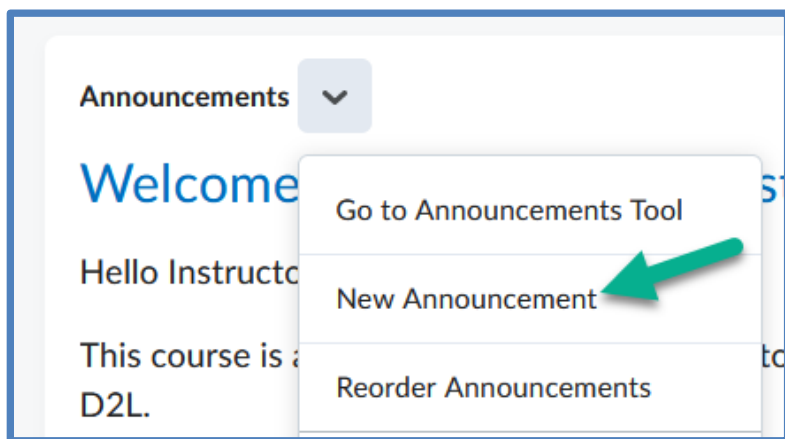


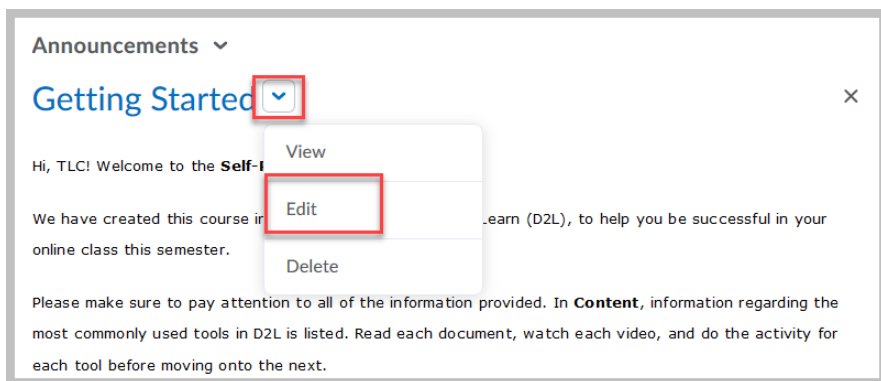


Announcements

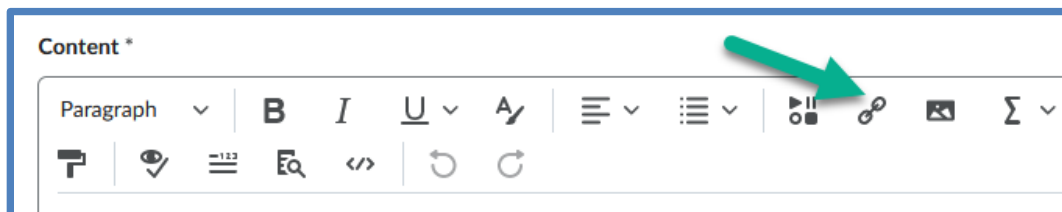
- **Create** an announcement by clicking on Announcements or the drop-down menu next to it and choose New Announcement.



- **To edit an existing announcement, go to the dropdown menu next to the Announcement Title.**



- **Quick link to other content in your course by selecting the chain link symbol within the text box of the announcement.**





- **Check Dates.** Deselect Start Date to save a little bit of space on the announcement. Announcements can be scheduled by adding a start and end date.

Availability

Show Start Date ☒ Always show start date

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

Start Date

10/23/2023 10:22 AM

End Date

☐ Remove announcement based on end date

11/9/2023 12:58 PM

Be sure to save changes by clicking **Update**.

- **Copy announcements**

Welcome

Hello Sally!

Welcome to our...
the semester and...
Classlist and Di...
get ready for a...

Show All Annou...

View
Edit
Pin to top
Delete
Copy
Copy to Other Courses



- **Publish Announcement on Copy** – will publish as soon as announcement is copied.
- **Type in name of course in Search Box**
- **OR, search for course by Semester**

Copy Announcement

Welcome
CCD-Best Practice for all time (Play and Testing)
☐ Publish Announcement on Copy

1. Choose Destinations: 0/10

2. Search for a course

3. Semester

☐ CCD - Inclusive Teaching: Identity and Awareness Model
CCD - Identity and Awareness

☐ CCD - Inclusive Teaching: Course Design Model
CCD-Course Design

- **Click on box to select course**

☒ CCD - Advanced Online Model
CCD - AO

Next



- **Destination Course is listed.**

Copy Announcement

Welcome
CCD-Best Practice for all time (Play and Testing)

☐ Publish Announcement on Copy

Choose Destinations: (1/10)

CCD - Advanced Online Model
CCD - AO

Destination course(s) are listed.

- **Click on Copy at bottom of screen**

<

Copy **Back**

Helpful tip about Announcements in D2L:

- Clicking the X to the right of any announcement **dismisses** the announcement from **your view only**.
- Students have the ability to dismiss announcements, too, by the way.
- **Delete** announcements from the drop-down arrow next to the announcement.
- **Dates of announcements matter** – check the start and end dates through the drop-down menu.

If you need assistance, please contact the Teaching Learning Center at tlc@ccd.edu