



# Creating an Announcement

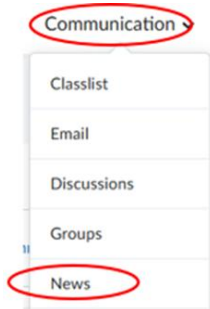
## Why Do I Need This Workflow?

Announcements are an effective way to communicate information to your entire class or to individual learners. You can create announcements in advance at the beginning of your course and schedule them for release by date, or create them as needed throughout the course. This workflow will guide you through the steps for creating an announcement and can be used anytime you need to share updates with your learners.

## Workflow Steps:

### Step one:

Click **Communication** from the navigation bar, then select **News** from the drop-down menu.

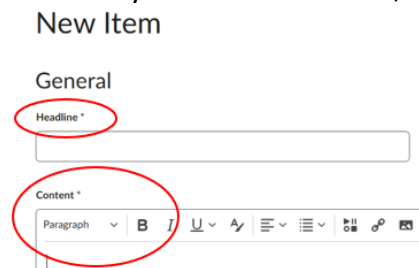


### Step two:

Select **New Item** to create a new announcement, or choose a previously created announcement to edit.

### Step three:

Enter a **Headline** for your announcement, then enter **Content** for your announcement.



### Step four:

Availability can be adjusted by adding a **Start and End Date**.

## 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

### Step six:

Enter any necessary **Attachments**, Audio, or Video. You may also enter **Additional Release Conditions**.

## Attachments

## Additional Release Conditions

There are no conditions attached to this item.

### Step seven:

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

