[Mastering the Basics] User Guide



Communication & Collaboration Create Announcement



Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

No Announcements found.

- 1) On the course menu, click the **Announcement** link.
- 2) Click Create Announcement.

11

🌉 CU @Learning System

Communication & Collaboration Create Announcement

* Subject Message	Check assignment grades			Bla	ack			
TTTŦ	Paragraph 💽 Arial 💽	• 3 (12pt) •	:= -	i≣ •]	C - 🖌	- 45	26 3 G	1
% D D Q	• • = = = = =	\equiv T ^x T _x \mathscr{O}	25 M	۹. –		- 🖓 -		
9 / a D	x 🚯 Mashups + ¶ 66 ©	© \$ III III		日日	間間	B 🖸	III HTML C	55
Path: p							Manda	-
							vvoras:	5
Web Announc	ment Options Not Date Restricted						words.	5
Web Announc Duration Email Announcemen	ment Options Not Date Restricted Date Restricted Send a copy of this ann Students are still notyled	nouncement immediat	ely nent eve	en if this	option i	s not sel	ected	5

- Type a Subject. In the Message box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups.
- 4) Select Not Date Restricted to keep the announcement visible until you remove it.
- 5) Select the **Email** Announcement check box to send students an email containing the announcement.
- 6) Click Submit.