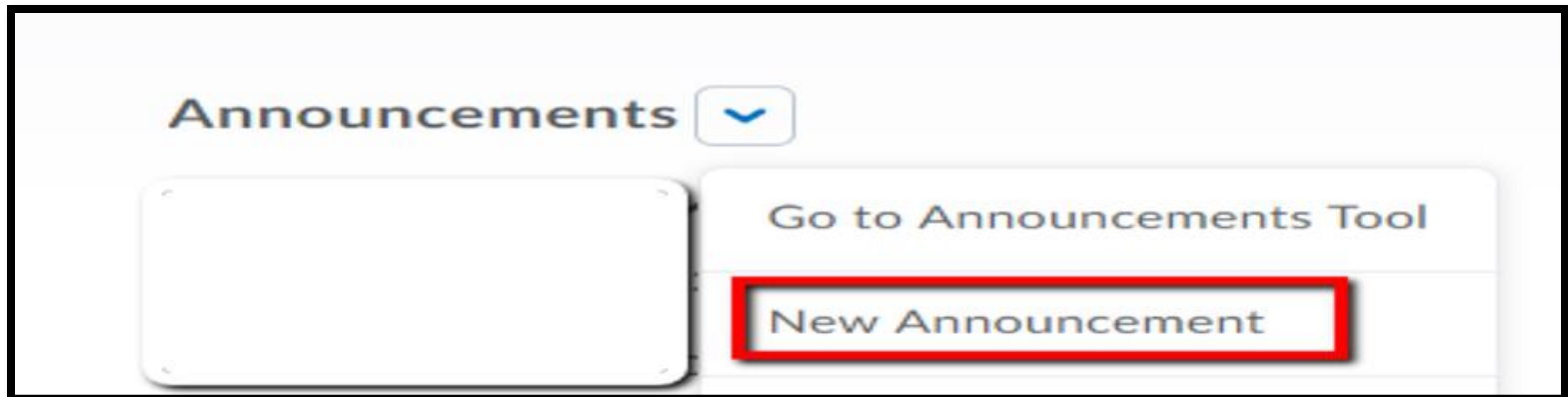


Creating an Announcement

in myLeo Online

A New Announcement

1. On the course Homepage, click on the **down arrow** to the **right** of the word **Announcements**
2. Click on **New Announcement**



Add a Headline

3. Enter a Headline

New Announcement

General

Headline *

Personalize the Announcement

4. To personalize the Announcement enter the **replace string {FirstName}** at the beginning of the announcement.
5. When the student reads the Announcement their name will appear before the text.

Getting Started

Welcome {FirstName} to the Getting Started Module. The following items are covered in this module:

Getting Started

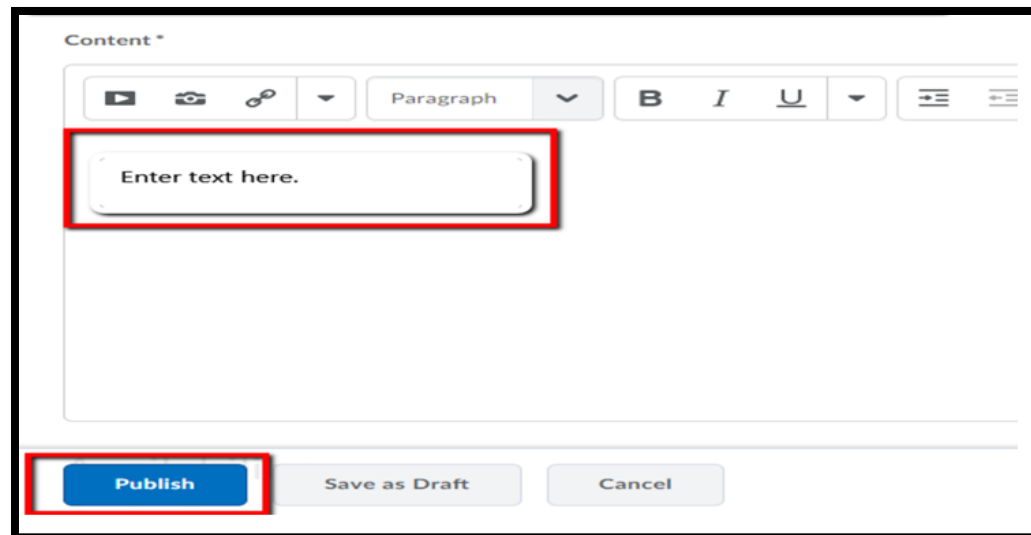
Welcome Petra, to the Getting Started Module. The following items are covered in this module:

Enter the text and Publish

6. Enter Announcement text

7. Click Publish

8. Return to the course Home page to view the Announcement



The screenshot shows a content editor window titled "Content *". At the top, there is a toolbar with icons for video, image, link, paragraph, bold, italic, underline, and list. Below the toolbar is a text input field containing the placeholder text "Enter text here.", which is highlighted with a red rectangular box. At the bottom of the editor, there are three buttons: "Publish" (highlighted with a red rectangular box), "Save as Draft", and "Cancel".