



Adding an Announcement


Each Moodle course comes with Announcements setting by default. Thus, this allows all announcements can be created by making posts in this forum.

1. Go to course page and click on **Announcements**.

Course Settings Participants Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan

▼ General Collapse all

 Announcements


► 13 February - 19 February

► 20 February - 26 February



▼ 27 February - 4 March

2. Click **Add discussion topic**.

Forum Settings Advanced grading Subscriptions Reports More ▾

 Announcements Arts In Advertising > THE0205 Introduction to International Politics 2024/02 Premanathan > Announcements

General news and announcements

 Search forums 

Add discussion topic

(No announcements have been posted yet.)



3. Enter the information requires such as **Subject** and **Message** of the announcement that you would like to send to your class.

Subject

Message

Enter Subject

Enter Message

0 words

Post to forum Cancel Advanced

Options to Pinned announcement or immediate posting of announcement

Required

4. By default, lecturers will have thirty minutes to make changes to once posted the announcement. In **Advanced** option, lecturer can view more options such as to **Pinned the latest announcement** or **select immediate posting** of announcement.

Attachment

Maximum file size: 20 MB, maximum number of files: 1

Files

☐ Pinned ⓘ

☐ Send forum post notifications with no editing-time delay

Tags

No selection

Enter tags...

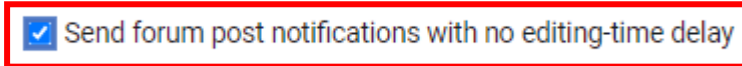
Post to forum Cancel

Required



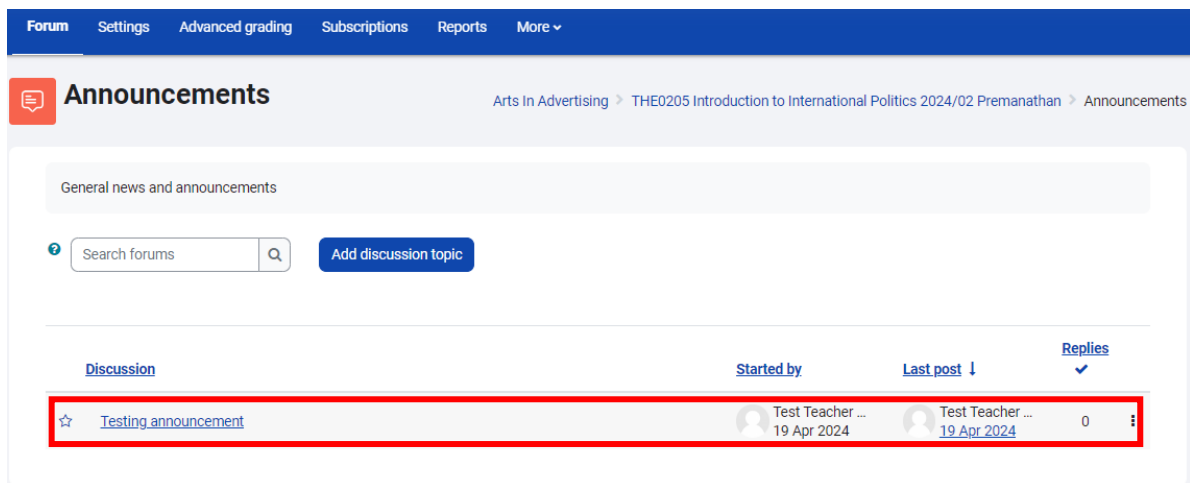
5. If you wish to post the announcement immediately, tick **Send forum post notifications with no editing-time delay**. When you have completed composing and editing your message, select **Post to Forum** to post your announcement.

*Note: Students will not have the option to override the 30 minutes editing delay.

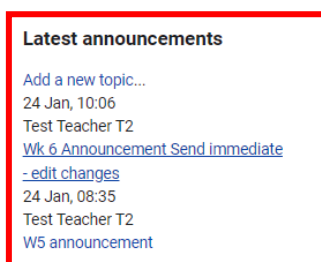


6. The announcement will be sent out in an email to all of the students enrolled in the course. Additionally, it can also be seen in two places in Moodle:


a) when you first open the **Announcements** forum:



b) On the right-hand side of the course page's block drawer in the **Latest announcements** block:



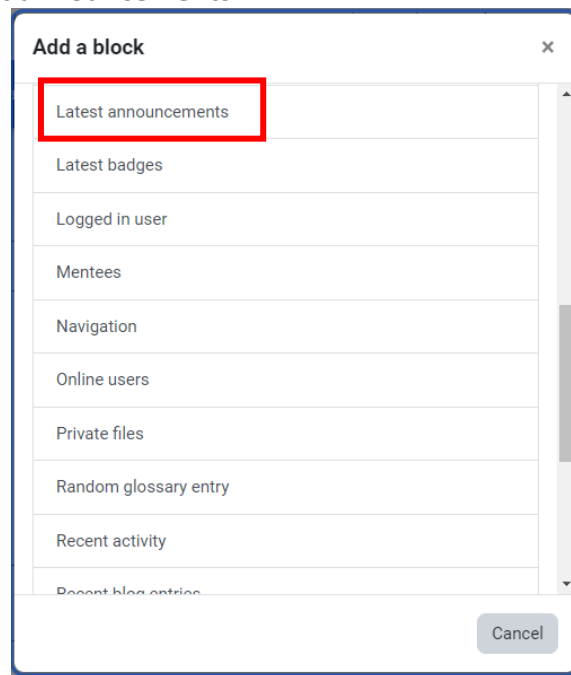
Note: Add Latest announcement block by following steps (optional):

- Click  and then click **Add a block** on right panel to add Latest announcements blocks.





- Choose **Latest announcements**.



- Block added as below:

