

Announcements

Overview

The *Announcements Forum* is a special *Forum* for general news and announcements. A course only has one *Announcements Forum*. This *Forum* is usually placed at the top of a course.

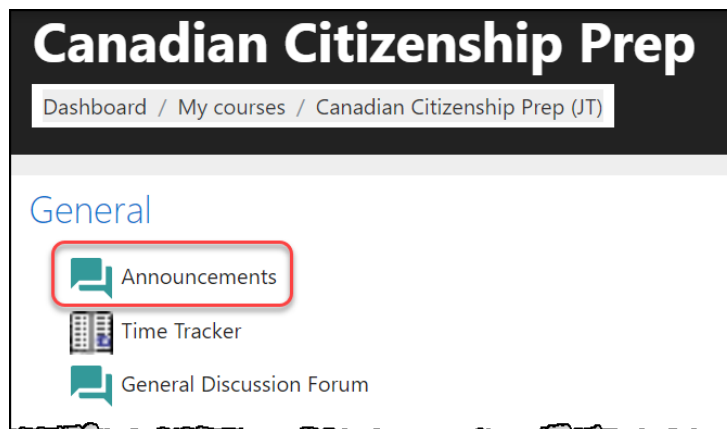
Announcements are a versatile and effective one-way communication tool for instructors to give information to their learners. Not only are messages from the instructor archived in a chronological list typical of any discussion *Forum*, but new postings are also emailed to learners and posted prominently on the *Latest announcements* block (if this block is enabled by the instructor).

Post Delays

When posting to *Forums* or *Announcements* on Onyx, expect delayed appearance on the course, as the server performs posting updates on a timed cycle. Normally this is a few minutes.

Location

The *Announcements forum* is located at the top of the course. It can be identified by the *Forum* icon.



When learners click on the *Announcements* link, they see recent news/postings related to the course. In this example, the news is “Field trip next week.”

Discussion	Started by	Last post ↓	Replies
☆ Field trip next week	Beverly Davis 22 Jul 2021	Beverly Davis 22 Jul 2021	0
☆ Holiday on Friday	Beverly Davis 12 Apr 2018	Beverly Davis 12 Apr 2018	0
☆ Remember	Beverly Davis	Beverly Davis	

After a learner clicks on the *Discussion* link, the full *Announcement* message appears.

Announcements
Field trip next week

◀ Holiday on Friday [Previous message](#) ⚙ Settings ▾

Display replies in nested form ▾

Field trip next week
by Beverly Davis - Thursday, 22 July 2021, 11:00 AM
Please remember to wear comfortable shoes and bring snacks and water to Monday's field trip to Parliament Hill.
[Permalink](#)

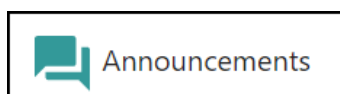
◀ Holiday on Friday

Note that learners can click on either of the links to the previous message from this page to read it.

Posting News on the Announcements Forum (Using Text)

Only instructors and administrators can post on the *Announcements Forum*.

1. On the course page, click the *Announcements forum* link.

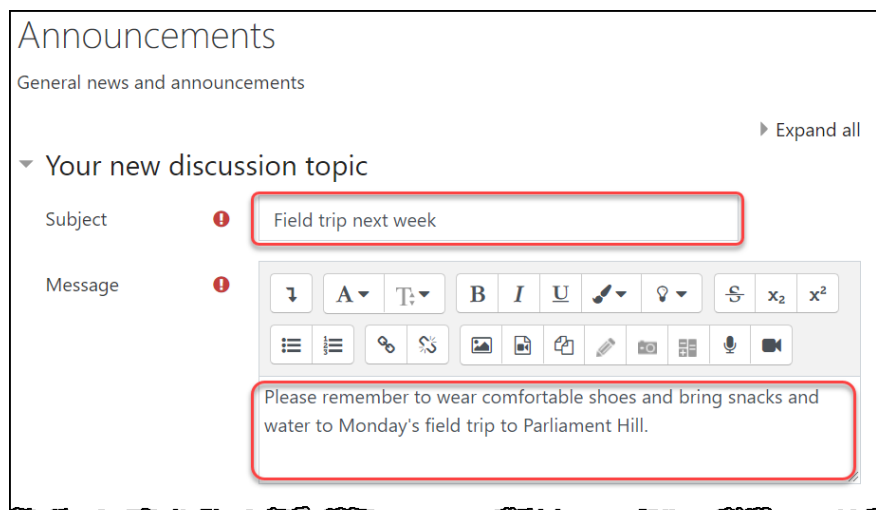


2. Click on the button *Add a new topic*.

Add a new topic

The *Announcements editing* page appears.

3. Click in the *Subject textbox* and type a title for the *Announcement*.
4. Click in the *Message textbox* and type a *message* for the *Announcement*.



Announcements
General news and announcements

Expand all

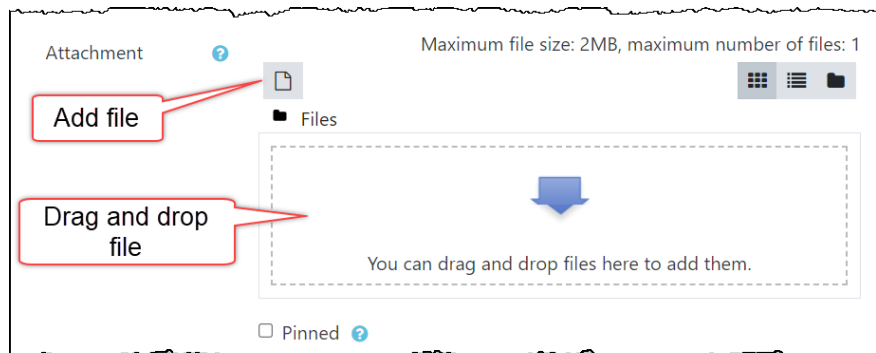
Your new discussion topic

Subject ! Field trip next week

Message !

Please remember to wear comfortable shoes and bring snacks and water to Monday's field trip to Parliament Hill.

5. You can add an *Attachment* to your post by selecting the *Advanced* option and clicking on the *Add* button, or dragging and dropping the file to the *Files* area.



Attachment ? Maximum file size: 2MB, maximum number of files: 1

Add file

Files

Drag and drop file

You can drag and drop files here to add them.

Pinned ?

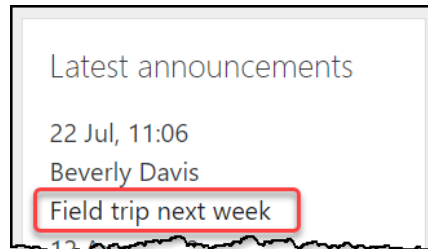
6. Click on the *Post to forum* button.

Post to forum

The *Announcement post* is now visible to learners to read.

A message appears that advises the poster that editing of the announcement can only be completed within 30 minutes. After 30 minutes, a posting can still be edited, but it will only be revised in the Forum; the posting sent by email is not editable.

7. Click on the *Course name* in the *Breadcrumb menu* to return to the course homepage.
8. If the course has a *Latest Announcements* block, the subject of the post will appear.



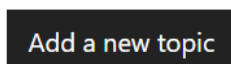
Posting News on the Announcements Forum (Using Audio)

Instructors can also post media on the *Announcements forum*. In this example, the instructor records and posts an audio greeting.

1. On the course page, click the *Announcements forum* link.

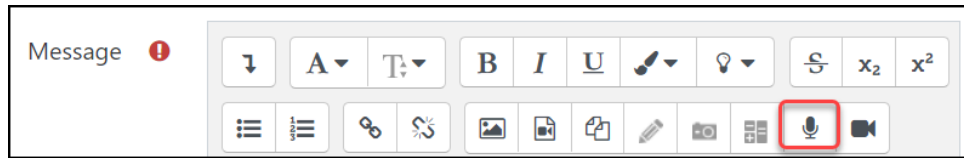


2. Click on the button option *Add a new topic*.

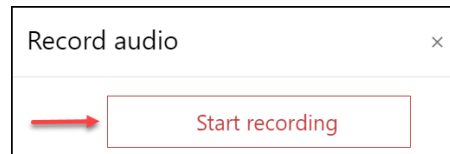


The *Announcements editing* page appears.

3. Click in the *Subject* textbox and type a title for the announcement.
4. Click on the *Record audio* icon.

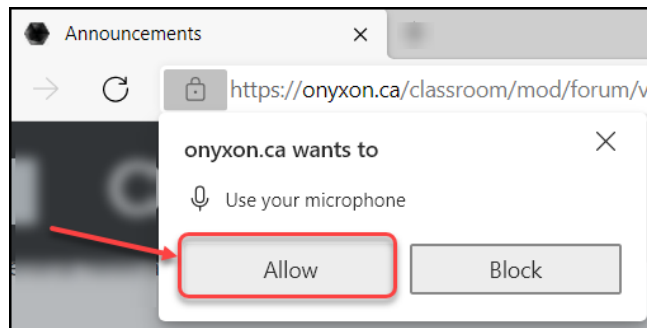


5. A digital audio recording widget appears.

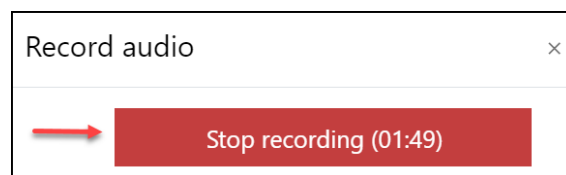


6. When you are ready to start recording your voice, click on the *Start Recording* button.

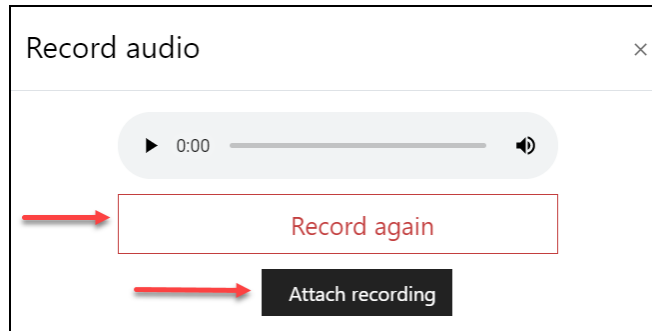
Note: If a pop-up appears, it is most likely asking for permission to use your microphone. Choose the *Allow* option to continue. Note: This pop-up and the media file player may appear differently based on browser or plug-in.



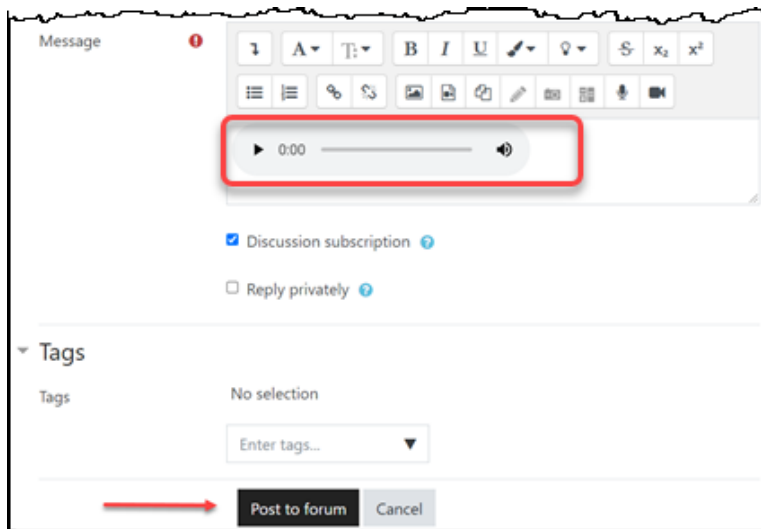
7. When you finished speaking, click on the *Stop recording* button.



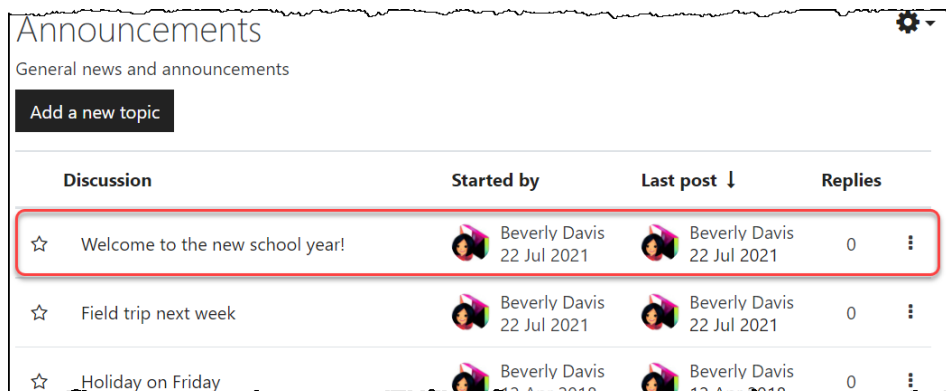
8. To listen to your recording, click on the *Play* button.
9. If the recording is satisfactory, click on the *Attach recording* button. If not, click on *Record again*.



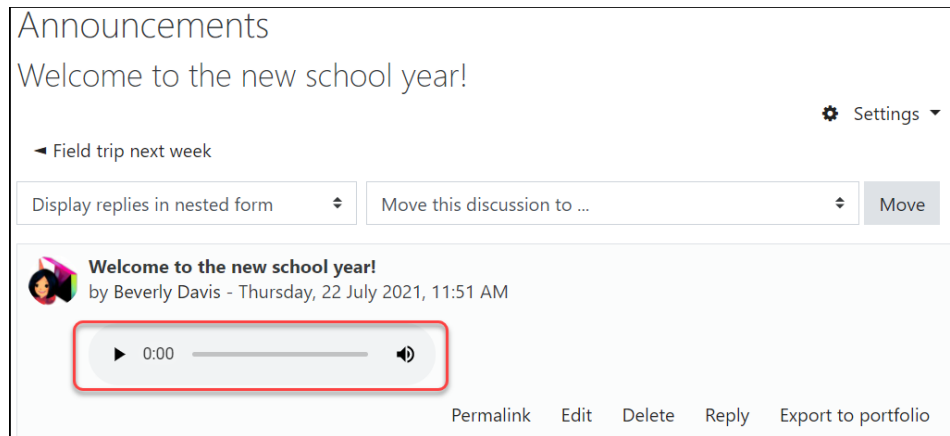
10. When *Attach recording* is clicked, an audio recorder appears in the textbox. Click on the *Post to forum* button to post your audio file.



11. The *Announcement post* is now visible for learners to listen to. The links appear similar to text *Announcements*.



12. After a learner clicks the *Announcement post* link, the *Announcement* message with audio appears as below.



The screenshot shows a web interface for announcements. At the top, it says "Announcements" and "Welcome to the new school year!". There is a "Settings" gear icon with a dropdown arrow. Below that, a breadcrumb trail shows "Field trip next week". There are two dropdown menus: "Display replies in nested form" and "Move this discussion to ...", followed by a "Move" button. The main announcement is titled "Welcome to the new school year!" by Beverly Davis, dated Thursday, 22 July 2021, 11:51 AM. It features an audio player with a play button, a progress bar showing "0:00", and a speaker icon. At the bottom of the announcement, there are links for "Permalink", "Edit", "Delete", "Reply", and "Export to portfolio".