

ACC121-1-001-SUM07: Principles of Managerial Accounting - Debi McGuire (Instructor)

<b>Content Areas</b>		<b>User Management</b>	
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In order to add an announcement to the class, click on Announcements under the Control Panel.

Announcements

[Add Announcement](#)

Click here to add a new announcement.

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

May 03, 2007 - May 10, 2007

No announcements found.

[View older announcements here.](#)

OK

Add Announcement

1 Announcement Information

Give it descriptive name

Subject

Message

Normal 3 Times New Roman

**B** *I* U ~~S~~  $x_2$   $x^2$

Path: body

The text editor is more robust so it should be more like using a word processor now.

2 Options

Permanent announcement?  Yes  No

Do you want the announcement to stay for the duration of the course or it is only needed for a short period of time?

Choose date restrictions

Display After

May 10 2007 03 35 PM

You can also choose the dates that you want the announcement to display in the class.

Display Until

May 11 2007  
03 35 PM

Second set of dates if you choose to only have the announcement available for a specific period of time.

### 3 Course Link

Click **Browse** to choose an item.

Location:

Browse

You can link the announcement to a specific item in the course, such as a test. This way the student can click the link and it will take them to the test or assignment, etc.

### 4 Submit

\* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

Don't forget to hit submit!