STEP 1
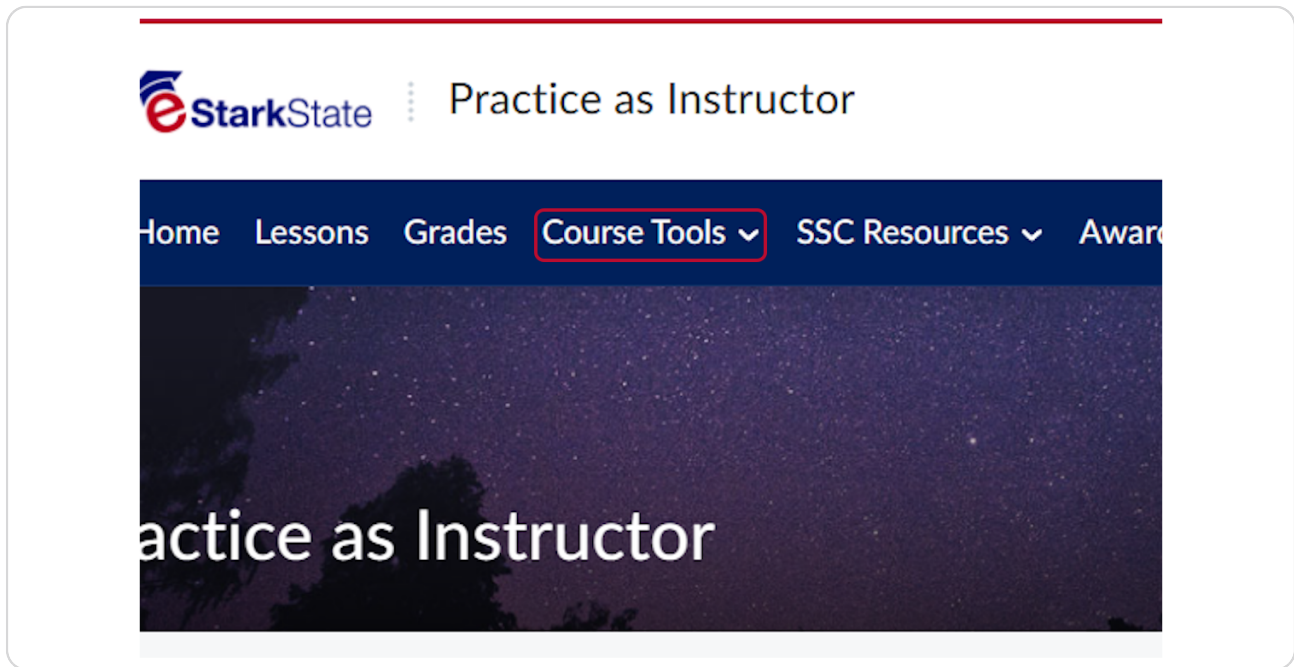
Click on Course Tools

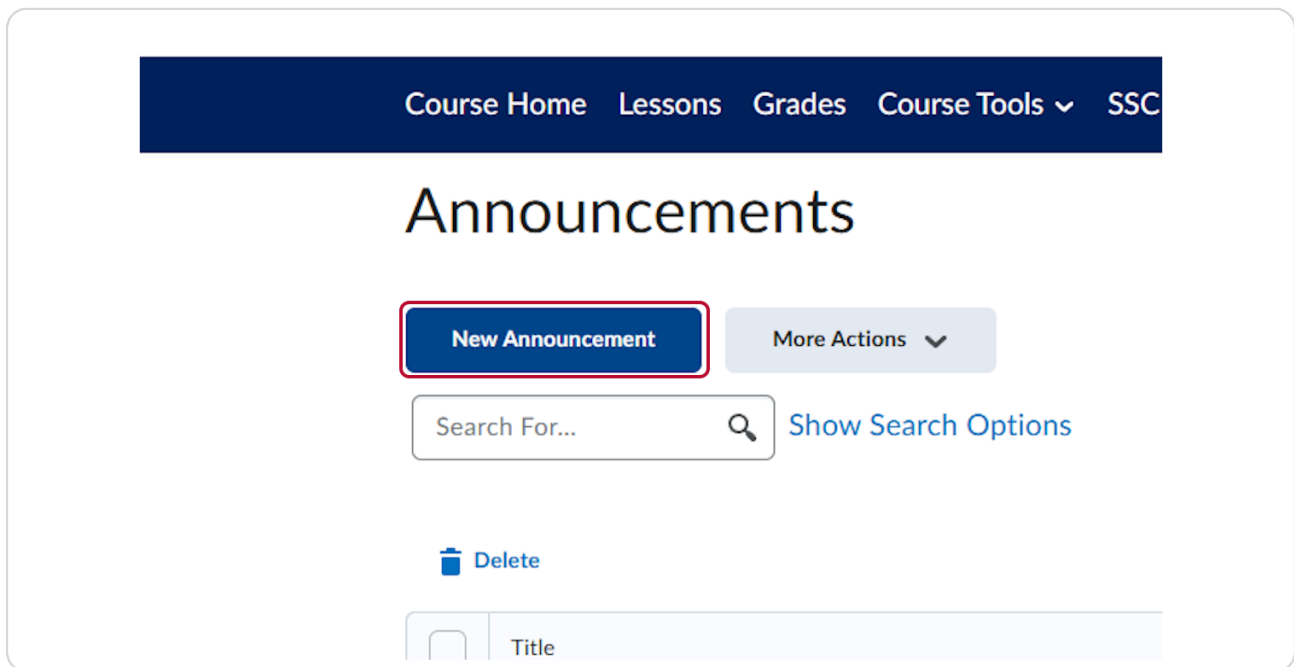

STEP 2

Click on Announcements
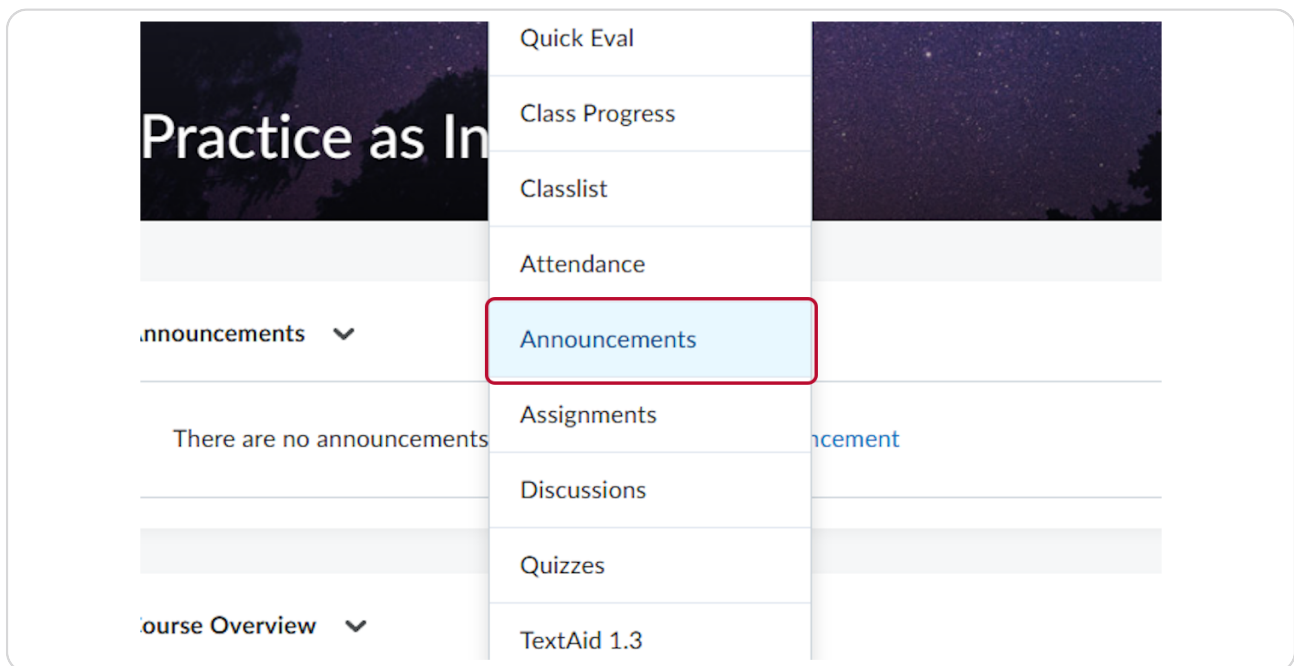
STEP 3
