## Sending announcements

Every VLE area has an **Announcements** forum that you can use to send notifications to students. The Announcements forum <u>does not allow students to post messages or reply to your announcements</u>. 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.

ABC1234-Y	'R-A-2324 /	Announcements			
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Forum	Settings	Advanced grading	Subscriptions	Reports	More 🗸
Tutors us copy of t not able <b>students</b>	se this forum this informati to respond t <b>s before pos</b>	to communicate imp ion in their University o posts in this forum. <b>ting via the Announ</b>	ortant informatior mailbox. This is a Please make sure cements forum.	about the V one-way foru <b>the VLE stu</b>	/LE area. Students will also receive a um which means that students are <b>udy-unit area is visible for</b>
Searce	ch forums	Q	Add discussion to	pic	
(No ann	ouncements	have been posted ye	t.)		

- 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.

Subject	0		
Message	θ	Edit View Insert Format Tools Table Help	
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Required		Post to forum Cancel Advanced	

- 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.

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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	0	Maximum file size: 100 MB, maximum number of files: 1
		■ Files
		$(\bullet)$
		You can drag and drop files here to add them.
		Pinned  2
	<	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.

- 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. Moreover, an email notification will also be sent to all participants on the set date and time.

7. 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

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