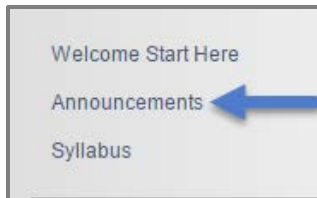


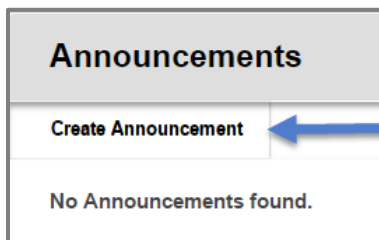
Announcements

1. Making an Announcement

1. Click on **Announcements** in the **Course Toolbar**.



2. Click **Create Announcement**.



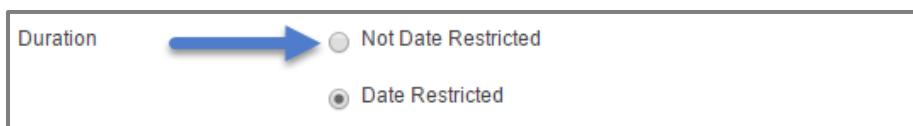
3. Type in the **Subject** of your announcement in the **Subject Field**.



4. Enter the **Message** of the announcement in the **Message Text Box**.



5. If you want to send the **Announcement** immediately, change duration to **Not Date Restricted**.




6. If you want to guide the students to a **Course Page** (i.e., **Syllabus** or **Welcome Start Here**) you can specify the **Location** by clicking **Browse** and navigating to that page.


Course Link

Click **Browse** to choose an item.

Location

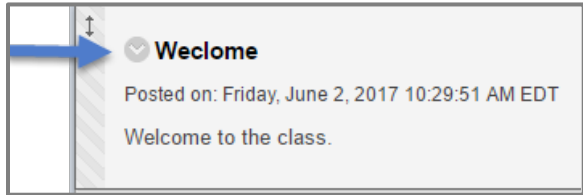


7. Click **Submit**.

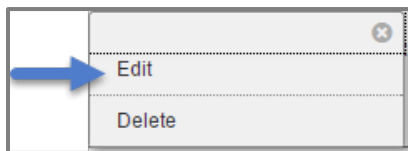


2. Editing an Announcement

1. If you need to make changes to an existing **Announcement**, click the **Action Link** next to the title.



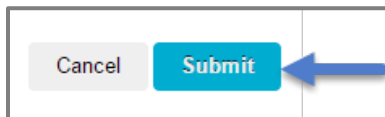
2. Click **Edit**.



3. Make any necessary changes. In this example I want to correct a spelling mistake in the title (changed the title from "**Weclome**" to "**Welcome**").

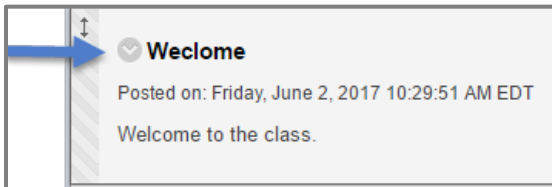


4. Click **Submit**.



3. Deleting an Announcement

1. Go to the existing **Announcement**, and click on the **Action Link**.



2. Click **Delete**.



3. Click **OK** to confirm the deletion of the **Announcement**.

