

Welcome New Faculty!

Brightspace Quick Start

New Faculty Orientation
August 20, 2024
Presented by
The Center for Teaching & Learning



Goals for the Session

Provide an overview of
Brightspace's navigation & features

Highlight some Brightspace features that are
aligned with equitable teaching principles

Outline concrete next steps

Address general questions



AGENDA

What Can You Do with Brightspace?

- Brightspace Feature Overview
- But Wait, There's More!
- Accessible Course Materials – Ally

Finding Your Way In Brightspace

A Quick Tour: Course Home Page, Table of Contents, & Finding Course Tools

Equity Principles & Brightspace Tools

- Creating a Welcoming Environment - Announcements, Quiz, Survey
- Reduce Extraneous Cognitive Load - Syllabus Area
- Help Students Stay Organized – Calendar, Due Dates, Completion Tracking

Concrete Next Steps & Questions

FEATURE OVERVIEW

Tools for quizzes, tests, assignments, and discussions

Customizable gradebook

Ability to provide text (inline comments & rubric), audio, and video feedback

Tools to help students stay organized such as Calendar, Checklists and Completion Tracking

Integrated with UVM's Student Information System

Ability for you to experience your course as a student, using the Student View Account feature

Accessibility features to help identify and correct inaccessible course materials

BUT WAIT, THERE'S MORE!

iClicker (sync data from class session to Grades)

Yellowdig

Gradescope

Perusall

TurnItIn

Respondus Lockdown Browser & Monitor

Publisher's Building Blocks

Ally

EQUITABLE ACCESS TO COURSE MATERIALS - ALLY

Instructor Tools

Weekly Readings

Upload / Create

Existing Activities

<div>BigBotOnCampus</div> <div>PDF document</div>	<div>Alternative formats</div> <div><div>A↓</div><div></div><div></div></div> <div></div>
<div>NYT Article</div> <div>Link</div>	<div></div> <div></div> <div></div>
<div>Example Web page</div> <div>Web Page</div>	<div><div>A↓</div><div></div><div></div></div> <div></div>

ALLY – COURSE LEVEL REPORT

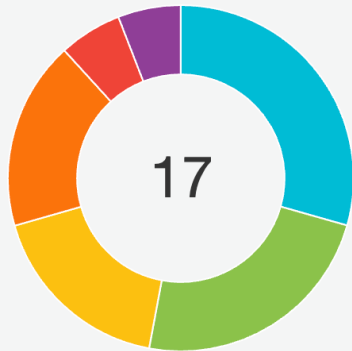
Course accessibility score



MSMOLIK0123C: Sandbox Space C

Overview

Content



All course content

	HTML fragment	5
	Module	4
	Word document	3
	Discussion topic	3
	PDF document	1
	External link	1

View



Fix low scoring content

1

Start



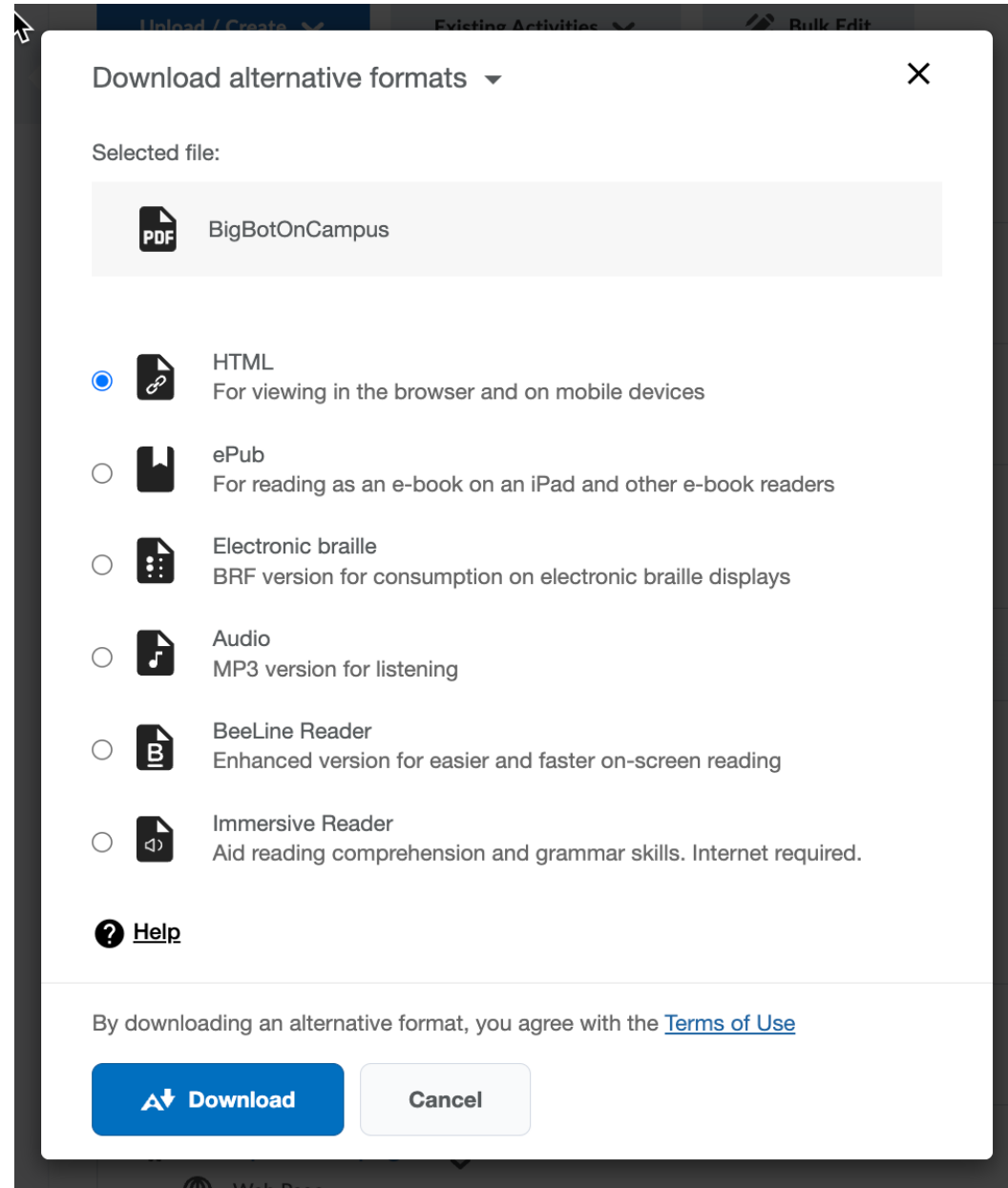
Fix major issues

6

Start

ACCESSIBLE COURSE MATERIALS - ALLY

Student File Download Options



QUICK TOUR – FINDING YOUR COURSE

BRIGHTSPACE.UVM.EDU



Holly Buckland Parker

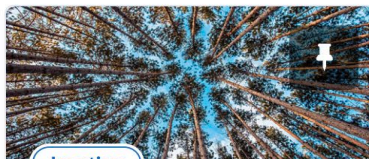


[My Home](#) [Calendar](#) [Quick Eval](#) [Discover](#) [Help & Resources](#) [ePortfolio](#)

Welcome to Brightspace!

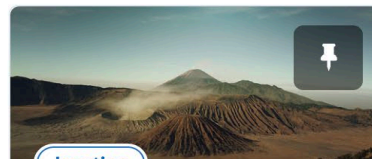
My Courses

[All](#) [Pinned](#) [Fall 2023](#) [Fall 2024](#) [Migrated](#) [Next](#)



Inactive

EDHI387OL1
Teaching/Learning in
Higher Ed



Inactive

EDHI387OL1:
Teaching/Learning in
Higher Ed

Announcements

There are no announcements to display.

Calendar

Thursday, August 15, 2024

QUICK TOUR- COURSE HOME PAGE



Modules for Teaching Online



Wendy Verrei



[Course Home](#) [Content & Activities](#) [Grades & Feedback](#) [Course Tools](#) [Course Admin](#) [Help & Resources](#)

Welcome, Wendy, to Modules for Teaching Online

Announcements

Getting Started with Modules for Teaching Online

Wendy Verrei posted on Jan 18, 2024 10:00 AM

Welcome to Modules for Teaching Online (MTO)! Thank you for enrolling in this course to learn how you can create engaging, inclusive, and meaningful online learning experiences for your students. This course is designed to accommodate the busy lives of UVM instructors - it is entirely self-directed. That said, CTL staff are just an email away, so please contact us ctl@uvm.edu if you have any questions and/or would like to talk about online course design and teaching.

To get started, click on the Content & Activities link in the top navigation bar. Once you have arrived, read the syllabus and then the "Getting Started" page in the table of contents (below the syllabus area).

All the best in your online learning journey!

Calendar


Friday, August 16, 2024


Upcoming events

AUG
16

Continued
Modules for Teaching Online is
Self-Paced!

QUICK TOUR – CONTENT & ACTIVITIES

 Syllabus

 Bookmarks






 Course Schedule 1


Table of Contents 37

 Getting Started 1

 Teaching Intensive
Summer Courses 2

 Backward Course
Design 8

 Designing Student-
Friendly Online
Courses 7

 Engaging Online
Assignments 9




 Content 9
 Considerations for
Online Courses

Table of Contents ▾

 Print

 Settings

Import Course ▾

 Bulk Edit

Related Tools ▾

Expand All | Collapse All

Getting Started ▾

Welcome to Modules for Teaching Online!

