

About the Pre-Written Announcements

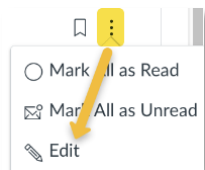
Center for Online Learning

In support of regular communications with online students, the Center for Online Learning has embedded pre-written announcements in online and hybrid courses. You are welcome to customize them, use them as is, or ignore/delete them. Students don't see them unless you take steps to post them (the directions are below.)

*There are **seven** announcements in the 7-unit courses. There are **eight** in the 15-unit courses. Of course, you'll post additional announcements as needed.*

How to post the pre-written announcements:

1. Click on "Announcements" in the Course Menu
2. Open a pre-written announcement by clicking its title
3. Click the vertical 3-dot menu icon (in the upper-right) and select "Edit"



4. You can now customize the announcement (optional)
5. Change the posting date from the preset date/time (which is far in the future) to the desired date/time.
 - a. *Suggestions:* Manually type the current year, then use the "date picker" to set the month and day. We recommend configuring the dates beforehand, setting them to post at the start of their corresponding unit (refer to the "Course Dates" page.)
6. Click "Save" when done or "Cancel" to start over.
7. Click "Save and Don't Send" at the next prompt.

We believe your students will find the pre-written announcements useful. For questions and feedback, please contact us at col@hccc.edu.

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