Using the Announcements Tool

The announcements tool allows you to create and deliver pop up messages to your once they log into their course.

Specifically announcements give you an opportunity to:

- Correct and clarify course materials
- Provide updates on exams and assignment due dates
- Remind students of meeting times in the chat room
- Provide help tips for the course

This is an example sample pop-up window announcement:

![Image of a pop-up window announcement]

Create an announcement:

1. Under Course Tools, click **Announcements**. The Announcement screen appears.
2. Click **Create Announcement**. The Create Announcement screen appears.
3. Enter a title that identifies and summarizes the announcement.
4. In the Message text box, enter the body of the announcement.
5. Under **Recipient**, select each role you want to receive the announcements.
6. Under **Delivery Dates**, select a date and time to start and end displaying the announcement.
7. If you want the announcement to appear as a pop-up message when individual log in to the course, select Also deliver as a pop-up message.
8. Click **Send**. The announcement is created and delivered to the selected roles on the delivery dates.
The new announcement was created successfully.

## Announcements

<table>
<thead>
<tr>
<th>Order</th>
<th>Title</th>
<th>Post Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome</td>
<td>September 1, 2009 12:16 PM</td>
<td>Sent</td>
</tr>
<tr>
<td>2</td>
<td>Week One Learning Module</td>
<td>September 4, 2009 3:56 PM</td>
<td>Sent</td>
</tr>
<tr>
<td>3</td>
<td>Live Classroom Chat</td>
<td>September 4, 2009 6:02 PM</td>
<td>Sent</td>
</tr>
<tr>
<td>4</td>
<td>Week Two Chat</td>
<td>September 8, 2009 4:56 PM</td>
<td>Sent</td>
</tr>
<tr>
<td>5</td>
<td>Project two papers</td>
<td>November 13, 2009 2:30 PM</td>
<td>Ready</td>
</tr>
</tbody>
</table>

Only unsent announcements may be edited.