



Course Administration Tools

Instructors can navigate to commonly used Brightspace tools through the Course Homepage, Course Navigation Bar, and Course Content. They can also access Course Administration tools through the Course Admin link found in the navigation menu. Examples of commonly used tools are highlighted in the image below.

Course Home Content Assignments Grades Library Reading List Communication ▾ Help ▾ **Course Admin**

Course Administration

| Category | Name | |
|-------------------------------------|------------------------------|-----------------------|
| Site Setup | | |
| ■ Course Offering Information | | |
| Site Resources | | |
| 📅 Calendar | 📁 Content | 🏗️ Course Builder |
| 🖱️ External Learning Tools | 📖 Frequently Asked Questions | 📖 Glossary |
| 🔗 Import / Export / Copy Components | 🔗 Links | 📅 Manage Dates |
| | 📁 Manage Files | |
| Learner Management | | |
| 👤 Attendance | 📊 Class Progress | 📋 Classlist |
| 👥 Groups | | |
| Assessment | | |
| 📄 Assignments | 🏆 Awards | 📋 Checklists |
| 📌 Competencies | 📊 Grades | 🖱️ Quick Eval |
| 📄 Quizzes | 📄 Rubrics | 🖱️ Self Assessments |
| 📄 Surveys | | |
| Communication | | |
| 📄 Announcements | 🗣️ Chat | 🗣️ Discussions |
| 🖱️ Intelligent Agents | | |
| Administration | | |
| ✖️ Tools | | |