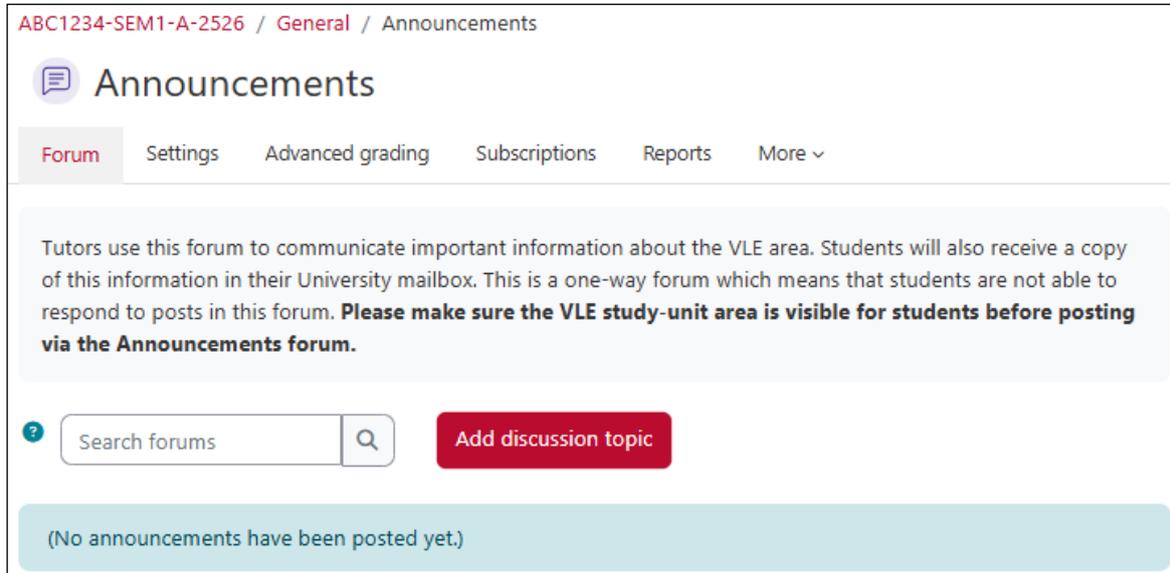


Sending announcements

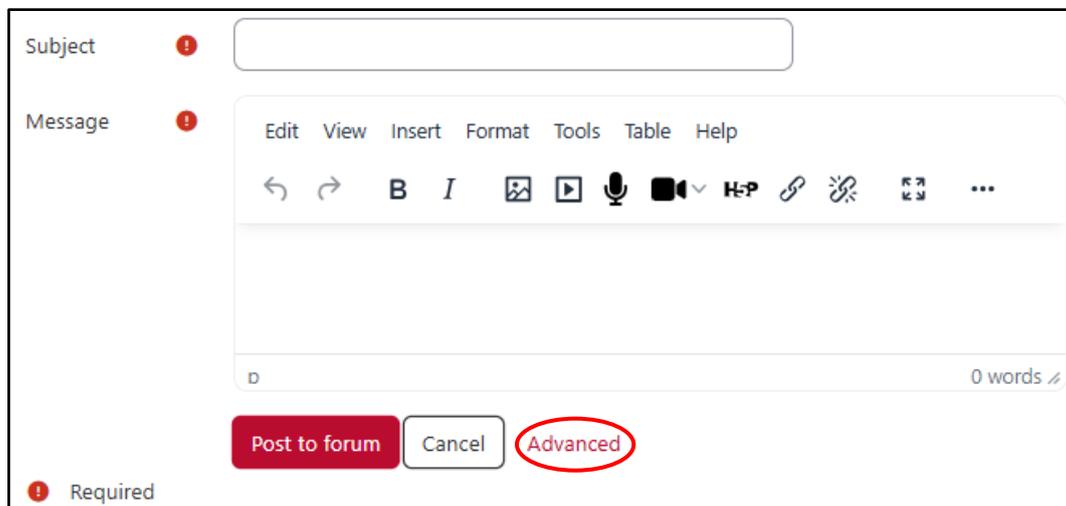
Every VLE area has an **Announcements** forum that you can use to send notifications to students. The *Announcements* forum **does not allow students to post messages or reply to your announcements**. Note that students will receive the messages in their UM mailbox.

