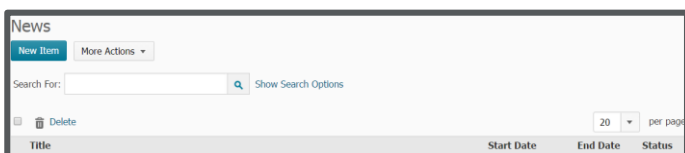


Announcements Tool Guide

WHAT IS THE ANNOUNCEMENTS TOOL?

The Announcements tool enables you to create announcements that help communicate course updates, changes and new information to your users quickly and effectively. Since My Home or Course Home is the first page that users often see when they log in or access their courses, the Announcements widget is a good area for displaying important information. Announcements also allows you to receive instant notifications through email, SMS, and RSS feeds.



WHY USE THE ANNOUNCEMENTS TOOL?

The Announcements tool allows you to:

- Create announcements containing important course-related information
- Alert learners to a change in the schedule or an upcoming due date
- Distribute additional resources to students based on need (in conjunction with release conditions)

USER STORY

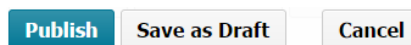
Professor Barcellos wants to respond quickly as students complete each module quiz and to let them know what they can do next to enhance their learning. He has limited time but wants his communication to students to feel personalized. He creates an announcement with a release condition attached that will only display to students who have met the required criteria. This announcement communication can include positive re-enforcement or additional support if required. After completing the module,

student Amelia Marzola immediately receives an announcement with her name in it that acknowledges that she passed the quiz. She is pleased that the instructor is aware of how she is doing in the course.



CREATING AN ANNOUNCEMENT

To access the Announcements tool, go to **Course Admin**, the navbar, or access the tool from your homepage Announcement widget. To create an item, select **New Announcement**. You must fill out the required fields, which are indicated by red asterisks, including the **Headline** and **Content**. You can also set **Availability** dates which allow the item to be set up for a specific date and time to be released. You may also choose to add additional attachments and release conditions. Click **Save as Draft** to continue editing (learners cannot see the item), select **Publish** to release item to learners, or **Cancel** to exit the tool.



EDITING AN ANNOUNCEMENT ITEM

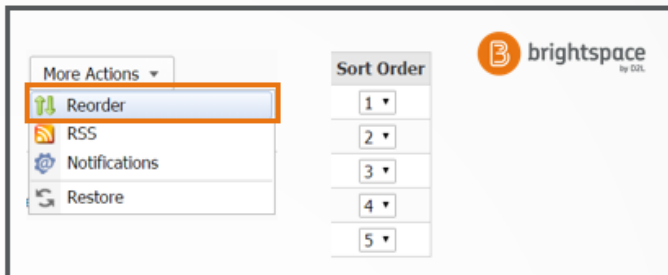
To edit an announcement, select the drop down menu on the item and click **Edit**. You can select the **Major edit** check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information.

Major edit - send a notification and restore it for those who dismissed it

REORDERING ANNOUNCEMENTS

To reorder announcements, select **More Actions** and click on **Reorder**.

To reorder, select **Sort Order** and **Save**.



DELETING AND RESTORING ANNOUNCEMENTS

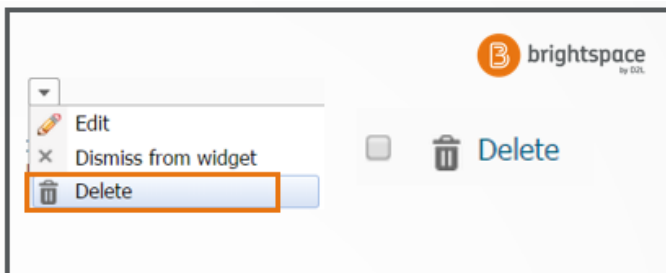
Individual Deletion

To delete an announcement, select the drop down menu for that item and click **Delete**. You will then be prompted to confirm your deletion with a **Yes** or a **No**.

You may restore a deleted announcement item by going to **More Actions** and selecting **Restore**.

Deleting in Bulk

To delete in bulk, you will select the multi-select box at the top



left of your items and click the recycle bin. You may choose to uncheck items along the left side of the items.

ASSOCIATING WITH RELEASE CONDITIONS

See the Release Conditions Guide for more information.

DISMISSING AN ANNOUNCEMENT

Please note that the action of dismissing is user based; therefore, will not affect another's homepage.

How to Dismiss an Announcement

- Go to your course homepage
- Find the Announcements widget on the homepage
- Find the announcement that you want to dismiss
- Select the small "X" next to the item

How to Restore a Dismissed Announcement

- Go to the Announcements tool
- Click the drop down menu next to the item you would like to restore, and select **Restore**

EFFECTIVE PRACTICES

- Use Announcements for student engagement and to ensure consistent and clear communication
- Off set availability dates to re-use announcements
- Personalize announcements using Replace Strings
- Use Announcements to create manual badges
- Customize announcements by selecting **Style Widget** in the dropdown menu
- The Administrator tool **Global Announcements** allows for the creation of announcements that can be shared throughout the organization

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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