Educational Technology Corner | November 2021

Get the latest updates on educational technology, including Brightspace, TopHat and more.

TECH TIPS

Here are some instructions to help you make the most of technology offered at MCW:

- [Create your Brightspace Community account](#)
- [Brightspace Gradebook for Instructors](#)
- [Make use the Zoom Scheduling Privilege](#)
- [How to keep your Zoom Client updated](#)
- [All about Zoom polling for meetings](#)

BRIGHTSPACE

Assignments
There are [several ways to grade Assignments](#):

- Use built-in annotation tools to markup submissions using highlighting, free-hand drawing, shapes, and associated commenting.
- Evaluate anonymized user submissions to remove bias in the grading process.
- Evaluate submissions and leave feedback directly on the Submission page.
- Evaluate submissions directly within attached rubrics and leave feedback directly on the Submission page. For more information about using keyboard-only navigation or screen reader technology, see [How assistive technology interacts with the inline grading experience](#).
- Evaluate external submissions and leave feedback in an assignment.
- If Originality Check is enabled at your organization, you can use the Grade Mark functionality to add comments, insert inline text, and highlight sections in file submissions directly in Assignments.
- Download user submissions and leave feedback within the files, then upload them back into the appropriate assignment so they appear as attachments to each user's submission evaluation.

The grades you manually enter for quizzes, discussions, and assignments grade items are automatically synchronized back to Quizzes, Discussions and Assignments.

Note: Assignments and Discussions grades are synchronized when the tools are updated by the Brightspace API or when you import your grade book via CSV, TSV, or Excel.

View an assignment's Submission log
You must have the **See and Manage Assignments** and **View Submitted Files** permissions to view the Submission Log.

The Submissions area of Assignments has a log that you can filter to determine when a learner submitted a file, and whether the learner or instructor deleted the submission.

1. On the Assignments page, from the context menu of an assignment, click Submission Log.
2. Filter the log as applicable, by Submitted (shows all submissions), Deleted, Restored, or Started.
3. Sort by Date.

Restore a deleted submission
You must have the **See and Manage Assignments** and **View Submitted Files** permissions to view the Submission Log.

1. Do one of the following:
    1. In the context menu for an assignment, click **Submission Log**.
    2. On the **Submissions** page for an assignment, click **Submission Log**.
2. In the entry for the deleted submission, click **Restore**.

Quizzes | [Watch how to customize question deliver sing Quiz Builder](#)

Understanding date restrictions
Quiz restrictions allow instructors to set start dates, due dates, and end dates on their quizzes. The start date determines when a quiz becomes available to learners. The end date determines when a quiz becomes unavailable to learners. The due date specifies a time when a quiz is expected to be completed. A quiz is considered late if it is submitted after the due date is reached. If a quiz has an enforced time limit and the learner uses more than the allotted time, the quiz is marked as exceeded time limit.

Emailing the Classlist
Populating the To, CC, and BCC fields of an email using the Address Book
Note: The email message, attachments, and the number of recipients in the To, CC, and BCC fields count towards the email message size and cannot exceed 20MB.

- In the Compose New Message dialog, click Address Book.
- Select the check box for every user you want to send an email message to, then click To, CC, or BBC to add the selected users to the desired field.
- Note: The maximum number of recipients in the To and CC fields is 200.
- Click Add Recipients.
- Compose the message and click Send.

About Brightspace Editor
Brightspace Editor is now the default editor across the Brightspace Platform.

Figure: The new Brightspace Editor

The new Brightspace Editor includes the following enhancements:

Refreshed formatting options

- The Lato font type
- A refreshed color picker
- A refreshed font size menu
- A comprehensive and standard emoticon menu
- A comprehensive and refreshed symbols menu
- An advanced source code editor
- A refreshed Tables feature, including data sorting
- A refreshed Accessibility Checker
- The placement of the Check Accessibility, HTML Source Editor, Preview, and Toggle Full Screen functionalities into the top bar
- Word count functionality that includes words, characters, and text selection.
- Context menus while editing to enable quick access to text, link, and image editing options; including advanced image editing options (where image editing is currently available).
- A new overflow menu with additional, infrequently used menu options.
- A format painter that enables you to copy and apply text formatting.
- @mentions – @mentions is controlled by the organization unit configuration variable, d2l.Tools.WYSIWYG.Mentions, that is deployed in an OFF state. Once enabled by an administrator, in discussion posts, users can now tag other users within the same course using @mentions depending on permissions. Tagged users are notified by alerts in the minibar. External notifications are not yet available.
- The Editor now remembers the open or closed state of the **More Actions** button, per user, in order to reduce clicks for users that frequently use options in the expanded editor.
- The Editor now uses pixels (px) in the font size menu in order to match the Content Settings menu for an org unit's default font size.
- The drag/drop and copy/paste functionality for images in areas that do not contain user specific data is now available. Those areas include:
  - Content Module/Topic Descriptions

- o Quiz/Survey/Self-Assessment - Description, Header. Footer
- o Grades - Description
- o Content Course Overview descriptions
- o Discussion Forum/Topic descriptions
- o Quizzes Feedback and Grades Feedback
- o Grades Comments
- o Discussions > Post feedback and Thread feedback

Note: This functionality is available in user-specific areas that may contain images with learner-sensitive information. As a result, these images are stored in the database rather than the **Manage Files** area of a course offering. In addition, the **Course Copy** function does not include these images.

The list below outlines what is not included in the Editor:

- Spell check functionality. D2L recommends using your browser spell check functionality. However, the d2l.Tools.Quizzing.ShowSpellCheckInAttempts org unit configuration variable is still respected and marks text in Quizzes to be ignored by the browser spell checker. It can be turned off for all quizzes at the org unit level.
- Cut/Paste functionality. D2L recommends using your browser hot keys/menus for this functionality.

The Brightspace Editor has three options you can choose when viewing content:

View	Description
Design view	The design view loads automatically when Brightspace Editor is accessed. Use this view to quickly create and format content without needing any prior knowledge of HTML. Enter your content and use the available controls to apply formatting to your text, insert images and tables, and create links.
Source Editor view	Click the ✍️ HTML Source Editor icon to display the source editor view. This view displays the code that structures and formats your content. Use this view if you have experience with HTML and prefer to author your content in HTML or want to apply styles from a cascading style sheet (CSS). If you have HTML-based content from another application, you can also copy and paste that code into the source editor view.
Preview	Use the view to display a preview of your HTML content in a new window. This allows you to preview content and ensure that it displays as expected prior to saving any changes.

The Quiz Builder supports the new inline Editor.

TOPHAT

Class Participation

- [How to use Tophat for class participation](#)

- [Configuring the attendance tool for hybrid classes](#)

QUALTRICS

Authenticated Support
Have a question on survey performance or design? You can reach out to the Qualtrics help desk. Here is how:

After logging into Qualtrics, access support by clicking on the Help Tab
Choose the **Support Site Button**

You will be presented with a Qualtrics support menu. Key in your search terms to seek Knowledge Base support.

If you are unable to solve your issue in the Knowledge Base, scroll to the bottom of the next page, click on **Contact Support**

- Enter your **MCW Email** (1) and **MCW Password** (2)
- Click **Sign in with SSO** (3)
- Enter **MCWISC** on the next box, click Continue
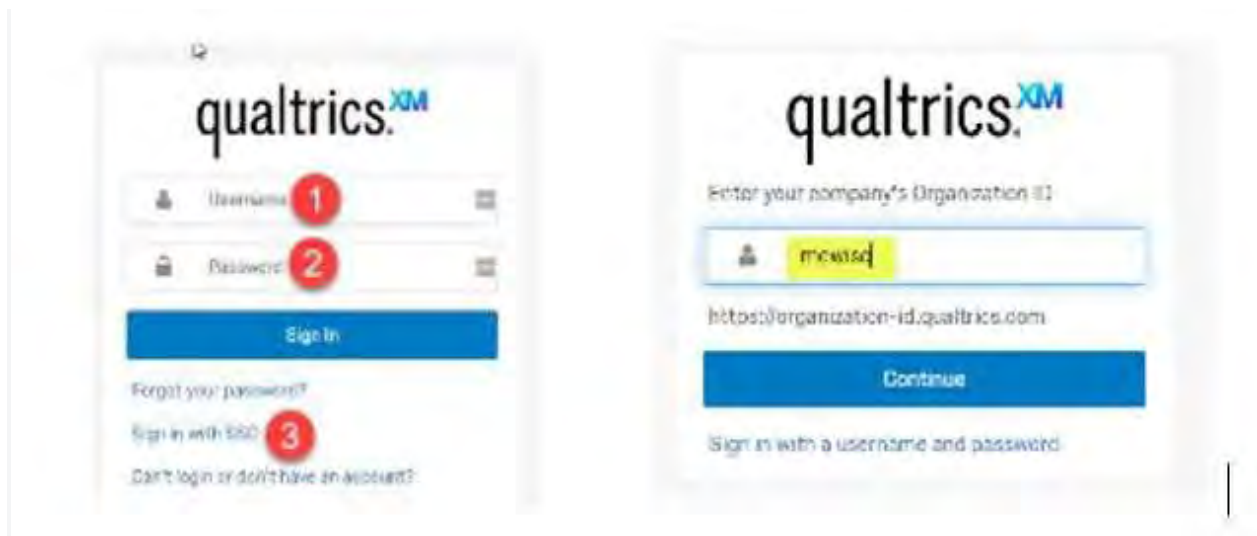
You now have access to the Qualtrics Support Team and can send email or initiate chat.