

# Announcements and discussion forums

## How to inform students

- To send announcements (emails), use *Announcements* forum.
- Encourage your students to ask their questions on *General forum* instead of using private messaging.

## Inform your students by sending Announcements

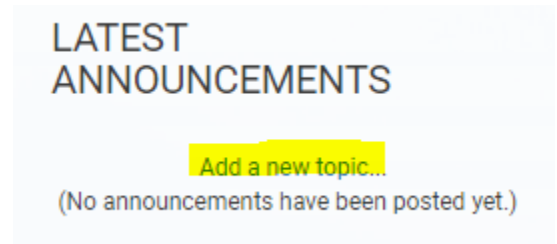
Use Announcements forum to send urgent announcements to course participants. The Announcements forum is for **one-way messaging** only - from teachers to students.

All postings of this forum are shown to course members only. An e-mail alert containing the message is sent to members.

### How to send an announcement with email notification to students

1. Click *Add a new topic* on the right column of the workspace
  - a. Fill in the subject title and the content
  - b. check the *Send forum post notifications with no editing-time delay*. If not ticked, you have 15 minutes to edit your post before sending an email. You can also set a display period for your message (for how long it is visible)
  - c. Click *Post to forum*

OR
2. Go to *Course home page*
  - a. Click *Announcements*
  - b. Click *Add a new topic*
  - c. Fill in the subject title and the content
  - d. check the *Send forum post notifications with no editing-time delay*. If not ticked, you have 15 minutes to edit your post before sending an email. You can also set a display period for your message (for how long it is visible)
  - e. Click *Post to forum*



## Use Announcements to inform small groups

If you have groups in your workspace, you can inform and send an email to one group only using Announcements forum. First, you have to set *Group mode* in Announcements settings.

Open Announcements *Editing settings* (gear). Click *Common module settings*, and choose *Group mode* (visible or separate groups). Choose also *Grouping* if needed.

When you add a new topic, you then choose if you want to inform all participants or one group.

### ▼ Common module settings

Availability	?	Show on course page ⇅
ID number	?	<input type="text"/>
Group mode	?	Separate groups ⇅
Grouping	?	None ⇅

## General Discussion /Forum

A discussion forum is for course participants. It can be used for internal discussion, posting questions about course content, forming groups etc. The teacher can create additional forums.

### How to subscribe General discussion

In General discussion, click the gear in the upper right corner Click "Subscribe to this forum".

### How to subscribe all Forums

Click *Forums*-link in the header image to see list of all forums in your workspace. Click *Subscribe to all forums* in upper right corner.

Teachers can open MyCourses forums to the world by enabling guest access.

Please read [MyCourses workspace and material visibility](#) before altering forum's visibility settings

- **How to open the Forum to all Aalto/Haka users:** *open News Forum Forum Administration Permissions View Discussions click the + sign select Authenticated user (Aalto/Haka user) Allow TARKISTA*

- **How to open the Forum to the world, i.e. guests (not logged in users):** open *News Forum Forum Administration Permissions View Discussions* click the + sign select *Guest (not logged in user)* Allow **TARKISTA**

## Messages

You can send and receive private messages. Messages open in upper row. You can disable receiving messages from non-contacts.

More info on messaging: <https://docs.moodle.org/38/en/Messaging>