



Quick Start Guide to Brightspace

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What is Brightspace?

Brightspace is the university's new Virtual Learning Environment (VLE) which replaced Blackboard for all teaching in August 2019.

The move will bring staff and students a user-friendly Virtual Learning Environment with new functionality that will deliver an exceptional learning experience to students. It will also provide an opportunity to enhance learning and teaching practice and align it with the university's [Learning and Teaching enhancement strategy](#). (Link to type into your browser when viewing the document as a print out: <https://bit.ly/2TO1D4v>)

For the most up to date information on the transition to Brightspace, resources, support information as well as for further background information, visit the [Brightspace website](#). (Link to type into your browser when viewing the document as a print out: uhi.ac.uk/brightspace4staff)

Using this Quick Start Guide

This workbook should be used along with the [Brightspace Professional Development module](#), and is not a replacement for it.

Step by step guidance is included to get you started in using Brightspace in your sandbox or unit/module, and is based on the [Brightspace Learning Environment \(LE\) checklist](#). (If you are reading this document on paper the web address to the Brightspace LE checklist is: <https://bit.ly/2H70tw4>.)

This checklist has been created to support you in the development and maintenance of your unit and module spaces within the learning environment. Although not an exhaustive checklist it should be considered as a useful starting point. This quick start guide only follows key areas in the Brightspace LE checklist – you will need to review the entire checklist and work through this against your own unit or module to ensure you have include everything to meet minimum requirements.

A word on copyright

While (re)designing your modules, please keep in mind the copyright regulations of the university. Further information can be found on the [UHI Website](#). (Link to type into your browser if you are viewing this document as a printout: <https://bit.ly/2JobFlb>.)

For copyright relating to the use of photographs, have a look at the EDU resource [Copyright, fair use and public domain link to resource](#). (Type this also into browser if using a paper based version of this handout <https://bit.ly/2JrqNUc>.)

Starting in Brightspace

All browsers will run Brightspace however Safari, Chrome or Firefox are recommended.

To log into Brightspace, simply enter your staff ID and UHI password (Figure 1).



University of the Highlands and Islands
Oilthigh na Gàidhealtachd agus nan Eilean

To access this resource please login using your UHI username

Username
IN20FM

Password
.....

Login

Figure 1

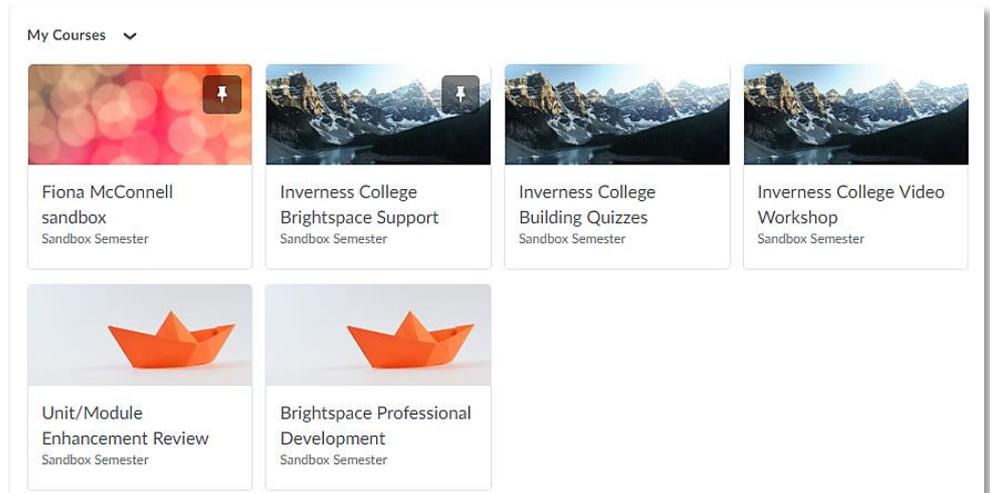


Once logged in, the top right hand side of your page will have the UHI logo, this is your home button and will always take you back to your 'My Courses' page (Figure 2).

Figure 2

Navigation

When you log in, you should see the *My Courses* area. Here, you should see the Brightspace Professional Development Module and your sandbox as well as any modules/units/courses you are enrolled on. (Figure 3)



My Courses

- Fiona McConnell sandbox
Sandbox Semester
- Inverness College Brightspace Support
Sandbox Semester
- Inverness College Building Quizzes
Sandbox Semester
- Inverness College Video Workshop
Sandbox Semester
- Unit/Module Enhancement Review
Sandbox Semester
- Brightspace Professional Development
Sandbox Semester

Figure 3

The Minibar

The *Minibar* (Figure 4) can be found on the top of your Brightspace homepage.



Figure 4

The *Minibar* provides quick access to a number of day to day items you may wish to use in Brightspace.

The *Minibar* provides access to the messages (Figure 5), subscription (Figure 6) and notification (Figure 7) tools in Brightspace.

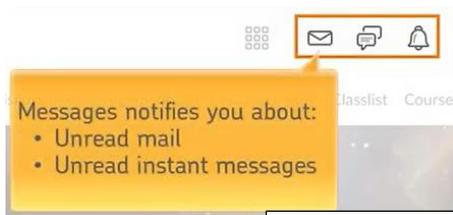


Figure 5

Messages



Figure 6

Subscriptions

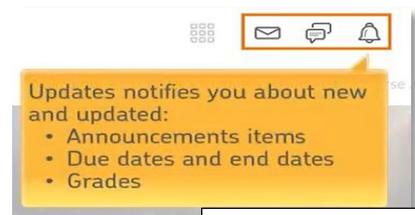


Figure 7

Notifications

Next to the messages, subscription and notification tools in Brightspace, you will see a waffle icon (Figure 8). Selecting this enables you to toggle between your Brightspace Professional Development Module, your sandbox area, and the modules/units/courses you are enrolled on.



Figure 8

Pinning and Unpinning Modules using the waffle icon

Locate and select the waffle icon (Figure 9). This will provide a list of all your courses you have access to.



Figure 9

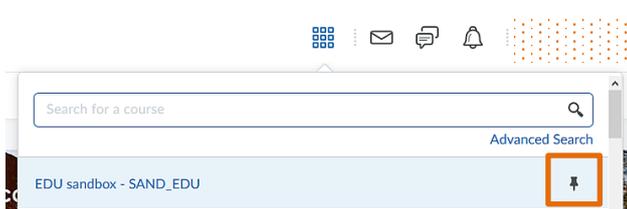


Figure 10

Select the 'pin' icon next to any given module/unit/course to pin the module/unit/course (Figure 10).



Figure 11



Figure 12

A solid pin indicates that the module/unit/course is already pinned (Figure 11). Clicking on the pin again will unpin the course, and you will see an "empty" pin (Figure 12).

This feature can help you prioritise which modules/units you would like to see highest up on the list of courses in the waffle icon drop-down or on your

homepage. If you want to completely change the order in which your courses are displayed, unpin all of them and then pin them in reverse order as the most recently pinned course will always appear in the first (top) position.

View course content as a student, Profile, Notification settings, and Account Settings

On the other side of the messages, subscription and notification tools in Brightspace, you will see your name and possibly a profile picture if you have added one already.

