



MarymountManhattan

## Announcements

### Quick-Start Guide: MMC Brightspace

#### INTRODUCTION

This guide will walk you through the steps needed to create or delete course **Announcements**. The Announcements tool allows you to post timely updates that help communicate course updates, changes, and new information to your users quickly and effectively.

#### PROCEDURE

##### Part 1 - Creating an Announcement.

The screenshot shows the Brightspace interface for Marymount Manhattan College. The top navigation bar contains links for Brightspace Resources, Brightspace Help, Calendar, Quick Eval, Course Updater, Ally Institutional Report, and a More dropdown. The user profile shows 'SB Sherisse Brown' with a settings gear. The main content area displays the Marymount Manhattan College logo and a list of announcements. The first announcement is from 'CAST - Center for Academic Support & Tutoring' and includes links for scheduling WRIT and MATH tutor sessions on campus and for online tutoring.

1. Log in to [Brightspace](#); use your MMC email address and password.

YMC Macomb Macomb College Sherisse's Test Course

Course Home Content Assignments Discussions Quizzes Quick Eval Classlist Grades **Course Tools** More

Sherisse's Test Course

Course Admin  
Intelligent Agents  
**Announcements**  
Checklist  
Groups  
Quizzes  
Surveys  
Classlist  
Zoom

Week 1 syllabus 1

Sign Up Sheet for Darkroom is Available

Sherisse Brown posted on Apr 25, 2024

Sign up sheet

2. Go to **Course Tools** and then select **Announcements**.

YMC Macomb Macomb College Sherisse's Test Course

Course Home Content Assignments Discussions Quizzes Quick Eval Classlist Grades Course Tools More

## Announcements

New Announcement More Actions

Search For... Show Search Options

Delete

| <input type="checkbox"/> | Title                                       | Start Date           | End Date | Status    |
|--------------------------|---------------------------------------------|----------------------|----------|-----------|
| <input type="checkbox"/> | Sign Up Sheet for the Darkroom is Available | Apr 25, 2024 1:27 PM | -        | Published |
| Sign up sheet            |                                             |                      |          |           |

3. Click on **New Announcement**.

Course Home Content Assignments Discussions Quizzes Quick Eval Classlist Grades Course Tools ▾ More ▾

## New Announcement

### General

Headline \* 

This is a test 

☒ Display Author Information

Content \* 

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

4. Create a **Headline** for your announcement and then continue to add **Content**. **NOTE:** You can use the rich text editor to type content, copy and paste text from another document, add a URL link, or upload a file from your computer plus more by using the **Insert Stuff** the icon.



### General

Headline \* 

This is a test 

☒ Display Author Information

Content \* 

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

**Insert Stuff** 

 My Computer 

 Course Offering Files 

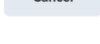
 Public Files 

 Learning Repository 

 Add Video Note 

 Media Library  

 YouTube 



## Availability

Show Start Date

☒ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

 6/17/2024

1:56 PM

End Date

☐ Remove announcement based on end date

 6/18/2024

12:00 AM

## Attachments

Add a File

Record Audio

Record Video

## Additional Release Conditions

Publish

Save as Draft

Cancel

Remove All Conditions

5. Under Availability, determine if you want to have a **Start Date/End Date** for your announcement.
6. Add an optional attachment, if desired.
7. Add optional **Release Conditions**, if you would like your announcements to be made available based on criteria you define.
8. Select **Publish** when you are ready to post your announcement.

## Part 2 - Deleting an Announcement

There is more than one way to delete an announcement.

[Course Home](#) [Content](#) [Assignments](#) [Discussions](#) [Quizzes](#) [Quick Eval](#) [Classlist](#) [Grades](#) [Course Tools](#) [More](#)

## Announcements

New Announcement

More Actions

Search For...

Show Search Options

Delete

| <input type="checkbox"/>            | Title                                       | Start Date            | End Date | Status    |
|-------------------------------------|---------------------------------------------|-----------------------|----------|-----------|
| <input checked="" type="checkbox"/> | Sign Up Sheet for the Darkroom is Available | Apr 25, 2024 1:27 PM  | -        | Published |
| Sign up sheet                       |                                             |                       |          |           |
| <input type="checkbox"/>            | Class Cancelled Today (dismissed)           | Mar 22, 2024 11:33 AM | -        | Published |

1. Go to **Announcements**. Select the announcement that you want to remove (by checking off the box next to the announcement) and then click **Delete**.
2. Or you select the announcement you want to remove and then click the **More Actions** dropdown menu and then **Delete**.

**NOTE:** You can **Edit** an announcement by using the **More Actions** dropdown menu too.

Course Home
Content
Assignments
Discussions
Quizzes
Quick Eval
Classlist
Grades
Course Tools
More

## Announcements

New Announcement
More Actions

Search For...
Show Search Options

Delete

Edit
View
Dismiss from widget
Pin to top
Delete
Copy

|                                     | Title                                                      | Start Date            | End Date | Status    |
|-------------------------------------|------------------------------------------------------------|-----------------------|----------|-----------|
| <input checked="" type="checkbox"/> | Sign Up Sheet for the Darkroom is Available <span>▼</span> | Apr 25, 2024 1:27 PM  | -        | Published |
| Sign up sheet                       |                                                            |                       |          |           |
| <input type="checkbox"/>            | Class Cancelled Today <span>▼</span> (dismissed)           | Mar 22, 2024 11:33 AM | -        | Published |

## Additional Resources

For additional information, refer to the [Brightspace Help Page](#).