

## Posting Announcements

When they log into your course, the first thing students see is your announcements. Here you have an opportunity to welcome students to the course site and help them through the important first steps in getting started. Posting an initial message a week or so before the course begins goes a long way to assure students – especially those taking exclusively online courses – that they really *aren't* on their own. Regular updates and reminders are useful in keeping students on task and current – and can be especially useful in getting the word out about course schedule changes and/or class cancellations due to illness and weather.

1. Click the **Control Panel** button.
2. In the Course Tools menu (middle left), click **Announcements**.
3. Click **Add Announcement**.
4. Enter a Subject and the Message.
5. By default, the announcement appears immediately after posting and remains indefinitely. You can customize when the announcement is displayed in the Options area.
6. You can also add a link to another part of the course using the Course Link option. **Browse** to find the document or area you want to link to. This is useful if calling students' attention to newly-available course material.
7. You can send the announcement as an e-mail message to everyone in the course. Suggestion: Avoid using formatting such as bold, color, etc. in announcements that you plan to send through e-mail, as many mail systems display the HTML code in the text of the message, making the messages difficult to read.



### Announcements

Add Announcement

VIEW TODAY VIEW LAST 7 DAYS

No announcements found.

**2 Options**

Permanent announcement?  Yes  No

Choose date restrictions:

Display After

Mar 26 2005 08:30 AM

Display Until

Mar 29 2005 08:30 AM

**3 Course Link**

Click **Browse** to choose an item.

Location:

### 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** and **OK** when prompted.