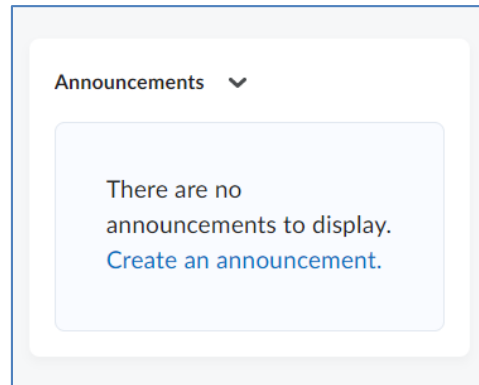
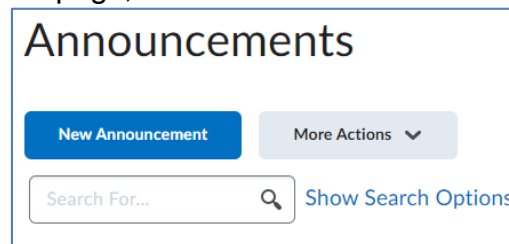


Creating a Brightspace Announcement

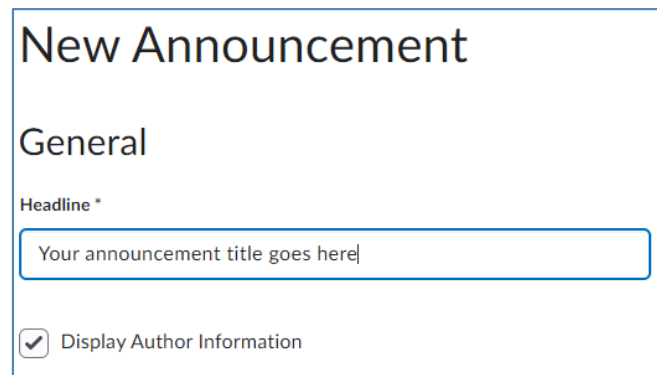
1. From the **announcements widget** on your course home page, click **Announcements**



2. On the **Announcements** page, click **New Announcement**



3. Provide a **Headline**/announcement title
4. To display author information (name and timestamp), select the **Show Author Information** check box



New Announcement

General

Headline *

Your announcement title goes here

Display Author Information

5. Create your announcement in the **Content** area. You have access to the full rich text editor so you can add course links, videos, images, etc.
 - a. Video note is available in announcements
 - b. You can upload attachments to announcements as well
 - c. Announcements can be restricted by release conditions
6. **Availability dates –**
 - a. Announcement start dates and time are automatically displayed. If you do not want these to display (e.g., you reuse your announcements in subsequent semesters), remove the check mark from the **Always Show Start Date** box
 - b. If you want to schedule the release and/or removal of the announcement from the announcements widget, choose the appropriate dates and times in the **Start Date** and **End Date** fields.

Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

End Date

Remove announcement based on end date

7. To continue editing the announcement, click **Save as Draft**. To release the announcement item to users, click **Publish**