

EDITING ANNOUNCEMENTS

Existing announcements can be found on the **right side** of the screen if you are using a desktop or laptop. If you are using a mobile phone the announcements can be found by scrolling down towards the **bottom** of the page.



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1. CLICK RELEVANT COURSE
 2. CHOOSE CLASS
 3. CLICK ANNOUNCEMENT
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4. ANNOUNCEMENT APPEARS
5. EDIT THE CONTENT AND
CLICK SAVE WHEN DONE

