

The following is a module from the original 13-part tutorial series I designed to introduce students WebCT and related issues when taking Internet courses at Corning Community College, and is available to students through the campus portal, MyCCC.



## ANNOUNCEMENTS

One of the most frequently used features in WebCT is *Announcements*. They are course-wide notices sent out by your instructor and they usually include important information pertaining to your course. Therefore, it is very important to check this area regularly for timely information your instructor wants to alert you to. For example, if there is an upcoming due date for an assignment or assessment, your Instructor may send out an announcement to students as a reminder.

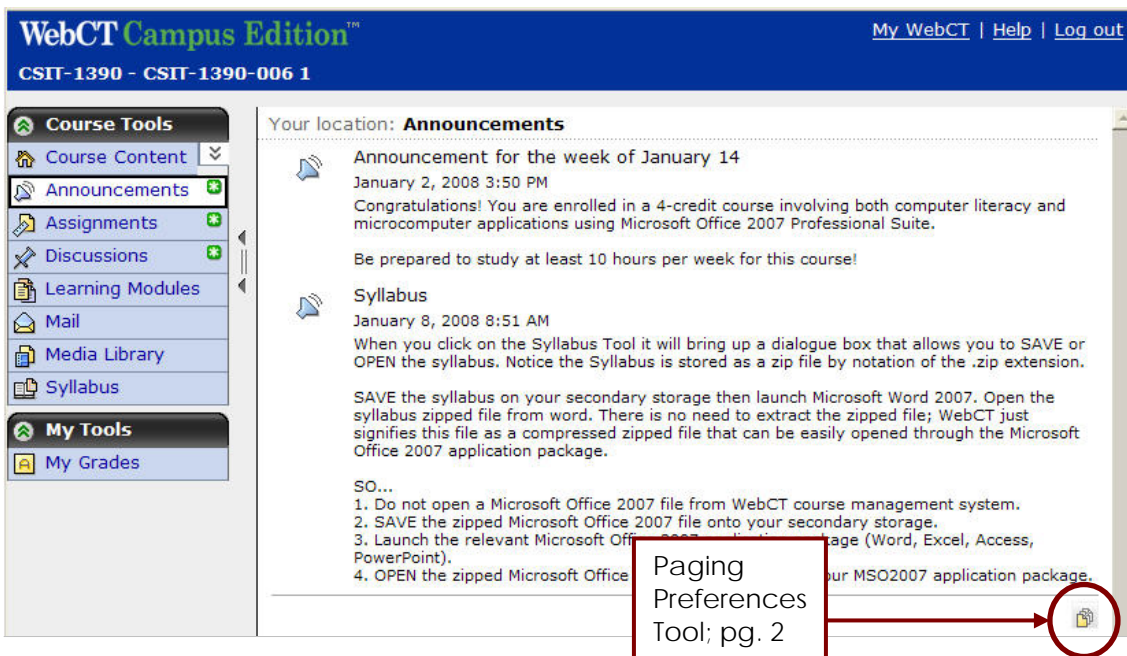
This document uses bookmark links to jump to different topics. To see the menu, click on the Bookmarks tab in the left of the Adobe Acrobat window.

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## Accessing Course Announcements

When you enter your course, you should see *Announcements* listed in the *Course Tools* menu if your instructor uses this feature. Click on it to access current and previous announcements from your instructor.



WebCT Campus Edition™ My WebCT | Help | Log out

CSIT-1390 - CSIT-1390-006 1

Your location: **Announcements**

Announcement for the week of January 14  
January 2, 2008 3:50 PM  
Congratulations! You are enrolled in a 4-credit course involving both computer literacy and microcomputer applications using Microsoft Office 2007 Professional Suite.  
Be prepared to study at least 10 hours per week for this course!

Syllabus  
January 8, 2008 8:51 AM  
When you click on the Syllabus tool it will bring up a dialogue box that allows you to SAVE or OPEN the syllabus. Notice the Syllabus is stored as a zip file by notation of the .zip extension.  
SAVE the syllabus on your secondary storage then launch Microsoft Word 2007. Open the syllabus zipped file from word. There is no need to extract the zipped file; WebCT just signifies this file as a compressed zipped file that can be easily opened through the Microsoft Office 2007 application package.  
SO...  
1. Do not open a Microsoft Office 2007 file from WebCT course management system.  
2. SAVE the zipped Microsoft Office 2007 file onto your secondary storage.  
3. Launch the relevant Microsoft Office 2007 application package (Word, Excel, Access, PowerPoint).  
4. OPEN the zipped Microsoft Office 2007 file onto your MSO2007 application package.

Paging Preferences Tool; pg. 2

## Previous Announcements

During the semester, you may see the list of announcements grow as new ones are added. Your instructor can order the announcements any way they want to, so the most current announcements may not be at the top of the page, as in the example above. In addition, over time you may see a long list, and you may want to refer to previous announcements as needed. You will need to scroll down the list, but you still might not see all the previous messages that were posted for a couple reasons:


1. Your instructor can choose to *delete* them, so it is a good idea to print them out for future reference. You can right-click in this view and choose *Print* from the menu.
2. You may also not see previous messages because they are not in view (see *Tip* on the next page).

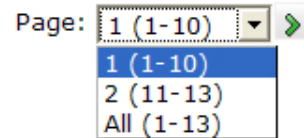


## Tip: Paging Preferences


Are you unable to see all the announcements available in the window? If your instructor leaves most messages up for the entire semester, and if you can't see the entire list, you may need to adjust the *paging preferences* to have everything in view. If there are enough items to appear on multiple pages, paging controls will appear at the bottom of the screen and you can use them to navigate from one page to another and to display more items per page (see example on the previous page). You will see this feature available in other sections of your WebCT course:

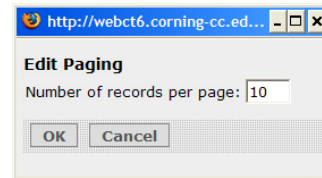
**To select a specific page:** From the *Page* drop-down list, select the page and click the green *Go* arrow as indicated in this screen shot on the right:

- You may see the page number followed by the number of records in parentheses. For example, 1 (1-10) means page 1 contains records 1 to 10.
- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- You can also advance to other pages by clicking the *Next Page* icon: 



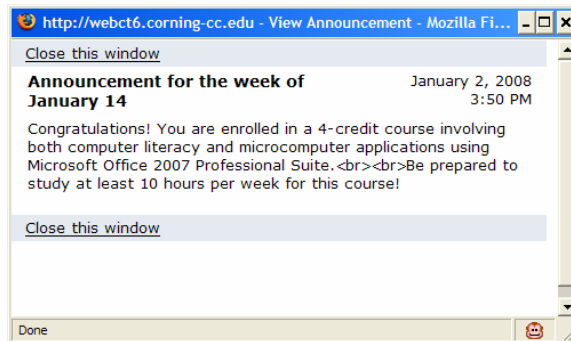
**To set the number of items per page:**

1. Click the *Paging Preferences* icon: . The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of items and click *OK*.



## Pop-up Announcements

Your instructor may elect to use a pop-up version for announcements that opens in a separate small window when you enter the course, as in this example. Click the *X* in the upper right corner or *Close this Window* to exit the window.



## Important Notes & Reminders

- It is very important to regularly check Announcements for timely information affecting your course.
- Current Announcements may not be listed at the top of the window, so be sure to check them over carefully.
- Not all previous messages will be in view if the paging preferences are set to show fewer records per page than the number listed in Announcements.



## Review Questions

1. Is there more than one way you can receive an announcement?
2. **T or F:** All announcements the instructor posts will always be in view throughout the course.
3. **T or F:** Announcements may be listed with the most current announcements at the top.
4. **T or F:** You can adjust the view of a long list of announcements by setting the number of records in view using *Paging Preferences*.