

Posting announcements

Course Announcements provide the opportunity to welcome students to the course site and help them through the important first steps in getting started. Posting an initial message a week or so before the course begins goes a long way to assure students – especially those taking exclusively online courses – that they really *aren't* on their own. Regular updates and reminders are useful in keeping students on task and current – and can be especially useful in getting the word out about course schedule changes and/or class cancellations due to illness and weather.

1. In **Edit Mode**, click **Announcements** in the main menu (or select **Announcements** from the **Course Tools** menu in the **Control Panel**) and click **Create Announcement**.
2. Enter a Subject and the Message.
3. By default, the announcement appears immediately after posting and remains indefinitely. New announcements go to the top of the list.
4. You can customize when the announcement is displayed in the **Options** section of the screen. Permanent announcements remain displayed unless date and time restrictions are entered. Permanent announcements appear above announcements that are not Permanent.
5. You can send the announcement as an e-mail message to everyone in the course.
6. You can also add a link to another part of the course using the **Course Link** option. **Browse** to find the document or area to which you want to link. This is useful if calling students' attention to newly-available course material.
7. Click **Submit**.
8. You can rearrange the order of announcements by clicking and holding down the mouse button on the up-and-down arrow to the left of each announcement and dragging it to where you want it to appear in the list.