Kennesaw State University

University Information Technology Services

D2L Brightspace – Daylight Experience

The Announcements Tool

University Information Technology Services

Technology Outreach

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University Information Technology Services

D2L Brightspace® - Daylight Experience: The Announcements Tool

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Introduction

The Announcements tool is helpful in broadcasting announcements, content, and updates to students. These Announcement items appear on the *Course Home* page for students to see as soon as they access your course. Students may also receive these Announcement items as a text or email notification, if the student has set up their account appropriately.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create an Announcement Item
- Delete an Announcement Item
- Edit an Announcement Item
- Reorder an Announcement Item
- Restore an Announcement Item

Create An Announcement Item

To create an announcement item:

1. From the *Course Home* page:
   a. Click the **drop-down arrow** next to *Announcements* (See Figure 1).
   b. Click **New Announcement** (See Figure 1).

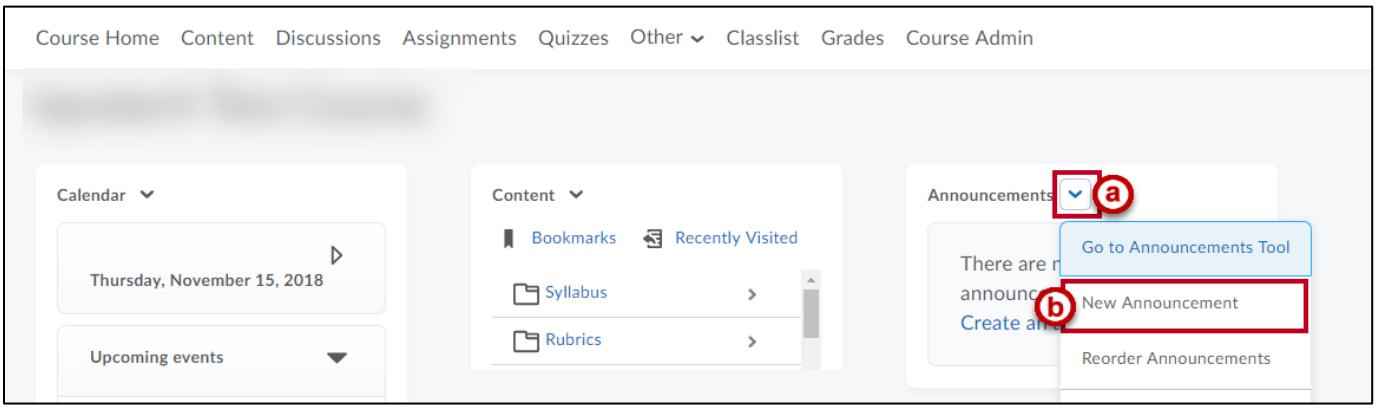

Figure 1 - New Announcement

2. From the *New Announcement* page:
   a. Enter a **Headline** for your Announcement item (See Figure 2).
   b. Under *Content*, type the **announcement** you wish to have displayed on the *Course Home Page* (See Figure 2).

