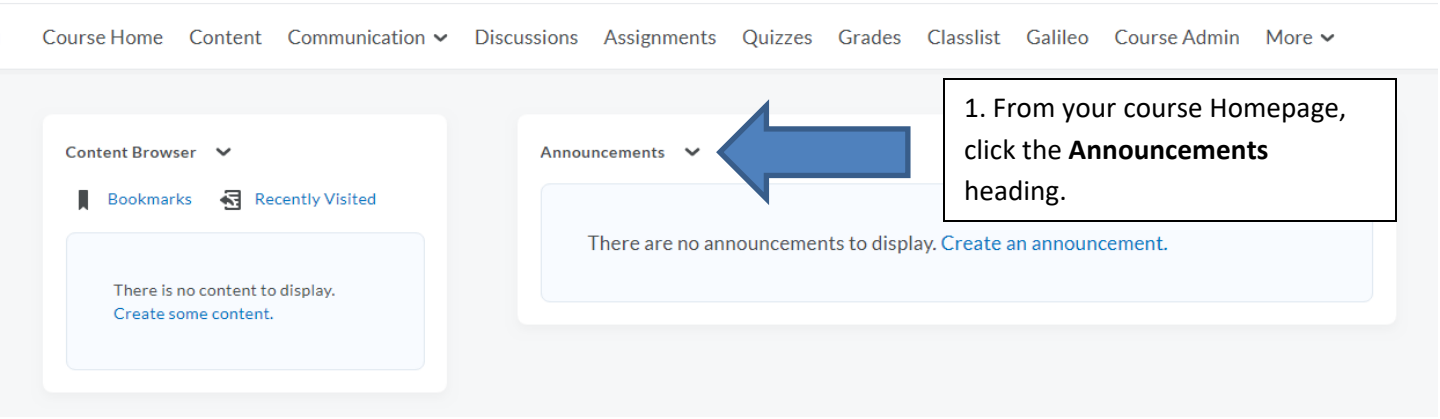
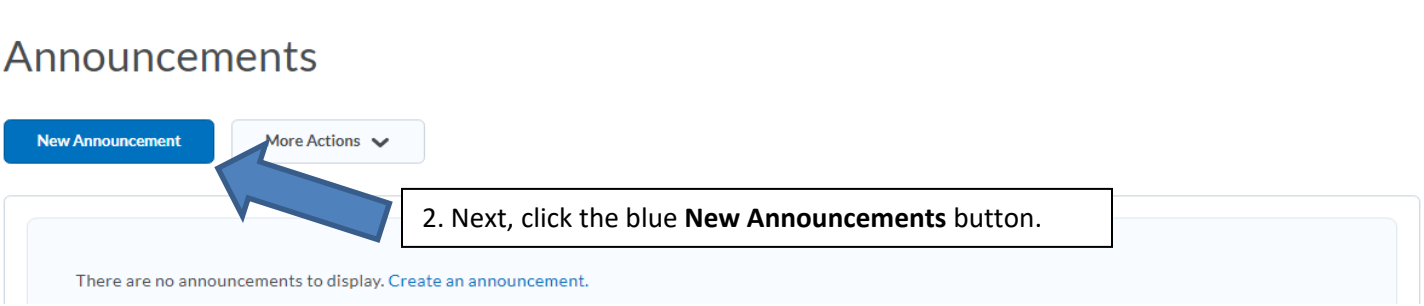
1.



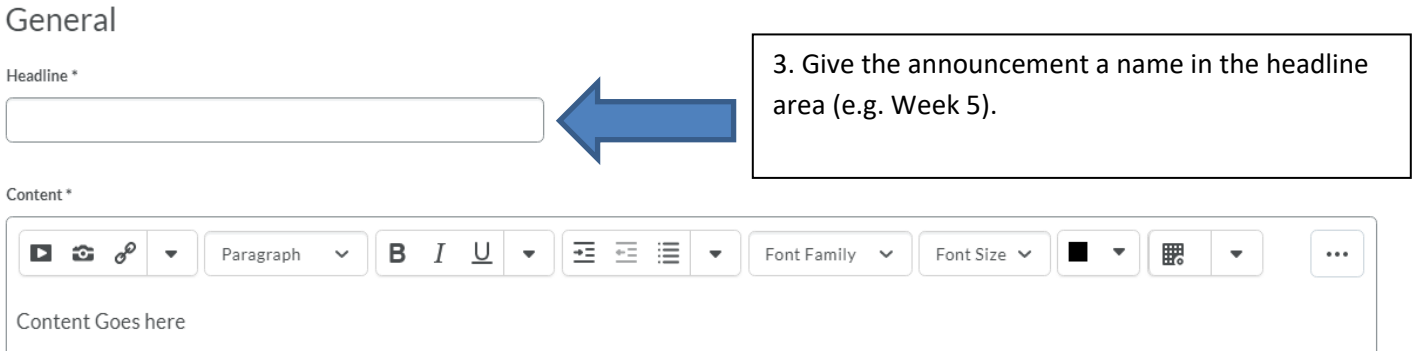
1. From your course Homepage, click the **Announcements** heading.

