

## ANNOUNCEMENTS

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

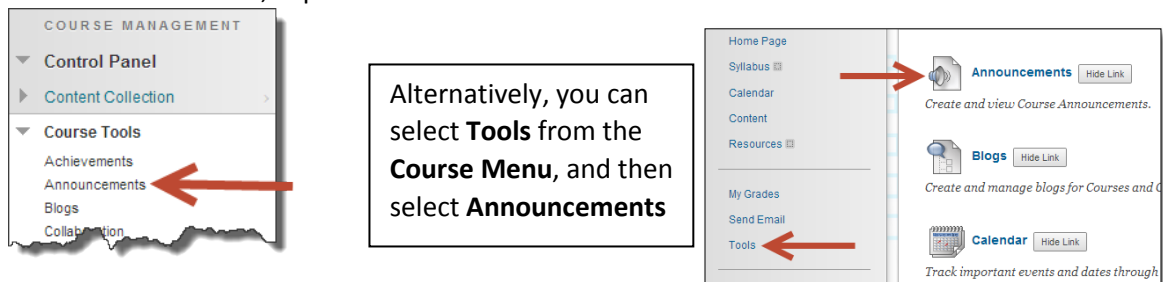
- When assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course. If you include links to course content, the email will not include links to that content.

### HOW TO CREATE ANNOUNCEMENTS

Announcements appear in the order posted, with the most recent announcements appearing first.

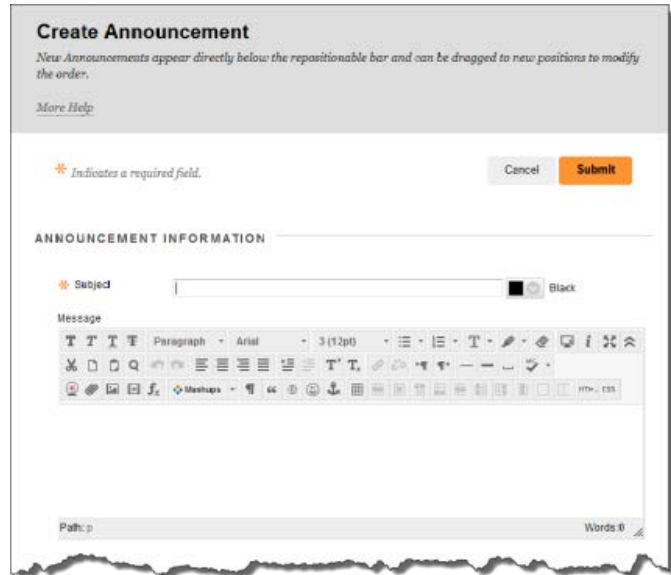
1. On the **Control Panel**, expand the **Course Tools** section and select **Announcements**.



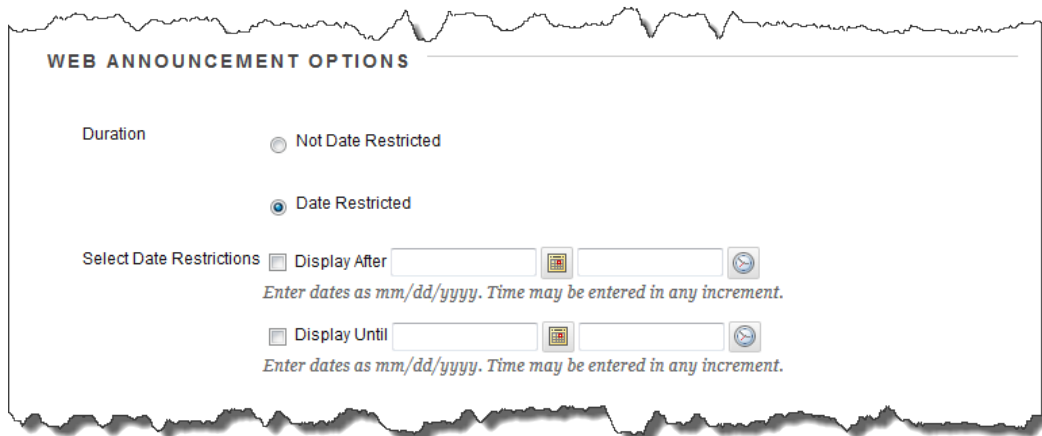
2. On the **Announcements** page, click **Create Announcement** on the action bar.



3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files you upload from your computer are saved in the Content Collection in the top-level folder.



4. In the **Web Announcements Options** section, select:
- **Not Date Restricted** to keep the announcement visible until you remove it.  
-OR-
  - **Date Restricted** to limit the announcement's visibility by date and time.



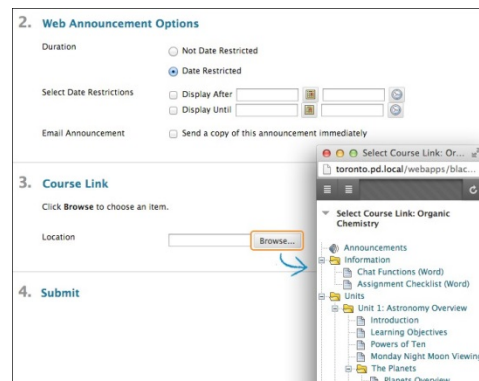
5. For **Enter Date and Time Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the announcement availability, only when it appears.

6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.

*Note:* This option cannot be selected if **Display After** date is set for the future.

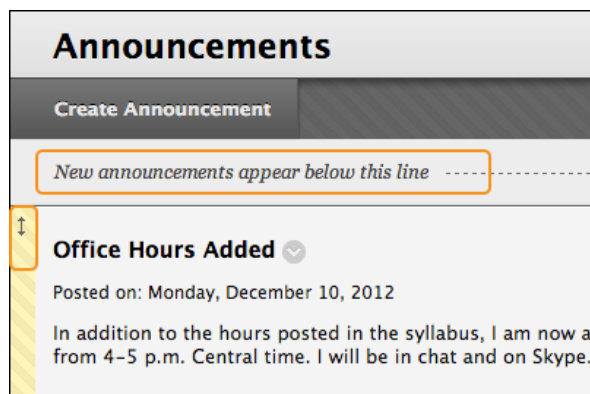


7. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.
8. Click **Submit**.



## REORDERING ANNOUNCEMENTS

Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.



## EDITING AND DELETING ANNOUNCEMENTS

To edit an existing announcement, access an announcement's contextual menu and select **Edit**. Make your changes and **Submit**.

To delete an existing announcement, access an announcement's contextual menu and select **Delete**. Confirm the deletion. This action is final and irreversible.

