

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](#).

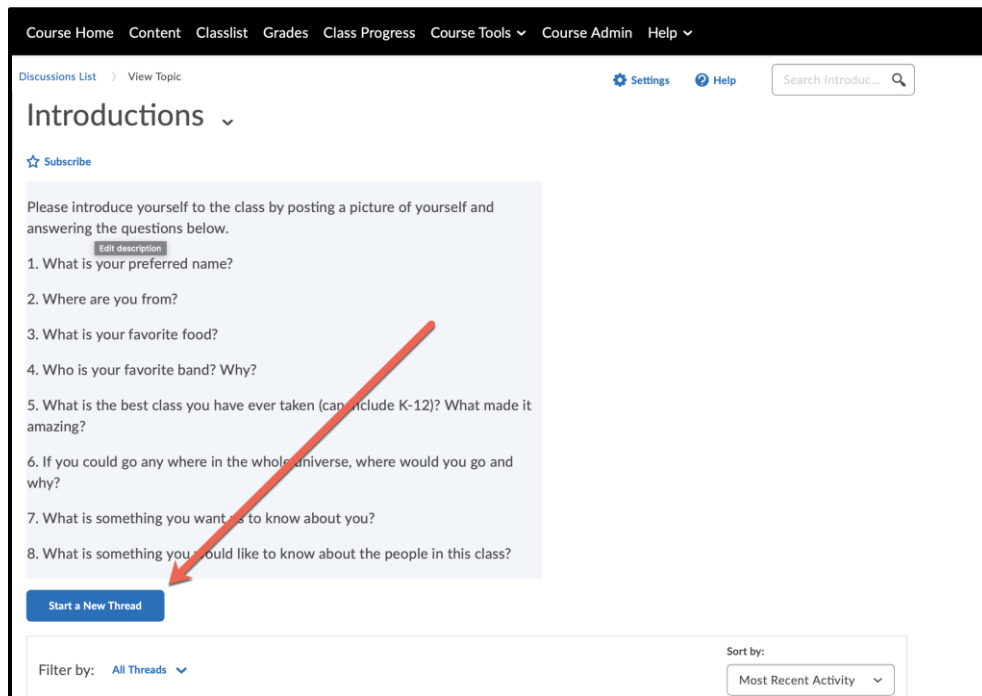
This video includes directions on how to include a picture, if applicable.

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

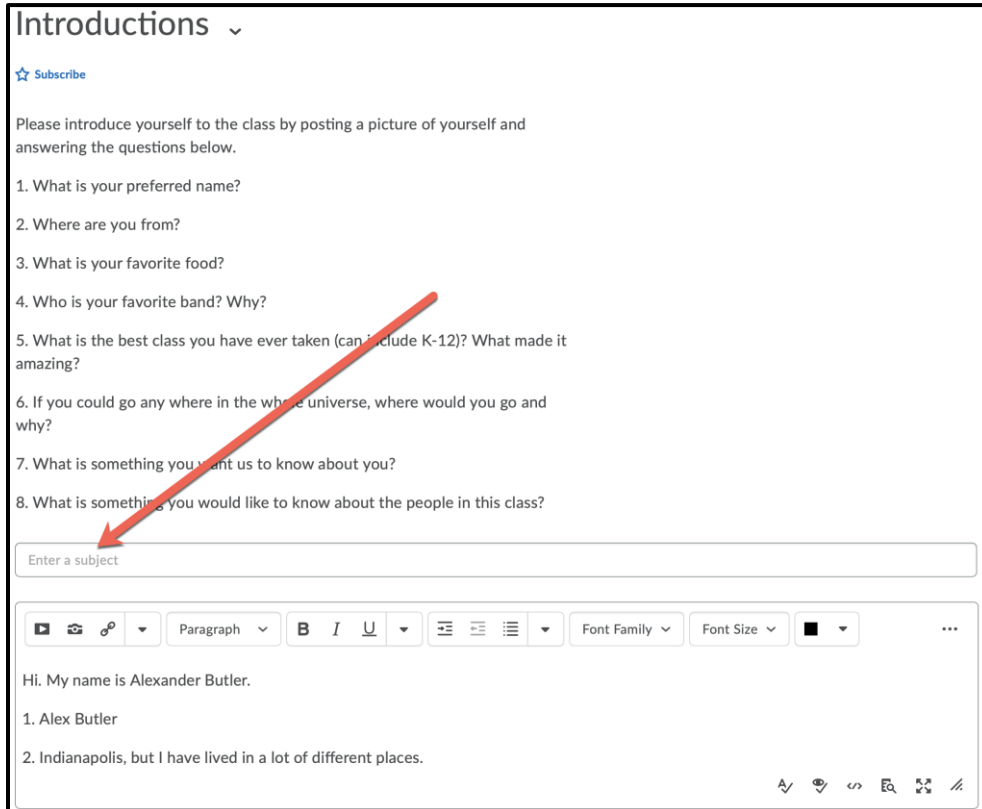
Note: The following instructions are for students to help them get started and introduce themselves in a discussion.

