Creating an Announcement

Course Home Content Communication	ation 🗸 Discussions Assignments Quizzes Grades	Classlist Galileo Course Admin More 🗸
Content Browser 🗸	Announcements ~	1. From your course Homepage, click the Announcements heading.
There is no content to display. Create some content.	There are no announcements to displa	ay. Create an announcement.

2. Announcements

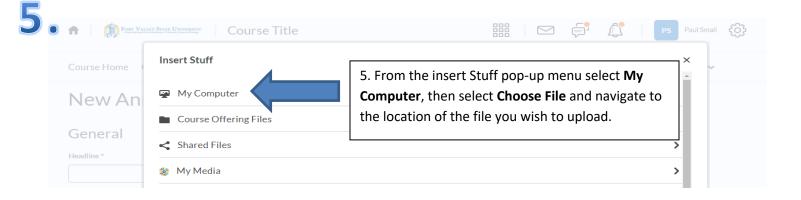


3 • New Announcement

General Headline * 3. Give the announcement a headline (e.g. Week 5) and insert your content in the **Content** area. Content * B I <u>U</u> ▼ | Ξ Ξ ≣ ▼ Paragraph Font Family 🗸 Font Size 🗸 - -• ... • \sim Content Goes here

Headline *	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 att		✓ ■ ▼ ■ ▼ …

Insert Stuff icon



Course Home	Insert Stuff My Computer	×	/
New An	Select the file to upload from your computer:		
General	Choose File No file chosen		
Headline *	Choose a location in which to store the file:		
	/content/enforced/1844567-IDBOX101/ Choose Destination		
Content *		_	
D 3 8	6. Once you have selected the file, click the blue]	
Click insert stuf	upload button to add the attachment.		

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Click insert stuff to add a	tachments			
	7. Finally, select the blue publish button located in			
	the bottom left to complete this process.			