

# Quickly Course Tools Overview, D2L Brightspace

The screenshot shows the 'Send Email' interface. On the left is a red sidebar with 'Course Tools' and various options like 'Assignment', 'Content', 'Event', 'Groups', 'Announcement', 'Email', 'Change Dates', 'Check Links', and 'Course Availability'. The main area is titled 'Send Email' and contains a search bar, a 'Select All' button, and a list of courses. The course 'Advanced Networking and Data Security' is selected. Below the list are options for 'Send To' (Everyone selected), a checkbox for 'Send myself a copy of this email for every course', a 'Subject' field, and a rich text editor with a toolbar.

**Send Email:** Select the course(s) you'd like to email in the left hand course list. Choose whether you would like to send the email to everyone or to a specific role(s). Enter an email subject and compose the body of the email. Add an attachment, if needed. You can choose to send yourself a copy of the email as well. Once complete, click "Send."

The screenshot shows the 'Send Announcement' interface. It has the same sidebar as the 'Send Email' interface. The main area is titled 'Send Announcement' and contains a search bar, a 'Select All' button, and a list of courses. The course 'Advanced Networking and Data Security' is selected. Below the list are a 'Title' field, a rich text editor with a toolbar, and two optional fields: 'Display after: (Optional)' with a date and time picker, and 'Display until: (Optional)'.

**Post Announcement:** Select the course(s) you'd like to post an announcement to in the left hand course list. Complete the announcement title and associated information. Once complete, click "Submit."

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The screenshot shows the 'Create Content' interface. On the left, a red sidebar contains 'Course Tools' with a dropdown menu. Under 'Create', 'Content' is selected. The main area is titled 'Create Content' and has a search bar. Below it is a list of courses with checkboxes. 'Advanced Networking and Data Security' (QWI-CSANDS) is checked. To the right, there are four tabs: 'Content', 'Timeline', 'Organization', and 'Review'. The 'Content' tab is active, showing 'Content Type' set to 'Item', a 'Title' field, and a rich text editor with a toolbar.

**Create Content:** Select the course(s) you'd like to create content for in the left hand course list. Select your content type. Complete the content title and associated information. (Optional) Add assignment to a module - select from the dropdown containing common modules or select per course. Once complete, click "Submit."

The screenshot shows the 'Create Assignment' interface. On the left, a red sidebar contains 'Course Tools' with a dropdown menu. Under 'Create', 'Assignment' is selected. The main area is titled 'Create Assignment' and has a search bar. Below it is a list of courses with checkboxes. 'Advanced Networking and Data Security' (QWI-CSANDS) is checked. To the right, there are four tabs: 'Content', 'Timeline', 'Organization', and 'Review'. The 'Content' tab is active, showing 'Points' set to 0, a 'Title' field, and a rich text editor with a toolbar.

**Create Assignment:** Select the course(s) you'd like to create an assignment for in the left hand course list. Select the assignment type. Add title and corresponding information. (Optional) Add assignment to a module - select from the dropdown containing common modules or select per course. (Optional) Add assignment to an assignment group - select from the dropdown containing common groups or select per course. Once complete, click "Submit."

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The screenshot shows the 'Course Availability' tool interface. On the left is a red sidebar with 'Course Tools' and various options like 'Assignment', 'Content', 'Event', 'Groups', 'Announcement', 'Email', 'Change Dates', and 'Check Links'. The main area is titled 'Course Availability' and contains a search bar, a 'View' filter (All, Available, Unavailable), and a list of courses with toggle switches. The courses listed are:

Course Name	Course ID	Availability
Quickly Test Course Bartosz	QW-BARTOSZ	Available
Fundamentals of Biology	FA21-QWI-SCI300	Available
Applied Physics	FA21-QWI-SCI100	Unavailable
College Writing	FA21-QWI-ENG200	Available
Software Project Management	QWI-LG-SPM205	Available
Computer Science Theory 10	QWI-SG-CST-210	Unavailable
Computer Science Theory 9	QWI-SG-CST-209	Unavailable
Computer Science Theory 7		Unavailable
Linear Algebra	MA-LA-FA21	Available
Organic Chemistry	FA21-QWI-SCI200	Available
Introduction to Creative Writing	FA21-QWI-ENG300	Available
English Literature and Composition	FA21-QWI-ENG100	Available
Dynamic Programming	QWI-L-DYP101	Available
Computer Science Theory	QWI-SG-CST-200	Available
Computer Science Theory 8	QWI-SG-CST-208	Available
Computer Science Theory 6		Unavailable

**Course Availability:** Use the toggles to make courses available or unavailable to students. You may need to refresh your LMS and Course Tools to see updates.

The screenshot shows the 'Create Event' tool interface. On the left is the same red sidebar as in the previous screenshot. The main area is titled 'Create Event' and contains a search bar, a 'Select All' checkbox, and a list of courses with checkboxes. The courses listed are:

Course Name	Course ID	Selected
Advanced Networking and Data Security	QWI-CSANDS	Yes
Applied Physics	FA21-QWI-SCI100	No
Artificial Intelligence	QWI-G-AI202	No
College Writing	FA21-QWI-ENG200	No
Comparative Programming Languages	QWI-CSCPL	No
Computer Science Theory	QWI-SG-CST-200	No

Below the course list are fields for 'Title', 'Location (Optional)', and a rich text editor with a toolbar (File, Edit, Insert, Format). At the bottom, there is a 'Start' field with a date/time picker set to '11:59 PM'.

**Create Calendar Event:** Select the course(s) you'd like to create a calendar event for in the left hand course list. Add event title and corresponding information. (Optional) Add location name and/or a specific address. Once complete, click "Submit."

# Quickly Course Tools Overview, D2L Brightspace

The screenshot shows the 'Check Links' interface in D2L Brightspace. On the left is a red sidebar with 'Course Tools' and various options like 'Assignment', 'Content', 'Event', 'Groups', 'Announcement', 'Email', 'Change Dates', 'Check Links', and 'Course Availability'. The 'Check Links' option is highlighted. The main area is titled 'Check Links' and contains a search bar and a 'Sort' button. Below this is a list of courses with checkboxes. The 'Advanced Networking and Data Security' course is selected. To the right, a table displays the links for this course, including their status (green checkmark for good, grey exclamation mark for broken), titles, and external URLs. A pencil icon next to the broken link indicates it can be edited.

Status	Title	External URL
✓	Simple Programming Problems	<a href="https://adriann.github.io/programming_problems.html">https://adriann.github.io/programming_problems.html</a>

**Check Links:** Select a course from the course list on the left. If the course has links, they will populate in the space on the right. Click "Check Links." Broken links (if any) will be indicated by a grey circle with an exclamation mark. Click the pencil icon next to the broken link to edit it.