iLearn: Copy Announcements to Other Courses

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

Copy Announcements to Other Courses

- 1. Navigate to the Announcements widget on the course homepage.
- 2. Click the down arrow to the right of the announcement.
- 3. Select Copy to Other Courses.

Announcements 🗸		
Welcome to Class!	~	×
Hello, and welcome CITL 1010 on this academic journey with	View	am truly excited to embark rselves for a semester filled
with exploration, learning, and Welcome & Start Here. Let's n	Edit	n, start with Module 0: varding experience
together! Remember to do As	Pin to top	
	Delete	
	Сору	
	Copy to Other Courses	

Figure: Copy to Other Courses from drop down menu.

- 4. Select the checkbox beside *Publish Announcement on Copy* [1] to automatically publish the announcement in the destination course(s) (Recommended). If the checkbox is not selected, the announcement will be copied as a draft into the destination course(s).
- 5. Check the box next to the course(s) where the copied announcement should be sent [2].

Сору	Announcement	×
	come to Class! 1010-500: Online Course Design (citl1010_aeagle) Publish Announcement on Copy	
Choos	e Destinations: (1/10)	
Sea	rch for a course Q Semester	~
2	CITL - Online Teaching Hints, Hacks, and How To's citl-online-teaching	Î
N	CITI-4200/5200 Sample Combined Course - Main Section	•

Figure: Publish copied announcement and choose course(s).

6. Click **Next** and then **Copy** to finish copying the announcement. When it is complete, click **Done**.