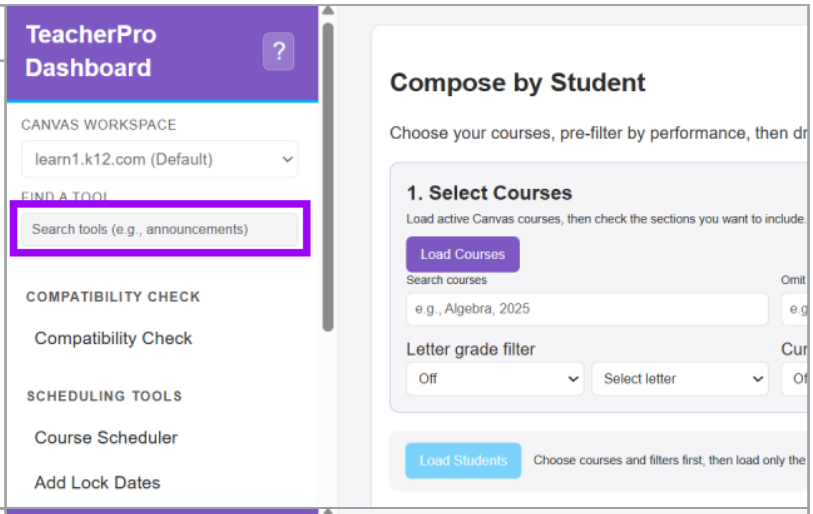
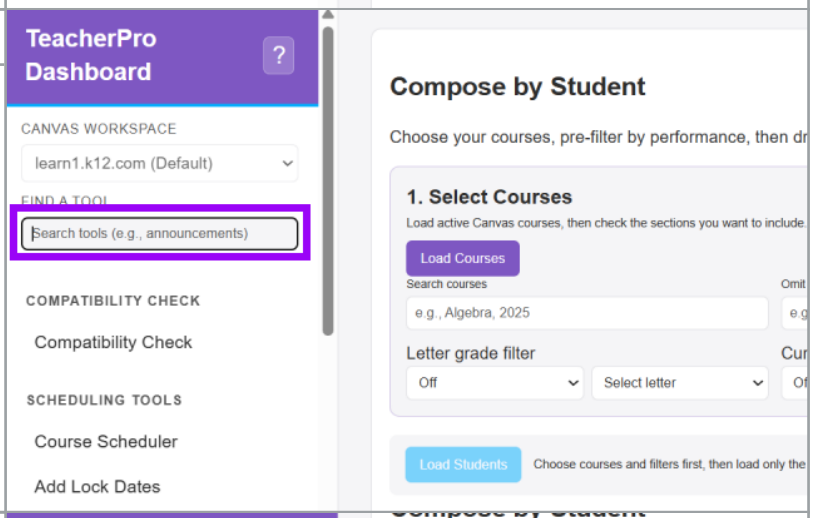
1

The first step is to open TeacherPro Dashboard - Google Chrome and click FIND A TOOL



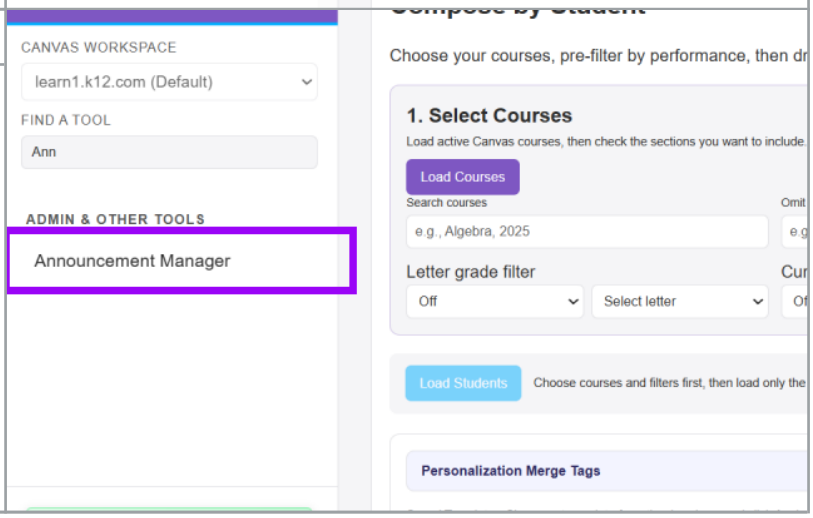
2

Type "Announcements" in FIND A TOOL



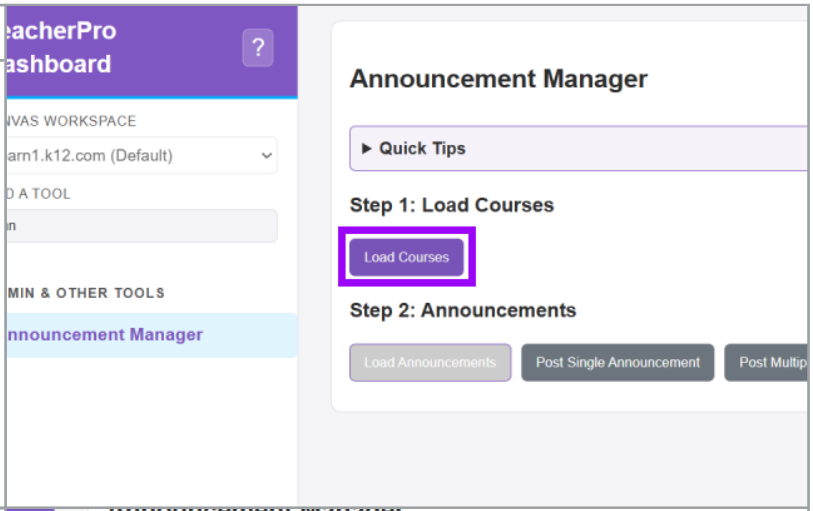
3

Click Announcement Manager



