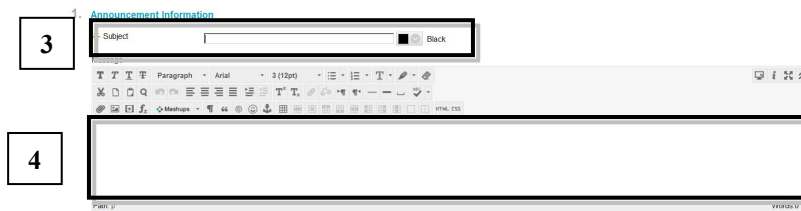


# Announcements

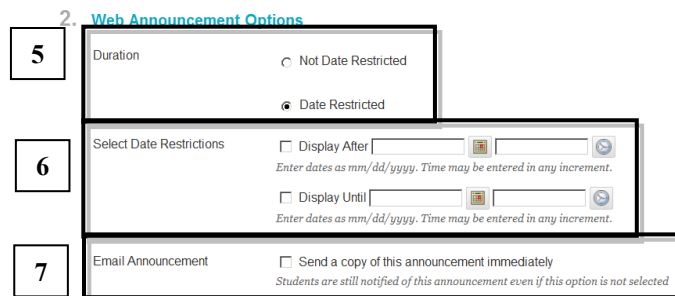
## Post Announcements








1. Open the course and turn the *Edit Mode* **ON**.
2. On the Announcements Page, click **Create Announcement**.

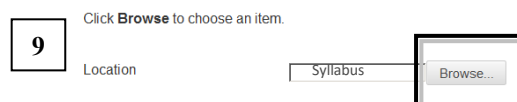


3. The **Create Announcement** page opens. Type a **Subject**. Note the **Asterisk (\*)** *Filling out this field is required*.
4. Type the announcement in the **Message** window.



5. Choose an announcement type by clicking the button  for:
  - **Not Date restricted** – Announcements will always be displayed.
  - **Date restricted** – Announcements can be given **Display After** and **Display Until** dates to determine when the announcement will be available to students.
6. Click the **checkbox**,  and click the **clock**  and **calendar**  icons to set date and time.
7. Users are automatically notified by email when an announcement is made available to students. Check the **Send a Copy Immediately**  if you want the announcement emailed immediately after the announcement is posted.

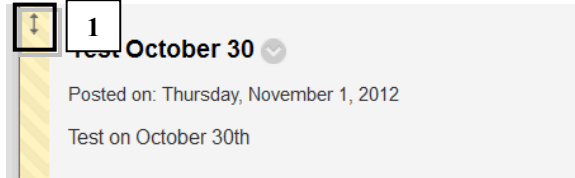
### 3. Course Link



8. The **Course Link** will allow you to link the announcement to a specific content area of the course, such as an assessment or the syllabus.
  - Click **Browse**.

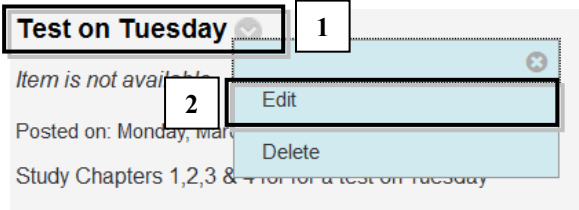
- Select the **Course Link** from the *Select Course Link*: pop-up window.
  - The link will appear in the **Location** window.
9. Click **Submit** to complete the announcement.
- 

## Order Announcements



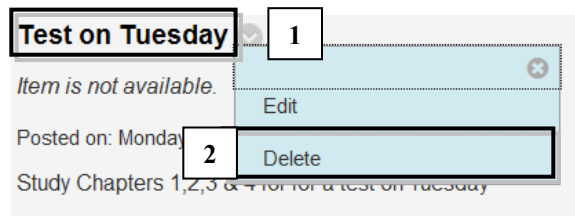
1. With the *Edit Mode* **ON**, click and drag the **double arrow** next to an announcement to re-order.
- 

## Edit Announcements



1. With the *Edit Mode* **ON**, click the **Action Button** next to the announcement title to activate the **Edit/Delete menu**.
  2. Click **Edit** to open the *Edit Announcement* page, and make changes.
  3. Click **Submit**.
- 

## Delete Announcements



1. With the *Edit Mode* **ON**, click the **Action Button** next to the announcement title to activate the **Edit/Delete menu**.
  2. Choose **Delete**.
  3. Click **OK** on the **Warning Message**.
  4. The **Course Module** page opens, the Announcement is deleted.
-