



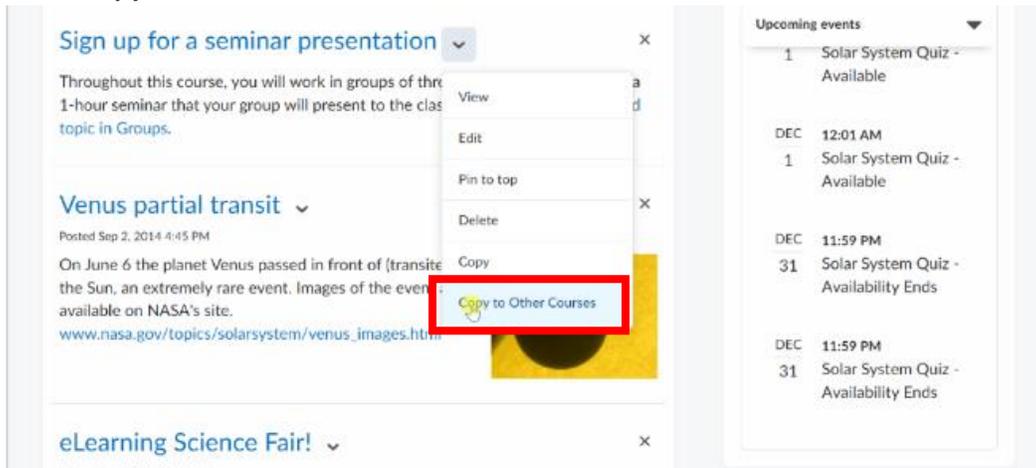
iLearn: Announcements

Center for Innovation in Teaching and Learning

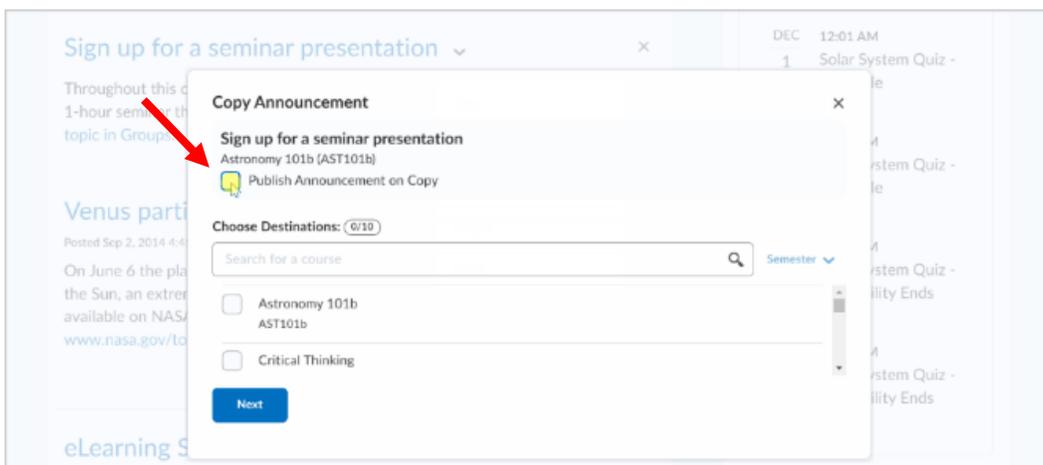
This document outlines the steps for how to use the Announcement tool to copy announcements to other courses.

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.



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.

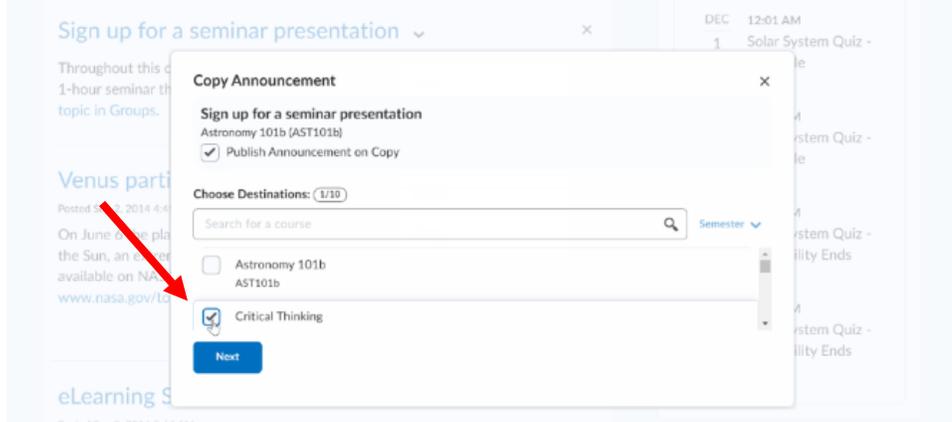




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4. Check the box next to the classes you wish the copied announcement to be sent.



5. Select **Next** and then **Copy** to finish moving the announcement.

