

Announcements

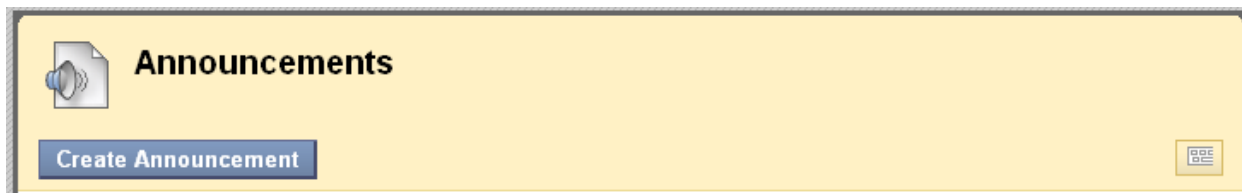
By Dick Evans

This paper describes working with announcements placed on the course. Announcements are displayed on the student Home Page in the Announcement block.

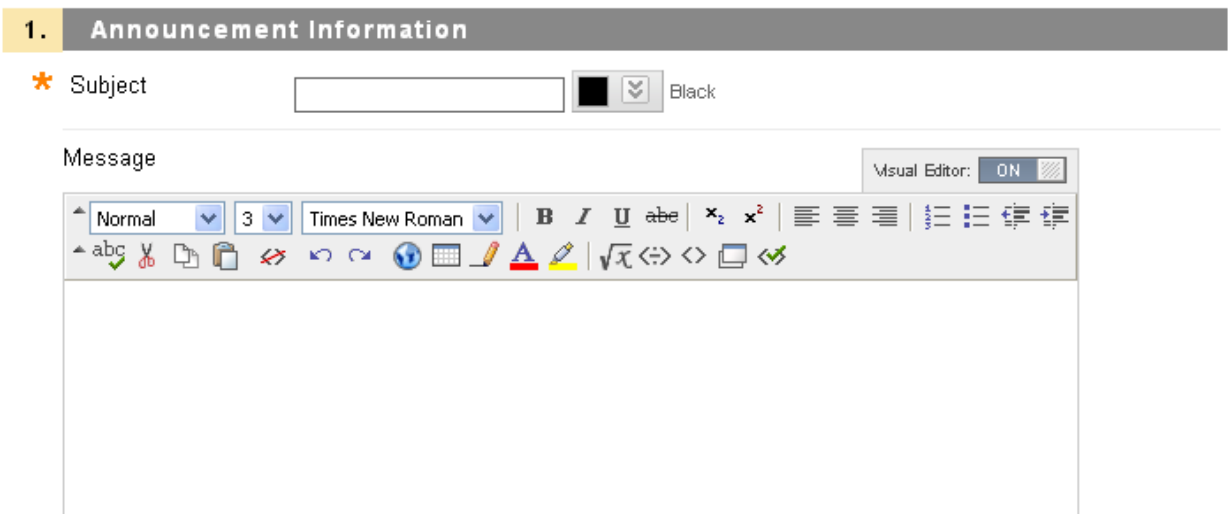
Adding a new Announcement



Make sure Edit Mode is ON

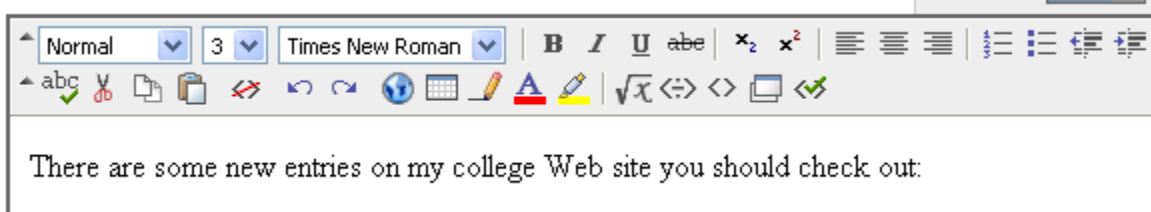


On the Course Menu, click Announcements, then on the Announcements page click Create Announcement.