When you click on your name, a drop-down menu will open (Figure 13). There, you will see the following options:

- View as Student
- Profile
- Notifications
- Account Settings

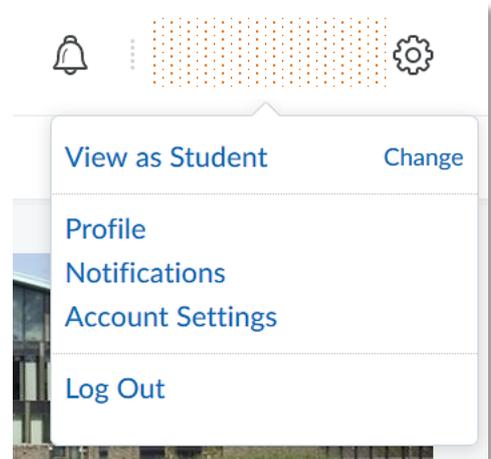


Figure 13

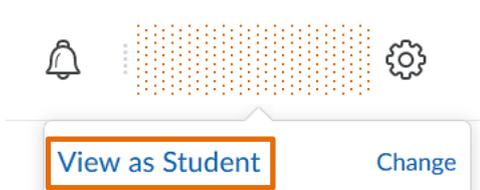


Figure 14

The *View as Student* function (Figure 14) will allow you to switch to a 'student view' at any time when you are working in your module/unit/course space, enabling you to see what your materials look like to students. This is the same function as 'edit on/off' in Blackboard.

This is a good way of checking what content items will look like to students. It also allows you to make sure that students only see what they are supposed to see. Any content folders or items in *Draft* should not be visible to you when you are viewing as a student. Another use case for student view is that you can create an assignment or discussion, switch to student view, create a thread or upload an assignment, switch back to instructor view and view the thread and reply to it, or practice downloading and grading the assignment in Brightspace.

Your profile will detail when you are in student view (Figure 15).



Figure 15

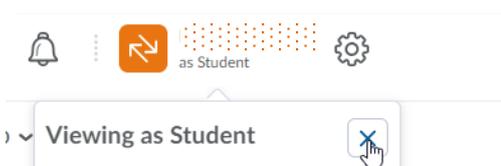


Figure 16

To stop viewing in student view, click on your profile/name, then select the X next to *Viewing as Student* (Figure 16).

Your module homepage

When you first enter a module/unit/course homepage, you will see something similar to Figure 17 below. This is the module/unit/course homepage which has the following elements:

1. UHI logo (click on the logo to go back to the *My Courses* area)
2. Module/unit/course title (click on the title to return to this module/unit/course homepage no matter where you are in the module/unit/course)
3. *Minibar*
4. *Navbar* (here, you will find a number of useful shortcuts for day to day teaching)
5. Module/unit/course banner (note: This can only be changed by the module leader)
6. Slim Announcements tool
7. Visual Table of Contents/Visual TOC
8. Teaching Staff widget
9. Calendar

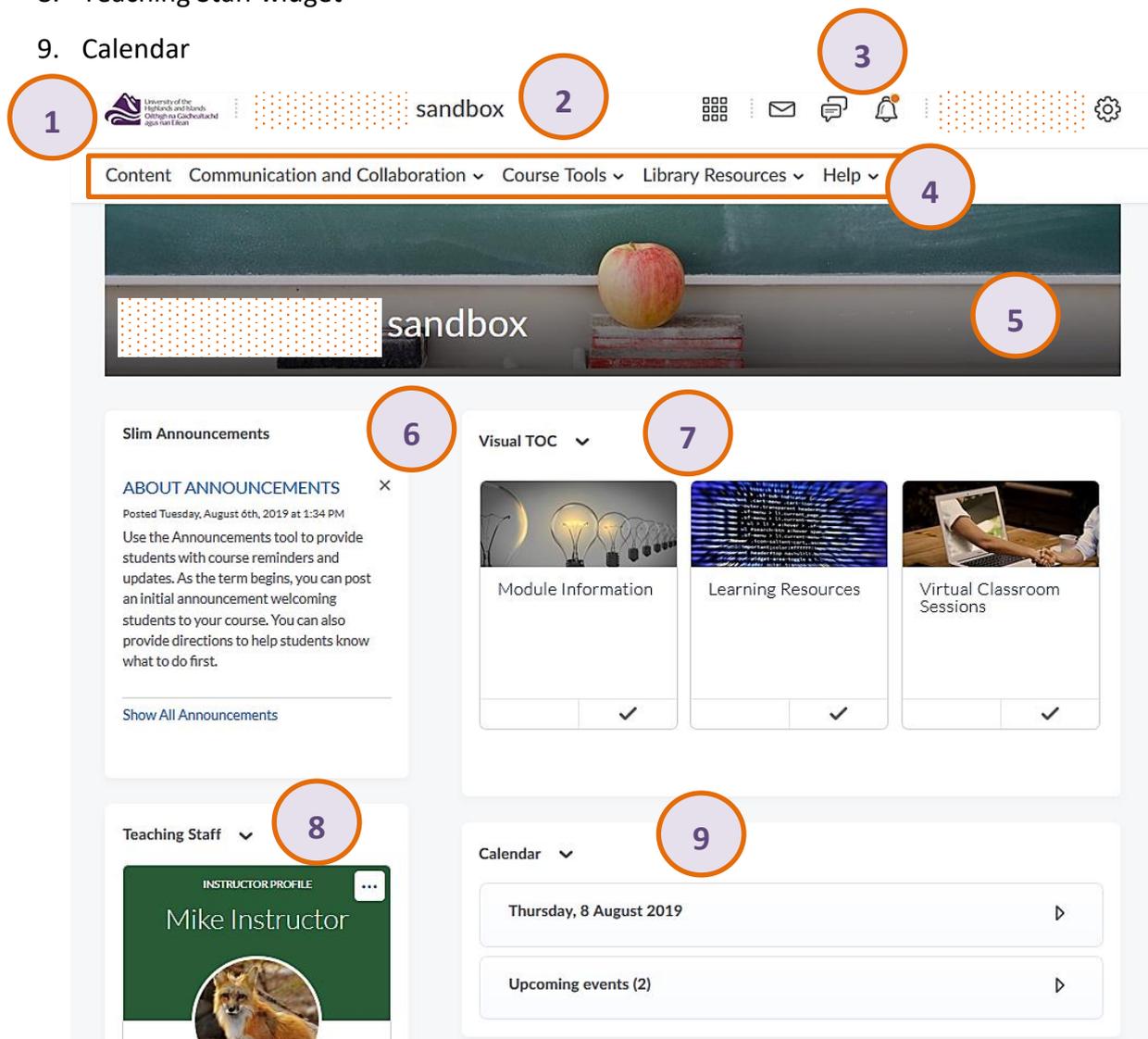


Figure 17

The Navbar

As mentioned above, the *Navbar* can be found in any of your module/unit spaces just above the banner (Figure 18). It allows you to navigate to the various module tools available to you in each of your modules/units in Brightspace. It provides quick access to

1. the content area
2. the communication and collaboration tools:
announcements, blog, classlist, discussions, ePortfolio, groups, virtual classroom and wiki
3. other course tools:
course admin, awards, assignments, checklist, class progress, grades, intelligent agents, LOR, quizzes, surveys, video assignments
4. library resources:
module reading lists, library homepage, LibGuides, referencing guides, eResources
5. help resources:
Brightspace community, Brightspace help, Brightspace apps, Essential Student Skills, student support, HISA, system check, UHI Servicedesk

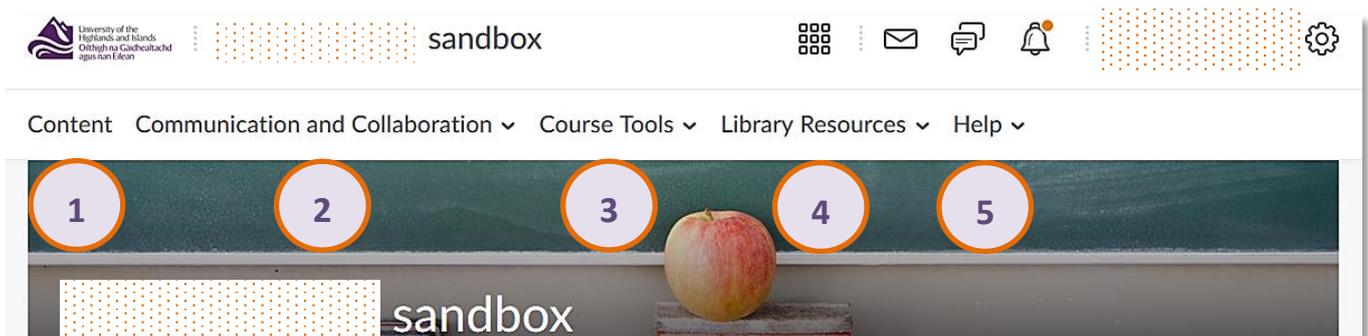


Figure 18

Providing students with information about yourself – completing your profile and filling out the teaching staff widget

On Brightspace you have two areas where you can provide information about yourself. One is the teaching staff widget in the module/unit/course spaces, the other is in the profile area which can be accessed via the *Minibar*. Everyone can provide some information about themselves via the profile area. This information will be available throughout Brightspace. The teaching staff widget within the Brightspace modules/units/courses, on the other hand, should be updated to include the module leader information for a particular module/unit/course. All other lecturer information and detail can be viewed via the 'Classlist' feature, or can be provided to students in the content area.

Completing your profile

Whether you are a module leader or lecturer the profile should be completed to include a photo and some information about yourself.

Step 1:

From the Brightspace home page, navigate to the *Minibar* and click on your name (Figure 19).

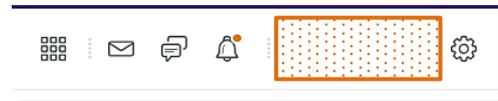


Figure 19

Step 2:

From here, select 'Profile' (Figure 20).

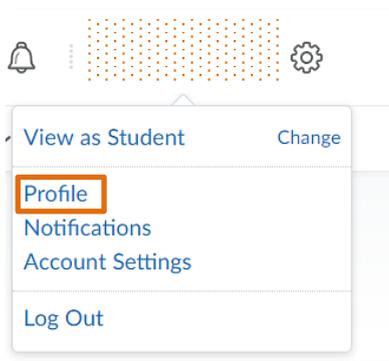


Figure 20

Step 3:

Next, select 'Change Picture' (Figure 21).

Edit My User Profile

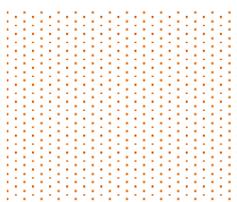


Figure 21

Step 4:

This will open a pop-up window. Select 'My Computer' to upload a profile picture from your computer (Figure 22).

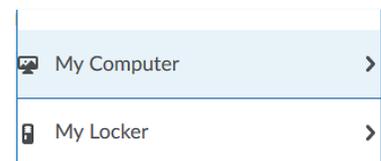


Figure 22

Step 5:

Next, drag and drop your new profile picture, or select 'Upload' to browse for an image (Figure 23).



Figure 23

profile pic.png (157.29 KB) X

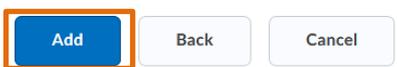


Figure 24

Step 6:

When the picture has been uploaded, click on the blue 'Add' button (Figure 24).

Step 7:

Underneath your new profile picture, select 'Tagline'. Here you can enter in any relevant information that relates to you and your role. Below in the 'Interests/Hobbies' area, you can also choose to provide any other information you might want students to have. Once completed select 'Save and Close' to update any changes (Figure 25).

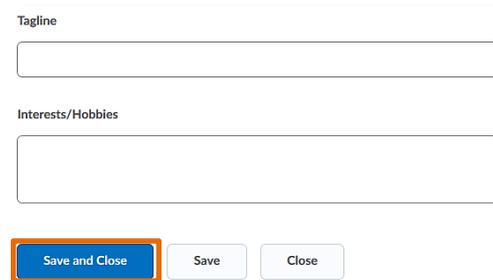


Figure 25

Completing the Teaching Staff widget

Go into any module/unit/course that you lead. Alternatively, you could try this out in your sandbox.

Once you are on the module/unit/course homepage, you will see the slim announcements tool on the left-hand side. Scroll past this announcements widget, and you will get to the Teaching Staff widget which at first, is set up as a generic instructor profile (Figure 26).

To start editing it, click on the 3 dots in the top right-hand side corner of the widget, and select 'Edit'.

See below for further information on how to edit the Teaching Staff widget (Figure 27).



Figure 26

The **Display Name** can be changed by entering the information in here.

The **Background colour** can be changed.

Useful information can be added here, such as working days, contact information, information relating to which lecturers are responsible for what on the course,

The **Heading Text** can be altered, for example to 'Module Leader'.

A **photo** can be added here by selecting the camera icon.

Figure 27

Announcements in Brightspace

When you create or edit your module/unit/course area in Brightspace you should add a message to welcome your students to their module/unit/course.

Go to the *Navbar* and select 'Communication and Collaborate'. Then select 'Announcements'.

(Figure 28)



Figure 28

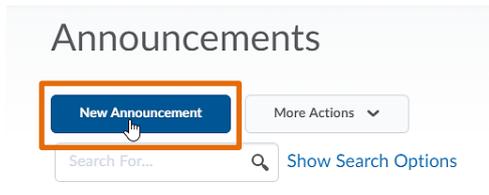


Figure 29

Once you have selected to create a new announcement, you will be able to enter an announcement headline and the announcement content, using the Brightspace text editing tool, the Brightspace HTML editor. (Figure 30)

Then select 'New Announcement' (Figure 29).

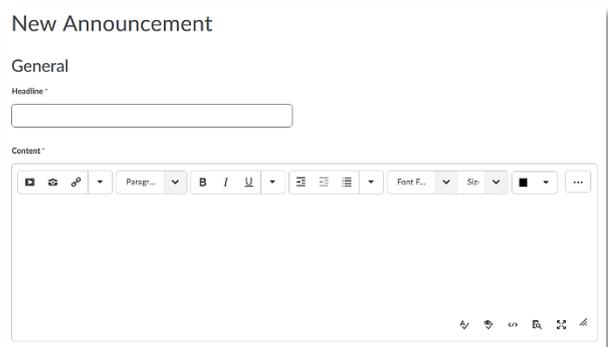


Figure 30

The announcement tool uses the Brightspace HTML editor, the Brightspace text editing tool. This tool is also used in other places throughout Brightspace.

For more information on the HTML editor, we recommend that you visit the Brightspace Professional Development Module.

There, you can access further information on the HTML editor in either the section on Announcements or the section on Content (Figure 31).

