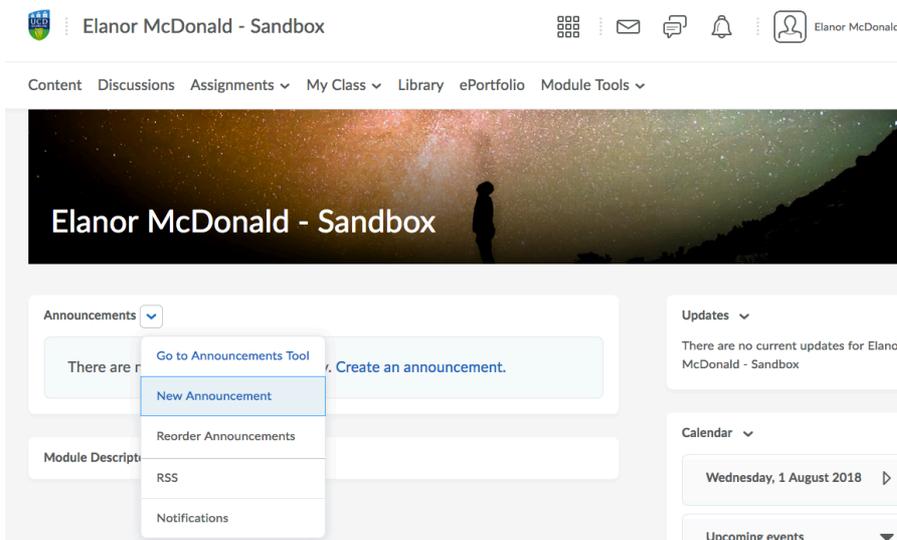


Communicating with Students in Brightspace

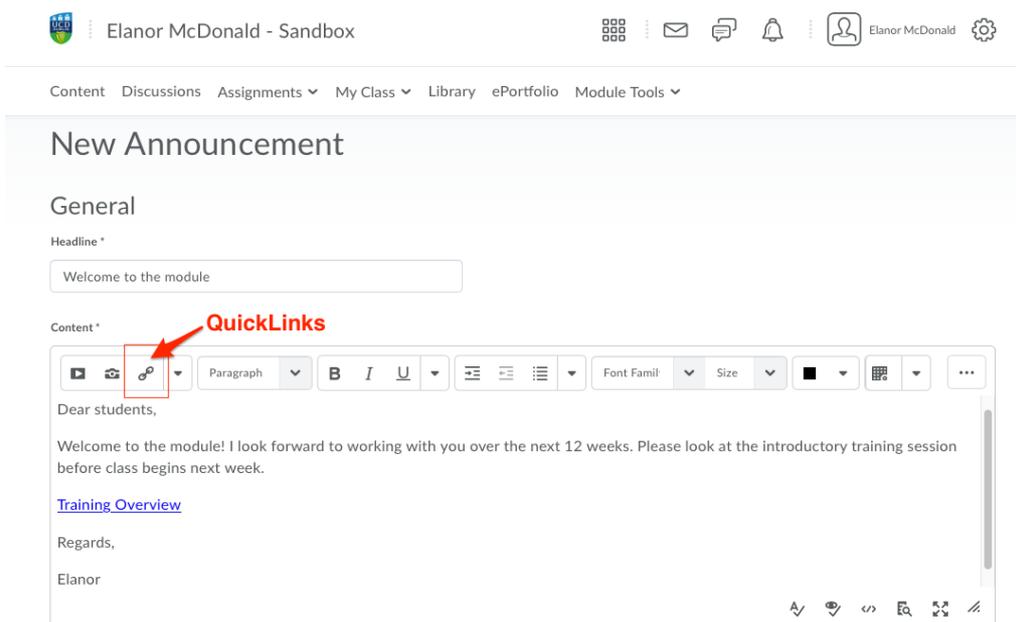
There are two main ways in which to communicate with students; *Announcements* and *Email*. Announcements appear to students in the module homepage. They are never emailed to students. If you need to email students in the module, use the *Email* tool.

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

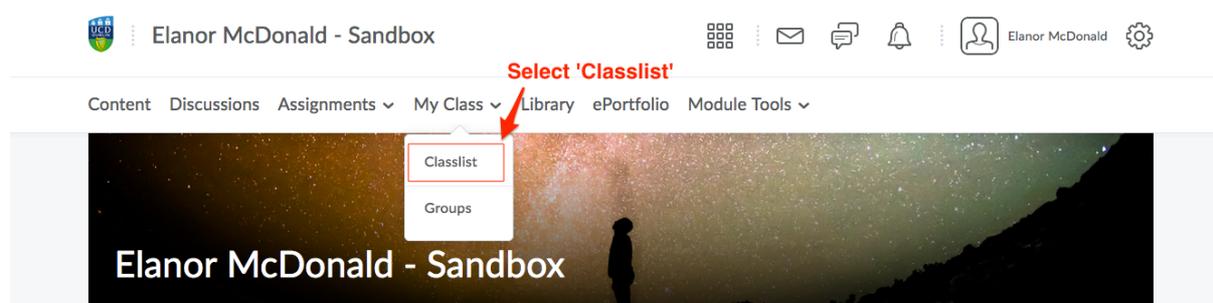
There are no conditions attached to this item.

