

## Viewing Announcements

### Overview

Users and Course Group members can view important messages from Instructors in the My Announcements module. Announcements are organized and displayed by:

- SYSTEM
- COURSE
- VIEW ALL

1. To view announcements for a course, select the **Announcements** link in the navigation menu



2. Select **One** of the following:



- SYSTEM – displays announcements from the System Administrator
- COURSE – displays announcements from the instructor of the course
- VIEW ALL – displays all announcements from the System Administrator and the course instructor

**Note:** If the **Announcements** link does not exist in the navigation menu you may also access the Announcements area through the **Tools** link.

