

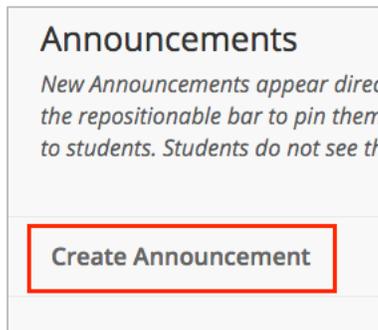
# CREATE/EDIT ANNOUNCEMENT

Instructors should create announcements to post to ulearn to disseminate important course information to your students. Announcements are on the ulearn landing page and are also emailed to student's JWU email. It's a good practice to send announcements periodically during the semester.

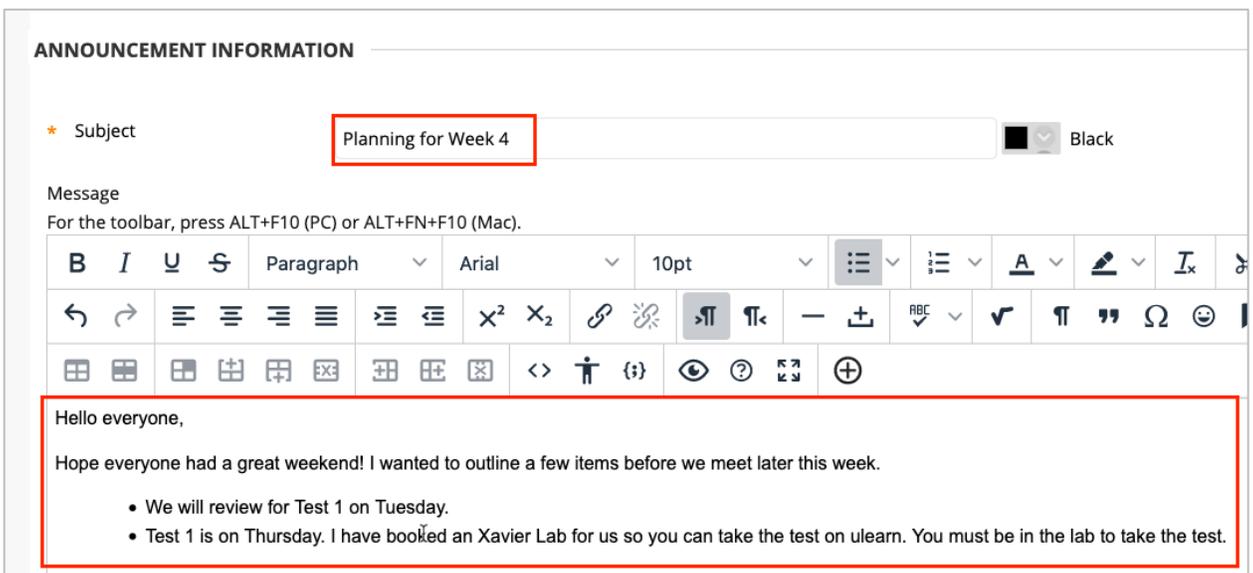
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## Instructions

1. Click the **Announcements** link located on the ulearn left menu.
2. Click the **Create Announcement** button.



3. On the Create Announcement page, enter a **Subject** and **Message**.

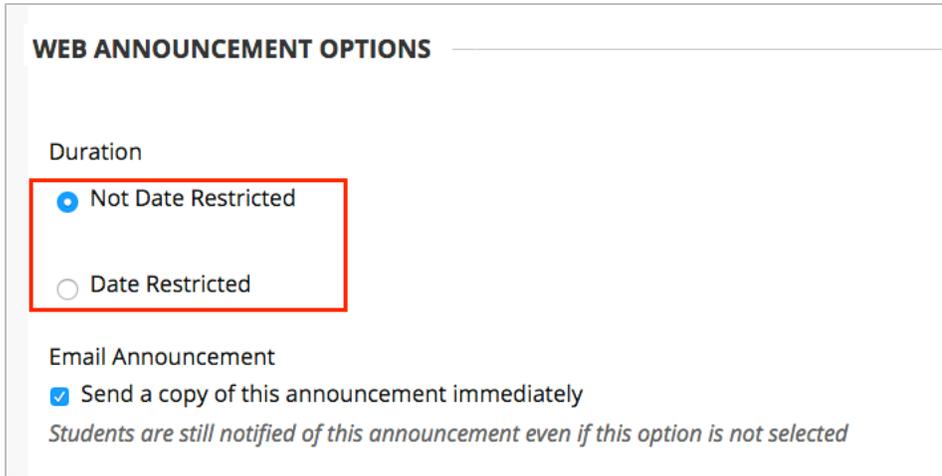


The screenshot shows the "ANNOUNCEMENT INFORMATION" form. The "Subject" field contains "Planning for Week 4" and is highlighted with a red box. Below it is the "Message" field, which contains the following text: "Hello everyone, Hope everyone had a great weekend! I wanted to outline a few items before we meet later this week." followed by a bulleted list: "• We will review for Test 1 on Tuesday." and "• Test 1 is on Thursday. I have booked an Xavier Lab for us so you can take the test on ulearn. You must be in the lab to take the test." The message field is also highlighted with a red box. A rich text editor toolbar is visible above the message field.

4. Under **Web Announcement Options**, select either **Not Date Restricted** or **Date Restricted**. A "Not Date Restricted" announcement will always be visible on the student's Announcements page. If you select **Date Restricted**, select specific dates for

# CREATE/EDIT ANNOUNCEMENT

which the announcement will be displayed to the student.



**WEB ANNOUNCEMENT OPTIONS**

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

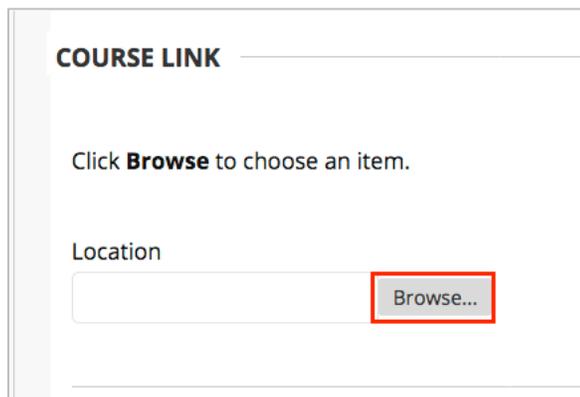
*Students are still notified of this announcement even if this option is not selected*

5. Select **Email Announcement** if you wish to send the announcement immediately via JWU Email to each student enrolled in the course. An email will be sent regardless if this box is checked, however. This option won't work if you have "date restricted" selected. It only works if "not date restricted" is selected.

## Note:

If a student replies to the announcement email, the message will arrive in your JWU email inbox. No email archives are saved within ulearn.

6. (Optional) If you want the announcement to link to a specific content item within the course, click **Browse** under the **Course Link** heading to browse to the item location. If not, disregard and process to **Step 7**.



**COURSE LINK**

Click **Browse** to choose an item.

Location

# CREATE/EDIT ANNOUNCEMENT

7. Click **Submit**. Your announcement now appears on the Announcements page.

**Planning for Week 4** ⌵

*Item is not available.*

Posted on: Monday, September 20, 2021 9:30:00 AM EDT

Hello everyone,

Hope everyone had a great weekend! I wanted to outline a few items before we meet later this week.

- We will review for Test 1 on Tuesday.
- Test 1 is on Thursday. I have booked an Xavier Lab for us so you can take the test on ulearn. You must be in the lab to take the test.

## Note:

If you set the **Display After** date/time for the future, you will see a notification that the item is not available until after the **Display After** date/time passes.

# EDIT AN ANNOUNCEMENT

1. If you need to edit an announcement or its settings, make sure the Edit Mode is ON and click the down arrow icon next to the announcement title and select **Edit** from the menu.

**Planning for Week 4** ⌵

*Item is not available.*

Posted on: Monday, September 20, 2021 9:30:00 AM EDT

Hello everyone,

Edit

Delete

2. Make the necessary changes and then click **Submit** to save changes.

Cancel Submit