

Creating an Announcement

To create an announcement in eLearning, while in the Build or Teach tab, click on “**Announcements**” in the course menu.

Click the [Create Announcement] button.

Create Announcement

Type in the “**Title**” and “**Message**” fields.

*Title:

*Message:

Reminder: Our Dec.5 class will meet in the conference room on the first floor of the library.

Use HTML

Next select the **Recipients** you want the announcement to go to.

Recipients

*Select the user types that should receive this announcement.

Select All Roles

Section level

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

Then schedule the **Delivery Dates** when you want the announcement to display.

Delivery Dates

*Start displaying on:

Stop displaying on: Unlimited

Be sure to check the box to “Also deliver as a pop-up message”.

Also deliver as a pop-up message

If this is checked, when a student enters the eLearning section, a pop up window will appear with your announcement.

