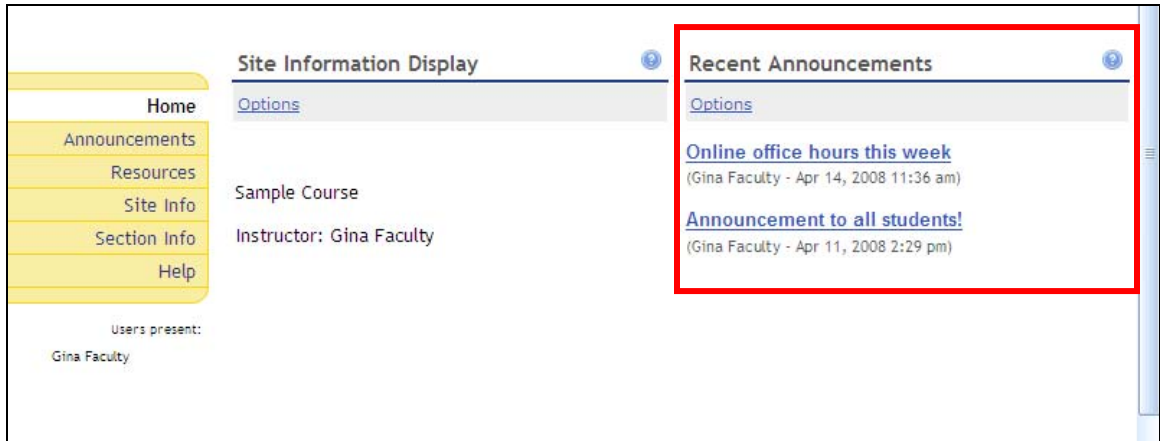
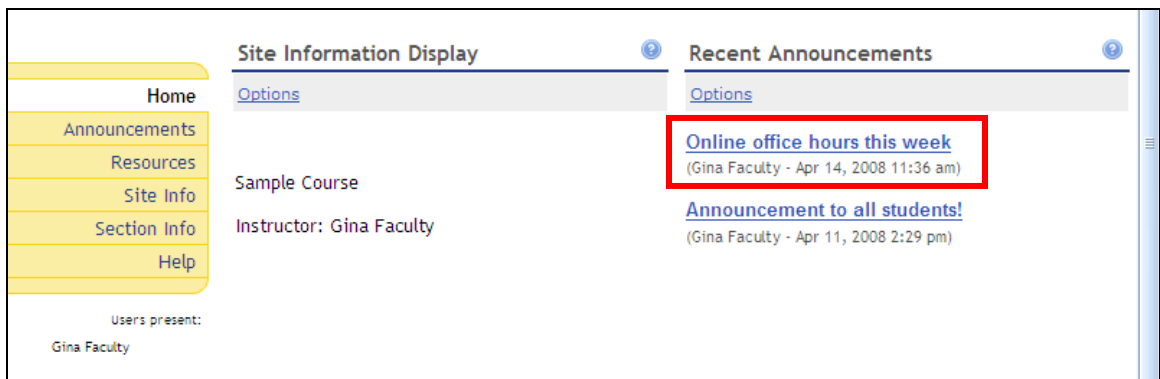


Viewing Announcements on the Home page

1. A summary of the most recent posts in the Announcements tool can be made available on the Home page.



2. By default, users can click an announcement's title to view more information. Click the Return to List button to collapse the announcement.



The screenshot shows a web interface with a left sidebar containing navigation links: Home, Announcements, Resources, Site Info, Section Info, and Help. The main content area is divided into two sections: 'Site Information Display' and 'Recent Announcements'.

Site Information Display

- [Options](#)
- Sample Course
- Instructor: Gina Faculty

Users present:
Gina Faculty

Recent Announcements

Announcement

Subject: Online office hours this week
From: Gina Faculty
Date: Apr 14, 2008 11:36 am
Groups: site

Message

In preparation for the mid-term exam, I will use the general chat room to answer your last-minute questions during the following time slots:

Day	Time
Tuesday	From 3:30 to 4:30 PM
Thursday	From 8:00 to 9:30 AM

Prof. Gina Faculty

[Return to List](#)

3. You can change the default behavior by changing the options.

This screenshot shows the same web interface as above, but with the 'Options' link under the 'Recent Announcements' section highlighted with a red box. The 'Options' link is now the active element.

Recent Announcements

- [Options](#)

Online office hours this week
(Gina Faculty - Apr 14, 2008 11:36 am)

Announcement to all students!
(Gina Faculty - Apr 11, 2008 2:29 pm)

- a. Checking Show announcement body will reveal more information to users. Select the number of body lines you want your users to see on the Home page.

The screenshot shows the 'Recent Announcements' configuration page. On the left is a navigation menu with 'Home', 'Announcements', 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area is divided into 'Site Information Display' and 'Recent Announcements'. Under 'Recent Announcements', there is an 'Options' section with a sub-section 'Display Options'. A red box highlights the 'Show announcement body' checkbox (which is checked) and the 'Show about' dropdown menu. The dropdown menu is open, showing 'First Line' selected, with other options 'First Two Lines' and 'All'. Below this, the 'Number of days in the past' is set to 10 and 'Number of announcements' is set to 3. 'Update' and 'Cancel' buttons are at the bottom.

- b. You can limit the access to older messages by typing the numbers of days in the past that will be shown and indicating the maximum number of announcements to be shown on the Home page.

This screenshot shows the same 'Recent Announcements' configuration page. The 'Show announcement body' checkbox is checked. The 'Show about' dropdown is now set to 'First Two Lines'. A red box highlights the 'Display Limits' section, which contains two input fields: 'Number of days in the past' with the value 15, and 'Number of announcements' with the value 3. 'Update' and 'Cancel' buttons are at the bottom.

- c. Click the Update button to save your changes.