UCONN
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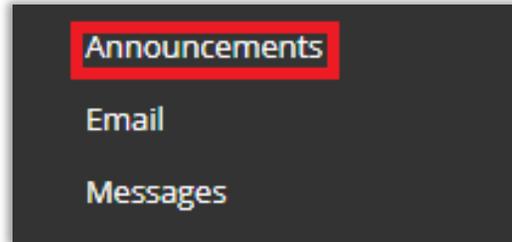Educational Technologies Office | Rowe 422
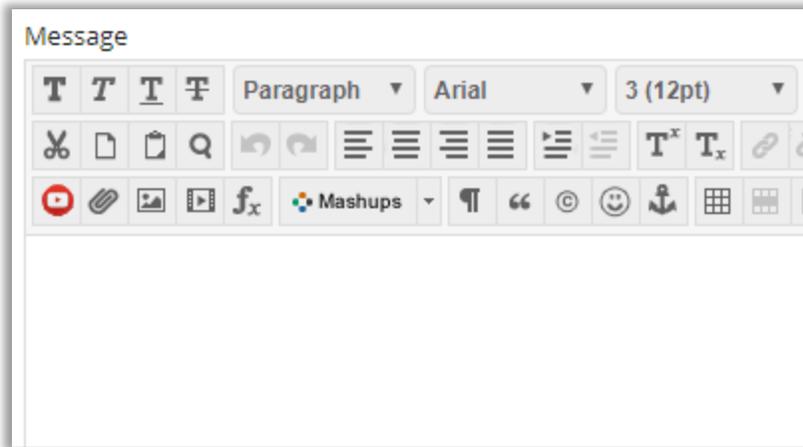
edtech@uconn.edu

860.486.5052

HuskyCT User Guide: How to create an Announcement

Click on the "Announcements" link in the left-hand navigation menu

Announcements

Email

Messages

Create Announcement

Click on "Create Announcement"

Message

Paragraph | Arial | 3 (12pt)

Mashups

Enter the message in the text editor

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Duration Setting: The default setting is "Not Date Restricted". This can be changed to "Date Restricted", which requires display dates

Recommended: Check the box next to "Email Announcement" to send email announcements immediately after each announcement

Email Announcement   ☑ Send a copy of this announcement immediately
                            Students are still notified of this announcement even if this option is not selected

NOTE: If this setting remains unchecked, students will still receive the message in an email, but it may be delayed and the sender will be DoNotReply@uconn.edu which increases the chance it will be treated as spam.

Click Submit

Cancel   **Submit**

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.