Add an Announcement

Announcements allow you to post timely information critical to course success. This is an ideal place to post time-sensitive material including:

1. From your course’s home page, click on Create Announcements

   ![Create Announcements](image1)

   -OR-

From the Control Panel, click on the arrow next to Course Tools, to expand the options the options

![Control Panel](image2)

2. Click on Announcements

   ![Course Tools](image3)

3. Click Create Announcement

   ![Create Announcement](image4)
Add an Announcement

4. Type in a subject and message description with desired formatting.

5. Set the Web Announcement Options, select

**Web Announcement Options**

**Duration**
- Not Date Restricted
- 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.

**Email Announcement**
- Send a copy of this announcement immediately
  - Students are still notified of this announcement even if this option is not selected

**Not Date Restricted** to keep the announcement visible until you remove it.

-OR-

**Date Restricted** to limit the announcement's visibility by date and time.

Enter date and time restrictions by:

Select the Display After and Display Until check boxes to enable the date and time selections.
Add an Announcement

6. **Check box** to send students an email containing the announcement.

   ![Check box](image)

   **Email Announcement**
   - Send a copy of this announcement immediately
   - Students are still notified of this announcement even if this option is not selected

7. (Optional), link to a course area, tool, or item using the **Browse** button

   **Course Link**

   Click **Browse** to choose an item.

   ![Browse button](image)

   **Location**

8. Click **Submit**

   ![Submit button](image)