Creating an announcement

How do I create an announcement?

I. Choose to Create a New Announcement

From the Announcements Widget
1. Next to the Announcements title at the top of the widget, click the down arrow (▼).
2. From the menu that opens, select “New Announcement”.

From the Announcements Tool
1. Click on “Communication” in the navigation bar.
2. Select “Announcements” from the menu that opens.
3. Click the “New Announcement” button.

II. Craft the Announcement

1. In the Headline box, type a title for your announcement.
2. (optional) If you wish hide from students the name of the person who created the announcement, uncheck the box for “Display Author Information”.
3. In the Content box, enter the body of your announcement.
4. (optional) If you wish to hide from students the start date this announcement, uncheck the box for “Always show start date”.
5. (optional) If you wish to delay the appearance of this announcement until a future date or time, adjust the Start Date.
6. (optional) If you wish this announcement to become unavailable to students automatically after a period of time:
   a. Check the box for “Remove announcement based on end date”.
   b. Adjust the End Date.
7. (optional) Add an attachment to the announcement.
8. (optional) Add one or more release conditions to the announcement.
9. Click the “Publish” button.

It is highly recommended that all announcements have end dates set for a few days after the announcement is posted. Announcements should not contain important course materials. Rather course documents and other materials should be placed in the “Content” area of a course.

Video

If the video does not appear above, please view the video on the Brightspace Community site.

Brightspace Community Content

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For more information, please see:
- Brightspace Community
- Tool and Feature Availability