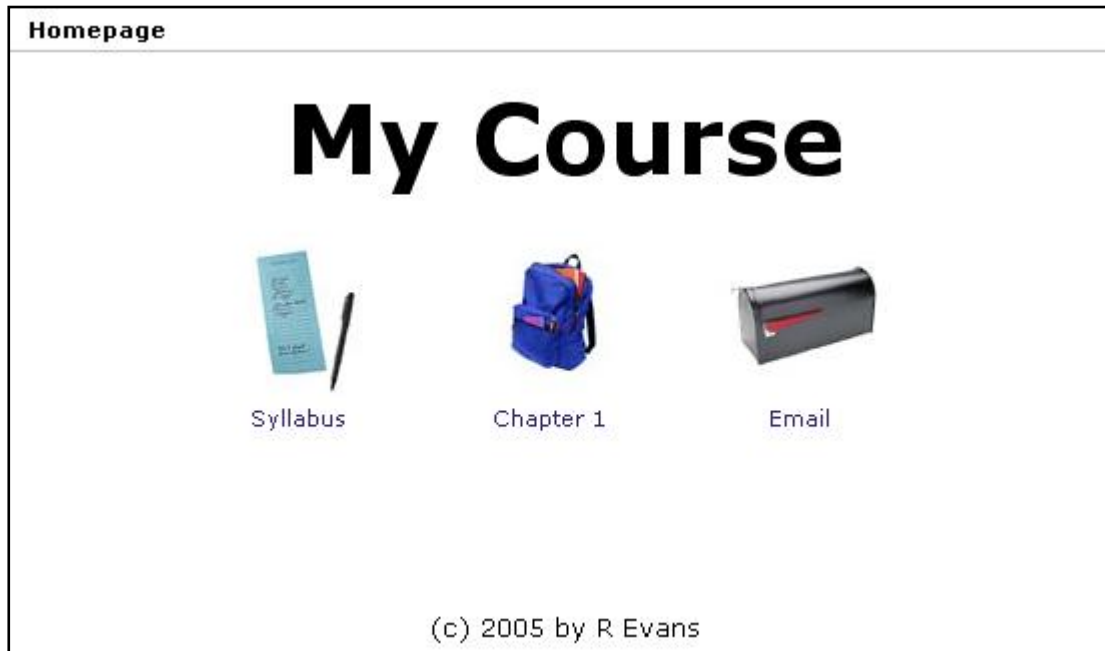


Adding Announcements to the Homepage

By Dick Evans

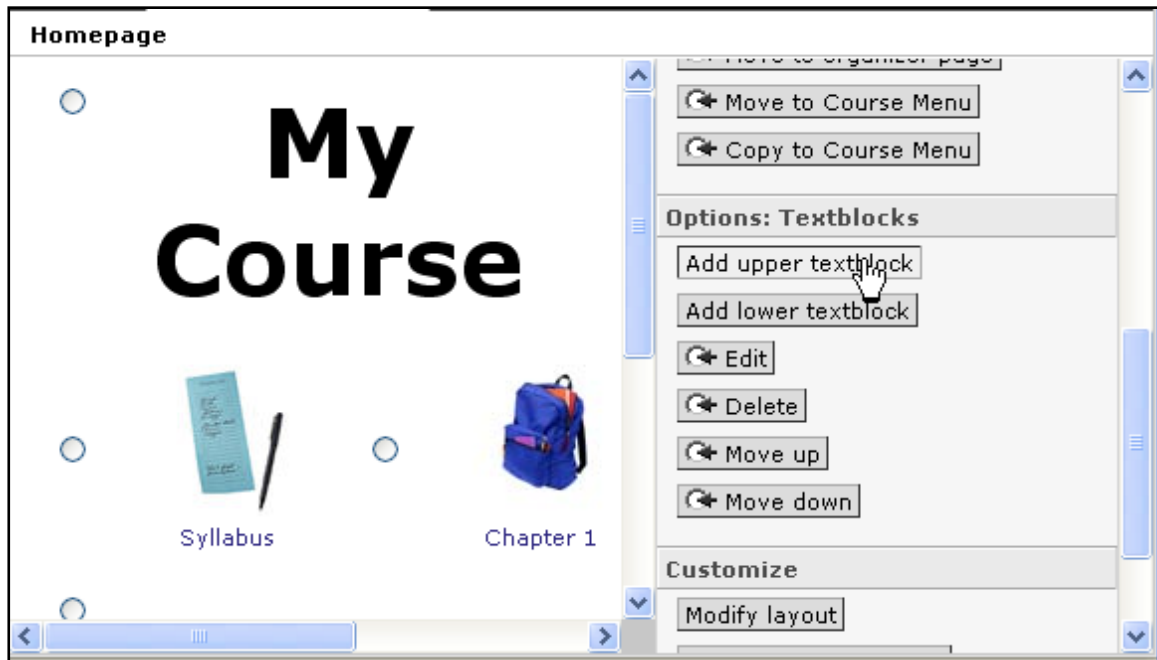
A question often asked is how to make a general announcement to the entire class using WebCT. One method is to send an email out to all the students. When I use this approach, I make sure I add “– sent to ALL” to the end of the subject line. I had done it without and had students questioning why I had sent them the email; some even wondering if they were in trouble.