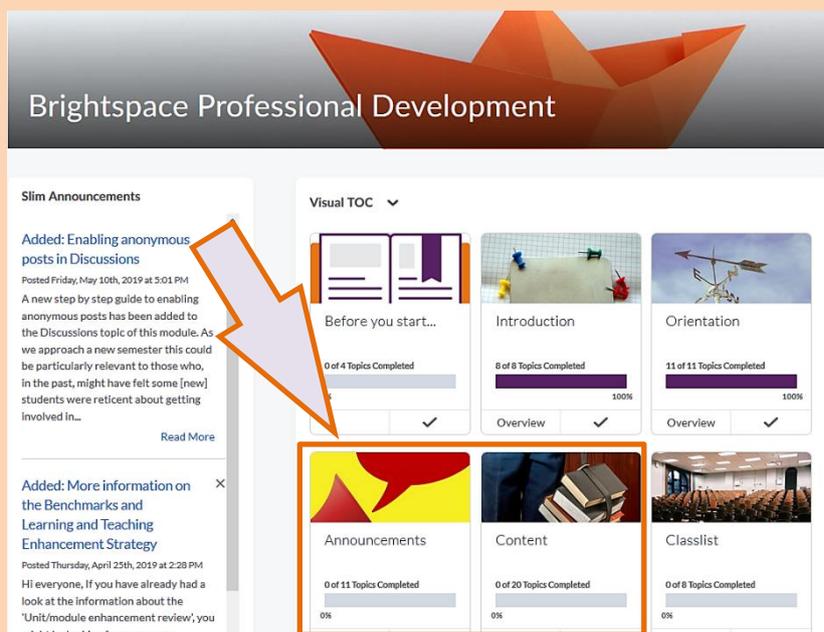


Figure 31

Figure 32

Once you have entered your announcement text, you can configure availability settings for your announcement. Using the start date option allows you to compose your announcement ahead of time and to determine when it will be released. If you do not pick a start date, the announcement will be available to students right after publishing.

You could also choose to attach files, or configure further release conditions.

When you are done, click the blue 'Publish' button to make the announcement available right away or by the start date, or click on 'Save as Draft'. Saving an announcement as draft means that you will have to go in again at a later date to publish the announcement.

The Content area in Brightspace

Adding content to the Overview section and uploading a module/unit/course descriptor

Go into the module/unit/course you would like to add an overview to. Navigate to the content area.

Figure 33

Once you are in the content area, navigate to the 'Overview' (Figure 33).

Hover over the writing show and click on it. This will open the text editor for you (Figure 34).

Figure 34

Enter your message and click 'Update' (Figure 35).

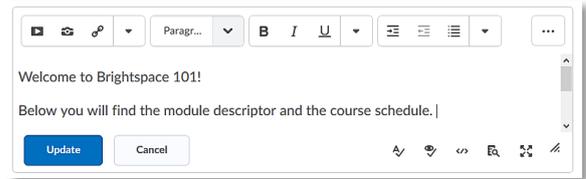


Figure 35

Now, drag and drop any file you would like to make available to students in the 'Overview' area into the attachment box (Figure 36).

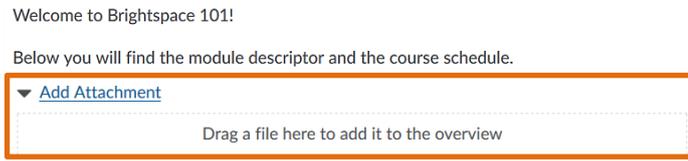


Figure 36

Note: Any document you upload will always show to students in a preview mode. Therefore, you can only add one attachment this way.

How content is organised – Modules (folders) and Submodules (subfolders)

Before you start exploring the content area, a word on terminology:

Brightspace uses the term **module** to mean content folder, such as *Learning Resources* or *External links*. So, where you see 'Add a module' in the Table of Contents, think 'Add a content folder'.

Similarly, Brightspace uses the term **submodule** for subfolders, such as *Week 1* which could be a subfolder to *Learning resources*.

When you first log into your Brightspace module/unit/course, you might see that there are three empty folders in the Visual Table of Contents (Visual TOC). These are labelled *Module Introduction*, *Learning resources*, and *Assignments* (Figure 37).

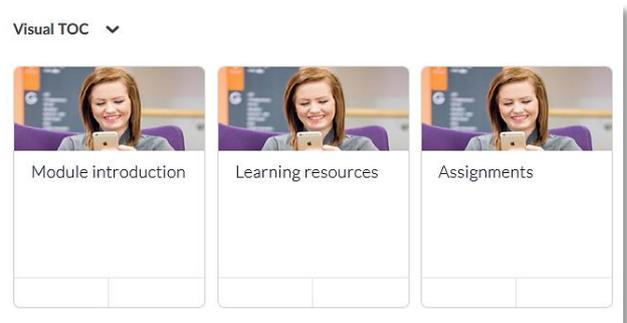


Figure 37

These initial folders were included in the module/unit/course template for those staff who are building their module/unit/course from scratch, but you can also use them with migrated materials by dragging content items or subfolders into these existing folders. If you do not wish to use these folders, you can easily delete them (see below).

Adding and deleting folders and subfolders

To add or delete folders and subfolders, navigate to the content area in Brightspace.

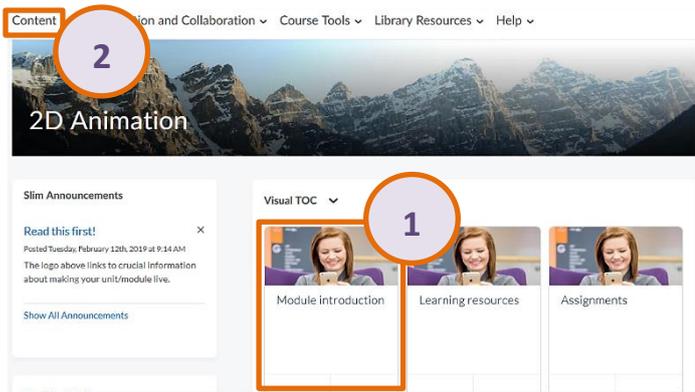


Figure 38

This will take you to your content area in Brightspace. To add a new content folder, simply navigate to the bottom of your list of existing folders on the left-hand side to the 'Add a module' text box. (Figure 39) Click into this box, type in the name of your new folder and hit 'Enter'. You will now see that your new folder was added on the bottom of the list. (Figure 40) This folder will now also be added to the Visual TOC on the module/unit/course homepage.

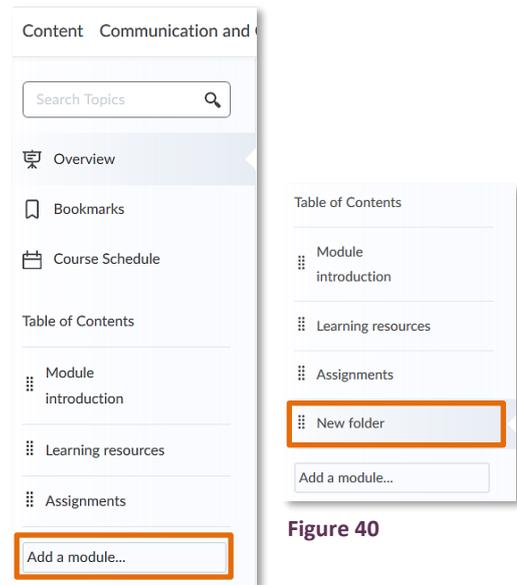


Figure 40

Figure 39

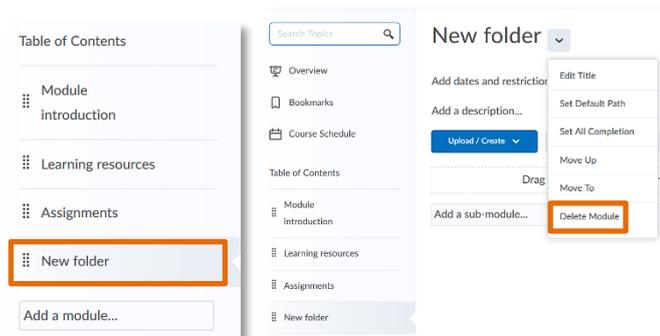


Figure 41

Figure 42

A pop-up window will open asking you if you want to delete the module, nested modules (submodules) and topics but keep the associated files and activities. If you have content items, or activities such as a link to a quiz or discussion topic in this folder which you would like to keep, select this first option. If you don't want to keep the files and activities from this folder, select the second option which will permanently delete all submodules, topics and associated files and activities from the course. Click 'Delete'. (Figure 43)

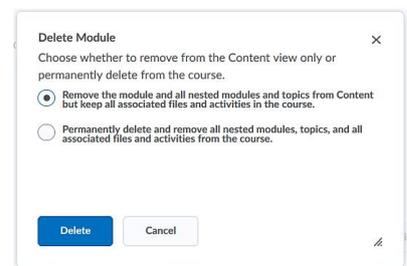


Figure 43

You have two options for adding subfolders.

