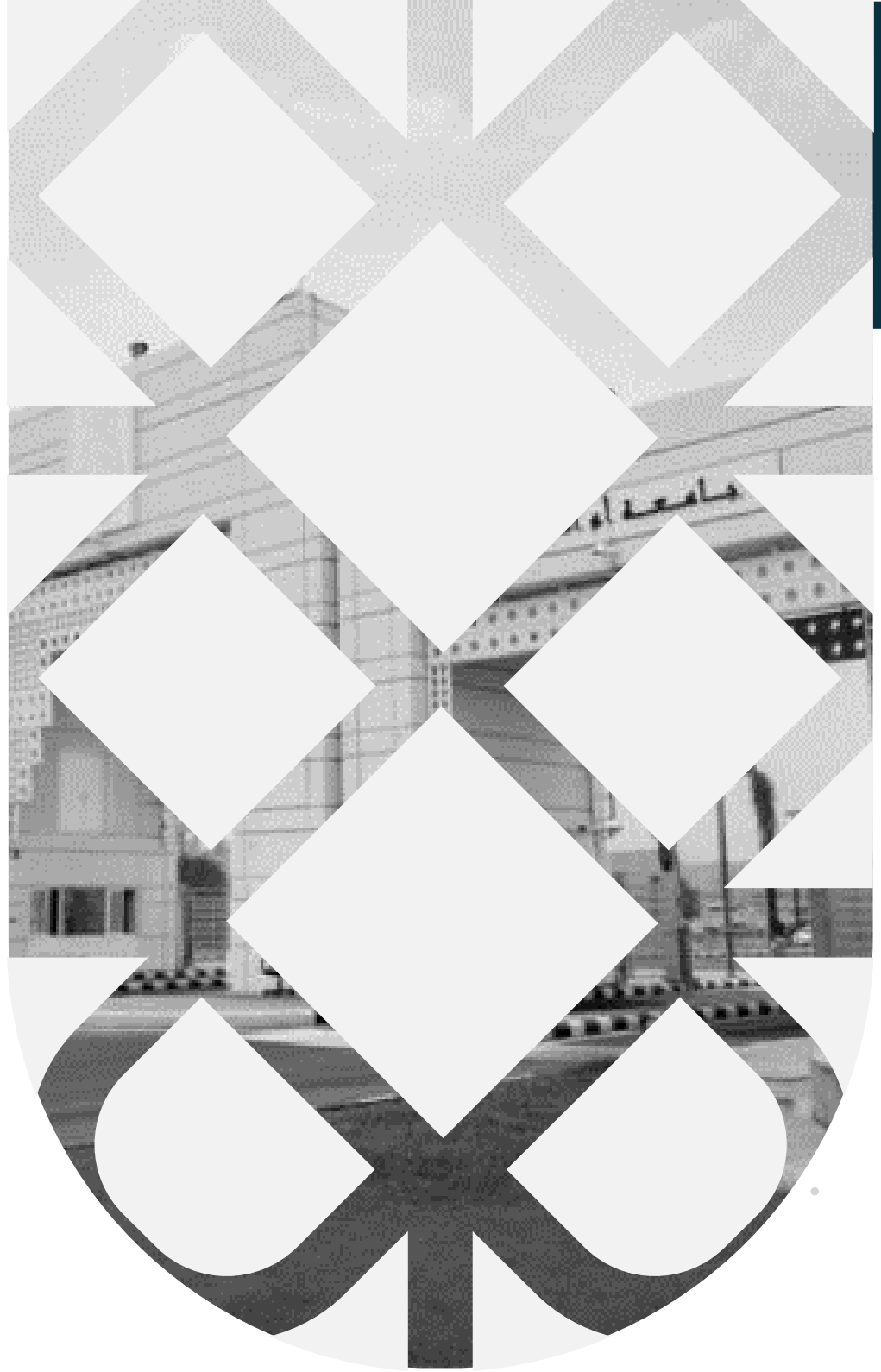




عمادة التعلم الإلكتروني والتعليم عن بعد  
Deanship of eLearning & Distance Education



## How to use Announcements Tool

Deanship of E-Learning and Distance Education  
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