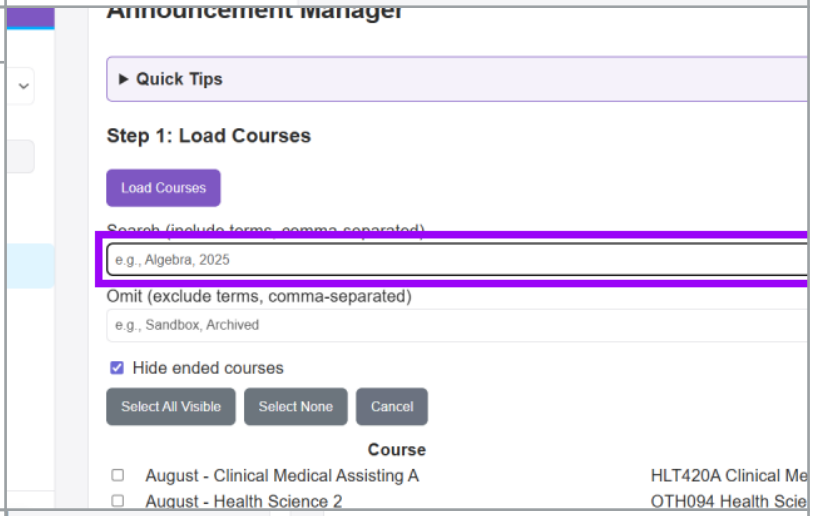
4

Click Load Courses



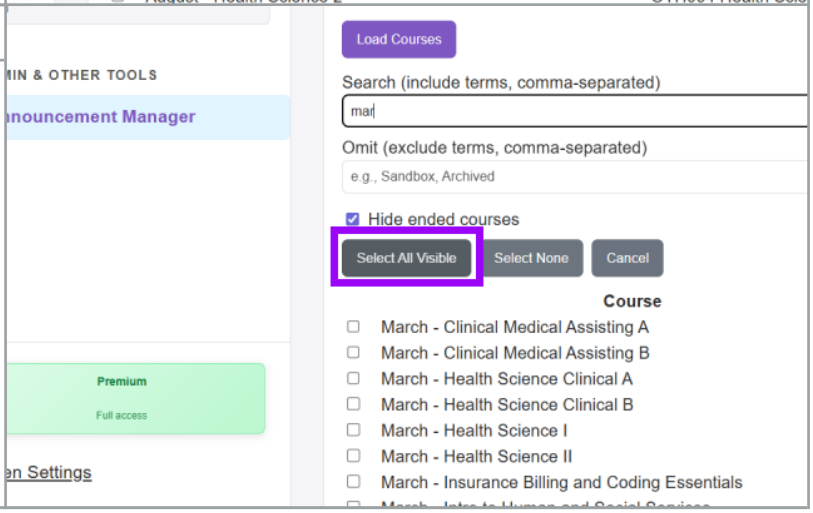
5

Use the Search Bar to filter your courses.



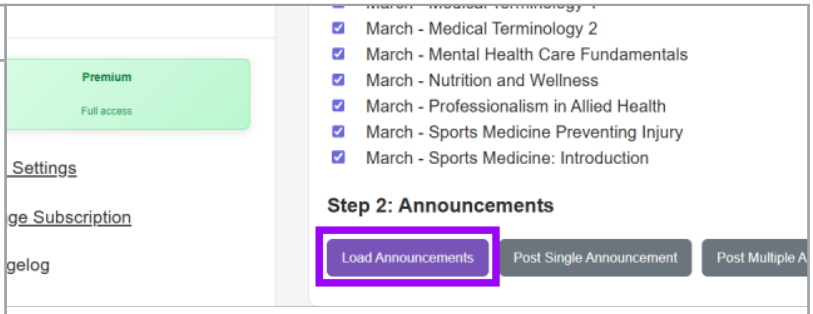
6

Click Select All Visible



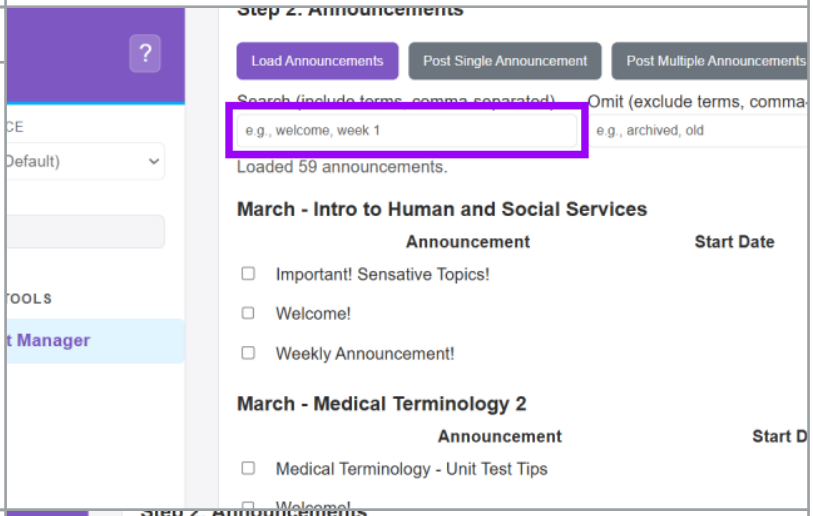
7

If you want to edit or delete existing announcements, click Load Announcements



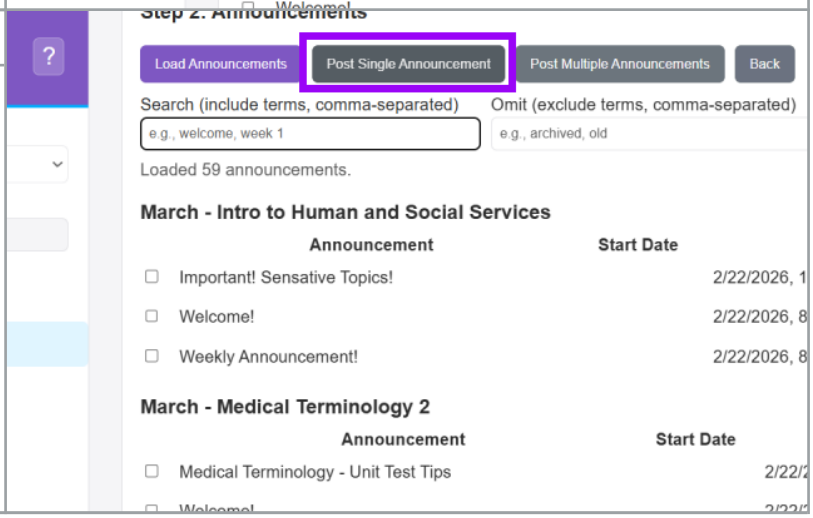
8

Use the search bar to locate the announcement(s) you want to edit or delete.



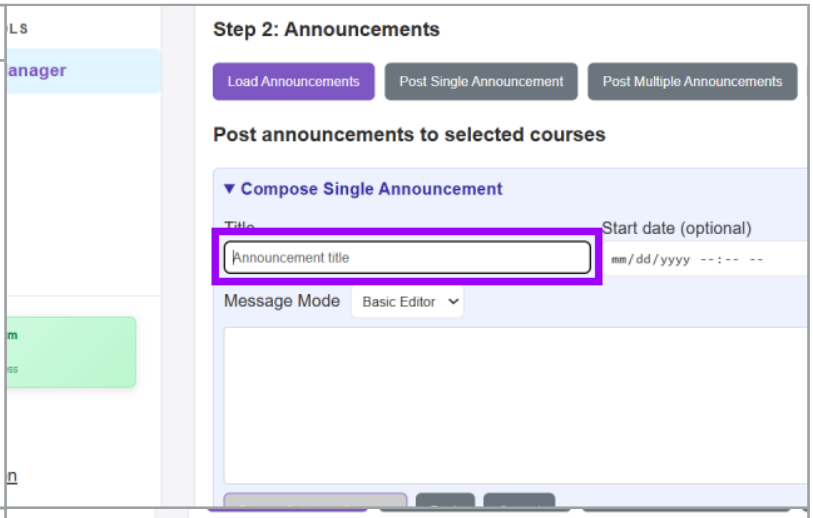
9

If you want to post one announcement to your selected courses, click Post Single Announcement.



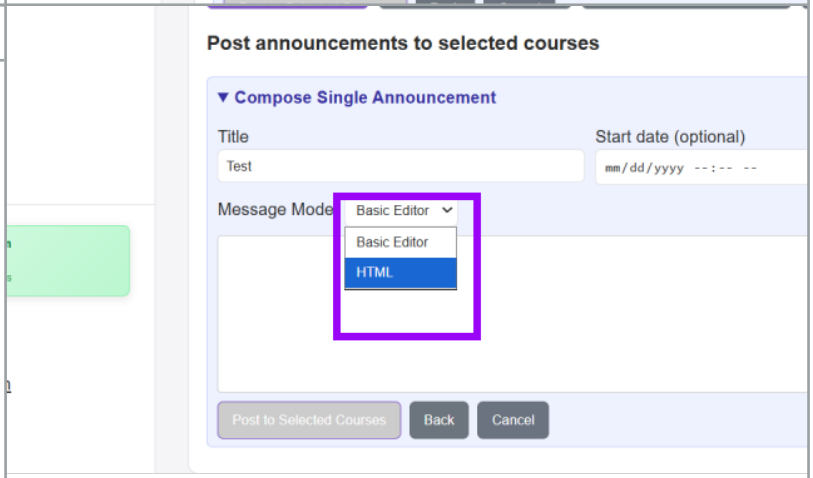
10

Type in your announcement details in Announcement title



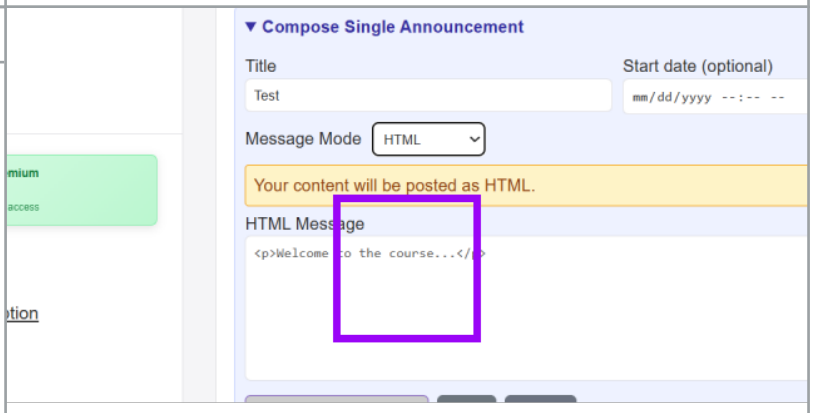
11

If you want to use an HTML code, use the toggle here.



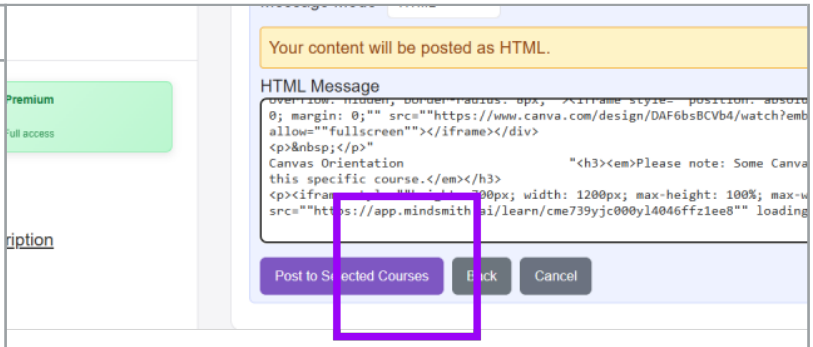
12

Paste in your HTML code.



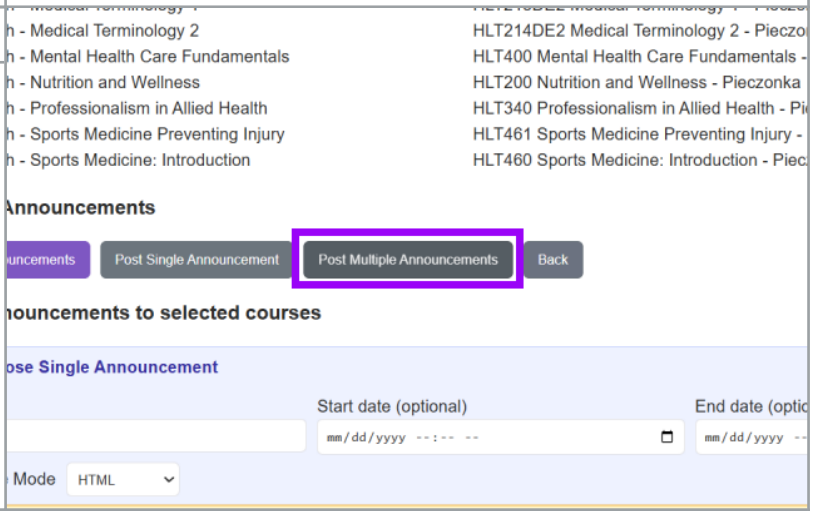
13

Click Post to Selected Course.



