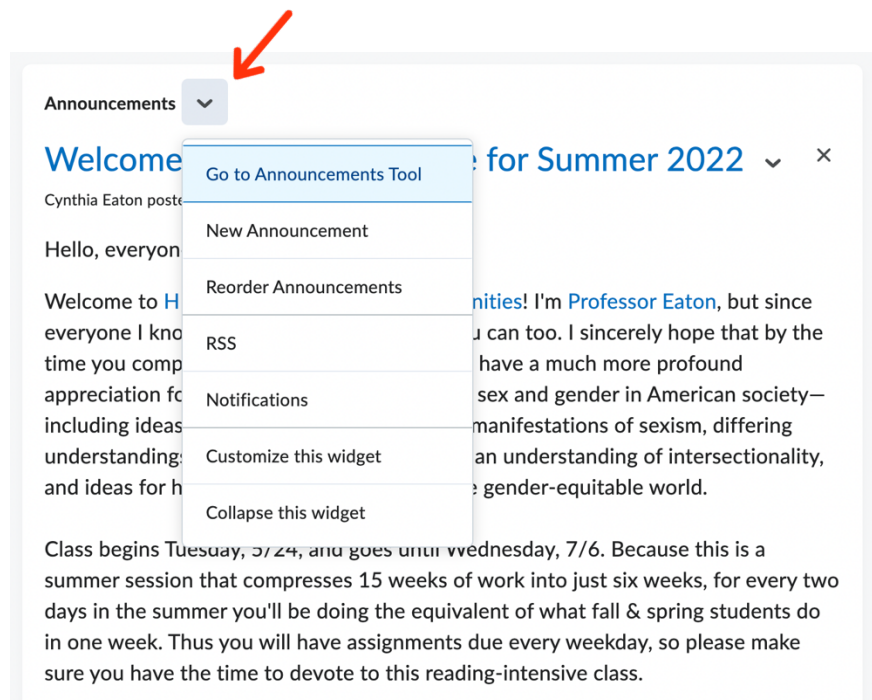


Post an Announcement

- Once students click into your class website, Brightspace's Course Home can be set up to feature your class announcements. This is added as a Brightspace *widget* (a content section or tool link). If you have messages, reminders, etc., that you want your students to see, you might consider adding an announcements widget to your Course Home.
- If you haven't already set up an announcements widget, you can do so by following my Set Up Your Course Home instructions.

Please note: Unlike in Blackboard, the announcement widget does not enable you to click one box and simultaneously email that announcement to the entire class. By default Brightspace will send the content of your announcement to students. Please note, however, that students can change their notifications settings, which means they may no longer receive those emails.

- Use the drop-down menu to the right of Announcements to access the options to post a new announcement, reorder announcements, go to the announcements tool, etc.
- Click New Announcement.
- Type your headline (subject line) and the content of your announcement in the spaces provided.
- Scroll down to set the availability parameters if you want the announcement to appear and disappear on specific dates.
- You may attach a file if desired as well as record an audio or a video file for your announcement.
- You may also set release conditions if desired. This would release your announcement only to students after they have satisfied a certain criterion. Some examples:



- You might wish to release an announcement to students who achieved score of 75 or lower on a particular quiz and include links to review pages in your class website.
- You might want to release an announcement to students who haven't yet submitted the assigned mid-process draft of an essay with a reminder that they need to do so by a specific time lest they miss out on the peer response session.
- You might want to release an announcement to students who replied to more classmates than required on the weekly discussion topic so they see a thank you and a message of encouragement.

Under Additional Release Conditions, click Create a New Release Condition (or Attach Existing if you've already set some up). Click the drop-down menu for Condition Type, and you'll see the lengthy list of options.

Once you select your condition, a variety of condition details will appear. For instance, if you want to have an announcement appear for students who score a 75 or lower on a particular quiz, scroll down to Quizzes and select Score on a Quiz. Select the quiz you're writing an announcement about, choose your criteria (e.g., greater than, less than, etc.) and fill in the desired grade. Click Create.

7. Click Publish. You'll see your announcement appear in the Announcements tool list and, if you've set it to appear immediately, it will also appear in your Course Home under Announcements.

Helpful Hints

- You can edit announcements right in the Course Home widget. Click the drop-down arrow to the right of any announcement's headline and click Edit. Revise as needed and click Update.

You can also delete or copy an announcement in this way.

- Using the drop-down menu next to the Announcements widget title, you can reorder announcements, bulk delete, and otherwise manage your announcements.

