Sending Announcements

The **news forum** is the place for you to post announcements to all members of the course.

By default, all messages posted to the news forum are automatically e-mailed to all members of the class in addition to appearing in the news forum itself. (It is possible for a student to change his or her settings so that forum messages are not sent to that student via e-mail, but it takes a fair amount of work on the student’s part to accomplish this.) Students cannot respond to or post messages to the news forum. If you are sending information that is temporary, requires a response, or is aimed at only several students, consider sending an e-mail message. If your announcement is more formal and contains important class information that a student may wish to read again, it should be in the news forum.

To post an announcement, click on **News forum**.

Click "Add a new topic."
Enter the subject line for your message and the message itself.

You even have the ability to add an attachment.

By default, Scholar waits 30 min. before sending your message via e-mail. This gives you a 30 minute window in which to make changes to the message. If you want the message to be sent immediately check the box "mail now."

When you are done, click “Post to forum.”
To make a change to an announcement that is not yet been e-mailed, click on the subject line for that message. Then click edit.

You can change the subject line, message, or attachments. When you are finished, click “Save changes.”