Option 1 – Drag and drop an existing folder into another folder to make it a subfolder

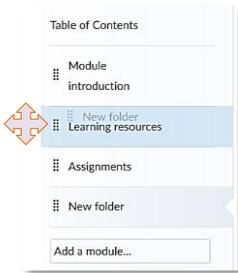


Figure 44

To do this, click the waffle icon next to the folder you want to drag into another folder and drag the folder into the folder you want to move it to (Figure 44). The original folder called 'New folder' is now a subfolder of the 'Learning Resources' folder (Figure 45).

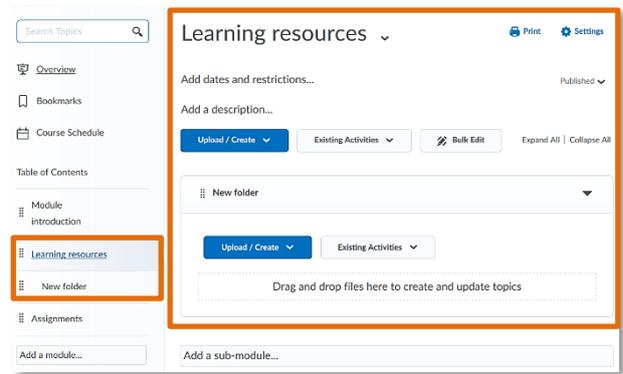


Figure 45

Option 2 – Create a new subfolder within an already existing folder

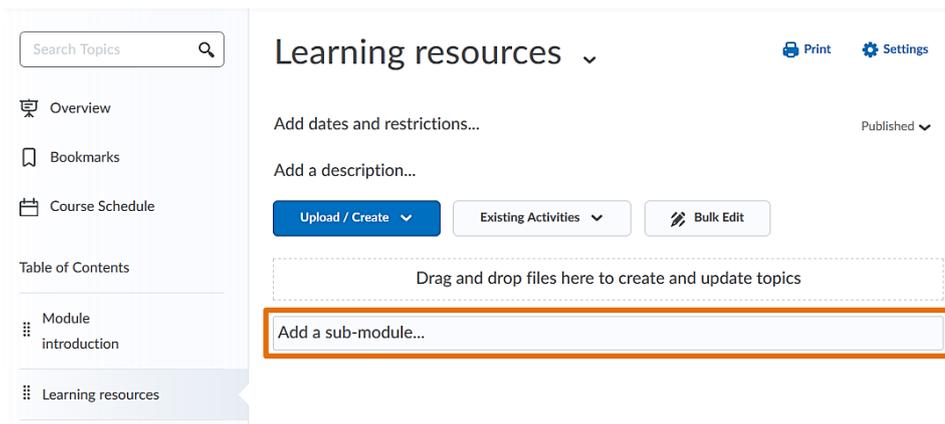


Figure 46

To do this, navigate to the folder you want to create a new subfolder for, and locate the 'Add a sub-module' text box at the bottom of the folder. Click on the box, enter the name of your subfolder and hit 'Enter'. (Figure 46)

Your new subfolder has now been added to the folder (Figure 47).

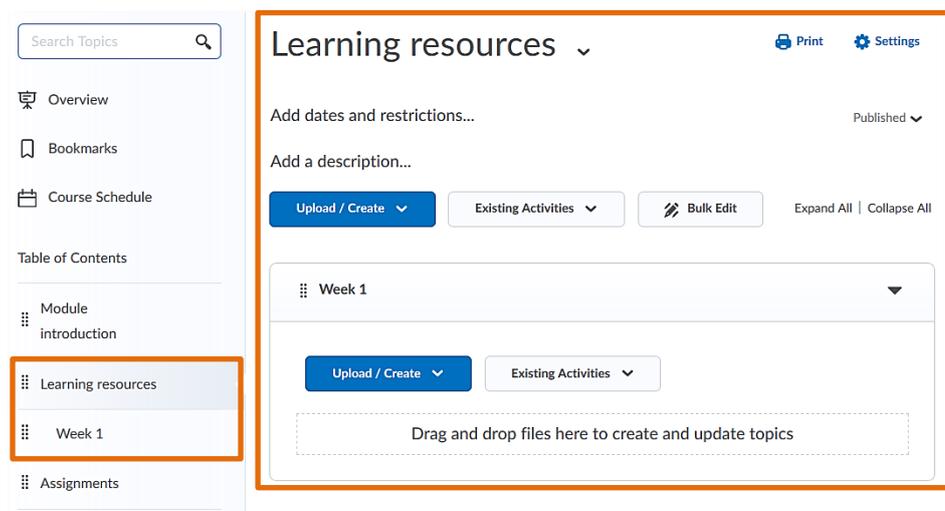


Figure 47

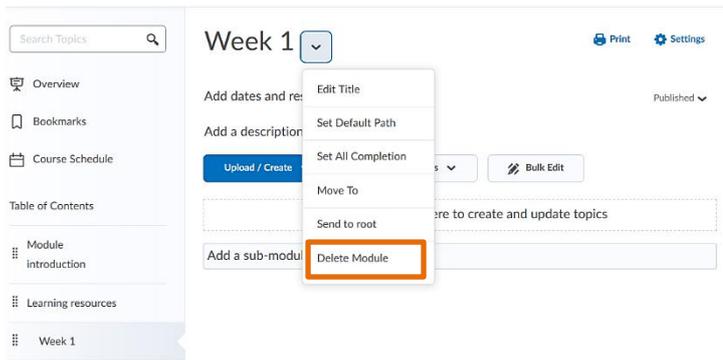


Figure 48

Deleting a subfolder works the same way as deleting a folder, simply navigate to the subfolder within the Table of Contents on the left-hand side, and select the subfolder. Next, navigate to the drop-down menu next to the subfolder title and select 'Delete Module' (Figure 48).

You will be given the same choice of deleting the subfolder with any potential further subfolders, content items and activities while retaining the associated files and activities in the background, or you can choose to delete everything together with the folder.

Edit the images for the tiles in the Visual TOC

If you would like to change the default image that appears for tiles in the Visual TOC (Figure 49), please follow the PDF guide on this topic in the Brightspace Professional Development Module. To access the guide, navigate to the section on **Content** and find the document called [Step-by-Step Guide to Content: Visual TOC Tool Guide](#) which can be found toward the bottom of the page.

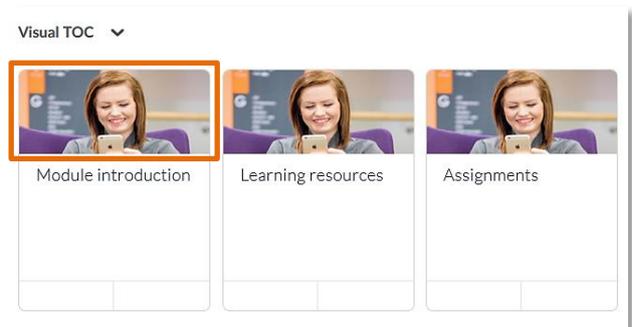


Figure 49

Adding content to your folders and subfolders

There are different types of content you can add to your folders and subfolders in Brightspace.

