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 users receive notifications about activity in their courses when not logged in to DC Connect.
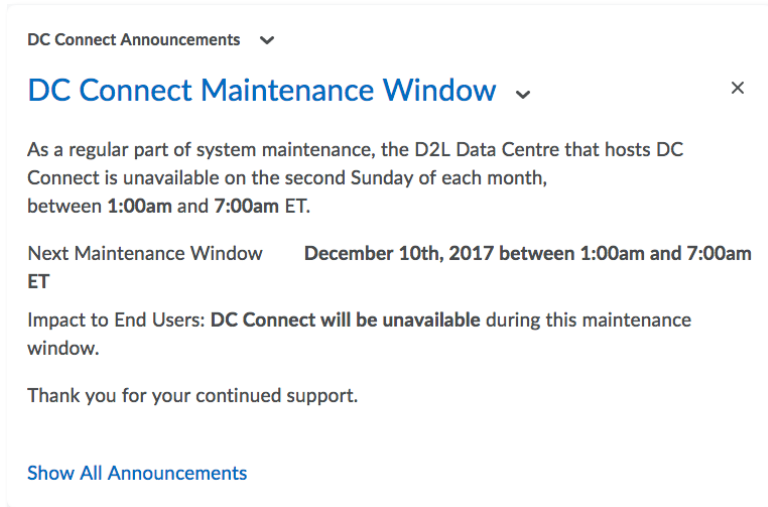
Content

This document covers the following topics:

- Announcements
  - How to Access the Announcements Widget
  - How to Activate the Announcements Tool
  - Creating an Announcement
  - Editing an Announcement
  - Reordering Announcements
  - Dismissing an Announcement
  - Restoring a Dismissed Announcement
  - Deleting an Announcement
- Notifications
  - The PULSE App

How to Access the Announcements Widget

There are two Announcements widgets within DC Connect. The first Announcements widget is located on the **My Home** page, beneath the My Courses widget. This Announcements Widget will display information that is posted by the institution.
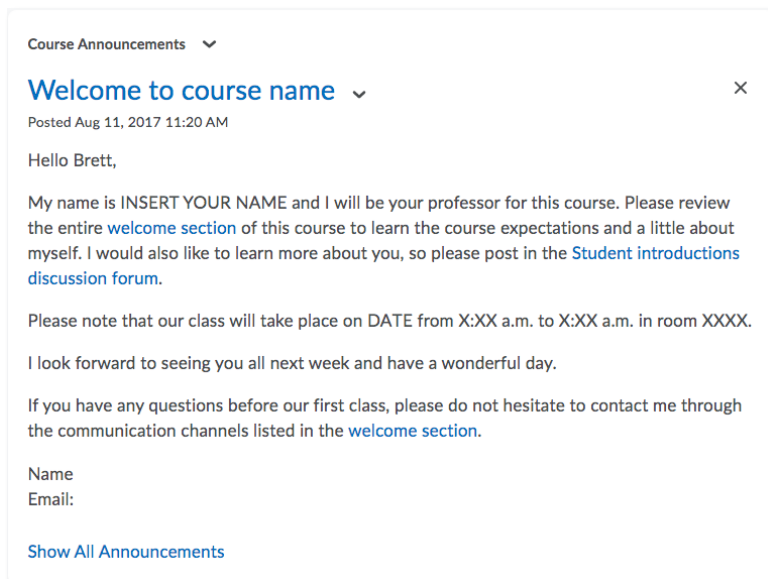
NOTE: You will be able to view the announcements posted here, but not add any at this level.

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.

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…
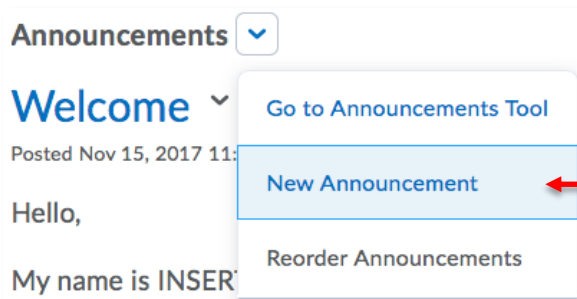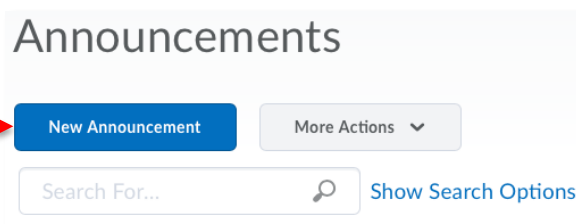
…or selecting the **New Announcement** option from the action menu of the Announcements Widget.
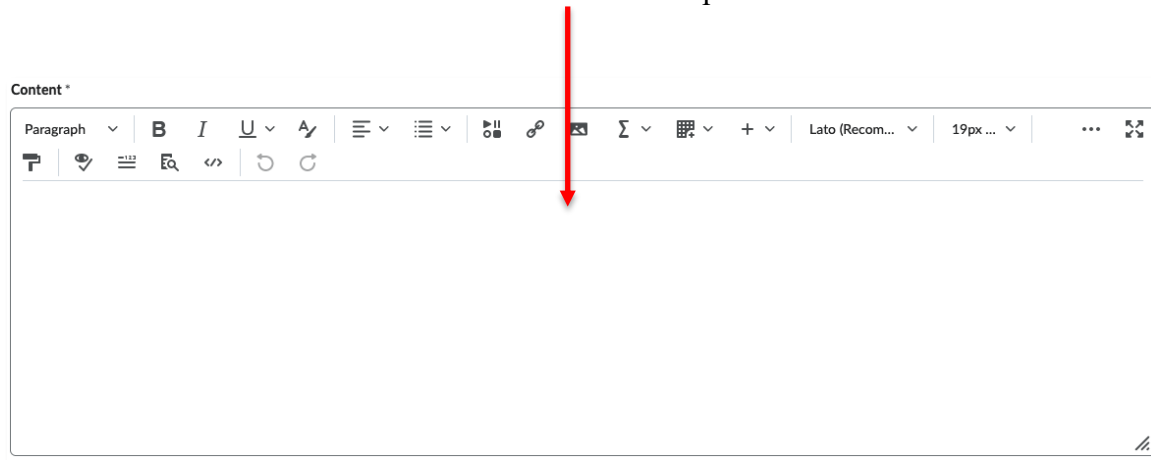
Enter the announcement headline in the **Headline** text input field.

The Display Author Information option is selected by default.

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

Content *

| Paragraph ∨ | **B** | *I* | U ∨ | A∕ | ≡ ∨ | ☰ ∨ | ⚏ | ⚙ | ⌨ | Σ ∨ | ▦ ∨ | + ∨ | Lato (Recom... ∨ | 19px ... ∨ | ··· | ⤢ |

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 CTL 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.**

Availability

Show Start Date
☑ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date
📅 10/27/2022   8:00 AM

End Date
☐ Remove announcement based on end date
📅 12/1/2022   12:00 AM

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.

Attachments

Add a File | Record Audio | Record Video
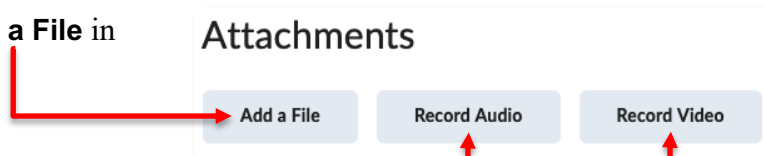
To record audio or video, click the **Record Audio** or **Record Video** button.

If prompted by your system to allow access to your webcam and microphone, click **Allow** to enable your recording hardware.

