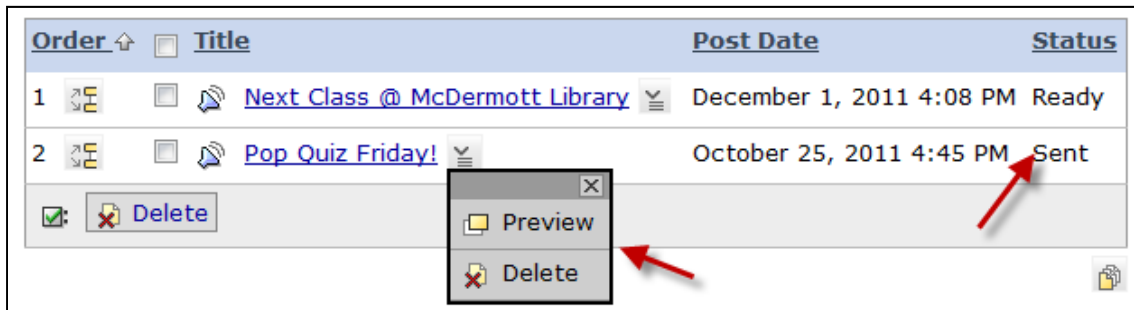


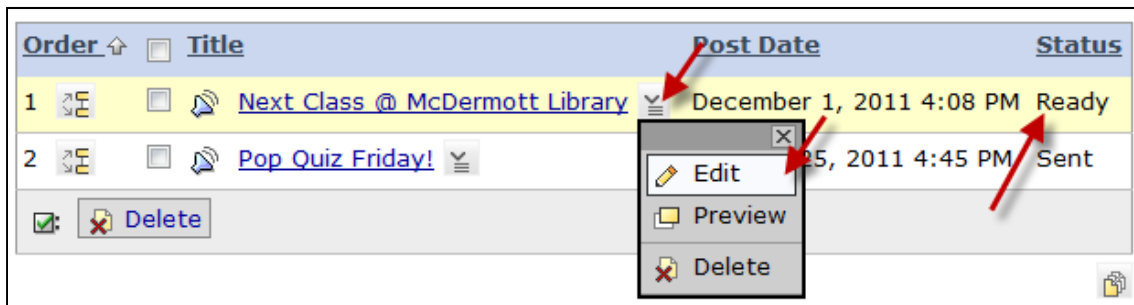
# Edit an Announcement

There may be times when you need to edit an announcement before it is delivered to your students. To do this, while in the Build tab, click on **'Announcements'** in the course menu.

Notice the Status column for your Announcements. If an announcement delivery date has already passed, the status will be **'Sent'**, and you do not have the option to edit the announcement. (If needed, you would have to delete the announcement and recreate a new one.)



However, if the announcement delivery date has not yet passed, the status is **'Ready'**, and you are able to click the action button for the announcement and choose **'Edit'**.



Scroll down to the **Delivery Dates** section, make your changes, then click **[Send]**.

