

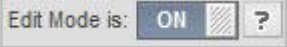
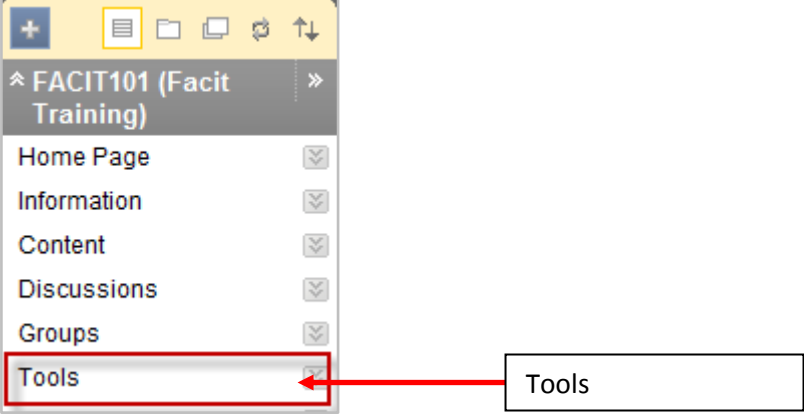


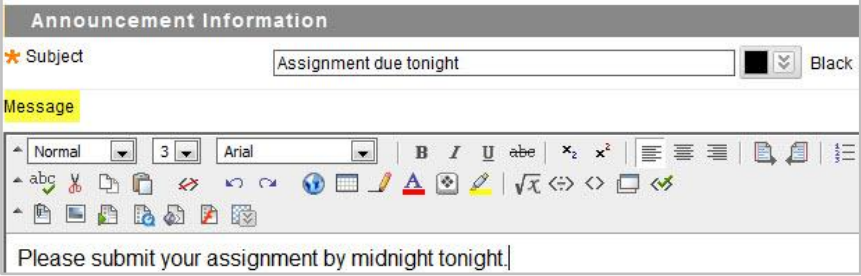
CREATING AN ANNOUNCEMENT

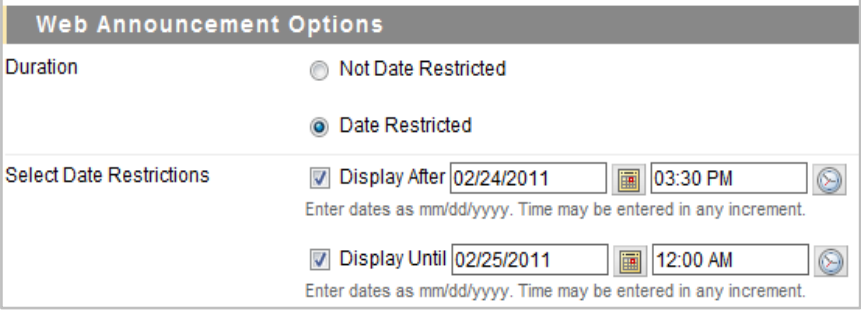



Creating an Announcement

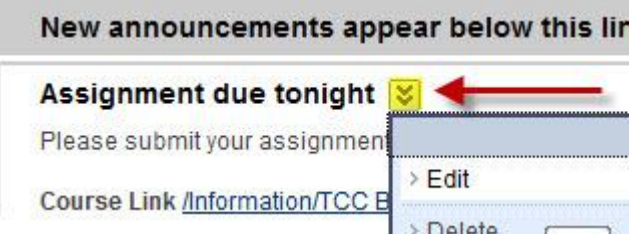

[View the video tutorial](#)

Create and view Course Announcements.

Step 1	Make sure your Edit Mode is ON	
Step 2	Click on Tools from the course menu	
Step 3	Click on Announcements from the Tools page	
Step 4	Click on Create Announcement	
Step 5	<p>Subject: Add the subject of your message</p> <p>Message: Add the message. You can format your message, by using the editor menu items.</p>	

Step 6	Web Announcement Options: <ul style="list-style-type: none"> • Duration: Check if date restricted or not. • Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until. 	 <p>Web Announcement Options</p> <p>Duration <input type="radio"/> Not Date Restricted <input checked="" type="radio"/> Date Restricted</p> <p>Select Date Restrictions <input checked="" type="checkbox"/> Display After 02/24/2011 03:30 PM <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><input checked="" type="checkbox"/> Display Until 02/25/2011 12:00 AM <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p>
Step 7	Course Link: <ul style="list-style-type: none"> • Location: Cross-link to other course information. 	 <p>Course Link</p> <p>Click Browse to choose an item.</p> <p>Location <input type="text" value="/Information/TCC BLAC"/> <input type="button" value="Browse..."/></p>
Step 8	Click to Submit	<input type="button" value="Submit"/>

Edit or Delete Announcements

	To edit or delete , click the action menu.	 <p>New announcements appear below this link</p> <p>Assignment due tonight <input type="button" value="v"/> </p> <p>Please submit your assignment</p> <p>Course Link /Information/TCC B</p> <ul style="list-style-type: none"> > Edit > Delete
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Notes: