
SUNY Cobleskill Online Teaching Handbook

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Introduction

SUNY Cobleskill's online learning environment is powered by Brightspace (D2L), an accessible, modern platform designed to support all methods of teaching. This handbook supports faculty in developing high-quality online learning experiences that align with institutional goals for accessibility, engagement, and academic integrity.

Brightspace unifies content management, assessment, communication, and analytics, helping instructors build courses that reflect Universal Design for Learning (UDL) principles and meet SUNY EIT accessibility standards.

A Learning Management System (LMS) such as Brightspace provides a centralized online space for teaching and learning. It allows instructors to create, organize, and deliver course materials; facilitate communication through announcements, discussions, and feedback; manage assessments and grades; and track student progress and engagement. An LMS also serves as a secure environment where students can access resources, submit assignments, complete quizzes, and collaborate with peers, anytime and from any device.

How to Log in to Brightspace

Access [Brightspace](#) using your SUNY Cobleskill credentials through Single Sign-On (SSO).

Brightspace Faculty Resource Guides

Access [SUNY Brightspace Faculty Resource Guides](#) to support teaching and course design.

SUNY Cobleskill Knowledge Base

Explore [SUNY Cobleskill Knowledge Base for Guides and tutorials](#), which provides step-by-step instructions, troubleshooting assistance, and resources for campus technology, academic software, and ITS services.

Goals and Objectives

This handbook provides instructors with:

- Guidelines and resources for creating, teaching, and managing Brightspace courses, along with ongoing professional development opportunities through SUNY Online Teaching and campus support.
- Techniques for effective communication, assessment, and feedback.
- Best practices for ADA/EIT compliance and universal design.

Instructional Methods

- **CLASS:** fully in-person in classroom.
- **COMBI:** Combination of online synchronous and online asynchronous instruction.
- **HYBON:** Combination of in-person in classroom and online asynchronous instruction.
- **HYBRE:** Combination of in-person in classroom and online synchronous instruction.
- **REMOTE:** Synchronous instruction completely online.
- **ONLINE:** Asynchronous instruction completely online.
- **HYFLX – TRI:** Modal instruction, meaning simultaneous in-person in classroom, online synchronous, and online asynchronous.
- **DIGED:** Course delivered synchronous in-person, instructor remote.

Brightspace Core Tools

Function	Tool	Description
Content	<i>Content</i>	Organize modules, upload files, add videos, and embed links.
Assignments	<i>Assignments</i>	Collect, grade, and annotate submissions with rubrics and audio/video feedback.
Discussions	<i>Discussions</i>	Facilitate class dialogue, Q & A, and peer reflection.
Quizzes	<i>Quizzes</i>	Deliver formative and summative assessments with auto-grading and question banks.
Gradebook	<i>Grades</i>	Manage grades and weighting; connect assessments for automatic calculation.
Communication	<i>Announcements, Calendar, Email, Class Progress</i>	Keep students informed and track engagement.

Additional Information and Documentation

Explore the [SUNY Brightspace Faculty Resource Guides](#) for detailed tutorials, tool documentation, and instructional support resources.

Academic Policies and Procedures

Attendance and Participation

Defined as active engagement (assignment submissions, discussions, communications, quizzes, and other instructor-defined academic activities). Brightspace provides multiple tools to support attendance tracking, participation monitoring, and reporting.

Faculty should clearly communicate attendance and participation expectations within the course syllabus and apply attendance practices consistently. When attendance is used for grading or academic decisions, records should be accurate, regularly updated, and maintained in accordance with institutional policies and FERPA guidelines.

Quickly Attendance

Quickly Attendance is a digital tool embedded in all Brightspace courses and used by instructors to quickly and accurately track student attendance. It offers multiple check-in options and provides students with a transparent view of their attendance history throughout the term; access the [Quickly Attendance Knowledge Base Articles](#) for more information.