We're glad you're here. These self-paced modules are most beneficial for faculty who are new to teaching online or who are interested in a refresher. If you've already participated in "Teaching Effectively Online" or the "Online Teaching Bootcamp," you may find some overlap in the content. However, we've updated and expanded the content, so there will be nuggets of new knowledge for you to consider! While there is no designated instructor for the course, CTL staff are available to provide feedback on your assignments (if you want feedback!), consult on course design, and answer questions about Brightspace tools. Please email us (ctl@uvm.edu) with the subject, "MTO Question," if you need to be in touch.

Since these modules are self-paced, they don't have due dates for submitting assignments. You can progress at your own speed. There are no module end dates, either, so you can access to this course space and all the resources for as long as you'd like.

We're using a Brightspace feature called "Completion Tracking" (the manual option) to help you keep track of your progress in the course. Check the box adjacent to the page title when you've completed the readings, viewings, and activities associated with it. Here's a screenshot to show you what to look for:

QUICK TOUR- FINDING COURSE TOOLS

The screenshot displays the Brightspace course interface for CTL0123K: Starting Small with Brightspace. The top navigation bar includes the University of Vermont logo, the course title, and icons for a grid, email, chat, and notifications. The user profile 'MS Michele Smolik' is visible on the right. Below the navigation bar, a green header contains links to Course Home, Content & Activities, Grades & Feedback, Course Tools, Course Admin, and Help & Resources. The 'Course Tools' dropdown menu is open, showing options: Assignments, Calendar, Discussions, Quizzes, Groups, Self Assessments, Course Builder, Course Availability, Add/Remove Student View Account, and Self-Enrollment Link. A red arrow points to the 'Assignments' option. The main content area features a banner with a seedling and the text 'Starting Small with Brightspace'. Below the banner, an 'Announcements' section shows a 'Welcome' message from Michele Smolik dated August 17, 2023. To the right, a calendar view shows an event for August 21, 2023, at 11:59 PM, labeled 'Assignment 1 - Due'.

The University of Vermont

CTL0123K: Starting Small with Brightspace

Course Home Content & Activities Grades & Feedback Course Tools Course Admin Help & Resources

Assignments

Calendar

Discussions

Quizzes

Groups

Self Assessments

Course Builder

Course Availability

Add/Remove Student View Account

Self-Enrollment Link

Announcements

Welcome

Michele Smolik posted on Aug 17, 2023 1:26 PM

Welcome to Starting Small with Brightspace: 1+1

This workshop was designed for instructors who are new to Brightspace in the Fall 2023 and just starting to learn Brightspace. It presents a low-stress, small approach to using Brightspace quickly. You can learn much more about Brightspace later in the semester, but if you're just getting started now, we recommend this 1+1 approach.

