

An Overview

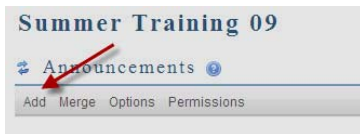
The Announcements tool notifies site participants of current activities, events, and items of interest. For example, meeting times and locations and important changes in deadlines can be posted for the site members. Web page URLs, text documents, photos, and other items can be attached to your announcements.

This tool offers many important features.

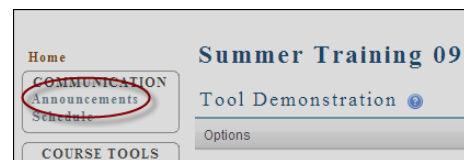
- *Filtering:* You may opt to display all announcements, publicly posted announcements, or announcements posted to individual groups.
- *Sorting:* You may sort announcements by subject, sender, access or date.
- *Attachments:* You may attach multiple items to a single announcement. Attached items can include text documents, media files, URL links, photos, and other objects.
- *Saving a Draft:* You may save an announcement as a draft before sending it to site participants.
- *Notification Options:* You may automatically send announcements via email to all site participants.
- *Aggregation:* In My Workspace, the CLE automatically collects and displays announcements from all sites of which you are a member.
- *Merging:* In any group site you own, you may merge announcements from this site with those of other sites you own.

Adding an Announcement

1. Click the word **Announcements** in the home menu on the left side of the screen.
2. Then Click on **Add**.



3. Provide a **title** for the announcement. This will be displayed on the home page of the site.
4. Add the text for the announcement to the **Body**. When copying and pasting to the text box make sure you use the Paste from Word icon on the toolbar. This preserves formatting.



Home
COMMUNICATION
Announcements
Schedule

COURSE TOOLS
Assignments
Drop Box
Resources
Syllabus
Training Guides

SITE MANAGEMENT
Goal Management
Roster
Site Info

Help
Sharon Webster

Summer Training 09

Announcements

Add Announcement
Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title

* Body

Source | Undo | Redo | Bold | Italic | Underline | ABC | x² | Style | Format | Font (Arial) | Size | ?

Type text of announcement here. When copying and pasting make sure you use the Paste from Word icon on the toolbar.

Announcements: A Guide for Teachers

5. Determine who can view the announcement and the length of time it will be available.

Access

Display to public

Display to site

Display to selected groups

Availability

Show

Hide

Specify Dates

Beginning

Date: JUL 20 2009 Time: 9 45 am

Ending

Date: AUG 19 2009 Time: 9 45 am

Decide who can view the announcement and when it is available.

6. **Add Attachments** such as documents, other files, or urls to the announcement.
7. Set **Email Notifications** to reflect who will receive an email and **Add Announcement**. Note: You may also choose to **Preview** the announcement before adding it or to **Clear** it.

Attachments

No Attachments Yet

Add Attachments

Email Notification

None - No notification

High - All participants

Low - Only participants who have opted in

None - No notification

Add Announcement

Preview

Merging Announcements

Merging announcements allows you to bring announcements from one site onto another. To merge announcements, access the Announcements tool and follow these steps:

1. Click **Merge** in the Announcements menu bar. The CLE displays the **Show Announcements from Another Site** screen. It contains a list of all sites that you own and all those in which you have the role of Organizer.
2. Click the **Show Announcement** box for each site whose announcements you wish to merge and display on this site.

Sample Course

Announcements

Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site	Show Announcements
2009 RITTI/E272 (647ba6b0-b961-4516-8d6b-1a6c406c997)	<input type="checkbox"/>
AP U.S. H 01 (20.20104.2006.100935.YR.01)	<input type="checkbox"/>
ART - Indie Studies (e687809c-9e6b-4ceb-8064-67283cb8c362)	<input type="checkbox"/>
Administration Workspace (admin)	<input type="checkbox"/>
Advisor 10 08 (20.20104.2006.101010.YR.08)	<input type="checkbox"/>
Advisor 11 2008 YR Section 05 (20.20104.2007.101011.YR.05)	<input type="checkbox"/>
Algebra 2 (H) 2009 FY Section 1 (27.27106.2008.1236.FY.1)	<input type="checkbox"/>
Ap English 2009 YR Section 1 (20.20104.2008.100345.YR.1)	<input checked="" type="checkbox"/>
Arts Core Team: ACT (3084ed98-2d92-44eb-8040-709187307abc)	<input type="checkbox"/>

- Click **Save**. Or, to exit without saving the changes, click **Clear**. On this site's Announcements home page, the CLE lists all announcements from the site(s) you chose. The name of the source site is displayed in the Site column.

