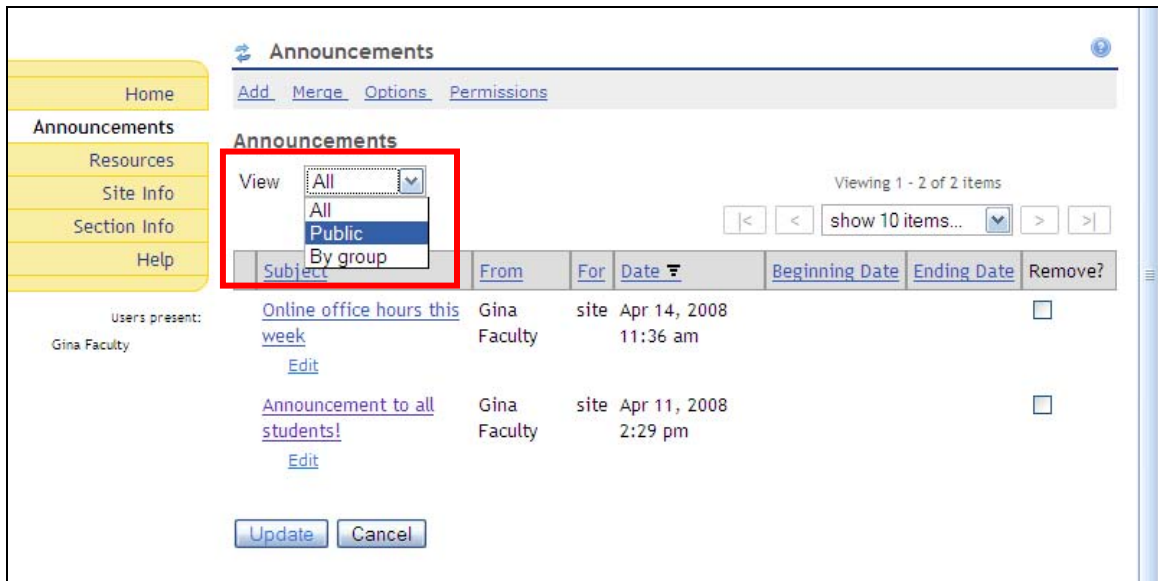


Managing Announcements

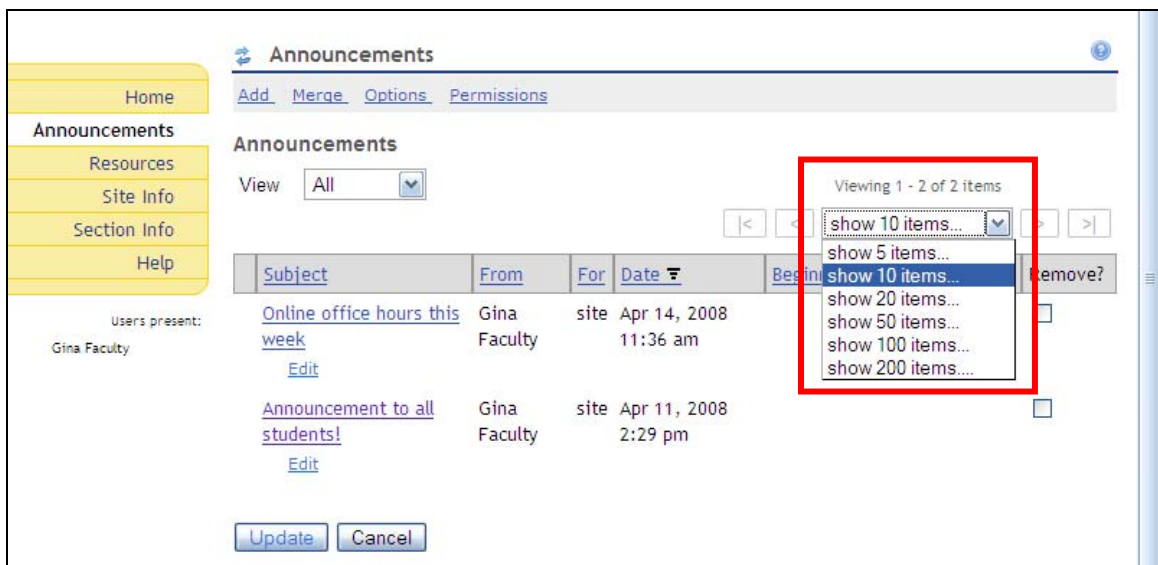
1. On the Announcements main screen, The View drop-down list lets you decide which group of announcements you want to see.
 - Public announcements are usually created by system administrators.
 - If your course has multiple sections or if you have merged announcements that came from another site, you can filter out the ones you don't want to see by selecting By group.



The screenshot shows the 'Announcements' page. A red box highlights the 'View' dropdown menu, which is open and showing three options: 'All', 'Public', and 'By group'. The 'By group' option is currently selected. The page also shows a table of announcements with columns for Subject, From, For, Date, Beginning Date, Ending Date, and Remove?.

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>

2. You can select the number of announcements you want to see in this window using the Viewing drop-down list.



The screenshot shows the 'Announcements' page. A red box highlights the 'Viewing' dropdown menu, which is open and showing six options: 'show 5 items...', 'show 10 items...', 'show 20 items...', 'show 50 items...', 'show 100 items...', and 'show 200 items...'. The 'show 10 items...' option is currently selected. The page also shows a table of announcements with columns for Subject, From, For, Date, Beginning Date, Ending Date, and Remove?.

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>

3. You can sort the announcements by clicking the title of a column.
 - a. For example, to arrange the announcements in order of the subject, click the Subject column title.

The screenshot shows the 'Announcements' interface. On the left is a navigation menu with 'Home', 'Announcements', 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area has a header 'Announcements' with links for 'Add', 'Merge', 'Options', and 'Permissions'. Below the header, there's a 'View' dropdown set to 'All' and a 'show 10 items...' dropdown. A table lists two announcements. The 'Subject' column header is highlighted with a red box. The table data is as follows:

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>

At the bottom are 'Update' and 'Cancel' buttons.

- b. To sort by date, click the Date column title. A mark will appear next to the column title (▲). You can switch between an ascending and a descending sort by clicking on the same column title again.

The screenshot shows the 'Announcements' interface, similar to the previous one. In this view, the 'Date' column header is highlighted with a red box and has a small triangle icon (▲) next to it, indicating it is the current sort criterion. The table data remains the same as in the previous screenshot:

Subject	From	For	Date ▲	Beginning Date	Ending Date	Remove?
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>

At the bottom are 'Update' and 'Cancel' buttons.

4. You can remove an announcement by selecting its checkbox under the Remove? column and clicking the Update button at the bottom of the screen.

The screenshot shows the 'Announcements' page. On the left is a navigation menu with 'Home', 'Announcements', 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area has a sub-menu with 'Add', 'Merge', 'Options', and 'Permissions'. Below this is a 'View' dropdown set to 'All' and a 'show 10 items...' dropdown. A table lists two announcements. The first announcement, 'Online office hours this week', has a checked checkbox in the 'Remove?' column. The second announcement, 'Announcement to all students!', has an unchecked checkbox. At the bottom, the 'Update' button is highlighted with a red box.

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input checked="" type="checkbox"/>
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>

5. You can merge announcements from other sites.
a. Click Merge.

The screenshot shows the 'Announcements' page with the 'Merge' button in the sub-menu highlighted with a red box. The table below it is identical to the one in the previous screenshot, but the checkboxes in the 'Remove?' column are unchecked.

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>

- b. Select any of the available check boxes to make the announcements from these sites (in which you are also an instructor) available to all users of the current site. Click Save.

Announcements

Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site	Show Announcements
SMPL101 Winter 2008 (b073ee3a-07e7-4ad8-a0df-961e9b562320)	<input checked="" type="checkbox"/>
test1 (5bfac972-8069-4368-96f8-ab7f840bae43)	<input type="checkbox"/>

Users present:
Gina Faculty

[Save](#) [Cancel](#)

6. You can control how users see the announcements.
 - a. On the toolbar, click Options.

Announcements

[Add](#) [Merge](#) [Options](#) [Permissions](#)

Announcements

View:

Viewing 1 - 2 of 2 items

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>

Users present:
Gina Faculty

[Update](#) [Cancel](#)

- b. Selecting Sortable table view with announcement body shows the subject and as much of the message as you specify in the Characters in body drop-down list. Click the Update button.

Announcements

Options

You are currently setting options for announcements.

Display Options

- Sortable table view
- Sortable table view with announcement body**
- List view with announcement body

Characters in body: All

Display Limits

Number of days in the past:

Number of announcements:

Update Cancel



Now you see the body of the message below the title of each announcement.

Announcements

[Add](#) [Merge](#) [Options](#) [Permissions](#)

Announcements

View: All

Viewing 1 - 2 of 2 items

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>
Tomorrow's class is cancelled.						
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>
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 2:30 to 4:30 PM					

- c. Selecting List view with announcement body also shows the message, but the announcements can't be sorted. Click the Update button.

Announcements

Options
You are currently setting options for announcements.

Display Options

- Sortable table view
- Sortable table view with announcement body
- List view with announcement body

Characters in body: All

Display Limits

Number of days in the past:

Number of announcements:

Update **Cancel**



Announcements

[Add](#) [Merge](#) [Options](#) [Permissions](#)

Viewing 1 - 2 of 2 items

show 10 items...

[Announcement to all students!](#) [Edit](#) [Remove](#)

(Gina Faculty - Apr 11, 2008 2:29 pm)

Tomorrow's class is cancelled.

[Online office hours this week](#) [Edit](#) [Remove](#)

(Gina Faculty - Apr 14, 2008 11:36 am)

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

7. You can set the Number of days in the past for which announcements will remain visible and/or the maximum Number of announcements that will be displayed.

Announcements

Options
You are currently setting options for announcements.

Display Options

- Sortable table view
- Sortable table view with announcement body
- List view with announcement body

Characters in body: All

Display Limits

Number of days in the past: 10

Number of announcements: 10

[Update](#) [Cancel](#)

8. You can set Permissions for announcements.

Announcements

[Add](#) [Merge](#) [Options](#) **Permissions**

Announcements

View: All

Showing 1 - 2 of 2 items

show 10 items...

Subject	From	For	Date	Beginning Date	Ending Date	Remove?
Announcement to all students! Edit	Gina Faculty	site	Apr 11, 2008 2:29 pm			<input type="checkbox"/>
Online office hours this week Edit	Gina Faculty	site	Apr 14, 2008 11:36 am			<input type="checkbox"/>

[Update](#) [Cancel](#)

- a. By default, the instructor has all permissions.

Announcements

Permissions
Set permissions for Announcements in worksite "Sample Course" (31f0bf8a-7c08-4b3a-887c-0fce4bbcdf13)

Role	read	new	delete.any	delete.own	revise.any	revise.own	all.groups	read.drafts
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Cancel](#)

- b. You can give a different set of permissions to your teaching assistants or your students. For example, you can give teaching assistants the right to create, delete their own, and revise existing announcements. Click the Save button.

Announcements

Permissions

Set permissions for Announcements in worksite "Sample Course" (31f0bf8a-7c08-4b3a-887c-0fce4bbcdf13)

Role	read	new	delete.any	delete.own	revise.any	revise.own	all.groups	read.drafts
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Users present:
Gina Faculty

Save Cancel