D2L Brightspace – Daylight Experience
The Annoucements Tool
# Table of Contents

Introduction ......................................................................................................................................................... 4  
Learning Objectives ............................................................................................................................................. 4  
Create An Announcement Item .......................................................................................................................... 5  
Delete An Announcement Item ........................................................................................................................... 7  
  To delete multiple postings ............................................................................................................................... 7  
Edit an Announcement item ................................................................................................................................... 8  
Reordering an Announcement Item ....................................................................................................................... 10  
Restore a Deleted Announcement Item ............................................................................................................... 11  
Additional Help .................................................................................................................................................... 11
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

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](image)

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](image)
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).
Delete An Announcement Item

To delete a single announcement item:

1. From the Course Home page, click Announcements.

![Figure 4 - Enter Announcements](image)

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](image)

To Delete Multiple Postings

1. Select the checkbox(es) beside the Announcement items 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](image)
3. A Confirmation window will appear asking if you are sure that you wish to delete the selected Announcement items. Click Yes.

![Confirmation](image)

**Figure 7 - Click Yes**

**Edit an Announcement item**

To edit an existing Announcement:

1. From the Course Home page, click Announcements.

![Announcements](image)

**Figure 8 - Click on Announcements**

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).

![Edit](image)

**Figure 9 - Click Edit**
3. The *Edit Annoucement* page will appear:
   a. In the *Content* area, edit your *Annoucement* 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 Annoucement item based on a specific date by selecting the check box *Remove Annoucement 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 Annoucement 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 Annoucement Item](image)
Reordering an Announcement Item

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

   ![Figure 11 - Announcements](image)

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](image)

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](image)
Restore a Deleted Announcement Item

1. From the Course Home page, click Announcements.

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

3. Click Restore (See Figure 15).

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).

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