

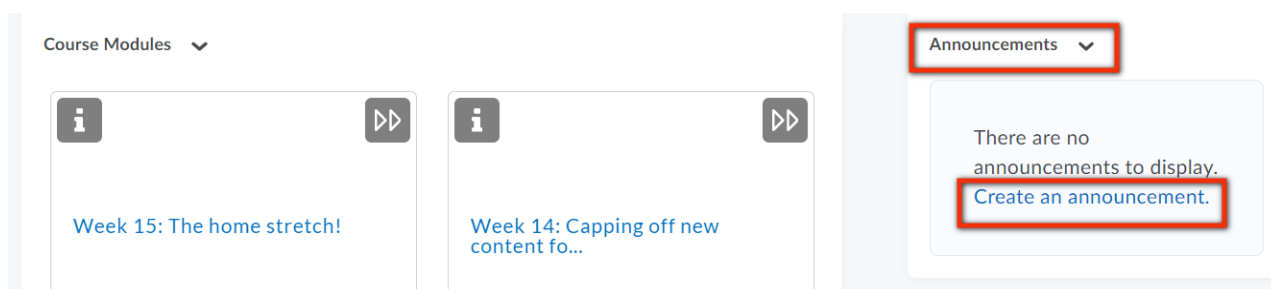


Using the Announcements Tool in Brightspace:

Announcements display right on the home page of every course, so they are a great way to list essential assignments, reminders, and link to course content or resources! Remember that [Announcements are not automatically emailed to students unless they select to be notified](#):

Create Your First Announcements on the Course Home page:

When you create your first Announcement from the Homepage, your **Announcement widget** will be empty, click “Create an Announcement”:



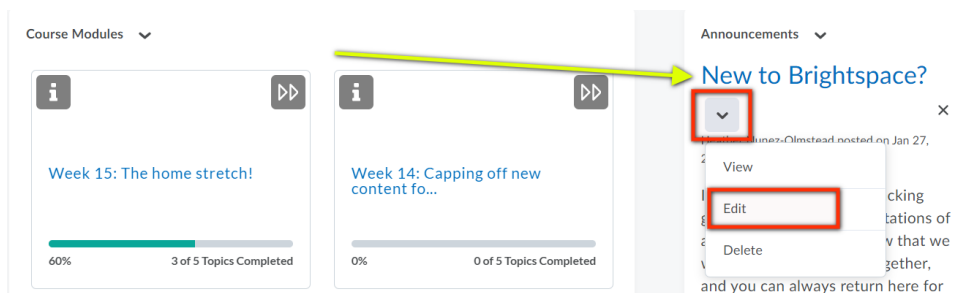
Write your announcement, and complete your display and release settings, including:

1. Your *Headline* (the title of your Announcement--this is required)
2. The *Content* (this is also required). Use the rich text editor to include formatted text, tables, images, video, links to content pages, or assignments. Keep in mind that the Assignment tool is designed to share brief outreach messages.
3. Select your *Availability* preferences, such as displaying the *Start Date*, setting a Start Date in the future, and setting an *End Date*. **Note: setting an End Date prevent any student from seeing the information after that date**
4. Add *Attachments*, as needed/desired. Attachments can include files uploaded from your computer, new Audio/Video Note recordings from Brightsapce, or Google Drive files (if you have [connected your Google Apps account to your Brightspace](#))
5. Click **Publish**

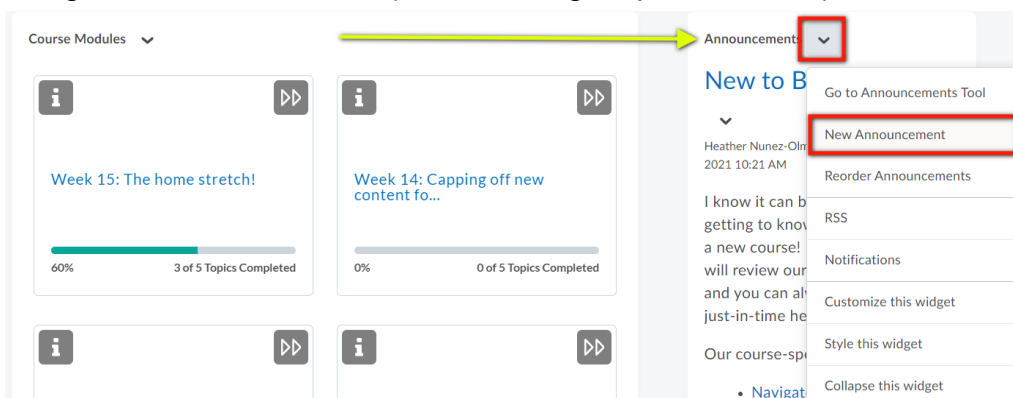


Creating Additional Announcements:

Once you have created (and released) your first *Announcement*, it will now show up on your Course Home page. If you notice a mistake, you can easily adjust the new Announcement right from the open page, by opening the announcement's menu:



You can easily create additional Announcements, by opening the Announcement menu, and selecting New Announcement (and following steps 1-5 above):



Faculty & Student Announcement View Preferences

It should be noted that both Faculty and students can choose to dismiss an old Announcement from the Home page widget by clicking the "X" in the top right corner of any Announcement (**Note:** this does not remove the announcement, which will still be available in the *Announcements Tool*) :

