

UNIT TOPIC: ANNOUNCEMENTS & NOTIFICATIONS

Introduction

The Announcements tool enables you to communicate course updates, changes, and new information to your students quickly and effectively. The Notifications settings are used to control how you receive notifications about activity in your courses when not logged in to DC Connect.

Content

This document covers the following topics:

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Announcements

How to Access the Announcements Widget

There are two Announcement Widgets within DC Connect. The first Announcements Widget is located on the **My Home** page. This Announcements Widget will display information that is posted by the institution.

Announcements ▾

DC Connect Maintenance Window ▾

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Posted Nov 15, 2017 11:06 AM

As a regular part of system maintenance, the D2L Data Centre that hosts DC Connect is unavailable on the second Sunday of each month, between **1:00am** and **7:00am** ET.

In order to maintain availability and reduce impact to students and faculty, the maintenance windows for December and January have been cancelled.

There will be no maintenance windows previously scheduled on December 13, 2015 and January 10, 2016.

Next Maintenance Window **February 14th, 2016 between 1:00am and 7:00am ET**

Impact to End Users: **DC Connect will be unavailable** during this maintenance window.

Thank you for your continued support.

Show All Announcements

NOTE: You will be able to view the announcements posted here, but not add any at this level.

The second Announcements Widget is located on each **Course Home** page. This widget will display the announcements posted by the professor of that course section.

Announcements ▾

Welcome ▾

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Posted Nov 15, 2017 11:13 AM

Hello,

My name is INSERT YOUR NAME and I will be your professor for this course. Please review the entire [welcome section](#) of this course to learn the course expectations and a little about myself. I would also like to learn more about you, so please post in the [Student introductions discussion forum](#).

This will be a hybrid course, with some of the learning taking place online through lecture notes, videos, quizzes, discussions, etc and the rest of the learning taking place in the classroom, with in-class exercises and discussion. We will be going over this in more detail during our first class.

Please note that our class will take place on DATE from X:XX a.m. to X:XX a.m. in room XXXX.

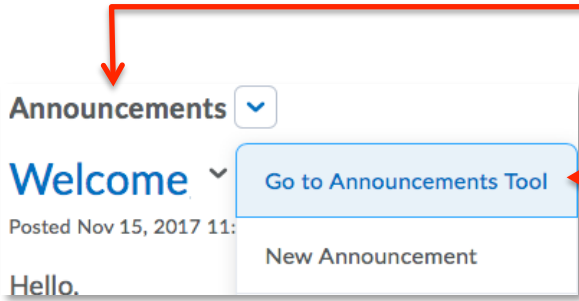
I look forward to seeing you all next week and have a wonderful day.

If you have any questions before our first class, please do not hesitate to contact me through the communication channels listed in the [welcome section](#).

Name
Email:

Show All Announcements

How to Activate the Announcements Tool

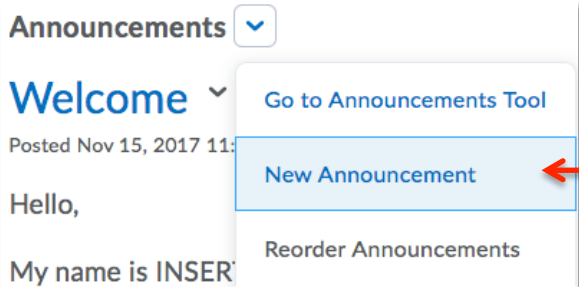
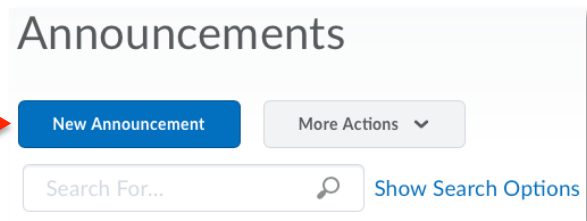


To activate the **Announcements** tool, click on the **Announcements** title of the widget...

...or select the **Go to Announcements Tool** option from the action menu.

