



Create Announcements

Step sheet

What is Announcements?

Announcements post timely information critical to course success. The instructor can add, edit, and delete announcements from the **Announcements Page**. This is an ideal place to post time-sensitive material including:

- When Assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When **adding** an **Announcement**, Instructors can also send the announcement as an **email to students** in the course. This ensures that students receive the announcement even if they do not log in to the course.

Announcements are accessed from the **Control Panel** under **Course Tools**. They will appear in the order posted, with the most recent announcements appearing first.

How to create Announcements

1. In the **Control Panel**, click on **Course Tools**.
2. Click on **Announcements**.
3. The **Announcement** screen opens up.
4. Click on **Create Announcement**.
5. Type a **Subject** and **Message**.
6. Set the **Duration**.
7. Select **Not Date Restricted** to keep the announcement visible until it is manually removed, OR
8. Select **Date Restricted** to limit the announcement's visibility by date and time.
 - a. If the Announcement is Date Restricted, select the **Display After and/or Display Until** check boxes and type the dates and times. Alternatively, use the pop-up Date Selection Calendar and the pop-up Time Selection Menu to select dates and times.
9. Select the **Email Announcement** check box to send students an email containing the announcement. The email will be sent to all students, even those who choose not to receive announcement notifications through email.
10. **OPTIONALLY**, link to a **Course Area, Tool, or Item** using the **Browse** button.
11. Click **Submit**.

How to edit Announcements

1. Click **Edit** from the **contextual menu** of the **Announcement** you wish to edit.
2. Make your changes and **Submit**.

How to delete Announcements

1. Click **Delete** from the **contextual menu** of the **Announcement** you wish to delete.
2. Confirm the **deletion**. This action is **FINAL** and cannot be undone.

How to reorder Announcements

Announcements appear below the repositionable bar in the order posted, with the most recent announcement appearing first. To pin an announcement to the top of the list, **drag it** above the repositionable bar reading, "New announcements appear below this line". This will keep the announcement at the top of the list and prevent new announcements from superseding it.

How do I make Announcements available to students?

See the **Tool Link Step Sheet** in your handouts.

Announcement Cast

This **Course Tool** allows you to place a **SINGLE** announcement into **MULTIPLE COURSES** if you so desire. It will not place an announcement in this course unless specifically told to do so.