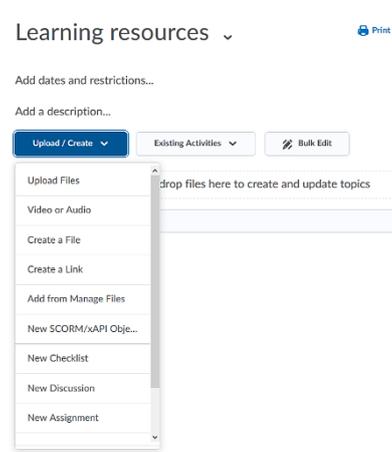


Figure 50

If you click on the blue 'Upload/Create' button in any of your content folders, you will get a list of options. You can choose to upload files, videos or audios, or you can create new files and links in Brightspace as well as use other tools in Brightspace to create new learning activities such as discussions or assignments. (Figure 50)

Please note that although it is possible, you should not upload videos into Brightspace. Please upload videos onto the UHI streaming server MEDIAL and link them into Brightspace afterwards.

You can also upload files, such as Word or PDF documents, or PowerPoint presentations by dragging and dropping them into a folder or subfolder. Simply select one or more files on your computer (Figure 51), and drag them over into Brightspace (Figure 52).

2nd marking in Brightspace.pdf	27/05/2019 08:29	PDF File	547 KB
Classlist and Classprogress Info.pdf	22/01/2019 12:17	PDF File	642 KB
Completion Tracking in Brightspace.pdf	19/07/2019 14:07	PDF File	787 KB
Create Brightspace pages in Forge.pdf	06/08/2019 14:20	PDF File	583 KB
Creating Submission Views for Quizzes.pdf	30/01/2019 11:21	PDF File	730 KB

Figure 51

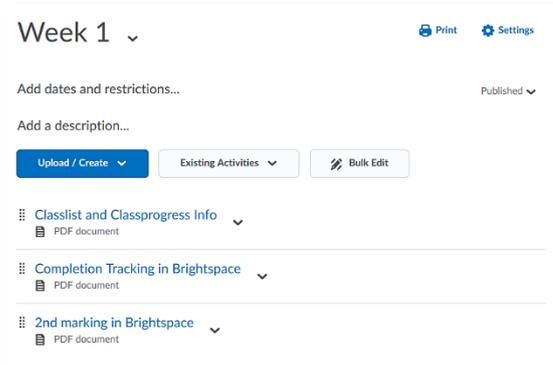


Figure 52

You can move around content items by using the waffle icon next to the content item (Figure 53). This way you can reorder items within a (sub) folder, as well as move items between folders.

If you click on the grey 'Existing Activities' button in any of your content folders, you will get a list of options for existing activities that you can link into the table of contents, such as assignments, discussion topics, or links to external learning tools, such as BB Collaborate (one of the options for virtual classroom). (Figure 54)

This is useful for signposting activities you might have created within a certain tool prior to adding it to the content area.

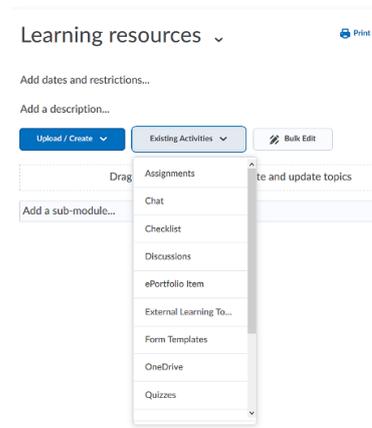


Figure 54

If you choose to create a new file within Brightspace, you will use the Brightspace HTML editor, the Brightspace text editing tool. This tool is also used by other tools you might use for adding content, such as the assignments, discussion or quiz tools where the HTML editor is used to add descriptions and/or instructions.

For more information on the HTML editor, we recommend that you visit the Brightspace Professional Development Module.

There, you can access further information on the HTML editor in either the section on Announcements or the section on Content (Figure 55).

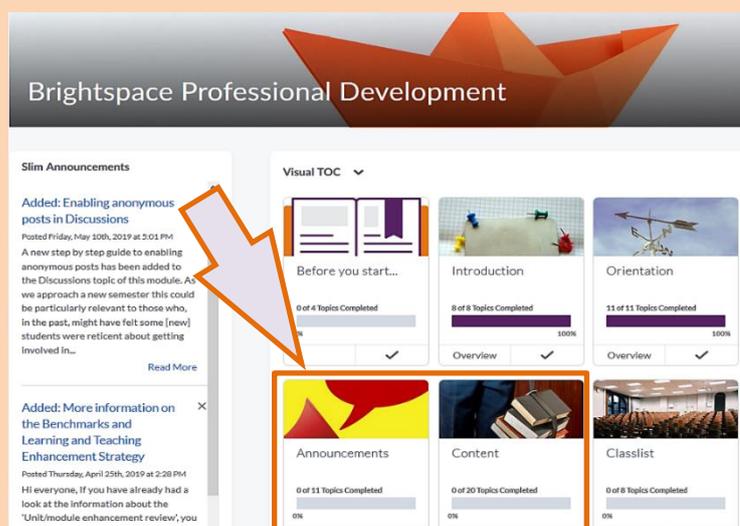


Figure 55

Adding a description and restrictions to your content items

You can add descriptions to content folders, subfolders and topics, such as documents and activity links.

To add a description to a (sub) folder, simply click on the 'Add a description...' text below the (sub) folder title (Figure 56), enter your description and click 'Update' (Figure 57).

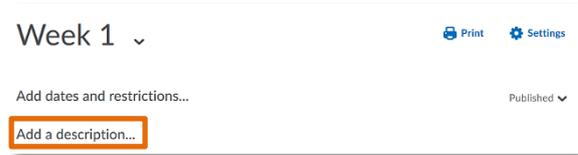


Figure 56

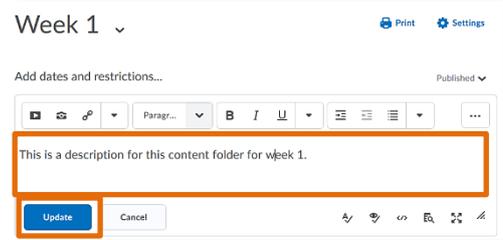


Figure 57

Similarly, you can add start and end dates to your content (sub) folders. Simply click on the 'Add dates and restrictions...' text below the (sub) folder title (Figure 58), enter a start and/or end date and click 'Update' (Figure 59). Students will now only be able to see the (sub) folder from the start date onward, and/or only until the end date you provided.

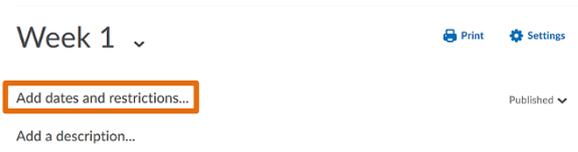


Figure 58

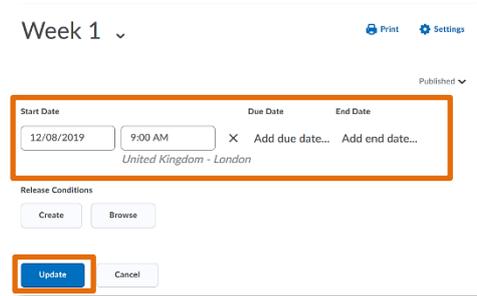


Figure 59

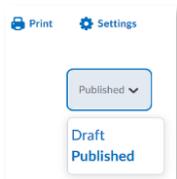


Figure 60

If you do not wish to provide a start and/or end date, you can also manually revert (sub) folders into draft.

