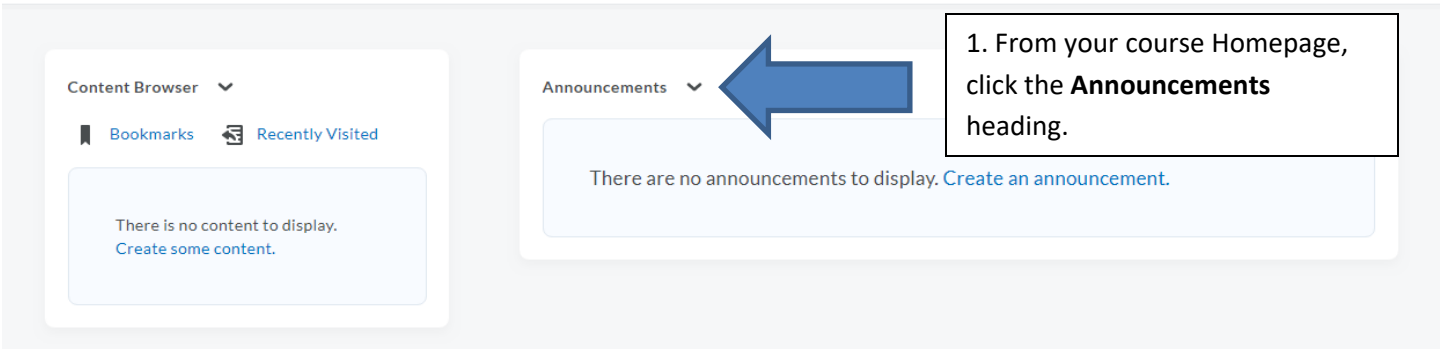


# 1.

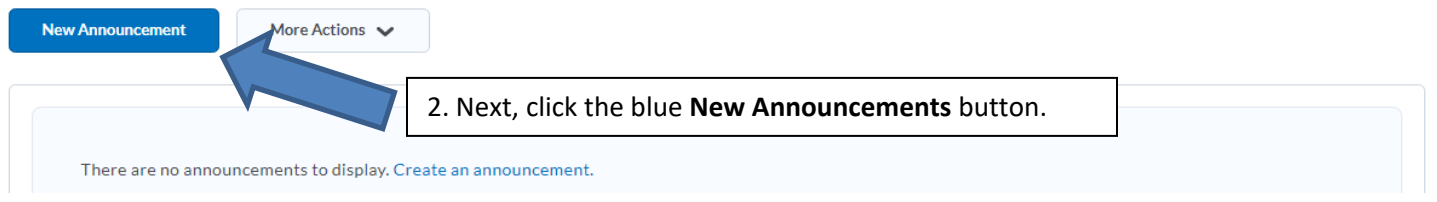


The screenshot shows the course homepage. On the left is the 'Content Browser' section with a 'Content Browser' dropdown, 'Bookmarks', and 'Recently Visited' options. Below it is a message: 'There is no content to display. Create some content.' On the right is the 'Announcements' section with an 'Announcements' dropdown. Below it is a message: 'There are no announcements to display. Create an announcement.' A blue arrow points from a text box to the 'Announcements' heading.

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

# 2.

## Announcements



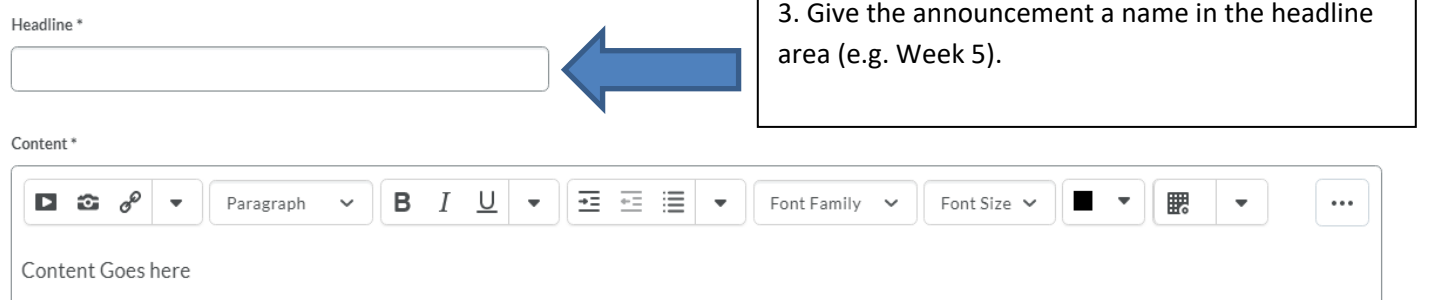
The screenshot shows the 'Announcements' section. At the top left is a blue 'New Announcement' button and a 'More Actions' dropdown. Below is a message: 'There are no announcements to display. Create an announcement.' A blue arrow points from a text box to the 'New Announcement' button.

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

# 3.

## New Announcement

### General



The screenshot shows the 'New Announcement' form. The 'Headline' field is a text input box. Below it is the 'Content' section with a rich text editor toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, background color, and a grid. Below the toolbar is a text area labeled 'Content Goes here'. A blue arrow points from a text box to the 'Headline' field.

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

*United States - New York*

### End Date

Remove announcement based on end date

*United States - New York*

## Attachments

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

# 5.

Add a File - Sample Course Section 01 Spring 2020 - Fort Valley State University

- My Computer
- Course Offering Files
- Shared Files
- My Locker
- Group Locker


Cancel

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




6.

Add a File - Sample Course Section 01 Spring 2020 - Fort Valley State University

Drop files here, or click below!

 Upload




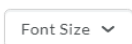



You can upload files up to a maximum of 1 GB.

 Add  Back  Cancel


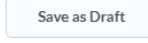
6. Then, select the **Upload** button and navigate to the location of the file you wish to upload (you can also drag and drop the files in the dotted area). Once you have selected the files, click on **Add** to attach the documents to the announcement.

7.

Content \*

 Paragraph   Font Family    

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

 Publish  Save as Draft 