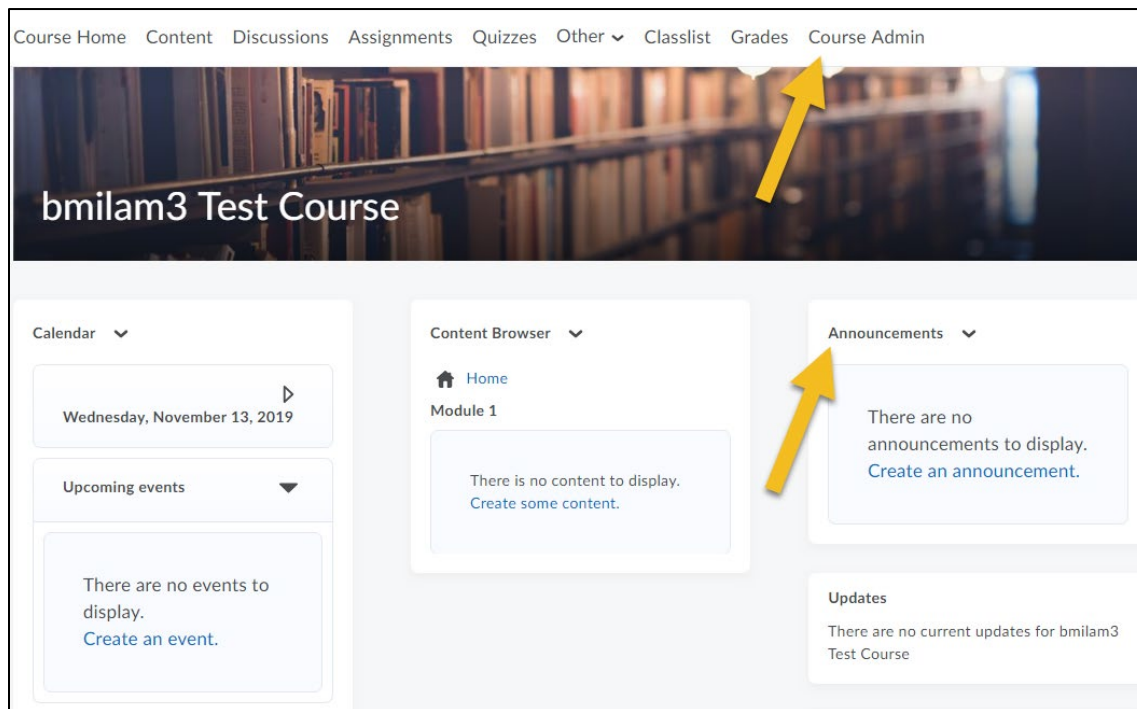
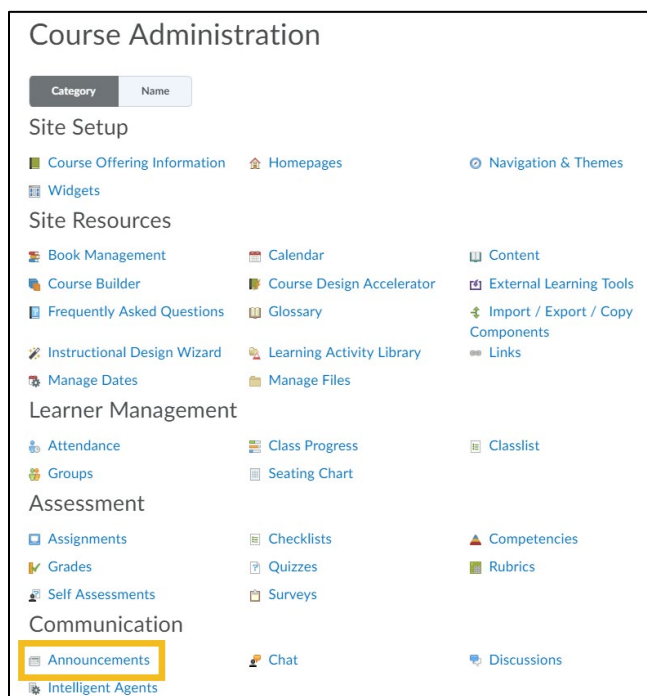


Posting Announcements in D2L

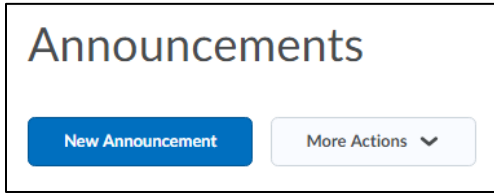
1. Log into D2L and navigate to the course you want to create an announcement for.
2. Click **Course Admin** on your D2L toolbar to navigate to the tool
3. If you have an announcements tool widget on your homepage, click the word **Announcement** to navigate to the tool. (If you have never used the tool before, click **Create an announcement** and skip to step 5.)



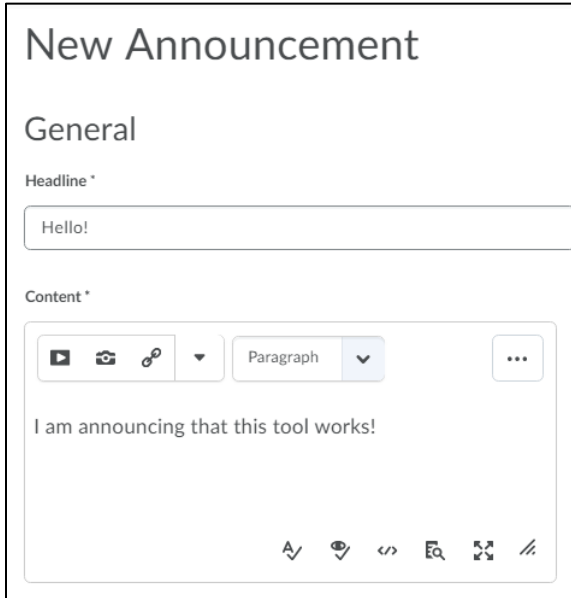
4. When you arrive on the **Course Admin** page, scroll down and click **Announcements**.



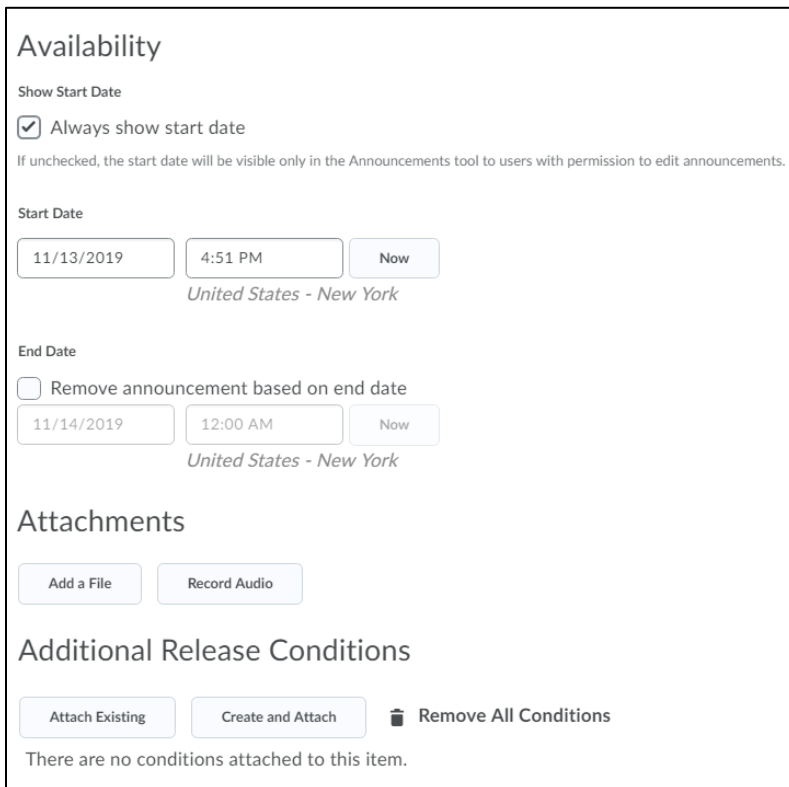
5. Click the blue **New Announcement** to create an announcement.



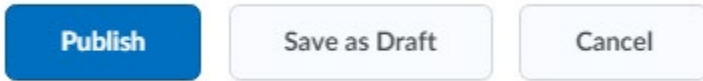
6. Give your announcement a headline, then click below and write what you want to say.



7. Scroll down to create an end date, add an attachment, or add release conditions. We recommend you leave the **Always show start date** on, so students know when the announcement was posted.



- When you have completed these steps, click the blue **Publish** button to publish the announcement or click the white **Save as Draft** button to work on it/manually publish it later.



Created by Brayden Milam, November 2019