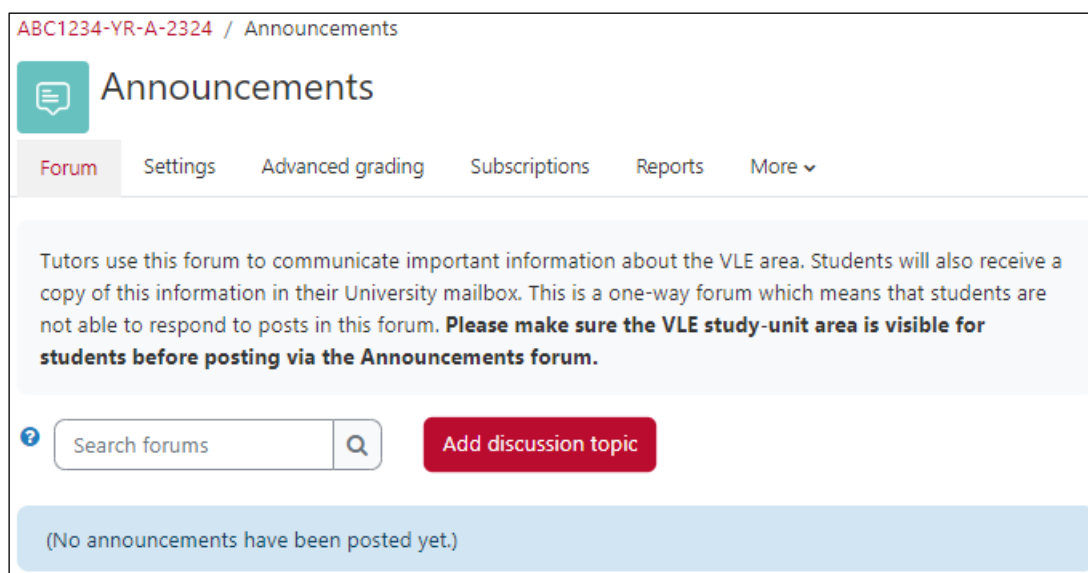
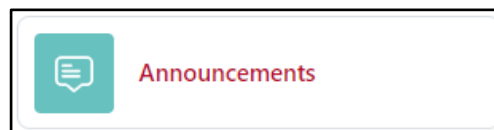


Sending announcements

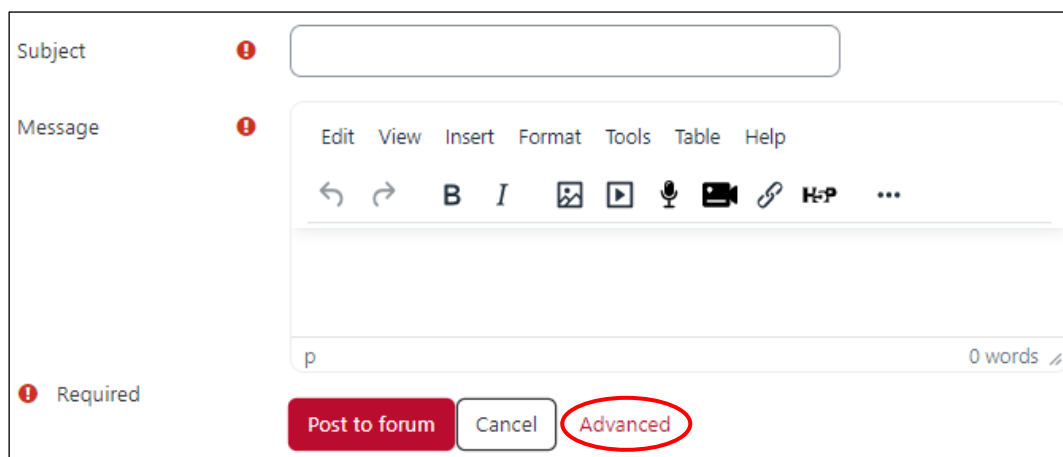
Every VLE area has an **Announcements** forum that you can use to send notifications to students. The Announcements forum does not allow students to post messages or reply to your announcements. Note that students will receive the messages in their UM mailbox.

To post in the Announcements forum:

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



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



5. If you want 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, drag-and-drop the required files in the designated area.

Note:

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

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 (available within the **Advanced** link) to send the notification immediately.

Attachment ? Maximum file size: 100 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Pinned ?

Send forum post notifications with no editing-time delay

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

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

▼ **Display period**

Display start ? 15 November 2023 09 00 📅 Enable

Display end ? 28 June 2023 08 39 📅 Enable

The forum post will be made visible on the date and time set for the **Display start** setting. Moreover, an email notification will also be sent to all participants on the set date and time.

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

Note:

- Make sure the VLE area is visible to students before posting via the *Announcements* forum, otherwise students will not receive the notification.
- If you want to amend or delete a 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 an earlier post.

Lecture cancelled
by **Dummy Tutor** - Monday, 23 October 2023, 8:43 AM

Dear Students,

Kindly note that today's lecture has been cancelled.

Regards,
Dummy Tutor

Permalink Edit Delete Reply