

Empowered Educator Program for 21st Century Teaching Instructor Guide

To answer student questions about earning credit, click here: [E² Program Map to Completion](#).

The Empowered Educator Program for 21st Century Teaching is now in Brightspace. This guide is for instructors to help students in beginning the program, as well as navigating it. The table of contents below outlines all the topics in this guide.

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1 NEW: CLOSED ENROLLMENT IN BRIGHTSPACE

Enrollment in the Empowered Educator Program for 21st Century Teaching will now be closed. Students will be added to the program through the Office of Educator Preparation and Accountability. Students will get enrolled as they get accepted into the teacher preparation program. Students enrolled in other courses like READ 3324, READ 4305, EDFR 2301, and UTCH 3301, who may have not yet been accepted will also be enrolled. Faculty with these courses will be expected to share their rosters for enrollment purposes. This will likely happen with two weeks of the semester happening.

This will remain in place through Spring 2026 and Summer 2026.

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2 GETTING STARTED IN BRIGHTSPACE

All students entering the Empowered Educator Program for the first time in Brightspace must complete the orientation, even if they had already started in Blackboard. There were updates to the program and Brightspace offers different features, so everyone must complete the orientation first.

Students cannot jump to their assigned module until they have completed and viewed all pages in the orientation.

If your students have never used Brightspace, they have several ways to get acquainted, found in the [Student Support Homepage](#). This page contains a video orientation, a way to sign up for an upcoming live session, as well as other useful tools for getting started on Brightspace.

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3 NAVIGATING THE PROGRAM

The program is easier to navigate, so that once students complete the orientation, they can proceed to the module that has been assigned to them. Each module has its own navigation that ensures no pages are skipped.

1. Upon clicking on any module, you will also only see the opening pages. You will navigate the same way through content information as you did in the orientation. You click on the “Mark Reviewed” button, and then on the message at the bottom.
2. When you reach the Pre-test, you will need to complete the test before you see the content module.
3. Once you complete it (no minimum score required), you will be able to see the content lesson for the module. This requires at least an 80%, and it can be taken an unlimited number of times.
4. Once you earn the 80%, you will be able to see the post-test. You may take it twice to get the best possible score, but you are not required to pass it in order to earn your badge for that module.
5. You will be able to see final page in the module after you complete the post-test. 6. You will repeat this navigation for each of the other modules.

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4 USING RESPONDUS LOCKDOWN BROWSER IN BRIGHTSPACE

For both the pre-and post-tests, students still need to use Respondus to lock down their browser. The student orientation in the course provides them with instructions, but I also want to share this helpful guide from COLTT on Respondus: [LockDown Browser for Students Handout \(Brightspace\)](#).

This is a visual guide, which also helps students see the different ways they can download, install, and use it.

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5 BADGES AND CERTIFICATES FOR CREDIT

Students submit the badge or certificate as proof of completion to their instructors. The badges can be downloaded, but students must ensure that their name appears on the award.

Brightspace issues a pop-up alert every time a badge is earned. If students miss it, they can also go to the Class Progress menu at the top and select Awards. All earned badges will appear there. Remember that there are **seven badges**.

You can review this visual map to see each badge and what needs to be done to earn them: [The Empowered Educator Program Map to Completion](#).

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6 3 BEFORE ME PROACTIVE STRATEGY FOR SEEKING HELP

Students who need help can apply this strategy to find answers. This strategy is also a pinned announcement on the homepage of the Brightspace program, using this visual: [3 Before Me Strategy](#).

The strategy guides students to be proactive and self-directed, when they get lost or are confused.

1. **Think**

What were the instructions you read when you got confused or lost? Think about what they say and apply them to your progress.

2. **Look**

Find the resources you were given for seeking help: the navigation map and the orientation to make sure you followed the sequence correctly.

3. **Ask**

Go to your course instructor or program coordinator and ask them your question. They know the program too and can also help you.

If they tried all three steps, and neither you or your students can find the answer, then you as the instructor can email me with the issue.

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7 A NOTE ON STUDENT RECORDS TRANSFER FROM BLACKBOARD

Many students were transferred from the old Blackboard course, if they had been working on the program modules but had not finished by the time the course closed in May 2025. These students

should be able to see the program under the Organizations tab in Brightspace without the need to self-enroll.

Students that WERE NOT transferred include students who:

1. Completed and downloaded their certificate of completion in Blackboard.
2. Self-enrolled but had not started the program. These students can self-enroll in Brightspace when they are ready to begin the program.
3. Were inactive for more than 2 years (last access May 31, 2023). Some of these students graduated or left the educator preparation program before they were required to submit a certificate. If any of them return, they can self-enroll in Brightspace when they are ready, but they will need to start over. They can't continue where they left off because the content has been updated and some information has changed.

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