Brightspace Learning Environment
10.6+

Collaboration and Communication - Learner Guide
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Document Change History

This version of the document history replaces all previous versions. The following table describes the most recent changes to this document.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Changes</th>
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<tbody>
<tr>
<td>April 6, 2017</td>
<td>• Added the topic View a discussion topic, Meeting accessibility standards in HTML authored content, Use the Accessibility Checker on HTML authored content.</td>
</tr>
<tr>
<td>November 3, 2016</td>
<td>• Updated formatting for consistency.</td>
</tr>
<tr>
<td>May 7, 2015</td>
<td>• Initial release.</td>
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</tbody>
</table>

The content in this guide is applicable to the most recent version of Brightspace Learning Environment unless otherwise noted.

Announcements

Announcements overview

Use the Announcements tool to read instructor messages, course information, and other Announcements updates.

Announcements items appear in the Announcements widget, but you can also receive instant notifications about postings through email, SMS, and RSS feeds.

Global Announcements items appear in the same My Home, Course Home pages, and Announcements widgets as course-related Announcements items.

Subscribe to an Announcements RSS feed

You can subscribe to an Announcements RSS feed and receive daily updates of all Announcements items in an RSS reader. This allows you to access an aggregate of Announcements items without logging into Brightspace Learning Environment.

1. On the navbar, click **Announcements**.
2. Do either of the following:
- On the Announcements page, from the More Actions button, click RSS.
- From the Announcements widget menu, click RSS.

3. From the Subscribe to the feed using drop-down list, select an option.

4. Click Subscribe Now.

Enable notifications in Announcements

You can sign up to receive immediate text or email notifications when new and updated Announcements items appear.

Before you begin: You must set up a contact method before subscribing to notifications.

1. From your personal menu on the minibar, click Notifications.

2. For the Announcements - item updated option and Announcements - new item available option, select if you want to receive email or SMS notifications.

Blog

Create a blog

Use the Blog tool to post and respond to questions, engage in discussions, and share opinions and comments with other users. You can create private blog entries, or choose to make public entries for other users to view.

The Blog tool has three main areas:

- **My Blog** for creating and maintaining your own blog.
- **Blog Watch** for reading other users' blogs.
- **Blog List** for setting up which other users' blogs you want to follow or read.
From the My Blog page or the Blog Watch page, you can change the following settings for your blog on the **Settings** page.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show a link to your user profile from your blog</td>
<td>Allow users who are viewing your blog to also view your profile</td>
</tr>
<tr>
<td>Make entries public by default</td>
<td>Selects the <strong>Make Public</strong> option for new blog entries so they are automatically shared with other users by default.</td>
</tr>
<tr>
<td>Allow comments by default</td>
<td>Selects the <strong>Allow comments</strong> option for new blog entries by default. Note that this option is only available if the <strong>Make entries public by default</strong> option is selected.</td>
</tr>
<tr>
<td>Receive email when comments are added</td>
<td>Select this option to receive an email notification when a new comment is made on one of your blog entries.</td>
</tr>
<tr>
<td>Allow blog to be read by anyone</td>
<td>Allow users who are not logged into Brightspace Learning Environment to view your blog through an external URL. The <strong>External URL</strong> field contains the URL to share your blog. Note that you cannot access private blog entries by URL.</td>
</tr>
<tr>
<td>Publish your blog as an RSS feed</td>
<td>Allow readers of your blog to link to your Site Feed and view your blog using an external RSS aggregator. To publish your blog in this way, you must enter a title for it in the Feed Title field.</td>
</tr>
<tr>
<td>Persistence</td>
<td>Enter a value in the Persistence field to determine how long blog entries stay in your Blog Watch list. For example, if you enter 10, entries will remain in your Blog Watch for 10 days after being posted. If you set the value to 0, blog entries remain in your Blog Watch indefinitely.</td>
</tr>
</tbody>
</table>

**View your own blog**

1. On the **My Blog** page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.
2. To view how your blog appears to others, click **Preview Blog**.

