# Communicating with Students in Brightspace

There are two main ways in which to communicate with students; *Announcements* and *Email*. Announcements appear to students in the module homepage. They are never emailed to students. If you need to email students in the module, use the *Email* tool.

Creating Announcements

Step 1 - To access the *Announcement* tool from the module homepage, click the option arrow on the announcement tool and select *New Announcement*.
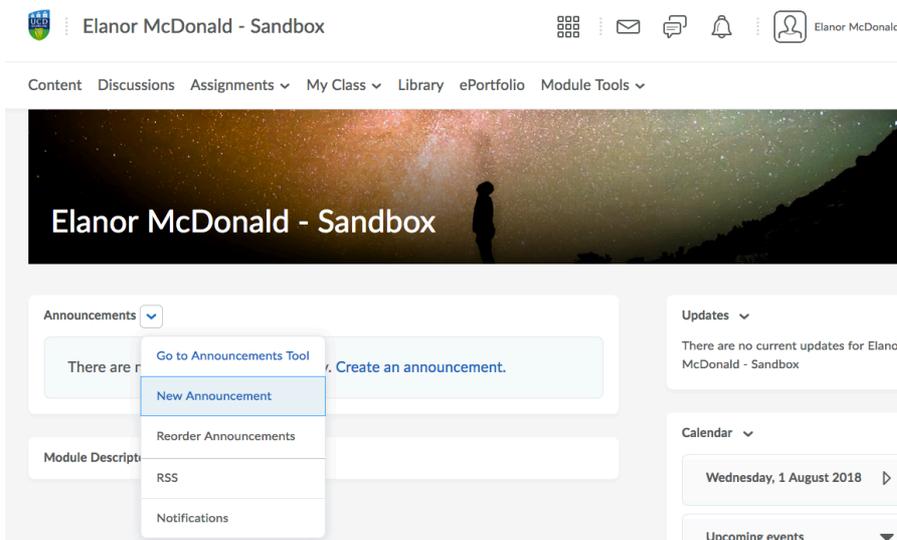
Step 2 - Give the announcement a title and enter any text associated with the message. It is possible to link directly to any area of your module using the *Quicklinks* tool in the text editor.
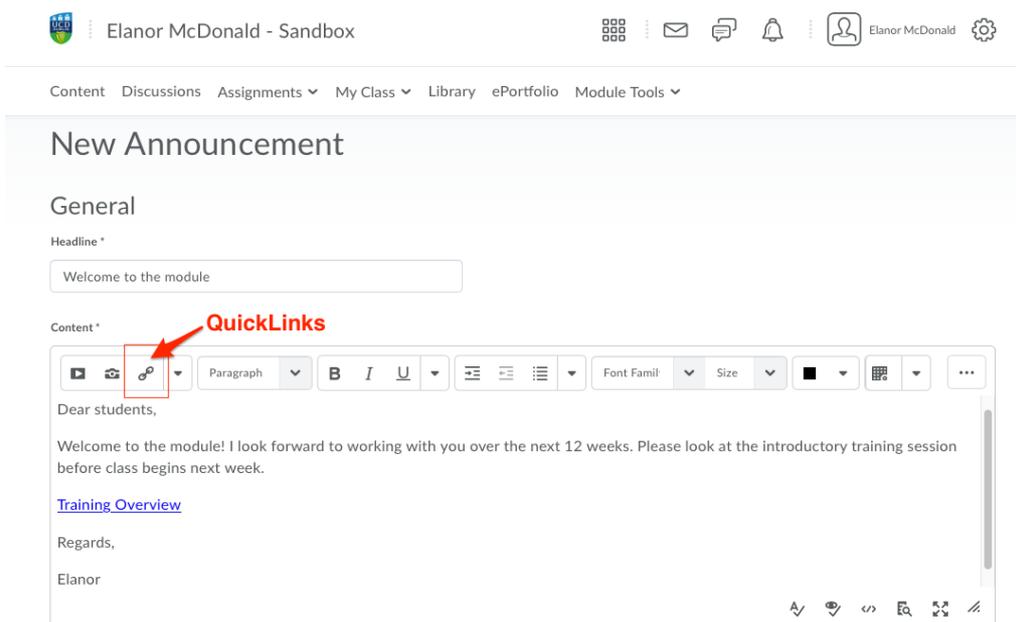
Step 3 - You can set the availability of the announcement, attach a file and record audio and video directly to the announcement also. You can also set the announcement to release if a student has completed an activity in the module. You can do this by using *Release Conditions*.