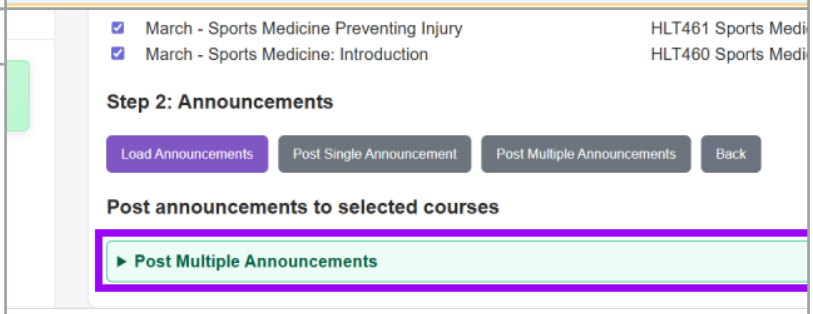
14

If you want to post multiple announcements to your selected courses, click Post Multiple Announcements.



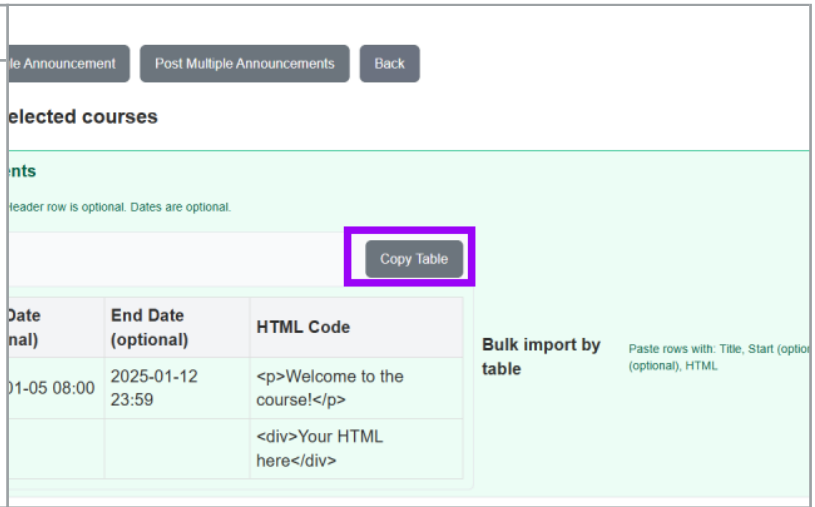
15

Click Post Multiple Announcements



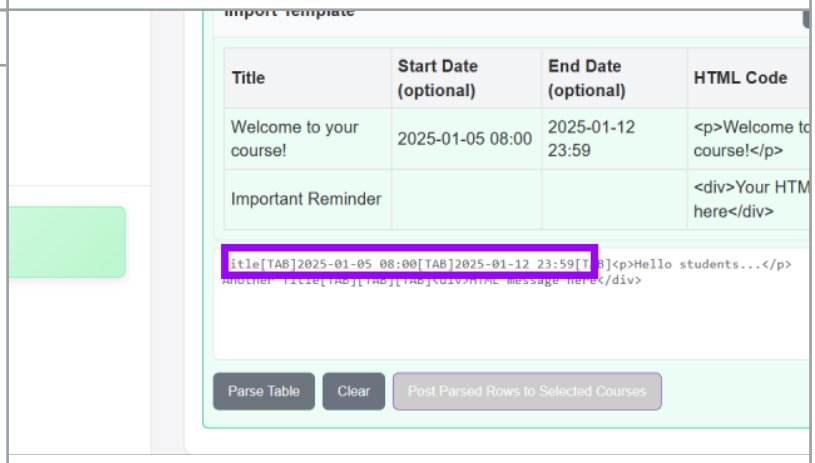
16

Copy the template here, paste into Excel and add your title, and html code.



