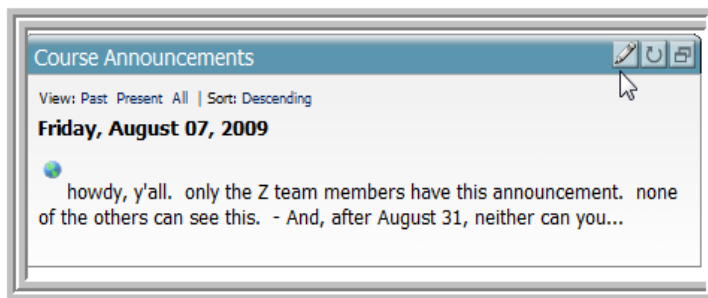
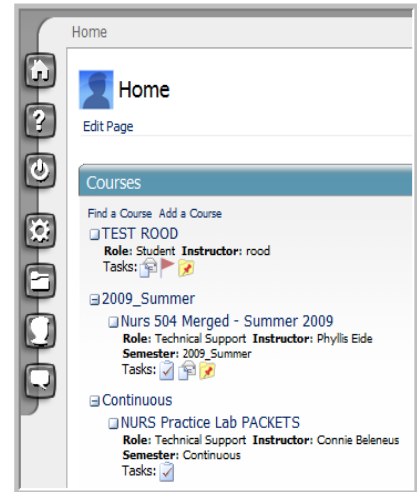


CREATING AN ANNOUNCEMENT IN ANGEL

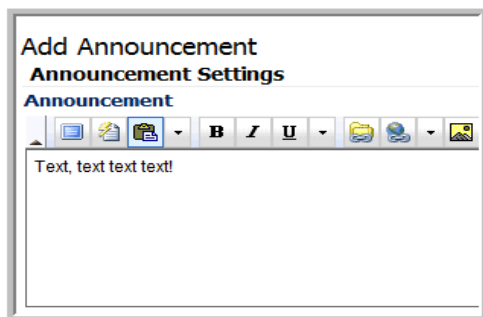
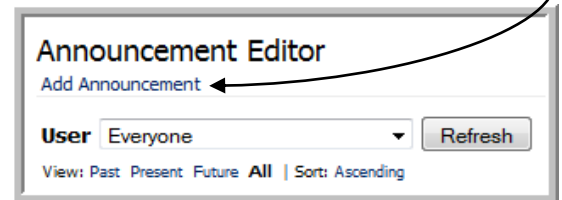
After entering ANGEL (<http://lms.wsu.edu>) you will find your courses listed at the top left of your Home Page. From here, click on the link to the course for which you want to create an announcement.

Once you are in the correct course, notice that there is a “Course Announcements” Nugget somewhere on the page. To create a new announcement, place the cursor over the Title Bar of the Course Announcements Nugget and click on the “pencil” icon



that appears. This will take you to the “announcement editor” page, where you will click on “Add Announcement” to start the process of creating your new announcement.

Type the text of your announcement in the “Announcement” window. Note that there are any number of variations that can be applied to the text you enter. (Rest the cursor over any icon to see what feature it controls.)

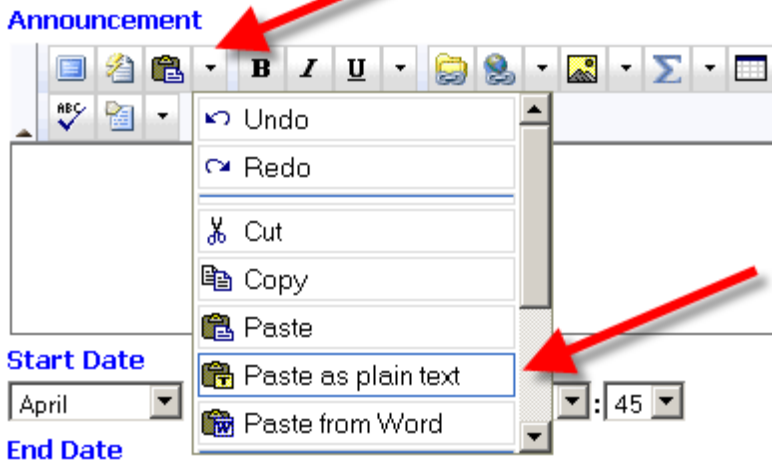


NOTE: Announcements of over 8000 characters – including format – will increase the time it takes your course pages to load. Even a few sentences can be too long IF you copied and pasted directly from a Word document, a Web Page or other file types. These file types and pages include lots of extra characters in the background.

