



# USING ANNOUNCEMENTS

This guide offers information about using the Announcements feature in eLearning, including steps for creating, previewing, editing, deleting, sorting, and reordering announcements.

The eLearning Announcements Tool allows you to communicate with your students about upcoming course events and activities. The Announcements you create are automatically listed on the Announcements page and My eLearning page and have the option of being displayed in a popup window that appears when the course is accessed.

## CREATING AN ANNOUNCEMENT:

To create an Announcement, go to **Build** or **Teach Tab > Course Tools > Announcements**.

1. Click on **Create Announcement**.
2. Complete the necessary (indicated by a red asterisk\*) and desired fields:
  - A. Title**
  - B. Message:** Displayed when the title is clicked, messages can be plain text or HTML if you would like to include formatting, links, or images.
  - C. Recipients:** Default recipients include Section Instructor, Section Designer, and Students.
  - D. Delivery Dates:** Please note that outside the display dates, students will not have access to announcements. Some faculty set the display ending date as Unlimited, so that students and faculty have an archive of announcements for the class duration. *Note: The calendar and clock icons allow you to choose dates and times for your announcements.*
  - E. Deliver as pop-up:** Pop-ups are delivered when announcement recipients log in to eLearning.

< | Your location: [Announcements](#) > **Create Announcement**

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**Create Announcement**

To: FRC 101 - rshuttle

**A** \*Title:

**B** \*Message:

Use HTML

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**C**  
**Recipients**

\*Select the user types that should receive this announcement.

Select All Roles

**Section level**

Section Instructor

Section Designer

Teaching Assistant

Student

Auditor

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**D**  
**Delivery Dates**

\*Start displaying on:

Stop displaying on:  Unlimited

**E**  Also deliver as a pop-up message


3. After entering your Announcement information, choose **Send** or **Cancel**.

## PREVIEWING, EDITING, AND DELETING ANNOUNCEMENTS:

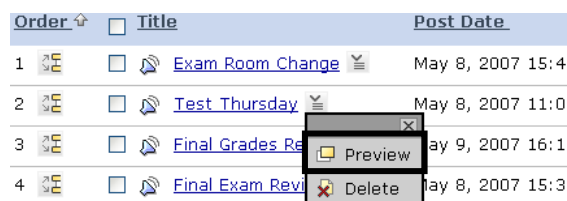
From **Build** or **Teach Tab > Course Tools > Announcements**, announcements can be previewed, edited, or deleted, among other activities.

### Previewing an Announcement:

To **Preview** how an announcement will be displayed, from **Build** or **Teach Tab > Course Tools > Announcements**:

1. Click on the ActionLink icon  next to the Announcement title.
2. Choose **Preview** from the menu that appears.

| Order | Title                            | Post Date        |
|-------|----------------------------------|------------------|
| 1     | <a href="#">Exam Room Change</a> | May 8, 2007 15:4 |
| 2     | <a href="#">Test Thursday</a>    | May 8, 2007 11:0 |
| 3     | <a href="#">Final Grades Re</a>  | May 9, 2007 16:1 |
| 4     | <a href="#">Final Exam Revi</a>  | May 8, 2007 15:3 |



Announcements that are **Sent** or **Expired** can be viewed by clicking on the Announcement title, which will show the announcement in a pop-up window.

### Editing an Announcement:

To edit an announcement, go to **Build** or **Teach Tab > Course Tools > Announcements**.


If the announcement has not yet been sent and is listed as **Ready**, clicking on the title opens the **Edit Announcement** window.

The **Edit Announcement** window contains the same fields and choices as the **Create Announcement** screen, discussed above.

*Note: Announcements that have already been sent or that have expired display times cannot be edited.*

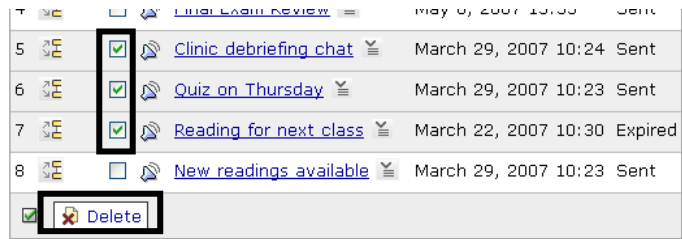
### Deleting an Announcement:

To **Delete** an Announcement, from **Build** or **Teach Tab > Course Tools > Announcements**:

1. Click on the ActionLink icon  next to the Announcement title.
2. Choose **Delete** from the menu that appears.
3. Confirm that you want to delete the announcement.

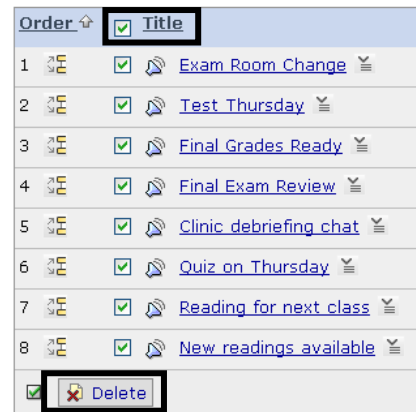
To **Delete** multiple announcements at once, in **Build Tab > Course Tools > Announcements**:

1. Check the boxes next to the announcements to be deleted.
2. Choose **Delete** at the bottom of the Announcement list.
3. Confirm that you want to delete the announcements.



To **Delete** all announcements at once, in **Build Tab > Course Tools > Announcements**:

1. Check the box next to the column header **Title**. When this is done, check boxes for all announcements are filled.
2. Choose **Delete** at the bottom of the Announcement list.
3. Confirm that you want to delete the announcements.



### SORTING ANNOUNCEMENTS:

To sort your view of the announcements by a particular column, go to **Build Tab > Course Tools > Announcements**.

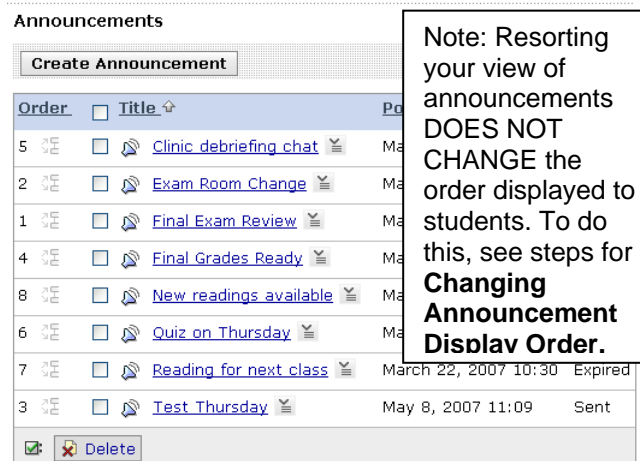
Note: Announcements remain in the specified order until you go to another screen.

- Click on the column header you wish to sort by. To change between ascending and descending sorts, click on the arrow next to the column header.

**Announcements may be sorted by the following:**

- **Order:** Default order. Sorts based on order in which announcements are displayed to students and outside the Build Tab.
- **Title:** Sorts alphabetically by announcement title.
- **Post Date:** Sorts chronologically based on initial display date.
- **Status:** Sorts based on announcement status: **Ready**, **Sent**, or **Expired**.

Build Tab > Course Tools > Announcements, Sorted by Title  
Your location: **Announcements**




Note: Resorting your view of announcements DOES NOT CHANGE the order displayed to students. To do this, see steps for **Changing Announcement Display Order**.

## CHANGING ANNOUNCEMENT DISPLAY ORDER:

To change the order in which announcements are displayed on the Teach and Student View Tabs and to students, follow these steps:

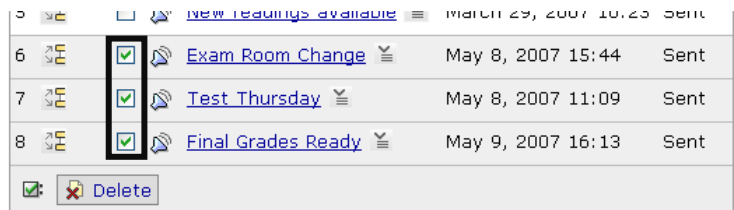
1. Go to **Build Tab > Course Tools > Announcements.**

2. Check the boxes next the announcement(s) you would like to move.

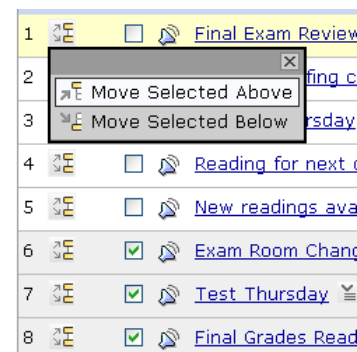
3. Click on the Reorder button  next to the announcement where you would like the selected announcement(s) to be placed.

4. Choose to move the selected announcement(s) Above or Below.

This changes the order in which the announcements are displayed for students and on the Teach and Student View Tabs.



| Order | Reorder | Selected                            | Title                              | Post Date         | Status |
|-------|---------|-------------------------------------|------------------------------------|-------------------|--------|
| 6     |         | <input checked="" type="checkbox"/> | <a href="#">Exam Room Change</a>   | May 8, 2007 15:44 | Sent   |
| 7     |         | <input checked="" type="checkbox"/> | <a href="#">Test Thursday</a>      | May 8, 2007 11:09 | Sent   |
| 8     |         | <input checked="" type="checkbox"/> | <a href="#">Final Grades Ready</a> | May 9, 2007 16:13 | Sent   |



| Order | Reorder | Selected                            | Title                                  | Post Date | Status |
|-------|---------|-------------------------------------|--|-----------|--------|
| 1     |         | <input type="checkbox"/>            | <a href="#">Final Exam Review</a>      |           |        |
| 2     |         | <input type="checkbox"/>            | <a href="#">...</a>                    |           |        |
| 3     |         | <input type="checkbox"/>            | <a href="#">...</a>                    |           |        |
| 4     |         | <input type="checkbox"/>            | <a href="#">Reading for next class</a> |           |        |
| 5     |         | <input type="checkbox"/>            | <a href="#">New readings available</a> |           |        |
| 6     |         | <input checked="" type="checkbox"/> | <a href="#">Exam Room Change</a>       |           |        |
| 7     |         | <input checked="" type="checkbox"/> | <a href="#">Test Thursday</a>          |           |        |
| 8     |         | <input checked="" type="checkbox"/> | <a href="#">Final Grades Ready</a>     |           |        |

Build Tab > Course Tools > Announcements

Your location: **Announcements**

### Announcements

[Create Announcement](#)

| Order | Reorder | Selected                 | Title                                  | Post Date            | Status  |
|-------|---------|--------------------------|--|----------------------|---------|
| 1     |         | <input type="checkbox"/> | <a href="#">Exam Room Change</a>       | May 8, 2007 15:44    | Sent    |
| 2     |         | <input type="checkbox"/> | <a href="#">Test Thursday</a>          | May 8, 2007 11:09    | Sent    |
| 3     |         | <input type="checkbox"/> | <a href="#">Final Grades Ready</a>     | May 9, 2007 16:13    | Sent    |
| 4     |         | <input type="checkbox"/> | <a href="#">Final Exam Review</a>      | May 8, 2007 15:33    | Sent    |
| 5     |         | <input type="checkbox"/> | <a href="#">Clinic debriefing chat</a> | March 29, 2007 10:24 | Sent    |
| 6     |         | <input type="checkbox"/> | <a href="#">Quiz on Thursday</a>       | March 29, 2007 10:23 | Sent    |
| 7     |         | <input type="checkbox"/> | <a href="#">Reading for next class</a> | March 22, 2007 10:30 | Expired |
| 8     |         | <input type="checkbox"/> | <a href="#">New readings available</a> | March 29, 2007 10:23 | Sent    |

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or [elearning@ua.edu](mailto:elearning@ua.edu) and visit the Faculty Resource Center at <http://frc.ua.edu>.

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