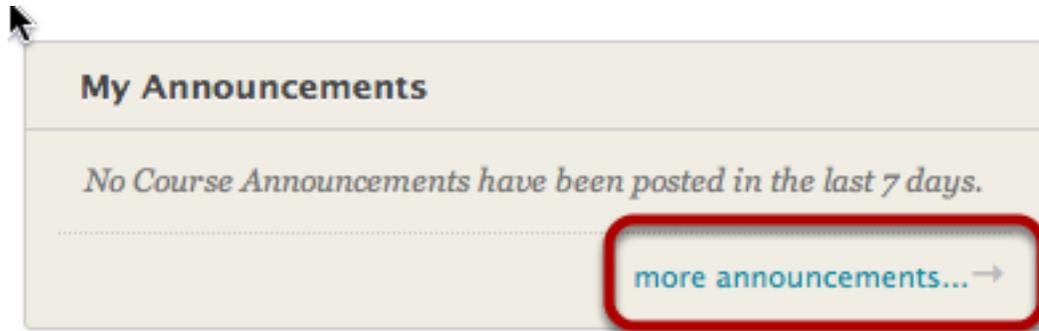


Bb 9.1 Announcements

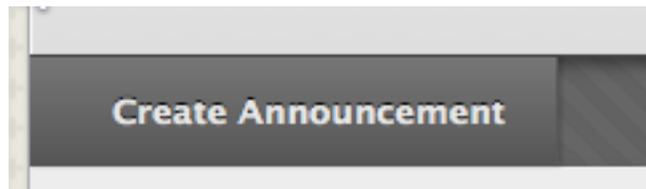
Announcements remain on the *Announcement* page until the the date restricted end time, the instructor makes them unavailable, or the instructor deletes them.

Create an Announcement



From the *Home Page*, in the *My Announcements* module, click *more announcements*

Announcements page



click *Create Announcement*

Part 1. Announcement Information

1. Announcement Information

1 * Subject

Message

2

1. Enter the *Subject* (required) and
2. the *Message*

Part 2. Web Announcement Options - without sending email

2. Web Announcement Options

1 Duration Not Date Restricted
 Date Restricted

2 Select Date Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3 Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

1. For best results, keep *Duration* set to *Date Restricted*
2. *Select Date Restrictions*
Check both
Display After
and

Display Until

We recommend between 2 and 7 days, depending on your class schedule.

3. Do not click *Email Announcement*

Part 2. Web Announcement Options - sending email

2. Web Announcement Options

1 Duration Not Date Restricted
 Date Restricted

2 Select Date Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3 Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

1. & 2. - same as an announcement without email

3. Click *Email Announcement*

The announcement is sent immediately to all CSUStan email addresses on the class roster

Part 3. Course Link

3. Course Link

Click **Browse** to choose an item.

Location

Click the *Browse* button to open a navigation window to select an area of the class where the link will take students.

This *Course Link* will let students move to another course area in one click.

Part 4. Submit

4. Submit

Click **Submit** to finish. Click **Cancel** to quit.



Click the Submit button.

Priority Announcement

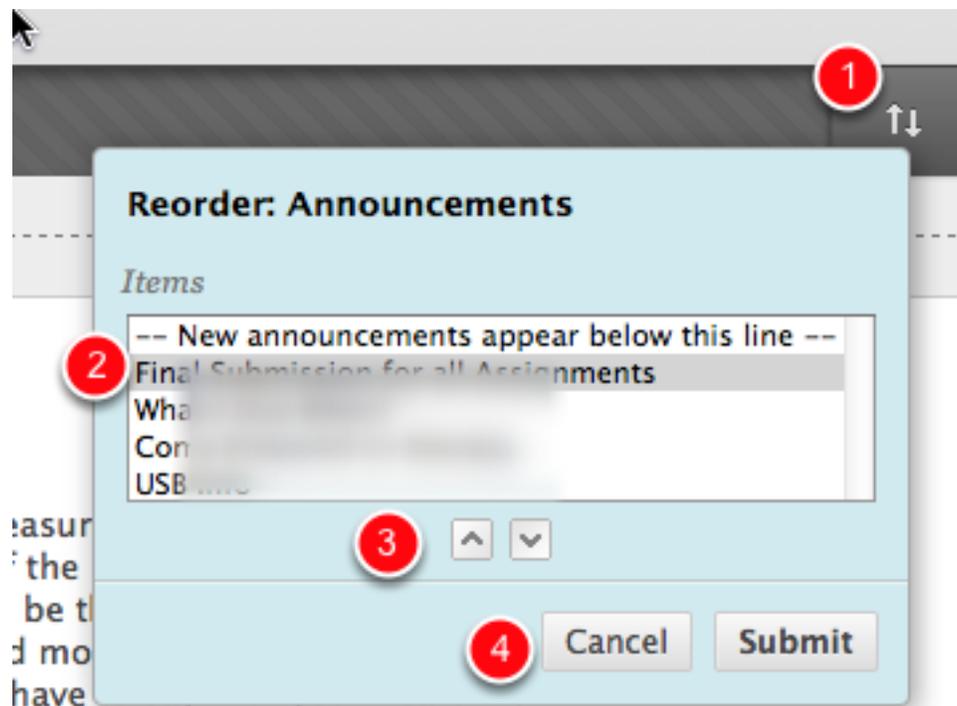


A *Priority Announcement* will remain at the top of the announcement page until manually moved or deleted.

To place an announcement temporarily in the priority position, click in the announcement and drag the up/down arrow of the announcement to the top of the list above the bar named *New announcements appear below this line*

When the *Priority Announcement* is no longer needed, drag it back below the bar, and, if necessary, set restriction dates or set it to be unavailable.

Alternate Reordering of Priority and other Announcements



1. click the up/down arrow icon on the left
2. select an announcement
3. click an up or down arrow to move it to a new location
4. click *Submit*