



ANNOUNCEMENTS

STUDENT

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Introduction

The **Announcement** tool is a virtual messenger in the course. You can receive announcements from the instructor in your course. Announcements can be delivered as a pop up message as well as in the announcements tool in the course.

Using the announcement tool

Previewing an Announcement

1. Click on the **Announcements** link on the left hand Course Tools menu. The **Announcements** screen displays seen in figure 3-1.



Figure 3-1

You can read all the announcements for the course from this screen.

Announcements as a pop up window

Announcements may also be delivered as a pop up window. If you access your course and the instructor has set up the announcement to be displayed as a pop up window, the window will open up automatically. See Figure 3-2.



Figure 3-2




1. Click on **Close this window** link once you have finished viewing your announcement. The window closes.

Changing the number of records per page

If there are many announcements displaying on the announcement screen you may want to change the amount of records that display per page.

1. Click on the **Announcements** link on the left hand Course Tools menu. The **Announcements** screen displays.

2. Click on the **paging preferences** icon  located in the bottom right hand corner of the announcements screen. See figure 3-3.

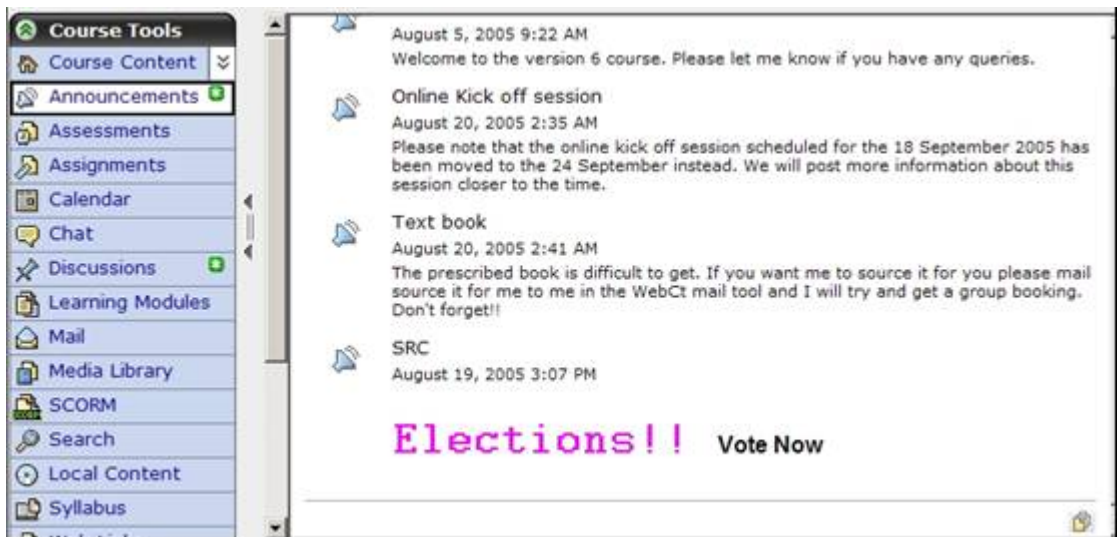


Figure 3-3

The Edit Paging screen displays as seen in figure 3-4.

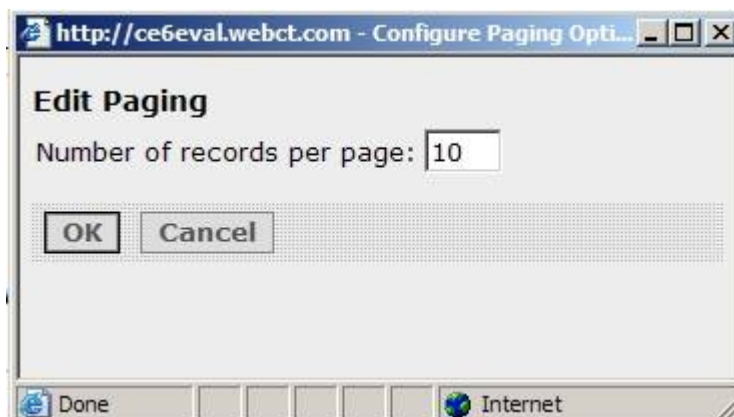


Figure 3-4

3. Type in the number of records you want to display in the **Number of records per page** text box.



4. Click on the **OK** button. The screen refreshes and the change in number of records is applied.

If there are more pages available in the announcement tool the navigation menu appears at the bottom of the screen as seen in figure 3-5.

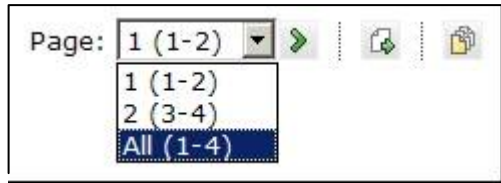



Figure 3-5

You may select a page from the **Page** drop-down menu and click on the green arrow button.

Alternatively you may click on the next page icon  to get to the next page.