

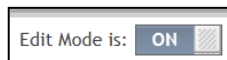
Creating Announcements

NOTE: This tutorial was created using Mozilla Firefox 13.0.1. Other browser's displays may differ somewhat in presentation. Some images have been cropped for clarity and don't represent the entire browser window.

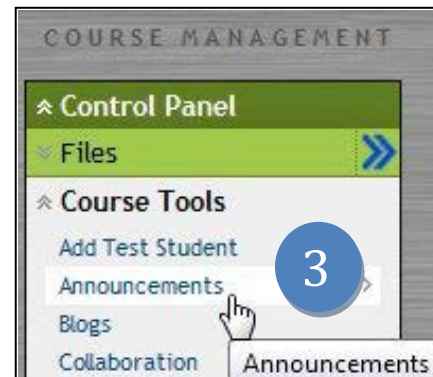
I. Create an announcement

Announcements can contain text, images, and multimedia, as well as links to course content. If the Home Page includes the What's New and To Do modules, students will already be alerted to new content, assignments, and discussion posts. Therefore, consider creating announcements only for items that will not appear in the modules.

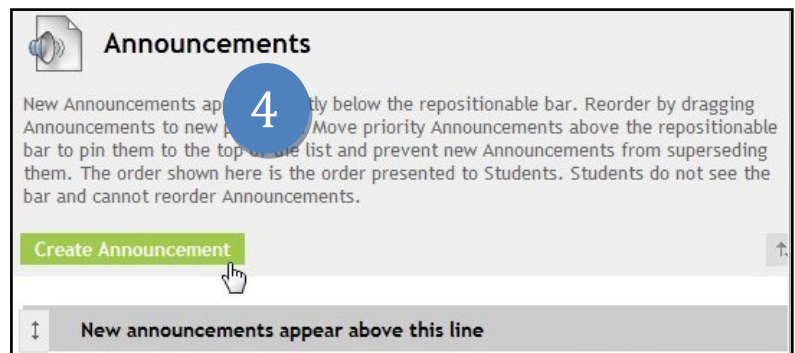
1. Navigate to your developmental course.
2. Ensure Edit mode is On.



3. On the **Control Panel**, under **Course Tools**, select **Announcements**.



4. On the **Announcements** page, click **Create Announcement** on the **Action Bar**.

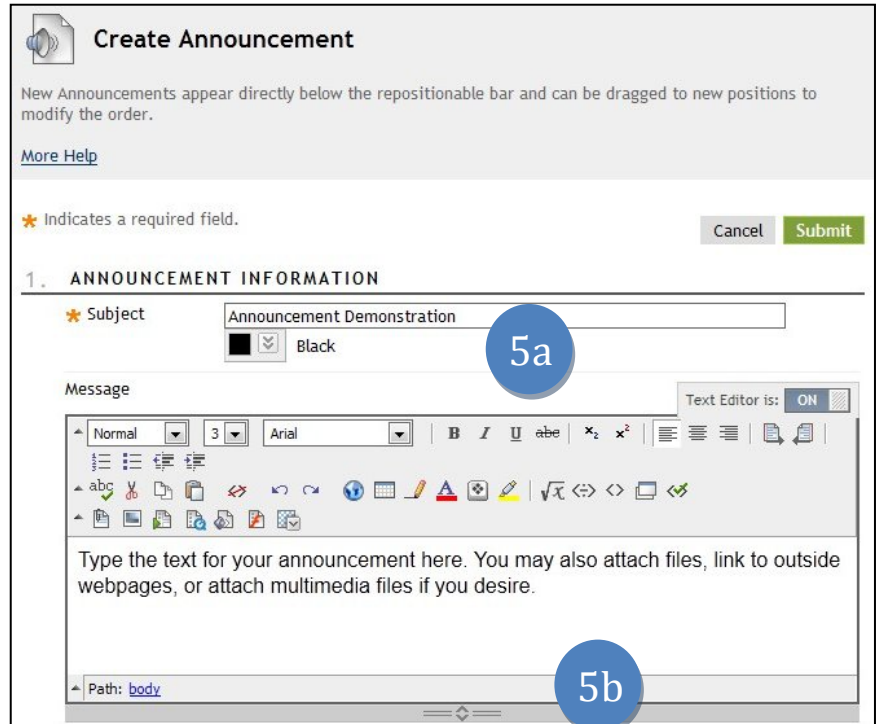


Note: New announcements will appear below this line even though it says they appear above it.

5. On the **Create Announcement** page,

a. Give the Announcement a title.

b. Format the **Message** text using the Text Editor functions.

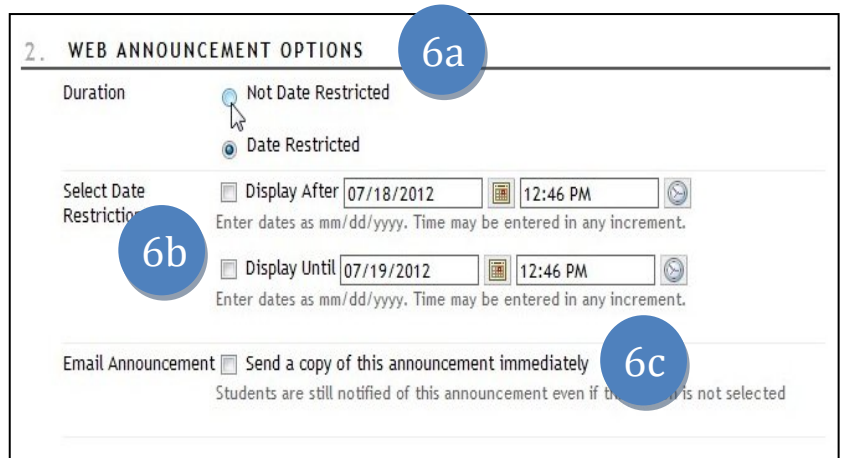


6. Under Option 2, **Web Announcement Options**

a. You may select either **Not Date Restricted**, which leaves the announcement visible until manually removed, or

b. **Date Restricted**. If you choose **Date Restricted**, select the **Display After** and **Display Until** boxes and pick appropriate dates and times. The announcement will no longer be viewable after the **Display Until** date and time passes.

c. **Email Announcement** – an email will be sent to the student's registration address. Otherwise, the announcement will be visible in the notification dashboard.



7. (Optional) Under **Course Link**, click **Browse** to create a link from the announcement to a course item. Select the course item from the pop-up **Course Map**.

8. When finished, click **Submit**.