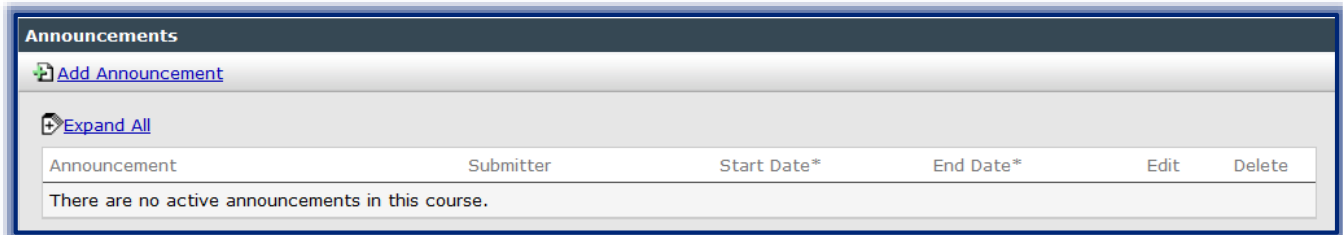


Announcements

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).



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

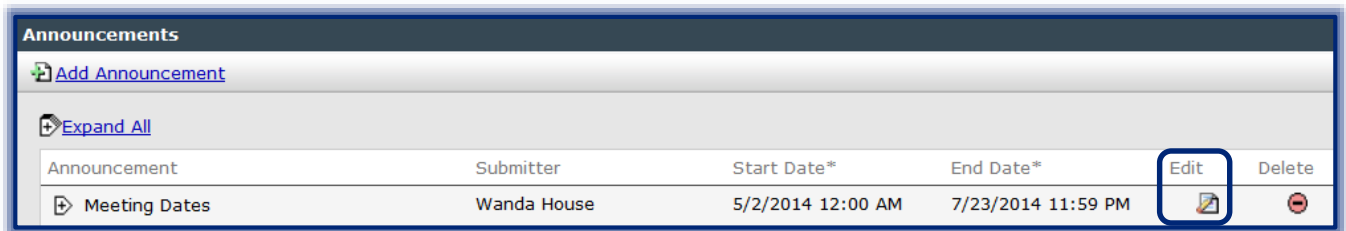
A screenshot of the 'Add Announcement' window. It features a 'Subject:' field with a rich text editor toolbar. Below this is a large 'Visual Editor' text area with a rich text editor toolbar. At the bottom, there are 'Display Dates:' fields for 'Start:' (5/2/2014, 12:00 AM) and 'End:' (7/23/2050, 11:59 PM). There are also 'Add Announcement' and 'Cancel' buttons at the top right and bottom right. A note at the bottom left says '* Indicates a required field'.

- 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

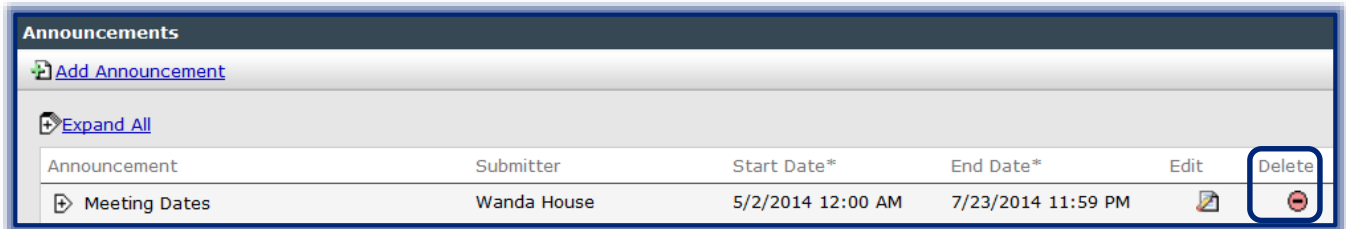
- In the **Navigation Tree**, click the **Author** tab.
- Click **Course Home**, if necessary.
- Click the **Edit** button in the **Edit** column of the **Announcement** (see illustration below).



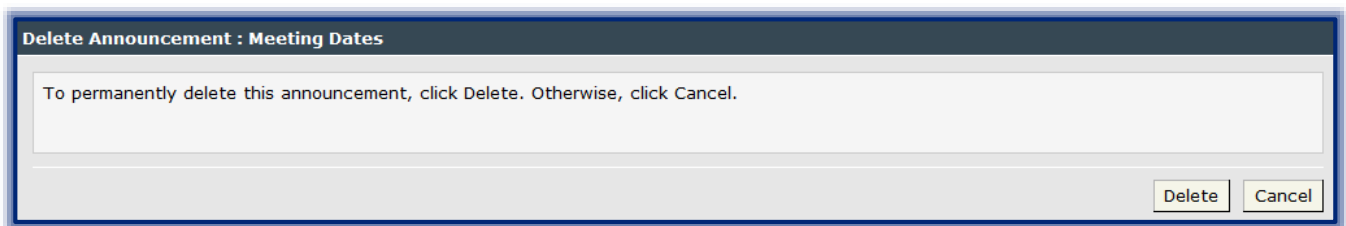
- The **Edit Announcement** window will display.
- This window looks the same as the **Add Announcement** window.
- Make the necessary revisions to the **Announcement**.
- Click **Save Changes**.

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**.