Creating an Announcement

You can create an announcement by clicking the **New Announcement** button in the Announcements tool...



...or selecting the **New Announcement** option from the action menu of the Announcements Widget.

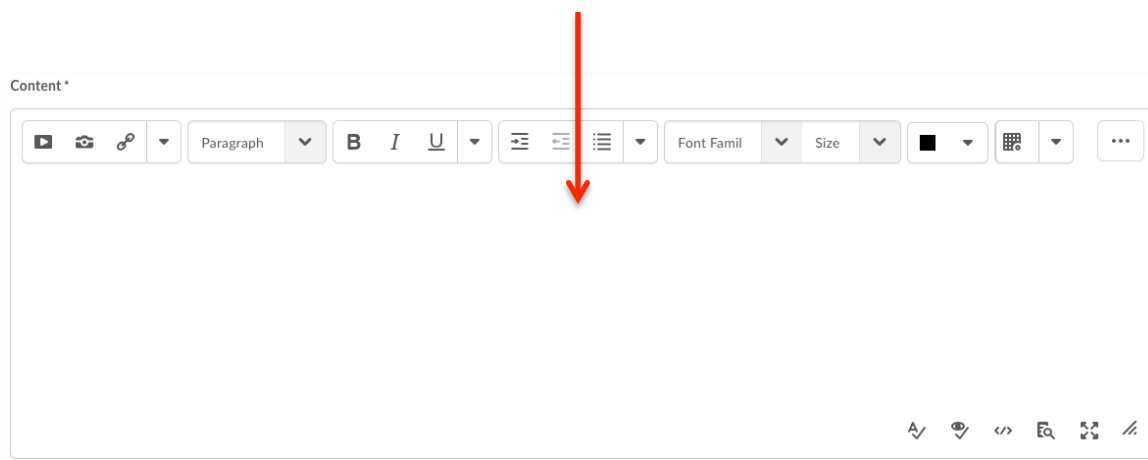
New Announcement

General

Headline *

Enter the announcement headline in the **Headline** text input field.

Enter the announcement content in the **Content** text input field of the HTML editor.

A screenshot of the 'Content' text input field in an HTML editor. The field is titled 'Content *' and contains a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), List, Font Family, Size, and a color picker. A red arrow points from the text above to the main text input area below the toolbar.

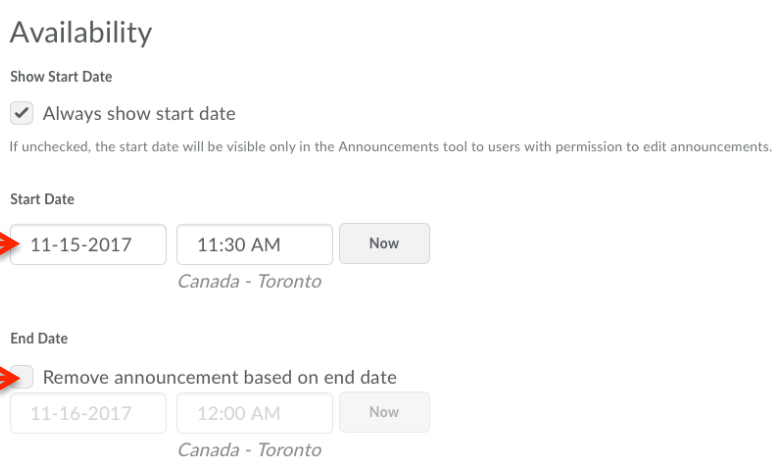
Students are more likely to read an announcement if it starts with their name. Type **{firstname}** as the message salutation to personalize the announcement (students will see their own name at the beginning of the message). The curly brackets are important so be careful to include them.

NOTE: Further explanation of the **HTML Editor** can be found in the **HTML Editor** handout available on the C.A.F.E. website.

Announcements are published immediately unless you specify an alternate start date.

Announcements can be pre-set to release in the future by clicking in the **Start Date** field and choosing the appropriate day and time.

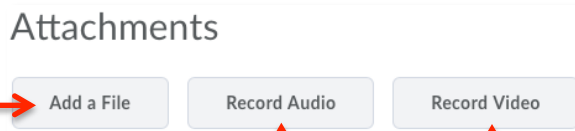
Remove announcements on a specific date by selecting the check box **Remove announcement based on end date**.

A screenshot of the 'Availability' section in the announcement editor. It includes a 'Show Start Date' checkbox (checked) with a note: 'If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.' Below are 'Start Date' and 'End Date' fields. The 'Start Date' field shows '11-15-2017', '11:30 AM', and a 'Now' button, with 'Canada - Toronto' below. The 'End Date' field shows '11-16-2017', '12:00 AM', and a 'Now' button, with 'Canada - Toronto' below. A checkbox 'Remove announcement based on end date' is also present. Red arrows from the text on the left point to the 'Start Date' and 'Remove announcement based on end date' fields.

Professors and administrators can still see the announcement after its end date, but it will not appear in the Announcements widget.

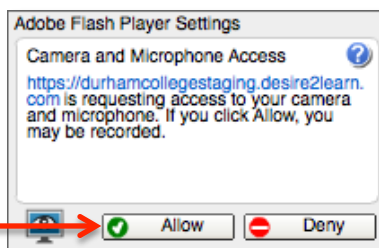
You can include files, audio, and video recordings as attachments to your announcement.

To add an attachment, click **Add a File** in the Attachments section.



To record audio or video, click the **Record Audio** or **Record Video** button.

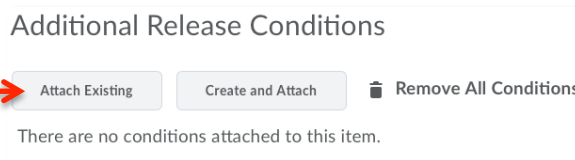
If prompted, click **Allow** in the Adobe Flash Player Settings window to enable your recording hardware.



Follow the on screen prompts to record your audio/video message.

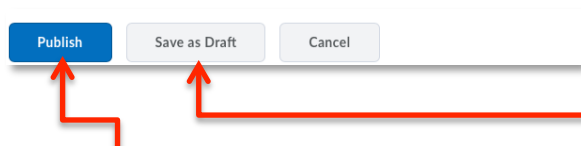
Click the **Add** button to affix the attachment.

Release conditions are used to control the release of an announcement based on the student's interaction with other course tools.



For example, the student's access to an announcement could be dependent upon them accessing a particular course topic, or the completion of a quiz, etc.

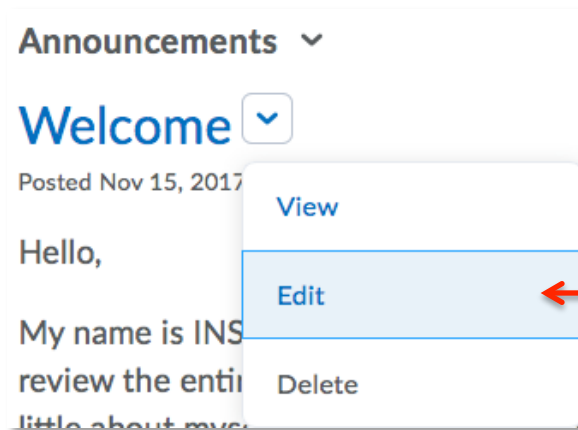
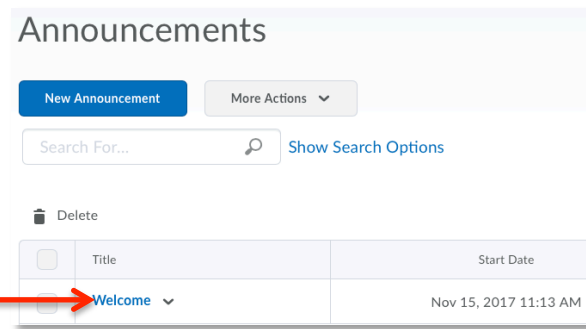
For further explanation of release conditions, please contact C.A.F.E. staff in SW101 of the Gordon Willey building.



