

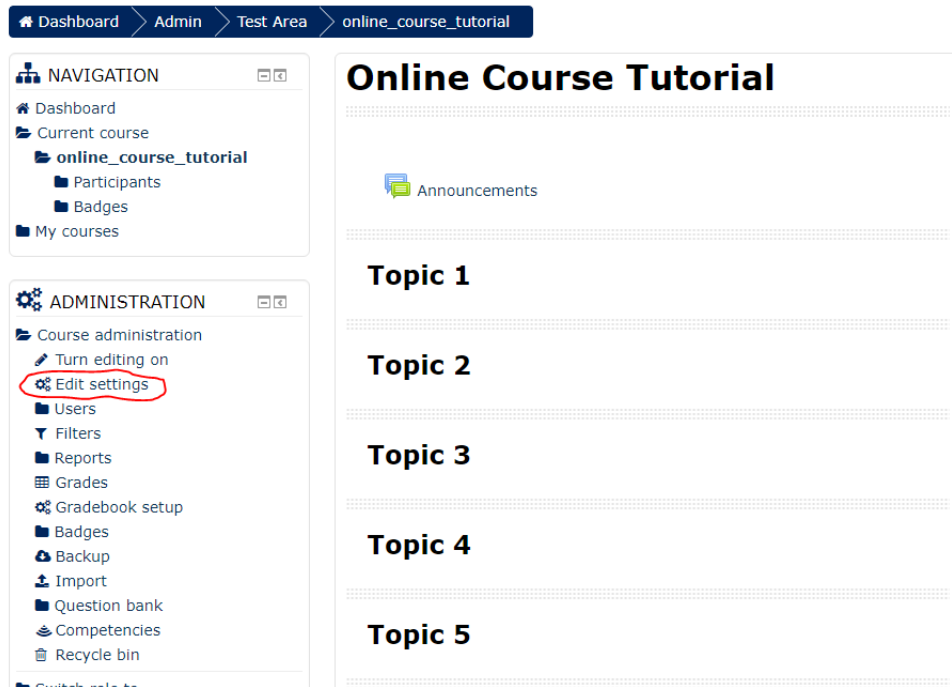
# **Adding and Using the Announcements Forum in your Moodle Course**

This document will help you accomplish the following tasks:

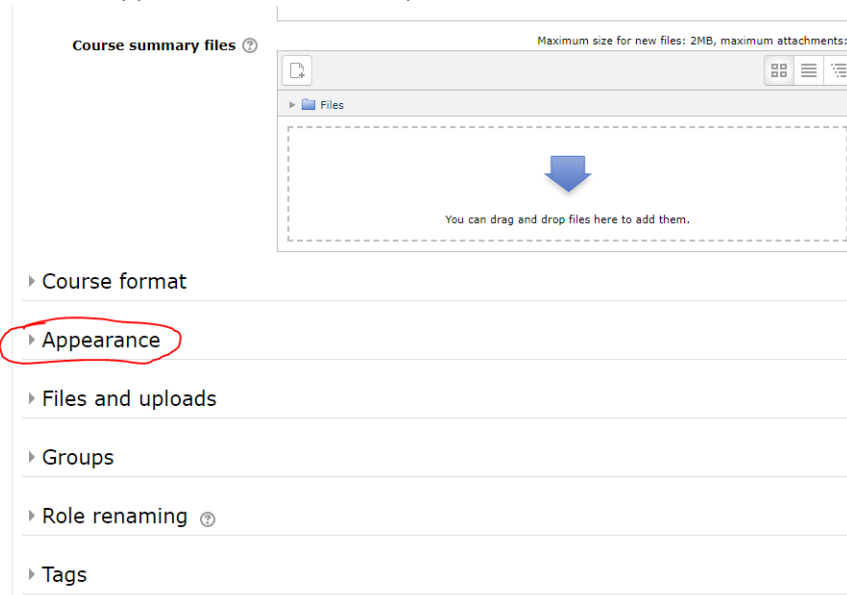
- [Adding the Announcements forum and Latest News block to your Moodle Course](#)
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# Adding the Announcements Forum and Latest News Block to your Moodle Course

1. On the front page of your Moodle course, click the Edit Settings button in Administration block:



2. Scroll down and click on the Appearance section to expand it:



3. Change the “News items to show” option to a value greater than zero (0). This will determine the number of items that show in the Latest News block:

▸ Course format

▾ Appearance

Force language Do not force ▾

**News items to show** ? 5 ▾

Show gradebook to students Yes ▾  
?

