Learning, Teaching & Assessment @

- This document outlines what is covered in the workshop: Brightspace 5 - Using the Communication tools
- It lists the syllabus, together with a link which covers that particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 5 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

Brightspace 5: Using the Communication tools

Aim of this resource

This resource provides information on each of the communication tools available to you from within Brightspace. After working your way through this resource you will understand how to add each tool to your module and the advantages of one tool over the other for communicating with your students online.

Prerequisites for this resource:
- It is recommended that before working through this resource that you are familiar with Brightspace and have already worked through, or attended the workshops for, Brightspace 1 and 2.

Syllabus	Online Resource
Setting announcements in your module	The Announcements tool enables you to create news items that help communicate module updates, changes, and new information to your students, quickly and effectively. The announcements widget sits on your module homepage so your students see it every time they visit your module, so it's a great place for displaying important information. Click on the following links for information on how to: Create an announcement Delete an announcement Edit an announcement Reorder announcements Restore a deleted announcement
Setting up discussion forums and discussion topics, and grading discussions	Discussions are a series of messages that have been posted as replies to each other. This is an asynchronous communication tool, meaning that users can read the postings at any time. Discussion posts can also be graded. Click on the following links for information on how to: Create a discussion forum Create a discussion topic Create a discussion thread Reply to a discussion Subscribe to a discussion Edit a discussion forum or post Delete a discussion forum, topic, thread or post Grading discussion posts Using rubrics to help grade/evaluate discussion postings (see point 2.7.2 on pg 15) Link a discussion assessment to a grade item in your gradebook
Sending automatic personalised messages and timely feedback to your students using the Intelligent Agents tool	The Intelligent Agents tool monitors your module to find activity that matches criteria that you set. The criteria that the agents search for are login activity, course activity, and release conditions in Brightspace Learning Environment. Uses might be to automatically welcome a student to your module by email, or email the student when they haven't logged into your module for a specified period of time, to congratulate a student for undertaking all that week's tasks or for achieving a particular score. There

	are many uses for the intelligent agents tool that helps you maintain a presence easily in your online module, as well as communicate at pertinent times with your students. Setting up the Intelligent Agents tool Some sample use cases and Intelligent Agents templates
Using the email tool	The Email tool allows you to send email from within the Brightspace Learning Environment. This is handy if your module is an optional module for which there isn't a Microsoft email class list in existence, or where several cohorts are taking your module as a shared, or common module, together. Emails can be sent from the module tools>classlist to individuals or to the class group, but the email tool can also be used from within other tools such places as the assignment tool where you can easily email, in one go, all students who didn't submit the assignment etc. For instructions on how to use the email too, click here.
Using Brightspace notifications as a form of communication	Notifications from Brightspace can help students stay on top of their work. Students see the notifications icon when they log into Brightspace and they can have copies of notifications sent from Brightspace to their email. They must set these notification settings themselves. You too can set up notifications for yourself as well so that you are alerted when posts are made to a discussion forum you have subscribed to for example. To set notifications, each individual needs to click on their profile pic or name in Brightspace after they log in, and then choose 'notifications'. Tick which actions in Brightspace will trigger an email notification for you. Encourage your students to do the same, suggesting especially that they tick the option to get email notifications of any announcements that you create in your module. Also, *notifications* thrive on due dates too so remember to set due dates on any assessments that you set for your students. This will populate their 'Work to do' widget helping them to keep on top of their upcoming tasks.
Promoting the Brightspace app *Pulse* with your students	Encourage your students to download the Brightspace app *Pulse.* This will ensure that they receive up-to-date information. Brightspace Pulse sends push notifications for all new and updated notifications. This removes the need for students to manually check for notifications. These notifications keep students informed about module-related news, updates, due dates, and grades from Announcements, Grades, and Content in Brightspace. Information for students can be found here.
A communication statement	It is recommended in the VLE baseline checklist that you include a communication statement in your module in the VLE. This short statement should include a section which details how you will communicate with your students, their expectations with regards to your availability, 'virtual office hours' and response times, contact info for relevant support staff, class 'netiquette, i.e. acceptable standards of communication and expectations of participation in the virtual classroom, discussion forums etc. A sample communication statement can be found here. Feel free to download this statement, edit and re-use in your own modules.

bite-sized
brightspace