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.

![Course Menu](image1)

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

![Create Announcement](image2)

New Announcements appear directly below the repositionable bar. Reorder by dragging Announcement order shown here is the order presented to Students. Students do not see the bar and cannot reorder.

**No Announcements found.**
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.

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.
Step 7: If you were successful in adding your new announcement you will see a green tab that says: “Success Announcement created.” The image below is what you would see if your announcement was posted successfully.