



Courses

Course Announcements

Course announcements is a prominent and highly visible posting area, which allows faculty to communicate important messages to students.

View New Announcements

All unread announcements are automatically posted on the users' dashboard.

1. From the Dashboard, click the new announcement title.
2. The announcement message will then display.

View Read Announcements

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Announcements** tab. The **Announcements** tab is the fifth tab from the left within the course page.
4. Click the announcement title.
5. The announcement message will then display.

Create a New Announcement

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Announcements** tab. The **Announcements** tab is the fifth tab from the left within the course page.
4. Click the **New** button located on the top left of the Announcements Overview area.
5. Enter a subject in the Announcement Subject box.
6. Enter a message in the Message area.
7. Click the **Send Announcement** button located in the lower right of the Announcement area.
8. The new announcement for this course now is located on the **Dashboard** until it is read by students.

Note:

Just like the idea of sending emails, **Send Announcement** feature is irreversible. Users are advised to use it with caution and respect.

Delete an Announcement

Just like the idea of emails, the **Send Announcement** feature is irreversible. If users had accidentally sent out any unwanted announcements, the best solution would be sending another announcement to address the honest mistake, just as email users would do.