

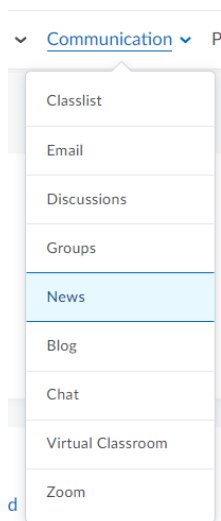
Creating an Announcement

Why Do I Need This Workflow?

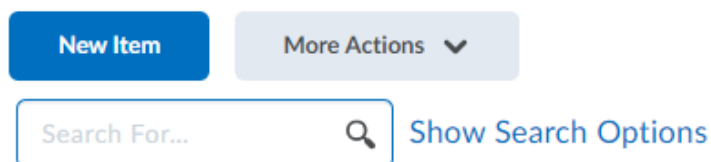
Announcements are a great way to communicate information with your whole class or even individual learners. Announcements can be built all at once at the start of your course and released by date, or instructors/ course facilitators can create announcements as needed throughout a course. This workflow takes you through the steps for creating an announcement. You can use this workflow anytime you want to update your learners about course information.

How: Workflow Steps

1. Select **Communication** from the navbar.
2. Select **News**. Select **New Item**.



News



3. Enter a headline for your announcement.
4. Enter content for your announcement.
5. Availability can be adjusted by adding a **Start Date** and **End Date**.

New Item

General

Headline *

Content *

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, indent, font family, font size, background color, and more options.

Editor area with a large text input field.

Bottom right corner contains icons for undo, redo, search, and other editing functions.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

End Date

Remove news item based on end date

6. To continue editing the announcement, select **Save as Draft**. Students cannot see draft news items.
7. To release the announcement, select **Publish**.

Check for Success: If the announcement you created is listed in the Announcements tool, you have completed this workflow successfully.

