How to create an Announcement

1. Click on the “Announcements” link in the left-hand navigation menu

   \textbf{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

   \textbf{Default is “Date Restricted”}  \quad \textbf{Date Restricted} \quad \textbf{which requires display dates.}

   \textbf{Select Date Restrictions}
   
   - \textbf{Display After}
   - \textbf{Display Until}

   \textbf{If announcement does not need to be date restricted}, change setting to \textbf{Not Date Restricted}

6. Email Announcement setting

   \textbf{Default: box not checked}

   \textbf{Recommended: box checked}

   \textbf{Send a copy of this announcement immediately}

   \textbf{NOTE:} When box is \textbf{checked}, the email goes immediately and the address of the sender will be the instructor’s uconn.edu email address. If setting remains \textbf{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 \textbf{Submit}