

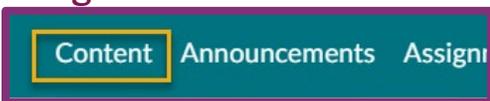
Update Gen 1070 (Summer 2025 through Spring 2026)

Quick Summary

- Download 2025 Trek Guides, Amazing Library Race, and School Connection Reflection files
- Print the Update Gen 1070 Checklist, if desired, and check off items as you complete them
- Reorder Chapter Modules 6-8
 - 2024 Chapter Order: 6 Money Matters, 7 The Whole Self, 8 Planning Your Career Path
 - 2025 Chapter Order: 6 Planning your Career Path, 7 Money Matters, 8 The Whole Self (Drag Module 8 before Module 6 and renumber the modules)
- Change Files to new Trek Guide and Trek Guide Chapters
- Rename and reorder assignments to reflect new chapter order
- Rename “F-You” assignment to “The Art of Forgiveness” during step above
- Edit the Amazing Library Race Assignment by adding instruction details
- Add School Connection Reflection Assignment (option to pilot Summer 2025)
- Update your new syllabus (as usual)

Before Updating Site: Download Files from Faculty Resource Site

Navigate to the FYE Gen 1070 Faculty Resource Site. Select Content on the Navbar

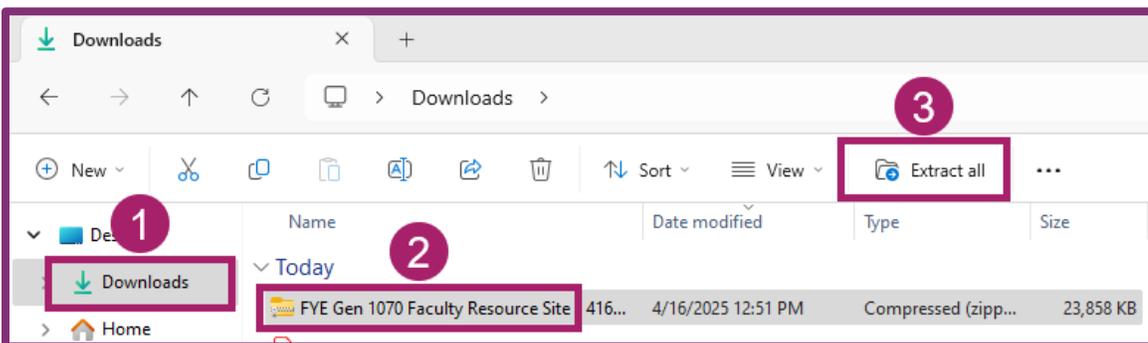


Open the 2025 Trek Guide and Assignment Update Files module and select Download.



Extract the Files from the downloaded Zip file

1. Navigate to your Downloads folder
2. Select the FYE Gen 1070 Faculty Resource Site Zip File
3. Choose Extract all.



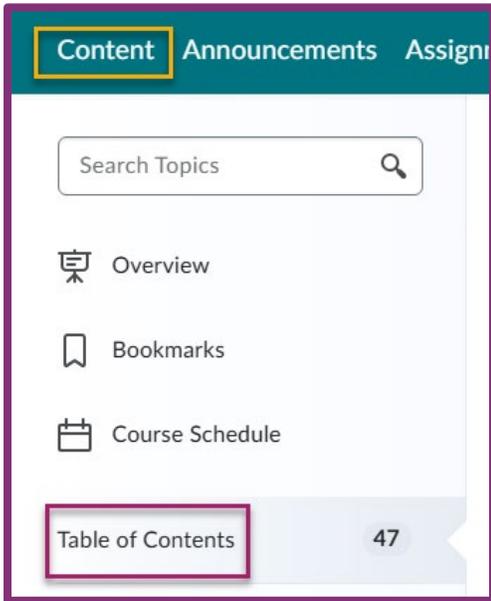
Note: The Trek Guide files for 2025 and the School Connection Reflection Assignment file will now be located in folder in your Downloads titled FYE Gen 1070 Faculty Resource Site.

Step 1: Move and Renumber Modules

Navigate to your Gen 1070 Sandbox site

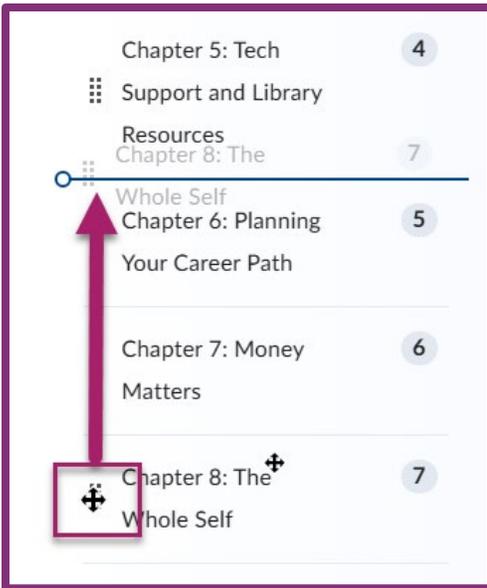
If you used a previous Gen 1070 course package download and you do not have a Gen 1070 Sandbox site, [Create a Sandbox](#). Next, [import your Gen 1070 CRN](#) to your new Gen 1070 Sandbox. Please do not update your 2024 CRN to 2025 in case of grade disputes and to preserve the record of the course.

Select Content on the teal Nav Bar, and then select Table of Contents.



Drag and Drop Chapter 8 (The Whole Self) above Chapter 6 (Planning Your Career Path)

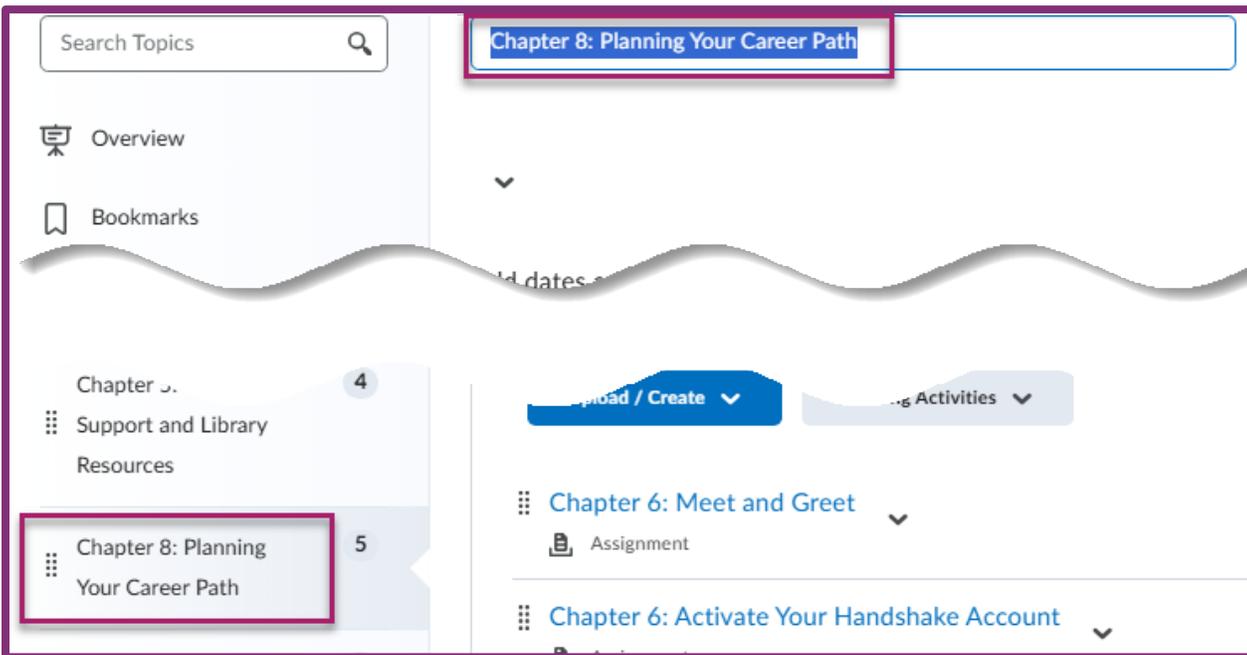
Hover your cursor over the chocolate bar icon (group of eight dots) next to Chapter 8 until you see the crosshairs. Press down on the mouse or track pad. **Drag the module up until you see a blue line above Chapter 6.** Drop the module in this new location by releasing the mouse or track pad.



Using the same process, Drag the Chapter 6 down until you see a blue line below Chapter 7 so that The Whole Self is the last chapter.

