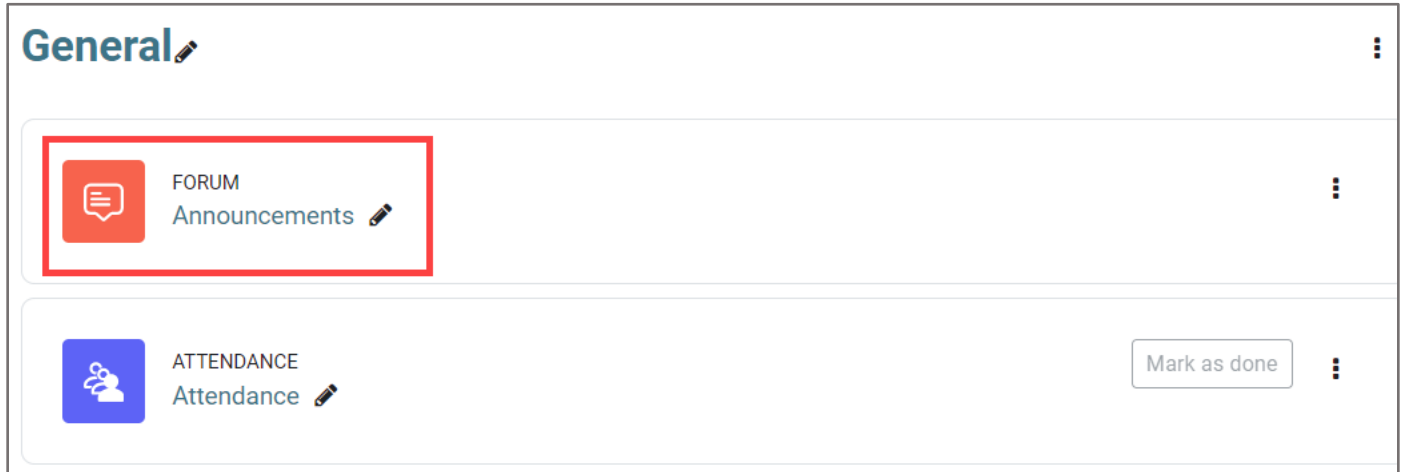


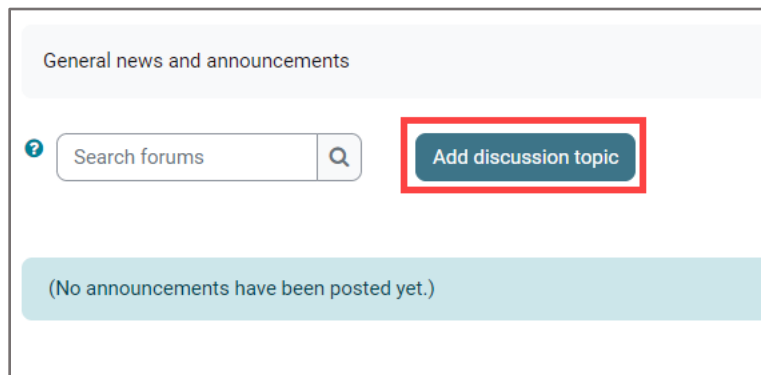
# How to Post Course Announcements

*This document contains instructions on how to post general announcements to all users enrolled in your course.*

1. On the course homepage, under the **General** section, click on **Announcements**.



2. On the next page, click the **Add discussion topic** button.



3. On the announcement settings page that opens, enter the topic of the announcement in the **Subject** field. Then type the details of the memo you wish to communicate to all participants in the class in the **Message** field.

The screenshot shows a form for creating an announcement. The 'Subject' field contains the text 'Wednesday class is cancelled'. The 'Message' field contains the text 'Class on Wednesday, November 29th is cancelled. Please submit your weekly assignment by Thursday, November 30th.' The form includes a rich text editor toolbar with options for bold, italic, list, link, image, video, and help. At the bottom, there are buttons for 'Post to forum', 'Cancel', and 'Advanced'.