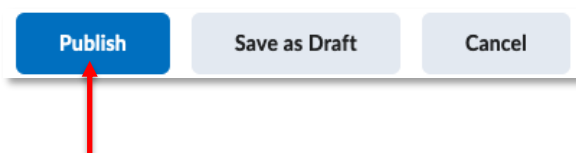Follow the on-screen prompts to record your audio/video message.

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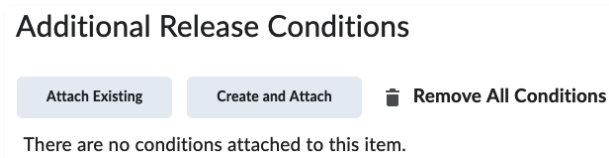
For example, the student's access to an announcement could be dependent upon them accessing a particular course topic, or the completion of a quiz, etc.

For further explanation of release conditions, please contact CTL staff in SW101 of the Gordon Willey building.

Additional Release Conditions

Attach Existing | Create and Attach | 🗑 Remove All Conditions

There are no conditions attached to this item.

Publish | Save as Draft | Cancel

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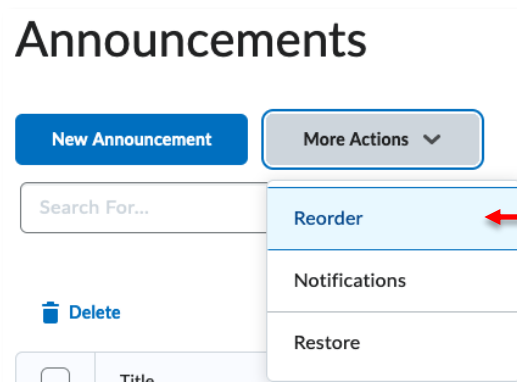
Editing an Announcement

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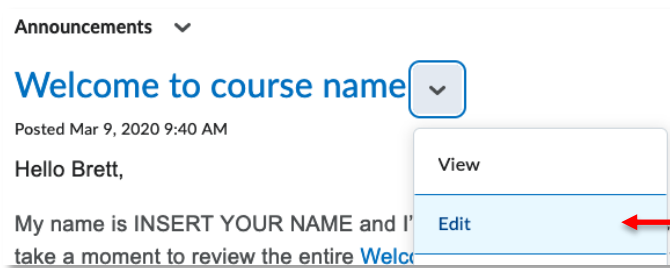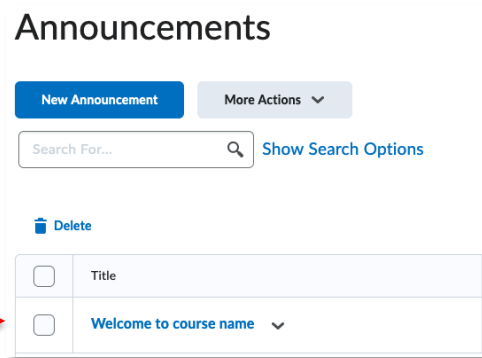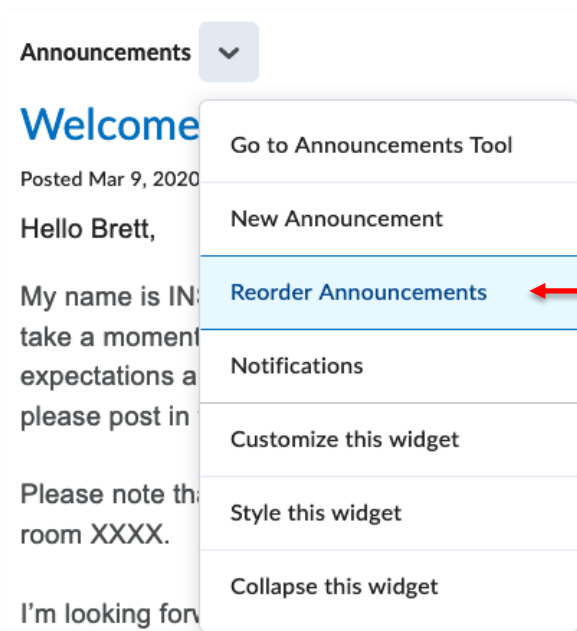

…or, in the Announcements Widget, by selecting the **Edit** option of the announcement action menu.