Rename the Chapter modules with the new numbering

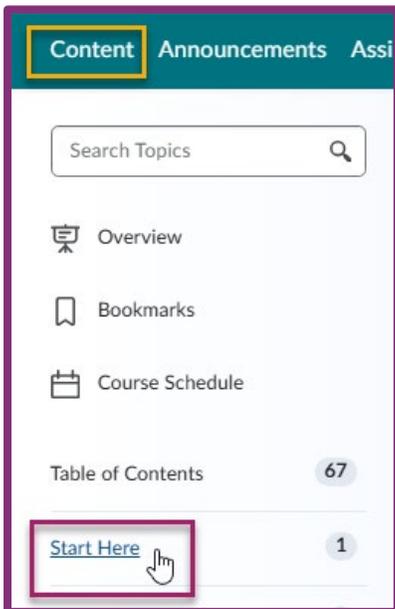
- Select the Chapter Module to rename in the Table of Contents.
- Click on the name of the module in the center panel. Make the necessary changes to the name.
- Hit Enter or Return.



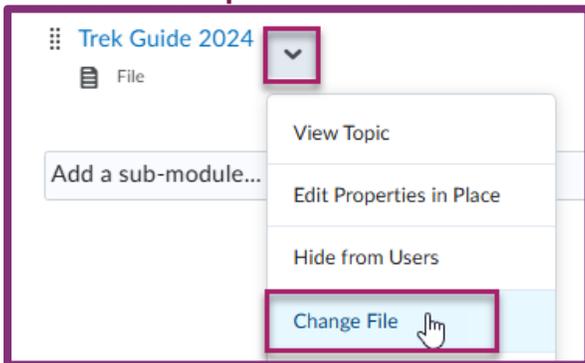
Step 2: Change Files to add new Trek Guide Files

You will need to change the files for the full Trek guide in the Start Here module as well as in each chapter module. Be sure to complete this step after reordering the modules so that the files you upload will be in the corresponding chapters. The screenshots demonstrate changing the full Trek Guide 2025 file. Use the same sequence of steps to change each of the chapter files to the 2025 version.

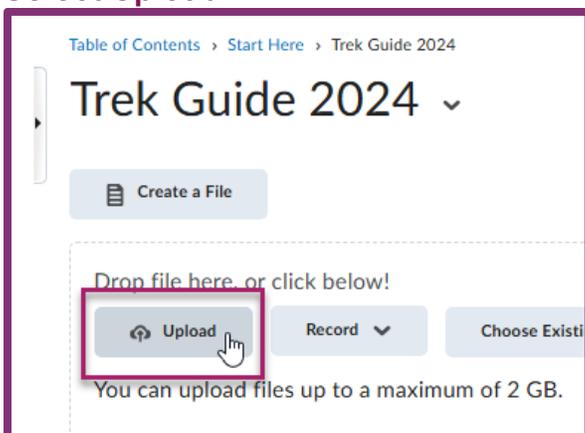
Select Content and Start Here to navigate to the desired module



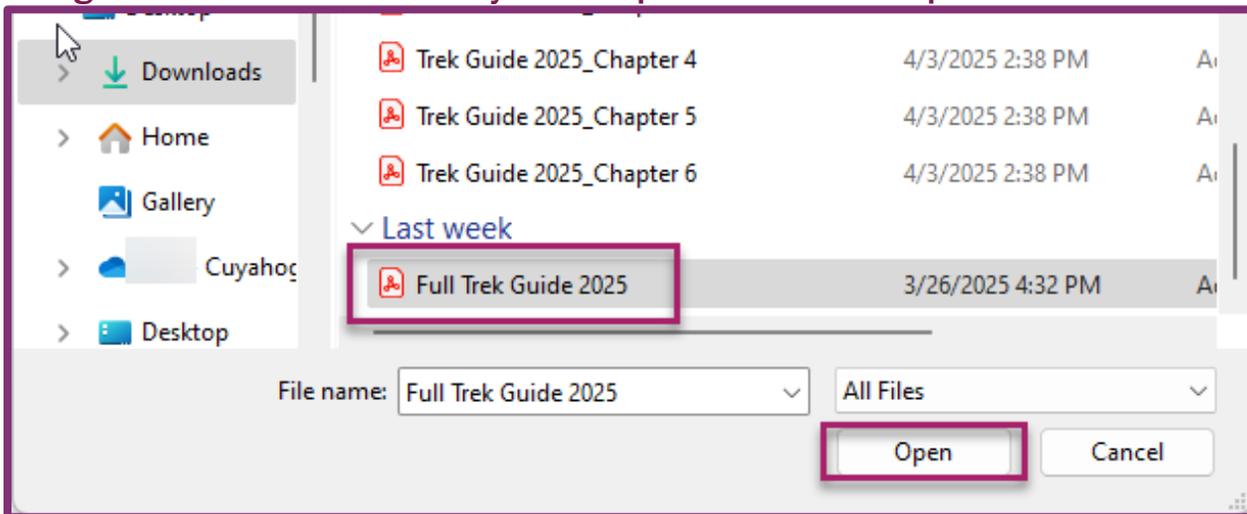
Select the drop-down arrow for the Trek Guide 2024 file and choose Change File



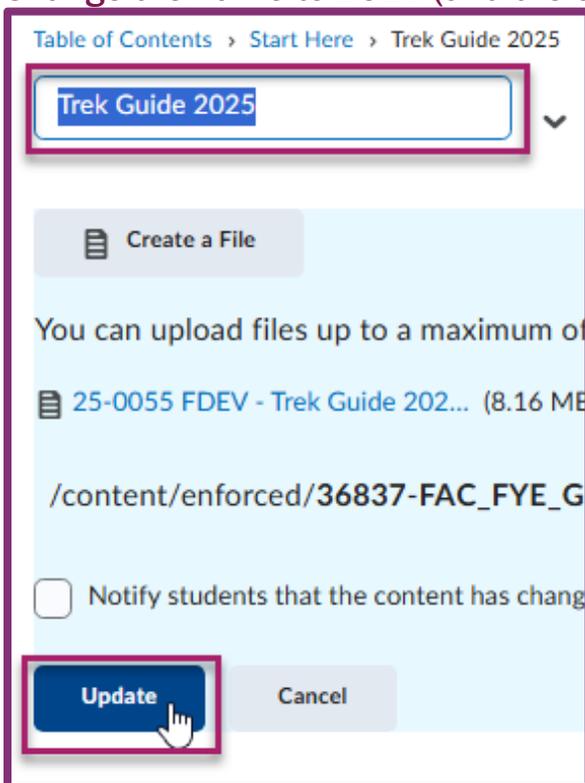
Select Upload



Navigate to the desired file on your computer and select Open



Change the name to 2025 (and the correct chapter number, if needed) and Update



Repeat until all updated 2025 files are changed

Step 3: Rename Assignments

Select Assignments on the Navbar.



Select all Chapter 6, Chapter 7, and Chapter 8 assignments

<input checked="" type="checkbox"/>	Chapter 6: Dear Money... ▾		0/32	0/32	0/32
<input checked="" type="checkbox"/>	Chapter 6: FAFSA ▾		0/32	0/32	0/32
<input checked="" type="checkbox"/>	Chapter 6: Personal Budget ▾		0/32	0/32	0/32
<input checked="" type="checkbox"/>	Chapter 8: Activate Your Handshake Account ▾		0/32	0/32	0/32
<input checked="" type="checkbox"/>	Chapter 8: DegreeWorks ▾		0/32	0/32	0/32

Select Bulk Edit

Assignments

[New Assignment](#) [Edit Categories](#) [M...](#)

[Bulk Edit](#)

Edit the names of the Assignments, Changing Chapter 8 to Chapter 6, Chapter 7 to Chapter 8, and Chapter 6 to Chapter 8. (I found it easier to start at the bottom and work up to avoid confusion.) You will need to scroll to change all the chapter numbers. Before you save the changes, edit the title of “F- You” to be “The Art of Forgiveness” (see image below). Then, save the changes.

#	* Assignment & Category	Availability	Due Date
1	Chapter 6: Dear Money... No Category	<input type="checkbox"/> Has Start Date 4/3/2025 2:58 PM <input type="checkbox"/> Has End Date 4/3/2025 2:58 PM	<input type="checkbox"/> Has Due Date 4/3/2025 2:58 PM
2	Chapter 6: FAFSA No Category	<input type="checkbox"/> Has Start Date 4/3/2025 2:58 PM <input type="checkbox"/> Has End Date 4/3/2025 2:58 PM	<input type="checkbox"/> Has Due Date 4/3/2025 2:58 PM
3	Chapter 6: Personal Bud; No Category	<input type="checkbox"/> Has Start Date 4/3/2025 2:58 PM <input type="checkbox"/> Has End Date 4/3/2025 2:58 PM	<input type="checkbox"/> Has Due Date 4/3/2025 2:58 PM
4	Chapter 6: Financial and No Category	<input type="checkbox"/> Has Start Date 4/3/2025 2:58 PM <input type="checkbox"/> Has End Date 4/3/2025 2:58 PM	<input type="checkbox"/> Has Due Date 4/3/2025 2:58 PM
5	Chapter 7: SMART Goals No Category	<input type="checkbox"/> Has Start Date 4/3/2025 2:58 PM <input type="checkbox"/> Has End Date 4/3/2025 2:58 PM	<input type="checkbox"/> Has Due Date 4/3/2025 2:58 PM

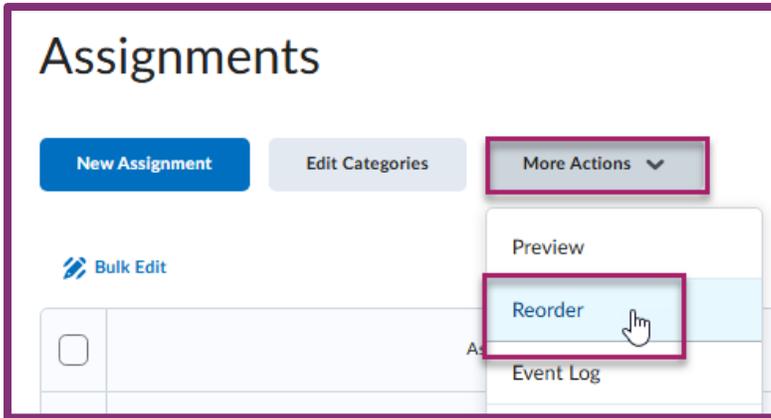
Save Cancel

8	Chapter 8: "F-You" No Category		
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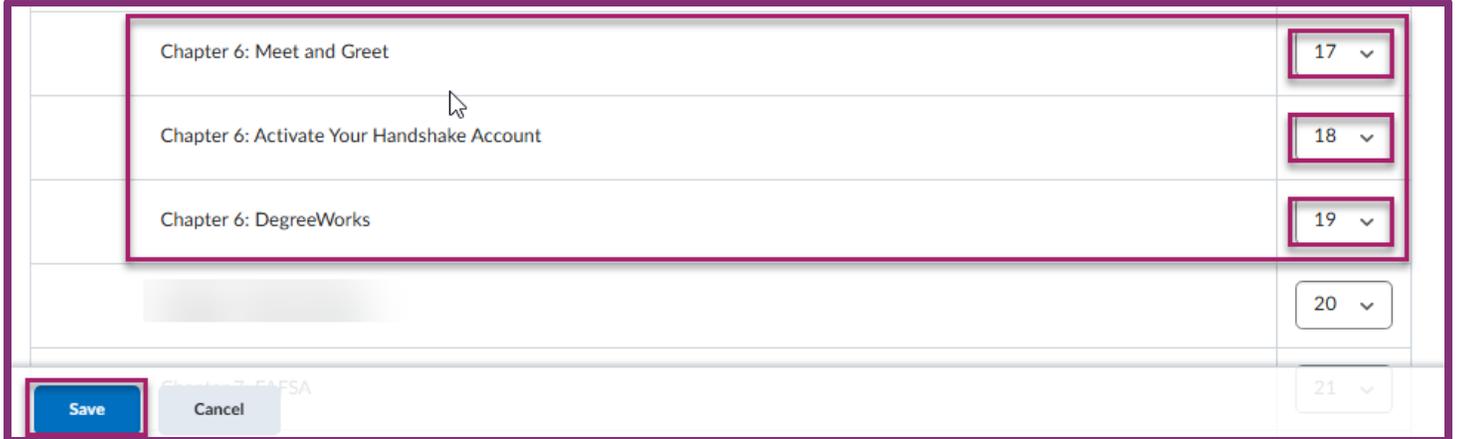
The Art of Forgiveness

Step 4: Reorder Assignments

Select More Actions and Reorder.



Change the order of the Chapter 6 assignments so that they will appear before assignments for chapter 7 and 8. Save the changes. The other assignments will fall into place after those assignments.



Step 5: Edit the Amazing Library Race Assignment

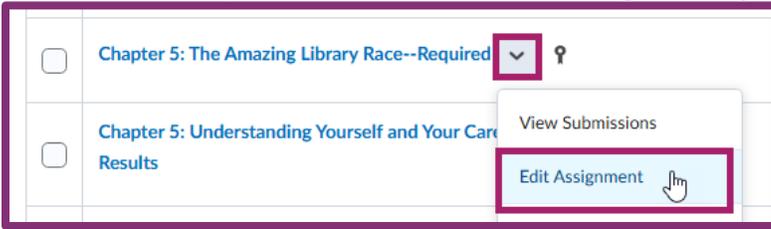
Details about the Amazing Library Race were not previously included in Brightspace. You will need to download the Word file from the FYE Gen 1070 Faculty Resource Site which is in the **2025 Trek Guide and Assignment Update Files** module.

Open the Amazing Library Race file in Word and copy the text.

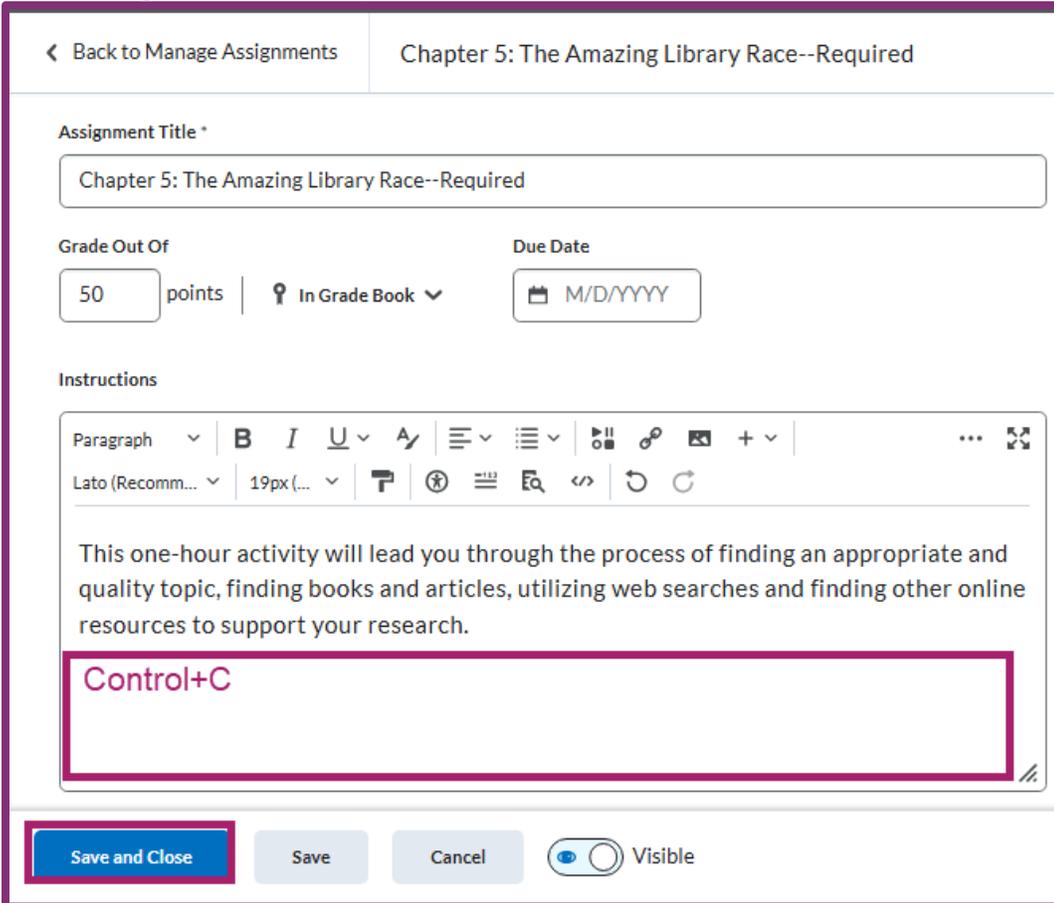
Navigate to Assignments on Navbar.



Select the drop-down arrow for Amazing Library Race and choose Edit Assignment



Paste the text into the Brightspace Editor by placing your cursor under the existing text and using **Control+C** to paste. Select **Save and Close**.

