

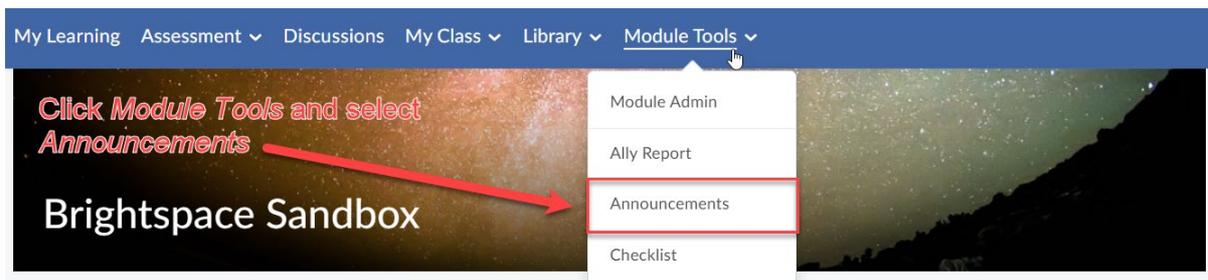
Communicating with students in Brightspace

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.

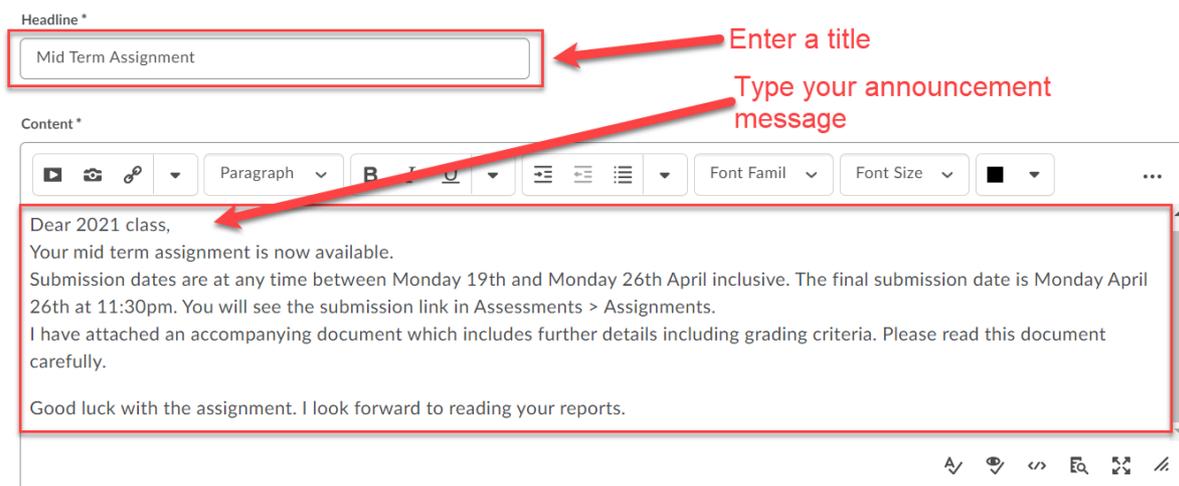
Step 1 - Click *Module Tools* and select *Announcements*.



Step 2 - 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 Announcements tool to users with permission to edit announcements.

