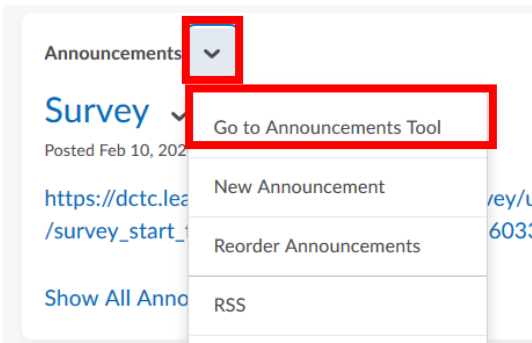




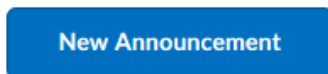
Create an Announcement

This explains how to create an announcement within your course on D2L Brightspace.

- Click the down arrow after the **“Announcements”** on your homepage and select **“Go to Announcements Tool”**:



- Click the **“New Announcement”** button:



- Enter a name for the announcement in the **“Headline”** field:

Headline *

- Add content for the announcement in the **“Content”** field:

Content *



Enter a “Start Date” and a “End Date” in the perspective fields:

Start Date

2/18/2020 1:21 PM Now

United States - Chicago

End Date

Remove announcement based on end date

2/19/2020 12:00 AM Now

United States - Chicago

You can also attach release conditions by using the following buttons:



When you are ready for your students to view the announcement, click the “**Publish**” button:

