## CREATING AN ANNOUNCEMENT



		View the video tutorial
	Creating an Annour	
	_	
Create a Step 1	and view Course Announce Make sure your <b>Edit</b>	ALCONTRACTOR OF A DECEMBER OF A
	Mode is ON	Edit Mode is: ON 7
Step 2	Click on <b>Tools</b> from the course menu	
		<pre>% FACIT101 (Facit * Training)</pre>
		Home Page
		Information
		Content 🛛
		Discussions 🔯
		Groups
		Tools Tools
<b>O</b> 1 O		
Step 3	Click on Announcements from the Tools page	Tools
		Announcements
Step 4	Click on <b>Create</b> Announcement	Create Announcement
Step 5	Subject: Add the subject of your message	Announcement Information  * Subject Assignment due tonight Black Message
	<b>Message</b> : Add the message. You can format your message,	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
	by using the editor menu items.	Please submit your assignment by midnight tonight.



Step 6	Web Announcement Options:	Web Announcement Options
		Duration   Not Date Restricted
	<ul> <li>Duration: Check if date restricted or not.</li> <li>Select Date and time Restrictions: Click the checkboxes to</li> </ul>	Date Restricted
		Select Date Restrictions V Display After 02/24/2011
		Enter dates as mm/dd/yyyy. Time may be entered in any increment.
		Display Until 02/25/2011     III 12:00 AM     Enter dates as mm/dd/yyyy. Time may be entered in any increment.
		Enter dates as him/dd/yyyy. Time hiay be entered in any increment.
	enable and choose	
	dates to <b>Display</b> After and Display	
	Until.	
Step 7	<ul> <li>Course Link:</li> <li>Location: Cross- link to other course information.</li> </ul>	Course Link
		Click Browse to choose an item.
		Location /Information/TCC BLAC Browse
Step 8	Click to Submit	Submit
Edit o	r Delete Announce	ments
	To <b>edit</b> or <b>delete</b> , click the action menu.	New announcements appear below this lin
		Assignment due tonight 😺 🗲
		Please submit your assignmen
		> Edit

Course Link /Information/TCC B

> Delete

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Notes: