

# View announcements in Moodle courses

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Faculty members post announcements in courses to keep everyone in the class up to date with important information and general news about the course. Only faculty members can post announcements, but you can reply to any announcement post.

Posted announcements are sent to your McNeese email account. Posting announcements in the course helps by keeping all course information and communication attached to the course and less likely to be lost or buried in your email inbox. With the volume of email we all get at the beginning of the semester, important information about your course is easily accessible in the course as well as your McNeese email inbox. Check your course announcements daily throughout the semester.

## View and reply to course announcements

1. [Log in to Moodle](#)
  2. Open your course. Announcements are typically located in the top module of the course.
  3. Select the Announcement link to open the course announcements page.
  4. Select the message to read.
  5. To reply to an announcement, open the message and use the links at the bottom of the message.
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