KODIAK QUICK GUIDE - Announcements

Overview

The Announcements tool enables you to communicate updates, changes, and information to your students quickly and effectively. Announcements postings appear in the Announcements widget on the "Course Home" page, the first page that students see when they enter the course. In addition, students can subscribe to Announcements updates through email notifications, text-message notifications, or an RSS feed.

How to Access Announcements
The Announcements widget is located on the Course Home page.

In This Guide
- Creating an Announcements Item
- Editing an Announcements Item
- Deleting an Announcements Item

Creating an Announcements Item

1. Click the drop-down arrow in the Announcements widget's header. The actions drop-down menu will open.

2. Select **New Announcement** (Figure 1). The "Announcements" page will open.

3. Enter a title in the "Headline" field.

4. Enter your post in the "Content" field.

5. Set date and time for the Announcements item to display in the "Availability" section:

- If you do not want the Announcements item to display immediately, set the start date and time in the "Start Date" section.

- Select **Remove Announcements Item Based on End Date** and select an end date if you want to hide the Announcements item from the student view after a certain date.

6. If you want to attach a file to your Announcements item, click **Add a File** under the "Attachments" heading and click **Upload** to select a file on your computer.

7. Click **Publish** at the bottom of the page. Your Announcements item will appear to students on the "Course Home" page based on the dates you selected.
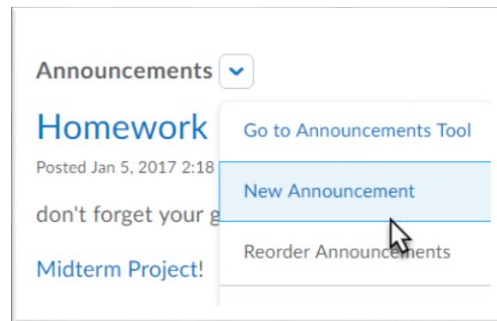

Figure 1

Editing an Announcements Item

1. Click the dropdown arrow next to the Announcements item you wish to edit. The Actions drop-down menu will open (Figure 2).

2. Select **Edit**. The "Edit Item" page will open.

3. Make any desired changes to the Announcements item.

4. Click **Update** at the bottom of the page. The revised Announcements item will now appear on the course's homepage in the Announcements widget.
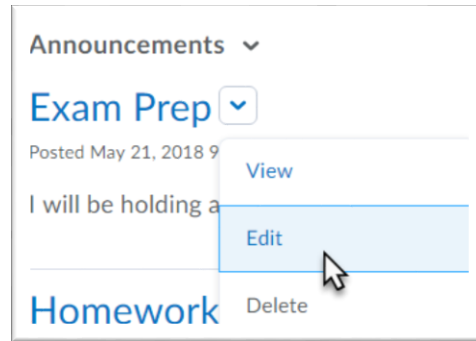

Figure 2

Deleting an Announcements Item

1. Click the dropdown arrow next to the Announcements item you wish to delete. The Actions drop-down menu will open.

2. Select **Delete**. A confirmation pop-up will open.

3. Click **Yes**.