Welcome to PLATO at WSU!

Starting Summer 2025 all future classes will be in Brightspace, Blackboard will no longer available

Start Your Training Now for Summer and Fall Courses

Spring and Summer Training-

Training: Convert Your Plato Course to Brightspace -Faculty Stipend $200.00

Train Online Self -Paced Course or Train with Us in Zoom or in the CIT Lab

Step 1- Request your Summer or Fall Courses Now (note 2 separate web links for each)

   Choose one of your Summer or Fall courses to Convert to Brightspace

Change
Faculty will not be loaded into any course until they are assigned that course in Banner, since the system is completely integrated with Banner now.

As soon as instructors are added to their courses in Banner, you will be loaded directly into that course in Brightspace. Read Only View.
You must request your previous content or the blank 15 Week template.
Choose one of your Fall courses to Convert to Brightspace.

REQUEST YOUR SUMMER 25 COURSES
Link Below

If you plan on using Plato for your Summer course(s), please fill out this quick form so that we can load your content and get your course ready for you to work on.
You will not have instructor access to your Summer course or the training course until you have submitted this form.
If you do not plan on using Plato, please send a quick email to cit@westfield.ma.edu, stating 'I do not plan on using Plato for (course number and section) in Summer 2025'.

Summer Course Request Form

https://docs.google.com/forms/d/e/1FAIpQLSd9DJ8c8YHyb-pVrq0GBpxPmHhey8if6IzfIs5zPyDXeCdSDA/viewform?usp=sharing
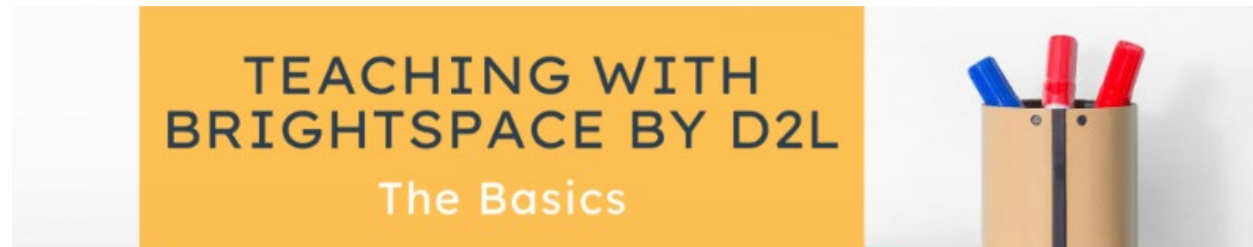
REQUEST YOUR FALL 25 COURSES
Link Below

If you plan on using Plato for your Fall course(s), please fill out this quick form so that we can load your content and get your course ready for you to work on.
You will not have instructor access to your Fall course or the training course until you have submitted this form.
If you do not plan on using Plato, please send a quick email to cit@westfield.ma.edu, stating 'I do not plan on using Plato for (course number and section) in Fall 2025'.

TEACHING WITH BRIGHTSPACE BY D2L
The Basics

Step 2-
Online Training Course "Training- Convert Your Course to Brightspace and Brightspace Tools and third Party tools)

This is a self-paced training that will teach you how to use the system and convert your course.
It will also expose you to Brightspace and Third Party tools you can use in your course.

What you need to do-

Check to see how your course moved over converted to Brightspace
Check out and make changes to
Change top Item to a descriptor (first web link is the Item from Plato BBL)
Make changes and check links, assignments, assessments, discussions and dates in Weeks 1-2

Convert below
Start Here
Communication
Week 1
Week 2

Stipend $200.00
There will be a stipend upon completion of the training, which includes them converting one course of their choosing.

Help Resources

 The fastest way to get help with Plato/Brightspace:

- Use the Brightspace Lumi Chat Tool located in bottom right hand corner. The system navigation may be little different in their tutorials, but the tool info correct.
- PLATO Brightspace Faculty and Student Manual can befound in Nav Bar Tab PLATO Help and Resources
- PLATO Brightspace Video Index can be found in the Nav Bar tab PLATO Help and Resources
- Use the excellent videos and information inside of this Training course.
- Still cannot get your questions answered - submit a Plato Help Ticket
- Having trouble with your Course Conversion Training or tasks email us at cit@westfield.ma.edu
- Request Web Camp help general help/training in Zoom with Lisa : https://calendly.com/lclark-23
- Join the Brightspace Community-Find Videos
- Make Brightspace better by suggesting a new feature in the Product Idea Exchange (PIE)

Need Training with CIT Staff?

The Center for Instructional Technology (CIT)
Wilson Hall, Room 114
Office hours are M-F, 8:30am-4:30pm.
413-572-8130 - cit@westfield.ma.edu

Call or email to set up a time to meet in person.
Or you can also request a Zoom Training with any of us using Calendly or email.

Contact CIT Staff:
Lynn Zayac, Director and Instructional Designer
lzayac@westfield.ma.edu (413) 572-8142

Lisa Clark, Faculty Training Specialist
lclark@westfield.ma.edu (413) 572-8249
Schedule a Zoom Meeting: https://calendly.com/lclark-23

Joe Axenroth, LMS Admin/Instructional Technologist
jaxenroth@westfield.ma.edu (413) 572-5664

Valerie DePina, Online Training Specialist
vdepina@westfield.ma.edu (413) 572-8430

Sam Petrone, Assistant LMS Admin
spetrone@westfield.ma.edu(413) 572-8306
Schedule a Zoom Meeting: https://calendly.com/spetrone-westfield

Cam Young, Help Desk, Training, and ADA Tech Specialist
cyoung@westfield.ma.edu (413) 572-8130
Schedule a Meeting: https://calendly.com/cyoung-westfield

Ryan Haines, LMS Training Specialist,
Assistant Supervisor for ADA, Faculty and Student Support
rhaines@westfield.ma.edu (413) 572-8144
Schedule a Zoom Meeting: https://calendly.com/rhaines-wsu

ADA Services in Brightspace Courses
Kevin Marafuga, Supervisor for ADA - kmarafuga@westfield.ma.edu
Ryan Haines, Assistant Supervisor for ADA and Training -
rhaines@westfield.ma.edu

Streaming Services
Sam Petrone - spetrone@westfield.ma.edu
Cam Young - cyoung@westfield.ma.edu

Visit us in the CIT Lab-

For help with converting your course to Brightspace, specific tools, tasks, or Web Camp Training.

Schedule a one on one with staff in Zoom.
You are also very welcome to schedule time with our CIT Lab Staff or to work in the CIT lab.
By appointment only, to work in a supportive environment.
You are also welcome to drop in but a trainer may not always be available.