

# 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

The screenshot displays the 'ANNOUNCEMENTS' section of a course interface. At the top, there are two tabs: 'NOT READ' (highlighted in orange) and 'HISTORY' (grey). Below the tabs is a header with a plus icon and the text 'Add announcement'. The main content area contains two announcements. The first announcement is highlighted in yellow and has a warning icon. It is titled 'Seminar Event Postponed' and is dated '04-05-2020 12:31'. The text of the announcement reads: 'Dear Students, the upcoming Live Seminar scheduled for next week has been cancelled and will be re-scheduled. We will notify the new date as soon it will be defined'. The sender is 'Best The Academy Staff'. To the right of the announcement are four icons: a folder icon for 'Move to archive', a person icon for 'Edit', a document icon for 'Edit', and a red 'X' icon for 'Delete'. The second announcement is titled 'New course slides published' and is dated '04-05-2020 12:29'. The text reads: 'Dear Students, we just published the new slides from wednesday lesson. Please use the forum for any questions to tutors and teachers'. The sender is 'Best The Academy Staff'. It also has the same set of action icons: 'Move to archive', 'Edit', 'Edit', and 'Delete'. At the bottom of the interface, there is another 'Add announcement' button with a plus icon.

## 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 Bold Italic Text Color Background Color Link Image Paragraph 11pt

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

26 WORDS

Recipients

All

Only me

All

Select users

Insert

Undo

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