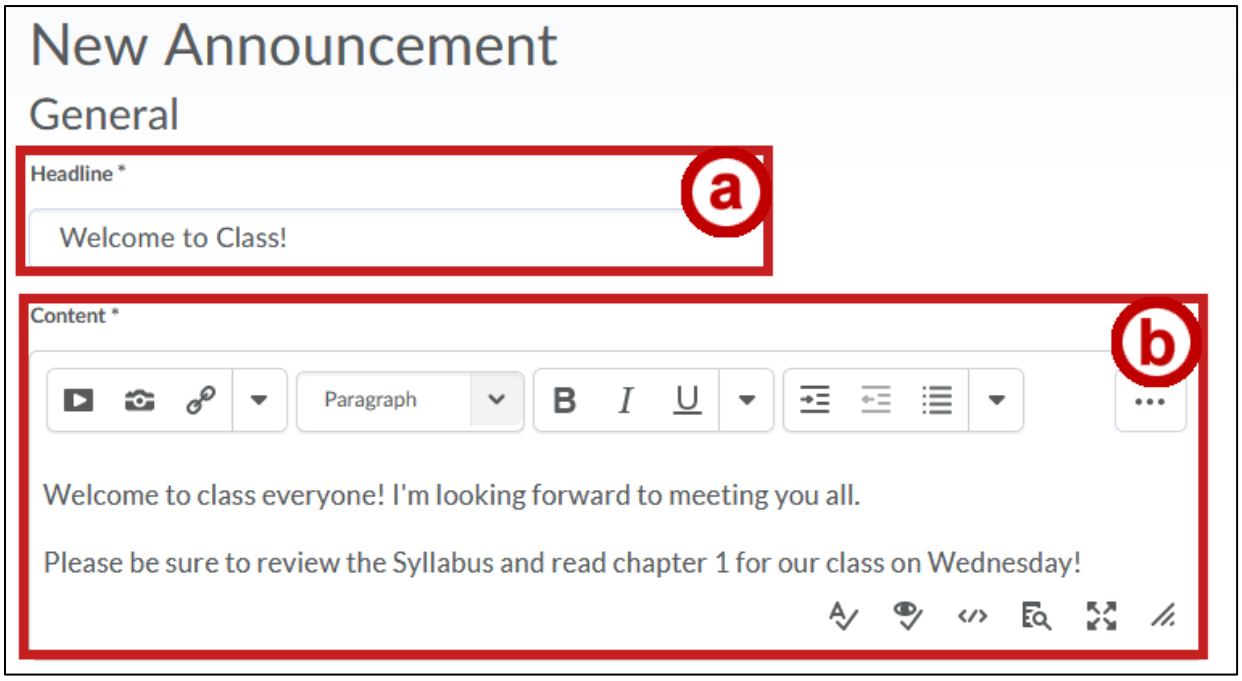

Figure 2 - Creating a New Announcement: Part 1

c. If you want to hide your headline's date and time, clear the **Always show start date** checkbox. By default, an Announcement item start date and time appears below the headline when displayed in the *Announcement* widget (See Figure 3).
d. In the **Start Date** and **End Date** fields, select the posting availability date. Announcement items publish immediately, unless you specify an alternate start date from **Start Date** (See Figure 3).
e. You can remove an Announcement item based on a specific date by selecting the checkbox **Remove Announcement item based on end date**. You and administrators can still see the Announcement item after its end date, but it will not appear in the *Announcements* widget (See Figure 3).
f. In the *Attachments* section, you may add **attachments, audio recordings, and video recordings** as part of your Announcement item (See Figure 3).
g. To include additional release conditions, click **Attach Existing** or **Create and Attach** (See Figure 3).
h. To continue editing the Announcement item, click **Save as Draft**. Students cannot see draft Announcement items (See Figure 3).
i. To release the Announcement item to users, click **Publish** (See Figure 3).

