

Posting Announcements

When you post a **Course Announcement** in ANGEL, it will be visible both on the course page and also on the personal home page of each student enrolled in the course (in the **My Announcements** nugget). Announcements are posted from the **Course** tab.

POST AN ANNOUNCEMENT

1. In your ANGEL course, move your cursor into the **Course Announcements** nugget. Click on the **Pencil** icon that appears in the menu bar. This opens the **Announcement Editor**.

The screenshot shows the ANGEL Course Shell interface. The **Course** tab is highlighted in the top navigation bar. Below the navigation bar, the **Course Announcements** nugget is visible, containing a menu bar with a pencil icon circled in red. A callout box points to this icon with the text: "Click the Pencil icon." Another callout box points to the **Course** tab with the text: "Announcements are posted from the Course tab." A third callout box points to the **Course Announcements** nugget with the text: "When you position your cursor in the Course Announcements nugget, a menu bar will appear."

2. Click **Add Announcement**.

The screenshot shows the **Announcement Editor** interface. The **Add Announcement** button is highlighted with a red box. Below the button, there is a **User** dropdown menu set to **Everyone** and a **Refresh** button.

3. Compose your message in the text box, select when you would like the message to appear, and click **Save**.

The screenshot shows the **Add Announcement** form. The **Announcement** text area is highlighted with a red box and a callout box that says: "Click in the message field and type your message here." Below the text area, the **Start Date** and **End Date** fields are highlighted with a red box. The **Start Date** is set to September 10, 2009, at PM 12:15. The **End Date** is set to September 17, 2009, at PM 12:15.