Show activity reports ? No ▾

▸ Files and uploads

▸ Groups

• ▸ Role renaming ?

4. Scroll down and click the “Save and display” button to save the settings and return to your course:

Force language Do not force ▾

News items to show ? 5 ▾

Show gradebook to students Yes ▾  
?

Show activity reports ? No ▾

▸ Files and uploads

▸ Groups

▸ Role renaming ?

▸ Tags

•

Save and display Cancel

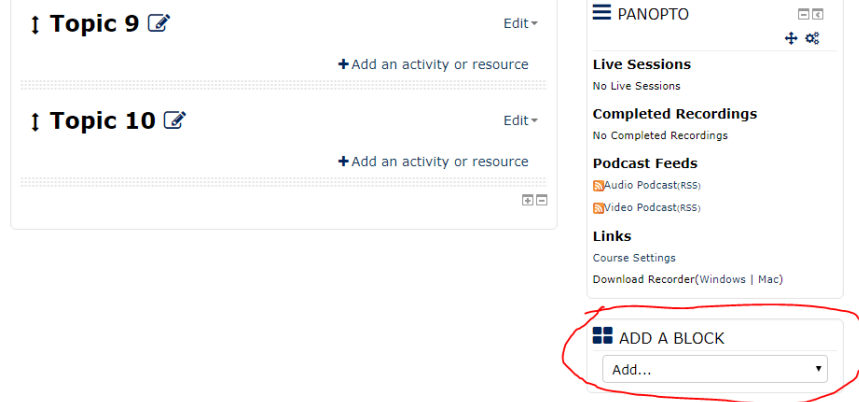
## Adding the Latest News block to your course if it does not appear automatically

The Latest News block should appear when you change the News Items to Show setting in the previous instructions to a number greater than zero. If it does not or if you have previously deleted the Latest News block from your course, you can add it manually with these steps:

1. If editing is not on yet, click “Turn editing on”:



2. Locate the “Add a Block” control in the left or right sidebar of your course:



3. Choose “Latest news” from the dropdown list:



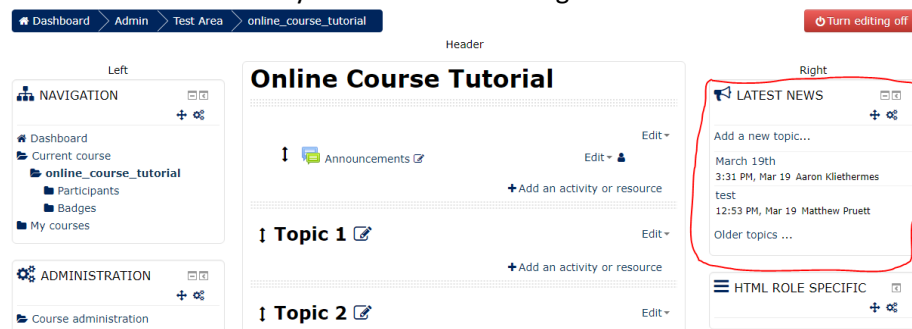
## Positioning the Latest News block in your Moodle course

The Latest News block will most likely appear in either the left or right sidebar when it is first created in your course. Please follow the steps below to make it easier for your students to see this information:

1. If editing is not on yet, click “Turn editing on”:

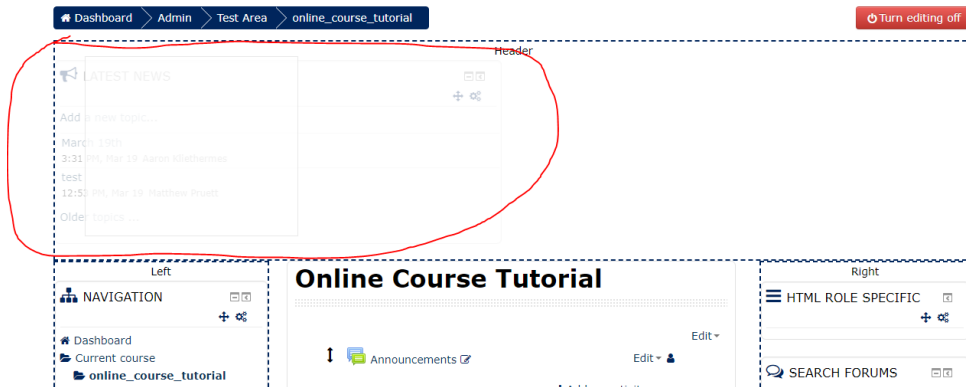


2. Locate the Latest News block in your course’s left or right sidebar:



- This block may show up anywhere in your sidebars, so please look for it carefully.
- If you do not see the Latest News block anywhere in your course, please follow the “Adding the Latest News block to your course if it does not appear automatically” instructions above.

3. Click the Move control on the Latest News block and drag it to the top of your course:

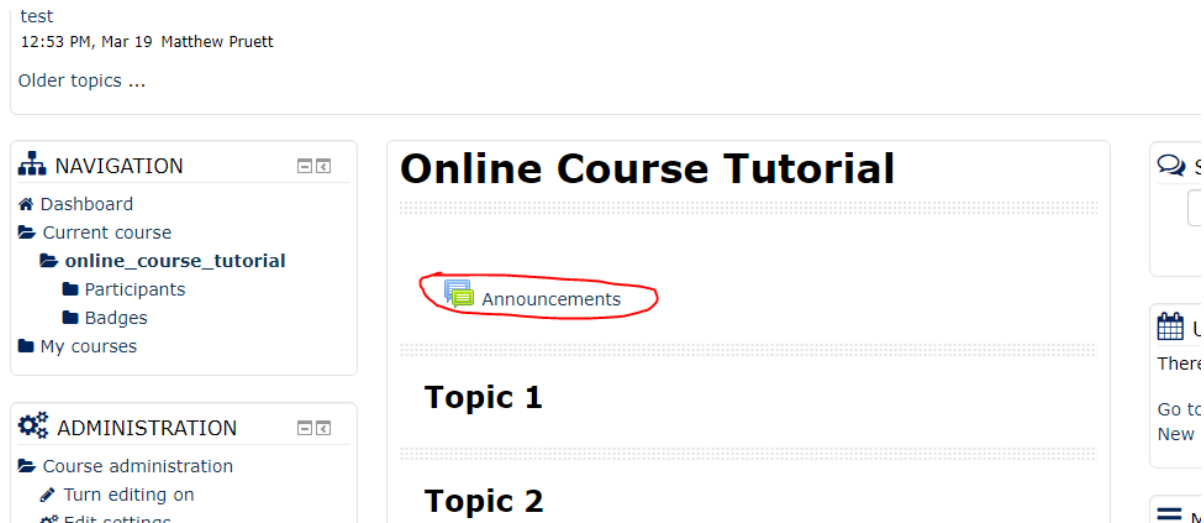


- “Dragging” the block means to click and hold your left mouse button while moving your mouse to the desired location. Once you are there and you see a silhouette of the block in the correct spot, release your mouse button to drop the block into position.

