

Announcements

Announcements are a way to enhance communication with your students regarding course, time-sensitive, or important information. This document will detail how to create and edit an announcement.

Creating an Announcement

1. From the *Details & Actions* pane, select **Create announcement**.
2. Enter a **title** for the announcement in the field provided.
3. Choose the recipients from the **drop-down menu**.
4. Enter a **message** for the announcement in the field provided.
5. Optionally, select the **check box** for *Schedule announcement*.
Additional announcement settings appear.
6. Select a *show on* and *hide on* date and time.
7. Select **Save**.
The *Course Announcement* page is displayed.
8. Select **Post Now** to post the announcement immediately. A scheduled announcement will display the scheduled date and time.
Students will see a posted announcement upon entering your course. They can read past and other active announcements by selecting **Announcements** from the left panel.

Editing or Deleting Announcements

You can edit any announcement include past, active, or scheduled announcements.

1. From the *Details & Actions* pane, select **Announcements**.
The *Course Announcement* page is displayed.
2. Select the ellipses on the right-hand side to edit, copy, or delete the announcement.
Select *Edit* to edit the title, message, or schedule.
Select *Delete* to permanently delete the announcement.
Select *Copy* to make a copy of the announcement to use in the future.