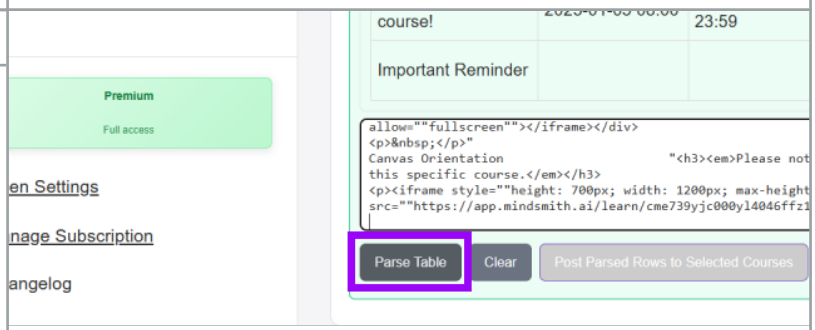
17

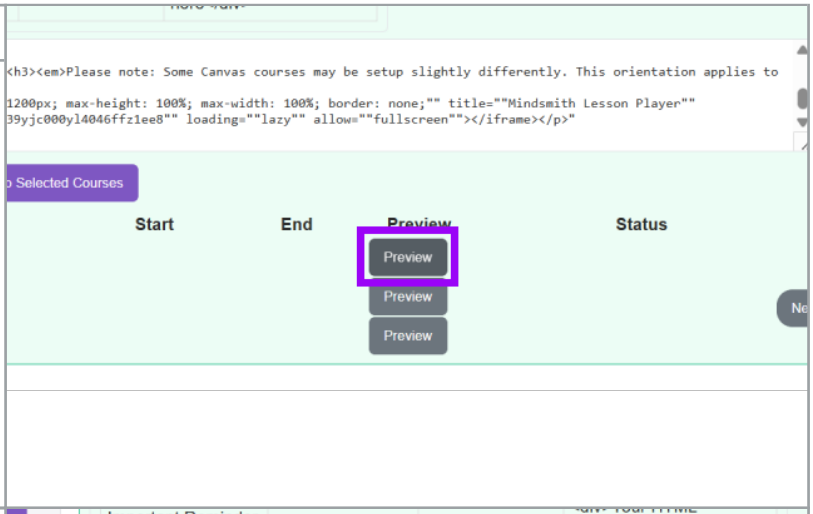
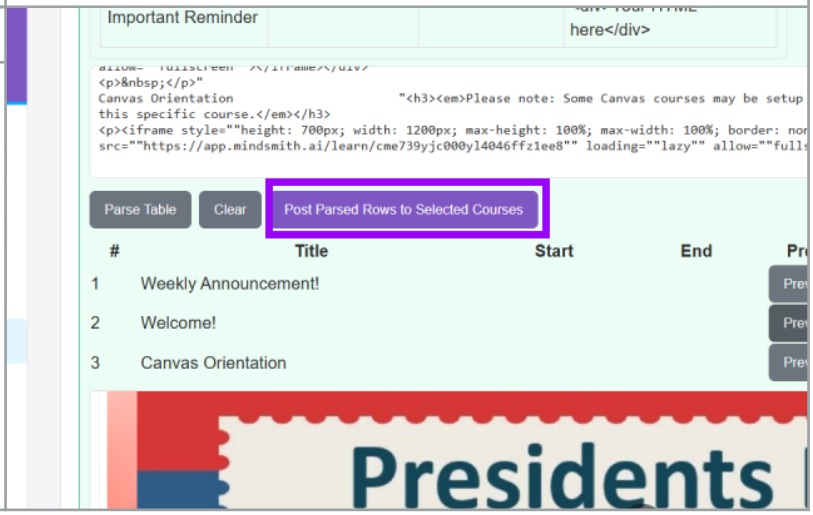
Then, paste your entire completed table here.



18

Click Parse Table



Scroll down and Click Preview.	19	
The HTML code will load and display your announcement. Click "Post Parsed Rows to Selected Courses" to post your announcements to all selected courses.	20	

That's it. You're done.	21	Tutorial completed. Congratulations on finishing this tutorial.



Scan to go to the interactive player