Communication/Office Hours

Consider having a communications protocol that you provide your students that covers how you will communicate with them about the expectations of the class, as well as how and when they can communicate with you with their questions. Please make sure to include how quickly you will respond to them, also.

- **Announcements**
  - Use the Announcement tool to help guide your students through the class.
  - [Create an Announcement](#)
  - [Delete and Restore an Announcement](#)
  - [Tips for Announcements](#)
  - *It is NOT recommended to upload all your content into Announcements.* This tool is not intended as a repository and using it this way is more difficult for the students to find the information they need.
- **Tech Email vs iLearn Email**
  - Please be clear to students. If you are using iLearn, but prefer to not use the email within that system, make sure the students are clear about what email to use.
- **Discussions**
  - You can use the Discussions Tool to allow students to ask questions. Set up a Q&A Topic for students to post to.
  - [Watch the D2L Brightspace (iLearn) Discussion Tool Video Playlist](#)
- **Zoom**
  - You can not only use Zoom for synchronous classes, but also for office hours or other types of communication.
  - Students can use this tool themselves with their Basic account.
  - [Get more information about Zoom](#)
- **Microsoft Teams**
  - Through your TTU 365 account you can access Teams. You can create your own Team where you can chat, screen share and video conference, as well as share files.
  - [View more about how to use Microsoft Teams](#)
  - Specific Limits - https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams
- **Phone**
  - You can always use a phone if you prefer. If you decide to use your personal phone, make sure to let students know the communication protocols.