

Make an Announcement

- Step 1: Choose Announcements on the second left bar.

Home

Announcements

Syllabus

1

Assignments

Grades

- Step 2: Click the “+Announcement” button on the top right corner, or at the center of the page if this is the first announcement.

There are no announcements to show

+ Announcement

2

- Step 3: Name the title of the Announcement.
- Step 4: Give context of the Announcement.

Topic Title **3**

HTML Editor

B *I* U A A I_x x^2 x_2 12pt Paragraph

4

- Step 5: Choose to upload a file as context or not.
- Step 6: Choose between the options of Delay posting, Allow user to comment, Enable podcast feed, and Allow liking.
- Step 7: Click “Save”.

Attachment No file chosen **5**

Options Delay posting **6**
 Allow users to comment
 Users must post before seeing replies
 Enable podcast feed
 Allow liking

Cancel **7**