



D2L Announcements

The **Announcements** tool allows you to post messages on your Course Home page. This is the first thing that students see when they log into your course. In this tutorial, you will:

- Create an Announcement
- Insert a Quicklink into an Announcement
- Embed a MediaSpace or YouTube video into an Announcement
- Reorder Announcements

Create an Announcement

1. Click the arrow next to **Announcements** and select **New Announcement**
2. Type in an appropriate **Headline**, such as, “Course Introduction”
3. Type in your message in the **Content** box
4. [Optional] Scroll down and set **Availability** options, such as a Start Date
NOTE: If you set a **Start Date** in the future, the Announcement will be “scheduled” and will not appear on the course home page until that date.
5. [Optional] To add a file to the Announcement, scroll down to the **Attachments** section.
 - a. Click on the **Add a File** button
 - b. Click **Upload** and select the file from your computer
 - c. Then click **Add**
6. Click **Publish**, and it will appear on your course home page
NOTE: If the message is incomplete, click **Save as Draft**, and then return to edit and publish the announcement later.
7. Click **Course Home** to view your Announcement
8. To view all announcements (including drafts and scheduled), click the **Communications** menu and then click **Announcements**
9. To **Edit** an Announcement, click the arrow next to an item and click **Edit** (be sure to save changes).

Insert a Quicklink

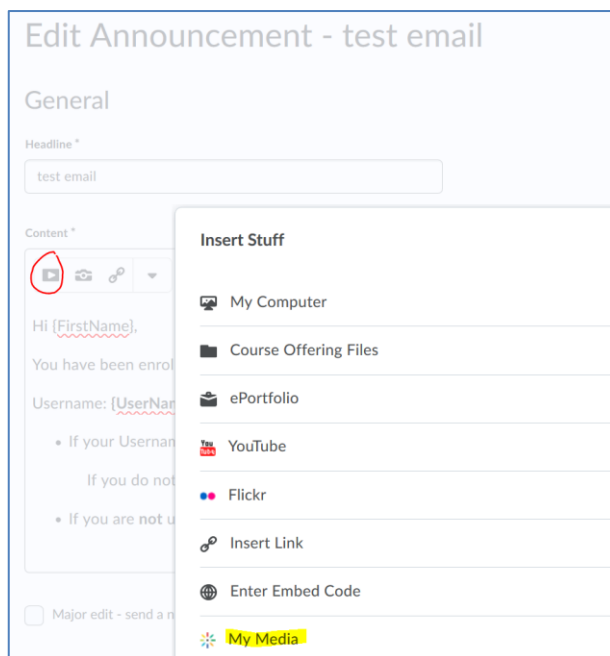
You can insert a QuickLink to an online resource or to another area of your course.

1. Create a **New** Announcement, or **Edit** an existing Announcement.
2. To link to an online video (such as YouTube or MediaSpace):

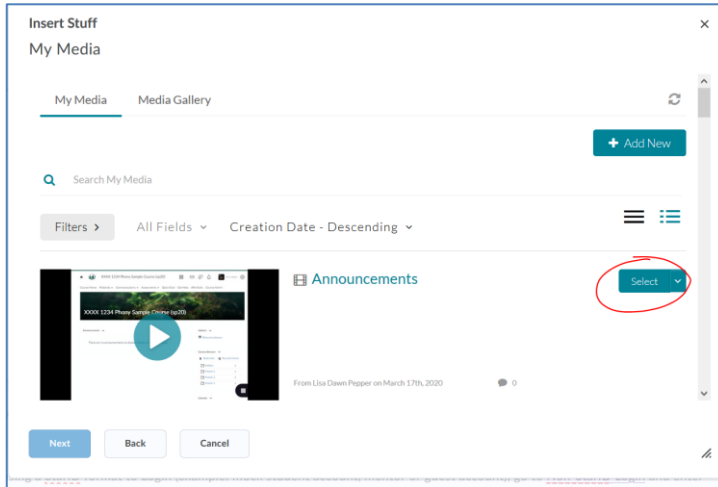
- a. Open another tab on your browser and go to the video wish to link to
 - b. Click the **Share** button and then **Copy the URL** (web address)
 - c. Go back to your Announcement in D2L
 - d. Click the **Insert QuickLink** button on the toolbar (link icon)
 - e. Select **URL**
 - f. Paste the URL in the URL box
 - g. Type a **Title** for the link in the Title box
 - h. For Target, select **New Window**
 - i. Click **Insert**
3. To link to another area of your course (such as a Content Topic or Quiz):
 - a. Click the **Insert QuickLink** button on the toolbar
 - b. Select the area you wish to link to (such as Content)
 - c. Select the specific item you wish to link to. A link will be added to your Announcement
 4. **Publish** or **Update** the Announcement

Embed a MediaSpace Video into an Announcement

1. Create a **New** Announcement, or **Edit** an existing Announcement.
2. Place your cursor where you want the video to appear and then click the **Insert Stuff** button
3. Select **My Media**



4. Click the **Select** button to the right of the video you want to add



5. Click **Insert**
6. **Update** or **Save** your Announcement

Embed a YouTube (or similar) Video into an Announcement

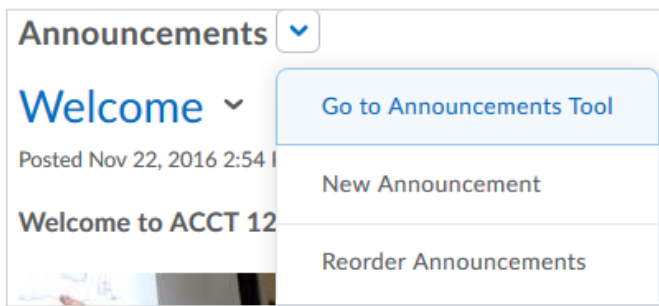
1. Go to the video in MediaSpace or YouTube
2. Click the **Share** button under the video
3. Click the **Embed** button or tab
4. **Copy the Embed Code**
5. Go to your D2L course
6. Create a new Announcement, or **Edit** an existing Announcement
7. Place your cursor where you want the video to appear and then click the **Insert Stuff** button on the toolbar, which looks like a “play” button
8. Select **Enter Embed Code**
9. Paste in the Embed code
10. Click **Next**, then click **Insert**
11. **Update** or **Save** your Announcement

Delete an Announcement

1. Click on drop-down arrow to the right of the Announcement click **Delete**.
2. Click **Yes**.

Reorder Announcements

1. Click on the drop-down arrow next to **Announcements**
2. Click **Reorder Announcements**



3. Use **Sort Order** to choose your placement



4. Click **Save**

Additional Resources

Go to [eLearning Website](#) for detailed tutorials on many D2L topics.

<https://www.bemidjistate.edu/academics/distance/elearning/d2l-handouts-and-videos/>