CREATING AN ANNOUNCEMENT



		View the video tutorial
	Creating an Annour	
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Create a Step 1	and view Course Announce Make sure your Edit	ALCONTRACTOR OF A DECEMBER OF A
	Mode is ON	Edit Mode is: ON 7
Step 2	Click on Tools from the course menu	
		<pre>% FACIT101 (Facit * Training)</pre>
		Home Page
		Information
		Content 🛛
		Discussions 🔯
		Groups
		Tools Tools
O 1 O		
Step 3	Click on Announcements from the Tools page	Tools
		Announcements
Step 4	Click on Create Announcement	Create Announcement
Step 5	Subject: Add the subject of your message	Announcement Information * Subject Assignment due tonight Black Message
	Message : 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
	 Duration: Check if date restricted or not. Select Date and time Restrictions: Click the checkboxes to 	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 Display After and Display	
	Until.	
Step 7	 Course Link: Location: Cross- link to other course information. 	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 edit or delete , 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: