



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**.

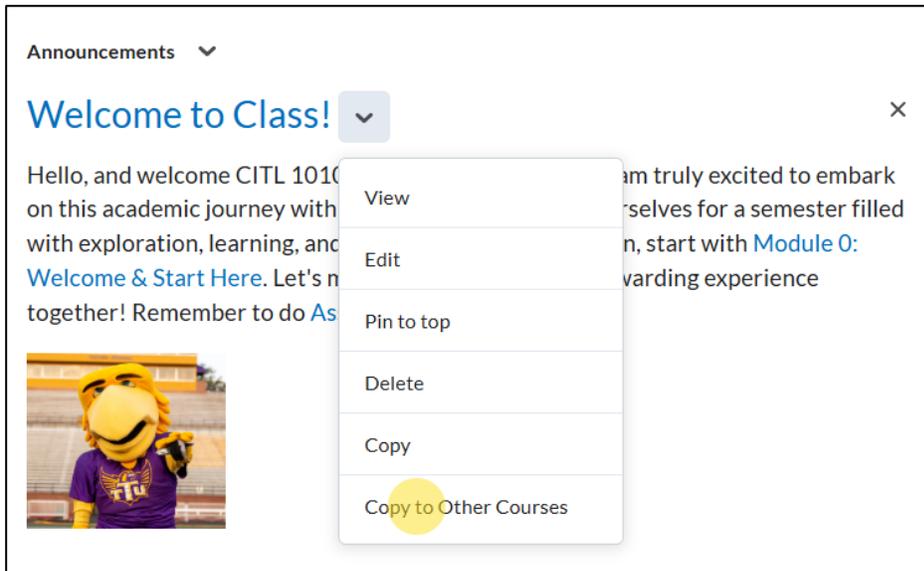


Figure: Copy to Other Courses from drop down menu.

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].

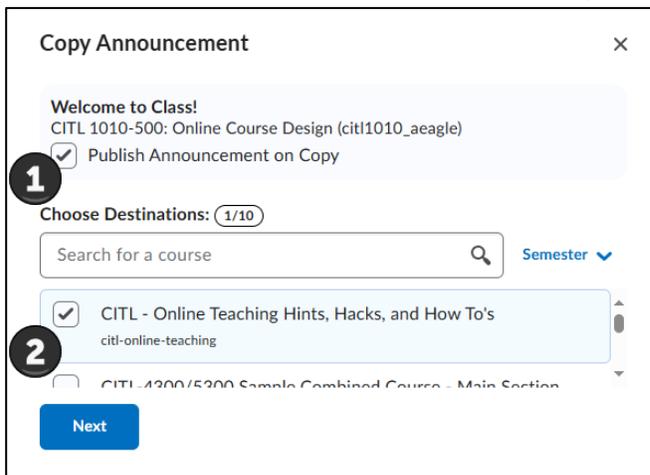


Figure: Publish copied announcement and choose course(s).

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