Class Progress

Provides a centralized dashboard that displays learner engagement indicators such as content completion, login history, grades, discussions, and assignment activity. Faculty can use Class Progress to monitor participation, support outreach efforts, and document engagement. Additional guidance is available in the [Class Progress documentation](#).

Content Reporting Tools

Content reporting tools allow instructors to review how learners interact with course materials, including topic access, completion tracking, and engagement trends. These reports support instructional decision-making and participation documentation. Additional information is available in the [Content Reports Documentation](#).

Academic Integrity

Brightspace supports secure and authentic assessment through tools such as Turnitin and Respondus LockDown Browser / Respondus Monitor, helping ensure academic integrity in online and hybrid course environments.

Turnitin

Turnitin is a plagiarism prevention and writing improvement tool that checks student submissions for originality and proper citation. It compares work against a vast database of academic sources and provides an originality report to support academic integrity. Additional information is available in the [Turnitin Knowledge Base](#).

Respondus LockDown Browser and Monitor

Respondus LockDown Browser is a secure testing browser that prevents students from accessing other websites, applications, or screen-capture tools during online exams. When paired with Respondus Monitor, the system uses a student's webcam to record and flag potential irregularities, providing additional integrity for remote testing. Access the [Respondus Knowledge Base](#) for more information.

Accessibility

All course materials must comply with SUNY's Electronic and Information Technology (EIT) Accessibility Policy and the Web Content Accessibility Guidelines (WCAG) standards. Faculty should use tools such as Anthology Ally and ReadSpeaker to review, verify, and improve the accessibility of their content. For more information, please visit:

- [SUNY EIT Accessibility Page](#)
- [Cobleskill Accessibility Page](#)
- [Brightspace Accessibility Course for Instructors](#)
- [Learn More About Ally](#)
- [Anthology Ally Tutorials](#)
- [ReadSpeaker Guide](#)

Intellectual Property

Please review the [Intellectual Property Policy](#) from the Research Foundation for The State University of New York (RF). It outlines the policy framework adopted by the RF regarding intellectual property, including patents, inventions disclosure, copyright, and software management.

Course Approval

All new course requests must be submitted using the official [New Course Proposal Form](#).

Syllabus Requirements

Each Brightspace course must include a current syllabus outlining course policies, grading criteria, and instructor contact information. Academic Affairs provides an official syllabus template to ensure consistency and compliance across all courses. The syllabus is included in the [Brightspace course template](#) within the course information module.

FERPA Compliance

For detailed information about the Family Educational Rights and Privacy Act (FERPA), please visit the [SUNY Cobleskill student policies page](#).

Preparing to Teach in Brightspace

Beginning in Spring 2027, all faculty will be required to complete the [Brightspace Faculty Foundations self-paced course](#), which is currently under development and not yet available. The course includes nine modules designed to help faculty build the skills needed to create, manage, and deliver accessible, universally designed, and engaging course materials within Brightspace.

Faculty who have previously completed comparable Brightspace or LMS training may be eligible for an exemption with appropriate documentation of completion.

Course Setup and Delivery

Before the Semester

Preparation before the semester ensures a smooth course launch and a positive student experience. Faculty should complete the following steps at least one week before the course start date, as Brightspace courses automatically open to students at that time.

Copy and Review Course Content

Import or copy content from previous courses and verify that all materials, links, and assessments are current, relevant, and free of broken or outdated items; for assistance with course content transfer, access the [Importing, Exporting, and Copying Course Components Guide](#).

Post Course Syllabus

Upload an updated syllabus in the course Welcome module, clearly outlining course policies, contact information, grading methods, and technology requirements. The syllabus is included in the [Brightspace course template](#) within the Course Information module.

