

# FORMATTING ANNOUNCEMENTS

The following user guide provides guidance on how to format announcements in an accessible way so that they are readable and usable by all students. If you are copying and pasting text, have a lot of information to share, or are including links in your announcements, see the instructions below.

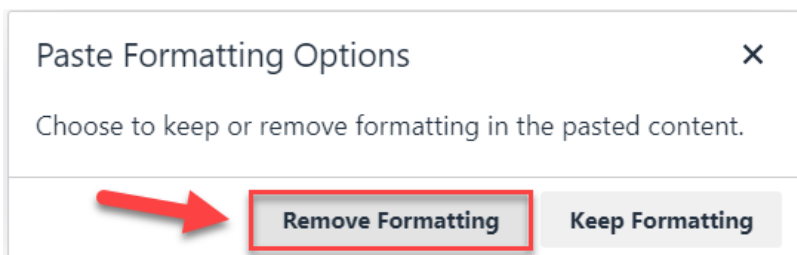
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## Instructions

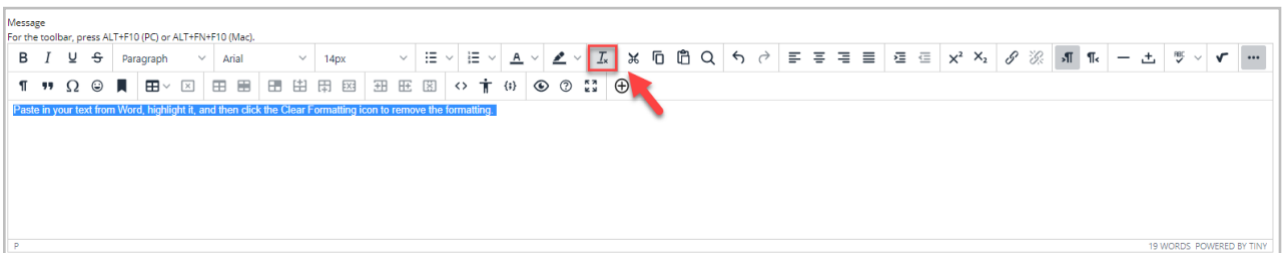
### Removing Formatting

When posting announcements within ulearn, you will use the ulearn Content Editor. If you are copying and pasting text from another source, there are two options you can use to “clear” the formatting from the page you are copying from. This ensures that the font and color align with accessible course standards:

1. **Option 1:** When copy/pasting material into the content editor, a box pops up asking you if you would like to keep or remove the formatting. Choose button on the left to remove formatting.



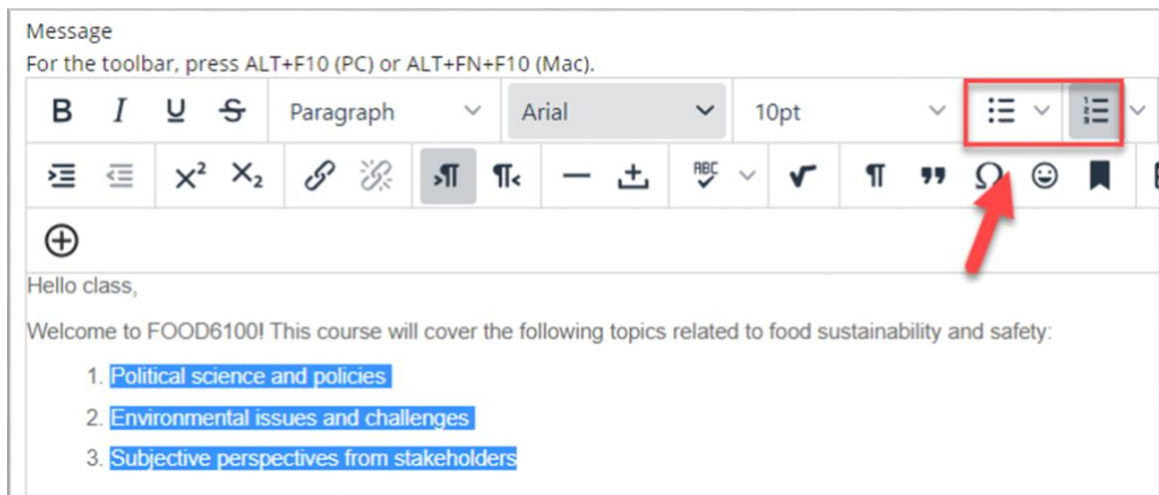
2. **Option 2:** If you did not choose the option to remove formatting when copying your text, you can still clear the formatting by highlighting the text and clicking the “Clear Formatting” button in ulearn.



## Organizing Material into Numbered and Bulleted Lists

If you have a lot of information to share in an announcement, it can be helpful to organize your material into numbered or bulleted lists to distinguish between these items. Lists are also easier and quicker for students to read, increasing the likelihood that they will actually read them!

1. To do so, place each item in a new row, hitting the “enter” key after typing out each item.
2. Next, highlight these items and choose from the “bulleted” or “numbered” buttons. This immediately formats these items into a list, making it easier for your students to read:

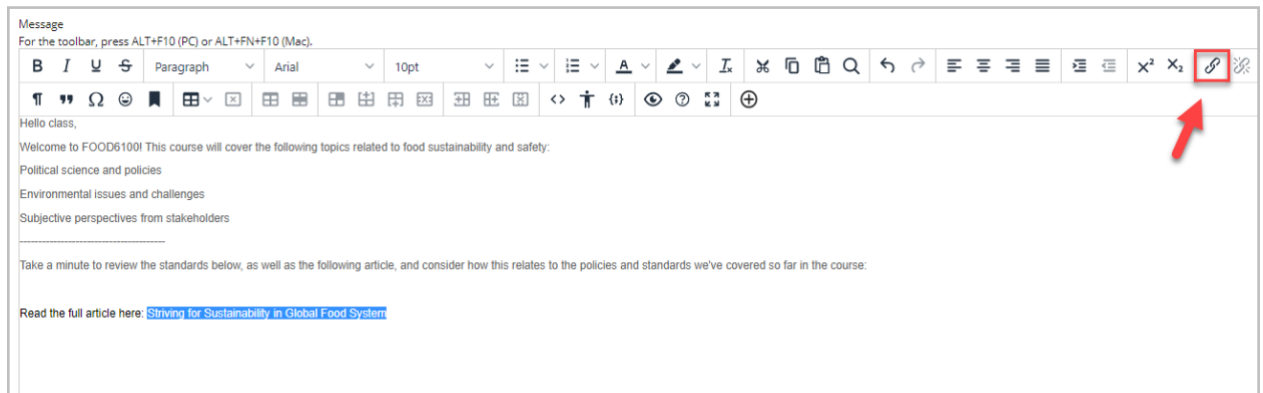


## Formatting Web Links

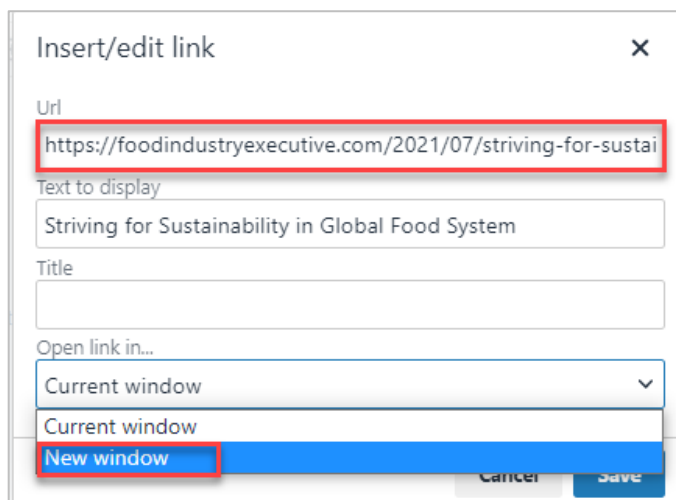
At times throughout your course, you may come across interesting articles, webpages, or recent news related to the course material that would be helpful for students to review. Rather than simply copy/pasting the link directly, type out the name of the article and hyperlink it. This provides students with a preview of what they are about to read and is helpful to students utilizing screen readers.

1. Type out the name of the article or content, highlight it, and click on the “link” button in the upper right-hand corner.

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2. Copy your link into the “url” box and choose the option to open the link in a new window.



3. Your finished result should look like this:

