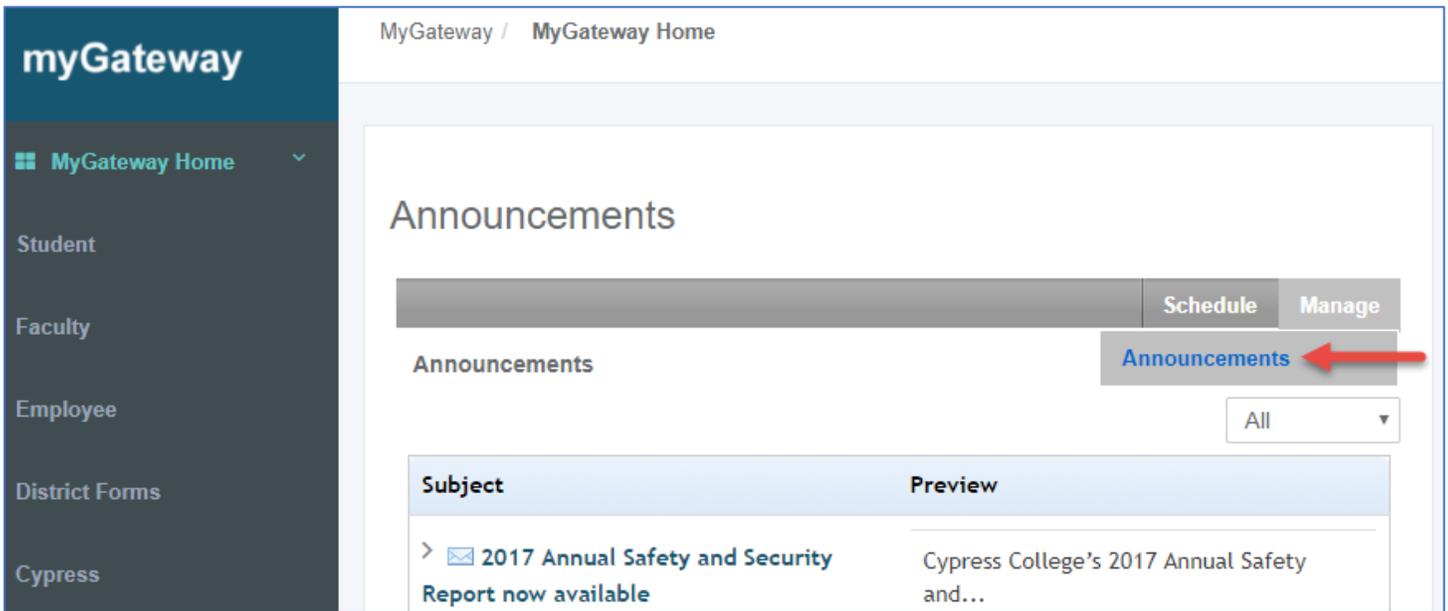


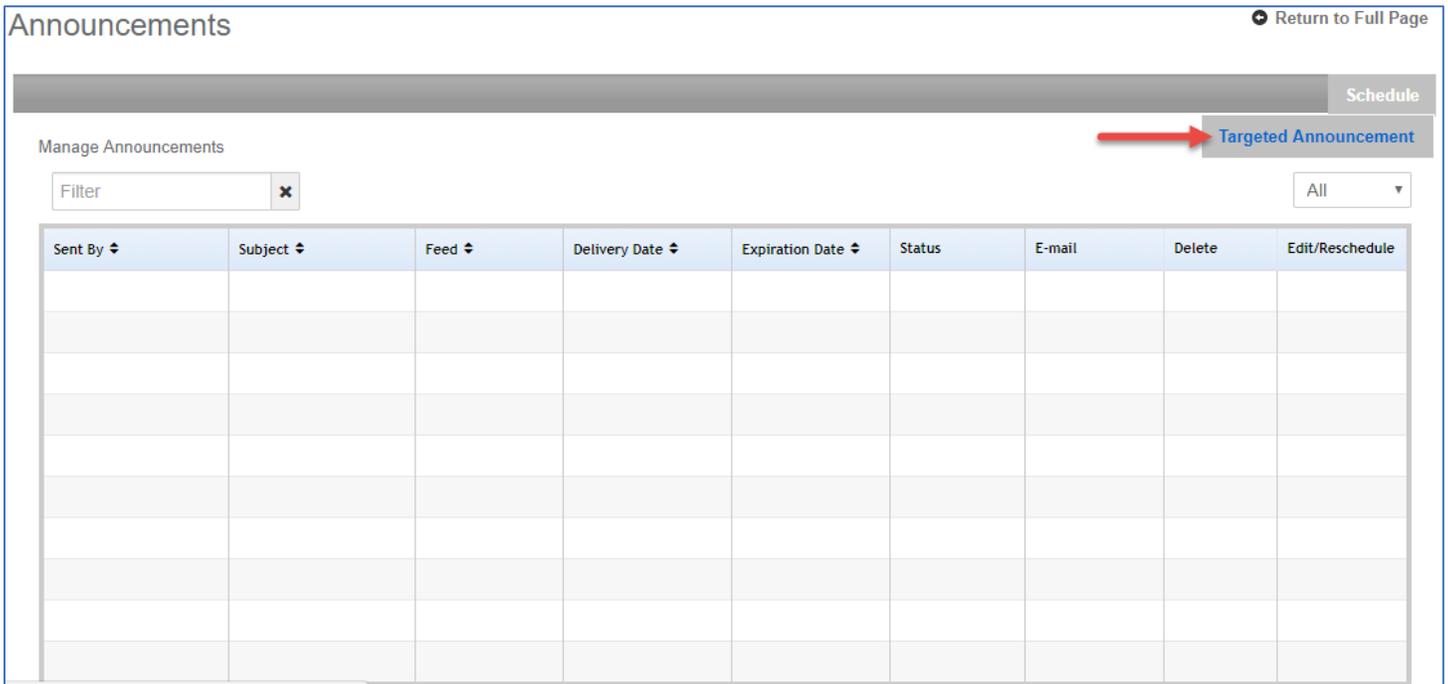
# Announcements

Follow the steps below to create announcements keeping your students or group members informed of important news.

1. Log into myGateway and click the **Manage** button in the Announcements section of the main page that appears. Select the **Announcements** option in the menu that appears.



2. The Announcements page appears listing the status of all announcements made through this account. To schedule a new announcement, click on the **Schedule** button located above the table on the right side. Select the **Targeted Announcement** option in the menu that appears.



- The Schedule Targeted Announcement setup page appears. Enter the title of the Announcement in the *Subject* text field. Click the **E-Mail** option to send the announcement by email. Click the **Priority Message** button to mark the announcement as a priority to view.

**Announcements**

**Schedule Targeted Announcement**

**Additional Delivery**  **E-mail**

**Subject \*** Revised due date for assignments

**Priority Message**

- Type the announcement text in the *Message Body* area. A formatting toolbar is also available to add additional formatting features to the text.
- Click on the *Start Date* and *Expiration Date* fields to set the date and time for each.

**Message Body**

The homework and lab assignments are now due at the beginning of class on Wednesday. Please note the change!

**Start Date\*** October 11, 2017 9:00 AM

**Expiration Date\*** October 18, 2017 9:00 AM

**Send to Site\*** Choose sites to target...

- Click on the *Send to Site* drop-down menu and select an available course/group for the announcement.
- Click the **Preview** button in the lower right corner of the setup page to view the appearance of the announcement to students/members and other options selected.

**Start Date\*** C

**Expiration Date\*** C

**Send to Site\*** Choose sites to target...

Intro to Prog Concepts in C++ (CSCI-123 C-001)

Cancel Preview

- If the announcement text and/or options need further changes, click the **Edit** button. To discard the announcement, click the **Cancel** button. Click the **Schedule** button to confirm and place on the schedule for posting in the targeted course/group at the designated time.

**Schedule Targeted Announcement - Preview**

Revised due date for assignments

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The homework and lab assignments are now due at the beginning of class on Wednesday. Please note the change!

Delivery via E-Mail no

Sent By  

Start Date October 11, 2017 9:00 AM

Expiration Date October 18, 2017 9:00 AM

Target Sites Intro to Prog Concepts in C++ (CSCI-123 C-001)

Note: If the message was marked as a priority (see Step 2), a red exclamation mark will appear at the beginning of the announcement title when viewed.

- The announcement details will now appear on the *Manage Announcements* list, along with options to delete, edit, or reschedule as needed.

								Schedule
Manage Announcements								
Filter <input type="text" value=""/>								All <span style="font-size: small;">▼</span>
Sent By <span style="font-size: small;">↕</span>	Subject <span style="font-size: small;">↕</span>	Feed <span style="font-size: small;">↕</span>	Delivery Date <span style="font-size: small;">↕</span>	Expiration Date <span style="font-size: small;">↕</span>	Status	E-mail	Delete	Edit/Reschedule
Shulman, S.	Revised due date for assignments	Personal	October 11, 2017 9:00 AM	October 18, 2017 9:00 AM	Pending	no		