To post in the Announcements forum:

1. In the VLE area homepage, click the **Announcements** forum.



2. Click the **Add discussion topic** button. The *Subject* field and *Message* editor are displayed.

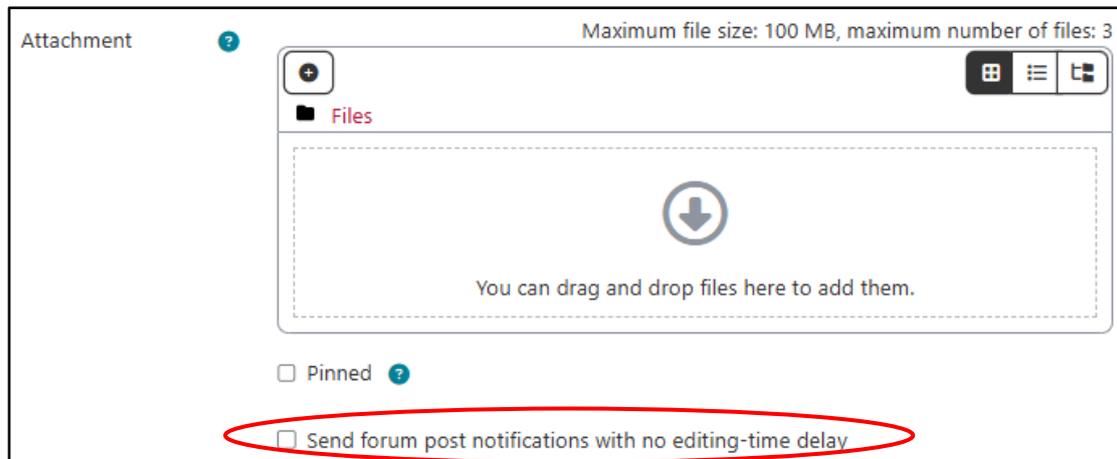


3. In the **Subject** field, type a short descriptive title for your topic.
4. Type in the content of your post in the **Message** editor.
5. If you need to add files as attachments, follow steps a - b below, otherwise proceed to step 6.
 - a. Click the **Advanced** link.
 - b. In the **Attachment** section [upload your files](#).

Note:

- Files will be added as attachments and can also be accessed within the email notification sent to students.

6. By default, every post within the *Announcements* forum will generate an email notification that is sent to all VLE area participants, typically some 30 – 45 minutes after it is posted. If you want students to receive the email notification immediately, tick the **Send forum post notification with no editing-time delay** checkbox (available within the **Advanced** link).



Alternatively, you may schedule a forum post to be made visible and sent to students at a later time.

- a. Click the **Advanced** link.
- b. Within the *Display period* section, tick to enable the **Display start** date. Subsequently, set the date and time, as needed.

The forum post will be made visible on the date and time set for the **Display start** setting.

NB: If you'd like the email notification to be sent to all participants on the set date and time, make sure you also tick the option, **Send forum post notification with no editing-time delay**.

7. Click the **Post to forum** button.

Note:

- If the **Announcements** forum is set as hidden (i.e. not visible to students), the email containing the post is only sent to participants who can access the hidden forum, namely Tutors and Guest Tutors.
- Similarly, the above-mentioned behaviour applies if a forum is visible but within a hidden VLE area. Again, in this case, the email notification is only sent to participants who can access the hidden VLE area, namely Tutors and Guest Tutors.
- Thus, a forum post is sent via email to those participants who are subscribed to the forum, **and** have access to the particular forum activity.
- If you want to amend your post, access the post by clicking on the discussion title (under **Discussion**), and use the **Edit** link.
- If the email notification has already been sent to students, it is strongly recommended that you do *not* amend the initial post but use the **Reply** link to make additional remarks to your earlier post. This will generate a new notification to ensure that students do not miss important messages.