

Faculty Directions: Creating Announcements For Your Students



The **Announcements** area is the first page students see when they enter an Educator course (by default). In the Announcements area you can post messages you wish all students to see. If you want to keep “past” announcements, you need to continue to add to the file from the top.

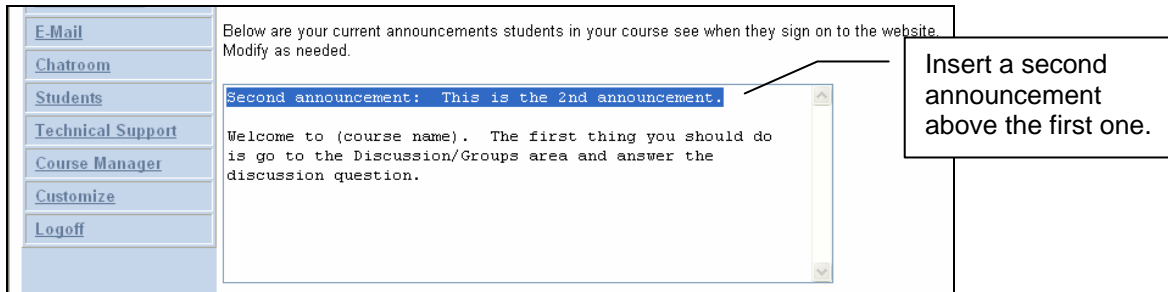
If you do not have any announcements in this area the Instructor screen will indicate, “No announcements posted.” The students will just see the announcement area, but there will not be anything printed in the area. In the Announcement area, you can type in your announcement, or use HTML tags to “spice it up”!

Creating Announcements:

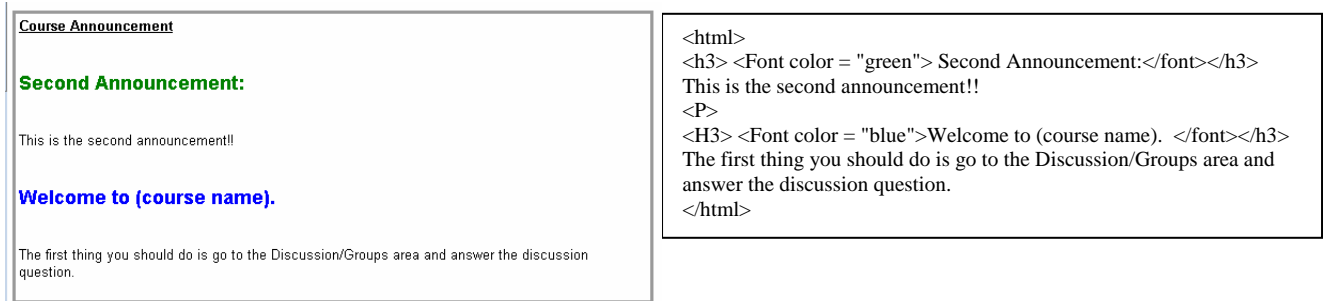
1. Make sure you are logged into Educator and in the course in which you want to place the announcement.
2. Click the **Announcement** navigation button.
3. Click in the text box and enter your announcement. For instance, you might enter the highlighted text below:

4. After you have typed in your announcement, click **Submit**. You will see a copy of your announcement as the students would see it.

5. Educator assumes that you will have one announcement and when you are finished and wish to post another announcement, you will clear the form and add a new one. You can add to the announcements and create a “string” of announcements, by entering the **new information** above the previously entered announcement:



6. You can also add simple HTML tags to spice up your announcements. The picture on the left shows what the announcement will look like to students. The picture on the right shows the HTML code that produces the announcement.

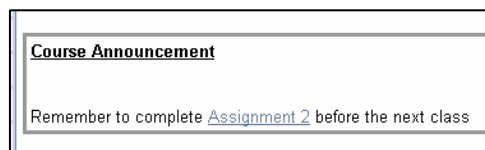


To learn more about simple HTML code – see the handout **HTML Basics**.


7. To view the announcement as a student, scroll down to the bottom of the screen and click the **View As Learner** icon.

Adding an announcement with a link to a resource in your course:

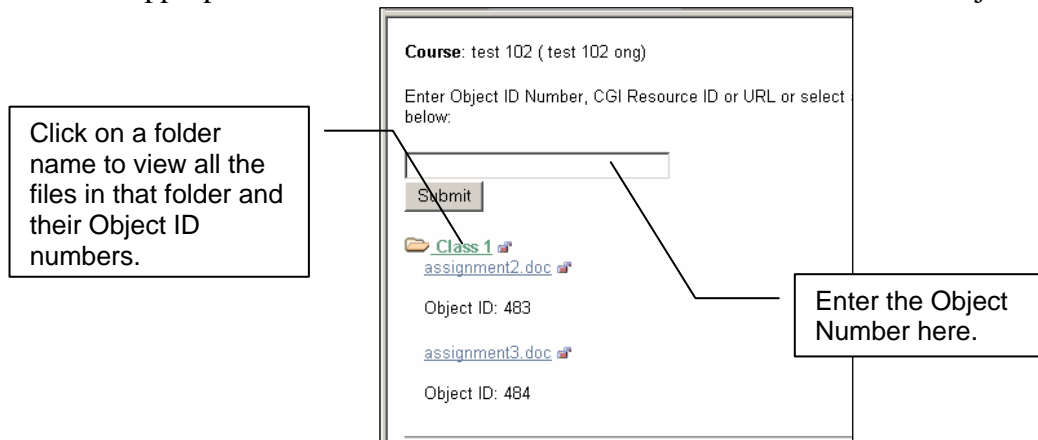
You may find it useful to put a link in your announcements to a specific object in your course, such as a file you have uploaded to the Course Materials section or a discussion in the Discussion/Groups section. In the picture below, when students click on the Assignment 2 link they go directly to a document called *assignment2.doc* in the Course Materials section of the course.



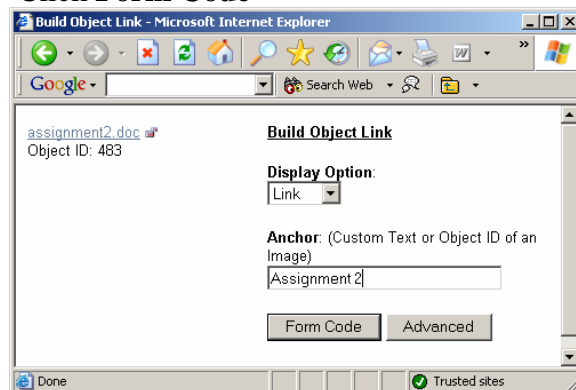
To do this you'll use the Object ID number of the resource. This is a number that Educator assigns to every resource or object that you have in your Educator courses. It is used to uniquely identify the object within your courses.

1. Click the Miscellaneous Tools icon  on the toolbar at the bottom of the page.
2. Click the **Object ID Link Builder** link. A window will appear with a list of all your folders.

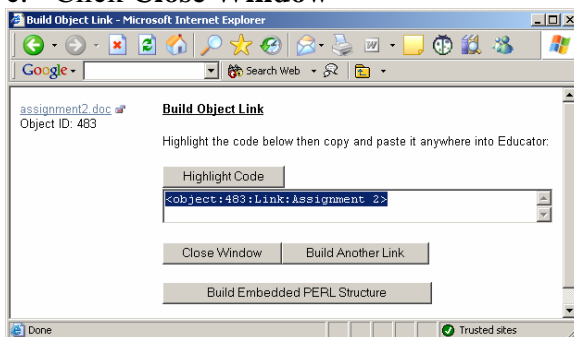
3. Click the appropriate folder to see the documents in that folder and their Object ID numbers.



- a. Type in the object ID of the document you wish to link from this screen, or click on the file that you wish to link.
 - b. Click **Submit**
4. The next window will create the code for the link.
 - a. Enter the text that you want to appear in the link in the **Anchor** field
 - b. Click **Form Code**



5. The next window will show you the code.
 - a. Click **Highlight Code**.
 - b. Press **Control-C** to copy the code.
 - c. Click **Close Window**



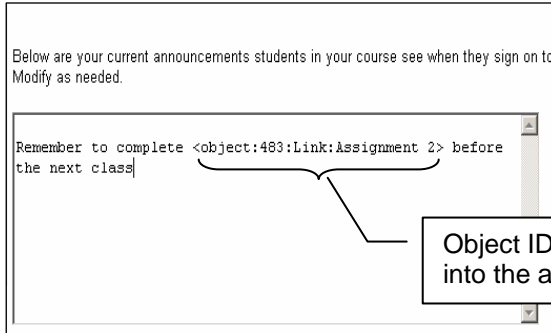
6. In your main course window, enter the announcement
 - a. Click the **Announcements** link
 - b. Click in the text box where you enter announcements

- c. Press **Control-V** to paste the Object ID Link you created in the previous step into your announcement. Add any necessary text to explain the link
- d. Click **Submit**

Text that you enter:

Below are your current announcements students in your course see when they sign on to Modify as needed.

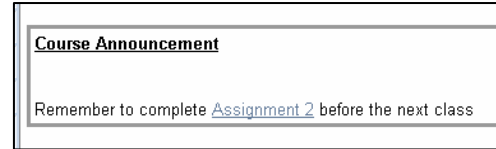
Remember to complete <object:483:Link:Assignment 2> before the next class

A screenshot of a text editor window. At the top, it says "Below are your current announcements students in your course see when they sign on to Modify as needed." Below that is a text area containing the text "Remember to complete <object:483:Link:Assignment 2> before the next class". A bracket underlines the code "<object:483:Link:Assignment 2>" and a callout box points to it with the text "Object ID Link pasted into the announcement".

Announcement that students see:

Course Announcement

Remember to complete [Assignment 2](#) before the next class

A screenshot of the final announcement as it appears to students. It has a title "Course Announcement" and the text "Remember to complete [Assignment 2](#) before the next class". The link "Assignment 2" is underlined and blue.