



Announcements

Quick-Start Guide: MMC Brightspace

The **Announcements** tool allows you to post timely updates that help communicate course updates, changes, and new information to your users quickly and effectively.

Creating an Announcement

To create an announcement for your course:

1. Select **Announcements** in your course's navbar.
2. Within the tool, click the blue **New Announcement** button at the top of the screen.
3. Add a **Headline** for your announcement -- this will display as the announcement title in the interface and in corresponding announcement notifications.
4. Add the **Content** for your announcement via the rich-text editor.
5. Under **Availability**, choose whether you would like to have **Start and/or End dates** 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.

Additional Resources

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

Contact Brightspace Support

Email: brightspace@mmm.edu