

Overview

Updated 08/23/2016. Version 10.6.x

The Announcements tool enables you to communicate updates, changes, and new information to your students quickly and effectively. Announcements appear in the Announcements widget on the “Course Home” page, the first page that students see when they enter the course. In addition, students can subscribe to Announcements email updates through notifications, text-message notifications, or an RSS feed.

How to Access Announcements

On your “Course Home” page, the Announcements widget is in the left-hand column beneath the navigation bar.

In This Guide

- Creating an Announcement
- Editing a News Item
- Deleting a News Item

For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

Creating an Announcement

1. Click the drop-down arrow in the Announcements widget’s header. The actions drop-down menu will open.
2. Select **+ New Announcement** (Figure 1). The “New Announcement” page will open.
3. Enter a title in the “Headline” field.
4. Enter your post in the “Content” field.
5. Set date and time for the news item to display in the “Availability” section:
 - If you do not want the announcement to display immediately, set the start date and time in the “Start Date” section.
 - Select **Remove Announcement Based on End Date** and select an end date if you want to hide the announcement from the student view after a certain date.
6. If you want to attach a file to your announcement, click **Add a File** under the “Attachments” heading and click **Upload** to select a file on your computer.
7. Click **Publish** at the bottom of the page. Your announcement will appear to students on the “Course Home” page based on the dates you selected.

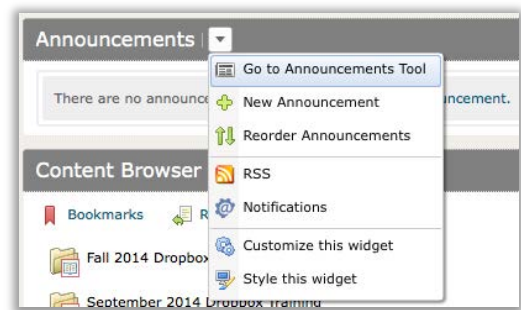


Figure 1

Editing an Announcement

1. Click the dropdown arrow next to the announcement you wish to edit. The Actions drop-down menu will open (Figure 2).
2. Select **Edit**. The “Edit Announcement” page will open.
3. Make any desired changes to the announcement.
4. Click **Update** at the bottom of the page. The revised announcement will now appear on the course’s homepage in the Announcements widget.

Deleting an Announcement

1. Click the dropdown arrow next to the announcement you wish to delete. The Actions drop-down menu will open.
2. Select **Delete**. A confirmation pop-up will open.
3. Click **Yes**.

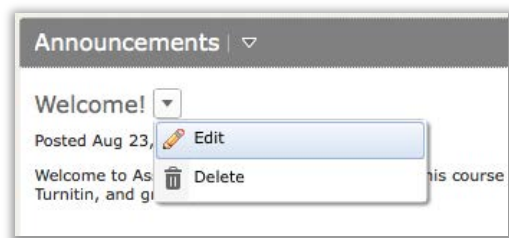


Figure 2