Post a Welcome Announcement

Greet students with a brief announcement or welcome video introducing yourself and explaining how to get started. Optionally, send a welcome email using the Brightspace Email tool. To learn more about using announcements, use the resources below:

- **Guides (PDF):**
 - [Creating a Brightspace Announcement](#)
 - [Deleting and Organizing Announcements](#)
- **Video Tutorials (YouTube):**
 - [Create a Brightspace Announcement](#)
 - [Deleting and Organizing Announcements](#)

Email Students in Brightspace

The Email tool allows you to send messages directly from within Brightspace, organize received messages using folders, and store email addresses in your Address Book, and it can also be used to send a welcome email to communicate with students at the start of the course; when emailing through Brightspace, messages are sent from your SUNY Cobleskill email address to your students' Cobleskill email addresses, and while incoming messages can be read in Webmail or Outlook, replies cannot be sent from those systems and must be sent directly through the Brightspace Email tool. For help using the Email tool in Brightspace, please refer to the available resources.

- **Guides (PDF):**
 - [How to send an email](#)
 - [Brightspace Email Notifications](#)
- **Video Tutorials (YouTube):**
 - [How to send an email](#)
 - [Brightspace Email Notifications](#)

Set Up the Gradebook

Configure your Gradebook with categories, weights, and grade items that align with your syllabus. To learn more about using the gradebook, please refer to the available resources.

- **Guides (PDF):**
 - [Setting Up Your Brightspace Gradebook](#)
 - [Creating a Category in the Gradebook](#)
 - [Creating a Graded Item in the Gradebook](#)
 - [Deleting Categories and Items in the Gradebook](#)
 - [Exporting your Gradebook](#)

- **Video Tutorials (YouTube):**

- [Setting Up Your Brightspace Gradebook](#)
- [Creating a Category in the Gradebook](#)
- [Creating a Graded Item in the Gradebook](#)
- [Deleting Categories and Items in the Gradebook](#)

Configure Qwickly Attendance

Prior to the start of the semester, please set up your attendance using Qwickly Attendance. Qwickly Attendance is a digital tool embedded in all Brightspace courses that allows instructors to quickly and accurately track student attendance. It offers multiple check-in options and provides students with a transparent view of their attendance history throughout the term. For more information, please refer to the [Qwickly Attendance Knowledge Base](#)

Check Calendar Dates

Review all start, end, and due dates for assignments, quizzes, and discussions to ensure alignment with your syllabus and the academic calendar. Use the resources below to learn more about the calendar:

- **Calendar Guides (PDF):**

- [Brightspace Calendar Views](#)
- [Adding an Event to the Calendar](#)
- [Linking Calendars to the Brightspace Calendar](#)

- **Calendar Video Tutorials (YouTube):**

- [Brightspace Calendar Views](#)
- [Adding an Event to the Calendar](#)
- [Linking Calendars to the Brightspace Calendar](#)

Verify External Tool Links and Integrations

Test all external tools (e.g., Respondus, Turnitin, and Publisher Courseware) to confirm they are active and functioning properly. To view all Brightspace integrations visit the [Technology Integrations and Supported Tools section](#)

Review Course Quality

To help campuses ensure that online courses are learner-centered and well designed, a team of SUNY staff and campus stakeholders developed the OSCQR rubric, a customizable and flexible tool for online course quality review.

The OSCQR rubric focuses specifically on online course design. It differs from other course quality rubrics in that it is not limited to fully developed or “mature” online courses. Instead, it can be used formatively with new online faculty to guide, inform, and support the design of new online courses.

- [Learn more about OSCQR](#)
- [Download the OSCQR Rubric](#)

Test Course Functionality

Preview your course as a student to confirm that navigation is clear, all content displays correctly, and all links, quizzes, and discussions function as intended. To learn how to temporarily view your course as a student, access the [Access the View Your Course Using a Different Role documentation](#)

During the Semester

Maintaining engagement, communication, and accessibility during the semester helps promote student success and retention.

Communicate Regularly

Send weekly announcements or summary updates to keep students informed of upcoming tasks and deadlines. Check Brightspace Messages and Email frequently and respond promptly.

Provide Timely Feedback

Offer meaningful feedback within 48 hours whenever possible, especially on early assignments and discussions.

Monitor Engagement

Use the Class Progress tool to identify students who may be struggling or inactive and proactively reach out to offer support.

