Dear Deans,

NYU’s transition from NYU Classes to NYU (LMS) Brightspace has officially begun. As shared in our November memo, the goal is to finish the move by the end of the fall 2021 semester, with NYU Classes only available in archive mode from then on. Many thanks to our inaugural users who moved early, helped uncover issues, and provided valuable usability feedback.

Important: The transition plans submitted by schools revealed that most will move the majority of their faculty in fall 2021. Many faculty will require support, and for that
reason and those highlighted below, we highly recommend starting training early so faculty can move fall course content into Brightspace prior to August 2021.

Why should my school train early and encourage faculty to move their fall course content prior to August 2021?

- Enjoy your summer! You will avoid feeling rushed and having LMS prep work over the summer.
- Prevent knowledge from any training done in the spring from being lost over the summer.
- We are always here to support you but encourage taking advantage of central and school resources this spring when they will be even more readily available, as compared to the fall when most schools plan to move.

Getting Started Tips for Faculty and Staff

- Learn the basics by watching the four (4) 2-minute videos in the Getting Started for Instructors (Brightspace Tutorials) video playlist.
- Check out the Faculty and Staff Training web page for more info.
- Register for the Instructor 101 Course to learn how to:
  - Create a course site and share content with your class
  - Apply best practices for gradebook, assignments, quizzes, and discussions
  - Tune into virtual office hours to chat with a team of experts
- A new NYUHome card for NYU LMS (Brightspace) is now live. Search "LMS" to find the card.
- Add content to a "Practice Site" and start training February-May, even if your school is not moving until fall.

How will students learn about NYU LMS (Brightspace)?

- If a student has a course in Brightspace they will receive an automated email with a link to their course site once their instructor makes it active.
- A banner in NYU Classes will be visible to students who have at least one course in Brightspace. This will link to Brightspace.
- A new NYUHome card for NYU LMS (Brightspace) is now live. Search "LMS" to find the card. The NYUHome card for NYU Classes also has an alert about the transition.
- The January issue of the Download newsletter includes information for students on NYU LMS.
• A brief email will be sent to students with details similar to those in the Download.

• The Student Training web page has been updated with information on discerning between NYU Classes and NYU LMS.

• The Usability Lab received feedback from students that they would appreciate hearing directly from their instructors with regard to which LMS they will be using. Here is sample text to notify students, with tips on emailing from Brightspace (Google Docs).

We encourage you to share this email with your staff.

Please visit nyu.edu/it/ims for FAQs and training resources. Contact your school’s Educational Technology team (Google Doc) for school-specific timeline and project details.

Sincerely,
Clay Shirky, Vice Provost for Educational Technologies
Ben Maddox, Chief Instructional Technology Officer

For assistance with NYU IT services, contact the NYU IT Service Desk.