Publish Save as Draft Cancel

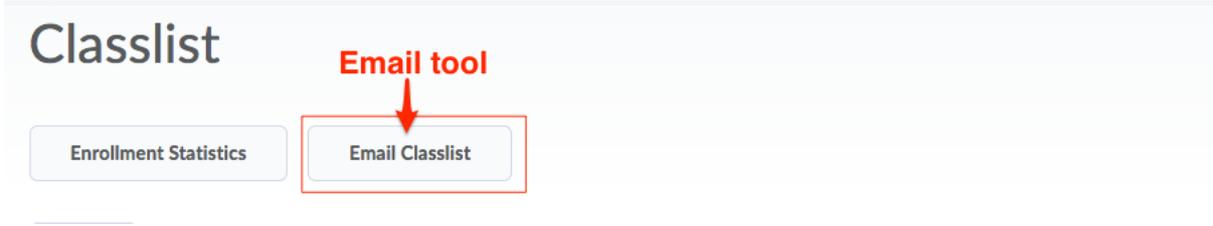
Announcements appear to the students in the top right hand side of their module as well as on the home page of their module. Students **will not** receive an email copy of their announcement.

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*.



Step 2 - Select *Email Classlist*

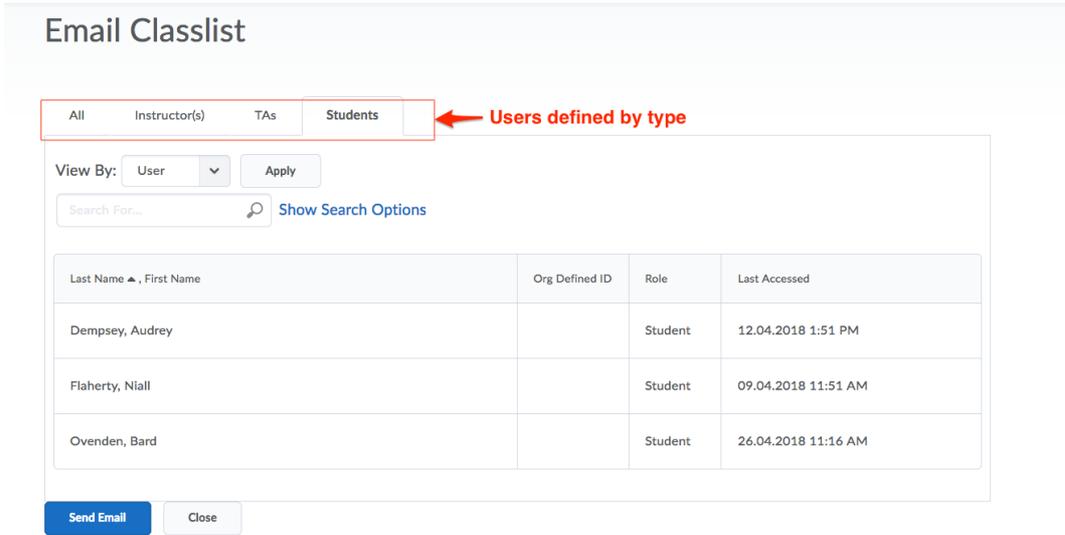


Classlist

Enrollment Statistics **Email Classlist**

Email tool

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*.



