Course Intro Announcements

Teachers can designate a course announcement as a Course Intro Announcement, so that this announcement appears as a pop-up the first time a student accesses a course associated with it.

1. From the teacher home page, click a **course icon**. The course info page appears.
2. Click the **Announcements** tab.
3. Click the **Create** button on the right. The Add Announcement page appears.
4. Fill out the announcement as you normally would.
5. Notice the Course Intro Announcement checkbox:

Mark this box to make the announcement appear the first time a student enters the course.

6. Click **Create** at the bottom of the Add Announcement page.

Once created, these messages can be edited the same way as any other announcement, however, there are several significant differences:

- Only one Course Intro Announcement can be active in a section at a given time.
- If edits are made to a Course Intro Announcement, all students will again see the announcement pop up the next time they enter the course.
- If a Course Intro Announcement is needed and one currently exists, the existing one must be deleted before a new one can be created.
- Course Intro Announcements are also available for students to access using the Announcements button on the student home page.