

# Announcements tool

- [Create and add an announcement to a module](#)
- [Set date/time for announcement to display](#)
- [Send announcement as an email](#)
- [Include module links in announcement](#)
- [Edit/Delete announcements](#)
- [Announcements bar](#)
- [Quickly - Create Announcements for multiple modules](#)

## Overview

The Announcement tool is an electronic notice board that can be used to communicate with students through the 'What's New'/'Announcements' section of a module, and which also sends out notification emails of those announcements to students and staff. Students using the Blackboard app will also be notified of your announcements on their mobile devices. A basic announcement consists of a title, the announcement text and settings for when to display it to students.

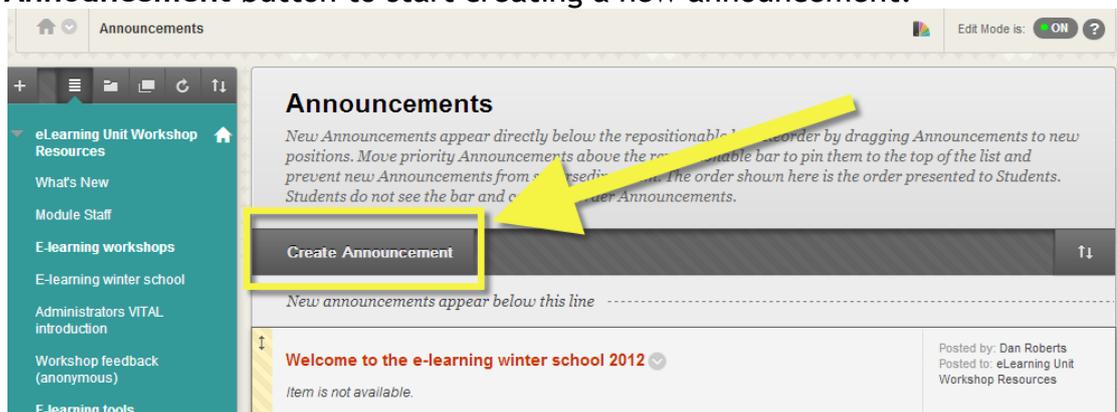
You can also:

- Email a notification of important announcements immediately.
- Add multimedia content and links to external websites.
- Include a link to any part of the module in the announcement.
- Make the announcement permanently visible or set the date and time it should appear to students.
- Announcements can be dragged and dropped to appear in a different order, and can also be fixed in position.

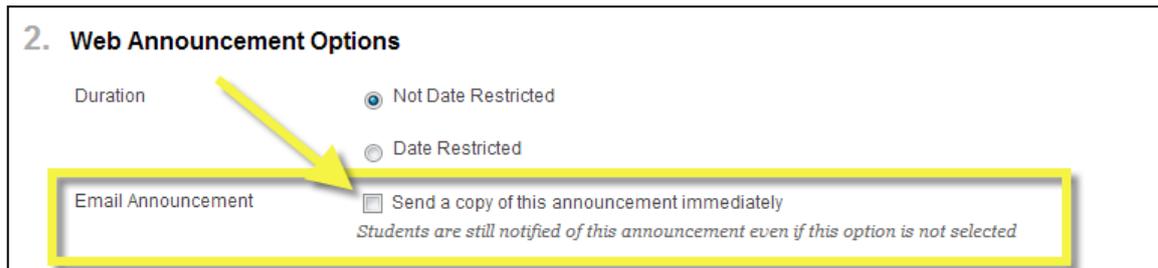
## Create and add an announcement to a module

Usually announcements are added directly via the **What's New / Announcements** page.

1. With **Edit Mode 'ON'**, on the **Announcements** page, click the **Create Announcement** button to start creating a new announcement.







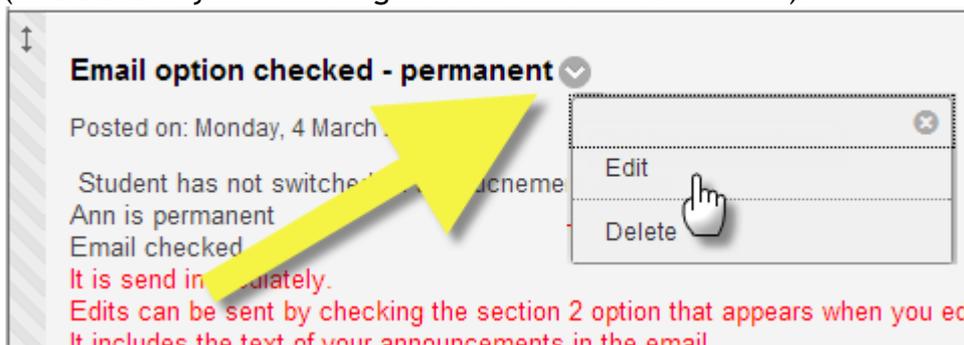
- If you do not select this **Email Announcement** option, then users on the module will get a system notification email to their University email account soon after the announcement becomes available. This notification email consists of the module ID and the announcement title and should also include the main text. The notification shows as having been sent by vital@liv.ac.uk rather than from you. **NB** Students and staff who have set VITAL not to send them email notifications of announcements will not get these. Tick the ‘**Send Email**’ option if you definitely want the announcement to be emailed out to everyone.

### Include module links in announcement - *optional*

- In the past section, **COURSE LINK** allows you to create a link to any section of the module from the announcement (e.g. to where an online test that has been announced is located). Click the **Browse** button to open a map of the module and select a section, folder or item. These links do not show on email versions of announcements.

### Edit/Delete announcements

- To modify (or delete) an announcement, then with the Edit Mode switched **ON**, go to the **What’s New/Announcements** section to find the announcement, hover your mouse pointer to the right of the announcement title, click on the downward arrow icon and select **Edit** (or **Delete** if you want to get rid of the announcement).



- If editing, you can choose to email a copy of the updated announcement to everyone on the module. The option shown below will appear beneath the text editing box. It is always worth looking at this setting when you edit announcements as it remembers your last selection as its default.

**2. Web Announcement Options**

Duration  Not Date Restricted  
 Date Restricted

Email Announcement  Send a copy of this announcement

Click **Submit** to save your changes.

## Announcements bar

9. In your list of Announcements there is a grey, draggable separator bar, as in the screenshot below. Students do not see this bar. If you have a priority announcement which you want to keep always at the top of the list of announcements, drag the announcement above this bar. New announcements appear directly below the bar.

**Announcements**

*New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order in which they were created. Students do not see the bar and cannot reorder Announcements.*

[Create Announcement](#)

**Link from email - what happens?**

Posted on: Monday, 4 March 2013

Click the link below to find the latest assignment submission area.

[Course Link /Turnitin/Arts Turnitin/How a student submits](#)

↓  
 ↑  
 New announcements appear below this line

**Permanent - email checked - student 08 notification set to off**

Posted on: Monday, 4 March 2013

What happens then for SCSALS08?  
 If you check the email box it overrides any student setting not to receive emailed announcements.  
 It also shows as having come from you personally in the "From" line of the email.  
 If you don't check the email then it shows as coming from "VITAL@LIV.Ac.UK" (problems with students and staff replying to this) when it does arrive.

**Permanent - email NOT checked - student 08 notification set to off**

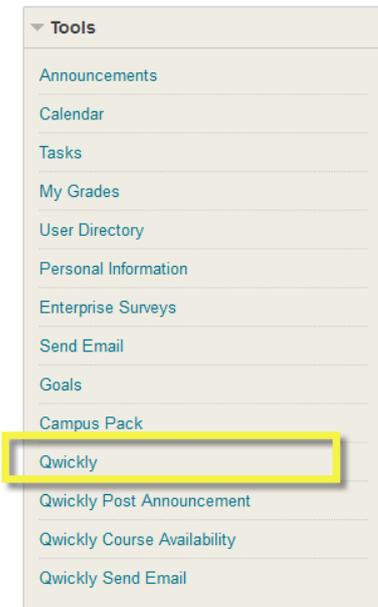
Posted on: Monday, 4 March 2013

For people not turning off announcements notifications - it turns up in your email at some point as a notification that there is an announcement waiting!  
 "New Announcement Available in course My Personal Test Module" - check! Permanent - email NOT checked - student 08 notification set to off"

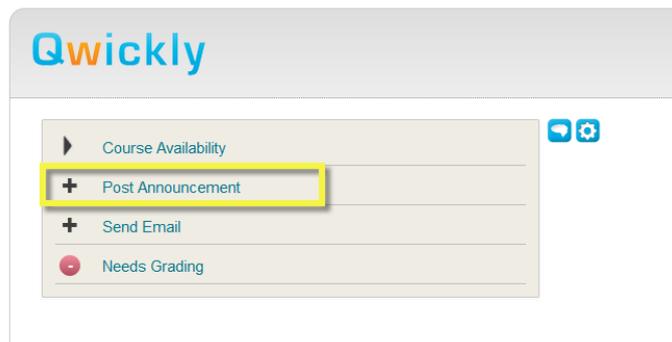
Keep the bar at the very top of the Announcements list if you do not want to prioritise any announcements in this way.

## Quickly - Create Announcements for multiple modules

10. If you have an announcement that you want to send to more than one module, rather than building the announcement in each one you can use the Quickly tool on the home page **Tools** list, as shown here (don't go via the **Quickly Post Announcement** link).



11. Now select the **Post Announcement** option on the page that appears.



12. Finally, you can create the subject and main text of the Announcements, select the modules you want to send it to, and there is also an **Email Announcement** check box if you need this to go out instantly, as in the screenshot below.