Start Date

End Date

Remove announcement based on end date

Set the announcement *Start* and *End* dates

**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

Attach a document or recorded file

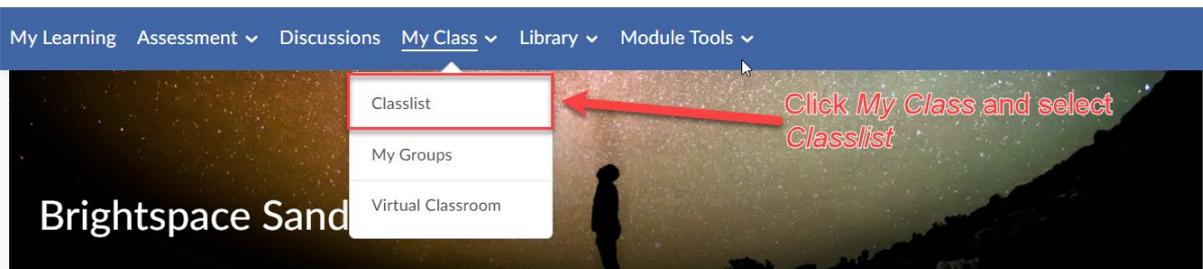
Step 6 - Click *Publish* when you are ready to issue the announcement.

Click *Publish* when you are ready to issue 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*.



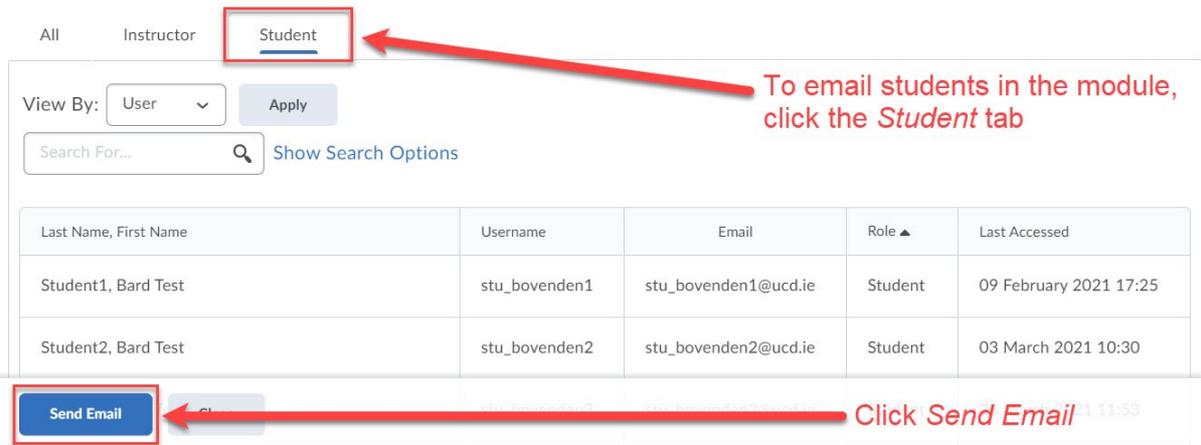
Click *My Class* and select *Classlist*

Step 2 - Click *Email Classlist*.