Availability

Show Start Date

☑ Always show start date ← **Availability Dates**

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

| 31/07/2018 | 4:05 PM | Now |

Ireland - Dublin

End Date

☐ Remove announcement based on end date

| 01/08/2018 | 12:00 AM | Now |

Ireland - Dublin

Attachments ← **File, audio and video attachments**

| Add a File | Record Audio | Record Video |

Additional Release Conditions ← **Release conditions based on student activity in the module**

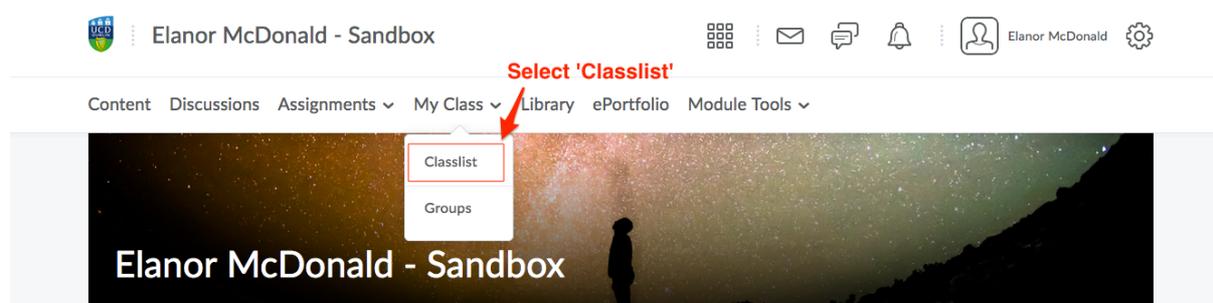| Attach Existing | Create and Attach | 🗑 Remove All Conditions |

There are no conditions attached to this item.
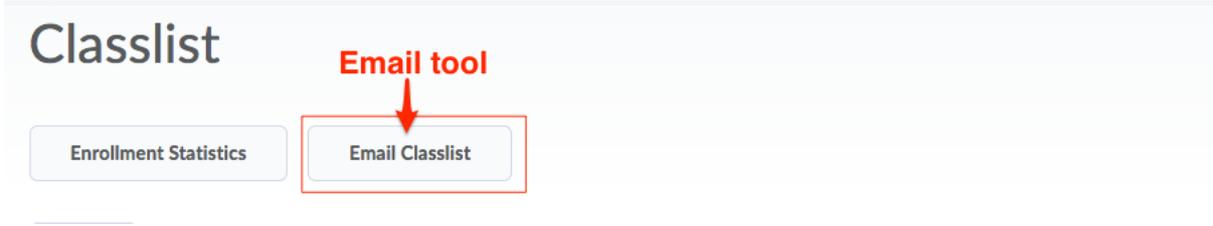
| Publish | Save as Draft | Cancel |

Announcements appear to the students in the top right hand side of their module as well as on the home page of their module. Students ***will not*** receive an email copy of their announcement.