Subject ! Wednesday class is cancelled

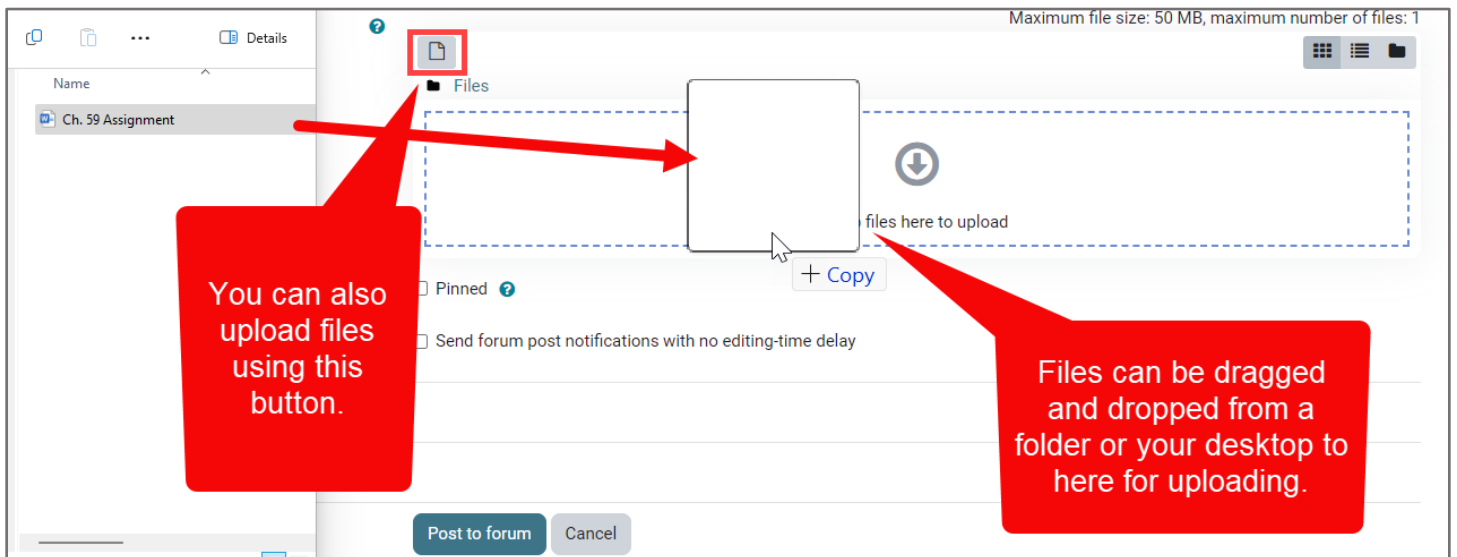
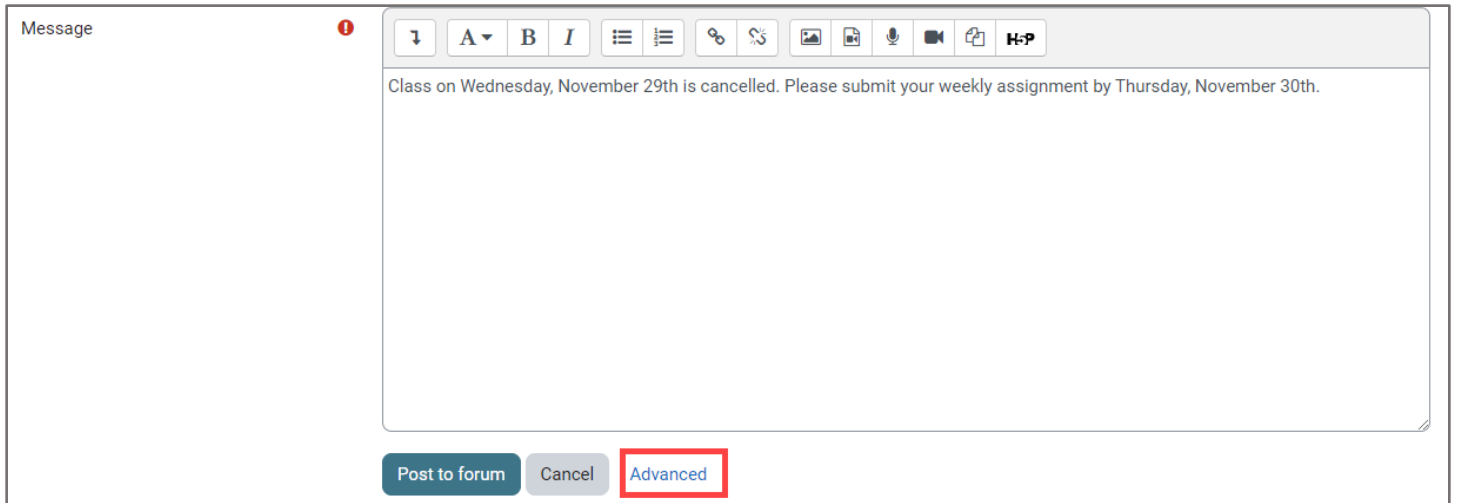
Message !

↵ A B I ☰ ☷ 🔗 📎 🎤 🎥 📄 H:P

Class on Wednesday, November 29th is cancelled. Please submit your weekly assignment by Thursday, November 30th.

Post to forum Cancel Advanced


4. If you wish to attach or upload a file to be associated with this announcement, click **Advanced** beneath the description box to reveal more options. You may then drag and drop the file from its location on your desktop directly into the **Attachment** drop box available on the course page.



5. You may post or plan to post multiple course announcements. In this case, you can always ensure the latest post is pinned at the top of the announcements list by default by selecting the **Pinned** checkbox.

Attachment Maximum file size: 50 MB, maximum number of files: 1

Files

  
Ch. 59 Assign...

Pinned ?

Send forum post notifications with no editing-time delay

---

> Display period

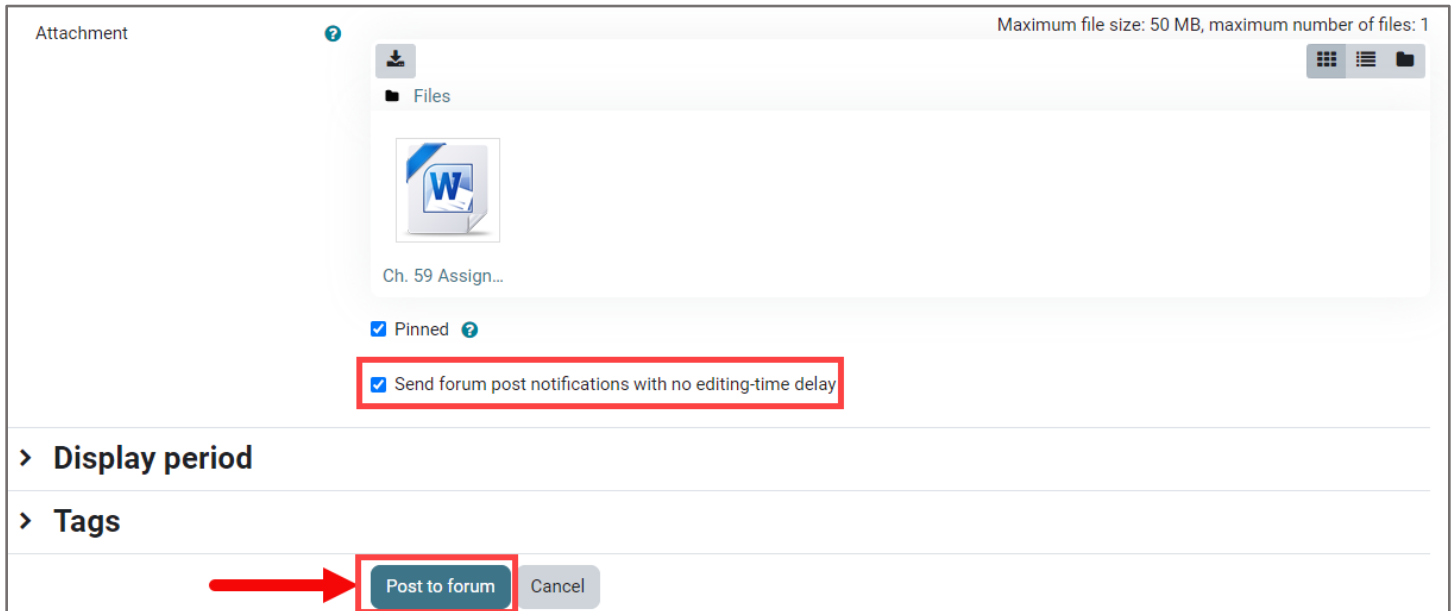
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> Tags

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Post to forum Cancel

6. When you post an announcement, the system will grant you an automatic grace period of 30 minutes in which you can make changes before notifying course participants of the new announcement. If you wish to bypass this grace period and notify participants immediately as you submit your post, check the box next to the **Send forum post notifications with no editing-time delay** option. Lastly, please scroll down the page and click the **Post to forum** button when done.



Attachment Maximum file size: 50 MB, maximum number of files: 1

Files

Ch. 59 Assign...

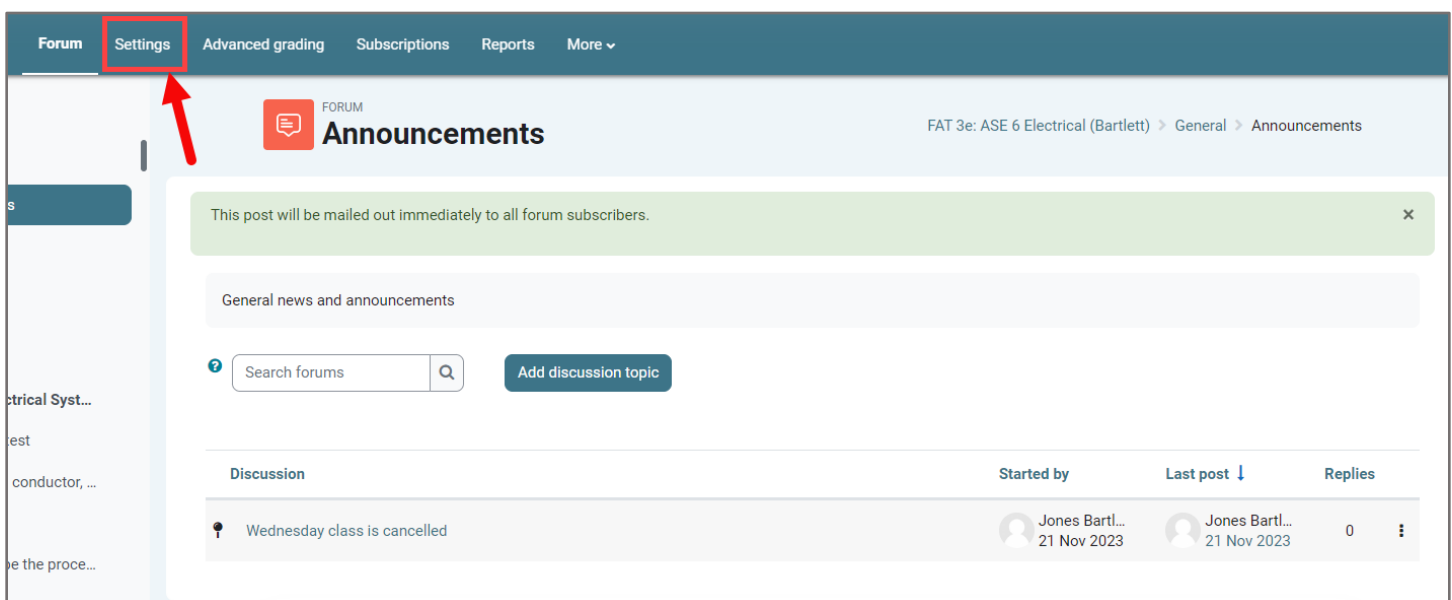
Pinned

Send forum post notifications with no editing-time delay

> Display period

> Tags

7. If you would like to apply a specific length of time for which you wish the announcement to be available for course participants to view, click on the **Settings** option at the top of the page.



Forum **Settings** Advanced grading Subscriptions Reports More ▾

FORUM **Announcements** FAT 3e: ASE 6 Electrical (Bartlett) > General > Announcements

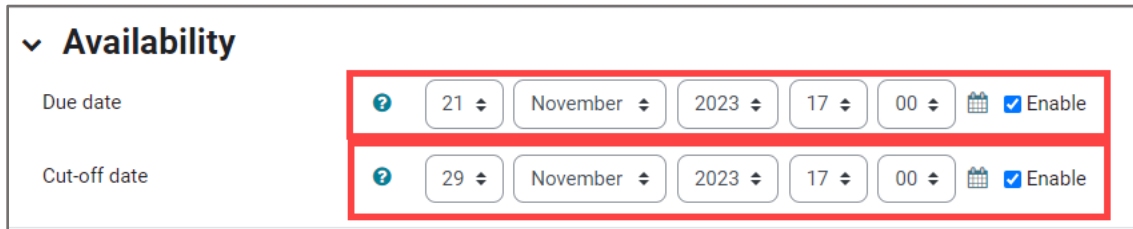
This post will be mailed out immediately to all forum subscribers. ✕

General news and announcements

Search forums

Discussion	Started by	Last post ↓	Replies
Wednesday class is cancelled	Jones Bartl... 21 Nov 2023	Jones Bartl... 21 Nov 2023	0

8. On the resulting page, please scroll down and expand **Availability** settings. To apply a date and time for when you would like your announcement to be visible, click the **Enable** checkbox next to **Due date** and then select the timing parameters. If you wish to apply a date and expiration time for when the announcement should be removed from course participants' view, click the **Enable** checkbox next to the **Cut-off date** option and then select the desired timing.

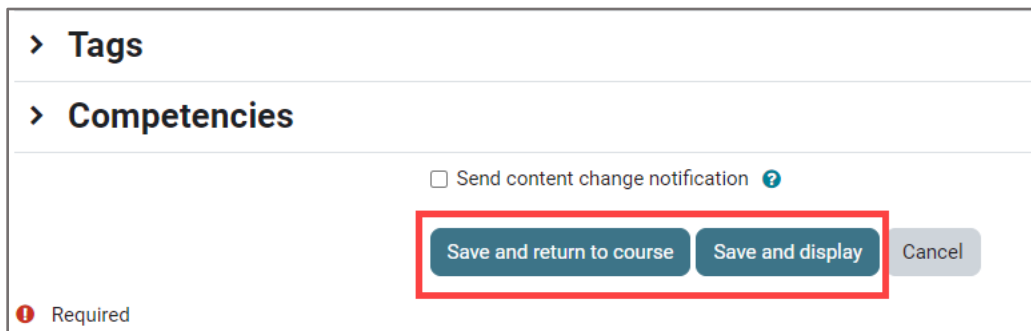


▼ **Availability**

Due date  21 November 2023 17 00  Enable

Cut-off date  29 November 2023 17 00  Enable

9. Once you are satisfied with your settings, click the **Save and return to course** or **Save and display** button.



> **Tags**

> **Competencies**

Send content change notification

**Required**

10. Your announcement will go out either immediately or after 30 minutes (depending on whether you checked the “no editing time delay” option during setup). The announcement will appear on the discussion forum page after it is posted.

**FORUM Announcements** FAT 3e: ASE 6 Electrical (Bartlett) > General > Announcements

**Due:** Tuesday, November 21, 2023, 5:00 PM

General news and announcements

Discussion	Started by	Last post ↓	Replies
Wednesday class is cancelled	Jones Bartl... 21 Nov 2023	Jones Bartl... 21 Nov 2023	0