

Announcements

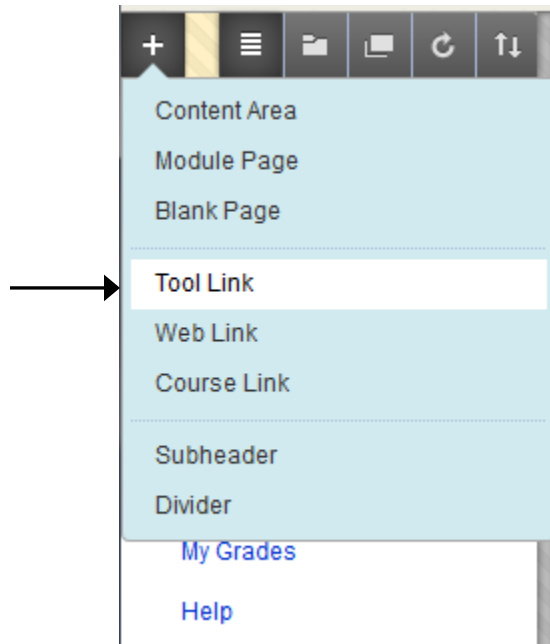
Announcements are used to notify students of important course information and events, such as due dates, exam schedules, and any changes to the syllabus. In addition to being displayed in the course site, announcements can be sent through email to students.

Adding the announcements tool to the course menu:

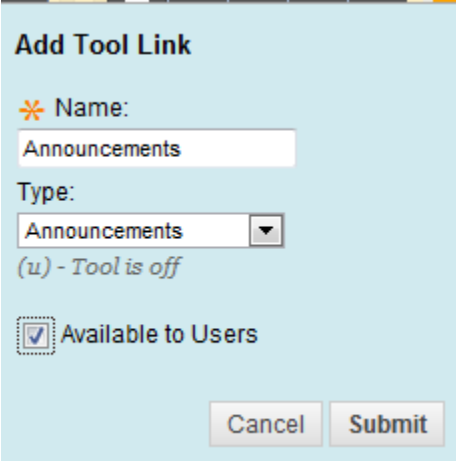
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

Edit Mode is: ● ON

2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'



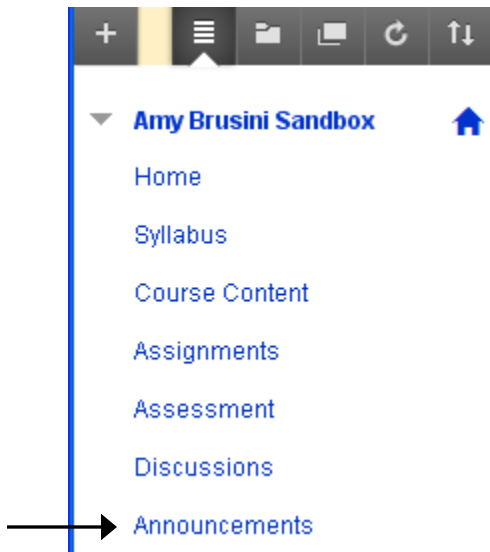
3. Give the link a name and choose 'Announcements' for the tool type. Check the box to make it available to users and click Submit.



A screenshot of the 'Add Tool Link' form. The form has a light blue background and contains the following fields and options:

- Name:** A text input field containing the word 'Announcements'.
- Type:** A dropdown menu with 'Announcements' selected.
- (u) - Tool is off*
- Available to Users
- Buttons for 'Cancel' and 'Submit' at the bottom.

- Once added to the course menu, click on the link to begin using the tool.



Creating an announcement:

- From the announcements page, click the 'Create Announcement' button, top left.

Create Announcement

- Enter the subject and a message text, if desired.

1. Announcement Information

✖ Subject Black

Message Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x₂ x² | [List Icons] [Link Icon] [Image Icon] [Table Icon]

Room assignments for Final Exam:
A - McCoy: Mudd 26
McDaniels - Z: Hodson 110

- Select to display the announcement permanently or for a particular period of time. Choose whether to send the announcement through email or not.

2. Web Announcement Options

Duration Not Date Restricted
 Date Restricted

Select Date Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement Send a copy of this announcement

4. Click Browse to link to an item in the course, if desired. Click Submit.

3. Course Link

Click **Browse** to choose an item.

Location

4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

5. The new announcement is now visible.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order presented to Students. Students do not see the bar and cannot reorder Announcements.

New announcements appear below this line -----

Exam Rooms

Posted on: Monday, December 10, 2012

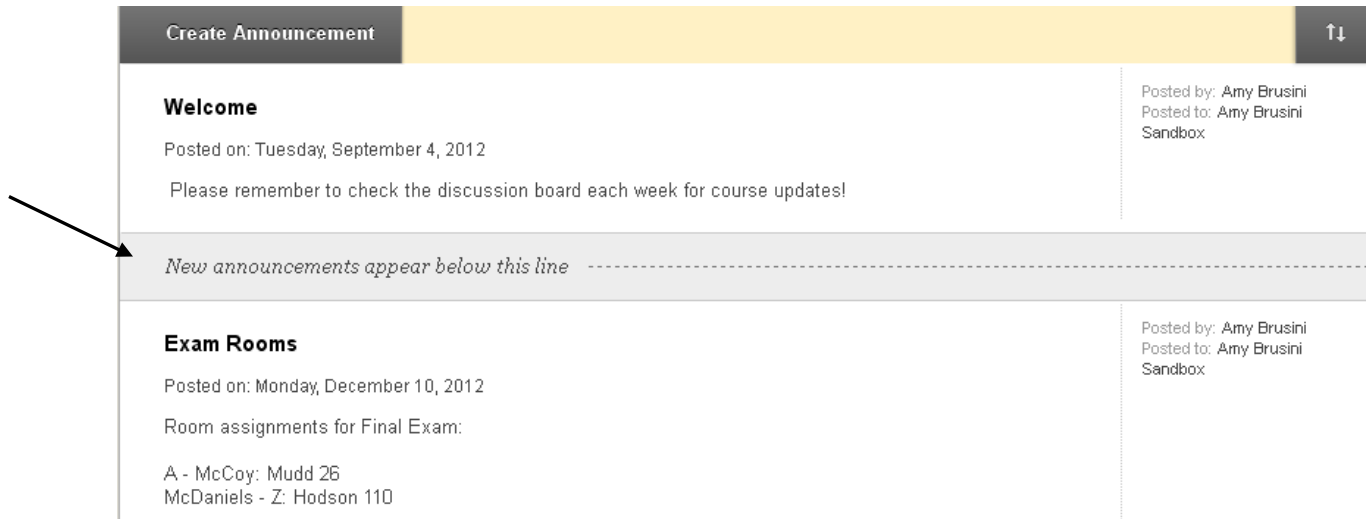
Room assignments for Final Exam:

A - McCoy: Mudd 26
McDaniels - Z: Hodson 110

Posted by: Amy Brusini
Posted to: Amy Brusini
Sandbox

Prioritize Announcements


1. Navigate to the announcements page.
2. Drag important announcements you want students to always see first above 'New Announcements appear below this line.'

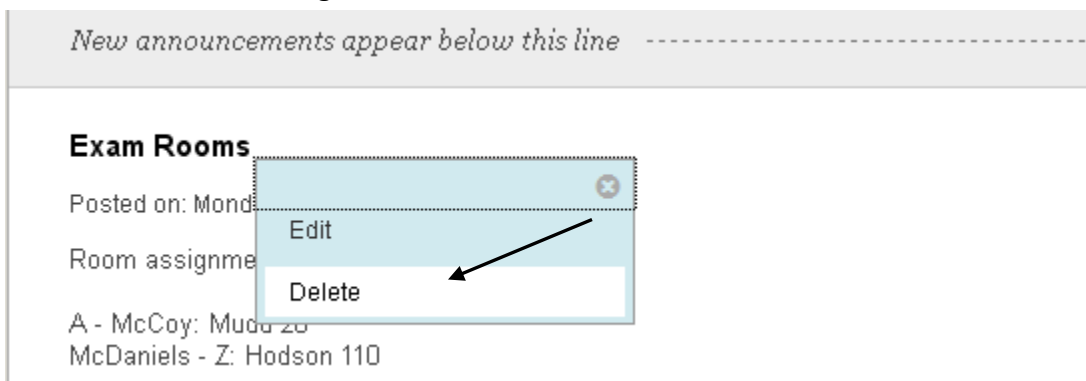


The screenshot shows the top of an announcements page. At the top is a yellow bar with 'Create Announcement' on the left and an up/down arrow on the right. Below this is a 'Welcome' announcement with the text 'Please remember to check the discussion board each week for course updates!'. To the right of the text is a vertical line and the text 'Posted by: Amy Brusini', 'Posted to: Amy Brusini', and 'Sandbox'. Below the 'Welcome' announcement is a grey horizontal bar with the text 'New announcements appear below this line' and a dashed line. Below this bar is an 'Exam Rooms' announcement with the text 'Room assignments for Final Exam:' and 'A - McCoy: Mudd 26', 'McDaniels - Z: Hodson 110'. To the right of this text is another vertical line and the text 'Posted by: Amy Brusini', 'Posted to: Amy Brusini', and 'Sandbox'. An arrow points from the left to the dashed line in the grey bar.

3. Announcements above the bar will always appear at the top, even when new announcements are added.

Edit/Delete an Announcement

1. Navigate to the announcement you want to edit or delete.
2. Click the action menu link [] next to the announcement name. Choose Edit or Delete to make changes.



The screenshot shows the 'Exam Rooms' announcement from the previous image. An action menu is open over the announcement, showing 'Edit' and 'Delete' options. An arrow points to the 'Delete' option. The menu also has a close button (an 'x' in a circle) in the top right corner. The background of the announcement is partially visible, showing the text 'Posted on: Mond...', 'Room assignme...', 'A - McCoy: Mudd 26', and 'McDaniels - Z: Hodson 110'.