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 the Add Announcement link (see illustration below).

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- Input a subject for the Announcement into the Subject box.
- Use the toolbar for the Subject box to format the text.
- In the Visual Editor textbox 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.
- 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 Tree, click the Author tab.
- Click Course Home, if necessary.
- Click the Edit button in the Edit column of the Announcement (see illustration below).

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 Tree, click the Author tab.
- Click Course Home, if necessary.
- Click the Delete button in the Delete column of the Announcement (see illustration below).

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

- Click the Delete button to permanently delete the Announcement.