

The announcement tool provides an archive of old announcements and allows the module designer to set dates when alerts should become available to students. The most recent announcement can pop-up in a new window as soon as the student logs into your module.

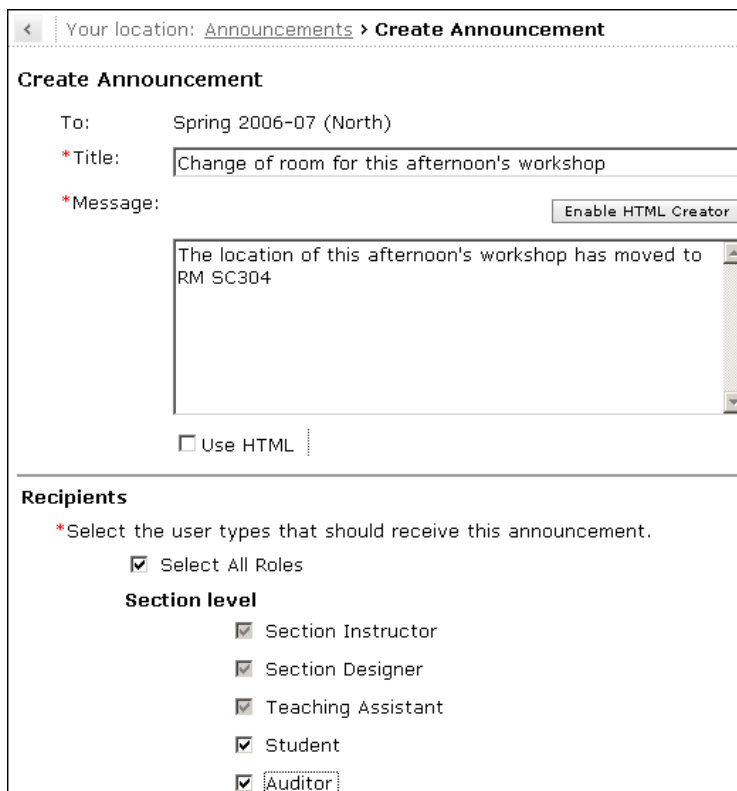
1. Click on the **Announcements** link from the left hand **Course Tools** menu.



2. Click on the **Create Announcement** Button



3. Type in the title of your announcement in the **Title** text box. Type the announcement message in the **Message** text box. Tick the check box next to the users you want it to go to in the **Recipients** area, you may select more than one role.



The screenshot shows the 'Create Announcement' form. At the top, it says 'Your location: [Announcements](#) > **Create Announcement**'. Below this is the 'Create Announcement' section. It has a 'To:' field with 'Spring 2006-07 (North)'. There is a '*Title:' field with the text 'Change of room for this afternoon's workshop'. There is a '*Message:' field with the text 'The location of this afternoon's workshop has moved to RM SC304'. There is an 'Enable HTML Creator' button. Below the message field is a 'Use HTML' checkbox. Below the 'Create Announcement' section is the 'Recipients' section. It says '*Select the user types that should receive this announcement.' and has a 'Select All Roles' checkbox. Below this is a 'Section level' section with a list of roles: 'Section Instructor', 'Section Designer', 'Teaching Assistant', 'Student', and 'Auditor'. All roles have a checked checkbox.

4. Select the **Start Displaying on:** month, day, year, hour and minute drop-down menus or select the calendar/time icon
5. Select the **Stop displaying on:** month, day, year, hour and minute drop-down menus or select the calendar/time icon.

Delivery Dates

*Start displaying on:

Stop displaying on: Unlimited

Also deliver as a pop-up message

6. Tick the check box for **Also deliver as a pop-up message.**
7. Click on the **Send** button.

NOTE: It is good house keeping practice to set an end date for announcements, this way old announcements will not appear in, say, the new semester. But it is possible to display indefinitely by selecting **Stop displaying on: Unlimited.**

8. A **confirmation message** is displayed.

✔ The new announcement was created successfully.

Your location: **Announcements**

Create Announcement

[Warm Welcome](#)

Status: Sent August 5, 2005 9:22 AM
Welcome to the version 6 course. Please let me know if you have any queries.

[Online Kick off session](#)

Status: Ready August 19, 2005 2:35 PM
Please note that the online kick off session scheduled for the 18 September 2005 has been moved to the 24 September instead. We will post mo