

Create a Space for Student Introductions

Overview

This document provides instructions for using the Discussion Forums Tool in Brightspace as a space for faculty and students to introduce themselves. Some instructors and students may find this analogous to how they used the Wiki in Blackboard.

Objectives

By following the guide, you will be able to:

Part 1: Set up a Discussion topic

Part 2: Provide a Video Demonstration for Students on How to Participate

Part 3: Provide Text Instructions for Students on How to Participate

Part 1: Set up a Discussion Topic

- Start by following the instructions for [How to Create a Discussion in Brightspace](#).

Part 2: Provide a Video Demonstration for Students on How to Participate

- For a video demonstration, share this link with your students:

[How to Participate in a Brightspace Discussion](#).

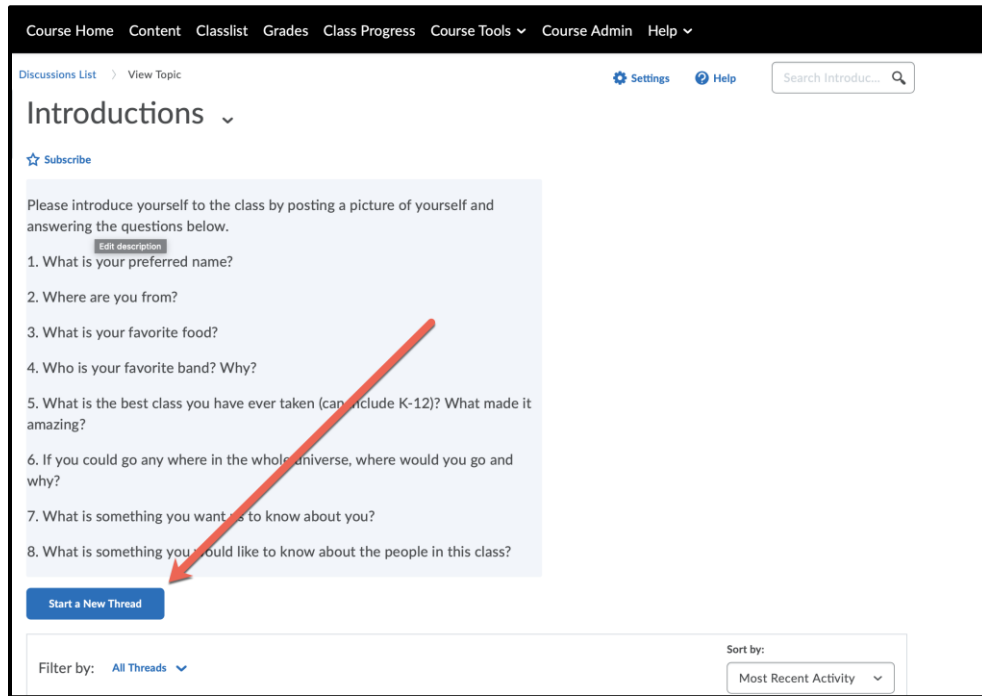
This video includes directions on how to include a picture, if applicable.

