

Best Practices for Using the Announcements Tool

Overview

- Effective for “broadcasting” information to members of the course site
- Displays full text announcements on the student’s course site
- Able to have an announcement appear for a set amount of time
- Able to notify students via email when new announcements are posted

Creating Announcements

1. At the Announcements page, click “**Add**” to create a new announcement.
2. When authoring announcements, use a **meaningful, but short title**.

Post Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* **Announcement title**

* **Body**

Make sure you check Resources for a study guide for Friday's test. The test will count for 99% of your final grade.

3. Use the formatting tools in the Rich Text Editor (such as **red** or **bold**) to stress critical points.
4. In the **Access** category, choose between “members of this site” or “select groups” (if you have created a specific group in **Site Editor**).

Access

☒ Only members of this site can see this announcement

☐ This announcement is publicly viewable

☐ Display this announcement to selected groups only.

5. In the **Availability** category, you may choose when the announcement will be posted hidden or viewable during a specific timeframe.
6. **Email Notification** automatically pushes the message to the students’ official Marist email. Use **high** notification for critical messages. Otherwise, use **none**.

Availability

☐ Show - (Post and display this announcement immediately)

☐ Hide - (Draft mode - Do not display this announcement at this time)

☒ Specify Dates - (Choose when this announcement will be displayed)

☐ Beginning

Date: JUL 18 2013 Time: 3 00 pm

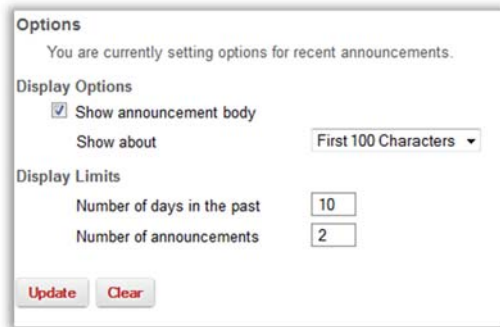
☐ Ending

Date: AUG 17 2013 Time: 3 00 pm

Displaying Recent Announcements

You can set up how you want the announcements to be displayed on the homepage of the course site. Students have access to all announcements by going to the “Announcements” on the left menu bar.

1. On the course site’s homepage, select “Options.”
2. Set the *Display Options* to also show **about 100 characters** of the announcement’s body.
3. Set the *Display Limits* to show the last **10 days** or the last **2 posts**.



The screenshot shows a dialog box titled "Options" with the subtitle "You are currently setting options for recent announcements." It contains two main sections: "Display Options" and "Display Limits".

Display Options:

- ☒ Show announcement body
- Show about: First 100 Characters (dropdown menu)

Display Limits:

- Number of days in the past: 10 (text input)
- Number of announcements: 2 (text input)

At the bottom, there are two buttons: "Update" and "Clear".

*These are merely recommendations from the ATE Office. You are not restricted to these options.