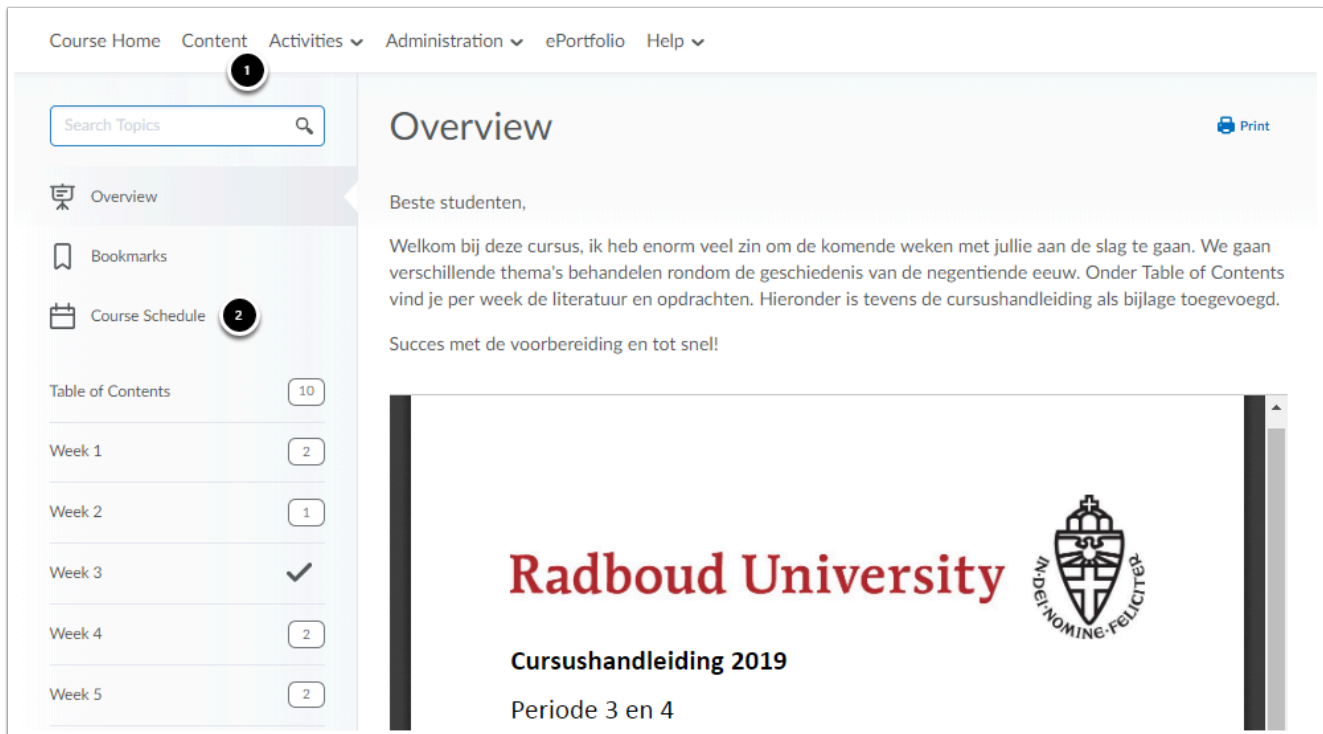
## Werkinstructies

1. The teacher can put a blue bar at the top of the module that tracks your progress in percentages.
2. Behind assignments you will find a box that you need to check in order to complete the assignment.
3. After you have completed all of the assignments in a module, a checkmark will appear.

## Werkinstructies

# What can I do with Course Schedule?

In the **Course Schedule** section, you will find an overview of all calendar items (like Assignments and Quizzes) your teacher has created for a course.

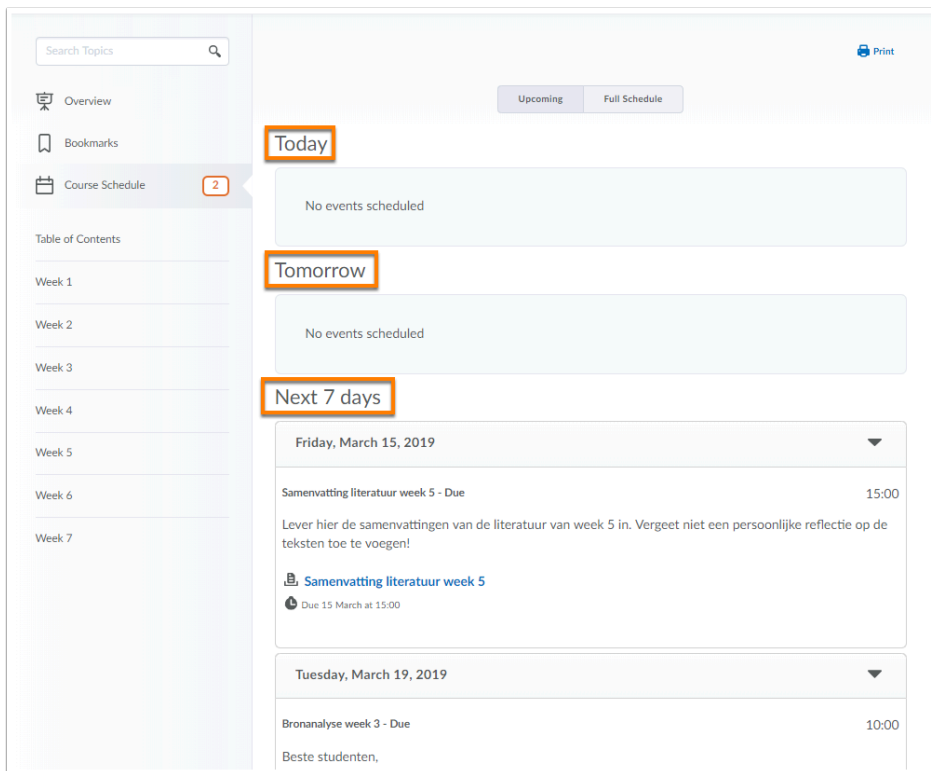


The screenshot shows the Brightspace user interface. At the top is a navigation bar with links: Course Home, Content, Activities, Administration, ePortfolio, and Help. A red circle with the number '1' highlights the 'Content' link. Below the navigation bar is a sidebar with a search box labeled 'Search Topics' and a list of menu items: Overview, Bookmarks, Course Schedule (highlighted with a red circle and the number '2'), Table of Contents, and a list of weeks (Week 1 to Week 5) with corresponding counts or status indicators. The main content area is titled 'Overview' and contains a welcome message from the teacher, a 'Print' button, and a large banner for 'Radboud University Cursushandleiding 2019 Periode 3 en 4' featuring the university's logo.

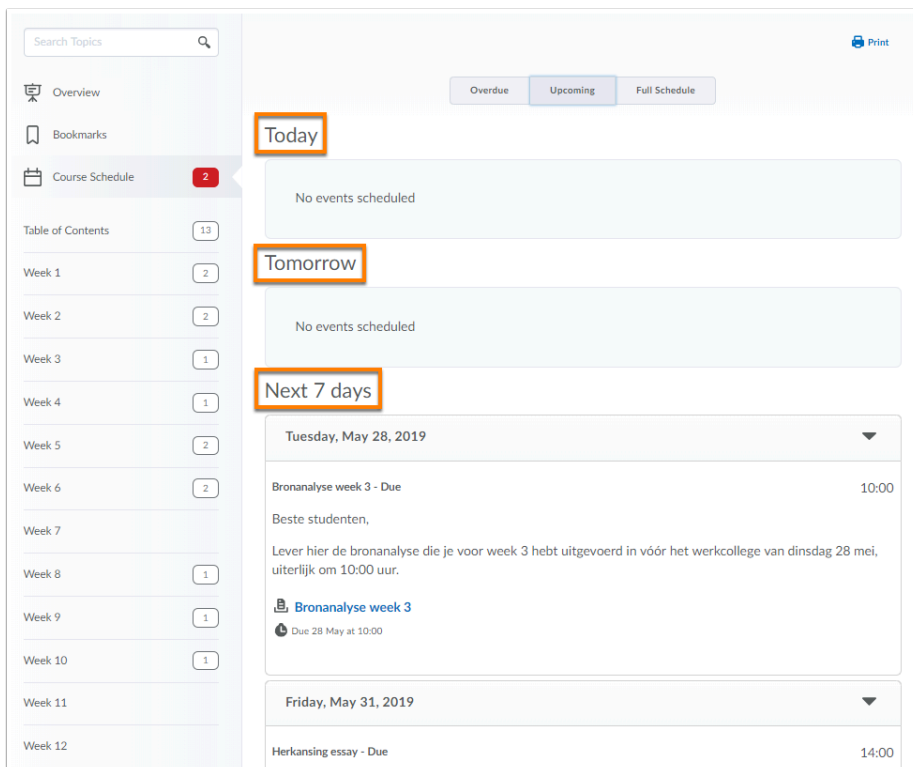
1. Click **Content** in the navbar of your course. You will navigate to the content page/module you last accessed.
2. Click **Course Schedule**.



# Werkinstructies



The screenshot shows the Brightspace Course Schedule interface. On the left is a sidebar with a search bar and navigation links: Overview, Bookmarks, and Course Schedule (highlighted with a red '2'). Below these is a 'Table of Contents' section listing weeks 1 through 7. The main content area has tabs for 'Upcoming' and 'Full Schedule'. It displays three views: 'Today' (No events scheduled), 'Tomorrow' (No events scheduled), and 'Next 7 days'. The 'Next 7 days' view shows two dates: Friday, March 15, 2019, with an assignment 'Samenvatting literatuur week 5 - Due' at 15:00, and Tuesday, March 19, 2019, with an assignment 'Bronanalyse week 3 - Due' at 10:00.



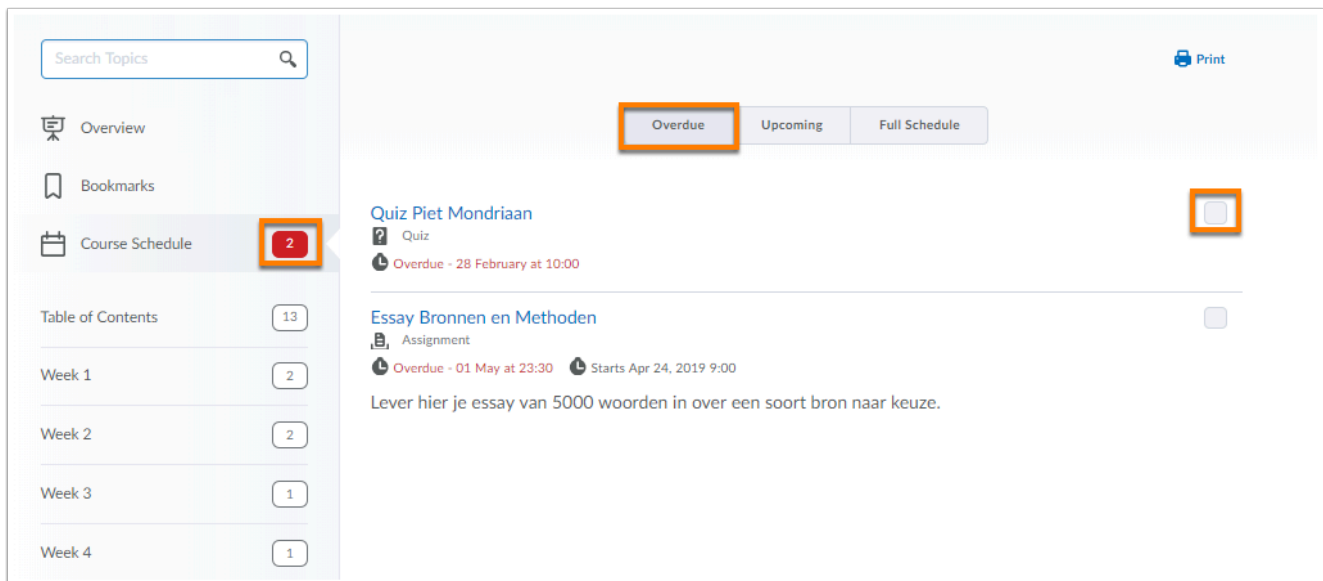
This screenshot shows the Brightspace Course Schedule interface with more assignments. The sidebar on the left shows 'Table of Contents' with weeks 1 through 12. The main content area has tabs for 'Overdue', 'Upcoming', and 'Full Schedule'. It displays three views: 'Today' (No events scheduled), 'Tomorrow' (No events scheduled), and 'Next 7 days'. The 'Next 7 days' view shows two dates: Tuesday, May 28, 2019, with an assignment 'Bronanalyse week 3 - Due' at 10:00, and Friday, May 31, 2019, with an assignment 'Herkansing essay - Due' at 14:00.

**Course Schedule** will show all calendar items of the course in a chronological order. Brightspace makes a distinction between:

- **Today:** an assignment/a quiz is planned for today;

# Werkinstructies

- **Tomorrow:** the due date of an assignment/a quiz is tomorrow;
- **Next 7 days:** the assignment/quiz has to be handed in within the next seven days.



Search Topics

Overview

Bookmarks

Course Schedule **2**

Table of Contents 13

Week 1 2

Week 2 2

Week 3 1

Week 4 1

Overdue Upcoming Full Schedule

Quiz Piet Mondriaan

Quiz

Overdue - 28 February at 10:00

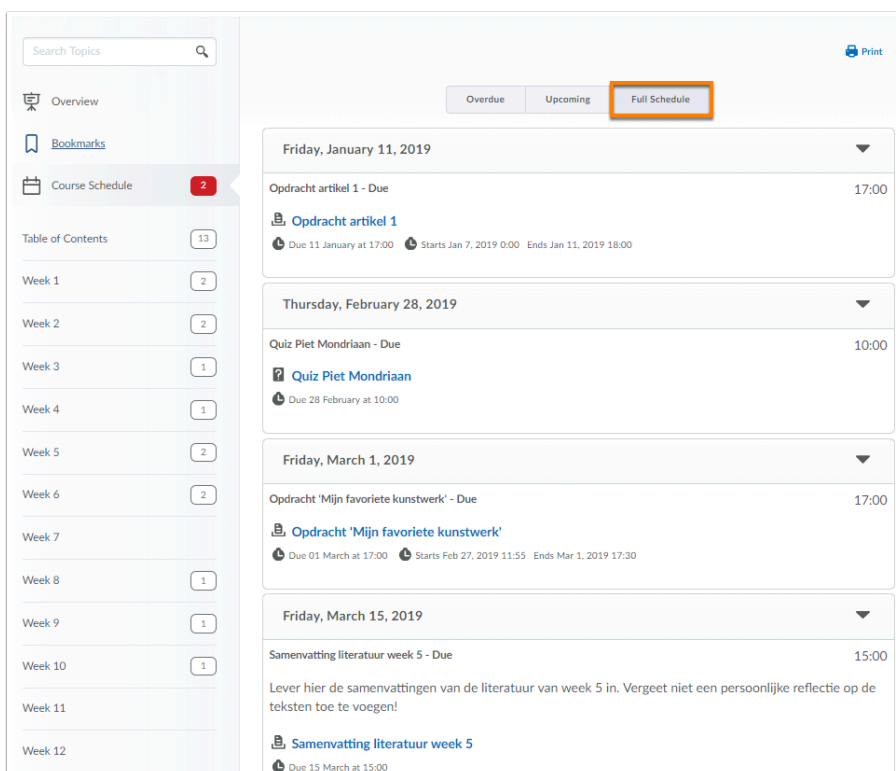
Essay Bronnen en Methoden

Assignment

Overdue - 01 May at 23:30 Starts Apr 24, 2019 9:00

Lever hier je essay van 5000 woorden in over een soort bron naar keuze.

Onder **Overdue** zie je alle items die al gepasseerd zijn in chronologische volgorde, met de oudste bovenaan. Het rode cijfer achter Course Schedule laat zien hoeveel items gepasseerd zijn. Door de checkbox achter een item aan te vinken, zet je deze op voltooid en verdwijnt het item uit de Overdue lijst.



Search Topics

Overview

Bookmarks

Course Schedule **2**

Table of Contents 13

Week 1 2

Week 2 2

Week 3 1

Week 4 1

Week 5 2

Week 6 2

Week 7 1

Week 8 1

Week 9 1

Week 10 1

Week 11

Week 12

Overdue Upcoming Full Schedule

Friday, January 11, 2019

Opdracht artikel 1 - Due 17:00

Opdracht artikel 1

Due 11 January at 17:00 Starts Jan 7, 2019 0:00 Ends Jan 11, 2019 18:00

Thursday, February 28, 2019

Quiz Piet Mondriaan - Due 10:00

Quiz Piet Mondriaan

Due 28 February at 10:00

Friday, March 1, 2019

Opdracht 'Mijn favoriete kunstwerk' - Due 17:00

Opdracht 'Mijn favoriete kunstwerk'

Due 01 March at 17:00 Starts Feb 27, 2019 11:55 Ends Mar 1, 2019 17:30

Friday, March 15, 2019

Samenvatting literatuur week 5 - Due 15:00

Lever hier de samenvattingen van de literatuur van week 5 in. Vergeet niet een persoonlijke reflectie op de teksten toe te voegen!

Samenvatting literatuur week 5

Due 15 March at 15:00

## Werkinstructies

Go to **Full Schedule** to view all planned items with a date in this course. This includes activities that have already expired.



# Activities: Assignments

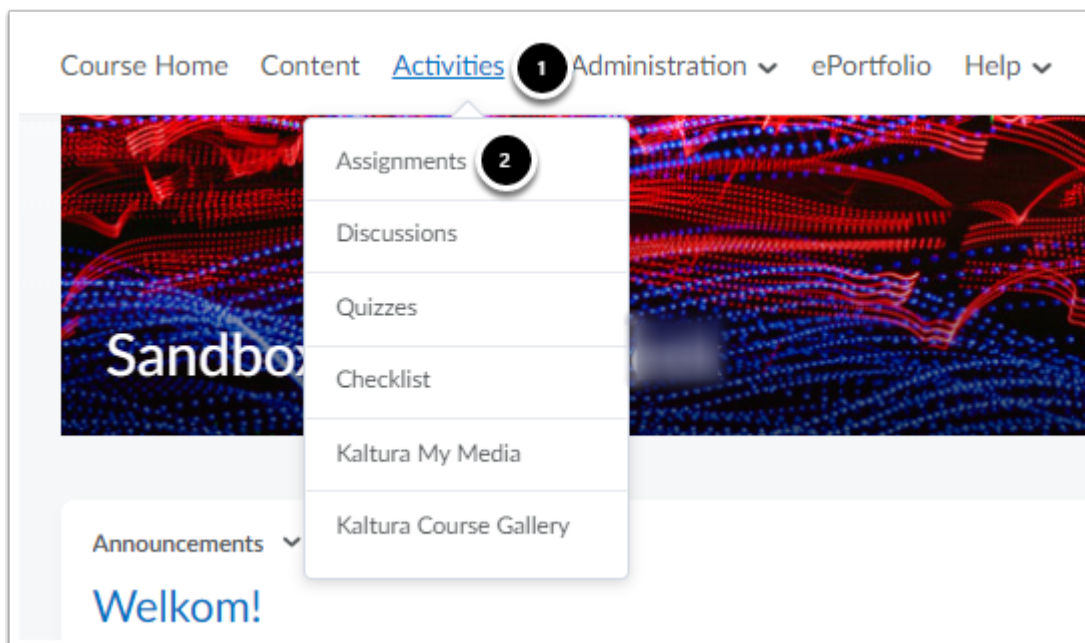
# How do Assignments work? Activities | Assignments

[Assignments homepage](#)

[Submission History](#)

Teachers can create an assignment in Brightspace where you can hand in your assignment. You can read more about submitting assignments in the article [How do I hand in an Assignment?](#)

## Assignments homepage



1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments**. You will navigate to the Assignments homepage.

# Werkinstructies

Assignments <span>Help</span>				
<a href="#">View History</a>				
Assignment <span>1</span>	Completion Status <span>2</span>	Score <span>3</span>	Evaluation Status <span>4</span>	Due Date <span>5</span>
Essays				
Herkansing essay	Submitted	- / -	Not yet evaluated	Feb 22, 2019 14:29
Opdracht 'Mijn favoriete kunstwerk'	Not Submitted	- / -	Not yet evaluated	Mar 1, 2019 17:00
Vragen bij de literatuur				
Opdracht artikel 1 Closed Jan 11, 2019 18:00	Submitted	7 / 10 - 70 %	Feedback: Unread	Jan 11, 2019 17:00
20 per page				

On the **Assignments** homepage you will find an overview of all of the assignments that the teacher has created for the course. The table contains the following information:

- Below **Assignments** you can find the assignments and the categories they belong to. When an assignment is closed, you will also see an end date. Click the name of an assignment to [submit your assignment](#). *Note: when the due date has passed you cannot open the assignment anymore. However you can still open the submission.*
- Below **Completion Status** you will find the status of the assignment (**Submitted** or **Not Submitted**). Click **Submitted** to view the assignment you have already submitted.
- Below **Score** you will see the grade the teacher has assigned to your assignment. *Note: it depends on the teacher's settings how you see the score, for example as a number of points from a maximum number of points or as a percentage achieved.*
- Below **Evaluation Status** you will find the evaluation status. If the teacher has not yet evaluated your assignment, you will see **Not yet evaluated**. If the teacher has added commentary or entered a score, you will see **Feedback: Unread/Read**. *Note that you will also see **Feedback** if the teacher has only entered a score. This does not automatically mean that the teacher has added written feedback.*
- Below **Due Date** you will find the deadline of the assignment.

At the top left you will see **View History**. Click here to see the **Submission History** page.

# Werkinstructies



Do you want to receive a notification when the teacher publishes and/or updates feedback for an assignment? You can set this up in your [notifications](#). You can also choose to receive a notification two days before the assignment's deadline.


## Submission History

[Assignments](#) > [View History](#)

### Submission History

**Assignment**  
Opdracht 'Mijn favoriete kunstwerk' ▼ Apply

**Assignment Type**  
Individual assignment

Submission(s)	Date Submitted ▼
 <a href="#">Mijn favoriete kunstwerk.docx</a> (11,09 KB)	Feb 27, 2019 12:32

- Below **Assignment** you can select the assignment of which you want to see the history. Click **Apply**.
- Below **Assignment Type** you can see what type of assignment you are dealing with (**Individual assignment** of **Group assignment**).
- Below **Submission(s)** you can see the file(s) you have handed in.
- Below **Date Submitted** you can see which date you handed in the assignments.

## Werkinstructies

# How do I submit/hand in an Assignment?

### [Assignments Types](#)

[Submit Assignment: File submission](#)

[Submit Assignment: Text submission](#)

## Assignments Types

Teachers can create multiple types of assignments with different submission procedures. This means the way in which you have to submit an assignment depends on the settings a teacher made when creating the assignment:

- **File submission:** you have to upload your assignment as a file (*for example a Word-file, PDF-file, audio file or video file*).
- **Text submission:** you have to enter a text, image or link to your work in a text box in the assignment (*for example, if you have to create a web page this is where you can enter the link to the page*).
- **On paper submission:** you have to hand in the assignment as a hard copy and you do not have to upload it in the assignment (this allows teachers to upload the assessment of hard copy assignments in the grade book).
- **Observed in person:** you perform a certain task during class (*for example a presentation or assessment*) and the teacher will then enter the assessment in the assignment. You do not have to upload a file in the assessment (this option allows teachers to upload the assessment of presentations and assessments during class in the grade book).

The teacher will tell you beforehand whether you have to submit the assignment in Brightspace.

## Submit Assignment: File submission

You will find your Assignments under Activities.




- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**. You will be navigated to the **Assignments** homepage.










A teacher can choose to put a link to an assignment in Content with other materials for that subject. If this is the case, you can also hand in an assignment by finding it in the right module.



# Werkinstructies

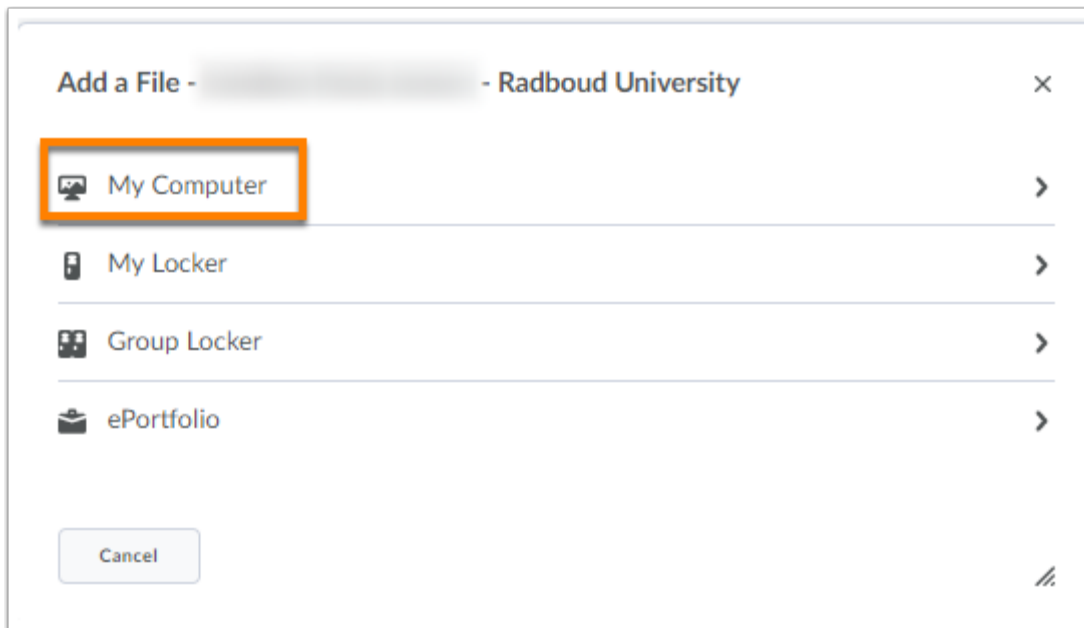
Course Home Content Activities Administration ePortfolio Help				
Assignments <span>Help</span>				
View History				
Assignment	Score	Submissions	Feedback	Due Date
Assignments				
Assignment 1	8 / 10 - Goed	1	<a href="#">View Feedback</a>	
Assignment 2	6 / 10 - Voldoende	2	<a href="#">View Feedback</a>	
Assignment 3 	7 / 10 - Voldoende	3	<a href="#">View Feedback</a>	
Video-opdracht				
Opdrachten eerste semester	- / 100	1	-	
Opdracht week 1 	- / -	0	-	Mar 7, 2019 12:00
Maandag 1: Opdracht week 6 	- / -	0	-	Aug 18, 2018 23:00
Opdrachten portfolio				
Eindopdracht	- / -	0	-	
20 per page				

- Click the title of the assignment you wish to hand in.

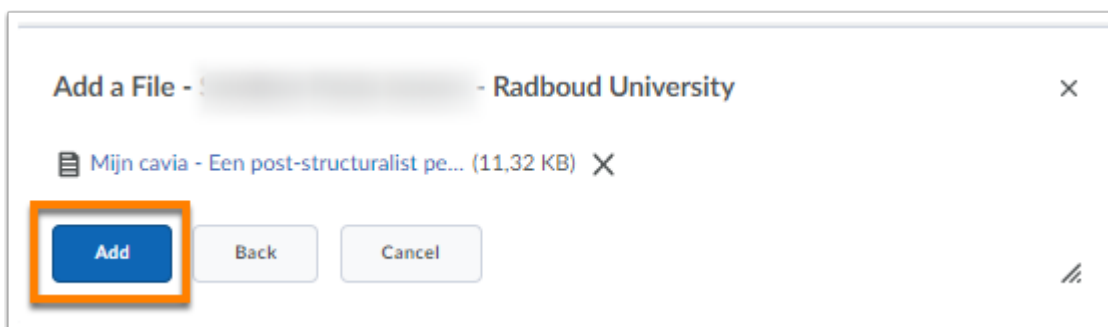
Course Home Content Activities Administration ePortfolio Help	
Assignments > Opdracht week 1	
Opdracht week 1	
<div> <div>1</div> <div>Hide Assignment Information</div> </div> <p>Turnitin®</p> <p> This assignment will be submitted to Turnitin®.</p> <p>Instructions</p> <p>Het eerste essay gaat over een onderwerp naar jouw keuze. Je laat met dit essay zien dat je weet hoe een wetenschappelijk paper er uitziet. Let dus vooral goed op je opbouw, argumentatie en taalgebruik (zie ook de rubric).</p> <p>Due Date</p> <p>Mar 7, 2019 12:00</p>	
<div> <div>2</div> <div>Show Rubrics</div> </div> <p>Submit Assignment</p> <p>Files *</p> <p>(0) file(s) to submit</p> <p>After uploading, you must click Submit to complete the submission.</p> <div> <div>3</div> <div>Add a File</div> <div>Record Audio</div> <div>Record Video</div> </div>	
<p>Comments</p> <div> <div>   </div> <div>Paragraph</div> <div> <div>B</div> <div>I</div> <div>U</div> <div></div> </div> <div> <div>Font Family</div> <div>Size</div> <div></div> </div> </div> <div> <div>     </div> </div>	
<div> <div>Submit</div> <div>Cancel</div> </div>	

## Werkinstructies

1. The assignment details are listed here, which you can hide by clicking **Hide/Show Submission Folder Information**.
2. If a rubric was added to the assignment, it will appear below **Show Rubrics**.
3. **Submit Assignment** is where you can hand in the assignment:
  - **Add a File** lets you upload one or more files.
  - **Record Audio/Record Video** will let you record an audio or video snippet. Your device will need a microphone and/or webcam for this.
  - You can add comments to your files in the **Comments** box.



- When you click **Add a file**, a window appears. Click **My computer** to add a file or multiple files from your computer. Click **Upload** or drag the your file(s) to the Upload field.

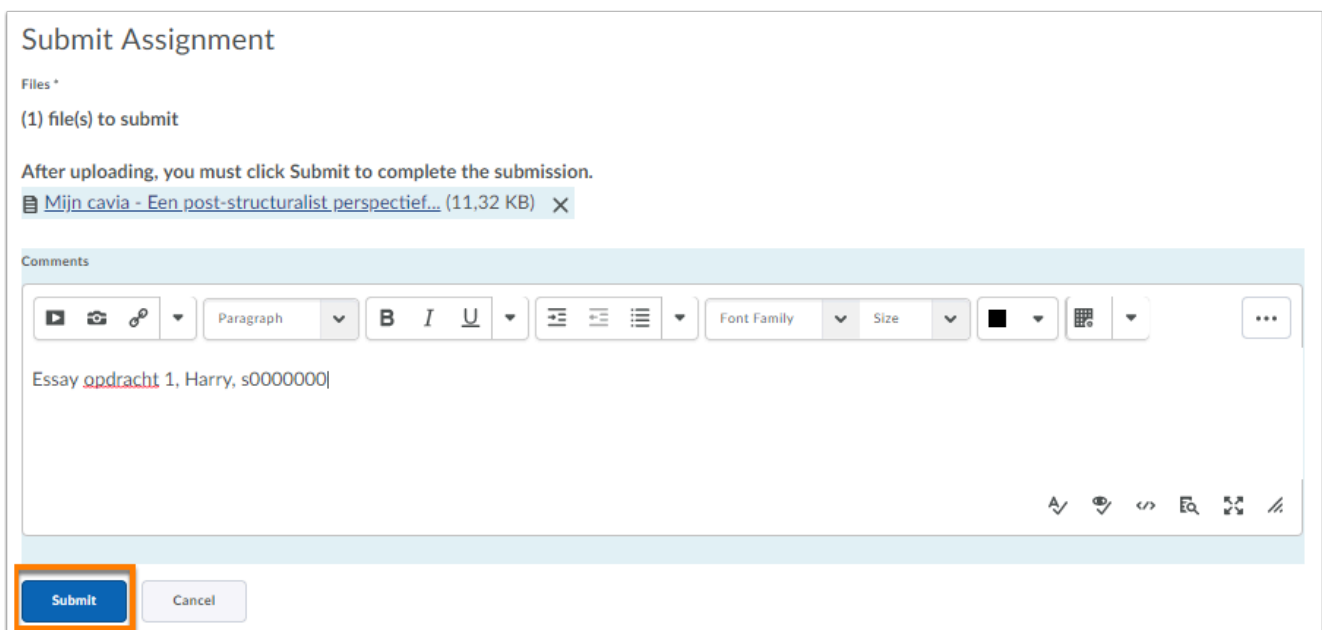


- The file(s) you uploaded will be listed in the next step. Click **Add** to submit them.

# Werkinstructies

**i** Brightspace supports different file types in **Assignments**. The following file formats are compatible:

- Web document: HTM, HTML, MHT, MHTML
- Text document: RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD
- Image: JPG, JPEG, PNG, GIF, BMP, TIF, TIFF
- Media: SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA



- Click **Submit** to submit your assignment if you are certain everything is filled out properly. Next, an overview of what you just uploaded to Brightspace will appear. Click **Done** to return to the Assignments homepage.

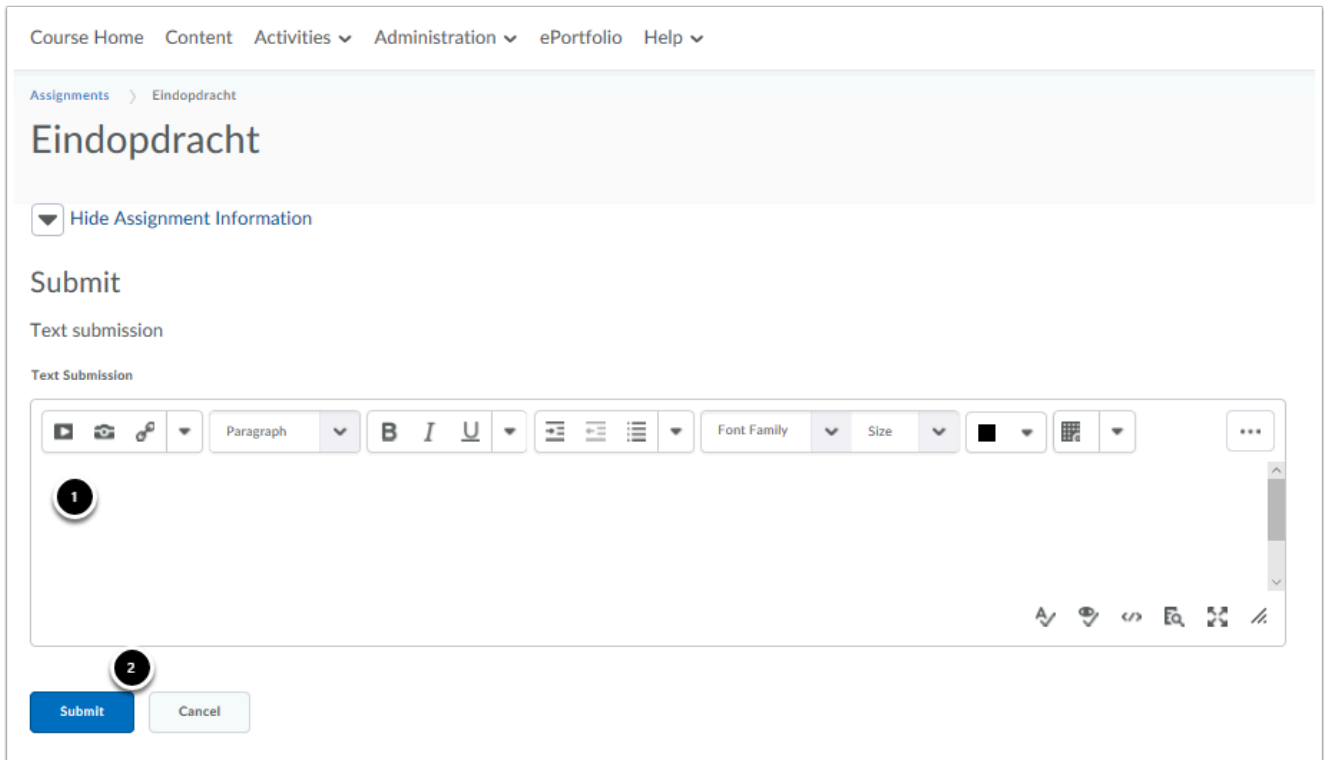
**i** When you submit an assignment successfully, a confirmation email will always be sent to you with the date and time of your submission attempt, the name and size of the file and the Submission ID.

## Submit Assignment: Text submission

- Navigate to **Activities** in the navbar of your course.

## Werkinstructies

- Click **Assignments**.
- Click the assignment concerned.



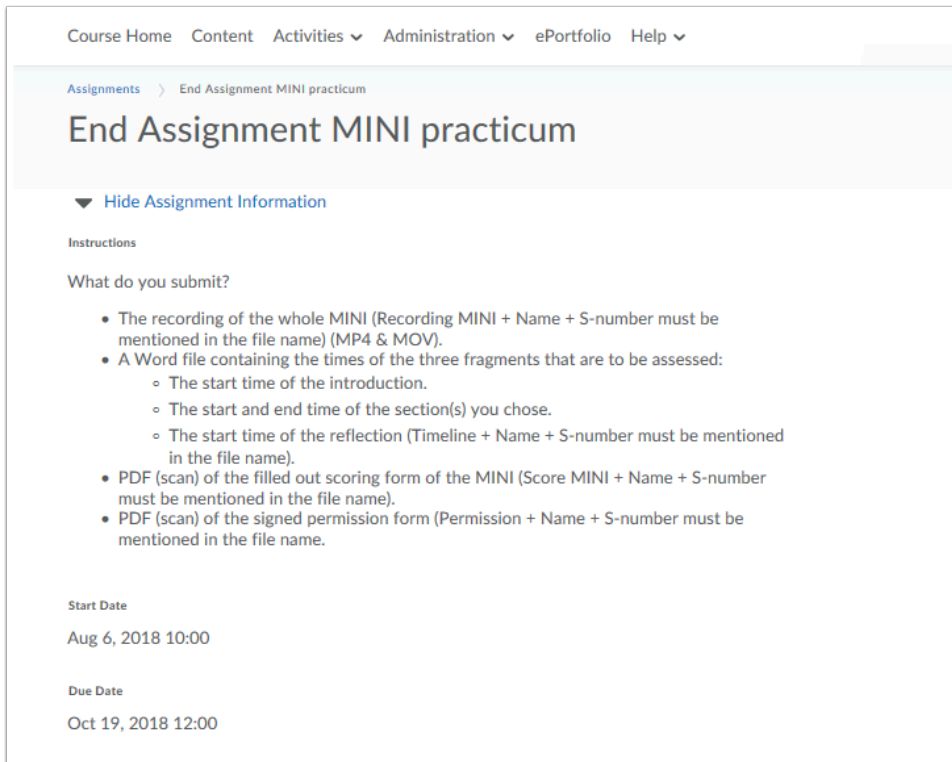
The screenshot shows the Brightspace user interface for an assignment titled "Eindopdracht". At the top, there is a navigation bar with links: Course Home, Content, Activities, Administration, ePortfolio, and Help. Below this, a breadcrumb trail shows "Assignments" > "Eindopdracht". The main heading is "Eindopdracht". A toggle switch labeled "Hide Assignment Information" is currently turned on. Below this, the section "Submit" is displayed, followed by "Text submission" and "Text Submission". The "Text Submission" area features a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, font family, size, background color, and a grid. A large text input area is below the toolbar, with a small "1" in a circle indicating where to enter text. At the bottom of the submission area, a "2" in a circle points to the "Submit" button. The "Submit" button is blue, and the "Cancel" button is light gray.

1. Enter the text for the assignment under **Text Submission**. If desired, you can use the layout option in the HTML editor (text box).
2. Click **Submit** to hand in your text submission.

# How do I hand in a video assignment?

**i** If you have to hand in a video as part of an assignment, you should always upload it to Kaltura first. You can read about uploading videos in Kaltura in this article: [How do I add a video to Kaltura?](#)

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.
- Click the assignment name.



The screenshot shows the Brightspace interface for an assignment titled "End Assignment MINI practicum". At the top, there is a navigation bar with links: Course Home, Content, Activities (with a dropdown arrow), Administration (with a dropdown arrow), ePortfolio, and Help (with a dropdown arrow). Below this, a breadcrumb trail shows "Assignments" followed by a right-pointing arrow and "End Assignment MINI practicum". The main heading is "End Assignment MINI practicum". Below the heading is a section titled "Hide Assignment Information" with a downward-pointing arrow. Under this, the "Instructions" section is visible, starting with the question "What do you submit?". It lists four bullet points: 1. The recording of the whole MINI (Recording MINI + Name + S-number must be mentioned in the file name) (MP4 & MOV). 2. A Word file containing the times of the three fragments that are to be assessed: a. The start time of the introduction. b. The start and end time of the section(s) you chose. c. The start time of the reflection (Timeline + Name + S-number must be mentioned in the file name). 3. PDF (scan) of the filled out scoring form of the MINI (Score MINI + Name + S-number must be mentioned in the file name). 4. PDF (scan) of the signed permission form (Permission + Name + S-number must be mentioned in the file name). At the bottom of the instructions section, the "Start Date" is listed as "Aug 6, 2018 10:00" and the "Due Date" is listed as "Oct 19, 2018 12:00".

An overview of the assignment with the title, description, deadline and (optional) attachment(s) will appear.

# Werkinstructies

## Submit Assignment




Files \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File
Record Audio
Record Video

Comments

Paragraph

B I U

- 
- 
-

Font Family

Size

...

Submit

Cancel

Reflect in ePortfolio

Download


Print


<


>


- To hand in your assignment, click **Insert Stuff** in the HTML editor.


## Insert Stuff


 ePortfolio


 Video Note

 Video Note Search

 Flickr

 Insert Link

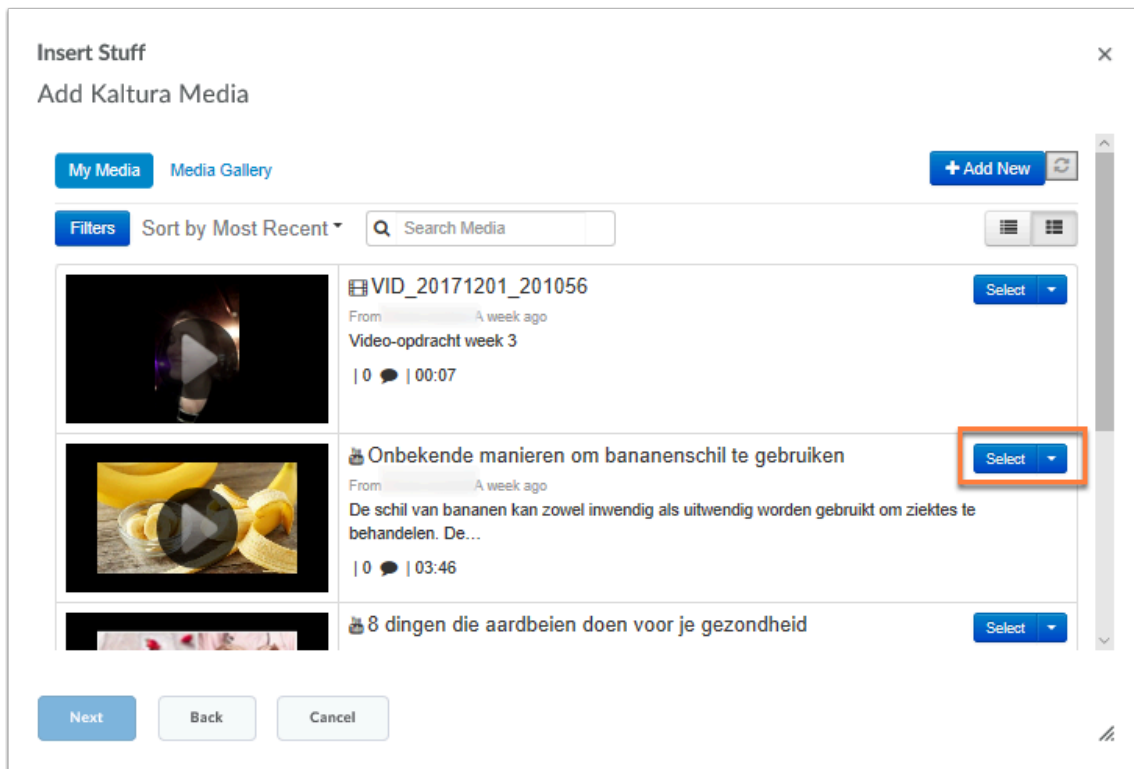
 Enter Embed Code

 Add Kaltura Media

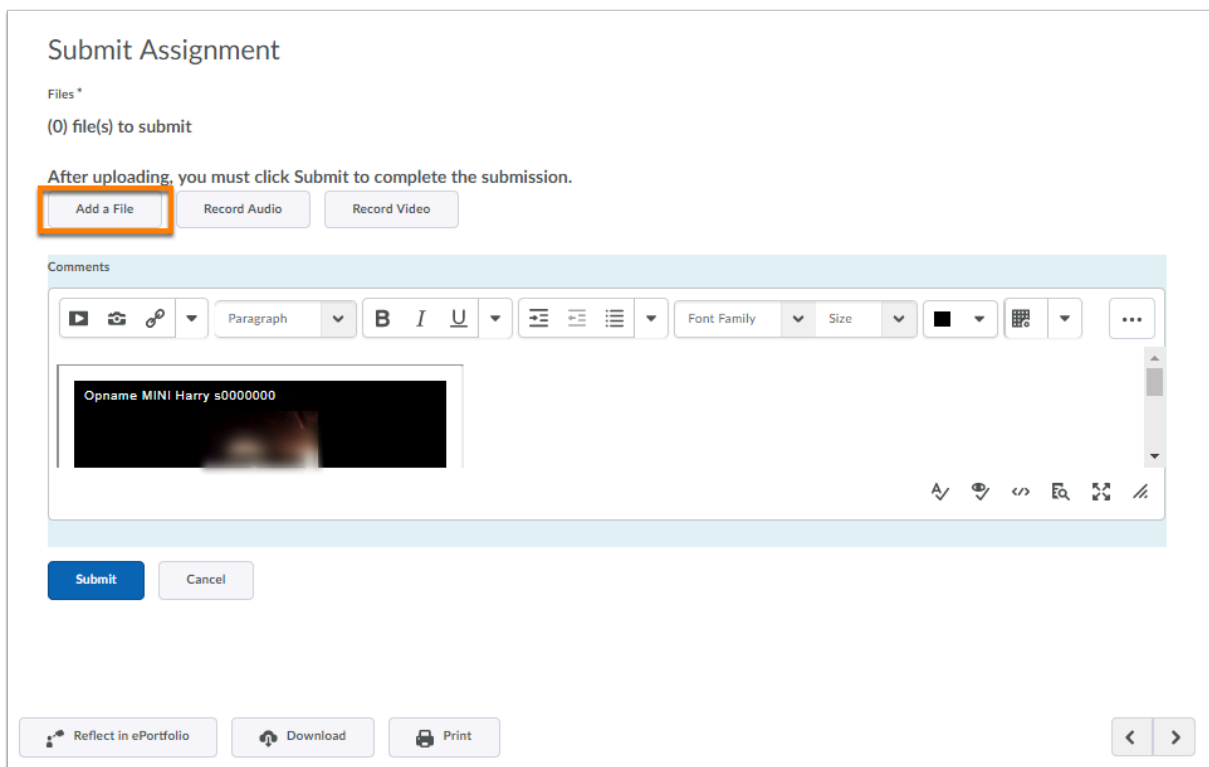
Cancel

- Click **Add Kaltura Media**.

# Werkinstructies



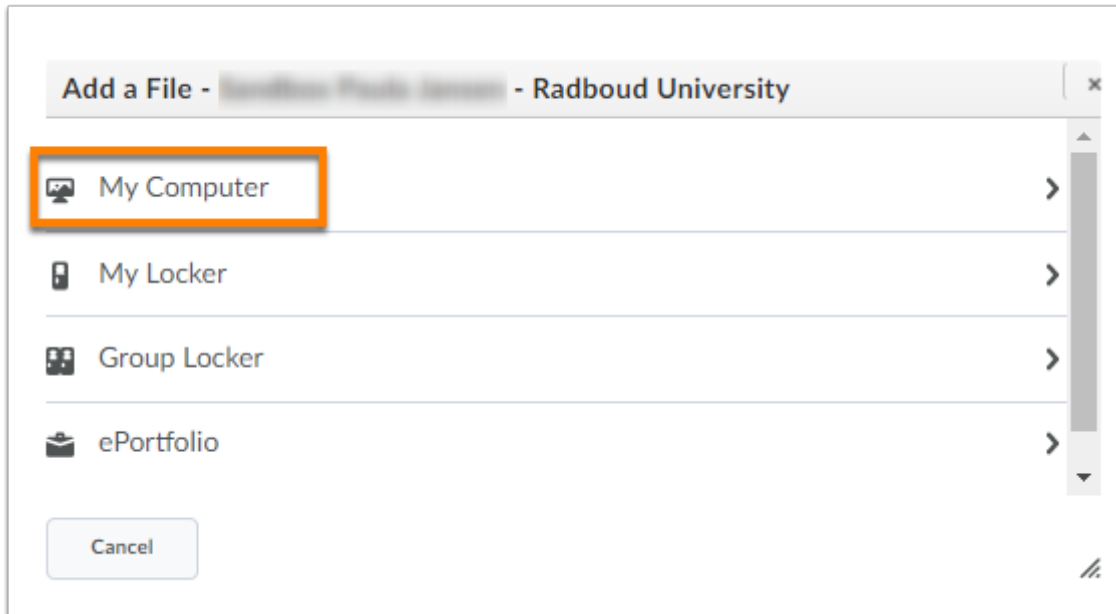
- Click **Select** for the correct video. A notification with the words **We blocked this for you** might appear. You can ignore this prompt. Click **Insert**.



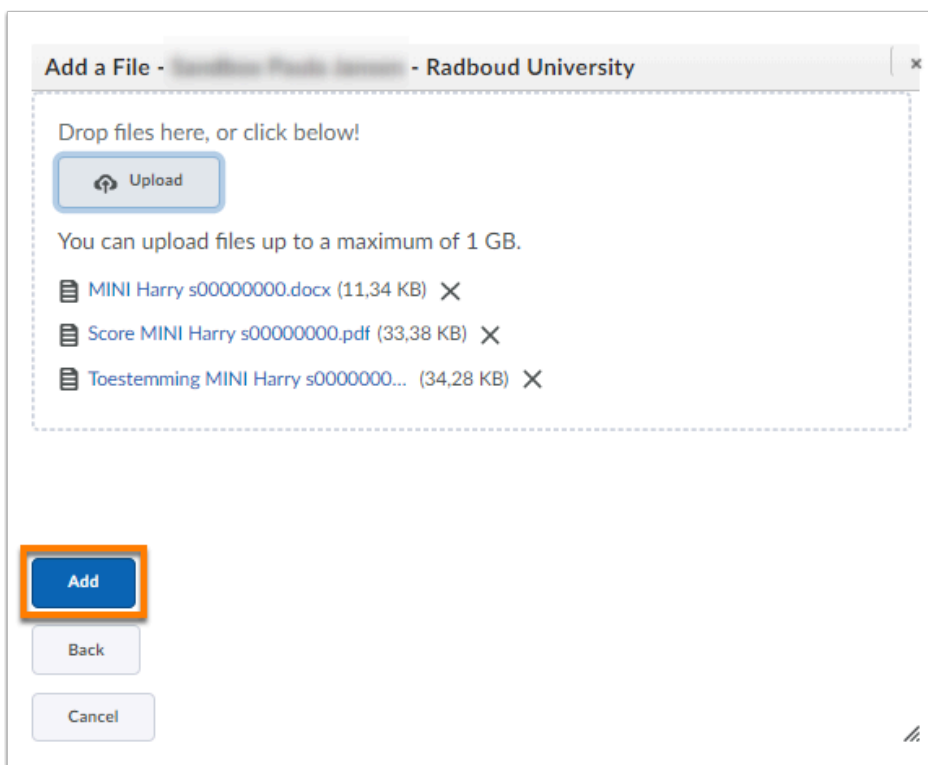
## Werkinstructies

In case the teacher has indicated that an attachment is required to submit the assignment (**File based submission, attachment required**):

- Click **Add a File** to add any other files.



- Click **My Computer**. Click **Upload** and find the appropriate files on your computer.



- Click **Add**.



# Werkinstructies

After uploading, you must click Submit to complete the submission.

- MINI Harry s00000000.docx (11,34 KB)  
 Source: My Computer
- Score MINI Harry s00000000.pdf (33,38 KB)  
 Source: My Computer
- Toestemming\_MINI Harry s00000000.pdf (34,28 KB)  
 Source: My Computer

Comments

Paragraph
 





 Font Family
 Size

Opname MINI Harry s00000000

- Click **Submit** to hand in the assignment. You will see a summary of what you have handed in. Click **Done**.

## Submit

Text submission, no file required

Text Submission

Paragraph
 





 Font Family
 Size

0:00 / 10:08

1 Hierbij mijn video

2

In case your teacher has indicated that attaching a file isn't required to hand in the assignment, (**Text submission, no file required**):

- add any additional commentary about the video (optional);
- click **Submit** to hand in the video.

# How can I resubmit assignments?

## Activities | Assignments

Teachers can permit students to upload multiple files to an assignment or limit it to just one file. Whether you can upload more than one file to an assignment depends on how your teacher configured it.

When multiple attempts are allowed, a teacher can select two options:

1. Only the most recent attempt is saved.
2. All attempts are saved.

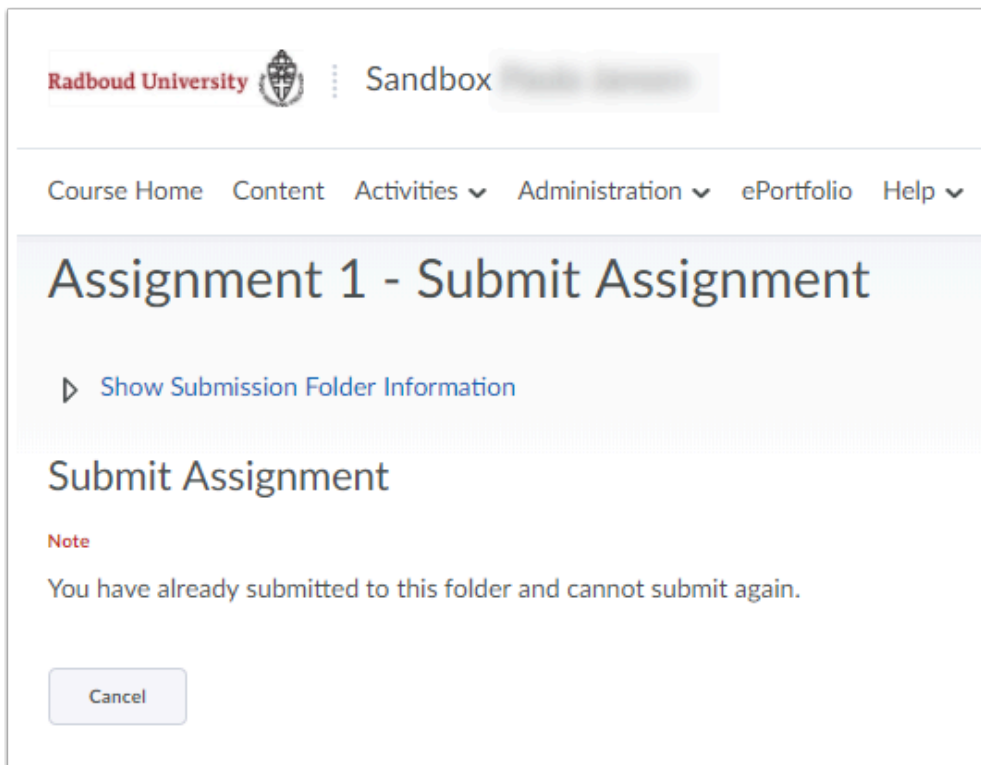
[Only one submission allowed](#)

[Only the most recent submission is kept](#)

[All submissions are kept](#)

## Only one submission allowed

- Go to **Activities** in your course's navbar.
- Click **Assignments**.
- Click the Assignment you want to hand in.




The screenshot shows the Brightspace user interface. At the top, the Radboud University logo and the word 'Sandbox' are visible. Below the header is a navigation bar with links: 'Course Home', 'Content', 'Activities' (with a dropdown arrow), 'Administration' (with a dropdown arrow), 'ePortfolio', and 'Help' (with a dropdown arrow). The main content area has a title 'Assignment 1 - Submit Assignment'. Below the title is a link 'Show Submission Folder Information' with a right-pointing triangle icon. The section is titled 'Submit Assignment'. A 'Note' section follows, stating: 'You have already submitted to this folder and cannot submit again.' At the bottom of the note section is a 'Cancel' button.

## Werkinstructies

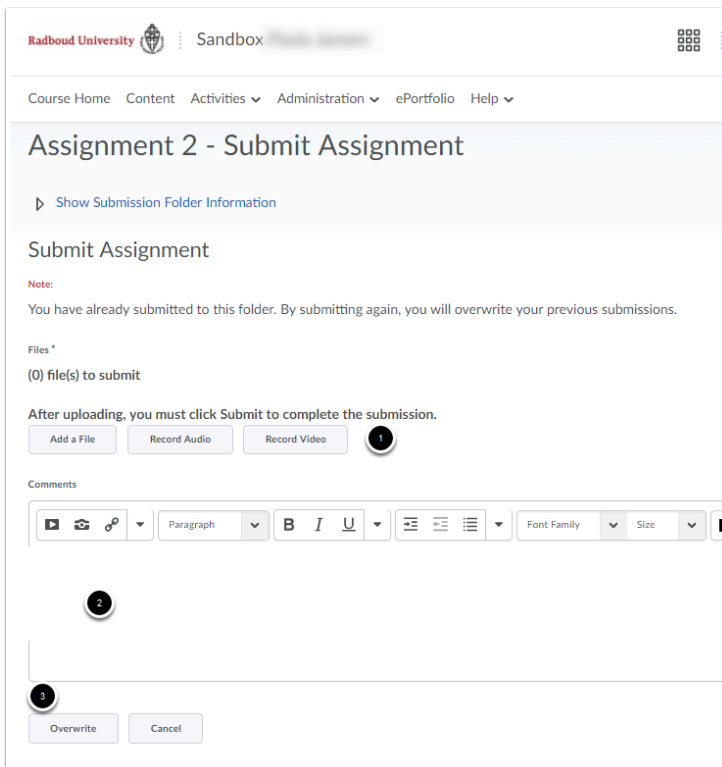
If you cannot upload the assignment more than once, you will receive an error message: **You have already submitted to this folder and cannot submit again.**

- Click **Cancel** to return to the Assignment Submission Folder homepage.

 If you have only one submission attempt, you will have to contact your teacher and ask to remove your already submitted file before you can submit a new file. It is up to your teacher to decide if your request is granted or not.

## Only the most recent submission is kept

- Go to **Activities** in your course's navbar.
- Click **Assignments**.
- Click the Assignment you want to hand in.



If you are allowed to upload another file, overwriting your old one, the following message will appear: **You have already submitted to this folder. By submitting again, you will overwrite your previous submissions.**

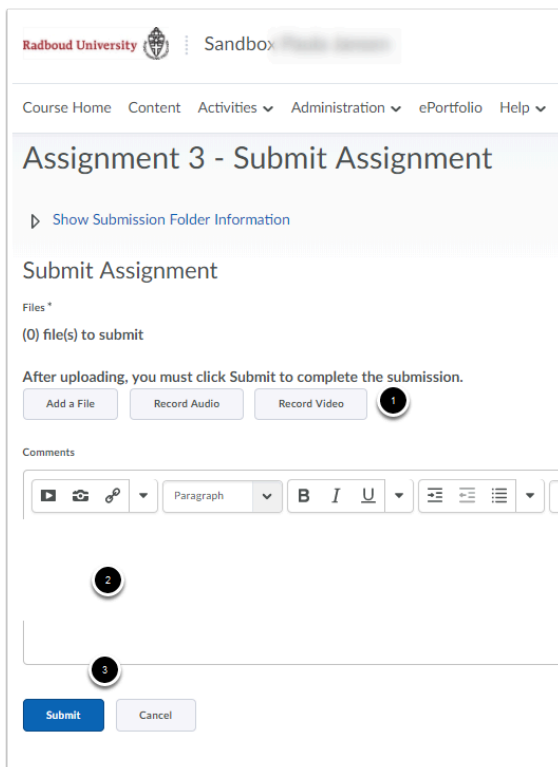
1. Click **Add a File/Record Audio/Record Video** to upload your document or multimedia file.

## Werkinstructies

2. Add any comments below **Comments**.
3. Click **Overwrite** to replace your previous submission attempt with your new file.

### All submissions are kept

- Go to **Activities** in your course's navbar.
- Click **Assignments**.
- Click the Assignment you want to hand in.



If you are allowed to reupload your assignment, and all submissions are kept, you will not receive any kind of message.

1. Click **Add a File/Record Audio/Record Video** to add your document or multimedia file.
2. Add any comments below **Comments**.
3. Click **Submit** to hand in your new submission attempt.

**i** In the overview on the Assignment Submission Folder homepage, you can see how many files you have uploaded in the **Submissions** column. This number goes up with each submission attempt, even if the assignment only keeps the most recent attempt. This column does not show the number of submission

# Werkinstructies

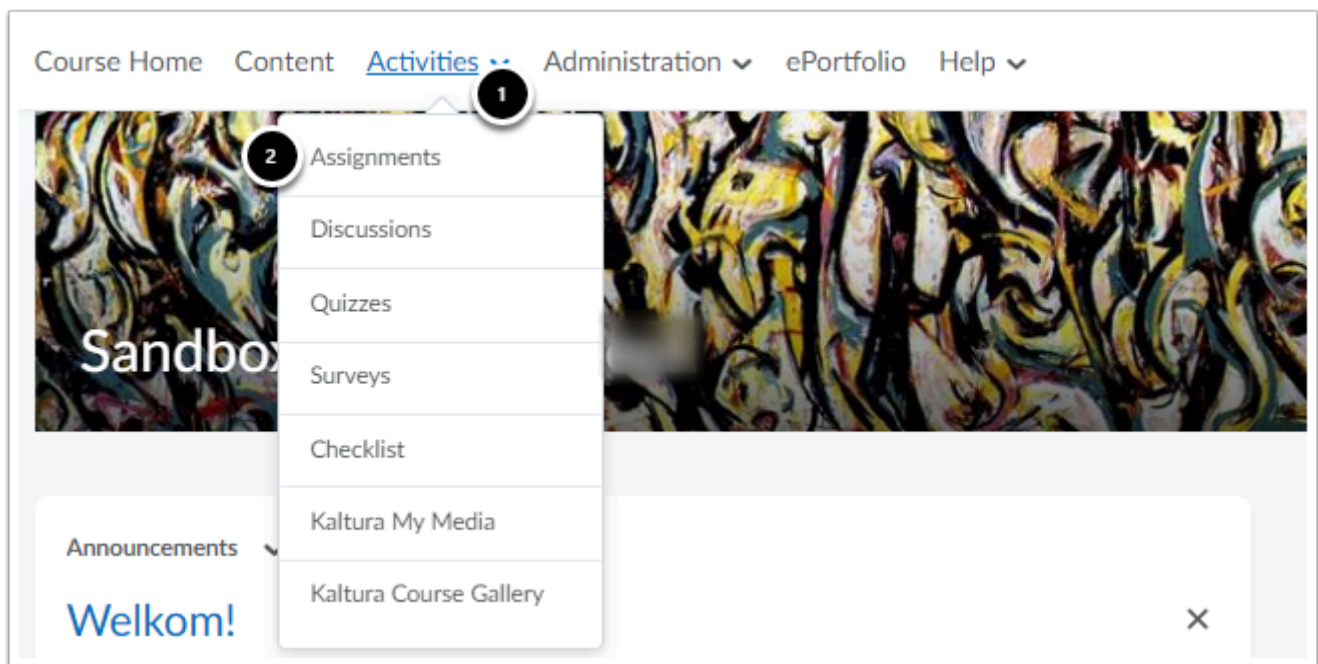
attempts, but the number of files you have submitted, regardless of the assignment settings.

## Werkinstructies

# Where can I find previously submitted assignments?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about where to find your submitted **assignments**. A written manual can be found below the video.

Assignments you have submitted on Brightspace remain available so you can review them at a later moment.




1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments**. You will now navigate to the Assignments homepage.

# Werkinstructies

Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Essay Bronnen en Methoden	Not Submitted	- / -	Not yet evaluated	May 1, 2019 23:30
Group 4: PowerPoint en tekst presentatie	Not Submitted	- / -	Not yet evaluated	
Essays				
Herkansing essay	Submitted	- / -	Not yet evaluated	May 31, 2019 14:00
Opdracht 'Mijn favoriete kunstwerk' Closed Mar 1, 2019 17:30	Submitted	8,7 / 10 - 8,7	Feedback: Read	Mar 1, 2019 17:00
Opdracht week 6	Submitted	8 / 10 - 8,0	Feedback: Unread	Jun 3, 2019 7:50
Vragen bij de literatuur				
Opdracht artikel 1 Closed Jan 11, 2019 18:00	Submitted	7 / 10 - 70 %	Feedback: Read	Jan 11, 2019 17:00
Opdracht artikel 2	Not Submitted	- / 10	Not yet evaluated	Mar 23, 2019 17:00
Samenvattingen				
Samenvatting literatuur week 5	Submitted	8 / 10 - 8,0	Feedback: Read	Mar 15, 2019 15:00
Samenvatting literatuur week 6	Not Submitted	- / 10	Not yet evaluated	Jun 3, 2019 17:00
Analyses				
Bronanalyse week 3	Submitted	8 / 10 - 8	Feedback: Unread	May 28, 2019 10:00

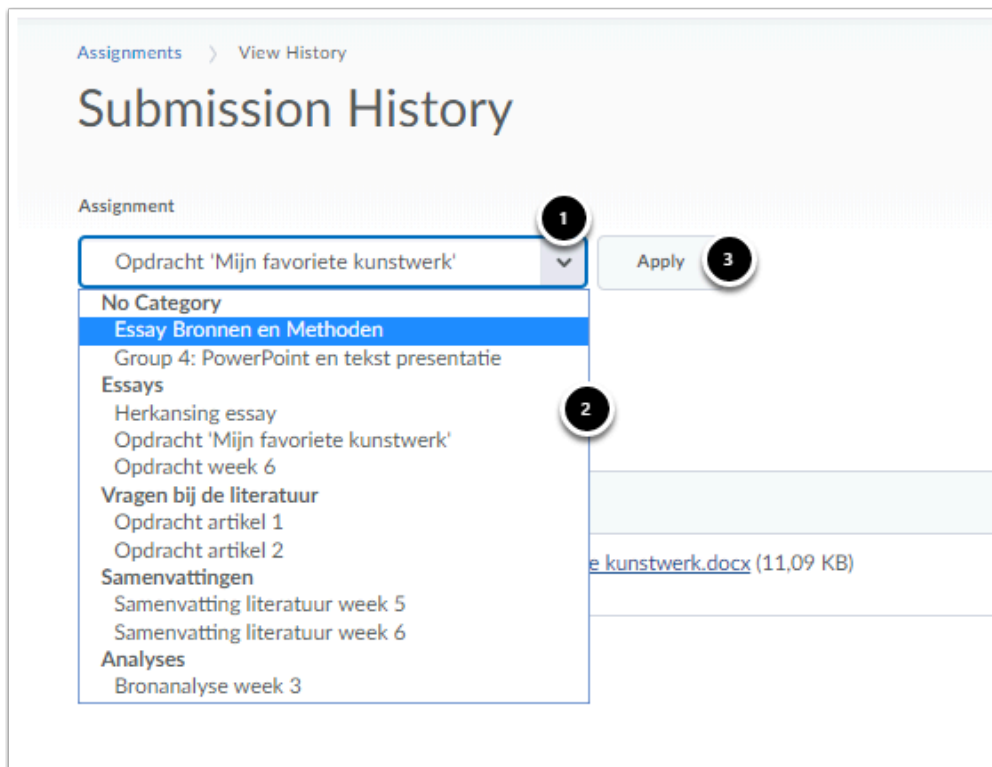
Once on the Assignments homepage, you will see all assignments of a course divided in categories.

- Click **Submitted** under **Completion Status** to review your submitted assignment.

Assignment		
Opdracht 'Mijn favoriete kunstwerk'	▼	Apply
Assignment Type		
Individual assignment		
Submission ID	Submission(s)	Date Submitted ▼
209232	 <a href="#">Mijn favoriete kunstwerk.docx</a> (11,09 KB)	Feb 27, 2019 12:32

- You will now be navigated to the **Submission History** page.
- The assignment you have handed in can be found under **Submission(s)**. Click the link to open the file(s).

# Werkinstructies



It is also possible to open other assignments once you are in **Submission History**.

1. Click the fold-out arrow to open the list with all assignments.
2. Click the assignment of which you want to see the submission(s).
3. Click **Apply**. The submitted assignment will appear under **Submission(s)**.



## Werkinstructies

# How can I view a rubric that a teacher uses to grade my work?

[View a rubric before handing in an Assignment](#)

[View a rubric after an Assignment is graded](#)

If a teacher grades an Assignment with a rubric that is added and attached to an assignment, you can view this rubric. You can peruse it before writing and submitting an assignment, so that you are aware of the criteria the teacher uses to grade your work. After your teacher has graded your assignment, you can also see what score you attained based on the rubric's criteria.

## View a rubric before handing in an Assignment

- Go to **Activities** in your course's navbar.
- Click **Assignments**. The assignments homepage opens.
- Click the assignment for which you want to view the attached rubric.

Opdracht 1 - Submit Assignment

▸ Show Submission Folder Information

▼ Hide Rubrics

Rubric Name: Essay

Inhoud	Level 3 (Goed) 3 points	Level 2 (Voldoende) 2 points	Level 1 (Onvoldoende) 1 point	
Vraagstelling	De vraagstelling is specifiek en helder geformuleerd.	De vraagstelling is helder geformuleerd, maar niet te breed.	De vraagstelling is te breed en wordt niet expliciet genoemd.	/ 3
Imbedding in de bestaande literatuur	De vraagstelling is relevant in de huidige wetenschap/maatschappij.	De vraagstelling is relevant, maar niet genoeg gekoppeld aan de bestaande literatuur over het onderwerp.	Het onderwerp draagt geen nieuw inzicht/nieuwe kennis bij aan de bestaande literatuur.	/ 3
Opbouw	De opbouw is overzichtelijk en logisch. Duidelijke kopjes en een duidelijke inhoudsopgave geven een goed overzicht van de opbouw van het essay.	De verbanden tussen de onderwerpen worden niet expliciet genoeg weergegeven, maar zijn er wel. Doordat je naar sommige verbanden moet zoeken, kun je te gemakkelijk de draad kwijtraken.	Het essay mist structuur en er zitten grote sprongen tussen de denkstappen en de verschillende onderwerpen.	/ 3
Argumentatie	De argumenten zijn to-the-point en laten goed het begrip van de student zien. De student is kritisch en gebruikt goede voorbeelden.	De argumenten reflecteren dat de student een goed begrip heeft van het onderwerp en de voorbeelden zijn goed gekozen. Maar de student is niet kritisch genoeg naar alle bronnen toe.	De argumenten laten zien dat de student geen goed begrip heeft van het huidige debat en staat niet kritisch tegenover de bronnen.	/ 3
Conclusie	De conclusie vloeit voort uit de argumenten en ook hier is de student kritisch wat deze conclusies betekenen.	De conclusie verwijst niet expliciet terug naar de argumentatie, waardoor de getrokken conclusies wat speculatief lijken, terwijl de verbanden er wel zijn.	De conclusie vloeit niet logisch voort uit de argumenten en is meer een samenvatting dan een conclusie.	/ 3

Bronnen	Level 3 (Goed) 3 points	Level 2 (Voldoende) 2 points	Level 1 (Onvoldoende) 1 point	
Type en aantal	De student heeft genoeg bronnen gebruikt om het onderwerp goed in te bedden in de literatuur. De bronnen zijn van academische aard.	De student gebruikt genoeg bronnen om het onderwerp in te bedden in de literatuur. Niet alle bronnen zijn academisch of uit een andere betrouwbare bron.	De student gebruikt te weinig bronnen om het onderwerp goed in te bedden in de literatuur en niet alle bronnen zijn betrouwbaar. Niet alle bronnen zijn relevant voor het onderwerp.	/ 3

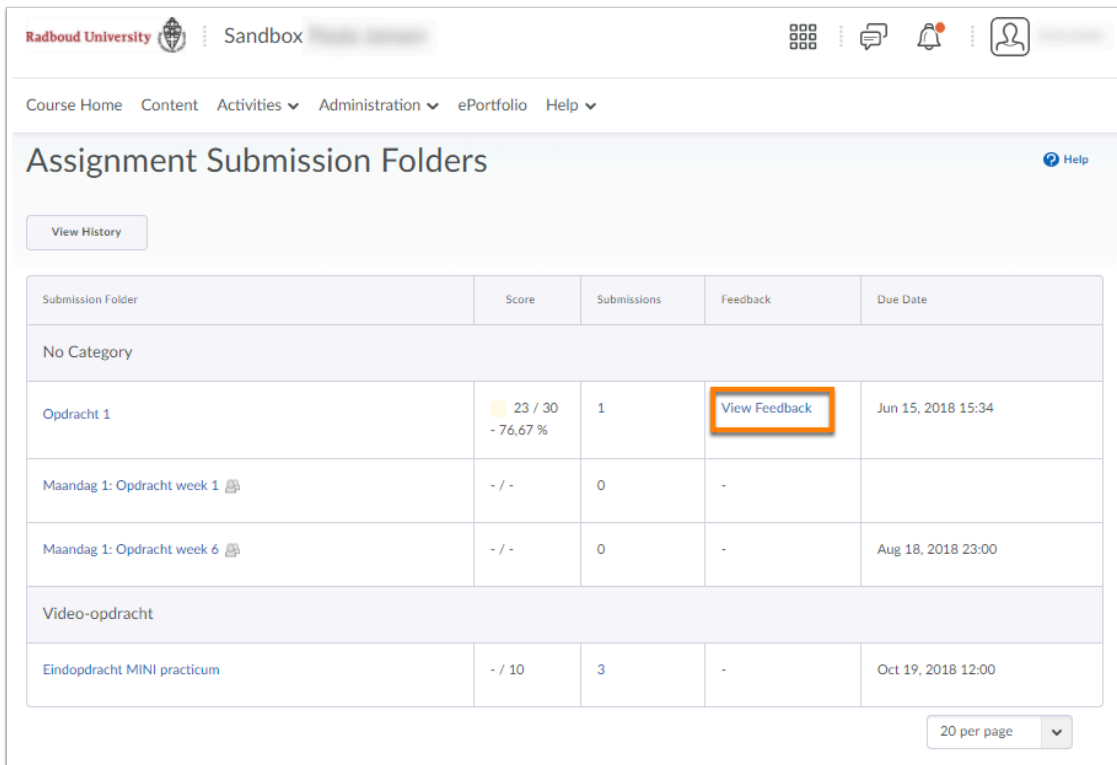
- Click **Show Rubrics**.

You will now see the rubric along with the grading criteria your teacher will use to assess your assignment.

# Werkinstructies

## View a rubric after an Assignment is graded

- Go to **Activities** in your course's navbar.
- Click **Assignments**. The assignment homepage opens.
- Click the assignment for which you want to view the rubric.



Assignment Submission Folders

View History

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
Opdracht 1	23 / 30 - 76,67 %	1	<a href="#">View Feedback</a>	Jun 15, 2018 15:34
Maandag 1: Opdracht week 1	- / -	0	-	
Maandag 1: Opdracht week 6	- / -	0	-	Aug 18, 2018 23:00
Video-opdracht				
Eindopdracht MINI practicum	- / 10	3	-	Oct 19, 2018 12:00

20 per page

If an Assignment is graded, you can see your grade in the **Score** column. The **Feedback** column gives you access to the rubric that was used.

- Click **View Feedback** to view the rubric including any feedback your teacher has added.

# Werkinstructies

Feedback for Opdracht 1				
<a href="#">Niet te verspreiden</a> Submission Feedback Inhoud Bronnen Taalgebruik				
Rubric Name: Essay				
Inhoud	Level 3 (Goed) 3 points	Level 2 (Voldoende) 2 points	Level 1 (Onvoldoende) 1 point	
Vraagstelling	De vraagstelling is specifiek en helder geformuleerd. ✓	De vraagstelling is helder geformuleerd, maar niet te breed.	De vraagstelling is te breed en wordt niet expliciet genoemd.	3 / 3
Inhouding in de bestaande literatuur	De vraagstelling is relevant in de huidige wetenschap/maatschappij.	De vraagstelling is relevant, maar niet genoeg gekoppeld aan de bestaande literatuur voor het onderzoek.	Niet onderwerp draagt geen nieuwe inzichten/ideeën toe aan de bestaande literatuur. ✓	1 / 3
Opbouw	De opbouw is overzichtelijk en logisch. Beschrijft het probleem en een duidelijke onderzoeksvraag, maar ook een goed overzicht van de opbouw van het essay. ✓	De verhanden beslaat de onderzoeksvraag, maar niet expliciet genoeg. Het probleem wordt niet duidelijk geformuleerd. Maar de student is niet kritisch genoeg naar alle bronnen toe.	Niet meer min structureel en er zitten grote fouten in de beschrijving van de verschillende onderzoeksvragen.	3 / 3
Argumentatie	De argumenten zijn in de tijd goed en laten goed het begrip van de student zien. De student is kritisch en gebruikt goede voorbeelden.	De argumenten reflecteren dat de student een goed begrip heeft van het onderzoek en de verschillende zijn goed gekozen. Maar de student is niet kritisch genoeg naar alle bronnen toe. ✓	De argumenten laten zien dat de student geen goed begrip heeft van het concept. Het is niet duidelijk hoe de student de verschillende onderzoeken opvat.	2 / 3
Conclusie	De conclusie sluit goed aan op de argumenten en ook hier is de student kritisch naar de conclusies van de bronnen.	De conclusie verwijst niet expliciet terug naar de argumenten, maar de student heeft wel een overzichtelijke lijn, terwijl de verhanden er wel zijn. ✓	De conclusie sluit niet goed aan op de argumenten en is meer een samenvatting dan een conclusie. ✓	2 / 3
Bronnen	Level 3 (Goed) 3 points	Level 2 (Voldoende) 2 points	Level 1 (Onvoldoende) 1 point	
Type en aantal	De student heeft genoeg bronnen gebruikt om het onderzoek goed in te bedden in de literatuur. De bronnen zijn van academische aard.	De student gebruikt genoeg bronnen om het onderzoek in te bedden in de literatuur. Niet alle bronnen zijn academisch of uit een andere betrouwbare bron. ✓	De student gebruikt te weinig bronnen om het onderzoek goed in te bedden in de literatuur en er zitten grote fouten in de beschrijving van de verschillende onderzoeken.	2 / 3
Wijze van citeren, parafraseren en verwijzen	De manier van citeren, parafraseren en verwijzen is correct volgens de aanwijzingen. ✓	De wijze van citeren en verwijzen is correct volgens de aanwijzingen. De wijze van parafraseren is op een paar punten in het essay verkeerd en daardoor niet geheel correct.	De wijze van citeren, parafraseren en verwijzen zijn niet volgens de aanwijzingen.	3 / 3
Taalgebruik	Level 3 (Goed) 3 points	Level 2 (Voldoende) 2 points	Level 1 (Onvoldoende) 1 point	

**Submission Feedback** displays the grading criteria. Below that, you can view the rest of the rubric. Cells highlighted in blue mark the score you achieved in your assignment.

Zinsstructuur

De zinnen zijn helder opgebouwd en niet te lang. De interpunctie klopt.

De zinnen zijn wat rommelig en te lang of te kort. Het verhaal is wel goed te volgen, maar het had helderder gekund. ✓

De zinsopbouw klopt vaak niet. Zinnen zijn te lang of te kort en er zitten interpunctiefouten in. Hierdoor is het essay slecht leesbaar.

2 / 3

Total

23 / 30

Score

23 / 30 - 76,67 %

Feedback Date


Aug 24, 2018 15:30

User Submissions

Submission Folder

Opdracht 1

Submission(s)

Submission(s)	Date Submitted ▼
 <b>Mijn cavia - Een post-structuralist perspectief...</b> (11,32 KB)	Aug 24, 2018 15:13 <b>69 days late</b>
Essay opdracht 1, Harry, s0000000	

Done

## Werkinstructies

1. Below the rubric, your final grade for the assignment is listed.
2. **Feedback Date** displays when the teacher added their feedback to your assignment.
3. **User Submissions** is where your handed in assignment is located.
4. Click **Done** to return to the assignments homepage.



# Activities: Discussions

## Werkinstructies

# How do I use Discussions?

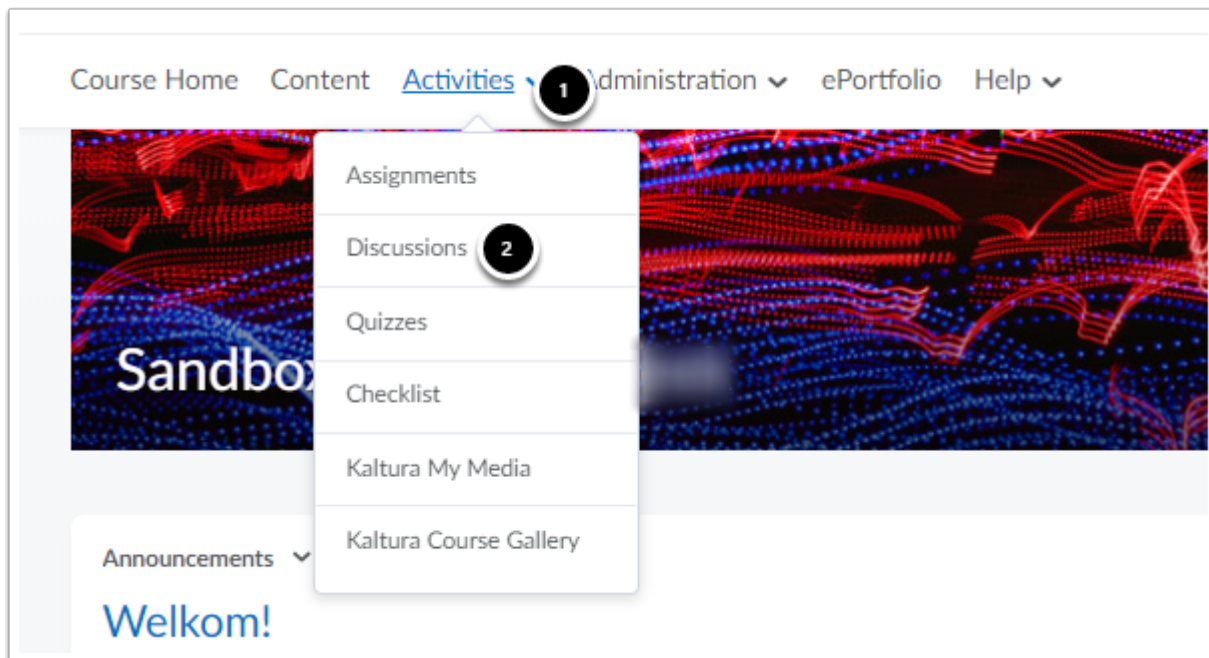
[Discussions homepage](#)

[Discussions List](#)

[Subscriptions](#)

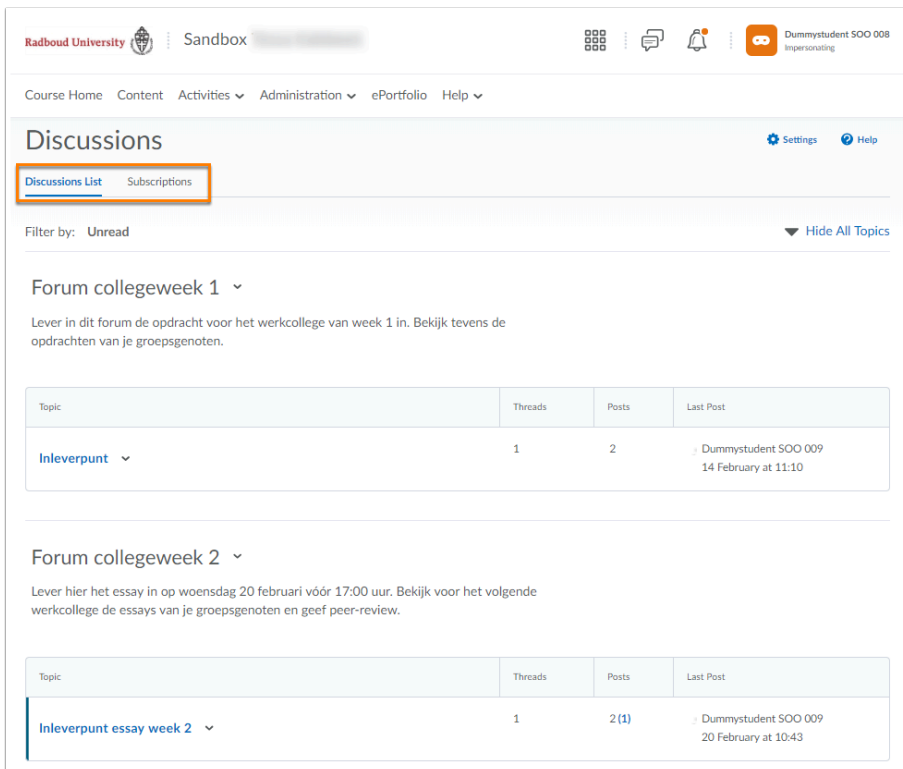
Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.

## Discussions homepage



1. Navigate to **Activities** in the navbar of your course.
2. Click **Discussions**. You will be navigated to the Discussions homepage.

# Werkinstructies



Discussions

Discussions List Subscriptions

Filter by: Unread Hide All Topics

Forum collegeweek 1

Lever in dit forum de opdracht voor het werkcollege van week 1 in. Bekijk tevens de opdrachten van je groepsgenoten.

Topic	Threads	Posts	Last Post
Inleverpunt	1	2	Dummystudent SOO 009 14 February at 11:10

Forum collegeweek 2

Lever hier het essay in op woensdag 20 februari vóór 17:00 uur. Bekijk voor het volgende werkcollege de essays van je groepsgenoten en geef peer-review.

Topic	Threads	Posts	Last Post
Inleverpunt essay week 2	1	2 (1)	Dummystudent SOO 009 20 February at 10:43

- On the Discussions homepage you will find an overview of all forums and the corresponding topics that the teacher has created for the course. This is the **Discussions List**.
- Below **Subscriptions** you can select how you wish to receive notifications (emails) about discussion forums, topics, and threads you have subscribed to.

# Werkinstructies

## Discussions List

Filter by: Unread ▼ Hide All Topics

**Forum collegeweek 1** ▼

Lever in dit forum de opdracht voor het werkcollege van week 1 in. Bekijk tevens de opdrachten van je groepsgenoten.

Topic	Threads	Posts	Last Post
Inleverpunt ▼	1	2	Dummystudent SOO 009 14 February at 11:10

**Forum collegeweek 2** ▼

Lever hier het essay in op woensdag 20 februari vóór 17:00 uur. Bekijk voor het volgende werkcollege de essays van je groepsgenoten en geef peer-review.

Topic	Threads	Posts	Last Post
Inleverpunt essay week 2 ▼	1	2 (1)	Dummystudent SOO 009 20 February at 10:43

The **Discussions List** will show a list of all forums, topics and threads that have been created by teachers or students. Below **Posts** you will see how many messages have been posted in the topic concerned. The blue number between brackets behind the number of posts indicated how many posts are currently unread.



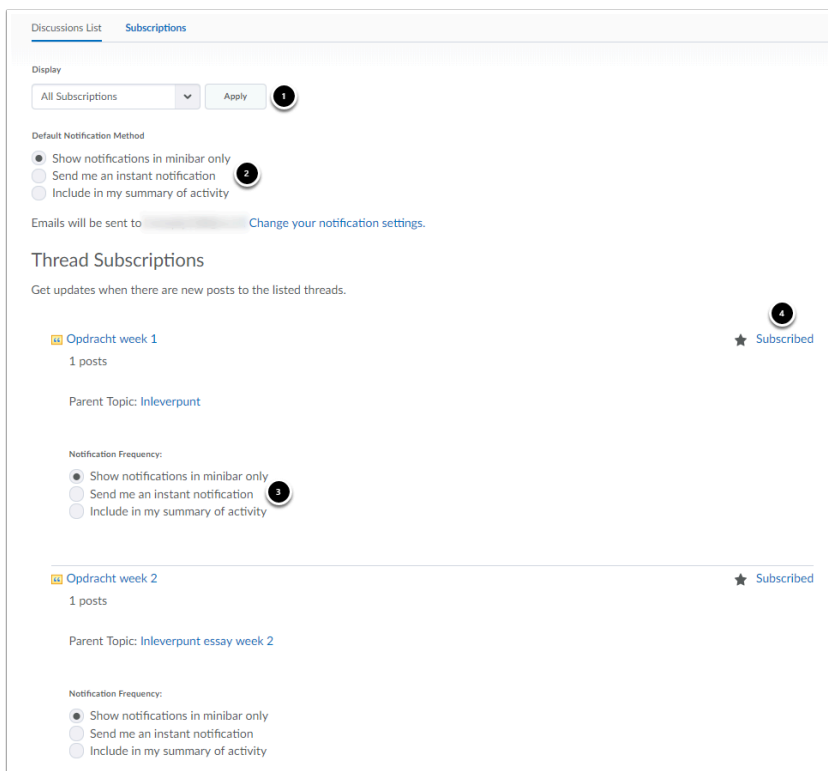
For more information about participating in a discussion, please read the following article: [How do I participate in a discussion?](#)

## Subscriptions

**Subscriptions** will show a list of all forums, topics and threads you are receiving notifications from.



# Werkinstructies



1. Select whether you wish to see all your subscriptions (**All Subscriptions**), or only specific subscriptions; the forums (**Forum Subscriptions Only**), the topics (**Topic Subscriptions Only**) or the threads (**Thread Subscriptions Only**).
2. Below **Default Notification Method** you can choose whether you want to receive notifications in the minibar, as an email, or in your daily [summary of activity](#).
3. It is possible to set up your notification for each forum, topic and thread individually.
4. Click **Subscribed** to unsubscribe from a forum, topic or thread. A window will appear that asks you to confirm your action.

**i** In a topic or thread you can set whether you want to receive notifications. You do this by clicking on **Subscribe** at the topic or thread.

## Werkinstructies

# How do I participate in a discussion?

[Discussions](#)

[Topics and threads](#)

[React to a post](#)

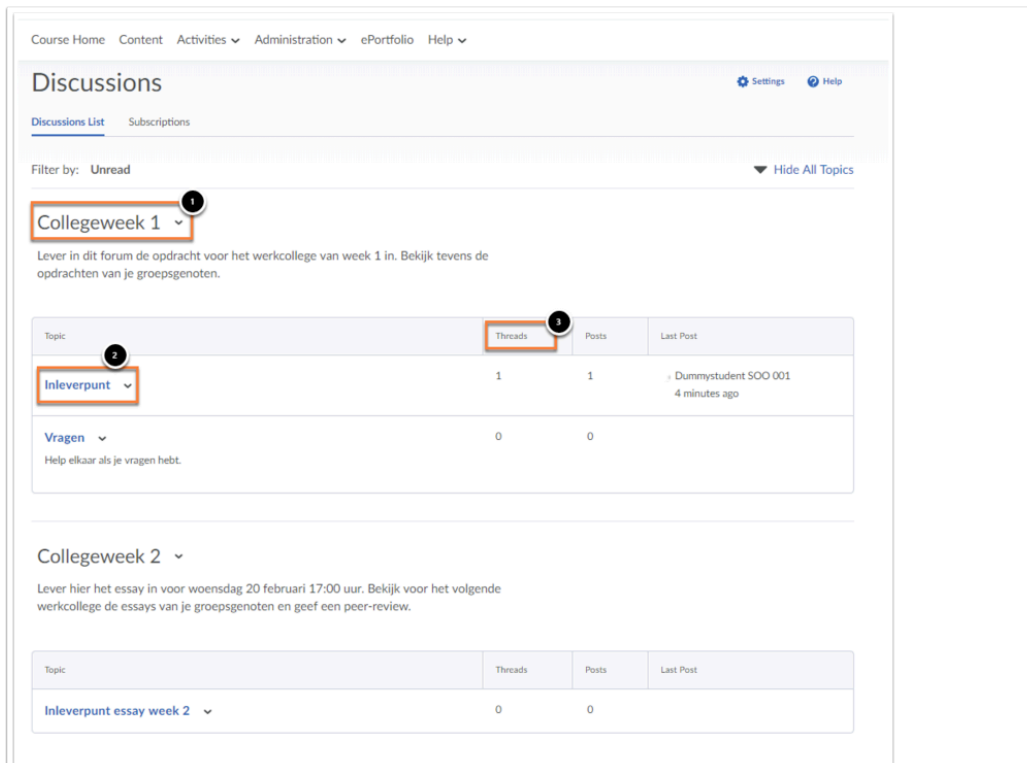
[Where can I find responses?](#)

[Rate a post](#)

## Discussions

Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**. You will navigate to the Discussions homepage.
- Here you will find an overview of all discussion forums and topics the teacher has created for this course. This is called the **Discussions List**.



Course Home Content Activities Administration ePortfolio Help

### Discussions

Settings Help

Discussions List Subscriptions

Filter by: Unread Hide All Topics

Collegeweek 1

Lever in dit forum de opdracht voor het werkcollege van week 1 in. Bekijk tevens de opdrachten van je groepsgenoten.

Topic	Threads	Posts	Last Post
Inleverpunt	1	1	Dummystudent SOO 001 4 minutes ago
Vragen	0	0	

Vragen  
Help elkaar als je vragen hebt.

Collegeweek 2

Lever hier het essay in voor woensdag 20 februari 17:00 uur. Bekijk voor het volgende werkcollege de essays van je groepsgenoten en geef een peer-review.

Topic	Threads	Posts	Last Post
Inleverpunt essay week 2	0	0	

Discussions consists of three different components:

1. You can discuss with fellow students in a discussion **forum**.
2. This is done within one or several themes (**topics**).

## Werkinstructies

3. Within this topic, it is possible to create one or multiple **threads**.



It is possible that teachers decide to create separate topics and/or threads for specific groups within the course. They can choose whether you can or cannot see the topics/threads of other groups. Teachers thus can decide which components will be visible for who.

Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.

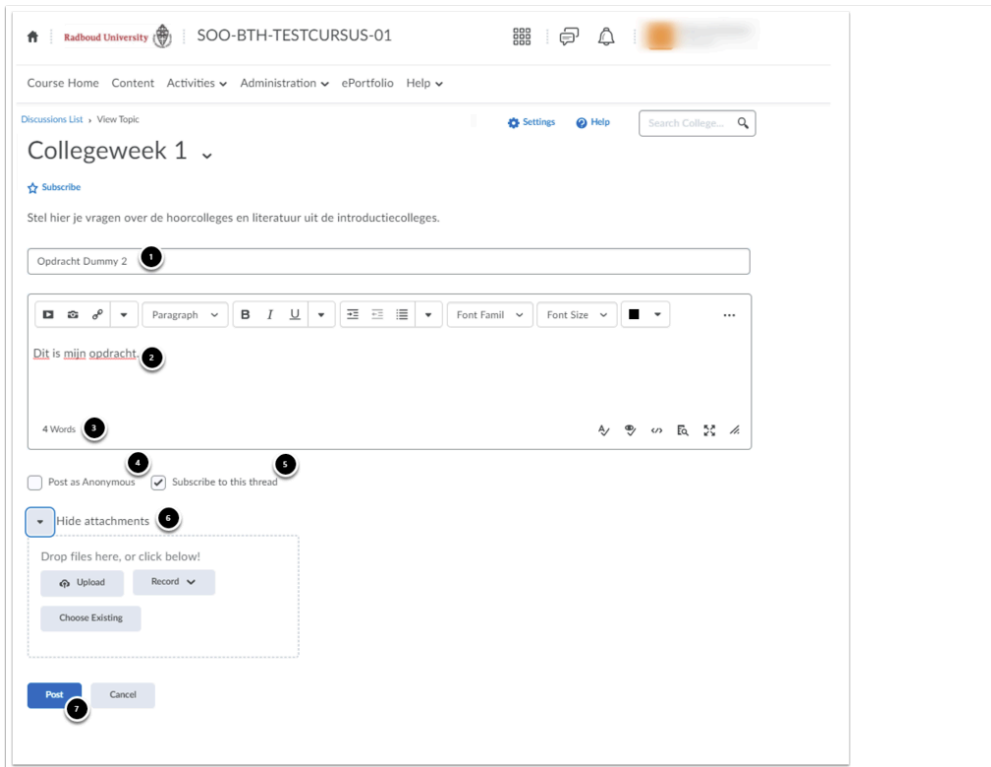
- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**. You will navigate to the Discussions homepage.
- Here you will find an overview of all forums and topics the teacher has created for this course. This is called the **Discussion List**.

## Topics and threads

A **topic** is the place within a forum where you can post and read messages. Within the topic you can create threads, which is a main message to which people can respond with a **post**. A thread is created the following way:

- Go to the Discussions homepage and click a **topic**. You will see a description of the topic and all threads that have been posted previously.
- Click **Start a New Thread**.

# Werkinstructies



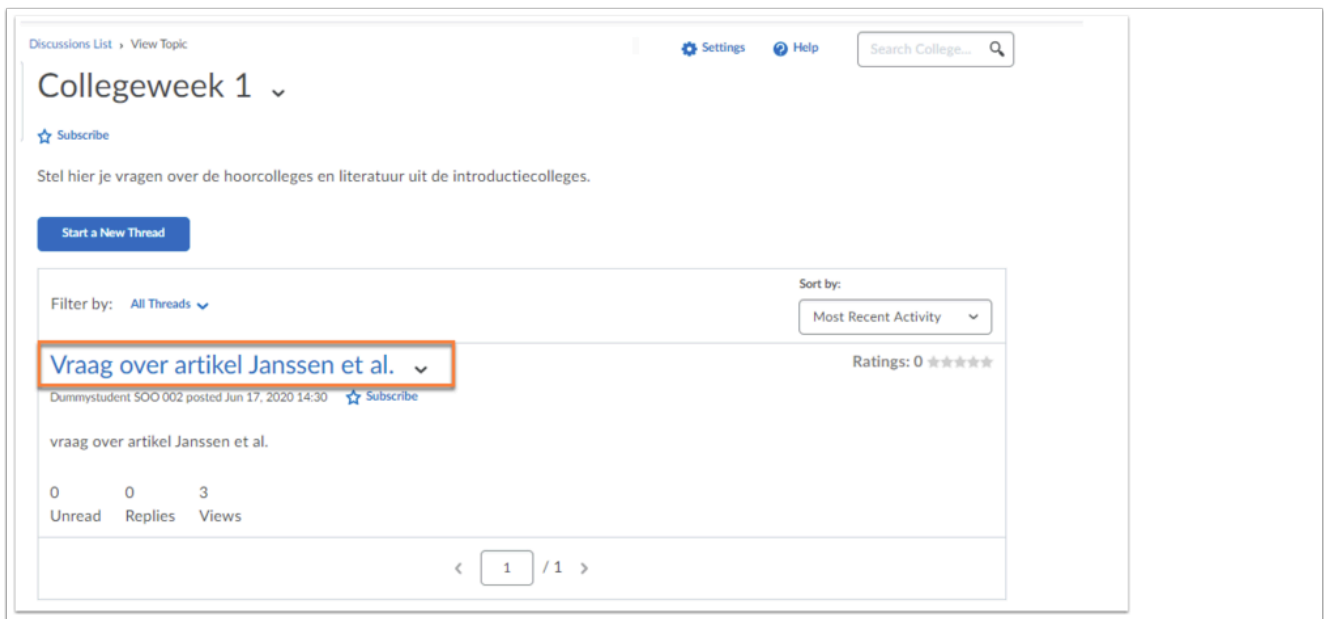
1. Enter a subject.
2. Add text, *for example a question you want to ask or the reason for creating the thread.*
3. When you have created a thread, you will automatically receive notifications (emails) when someone replies to your thread. If you do not want to receive these notifications, deselect **Subscribe to this thread**.
4. Click **Add attachments** to add a file. Then click **Upload** and find the right file.
5. Click **Post**.

## React to a post

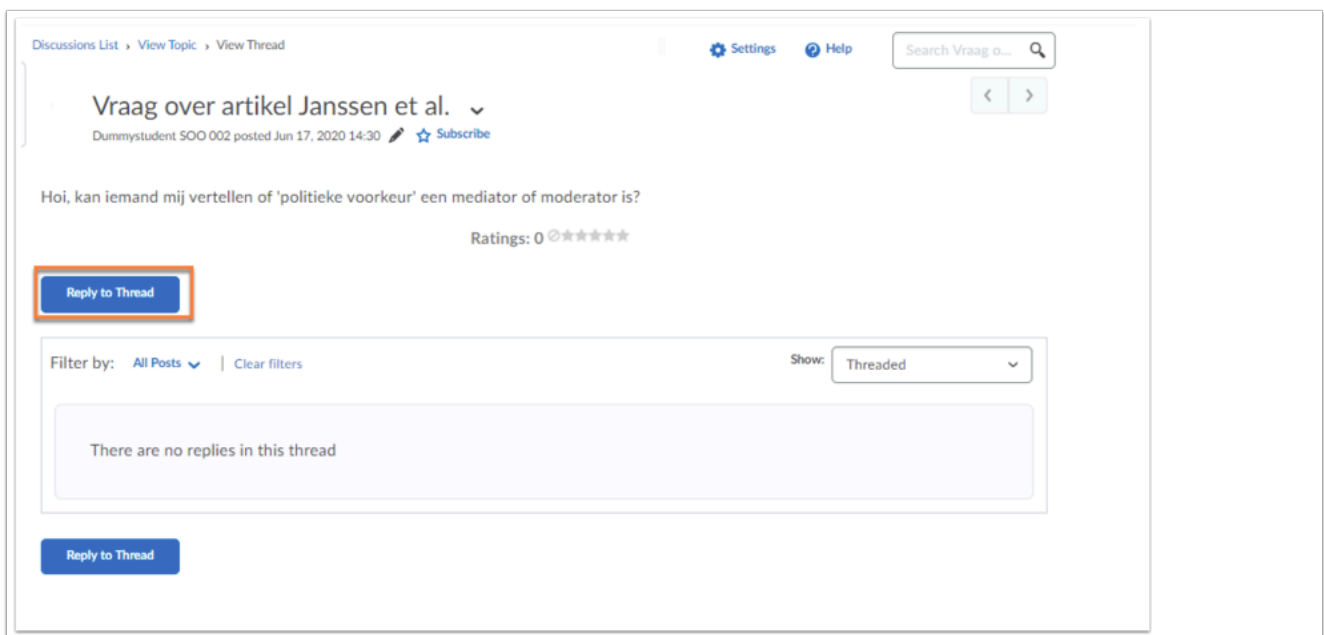
Within a topic it is possible to react to other peoples' **threads**. *For example, you can provide other students with feedback if they have posted an assignment or answer a question that another student or the teacher has asked.*

- Click the desired topic on the Discussions homepage.

# Werkinstructies

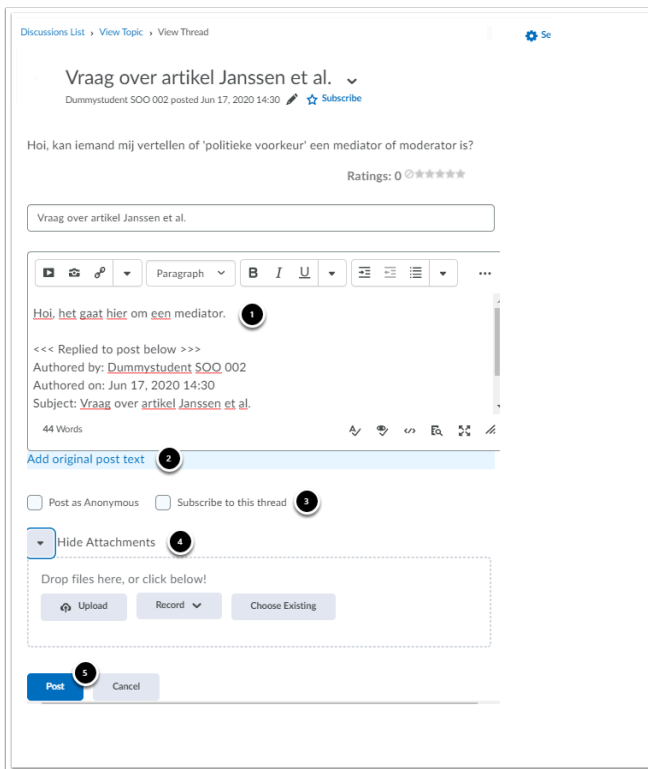


- Click on the title of the thread you wish to react to.



- Click **Reply to Thread**.

# Werkinstructies



The screenshot shows a discussion thread titled "Vraag over artikel Janssen et al." with a dropdown arrow. Below the title, it says "Dummystudent SQO 002 posted Jun 17, 2020 14:30" and a "Subscribe" button. The main text of the thread is "Hoi, kan iemand mij vertellen of 'politieke voorkeur' een mediator of moderator is?" with a "Ratings: 0" and five stars. Below this is a text input field with the placeholder "Vraag over artikel Janssen et al.". The rich text editor below has a toolbar with icons for bold, italic, underline, link, unlink, list, and more. The text in the editor is "Hoi, het gaat hier om een mediator." with a circled 1 next to the text. Below the editor, it says "<<< Replied to post below >>>" and "Authored by: Dummystudent SQO 002". It also shows "Authored on: Jun 17, 2020 14:30" and "Subject: Vraag over artikel Janssen et al.". Below the subject is a "44 Words" counter and a "Add original post text" button with a circled 2. Below the button are two checkboxes: "Post as Anonymous" and "Subscribe to this thread" with a circled 3. Below these is a "Hide Attachments" button with a circled 4. Below that is a dashed box with the text "Drop files here, or click below!" and three buttons: "Upload", "Record", and "Choose Existing". At the bottom are "Post" and "Cancel" buttons with a circled 5 next to the "Post" button.

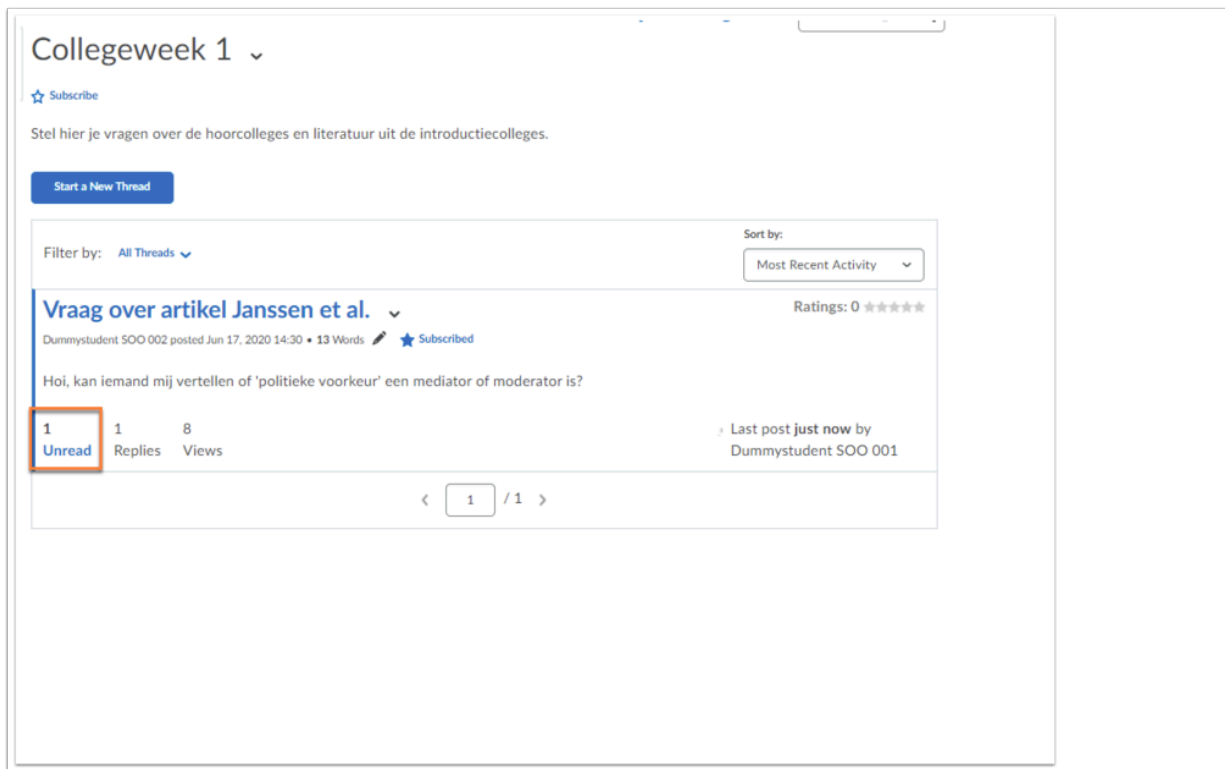
- Write your reaction to the thread in the HTML-editor.
- Click **Add original post text** to add the post you are reacting to.
- When you react to a thread, you will automatically receive notifications (emails) when someone replies to your thread. If you do not want to receive these notifications, deselect **Subscribe to this thread**.
- Click **Add attachments** to add a file. Then click **Upload** and find the right file.
- Click **Post**.

**!** When and how you can react to a thread depends on the teacher. They can choose to make it a requirement for you to start your own thread before you can react to someone else's. If this is the case, you will see **Must post first** when you access the topic and you will not see any posts. Only when you have started a thread yourself you will see the posts of fellow students.

## Where can I find responses?

There are several ways to know when someone has responded to your thread.

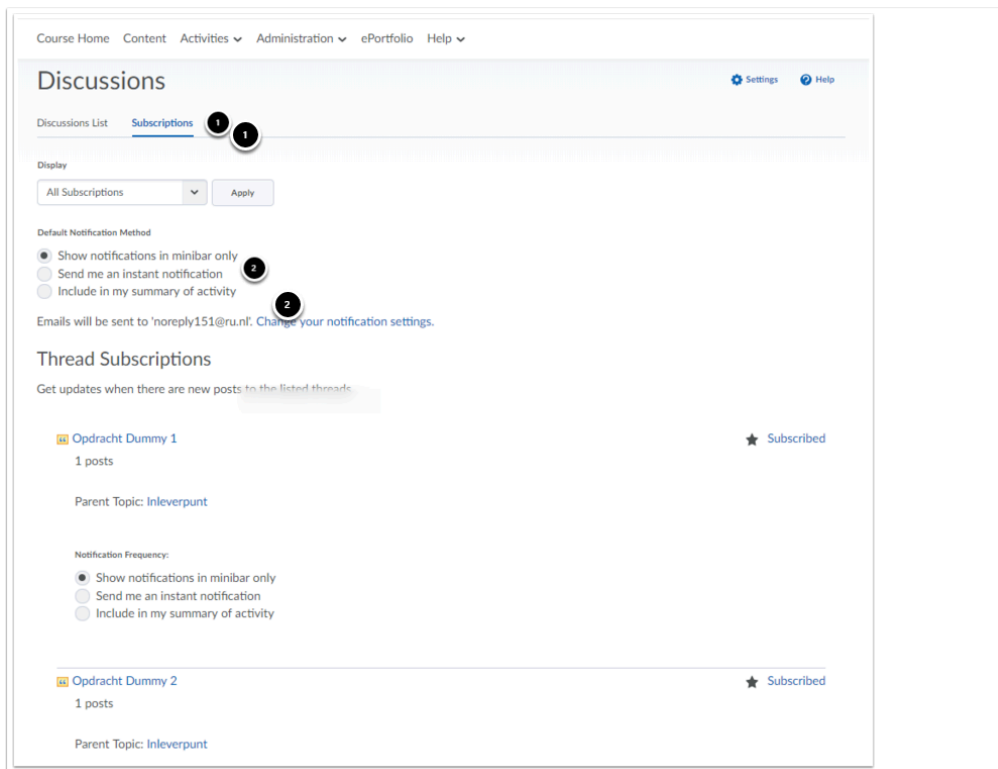
# Werkinstructies



- Below your thread you will see the word **Unread**. The number above indicated how many unread reactions your thread has. Click **Unread** to read them.

It is also possible to receive notifications for **Discussions**. Read the article [What notifications can I turn on or off and how do I receive them per email?](#) for more information on setting up notifications. You can also change these settings by going to **Discussions**.

