

Announcements Overview

Quick Summary

Announcements can help engage your students. They are a great way to communicate with your students on a regular basis or for reminders with important course updates. [Regular and Substantive Interaction](#) (RSI) must be provided between students and instructors. Course announcements are a great way to meet this required standard. This document will show you how to create an announcement in Brightspace. Here is a quick summary of the announcements overview:

1. Create an announcement
2. Organize Announcements
3. Delete Announcements

Video

If you prefer to watch a video, the video tutorial link will show you how to create an announcement.

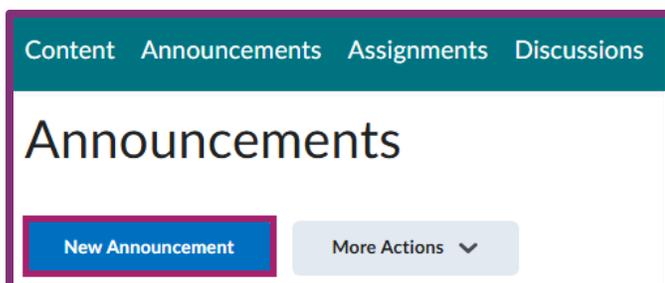
[Announcements Overview- Instructor](#)

Part 1: Create an Announcement

Step 1: Select the Announcements tab in the Navbar.



Step 2: Select “New Announcement”.



Step 3: Enter a Headline and Content

New Announcement

General

Headline *

 Display Author Information

Content *

Paragraph **B** *I* U Lato (Recomm... 19px (...)

Your Chapter 2 test will be due on April 5th by 11:59pm. |

Step 4: (Optional) Select your Announcement Availability.

- Use the “Start Date” to schedule an announcement at a specific time and date.
- Select an “End Date” to remove visibility of the announcement to students at a specific time/date.
*Selecting a start and end date is optional. If you do not choose a start date your announcement will automatically be published and if you do not choose an end date the announcement will always remain visible to students.

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

Step 5: (Optional) Add attachments or release conditions to your announcements.

Attachments

[Add a File](#) [Record Audio](#) [Record Video](#)

Additional Release Conditions

[Attach Existing](#) [Create and Attach](#) [Remove All Conditions](#)

There are no conditions attached to this item.

Step 6: Select “Publish”.

- If there is no Start Date, your announcement will be posted immediately, and the status will be “Published”.
- If there is a Start Date, your announcement status will be “Scheduled”.

Once published, your announcements will appear to students under the Announcements Navbar or on the Announcements widget on the home page. Students can individually dismiss announcement from the widget, but they will still be able to access them from the Navbar. Additionally, announcements will be sent to students via email when it goes live unless they have opted out in their individual settings.

[Publish](#) [Save as Draft](#) [Cancel](#)

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Chapter 2 Test ▼	Apr 2, 2025 12:01 AM	Apr 7, 2025 12:01 AM	Scheduled

Your Chapter 2 test will be due on April 5th by 11:59pm.

Part 2: Organize Announcements

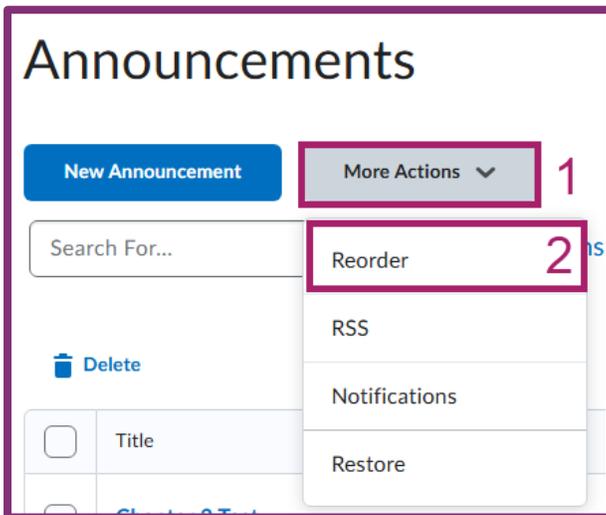
Brightspace will display announcements chronologically. Use the steps below to reorder your announcements.

Step 1: Select the Announcements tab in the Navbar.



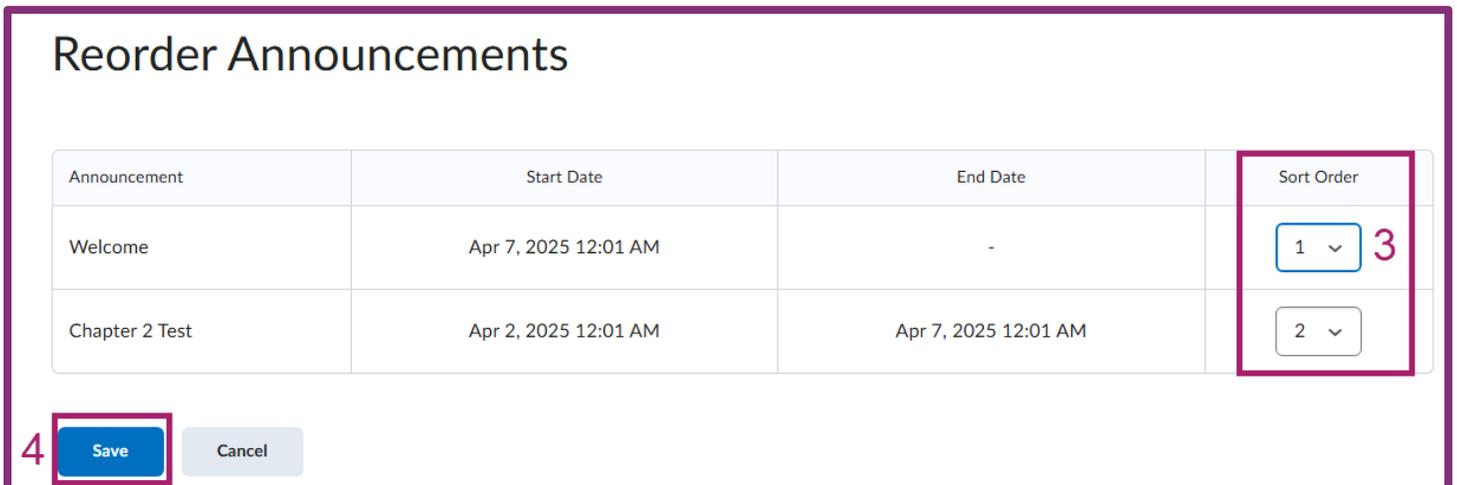
Step 1: Select “More Actions”.

Step 2: Select “Reorder”.



Step 3: Select the drop down to choose the order of your announcement

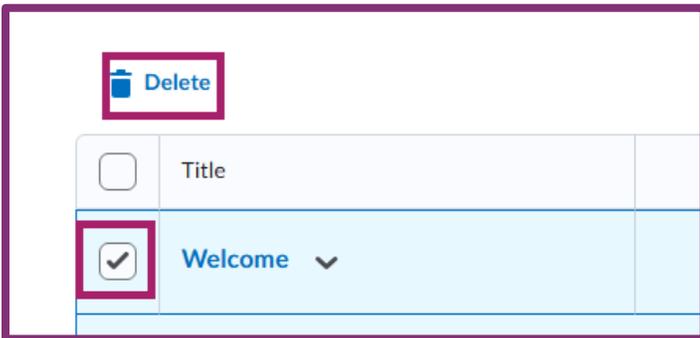
Step 4: Select “Save”.



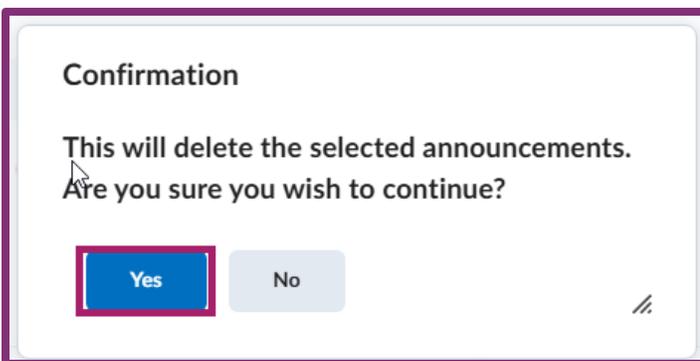
Part 3: Delete Announcements

Step 1: Select the checkbox next to the announcement you want to delete.

Step 2: Select “Delete”.



Step 3: Select “Yes”.



Need Help?

To review best practices of course announcements, schedule a consultation with the [Instructional Design and Learning Excellence](#) team. If you experience issues with Brightspace announcements, please email OLAT@tri-c.edu to get assistance from the Help Desk. Not sure whom to contact? Check out the [Faculty Support Flowchart](#).