**Tip:** The Permalink field at the top of the Preview page lists a URL for your blog that can be accessed from any browser.
Write a blog entry

2. Enter a title. The title appears in the blog entry list after you publish it.
3. Add content to your blog.
4. If you want to allow other users to view your blog entry, select Make entry public.
5. If you want to allow other users to comment on your blog entry, select Allow Comments.
6. If you want the blog entry to show a different date from the current date and time, change the Entry Date. To revert to the default values, click Now. The Blog displays the most recent entries first, according to the entry date you set.
7. Click Save.

After you create your blog entry, click Preview to view your blog as it appears to others and to view the permalink and social media links to share your blog outside of your course.

Edit blog entries

1. On the My Blog page, from the context menu beside the title of the entry you want to edit, click Edit.
2. Update the entry as desired.
3. Click Save.

Find and follow other users' blogs

The Blog Watch keeps a list of blogs by your peers and other users that you want to follow. To populate your Blog Watch, you add blogs from the Blog List. Your Blog Watch is empty by default.

1. Click Blog List.
2. Do one of the following:
   - Search for a user’s blog by entering any portion of their first or last name in the Search For field.
   - Navigate the list of users. You can sort the table by clicking any of the column names. If you go to a new page, you lose the users that you selected on the previous page.
3. Select the check box beside any user that you want to watch.
4. Click Add.

To see recent posts from the blogs that you follow, click Blog Watch.
Set up RSS feeds

You can publish your blog as an RSS feed which any external news reader (RSS aggregator) can read. Depending on your organization, you might not have permission to use the RSS feed functionality.

1. Click Settings, then select Publish your blog as an RSS feed.
2. Enter a title and a description.
3. Click Save.
4. Share the External URL with other users to share your blog.

Add blog comments

1. In the blog entry you want to comment on, click the Add Comment link. The writer must enable comments on their blog in order for you to see the Add Comment link.
2. In the Comment field, enter your comment. Select Make this comment anonymous to submit an anonymous comment.
3. Click Save Comment.

Delete blog comments

You can remove comments on your own blog. You cannot delete comments on another user’s blog.

1. On the My Blog page, click Edit from the context menu of the blog entry or click the Comments link inside the entry.
2. Click the Delete icon beside the comment.

Chat

Create a personal chat

You can create personal chats to talk with peers or other friends at your organization. You can create personal chats from any org unit, and you can access them within any other org unit.

Personal chat rooms can only be accessed by users who have been added to the personal chat’s Participant List. When users are added, the chat room displays under Personal Chats in their list of chats.

1. On the navbar, click Chat.
3. Enter a title.

4. Click **Personal Chat**.

5. Enter a description of the chat. Give your chat a unique, descriptive name and provide a description for it using the Description field to help users distinguish the chat from other chats they are enrolled in.

6. Click **Create**.

## Change your chat settings

1. On the navbar, click ✉️ **Chat**.

2. Do one of the following:
   - On the **Chat List** page, click ⚙️ **Settings**.
   - Inside a chat, click ⚙️ **Settings**.

3. In the **Alias** field, enter a new alias. Depending on your permissions, you can change your alias, or chat name, if you want to appear as a different name, such as a nickname, to other chat participants.

4. Select the check boxes for **Bold** or **Italics**.

5. Set an **Alias Color**.

6. If you want to change the message order, select **New to Old** or **Old to New**. If you want to see new messages only, select **New Messages**. This requires you to manually refresh the screen, to see new messages and remove all old ones. You can change back to see all messages, which restores all messages for that session, even if they were not visible while New Messages was selected.

7. You can change your sound settings so you can hear a sound when someone enters the chat, leaves the chat, or when there is an incoming message. Select a sound from the following drop-down lists:
   - Incoming Message Sound
   - Person Enters Chat Sound
   - Person Leaves Chat Sound

8. Click **Save**.
Manage chat history

The chat’s archive stores each chat session, where you can view it at a later time.

The system archives a chat session once all chat members leave the room or after more than 20 minutes of inactivity.

Chats appear in the Chat Sessions list.

1. On the navbar, click 📣 Chat.
2. On the Chat List page, from the context menu beside the chat you want to view, click 📜 View Sessions.
3. In the Start Date column, click the link.
4. When you are done reviewing the session, click Done.