By default, (sub)folders will always be 'Published' when you create them, but you can easily change this at any time by using the drop-down menu below the 'Print' and 'Settings' options for (sub)folders. Simply select 'Draft' instead of 'Published' and students will not be able to see the (sub) folder and any of its content topics. (Figure 60)

Just as you can add descriptions and start/end dates to content (sub) folders, and decide whether they are published or in draft, you can do the same for all types of content topics. You can either select an individual content item to edit by clicking on the drop-down menu next to the content topic and then selecting 'Edit Properties In-place' (Figure 61), or you can bulk edit descriptions, start/end dates and

the draft/published status for all content topics in any given (sub) folder by selecting the 'Bulk edit' function below the (sub) folder description area (Figure 62).

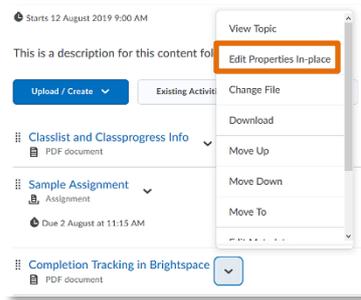


Figure 61

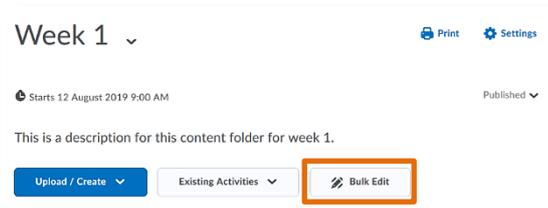


Figure 62

You will now be able to change the dates for one or multiple content topics, add a description and/or change the status of individual or multiple content topics from published to draft or vice versa. Editing dates, descriptions and the draft/published status of content items works the same way as it did for content (sub) folders (see previous page). Once you are done, click on update for the individual dates and descriptions you are changing, and if you are in 'Bulk Edit' mode, also select 'Done Editing' at the top of your screen once you are done. (Figure 63; screenshot of bulk editing function)

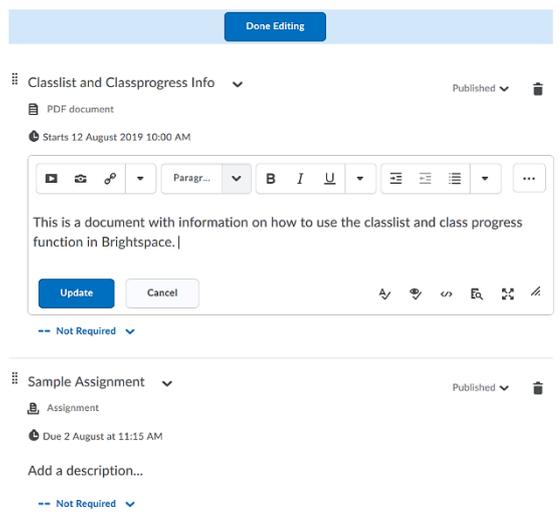


Figure 63

Content settings and completion tracking

No matter where you are in the content area, you will always see a 'Settings' link at the top right-hand side of the content area (Figure 64).



Figure 64

Click on this link to edit your content settings, such as display settings, content authoring and completion tracking.

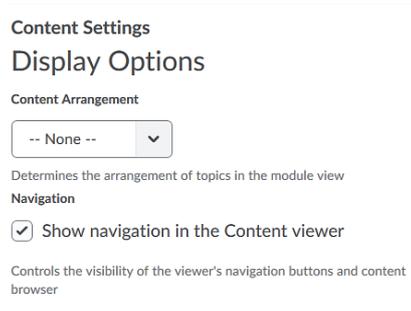


Figure 65

Once you clicked on the link a pop-up will open. The first customisation option has to do with display settings (Figure 65). We recommend that you select 'None' for content arrangement as this will allow you to arrange content whichever way you want.

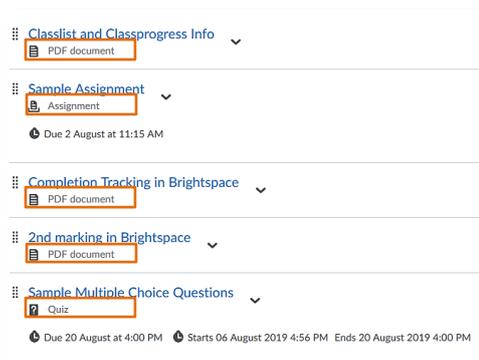


Figure 66

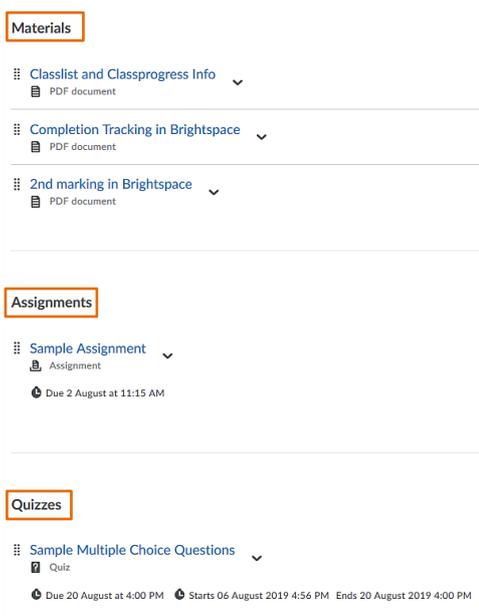


Figure 67

For instance, you could have a PDF document first, then an assignment, then two more PDFs, and then a quiz. (Figure 66)

If you switched the content arrangement setting to by 'Content type', you wouldn't be able to freely choose where the assignment and quiz sit. Instead, content would be arranged by type or category, i.e., all the content items together, all the assignments together, all the quizzes together. (Figure 67)

The second variable in the display settings (Figure 64) which you can customise is navigation. You can choose whether or not you would like students to be able to use the navigation arrows once they are viewing a content item. The arrows allow students to move more easily from one content item to the next (Figure 68). We would therefore recommend that you leave the box next to 'Show content navigation in the Content viewer' checked.



Figure 68

The next set of customisation you can do is around content authoring. We recommend leaving most settings there as they are, but if you wanted to you could change the default font settings if you plan on using the HTML editor much. (Figure 69)

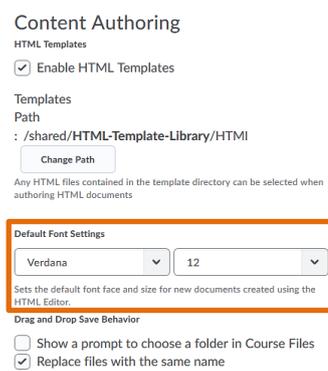


Figure 69

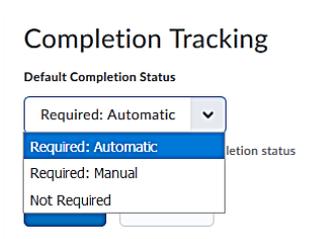


Figure 70

The last set of possible customisations has to do with completion tracking. Completion tracking can help students have a visual clue of how much content they have already completed for the module/unit/course. You have three different completion status and tracking options. (Figure 70)

- *Required: Automatic*

This means that a content item will be marked as completed as soon as the student clicks on it. Students will be able to track their completion progress in the Visual TOC (Figure 71) as well as in the content area in any of the modules and even submodules (Figure 72). Students will also see checkmarks behind every content item that they have completed (Figure 73).



Figure 71



Figure 72



Figure 73

- *Required: Manual*

This means that a content item will be shown as completed once the student has marked it as completed (Figure 74). Students will be able to track their completion progress in the Visual TOC (see Figure 71 above) as well as in the content area in any of the modules and even submodules (see Figure 72 above).