Click **Publish** to release the announcement to users, or **Save as Draft** to continue editing (students cannot see draft announcements).

Editing an Announcement

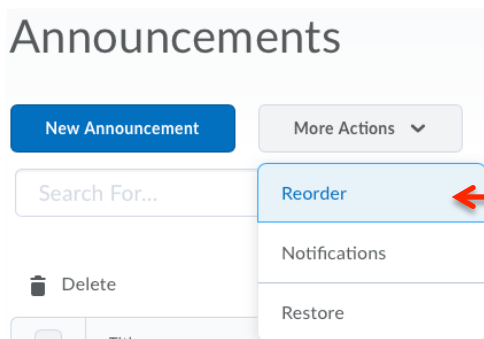
You can edit a particular announcement by activating the **Announcements** tool and clicking on the title of the announcement....



...or, in the Announcements Widget, by selecting the **Edit** option of the announcement action menu.

Be sure to click the **Update** button when you are finished editing your announcement.

Reordering Announcements



You can reorder your announcements by selecting the **Reorder** option from the **More Actions** pull-down menu of the **Announcements** tool...

Announcements ▾

Welcome ▾

Posted Nov 15, 2017 11:13 AM

Hello,

My name is INSERT. I want you to review the entire video and a little about myself. I will be introducing the [Student introduction](#) video.

This will be a hybrid of text, notes, videos, quiz, and discussion.

- Go to Announcements Tool
- New Announcement
- Reorder Announcements**
- Notifications
- Style this widget
- Collapse this widget

...or by selecting the **Reorder Announcements** option from the action menu of the Announcements Widget.

Use the pull-down menus in the **Sort Order** column to sort the items in the desired order.

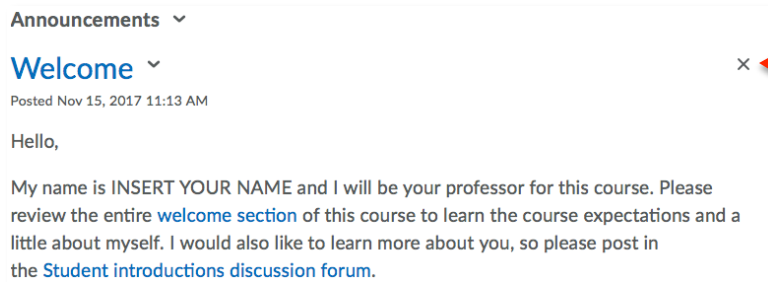
Reorder Announcements

Announcement	Start Date	End Date	Sort Order
Welcome	Nov 15, 2017 11:13 AM	-	1 ▾

Save Cancel

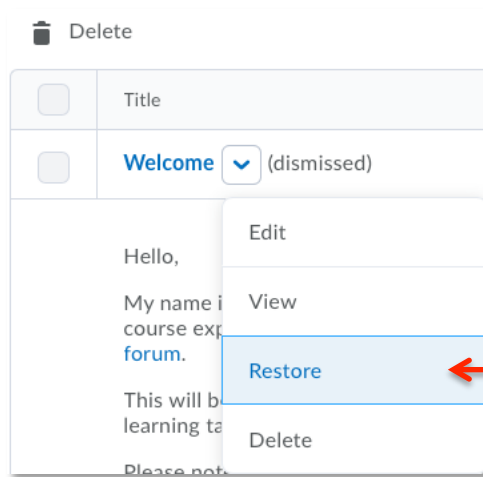
Click **Save** to complete the process.

Dismissing an Announcement



× In the Announcements widget click the **Dismiss** × icon for the announcements you want to hide.