# Werkinstructies



1. Click **Subscriptions** on the Discussions homepage.
2. Select which notifications you would like to receive.

## Rate a post

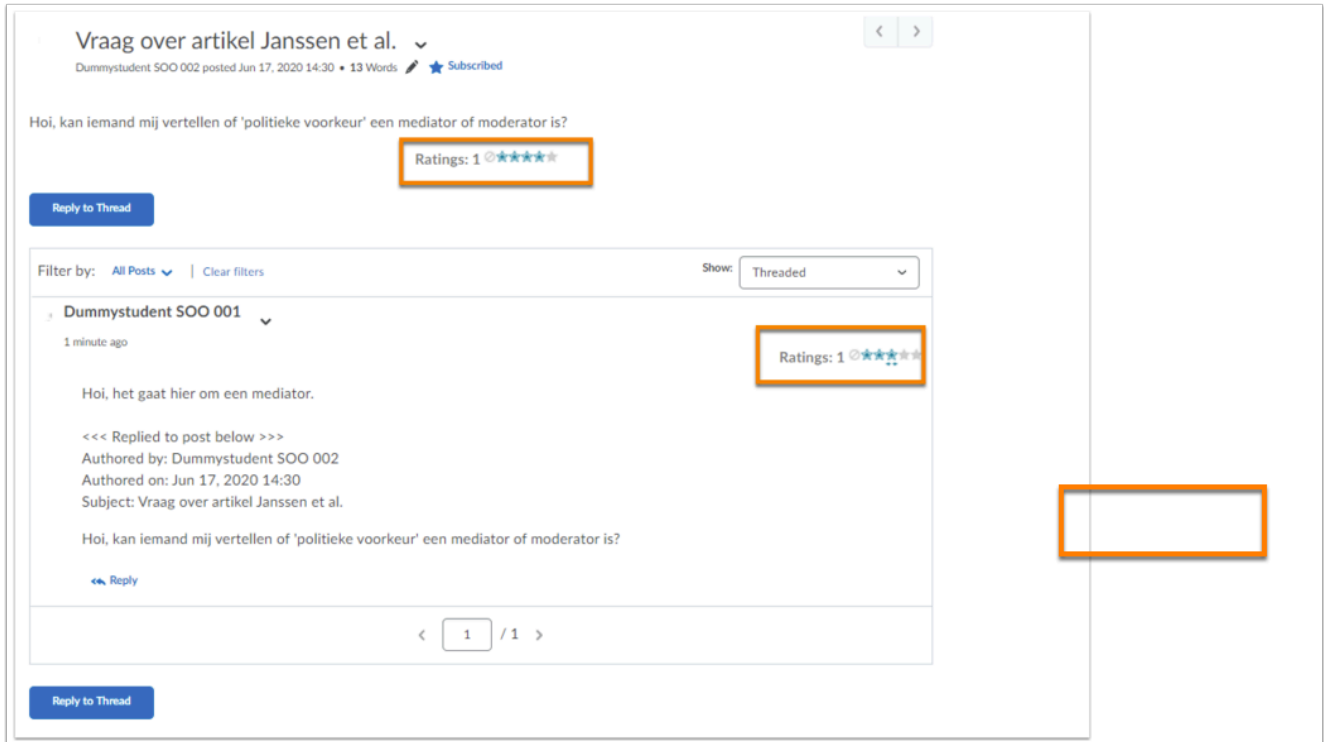
If the teacher enables this feature, it is possible to rate the posts of other students. There are several ways to do this:

- **Five-Star Rating Scheme:** you can give your students one to five stars for their post.
- **Up Vote/Down Vote Rating Scheme:** you can give the post a positive or negative vote.
- **Up Vote Only Rating Scheme:** you can give the post a positive vote.



# Werkinstructies

## Five-Star Rating Scheme



Vraag over artikel Janssen et al. ▾  
Dummystudent SOO 002 posted Jun 17, 2020 14:30 • 13 Words • ★ Subscribed

Hoi, kan iemand mij vertellen of 'politieke voorkeur' een mediator of moderator is?

Ratings: 1 ⬤★★★★

Reply to Thread

Filter by: All Posts ▾ | Clear filters Show: Threaded ▾

Dummystudent SOO 001 ▾  
1 minute ago

Hoi, het gaat hier om een mediator.

<<< Replied to post below >>>  
Authored by: Dummystudent SOO 002  
Authored on: Jun 17, 2020 14:30  
Subject: Vraag over artikel Janssen et al.

Hoi, kan iemand mij vertellen of 'politieke voorkeur' een mediator of moderator is?

⬅ Reply

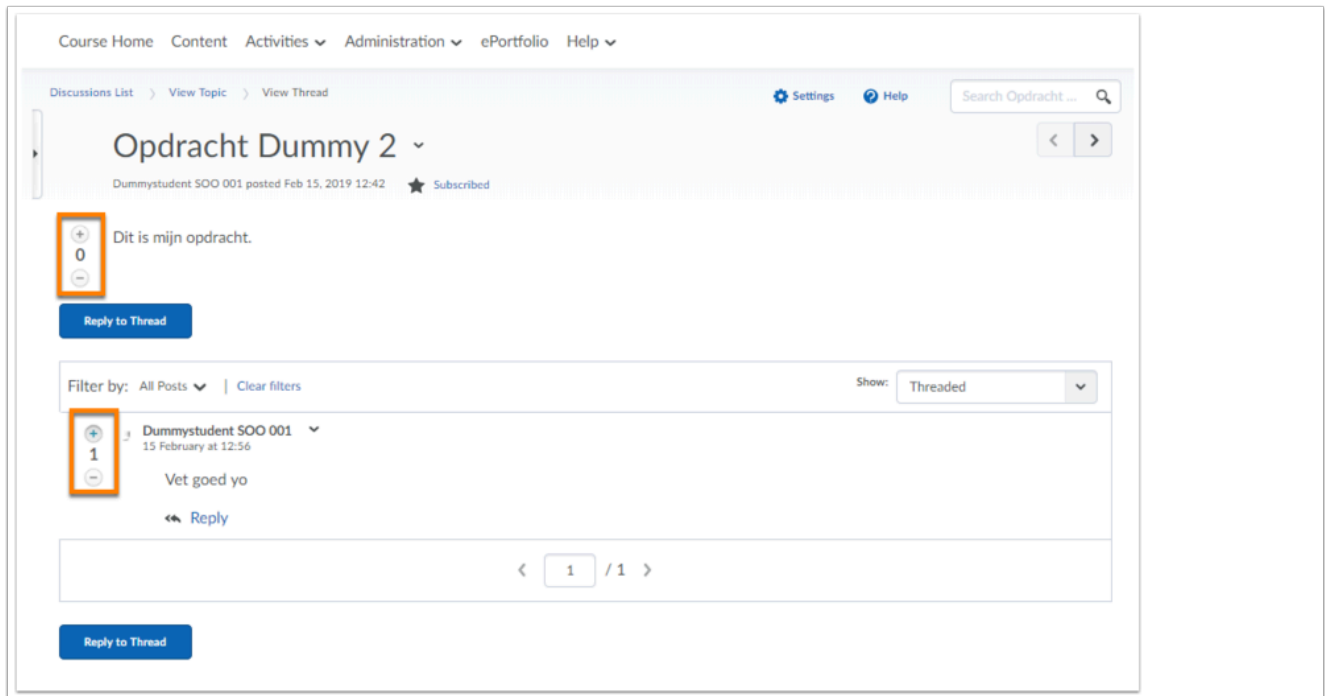
< 1 / 1 >

Reply to Thread

If you are using the five-star rating scheme, you can use **Ratings** to select the desired number of stars. It is possible to change or delete your rating by clicking a different number of stars or by clicking the circle with a bar. You can vote both on the original post of a thread as well as on the reactions.

# Werkinstructies

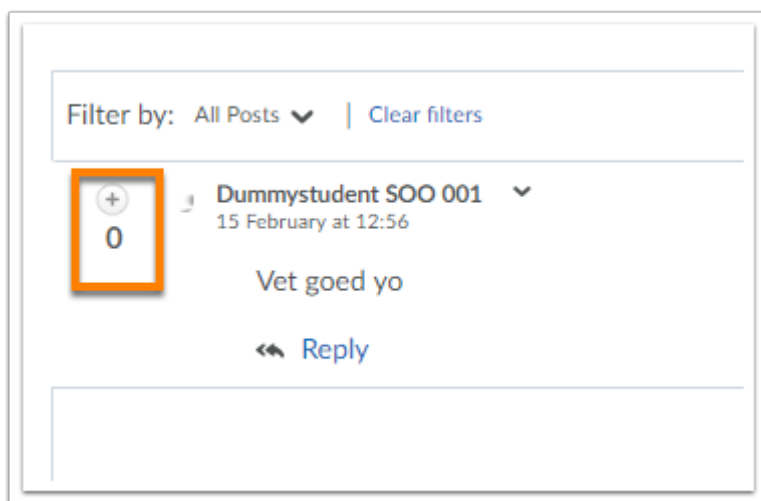
## Up Vote/Down Vote Rating Scheme



- Click the plus icon to give the thread a positive vote.
- Click the minus icon to give the thread a negative vote.

You can alter or undo your rating by clicking the plus or minus icon again. You can vote once on each post.

## Up Vote Only Rating Scheme



## Werkinstructies

If the only option you have is a positive vote, you can vote by clicking the plus icon. Clicking the icon again allows you to change or undo your rating.

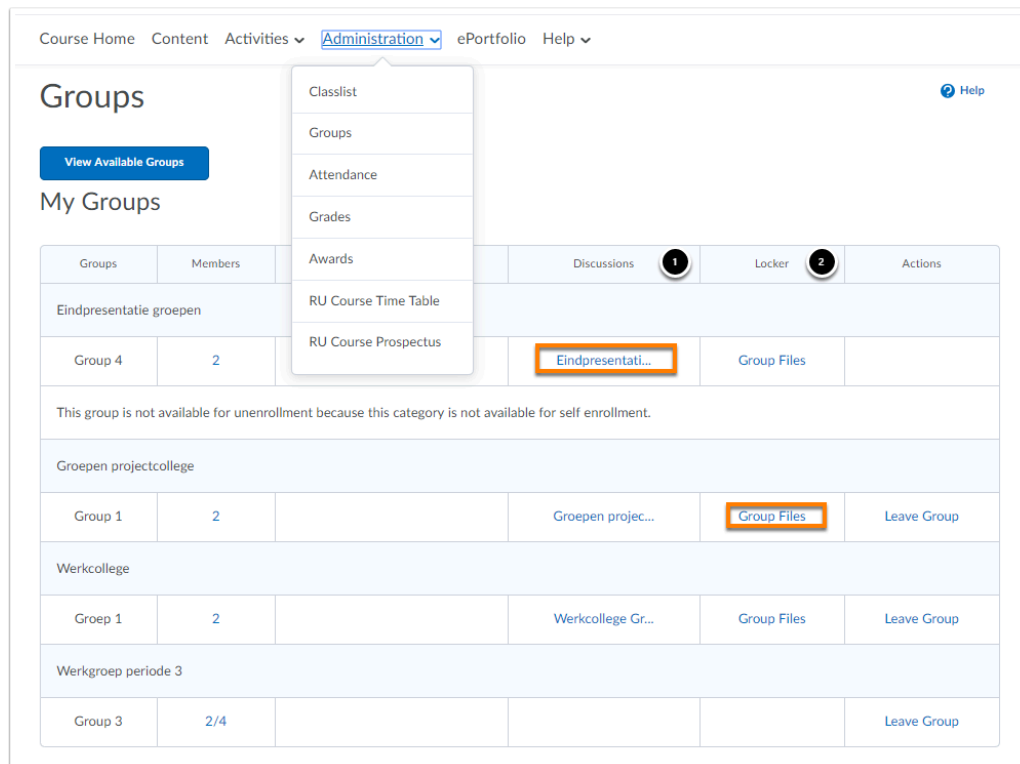
## Werkinstructies

# How can I collaborate with students on files in Brightspace?

The teacher has the ability to create a place within the Brightspace course where students can work together in groups as well as share files with each other.

- To enable group work, the teacher can set up a [Group Locker](#). A locker is a digital storage facility, similar to Dropbox, where up to 1 GB of data can be uploaded and saved. You and your other group members can share different types of files (documents, images etc) with each other.
- Another option is for the teacher to open a Discussion, where students can discuss, ask questions and consult.

Go to **Administration > Groups** to see whether you can access Discussions or Lockers.



Course Home Content Activities **Administration** ePortfolio Help

## Groups

[View Available Groups](#)

### My Groups

Groups	Members	Discussions	Locker	Actions
Eindpresentatie groepen				
Group 4	2	Eindpresentati...	Group Files	
This group is not available for unenrollment because this category is not available for self enrollment.				
Groepen projectcollege				
Group 1	2	Groepen projec...	Group Files	Leave Group
Werkgroep				
Groep 1	2	Werkgroep Gr...	Group Files	Leave Group
Werkgroep periode 3				
Group 3	2/4			Leave Group

- Go to **Administration** in the navbar of your course.
  - Click **Groups**. You will be navigated to the groups homepage. Here you will find an overview of all groups you are a part of (through OSIRIS, the teacher, or [self-enrollment in Brightspace](#)).
1. The column **Discussions** will show whether the teacher has created a group discussion for your group. Click the title to open the discussion.
  2. The column **Locker** will show whether the teacher has created a group locker for your group. Click **Group Files** to open the locker.

# Werkinstructies

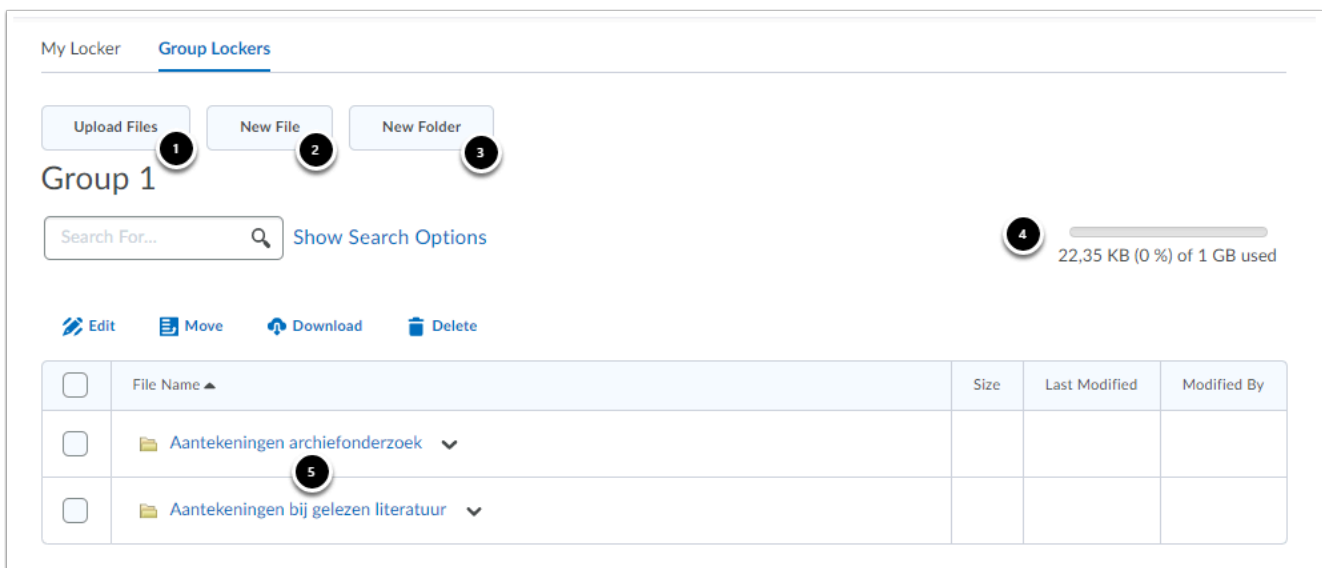


It is also possible to navigate to the discussions page via **Activities > Discussions**. If no discussion topics have been created for the course, an announcement will appear: 'You don't have any discussion topics available to post to.'

More information about Discussions can be found in the following article: [How do I use Discussions?](#)

## Locker


- Navigate to **Administration > Groups** and click **Group Files**.
- Click the second tab to open the overview page of the Group Locker.





File Name	Size	Last Modified	Modified By
Aantekeningen archiefonderzoek			
Aantekeningen bij gelezen literatuur			


1. Click **Upload Files** to upload a file from your computer.
2. Click **New File** to create a file in Brightspace. Give the file a name and add a description if desired. The description will be shown in the overview of files in the locker.  
Then you can use **Edit contents** to add text, videos, images, and links, among others.
3. Use folders to manage the contents of the locker. Click **New Folder** to create a new folder in which you can upload files.
4. On this scale you will see how much of the storage space has been used (the maximum is 1 GB).
5. Click the name of the folder to open it.




# Werkinstructies

 Edit

 Move

 Download

 Delete

<input type="checkbox"/>	File Name ▲	Size	Last Modified	Modified By
	 Return to Parent Folder			
<input type="checkbox"/>	 <a href="#">Aantekeningen literatuur - tekst 1.docx</a> ▼	11,17 KB	Aug 22, 2019 10:29	Dummystudent SOO 008
<input type="checkbox"/>	 <a href="#">Aantekeningen literatuur - tekst 2.docx</a> ▼	11,17 KB	Aug 22, 2019 10:35	Dummystudent SOO 009

The column **File Name** will show all uploaded files and created folders.  
Behind the file name you will see the size of the file as well as when the file was last modified and by who.

 It is not possible to collaborate with students on one file at the same time.

# Activities: Quizzes and Surveys

## Werkinstructies

# How do I take a quiz?

[Quizzes homepage](#)

[Summary](#)

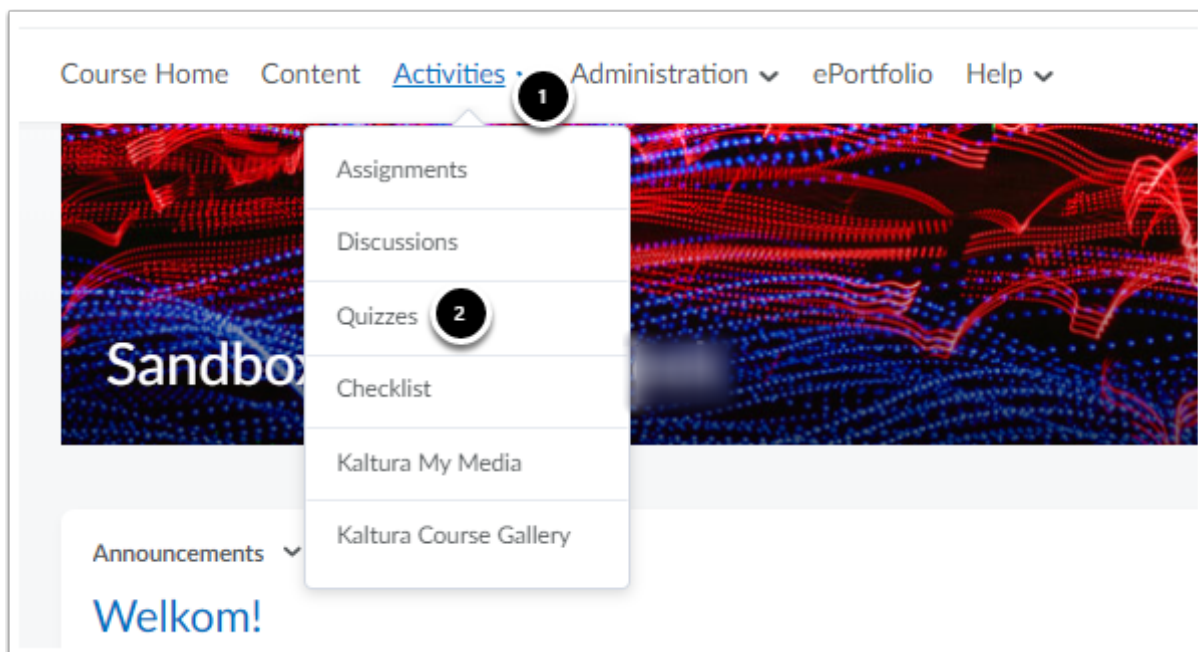
[Take a quiz](#)

[Submissions](#)

[Reports](#)

## Quizzes homepage

Teachers can create a Quiz for a course. You have to take this quiz on Brightspace, after which the teacher can provide feedback.



1. Navigate to **Activities** in the navbar of your course.
2. Click **Quizzes**. You will navigate to the Quizzes homepage.



# Werkinstructies

Quiz List			Help
Current Quizzes		Feedback	Attempts
<div>1</div> <div>Quiz week 2</div> <div>Due on Apr 15, 2019 12:00</div> <div>Availability: a</div> <div>Submissions</div> <div>Reports</div> <div>2</div>		-	1 / 1
<div>Quiz 'Provo i</div> <div>Availability: a</div>		-	1 / 1
<div>Quiz 'De geschiedenis van Nederland'</div> <div>Due on May 3, 2019 10:43</div> <div>Availability: always available</div>		-	0 / 1
Past Quizzes		Feedback	Attempts
<div>Quiz Piet Mondriaan</div> <div>Due on Feb 28, 2019 10:00</div> <div>Available until Feb 28, 2019 11:00</div>		View Feedback	1 / 1

- Below **Current Quizzes** you will see the different quizzes the teacher has created for a course. Below the title of the quiz you will also find the deadline and the availability.
  - Below **Feedback** you will see whether the teacher has provided commentary on your answers or not.
  - Below **Attempts** you will find the number of attempts you have to take the quiz and also how many attempts you have currently used.
- Click the name of the quiz to open it. You will be navigated to the the [Summary](#) page.
  - Click on the arrow behind a quiz to open the drop-down menu. From here you will navigate to [Submissions](#) and [Reports](#).

## Summary

On the **Summary** page you will find information about the quiz. If you have any attempts left, you can also start them here.

# Werkinstructies

[Quiz List](#) > [Summary](#)

## Summary - Quiz week 2 ▾

### Quiz Details

**Current Time**  
11:50 [Update](#)

**Current User**  
Dummystudent SOO 008 (username: DUMMYSTUDENT-SOO-008)

**Quiz Period**  
Due on Feb 22, 2019 12:00  
Availability: always available

**Time Allowed**  
unlimited (estimated time required: 2:00:00)

**Attempts**  
Allowed - 3, Completed - 0

### Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

Click "Start Quiz" to begin Attempt 1.

[Start Quiz!](#)

- Below **Quiz Details** you will find the time, the user, the deadline, whether the quiz is available, how much time you will need to take the quiz, and how many attempts are allowed and how many you have used.
- Below **Instructions** you will find a description that will help you to take the quiz.
- Click **Start Quiz!** to start the quiz.

# Werkinstructies

## Take a quiz

### Dutch democracy

Est. Length: 2:00:00    Dummystudent SOO 001: Attempt 1

Page 1:

1

2

3

Question 1 (2 points) ✓ Saved

What are the colors of the Dutch flag?

Blank # 1

red

✓

Blank # 2

white

✓

Blank # 3

blue

✓

Question 2 (1 point)

There are 28 countries in the EU.

☐ True

☐ False

Question 3 (1 point)

The current Dutch government consist of the following parties:

☐ VVD, PvdA, D66, CU

☐ VVD, D66, CU, CDA

☐ VVD, CDA, D66, SGP

☐ VVD, CDA, GL, CU

Submit Quiz

1 of 3 questions saved

After you have clicked **Start Quiz!** you will be navigated to the page with questions. When you answer a question, the answer will be saved automatically. It is possible to change your answer before you submit your quiz. After you have submitted all questions, you have to click **Submit Quiz**.

## Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

Back to Questions

## Werkinstructies

A final window will appear. If you want to change any of your answers, you have to click **Back to Questions**. If you feel confident about your answers, click **Submit Quiz** to submit them.

[Quiz List](#) > [Summary](#)

### Summary - Quiz Piet Mondriaan ▾

#### Attempts Completed

#### Quiz Details

**Current Time**  
11:54 [Update](#)

**Current User**  
Dummystudent SOO 008 (username: DUMMYSTUDENT-SOO-008)

**Quiz Period**  
Due on Feb 28, 2019 10:00  
Availability: always available

**Time Allowed**  
unlimited (estimated time required: 2:00:00)

**Attempts**  
Allowed - 1, Completed - 1

After you have taken a quiz and have no remaining attempts, a **Summary** will appear that shows the details of the quiz. Above the Quiz Details you will see **Attempts Completed**. There is no further possibility to take the quiz again.

## Submissions

- Go to the pop-up menu of a quiz and click **Submissions** to review the submitted quiz attempts.

# Werkinstructies

Quiz List > Submissions

## Quiz Submissions - Quiz week 2 ▾

Dummystudent SOO 008 (username: DUMMYSTUDENT-SOO-008)

You have not attempted this quiz.

If you have not taken a quiz, you will see **You have not attempted this quiz.**

Course Home Content Activities ▾ Administration ▾ ePortfolio Help ▾


Quiz List > Submissions

### Quiz Submissions - Dutch democracy ▾

Dummystudent SOO 001 (username: DUMMYSTUDENT-SOO-001)

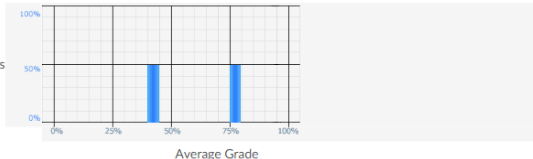
Individual Attempts	Score
Attempt 1 	4 / 4 - Uitmuntend
Attempt 2 	4 / 4 - Uitmuntend
Attempt 3	1 / 4 - Onvoldoende
Attempt 4	3 / 4 - Goed
Overall Grade (average of all attempts):	3 / 4 - Goed

Class Statistics

Class Average:  2,33 / 4 - Voldoende

Your Score:  3 / 4 - Goed

Score Distribution



If you have participated in a quiz, an overview will appear with the attempts. The information you have access to is determined by the teacher, who can change the settings. The default setting is that students are able to see their score (**Individual Attempts** and **Score**), but it is also possible that you have access to the statistics of other students.

- Below **Individual Attempts** you will see the different attempts you have handed in. If you see a text box behind the attempt, the teacher has provided feedback.

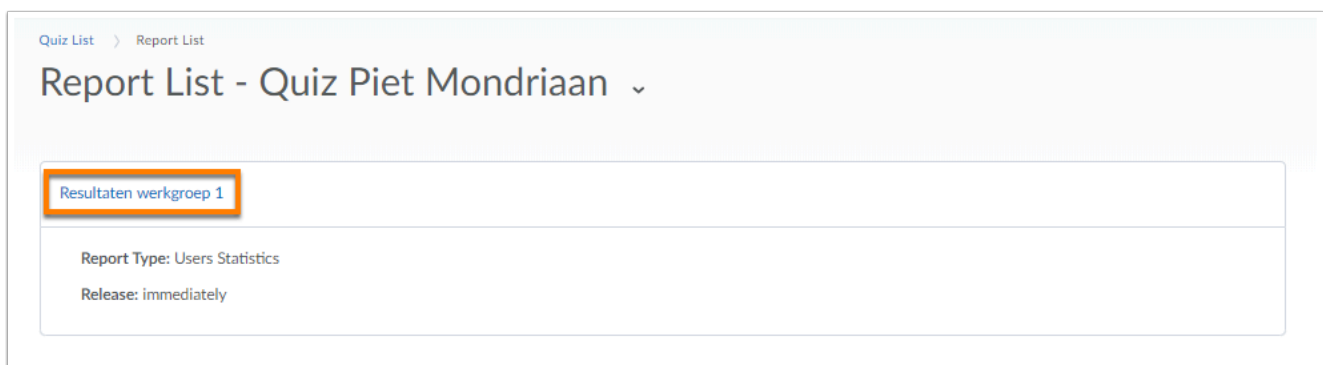
## Werkinstructies

- Click on an attempt to see on what date and at what time you took the quiz, possible feedback, and your score. The teacher can also make your answers and/or the correct answers available with the questions.
- Below **Score** you will see the scores you have received for the different attempts. The score consists of the number of points you have acquired out of the total amount of points. Note that the way in which you see the score once again depends on the settings the teacher has chosen.
- Behind **Overall Grade (...)** you will see the final score. If there have been multiple attempts the score depends on the settings of the teacher. The way Brightspace calculates the final score can be found between brackets:
  - **Highest Attempt:** the attempt with the highest score counts.
  - **Lowest Attempt:** the attempt with the lowest score counts.
  - **Average of all Attempts:** the final score is the average of the scores of all attempts.
  - **First Attempt:** just the first attempt counts.
  - **Last Attempt:** just the last attempt counts.
- You might see the statistics of the other people in your group compared to yours. This depends on the teacher's settings.

## Reports

Teachers can create reports about (the statistics of) a quiz. The results of all participants will then be put together and displayed in graphs. This allows you to see what scores other students have received and what the group average is.

- Click **Reports** in the pop-up menu of a quiz to review the statistics report of a quiz.



When the teacher has generated a report, you will find it in the **Report List**. Click on the title of the report you wish to see.

# Werkinstructies

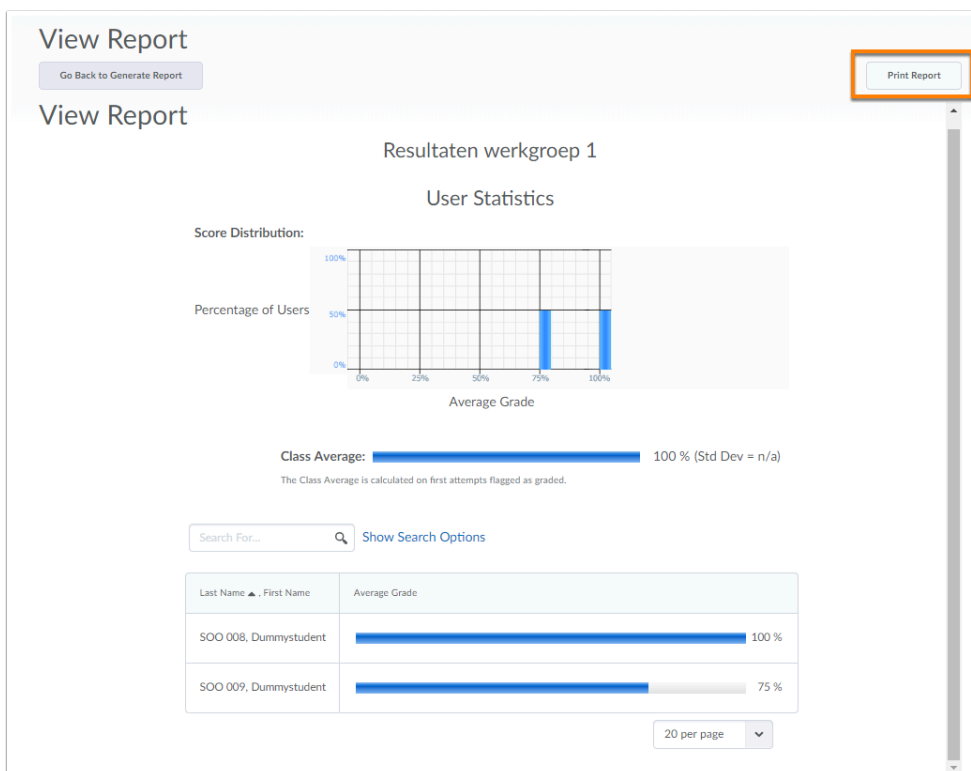
## View Report - Resultaten werkgroep 1

For attempts completed

☐ From

☐ To

- If desired, add the start date and end date to determine the period of which you wish to see quiz results.
- Click **Generate HTML** to open the report in your browser.



- You will see the statistics that the teacher has set up. *For example, the average of all students and/or the score for each student.*



## Werkinstructies

- Click **Print Report** to print the statistics.



# How do I fill out a survey? Activities | Surveys

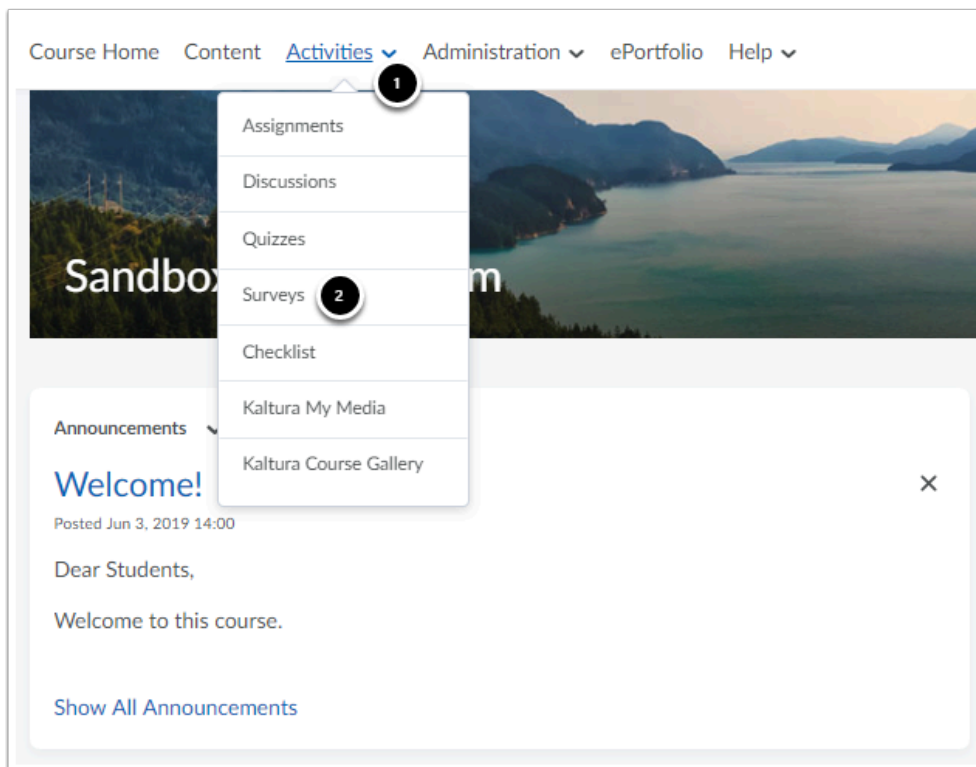
[Survey homepage](#)

[Fill out survey](#)

[Reports](#)

## Survey homepage

A teacher can create a **Survey** to get better insight about how you as a student evaluate the course. *For example, this could concern workload, the literature, and group work during class.*



1. Navigate to **Activities** in the navbar of your course.
2. Click **Surveys**. You will be navigated to the Surveys homepage.

# Werkinstructies

Survey List <span>Help</span>	
Current Surveys	Responses
<div>1</div> <div>Evaluatie cursus 'Amerikaanse kunst na WOII'</div> <div>Mar 6, 2019 10:37 - Mar 20, 2019 10:37</div> <div>2</div> <div>Assessments</div> <div>Reports</div>	0 / unlimited

- Below **Current Surveys** you see an overview of all surveys that the teacher has made for the course. Below the title of the survey you can also find the possible start and end date.
  - Below **Responses** you can see how often you have already completed the survey and whether there is a limit to the number of attempts you have.
1. Click on the title of a survey to open it.
  2. Click on the fold-out arrow behind a Survey to open the shortcut menu. You can then navigate to Reports. Note: you can only view a report if the teacher has set this up and if the survey is closed.

## Fill out survey

- Click on the desired survey on the Survey homepage.

# Werkinstructies

Evaluation course 'American art post WWII.' - Survey

Exit

Question 1

What did you think about the literature of week 1 to 4?

☐ Very difficult  
☐ Difficult but doable  
☐ Doable  
☐ Too easy

Question 2

What did you think of the atmosphere during the seminar? Think about the participation of your peers, whether you feel safe enough to ask questions, in-depth analysis of the material.

Question 3

Which component of the course did you like best?

☐ Week 1: Abstract expressionism

- Under **Current Surveys** you will find an overview of all of the surveys the teacher has created for the course. Below the title of the survey you will also see a possible begin date and end date.
  - Under **Responses** you will see how many times you have previously filled out the survey and whether there is a limit for the amount of attempts you have.
1. Click the title of the survey to open it.
  2. Click the arrow next to a **Survey** to open the quick-access menu. From here, you can navigate to [Reports](#). Please note that you can only view the report if the teacher has made it available. Furthermore, the survey has to be closed.

You will be navigated to the page where you have to fill out the survey. The teacher can use different types of open and closed questions.

4	Ik vond het werkcollege leuk.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---	-------------------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

Submit Survey Save Responses

When you are finished or want to quit, click:

## Werkinstructies

- **Save Responses** to save your answers. This action will not send the survey to the teacher, which means you can finish it or change answers at a later moment;
- **Submit Survey** to submit the survey. Then confirm you want to hand in the survey by clicking **Yes**.
- **Exit** (top right) to quit without saving. Note that Brightspace will register this as an ongoing attempt.

**i** When you click **Submit Survey** when you have not yet filled out all questions, you will receive a notification after you have confirmed. This notification asks you whether you want to submit the survey (**Submit Survey**) or return to the questions (**Back to Questions**).

**!** A survey is not anonymous by default. When creating the survey, the teacher has two options:

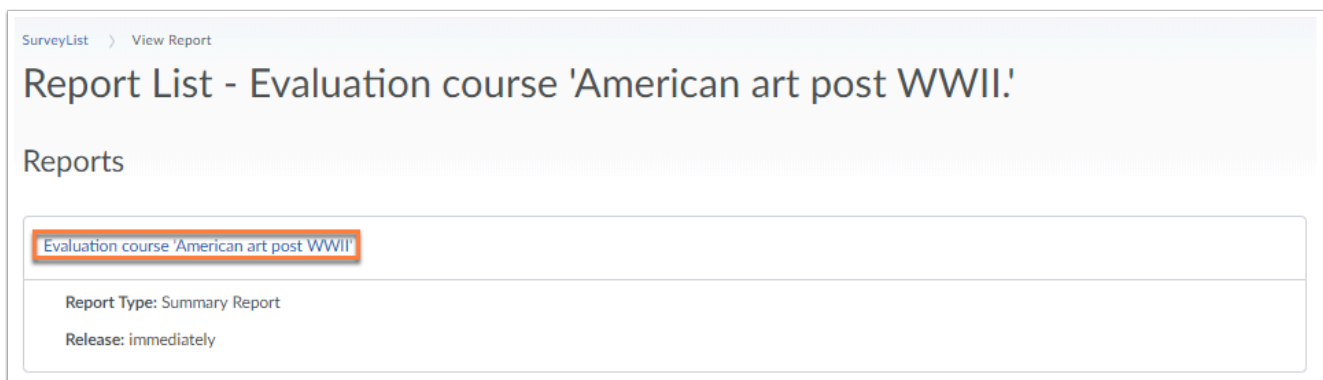
1. Anonymous answers: the teacher will not know it was you who gave a certain answer.
2. Answers by name: the teacher knows which answers belong to who.

If you want to know whether the survey is anonymous, ask your teacher.

## Reports

Teachers are able to create a report about the results of a survey. All answers from all of the students will be displayed in one report.

- Click **Reports** in the quick-access menu of a survey.



The screenshot shows the 'Report List' interface for an evaluation course. At the top, there are navigation links for 'SurveyList' and 'View Report'. The main title is 'Report List - Evaluation course 'American art post WWII''. Below this, the section 'Reports' is visible. A table lists the available reports, with the first entry 'Evaluation course 'American art post WWII'' highlighted by a red box. Below the table, the 'Report Type' is set to 'Summary Report' and the 'Release' is set to 'immediately'.

Report
Evaluation course 'American art post WWII'

Report Type: Summary Report  
Release: immediately

## Werkinstructies

After the teacher has published a report, you will see it below **Reports**. Click on the title of the report you wish to see.

### Generate Report

Generate HTML

#### Evaluation course 'American art post WWII'

For attempts completed

☐ From

27-05-2019

Now

☐ To

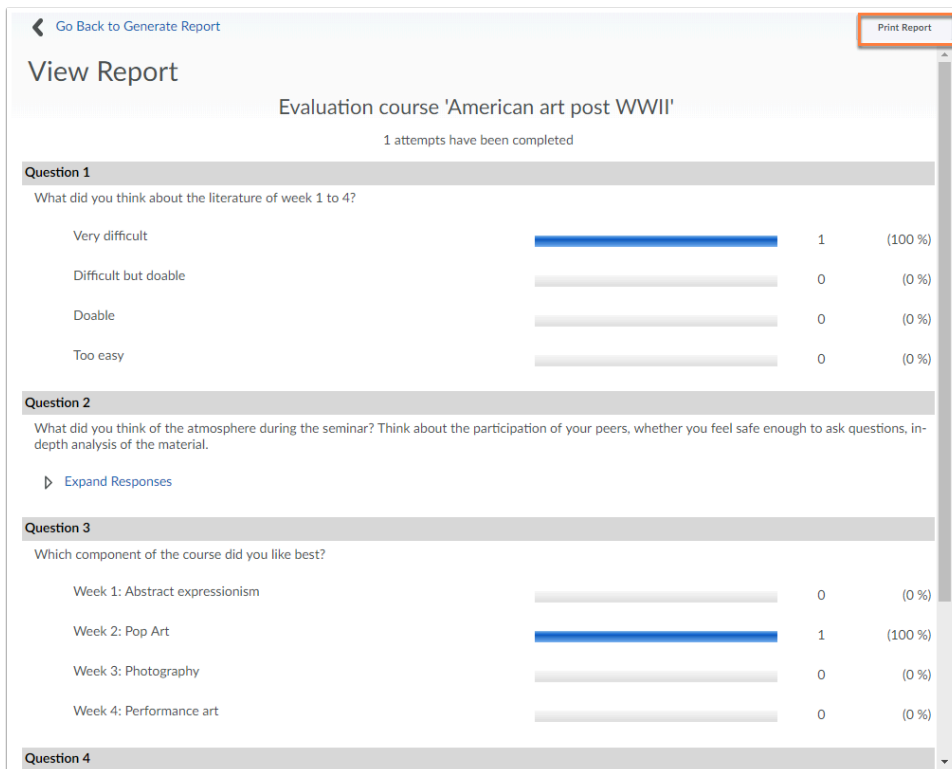
03-06-2019

Now

Done

- If desired, enter the begin date and end date to determine the period of which you want to see survey results.
- Click **Generate HTML** (do not click **Done!**) to open the report in your browser.

# Werkinstructies



- You will see the answers of all students who have filled out the survey. Please note that the specifics of what you get to see depend on the teacher's settings.
- Click **Print Report** to print the report.



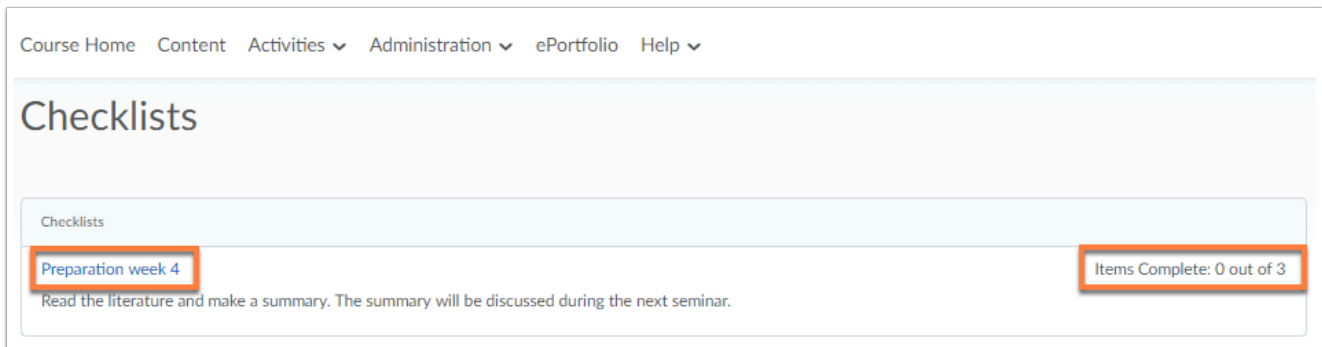
# Activities: Checklist

## Werkinstructies

# How do I use Checklists?

Teachers can create a **Checklist** to emphasize important and/or mandatory assignments, documents, or other topics. *For example, a teacher can decide to create a checklist for each course week, for an assignment or for a specific topic.* When you have completed the task, you can check the box in the checklist. Checklists will give you a quick overview of the tasks you have to perform.

- Navigate to **Activities** in the navbar of your course.
- Click **Checklist**.



Below **Checklists** you will see one or more checklist(s) that the teacher has created. You will see the title of the checklist as well as a description and how many tasks you have completed.

- Click the title of the task to open it.



# Werkinstructies

Course Home Content Activities Administration ePortfolio Help

## Preparation week 4

### Preparation week 4

Description

Read the literature and make a summary. The summary will be discussed during the next seminar.

To Read

- ☐ Franssen 2007  
1 J. Franssen, Levensstandaard in the 19de-eeuwse stad
- ☐ de Jong 2001  
H. de Jong, 19th Century City Life

To Do

- ☐ Write a summary about Franssen  
3 Due at 15:00 on Sunday, June 30, 2019 2  
Write a summary about the text. You can choose the format, but remember to add a personal reflection.

4 Save Cancel 5

1. The teacher can organise the tasks in categories. *The example above shows the categories To Read and To Do.*
2. Within this category there will be items to complete. *In the example above you will see literature that you need to read under the Category To Read, and assignments you have to make under the Category To Do.*
  - An item can come with a description, *with for example a link to the literature.*
  - An item can come with a deadline. The teacher will determine this deadline and can have it appear in your **Calendar**.
3. Select the box in front of an item to mark it as completed.
4. Click **Save** to save your progress.
5. Click **Cancel** to return to the list with the checklist.

To Read

- ☐ Franssen 2007  
J. Franssen, Levensstandaard in the 19de-eeuwse stad
- ☒ de Jong 2001  
Completed at 16:50 on Tuesday, May 28, 2019  
H. de Jong, 19th Century City Life

## Werkinstructies

- After you have clicked Save, the Checklist will show you on which day and at what time you completed the task.



# Administration: groups, classlist

## Werkinstructies

# How do I enroll into groups within a course?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to enroll into **groups** and use **groups** as a student. A written manual can be found below the video.

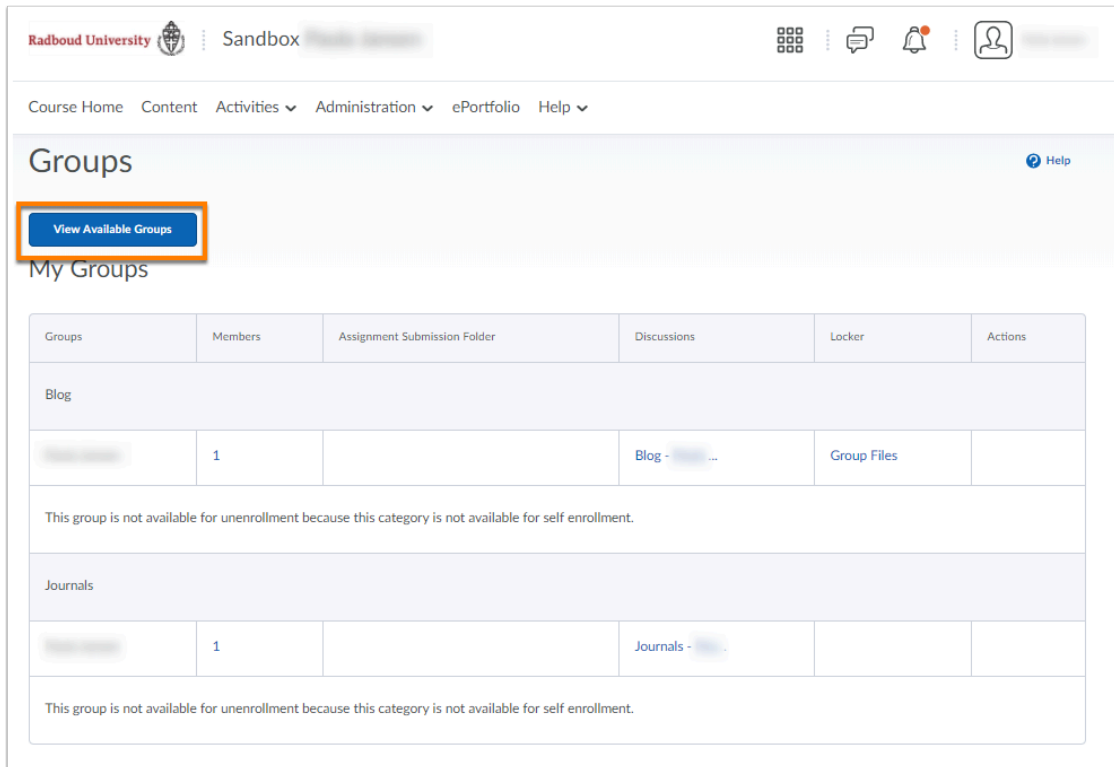
## Enrolling through OSIRIS

Enrolling in groups is handled through OSIRIS in most cases, usually when you sign up for a course. These groups are then transferred to Brightspace. You can find a manual with more information about enrolling in OSIRIS groups [here](#). Any changes to your group enrollment can only be done via OSIRIS, not Brightspace.

## Groups in Brightspace

Teachers can also create various groups within Brightspace, to hand in group assignments, for instance. These groups can be found via **Administration - Groups** in the navbar. Here, you can also see if your teacher created a custom group structure or whether Brightspace automatically created groups. Under Groups, you can find the groups of which you are a member. If the teacher has set up **self enrollment**, you can choose what groups you want to be a member of.

## Enrolling in Groups in Brightspace



Radboud University Sandbox

Course Home Content Activities Administration ePortfolio Help

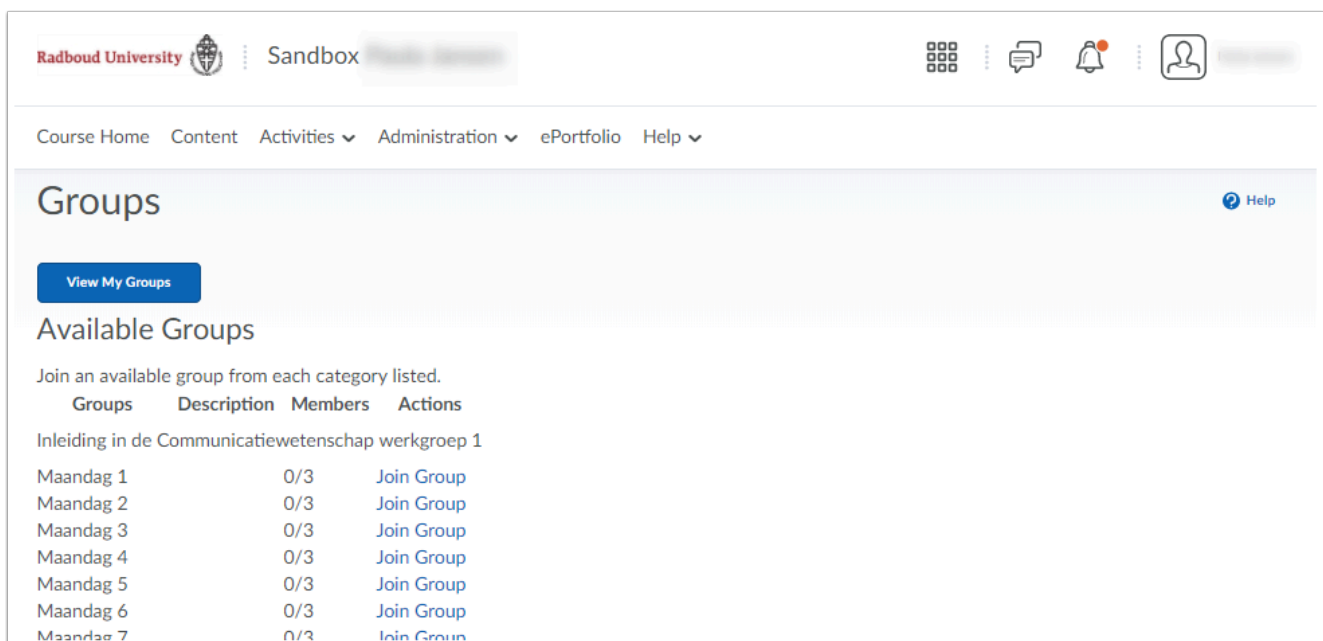
### Groups

[View Available Groups](#)

#### My Groups

Groups	Members	Assignment Submission Folder	Discussions	Locker	Actions
Blog					
	1		Blog - ...	Group Files	
This group is not available for unenrollment because this category is not available for self enrollment.					
Journals					
	1		Journals - ...		
This group is not available for unenrollment because this category is not available for self enrollment.					

- Click **View Available Groups** for an overview of all the groups in which you can enroll.



Radboud University Sandbox

Course Home Content Activities Administration ePortfolio Help

### Groups

[View My Groups](#)

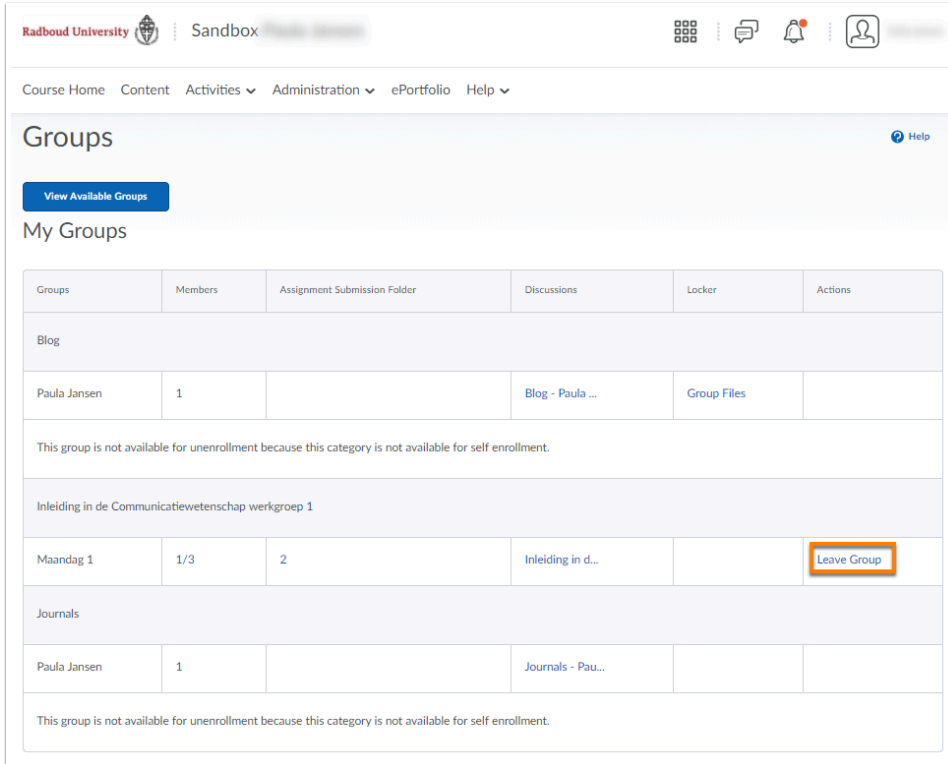
#### Available Groups

Join an available group from each category listed.

Groups	Description	Members	Actions
Inleiding in de Communicatiewetenschap werkgroep 1			
Maandag 1		0/3	<a href="#">Join Group</a>
Maandag 2		0/3	<a href="#">Join Group</a>
Maandag 3		0/3	<a href="#">Join Group</a>
Maandag 4		0/3	<a href="#">Join Group</a>
Maandag 5		0/3	<a href="#">Join Group</a>
Maandag 6		0/3	<a href="#">Join Group</a>
Maandag 7		0/3	<a href="#">Join Group</a>

# Werkinstructies

- Choose a group and click **Join Group**. The group will now be listed under **My Groups**.



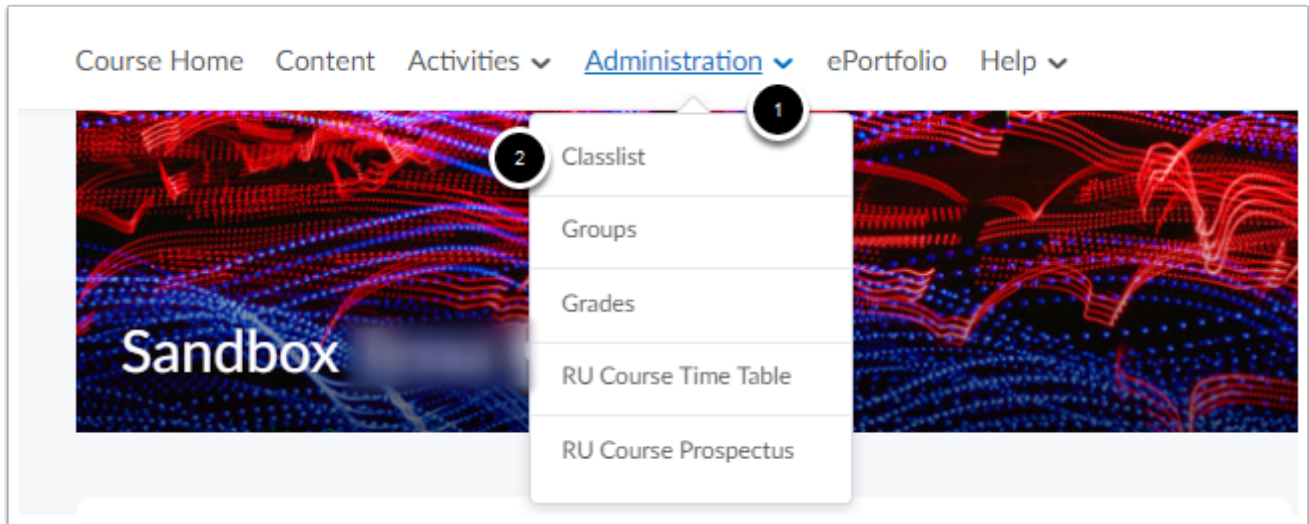
The screenshot shows the 'My Groups' section of a Brightspace course. At the top, there's a 'View Available Groups' button. Below it, the 'My Groups' section contains a table with the following columns: Groups, Members, Assignment Submission Folder, Discussions, Locker, and Actions.

Groups	Members	Assignment Submission Folder	Discussions	Locker	Actions
Blog					
Paula Jansen	1		Blog - Paula ...	Group Files	
This group is not available for unenrollment because this category is not available for self enrollment.					
Inleiding in de Communicatiewetenschap werkgroep 1					
Maandag 1	1/3	2	Inleiding in d...		Leave Group
Journals					
Paula Jansen	1		Journals - Pau...		
This group is not available for unenrollment because this category is not available for self enrollment.					

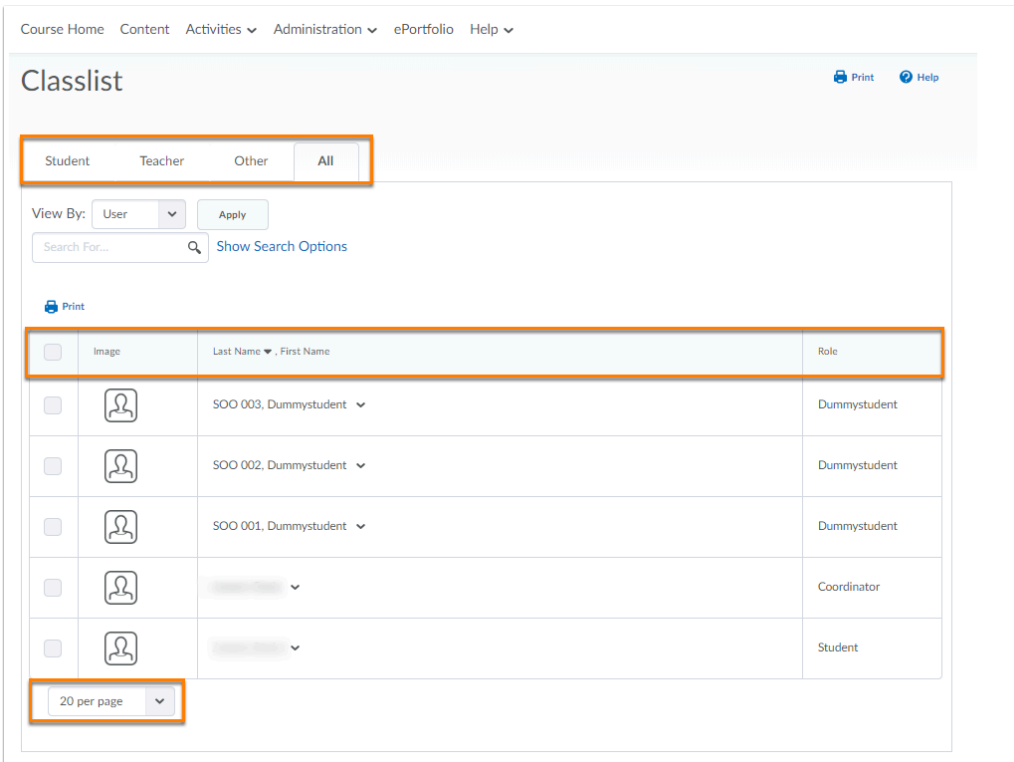
- If you made a mistake and you want to unenroll, click **Leave Group**. Make sure you do this before the set **End Date**, or you will not be able to change your group membership anymore.

# How can I see who participates in my course? Administration | Classlist

In Brightspace it is possible to quickly see which students follow the same course as well as which teachers teach the course.



1. Navigate to **Administration** in the navbar of your course.
2. Click **Classlist**.



Course Home Content Activities Administration ePortfolio Help

## Classlist

Print Help

Student Teacher Other All

View By: User Apply

Search For... Show Search Options

Print


	Image	Last Name First Name	Role
<input type="checkbox"/>		SOO 003, Dummystudent	Dummystudent
<input type="checkbox"/>		SOO 002, Dummystudent	Dummystudent
<input type="checkbox"/>		SOO 001, Dummystudent	Dummystudent
<input type="checkbox"/>			Coordinator
<input type="checkbox"/>			Student

20 per page

## Werkinstructies

The **Classlist** page will show an overview of the participants of the course.

- Go to the top navigation bar to select which participants you wish to see: just the students (**Student**), just the teachers (**Teacher**), other participants (**Other**), or all participants (**All**).
- Use **Search For** to search for a specific participant:
  - Select whether you are searching for a participant (**User**) or group (**Groups**) behind **View By** and then click **Apply**.
  - Click **Show Search Options** if you want more search options. *For example, it is now possible to search for first names, last names, or the role within the course.*
- You will see the names of participants under **Image**.
- Under **Last Name/First Name** you will see the names of the participants. Click **Last Name/First Name** to see either the first name or last name first. Click the arrow to sort the names based on (reversed) alphabetical order.
- Under **Role** you will see which role a person fulfills within the course, for example student, coordinator or teacher. Click **Role** to sort the roles based on (reversed) alphabetical order.
- If there are a lot of participants in the course, use the drop-down menu to select the number of participants per page.

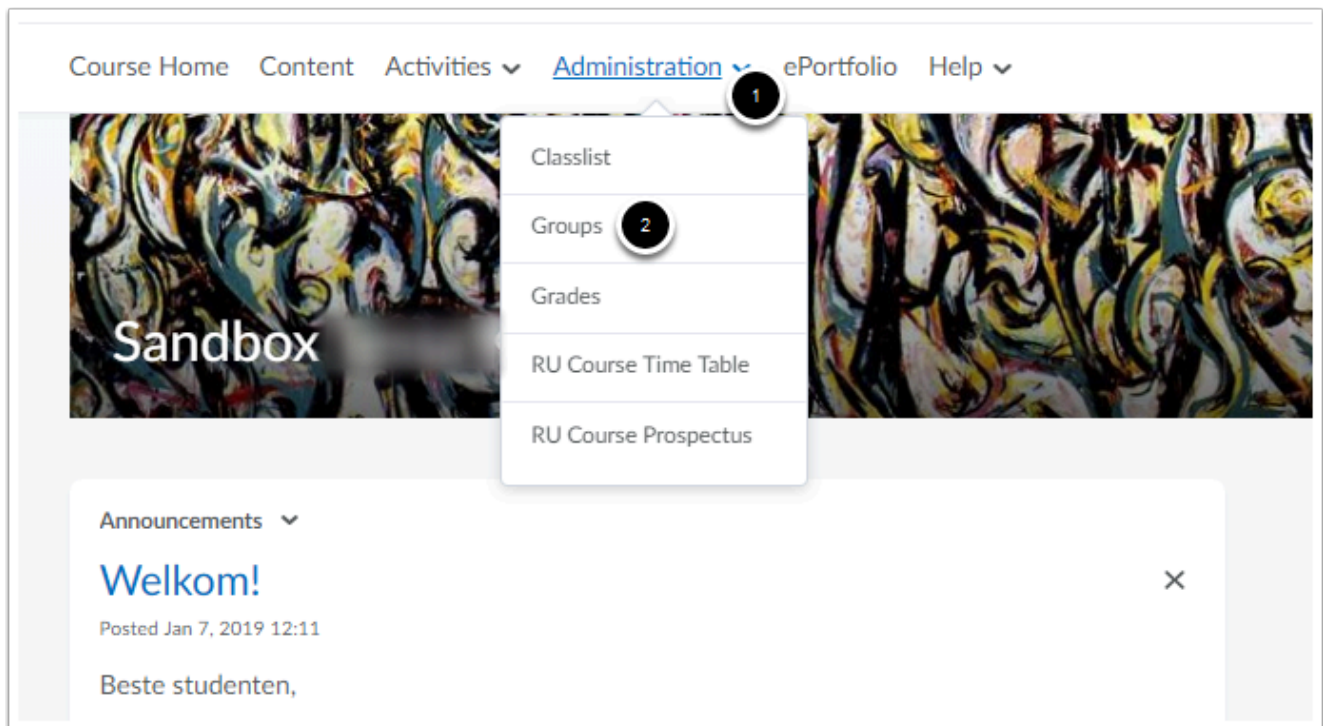
 Do you want to know which groups you are part of? Read the article [How do I see which Brightspace groups there are and which group\(s\) I am in?](#)



## Werkinstructies

# How do I see which Brightspace groups there are and which group(s) I am in?

If you have to do group work in a course, a teacher can create groups in Brightspace. You can easily see which groups there are and which group (s) you are in.



1. Go to **Administration** in the navbar of your course.
2. Click **Groups**.

# Werkinstructies

## Groups

[View Available Groups](#)

### My Groups

Groups	Members	Assignment	Discussions	Locker	Actions
Eindpresentatie groepen					
Group 4	2	PowerPoint en ...			
This group is not available for unenrollment because this category is not available for self enrollment.					
Werkcollege					
Groep 1	2			Werkcollege Gr...	Group Files Leave Group

Under **My Groups** you can see which groups you are in:

- Below **Groups** you can see group categories. The categories are presented in a gray bar. Below that all groups that you are part of are displayed, which is usually only one.
- Below **Members** you see how the number of group members within said group.
- Below **Assignments** you can see if there are group assignments attached to the group.
- Below **Discussions** you can see if there is a discussion attached to the group.
- Below **Lockers** you can see if there is a locker available for the group (**Group Files**).
- Below **Actions** you can optionally leave the group (**Leave Group**).

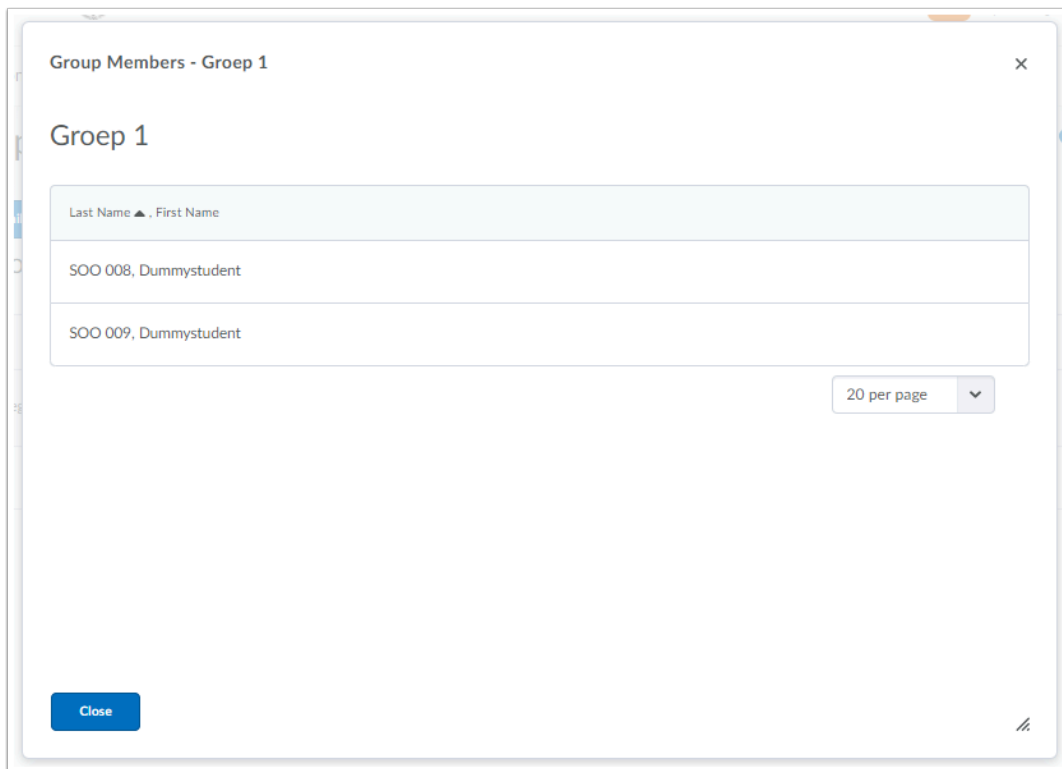
Note: this is only possible if selfenrollment is enabled for the group. If the groups are created via Osiris, you can only unenroll via Osiris.

Via **Assignments**, **Discussions** and **Lockers** you can quickly navigate to the relevant group assignment, group discussion or locker. If you click assignments you can only view the submitted assignment from groups. If you want to view all/new assignments, navigate to **Assignments** via the navbar of the course.

If there is only one assignment available for the group category, the assignment title will be displayed. If there are multiple assignments you see a number.

Click the number of group members to see which other students are enrolled in your group. A pop-up appears.

# Werkinstructies



The pop-up screen displays a list of all students who are part of your group.

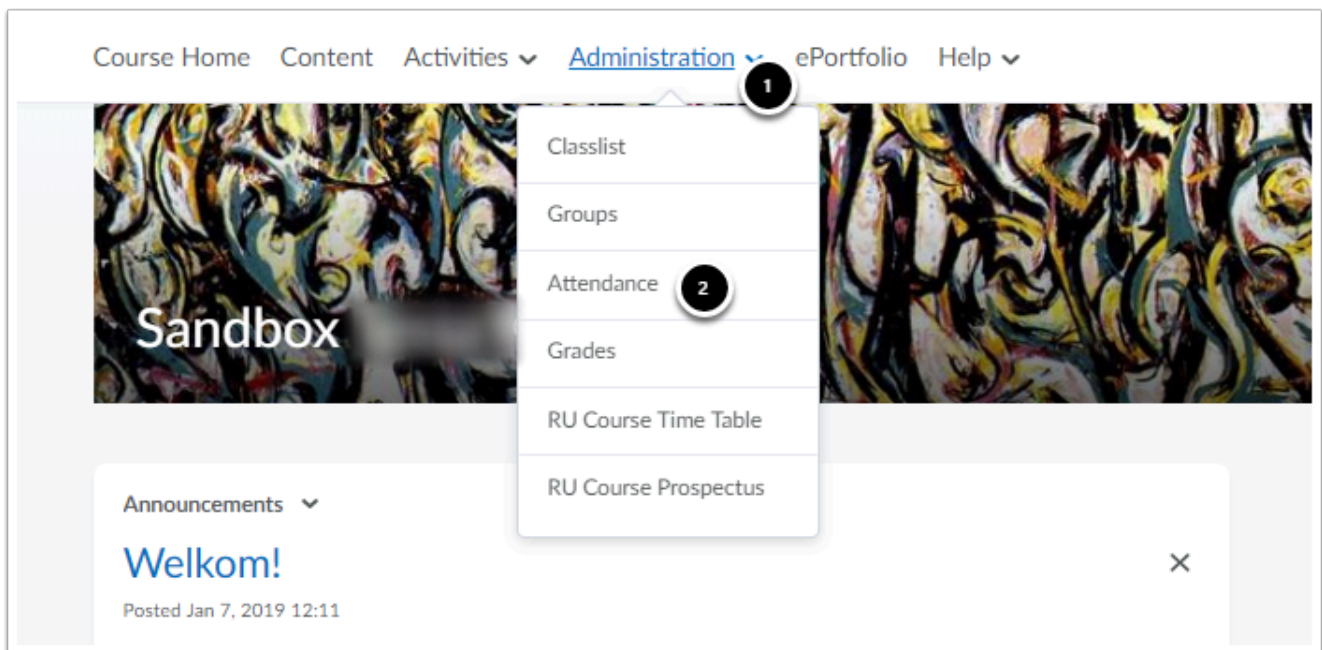


Read more about how you register for groups in the article: [How do I enroll into groups within a course?](#)

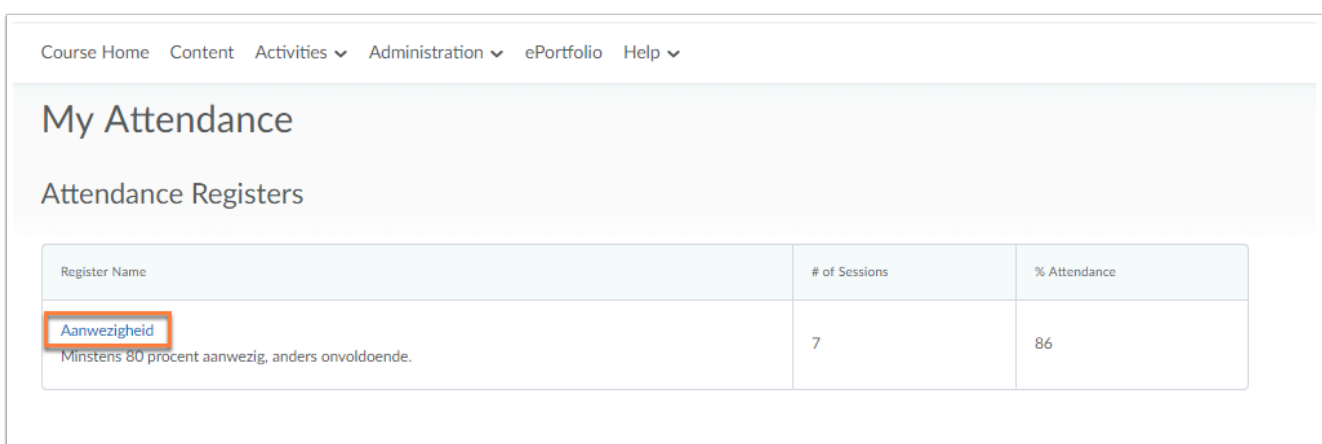
## Werkinstructies

# How can I view my Attendance?

Teachers can use Brightspace to keep track of students' attendance. If your teacher uses Attendance, you can see what the teacher has entered about your attendance. If attendance is mandatory, you can see whether your percentage of attendance is high enough to fulfill the requirements of the mandatory attendance.



1. Navigate to **Administration** in the navbar of your course.
2. Click **Attendance**.



Below **My Attendance** you will see the **Attendance Registers** that have been used. *There could be multiple registers because the teacher wants to keep track of the attendance of different groups, for example.* A register consists of:

## Werkinstructies

- the name of the register with a possible description;
- the total number of sessions for which attendance is kept;
- the attendance percentage measured in the total number of sessions.

Click on the name of the register to see the details of your attendance (**Attendance Data**).

Attendance Data	
<b>Aanwezigheid</b> Minstens 80 procent aanwezig, anders onvoldoende. # of Sessions: 7 % Attendance: <b>85,71</b> Attendance Summary: <b>1</b> Absent (=0%) <b>6</b> Present (=100%)	
Sessions	Attendance Status
Werkcollege 1 Week 1	Present
Werkcollege 2 Week 2	Present
Werkcollege 3 Week 3	Present
Werkcollege 4 Week 4	Present
Werkcollege 5 Week 5	Absent
Werkcollege 6 Week 6	Present

- Below **Attendance** you will see an overview of the register and of your attendance:
  - The title and description of the register;
  - The total amount of sessions;
  - The percentage of your attendance;
  - An overview of your attendance, *for example how often you are present and/or absent and whether you had a good reason to miss class.*
- The table will show the status of your attendance for each session.

# **Video: Kaltura, Virtual Classroom, weblectures**

# How does Kaltura work? Activities | Kaltura

[Kaltura My Media and Kaltura Course Gallery](#)

[My Media](#)

[Course Gallery](#)

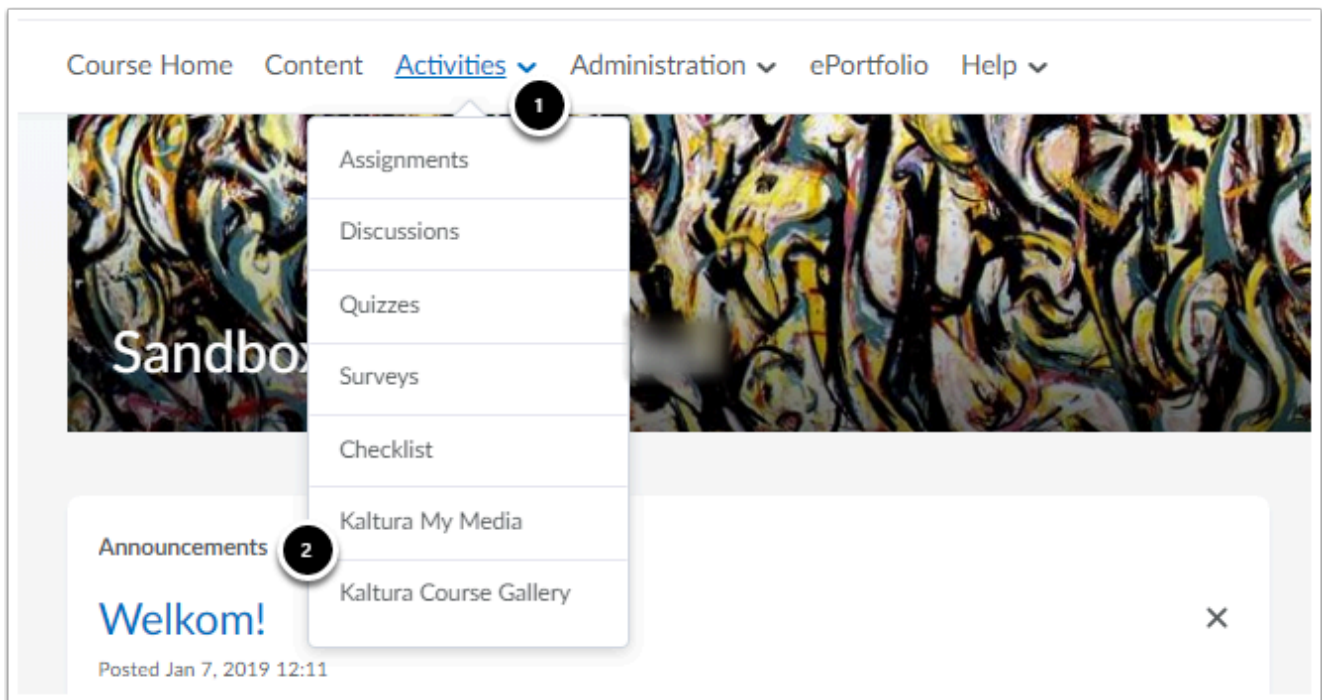
[Add My Media videos to Course Gallery](#)

When you want to add a video to a Brightspace course, you can use Kaltura to do so. Kaltura is an interactive video and audio platform integrated in Brightspace. The tool serves as a resource for posting and editing videos.

Working with Kaltura has several benefits:

- Your video is uploaded to a secure environment, where you can manage the videos yourself.
- On the **My Media** page you will find all of your uploads. This way you will always have an overview of all videos you have uploaded for different courses and on different moments.
- You can choose whether to publish a video or not. If a video is set on private mode, you will be the only one who can see it. When you publish a video, others within the selected course can see it.
- You can also edit videos in Kaltura. *For example, you can change the name, description, and thumbnail of a video.*
- Another possibility in Kaltura is the option to create a quiz with questions about your video.

# Werkinstructies



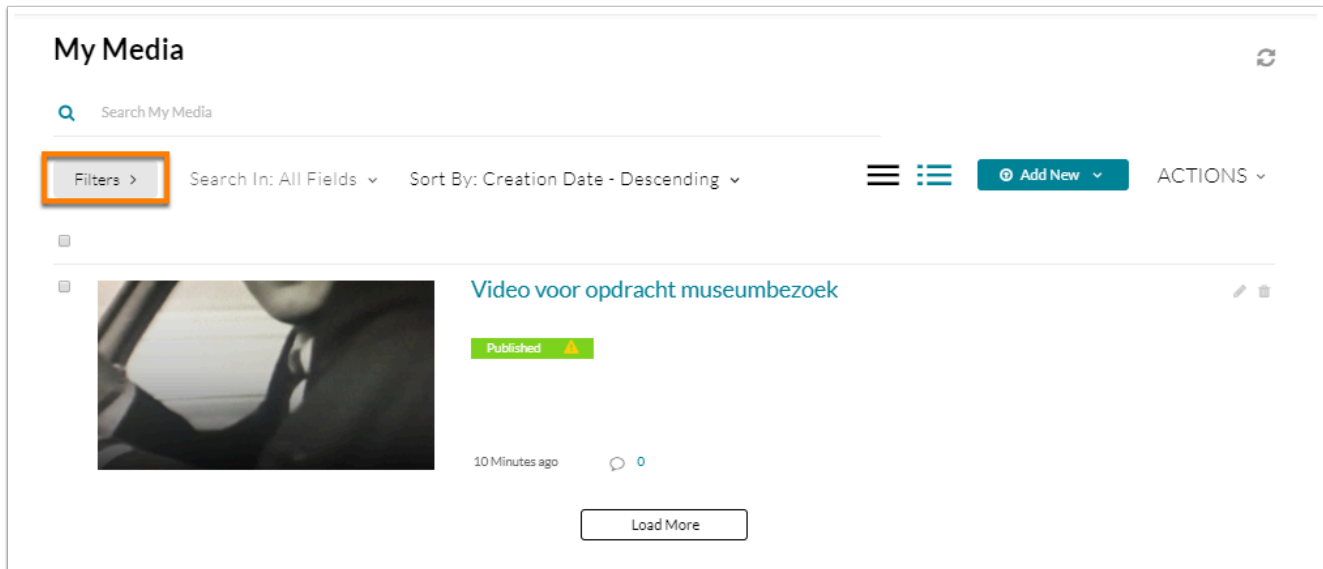
1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.

## Kaltura My Media and Kaltura Course Gallery

Kaltura consists of two components: the **My Media** page and the **Course Gallery**.



## My Media



- It is possible to upload videos to Kaltura using **Kaltura My Media**. You will also find an overview of the videos you have uploaded previously, and here you can alter, delete, and publish these videos to make them available for other course participants.



Read the article [How do I add a video to Kaltura?](#) to get more information about uploading videos to Kaltura.



When you upload new videos, always do so via Kaltura My Media rather than Kaltura Course Gallery. This is an important distinction, because newly uploaded videos are private on My Media, whereas they immediately will be visible for other users when uploaded to the Course Gallery.

# Werkinstructies

## My Media

Search My Media

Filters

Search In: All Fields

Sort By: Creation Date - Descending

Add New

ACTIONS

Media Type	Publish Status	Ownership	Captions	Duration	Creation Date
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Any Duration	<input checked="" type="radio"/> Any Date
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Media I Own	<input type="checkbox"/> Available	<input type="checkbox"/> 00:00-10:00 min	<input type="radio"/> Last 7 days
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Media I Can Edit	<input type="checkbox"/> Not Available	<input type="checkbox"/> 10:00-30:00 min	<input type="radio"/> Last 30 days
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Media I Can View		<input type="checkbox"/> 30:00-60:00 min	<input type="radio"/> Custom
<input type="checkbox"/> Image	<input type="checkbox"/> Rejected	<input type="checkbox"/> Media I Can Publish		<input type="checkbox"/> Custom	

When you click **Filters**, a fold-out window will appear with different filter options:

- **Media type:** The type of media, for example a video or audio file;
- **Publish Status:** A video is private, published, running, or denied;
- **Ownership:** Filter for the owner of a video;
- **Captions:** The availability of a caption;
- **Duration:** Filter based on the length of a video;
- **Creation Date:** Filter based on the creation date of a video.

## Course Gallery

## Media Gallery

2 Media

Search this gallery

Filters

Search In: All Fields

Sort By: Creation Date - Descending

+ Add Media

00:17

College: Videoclips 2010-2019

00:06

Amsterdam Magisch Centrum. Kunst en Tegencultuur...

Load More

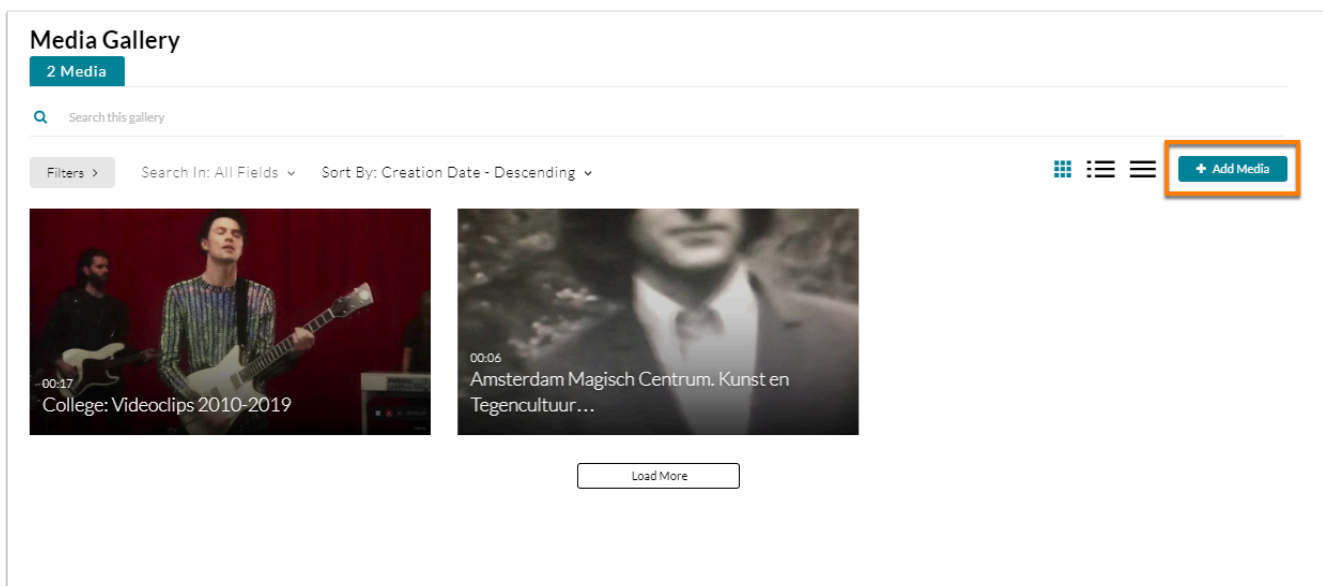
- Each course has their own **Kaltura Course Gallery**. Here you will find an overview of all of the media that has been published by all participants of the course. You can add previously uploaded media to the **Course Gallery** and review statistics.

## Werkinstructies

### Add My Media videos to Course Gallery

You can add videos to the **Course Gallery** from **My Media**. When you publish a video in the Course Gallery, other students can view them as well. You can publish it in the Course Gallery.

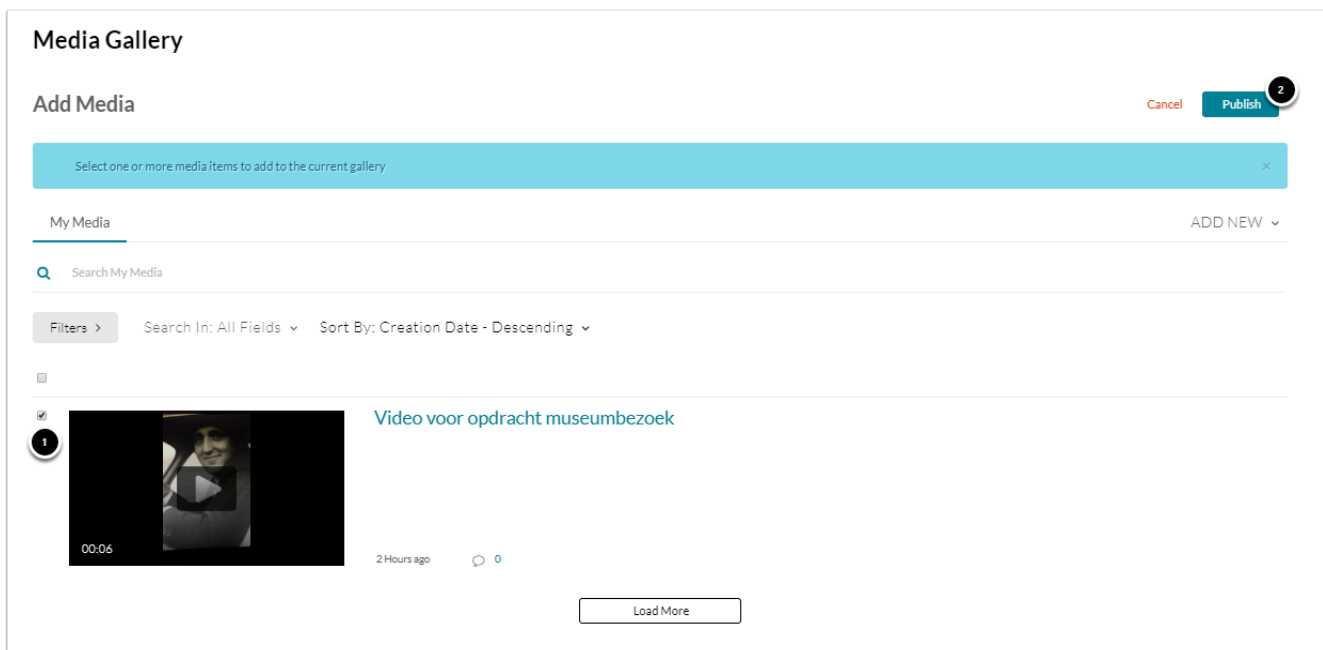
Read more about adding videos to the Course Gallery in the article: [How do I add a video to Kaltura?](#)



Publishing a video happens in the Course Gallery:

- Go to **Activities** in the navbar of your course. Click **Kaltura Course Gallery**.
- Click **+Add Media**. You will navigate to the Add Media page.

# Werkinstructies



**Media Gallery**


**Add Media** Cancel Publish <sup>2</sup>

Select one or more media items to add to the current gallery

**My Media** ADD NEW

Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending

☒  **Video voor opdracht museumbezoek**

00:06 2 Hours ago 0

Load More

1. Select the My Media video you want to add.
2. Click **Publish**. Your video will be uploaded to the Course Gallery.  
If the manager of the course first needs to give permission to publish your video, you will see a notification stating your video is **Pending**. As soon as the manager (the teacher) accepts your video, it will appear in the Course Gallery.

💡 For more information about adding a video from Kaltura to an assignment, please read the following article: [How do I hand in a video assignment?](#)

## Werkinstructies

# How do I add a video to Kaltura? Activities | Kaltura My Media

[Kaltura My Media and Kaltura Course Gallery](#)

[Add media to Kaltura](#)

[Change media settings](#)


[Publish media](#)


[Delete media](#)

## Kaltura My Media and Kaltura Course Gallery

When you want to add a video to a Brightspace course, you will have to use **Kaltura**. Kaltura consists of the **My Media**-page and the **Course Gallery**.

- Through **Kaltura My Media** you can upload videos to Kaltura. Here you will also find an overview of the videos that have been uploaded previously. Additionally, you can edit, delete and publish videos to make them accessible for other participants in the course.
- Each course has its own **Kaltura Course Gallery**, where you will find an overview of all of the media that participants have published in the course. It is possible to add previously uploaded media to the **Course Gallery** and to view statistics.

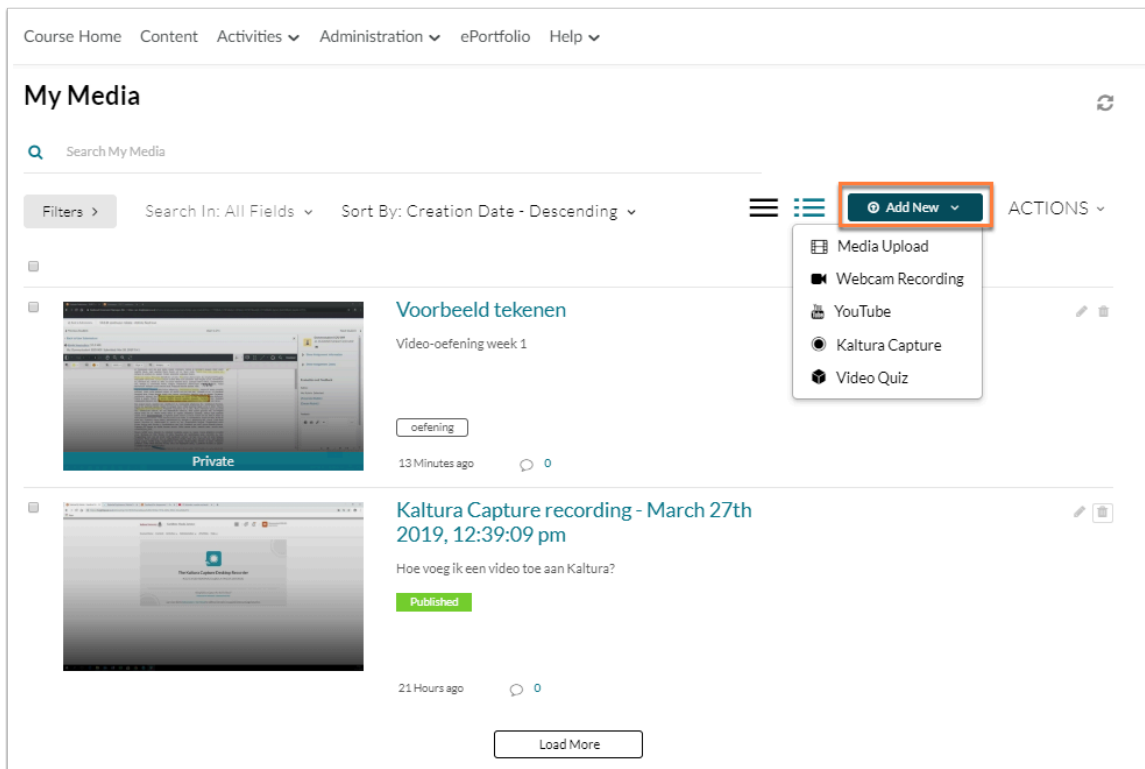
 When you add videos to Kaltura, you do so via Kaltura My Media and not through the Kaltura Course Gallery. When you add a video using Course Gallery, it will instantly be visible for all participants in the course.

 If you want to learn more about how you can add a Kaltura video to an assignment, you can read the following article: [How do I hand in a video assignment?](#)

## Add media to Kaltura

- Navigate to **Activities** in the navbar of the course.
- Click **Kaltura My Media**.

# Werkinstructies

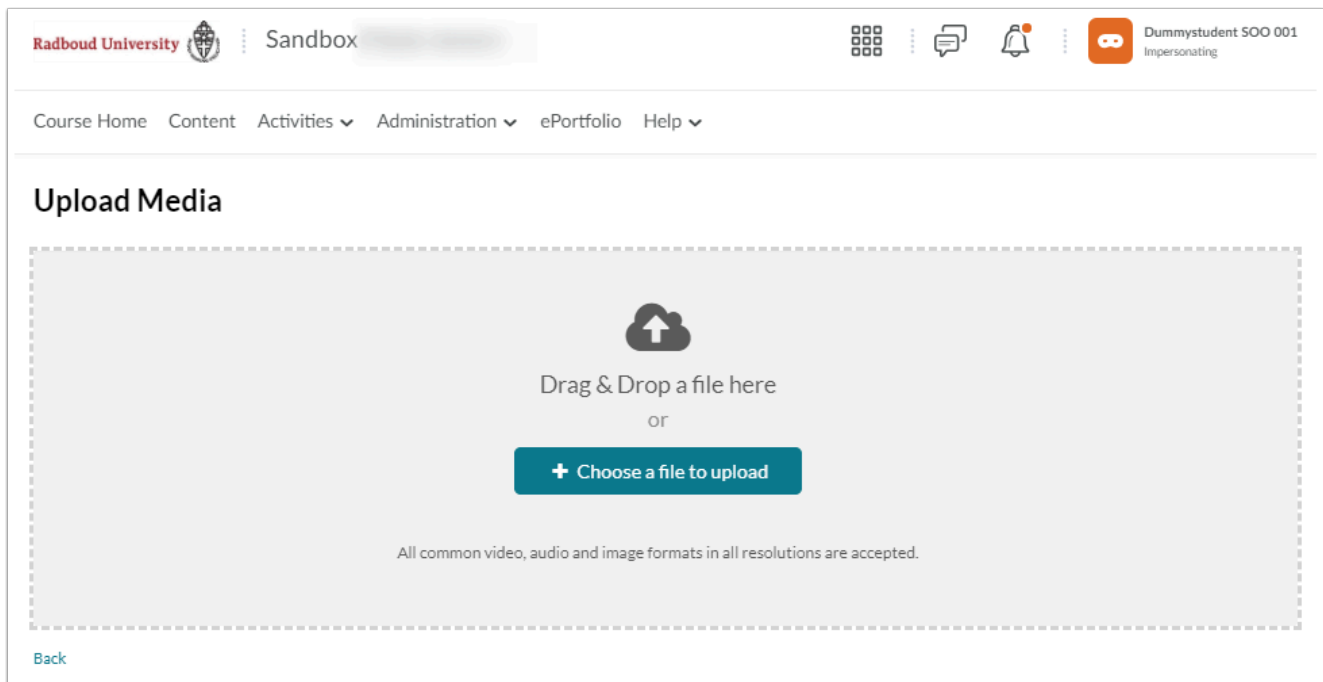


- Click **Add New**. Select in the drop-down menu what type of media file you would like to add:
  - Click **Media Upload** to upload a file from your desktop.
  - Click **Webcam Recording** to record a video with your webcam.
  - Click **YouTube** to add a YouTube video.
  - Click [Kaltura Capture](#) to add a video or screenshot that was made with Kaltura Capture.
  - Click **Video Quiz** if you want to turn a new or previously uploaded video into a quiz.



When you add media to Kaltura, you need to fill out information about the media file. Below you will see an example of adding a video from your computer:

# Werkinstructies



Radboud University Sandbox

Course Home Content Activities Administration ePortfolio Help

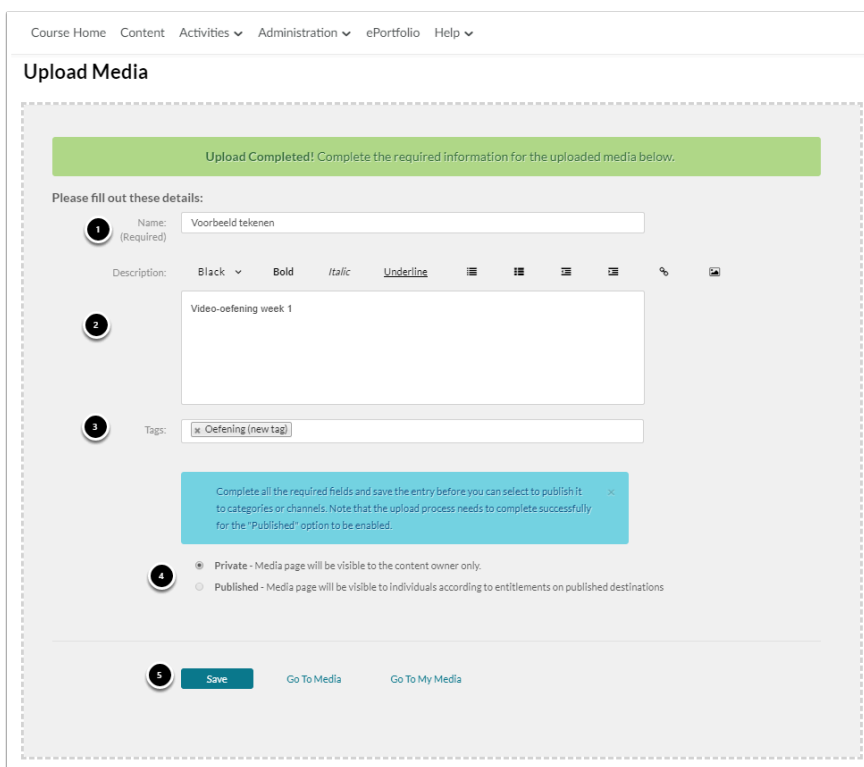
## Upload Media

Drag & Drop a file here  
or  
[+ Choose a file to upload](#)

All common video, audio and image formats in all resolutions are accepted.

[Back](#)

- Click **Choose a file to upload** and search for the right file on your computer.



Course Home Content Activities Administration ePortfolio Help

## Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

1. Name:

2. Description:

3. Tags:

4. Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

5. ☒ Private - Media page will be visible to the content owner only.  
☐ Published - Media page will be visible to individuals according to entitlements on published destinations

6. [Save](#) [Go To Media](#) [Go To My Media](#)

- Provide the video with a title (the name with which the video is saved on your desktop, will be filled in by default).
- Add a description (optional).

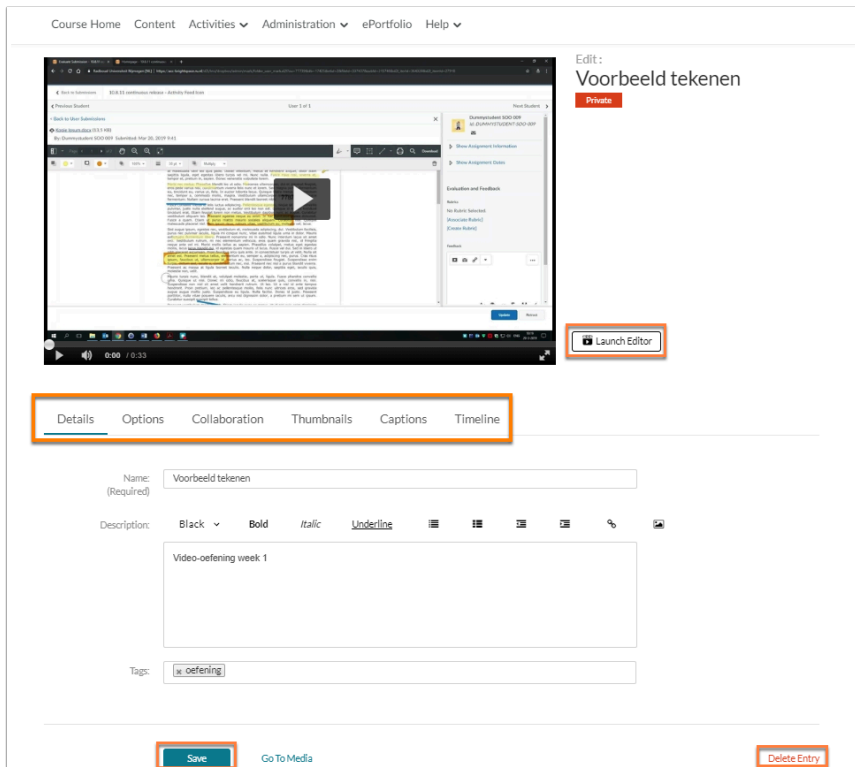
## Werkinstructies

3. Add tags (optional).
  4. The video will automatically be set to **Private** (meaning you will be the only person who can see it). You can only publish it after saving it.
  5. Click **Save**. You can now publish the video (**Published**). Select the course(s) you would like to publish the video in and click **Save**. Please note that when you publish a video to a course, it will be visible for everyone who is a part of the course.
- Scroll down to add a video if desired.
  - Click **Go To Media** to view or edit the video. Click **Go To My Media** to return to the My Media page.

**!** All tags you enter will be saved in Kaltura and can be used by everyone at the RU.

## Change media settings

- Click **Activities** in the navbar of the course.
- Click **Kaltura My Media**.
- Click on the pencil icon (**Edit**) behind the video you want to edit.



Course Home Content Activities Administration ePortfolio Help

Edit: Voorbeeld tekenen

Private

Launch Editor

Details Options Collaboration Thumbnails Captions Timeline

Name: Voorbeeld tekenen (Required)

Description: Video-oefening week 1

Tags: oefening

Save Go To Media Delete Entry

- Under **Details** you can change the title, description and the tags.



## Werkinstructies

- It is also possible to delete the video when you go to **Details**. To do so, click **Delete Entry** at the bottom right of the screen.
- With **Options** you can choose whether people can react to the video or not; you can also close the discussion (**Comments**). If you want others to be able to take clips (fragments) from your video, select **Clipping**.
- With **Collaboration** you can give others permission to edit or share the video. By doing so, you make someone (or multiple people) co-editor (has permission to edit the video) or co-publisher (has permission to publish the video in a course).
- **Thumbnails** allows you to choose which miniature image (thumbnail) is shown before playing a video. There are three options to do so:
  - **Upload Thumbnail**: upload a photo from your computer to use as the thumbnail.
  - **Capture**: using the timeline, pause the video at a chosen point in the video to create a thumbnail of it and click **Capture**.
  - **Auto-Generate**: pick one of the thumbnails that Kaltura has generated automatically.After you have selected a miniature, it is possible to download it (**Download**).
- Use **Captions** to upload a file with subtitles.
- At **Timeline** you can place bookmarks in your video to highlight certain parts and to provide them with notes. You can also add your slides to selected points in your video.
- Click **Launch Editor** to create a quiz or to [edit the video](#).

Click **Save** (below **Details** or **Options**) to save the changes.

**i** If you choose to add a video from another medium, for example YouTube, a few settings will be different:

- There is a **Replace Video** option. Here you can add a new link.
- The **Thumbnails** option and the **Timeline** option are not available.

## Publish media

When you add a video to Kaltura My Media it will only be visible for yourself. You can publish the video to make it visible for your fellow students. The overview at Kaltura My Media will show you which videos have been published where.

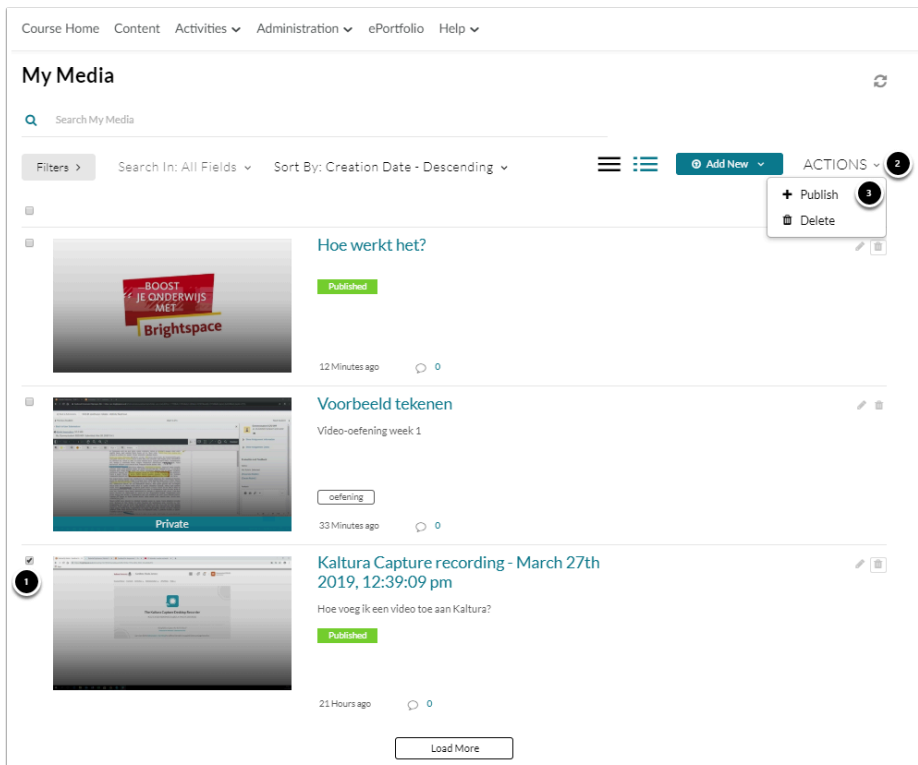
You can publish the videos through Kaltura My Media, but also directly from the Course Gallery.

# Werkinstructies

## Publish media with My Media

If you want to publish a video in multiple courses at once, you can do so by publishing the video with My Media. You can also publish multiple videos at once.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.



If you have not yet published a video, a blue bar will appear on the video that says **Private**. When you have published a video, you will see a green tag on the right of the video saying **Published**.

1. Select one or multiple videos you want to publish.
2. Click **Actions**.
3. Click **Publish**.

# Werkinstructies

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ePortfolio
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## My Media

☐ Private - Media page will be visible to the content owner only.  
☒ Published - Media page will be visible to individuals according to entitlements on published destinations

Publish in Gallery

<input type="checkbox"/> Test Cursus	<input checked="" type="checkbox"/> Sandbox	<input type="checkbox"/> Sandbox	<input type="checkbox"/> Sandbox
<input type="checkbox"/> Nijmegen Cultuurstad	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST01	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST02	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST03
<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST04	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST05	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST06	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST07
<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST08	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST09	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST10	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST11
<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST12	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST13	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST14	<input type="checkbox"/> SAND-INR-COPY-COURSE-TEST15

Published in:

1 Media Galleries: Embedded In Context - Sandb

Save Cancel



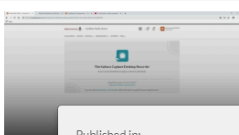
1. Select the course(s) you want to publish the video in. Note that this means the video will be visible for everyone in that course or those courses.
2. Go to **Published** to see where the course has been published previously.
3. Click **Save** to publish the video. Then click **Back** to return to the overview.

Course Home
Content
Activities
Administration
ePortfolio
Help

## My Media

Search My Media

Filters Search In: All Fields Sort By: Creation Date - Descending Add New ACTIONS

	<b>Hoe werkt het?</b> Published 12 Minutes ago
	<b>Voorbeeld tekenen</b> Video-oefening week 1 Private 33 Minutes ago
	<b>Kaltura Capture recording - March 27th 2019, 12:39:09 pm</b> Hoe voeg ik een video toe aan Kaltura? Published

Published in:

2 Media Galleries: Embedded In Context - Sandbox Sandbox

## Werkinstructies

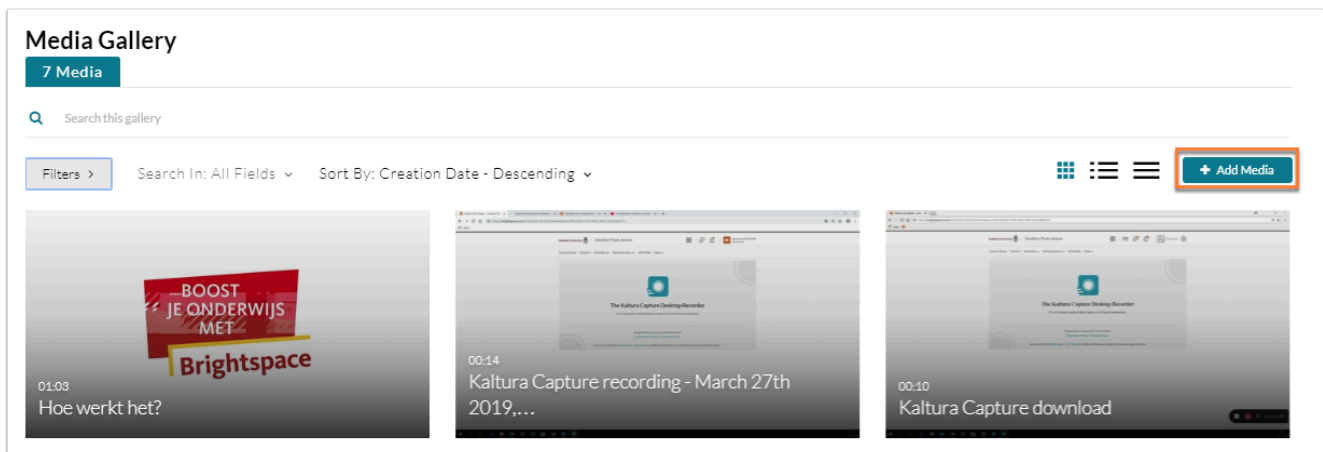
- Click **Published** to see where the video has been published.

**i** If you see the text **Embedded In Context** - ... it means that you have uploaded the video in an Activity. When you hand in a video for an Assignment, the status of the video will be 'published', but it will not be visible for your fellow students.

## Publish media with the Course Gallery

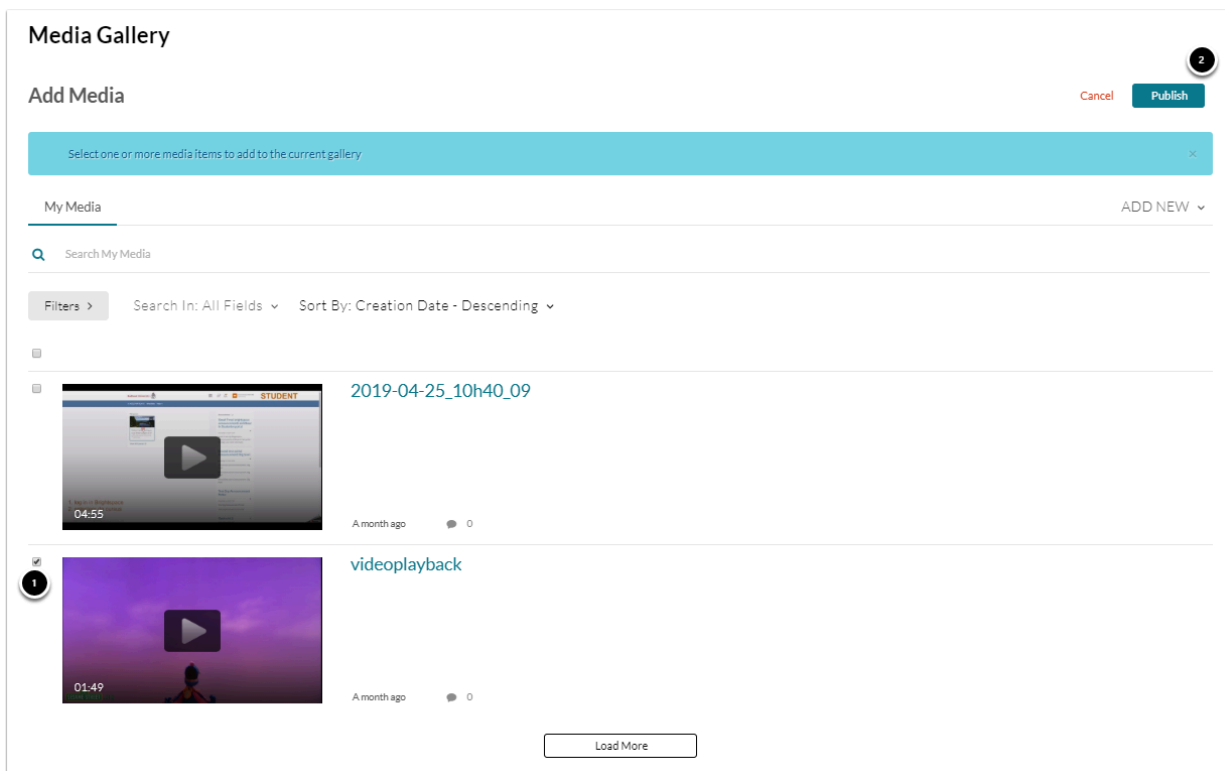
After you have published a video, it will appear in the Course Gallery of the selected course(s). This also means it will be visible for all participants of those courses. Videos that have previously been posted to My Media can also be published through a course's Course Gallery.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura Course Gallery**.



- Click **Add Media**.

# Werkinstructies



1. Select the videos that you want to add from the My Media menu.
2. Click **Publish**. Your video will then be uploaded to the Course Gallery. Note that the administrator might need to approve the publication of the video in the Course Gallery. In this case, it will say the video is **Pending**. As soon as the administrator (the teacher) accepts your video, it will appear in the Course Gallery.



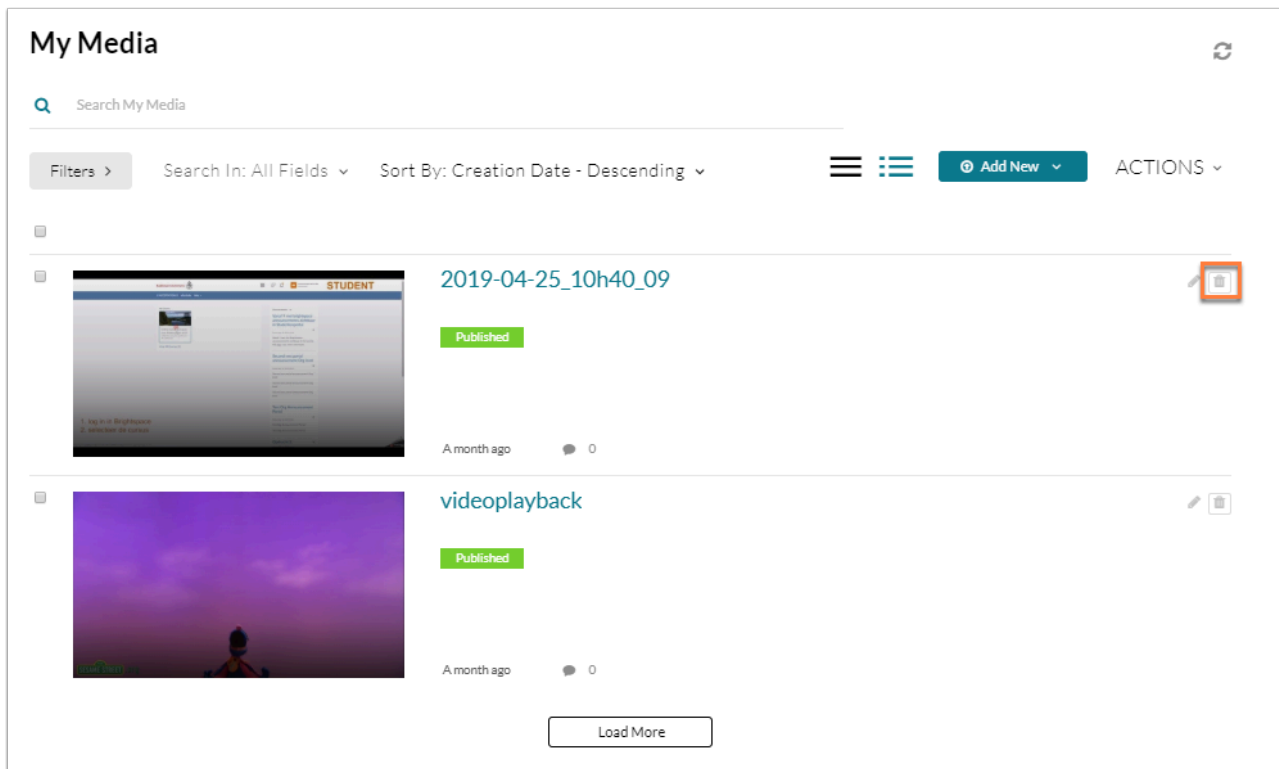
If you want to learn more about adding a video from Kaltura to an assignment, read the following article: [How do I hand in a video assignment?](#)

## Delete media

It is possible to delete media from Kaltura My Media.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.

# Werkinstructies



- Click the trashcan icon behind the video you want to delete. Then click **Delete** to confirm.



You cannot delete a video that has been published. You can, however, make the video private again. This can be done in the same screen where you publish the video.

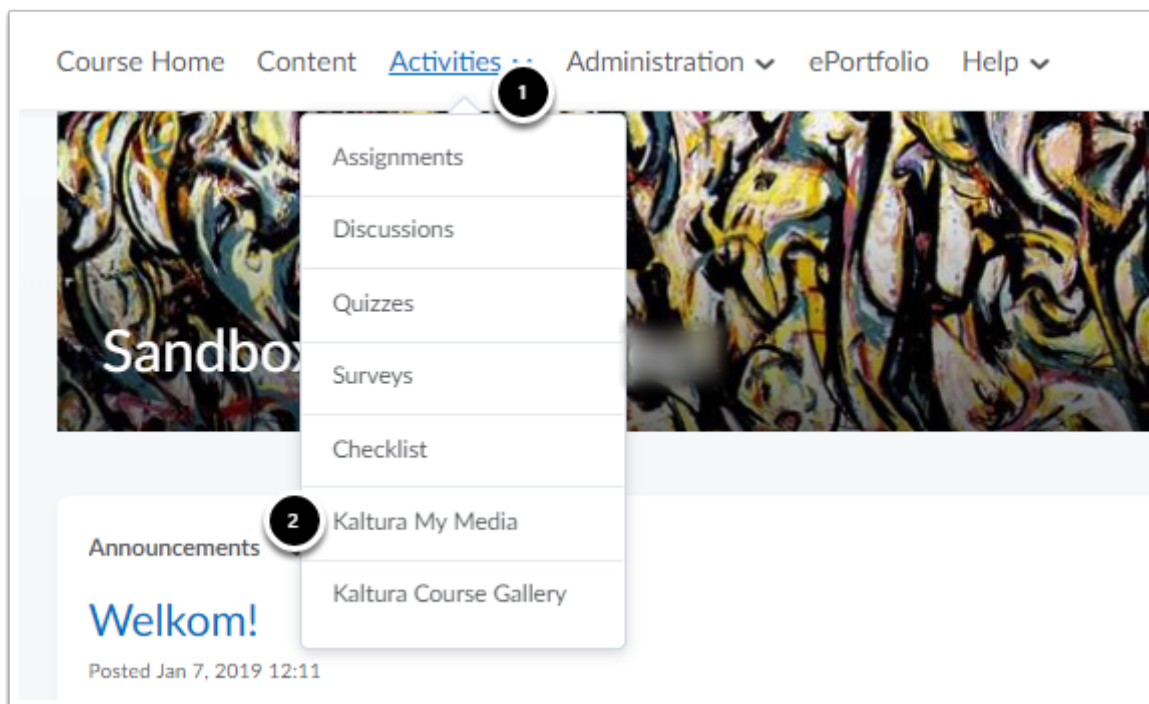
# How do I edit a video in Kaltura?

## Activities | Kaltura

[Trim a video](#)

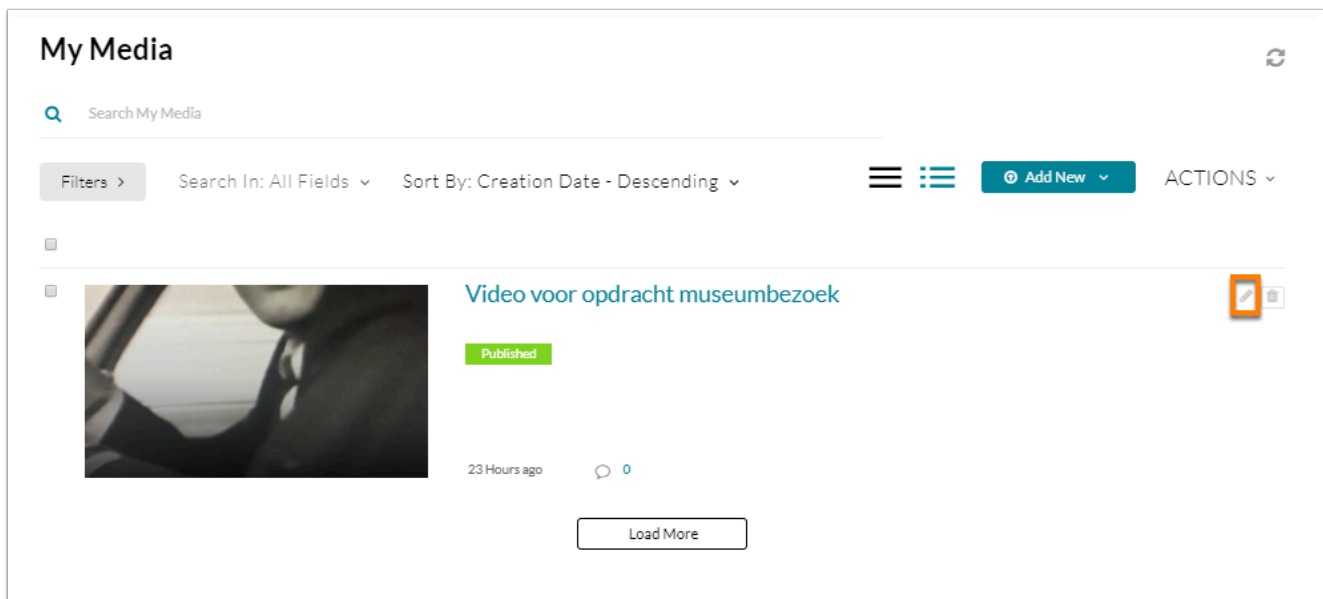
[Create a clip](#)

You can use Kaltura to edit your own videos (*but not videos from other platforms such as YouTube*). This can be done in the **Video Editor**. You can cut off the begin or the end of a video, or select a part of a video to create a separate clip.

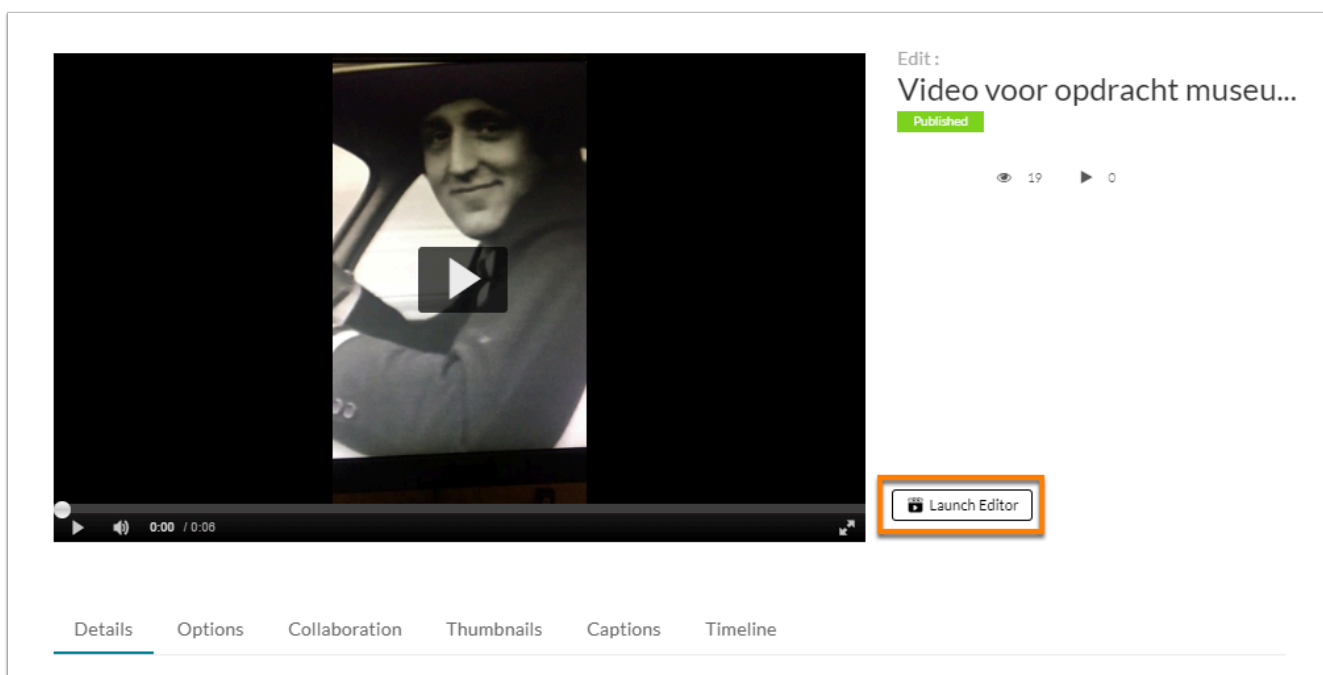


1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.

# Werkinstructies



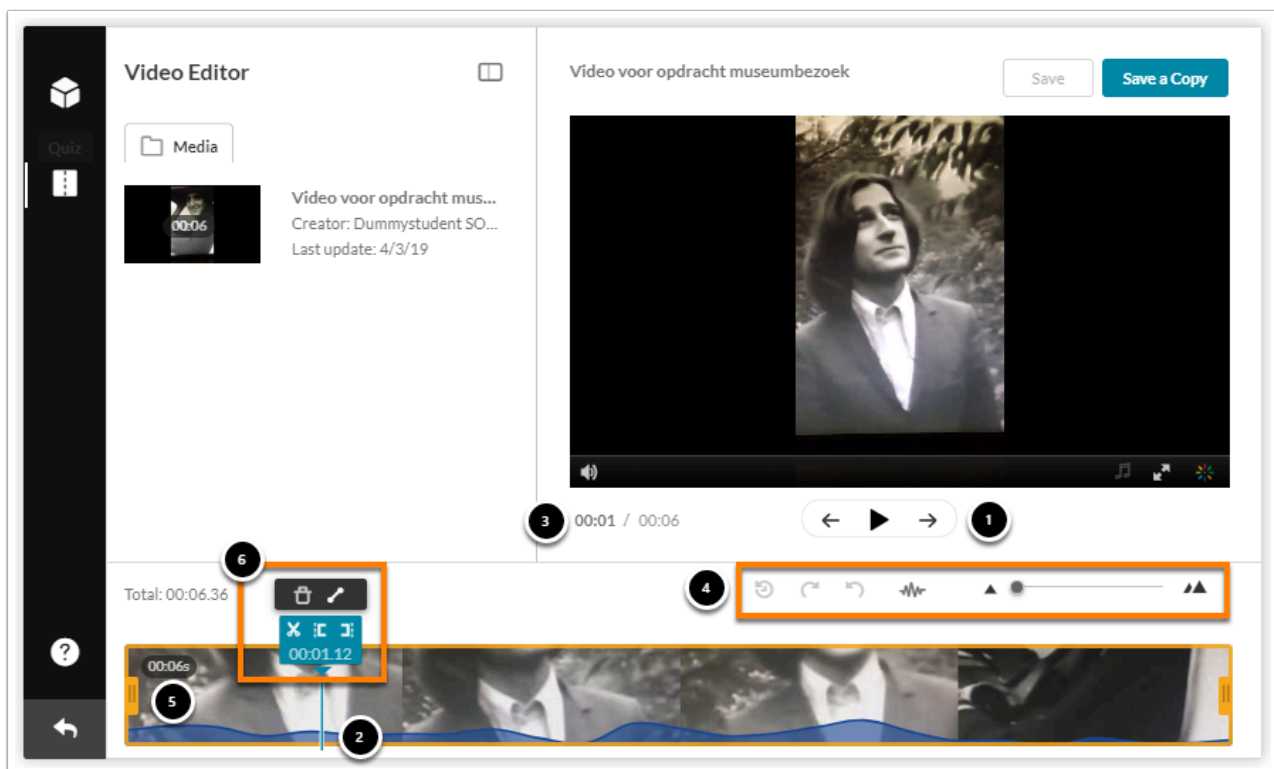
- Click on the pencil icon (**Edit**) for the video you want to edit.



- Click **Launch Editor**. You will navigate to the **Video Editor**.

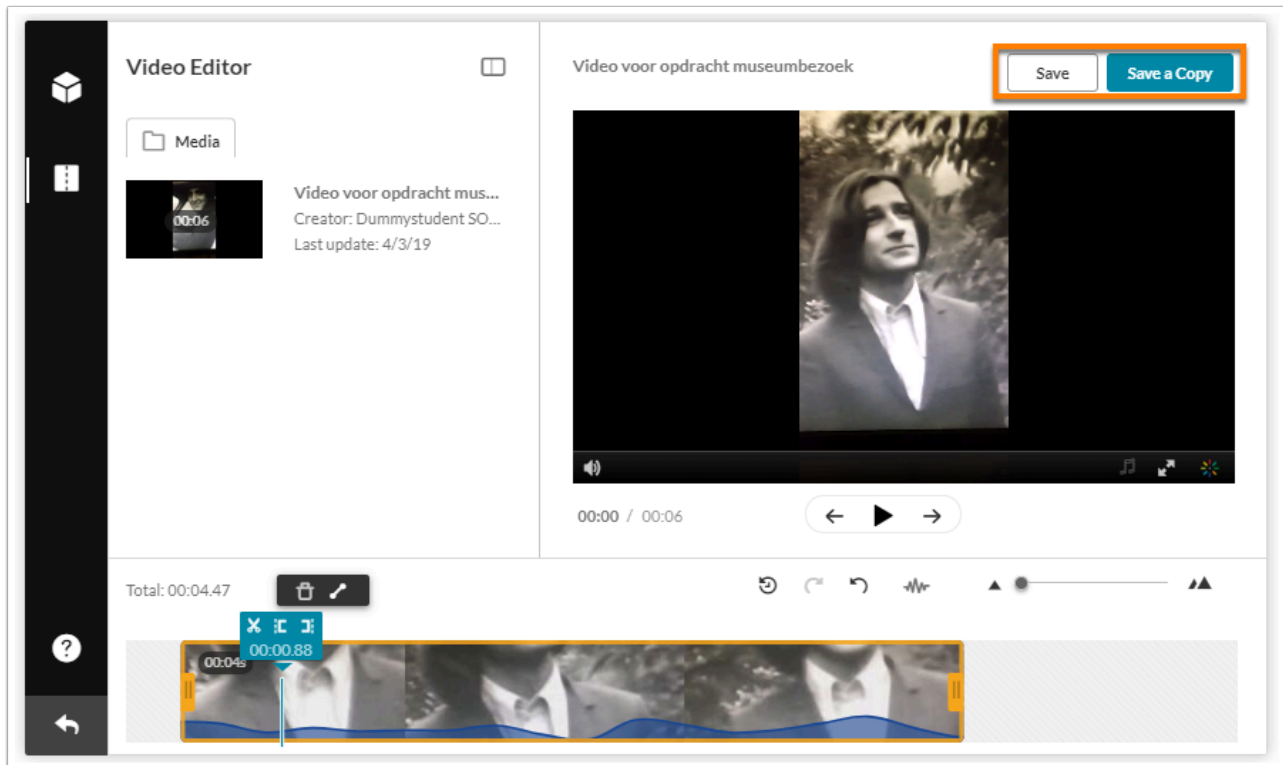


# Werkinstructies



1. Use the triangle to start or pause the video. Use the arrows to jump forward or backward to the beginning or end of the video.
2. The **Real-Time marker** will show you you a timeline that tells you where in the video you are. You can scroll to different parts of the video by dragging the marker to a specific point.
3. The **Real-Time Input** field will show you where you are. If you enter the specific second of the video you want to see, it will automatically jump to that moment. The **Real-Time marker** will automatically follow.
4. There are several options on the top right of the timeline (from right to left):
  - Zoom in or out by moving the dot.
  - Use **Select Audio** to select whether you want to see the sound graph in the timeline or not.
  - Use the arrows to undo your previous action.
  - Use **Reset** to undo all your changes.
5. At the beginning and the end of your video you will see yellow bars. You can drag these bars across your timeline to select a certain part.
6. You will find the following options above the **Real-Time marker**:
  - The trashcan icon (top left): use **Delete** to delete the selected parts of your video.
  - The line icon (top right): let your video fade in or fade out at the beginning/ending of the video or at the beginning/ending of a cut fragment.
  - The scissors icon (bottom left): can be used to cut up you video, after which you can trim, remove, or fade in/fade out the individual parts.
  - Brackets (bottom right): make the yellow bar jump to this point on the timeline.

## Trim a video



When you trim a video you cut the beginning and/or the end of a video.

- Firstly you have to determine what part(s) you want to trim. This can be done in several ways:
  - Drag the yellow bars to the desired begin point and end point of the video (*for example: if you want to cut off the last twenty seconds of the video, you have to drag the bar 20 seconds to the left*).
  - Enter the time in the **Real-Time Input** field to determine where you want to place the real time marker. The advantage is that this method allows you to place the **Real-Time Marker** very securely. Drag the yellow bar to the **Real-Time marker** at either the beginning of the video or the end. (If the bar is close to the marker, it will jump to it automatically).
  - Select the moment in the timeline where the video has to start or end. The **Real-Time marker** will automatically follow. Drag the yellow bar at either the beginning or end to the **Real-Time marker**.
  - Play the video and pause at the desired time. The **Real-Time marker** automatically follows. Drag the yellow bar at either the beginning or end to the **Real-Time marker**.

## Werkinstructies

- When you have selected the desired reach or have removed/cut parts and are finished with editing, click **Save** or **Save a Copy**. It is possible to delete multiple fragments.



Kaltura will not automatically save a copy in the **Video Editor**. Click **Save** if you no longer need the original video. If you think you might need it later, then click **Save a Copy** to save the edited video. This way the original will remain on your **My Media** page unchanged. This way you create a clip of your video.

## Create a clip

If you want to copy a part of your video and use it separately, you can create a clip.

- First determine the reach of the part you want to create a clip with (see [Trim video](#) above).
- Click **Save a Copy**.

## Werkinstructies

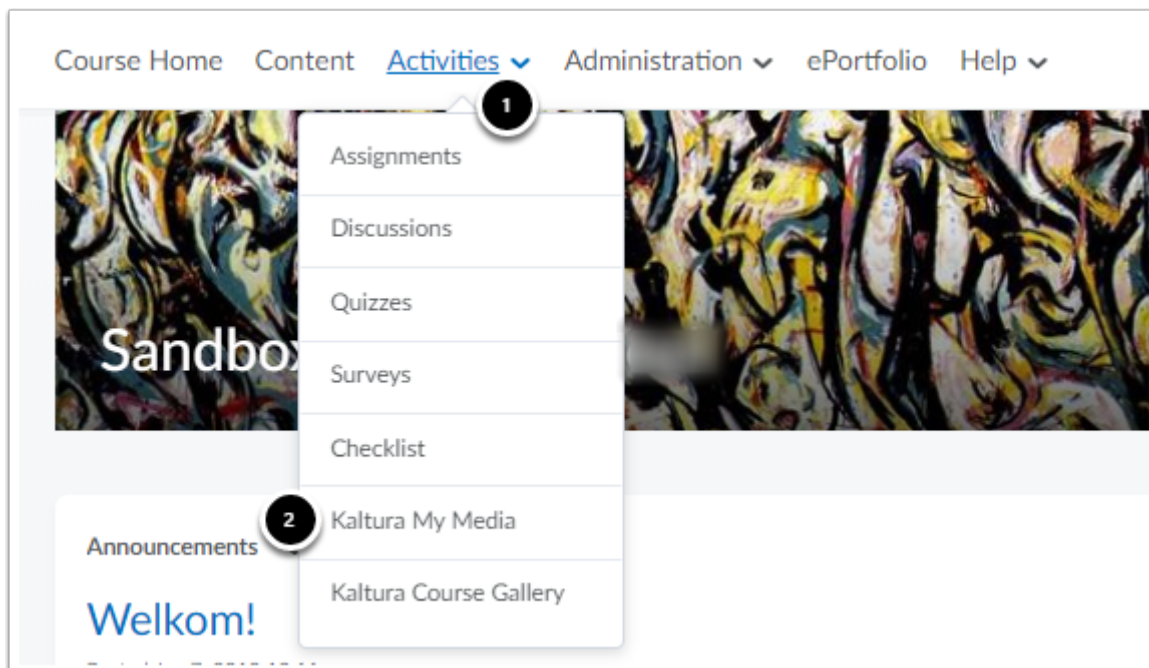
# How does Kaltura Capture work?

## Activities | Kaltura

[Install Kaltura Capture](#)[Kaltura Capture options](#)[Select screen\(s\)](#)[Change settings](#)[Start and save a recording](#)

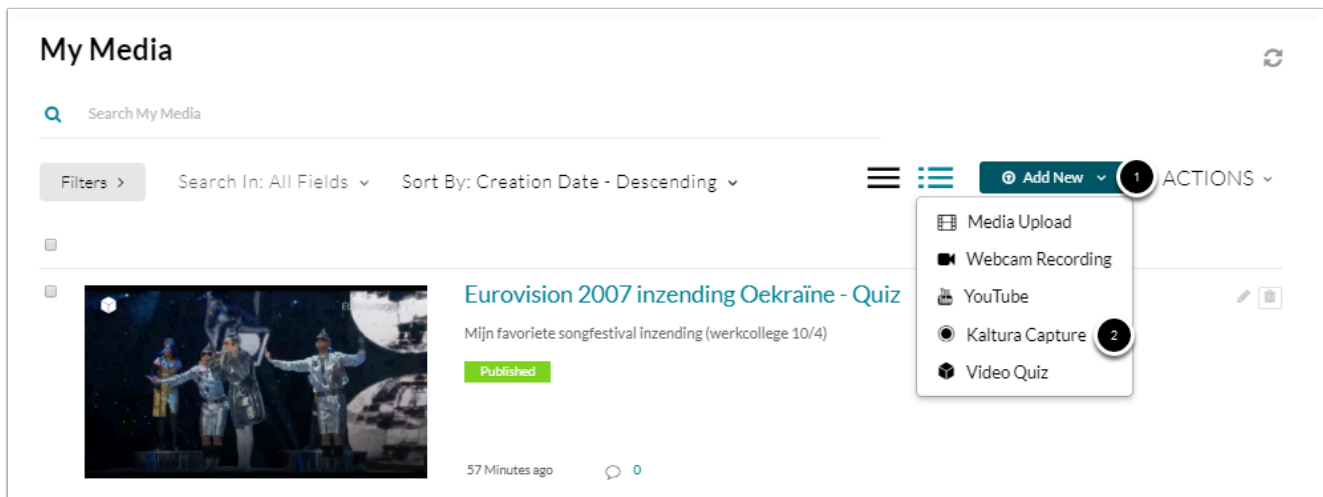
**Kaltura Capture** allows you to create a recording of your screen and/or your webcam. This allows you to create new creative content in an easy way. *For example, you can create an instruction video using programs on your computer or PowerPoint slides.* Kaltura Capture is installed by default on all of the work spots at the RU (but not at the Radboudumc). It is also possible to download Kaltura Capture yourself on Windows or Mac.

## Install Kaltura Capture

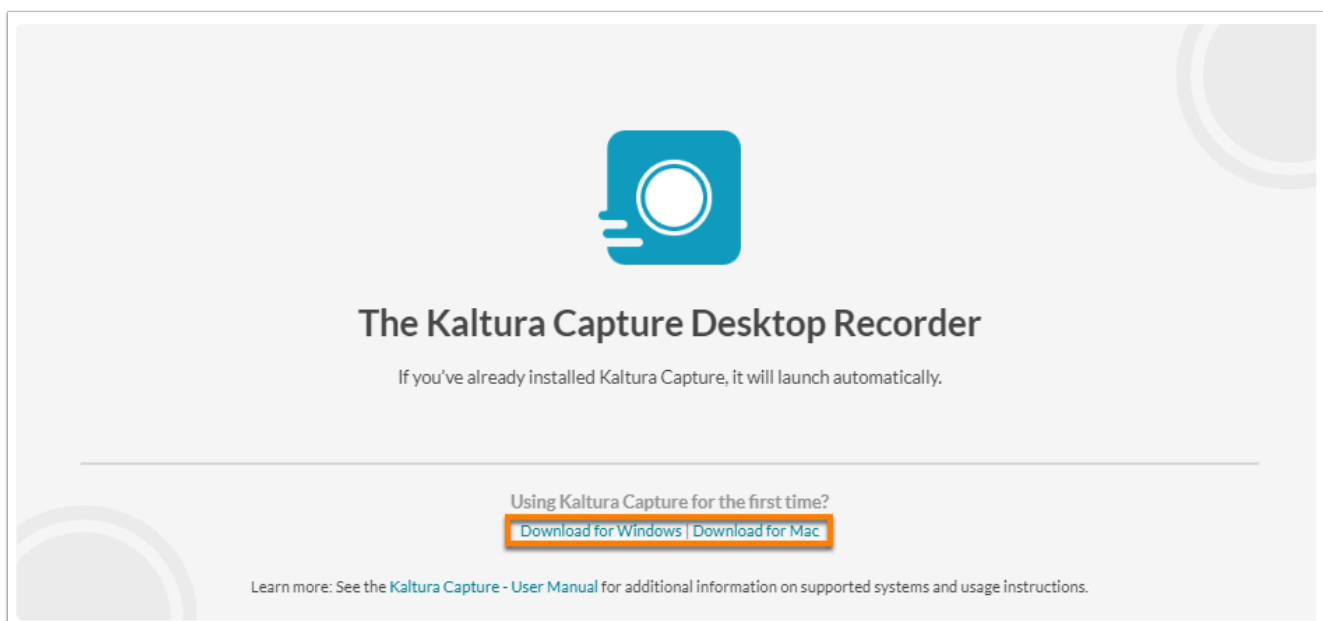


1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.

# Werkinstructies



1. Click **Add New**.
2. Click **Kaltura Capture**.

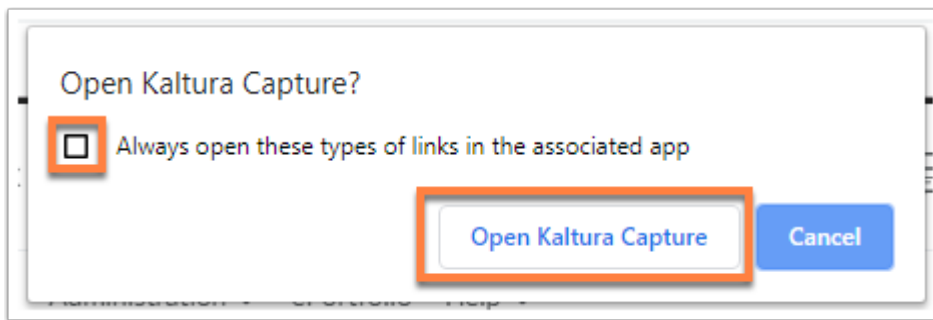


- Click **Download for Windows** or **Download for Mac** to download the program. Below in your browser you will see the download of the installation program, which you have to execute in order to install the program.

To use Kaltura Capture, you will have to return to Brightspace after the installation.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.
- Click **Add New** and then click **Kaltura Capture**.

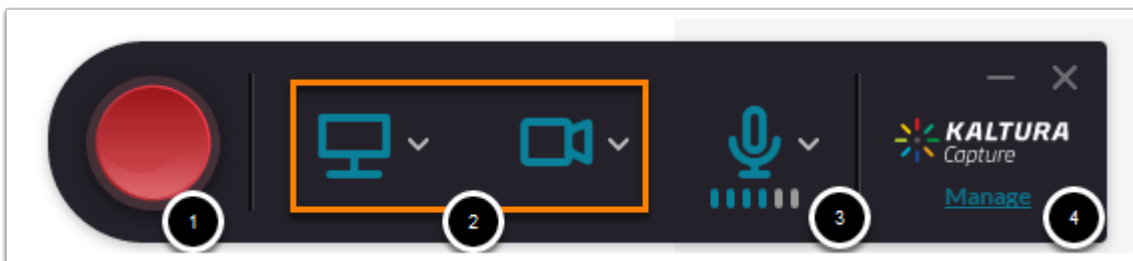
## Werkinstructies



- A pop-up window will appear with the question whether you wish to open the program Kaltura Capture. Click **Open Kaltura Capture**. If you do not wish to receive this notification again, be sure to check the box.

## Kaltura Capture options

After you have opened Kaltura Capture, a bar will appear containing several options.

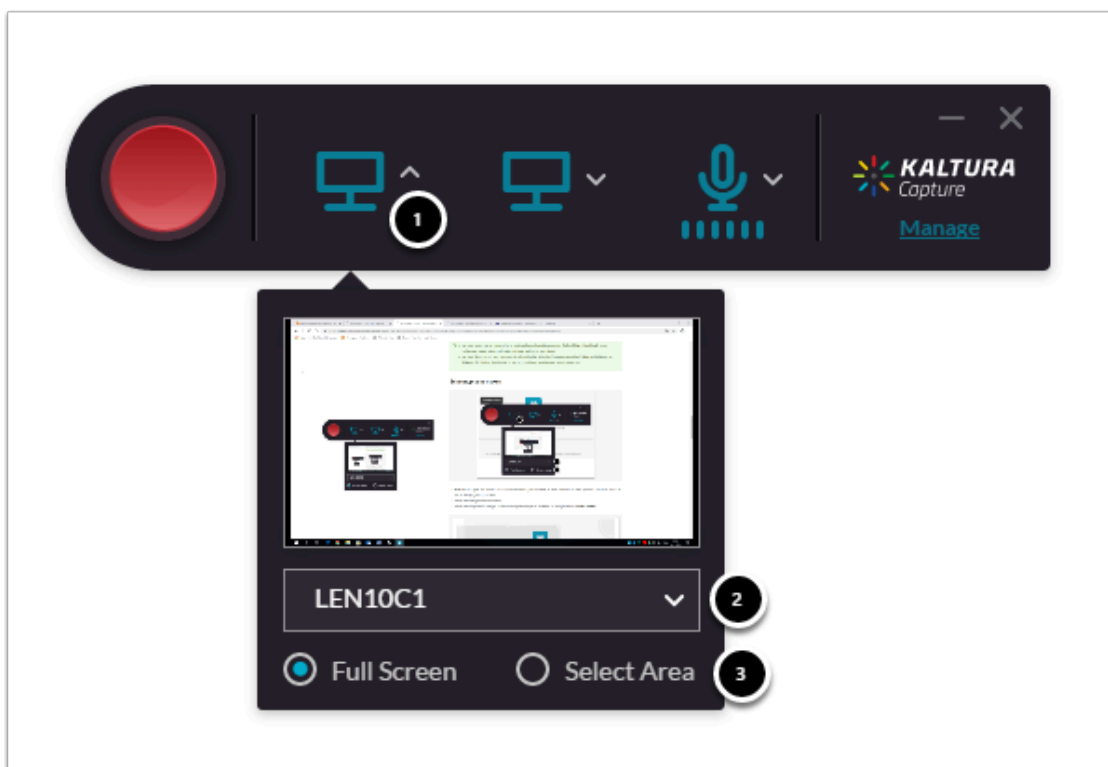


1. Record button: click this button to start the recording.
2. Screen icon/webcam icon: you can record the image of a screen and on a webcam simultaneously. You use these two icons to determine [which screen](#) and webcam you wish to record.
  - Click on the arrow next to the icon to see which screens/webcams can be used for the recording. If you have multiple screens and/or webcams, you can select which one you wish to use. Note that if you have selected one window or screen as your first option, it will no longer appear for the second option.
3. Microphone icon: this functionality allows you to record sound.
  - Select which microphone you are using by clicking the arrow next to the icon (if there are multiple microphones in the first place).
  - The bars below the microphone indicate how much sound the microphone picks up.
4. Manage: you can use **Manage** to [change settings](#), for example the title and description of the recording as well as the quality of the recording.

## Werkinstructies

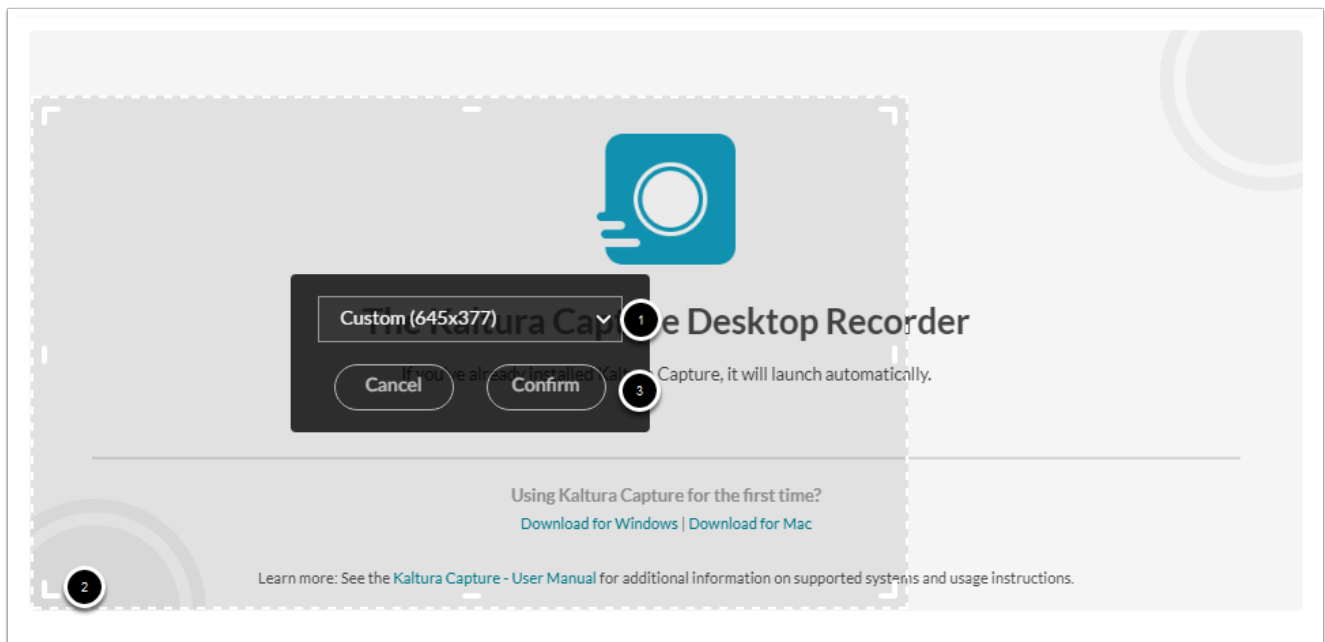
- 💡 Because it is possible to record two screens, two webcams, or a screen and a webcam simultaneously, these two sources can be used at the same time while you are recording. *For example, you can use the screen to show a presentation and use the webcam to record yourself giving an explanation.* If you only want to use one screen or webcam, you can turn the other option to inactive. To do this, click the screen icon/webcam icon. The icon will now turn gray and is crossed out with a bar. You can make this option active again by clicking the icon again. You can do the same with the microphone and turn it on or off.

### Select screen(s)



1. Click on the arrow to choose a screen in case you have multiple active screens or a webcam. The window will show you what you are about to record.
2. Select the desired screen.
3. Select whether you want to record in **Full Screen** or on a part of the screen (**Select Area**).

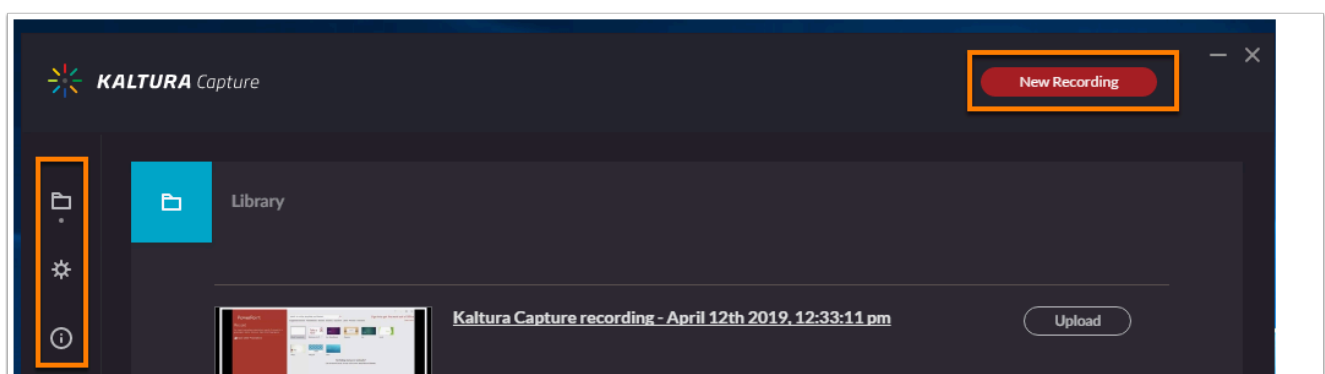
# Werkinstructies



1. Select the size of the area you want to record. You can also determine the size by dragging the corners of the gray area inward or outward.
2. Drag the gray area to the part of the screen you wish to record.
3. Click **Confirm**.

## Change settings

- Click **Manage** in the bar. You will navigate to the **Library** tab.



- You can use the navigation bar on the left to navigate to (from top to bottom) the Library, Settings, and Information.
- Click **New Recording** to start a new recording.

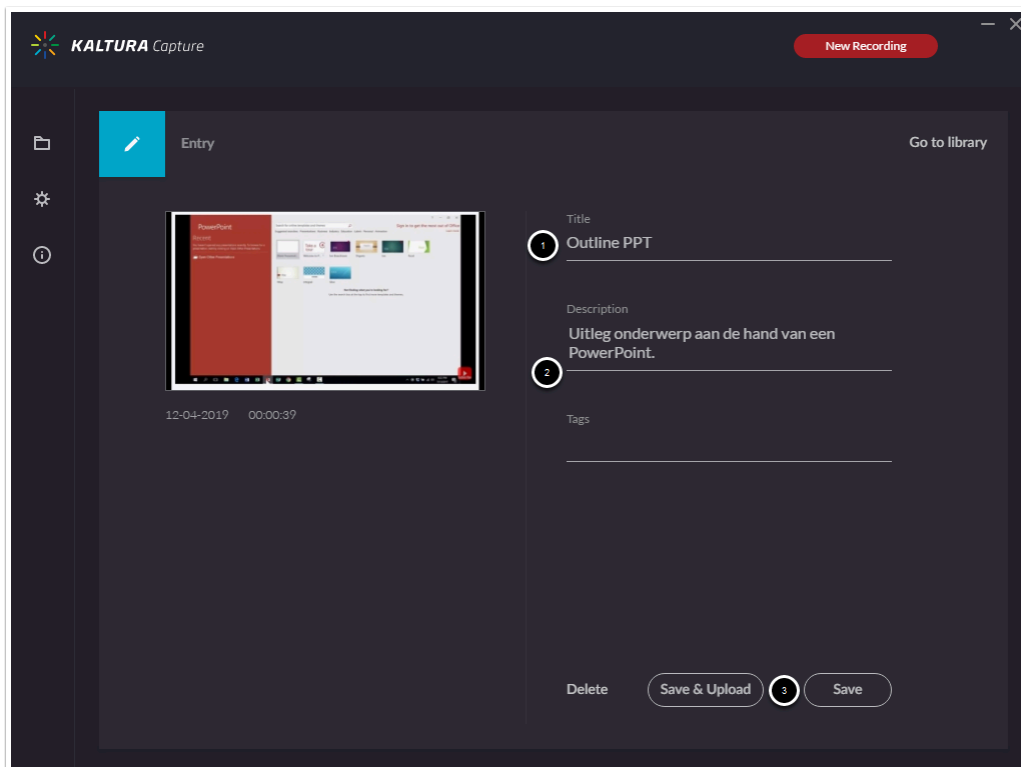


# Werkinstructies

## Library

In the library you will see all videos you have recorded with Kaltura Capture and saved locally. You can upload the videos to Kaltura My Media in Brightspace. You can also delete videos, or change the title and description. Note that you can only change the title, description and tags if you have not yet uploaded the video to Brightspace.

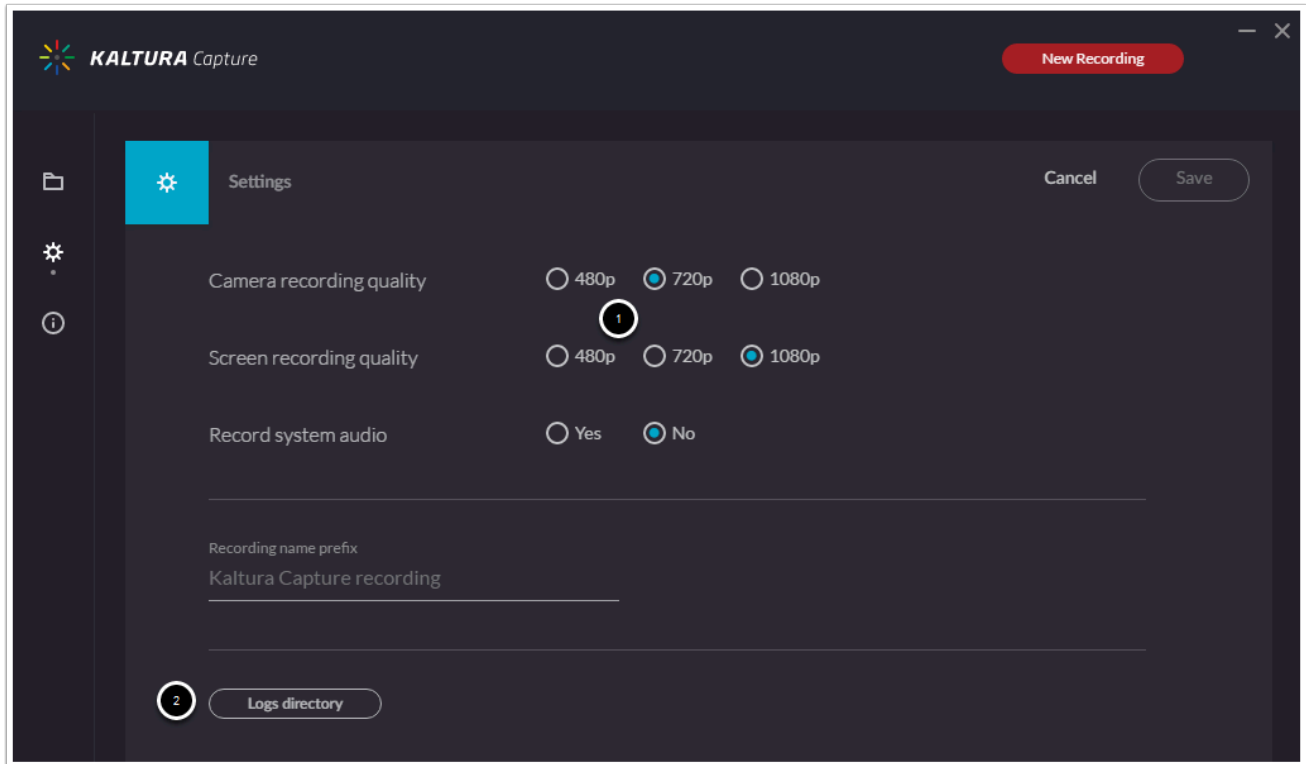
1. Click **Upload** behind a recording to upload the video in **Kaltura My Media** so you can view it in Brightspace. Depending on the size of your video and the quality of your internet connection it might take a while for your video to appear in My Media.
2. Click **Delete** to delete the video. Note that you are only deleting the video from the local Kaltura Capture Library, and not from Kaltura My Media.
3. Click on a video to see the details.



1. Change the title of the recording if desired.
2. Add a description and/or tags if desired. Tags are an easy way to find similar recordings.
3. Click **Save** to save your changes. You will then navigate back to the Library.

# Werkinstructies

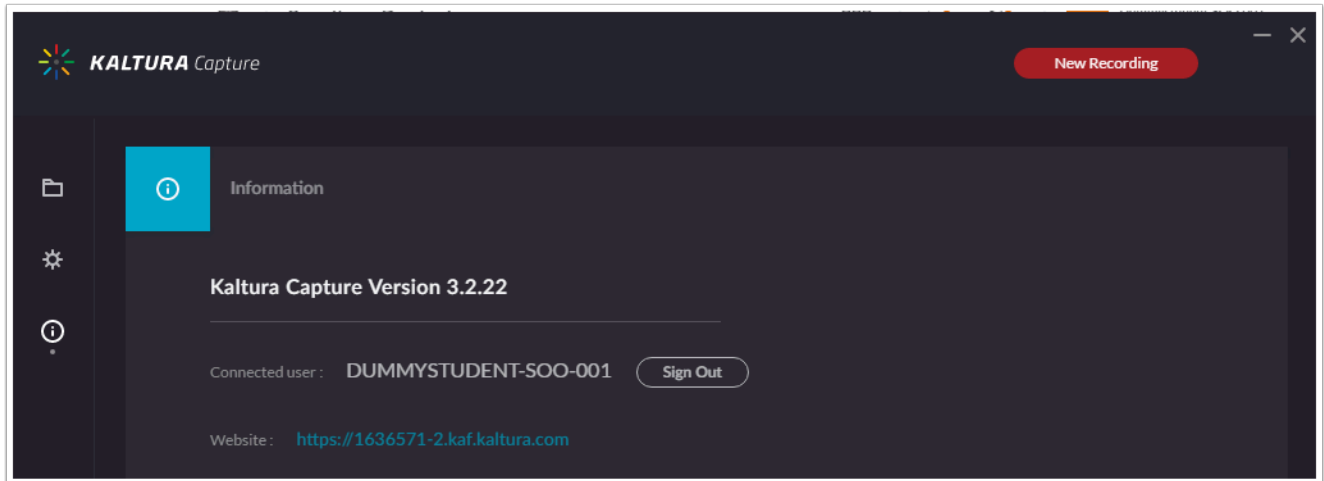
## Settings



1. Select the screen quality with which you want to create your webcam recordings (**Camera recording quality**) and your screen recordings (**Screen recording quality**).
2. Click **Logs Directory** to navigate to the folder on your computer where the recordings are saved automatically. Click the folder **Recordings** to see the recordings.

# Werkinstructies

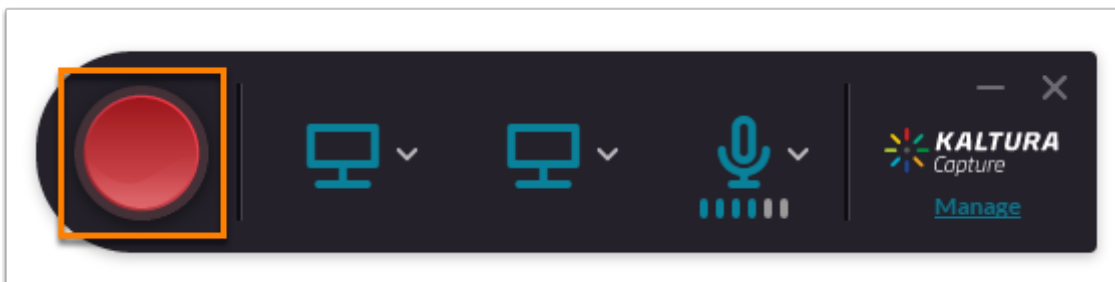
## Information



You will see which version of Kaltura Capture is currently installed and your user information. Click **Sign Out** to sign out.

## Start and save a recording

After you have used the bar of Kaltura Capture to select which screens you want to use, you can start your recording.

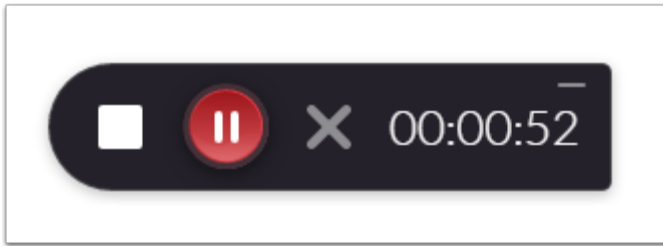


- Click the record button. Kaltura Capture will then count down from three to zero, after which the recording will begin.



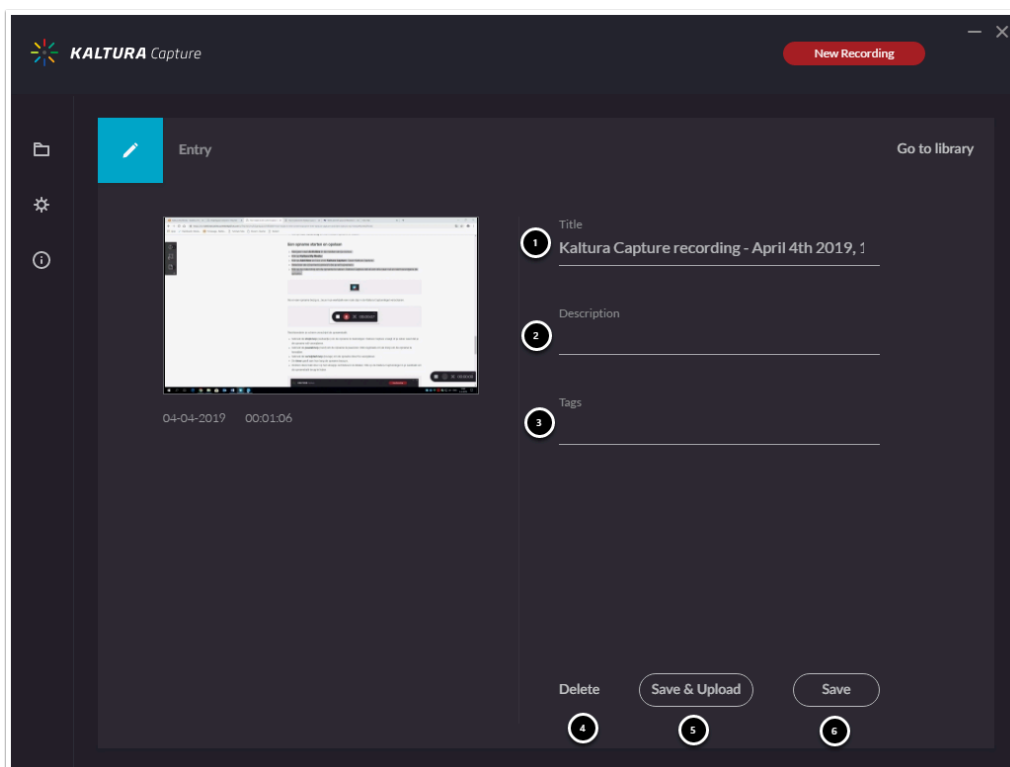
## Werkinstructies

When you are recording, the toolbar of your computer will show a red dot on the Kaltura Capture icon.



At the bottom right of your screen will appear a recording bar:

- Click the stop button (square) to stop the recording. Kaltura Capture will then ask you to confirm that you wanted to end the recording.
- Click the pause button (red) to pause the recording. Click the pause button again to resume the recording.
- Click the cross to delete the recording.
- The timer shows how long you have been recording.
- You can make the recording bar invisible by clicking the small bar at the top right. Click the Kaltura Capture icon in your toolbar to retrieve the recording bar.



When you have ended the recording, you will automatically navigate to the details page of the video (**Entry**) in **Manage**:

## Werkinstructies

1. Change the title if desired. Note that Kaltura Capture will provide an automatically generated title based on a standard begin plus the date and time of the recording. It can thus be useful to give the recording a title that allows you to recognize it, making it easier to find in Kaltura My Media.
2. Add a description if desired.
3. Add tags if desired.
4. Click **Delete** to delete the recording.
5. Click **Save & Upload** to save the recording and upload it to Kaltura My Media.
6. Click **Save** to save the recording locally on your computer. You can then upload it to Brightspace at a later moment.

## Werkinstructies

# How does Virtual Classroom work?

Virtual Classroom is a program integrated in Brightspace that teachers can use to give online classes. During the class you can ask questions via the chat box or by using the microphone.

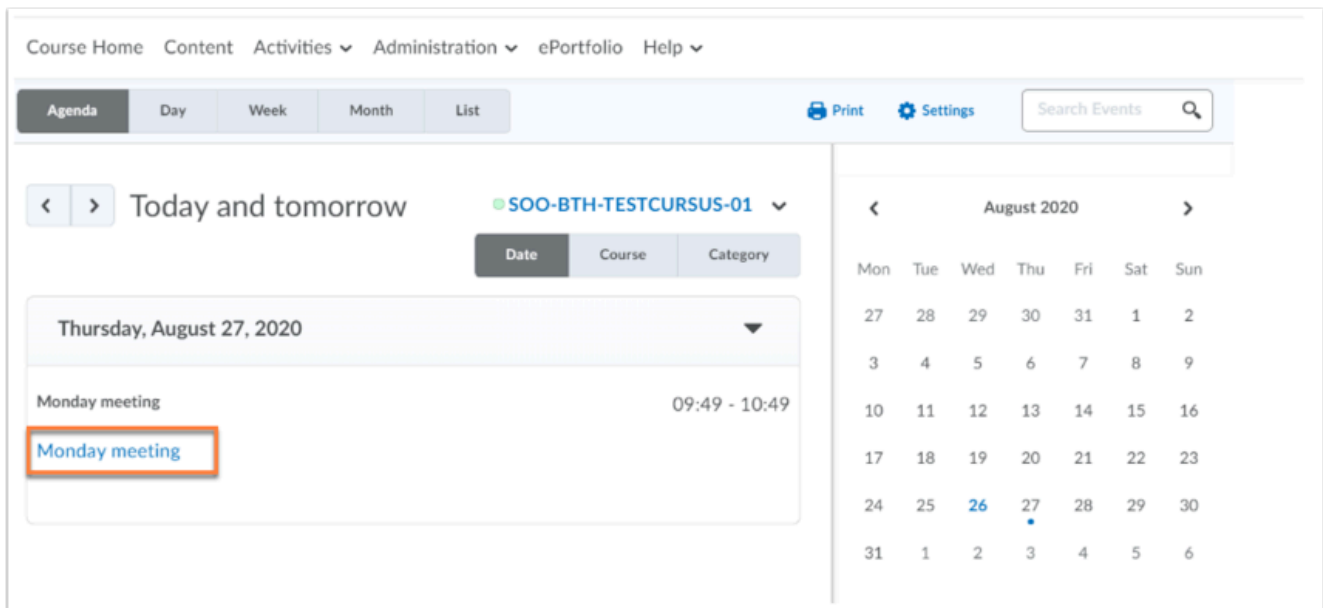
- ⚠ • Virtual Classroom is not supported by Internet Explorer and Microsoft Edge. YouSeeU (the company behind Virtual Classroom) recommends to use Virtual Classroom with Google Chrome.
- It is important to allow third-party cookies in your browser. You can change this by going to your Browser Settings > Privacy and security > Site Settings > Cookies and site data. Then make sure 'Block third-party cookies' is turned off.
- When you are not using headphones, there is a possibility that your voice will echo.

## Navigating to the Virtual Classroom

- i Your lecturer can choose the location of the Virtual Classroom meeting. If the meeting is meant for all participants, then it will probably be added below Content. You can always find the meeting in the **Calendar**.

- Navigate to **Course Home** and then to **Calendar**.

# Werkinstructies

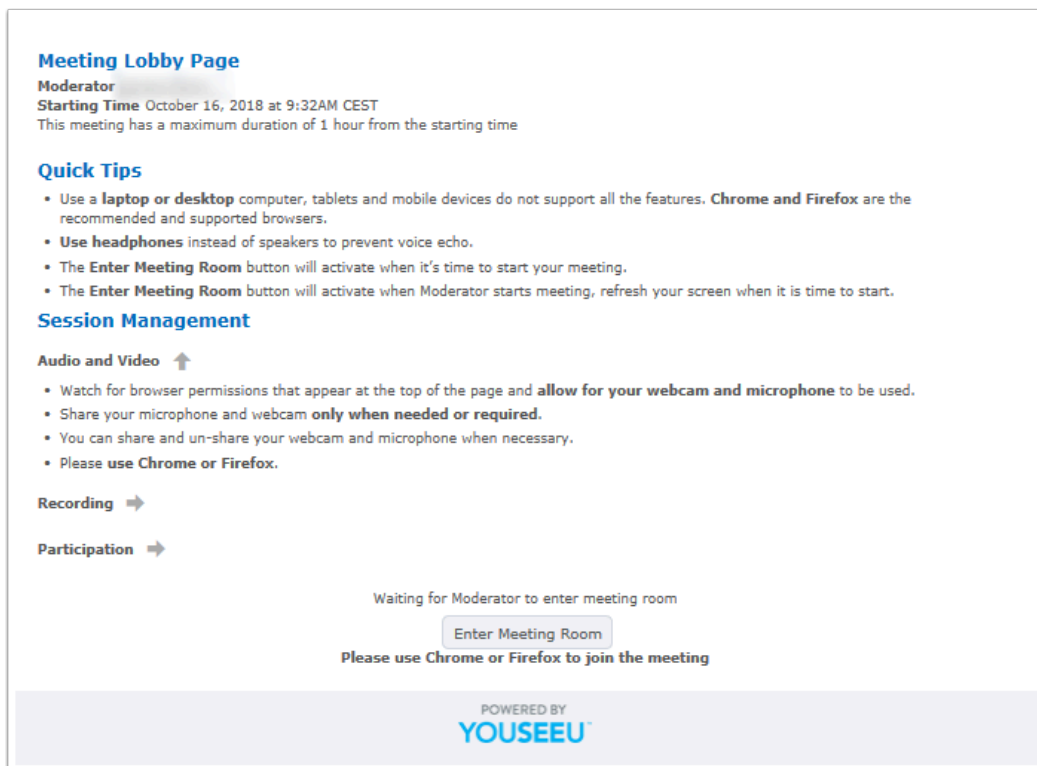


The screenshot shows the Brightspace course interface. At the top, there are navigation links: Course Home, Content, Activities, Administration, ePortfolio, and Help. Below these are tabs for Agenda, Day, Week, Month, and List. The 'Agenda' tab is selected. On the right, there are links for Print and Settings, and a search bar labeled 'Search Events'. The main content area shows the course 'SOO-BTH-TESTCURSUS-01' and a calendar view for August 2020. The date 'Thursday, August 27, 2020' is selected. A meeting titled 'Monday meeting' is listed for 09:49 - 10:49. The meeting title is highlighted with a red box.

- Select the meeting.

## Join a class

If there is a class in session, you can participate by clicking the play icon.



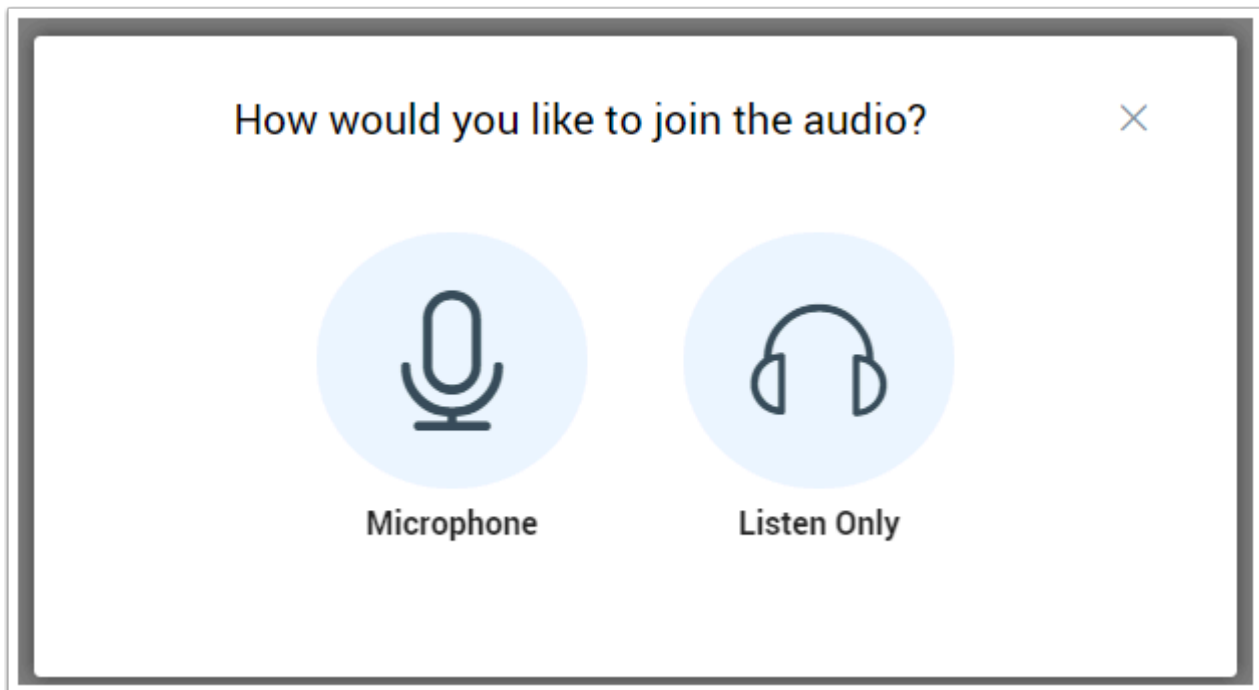
The screenshot shows the 'Meeting Lobby Page'. It includes the following information:

- Meeting Lobby Page**
- Moderator**
- Starting Time** October 16, 2018 at 9:32AM CEST
- This meeting has a maximum duration of 1 hour from the starting time
- Quick Tips**
  - Use a **laptop or desktop** computer, tablets and mobile devices do not support all the features. **Chrome and Firefox** are the recommended and supported browsers.
  - Use **headphones** instead of speakers to prevent voice echo.
  - The **Enter Meeting Room** button will activate when it's time to start your meeting.
  - The **Enter Meeting Room** button will activate when Moderator starts meeting, refresh your screen when it is time to start.
- Session Management**
- Audio and Video**
  - Watch for browser permissions that appear at the top of the page and **allow for your webcam and microphone** to be used.
  - Share your microphone and webcam **only when needed or required**.
  - You can share and un-share your webcam and microphone when necessary.
  - Please use **Chrome or Firefox**.
- Recording**
- Participation**
- Waiting for Moderator to enter meeting room
- Enter Meeting Room** button
- Please use **Chrome or Firefox** to join the meeting
- POWERED BY **YOUSEEU**

## Werkinstructies

You will land on an overview page:

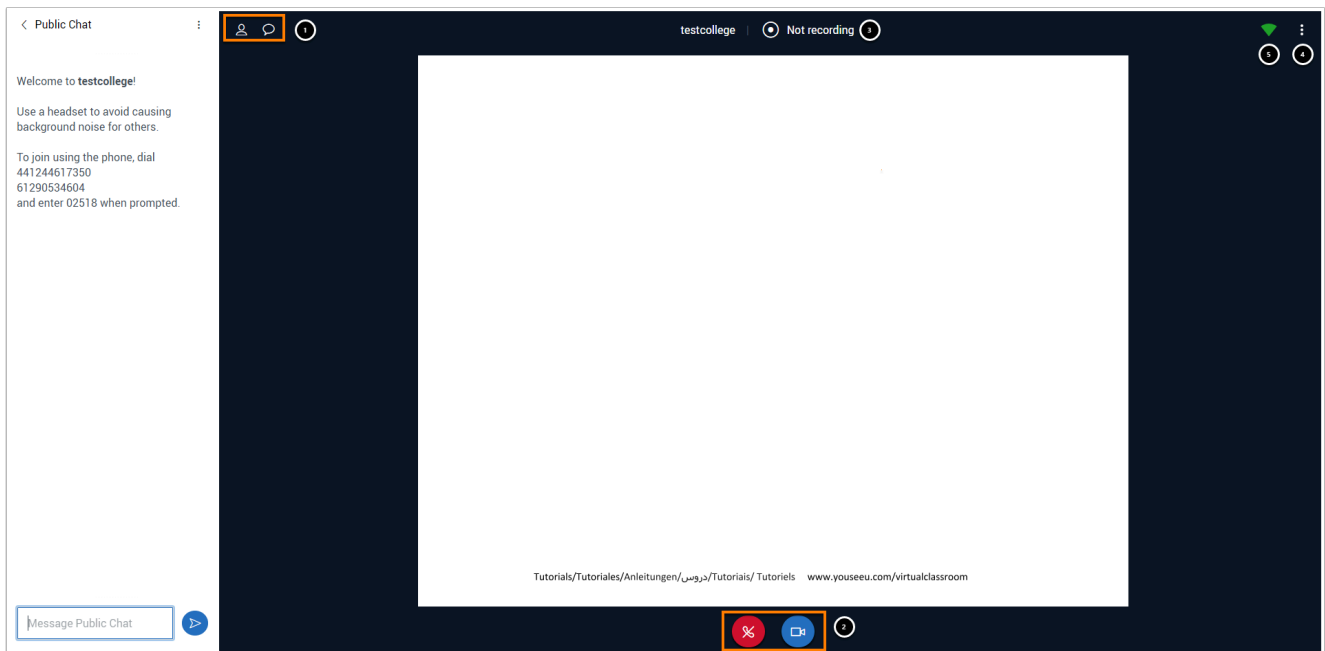
- **Meeting Lobby Page:** information about the meeting (moderator, date, time and maximum duration).
- **Quick Tips:** a few general tips.
- **Session Management:** matters you have to pay attention to during the meeting.
  - Click the arrows behind **Audio and Video, Recording and Participation** to fold out or collapse these options.
- Above **Enter Meeting Room** you will be able to see whether you can enter the class. You might need to wait for the lecturer to arrive.



First indicate whether you only want to listen (**Listen Only**) or if you want to be able to speak during the class as well (**Microphone**).



# Werkinstructies



You can make use of a variety of tools during the class:

1. In the top-left corner of the screen, click:
  - the stick-figure to see who will be attending the class.
  - the speech balloon to open the chat. This is where you and the other participants can chat. You close the chat by clicking **Public chat** at the top.
2. At the bottom, click:
  - the phone to also be able to speak.
  - the camera to turn on your webcam.
3. At the top you can see whether the class is being recorded (**Recording**) or not (**Not recording**).
4. In the top-right corner, click the dotted icon to open more options:
  - **Settings:** adjust the settings during the class in a separate window:
    - **Application:** indicate whether or not you want to receive notifications when there is new activity in the chat and/or adjust the font size.
    - **Closed Captions:** indicate if you want automatically generated subtitles to be displayed whenever you speak.
    - **Data Savings:** indicate if you want to allow the option of webcams being shared within the group (by turning off this option whenever you do not need it, you will prevent the network from being overloaded)
  - **Leave:** leave the class.

## Werkinstructies

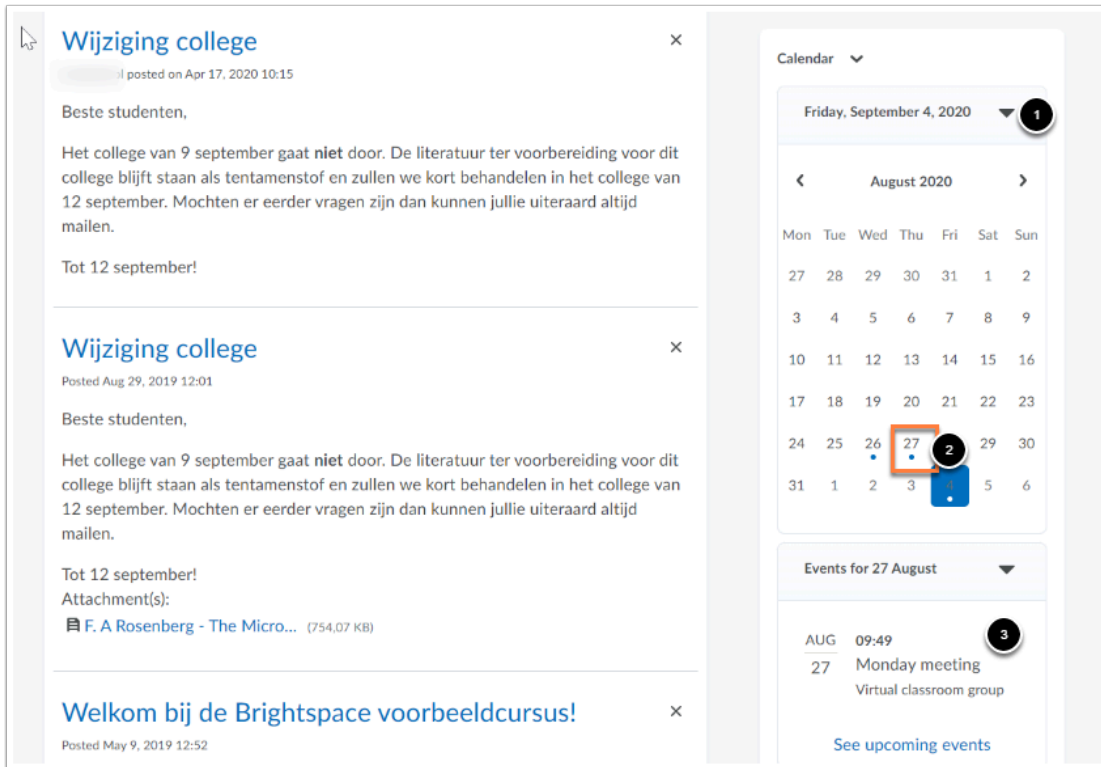
5. The internet icon will indicate whether your internet connection is fast (green) or slow (red).

## Werkinstructies

# How can I find a Virtual Classroom recording via Calendar?

A lecturer might record a Virtual Classroom so that invited students will be able to view it later. It is up to the lecturer to add a link to the recording in Content, but the student will always be able to find the recording in the **Calendar**.

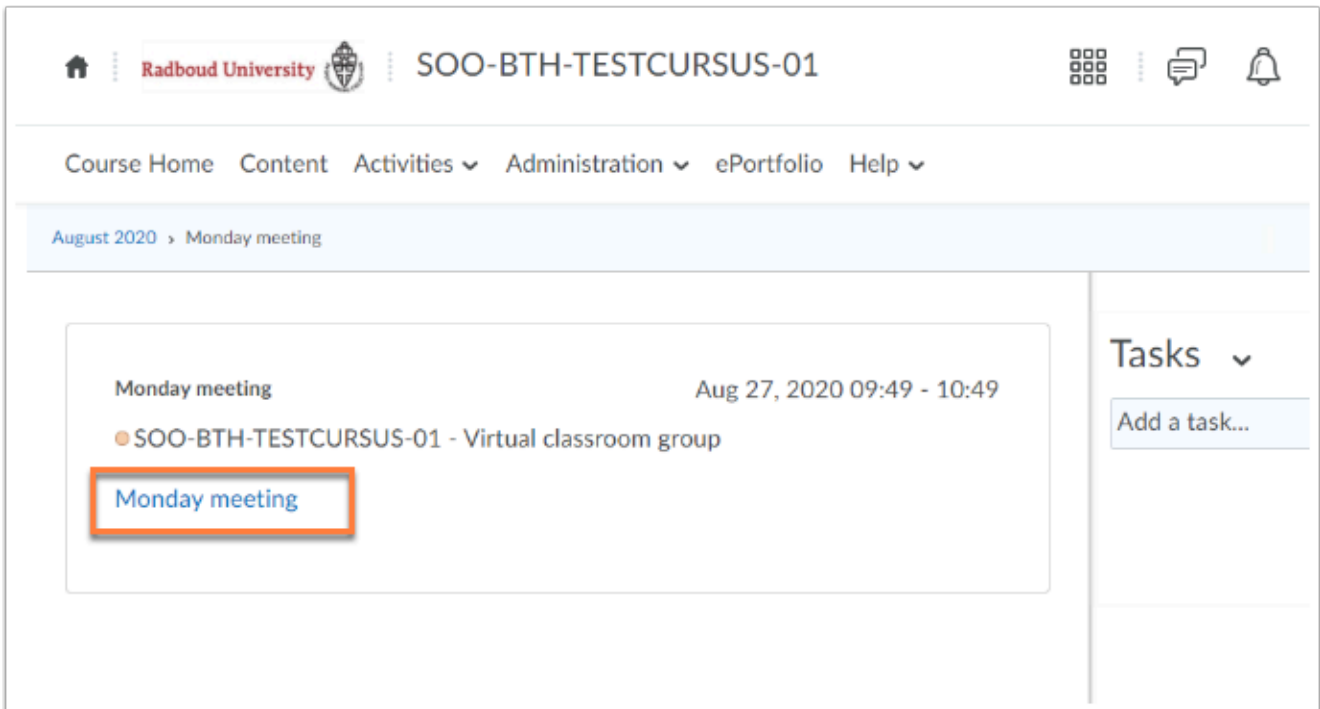
- Navigate to **Course Home**.



The screenshot shows the Brightspace interface. On the left, there are three course announcements titled 'Wijziging college' and 'Welkom bij de Brightspace voorbeeldcursus!'. On the right, there is a 'Calendar' widget. The calendar is set to 'Friday, September 4, 2020'. Below this, there is a monthly view for 'August 2020'. The date '27' is highlighted with a red box and a black circle with the number '2'. Below the calendar, there is a section titled 'Events for 27 August'. It shows an event for 'AUG 27' at '09:49' titled 'Monday meeting' with the description 'Virtual classroom group'. A black circle with the number '3' is next to the event title. At the bottom of the calendar widget, there is a link 'See upcoming events'.

1. Click the arrow next to the date to fold out the monthly view.
2. Click on the day the Virtual Classroom took place.
3. Click on the **Calendar Event**.

# Werkinstructies



Course Home Content Activities Administration ePortfolio Help

August 2020 > Monday meeting

Monday meeting Aug 27, 2020 09:49 - 10:49

SOO-BTH-TESTCURSUS-01 - Virtual classroom group

Monday meeting

Tasks

Add a task...

- Then click the link to the Virtual Classroom. If the session has been recorded, the recording will now open.

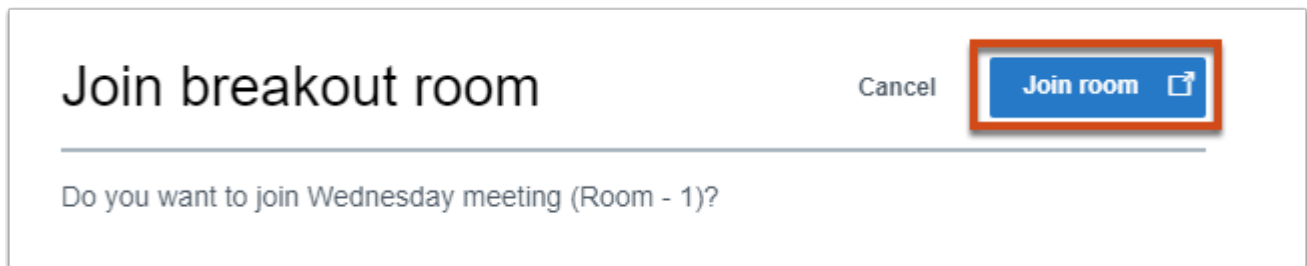
## Werkinstructies

# How do I use Virtual Classroom breakout room? Activities | Virtual Classroom

[Get started](#)[Participants of the breakout room](#)[Upload a presentation](#)[Ask the lecturer for help](#)[Leave the breakout room](#)

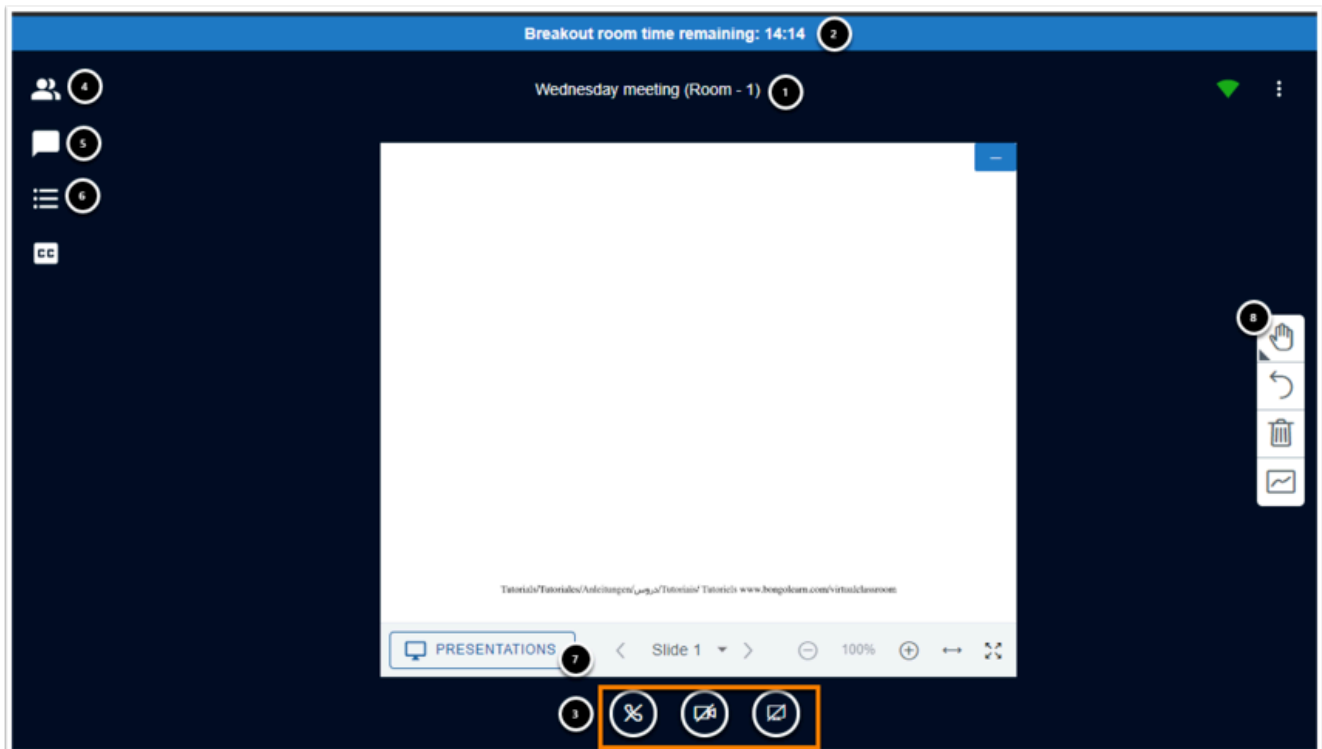
## Get started

A lecturer might decide to split the participants of a Virtual Classroom meeting into different groups. These groups will then each get their own meeting. This meeting is called a **breakout room**. In this breakout room the participants can talk to one another or present their work during a set time. The lecturer is not a participant, but they might pop in during the session.



When the lecturer has created breakout rooms you will receive an invitation to join during the main meeting. Click **Join room** to go to the room. This means you will temporarily leave the main meeting of the Virtual Classroom.

# Werkinstructies

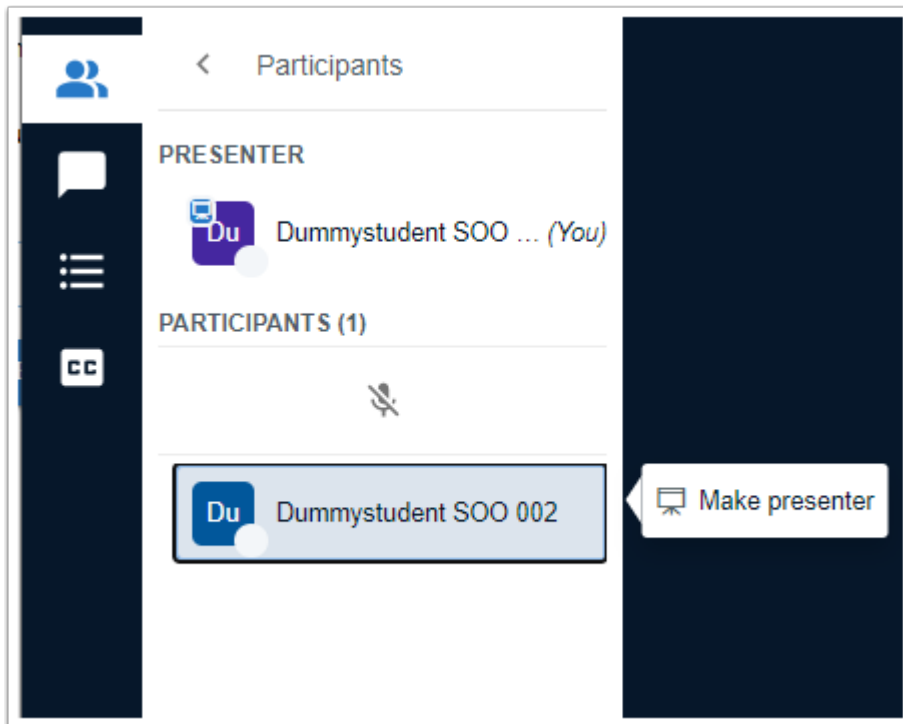


A new tab will be opened in your browser. The screen looks the same as in the main meeting, but the difference is that all participants can present. When you are the presenter in the breakout room, you will see the following buttons and can use the following functions:

1. The name of the breakout room;
2. How much time is left;
3. Manage your microphone and camera and share your screen;
4. The participants in this breakout room;
5. Chat;
6. Create a poll;
7. Upload a presentation;
8. Open annotation tools.

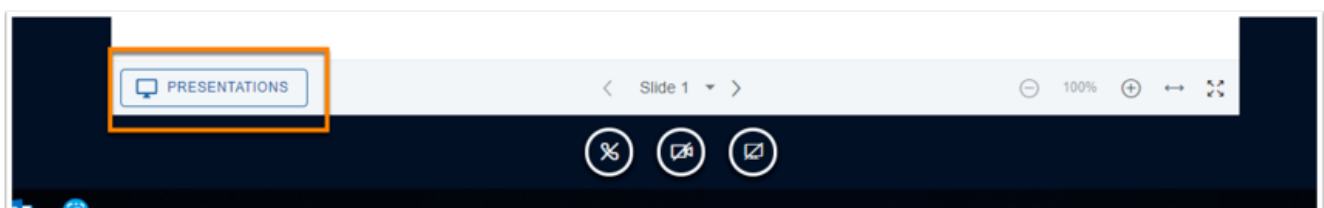
# Werkinstructies

## Participants of the breakout room



1. Click **Participants** in the top left of the menu.
2. Click **Mute all** to turn off the microphone of all participants.
3. Click on the name of the participant to make them presenter.

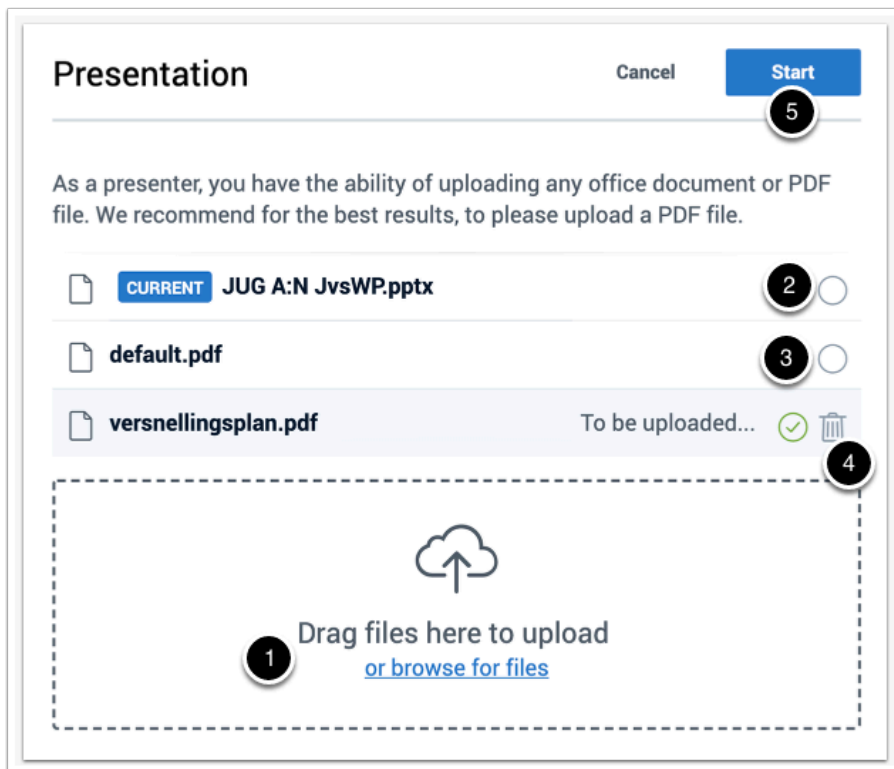
## Upload a presentation



You can add a file to your presentation, such as a pdf, Word, Powerpoint or Excel. Each page, slide or tab will become one slide in your presentation.

- Click **Presentations**.

## Werkinstructies



1. Select a file to upload from your computer.
2. Select a previously uploaded file to present.
3. Switch to a blank presentation, to which you possibly added notes before.
4. Delete a uploaded file.
5. Click **Start** to present the selected file.

**⚠** When you upload a Powerpoint file the animations in your file will not be saved. All elements in your slides will be shown simultaneously. Graphs in Excel are not supported. If you use special fonts then they might not be displayed correctly.

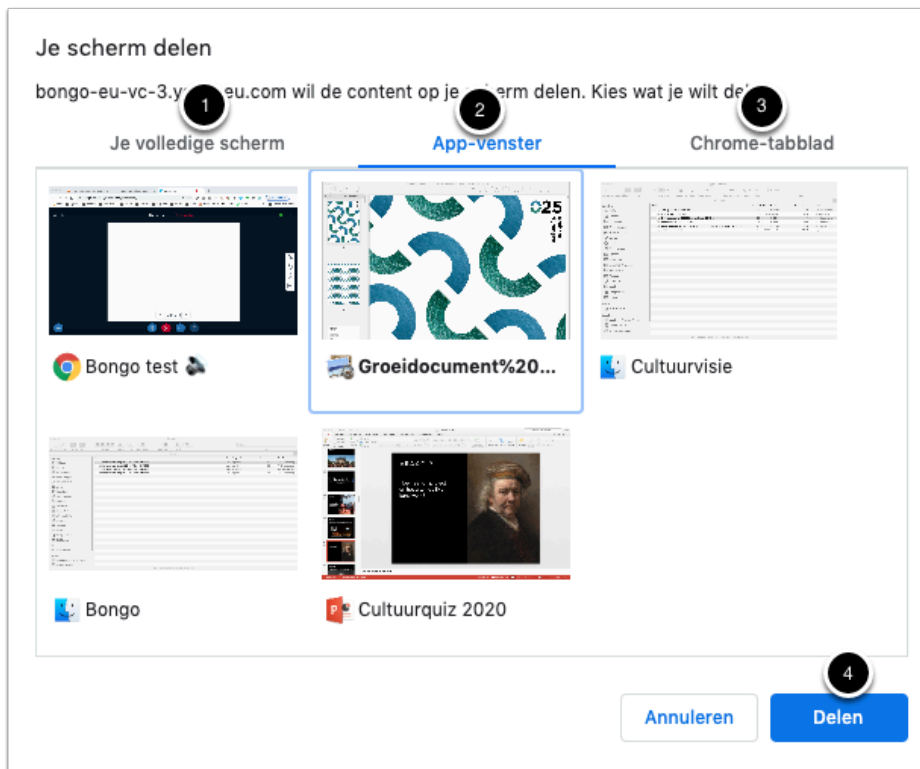
### Share your screen



Click **Share your screen** at the bottom to share your screen.





# Werkinstructies



A new window will open. You can choose which part of your screen you want to share:

1. Your **Full Screen** (je volledige scherm): if you want to share your full screen, select which one you want to share (in case you are working with multiple screens).
2. **Application** (App-venster): If you want to share an application (such as a Word or Excel file) choose the right window here.
3. **Chrome tab** (Chrome-tabblad): when you want to share a tab from your browser, select which one here.
4. Select the desired item and then click **Delen (Share)**.

 If you try to share your screen for the first time, you will receive an one-time notification stating you have to download the Bongo Screenshare Extension.

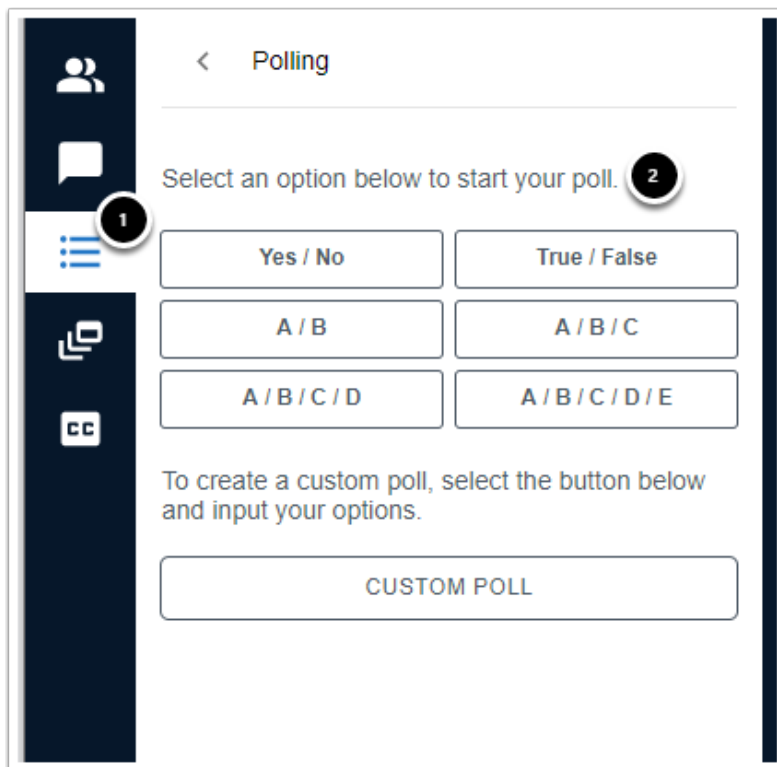
 Chrome and Microsoft Edge (Chromium edition) are the only browsers that completely support screen sharing.

Firefox only lets you share a window.

# Werkinstructies

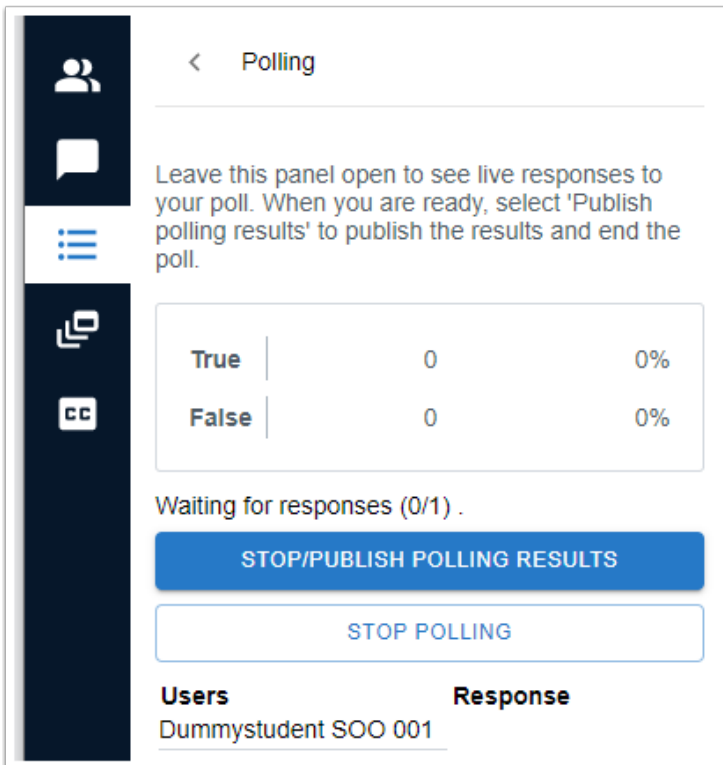
## Poll

You could present a poll during your presentation. You have to ask the question verbally, after which the participants can choose between different answer options that appear on screen.



1. Click **Polling** in the menu on the left.
2. Choose between default answer possibilities, or create your own answer possibilities by clicking **Custom Poll**.

## Werkinstructies



The screenshot shows the 'Polling' interface in Brightspace. On the left is a dark sidebar with icons for users, chat, and a menu. The main area has a back arrow and the title 'Polling'. Below this is a text box: 'Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.' A table shows the poll options: 'True' with 0 responses (0%) and 'False' with 0 responses (0%). Below the table, it says 'Waiting for responses (0/1)'. There are two buttons: a blue 'STOP/PUBLISH POLLING RESULTS' button and a white 'STOP POLLING' button. At the bottom, there is a table with two columns: 'Users' and 'Response'. The first row shows 'Dummystudent SOO 001' under 'Users' and an empty cell under 'Response'.

True	0	0%
False	0	0%

Waiting for responses (0/1) .

**STOP/PUBLISH POLLING RESULTS**

**STOP POLLING**

Users	Response
Dummystudent SOO 001	

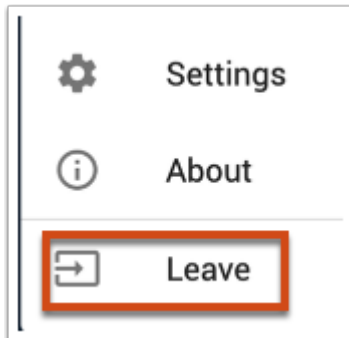
- After you have set up the answer possibilities the poll will start automatically. Click **Stop/Publish Polling results** to share the results with the participants. Click **Stop Polling** to stop the poll without sharing the results.

### Ask the lecturer for help

After you have been moved to the breakout room you can still ask your lecturer for help - even if they are in the main session. Click on the main session tab. The breakout room was opened in a new tab, it is important that you leave this open as well. Then ask your question on the main session chat. The lecturer can answer it there, or come to your breakout room.

# Werkinstructies

## Leave the breakout room



When the predetermined time has passed the breakout room will be closed automatically. You will then return to the main meeting. Do you want to leave the breakout room early? Click the three dot icon and choose **Leave**.

- ❗ Once you voluntarily leave the breakout room you cannot return. You will have to ask your lecturer to readmit you.  
Make sure you do not accidentally close your browser tab - if you do, you will also leave the room.

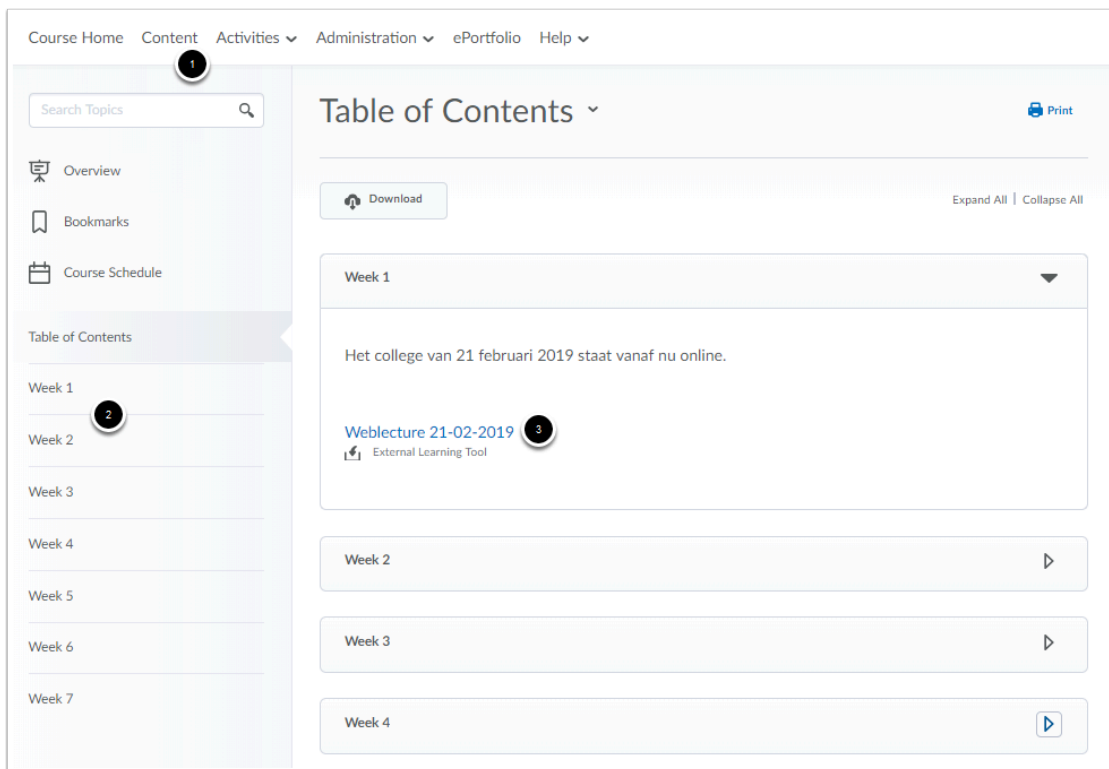
## Werkinstructies

# How do I view weblectures? Content | Weblectures

For some courses, entire classes will be recorded on video. This allows you to watch them at a later point. When this is the case, you can find these **weblectures** on Brightspace. Your teacher will make them available under **Content**.



Do you want to learn more about weblectures? Go to the student website and read the article about [Weblectures](#).



The screenshot displays the Brightspace user interface. At the top, the navigation bar includes 'Course Home', 'Content', 'Activities', 'Administration', 'ePortfolio', and 'Help'. The 'Content' tab is highlighted with a circled '1'. On the left sidebar, the 'Table of Contents' option is selected with a circled '2'. The main content area, titled 'Table of Contents', shows a list of weeks. Under 'Week 1', there is a link to 'Weblecture 21-02-2019' with a circled '3'. Below this link, it says 'External Learning Tool'. Other weeks (Week 2, Week 3, Week 4) are listed with expand/collapse arrows.

1. Navigate to **Content** in the navbar of your course.
2. The teacher will publish the available web lectures under Content in a module they have created for that purpose.
3. Click the link in the module to open a weblecture.

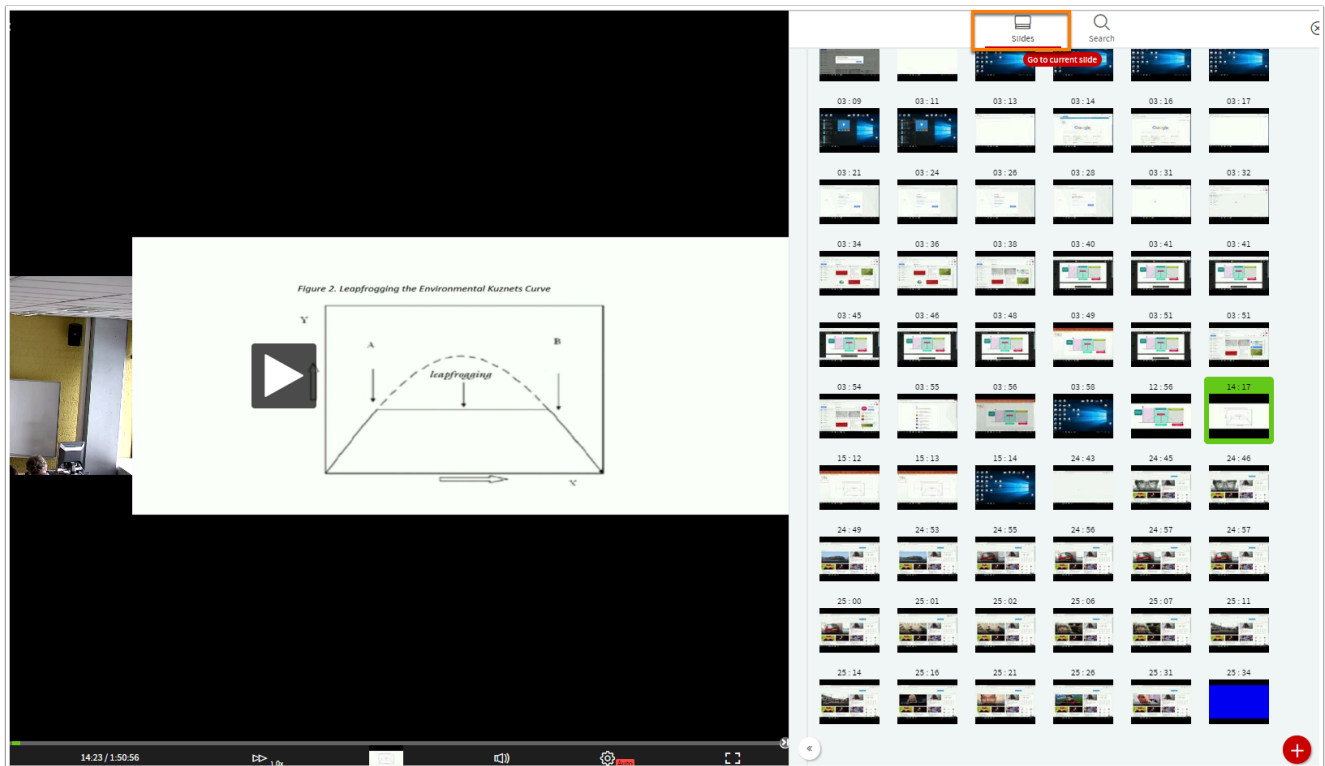
# Werkinstructies



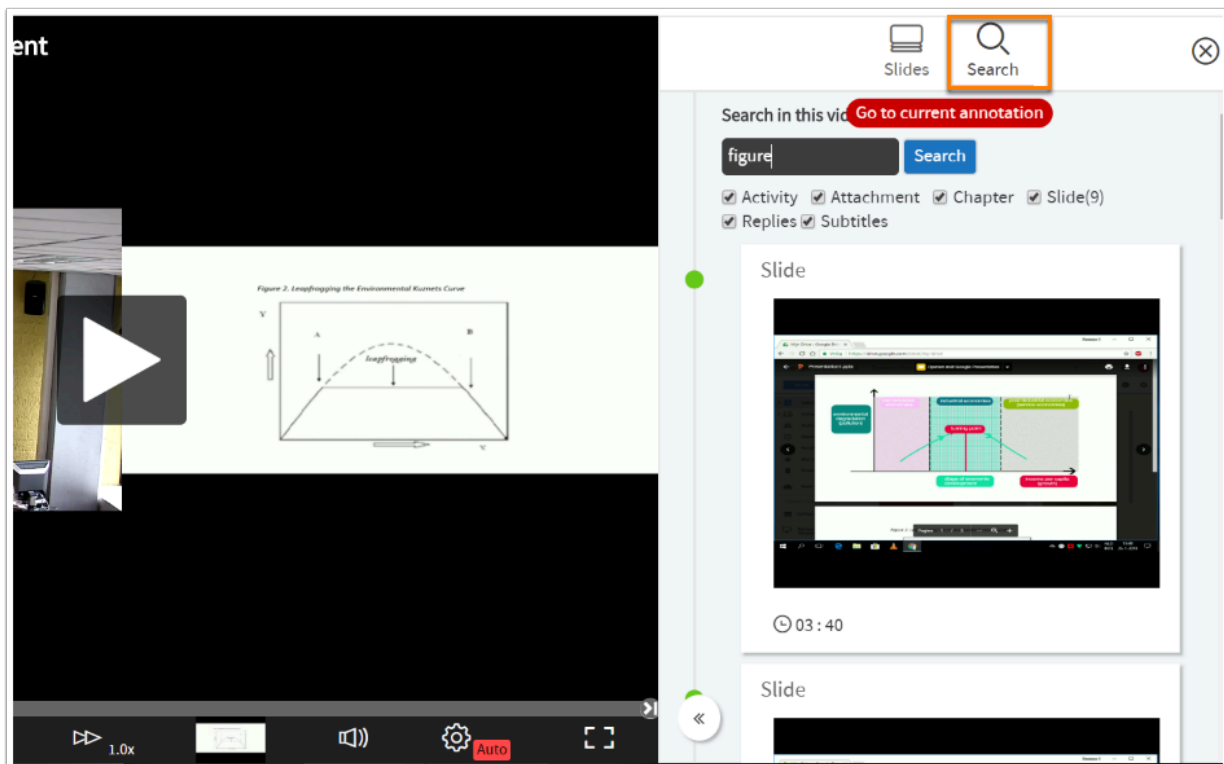
You have multiple options while watching the weblecture:

1. Click the play/pause icon to start or pause the weblecture.
2. If you want to watch a specific part of the video, use the green dot and drag it to the desired point in the video.
3. Click the 5s-icon to rewind the class five seconds.
4. Click the arrow icon to slow down the recording or to speed it up.
5. Click the miniature slide to enlarge the slide.
6. Click the speaker icon to adjust the volume.
7. Click the gear wheel icon to change the video settings (**layout, positions en qualities**).
8. Click the screen icon to view the lecture in full-screen mode.
9. Click the slide icon to open a new window next to the weblecture that displays the slides.
10. Click the magnifying glass icon to search within the video. It is possible to search for a key word that is on one of the slides.

# Werkinstructies



When you click the slide icon, a window will open containing all slides and a search bar. Below **Slides**, you will see all of the slides the teacher has used. Click on a slide to navigate to that point in the weblecture.



## Werkinstructies

Click **Search** to use the search bar. You can search within a weblecture, *for example when you are searching for a specific activity, attachment, chapter, slide, replies or subtitles*. You can search for key words on the slide because of text recognition.

- ⚠ • There can be multiple causes when you cannot open a certain weblecture or receive an error message. For possible problems and their solutions, please read the article [What do I do when I cannot view a weblecture link in Brightspace?](#)
- Do you want to view a weblecture on your iPhone? Third party links (including weblectures) do not work in the Pulse app on iPhones. However, it is possible to navigate to your mobile browser when you are on the Pulse app. This way you can view the weblecture. To do so, you first have to [change the settings for Safari regarding cookies](#). Read more about doing this in the article [What do I do when I cannot view a weblecture link in Brightspace?](#)
- If you want to learn more about operating Pulse, read the article [How do I use the Pulse app?](#)



## Werkinstructies

# What do I do when I cannot view a weblecture link in Brightspace?

[Problems with Internet Explorer](#)

[Error message Access denied](#)

[Mail](#)

Some classes are recorded on video, so you can watch them later. The teacher will put the link for the weblecture on Brightspace. There can be multiple reasons when the link does not work. Below you will find a few solutions you could try.



Do you want to learn more about weblectures? Go to the student website and read the article about [Weblectures](#).

