

Center for Innovation in Teaching and Learning

This document outlines the steps for how to use the Announcement tool to copy announcements to other courses.

Announcements-Copy to Other Courses

- 1. Go to the announcement and click the drop down to the right of the title.
- 2. Select **Copy to Other Courses** from announcement's context menu.

| Sign up for a seminar presentation | ~ | × | Upcomin 1 | g events 🔹 👻 Solar System Ouiz - |
|---|------------------------|--------|--------------|--|
| Throughout this course, you will work in groups of the 1-hour seminar that your group will present to the clas | View | a d | 1 | Available |
| topic in Groups. | Edit | | DEC | 12:01 AM Solar System Quiz - |
| | Pin to top | | 1 | Available |
| Venus partial transit 🐱 | Delete | × | DEC | 11:59 PM |
| On June 6 the planet Venus passed in front of (transite | Сору | | 31 | Solar System Quiz - |
| he Sun, an extremely rare event. Images of the even - wailable on NASA's site. | Correct of the Courses | | | Availability Ends |
| vww.nasa.gov/topics/solarsystem/venus_images.htm | | | DEC | 11:59 PM |
| | | | 31 | Solar System Quiz - Availability Ends |
| eLearning Science Fair! 🗸 | | × | | |

3. There is a new check box option labeled Publish Announcement on Copy. When this box is selected, the announcement is directly published in the destination course or courses, skipping the draft stage. If the check box is not selected, the announcement copies as a draft into the destination course or courses.

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| Venus parti | Choose Destinations: 0/10 | | | |
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| the Sun, an extrem available on NAS/ | Astronomy 101b AST101b | | ility Ends | i. |
| www.nasa.gov/to | Critical Thinking | | • stom O | |
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4. Check the box next to the classes you wish the copied announcement to be sent.

| Sign up for a | seminar presentation 🤟 👻 | | DEC 12:01 A | м ystem Quiz - |
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5. Select Next and then Copy to finish moving the announcement.

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