Communicate With Your Students

Announcements
Announcements allow you to post important course information (updates, changes, etc.) to students directly in Brightspace. Students will see announcements when they log into Brightspace and access the course. These announcements are specific to the LMS and are not emailed to students.

1. To create an announcement, login to Brightspace and open the course you would like to create an announcement for.

2. From the course homepage, click Create an announcement.

![Create an Announcement](image)

3. In the Headline textbox, enter a title for the announcement. In the Content textbox, enter the message you would like to communicate to the class.

![New Announcement](image)

4. Scroll down to access additional options.
   - If you would like to create an announcement but not post it right away, set the Start Date to a future date and time.
   - If you would like the announcement to disappear after it is no longer relevant, set the End Date to a future date and time.
   - If you would like to include a file with your announcement, select one of the Attachments options.

5. Click Publish when you have finished creating the announcement.

![Publish Options](image)
Emails
To communicate a course announcement to your entire class, you can send an email to them using the Brightspace Classlist feature.

1. **Login** to Brightspace and **open** the course you would like to create an announcement for.

2. From the course navigation bar, **click Classlist**.

3. From the Classlist page, **click** the *Select All* checkbox to select everyone enrolled in the course.

4. **Click Email** and compose your email to the class.

5. **Click Send** when you are ready for the email to go out to students.