Add or remove users from a chat

1. On the navbar, click 📣 Chat.
2. On the Chat List page, from the context menu of the personal chat you want to modify, click 📜 View Members.
3. Do one of the following:
   - To add a member to the chat, click Add Members. To add users from different course offerings click Select Different Course. Select the check box beside the name of users you want to add. Click Add > Done.
   - To add a personal contact, click Add Personal Contact. Select the check box beside the name of users you want to add. Click Add > Done.
   - To delete a member of the chat, on the Chat Members page, select the check box beside the users you want to remove. Click Delete > Done.

Classlist

Find and contact other learners in your course

Use the Classlist to view who is enrolled in your course, send email messages or instant messages, view shared locker files, and read their blogs if they have one.

1. On the navbar, click 💼 Classlist.
2. On the All tab, select the check boxes beside the users you want to contact.
3. Click 📭 Page or 💌 Email.
4. Enter your message. To add an attachment to your email, click Browse.
5. Click **Send**.

### Discussions

#### Create a discussion thread

1. On the navbar, click **Discussions**.
2. Click the topic where you want to create a thread.
3. Click **Start a New Thread**.
4. Enter a subject.
5. Enter your post.
6. Set any of the following posting options:
   - To keep the thread at the top of the list, select **Pin Thread**.
   - To post anonymously, select **Post as Anonymous**.
   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
   - To attach a file, in the **Attachments** area, click **Browse** to locate the file that you want to attach.
   - To attach an audio recording, in the **Attachments** area, click **Record Audio > Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have prerecorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
   - To attach a video recording, in the **Attachments** area, click **Record Video > Allow > Record**. When you finish recording, click **Stop**. To erase your recording, click **Clear**. To add the recording, click **Add**. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.
   - To post your thread to more than one topic, click **Post to other topics**. Click **Add Topics**. Select the topics that you want your thread to appear in. To post in every topic simultaneously, select the **Select All** check box and then click **Add Topics**.
7. Click **Post**. If the topic is moderated, your post does not appear until a moderator approves it.
Meeting accessibility standards in HTML authored content

Learners can use an accessibility checker in the HTML editor to ensure that the content they add to Brightspace Learning Environment meets accessibility standards for their peers and instructors.

The accessibility checker is available on the HTML Editor bar. After you add content to the HTML Editor, you can click the checker to ensure that the HTML page meets conformance to WCAG and Section 508 accessibility standards.

The accessibility checker reviews content for use of the following items:

- Use of paragraphs as headings
- Sequential headings
- Adjacent links
- Ordered list structure
- Unordered list structure
- Contact ratio of text to background colors
- Image ALT text
- ALT text filename
- Table caption
- Complex table summary
- Table caption and summary
- Table heading scope, markup, and headers

The checker indicates if there are no identified accessibility issues, or offers suggestions to fix any found issues.

Use the Accessibility Checker on HTML-authored content

The accessibility checker gives you a way to ensure that the content you author in the HTML Editor conforms to WCAG and Section 508 accessibility standards. The accessibility checker is available within the HTML Editor for use within Content, Widgets, Quizzes, Assignments, Calendar, Assignments, Discussions and any other tools where a user can access the HTML Editor.

1. Enter HTML content in the HTML Editor.
2. Click 📈 to start the checker.
3. If there are any compliance issues, read the report for suggestions on how to fix the issue.
View a discussion topic

If you are viewing a topic from the Discussions tool:

1. On the navbar, click 

2. On the Discussions List page, click on the name of the discussion topic. The properties of the discussion topic related to availability, locking information, and any other details set by an instructor, are listed directly below the name of the discussion topic.

3. From the Filter by drop-down list, select an option, by which you can sort the individual discussion posts.

If you are viewing a topic from the Content tool:

1. On the navbar, click

2. Click on a module.

3. Click on the name of a discussion topic.

   Note: You cannot view the properties of the discussion topic when you view the topic using the Content tool.

4. From the Filter by drop-down list, select an option, by which you can sort the individual discussion posts.

Reply to a discussion thread

1. On the navbar, click

2. Locate the thread you want to reply to.

3. Do either of the following:

   - To reply to the main thread post, click Reply to Thread.

   - To reply to a particular post inside the thread, or click Reply.

