Creating Announcements in Brightspace

Announcements

When an announcement is posted to your course, students will receive a notification email to their college email address. The notification email will contain the text of the announcement and hyperlinks, but will not include pictures or embedded videos (more on this below). Here are a few very important issues that you must be aware of in regard to how announcements work in Brightspace:

- Students have the capability to turn notification emails on or off. Instructors do not have the ability to override students' settings. So, it's very important to tell students to make sure to leave their email notifications set to on.
- Pictures or embedded videos that you have put in an announcement will not appear in the notification email sent to students. If your announcement contains pictures, write in the announcement that the announcement contains pictures and that students must view the announcement in Brightspace in order to see them.
- If you are embedding videos in your announcement (these could be YouTube videos or videos created in Brightspace using Video Notes), also write that students must view the announcement in Brightspace in order to see the content. A good idea is to also put the link to the YouTube video in the announcement because they will be able to see links in the notification email. A work around is to embed and create a link to the video if possible**.**

How to Create an Announcement

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The **Announcements** widget can help you to boost engagement by scheduling announcements for frequent and regular communication to all learners enrolled in a course. Learners can also set notification preferences to be made aware of important updates.
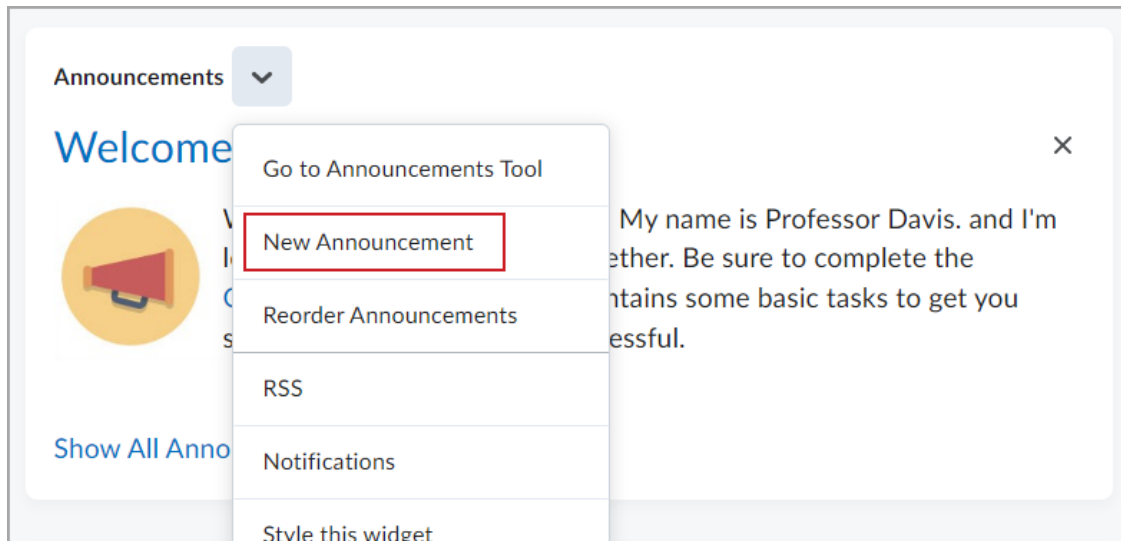

Note: For more information about the Announcements tool refer to About Announcements. For more information about how to add the **Announcements** widget to your course homepage, refer to Add widgets to your homepage.

Use the **Announcements** widget to create a welcome message for your learners.

To create an announcement using the Announcements widget

1. From your Course Homepage, locate the Announcements widget.
2. Click the drop-down menu next to **Announcements**.
3. Click New Announcement.

4. Add a **Headline** and **Content** for your announcement.

Note: Both **Headline** and **Content** are required to create an announcement. Optional settings include **Availability**, **Attachments**, and **Additional Release Conditions**.

5. Do one of the following:
   - Click **Publish** to publish the announcement to your course.
   - Click **Save as Draft** to save your progress and return later to publish your announcement.

- Click **Cancel** to remove your draft announcement.
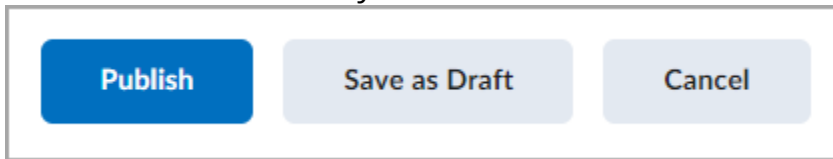
Your announcement is posted to the Announcements widget and available to learners from the course homepage.

Edit an Announcement

You can edit the content of announcements to ensure the information remains accurate.

