

Subject: Steps to Prepare Your Summer Course in Brightspace

Dear Faculty,

As we approach the start of the summer term, please review these steps and essential elements for your **Live Summer Brightspace course(s)** to ensure their readiness.

These steps are based on the **Brightspace Course Setup Guide (attached)** and are designed to help you deliver a smooth, accessible, and engaging learning experience.

Course Copy for the Live Summer Course

CUNY CIS has completed the migration of approximately **four years of course content** from Blackboard to Brightspace (excluding Spring 2025). This means:

- You'll find **copies of your previously taught courses** in under the Brightspace **"All"** tab
- Then **copy content** from any of these migrated courses into your **Live Summer course shell** under the **"2025 Summer Term"**

To do this:

1. Go to your **Live Summer course**
2. Use the **Course Admin > Import/Export/Copy Components** tool
3. Select **"Copy Components from another Org Unit"**
4. "Search for offering" to locate the source course
5. Follow the prompts to copy your course materials.

This process takes a few minutes and is the easiest way to get your course started. **If you need assistance with this task and/or course merge, you can fill out [this form](#) and we can do this for you.**

* If you need to use content from Spring 2025 or courses from before 2021, you'll need to manually export the course from Blackboard and then import it into Brightspace.

Essential Elements for Day 1

To help students start the term with confidence, stay on track, and feel engaged from the beginning, include the following elements in your Brightspace course:

- **A course syllabus** (clearly labeled and uploaded to Brightspace)
- **At least the first three weeks of:**
 - Weekly modules with organized content
 - Activities such as discussions, assignments, and/or quizzes with clear instructions and due dates
- **A fully set-up gradebook** that aligns with your course assessments, so students can easily track their progress

Consult the **Brightspace Course Setup Guide (attached)** for additional information.

For inspiration and sample materials, check out the [Lehman Course Template](#), which includes examples of module structure, activities, and content organization.

Need help with Brightspace?

- Reach out to a [Brightspace Ambassador](#)—Lehman faculty members available to assist you with setting up your course and enhancing your use of Brightspace as a teaching tool.
- For technical support or assistance, please email Faculty.Help@lehman.cuny.edu.
- For help with course design, teaching strategies, or Brightspace best practices, visit the “[Course Readiness](#)” module in the [Learning Hub](#). There, you can post questions in the “[Course Readiness Q&A](#)” discussion forum—a space actively monitored by our instructional support staff, who will respond to your inquiries.

Thank you for your attention to these details and for your continued dedication to our students.

To learn more, access additional resources, and explore training opportunities, visit the [Brightspace Transition website](#) at Lehman College.

We look forward to a strong start to the summer session!

Lehman Transition Team