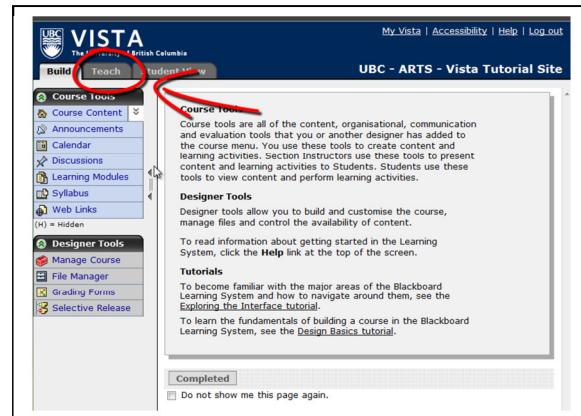


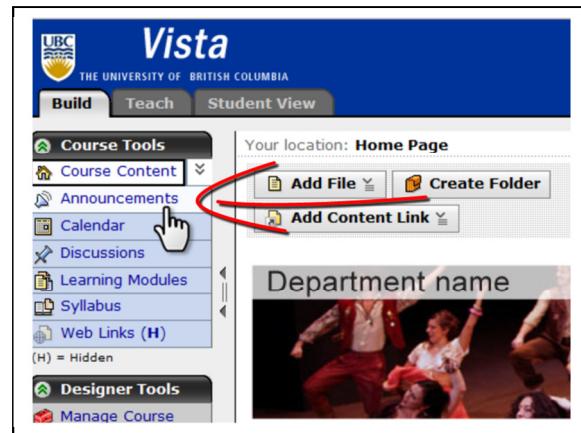
## USING THE ANNOUNCEMENTS

### *Deleting an Announcement*

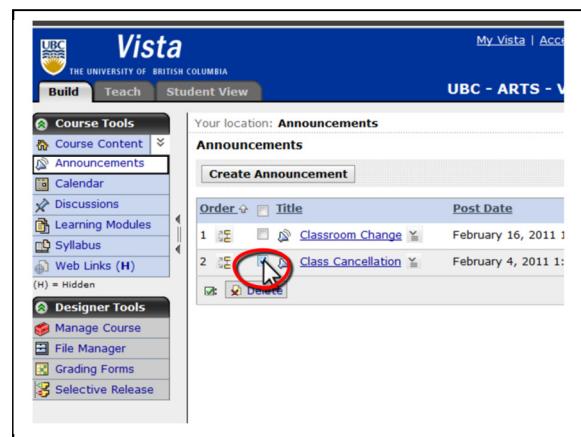
1. Switch to the Teach or Build tab  
*(In this example, I will be using the Build view)*



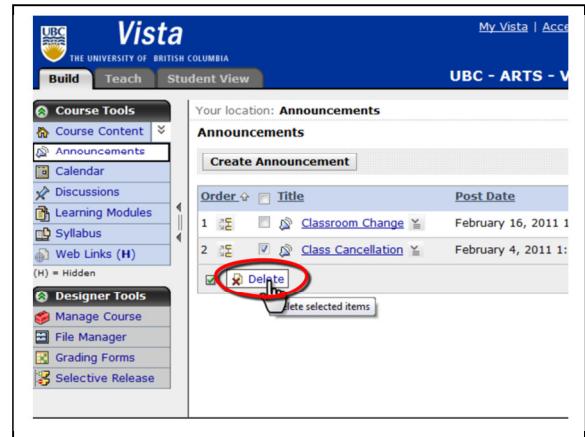
2. Click the "Announcements" link in the Course Tools menu



3. Check-off any of the announcement items you wish to delete.

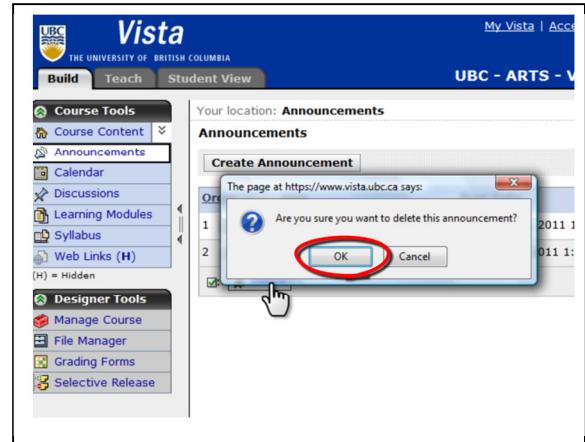


4. Click delete.



The screenshot shows the Vista course interface. The left sidebar has 'Course Tools' and 'Designer Tools'. The main area is titled 'Announcements' with a 'Create Announcement' button. A table lists two announcements: 'Classroom Change' (February 16, 2011) and 'Class Cancellation' (February 4, 2011). The 'Delete' button for the 'Class Cancellation' row is circled in red.

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



The screenshot shows the Vista course interface with the 'Announcements' list. A confirmation dialog box is overlaid, asking 'Are you sure you want to delete this announcement?'. The 'OK' button is circled in red.

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