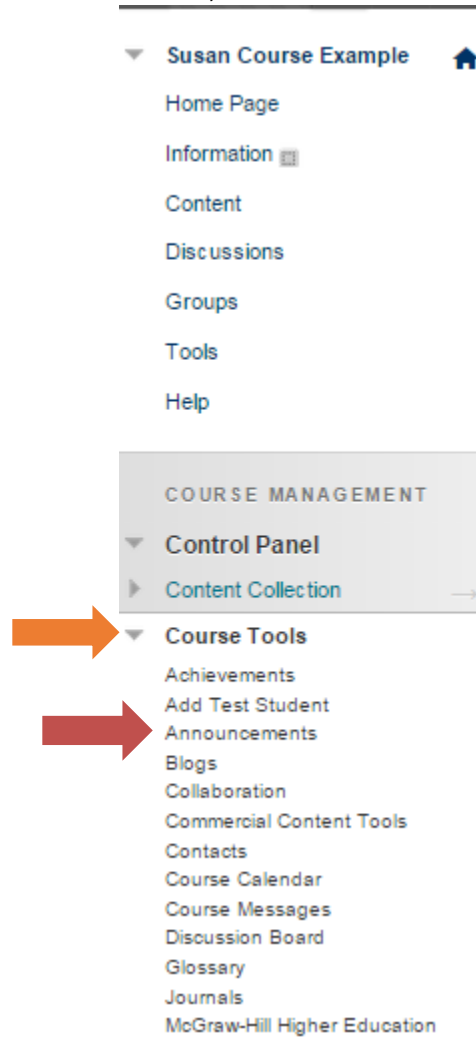
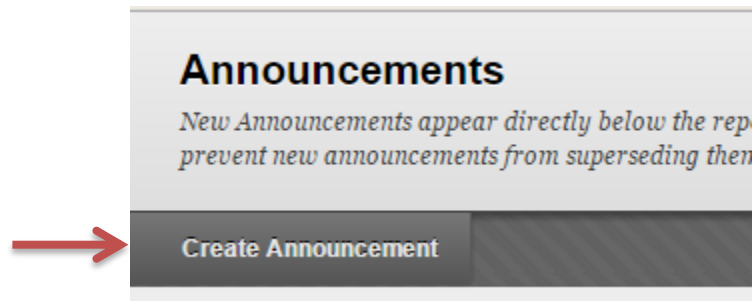


## 12. Announcements

- 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. Chose 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, Source, and various alignment and spacing tools.

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**

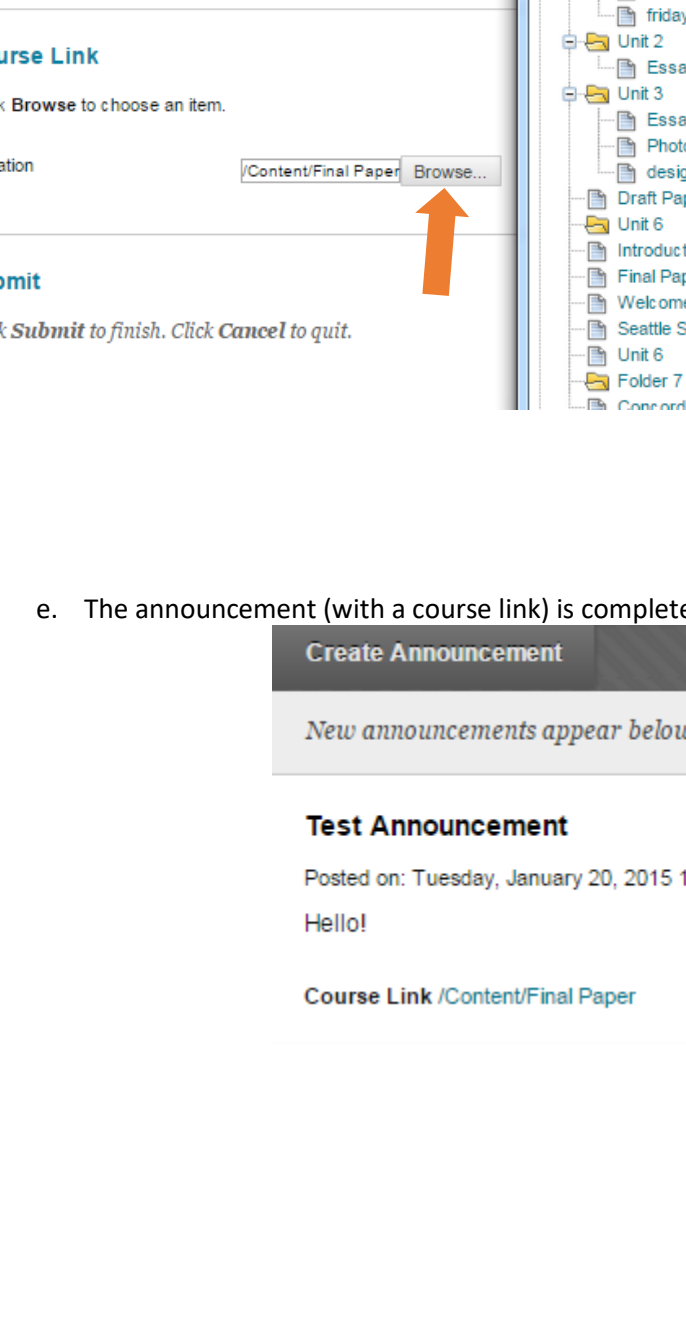
Click **Browse** to choose an item.

Location

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**4. Submit**

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



- 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](#)