Announcements

The Announcements page is a key place to include updates or post changes to schedules, corrections to the syllabus, reminders and/or clarifications of materials.

Adding an Announcement

1. Select the Announcements link under the Course Tools section of the Control Panel.

2. Enable Edit Mode by clicking on the button in the upper right.

3. Click the Create Announcement link.

4. The Create Announcement page will appear. In the Subject field, enter a Subject for the announcement. This will appear as the title of the announcement.

   1. Announcement Information

      ![Subject field](image)

      ![Message box](image)

5. Type the announcement directly within the Message box or existing text may be copied and pasted from another document.
6. Under the Options area, select **Not Date Restricted** to have the announcement appear permanently in the course.

   **NOTE:** Permanent announcements are shown automatically as soon as they are created. (There is no end date for permanent Announcements, unless the **Display Until** option is selected.)

   **2. Web Announcement Options**

   ![Options Image]

   7. Otherwise, to have the announcement appear for a specific period of time, select **Date Restricted**.

   Place a checkmark in the **Display After** box and enter the date and time the announcement should appear. To have the announcement stop appearing at a later date, place a checkmark in the **Display Until** box and enter the desired stop date and time.

   8. Select the **Send a copy of this announcement immediately** box to have the announcement sent as an email to all course users. The email will be sent to all users regardless of their Announcement Notifications settings.

   9. To add a course link to the last line of the announcement, click **Browse** under the Course Link section and select a course area from the displayed course map.

   **NOTE:** If the course link points to a content item that is not currently available, the link will not appear in the Announcement until the content becomes available. Removing the content item will remove the link from the Announcement, but the actual Announcement will remain.

   **3. Course Link**

   ![Course Link Image]

   10. Click **Submit** to complete the announcement.

**Modifying or Removing an Existing Announcement**

1. Make sure the **Edit Mode** button is switched to **ON** and select the **Announcements** link under the Course Tools section of the Control Panel.

2. To make changes to the announcement’s title, message, date visibility or course link, click the **Action Link** (double arrows) next to the announcement title and select **Edit**.
3. After making changes, click **Submit** at the top or bottom of the page.

4. To delete the announcement, select **Delete** from the **Action Link** menu. After confirming the deletion, click **OK**.

**Changing Display Order of Announcements**

1. Make sure the **Edit Mode**: button is switched to **ON** and select the **Announcements** link under the Course Tools section of the Control Panel.

2. Move the mouse over the title of the Announcement or over the double-sided arrow that appears to the left of the Announcement title. The cursor will change to a 4-sided arrow, indicating the announcement can be moved. Keeping the left mouse button held down, drag the announcement up or down to a new location.

3. After releasing the mouse button, the announcement will remain in its new location.