

eFundi Tutorial: Announcements



The Announcement tool allows instructors to keep students and other site participants informed of news or updates to the course site. Announcements are usually text-only, but can also include attachments or links to web sites. This information is posted on the site homepage.

These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

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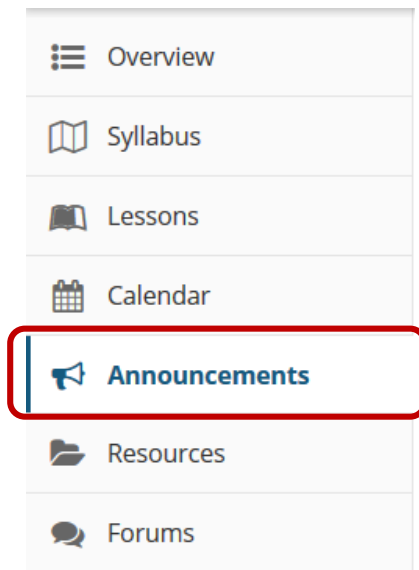
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To access the Announcements tool

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Select Announcements from the Tool Menu in your site.

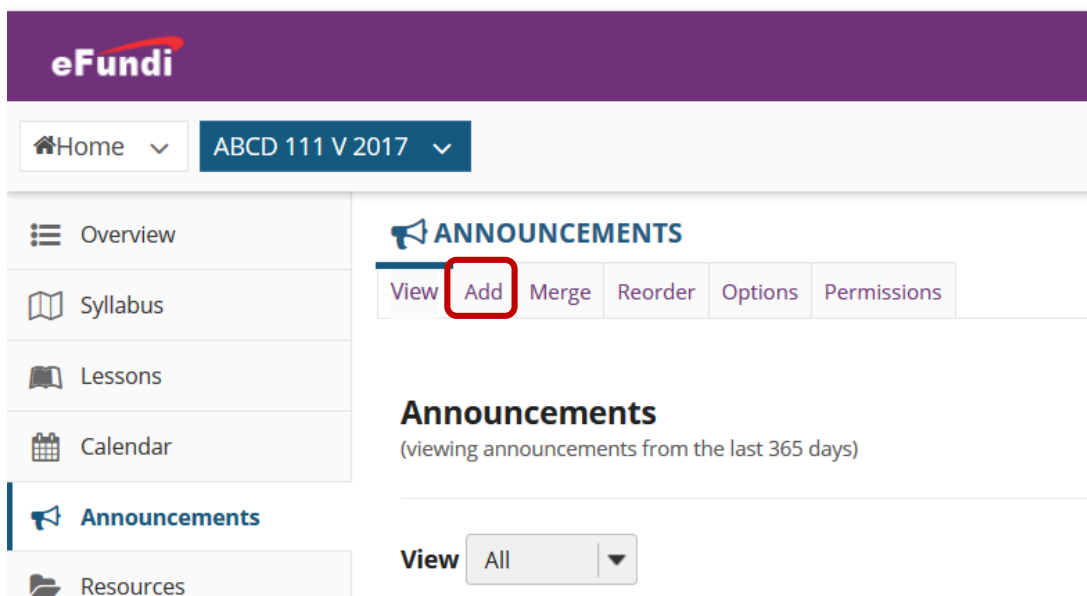


How do I create an announcement?

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To create an announcement, go to the **Announcements** tool on your module site.

Click on the Add tab.



Enter an **Announcement title** and **Body** of your announcement in the appropriate text boxes.

ANNOUNCEMENTS Link Help

View Add Merge Reorder Options Permissions

Post Announcement

Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

* **Announcement title** 1

* **Body**

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1. Give your announcement a title, e.g: Attention ABCD 111 Students!
2. Enter the content of the announcement into the [rich text editor](#). You may use the formatting options in the editor to modify the font size or colour, add images or links, or embed other content, e.g: *There will be no class on Monday.*

Note: You need to be logged in to eFundi to be able to load the Rich Text Editor training page.

Access

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- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Display this announcement **to selected groups** only

Availability

4

- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

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No Attachments Yet

Add Attachments

3. **Access:** By default, the visibility of your announcement is set to **members of this site**, meaning that only your site participants will be able to see it. If your students are using a pod catcher application to receive notifications of announcements or podcasts that are uploaded to your site, select the option to make the announcement **publicly viewable**. If you would like the announcement to only be sent to a specific group in the class, select the option to display to **selected groups only**, then, continue to select the relevant group. *Note: If you embed multimedia such as images or video in your announcement, and you would like it to also appear in the e-mails sent to students, you must select the option to make the announcement **publicly viewable**.*
4. **Availability:** Allows you to decide when your announcement will be visible. The default is set to **Show**, meaning that your announcement will be immediately visible. **Hide** will not allow anyone else to see the announcement. **Specify Dates** allows you to choose a specific **Beginning date** and **time** for your announcement to be made visible as well as allowing you to specify an **Ending date** and **time** to retract it.
5. **Attachments:** You can add documents and files to the announcement by clicking on the **Add Attachments** button. You can add files from your computer, files that are already on the Internet using a URL, or files from your resources.

6. **Email Notification:** This option determines how your site participants receive the announcement through their e-mail. By default, the option *None - No notification* is selected so that no email notifications of the announcement will be sent. If you would like students to receive the e-mail, be sure to select the option *High – All participants*.

You can click the **Preview** button to view the announcement from a student perspective. Once you are happy with the announcement, click the **Post Announcement** button to send the announcement.

Email Notification None - No notification 6

Post Announcement **Preview** **Cancel**

Your announcements from the last 10 days will appear in the **Recent Announcements** box on your worksite's Home page.

Go to the **Announcements** tool on your module site to view a list of all your announcements. You can change the amount of visible announcements by clicking on the **Show 10 items** drop-down. Only options for 10, 20, 50, 100, or 200 are available.

How do I edit an announcement?

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Go to the **Announcements** tool from the Tool Menu of your site. Click on the **Edit** link under the announcement's title in your announcement list. You will be able to change the same settings that were available when creating the announcement.

<u>Subject</u>	<u>Saved By</u>	<u>Modified Date</u>	<u>For</u>
Final group email test  Edit	ELNE VAN NIEKERK	06-Nov-2018 11:54	Test new group
Final group email test  Edit	ELNE VAN NIEKERK	06-Nov-2018 11:49	site

How do I delete an announcement?

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Go to the announcements tool from the Tool Menu of your site. Select the checkboxes next to the items you would like to remove and then click the Update button on the bottom of the page.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Final group email test Edit	ELNE VAN NIEKERK	06-Nov-2018 11:54	Test new group	06-Nov-2018 11:55		<input checked="" type="checkbox"/>
Final group email test Edit	ELNE VAN NIEKERK	06-Nov-2018 11:49	site			<input checked="" type="checkbox"/>
Testing emails Edit	ELNE VAN NIEKERK	06-Nov-2018 11:07	Test new group	06-Nov-2018 11:10		<input type="checkbox"/>
Testing microphone Edit	ELNE VAN NIEKERK	06-Nov-2018 11:05	site			<input type="checkbox"/>
Templates Edit	ELNE VAN NIEKERK	06-Nov-2018 10:56	site			<input type="checkbox"/>



Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: support.nwu.ac.za