BrightShift App Integration and Communication
In the Learning Management System (LMS), Schoology

TABLE OF CONTENTS

PURPOSE & INFORMATION

The purpose of this user guide is to provide information and procedures for initial set up of third-party apps in Schoology.

WHAT IS THE APP?
The LAUSD App Center provides teachers with access to <u>approved</u> digital content available through the Schoology App Center. Apps available in the LAUSD App Center have met the District's Unified Digital Instructional Procurement Plan (UDIPP). For more information regarding approved digital content, please visit udipp.lausd.net.

LICENSING
App availability and functionality depend on district or school purchased licenses.

BEFORE YOU START
Log into lms.lausd.net with your LAUSD single sign on.

AFTER YOU INSTALL
- **THE BRIGHTSHIFT APP** will be available for *students* and/or *teachers* in one or more of the following menu paths:
    - **User App List** ▦ > Select **BRIGHTSHIFT**
    - **Course** >
        - Left Navigation > Select **BRIGHTSHIFT**
        - Add Material > Select **File/Link/External Tool** > Find **BRIGHTSHIFT** from dropdown
        - Add Material > Select **BRIGHTSHIFT** from the right column
    - **Group** > Left Navigation > Select **BRIGHTSHIFT**

HOW DO I GET SUPPORT?
- The Schoology helpdesk is available to assist with integration, i.e. app loading in the Schoology platform.
    - Submit a Support Request Online
    - Chat Live with an Agent.
    - Call **(213) 241-5200** and Select **Option 5** then **Option 1.**
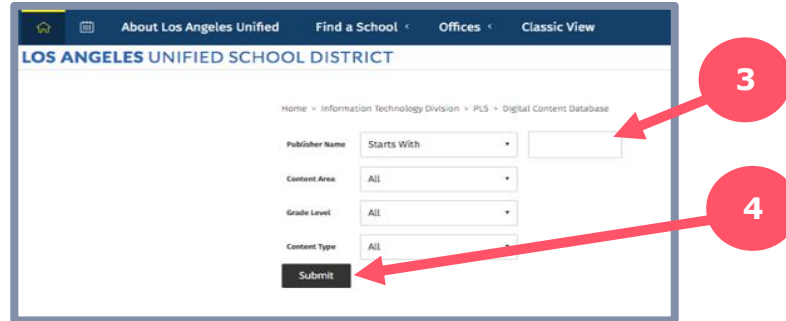- Please contact the app publisher for app content questions.

STEP 1: INSTALLING THE APP

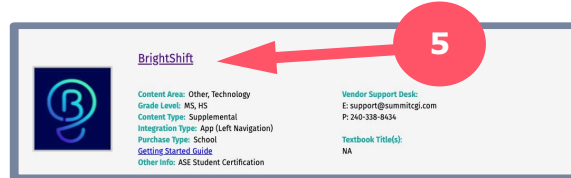1. Once logged into lms.lausd.net, find the LMS App Center:

2. From the LMS App Center, in the box next to *Publisher Name* type **BRIGHTSHIFT** and click **Submit**.

3. Select **BRIGHTSHIFT** to be redirected to the Install page.

4. Once redirected to the app install page, select **Install LTI App.**

5. Select **I Agree**.

6. Select **course(s)** where you want the BrightShift app to be installed. Additionally, you can install the BrightShift app for **course admins only**. If the app is installed for course admins only, the app will NOT be visible to the students.
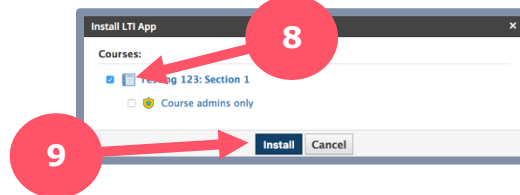
7. Click **install**.

STEP 2: OPENING THE BRIGHTSHIFT APP

1. Once the BrightShift app is installed, click on the app from the Clever home screen or the course where it was installed.
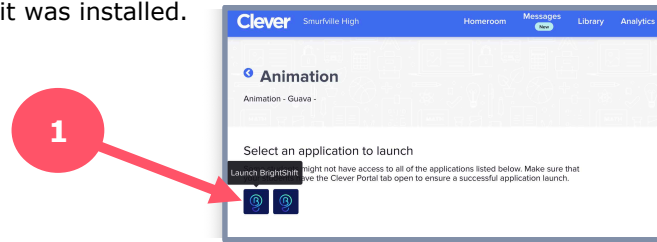
2. Once the BrightShift app is clicked, the user may be redirected to select the certification program they are utilizing in their course. This screen only appears if your school is utilizing multiple BrightShift Programs.
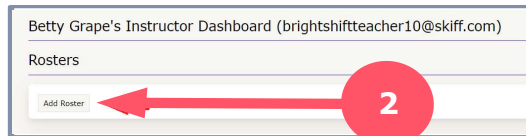

3. The user will be redirected to their role-based Dashboard, look below for further role-specific instructions.
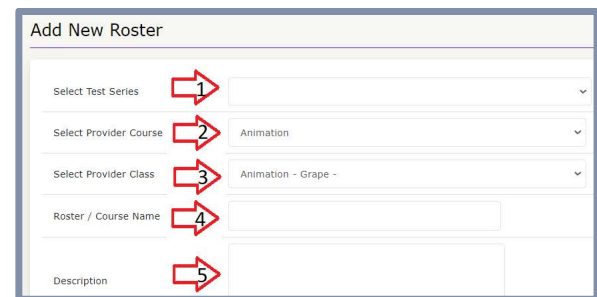
ROLE 1: BRIGHTSHIFT INSTRUCTOR:

ADDING ROSTERS:

1. Navigate to the Instructor Dashboard as directed above.

2. Click on the "Add Roster" button seen below to be redirected to the roster set-up page.

3. Enter all of the required information for the new roster.

   1. "Select Test Series": Select the desired Test Series, these options are prefilled based on the testing program and determines which tests are available to be assigned to students.
   2. "Select Provider Course": Select one of the instructor's Clever courses, these options are prefilled.
   3. "Select Provider Class": Select one of the instructor's Clever classes for the course selected above, these options are prefilled.
   4. "Roster/Course Name": Create a memorable name for the new roster here.
   5. "Description": Describe the roster here for later reference.

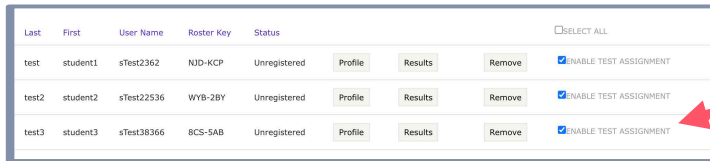4. Click the "Create Roster" button to create the new roster.

ASSIGNING TESTS:

1. Navigate to the Instructor Dashboard as directed above.

2. Select the roster you would like to assign tests to. You will then be redirected to the "Roster Detail" screen.


3. "Enable Test Assignments" for the roster: In order to assign tests to a roster you must "Enable Test Assignments" for the students who will be taking the tests. Each student you select will account for 1 credit, deducting from your total available credits.
   a. To do this, scroll to the button of the screen, locate the student roster list and check the "Enable Test Assignments" box for all rostered students you want to assign tests to in the future.
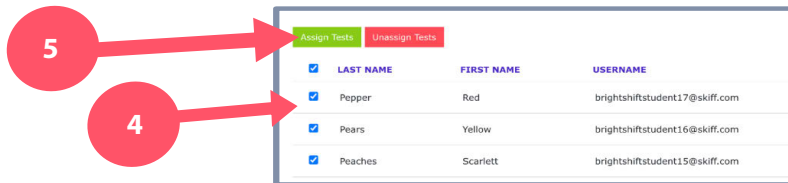

4. Once Test Assignments are enabled, you can assign specific tests to students in the roster.

5. Click the "Assign/View Student Tests" button shown below. You will then be redirected to the "Assign Tests" screen.
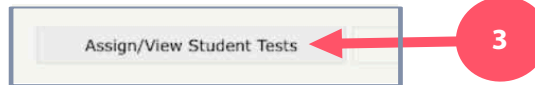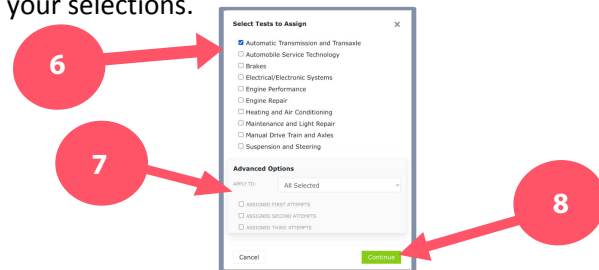

6. Select the students you would like to assign a test to or click the "select all" box at the top of the roster to select the entire course roster. Then select the green "Assign Tests" button.

7. Select the test(s) you would like to assign the selected students and choose any desired advanced options. Click continue once you have made your selections.
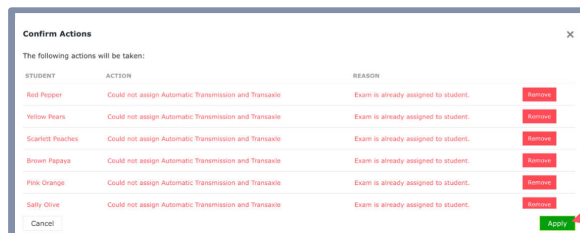
8. A verification screen will appear. Confirm the information is accurate and click the "Apply" button to assign the chosen tests.

REVIEWING TEST RESULTS:

    1. Navigate to the Instructor Dashboard as directed above.

    2. Select the roster you would like to view test results from. You will then be redirected to the "Roster Detail" screen.

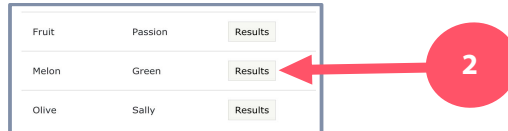   3. Scroll to the bottom of the "Roster Detail" screen to locate the list of students in the roster. Click each student's "Results" button to get redirected to their "Student Exam List" dashboard.

    4. Click the "View Test Results" button for any completed exam to view the student's test results.

    5. View Test Results. Click the "Back to Student Exam List" button to return to the previous screen or the "Return to Roster" button to return to the "Roster Detail" screen.

ROLE 2: BRIGHTSHIFT PROCTOR:

UNLOCKING TESTS:

    1. Navigate to the Proctor Dashboard as directed above.

    2. Locate the desired student and test from the roster below and click the "Unlock" button.

    3. Once a test is unlocked, students will be able to access it from their dashboard.

    4. Proctors can also view the exact date and time a student starts and submits each test from the Proctor Dashboard.
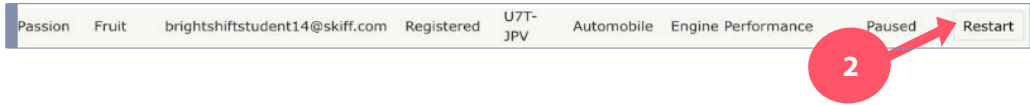
RESTARTING TESTS:

1. Navigate to the Proctor Dashboard as directed above.

2. Locate the paused test in the student exam roster and click the "Pause" button.

| Passion | Fruit | brightshiftstudent14@skiff.com | Registered | U7T-JPV | Automobile | Engine Performance | In_Progress | Pause |

3. Click the "Restart" button.

| Passion | Fruit | brightshiftstudent14@skiff.com | Registered | U7T-JPV | Automobile | Engine Performance | Paused | Restart |

4. A "Test Restarted" confirmation should appear at the top of the Proctor Dashboard and the student will now be able to re-access the paused exam.

Smurfville High (CT)

Proctor Dashboard

Test Restarted.
Proctor Quick Start Guide

ROLE 3: BRIGHTSHIFT ADMIN:

ADDING INSTRUCTORS:

1. Navigate to the Admin Dashboard as directed above.

2. Select the school you would like to edit from the dropdown menu. This will redirect you to the desired School's Admin Dashboard.

Select a School

Ocean High

3. Click the "Add Instructor" button on the Admin Dashboard.

Instructors
Add Instructor
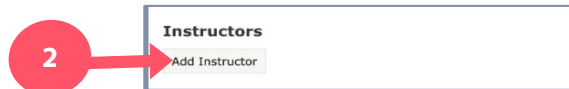
4. Select the Instructor(s) you would like to add from the pre-populated list and click the "Add Selected" button.

Add Instructors From Clever
Instructors

	First	Last	Email Address
☑	Breeze	Stormy	brightshiftteacher16@skiff.com
☑	Sand	Breezy	brightshiftteacher17@skiff.com
☐	Beach	Sandy	brightshiftteacher18@skiff

Cancel   Add Selected
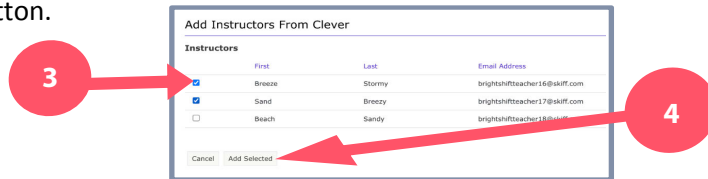
5. You will be redirected to the Admin Dashboard and see the added instructors listed in the "Instructors" section. From here you can either "Assist" or "Retire Instructors".

Instructors

	First	Last	User Name	
Assist	Sand	Breezy	brightshiftteacher17@skiff.com	Retire Instructor
Assist	Breeze	Stormy	brightshiftteacher16@skiff.com	Retire Instructor

Add Instructor

ADDING PROCTORS:

1. Navigate to the Admin Dashboard as directed above.

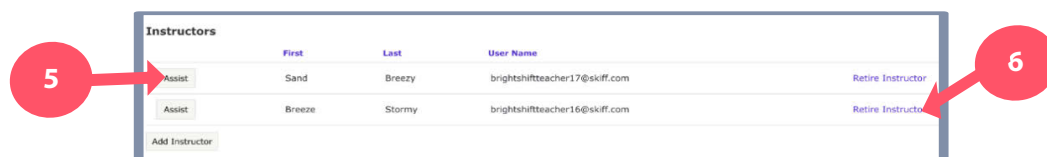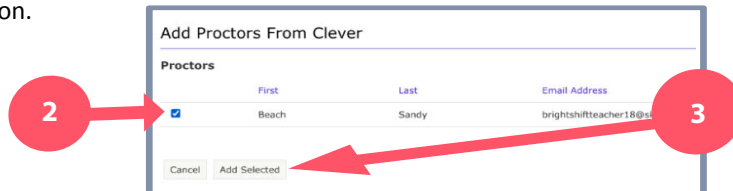2. Click the "Add Proctor" button on the Admin Dashboard.

3. Select the Proctor(s) you would like to add from the pre-populated list and click the "Add Selected" button.


4. You will be redirected to the Admin Dashboard and see the selected proctors listed in the "Proctors" section. From here you can add additional proctors or "Retire Proctors".

EXPORTING REPORTS:

1. Navigate to the Admin Dashboard as directed above.

2. Scroll down and locate the "Export Exam Reports" section of the Admin Dashboard. Click on the "Select Test Window" drop-down and select the Test Window you would like to export.

   *A "Test Window" is a timeframe during which tests are taken.
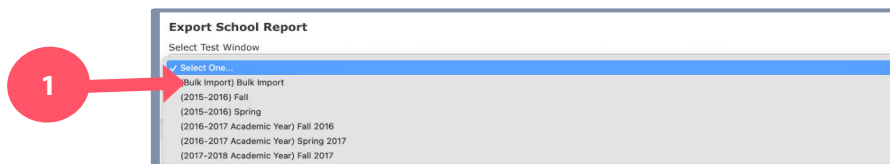
3. Click "Export PDF" or "Export CSV" to download the chosen Report in the desired file format.

ASSISTING INSTRUCTORS:

*Admin accounts have the ability to "Assist Instructors", meaning they have access to all Instructor Accounts within their School and can enter Instructor Dashboards of individual instructors to make any needed changes or adjustments.

1. Navigate to the Admin Dashboard as directed above.

2. Click the "Assist Instructor" button next to the name of the Instructor you would like to assist.

3. The user will be redirected to the selected Instructor's Dashboard. Refer to the "Instructor" section of this document for further instructions on the functionalities of the "Instructor Dashboard".
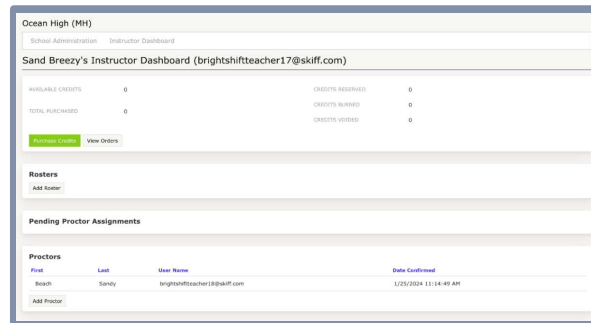
ROLE 4: BRIGHTSHIFT STUDENT:

STUDENT DASHBOARD FUNCTIONALITIES:

1. Navigate to the Student Dashboard as directed above.

2. To take a test, students will click the "Launch Test" button next to the desired assigned test.

3. After completing the test, students will be automatically logged out of their BrightShift dashboard for security purposes.

4. To view test results, students will re-launch the BrightShift App and click the "View Test Results" button next to the desired completed test on their Student Dashboard.

5. To log out of the BrightShift Student Dashboard, click the "Logout" button at the top of the Student Dashboard.