Part 3: Provide Text Instructions for Students on How to Participate

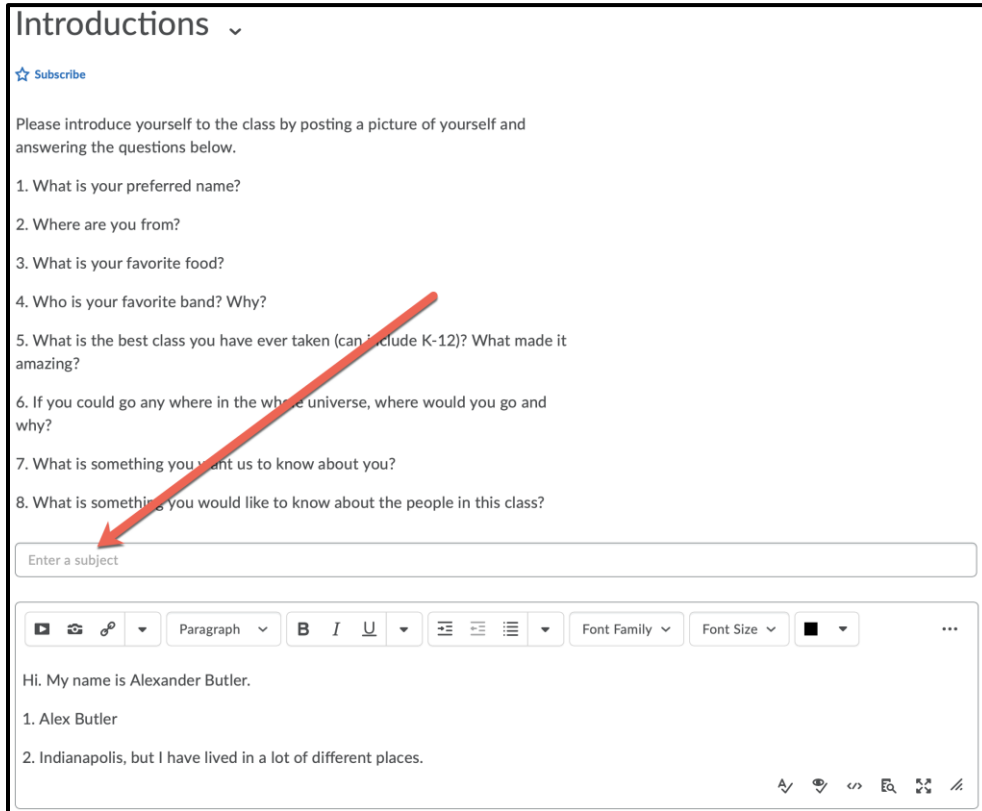
Note: The following instructions are for students to help them get started and introduce themselves in a discussion.

1. Click the link to the **Discussion** (located in Content).

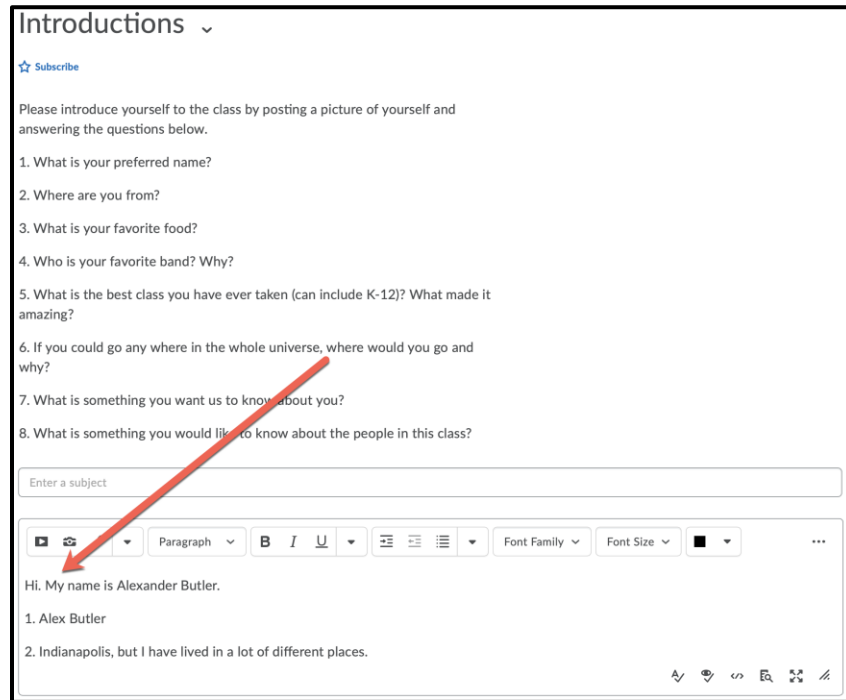
2. Click the **Start a New Thread** button.




