

BRIGHTSPACE – CREATING ANNOUNCEMENTS



Teaching and Learning Support Service, uOttawa

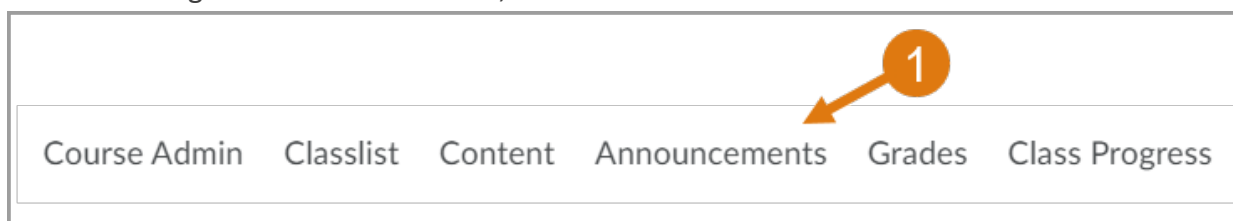
CONTEXT

“Announcements” allow you to quickly and easily bring students up to speed on important information regarding your course. You can use announcements to welcome students to the course, notify them of any important deadlines, and highlight when new materials or items have been added to the course. You can personalise announcements with an audio or video message as well as define when, how long and to whom the announcement will be visible.

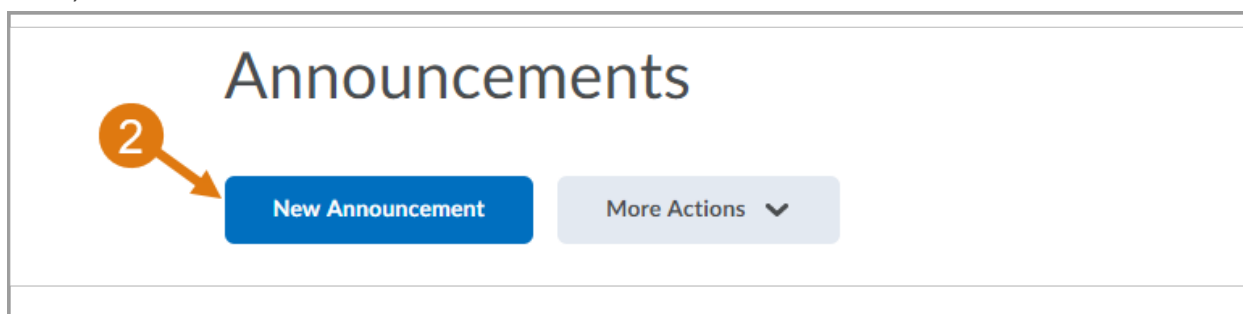
Note: “Announcements” appear directly within the Virtual Campus (Brightspace) course and if students have not selected to receive notifications for announcements, they may miss important information, as they need to know to go to the announcements tab to view new announcements. Accordingly, it might be useful to set a time when students are expected to check the announcements on a regular basis (e.g. every Wednesday at 10 a.m.), or alternatively if something is time-sensitive or important, consider using the “Classlist Email tool” instead. In addition, at the beginning of the term, let your students know that they should set up their notifications to avoid missing important information related to the course.

CREATE A NEW ANNOUNCEMENT

1. From the navigation bar of the course, click on **Announcements**



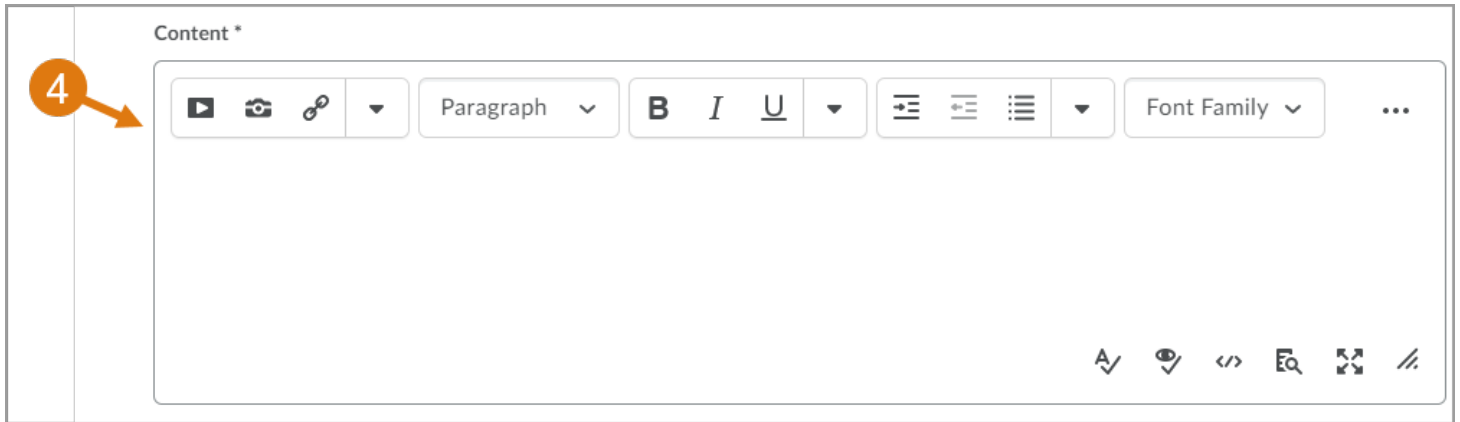
2. Then, click on **New Announcement**



3. Enter a title for the “Announcement” in the **Headline** field



4. In the provided space, enter the content of your announcement. Here you can use the HTML editor to add in images and videos, attach documents, link to webpages, and link to material within the course (e.g. a quiz).



Content *

4

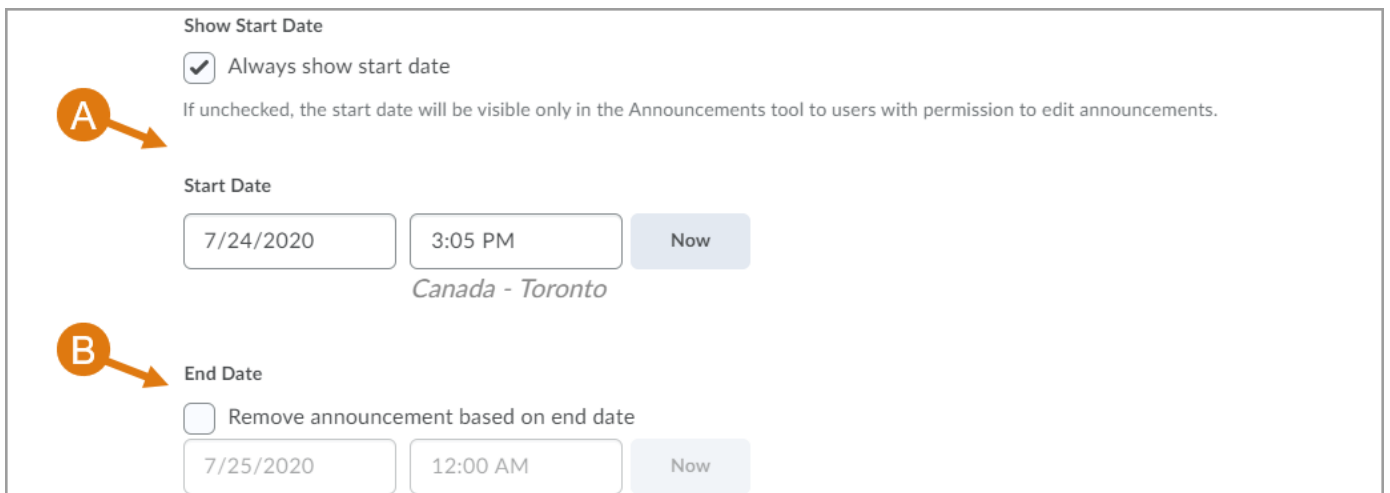
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5. Below **Availability** you can define when your “Announcement” will be visible:

- A. In the **Start Date** field, enter the date that the “Announcement” will be published and visible. Click on **Now** to publish the Announcement immediately. **Note:** The start date is always visible for students unless you uncheck the box in front of **Always show start date**. If you uncheck that box you will only see the start date when you are editing the Announcement.
- B. If you want the “Announcement” to no longer be visible after a certain date/time, then check the box in front of **Remove announcement based on end date** and fill in the **End Date** field.



