Create an Announcement

Use the announcements feature to communicate with your students (i.e. post time-sensitive material such as assignment due dates, changes in the syllabus, corrections or clarifications of materials, and exam schedules).

1. From within a course, click the **Announcements link on the Course Menu**. Click the **Create Announcement** button.
2. Under **Announcement Information**, type a **Title** (name for announcement) and a **Message** (text of the announcement).
3. Under **Schedule Announcement Options**, set the **Duration**, **Select Date Restrictions**, and check the **Email Announcement** check box to send a copy of the announcement immediately. To permanently display the announcement, select **Not Date Restricted**.
4. Optionally, to link content in the course to the Announcement, click the link button under the message body title and then click then choose your option.
5. Click **Save** to complete the **Announcement**.