Wits-e 2.9 Announcements Tool

Announcements

1. How do announcements work and how do I add one?

(i) Announcements are used to inform site participants about points of interest relating to your site. This can be notification of a test, assignment, class information etc… To post an announcement, select Announcements from the left hand menu items (1.1).
(ii) To post an announcement you will need to select **Add (1.2)** from the Announcements top level menu.

(iii) You will then need to add the details of your announcement. This includes a title (1.3), the announcement information (1.4), the accessibility of the information (1.5) and when it will be available for users to view (1.6). Should you wish to add additional information to the announcement you can do so by selecting **Add Attachments (1.7)**.
(iv) Once the information for your Announcement has been added you can decide to notify users by email (1.8). This is divided into two choices, namely **High** (for all participants) and **Low** (not for participants who have opted out). These are selected from the **Email Notification** drop down menu. When you have done so you can then **Preview** your announcement (1.9) to see how it will appear to users. To send the announcement click **Post Announcement** (1.10).

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**2. How do I get rid of an announcement?**

(i) To delete an announcement you will need to select the check box located under the **Remove** (2.1) option. To begin the deletion process you click the **Update** (2.2) option.
(ii) If you have selected an announcement to be removed, the deletion will have to be confirmed. To do so simply choose the **Remove (2.3)** from the confirmation screen. This will then delete the Announcement.

3. How do I edit an announcement that I have posted?

(i) Any announcement that you have added can be edited. This is done by selecting the Edit option located below the Announcement name (3.1).
(ii) The editing option allows you to re-assess the information you have added to your announcement. This also included the Access options, where you can select specific group/s or role you would like to address the announcement to (3.2).

(iii) If you have previously added an attachment and wish to remove it this can be done (3.3). When you have made the necessary changes to your Announcement click Save Changes.
4. What if I have more than one course and similar information to communicate on each?

(i) This can be solved by using the **Merge (4.1)** function. This allows you to select other courses you would like to incorporate, meaning that announcements will cover more than one course.

(ii) To complete the merge make sure that you select the course you want to draw from by highlighting the check box alongside the course name (4.2). When you have done so, click **Save**.
5. Can I change the way my announcements are presented?

(i) This can be done through the use of **Options (5.1)**.

(ii) You then have three options available to you namely the **Display options (5.2)**, **RSS Feed options (5.3)** and **Display limits (5.4)**.
(iii) In terms of the display options you have available, you can view your announcements as a table view, a table view with the announcement body or a list view with the announcement body. It comes down to personal preference as to how you prefer to view your announcements. Remember that if you select an option where the body of the announcement is displayed, you can decide how many characters will be shown (5.5).

(iv) You can incorporate the use of an RSS Feed with your announcements. This requires the inclusion of an RSS alias (5.6) (name for your feed) and then the copying and use of the unique RSS ID (5.7) for your course.

(v) You are also able to set the limits for the display of your announcements. This pertains to the number of announcements visible and also the time that they were posted. Both of these can be set using the fields provided (5.8). When you have decided on your options click Update.
6. What permissions do I have and where do I set them?

(i) As with all permissions on Wits-e you are able to set users' rights according to their role, namely Instructor, Student or Teaching Assistant. To set these for Announcements choose the Permissions (6.1) option from your top level menu.

(ii) Remember that you can set announcement Permissions for different areas of your site, including groups and sections. This option can be selected from the Set permissions for (6.2) drop down menu.
(iii) To set a permission use the check box alongside (6.3) the option you wish to select. It is recommended that students be given access to read announcements, delete their own announcements and access all group announcements. The permissions of a Teaching Assistant are at your discretion. Once you have set your permission don’t forget to select Save.

7. How will my announcements appear on the course homepage?

(i) In order for your announcements to appear on your course home page you will need to add the Announcement block. To do so click the Edit Blocks (7.1) option located at the top of your homepage.
(ii) Next from the Select block drop down menu choose the Announcements option (7.2)

(iii) A block displaying your announcements will then be added allowing access directly from your homepage (7.3)