

## Adding Announcements from a Course

Announcements can be used to provide welcome, explanatory, guiding, updated, reinforced, congratulatory information discussed in class or provided in other course documents like the syllabus. Announcements are a great way to immediately engage students and provide expectations regarding using an online course site to supplement learning in face-to-face classes.

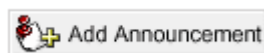
1. From a course menu, Click **Control Panel**.



2. Click the Announcements link from the **Course Tools** module.



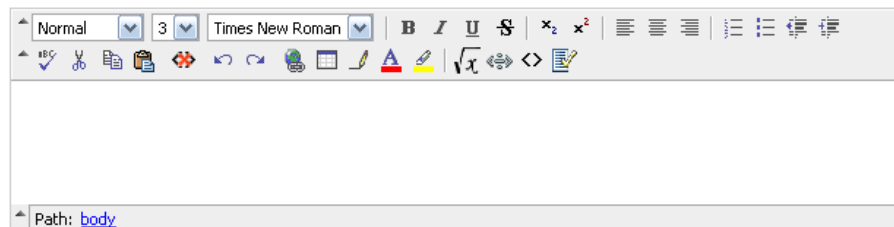
3. Click **+Announcement** from the **Add** bar.



4. Type a topic or subject in the **Subject** field. And enter the message in the message **Text** field.

\* **Subject**

**Message**


 A screenshot of a rich text editor. At the top, there are dropdown menus for "Normal" and "3", and a font selection dropdown for "Times New Roman". To the right of these are icons for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), and superscript (x²). Below these are icons for undo, redo, link, unlink, insert image, insert table, insert link, insert video, insert audio, insert code, and insert help. The main area is a large empty text box. At the bottom left, there is a "Path: body" label.



5. The default announcement length that displays to users is 7 days. Permanent announcements will always display to the user.

Permanent announcement?  Yes  No

Choose date restrictions

Display After

Sep 25 2006  
11 20 AM

Display Until

Sep 26 2006  
11 20 AM

6. To direct your students to a particular item/area in the course, i.e. the course syllabus or upcoming test, Click Browse to open a course map and select the location within the course you would like the link to take the student.

Click **Browse** to choose an item.

Location:

Browse

7. **Relatively new to Announcements** is the **Email Announcement** feature which allows the instructor to send the Announcement immediately to all course users via email. Simply check the "Email this announcement to all course users" checkbox. NOTE: If you use this feature, the email is sent immediately and is not regulated by any date/time restrictions that may have been chosen in step 5.

#### 4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

8. Click **Submit**.

**5 Submit**

*\* Required Field*

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

---

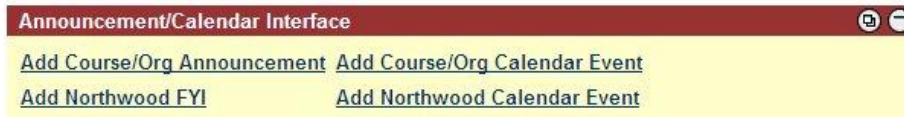
### ADDING ONE ANNOUNCEMENT TO MULTIPLE COURSES AT THE SAME TIME

Use the Add Course/Org Announcement tool found on the My Tools page to post an announcement to more than one class at the same time.

1. Click the **My Tools** tab and then **Add Course/Org Announcement** from the Announcement/Calendar Interface module.

---

#### My Tools



Announcement/Calendar Interface

[Add Course/Org Announcement](#) [Add Course/Org Calendar Event](#)

[Add Northwood FYI](#) [Add Northwood Calendar Event](#)

2. Choose the courses to post the announcement to (hold the control [Ctrl] button on your keyboard and click to select the appropriate courses)

ADD ANNOUNCEMENT

**1 Select Course**

Courses/Orgs:

- MI\_AAI:Academic Advising and Information
- MI\_ACI:Academic Counseling and Information
- BB\_TEMPLATE1:Bb Template 1**
- BB\_TEMPLATE2:Bb Template 2**
- BB\_TEMPLATE3:Bb Template 3**

**2 Announcement Information**

Title:

Description (4,000 characters maximum):

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> | [List Icons] | [List Icons]

Path: [body](#)

Start: Aug 12 2008 10 15 AM  End: Aug 12 2008 10 15 AM

Permanent:

Cancel Submit

3. Complete the message and click the "Submit" button. A simultaneous email cannot be sent using this tool.

4. A Review screen confirms the classes and the announcement posted to each.