2.



2. Next, click the blue **New Announcements** button.

3.



3. Give the announcement a name in the headline area (e.g. Week 5).

4.

Availability

Show Start Date

☑ Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

3/19/2020 | 3:37 PM | Now

United States - New York

End Date

☐ Remove announcement based on end date

3/20/2020 | 12:00 AM | Now

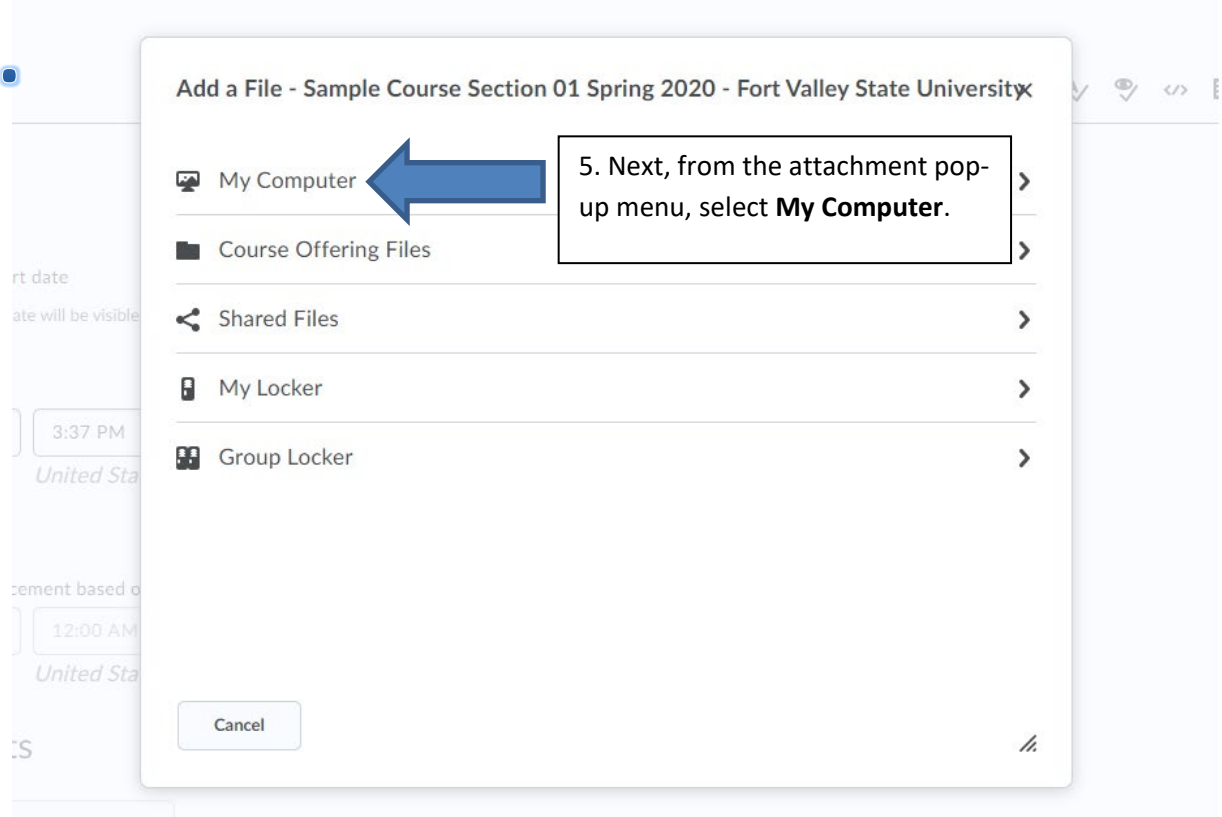
United States - New York

Attachments

4. Then, scroll down to the attachments area (to add an attachment) and select **Add a File**.

