

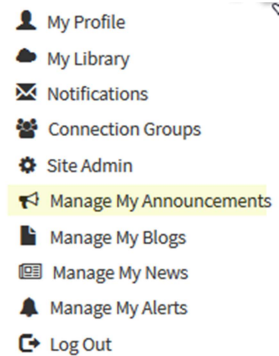
## Connect 6: Manage My Announcements

### Manage My Announcements

Manage My Announcements console allows you to create your Announcement categories and posts from one centralized location. Once you create a category, you can associate that category to an Announcement app on any page to which you have permissions to edit. When you create your post within the Manage My Announcements console and associate the post with the category, it will automatically display the announcement within the respective Announcement app.

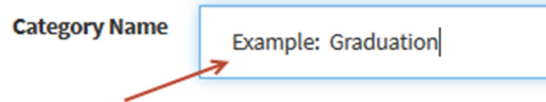
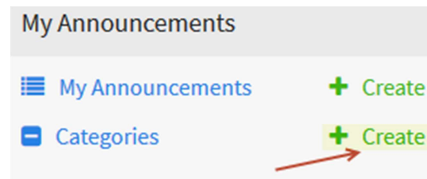
#### To create your Announcement categories, and posts, you will:


- Select Manage My Announcements from the User Menu to access the My Announcements console.

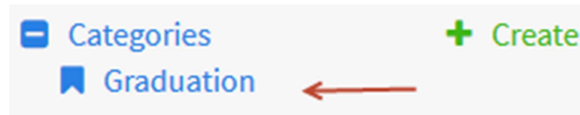


#### To create your Categories, you will:

- Select the Create button for Categories
- Enter the Category Name
- Select the Create button



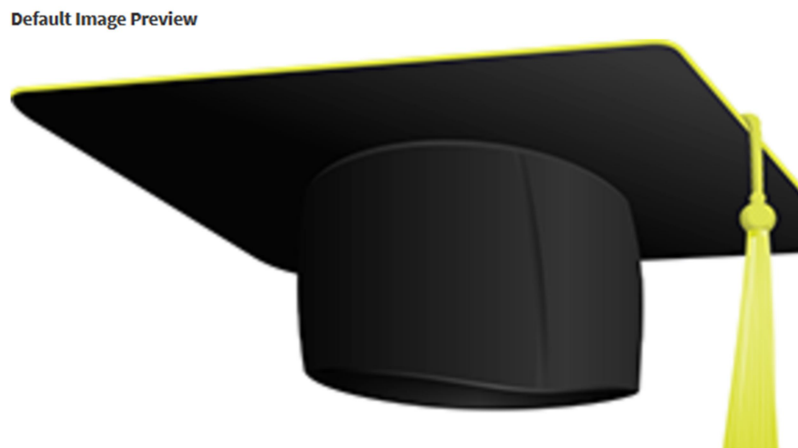
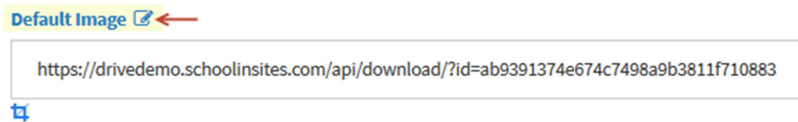
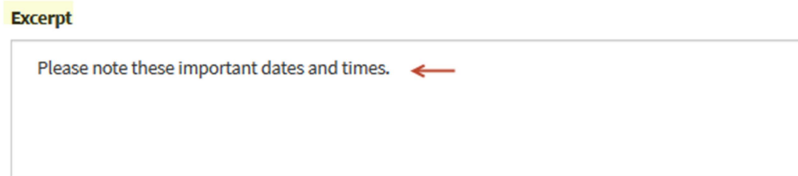
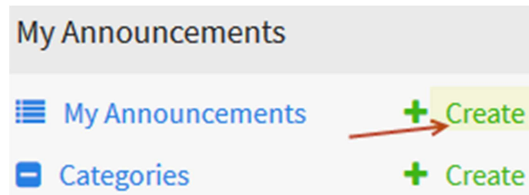
 Create



