

How do I use the Announcements Index Page?

You can view all your course [announcements](#) in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings.

<https://embed.app.guidde.com/playbooks/v1HMxC2iSrG4ZL7YryvgEG>

Embed this Video

Open Announcements

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In Course Navigation, click the **Announcements** link.

View Index Page

[View Index Page](#)

The Announcements Index page is designed with global settings at the top of the page [1], followed by the individual announcements [2].

View Global Settings

[View Global Settings](#)

To filter the announcement list to view all or only unread announcements, click the drop-down menu [1].

To search for an announcement by words in its title, enter words, phrases, or partial words in the **Search** field [2].

To mark all announcements as being read, click the **Mark all as read** button [3].

To [add a new announcement](#), click the **Add Announcement** button [4].

To view external feeds for announcements, click the **External Feeds** link [5]. You can [add an external feed](#) or [subscribe to the Announcements RSS feed](#).

View Announcements

[View Announcements](#)

Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.

Each announcement includes the title of the announcement [1], the profile picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], the number of unread/total replies in the announcement [5], and an options icon to manage individual announcement settings [6].

Notes:

- A profile picture displaying the letter U in place of a user's profile picture indicates that an announcement was imported using a course copy, the Course Import Tool, or a blueprint course. Additionally, copied announcements do not include a posted date and time.
- If a user does not have a profile picture, the user's initials display in place of their profile picture.

Manage Multiple Announcements

[Manage Multiple Announcements](#)

To apply a bulk action, such as locking or deleting, click the checkbox next to the announcements [1]. To close all selected announcements to comments, click the **Lock** button [2]. To delete all selected announcements, click the **Delete** button [3].

Manage Individual Announcements

[Manage Individual Announcements](#)

To view an announcement, click the name of the announcement [1].

To open individual announcement settings, click the **Options** icon [2]. To [delete an announcement](#), click the **Delete** link [3]. If your course allows comments, you can also [allow or disallow comments](#) [4].

View Student View

[View Student View](#)

To view the announcements index page as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

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