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

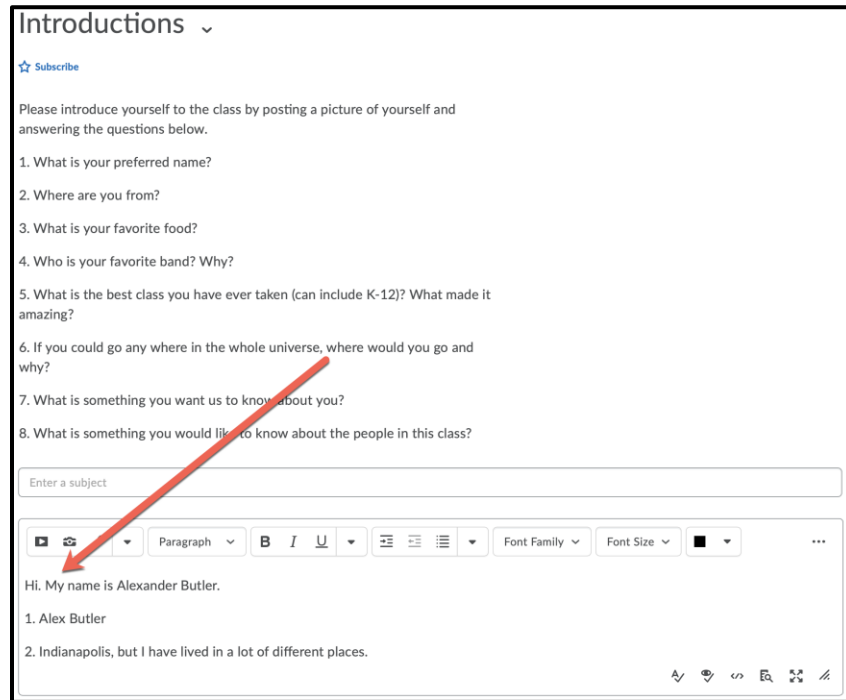
2. Click the **Start a New Thread** button.



