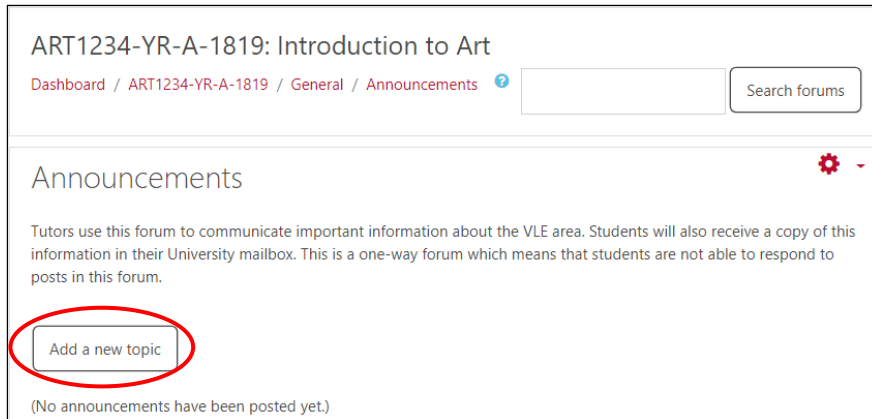
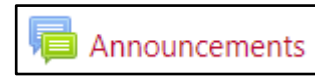


Sending announcements

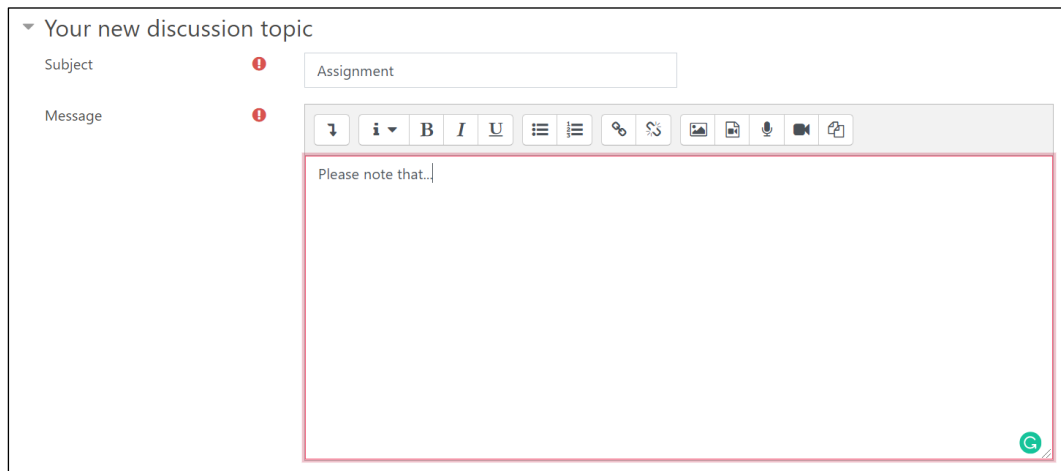
Every study-unit area has an **Announcements** forum that you can use to send notifications to students. The Announcements forum does not allow students to post messages or reply to your announcements. Note that students will receive the messages in their UM mailbox.

To post in the Announcements forum:

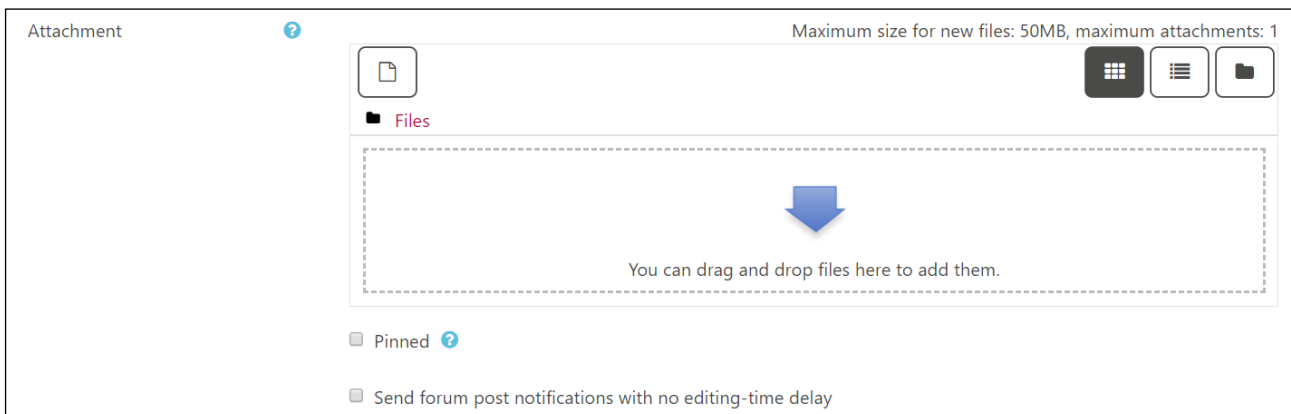
1. In the VLE area homepage, click the **Announcements** forum.
2. Click the **Add a new topic** button.



3. Type a short descriptive title for your topic in the **Subject** field.
4. Type in the content of your post in the **Message** HTML editor.



5. If you want to add files to your post, drag and drop the file in the Attachment area.



6. By default, the posted message will be sent to students some 30-45 minutes after it is made. Tick the **Send forum post notifications with no editing-time delay** check box to send the notification immediately.
7. Click the **Post to forum** button.


Note that:

- If you want to amend or delete your post, click the discussion title (under **Discussion**), and use the **Edit** and **Delete** links adjacent to the post which requires amending.
- Use the **Reply** link if you want to make additional remarks to your earlier post.

Announcements

Lecture cancelled

Display replies in nested form ▾ Move this discussion to ... ▾ Move Pin

 **Lecture cancelled**
by **Dummy Tutor** - Tuesday, 30 October 2018, 8:39 AM

Dear Students,

Due to unforeseen circumstances, tomorrow's lecture has been cancelled.

Regards,
Dummy Tutor

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)