Announcements

The Announcements tool allows you to post new announcements on your course homepage. These announcements are displayed in the Announcements widget, typically located in the center column on the course homepage. The Announcements Tool is a quick and powerful way to communicate efficiently with all the students in your course since it is the gateway to your course content.

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Creating an Announcement

1. On the course homepage, click **New Announcement** from the actions menu next to the Announcement title. Alternatively, go to **Course Admin** in the Nav bar and select *Announcements* under the Communication header.

2. Enter the announcement in the headline field.
3. Enter the announcement content in the content field.

If you want to hide your headline's date and time, clear the Always Show Start Date check-box. By default, the Announcement item's start date and time appears below its headline in the Announcements widget.

4. (*optional*) Select Start and End dates and times as desired. Announcements are published immediately unless you specify an alternate start date.

5. (*optional*) You can remove an announcement on a specific date by selecting the check-box Remove announcement item based on end date. You and administrators can still see the announcement item after its end date, but it will not appear in the Announcement widget.

6. (*optional*) You may add additional Release Conditions to the announcement if you wish
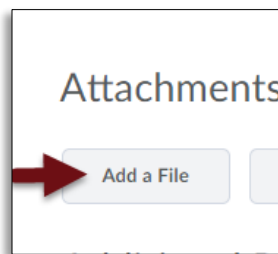
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7. Click Save as Draft to continue editing the announcement item (students cannot see draft announcement items), or click Publish to release announcement item to users.
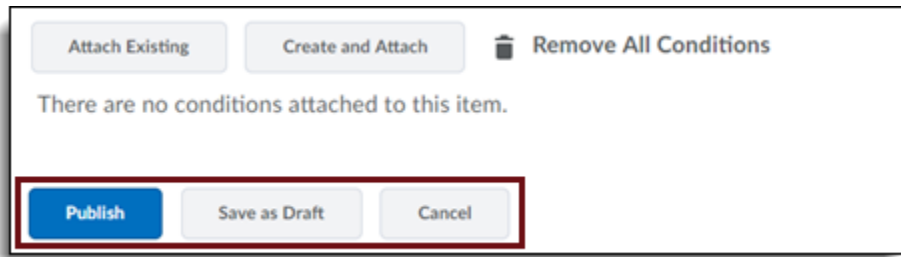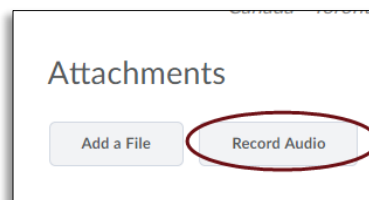

Note: If the announcement item has a future release date, the Publish button will change to Schedule. Click Schedule to publish an announcement item with a future release date.

Including Attachments, Audio Recordings, and Videos in an Announcement Item:

1. Click Add a File in the Attachments section of a new Announcement Item.

2. To record audio, click the Record Audio in the Attachments section. Click Flash Settings to adjust your microphone selection and volume as needed. Click Clear to erase your recording.

3. To record a video, click the Record Video in the Attachments section. Select New Recording. Click Stop Recording when finished. If you do not like your recording that you made, click New Recording to try again. Recording time is 3 minutes maximum.

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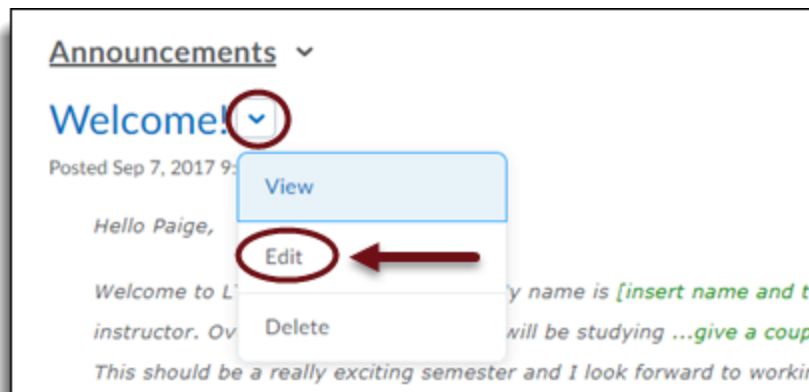
4. You may also choose to upload a video file.
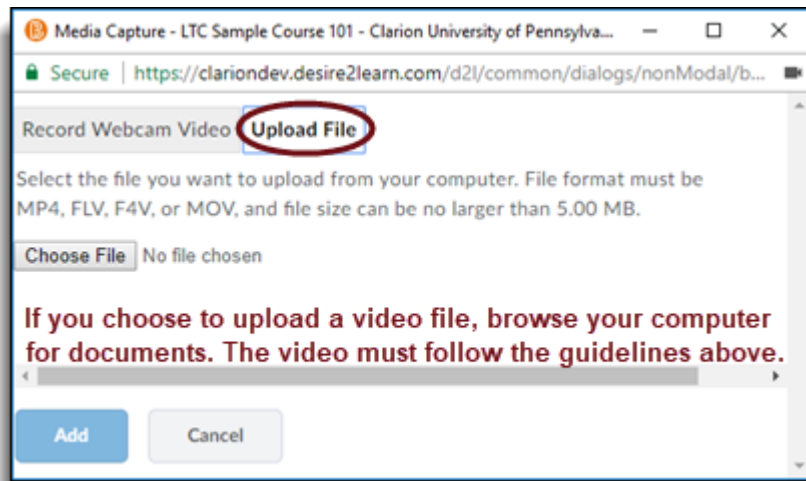
Editing an Announcement Item