Hold Virtual Office Hours

Provide consistent opportunities for students who are not on campus to meet via Zoom or Microsoft Teams for personalized assistance.

- **Microsoft Teams:** Students and employees automatically have access to Microsoft Teams. If you need a new Team created for your course or department, please submit a request to the [ITS Service Desk](#).
- **Zoom:** Licensed Zoom accounts are available for faculty. If you need a licensed Zoom account, please submit a request to the [ITS Service Desk](#).

Additional support for Zoom and Teams can be found using the following links

- [Zoom: Help and training resources](#)
- [Microsoft Teams: Help and training resources](#)

Promote Accessibility and Inclusion

Ensure new materials added to mid-semester are accessible, captioned, and follow Universal Design for Learning (UDL) principles.

After the Semester

Closing your course properly ensures accurate record-keeping and continuous improvement for future semesters.

Verify and Submit Grades

Confirm that all grades in the Brightspace Gradebook are accurate, complete, and consistent with the grades in Banner. Double-check weighting, dropped items, and manual overrides before submission.

Review Course Accessibility Scores

Check your Anthology Ally report for overall course accessibility. Address flagged issues and update materials before the next offering of the course.

Evaluate Course Effectiveness

Review course evaluations, surveys, and performance analytics to identify strengths and areas for improvement.

Update Course Materials

Ensure that all embedded media, OneDrive videos, and external links remain active and accessible. Refresh outdated examples or readings as needed.

Reflect and Plan Ahead

Document lessons learned, update your teaching notes, and plan professional development or course enhancements for future semesters.

Assessment and Evaluation

Brightspace provides multiple tools for assessing student learning, engagement, and achievement. Effective use of these tools promotes fairness, transparency, and accessibility across all course formats.

Assignments

Use the Assignments tool to collect, grade, and return student work. Attach rubrics for transparent grading and enable Turnitin to check for originality. Provide text, audio, or video feedback to promote personalized learning and engagement. To learn more about using Assignments in Brightspace, use the resources below:

- **Assignment Guides (PDF)**
 - [Creating an Assignment](#)
 - [Grading an Assignment](#)
- **Assignment Video Tutorials (YouTube)**
 - [Creating an Assignment](#)
 - [Grading an Assignment](#)

Discussions

Evaluate student engagement and critical thinking through rubric-linked discussion forums. Encourage peer responses, reflection, and meaningful dialogue to build community, collaboration, and digital communication skills. To learn more about using discussions in Brightspace, use the resources below:

- **Discussion Guides (PDF)**
 - [Creating a Discussion Forum](#)
 - [Creating a Discussion Topic](#)
 - [Starting a Discussion Thread](#)
 - [Replying to a Discussion Thread](#)

Quizzes

Create formative and summative assessments using question banks, randomization, and automatic grading options. Use Respondus LockDown Browser and Respondus Monitor for secure online testing. Include practice quizzes or self-checks to help students monitor their learning progress. To learn more about using Quizzes in Brightspace, explore the resources below:

- **Quiz Guides (PDF)**
 - [Creating a Question Section](#)
 - [Creating a Quiz](#)
 - [Randomization in Quizzes](#)

- **Quiz Video Tutorials (YouTube)**
 - [Creating a Question](#)
 - [Creating a Question Section](#)
 - [Creating a Quiz](#)
 - [Importing Quiz/Questions](#)

Surveys

Use Brightspace Surveys to gather mid-semester and end-of-term feedback for continuous improvement and to guide instructional decisions. Share key results or course adjustments with students to demonstrate responsiveness and transparency. To learn more about using surveys in Brightspace, access the [Set up surveys in Brightspace guide](#).

Rubrics

Attach rubrics to assignments, discussions, and quizzes to ensure consistent, transparent grading aligned with learning outcomes. Use Brightspace Rubrics to provide criterion-based feedback that supports student growth and self-assessment. To Learn more about rubrics, access the [Create a rubric in Brightspace guide](#)

LUMI AI Tools

Use LUMI to scan existing course content and generate AI-powered prompts, quiz questions, and discussion topics. This supports alignment with learning outcomes and helps diversify assessments with higher-order thinking questions. To learn more about LUMI, access the [LUMI Knowledge Base](#).

External Resources and Publishers

Enhance your course by incorporating third-party materials from publishers such as Norton, Cengage, Lumen Learning, Pearson, McGraw Hill, and others. These tools can enrich instruction, provide additional practice, and support various types of assessments.

Academic Integrity and Security

Maintain fairness and integrity by using tools such as Turnitin, Respondus, and quiz access restrictions. Avoid sharing quiz answers publicly, set time limits, and use question randomization to minimize academic dishonesty.

Data and Analytics

Use Class Progress, Quiz Statistics, and Grade Analytics to identify trends, monitor performance, and provide timely outreach to students who may need additional support or accommodation.

Accessibility and Inclusion

Ensure that all assessments are accessible and compatible with assistive technologies. Use Anthology Ally to verify accessible document formats and ReadSpeaker and TextAid to ensure screen-reader compatibility.

Best Practices

- Provide diverse assessment methods (e.g., discussions, projects, reflections, and quizzes) to support different learning styles and accessibility needs.
- Offer low-stakes assessments early in the term to build confidence and familiarity with Brightspace tools.
- Include clear instructions, grading criteria, and examples for all graded activities.
- Post grades and feedback promptly (within 48 hours whenever possible) to maintain engagement and motivation.
- Regularly review Class Progress and Analytics to identify students who may need outreach or additional support.
- Encourage self-assessment and reflection activities to help students monitor their own learning.
- Periodically review rubrics and feedback methods to ensure alignment with learning outcomes and departmental expectations.

Student Support and Campus Resources

SUNY Cobleskill provides a variety of academic and technical support resources to help students succeed in all learning environments. Faculty are encouraged to familiarize themselves with these services and share them with students in their Brightspace courses.

Tutoring Services

SUNY Cobleskill offers several tutoring options for students on and off campus. Below is a list of all tutoring options available to students through the campus:

- **On-Campus Tutoring (CASE):** Tutoring is available through the Center for Academic Support and Excellence (CASE). Students can view the current tutoring schedule and available subjects by visiting [CASE tutoring services](#).
- **Online Tutoring (NetTutor):** For students studying remotely or outside of regular hours, NetTutor provides 24/7 online tutoring directly within Brightspace. Additional information is available in the [NetTutor Support Knowledge Base](#).
- **AI Tutor (CircleIn):** CircleIn offers an AI-powered tutor that provides real-time academic support, study assistance, and AI-generated practice questions. Upon login, users will have access to guides and support resources to help them navigate and use the platform. To access CircleIn, use the [Cobleskill CircleIn Portal](#).



The Office of Online Education

Provides technical support for Brightspace. For assistance, please [submit a support ticket](#) you may also visit the [Online Education webpage](#) for additional information and resources.

Library Services

The Van Wagenen Library offers extensive digital collections, research databases, citation tools, and one-on-one librarian support. Students and faculty can access library resources by visiting the [Van Wagenen Library webpage](#)

Online Course Quality and Retention

Ensuring quality and promoting student retention are essential components of online teaching. Faculty should continuously evaluate and refine their courses to maintain alignment with institutional standards and support student success.

Follow OSCQR Standards

Design and organize your course to meet SUNY's Online Course Quality Review (OSCQR) standards, emphasizing clarity, consistency, and intuitive navigation.

- [Learn more about OSCQR](#)
- [Download the OSCQR Rubric](#)

Ensure Accessibility

Use Anthology Ally to review materials and confirm they meet accessibility requirements. Make necessary improvements to support all learners.

Promote Regular Interaction

Provide frequent, meaningful feedback and communication through announcements, discussions, and comments on assignments to keep students engaged.

Monitor Engagement

Use the class progress tool and activity logs to identify students who may be struggling or inactive. Reach out proactively to offer support or guidance.

