

Creating announcements:

The announcement tool lets you send text messages to members in your course. All members for a chosen role receive the announcement; you cannot exclude on a per-member basis.

In order for course members to see announcements, the **Announcements** tool must be added to **Course Tools** in a course.

Steps to Create an Announcement:

1. From the *Announcements* screen, click **Create Announcement**. The *Create Announcement* screen appears.
2. Enter a title. The title identifies and summarizes the announcement to course members.
3. In the *Message* text box, enter the announcement text in Plain Text or HTML format:
 - a. To enter the text in Plain Text format, in the Message text box, enter the announcement text.

Note: *The announcement text will appear exactly as you have typed it.*

- b. To enter the announcement in HTML format you can use the HTML Creator or hand code the HTML: **To use the HTML Creator, click Enable HTML Creator.**
4. **Under Recipients**, determine which members receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
 - a. Next to each role that you want to receive the announcement, select the check box.
 - b. To quickly select/clear all roles, next to Select All Roles, select/clear the check box.

Under Delivery Dates, click the Date Selection and Time Selection icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

If you want the announcement to appear as a pop-up message (appears when members log in), next to Also deliver as a pop-up message, select the check box.

5. **Click Send**. The announcement is sent according to the delivery dates.