Announcements

To set up your WebCT course to enable announcements, which can appear in a popup window when students log in:

> In Build mode, click on **Manage Course** under Designer Tools. In Teach mode, this option is in Instructor Tools.
>
> Click **Tools**
>
> Check **Announcements**
>
> Press **Save** at the bottom of the page

To create an announcement:

> In Build or Teach view, click on **Announcements** under Course Tools
>
> Click **Create Announcement**
>
> Fill in the form to specify who should see the announcement, when and for how long
>
> Tick "Also deliver as a pop-up message" to ensure that it appears when the recipients log in
>
> Press **Send**

Added by Fred Riley, last edited by Fred Riley on Aug 12, 2010