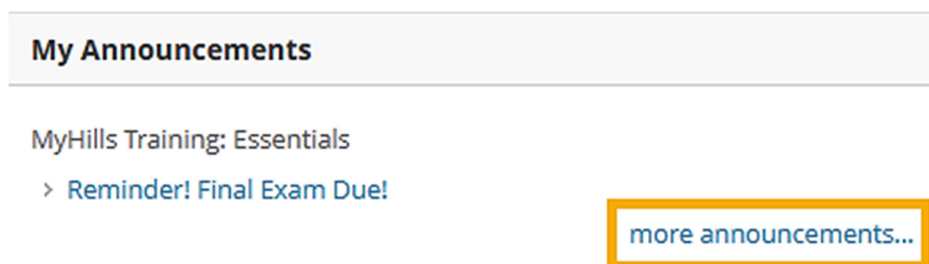**Faculty Tutorial:**

Add a Course Announcement

Purpose: There are two methods by which to add a course announcement. This tutorial will demonstrate both of these methods to faculty.
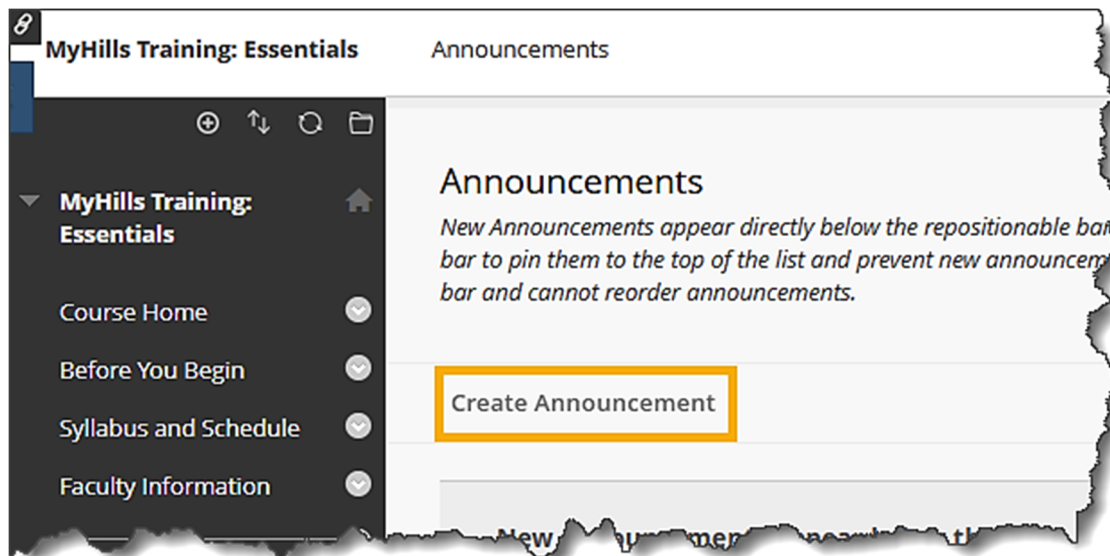
First, on the "Course Home" page, locate the "**My Announcements**" module.

Then, click "**more announcements**."

On the "Announcements" page, click "**Create Announcement**."

The "Create Announcement" page will open.
Type the subject of your announcement in the "Subject" box.
Then, type your announcement in the "Message" box.

You can edit your announcement using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

By default, "Not Date Restricted" will be selected under "Web Announcement Options."
If you *want* your announcement to be date restricted, select the radio button next to "**Date Restricted**." Then, you can "Select Date Restrictions" using the spaces provided. You may enter a "Display After" date and time, a "Display Until" date and time, or both. If you do not want your announcement to be date restricted, leave the default setting "Date Restricted" checked.

If you would like to have the announcement emailed to your students' Indian Hills email accounts, check the box next to "**Send a copy of this announcement**."

If you would like to add a course link to your announcement, click "**Browse…**"

In the window that opens, select a course link by clicking it.
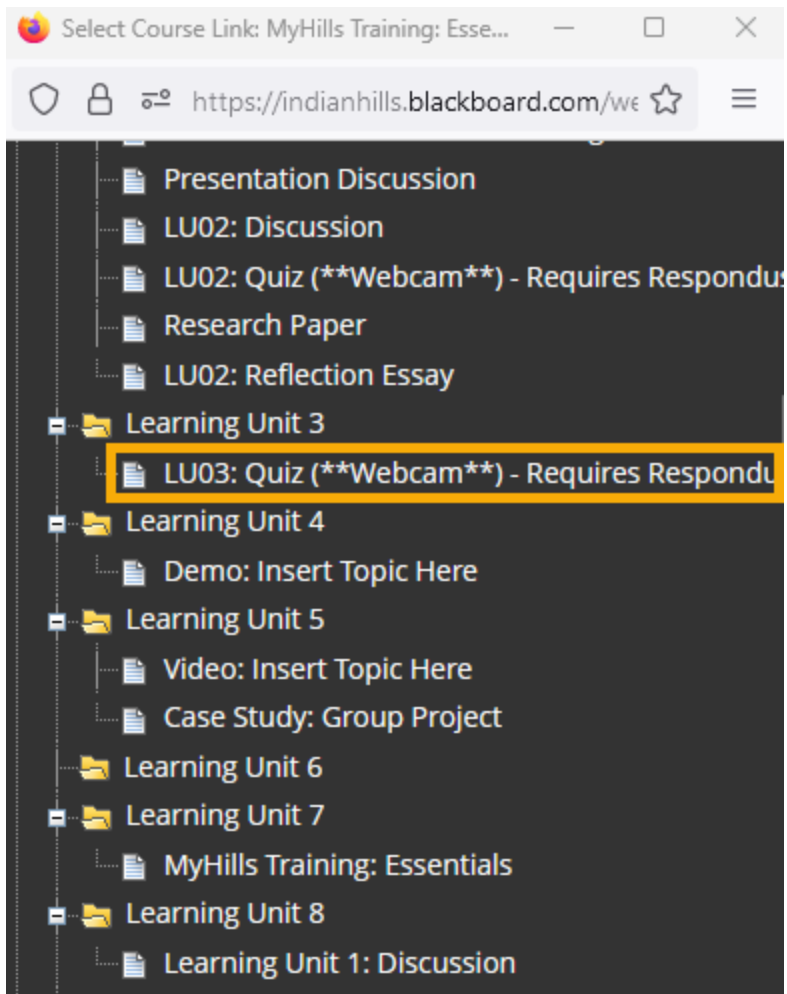
The course link will appear in the box to the left of the "Browse…" button.

COURSE LINK

Click **Browse** to choose an item.

Location

/Learning Units/Learning U   Browse...

Once you have made your selections, click "**Submit**."

Cancel   Submit

You will be taken back to the "Announcements" page. A "Success…" message will appear.

Success: Announcement created.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositional bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

Learning Unit 3 Quiz

Item is not available.

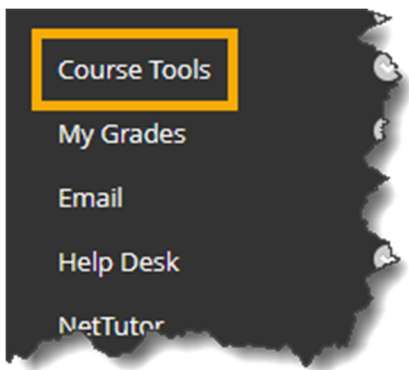Posted on: Wednesday, July 17, 2024 11:59:00 PM CDT

Please be sure to take the Learning Unit 3 Quiz by the end of the day Friday. Late quizzes may not be accepted!

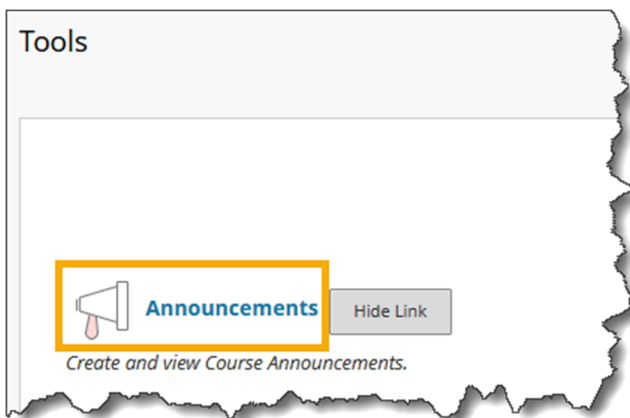**Course Link** /Learning Units/Learning Unit 3/LU03: Quiz (**Webcam**) - Requires Respondus LockDown Browser

Posted by:
Posted to: MyHills Training:
Essentials

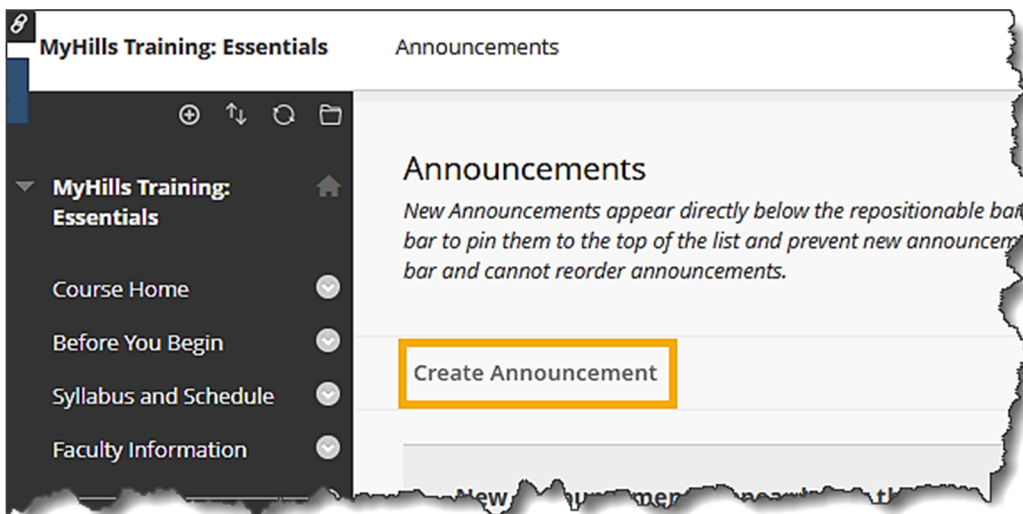You may also add an announcement by clicking "**Course Tools**" in the Course Menu.

On the "Tools" page, click "**Announcements**."

Then, on the "Announcements" page, click "**Create Announcement**" and follow the previous steps listed.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority anno bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented t bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

Learning Unit 3 Quiz ⌄

Item is not available.

Posted on: Wednesday, July 17, 2024 11:59:00 PM CDT

Please be sure to take the Learning Unit 3 Quiz by the end of the day Friday. Late quizzes may not be accepted!

Course Link /Learning Units/Learning Unit 3/LU03: Quiz (**Webcam**) - Requires Respondus LockDown Browser

Reminder! Final Exam Due! ⌄

Posted on: Monday, July 15, 2024 3:11:15 PM CDT

Your final exam will be due right away!

Congratulations! You now know how to add an announcement!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*