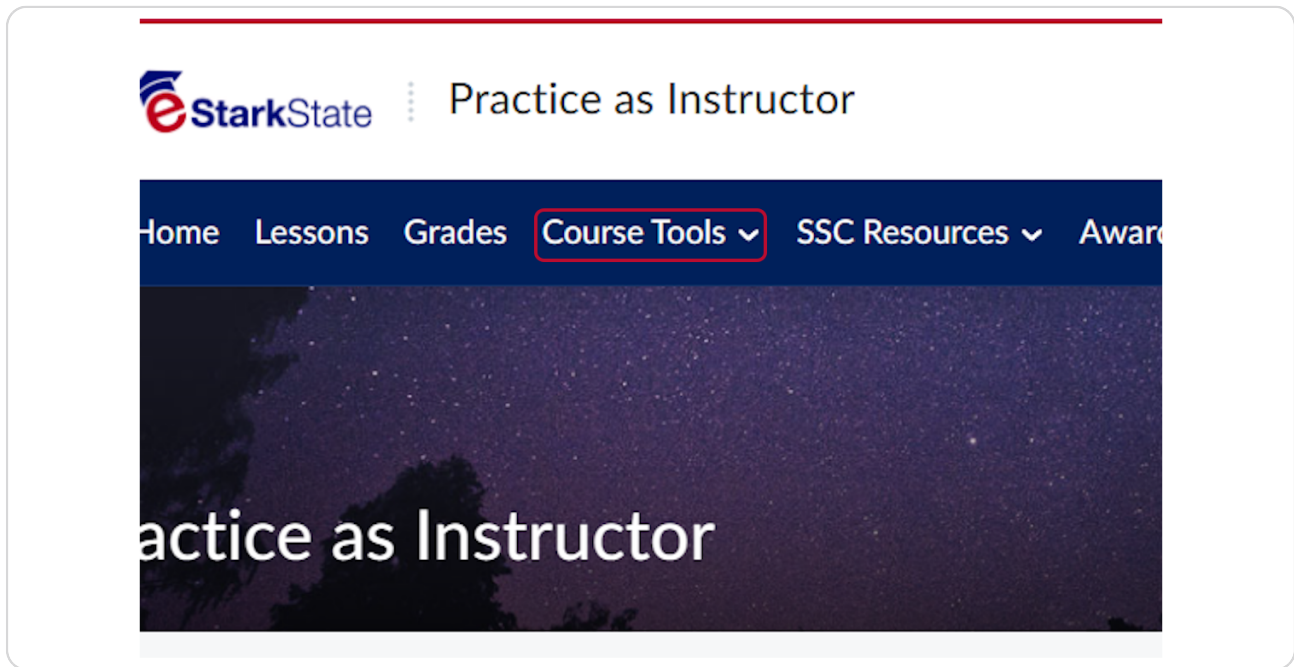


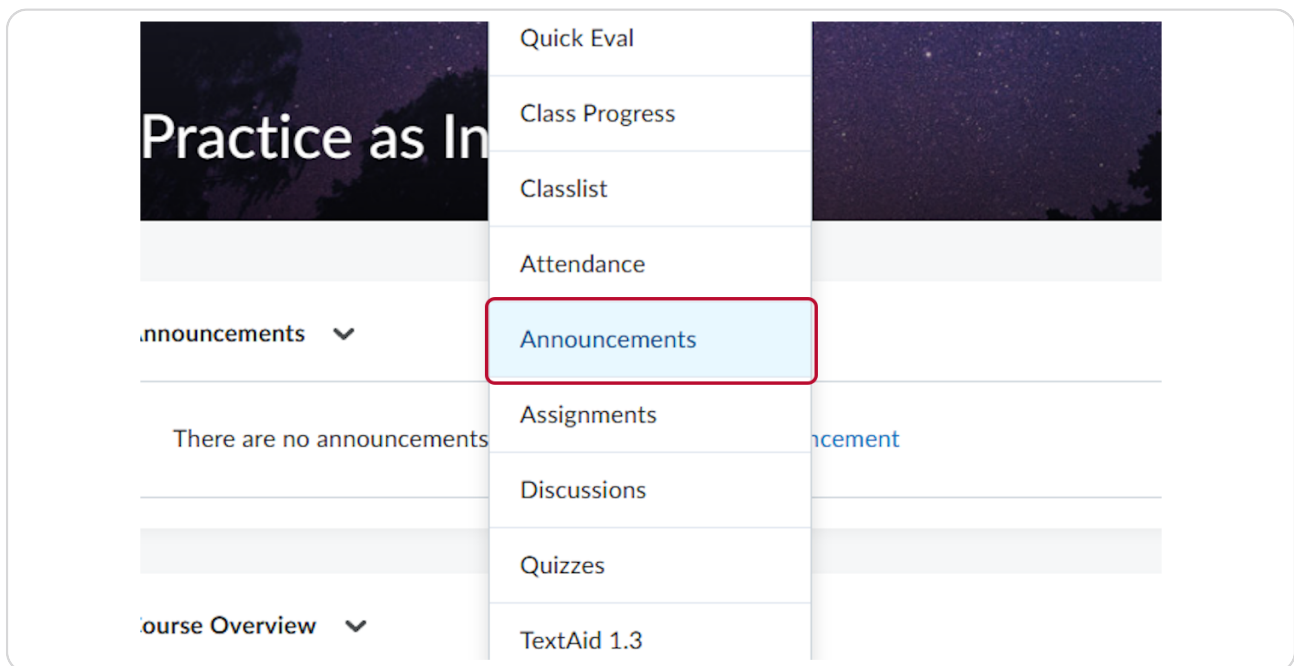
## STEP 1

### Click on Course Tools



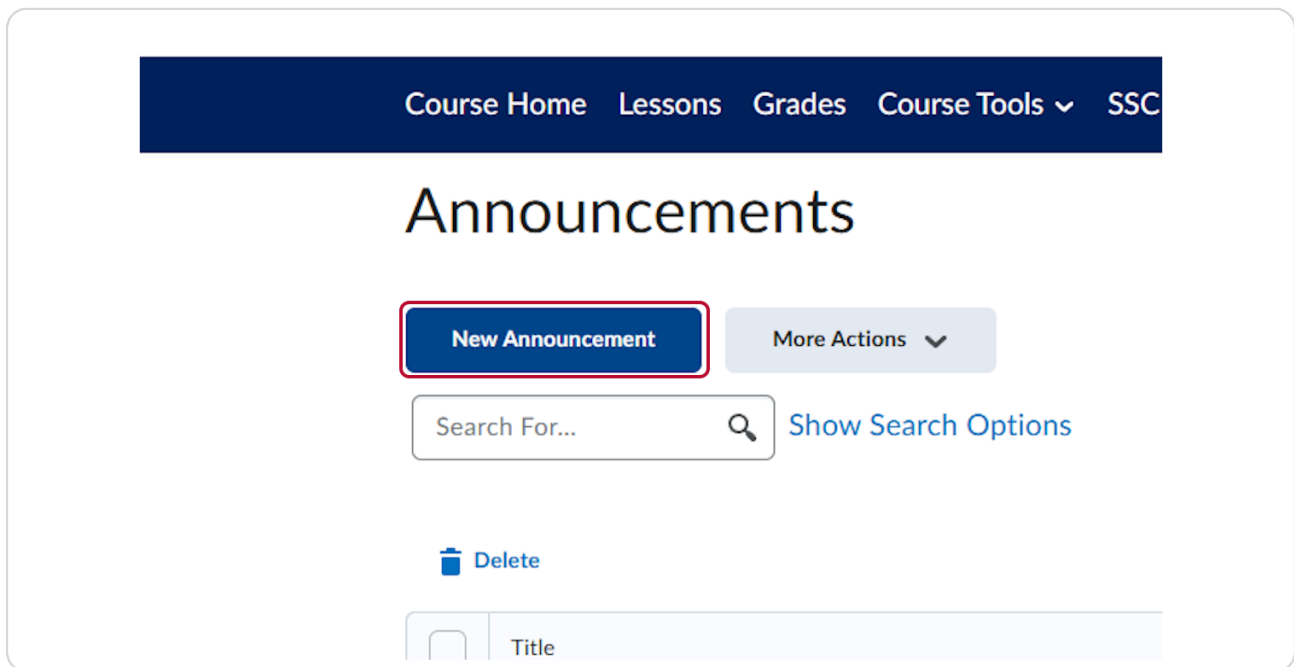
## STEP 2

### Click on Announcements



### STEP 3

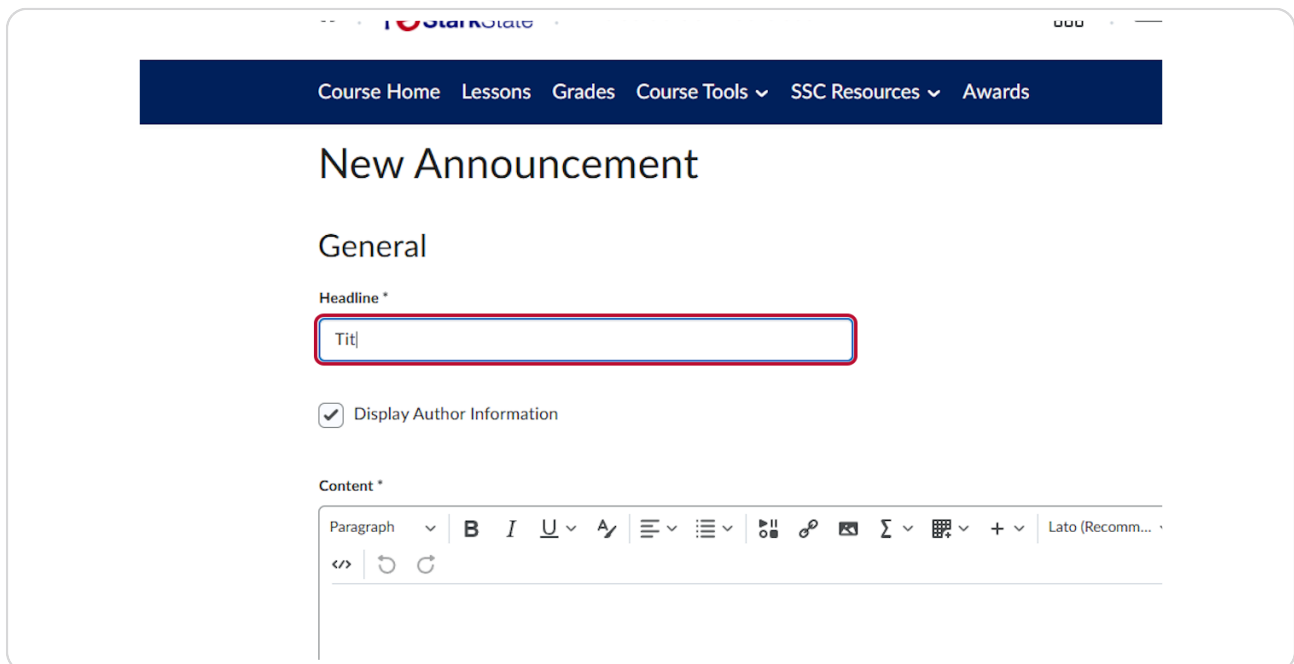
#### Click on New Announcement



The screenshot shows the 'Announcements' page. At the top is a dark blue navigation bar with links: 'Course Home', 'Lessons', 'Grades', 'Course Tools' (with a dropdown arrow), and 'SSC'. Below the navigation bar is the title 'Announcements' in a large, bold font. Under the title, there are two buttons: 'New Announcement' (highlighted with a red and blue border) and 'More Actions' (with a dropdown arrow). Below these buttons is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. At the bottom, there is a 'Delete' button with a trash can icon and a table header with a 'Title' column.

### STEP 4

#### Add a title



The screenshot shows the 'New Announcement' form. At the top is a dark blue navigation bar with links: 'Course Home', 'Lessons', 'Grades', 'Course Tools' (with a dropdown arrow), 'SSC Resources' (with a dropdown arrow), and 'Awards'. Below the navigation bar is the title 'New Announcement' in a large, bold font. Under the title is the section 'General'. There is a 'Headline \*' label above a text input field containing the text 'Titl'. Below the input field is a checkbox labeled 'Display Author Information' which is checked. Below the checkbox is a 'Content \*' label above a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, list, link, unlink, image, table, etc.) and a 'Lato (Recomm...' font selection dropdown.

### Add your content in the Content box

## STEP 6

Show Start Date

☒ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date.

Start Date


9/10/2025

11:17 AM

## STEP 7

### Set the end date


Start Date

 9/10/2025

11:17 AM

End Date

☒ Remove announcement based on end date

 9/11/2025

12:00 AM

Attachments

## STEP 8


### Click on Publish

Add a FileRecord AudioRecord Video

Additional Release Conditions

Attach Existing

Create and Attach



There are no conditions attached to this item.

Publish

Save as Draft

Cancel