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

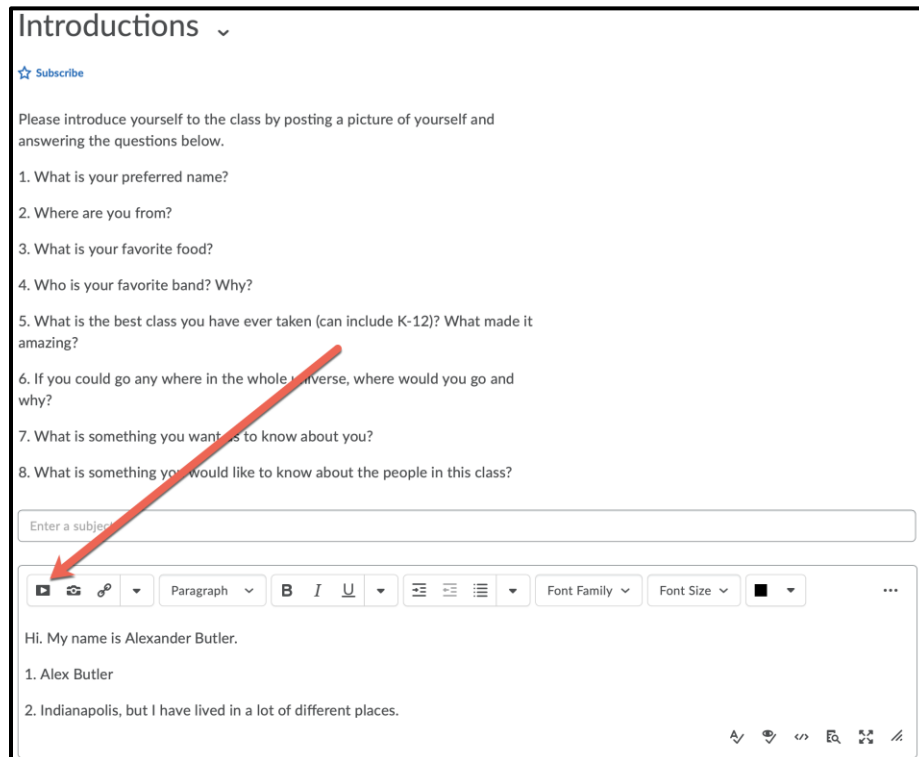


- Click in the 'Content' field (below the editing icons) and introduce yourself to the rest of the class.



The screenshot shows a web form titled "Introductions" with a "Subscribe" link. Below the title is a paragraph asking users to introduce themselves by posting a picture and answering eight questions. The questions are: 1. What is your preferred name? 2. Where are you from? 3. What is your favorite food? 4. Who is your favorite band? Why? 5. What is the best class you have ever taken (can include K-12)? What made it amazing? 6. If you could go anywhere in the whole universe, where would you go and why? 7. What is something you want us to know about you? 8. What is something you would like to know about the people in this class? Below the questions is a text input field labeled "Enter a subject". Underneath the input field is a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. A red arrow points from the video icon in the toolbar to the content area below it. The content area contains the text "Hi. My name is Alexander Butler." followed by a numbered list: 1. Alex Butler, 2. Indianapolis, but I have lived in a lot of different places.

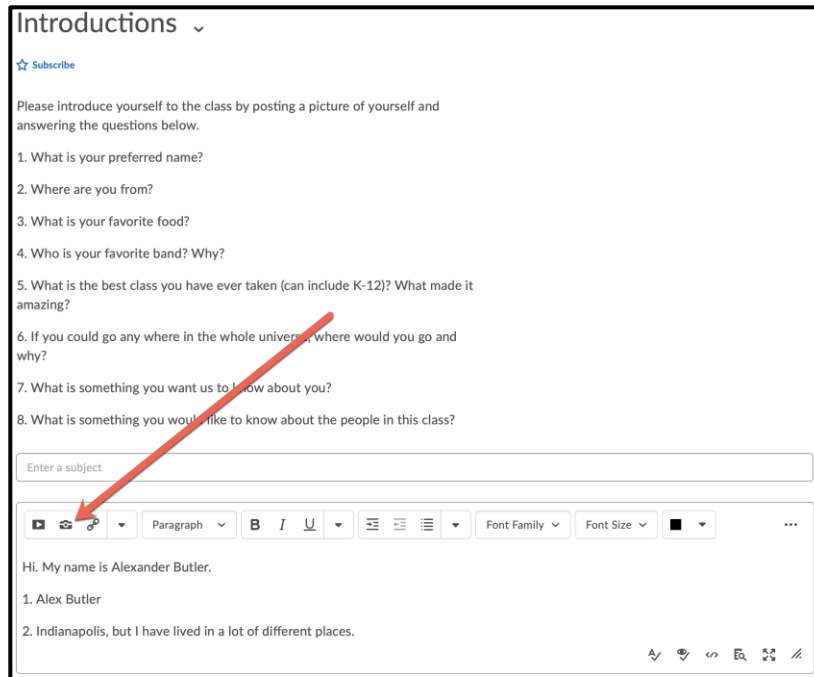
- To add a video, click the **Insert Stuff** () icon.
 - Use Insert Stuff for media such as Kaltura, links, or to record a Video Note



This screenshot is identical to the one above, showing the "Introductions" form. However, the red arrow points directly to the video icon (a play button inside a square) in the rich text editor toolbar, highlighting the "Insert Stuff" functionality for adding video.

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.



Introductions ▾

☆ [Subscribe](#)

Please introduce yourself to the class by posting a picture of yourself and answering the questions below.

1. What is your preferred name?
2. Where are you from?
3. What is your favorite food?
4. Who is your favorite band? Why?
5. What is the best class you have ever taken (can include K-12)? What made it amazing?
6. If you could go any where in the whole universe, where would you go and why?
7. What is something you want us to know about you?
8. What is something you would like to know about the people in this class?

Enter a subject

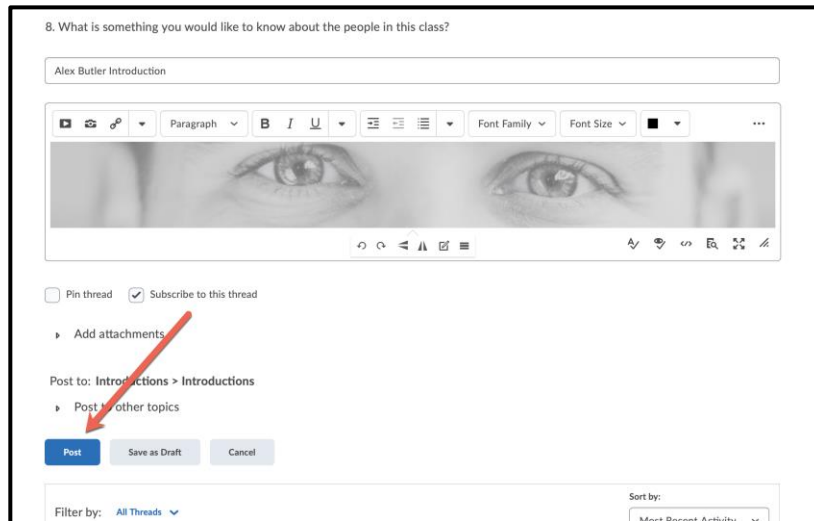
  ▾ Paragraph ▾ **B** *I* U ▾    ▾ Font Family ▾ Font Size ▾  ▾ ...

Hi. My name is Alexander Butler.

1. Alex Butler
2. Indianapolis, but I have lived in a lot of different places.



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



8. What is something you would like to know about the people in this class?

Alex Butler Introduction

  ▾ Paragraph ▾ **B** *I* U ▾    ▾ Font Family ▾ Font Size ▾  ▾ ...





☐ Pin thread ☒ Subscribe to this thread

▸ Add attachments

Post to: **Introductions** > **Introductions**

▸ Post to other topics

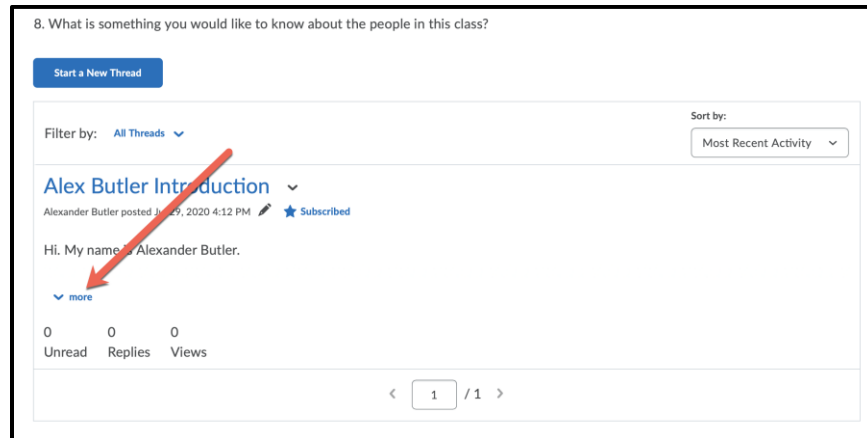
Post Save as Draft Cancel

Filter by: **All Threads** ▾ Sort by: **Most Recent Activity** ▾

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.

