

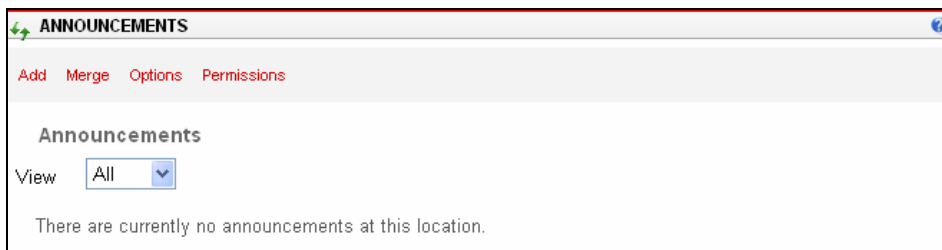
Announcements

Description: Announcements are used to inform site participants about items of interest or importance.

Creating an announcement:

Step 1: In the menu bar of the site, click '**Announcements**'

Step 2: Click '**Add**' to create a new announcement



Step 3: In the form which appears, type the title and body of your announcement.

Note: Fields marked with an asterisk are required.

Step 4: Select a display option by clicking a radio button. Your choices are:

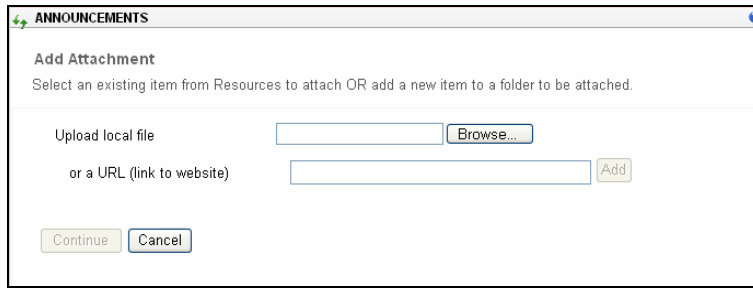
- Display to public
- Display to site
- Availability
- Attachments

Step 5: Optional. To add an attachment, click '**Add Attachments**'.

You can add an item from your computer OR attach an existing item from the resources tool in any of your sites.

To upload a local file

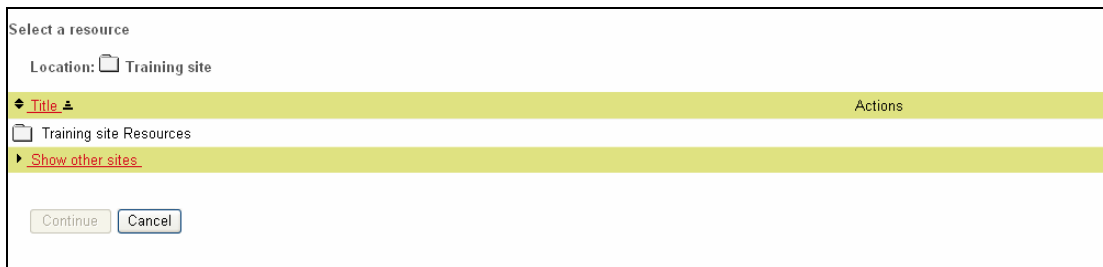
Click [**Browse**].



