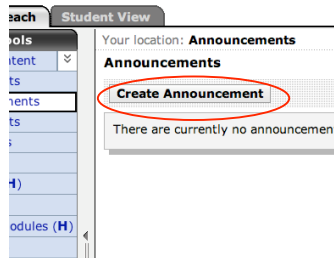


Announcements

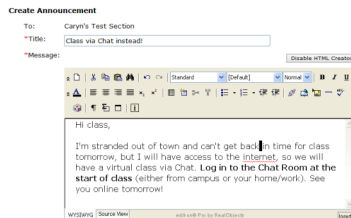
You can use the Announcements tool to create and send course-wide notices or tips to students and other section members. Students, teaching assistants, instructors, and auditors can access announcements from the Course Menu. You can also deliver announcements as pop-up messages that appear when students log in to a course.



- Click on the **Announcement** link under Course Tools.



- Then click on Create Announcement.



- In the Message text box, enter the body of the announcement.

Recipients
*Select the user types that should receive this announcement.
 Select All Roles
Section level
 Section Instructor
 Section Designer
 Teaching Assistant
 Student
 Auditor

Delivery Dates
*Start displaying on:
Stop displaying on: Unlimited
 Also deliver as a pop-up message

Required field

- Under **Recipients**, select each role you want to receive the announcement.

- Under **Delivery Dates**, select a date and time to start and end displaying the announcement.
- Click **Send**.