

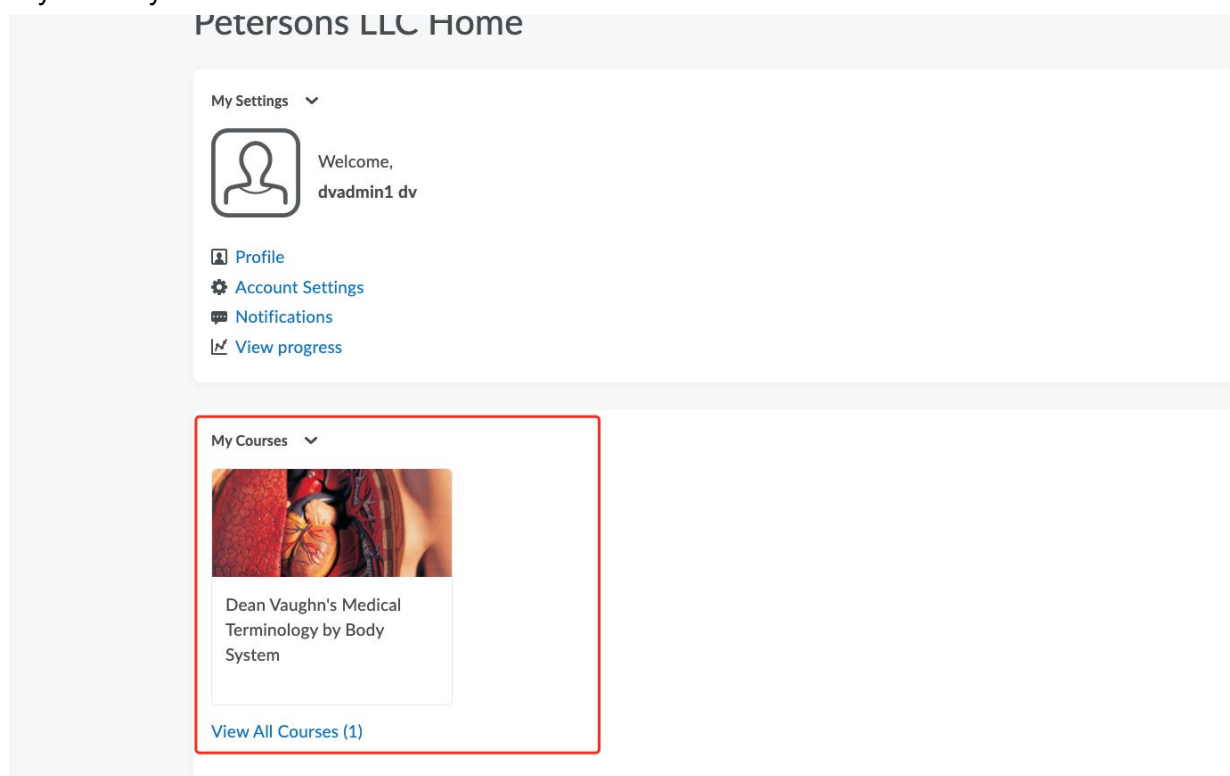
Instructor Quick Start Guide

Prior to student access to a course, instructors must set up one or more classes and enroll students in at least one class. Follow the procedures outlined in this document to have the course ready.

1. Setup the Class

This setup will allow you to set up your own class in a course.

- a. Open any browser and navigate to [Peterson's Brightspace Website](#)
- b. Enter your username and password, and click the blue "Log in" button
- c. You'll land on a Homepage where you can see all the courses that are available to you in My Courses.



- d. Click on the course you expect to set up a class and you'll land to the course homepage
- e. In the black menu at the top, click "Course Admin"
- f. Click "Sections" in the Course Admin page
- g. Click the blue "Create Sections" button

- h. Select “# of Sections” from the drop-down of Enrollment Type, fill in the number of sections you want to create, and click the blue “Create” button
*You can fill in 1 as number of section in this step and create additional sections later
- i. You’ll see a section named Section 1 by default that has been created. You can modify the section name by clicking on the blue “Section 1”, fill in the section name and section code you expect to use, and click the blue “Save” button. The format of the section code should follow the format:
 - **No space**
 - **No special characters**
- j. Visually check that the section name is correct
- k. You can add an additional section by clicking the blue “Add Section” button, fill in the section name and section code you expect to use, and click the blue “Add” button.

2. Setup the students

This setup will allow you to enroll your students in a class through a csv file.

- a. Have a csv file ready that contains the same information as the [Sample csv File](#) and it should contain:
 - i. **First Name**
 - ii. **Last Name**
 - iii. **Password**
 - iv. **Username**
Recommend to use **FirstName.Last Name** as **Username** with no special characters
 - v. **Email**
 - vi. **Section Code**
The class that you want the students to be in. Section Code can be got from Step 1
 - vii. **Role**
Student Role is defined as **Dean Vaughn Learner + OrgUnitID** in the system and Instructor Role is defined as **Dean Vaughn Instructor + OrgUnitID** in the system.
I.e. If your OrgUnitId is 123456, you need to fill in **Dean Vaughn Learner 123456** as Student Role and **Dean Vaughn Instructor 123456** as Instructor in the csv file.
- b. Click “Classlist” in the Course Admin page
- c. Click the blue “Add Participants” button and from the drop-down click “Import users from a file on your computer”
- d. Click “Choose File” and choose the csv file on your computer.
- e. Click the blue “Import” button at the bottom
- f. All users should now have access to the course

3. Modify Student's Class Enrollment

This setup will allow you to change your students' class or enroll them in additional classes.

- a. Click "Sections" in the Course Admin page
- b. Click the "Enroll Users" button next to the blue "Add Section" button and you'll see all students with their current class enrollment










Enrollments

Display

All Sections ▾

Search For...  [Show Search Options](#)

Advanced Search Options

Last Name ▲ , First Name, Username, Org Defined ID	Class 1 Users: 9	Class 2 Users: 4	Section 3 Users: 0
dv, dvtest1, dvtest1  	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
dv, dvtest2, dvtest2 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
dv, dvtest8, dvtest8 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dv, dvtest9, dvtest9 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dv, dvtest10, dvtest10, dvinst1test10 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dv, dvtest13, dvtest13, insdeeq 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dv, dvtest14, dvtest14, aeaeae 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dv, dvtest15, dvtest15, aazxcv 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- c. Check / Uncheck the box under each Class for each student to modify the class enrollment
- d. Click the blue "Save" button and all should be set