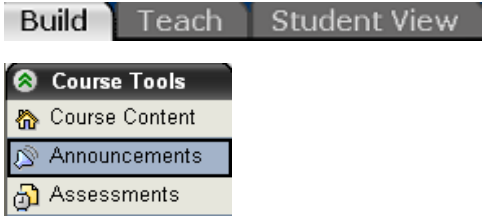
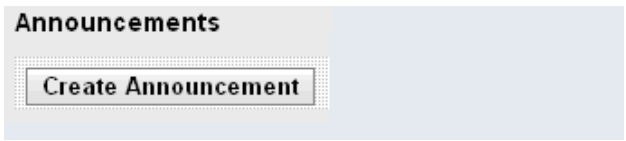
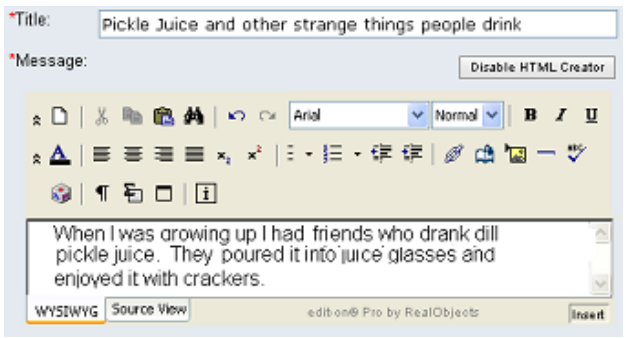
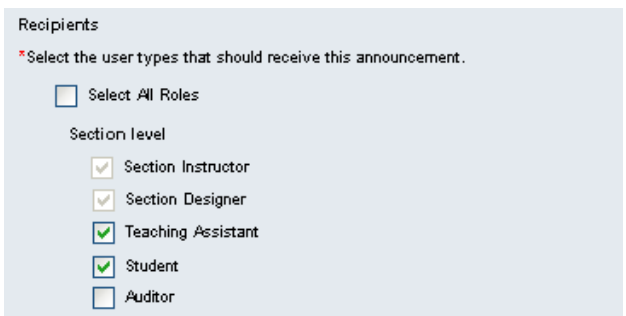


Creating an Announcement

 <p>Build Teach Student View</p> <p>Course Tools</p> <p>Course Content</p> <p>Announcements</p> <p>Assessments</p>	<p>Starting from the Build tab, click on the Announcements link, which is located in the Course Tools sidebar.</p>
 <p>Announcements</p> <p>Create Announcement</p>	<p>Click on the Create Announcement button to bring up the announcement screen.</p>
 <p>*Title: Pickle Juice and other strange things people drink</p> <p>*Message: Disable HTML Creator</p> <p>WYSIWYG Source View</p>	<p>Enter a Title at the top of the primary screen and type your message into the HTML editor.</p> <p><i>Note that you are required to fill in the items that are marked with a red asterisk.</i></p>
 <p>Recipients</p> <p>*Select the user types that should receive this announcement.</p> <p><input type="checkbox"/> Select All Roles</p> <p>Section level</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Section Instructor<input checked="" type="checkbox"/> Section Designer<input checked="" type="checkbox"/> Teaching Assistant<input checked="" type="checkbox"/> Student<input type="checkbox"/> Auditor	<p>Under Recipients select the groups who should receive the announcement.</p>

Delivery Dates

* Start displaying on:

Stop displaying on:

Unlimited

Also deliver as a pop-up message

Under Delivery Dates, select a date and time to start and end displaying the announcement. You can select Unlimited to allow your students to find the announcement in the announcement list after having read it.

Also deliver as a pop-up message

* Required field

Click the Check box in front of the statements “Also deliver as a pop-up”. In order for the announcement to appear as a pop-up message when individuals log in to the course.

The announcement will only be shown as a pop-up once, even if you selected an unlimited end date in the previous step.

Click Send. The announcement is created and delivered to the selected roles on the delivery dates.



Distance Learning Department

4/9/2008