Changing the View and order of the Announcements to the School Site Preference

- Click on the bar behind Announcements

- Click List Tab
- Click Modify View
Select the Columns the School Site wants displayed on the Announcements

- Scroll Down – Can set sort order
• Scroll down – Different Styles

![Different Styles Image]

• Scroll down – Item Limit is one that the user may want to change

![Item Limit Image]

Most schools are changing this to 5

• Scroll down – Click OK when finished