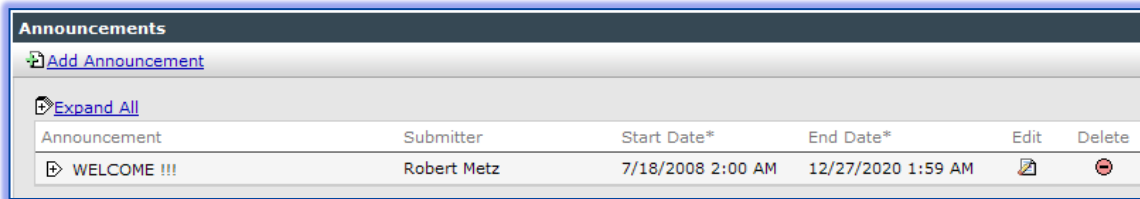


Announcements

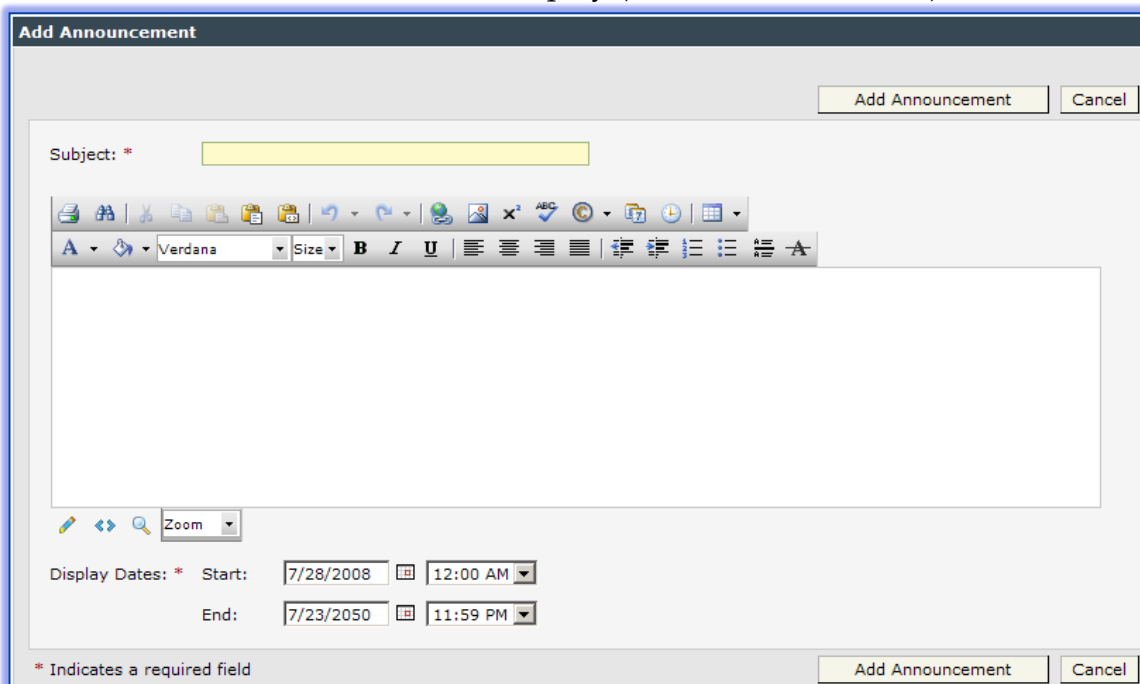
This area is used to post announcements regarding the course. Students will be able to see all announcements that have been posted, unless date and time restrictions have been specified by the instructor. Announcements can be used to welcome students to the course, give specific instructions about what the students are to do for an assignment, inform students about changes in office hours, or explain other information that might get lost in the mail.

Add an Announcement

- ❖ Click the **Author** tab.
- ❖ Click **Course Home** in the **Navigation Tree**.
- ❖ The **Course Home** window will display.
- ❖ Click **Add Announcement** (see illustration below) in the right frame of the window.



- ❖ The **Add Announcement** window will display (see illustration below).



- ❖ Input a subject for the **Announcement** into the **Subject** box.
- ❖ In the **Visual Editor** input the **Announcement**.
- ❖ Use the tools on the Visual Editor Toolbar to add formatting changes. Information on the buttons on this toolbar can be found on the eCollege page of the [Siena Training Web Site](#).
- ❖ Select the **Display Dates and Times** for the **Announcement**.
 - The **Display Dates** will default to the course start and end dates.
 - These dates can be changed to the dates when the Announcement should display.
 - Enter the date directly into the Visual Editor.
 - Click the **Calendar** image at the end of the date box and select a date.

- Click the **Time** list arrows and select the desired time.
- ❖ Once all the options have been specified, click **Add Announcement**.

Edit an Announcement

- ❖ In the **Navigation Pane**, click the **Author** tab.
- ❖ Click **Course Home**, if necessary.
- ❖ Click the **Edit** button in the **Edit** column of the **Announcement** (see illustration below).

The screenshot shows a table titled "Announcements" with the following columns: Announcement, Submitter, Start Date*, End Date*, Edit, and Delete. The first row contains the data: Announcement Practice, Wanda House, 7/28/2008 12:00 AM, 12/12/2008 11:59 PM. The Edit button, represented by a pencil icon, is highlighted with a red box.

Announcement	Submitter	Start Date*	End Date*	Edit	Delete
Announcement Practice	Wanda House	7/28/2008 12:00 AM	12/12/2008 11:59 PM		

- ❖ The **Edit Announcement** window will display.
- ❖ This window looks the same as the **Add Announcement** window.
- ❖ Make the necessary revisions to the **Announcement**.
- ❖ Click **Save Changes**.

Delete an Announcement

- ❖ In the **Navigation Pane**, click the **Author** tab.
- ❖ Click **Course Home**, if necessary.
- ❖ Click the **Delete** button in the **Delete** column of the **Announcement** (see illustration below).

The screenshot shows the same "Announcements" table as above. The Delete button, represented by a trash can icon, is highlighted with a red box.

Announcement	Submitter	Start Date*	End Date*	Edit	Delete
Announcement Practice	Wanda House	7/28/2008 12:00 AM	12/12/2008 11:59 PM		

- ❖ The **Delete Announcement** window will display (see illustration below).

The screenshot shows a dialog box titled "Delete Announcement : Announcement Practice". The text inside reads: "To permanently delete this announcement, click Delete. Otherwise, click Cancel." At the bottom right, there are two buttons: "Delete" and "Cancel".

- ❖ Click the **Delete** button to permanently delete the **Announcement**.