1. Navigate to the Announcements list page, click the actions menu next to the Announcement Item you wish to edit, and select Edit.

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1. Select the "Major edit- send notification and restore it for those who dismissed it" check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information in students' Announcement Widgets. Be sure to update the date under "availability" to the current date and time (Click Now) when checking "Major edit" to move your edited Announcement Item to the top of your Announcement postings list in the Announcement widget. This will help assure students see it!
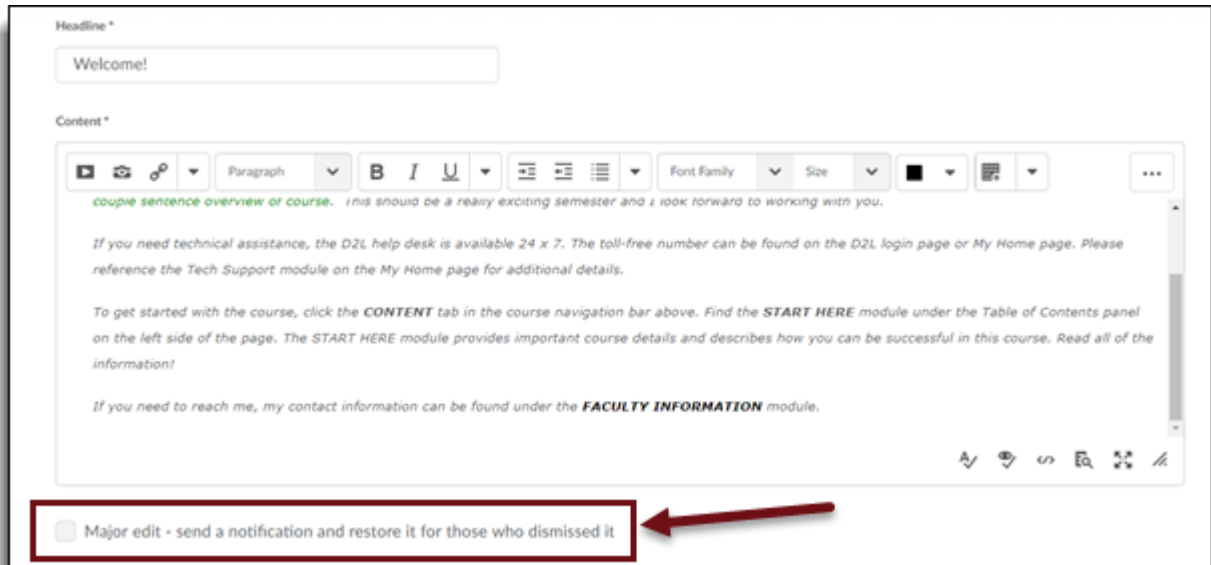

Note: You should not select the major edit check box for changes to announcement item end dates, release conditions, and formatting.

2. You can also make the edited announcement posting reappear at the top of the Announcement widget by changing its Start Date to the current date and time.
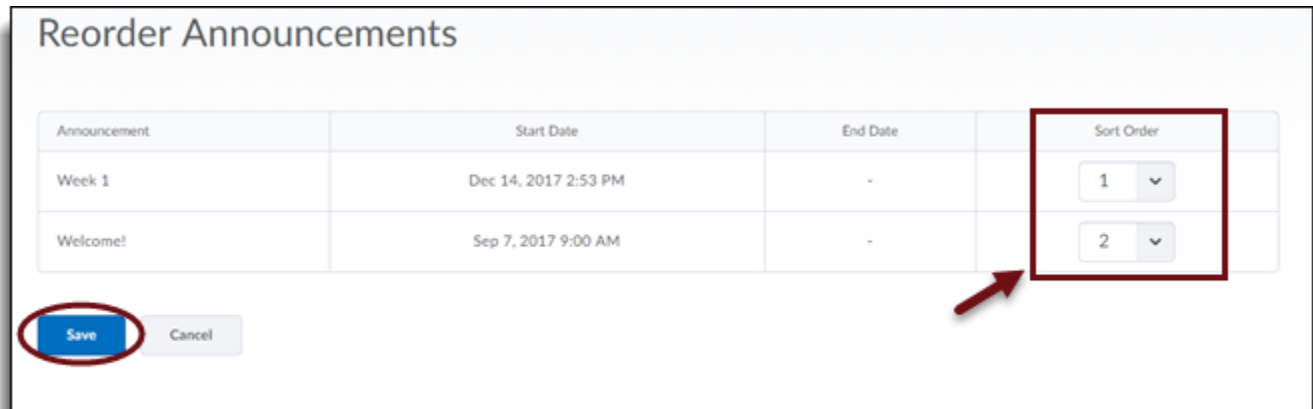
3. Click Update.

Re-Ordering an Announcement Item

1. On the main announcement, click Reorder Announcement item
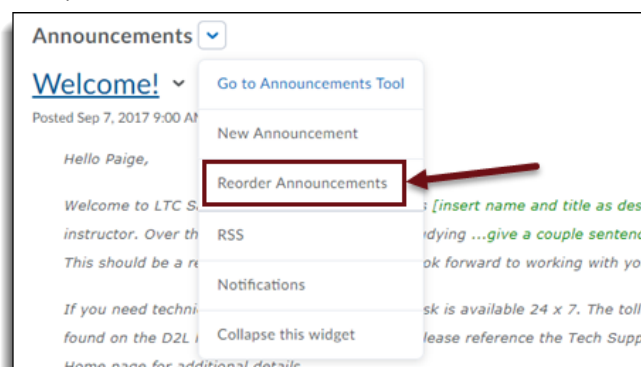
2. Use the drop-down lists in the Sort Order column to select an item's order. Other items automatically reposition themselves according to the new order.

3. Click Save.

Deleting v. Dismissing an Announcement Item

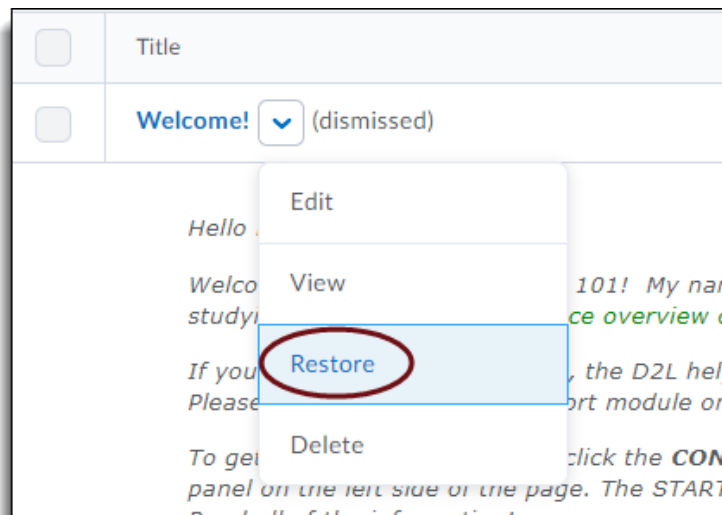1. Click the Delete icon for the announcement item you want to delete. ("Dismissed" items are not "deleted")

2. A confirmation box will pop up. Click **Delete** to confirm that you want to permanently remove the post. Deleting removes the announcement from the course. Dismissing an announcement only removes it from the announcement widget of the viewer who dismissed it. Students and instructors can dismiss an item once they have read it.
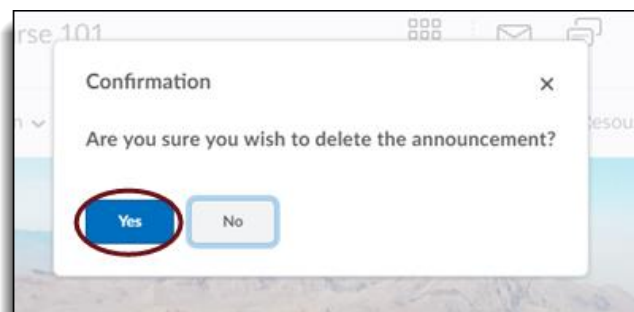
Note: Dismissing an item from your D2L does not dismiss it from another user's D2L.

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3. To restore a dismissed announcement, click the drop down arrow beside the announcement and select Restore. The announcement will then show up on your D2L Homepage again.

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