Transcript: How to Create an Announcement

This tutorial will show you how to create an announcement in WebCampus Learn. Creating Announcements is very useful whether it’s in a hybrid, online or a face-to-face course. Announcements can be used to inform students of events, changes to the course or other time-sensitive information.

Announcements can be displayed to students in many places throughout WebCampus. Depending on the student’s personal settings, course announcements can be displayed in several different places on the My WebCampus page. Inside the course they show up in My News Center - the default entry page to any course.

Instructors can also add the Announcements tool to the Course Menu.

To begin, enter your course and make sure the Edit Mode is turned ON.

On the Control Panel, click on the Course Tools. Next click on Announcements. Click on the Create Announcement button.

Enter the subject on the subject line – this will become the title of your announcement. Then enter the text of your announcement into the provided message text box.

You can use the functions of the Visual Text editor to format your message, embed links or multimedia, or attach files.

Next select if you want the announcement to be permanent or date restricted. Date restricted means that the announcement will only appear on the specified dates. For date restricted announcements, select the dates and don’t forget to select the checkboxes as they are not selected automatically.

In Step 3, you can provide a link to any item within a course.

When you are done, click on the Submit button.

The new announcement should now appear on the Announcements page. Once created, announcements can be re-ordered by dragging and dropping them into a desired location.

Next to the title of the announcement you will see an Action Link. Clicking on it provides you with options of editing or deleting your announcement.
If you want to provide a link to announcements from the Course Menu, click on the Add Menu item plus sign. Next, select “Create Tool Link” option. Enter the name for the link. Next make sure that the type of tool is set to Announcements.

Next, make the link visible to the students by selecting the checkbox next to the “Available to Users” option. Click on the Submit button when done.

You should now see the link to the Announcements on the bottom of the Course Menu. You can change the order of the links by clicking on the arrow to the left of the item and dragging it to the desired location.

To preview the changes from the student view, turn the Edit mode OFF.

If you have any questions about this tutorial or need additional help, please contact the Instructional Design Team at WebCampus@unr.edu or (775) 682-6798.