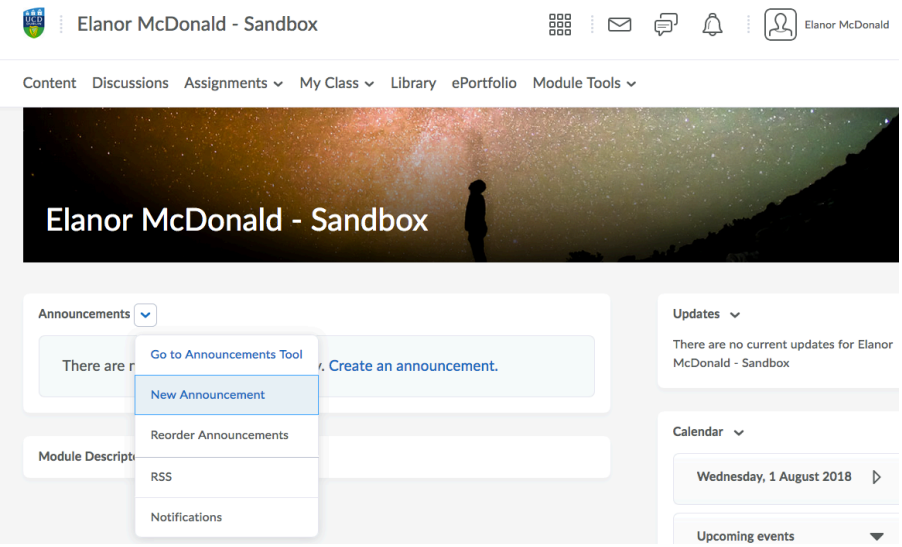
Business eLearning
UCD College of Business

Communicating with Students in Brightspace

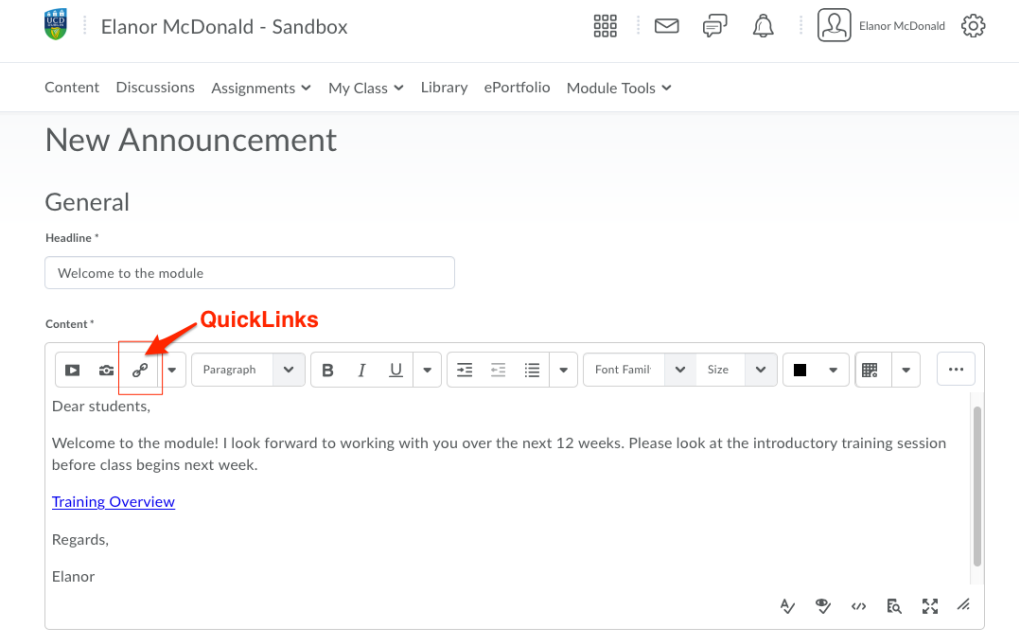
There are two main ways in which to communicate with students; *Announcements* and *Email*. Announcements appear to students in the module homepage. They are never emailed to students. If you need to email students in the module, use the *Email* tool.

Creating Announcements

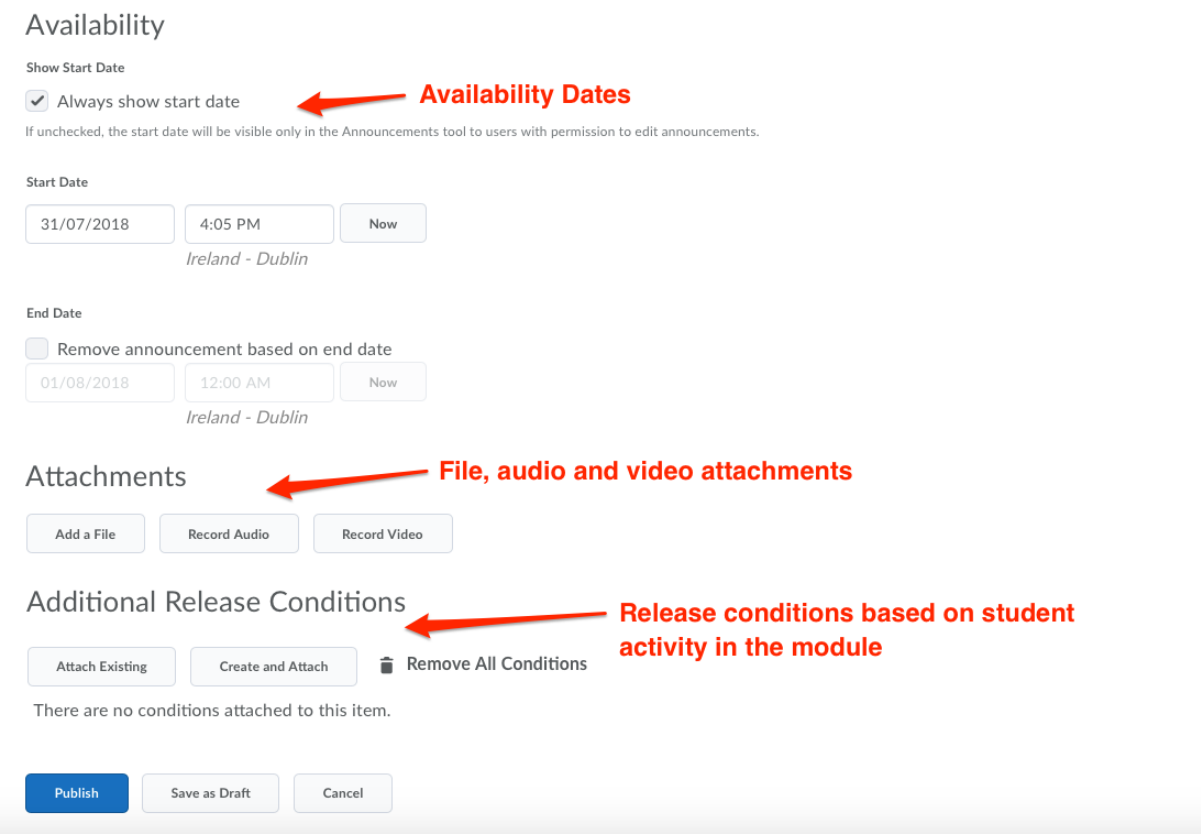
Step 1 - To access the *Announcement* tool from the module homepage, click the option arrow on the announcement tool and select *New Announcement*.



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.



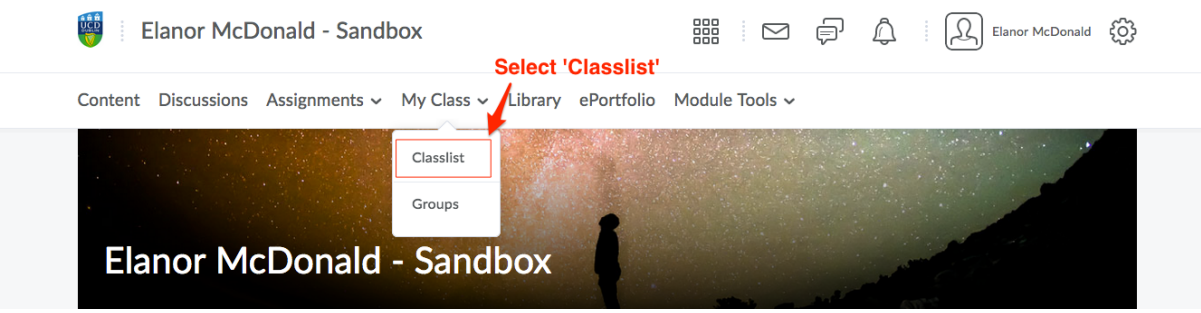
Step 3 - You can set the availability of the announcement, attach a file and record audio and video directly to the announcement also. You can also set the announcement to release if a student has completed an activity in the module. You can do this by using *Release Conditions*.



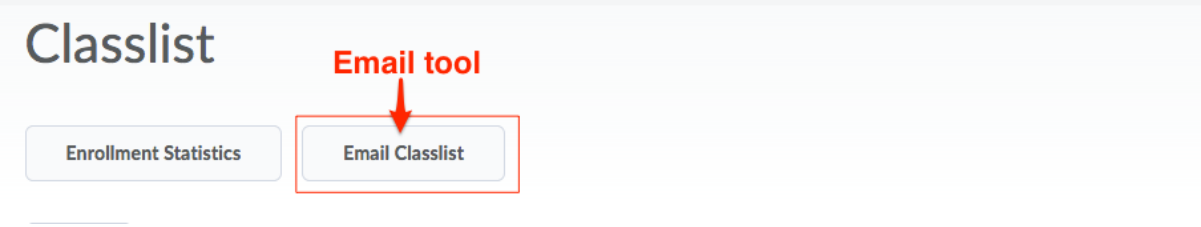
Announcements appear to the students in the top right hand side of their module as well as on the home page of their module. Students ***will not*** receive an email copy of their announcement.

Emailing Students

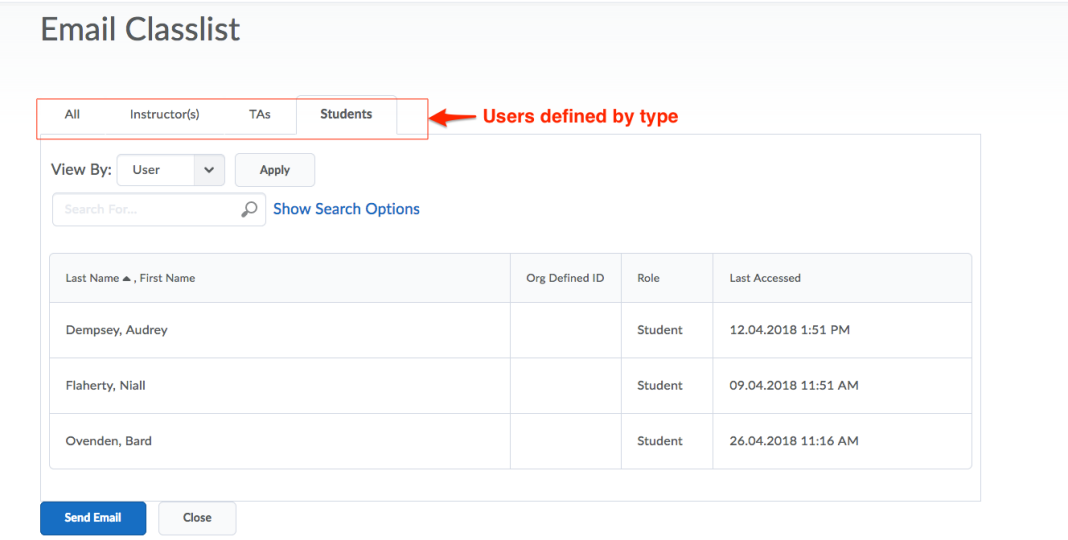
Step 1 - If you need to email students go to *MyClass* link on the top nav bar in the module and select *Classlist*.



