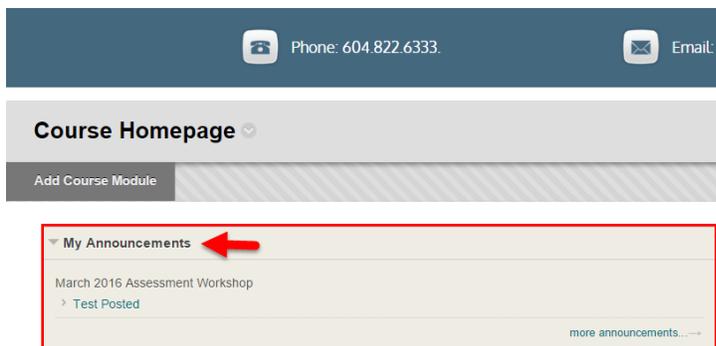


AT A GLANCE: ANNOUNCEMENTS

WHAT ARE ANNOUNCEMENTS?

The Announcements tool in Connect allows you to inform students of news, events, deadlines, or other time-sensitive information. It is the best way to contact students quickly and to remind students about new materials, upcoming assignments and updates to the course. When creating an announcement, you have the option to send it to the email address your students have on file with UBC. As announcements are archived with the course, they can be copied forward to other course shells in the future.

GETTING STARTED



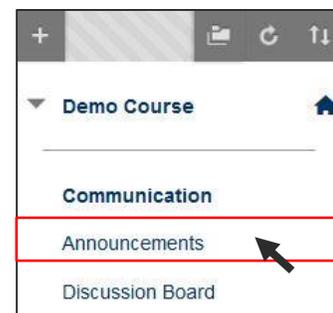
When you first open your course shell, you should be able to see the My Announcements course Module in your Course Homepage. The My Announcements module shows recent announcements in the course.

The Announcements view can be edited to show announcements only from today, from the last 7 days, from the last 30 days or all Announcements by hovering over the module and clicking on the gear icon on the top right corner of the module.



The Announcements tool is part of the Connect template we create for new course shells, so it should be visible on the left-hand menu of your course. To create an announcement in Connect, follow these steps:

- 1. Access Announcements.** The Announcements tool can be found under Communication in the left-hand menu of your Course Homepage. The Announcements tool link should already be in all courses with a Connect template. If you are not able to see it, please refer to the Add Tool Link guide.



2. **Create Announcements.** Click Create Announcement on the action bar, located on the top left of the page.

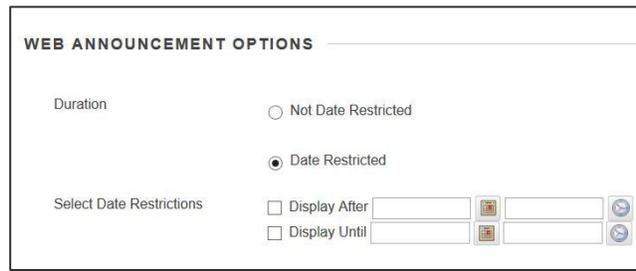


3. **Add Announcement information.** In the Announcement Information section, enter a subject for your announcement, which will be the title displayed on the Announcements page. The orange asterisk indicated that this section is a required field.



You also have the option of adding a message in the Message text box, but this is not required.

4. **Modify the Web Announcement Options.** Select if you would like the announcement to be permanent or restricted to specific dates. Click on the Calendar icons next to "Display After" and/or "Display Until" to select the dates when you would like the content to be displayed. Click on the clock icons to select your preferred display times.



5. **Add a Course Link (Optional).** Click on Browse if you would like to link the announcement to a specific area in the course, such as the course outline, a particular reading or a discussion forum. In the pop-up window, you will see a full tree view of your course, listing all your course tools and content. Select whatever you would like to link to your announcement.



6. Click **Submit** either at top or the bottom of the page to save your changes and post your announcement. That's it!

