



University Information  
Technology Services

# D2L Brightspace – Daylight Experience

The Announcements Tool

University Information Technology Services

Learning Technology, Training, Audiovisual, and Outreach

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# University Information Technology Services

## D2L Brightspace® - Daylight Experience: The Announcements 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).

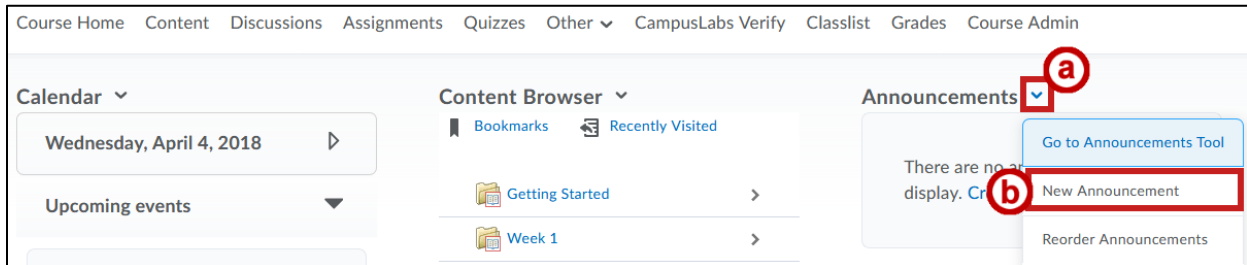


Figure 1 - New Announcement

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).

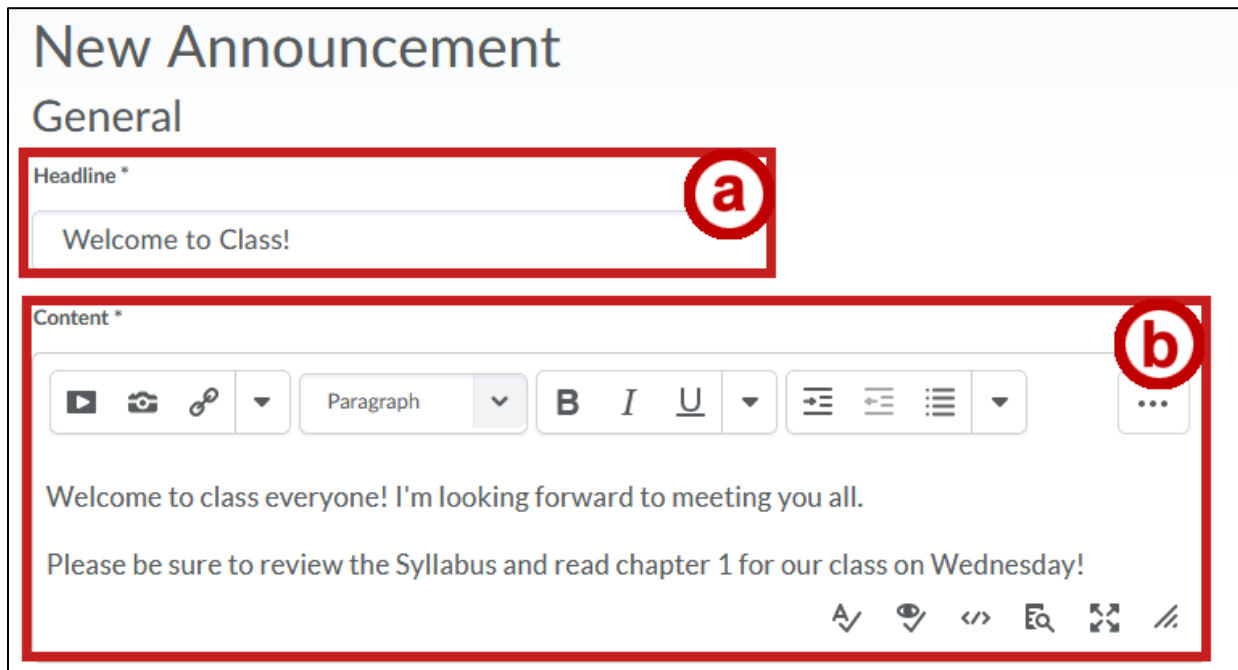


Figure 2 - Creating a New Announcement: Part 1

- 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 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).

**Availability**

Show Start Date

Always show start date c

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

4/4/2018 11:32 AM Now d

United States - New York

End Date

Remove announcement based on end date e

4/5/2018 12:00 AM Now

United States - New York

**Attachments** f

Add a File Record Audio

**Additional Release Conditions** g

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

i **Publish** **Save as Draft** h Cancel

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**.

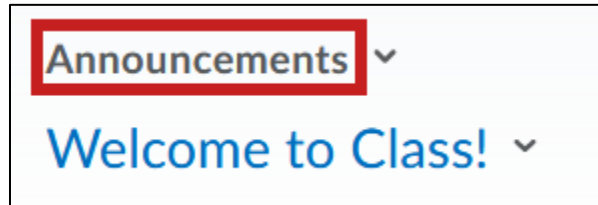


Figure 4 - Enter Announcements

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).

