Announcements are a form of one-way communication from the instructor to the students. They can be displayed as a pop-up window when the student enters the class section.

To Create an Announcement

1. From the Build Tab, on the Course Tools Menu, click **Announcements**. Alternatively, from the Teach Tab, on the Course Tools Menu, click **Announcements**.

2. Click **Create Announcement**.

3. **Enter a Title for the announcement** much like you would enter a subject for an email.

4. **Enter your message text**. Click the **Enable HTML Creator button** if you wish to format or spell check your message.

5. Click the **Select All Roles checkbox** in the Recipients section. Or, **select the specific user type(s)** who should receive the announcement.

6. **Choose the appropriate dates for when the class section should begin to see the announcement and when it should stop displaying**.

7. Check the **Also deliver as a pop-up message checkbox**.

8. Click **Send**.

To Delete an Announcement

1. From the Build Tab, on the Course Tools Menu, click **Announcements**. Alternatively, from the Teach Tab, on the Course Tools Menu, click **Announcements**.

2. Click the **Action Links button** next to the announcement you wish to delete. Then click **Delete**.

3. Click **OK** to confirm that you want to delete the announcement.

To Preview an Announcement

1. From the Build Tab, on the Course Tools Menu, click **Announcements**. Alternatively, from the Teach Tab, on the Course Tools Menu, click **Announcements**.

2. Click the **Action Links button** next to the announcement you wish to preview. Then click **Preview**.
To Edit an Announcement

1. From the Build Tab, on the Course Tools Menu, click Announcements. Alternatively, from the Teach Tab, on the Course Tools Menu, click Announcements.

2. Click the Action Links button next to the announcement you wish to edit. Then click Edit. (This option will only appear if the start time for posting the announcement has not passed.)

3. Make changes. Then click Send.