# Create an Announcement

The Announcement tool can be used to create and schedule regular communication with all learners enrolled in a course. Announcements are posted in the course and sent out via email automatically when the course is set to Active.
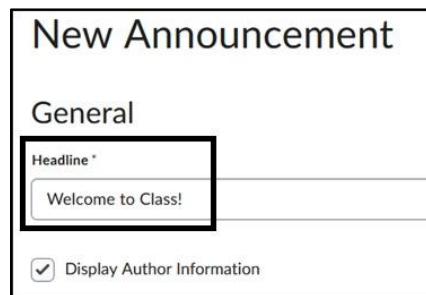
**Access Announcements**

1. In the course, select **Announcements** on the Course navbar.



2. On the Announcements page, select **New Announcement**.
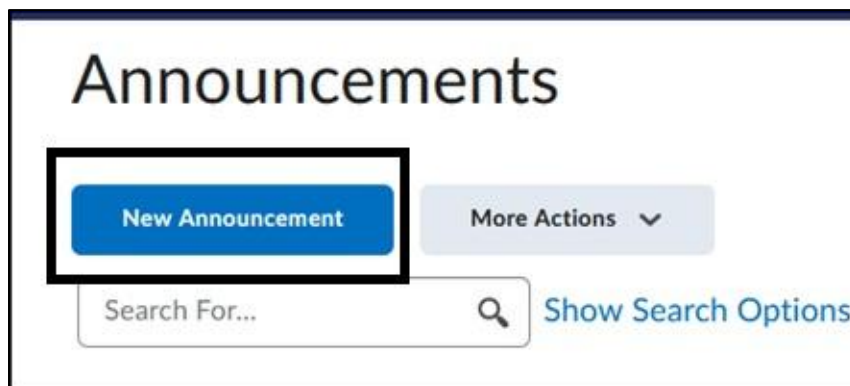
3. On the **New Announcement** page, under **Headline,** enter a Title for the Announcement. Select **Display Author Information** if you want your name displayed with the announcement.



4. In the **Content** box, enter the Announcement message. Select the Insert Stuff button to add additional content in the announcement message.
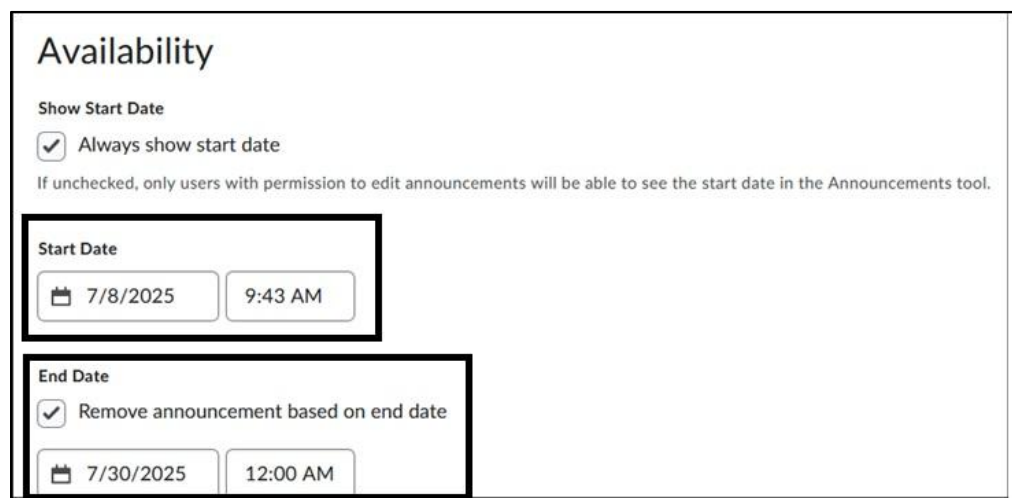


5. Under **Availability**, enter a **Start Date** for the Announcement. The Start Date is when the Announcement is visible to learners and will be sent out via email. If a Start Date is selected for a future date, it will display as **Scheduled**. An **End Date** can also be chosen, if this option is selected, on that date and time, the announcement will no longer be visible to learners.

6. Under **Attachments**, additional files can be attached to the announcement as well as audio or video files. Release Conditions can be set for the announcement. Select **Publish** to post and send out the announcement via email. Select **Save as Draft** to resume later.
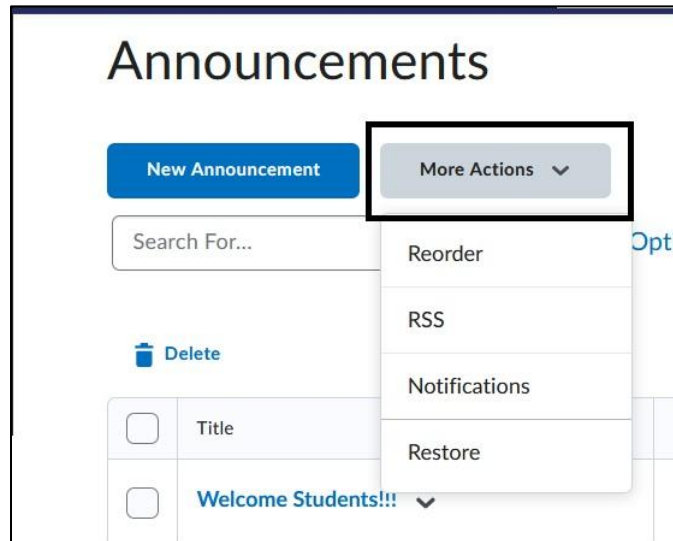


## Edit an Announcement

1. To edit an announcement, click on the **blue Announcement Title**. To access additional settings, select the downward arrow to the right of the title name. Under the **More Actions** menu, reorder announcements or restore deleted announcements.

2. Under the **More Actions** menu, reorder announcements or restore deleted announcements.



View [Announcement Overview](#) video.

For more information and assistance, please email Office of Digital Learning - Learning Management System Support at [LMS.faculty@jjay.cuny.edu](mailto:LMS.faculty@jjay.cuny.edu)