



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Announcements

Video - [Creating an Announcement in ReggieNet](#)

The Announcements tool allows for the delivery of messages to the entire class or to specific groups within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

Creating an Announcement

1. If you do not see the Announcements menu tabs, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click the **Add** tab. ReggieNet then displays the Post Announcement screen.
3. In the **Announcement title** box, enter the subject of your announcement.
4. In the **Body** box, use the editor to create and format the body of your announcement.
5. In the **Access** section, select the groups of people who will see your announcements:
6. In the **Availability** section, indicate if and when you want to make this announcement available for viewing.
7. To add an attachment, click the **Post Attachments** button and then follow the directions given. ReggieNet will then display the file name in the Attachments section.
8. Select an option from the **Email Notification** pull-down box to indicate whether site participants should receive an email when this announcement is posted.
9. Click **Post Announcement** or choose an appropriate choice.

Note: After viewing the announcement in preview mode, click **Post Announcement** to save the announcement. If you want to make changes, click **Edit** or **Clear** to return to the Post Announcement screen.

Editing an Announcement

1. If you do not see the Announcements list, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click **Edit** for the announcement you want to change. (You may also click on the announcement and then click on Edit in the menu bar.)
3. Make the desired changes to your announcement.
4. To save your revisions, click **Save Changes**. Or, to cancel your revisions, click **Cancel**.

Deleting an Announcement

1. If you do not see the Announcements list on the Announcements home page, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Check the box(es) next to the announcement(s) you want to delete. Keep in mind that the Remove boxes appear only for users who have permission to remove announcements. (You may also click on an announcement in the list and click on the Remove link in the menu bar.)
3. Click **Update** to remove the items or click **Clear** to cancel the removal. A message appears, asking you to confirm the removal.
4. Click **Remove** to remove the announcement or click **Clear** to cancel the removal.