



Create an Announcement

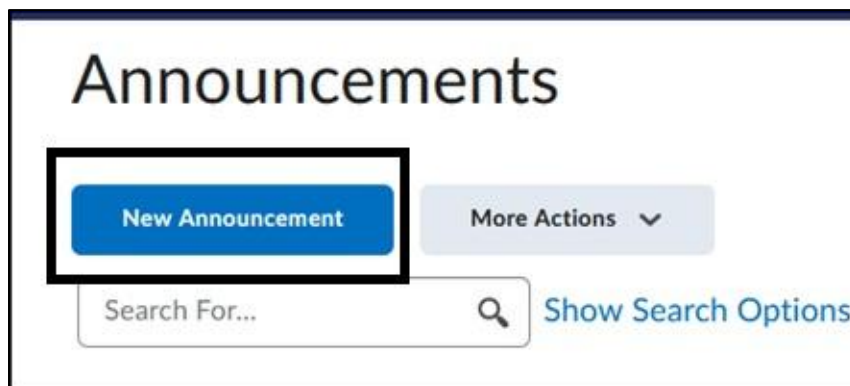
The Announcement tool can be used to create and schedule regular communication with all learners enrolled in a course. Announcements are posted in the course and sent out via email automatically when the course is set to Active.

Access Announcements

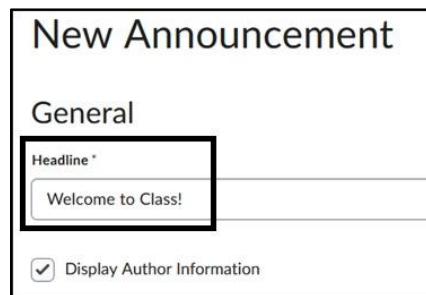
1. In the course, select **Announcements** on the Course navbar.



2. On the Announcements page, select **New Announcement**.



- 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.



New Announcement

General

Headline *

Welcome to Class!

☒ Display Author Information

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



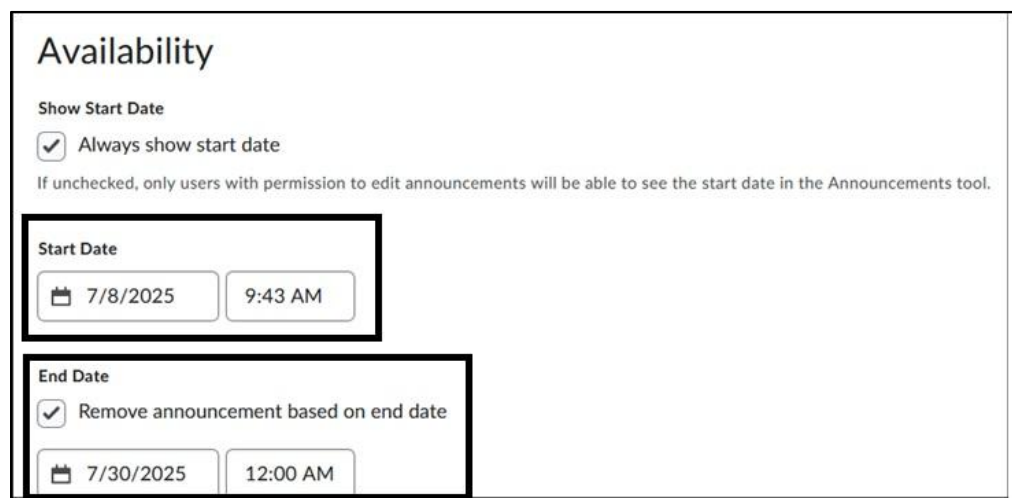
Content *

Paragraph ▾ **B** *I* U ~~A~~

Hello Everyone,

Welcome to the History of Cosmetics in the 20th Century!

- 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.



Availability

Show Start Date

☒ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

7/8/2025 9:43 AM

End Date

☒ Remove announcement based on end date

7/30/2025 12:00 AM

- 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.

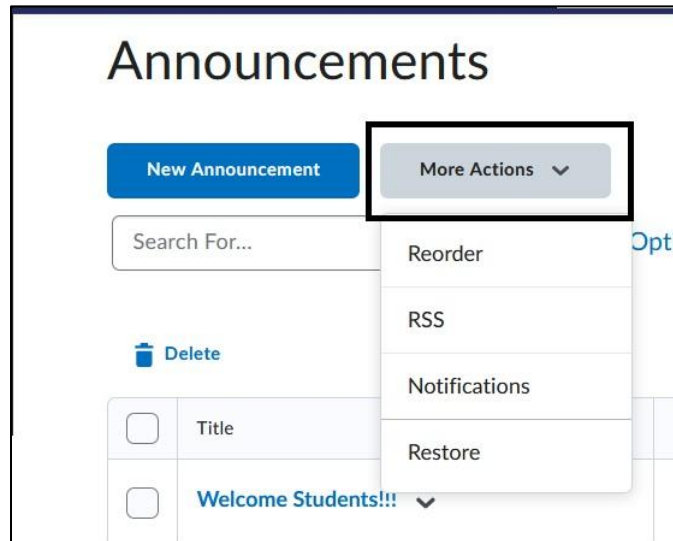
The screenshot shows a form titled "Attachments". It contains three buttons: "Add a File", "Record Audio", and "Record Video". Below this is a section titled "Additional Release Conditions" with three buttons: "Attach Existing", "Create and Attach", and "Remove All Conditions" (which has a trash icon). Below these buttons, it says "There are no conditions attached to this item." At the bottom of the form are three buttons: "Publish", "Save as Draft", and "Cancel".

Edit an Announcement

- 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.

The screenshot shows a page titled "Announcements". At the top, there are two buttons: "New Announcement" and "More Actions" with a downward arrow. Below these is a search bar with the text "Search For..." and a magnifying glass icon, followed by a link "Show Search Options". Below the search bar is a "Delete" button with a trash icon. At the bottom is a table with two columns: "Title" and an empty column. The first row of the table has a checkbox and the text "Title". The second row has a checkbox and the text "Welcome Students!!!" with a downward arrow. The text "Welcome Students!!!" is highlighted with a black box.

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