



DESIGN & DEVELOPMENT

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# OPERATIONS

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## CREATE AND MANAGE ANNOUNCEMENTS

*Version 3*

### LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Learn how to post items utilizing the Announcement tool
- ✓ Identify date restricted vs. not date restricted
- ✓ Learn how to link to another location within the course
- ✓ Rearrange with arrows

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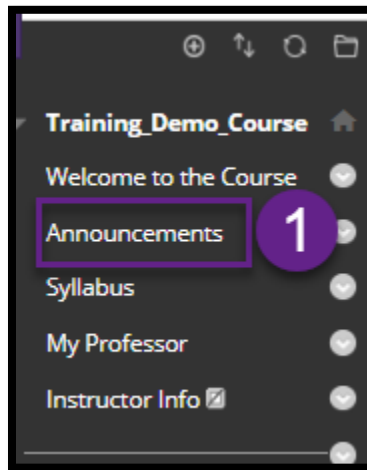
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## OVERVIEW

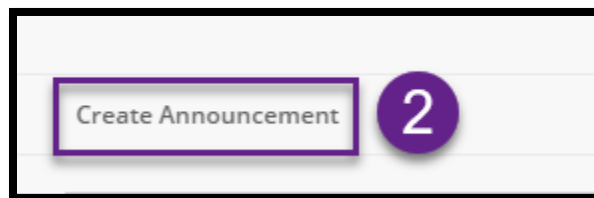
The Announcements tool (page) is often the course landing page. If Faculty need to return to the Announcement page from elsewhere in the course, click on the Announcement button (or locate the Announcements in the Tool menu).

## CREATE AND MANAGE ANNOUNCEMENTS

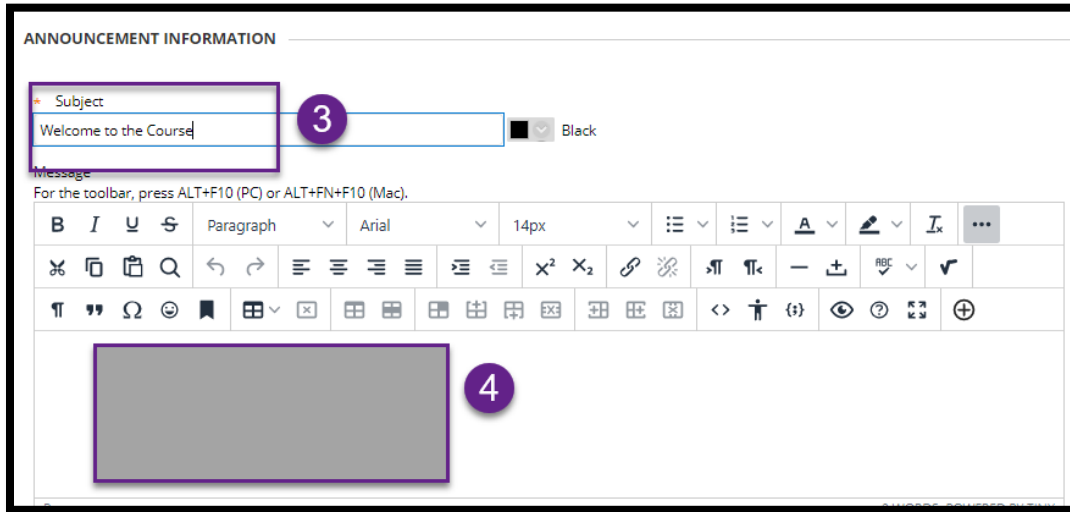
1. Click the **ANNOUNCEMENTS** tab in the left navigation bar



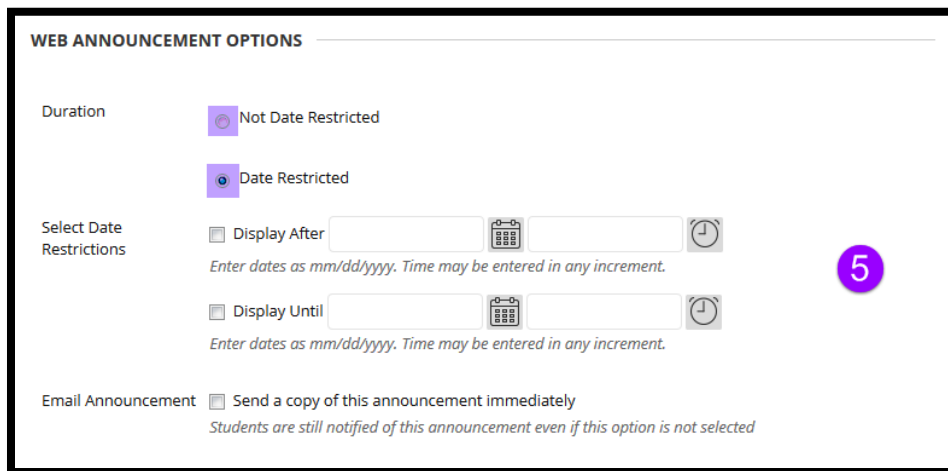
2. Click on the **CREATE ANNOUNCEMENT** button



3. Type a **SUBJECT** for the announcement
4. Type a **MESSAGE** to post in the Content Editor

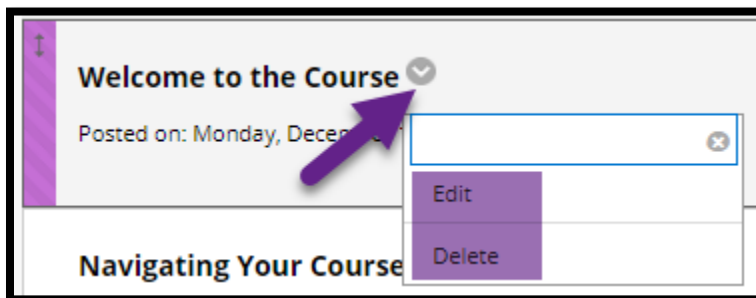


- 5. Review the **WEB ANNOUNCEMENT OPTIONS** and edit if needed
  - a. Date Restricted vs. Not Date Restricted



- 6. **OPTIONAL:** Under the **COURSE LINK** option, click **BROWSE** to link to a specific area of the course within the announcement
- 7. Click **SUBMIT**

8. Click on the **DOWN ARROW** next to the announcement to expand the contextual menu
  - a. To **EDIT** an announcement, click **EDIT** from the contextual menu of the announcement you want to edit. Make changes and click **SUBMIT**.
  - b. To **DELETE** an announcement, click **DELETE** from the contextual menu of the announcement. Confirm the deletion. **This action is final and cannot be undone.**



Once an announcement has been added, it can be dragged into any order within the announcement list by using the **UP/DOWN ARROWS** on the left-hand side of the individual announcement.

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## VERSIONS

Version	Date	Developer Name	Description of Changes
2	10.11.2017	Liesl Grubbs	Creating and Managing Announcements – New Template/Screenshots
3	12.14.2020	Misti Shurila	Updating Images

## DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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