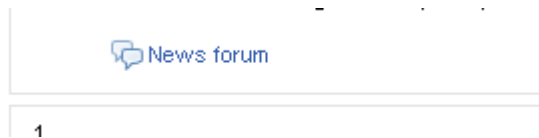**Posting an announcement in your Moodle course area**

It is easy for tutors to post an announcement to all the students who are enrolled on your course in Moodle using the 'News forum' that is automatically provided for every course area.

It is not necessary to turn editing on, simply click on the 'News forum' link.

In Moodle, news announcements are just a specialised sort of discussion forum, so don't be confused when it refers to a 'forum' or a 'topic' when you are posting .

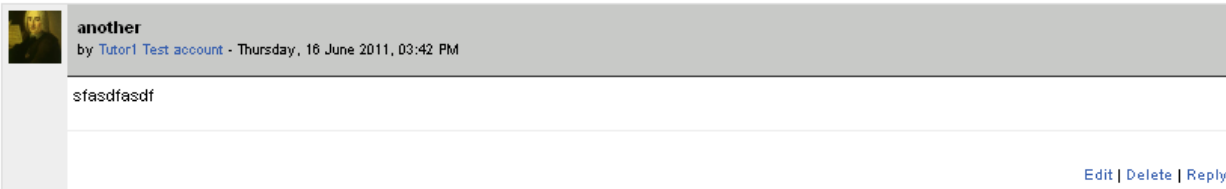The News Forum page will then display

To add a new announcement just click on the 'Add a new topic' button

You should give the announcement a subject as well as the message.

All students enrolled on the course are automatically subscribed to the News forum which means that they will be emailed a copy of the announcement. Normally there is a delay of 30 minutes after the announcement has been posted to give you a chance to spot and rectify any mistakes before the email is sent.

If the message is urgent you can check the 'Mail now' box and the email will be sent immediately (There may be a few minutes delay).

If you attach files they will not be sent as attachments to the emails, the email will just contain a link to the file in Moodle.

Emails are sent from the tutor's email address, so if a student replies to it the email will go straight to the tutor's email account.

When you have written the message and added any attachments click on 'Post to forum' to post the announcement.

If you have not checked the 'Mail now' box then you will see this message;-

You will then be taken back to the News Forum page.

To Edit or Delete an announcement, simply click on the title in the 'Discussion' column.

another
by Tutor1 Test account - Thursday, 16 June 2011, 03:42 PM

sfasdfasdf

Edit | Delete | Reply

You can then click on 'Edit' or 'Delete' to modify or remove the message.

Students cannot Edit, Delete or Reply to Announcements in the News Forum, although they can in other types of Discussion forum.

The latest 5 announcements are displayed in the 'Latest News' Block (N.B. the title will depend on what the 'News forum' is named, for example below on the School of Strings page it is called 'Strings News and Events'.)

Strings News and Events

Strings Recital Class - Monday 25 March 2013
more...
Posted by Margaret Kaye on 15 Mar, 14:56

Strings Recital Class Thursday 28 March 2013
more...
Posted by Margaret Kaye on 15 Mar, 14:55

Add a new post...

View all Strings News and Events posts ...

This block is at the top of the right hand column in the default course view.