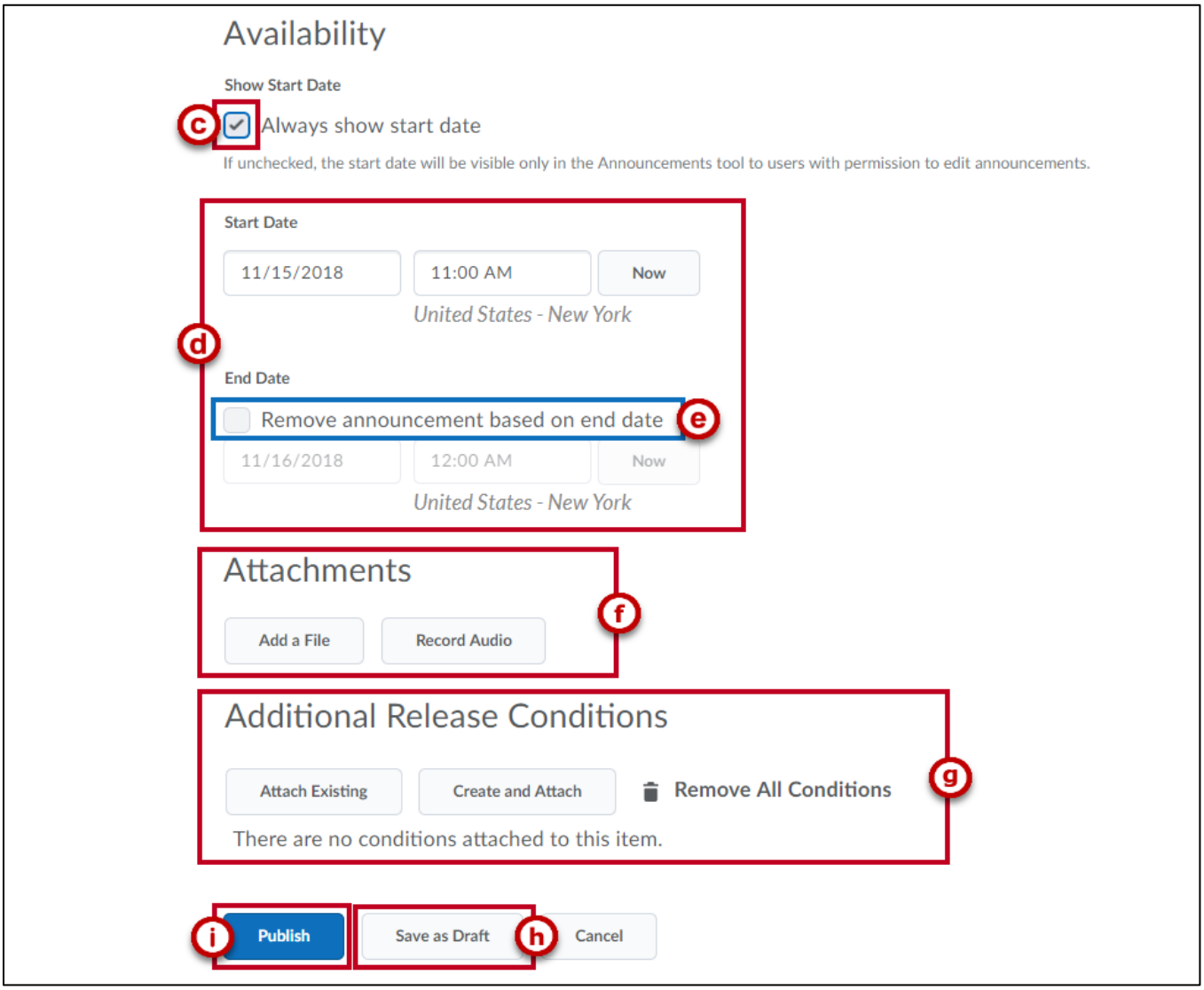

Figure 3 - Creating a New Announcement: Part 2

Delete An Announcement Item

To delete a single announcement item:

1. From the *Course Home* page, click **Announcements**.

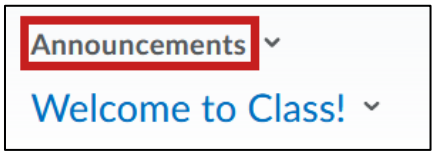

Figure 4 - Enter Announcements

2. The *Announcements* page will appear. Click the **drop-down arrow** next to the Announcement you want to delete (See Figure 5).

3. From the *drop-down* menu, click **Delete** (See Figure 5).

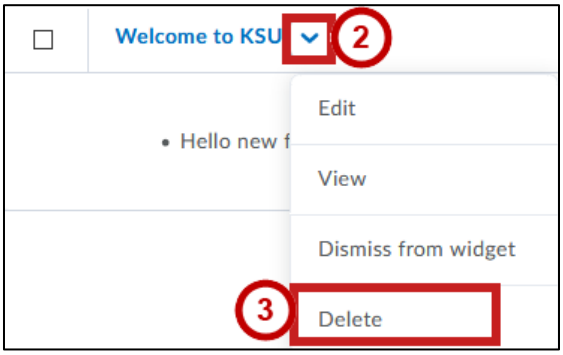

Figure 5 - Deleting Announcement Item

Deleting Multiple Postings

To delete multiple postings:

1. Select the **checkbox(es)** beside the Announcement item(s) you want to delete (See Figure 6).
2. Click **Delete** at the top of the list (See Figure 6).

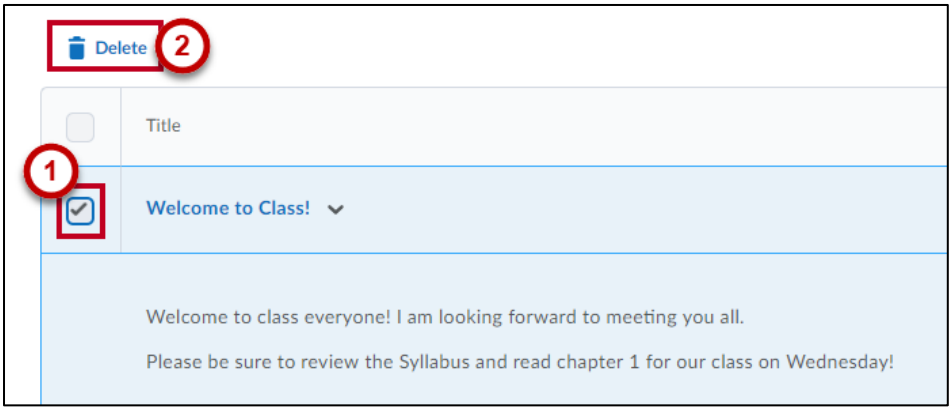

Figure 6 - Deleting Multiple Announcement Items

3. A *Confirmation* window will appear asking if you are sure that you wish to delete the selected Announcement items. Click **OK**.

