Announcements Tool in ella

This document describes how to use the Announcements tool in ella. Announcements are used to inform site participants about items of interest or importance.

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Add the Announcements Tool:

**Step 1:** In the course site’s menu bar, click [Site Info].

![Site Info Menu](image)

**Step 2:** Click [Edit Tools].

![Edit Tools](image)

**Step 3:** Place a checkmark next to the [Announcements] tool.

![Announcements Tool](image)

**Step 4:** Scroll down to the bottom of the screen and click [Continue] and then [Finish].

![Continue and Finish](image)
Create an Announcement:

**Step 1:** In the course site’s menu bar, click [Announcements].

**Step 2:** Click [Add] to create a new announcement.
In the form that appears, you'll need to scroll down to view all the options.
**Content:** The announcement title and body are the only required fields.
Access: Scroll down if necessary to see the [Access] options. Select a display option by clicking a radio button.

Note: the “Display this announcement to selected groups only” will only be available if groups or sections have already been created. If you have already created a group (s) you’ll see an option to select the group to which you want to send the announcement.

Availability:
Important: If you would like your announcement to be shown to the class, make sure the [Show] button is selected. If you would like to hide your announcement from student view click [Hide]. You may also choose to display your announcement for a specified period of time. To do so select the [Specify Dates] option.
Attachments: To add an attachment, click [Add Attachments]. You can attach an existing item from the resources tool in any of your sites OR add an item from your computer.

To attach a file from your computer:
Click [Browse].
Select the file on your computer and click [Open].
The file appears under the heading [Items to Attach].
You also have the option to remove the document, by clicking [Remove].
Click [Continue] to attach the document.

Note: When adding a file check that there are no special characters in the file name such as accent marks, hyphens, asterisks, or any other special characters.
**Note to Mac Users:** When uploading or attaching a file, you must include the file’s extension. If there is no extension, anyone who attempts to display or download the file will get an error message.

**To attach a file from Resources:**
Click [Add Attachments] and scroll down to [Select a Resource]. Your folders and files in the site resources tool (if any) are displayed. If desired, click the [Show Other Sites] link to see documents and drop box folders from all your sites. Once you have found the item, click [Attach a copy], which is found under [Actions] to the right of the item name. You also have the option to remove the document by clicking [Remove]. Click [Continue] to attach the document to the announcement.

**To attach a URL:**
Type the URL in the box provided – e.g. http://www.mtholyoke.edu Click [Add]. Click [Continue] to attach the URL to the announcement.
Email Notification: You can also send an email to notify site participants about the new announcement. In the Email Notification field, select from the dropdown menu the options shown below:

![Email Notification Options]

Post the Announcement: To post the announcement, click [Add Announcement]. To see how your announcement will look before posting it, click [Preview]. To exit area without posting the announcement, click [Cancel].

![Add Announcement, Preview, Cancel Buttons]

Announcement Display Options:

Step 1: Select [Options].

Step 2: Select a display option by clicking a radio button. Your choices are:
- Sortable table view (default view)
- Sortable table view with announcement body
- List view with announcement body

Step 3: You can also choose how many days in the past you want to show announcements, as well as the total number of announcements to display.
Step 4: Click [Update] or [Cancel].

Modify an Announcement:
In the course site’s menu bar, click [Announcements] and view the list of announcements. Click [Edit] under the announcement you wish to modify.

Revise your announcement and then click [Save Changes].
To see how your announcement will look, click [Preview].
To exit area without modifying announcement, click [Cancel].
Delete an Announcement:
In the course site’s menu bar, click [Announcements] and view the list of announcements. Mark the checkbox to the right of the announcement(s) you wish to delete under the header “Remove?”

Step 2: Click [Update] and an alert will ask if you are sure you want to delete the announcement(s).
Step 3: Click [Remove] to delete the announcement or [Cancel] to take no action.

Merge an Announcement:
If you would like to view announcements from your other sites in one particular site, use the [Merge] feature.
NOTE: Only participants in merged sites can view the merged announcements. If a participant is not enrolled in any merged site, they will not view the announcement.
Step 1: In the Announcements tool of the particular site, click [Merge].

Step 2: Click the box of the site(s) you want to merge.
Step 3: Click [Save] to complete the merge or [Cancel] to take no action.
Permissions: Permit other members of a course site to create new announcements or delete announcements with the permissions menu. Click on [Permissions] in the Announcements tool and select the checkbox(s) to change and [Save].

Questions?
Contact the Reference Desk at 413-538-2212 or your RIS Liaison.