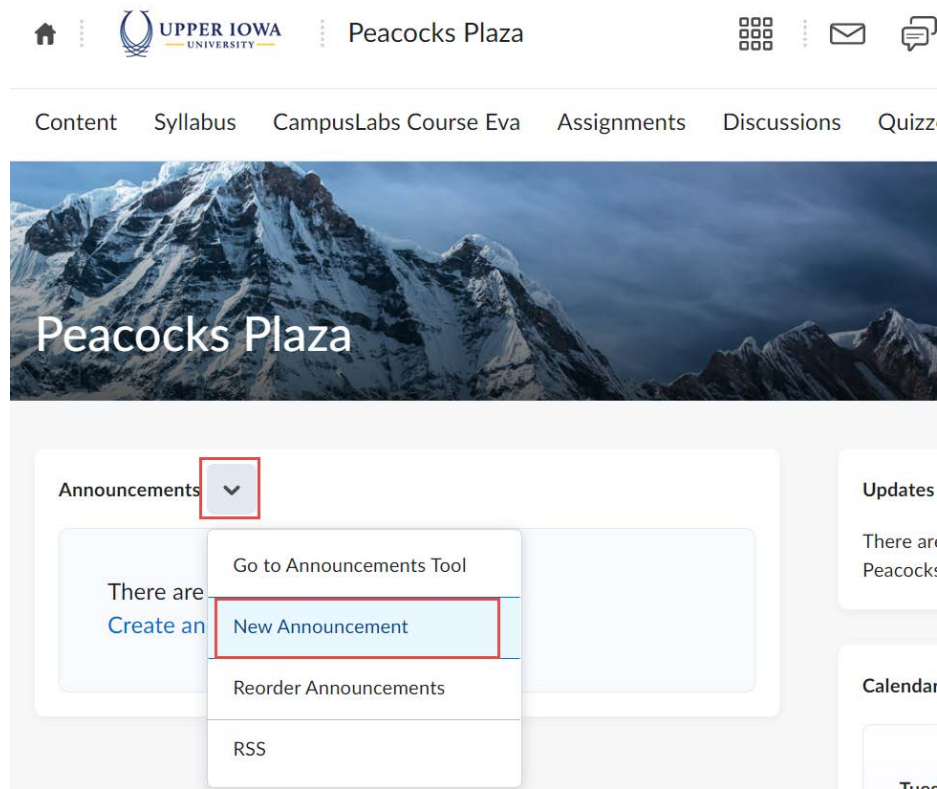


Create an Announcement in uiuLearn

This tutorial covers the steps to follow to setup and publish an announcement within a course in uiuLearn. How to include attachments and release conditions is outlined.

- **Step 1.** On your Course home, click the down arrow next to Announcements.

Note: Alternatively, you can go to More Tools > Course Admin > Announcements.



- **Step 2.** Enter a Headline (title) for your announcement.
- **Step 3.** Enter the Content of your announcement.
- **Step 4.** If you want to hide your announcement's date and time, clear the Always show start date check box.

- **Step 5.** In the Start Date and End Date fields, select the posting availability date.

Note: Announcements publish immediately unless you specify an alternate start date in Start Date.

Post-dated announcements do not display in the Announcements area. They can still be viewed by opening the Announcements tool.

New Announcement

General

Headline *

Title goes here

Display Author Information

Content *

Paragraph | **B** | *I* | U | ~~A~~ | | | | | | | | | Lato (Recom..

Here goes the text/video/image that will be your announcement.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

11/8/2022

12:46 PM

End Date

Remove announcement based on end date

11/9/2022

12:00 AM

- **Step 6.** Add any relevant attachments (if required) such as files, audio recordings, or video recordings to your announcement.

Note: If you wish to create a video note, click the button marked below and select “Add Video Note” to insert video content.

The screenshot shows a content editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, a video icon (highlighted with a red box), a link icon, an image icon, a table icon, a plus sign, font settings (Lato (Recom...), 19px...), and a full screen icon. Below the toolbar is a text area containing the placeholder text: "Here goes the text/video/image that will be your announcement." Below the text area is a section titled "Insert Stuff" which contains a list of options: "My Computer", "Course Offering Files", "Public Files", "Learning Repository", "ePortfolio", "Add Video Note" (highlighted with a red box), "Video Note Search", and "Media Library". At the bottom of this section is a "Cancel" button.

- **Step 7.** Include additional release conditions (if required), click Attach Existing or Create and Attach.
- **Step 8.** To continue editing the announcement, click Save as Draft. Students cannot see draft announcements. To release announcements to users, click Publish.