Table of Contents

Introduction ......................................................................................................................................... 4
Learning Objectives.......................................................................................................................... 4
Create An Announcement Item ........................................................................................................ 5
Delete An Announcement Item ........................................................................................................ 7
Edit an Announcement item ............................................................................................................. 8
Reordering an Announcement Item .................................................................................................... 10
Restore a Deleted Announcement Item ............................................................................................ 10
Additional Help .................................................................................................................................. 11
Introduction

The Announcement (formerly News) tool is helpful in broadcasting announcements, content, and updates to students. These Announcement items appear on the Course Home page for students to see as soon as they access your course. Students may also receive these Announcement items as a text or email notification, if the student has set up their account appropriately.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create an Announcement Item
- Delete an Announcement Item
- Edit an Announcement Item
- Reorder an Announcement Item
- Restore an Announcement Item
Create An Announcement Item

1. From the Course Home page:
   a. Click the **drop-down arrow** next to Annoucement (See Figure 1).
   b. Click **New Annoucement** (See Figure 1).

![Figure 1 - New Annoucement](image)

2. From the New Annoucement page:
   a. Enter a **Headline** for your Annoucement item (See Figure 2).
   b. Under **Content**, type the announcement you wish to have displayed on the Course Home Page (See Figure 2).

![Figure 2 - Creating an New Annoucement: Part 1](image)
c. If you want to hide your headline's date and time, clear the **Always show start date** check box. By default, an Announcement item start date and time appears below the headline when displayed in the *Announcement* widget (See Figure 3).

d. In the **Start Date** and **End Date** fields, select the posting availability date. Announcement items publish immediately, unless you specify an alternate start date from **Start Date** (See Figure 3).

e. You can remove an Announcement item based on a specific date by selecting the check box **Remove Announcement item based on end date**. You and administrators can still see the Announcement item after its end date, but it will not appear in the *Announcement* widget (See Figure 3).

f. In the **Attachments** section, you may add **attachments**, **audio recordings**, and **video recordings** as part of your Announcement item (See Figure 3).

g. To include additional release conditions, click **Attach Existing** or **Create and Attach** (See Figure 3).

h. To continue editing the Announcement item, click **Save as Draft**. Students cannot see draft Announcement items (See Figure 3).

i. To release the Announcement item to users, click **Publish** (See Figure 3).

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Figure 3 - Creating a New Announcement: Part 2
Delete An Announcement Item

To delete a single announcement item:

1. From the Course Home page, click Announcements.
2. The Announcements page will appear. Click the drop-down arrow next to the Announcement you want to delete.
3. From the drop-down menu, click Delete.

![Figure 4 - Deleting Announcement Item]

To delete multiple postings:

1. Select the check box(es) beside the Announcement items you want to delete (See Figure 5).
2. Click Delete at the top of the list (See Figure 5).

![Figure 5 - Deleting Multiple Announcement Items]
3. A Confirmation window will appear asking if you are sure that you wish to delete the selected Announcement items. Click Yes.

![Confirmation window](image)

**Figure 6 - Click Yes**

**Edit an Announcement item**

To edit an existing Announcement:

1. From the Course Home page, click Announcements.

![Course Home page with Announcements](image)

**Figure 7 - Click on Announcement**

2. The Announcements page will open.
   a. Next to the Announcement item you want to edit, click the drop-down arrow.
   b. A drop-down menu will appear. Select Edit.

![Drop-down menu](image)

**Figure 8 - Click Edit**
3. The *Edit Announcement* page will appear:
   a. In the *Content* area, edit your *Announcement* posting (See Figure 9).
   b. To inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information, select the **Major edit - send a notification and restore it for those who dismissed it** checkbox (See Figure 9).
   c. You can also make the edited Announcement posting reappear at the top of the Announcement widget by changing the start date to the current date and time. To do this, click **Now** (See Figure 9).
   d. When you are finished making your changes, click **Update** (See Figure 9).
Reordering an Announcement Item

1. From the Course Home page, click Announcements.
2. On the Announcement page, click More Actions
3. From the drop-down menu, click Reorder.

![Figure 10 - Click Reorder](image)

4. The Reorder Announcements page will appear. Use the drop-down lists in the Sort Order column to select an item's order. Other items automatically reposition themselves according to the new order (See Figure 11).

5. Click Save (See Figure 11).

![Figure 11 - Reorder Announcement Items](image)

Restore a Deleted Announcement Item

1. From the Course Home page, click Announcements.

![Figure 12 - Click Announcements](image)
2. The Announcements page appears. Click More Actions (See Figure 13).
3. Click Restore (See Figure 13).

![Figure 13 - Click Restore](image)

4. The Restore Announcement page opens. Select the checkbox of the Annoucement item(s) you want to restore (See Figure 14).
5. Click Restore (See Figure 14).

![Figure 14 - Restore Annoucement](image)

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu