Add or Edit Announcement

Overview

The Create Announcement page is used to add Announcements to a Course. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this Page

Follow the steps below to create a new Announcement.
1. Click Announcements in Course Tools area of the Control Panel.
2. Click Create Announcement to add a new Announcement.
3. Click Edit from the contextual menu to change an existing Announcement.

Fields

The table below details the fields on the Add Announcement Page and Edit Announcement page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement Information</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Enter a subject for the Announcement. This will appear as the title of the Announcement.</td>
</tr>
<tr>
<td>Message</td>
<td>Enter the body of the Announcement by typing directly into the text box or copying and pasting text from another source into the text box.</td>
</tr>
</tbody>
</table>
Select Permanent Announcement to create an Announcement that does not expire. Select Date Restrictions and enter a date range for the life span of the Announcement. This Announcement is automatically displayed after the time and date it was created.

Select this option to send an email to all Course users with the contents of the Announcements. This will ensure that all users are aware of the Announcement even if they do not login to the Course.

Click Browse to locate content in the Course to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available.

Note that removing the content will delete the link to the content in the Announcement but The Announcement itself will remain.