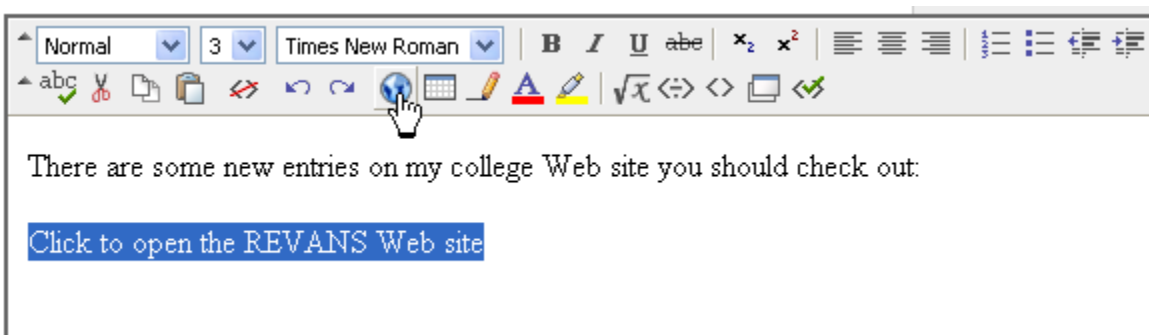
Enter a Subject line for the announcement, and then include the text or links to other files using the WYSIWYG area.

Inserting Text




Click in the white area and type. This editor works much like Word with buttons and pull downs for the typical tools you need to type a document.

Inserting a Link



Type the line you want to have linked, then select it and click the “world” on the toolbar

 **Insert Link**

Cancel Submit

1. Hyperlink Properties

Type: HTTP

URL:

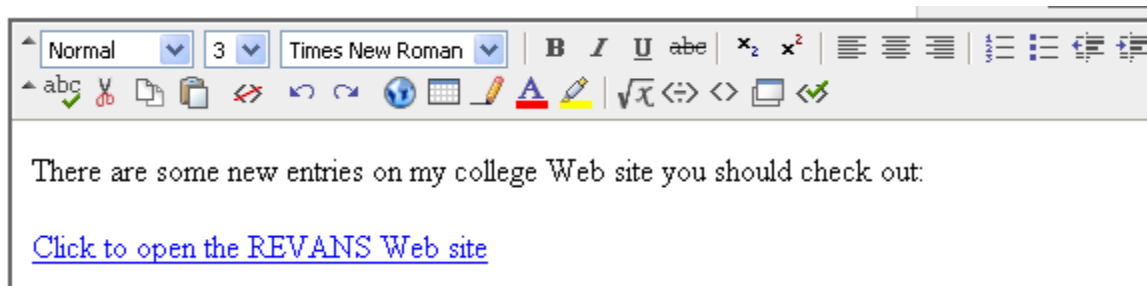
Title (tooltip):

Open link in new window

2. Submit

Cancel Submit

Complete the Insert Link form, and then click Submit



The link is active.

2. Options

Duration

Permanent

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User Notification Settings

Send Email to all users even those that choose not to receive Announcement notifications through email.

Click the Permanent radio button if this announcement is to always be displayed.

Leave it as Date Restricted to set a display after date/time and/or a display until date/time.

The Override checkbox forces an email to be sent to all students, even if they have turned off that option.

3. Course Link

Click **Browse** to choose an item.

Location

Should you have a document in Bb9 that you wish this announcement to link to (perhaps an assignment already uploaded to Bb9), you can browse to it here. You cannot browse to a local file on your computer or link outside of Bb9 to a location such as the FDR.

Should you need them to link outside of Bb9, insert that link in the first section using the WYSIWYG editor.

