

GETTING STARTED WITH COURSELINK SERIES

Announcements

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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?

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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?

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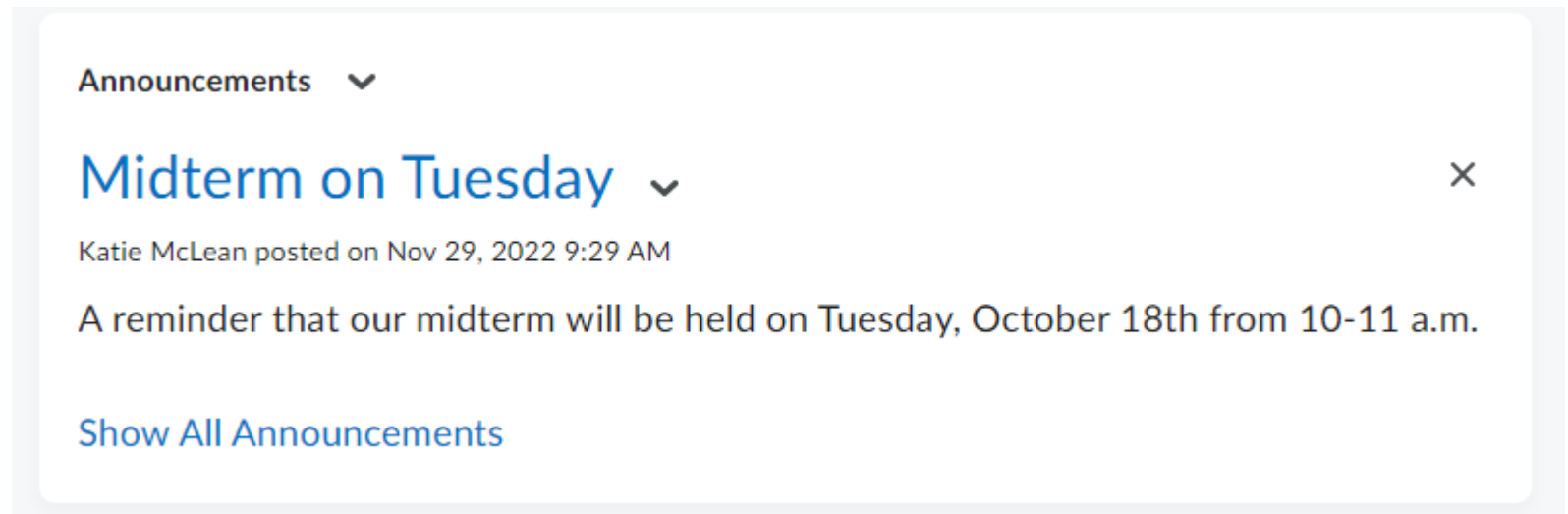
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WHAT CAN GO IN AN ANNOUNCEMENT?

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



The screenshot shows a user interface for announcements. At the top left, it says "Announcements" with a downward arrow. Below that is a blue heading "Midterm on Tuesday" with a downward arrow and a close button "X" on the right. Underneath the heading, it says "Katie McLean posted on Nov 29, 2022 9:29 AM". The main text of the announcement reads: "A reminder that our midterm will be held on Tuesday, October 18th from 10-11 a.m." At the bottom left of the announcement box, there is a blue link that says "Show All Announcements".

WHAT CAN GO IN AN ANNOUNCEMENT?

2. Attachments

- PDF, Docx, Pptx, etc.
- Video and/or audio

Announcements ▾

Midterm Review ▾



Katie McLean posted on Nov 29, 2022 9:34 AM

For additional review, please go through the practice questions in the attachment.

Attachment(s):

 Midterm Review.docx (11.63 KB)

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

Insert Stuff

Add Video Note

Record Webcam Upload File



New Recording

Audio only

00:00 / 30:00

Next

Back

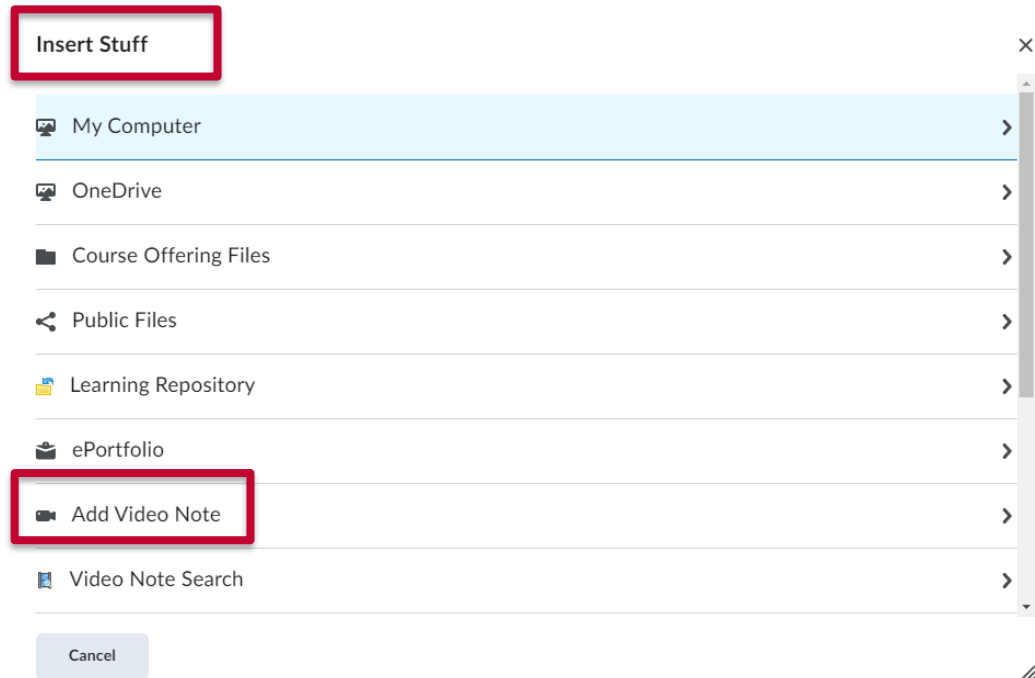
Cancel

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WHAT CAN GO IN AN ANNOUNCEMENT?



WHAT CAN GO IN AN ANNOUNCEMENT?

4. Links
5. Images

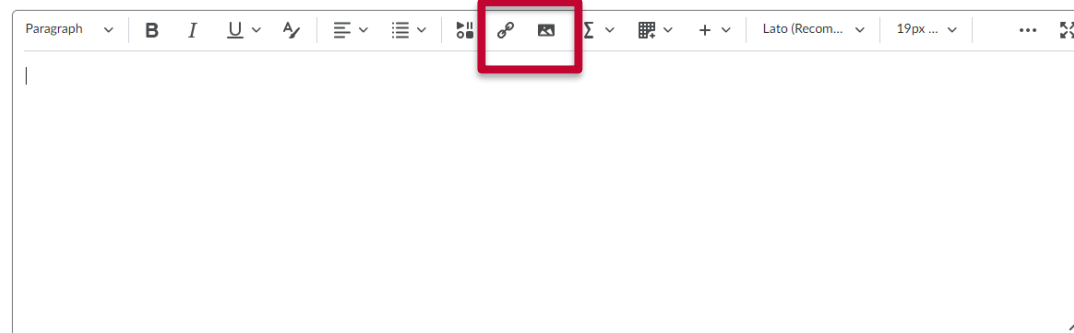
New Item

General

Headline *

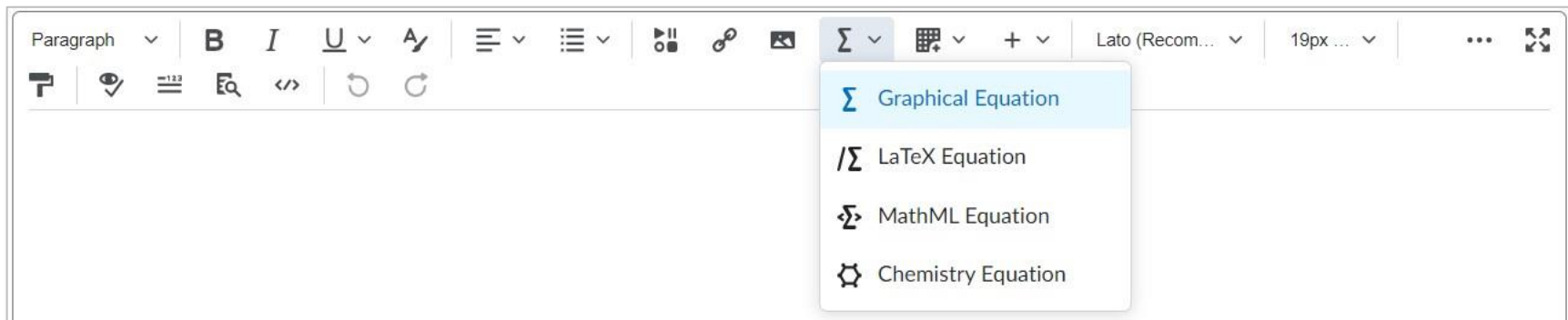
Display Author Information

Content *

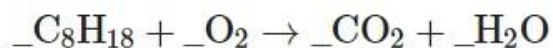


A screenshot of a rich text editor toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), bulleted and numbered lists, indent, link, unlink, image, table, and other functions. The 'link' and 'image' icons are highlighted with a red rectangular box. Below the toolbar is a large empty text area for content entry.

WHAT CAN GO IN AN ANNOUNCEMENT?



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 C₈H₁₈.



6. Equations

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

COMMON ANNOUNCEMENT TYPES

WELCOME ANNOUNCEMENT

Announcements ▼

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

Announcements ▼

What to expect in Week 1 ▼

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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

CONTENT EXTENSION

Announcements ▼

Food for Thought ▼

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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

Announcements ▼

Feedback on Lab Reports ▼

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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

EDITING & DELETING

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 share with you the upcoming activities you should expect to complete:

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

View

Edit

Delete

Copy

- 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

EDITING & DELETING

Headline *

Week 2

Display Author Information

Content *

Paragraph

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- 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

End Date

Remove announcement based on end date

BEST PRACTICES

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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

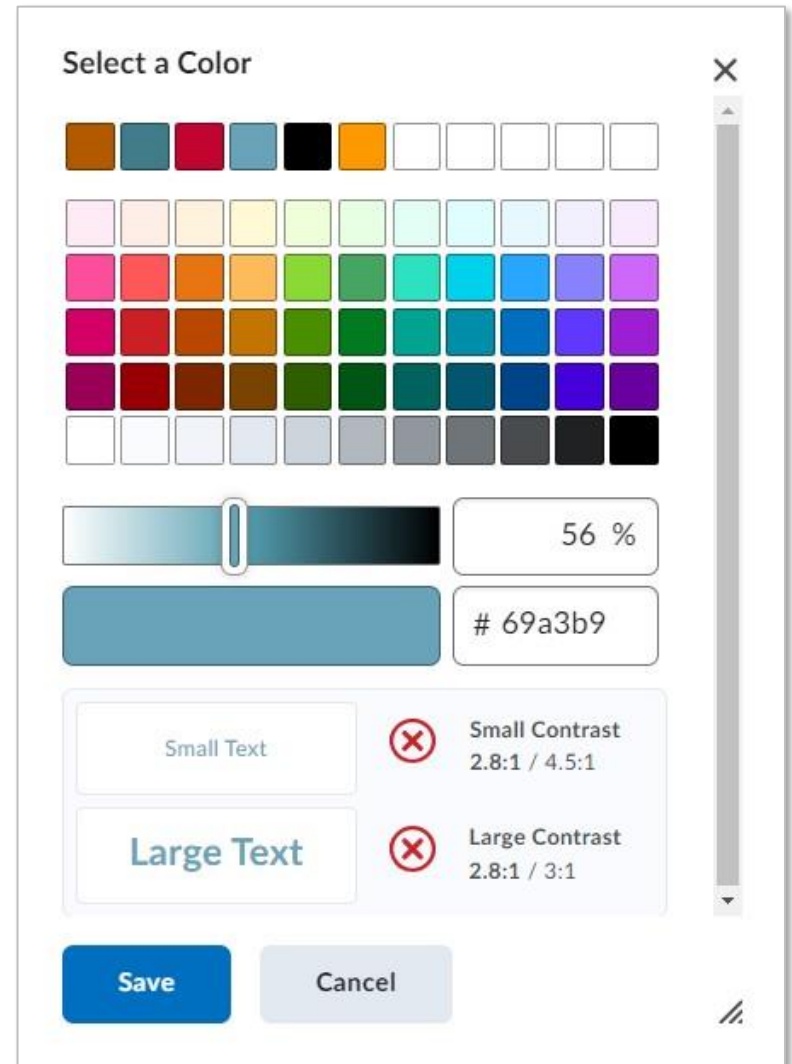
- Students receive an email notification when new announcements are posted in their courses
- However, students can disable this notification for
 - All courses
 - Individual courses
- If there is something time-sensitive to share with students, you may want to consider email

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 & RESOURCES

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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

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