



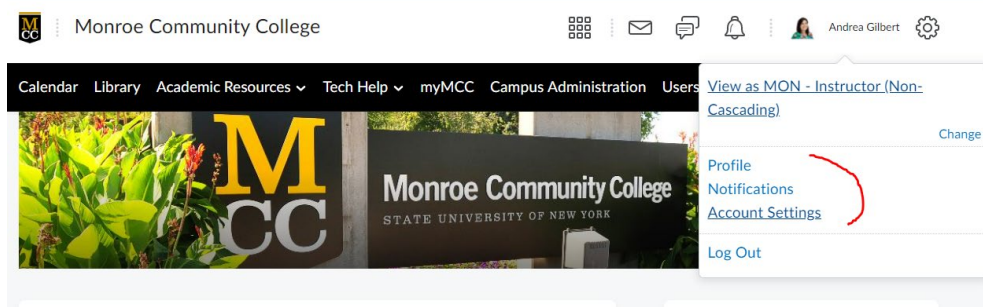
This guide was created by the MCC Virtual Campus Team to help you get acquainted with our new Brightspace system. We are still learning along with you! This is a live document and the information may change as we go. You can print it and use it as a checklist, download a copy, or use the live version to access the live links and resources embedded throughout. Important new terminology is in ***bold and italics*** and a footnote.

Algonquin College maintains a useful list of the [Blackboard vs. Brightspace Terminology](#).

All fall courses will be held in Brightspace. Please note that we will lose access to Blackboard on **December 21, 2022**. It is your responsibility to export your Blackboard content if you plan to use it in Brightspace. Please refer to MCC's [LMS Migration to Brightspace](#) website for ongoing information.

## Navigation

- Log into MCC's Brightspace at <https://mylearning.monroecc.edu>. Use your MCC email and password to log in. You'll need to make sure your MFA is set up, similar to other systems on campus.
- Once you log in, get familiar with the Brightspace navigation.
  - Explore the ***main institution homepage***<sup>1</sup> where you can click on your name in the upper right corner to update your profile, notification settings, and your account settings of Brightspace. This is also where you can change your role in a course to simulate a student view.
  - Explore the ***mini bar***<sup>2</sup> with the homepage (MCC shield logo), the waffle icon to find your courses, the messaging (envelope icon), subscription alerts (chat bubbles), and alerts (bell icon).



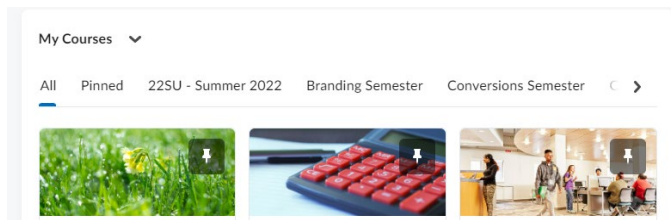
- Next, locate the ***“My Courses”*** area<sup>3</sup>. This is similar to Blackboard, except now you see images on all of your courses. Refer to this video if you need a quick walk-through: [My Courses in Brightspace](#)

<sup>1</sup> New terminology: main institution homepage

<sup>2</sup> New terminology: mini bar

<sup>3</sup> New terminology: “My Courses” area

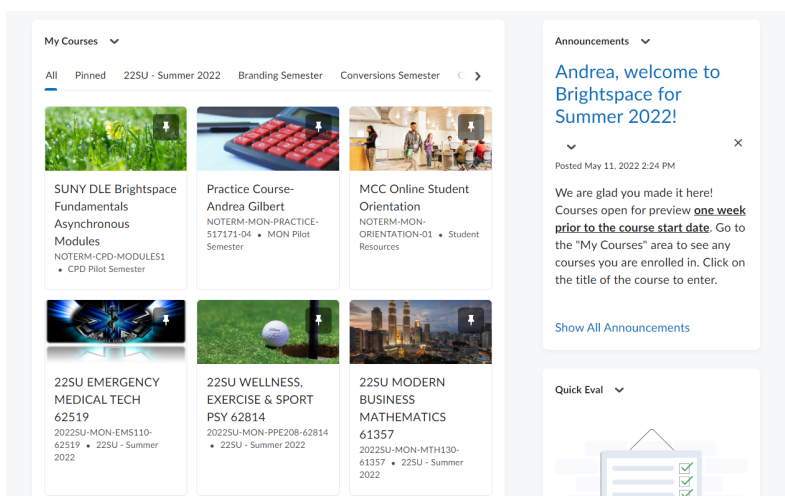
- Explore the various **terms**<sup>4</sup> by clicking on your tabs below “My Courses”. You will see that the semesters will be labeled in the following manner:
  - 22FA-Fall 2022
  - 22WI-Winter 2022
  - 23SP-Spring 2023
  - 23SU-Summer 2023



- You can pin your courses for easy access and they will appear in the “Pinned” term.