Restoring a Dismissed Announcement

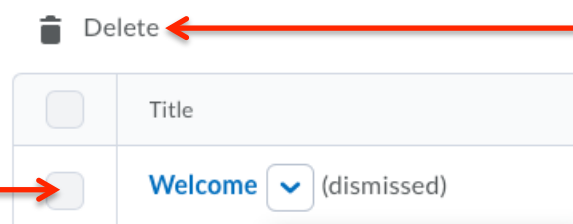


To restore a dismissed announcement, activate the **Announcements** tool and select the **Restore** option from the action menu of the announcement you wish to restore.

NOTE: Dismissing an announcement is different from deleting one; students will still see announcements that you have dismissed. To universally remove an item from the Announcements Widget, see **Deleting an Announcement** below.

Deleting an Announcement

To delete an announcement, activate the **Announcements** tool, select the announcement you wish to delete...



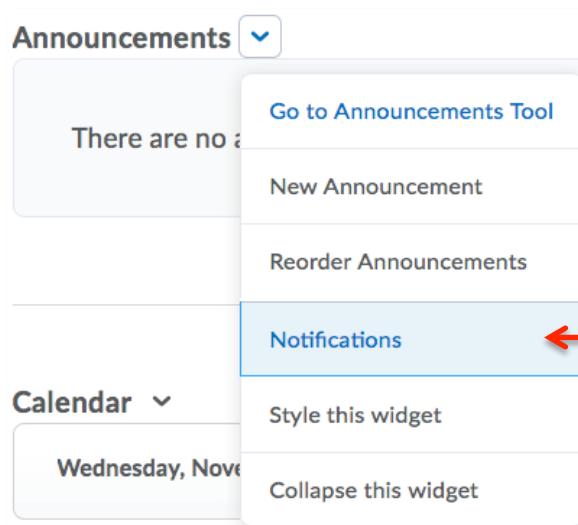
...and click the **Delete** icon.

Notifications

The **Notifications** tool enables you to:

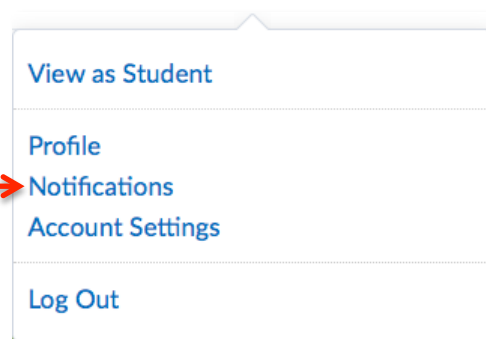
- Receive instant notifications about course events, such as assignment submissions, discussion posts, and announcements.
- Subscribe to a summary of activity for each course and receive a daily email about recent announcements and information updates.
- Receive a daily summary about quizzes, discussion messages, and assignment submissions.
- Change the email and SMS notifications options for your courses.
- Exclude and restore notifications from selected courses.

Accessing the Notifications Tool

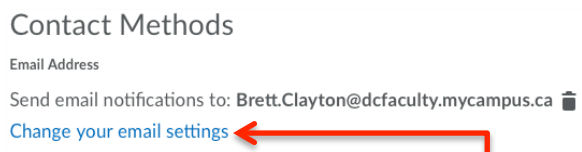


To access the **Notifications** tool, select the **Notifications** option from the Announcements widget action menu...

...or from the pull-down menu next to your user name in the minibar.



Setting your Email Contact Method



Contact Methods

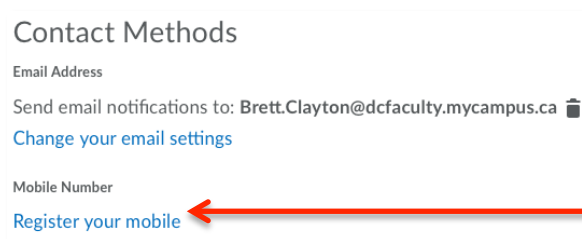
Email Address

Send email notifications to: Brett.Clayton@dcfaculty.mycampus.ca

[Change your email settings](#)

Although it is possible to Change your email settings, doing so is strongly discouraged. All communication concerning college business should occur within official Durham College email systems.

