

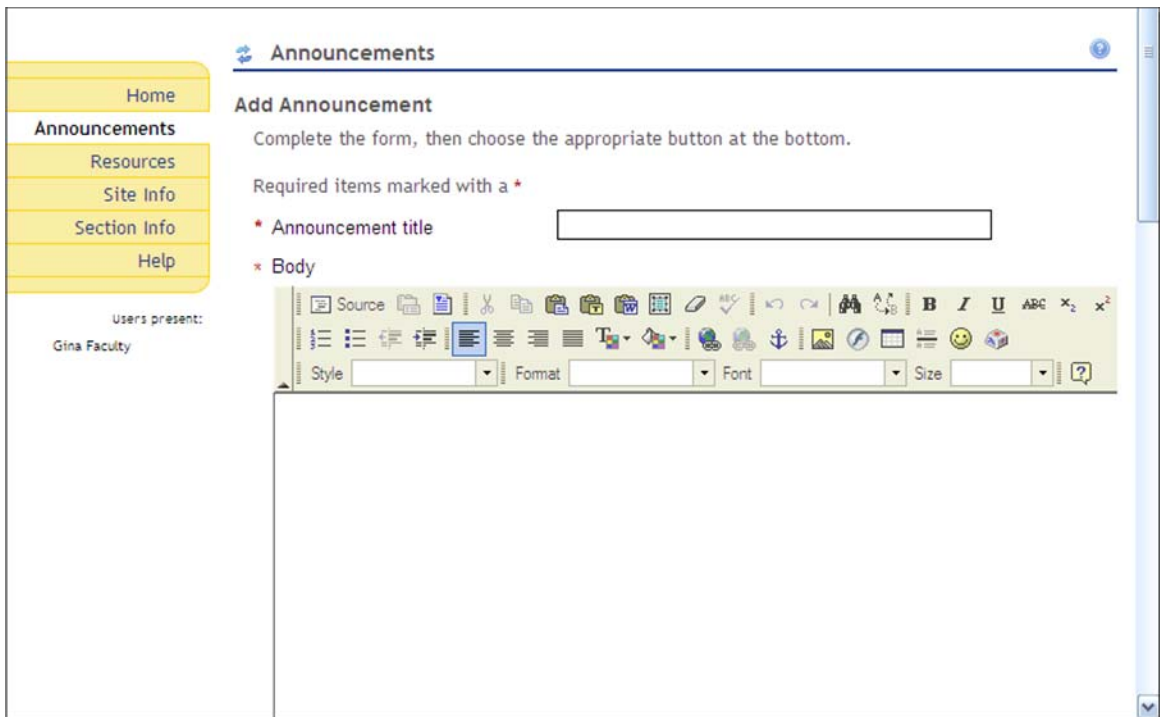
## Adding an Announcement

1. Add the Announcements tool to your course site.
2. Click Announcements (or the title you gave it) in the left menubar.
3. On the Announcements page, click Add.

See the [HBasics document](#) for



4. Fill in the form.



- a. Unless you want your announcement to be open to the general public, leave the Access setting to Display to site.

Access

- Display to public
- Display to site
- Display to selected groups

- b. If you want specify a subgroup whose members will see the event, click Display to selected groups.

Access

- Display to public
- Display to site
- Display to selected groups

Availability

- Show
- Hide

- c. **Groups you have already created** will be listed for you to choose.

See the [HBasics document](#) for

Access

- Display to public
- Display to site
- Display to selected groups

<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	SMPL101 Spring 2008	SMPL101 Spring 2008 Lecture
<input type="checkbox"/>	Discussion 1 SMPL101	Discussion 1 SMPL101 Spring 2008
<input type="checkbox"/>	Discussion 2 SMPL101	Discussion 2 SMPL101 Spring 2008

Availability

- Show
- Hide

- d. The Availability option gives you control over the release of your announcement. By default, it will be made available immediately. You can also hide the announcement. You can return later to publish it.

Availability

Show

Hide

Specify Dates

Beginning

Date: APR 11 2008 Time: 2 25 pm

Ending

Date: Time:

- e. The final option is to select the release (Beginning) and expiration (Ending) dates for the announcement. Don't forget to verify the beginning and ending dates to make sure the announcement will be displayed at the right time.

Availability

Show

Hide

Specify Dates

Beginning

Date: APR 14 2008 Time: 2 25 pm

Ending

Date: MAY 11 2008 Time: 2 25 pm

Attachments

No Attachments Yet

- f. You can add files and web links (URL) to the event by clicking **Add Attachments**.

MAY 12 2010 2 25 pm

Attachments

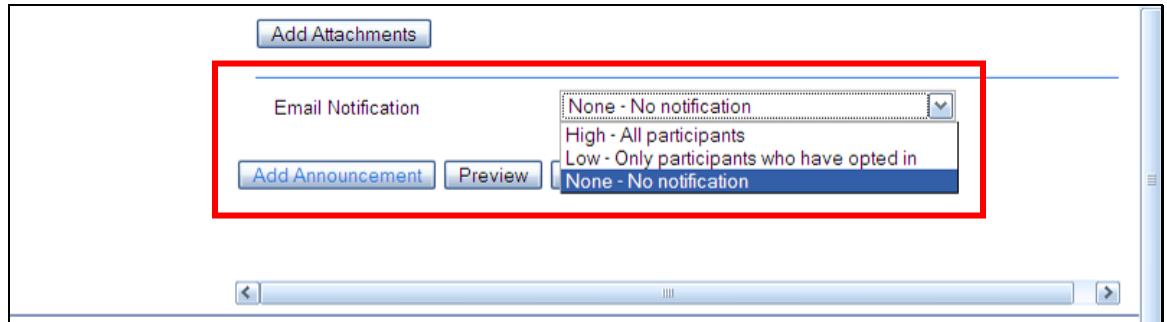
No Attachments Yet

**Add Attachments**

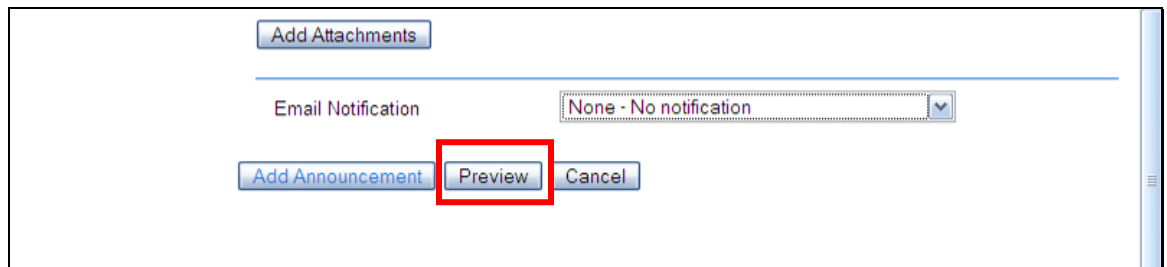
Email Notification: None - No notification

See the [HBasics documentH](#) for

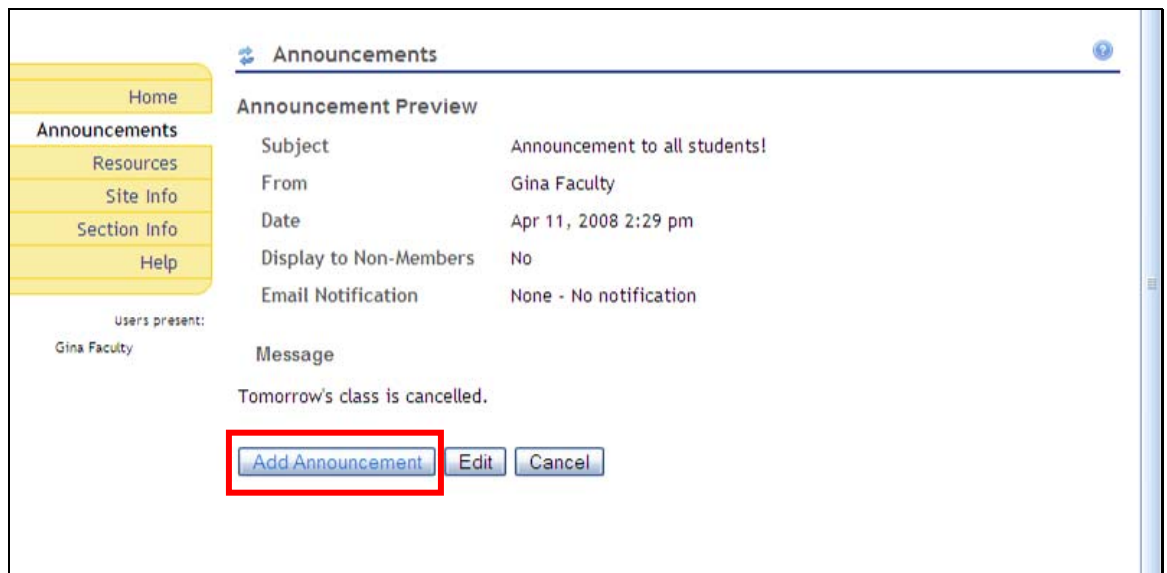
- g. Participants can be notified by e-mail when you post an announcement.
- By default, no notification is sent.
  - If an announcement is really important and participants must be informed as soon as possible, select High priority.
  - If you select Low priority, the announcement will be sent by e-mail to participants who have opted in to receive low priority notifications.



- h. Before posting an announcement, you can preview it.



- i. When you are satisfied with your announcement, click Add Announcement to publish it. (If you have not previewed the announcement, click Save Changes instead.)



j. Click the announcement title to view it.

The screenshot shows the 'Announcements' management interface. On the left is a navigation menu with 'Home', 'Announcements', 'Resources', 'Site Info', 'Section Info', and 'Help'. Below the menu, it says 'Users present: Gina Faculty'. The main content area has a sub-header 'Announcements' with links for 'Add', 'Merge', 'Options', and 'Permissions'. A 'View' dropdown is set to 'All'. Below this is a table with the following data:

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
<a href="#">Announcement to all students!</a>	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>

Below the table are 'Update' and 'Cancel' buttons. A yellow arrow points from this screenshot down to the next one.

The screenshot shows the 'Announcement' view page. The navigation menu is the same as in the previous screenshot. The main content area has a sub-header 'Announcement' with links for 'Add', 'Edit', and 'Delete'. Below this is a table with the following data:

Subject	Announcement to all students!
From	Gina Faculty
Date	Apr 11, 2008 2:29 pm
Groups	site

Below the table is a 'Message' section with the text: 'Tomorrow's class is cancelled.' At the bottom right, there are navigation buttons: '< Previous', 'Return to List', and 'Next >'.