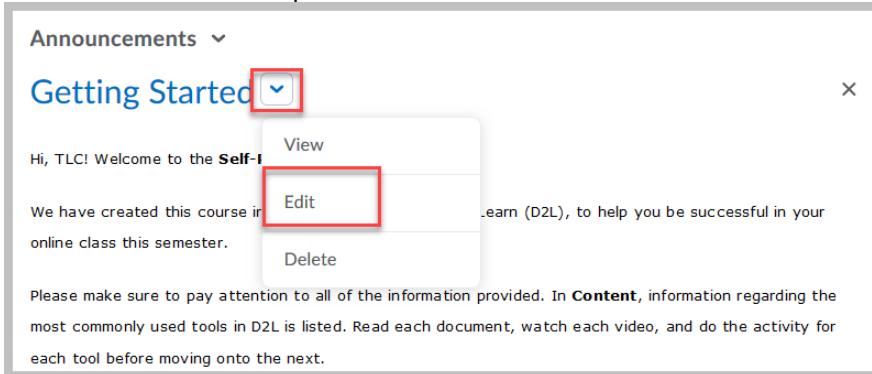


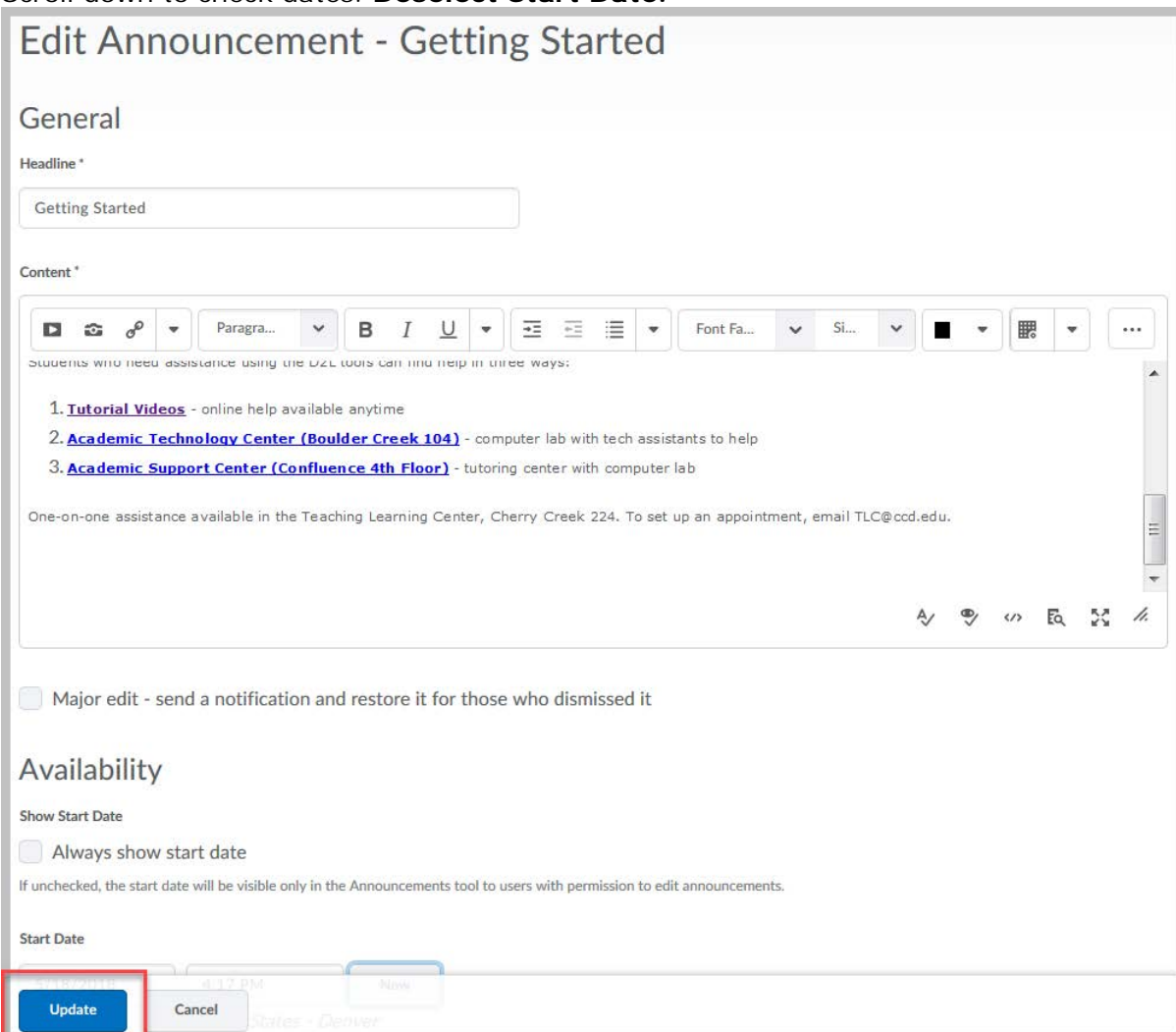
## Announcements

1. Go to the dropdown menu next to the Announcement Title.



The screenshot shows an announcement titled "Getting Started" in a blue font. To the right of the title is a dropdown menu icon. A red box highlights this icon, and another red box highlights the "Edit" option in the dropdown menu. The announcement text includes a welcome message and instructions for students.

2. Scroll down to check dates. **Deselect Start Date.**



The screenshot shows the "Edit Announcement - Getting Started" form. The "General" section has a "Headline" field with "Getting Started" and a "Content" field with a rich text editor. The "Availability" section has a "Show Start Date" checkbox, which is currently unchecked. Below the "Show Start Date" section is a "Start Date" field with a calendar icon and a "Now" button. A red box highlights the "Update" button at the bottom left of the form.

3. Be sure to save changes by clicking **Update.**



**Helpful tip about Announcements in D2L:**

- The little 'x' off to the right of your announcement **dismisses it from your view only** - not your students' view
- Students have the ability to dismiss announcements, too, by the way
- **Editing** announcements is done through the drop-down arrow to the right of the title of the announcement
- **Deleting** is also done through the drop-down arrow to the right of the announcement

**Keep your Announcements current with dates from this semester.**