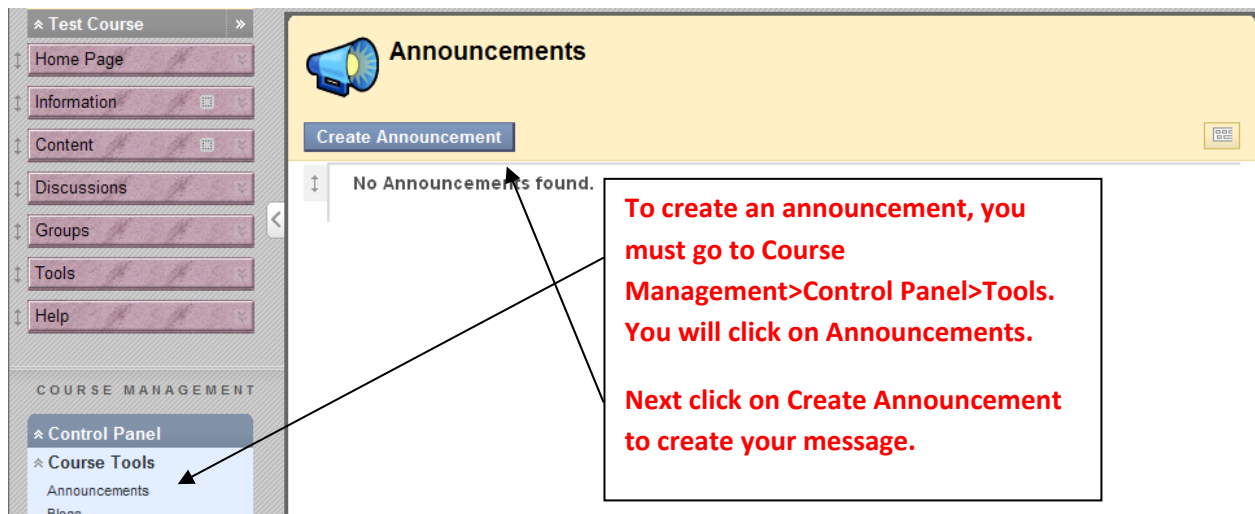
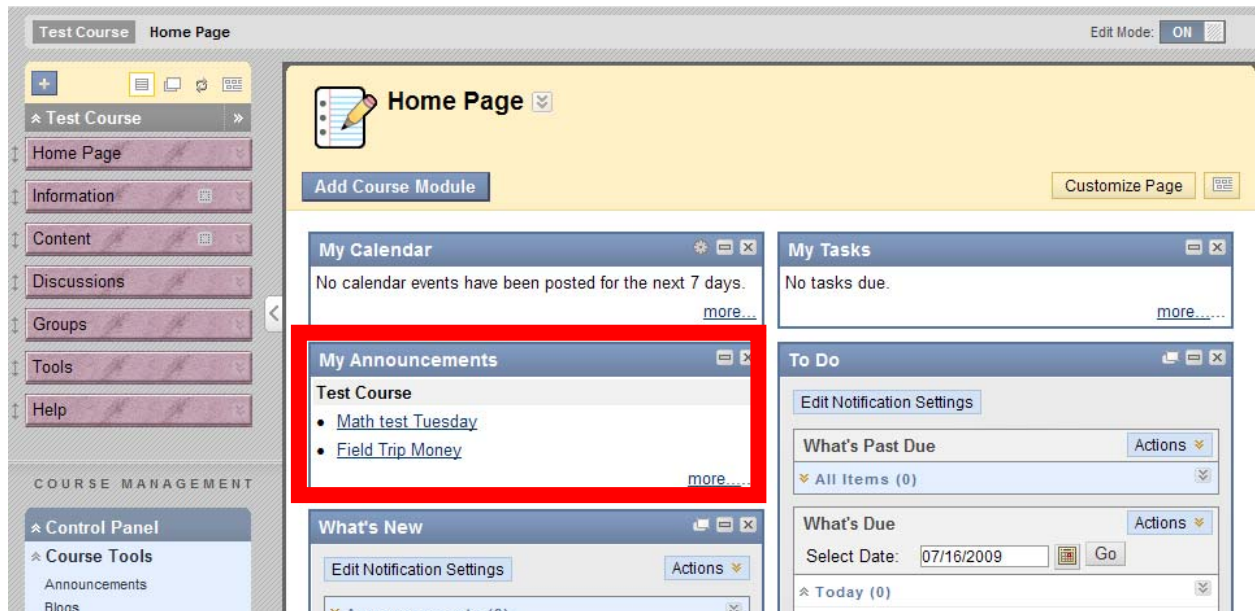


