



## Create an Announcement

### Introduction:

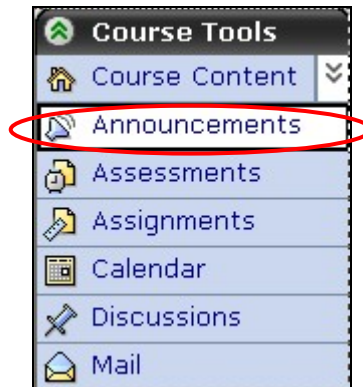
You can use the Announcements tool to create and send text announcements to members enrolled in a course. Announcements appear in members' My BHCC Online or on the *Announcements* screen. Announcements can also appear as pop-up messages, which appear when members log in to the course. Use the Announcements tool to inform Students that the due date for a quiz or assignment has changed.

### Create an Announcement

**Step 1.** To begin, click on the **Build** tab after you have logged into your course.



**Step 2.** Next, click **Announcements** from the *Course Tools* menu.



**Step 3.** Click **Create Announcement**.



**Step 4.** Enter the **Title** of the announcement in the field provided.

\* Title:

**Step 5.** Enter your **Message** (announcement) in the field provided.

\*Message: Enable HTML Creator

Welcome class. I look forward to working with you this semester. Please be sure to read the course syllabus and post any questions you have about the course syllabus in the discussion topic titled Syllabus questions.

**Step 6.** Select **Student**, from the *Recipients* section.

**Recipients**

\*Select the user types that should receive this announcement.

Select All Roles

**Section level**

- Section Instructor
- Section Designer
- Teaching Assistant
- Student**
- Auditor

**Step 7. Next,** enter the desired **Date** and **Time** by either typing the information in the field or click on the calendar or clock icon to select your desired settings.

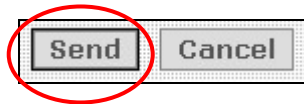
\*Start displaying on:

Stop displaying on:  Unlimited

**Step 8.** Select **Also deliver as a pop-up message**. This will result in the message appearing as a separate “pop up” window (second browser page) from the student’s view.

Also deliver as a pop-up message

**Step 9.** Click **Send** when finished.



You will receive confirmation that the announcement was created successfully. You will also see a list of all the announcements that you have created in the course on this page.

Your location: **Announcements**

The new announcement was created successfully.

**Announcements**

| Order |                          | Title  | Post Date                  | Status |
|-------|--------------------------|--|----------------------------|--------|
| 1     | <input type="checkbox"/> | <input type="checkbox"/> My First Announcement | November 17, 2008 12:23 PM | Sent   |

Keep in mind that when you post an announcement in your course, the most recently posted announcement will appear at the bottom of the list. You may want to modify the order of your announcements so that the most recent announcement will appear at the top of the page, from the student's view, followed by older announcements.

This will be discussed in detail in the next tutorial titled *Managing Announcements*.

## Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).