Communicating on MyLearningSpace

Students can use several different features to communicate on MyLearningSpace (MyLS), Laurier's learning management system. Here, we're going to focus on tools for how you can communicate with your professors, how your professors can communicate with you, and how you can communicate with peers on MyLS.

Communications to and from your professors

The email feature

Your professor may use email My Learning Space to communicate individually with students; however, some professors prefer to communicate with students using only a Laurier email account. If you're unsure of the best way to reach your professor, check your course syllabus or clarify with your instructor regarding their policies and preferences for email. To ensure a response, use your @mylaurier.ca email account when writing email to faculty and staff, and implement the rules of professional email writing.

The newsfeed

Your professor may communicate updates and feedback via the newsfeed. Most professors use the news feed for relevant and emerging updates, approaching deadlines, and information that affects the entire class.

The calendar

Spotlights of upcoming events and deadlines in the course can sometimes be found in the calendar. But be aware that professors may revise the course schedule that are not always reflected on the MyLS calendar.

The course outline

Students should always consult the syllabus as the definitive source of information about the course. A syllabus or course outline is a document created by the professor to provide an overview of the course, including its description, lecture (and, if relevant, lab and tutorial) schedule, assignment descriptions, and deadlines. The syllabus, which should be made available to students on MyLS at the start of classes, is a contract between professor and students outlining what the course is about and how it will run.

The drop box

Through the relevant drop box, professors can provide feedback on assignments by leaving written or audio comments; they might also upload a document with feedback, such as a written assignment that includes marginal comments. You will likely get a notification when a drop box has been updated with feedback, but it is always a good idea to check the drop box occasionally if you are waiting for feedback on a particular assignment.

Communications to and from peers

The email and messaging features

Both functions let you reach out to classmates if you need, for example, to organize a group project or want to form a study group.

LAURIER
Inspiring Lives.

Discussion boards

In discussions, students may be asked to contribute short writing assignments on course readings or topics in a forum where other students can read and respond to their peers' work. The discussions are likely the most formal type of writing students will undertake on MyLS, and should accordingly be written in academic prose. This means:

- Following the assignment instructions
- Engaging with course ideas and materials
- Creating an original discussion contribution
- Writing in complete sentences
- Using a formal tone
- Proofreading

Likewise, comments and responses to peers' work should abide by the same norms of professional, courteous communication that apply to communicating in the chat.

The chat feature

The chat feature (found on the running header bar under "Other") allows participants to engage in a real-time written dialogue to, for example, discuss course material, connect with peers, or get feedback from the professor. Chats have to be created by the professor, and there may be different "rooms" for different topics. Writing in the chat is less formal than in an email, but it should still abide by the norms of professional communication expected on virtual platforms.