Adding an Announcement

1. Add the Announcements tool to your course site.

2. Click Announcements (or the title you gave it) in the left menu bar.

3. On the Announcements page, click Add.

4. Fill in the form.

See the HBasics document for details.
a. Unless you want your announcement to be open to the general public, leave the Access setting to Display to site.

b. If you want to specify a subgroup whose members will see the event, click Display to selected groups.

c. *Groups you have already created* will be listed for you to choose.
d. The Availability option gives you control over the release of your announcement. By default, it will be made available immediately. You can also hide the announcement. You can return later to publish it.

![Availability options](image)

```
Availabilty
- Show
- Hide
- Specify Dates
```

```
Check boxes:
- Beginning
- Ending
```

```
[Date: APR 11, 2008, Time: 2:25 PM]
[Date: MAY 11, 2008, Time: 2:25 PM]
```

```
Attachments
- No Attachments Yet
```

f. You can add files and web links (URL) to the event by clicking **Add Attachments**.

![Add Attachments](image)

```
Add Attachments
```

See the **HBasics document** for
g. Participants can be notified by e-mail when you post an announcement.
   - By default, no notification is sent.
   - If an announcement is really important and participants must be informed as soon as possible, select High priority.
   - If you select Low priority, the announcement will be sent by e-mail to participants who have opted in to receive low priority notifications.

h. Before posting an announcement, you can preview it.

i. When you are satisfied with your announcement, click Add Announcement to publish it. (If you have not previewed the announcement, click Save Changes instead.)
j. Click the announcement title to view it.