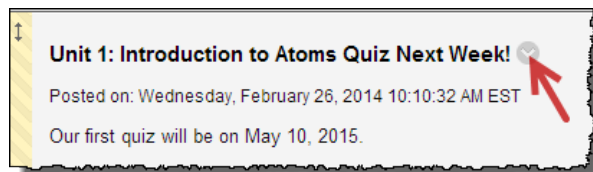


HOW TO EDIT COURSE ANNOUNCEMENTS

EDIT/MODIFY A COURSE ANNOUNCEMENT

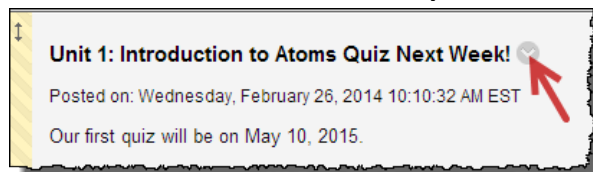
1. Enter the course to edit/modify a course announcement and make sure the **Edit Mode** is set to **ON**.
2. If the default view is not the Announcements page, click on the Announcements menu button.
3. Hover mouse pointer over the announcement, and then **click** on the announcement's **contextual drop-down menu button and select Edit**.



4. Make necessary edits to the selected announcement.
5. **Click** the **Submit** button to update announcement.

DELETE A COURSE ANNOUNCEMENT

1. Make sure the **Edit Mode** is set to **ON**.
2. If the default page view is not the Announcements page, click on the Announcements menu button.
3. Hover mouse pointer over the announcement, and then **click** on the announcement's **contextual drop-down menu button and select Delete**.



4. When prompted **click** the **OK** button.