

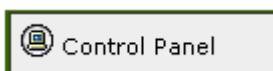
How to Add Course Announcements

Instructors can add **Announcements** to a course to make students aware of timely and critical course information. Instructors may consider adding announcements to inform students of assignments that are posted and due, assessments, changes in the syllabus, and changes in schedule.

Adding Announcements

1. Open a course that you are teaching.

2. Enter the **Control Panel**.

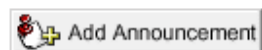


3. Under **Course Tools**, click **Announcements**.



4. On the **Announcements** page, click **Add Announcement**.

Announcements



VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

October 03, 2005 - October 10, 2005

No announcements found.








5. Under **Section 1** of the **Add Announcements** page, add a **Subject** and **Message** for the announcements.


 Add Announcement

1 Announcement Information














*Subject

Message

Normal 3 Times New Roman **B** *I* U       



Clicking the **down arrow** in each section will add additional features for the text. After you click the down arrow, the following options will appear:

Normal 3 Times New Roman **B** *I* U             


6. After the **Subject** and **Message** have been added, determine if any additional options are needed in **Section 2**. (If you do not add any additional options, the announcement will post to the course as soon as you click **Submit** – the additional options are **Optional**.)

2 Options

Permanent announcement? Yes No


Choose date restrictions

Display After

Aug 17 2006 

02 15 PM

Display Until

Aug 18 2006 

02 15 PM

Permanent announcement – **No** is the default option.

Permanent announcement? Yes No

If **No** is selected and no date restrictions are applied, the announcement will appear in the **Announcements** section. After 7 days, the announcement will not be considered “current” and it will be automatically moved to the **View Last 7 Days** tab. Students must click the tab to view all announcements posted in the last 7 days. Students will also have access to a **View Last 30 Days** and **View All** tab.



Unless date restrictions are applied, students can always access **all** announcements by clicking the applicable tab.

If **Yes** is selected, the announcement will be considered permanent and it will **always** appear at the top of the **Announcements** section. Students will not have to click the **View Last 7 Days**, the **View Last 30 Days**, or the **View All** tabs to view this announcement, as it will always be displayed.

Permanent announcement? Yes No

All announcements that are **not** permanent will automatically appear **below** the permanent announcements. It is possible that students may overlook current announcements that appear below permanent announcements. Instructors may want to avoid making an announcement permanent unless the information is critical.

Choose date restrictions – Instructors may add date restrictions if an announcement is expected to **appear** on a specific date and **disappear** on a specific date. (This section is **optional**. If no restrictions are applied, the announcement will still post.) To apply date restrictions, click the **Display After** box and the **Display Until** box. Select a **date** and **time** for each item.

Choose date restrictions

Display After

Oct 10 2005
08 35 AM

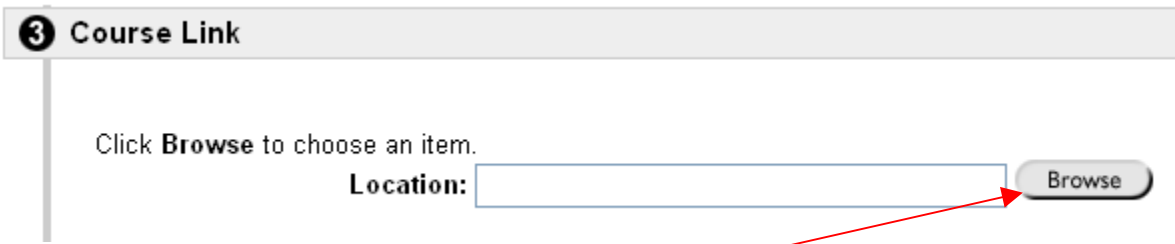
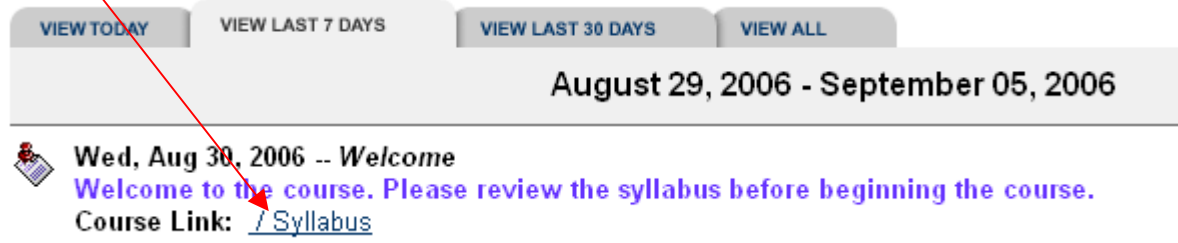
Display Until

Oct 11 2005
08 35 AM

If date restrictions are applied, the announcement will not be visible under the tabs after the **Display Until** date and time. Students who do not view the announcement during the set time frame will miss the opportunity to view the announcement.

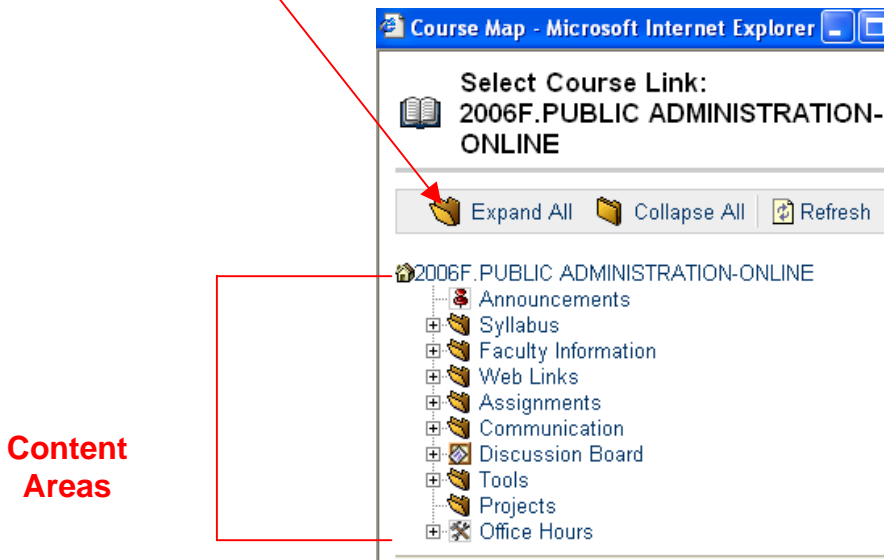
- Under **Section 3**, a **Course Link** can be added. A **Course Link** will link an announcement to a content item within the course. (For example, if the announcement directs the students to read the course syllabus, instructors can add a link to the syllabus.) You must create the content before you can create the link.

Example:

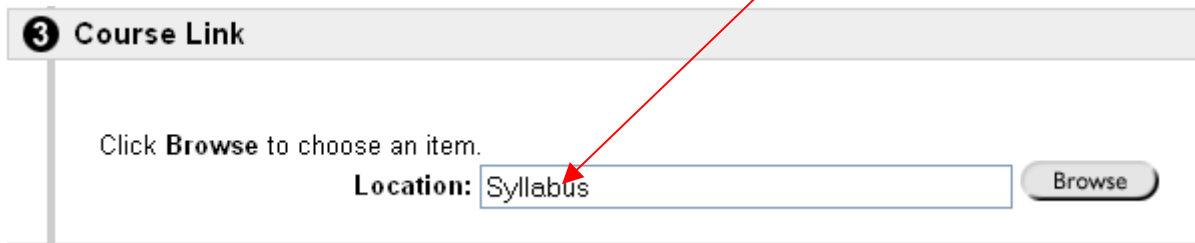


To add a **Course Link**, click the **Browse** button. Clicking the **Browse** button will display a **Course Map** that will list all of the **Content Areas** within the course. Click the **Expand All** link to display any additional content located within each content area button.

To link to a **Content Area**, select an item by double-clicking the item.



The location of the **Course Link** will appear in the **Location** field.



8. After the details for the announcement have been added, click **Submit** to add the announcement. You will receive a receipt. Click **OK**.
9. A copy of the announcement will appear on the **Announcements** page.

Announcements

 Add Announcement

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

October 03, 2005 - October 10, 2005



Mon, Oct 10, 2005 -- Welcome

Welcome to the course! Your first assignment is to read the course syllabus.

Course Link: [Syllabus](#)

Modify

Remove

10. The announcement can be **Modified** or **Removed** by clicking the buttons to the right of the announcement.

To remove or change a **Course Link**, the entire announcement must be removed and added back with the course link change or deletion.