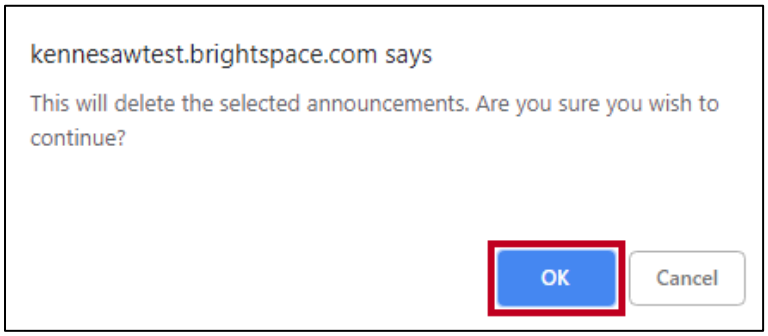

Figure 7 - Click Yes

Edit An Announcement Item

To edit an existing Announcement:

1. From the *Course Home* page, click **Announcements**.

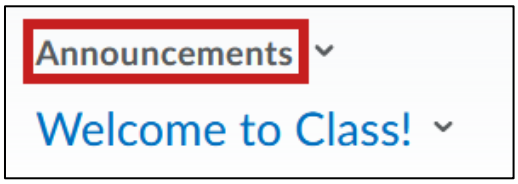

Figure 8 - Click on Announcement

2. The *Announcements* page will open.
   a. Next to the Announcement item, you want to edit, click the **drop-down arrow** (See Figure 9).
   b. A *drop-down* menu will appear. Select **Edit** (See Figure 9).

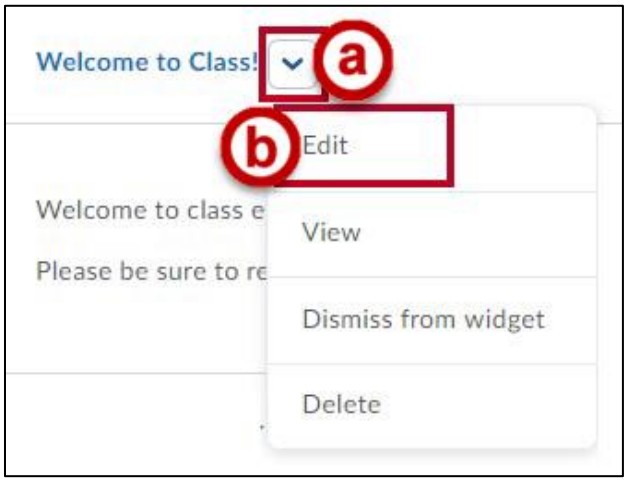

Figure 9 - Click Edit

3. The *Edit Announcement* page will appear:
   a. In the *Content* area, edit your **Announcement** posting (See Figure 10).
   b. To inform users of major changes and updates to postings they might have dismissed, select the **Major edit - send a notification and restore it for those who dismissed it** checkbox (See Figure 10).
   c. If you want to hide your headline's date and time, clear the **Always show start date** checkbox. (See Figure 10).
   d. If needed, edit the **Start Date** and **End Date** fields (See Figure 10).
   e. You can remove an Announcement item based on a specific date by selecting the check box **Remove Announcement item based on end date** (See Figure 10).
   f. In the *Attachments* section, you may add **attachments, audio recordings, and video recordings** as part of your Announcement item (See Figure 10).
   g. To include additional release conditions, click **Attach Existing** or **Create and Attach** (See Figure 10).
   h. When you are finished making your changes, click **Update** (See Figure 10).