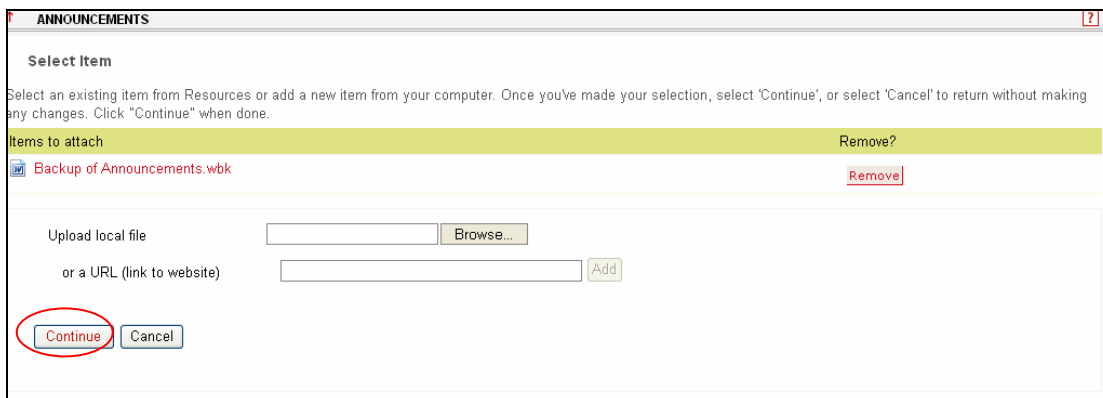
Select the file on your computer and click **'Open'**.

The file appears under the heading **Items to Attach**.

Note: Folders from your **Resources** tool will be visible. You can navigate to a document within any of these folders and attach it to your announcement.



You also have the option to remove the document, by clicking **'Remove'**



Click **'Continue'** to attach the document.

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

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. This will attach the file to the announcement.

The screenshot shows the 'ANNOUNCEMENTS' interface. At the top, there is a 'Select Item' section with instructions and input fields for 'Upload local file' and 'or a URL (link to website)'. Below this is the 'Select a resource' section, which shows the current location as 'Training site / Office 2007 Trial'. A table lists resources with columns for 'Title' and 'Actions'. The resources listed are 'Office 2007 Trial', 'SMS trends.xls', and 'OS Changes'. The 'Attach a copy' button is circled in red for the 'SMS trends.xls' and 'OS Changes' items. At the bottom, there are 'Continue' and 'Cancel' buttons, with the 'Continue' button also circled in red.

At this stage you also have the option to '**Remove**' the document.

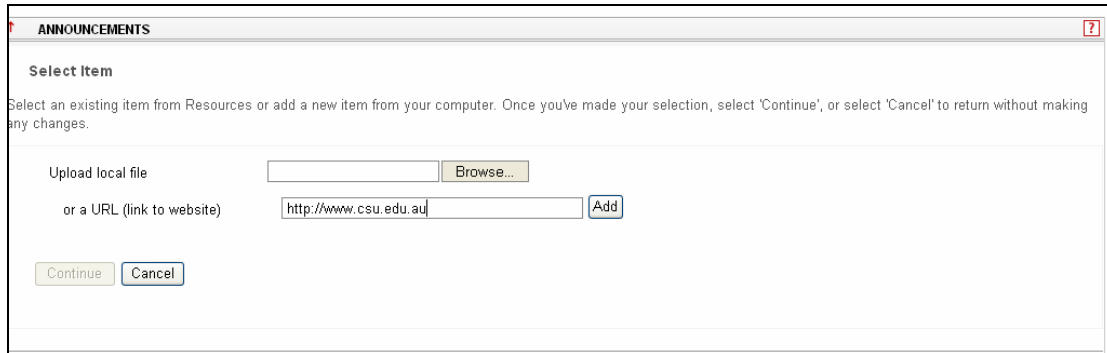
The screenshot shows the 'ANNOUNCEMENTS' interface. The 'Select Item' section is at the top. Below it is the 'Items to attach' section, which shows a table with one item: 'bSpace_Activities_Table.pdf'. The 'Remove' button is circled in red. Below the table, there are input fields for 'Upload local file' and 'or a URL (link to website)'. At the bottom, there are 'Continue' and 'Cancel' buttons, with the 'Continue' button also circled in red.

Click '**Continue**' which will bring you back to the '**Announcements**' screen.

Click on '**Add Announcement**' from the next screen to complete the process.

To attach a URL

Type the URL in the box provided – e.g. <http://www.csu.edu.au>



The screenshot shows a dialog box titled "ANNOUNCEMENTS" with a "Select Item" section. Below the title bar, there is a text input field with the URL "http://www.csu.edu.au" entered. To the right of the input field is an "Add" button. Above the input field, there is a "Browse..." button. Below the input field, there are "Continue" and "Cancel" buttons. The dialog box also contains instructions: "Select an existing item from Resources or add a new item from your computer. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes."

