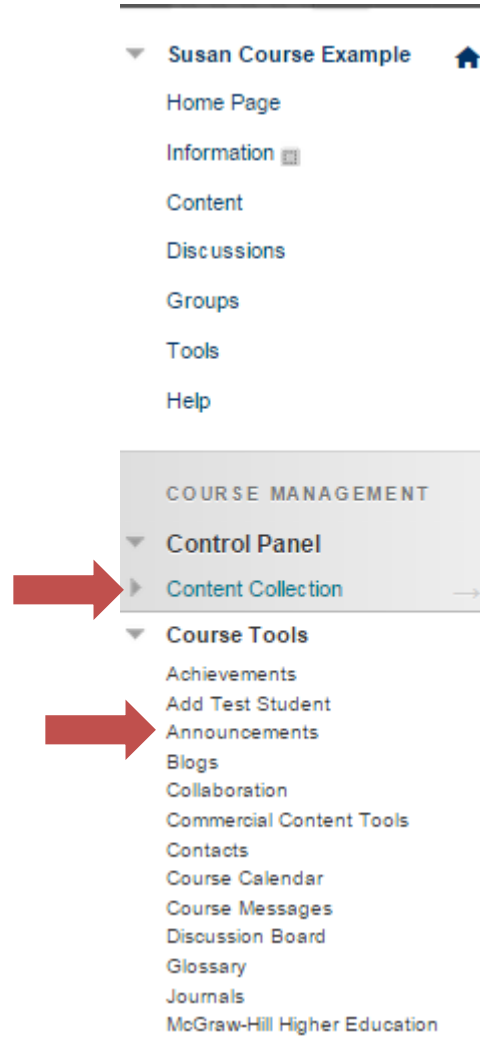


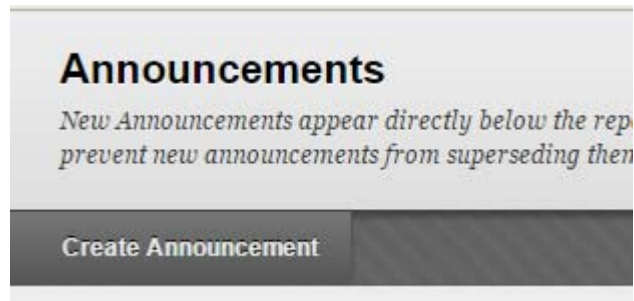
## Announcements

### 1. Announcements

- a. In your course, click on Course Tools, then Announcements.





- b. Click on Create Announcement



- c. Enter the Subject and Message. Choose if the announcement will be restricted by date. Choose if a copy of the announcement will go to student CUW email inboxes.

## 1. Announcement Information

 \* Subject  Black

 Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and various icons for text alignment, font size, and other formatting options.

Path: p

## 2. Web Announcement Options

Duration



- Not Date Restricted
- 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.*

 Email Announcement

Send a copy of this announcement immediately

*Students are still notified of this announcement even if this option is not selected*

- d. You can include a course link. Click Browse. Click on the area in the course you want to include a course link. Click Submit.

Select Date Restrictions  Display After  Enter dates as mm/dd/yyyy. Time

Display Until  Enter dates as mm/dd/yyyy. Time

Email Announcement  Send a copy of this announcement to students Students are still notified of this announcement

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**3. Course Link**

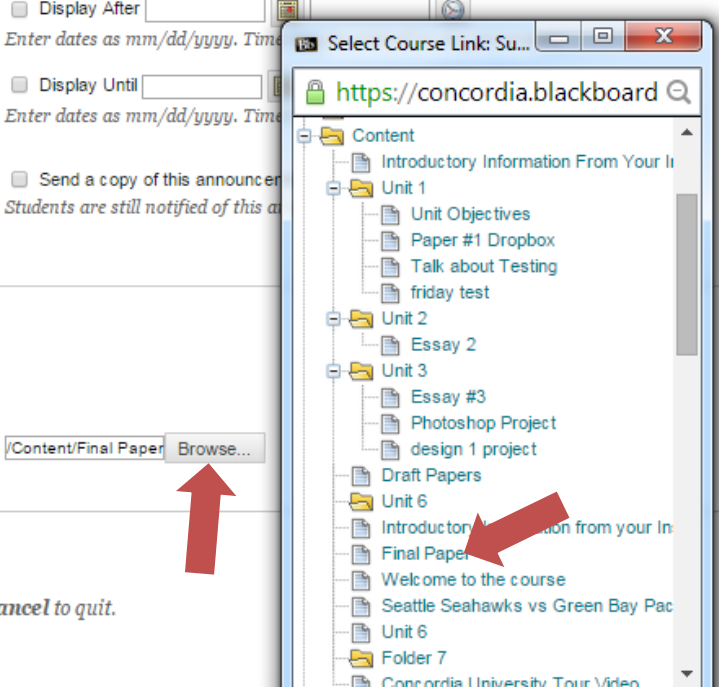
Click **Browse** to choose an item.

Location

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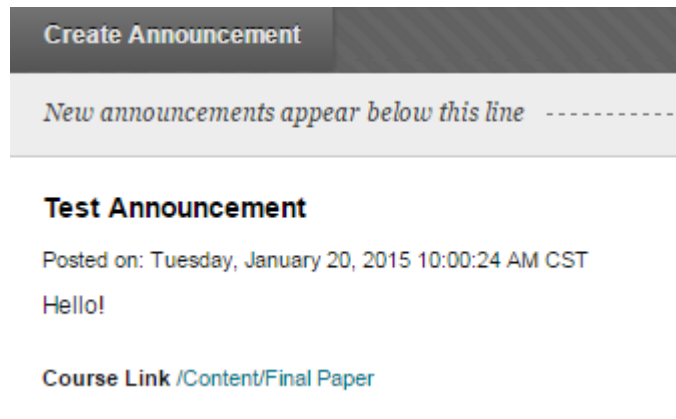
**4. Submit**

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



The screenshot shows a 'Select Course Link' dialog box with a tree view of course content. The tree includes folders for 'Unit 1', 'Unit 2', 'Unit 3', 'Unit 6', and 'Folder 7', along with various documents like 'Unit Objectives', 'Paper #1 Dropbox', 'Talk about Testing', 'Friday test', 'Essay 2', 'Essay #3', 'Photoshop Project', 'design 1 project', 'Draft Papers', 'Welcome to the course', 'Seattle Seahawks vs Green Bay Packers', and 'Concordia University Tour Video'. A red arrow points to the 'Browse...' button in the 'Course Link' section. Another red arrow points to the 'Final Paper' item in the tree view. A third red arrow points to the 'Submit' button in the bottom right corner of the overall interface.

- e. The announcement (with a course link) is complete.



**Create Announcement**

*New announcements appear below this line -----*

**Test Announcement**

Posted on: Tuesday, January 20, 2015 10:00:24 AM CST

Hello!

**Course Link** </Content/Final Paper>