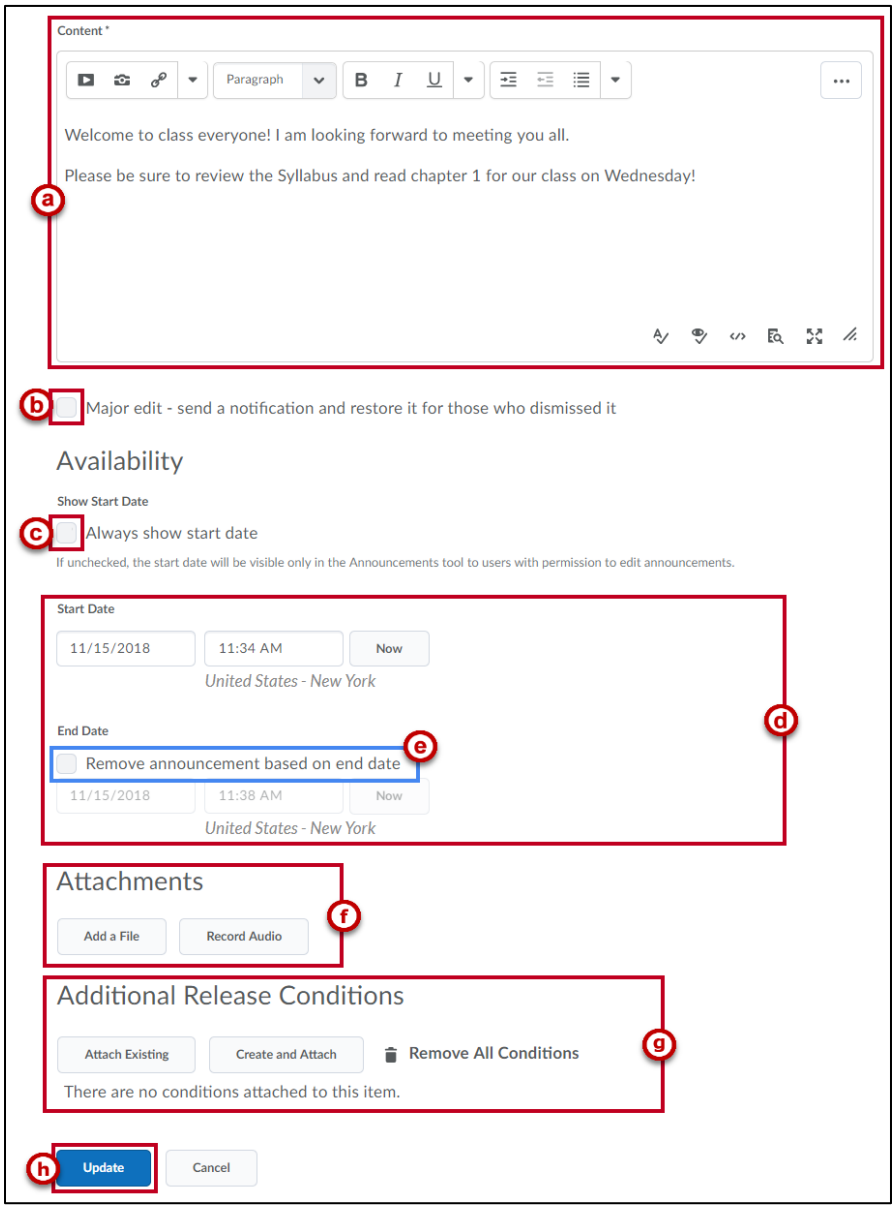

Figure 10 - Edit Announcement Item

Reordering An Announcement Item

To reorder an announcement item:

1. From the *Course Home* page, click **Announcements**.

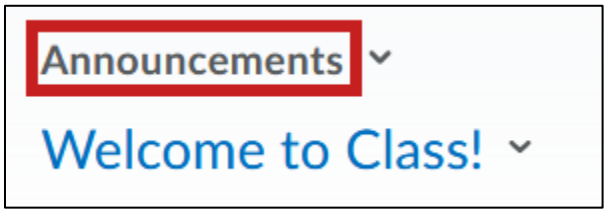

Figure 11 - Announcements

2. On the *Announcements* page, click **More Actions** (See Figure 12).
3. From the *drop-down* menu, click **Reorder (**See Figure 12).

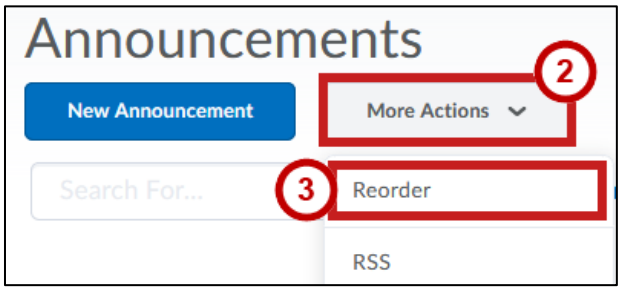

Figure 12 - Reorder

4. The *Reorder Announcements* page will appear. Use the drop-down lists in the **Sort Order** column to select an item's order, and other items will reposition automatically (See Figure 13).

5. Click **Save** (See Figure 13).

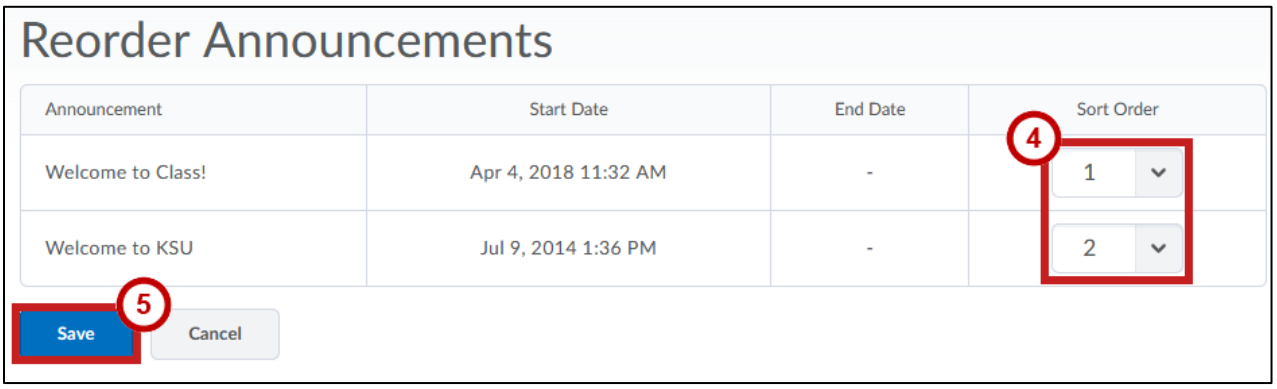

Figure 13 - Reorder Announcement Items

Restore A Deleted Announcement Item

To restore a deleted announcement item:

1. From the *Course Home* page, click **Announcements**.

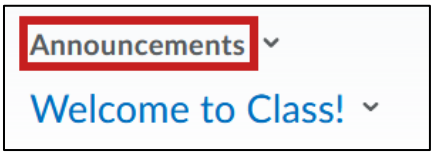

Figure 14 - Click Announcements

2. The *Announcements* page appears. Click **More Actions** (See Figure 15).
3. Click **Restore** (See Figure 15).

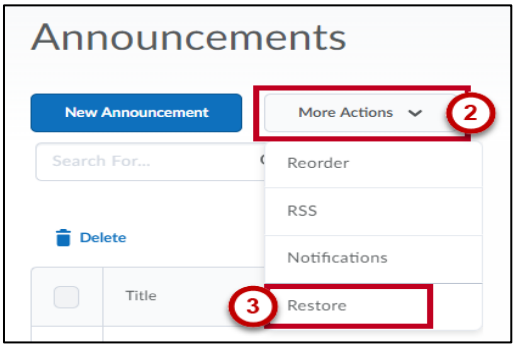

Figure 15 - Click Restore

4. The *Restore Announcement* page opens. Select the **checkbox** of the Announcement item(s) you want to restore (See Figure 16).

5. Click **Restore** (See Figure 16).

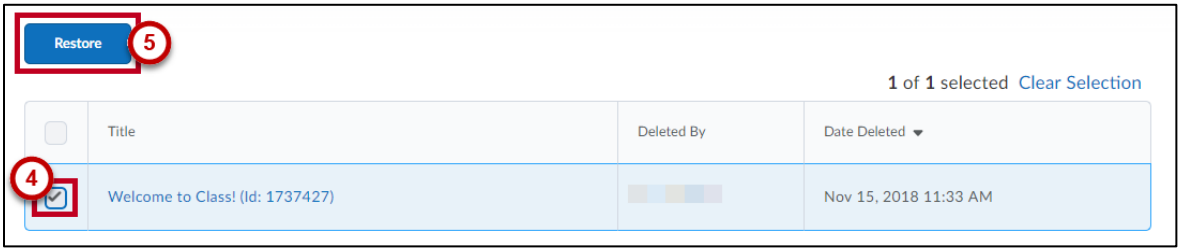

Figure 16 - Restore Announcement

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu