

COURSELINK TUNE UP SERIES

Announcements

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AGENDA

- Why Announcements?
- What can go in an announcement?
- Editing/deleting/scheduling Announcements
- Best practices for Announcements
- Common types of Announcements
 - Welcome announcement
 - Weekly update
 - Content extension
- Support & Resources

WHY ANNOUNCEMENTS?

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WHY ANNOUNCEMENTS?

- One of, if not the most, popular communication tools within CourseLink
- First thing a student sees when they access your course site
- Getting the balance right can sometimes be challenging

WHAT CAN GO IN AN ANNOUNCEMENT?

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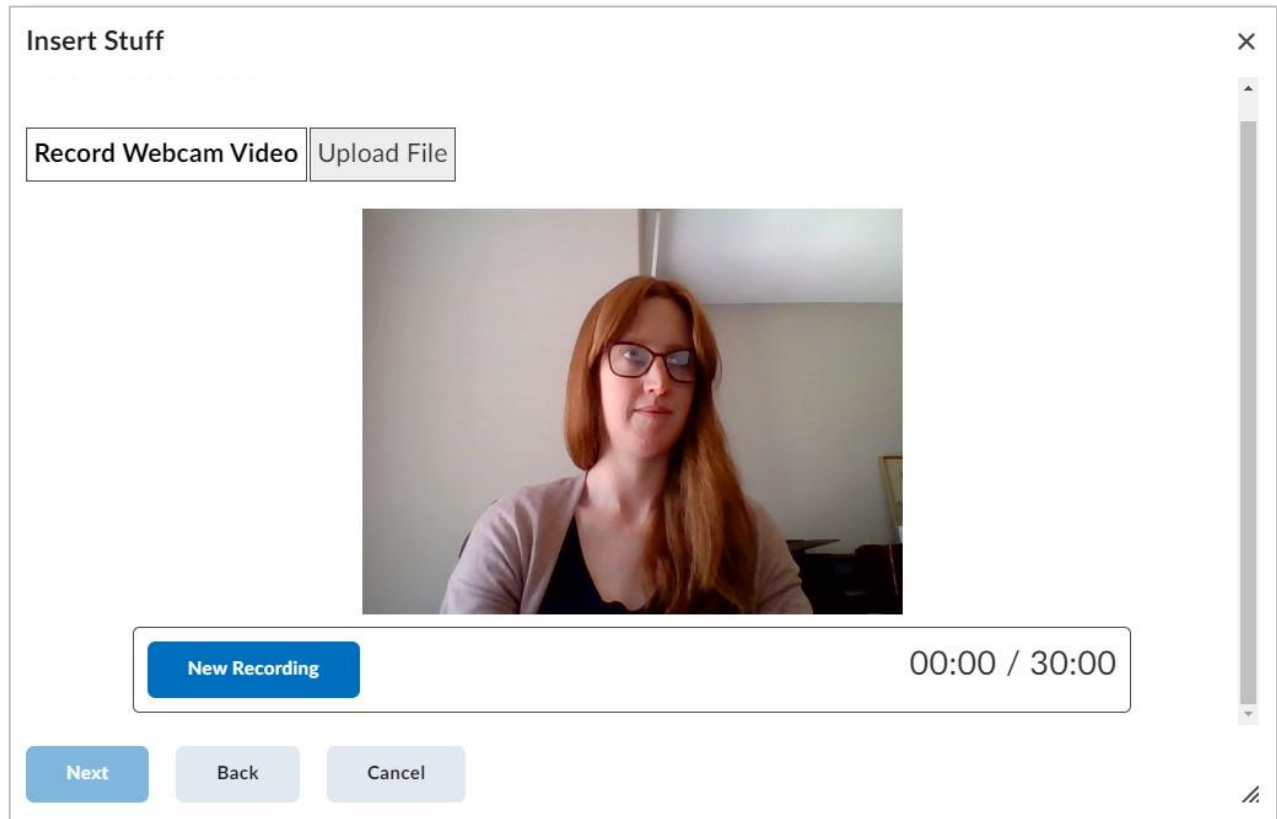
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BUILDING AN ANNOUNCEMENT

- Font styles, headings, colour
- Insert Stuff
 - Video notes
 - Links
 - Embed code (e.g., YouTube video)
- Images
- Equations
- Attachments
 - PDF, Docx, Pptx, etc.
 - Video and/or audio

VIDEO NOTES



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

VIDEO NOTES

Add Video Note

Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.

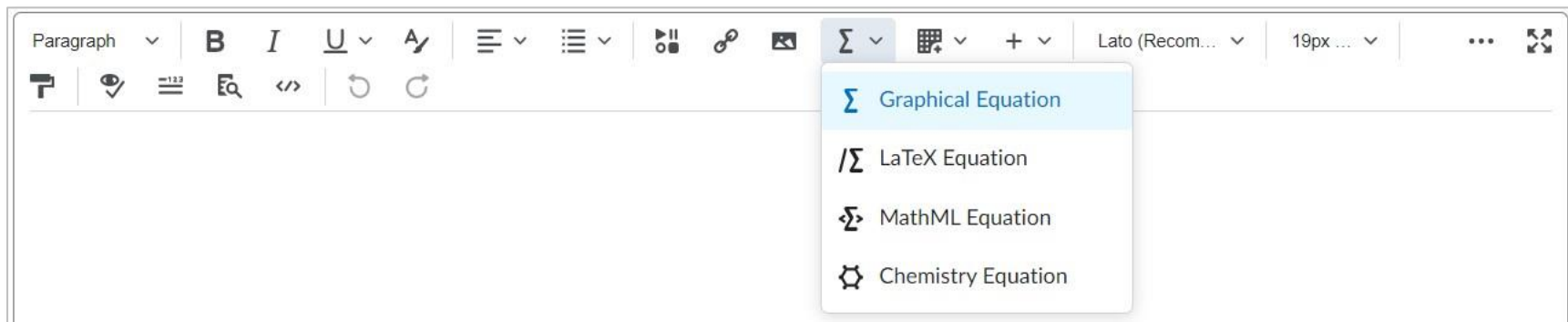
Title:

Description:

Audio Language: ▾

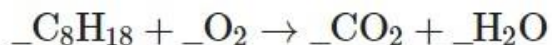
Automatically generate captions from audio
Not available for the selected language

EQUATIONS



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

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 C_8H_{18} .



BEST PRACTICES FOR ANNOUNCEMENTS

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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! The sweet spot seems to be around 2-3 announcements/week.
 - Students can begin to tune them out/ignore
- The announcements widget only displays the last 5 course announcements.
- Consider announcement accessibility

STUDENT NOTIFICATIONS

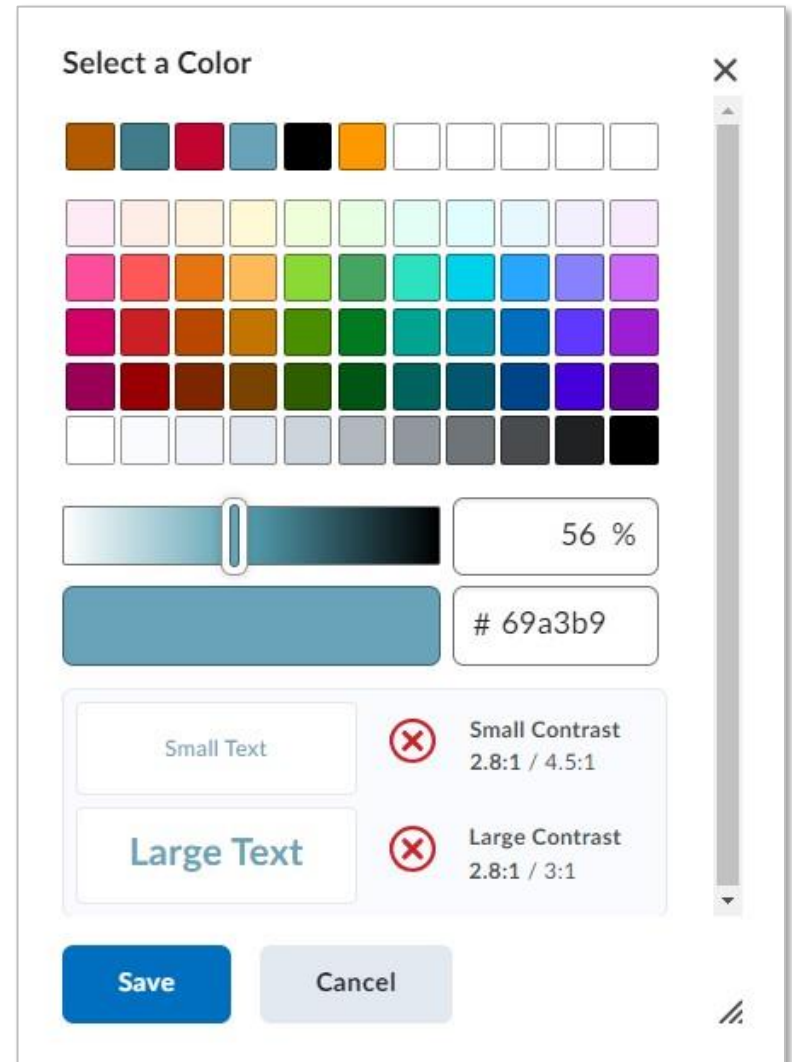
- Students receive an email notification when new announcements are posted in their courses
- However, students can disable this notification for
 - All courses
 - Individual courses
- If there is something time-sensitive to share with students, you may want to consider email

