

# Create an Announcement in Brightspace

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## Overview

The Brightspace Learning Environment from D2L contains three main message types related to classroom activity: **Announcements**, **Updates**, and **Notifications**. These notifications help students manage their classroom experience in Brightspace.

- **Announcements:** Instructors can post messages that display on the course homepage.
- **Notifications:** Students can subscribe to notifications to receive emails or text messages when announcements are posted in Brightspace. This must be set by students in their personal settings.
- **Update Alerts:** After students login to Brightspace, they can see an Update Alert icon at the top of the page indicating new or updated information from all their courses.

## Objectives





By following the guide, you will be able to:

Part 1: Create an Announcement in a Course.

Part 2: Help Students Subscribe to Email Announcements.

Part 3: Help Students Know Where to See Course Update Alerts.

## Part 1: Create an Announcement in a Course.

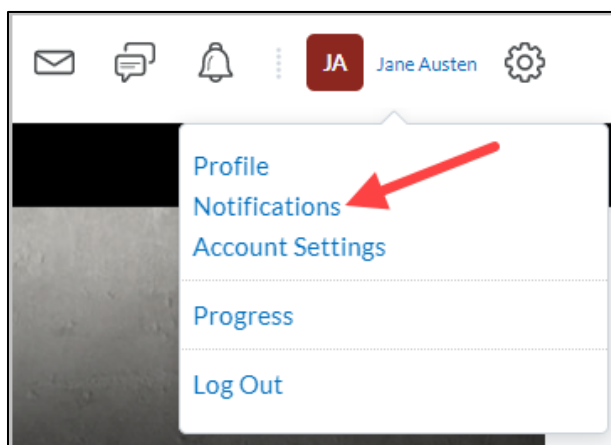
1. From the Course Home, locate the **Announcements** widget (center of page).
2. Click the down-arrow (  ) next to 'Announcements'.
3. In the dropdown menu, select **New Announcement**.
4. Click in the 'Headline' field and type a heading. (Ex: Welcome Class!)
5. Click in the 'Content' field (below the editing icons) and type an announcement.
  - 5.1. To add a video, click the **Insert Stuff** (  ) icon.
    - Use Insert Stuff for media such as Kaltura, YouTube, Video Note.
  - 5.2. To insert an image, click the **Insert Image** (  ) icon.
    - Use Insert Image to insert standard image types such as JPG, TIF, PNG, and GIF.
  - 5.3. To insert a link, click the **Insert Quicklink** (  ) icon.
    - Use Quicklinks for shortcuts to course materials, activities, Url links, or other files.

6. Use the 'Availability' section to set any date restrictions.
  - 6.1. Start Date: This is the date and time that the Announcement will display to learners.
    - Select date and time.
  - 6.2. End Date: (Optional) This is the date and time that the Announcement will stop displaying.
    - Click the check box to 'Remove announcements based on end date'.
    - Select date and time.
7. Locate the 'Attachments' section.
  - 7.1. To add a file, click **Add a File**.
    - Click **My Computer** and navigate to your course files on your computer.
    - 'Drag and Drop' the file into the dotted area or click the **Upload** button to browse and select the file on your computer.
    - Click **Add**.
    - Note: The Add a File, Record Audio, and Record Video tools all attach a downloadable file. Unless preferred, it is not recommended to use the Record Audio and Record Video buttons. Use the Insert Stuff tool in the HTML Editor to attach media.
8. Click **Publish** at the bottom of the page.

## Part 2: Help Students Subscribe to Email Announcements.

The following instructions are for any user wanting to subscribe to notifications in their personal settings. Students should follow these instructions to receive an email announcement when an announcement is posted in their course.

1. Click on your profile picture icon/name in the top-right corner of the page.
2. In the dropdown menu, select **Notifications**.



3. Scroll down to the 'Instant Notifications' section. Check the two boxes for Announcements (announcement updates & new announcement available) under the 'Email' column.



### Part 3: Help Students Know Where to See you Course Update Alerts

1. Locate the Update alerts icon in the top-right corner of the page.



2. When an orange dot is located next to the Update alerts icon, click on the icon for a dropdown list of the current updates. Each update will include a link.

