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.