# CREATING AN ANNOUNCEMENT

View the video tutorial

## Creating an Announcement

Create and view Course Announcements.

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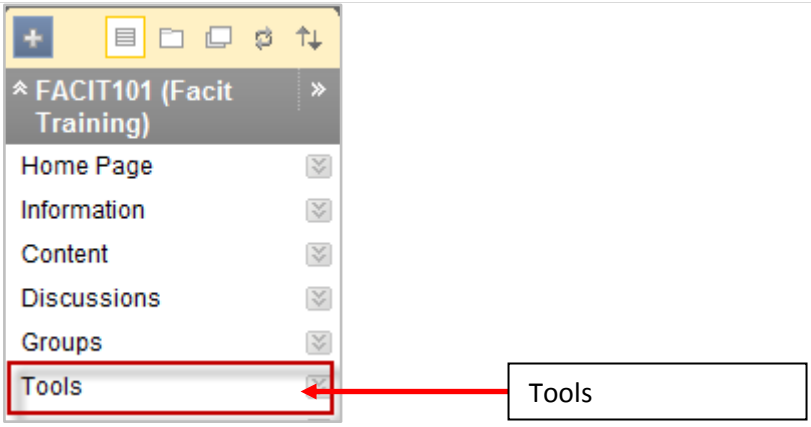
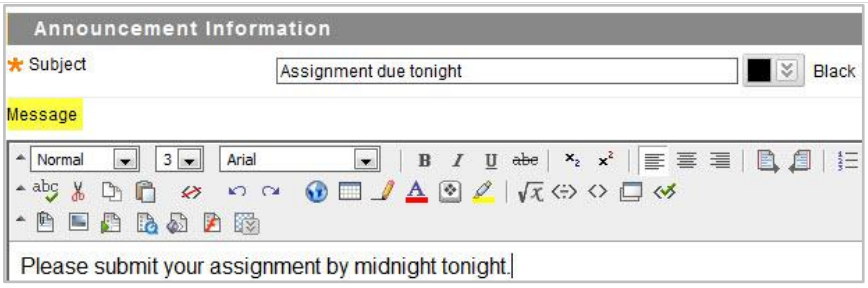
| Step 1 | Make sure your **Edit Mode** is **ON** | |
| Step 2 | Click on **Tools** from the course menu |   |
| Step 3 | Click on **Announcements** from the Tools page | |
| Step 4 | Click on **Create Announcement** | |
| Step 5 | **Subject:** Add the subject of your message<br><br>**Message**: Add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

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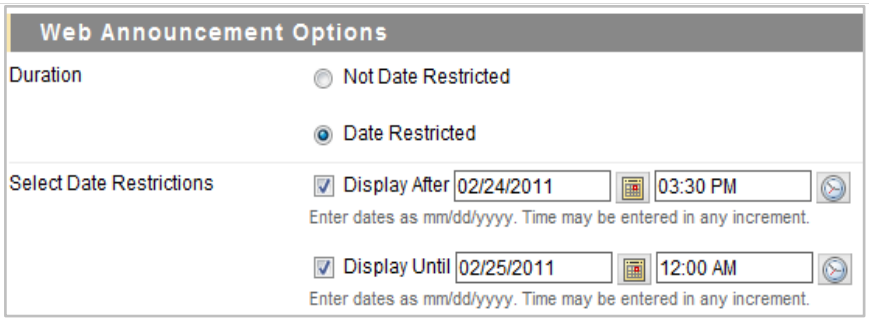
| Step 6 | **Web Announcement Options:**<br>• **Duration**: Check if date restricted or not.<br>• **Select Date and time Restrictions**: Click the checkboxes to enable and choose dates to **Display After** and **Display Until.** |  |
| Step 7 | **Course Link:**<br>• **Location:** Cross-link to other course information. | |
| Step 8 | Click to **Submit** | |

## Edit or Delete Announcements

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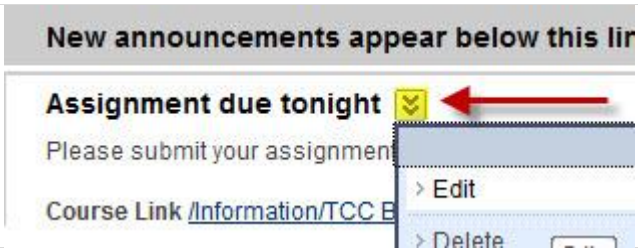
| | To **edit** or **delete**, click the action menu. |  |

Notes: