Brightspace Communication (1 Hour)

The Brightspace Learning Environment provides a number of communication options and the three basic ones are email, pager and discussions. In this workshop you will work with each of these tools to learn ways to communicate with your students both inside and outside your course space.

Learning Outcomes:
At the end of this workshop participants will be able to:

- Set-up and manage a discussion topic and thread
- Work with the discussion settings
- Use the pager to send messages and see who is online
- Use the email tool to add recipients to the address book and send a message

1. Discussions

- Creating Forums and Topics:
- Hierarchy is forum (heading only), topic, thread, post
- Subscribe to forum or topic
- Settings – make form or topics visible; subscribe to threads
- Create private Discussions
- Add, reply and edit message
- Evaluate discussion message
- Edit Topic
- Grade discussion
- Restrict discussion
- Restore deleted discussion
- View statistics

2. Pager
- Send message
- View whose online
- Three views:
  - Inbox
  - Friends
  - Classlist

3. Email
- Compose messages
- Address book
- View sent mail

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Notes: