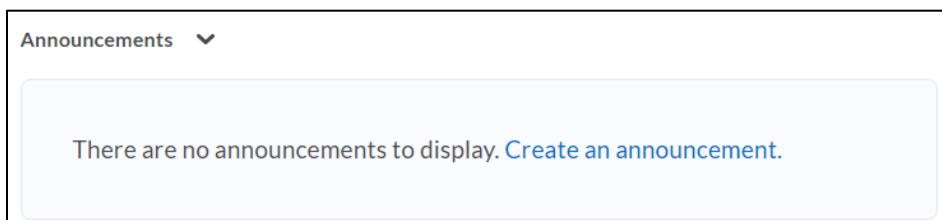


# Communicate With Your Students

## 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*.



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.

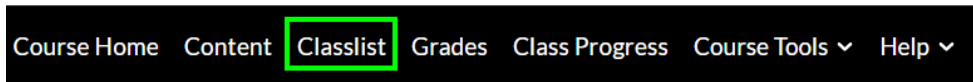
4. Scroll down to access additional options.
  - If you would like to create an announcement but not post it right away, set the *Start Date* to a future date and time.
  - If you would like the announcement to disappear after it is no longer relevant, set the *End Date* to a future date and time.
 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



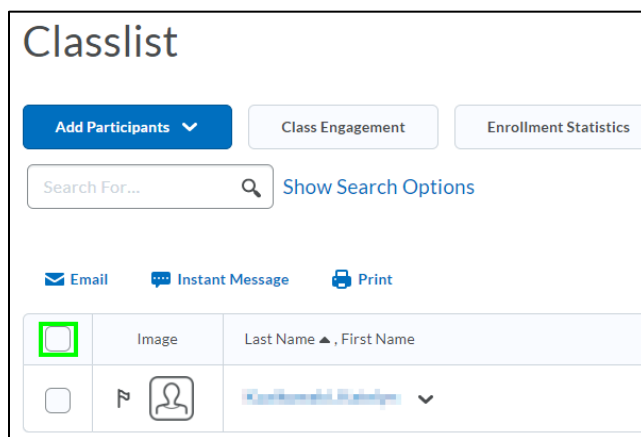
## Emails

To communicate a course announcement to your entire class, you can send an email to them using the Brightspace Classlist feature.

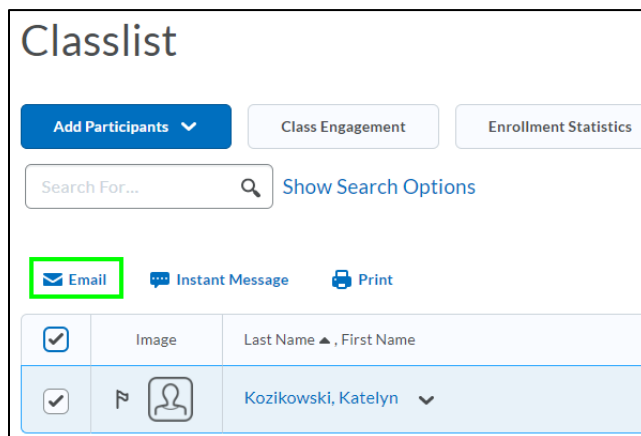
1. **Login** to Brightspace and **open** the course you would like to create an announcement for.
2. From the course navigation bar, **click** *Classlist*.



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.

