### Creating an Announcement

Create and view Course Announcements.

**Step 1** Make sure your **Edit Mode is ON**

**Step 2** Click on **Tools** from the course menu

**Step 3** Click on **Announcements** from the Tools page

**Step 4** Click on **Create Announcement**

**Step 5** **Subject:** Add the subject of your message

**Message:** Add the message. You can format your message, by using the editor menu items.

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**Subject:** Assignment due tonight

**Message:** Please submit your assignment by midnight tonight
Step 6 **Web Announcement Options:**
- **Duration:** Check if date restricted or not.
- **Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to Display After and Display Until.

Step 7 **Course Link:**
- **Location:** Cross-link to other course information.

Step 8 Click to **Submit**

**Edit or Delete Announcements**
To edit or delete, click the action menu.

**New announcements appear below this line**

<table>
<thead>
<tr>
<th>Assignment due tonight</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please submit your assignment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Link</th>
<th>Information/TCC BLAC</th>
<th>Delete</th>
</tr>
</thead>
</table>

**Notes:**