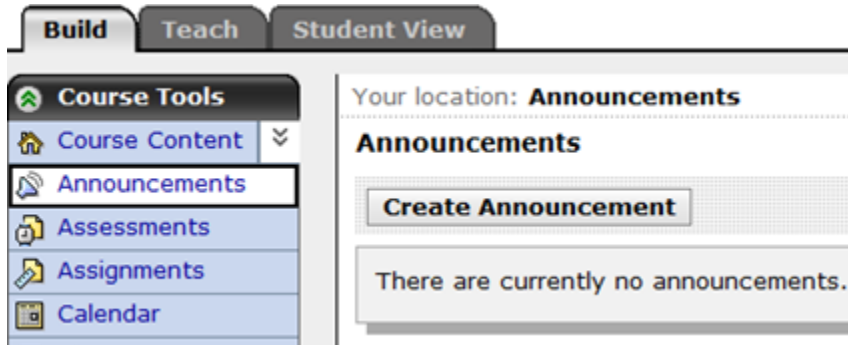


## HOW TO CREATE AN ANNOUNCEMENT?

1. From the **Build** tab click **Announcements** tool, click **Create Announcement**. The Create Announcement screen appears.



2. Enter a **title**.
3. In the **Message** text box, type your announcement message in Plain Text or click **Enable HTML Creator** to format text using **WISIWYG**:

### Create Announcement

To: Demo Course

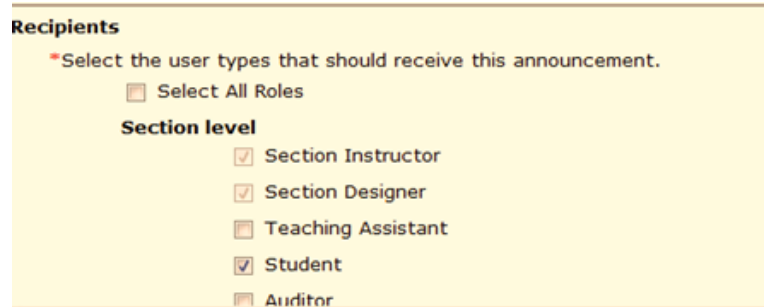
\*Title:

\*Message:

Use HTML

## HOW TO CREATE AN ANNOUNCEMENT?

- Under **Recipients**, check box(s) which members you want to receive the announcement.



**Recipients**

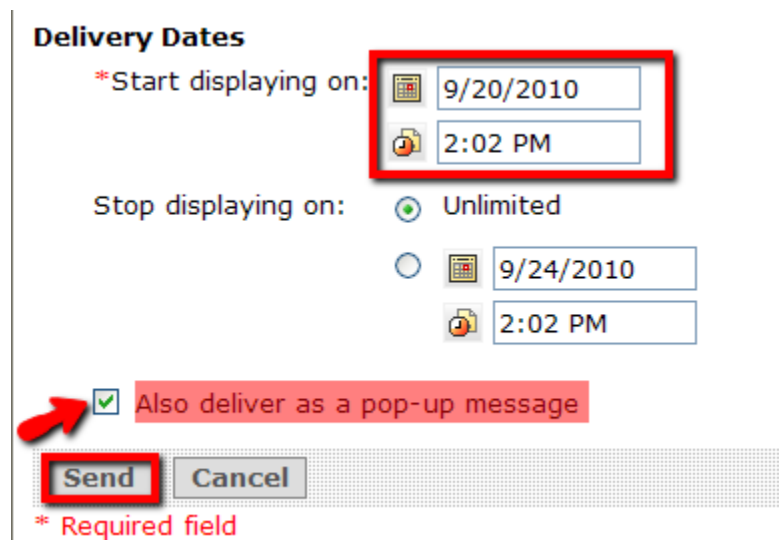
\*Select the user types that should receive this announcement.

Select All Roles

**Section level**

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

- Under **Delivery Dates**, click the **Date Selection** and **Time Selection** icons to select dates and times. You can also enter dates in numerals separated by forward slashes.



**Delivery Dates**

\*Start displaying on:

Stop displaying on:  Unlimited

Also deliver as a pop-up message

\* Required field

- If you want the announcement to appear as a **pop-up message** (appears when members log in), select the **check box** next to “**Also deliver as a pop-up message**”.
- Click **Send**. The announcement is sent according to the delivery dates.