Setting up a Mobile Contact Method



Contact Methods

Email Address

Send email notifications to: Brett.Clayton@dcfaculty.mycampus.ca

[Change your email settings](#)

Mobile Number

[Register your mobile](#)

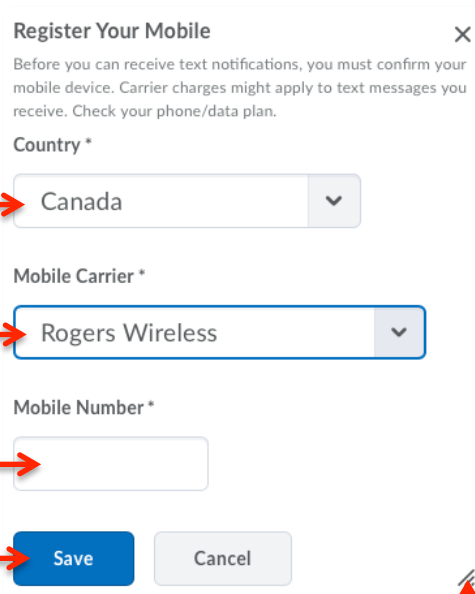
On the **Notifications** page, click the **Register your mobile** link.

In the Register Your Mobile form, select your **Country**,...

...select your **Mobile Carrier**,...

...and enter your **Mobile Number**.

Click **Save**.



Register Your Mobile X

Before you can receive text notifications, you must confirm your mobile device. Carrier charges might apply to text messages you receive. Check your phone/data plan.

Country *
Canada

Mobile Carrier *
Rogers Wireless

Mobile Number *

Save Cancel

If all these fields aren't visible, click and drag the window corner to enlarge it.

After you receive a registration confirmation code on your mobile device, enter it in the **Confirmation Code** field and click **Confirm**.

Subscribing to a Summary of Activity

Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Never

Select from the **How often?** pull-down menu the frequency you want to receive a summary of activity.

A new input field will appear. Select from the **At what time?** drop-down list when you want to receive your daily digest.

Click **Save** (at the bottom of the Notifications page).

Subscribing to Instant Notifications

Select the Email and/or SMS checkboxes for each course tool you would like to receive notifications from.

Instant Notifications

Announcements - announcement updated

Announcements - new announcement available

Assignments - submission folder due date or end date is 2 days away

Content - content item created

Content - content item updated

Content - content overview updated

Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications

ePortfolio - feedback added to subscribed items

ePortfolio - another user has subscribed to your updates

ePortfolio - feedback added to my items

Grades - grade item released

Grades - grade item updated

Quizzes - quiz end date is 2 days away

Email SMS

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NOTE: You can only receive SMS notifications if you've registered your mobile phone.

Click **Save** (at the bottom of the Notifications page).

Excluding Courses from Notifications

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

On the **Notifications** page, click the **Manage my course exclusions** link.

Manage Course Exclusions

Search course name

Exclude All Courses Restore excluded courses

100000.00008-MM-00008 - CAFE - DC Live Training
mm.100000.00008

100000.00010-MM-00010 - SALS - Foundations to College Success
mm.100000.00010

100000.00011-MM-00011 - SALS - Anatomy / Physiology / Biology
mm.100000.00011

100000.00012-MM-00012 - SALS - Business / Accounting
mm.100000.00012

Close

Click the **Exclude All Courses** button to stop all course notification...

...or the **Exclude** icon beside each course you want to exclude.

Click **Close**.

Restoring Excluded Course Notifications

Exclude Some Courses

Don't send notifications for: 100000.00008-MM-00008 - CAFE - DC Live Training [Manage my course exclusions](#)

On the Notifications page, click the **Manage my course exclusions** link.

Manage Course Exclusions

Search course name

Exclude All Courses Restore excluded courses

100000.00008-MM-00008 - CAFE - DC Live Training
mm.100000.00008

Close

Click **Restore excluded courses** to restore all excluded courses, or click the **Include** icon beside each course you want to receive notifications from.

Click **Close**.