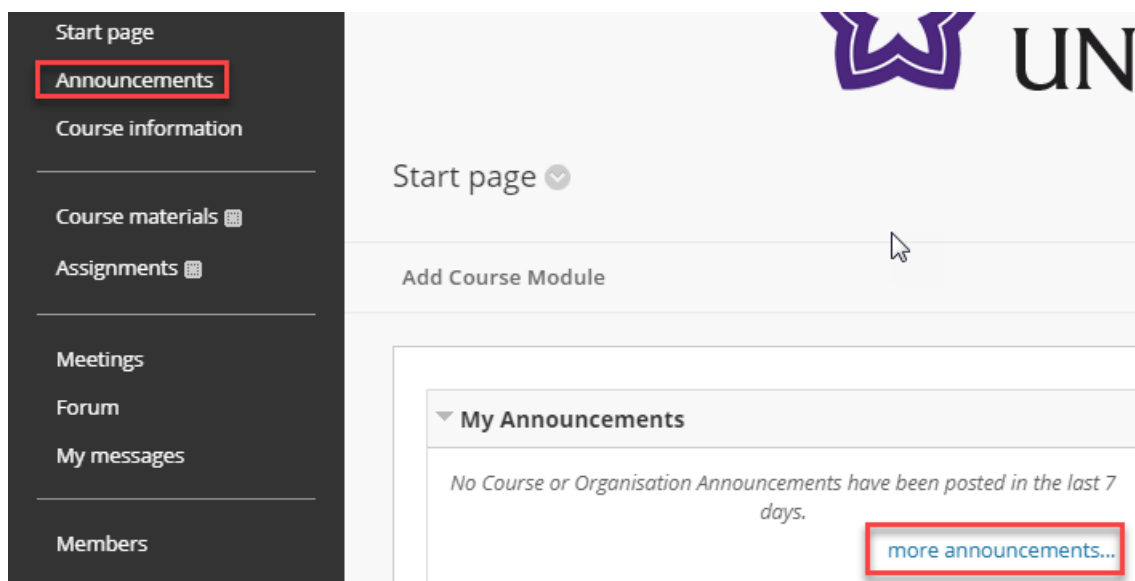# Announcements – Short Messages to Course Members

The "Announcements" function allows you to publish a message in your course room. (In Fronter, this function was called "News" and "Messages".)

Click on " Announcements" in the course menu on the left or "more announcements…" in the "My Announcements" box.

On the " Announcements" page, you can read all announcements that have been made relating to this course. You can organise them, change them or remove them. Click on "Create Announcement" to create a new announcement.
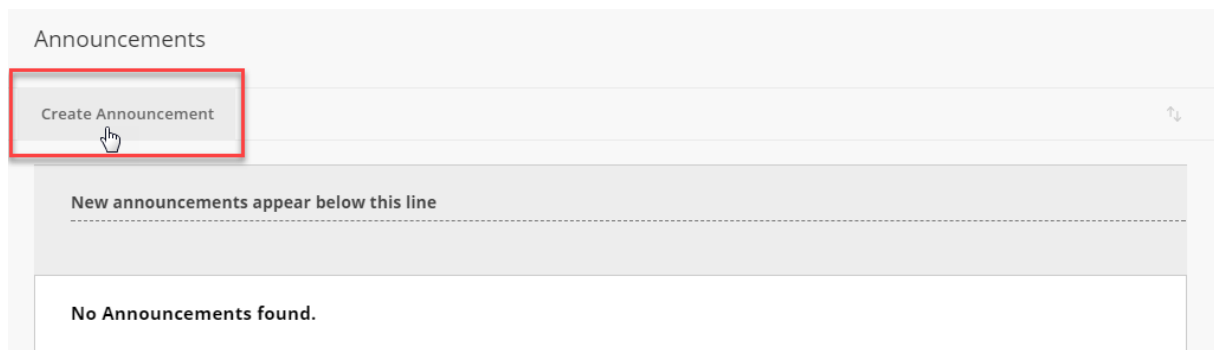
Give your announcement a heading ("Subject") and choose a colour. Be sure not to overuse too many colours. Under "Message", write your text.

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Below "Web Announcement Options" (see the picture on the next page), you can set the date; however, the standard is that the announcement is always visible.

Email Announcement means that when the box is marked/crossed, a copy of the announcement will be sent by email to course members (students and teachers).

The email sender's address here looks strange: but if a student chooses to reply to the message, this address will allow the message to be sent to the teacher who made the announcement.

"Course Link" is a link to a document of your choice, a place, assignment, file, etc., in the course room. Click on "Browse…" to choose a location. Note that if you choose to include a course link in the announcement, this link is not included in the email announcement.
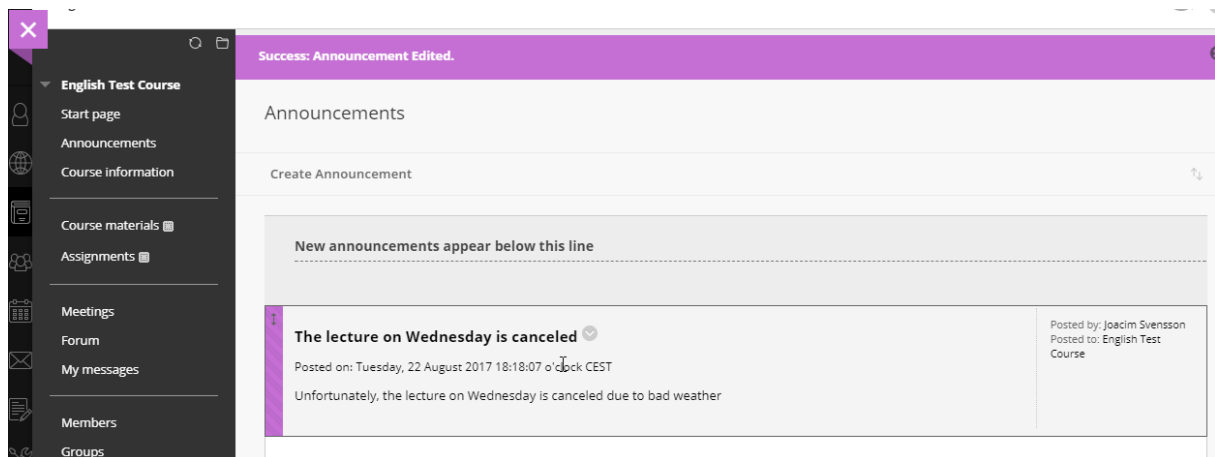
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Once the announcement has been made, it becomes visible in the course room.

This is what students see. This remains visible for 30 days unless the date has been adjusted otherwise.
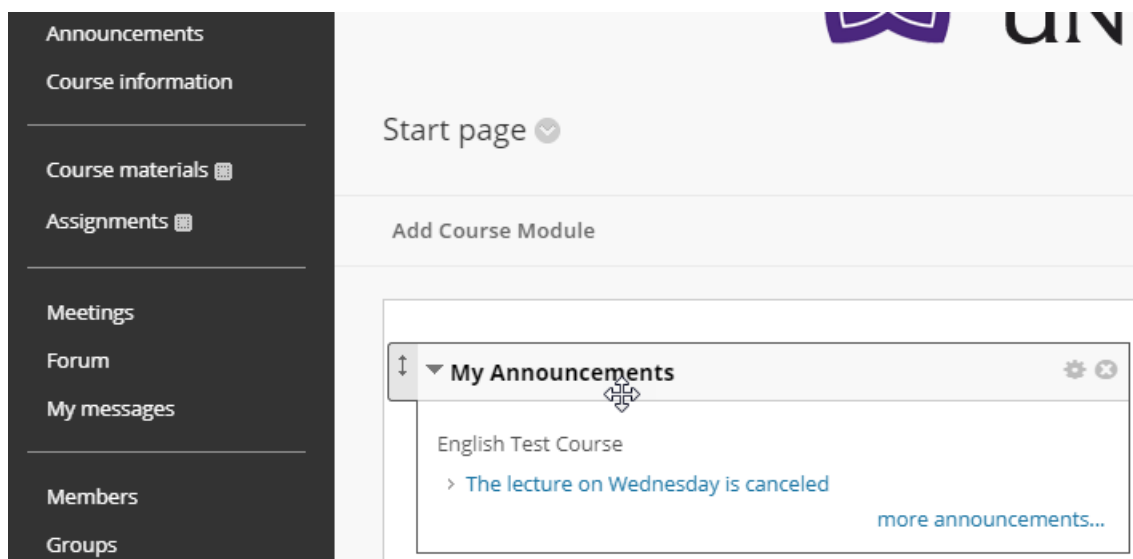
When students click on the heading ("The lecture on Wednesday is canceled"), they will see the entire announcement.