To edit an announcement

1. From the **Announcements** widget, click the context menu and select **Go to Announcements Tool**.
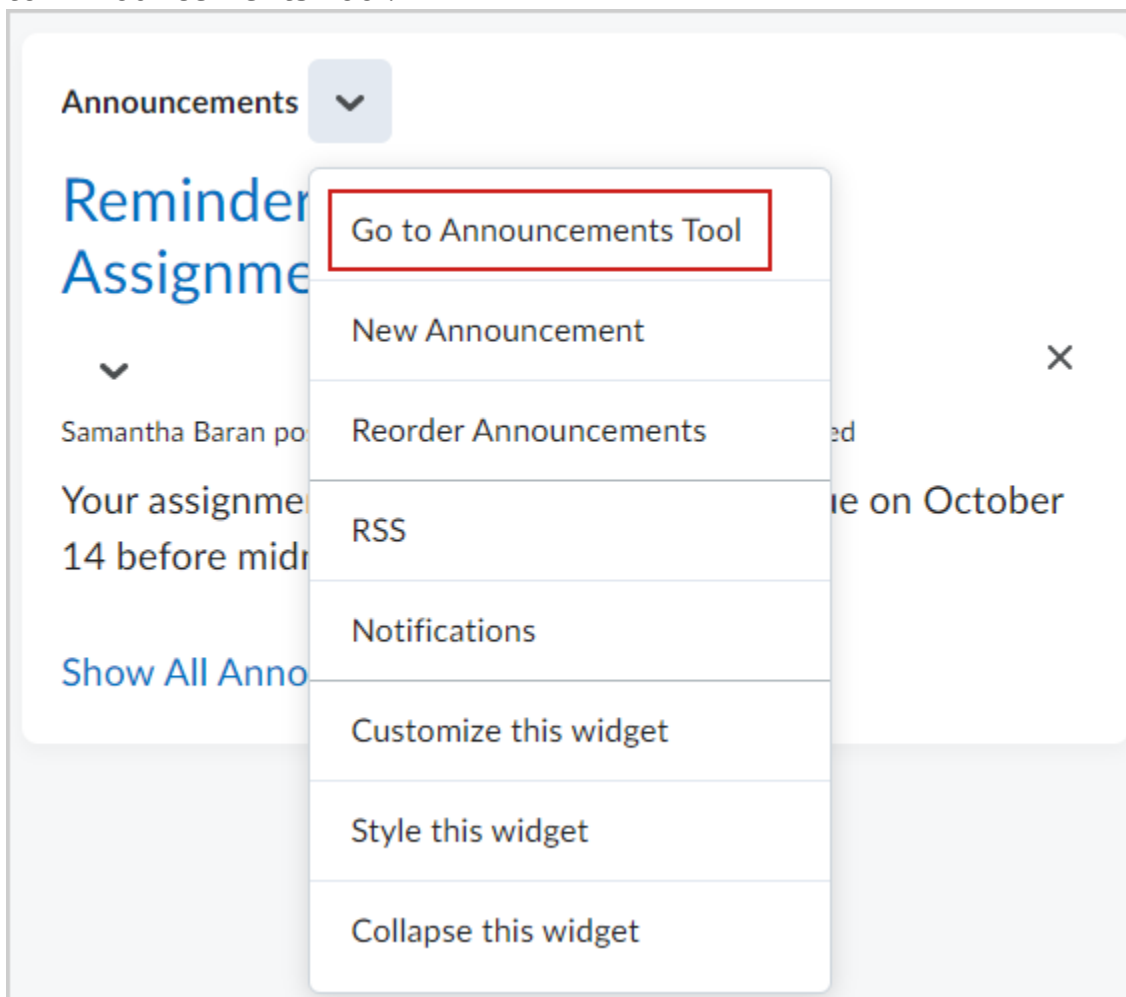
2. On the **Announcements** page, click the announcement that you want to edit.
3. From the **Edit Announcement** page, edit your announcement details.

Important: To inform users of major changes and updates to postings that they might have dismissed, ensuring that those headlines reappear with current information, select the **Major edit - send a notification and restore it for those who dismissed it** check box. You can also make the edited Announcements posting reappear at the top of the **Announcements** widget by changing the start date to the current date and time.

Edit Announcement - Welcome!

General

Headline *

Welcome!

☑ Display Author Information

Content *

Review the course outline before beginning your modules!

☐ Major edit - send a notification and restore it for those who dismissed it

4.

4. Click **Update**.

Your announcement is updated and appears on the **Announcements** widget of the course homepage.

Pin an announcement to the top

You can pin an announcement to the top of the page to ensure that it is easily seen by learners.

To pin an announcement

1. From the **Announcements** widget, click the context menu and select **Go to Announcements Tool**.

2. From the drop-down menu beside the announcement you want to pin, click **Pin to top**.

Unpin an announcement

You can unpin an announcement to change the order the announcements appear in the Announcements widget and tool.

To unpin an announcement

1. From the **Announcements** widget, click the context menu and select **Go to Announcements Tool**.

2. From the drop-down menu beside the announcement you want to unpin, click **Unpin**.

Your announcement is now unpinned from the top of the Announcements widget and tool.

Delete and restore announcements

Delete announcements or restore a deleted announcement from the Announcements tool.

Note: To delete or restore an announcement requires the **Add/Edit/Delete Announcements** permission. Contact your administrator if your role has not been assigned this permission.

To delete an announcement

1. From the **Announcements** widget, click the context menu and select **Go to Announcements Tool**.

2. Select any announcements you want to delete and click **Delete**.

3. Click **Yes** to confirm the deletion.

The selected announcements are deleted.

To restore a deleted announcement

1. From the Announcements page, click **More Actions** and select **Restore**.

2. Select the announcements you want to restore and click **Restore**.

The announcements are restored and available on the course home page.