

How to make announcements in Minerva

Announcements are the first thing students see when they go to your Minerva module and they also appear on the Minerva home page. There's also an option to email announcements. This guide will help you to make an announcement in your Minerva module.

Guide to adding an announcement

Step 1

In the left-hand menu in your module, select **Announcements** as shown in the screenshot below:



Step 2

Select **Add Announcement** as shown in the screenshot below:



Step 3

Enter the subject and text in the spaces provided.

If you want to apply date restrictions on when the announcement will be visible, remember to check the **Display After** and **Display Until** boxes and review the dates. For important announcements, you may wish to select the Email option as per the screenshots below:

Select Date Restrictions

Display After  

Display Until  

Email Announcement

Send a copy of this announcement immediately

Step 4

You can insert a link to content in your module (select **Browse** to open a module map).

3. Module Link

Click **Browse** to choose an item.

Location

Step 5

Select **Submit** at the bottom of the page to post the announcement.

For more information, see the full [guide](#).