The Announcement tool allows instructors to keep students and other site participants informed of news or updates to the course site. Announcements are usually text-only, but can also include attachments or links to web sites. This information is posted on the site homepage.

These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

Index

The following topics will be addressed in this tutorial:

- How to access the Announcements tool
- How do I create an announcement?
- How do I edit an announcement?
- How do I delete an announcement?
- Need help?
To access the Announcements tool

Select Announcements from the Tool Menu in your site.

How do I create an announcement?

To create an announcement, go to the Announcements tool on your module site.

Click on the Add tab.
Enter an **Announcement Title** and **Body** of your announcement in the appropriate text boxes.

1. Give your announcement a title, e.g.: Attention ABCD 111 Students!

2. Enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or colour, add images or links, or embed other content, e.g.: *There will be no class on Monday.*
3. **Access**: By default, the visibility of your announcement is set to *members of this site*, meaning that only your site participants will be able to see it.
   If your students are using a pod catcher application to receive notifications of announcements or podcasts that are uploaded to your site, select the option to make the announcement *publicly viewable*.
   If you would like the announcement to only be sent to a specific group in the class, select the option to display to *selected groups only*, then, continue to select the relevant group.
   *Note: If you embed multimedia such as images or video in your announcement, and you would like it to also appear in the e-mails sent to students, you must select the option to make the announcement publicly viewable.*

4. **Availability**: Allows you to decide when your announcement will be visible. The default is set to *Show*, meaning that your announcement will be immediately visible. *Hide* will not allow anyone else to see the announcement. *Specify Dates* allows you to choose a specific *Beginning date* and *time* for your announcement to be made visible as well as allowing you to specify an *Ending date* and *time* to retract it.

5. **Attachments**: You can add documents and files to the announcement by clicking on the *Add Attachments* button. You can add files from your computer, files that are already on the Internet using a URL, or files from your resources.
6. **Email Notification**: This option determines how your site participants receive the announcement through their e-mail. By default, the option *None - No notification* is selected so that no email notifications of the announcement will be sent. If you would like students to receive the e-mail, be sure to select the option *High – All participants*.

You can click the **Preview** button to view the announcement from a student perspective. Once you are happy with the announcement, click the **Post Announcement** button to send the announcement.

Your announcements from the last 10 days will appear in the **Recent Announcements** box on your worksite’s Home page.

Go to the **Announcements tool** on your module site to view a list of all your announcements.

**How do I edit an announcement?**

Go to the announcements tool from the Tool Menu of your site. Click on the **Edit** link under the announcement’s title in your announcement list. You will be able to change the same settings that were available when creating the announcement.
How do I delete an announcement?

Go to the announcements tool from the Tool Menu of your site. Select the checkboxes next to the items you would like to remove and then click the Update button on the bottom of the page.

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<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
<th>Beginning Date</th>
<th>Ending Date</th>
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Need help?

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

**Mafikeng**
E-mail: 25967878@nwu.ac.za  
Tel.: 018 389 2447  
Office: ADC Building, Block D, Office G80

**Potchefstroom**
E-mail: EFUNDI-PC@nwu.ac.za  
Tel.: 018 285 2295  
Office: Building E8, Room 107A

**Vaal Triangle**
E-mail: VTC-EFUNDISTAFF@nwu.ac.za  
Tel.: 016 910 3317/8  
Office: Building 13, room SL313