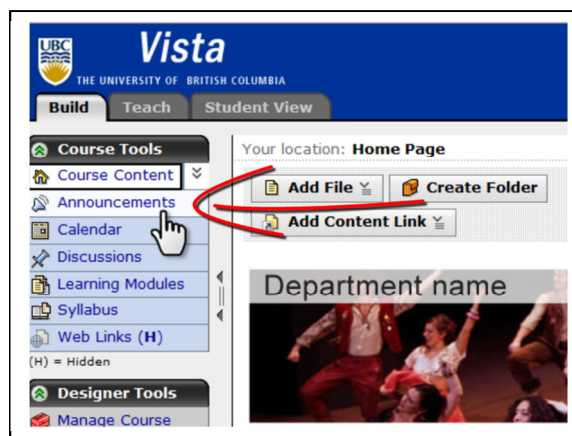# USING THE ANNOUNCEMENTS
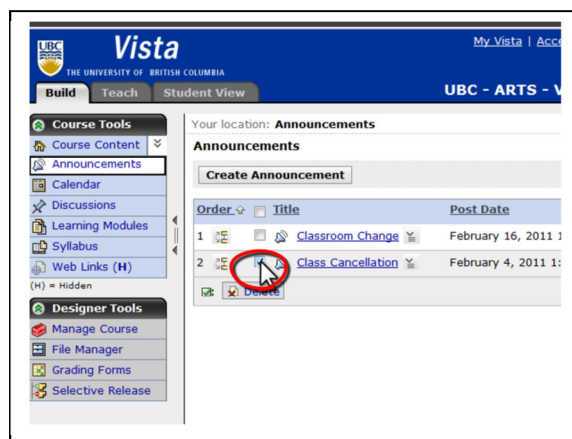## *Deleting an Announcement*

1. Switch to the Teach or Build tab
   (In this example, I will be using the Build view)
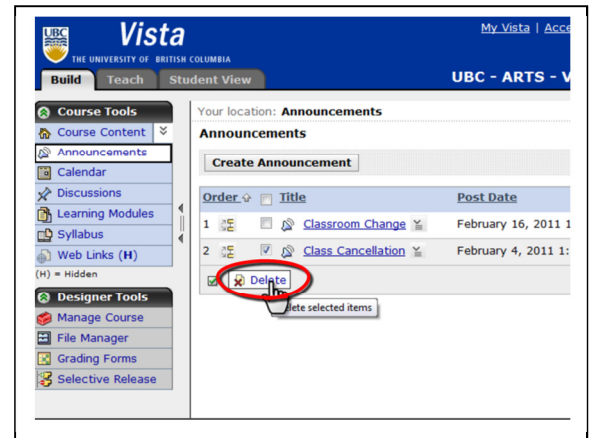
2. Click the "Announcements" link in the Course Tools menu
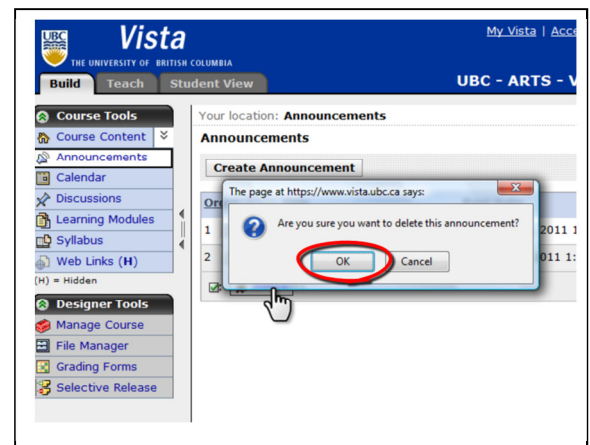
3. Check-off any of the announcement items you wish to delete.

4. Click delete.

5. A pop-up message will appear to confirm the deletion. Click "OK"

☺ Make sure to check the announcements section to ensure the changes has been made.