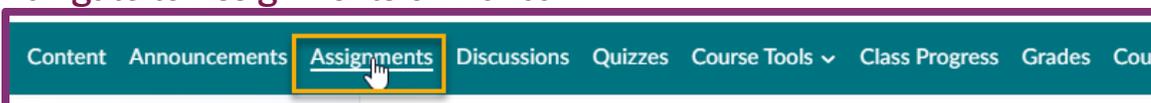


Optional for Summer 2025: Add Connect to School Reflection Assignment

This assignment is new at the request of Dr. Baston to include the School Model into FYE Gen 1070. You can pilot this assignment for Summer 2025. You will need to download the Word file from the FYE Gen 1070 Faculty Resource Site which is in the **2025 Trek Guide and Assignment Update Files** module.

Open the **School Connection Reflection Assignment** file in Word and copy the text.

Navigate to **Assignments** on Navbar.



Select New Assignment.

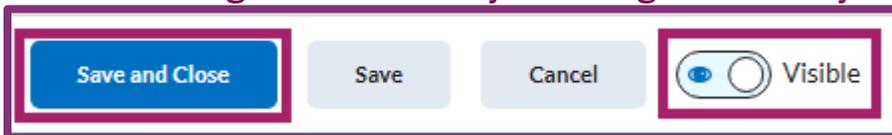


Enter the Assignment Title. Add Points. Paste the assignment text.

1. Type Connect with your School Reflection in the Assignment Title box.
2. Enter the desired number of points in the Grade Out of box. This action will also add the assignment to the Grade Center.
3. Place your cursor in the Brightspace Editor and hit Control V to paste the assignment text.

A screenshot of the assignment creation form. It features three numbered callouts in purple circles: 1. Points to the 'Assignment Title' field containing the text 'Connect with your School Reflection'. 2. Points to the 'Grade Out Of' field containing the number '50'. 3. Points to the 'Instructions' text area, which contains a bulleted list: '3. Reflection on your learning', 'What did you learn about the field or career?', 'What did you learn about yourself?', and 'How can you use this or other opportunities to prepare for your career path?'. The form also includes a 'Due Date' field and an 'In Grade Book' dropdown menu.

Make the assignment visible by selecting the visibility button and Save and Close.



Final Check: Return to the faculty resource site to compare your updates or utilize the checklist below.

Need Help?

For assistance with your FYE Gen 1070 Brightspace questions, contact a member of the Instructional Design team or the help desk. To make sure your question is answered quickly, please use our [Faculty Support Flow Chart](#) to contact the correct person or department. Get help from the Instructional Design Team by booking a [virtual appointment](#) or visiting our [webpage](#).

Gen1070 Updates Checklist

Quick Summary

Use the checklist below as you follow through the document to make updates or after you complete your updates to ensure accuracy.



Chapter Re-Order Checklist

- Chapter 6: Money Matters is now Chapter 6: Planning your Career Path
- Chapter 7: The Whole Self is now Chapter 7: Money Matters
- Chapter 8: Planning your Career Path is now Chapter 8: The Whole Self

Assignment Chapter Changes Checklist

- Chapter 6: Dear Money.... is now chapter 7
- Chapter 6: FAFSA is now Chapter 7
- Chapter 6: Personal Budget is now Chapter 7
- Chapter 6: Financial and Lifestyle Plan is now Chapter 7
- Chapter 7: SMART Goals is now Chapter 8
- Chapter 7: Relax, Relate, Rejuvenate is now Chapter 8
- Chapter 7: Gratefulness is now Chapter 8
- Chapter 7: "F-You" is now Chapter 8: The Art of Forgiveness
- Chapter 7: Find Your Career Fit is now Chapter 8
- Chapter 8: Meet and Greet is now Chapter 6
- Chapter 8: Activate Your Handshake Account is now Chapter 6
- Chapter 8: DegreeWorks is now Chapter 6
- After Renaming Reorder Assignments for Chapter 6,7,8

Upload TREK Guides Checklist

- Start Here (upload full TREK guide)
- Chapter 1 Trek Guide Update
- Chapter 2 Trek Guide Update
- Chapter 3 Trek Guide Update
- Chapter 4 Trek Guide Update
- Chapter 5 Trek Guide Update
- Chapter 6 Trek Guide Update
- Chapter 7 Trek Guide Update
- Chapter 8 Trek Guide Update

Amazing Library Race Assignment

- Copy and paste additional assignment details for Chapter 5: Amazing Library Race



Optional for Summer 2025

____ Add Connect to School Reflection Assignment

