

# Creating an Announcement on CourseWork

---

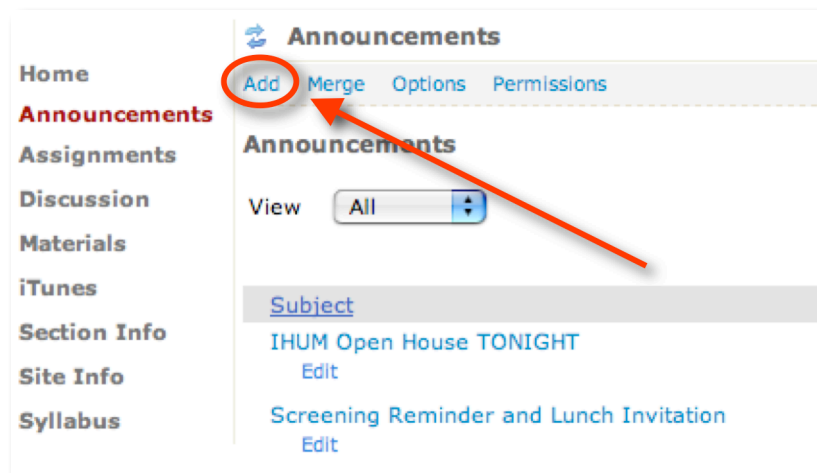
## QUICK SUMMARY

---

- 1) Log into your CourseWork site.
- 2) Click on “Announcements” in the left navigation bar.
- 3) Click the “Add” button.
- 4) Create a title and body for your announcement.
- 5) Choose an access level for your announcement.
- 6) Set the availability of your announcement.
- 7) If you wish, add attachments.
- 8) Select an email notification group.
- 9) Click the “Add Announcement” button when you are finished.

### Thorough Documentation:

- 1) **Log into your CourseWork site.** Go to <http://coursework.stanford.edu> and click the "login" button to enter your SUNet ID and password. Either click on your course tab near the top of the screen or select it from the pull-down menu, if it's not automatically selected.
- 2) **Click on “Announcements” in the left navigation bar.**
- 3) **Click the “Add” button.** See below—follow the **red arrow**.



- 4) **Create a title and body for your announcement.** On the page that appears after you click “Add” in step 3, you can specify a title and body message for your announcement. Both are required.
- 5) **Choose an access level for your announcement.** Under “Access,” you can specify who you want to be able to see your announcement. See below for explanations of the choices.

Display to Public: You will probably never use this. For those with CourseWork sites open to the public, this will display the announcement to anyone who visits the public CourseWork site.

Display to Site: This will display the announcement only to people who are members of your CourseWork site. This should include all students and instructors.

Display to Selected Groups: Selecting this option will display another list of options. It will be a list of all the sections in your course. Checking one or more of these will display the announcement to only specific sections.

- 6) **Set the availability of your announcement.** Under “Availability,” you can specify when the announcement will be visible. Select “Show” to display it immediately. Select “Hide” to display it to no one. Select “Specify Dates” to display the message over a range of times. You can use the dropdown menus to specify that range.
- 7) **If you wish, add attachments.** Click “Add Attachments” to go to the “Add Attachments” page where you select files either from your computer or your CourseWork materials to attach to the announcements. If you do so, click “Continue” at the bottom of the page when you are finished.
- 8) **Select an email notification group.** Using the dropdown menu next to “Email Notification,” select who you want to get an email version of the announcement. Select “High” to have everyone you selected in Step 5 get an email version. Select “Low” to send an email only to those who opted to receive them. Select “None” if you do not wish to send an email version to anyone.
- 9) **Click the “Add Announcement” button when you are finished.**