

## SUPPORTING STUDENT COLLABORATIVE PROJECTS WITH A VIRTUAL LEARNING SPACE

This document will show you how to support students in their group work with the use of Brightspace. We will focus on the following:

- Creating Lockers - spaces that allow students to exchange documents
- Using Forums for communication within the group
- Using Virtual Classroom tool for live communication within a group

**To set up with group work, you might start with setting groups within Brightspace.**

Start with creating a Groupset from a My Class drop down menu

The screenshot shows the Brightspace 'Manage Groups' page. At the top, there is a navigation bar with 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. Below this, the 'Manage Groups' section includes a 'New Groupset' button and a 'Groupsets' section with a 'View Groupsets' dropdown. The 'My Class' dropdown menu is open, showing 'Classlist' and 'My Groups' options. A green arrow points to 'My Groups'. Below, the 'Enrolment Type' dropdown is open, showing several options. A green arrow points to the first option: '# of Groups - No Auto Enrolments'. To the right, a text box says 'When setting up groupsets pay attention to'.

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

Manage Groups Settings Help

**New Groupset**

Groupsets

View Groupsets

Group division for this module ▾

Enrolment Type

- ✓ # 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

When setting up groupsets pay attention to

**3** There are quiz-like questions available to you, with Likert Scale added to the list.

Test survey

New Import

Section

- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Written Response Question (WR)
- Short Answer Question (SA)
- Multi-Short Answer Question (MSA)
- Fill in the Blanks Question (FIB)
- Matching Question (MAT)
- Ordering Question (ORD)
- Likert Question (LIK)

**4** Select the type of questions you would like to ask your students. You can have more than one question per survey, but keep it relatively short

Likert Scale Questions which can be useful when surveying your students

**5** Once you add questions, it would be advisable to Preview the survey. You can then also manage some additional settings regarding the questions.

Survey Questions

Questions per page:  Apply

These settings might be useful for longer surveys

Paging:  Prevent moving backwards through pages

Shuffle questions at the survey level  
Also shuffles sections at the survey level. Does not cascade to sub-sections

Add/Edit Questions

Edit Values

Page Name

1 Q1. Select the group you are in

Type Mandatory MC

1 Q2. activities in this module

LIK

Branching Wizard

#	Question	Type	Answer	Next	Ends Survey
1	Select the group you are in	MC	A	<input type="checkbox"/>	<input type="checkbox"/>
			B	<input type="checkbox"/>	<input type="checkbox"/>
			C	<input type="checkbox"/>	<input type="checkbox"/>
			D	<input type="checkbox"/>	<input type="checkbox"/>
2	activities in this module	LIK			

You can build more **advanced Surveys** with **BRANCHING WIZARD** here

**6 Before Saving the Survey, you might consider also sending invites to students, who will then get a customised message from you.**

**Invite Participants** → **Invite Participants to take the Survey - Test survey**

**Note:** Survey invitations are always sent to a user's external email address.

Subject: Survey invitation

Body:

Hello {FirstName} {LastName},

You have been invited to take the survey {SurveyName}.

**7 Then you can also link the survey to My Learning space adding it from a drop down in EXISTING ACTIVITIES**

The screenshot shows the 'week 4.1' page in the My Learning space. The 'Existing Activities' dropdown menu is open, showing options like Assignments, Checklists, Discussions, and Surveys. A green arrow points to 'Surveys'. The 'Add Activity' dialog box is also open, showing a search for 'Test survey' and a list of surveys with 'Test survey' selected. A green arrow points from the 'Add the Survey' text to the 'Test survey' option in the dialog.

If used to the Module Builder, you can also add the Survey there by adding a link and selecting the relevant Survey

The screenshot shows the 'Build Outline' and 'Add Content' sections of the Module Builder. The 'Add Content' section is highlighted with a green arrow. The 'Test survey' is visible in the 'Add Content' section.

To view inputs go to Surveys, select the one you need to view and select **Statistics** from a drop down menu