

News Forum

To send a message to all your students, click News Forum. Then click “Add a new topic.” Write a message with a subject line the same way you would if you were sending an e-mail.

Scholar gives you 30 minutes to realize that you’ve made a mistake in your message and change it. If you want the message to be sent immediately, check the box labeled “Mail now” located just above the Post to forum button.

The message will be e-mailed to everyone in the course. In addition, a copy of it will remain in the News forum. That way, even if students delete the e-mail, they can still access the information from the forum.

You can **change the name** of the News forum to something else, such as Announcements. Just click the pencil icon on the right. You can change the title for anything in this manner.



The News forum is the only thing on Scholar that you cannot delete. Selecting delete from the dropdown menu will delete it temporarily, but as soon as you leave Scholar and return, the News forum will be back again. If you don’t want to use the News forum, you can **hide it from your students**. Just click the eye so that it closes.