

## Announcement

**Note: Please use a non-IE browser to use the SOUL 2.0 functions mentioned in all the sections**

Announcement activity allows you to notify students about the general news related to the course.

### A) Create a new announcement in a course

- 1) In top section of the course main page, press the Announcement activity
- 2) In Announcement page, press **[Post an announcement]**
- 3) Press **[Advanced]** below Message field
- 4) Enter the announcement subject and message
- 5) In **“Available recipient”** list, press to select the course participant(s) as recipient(s) of the email copy of the announcement in their mailbox(es), then press **[Add]**
- 6) If necessary, select, drag and drop to upload file(s) from your computer’s File Explorer to the **“Attachment”** field
- 7) If necessary, check the checkbox(es) below:
  - **Pinned** - if checked, the announcement will appear on the top of Announcement page
  - **Send forum post notifications with no editing-time (i.e. 15-minute) delay** - if checked, the email copy of the announcement will be sent to course participant(s) immediately to their mailbox(es)
- 8) If necessary, press **“Display period”** category, then select/modify the **“Display start”** and **“Display end”** options that control when this announcement will be shown to students
- 9) Press **[Post to forum]**

#### **Note:**

In step 5), you can select multiple course participants by clicking on the participants’ names and pressing [Ctrl] key on keyboard at the same time. The announcement posted in course is visible to all students and the notification email is depending on the user’s messaging settings preferences of each new posting. The specified mail recipients will receive another notification of the announcement posted as per request. It does not mean restricting the number of recipients in announcements posted.

**B) Create a new announcement to multiple courses**

- 1) In top section of the course main page, press the Announcement activity
- 2) In Announcement page, press [**Post to multiple courses**]
- 3) Enter the announcement subject and message
- 4) In “**Available course**” list, press to select the course(s) whose participants will receive the email copy of the announcement in their mailbox(es), then press [**Add**]
- 5) If necessary, upload file(s) from your computer to the “**Attachment**” field
- 6) If necessary, check the checkbox(es) of “**Pinned**” and “**Send forum post notifications with no editing-time delay**” options
- 7) If necessary, press “**Display period**” category, then select/modify the “**Display start**” and “**Display end**” options
- 8) Press [**Post to forum**]