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What are Announcements in HSI Blue Ocean Brain?

Announcements are customizable messages that can be published to an organization's Blue Ocean Brain landing page, Library, or micro-communication emails.

Announcements, also referred to as banners, are customizable messages that an organization's Blue Ocean Brain admins can publish for their learners. For instructions on creating announcements in Blue Ocean Brain, see this article.

Announcements can be published in up to 3 locations:

- Blue Ocean Brain landing page
- Blue Ocean Brain Library home page
- Blue Ocean Brain micro-communication emails

Announcements are displayed in the selected location in a horizontal box with the same background color as the Quotes and Everyday Insights.

Note: The features under the Admin menu are enabled individually for Learning Leaders at each organization. If you believe that you should have access to one or more of these features, please email our Support Team with your name, organization, and a brief description of your request.

How do I create an announcement in HSI Blue Ocean Brain?

Navigate to HSI Blue Ocean Brain, select **Admin**, then **"Announcements"** from the drop-down menu. Then, input your details to craft your desired announcement.

When creating a new announcement, you can adjust any of the following fields to tailor your announcement to fit your needs!

- **Title (Optional)**: The announcement title will show as the first line of your announcement in bold. *The title of your announcement may be no longer than 100 characters. If longer than 100 characters, you may receive the error "Unable to save announcement".*
- **Announcement Body**: Add the announcement text body here; to be included after the title line, if a title has been added. The announcement body can host up to 65,000 characters; we recommend no more than four lines of text to keep your message clear and concise!
- **URL (optional)**: Announcements can contain a link, enabling the learner to click on the announcement and be routed to a specific document or location.
- **Icon**: Select an icon from the provided list that will precede the announcement title.
- **Viewing Location**: This determines where learners see your announcement. Select up to 3 locations for the announcement.
 - Portal: Learners will see the announcement across the top of the HSI Blue Ocean Brain home page when logging in.
 - Living Library: Learners will see the announcement at the top of their Library landing page.
 - Email: Learners will see the announcement as a banner on their HSI Blue Ocean Brain emails.
- **Duration**: This field allows you to set the parameters of how long you'd like your announcement to be displayed.
- **Active**: Select this checkbox to allow an announcement to be published at the specified time. If this is not selected when submitted, the announcement will be saved but not be displayed.
- **Permanent**: When an announcement is created, it is displayed to each learner individually. An individual learner can dismiss the announcement by clicking on the "X" in the upper right corner of the announcement. Selecting PERMANENT will take away the option to dismiss the announcement.
- **Start Date/End Date**: Input the dates of when this announcement should be displayed. Announcements can be pre-scheduled by specifying a specific time frame.

Once you have entered all of the information for your announcement and the preview at the bottom of the page mirrors your desired announcements, select **Create**.

How do I edit an announcement in HSI Blue Ocean Brain?

To edit an announcement, navigate to HSI Blue Ocean Brain, select **Admin**, and then "**Announcements**" in the drop-down menu. Scroll to the announcement that you wish to edit and select "**Edit**." This opens the announcement and allows you to change any of the fields. Enter or edit all necessary fields to tailor your announcement to your organization's needs. Select **Submit** to save all changes.

Where can I find all of the announcements for my organization in HSI Blue Ocean Brain?

To see all announcements for your organization, login to HSI Blue Ocean Brain, select the **Admin** button, and select "**Announcements**" from the drop-down menu. Scroll to see all current, past, or future scheduled announcements that have been created for your organization.

Why am I receiving the error "Unable to save announcement"?

The error message "Unable to save announcement" appears when the character limit in either the "Title" or "Announcement Body" fields have exceeded the allowed number of characters. The "Title" field may not exceed 100 characters, and the "Announcement Body" field may not exceed 65,000 characters. Check the length of your Title and Announcement Body and adjust as needed to fit the character limits, then select **Submit**.