

To create an announcement:

- Click on "announcements" on the course menu
- Click on "create announcement"

1. Announcement Information

* Subject Black

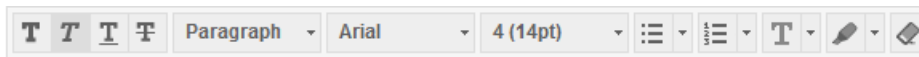
Message

Place Content of message here

Path: p Words:0

- Write the appropriate message using the textbox menu options found in the 3 rows of icons

Row 1 (top row)



- Text formatting - such as bold, italics, underlined, crossed out.
- Headings or subheadings or paragraph formatting
- Different fonts and sizes
- Text can be bulleted with a variety of marks or numbers or letters
- Text can be given different colors
- Text can be highlighted
- Formatting can be erased.

Row 2 (middle row)



- Text can be copied from another document and pasted into the textbox using Ctl-C /Ctl-V (Cmd on MAC).
- The magnifying glass allows for search/find/replace within the text
- Undo and Redo buttons
- Justification choices for text placement
- Indenting or Outdenting of formatted text
- Super script or subscript

- chain link icon - If text is selected with the mouse, a URL can be typed in and a hyperlink to a website can be created.
- paragraph markers, text underlining
- spell check

Row 3 (bottom row)



- If you have a camera/microphone on your desktop or laptop you can click on the first icon to make a recording. This is powered by YouTube and you must have an account.
- The next three icons are for uploading files, images, and media.
- math functions, and direct mashups with particular media sites
- leading to table insertions

Once the message is written there are specific options that must be selected:

- Date Restriction
 - Not date restricted
 - OR restrict dates by choosing view dates and times
- Email - this option will allow the announcement to be sent in an email directly to the students' Wayland Account in addition to posting to the landing page.
- Course link - allows you to establish a hyperlink to a specific area of the course. For example, if the announcement is about an exam opening, you can provide a link that takes the student directly to the testing area.

Don't forget to **submit** your work before leaving the page.