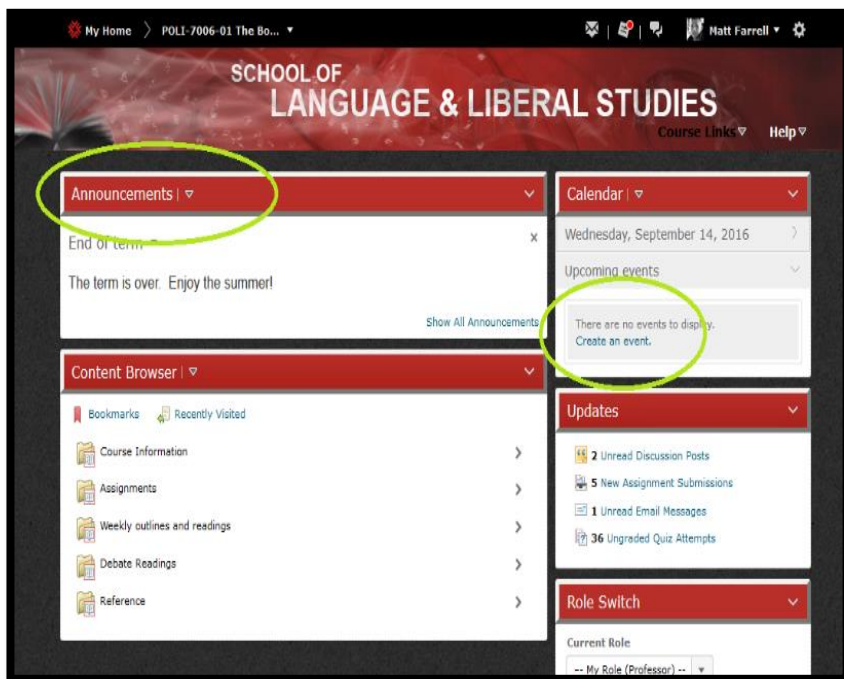


FOL Announcements

FOL Announcements

Using Announcements in FOL

Instructors should post initial and regular announcements ... Fanshawe College's Online Learning Policy (2-B-24)



The Announcements widget, FOL Email and the Calendar tool are **three** of the primary tools for communicating with students.

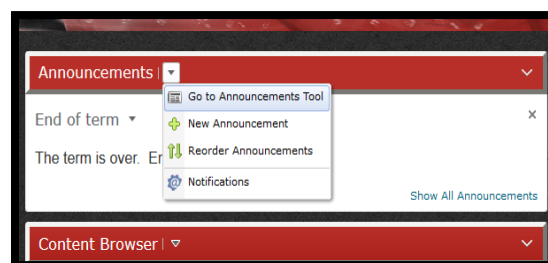
The **Announcements** widget is used to draft short and regular announcements for students. It is a great way to communicate important information and upcoming assessments in the course.

The **Calendar** tool is used to identify important milestones, such as tests and course activity due dates.

FOL Email is the college generated email tool for communicating with your students. It is a good idea to use this email specifically and only for student and course related communication.

Using Announcements as an Effective Communication Tool

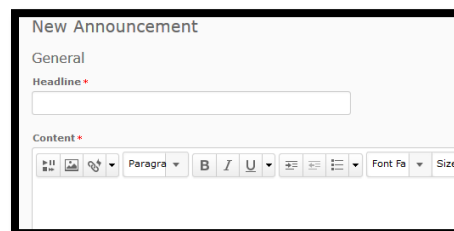
- **Information About Course Activities/Expectations** – let students know what's going on and what to expect each week/module
- **Tone** – a chance to speak in your voice and personalize course activities
- **Create connections** – creating personal connections with students can have a positive impact on their learning experiences
- **Organization** – keeps students aware of course activities and upcoming assessments, helps them plan their time



Composing Announcements

To compose a new announcement:

1. Click on the **Announcements** arrow button
2. Select **New Announcement**
3. In the **Headline** field, enter the title of your announcement,
4. In the **Content** window, enter the message for students.



5. Set the **availability** options
 - i. Check (or uncheck) the **Always show start date** box.
 - ii. Checking this box will display the date that the announcement is posted
 - iii. In the **Start Date** fields, select the date and time for the announcement to be released.
 - I. If you want the announcement to be available immediately, click the button.
6. Specify an End Date for the message,
 - i. Select the **Remove announcement based on end date** box.
 - ii. In the **End Date** fields, select the date and time for the announcement to be removed from view
7. Publish your announcement
 - When your message is complete, click on **Publish**.

Note: if you want the message to remain for the duration of the term, leave the

Note: if your announcement is set for a future date, clicking Publish will set the status as *Scheduled*

Announcement Widget Tips

1. **Be brief!** The Announcement widget is designed for mobile compatibility. Students who download the *Brightspace Pulse* mobile app will receive a text message notification that displays any new announcements. Before posting your announcement, ask yourself “what will this look like on a mobile phone?”
2. **Stick to text!** The Announcements tool bar has the same rich media options as the content template. Refrain from incorporating video, or hyperlinks into your announcements as they will not be displayed properly in mobile notifications.
3. **Write with a student-focus!** Be mindful of your tone. Instead of writing “*All students must do the following!*” consider writing “*Here are your tasks for the week.*” Writing in student-centric language can help establish rapport with students, especially in an online environment.
4. **If it’s just-in-time & important – also send an email!** Students can dismiss notifications, which will remove them from their FOL homepage. If you are providing information that students must refer to multiple times, consider sending the information in an email or placing it in a topic on the **Content** page.
5. **Be consistent!** Students use their FOL at different times and points in the day. Some use their course page daily, but others do not. Consider posting announcements regularly and consistently. For example, every Monday morning at 8am a new Weekly Tasks Announcement could be scheduled. This way students know to look at the course page on Monday and can expect to know what their responsibilities are for the week.

Related QRG’s in this Series:

- Using FOL Email
- Using the FOL Calendar Tool