

## REFLECTIVE WRITING IN BRIGHTSPACE

REFLECTIVE JOURNALS ARE INDIVIDUAL STUDENT INPUTS THAT CAN BE VIEWED ONLY BY A TUTOR, AND CAN BE ALSO ASSESSED.

BELOW YOU WILL FIND INSTRUCTIONS ON HOW TO SET UP A REFLECTIVE JOURNAL FOR INDIVIDUAL STUDENTS ONLY.

- 1 Start with logging yourself to the VLE. Go to the module you will be working on.
- 2 We will start with setting up groups as one student = an individual group. This set up will allow only the tutor to view and comment on individual inputs.

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Discussions

Discussions List Subscriptions Group : **My Groups** Statistics

Classlist

Select My Groups and Add a New Groupset

Manage Groups

New Groupset

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- 4 Set to a new Groupset = individual working space for your cohort

New Groupset

Groupset Information

Groupset Name \*

Description

Enrolment Type

# of Groups - No Auto Enrolments ▾

Number of Groups \*

Restrict Enrolments To \*

No restrictions ▾

Group Prefix

Give your Groupset a distinctive name e.g. Reflective writing grouping

From the Enrolment type select the following

- ✓ # of Groups - No Auto Enrolments
- Groups of #
- # of Groups
- Groups of # - Self Enrolment
- # of Groups - Self Enrolment
- # of Groups, Capacity of # - Self Enrolment
- Single user, member-specific groups

Scroll down to save the grouping

**5** Let's set up now the space for the reflective writing activity. Go to Discussions and from the drop down menu NEW select Forum

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Discussions

Settings Help

Discussions List Subscriptions Group and Section Restrictions Statistics

New ▾ More Actions ▾

- New Forum
- New Topic

FORUM - works like a heading/ introduction to the activity. Students cannot edit it and you need it in order to set up a TOPIC.

TOPIC - is where you will give for example weekly instructions for students

Below an example of a FORUM with TOPICS

Reflective Journal ▾

In this module we will focus on reflective journaling. Have you ever done it before? How to approach it?

Watch the video below to learn what is it?



This area is a FORUM - you can include overarching instructions here, or some additional information e.g. a video

Every week there will be a topic added to this forum and your task will be to add a thread to it on a regular basis. You will be able to view only your inputs within this forum.

These are TOPICS - that will hold students' inputs - they will not see each other's writing!

Topic	Threads	Post	Last Post
<p><b>Week 1</b> ▾</p> <p>Group/section restrictions.</p> <p>this week let's focus on your teaching philosophy. Analyse your text for homework and write down here your teaching philosophy.</p>	4	5	Ewa Kilar-Magdziarz yesterday at 5:03 PM
<p><b>Week 2</b> ▾</p> <p>Group/section restrictions.</p> <p>This week we will focus on XYZ so in this space you will have to ....</p>	1	1	Ewa Test Student3 Tue at 4:27 PM
<p><b>Week 3</b> ▾</p>			

Students will be Adding THREADS to your TOPICS

## 6 Set up the forum with the focus on the following:

**New Forum Details**

Title \*

Create a new topic in this forum with the same title

Description

Paragraph **B** *I* U    Font Famil Size

You can use this space to give more information and add a video or additional resources

Options

Allow anonymous posts

A moderator must approve individual posts before they display in the forum

Users must start a thread before they can read and reply to other threads in each topic

Display forum description in topics

Availability

▶ Show forum visibility options

Locking Options

▼ Hide locking options

Locking Options

Unlock forum

Lock forum

Unlock forum for a specific date range

Save and Add Topic

Give it a Title e.g. Your Reflections

Look at all options here but tick the last one to make your Overview/Heading visible to students all the time when they access it.

Once ready, Save the Forum and Add a Topic

## 7 Let's set up a TOPIC now under the FORUM we have just set up

Forum \*

test [New Forum]

Topic Type

Open topic, everyone can access this topic and its contents

Group or section topic, everyone can access this topic but students only see threads from their own group or section

Group or Section Category

Reflective writing

Title \*

Description

Paragraph **B** *I* U    Font Famil Size

Ensure to title the forum in a clear and meaningful way

Options

Allow anonymous posts

A moderator must approve individual posts before they display in the topic

Users must start a thread before they can read and reply to other threads

Rate Posts

No Ratings

Select here from the drop down menu the FORUM you have just set up

Topic Type: Select the group or section topic and the grouping that you will use (set up previously see page 1) Once this is selected and save, you cannot change it.

Rate Posts: You can add the following rating here

New Topic Details

-- Choose a Forum --

Reflective Journal

Class FAQs

test [New Forum]

Rate Posts

No Ratings

Five-Star Rating Scheme

Up Vote/Down Vote Rating Scheme

Up Vote Only Rating Scheme

**8** If you are thinking about the assessed activity here explore **ASSESSMENT** tab as well.

**Assessment**

Grade Item  
 -- Choose a grade item -- [New Grade Item]

Score Out Of

Rubrics  
 Add Rubric  
 No rubrics selected.

[Create Rubric in New Window]

Posts  
 Allow assessment of individual posts

Calculation  
 -- Select a calculation method --  Include unassessed posts in the calculated topic score as zero

Save and Add Topic

Save and Close Save and New Save Cancel

You can add a Grade Item here to your Topic which will allow to assess it within UCD schemes

You can also attach a Rubric to your Topic and assess it within the Rubric

**9** Once ready, you can link the activity to My Learning area and inform the students.

Week 5

Print Settings

Add dates and restrictions... Published

Add a description...

Upload / Create Existing Activities Bulk Edit

week 5 class referenc	Assignments	✓
test	Checklist	
	Discussions	✓
	ePortfolio Item	
	External Learning Tools	
	Form Templates	
	Google Drive	
	OneDrive	

Add a sub-unit...