Solution: When you paste your course announcement, don’t use Control-V or “right click” and “paste.” Instead, go to the Save icon in the tool bar and choose **Paste as plain text**. This way, you aren’t copying lots of background information. Once you paste as plain text you can apply formatting using the Angel formatting bar.

Edit Announcement

Announcement Settings



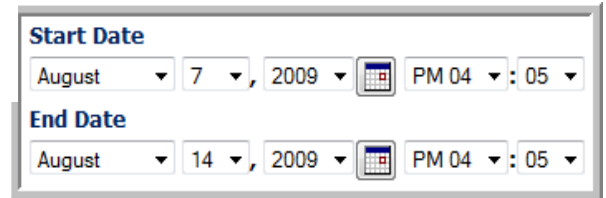
Announcement

Start Date
April

End Date

After typing in, or using the “Paste as plain text” selection to paste copied text into the text box:

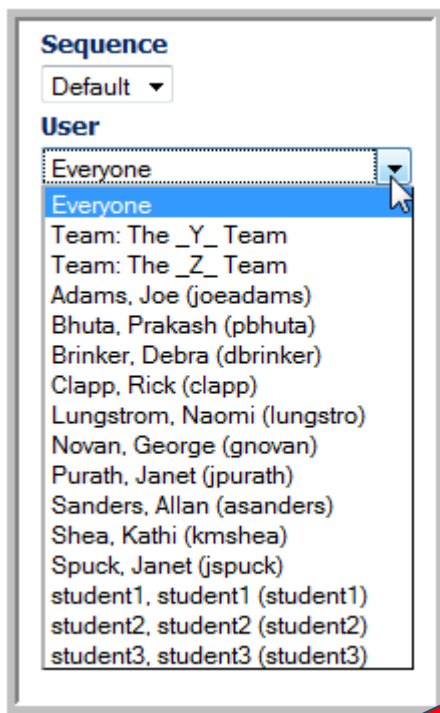
First select the “Start Date” – The date and time of day your announcement is to first be posted.



Start Date
August 7, 2009 PM 04:05

End Date
August 14, 2009 PM 04:05

Then select the “End Date” – The date and time of day your announcement is removed from the posted announcements. (Yes, you can place the entire semester’s announcements in at one time, and have them appear on schedule.)



Sequence
Default

User
Everyone
Team: The _Y_ Team
Team: The _Z_ Team
Adams, Joe (joadams)
Bhuta, Prakash (pbhuta)
Brinker, Debra (dbrinker)
Clapp, Rick (clapp)
Lungstrom, Naomi (lungstro)
Novan, George (gnovan)
Purath, Janet (jpurath)
Sanders, Allan (asanders)
Shea, Kathi (kmshea)
Spuck, Janet (jspuck)
student1, student1 (student1)
student2, student2 (student2)
student3, student3 (student3)

You can provide different announcements to different students or teams. (If you want to announce to instructors only – put them all in a team.) Select those who are to view the announcement using the “User” drop down box.

CLICK **“SAVE”** or you’ll never see it again! If your announcement doesn’t show up when you expect it to, make sure you have selected the correct audience (everyone, teams, individuals) and the correct dates (right day, wrong year?).



View: Past Present Future All | Sort: Ascending

Thursday, April 02, 2009

WELCOME! Feel free to ramble about ; to create items, please feel free to do so,

You can change the contents, audience or time frame of an announcement at any time, by clicking on the “pencil” icon in the Announcements Nugget and clicking “Edit” on the announcement you wish to modify.

As always, if you have trouble with Angel, email your respective help desk. In the case of Spokane: angel.support@wsu.edu.