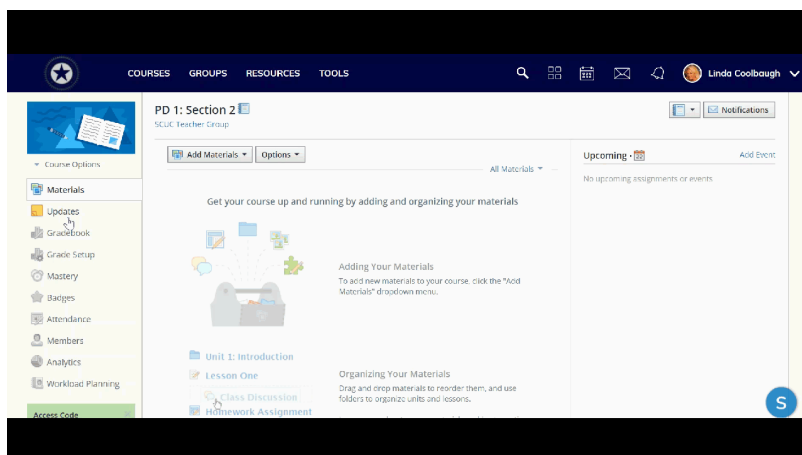# Posting An Update/Announcement

To make an update/announcement to students so it is visible to students when entering your course.

Go to your course.

Click UPDATE on the left.
Type your update/announcement
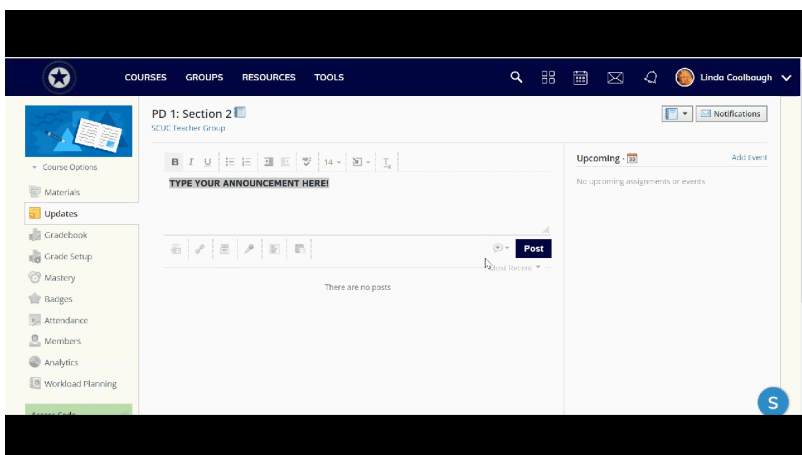In the box. Change size of font etc.

Before posting click the small
Icon to the left of the word post.
Select the bell.
Click post.
It will appear at the top of the page
and at the top of the materials
page when students first go to the
course.

It will not appear at the top of your page if you do not select the bell notification before posting.

You may edit that notification to keep it at the top or create a new one. All past updates will be listed on the update page unless you choose to delete them.