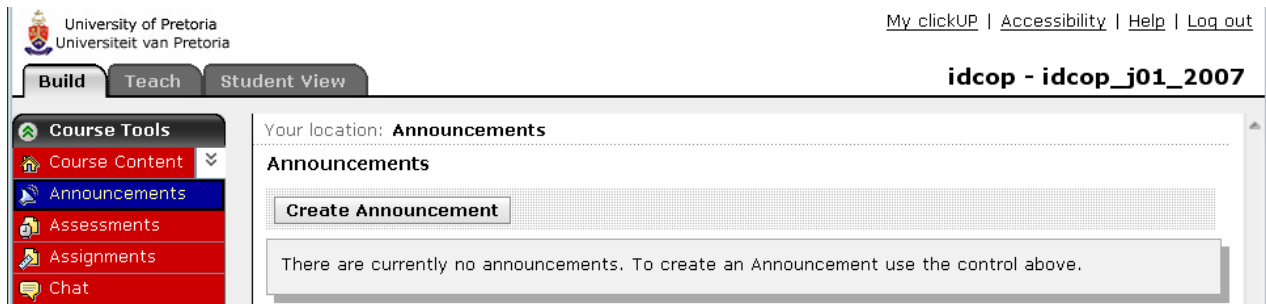




# Announcements fact sheet

The Announcements tool enables course instructors and designers to send messages to different recipients (roles e.g. students, teaching assistants) in their course. This is a one-way communication method and recipients cannot reply to a message. The announcements tool is most often used for administrative purposes. An advantage is that it is delivered as a pop-up message the first time the recipients enters into the course. Thereafter it is stored in the announcements area and can be accessed again should it be necessary.

## Create a Announcement



1. Click on the Create Announcement button
2. Add a title to your message as well as the message that you want to send. You can make use of the HTML Creator should you want to enhance the text.
3. **Recipients:** Select the roles to which you want to send the message. The student role is not selected by default. You have to tick the checkbox next to it.
4. **Delivery Dates:** You can set the message to be sent on a future date / time. The default setting is set on the current date and time.
5. Tick the **pop-up message** tick so that it will pop-up for the students when they log into the course.
6. Click on the Send button.

