With announcements, you can post timely information critical to course success. You can add, edit, and delete announcements from the Announcements page. This is an ideal place to post time-sensitive material including:

- When assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course. If you include links to course content, the email will not include links to that content.

**Create an Announcement**

1. Click **Control Panel > Course Tools > Announcements**
2. On the **Announcements** page, click **Create Announcement**
3. Type **Subject** (this becomes the title of the announcement), type in **Message** box
4. In the **Web Announcement Options** section,
   1. Select **Not Date Restricted** to keep the announcement visible until you remove it, or **Date Restricted** to limit the announcement’s visibility by date and time.
   2. Set announcement to display on a specific date and time and to stop displaying on a specific date and time by Selecting **Display After** and **Display Until** check boxes
   3. Select the **Email Announcement** check box to send students an email containing the announcement.
5. In the **Course Link** section, click **Browse** to link to a course area, tool or item.
6. Click **Submit**.

**Modify an Announcement**

To modify an announcement, click the chevron button next to the announcement you want to modify and choose **Edit** from the drop-down menu. Change the information you want to update and then click **Submit**.

**Remove an Announcement**

To remove an announcement, click the chevron button next to the announcement you want to remove and choose **Delete** from the drop-down menu.