Track Synchronous Attendance

If teaching a synchronous course, review Qquickly attendance, Zoom logs or Microsoft Teams logs to identify students who are not attending or engaging.

Automate Attendance Alerts

Use Qquickly Attendance to automatically send notifications or reminder emails to students who have missed several classes or sessions.

Simplify Course Structure

Maintain a clear, organized layout to prevent content overload and reduce cognitive fatigue for students.

Engage in Peer Review and Refresh Cycles

Participate in scheduled peer reviews or course refresh cycles to ensure continuous improvement, compliance, and consistency with program standards.

Report Students of Concern

Use EAB Navigate to report or refer students who may be at risk academically or personally. More information about Navigate can be found by visiting the [EAB Navigate Knowledge Base](#).

Professional Development

Continuous professional growth is essential to maintaining high-quality, engaging, and accessible learning experiences. SUNY Cobleskill encourages all faculty to pursue professional development opportunities that enhance teaching effectiveness, promote innovation, and support student success.

- Participate in campus-led workshops, webinars, and training sessions on Brightspace tools, accessibility, universal design and instructional design.
- Take part in SUNY Online Teaching events, webinars, and certificate programs to stay informed about emerging best practices and statewide initiatives in online education. Please refer to the following link for the [calendar of events and activities](#) offered by SUNY Online.
- Participate in OSCQR Reviews and Peer Observations Contribute to course quality assurance by engaging in OSCQR reviews, peer observations, and collaborative feedback sessions to strengthen course design and instructional delivery.
- Work closely with Academic Affairs to develop engaging, accessible, and pedagogically sound courses that align with institutional standards and Universal Design for Learning (UDL) principles.
- Access training programs, self-paced courses, and certification opportunities offered through the SUNY CPD available on their [calendar of events](#). Topics include online pedagogy, digital accessibility, assessment design, and technology integration.
- Regularly review student feedback, analytics, and course outcomes to identify professional learning goals. Participate in communities of practice, mentoring, and faculty learning circles to share strategies and innovations.

- Explore new tools and AI-powered course design tools that enhance teaching, learning, and accessibility in Brightspace.

Academic Integrity and Artificial Intelligence Guidelines

SUNY Cobleskill upholds the highest standards of academic honesty and responsible innovation. Faculty and students are expected to use all technologies including Artificial Intelligence (AI) tools ethically and transparently in support of learning. To review the full institutional guidelines, please refer to [Policy 5.27: Artificial Intelligence \(AI\) Policy](#).

Integrity Practices

- Use Turnitin to check originality and ensure proper citation in assignments. In addition, carefully review and verify all referenced materials, as AI-generated content may contain inaccuracies in how it retrieves, attributes, or cites sources.
- Use Respondus LockDown Browser and Monitor to maintain exam security.
- Clearly state academic honesty expectations in your syllabus and course materials.

Artificial Intelligence in Teaching and Learning

Faculty may incorporate artificial intelligence (AI) tools to enhance instruction, provide feedback, and support student engagement. When doing so, it is important to establish clear expectations in the syllabus that outline when and how AI tools may be appropriately used. Faculty are also encouraged to promote transparency by clearly communicating how students should acknowledge or cite any use of AI assistance in their academic work, when applicable. Some examples of tools include:

LUMI AI

Use LUMI to scan your existing course content and generate AI-powered prompts, quiz questions, and discussion topics. This supports alignment with learning outcomes and helps diversify assessments with higher order thinking questions.

Anthology Ally

Anthology Ally uses AI-driven accessibility checks to help faculty improve the quality and usability of their course materials. It automatically scans uploaded files for issues such as missing alt text, low contrast, or untagged PDFs, then provides clear explanations and step-by-step guidance on how to fix them. Ally also generates alternative formats including audio, ePub, HTML, tagged PDFs, and translated versions to give students flexible, accessible options. Through its Instructor Accessibility Report, faculty can track progress and identify which materials need the most attention, making it easier to create inclusive, student-friendly courses that support all learners.

CircleIn

Faculty can benefit from CircleIn's AI Tutor because it provides students with on-demand academic support outside of class, reinforcing course content and reducing the number of routine clarification questions faculty receive. The AI Tutor helps students review concepts, generate study guides, and practice problem-solving, which strengthens their understanding before coming to class or submitting assignments. This allows faculty to focus class time on deeper learning and higher-level discussions. Additionally, CircleIn's analytics give faculty insights into student study habits and areas of difficulty, helping them identify topics that may need additional instruction or clarification. Overall, the tool supports stronger student preparedness, more meaningful engagement, and improved course performance.

Respondus

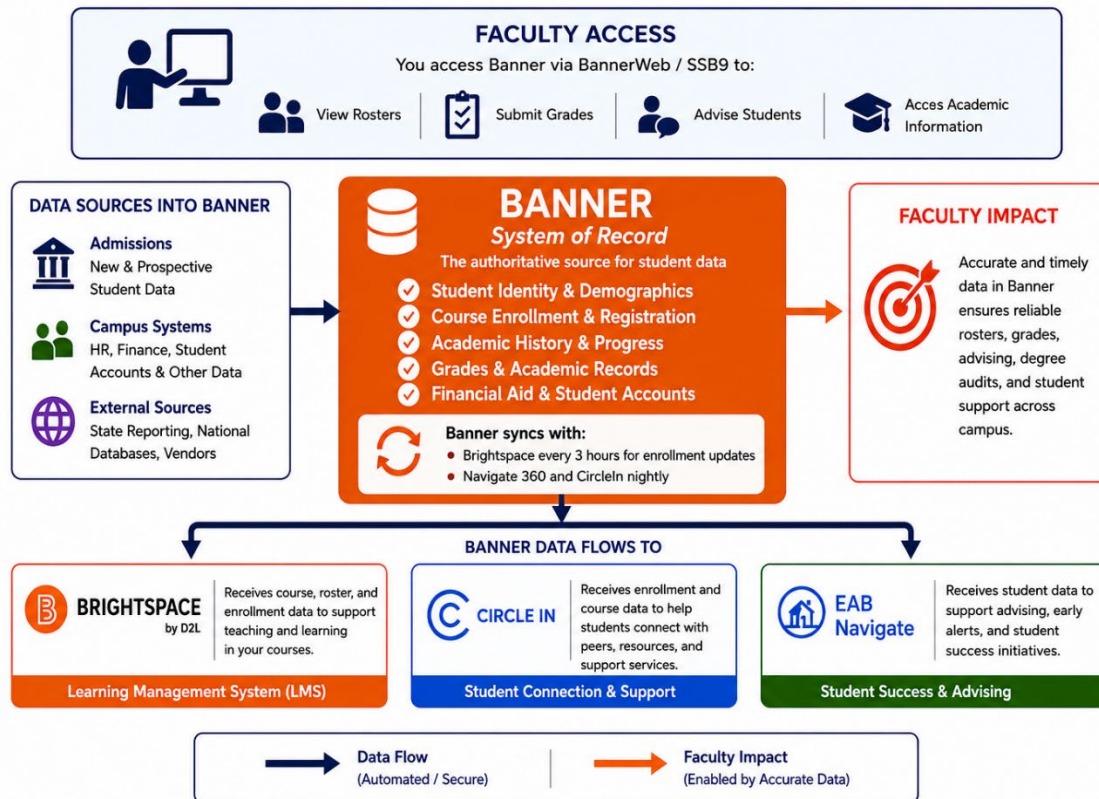
Respondus Monitor: Respondus Monitor uses AI-assisted proctoring to support academic integrity during online exams. It records the student through a webcam while they complete an assessment and uses automated analysis to detect and flag potential irregular behaviors such as leaving the screen, unusual movements, or the presence of additional individuals in the testing environment. These flags are compiled into a reviewable report for instructors, allowing them to focus on specific moments of interest rather than reviewing the entire recording. Respondus Monitor does not make academic judgments or determine misconduct; instead, it provides instructors with structured evidence to support their own review and decision-making process.

Student Responsibility

AI-generated material may sometimes be inaccurate, incomplete, or misleading, and may include false or non-existent references. Students are responsible for verifying the accuracy, credibility, and originality of any AI-assisted content before including it in their work. Over-reliance on AI can also limit the development of critical thinking and creativity.

Technology Integrations and Supported Tools

Banner: The System of Record and How Data Flows



Brightspace Integrations

The tools listed below represent all active and officially approved integrations available.

Tool Name	Description
Anthology Ally	Accessibility tool that scans course materials, provides guidance to fix issues, and generates alternative formats.
Cengage Mindtap	A digital learning platform offering interactive textbooks, assignments, and auto-graded activities integrated with Brightspace.
Electude	An automotive e-learning platform providing interactive simulations, assessments, and modules for technical education.

Goodheart-Wilcox	Publisher integration provides access to digital textbooks, learning resources, and assignments through Brightspace.
iClicker	Student engagement and polling tool that allow instructors to run live polls and collect participation data synced with Brightspace.
Lumen One	A courseware platform with open educational resources (OER), analytics, and personalized learning pathways integrated into Brightspace.
Macmillan Learning	Provides digital course materials, eBooks, interactive assignments, and assessments linked directly to Brightspace.
NetTutor	Online tutoring service offering on-demand academic support across multiple subjects, linked directly within Brightspace.
OLI Torus	Open Learning Initiative platform offering data-driven, interactive course materials designed to improve student learning outcomes.
Perusall	Social annotation tool where students collaboratively annotate readings, improving engagement and comprehension.
Qwickly Attendance	Attendance tracking tool that allows instructors to take attendance quickly, automate records, and sync results to Brightspace.
ReadSpeaker	Integrated text-to-speech tool in Brightspace that reads course content aloud with adjustable options.
Respondus LockDown Browser and Monitor	Secure testing browser with webcam monitoring to ensure exam integrity in Brightspace.
Turnitin	Plagiarism-prevention tool that checks originality and supports proper citation.

WileyPLUS	Digital learning platform with eTexts, practice assignments, analytics, and assessments integrated with Brightspace.
Zoom	Video conferencing tool used for virtual classes, office hours, and meetings, integrated with Brightspace for scheduling and access.
LUMI AI	AI-powered tool that helps faculty generate quizzes, assignments, discussions, and course materials from existing content in Brightspace.

Additional Documentation and Support

Documentation and support resources for these and other academic technologies can be found in the [SUNY Cobleskill Knowledge Base](#).

How to Request New Integration

If you would like to use a tool that is not currently integrated with Brightspace, please submit a request. All tools must meet VPAT and HECVAT compliance requirements and must be reviewed and approved before tool is integrated. To request a new integration please [submit a support ticket](#).

Data Privacy and Security

Faculty must protect student information in accordance with FERPA and SUNY policy:

- Use only approved systems.
- Never share grades or student data via personal email or external apps.
- Store sensitive materials in encrypted campus locations.
- Regularly review course permissions and visibility settings

Support and Troubleshooting

SUNY Cobleskill Resources

- [ITS Service Desk](#)
- [Submit a Support Ticket](#)
- [Knowledge Base](#)
- [Brightspace Faculty Foundations \(course still under development\)](#)
- [Brightspace Accessibility Course for Instructors](#)
- [Introduction to Brightspace for Students](#)



- [Cobleskill Cobleskill Accessibility Webpage](#)
- [Online Education Webpage](#)

SUNY Resources

- [Brightspace Faculty Resource Guides](#)
- [SUNY EIT Webpage](#)

Brightspace Resources

- [Brightspace YouTube Channel](#)
- [Brightspace Community](#)
- [Brightspace FAQ](#)
- [Brightspace Documentation](#)

Acknowledgment

This handbook was developed by the Office of Academic Affairs and Online Education to promote instructional excellence, accessibility, and innovation in teaching and learning.

References

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