Teaching and Learning Technology Centre

1. Select **Build** tab, **Announcements**

2. Click **Create Announcement** button

3. Enter **Title**

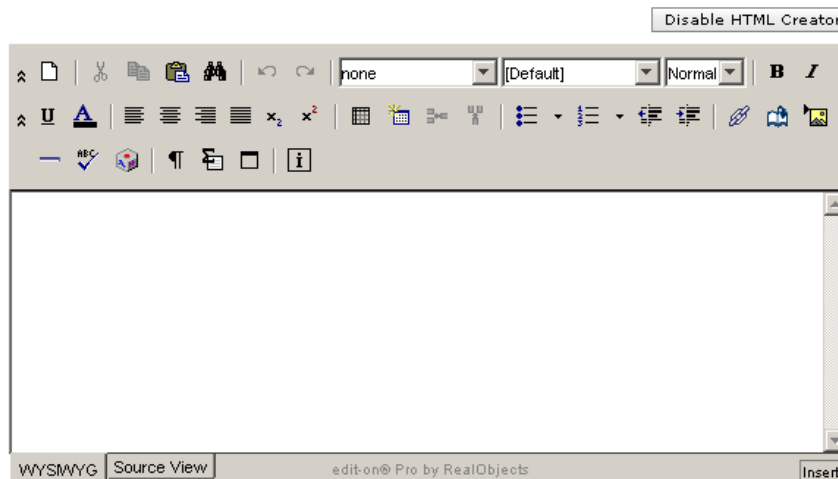4. Click **Enable HTML Creator** and type a message

5. Select **Recipients** for the announcement

Teaching and Learning Technology Centre

6. Using the calendar icon 📅 and time icon 🕐 select display times

Delivery Dates

*Start displaying on: 📅 20/10/2009
🕐 13:34

Stop displaying on: ⦿ Unlimited
○ 📅 21/10/2009
🕐 13:34

☑ Also deliver as a pop-up message

[Send] [Cancel]
* Required field

7. Select **Also Deliver as a pop-up message** for the message to display when a student enters the module

8. Click **Send** button

9. The new message displays on the list

Order ⇧	☐	Title
1	☐ 🔔	test2 ⩢
2	☐ 🔔	BBC ⩢
3	☑ 🔔	test 1 ⩢
☑:	🗙 Delete	

10. To re-order messages so that the latest appears as the top entry, select the announcement

11. **Click to view move options** icon ⋛ and select **Move Selected Above**

Order ⇧	☐	Title
1	☐ 🔔	test2 ⩢
2	🗙	
⋛ Move Selected Above		
3	⋛ Move Selected Below	
☑:	🗙 Delete	

12. New order displays

Order ⇧	☐	Title
1	☐ 🔔	test 1 ⩢
2	☐ 🔔	test2 ⩢
3	☐ 🔔	BBC ⩢