

## Create Announcements Transcript

You can create announcements to share important information with others in your course. Let's take a look to get started.

Select Announcements in the Details and Actions area on the Course Content page. And then select the Create Announcement icon. Type a title and message text for the announcement. Use the options in the editor to format text, embed multimedia, and attach files.

You can send an email copy to all course members, including yourself. To do so, select, send an e-mail copy to recipients. To receive the e-mail, recipients need to have a valid email address and the system. Additionally, you can't send an e-mail copy for an announcement you scheduled to display in the future. The schedule announcements to start and end at certain times. Select Schedule announcement. When you're finished, select Save. If you scheduled the announcement, you will see the scheduled start date and time. If you did not schedule the announcement, select post now in the status column to post the announcement immediately.

Announcements appear immediately when a student opens the course because it demands attention before viewing course content, students are less likely to ignore the information you share in a course announcement. And finally, as long as announcements are active, students can access the announcements they've dismissed. On the Course Content page. Students can select view archive to read past announcements in the course.