

Announcements

Quick-Start Guide: MMC Brightspace

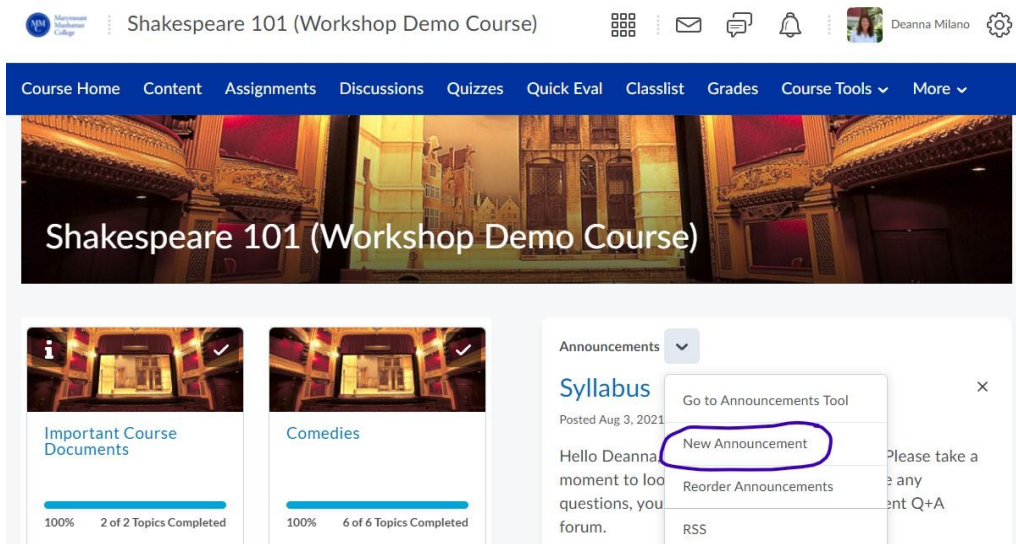
Announcements are a quick and easy way to share important information with your students. The announcements widget is front and center on all Brightspace course homepages, and students also receive a notification email alerting them to new announcements. Instructors can reuse announcements from semester to semester.

In this guide

- [Create an announcement](#)
- [Delete an announcement](#)
- [Additional resources and support](#)

Create an announcement

1. From your course homepage, navigate to the down arrow next to **Announcements** and select “New announcement.”



The screenshot shows the course homepage for 'Shakespeare 101 (Workshop Demo Course)'. The navigation menu includes Course Home, Content, Assignments, Discussions, Quizzes, Quick Eval, Classlist, Grades, Course Tools, and More. The course banner features a theater interior. Below the banner, there are two widgets: 'Important Course Documents' (2 of 2 Topics Completed) and 'Comedies' (6 of 6 Topics Completed). The 'Announcements' widget is open, showing a dropdown menu with options: 'Go to Announcements Tool', 'New Announcement' (circled in purple), 'Reorder Announcements', and 'RSS'. The announcement text reads: 'Hello Deanna, moment to look questions, you forum. Please take a moment to look any questions, you forum. Please take a moment to look any questions, you forum.'

Contact Brightspace Support

Email: brightspace@mmm.edu

2. Title your announcement.
3. Write your announcement in the content field. You can quickly link to existing content and activities within Brightspace using the “Insert Quicklink” button.

New Announcement

General

Headline *

Midterm

Display Author Information

Content *

Paragraph **B** *I* U ~~A~~ + Lato (Recom... 19px...

Please complete your take home midterms by class time on Wednesday Oct 10/27

Here is link to exam: [test](#)

Publish

Save as Draft

Cancel

4. You can set availability for the announcement using **Start and End dates**. Announcements are not deleted after an end date; students can no longer access announcements after an end date.
5. You can add attachments, or record video or audio.
6. Publish.

Delete an announcement

1. From your course homepage, navigate to the down arrow next to the announcement you would like to delete, and select “Delete.”
 - a. Clicking the “X” will not delete the announcement; it will remove it from the homepage but the announcement will still be visible from the Announcements tool page.

Contact Brightspace Support

Email: brightspace@mmm.edu

Additional Resources and Support

- **Brightspace help pages**
 - [Post course announcements](#)
- **Brightspace video tutorials**
 - [Announcements - create an announcement](#)
 - [Teaching tips - make regular announcements](#)
 - [Announcements - delete and restore announcements](#)
- **Brightspace Open Office Hours**
 - Come ask questions during our open office hours - no need to make an appointment ahead of time
 - Thursdays starting August 26, 10-11:30am
 - [Zoom link](#)
- **Contact us**
 - Email dmilano@mmm.edu with questions or to set up a one on one consultation