



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



2. Click **Create Announcement** button
Announcements



3. Enter **Title**

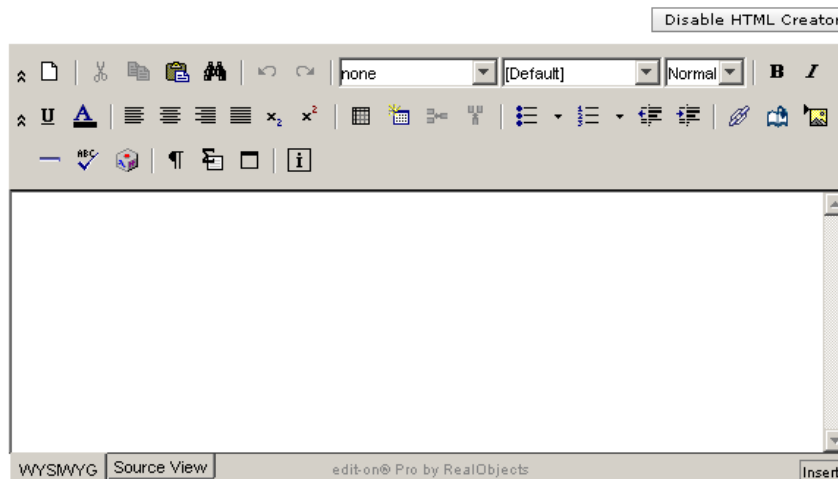
Create Announcement

To: Amanda

*Title:

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

*Message:



5. Select **Recipients** for the announcement

Recipients



*Select the user types that should receive this announcement.

Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor



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

* 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

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	
3	test 1

Move Selected Above

Move Selected Below

12. New order displays

Order	Title
1	test 1
2	test2
3	BBC