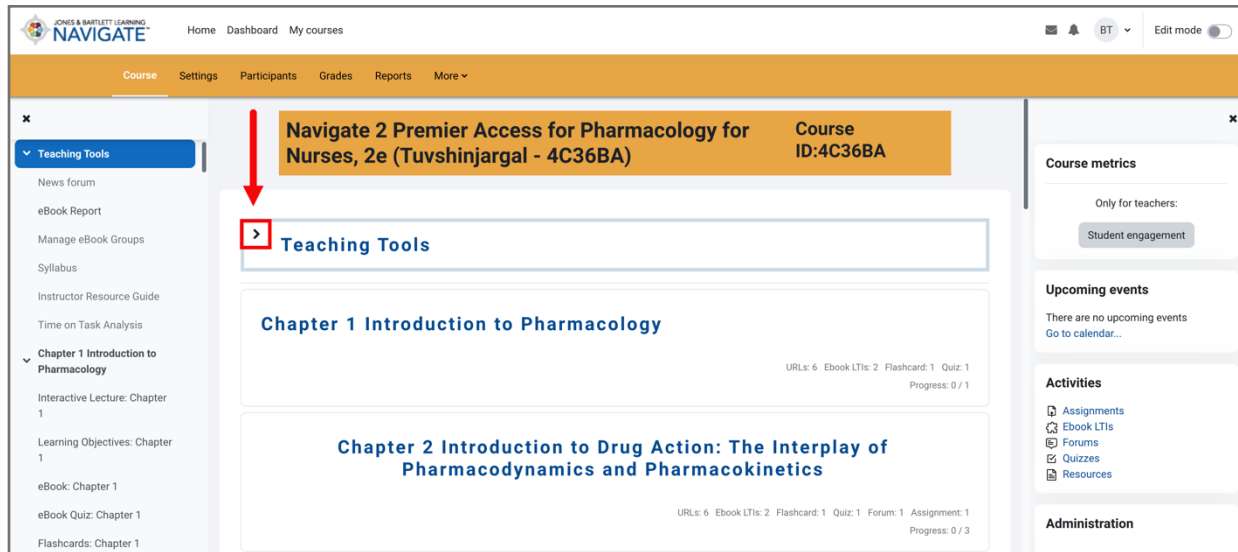


How to Post Course Announcements

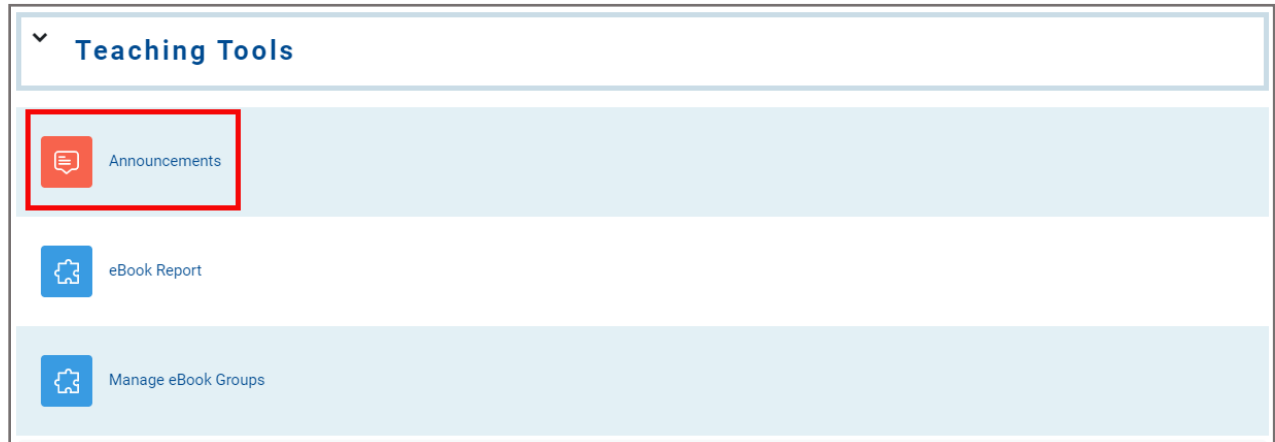
This document provides instructions on how you can post general announcements in the course that will be communicated to all class participants.

1. From the course homepage, expand the **Teaching Tools** topic at the top by clicking the dropdown arrow to its left.

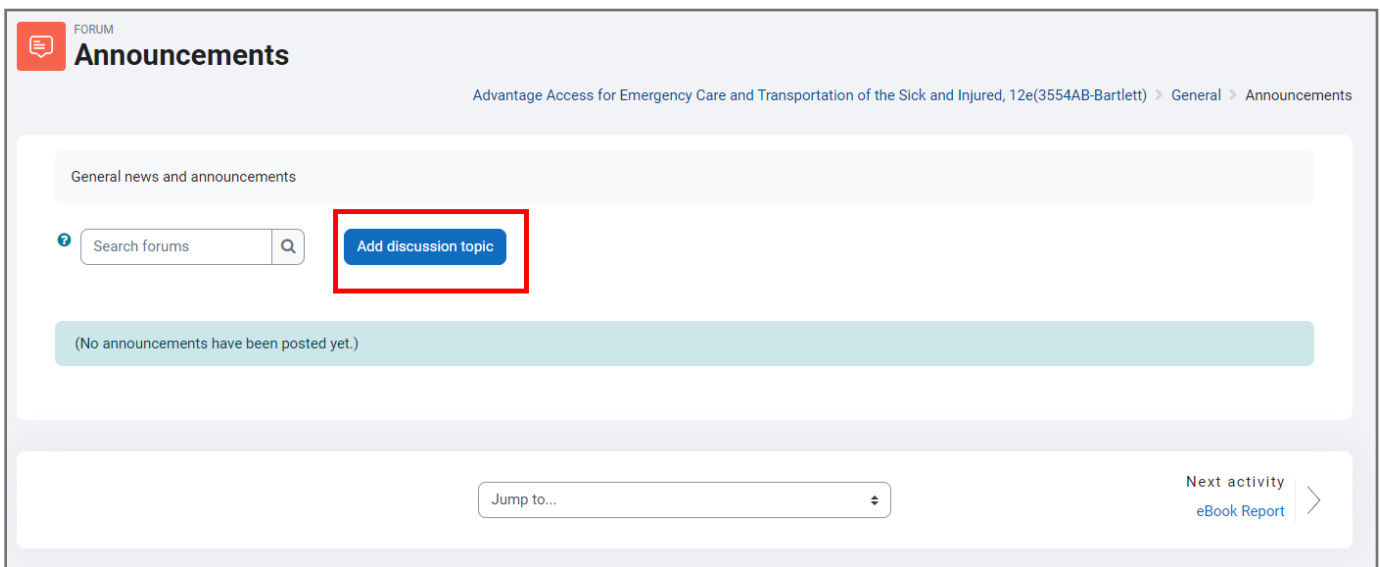


The screenshot displays the course homepage for "Navigate 2 Premier Access for Pharmacology for Nurses, 2e (Tuvshinjargal - 4C36BA)". The course ID is 4C36BA. The navigation bar includes "Course", "Settings", "Participants", "Grades", "Reports", and "More". The left sidebar shows a list of topics, with "Teaching Tools" highlighted in blue. A red arrow points to the right-pointing chevron icon next to "Teaching Tools" in the main content area, indicating that this menu is expanded. The main content area shows "Chapter 1 Introduction to Pharmacology" and "Chapter 2 Introduction to Drug Action: The Interplay of Pharmacodynamics and Pharmacokinetics". The right sidebar contains sections for "Course metrics", "Upcoming events", "Activities", and "Administration".

2. Then select the **Announcements** item from the list displayed. **NOTE:** Depending on your course, **News forum** may appear instead of **Announcements**. They are the same item and do not change the steps in this document.



