



# BRIGHTSPACE AT USC VIRTUAL INFORMATION SESSION

APRIL 24, 2024



**USC** University of  
Southern California

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# AGENDA

Topic	Duration	Speaker
Welcome & Program Overview	5 Minutes	Midhat Asghar
Bye-Bye Blackboard	25 Minutes	Ashley Smith
Hello, Brightspace!	15 Minutes	Jason Dove Ashley Smith Ginger Clark
Open Q&A	5 Minutes	Katelin Eden Dukes (Facilitator)

# **PROGRAM OVERVIEW**



# BRIGHTSPACE SPRING & SUMMER 2024 TIMELINE

Mar 2024



Apr 2024



May 2024



## March 2024

- ✓ **03/04:** Spring Advanced Training Institutes Begin
- ✓ **03/05:** Spring Session 2nd Institute Training Begins
- ✓ **03/20:** First email announcement to Summer Faculty on Summer 2024 Brightspace Course Shells Available

## April 2024

- ✓ **04/02:** Second email announcement to Summer Faculty on Summer 2024 Brightspace Courses Available
- ✓ **Week of April 8: Course Content Available**  
**Migrated 3 Year Non-SIS Non-Instructional Course**
- ✓ **Week of April 15: Migrated Fall Blackboard Course Content and Blank Fall 2024 Course Available**
- ✓ **4/16:** Summer 2024 Faculty Kick-off Meeting
- ✓ **4/23:** Preparing Orgs in Brightspace Session
- **4/24:** Campus-wide information session

## May 2024

- **05/03:** Summer Foundations Institutes Begin
  - **05/15:** First Day of Classes for Summer 2024
  - **Mid-May:** Launch Summer Sustainment
- Maymester courses will be the last courses taught in Blackboard.*

*Items in **cardinal** indicate when course content will be available*

**BYE-BYE BLACKBOARD**

# SAYING BYE-BYE TO BLACKBOARD

**Switching to Brightspace involves two key steps:**

## 1. Review transferred Blackboard materials

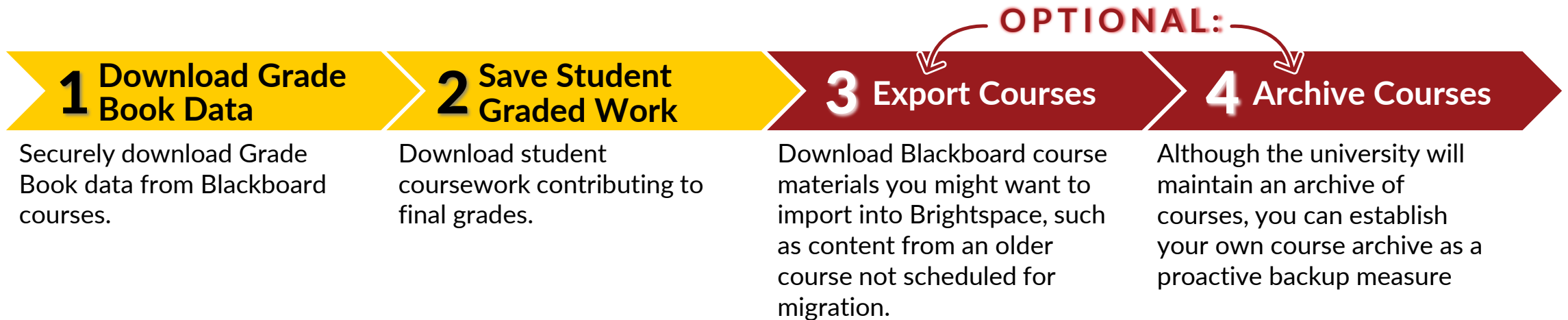
- **MIGRATION:** Three years of Blackboard courses were migrated and are now available in Brightspace (Spring 2021-Fall 2023).
  - Migration only transfers the course content (e.g., instructor-generated documents, question pools, etc.). **Student rosters, activity data, and submissions will not be migrated.**

## 2. Preserve historical data by 6/28

- **SAVING BLACKBOARD CONTENT GUIDE:** Review the [Saving Blackboard Content Guide](#) for additional considerations.
- **ACCESSING ARCHIVES:** All courses (including student data) will be backed up and filed away automatically.
- Archived courses can be requested through [a form](#) with ITS through ServiceNow as needed (e.g., *grade dispute or for audit purposes*).