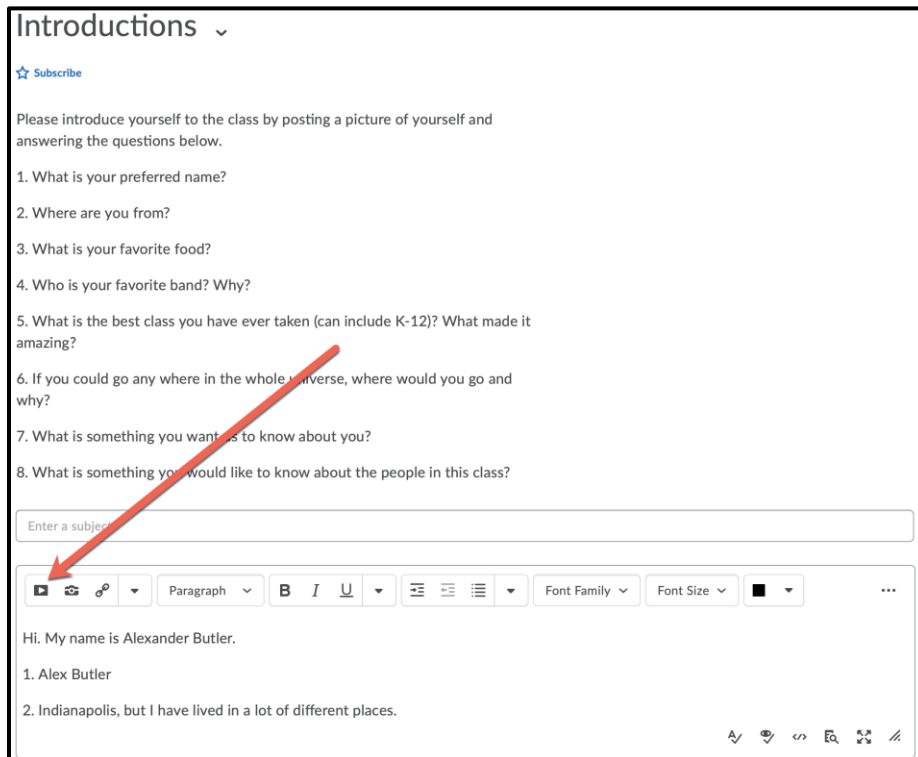
3. Click in the 'Enter a subject' field and type a heading. (Ex: Craig Hill Introduction)




- Click in the 'Content' field (below the editing icons) and introduce yourself to the rest of the class.

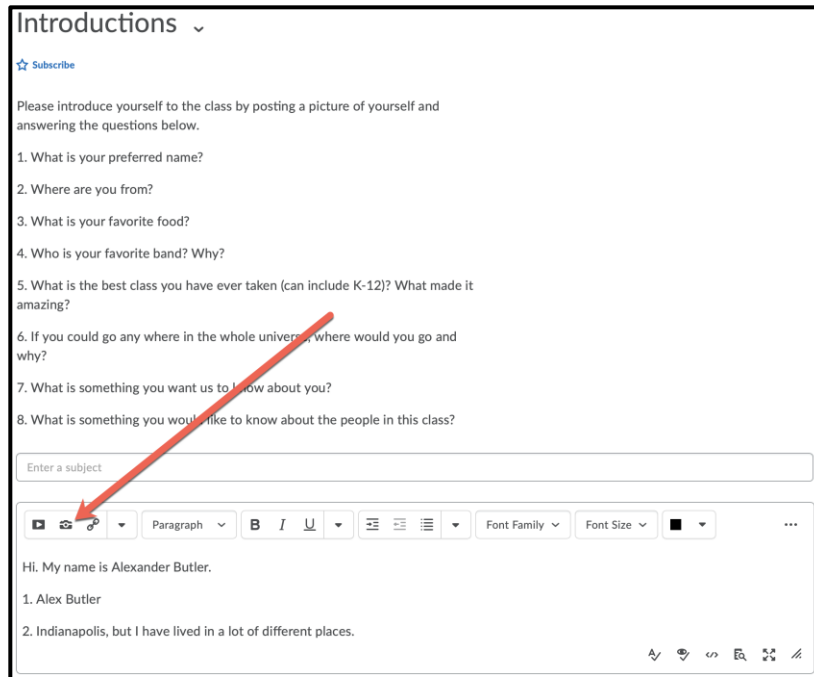


- To add a video, click the **Insert Stuff** () icon.
 - Use Insert Stuff for media such as Kaltura, links, or to record a Video Note



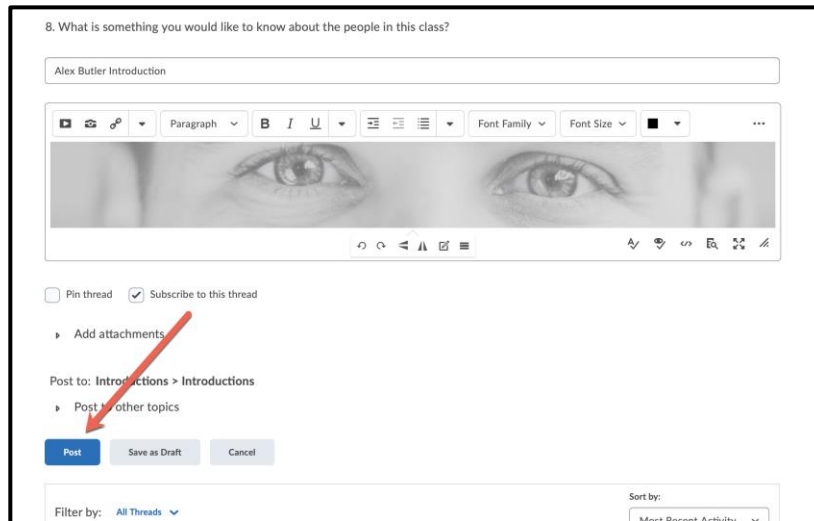
6. To insert an image, click the **Insert Image** () icon.