4. Enter your reply in the HTML Editor. To include the original post’s text in your reply, click the Add original post text link. (If this option is already enabled by your course administrator, this message will not display.)

5. Set any of the following options:

   - To post anonymously, select Post as Anonymous.

   - To receive updates on the thread using your selected notification method, select Subscribe to this thread.

   - To attach a file, in the Attachments area, click Browse to locate the file you want to attach.

   - To attach an audio recording, in the Attachments area, click Record Audio > Record. To make adjustments to your microphone selection and volume, click Flash Settings. To listen to your recording, click Play.
erase your recording, click **Clear**. If you have pre-recorded audio and are using a supported browser, you

- To attach a video recording, in the **Attachments** area, click **Record Video > Allow > Record**. When you finish recording, click **Stop**. Click **Clear** to erase your recording or **Add** to add the recording. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.

6. Click **Post**.

### Change discussion settings

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click **Settings**.
3. Do any of the following:
   - To show topics in the View Topic and View Thread pages, select the **Always show the Discussions List pane** check box.
   - To hide topics in the View Topic and View Thread pages, clear the **Always show the Discussions List pane** check box.
   - To automatically include the original post when replying, select the **Reply Settings** check box.
4. Click **Save**.

### Subscribe to a discussion

1. On the navbar, click **Discussions**.
2. Do either of the following:
   - On the **Discussions List** page, from the context menu of the forum or topic you want to receive notifications of new posts for, click **Subscribe**.
   - On the **View Topics** page, beside the thread you want to receive notifications for, click **Subscribe**.
3. In the **Customize Notifications** pop-up window, select your **Notification Method**. If you do not have an email address set up in your user profile to receive notifications, in the **Customize Notifications** pop-up window, click the **Add an email address in a new window** link. Click the **Enable email notifications** link, then set your email preferences in the **Email Settings** pop-up window. Click **Save**.
4. Click **Subscribe**.
Unsubscribe from notifications

1. On the navbar, click 📢 Discussions.

2. Do either of the following:
   - From the context menu of the forum or topic you are subscribed to, click ⭐ Unsubscribe.
   - Beside a thread you are subscribed to, click ⭐ Subscribed.

3. In the confirmation pop-up window, click Yes.

Email

Email overview

The Email tool allows you to send email from within Brightspace Learning Environment. You can also organize received mail using folders and store email addresses using the Address Book.

Locker

What is a locker?

Use the Locker tool to upload and store files in Brightspace Learning Environment. Locker enables you to upload files from your PC, or to create new HTML files.

Your personal locker area is not course-specific. You can access the locker from anywhere in Brightspace Learning Environment and store all of your files together.

Group lockers are restricted locker areas where members of a group can share files. Any group member can modify files posted in group locker areas.

Group lockers have the same options as regular lockers with the following exceptions:

- The option to make locker files public in not available.
- There is an option to Email Group Members.
- There is a Modified By column that shows the last person to work on a file.

Find other learner's shared locker files

1. On the navbar of a course, click 📚 Classlist.

2. From the context menu of the user whose shared locker files you want to view, click 📜 View shared locker files.
3. Click the file name you want to open, or specify a file type in the Files of Type drop-down list.

Brightspace Wiggio

About Brightspace Wiggio

Brightspace Wiggio enables group communication and collaboration. Using Brightspace Wiggio, you can hold group discussions, assign tasks to group members, poll members, share calendars and schedules, upload and manage group files, and communicate using live conference calls, video conferences, chat rooms, texts, emails, and voice mail.

The Brightspace Wiggio tool has three main areas:

- Feed for posting and replying to conversations.
- Folder for accessing any content you or someone else has uploaded or shared.
- Calendar for scheduling meetings and events.

Start a conversation in Brightspace Wiggio

1. In the Start a conversation area, enter your text.
2. To add an attachment, select one of the attachment type icons.
3. To add participants, do one of the following:
   - From the Participants drop-down list, select a group of participants.
   - Enter a participant’s name or email into the Add a participant by email field and press Enter.
   - To add participants from your email contact list, click Import contacts.
   - Drag and drop participants from the Contacts area.
4. Select your notification preference from the drop-down list.
5. Click Post.

Update your profile

Any changes that you make to your Brightspace Wiggio profile will be visible in all groups that you are a member of.