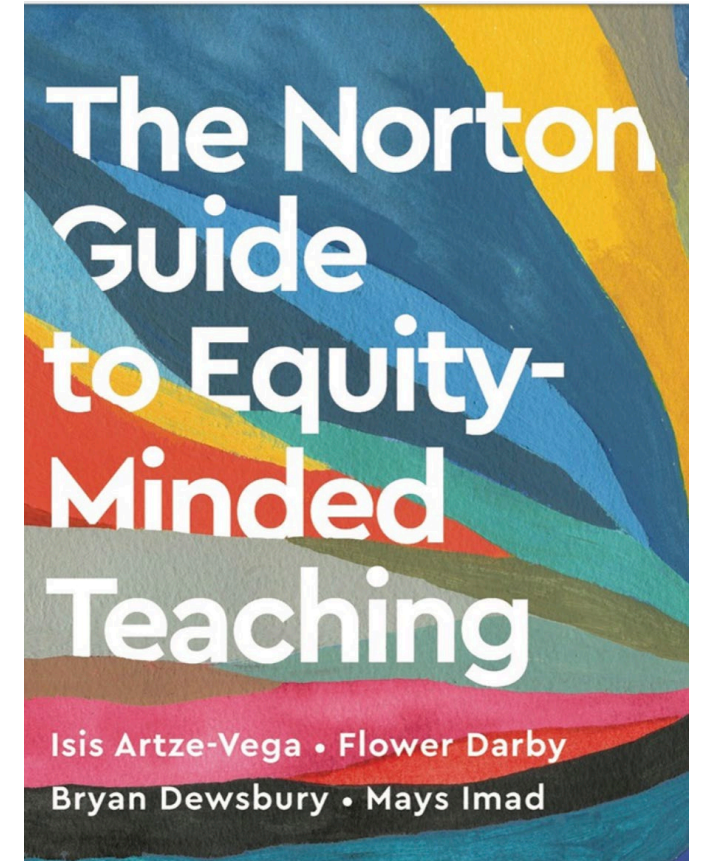
Show All Announcements

Assignment 1 - Due

EQUITY PRINCIPLE: CREATING A WELCOMING ENVIRONMENT

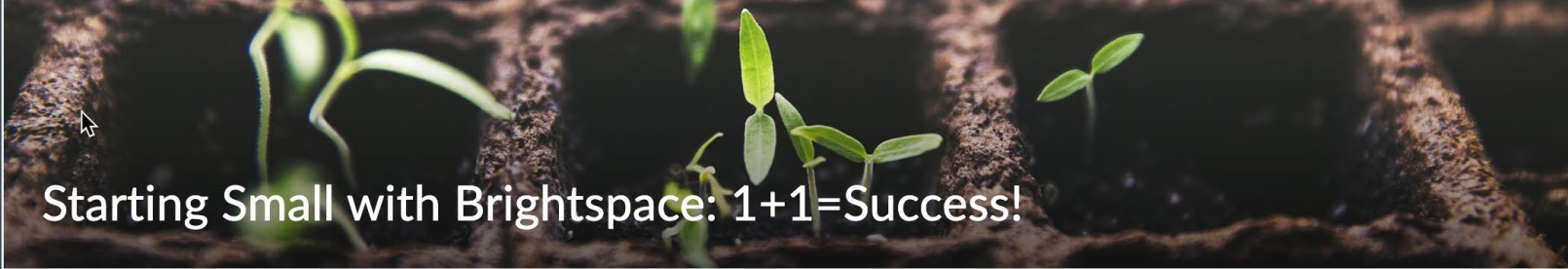
"In her text *College Belonging: How First-Generation Students Navigate Campus Life* Lisa Nunn reminds us that 'belonging is something that communities provide for individuals; it's not something that individuals can garner for themselves.' Thus, it is on us to leverage the power of our teaching and *regular interactions* with students to help them develop a sense of belonging in our classes and institutions."

Sending students regular Brightspace Announcements is one small way to help cultivate a welcoming environment and a sense of belonging.



Artze-Vega, I., Darby, F., Dewsbury, B., Imad, M.,
2023, The Norton Guide to Equity Minded
Teaching, p.122.

ADD AN ANNOUNCEMENT



Starting Small with Brightspace: 1+1=Success!

Announcements ▾

There are no announcements.

- Go to Announcements Tool
- New Announcement
- Reorder Announcements
- RSS
- Notifications
- Collapse this widget

Calendar ▾

Monday, August 21, 2023

Upcoming events

AUG	11:59 PM
25	Assignment 1 - Due

ADD AN ANNOUNCEMENT

[Course Home](#) [Content & Activities](#) [Grades & Feedback](#) [Course Tools](#) [Course Admin](#) [Help & Resources](#)

New Announcement

General

Headline *

Welcome!

General

Headline *

Welcome {firstname} to the Course!

Content *

Paragraph **B** *I* U ~~A~~

Welcome to the course!

To get started, please go to the **Content & Activities** area and locate the syllabus at the top of the page.

Availability

[Publish](#) [Save as Draft](#) [Cancel](#)

PERSONALIZED ANNOUNCEMENT PUBLISHED TO HOME PAGE



CTL0123D: Brightspace Content



Wendy Verrei



[Course Home](#) [Content & Activities](#) [Grades & Feedback](#) [Course Tools](#) [Course Admin](#) [Help & Resources](#)

Brightspace Course Design

Announcements

Welcome Wendy to the Course!



Wendy Verrei posted on Aug 18, 2024 3:14 PM • Edited

Dear Wendy, I am excited for the fall semester! Please know that my goal is to make this a meaningful and successful experience for you.

[Show All Announcements](#)

Calendar

Sunday, August 18, 2024



Upcoming events

There are no events to display. [Create an event](#)

Using Brightspace Quiz or Survey Tools to Get to Know Your Students

Survey

- Anonymous by default (you can see responses but cannot connect responses to students)
- Requires manual entry of points for completion/incompletion
- Two options for viewing student submission (aggregated student responses and individual attempts)

Quiz

- Connects student names to responses, so completion can be a graded assignment
- Grading can be automatic
- Easily connect to Grades

EQUITY PRINCIPLE: REDUCE EXTRANEIOUS COGNITIVE LOAD

Cognitive load theory breaks the types of thinking needed for a college course into two types:

Intrinsic cognitive load – needed to engage in and understand the actual course content.

Extraneous cognitive load - needed to manage the learning process (i.e., finding important content and references, figuring out where assignments are)

Faculty can minimize “extraneous” cognitive load and help students focus on learning what is important. Brightspace can help!

MAKE THE SYLLABUS EASY TO FIND

The screenshot displays a course management interface with a dark green top navigation bar containing links for Course Home, Content & Activities, Grades & Feedback, Course Tools, Course Admin, and Help & Resources. On the left, a sidebar lists various course components: Syllabus (highlighted with a red box), Bookmarks, Course Schedule, Table of Contents, Week 1, and Course Readings. The main content area is titled 'Syllabus' and includes a dropdown menu, a 'Print' button, and a 'Settings' button. A red arrow points to the 'Add an attachment' button in the main content area.

Course Home Content & Activities Grades & Feedback Course Tools Course Admin Help & Resources

Search Topics

Syllabus

Bookmarks

Course Schedule 1

Table of Contents 4

Week 1 2

Course Readings 2

Add a module...

Syllabus

Add a welcome message

Add an attachment

Print Settings

Add Attachment

ADD A SYLLABUS

The screenshot displays a course management interface with a dark green top navigation bar containing links: Course Home, Content & Activities, Grades & Feedback, Course Tools, Course Admin, and Help & Resources. On the left, a sidebar lists course components: Syllabus (highlighted with a red box), Bookmarks, Course Schedule, Table of Contents, Week 1, and Course Readings. The main content area is titled 'Syllabus' and includes a dropdown menu with the option 'Add an attachment', which is pointed to by a red arrow. Other visible elements include a 'Search Topics' field, 'Print' and 'Settings' icons, and a section for adding modules.

Course Home Content & Activities Grades & Feedback Course Tools Course Admin Help & Resources

Search Topics

Syllabus

Bookmarks

Course Schedule 1

Table of Contents 4

Week 1 2

Course Readings 2

Add a module...

Syllabus

Add a welcome message...

Add an attachment

Print Settings

Add Attachment

ADD A SYLLABUS

Course Home Content & Activities Grades & Feedback ▾ Course Tools ▾ Course Admin Help & Resources ▾

Search Topics



Syllabus

Bookmarks

Course Schedule

1

Table of Contents

4

Week 1

2

Course Readings

2

Add a module...

Syllabus ▾

Print

Settings

Paragraph ▾

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Calibri,sans-se... ▾

12pt ▾

Welcome to [course name], where we will learn / practice... [course<>lives].

Maybe you've been looking forward to this class, maybe you're nervous about it. Rest assured; you belong here. I am very glad to welcome you to this course and I am committed to helping you succeed.

I look forward to listening to your [ideas about...course topic OR ambitions/goals for...course name] as I get to know you through [your papers / assignments / class discussion...] this term.

Syllabus Welcome Text



Update

Cancel

Drag a file here to update the attachment



1 of 10



Automatic Zoom ▾

View as Text

Download



▼ Syllabus Fall 2023

Course Number, Title,
Credit Hours

Meeting Time,
Meeting Pattern,
Location

Instructor Name,

Syllabus Fall 2023

Course Number, Title, Credit Hours

Meeting Time, Meeting Pattern, Location

List meeting pattern and time (e.g.MWF 10:50-11:40). Please do not schedule any regular class

ADD A SYLLABUS

The screenshot displays the Brightspace user interface for 'CTL123G: Brightspace Tools for Student Su...'. The top navigation bar includes the University of Vermont logo, course title, and user profile 'MS Michele Smolik'. The left sidebar shows course navigation options: Course Home, Content & Activities, Search Topics, Syllabus, Bookmarks, Course Schedule, Table of Contents, Week 1, and Course Readings. The main content area is partially obscured by a modal dialog titled 'Add a File'.

The 'Add a File' dialog box contains the following elements:

- A dashed border area with the text 'Drop file here, or click below!'.
- A red circle with the number '1' next to the text 'Drag and drop file'.
- The word 'OR' in bold.
- A red circle with the number '2' next to the text 'Click Upload to select file'.
- An 'Upload' button with a cloud icon.
- An 'Add' button at the bottom left, highlighted with a red border.
- 'Back' and 'Cancel' buttons at the bottom right.

On the right side of the dialog, there are links for 'Print' and 'Settings'.

RESULT: HIGHLY VISABLE SYLLABUS!

The screenshot displays a course management interface with a green top navigation bar containing links: Course Home, Content & Activities, Grades & Feedback, Course Tools, Course Admin, and Help & Resources. On the left, a sidebar lists navigation options: Syllabus (selected), Bookmarks, Course Schedule, Table of Contents, Week 1, and Course Readings, each with a corresponding icon and a number in a circle. Below these is an 'Add a module...' button. The main content area is titled 'Syllabus' and includes a search bar, a 'Print' button, and a 'Settings' button. A dashed box prompts the user to 'Drag a file here to update the attachment'. Below this is a toolbar with icons for document, search, zoom, and view options, along with a 'View as Text' button and a 'Download' button. The syllabus content is organized into sections with blue headers: 'Syllabus Fall 2023', 'Course Number, Title, Credit Hours', 'Meeting Time, Meeting Pattern, Location', 'Instructor Name, Contact Information, Office Hours', 'Teaching Assistant Name(s), Contact Information, Office Hours', 'Tutors and other support name(s), contact info', 'Technical support for students', 'Pre-requisites or co-requisites', 'Catamount Core/General Education (e.g., AH1; D1) or other requirements satisfied (if applicable). Please include corresponding outcomes information. Please list the', and 'Students should contact the Helpline (802-656-2604) for support with technical issues.'

