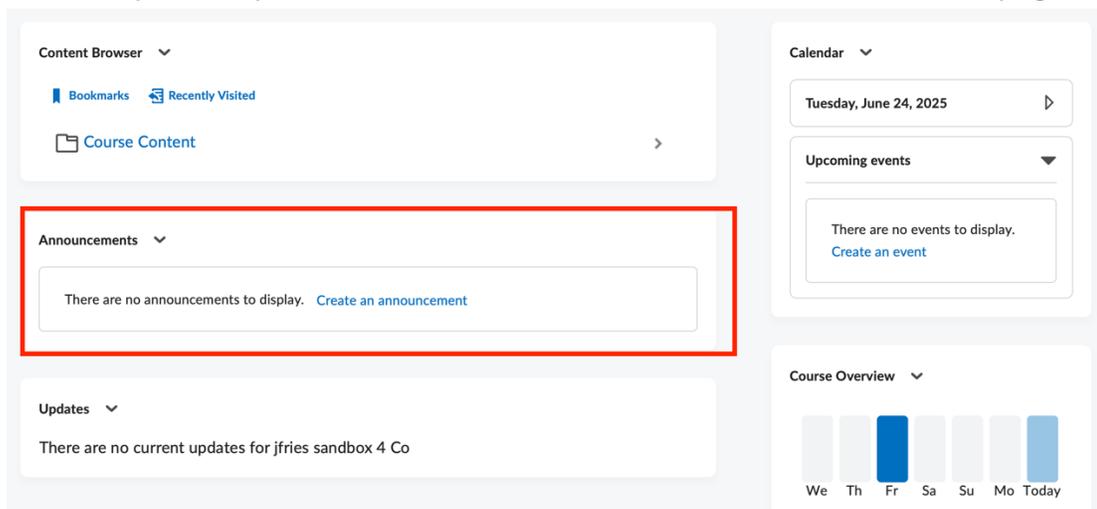


## Post an announcement

In some cases, you would like to create an announcement in Brightspace for your students to see as soon as they enter the course. If the students have notifications turned on it will notify the student of the announcement as well. Here are the steps to create an announcement.

1. From the Course home in Brightspace locate the Announcement widget. The default layout will put it under the Content browser on the left side of the page.



- 2.
3. Click on the Dropdown or down arrow next to the Announcements Title

**Announcements** 

4. Choose New Announcement
5. Give the announcement a Headline (this will be the title of the announcement)
6. Add the Content.
7. Scroll down and give it a start date if you would like it to open sometime in the future
8. Also, we recommend giving the announcement an end date. If this course is copied over to a future course all announcements will be copied over as well so adding an end date will reduce confusion for new students coming and seeing old announcements.
9. Click Publish when you are ready to release the announcement or Save as Draft to edit it later.

Note: you can also use the WYSIWYG (What You See Is What You Get) editor to modify the Content of the announcement to include links to learning activities and things like images.