



FORT HAYS STATE UNIVERSITY

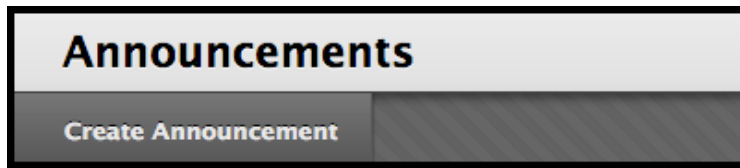
LEARNING TECHNOLOGIES

Forward thinking. World ready.

How to Create an Announcement

Announcements appear in the order posted, with the most recent announcements appearing first at the top of the page.

1. On the left menu, click on Announcements to access the announcement tool.
2. On the **Announcements** page, click **Create Announcement** on the action bar.



3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page. 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.

-OR-

Date Restricted to limit the announcement's visibility by date and time.

5. For **Date and Time Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and the **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

6. Select the **Email Announcement** check box to send students an email containing the announcement.

The email is sent to all students in the course, even those who choose not to receive announcement notifications through email.

2. Web Announcement Options

Duration ☐ Not Date Restricted ☒ Date Restricted

Select Date Restrictions ☐ Display After

☐ Display Until

Email Announcement ☐ Send a copy of this announcement immediately

3. Course Link

Click **Browse** to choose an item.

Location **Browse...**

4. Submit

Pop-up window: Select Course Link: Organic Chemistry

- Announcements
- Information
 - Chat Functions (Word)
 - Assignment Checklist (Word)
- Units
 - Unit 1: Astronomy Overview
 - Introduction
 - Learning Objectives
 - Powers of Ten
 - Monday Night Moon Viewing
 - The Planets
 - Planets Overview

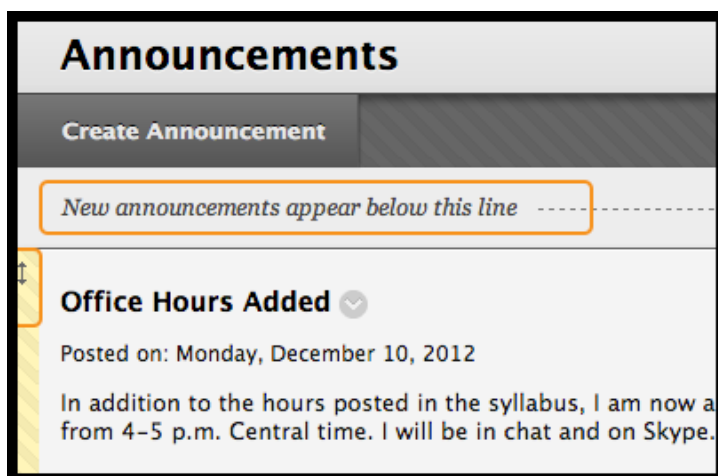


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Reordering Announcements: Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent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



Editing and Deleting Announcements

To edit, access an announcement through the drop down arrow and select Edit. Make your changes and Submit.

To delete, access an announcement through the drop down arrow and select Delete.

Confirm the deletion. This action is final and irreversible.