Use Announcements Effectively

The Course Announcements feature can be used to make your life as an instructor a little easier. Announcements can be scheduled to appear and disappear automatically when appropriate.

† Use an Announcement to Welcome students to the course.
† Add an Announcement to answer similar questions from multiple students’ emails or postings.
  ★ This will lessen the email load.
  ★ It will give all students additional course information.
† Post reminders for assignment due dates and/or upcoming exams.
† Post a wrap-up of a Week/Unit by summarizing each unit’s threaded discussions.
† Alert students regarding changes in the course schedule.
† Alert students about any emergencies that come up.
† In Blended courses, post an Announcement about face-to-face meeting times.

If Announcements are used often, it is a good idea to tell the students - in the Syllabus or the Course Introduction – to check Announcements regularly to avoid missing something.