1. Click your name in the Brightspace Wiggio navbar and then select Your Profile.
2. To update to your name, email, or password, click Edit beside the field that you want to change.
3. To upload a profile picture, click Select Image.
4. To remove an image, click Delete.
5. To add AIM, Skype, Facebook, Twitter, or a personal blog to your profile, click Add beside the appropriate application name.

6. To receive text messages from other group members, enter your cell phone number in the Cell Phone Number field and select your carrier information from the Cellular Carrier list.

7. To prevent other group members viewing your email address or phone number, select Hide email address or Hide phone number.

8. Click Save.

Add contacts to Brightspace Wiggio

By default, all group members of any group you belong to are added to your contact list. Use your contact list for private communication with other Brightspace Wiggio users. You can also add non-group members to your contact list. Users you add to your contact list without adding to a group cannot start conversations; however, you can include them in polls, events, messages, and so on.

1. To expand your contact list, click the Contacts panel.

2. Click Add.

3. Enter the email address(es) in the provided field or click Import from email contacts.

4. Click Add.

Create a group

When you create a group, you are automatically the group's administrator and owner.

1. Click the Create a group icon.

2. On the Create a group page, enter a name and password.

3. Select how you want group members to receive emails:
   - Each post by email
   - Each post by SMS or email
   - Daily summary of posts by email
   - No mail

4. Click Create.

Add a member to a group

1. From the Groups area, click the group that you want to add members to.
2. From the More list, select Manage group members.

3. Click Add members.

4. Do one of the following:
   - In the Email addresses field, enter the email address of anyone that you want to add to the group.
   - To select recipients from your email address book, click the email contacts link.
   - To import recipients from a spreadsheet, click the spreadsheet link.

5. Click Invite.

Create a subgroup

Use subgroups to communicate with certain members of your group and organize your group into smaller, specific groups. For example, coaches, teachers, or volunteers. This allows you to directly send them personalized information, polls, meeting requests, and so on.

1. From the Groups area, click the group that you want to create a subgroup for.

2. From the More Actions list, click Manage Subgroups.

3. In the Name field, enter a name.

4. Click Create.

5. From the These members are not in the subgroup list, select the members that you want to add to the subgroup.

6. Click Change Membership.

Find your group email address

Every group has a group email address. When you send an email to the group email address, all group members receive it unless they have disabled their alerts.

1. From the Groups area, click the group that you want to find the group email address for.

2. From the More Actions list, select View mailing list. The group email address displays in the Mail address field.

Find your group password

If you are a regular group member, you can find the group password by sharing your group. If you are a group administrator, you can also find the group password by managing your group settings.

- If you are a group member, from the More Actions drop-down list, click Share Group for the group you want to find the password for. Your password displays in the group link provided after the text "password=" and before the text "&ref=".

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If you are a group administrator, from the More Actions drop-down list, click Manage Group Settings for the group you want to find the password for. Click the Edit link for the password field.

Edit group settings

Only group administrators can edit group settings.

1. From the Groups area, click the group you want to edit settings for.
2. From the More Actions drop-down list, click Manage Group Settings.
3. To change the group name, password, and description, click Edit beside the appropriate field.
4. Update how group members receive email in the Notifications section.
5. Do either of the following:
   - To add or update the group image, click Select Image.
   - To remove the group image, click Delete group image.
6. In the Permissions section, select permissions to enable them for your group's users, or clear permissions to disable them.
7. In the Privacy section, select Hide email addresses and Hide phone numbers to prevent email addresses and phone numbers from being visible to other group members.
8. Click Save.

Post files to Brightspace Wiggio

There is no limitation on the number of files you can upload to a group; however, files must be smaller than 100MB. All file types and file extensions are supported.

1. In the Start a conversation area, click Files.
2. Do one of the following:
   - To add files directly from your computer, click Local Drive.
   - To choose an alternate file source to add files from, click Cloud Drive.
   - Drag and drop your files over the upload target.
3. Do one of the following:
   - From the Participants drop-down list, select a group of participants.
   - Enter the name or email of a participant into the Enter a name or email address field. Press Enter.
   - To import participants from your email contact list, click Import contacts.
Drag and drop participants from the Contacts area.