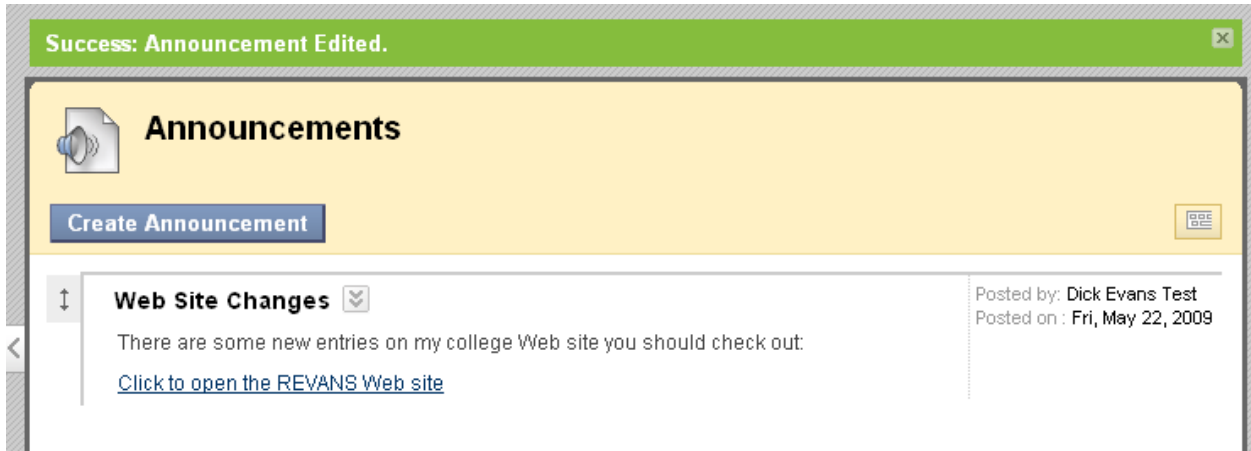
4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

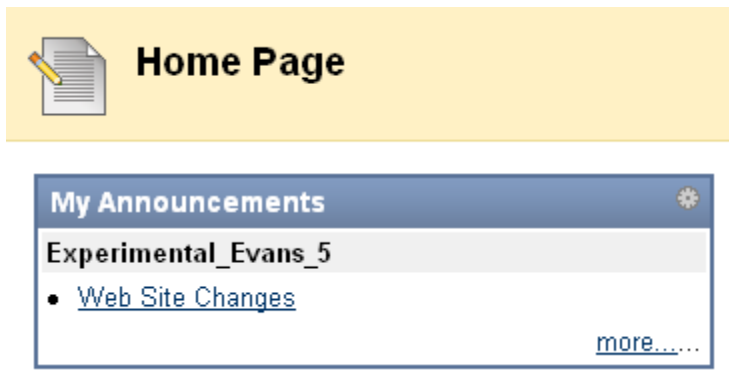
Submit

Click Submit



The screenshot shows a web interface for editing an announcement. At the top, a green banner displays the message "Success: Announcement Edited." Below this is a yellow header area with a speaker icon and the title "Announcements". A blue button labeled "Create Announcement" is visible. The main content area shows a preview of an announcement titled "Web Site Changes" with a dropdown arrow. The text of the announcement reads: "There are some new entries on my college Web site you should check out: [Click to open the REVANS Web site](#)". To the right of the preview, it indicates "Posted by: Dick Evans Test" and "Posted on: Fri, May 22, 2009".

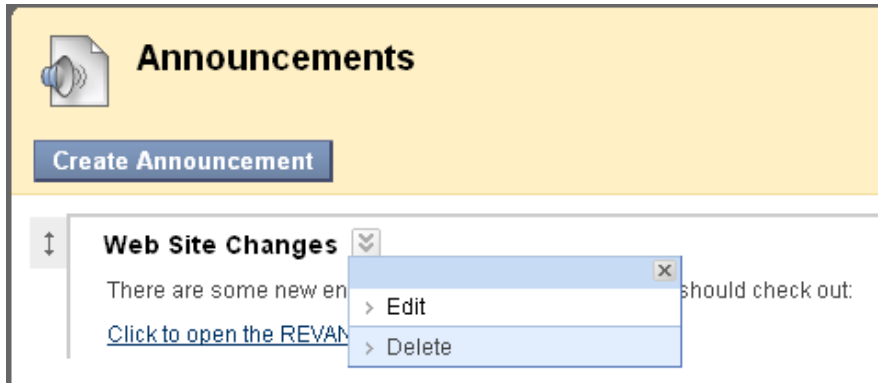
The green message indicates a successful insertion.



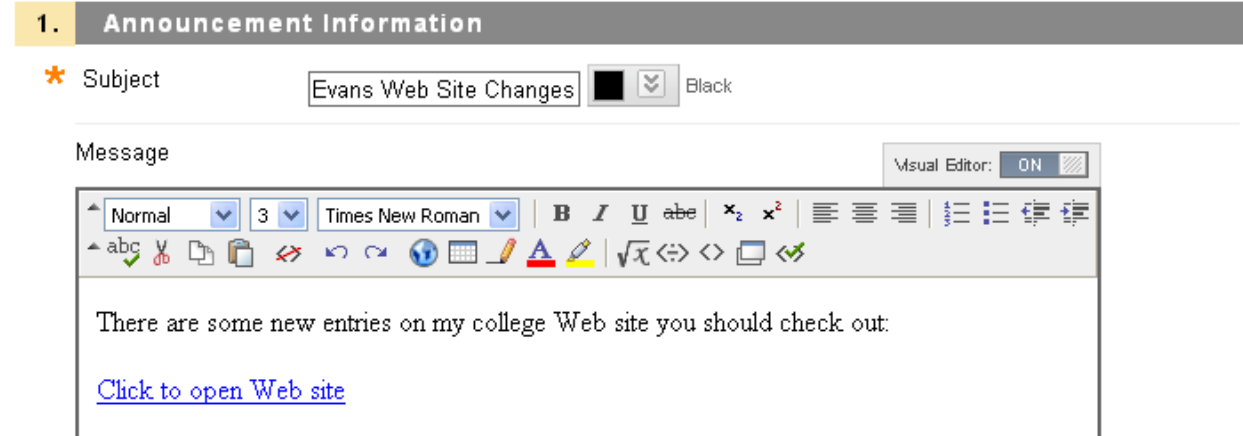
The screenshot shows a student's home page. At the top, there is a yellow header with a pencil and paper icon and the title "Home Page". Below this is a blue-bordered box titled "My Announcements" with a gear icon in the top right corner. Inside this box, the text "Experimental_Evans_5" is displayed. Below that, there is a list item: "• [Web Site Changes](#)". At the bottom right of the box, there is a link that says "more.....".

The announcement shows on the student's Home Page under My Announcements.

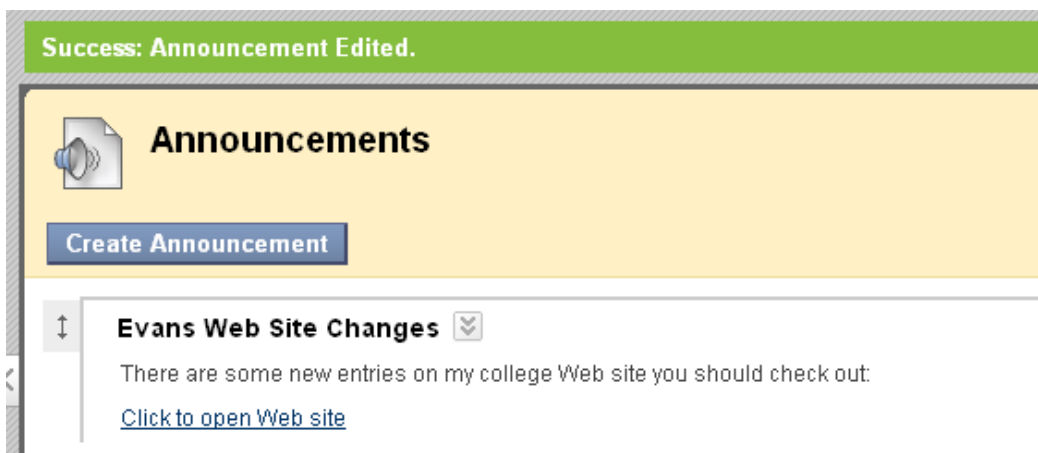
Changing an Announcement



Click the chevron to the right of the title of the announcement to be changed, and then select Edit.

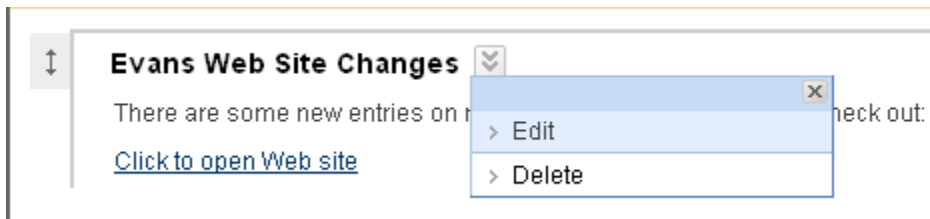


The same page used to add the announcement appears with the current data included. Make the changes as necessary to any of the sections, and then click Submit.

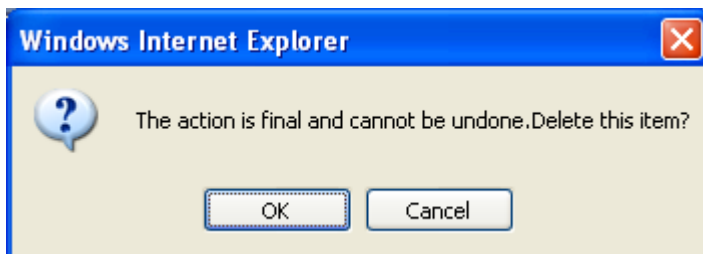


A "Success" message appears to indicate that the announcement has been changed.

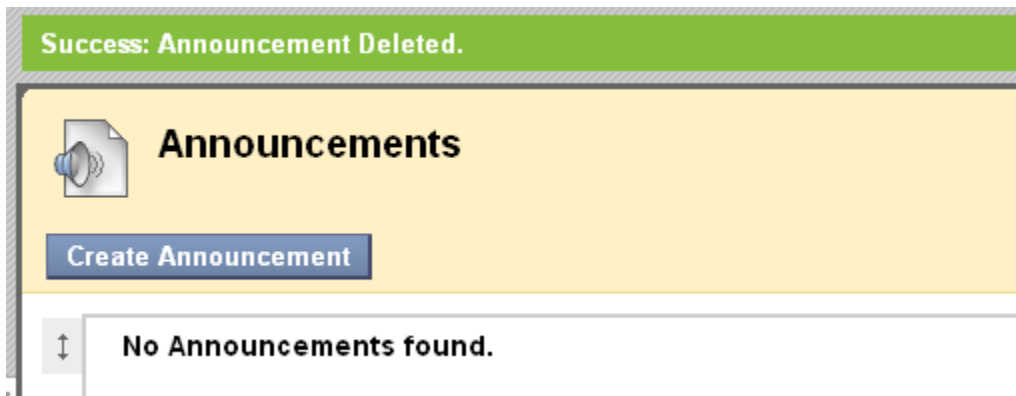
Deleting an Announcement



Click the chevron to the right of the title of the announcement to be changed, and then select Delete.



If this is correct, click OK.



The "Success" message indicates that the request was processed and the announcement is gone.