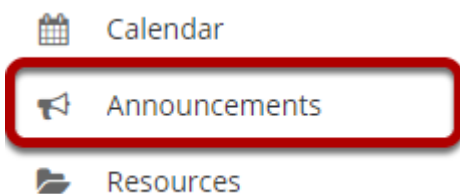


How do I merge announcements?

The function to merge announcements allows for a central course to push out announcements to other courses. For example, a Nursing Program includes twenty different courses. But a single Nursing Program master course or project site could be used to push announcements out to all twenty of the Nursing Program courses. Announcements that are merged from the master course cannot be edited or deleted in the individual Nursing Program courses. Those courses could create additional announcements that would apply to their specific course only. Those would appear in addition to the announcements merged from the master course.

Go to the Announcements tool.



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

Click Merge.



Announcements
(viewing announcements from the last 365 days)

View Viewing 1 - 2 of 2 items

|< < show 10 items... > >|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Finals Week Info Edit	Demo Instructor	Feb 18, 2020 3:48 pm	site			<input type="checkbox"/>
Welcome! Edit	Demo Instructor	Feb 18, 2020 3:16 pm	M/W Class, T/TR Class			<input type="checkbox"/>

Select the course to merge from.

Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site	Show Announcements
TEST 002 025 Spring 2020 (dfd3aad4-4123-40e9-949e-512aee9c4b4c)	<input checked="" type="checkbox"/>

SAVE CANCEL

Check the box beside the course from which this course will draw its announcements, and then click **Save**.

Example: Master Site Announcements

ANNOUNCEMENTS LINK HELP

View Add Merge Reorder Options Permissions

Announcements

(viewing announcements from the last 365 days)

View Viewing 1 - 1 of 1 items
|< < show 10 items... > >|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Professor Out of Office Edit	Demo Instructor	Feb 18, 2020 3:49 pm	site			<input type="checkbox"/>

REMOVE CLEAR SELECTIONS

This image shows the *Master* site with the announcement created.

Example: Merged Site Announcement

ANNOUNCEMENTS

[LINK](#)[HELP](#)[View](#) [Add](#) [Merge](#) [Reorder](#) [Options](#) [Permissions](#)

Announcements

(viewing announcements from the last 365 days)

View All Viewing 1 - 3 of 3 items show 10 items... < > <| |>

Subject	Saved By	Modified Date	Site	For	Beginning Date	Ending Date	Remove?
Finals Week Info Edit	Demo Instructor	Feb 18, 2020 3:48 pm	TEST 003 015 Summer 2020	site			<input type="checkbox"/>
Welcome! Edit	Demo Instructor	Feb 18, 2020 3:16 pm	TEST 003 015 Summer 2020	M/W Class, T/TR Class			<input type="checkbox"/>
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm	TEST 002 025 Spring 2020	site			

[REMOVE](#) [CLEAR SELECTIONS](#)

Merged announcements show up in the other course's Announcements list, but there is no option to edit. Announcements can only be edited within their site of origin. Edits made in the originating message will display in merged sites once they are saved.