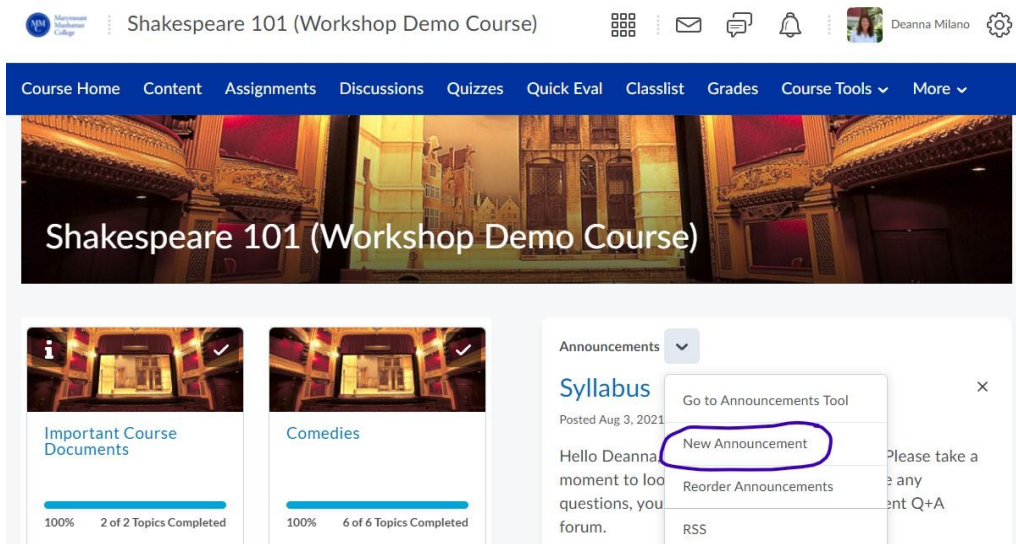# Announcements

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."

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>U</u> ∨ | A∕ | ☰ ∨ | ☷ ∨ | ▶‖ | ⚭ | ▨ | Σ ∨ | ▦ ∨ | + ∨ | 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.

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