Create an Announcement

1. Access Announcements in the Control Panel under Course Tools

2. Click Create Announcement

3. Enter a subject which becomes the title of the announcement on the announcements page.

4. Enter details in the text editor
5. You can make the announcement permanent or date restricted
   
a. Permanent announcements appear at the top of the list

b. Date restricted announcements only appear on the specified dates.

2. Web Announcement Options

   ![Duration Options]
   
   ![Select Date Restrictions]

6. Click Submit

   
a. The new announcement page appears on the announcements page. You can drag and drop announcements to reorder them.