Creating/Editing Announcements in D2L (MyCourses)

Creating

1. Go to COMMUNICATION and then click on ANNOUNCEMENTS
2. Click on NEW ANNOUNCEMENT
3. Enter HEADLINE and CONTENT of your announcement
4. If you would like to control the availability of your announcement: Under AVAILABILITY, you can enter a START DATE and END DATE; otherwise your announcement will post immediately and will be always available
5. If desired, you can add an ATTACHMENT
6. Or ADDITIONAL RELEASE CONDITIONS

7. Click PUBLISH

**Editing**

1. Go to COMMUNICATION and then click on ANNOUNCEMENTS
2. Click on the hyperlink of the announcement headline you wish to edit
3. Edit HEADLINE, CONTENT, AVAILABILITY, ATTACHMENTS, and/or ADDITIONAL RELEASE CONDITIONS
4. Click UPDATE