

Course Announcements

Overview

Announcements post timely information critical to Course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when Assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

When adding an Announcement, Instructors can also send the Announcement as an email to Students in the Course. This ensures that Students receive the announcement even if they do not login to the Course.

Find this page

Click **Announcements** in Course areas on the Control Panel to open the Announcements page.

Functions

The functions available on this page are described in the table below.

To . . .	click . . .
add an announcement	Add Announcement. The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.
modify an announcement	Modify. The Modify Announcement page will appear.
remove an announcement	Remove. A confirmation box will appear. Removing an Announcement is irreversible.

Add or Modify Announcement

Overview

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

Find this page

Follow the steps below to open the Add Announcement page.

1. Click **Announcements** in Course areas of the Control Panel.
2. Click **Add Announcement** or **Modify**.

Fields

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

Field	Description
Announcement Information	
Subject	Enter a subject for the announcement. This will appear as the title of the announcement.
Message	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document.
Options	
Permanent Announcement	Select Yes to create a permanent Announcement. This Announcement is automatically displayed after the time and date it is created. There is no end date for this Announcement, unless the Display Until option is selected.
Choose date restrictions	Use these options to display an Announcement for a specific period of time. Select the date the Announcement begins in Display After and the date the Announcement ends in Display Until .
Course Link	
Link Location	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 remove the link to the content in the Announcement but The Announcement itself will remain.
Email Announcement	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.