Announcements

Post Announcements

1. Open the course and turn the Edit Mode ON.
2. On the Announcements Page, click Create Announcement.

3. The Create Announcement page opens. Type a Subject. Note the Asterisk (*) Filling out this field is required.
4. Type the announcement in the Message window.

5. Choose an announcement type by clicking the button for:
   - Not Date restricted – Announcements will always be displayed.
   - Date restricted – Announcements can be given Display After and Display Until dates to determine when the announcement will be available to students.

6. Click the checkbox, and click the clock and calendar icons to set date and time.
7. Users are automatically notified by email when an announcement is made available to students. Check the Send a Copy Immediately if you want the announcement emailed immediately after the announcement is posted.

8. The Course Link will allow you to link the announcement to a specific content area of the course, such as an assessment or the syllabus.
   - Click Browse.
• Select the **Course Link** from the Select Course Link: pop-up window.
• The link will appear in the **Location** window.
9. Click **Submit** to complete the announcement.

### Order Announcements

1. With the *Edit Mode ON*, click and drag the **double arrow** next to an announcement to re-order.

### Edit Announcements

1. With the *Edit Mode ON*, click the **Action Button** next to the announcement title to activate the **Edit/Delete menu**.
2. Click **Edit** to open the Edit Announcement page, and make changes.
3. Click **Submit**.

### Delete Announcements

1. With the *Edit Mode ON*, click the **Action Button** next to the announcement title to activate the **Edit/Delete menu**.
2. Choose **Delete**.
3. Click **OK** on the **Warning Message**.
4. The **Course Module** page opens, the Announcement is deleted.