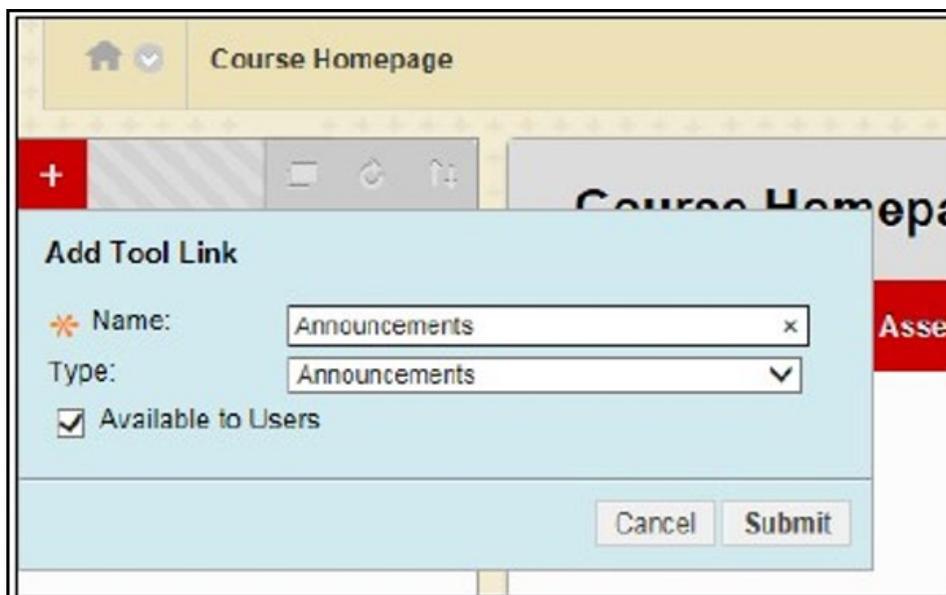


## How do I create an announcement in my course?

### How to Add the Announcement Tool to the Course Menu:

1. Hover over the “+” at the top-left of the Course Menu.
2. Click the **Tool Link** and type the title in the first field.
3. From the drop-down box, select the **Announcement Tool**.
4. Check the checkbox to make the tool available to users.
5. Click **Submit**.



### Steps to Create a new announcement:

1. Click on the menu link to open the **Announcement Tool**.
2. Click the **Create Announcement** button.

