

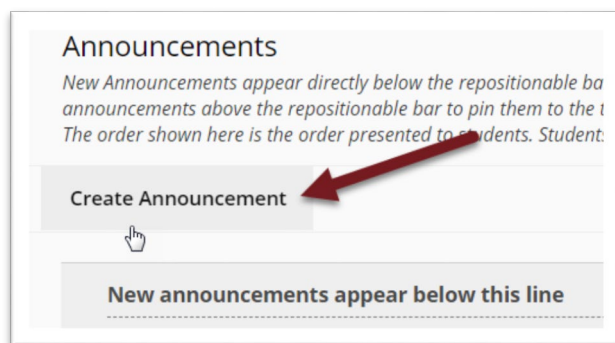
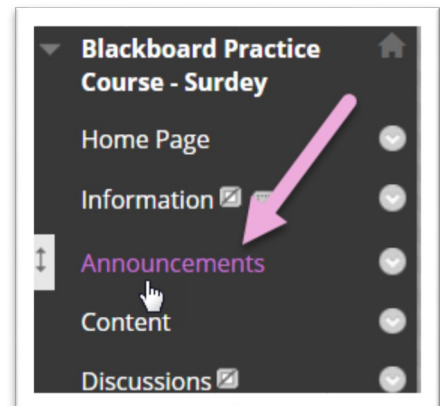
With announcements, you can post timely information critical to course success. On the Announcements page, you can add, edit, and delete announcements. This is an ideal place to post time-sensitive material including:

- Reminders of upcoming due dates for assignments and projects
- Changes to your syllabus
- Corrections/clarifications of materials
- Exam schedules

HOW TO CREATE ANNOUNCEMENTS

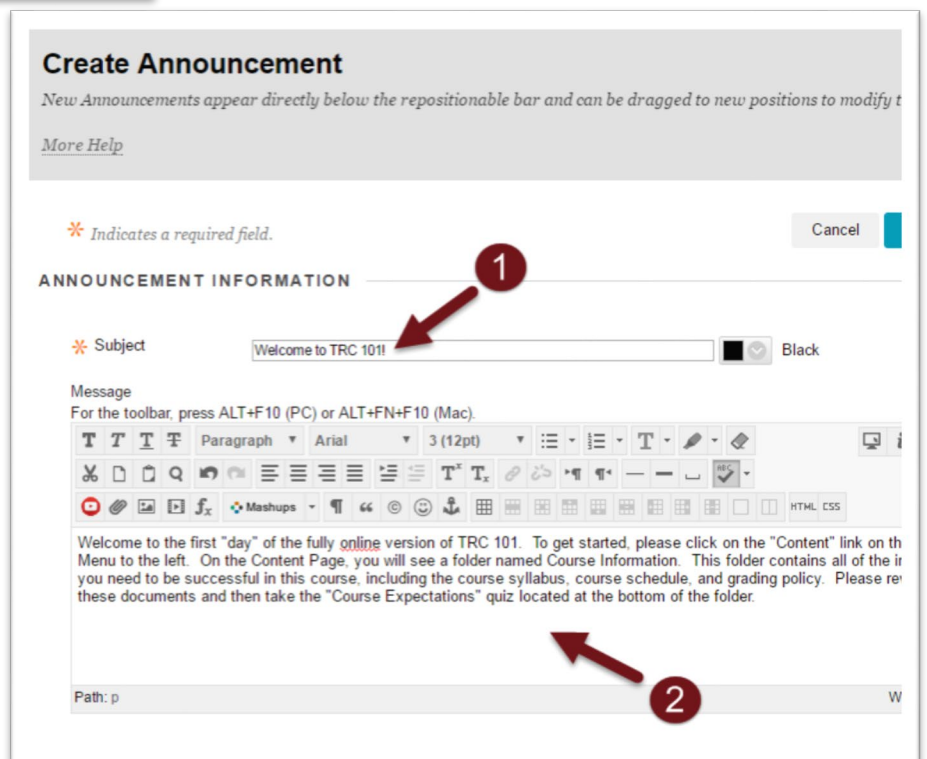
Announcements appear in the order posted, with the most recent announcements appearing first.

1. Making sure Edit Mode is on, click on the **Announcements** option in the Course Menu.



2. On the Announcements page, click the **Create Announcement** button on the action bar.

3. On the Create Announcement page, type a **Subject (1)**. This becomes the title of the announcement on the Announcements page.



4. In the **"Message"** box, type the content of your Announcement (2).

5. Scroll down to the “Web Announcements Options” section to set date restrictions if desired. If “Not Date Restricted” is selected, the announcement will remain visible until you remove it. To set date restrictions, click on the “**Date Restricted**” option (1) and be sure to click both the “**Display After**” and “**Display Until**” check boxes (2) to enable the date and time selections.
6. Choose whether you would like to immediately **email a copy** of the Announcement to your students SUNY Broome Gmail (3).
7. You also have the option to include a link to a course area, tool, document, etc by browsing for it in the **Course Link** (4) section.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted (1)

Select Date Restrictions

Display After 08/20/2016 02:42 PM (2)

Display Until 09/08/2016 11:59 PM (2)

Email Announcement

Send a copy of this announcement immediately (3)

COURSE LINK

Click **Browse** to choose an item.

Location Browse... (4)

Click **Submit** to finish. Click **Cancel** to quit.

Cancel **Submit** (5)

8. When finished, click **Submit** (5) and you should see your Announcement in the list.

Online@SUNYBroome

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