Figure 74

- *Not required*

This means that there is no completion tracking at all. Students will not see a completion bar in the Visual TOC (Figure 75) or in the content area, and there will be no checkboxes or checkmarks (Figure 76).

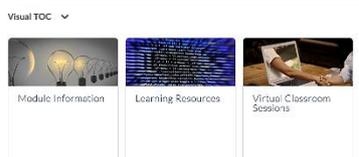


Figure 75

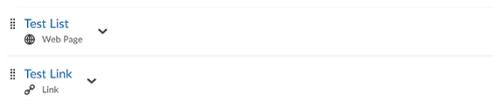


Figure 76

Note:

We recommend that you decide on your preferred completion tracking setting at the beginning of the semester. Changing completion tracking settings during the semester will override any progress users were able to see before the change.

Making your module/unit/course active

As usual, once your module/unit/course is ready for delivery, you will have to make it active/live so students can access it.

To make your module active/live, go to 'Course Tools' and select 'Course Admin' from the drop-down menu (Figure 77).



Figure 77

Once you are in the 'Course Admin' area, find the link that says 'Course Offering Information' and click on it (Figure 78).

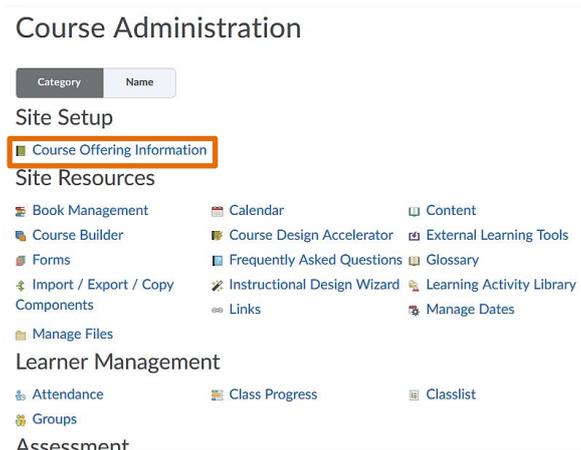


Figure 78; 'Course Admin' area by category

Once you are in the 'Course Offering Information' overview area, scroll down about half-way until you find an item called 'Active'. Check the box next to 'Course is active'.

Slightly further down the page, you will see that the box next to 'Course has start date' is checked and that the start date entered is the official Semester 1 start date of September 9th. If you leave the start date as is and click the blue 'Save' button, students will get access to the module/unit/course on September 9th. If you would like students to have access right away, you will need to uncheck the box next to 'Course has a start date'. Alternatively, you could also edit the start date. (Figure 79)

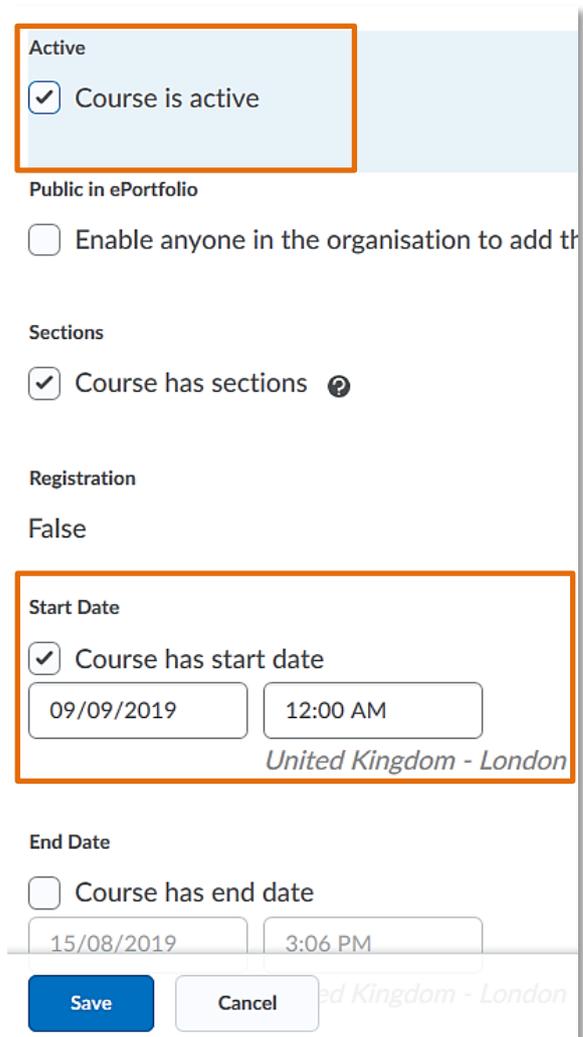


Figure 79

Further Guidance

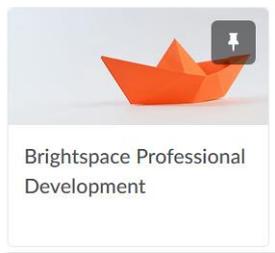


Figure 80

To explore the Announcements and Content tools touched upon in this guide, as well as further tools such as Quizzes, Assignments, Grades, etc., log into

<https://brightspace.uhi.ac.uk> and find the **Brightspace Professional Development Module** (Figure 80). In this

self-directed module, you will find short

videos and PDF guides about the most important Brightspace tools and their features so you can build your module/unit/course space (Figure 81).

We also recommend that you visit the **Brightspace website** (www.uhi.ac.uk/brightspace4staff). Here, you will find all the latest

updates on our transition to Brightspace in the **Brightspace FAQs**, as well as information on support events near you. If you have any

urgent questions that cannot wait, consider dropping into one of our

virtual drop-in sessions where you can ask the experts (EDU staff and champions). When you are on the

‘Events and Professional Development’ page, we would also recommend browsing our **library of past webinars** on different Brightspace related topics.

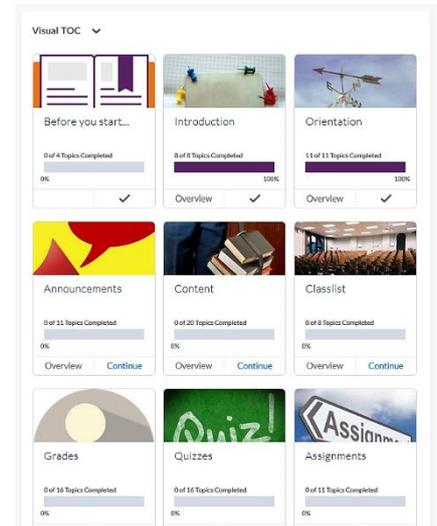


Figure 81



Figure 82

You can also access the **EDU Support Portal** from the Brightspace website by clicking on the ‘edu support resources’ button on the right-hand side (Figure 82). In the EDU

Support Portal, you can find further Brightspace related resources, but also browse our resources on learning design, sourcing, creating and sharing content as well as the

use and editing of multimedia.

Lastly, we also recommend that you sign up for the **Brightspace by D2L Yammer page** (Figure 83). Here

you can either ask Brightspace questions you have yourself, or you can explore and follow the

questions posted by your colleagues as well as news and updates posted by the project team. By



Figure 83

subscribing to the page, you can get summaries of what happened in the group. To subscribe and receive updates from the Yammer group without

even signing in, just find the ‘Access Options’ on the right-hand side and check the box next to ‘Subscribe to this group by email’. (Figure 84)

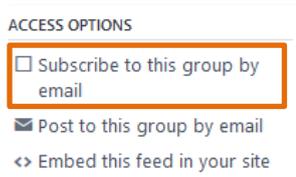


Figure 84