## Problems with Internet Explorer

If you use Internet Explorer 11 as your browser, you might receive an error notification when you click a weblecture. This is because the browser does not allow **third party cookies**. However, this is necessary for weblectures and other applications that work with an LTI-link. There are two ways to solve this problem:

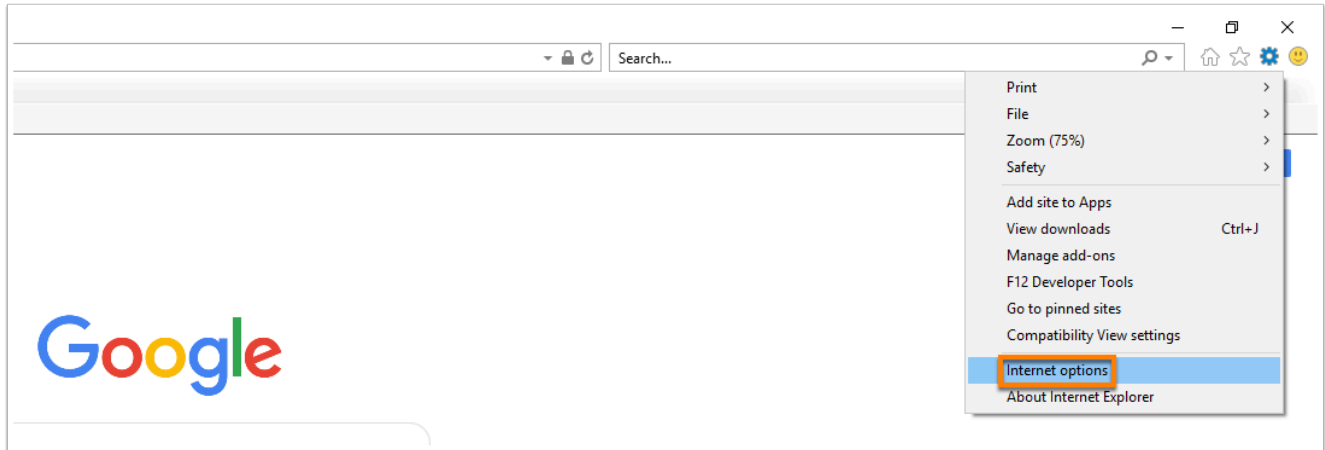
1. Use a different browser (like Google Chrome or Microsoft Edge).
2. Change the settings of your Internet Explorer.



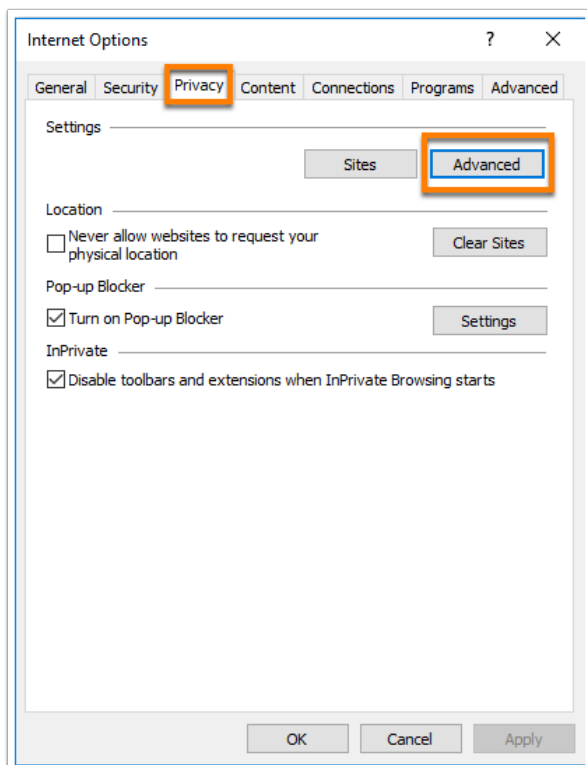
Problems with third party cookies can also occur if you work with Safari. For Safari the same two methods apply to solve the problem.

# Werkinstructies

## Change the settings in Internet Explorer

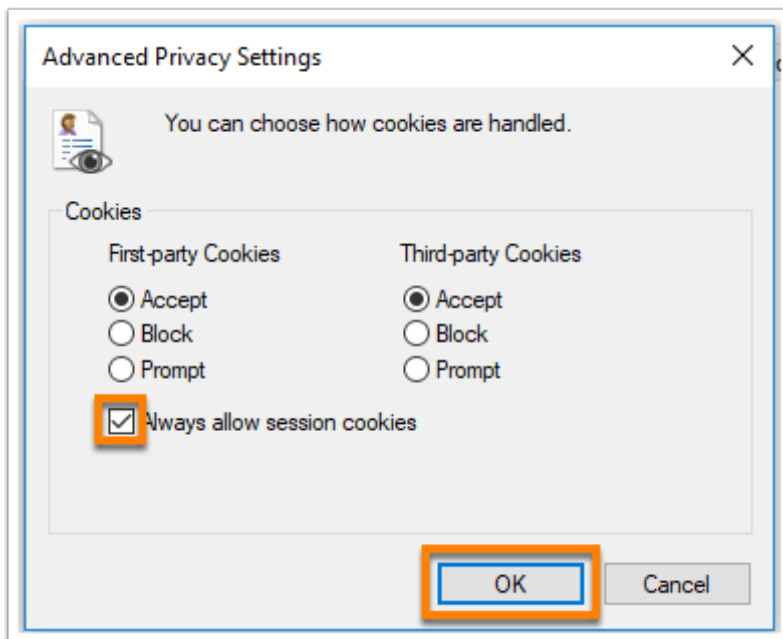


- Open the browser.
- Click the settings icon in the top right corner.
- Click **Internet options**. A new window will appear.



- Click **Privacy**.
- Click **Advanced**.

## Werkinstructies



- Select **Always allow session cookies**.
- Click **OK** to save the new settings.

## Error message Access denied

Do you receive an **Access denied** error message when you open a weblecture? Please contact your teacher or supervisor.

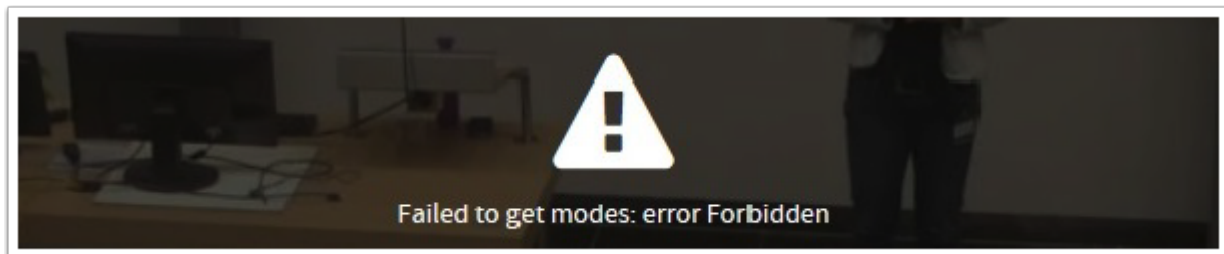
## Mail

If the options above do not work or if you have additional questions, please send an email to [weblectures@ru.nl](mailto:weblectures@ru.nl).

# What should I do when I cannot view weblectures in Internet Explorer?

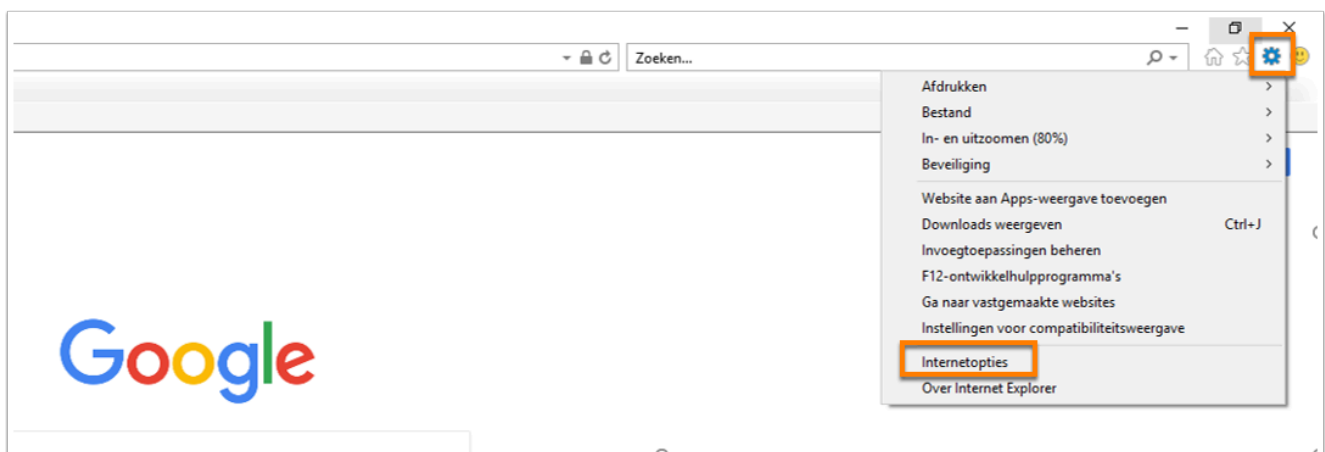
When using Internet Explorer 11 to browse Brightspace, you might run into an error when you are trying to view a weblecture (see below). This is because the browser does not allow **third party cookies** to be stored. When using weblectures and other applications through an LTI link, your web browser needs to allow these cookies. There are three ways to resolve this issue:

1. Use a different browser (such as Google Chrome or Microsoft Edge).
2. Change your Internet Explorer settings.



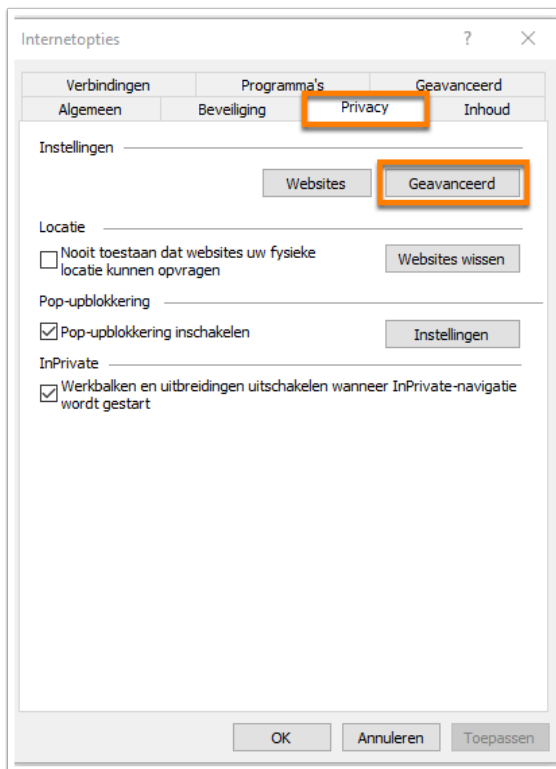
## Change your Internet Explorer settings

- Open the browser.

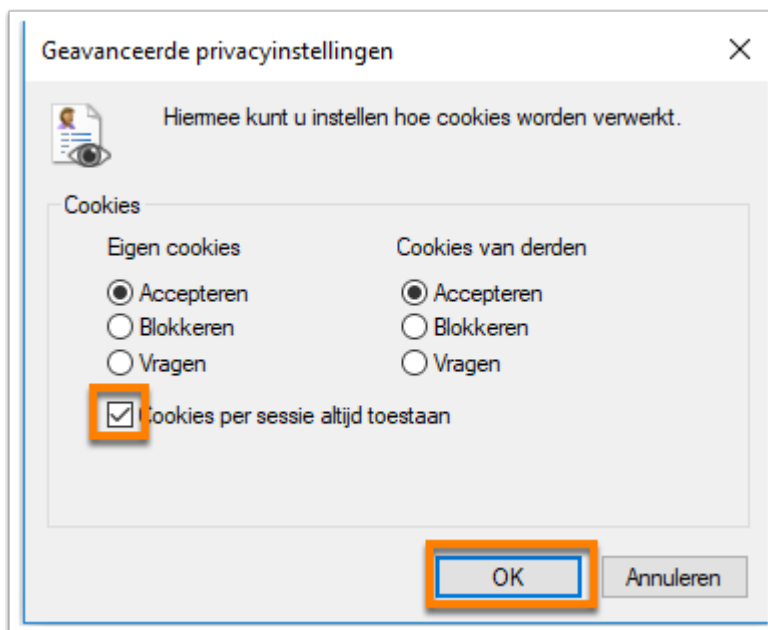


- Click the settings icon in the upper right corner.
- Click **Internet Options**. A new window will appear.

# Werkinstructies



- Click **Privacy**.
- Click **Advanced**.



- Place a checkmark before **Always allow cookies per session**.
- Click **OK**.

# **Feedback and assessment: Grades and Awards**

## Werkinstructies

# How do I view my grades in Brightspace (Grades)?

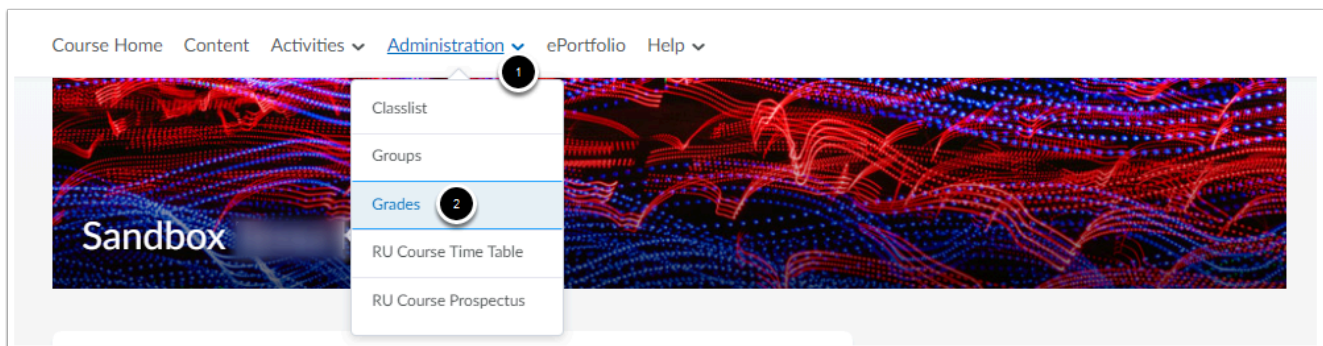
[Grades homepage](#)

[Class Average and Grade Distribution](#)

Teachers can add an assessment to quizzes, assignments and discussions in Brightspace. Additionally, they can add assessments to offline work such as presentations. These grades can always be found in OSIRIS, but some teachers will also publish these grades on Brightspace.

**!** If there are differences between the grade you see on OSIRIS and the one on Brightspace, then the one on OSIRIS will be leading. If you think that a grade is incorrect, you have to contact your teacher.

## Grades homepage





1. Navigate to **Administration** in the navbar of your course.
2. Click **Grades**. You will navigate to the Grades homepage.

# Werkinstructies

Course Home Content Activities Administration ePortfolio Help

Grades

Print

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Assignments 		52 / 60		
Alle deelopdrachten en de eindopdracht die samen 60% van het cijfer vormen.				
Assignment 1	8 / 10	16 / 20	80 %	Goed gedaan, ga zo door.
Assignment 2	- / 10	- / -	-%	
Assignment 3	- / 10	- / -	-%	
Video-opdracht	- / 30	- / -	-%	
Assignment 4	- / 10	- / -	-	
Assignment 5	- / 10	- / -	-%	
Essay 	9 / 10	18 / 20	90 %	
Opdracht 1	- / 30	- / -	-%	

Here you will find all assessments the teacher has added/can add to Brightspace. Teachers can choose which assignments they wish to assess in Brightspace, which ones they wish to assess outside of Brightspace and whether they only want to submit the grades to OSIRIS or add them to Brightspace too. Additionally, teachers can control which information is shown for each assignment. There are several options:

- **Grade Item** will show the components (assignments, quizzes, discussions) for which the teacher can add a grade in Brightspace.
- Below **Points** you can see how many points you have received out of the total amount of points.
- **Weight Achieved** will show the weight of the component and how this components contributes to the final assessment or to the category.
- **Grade** shows the symbol that matches with the score you have achieved. *This could be, for example, a letter (A+, A, B, C, D, F), a grade (1 to 10), or a text (unsatisfactory, pass, good).*
- Below **Comments and Assessments** you will see possible remarks the teacher has added to your assignment. This could be feedback for your assignment, but also a general message (*such as a thank you-message for participating*).
- Click the graph icon to see the Class Average and/or the Grade Distribution. For each grade item and grade category the teacher can decide whether it should be available or not. If you do not see the graph icon, that means that the teacher has not enabled that function for this item.



# Werkinstructies

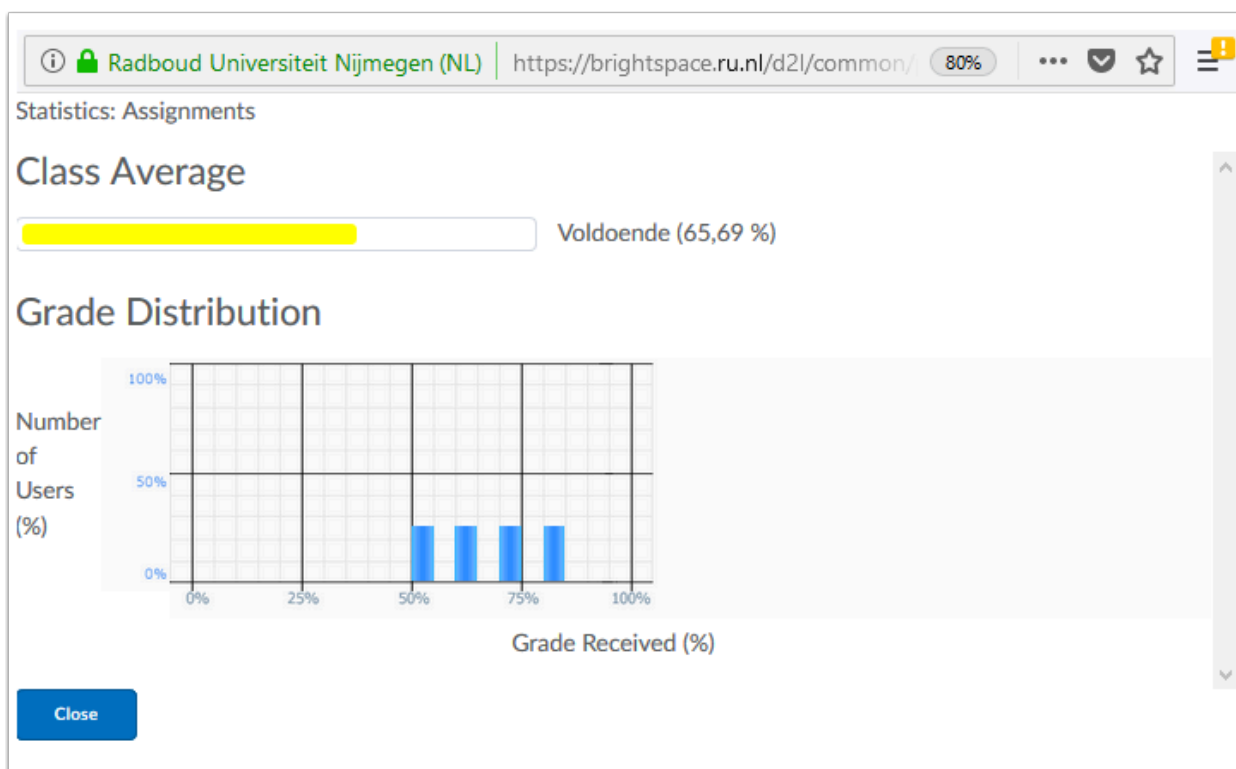
**i** The score for a specific component can often be found in the Activity itself.

- Navigate to **Assignments, Quizzes** or **Discussions** via **Activities**.
- Select the desired assesses assignment, quiz or discussion.
- You will see the score and/or feedback the teacher has provided.

## Class Average and Grade Distribution

If you see the graph icon behind a grade item, it means you can choose to view the **Class Average** and/or the **Grade Distribution**.

- Click the graph icon. A new window will open.



- The **Class Average** will show the average score that has been achieved for an assignment or for all submitted assignments (if you can see the graph for the entire category).
- The **Grade Distribution** shows how the scores have been distributed among the students who have submitted the assignment. The vertical axis shows the number of students that have achieved a certain score. The horizontal axis shows the achieved scores.

## Werkinstructies

# How do Awards work and how can I see which Awards I have obtained?

[Awards](#)

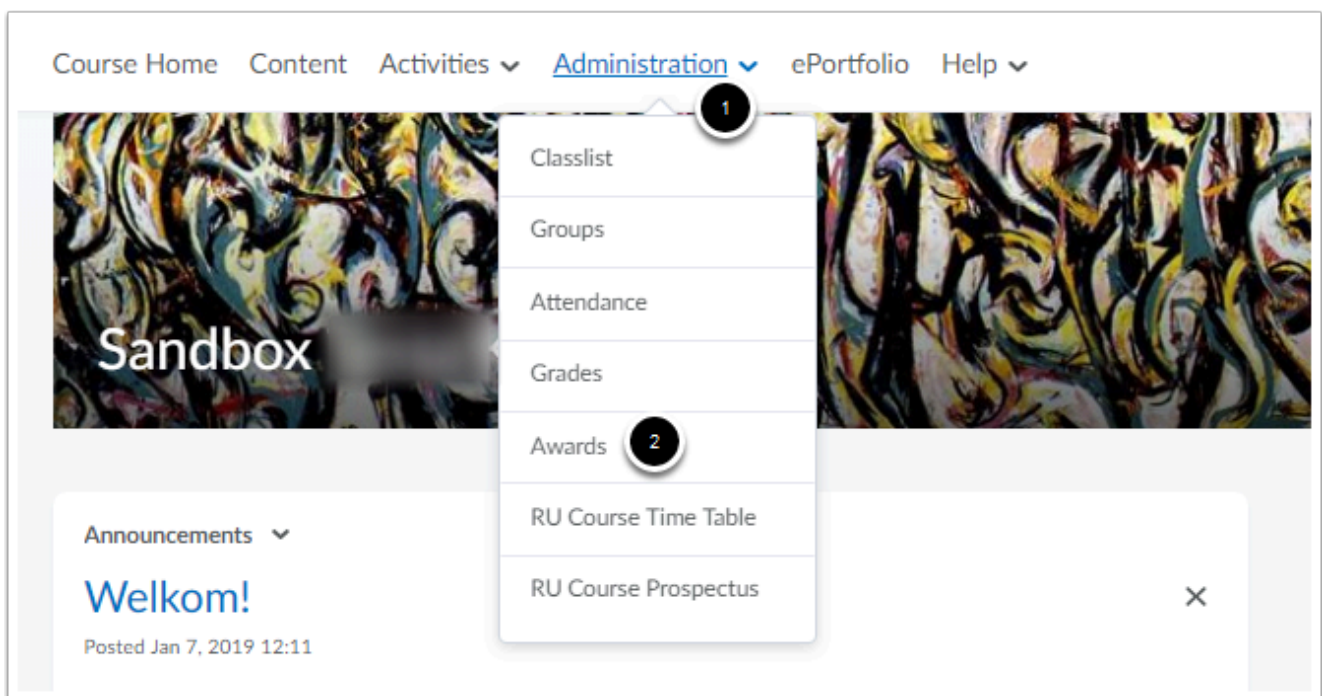
[My Awards and ePortfolio](#)

[View Available Awards](#)

[Subscription Alerts](#)

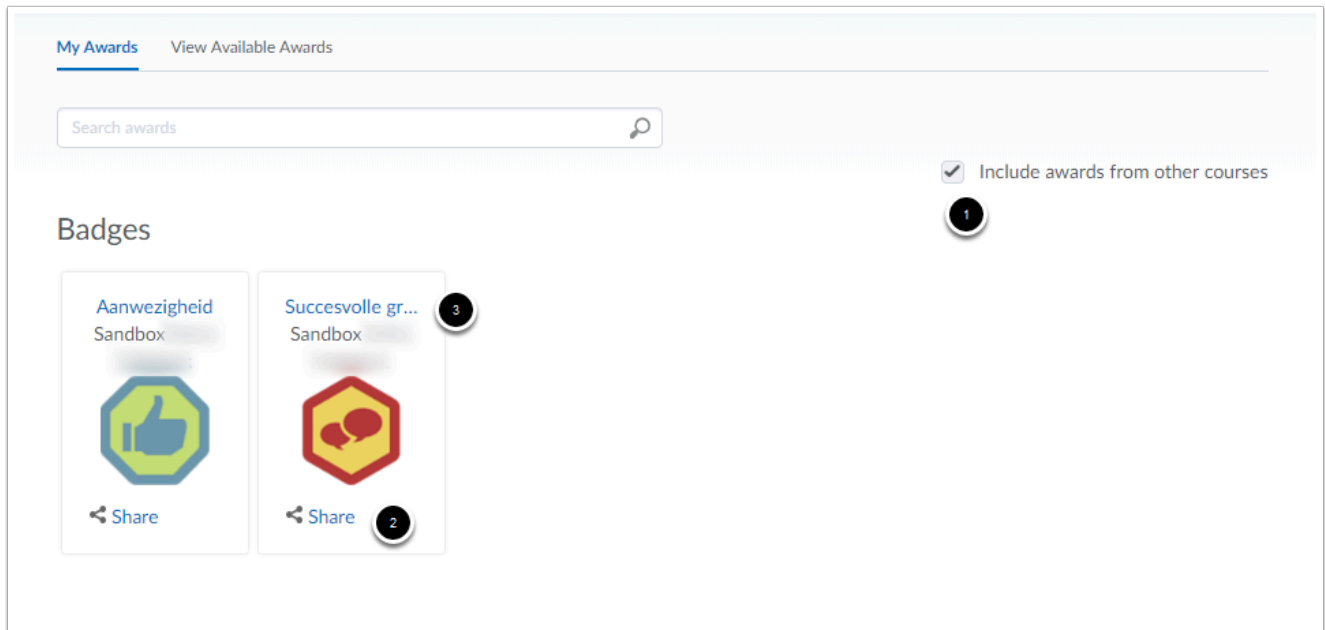
## Awards

Teachers can choose to award students with **Awards** in Brightspace. An award is a way to reward students for a skill that is not assessed, but useful and desired. You can also use awards to reward a student for a certain score. This way the awards can be a motivation for a student to learn a lot, display specific behavior or develop a certain skill. An award usually consists of a badge with a description of the obtained skill or behavior displayed.



1. Navigate to **Administration** in the navbar of your course.
2. Click **Awards**.

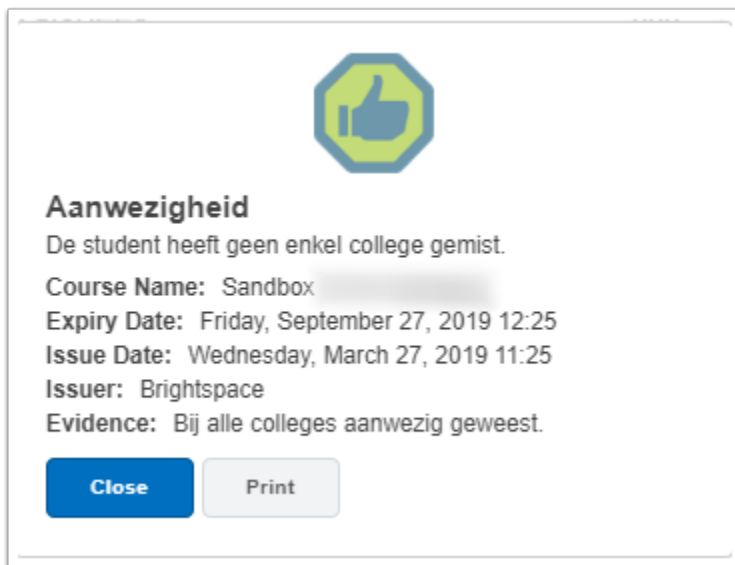
## My Awards and ePortfolio



You will navigate to the **My Awards** tab. On this page you will see all of the awards that have been awarded to you by teachers.

1. Select **Include awards from other courses** if you want to see all of the awards you have obtained in all of your courses. If you do not select this option, you will only see the awards you have obtained in the course you are currently viewing.
2. Below **Badges** you will see the awards you have obtained, with the name of the award and the course in which you obtained the award. Click **Share** to place an award in your ePortfolio.
3. Click on the name of the award to see additional information.

## Werkinstructies



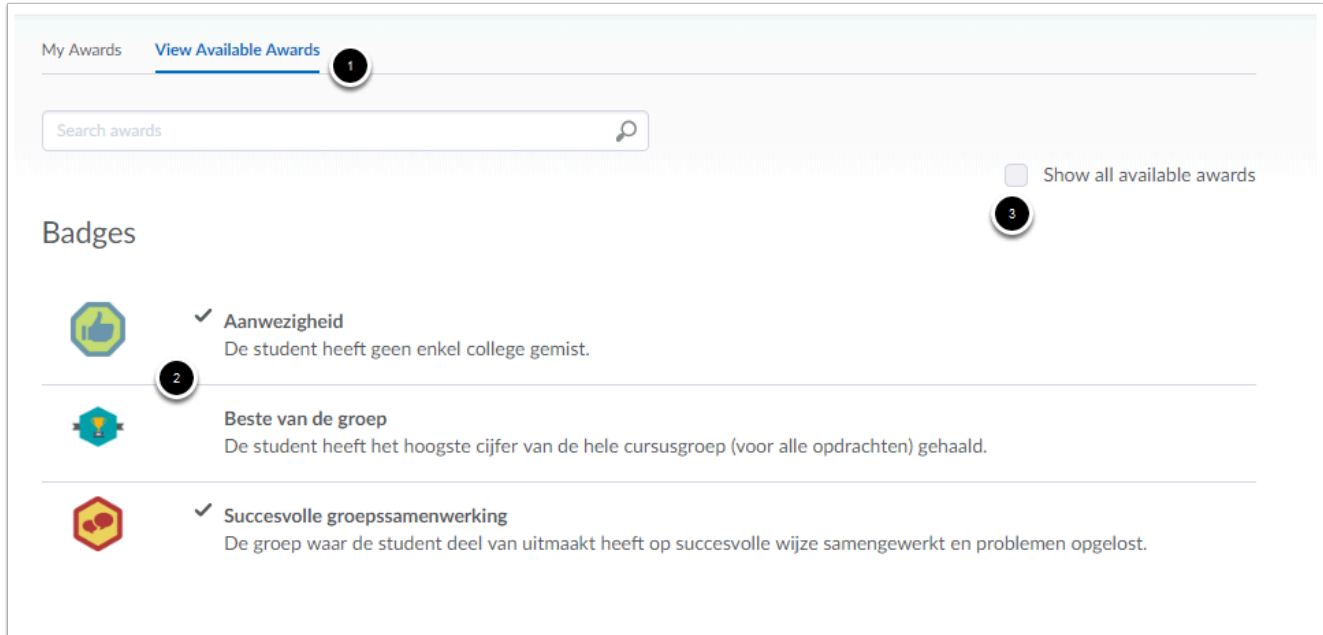
A pop-up window will appear, containing:

- the title of the award;
- a description containing information about the award;
- the name of the course (**Course Name**);
- a possible expiration date (**Expiry Date**);
- who has issued the award (**Issuer**). Note that most teachers will not enter a specific name or course here, because if they don't they can use the award in multiple courses.
- The proof for obtaining the award (**Evidence**).

Click **Close** to return to **My Awards** or click **Print** to print the information.

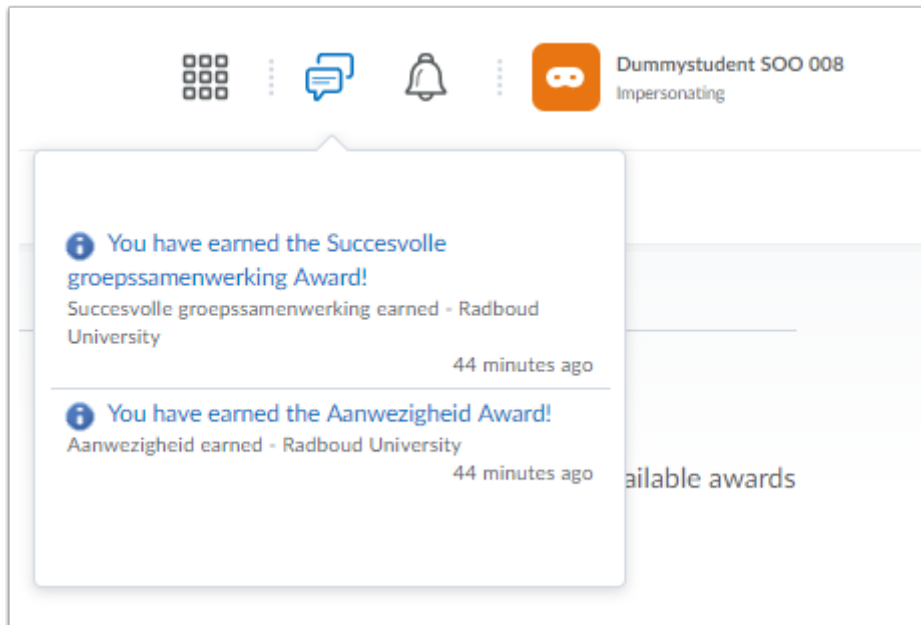
# Werkinstructies

## View Available Awards

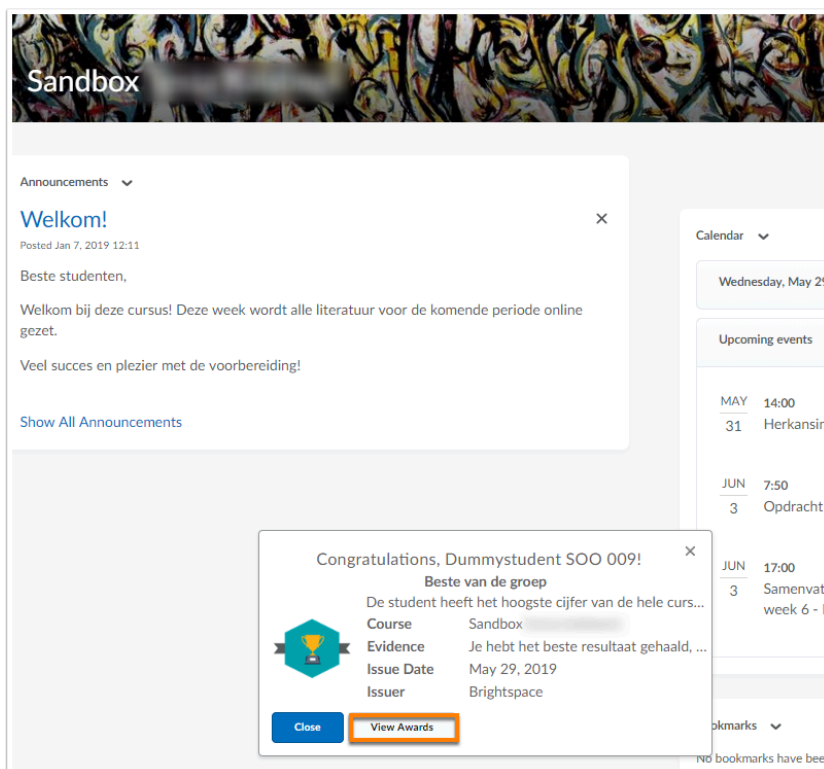


1. Click **View Available Awards** (second tab) to see all awards you could obtain.
2. You will see a list of all of the awards a teacher could give you. Awards with a check mark have been previously obtained.
3. Select **Show all available awards** to see all awards you could obtain in all your courses.

## Subscription alerts



You will receive a **Subscription Alert** once you are awarded an award. Click on the notification to navigate to Awards.



## Werkinstructies

After you have obtained an award a non-recurring notification will appear at the bottom of your screen on the **Course Home** page. Click **View Awards** to open a new page that shows all obtained badges.

# **Feedback and assessment: Assignments/Turnitin, Quizzes, Discussions**



## Werkinstructies

# Is my work checked for plagiarism after submitting it in Brightspace (Turnitin/Urkund)?

- i** Teachers can use a tool that allows them to check for plagiarism in submitted assignments. The tool that is used most frequently at Radboud University is **Turnitin**. The Faculty of Law is the only faculty to use another plagiarism scanner; they use **Urkund**.

These tools will compare the assignments that have been handed in with a database of articles, publications, previously submitted assignments, the internet, and assignments by fellow students. They will then show how similar this assignment is to others.

The tools that are used at Radboud University make it possible for students to submit their assignment in Assignments, after which they will automatically be submitted to the tool. This way the tool will directly perform the plagiarism check. Another option is to start the check after the deadline has passed.


## Turnitin

If the teacher has turned on Turnitin for an assignment, they can see for each submitted assignment whether plagiarism has occurred. The degree of similarity between the text and existing texts will be expressed in a percentage.

- ⚠** The plagiarism score shows the percentage of your text that is similar to text from a different source. This means that quotes also count for this score, even though it is not plagiarism! As a consequence, a high score does not necessarily have to mean that you have to worry about committing plagiarism. The teacher will always check whether the student has actually committed plagiarism, or whether the score is a reflection of the number of quotes you have used.

## Hand in an assignment

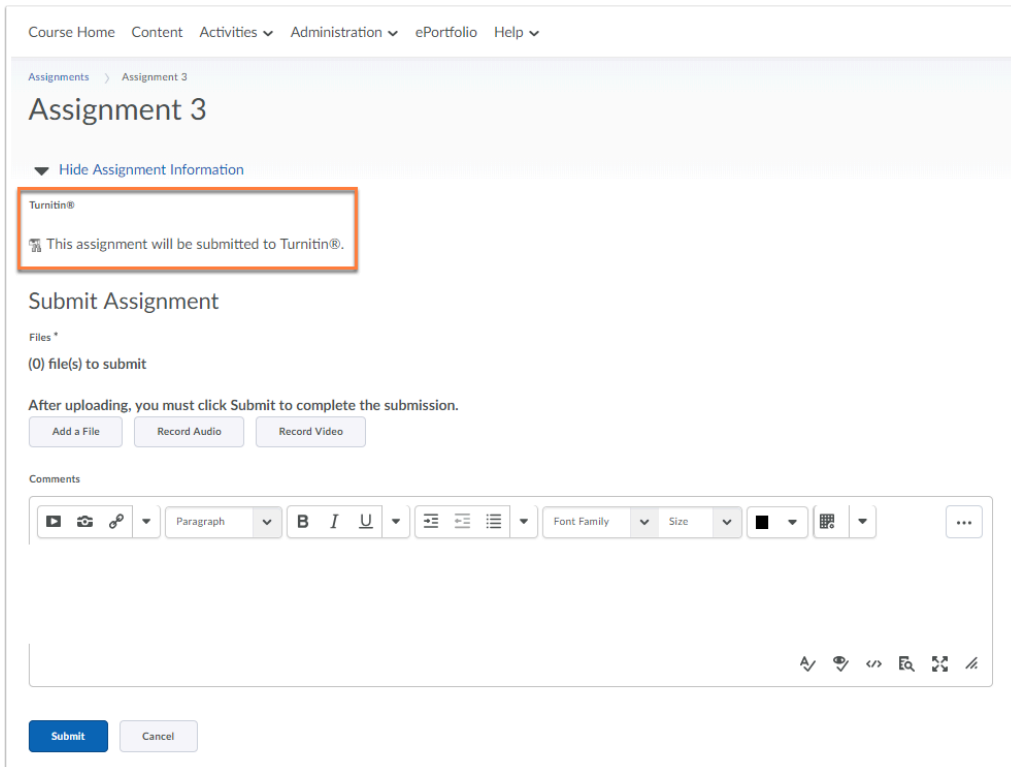
- Go to **Activities > Assignments**. You will be navigated to the Assignments homepage.

Course Home Content Activities ▾ Administration ▾ ePortfolio Help ▾				
Assignments <span>Help</span>				
<a href="#">View History</a>				
Assignment	Completion Status	Score	Evaluation Status	Due Date
Assignments				
<a href="#">Assignment 1</a>	Submitted	- / 10	Not yet evaluated	
<a href="#">Assignment 2</a>	Not Submitted	- / 10	Not yet evaluated	
<a href="#">Assignment 3</a> 	Submitted	- / 10	Not yet evaluated	

The assignment(s) for which the teacher has enabled Turnitin can be recognised by the binoculars icon.

- Click on the Assignment to hand in your assignment.

# Werkinstructies




1. Below the heading **Turnitin** you will see that Turnitin has been turned on for this assignment.
2. Click **Add a file** to upload your file.
3. Add a description in the description field if desired and click **Submit**.

If this is the first time you hand in an assignment with Turnitin, the Turnitin User Agreement will be shown (this will happen again every time Turnitin alters the "Agreement"). In order to submit your work, you have to agree with the terms by clicking on 'I agree'.



## View plagiarism score

As a student you can only view the plagiarism score for your own submitted assignment, as long as the teacher has made this option available for you. If the teacher has done so, the plagiarism score can be accessed by clicking the submitted assignment (**Submitted**).

# Werkinstructies

Assignments				
<a href="#">View History</a>				
Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
<a href="#">Essay Bronnen en Methoden</a>	Not Submitted	- / -	Not yet evaluated	May 1, 2019 23:30
Essays				
<a href="#">Herkansing essay</a>	Not Submitted	- / -	Not yet evaluated	Feb 22, 2019 14:29
<a href="#">Opdracht 'Mijn favoriete kunstwerk'</a> Closed Mar 1, 2019 17:30	Not Submitted	- / 10	Not yet evaluated	Mar 1, 2019 17:00
<a href="#">Opdracht week 6</a> 	Submitted	- / 10	Not yet evaluated	Jun 3, 2019 7:50

- Go to **Assignments**.
- Click **Submitted**. You will be navigated to the **Submission History** page.

<a href="#">Assignments</a> > <a href="#">View History</a>			
Submission History			
Assignment			
<div>Opdracht week 6</div> <div>Apply</div>			
Assignment Type			
Individual assignment			
Submission ID	Submission(s)	Turnitin® Similarity	Date Submitted ▼
284580	 <a href="#">Opdracht week 6.docx</a> (17,04 KB) Turnitin® Submission ID 1130800874	<div>30 %</div> <div></div>	May 15, 2019 10:41

- Next to the **Submission** you will find **Turnitin Similarity**. If you have handed in your assignment via Turnitin, this is where you will find your plagiarism score.
- Click the percentage to view your assignment in Turnitin's **Feedback Studio**. A new window will open.

# Werkinstructies



The screenshot shows the Feedback Studio interface. The main area displays a student's assignment text with highlighted sections indicating plagiarism. The right sidebar shows a 'Match Overview' with a 30% similarity score and a list of three sources: 1. www.vtbkultuur.be (26%), 2. www.gsmplace.nl (3%), and 3. www.hobby.nl (2%).

- You can see the assignment you have handed in in the Feedback Studio. The colored parts indicate where plagiarism has occurred.
- The bar on the right contains the **Match Overview**. Here you will find an overview of the sources that are the most similar to your own text.
- If you click the graph icon below the Match Overview, you will see a list called **All Sources**. Here you will find all sources that are partially similar to your assignment.

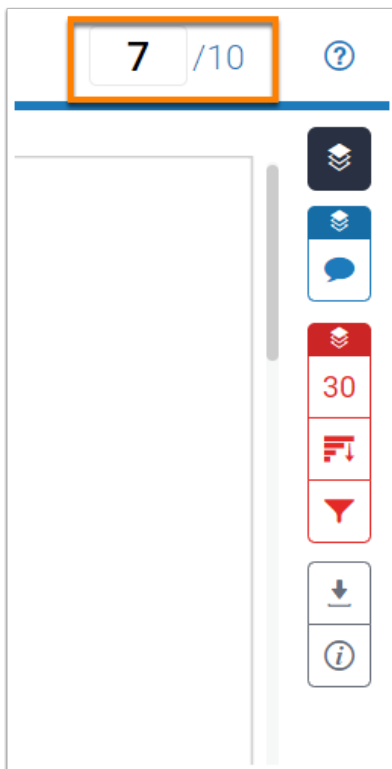
## View assessment

Another method for teachers to assess students' work via Turnitin is through the **Grademark** module.

Assignments				
View History				
Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Essay Bronnen en Methoden	Not Submitted	- / -	Not yet evaluated	May 1, 2019 23:30
Essays				
Herkansing essay	Not Submitted	- / -	Not yet evaluated	Feb 22, 2019 14:29
Opdracht 'Mijn favoriete kunstwerk'	Not Submitted	- / 10	Not yet evaluated	Mar 1, 2019 17:00
Closed Mar 1, 2019 17:30				
Opdracht week 6	Submitted	7 / 10 - 7,0	Feedback: Unread	Jun 3, 2019 7:50

The score that a teacher has awarded via Grademark can be found under **Score**.

# Werkinstructies



The score will also be displayed at the top right in the **Feedback Studio** page.

## Urkund (Faculty of Law)

Students of the Faculty of Law can view the assignments that have been checked for plagiarism by Urkund by going to **Activities** and then **Urkund**. Here they will find an overview of the submitted assignments that have been processed by Urkund, including the matching plagiarism score - as long as the teacher has made it available.

## Werkinstructies

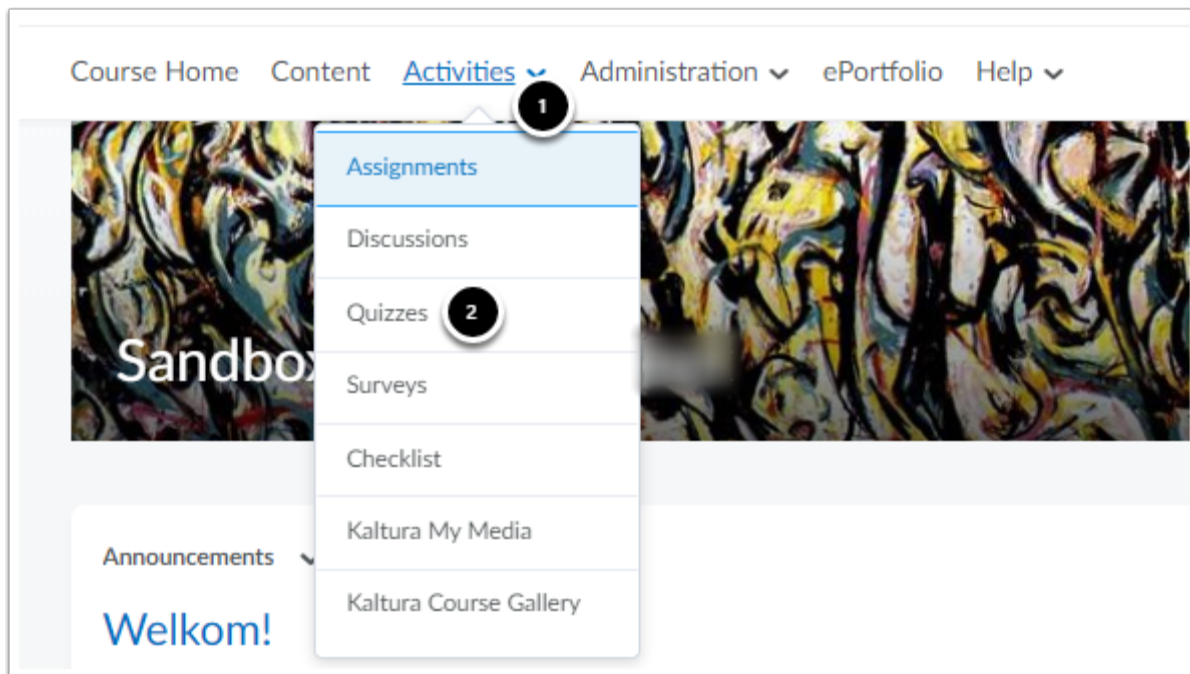
# How do I view the assessment of a quiz?

[Quizzes](#)

[Grades](#)

There are two ways to view the assessment the teacher has provided for you quiz: [Quizzes](#) and [Grades](#). When you use Quizzes you will see the assessment for each separate quiz attempt. When you use Grades you will see an overview of the final assessment for all Activities that have been assessed on Brightspace.

## Quizzes



1. Navigate to **Activities** in the navbar of your course.
2. Click **Quizzes**.

# Werkinstructies

Course Home Content Activities Administration ePortfolio Help

## Quiz List Help

Current Quizzes	Feedback	Attempts
Tussentijdse quiz week 2 Availability: always available	-	0 / 3
Tussentijdse quiz week 4 Due on Apr 12, 2019 9:12 Availability: always available	-	1 / 10
Dutch democracy Availability: always available	-	4 / 8
Open vragen Availability: always available	-	0 / 3
Default view ...		

1. Click on the arrow next to the quiz of which you want to see the result.



2. Click **Submissions**.

1. Click on the arrow next to the quiz of which you want to see the result.
2. Click **Submissions**.

Quiz List Submissions

## Quiz Submissions - Dutch democracy

Dummystudent SOO 001 (username: DUMMYSTUDENT-SOO-001)

Individual Attempts	Score
Attempt 1 	4 / 4 - 100 %
Attempt 2	4 / 4 - 100 %
Attempt 3	1 / 4 - 25 %
Attempt 4 	3 / 4 - 75 %
Overall Grade (average of all attempts):	3 / 4 - 75 %

- On the Submissions page you will see which score you have obtained for each attempt. Behind **Overall Grade** you will see the final score for all attempts. Please note that the final score could be the average of all attempts, but also the highest or the lowest score or the score for the first or last attempts. The way the final score is composed depends on the settings the teacher has chosen.
- If you see a speech cloud behind the attempt, it means that the teacher has added feedback. Click on the attempt to see the feedback.



# Werkinstructies

Quiz Submissions - Dutch democracy

Dummystudent SOO 001 (username: DUMMYSTUDENT-SOO-001)

Attempt 1

Written: Feb 21, 2019 9:19 - Feb 21, 2019 9:19

Attempt Feedback

Erg goed gedaan, het lijkt of je de stof goed beheerst

Submission View

Released: Feb 1, 2019 11:50

**Question 1** 2 / 2 points

What are the colors of the Dutch flag?

Answer for blank # 1: Red ✓

Answer for blank # 2: White ✓

Answer for blank # 3: Blue ✓

**Question 2** 1 / 1 point

There are 28 countries in the EU.

☒ True

☐ False

**Question 3** 1 / 1 point

The current Dutch government consist of the following parties:

☐ VVD, PvdA, D66, CU

☒ VVD, D66, CU, CDA

☐ VVD, CDA, D66, SGP

☐ VVD, CDA, GL, CU

Attempt Score: 4 / 4 - 100 %

Overall Grade (average of all attempts): 3 / 4 - 75 %

Done

On the feedback page you will see:

- when you took the quiz;
- the feedback the teacher has provided (**Attempt Feedback**);
- possibly the correctly and wrongly answered questions with the correct answers, and possibly feedback for each questions (This depends on the settings the teacher has chosen);
- possibly the score you have acquired for this attempt and your final score (This also depends on the settings chosen by your teacher).

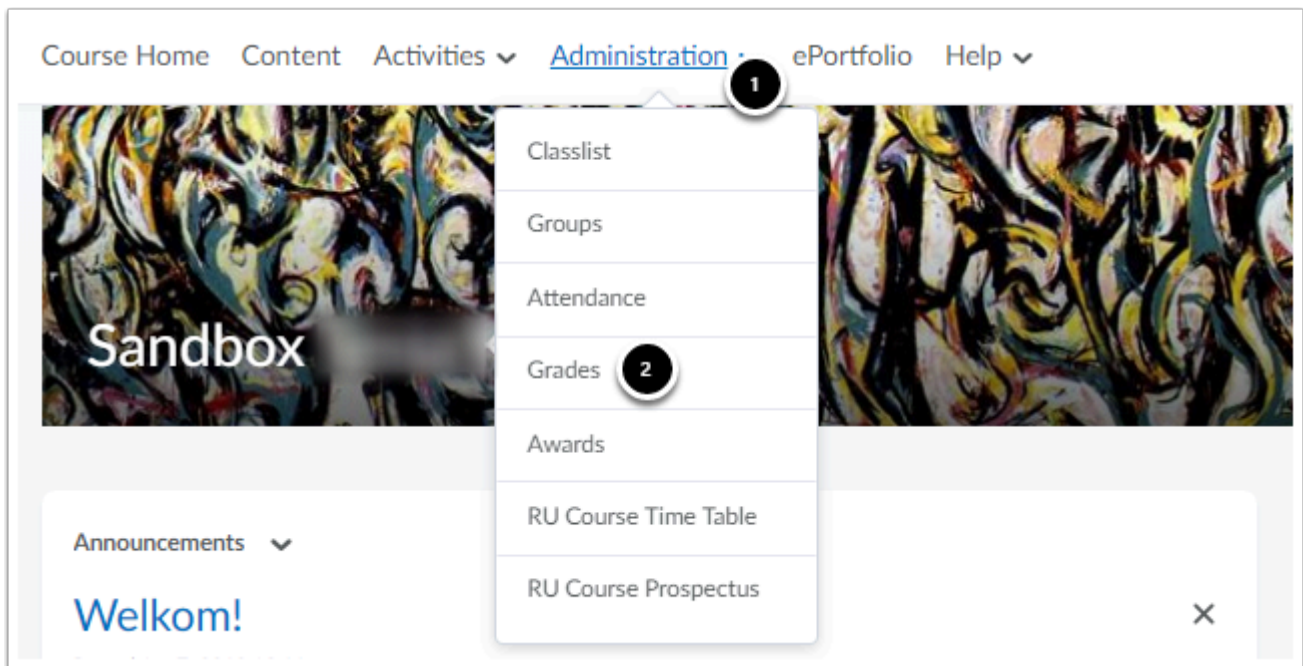
## Grades

It is also possible to view the assessments for a quiz with Grades.

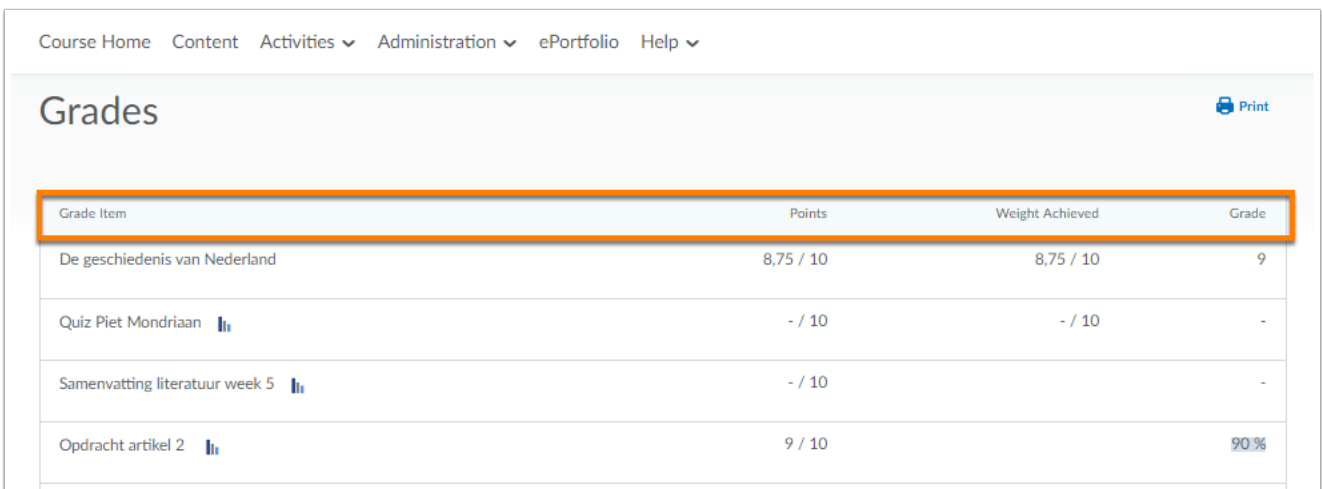


A teacher can enter a grade either on the Grades page or on the Quiz page. When the teacher changes a grade within Grades, it will not automatically be processed and visible for the feedback in Quizzes. That is why you might see a different grade in Grades and for the quiz itself.

# Werkinstructies



1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades**.



Grade Item	Points	Weight Achieved	Grade
De geschiedenis van Nederland	8,75 / 10	8,75 / 10	9
Quiz Piet Mondriaan	- / 10	- / 10	-
Samenvatting literatuur week 5	- / 10	- / 10	-
Opdracht artikel 2	9 / 10		90%

In Grades you will see all Activities you could be assessed for in your grade book.

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.

# How do I view the assessment of a discussion?

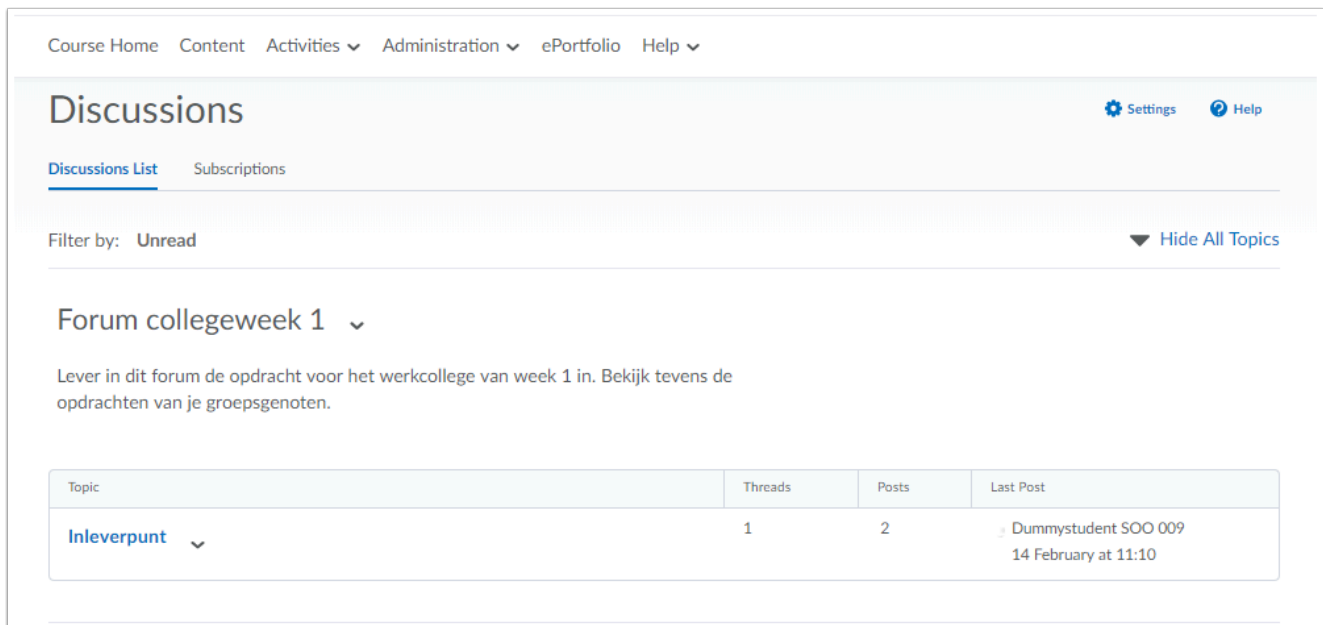
[Discussions](#)

[Grades](#)


Your teacher can give you an assessment for your participation during a discussion, for example for your participation during a conversation, your submitted assignment, or the feedback you provide for other students. When the teacher has given you an assessment, you can see this in two different places: [Discussions](#) and [Grades](#).

## Discussions

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions**.

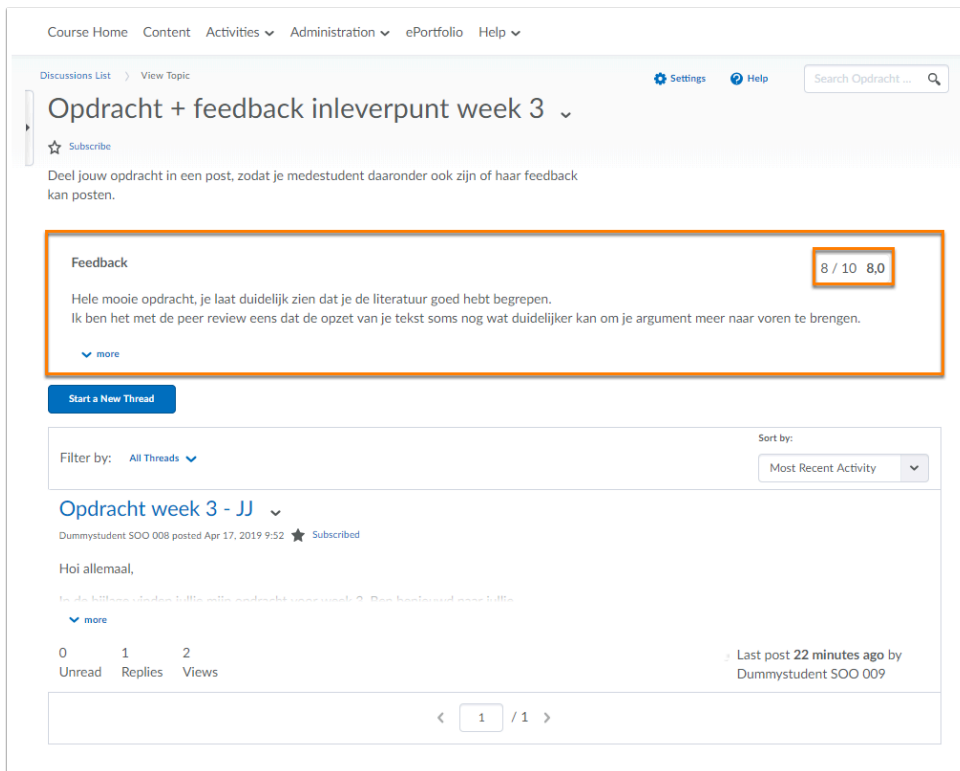


The screenshot shows the Brightspace Discussions page. At the top is a navigation bar with links: Course Home, Content, Activities (dropdown), Administration (dropdown), ePortfolio, and Help (dropdown). Below this is the 'Discussions' header with 'Settings' and 'Help' icons. Under the header are tabs for 'Discussions List' (selected) and 'Subscriptions'. A filter bar shows 'Filter by: Unread' and a 'Hide All Topics' button. The main content area is titled 'Forum collegeweek 1' with a dropdown arrow. Below the title is a description: 'Lever in dit forum de opdracht voor het werkcollege van week 1 in. Bekijk tevens de opdrachten van je groepsgenoten.' At the bottom is a table with columns: Topic, Threads, Posts, and Last Post. The table contains one row for 'Inleverpunt' with 1 thread, 2 posts, and a last post by 'Dummystudent SOO 009' on 14 February at 11:10.

Topic	Threads	Posts	Last Post
<a href="#">Inleverpunt</a> ▼	1	2	 Dummystudent SOO 009 14 February at 11:10

- In **Discussions List** you will find an overview of all discussions you have access to. Click on the topic of which you want to view the assessment, or click on the topic that contains the post of which you want to view the assessment.

# Werkinstructies



Course Home Content Activities Administration ePortfolio Help

Discussions List View Topic Settings Help Search Opdracht ...

## Opdracht + feedback inleverpunt week 3

★ Subscribe

Deel jouw opdracht in een post, zodat je medestudent daaronder ook zijn of haar feedback kan posten.

**Feedback**

8 / 10 8,0

Hele mooie opdracht, je laat duidelijk zien dat je de literatuur goed hebt begrepen. Ik ben het met de peer review eens dat de opzet van je tekst soms nog wat duidelijker kan om je argument meer naar voren te brengen.

more

Start a New Thread

Filter by: All Threads Sort by: Most Recent Activity

### Opdracht week 3 - JJ

Dummystudent SOO 008 posted Apr 17, 2019 9:52 ★ Subscribed

Hoi allemaal,

to de discussie... (text truncated)

more

0 Unread 1 Replies 2 Views Last post 22 minutes ago by Dummystudent SOO 009

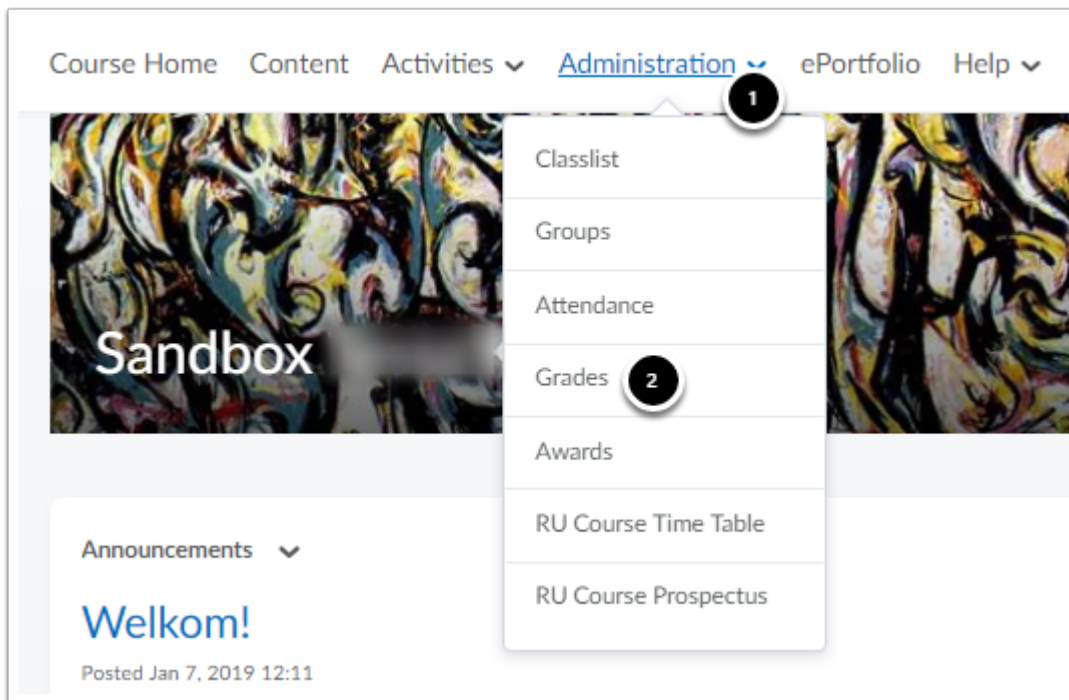
< 1 / 1 >

- When your teacher gives you feedback, it will appear below the post concerned. On the top right you will see your assessment.

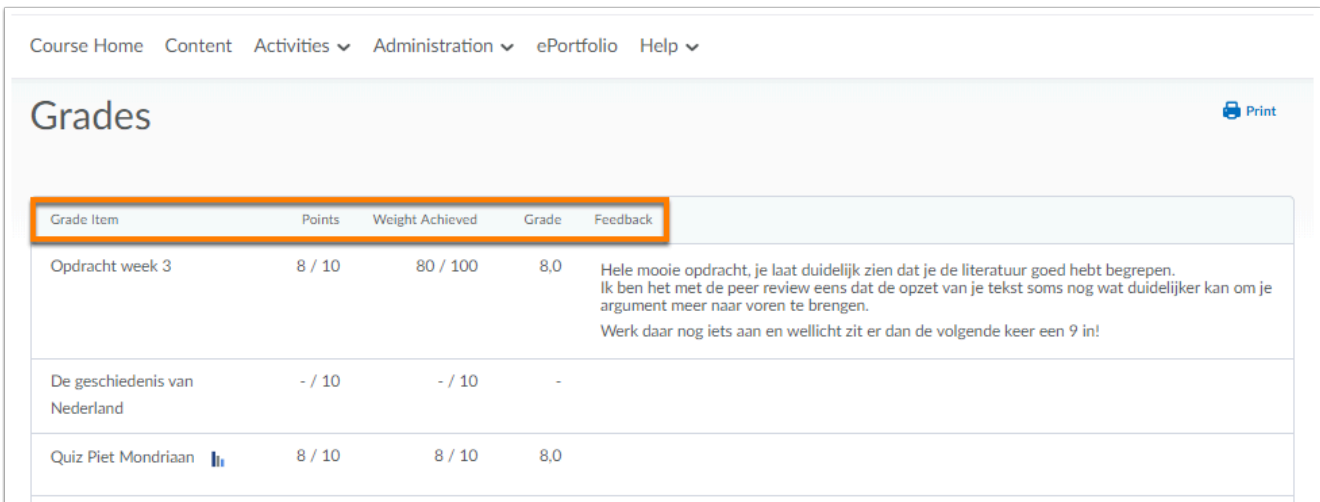
## Grades

It is also possible to review your assessment via **Grades**.

# Werkinstructies



1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades**.



Grade Item	Points	Weight Achieved	Grade	Feedback
Opdracht week 3	8 / 10	80 / 100	8,0	Hele mooie opdracht, je laat duidelijk zien dat je de literatuur goed hebt begrepen. Ik ben het met de peer review eens dat de opzet van je tekst soms nog wat duidelijker kan om je argument meer naar voren te brengen. Werk daar nog iets aan en wellicht zit er dan de volgende keer een 9 in!
De geschiedenis van Nederland	- / 10	- / 10	-	
Quiz Piet Mondriaan	8 / 10	8 / 10	8,0	

In Grades you will see all Activities you could be assessed for in your grade book.

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.
- Below **Feedback** you will find the commentary the teacher has provided.

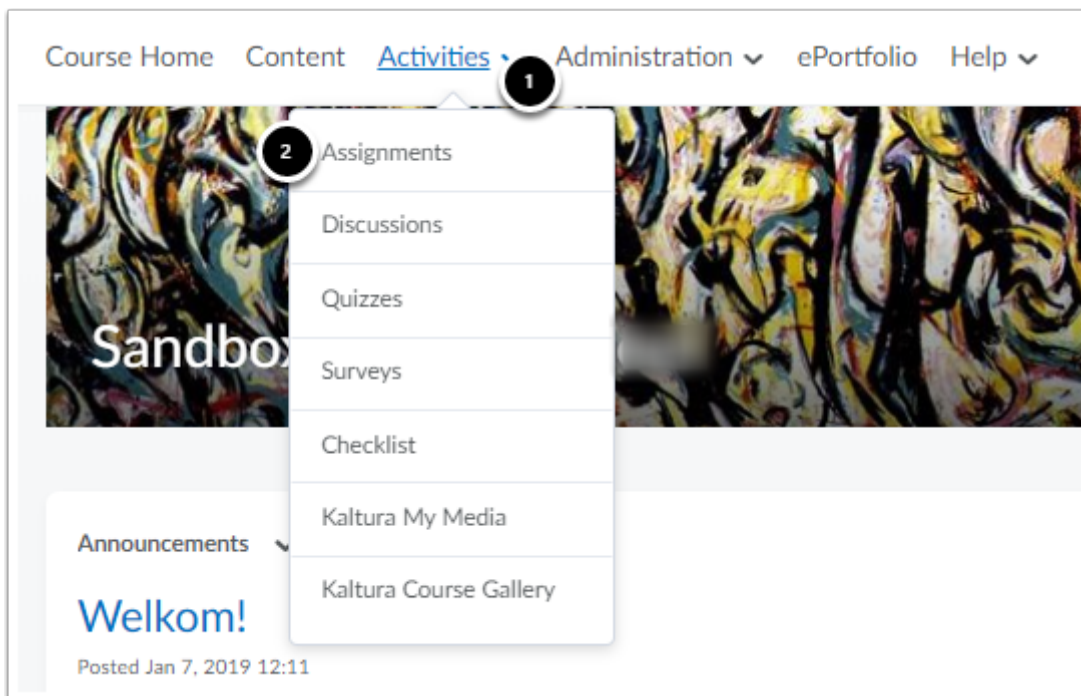
## Werkinstructies

# How do I view the assessment of an assignment?

[Assignments](#)[Grades](#)







When your teacher has assessed your assignment, you can see this both in your [Assignments](#) and [Grades](#).

## Assignments



1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments**.


# Werkinstructies

Assignments <span>Help</span>				
<a href="#">View History</a>				
Assignment	Completion Status	Score	Evaluation Status	Due Date
Assignments				
Draft version essay 	2 Submissions, 2 Files	- / 10		
Attached Files  <a href="#">Essay Stereotypes.docx</a> (11,28 KB)				
Essay final version	1 Submission, 1 File	8,67 / 10 - 86,7 %	Feedback: <a href="#">Read</a>	Oct 11, 2019 23:59
Group Assignments				
Pracgr 1: In-class assignment 1  	2 Submissions, 2 Files	- / 10		
Pracgr 1: In-class assignment 2 	1 Submission, 1 File	- / 10		
Pracgr 1: In-class assignment 3 	Exempted	- / 10		
Assignments Portfolio				
Final Assignment	Not Submitted	- / -		
Reflection	Exempted	- / 10		

20 per page 

Assignments will show you an overview of all assignments within the course.


- Below **Completion Status** you will see whether you have (**Submitted**) or have not (**Not Submitted**) submitted an assignment.
- Below **Score** you will see the acquired score.
- Below **Evaluation Status** you will see whether the teacher has provided feedback or not. Click **Unread/Read** to view the feedback.

 Lecturers can change the feedback even after you have read it, for example by adding annotations. Below **Evaluation Status** the status will then change from **Read** to **Unread**.

# Werkinstructies

Assignments > View Feedback

## Feedback for Essay final version

 Add to ePortfolio

**Submission Feedback**

Good job! You have chosen a very interesting topic, and it is clear you are very knowledgeable.

No assessments have been made yet.

**Score**



8,67 / 10 - 86,7 %

**Feedback Date**

Dec 18, 2019 10:46

**Assignment**

Essay final version

Submission ID	Submission(s)	Inline Feedback	Date Submitted ▼
216060	 <a href="#">Gender stereotypes 1960 - 2019.docx</a> (23,53 KB)	 <a href="#">View Inline Feedback</a>	Nov 6, 2019 12:22 25 days late

[Done](#)

On the feedback page you will find the following:

- below **Submission Feedback** the feedback the teacher has provided;
- below **Score** the score acquired;
- below **Feedback Date** the date on which the feedback was provided;
- below **Assignment** which assignment you are dealing with;
- below **Group Category** to which group category the assignment belongs;
- below **Group Name** which group submitted the assignment;
- below **Submission ID** the ID number that belongs to the submitted assignment;
- below **Submission(s)** the file you have submitted.



# Werkinstructies

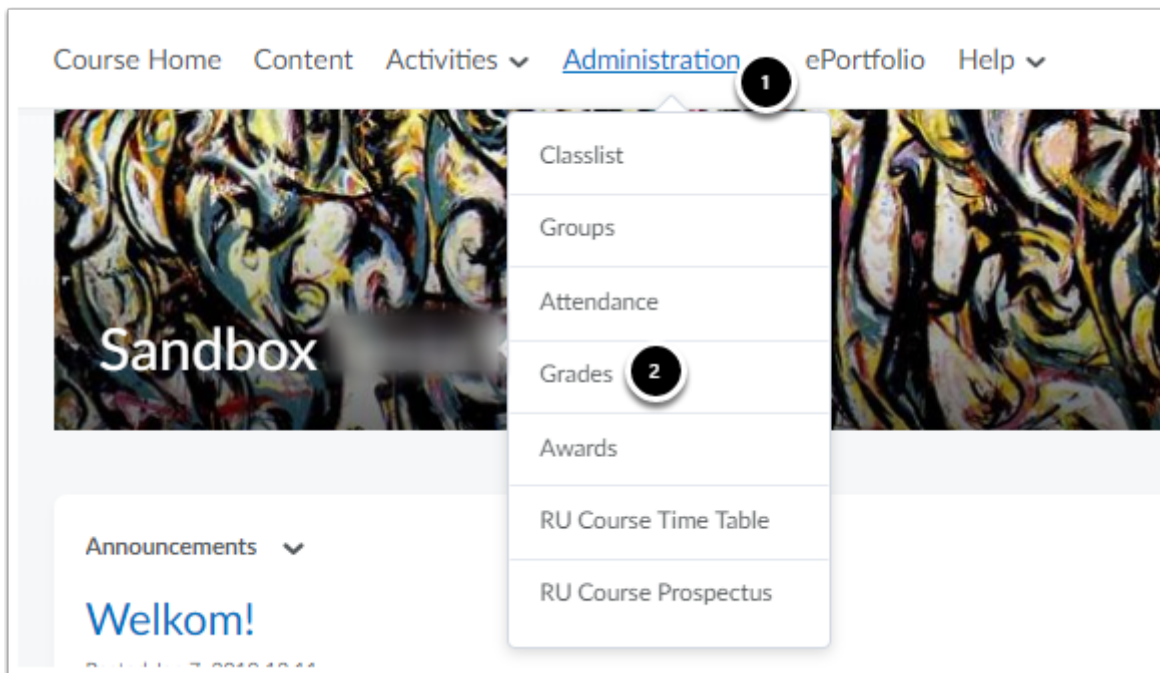
Feedback for Opdracht 1				
Add to portfolio				
Inhoud Bronnen Taalgebruik				
Rubric Name: Essay				
Inhoud	Level 3 (Goed) 3 punten	Level 2 (Voldoende) 2 punten	Level 1 (Onvoldoende) 1 punt	
Vraagstelling	De vraagstelling is specifiek en helder geformuleerd.	De vraagstelling is helder geformuleerd, maar niet te breed.	De vraagstelling is te breed en wordt niet expliciet genoemd.	3 / 3
Inhoudlijk in de bestaande literatuur	De vraagstelling is relevant in de huidige wetenschap/maatschappij.	De vraagstelling is relevant, maar niet genoeg gekoppeld aan de bestaande literatuur voor het onderzoek.	Het onderzoek draagt geen nieuwe inzichten/maakt kennis bij aan de bestaande literatuur.	1 / 3
Opbouw	De opbouw is overzichtelijk en logisch. Duidelijke hoofden en een duidelijke onderverdeling geven een goed overzicht van de opbouw van het essay.	De verbanden tussen de onderwerpen worden niet expliciet genoeg weergegeven, maar zijn er wel. Overduidelijk voorafgevoerd worden eerst zaken, het is te gemakkelijk de draad kwijtraakt.	Het essay mist structuur en er zitten grote gaten tussen de discussies en de verschillende onderwerpen.	3 / 3
Aargumentatie	De argumenten zijn in de punt en later goed het begin van de student aan. De student is kritisch en gebruikt goede voorbeelden.	De argumenten reflecteren dat de student een goed begrip heeft van het onderzoek en de verschillende zijn goed gekozen. Maar de student is niet kritisch genoeg naar alle bronnen toe.	De argumenten laten zien dat de student geen goed begrip heeft van het onderzoek, het is niet kritisch genoeg de bronnen.	2 / 3
Conclusie	De conclusie sluit voort uit de argumenten en aan het is de student kritisch naar alle conclusies betrekken.	De conclusie verwijst niet expliciet terug naar de argumenten, waardoor de geleidelijke conclusies niet overtuigend (geen, teveel) de verbanden er wel zijn.	De conclusie sluit niet logisch voort uit de argumenten en is meer een samenvatting dan een conclusie.	2 / 3
Bronnen	Level 3 (Goed) 3 punten	Level 2 (Voldoende) 2 punten	Level 1 (Onvoldoende) 1 punt	
Type en aantal	De student heeft genoeg bronnen gebruikt om het onderzoek goed in te houden in de literatuur. De bronnen zijn van academische aard.	De student gebruikt genoeg bronnen om het onderzoek in te houden in de literatuur. Niet alle bronnen zijn academisch of uit een artikel.	De student gebruikt te weinig bronnen om het onderzoek goed in te houden in de literatuur en niet alle bronnen zijn betrouwbaar. Niet alle bronnen zijn relevant voor het onderzoek.	2 / 3
Wijze van citaten, parafrases en voorwerpen	De manier van citaten, parafrases en voorwerpen is correct volgens de aan richtlijnen.	De wijze van citaten en voorwerpen is correct volgens de aan richtlijnen. De wijze van parafrases is te veel naar de bronnen in het essay, verwerking van de bronnen niet geheel correct.	De wijze van citaten, parafrases en voorwerpen zijn niet volgens de aan richtlijnen.	3 / 3
Taalgebruik	Level 3 (Goed) 3 punten	Level 2 (Voldoende) 2 punten	Level 1 (Onvoldoende) 1 punt	

If the teacher is working with a **Rubric**, the rubric they have used will appear on the Feedback page. For each criteria you will see your personal score displayed in blue.

## Grades

It is also possible to view the grade you received for an assignment in Grades.

# Werkinstructies



1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades**.

Grades Print

[Add to ePortfolio](#)

Grade Item	Points	Weight Achieved	Grade	Assessment
Individual assignments All assignments for this course including the final assignment, which together will compose 60% of your grade.		20,25 / 30	67,5 %	
Assignment 1	7 / 10	10,5 / 15	70 %	
Assignment 2	6,5 / 10	9,75 / 15	65 %	<a href="#">View Graded Rubric</a>
Assignment 3 (exempted)	- / -	- / -	Exempt	
Assignment 4 (exempted)	- / -	- / -	Exempt	
Assignment 5 (exempted)	- / -	- / -	Exempt	
Quizzes		6,66 / 10	66,6 %	
Quiz: Revolutions	7,2 / 10	2,88 / 4	72 %	
Quiz: Nuts	5,9 / 10	1,77 / 3	59 %	
Quiz: Dutch Democracy	6,7 / 10	2,01 / 3	67 %	
Essay		23,4 / 30	78 %	
Essay draft version	8,5 / 10	0 / 0	85 %	
Essay final version	7,8 / 10	23,4 / 30	78 %	

In Grades you will see all Activities you could be assessed for in your grade book.

## Werkinstructies

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.
- Below **Assessment** and **Feedback** you will find the commentary the teacher has provided.

## Werkinstructies

# How do I use Annotations (inline feedback)?

There are two ways to view the inline feedback:





[Via Assignments](#)

[Via Grades](#)

Teachers can use Annotations to give feedback in Brightspace. This allows them to mark or underline an assignment you handed in, as well as add drawings, text boxes, notes, lines, arrows and frames. You can view these annotations and use them when writing a new version of your assignment.

## Via Assignments

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments**.

Assignments <span>Help</span>				
<a href="#">View History</a>				
Assignment	Completion Status	Score	Evaluation Status	Due Date
Groepsopdrachten				
WC- 1: week 1 	Not Submitted	- / -	Not yet evaluated	
WC- 1: Week 2 	Not Submitted	- / -	Not yet evaluated	
WC- 1: Week 3 	Submitted	- / -	Not yet evaluated	
Assignments				
Assignment 1	Submitted	- / 10	Feedback: Read	
Assignment 2	Not Submitted	- / 10	Not yet evaluated	
Assignment 3 	Submitted	- / 10	Not yet evaluated	

Next to each assignment you can see whether the teacher has added feedback or not and whether or not you have read it; (**Read**) or (**Unread**).

- Click on **Read/Unread** to see the feedback.

# Werkinstructies

## Feedback for Essay final version

Add to ePortfolio

Submission Feedback

Good job! You have chosen a very interesting topic, and it is clear you are very knowledgeable.

No assessments have been made yet.

Score



8,67 / 10 - 86,7 %

Feedback Date

Dec 18, 2019 10:46

Assignment

Essay final version

Submission ID	Submission(s)	Inline Feedback	Date Submitted ▼
216060	 <a href="#">Gender stereotypes 1960 - 2019.docx</a> (23,53 KB)	 <a href="#">View Inline Feedback</a>	Nov 6, 2019 12:22 25 days late



Done

If the teacher has used annotations, you will see the text **View Inline Feedback** under the heading **Inline Feedback**. Click this to view the annotations. The document viewer will open in a new window.

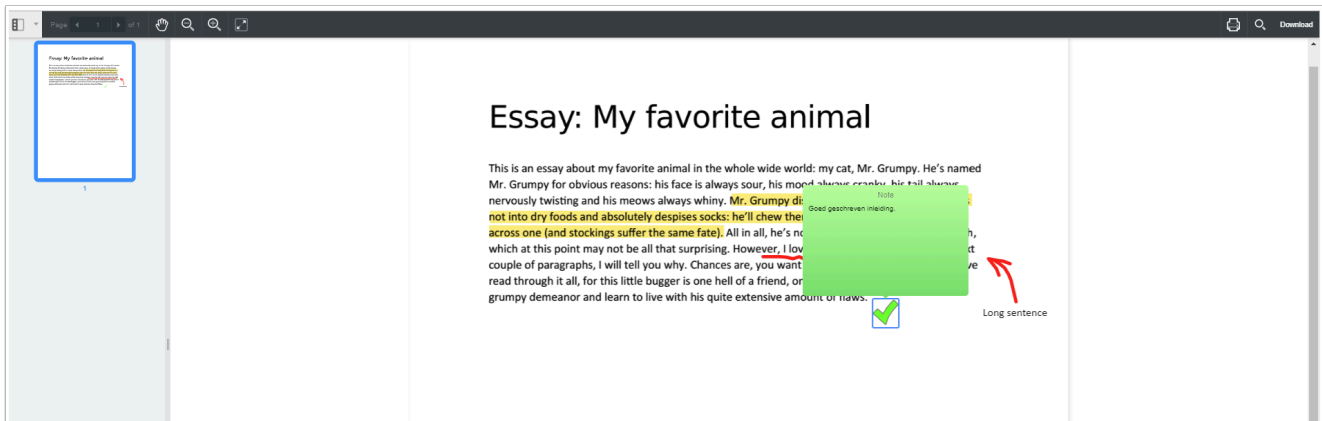
## Via Grades

- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.

# Werkinstructies

Grades					 Print
 Add to ePortfolio					
Grade Item	Points	Weight Achieved	Grade	Comments and Assessments	
		16 / 20	8,0		
Assignment 1	- / 10	- / -	-		
Assignment 2	8 / 10	16 / 20	8,0	<a href="#">View Inline Feedback</a> for Genderstereotypering jaren '60 vs 2019.docx <a href="#">View Graded Rubric</a>	
Assignment 3	- / 10	- / -	-		
Assignment 4	- / 10	- / -	-		
Assignment 5	- / 10	- / -	-		

Below the heading **Comments and Assessments** you will see the inline feedback when this has been provided. Click **View Inline Feedback** to see the annotations. The assignment with the annotations will open in a new window.



Essay: My favorite animal

This is an essay about my favorite animal in the whole wide world: my cat, Mr. Grumpy. He's named Mr. Grumpy for obvious reasons: his face is always sour, his mouth always cracks, his tail always nervously twisting and his meows always whiny. Mr. Grumpy does not into dry foods and absolutely despises socks: he'll chew them across one (and stockings suffer the same fate). All in all, he's not which at this point may not be all that surprising. However, I love couple of paragraphs, I will tell you why. Chances are, you want read through it all, for this little bugger is one hell of a friend, or grumpy demeanor and learn to live with his quite extensive amount of claws.

Goed geschreven (niet)

Long sentence

- You will see your submitted assignment including the annotations. *The example above shows you a part of the text that is marked yellow, a sentence with a drawn red line and an arrow pointing towards a text box with an explanation. The gray check mark is a note. You can enlarge this by dragging your cursor to the check mark. Note that notes does not always have to be displayed as a check mark: teachers can use different kinds of symbols in different colors for their notes.*
- The gray navigation bar at the top of the screen allows you to perform actions. On the left side, you can;

## Werkinstructies

- Add a navigation window or bookmarks to the document to create more overview;
  - navigate between the pages;
  - replace your cursor with a hand icon;
  - zoom in and out;
  - edit the text across the screen.
- On the right side you can:
    - print the file including the annotations;
    - search within the file;
    - download the file with the annotations as a PDF-file.

# Frequently Asked Questions



## Is Brightspace also available in Dutch?

No. The way that Brightspace is set up at Radboud University means that it is only available in English.

# Will all course materials from Blackboard remain available?

Yes, Blackboard will remain available during the academic year of 2018/2019, including all course materials. At the start of 2019, more information about Blackboard's availability will be published, but the main idea is that all course materials will remain accessible for a number of years.

## Werkinstructies

# Where can I request a missing manual or guide?

Do you have a question that has not yet been answered by a manual or guide? Please send us an email at [brightspace@ru.nl](mailto:brightspace@ru.nl).

# Will there be a Brightspace support desk for students?

The way in which students can get help with Brightspace is different for each faculty. For instance, you can always ask your Student Information Point (STIP) or student desk for your faculty for help. If it is a general question, read the two aforementioned answers.

## Werkinstructies

# Can I report a bug or an error in the system somewhere?

General questions and inquiries regarding Brightspace as a whole can be sent to [Brightspace@ru.nl](mailto:Brightspace@ru.nl). If you have a question about a particular course you are taking in Brightspace, please contact your professor.

## Werkinstructies

# I work with a portfolio. Can I transfer this to Brightspace (in its entirety)?

Yes, that is possible! The best way to proceed depends on the current structure of your portfolio. [Is your portfolio on Blackboard](#)? Then you might want to put the components in a ZIP file and upload them to Brightspace. Are the files on your computer or a USB stick? Then you can [upload them to your Brightspace portfolio](#). You will have to create a structure once the files are on Brightspace.

## Werkinstructies

# Can teachers and other students see my name in Brightspace?

All courses in which you are a participant will show your name on the classlist. Teachers and other students in the course can see this classlist. Your fellow students will see your name, profile picture, and to what groups you belong. You can see this information for other students as well. Teachers can see this too, including your student email address.

# How do I receive Brightspace notifications per email?

Yes, you can. Read more about this feature in our manual about [email notifications](#) on Brightspace.



# Will Brightspace announcements and notifications be visible in the student portal?

Yes. This feature is not yet available, but we expect this feature to be deployed around the start of the academic year.

## Werkinstructies

# Will Brightspace announcements and notifications be visible in the Radboud student app?

Yes. This feature will be available soon.

## Werkinstructies

# How can I send messages to other students through Brightspace?

You can only send messages to your fellow students by means of a discussion forum. Email addresses are only visible to teachers.

## Werkinstructies

# How can I send messages to my teacher through Brightspace?

You cannot send messages directly to your teacher through Brightspace. They will have to place their contact details in the course manual or on another location.

## Werkinstructies

# What is the policy regarding grades in Brightspace?

Professors are permitted to share grades via Brightspace. However, only grades distributed through OSIRIS are formally counted.

## Werkinstructies

# What does the Pulse app do?

If you want to use Brightspace on your mobile device, you can use Pulse, an app made by the creators of Brightspace. It is available through [Google Play](#) and the [App Store](#), for Android and iOS respectively. Pulse can be downloaded for free and works well, but is not (yet) actively supported by the Brightspace project. During the pilots for Brightspace, the Pulse app was used without any significant problems. However, we have not been able to test the app properly yet.

The website for Brightspace has a 'responsive' design, however, and can also be accessed through a web browser on a mobile device.

# How secure is Brightspace?

On May 25, 2018, the European GDPR (General Data Protection Regulation) went into effect. During the selection process for Brightspace, security and GDPR compliance played a big role. On paper, the system is secure. The security of the system as a whole (including connections to other systems such as OSIRIS) is only as strong as its weakest link. For that reason, the Radboud University Digital Security group performed a security audit during the implementation process for Brightspace. The results of that audit were a determining factor for Brightspace's definitive acceptance as the new digital learning environment for the Radboud University.

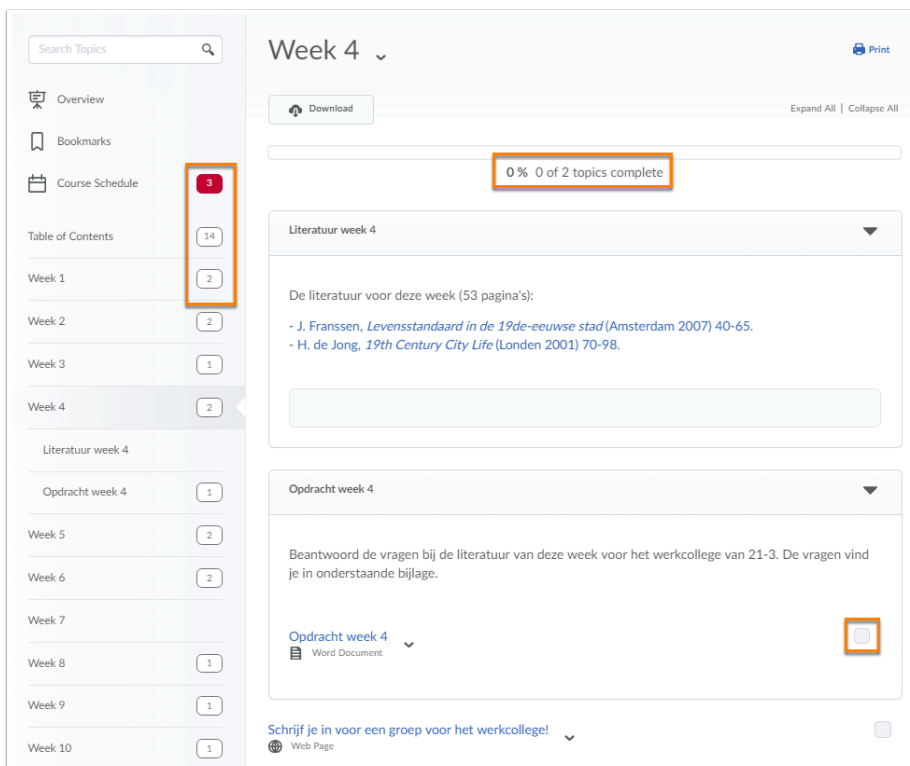
## Werkinstructies

# What do the numbers mean in the course modules?

When you go to the [Content](#) page of a course, you might see numbers behind the [Course Schedule](#), [Table of Contents](#), or (sub)modules. These numbers represent the number of topics within a (sub)module that have not yet been completed. If you see the numbers, Completion Tracking is turned on. This is a feature that shows which content has been viewed. It is a tool for you personally to track your progress. There will be no consequences for your assessment, considering the teacher cannot access students' completion tracking.

**i** There are two types of completion tracking:

1. Students have to check off their tasks to complete them;
2. 'Automatic' completion tracking - Brightspace will automatically check off items for which the right action has been undertaken.



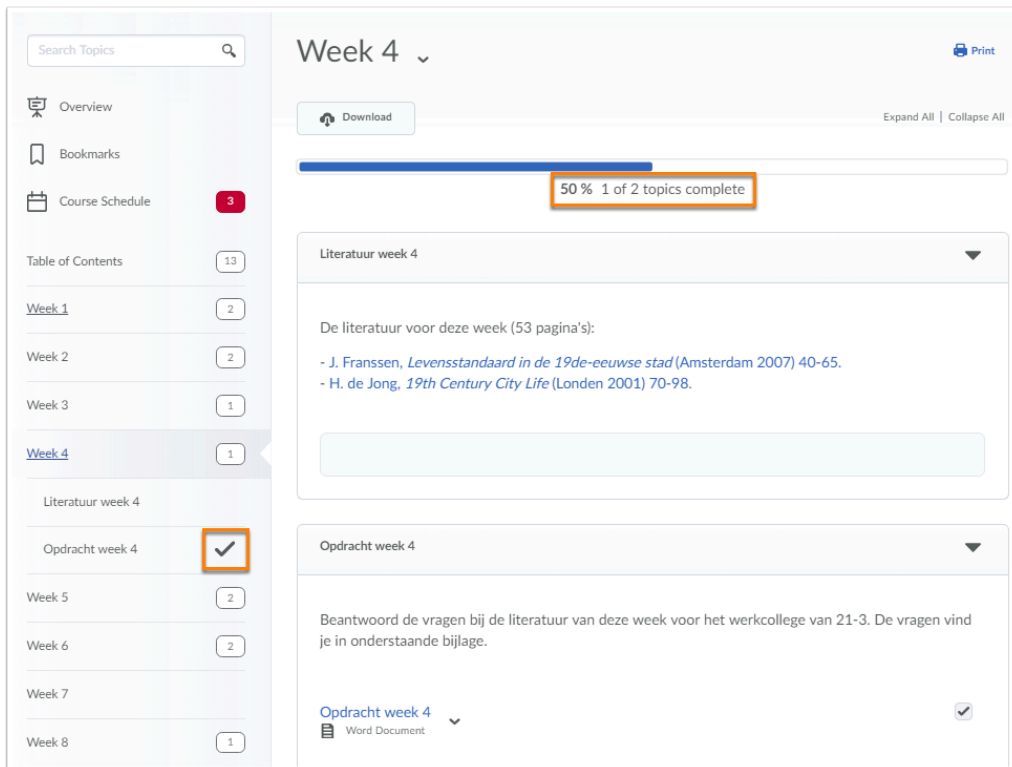
The screenshot shows the Brightspace course interface. On the left sidebar, the 'Table of Contents' section is highlighted, showing a list of modules with completion counts in red circles: 'Table of Contents' (14), 'Week 1' (2), 'Week 2' (2), 'Week 3' (1), 'Week 4' (2), 'Literatuur week 4', 'Opdracht week 4' (1), 'Week 5' (2), 'Week 6' (2), 'Week 7', 'Week 8' (1), 'Week 9' (1), and 'Week 10' (1). The 'Week 4' module is selected, and its content is displayed on the right. At the top of the 'Week 4' content area, a progress bar shows '0 % 0 of 2 topics complete'. Below this, the 'Literatuur week 4' section lists two topics: 'J. Franssen, *Levensstandaard in de 19de-eeuwse stad* (Amsterdam 2007) 40-65.' and 'H. de Jong, *19th Century City Life* (Londen 2001) 70-98.'. The 'Opdracht week 4' section contains a task description: 'Beantwoord de vragen bij de literatuur van deze week voor het werkcollege van 21-3. De vragen vind je in onderstaande bijlage.' and a 'Word Document' icon. At the bottom, there is a 'Schrijf je in voor een groep voor het werkcollege!' link and a 'Web Page' icon.

- The number behind each (sub)module represents the number of topics that need to be completed in that specific (sub)module.



# Werkinstructies

- The number behind **Course Schedule** represents the number of item that have a due date in the calendar. When the number is red, it means there are activities you have not completed or checked off before the deadline expired.
- When you click on a (sub)module, you will see a bar at the top of your screen that shows which percentage of the module you have completed and how many items you have left.
- You can check off a topic to complete it, for example when you have finished an assignment or read the literature.



The screenshot displays the Brightspace interface for Week 4. On the left sidebar, the 'Course Schedule' section shows a red '3' indicating three items with due dates. Below it, 'Opdracht week 4' is marked with a checkmark. The main content area shows 'Week 4' with a progress bar at 50% (1 of 2 topics complete). Below the progress bar, 'Literatuur week 4' lists two articles: 'J. Franssen, Levensstandaard in de 19de-eeuwse stad (Amsterdam 2007) 40-65.' and 'H. de Jong, 19th Century City Life (Londen 2001) 70-98.' Below this, 'Opdracht week 4' shows a task with a checkmark and a 'Word Document' link.

- When you check off a topic, you will see your progress on the bar at the top.
- When you have completed all topics within a (sub)module, the grade behind that (sub)module will turn into a checkmark.

## Werkinstructies

# What should be the title of my file?

There are several reasons why an error could occur when you try to upload a file to Brightspace. One is that you used certain characters, another that the file name is too long. If you use the tips in this article, you will prevent these errors from happening and you will give your file a clear name.

The file name consists of two parts: the name you gave to the file and the extension, which is connected with a dot. Examples of names with extensions are Textfile.doc, Presentation.ppt, Sheet.xlsx, and Image.jpg. The extension will tell the computer how to read a file, so do not change this part of the name! Changing the extension can cause problems when the file needs to be read. For the other part of the file name you can get creative, but be sure to keep the following guidelines in mind.

## Technical guidelines

- Use letters and numbers in combination with hyphens or underscores. For example: S123456\_essay.
- Do not use space. Using space can be interpreted differently when a file is uploaded and downloaded, which can cause an error to occur.
- Do not use punctuation or special characters other than the hyphen and underscore. Symbols such as !, &, @, # and others often have a specific meaning within applications and can therefore not be used.
- Make sure your file name is not too long! 12 to 18 characters are more than enough to describe your file.

## More tips

- Make sure your file name is easy to read by using capital letters at the beginning of the word and after hyphens, because you cannot use spaces.
- If you use your initials, your teacher will be able to see the work is yours without it taking up too much space.
- When you want to add a date to your file name, the YYYY-MM-DD format is used most often.
- Do not use the term 'final version' or something similar in your file name; after all, you never know for sure!

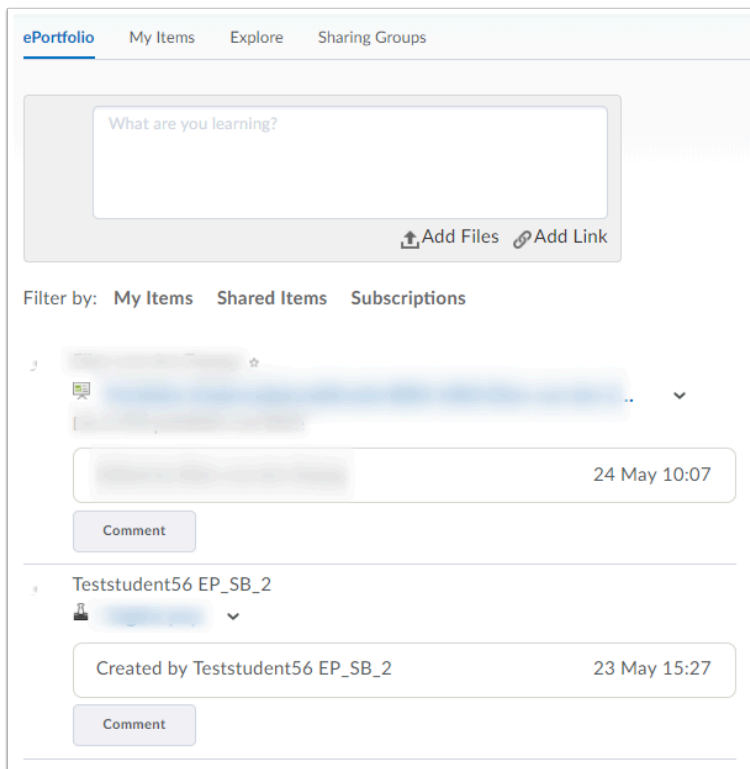
# ePortfolio: Basic functionalities

## Werkinstructies

# How do I navigate through my ePortfolio?

The ePortfolio contains four tabs: [ePortfolio](#), [My Items](#), [Explore](#) and [Sharing Groups](#). These tabs are described below.

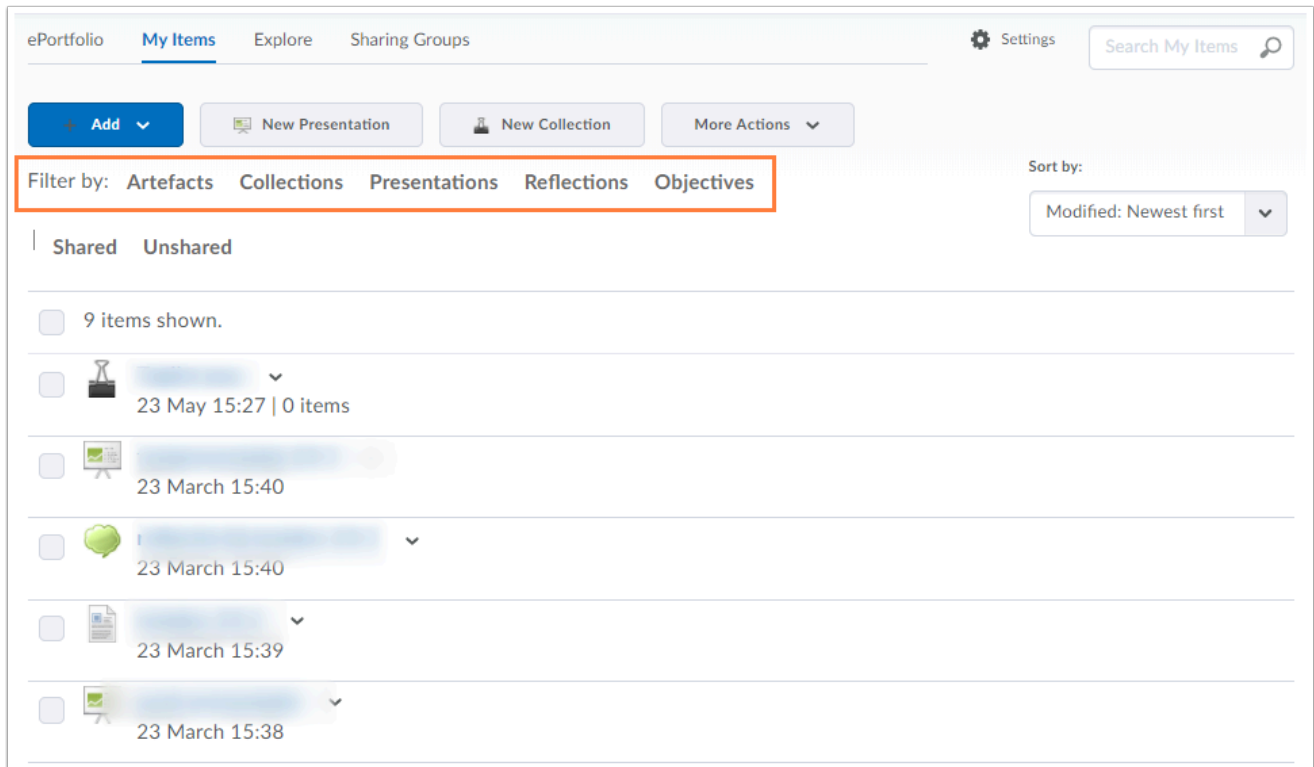
## ePortfolio tab



The **ePortfolio** tab shows all recent activity in your ePortfolio. Items that have been created, commented on or shared with you are shown here in chronological order.

This tab is useful for easily seeing when other users have [responded](#) to your items.

## My Items tab



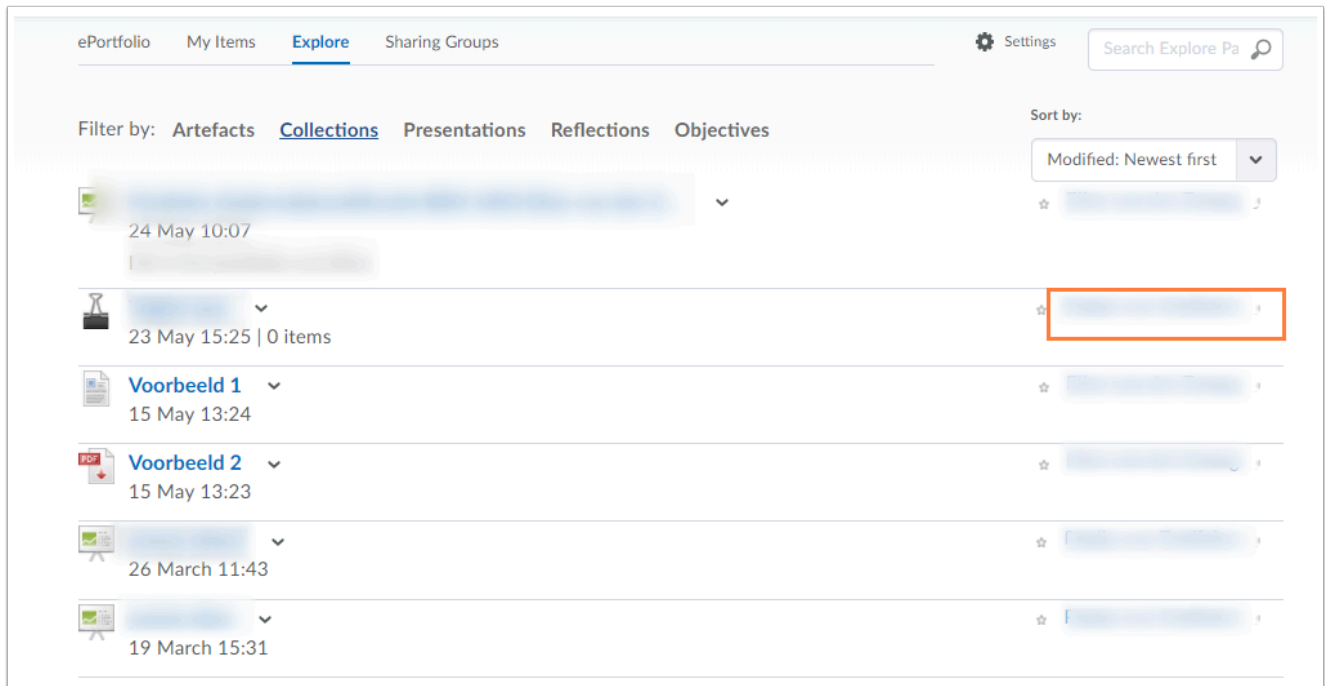
The **My Items** tab shows a list of items that you own. This tab can be used to place your items in a [collection](#) or [presentation](#) and in this tab you can [import/export](#) your items.

The items can be filtered by type (see orange box in the image above). For example, click **Presentations** to only see presentations in the ePortfolio. You can filter multiple items at once by clicking on multiple item types.



In the upper right corner is a search field, **Search My Items**, where you can search for items by keyword.

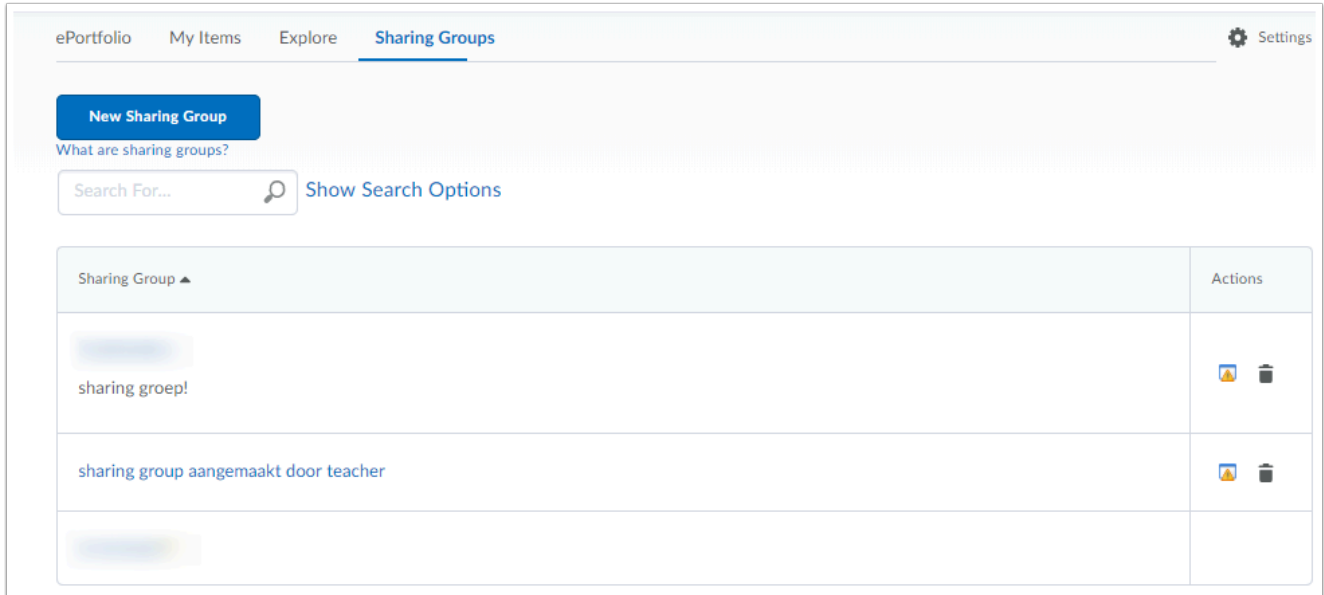
## Explore tab







The **Explore** tab contains all items that have been shared with you. In the orange area you can see who has [shared](#) the item with you.


In the Explore tab you can also filter by type and search for specific items.

## Sharing Groups



Sharing Group ▲	Actions
sharing groep!	 
sharing group aangemaakt door teacher	 

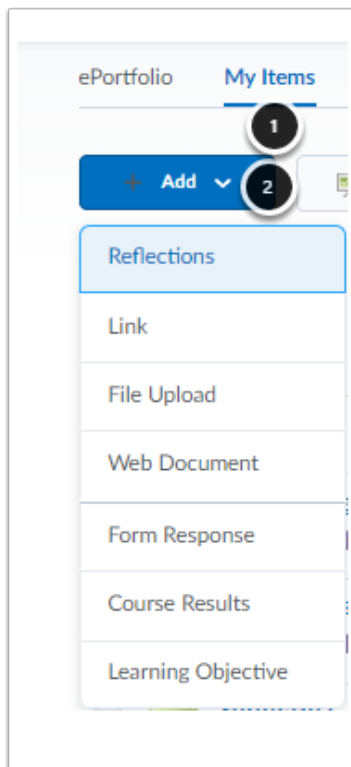
The **Sharing Groups** tab shows all the Sharing Groups that you have created. Here you can create new [Sharing Groups](#) or change existing ones.

 A Sharing Group is a group to which you can add people with whom you share often. This way you can easily share with the entire group at once.

## Werkinstructies

# Which types of items exist in the ePortfolio and how can they be used?

Different types of items can be added to the ePortfolio: [Reflections](#), [Links](#), [Files](#), [Web Documents](#), [Form responses](#) and [Course results](#). The different items are described below.



1. Click **My Items**.
2. Click **Add**. Make a choice for the type of item to be added.

## Reflections



With the option **Reflections** you make a small note (not an extensive reflection document). It is useful for short comments or quick thoughts.

You can [create](#) a reflection separately as an independent document and then possibly link it to another item. You can also create a reflection about another item, then it is immediately linked to that item.



# Werkinstructies

## Link



With the **Link** option you can create a shortcut (link) to a website. A click on the link opens the website in a new window.

## File upload



With the **File Upload** option you can [upload](#) various files from your computer to the ePortfolio. For example Word and Excel documents, PDFs and images, but also Zip files and folders.

## Web Document



With the **Web Document** option you can create an HTML page. A click on a web document item in the ePortfolio opens a new window with the created web page.

## Form Response

A teacher can create a **form** in a course, but this function is not used very often. A form can be filled in in the ePortfolio and added as a Form Response.

## Course results



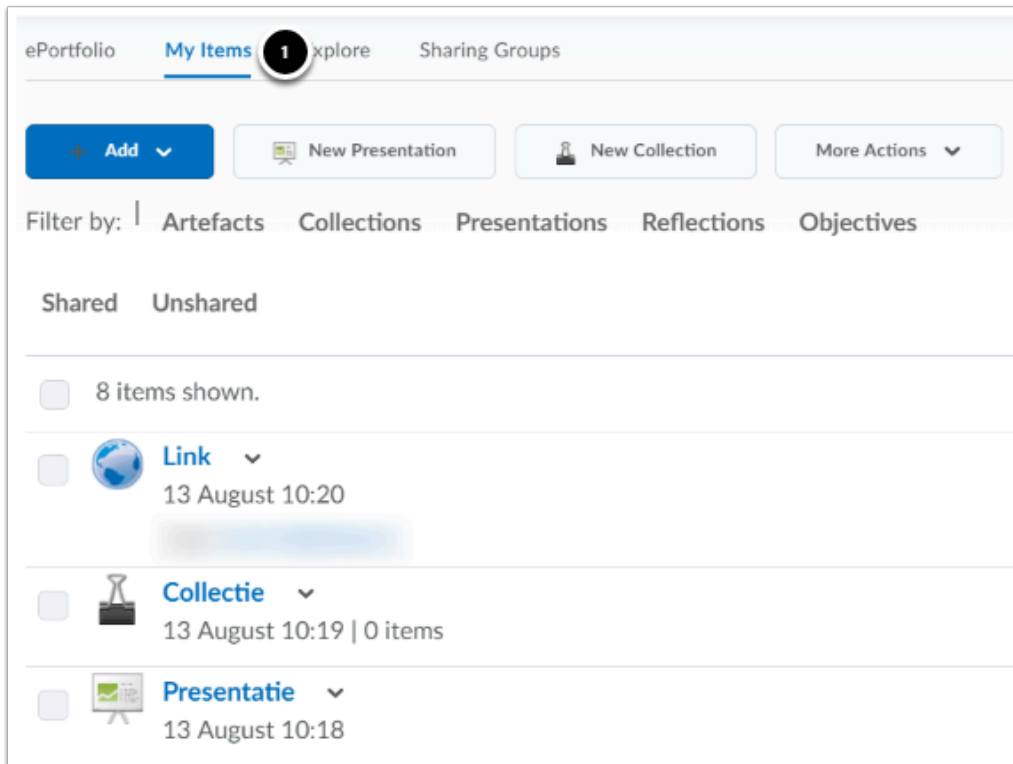
## Werkinstructies

With the **Course Results** option you can import submitted assignments, rubrics and grades to your ePortfolio. The student can select the relevant course and import the results of assignments and quizzes from this course.

## Werkinstructies

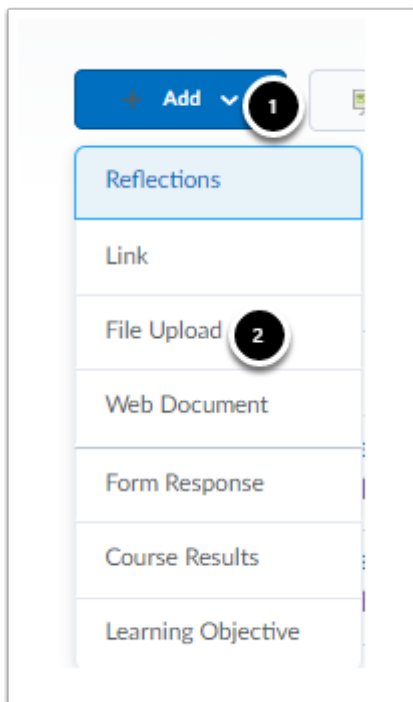
# How do I upload an item to my ePortfolio?

In your ePortfolio you can upload [various types of items](#) such as documents, URLs, images, videos and more.

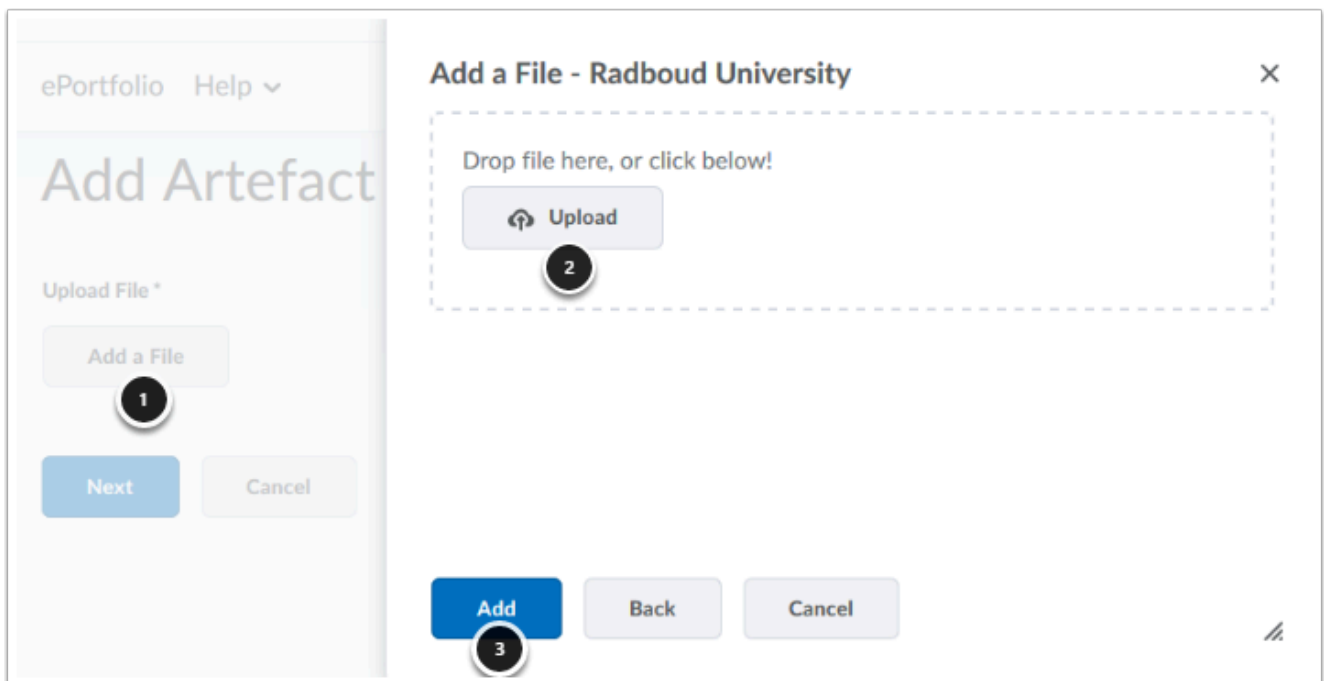


1. Click on the **My Items** tab in your ePortfolio.

# Werkinstructies



1. Click **Add** to add a new item.
2. Select **File Upload** to add a file from your computer.

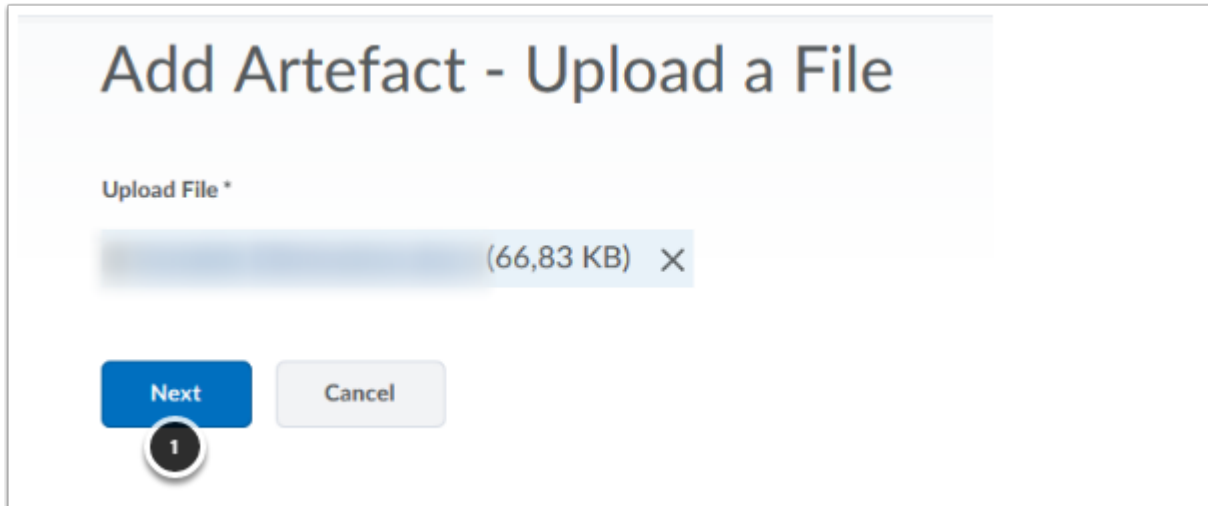


1. Click on **Add a File**.
2. Click on **Upload** to select a file from your computer.
3. Click **Add** to add the file.

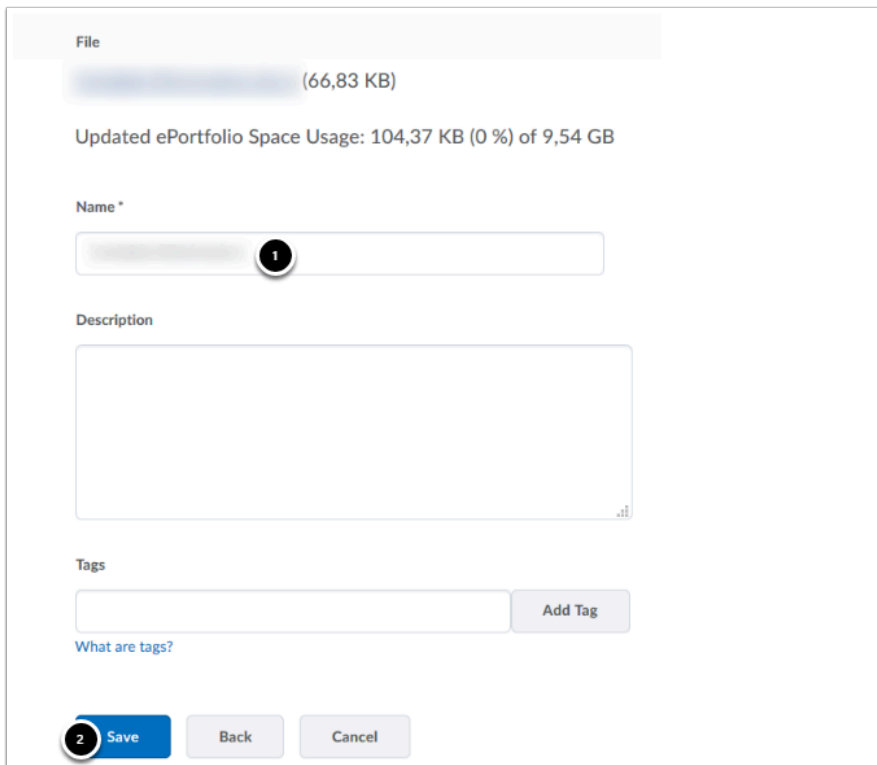
## Werkinstructies



You can also add an item with drag and drop. Drag the item from the explorer of your computer into the box with the dotted lines.

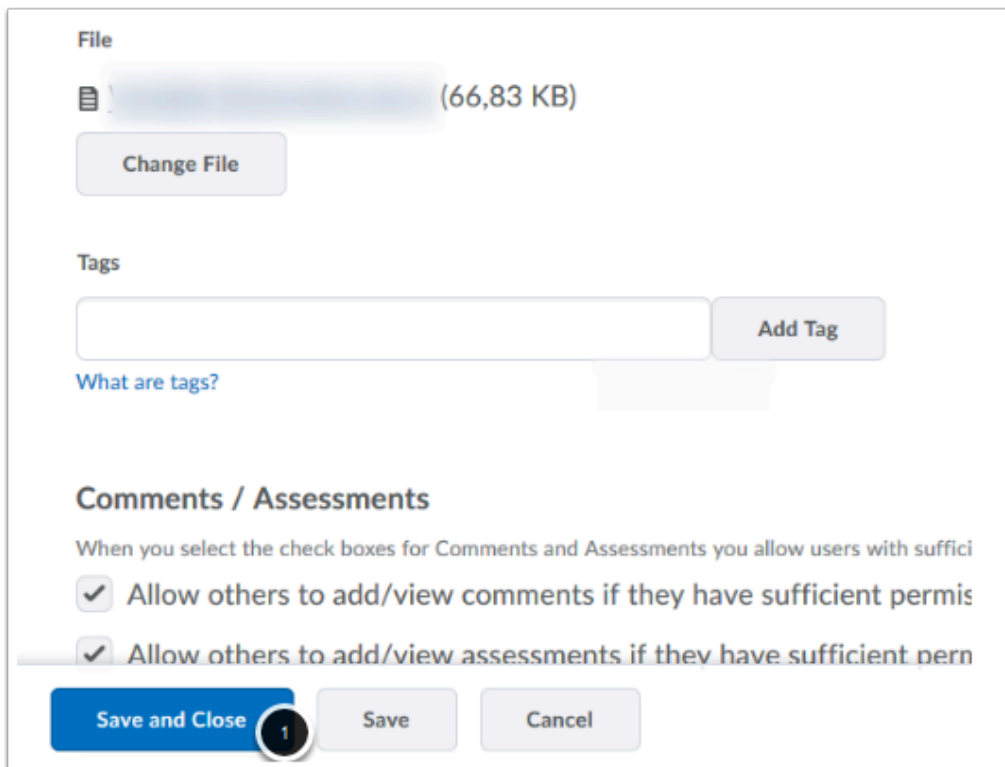


1. Click **Next**.

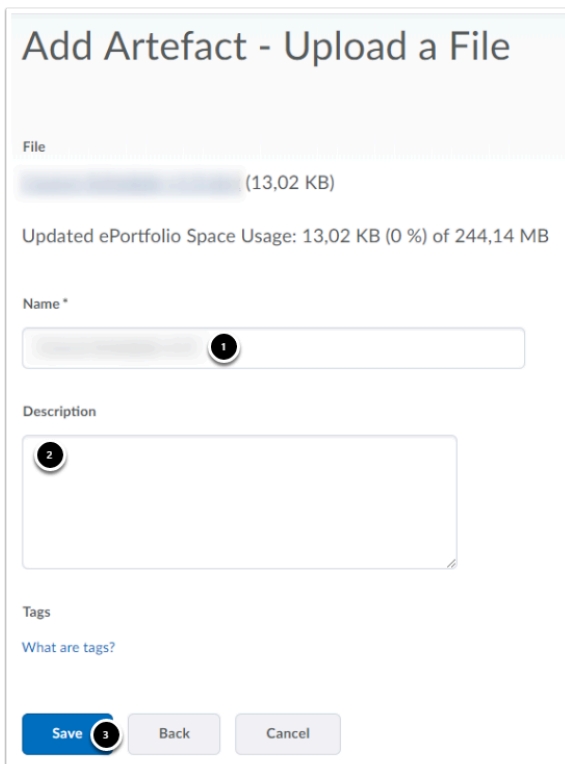


1. Enter the name of the item here.
2. Click **Save**.

# Werkinstructies



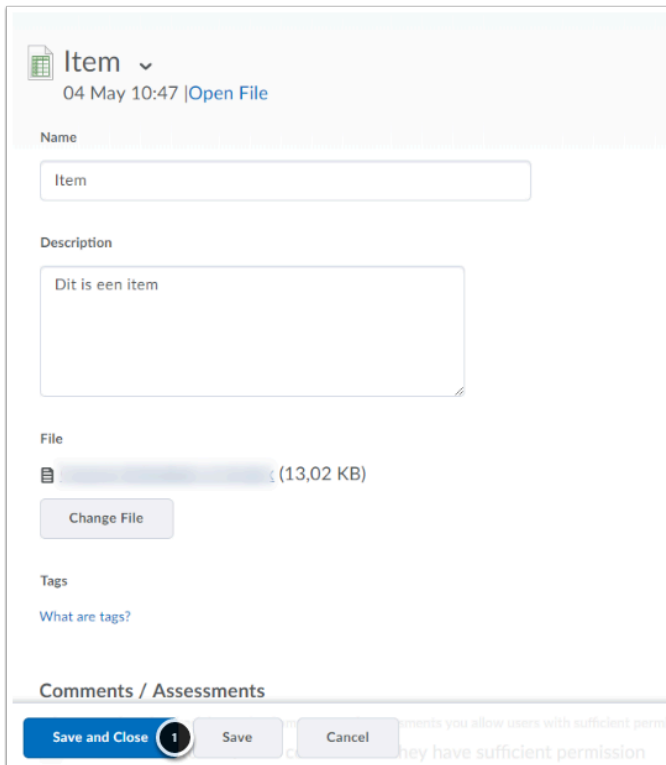
1. Click **Save and Close**.



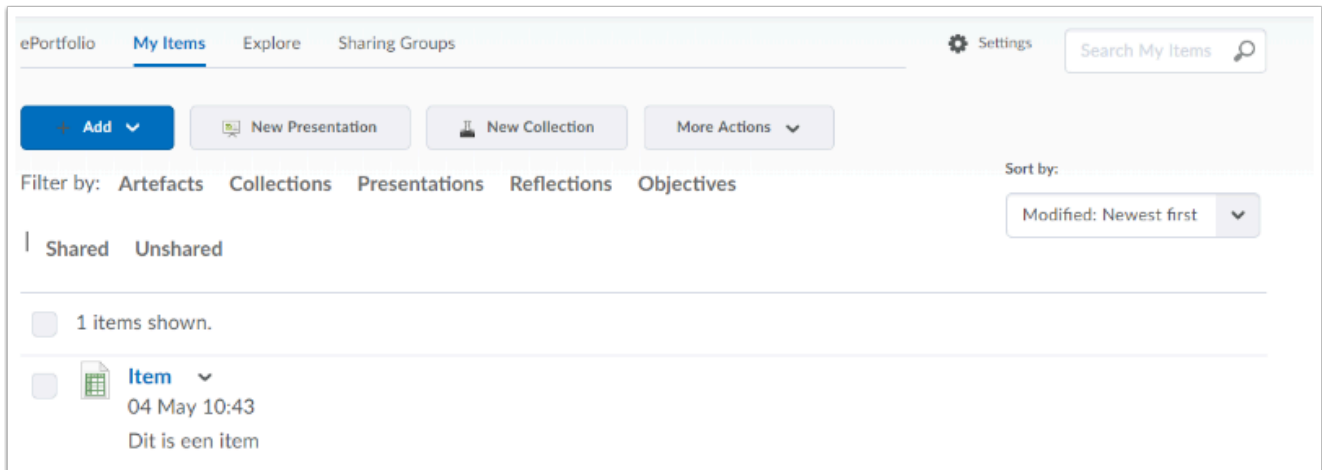
1. Click the Name text box to change the name of the item.

## Werkinstructies

2. Click the Description text box to add a description to the item.
3. Click **Save** to save the item.



1. Click **Save and Close**.



The added item with the new title and description will appear on the **My Items** tab.

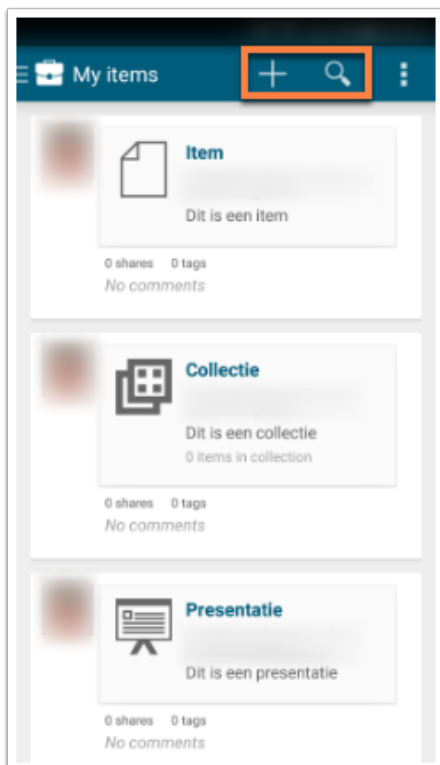
# How do I use the ePortfolio mobile application?

The ePortfolio app, **D2L ePortfolio**, is available for download in the Google Playstore and in the Apple appstore. The app takes up 280MB of memory.

When you log in for the first time, the app asks for the URL of your organization. For the Radboud University this is [brightspace.ru.nl](https://brightspace.ru.nl). After this you can log in with your Brightspace login-credentials.

**i** Items that are opened in the app are downloaded onto your phones memory. After logging out, the items are removed from the memory again. You can log out by going to the [settings](#).

**⚠** The default settings of the application allows it to download files using your mobile network. To avoid extra costs, it is possible to make the application only download files using WiFi. This option can be turned on by going to the [settings](#).

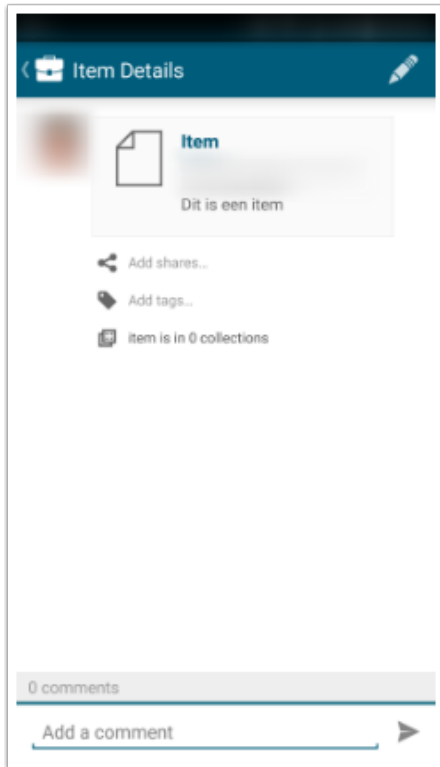




## Werkinstructies

The image above shows the home screen of the ePortfolio app. This page is comparable to the **My Items** page of the browser version. It shows a list of all items.

The plus sign (orange area in the image above) can be used to add items to your portfolio. The looking glass can be used to find a specific item.

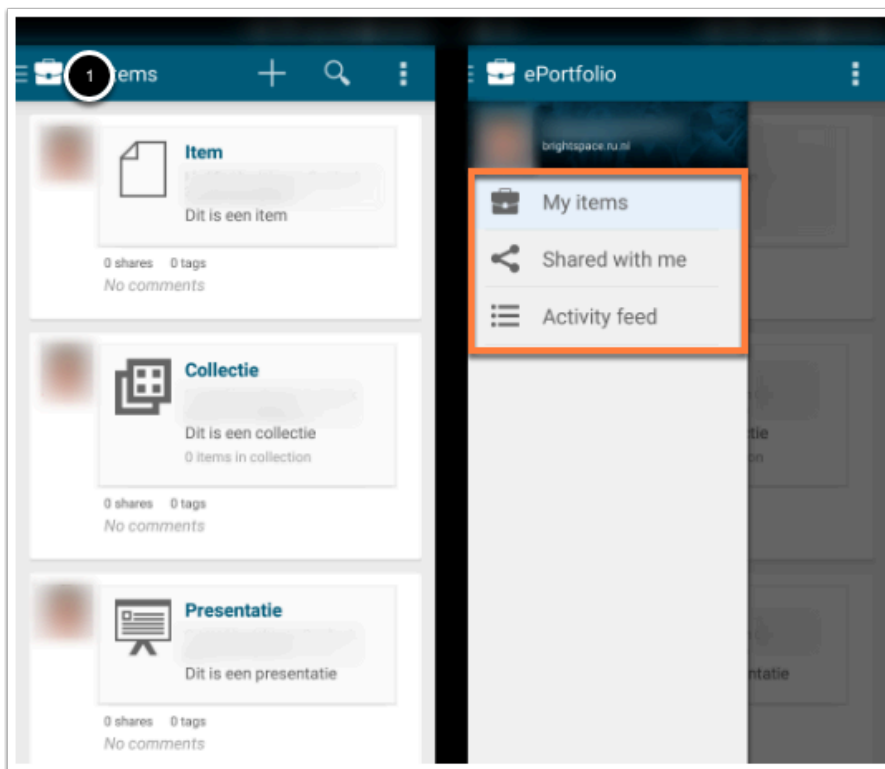


Clicking an item will show the information of the specific item. Here you can share the item, add tags and leave a comment. You can also share with a [Sharing Group](#), but these groups can not be created in the app. When sharing, it is also not possible to adjust the permissions of the receiver.

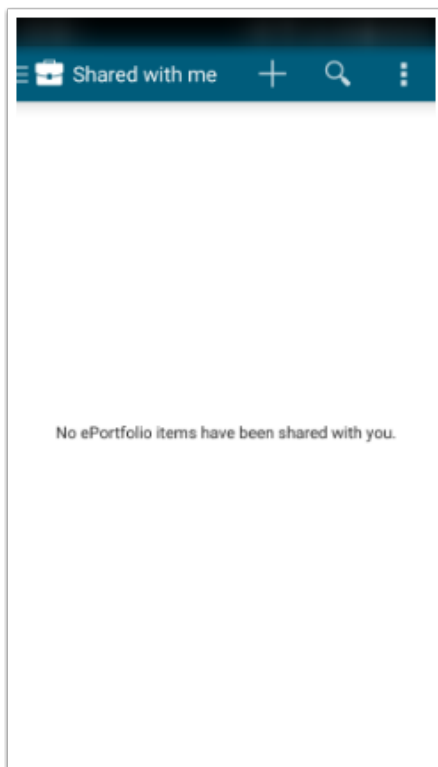


Presentations and collections cannot be opened in the app, they will automatically open in the browser on your phone.

# Werkinstructies



1. Click on the bag in the left top corner to open the menu. Here you can switch between **My Items**, **Shared with me** en **Activity feed**.



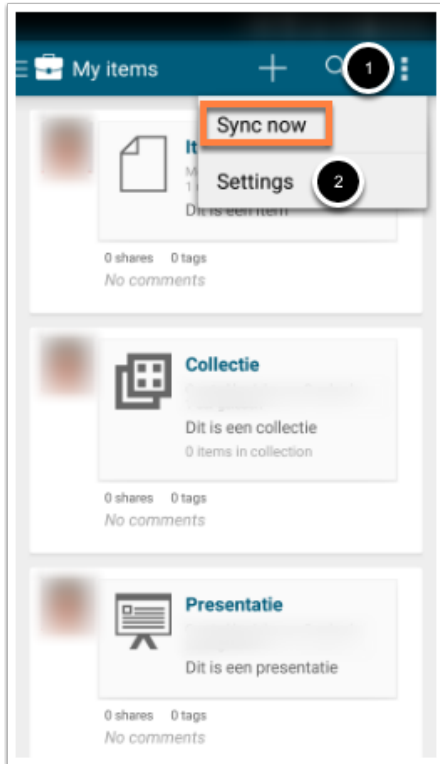
## Werkinstructies

**Shared with me** gives an overview of all the items that have been shared with you. This page resembles the **Explore** page of the browser.




**Activity feed** gives an overview of all the recent activity in the portfolio. This page resembles the **ePortfolio** page of the browser.

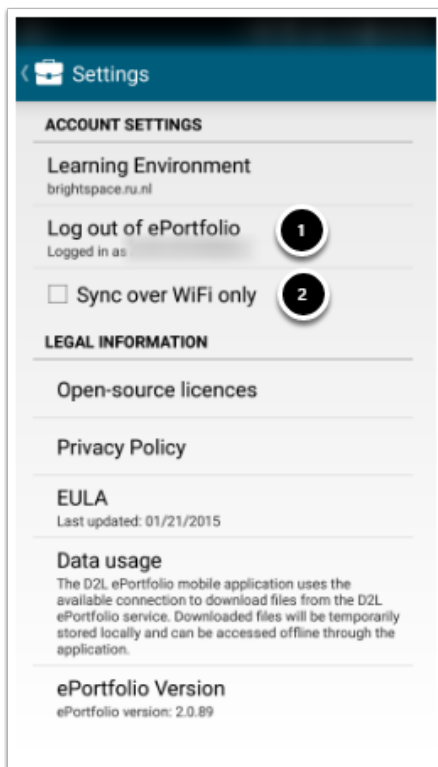
## Settings



1. Click on the three dots.
2. Click on **Settings**.

 **Sync now** forces the app to get all recent changes from the server. It is similar to refreshing your browser.

# Werkinstructies

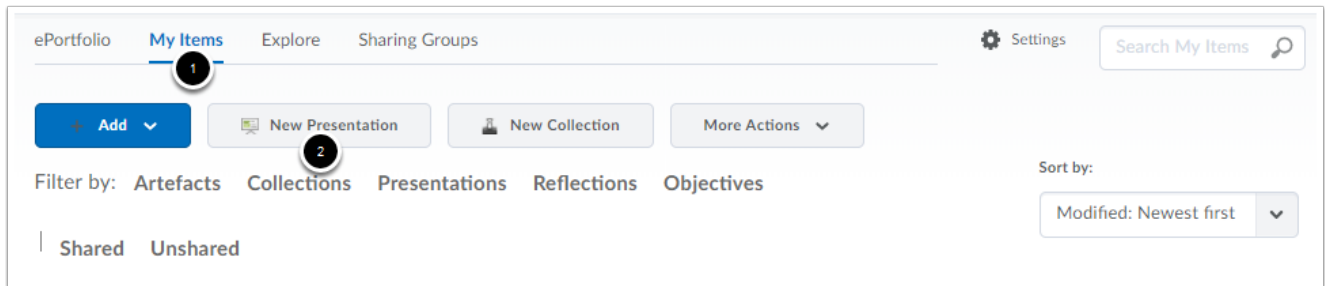


1. Click on **Log out of ePortfolio** to log out.
2. Select **Sync over WiFi only** to only load files when on WiFi.

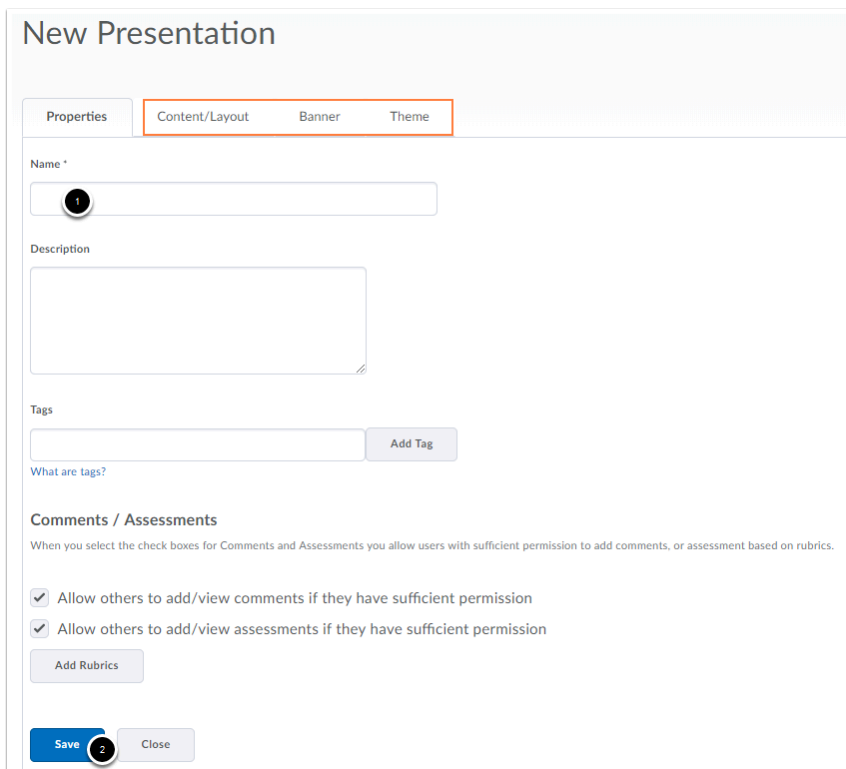
## Werkinstructies

# How do I create a presentation in my ePortfolio?

A presentation can be used to present multiple items from the ePortfolio. A presentation is the only document that can be [shared with an external receiver](#).



1. Click **My Items** to go to the My Items tab.
2. Click on **New Presentation** to create a new presentation.



The screenshot shows the 'New Presentation' form. The 'Content/Layout' tab is selected, indicated by a circled '1'. The form has several sections: 'Name' with a text input field, 'Description' with a text area, 'Tags' with a text input field and an 'Add Tag' button, and 'Comments / Assessments' with two checked checkboxes: 'Allow others to add/view comments if they have sufficient permission' and 'Allow others to add/view assessments if they have sufficient permission'. At the bottom, there is a 'Save' button (circled '2') and a 'Close' button.

1. Give the presentation a name.
2. Click **Save** to save the presentation.

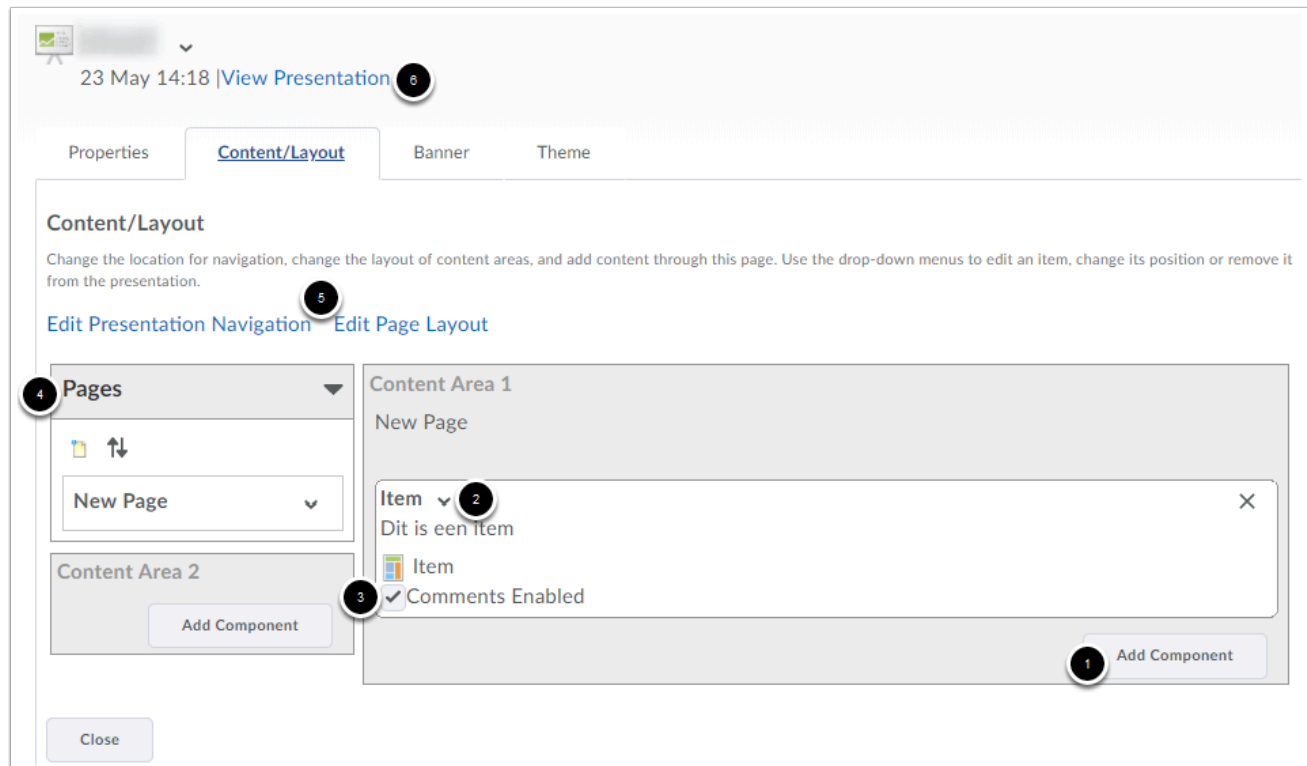
# Werkinstructies

Click on the [Content/Layout](#) tab to fill in the content of the presentation.

Click on the [Banner](#) tab to customize the title at the top of the pages of the presentation.

Click on the [Theme](#) tab to adjust the background of your presentation.

## Content/Layout tab



1. Click **Add Component** to add items to your presentation.
2. Click on the arrow next to an item to edit this item.
3. Check the **Comments Enabled** checkbox to make feedback per item available.
4. In the **Pages** area you can adjust the page settings. You can add new pages, adjust the order and delete pages.
5. a. Click **Edit Presentation Navigation** to adjust the layout of the page.  
b. Click **Edit Page Layout** to switch between one or two content areas.
6. Click on **View Presentation** to view the presentation.

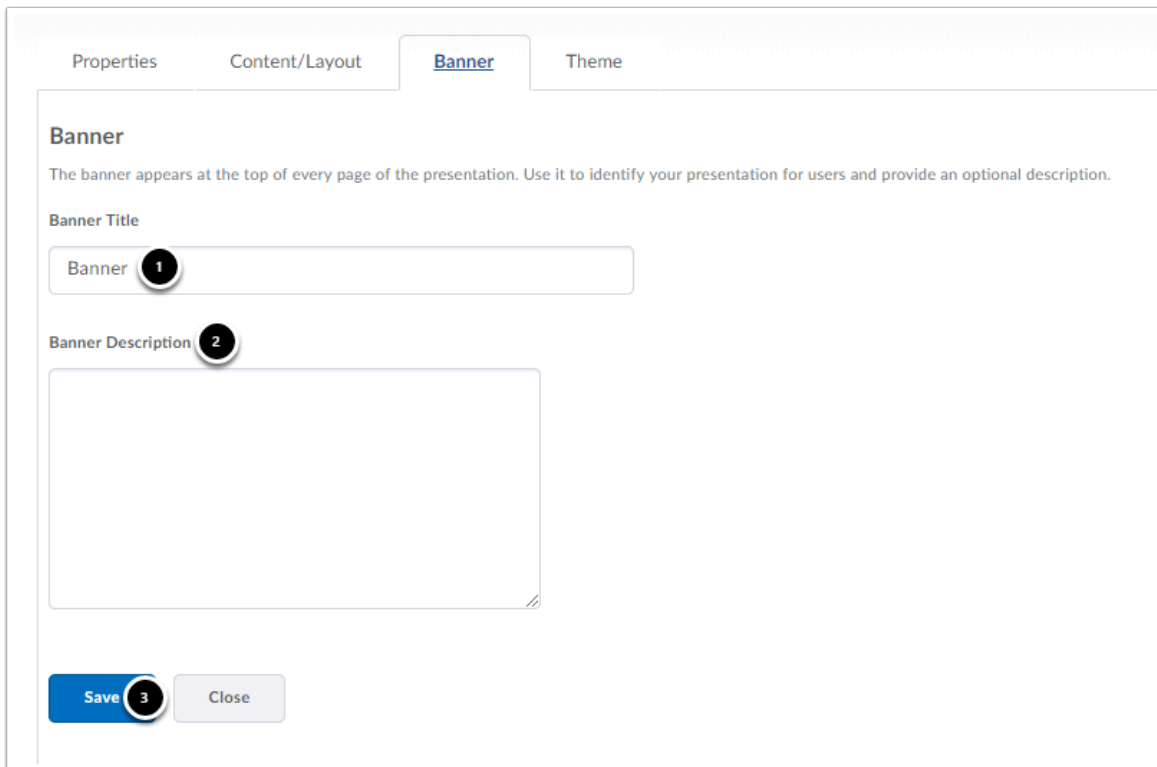
**i** Many different components can be added, namely:

- **Artefact**
- **Artefact, reflection, or learning objective from collection**
- **Artefacts or reflections by learning objective**
- **Reflection**

# Werkinstructies

- Text area
- Information from my profile
- Learning objectives

## Banner tab



Properties Content/Layout **Banner** Theme

**Banner**

The banner appears at the top of every page of the presentation. Use it to identify your presentation for users and provide an optional description.

Banner Title

Banner 1

Banner Description 2

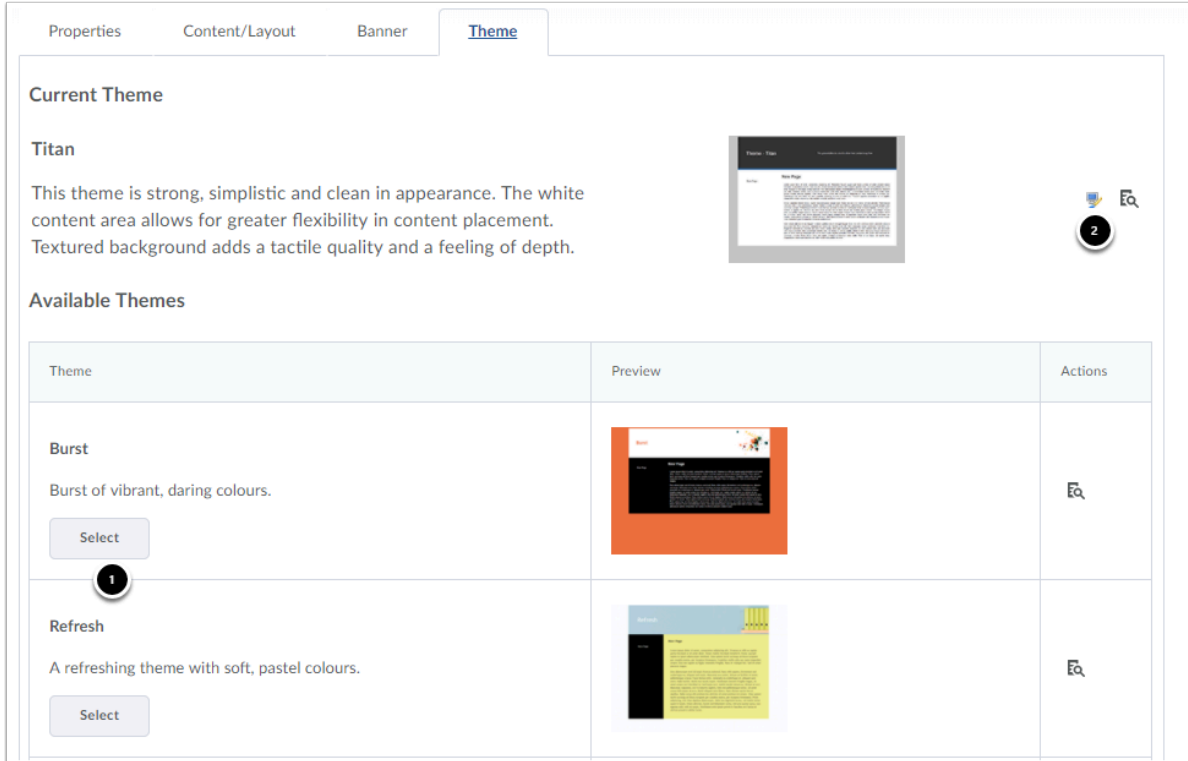
Save 3 Close

The **Banner** is a title that appears above each page of the presentation.





1. Type in the name of the Banner here.
2. Type in the description here. The description will also be placed in the Banner.
3. Click **Save** to save the presentation.



## Theme tab



The screenshot shows the 'Theme' tab selected in a presentation software interface. The top navigation bar includes 'Properties', 'Content/Layout', 'Banner', and 'Theme'. The 'Current Theme' section displays the 'Titan' theme, described as strong, simplistic, and clean, with a white content area and textured background. A preview of the Titan theme is shown. To the right of the preview are icons for a computer and a magnifying glass, with a '2' in a circle below them. The 'Available Themes' section contains a table with two themes: 'Burst' and 'Refresh'. The 'Burst' theme has a 'Select' button with a '1' in a circle below it. The 'Refresh' theme also has a 'Select' button. The table columns are 'Theme', 'Preview', and 'Actions'.

Theme	Preview	Actions
<b>Burst</b> Burst of vibrant, daring colours. <button>Select</button>		
<b>Refresh</b> A refreshing theme with soft, pastel colours. <button>Select</button>		

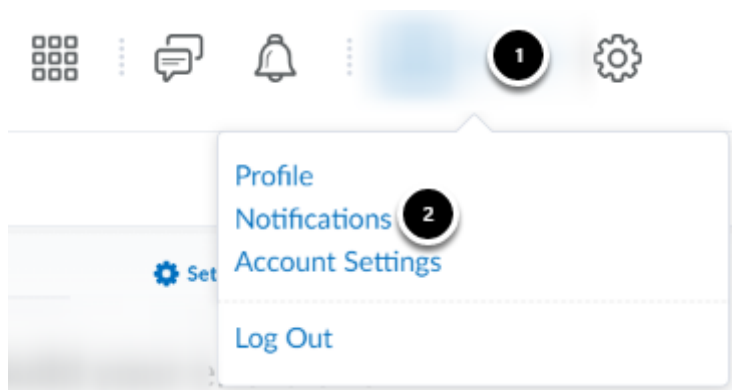
It is possible to give your presentation a theme. The theme determines the colors and design of your presentation.

1. Click **Select** on the desired theme to select it for your presentation.
2. Click on the computer icon to further personalize the layout of a theme.

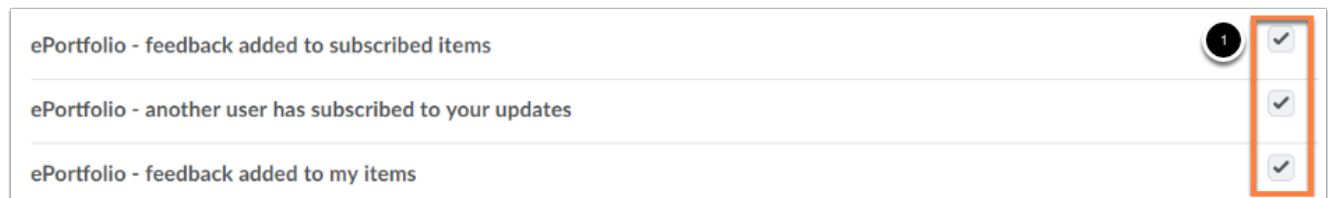
# How to set up notifications in my ePortfolio?

It is possible to receive a notification when changes are being made to an item in your ePortfolio.

## Enabling notification




1. Click on your profile picture or name at the top of the taskbar.
2. Click on **Notifications**.



1. It is possible to change the notification settings here:
  - Check the box **ePortfolio - feedback added to subscribed items** to receive notifications when feedback is added to an item to which you are [subscribed](#).
  - Check the box **ePortfolio - another user has subscribed to your updates** to receive a notification when a person you shared something with has [subscribed](#) to updates for one of your items.
  - Check the box **ePortfolio - feedback added to my items** to receive notifications when a person you shared something with leaves feedback on an item you [shared](#) with them.

# Werkinstructies

-  There is no notification setting to automatically receive a notification when someone [shares](#) a document with you. The person sharing the document can however manually [send an invite](#). A notification of this invite is then sent to your e-mail.

## Werkinstructies

# How do I use my ePortfolio after graduation?

[Downloading your ePortfolio from Brightspace](#)

[Register for myDesire2Learn](#)

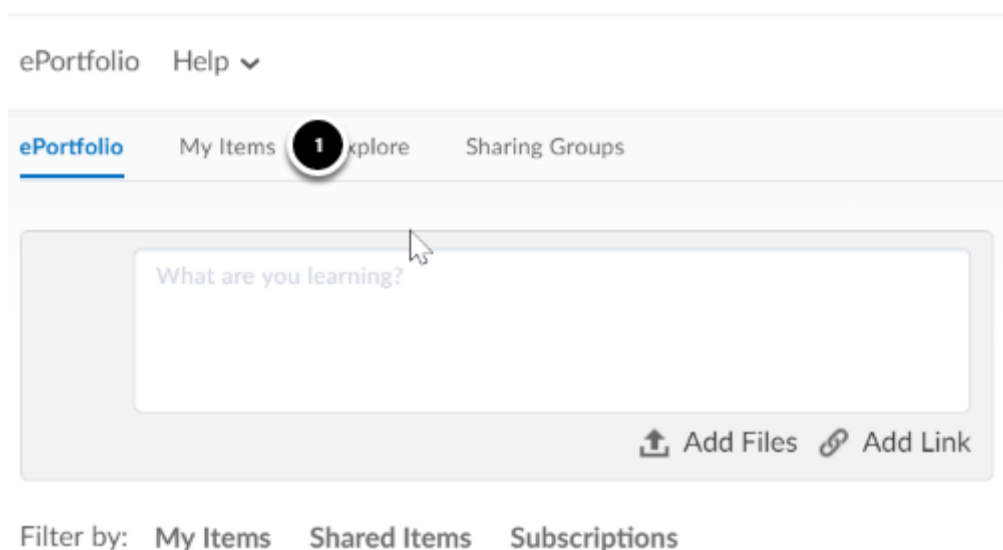
[Import your Brightspace ePortfolio to myDesire2Learn](#)

You might want to keep the ePortfolio you have created during your studies in order to use it after you graduate. However, you will no longer have access to Brightspace as soon as you graduate from Radboud University. After you lose access, you can no longer view your ePortfolio.

Luckily, it is possible to [export](#) the contents of your ePortfolio and download them as a .zip file. Then you can upload the files to a special environment which will allow you to view your ePortfolio. This environment is called *myDesire2learn*, which can be downloaded for free after you have completed your studies.

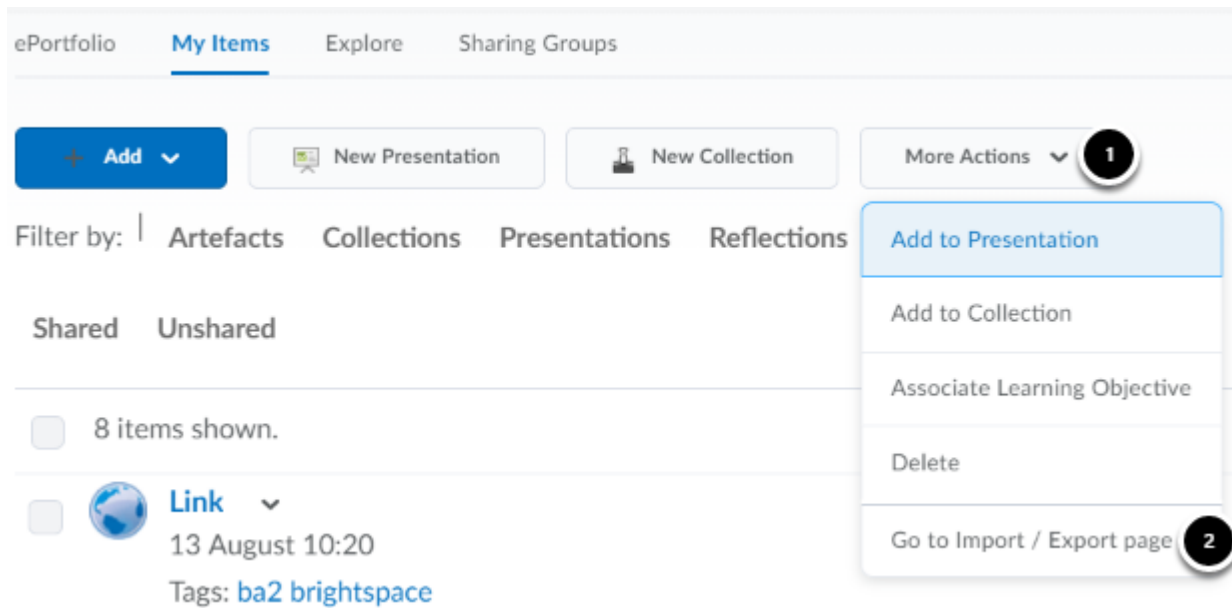
**!** Please note: The *myDesire2learn* ePortfolio environment can contain 2 GB of files, whereas the Brightspace ePortfolio can contain 10 GB of files. Thus it might be possible that not all items can be transferred to the *myDesire2learn* environment. If this is the case, it is advised to refrain from transferring large files like long videos.

## Downloading your ePortfolio from Brightspace

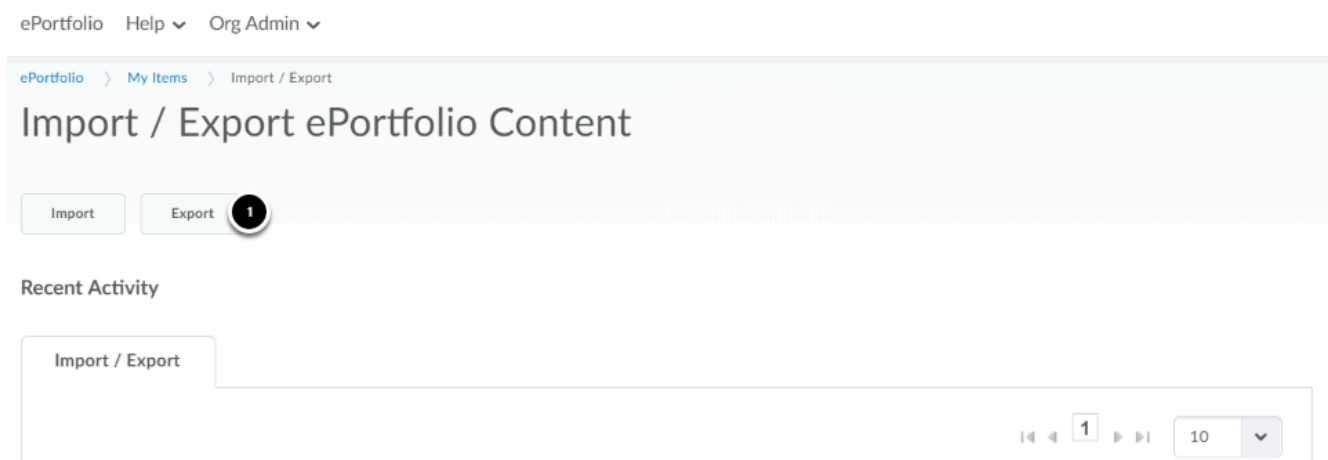


## Werkinstructies

1. Go to the **My Items** tab in the ePortfolio.

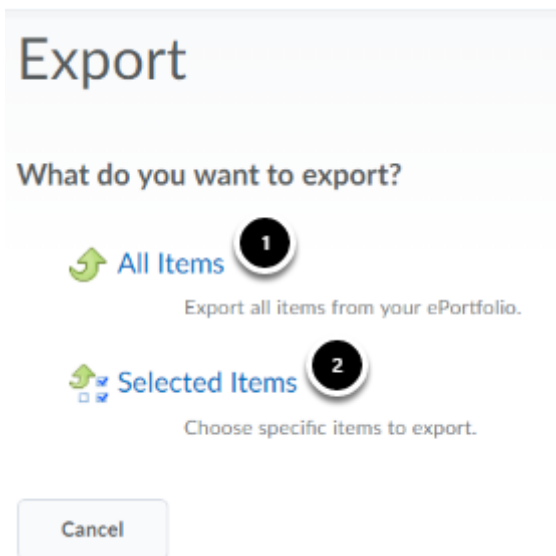


1. Click **More Actions**.
2. Click **Go to Import / Export page**.

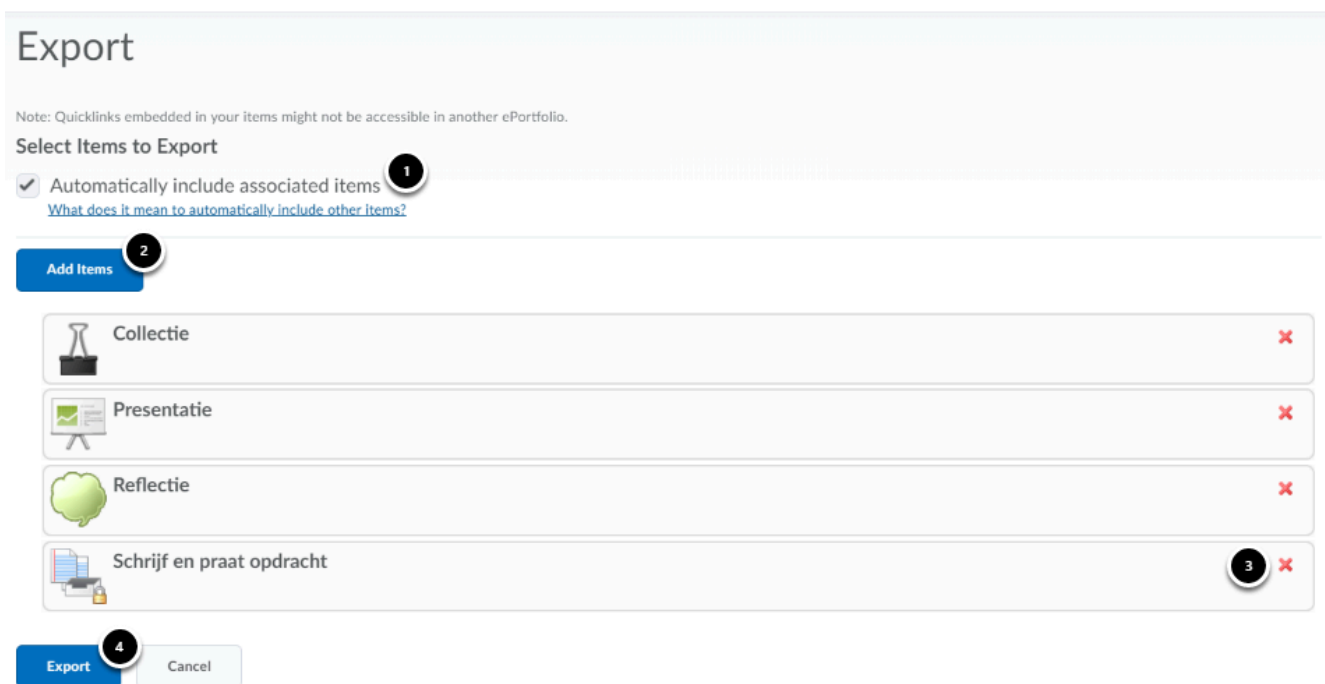


1. Click **Export**.

# Werkinstructies



1. Click **All Items** to export all files in your ePortfolio.
2. Click **Selected Items** to create a selection of items that you want to export.



1. Select the box for **Automatically include associated items** if you want to include the items that have been linked to the items you are about to export (this is recommended). Examples include a collection, presentation, or reflection with its contents.
2. Click **Add Items** to add items to your selection.
3. Click the red cross to delete an item from the selection.
4. As soon as you are content with the selected items, click **Export**.

## Werkinstructies

ePortfolio Help ▾ Org Admin ▾

### Export

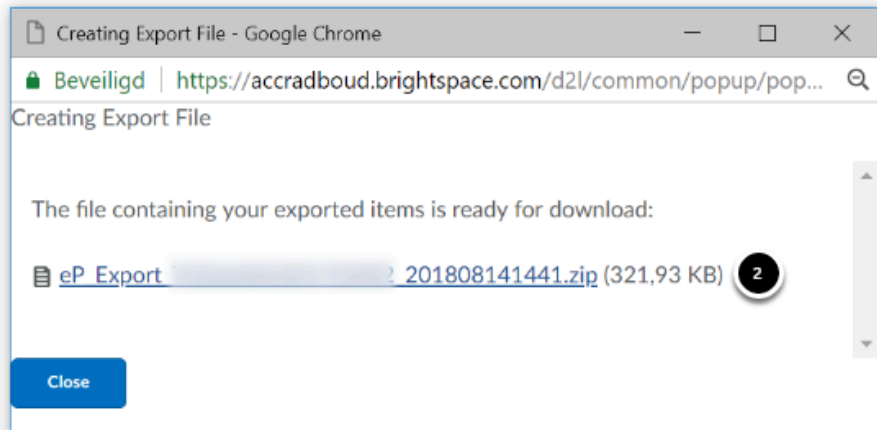
#### Export in progress

Export currently in progress. Feel free to navigate to other pages while the export completes.

View progress of the export package



Done



1. Click **View progress of the export package**.
2. A new window will open. Wait until the exporting is finished. The progress bar will disappear and a link to the file will appear.
3. As soon as the .zip file is created, click on the link to download it. The .zip file will be called *eP\_Export\_NAME\_DATE.zip*

## Register for myDesire2Learn

To view your downloaded portfolio again, you will have to go to the *myDesire2Learn* ePortfolio environment: <https://mydesire2learncc.brightspace.com/>

This is a standalone system that will allow you to use the ePortfolio functionalities again.

Click **Register** on the homepage of *myDesire2Learn* and fill out the fields to create an account. Click **Submit** (if you are willing to agree to the Terms of Service and Privacy Policy). A validation email will be sent to the submitted email address. Click the link in the email to activate your account.



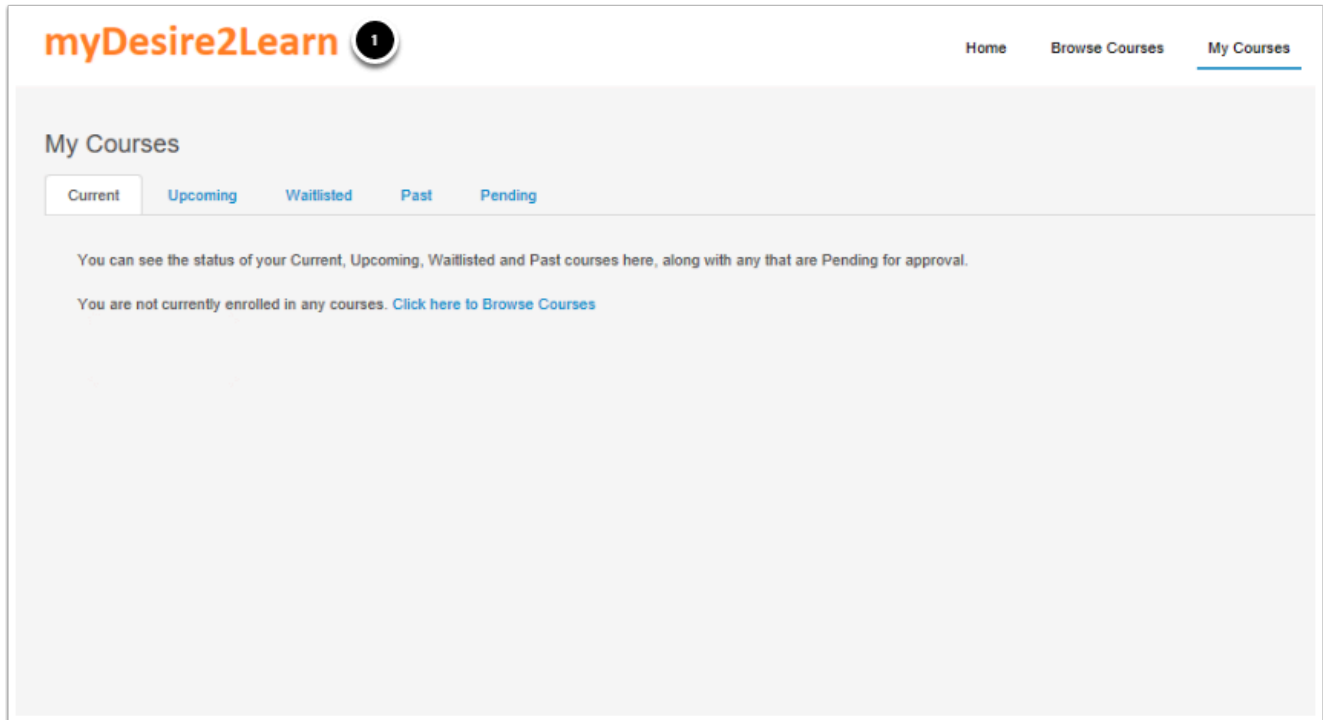
Your account will be deactivated if you do not activate it within 7 days.

You can now log in to *myDesire2Learn* using your username and password.

## Werkinstructies

### Import your Brightspace ePortfolio to myDesire2Learn

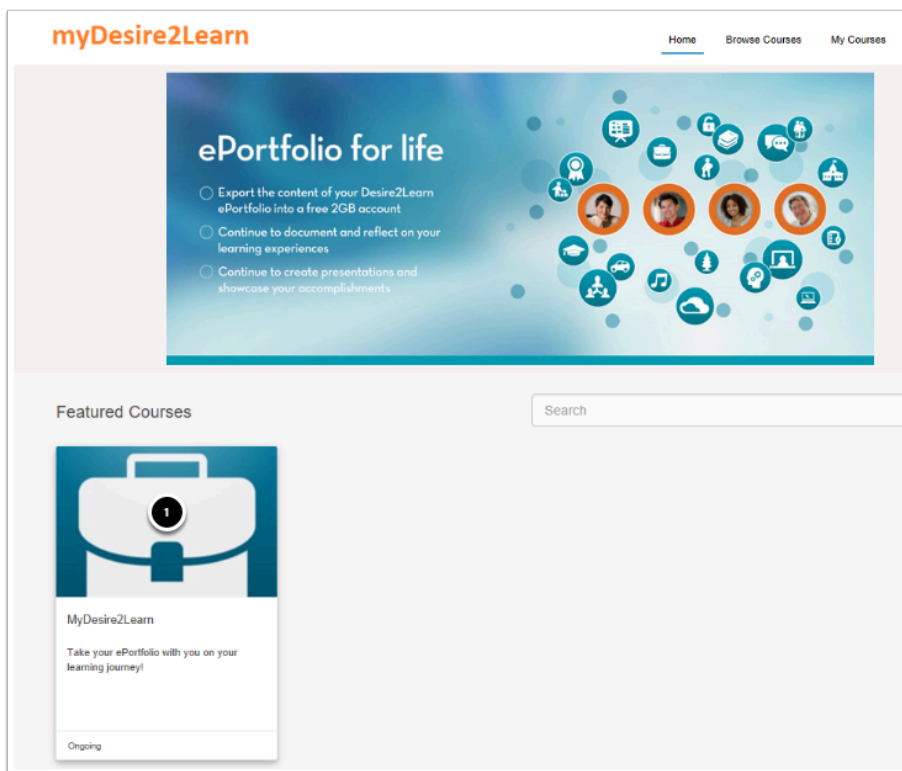
After you have logged in you will be navigated to a page where you can see the courses you are enrolled in in *myDesire2Learn*.



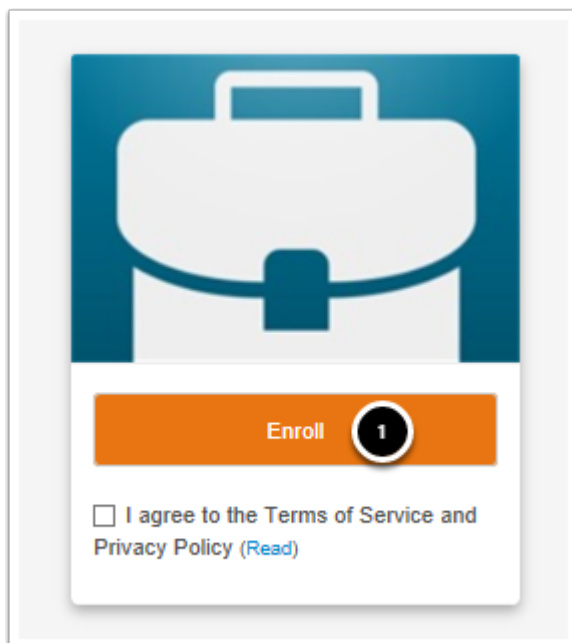
1. Click on the *myDesire2Learn* logo to return to the homepage.



# Werkinstructies



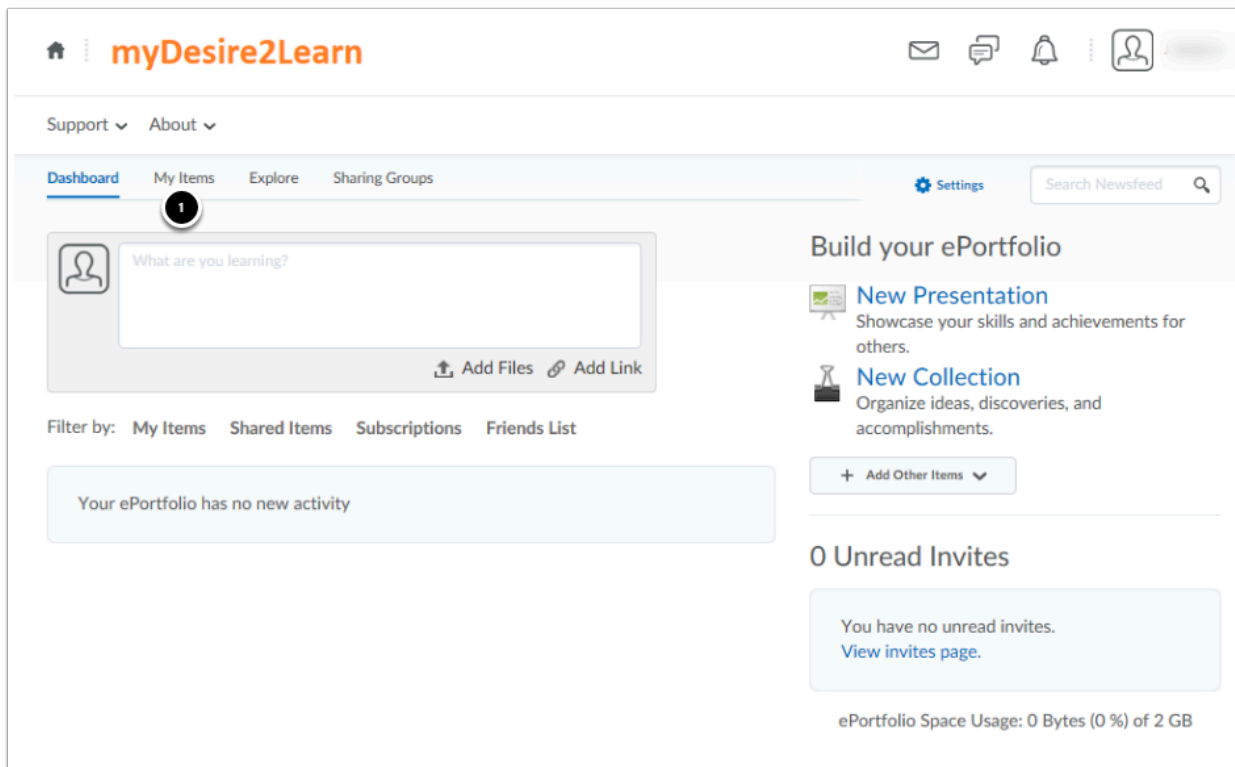
1. Click the Featured course **My Desire2Learn - take your ePortfolio with you on your learning journey.**



1. In the next window you have to click **Enroll** (if you are willing to agree to the Terms of Service and Privacy Policy) and then **Launch Course**.

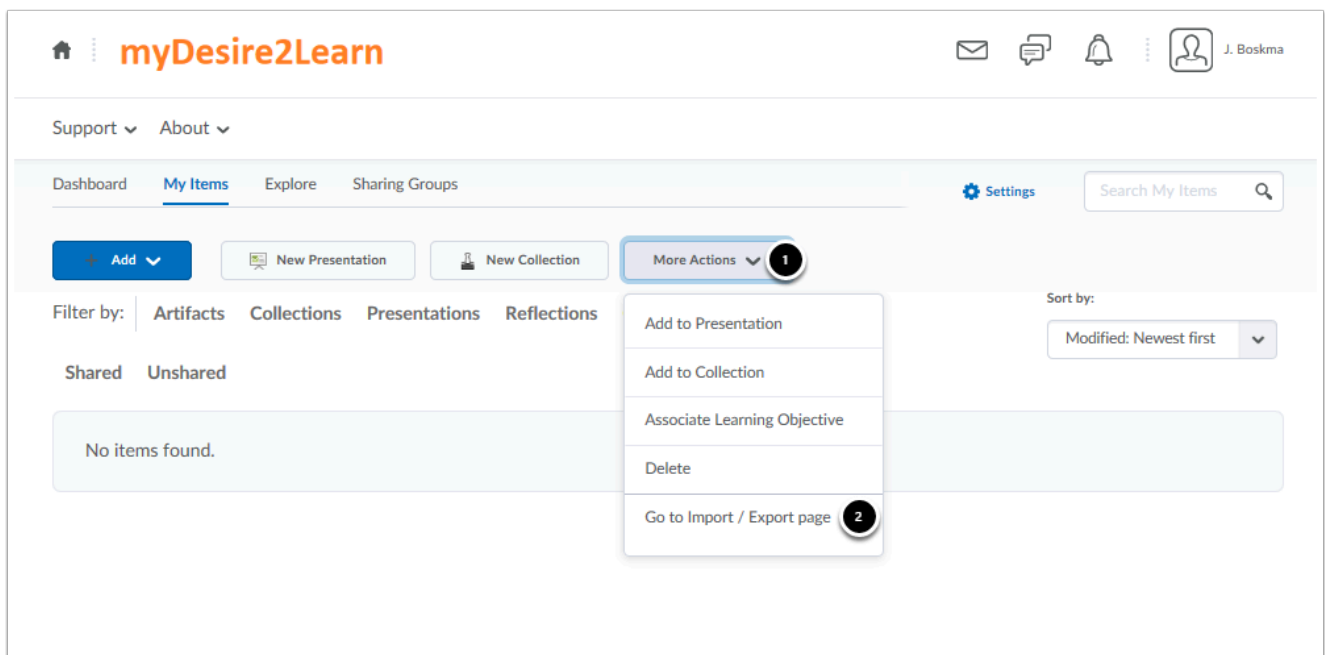
## Werkinstructies

The window that will appear now will be very similar to the Brightspace ePortfolio as you know it. The **Dashboard** tab is identical to the [ePortfolio tab](#).



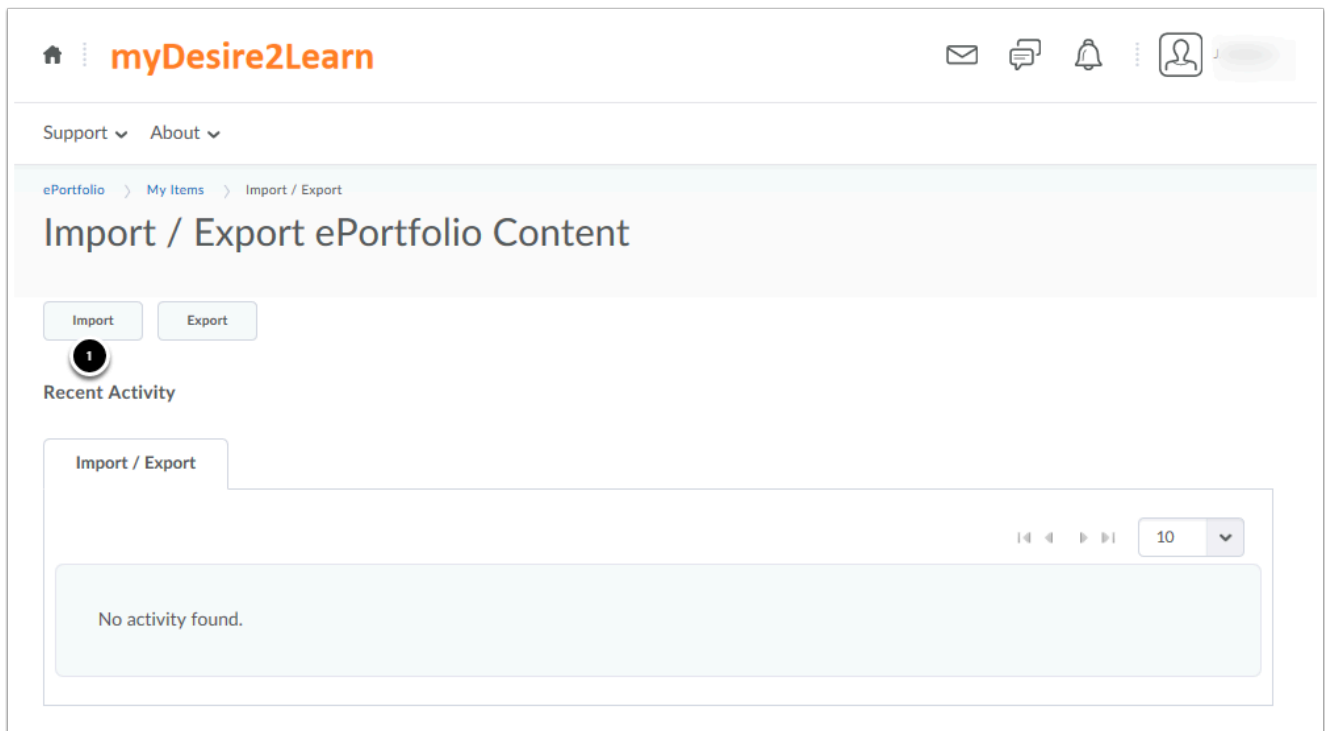
To import your Brightspace ePortfolio export files:

1. Click the **My Items** tab.

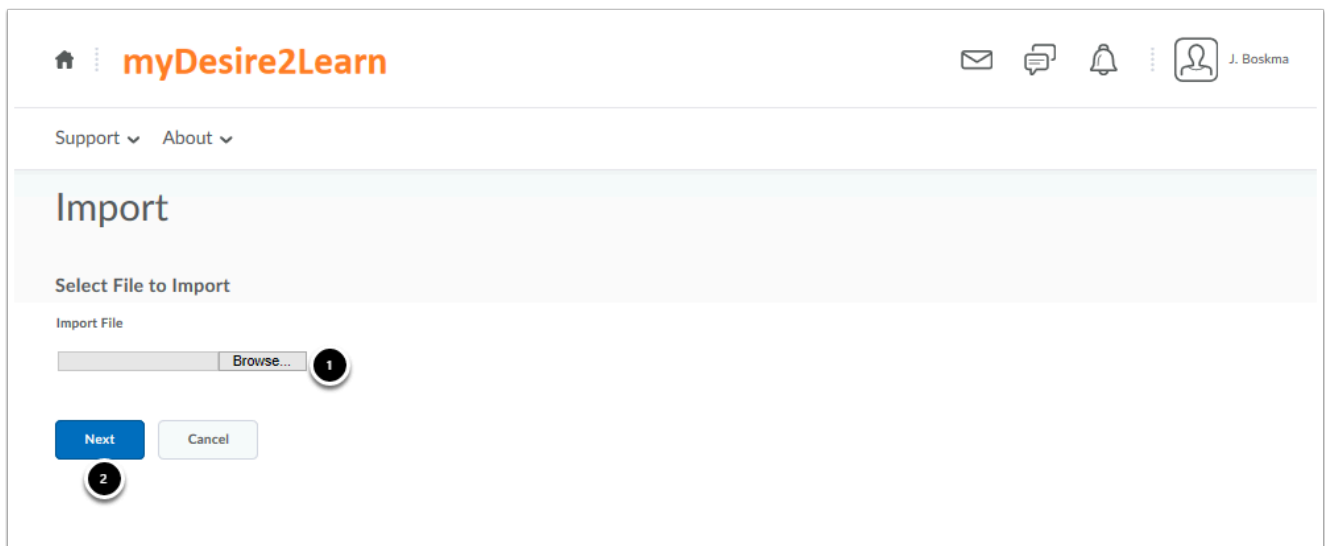


# Werkinstructies

1. Click **More Actions**.
2. Click **Go to Import / Export page**.



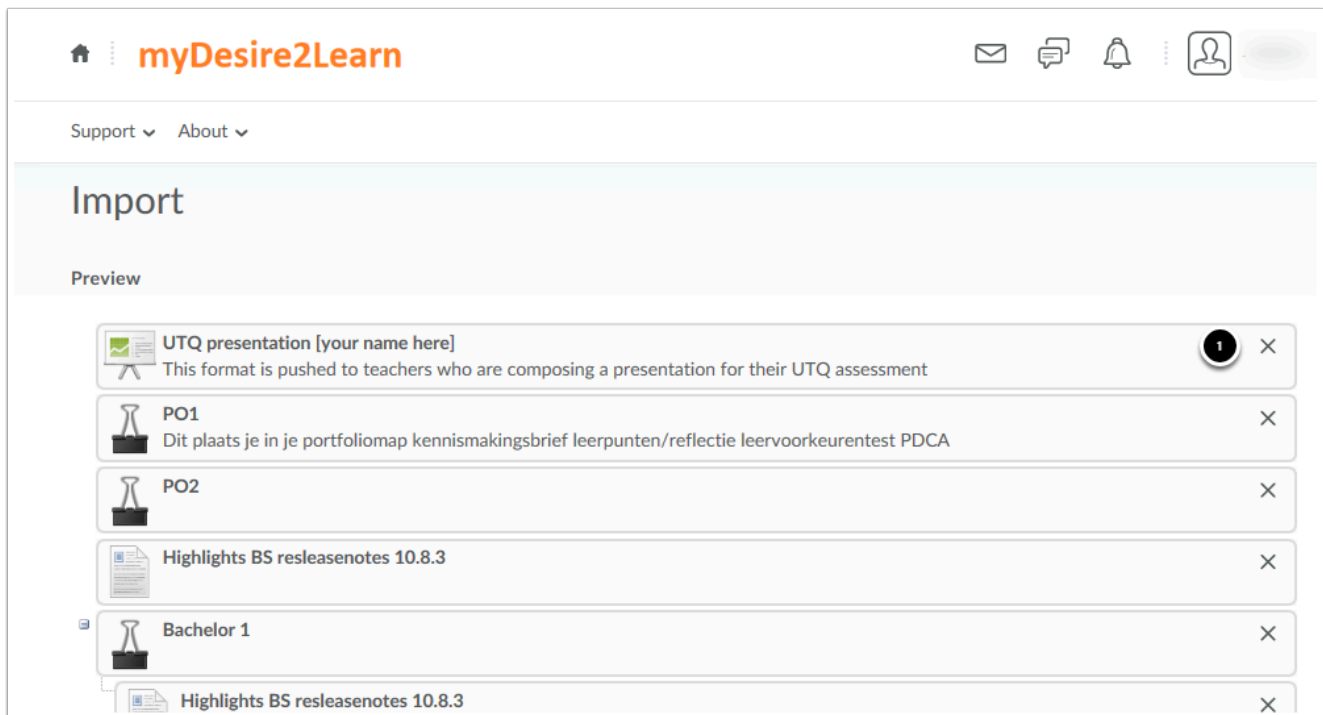
1. Click **Import**.



1. Click **Browse**. Select the .zip file of the export you have created previously.
2. Click **Next**.

Now wait until the importing has finished and the following window appears:

# Werkinstructies



1. Click a cross to remove the undesired item.
2. Click **Import** at the bottom of the screen to finish the import.

It may take a while for the ePortfolio to be imported, especially if it contains a lot of files. When the import is done, the files can be viewed in the **My Items** tab.

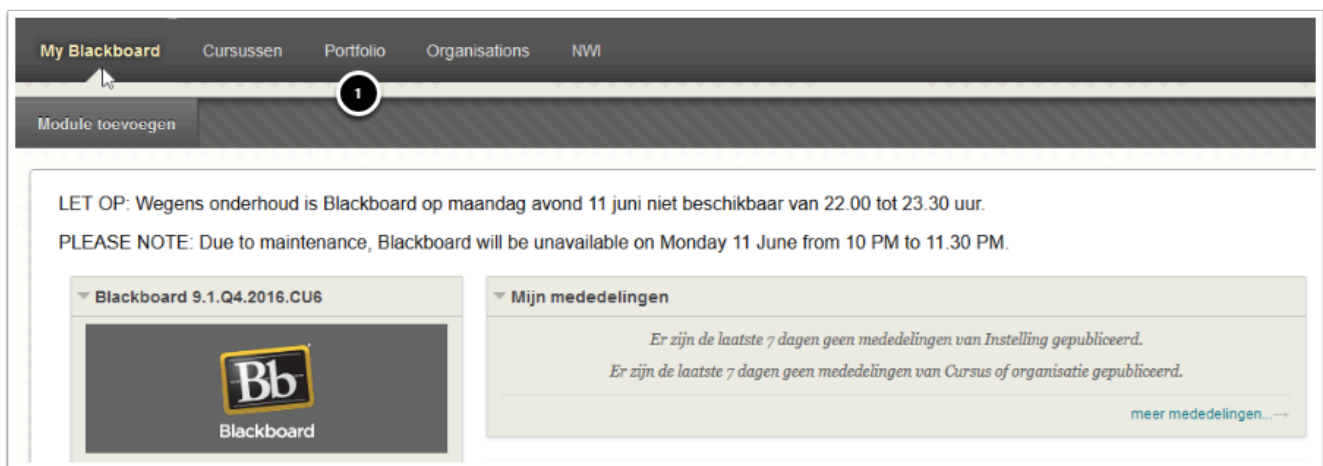
## Werkinstructies

# How do I transfer my portfolio from Blackboard to ePortfolio in Brightspace?

This manual describes how to [download](#) your Blackboard portfolio to your computer, and how to subsequently [upload](#) it to Brightspace.

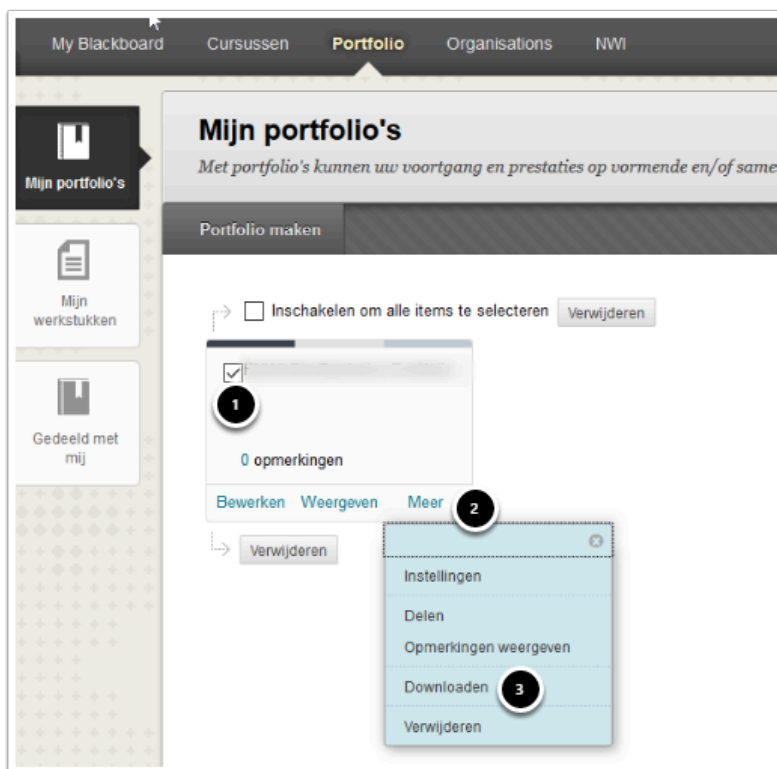
## Downloading your Blackboard portfolio

Log in onto Blackboard. From the home screen you can navigate to the Portfolio tab.



1. Click on **Portfolio**.

# Werkinstructies



1. Check the box for your portfolio.
2. Click **Meer (More)**. A dropdown menu opens.
3. Click **Downloaden (Download)**.



It is possible that you have multiple portfolios in your Blackboard environment. If you want to transfer all of these to Brightspace, you must download them one by one. It is not possible to download all portfolios at once.

## Werkinstructies



1. Click **Klik om portfolio te downloaden (Click to download portfolio)**. Your portfolio is now being downloaded to your computer as a .zip file.

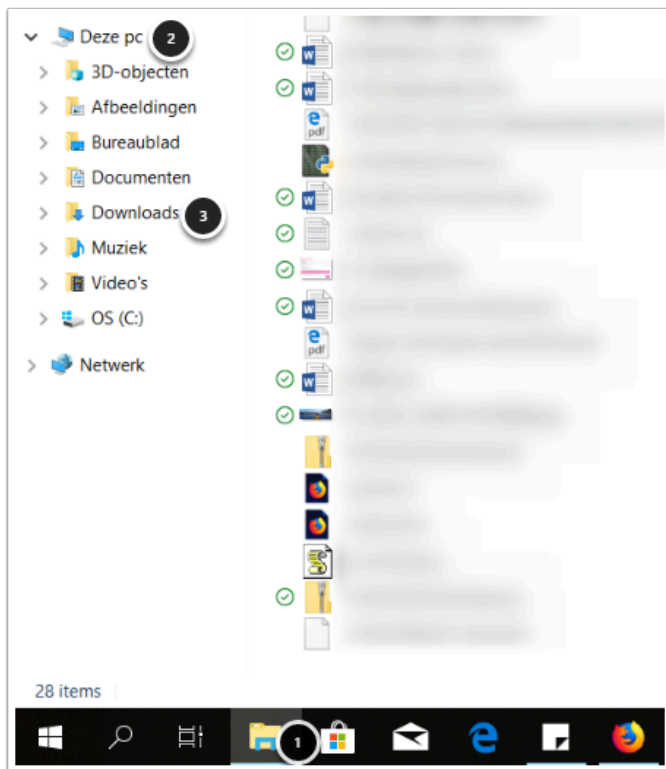


Note: it may be possible that not all files are included with a Blackboard portfolio download. Specifically .jpeg files (images) are not always included in the download, so make sure to double-check if the portfolio download is complete, and manually download the remaining files otherwise.

## Uploading your portfolio to Brightspace

Uploading your portfolio to Brightspace is a manual process. A description for the fastest way to do this can be found below.

# Werkinstructies



1. Click on Windows explorer in the taskbar.
2. Click on **This computer**.
3. Click on the **Downloads** folder.

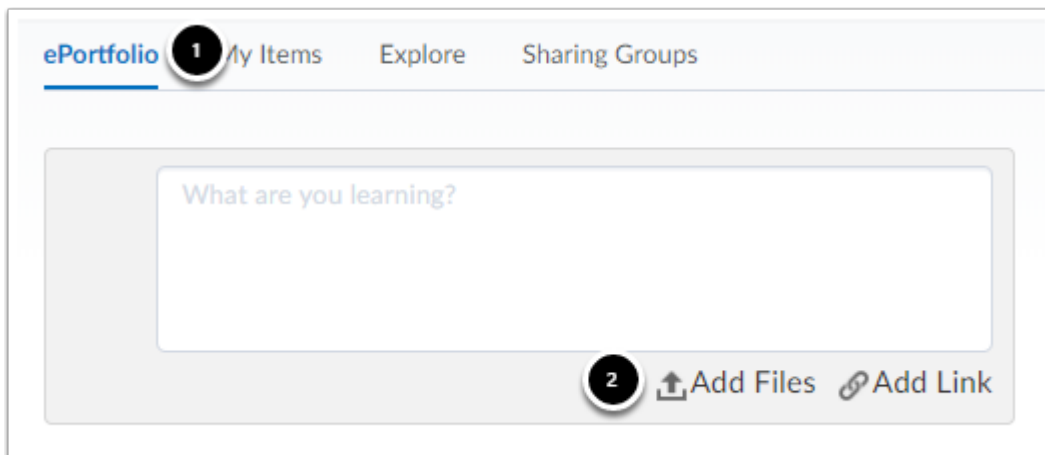


In your downloads folder, navigate to the .zip file *PortfolioDownload*.

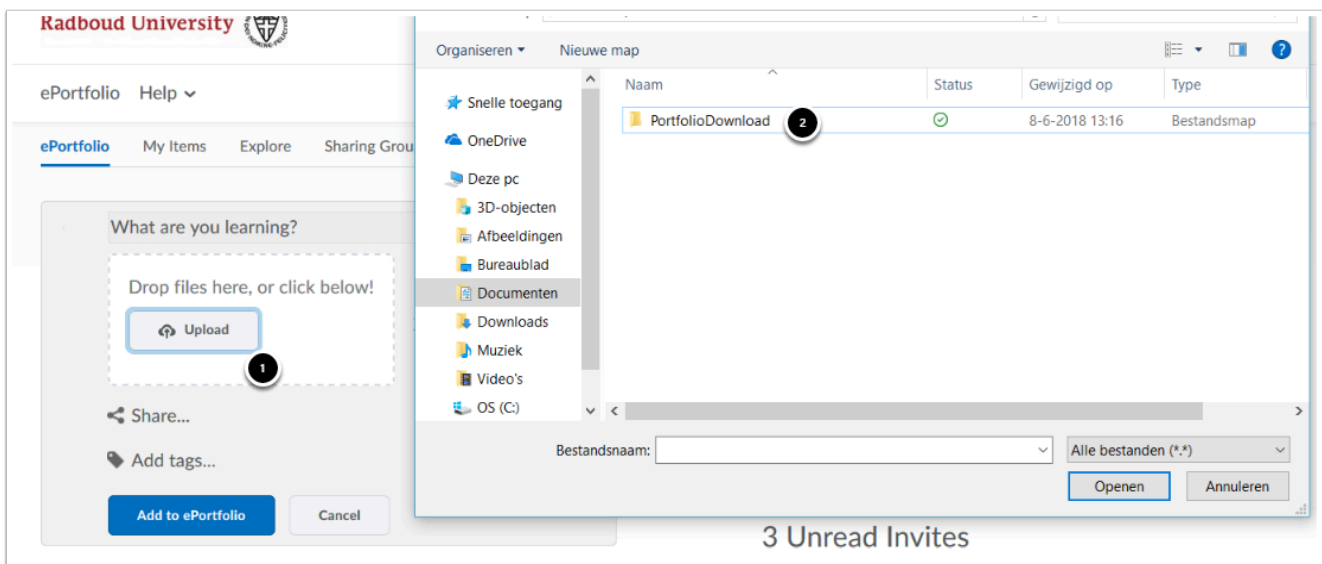
1. **Right-click** the .zip file. A choice menu appears. Click on **Extract all**. A new folder will be created (also named *PortfolioDownload*), containing the extracted portfolio items.



# Werkinstructies

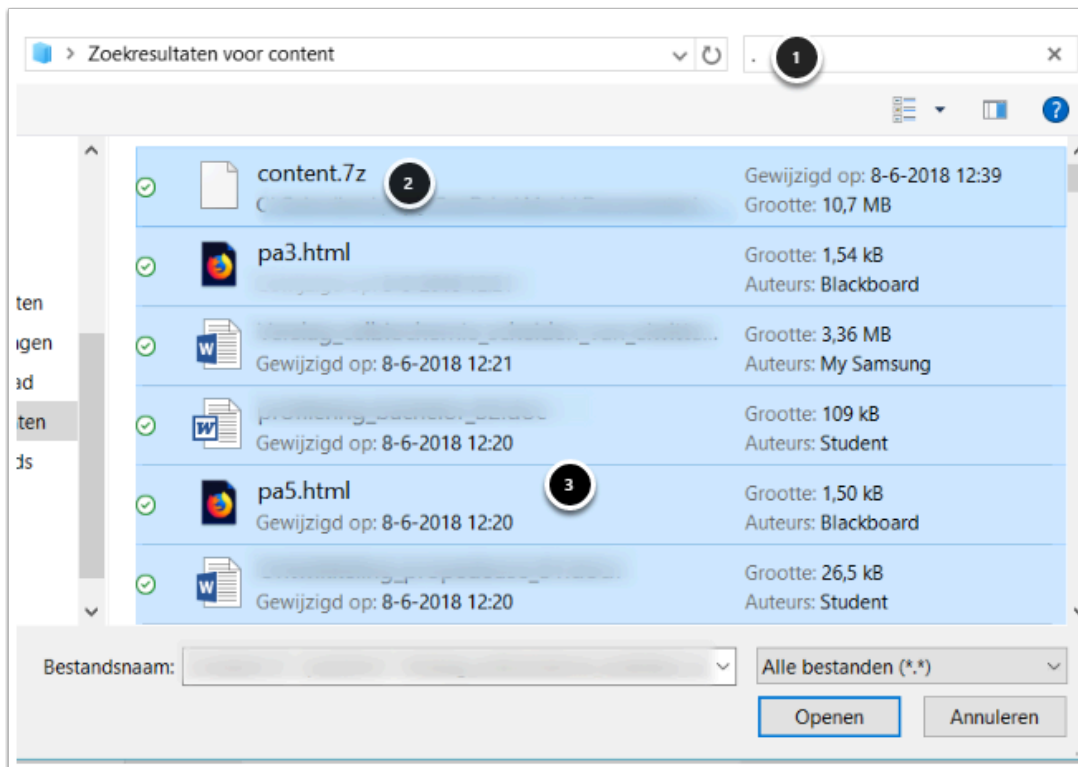


1. Go to your Brightspace ePortfolio to the tab **ePortfolio**.
2. Click on **Add Files**.



1. Click **Upload**.
2. Open the folder *PortfolioDownload* with the extracted items.

# Werkinstructies

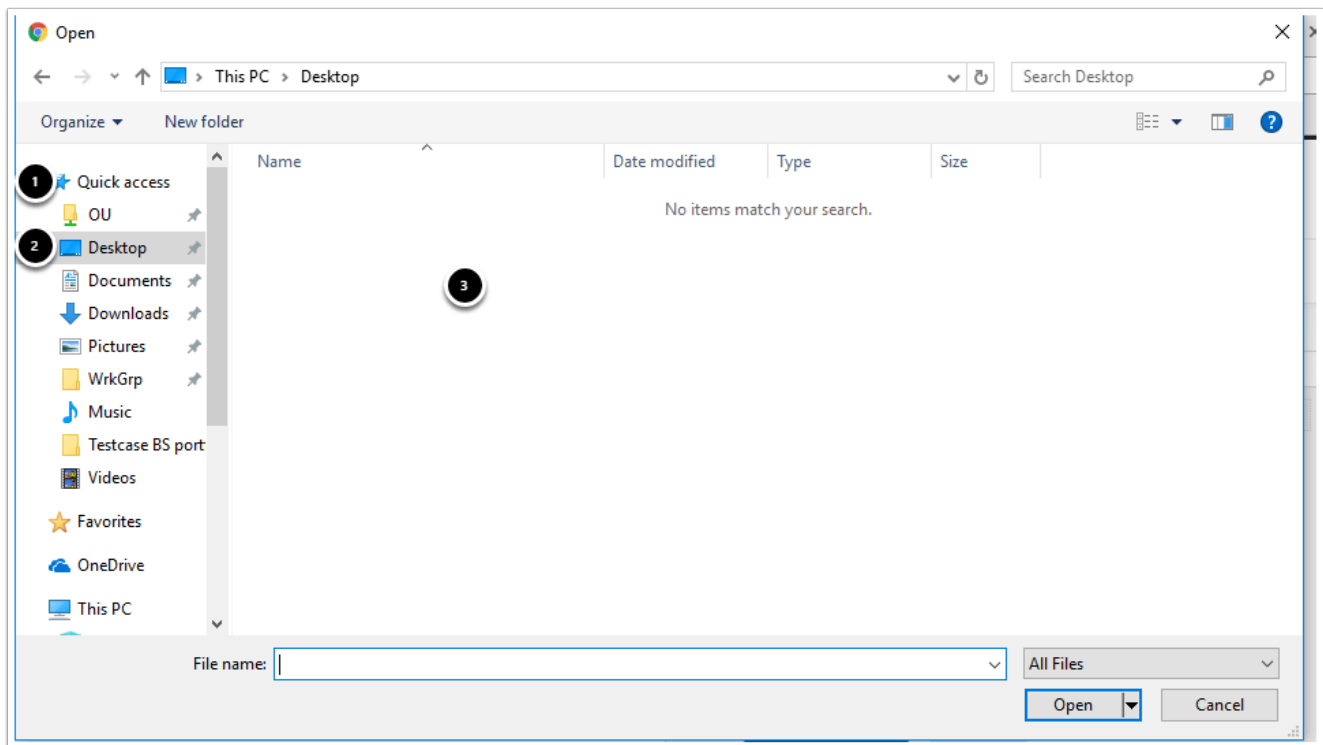


In the opened *PortfolioDownload* folder you will find other folders. These cannot (and don't need to) be imported into Brightspace. With the following steps you can create an overview of the individual documents that can be imported:

1. Past the following text in the search bar: **\*.\* NOT kind:=Folder**  
(this will display all individual files)
2. Select the to be imported documents.
3. **Right-click** the selection and select **Copy**

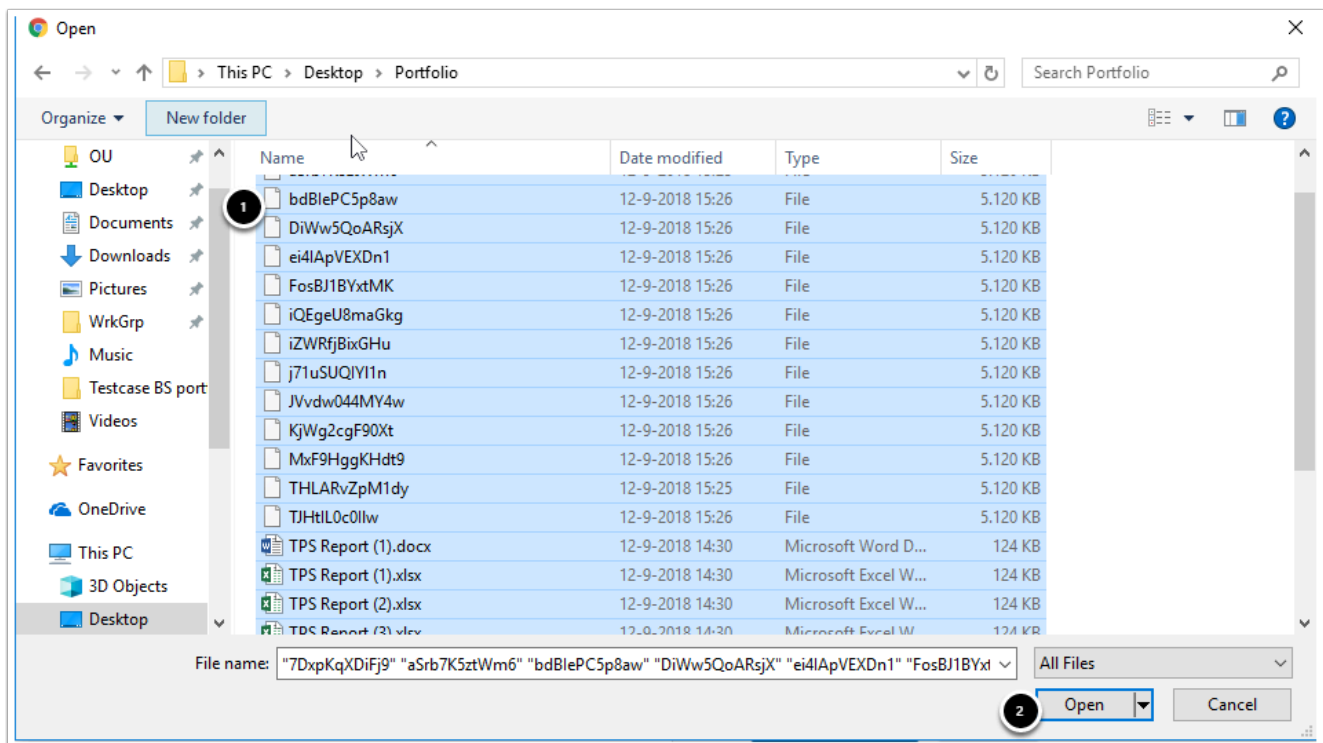
💡 If you use a Mac computer, you can find all individual documents in Finder by pressing the Command + F keys and putting the file type on document.

# Werkinstructies



1. Click on **Quick access**.
2. Click on **Desktop**.
3. **Right-click** on the overview
4. Create a new folder
5. **Right-click** the folder and click **Paste**.

# Werkinstructies

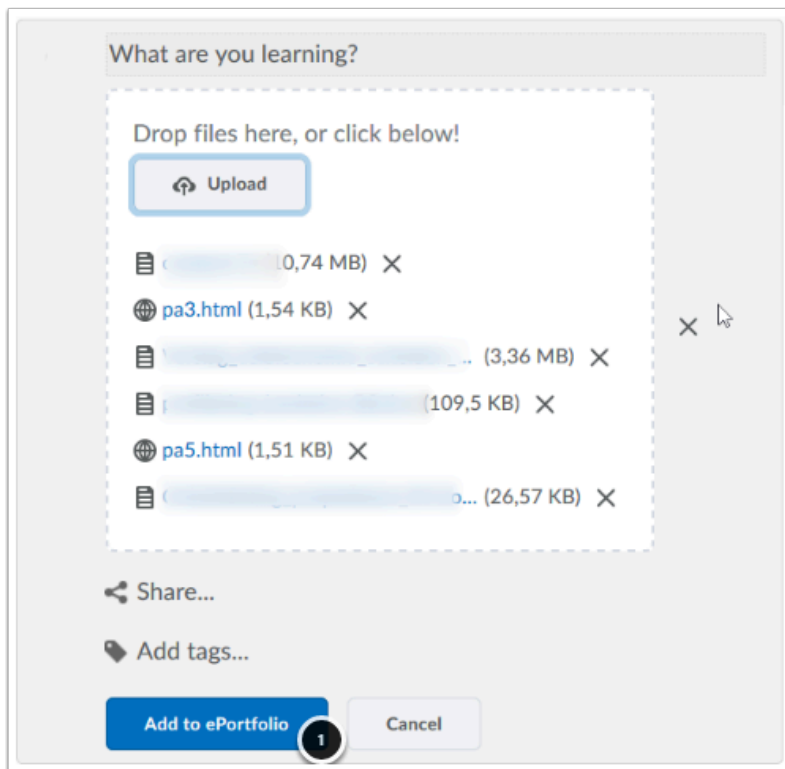


1. Select all documents to be imported
2. Click **Open**.



Toggle the view of the folder to Details. After doing this you can sort the found items on Type (Word file, PDF etc.) for a more clear overview.

# Werkinstructies

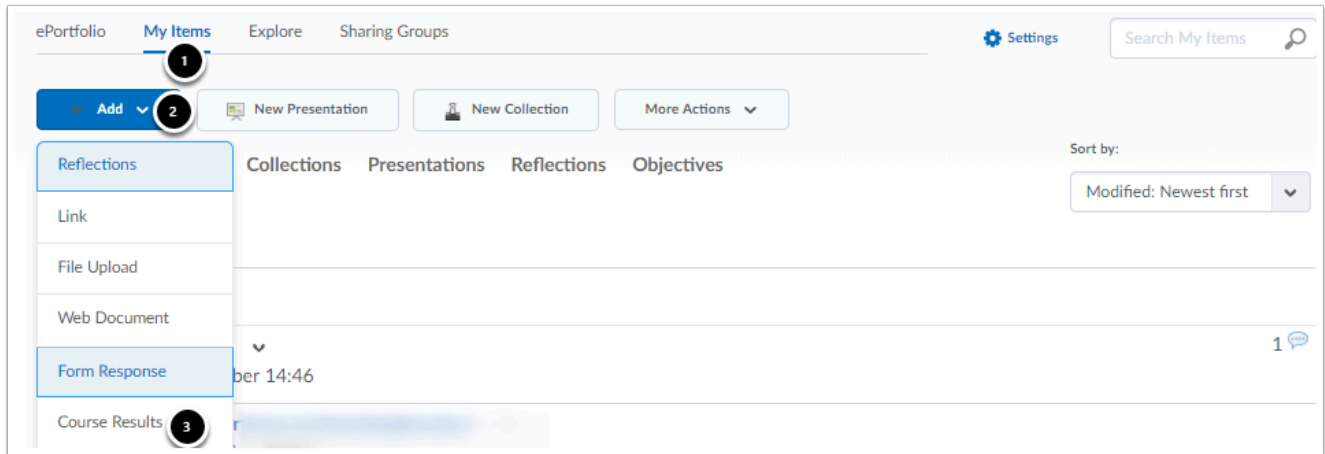


1. Click **Add to ePortfolio** to add the items to your ePortfolio.

All items will be stored in your ePortfolio. You can revise them in the **My Items** tab.

## Werkinstructies

# How to import my gradebook to my ePortfolio?



1. Click on **My Items**.
2. Click **Add**.
3. Click on **Course Results**.

### Add Artefact

Select the course you want to import results from.

Course Name	Course Code

1. Select the course of choice.

# Werkinstructies

### Select Course Results

Select the results that you want to import as artefacts into your ePortfolio

Course

ePortfolio Sandbox 2

	Results	Type
<input type="checkbox"/>	Results	
<input type="checkbox"/>	My Competency Results	Competencies
<input type="checkbox"/>		Assignment Submission Folder
1 <input checked="" type="checkbox"/>	My Grades Results	Grades

2 Next
Back
Cancel

1. Check the box left of **My Grades Results**.
2. Click **Next**.

### Add Artefact - Import Course Results

Updated ePortfolio Space Usage: 596,93 MB (6,1 %) of 9,54 GB

Artefact Details

Apply Tags to All Artefacts

My Grades Results

Name

My Grades Results

Description

Tags

What are tags?

1 Save
Back
Cancel

Add a name, description and tags (all optional).

1. Click **Save**.

In your ePortfolio the imported Grade Book will look as follows:



# Werkinstructies

Final Calculated Grade			
Weight Achieved			
- / -			
Grade			
-%			
Grade Item	Points	Weight Achieved	Grade
			- / 30
		- / 10	- / -
		- / 10	- / -
Tentamen			- / 70
tt		- / 10	- / -
A. Adviesstoets		- / 10	- / 10
B. Problemenverhelderend gesprek		- / 10	- / 10
C. Eindgespek		- / 10	- / 10



## Werkinstructies

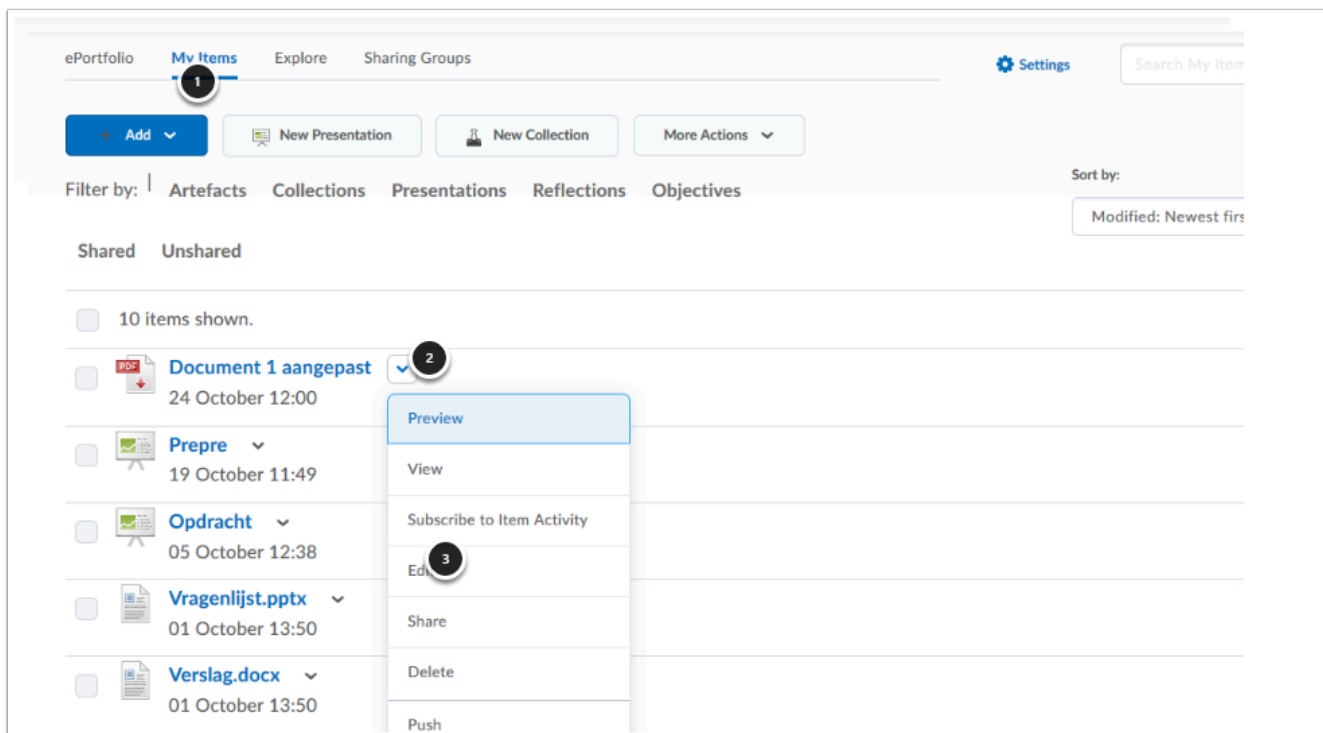
# How do I change the settings of an item in my ePortfolio?