3. On the next page, click the button to **Add discussion topic**.

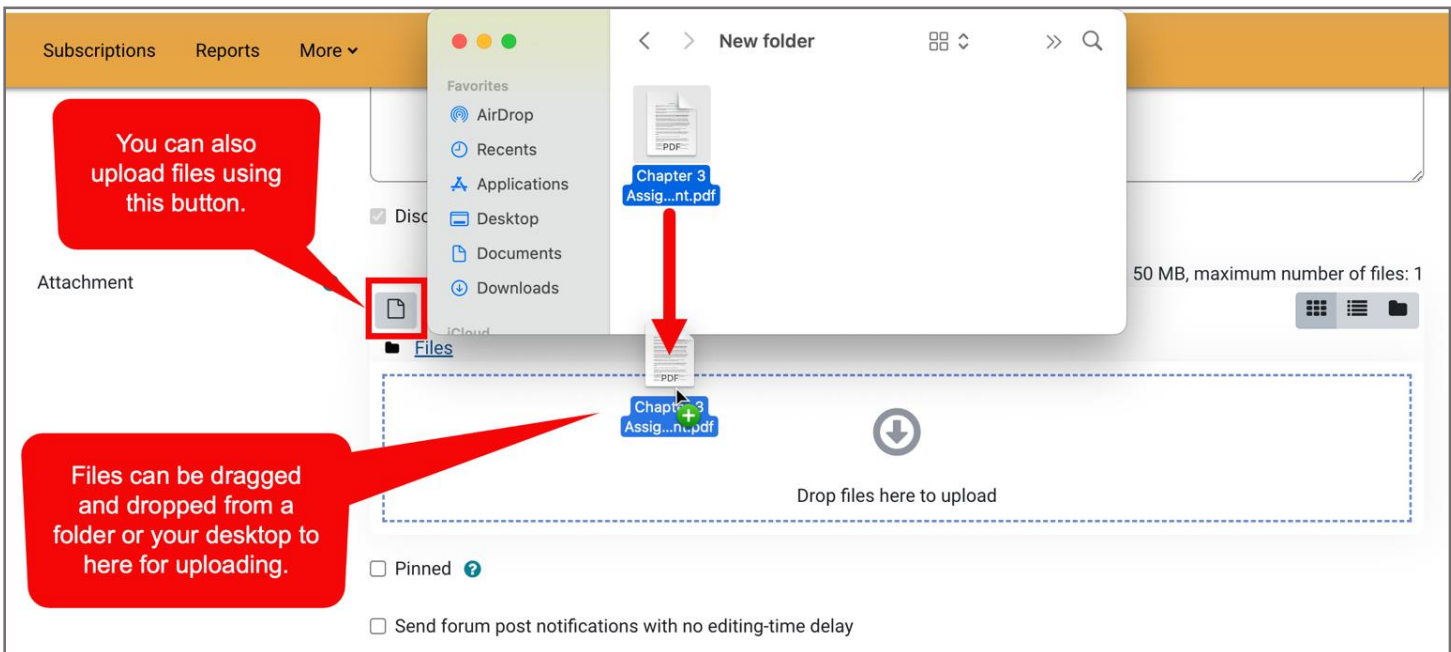
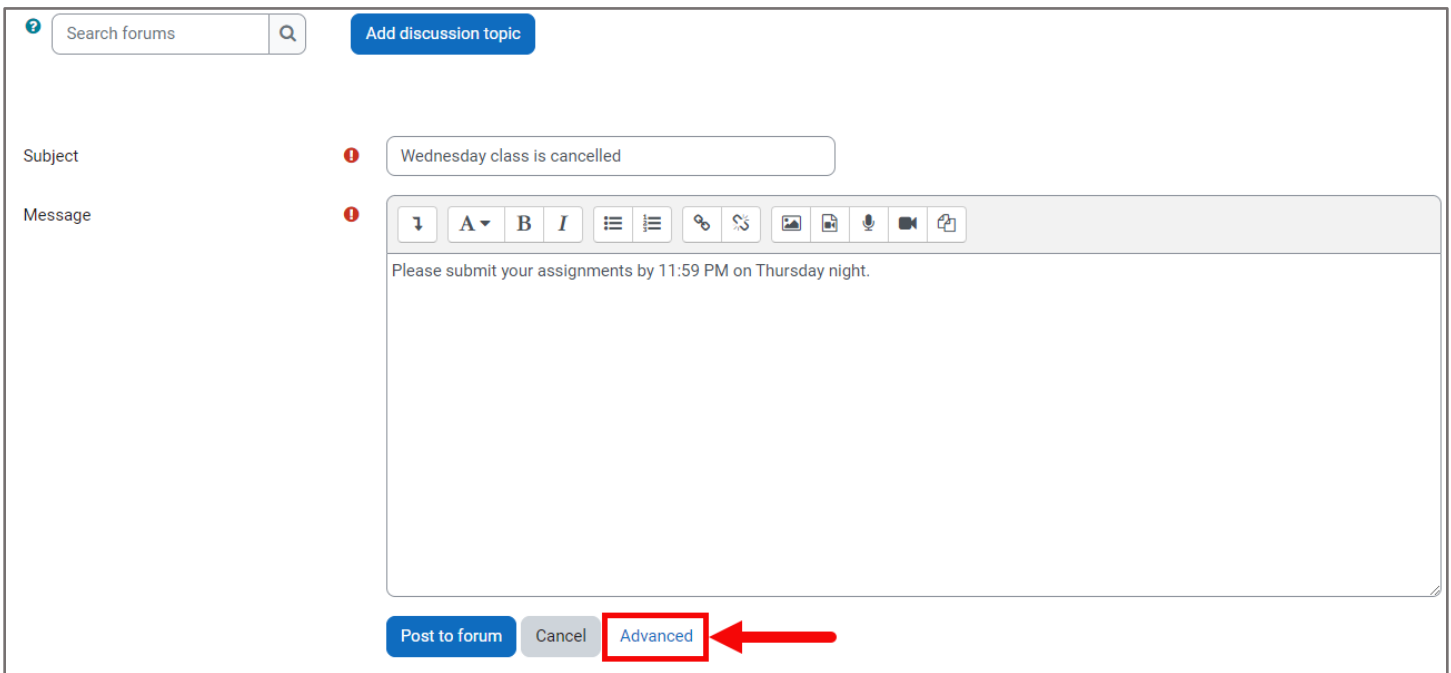


4. On the announcement settings page that opens, enter in the topic of the announcement in the **Subject** field. Then type the details of the memo you wish to communicate to all participants in the class in the **Message** field.

The screenshot shows a form for creating an announcement. It has two main sections: 'Subject' and 'Message'. The 'Subject' field contains the text 'Wednesday class is cancelled' and is highlighted with a red box. The 'Message' field contains the text 'Class is cancelled on Wednesday. Please submit your assignments by 11:59 PM Thursday night.' and is also highlighted with a red box. Below the message field is a rich text editor toolbar with icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and link. At the bottom of the form are three buttons: 'Post to forum' (blue), 'Cancel' (grey), and 'Advanced' (blue).

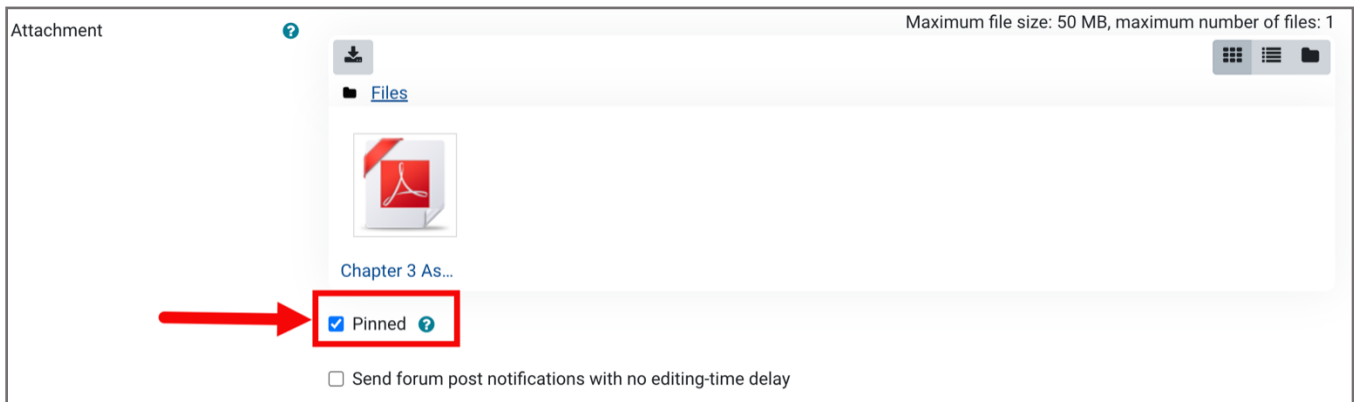
Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

5. If you wish to attach or upload a file to be associated with this announcement, click **Advanced** beneath the description box to reveal more options. You may then drag and drop the file from its location on your Desktop directly into the **Attachment** dropbox available on the course page.

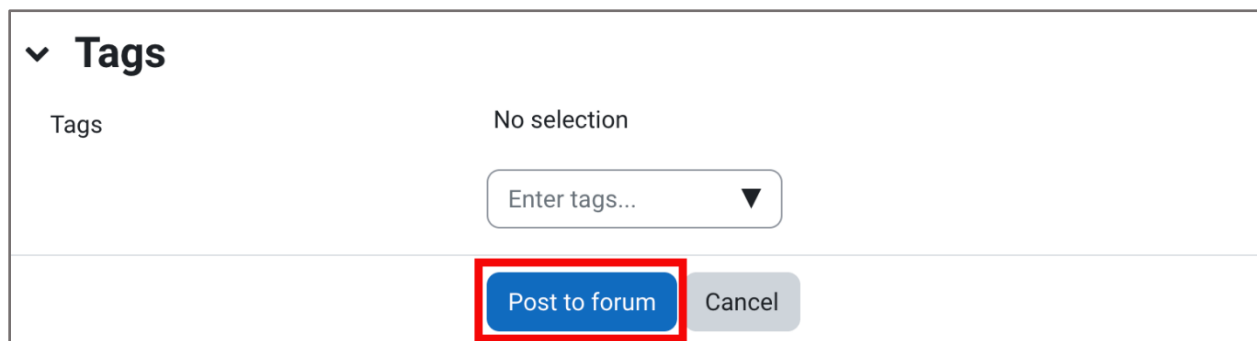
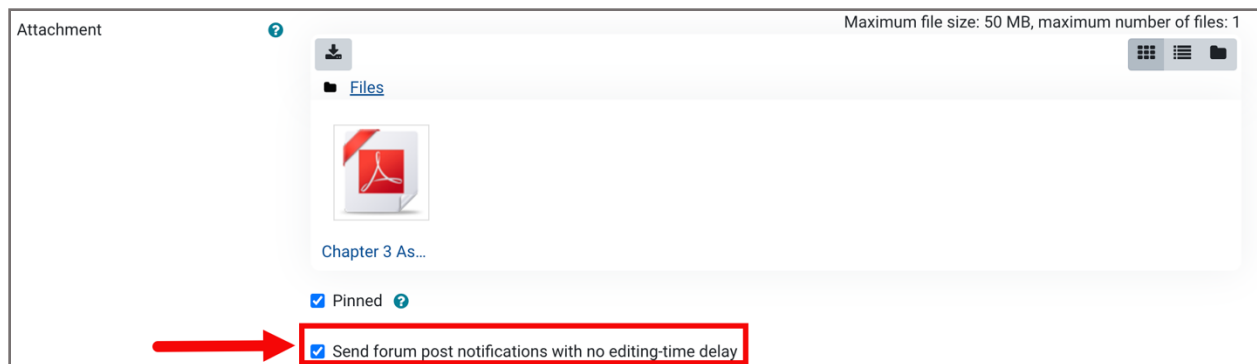


Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

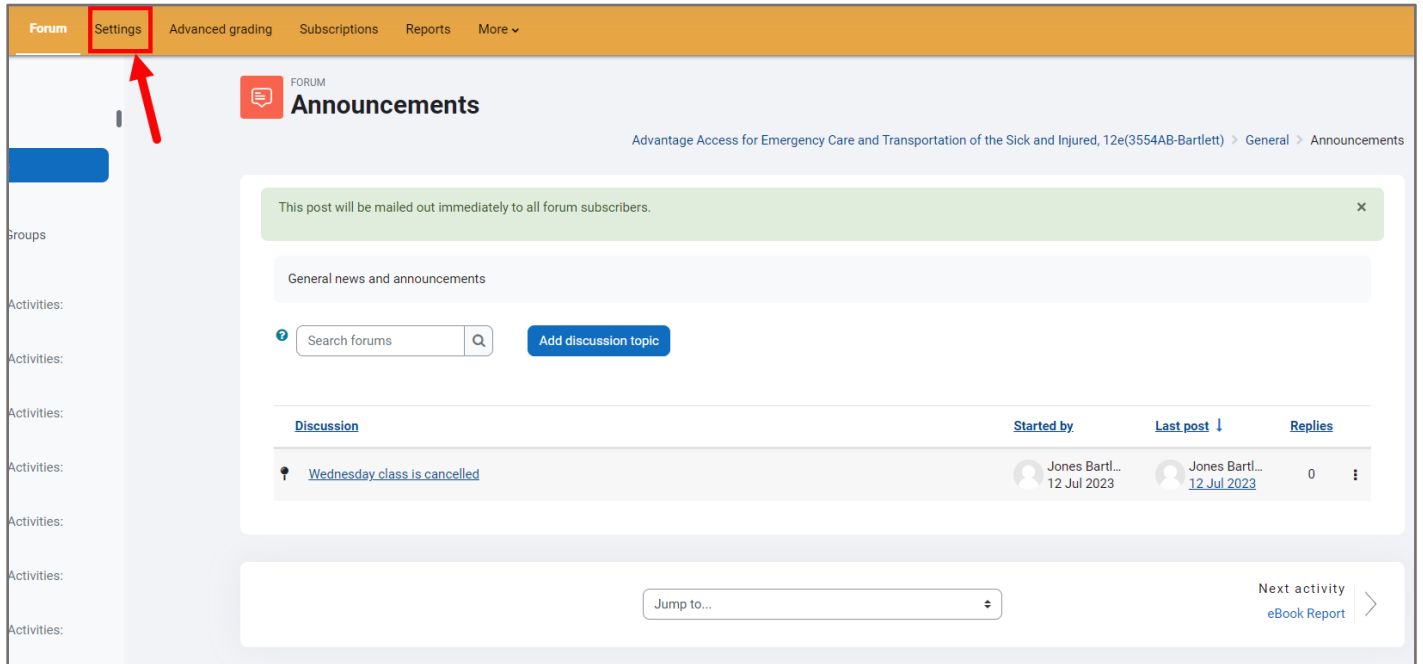
6. You may post or plan to post multiple course announcements. In this case, you can always ensure the latest post is pinned at the top of the announcements list by default by selecting the **Pinned** checkbox.



7. When you post an announcement, the system will grant you an automatic grace period of 30 minutes in which you can make changes before notifying course participants of the new announcement. If you wish to bypass this grace period and notify participants immediately as you submit your post, check the box next to the **Send forum post notifications with no editing-time delay** option. Lastly, please scroll down the page and click the **Post to forum** button.



8. If you would like to apply a specific length of time for which you wish the announcement to be available for the participants to view, click on the **Settings** menu option at the top of the page.




9. On the resulting page, please scroll down and expand **Availability** settings. To apply a date and time for when you would like your announcement to be visible, click the **Enable** checkbox next to **Due date** and then select the timing parameters.


▼ **Availability**

Due date	?	11	July	2023	15	29	📅	<input checked="" type="checkbox"/> Enable
Cut-off date	?	11	July	2023	16	29	📅	<input checked="" type="checkbox"/> Enable

10. If you wish to apply an expiration time and date for when the announcement should be automatically removed from course participants' view, click the **Enable** checkbox next to the **Cut-off date** option and then select the desired timing.

▼ Availability

Due date ? 11 ▾ July ▾ 2023 ▾ 15 ▾ 29 ▾  Enable

Cut-off date ? 11 ▾ July ▾ 2023 ▾ 16 ▾ 29 ▾  Enable

11. Once you are satisfied with your settings, click the **Save and display** or **Save and return to the course** button.

> Restrict access


> Activity completion




> Tags

Send content change notification ?

12. Your announcement will go out either immediately or after 30 minutes (depending on whether you checked the “no editing time delay” option during setup). The announcement will appear on the news forum page after it is posted.

General news and announcements

? Search forums 

Discussion	Started by	Last post ↓	Replies
 Wednesday class is cancelled	 Jones Bartl... 12 Jul 2023	 Jones Bartl... 12 Jul 2023	0

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