Tutorial for Instructors
Announcements tool

• Deliver messages to the entire class
How do I use Announcements tool?

You can deliver messages to the entire class.

• How to use
  1. Post announcements using Announcements tool of NUCT.
Announcements tool

- Deliver messages to the entire class
  - Post announcements to the entire class (you can also specify time frames)

![Image of Announcements tool]

Features of Announcements are located on the top. You can click **Permissions** to regulate each role’s permissions of Announcements tool.

Recent announcements will be displayed.
**Announcements tool: post announcements**

- Deliver messages to the entire class
  - Post announcements to the entire class (you can also specify time frames)
Announcements tool: post announcements

• Deliver messages to the entire class
  • Post announcements to the entire class (you can also specify time frames)

Enter the title.

Enter content.

Please begin by reviewing the syllabus
Announcements tool: post announcements

- Deliver messages to the entire class
  - Post announcements to the entire class (you can also specify time frames)

You can also specify the beginning date and ending date to display the announcement during a specific time frame.
Announcements tool: post announcements

- Deliver messages to the entire class
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Select whether to notify by e-mail.

Click **Preview** and confirm the contents.

If it is OK, click **Post Announcement**.
Announcements tool: post announcements

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You can check how students view the site by selecting **View Site As “Student”**.

The announcement you have added will be displayed on the top page.

Click subject title to check it.
Announcements tool: post announcements

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Welcome

<table>
<thead>
<tr>
<th>Saved By</th>
<th>HUANG R.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified Date</td>
<td>Mar 31, 2020 7:13 pm</td>
</tr>
<tr>
<td>Groups</td>
<td>site</td>
</tr>
</tbody>
</table>

All participants are able to view the announcement.

Message

Please begin by reviewing the syllabus