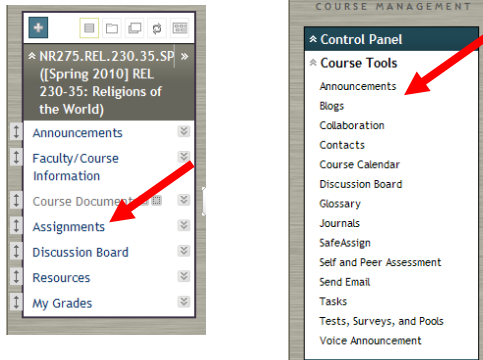




## How do I create or edit an announcement?

### How do I create an announcement?



1. Click on “Announcements” in the course menu or click on “Announcements” under course tools.

[Create Announcement](#)

2. Click on the “Create Announcement” button.

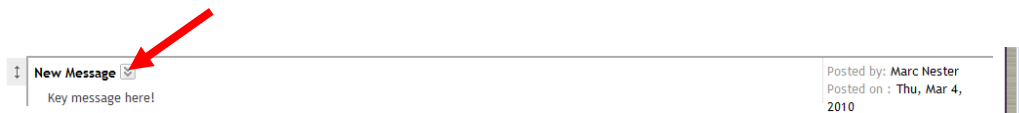
The screenshot shows a web-based form for creating an announcement. On the left is a navigation menu with categories like 'Announcements', 'Faculty/Course Information', and 'Course Management'. The main form is divided into four sections:

- 1. ANNOUNCEMENT INFORMATION:** Contains a 'Subject' field (callout 3A) and a 'Message' field with a rich text editor (callout 3B).
- 2. OPTIONS:** Includes radio buttons for 'Permanent' and 'Date Restricted', date and time pickers for 'Display After' and 'Display Until' (callout 3C), and an 'Override User Notification Settings' checkbox.
- 3. COURSE LINK:** Features a 'Location' field and a 'Browse...' button (callout 3D).
- 4. SUBMIT:** Contains 'Cancel' and 'Submit' buttons (callout 3F).

Additional callouts include '3F' at the top right and bottom right corners of the form area.

- 3A. Key in a Subject for the announcement.
- 3B. Key in the Message.
- 3C. Select the Options for the announcement.
- 3D. Select the “Browse” button to add a course link.
- 3F. Click the “Submit” button.

**How do I edit an announcement?**



- 1. Click on the down chevrons beside on the announcement to edit.



2. Click on “Edit” from the pop-up menu.

**Edit Announcement**

Announcements appear in the order that they are posted, with the most recent appearing first. [More Help](#)

\* Indicates a required field.

**1. ANNOUNCEMENT INFORMATION**

\* Subject

Message

Key message here.

**2. OPTIONS**

Duration

Permanent

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User Notification Settings

Send Email to all users even those that choose not to receive Announcement notifications through email.

**3. COURSE LINK**

Click Browse to choose an item.

Location

**4. SUBMIT**

Click Submit to finish. Click Cancel to quit.

3A. Edit the Subject for the announcement.

3B. Edit the Message.

3C. Edit the Options for the announcement.

3D. Select the “Browse” button to edit the course link.

3F. Click the “Submit” button.