

- This document outlines what is covered in the workshop: Brightspace 2A - 'Making Your Module Available to Students'
- Its purpose is to act as a refresher for staff who attend the Brightspace 2A workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

## Brightspace 2A: Making your Module Available to Students, other lecturers & controlling your Classlist

### Aim of this resource

This resource provides instructions on how to make your module available to students. It also demonstrates how to add (and remove) students and other lecturers. And how to check who has access to your module.

### Pre-requisites for this resource:

- You should be familiar with the content of Brightspace 1: The Basics and Brightspace 2: Build your Module

### How do I make my module ACTIVE and AVAILABLE TO STUDENTS FOR SELF-ENROL USING DISCOVER?

- Go to the module's home page
- Click on **Module Tools>Module Admin>Module Information**
- You will see a screen headed with your module's name
- Scroll down to **Module is active** and tick checkbox
- Scroll down to **Make this course available in Discover so Learners can self-enroll** and tick checkbox. Click the **Add Enrollment Rule** option and select **Student** (this step opens your module for self-enrollment by students only.) **Note:** Currently only students have access to the Discover tool but this may change in the future.
- Scroll down to **Description** and add:  
Name of lecturer/s delivering the module; Details of the student cohort/s taking the module; brief description of the module. **e.g.** Lecturers: Jane Bloggs, Joe Bloggs. This module is for students of TU772-1, TU443-1 and TU222-1. This module provides an introduction to website design.  
**Note:** Adding text to "Description" is very important as it will help your students identify the correct module to self-enroll on.
- *There is no need to edit any other setting on this page.*
- Click **Save**
- **Video Instructions:** [Making your modules available for self-enrolment](#)

Once your students have self-enrolled, check your classlist and turn off Discover again. Doing so will keep your module design in line with our '[Guiding Principles on Recording Lectures](#)', preventing students not registered for your module, accessing live lecture recordings that are to be kept private to the cohort that they were recorded with.

### What do I need to tell my students?

Information you need to give your students to help them self-enroll on the correct module:

- The Module Code

- The name of the lecturer facilitating the module
- Any special text you added to Description (this is optional)
- Students will find instructions on how to self-enroll on the [Brightspace student login page](#)

Syllabus	Online Resource / Instructions
<p><b>Checking who has access to your module (the Classlist)</b></p> <p><b>Adding students/lecturers manually to your module</b></p> <p><b>Removing students/lecturers manually from your module</b></p>	<p>The Classlist tool (available from Module Tools - Classlist) shows you who is currently enrolled on your module and also allows you to manually add/remove both students and lecturers.</p> <p><a href="#">Managing your classlist (video)</a></p>
<p><b>What to do with students who have self-enrolled on the incorrect module?</b></p>	<p>You can manually remove these students, using the Classlist tool as above.</p> <p>Students can also un-enroll themselves from incorrect modules. Instructions are available from the <a href="#">Brightspace student login page</a></p>

### Recommended additional resources

- Brightspace 2A should be taken in conjunction with Brightspace 1 and Brightspace 2. With these three workshops you will be ready to start using Brightspace with your students
- Brightspace 3 will get you started delivering online classes / webinars using Bongo Virtual Classroom
- Brightspace 7 introduces assessment using the assignment tool (essay submissions, lab reports etc)
- Brightspace 8 introduces assessment using the quiz tool (MCQs etc)

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