- Use Insert Image to insert standard image types such as JPG, TIF, PNG, and GIF.



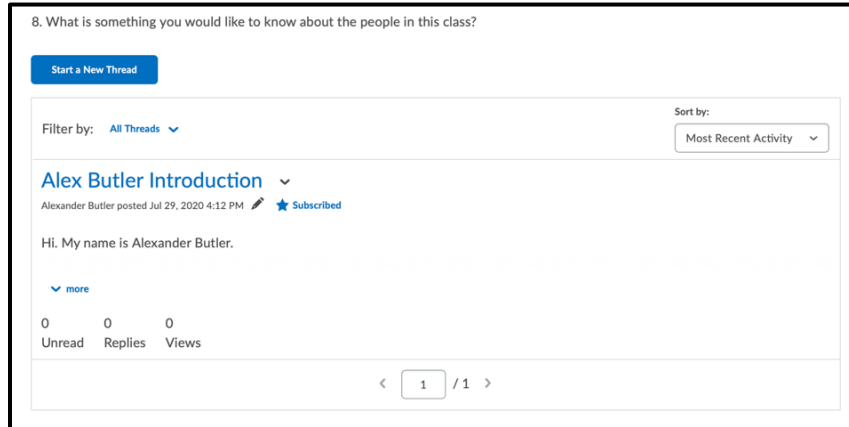
The screenshot shows a forum post editor for a thread titled "Introductions". The editor contains a list of eight questions for an introduction. Below the questions is a text input field with the placeholder "Enter a subject". Underneath is a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, and font size. A red arrow points to the image icon in the toolbar. Below the toolbar, the user has typed "Hi. My name is Alexander Butler." and listed two answers: "1. Alex Butler" and "2. Indianapolis, but I have lived in a lot of different places."

7. When finished, click the **Post** button

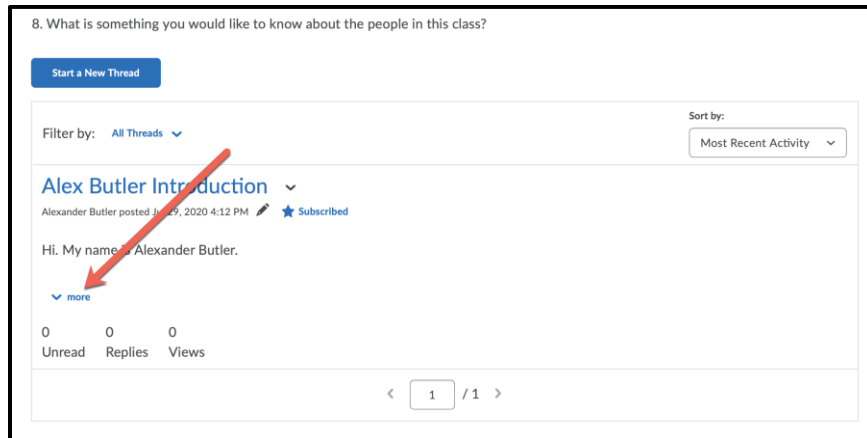


The screenshot shows the same forum post editor as above, but now with a large image of eyes inserted into the text area. Below the image is a "Pin thread" and "Subscribe to this thread" section. There is an "Add attachments" link. The "Post to:" section shows "Introductions > Introductions" and "Post to other topics". At the bottom, there are three buttons: "Post", "Save as Draft", and "Cancel". A red arrow points to the "Post" button. At the very bottom, there are "Filter by:" and "Sort by:" dropdown menus.

8. After clicking **Post**, your finished product will look like this in the discussion board.



9. You can click on the **more** option to see more of the post, including the picture.



10. After you click the **more** button, your screen will look like this.