Click *Email Classlist*

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



All Instructor **Student**

View By: User Apply

Search For... Show Search Options

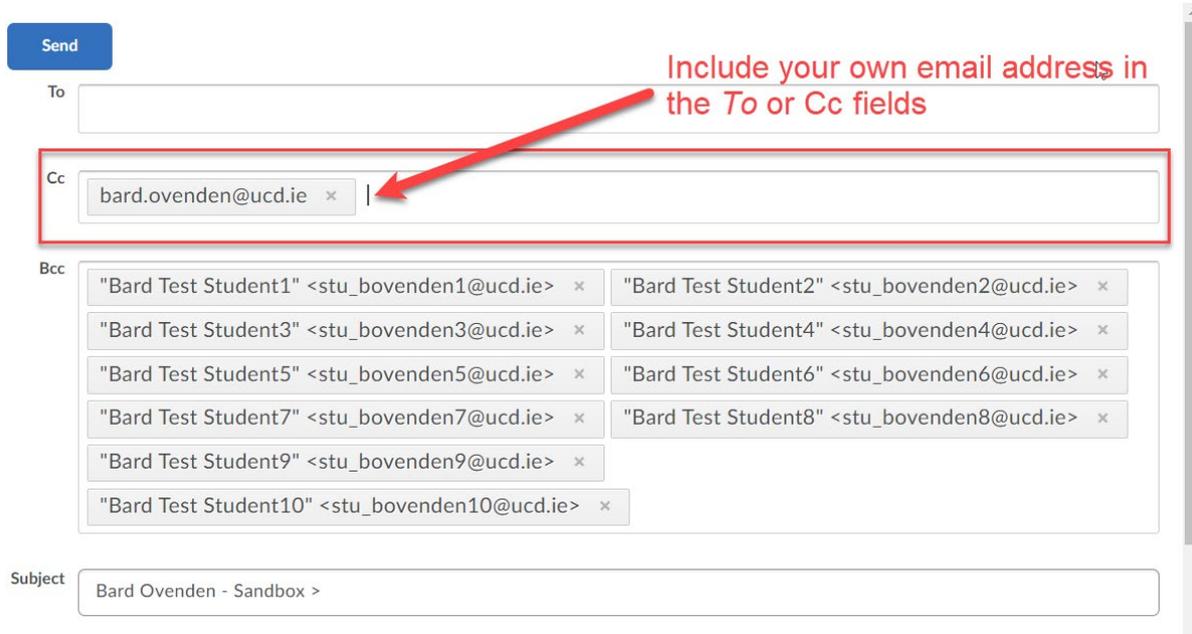
Last Name, First Name	Username	Email	Role ▲	Last Accessed
Student1, Bard Test	stu_bovenden1	stu_bovenden1@ucd.ie	Student	09 February 2021 17:25
Student2, Bard Test	stu_bovenden2	stu_bovenden2@ucd.ie	Student	03 March 2021 10:30

Send Email

To email students in the module, click the *Student tab*

Click *Send Email*

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



Send

To

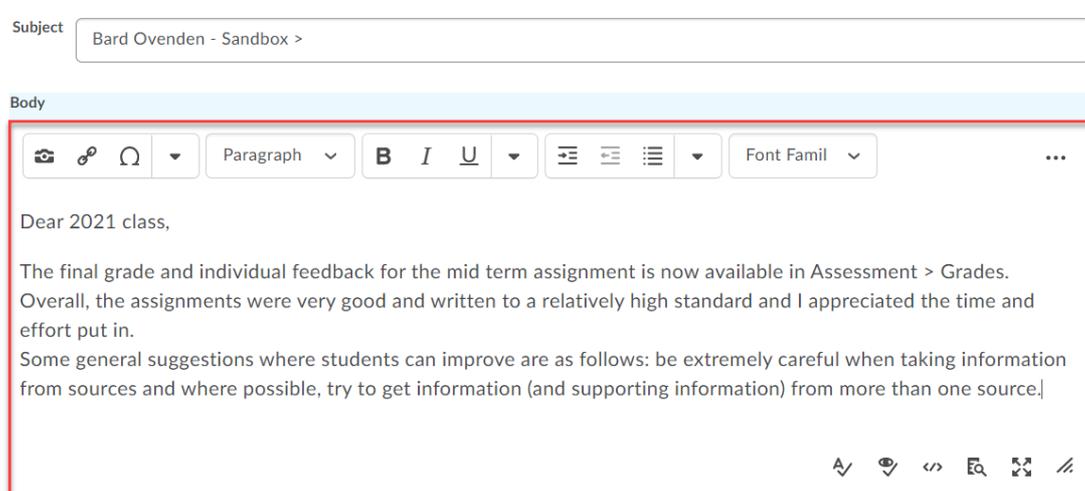
Cc: bard.ovenden@ucd.ie

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>

Subject: Bard Ovenden - Sandbox

Include your own email address in the *To* or *Cc* fields

Step 5 - Type your email in the body field.



