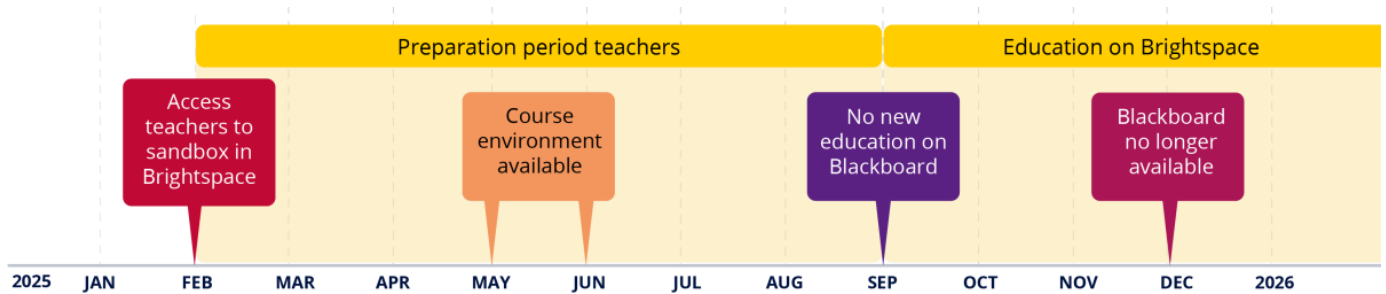


Information about transferring your course to Brightspace

Dear course coordinator,

In this email you will read about transferring your course content from Blackboard/ULearning to Brightspace. If you are not a course coordinator in academic year 2025-2026 please forward this email to your successor/replacement.



Access to Brightspace and your personal *Sandbox*

Starting in February 2025, all UMC-employees with a Solis-id will have access to Brightspace on uu.brightspace.com, where they can experience how Brightspace works in their “sandbox” and try out all the features. This is your personal environment, setting up your course for 2025-2026 is better done elsewhere, keep reading for more information.

Transfer and build your course

Standard course environment for 2025-2026 available from May 1, 2025

On the first of May, all course environments for the upcoming year become available in Brightspace and you can start transferring your course content. These are the environments in which students will be enrolled and in which you will run your education in the upcoming academic year. All course environments will contain the UU course format.

Optional: early bird *dummy* course environment in from March 1, 2025

If you want to start earlier than May 1, you can request access to a dummy course environment starting from March 1. The advantage of this is that you can begin transferring and setting up your course earlier, possibly together with colleagues. This can be especially useful for courses that start at the beginning of the academic year.

Please note that this is a temporary environment where no students will be enrolled. After May 1, you will need to transfer the content to the standard course that will then be available. However, this is a simple process that you can complete yourself within Brightspace (an instruction guide will be provided).

Deadline! Secure your course materials within the current calendar year!

After December 31, 2025, Blackboard will no longer be available.

All teaching for the 2025-2026 academic year will take place on Brightspace. Students will also only be enrolled on Brightspace starting in September. Make sure your course materials are transferred on time: before your course starts and before January 1, 2026!

Get started



Guides and manuals

To get you started, you can download the [Quick Start Guide](#) or [other user manuals](#). The number of available manuals is still growing.



Overview page Brightspace

All information about the transition to Brightspace is bundled on the UU Intranet page [Switch to Brightspace](#). Specific information for the faculty of Medicine can be found on the [website of Technology Enhanced Learning](#).

Support: training, student assistants, escape room

Request support

For any course you coordinate, please indicate of you need support using the [support request form](#).

Training

The Brightspace Basics training can be followed in Dutch within our faculty. Please register using the [website of Technology Enhanced Learning](#). If you need training in English, please contact [Lars van der Plank](#).

Advanced training sessions will be offered centrally by the CAT starting in March. More information and registration forms can be found on the [CAT website](#).

Support from a student assistant or educational advisor

Specially trained student assistants are available to support you in transferring course materials. When [requesting](#) a dummy course, you can indicate what kind of assistance you need. However, even if you wait until May 1 (for the standard course available at that time), you can still request this support (a separate form for this will be available on the [TEL website](#)). Additionally, you can schedule an appointment with an educational consultant to review your course design together.

General questions about Brightspace functionality can be directed to the OWC Service Desk by sending an email to tel@umcutrecht.nl. Please mention that it concerns Brightspace in the subject of the email.

Escape room

Get to know Brightspace in a surprising way from March with the escape room 'Illuminate'. At [OnderwijsFestival on 6 March](#), you can visit for a sneak preview and sign-up to participate.

More information and contact details

The TEL website is regularly updated.

Voor algemene vragen over Brightspace kan je contact opnemen met tel@umcutrecht.nl.

For course- or programme-specific questions, please contact the [contact person of your program](#).