D2L Brightspace – Daylight Experience

The Announcements Tool

University Information Technology Services

Technology Outreach

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Published by Kennesaw State University ç UITS 2018
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University Inform

Create An Announcement Item

To create an announcement item:

1. From the page:

c. If you want to hide your headline's date and time, clear the Always show start date checkbox. By default, an Announcement item start date and time appears below the headline when displayed in the widget (See Figure 3).
d. In the Start Date and End Date fields, select the posting availability date. Announcement items publish immediately, unless you specify an alternate start date from Start Date (See Figure 3).

Delete An Announcement Item

To delete a single announcement item:

1. From the page, click Announcements.

Figure 4 - Enter Announcements

2. The page will appear. Click the drop-down arrow next to the Announcement you want to delete (See Figure 5).

3. From the menu, click Delete (See Figure 5).

Figure 5 - Deleting Announcement Item

Deleting Multiple Postings

To delete multiple postings:

3. A window will appear asking if you are sure that you wish to delete the selected Announcement items. Click OK.

Figure 7 - Click Yes

Edit An Announcement Item

To edit an existing Announcement:

3. The page will appear:
    a. In the area, edit your Announcement posting (See Figure 10).
    b. To inform users of major changes and updates to postings they might have dismissed, select the Major edit - send a notification and restore it for those who dismissed it checkbox (See Figure 10).
    c. If you want to hide your headline's date and time, clear the Always show start date checkbox. (See Figure 10).
    d. If needed, edit the Start Date and End Date fields (See Figure 10).
    e. You can remove an Announcement item based on a specific date by selecting the check box Remove Announcement item based on end date (See Figure 10).
    f. In the section, you may add attachments, audio recordings, and vid

Restore A Deleted Announcement Item

To restore a deleted announcement item:

1.