GETTING STARTED WITH COURSELINK SERIES

Announcements

Katie McLean
Instructional Technology Specialist
LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.
AGENDA

- Why Announcements?
- What can go in an announcement?
- Common types
- Editing/deleting/scheduling
- Best practices
- Demo
- Support & Resources
- Question & Answer Period
WHY ANNOUNCEMENTS?
**Why Announcements?**

- Popular communication tool within CourseLink
- First thing a student sees when they access your course site
- Can be leveraged for a variety of purposes
- Important not to overuse
WHAT CAN GO IN AN ANNOUNCEMENT?
WHAT CAN GO IN AN ANNOUNCEMENT?

1. Basic text
2. Attachments
   - PDF, Docx, Pptx, etc.
   - Video and/or audio
3. Video notes
4. Links
5. Images
6. Equations
WHAT CAN GO IN AN ANNOUNCEMENT?

1. Basic text

Midterm on Tuesday
Katie McLean posted on Nov 29, 2022 9:29 AM
A reminder that our midterm will be held on Tuesday, October 18th from 10-11 a.m.
WHAT CAN GO IN AN ANNOUNCEMENT?

2. Attachments
   ➢ PDF, Docx, Pptx, etc.
   ➢ Video and/or audio
WHAT CAN GO IN AN ANNOUNCEMENT?

• Add a personalized touch to your announcements
• Great for a course introduction, particularly in online synchronous/asynchronous courses

3. Video notes
WHAT CAN GO IN AN ANNOUNCEMENT?
WHAT CAN GO IN AN ANNOUNCEMENT?

New Item

General

Headline *

☐ Display Author Information

Content *

4. Links
5. Images
WHAT CAN GO IN AN ANNOUNCEMENT?

1. Basic text
2. Attachments
   - PDF, Docx, Pptx, etc.
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3. Video notes
4. Links
5. Images
6. Equations

   • Add math and chemical equations to announcement to help illustrate important concepts

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Hydrocarbon combustion is the process where a hydrocarbon reacts with oxygen to produce carbon dioxide, water AND heat! Let’s start with the unbalanced chemical equation for octane total combustion. We’ll leave heat out of the equation for now. The chemical formula for octane is $\text{C}_8\text{H}_{18}$.

$$\text{C}_8\text{H}_{18} + \text{O}_2 \rightarrow \text{CO}_2 + \text{H}_2\text{O}$$
COMMON ANNOUNCEMENT TYPES
Welcome Announcement

Welcome!

Katie McLean posted on Nov 29, 2022 10:50 AM

Welcome to CODE*1000!

We are excited to have you join us this semester and are working hard to create a great course and learning environment for you. Let's look at some of the basics of the course and what you can expect over the semester:

Course Outline:

- Highlight key information and expectations for your course
- Can be a great opportunity to take advantage of the Video Note feature
Weekly Announcement

What to expect in Week 1

Katie McLean posted on Nov 29, 2022 10:53 AM

As we start the first week of classes, I want to highlight some of the upcoming activities you should expect to complete:

- **Lectures** - Run Tuesday and Thursday in ROZH 105 starting at 9:30 a.m.
- **Readings** - These should be done in advance of the lecture and are available in the Week 1 content module.

- Highlight important weekly details
- Great for helping students stay organized in your course
- Announcements can be copied and reused if a similar format will be needed from week to week
Food for Thought

Katie McLean posted on Nov 29, 2022 10:56 AM

Hello everyone,

Today we had a great discussion on 'fast food' in ancient Rome. I found an article on the remains of spectator snacks from the Colosseum in Rome that may be of interest.

- Link to current events
- Continue a discussion from a previous class
ASSESSMENT REVIEW

- After evaluations are available to students
- Common feedback all students can use to improve
- Addressing common misconceptions that appeared

Feedback on Lab Reports

Katie McLean posted on Nov 29, 2022 11:08 AM

Great job on your lab reports! I was impressed by the amount of detail that many of you included.

A few notes to keep in mind for our second report due on December 7th:
THE TECHNICAL DETAILS

Editing, deleting, and scheduling Announcements
Any announcement can be edited or deleted from the course homepage or announcements tool.

- **Edit**
  - **Major edit**: sends a notification to students that have dismissed the announcement.

- **Delete**
  - Permanently removes announcement.
• A new feature is the option to remove 'author information' (i.e. name of announcement creator)
• Useful if many different TAs are posting announcements but want to maintain consistent voice and avoid student confusion
SCHEDULING ANNOUNCEMENTS

Availability

Show Start Date

☑ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

📅 11/29/2022  10:53 AM

End Date

☐ Remove announcement based on end date

📅 11/29/2022  11:12 AM
BEST PRACTICES & CONSIDERATIONS

• Announcements can help you to establish your instructor presence for your course, particularly for online offerings.
• Write announcements in your authentic voice.
• Be aware of overusing announcements!
  – 2-3 per/week is ideal
  – Any more & students begin to tune them out.
• The announcements widget only displays the last 5 course announcements.
• Consider announcement accessibility.
**Student Notifications**

- Students receive an email notification when new announcements are posted in their courses.
- However, students can disable this notification for:
  - All courses
  - Individual courses
- If there is something time-sensitive to share with students, you may want to consider email.
**ACCESSIBILITY**

- Use **headings** in longer announcements to organize content
- If adding colourful **text**, take advantage of the colour contrast assistant when selecting your colour
- For **links**, create concise, descriptive titles
- For **video notes**, enable the auto-caption feature
- Attachments
  - For **Word or PDF documents**, consider running an accessibility check
  - For **videos**, check for closed captioning or consider adding a transcript
WCAG Colour Guide

- Available now for several CourseLink tools
  - Announcements
  - Content (Create a File)
  - Discussion posts
  - Dropbox submissions
- Checks contrast against a white background for large and small text
DEMO

- Create an announcement
  - Weekly announcement
  - With video note
- Schedule an announcement
- Edit an announcement
  - Major edit
SUPPORT

CourseLink Support
Email: courselink@uoguelph.ca
Phone: 519-824-4120 x56939 or 1-866-275-1478 (CAN/US)

For assistance with any technical issues in CourseLink and other supported technologies (Gradescope, SFQ).

Instructional Technology Specialists
Email: insttech@uoguelph.ca

For pedagogical/best practice support for any of our centrally supported technologies.
RESOURCES

OpenEd Support & Documentation Site

• Announcements
QUESTION AND ANSWER PERIOD