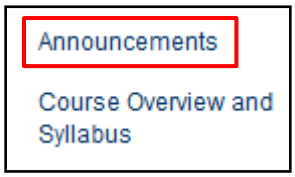
How to create an Announcement

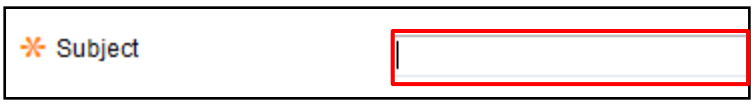
1. Click on the "**Announcements**" link in the left-hand navigation menu



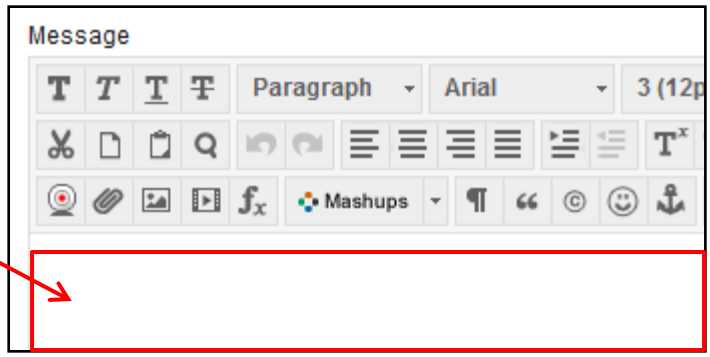
NOTE: To add tool, use "+" at top of the menu, "Tool Link", then Announcements

2. Click on the "**Create Announcement**"

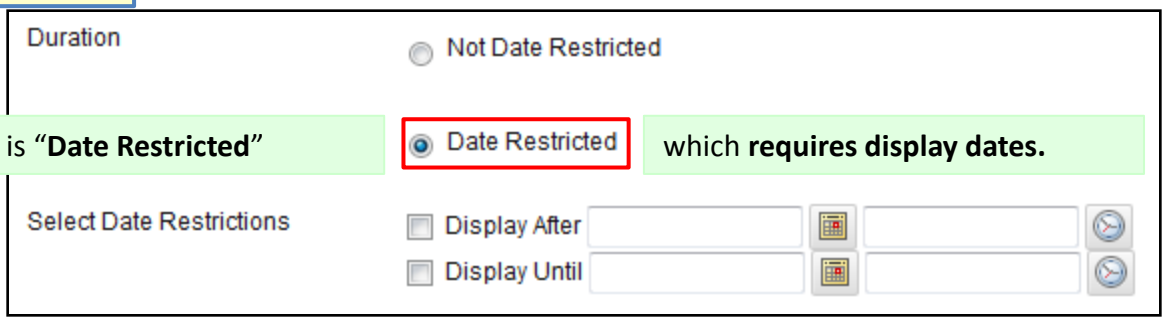
3. **Enter a Subject** (this is a required field)



4. **Enter the Message** in the text editor.



5. **"Duration" setting**

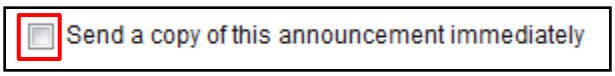


Default is "**Date Restricted**" which **requires display dates.**

If announcement does not need to be date restricted, change setting to Not Date Restricted

6. **Email Announcement setting**

Default: box **not checked**



Recommended: box **checked**

NOTE: When box is **checked**, the email goes immediately and the address of the sender will be the instructor's uconn.edu email address. If setting remains **unchecked**, students will still receive the message in an email, but it may be delayed and the sender will be "DoNotReply@uconn.edu" which increases the chance it will be treated as spam.

7. Click **Submit**