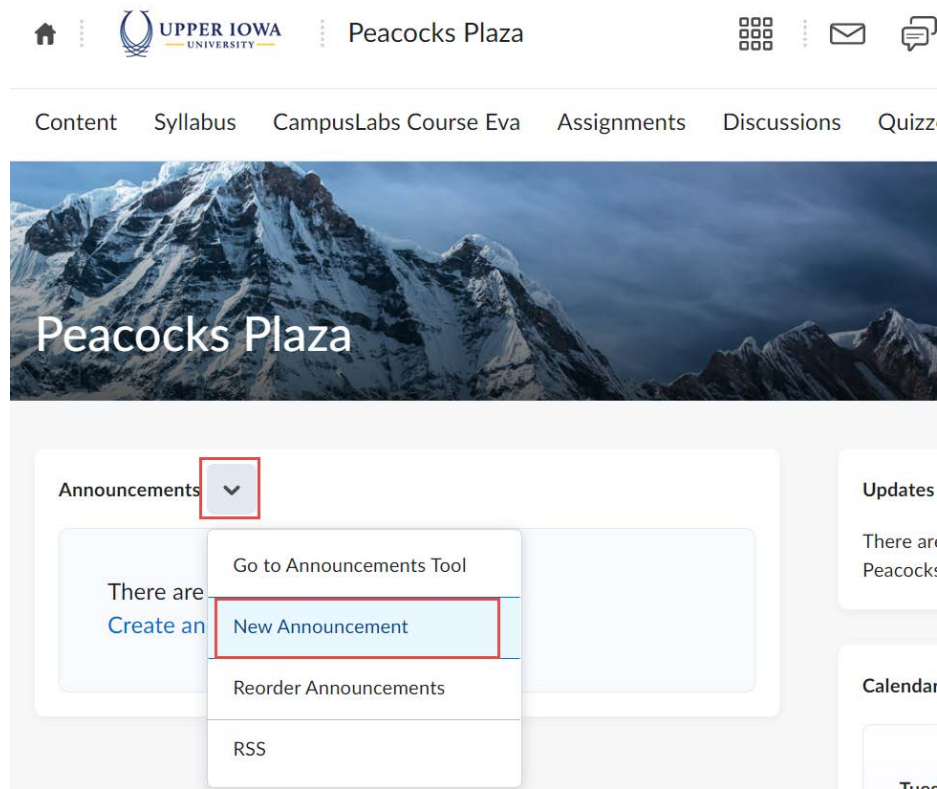# Create an Announcement in uiuLearn

This tutorial covers the steps to follow to setup and publish an announcement within a course in uiuLearn. How to include attachments and release conditions is outlined.

➢ **Step 1.** On your Course home, click the down arrow next to Announcements.

Note: Alternatively, you can go to More Tools > Course Admin > Announcements.

➢ **Step 2.** Enter a Headline (title) for your announcement.

➢ **Step 3.** Enter the Content of your announcement.

➢ **Step 4.** If you want to hide your announcement's date and time, clear the Always show start date check box.

➢ **Step 5.** In the Start Date and End Date fields, select the posting availability date.

Note: Announcements publish immediately unless you specify an alternate start date in Start Date.

Post-dated announcements do not display in the Announcements area. They can still be viewed by

opening the Announcements tool.

New Announcement

General

Headline *

Title goes here

☑ Display Author Information

Content *

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Here goes the text/video/image that will be your announcement.

Availability

Show Start Date

☑ Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

📅 11/8/2022   12:46 PM

End Date

☐ Remove announcement based on end date

📅 11/9/2022   12:00 AM

➤ **Step 6.** Add any relevant attachments (if required) such as files, audio recordings, or video recordings to your announcement.

Note: If you wish to create a video note, click the button marked below and select "Add Video Note" to insert video content.

Content *

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Here goes the text/video/image that will be your announcement.

Insert Stuff

- 🖥 My Computer
- 🗀 Course Offering Files
- ⤳ Public Files
- 📒 Learning Repository
- 💼 ePortfolio
- 🎥 Add Video Note
- 🖼 Video Note Search
- 💬 Media Library

Cancel

➤ **Step 7.** Include additional release conditions (if required), click Attach Existing or Create and Attach.

➤ **Step 8.** To continue editing the announcement, click Save as Draft. Students cannot see draft announcements. To release announcements to users, click Publish.