



Announcement

Administering Course announcement

On this guide:

- A. [Adding Announcement](#)
- B. [Accessing, editing, and deleting an announcement](#)

Overview

Creating an announcement is especially useful to keep the students informed and engaged. It can welcome students to a course and update them about the course, e.g., changes in assessments, reminders, and more. When a lecturer creates an announcement notification, it appears in the students' Moodle access and sends it to their email address.

Pre-condition

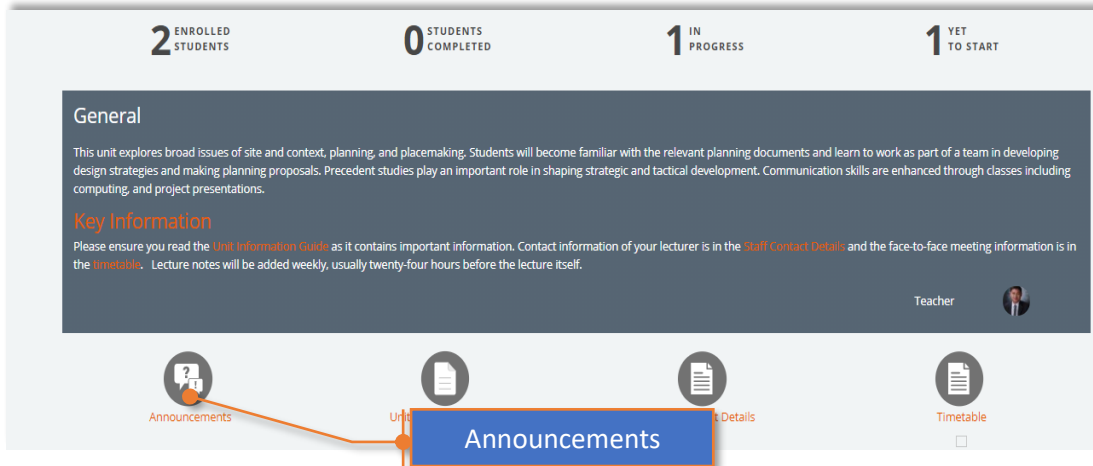
1. The user must be on a Moodle course page as a Lecturer of the unit. See Moodle Enrolment, Accessing your course, and The Moodle course

General Notes

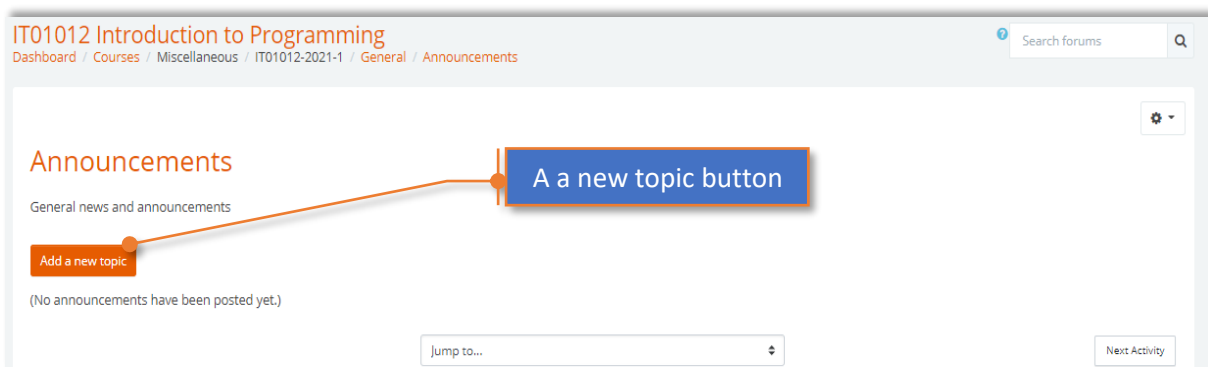
1. Use sentence case and title case only. Use only uppercase letters for emphasis.
2. Promote to the students the checking of email regularly.

A. Adding an Announcement Procedure

1. Accessing Announcements activity.
 - a. In the General Section, click Announcements, the Announcements Forum page appears.



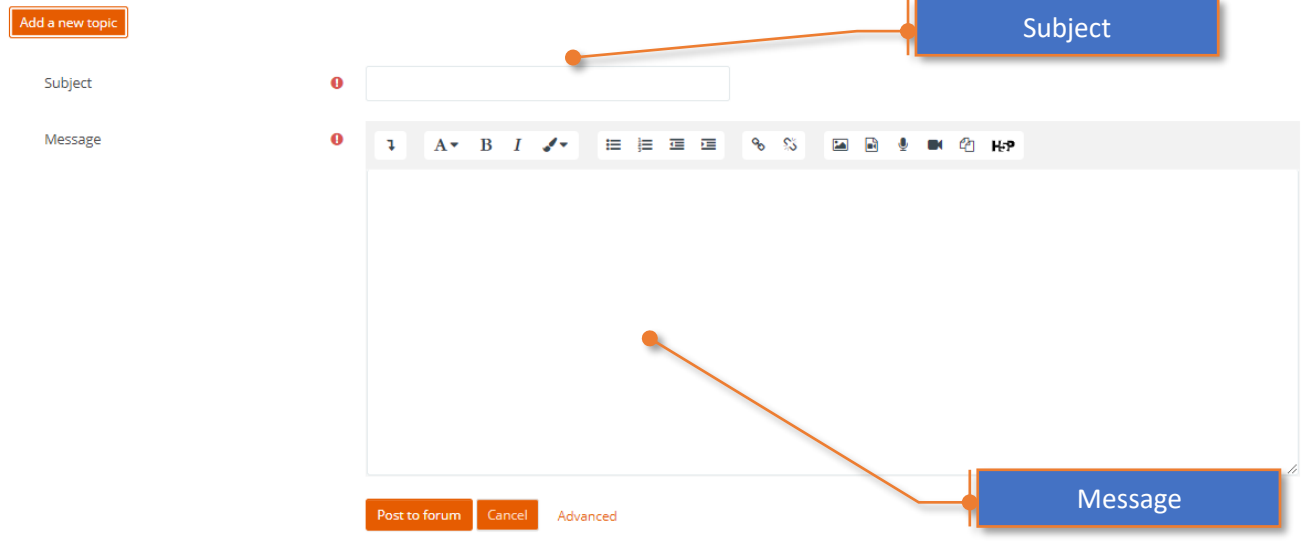
2. Adding a New Announcement
 - a. Click the Add a new topic button, then A new Announcement page appears.



3. Creating a New Announcement
 - a. Enter the subject of the announcement. The subject must be a short descriptive statement.
 - b. Enter the Message. The message is the detailed information you wish to convey to the students. The message may be in the form of text, image, audio, video or H5P content. (See *Atto Text editor*)

Announcements

General news and announcements



Subject

Message

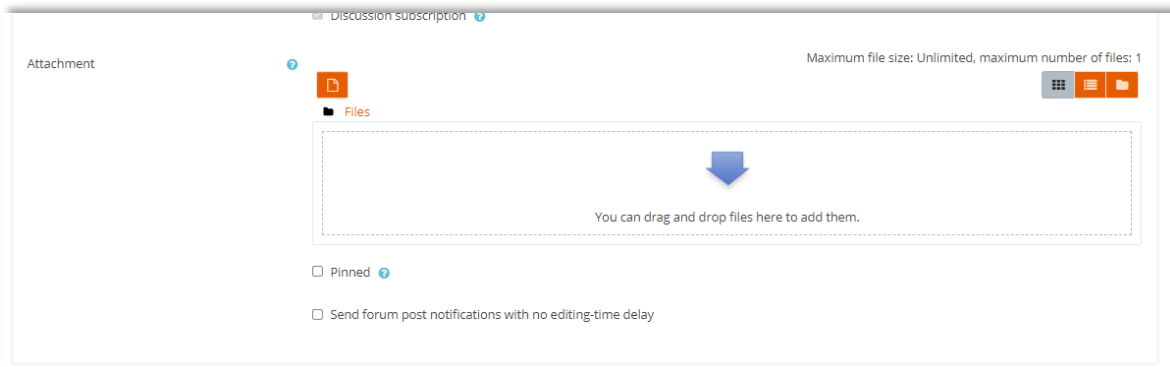
Post to forum Cancel Advanced

4. Advanced Feature (Optional)

- a. Click the Advanced button to see advanced features.



- b. Attach any file in the attachment section (See Uploading File)



Attachment

Discussion subscription

Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them.

Pinned

Send forum post notifications with no editing-time delay

- c. Decide on other settings.

▼ Display period

Display start Enable

Display end Enable

▼ Tags

Tags [Manage standard tags](#)
No selection

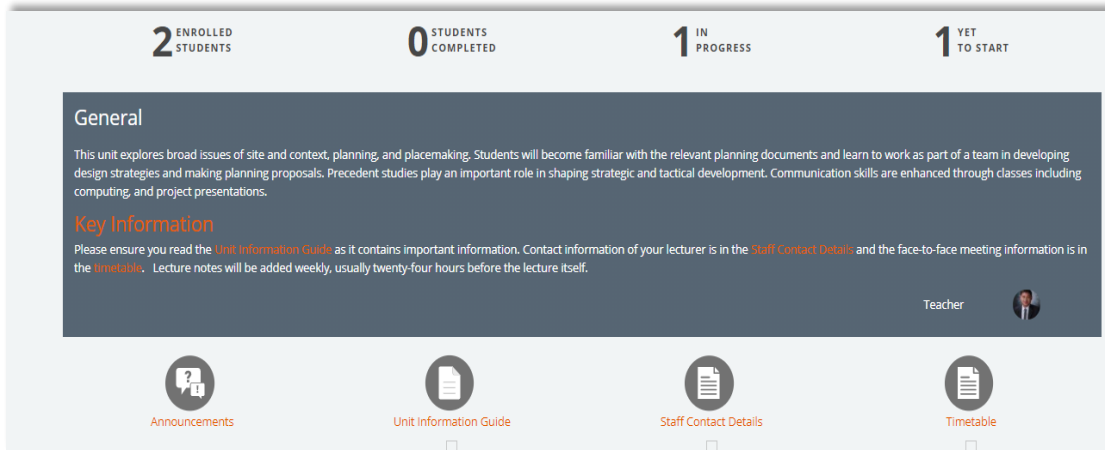
5. Posting a forum

- a. Click the Post a Forum button to confirm; otherwise, click cancel.

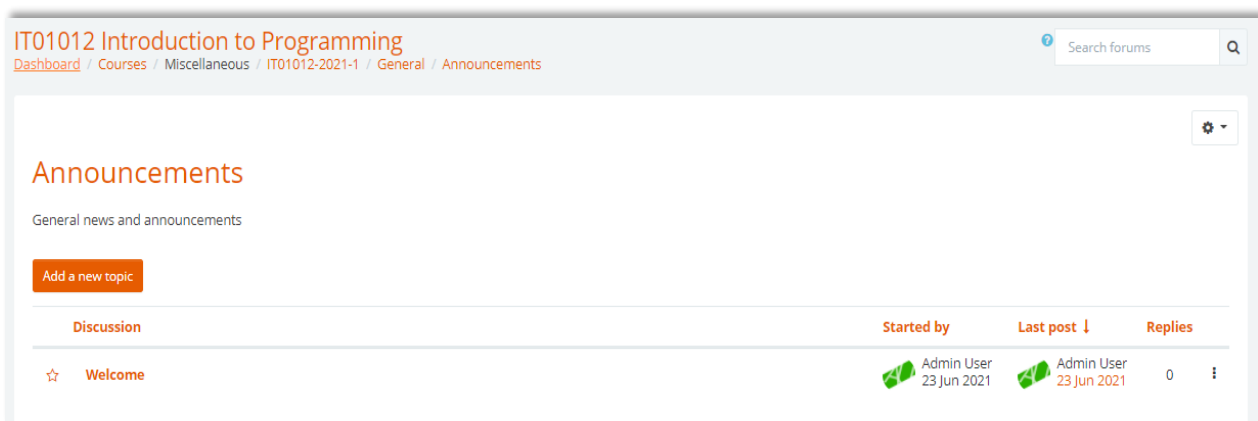
B. Accessing, editing, and deleting an announcement

Procedure

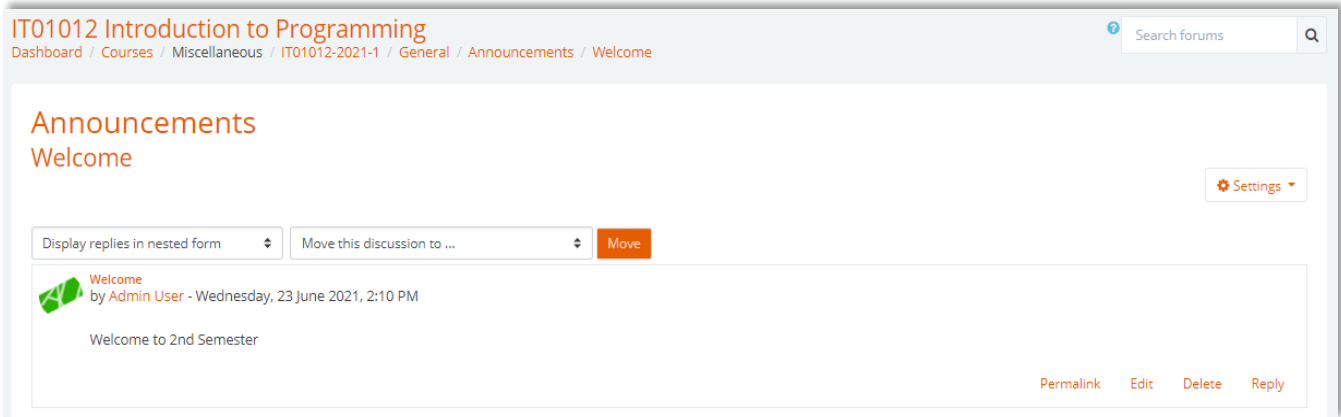
1. Go to the Announcements activity.
 - a. In the General Section, click Announcements.
 - b. The Announcements Forum page appears with a list of announcements earlier created.



2. Accessing an existing Announcement
 - a. Click the announcement from the list, then the announcement details page appears.



3. Permalink, Edit, Delete, or Reply
 - a. Click Permalink to an announcement. A permalink allows you to link directly to a specific forum post so you can share it easily with others.
 - b. Click Edit to edit the announcement.
 - c. Click the Delete button to delete the announcement.



IT01012 Introduction to Programming
Dashboard / Courses / Miscellaneous / IT01012-2021-1 / General / Announcements / Welcome

Search forums

Announcements

Welcome

Settings

Display replies in nested form Move this discussion to ... Move

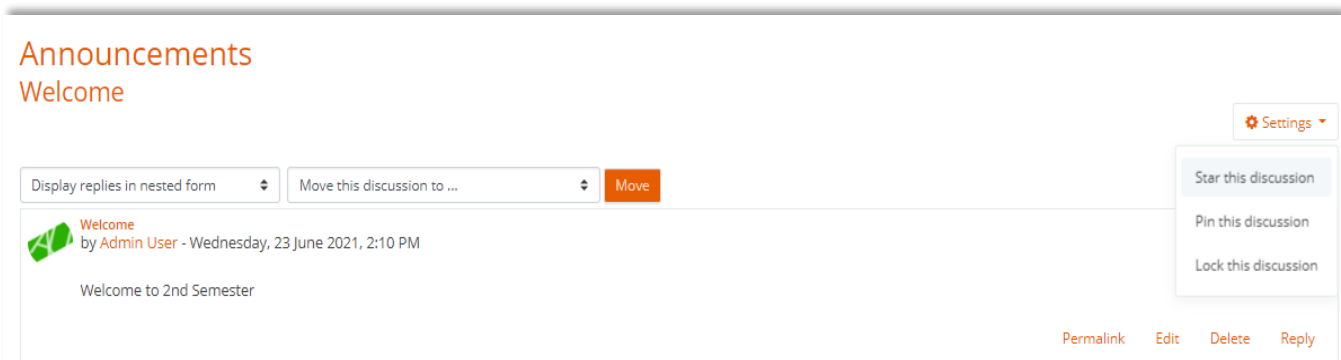
Welcome
by Admin User - Wednesday, 23 June 2021, 2:10 PM

Welcome to 2nd Semester

Permalink Edit Delete Reply

4. Promoting and Locking an announcement

- Click the Settings menu, then
- Select Star this discussion to make it to your favorite.
- Select Pin this discussion to keep it on topmost of all the announcements
- Select Lock this discussion to prevent other users from replying.



Announcements

Welcome

Settings

Display replies in nested form Move this discussion to ... Move

Welcome
by Admin User - Wednesday, 23 June 2021, 2:10 PM

Welcome to 2nd Semester

Permalink Edit Delete Reply

- Star this discussion
- Pin this discussion
- Lock this discussion