

Brightspace Expectations for All AACPS Teachers

The utilization of our learning management system (LMS) is essential as we return to school. During the past year we have expanded access to information for students and families; Brightspace allows us to continue our home-school partnership and create a space for students to grow their independence as learners. This is a year for learning how to best utilize the LMS in our various classrooms. Becoming familiar with core components of the LMS and creating routines with students will ensure that students have access and understand how to navigate the digital platform. Brightspace consistency is key. Please review

the minimum expectations for Brightspace use below and thank you for leaning into this tool for student learning!



Minimum Expectations for Brightspace Utilization for the 2021-2022 School Year

1. Complete the [Beginning of the Year](#) procedures.
2. Post your syllabus with grading and redo policy in **CONTENT**. Be sure to review our [AACPS Grading regulations for the 2021-2022 school year](#).
3. Utilize a **CALENDAR** tool for upcoming graded assessments and assignment due dates. This can be as simple as inserting a weekly Google Doc in your content area so students can see their assignments and due dates. NOTE: You can learn how to do that by clicking [here](#).
4. Post major **ANNOUNCEMENTS** for students in the Announcements section of Brightspace. Help students to learn to look there on a regular basis. You can post reminders of project due dates, studying for an upcoming test, suggestion to view new support materials you recently put in the resource folder, and the ever popular reminder to bring in field trip permission forms.
5. Post **MAJOR ASSIGNMENTS or ACTIVITIES** every day in **CONTENT**. This may include things like class notes, a reading, and/or an assignment from the text resource, the curriculum, or something that is teacher created. Students should be able to access the main learning ideas each day. This will support students who were present, those who were absent and all students who simply need to review essential learning tasks or content. This can be achieved simply by putting information in an “assignments” folder and materials in a “resources” folder inside your Brightspace classroom.

IMPORTANT: You need not build special content to insert in Brightspace. For example, if you did a hands-on activity in your classroom that cannot be captured easily for insertion into Brightspace, that is not a problem. The idea is to put big or major assignments, activities, and anything that you are grading into Brightspace so students can have easy access to these materials while at home; Brightspace becomes their digital home where they can go when they

are looking for materials, assignments, resources, and information. Brightspace is somewhat like a digital locker or backpack, but one that is organized by you, the teacher, so that information is easily located by students. Pre-COVID you may have run off copies and included extras in a manilla folder in your classroom for students to access in case of absence or loss of materials. Now, we are asking you to put the materials in our digital folders inside Brightspace. You do not need to create extra lessons or special materials to insert here. Simply include links to content you have stored on your ONE Drive, photos of activities, or the documents themselves. No special work is required.

Note: Any student who is quarantined will need access to learning material and will have access to a virtual teacher-coach for support. See [Quarantine Procedures & Supports](#) for additional information.

6. Teachers need to provide students feedback via Brightspace when applicable. Creating the digital feedback allows for students the opportunity for self-reflection and a record of their growth over time. Post, collect, and provide feedback on at least one **ASSIGNMENT** in Brightspace during the first marking period.

Note: Graded assignments in Brightspace that are factored into a student's grade need to be entered into PowerSchool.

7. Please work with students to build their capacity as independent learners. **Please support students to learn how to use Brightspace.** Show them where to find the information you are posting. Ask them to check out Brightspace daily to see any new announcements or content you may have posted.
8. Communicate with parents via Brightspace beginning in November of 2021.
9. Certainly, we encourage you to use your Brightspace classroom as a repository for all student resources, assignments, feedback, assessments, etc. We know that an investment now will yield dividends for you and your students as the year progresses.

Summary

It is important that you regularly use your Brightspace Classroom, so students become comfortable knowing that this is the hub of information and communication for this school year. Parents will also be supported to use Brightspace to support their student beginning in November. This new LMS tool will increase our Home-School partnership to ensure student success.

10/1/21