Emailing Students

Step 1 - If you need to email students go to *MyClass* link on the top nav bar in the module and select *Classlist*.
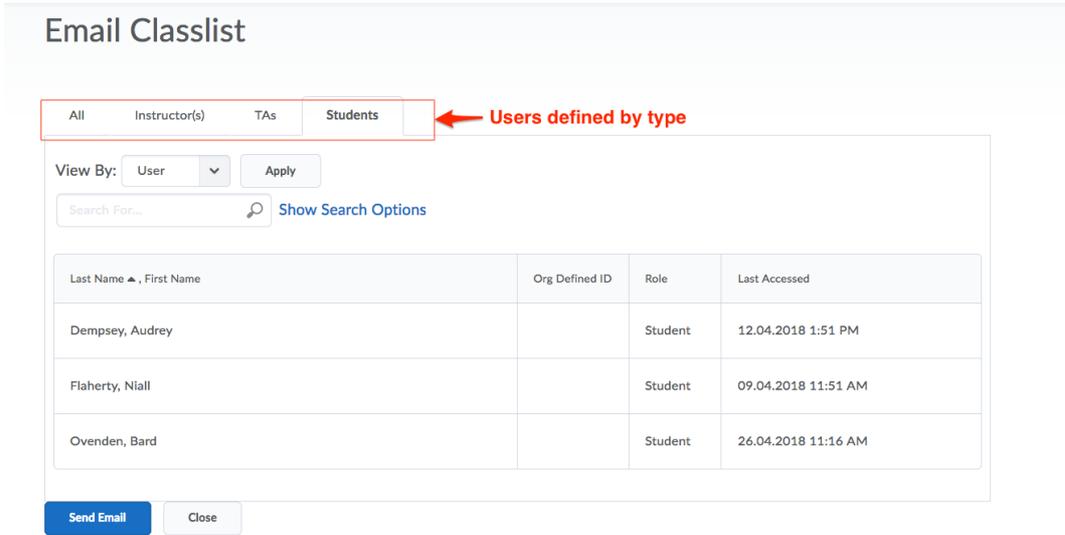
UCD | Elanor McDonald - Sandbox

Content   Discussions   Assignments ⌄   My Class ⌄   Library   ePortfolio   Module Tools ⌄

Select 'Classlist'

| Classlist |
| Groups |

Elanor McDonald - Sandbox

Step 2 - Select *Email Classlist*

Step 3 - Select the enrolled users that you want to email either from the entire list or by using the tabs to delineate them and select *Send Email.*

Step 4 - You can choose to add your email address to receive a copy of the outgoing email and you are free to change the title of the email also.
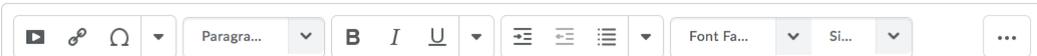
Step 5 - You can also add attachments, record video and audio directly to the message.
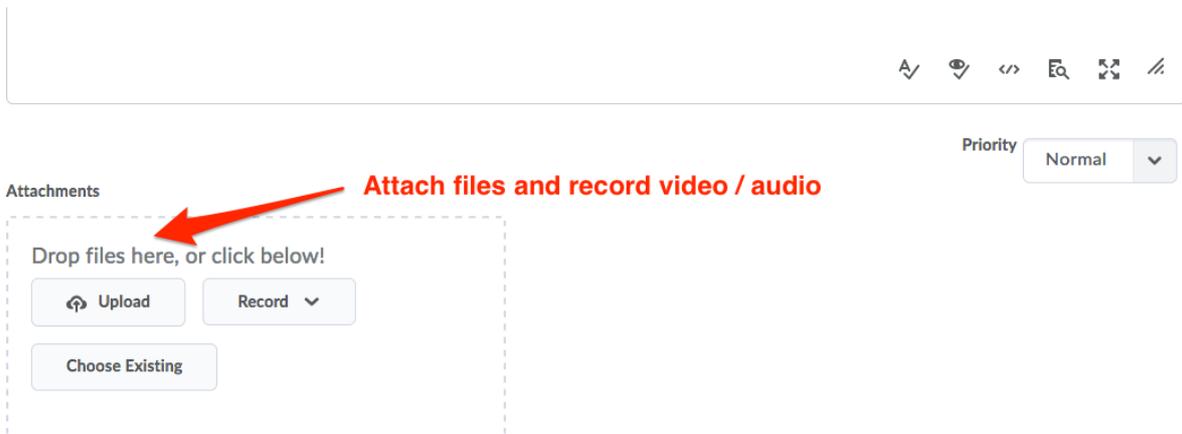
Priority   Normal

Attachments

Attach files and record video / audio

Drop files here, or click below!

Upload   Record ⌄

Choose Existing