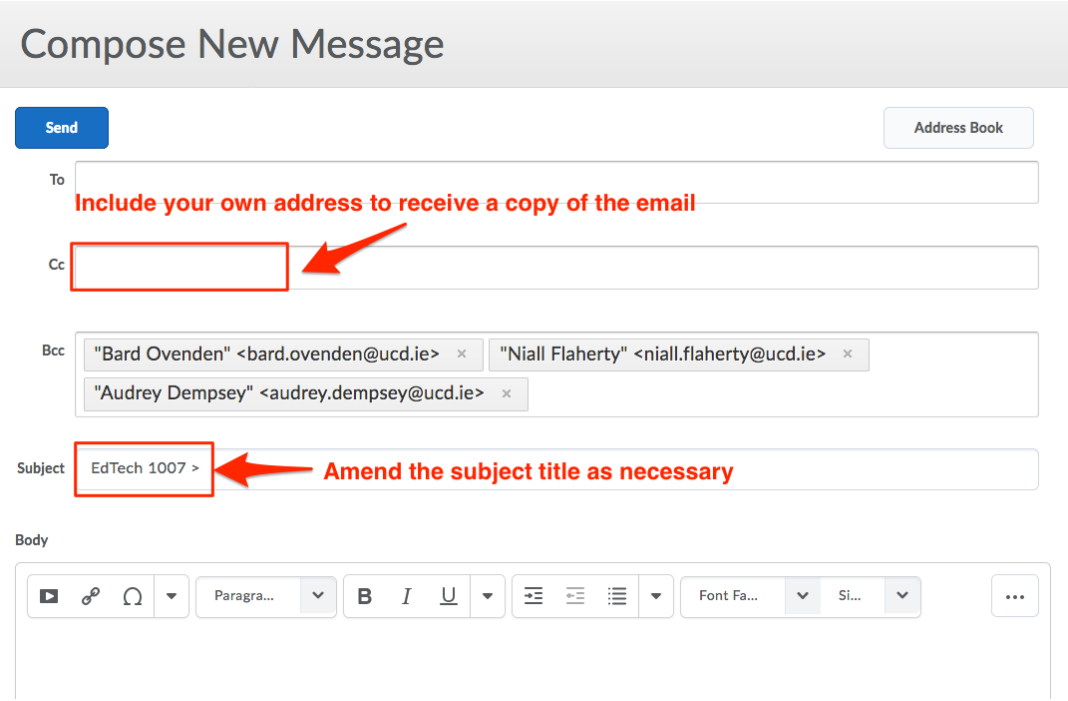
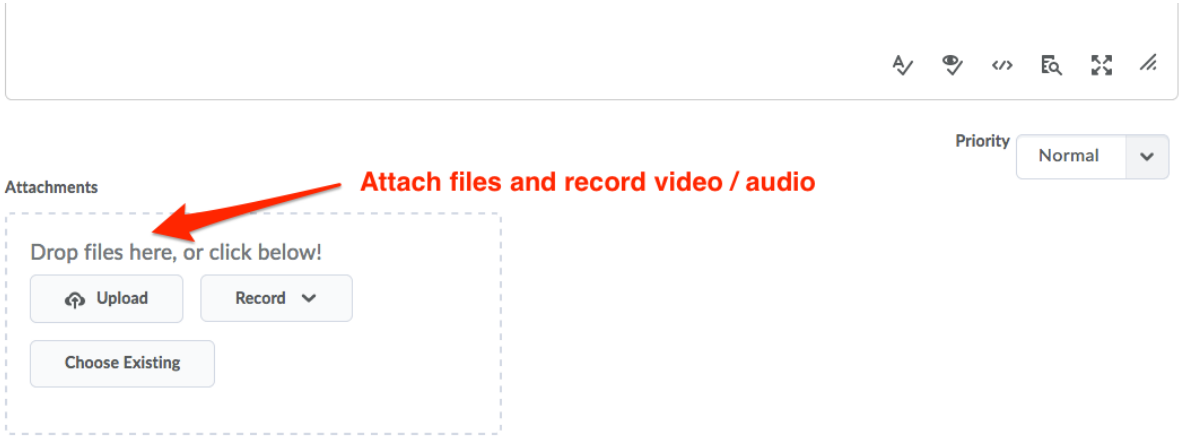
Step 2 - Select *Email Classlist*



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.