Announcements
(Forum)

Contents

Announcements Overview

- The announcements feature is already set up in the course from the beginning, and it can be used to post announcements within the course
  - Posts will also be sent to the APU email address of all course participants
  - Only professors and TAs can make posts (Students cannot make posts/reply to posts)

- Select "Announcements" at the top of the course page
  - <u>This feature cannot be recovered once deleted</u>
  - <u>Do not change the settings</u>

- Overview of Using Announcements

(Professor, TA)
Post an announcement

→

(All)
Check the announcement
(All course participants will also be notified about the post by email)

Click here
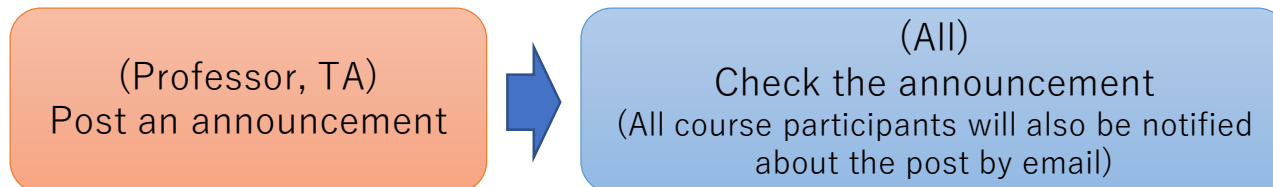
Post Announcements

FORUM
Announcement/アナウンスメント

Forum   Settings   Advanced grading   Subscriptions   Reports   ...

General news and annoucement
一般ニュースおよびアナウンスメント

Search forums

Add discussion topic

Click on "Add discussion topic"

Separate groups All participants

Subject
Title of Announcement
- Required

Message

Write the announcement here

- Required

Post to forum   Cancel   Advanced

Click on submit after checking there are no issues with the post

Advanced Settings

Add discussion topic   Collapse all

Your new discussion topic

Subject
Title of Announcement

Message

Write the announcement here

☑ Discussion subscription

Attachment
Files   Add...

Attached files

You can drag and drop files here to add them.

Maximum file size: Unlimited, maximum number of files:

☐ Pinned

Select if you want to pin the post at the top

☐ Send forum post notifications with no editing-time delay

☐ Post a copy to all groups

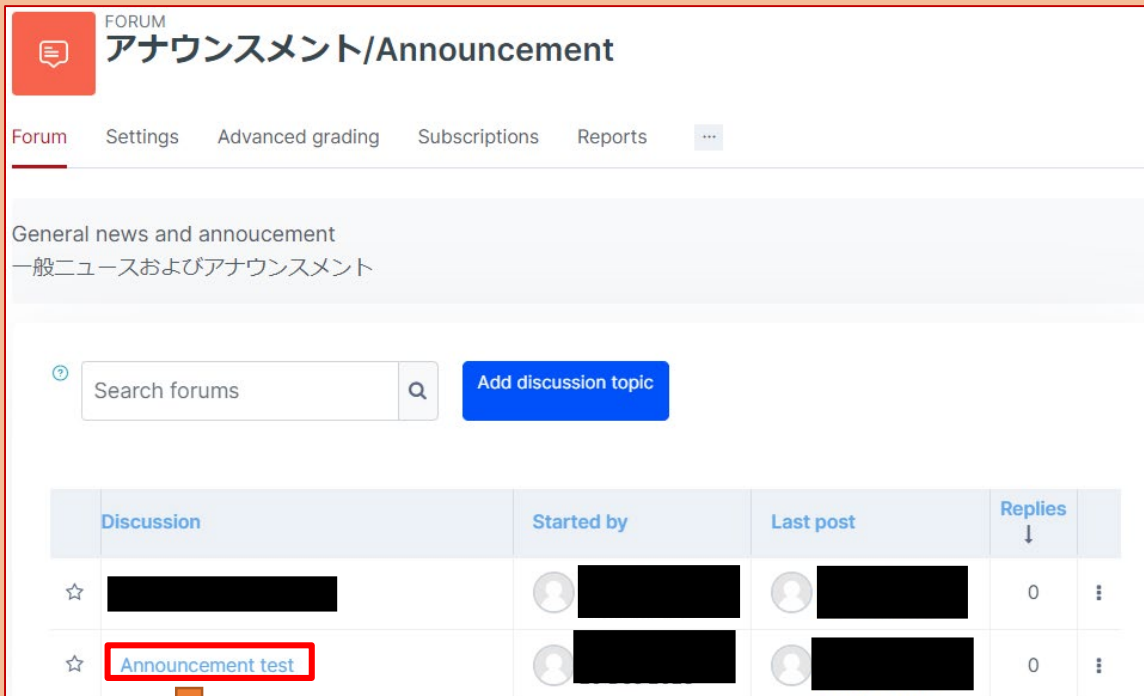Do you want to send the post notification immediately?
(Do you want a 30-minute editing window after posting?)

Group   All participants

Use the "advanced" editor if you want to attach files, edit the display period, change the notification settings, etc.

Display period

Display start   ☐ Enable   20   December   2023   16   46

Display end   ☐ Enable   20   December   2023   16   46

Set how long the post will be displayed for

Tags

Tags   Manage standard tags
No selection

Enter tags...

If you want to add tags to your post
(Write the tag here and hit enter)

Post to forum   Cancel

Checking Announcements & Notifications

Check the Announcement You Posted
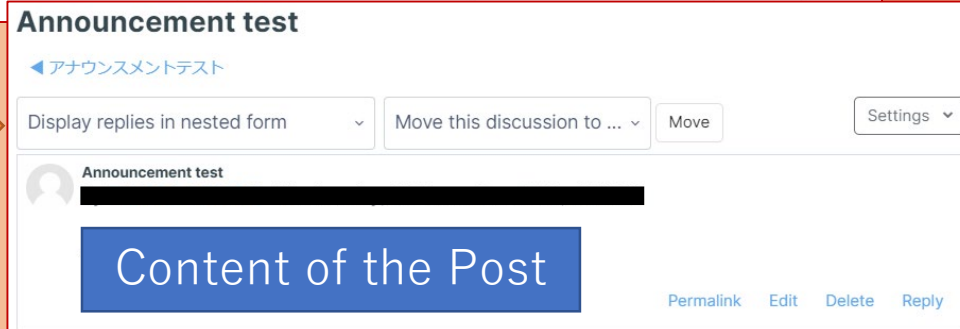
FORUM
アナウンスメント/Announcement

Forum   Settings   Advanced grading   Subscriptions   Reports   ...

General news and annoucement
一般ニュースおよびアナウンスメント

Search forums [🔍]   **Add discussion topic**

Discussion	Started by	Last post	Replies ↓
☆ ▇▇▇▇▇▇	▇▇▇▇	▇▇▇▇	0 ⋮
☆ Announcement test	▇▇▇▇	▇▇▇▇	0 ⋮

Announcement test

◄ アナウンスメントテスト

Display replies in nested form ⌄   Move this discussion to ... ⌄   Move   Settings ⌄

Announcement test

Content of the Post

Permalink   Edit   Delete   Reply

Notification Email Sent to APU Email Address (Outlook)

▇▇▇▇▇▇ (APU LMS) <noreply@lms.apu.ac.jp>

Course Name: Title of Post

宛先 ▇▇▇▇▇▇

Clicking here takes you to the page on Moodle

▇▇▇▇▇▇ » Forums » Announcement/アナウンスメント » Anouncement Test

Ts

Content of the Post

Reply
See this post in context

Change your forum digest preferences

Send Announcements to a Specific Group Only

Go to "Settings", select "Separate groups" for "Group mode" under "Common module settings", and save

Students who do not belong to the group you select will not be able to see the post

Select the group you want to send the announcement to