

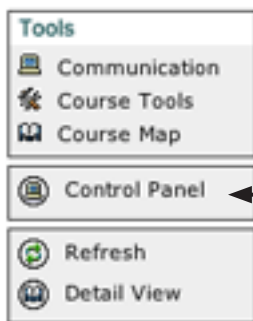
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# Add an Announcement

## CREATE AN ANNOUNCEMENT

The only way to add or modify an announcement is through the "Control Panel."

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[Faculty Info](#)



1. Choose **Control Panel** from the menu bar.

2. Choose the **Announcements** link from the "Course Tools" section.



3. Click the **Add Announcement** button



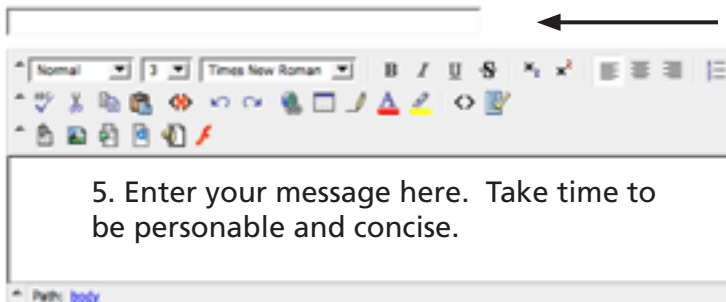
# Add an Announcement (continued)

The Add Announcement page appears onscreen.

## Add Announcement

### 1 Announcement Information

Subject  
Message



4. Anything with a red asterisk is required.

5. Enter your message here. Take time to be personable and concise.

### 2 Options

Permanent announcement?  Yes  No

Choose date restrictions

Display After

May 16 2007

11 30 AM

Display Until

May 17 2007

11 30 AM

### 3 Course Link

Click Browse to choose an item.

Location:

Browse

### 4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

### 5 Submit

\* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

11. Click **Submit**. You can edit or remove announcements at any time.