

Creating an Announcement

1.

Course Home Content Communication ▾ Discussions Assignments Quizzes Grades Classlist Galileo Course Admin More ▾

Content Browser ▾
Bookmarks Recently Visited

There is no content to display.
Create some content.

Announcements ▾

There are no announcements to display. [Create an announcement.](#)

1. From your course Homepage, click the **Announcements** heading.

2.

Announcements

New Announcement More Actions ▾

There are no announcements to display. [Create an announcement.](#)

2. Next, click the blue **New Announcements** button.

3.

New Announcement

General

Headline *

Content *

Content Goes here

3. Give the announcement a headline (e.g. Week 5) and insert your content in the **Content** area.

4.

Headline *

Content *

4. To add an attachment, click the **insert stuff** icon located in the upper left corner of the Content area.

Click insert stuff to add attachments

- Insert Stuff icon

5.

5. From the insert Stuff pop-up menu select **My Computer**, then select **Choose File** and navigate to the location of the file you wish to upload.

6.

6. Once you have selected the file, click the blue **upload** button to add the attachment.

7.

Content *

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, background color, and grid.

Click insert stuff to add attachments|

7. Finally, select the blue **publish** button located in the bottom left to complete this process.



Buttons: Publish, Save as Draft, Cancel

Small utility icons: undo, redo, search, etc.