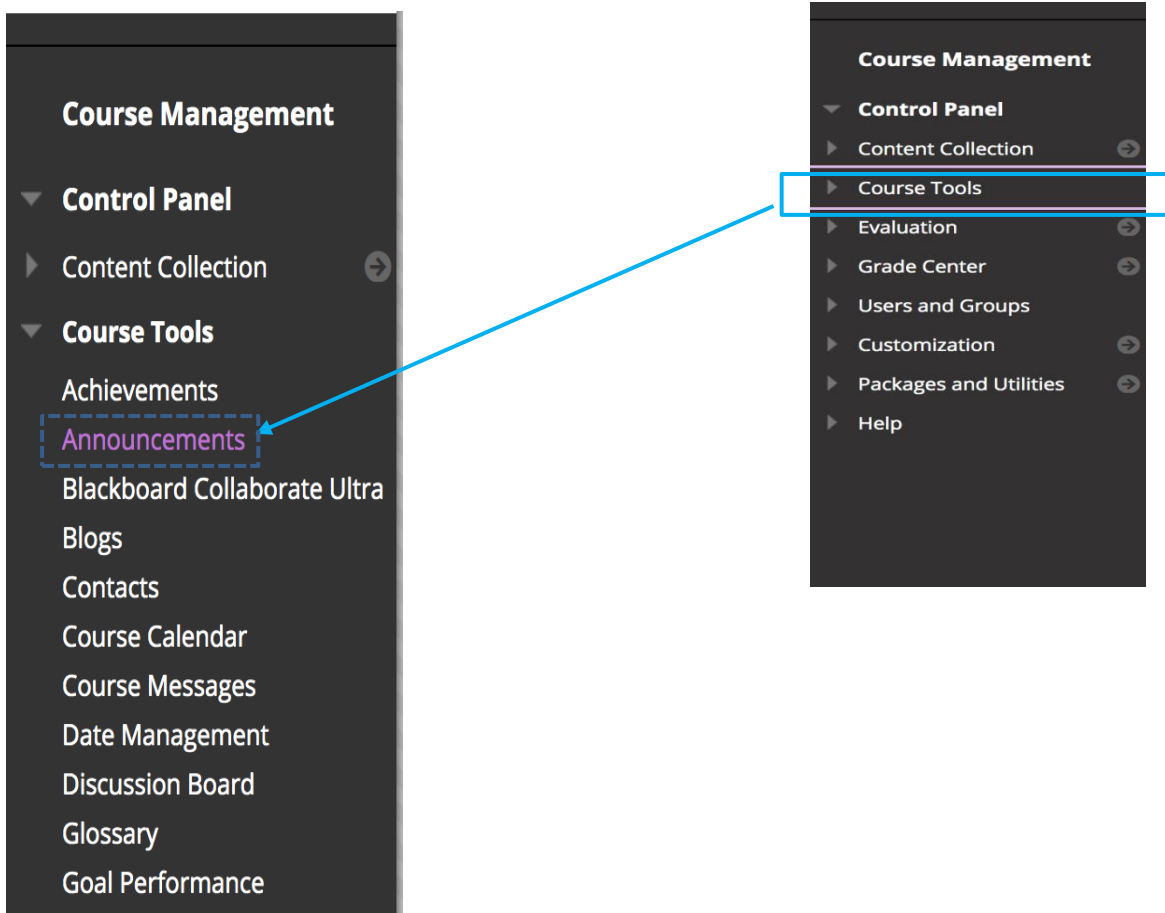
# How to use Announcements Tool

The e-learning system provides us with a good way of communication with our students, who registered in our course. Announcement tool is very beneficial in case of adding new parts to the course, announcing exam dates, or giving new assignments.

To create an announcement, do the following steps:

## 1. Enter to announcements tool:

From the tools of “**control panel**” Under the main heading of **Course Management**, click on “**Course Tools**” then choose “**Announcements tool.**”



2. The following screen displays previous announcements. To create a new one, click on “Create Announcement”:

**Announcements**  
New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

**Create Announcement**

New announcements appear below this line

**Vey Important!**

Posted on: Monday, Rajab 14, 1441 1:22:16 PM AST

.Our online classes will start tomorrow morning at the same time of our face to face classes. Please do not forget to prepare yourself very well.

From the “Announcement” page we choose “Create

3. We create an announcement:

\* Indicates a required field.

**ANNOUNCEMENT INFORMATION**

\* Subject  Black

Message

**Write the text of the announcement**

Path: p Words:0

**WEB ANNOUNCEMENT OPTIONS**

Duration  Not Date Restricted  Date Restricted

Write a Subject for the message and choose the colour of the text.

If you do not want to be restricted with a specific date, click on the choice “Not Date Restricted” and if you want to restrict the message with a date, click on the choice “Date Restricted” and specify the date and time that you want



The screenshot shows a course management system interface. On the left is a dark sidebar with a menu. The main area is light gray and contains a form for adding content. A text box at the top left explains that for announcements related to specific course content, the 'Browse' button should be used. A blue arrow points from this text to the 'Browse...' button in the form. A second text box at the bottom right explains that the 'Submit' button is used to finalize and publish the announcement. A blue arrow points from this text to the 'Submit' button. A third text box at the top right shows a small modal window titled 'Select Course Link' with a list of course items, including 'Speaking rubric', 'Writing Assignment 2', and 'Writing a Profile for Job'. The sidebar menu includes sections like 'Control Panel', 'Course Tools', 'Evaluation', and 'Help'.

**If the announcement is related to a specific part of the course content, such as informing students about adding a new content, you should identify this part by clicking on the button “Browse.” It will open a small screen to identify the required part**

**At the end, we click on “Submit” to Finalize and publish an announcement**





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