TEACHER FAQ:

1. How do I log in to the SLP or Brightspace?
2. I cannot access the Student Orientation to Online Learning. What do I do or how do I see this content?
3. How do I add a Welcome Letter to my course?
4. I’m interested in hiding and/or releasing content to my students as we progress in Brightspace instead of having it all available at once. How might I do this?
5. How might I set due dates for an assessment in Brightspace?
6. What information is sent to students from Michigan Virtual about logging in or accessing their courses?
7. How do I view a course syllabus or alignment document?
8. Can I delete content from a course?
9. Accommodations - How do I add extended time to a quiz or test to accommodate students requiring extra time?
10. Where do I find my student’s pacing guides?
11. How can I add a Google Doc or Slide into my Teacher Feed?
12. How do I reset a test/quiz for a student?
13. How do I see what questions are on a test or quiz?
14. I am teaching an AP course, what do I need to know about this course?
15. What should I do with the Welcome Letter I created?

STUDENT FAQ:

1. My students cannot see their course content and are locked out? What do I do?
2. How does my student log in to the SLP and get to their course?
3. Where do my students find their pacing guides?

Logging In to the SLP and Brightspace

**SLP: Login**

Teachers, after logging in to the SLP, the landing page will always be the “Dashboard”. To get to Brightspace, select “Go to LMS” from the left navigation menu.
From there select the computer icon next to “Brightspace LS” under the LMS column heading.

Students will follow the same steps to log in to the SLP. After logging in, they are taken to their SLP landing page where they can access their course by selecting the course name in the “Academic Snapshot” widget.
Student Orientation to Online Learning

You may access the Student Orientation to Online Learning through your Onboarding course. Once you enter your Onboarding course you will see the Student Orientation contained in the top widget on the Class Homepage. This is where your students will access the orientation and the quizzes they’ll need to complete in order to unlock their course content. Please see this video for a walkthrough of how this orientation will look and work for students and here for how students can monitor their progress in this orientation (this orientation is built like a mini-course within a course and is unfacilitated, therefore, as a teacher, you will not be able to track student’s progress for them. They must do this on their own). Once students complete the orientation and earn a score of 100% on each quiz in the introductory course, the content for their courses will become available. This orientation only needs to be completed once regardless of the number of enrolled courses for the students. Completion of this orientation is valid for one year before a student will need to complete it again. More below for teachers.
As a teacher, you do not need to complete this student orientation. However, you may want to look at the content as a resource to provide your students down the road. Brightspace is smart in that it knows you’re a teacher but are accessing this Collaborative Instructor Onboarding course as a learner, so trying to access the student orientation through the widget will not work for you. Instead, click on “Lessons” in the horizontal navigation bar and then open the “Student Orientation Review” in the Getting Started folder.
The content for the Student Orientation to Online Learning will open in a new window. Note the horizontal and vertical navigation options. There will be an up/down and left/right navigation option that will allow you to see all content.

Adding a Welcome Letter to your Course

The Welcome Letter should be upload in the “Course Quick Access” menu in each of your courses. Here are the steps needed to do so:

1. On the Course Quick Access menu on your class homepage, select “Start Here”
2. A new page will open and you’ll need to expand the “Getting Started” folder
3. Select “Welcome Letter” from the expanded folder
4. Click the three little horizontal “Options” dots in the upper right-hand corner and select “Edit”
5. Upload a file or attach a linked welcome letter *Make sure link is set to view
6. Click “Save”

Hiding/Releasing Content in Brightspace

Please see the following resources. **Note** It is not recommended that you attempt to make these changes without the support of your administrator and with sufficient capability to do so. Michigan Virtual may not be able to support teachers/courses where content has been changed or conditions have been applied.

- Applying Release Conditions in Brightspace
- Best practices in applying Release Conditions in Brightspace
- Hide a content/topic in Brightspace
Setting Due Dates for Assessments in Brightspace

**Note**  It is not recommended that you attempt to make these changes without the support of your administrator and with sufficient capability to do so. Michigan Virtual may not be able to support teachers/courses where content has been changed or conditions have been applied.

- Set availability and due dates for an assignment
- Add availability and due dates in Content
- Managing Due Dates and End Dates

Enrollment Messages for Students

When students are enrolled in a Michigan Virtual course they will receive an enrollment message to both their SLP account (as an SLP message) and they will also receive an email to the email address provided by the enroller (usually a school email).

- Please see here for a breakdown of an enrollment message and what information is contained in each enrollment message.

Students will receive an email/SLP message for each class they are enrolled in.

Course Syllabi and Alignment Documents

You will be able to access alignment documents and course syllabi by visiting the “Course Catalog” tab in the SLP. You may also browse our full course catalog here (Note, not all courses are available to our collaborative partners). To view an alignment document, you can select “View Course”, select “Course Syllabus”, and then navigate to the alignment document link.

Adding/Deleting Content from a Course

It is NOT recommended that you delete assignments as this would have implications on the gradebook functioning and communication between your Brightspace gradebook and the SLP. Instead, I might recommend both exempting and hiding an assignment from your student’s view. By applying these two settings, exempting and hiding, it’s as if the assignment does not exist.

- Here is some help on hiding assignments.
Adding Extended Time to a Quiz or Test to Accommodate Students Requiring Extra Time

Quizzes in Michigan Virtual have time limits applied to prevent students from exiting and reentering quizzes.

