Announcements

Description

The **Announcements** tool allows the Course Owner or permitted Course Members to post a message on the Course's public Web page and/or send a copy of that message to all Course Members. Announcements also can be created but scheduled for posting at a later time.

Purpose

Using the Announcements tool provides an easy messaging system to ensure receipt of messages by all Course Members.

The **Announcements** screen (with four previously added Announcements) is displayed in Figure 1.

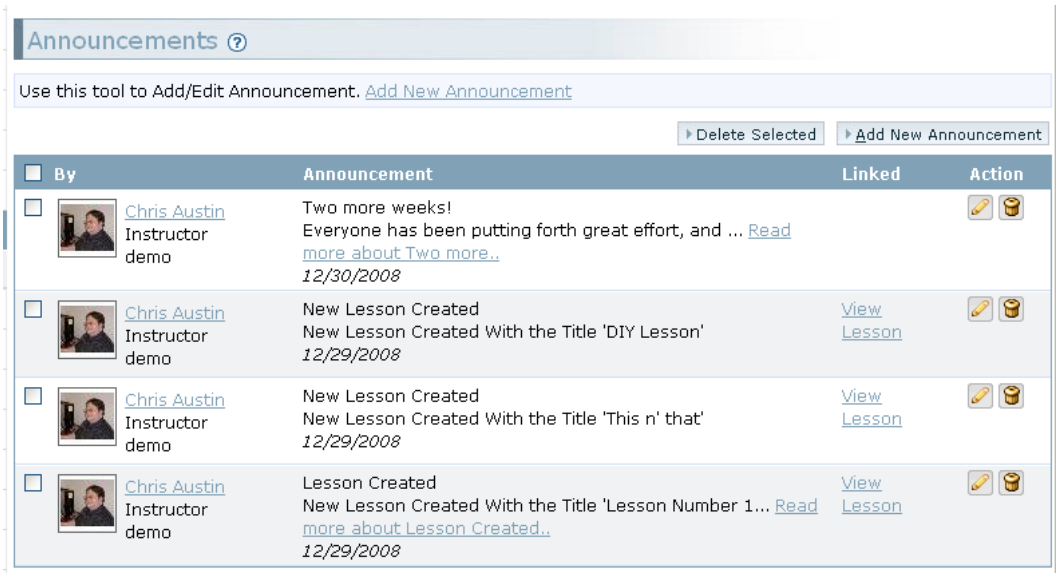

Figure 1

Creating an Announcement

1. Click the **Announcements** button in the left-side menu.
2. Click **Add New Announcement**.
3. Complete the fields/choices as described in the following table:

Field	Function
Title	The title will appear on the course's home page as well as the Announcements page.
Announcement	Add your message.
Start Date	Set the date this message should begin appearing to students.
Public	Check this box to allow the announcement to appear on the course's public Web page (where non-members will be able to see it).
Email	Check this box to send a copy of this message to all members as a Course Mail message. (This option sends the message immediately, regardless of the Start Date chosen above.)

4. When you have finished filling out the information, click the **Save** button. You will be returned to the **Announcements** page, where you will see a new entry for your new Announcement.

Figure 2 displays the **Add Announcement** screen.

Figure 2