On the next screen click '**Continue**'

Step 6: Optional. You can send an email to notify site participants about the new announcement.

In the **Email Notification** field, select from the options shown below:

None - No notification (default setting)	If you do not want the notification emailed
Low - Only participants who have opted in	If you want to send the notification only to participants who have chosen to receive low-priority mail notifications
High - All participants	If you want all participants to receive email notification

Add Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title

Body

Source [Icons]

Style [Dropdown] Format [Dropdown] Font Arial Size [Dropdown]

This is the message i am using for screen shots to inform participants of a new message

Display to public
 Display to site

Attachments

No Attachments Yet

Email Notification [Dropdown: None - No notification, High - All participants, Low - Only participants who have opted in]

Step 7: To post the announcement, click **'Add Announcement'**.

To see how your announcement will look before posting it, click **'Preview'**.

To save your announcement as a draft, click **'Save Draft'**.

To exit area without posting the announcement, click **'Cancel'**

Displaying to selected groups:

Step 1: Select the **'Display to selected groups'** button underneath the announcement text box.

Step 2: Tick the box next to the group to which you want to send the announcement.

Display to public
 Display to site

Attachments

No Attachments Yet

Email Notification [Dropdown: None - No notification, High - All participants, Low - Only participants who have opted in]

Step 3: Click [Add Announcement].

Modifying an Announcement:

Step 1: Click [**Revise**] under the announcement you wish to modify.

Step 2: Follow steps 1 – 7 for **Creating an Announcement**

Step 3: To finish revising the announcement, click '**Save Changes**'

To see how your announcement will look, click '**Preview**'


To save your announcement as a draft, click '**Save Draft**'

To exit area without making an announcement, click '**Cancel**'

Deleting an Announcement

Step 1: Tick the box(es) 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).

Subject	From	For	Date 	Remove?
An important announcement to test Revise	Sue Dixon	site	28/03/2007 12:18	<input type="checkbox"/>
Another important message Revise	Sue Dixon	site	28/03/2007 15:02	<input type="checkbox"/>
Hyperlink to very important Interact Site Revise	Sue Dixon	site	28/03/2007 15:17	<input type="checkbox"/>
Friday message to complete the notes Revise	Sue Dixon	site	30/03/2007 08:50	<input type="checkbox"/>

Step 3: Click '**Remove**' to delete the message or '**Cancel**' to take no action

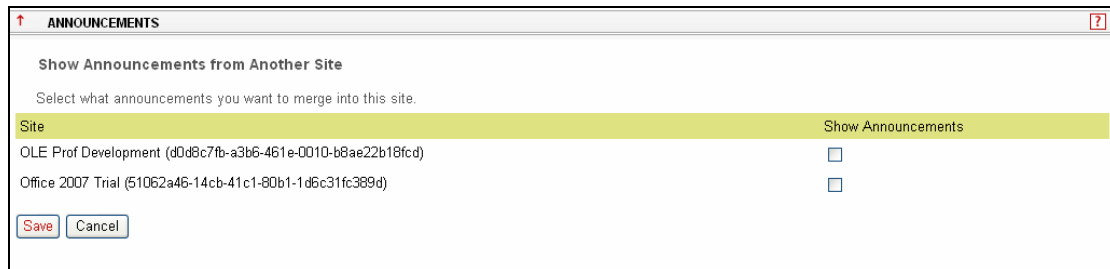
Merging an Announcement

If you would like to view announcements from your other sites in one particular site, use the Merge feature in Announcements.

Step 1: In the announcements tool of the particular site, click '**Merge**'



Step 2: Tick the box(es) of the site(s) you want to merge.



Step 3: Click 'Save' to complete the merge or 'Cancel' to take no action.