4. Select your notification preference from the drop-down list.

5. Click Post.

Post an event to Brightspace Wiggio

1. Do one of the following:
   - In the Calendar tab of the group that you want to add an event to, click Add an event.
   - In the Start a conversation area, click Event.

2. Enter an event name.

3. In the When area, select a date and time for your event.

4. To repeat the event, select Repeat. In the pop-up window, fill out how often you want the event to repeat and when you want the event to end.

5. Enter a place and description for the event.

6. In the Remind Me area, enable a reminder for the event.

7. Do one of the following:
   - From the Participants list, select a group of participants.
   - Enter the name or email of a participant into the Enter a name or email address field and then press Enter.
   - To import participants from your email contact list, click Import contacts.
   - Drag and drop participants from the Contacts area (only available when creating an event from the Start a conversation area) or click participants’ names in the Contacts menu (only available when creating an event from the Calendar tab).

8. Select your notification preference from the drop-down list.

9. Click Create or Post.

Post a to-do list to Brightspace Wiggio

Use to-do lists to track assignments, tasks, and milestones. You can assign to-dos to group members, contacts, and yourself.

1. In the Start a conversation area, click To-do.

2. Enter a list name and task for the list. To add additional tasks, click Add another task.

3. Hover your mouse beside a task field to reveal the following options:
• Move this task up in the list
• Move this task down in the list
• Delete this task from the list

4. To set a due date for a task, click the Set due date link.

5. To assign a task to a participant, click the Assign task link.

6. Do one of the following:
   • From the Participants drop-down list, select a group of participants.
   • Add participants by entering their name or email into the Enter a name or email address field and pressing Enter.
   • To import participants from your email contact list, click Import contacts.
   • Drag and drop participants from the Contacts area.

7. Click Post.

Post a poll to Brightspace Wiggio

1. In the Start a conversation area, click Poll.

2. Enter a poll name.

3. To keep answers anonymous, select Do not show participants’ names in results.

4. In the Question field, enter your question.

5. Select one of the following question types:
   • Yes/No
   • Short Answer
   • Multiple Choice, then Choose One or Choose Many

6. To change your question type, hover your mouse beside the Question field, then click Change Type.

7. Do one of the following:
   • From the Participants drop-down list, select a group of participants.
   • Add participants by entering their name or email into the Enter a name or email address field and pressing Enter.
   • To import participants from your email contact list, click Import contacts.
   • Drag and drop participants from the Contacts area.
8. Click Post.

Post a meeting to Brightspace Wiggio

You can invite up to 50 participants to a conference call. No extra phone charges apply. You can invite up to 4 participants to a video conferencing virtual meeting. Otherwise, virtual meetings can include up to 10 participants.

1. In the Start a conversation area, click Meeting.

2. Select the type of meeting that you want to schedule:
   - In Person
   - Conference Call
   - Virtual Meeting
   - Chat room

3. Enter a name and duration for your meeting. If you select an in-person meeting, you also need to enter a place.

4. Do one of the following:
   - To begin your meeting right away, from the When list, select Start right now.
   - To schedule your meeting at a later date, from the When list, select Set a date and time.
   - To enter potential dates and times for meeting participants to select from, from the When list, select Request availability. Click More time slots to add additional time slots and Add a new date to add multiple days to the request.

5. Do one of the following:
   - From the Participants list, select a group of participants.
   - Enter the name or email address of a participant in the Enter a name or email address field and then press Enter.
   - To import participants from your email contact list, click Import contacts.
   - From the Contacts area, drag and drop participants.

6. Click Post.

About virtual meetings

Use the virtual meeting feature to conduct meetings, training, or presentations over the internet. When hosting a virtual meeting, you have the following abilities, which are available from the meeting toolbar:

- Screen sharing
• Video chatting
• Conducting whiteboard sessions

Attend a virtual meeting
Do one of the following:

• If you are the host, click **Start the meeting** from the original meeting email or click **Start** from the virtual meeting post present in your feed.

• If you are a participant, click **Join the meeting** from the original meeting email or click **Join** from your feed. Enter your name in the field provided and click **OK**. The meeting will start when the host joins the meeting.
About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world’s first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L’s open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.


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