How to Post an Announcement

Announcements are a very good way to convey important information to students that they will see as soon as they enter a course. Typically, the Announcement nugget is found on the Course page, as well as the Communicate page. Announcements can be targeted to be viewed by everyone who enters the course, by a specific team, or by a specific User. When creating or editing an Announcement, you can specify a date range during which the Announcement is visible.

1. Go to Communicate > Announcements.

   You can also add an Announcement by going to the Edit icon on the Course Announcement nugget on the Course page.

2. The Announcement Editor page will appear. Click Add Announcement.
3. **Type** your message in the window. The inline HTML Editor allows you to format your message.

For more information on using the inline HTML Editor, refer to the HTML Editor Reference Manual in the Guides section of Online Help.

4. **Select** the date range in which you want the Announcement to be viewable.

*The default is for Announcements to be viewable for one week.*
Because a Start Date and End Date can be specified, you can create Announcements in advance and schedule them to appear when needed. For example, you could schedule Announcements reminding students of specific assignment due dates or online test dates.

All Announcements are ordered by the Start Date and time so you can change the order of announcements by changing the Start Date and time.

5. Specify who will be able to view the Announcement in the User drop-down menu. You can select Everyone, a specific Team, or an Individual User.

6. Click Save to post the Announcement.
7. The Announcement will be visible on the Course page between the Start and End Dates selected.