Another approach is to add some lines under the heading on the homepage. When they logon they immediately see a message which is hard to miss. Let’s look at an easy way to make it happen.

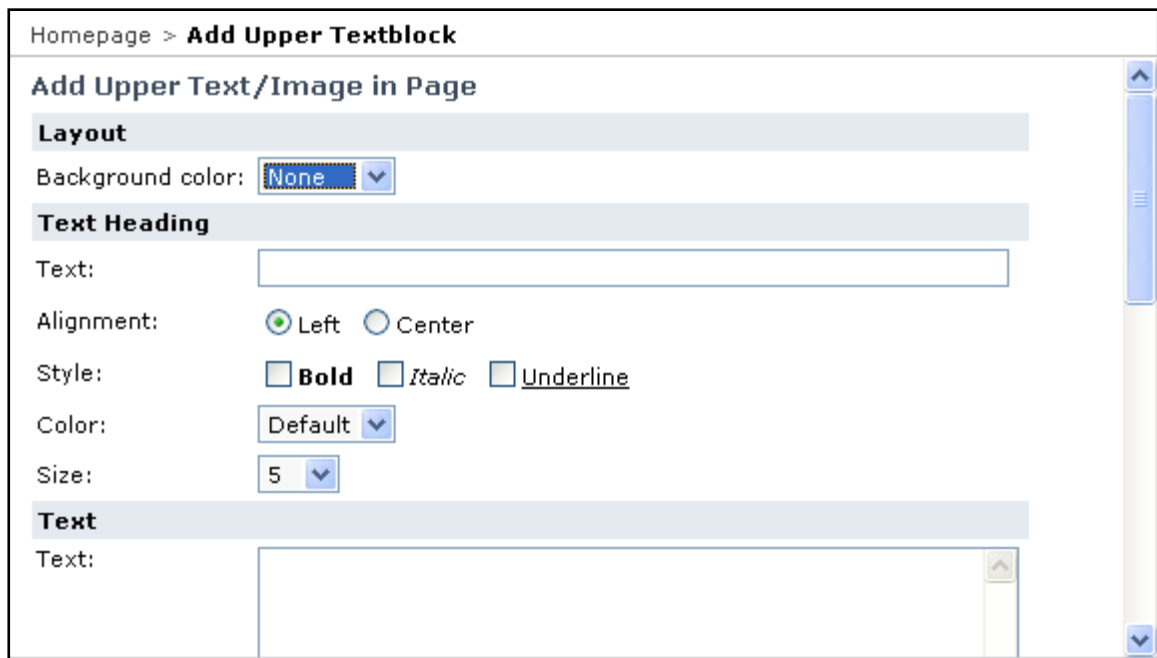


In order to be visible as soon as they open the page, the announcement must appear above the icons.

1. Switch to Designer Options, then under the Action pane, scroll down to find **Add upper text box**, and then click it



2. A textbox is added under the existing one containing the course title.



3. Under Layout, select the background color for the announcement text block. You can leave it alone and use the default background color you have chosen for the entire page. I suggest a different color to make the announcement stand out.
4. Under Text Heading enter the title for your announcement. Notice the lines following the text box. Click the radio button the Center or Left align the text. Check the appropriate box(es) to set the style desired. Choose a color that will show up well in the background chosen above. Set the size for the title.

Homepage > **Add Upper Textblock**

Add Upper Text/Image in Page

Layout

Background color:

Text Heading

Text:

Alignment: Left Center

Style: **Bold** *Italic* Underline

Color:

Size:

- If you have additional details to add to the single line, scroll down and locate the Text section. Add the additional text, and then choose an appropriate color and size. Notice you do have an HTML editor available, if you want to get fancy.

Homepage > **Add Upper Textblock**

Size:

Text

Text:

Alignment: Left Center

Style: **Bold** *Italic* Underline

Color:

Size:

- You may also add an image, if you like. When you have finished, scroll down and click Add.

Homepage

My Course

Speaker at Next Class

This is some detail information about the outside sepaer we have invited to speak to the class on...

Actions
 ↶ indicates a selection is required from the main frame.

Use Homepage Wizard

Options: Links

Add page or tool

↶ Edit

↶ Delete

↶ Hide

↶ Reveal

↶ Specify selective release

↶ Move backward

7. You can add HTML code to the title line to animate the title. Just type the line as follows:

```
<marquee>Speaker at Next Class</marquee>
```

Text Heading

Text:

Homepage

My Course

Speaker at Next

This is some detail information about the outside sepaer we have invited to speak to the class on...

 Syllabus

 Chapter 1

 Email

8. The title line now scrolls across the screen making the announcement the first thing their eyes find on the page.

You may add as many upper or lower text blocks as you wish. However, too many can take focus away from the main reason for the page; to launch other pages and tasks.