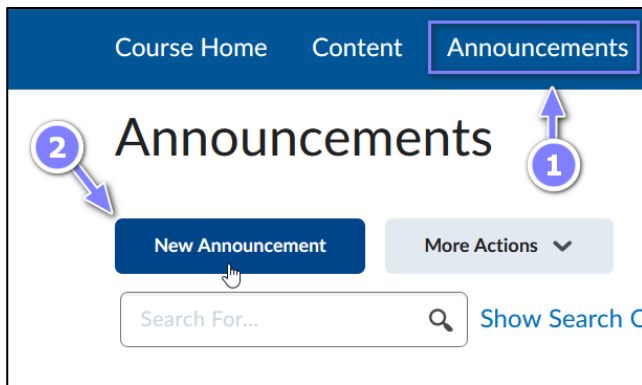# Creating and Copying Announcements

Create an announcement

1. On the navbar, select **Announcements**.
2. Select **New Announcement**.

3. In the **Headline** box enter a descriptive subject or headline (ex. "Welcome to the first week of class, {firstname}.")

> **Pro Tip:** You can use replace strings (special text set in curly brackets such as {firstname} in the example) in the headline and/or in the body of the announcement to personalize your announcement. Read how to [customize material with replace strings](#).

4. Click in the text box and enter the body of your announcement.
5. Use the Brightspace editor to format your text and add links to material found in other parts of the course (ex. Use **Insert Quicklink** to insert a link to your course syllabus already uploaded in Content), if desired.
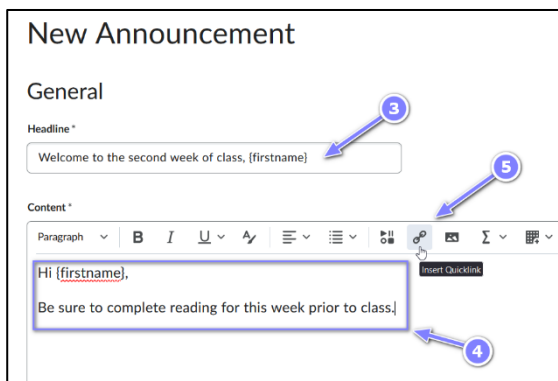
6. Optional: Change the Start date (the date the announcement first appears to students) and End Date (when students can no longer see the announcement), and add any desired attachments and release conditions.
7. When your announcement is ready, select **Publish**. Your announcement will appear in the Announcements widget on the course home page, in the Announcements tool, and will be emailed to the entire class list. Announcements are emailed by default when published (or on the Start Date, if the start date is in the future).

Note: An announcement created when a course is set as "Inactive" will be saved in the Announcements tool and will appear in the Announcements widget (if used), but will not be emailed. See more information about activating your course.

Announcements created before the start date or after the end date *of the course* also do not get emailed. See more information about the course start and end dates.

If you create an announcement before the course is active and/or before the start date of the course, set the *start date of the announcement* to a date when the course will be active and after the start date of the course and an email will go out on the start date of the announcement.

Copying announcements to another course.
Method 1

When you use the **Import/Export/Copy Components** function to copy course material from one course to another, you can select to copy all or some of your announcements to the new course.
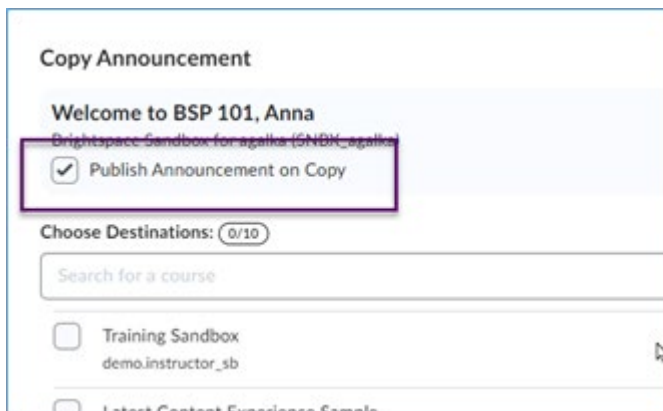
Method 2

You can also copy announcements individually from within the original course. This is particularly useful when teaching two similar courses, or sections of a course, at the same time.

1. In the original course, in the Announcement tool, click the announcement's context menu and select **Copy to Other Courses**.
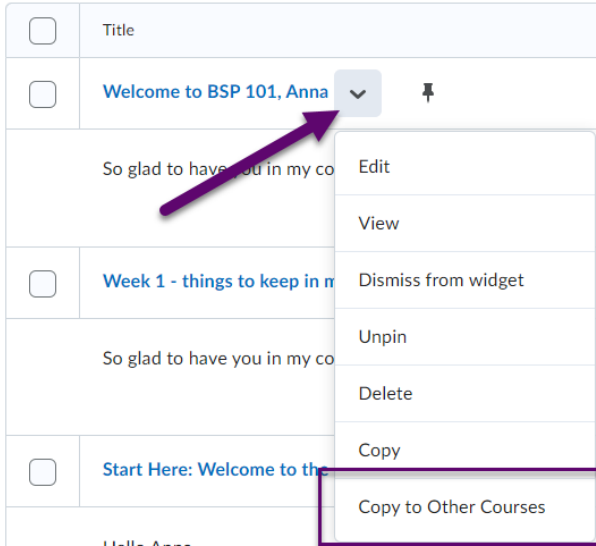
2. Optional: In the **Copy Announcement** window, select **Publish Announcement on Copy** if you want the announcement to be automatically published in the destination course (or courses) when copied, skipping the draft stage. If the check box is not selected, the announcement copies as a draft into the destination course or courses.

NOTE: If the destination course is open and active, an email will be sent to the entire class list of the destination course for every new published announcement added to the course in this method. The email be sent as soon as the copy is made and will show the original posting date of the announcement in the original course.

This works well if you are creating an announcement in one course and copying it to another section of the same course in the same term. But it may be a concern if you are copying announcements from a previous course. Even if the **Always show start date** box is unchecked in the original announcement, the email will still contain the original posting date of the announcement. Only in the course site will no date appear to the students for the copied announcement's start date in the destination course.

If you do not want an email to be sent with the older date, leave **Publish Announcement on Copy** unselected, complete the copy, change the date in the destination course and then publish. Or use Method 1.