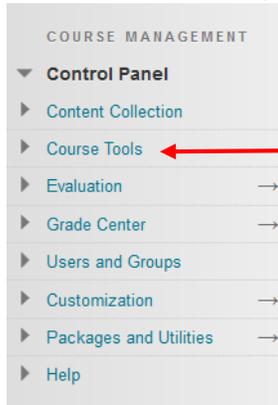
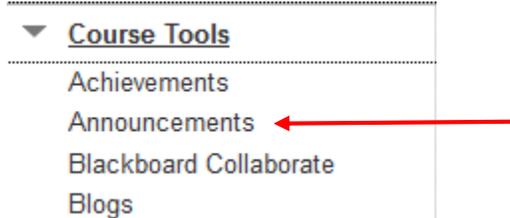


How to Create an Announcement

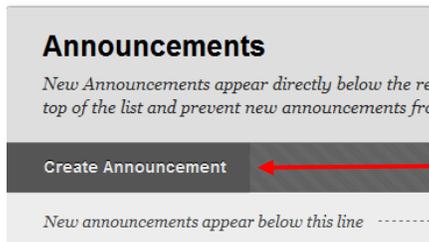
1. In the Control Panel, click on the Course Tools link.



2. Click on the Announcements link.



3. Click the Create Announcement button.



4. Type in a meaningful Subject, then type in a message to students.
5. Scroll to the Web Announcement Options section. The default is to restrict the timeframe in which the announcement is displayed to students. If you would like the announcement to be displayed for the length of the course, click the Not Date Restricted option. Otherwise set the Display After and Display Until dates accordingly.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

6. Check the Email announcement check the box to Send a copy of this announcement immediately. This will ensure the announcement is sent to students oswego.edu email address. If not checked, the announcement will be sent to student via email within 24-28 hours.
7. When you are finished click the Submit button.

Submit