Documents in your portfolio are connected to something that is called a placeholder. This is a layer that is added to the document. Together they are called an item or artifact in your Portfolio. When you change an item you can delete content from the placeholder or replace the document.

[Change the settings for item sharing](#)

[Replace the document](#)

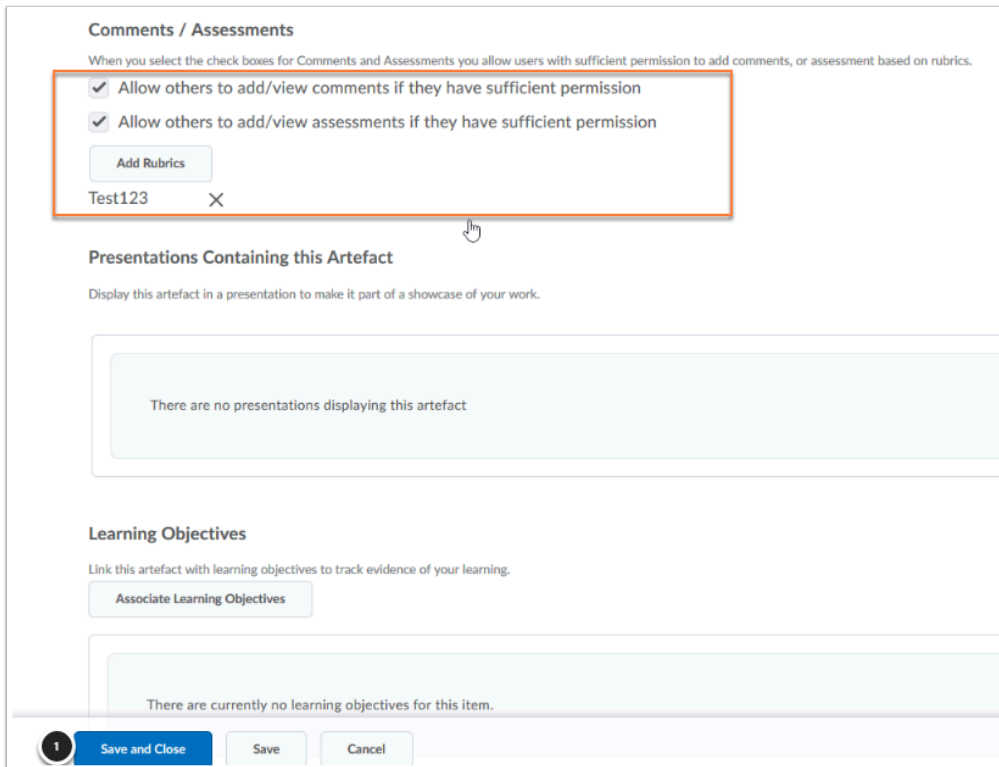
## Change the settings for item sharing



1. Click **My Items**.
2. Click the arrow next to the item.
3. Choose **Edit**.

Then scroll down until you reach Comments/Assessments.

# Werkinstructies



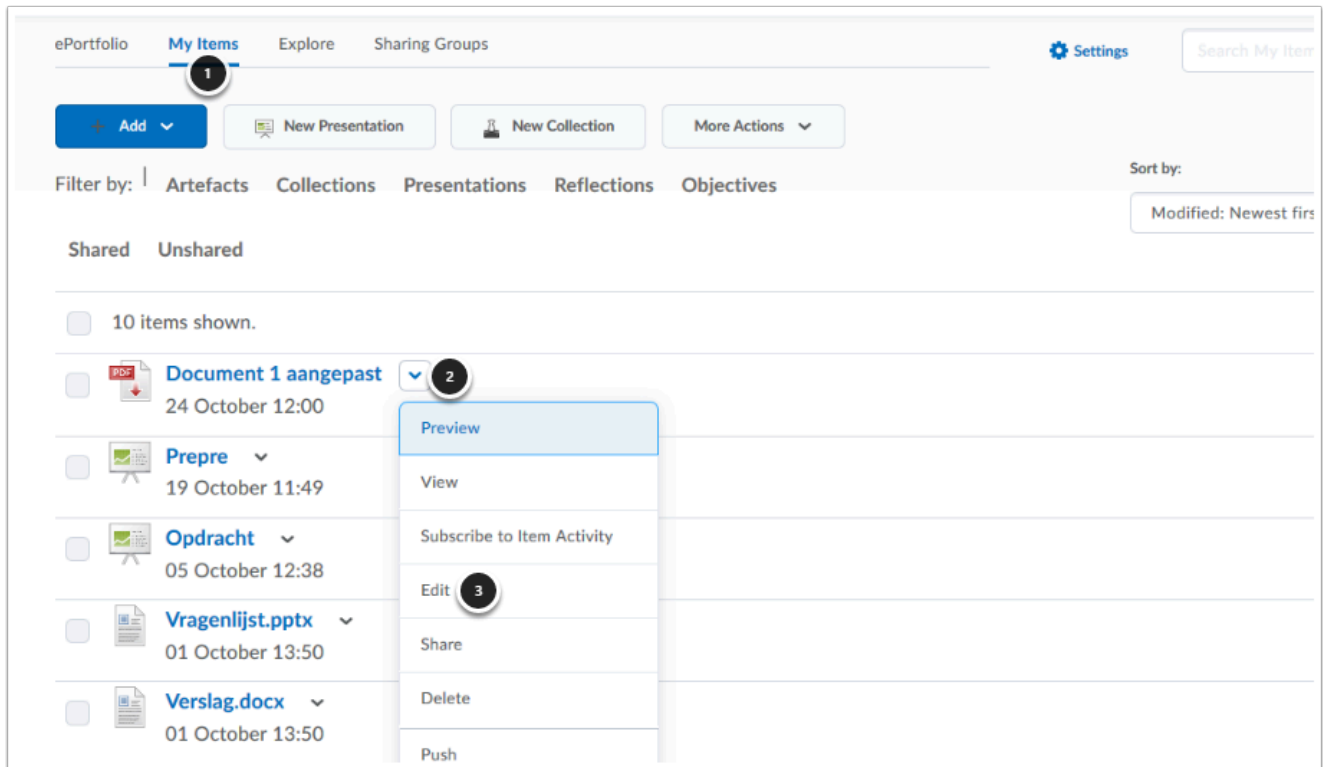
Below **Comments/Assessments** you can change the settings for sharing. You can choose to turn on the following settings:

- Others can see and add remarks based on the settings you select for sharing.
- Others can see and add assessments based on the settings you select for sharing.
- Add a rubric to the item. The receiver can use this rubric to assess your item.

1. Then click **Save and Close**.

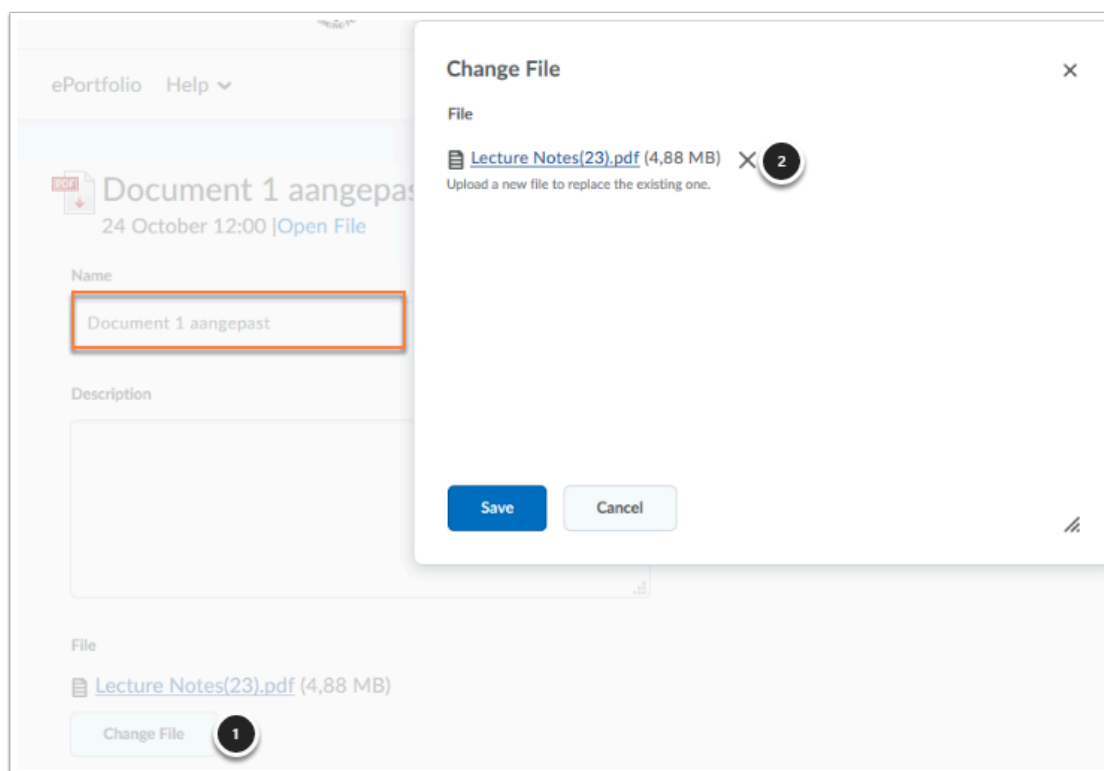
# Werkinstructies

## Replace the document



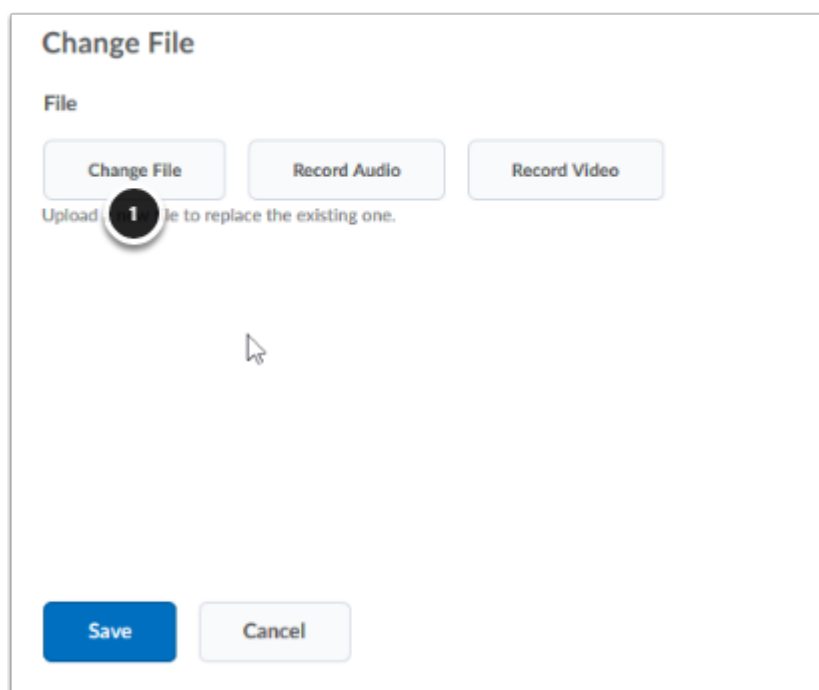
1. Click **My Items**.
2. Click on the arrow next to the item.
3. Choose **Edit**.

# Werkinstructies



Below **Name** you can change the name of the item. If you want to change the file,

1. Click **Change File**.
2. Click the arrow next to the item.



# Werkinstructies

1. Click **Change File**.

Then choose the right file from your locker or your documents.

# What are ePortfolio Forms and how do I use them?

Within **ePortfolio Forms** you will find structured forms that have been created by lecturers and can be filled out by students. The filled out forms will be saved for the duration of your studies and can therefore be used as a reflection tool.

[Navigate with content](#)

[Navigate with ePortfolio](#)

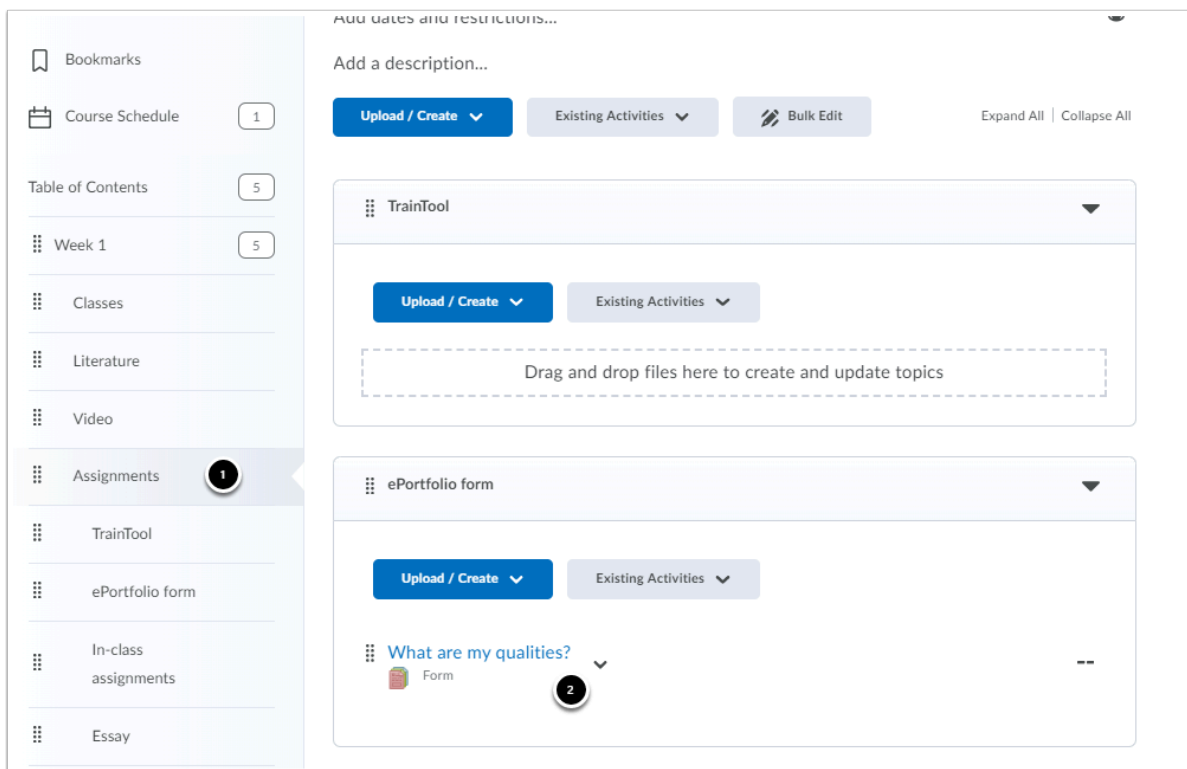
[Fill out the form](#)

[Share the form](#)

[Use the form in a presentation](#)

## Navigate with content

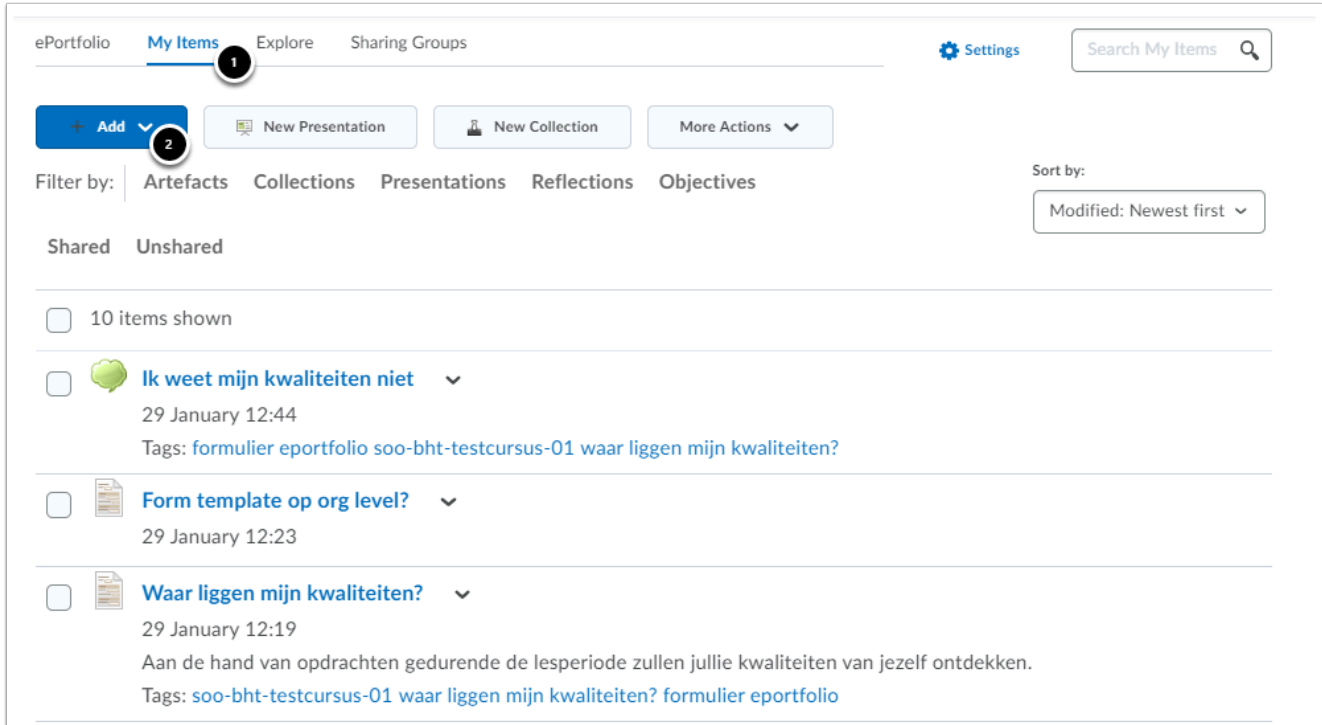
There are two ways to navigate to **ePortfolio Forms**. The easiest one is with **content**.



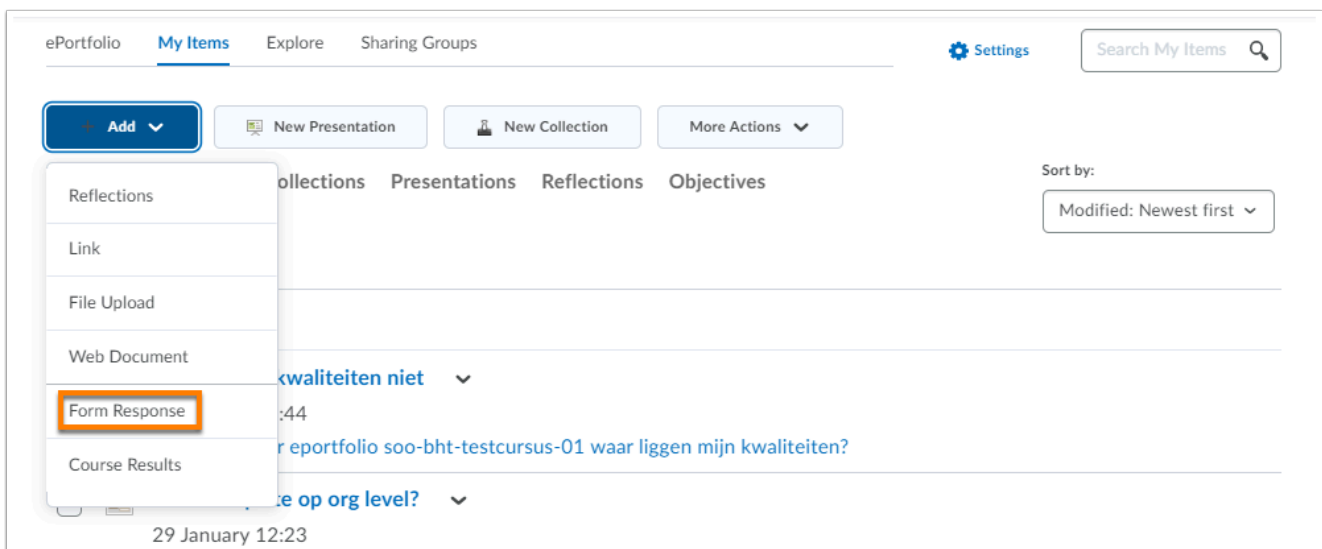
1. Go to the (sub)module where the form is located.
2. Click the title of the form.

# Werkinstructies

## Navigate with ePortfolio



1. Click **My Items**.
2. Click **Add**.






























- Click **Form Response**.

# Werkinstructies

Select a Form Template

Filter by course:

 form		 >
 Form template op org level?		 >
 Form test Form test		 >
 Inschrijving kaderdag		 >
 Test Form		 >
 Test template Alle verschillende vragen worden in dit formulier getest		 >
 Test template		 >
 Upload formulieren Wat gebeurt er met de formulieren als je ze upload in een form?		 >
 <b>Waar liggen mijn kwaliteiten?</b> Aan de hand van opdrachten gedurende de lesperiode zullen jullie kwaliteiten van jezelf ontdekken.		 >

- Click the title of the form.

## Fill out the form

Both ways will lead you to the template created by the lecturer.



# Werkinstructies

<

>

## Waar liggen mijn kwaliteiten? ▾

First Name  
Dummystudent

Last Name  
SOO 001

Org Defined ID  
Anonymous User

System Email  
noreply151@ru.nl

Noem 3 positieve eigenschappen die je hebt

Welke eigenschappen zijn op jou van toepassing

☐

Leergierig

☐

Gedisciplineerd

☐

Nonchalant

☐

Ambitieus

☐

Ijverig

☐

Empatisch

Noem 3 verbeterpunten van jezelf op.

### Kwaliteiten

#### Verbeterpunten

Save

Aan de hand van opdrachten gedurende de lesperiode zullen jullie kwaliteiten van jezelf ontdekken.

Reflect in ePortfolio

<>

1. Answer the questions.
2. Click **Save**.

# Waar liggen mijn kwaliteiten? ▾

Edit Form Response

View in ePortfolio

First Name  
Dummysstudent

Last Name  
SOO 001

Org Defined ID  
Anonymous User

System Email  
noreply151@ru.nl

Noem 3 positieve eigenschappen die je hebt

Geduldig, ambitieus

Welke eigenschappen zijn op jou van toepassing

Leergierig  
Gedisciplineerd  
Ambitueus

Noem 3 verbeterpunten van jezelf op.

Beter ordenen

**Kwaliteiten**  
**Verbeterpunten**

Aan de hand van opdrachten gedurende de lesperiode zullen jullie kwaliteiten van jezelf ontdekken.

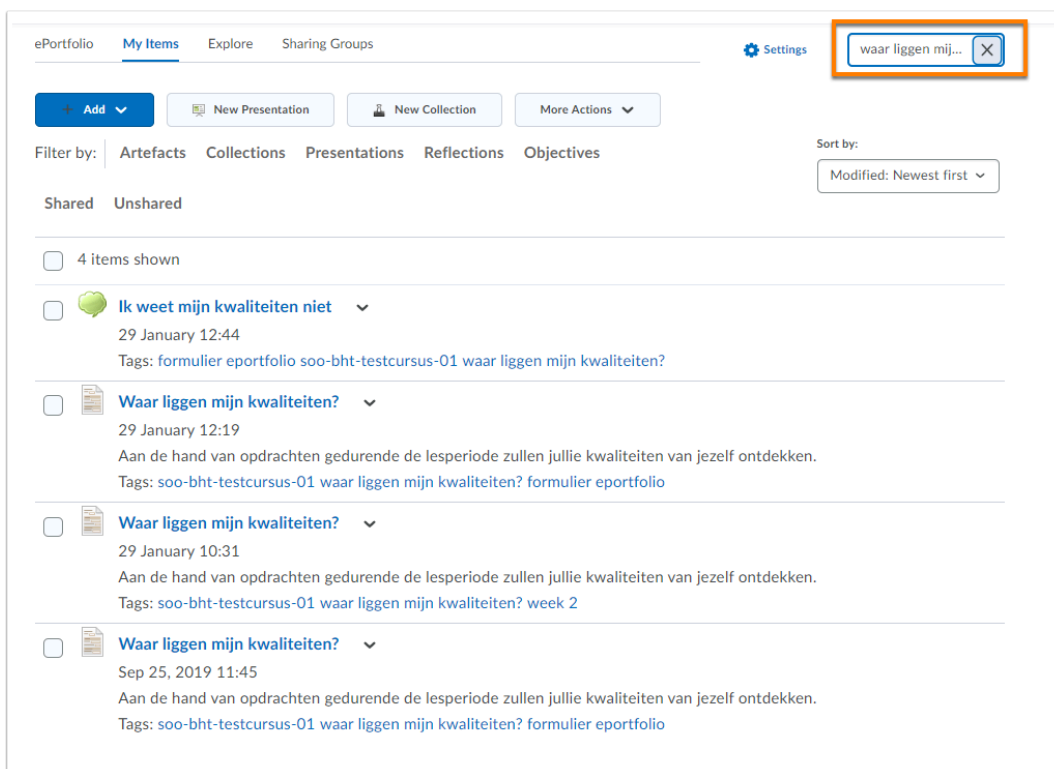
Reflect in ePortfolio

# Werkinstructies

1. Click **Edit Form Response** to change your answers.
2. Click **View in ePortfolio** to navigate to your portfolio.
3. Click **Reflect in ePortfolio** to add a thought or remark to this form. This will only be visible for yourself, unless you share it, and can be used in a reflection assignment.



It is possible to fill out a **form template** multiple times. You can do this with **content**, as long as the lecturer has chosen to share the form in multiple places within the content - for example every week. It can also be done with **My Items** in the portfolio, by clicking **Add** and then **Form Template**. You can then fill out the forms as many times as you like.



The screenshot shows the 'My Items' section of an ePortfolio. At the top, there are tabs for 'ePortfolio', 'My Items', 'Explore', and 'Sharing Groups'. A 'Settings' gear icon is visible. A search bar at the top right is highlighted with an orange box and contains the text 'waar liggen mij...'. Below the tabs, there are buttons for 'Add', 'New Presentation', 'New Collection', and 'More Actions'. The 'Filter by' section includes 'Artefacts', 'Collections', 'Presentations', 'Reflections', and 'Objectives'. The 'Sort by' section shows 'Modified: Newest first'. The main list shows 4 items, with the first item titled 'Ik weet mijn kwaliteiten niet' and the others titled 'Waar liggen mijn kwaliteiten?'. Each item has a checkbox, a date, and a description.



When you navigate to the ePortfolio you will see an overview of all items in the ePortfolio. A **tag** will be added to the forms. By searching for this tag you will get to see all forms and possibly the reflections that come with it. This way you will get a clear overview of how you developed yourself during this course or during your studies.

# Werkinstructies

## Share the form

After you have filled out a form it will be immediately added to your ePortfolio. When you have filled out a form it will only be visible for yourself, unless you share it with someone. Read more about sharing items in the manual [How do I share an item in my ePortfolio?](#)

## Use the form in a presentation

You can add a filled-out form to a presentation. This way you can share the form with externals, or add multiple forms to your presentation to create an overview of your development. Read more about creating a presentation in the manual [How do I create a presentation in my ePortfolio?](#)

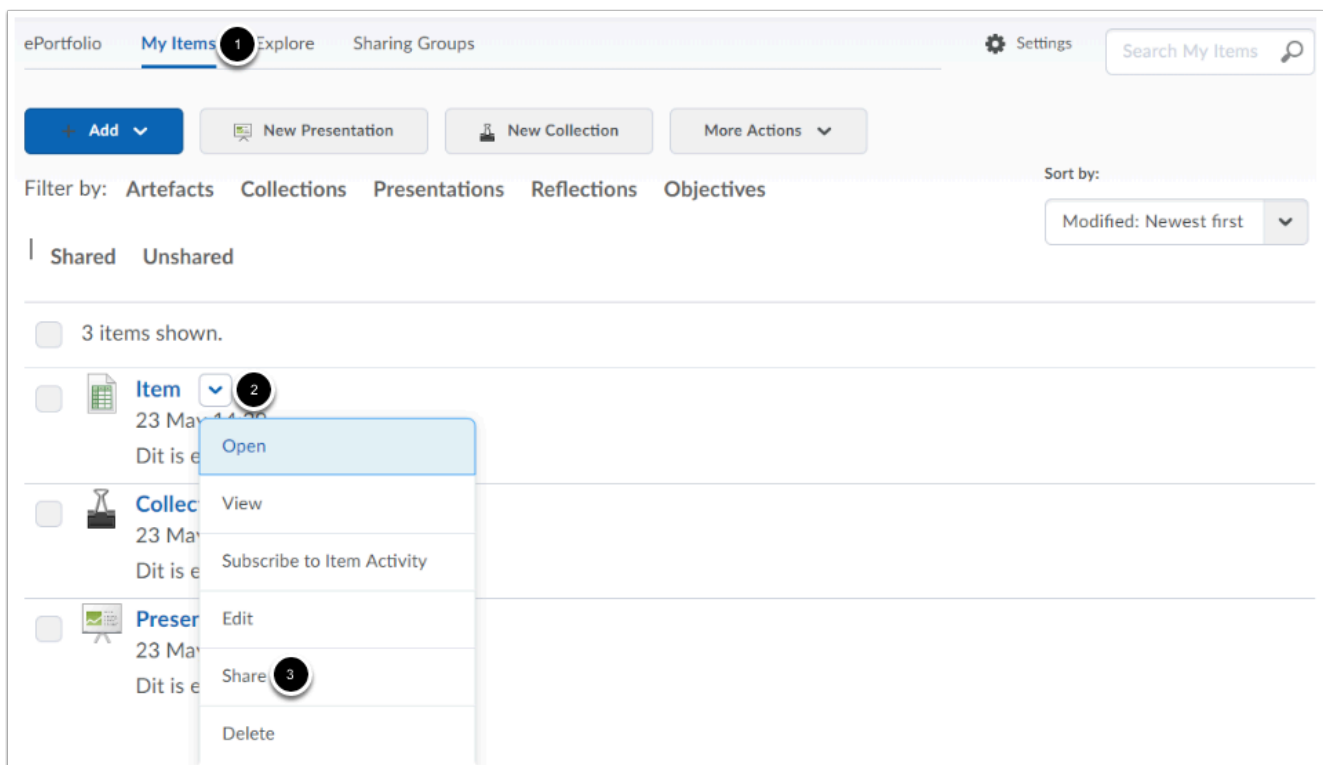
# ePortfolio: Sharing documents


## Werkinstructies

# How do I share an item in my ePortfolio?

In the ePortfolio, you can share your items with other users (people with an U-, E- or S-number). The recipient can then look at the item and/or give [feedback](#).

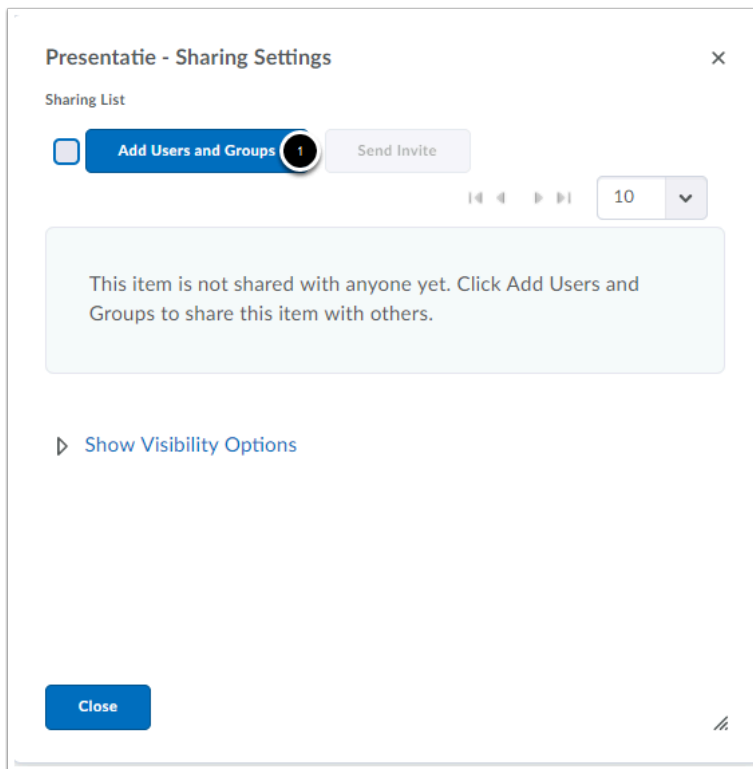
 You can also share presentations with [external recipients](#).



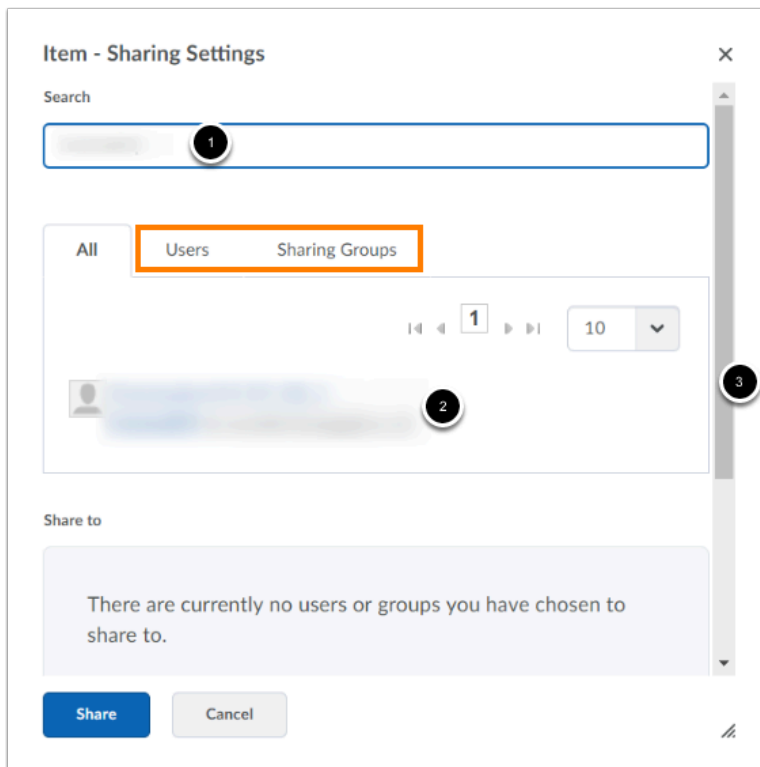
 To be able to share, you first need to [add an item to your ePortfolio](#).

1. Click **My Items** to go to the My Items screen.
2. Click the arrow next to the item you want to share.
3. Click **Share**.

# Werkinstructies



1. Click **Add Users and Groups** to add recipients.

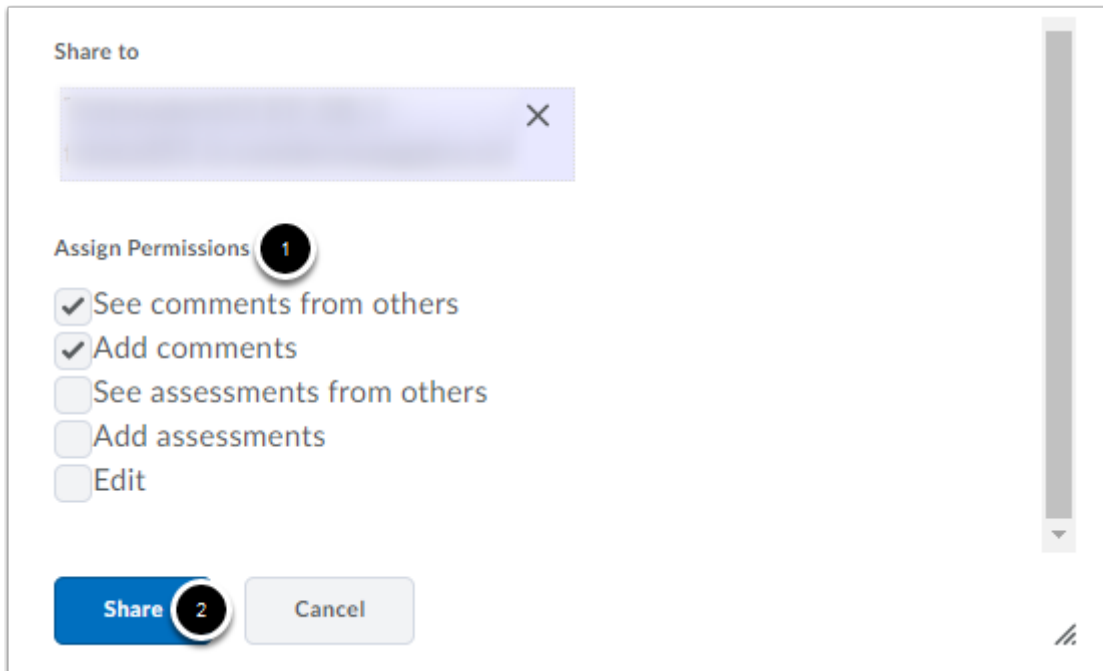


## Werkinstructies

The header **Users** can be used to search for individual recipients.


The header **Sharing Groups** can be used to search for [Sharing Groups](#). An item can also be shared with an entire course if you make a sharing group for that course.

1. Type in the first name, last name, email address or U-/E-/S- number of the recipient.
2. Select the recipient from the list of search results.
3. Scroll down.



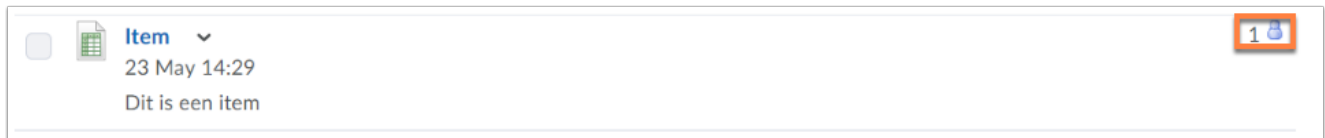
1. Under **Assign Permissions** you can adjust the permissions of the recipient(s).
  - Select **See comments from others** to let the recipient see comments of others who commented on the shared item.
  - Select **Add comments** to let the recipient add comments to a shared item.
  - Select **See assessments from others** to let the recipient see assessments of others who added an assessment to the shared item.
  - Select **Add assessments** to let the recipient add assessments to a shared item.
  - Select **Edit** to let the recipient edit the shared item. Be aware that the recipient does not receive a copy. If the recipient makes a change, this is also visible in the item in your ePortfolio.
2. Click **Share**.

The item is now shared with the selected recipients.

 When creating a **Sharing Group** there is the option to Assign Permissions to the entire group. When sharing with a Sharing Group, you are asked to assign the permissions again. The permissions you have assigned while make the

## Werkinstructies

group are the leading permissions and overrule what is assigned at the moment of sharing.



- i** The number before next to the little human icon behind an item indicates the amount of recipients you have shared the item with. By clicking on the icon, you can [remove or change the permissions of recipients](#).

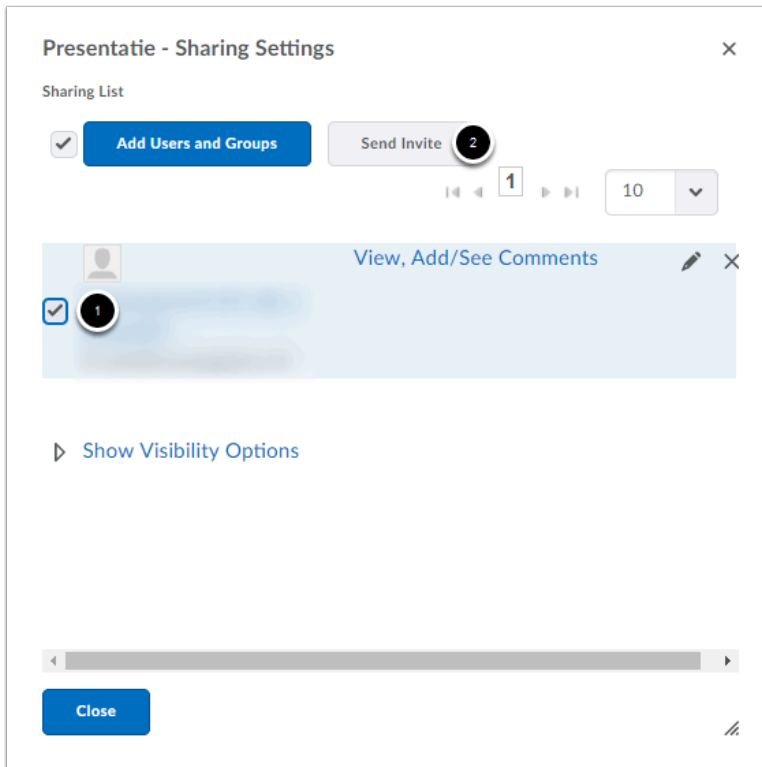
- ⚠** Sharing a reflection in the ePortfolio will only share the reflection and not the document it belongs to.

## Sending an invite

After sharing an item, you can send an invite to the recipient. The recipients gets an notification through email with a link to the shared item.



# Werkinstructies



**Presentatie - Sharing Settings** [X]

Sharing List

☒ **Add Users and Groups** **Send Invite** **2**

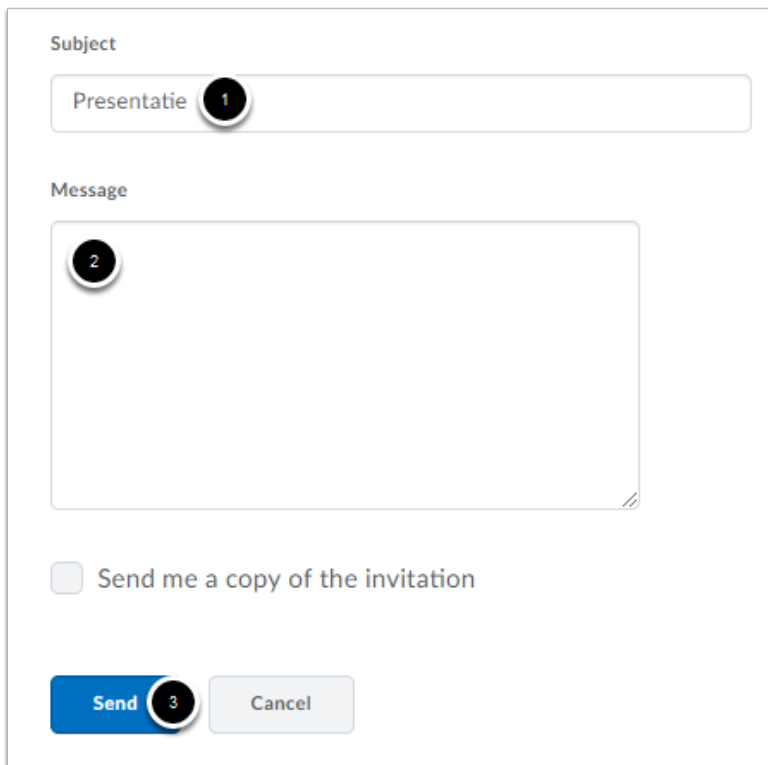
1 10 [v]

☒ **1** View, Add/See Comments [pencil] [X]

► [Show Visibility Options](#)

**Close**

1. Select a recipient.
2. Click **Send Invite**.



**Subject**

Presentatie **1**

**Message**

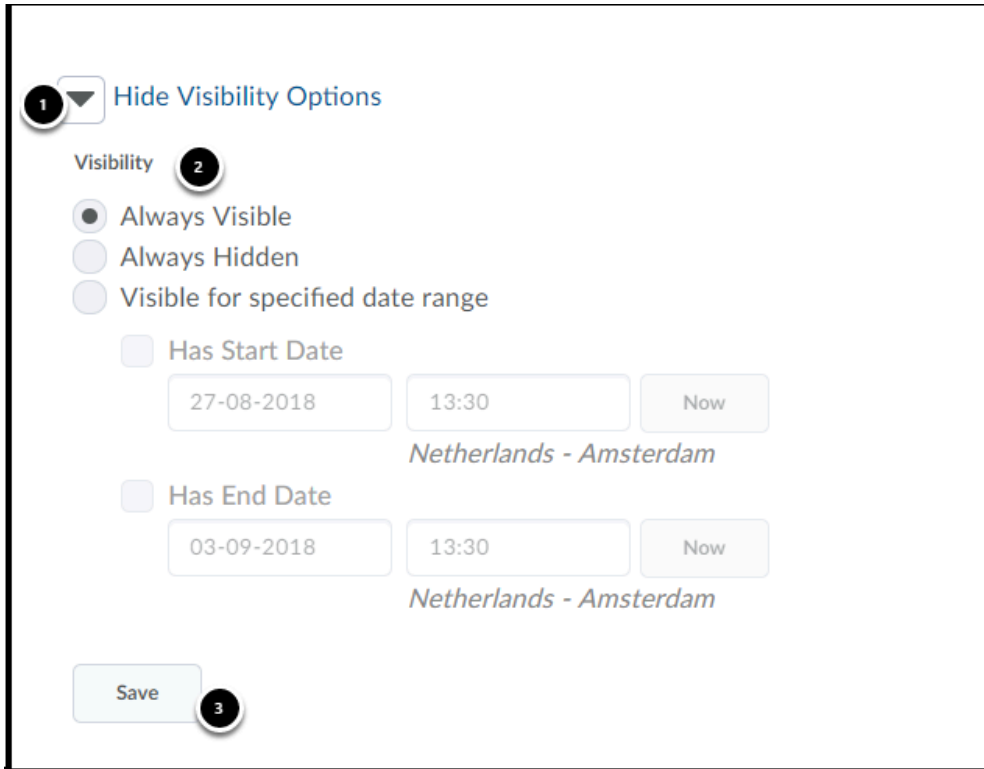
**2**

☐ Send me a copy of the invitation

**Send** **3** Cancel

## Werkinstructies

1. Type in a subject.
2. Type in a message.
3. Click **Send**.



1 ▼ Hide Visibility Options

Visibility 2

☒ Always Visible

☐ Always Hidden

☐ Visible for specified date range

☐ Has Start Date

27-08-2018 13:30 Now

Netherlands - Amsterdam

☐ Has End Date

03-09-2018 13:30 Now

Netherlands - Amsterdam

Save 3

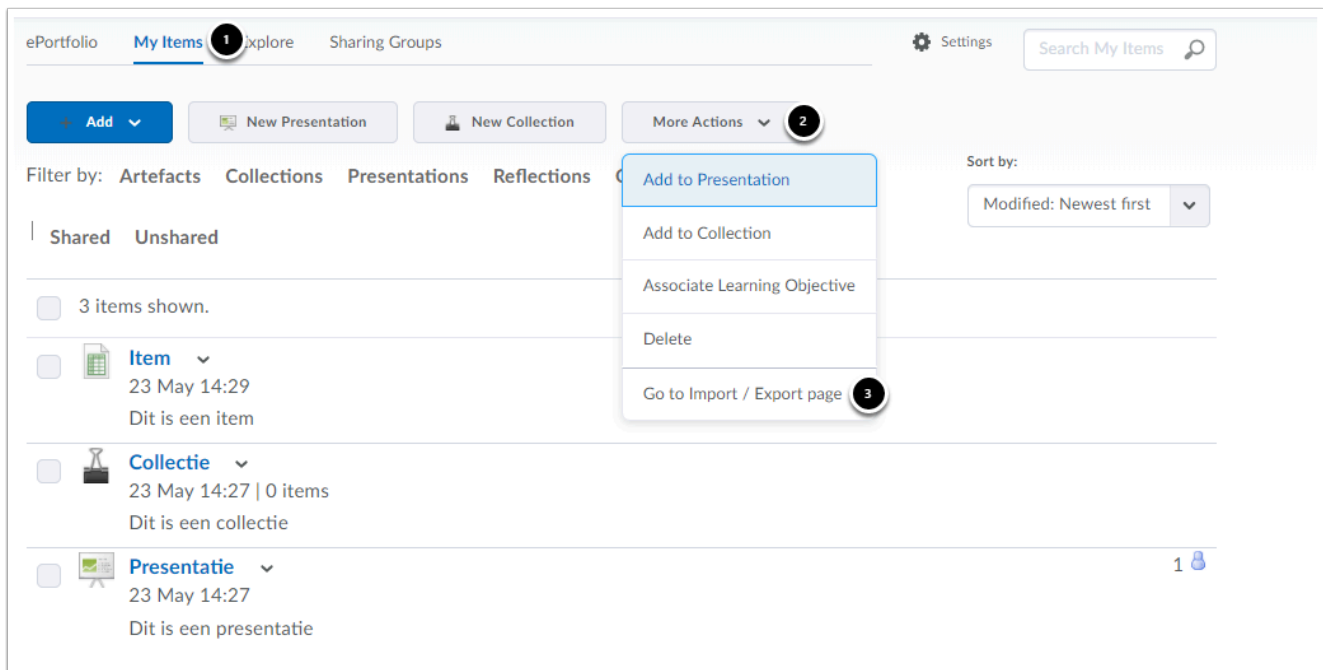
You can change the visibility of the item at all time.

1. **Hide/Show Visibility Options** hides or shows the visibility options.
2. - **Always Visible** means that the recipient can always see the item and can do what has been assigned with the permissions.  
 - **Always Hidden** means that the recipient cannot see the item and cannot do what has been assigned with the permissions.  
 - **Visible for specified date range** means that the recipient can see the item and can do what has been assigned with the permissions between a specified range.
3. Click **Save**.

## Werkinstructies

# How do I import/export items in my ePortfolio?

You can export items from your ePortfolio with Brightspace. An export generates a Brightspace .zip file. This file can then be imported into the Brightspace ePortfolio.



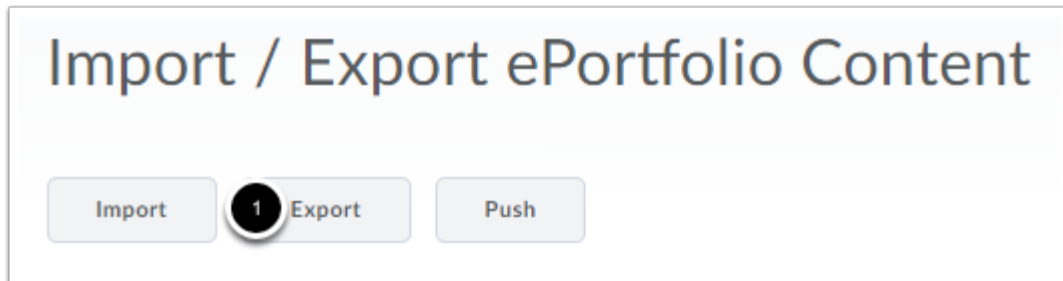
1. Click the **My Items** tab.
2. Click on **More Actions**.
3. Click on **Go to Import / Export page** in the selection menu.



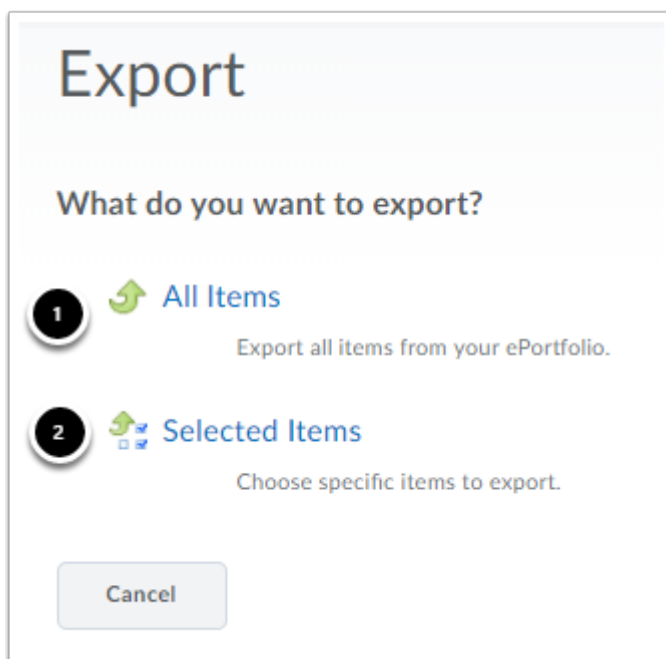
## Werkinstructies

The **Import/Export screen** provides an overview of all imports and exports that have already been made by you in the past.

### Exporting



1. In the Import / Export screen, click **Export**.



1. Click **All Items** to export all items from your ePortfolio.
2. Click **Selected Items** to export selected items from your ePortfolio.

# Werkinstructies

Note: Quicklinks embedded in your items might not be accessible in another ePortfolio.

### Select Items to Export

- ☒ Automatically include associated items  
[What does it mean to automatically include other items?](#)

---

- Add Items**

Select an item

---

- Export**

1. Select the checkbox to export the files associated with the item. These are, for example, the documents used in a [presentation](#), or [reflections](#) that are linked to a document.
2. Click **Add Items** to select the items that need to be exported.
3. Click **Export**.

## Export


Export in progress

Export currently in progress. Feel free to navigate to other pages while the export completes.

[View progress of the export package](#)

**Done**

1. Click **Done**. You will now be redirected back to the **Import/Export** screen.

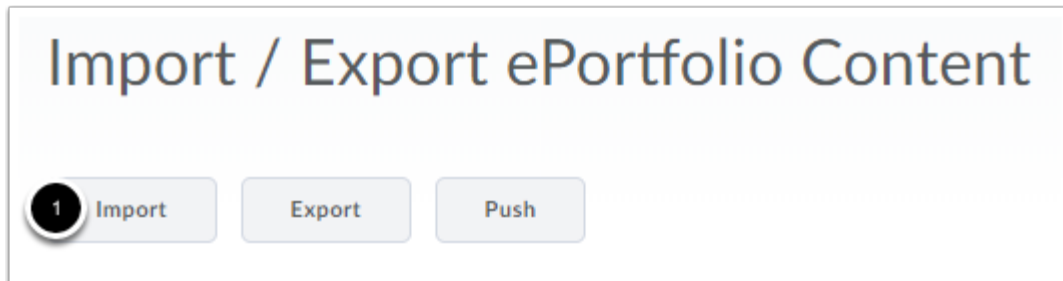
 **Type: Export**  
**Status: Complete**  
**Date:**

**1** (477,74 KB)

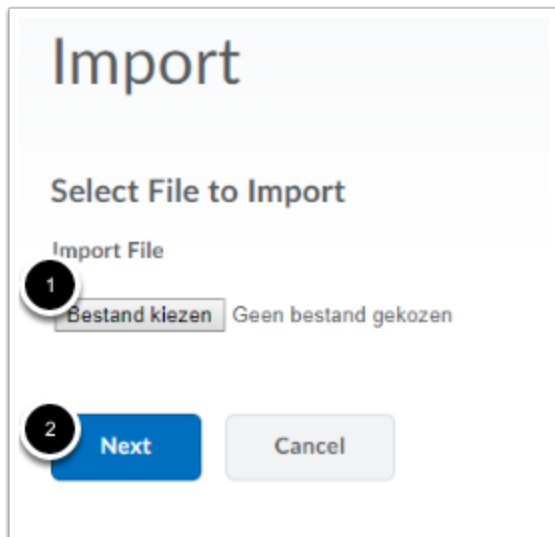
## Werkinstructies

1. Click the .zip-file to download it.

### Importing



1. In the Import / Export screen, click **Import**.




1. Click **Bestand kiezen (File Select)**. This opens file explorer. Choose the export file you want to import. This is stored in the download folder of your computer with file name *eP\_export\_name\_of\_Person\_date and code*. For example *eP\_export\_Pietje\_Puk\_270620181608*.
2. Click **Next**.

# Werkinstructies

## Import

Preview

 **Item**  
Dit is een item

### Estimated Space Usage

Current Size  
0 % of 9,54 GB

Size with Items  
0 % of 9,54 GB

### Tag Items on Import

Add the following tags to all items as they are imported.

Tags

Add Tag

[What are tags?](#)

1

Import Back Cancel

1. Click **Import**.

The item has now been successfully imported to your ePortfolio!

## Werkinstructies

# What is the difference between sharing and importing/exporting in my ePortfolio?

There are several options in ePortfolio for sharing a file with other users. You can [share](#) a file, but it is also possible to [export and import](#) items from/to your computer. The differences between these options are explained below.

**i** A teacher can also push a document in a student's portfolio. If a teacher pushes a document to you, you can see this in your ePortfolio under the **My Items** tab. This item has the same functionalities as other items and thus behaves as if you created it. This is useful for empty templates or forms.

## Sharing

**Sharing** an item means that an item you have created can be seen by others. You can e.g. ask feedback from recipients with this function.

When sharing an item:

- the item remains the property of the person who has shared it;
- the recipients can see the item in the [Explore](#) tab;
- you can see recipients from whom the item originated;
- all reviews, and comments added to the item are immediately visible in the ePortfolio of the person who has shared;
- changes in the document are immediately visible in the document that the recipient can view.

More information about how to share an item: [How do I share an item from my ePortfolio?](#)

## Exporting/importing

**Exporting items** means that you download files from your ePortfolio to your computer. When exporting to your computer, your ePortfolio creates a Brightspace .zip-file of the chosen item(s) and stores it on your computer. This zip file contains the original item.

**Importing items** means that you place items from your computer in your ePortfolio.



## Werkinstructies

When importing/exporting an item:

- documents can be released, without pushing, by offering an export file via the course;
- imported items are owned by the person that is importing them;
- the imported items are visible in the [My items](#) tab;
- you can choose in advance whether an export must be made of the entire ePortfolio, or of a number of selected items.

More information about how to share an item: [How do I share an item from my ePortfolio?](#)

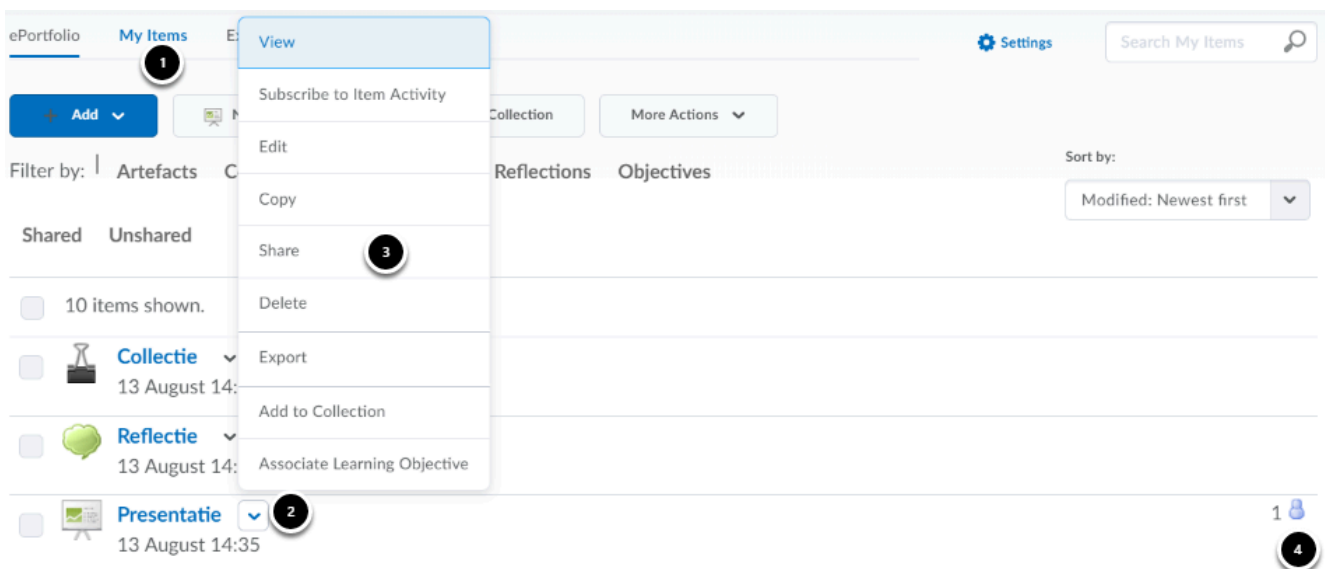
## Werkinstructies

# How to share an item from my ePortfolio with an external recipient?

If items from your ePortfolio need to be shared with someone from outside the Radboud University, such as e.g. an internship supervisor, this can be done using an ePortfolio [presentation](#).

You only need the e-mail address of the recipient.

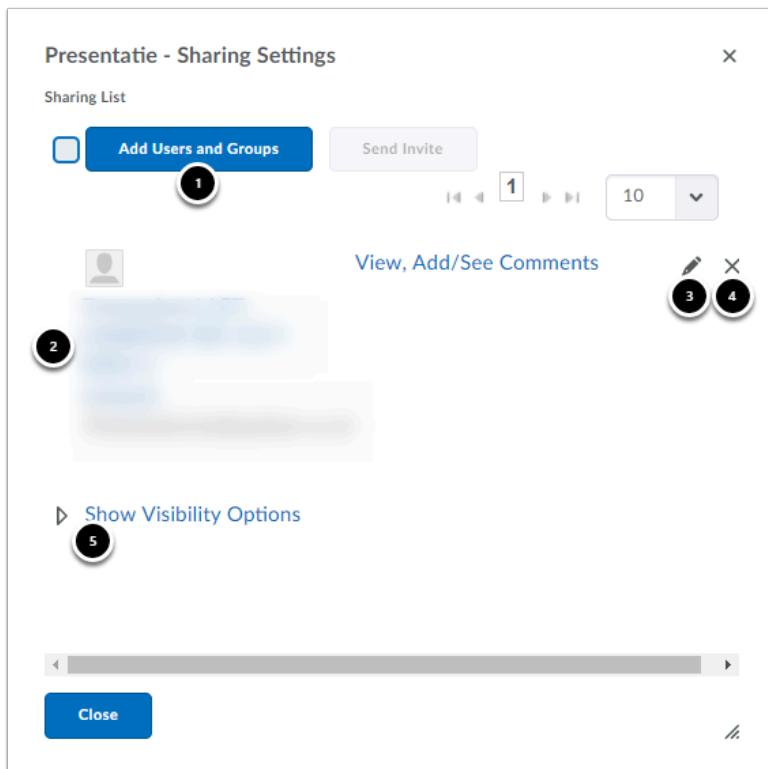
**!** Beware: only a presentation item can be shared with external parties. Other items cannot be shared with external users (unless it is inside a shared presentation).



1. Click **My Items** to go to the My Items tab.
2. Click on the arrow next to the presentation you want to share.
3. In the drop-down menu, click **Share**.

**💡** 4. If the presentation has already been shared with others, this icon will be displayed.

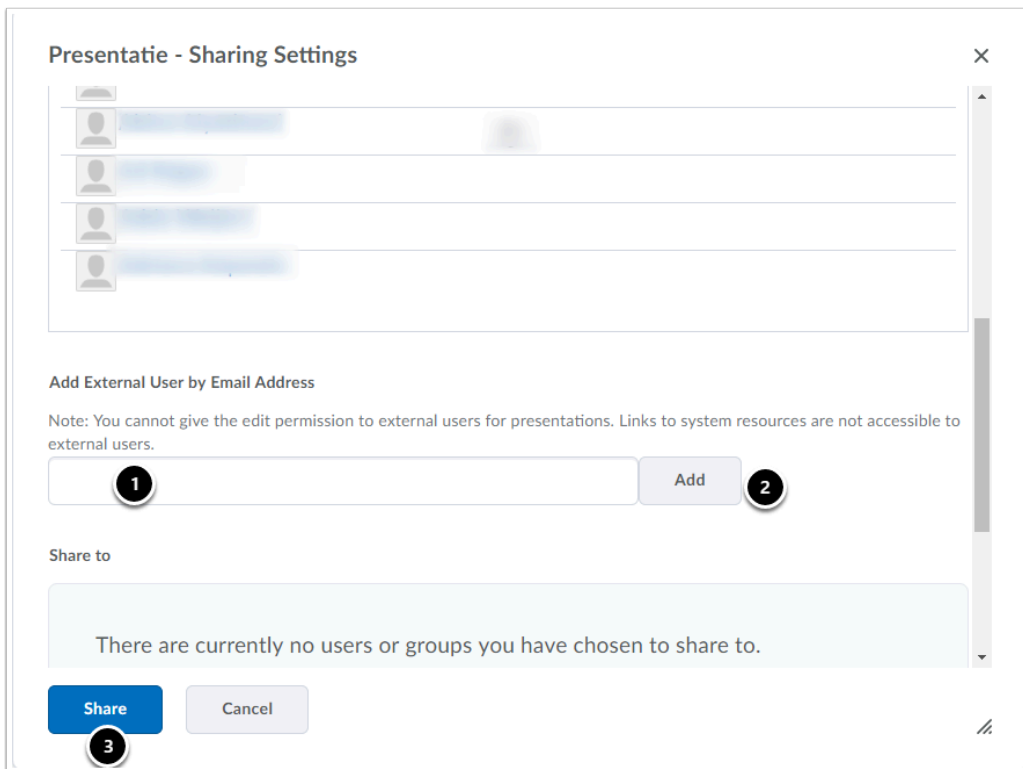
# Werkinstructies



1. Click here to select people for sharing.
2. Here you will find the names of the persons with whom the presentation has already been shared.
3. Click here to [adjust the permissions](#) of the recipients.
4. Click on the X to undo the sharing. The user with whom you shared the presentation now no longer has access to the presentation.
5. Click here to adjust the visibility conditions for shared users.

Click **Add Users and Groups** and scroll

# Werkinstructies



**Presentatie - Sharing Settings**

Add External User by Email Address

Note: You cannot give the edit permission to external users for presentations. Links to system resources are not accessible to external users.

1

Add

2

Share to

There are currently no users or groups you have chosen to share to.

Share

3

Cancel

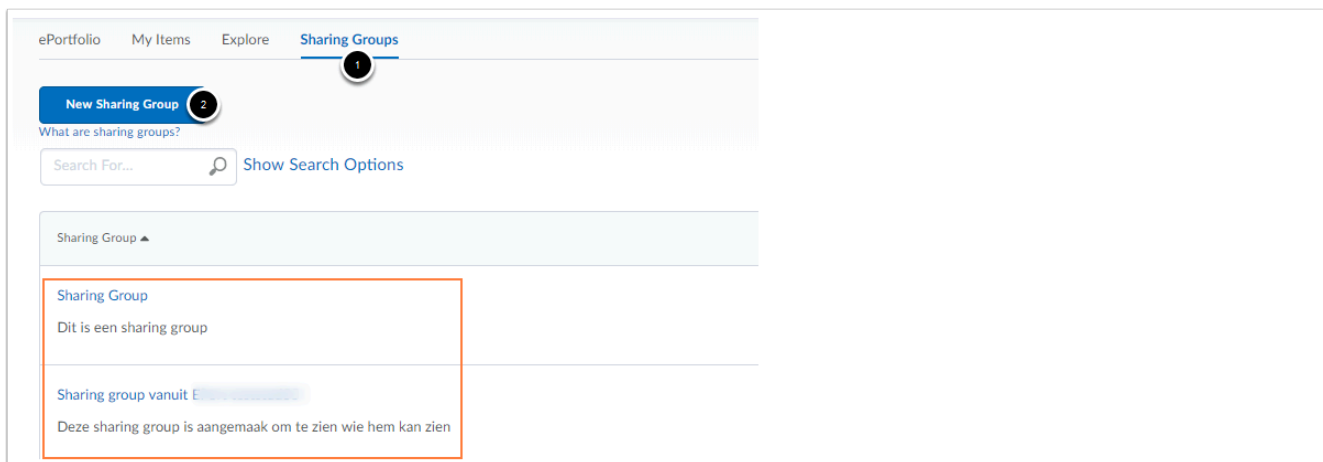
1. In the **Add External User by Email Address** option, add the e-mail address of the external recipient.
2. Then click **Add**.
3. Then click on **Share** to share the presentation.

**i** It is not necessary to send an invite: external parties automatically receive an invite in their inbox.

# How do I make a Sharing Group in my ePortfolio?

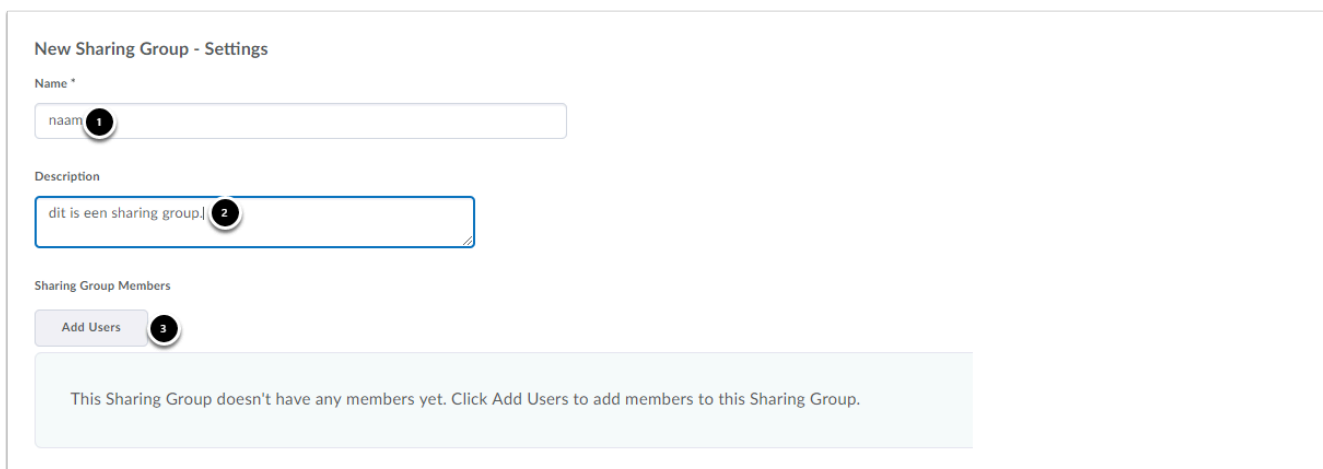
A **Sharing Group** is used if you want to [share](#) items often with the same group of recipients. A Sharing Group can be made with [some selected users](#).

## Creating a Sharing Group



1. Click on the **Sharing Groups** screen.
2. Click on **New Sharing Group** to make a new Sharing Group.

In the orange area you can see all the Sharing Groups that you have created or where you have been added to.

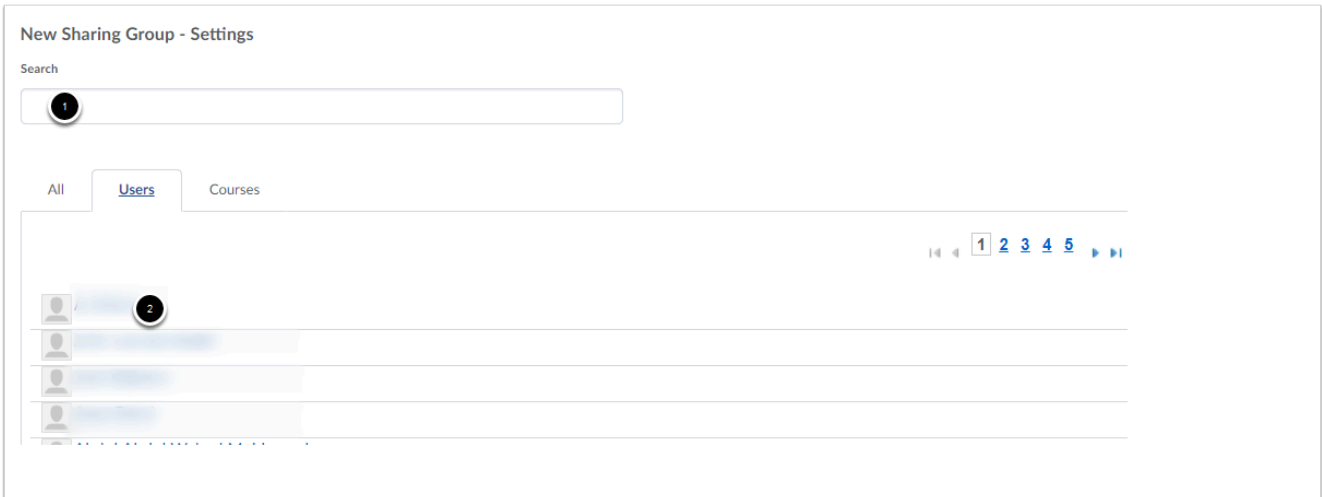


1. Click the **Name** text box to give the Sharing Group a name.
2. Click on the Description text box to give the Sharing Group a description.

## Werkinstructies

3. Click on **Add Users** to search for a new group member.

**i** **Sharing Group Members** only appears after you give the Sharing Group a name.



New Sharing Group - Settings

Search

1

All Users Courses

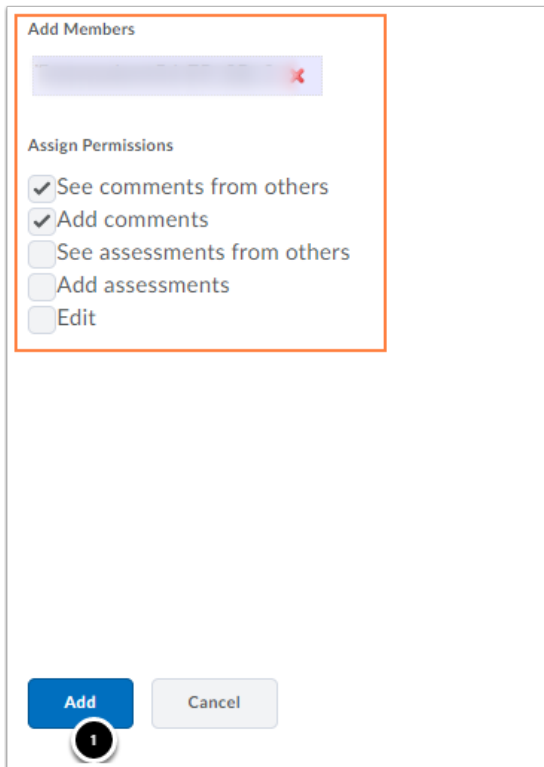
1 2 3 4 5

2

1. Search for the first name, last name , email address or U-/E-/S-number of the group member that you want to add.
2. Click on the name of the group member you want to add.

Repeat the above steps until you have selected all group members.

## Werkinstructies



Beneath **Add Members** you can see which users you will add to the Sharing Group. The permissions of the group members can be changed at Assign Permissions.

- Select the **See comments from others** checkbox to show the recipient comments from others on the shared items.
- Select the **Add comments** check box to allow the recipient to post comments on the shared items.
- Select the **See assessments from others** checkbox to show the recipient assessments of others on the shared items.
- Select the **Add assessments** checkbox to allow the recipient to give assessments on shared items.
- Select the **Edit** checkbox to allow the recipient to edit the layout of shared items.

1. Click on **Add**.

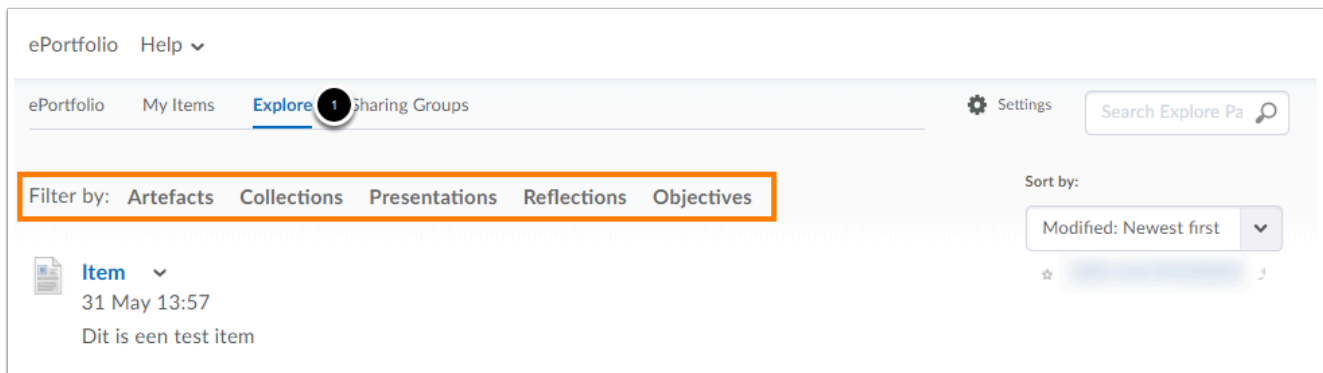


When sharing an item, the option is again given to set permissions. However, the rights that are set when creating the Sharing Group itself are dominant and the permissions set during Sharing do not override the permissions set here.

Click **Save and Close** to make the Sharing Group.

# Where do I receive shared documents in my ePortfolio?

Anyone with an ePortfolio can [share](#) items. A recipient can view these items and can optionally add [feedback, comments or an assessment](#) to the document.



1. Click on the **Explore** tab.

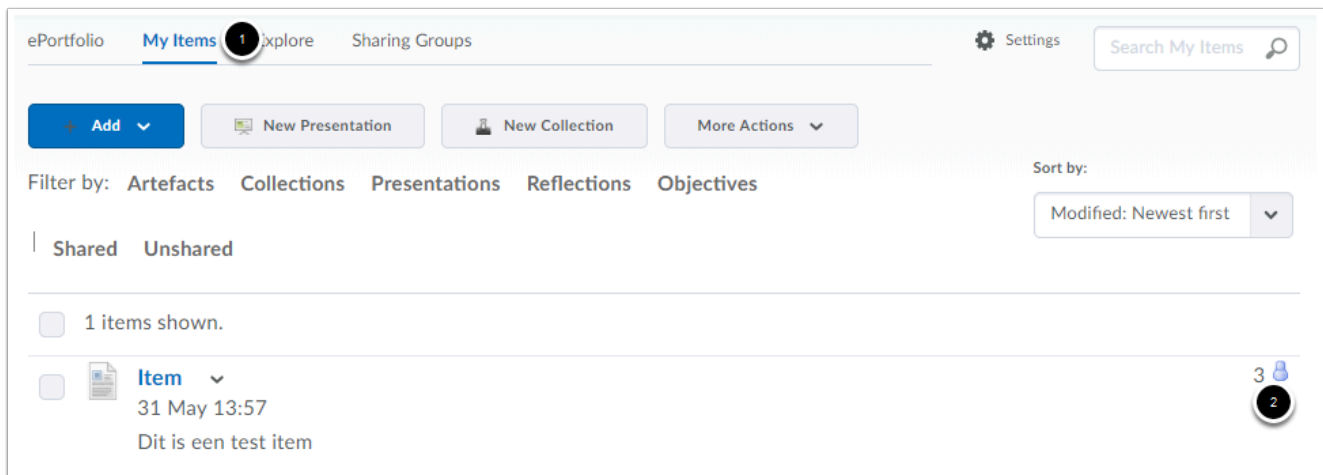
Here you will find all items that have been shared with you. Behind the shared document is the name of the person who shared the document. With filters (see orange frame in the above picture) you can select what kind of items you want to see.



## Werkinstructies

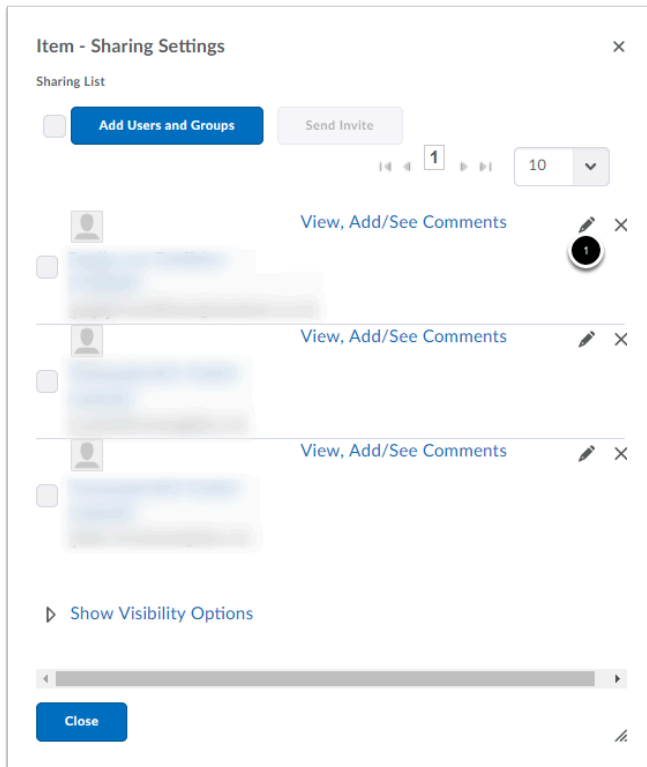
# How to manage the recipients of an item that I shared?

It is possible that you do not want certain items to be [shared](#) with a recipient forever. It is also possible to [undo the sharing](#), [adjust the permissions of the recipient\(s\)](#) or [send new sharing invite\(s\) again](#).

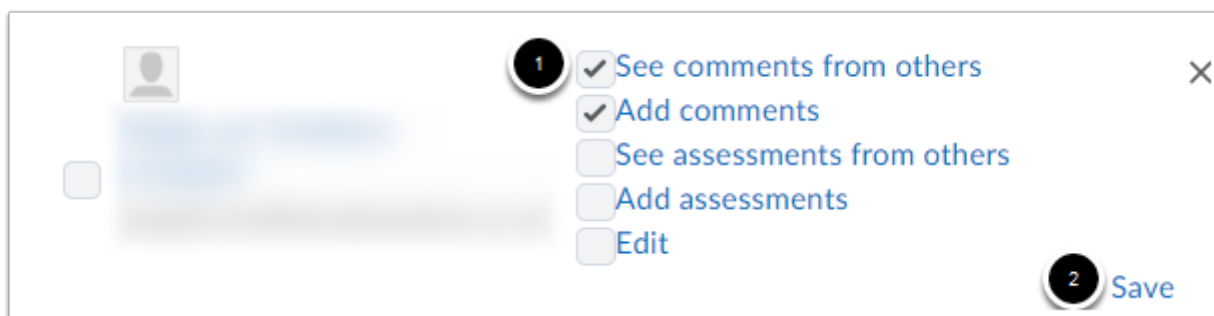


1. Click **My Items** to go to the **My Items** tab.
2. Click on the icon next to the item whose sharing settings you want to change. The Sharing Settings will open.

## Adjusting permissions



1. Click on the pencil to adjust the permissions of the relevant recipient.



1. At the checkboxes you can adjust the rights of the recipient.
  - Check the **See comments from others** checkbox to show the recipient comments from others on the shared item.
  - Check the **Add comments** checkbox to allow the recipient to post comments on the shared item.
  - Check the **See assessments from others** checkbox to show the recipient ratings from others on the shared item.
  - Check the **Add assessments** checkbox to allow the recipient to make assessments

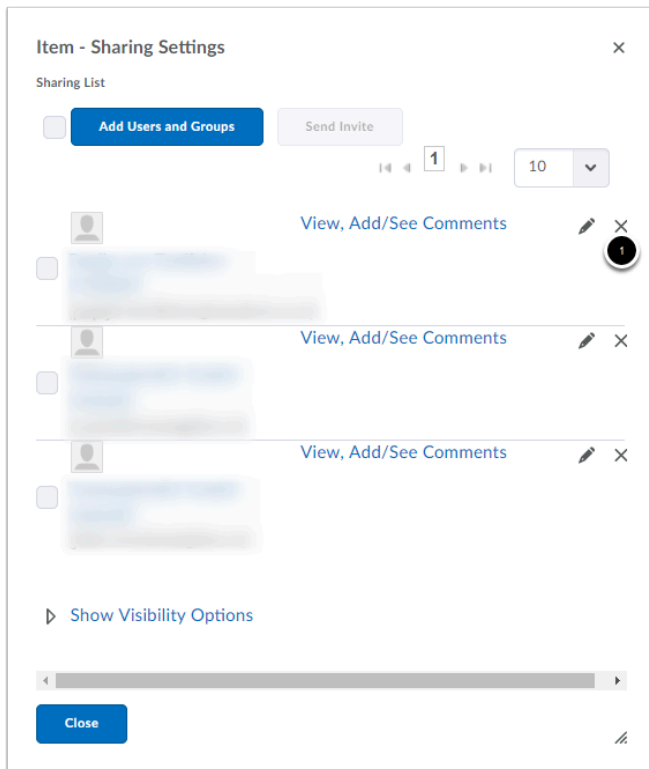
## Werkinstructies

on the shared item.

- Check the **Edit** checkbox to allow the recipient to edit the layout of the shared item.

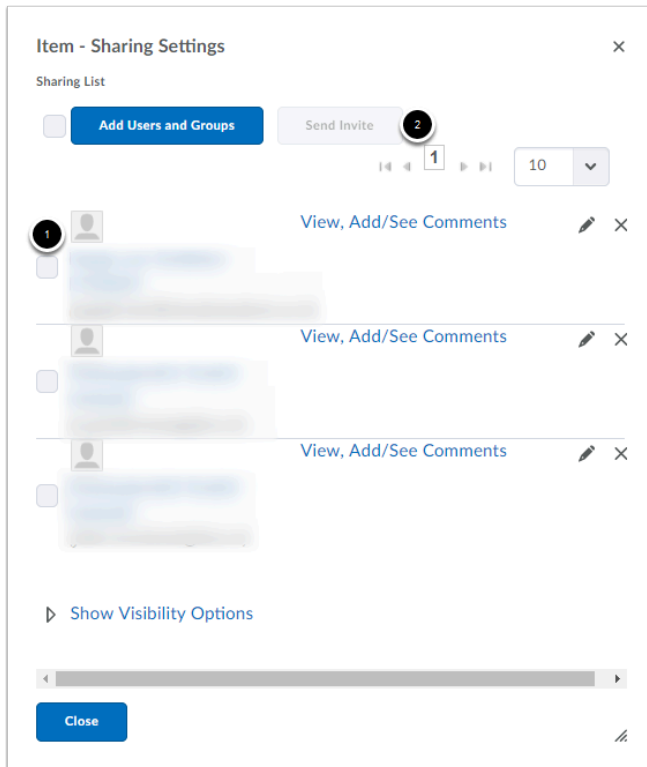
2. Click **Save** to save the new sharing settings.

## Stop sharing an item



1. Click on the X behind the name of a recipient/Sharing Group to stop sharing the item.

## Sending an Invite



1. Select the checkbox to select a recipient.
2. Click **Send invite**.

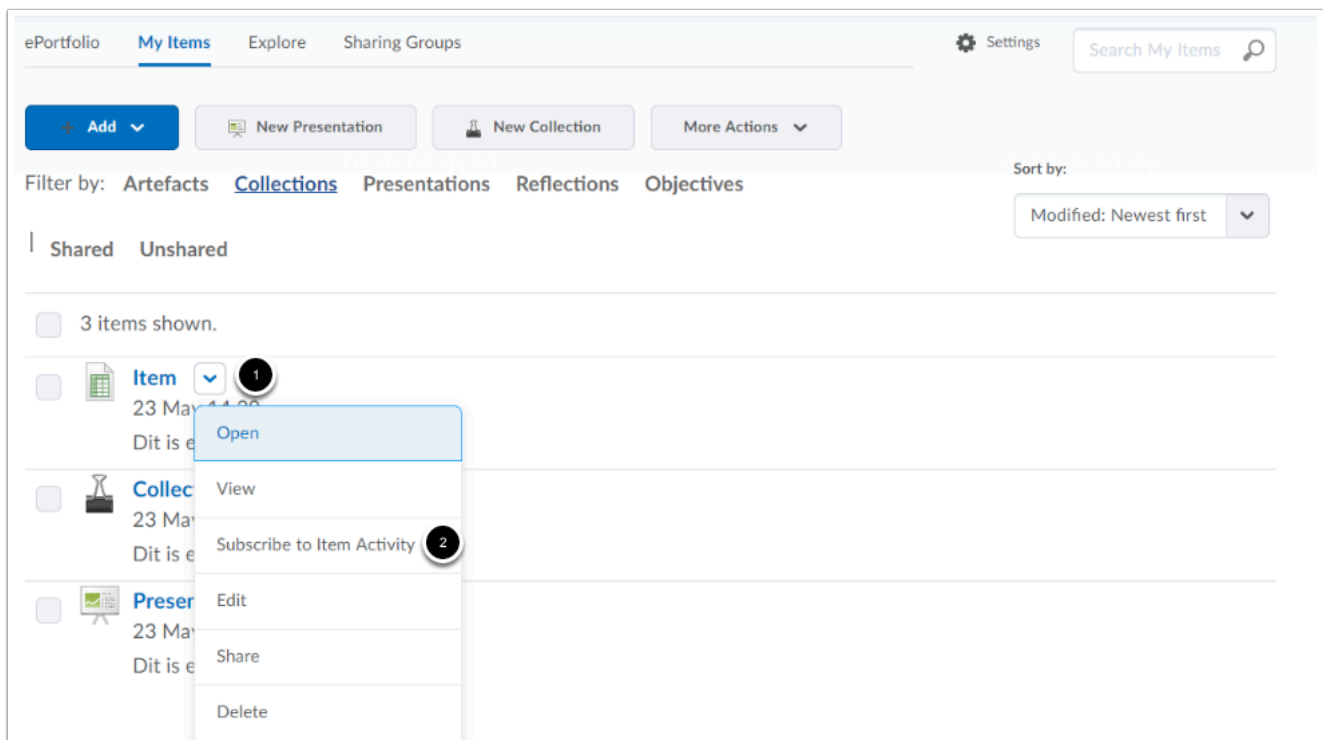
## Werkinstructies

# How to subscribe to an ePortfolio item?

Subscribing to an [item](#) is a useful way to quickly and easily track important items of yourself and items that others have shared with you.

You can also subscribe to a [person](#).

## Subscribing to an item



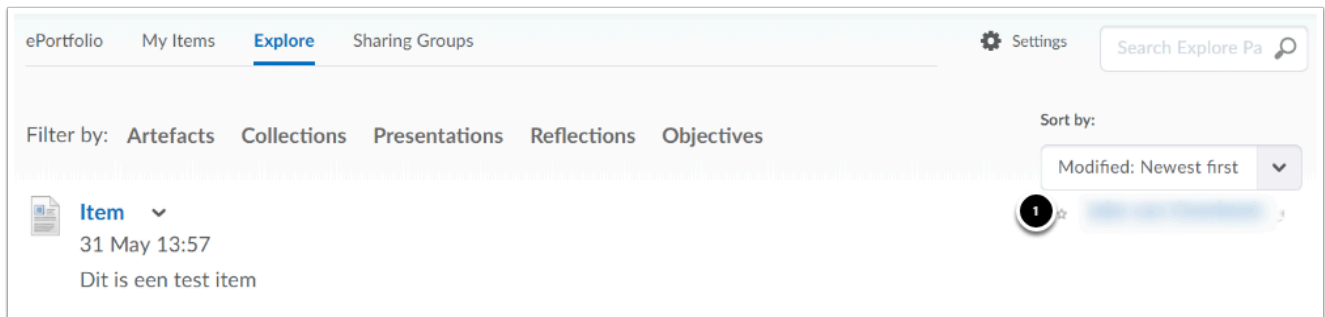
**i** You can both subscribe in the **My Items** tab and the **Explore** tab. This means you can subscribe to your own files, but also to those of others.

1. Click on the arrow next to the desired item.
2. Click **Subscribe to Item Activity**.

Where you can find the items on which you are subscribed, is explained [here](#).

# Werkinstructies

## Subscribing to a person



1. In the [Explore tab](#), click the star in front of the name of the person who shared an item with you. You are now subscribed to all items that this person has shared with you or is still sharing.

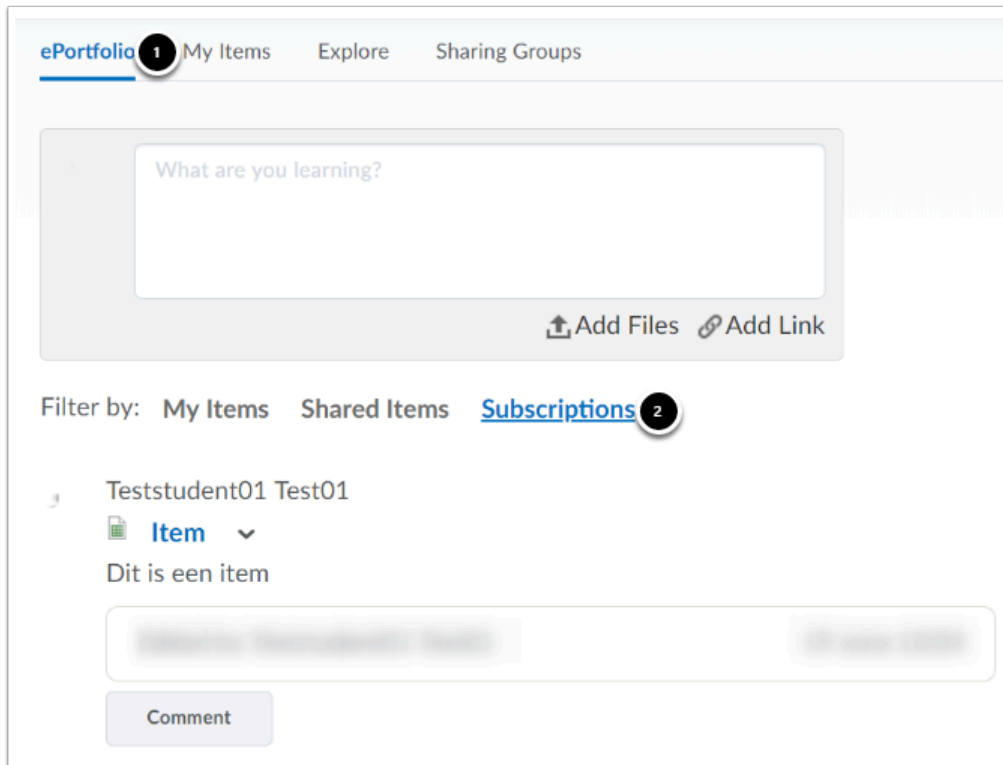
Where you can find these items, is explained [below](#).



**Beware:** clicking on the star is not always easy. This is a known issue, but the functionality of the star itself is okay.

# Werkinstructies

## Finding back items that you have been subscribed to



1. Click on the **ePortfolio** tab.
2. Click on **Subscriptions** under **Filter by**.

Here you will find an overview of all the items you have been subscribed to.



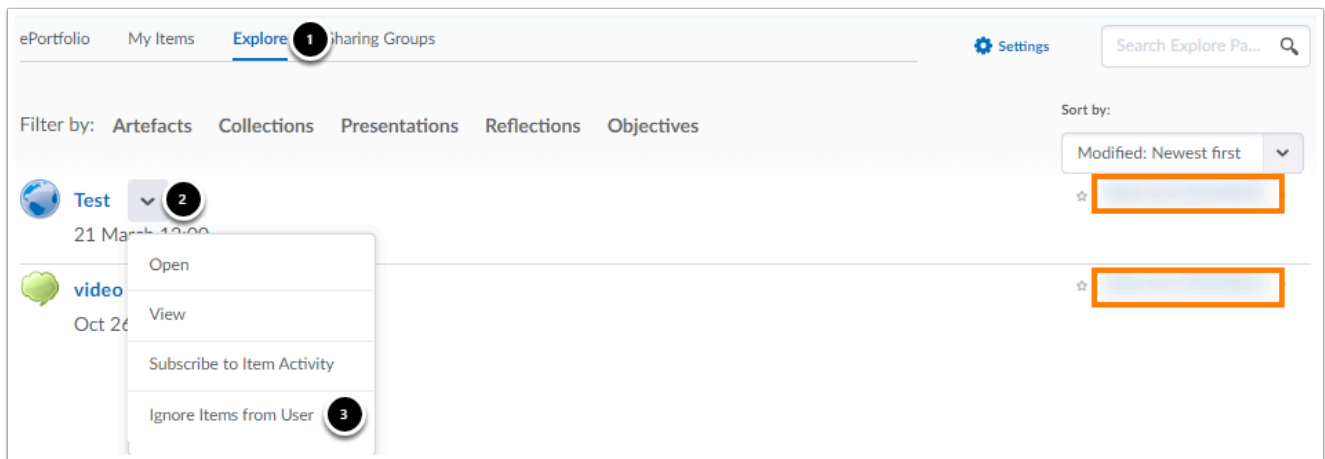
You can also set up your notifications so that you [get notified when a change is made](#) to one of the items on which you are subscribed.

## How can I delete or hide shared items?

When multiple users share items with you, it can quickly become unorganized in the [Explore](#) tab of your ePortfolio. It is not possible to delete items that have been shared with you.


Therefore ask whether others want to stop sharing the item after a certain time. If the person does not do this, you can choose to ignore them in your ePortfolio. You will then no longer see any shared items from this person. You can also reverse this setting.

### Ignore items from user



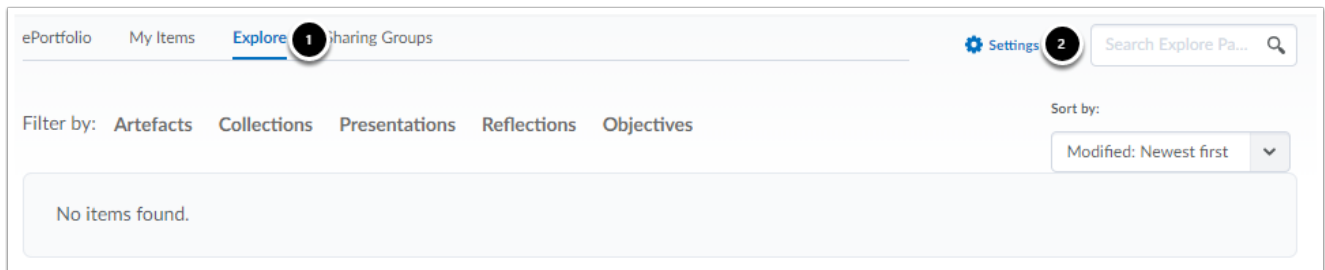
1. Click on the **Explore** tab.
2. Click on the arrow behind an item of the sharing user.
3. Click **Ignore Items from User**.

You no longer see any documents from this user.

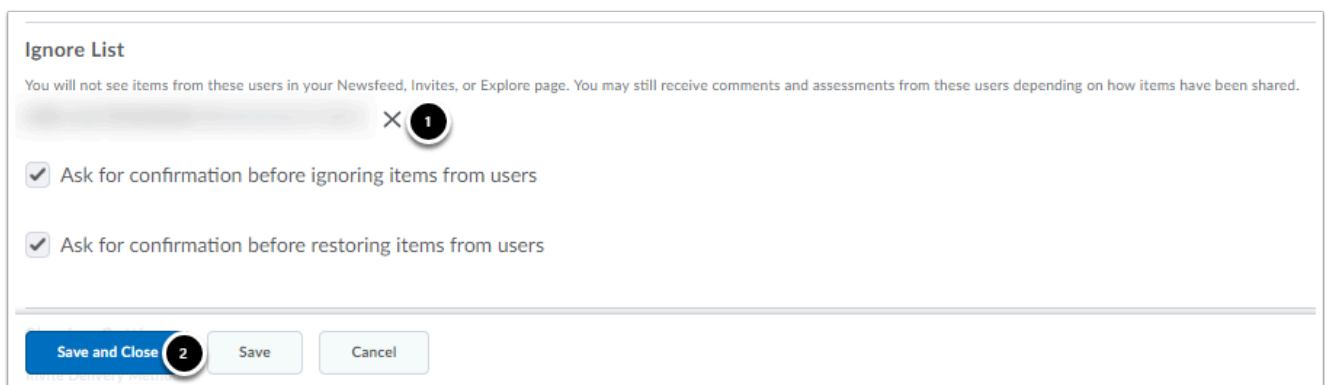
 It is not possible to ignore individual items from an user.



## Restore Ignore items from User



1. Click on the **Explore** tab.
2. Click on **Settings**.



Scroll down to the heading **Ignore List**.

1. Click on the X behind the names of the user you no longer want to ignore.
2. Click **Save and Close**.

You will now see items from this user again.

# How do I add a video in my ePortfolio?

You may want to add a video to a presentation in your ePortfolio. There are two methods for this:

1. [Adding a MP4 file.](#)

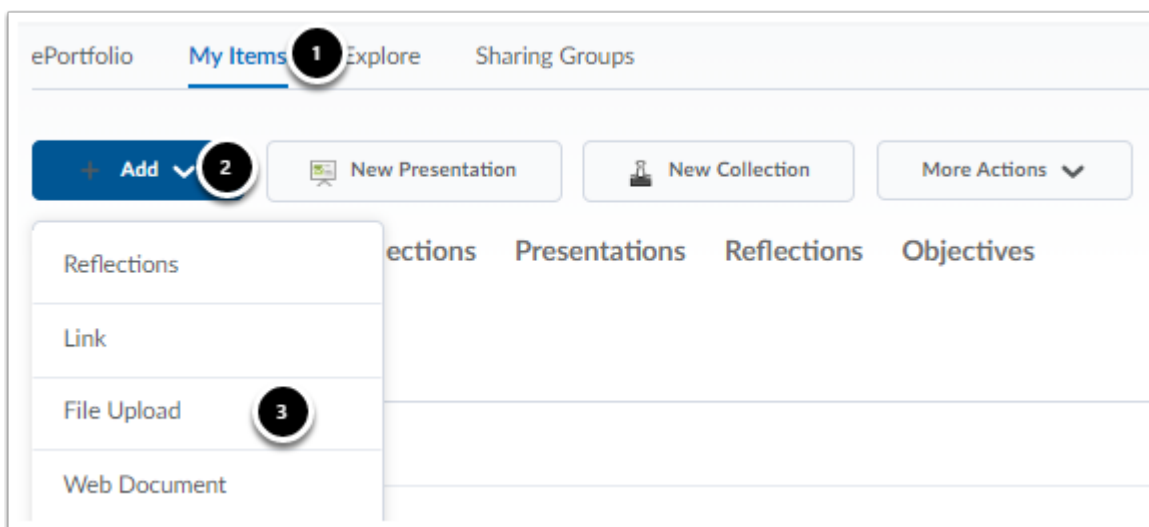
When someone wants to view or review the video, he clicks on the link and downloads the document to the computer. The video can then be viewed on the computer. This method has two disadvantages:

- Many (possibly large) files are downloaded to the computer.
- Files are always downloaded to an external device. The person who has shared the file no longer has control over its distribution.

2. [Uploading a video to YouTube as unlisted.](#)

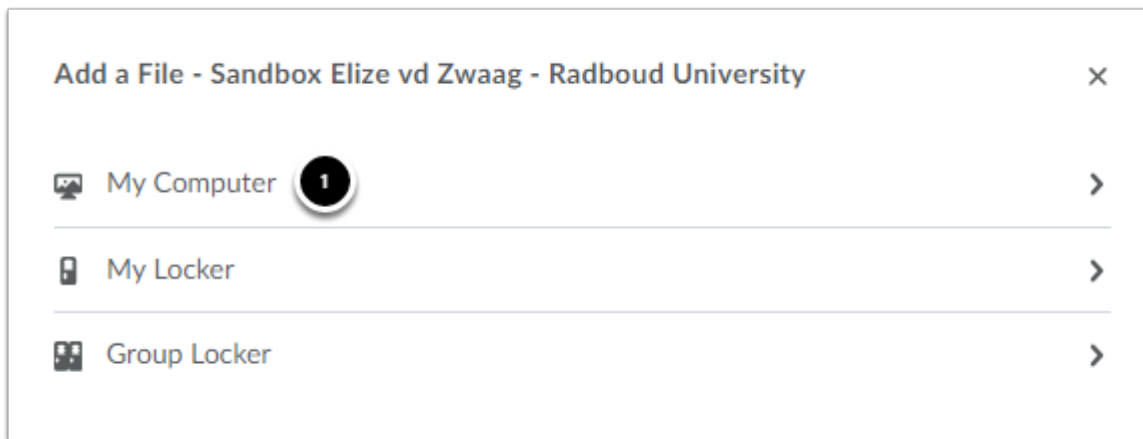
Then the video can only be viewed by someone with the right link. This link can then be added to a presentation.

## Adding a MP4 file

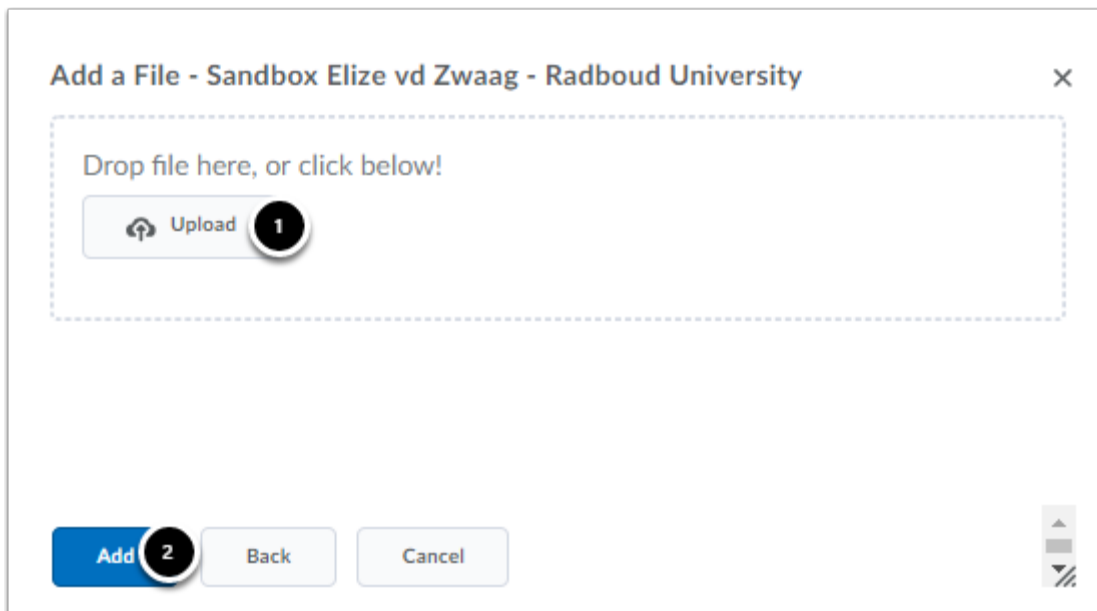


1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **File Upload**.

# Werkinstructies

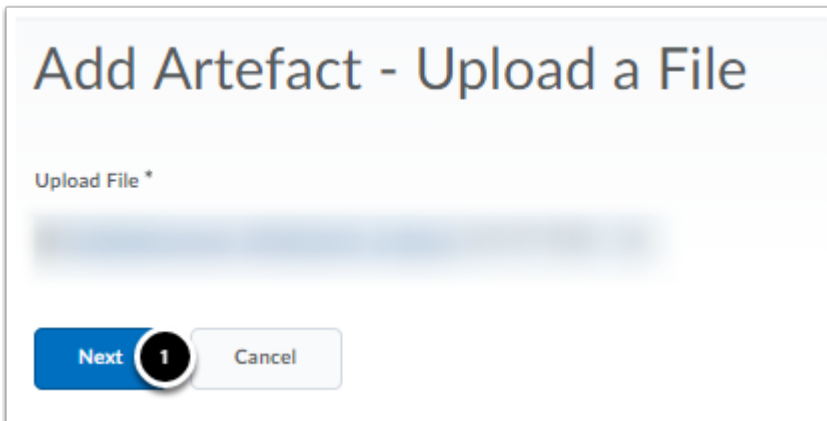


1. Click on **My Computer**.

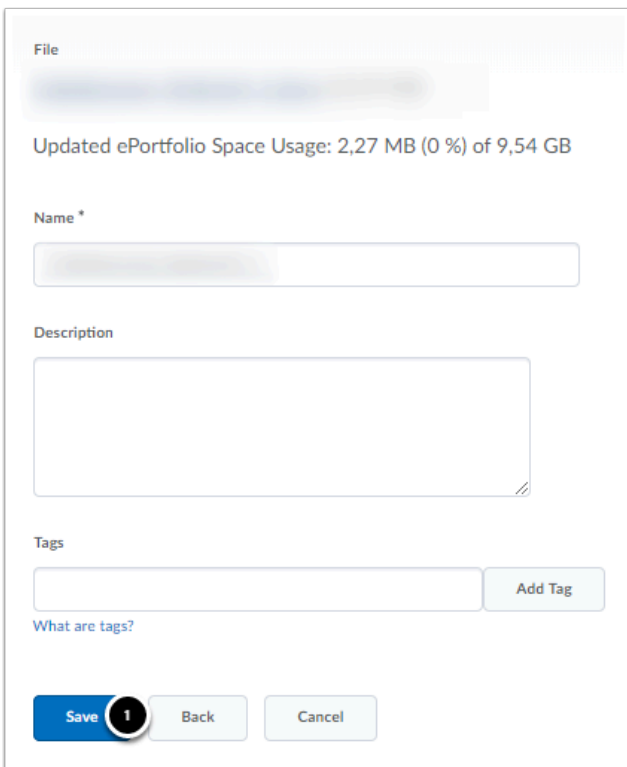


1. Click on **Upload** and look for the file in your explorer.
2. Click on **Add**.

## Werkinstructies



1. Click on **Next**.



1. Click on **Save**.

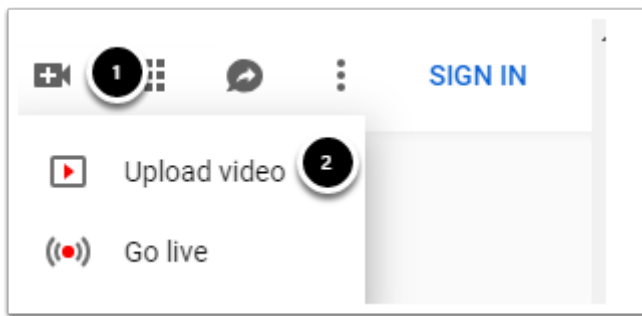
Click on **Save and Close**.

The video can now be found under the **My Items** tab. The document can now be [added as an artifact to a presentation](#).

## Uploading a video to YouTube as unlisted

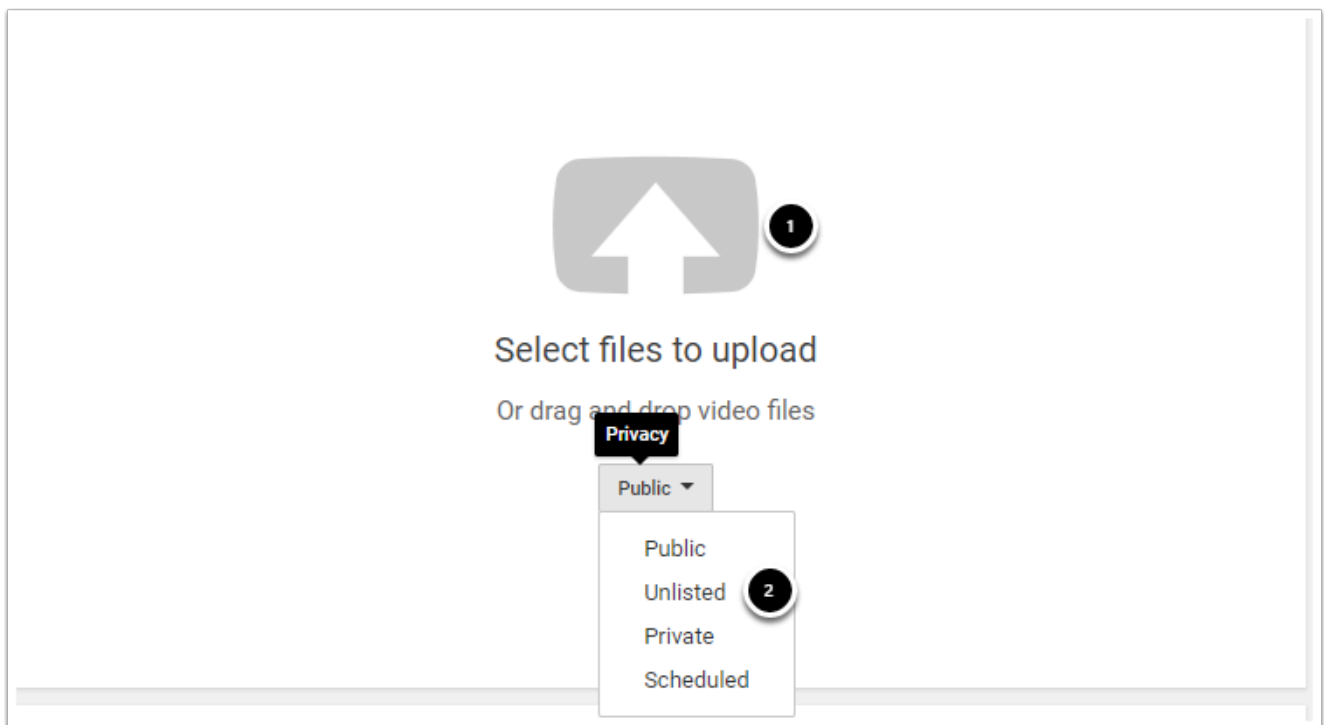
Go to [www.youtube.com](http://www.youtube.com) in your browser.

## Werkinstructies



1. Click on the camera icon with the plus in it (**Create a video or post**).
2. Click on **Upload video**.

 Make sure you have or make an account for YouTube.

