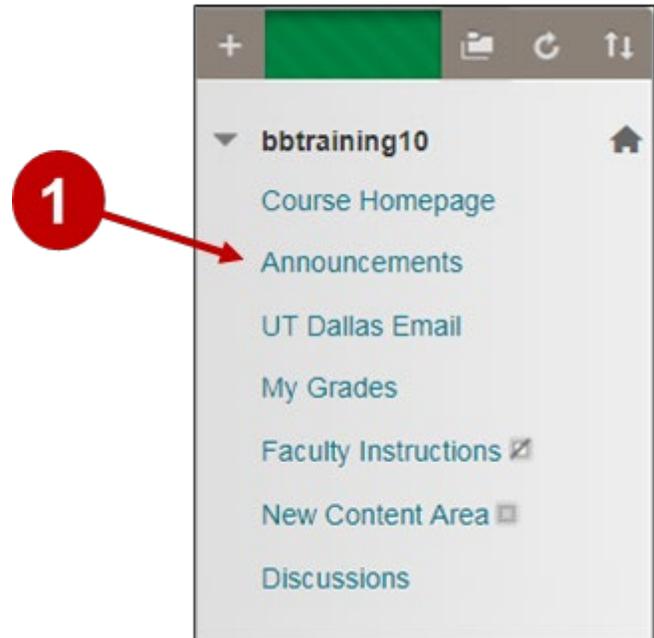


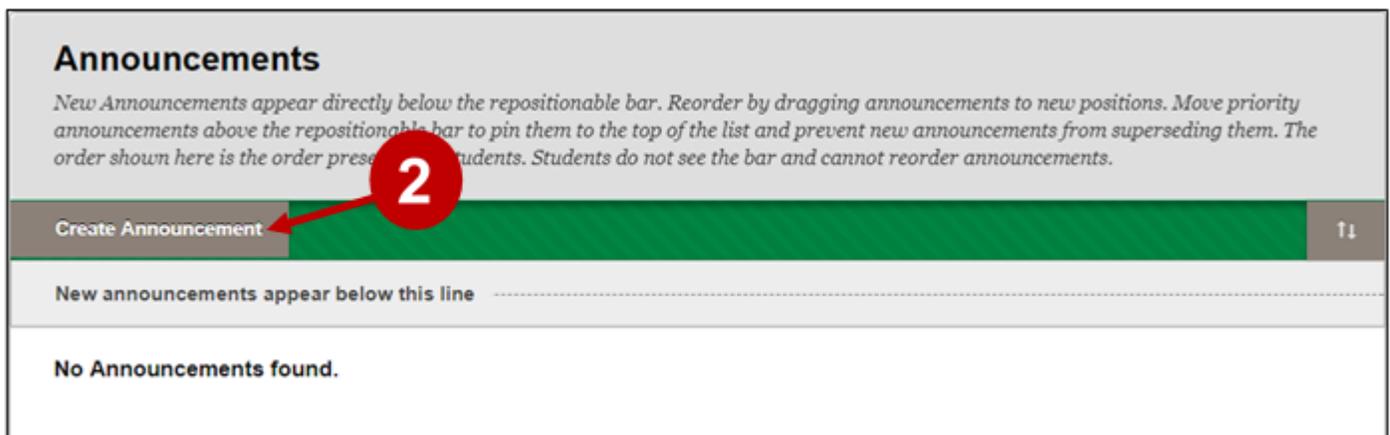
How to Post an Announcement in eLearning

Providing effective student navigation through using the course menu is important in order for students to be able to locate information within a course. The following steps describe how you as the instructor can post an announcement in eLearning.

Step 1: Click the **Announcements** link.



Step 2: Click the **Create Announcement** button.



Steps 3 and 4: Input the subject of your announcement in the **Subject** heading. Under the section titled **Message** include the information you want to include in the announcement.

Create Announcement
New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.
[More Help](#)

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Welcome to eLearning, please start the course by reading the syllabus located in the Course Homepage link.

Path: p > span Words:17

Steps 5 and 6: Under **Web Announcement Options**, select if you want the announcement to be **Date Restricted** or **Not Date Restricted**. Date restrictions can also be selected if the choice is made for a date restricted announcement. For this example, the **Not Date Restricted** option will be selected for the duration. Click **Submit** to verify the changes.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Browse** to choose an item.

Location

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

When a new announcement appears, a green bar on top of the page says: **Success Announcement created.**

Success: Announcement created. 

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement  **11**

New announcements appear below this line -----

<p>Welcome to eLearning</p> <p>Posted on: Wednesday, July 26, 2017 3:16:13 PM CDT</p> <p>Welcome to eLearning, please start the course by reading the syllabus located in the Course Homepage link.</p>	<p>Posted by: Joo Haldeman Posted to: bbtraining10</p>
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