## My Courses

My Courses contains any course you are enrolled in as a user and any course across SUNY that is part of Brightspace. If you are an instructor teaching across multiple SUNY institutions, you will see all of your courses listed here (assuming the college has migrated to Brightspace). Any student taking SUNY Online Degrees at Scale (DaS) courses and MCC courses would see all courses listed here so they don't have to jump in between systems! In this example, you can see I am enrolled in the SUNY DLE training course and many other MCC courses.



- Explore the “**SUNY DLE Brightspace Fundamentals Asynchronous Modules.**” This is the self-paced training modules created by SUNY. This is the only self-paced training available until we are able to create a custom MCC version. This is recommended, but not required at this time. There are 8 modules of content with mini quizzes after each section.
- Explore your Practice Course shells. These are available as a holding space to import your course content and develop before you move content into live shell. You will receive 5 empty practice course shells. You can even get future courses ready (even spring courses!) These are located in the “MON-Pilot Semester” term.

<sup>4</sup> New Terminology: terms

- Explore your live Fall course shells if available. If you are currently not assigned to a course on the master schedule, you will not see live shells. Check with your departments for course assignments. These shells are also empty. These are labeled in this new format: **22FA, Course Title, CRN**. Underneath this title, you will see a similar naming code, but with the course prefix and course number. **Note: No section numbers appear, so please get familiar with your CRNs.**
  - **Tip:** You can adjust the name on your banner text so you can tell what course you are working in.
  - **Tip:** You can also change your banner image to make it representative of your course. Learn more through this video, "[How to Change Your Banner Image](#)."



- Live course shells contain your student classlist (see Course Admin->Classlist), even before preview day. Students will not see your content until 7 days before your course start date and will remain unavailable until that time.
- Students will have resources to the MCC Online Student Orientation and College Wide Policies in the "Student Resources" term. You can add direct links to these resources in your course:
  - MCC Online Student Orientation: <https://mylearning.suny.edu/d2l/home/42507>
  - MCC College Wide Policies: <https://mylearning.suny.edu/d2l/home/42509>

## Common Course Navbar and Course Home

Each course will have a common **course home page**<sup>5</sup> that contains the following items (**widgets**<sup>6</sup>):

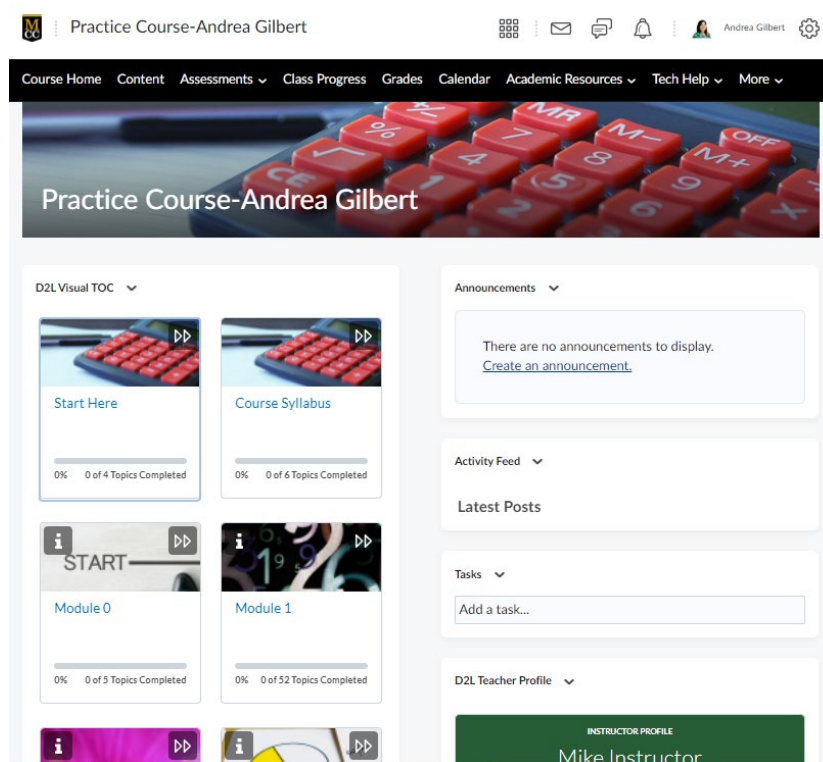
- **The D2L Visual TOC:** This displays the content modules in a visual format and shows students their completion in the module
- **Announcements:** If you imported announcements, they will appear here and you can modify the release dates. Announcements notifications will be emailed to students (this is a global setting). You can also add new announcements here.
- **Activity Feed:** This is a new communication tool that can be used for two-way communication, similar to Facebook and other social media.
- **Tasks:** Enables you to view and manage tasks from the calendar and add due dates to each task. This is specific to each user
- **D2L Teacher Profile:** "Mike Instructor" Click the three dots in the top corner to edit this area with your name, optional picture, and a quick sentence about yourself.
- **Quick Eval:** Grade the work in your course, similar to Needs Grading in Blackboard

<sup>5</sup> New Terminology: course home page

<sup>6</sup> New Terminology: widgets

- **Work To Do:** Items will populate in this space if you have dated assignments and items.
- **Calendar:** Displays course calendar

Don't forget to scroll down your page! The Course Home Page can be long if you have imported content. See the example of a course home page below.



Each course will have a common course “**navbar**”<sup>7</sup>, i.e. the black navigation bar running horizontally across the top of your course.

Reviewing the course nav bar from left to right:

- **Course Home:** Homepage of the course
- **Content:** This is where your content is housed for the course
- **Assessments:** This is a group of links for Assignments, Discussions, and Quizzes, the most commonly used course activities
- **Grades:** This is your gradebook and your students' grades
- **Calendar:** Calendar for your course
- **Academic Resources:** Links to CircleIn, Starfish, Library, TutorTrac
- **Tech Help:** Student Technology Help Desk Link, SUNY Online Help Desk, System Check
- **More:** Quick Eval tool (similar to Needs Grading), and Course Admin tools. Any tool you can't find in the navbar, you can find in your Course Admin area

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<sup>7</sup> New Terminology: navbar

## Exporting/Importing Content

You have the option to import content from Blackboard and rework it or build your content from scratch. Either approach works, but you will want to be familiar with the basics of Brightspace regardless of your approach.

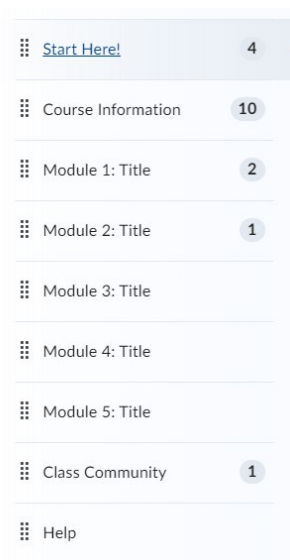
- If you are exporting material from Blackboard and importing into Brightspace, review this video, [“Blackboard Migration to Brightspace-Getting Started.”](#) This method works for courses that are under 2GB in size. Please reach out to the Virtual Campus for courses that are over 2GB.
- If you are exporting materials that you created in the SUNY Sandbox, please refer to this video, [“Brightspace to Brightspace Export/Import.”](#)
  - **Note:** Don’t forget to click the checkbox to include files, otherwise you will need to replace these files.
- If you are building from scratch, begin adding “modules” in your Table of Contents. Go to “add a module”. Then add content, assignments, quizzes, discussion, etc. View the video, [“Build from Scratch-Quick Demo,”](#) for additional information.

### ***What’s the recommended course structure?***

Ideally, all of our MCC courses would have a similar table of contents across all courses and modalities. Let’s consider this for the future. Our goal now is to create functional courses, navigable, accessible courses for students. As you become more familiar, we will likely move to more consistent course structures.

If you would like to consider a simple structure that has the following elements on the table of contents, you can use the following as a guide:

- **Start Here:** Include information to welcome students to your course, include instructor pages, orientation videos, etc.
- **Course Information:** Include a CIS and Schedule
- **Module 1 or Week 1:** Include an overview, readings, videos, resources, links to activities, assignments, discussions, or quiz links (consider naming conventions M1 Overview, M1 Resources, M1 Assignment, etc.) Be consistent with naming
- Each subsequent Module or Week listed in the menu
- **Class Community:** Links to discussion areas such as Ask A Question, Talk with the Professor, Cyber Cafe, etc. (recommended for asynchronous courses, but can be helpful for other course modes)
- **Office Hours:** Information on how to connect with you during office hours (in person or on zoom)
- **Help:** Include any resources that may be helpful to students



Start Here!	4
Course Information	10
Module 1: Title	2
Module 2: Title	1
Module 3: Title	
Module 4: Title	
Module 5: Title	
Class Community	1
Help	

Avoid too many **sub-modules**<sup>8</sup> (sub-modules are nested folders within a module). Use them when appropriate. Since content is displayed in a linear format, this may encourage you to rethink your design. Here’s a simple course design for the table of contents.

In fully online asynchronous classes, we recommend 7 (+/-) 2 modules (so between 5-9 modules). Other course formats may use a 15-week structure, or topic-based organization

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<sup>8</sup> New Terminology: sub-modules



(such as Lectures, Assignments, etc.). This will depend on your discipline and content. If you often teach varied length courses, grouping content by module can make your course more adaptable no matter the length of the course.

Please consider your design from the beginning to make it easy for students to work through your course. If you need design support, feel free to reach out to our Virtual Campus team.

### ***How do I fix my migrated content from Blackboard?***

Is my course functional with an import from Blackboard? Yes, and no. On the surface, yes, it appears to bring in your content, but you will really want to spend the time to check everything, especially if you have been through many migrations.

- Check your content. After you add your content from Blackboard, it will appear in the “Content” tab of your navbar. The content unpackages on your “Table of Contents” (TOC) which is very similar to the “Course Menu” of Blackboard. The TOC tells you how many total items are in your course. Each individual area or “module” contains the items of your course. You will need to click on each individual area to expand and see the items.
- **Note: Course tool links from Blackboard do not migrate** (i.e. Course Messages, Email your Professor, My Grades, Discussions, Announcements, etc.). Check each area and get rid of the extra content that you don’t need, or any damaged items. See the example below to see where to find your content.

The screenshot displays the Brightspace course interface. At the top, a dark navigation bar contains links: Course Home, Content (circled in red with an arrow pointing to it), Assessments, Class Progress, Grades, Calendar, Academic Resources, Tech Help, and More. Below this, the 'Course Modules' section is visible, featuring a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. On the left sidebar, the 'Table of Contents' is listed with a red circle around the number '101' and a red arrow pointing to it. The 'Table of Contents' list includes: For Your Information (4), Welcome - Start Here (1), My Instructor (1), Course Information (31), and What's Due When (1). The main content area shows a 'Preview Week - Meet Your Classmates' section with a list of tasks: 1. Read all of the Course Information Documents. 2. Complete all Icebreaker Activities: Review Course Information, Introduce yourself, and Complete Your Thoughts on Physical Education.

**Tip:** You may want to work with two screens. One screen with your old course from Blackboard and one with your imported content from Brightspace.

- If you have time, consider unpackaging the multiple layers of folders (or sub-modules). Brightspace is a simple “drag and drop” to move items or areas by grabbing the left rectangle icon of dots next to the title of an area. Here’s an example of a course that

was rearranged after the initial import. Each course module appears in the table of contents.

The screenshot displays the Brightspace course interface. On the left is a sidebar with a search bar and a list of navigation items: Overview, Bookmarks, Course Schedule, Table of Contents (highlighted with a red bracket and showing 66 items), Course Information Sheet and Due Dates (6 items), MyLab Econ Lab Registration and Links, Module #1 (8 items, highlighted with a red bracket), Module #2 (11 items), Module #3 (7 items), Module #4 (8 items), and Textbook (1 item). The main content area is titled 'Module #1' and includes a 'Print' button and 'Settings' gear icon. Below the title is a section for 'Add dates and restrictions...' and a banner image of a calculator and bar chart. The module details show the dates '6/5-6/12' and 'Chapters #1-3 and Part 1 of Chapter #4'. There are three buttons: 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A list of activities follows: 'Module 1 Assignments: Read First' (Web Page), 'Module 1 Overview' (Web Page), 'Module 1 Resources' (Web Page), and 'Video #1: Response to Lion King Video' (Discussion Forum). Each activity has a checkmark in the right margin. At the bottom, there are due dates: 'Due June 12 at 11:59 PM' and 'Available until Jun 12, 2022 11:59 PM. Submission restricted after availability ends.'

Here's a [sample course tour](#) of a cleaned up migrated course for some inspiration.

## Remove All References to Blackboard

Remove all references to Blackboard and instructional prompts from within your course.

- Most likely you have references to Blackboard throughout your course. This may include attached documents, such as your CIS, welcome letter, announcements, etc. You will want to search your course for Blackboard references and either delete these references or update them to Brightspace.
  - **Hint:** Try using the “search” function, but it will not find every reference.
- To update Word documents with any outdated references, you will need to download those, edit them, and then upload them back into Brightspace.
- To update PDF documents, you may need to access the original file, and then convert to a PDF and upload back to Brightspace. Online2pdf.com is a website that can help you convert documents from PDF to Word in a pinch. Ideally, if you have a full version of Adobe Acrobat DC (not just Adobe Reader), you can also make edits within this program.

## Update Your CIS and Replace with a Current CIS

Update your CIS and replace with your current CIS. Remove old references to Blackboard. If you have an older statement on how to access Blackboard, you can remove it and replace with some language such as this:

To access Brightspace, you can login at <https://mylearning.monroecc.edu>. You may want to bookmark this page for easy access.

You will use your MCC email and password to login. If you have not set up your MCC account yet, go to [account management](#). Your login will require you to use multi-factor authentication (MFA), so be sure to do this for security purposes. You can find more details [MFA at MCC](#) online. Refer to our [Student Technology Help Desk](#) for any account issues.

## Check Your “Assessments”: Assignments, Discussion, Or Quizzes

### Assignments

After you move your content to see what is there, next check any assignments in your course. Go to “Assessments” in the navbar, and then “Assignments”. Anything that was created in Blackboard with the Assignment tool will appear in this area.

Clean up this list, click on each assignment and check the settings, and clean up your dates. Click on the chevron to edit the assignment. Be sure to check your settings, points, due dates, etc. You will want to look for the “key” icon to make sure your assignments are included in the gradebook (see screenshot below for an example).

### Assignments

[Help](#)

[New Assignment](#) [Edit Categories](#) [More Actions](#) ▾

[Bulk Edit](#)

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date	
	No Category						
<input type="checkbox"/>	<a href="#">Sample MLA Formatted Template</a> ▾ 🔑					Jan 31, 2022 6:59 PM	
<input type="checkbox"/>	<a href="#">SWOT Analysis</a> ▾ 🔑					Feb 14, 2022 6:59 PM	
<input type="checkbox"/>	<a href="#">CLV Calculation</a> ▾ 🔑					Mar 9, 2022 6:59 PM	
<input type="checkbox"/>	<a href="#">VALS vs. PRIZM</a> ▾ 🔑					Mar 21, 2022 7:59 PM	
<input type="checkbox"/>	<a href="#">Personal Branding</a> ▾ 🔑					Apr 4, 2022 7:59 PM	
<input type="checkbox"/>	<a href="#">IDEO's Design Thinking</a> ▾ 🔑					Apr 11, 2022 7:59 PM	
<input type="checkbox"/>	<a href="#">Integrated Marketing Models</a> ▾ 🔑					Apr 18, 2022 7:59 PM	

Assignment course settings are pictured below. Basic settings are located on the left side of the page and more advanced settings are on the right. Click the arrows to expand each area for availability, submission and completion, evaluation and feedback. Make sure your **visibility<sup>9</sup>** is turned on.

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<sup>9</sup> New Terminology: visibility



[Back to Manage Assignments](#)
 Sample MLA Formatted Template

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Name \*

Sample MLA Formatted Template

Grade Out Of

100 points

In Grade Book

Due Date

01/31/2022

6:59 PM

Instructions

Paragraph

B

I

U

Link

Image

Table

List

Indent

Align

Font Color

Background Color

More

Inherit

13px

Left

Center

Right

Justify

Normal

Italic

Bold

Underline

Strikethrough

Link

Unlink

Undo

Redo

Students often do not understand MLA formatting. In order to help you prepare your own MLA template for this course, I have attached a sample MLA document. All you have to do is to open this document and:

1. Change the last name in the document header to your last name - be sure not to miswrite the name and name number.

Attachments

Sample MLA Format Document

DOC

X

Record Audio

Record Video

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close

Save

Cancel

Visibility

**Tip:** Use the “bulk edit” feature in the assignments area to edit your availability and due dates!

## Bulk Edit Assignments

#	* Assignment & Category	Availability	Due Date
1	<div>Sample MLA Formatted</div> <div>No Category</div>	<div>Has Start Date</div> <div>05/25/2022 11:21 PM</div> <div>Has End Date</div> <div>05/25/2022 11:21 PM</div>	<div>Has Due Date</div> <div>01/31/2022 6:59 PM</div>
2	<div>SWOT Analysis</div> <div>No Category</div>	<div>Has Start Date</div> <div>05/25/2022 11:21 PM</div> <div>Has End Date</div> <div>05/25/2022 11:21 PM</div>	<div>Has Due Date</div> <div>02/14/2022 6:59 PM</div>
3	<div>CLV Calculation</div> <div>No Category</div>	<div>Has Start Date</div> <div>05/25/2022 11:21 PM</div> <div>Has End Date</div> <div>05/25/2022 11:21 PM</div>	<div>Has Due Date</div> <div>03/09/2022 6:59 PM</div>

Save

Cancel

## Discussions

Check your Discussions (if applicable) in the Assessments->Discussions area. You will see the list of any forums that have been migrated from your previous course. You will have a top level “forum” (think of this as a folder) and a “topic” link below the forum. You will want to go into each topic (click chevron and edit topic) and make sure your settings are correct in the properties tab. Adjust date restrictions as needed. Use the assessment tab within the discussion settings to make sure the discussion is connected to a grade item if intending to grade it. Save all of your changes as you go.

This image shows the discussion forum page. You can use the “more actions” tab to reorder, delete, copy and restore. You may need to Manage Dates from the Course Admin area since there is not a quick tool like in the Assignments area.

[Course Home](#) [Content](#) [Assessments](#) [Class Progress](#) [Grades](#) [Calendar](#) [Academic Resources](#) [Tech Help](#) [More](#)

## Discussions

[Settings](#) [Help](#)

[Discussions List](#) [Subscriptions](#) [Group and Section Restrictions](#) [Statistics](#)

[New](#) [More Actions](#)

Filter by: [Unread](#) [Unapproved](#) [Collapse All Forums](#)

### Icebreaker - Meet Your Classmates

Topic	Threads	Posts	Last Post
<b>Icebreaker - Meet Your Classmates</b>			
Let's take a minute to introduce ourselves. Please tell us:			
<ul style="list-style-type: none"><li>Who you are</li><li>Where you are from, your background</li><li>What sparked your interest in taking this course</li><li>Something about you that makes you "unforgettable!"</li></ul>	0	0	
Feel free to provide a photo and any links that help us get to know you better.			

**Tip:** Don't forget to connect your discussions to your gradebook!

Edit Topic - Icebreaker - Meet Your Classmates

[Properties](#) [Restrictions](#) [Assessment](#) [Objectives](#)

### Assessment

Grade Item

-- Choose a grade item --

[\[New Grade Item\]](#) [?](#)

Score Out Of

0

[?](#)

Rubrics

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Be sure to check your module content to make sure you have discussion links in your course and replace them with new links as needed. Some may appear as “broken topics”.

## Quizzes

In our experience, quizzes can be unpredictable in the transition. Your quizzes should transfer. It really depends on how they were built, where they were built, and can sometimes get lost. You will want to spend time checking your Assessments->Quizzes area for your Blackboard Tests. Even though the Blackboard tool was called Tests, the tool in Brightspace is called Quizzes. Anything built using the Blackboard Test tool should be moved in from your course. The typical behavior is that quizzes will be hidden, so you need to unhide each one. (More Actions->Make Visible to Users). They may be connected to the gradebook, so check for the "key" icon next to each test to confirm. You will want to look through each test to make sure your questions have transferred.














[Course Home](#) [Content](#) [Assessments ▾](#) [Class Progress](#) [Grades](#) [Calendar](#) [Academic Resources ▾](#) [Tech Help ▾](#) [More ▾](#)

[Manage Quizzes](#) [Question Library](#) [Statistics](#) [LockDown Browser](#) [Help](#)

[New Quiz](#) [Edit Categories](#) [More Actions ▾](#)

View: [By Availability ▾](#) [Apply](#)

[Bulk Edit](#)

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	<a href="#">Quiz to Gain Access to your Course Modules</a> ▾ 	-
<input type="checkbox"/>	<a href="#">Self-Test on CMS</a> ▾  	-
<input type="checkbox"/>	<a href="#">Module 1 Quiz, HIS 113</a> ▾  	-
<input type="checkbox"/>	<a href="#">Module 2 Quiz, HIS 113 (Greece)</a> ▾  	-
<input type="checkbox"/>	<a href="#">Module 3 Quiz, HIS 113 (Rome)</a> ▾  	-
<input type="checkbox"/>	<a href="#">Module 4 Quiz, HIS 113 (Med. Europe)</a> ▾  	-
<input type="checkbox"/>	<a href="#">Module 5 Quiz, HIS 113 (Renaissance, Exploration)</a> ▾  	-

If your tests do not transfer, you may want to check your Question Library. Sometimes the questions may appear here. You may need to create a new quiz and rebuild your test, but pull in the questions from the question library.

