



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).

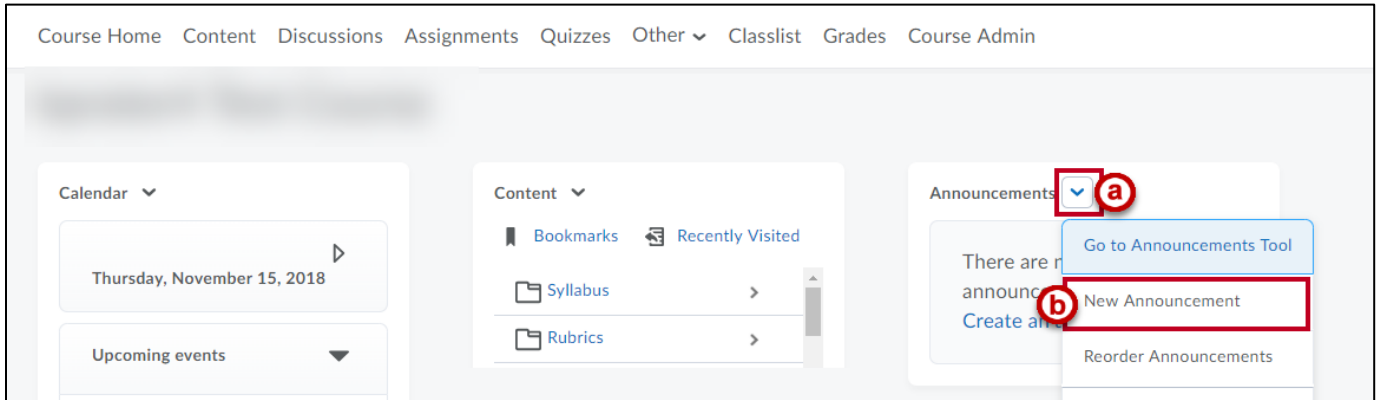


Figure 1 - New Announcement

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).

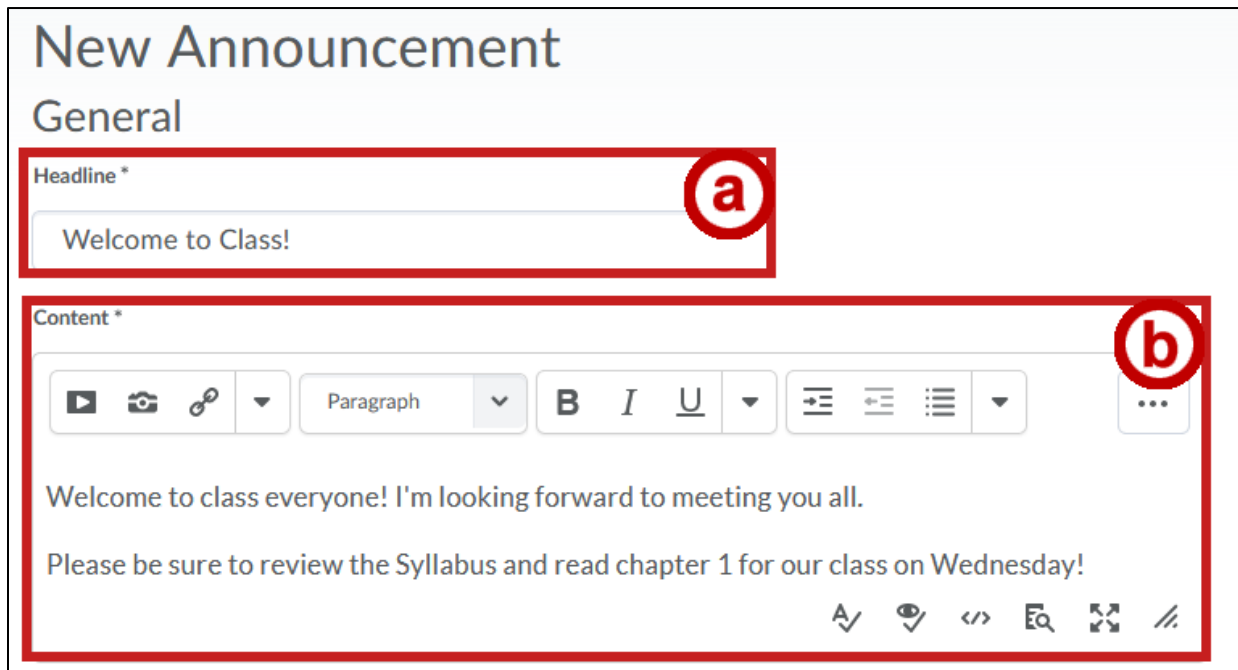


Figure 2 - Creating a New Announcement: Part 1

- 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).

