Announcements

Announcements are used to notify students of important course information and events, such as due dates, exam schedules, and any changes to the syllabus. In addition to being displayed in the course site, announcements can be sent through email to students.

Adding the announcements tool to the course menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

2. Click the ‘plus sign’ at the top of the course menu and select ‘Tool Link.’

3. Give the link a name and choose ‘Announcements’ for the tool type. Check the box to make it available to users and click Submit.
4. Once added to the course menu, click on the link to begin using the tool.

Creating an announcement:

1. From the announcements page, click the ‘Create Announcement’ button, top left.

2. Enter the subject and a message text, if desired.

   1. Announcement Information

      Subject: Exam Rooms

      Message:

      Room assignments for Final Exam:
      A - McCoy, Mudd 26
      McDaniels - Z, Hudson 110

3. Select to display the announcement permanently or for a particular period of time. Choose whether to send the announcement through email or not.
2. **Web Announcement Options**

   Duration  
   - Not Date Restricted  
   - Date Restricted

   Select Date Restrictions
   - Display After: 12/10/2012, 12:00 PM
   - Display Until: 12/13/2012, 06:00 PM

   Email Announcement  
   - Send a copy of this announcement

4. **Click Browse to link to an item in the course, if desired. Click Submit.**

3. **Course Link**

   Click Browse to choose an item.

   Location

4. **Submit**

   Click Submit to finish. Click Cancel to quit.

5. **The new announcement is now visible.**

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**Announcements**

New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order presented to Students. Students do not see the bar and cannot reorder Announcements.

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**Exam Rooms**

Posted on: Monday, December 10, 2012

Room assignments for Final Exam:

A - McCoy, Mudd 26
McCandless - Z: Hodson 110

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Posted by: Amy Bruuni
Posted to: Amy Bruuni Sandbox
Prioritize Announcements

1. Navigate to the announcements page.
2. Drag important announcements you want students to always see first above ‘New Announcements appear below this line.’

3. Announcements above the bar will always appear at the top, even when new announcements are added.

Edit/Delete an Announcement

1. Navigate to the announcement you want to edit or delete.
2. Click the action menu link [ ] next to the announcement name. Choose Edit or Delete to make changes.