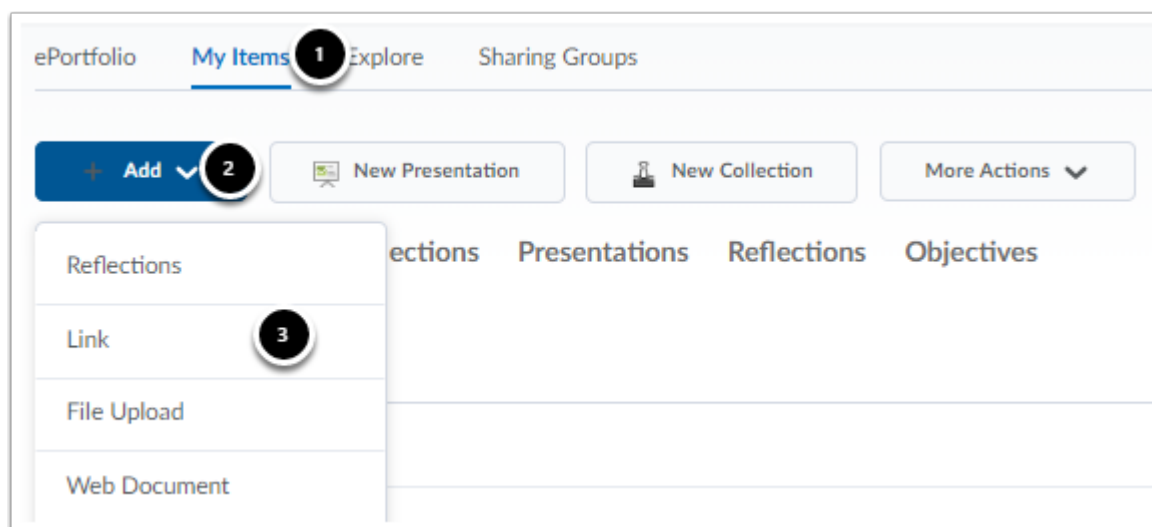


1. Click on **Select files to upload** and look for the video you want to upload in your explorer.
2. Make sure you click **unlisted** in the drop-down menu.

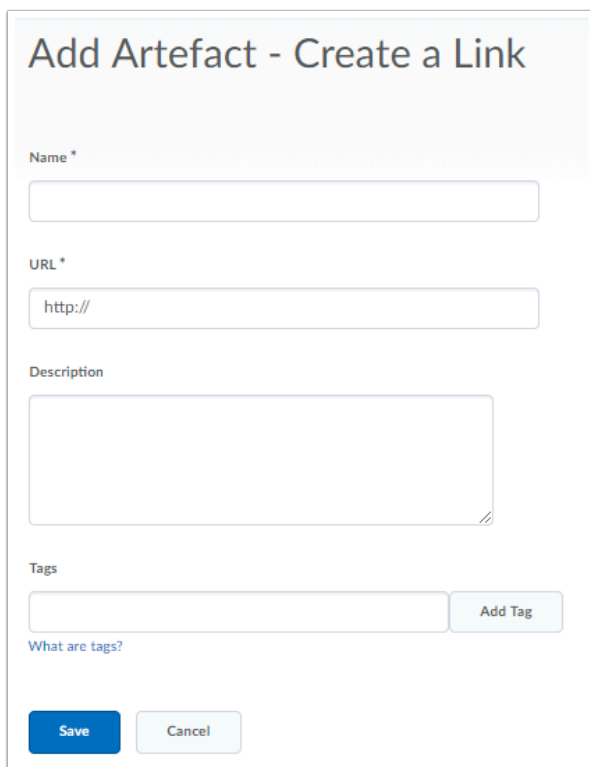
On the next page you can give a name and add a description and tags.  
Click on **Done** and copy the link from the video.

# Werkinstructies

 An unlisted video will not show up in the search results of YouTube.



1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **Link**.

The screenshot shows a form titled 'Add Artefact - Create a Link'. It has the following fields:

- 'Name \*': A text input field.
- 'URL \*': A text input field with 'http://' pre-filled.
- 'Description': A larger text area.
- 'Tags': A text input field with an 'Add Tag' button next to it.

Below the tags field is a link that says 'What are tags?'. At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (grey).

1. Enter a name and add a description and tags if necessary.

## Werkinstructies

2. Paste the link under the **URL** heading.
3. Click **Save**.

Click **Save and Close**. The YouTube link to the video can now be found under the **My Items** tab. The link can now be [added as an artifact to a presentation](#).



# ePortfolio: Building an ePortfolio



## Werkinstructies

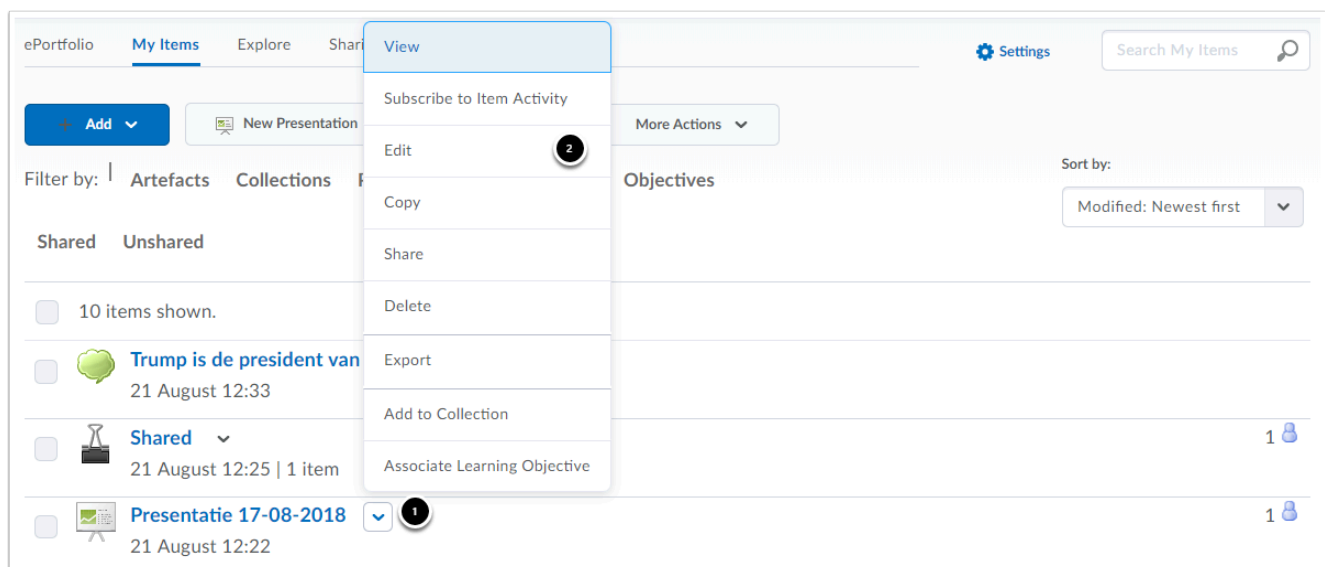
# How do I edit an item in my ePortfolio?

It is possible to edit the items in your ePortfolio. This can for example be handy when a teacher has pushed a template to you, or when you want to make use of the feedback you received on one of your items. There's a distinction between edits on the following items:

- [Editing a presentation\(template\)](#)
- [Editing a file](#)
- [Editing a collection](#)
- [Editing a title/description](#)

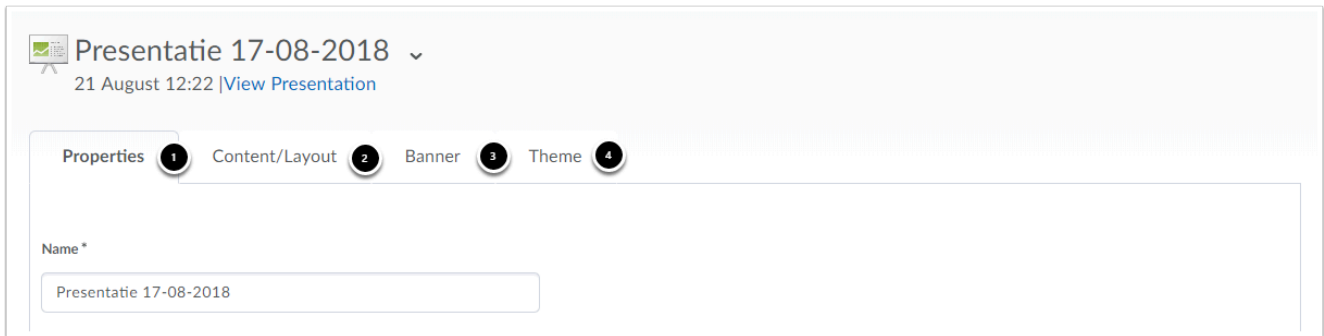
## Editing a presentation(template)

For some courses the teacher may push a presentation template to your ePortfolio. You can edit this in the following way:



1. Click the arrow next to the presentation you want to edit.
2. Click **Edit**.

# Werkinstructies




Presentatie 17-08-2018 ▾  
21 August 12:22 | [View Presentation](#)


Properties 1 Content/Layout 2 Banner 3 Theme 4

Name \*

Presentatie 17-08-2018

1. At the **Properties** tab you can edit details such as the title and description of the presentation.
2. At the **Content/Layout** tab you can edit the content and layout of the presentation.
3. At the **Banner** tab you can edit the title and description of the banner at the very top of the presentation.
4. At the **Theme** tab you can edit the theme (layout) of the presentation.

 When there is no **Save** button at the bottom of the page, the modifications made are saved automatically.

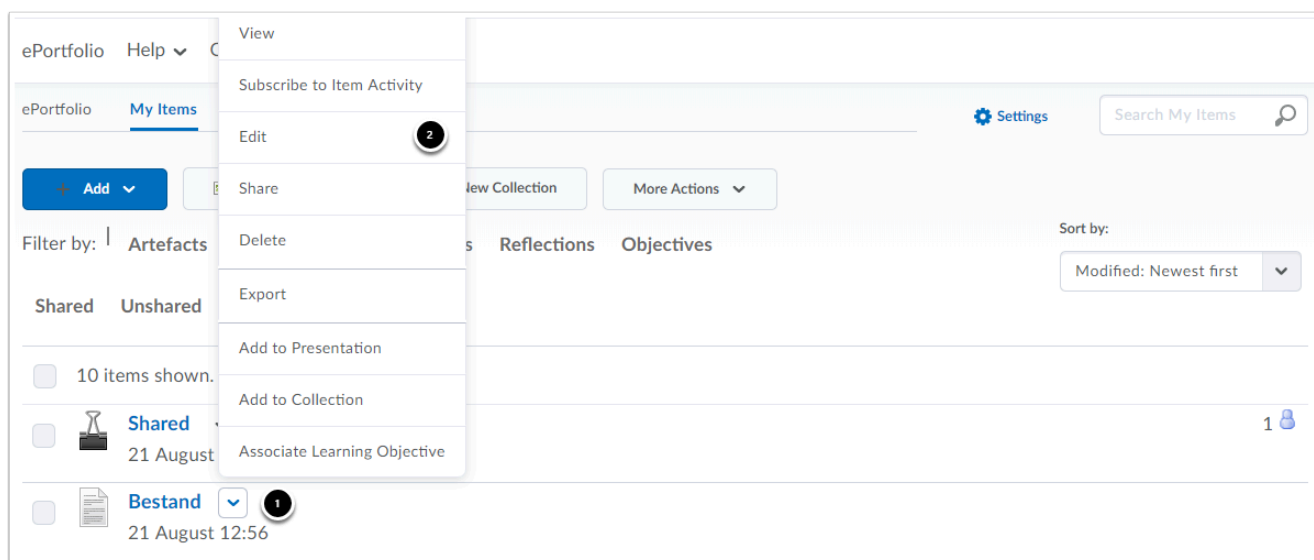
 The editing process from this point on is functionally identical to creating the presentation itself. For more information on how to do this, check [How to make a presentation in my ePortfolio?](#)

## Editing a file

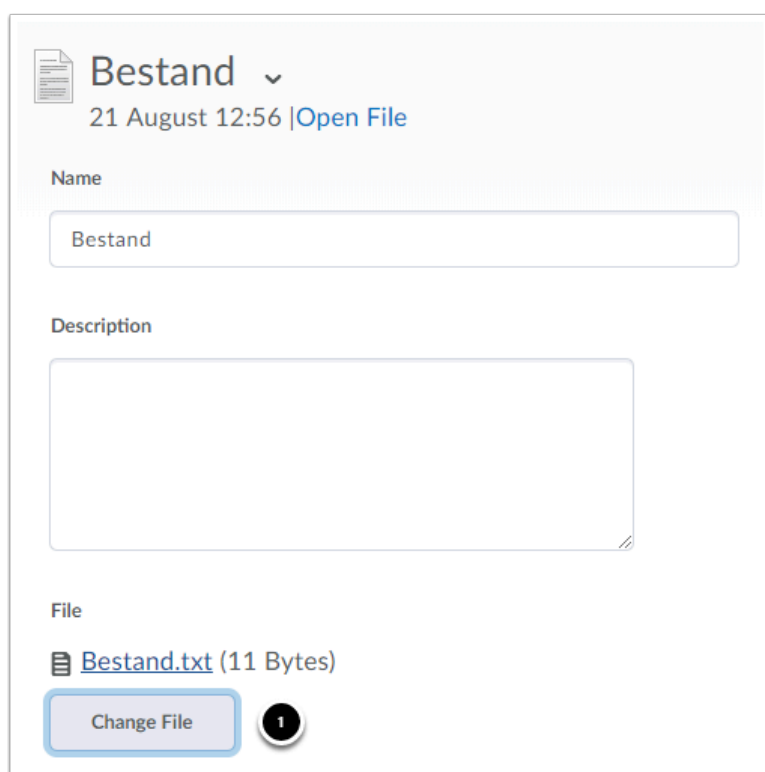
A title/hyperlink to a file in your portfolio, does not need to have the same name as the file that is attached to it. Below you will find an explanation of how to edit a file to which a link is directed without editing the hyperlink itself.

Een titel/link naar een bestand in je portfolio, hoeft niet dezelfde naam te hebben als het bestand dat eraan is gekoppeld. Hieronder wordt uitgelegd hoe je een bestand waarnaar een link verwijst, kan worden gewijzigd, zonder dat de link zelf wordt aangepast.

# Werkinstructies

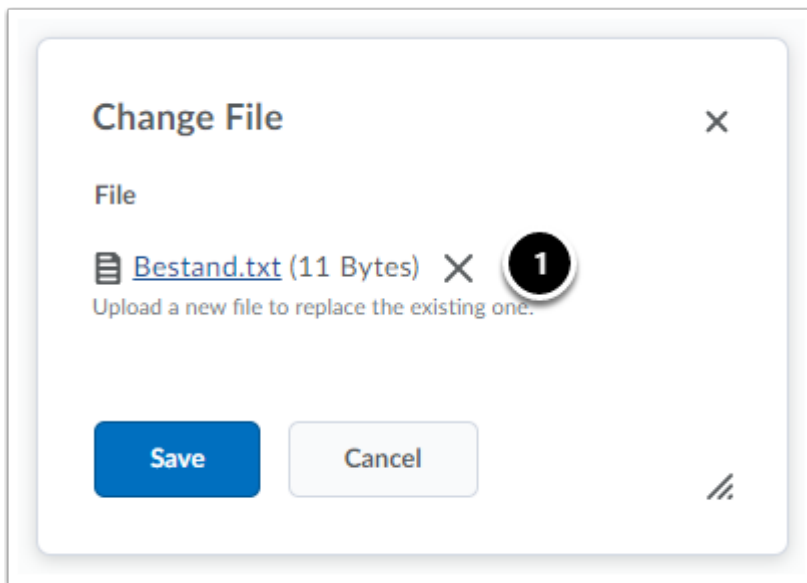


1. Click the arrow next to the link of which you want to change the file.
2. Click **Edit**.

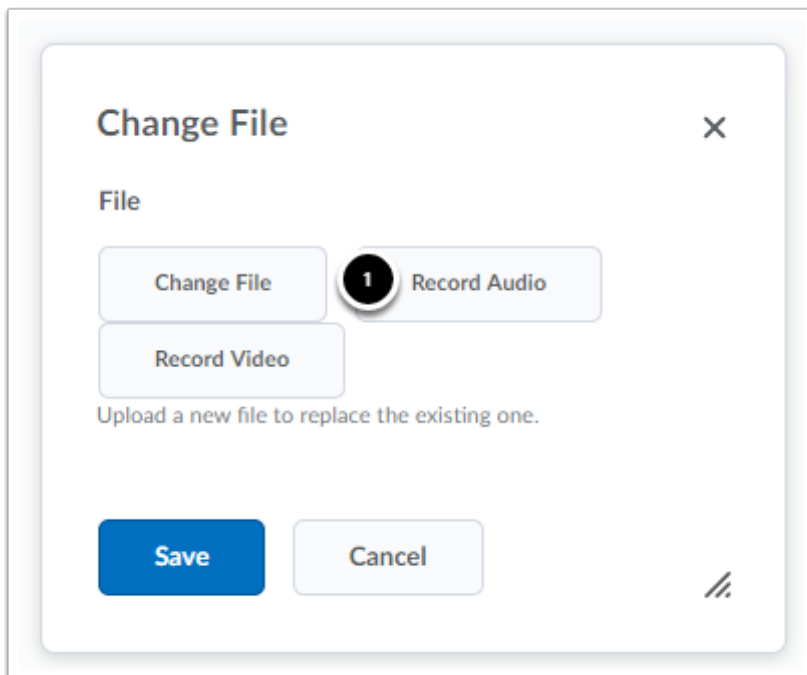


1. Click **Change File**.

# Werkinstructies

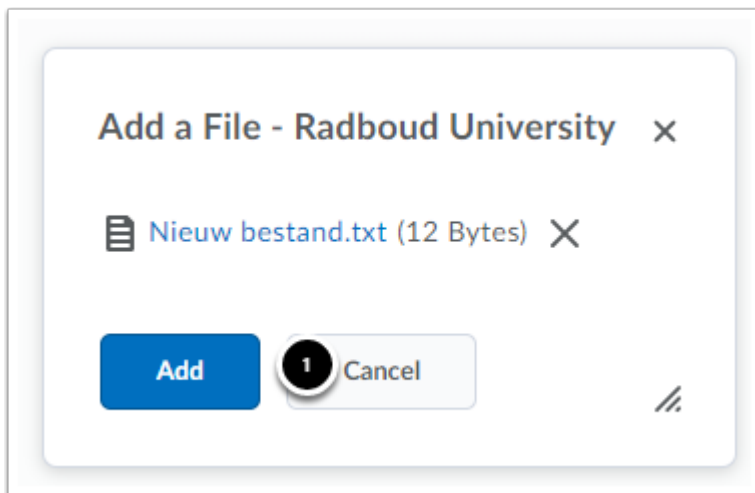


1. Click on the X next to the current file.

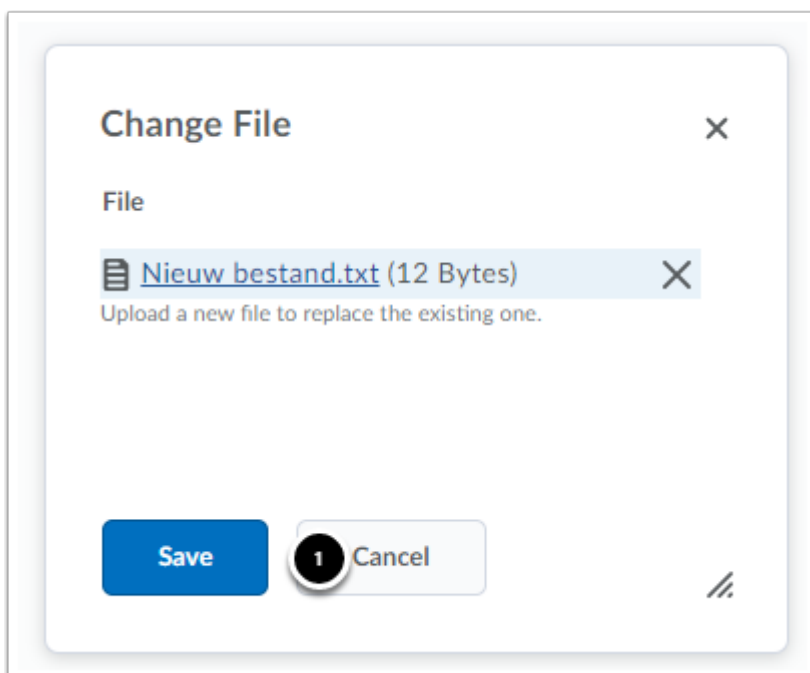


1. Click on **Change File** and choose a new file.

# Werkinstructies

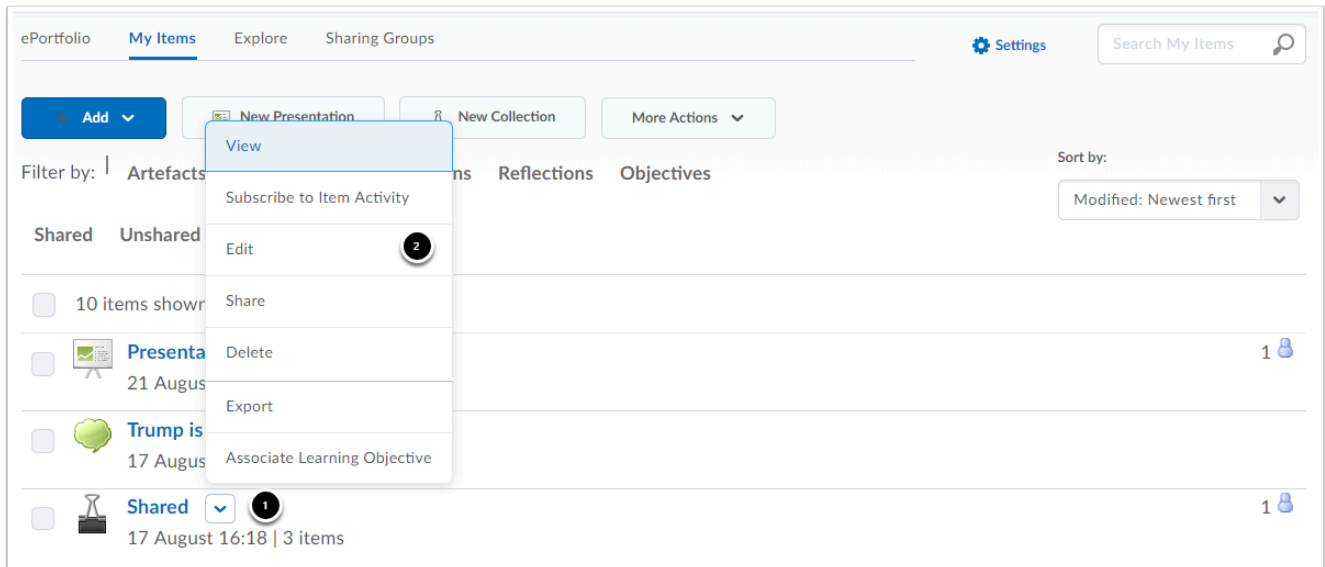


1. Click **Add**.

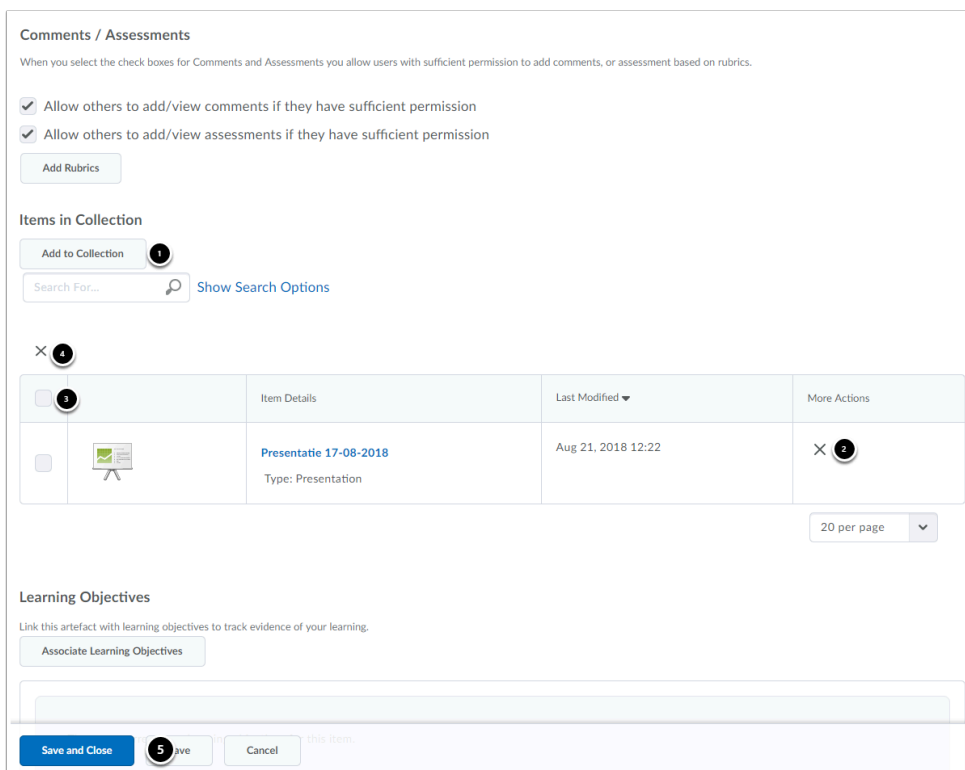


1. Click **Save**. The file is now changed.

## Editing a collection



1. Click the arrow next to a collection in your ePortfolio.
2. Click **Edit**.



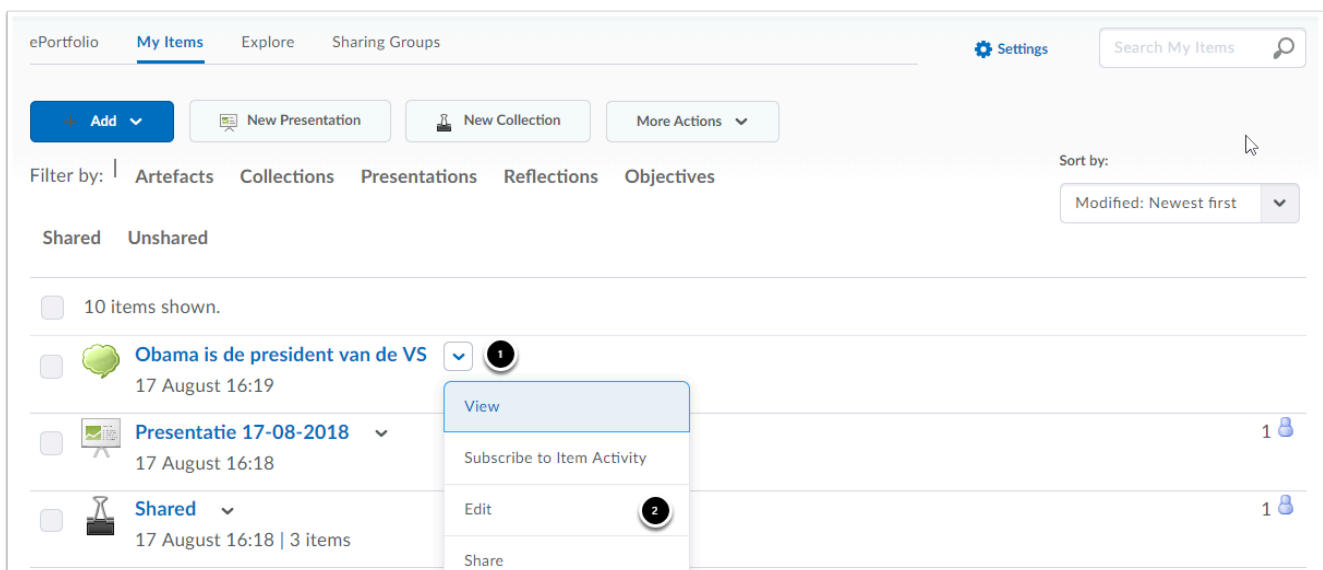
1. To add an item to a collection, click on **Add to Collection**

## Werkinstructies

2. To remove an item from a collection, look up the item in the table and click the X in the cell all the way to the right.
3. To make a selection of items, check one (or multiple) box(es)
4. To subsequently remove items from the collection, click the X at the top of the table
5. Click **Save and Close** to save the changes you made

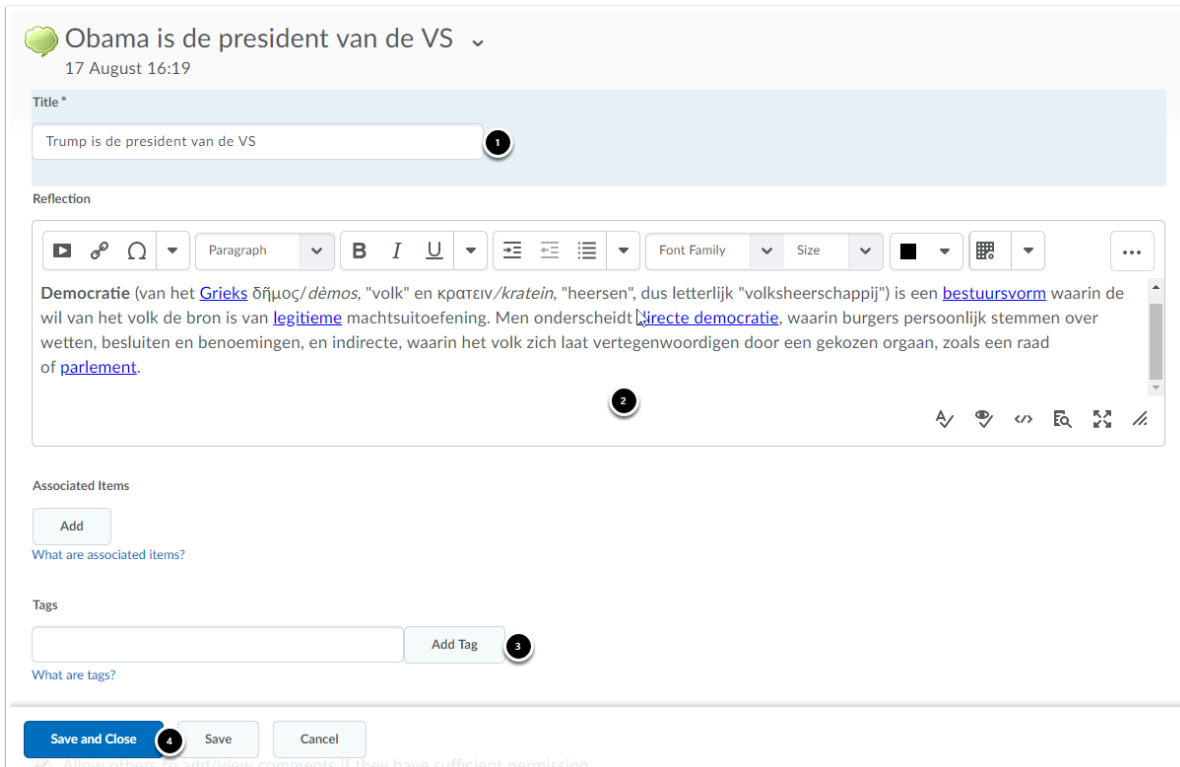
## Editing a title/link

A title/link to a file in your ePortfolio, does not need to have the same name as the actual file it is linked to. An explanation of how to modify the title without changing the document can be found below.



1. Click on the arrow next to the item you want to edit
2. Click **Edit**

# Werkinstructies



Obama is de president van de VS ▾  
17 August 16:19

Title \*

Trump is de president van de VS 1

Reflection

Democratie (van het [Grieks](#) δῆμος/*dēmos*, "volk" en κρατεῖν/*kratein*, "heersen", dus letterlijk "volksheerschappij") is een [bestuursvorm](#) waarin de wil van het volk de bron is van [legitieme](#) machtsuitoefening. Men onderscheidt [directe democratie](#), waarin burgers persoonlijk stemmen over wetten, besluiten en benoemingen, en indirecte, waarin het volk zich laat vertegenwoordigen door een gekozen orgaan, zoals een raad of [parlement](#).

2

Associated Items

Add

What are associated items?

Tags

Add Tag 3

What are tags?

Save and Close 4 Save Cancel

Allow others to add future comments if they have sufficient permission

1. Click here to edit the title of the item that you want to edit
2. Click here to edit the description (or the content of a **Reflection**)
3. Add new [tags](#) to the item (optional)
4. Click **Save and Close** to save the modifications you made

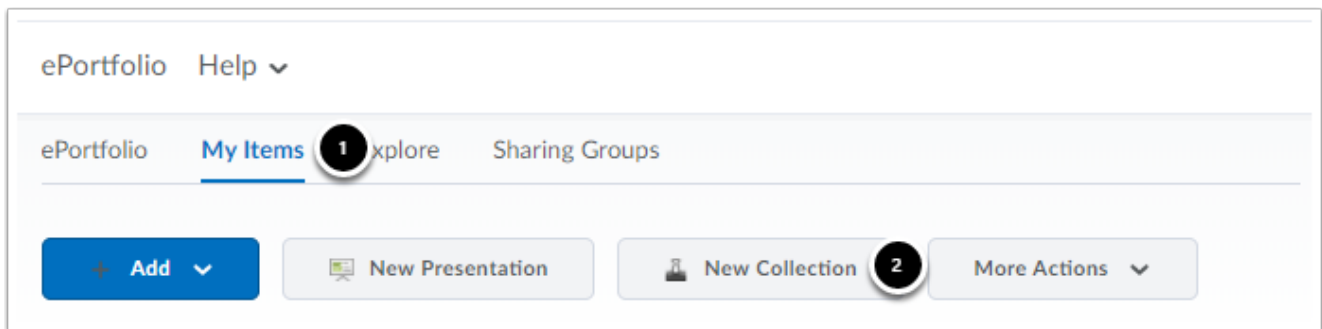
**i** Modifications to items that are inside a presentation will also be carried through to the presentation itself. An exception is the title of an item. This will remain unchanged in the presentation.



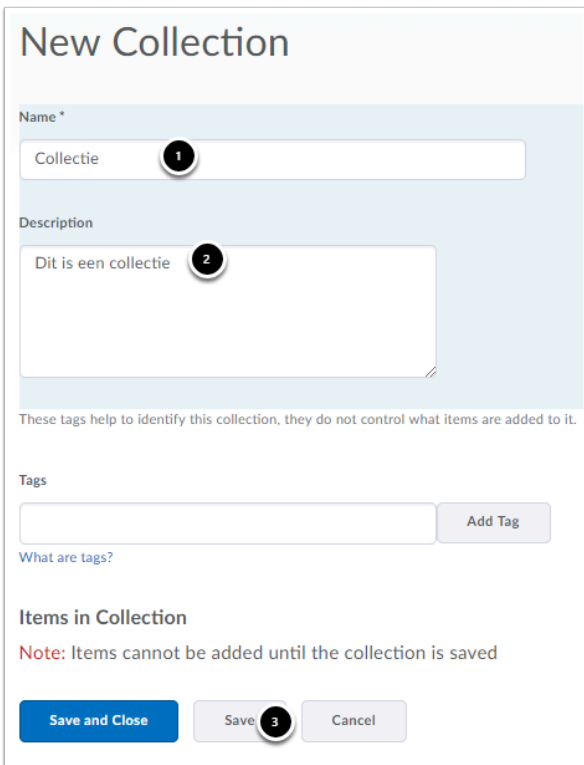
## Werkinstructies

# How do I use collections to structure my ePortfolio?

Collections are folders that can be used to organize items that belong together in the [My items](#) tab.

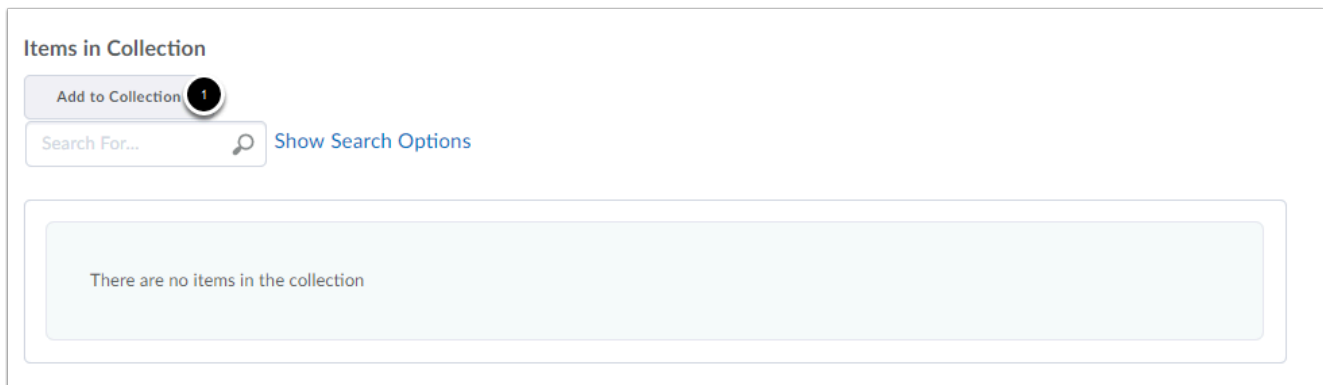


1. Go to the [My items](#) tab in your ePortfolio.
2. Click **New Collection**.

The screenshot shows the 'New Collection' form. It has a title 'New Collection' at the top. Below the title is a section for 'Name \*' with a text input field containing the word 'Collectie' (highlighted with a black circle containing the number 1). Below that is a 'Description' section with a text area containing the text 'Dit is een collectie' (highlighted with a black circle containing the number 2). Below the description is a section for 'Tags' with a text input field and an 'Add Tag' button. Below the tags section is a section for 'Items in Collection' with a note: 'Note: Items cannot be added until the collection is saved'. At the bottom of the form are three buttons: 'Save and Close' (blue), 'Save' (highlighted with a black circle containing the number 3), and 'Cancel'.

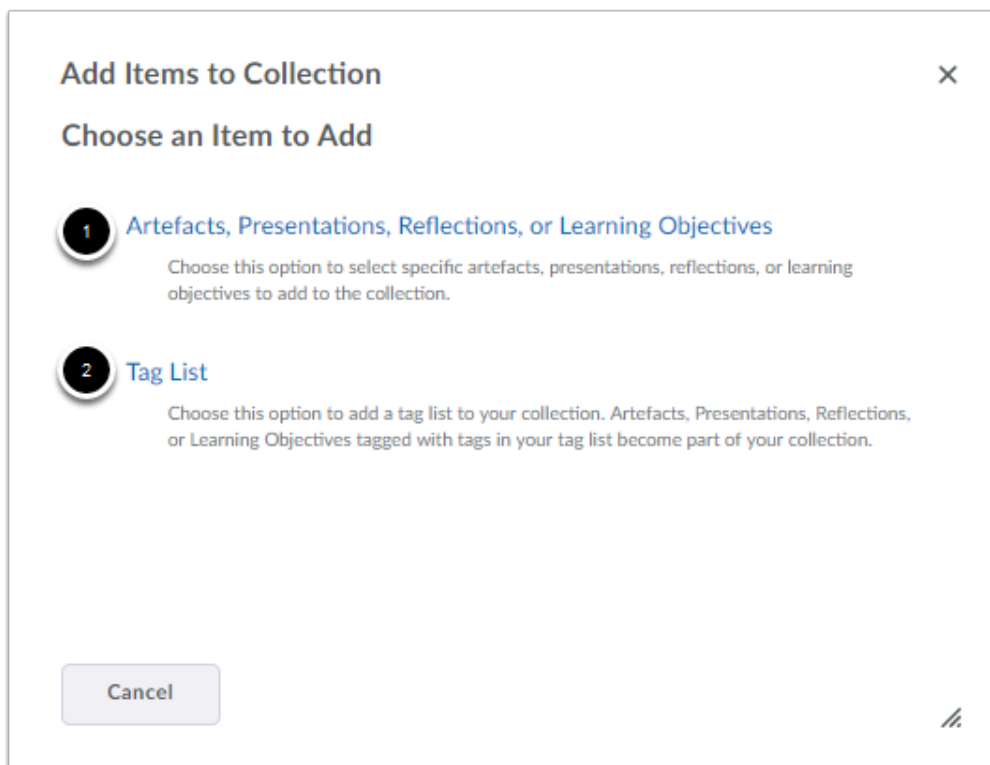
1. Give the collection a name.
2. Add a description to the collection (optional).
3. Click **Save**.

# Werkinstructies



A screen will appear where settings can be changed for the collection. Scroll to **Items in Collection**.

1. Click **Add to Collection** to add an item.




1. Click **Artefacts, Presentations, Reflections or Learning Objectives** to add items from your ePortfolio.
2. Click **Tag List** to add items from a specific [Tag list](#).


# Werkinstructies

### Items in Collection

Add to Collection

 [Show Search Options](#)

×

<input type="checkbox"/>		Item Details	Last Modified ▼	More Actions
<input type="checkbox"/>		<p><b>Item</b></p> <p>Open File: <a href="#">sample_submission.csv</a> [CSV 1,29 MB]</p> <p>Type: Artefact</p> <p>Dit is een item</p>	Jun 22, 2018 16:31	<div>×</div> <div>1</div>

20 per page ▼

**Save and Close**

2

Save

Cancel

1. Click on the X to remove an item from the collection.
2. Click **Save and Close**

# How do I work with tags in my ePortfolio?

Tags are words that you associate with an item to label them. You can search for items using a tag. All items from your ePortfolio can be linked with one or more tags.

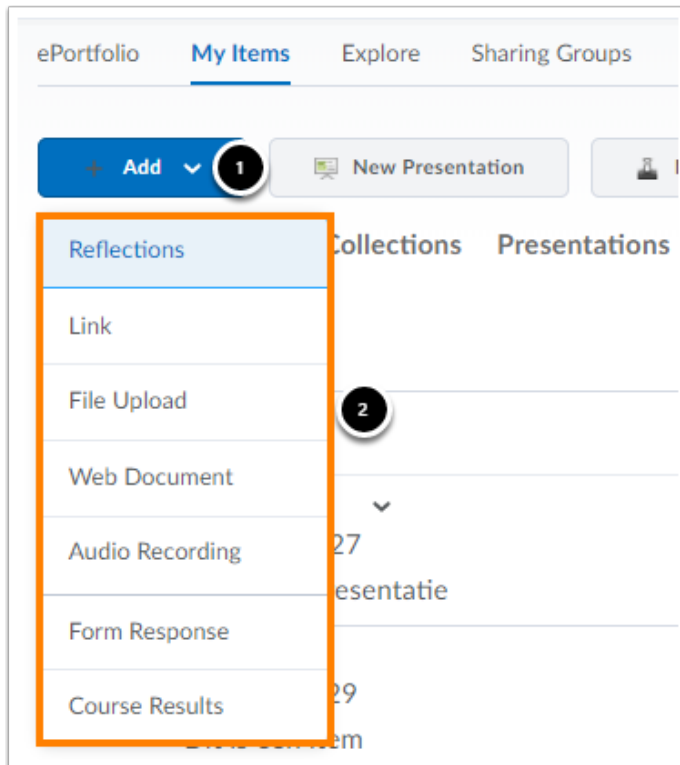
## Types of tags

There are different types of tags you can use;

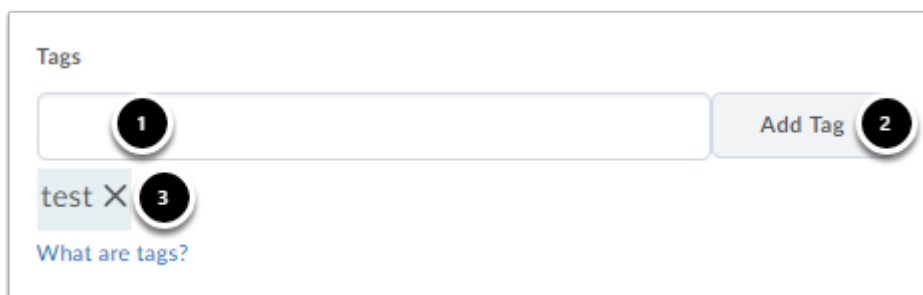
- Tags that consist of 1 word (default) and that can be seen and used by everyone (default).
- Tags that consist of multiple words and that can be seen and used by everyone (default).  
To use this, put the words of the tag between double quotation marks. For example: "writing and listening"
- Personal tags that only you can use and of which you do not want others to see.  
To use this, put a @ in front of your tag, e.g. @concept
- A combination; a tag with different words that is only visible to you. E.g. @ "concept plan of approach" is both private and consisting of multiple words

You can add tags [when you create the item](#) or [add tags to an existing item](#).

## Adding tags while making an item



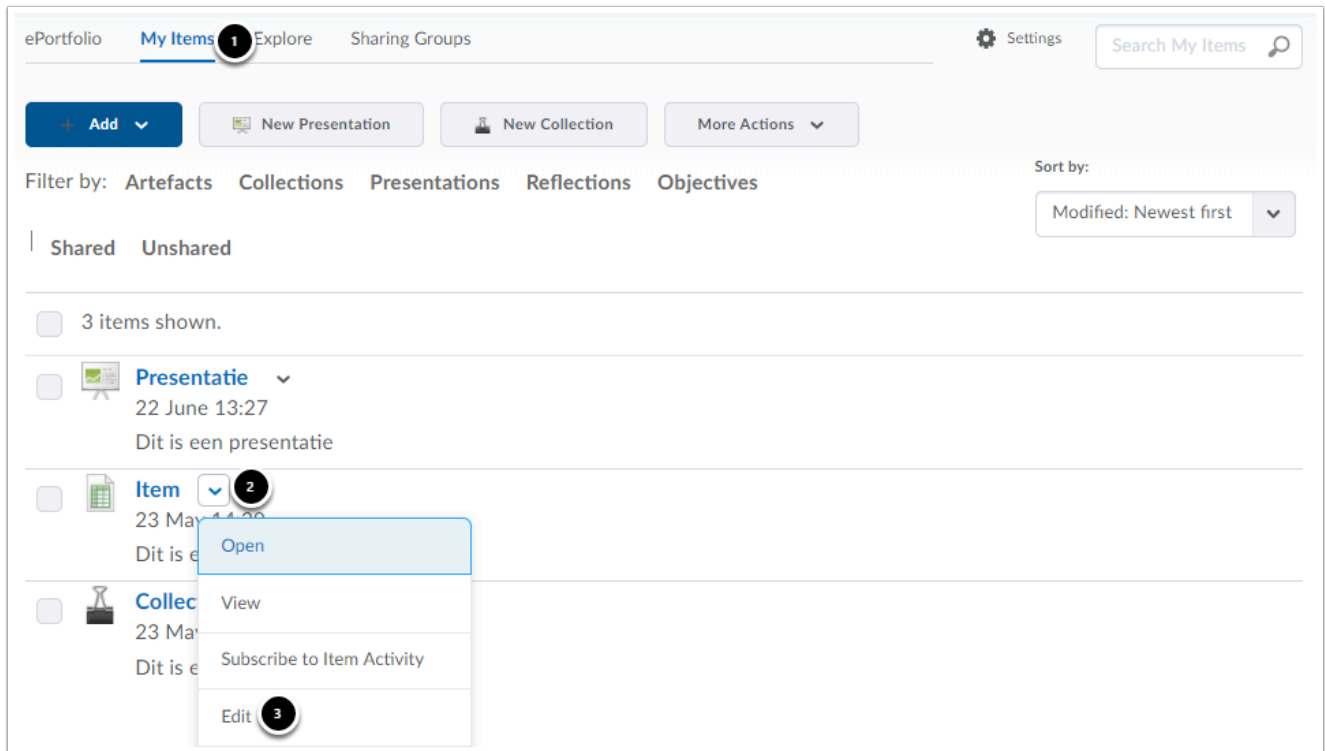
1. Click on the **My Items** tab.
2. Select the [type of item](#) you want to add.



After adding the item, a text field appears under the header Tags where the tags can be created.

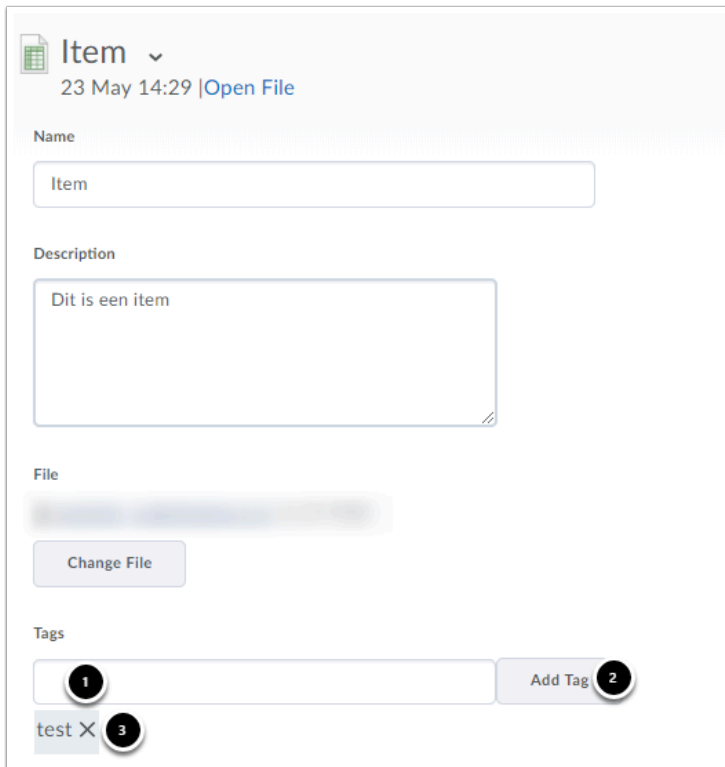
1. Type the name of a (new or existing) tag here. Brightspace gives suggestions based on what is being typed. If you have used tags before, you can select them from a list.
2. Click **Add Tag**. The tag is added and immediately linked to the document.
3. Click on the X next to the added tag to remove it again.

## Adding tags to an existing item



1. Click on the **My Items** tab.
2. Click on the arrow next to the relevant item.
3. Click **Edit**.

# Werkinstructies

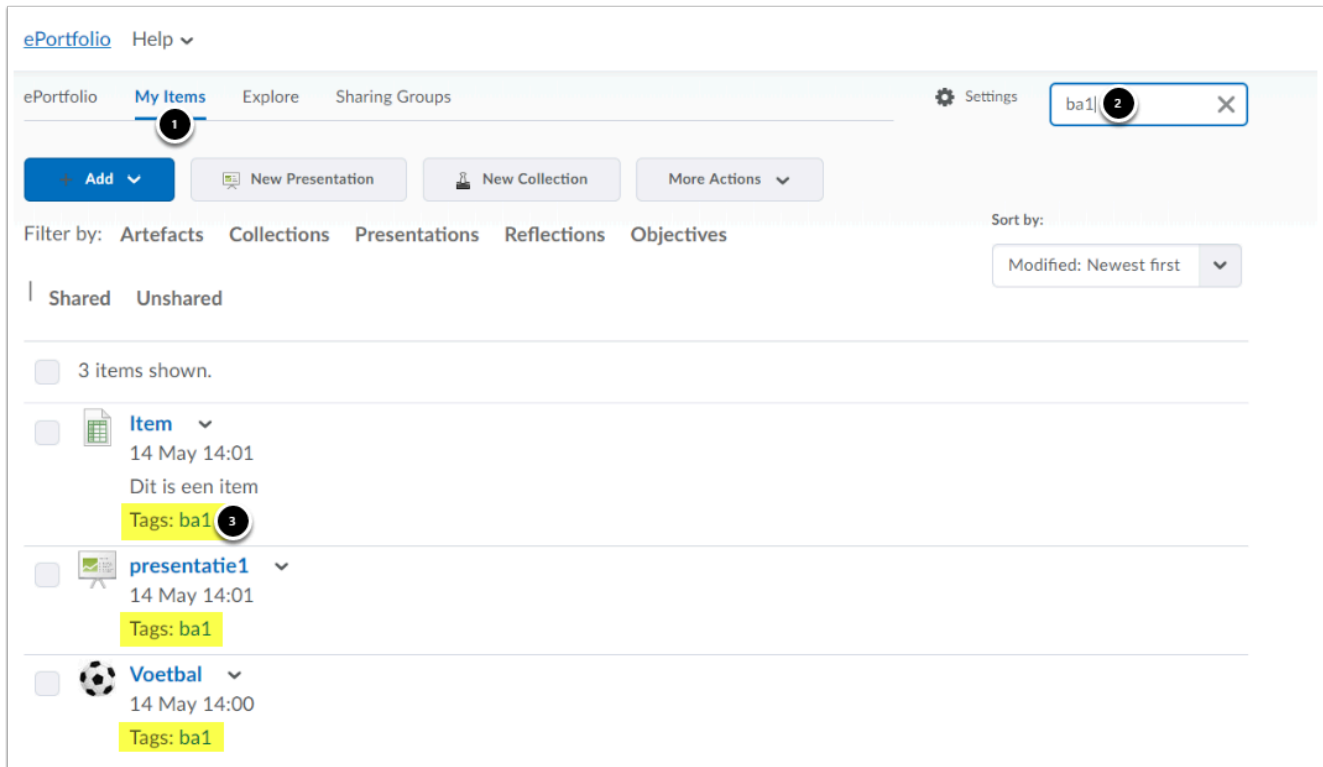


The screenshot shows the 'Item' form in Brightspace. At the top, it says 'Item' with a dropdown arrow, followed by the date '23 May 14:29' and a link 'Open File'. Below this are four sections: 'Name' with a text input field containing 'Item'; 'Description' with a text area containing 'Dit is een item'; 'File' with a blurred file name and a 'Change File' button; and 'Tags' with a text input field (callout 1), an 'Add Tag' button (callout 2), and a tag 'test' with an 'X' to remove it (callout 3).

1. Type the name of a (new or existing) tag here. Brightspace gives suggestions based on what is being typed. If you have used tags before, you can select them from a list.
2. Click **Add Tag**. The tag is added and linked to the document.
3. Click on the X next to the the added tag to remove it again.

# Werkinstructies

## Sorting and searching with tags



In the [My Items](#) tab of your ePortfolio, there are 2 ways of finding items using tags:

1. Click on the **My Items** tab.
2. In the search field, type the name of the tag you want to search for, or
3. Click the tag name under an item.



When you [share](#) an item, the linked tags of the item will also be sent to the receiver.

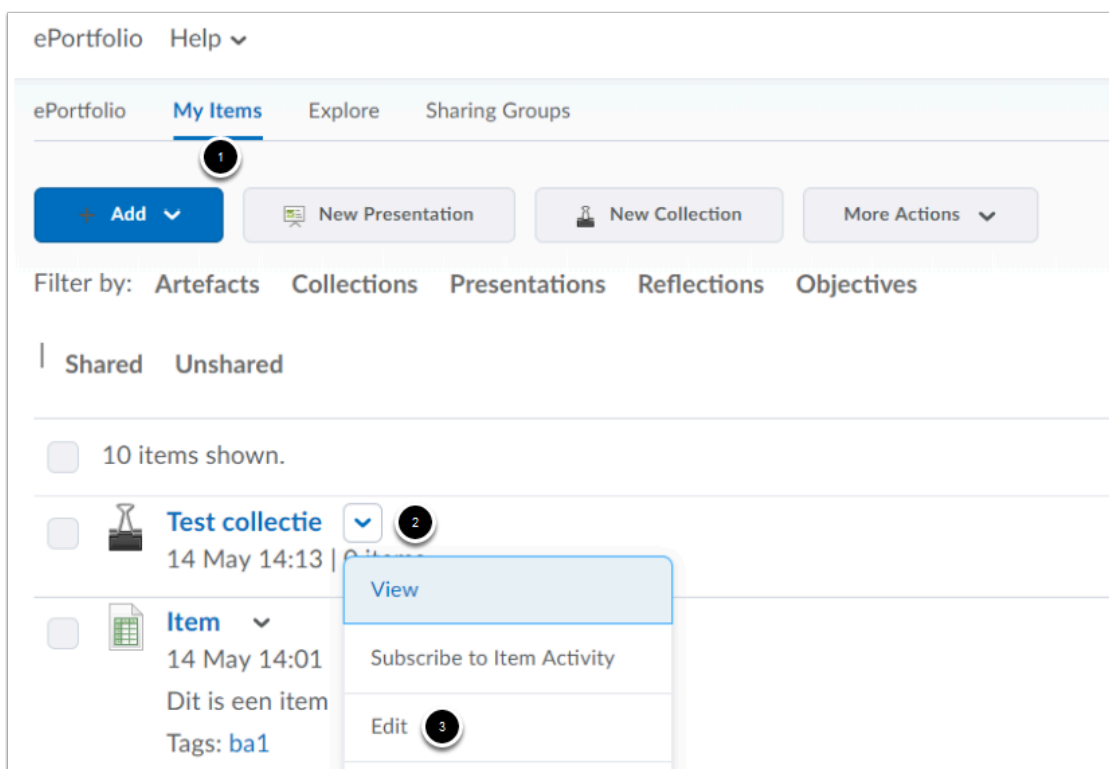


## Werkinstructies

# How do I use tag lists in an ePortfolio collection?

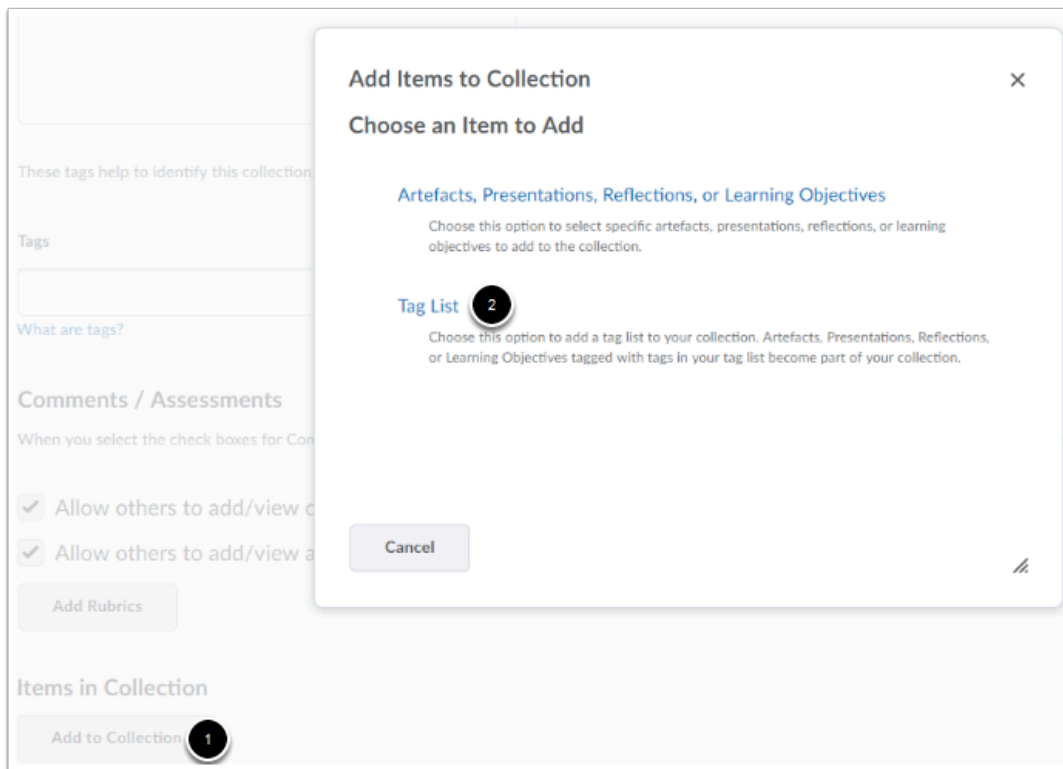
You can link a tag list to a [collection](#) that you have created in your ePortfolio. A tag list is a listing of one or more [tags](#) that are representative for that collection. All items in your ePortfolio that are tagged from a tag list of a collection, are automatically placed in this collection.

- i** A collection can also have tags, but this is something different than having a tag list. A tag list is used to automatically put other documents in the collection folder, whereas a tag to a collection is used to organize the collection itself.



1. Click the **My Items** tab.
2. Click on the arrow next to the collection in which you want to add a tag list.
3. Click **Edit**.

# Werkinstructies



Scroll to the bottom until you see the **Items in Collection** heading.

1. Click **Add to Collection**.
2. Click on **Tag List**.

The following screen will appear:

# Werkinstructies

### Tag List Details

Add items with all of these tags to the collection. [About tag lists](#)

Tag List Name \*

 1

Tags in List

2

Add Tag 3

ba1 ✕

[What are tags?](#)

Save 4

Cancel

1. Enter the name of the **Tag List** here.
2. Type the name of the tag here.
3. Click **Add Tag** to add the tag.
4. Click **Save** if all tags have been added to the tag list.

- A collection can contain multiple tags.
- A tag can be put into multiple tag lists.

- In a collection with a tag list that consists of multiple tags, only the items that have **all** tags from the list assigned will be placed in that collection.  
*For example: a tag list of a collection contains the tags green, blue and yellow. Only an item with both the green, blue, and yellow tag is automatically placed in this collection.*
- Do you want to have multiple individual tags in a collection? Then add multiple tags lists.  
*For example: a Collection contains a tag list with tag blue, a taglist with tag yellow and*

# Werkinstructies

*a taglist with tag red. Any item with the tag yellow and/or blue and/or red is automatically placed in this collection.*

## Werkinstructies

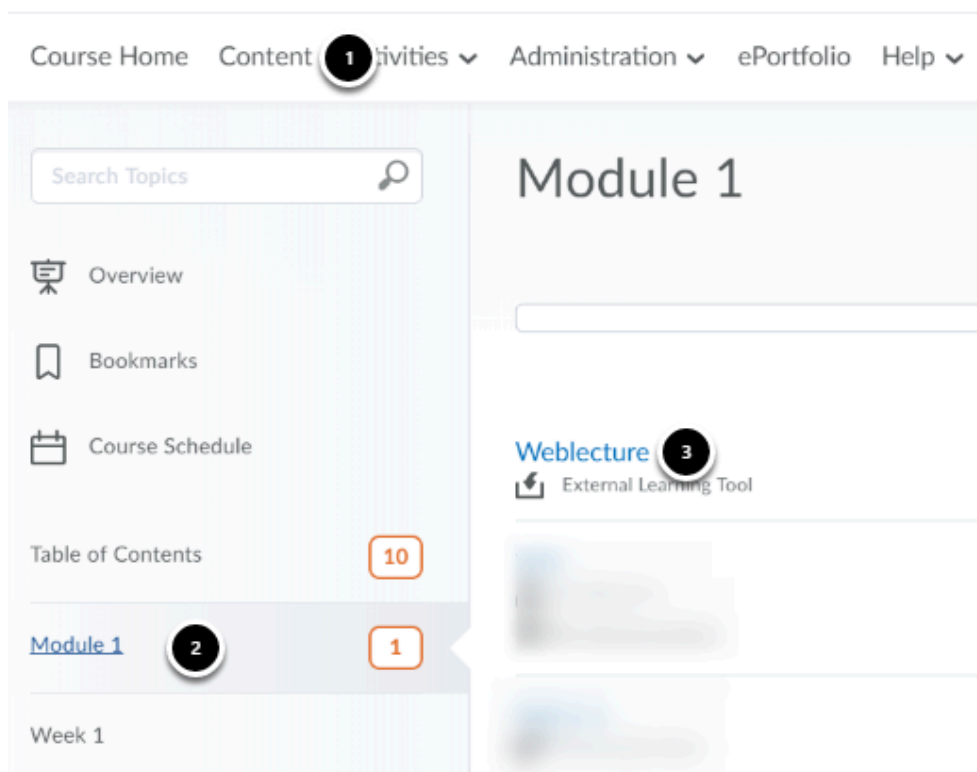
# How do I fill my ePortfolio with course information and results?

There are three different ways to add information of a course to your ePortfolio:

- [through a short reflection on course components;](#)
- [through the results and feedback on an assignment submitted in the course;](#)
- [through the Add/Course Results option within your ePortfolio itself.](#)

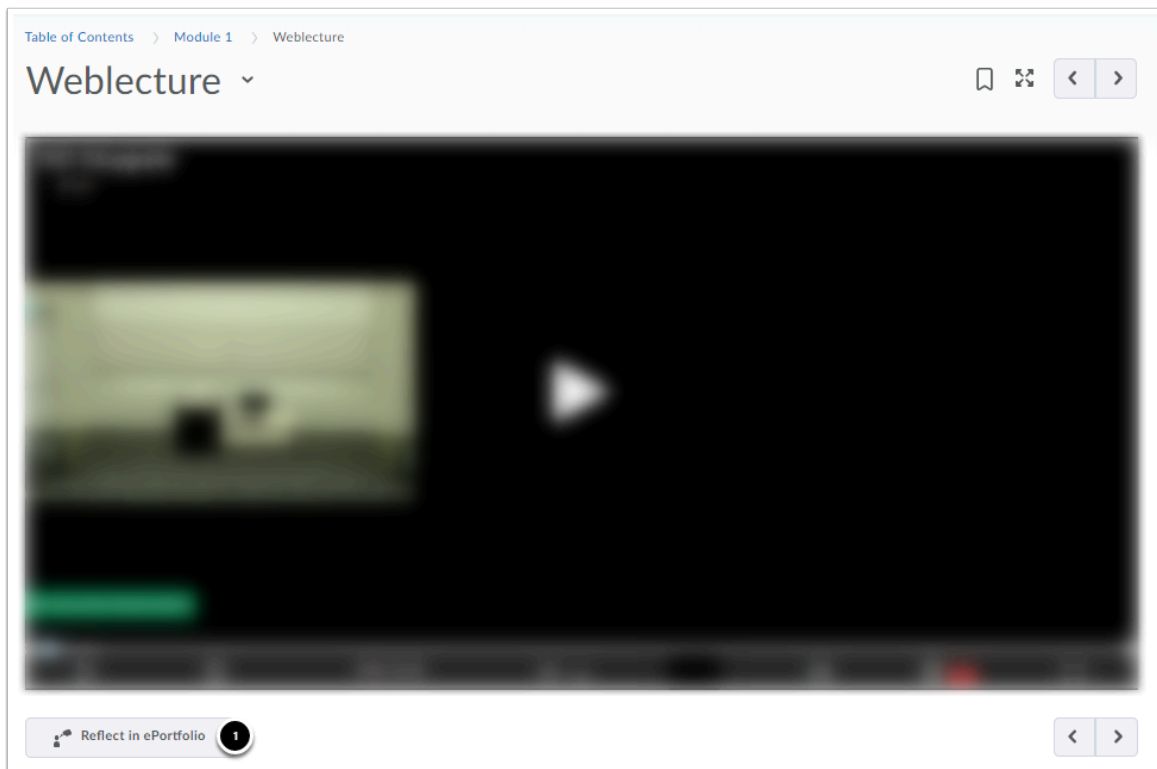
## Reflect in ePortfolio

If you want to write down a thought or comment about a topic (for example a document or an assignment) in the course, you can do so with the *Reflect in ePortfolio* button.



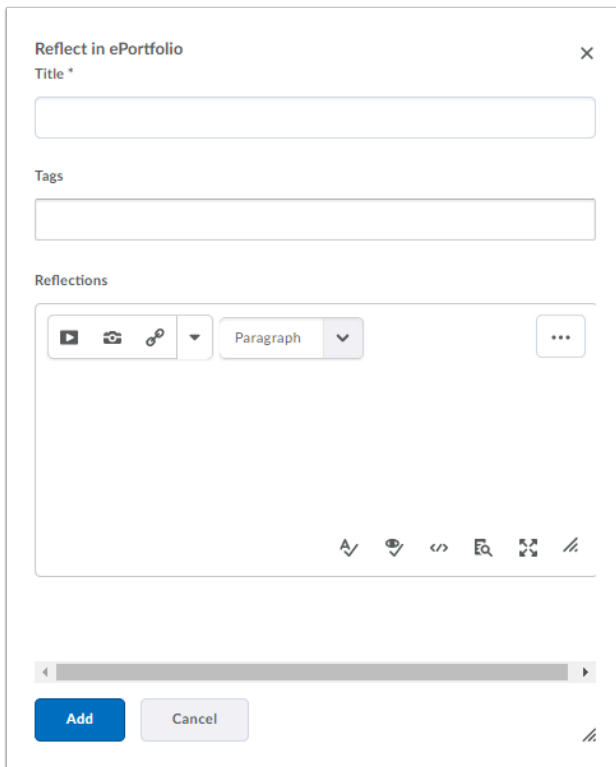
1. Within a course, click **Content**.
2. Click on the module where the topic is located.
3. Click the topic.

# Werkinstructies



The topic is opened, and the above screen (or something similar) appears.

1. Click **Reflect in ePortfolio**.

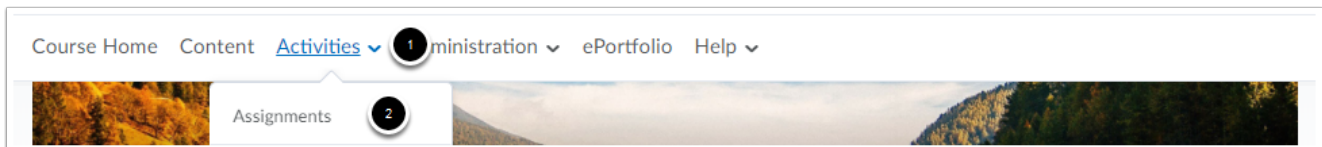


## Werkinstructies

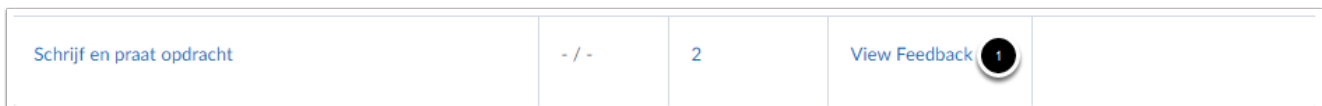
A window opens where you can write a reflection/comment. In order to easily find the reflection in the ePortfolio later, a [Tag](#) can be added to the reflection.

### Add to ePortfolio

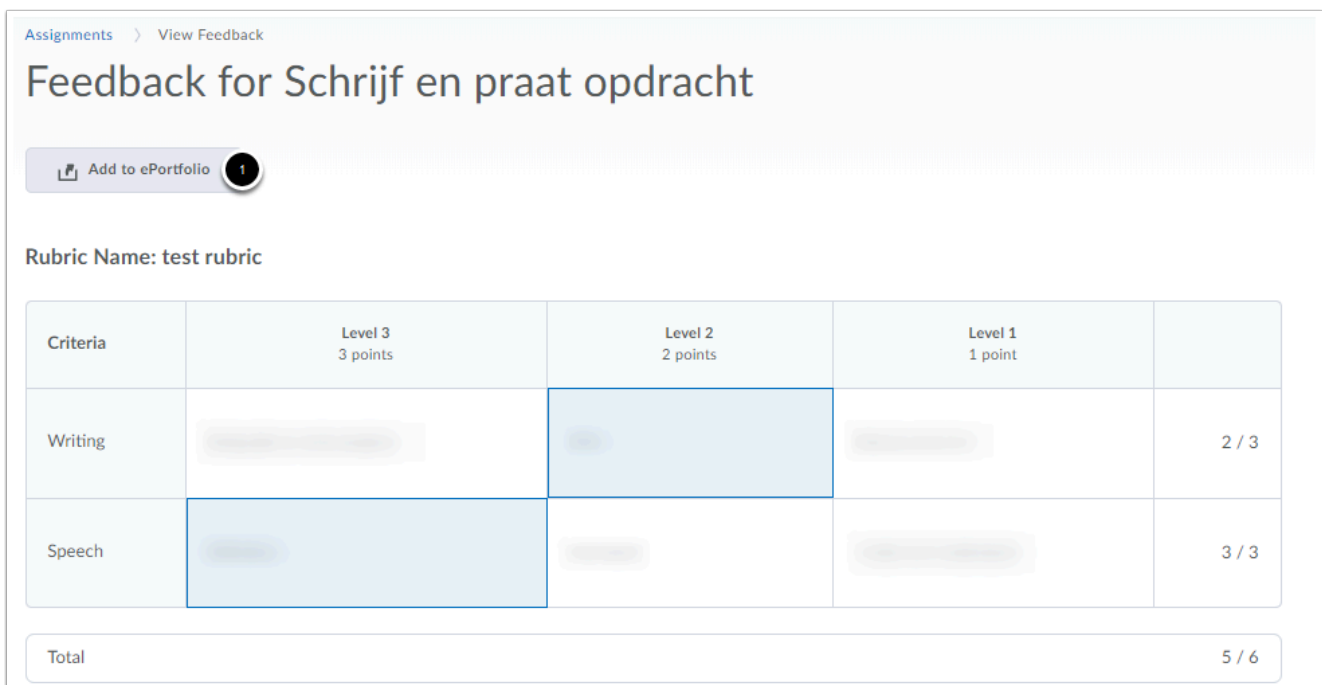
You can add the results or feedback on your course assignments to your ePortfolio. This is done as follows:



1. Click **Activities**.
2. Click **Assignments**.



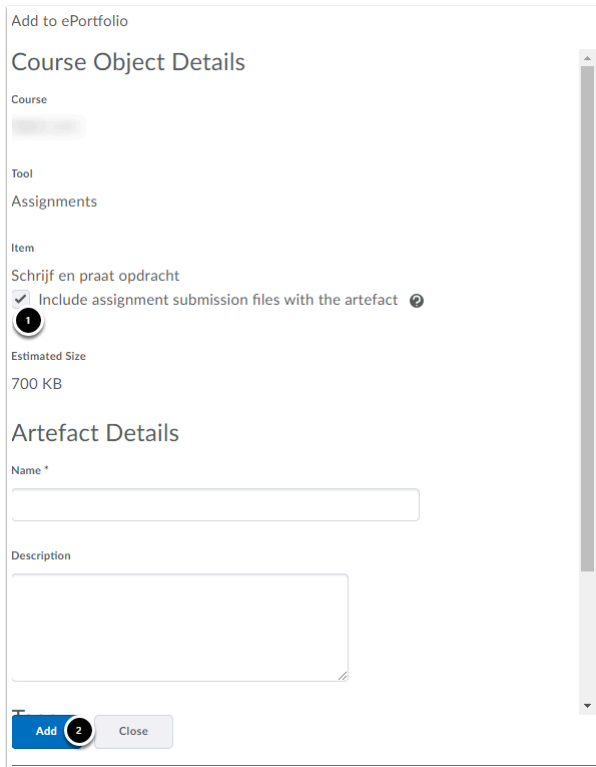
1. Locate the desired assignment and click **View Feedback**.



On the screen that appears you see the rubric filled in by the teacher and any [comments](#) that have been added.

# Werkinstructies

1. Click the **Add to ePortfolio** button.

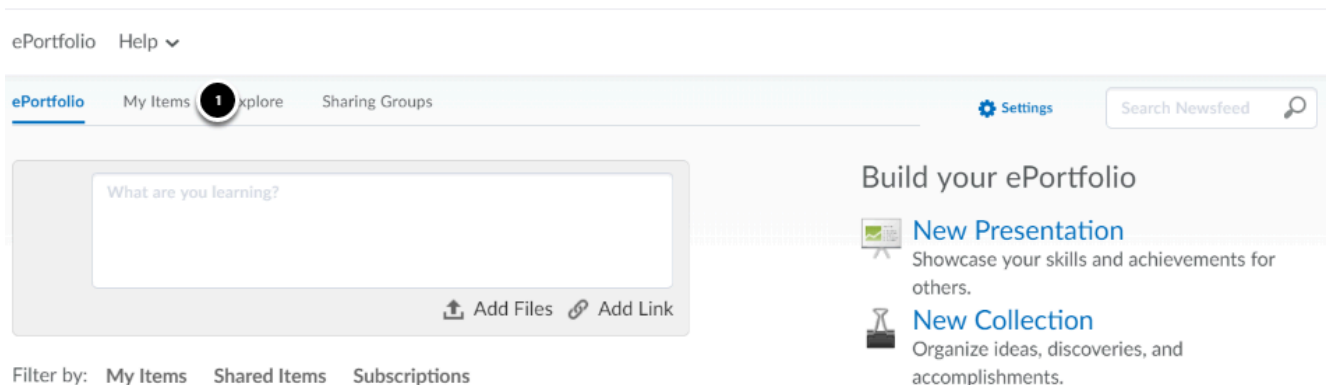


1. Select the check box if you want the submitted assignment to also be placed in your ePortfolio. Enter the remaining information and add a [Tag](#) (optional).
2. Click **Add**.

The filled in rubric can now be found in your ePortfolio.

## Add Course Results

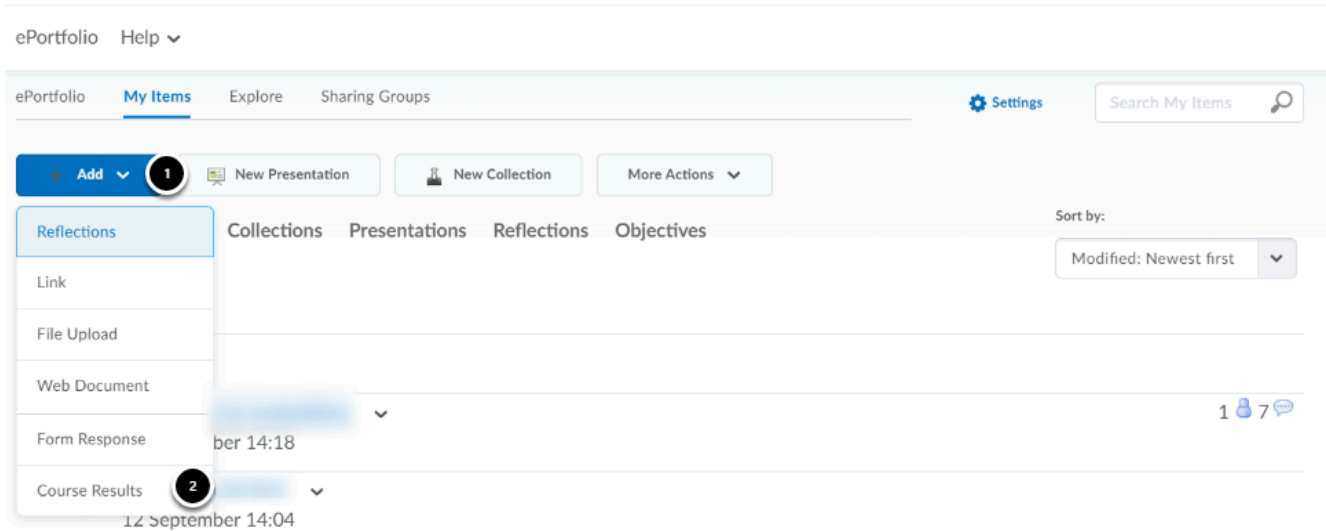
It is possible to add course results from the ePortfolio environment. This is done as follows:





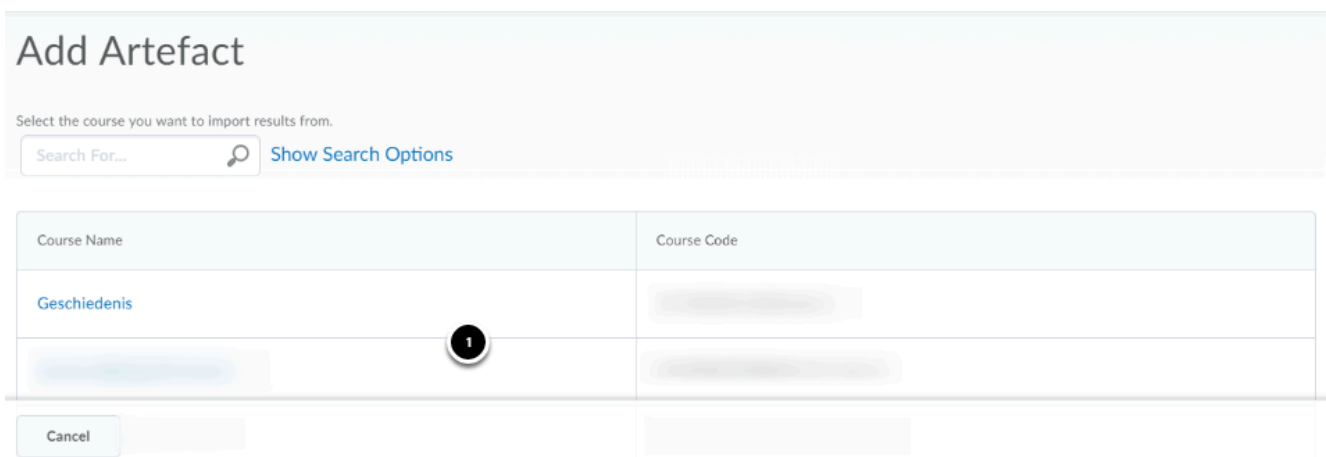
# Werkinstructies

1. Within your ePortfolio, navigate to the **My Items** tab.



1. Click **Add**.
2. Click **Course Results**.










The following screen now appears:



1. Click on the hyperlink of the desired course.

The following screen appears:

# Werkinstructies

<input type="checkbox"/>	Results	Type
<input type="checkbox"/>		Competencies
<input type="checkbox"/>		Assignment Submission Folder
<input type="checkbox"/>		Assignment Submission Folder
<input type="checkbox"/>		Assignment Submission Folder
<input type="checkbox"/>		Assignment Submission Folder
<input type="checkbox"/>		Assignment Submission Folder
<input type="checkbox"/>		Grades
<input type="checkbox"/>		Quiz
<input type="checkbox"/>		Quiz

A screen will appear similar to that of the picture above. Here you can add different types of course results, namely:

- Assignment Submission Folder: submitted assignments.
- Grades: grade list.
- Quiz: completed quizzes.
- Competency Results: this is not currently supported.

1. After making an item selection, click **Next**.

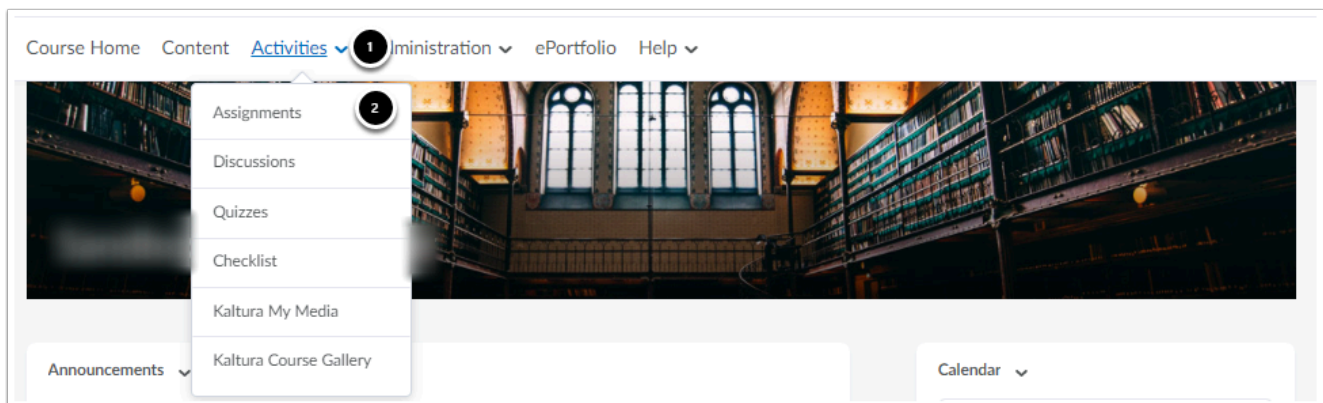
There will now be a screen where you can add a name and possibly a description/tags to the items. Click **Save** and the items will be added to your ePortfolio.

# How do I hand in a document from my ePortfolio to a course assignment?

A document from your ePortfolio can also be submitted to an assignment in a course.



For a general manual on handing in assignments, consult [this manual](#).



1. In the desired course, click **Activities**.
2. Click **Assignments**.

A screen with **Submission Folders** now appears. Click on the desired assignment to continue to the hand-in page.

# Werkinstructies

Course Home Content Activities Administration ePortfolio Help

## Assignment 1 - Submit Assignment

▶ Show Submission Folder Information

▶ Show Rubrics

### Submit Assignment

Files \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

Comments

Paragraph B I U Font Family Size

Submit Cancel

1. Click **Add a File**.

Add a File - Radboud University

My Computer

My Locker

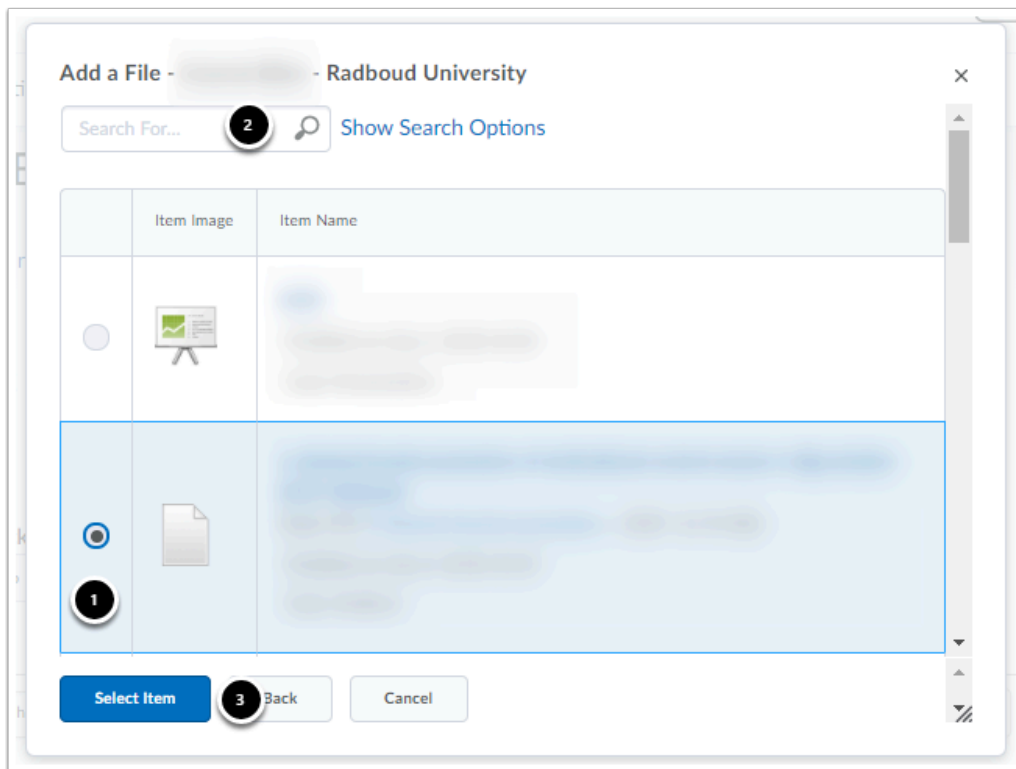
Group Locker

ePortfolio

Cancel

1. Click **ePortfolio**.

# Werkinstructies



1. Select the document you want to submit.
2. If finding your file is difficult, use the search function at the top of the screen.
3. Click **Select Item**.

A blue progress bar will now appear representing the upload process of the file. This can take a few minutes (specifically with large files).



It is possible to submit multiple ePortfolio files for one course assignment. However, you can only select one file at a time in the selection screen above. In order to submit multiple ePortfolio files for a course assignment, you will have to repeat the above steps (from the point of pressing the **Add a File** button) for each file.

# Werkinstructies

Course Home
Content
Activities
Administration
ePortfolio
Help

## Assignment 1 - Submit Assignment

Show Submission Folder Information
Show Rubrics


### Submit Assignment

Files \*

(1) file(s) to submit




After uploading, you must click Submit to complete the submission.

Add a File
Record Audio
Record Video


(11,25 MB) X




Source: ePortfolio

Comments







Paragraph

B
I
U

Font Family
Size

...

Submit
Cancel

When the upload is completed, the above screen will appear.

1. Click Submit.

The file has now been successfully submitted.

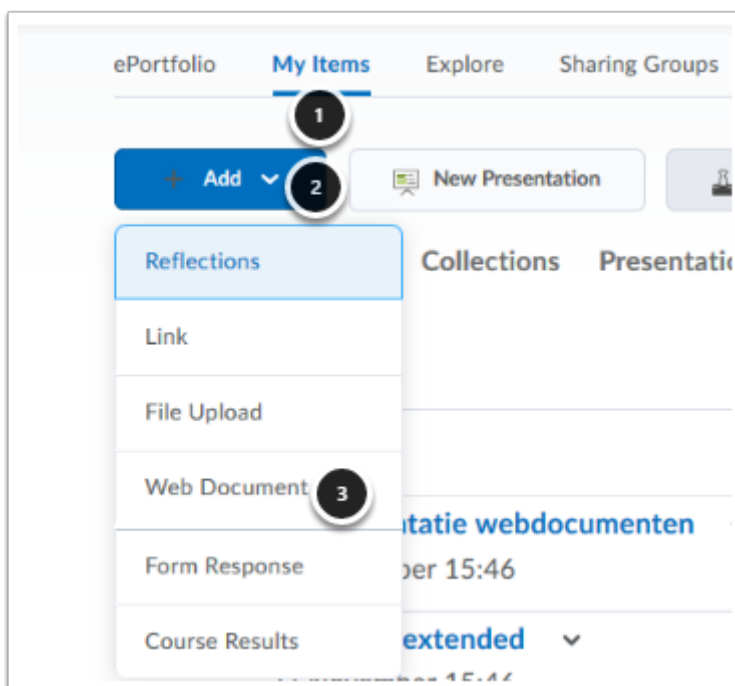
**i** It is also possible to submit an ePortfolio file via the **Content** tab. This is done through the **Choose Existing** button. A selection screen will then appear, with the ePortfolio option on it.

## Werkinstructies

# How do I use web documents to improve my presentation?

Web documents can be used to make your presentation more orderly. As a result you do not have to download separate items; they will be visible directly in your presentation. To do this, you have to create a [web document](#) and put it in your presentation.

## Create a web document



1. Click **My Items**.
2. Click the arrow next to **Add**.
3. Choose **Web Document**.

# Werkinstructies

# Add Artefact - Create a File

File Name \*

file name 1 .html


Content

2

1

Donec nec congue arcu, in molestie orci. In congue mattis aliquam. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque tempus a est sed rhoncus. Cras ac an malesuada nisi eget iaculis. Sed blandit purus vitae eleifend consectetur. Proin semper nibh ac metus mollis dictum. Aenean et dolor nec felis luctus posuere. Nunc sapien diam, molestie non nisi malesuada, placerat hendrerit ante. Mauris eros sem, mattis quis ultricies vel, viverra id purus. In ac dictum justo.

In ac leo sagittis, gravida nibh sit amet, fermentum sem. Cras justo est, sollicitudin vel risus in, ultricies vulputate felis. Vestibulum nec nunc at justo hendrerit dapibus in ac nisi. Pellentesque rhoncus nec augue ut sodales. Morbi id pulvinar sapien, eu sodales nisi. Morbi rhoncus interdum nisl, vel venenatis arcu facilisis sed. Praesent volutpat nunc faucibus rhoncus dictum. Duis ullamcorper ante sit amet nulla tincidunt auctor. Donec dapibus porttitor fermentum. Etiam suscipit, lectus sit amet vulputate consectetur, mauris sapien euismod mi, sit amet placerat massa nibh sit amet lacus. Cras nibh diam, gravida at ultricies nec, cursus id augue.



3

Next Cancel

1. Enter the name of the web document.
2. Add your items (for example the text).
3. Click **Next**.

By clicking Insert Stuff (marked here with the orange square), you can add images and videos to the web document.

**!** Please note that you cannot add a Word document to a web document directly. A link will appear that leads to the document. Instead, you can choose to copy and paste the text and images from your document and add them to the web document separately.



# Werkinstructies

## Add Artefact - Create a File

File

[file name.html](#) (2,74 KB)

Updated ePortfolio Space Usage: 655,64 MB (6,7 %) of 9,54 GB

Name \*

Description

Tags



[What are tags?](#)

1. Click **Save**.

## Adding a web document to the presentation

Radboud University

ePortfolio Help

testpresentatie webdocumenten

27 November 15:46 [View Presentation](#)

Properties Content/Layout

Content/Layout

Change the location for navigation, change the layout of the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

Pages

New Page

### Add Content - testpresentatie webdocumenten

Select the type of content to add

- Artefact
- Artefact, reflection, or learning objective from a collection
- Artefacts or reflections by learning objective
- Reflection
- Text area

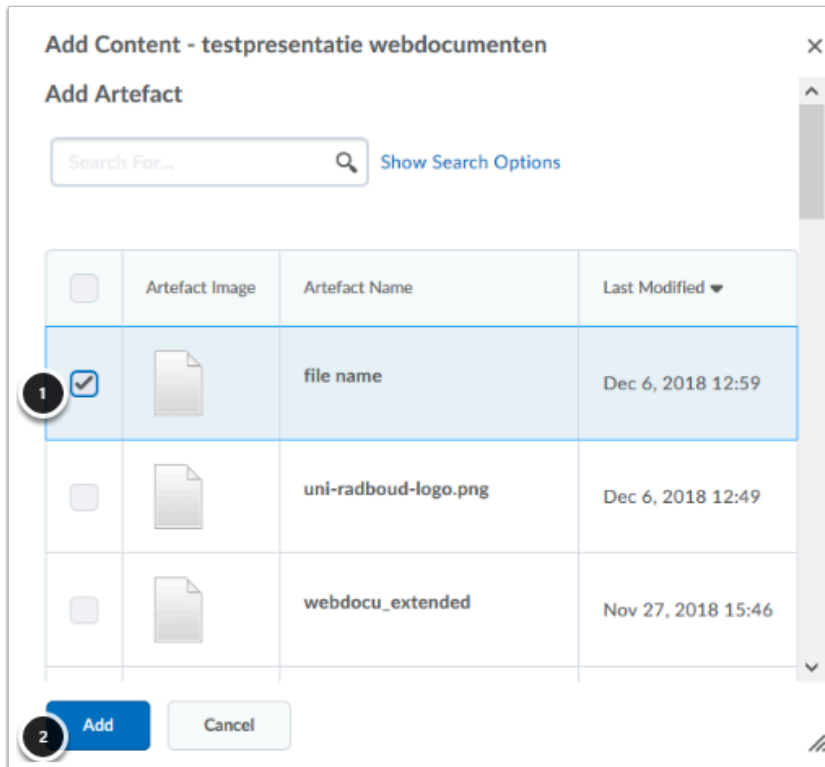
Cancel

2 Add Component

## Werkinstructies

You can add the web document to your presentation. Do you not yet have a presentation? Read how to create one [here](#).

1. Click **Content/Layout**.
2. Click **Add Component**.
3. Choose **Artefact**.



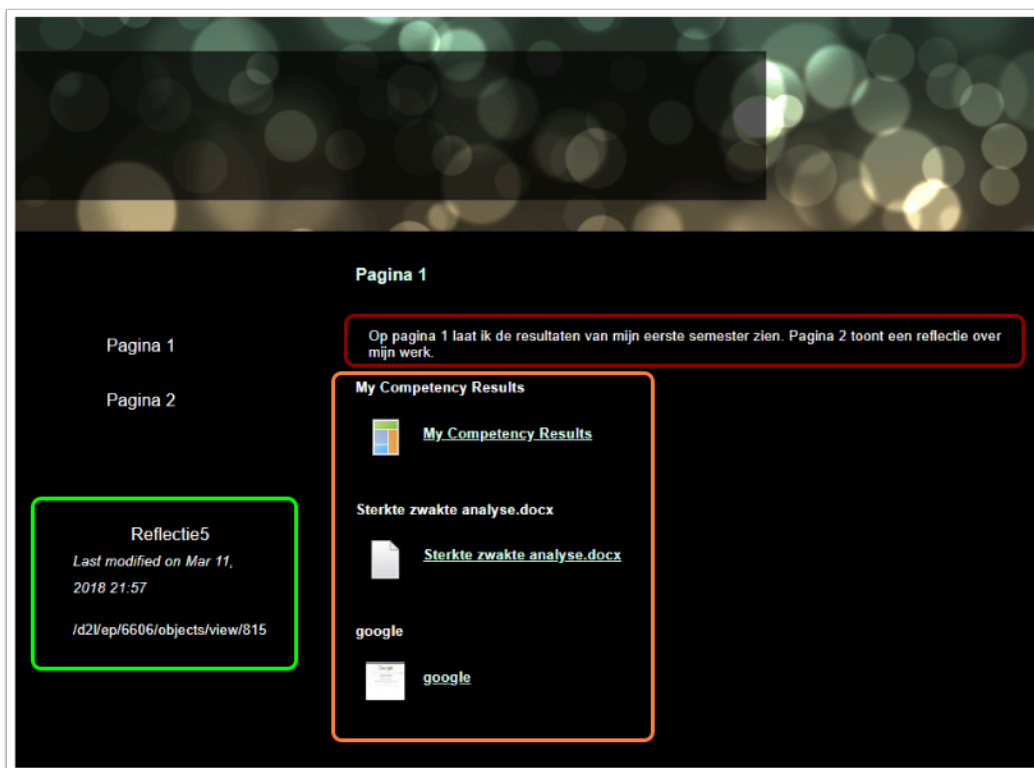
1. Select the web document.
2. Click **Add**.

You have now added the web document to your presentation.

# Best practice: creating presentations in my ePortfolio

This manual shows what kind of different possibilities and settings there are when creating a presentation in your ePortfolio. The various settings are explained below based on three example presentations. A manual for creating a basic presentation can be found [here](#).

## Example presentation 1

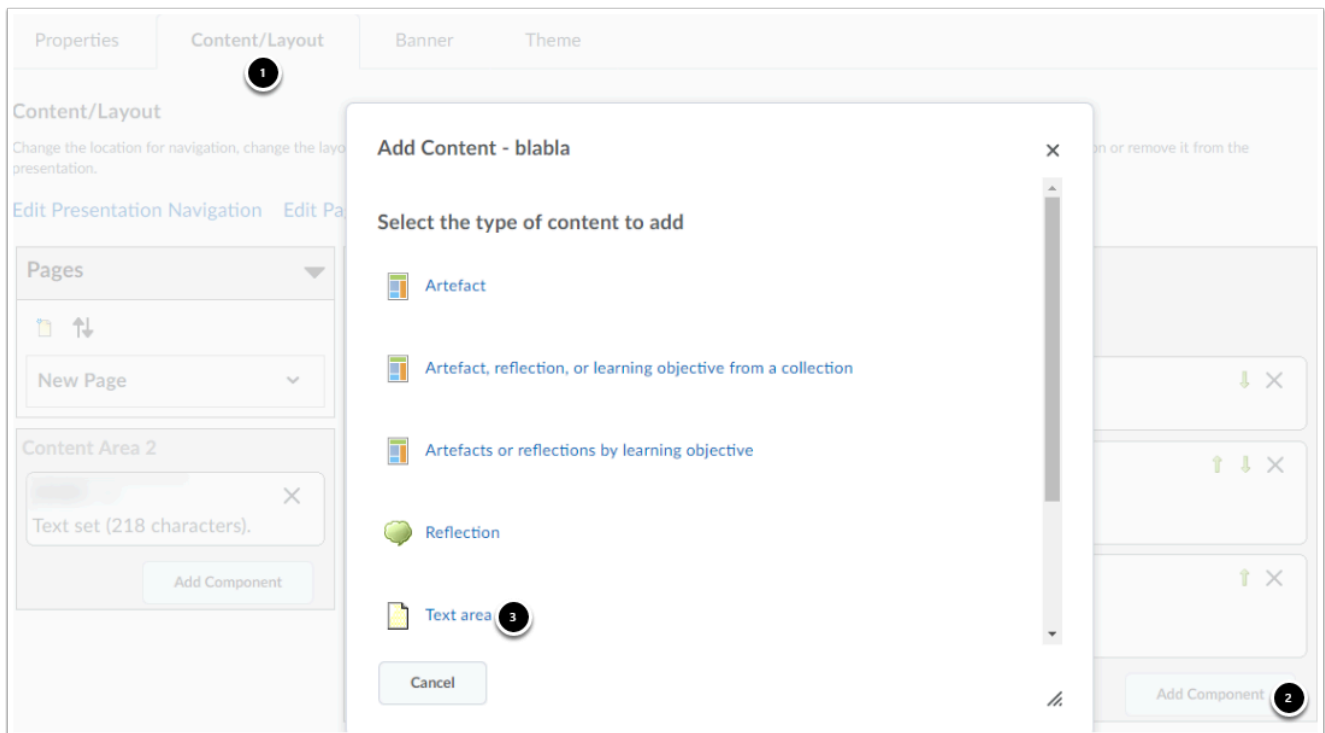


Various types of artefacts have been placed in this presentation. Below you can read what the differences are and how you can place an artifact in a presentation.

## The red square - adding text

The red square contains a **text** that is written directly in the presentation. How you do that is described below.

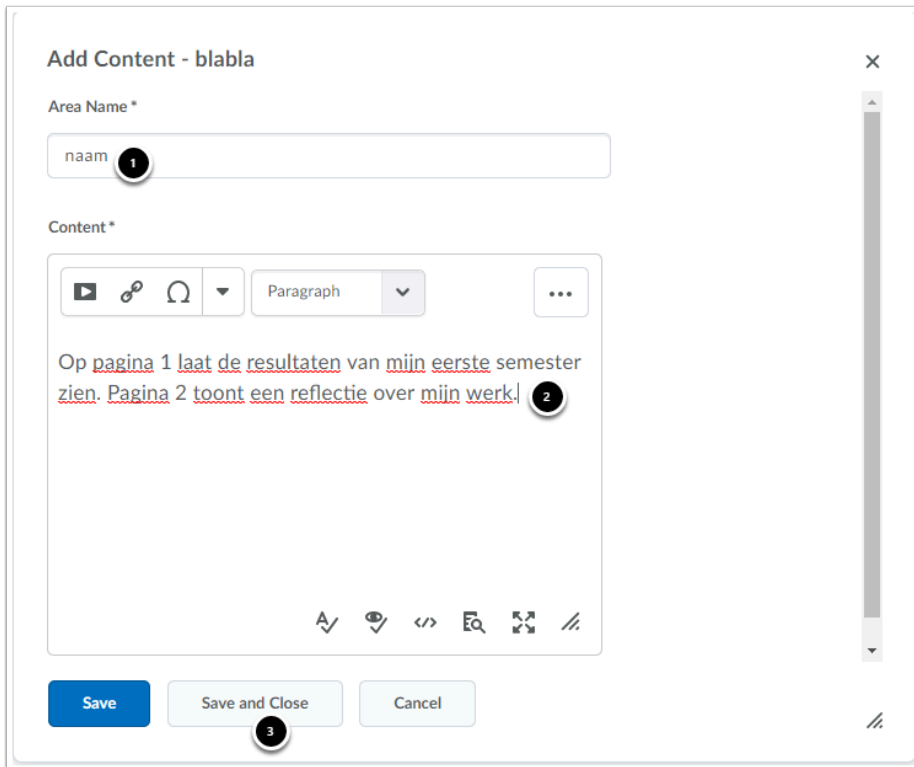
# Werkinstructies



Create a [presentation](#).

1. Click on **Content/Layout**.
2. Click **Add Component**.
3. Click **Text area**.

# Werkinstructies

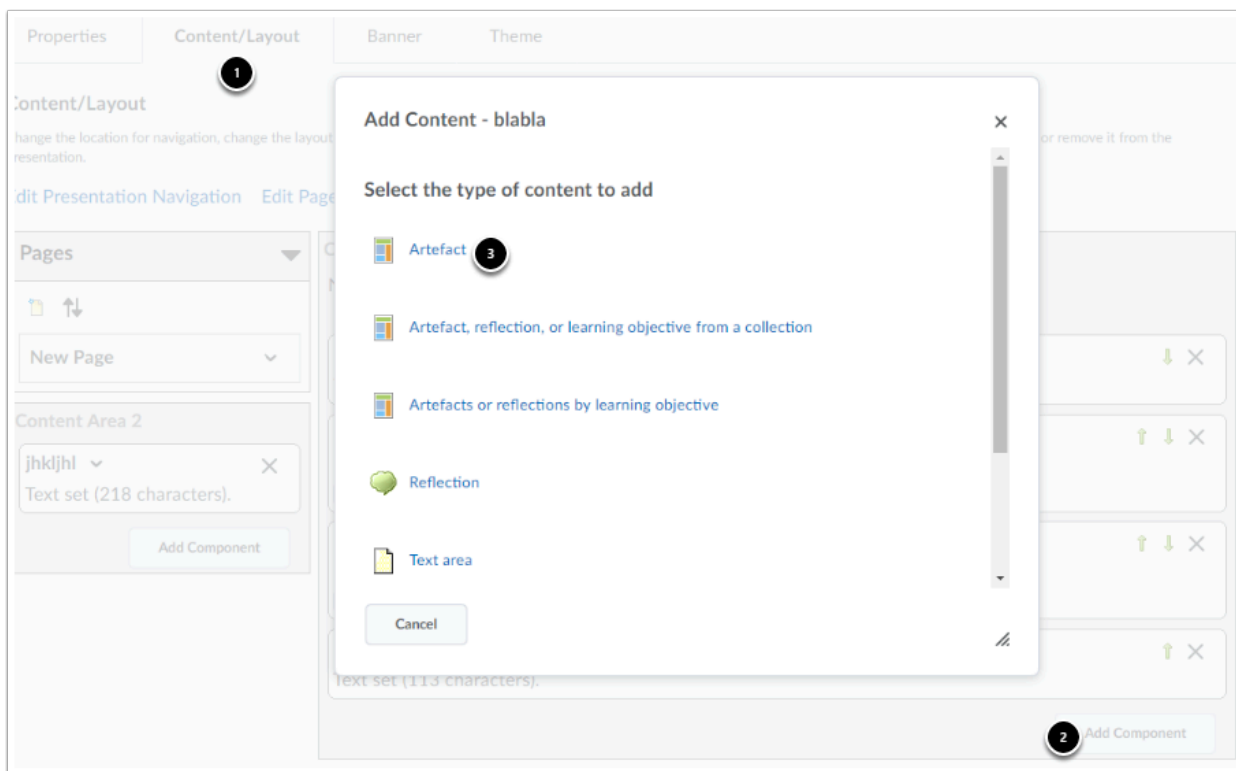


1. Enter the name of the text file. This will not be visible in the presentation itself.
2. In **Content \***, enter the text that should be displayed in the presentation.
3. Click **Save and Close**.

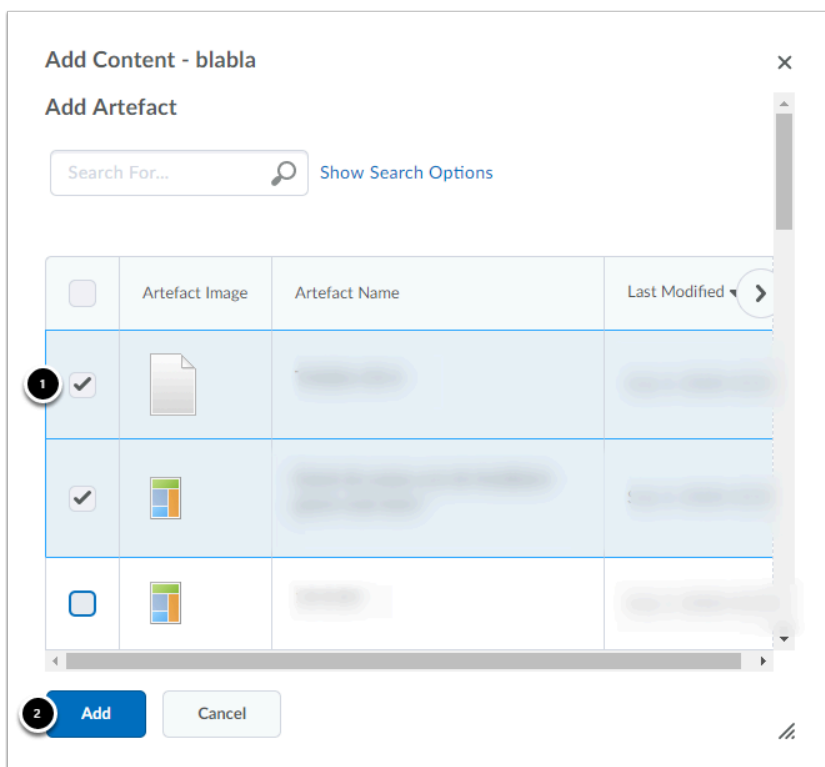
## The orange square - adding different artifacts

The orange square contains artefacts that have been placed in the presentation. The person with whom you share the presentation can download these artefacts from the presentation. How you place an artefact in the presentation is described below.

# Werkinstructies



1. Click on **Content/Layout**.
2. Click **Add Component**.
3. Click **Artefact**.



## Werkinstructies

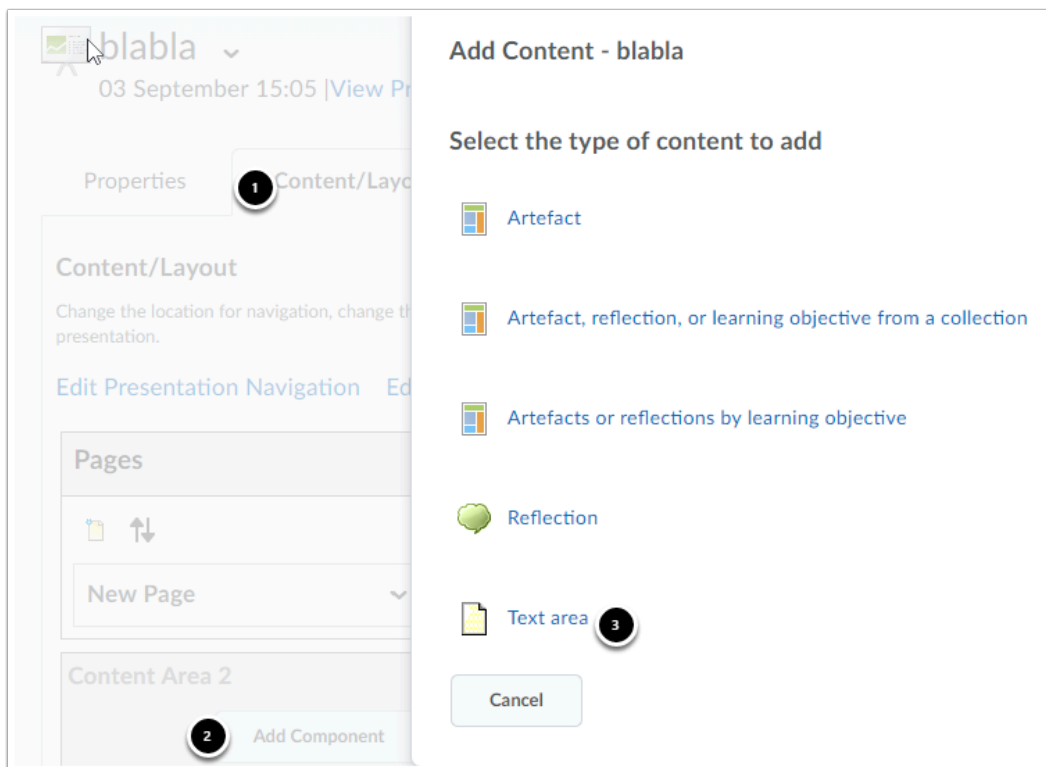
1. Select one or more artefacts.
2. Click **Add**.

### The green square - adding a link

The green square is in Content Area 2. This is a different content area than Content Area 1. You can opt to position the artefacts here which you want to have next to the Content Area 1. For example, a reflection that is about an artefact positioned in Content Area 1.

In the green square there is a link to a reflection. This link refers to the item in your ePortfolio. It is thus possible to react directly to the item, add reflections to it or even edit it. A description of how this is done can be found below. It is also possible to put the document in your presentation yourself, but this will take up more space in your presentation.

