

Announcement Tool in WebCT

Creating announcements lets you send text messages to students in your course. In order for course students to see announcements, the *Announcements* tool must be added to *Course Tools* in a course. Note: At the end of the semester your announcements will be deleted along with the course.

- 1) From the *Course Tools*, select **Announcements**.



- 2) Then from the *Announcements* screen, click **Create Announcement**.

Create Announcement

- 3) Enter the title. The title identifies and summarizes the announcement to students.

Create Announcement

To: aaa007_1

*Title: Meeting in Rm 210 on Thursday

- 4) In the *Message* text box, enter the announcement text.
- 5) Under *Recipients*, determine which members receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
- Next to each role that you want to receive the announcement, select the check box.
 - To quickly select/clear all roles, next to *Select All Role*, select/clear the check box.


Select All Roles

- 6) Under *Delivery Dates*, specify a start date and end date for the announcement.

Delivery Dates

Start displaying on:  August 22, 2006 8:00 AM

Stop displaying on: Never

 August 24, 2006 12:59 AM

- 7) If you want the announcement to appear as a pop-up message, select the check box, *Also deliver as a pop-up message*.

Also deliver as a pop-up message

- 8) Click **Send**. The announcement is sent according to the delivery dates.

Send