

Content

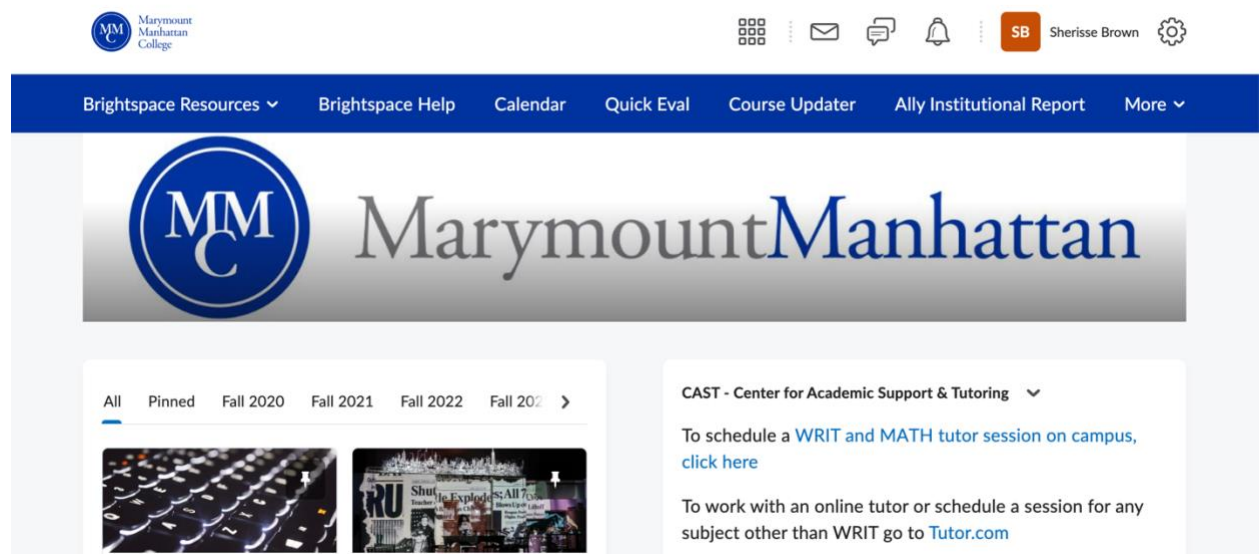
Quick-Start Guide: MMC Brightspace

INTRODUCTION

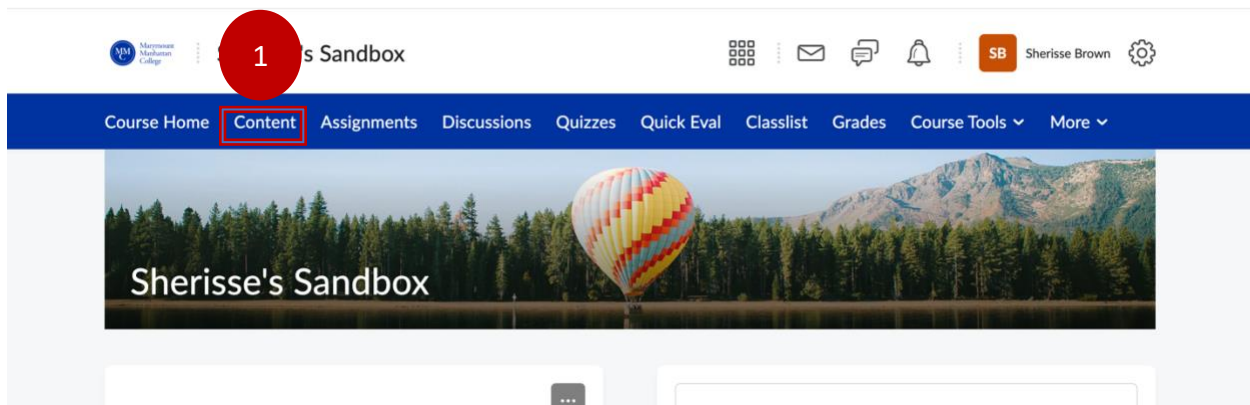
This guide will walk you through the steps needed to add/create content to your course. The **Content** tool allows you to upload and organize course materials such as your course **syllabus**. You can incorporate a variety of activities into your materials and divide your course by units and lessons.

PROCEDURE

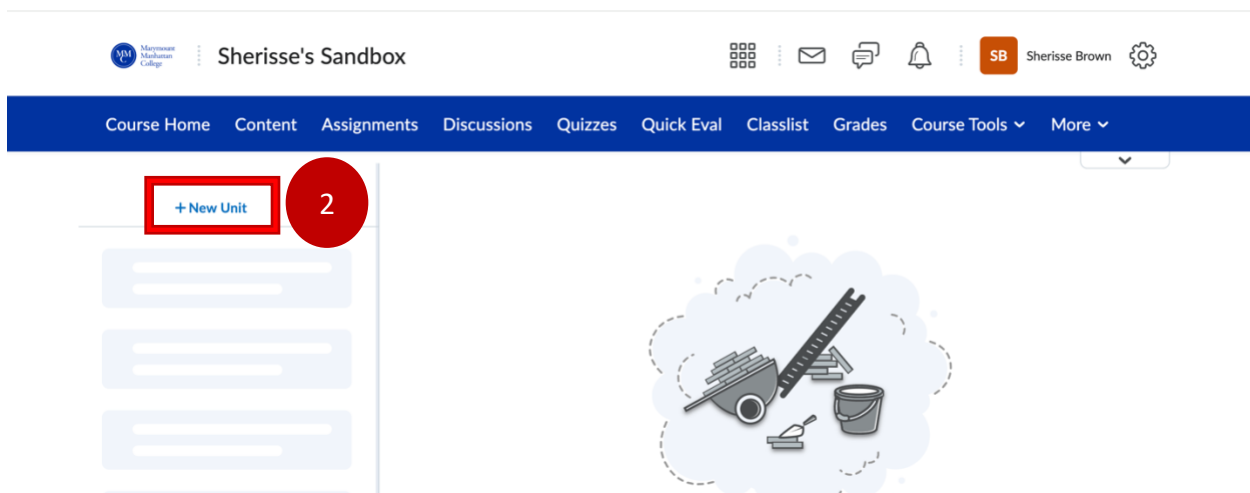
Part 1 – How to Create a Unit and Add Your Syllabus (Copy and Paste Format)



Log in to [Brightspace](#); use your MMC email address and password.



1. Click on **Content** on your course's navigation bar.



2. Click on **+New Unit**.

← Back New Unit

Unit Title * **3**

Syllabus

Add Due Date

Description **4**

Paragraph **B** *I* U

Times New ... 12pt

Brightspace 101: Syllabi
Fall 2024

Course/Section: BS 101-01

Course Location: Nugent Hall- Room 410

Course Time: Tuesdays, 8:00am – 9:50am

Instructor: Professor Sherisse Brown

Availability Dates & Conditions ▶

Always available

6 Save and Close Save Cancel Visible **5**

3. Underneath **Unit Title**, type in **Syllabus**.
4. Copy and paste in your syllabus in the text editor section. As an alternative, you can type in your content.
5. Click on the **Hidden eye button** to make your syllabus available to students.
6. Click on **Save and Close**.

MMU Maymum Mohamed College Sherisse's Sandbox Sherisse Brown

Course Home Content Assignments Discussions Quizzes Quick Eval Classlist Grades Course Tools ▾ More ▾

+ New Unit Visible Add Existing Create New ...

Syllabus

Syllabus

Brightspace 101: Syllabi
Fall 2024

Course/Section: BS 101-01

Course Location: Nugent Hall- Room 410

Course Time: Tuesdays, 8:00am – 9:50am

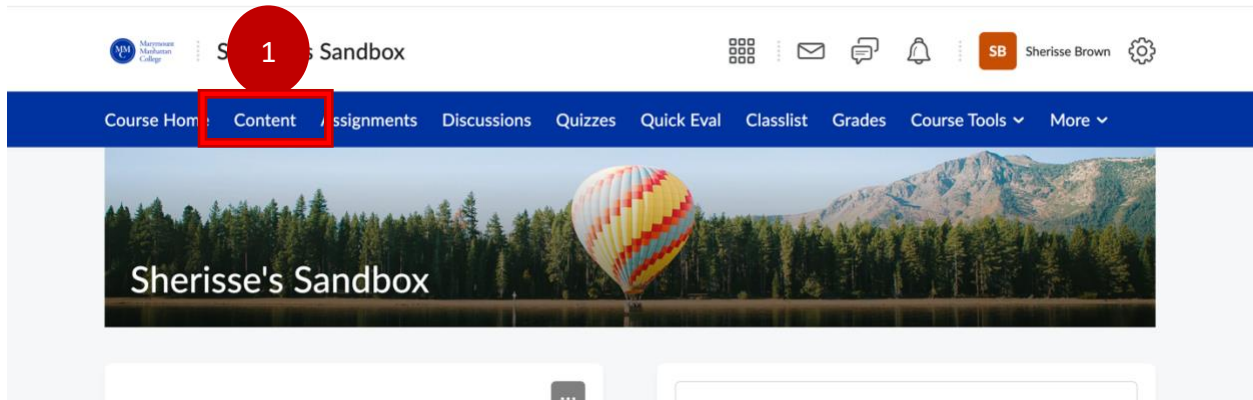
Instructor: Professor Sherisse Brown

Contact Info: sbrown2@mmm.edu

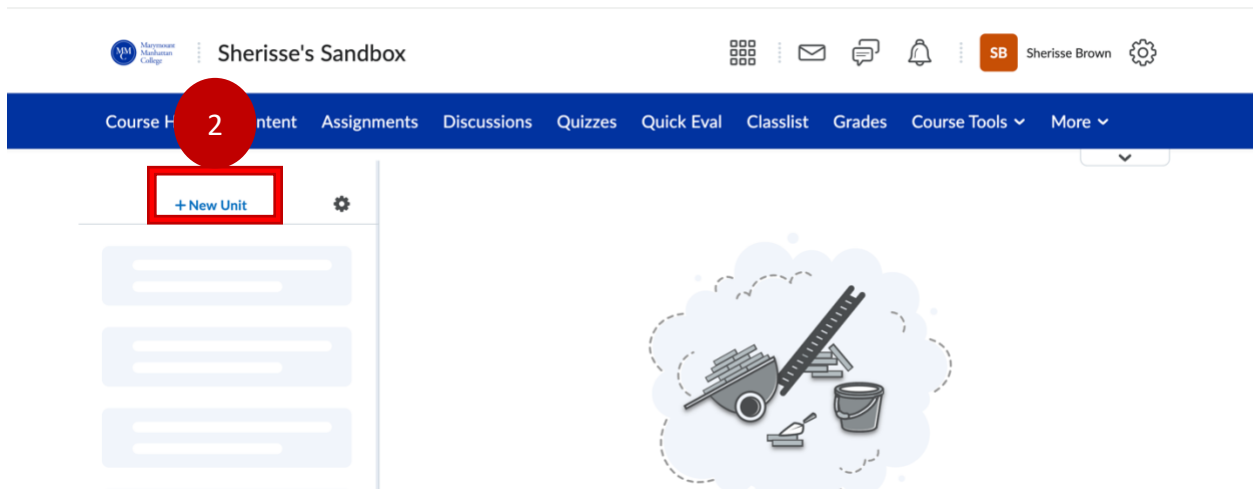
Course Description
XXXXXXXXXXXXXXXXXXXX

Part 2 – How to Upload Your Syllabus (PDF Format)

NOTE – There is an alternative way to add your syllabus to your course. This can be done by uploading a file to a PDF. You must create a **Unit** first. After you log into Brightspace, complete the following steps.



1. Click on **Content** on your course's navigation bar.



2. Click on **+New Unit**.

The screenshot shows the 'New Unit' page in Canvas LMS. At the top, there are navigation links for 'Back' and 'New Unit'. The main form has two sections: 'Unit Title' and 'Description'. In the 'Unit Title' section, the text 'Syllabus' is entered in the text box, which is highlighted with a red rectangle and a red circle containing the number 3. Below this text box is a blue link labeled 'Add Due Date'. The 'Description' section has a rich text editor with various formatting tools (bold, italic, underline, link, etc.) and a text area. At the bottom of the page, there is a row of buttons: 'Save and Close' (highlighted with a red circle containing the number 5), 'Save', 'Cancel', and a toggle switch for 'Visible' (highlighted with a red circle containing the number 4). On the right side of the page, there is a sidebar with the heading 'Availability Dates & Conditions' and a sub-section 'Always available'.

3. Underneath **Unit Title**, type in **Syllabus**.
4. Click on the **Hidden eye button** to make your syllabus available to students.
5. Click on **Save and Close**.



Sherisse's Sandbox






SB

Sherisse Brown



Course Home

Content

Assignments

Discussions

Quizzes

Quick Eval

Classlist

Grade

6

Tools

More

+ New Unit



Visible

Add Existing

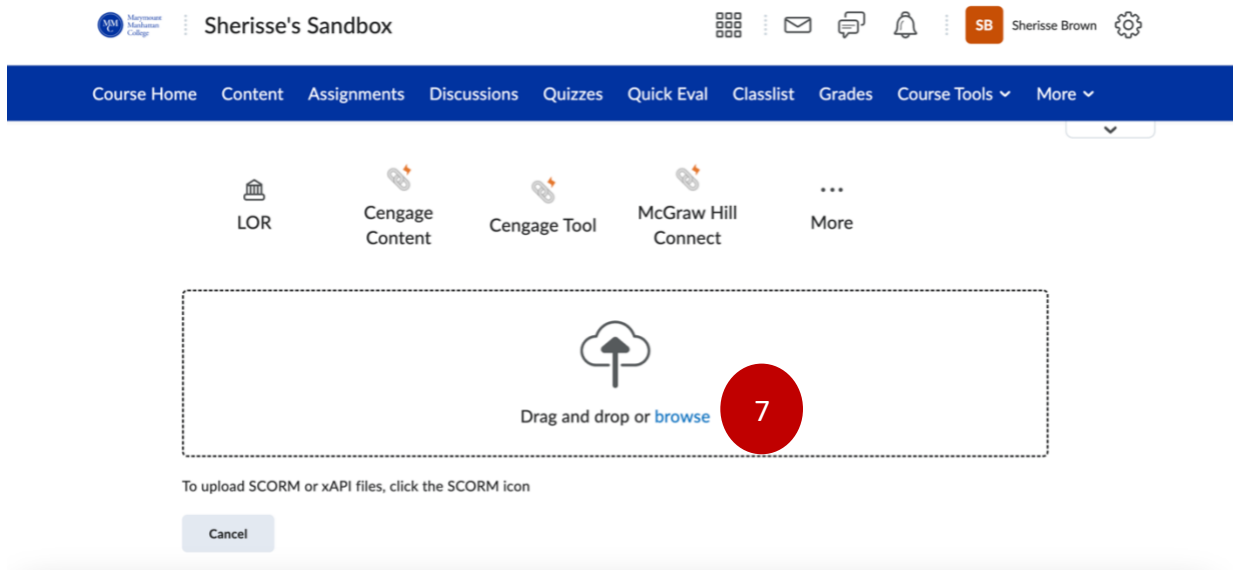
Create New

...

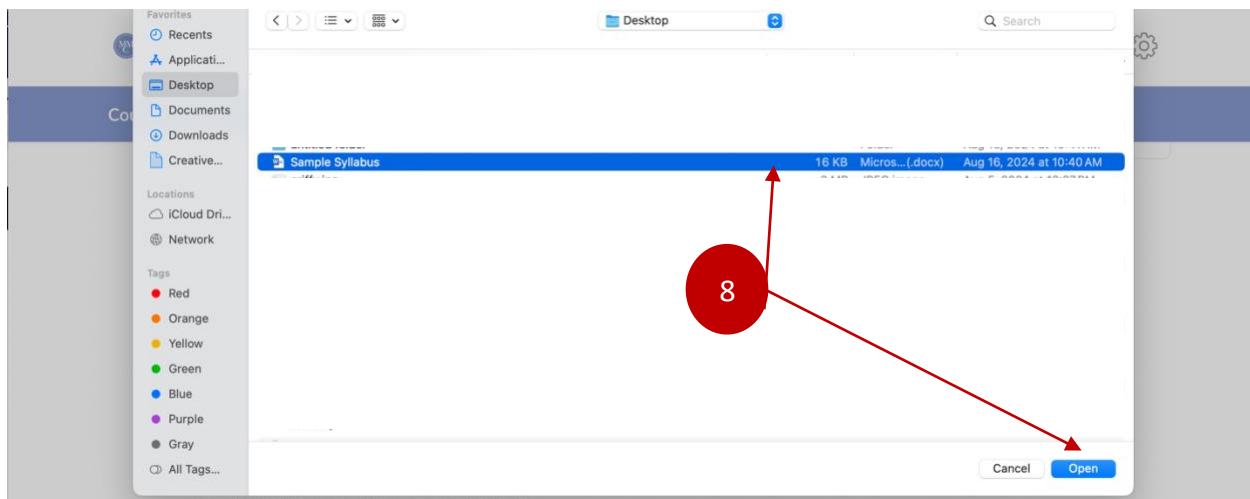
Syllabus

Syllabus

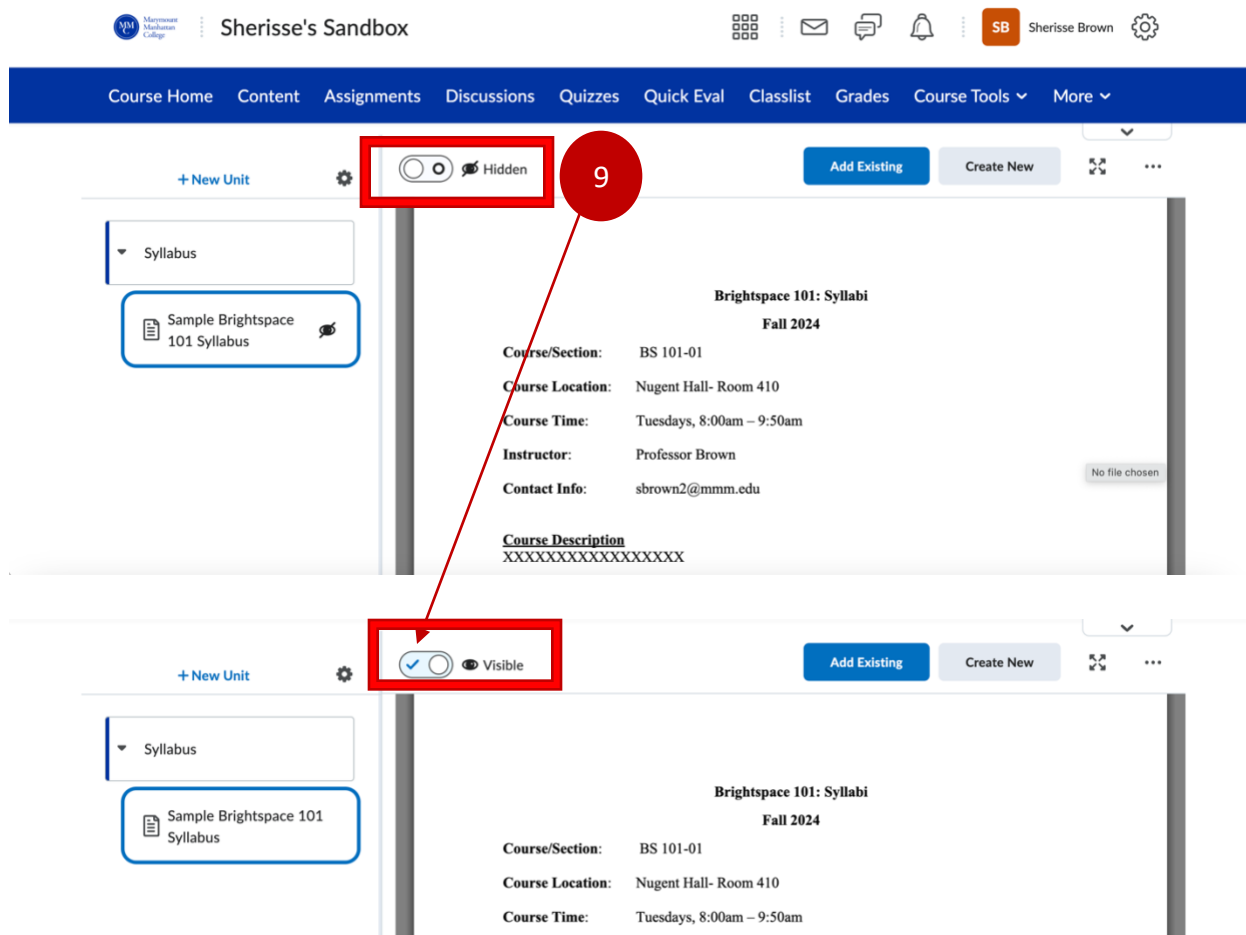
6. Click on **Add Existing**.



7. Scroll down the page and either **Drag and drop** your file from your computer or click on **browse** (to locate your file).



8. Select your file and then click on **Open**, so that it will upload.



9. Click on **Hidden** button to make your PDF syllabus **available** to students.
NOTE – By default, once a document is uploaded, it is made hidden. Remember to make content visible.

Images, and Other Files

If you already have files that you would like to upload and include in your course's content, you can upload these directly. To add a file, repeat **Steps 6-9 above**.

Once added, these files will display as distinct items in the unit/lesson/folder.