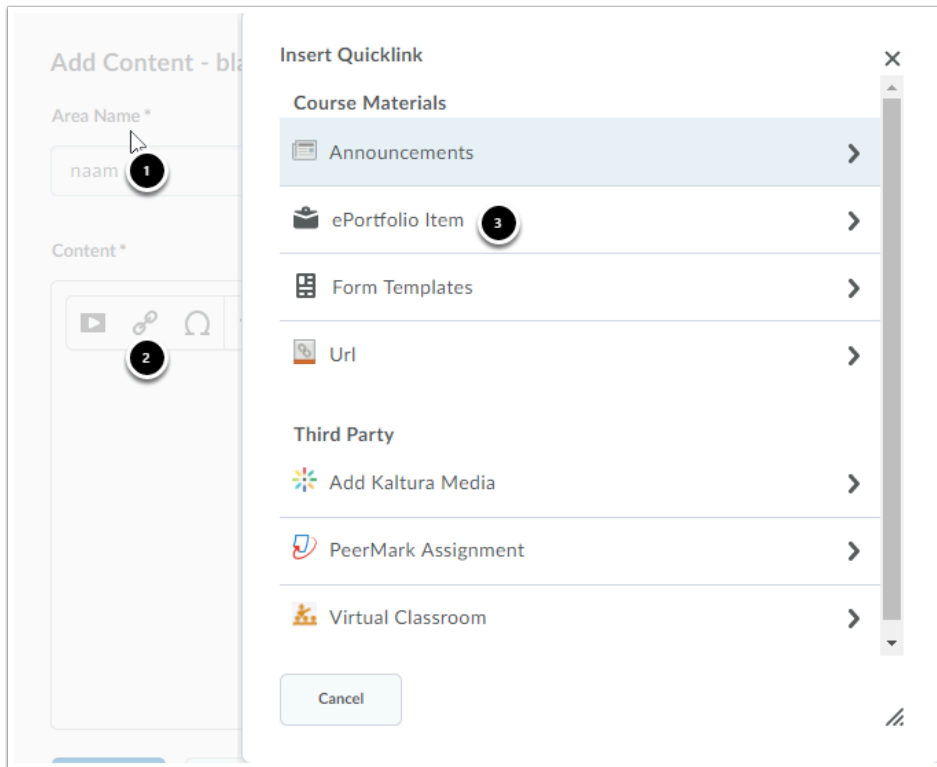
**i** Beware; if you put a link in a presentation, the recipient must have the document in his ePortfolio. Always share the item itself with the recipient, if you have not done this before.



1. Click on **Content/Layout**.
2. Click **Add Component**.

# Werkinstructies

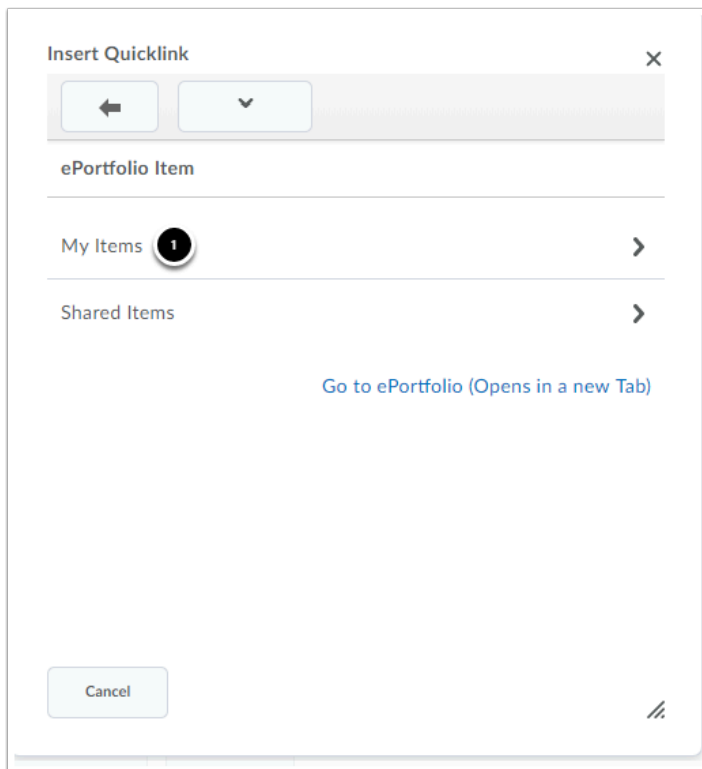
3. Click on **Text Area**.



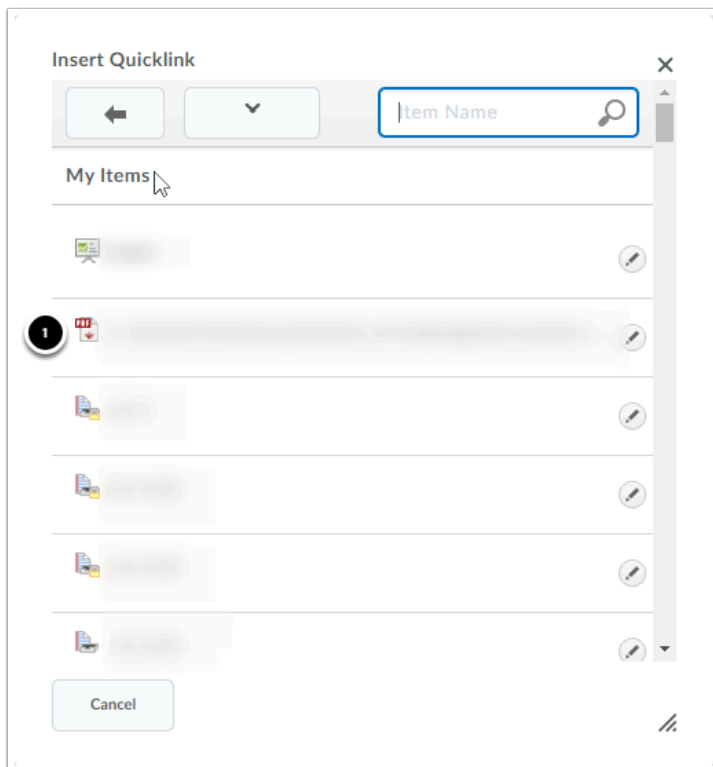
1. Type an **Area Name**.
2. Click on the **Insert Quick-link button**.
3. Choose an **ePortfolio Item**.



# Werkinstructies



1. Click **My Items**.

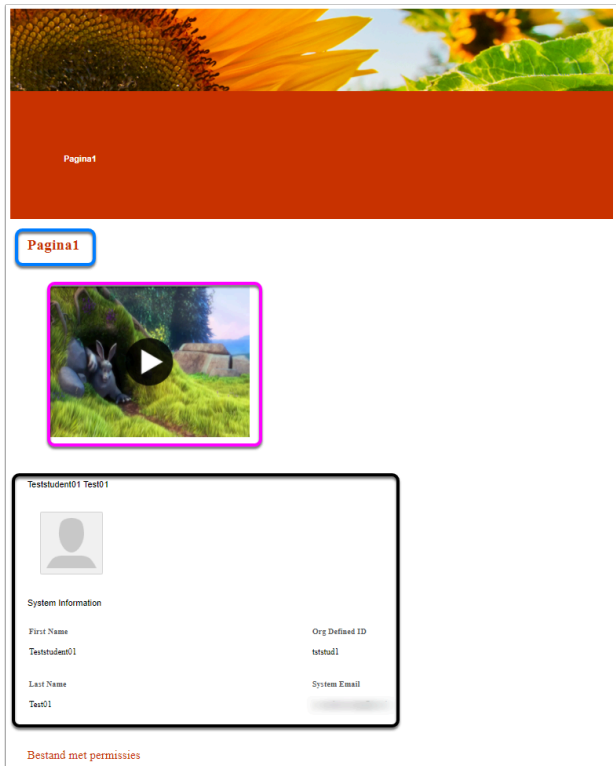


1. Select the Item.

## Werkinstructies

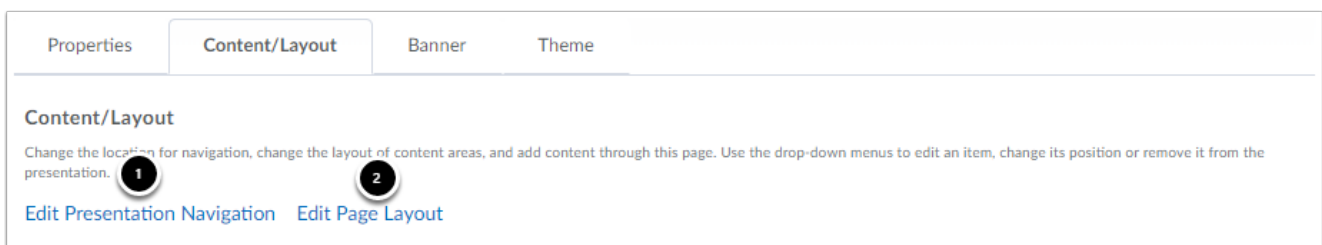
Then click **Save and Close**. The link is now in the presentation.

## Example presentation 2



In presentation two there are four distinct techniques used to edit the presentation. You can change the font of your presentation, change the layout of your presentation, show a video directly or put your personal information. How you do this is explained below.

## Adjusting the layout

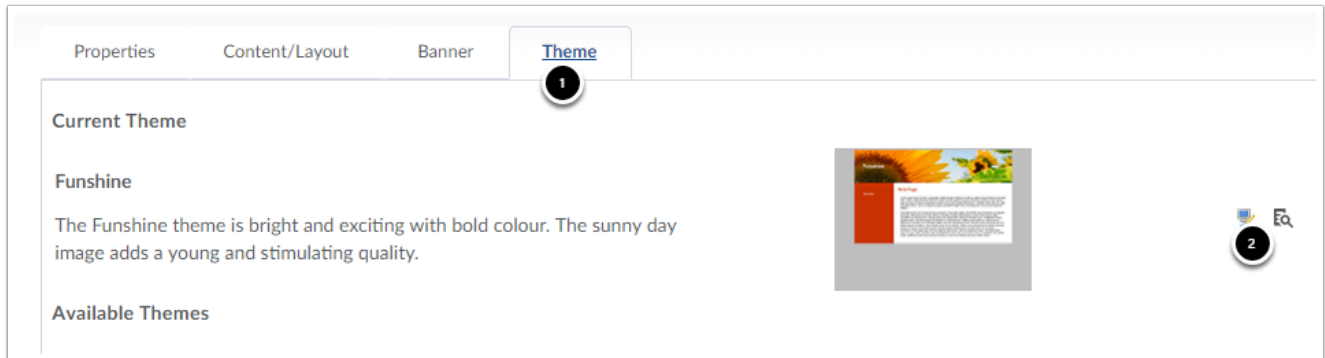


1. In the **Content/Layout** tab, click **Edit Presentation Navigation** to change the location of the table of contents bar. You can put the table of contents on the left, the right or on top of the content.

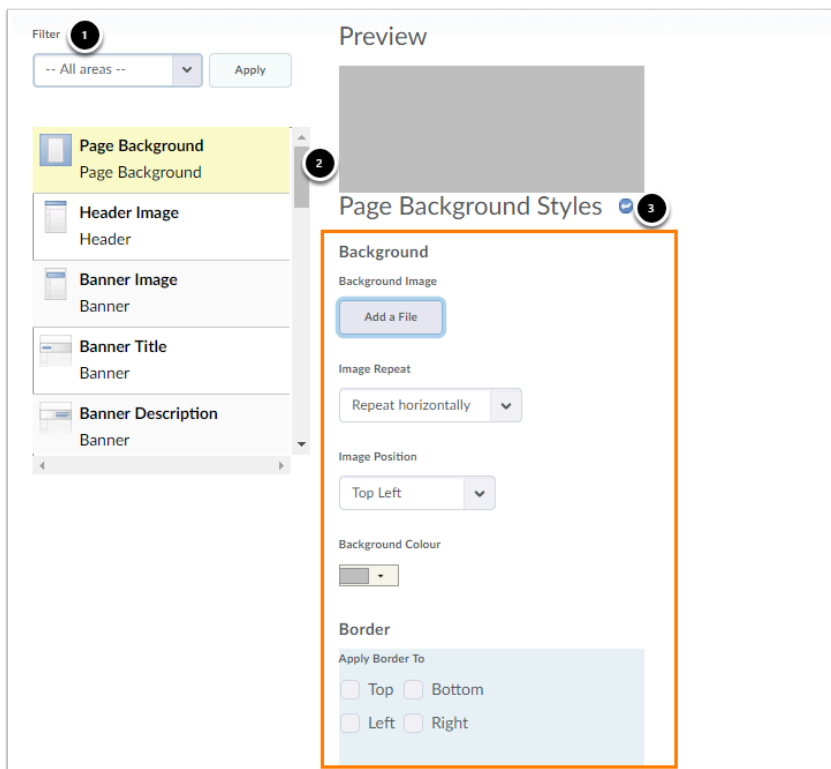
## Werkinstructies

- Click **Edit Page Layout** to adjust the layout of the presentation. You can opt for two content boxes or one content box. The second content box will be placed next to the first.

## The blue square - adjusting the font



- Click on the **Theme** tab.
- Then click on the icon to the right of the example theme.



When selecting a theme you can determine more than just the background. You can adjust the entire design of the presentation. The font, the colors, the style and you can even upload your own pictures as a background.

## Werkinstructies

1. Click **All Areas** to select the area you want to adjust. Then click **Apply**.
2. Drag the scroll bar to select the desired item.
3. Click on this icon to reset the settings to the original values.

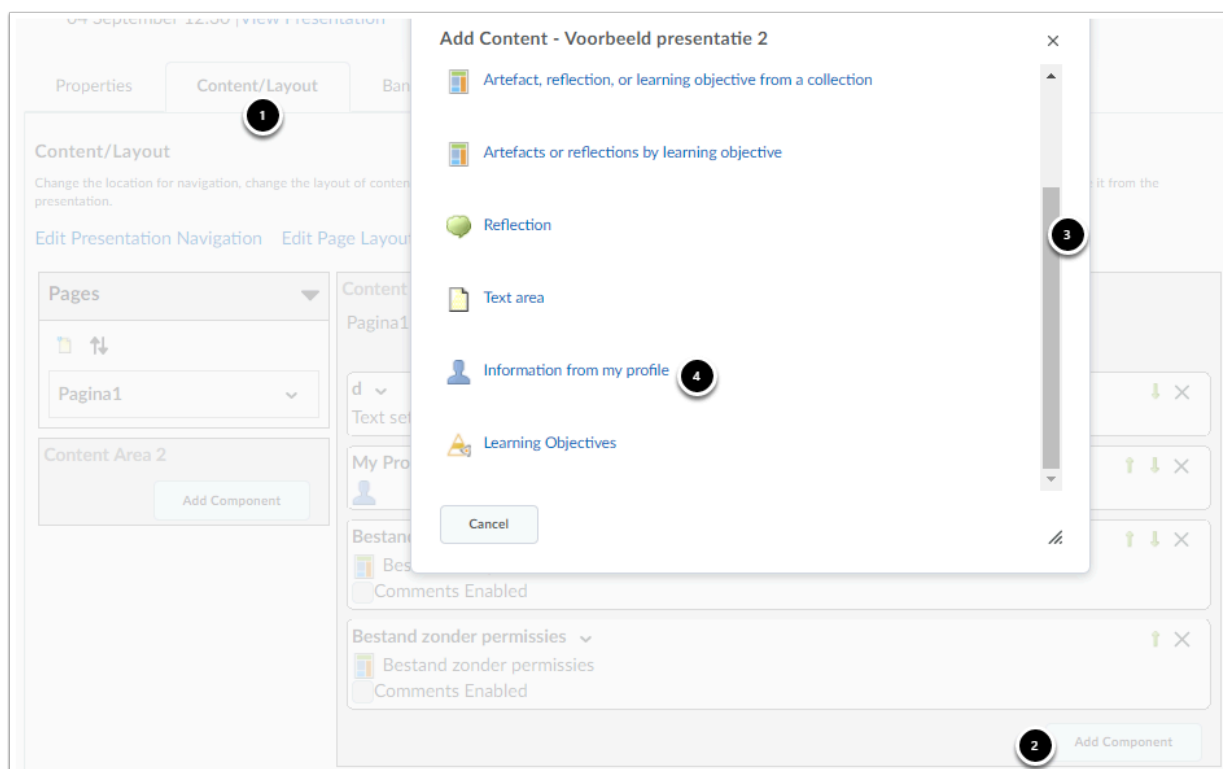
In the orange square you can change the settings of the selected area.

### The purple square - adding a video

You can place a video of up to 100 MB in the presentation.

### The black square - adding personal information

You can put your personal profile information in your presentation all at once. This is done as follows:

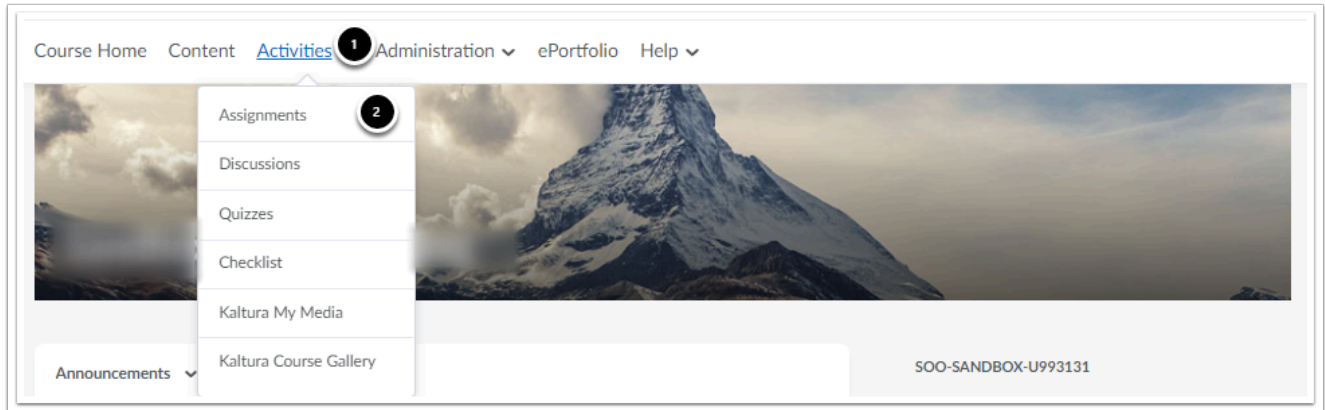


1. Click **Content/Layout**.
2. Click **Add Component**.
3. Scroll down.
4. Click **Information from my profile**.

The information has now been added.

## Adding assignment feedback to your presentation

When you have made an assignment well, you may want to show the received feedback in your presentation. This is done as follows:



1. Go to the course where the assignment is located and click on **Activities**
2. Click on **Assignments**

Assignment	Score	Submissions	Feedback	Due Date
No Category				
<a href="#">Assignment 1</a>	- / -	2	<a href="#">View Feedback</a> <b>1</b>	

At the desired assignment, click **View Feedback**

# Werkinstructies

Assignments > View Feedback

## Feedback for [Assignment Name]

Add to ePortfolio

Submission Feedback

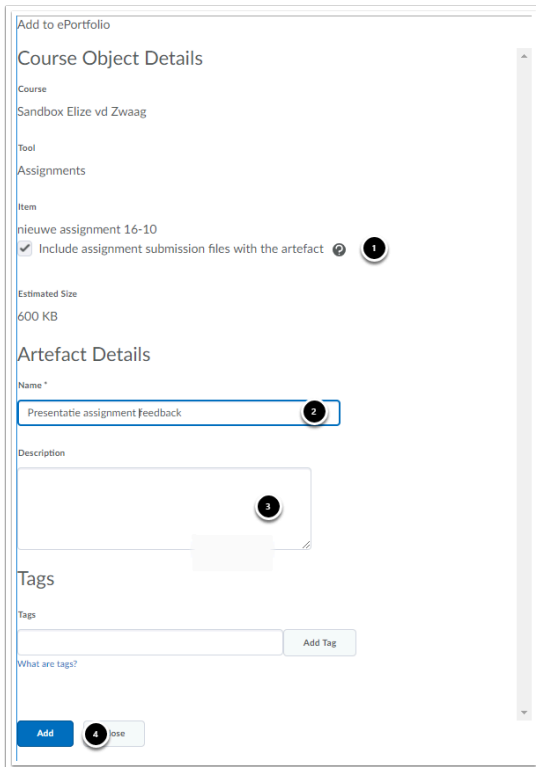
Rubric Name: Rubric 1-2-2018

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	
Criterion 1	✓				4 / 4
Criterion 2		✓			3 / 4
Criterion 3		✓			3 / 4
Total					10 / 12

A screen similar to that shown above will appear, with a summary of the feedback you have received.

1. Click on Add to ePortfolio.

# Werkinstructies



Add to ePortfolio

Course Object Details

Course  
Sandbox Elize vd Zwaag

Tool  
Assignments

Item  
nieuwe assignment 16-10

☒ Include assignment submission files with the artefact

Estimated Size  
600 KB

Artefact Details

Name \*

Presentatie assignment feedback

Description

Tags

Tags

Add Tag

What are tags?

Add

Close

A window appears similar to that shown above.

1. Check **Include assignment files with the artifact** to have blue hyperlinks in your feedback to the original documents that you have submitted. The only thing that this option changes is that a link to the files you have submitted will be added. The format of the feedback however, remains the same.
2. Give the feedback artifact a name.
3. Give the artefact a description and/or tags (optional).
4. Click on the blue **Add** button.

The feedback item is now added to your ePortfolio! It is now possible to add it to your presentation. Adding the feedback to your presentation works the same as adding other items to your presentation.

# Werkinstructies

Open Artefact - Presentatie assignment feedback

Submission Feedback

Rubric Name: [redacted]

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	
Criterion 1	✓				4 / 4
Criterion 2		✓			3 / 4
Criterion 3		✓			3 / 4
Total					10 / 12

Overall Score

Level 4 ☐ Level 3 ☒ Level 2 ☐ Level 1 ☐


Rubric Name: [redacted]

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	
Criterion 1		✓			3 / 4
Criterion 2		✓			3 / 4
Criterion 3		✓			3 / 4
Total					5 / 12

Close

Assignment feedback

Presentatie assignment feedback

 [Presentatie assignment feedback](#)

An example of feedback added to a presentation is shown above. The feedback artefact is the same as any other artefact. The clickable link opens a new screen with the feedback of your assignment (displayed on the left).



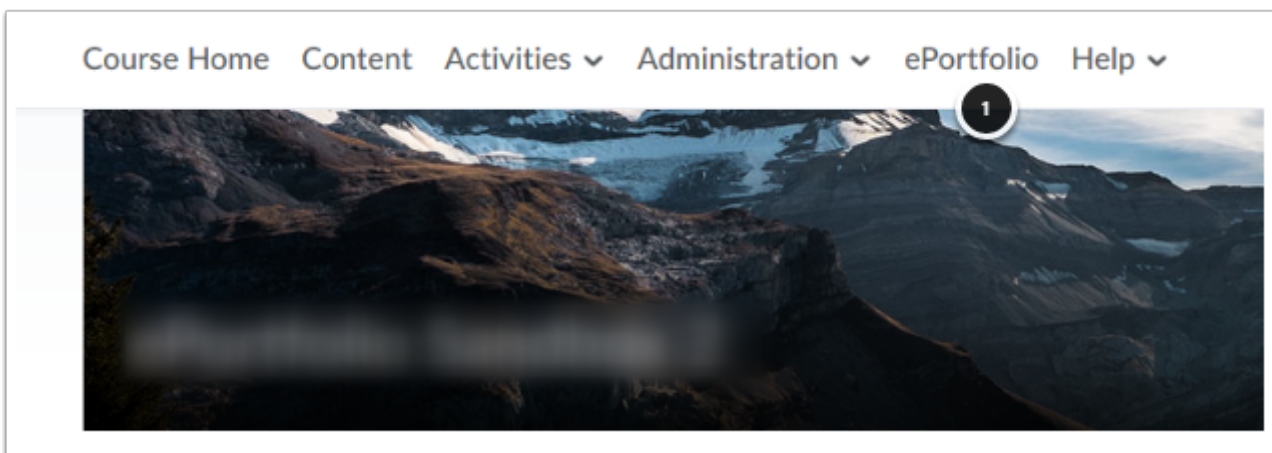
# ePortfolio: Giving feedback

## Werkinstructies

# How to link a rubric to an item in my ePortfolio?

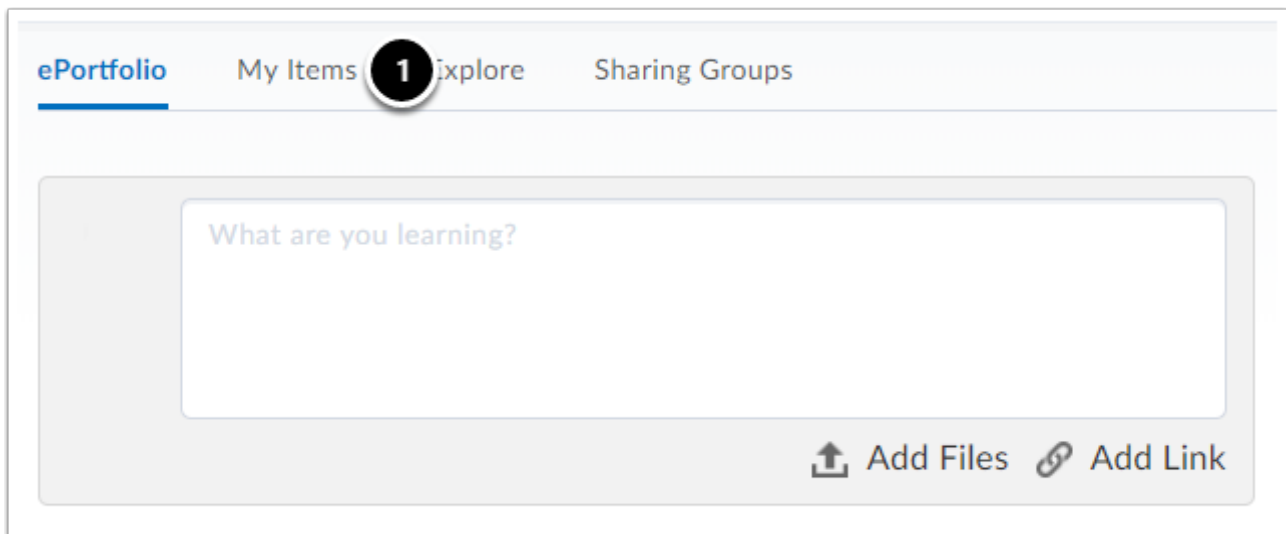
- Only the owner of the ePortfolio can link one or more Rubric (s) to an item from their ePortfolio.
- Beware; a rubric can be linked to any type of item, **except for a reflection**.
- After [sharing](#) an item, a linked rubric can be [filled in](#) by students and teachers.
- The owner of a document can also fill in a rubric for his own document.
- Only teachers can create rubrics.

## Adding a rubric to an item



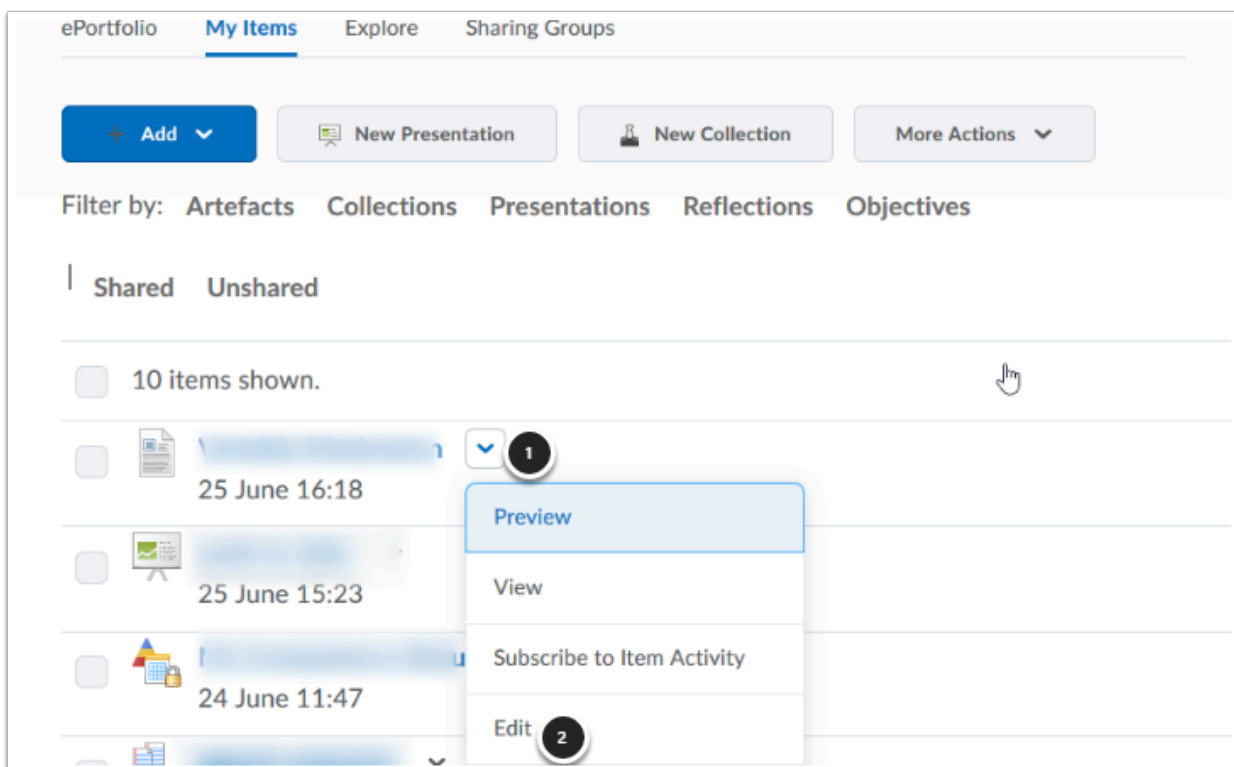
1. From the course where the rubric is available, click the **ePortfolio** header.

# Werkinstructies



1. Click the **My Items** tab.

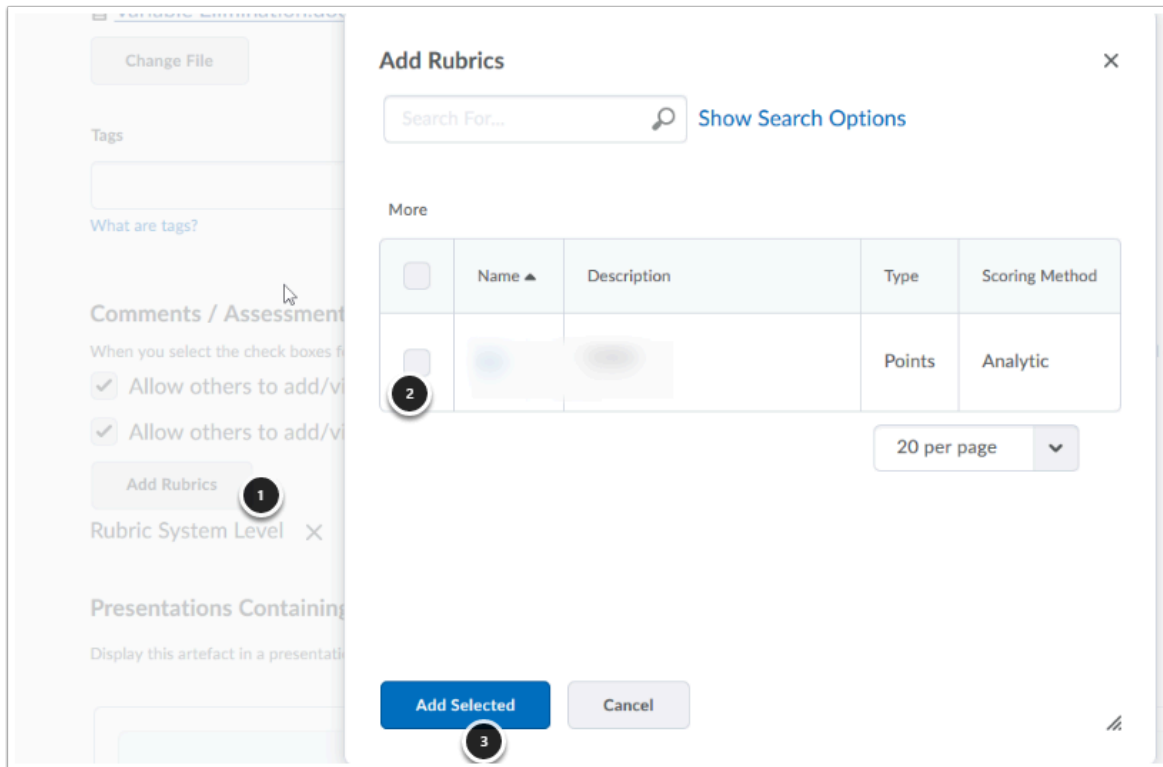
**!** It is important that you go to your ePortfolio from the course that holds the rubric, otherwise the rubric associated with this course will not be available.



## Werkinstructies

1. Click on the arrow next to the item that you want to link to a rubric. A dropdown menu opens.
2. Click **Edit**.

A new window opens. Scroll down to the **Comments / Assessments** heading.



1. Click **Add Rubrics**.
2. Select the rubric(s) to be added.
3. Click **Add Selected**.

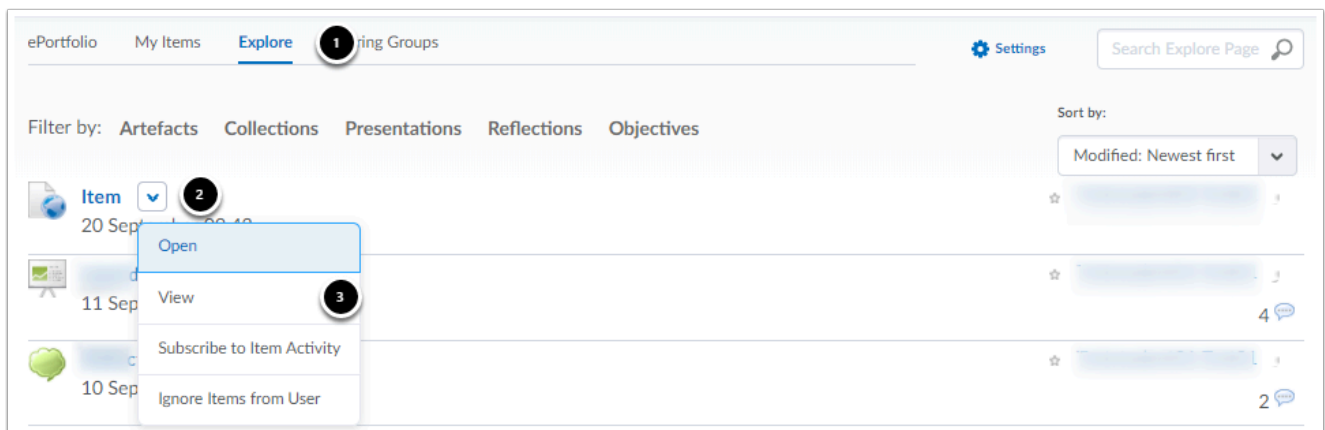
Click **Save And Close**, the rubric(s) is/are now associated with the item.

# How to add comments and/or assessments to a shared item in my ePortfolio?

When an item is shared with you, you can add [comments/assessments](#) if the person sharing the item has enabled the appropriate [permissions](#) (**Add/See Assessments**). In addition, adding assessments requires that the shared item has a [rubric linked](#).

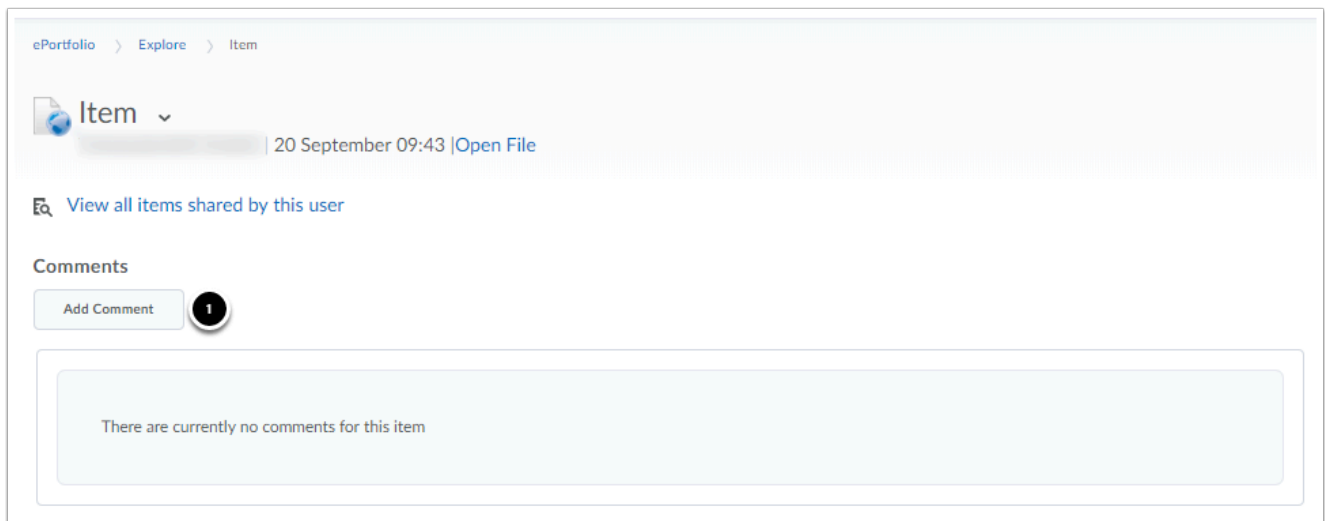
❗ Adding comments or assessments to a presentation works slightly differently. This is described [at the bottom](#) of this page.

## Adding comments



1. Click the [Explore](#) tab.
2. Click on the arrow next to the item you want to comment on.
3. Click **View**, the following screen will open:

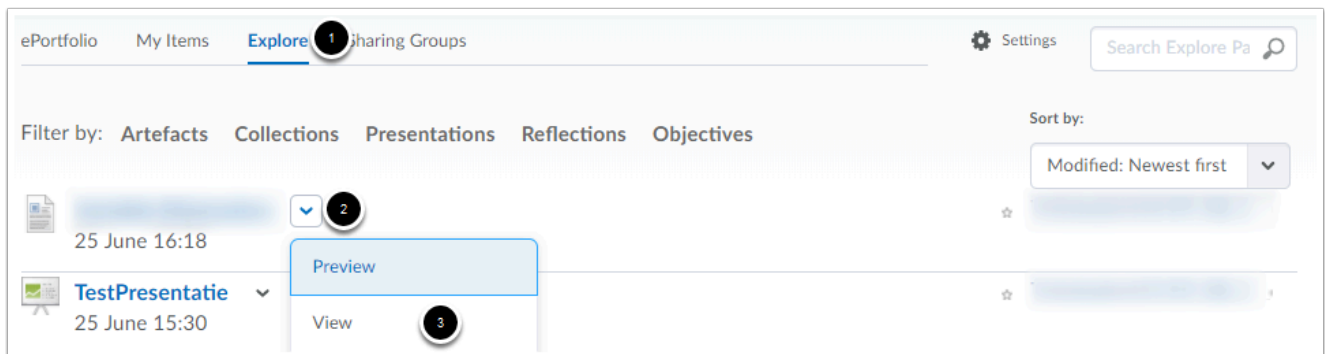
# Werkinstructies



1. Click **Add Comment** to leave a comment on the item.

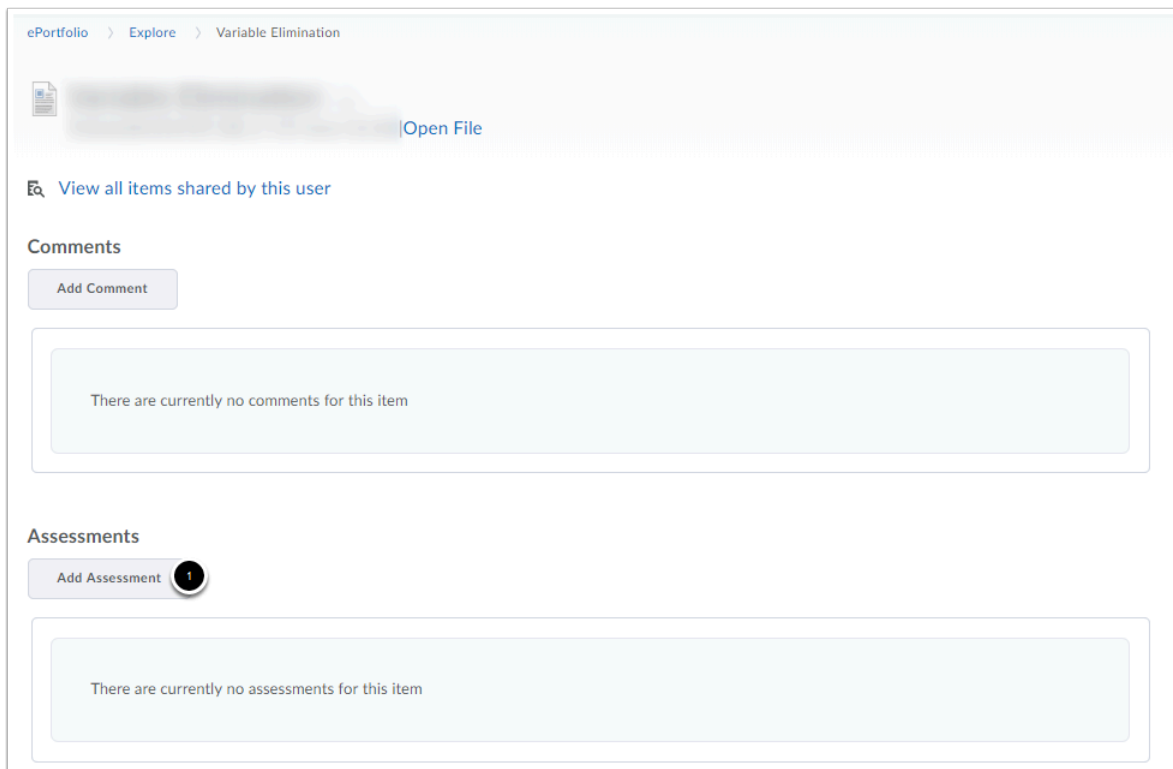
## Adding assessments

You can only add an assessment when the student has linked a rubric to the item and has given the appropriate permissions when sharing.



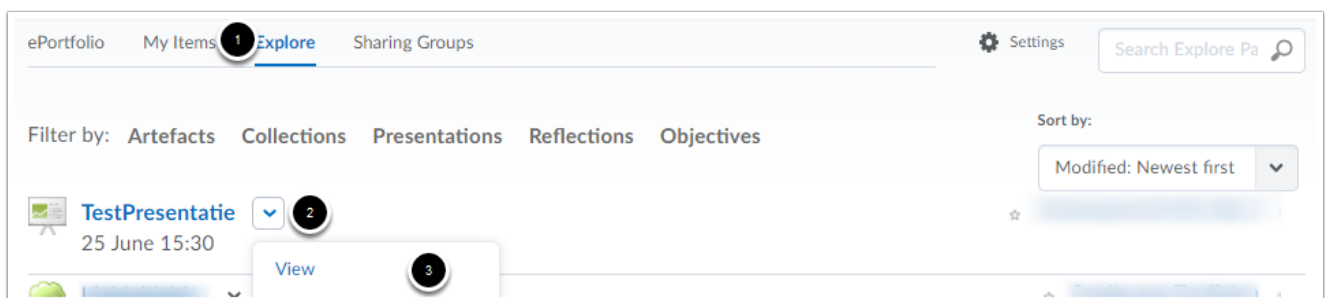
1. Click the [Explore](#) tab.
2. Click on the arrow next to the item to be assessed.
3. Click **View**, the following screen will be opened:

# Werkinstructies



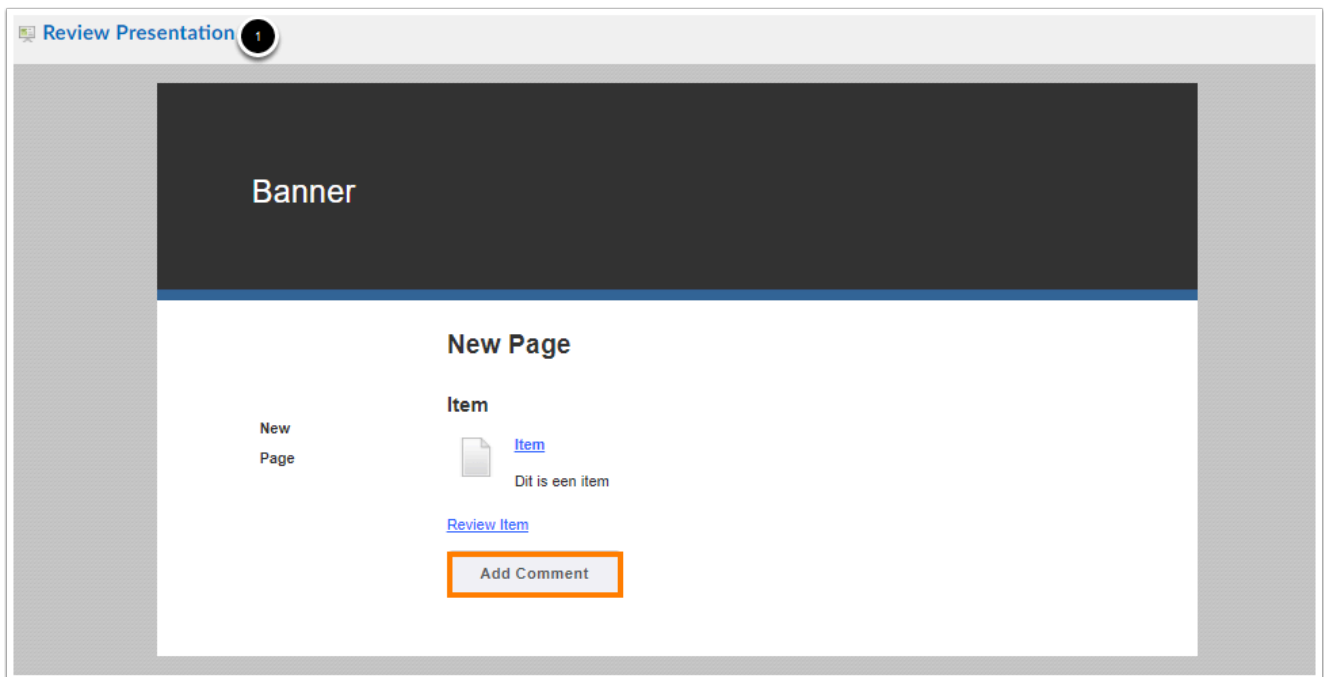
1. Click **Add Assessment**.

## Presentation



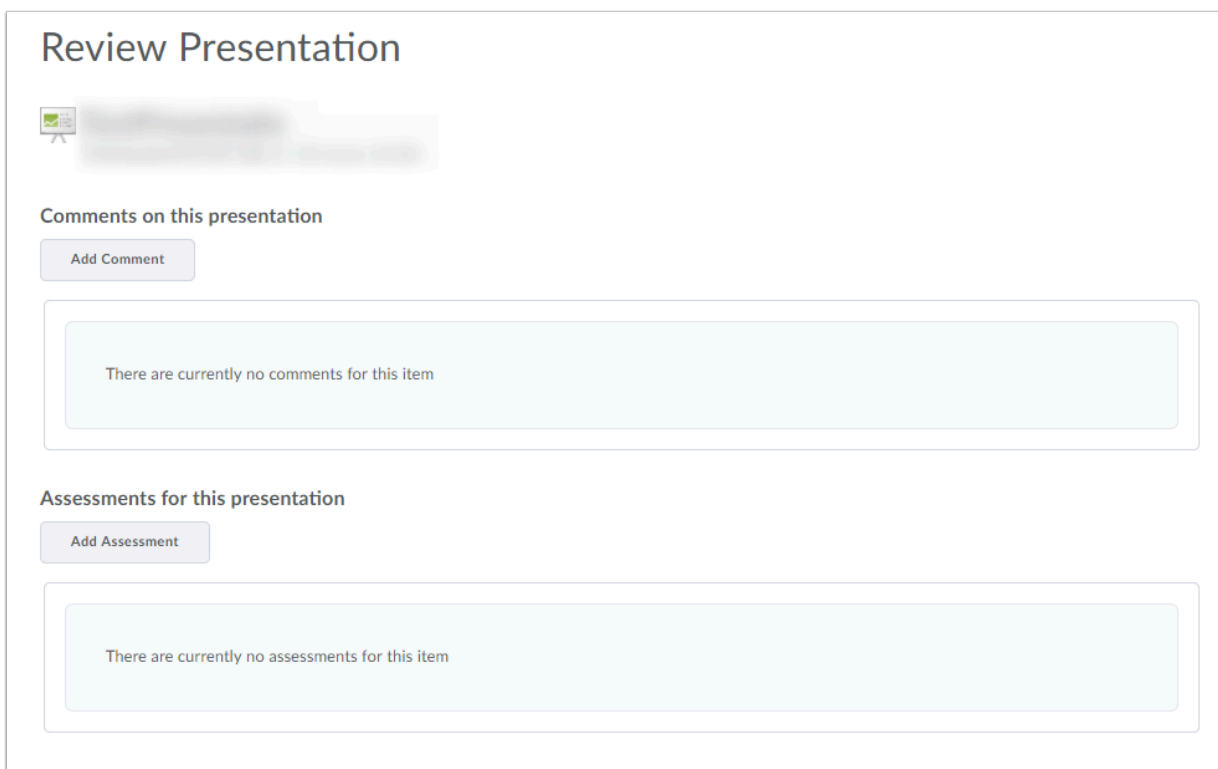
1. Click the Explore tab.
2. Click on the arrow next to the item.
3. Click **View**. This opens a screen displaying the presentation as seen below:

# Werkinstructies



## 1. Click **Review Presentation**.

You can also add comments to individual items by clicking **Add Comment**. This is only possible if the student has enabled this option..



A screen now opens where you can leave comments and assessments.

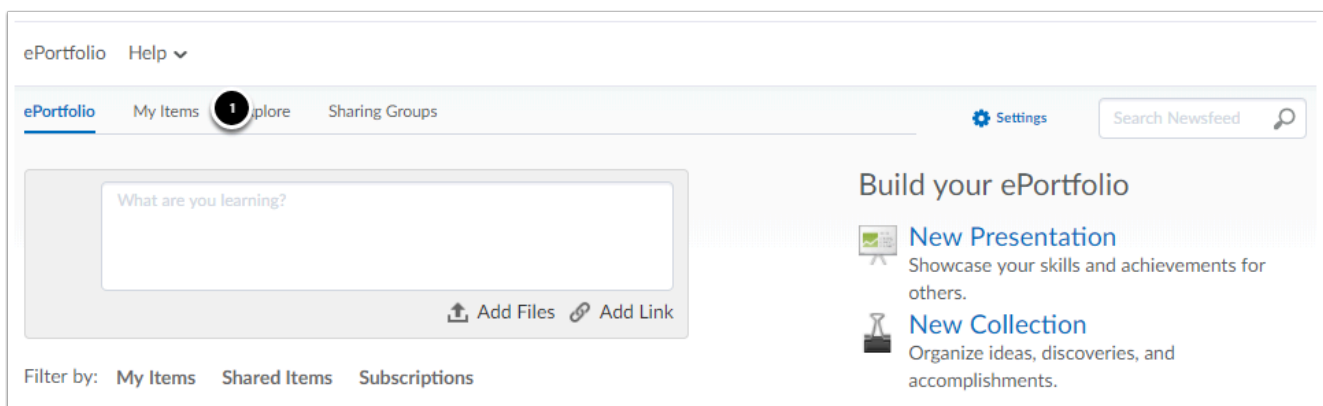


# How to review comments/assessments (filled in rubrics) in my ePortfolio?

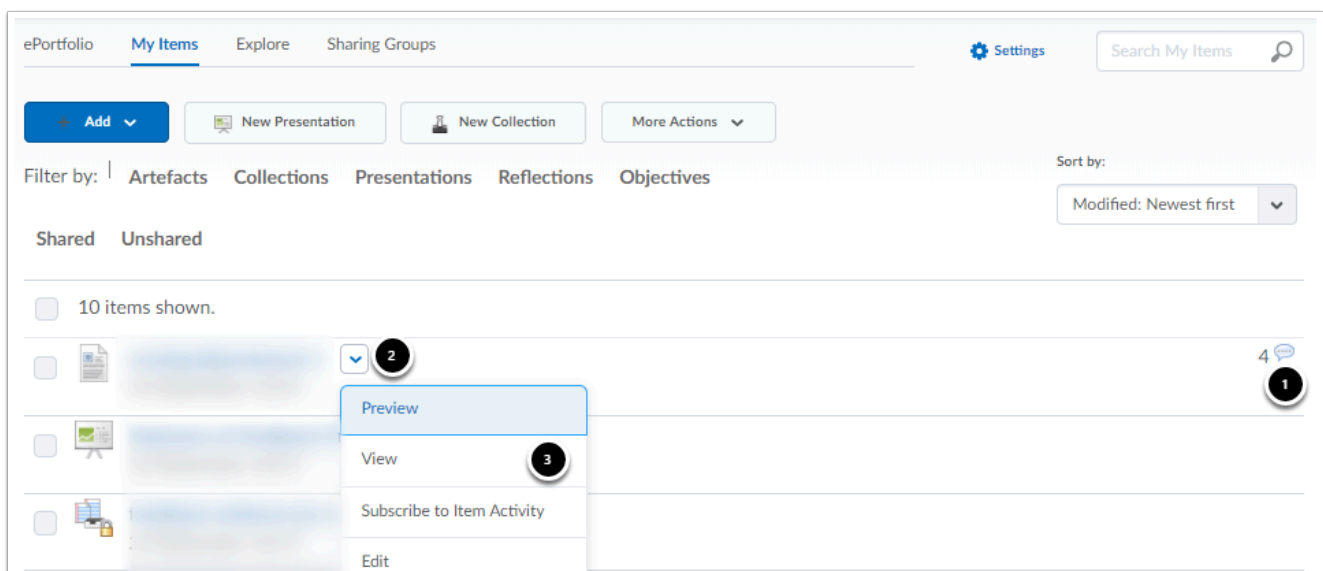
This manual describes how to:

- [View comments on items from your ePortfolio;](#)
- [View assessments \(filled in rubrics\) on items from your ePortfolio.](#)

## View comments on items from your ePortfolio



1. Go to the **My Items** tab in your ePortfolio.

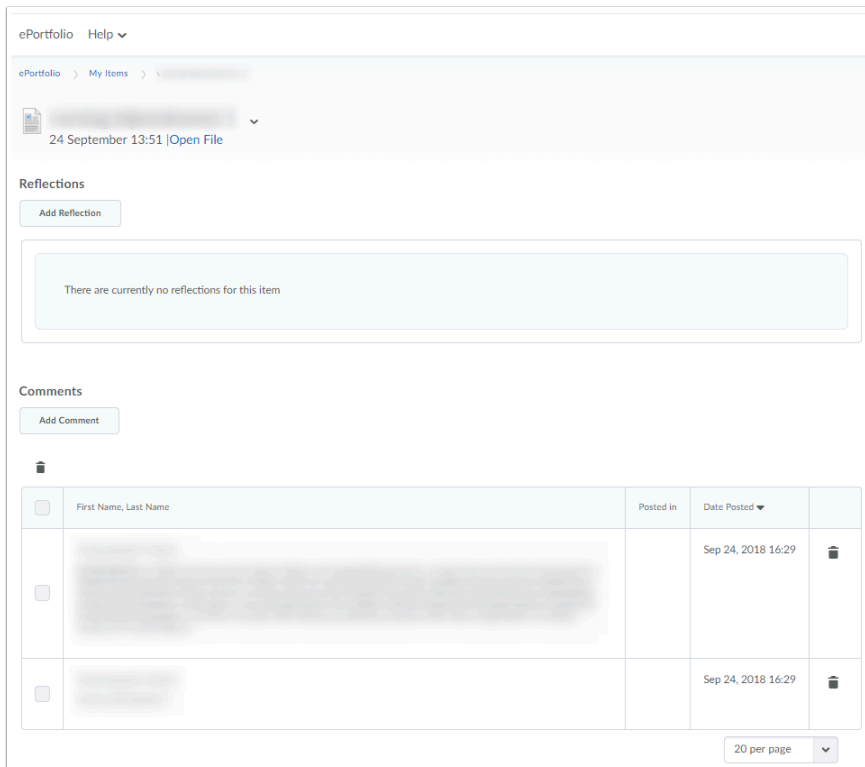


1. On the right side of an item row, there can be a text cloud with a number (as seen in the above picture). This means that one or more comments and/or assessments

## Werkinstructies

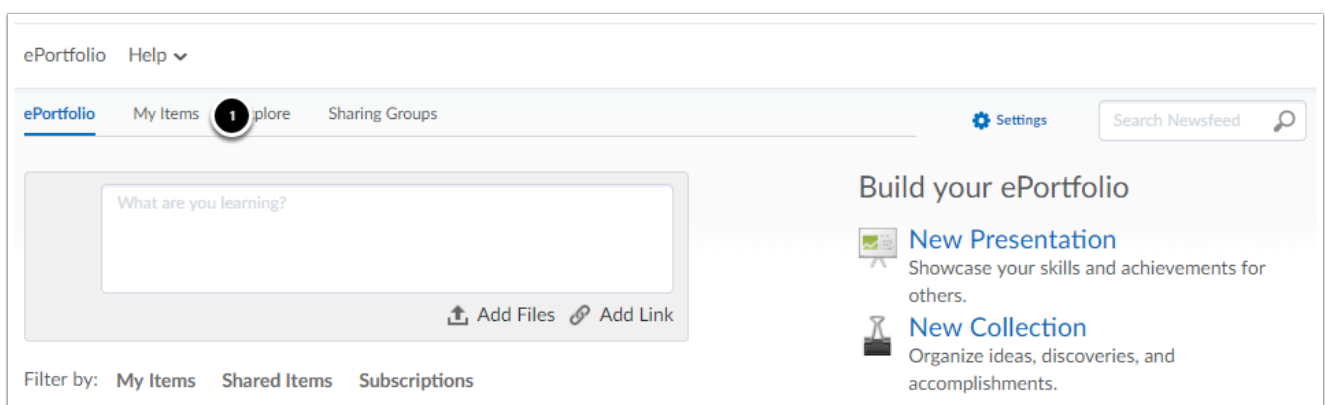
have been added to the item. The number next to the cloud shows how many comments/assessments have been added (e.g. 4 in the above picture).

2. Click on the arrow next to the item with the comments/assessments.
3. Click **View**.



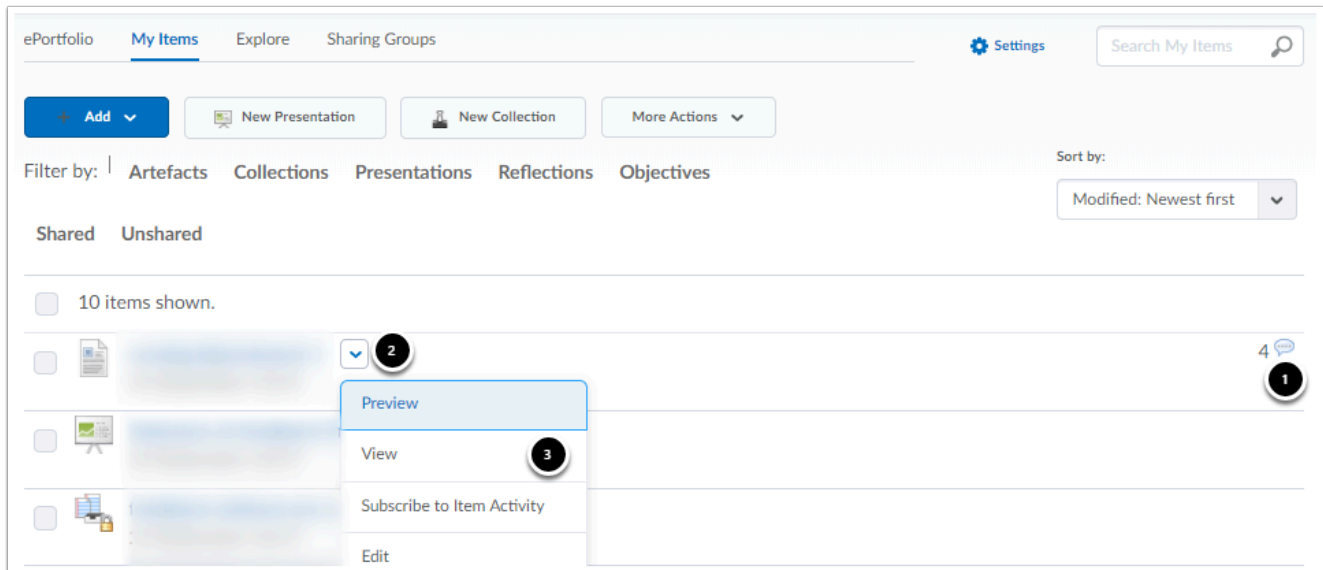
The above screen appears. Under the **Comments** header you will find an overview of comments on your item. It is possible to remove them (by clicking on the trash can) and sort them by date.

## View assessments (filled in rubrics) on items from your ePortfolio.

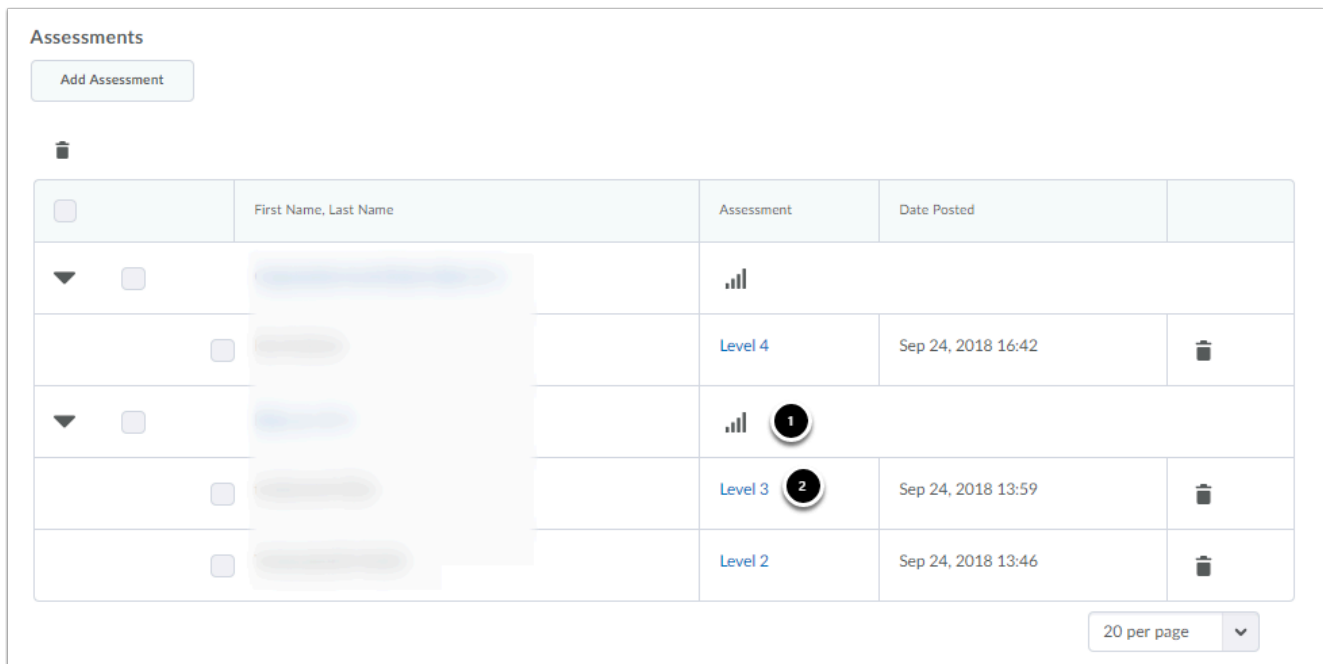


# Werkinstructies

1. Go to the **My Items** tab in your ePortfolio.



1. On the right side of an item row, there can be a text cloud with a number (as seen in the above picture). This means that one or more comments and/or assessments have been added to the item. The number next to the cloud shows how many comments/assessments have been added (e.g. 4 in the above picture).
2. Click on the arrow next to the item with the comments/assessments.
3. Click **View**.
4. Scroll down in the screen that appears.



## Werkinstructies

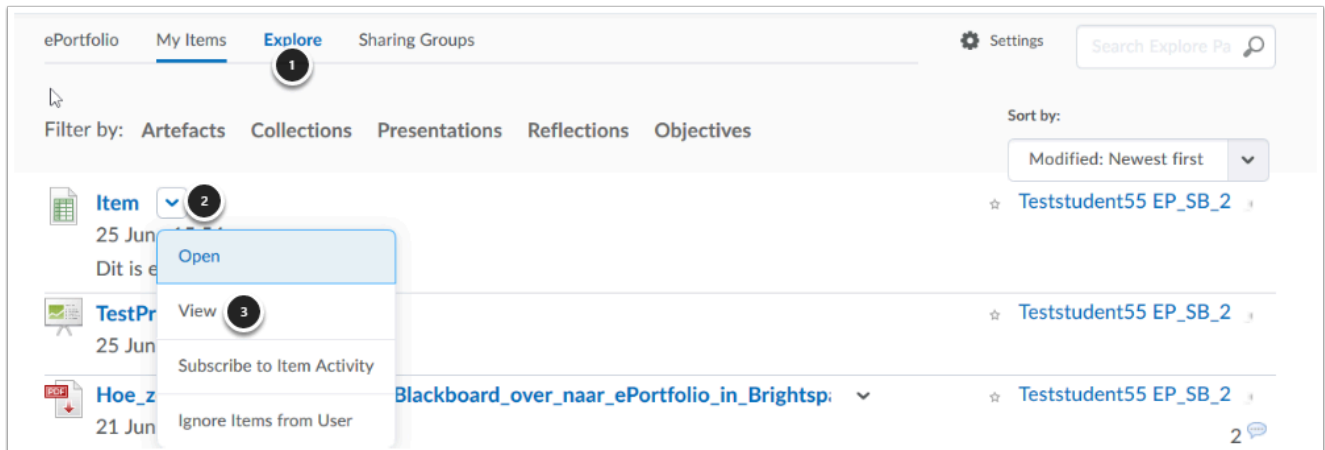
If one or more assessments have been added to the item, a box similar to that in the picture above can be found under the **Assessments** heading. It is possible to remove assessments (by clicking on the trash can).

1. If you click on the histogram (four vertical bars) icon, you will see an overview of all assessments for a specific rubric, together with a number of statistical values of that rubric, including the average scores.
2. If you click on an individual assessment (blue hyperlink), you will see the details of this assessment.

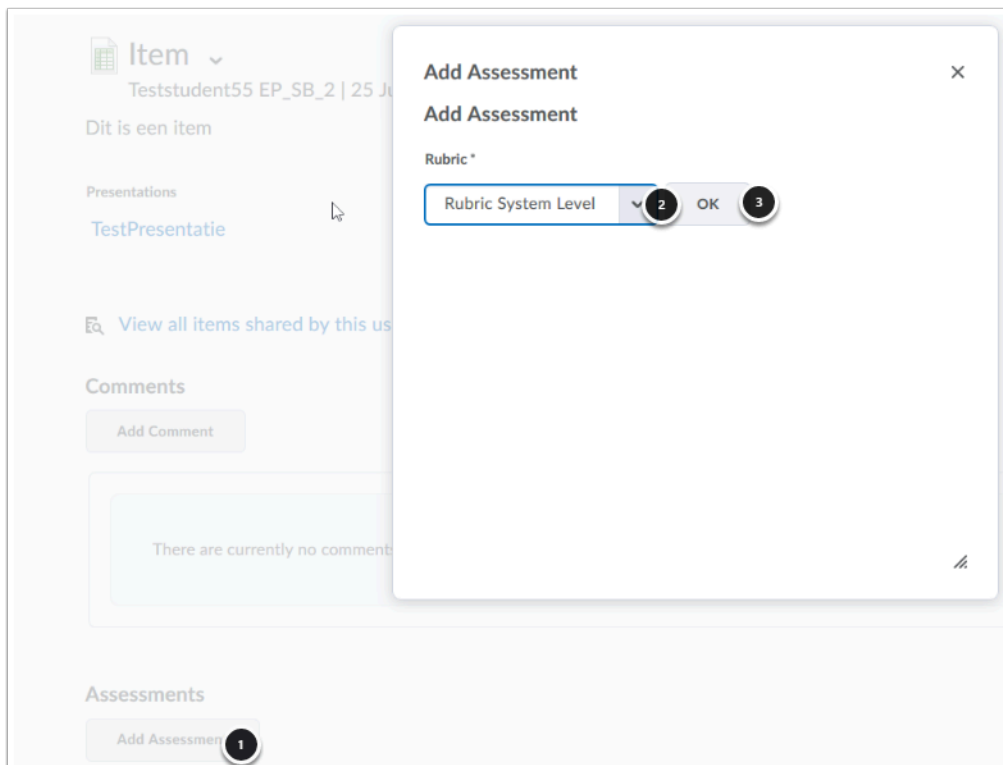
## Werkinstructies

# How to fill in a rubric from an item that is shared with me in my ePortfolio?

An item that has been [shared](#) with you can be assessed using a rubric. With a [presentation](#) this works differently than [other types of items](#). Both options are explained in this manual.




1. Click on the [Explore](#) tab.
2. Click on the arrow next to the item of which you want to fill in the rubric(s).
3. Click **View**.



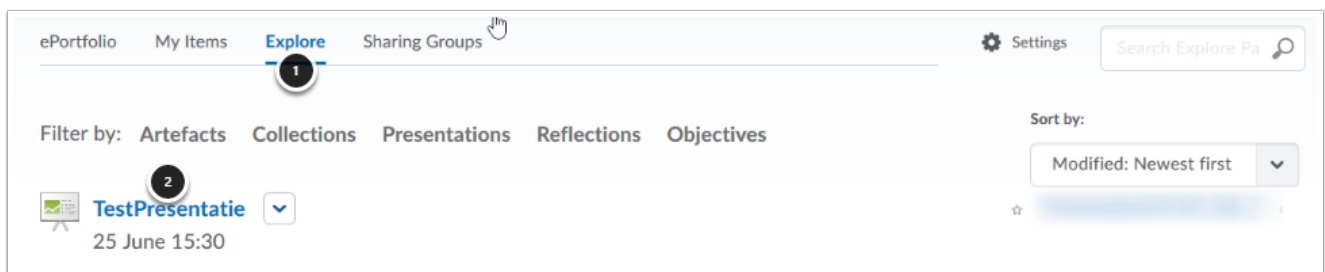
## Werkinstructies

1. Click on **Add Assessment**.
2. Then select the desired rubric(s) from the dropdown menu.
3. Click **OK**.

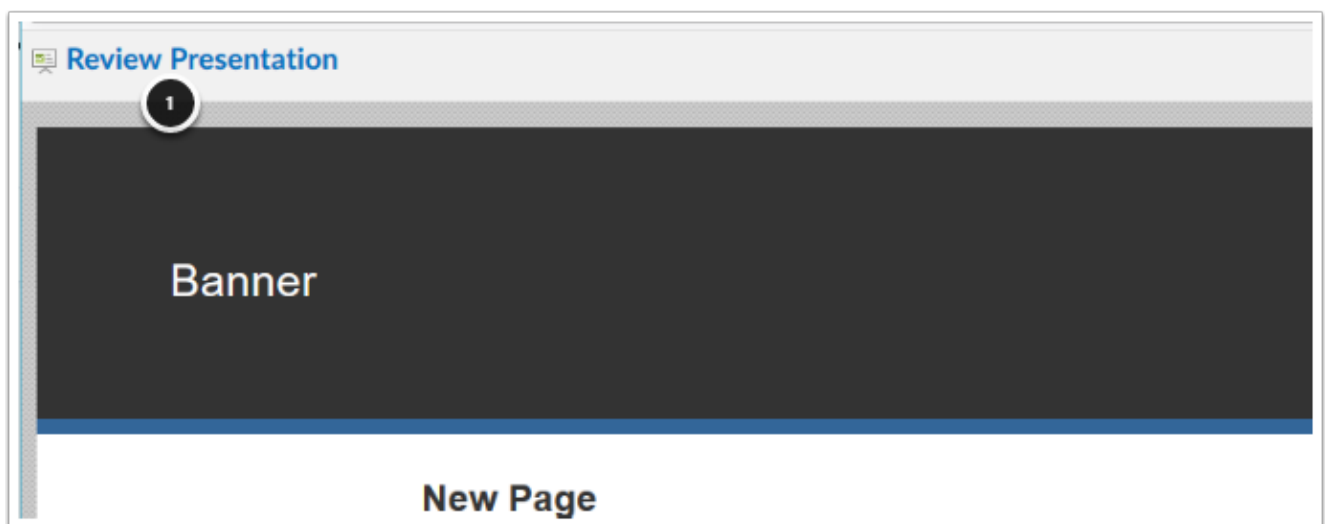
You can now fill in the rubric.

 When there is no rubric associated with the shared item, the **Add Assessment** button will not appear!

## Assessing a presentation using a rubric



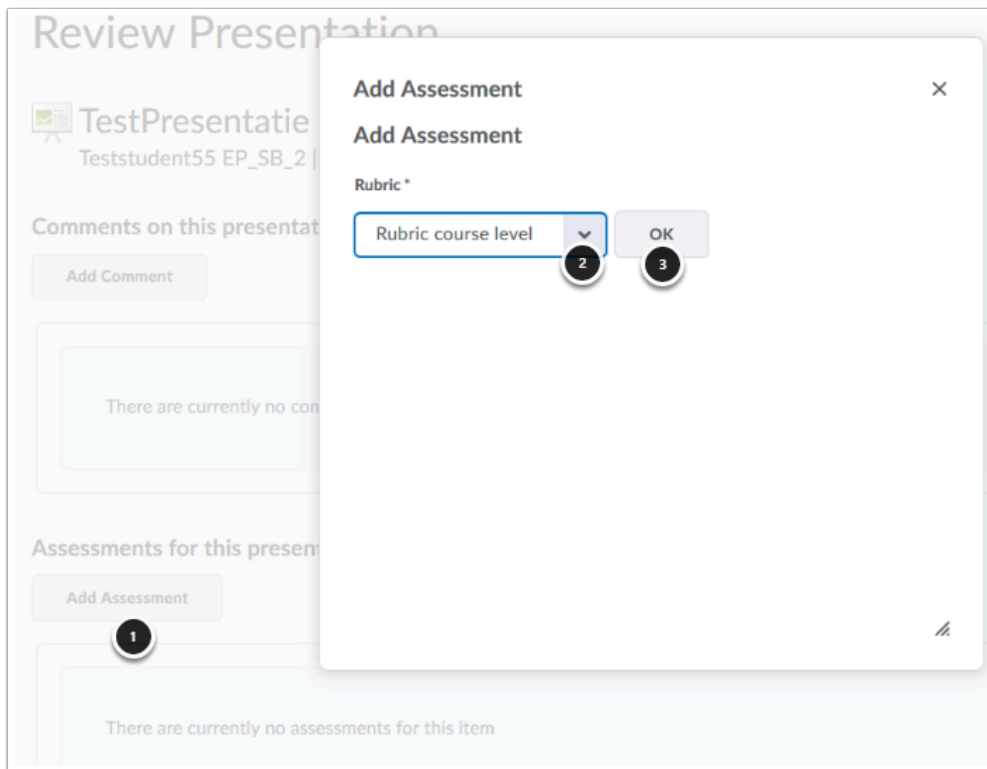
1. Click on the **Explore** tab.
2. Click on the presentation of which you want to fill in the rubric(s).



The presentation will open in a new window.

1. Click on **Review Presentation** at the top left of the page.

# Werkinstructies



1. Click on **Add Assessment**.
2. Then select the desired rubric(s) from the dropdown menu.
3. Click **OK**.

You can now fill in the rubric.



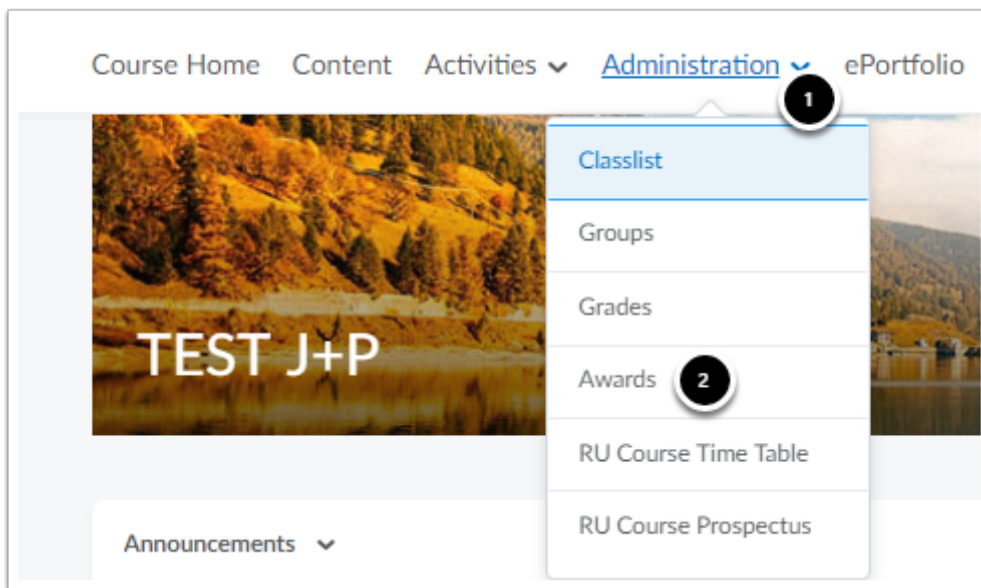
When there is no rubric associated with the shared item, the **Add Assessment** button will not appear!

## Werkinstructies

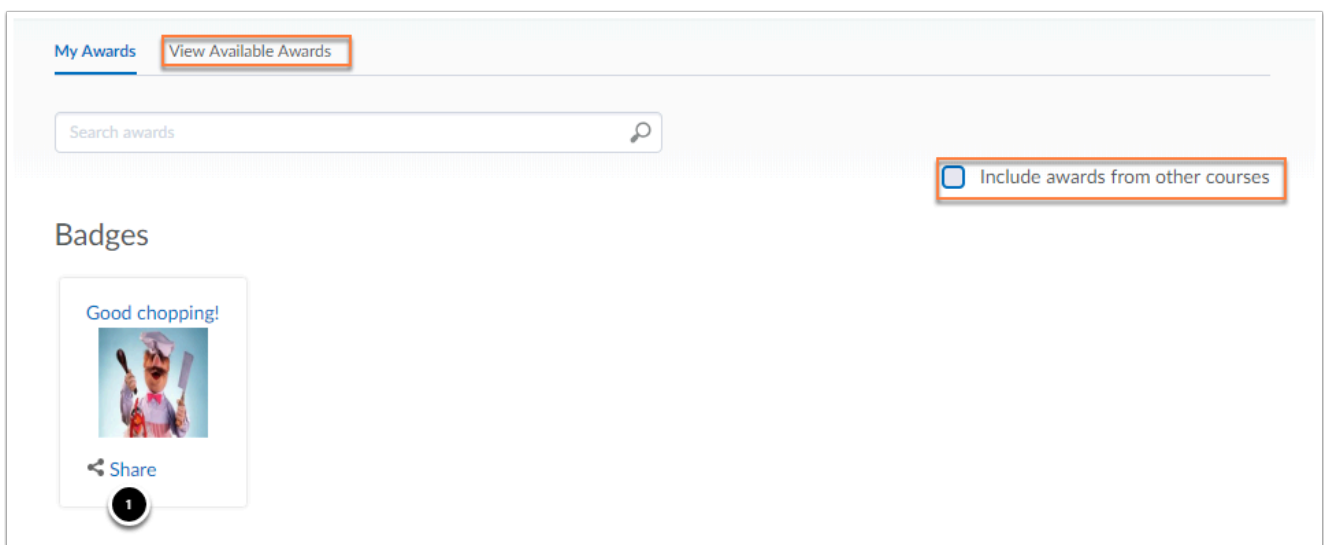
# How do I use awards and badges in my ePortfolio?

Some courses use Awards to encourage and reward students. An award usually consists of a badge (image) with a description and possibly credits.

## How do I add awards to my ePortfolio?



1. Go to the course and click **Administration**.
2. Click **Awards**.



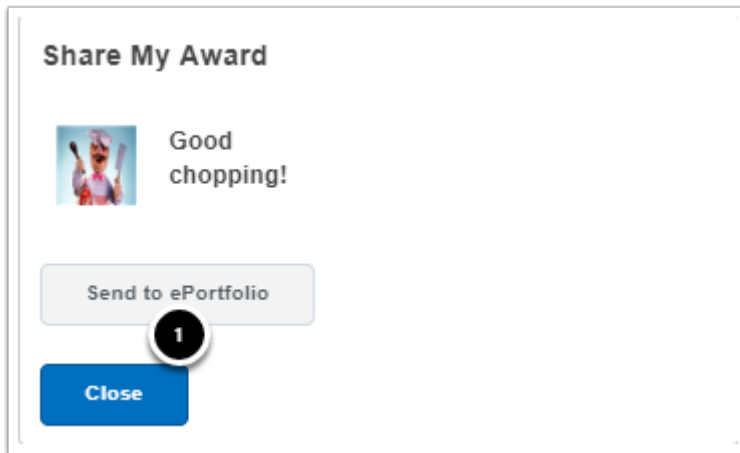


## Werkinstructies

1. Go to the Badge and click **Share**.

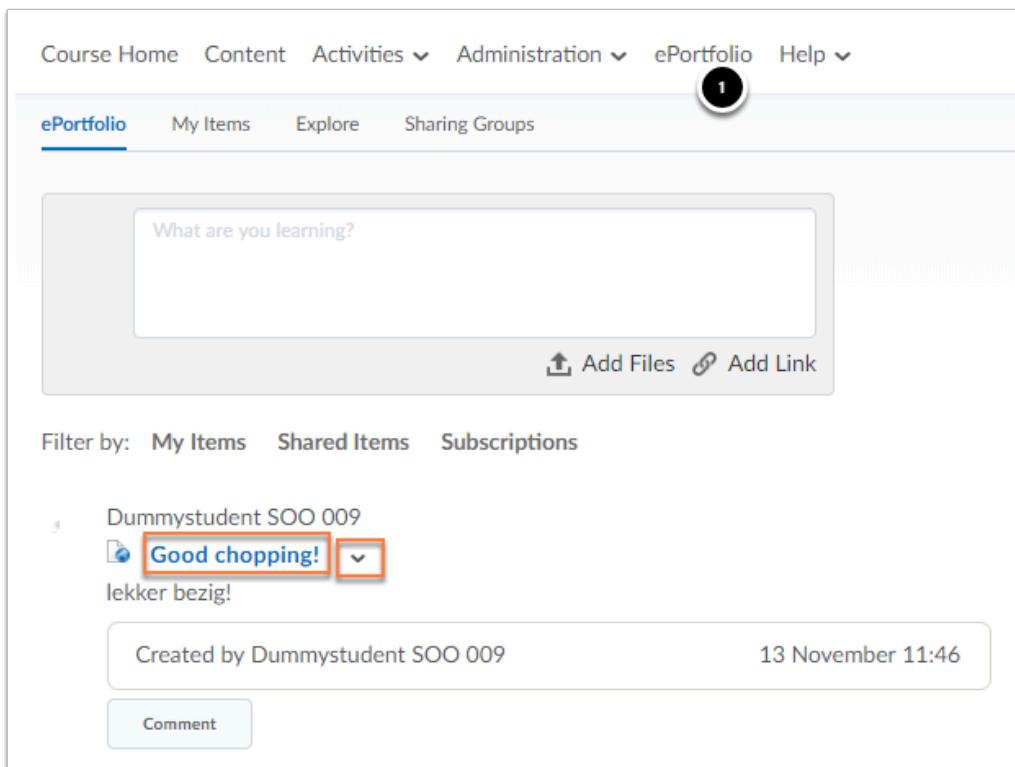
To review all awards you can earn in this course, click **View Available Awards**.

To review the awards you have earned in other courses as well, click **Include awards from other courses**.



1. Click **Send to ePortfolio**.

## What is the purpose of awards?



1. Click **ePortfolio**.

## Werkinstructies

Click on the award you have just added to view it. Click on the arrow next to the award to open the menu. The award item has the same options as other items. You can share it, change it, delete it and review it.



You could also use Awards in presentations. If you do this, the image, description and the credits will be shown.



# ePortfolio: Frequently asked questions

## Werkinstructies

# I have downloaded the Brightspace ePortfolio but received a notification saying the educational institution does not support the application, what do I do?

There are two possible causes:

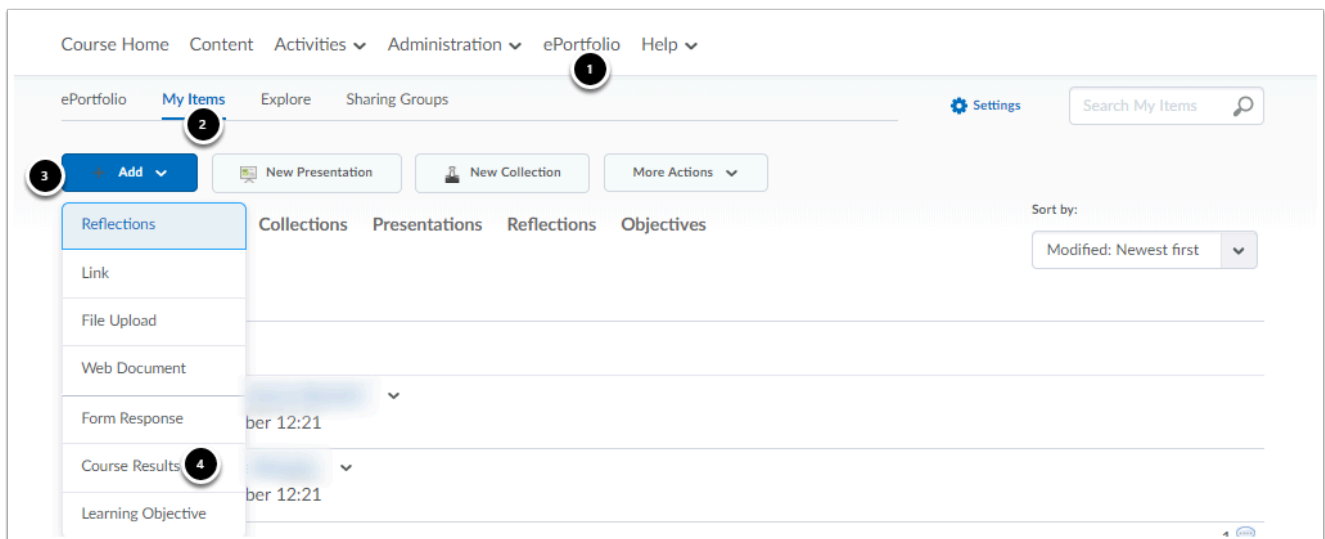
1. You have downloaded the wrong portfolio app. The right app is called *Brightspace ePortfolio*. You can download it [here](#).
2. When you log in for the first time, the app asks for the URL of your institution. Enter `brightspace.ru.url` here. Afterwards you can use your Brightspace information to log in.

## Werkinstructies

# How do I transfer the results of a quiz to my ePortfolio?

The results of a quiz can be transferred from a course to your ePortfolio. You can read more about this here.

**i** Please note that you can only transfer the results of your quiz to your ePortfolio if your teacher has turned on this setting.



1. Click the tab **ePortfolio**.
2. Click **My Items**.
3. Click **Add**.
4. Choose the option **Course Results**.

### Add Artefact



Select the course you want to import results from.

Search For... [Show Search Options](#)

Course Name	Course Code
 <b>1</b>	RDA-PPO-II-PS-2017-FEB18-V
	SOO-SANDBOX-U993131

## Werkinstructies

1. Select the course that contains the quiz.

<input type="checkbox"/>	 Test eP quiz <b>1</b>	Quiz
<input type="checkbox"/>	 Test quiz feedback	Quiz

**Next** **2** Back Cancel

1. Click the quiz of which you want to import the results.
2. Click **Next**.

Artefact Details

Apply Tags to All Artefacts

---

Test eP quiz

Name

Test eP quiz

Description

Tags

What are tags?

**Save** Back Cancel

**1**

In this window you can turn the results into an item. You can change the name of the item, add a description and add tags to the item.

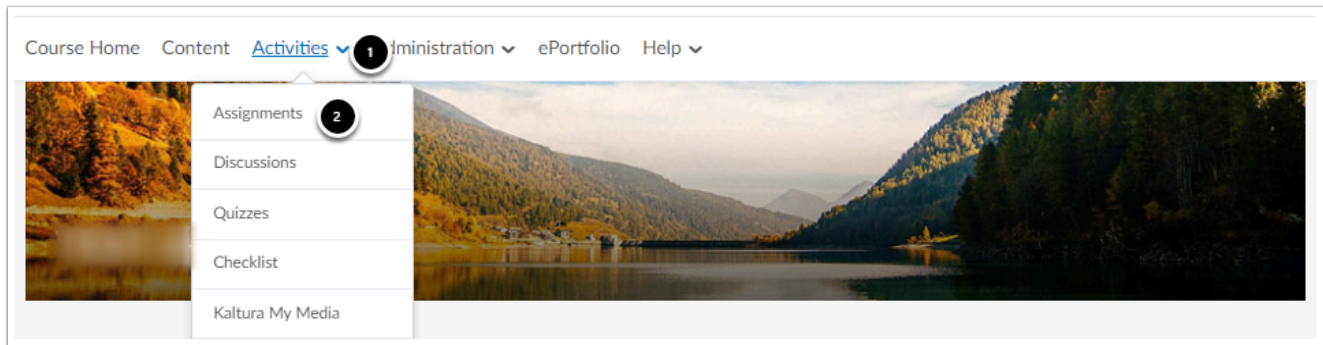
1. Click **Save**.

The results will appear in your ePortfolio within seconds.

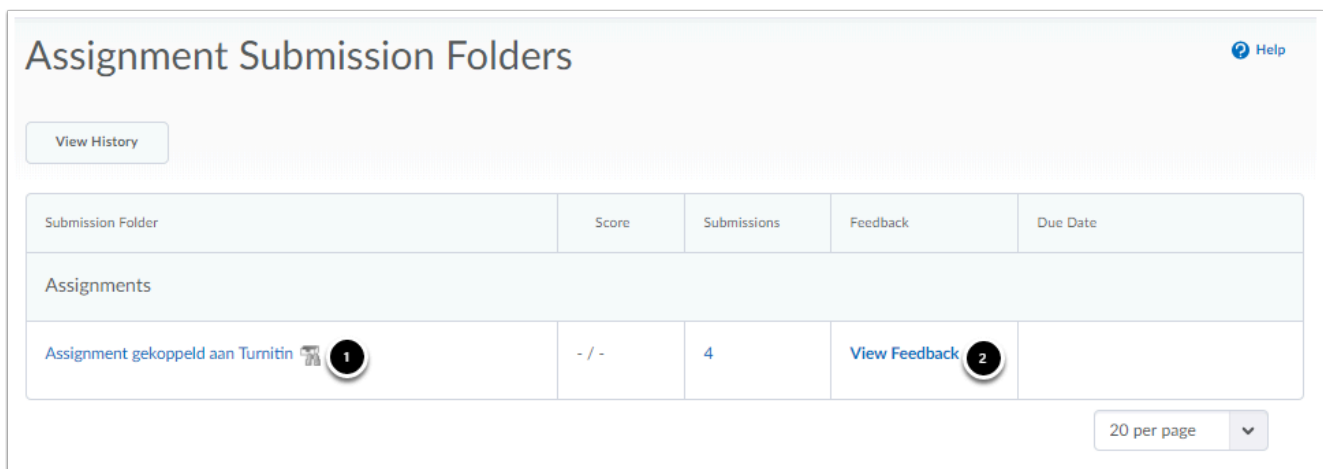
## Werkinstructies

# How do I add Turnitin feedback to my ePortfolio?

Teachers can use Brightspace to grade assignments and give feedback by using Turnitin. You can add this feedback to your ePortfolio.



1. Go to the course where the Turnitin assignment is located and go to **Activities**.
2. Click on **Assignments**.



1. Find the correct submission folder (you can recognize it by the Turnitin logo behind the Assignment).
2. Click **View Feedback**.

The following screen will open.


**⚠** The **Add to ePortfolio** button at the top left of this screen will add a file to your ePortfolio that does not work. That is why you should not use this button when you add Turnitin feedback!

# Werkinstructies


You can use this button, however, if you want to add [feedback from other non-Turnitin assignments to your ePortfolio](#).

[Assignments](#) > [View Feedback](#)

## Feedback for Assignment gekoppeld aan Turnitin


 Add to ePortfolio

Submission Feedback



 [View Inline Feedback](#) for Bestand.txt

### User Submissions

Submission Folder

Assignment gekoppeld aan Turnitin 

Submission(s)

Submission(s)	Turnitin® Similarity	Turnitin® GradeMark®	Date Submitted ▼
 <a href="#">Bestand.txt</a> (1,22 KB)	<div><div></div>0 %</div>	 <a href="#">View Inline Feedback</a>	Sep 13, 2018 13:30

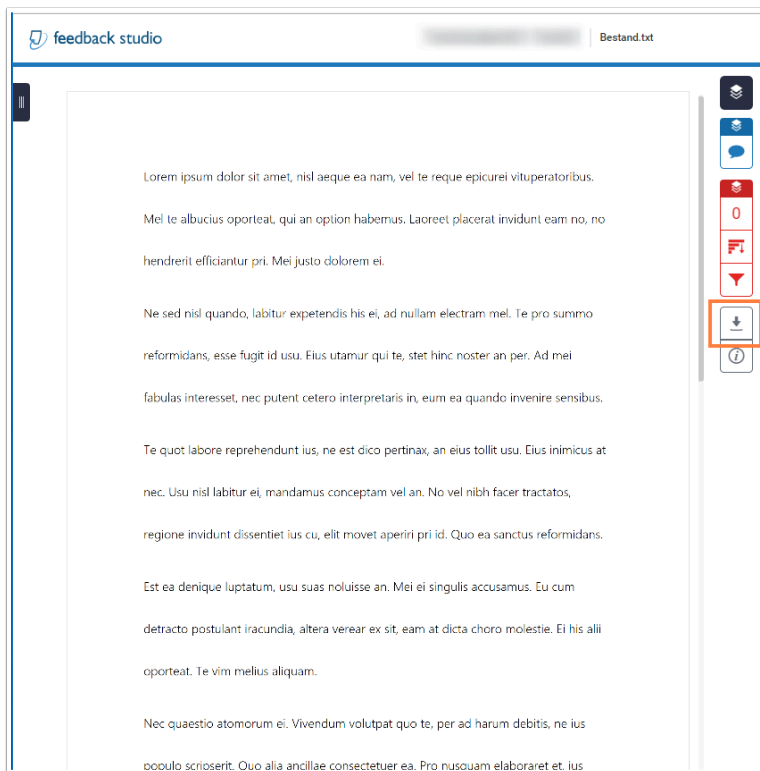
Done

- Click on **View Inline Feedback**.

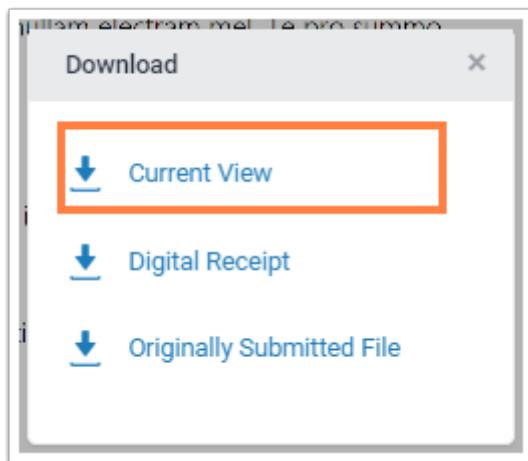
The Turnitin feedback studio will open.



# Werkinstructies




- Click the **Download** button.




- Choose **Current View**.

Your original file will now be downloaded as a PDF file. At the bottom of this PDF you will find an overview of the feedback, your grade and the rubrics that were filled in. Now you can [upload the file to your ePortfolio](#), like you would do with any other file.

## Werkinstructies

-  The PDF file will only show the feedback that was given up until the moment of the download. If the teacher adds or alters feedback after you have downloaded the PDF, you will need to repeat the steps if you want to add the new feedback in your ePortfolio.

-  If you only want to add the feedback to your ePortfolio and not a copy of the submission, you can easily delete the irrelevant pages using this [online tool](#), for example.

## Werkinstructies

# Can I use my ePortfolio on different devices?

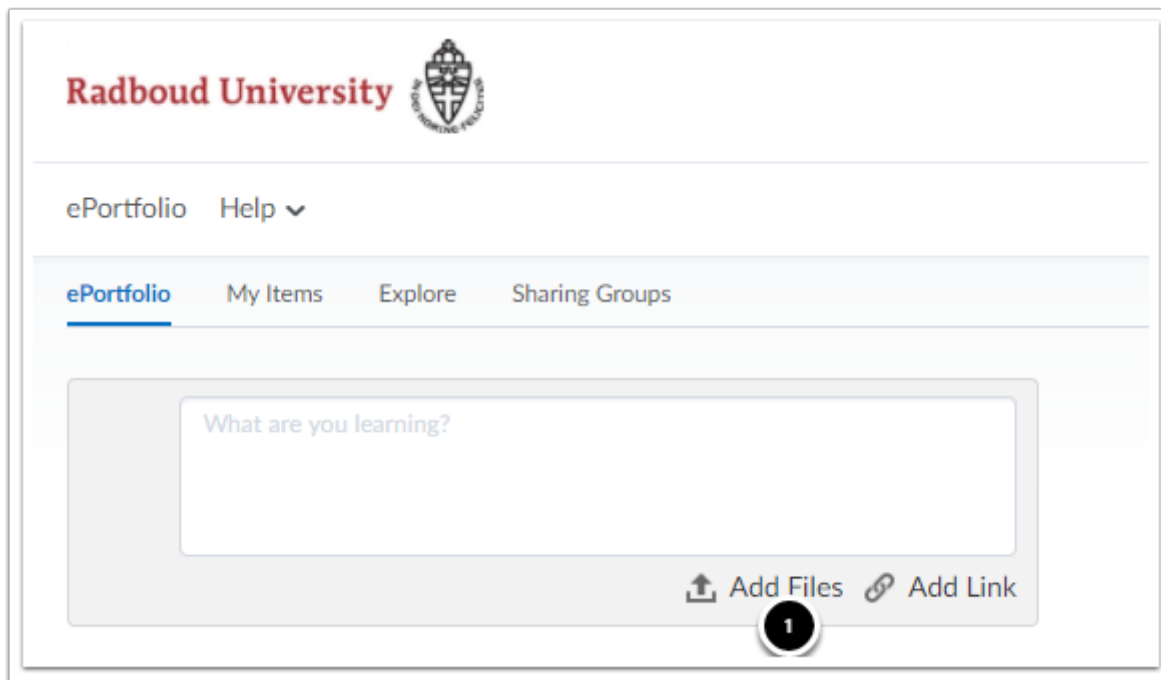
Yes, your ePortfolio will generally work on the browser of your phone, tablet and computer.

Note that the search function will not always work when you share an item on your phone or tablet. When you press enter after searching for a name, the cursor will jump to adding an external user rather than search for a name or email address.

## Werkinstructies

# Can I upload multiple items to my ePortfolio at once?

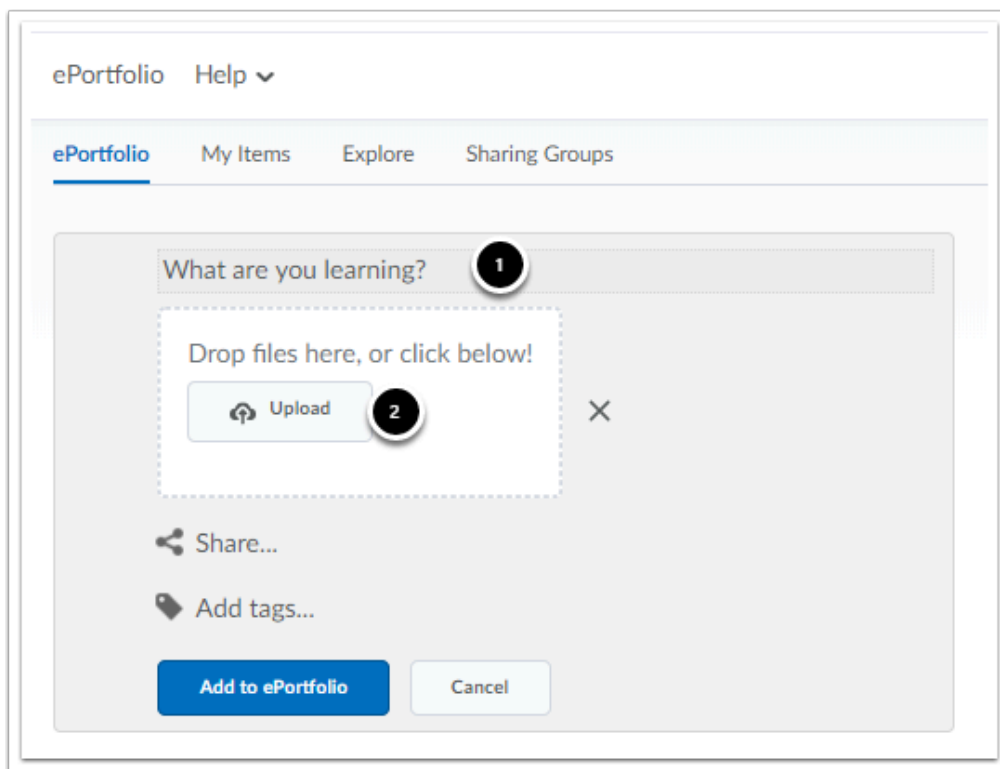
Yes, it is possible to upload multiple items to your ePortfolio at once. You have to add a [reflection](#) with all items linked to that reflections. These items will also appear separately in your ePortfolio.



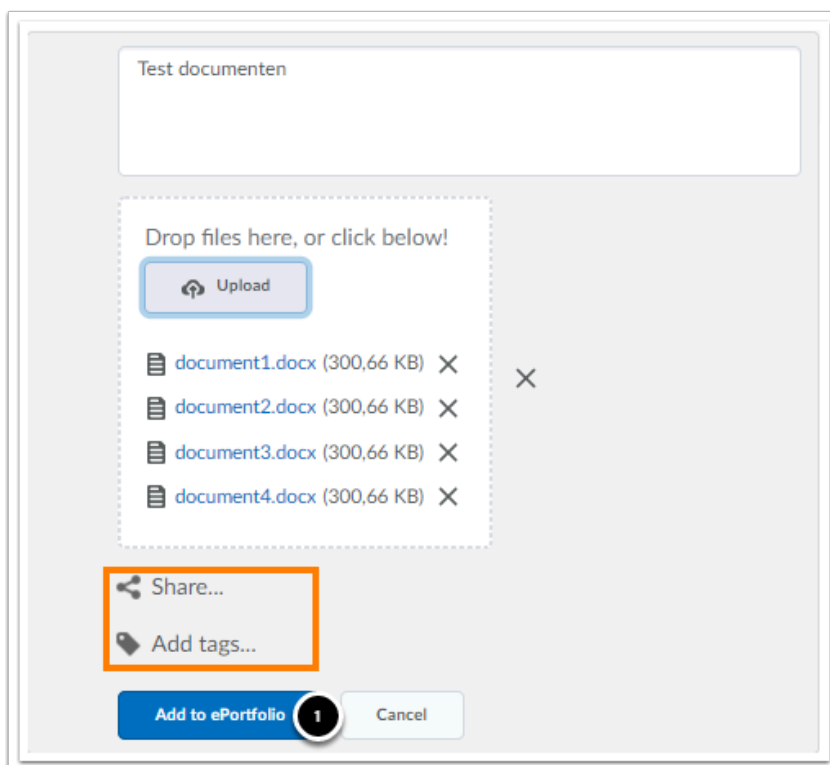
Go to the tab **ePortfolio**.

1. Click **Add Files**.

# Werkinstructies



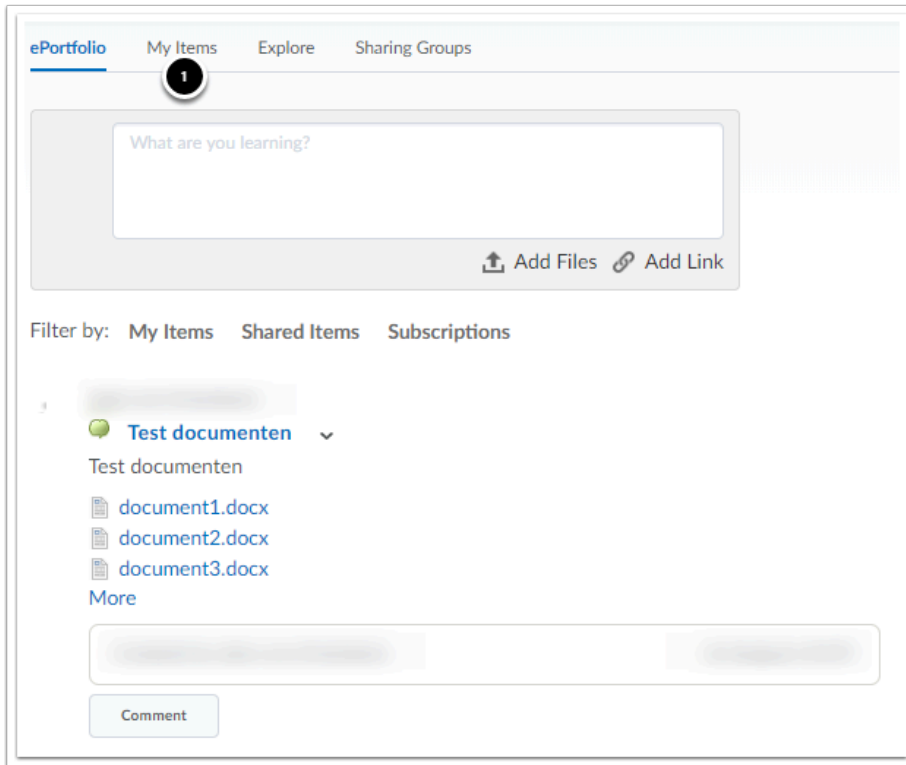
1. Click **What are you learning?** and add a text.
2. Click **Upload**. Select multiple items from the explorer or drag multiple items directly to this box.



## Werkinstructies

Use **Share** or **Add tags** to share or tag items immediately.

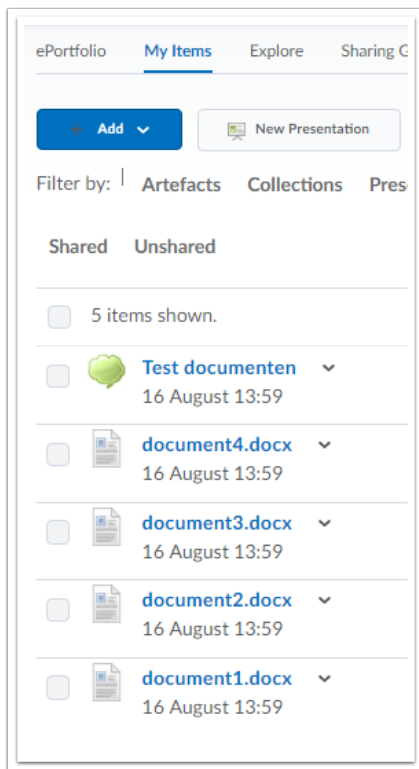
1. Click **Add to ePortfolio**.



The image above shows what the reflection with the linked items looks like on the **ePortfolio** tab.

1. Click the tab **My Items**.

# Werkinstructies



The image above shows what the reflection with the linked items looks like on the **My Items** tab. All items are also accessible as separate documents.

## Werkinstructies

# Can I submit a presentation from my ePortfolio as a course assignment?

That is possible. The teacher will see the layout of the presentation, with links to the documents.

Please note that:

- The teacher [cannot leave comments on the presentation](#), which is possible if you share the presentation through the ePortfolio.
- If you edit something in the presentation in the ePortfolio after you submitted it, your changes will not be visible in the handed-in presentation.

**!** Please note that you cannot hand in a presentation in a course assignment if it contains a link to a document (containing feedback) from a previous course assignment.

In other words, a document containing feedback from a course cannot be submitted again (in a presentation or as a separate item).



## Werkinstructies

# Will the feedback remain visible when I add an assessed course assignment to an ePortfolio presentation?

Yes, the feedback you have received for a submission of a course assignment can [be sent to your ePortfolio](#) with or without the submitted assignment.


This item can then be added to a [presentation](#).

You can click on the item when you are in the presentation, after which a new window opens with the feedback, filled out rubrics and (possibly) the submitted assignment.


## Werkinstructies




# How can I view the separate files in a collection I have shared through my ePortfolio?

If a collection has been shared with you, you can view the documents by opening the collection (click the link) and then clicking the name of the document. Then choose *Open file*. The document is downloaded and accessible. You can also click the file name to download the document directly.

 View all items shared by this user

Items in Collection

 [Show Search Options](#)

	Item Details	Last Modified ▼
	<div>Document 3 ▼</div> <div>Open File: Voetbal.jpg [JPG 208,77 KB]</div>	Oct 1, 2018 14:25
	<div>Document 2 ▼</div> <div>Open File: Voetbaldocument 2.docx [DOCX 11,64 KB]</div>	Oct 1, 2018 14:25
	<div>Document 1 ▼</div> <div>Open File: Voetbaldocument 1.docx [DOCX 11,64 KB]</div>	Oct 1, 2018 14:25



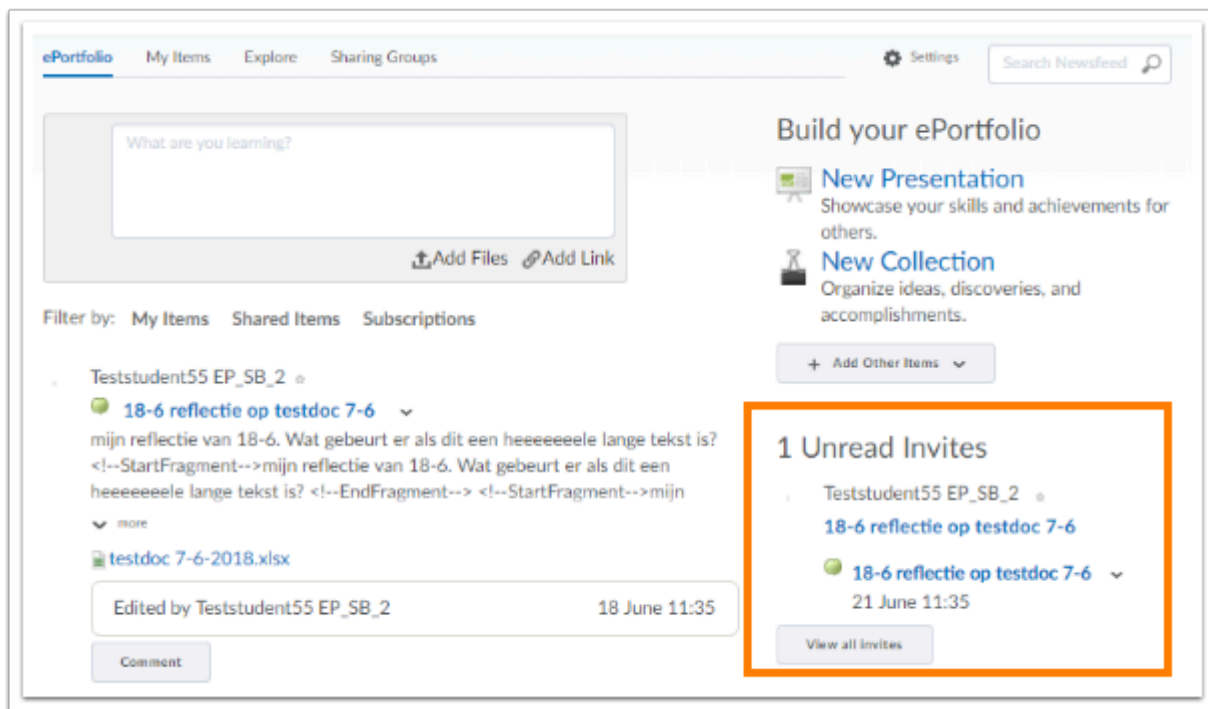
It is currently not possible to view items with a *Preview*. It is an option, but the function does not work correctly. If you choose the Preview, Brightspace will stop working correctly, after which you have to close the page.

## Werkinstructies

# How can I tell I have received a shared item in my ePortfolio?

You will receive a shared item in the [Explore](#) tab of your ePortfolio.

If the sender has sent an [invite](#) after sharing the item, the receiver will receive a mail in their RU mailbox. The ePortfolio tab will also display a notification about the newly received invite.



- i** Above the minibar in Brightspace you will find the notifications icons. These icons are not used by the ePortfolio. If there are new ePortfolio items or invites, there will not appear a notification in these icons.

## Werkinstructies

# If I share an item from my ePortfolio, will the reflection that has been linked to an item also be shared?

No, a [reflection](#) that has been linked to another item will not be sent along with the item when you share it. This also goes the opposite way: if you share a reflection, the item that has been linked will not be shared.

If you share both the item and the linked reflection, they will both appear in the ePortfolio of the receiver, but they will not be linked. The item and the linked reflection will thus be two separate items after you share it.