Posting an Announcement

If you do not have access to your website (i.e., you have not obtained your Username & Password), contact Kristin Hartman (webteam@lsic.ucla.edu / x49177).

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Announcements.
3. Type a subject in the Subject: box (required).
4. Type your announcement in the Message: box.
   (Note: Messages cycle off the page after 2 weeks, if you want a message to remain longer than 2 weeks, click "Always Show Announcement on Main Page")
5. Click Submit when you are done.

Modifying an Announcement

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Announcements.
3. Scroll down to 2 Modify Announcements.
4. To the right of the announcement you wish to modify, click Modify.
5. Make your edits to the Subject or message as needed.
6. Click Submit.

Remove an Announcement

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Announcements.
3. Scroll down to 2 Modify Announcements.
4. To the right of the announcement you wish to remove, click Remove.
5. Click OK to confirm.