These are the standard settings:
2 hours for an exam (midterm or final exam)
90 minutes unit or module test/quiz
60 minutes for a quiz

If you need to extend this time to accommodate a student requiring extra time, please see help here: [https://www.youtube.com/watch?v=LJjPFNFD2E&feature=youtu.be](https://www.youtube.com/watch?v=LJjPFNFD2E&feature=youtu.be)

Pacing Guides:

Teachers - You can find pacing guides for all of your courses in the “Course Pacing Guides - Teacher” widget on your SLP Dashboard. If students enrolled in each course section have different start dates, then you will see different pacing guides for each start date separated by rows.

If you do not have any enrolled students, the Pacing Guides in your “Course Pacing Guides – Teacher” widget will default to showing the earliest start date offered by Michigan Virtual. As soon as students are enrolled into your classes, these dates will change based on the start and end dates chosen by your local admin.
Students - Students can view their pacing guide by selecting the course name from the “Course Pacing Guides - Student” widget on their SLP Dashboard.

Both teachers and students have the opportunity to adjust pacing guides by modifying the drop down menus along the top of the pacing guide. Note: Adjusting the pacing guide start or end date in the pacing guide will NOT adjust the student’s start and end date in the system. This feature of the tool is designed for pacing purposes only.
AP Courses do NOT have Pacing Guides hosted in the SLP but instead use the “Calendar” feature in Brightspace. In your AP course, scroll down below the Instructor Info widget to access this Calendar. You can select the widget title “Calendar” to expand the tool and find some more options for viewing. You may also select “Calendar” from the top horizontal navigation menu to access this tool. This tool is also present for students in AP courses. They do not have a Pacing Guide linked in the SLP but have full access to the “Calendar” tool in Brightspace. See more about AP courses below.

AP Specific Information

In order for our Advanced Placement courses to be certified by the College Board, assignments in AP courses must have due dates associated with them. Meaning, your AP course will be copied for you with associated due dates for all assignments. You will find these due dates listed in the “Calendar” tool within your course.  

*Tip: I find the Calendar easiest to view when presented as a “List”.

Typically, assignments that are submitted beyond this due date are assigned a reduction in points by the instructor according to Michigan Virtual AP Policy. This information is also provided to students in their AP course. They may locate this info by selecting “Start Here” on their Course Quick Access menu, opening the “Getting Started” folder, and selecting the “Late Work Policy” page.

If an assignment, test, or quiz is submitted past this due date in Brightspace, Brightspace will mark it as late for you. Students will still be able to submit assignments past this due date, the only action taken by the LMS is to mark it as late. Unfortunately, we do not have this option with discussion board assignments. Our only option with discussions was to put a start/end date to them which would NOT allow students to access the discussion outside of these dates.
Obviously, that does not work if a student is ahead of pace or if the student is completing the discussion for partial credit due to lateness. Our option for this was to put the discussion on the calendar and mark it as due for students. This does mean that for discussions, the system will NOT mark as late if the student posts past the due date, so you will need to watch the posting dates on discussions once a due date has passed.

Also note that the first due date generally falls 4 weeks or so after the start date of the course. This pushing back of the first due date is done to accommodate students who are added late to the course, students who may be initially lacking needed course resources at the start of class, etc. This can cause students some confusion as they see their first due date does not fall for a few weeks and think they have nothing to do. This is not the case. In fact, most of the work that would normally be paced to be completed these first 4 weeks ALL is due on the first and second due date. It is recommended that you encourage students to pace this large volume of work accordingly over these first few weeks and not attempt to cram it all in before their due date. Obviously, this will have severe implications on their learning and on your ability to score that high volume of work when submitted. Here is an example of an AP Communication you can share with students, mentors, parents, or other stakeholders as necessary. You may make a copy of this document and add/delete information as needed (File -> Make a copy).

It may be up to you and your local district to decide if the AP due dates are enforced locally and if penalties are assigned to late work.

Welcome Letters

Minimally, your Welcome Letter should be posted for your students in the “Start Here” (On Course Quick Access menu) -> “Getting Started” folder. You will find a placeholder there for you to upload or attach your Welcome Letter to.

You may also post your Welcome Letter in your Teacher Feed or send it out as a link or attachment with an SLP message.

Resetting a Student’s Test/Quiz:

1. On your Brightspace Class Homepage, select ‘More’ on the top horizontal navigation bar
2. Select ‘Course Admin’
3. Under the Assessment section, select ‘Quizzes’
4. Locate the quiz/test that you need to remove the attempt from and click the drop down arrow located to the right of the title
5. Select ‘Grade’
6. Select ‘Attempts’ (located under the export to excel button)
7. Locate the student who needs the reset and click the box next to their name
8. At the top of the table, click ‘Reset’
9. A warning will pop up, ensure you have the correct student and test/quiz and click ‘yes’

Previewing Quiz Questions:
At this time, you have 2 options for previewing quiz questions. Both require you to click “More” from the horizontal navigation bar at the top of your Brightspace course and then select “Course Admin”. Then, under the Assessments section, click “Quizzes”. There you will see a list of all tests and quizzes in your course.

1. From the drop down menu next to the quiz, select “Edit” and scroll down to see quiz questions.
2. If these quiz questions are pulling from a pool, they will not be listed for you. In order to get around this, you will instead choose “Preview” from the quiz drop down menu and essentially take the quiz as if you were a student. You may need to “Preview” the quiz a few times to get a comprehensive view of the questions.