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

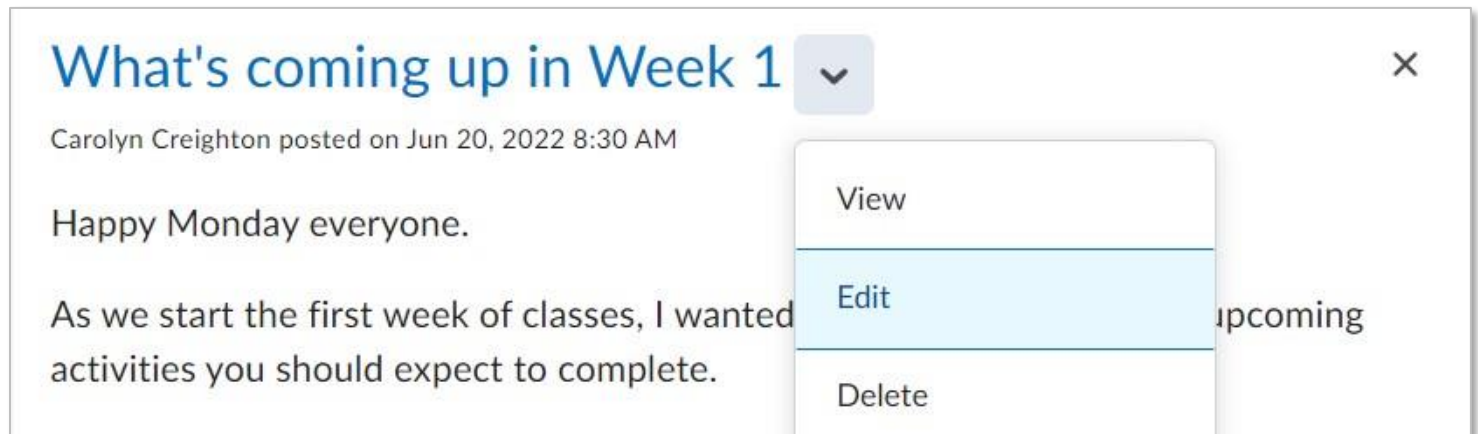
- Available now for several CourseLink tools
 - Announcements
 - Content (Create a File)
 - Discussion posts
 - Dropbox submissions
- Checks contrast against a white background for large and small text



THE TECHNICAL DETAILS

Editing, deleting, and scheduling Announcements

EDITING & DELETING



The screenshot shows an announcement titled "What's coming up in Week 1" posted by Carolyn Creighton on Jun 20, 2022 at 8:30 AM. The announcement text reads: "Happy Monday everyone. As we start the first week of classes, I wanted to share some upcoming activities you should expect to complete." A dropdown menu is open on the right side of the announcement, showing three options: "View", "Edit", and "Delete". The "Edit" option is highlighted in light blue. There is also a close button (X) in the top right corner of the announcement box.

- 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

AVAILABILITY

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

COMMON ANNOUNCEMENT TYPES

WELCOME ANNOUNCEMENT

Announcements ▾

Demo - Welcome to CODE*1000 ▾



Carolyn Creighton posted on Jun 17, 2022 9:30 AM • ↻ Edited

Hello everyone!

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 talk about 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's coming up in Week 1 ▼ ×

Carolyn Creighton posted on Jun 20, 2022 8:30 AM

Happy Monday everyone.

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

- **Lectures** - Run Monday, Wednesday, and Friday in ROZH 105 starting at 11:30 am. While your lectures are not available live online, I will be recording them and making the recordings available within 24 hours of each class. Lecture slides and subsequent recordings can be found in the Week 1 content module.
- **Readings** - Post-class readings are already available in the Week 1 content

- Highlight important weekly details
- Great for assisting students to stay organized in your course

CONTENT EXTENSION

What's in a name? ▾



Carolyn Creighton posted on Jun 22, 2022 2:30 PM

Hello Everyone,

Thanks for a great first two classes this week. I appreciate your engagement during classes in our discussions.

Today, we reviewed some naming conventions for organic compounds. I had the following chemical structure up on the projector screen and polled you on its name.



About 25% called this **ethanoic acid** and the other 75% called it **acetic acid**.

- 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

OTHER ANNOUNCEMENTS?

What types of announcements have you used in your class before?

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](#)

