How do I delete an announcement in a group?

As a student, you can delete announcements only within a group. You can delete an announcement in the Announcements Index Page or within an open announcement.

https://embed.app.guidde.com/playbooks/3ZYE8kSBVyNStWuoYXkmxe
Embed this Video

Open Announcements

Open Announcements

Open a group in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Delete in Announcements Index Page

Delete in Announcements Page
To delete an announcement from the index page, locate the announcement. Click the **Options** icon [1] and click the **Delete** link [2].

To delete multiple announcements at a time, click the checkboxes next to the announcements you want to delete [3] and click the **Delete** icon [4].

Delete Open Announcement

Delete Open Announcement
You can also delete an announcement by opening the individual announcement. Click the name of the announcement.

Delete Announcement

Delete Announcement
Click the **Options** icon [1] and click the **Delete** link [2].

Confirm Deletion

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Click the **OK** button.

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