Course Home Content & Activities Grades & Feedback Course Tools Course Admin Help & Resources

Search Topics

Syllabus

Bookmarks

Course Schedule 1

Table of Contents 4

Week 1 2

Course Readings 2

Add a module...

Syllabus

Add a welcome message, overview, or description...

Drag a file here to update the attachment

1 of 10 Automatic Zoom View as Text Download

Syllabus Fall 2023

Course Number, Title, Credit Hours

Meeting Time, Meeting Pattern, Location

Instructor Name, Contact Information, Office Hours

Teaching Assistant Name(s), Contact Information, Office Hours

Tutors and other support name(s), contact info

Technical support for students

Pre-requisites or co-requisites

Catamount Core/General Education (e.g., AH1; D1) or other requirements satisfied (if applicable). Please include corresponding outcomes information. Please list the

Syllabus Fall 2023

Course Number, Title, Credit Hours

Meeting Time, Meeting Pattern, Location

List meeting pattern and time (e.g. MWF 10:50-11:40). Please do not schedule any regular class meetings or exams outside of your meeting time, as this results in significant schedule conflicts for students. For hybrid and online courses, please list the modality and use the Modality Description/Outline section below to explain the course meeting pattern.

Instructor Name, Contact Information, Office Hours

Offer information about the best way to contact you and when you will conduct office hours, including any information on requesting and joining remote appointments.

Teaching Assistant Name(s), Contact Information, Office Hours

Tutors and other support name(s), contact info

Technical support for students

Students, please read this technology checklist to make sure you are ready for classes. <https://www.uvm.edu/it/kb/student-technology-resources/>

Students should contact the Helpline (802-656-2604) for support with technical issues.

EQUITY PRINCIPLE: HELP STUDENTS STAY ORGANIZED

Depending on their backgrounds and experiences, students enter college with differing levels of metacognitive skills (understanding how one learns).

Part of metacognitive development is helping students to monitor and plan for their learning, especially what is due when.

Brightspace tools can support this development!

Brightspace Features: Calendar, Due Dates, Completion Tracking

Calendar

- Highly visible (on Course Home Page)
- Consolidates due dates for your course (and their relationship to other courses' due dates)
- Tools for personal tasks

Due Dates

- Ubiquitous throughout Brightspace
- Automatically published to Calendar

Due Date

Completion Tracking

- Intent is to help students monitor their own progress
- Instructor & Student views

Student View: Completion Tracking

Course HomeContent & ActivitiesGrades & Feedback ▾Course Tools ▾Help & Resources ▾

Search Topics

Q

Syllabus

Bookmarks

Course Schedule2

Table of Contents10

Course Overview3

Before You Start3


Module 14

Weekly Readings3

Module 2

Module 1 ▾

Module 1: Introduction to Textile Arts



Expand All | Collapse All

42.86 % 3 of 7 topics complete

Module 1 Overview ▾

Web Page

A↓ ✓

Module 1 Readings ▾

Word Document

A↓ ✓

Textile Art Techniques ▾

Video

A↓ ✓

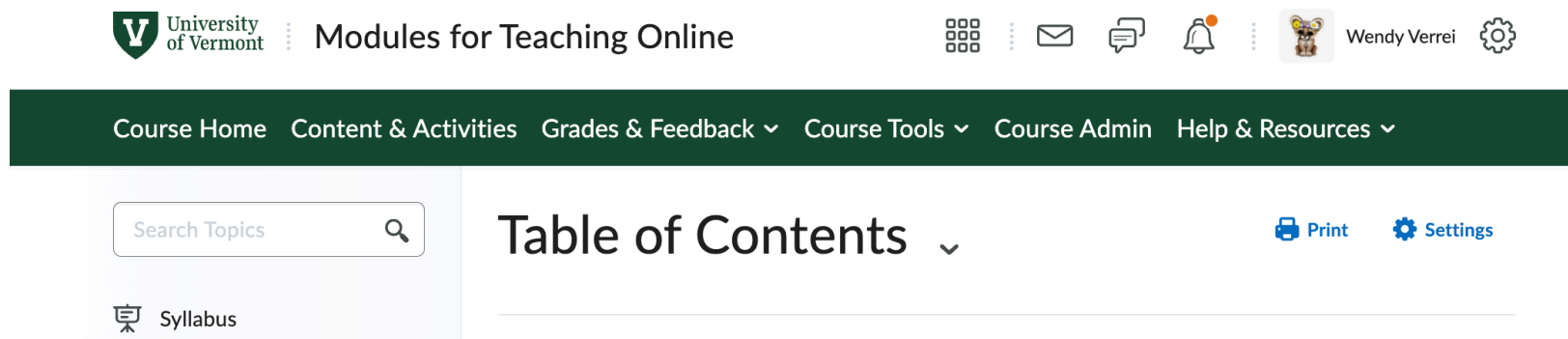
Course Survey ▾

Survey

•

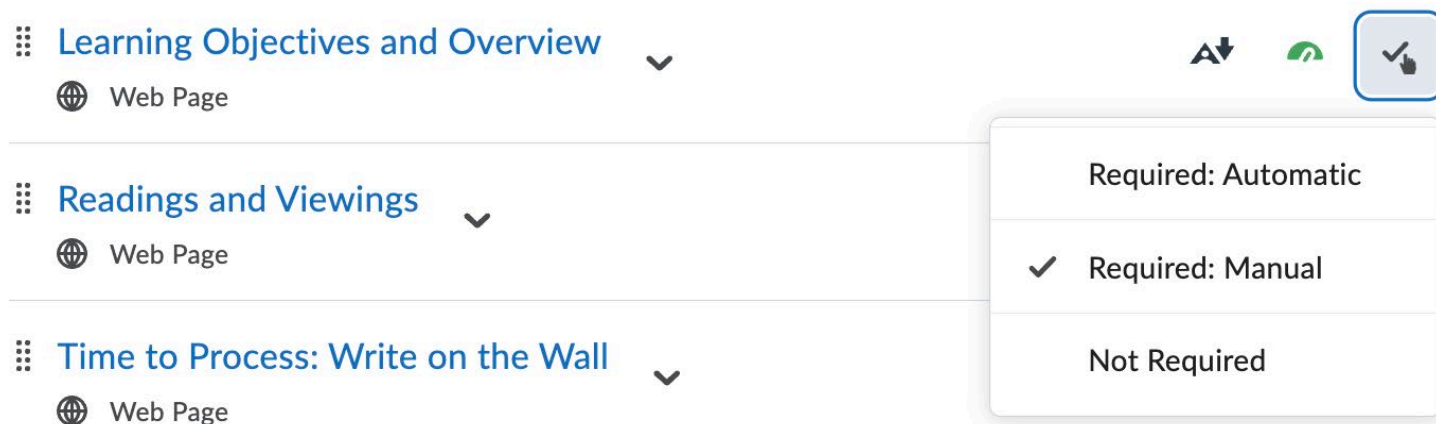
Settings for Completion Tracking

1. Course Level



The screenshot shows the top navigation bar of a Canvas LMS course. On the left is the University of Vermont logo and the text "Modules for Teaching Online". On the right are icons for a grid, email, chat, and a notification bell, followed by the user name "Wendy Verrei" and a settings gear icon. Below this is a dark green navigation bar with links: "Course Home", "Content & Activities", "Grades & Feedback" (with a dropdown arrow), "Course Tools" (with a dropdown arrow), "Course Admin", and "Help & Resources" (with a dropdown arrow). Below the navigation bar is a light blue sidebar with a "Search Topics" search bar and a "Syllabus" link with a document icon. The main content area has a "Table of Contents" heading with a dropdown arrow, and "Print" and "Settings" links with their respective icons.

2. “Item” Level



The screenshot shows a list of course items. Each item has a three-dot menu icon on the left, a title, a globe icon, and a dropdown arrow on the right. The items are: "Learning Objectives and Overview", "Readings and Viewings", and "Time to Process: Write on the Wall". To the right of the items are three icons: a blue square with a white checkmark and a hand cursor, a green circle with a white checkmark, and a green circle with a white checkmark. A dropdown menu is open from the blue square icon, showing three options: "Required: Automatic", "Required: Manual" (which is selected with a checkmark), and "Not Required".

⋮	Learning Objectives and Overview	▼	ⓧ	Web Page
⋮	Readings and Viewings	▼	ⓧ	Web Page
⋮	Time to Process: Write on the Wall	▼	ⓧ	Web Page

- Required: Automatic
- ✓ Required: Manual
- Not Required

Completion Tracking























[Course Home](#) [Content & Activities](#) [Grades & Feedback](#) [Course Tools](#) [Course Admin](#) [Help & Resources](#)

Class Progress

[Settings](#) [Help](#)

Filter to: [All Users](#)

[Use agents to automate feedback](#)