How to create an announcement/s on your Home Page



font size, color etc. using the WYSIWYG editor. You can turn the Visual editor off and on too. (but if you turn it off you will turn off all the editing options.)

Create Announcement

Announcements appear in the order that they are posted.

★ Indicates a required field.

1. Announcement Information

★ Subject Black

Message

Normal 3 Times New Roman B I U abc x₂ x² [List Icons]

abc [Copy] [Paste] [Undo] [Redo] [Link] [Unlink] [Image] [Table] [Text Color] [Background Color] [Source Code] [Fullscreen] [Help]

Don't forget to study for the Math test that will be on multiplication on Tuesday. |

choose to have an email who have an active system.

2. Options

Duration: ☒ Permanent, ☐ Date Restricted

Override User Notification Settings: ☒ Send Email to all users even those that choose not to receive Announcement notifications through email.

Next you to have to choose the Duration. First we are going to make a Permanent announcement by clicking on Permanent. Then click on Submit.

3. Course Link

Click **Browse** to choose an item.

Location: Browse...

4. Submit

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

Cancel
Submit

Test Course Announcements > Create Announcement

Next we will create a Date Restriction announcement. First create another announcement and then type in the subject and message.

Announcements appear in

* Indicates a required field.

1. Announcement Information

* Subject Black

Message

Visual Editor: ON

\$15 is due next Tuesday

Cancel Submit

SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
Voice Announcement

Course Links
Evaluation
Users and Groups
Customization
Packages and Utilities
Help

Quick Unenroll

2. Options

Duration
☐ Permanent
☒ Date Restricted

Select Date Restrictions
☐ Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
☒ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User Notification Settings
☐ Send Email to all users email.

3. Course Link

Click **Browse** to choose an item.

Location

4. Submit

This time click on the Date Restriction option. Then you may choose to Display start and end time restrictions. There are handy little calendars to click on choose the date.

Test Course Announcements

Announcements

Create Announcement

Field Trip Money
\$15 is due next Tuesday

Math test Tuesday
Don't forget to study for the Math test that will be on multiplication on Tuesday.

Posted on : Thu, Jul 16, 2009

COURSE MANAGEMENT

Now there are two announcements for this course. If you are in Edit mode you can always revise or delete the announcement. Click on the down arrow besides the announcement for edit options. You can also reorder the announcements by dragging and dropping them using the arrows to the left of each announcement.

Test Course Announcements

Announcements

Create Announcement

Field Trip Money
\$15 is due next Tues

Math test Tuesday
Don't forget to study for the Math test that will be on multiplication on Tuesday.

Posted by: Melissa White
Posted on : Thu, Jul 16, 2009

Posted by: Melissa White
Posted on : Thu, Jul 16, 2009

Edit Mode: ON

There is no hierarchy in regards to whether an announcement is permanent or date restricted. You can reorder them as you want them to appear.

Test Course Home Page

Home Page

My Announcements

Test Course

- Math test Tuesday
- Field Trip Money

What's New

What's Past Due

What's Due

Select Date: 07/16/2009

Go

Today (0)

Control Panel

Course Tools

Announcements

Blogs

There is no hierarchy in regards to whether an announcement is permanent or date restricted. You can reorder them as you want them to appear.