



Course Tools: Deleting an Announcement

1. Click the link "Manage Announcements" in the "Content Tools" listing on the left hand side of your screen

Content Tools
[Manage Homepage](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

2. Place a checkmark in the box directly to the left of the announcement you would like to remove

To **view** or **edit** an announcement, click on the announcement title. To **remove** an announcement, check the box and click "Delete."

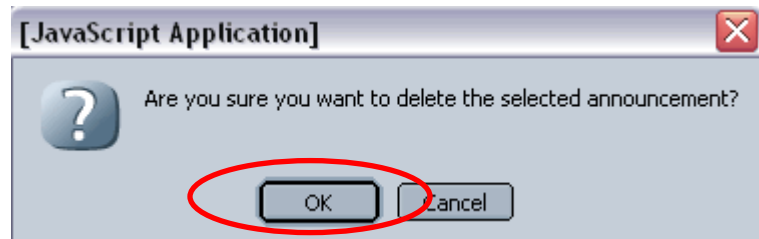
Number of Announcements: 1 **New Announcement**

Title (Click to Edit and Resend)	Exp Date:	Post Date:	Status:
<input type="checkbox"/> Welcome To Week One	January 28, 2005	January 21, 2005	Success

Delete **Done**

3. Click the "Delete" button

4. Click "Ok" in the dialog box if you are sure you would like to delete the message



5. Click "Ok" to let the portal know you are finished

