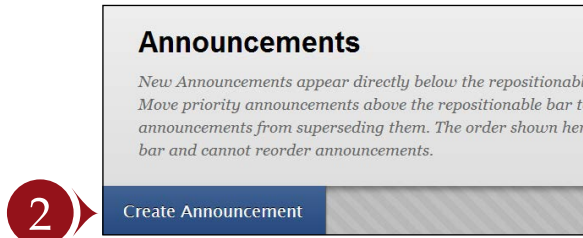
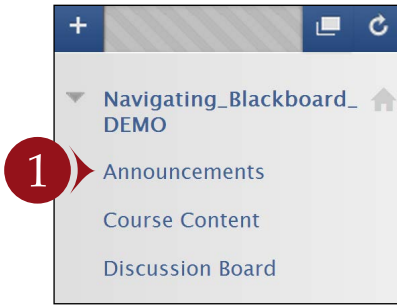
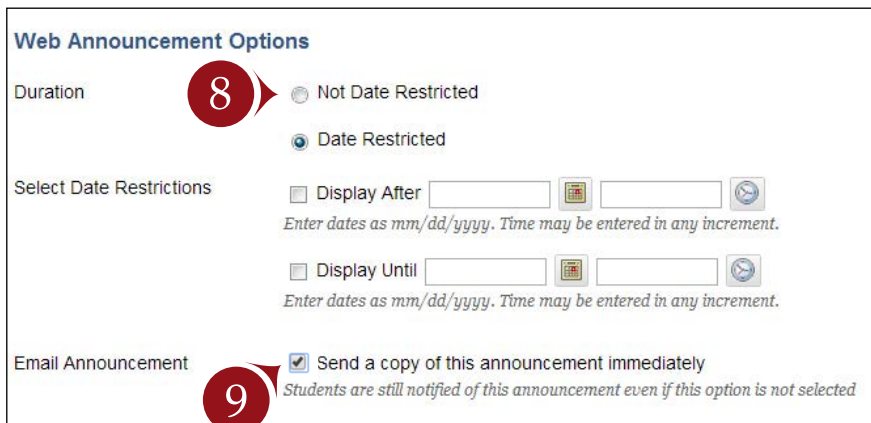
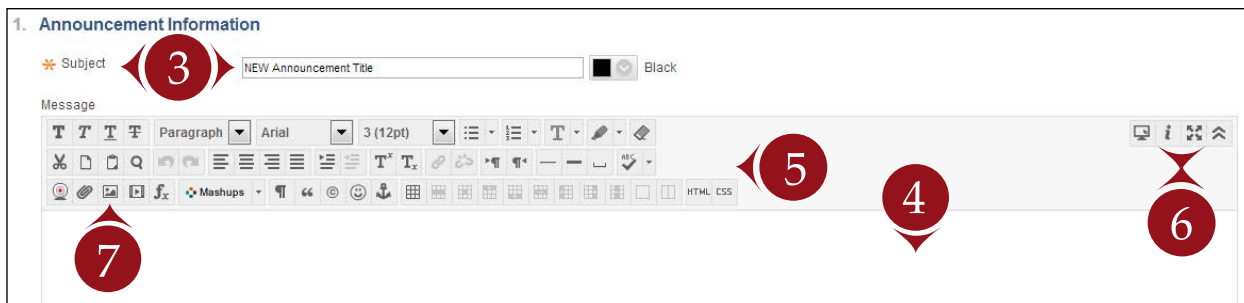


Creating Announcements

1. Open your course; click Announcements on the menu.
2. Click Create Announcement.



3. Give the announcement a Subject title.
4. Type your post in the Text Editor.
5. Format your announcement using the options on the toolbar.
6. To preview your post, get help, edit in full screen mode, or adjust how much of the toolbar is showing, use the menu options on the right.
7. To add an image to your announcement, click the Insert/Edit Image icon.



8. Choose either to/not to restrict the announcement by date.
9. Select the Email Announcement check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.

10. Click Submit.