Name	System Access	Content Completed	Discussions	Assignment Submissions
 Berenback_sv7691, Wendy_sv7691 wverreib_sv7691	No system accesses	0 % Completed: 0 / 15	0 read 0 threads 0 replies	No scores received
 Berrizbeitia, Ines Ines.Berrizbeitia	 System Accesses: 1	 33 % Completed: 5 / 15	0 read 0 threads 0 replies	 99 %
 Berrizbeitia_sv7691, Ines_sv7691 iberrizb_sv7691	No system accesses	 6 % Completed: 1 / 16	0 read 0 threads 0 replies	 92 %
 Buckland Parker_sv7691, Holly_sv7691 hbparker_sv7691	No system accesses	 7 % Completed: 1 / 15	0 read 0 threads 0 replies	 58 %
 Harrington, Susanmarie Susanmarie.Harrington	No system accesses	0 % Completed: 0 / 15	0 read 0 threads 0 replies	No scores received
 Smolik, Michele Michele.Smolik	 System Accesses: 1	 44 % Completed: 7 / 16	0 read 0 threads 0 replies	 63 %
 Smolik_sv7691, Michele_sv7691 msmolik_sv7691	No system accesses	 20 % Completed: 3 / 15	0 read 0 threads 0 replies	 69 %
 Verrei-Berenback, Wendy Wendy.Verrei-Berenback	No system accesses	 6 % Completed: 1 / 16	0 read 0 threads 0 replies	 83 %

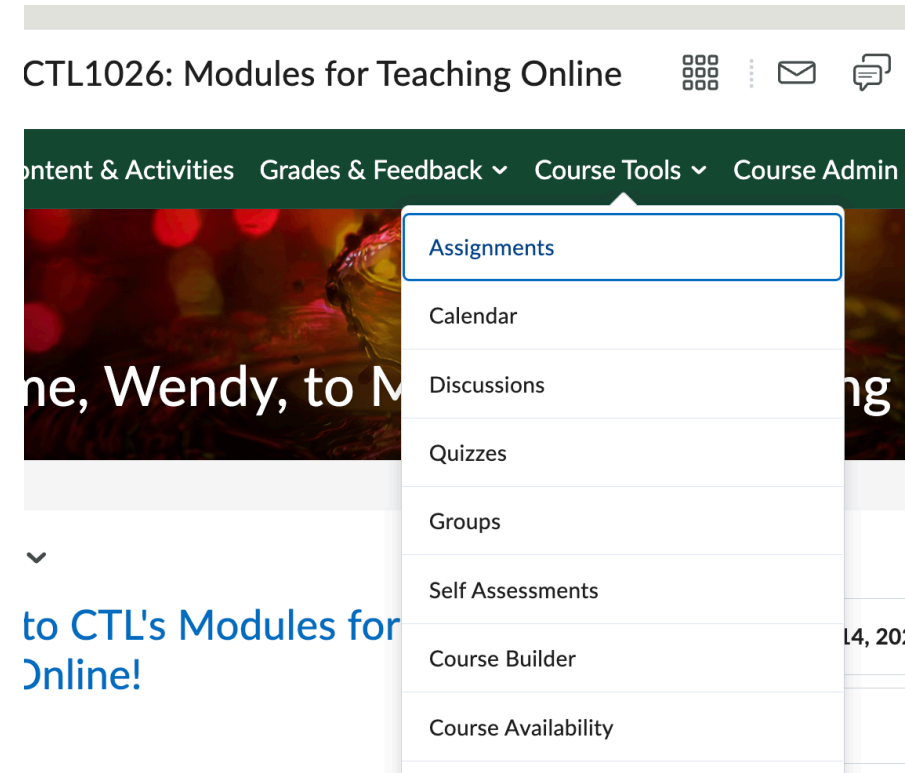
5 CONCRETE NEXT STEPS

1. Upload your syllabus
2. Set up your Gradebook before adding graded assessments
3. Hide Content While Building Your Course – Look for the eye



4. Make Your Course Available Under Course Tools
5. Contact CTL to learn more!

Attend a Brightspace workshop
Schedule a consult



MORE STEPS – ATTEND A WORKSHOP OR TWO (OR VIEW A RECORDED SESSION)

Aug 21 – Setting Up Grades

Aug 21 & 29; Sept 6 – Metacognitive Strategies to Improve Student Learning

Aug 22 – Course Design, Quick Start, Assignments

Aug 23 – Discussions

Aug 26 – Quick Start

Aug 27 - Setting Up Grades

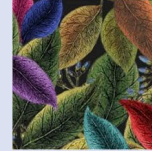
Aug 28 – Assignments

Aug 29 – Quizzes

Aug 30 – Course Design



ONE MORE STEP - SCHEDULE A CONSULT



CTL Consultations

REMOTE Brightspace Consult

IN-PERSON Brightspace consult
45 minutes



REMOTE Brightspace Consult
45 minutes



Teaching and Course Design
45 minutes



REMOTE - Other Educational Technol...
45 minutes



September 02

< > August 2024

S	M	T	W	T	F	S	1:00 PM	1:45 PM	2:30 PM
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

QUESTIONS?



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