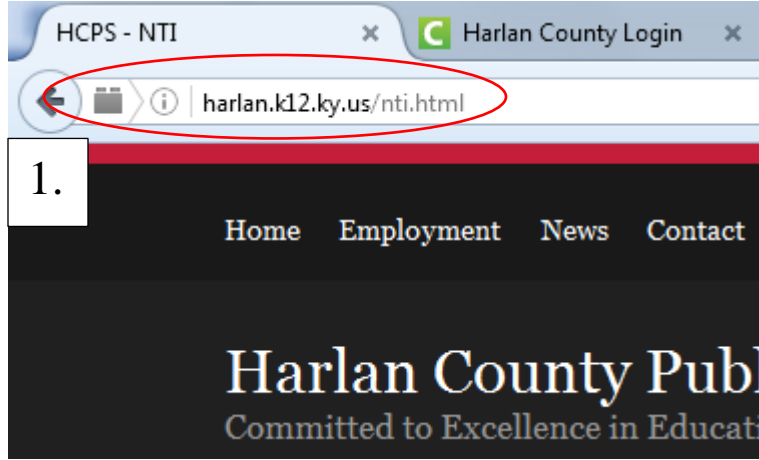


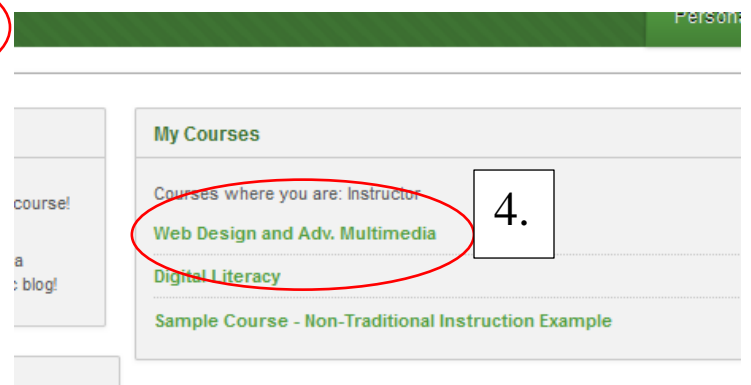
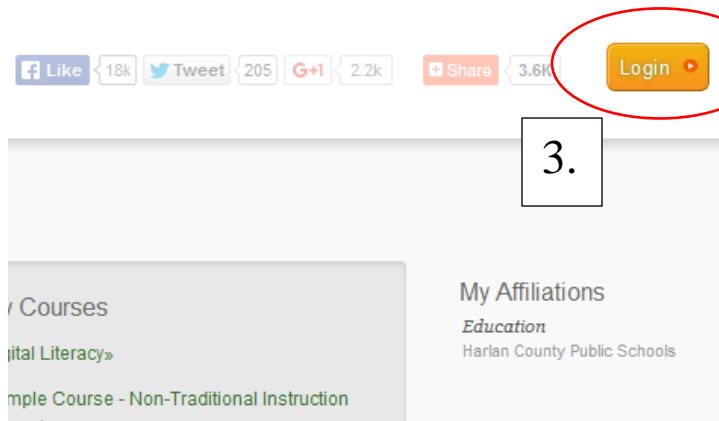
Adding Announcements to your Courses

1. Go to the District NTI Page: <http://harlan.k12.ky.us/nti.html>
2. Click on the link beside of your name



Nau, Alexandra	https://hcpsanau.coursesites.com
Noah, Dondi	https://hcpsdnoah.coursesites.com
Nolan, Anthony	https://hcpsanolan.coursesites.com
North, Kim	https://hcpsknorth.coursesites.com
Pace, Scott	https://hcpspace.coursesites.com
Pate, Pat	KCTCS
Reynolds, Jon	https://hcpsjreynolds.coursesites.com

3. You will be taken to your Coursesites page. To the right, click on **Login**. Note that your username should be hcps and then your network username (ex. hcpsjreynolds).
4. Upon logging in you will be taken to your Dashboard. Click on your course.



5. To the left, click on **Course Tools**, **Announcements** and then **Create Announcement**. You will have options to add a Subject, Message, Duration, etc.

Your students (anyone who is enrolled into your course) will receive the announcement via e-mail and it will also be displayed on the Homepage for your course under the 'My Announcements' module.

5.