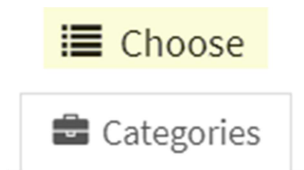
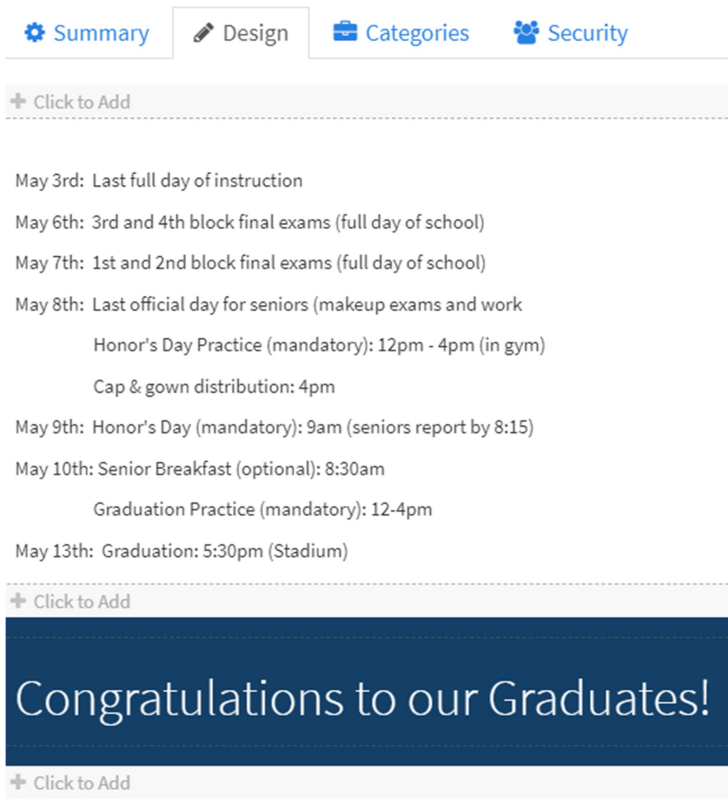
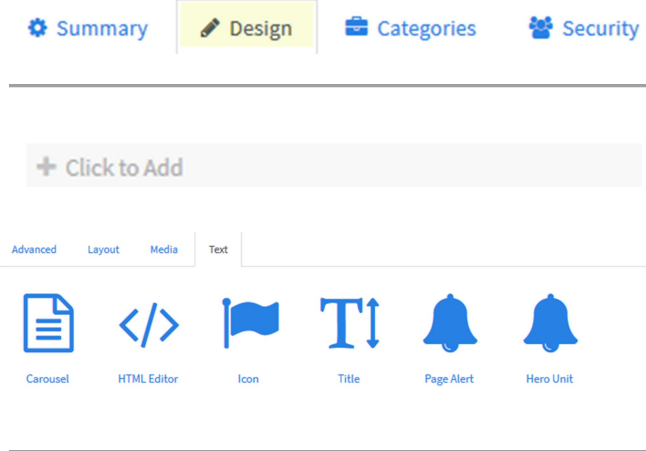
Your created categories will then display under the Categories area accordingly. that you will be sending the notification to.

To create an Announcement, you will:

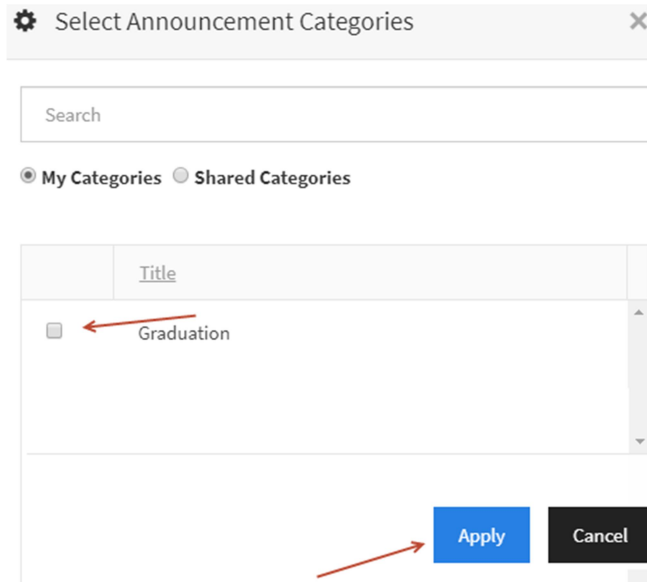
- Select the Create button for My Announcements
  
- In the resulting Summary window, you will add:
  - **Post Title:** This will display within the feed within the Announcements app and at the top of your Announcement post.
  - **Excerpt:** Brief description about your announcement. This will also display within the Announcements app feed.
  - **Default Image:** There will be a default image added to the post. To change the image, you will:
    - Select the button and choose an image from your library. Your new image will display accordingly.
    - You will then add the Image Alternate Text (for ADA Compliance).



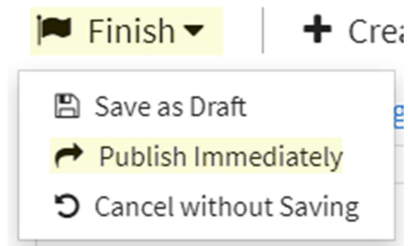
- You will then select the Design tab to add the content of your Announcement post as follows:
  - Select the 'Click to Add' bar to select the Content App you wish to use within your post.
  - You will then add your content to your apps accordingly.
  - Once complete, you will select the Categories tab and select the Choose tab.



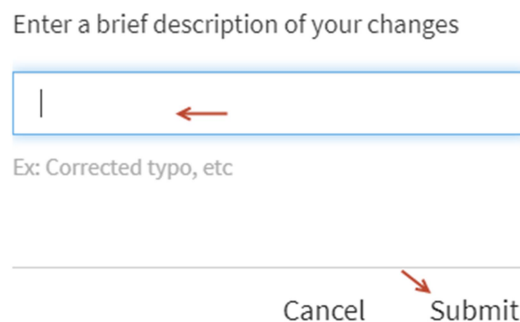
- Select the category that you desire to associate to your Announcement Post. You may select from your created categories located in My Categories 'or' select from categories that have been shared with you in Shared Categories.
- Select Apply.



- You will then select the Finish dropdown menu and select from:
  - Save as Draft
  - Publish Immediately (This publishes your Announcement post to the respective Announcement apps.)
  - Cancel without Saving

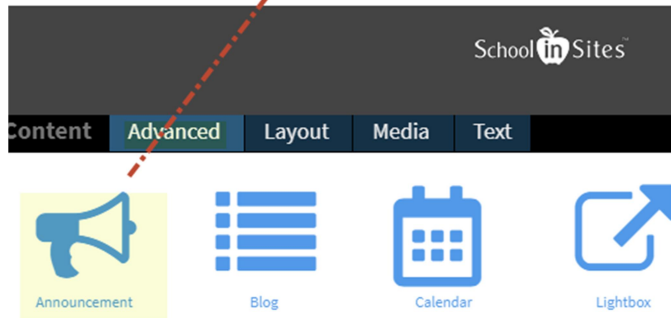
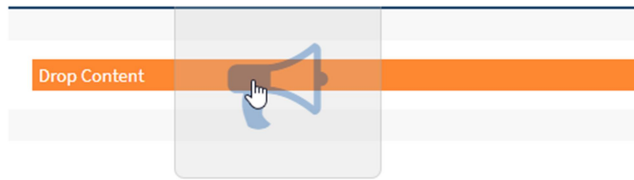


- You can then enter a brief description of your changes to the post and Submit to publish. (Example: Initial announcement, corrected typo, etc.)



**Adding Announcements to an Announcement App within a page:**

- Click on the Announcement app with your left mouse button.
- Then without releasing the button, drag the app to the desired Drop Content bar.
- When the Drop Content bar turns orange, you will release the mouse button to drop the app into the content area.

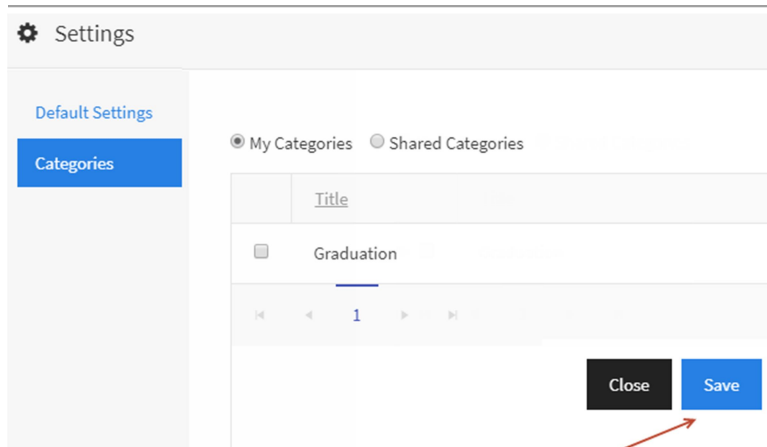


- Within the resulting Settings window, you will:
  - Add your Announcement Title to the app.
  - Select the number of postings to display within the app.

**Announcement Title**

**Postings to Show**

- From Categories, select categories from My Categories or Shared Categories that you wish to associate to the app.
- Select Save.



This will associate any published Announcements that have been created and associated to those categories to display within the Announcement app.

## Graduation Updates

---



### Graduation Schedule

Please note these important dates and times.

*Thu May 23 03:41 PM*

[View All](#)