Creating Announcements

Using the Announcements tool is a good way to communicate course related information easily to the entire class.

If you do not see the Announcements button make sure that you are on the Build tab and select Manage Course from the Designer Tools area. Then select Tools. Check the box next to Announcements and scroll down on the page to click Save. The Announcements button should become visible and active in the Course Tools area.

To create an Announcement click the Create Announcement button.

The Create Announcements window will appear:

You must enter a title and message text.

To ensure that your message is sent to all your students check Select All Roles.

In some courses, Student is checked automatically and is actually grayed out. However, in many courses the box is not selected so be sure to double check!

If you do not specify a delivery date the announcement will become visible immediately – and – as soon as it starts displaying it cannot be edited! Unfortunately this is a “feature” of the system. 😞 If you think you’ll want to edit the message then set it to display in a few hours so you can go back to it!
Once you “send” the message it will be listed in your announcements area. Below is what it looks like in the Build tab:

To delete a message select the message and click the Delete button.

If the message status says “Sent” then you cannot edit the message! If it says “Ready” then you can click on the **ActionLinks icon** and select **Edit** to modify the message.

**What Students See:**

To see what the message looks like to students click on the **Student View** tab.

New Announcements will be visually indicated to students through the use of a green star icon.

When they click on the Announcements button they’ll see the announcements that you posted.

Note: if you checked the “Also deliver as a pop-up message” when you created the announcement it will automatically display in a smaller “pop-up” window when the student accesses the course.