Sample Course

Announcements

Add Merge Options Permissions

Announcements

View

Viewing 1 - 4 of 4 items

Subject	From	Site	For	Date	Beginning Date	Ending Date	Remove?
RIEPS II Training Edit	Sharon Webster	Sample Course	site	Jul 21, 2009 10:00 am	Jul 21, 2009 10:00 am	Aug 24, 2009 12:30 pm	<input type="checkbox"/>
August 24 (8:30-11:30) RIEPS II: Introduction to Course Management Tools							
Participants will learn to use tools such as Announcements, Schedule/Calendar, Drop Box, and Resources that support both assignments and classroom instruction. Participants will also be given an overview of tools such as Site Info/Editor, Syllabus, and Discussion Forum. Portfolio reports as well as the Goal Management reports will also be covered.							
Assignment: Open Date for APCriticalReading	Jean Nardone	Ap English 2009 YR Section 1	site	Jun 1, 2009 2:13 pm			
Open date for assignment APCriticalReading is Aug 18, 2008 12:00 am.							
Train To Pakistan	Jean Nardone	Ap English 2009 YR Section 1	site	Oct 14, 2008 2:36 pm			
Just a reminder that you have an inclass writing on Train to Pakistan on Monday, Oct. 20.							
Firm Friday #1	Jean Nardone	Ap English 2009 YR Section 1	site	Oct 14, 2008 2:36 pm			
On Friday, Oct. 17th, your research proposal including a preliminary thesis and research questions are due.							

Merged announcements

Unmerging Announcements

To unmerge announcements that are currently merged access the Announcements tool and follow these steps:

- Click **Merge** on the Announcements menu bar.
- Clear the **Show Announcement** check box for the site whose announcement(s) you no longer wish to display on the current site.
- Click **Save**. Or, to exit without making the changes, click **Clear**.

Caution! When unmerging announcements, be sure that you are working on the **Show Announcements from Another Site** screen. If you accidentally click a **Remove** check box on the home page instead, you will remove an announcement instead.

Setting Announcements Options

To change the default options access the Announcements tool and follow these steps:

1. Click **Options** in the Announcements menu bar. The CLE displays this screen:

2. In the **Display Options** area, choose one of the following options:

- **Sortable table:** A compact list; displays the announcement subject without the body.

Subject	From	Site	For	Date	Beginning Date	Ending Date	Remove?
RIEPS II Training Edit	Sharon Webster	Sample Course	site	Jul 21, 2009 10:00 am	Jul 21, 2009 10:00 am	Aug 24, 2009 12:30 pm	<input type="checkbox"/>
Assignment: Open Date for APCriticalReading	Jean Nardone	Ap English 2009 YR Section 1	site	Jun 1, 2009 2:13 pm			
Train To Pakistan	Jean Nardone	Ap English 2009 YR Section 1	site	Oct 14, 2008 2:36 pm			
Firm Friday #1	Jean Nardone	Ap English 2009 YR Section 1	site	Oct 14, 2008 2:36 pm			

- **Sortable table with announcement body:** A list of announcement subjects with the announcement body.

Subject	From	Site	For	Date	Beginning Date	Ending Date	Remove?
RIEPS II Training Edit	Sharon Webster	Sample Course	site	Jul 21, 2009 10:00 am	Jul 21, 2009 10:00 am	Aug 24, 2009 12:30 pm	<input type="checkbox"/>
<p>August 24 (8:30-11:30) RIEPS II: Introduction to Course Management Tools</p> <p>Participants will learn to use tools such as Announcements, Schedule/Calendar, Drop Box, and Resources that support both assignments and classroom instruction. Participants will also be given an overview of tools such as Site Info/Editor, Syllabus, and Discussion Forum. Portfolio reports as well as the Goal Management reports will also be covered.</p>							
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<p>On Friday, Oct. 17th, your research proposal including a preliminary thesis and research questions are due.</p>							



Announcements: A Guide for Teachers

- **List view with announcement body:** A list of subjects with announcement body, sorted in alphabetical order.

[RIEPS II Training](#) [Edit](#) | [Remove](#)
 (Sharon Webster - Jul 21, 2009 10:00 am)
 August 24 (8:30-11:30) RIEPS II: Introduction to
 ...

[Assignment: Open Date for APCriticalReading](#)
 (Jean Nardone - Jun 1, 2009 2:13 pm)
 Open date for assignment APCriticalReading is Aug...

[Train To Pakistan](#)
 (Jean Nardone - Oct 14, 2008 2:36 pm)
 Just a reminder that you have an inclass writing o
 ...

[Firm Friday #1](#)
 (Jean Nardone - Oct 14, 2008 2:36 pm)
 On Friday, Oct. 17th, your research proposal inclu

If you choose this option, use the **Characters in body** pulldown list to select the number of lines of announcement body text to show.

List view with announcement body

Characters in body First Line ▾
 First Line
 First Two Lines
 All

Display Limits

Number of days in the past

Number of announcements

3. In the Display Limits section, choose either of these options, if desired:
 - Specify the maximum number of days in the past for which you want announcements to display.
 - Specify the maximum number of announcements to display.
4. After completing your work, save your changes by clicking the **Update** button. Or, to exit without saving these changes, click **Clear**.

Display Limits

Number of days in the past

Number of announcements