

Announcements

The “Announcement” module adds a news and communication board to your course.

The announcements area allows the teacher or person managing the course to publish a communication for the students, sending a personal notification to each user's e-mail box.

View and manage Announcements

All the course users with view permissions on the module can read announcements

Students will be able to read and archive under the “history” tab, announcements they can see.

This is the full view for user roles with edit permission on the module (i.e., course administrators, teachers, tutors):

ANNOUNCEMENTS

NOT READ

HISTORY

[Add announcement](#)

❗ Seminar Event Postponed
 04-05-2020 12:31 Dear Students,

the upcoming Live Seminar scheduled for next week has been canceld and will be re-scheduled.
 We will notify the new date as soon it will be defined

Best
 The Academy Staff

Move to archive

[Edit](#)

[Edit](#)

[Delete](#)

New course slides published

04-05-2020 12:29 Dear Students,
 we just published the new slides from wednesday lesson.
 Please use the forum for any questions to tutors and teachers

Best
 The Academy Staff

Move to archive

[Edit](#)

[Edit](#)

[Delete](#)

[Add announcement](#)

Insert an announcement

When adding a new announcement, you can define:

- **Title**
- **Mark as important:** the announcement text will appear highlighted
- **Description:** consider this text will be also sent by email or SMS, avoid using complex HTML structures.
- **Recipients:** Announcements can be published for all or just some subscribed users, select:
 - Only me: if you are preparing the text and don't want it to be sent yet
 - All: all the users subscribed to this course
 - Select: will prompt the list of subscribed users that will be able to see this announcement

ANNOUNCEMENTS

Add announcement

<< Back

Title

New course slides published

☐ Mark as important

Description

File Edit View Insert Format Table

Undo

Redo

B

I

Left

Center

Right

Justify

Bulleted

Numbered

Decrease indent

Increase indent

Link

Image

Paragraph

11pt

Table

Text color

Background color

Smiley

Dear Students,
we just published the new slides from wednesday lesson.
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Best
The Academy Staff

26 WORDS

Recipients

- All
- Only me
- All
- Select users

Insert

Undo

Revision #2

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