

Seaport: Course Announcements

Course Announcements

1. After logging in, from the Seaport Desktop click **Courses I'm Teaching** (Figure 1).

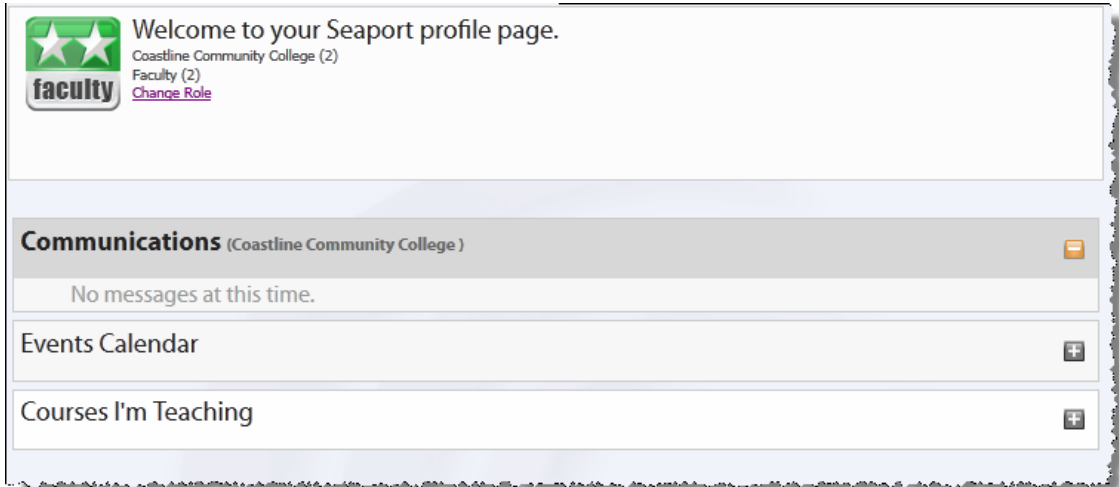


Figure 1

2. The courses that you are teaching this semester will be listed (Figure 2).

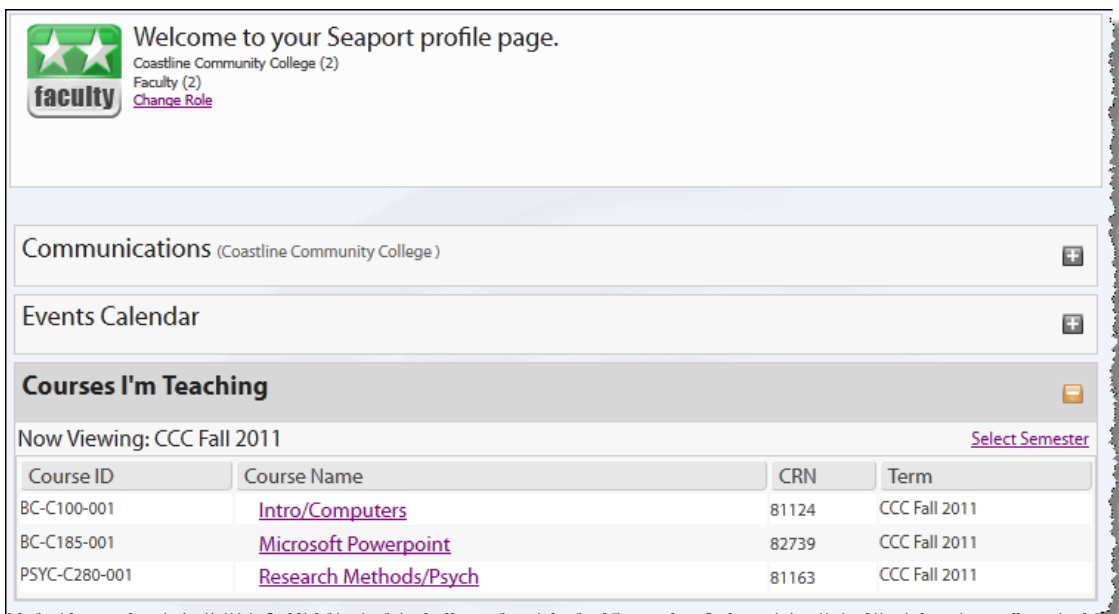


Figure 2

3. Under the heading Course Name, click the course that you wish to view.
4. In the center of your page will be 3 headings; Course Announcements, Course Information Templates, and Course Lessons (Figure 3). The default view will

Seaport: Course Announcements

have Course Announcements open. If it is not open click on **Course Announcements**.

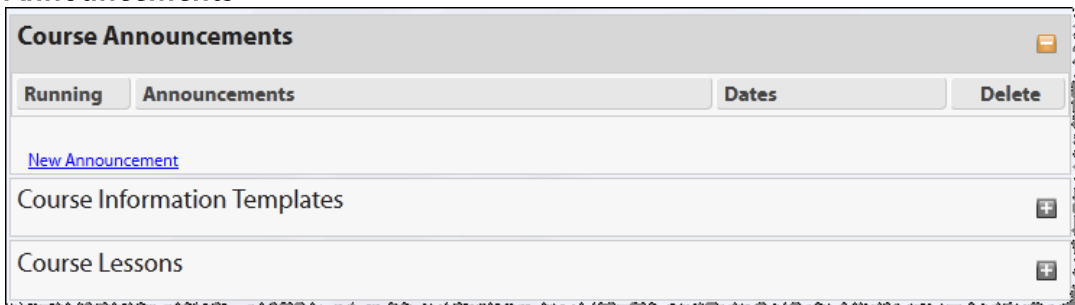


Figure 3

5. To create a new announcement click **New Announcement**.
6. The Announcement window has **five features** to be completed: Status, Subject, Announcement, Send Email, and Schedule Dates. (Figure 4).

A screenshot of the 'ANNOUNCEMENT' form. At the top, it says 'ANNOUNCEMENT' and 'Please take a moment and review your announcement information. Thank you.' There are five numbered callouts: 1. 'Status' with radio buttons for 'Active' (selected) and 'Inactive'. 2. 'Subject' with a text input field containing 'Last Week - Final Projects'. 3. A rich text editor area containing the announcement text: 'This week is the last week of the course. You should have completed all the assignments from the textbook and quizzes. You should be working on the Final Project. You might have questions, especially about using the database functions or how to link worksheets. Please, please - if you are having trouble, email me your project and your questions. I don't want you to spend alot of time getting frustrated. It's OK to ask for help. It's even OK to email me your file and ask if you are on the right track. Make sure you look at the checklist and the examples. Have fun! Remember, ALL coursework is due by 11:59 p.m. Pacific Time, Sunday, May 26. Don't forget to post your Final Project topic. Also, you need to post at least one reply to someone else's template in the Templates Discussion Forum. Sylvia Amito'elau email: samitoelau@coastline.edu'. 4. 'Send Email' with a checked checkbox. 5. 'Schedule Date' with two input fields: 'Open Date' (05/19/2013 12:00 AM) and 'Close Date' (05/31/2013 12:00 AM). At the bottom, it says 'Max 3000 characters'.

Figure 4

Seaport: Course Announcements

7. The **Status (1)** feature offers the choice of Active or Inactive. Active status allows your announcement to be visible during the designated dates. Inactive status **hides** your announcement **at all times**, even during the designated dates.
8. The **Subject (2)** field requires you to provide a name for your announcement. This should describe what is in the Announcement and it is the text that the student will see prior to clicking on the announcement.
9. The **Announcement (3)** field is where you will enter the text of your announcement. You can insert images and links and can format the text.
10. The **Send Email (4)** checkbox will allow the system to send the Announcement as an email to all students, and also copy the instructor, on the designated date.
11. The **Schedule Date (5)** fields are where you enter the first date that you want the announcement to appear and the date you wish the announcement to close. When you click inside the text field a calendar will appear and will allow you to select your date from the calendar. If you leave this field blank your announcement will appear on the first day of the semester.
12. After you have completed the form, click **Save Announcement**.

On the scheduled date students will receive an email from the system that looks like figure 5 below.

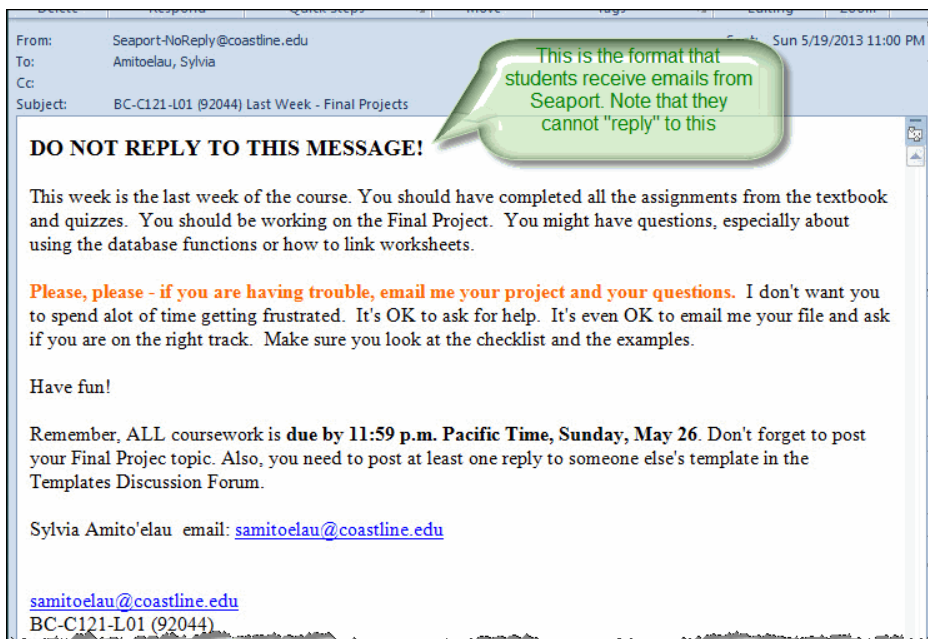


Figure 5