



Manage Course Announcements

Introduction:

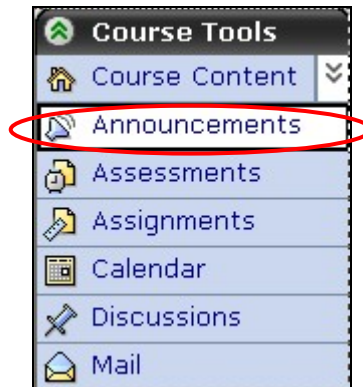
You can use the Announcements tool to create and send text announcements to members enrolled in a course. Announcements appear in members' My BHCC Online or on the *Announcements* screen. Announcements can also appear as pop-up messages, which appear when members log in to the course. Use the Announcements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

Manage Course Announcements

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.



You will see a list of announcements that you have created. Notice that each announcement includes the Title, Post Date and Status (Sent or Ready).

Notice the dates and times that appear in the Post Date column list the most recently posted announcement at the bottom of the list. This will result in students having to scroll down the page in order to read the most recently announcement. This may result in possible confusion or perhaps missed information.

Your location: **Announcements**

The new announcement was created successfully.

Announcements

[Create Announcement](#)

Order ↑	<input type="checkbox"/>	Title	Post Date	Status
1	<input type="checkbox"/>	Announcement 1	December 23, 2008 8:32 AM	Sent
2	<input type="checkbox"/>	Announcement 2	December 23, 2008 8:32 AM	Sent
3	<input type="checkbox"/>	Announcement 3	December 23, 2008 8:33 AM	Sent
4	<input type="checkbox"/>	Announcement 4	December 23, 2008 8:33 AM	Sent
5	<input type="checkbox"/>	Announcement 5	December 23, 2008 8:34 AM	Sent
6	<input type="checkbox"/>	Announcement 6	December 25, 2008 5:00 AM	Ready

[Delete](#)

In the next section of the tutorial, we will demonstrate how to change the order of the announcements.

Step 3: Check the checkbox that appears next to the *title* of the announcement that you want to move.

6	<input checked="" type="checkbox"/>	Announcement 6	December 25, 2008 5:00 AM	Ready
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Step 4: Next, select the **Move Options** icon associated with the location/position where you want to move the selected item.

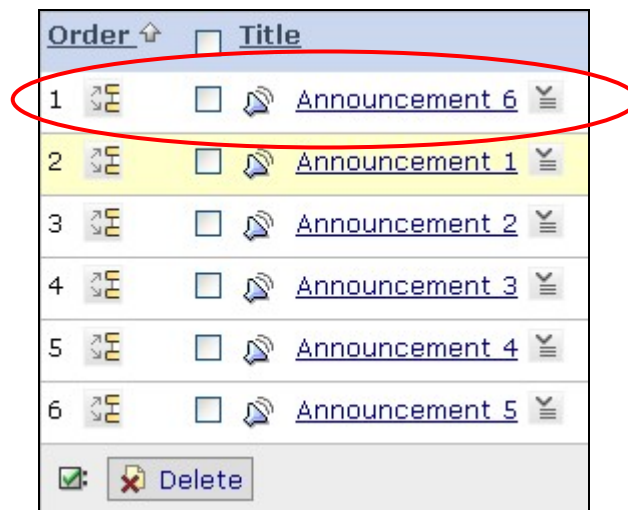
Order ↑	<input type="checkbox"/>	Title
1	<input type="checkbox"/>	Announcement 1
2	<input type="checkbox"/>	Announcement 2
3	<input type="checkbox"/>	Announcement 3
4	<input type="checkbox"/>	Announcement 4
5	<input type="checkbox"/>	Announcement 5
6	<input checked="" type="checkbox"/>	Announcement 6

[Delete](#)

Step 5. Select **Move Selected (item) Above** to move the selected item to the new position. In this example, we will move *Announcement 6* to the top position so we will select the Move Options icon for position 1.



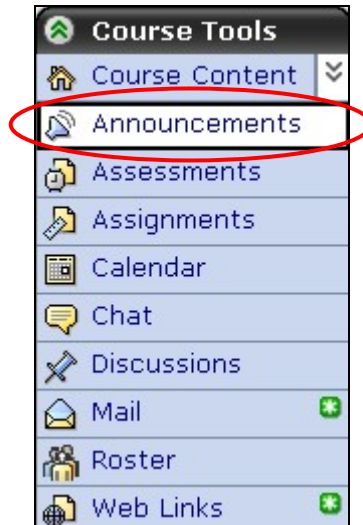
Notice that Announcement 6 now appears at the top of the list. Repeat steps 3-5 as needed so that your announcements appear in reverse order.



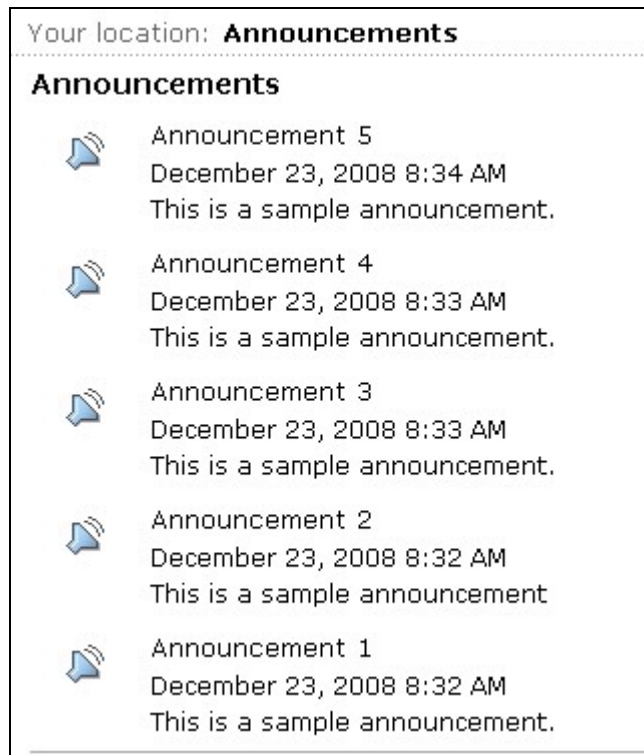
Step 6. Next, click the **Student View** tab to return to the Student View of the course.



Step 7. Click **Announcements** from the *Course Tools* menu.



Notice that Announcements page appears listing all of the announcements that you have posted in reverse order. This makes it easier for students to view the most recently posted announcement, which will appear at the top of the page.



Conclusion

We hope this guide, *Manage Course Announcements* was helpful.

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