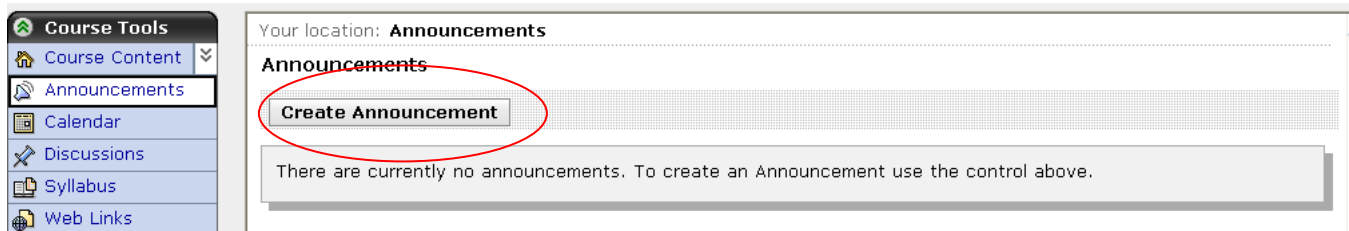


## Creating Announcements

Using the Announcements tool is a good way to communicate course related information easily to the entire class.

If you do not see the Announcements button make sure that you are on the **Build** tab and select **Manage Course** from the **Designer Tools** area. Then select **Tools**. Check the box next to **Announcements** and scroll down on the page to click **Save**. The Announcements button should become visible and active in the Course Tools area.

To create an Announcement click the **Create Announcement** button.



The Create Announcements window will appear:

A screenshot of the 'Create Announcement' form. It includes fields for 'To' (abellafiore-development2), '\* Title' (Sample Announcement), and '\* Message' (Here is my sample announcement). There is an 'Enable HTML Creator' button and a 'Use HTML' checkbox. Below the form is the 'Recipients' section with a note: '\* Select the user types that should receive this announcement.' and a checked 'Select All Roles' checkbox. Under 'Section level', roles are listed with checkboxes: Section Instructor, Section Designer, Teaching Assistant, Student, and Auditor. The 'Delivery Dates' section has fields for 'Start displaying on' (1/19/2007, 5:31 PM) and 'Stop displaying on' (Unlimited, 1/20/2007, 5:31 PM). There is also an 'Also deliver as a pop-up message' checkbox.

You must enter a title and message text.

To ensure that your message is sent to all your students check **Select All Roles**.

In some courses, **Student** is checked automatically and is actually grayed out. However, in many courses the box is not selected so be sure to double check!

If you do not specify a delivery date the announcement will become visible immediately – and – as soon as it starts displaying it cannot be edited! Unfortunately this is a “feature” of the system. ☹ If you think you’ll want to edit the message then set it to display in a few hours so you can go back to it!

