

## Announcements – Staying up-to-date in your classes

Announcements are used to inform site participants of current items of interest. The most recent announcements can appear on a course home page and/or they can be sent via e-mail to course participants. Various other media, such as web page URLs, documents, photos, etc. can be attached to announcements. When users click on the attachment link, the item will open in a new page, or the user will be prompted to identify a program to use to open the document, or it can be saved to the desktop, depending on the type of attachment it is and how the user's browser is configured.

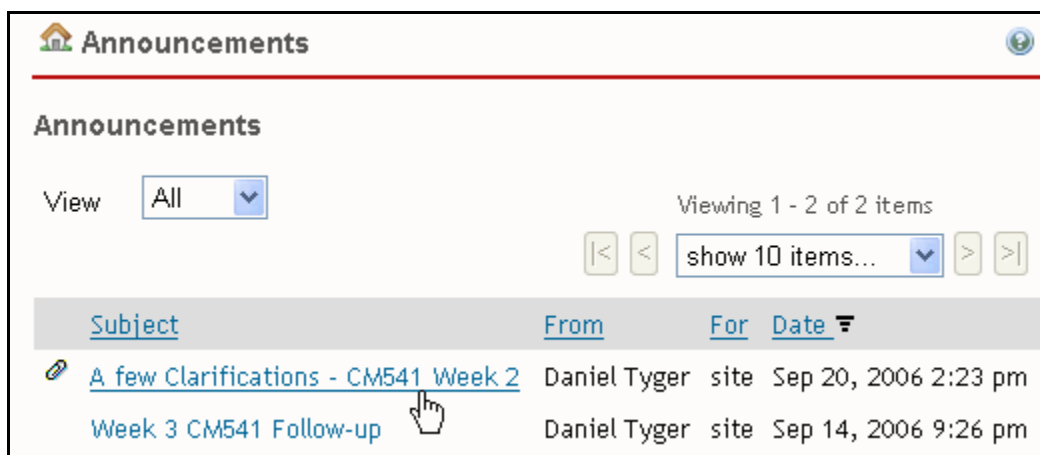


Figure 1 Announcements Screen

**View Announcements** When you are in a course, you will only be able to view the current course's announcements. To see announcements from all the sites to which you belong, switch to My Workspace and click on Announcements from the menu bar.

When you click on the Announcements button, either in My Workspace or in a course site, the page shows a list of all announcement subjects, who created them, and the date each was created. You can sort the list by any of the headings by clicking on that heading.

To view all of a particular announcement, click once on the subject title.

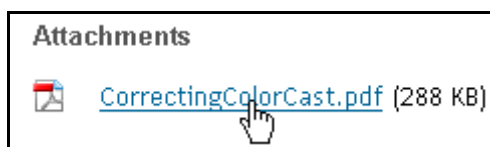


Figure 2 Viewing an Attachment

If an announcement has an attachment, click on the link to access the attachment:

- If it is document of some sort (PDF, Word, Excel, etc.) it may ask you what program you'd like to use to open it or ask to save it to the desktop, or it may not give you the option of doing anything but saving it to the desktop. See the lesson on Attachments for more information.
- If it is a web page, it will automatically open in a new window.
- Click on Return to List to go back to the Announcements list or click on the little up arrow logo next to Announcements at the top of the window.