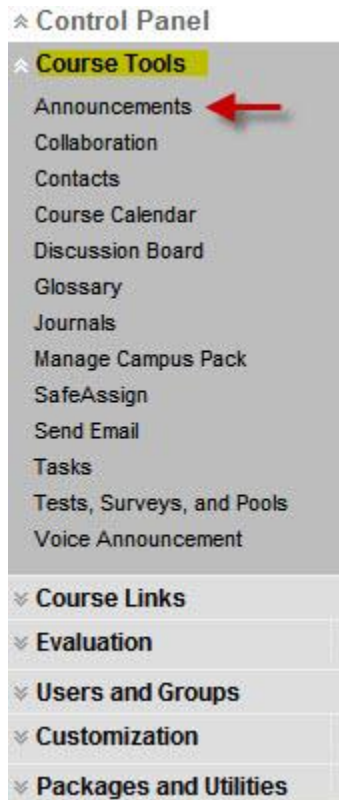


Creating Announcements

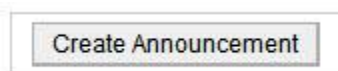
To Add an Announcement:

- Under the Control Panel, expand the options for "**Course Tools**" and choose the "**Announcements**" link.



You may also click on the "Announcements" course menu button, but "Edit Mode" must be "ON" in order to add announcements in this view.

- On the next screen, click the "**Create Announcement**" button.



- Give your announcement a **Subject** and type the information you wish to communicate in the text box under "**Message.**"

* Subject

Message

Visual Editor: ON

Normal 3 Arial **B** *I* U abe x_2 x^2

- Under the **"Web Announcement Options"** click the **"Not Date Restricted"** radio button if you want your announcement to stay on the page permanently, or, leave it unchecked to appear for the default number of days. You must select the **"Date Restricted"** option before selecting Display After/Until dates. You can select the override user notification checkbox to send users an Announcement notification via email.

2. Web Announcement Options

Duration Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- The **Course Link** feature allows you to link the Announcement to an area within the course such as an Assignment. For example, you can create an announcement for students to inform them about an upcoming assignment and link to the assignment using this feature.

3. Course Link

Click **Browse** to choose an item.

Location

- Click **"Submit."**