Email Classlist

All Instructor(s) TAs **Students** ← **Users defined by type**

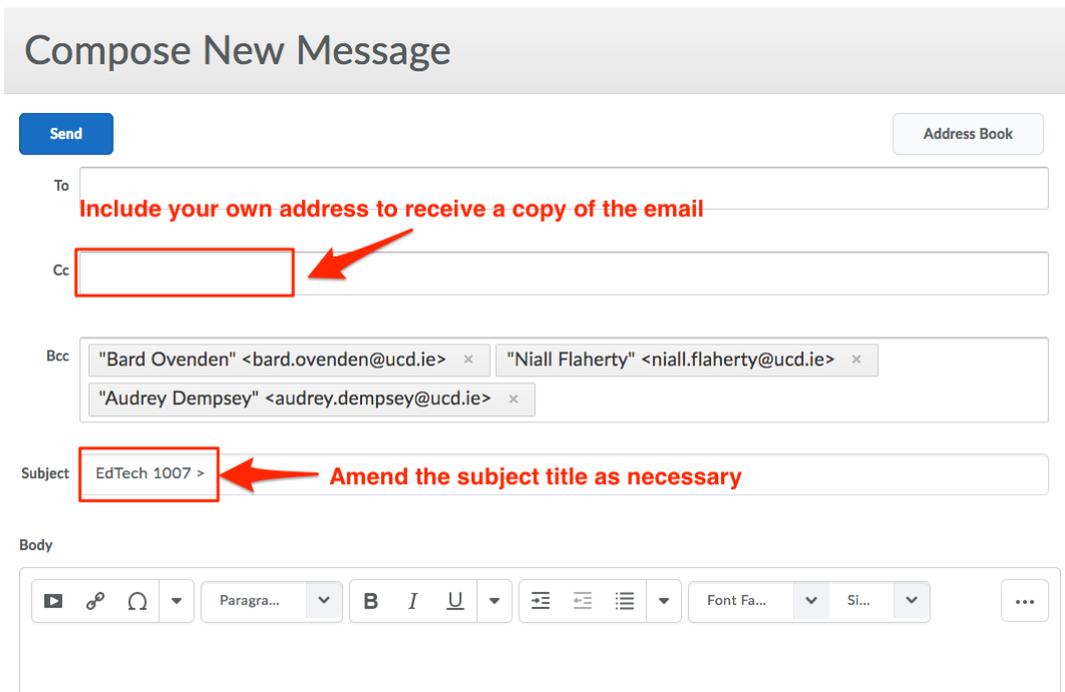
View By: User ▾ Apply

Search For... [Show Search Options](#)

Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
Dempsey, Audrey		Student	12.04.2018 1:51 PM
Flaherty, Niall		Student	09.04.2018 11:51 AM
Ovenden, Bard		Student	26.04.2018 11:16 AM

Send Email Close

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.



Compose New Message

Send Address Book

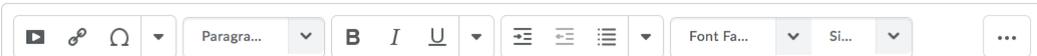
To: **Include your own address to receive a copy of the email**

Cc: **Include your own address to receive a copy of the email**

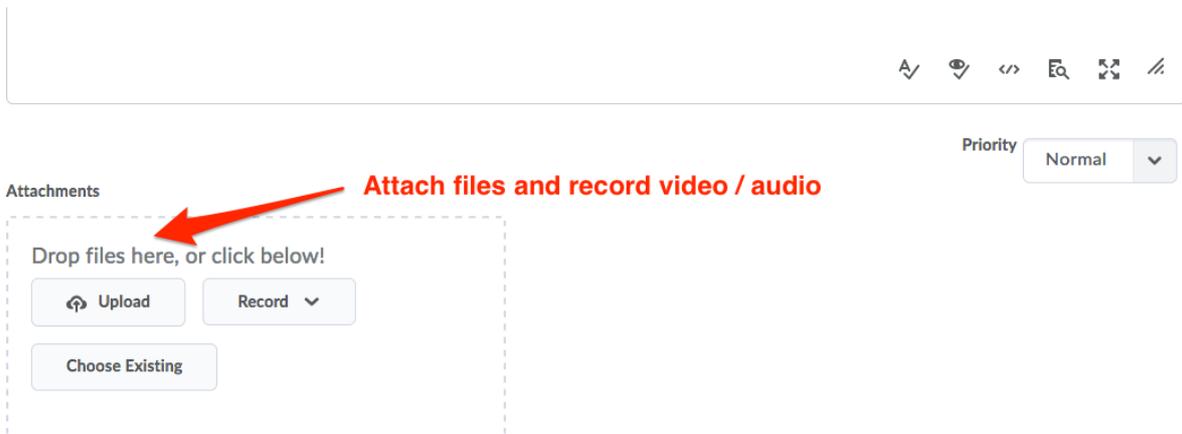
Bcc: "Bard Ovenden" <bard.ovenden@ucd.ie> × "Niall Flaherty" <niall.flaherty@ucd.ie> × "Audrey Dempsey" <audrey.dempsey@ucd.ie> ×

Subject: **Amend the subject title as necessary**

Body



Step 5 - You can also add attachments, record video and audio directly to the message.



The screenshot shows a message composition interface. At the top right, there is a toolbar with icons for text formatting (bold, italic, underline), link, code, search, and a slash icon. Below the toolbar is a "Priority" dropdown menu set to "Normal". The main area is labeled "Attachments" and contains a dashed box with the text "Drop files here, or click below!". Inside this box are three buttons: "Upload" (with an upload icon), "Record" (with a dropdown arrow), and "Choose Existing". A red arrow points from the text "Attach files and record video / audio" to the "Record" button.