Creating Announcements

1) Click **Course Tools** in the **Control Panel**. In the expanded menu, click **Announcements**.

2) Click **<Create Announcement>**.

3) Type a title for the announcement in the **Subject** textbox. Enter details in the **Message** textbox (optional).
4) Select either **Not Date Restricted** or **Date Restricted** next to **Duration**. If **Not Date Restricted** is selected, the announcement will show on the course site until deleted. If **Date Restricted** is selected, enter **Display After** and/or **Display Until** dates and times.

Check the **Send a copy of this announcement immediately** to have an email announcement sent to students following the creation of the announcement.
5) To add a link to another area of the course site, under **Course Link**, click **<Browse>**.

In the pop-up window select the item or area to link to.
6) Click <Submit>.

Deleting Announcements

1) Click on the down-arrow icon(←) below the announcement title.

2) Click Delete.

Rearranging Announcements

Click the up-and-down arrow icon(↑) next to the announcement title. Drag the announcement to the desired location.
New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from being presented to Students. Students do not see the bar and cannot reorder Announcements.

New announcements appear below this line

Due Date for Essay Approaching

Posted on: Thursday, October 18, 2012
One week until Chapter 2 Essay is due.

Course Link /Unit 1/Chapter 2/Chapter 2 Essay

SAMPLE: Welcome to Introduction to Oceanography!

Posted on: Thursday, October 6, 2011

Review the course objectives and schedule in the Game Plan Content Area. If you have any Questions and Answers in the Discussion Board.
New announcements appear below this line

SAMPLE: Welcome to Introduction to Oceanography!

Posted on: Thursday, October 6, 2011

Review the course objectives and schedule in the Game Plan Content Area. If you have a question, post it in Questions and Answers forum on the Discussion Board.

Due Date for Essay Approaching

Posted on: Thursday, October 18, 2012

One week until Chapter 2 Essay is due.

Course Link /Unit 1/Chapter 2/Chapter 2 Essay