# Communication and 

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\section*{| Collaboration: |
| :--- |
| Keep Students Engage |
| Clas |
| $\begin{array}{c}\text { Janice Florent } \\ \text { jflorent@xula.edu } \\ \text { Ext. } 7418\end{array}$ |}

## Join the Conversation

## \#edtech @xulacat

## Prerequisites

- Attend one of the Intro to Brightspace training sessions

OR

- Familiar with the navigating in the Brightspace Learning Environment

- Announcements
- HTML Editor
- Video Notes
- Replace Strings
- Instant Message
- Email
- Discussions
- Calendar


## Announcements

- Course announcements
- Course newspaper
- Student's first contact with your course



# Make the Announcements <br> <br> Tool Work for You 

 <br> <br> Tool Work for You}

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## Announcements Tool

- Built-in HTML Editor
- Text formatting
- Embedded multimedia
- Video Notes
- Replace Strings for personalization
- Date and Time Restrictions
- Schedule start/stop dates and times
- Release conditions



## HTML Editor

Content*

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## CAT FooD

(for thought)

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## Finding Images to Use in Your Courses

Janice Florent • September 25, 2017 • Leave a comment

Often instructors are looking for images to use in their courses because images can liven up the course and help students understand the course material.


```
Search ...
```

```
Search ...
```

```
Search ...
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## BLACKBOARD

BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
- Collaborate
- Record, Upload, and Share Video on YouTube


## BLACKBOARD FAQ

- Respondus Monitor FAQ
- Respondus LockDown Browser FAQ
- VoiceThread FAQ

BRIGHTSPACE

## Video Notes



## Video Notes

- Closed Captions not available
- Make video notes accessible by including a transcript



## Voice Typing



CAT FooD
(for thought)

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## Voice Typing in Google Docs

Janice Florent • February 20, 2017 - Leave a comment • Edit



Are you slow at typing? Try dictating using Google's voice typing.

Voice typing is a feature that is available in Google Docs. Voice typing is available in more than 40 languages. Although the results of the voice dictation is not $100 \%$

## Search ..

Search

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BRIGHTSPACE FAQ
BRIGHTSPACE DOCUME
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## Personalize Your Announcements

- Replace Strings
- \{FirstName\}
- \{LastName\}
- \{UserName\}
- \{OrgUnitName\} - Name of the course



## Replace Strings



## \{\}

Tip: Verify that you do not have any spelling mistakes or spaces in your replace string.

# Replace Strings Example 

## Hello \{FirstName\}!

Welcome to the study of oceans, which I hope you will approach with a sense of adventure. A good start leads to a good finish, and you have just taken your first step on the path toward success in this course. This course,
"\{OrgUnitName\}" will be led by Dr. Ima Professor and will focus on learning about our oceans.

At the beginning of any journey, it's important that you start off on the right foot, have a sense of where you are going, and make sure all of your equipment is ready for the trip. In the overview, you will find the course syllabus which has learning outcomes for the course along with all the exciting things we will accomplish in this course. The table of contents will help plot your way through the lessons. Review the hardware and software requirements to ensure a smooth journey, and l've given you some browser plug-ins just in case you need them.

# Replace Strings Example 

## General

Headline *
Welcome

Content*


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# Brightspace Training Courses 

## Student's <br> Perspective

Instructor's<br>Perspective



Brightspace Instructor Training

"Sandbox-username"

## Hands on Activity



## Instant Messages

- Online messaging tool for sending messages
- Quicker and less formal than an email



## Classlist

- See who's enrolled in your course
- See who's online
- Send instant message
- Send email


## Class List

## Alerts


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## Hands on Activity



## Email

- Send email from within Brightspace
- Signature
- Address Book

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## \{Replace Strings\}

- Currently do not work when sending email inside your course.
- Would you like to have this feature?
- Voice your opinion via Product Ideas Exchange (PIE) community.brightspace.com


## Classlist Redux

- See who's enrolled in your course
- See who's online
- Send instant message
- Send email


## Class List

## Email

- Sent Mail folder
- Email Signature
- Address Book




## Hands on Activity



## Discussions Tool

- Collaboration area for users to post, read, and reply to messages



## Discussion Structure



Student B: "Cool, lets play soon."

# Make the Discussions Tool 

 Work for You- Collaboration
- Course Inquiries (FAQs)
- Discuss a upcoming assignment
- Discuss a previous assignment
- Debate
- Evaluation and assessment



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## Hands on Activity



## Calendar

- Tool for displaying upcoming events
- Due dates automatically populate in the calendar
- Helps students stay on track




## Hands on Activity



## Training \& Help for Students

- Please point your students to help resources
- Student Resources

In the NavBar on main landing page

- CAT FooD
cat.xula.edu/food
- D2L's Documentation documentation.brightspace.com
- 24/7 End-user Support

Email
Live Chat

## Instructional Continuity

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http：／／xulacat．wikispaces．com／Instructional＋Continuity

## Next Steps

- Sign up for Brightspace training
- Setup your profile, notifications, and account settings
- Experiment and explore Brightspace features and functions
- Migrate course or build course from scratch



## Master Course Shells

- Faculty can:
- Build a new course
- Build out your course before the actual courses are made available for the upcoming semester
- Look for announcement on how to request

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## Import/Export/Copy Components

- You DO NOT have to build your courses from scratch each semester.



## Help Resources

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- CAT FooD cat.xula.edu/food
- D2L's Documentation documentation.brightspace.com
- D2L's Community community.brightspace.com

- 24/7 End-user Support

Email
Live Chat
@xulacat

Product Ideas Exchange (PIE)

- Submit new ideas for product changes
- Vote on existing ideas
- Goto community.brightspace.com and click on Products Ideas Exchange link



## Additional Resources

- One-to-one help through CAT+

Appointment: jflorent.youcanbook.me
Email: jflorent@xula.edu
Phone: ext. 7418

- CAT+ training sessions cat.xula.edu/events


Brightspace Faculty Share Showcase Coming soon to the Orange Room

## Follow CAT+FD

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## Photo Credit

- No Internet by Marcelo Graciolli
- Help by Neal Sanche


## Questions