# SAVING BLACKBOARD CONTENT BY JUNE 28

These proposed steps will help you maintain access to essential academic records in compliance with data retention policies:



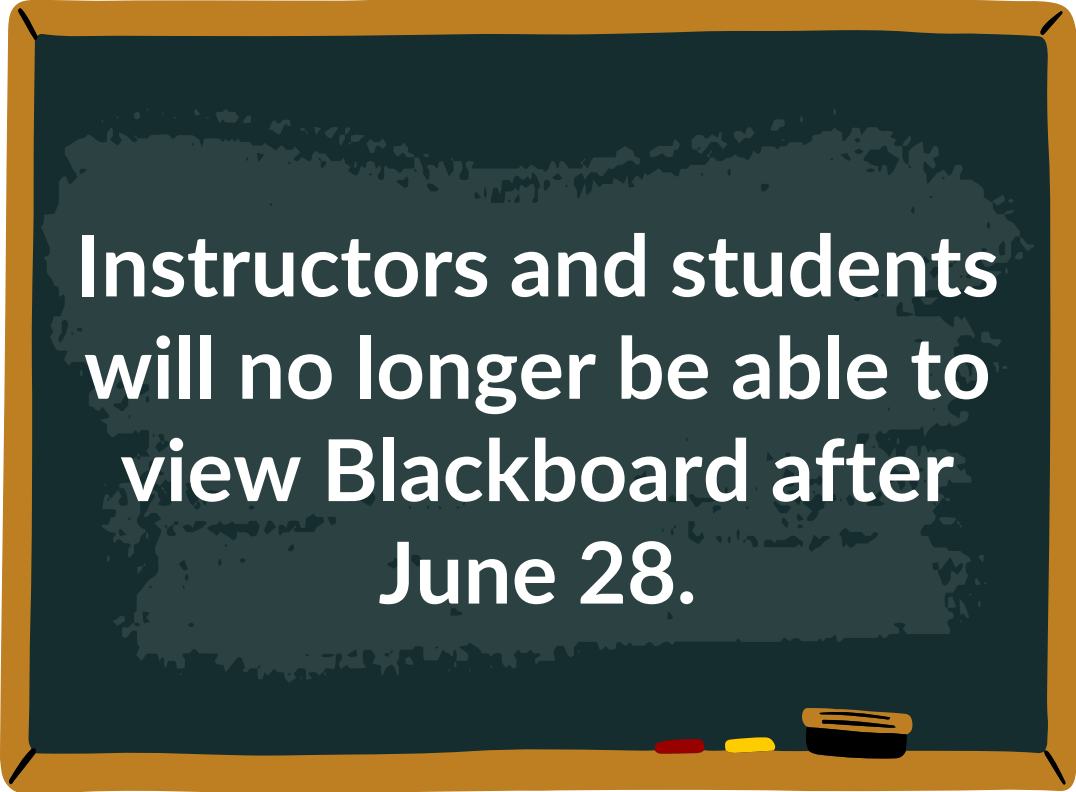
## Recommended Secure Storage

Use your **usc.edu provided OneDrive account** to store all protected student data, including grades, assignments, and identifiable information, in compliance with HIPAA and FERPA regulations.

*Note: Student data should not be stored on your local hard drive, flash drive, or personal device.*

For more info, read the full  
["Saving Blackboard Content Guide" here.](#)

# BLACKBOARD BLACKOUT PERIOD




Instructors and students  
will no longer be able to  
view Blackboard after  
June 28.

**Note:** There will be no access to Blackboard materials between June 28 – July 7.

The myUSC Blackboard Link will be decommissioned by ITS. The Brightspace link is already live on myUSC.

All Blackboard content and student data will be available to access through the archive.





# BLACKBOARD ARCHIVE REQUESTS: STARTING JULY 8

All Blackboard content and student data will be available to access through the archive.

Blackboard content from 2014  
- Spring 2024 will be available  
in the archival system starting:

**July 8** 

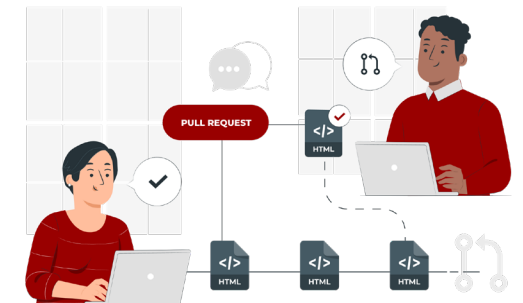
## For Faculty:

You will be able to request old content and materials from your previously taught courses!

## For Students:

Students will be able to request previously submitted course materials, with approval from their instructor.

Instructors can submit a request from the Blackboard Archive using this ServiceNow form: [Archived Course Request](#)



# INCOMPLETE COURSE MANAGEMENT PROCESS

## NOW – JUNE 28

Students have the ability to complete courses in Blackboard between now and the **cutoff date of June 28**.

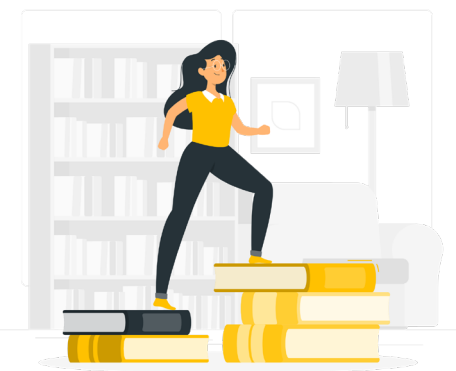
Faculty will follow current procedures to activate courses for students in Blackboard.

## AFTER JUNE 28

Faculty will **manually** enroll these students into the **migrated** Brightspace versions of the course.

**Note:** Courses will **NOT** include student work or submissions. Faculty can submit requests to the support team to retrieve these materials and share them back with the student. Submit the form here: [Archived Course Request](#)

Future Incompletes (IN) for all courses taught in Brightspace, will be handled in the same manner by manually enrolling students and activating the course.



## Deadlines for completing incomplete courses by semester:

### Summer 2023 Courses

Last day for student to complete IN marks: 8/12/2024

### Fall 2023 Courses

Last day for student to complete IN marks: 12/26/2024 (spike expected in Nov/Dec).

### Spring 2024 Courses

Last day for student to complete IN marks: 5/15/2025 (spike in requests expected in April/May).

### Summer 2024 Courses

Students will have access in Brightspace. Last day for student to complete IN marks: 8/11/2025

# MAYMESTER CONSIDERATIONS

## MAYMESTER

**All 2024 Maymester courses  
will be taught in Blackboard  
or your department-specific  
LMS system.**



### HOW DO I SUBMIT FINAL GRADES?

- You will follow the same guidelines as usual to submit final grades in Blackboard
- If your final grades are due after June 28, please note that you will not have access to Blackboard after June 28.



### SAVE YOUR CONTENT BY JUNE 28

- The final day to access and save materials from Blackboard is June 28.
- Should you make content changes after this date, they will not be carried over to the new system



### BLACKBOARD BLACKOUT PERIOD

- Blackboard will be completely unavailable from June 29 – July 7. Requests for archived materials will not be processed during this time.

# TRANSITIONING ORGS TO BRIGHTSPACE

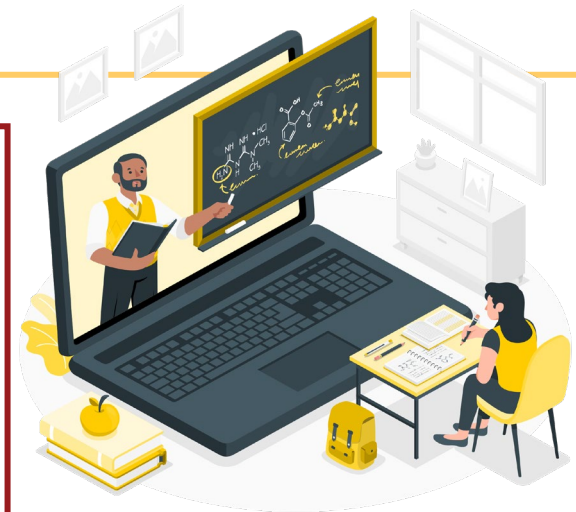
Non-SIS, non-instructional courses, which include what Blackboard defines as “organizations,” underwent instructor enrollment in Brightspace on 4/15.

