MIGRATING ANNOUNCEMENTS

1. While logged in to your Etudes course as an "Instructor," click on the "**Announcements**" button
2. Click on "**Options**"

3. Select "**List view with announcement body**" and "**All**" for Characters in body
4. Click on "**Save**" Button

5. In Firefox, click on the right mouse button, click on "**This Frame**" and "**Show This Only Frame**", in order to break out the frame (In Chrome, you'll need to add the "Open Frame" plug-in to enable this functionality in your browser)

You now have all announcements displayed in one window, and you have two options for proceeding:

1. If you're building your Canvas shell now, click on each hyperlinked announcement title, and copy/paste the body into Canvas.
2. If you will be building your Canvas shell later, you can save all announcements by using your browser's edit feature to Select All then use Copy/Paste to save all announcements to a Word document.

NOTES

1. If you have images in your announcements, these images are stored on the Etudes servers, and the link to them will break if copied and pasted into Canvas. To preserve the images, they will need to be downloaded, uploaded, and reinserted into your announcement.

2. Currently, Canvas doesn't have a draft state for Announcements. (This feature is highly desired and currently under review.) In the meantime, it's important to note that**, unless you delay posting your announcements**, students will be able to see them as soon as they have access to the course.