How to communicate with students in iLearn

The best way to broadcast a message to students is to send an Announcement in iLearn. In addition, you could use a general discussion forum if you think students will have questions and you want all students to see the responses.

Note, you must **activate and open your S2, 2021 iLearn space first** before students can access the announcements and forums in your iLearn unit.

Follow these steps in iTeach to activate and open your iLearn unit:

1. **Activate your iLearn space** for S2, 2021
2. Set the ‘Student access date’ to open **before** you wish to send your Announcement. Students will not be able to access your iLearn unit or receive your iLearn announcement until the ‘student access date’ has passed. You can always hide the rest of the content in the unit if you are still working on getting this ready for teaching.

*iLearn Insight* can also be used to send a bulk email message to all students in your iLearn unit.

If you would like help with any of this, please contact ilearn.help@mq.edu.au or come to the virtual *iLearn Drop-in Clinic* 11am-1pm weekdays until 30 July.

How to word your S2 COVID message in iLearn

Here is some suggested wording for your Announcement in iLearn:

**Option 1**

There are no mandatory on-campus learning activities for this unit. If you have chosen a campus based class (your class in eStudent has a physical location) this class will be held online for the first two weeks of session. Further advice will be provided to you (eg a Zoom link) so you can participate in that class online for the first two weeks before we return to Campus in Week 3. If you had already chosen an online class for the whole session (your class in eStudent has no physical location) you do not have to do anything. If you want to change from a class returning to Campus in Week 3 to a class that will be taught online for the whole session you need to do the following:

- Login to eStudent and unregister from class you no longer want to attend
- Register for your online class in eStudent

**Option 2**

This unit involves mandatory on-campus learning activities which will be delivered in accordance with a COVID Safe plan. You are expected to attend campus for these activities unless:

- the Public Health Orders and/or University advice changes
- you have any symptoms of COVID
- you have been identified as a contact of an individual with COVID.

The following activities require mandatory on-campus attendance from Week 1 onwards:

- ...

The following activities do not require mandatory on-campus attendance. These classes will be taught online for the first two weeks of session. Further advice will be provided to you (eg a Zoom link) so you can participate in that class online for the first two weeks before we return to Campus in Week 3.
link) so you can participate in that class online for the first two weeks before this class returns to Campus in Week 3:

• ...

The COVIDSafe plan for this class is as follows:

1. ....
2. ....