

# Announcements and Emails

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## What is the Announcements Tool?

The Announcements tool enables you to create announcements that help communicate course updates, changes and new information to your students quickly and effectively. Announcements are presented on each course's home page in an Announcement widget for easy access for staff and students.

## Why use the Announcements Tool?

The Announcements tool allows you to:

- Create announcements containing important course related information.
- Alert students.
- Distribute additional resources to students based on need.

## Creating an Announcement

To access the Announcements tool, go to **Manage Course > Course Admin** in the navbar and click the **Announcements** widget, under the Communication heading. To create an item, click **New Announcement**. You must fill out the required fields, which are indicated by asterisks, including the Headline and Content. You can also set Availability dates which allow the item to be set up for a specific date and time to be released. You may also choose to add additional attachments and Release Conditions. Click **Save as Draft** to continue editing (students cannot see

the item), click **Publish** to release item to students, or **Cancel** to exit the tool.

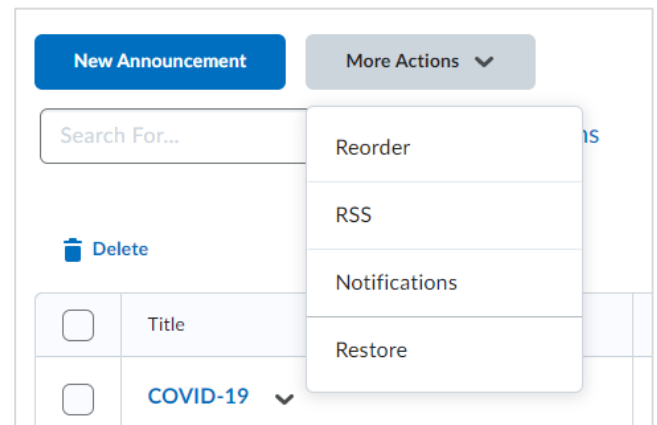
## Editing an Announcement Item

To edit an Announcement, click on the drop-down menu on the item and select **Edit**. You can select the **Major edit** check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information.

## Reordering Announcements

To reorder Announcements, click **More Actions** and select **Reorder**.

To reorder, select your preferred number order under **Sort Order** and **Save**.



## Deleting and Restoring Announcements

### Individual Deletion

To delete an Announcement, click the drop-down menu for that item and select **Delete**. You will then be prompted to confirm your deletion with a **Yes** or a **No**.

You may restore a deleted Announcement Item by going to **More Actions**, selecting the item to be restored, and selecting **Restore**.

### Deleting in Bulk

To delete in bulk, you will click the multi-select box at the top left of your items and click the recycle bin. You may choose to uncheck items along the left side of the items.

## Dismissing an Announcement

Dismissing an Announcement removes it from your personal Announcements widget on the Course Homepage. Please note that the action of dismissing is user based; therefore, will not affect another's homepage.

### How to Dismiss an Announcement

- Go to your course homepage.
- Find the Announcements widget on the homepage.
- Find the Announcement that you want to dismiss.
- Click the small "X" next to the item.

### How to Restore a Dismissed Announcement

- Go to the Announcements tool.
- Click the drop-down menu next to the item you would like to restore, then select **Restore**.

## Effective Practices

- Use Announcements for student engagement and to ensure consistent and clear communication.
- Try and limit your use of Announcements to a set schedule to avoid flooding students' inboxes.
- Personalise announcements using {firstname} to address the announcement to your student.

## Email Students in Amathuba

Rather than sending a site-wide Announcement, you can also use the Email function to contact specific students or groups of students. Please note that the Email function is only for outgoing emails, students will not be able to reply to the messages. The Email function also does not store sent messages, if you need to access a history of messages sent to students rather use the Announcements function.

### To Email Students using the Classlist Tool:

1. Click **Course Info** on the navbar and select **Classlist**.
  - To email an individual student, click the drop-down arrow next to the name of the student you want to contact, select **Send Email**.
  - To email multiple students, select the check boxes for every student you want to email, then click **Email**.
  - To email all the students in your course, click **Email Classlist**.
  - To email all the students in a particular Group, click the **View By** option and

change from **User** to **Groups**, then click **Apply**. Then search for the specific Group you'd like to filter by.

- To only email students with specific criteria, set your search filters:
  - On the **Email Classlist** page, click **Show Search Options**.
  - Capture your criteria.
  - In the **Search For** text box, click the search icon.
  - Click **Send Email**.

2. The **Compose New Message** dialog box appears.
3. Compose your message and add any attachments.
4. Click **Send**.

### To Email Students using the Groups Tool:

1. Click **Course Info** on the navbar and select **Groups**.
2. Select the Group(s) you wish to email and click the **Email** button.
3. The **Compose New Message** dialog box appears.
4. Compose your message and add any attachments.
5. Click **Send**.

Add Participants ▾
Enrolment Statistics
Email Classlist

🔍
Show Search Options

✉ Email
🖨 Print
📅 Enrolment
👤 Unenrol

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