Subject: Bard Ovenden - Sandbox

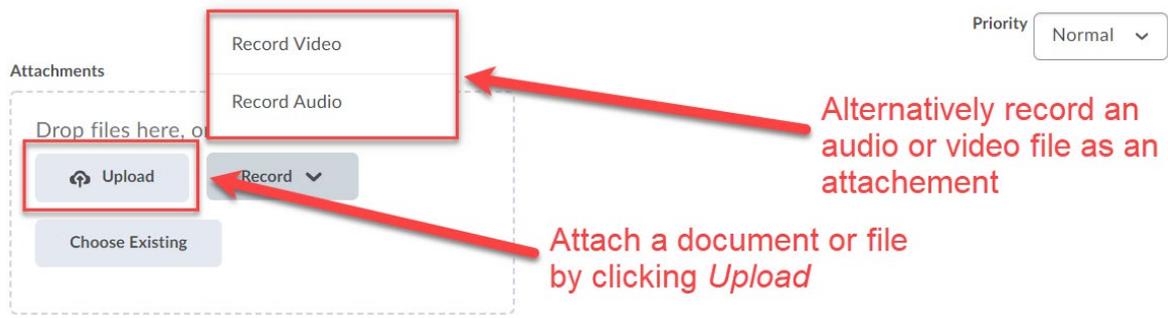
Body

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 and where possible, try to get information (and supporting information) from more than one source.

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*.

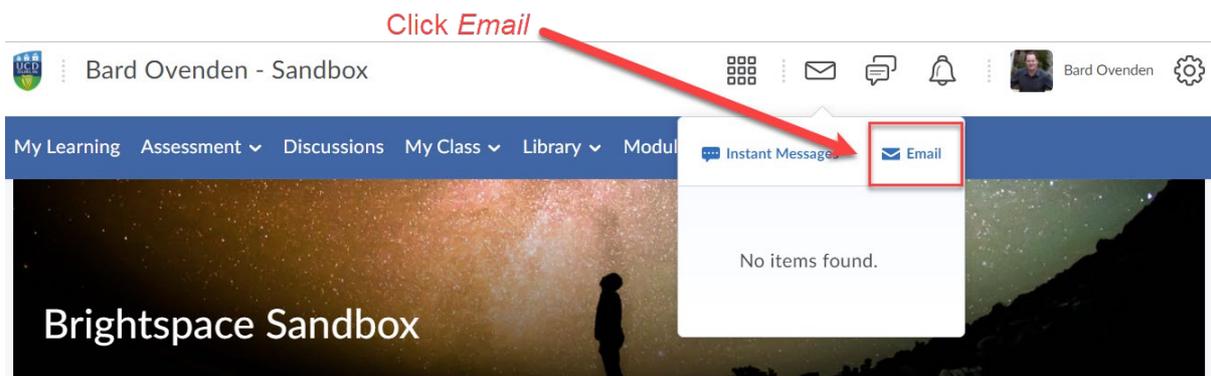


Viewing sent emails in Brightspace

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 ▾ Module Tools ▾

Compose New Message

Settings

Send

To

Add CC or BCC

Subject

Click *Sent Mail* 

Sent Mail

Step 4 - A list of sent emails will display.

Sent Mail

Settings

Compose

Search For... Show Search Options

Delete

<input type="checkbox"/>			To	Subject	Date ▾	Size
<input type="checkbox"/>				Bard Ovenden - Sandbox >	30 March 2021 14:34	0.5 KB
<input type="checkbox"/>			bard.ovenden@ucd.ie	Bard Ovenden - Sandbox >	21 January 2019 14:11	0.1 KB
<input type="checkbox"/>				MIS41160-Optimisation in Business 2018/2019 >	07 November 2018 09:32	0.1 KB
<input type="checkbox"/>				MIS41110-Programming for Analytics 2018/2019 >	07 November 2018 09:32	0.1 KB
<input type="checkbox"/>				MIS41060-Data Management 2018/2019 >	07 November 2018 09:30	0.1 KB

20 per page ▾

A list of sent emails will display 

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

Sent

30 March 2021 14:34

From

"Bard Ovenden" <bovenden@brightspace.ucd.ie>

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>

Subject

Bard Ovenden - Sandbox >

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 and where possible, try to get information (and supporting information) from more than one source.

Click on a particular email to see the recipients 

And the email message 