

Adding Announcements

1. Log into Vista

Log In

User name:

Password:

2. Click to enter the section you would like to modify

My WebCT Content Manager

Welcome, Lets Teach. Today is November 9, 2006.

Channels | Color | Layout

- Calendar Day**: You currently have no entries for today.
- To Do List**: You currently have no items.
- My Grades**: You currently have no new grades.
- Course List**: Learning Vista 4.0 - The Basics
Section Instructor: Lets Teach
- Campus Announcements**: You currently have no announcements.
- External Courses**: You currently have no external courses.
- Calendar Week**: You currently have no entries for this week.
- Personal Bookmarks**: You currently have no bookmarks.
- Campus Bookmarks**: You currently have no campus bookmarks.
- Who's Online**: Learning Vista 4.0 - The Basics 1

3. Once inside the section, from the build tab you will see a "Course Tools" menu. Under "Course Tools" click on "Announcements".

Build Teach Student View

Course Tools

- Course Content
- Announcements**
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules
- Mail
- Roster
- Search
- Syllabus
- Web Links
- Who's Online

(H) = Hidden

Your location: **Announcements**

Announcements

Order	Title
1	Welcome to Class

- From here simply click "Create Announcement" and add desired "Title" and Message. Vista 4.X now let's you add formatting to your message.

Create Announcement

To: Test Section

*Title:

*Message:

WYSIWYG Source View

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- You will also need to select "Recipients" and "Delivery Dates" and then simply click "Send".

Recipients

*Select the user types that should receive this announcement.

Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

Delivery Dates

*Start displaying on:

Stop displaying on: Unlimited

Also deliver as a pop-up message

* Required field

- You can also send it as a pop-up message by checking the box at the bottom

Also deliver as a pop-up message

* Required field