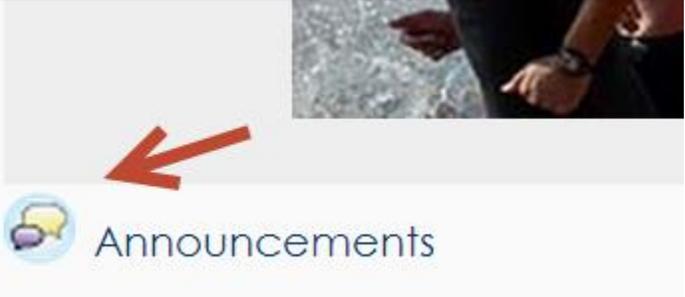
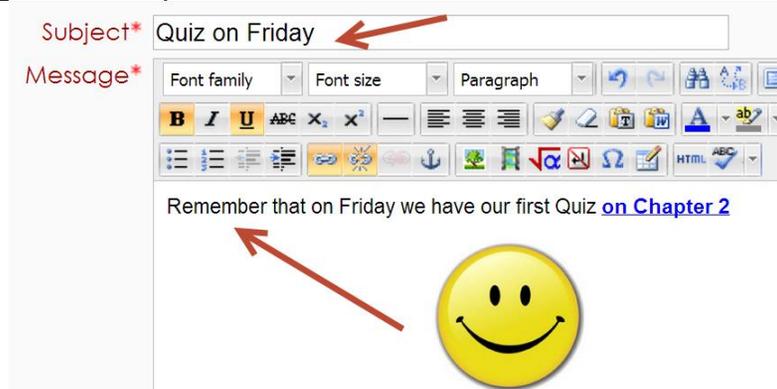
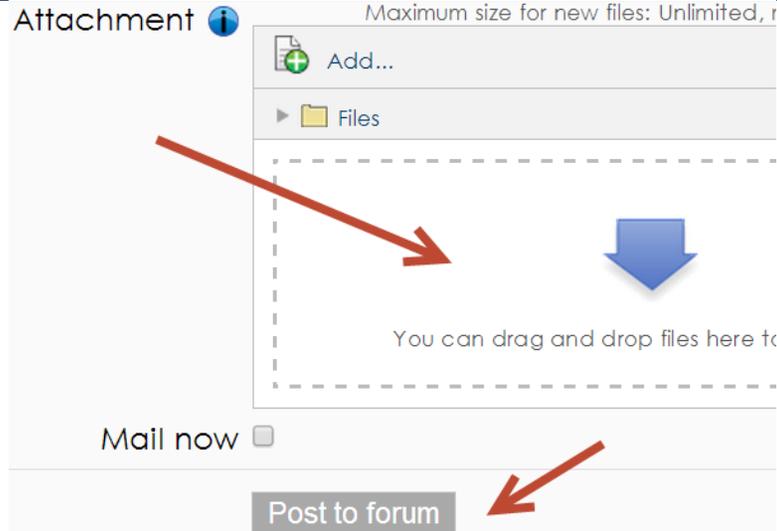


## Announcements in Moodle

Announcements are a great way for an instructor to send a message to the entire class.

Task	Screen Shot
<p>The Announcements activity should be included in every class at the bottom of the intro section. Posts can only be made by the instructor or a collaborator. Messages go from the instructor to the entire class.</p> <ol style="list-style-type: none"><li>1. To make an announcement, Click on the Announcements link.</li></ol>	 A screenshot of a Moodle course page. At the bottom, there is a grey box containing a speech bubble icon and the word 'Announcements'. A red arrow points to this icon.
<ol style="list-style-type: none"><li>2. The first time you make an announcement, you will click "Add a new topic."</li></ol>	 A screenshot of the 'General news and announcements' page in Moodle. The page title is 'General news and announcements'. Below the title, there is a grey button labeled 'Add a new topic'. A red arrow points to this button. At the bottom right of the page, the text '(No news has been posted yet)' is displayed.

Task	Screen Shot
<p>3. Give your announcement a subject and a message. Note: you can add hyperlinks and pictures to your announcements.</p>	 <p>Subject* Quiz on Friday</p> <p>Message* Remember that on Friday we have our first Quiz <a href="#">on Chapter 2</a></p>
<p>4. It is also possible to add a file to an announcement.</p> <p>5. Click Post to Forum.</p>	 <p>Attachment</p> <p>Maximum size for new files: Unlimited, r</p> <p>Add...</p> <p>Files</p> <p>You can drag and drop files here to</p> <p>Mail now <input type="checkbox"/></p> <p>Post to forum</p>

