GCULearn Basics: Posting Announcements

Instructor Guide

Keeping students informed with up to date information is an important part of an instructor's role. GCULearn makes that task simpler by allowing instructors to create announcement that are posted on the default **Landing Page** often referred to as the **Announcements Page**. This guide will take you through the steps necessary to help you **post** announcements to students in a course.

1 Select a course from **My Courses**. This should be the **course** where you wish to post the **announcement**. You will arrive at the course landing page which by default is also the **Announcements page.**

2 Ensure **Edit Mode** is set to on. This will ensure that you have access to GCULearn **Instructor Functions** for that course.
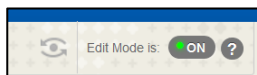
**3** Click on **Create Announcement** and provide **Announcement Information. Subject** is a required field and appears as the Announcement title. Type the body of the Announcement in the **Message** box, which can contain formatted text, attached files, images, multimedia and links.
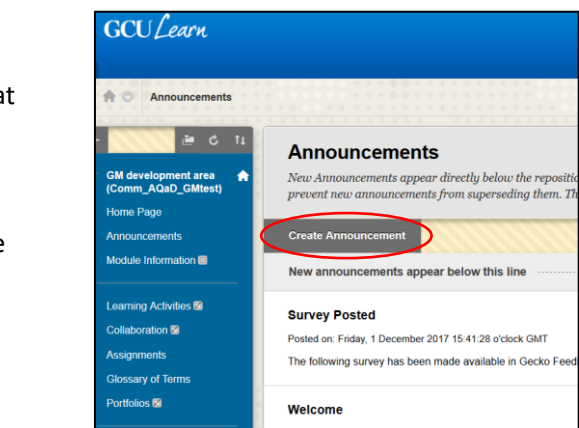
4 You can provide certain **Options** to your announcements if required. When Duration is set to **Not Date Restricted**, the announcement is visible to students until deleted or until **date restrictions** are implemented.
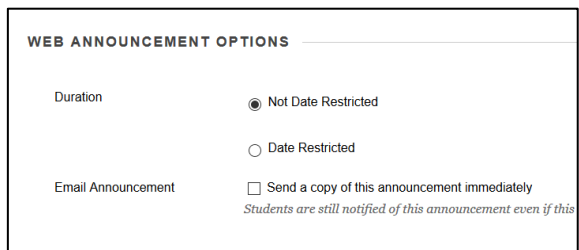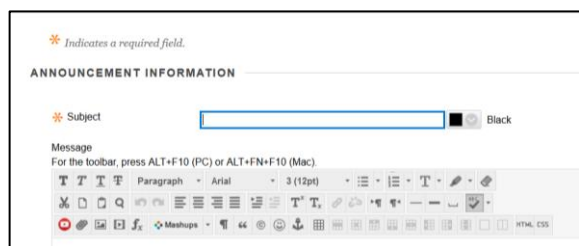
When Duration is set to **Date Restricted**, the Announcement is set to start and stop on specific dates and at specific times. Select the **Display After** and **Display Until** checkboxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and time.

You can provide a course link directly into the announcement should you wish to provide direct access to into a content area without having to go through the course menu.   Click **Browse then** select the **content area** to display.
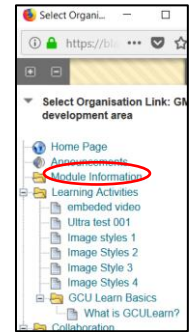
5   Click Submit to finish. Your **announcement** should now be posted.

Cancel   Submit

COURSE LINK

Click **Browse** to choose an item.

Location   Browse...

Select Organisation Link: GM development area

- Home Page
- Announcements
- Module Information
- Learning Activities
  - embedded video
  - Ultra test 001
  - Image styles 1
  - Image Styles 2
  - Image Style 3
  - Image Styles 4
  - GCU Learn Basics
    - What is GCULearn?
  - Collaboration

Notes: