

Adding An Announcement

The Announcement tool is used to send a message (with attachments) to your entire site or to a defined group.

Adding Announcements

Posting announcements is one way to communicate with the entire class or with specific groups.

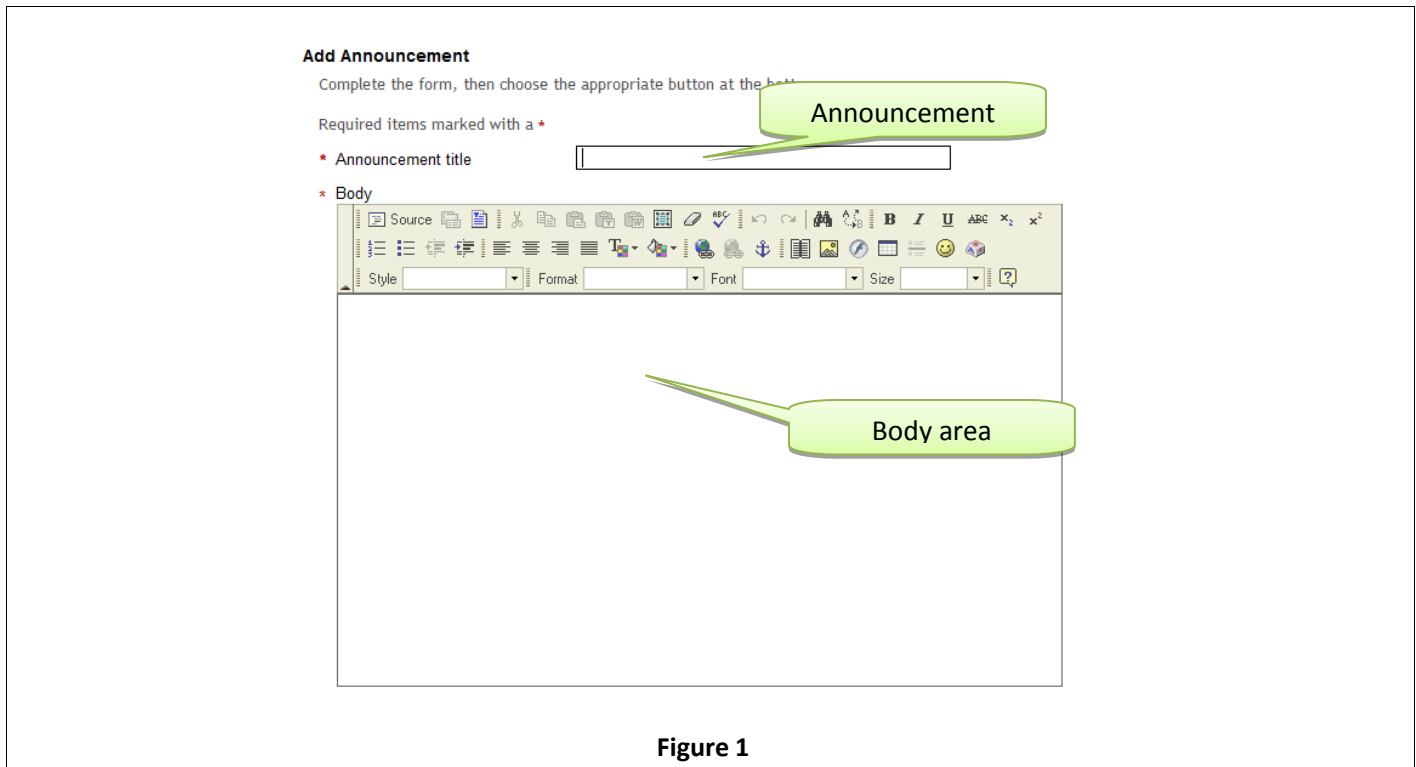
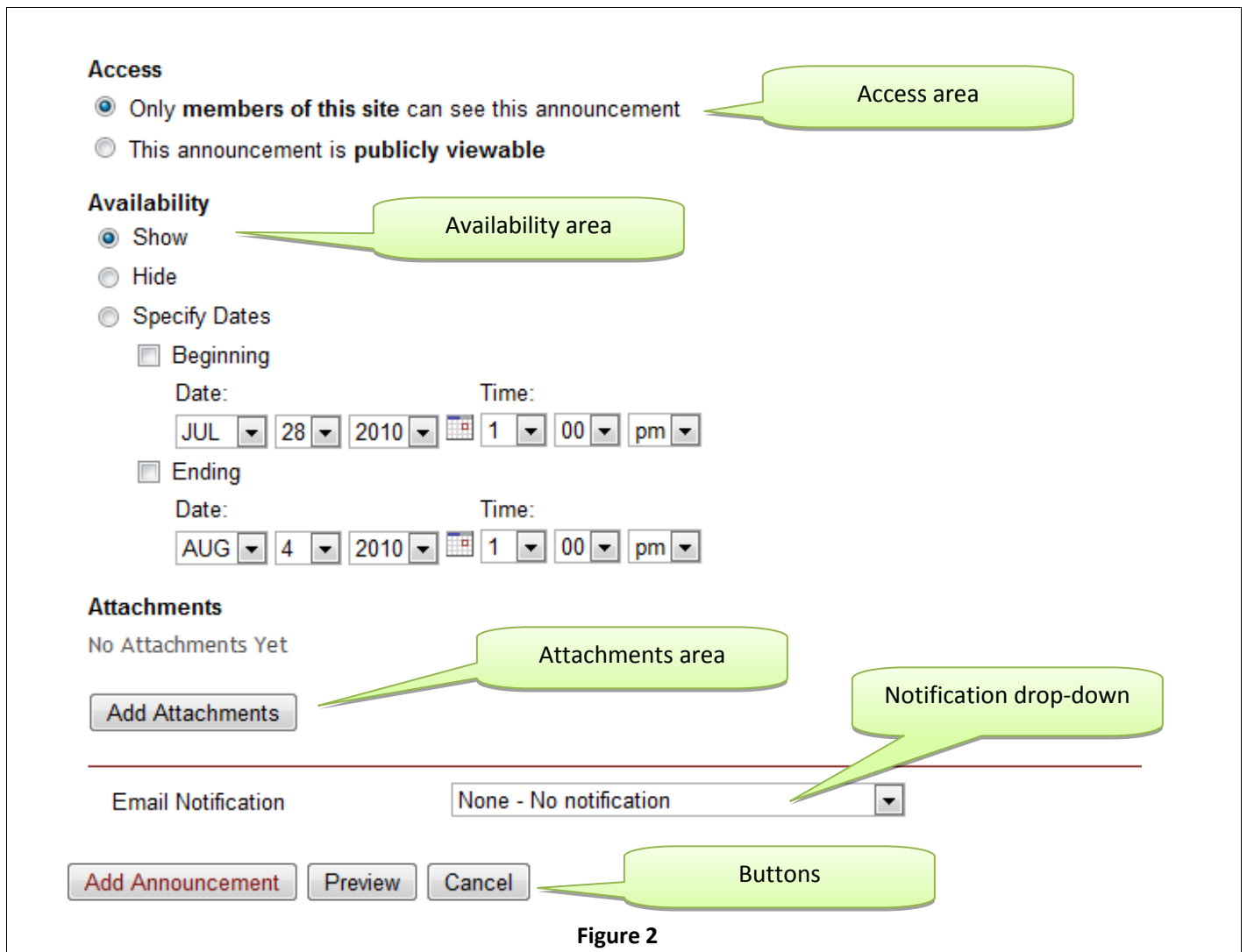


Figure 1

1. From the list of tools on the left, **Click Announcements.**
2. From the Tool Function links, **Click Add.**
The Add Announcement screen appears.
3. In the Announcement title box, **type a title for the announcement.**
4. In the Body area, **type the body of the message.**
5. In the Access area, you can change the setting so the announcement displays to members of the site, to the public, or to specific groups
Note: The option Display this announcement to selected groups only will appear if groups are defined.
6. In the Availability area, you can show, hide, or specify beginning and end dates and times when the announcement will be available.
7. If you wish, you can attach a file to the message, **Click Add Attachment.**
 - a. To upload a file, near the top of the resulting screen, **Click Browse.**
 - b. **Double-Click the file** of your choice.

Note: Once a file has been added to Resources, it becomes readily available for attachment to other objects in Oncourse, such as announcements, private messages, and assignments. See the section below: Adding an Attachment from Resources.



If you wish, you can send an email notification.

8. In the *Email Notification drop-down box*, select an option:
 - **High – All participants** – email will be sent directly to participants’ email addresses (overrides Low: all participants receive the notification)
 - **Low – Only participants who have opted in** – this will be subject to each participant’s notification preferences
 - **None – No notification** – no email will be sent
9. After you have made your selections, you can add, preview, or cancel the announcement using the buttons at the bottom of the screen.
 - Click **Add Announcement** to post the announcement – the newly created announcement will be visible in the list of announcements.
 - **Click Preview** to view what the announcement will look like without actually posting it – to make additional changes to the announcement at this point, **Click Edit**.
 - To cancel the announcement, **Click Cancel**.

Adding an Attachment from Resources

Adding a file to Resources makes it readily available for attachment to other objects created in Oncourse.

1. Verify that you are on the Add Announcement screen (see Figure 1).
2. To add an attachment, **Click Add Attachments**.
3. Scroll to the **Select a resource section**.

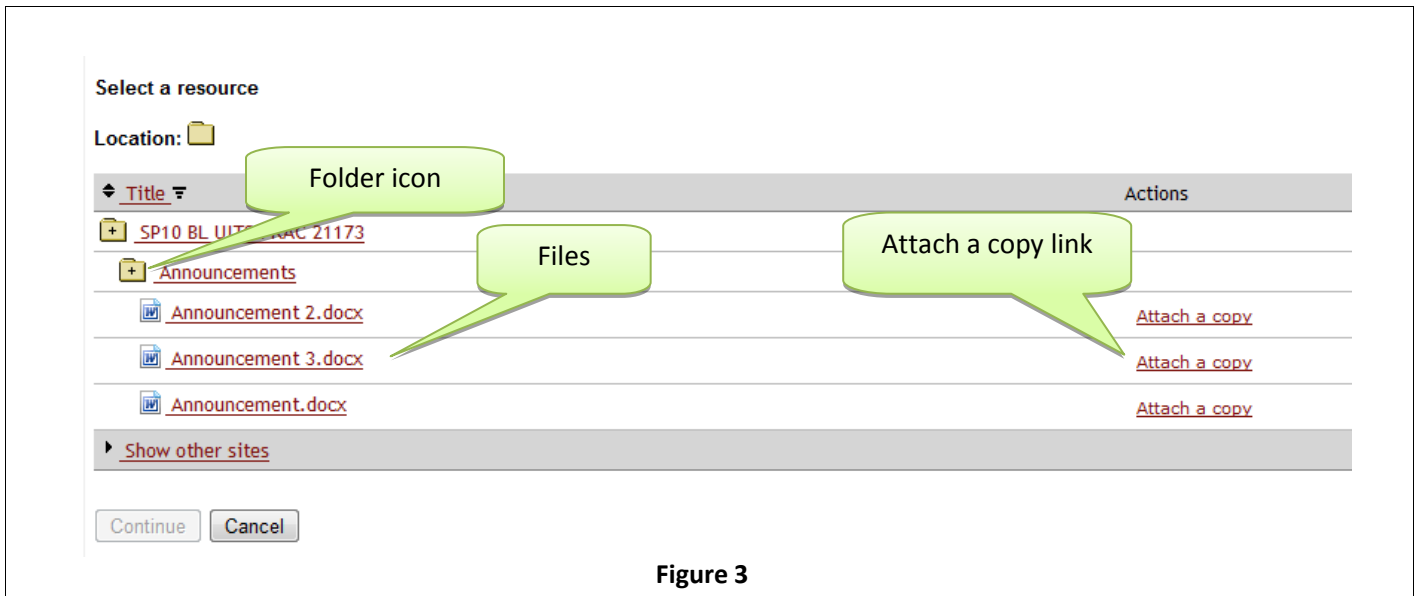


Figure 3

4. In the **Select a resource** section, to open the folder, to the left of the folder name, **Click the folder icon**.
5. Scroll, if necessary, to see the files inside the folder.
6. To select the file for attachment to the announcement, to the right of the file name, **Click Attach a copy link**.
A gray bar added to the top of the screen labeled Items to attach shows what has been selected for attachment. You can select multiple items to attach.
7. To finish the selection process, **Click Continue**.
You are returned to the Add Announcement form (see Figure 1).
8. **Scroll to the bottom of the form** as necessary to see the Attachments section of the form.
9. To post the announcement, at the bottom of the form, **Click Add Announcement**.
You are returned to the list of announcements where the new announcement can be seen with the paper clip symbol to the left of the title representing the attachment.

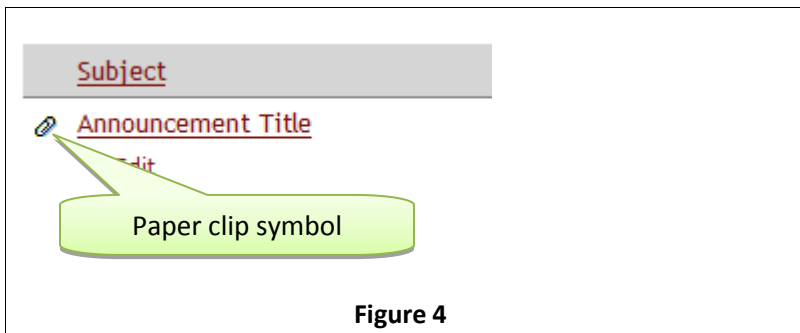


Figure 4