



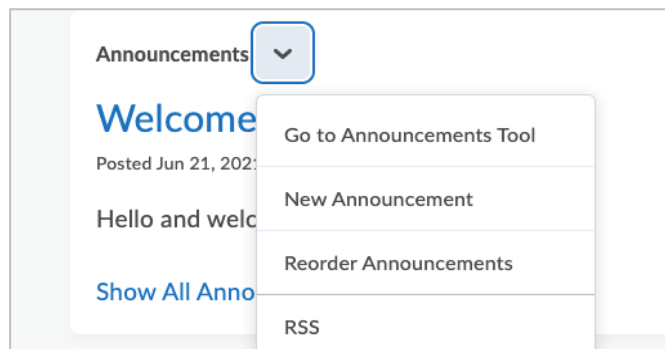
# The Announcements Tool and Widget

When you first log in to Brightspace, one of the first things you might notice on the main homepage is the Announcements widget. Announcements periodically releases pertinent information to all users of the system. Each course also comes with the Announcements widget built into the course homepage. Although it is possible for instructors to remove, we recommend leaving it in place for its value as a class-wide communication tool.

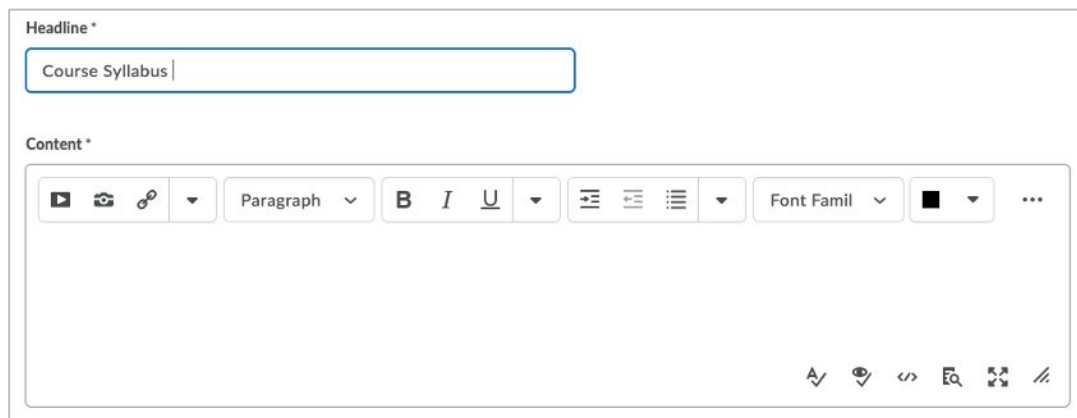
Similar to how all widgets work, the Announcements widget is a direct window into the Announcements Tool. When you add a new Announcements item, it is displayed in the widget.

To create a new Announcements Item in your course:

1. On your course homepage, click on the small arrow beside “Announcements”.
2. Select “New Announcement”.



3. Add a title in the “Headline” area, and the announcements information in the “Content” area.



**Optional settings (instructions provided on the following page):**

- Provide a start date and time, and/or an end date and time;*
- Attach a file or link content to the announcement; and*
- Attach release conditions associated with another tool in your course (if any), or create new release conditions.*



## 1. Adding a Start date/time

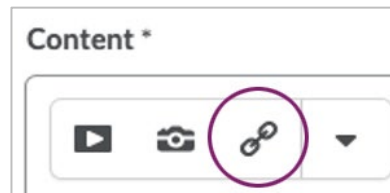
Scroll down under the content area of a new Announcement to a section labeled “Availability”. Set the date and time that you would like the post to be visible, and if desired, add an ‘end date’ to remove the post at a set time. This workflow is helpful for creating a semester’s worth of posts ahead of time to be published on the start date.

The screenshot shows the 'Availability' section of an announcement tool. It includes a 'Show Start Date' section with a checked checkbox for 'Always show start date' and a note: 'If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.' Below this is the 'Start Date' section with two input fields: a date field containing '21/6/2021' and a time field containing '12:40 PM'. The 'End Date' section has an unchecked checkbox for 'Remove announcement based on end date' and two input fields: a date field containing '22/6/2021' and a time field containing '12:00 AM'.

## 2. Adding Attachments in an Announcement

Elements other than text can also be added within the announcement content. Links to items such as surveys, content as well as assessments can be added; this is done by utilizing the ‘Quicklink’ button (pictured below).

- a. Click the quicklink button to open the pop-up window

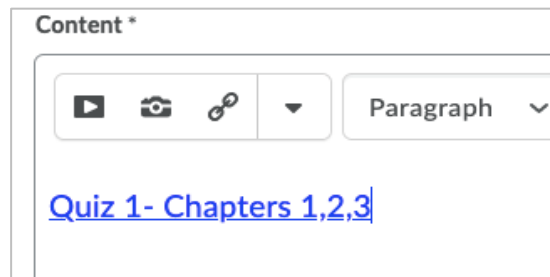


- b. There will be an alphabetical list of options to choose from. For the examples below, the ‘Quizzes’ option was selected.
- c. After selecting what type of category item, you would like to add you will be directed to select a specific item from that category (i.e.) Quizzes category will then you take you to a list of available quizzes which you can select from to attach.

The screenshot shows the 'Insert Quicklink' pop-up window. It has a search bar with the text 'Quiz Name' and a magnifying glass icon. Below the search bar is a section titled 'Quizzes' with a list of items. The first item is 'Quiz 1- Chapters 1,2,3' with a question mark icon and a pencil icon.



- d. After selecting the desired item (i.e. a Quiz), the item will be hyper-linked and clickable for students.



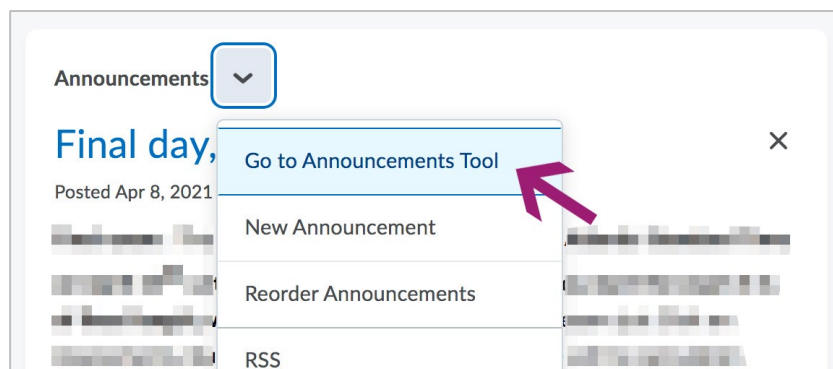
### 3. Release Conditions

By adding release conditions to an announcement post the post will only be visible to those students who meet the release conditions. That could be due to completing an item such as a survey, test, or submitting an assignment. Once the condition is met the post may be viewed. You must add these conditions at the very bottom of the page where you may select a pre-existing condition or if there are no conditions you will have to create one by selecting “Create and Attach”.

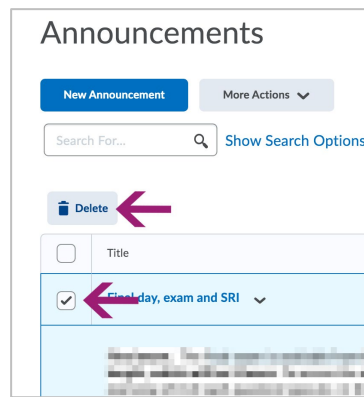
4. To finalize an announcement, select the blue “Publish” button at the bottom. You will then be redirected to the list of announcement posts that have been created. By returning to the home page, you will be able to view your new announcement post under the announcement widget.

### To remove an Announcement:

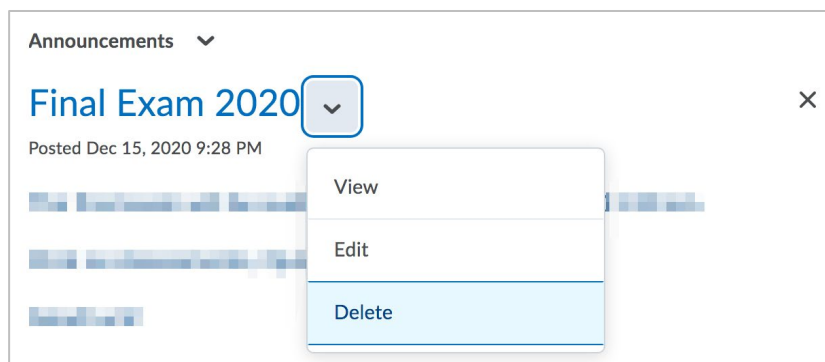
1. Click the small down arrow beside Announcements and select “Go to Announcements Tool”.



2. Within “Announcements”, select specific announcements by checking the box beside the post to remove, or check the box at the top of the list. Then click “Delete” (beside the trash can icon) to delete the announcement(s).



3. It is possible to delete announcements directly from the homepage, by clicking on the down arrow beside the announcement post and selecting “delete”. This workflow removes the announcement from your view, but not from everyone else’s view. To truly delete an announcement, you must go into the Announcements tool.



**Note:**

If you intend to use Announcements, notify students at the start of the semester that Announcements should be considered the primary means of communicating class-wide notices. Although students are able to receive Announcements through email and/or SMS, it can only be done if they choose to turn this feature on (in their profile settings).