

# Introduction to Course Studio: Lesson 3

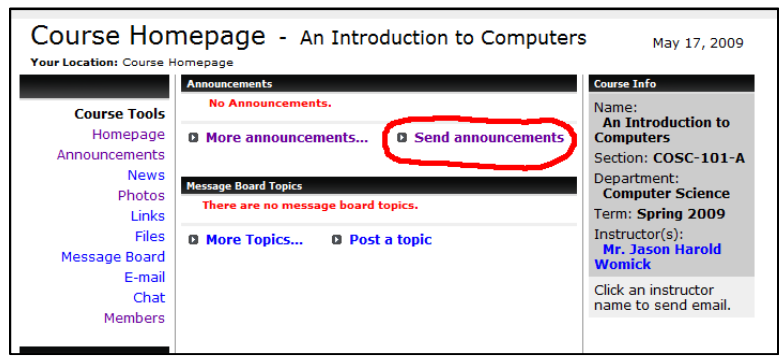
## Announcements

You can use Course Studio to send announcements to your class. Announcements should be used with some discretion, though, because an announcement posted to a course Homepage also will appear in the students' Personal Announcement channel. It is important not to clutter the Personal Announcements channel up with too much information.

### Posting an Announcement

Suppose, for example, you would like to post some initial reading for students to do in order to prepare for your first class session.

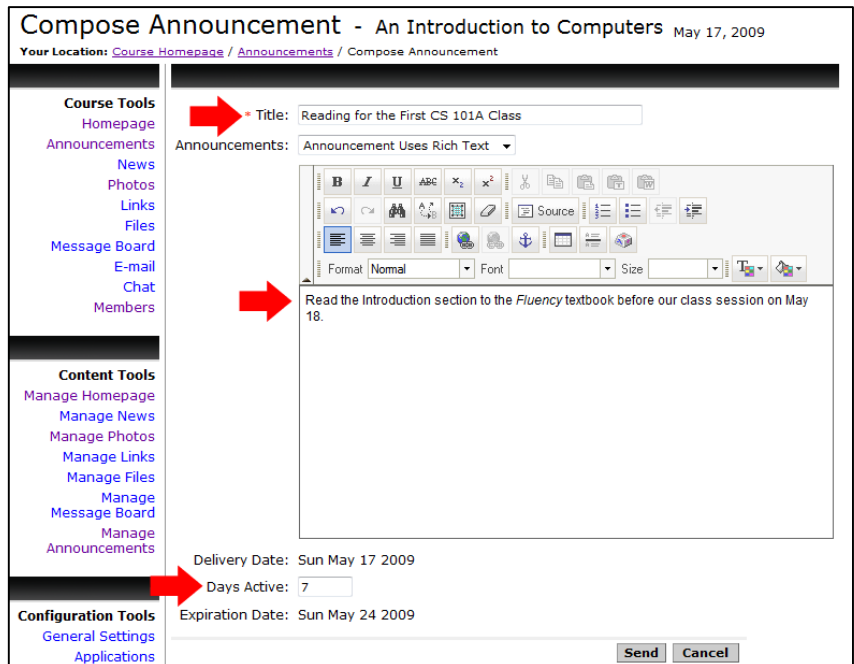
Click on the **Send announcements** link.



Enter the **title** and **content** of the announcement.

By default, the announcement will be active for 7 days. You may change this if you desire.

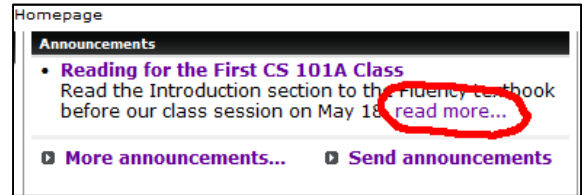
Click on **Send** when you are ready to post the announcement.



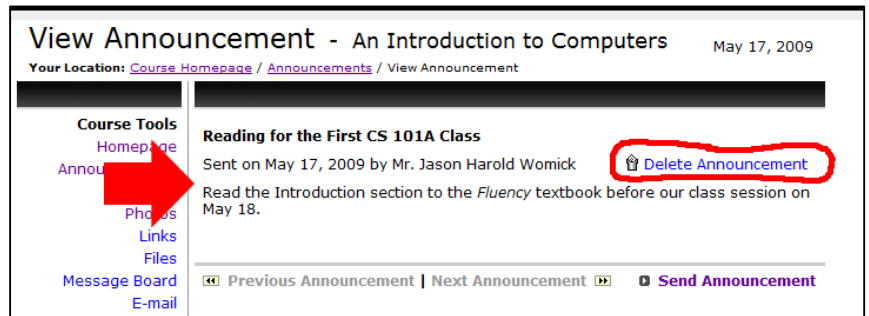
## Reading and Deleting an Announcement

You will see a portion of the announcement posted on the course Homepage.

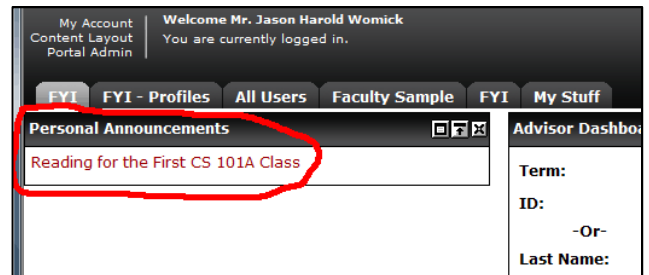
Click on **read more . . .** to see the complete announcement.



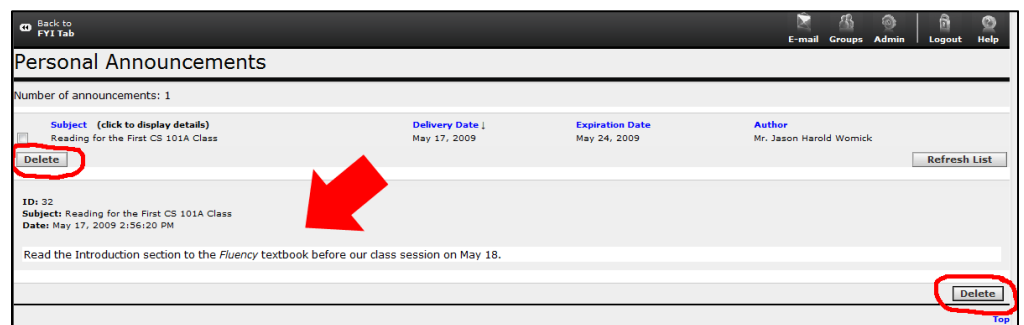
After the students have viewed the complete announcement, they will have the opportunity to **delete** it so that their announcement queue doesn't get too long. This will delete the announcement only from their own view of myWofford -- not for every student in the class.



You and the students also will see the **title** of the announcement in your **Personal Announcements** channel back on the first portal page.



You and the students will have the opportunity to delete the message here as well. This will delete the announcement only from their own view of myWofford -- not for every student in the class.

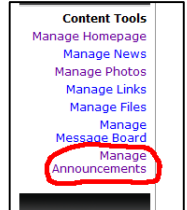


## Managing Announcements

As the Course Leader, you have the ability to **manage announcements**:

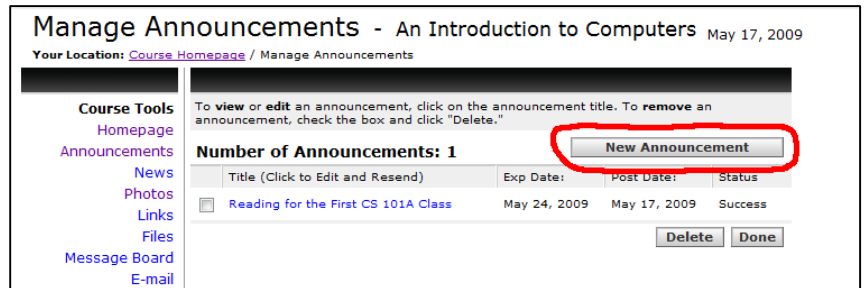
- Send new announcements (which you already know how to do)
- Edit and resend announcements that were posted with incorrect information
- Delete announcements before the date they are set up to automatically expire

Click on the **Manage Announcements** link in the **Content Tools** menu.



To post a new announcement, click on the **New Announcement** button.

Preparing the new announcement has been discussed above.

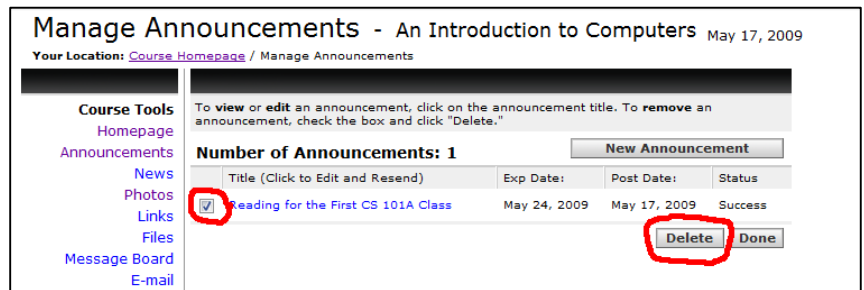


To edit an existing announcement, click on the title of the announcement. Edit and resend the announcement.

**NOTE: Editing and resending an announcement does not change the original announcement. If your changes are only minor, you should delete the original announcement (see below).**



To remove an announcement check the checkbox beside the announcement's title and click on **Delete**. *This will delete the announcement from the course Homepage of all students in your class.*



Click on **Done** when you are finished.