

How to Notify Students by Brightspace Email of Your Choice to Use Brightspace + EMAIL SCRIPT

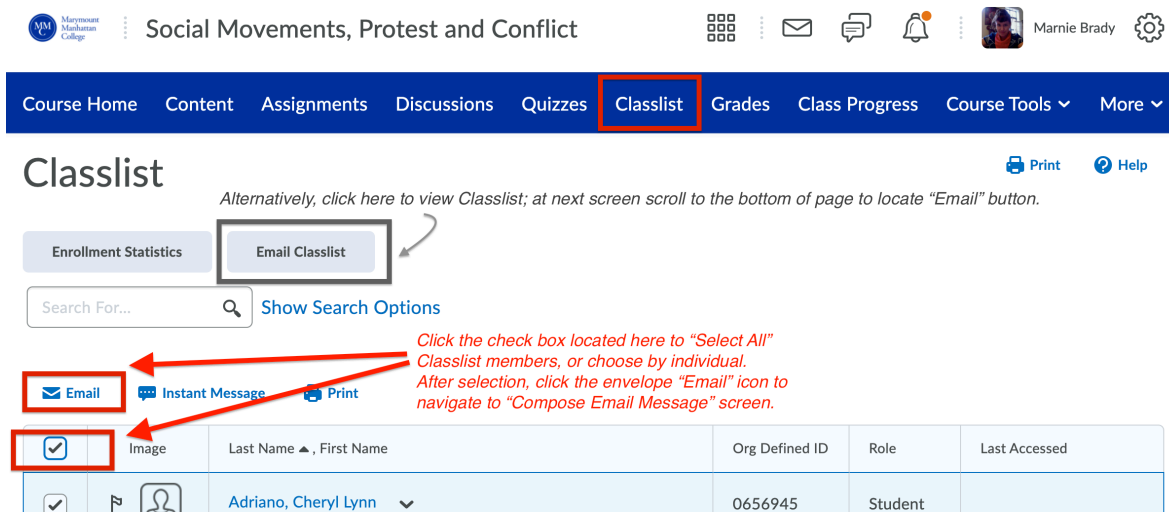
Quick-Start Guide: MMC Brightspace

1. Activate your course site first —

Before you notify students that you have chosen to teach with Brightspace, you must [activate your Brightspace course](#) (see instructions). Once activated, you are ready to email students directly from the course site.

2. Email from “Classlist” in Brightspace —

Logon to Brightspace. Select the course you have chosen to teach with Brightspace. On the blue navigation bar (navbar) on top, first click on “**CLASSLIST**”. In the grey row above the list of students’ names, click the **CHECK BOX** to select all students (see image below). Then click the **EMAIL ICON** image above the check box. This will bring you to “Compose Email”. Compose your message in the message box and send. *Note, under “Compose Email” scroll down to **UPLOAD** and attach a file such as your syllabus to the email.* See email script to students, below.



The screenshot shows the Brightspace interface for a course titled "Social Movements, Protest and Conflict". The "Classlist" tab is highlighted in the top navigation bar. Below the navigation bar, there are buttons for "Enrollment Statistics" and "Email Classlist". A search bar is present with a "Show Search Options" link. Below the search bar, there are three buttons: "Email", "Instant Message", and "Print". A table of students is displayed below these buttons. The first student listed is "Adriano, Cheryl Lynn". The "Email" button and the check box in the first column of the student table are highlighted with red boxes. Red arrows point from the "Email" button to the check box and from the check box to the "Email" button. A red text box contains the following instructions: "Click the check box located here to 'Select All' Classlist members, or choose by individual. After selection, click the envelope 'Email' icon to navigate to 'Compose Email Message' screen."

Alternatively, click here to view Classlist; at next screen scroll to the bottom of page to locate "Email" button.

Click the check box located here to "Select All" Classlist members, or choose by individual. After selection, click the envelope "Email" icon to navigate to "Compose Email Message" screen.

	Image	Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
<input checked="" type="checkbox"/>		Adriano, Cheryl Lynn	0656945	Student	

There are a number of alternative ways to email students directly from Brightspace, for example:

- From **CLASSLIST** > click **EMAIL CLASS LIST** (see image above). After viewing the Class List, **SCROLL DOWN** > click **EMAIL** and then compose and send your message.
- Or, email using the **ENVELOPE ICON** image above the blue menu bar. This option is available to you across Brightspace pages. Select **EMAIL** > click **ADDRESS BOOK** > **SCROLL DOWN** to select **FILTER** > select **COURSE** > **SCROLL DOWN** to select **TOP BOX** to select all enrollees > select To CC or BCC > select **ADD RECIPIENTS**.

3. Script for Email —

We suggest the following language to notify students of your choice to use Brightspace. Modify the script to include a personalized welcome message, specify the name of your course, and refer to any additional ways students will use Brightspace in the course (i.e., submit assignments, access content, contribute to discussions, or view grades). This email may also be an occasion to list the pertinent Zoom URL, if needed. Lastly, be sure to reference any attachments if included.

For this course, we're using **Brightspace**— MMC's new learning management system (LMS). You'll find a digital copy of the syllabus on our Brightspace course site.

Logon to MMC's Brightspace at <https://mmm.brightspace.com> using your MMC email id and password. Once you've arrived, click on our course from the MMC Brightspace Homepage. Inside the course, click "Content" from the blue course menu-bar at the top header. This is where you'll find the course syllabus.

A note about MMC's Brightspace and user support:

Last year, faculty and students took a test-drive of various LMS systems, and unanimously recommended the college switch to Brightspace. To learn

more about Brightspace features, including how to download the app to your phone, be sure to view [the student quick guide](https://www.mmm.edu/offices/library/getting-started-with-brightspace-students/) at <https://www.mmm.edu/offices/library/getting-started-with-brightspace-students/>.

I'm excited this class will get a jump-start on this new, super-charged, accessible, and user-friendly LMS, which will fully replace Blackboard in January, 2022.

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Contact Brightspace Support

Email: brightspace@mmm.edu