

The ANGEL Announcements Areas are spaces that provide you with information about the ANGEL Environment or your courses in ANGEL.

The **Public Announcements** nugget provides information from our ANGEL Administrators about upcoming events.



Public Announcements

View: Past **Present** All | Sort: Descending

There are no new announcements.

The **My Announcements** nugget will show you the important announcements posted by instructors in any of the courses you are enrolled in.



My Announcements

View: **Unread** All | Mark as read

**Tuesday, April 14, 2009**

 Remember that Assignment 3 for Module 3 is due at 2PM today.

*Deb's Test Course*

## Creating an Announcement

Course announcements are useful for messages that you want students to see as soon as they enter your course. They can be configured to be read by all students, by an individual student, or by a specific team. An announcement is time-limited; you will set the parameters that determine when an announcement first displays and when it will no longer display. The default values, if you do not specify otherwise, is for an announcement to display as soon as it is added and for it to be displayed for one week. In this tutorial, we will create an announcement that welcomes students to the course.



### Tip:

You can "reuse" the same reminders from term to term. One way to be certain that students aren't seeing old announcements from a previous term is to change all your announcement availability dates to future dates before the beginning of the semester. This way, your recycled announcements will appear automatically on the schedule you've determined, so that it is in synch with your course schedule for the semester.



**Tip:** A "best practice" for online courses is to ensure that students have clear instructions about how they need to begin working in their online course. An announcement can be used for this purpose.

To create an announcement, follow these steps:

1. Go to **Communicate > Announcement**.
2. On the next screen, click the **Add Announcement** link.


3. The **Add Announcements > Announcements Settings** screen appears. You will add the text for the announcement within the **Announcement** text entry box.





**Tip:** ANGEL has a graphical menu available for formatting the text, similar to a word processor. This is the inline HTML Editor and it is available everywhere you need to add several lines of text within ANGEL. It not only allows you to add text but it also allows you to add an image and hyperlinks.

4. Use the HTML Editor menu to format the text and add an image and/or hyperlinks (a).
5. Type the text into the text entry area (b).
6. Enter the start date and time when you want the announcement to display (c).
7. Enter the end date and time when you no longer want the announcement to display (d).
8. Select the course member (**User**) who will be able to view the announcement. The example will allow the announcement to be seen by everyone who enters the course. The drop-down list will also allow a single user to be designated or members of a specific team (e).
9. Save the announcement by clicking the **Save** button, indicated by the arrow.
10. When you return to the **Add Announcement** screen, click the **Exit Announcement Editor** button.
11. The announcement will display on the course page and any other page where the Announcement nugget has been added, such as the ANGEL Home page.

Course Mail

 **View Inbox**  
View, read, and compose messages.


 **Quick Message**  
Skip the inbox and start your message.

 **Unread Messages**  
Intro course      0 messages

Course Announcements

View: Past **Present** All | Sort: Descending

**Thursday, January 8, 2009**

 **Welcome students!**

**Please begin by reading the Syllabus in the Resource page, and then complete the Orientation module in Lessons.**

