

Please find important information below regarding Brightspace. Questions should go to tlit@purdue.edu

Courses in Brightspace are created and populated based on the data from the Banner/MyPurdue/Unitime system. Users entered as an Instructor of Record will be given the Instructor role in the Brightspace course. Other roles given in Banner/MyPurdue/Unitime will not be given a Brightspace role. Brightspace data is updated hourly during business hours, so if a somebody is added in Banner/MyPurdue/Unitime, there may be up to an hour delay (or overnight if changes are made outside of business hours) before those changes are reflected in Brightspace.

Course that are crosslisted in Banner, come across as individual course/sections in Brightspace. If Instructors would like to combine/"Merge" the courses, we have a self-service tool that allows them to do this <https://www.purdue.edu/brightspace/Docs/CourseAdministration/CourseMergeCreateNew.php>

If a TA/Instructor needs access to a Brightspace course, but does not/should not be added in Banner/MyPurdue the Instructor can add them directly in Brightspace using the Enrollment Manager tool <https://www.purdue.edu/brightspace/Docs/CourseAdministration/AddInstructorOrTAToCourse.php>

NOTE: A Scheduling Deputy (or anybody who has the Course Roster Viewer role in Banner) can use the Enrollment Manager tool "on behalf" of an Instructor. You would access the Enrollment Manager as the directions above state, but you will have the option to "Run this application as:" where you would then enter the Instructor of Records username, then click the "Use as" button, then you can add Instructors/TAs to their course on their behalf.

We have a number of self-service documentation on Brightspace for faculty at the link below: <https://www.purdue.edu/brightspace/Documentation.php>

The most ask questions, along with the documents are below.

Frequently Asked Questions.

Q: How do add my TA to my course?

A: <https://www.purdue.edu/brightspace/Docs/CourseAdministration/AddInstructorOrTAToCourse.php>

Q: How do I make my course available to students?

A: <https://www.purdue.edu/brightspace/Docs/CourseAdministration/OpenCloseCourse.php>

Q: How do I copy materials from last semesters course to this semester

A: <https://www.purdue.edu/brightspace/Docs/CourseAdministration/CopyCourseComponents.php>

Q: How do I Merge my courses? (combine enrollment from multiple courses/section)

A: <https://www.purdue.edu/brightspace/Docs/CourseAdministration/CourseMergeCreateNew.php>

If you have any questions, please feel free to contact us at tlit@purdue.edu

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