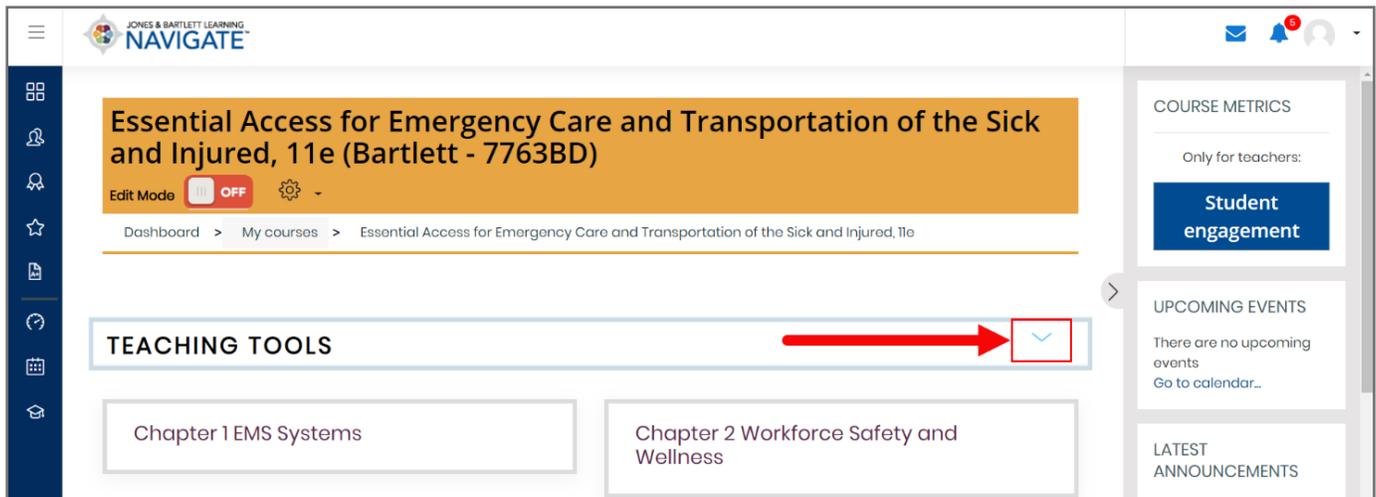


How to Post Course Announcements

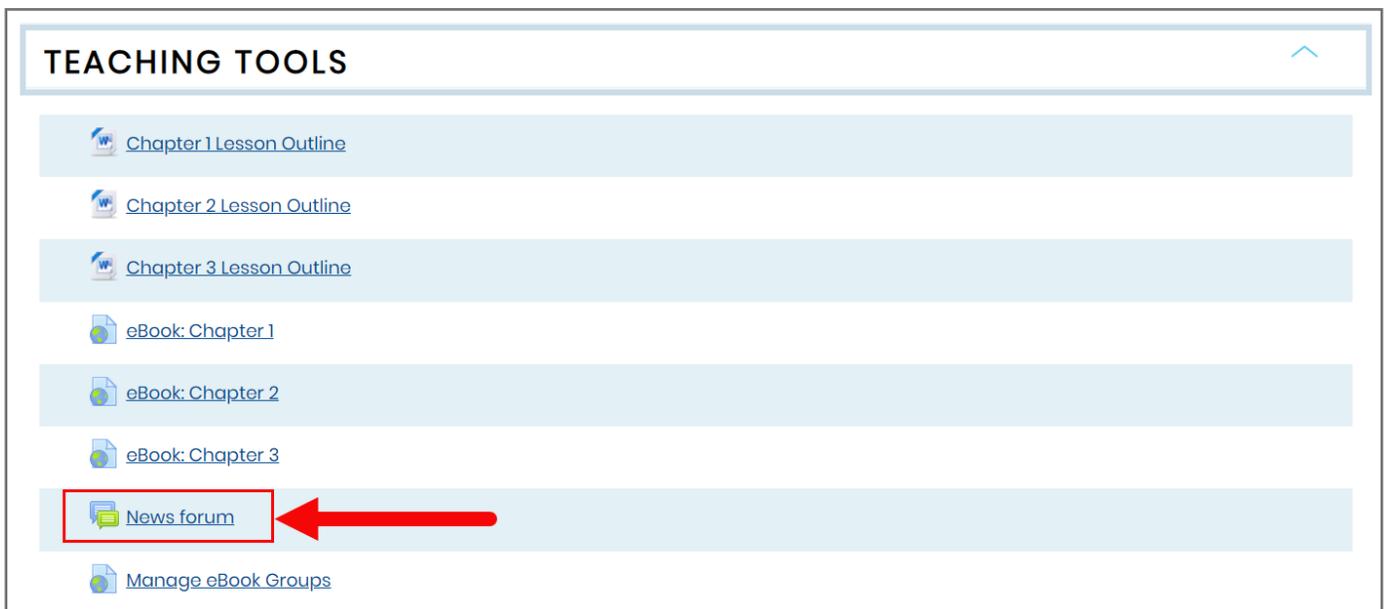
This document provides instructions on how you can post general announcements in the course that will be communicated to all class participants.

1. From the course homepage, expand the **Teaching Tools** topic at the top by clicking the dropdown arrow to its right.



The screenshot shows the course homepage for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The "TEACHING TOOLS" section is highlighted with a red box, and a red arrow points to the dropdown arrow on its right. Below this section, two course topics are visible: "Chapter 1 EMS Systems" and "Chapter 2 Workforce Safety and Wellness". The right sidebar contains sections for "COURSE METRICS" (with a "Student engagement" button), "UPCOMING EVENTS" (stating there are no upcoming events), and "LATEST ANNOUNCEMENTS".

2. Then select the **News forum** item from the list displayed.



The screenshot shows the "TEACHING TOOLS" dropdown menu expanded. The "News forum" item is highlighted with a red box, and a red arrow points to it from the right. Other items in the list include "Chapter 1 Lesson Outline", "Chapter 2 Lesson Outline", "Chapter 3 Lesson Outline", "eBook: Chapter 1", "eBook: Chapter 2", "eBook: Chapter 3", and "Manage eBook Groups".

3. On the next page, click the button to **Add a new topic**.

News forum

General news and announcements

Add a new topic

(No announcements have been posted yet.)

< eBook: Chapter 3

Jump to...

4. On the announcement settings page that opens, enter in the topic of the announcement in the **Subject** field. Then type the details of the memo you wish to communicate to all participants in the class in the **Message** field.

▼ Your new discussion topic Expand all

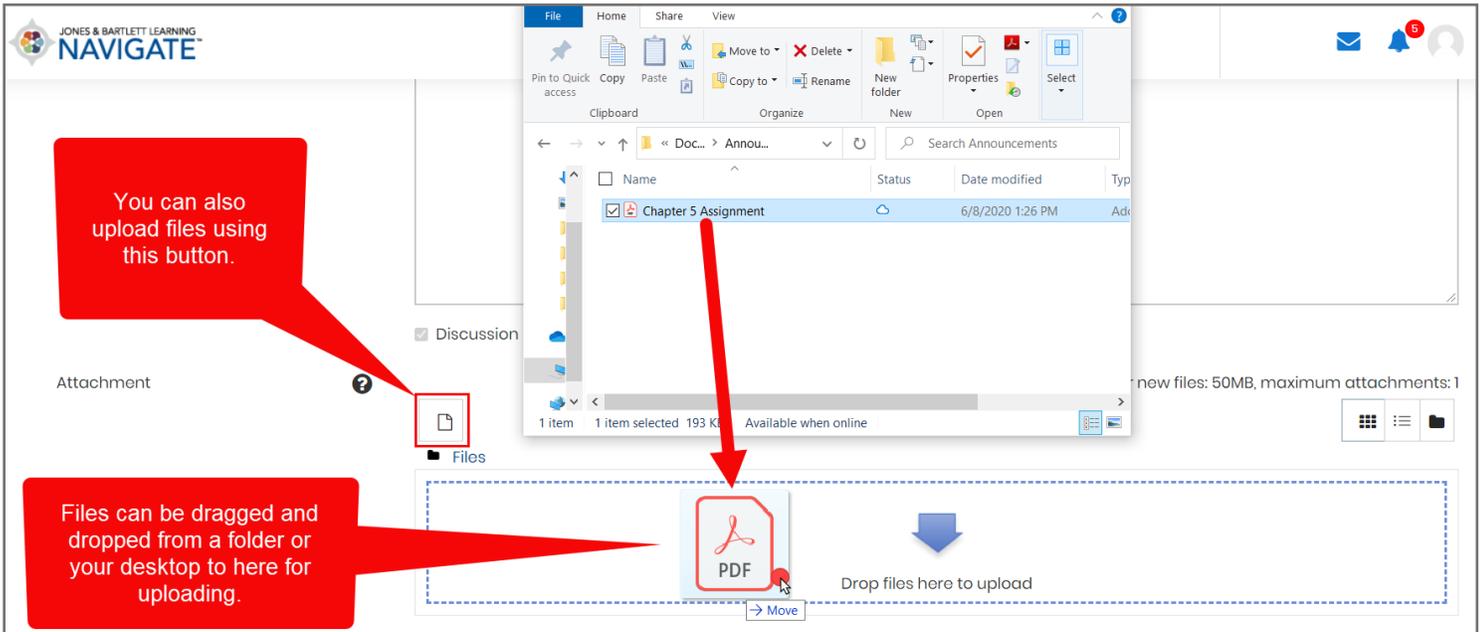
Subject

Message

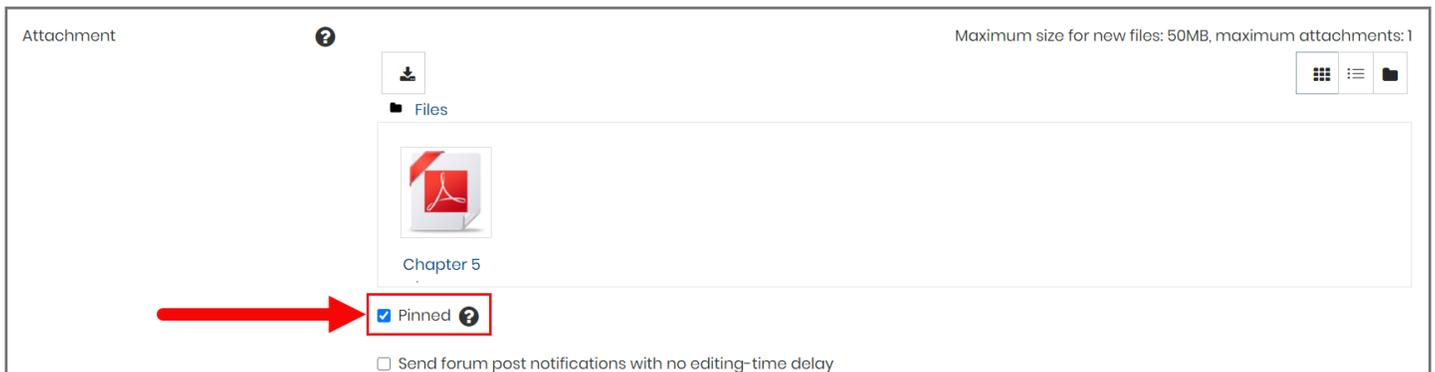
Class is cancelled on Wednesday, June 10th. Please submit your assignment by 11:59 PM Thursday night.

Discussion subscription ?

5. If you wish to attach or upload a file to be associated with this announcement, you may drag and drop the file from its location on your Desktop directly into the **Attachment** dropbox available on the course page.



6. You may post or plan to post multiple course announcements. In this case, you can always ensure the latest post is pinned at the top of the announcements list by default by selecting the **Pinned** checkbox.



7. When you post an announcement, the system will grant you an automatic grace period of 30 minutes in which you can make changes before notifying course participants of the new announcement. If you wish to bypass this grace period and notify participants immediately as you submit your post, check the box next to the **Send forum post notifications with no editing-time delay** option.

Attachment ? Maximum size for new files: 50MB, maximum attachments: 1

 Files


Chapter 5

Pinned ?

Send forum post notifications with no editing-time delay

8. Under the **Display period** section, you may choose to select a specific length of time for which you wish the announcement to be available for the course participants to view. To apply a date and time for when you would like your announcement to be visible, click the **Enable** checkbox next to **Display start** and then select the timing parameters.

▼ Display period

Display start ? 8 June 2020 00 00 Enable

Display end ? 11 June 2020 12 00 Enable

9. If you wish to apply an expiration time and date for when the announcement should be automatically removed from course participants' view, click the **Enable** checkbox next to the **Display end** option and then select the desired timing.

▼ Display period

Display start ? 8 June 2020 00 00 Enable

Display end ? 11 June 2020 12 00 Enable

10. Once you are satisfied with your settings, click the **Post to forum** button.

▼ **Display period**

Display start ? 8 June 2020 00 00 Enable

Display end ? 11 June 2020 12 00 Enable

► **Tags**

Post to forum **Cancel**

11. Your announcement will go out either immediately or after 30 minutes (depending on whether you checked the “no editing time delay” option during setup). The announcement will appear on the news forum page after it is posted.

This post will be mailed out immediately to all forum subscribers. ✕ ⚙️

News forum

General news and announcements

Add a new topic

Discussion	Started by	Replies	Last post
Wednesday class is cancelled	Jones Bartlett	0	Jones Bartlett Mon, 8 Jun 2020, 1:43 PM

◀ eBook: Chapter 3 ▶ Manage eBook Groups ▶