

## ANNOUNCEMENTS

**Note:** The Announcement tool needs to be added to your course before you can begin creating modules.

To add the announcements tool select the Build Tab>Manage Course>Tools

\* For more information on adding tools please see our “Adding Tools” tutorial.

An announcement is a great method of sending information to your entire class. Post an announcement when:

- You are sending a message to which you need no reply
- You want to send a reminder, a notification of change, etc. that will be posted for a specific amount of time.



### Create an Announcement

To create an Announcement in WebCT Vista:

1. Select **Announcements** from the Course Tools menu in the Build or Teach tabs
2. Click **Create Announcement** to enter the announcement information

**Create Announcement**

To: section 1

\*Title: Test on Friday!

\*Message:

Remember to study. You need to complete exam 1 before Friday at noon.

Use HTML

**Title:** The title is very important. An effective title is the best search tool when you are trying to find a particular announcement.

**Message:** Enter your announcement here. Be concise.

**Recipients**

\*Select the user types that should receive

Select All Roles

**Section level**

Section Instructor

Section Designer

Teaching Assistant

Student

Auditor

**Recipients:** Select who you want to receive the announcement by role

- You can select one role or multiple roles
- Select the box next to Select All Roles to send the announcement to everyone



**Delivery Dates:** The announcement will be visible to your recipients between the two dates you select

- You also have the option to have the announcement pop-up as soon as the student enters the course. To do this, check the box next to pop-up message.

3. Click **Send** once you have completed filling in all the information

**Note:** You can set up your announcements ahead of time and they will appear on the date that you select. Use the pop-up feature so all your students will see the announcement, even if they are passive within your course.

## Edit or Delete an Announcement

### Editing

You can edit an announcement only before the beginning availability date. You will not be able to edit the announcement after it has been displayed.

1. From the Build or Teach tab, click on the **Announcement** option
2. Select the **Action Menu** on the announcement and choose the **Edit** option
3. Make your changes and select **Send** to save your edits

### Deleting

You can delete your announcements at any time.

- Use the action menu next to the announcement or
- Select the check box and choose **Delete** from the bottom of the screen