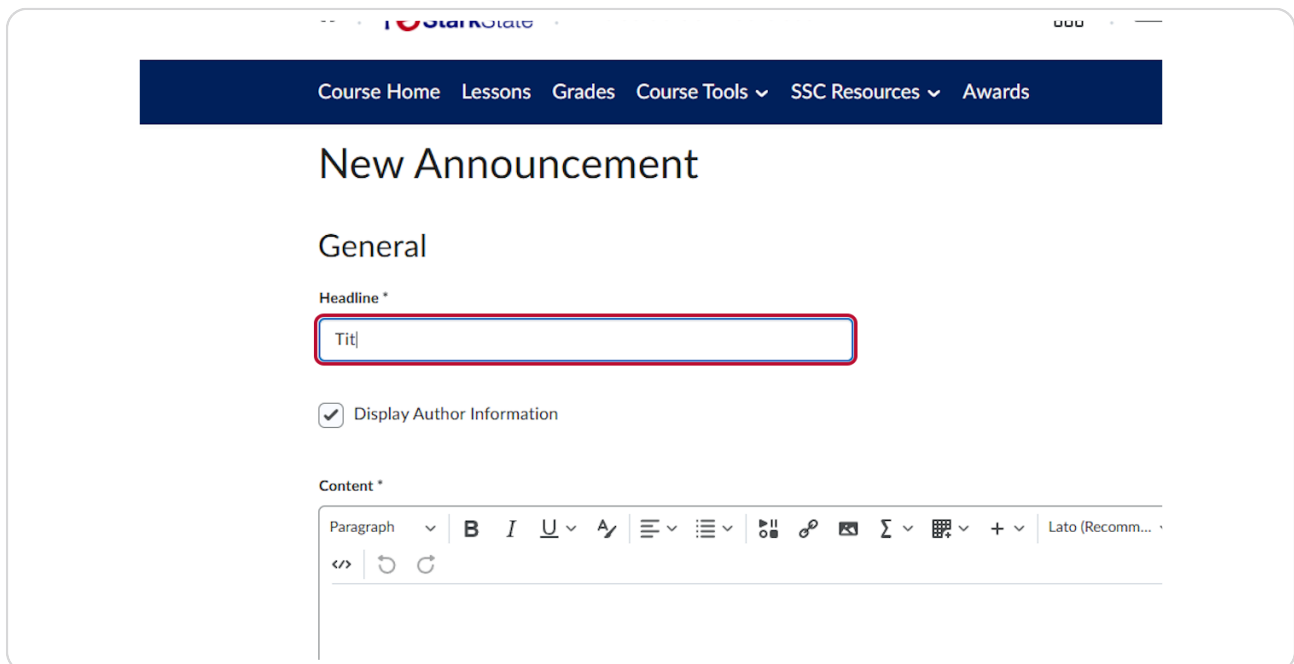
Click on New Announcement

STEP 4

Add a title

STEP 5

Add your content in the Content box

STEP 6

Set the Start Date

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 File   Record Audio   Record Vid

Additional Release Conditions

Attach Existing   Create and Attach   🗑

There are no conditions attached to this item.

Publish   Save as Draft   Cancel