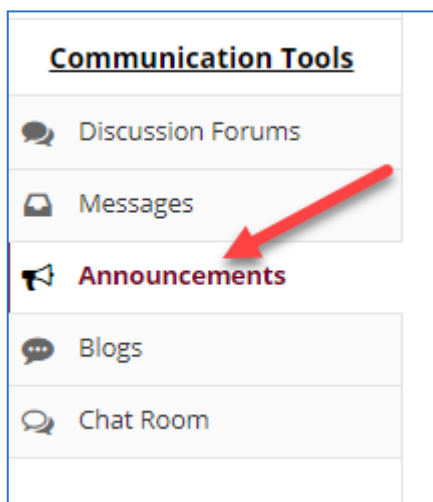


# Posting Announcements in ECN

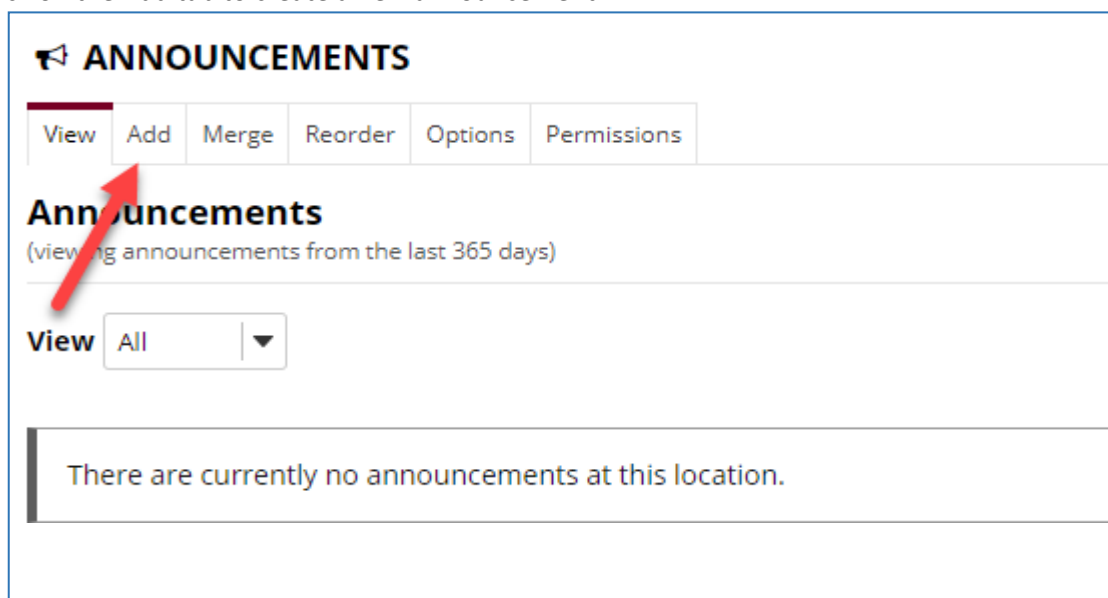
## What is the Announcements Tool?

Contacting your students using the Announcements tool in ECN is a fast way to share information to the class. Participants will see the Announcement message displayed in the Announcements area of their Home area as well as in the course itself. An added benefit of posting an Announcement in ECN is the same message will be sent to your students' email addresses.

1. Click on the Announcements tool link under Communication Tools in the left hand navigation in ECN.



2. Click on the Add tab to create a new announcement.



3. Enter an Announcement title, such as “Information for this week’s lesson.”

### Post Announcement

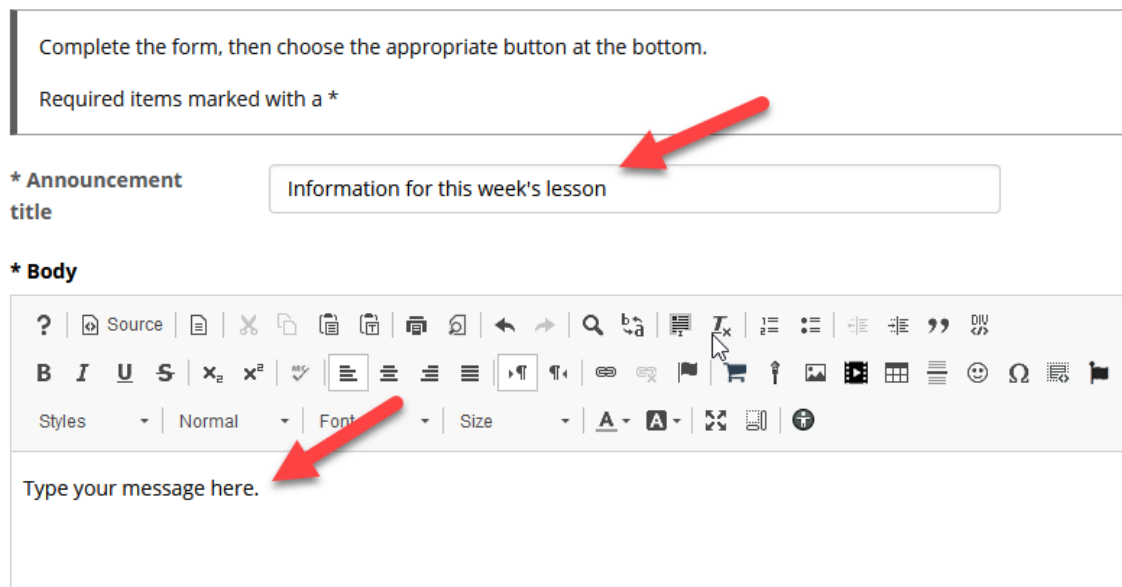
Complete the form, then choose the appropriate button at the bottom.

Required items marked with a \*

\* **Announcement title**

\* **Body**

Type your message here.



4. In the Body of the message, enter the content of the announcement.
5. Select when the announcement will be displayed. You can also choose to hide it (saving as a draft until you are ready to post it), or specify dates when the announcement will be available.
6. Select the email notification: High to all participants
7. Select Post Announcement when finished.

**Access**

Only **members of this site** can see this announcement

This announcement is **publicly viewable**

**Availability**

Show - (**Post** and display this announcement immediately)

Hide - (**Draft mode** - Do not display this announcement at this time)

Specify Dates - (**Choose when** this announcement will be displayed)

**Attachments**

No Attachments Yet

Add Attachments

**Email Notification**

**Post Announcement** Preview Cancel

