

Communicating with students in Brightspace

There are two recommended ways to communicate with students in Brightspace, announcements and email.

Announcements in Brightspace

The Announcements tool allows you to post messages on your module landing page.

Step 1 - Click Module Tools and select Announcements.

My Learning Assessment - Discussions My Class - Library	✓ Module Tools ✓	
Click Module Tools and select	Module Admin	
Announcements	Ally Report	
Brightspace Sandbox	Announcements	
	Checklist	

Step 2 - Click New Announcement.

New Announcement		Acre Actions 💙	
Search For	Q,	Show Search Options	Click New Announcement

Step 3 - Add a title for the announcement in the *Headline* field. Type the body of the announcement in the *Content* field.





Step 4 - Set the *Start* and *End* dates for the announcement.

Show Start Date Always show start date If unchecked, the start date will be visible only in the An	anouncements tool to users with permission to edit announcements.
Start Date	Set the announcement <i>Start</i> and <i>End</i> dates
End Date Remove announcement based on end date 17:15	

Step 5 - Attach a file such as a word doc or pdf. Alternatively record an audio or video file as an attachment.

Add a File	Record Audio	Record Video	
B Mid Term Ass	signment 2021.doc	<u>x</u> (12.27 KB)	×

Step 6 - Click Publish when you are ready to issue the announcement.

	1	Click <i>Publish</i> when you are ready to issue
Publish	Cancel	the announcement

Email in Brightspace

If you do need to email students in the module, you can use the email tool inside Brightspace.

Step 1 - To send an email, click My Class from the main menu and select Classlist.

My Learning Assessment ~ Discussio	ons <u>My Class</u> ~ L	ibrary ~ Module Tools ~	
	Classlist		Click My Class and select
	My Groups		Classist
Brightspace Sand	Virtual Classroom		
3			and the second second

Step 2 - Click Email Classlist.

My Learning	Assessment 🗸	Discussions	My Class 🗸	Library 🗸	Module Tools	~ N			
Classli	st					μ <u>ς</u>		🔒 Print	Help
Class Engager	ment Enro	lment Statistics	Email Class	slist			Click <i>Em</i>	ail Clas	sslist



Step 3 - To email your students, click the Student Tab and click Send Email.

All View By: Search F	Instructor User v	Student Apply Q Show Sea	arch Options		To em click th	ail studer ne <i>Stude</i>	nts in the module, <i>nt</i> tab
Last Name	e, First Name			Username	Email	Role 🔺	Last Accessed
Student1	., Bard Test			stu_bovenden1	stu_bovenden1@ucd.ie	Student	09 February 2021 17:25
Student2	2, Bard Test			stu_bovenden2	stu_bovenden2@ucd.ie	Student	03 March 2021 10:30
Send Em	ail	_		stu bovenden3	stu bavanden3@ucd in	Click Se	and Email ²¹¹¹⁵³

Step 4 - Include your own email address to receive a copy of the email in the *To* or *Cc* fields.

o		Include your own email address the <i>To</i> or Cc fields
c	bard.ovenden@ucd.ie ×	
c	"Bard Test Student1" <stu_bovenden1@ucd.ie> ×</stu_bovenden1@ucd.ie>	"Bard Test Student2" <stu_bovenden2@ucd.ie> ×</stu_bovenden2@ucd.ie>
	"Bard Test Student3" <stu_bovenden3@ucd.ie> ×</stu_bovenden3@ucd.ie>	"Bard Test Student4" <stu_bovenden4@ucd.ie> ×</stu_bovenden4@ucd.ie>
	"Bard Test Student5" <stu_bovenden5@ucd.ie> ×</stu_bovenden5@ucd.ie>	"Bard Test Student6" <stu_bovenden6@ucd.ie> ×</stu_bovenden6@ucd.ie>
	"Bard Test Student7" <stu_bovenden7@ucd.ie> \times</stu_bovenden7@ucd.ie>	"Bard Test Student8" <stu_bovenden8@ucd.ie> ×</stu_bovenden8@ucd.ie>
	"Bard Test Student9" <stu_bovenden9@ucd.ie> ×</stu_bovenden9@ucd.ie>	

Step 5 - Type your email in the body field.

Subject	Subject Bard Ovenden - Sandbox >																							
Body																								
	ø	Ω	•	Pa	ragraph	~	В	Ι	<u>U</u>	•	≡	<u>←</u> Ξ	≣	•		Font	Farr	nil	•					
Dear	2021	L clas	is,																					
The f Over	inal g all, th	grade ne as:	and signm	indiv nents	vidual fe were v	edba ery g	ck for ood a	the nd w	mid (ritter	term an to a	assign relati	iment ively	t is n high	ow av stand	vail darc	able 1 an	in / d I a	Asse appr	essm recia	ient ted	t > G the	irade time	s. and	
effor Some	effort put in. Some general suggestions where students can improve are as follows: be extremely careful when taking information																							
from	sour	ces a	nd wi	here	possibl	e, try	to ge	t info	orma	tion (a	and su	ioqqi	ting	infor	mat	tion) fro	m r	nore	tha	an oi	ne so	ource.	
																		Ą	/ 4	ፇ	< />	ĒQ	53	11.



Attachments	Record Video	Priority Normal V
Drop files here,	Record Audio	Alternatively record an
🍙 Upload	Record 🗸	attachement
Choose Existing		Attach a document or file by clicking <i>Upload</i>

Step 5 - You can attach a document file or an audio / video recording to the email.

Step 6 - When you have finished composing, click Send.



Viewing sent emails in Brightspace

Step 1 - Click the Envelope icon at the top of the screen.



Step 2 - Click Email.





Step 3 - Click Sent Mail.

My Learning Assessment - Discussions My Class - Library - <u>Module Tools</u> -	
Compose New Message Click Sent Mail	Settings
Send	Sent Mail
То	
Add CC or BCC	
Subject Bard Ovenden - Sandbox >	

Step 4 - A list of sent emails will display.

Sent Mail							
Compose Search For Q		٩	Show Search Options	A list of sent emails will display			
Delete							
	()	U	То	Subject	Date 🕶	Size	
				Bard Ovenden - Sandbox >	30 March 2021 14:34	0.5 KB	
			bard.ovenden@ucd.ie	Bard Ovenden - Sandbox >	21 January 2019 14:11	0.1 KB	
				MIS41160-Optimisation in Business 2018/2019 >	07 November 2018 09:32	0.1 KB	
				MIS41110-Programming for Analytics 2018/2019 >	07 November 2018 09:32	0.1 KB	
				MIS41060-Data Management 2018/2019 >	07 November 2018 09:30	0.1 KB	
20 per page 🗸 🗸							

Step 5 - Click on a particular email to view the recipients list and the email message.

Sent 30 March 2021 14:34	Click on a particular email to				
From "Bard Ovenden" <bovenden@brightspace.ucd.ie></bovenden@brightspace.ucd.ie>	see the recipients				
Cc bard.ovenden@ucd.ie					
Bcc "Bard Test Student1" <stu_bovenden1@ucd.ie>;"Bard Test Student2" <stu_bovenden2@ucd.ie>;"Bard Test Student3" <stu_bovenden3@ucd.ie>;"Bard Test Student4" <stu_bovenden4@ucd.ie>;"Bard Test Student5" <stu_bovenden5@ucd.ie>;"Bard Test Student6" <stu_bovenden6@ucd.ie>;"Bard Test Student7" <stu_bovenden7@ucd.ie>;"Bard Test Student8" <stu_bovenden8@ucd.ie>;"Bard Test Student9" <stu_bovenden9@ucd.ie>;"Bard Test Student10" <stu_bovenden10@ucd.ie></stu_bovenden10@ucd.ie></stu_bovenden9@ucd.ie></stu_bovenden8@ucd.ie></stu_bovenden7@ucd.ie></stu_bovenden6@ucd.ie></stu_bovenden5@ucd.ie></stu_bovenden4@ucd.ie></stu_bovenden3@ucd.ie></stu_bovenden2@ucd.ie></stu_bovenden1@ucd.ie>					
subject Bard Ovenden - Sandbox > Message	And the email message				
Dear 2021 class, The final grade and individual feedback for the mid term assignment is now available in Assessment > Grades. Overall, the assignments were very good and written to a relatively high standard and I appreciated the time and effort put in. Some general suggestions where students can improve are as follows: be extremely careful when taking information from sources an information) from more than one source.	d where possible, try to get information (and supporting				