Every course is different, so this process may vary per user. Question types that do not transfer from Blackboard:

Below is a list of question types known to **not** migrate from Blackboard to Brightspace:

- Calculated Formula
- Calculated Numeric
- Either/Or
- Fill in Multiple Blanks
- Hot Spot
- Jumbled Sentence

- Opinion Scale/Likert
- Quiz Bowl

Here are alternative questions types you can use to replace the above question types:

- *Calculated Formula*: Create Significant Figures question in Brightspace
- *Calculated Numeric*: Create Arithmetic question in Brightspace
- *Either/Or*: Create Multiple Choice, deleting extra options so there are only 2
- *Fill in Multiple Blanks*: Create Multi-Short Answer question (MSA)
- *Hot Spot*: Edit image to add tags in certain areas, and create Multiple Choice Q
- *Jumbled Sentence*: Have different options in MC question or Multiple Selection
- *Opinion Scale/Likert*: Create Likert (it exists, just doesn't migrate)

## ***Gradebook Cleanup***

If you are migrating content from Blackboard, the gradebook will require some degree of cleanup. We don't recommend completely wiping out your gradebook. It is definitely salvageable!

- Make sure there is a key icon next to every assignment that you want to grade. In the gradebook, you will see an association column telling you the assignment and the grade item are connected.
- When your course is migrated over to Brightspace, you may notice that there are extra grade columns in the gradebook. Some of these extra items can be (1)old grade columns that were hidden, or (2)grade categories/weights (3)Total, Weighted Total or Est. Final Grade columns.
- Weightings for each of your grade center items did not carry over into Brightspace. They are also not calculated using the "Weighted Total" column we were used to in Blackboard. There is a new built in weighted total called "Final Calculated Grade". If you grade on the basis of "Total Points", you can skip this step.
- If you do not use Weights to calculate your final grade, then you most likely use the Total Points method for grade calculation. By running the Grade Wizard, you can tell Brightspace to use Total Points as a grade calculation method.

## ***Other Items to Check***

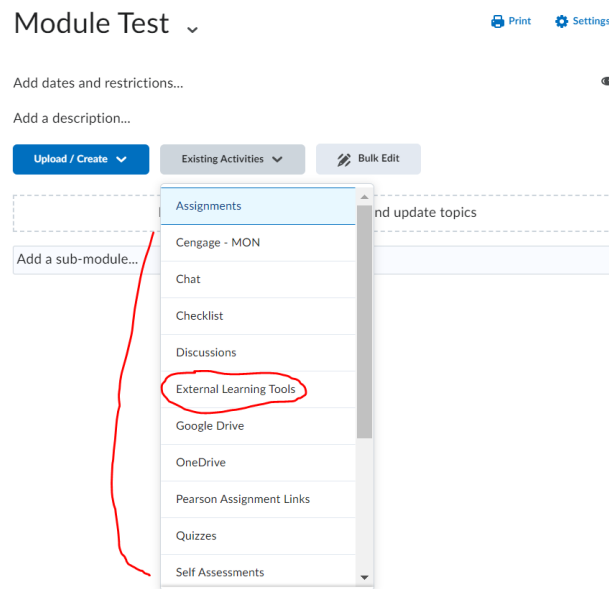
You may want to check your images throughout the course. We have noticed that some transfer well and some do not. You can download the image from your Blackboard course and re-insert it in the proper location as needed. Don't forget to mark the image with alternative text or as a decorative image for accessibility.

Check your videos throughout the course. Many courses that use ensemble videos may need to be "enabled" to allow the embedded video to show through. This depends on how it was added. YouTube videos tend to transfer well, but check other videos that are embedded or linked up in your course.

This is a good time to check your links in the course. We recommend opening your link in a "new window". From experience, we see that some links try to load in the frame of the page and can cause issues.

## Third Party Tools

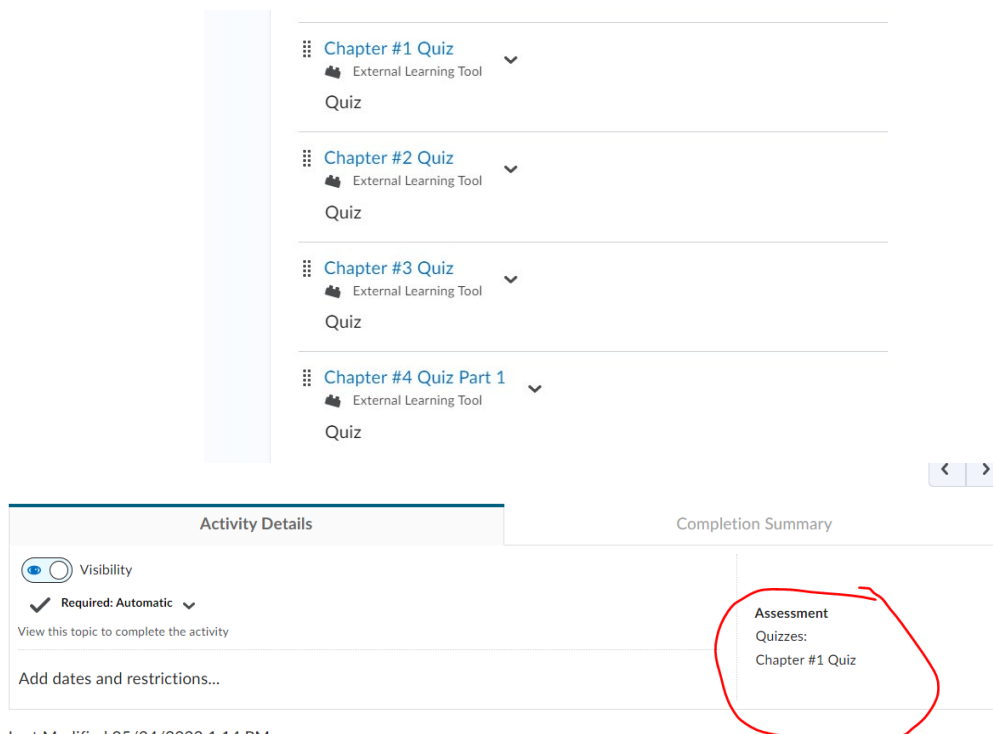
If you are using a third-party vendor tool that was previously integrated within Blackboard, you will need to delete your old third-party tool links from the course and make new course associations. You may want to reach out to your current vendor rep for more information. You can find the links to third party tools generally when you are in a content “module” of your course and then click on “Existing Activities”. You will see the tool listed directly on the drop-down menu or in the **External Learning Tools**<sup>10</sup> area. The only exception is Respondus which is located within the “Quizzes” area of a course. Be sure to update any old references to Blackboard as appropriate.



- While you may build your course in the practice course shell, you may want to wait to connect your course to your third-party tool in the live course shell when you are ready.
- If you build new third-party tool links in your course, you will need to make sure they are associated with the gradebook. Find your link to the assignment and then click the link. Scroll down to the bottom of the page to the assessment area, and then choose the grade item from the drop down. You will want to make sure you have a grade column completed first!

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<sup>10</sup> New Terminology: External Learning Tools



## Current Third-Party Tools Linked to Brightspace

- Cengage/Mindtap: [LMS Integration](#)
- Lumen Learning: [Lumen Instructions](#), [OER Transition Resources](#)
- McGraw Hill: [Course Setup and Syncing](#)
- Pearson: [Instructor Webinar Video](#), [Written Setup Instructions](#), [Pearson MyLab and Mastering](#), [Pearson Revel Setup](#)
- Packback: [Enabling Packback in D2L](#)
- Respondus Lockdown Browser & Monitor: [Respondus Instructor Guide](#)
- ThinkingStorm: See [MCC's Tutoring webpage](#) for more details
- VoiceThread: [VoiceThread In Your LMS-Instructor Guide](#)
- Wiley Plus: [Instructor Support and Training](#)
- Zoom: [Andrea's Demo on Zoom LTI Integration](#)
- Ensemble
- Electude
- Norton: [Norton Integration Support Documents](#)

## Third-Party Tools in Progress

- ExamSoft
- Hands On Labs

If you see a tool on the list that is not yet integrated, please [email Jamie Hoover \(jhoover@monroecc.edu\)](mailto:jhoover@monroecc.edu). This is a process that does take some time because we need to collect information for SUNY.



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