Show Start Date

Always show start date

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

A

Start Date

7/24/2020 3:05 PM Now

Canada - Toronto

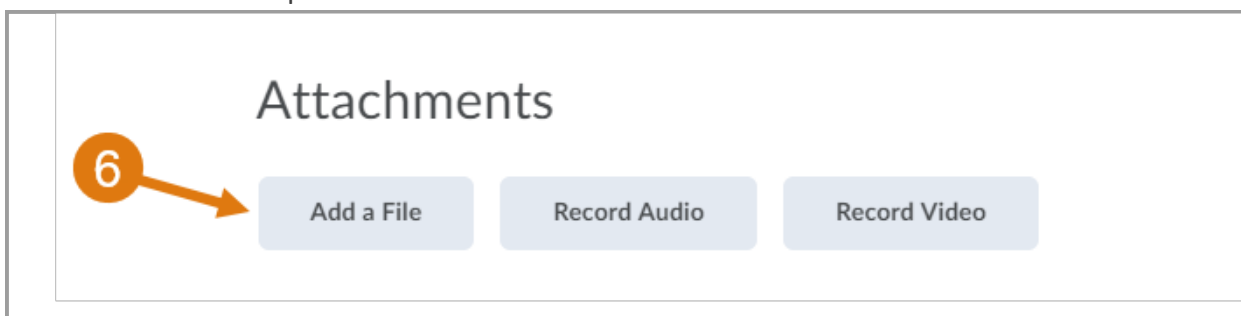
B

End Date

Remove announcement based on end date

7/25/2020 12:00 AM Now

6. In the **Attachments** section, add attachments, audio recordings, and video recordings as you wish. **Note:** You can record up to 5 minutes of audio in .wav format using the **Record Audio** button, or 30 minutes of audio-video in .mp4 format using the **Record Video** button within an “Announcement”. To get the best experience when using the audio or video tool, we recommend using **Chrome** or **Firefox** browsers. Neither tool is supported by **Internet Explorer** and their functions are limited in **Edge**. For more information, consult our resources on these topics.

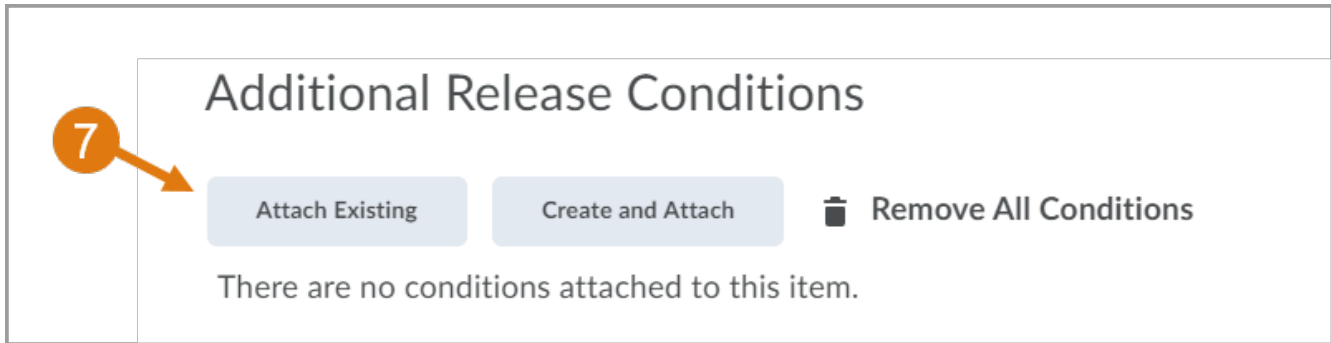


Attachments

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Add a File Record Audio Record Video

7. Set up “Release Conditions” by clicking on **Attach Existing** or **Create and Attach** if you wish to release the announcement for viewing only after certain conditions are met (e.g. after an activity is completed like a discussion board). To learn more about “Release Conditions”, please visit the [Brightspace Help guide](#).



8. To leave and return to continue editing the “Announcement” later, click **Save as Unpublished**. Students cannot see draft “Announcement” items. To release an announcement, click **Publish**.