## What will be the same in Brightspace?

- Instructors of Blackboard Orgs will keep ownership of these courses in Brightspace.
- The Blackboard naming convention will carry over to Brightspace and can be updated at a later time.
- Instructors will continue to request the creation of new Non-Registrar Non-Academic courses through ITS.
- The standard learner enrollment process will be the same as Blackboard. Instructors are responsible for and have permissions to enroll students.
- LTI add-ons (Turnitin, Zoom, PollEv) remain the same.

## What's different from Blackboard?

- The Blackboard Org function does not exist in Brightspace; therefore, all Blackboard Orgs will exist as courses in Brightspace.
- Instructors have the opportunity to clean-up their class list with the migration of Orgs to Brightspace.
- Due to the migration process, previous student data and submissions will not be available.



**| HELLO, BRIGHTSPACE!**

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# OPENING BRIGHTSPACE FOR THE FIRST TIME

When instructors open Brightspace for the first time, they will see the following:

## Blackboard Courses from Spring 2021 – Fall 2023

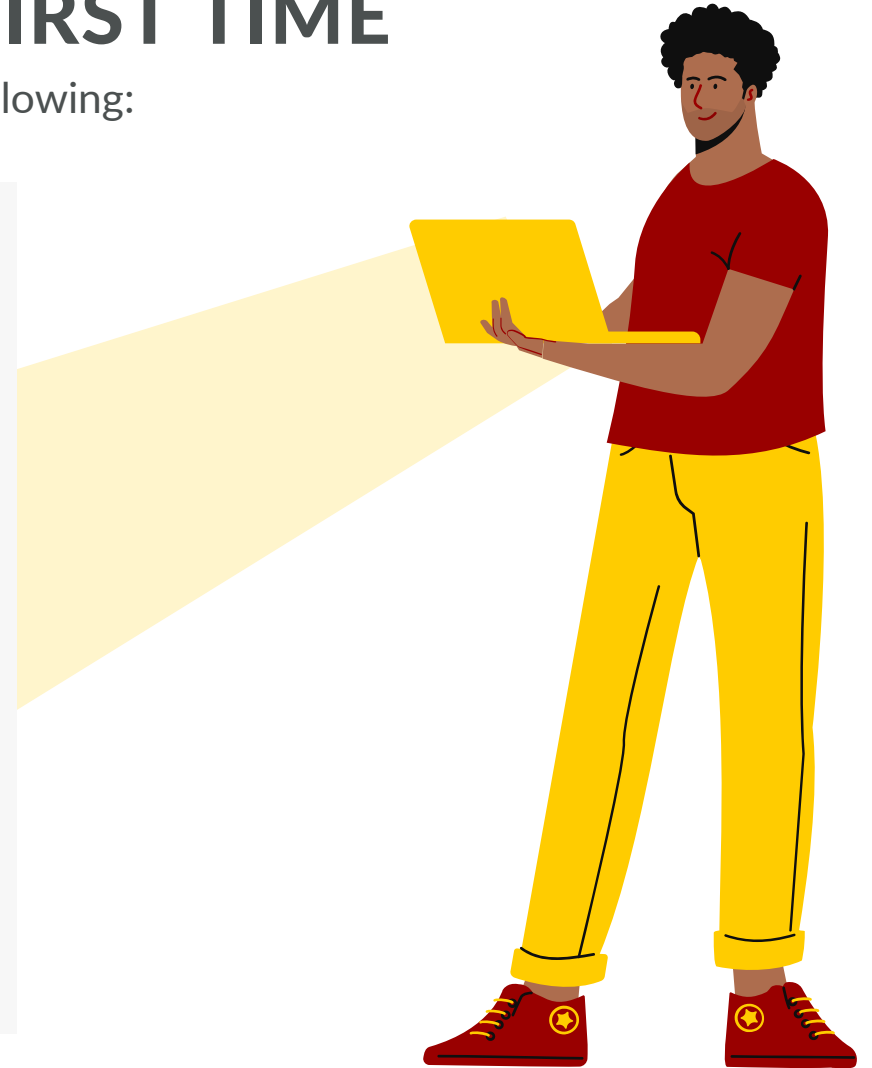
If additional courses are needed, a request can be made from ITS.

## 2024 Summer & Fall Empty Courses

Just like in Blackboard, instructors will need to activate their course for students to see it.

## Sandbox for learning Brightspace

These empty courses can be used to create content and practice using Brightspace. Instructors can copy Sandbox content into their 2024 blank course shells.





# LTIS & THIRD-PARTY TOOLS

The Brightspace at USC Team identified the third-party tools currently used within Blackboard and grouped them by priority for implementation.

## P1 & P2 LTIs Available Now:

- |                                     |                                     |                       |
|-------------------------------------|-------------------------------------|-----------------------|
| ✓ Ally                              | ✓ Panopto ( <i>select schools</i> ) | ✓ Ed Discussion       |
| ✓ ARES                              | ✓ VoiceThread                       | ✓ McGraw-Hill Connect |
| ✓ Explorance                        | ✓ Perusall                          | ✓ myBusinessCourse    |
| ✓ Gradescope                        | ✓ PlayPosit                         | ✓ H5P                 |
| ✓ Panopto ( <i>select schools</i> ) | ✓ Bongo                             | ✓ Akindi              |
| ✓ Poll Everywhere                   | ✓ ExamSoft*                         | ✓ Pearson             |
| ✓ Qwickly                           | ✓ Simple Syllabus                   | ✓ WileyPLUS           |
| ✓ Respondus                         | ✓ Labster                           | ✓ Vocareum            |
| ✓ Turnitin                          | ✓ Padlet                            | ✓ Cengage             |
| ✓ Zoom                              | ✓ Piazza                            |                       |

\*ExamSoft will be activated post-Blackboard retirement.

## P3 (Apr. 30)

- ☐ Codio
- ☐ Macmillan
- ☐ Norton
- ☐ SAGE
- ☐ MyOpenMath
- ☐ Top Hat
- ☐ Hypothesis
- ☐ LinkedIn Learning



## Net New

- ☐ Google Workspace for Education\*
- ☐ Explorance Popup
- ☐ Springshare
- ☐ Peerceptiv
- ☐ Kritik
- ☐ Lumen Learning

\*Google Drive Links pasted into Brightspace will continue to work as expected.

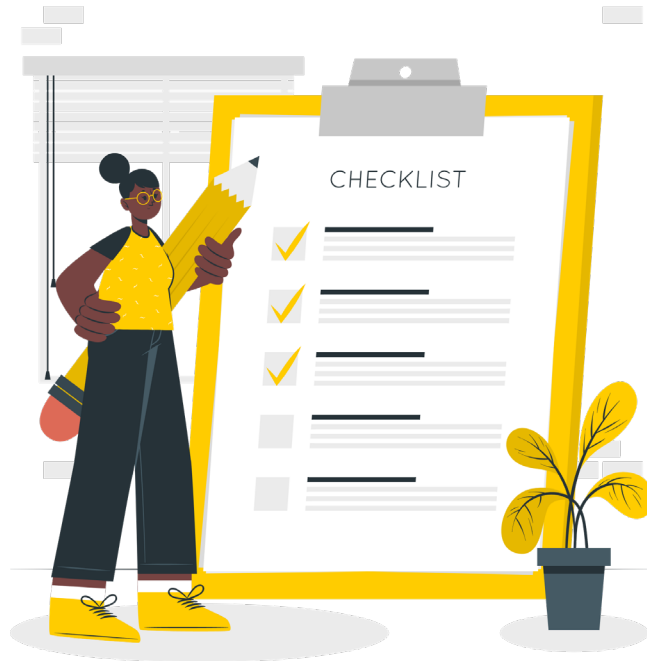
**Need help** with Brightspace third-party tools?

[Find help at brightspacehelp.usc.edu](https://brightspacehelp.usc.edu)

# **DEMO OF BRIGHTSPACE**

# FACULTY WELCOME PACKET

Faculty will receive a “Welcome Packet” with resources to leverage as they begin teaching in Brightspace to help prepare students and Teaching Assistants (TAs).



## 1 TA Welcome Letter

Email from Professors to TAs welcoming them to Brightspace and providing training and support resources

## 2 Student Welcome Letter

Email from Professors to Students welcoming them to Brightspace and providing support resources

## 3 Student FAQ

Provides Frequently Asked Questions guidance for instructors to leverage with Students (i.e., why Brightspace, will all classes be taught in Brightspace etc.)

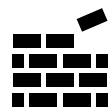
## 4 Syllabus Blurb

Text provided to instructors to include in their courses syllabus to introduce students to Brightspace and provide overview of resources available

# FACULTY SUMMER TRAINING

## FACILITATED TRAINING

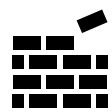
### CET/ITS Institutes



Foundations Institute  
*Mondays, May 13-June 24,  
1-2:30 pm*



Advanced Institute  
*Thursdays, May 16-June 20,  
10-11:30 am*



Foundations Institute  
*Tuesdays, July 2-August 13,  
10-11:30 am P*



Advanced Institute  
*Fridays, July 12-August 16,  
10-11:30 am*

### D2L Webinars



D2L Webinar on  
Instructor Essentials

- April 29, 10-12 pm
- May 9, 10-12 pm
- June 20, 10-12 pm

## Individual Support



[1:1 Technical Support with ITS](#)



[1:1 Pedagogical Support with CET](#)

## Do-It-Yourself Guides

- [Brightspace Guided Training \(BGT\)](#)
- [USC Brightspace Help Website](#)

Check out the [CET Website](#) for more information!

## ADDITIONAL ONE-OFF TRAININGS



### Brightspace Bootcamp

*Four 1-hour sessions, held Monday-Thursday within the same week, covering Brightspace essentials!*

- April 29 – May 2
- May 6 – May 9
- May 13 – May 16
- May 20 – May 23
- May 27 – May 30
- June 3 – June 6



### Just One Thing

*Micro-workshops where one Brightspace task is demonstrated for 10 minutes, followed by 10 minutes of questions and answers.*

- Weekly on Wednesdays, April 24 - June 12



### The Survivor's Guide

*One-hour workshop demonstrating how to access and navigate Brightspace and conduct 2-3 basic tasks.*

- April 29, May 1, 2
- May 6, 7, 8, 9
- May 13, 14, 15, 17
- May 20, 22, 23
- May 28, 29

Sign up for sessions through the [CET Events Calendar](#)

## NEXT STEPS

### 1 Utilize the **Saving Blackboard Content Guide**



Prior to June 28, review the guide to ensure that you maintain access to essential academic records in compliance with data retention policies.

### 2 Review Course Material in Brightspace



You will be able to leverage existing content from Blackboard or new content that you build in Brightspace. Use our Copy Course Content Guide to learn about using content for Summer and Fall.

### 3 Attend Summer Training



Attend the ITS/CET-led institutes (faculty) or Brightspace-led webinars (all) for live Brightspace trainings. 1:1s and do-it-yourself options are also available.

### 4 Finalize Content and Activate your Course



Activate your course to make it visible to Summer/Fall students prior to the first day of classes.



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# QUESTIONS?

**Drop it in the chat or raise your hand!**

*Any questions we do not address today will be reviewed and shared out afterwards.*



**Have feedback for the  
Brightspace at USC team?**  
Let us know through the  
form below.



**Scan me!**



# THANK YOU FOR ATTENDING!



**USC** University of  
Southern California

# | APPENDIX





# Need help? Check out these Brightspace resources

## FOR IMMEDIATE 24/7 BRIGHTSPACE TECHNICAL & PLATFORM SUPPORT

- **Brightspace Virtual Assistant:** click the speech bubble in Brightspace and submit a case for quick resolution!
- **Brightspace Technical Support Line:** 888-895-2812
- **Brightspace Email Support:** [usc@d2l.com](mailto:usc@d2l.com)
- **Brightspace Community Website:** <https://community.d2l.com/brightspace>

To access the Brightspace Help Website, [click here!](#)



## FOR USC-SPECIFIC COURSE RELATED REQUESTS

*(i.e., course merging, access, SIS issues, archived data, etc.)*

- **ITS Email Support:** Email [brightspace@usc.edu](mailto:brightspace@usc.edu) with non-urgent USC requests
- **ITS LMS 1:1 Consultations:** [Sign-up](#) for a 1:1 with Jason & Sakib, our Brightspace Experts!
- **ITS Support Desk Hotline:** 213-740-5555 (Students dial 1; Instructors dial 2)