Adding an Announcement

1. In your course, click “Author” at the top of the left navigation menu.

2. Make sure you are on the “Course Home” page.
3. To add an announcement, click “Add Announcement.”

4. Type the “Subject” and the announcement.

5. Next you will enter the “Display Dates” (“Start” and “End” date) for the announcement.
6. Once you are finished entering and formatting the announcement, click “Add Announcement.”

![Add Announcement](image)

8. You will be brought back to the “Course Home” page. Here you will see that the announcement has been added.

![Announcements](image)

9. Next click “Course” to see the announcement in “Course” view.

![Course](image)
10. To expand the announcement, click on the specific announcement that you want to expand.

11. The announcement is now expanded.

Edit or Delete an Announcement

1. To edit the announcement, click the edit icon. Then follow steps 4-6 above.

2. To delete the announcement, click the delete icon.