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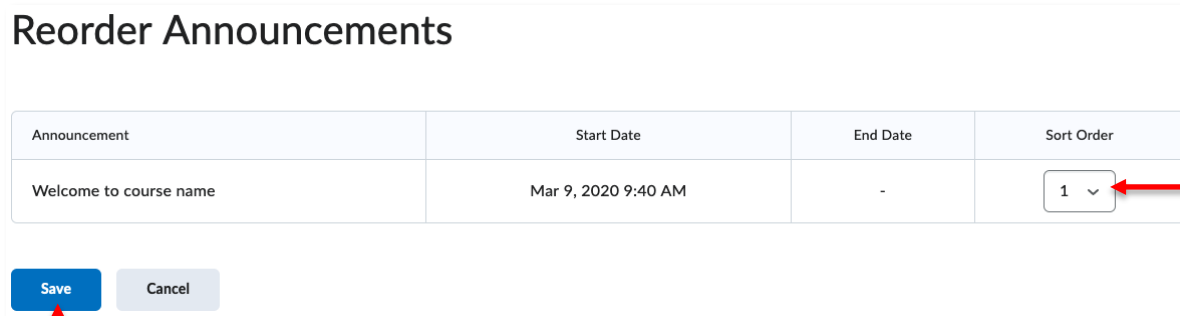
Reordering Announcements

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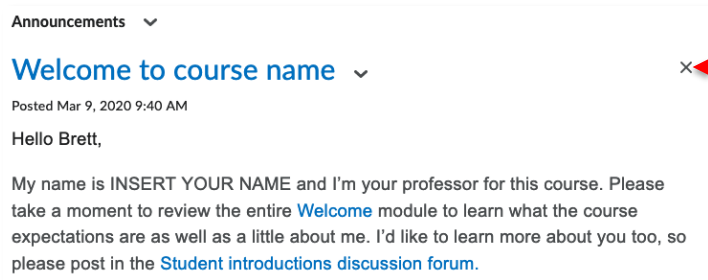
…or by selecting the **Reorder Announcements** option from the action menu of the Announcements Widget.

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

Reorder Announcements

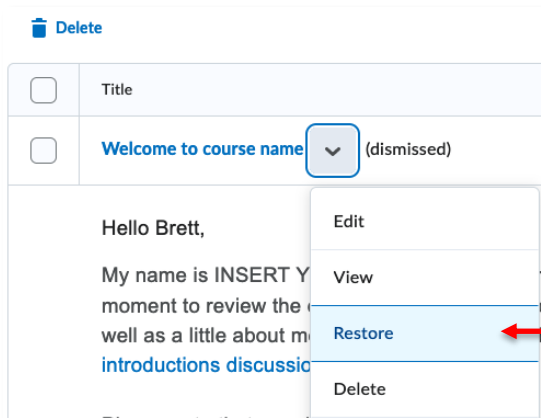| Announcement	Start Date	End Date	Sort Order
Welcome to course name	Mar 9, 2020 9:40 AM	-	1 ⌄

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…
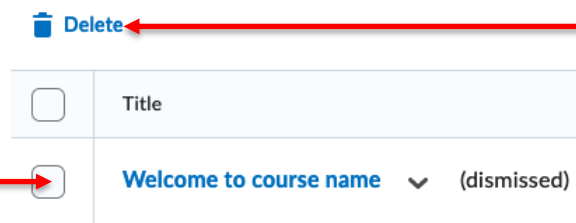
…and click the **Delete** icon.

Notifications

We no longer recommend using the DC Connect Notifications tool as a method of alerting users of course activity.

The Pulse App, available from the Apple App Store and the Google Play store, provide a more consistent and satisfying user experience. Please note that this app is not supported by IT Services.