

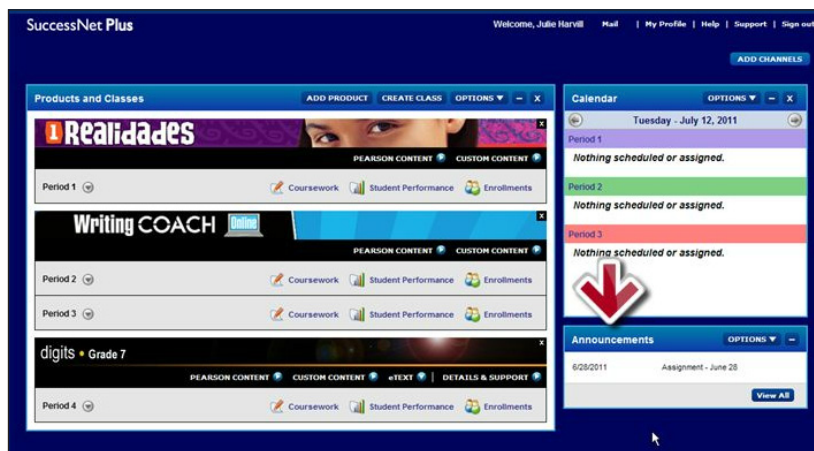
## Teachers: Announcements

### Introduction

This guide provides information about viewing, creating, editing, and deleting announcements.

### View Announcements

1. Log in to your SuccessNet Plus teacher account.
2. See the global Announcements channel on your home page.



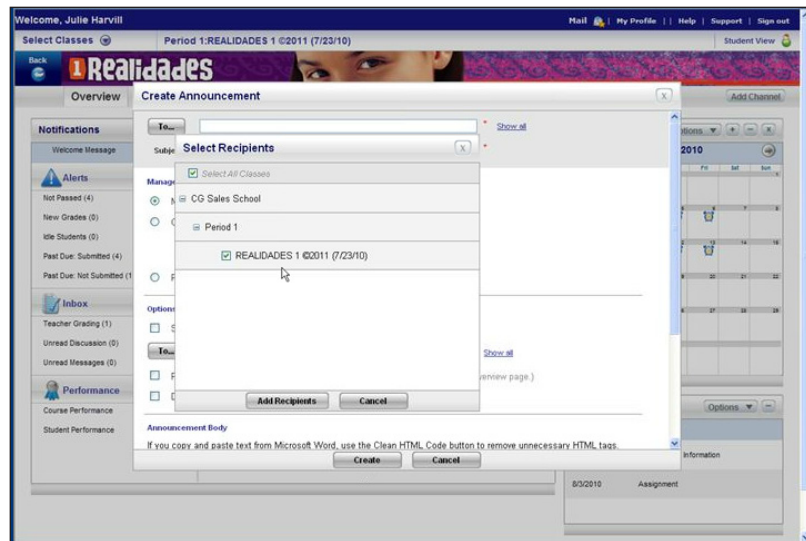
3. Click **Manage** to create and manage announcements for all classes.
4. Select a class and click the class name to enter the class view. Class announcements appear on the Overview tab.
5. To create, edit, or delete announcements, click **View All** on the Announcements channel and follow the steps listed below.

### Edit or Delete Announcements

1. Select the announcement and click either **Edit** or **Delete** on the right.
2. After editing an announcement, click **Update** to save your changes.

## Create Announcements

1. Click **Create Announcement**.
2. Click **To** and select the class.



3. Click **Add Recipients**.
4. Type in a subject.
5. In the Manage Announcement section, select either **display the announcement now** or **set date restrictions**. Use the Remove Announcement option to save an announcement in your account to use at another time without displaying it to the class.
6. In the Options section, check the option to send the announcement as a mail message. Additional options are to pin the message to the top of the list and send it as a pop-up message.
7. Click **To** and select the students from the list.
8. Click **Add Recipients**.
9. Compose the message within the text editor or paste text into the window.
10. Click **Create**.
11. Now create a new message, edit or delete an existing message, or click **Close** to return to the class Overview tab.