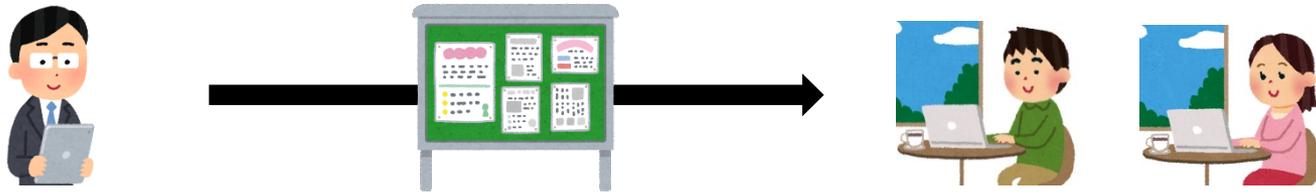


Tutorial for Instructors

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)

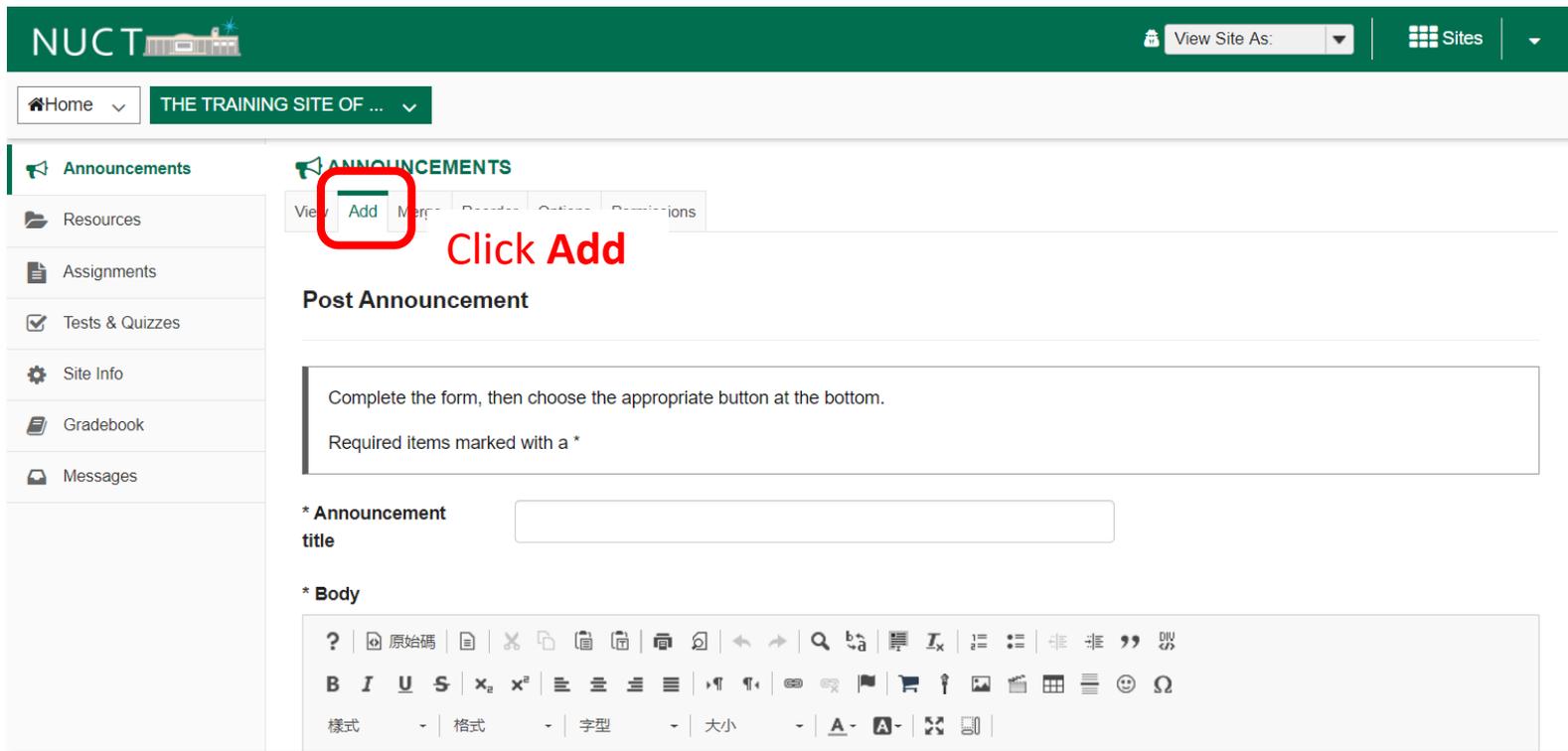
Click **Announcements**

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

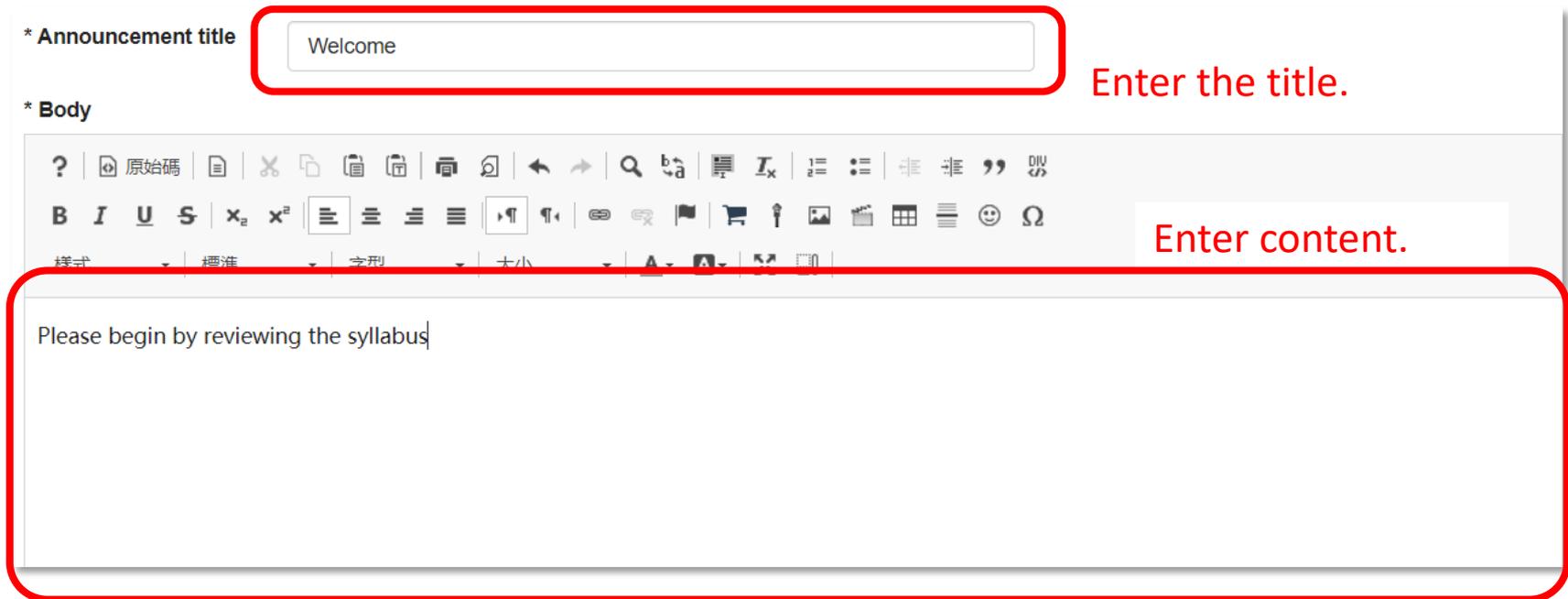
- Deliver messages to the entire class
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The screenshot displays the NUCT (National University of Science and Technology) website interface. The top navigation bar is green with the NUCT logo and a 'View Site As:' dropdown. Below the navigation bar, there is a breadcrumb trail: 'Home' > 'THE TRAINING SITE OF ...'. The main content area is titled 'ANNOUNCEMENTS' and features a toolbar with buttons for 'View', 'Add', 'Merge', 'Schedule', 'Options', and 'Permissions'. The 'Add' button is highlighted with a red square, and a red arrow points to it with the text 'Click Add'. Below the toolbar, the 'Post Announcement' form is visible, containing a text area with the instruction 'Complete the form, then choose the appropriate button at the bottom.' and a note 'Required items marked with a *'. The form includes a field for '* Announcement title' and a field for '* Body' with a rich text editor toolbar below it.

Announcements tool: post announcements

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The screenshot displays the 'Announcements tool' interface. It features a form with two main sections: '* Announcement title' and '* Body'. The title field contains the text 'Welcome' and is highlighted with a red rounded rectangle. To its right, the text 'Enter the title.' is written in red. The body section includes a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar, the body text area contains the text 'Please begin by reviewing the syllabus' and is also highlighted with a red rounded rectangle. To the right of the body text area, the text 'Enter content.' is written in red.

Announcements tool: post announcements

- Deliver messages to the entire class
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Access

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**

Availability

Set Availability.

- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

Beginning **Date:** 

Ending **Date:** 

You can also specify the beginning date and ending date to display the announcement during a specific time frame.

Announcements tool: post announcements

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Attachments

No Attachments Yet

Add Attachments

Select whether to notify by e-mail.

Email Notification

None - No notification

Post Announcement

Preview

Cancel

Click **Preview** and confirm the contents.

If it is OK, click **Post Announcement**.

Announcements tool: post announcements

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The screenshot shows the NUCT announcements tool interface. At the top right, a 'View Site As:' dropdown menu is highlighted with a red box. A red text box next to it says 'You can check how students view the site by selecting **View Site As** "Student"'. Below the main content area, a 'View' dropdown menu is set to 'All'. A red text box next to it says 'The announcement you have added will be displayed on the top page.' At the bottom, a table lists announcements. The first row has a 'Subject' column with the value 'Welcome', which is highlighted with a red box. A red text box next to it says 'Click subject title to check it.' The table also has columns for 'For', 'Beginning Date', 'Ending Date', and 'Remove?'.

View Site As: [dropdown]

ANNOUNCEMENTS

View Add Merge Reorder Options Permissions

Announcements
(viewing announcements from the last 365 days)

View All [dropdown]

Viewing 1 - 3 of 3 items

show 10 items... [dropdown]

Subject	For	Beginning Date	Ending Date	Remove?
Welcome [Edit]	site			<input type="checkbox"/>

Announcements tool: post announcements

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Welcome

Saved By HUANG R.
Modified Date Mar 31, 2020 7:13 pm
Groups site

All participants are able to view the announcement.

Message

Please begin by reviewing the syllabus