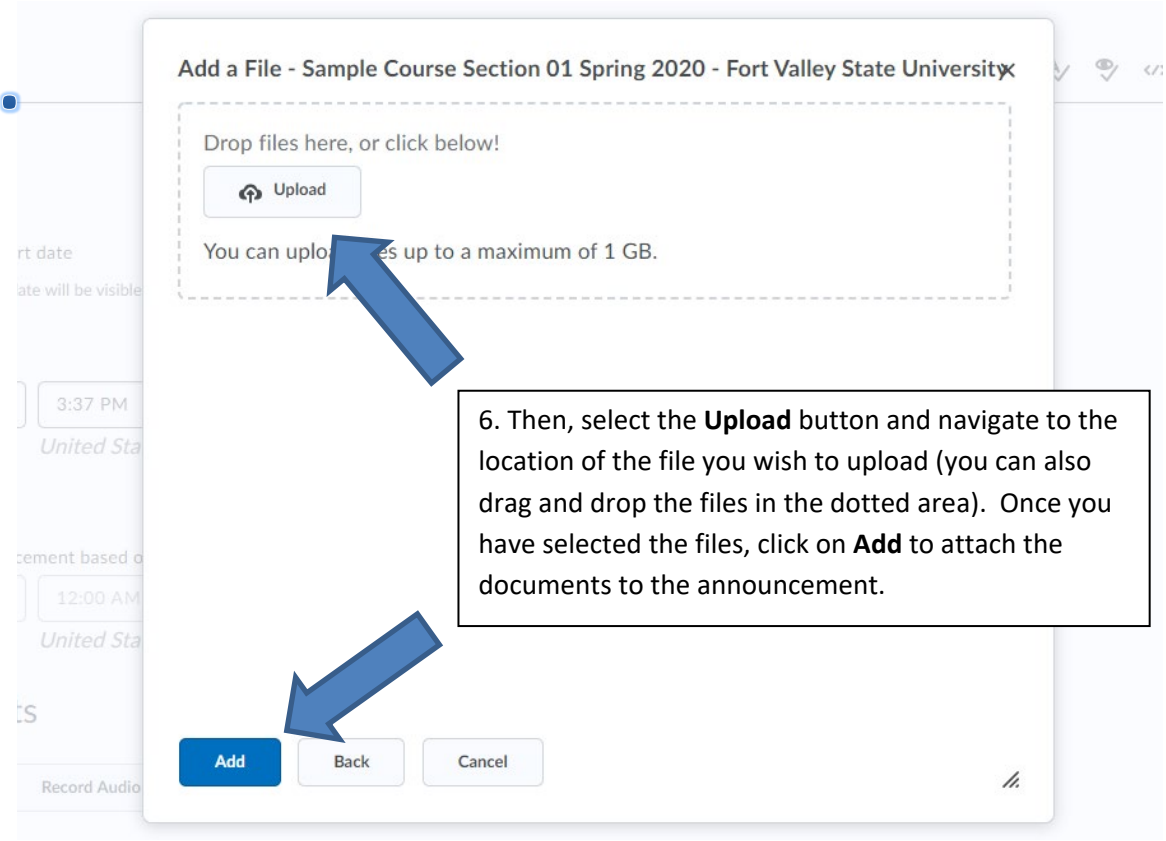
Add a File | Record Audio

5.



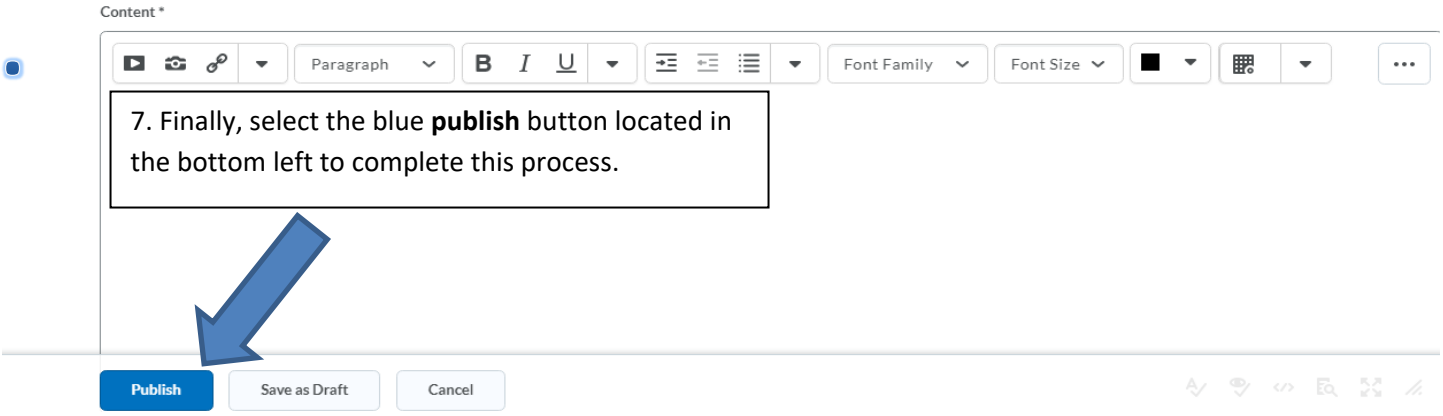
5. Next, from the attachment pop-up menu, select **My Computer**.

6.



6. Then, select the **Upload** button and navigate to the location of the file you wish to upload (you can also drag and drop the files in the dotted area). Once you have selected the files, click on **Add** to attach the documents to the announcement.

7.



7. Finally, select the blue **publish** button located in the bottom left to complete this process.