



Teaching with the EWP Shell

How To Clicksheet 2007

Announcements – Creating

- 1.) Ensure that you are on the **Teach** tab
- 2.) Click on **Announcements**
- 3.) Click **Create Announcement**
- 4.) Type in a **Title**
- 5.) Type in the **Message**
- 6.) Select the checkbox next to **Select All Roles**
- 7.) Scroll down; the start date and time are set to when you create the announcement and will not stop displaying. To change click the date () and time () icons to select new settings.
- 8.) Select the check box next to **Also deliver as a pop-up message**
- 9.) Click **Send**