The screenshot shows the 'Availability' section with the following elements:

- Show Start Date:** A checkbox labeled 'Always show start date' is checked. A red circle 'c' is next to it. Below it, a note states: 'If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.'
- Start Date:** A date field contains '11/15/2018', a time field contains '11:00 AM', and a 'Now' button is present. Below these is the text 'United States - New York'. A red circle 'd' is next to the date field.
- End Date:** A checkbox labeled 'Remove announcement based on end date' is unchecked. A red circle 'e' is next to it. Below it are date and time fields: '11/16/2018' and '12:00 AM', and a 'Now' button. Below these is the text 'United States - New York'.
- Attachments:** Two buttons are visible: 'Add a File' and 'Record Audio'. A red circle 'f' is next to the 'Record Audio' button.
- Additional Release Conditions:** Three buttons are visible: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. A red circle 'g' is next to the 'Remove All Conditions' button. Below the buttons is the text: 'There are no conditions attached to this item.'
- Bottom Buttons:** Three buttons are visible: 'Publish' (highlighted in blue), 'Save as Draft', and 'Cancel'. Red circles 'i' and 'h' are next to the 'Publish' and 'Save as Draft' buttons, respectively.

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**.

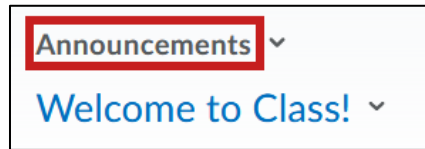


Figure 4 - Enter Announcements

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).

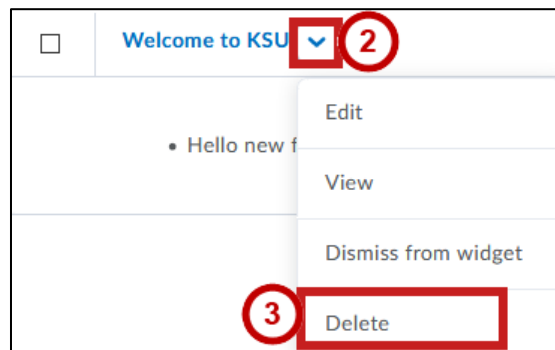


Figure 5 - Deleting Announcement Item

## 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).

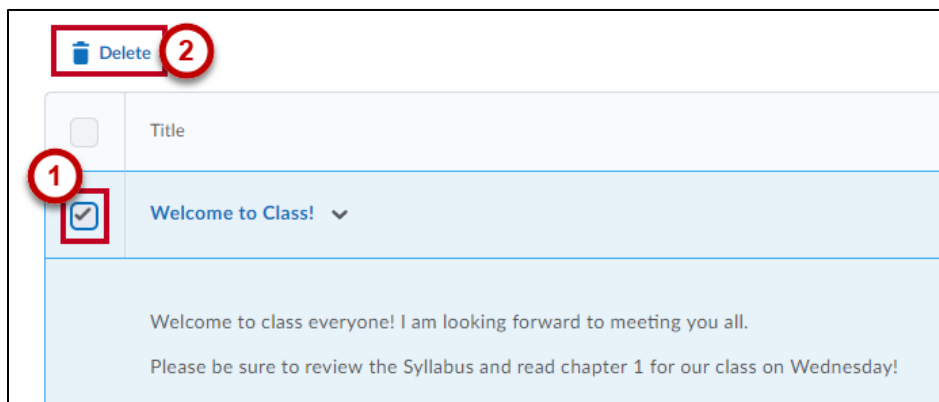


Figure 6 - Deleting Multiple Announcement Items

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

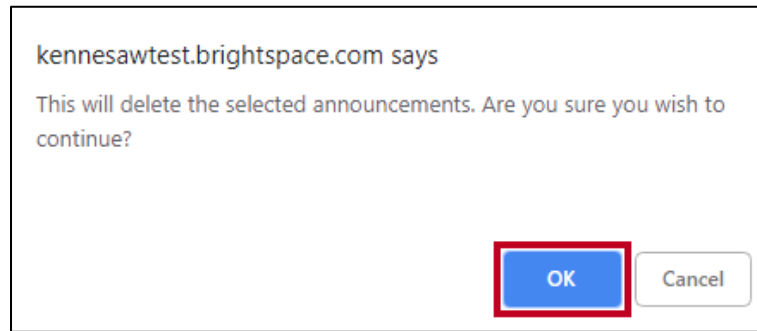


Figure 7 - Click Yes

## Edit An Announcement Item

To edit an existing Announcement:

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

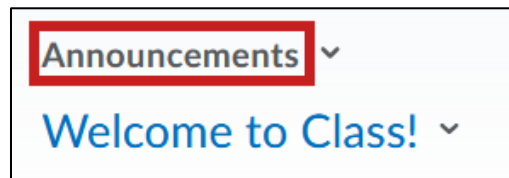


Figure 8 - Click on Announcement

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).

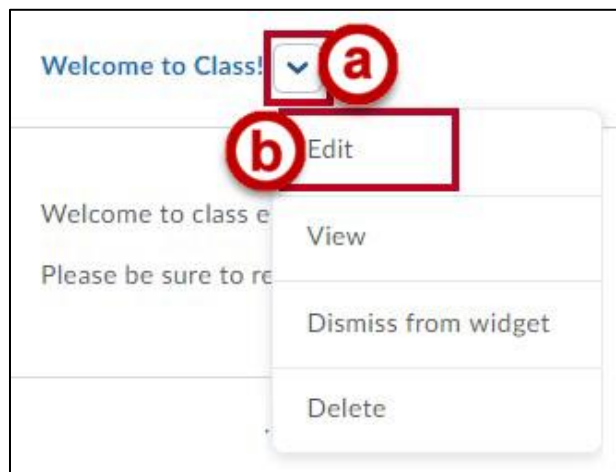


Figure 9 - Click Edit



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 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).

The screenshot shows the 'Edit Announcement Item' form. At the top is a 'Content' editor with a rich text toolbar and a text area containing the message: 'Welcome to class everyone! I am looking forward to meeting you all. Please be sure to review the Syllabus and read chapter 1 for our class on Wednesday!'. A red box labeled 'a' highlights the content area. Below the content is a checkbox labeled 'Major edit - send a notification and restore it for those who dismissed it' with a red box labeled 'b'. Underneath is the 'Availability' section, which includes a 'Show Start Date' label and a checkbox labeled 'Always show start date' with a red box labeled 'c'. Below this is a date and time picker for 'Start Date' (11/15/2018, 11:34 AM, Now, United States - New York) and another for 'End Date' (11/15/2018, 11:38 AM, Now, United States - New York). A red box labeled 'd' encompasses both date pickers. A checkbox labeled 'Remove announcement based on end date' is highlighted with a blue box and a red box labeled 'e'. Below the date pickers is the 'Attachments' section with 'Add a File' and 'Record Audio' buttons, highlighted with a red box labeled 'f'. Underneath is the 'Additional Release Conditions' section with 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' buttons, highlighted with a red box labeled 'g'. At the bottom of the form are 'Update' and 'Cancel' buttons, with 'Update' highlighted by a red box labeled 'h'.

Figure 10 - Edit Announcement Item

## Reordering An Announcement Item

To reorder an announcement item:

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

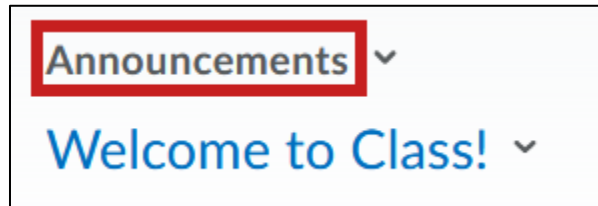


Figure 11 - Announcements

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

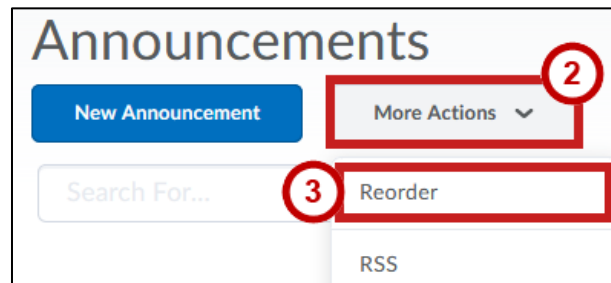


Figure 12 - Reorder

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).