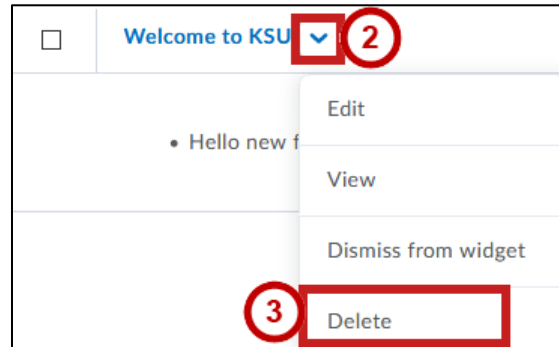


Figure 5 - Deleting Announcement Item

## 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).

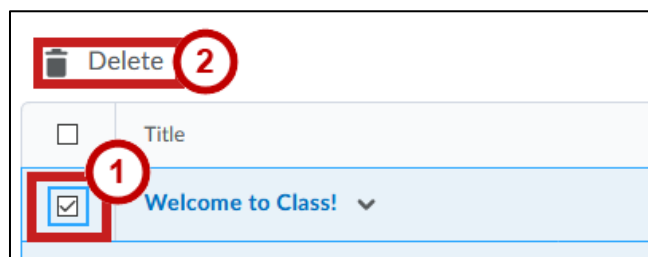


Figure 6 - Deleting Multiple Announcement Items

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

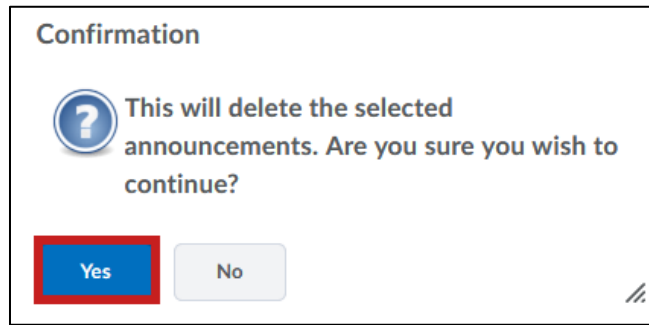


Figure 7 - Click Yes

## Edit an Announcement item

To edit an existing Announcement:

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

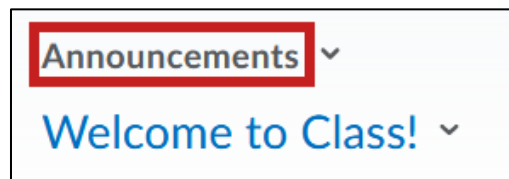


Figure 8 - Click on Announcement

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).

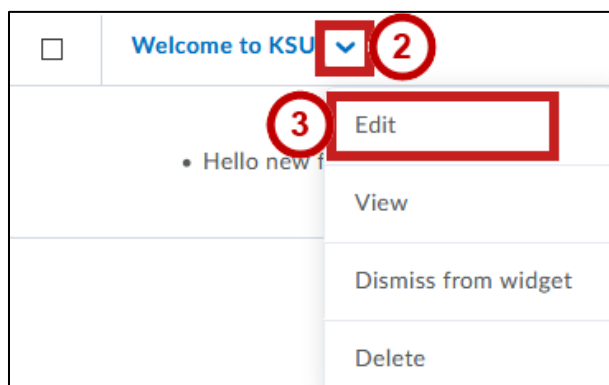


Figure 9 - Click Edit



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).

The screenshot shows the 'Edit Announcement' interface with several sections highlighted by red boxes and letters:

- a**: The **Content** area, which includes a rich text editor with a toolbar (video, image, link, paragraph, bold, italic, underline) and a text area containing the message: "Welcome to class everyone! I'm looking forward to meeting you all. Please be sure to review the Syllabus and read chapter 1 for our class on Wednesday!".
- b**: A checkbox labeled "Major edit - send a notification and restore it for those who dismissed it".
- c**: The **Availability** section, specifically the "Show Start Date" area with a checkbox for "Always show start date". A note below states: "If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements".
- d**: The **Start Date** section, showing a date picker set to 4/4/2018 at 11:32 AM in the United States - New York.
- e**: The **End Date** section, featuring a checkbox for "Remove announcement based on end date" and a date picker set to 4/5/2018 at 12:00 AM in the United States - New York.
- f**: The **Attachments** section, with buttons for "Add a File" and "Record Audio".
- g**: The **Additional Release Conditions** section, with buttons for "Attach Existing", "Create and Attach", and "Remove All Conditions". A message below reads: "There are no conditions attached to this item."
- h**: The **Update** button at the bottom left of the form.

Figure 10 - Edit Announcement Item

## Reordering an Announcement Item

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

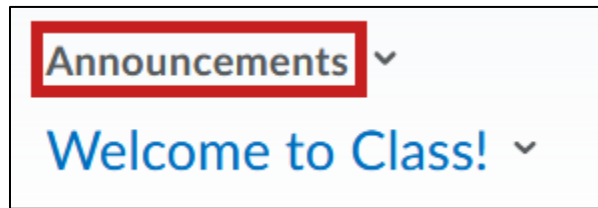


Figure 11 - Announcements

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

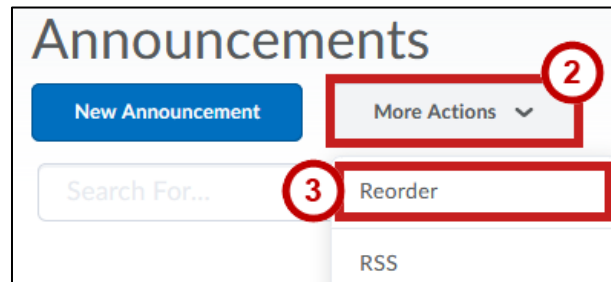


Figure 12 - Reorder

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).

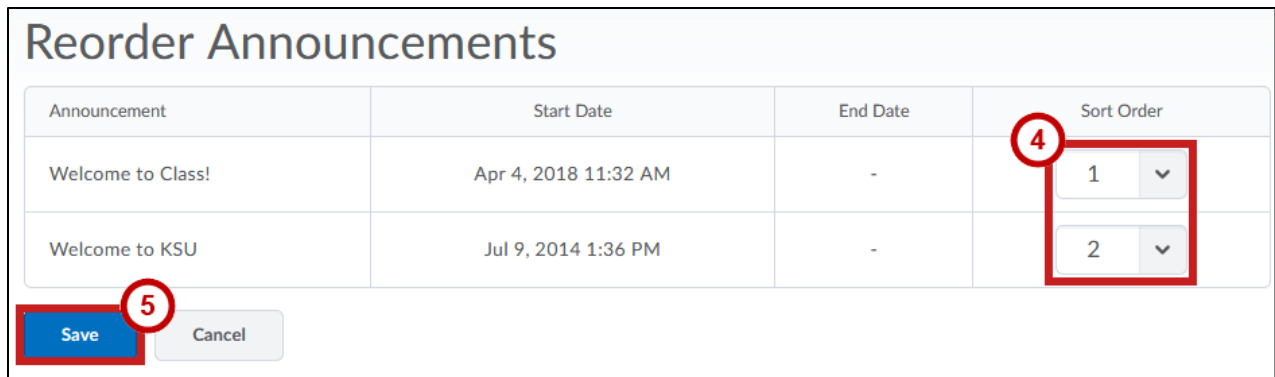


Figure 13 - Reorder Announcement Items

## Restore a Deleted Announcement Item

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

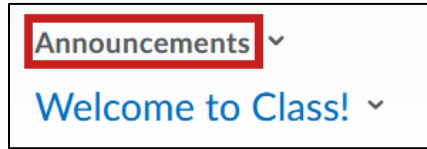


Figure 14 - Click Announcements

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

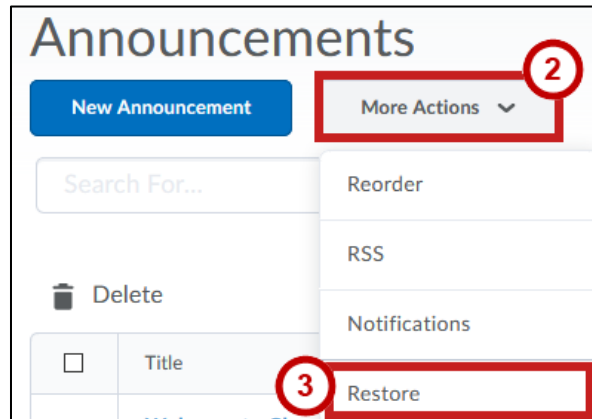


Figure 15 - Click Restore

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).

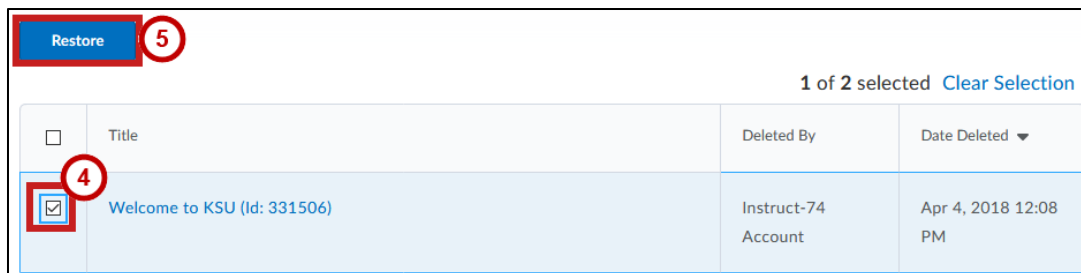


Figure 16 - Restore Announcement

## 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>