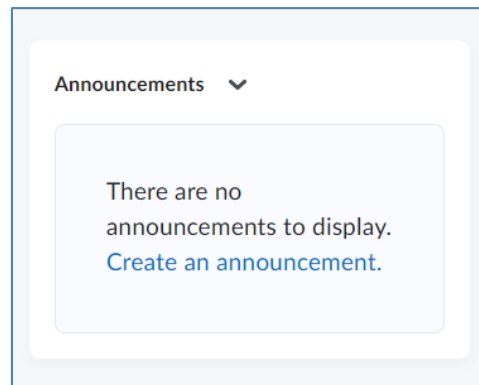
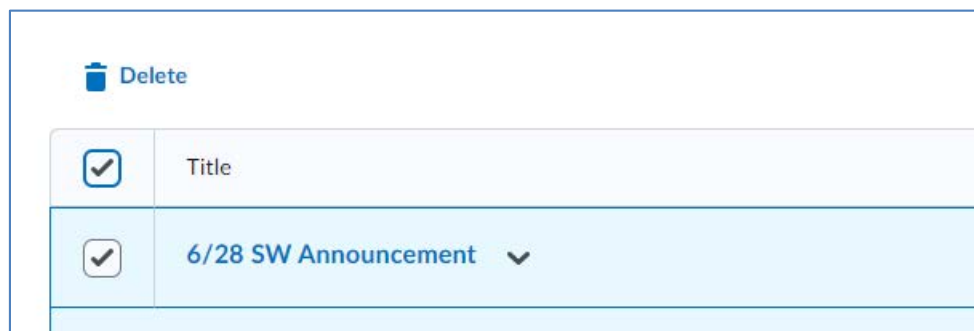


## Deleting and Organizing Brightspace Announcements

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

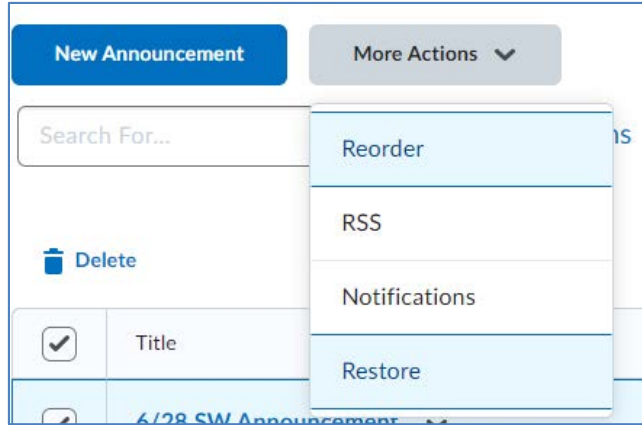


2. To **Delete** one or more announcements:
  - a. On the **Announcements** page, select the check box at the top of the announcements table to select all announcements
  - b. **OR** select one or more checkboxes to delete individual announcements
  - c. Click **Delete**

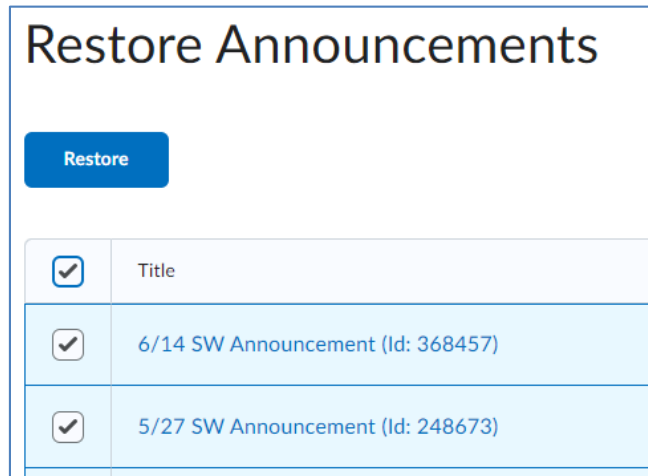


3. To **Restore** previously deleted announcements click the **More Actions** button and click **Restore**

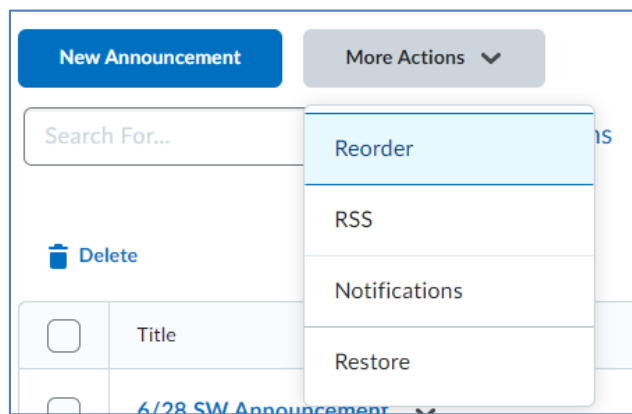
# SUNY DLE Brightspace Guides



- a. Select one or more announcements to **Restore** by selecting the **Checkboxes** next to the appropriate announcement. Then click **Restore**

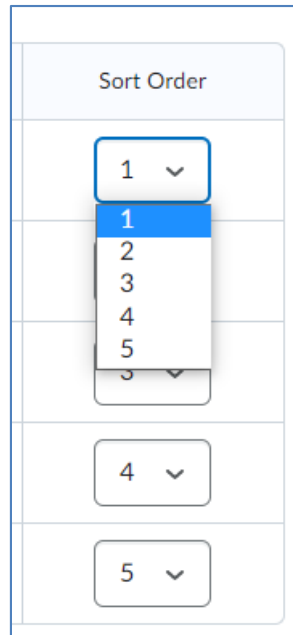


4. To **Organize** your announcements:
  - a. Click the **More Actions** and Select **Reorder**



## SUNY DLE Brightspace Guides

- b. Use the **Sort Order** menu to reorder your announcements. Click **Save**



The image shows a vertical panel titled "Sort Order" with a light blue header. Below the header are five rows, each containing a dropdown menu. The first dropdown menu is open, showing a list of numbers 1 through 5. The number 1 is highlighted in blue. The other four dropdown menus are closed and show the number 1, 4, and 5 respectively.