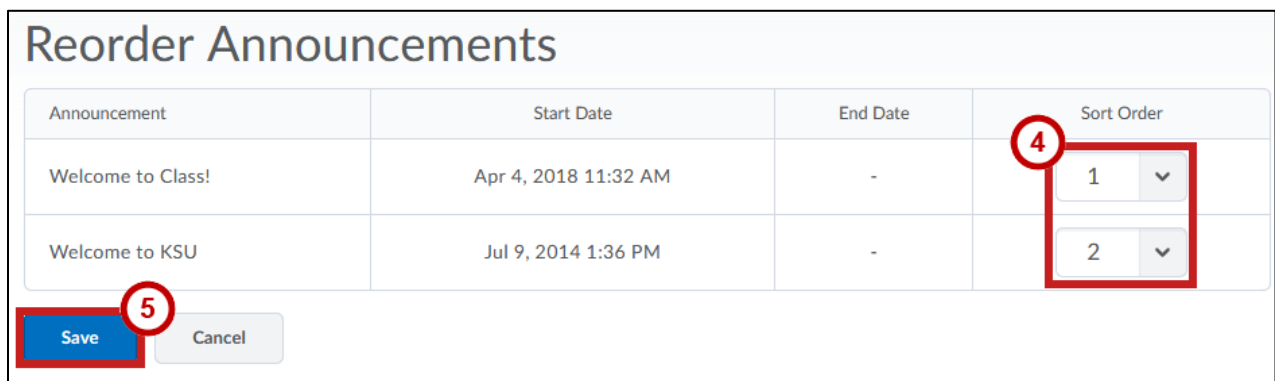


Figure 13 - Reorder Announcement Items

## Restore A Deleted Announcement Item

To restore a deleted announcement item:

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

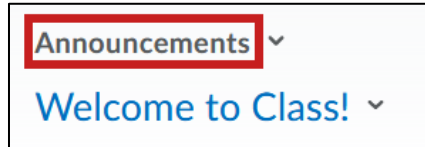


Figure 14 - Click Announcements

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

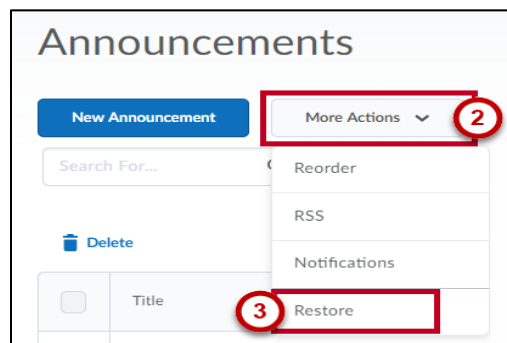


Figure 15 - Click Restore

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).

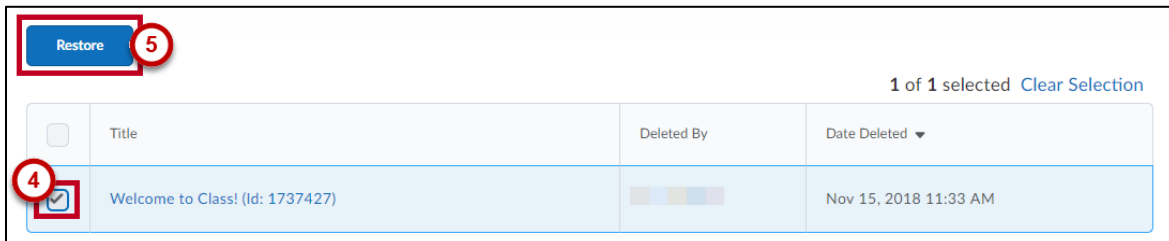


Figure 16 - Restore Announcement

## 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](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>