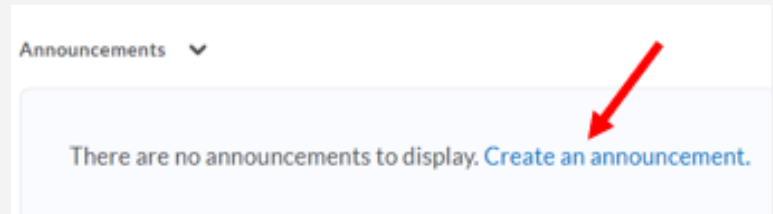
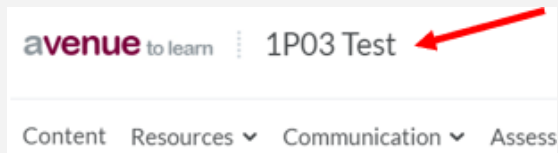


1.1.1 Announcements on Avenue

This tutorial covers how to make an announcement on Avenue. This is an extremely important aspect of Avenue used to notify students of important content.

STEP 1

Navigate to the Avenue homepage by selecting your course name. Select **Create an announcement**



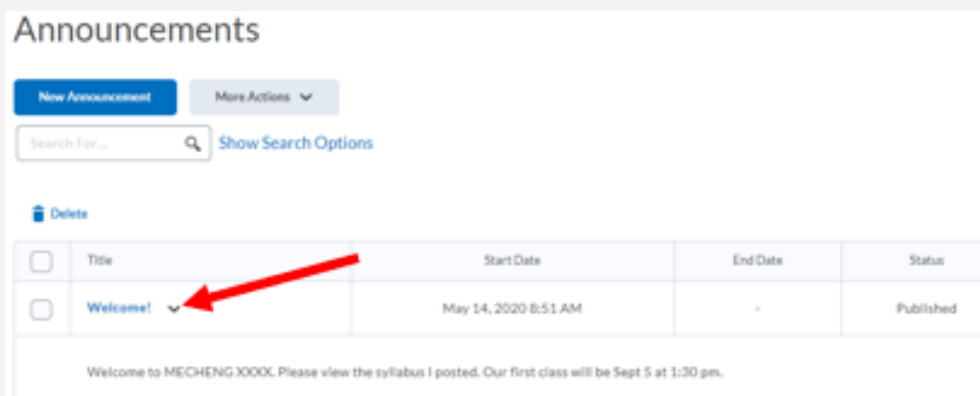
STEP 2

A new window will appear, fill in the information. The start date automatically will be the current time. If you wish to delay the announcement, change it. If you wish to have the announcement up for a limited time, you can alter the end date.

Note: You have an option to add attachments. These attachments do not link back to the content of Avenue. We suggest if you are sharing important files you omit from doing so in an announcement and keep them uploaded in the content section.

STEP 3

Your announcement is now posted. To edit your announcement select the drop down arrow and choose **Edit**.



1.1.1 Announcements on Avenue

STEP 3 CONT

If editing, ensure that the box next to **Major Edit** is checked or students will not be notified.

Major edit - send a notification and restore it for those who dismissed it

STEP 4

To make more announcements, select the drop down arrow next to announcements in the home page.

