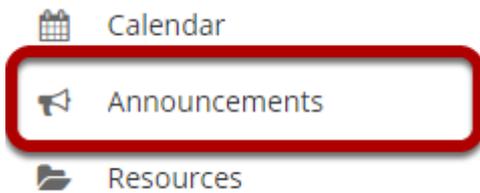


How do I delete an announcement?

Go to the **Announcements** tool.



Select the **Announcements** tool from the Tool Menu of your site.

Select the announcement.

Announcements

(viewing announcements from the last 365 days)

View All Viewing 1 - 1 of 1 items show 10 items...

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Welcome Edit	demoinstructor	Jan 3, 2021 8:54 pm	site			<input checked="" type="checkbox"/>

Remove Clear Selections

Select the check box in the **Remove?** column for the announcement you would like to delete, and then click the **Remove** button.

Confirm deletion message.

Deleting announcements...

⚠ Are you sure you want to delete the following announcements?

Subject	Saved By	Modified Date	For
Welcome	demoinstructor	Jan 3, 2021 8:54 pm	site

Remove Cancel

Click **Remove**.