## Using the Announcements Forum

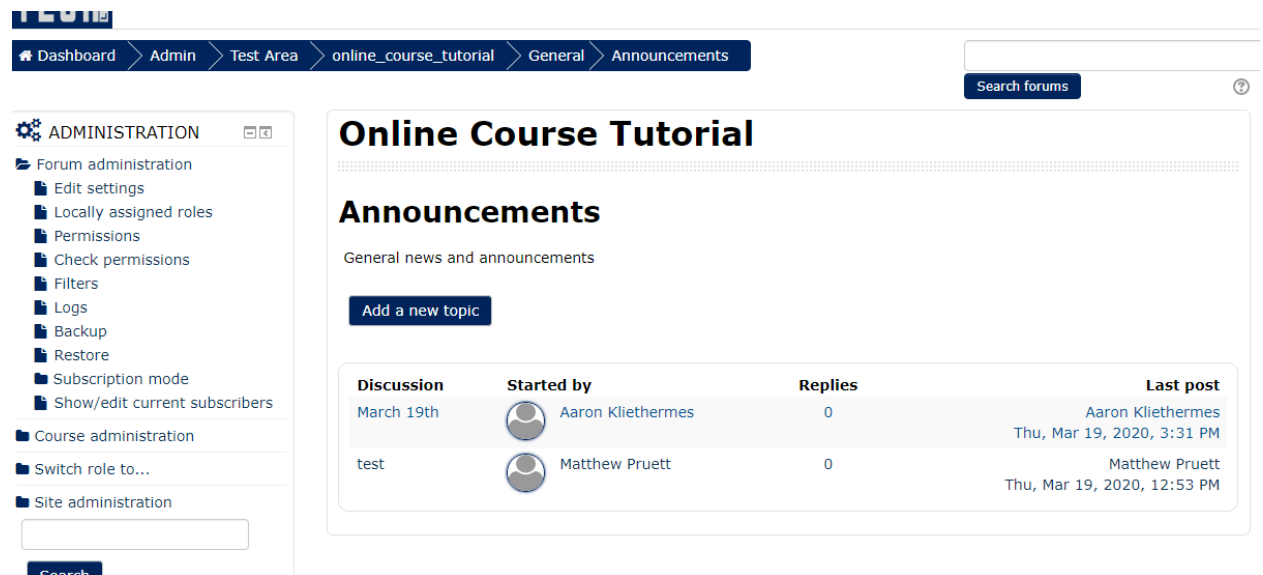
The Announcements Forum in your course will allow you to post announcements and news items that are relevant to your students. If you do not see the Announcements Forum in your course, please follow the “Adding the Announcements Forum and Latest News Block to your Moodle Course” directions above.

To access the announcements forum, click on the Announcements link in your course:





The screenshot shows a Moodle course page. On the left, there is a navigation menu with sections for NAVIGATION and ADMINISTRATION. The NAVIGATION section includes links for Dashboard, Current course, online\_course\_tutorial (with sub-links for Participants and Badges), and My courses. The ADMINISTRATION section includes Course administration, Turn editing on, and Edit settings. In the main content area, the title "Online Course Tutorial" is displayed. Below the title, there is a red circle around the "Announcements" link, which is accompanied by a speech bubble icon. Below the link, there are two topic headings: "Topic 1" and "Topic 2".

This will take you to a screen where you can see all of your existing announcements.



The screenshot shows the Moodle Announcements forum page. The breadcrumb trail at the top reads: Dashboard > Admin > Test Area > online\_course\_tutorial > General > Announcements. The left sidebar shows the ADMINISTRATION menu with options like Forum administration, Edit settings, Locally assigned roles, Permissions, Check permissions, Filters, Logs, Backup, Restore, Subscription mode, and Show/edit current subscribers. The main content area has the title "Online Course Tutorial" and the sub-title "Announcements". Below the sub-title, there is a button labeled "Add a new topic". A table lists the announcements:

Discussion	Started by	Replies	Last post
March 19th	 Aaron Kliethermes	0	Aaron Kliethermes Thu, Mar 19, 2020, 3:31 PM
test	 Matthew Pruett	0	Matthew Pruett Thu, Mar 19, 2020, 12:53 PM


You can click on the name of an announcement to see detailed information or click the blue “Add a new topic” button to create a new announcement. You can also add new announcements by clicking the “Add a new topic” link in the Latest News block.


When creating a new announcement, the screen will look like this:


▼ Your new discussion topic





**Subject\***

**Message\***




**Discussion subscription** 


**Attachment**  Maximum size for new files: Unlimited, maximum attachments: 1

► **Files**



You can drag and drop files here to add them.

**Pinned** 

**Send forum post notifications**

Enter the name of your announcement in the Subject line and the text of your announcement in the Message box. You can also upload attachments you want to include in the announcement. Pinning the announcement will cause it to show at the top of the Announcement forum even if new announcements are made later.

Your newly created announcement will appear in the Announcements forum as well as in the Latest News block.