











Student Login Announcement Tool for Instructors


1. Student Login Announcement Tool

- a. You can access the Student Login admin tool by clicking on the “Students” tab, then the “Dashboard” sub tab.
In the dashboard there is a column labelled Communicate In this column you will find an announcement icon.

Active Programs 

Program Name	Campus	Start Date	Grad Date	Group	Students	Communicate
Primary Care Paramedic	Campus	01/28/2019	05/01/2020	Morning	26	  
Intra Oral Dental Assisting Level 1 & 2 [IODA]	Campus	05/27/2019	05/22/2020	Morning	10	  
Massage Therapy [MT]	Campus	05/27/2019	02/25/2021	Morning	7	  

- b. You can click on the Announcement icon and you will be taken to the Student Login Announcement Tool.

 SETTINGS

› Rotation

› Programs

› Media

› Templates

› Duplicates

› Backup

› Reports

› Transfer

Announcement Tool

Active List

Subject	Posted by	Posted on	Filter(s)	Edit
Dental dress code	Dental Instructor	7/17/2019 1:30:04 PM	View	Modify Deactivate
Dental Posting	Dental Instructor	8/12/2019 2:12:40 PM	View	Modify Deactivate
Open House	Campus Director	9/8/2019 9:49:42 AM	View	Modify Deactivate
Paramedic 2019 Exam Schedule	Education Director	10/9/2019 3:14:08 PM	View	Modify Deactivate
2020 January Timeslots for Scenerios	Police Foundations Instructor	1/08/2020 1:34:45 PM	View	Modify Deactivate

- c. You can see all the active announcements that pertain to classes scheduled to you as well as any announcements that you have posted.
You will see: who they were posted by, the date they were posted and the filters that were used.

There are two buttons available as well. The modify button will allow you to enter the announcement and modify it.
The deactivate button will allow you to deactivate the announcement so that it is no longer visible to students.

2. Inactive Announcements

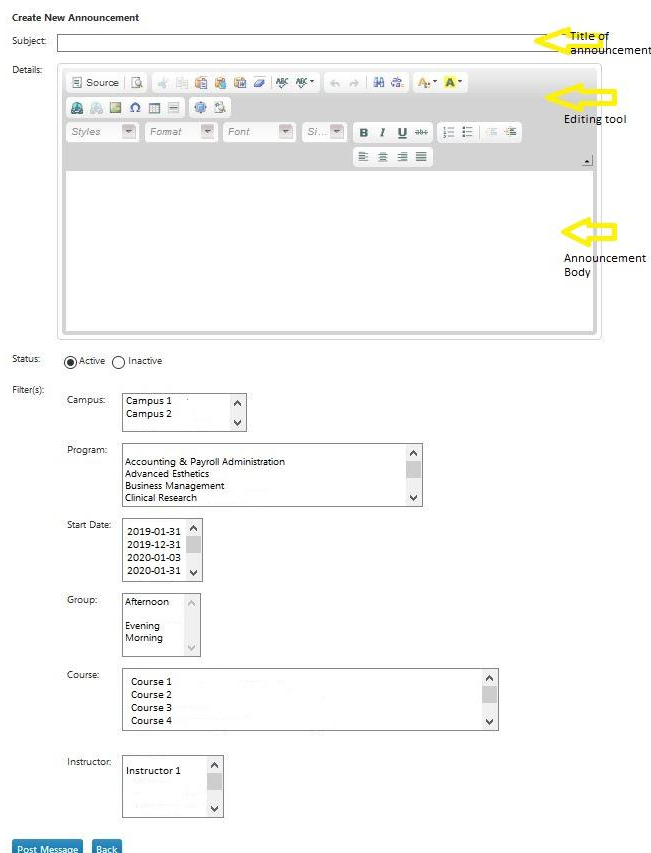
- a. On the Announcement tool page, you will see heading called Inactive List. By clicking on the down arrow beside this heading a list of announcements created by yourself will appear.



- b. Instructors will be able to activate only those announcements that they have created.

3. Creating New Announcements

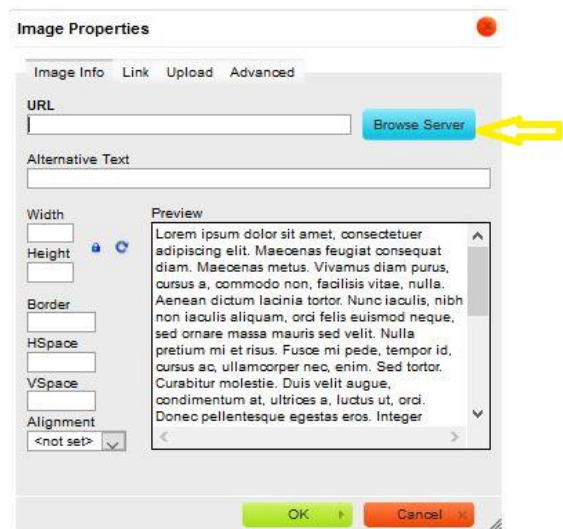
- a. You can create announcements for your class by scrolling down to the bottom of the Announcement tool page.

A screenshot of the 'Create New Announcement' form. The form has a 'Subject' field at the top. Below it is a 'Details' section containing a rich text editor with a toolbar. Three yellow arrows point to specific parts of the form: one to the 'Subject' field labeled 'Title of announcement', one to the rich text editor toolbar labeled 'Editing tool', and one to the main text area of the editor labeled 'Announcement Body'. Below the editor are several filter fields: 'Status' with radio buttons for 'Active' (selected) and 'Inactive'; 'Filter(s):' with a 'Campus' dropdown (showing 'Campus 1' and 'Campus 2'); a 'Program' dropdown (showing 'Accounting & Payroll Administration', 'Advanced Esthetics', 'Business Management', and 'Clinical Research'); a 'Start Date' dropdown (showing '2019-01-31', '2019-12-31', '2020-01-03', and '2020-01-31'); a 'Group' dropdown (showing 'Afternoon', 'Evening', and 'Morning'); a 'Course' dropdown (showing 'Course 1', 'Course 2', 'Course 3', and 'Course 4'); and an 'Instructor' dropdown (showing 'Instructor 1'). At the bottom are two buttons: 'Post Message' and 'Back'.

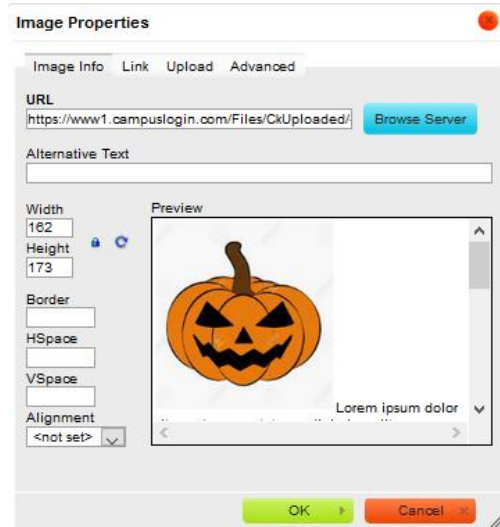
b. Steps for creating your announcement:

- i Create your announcement title in the subject area
- ii Create the body of your announcement.
 - 1 Use the editing tools to create Titles and styles
 - 2 Create a link to a document or webpage by using the link tool
 - 3 Insert images by clicking on the image button

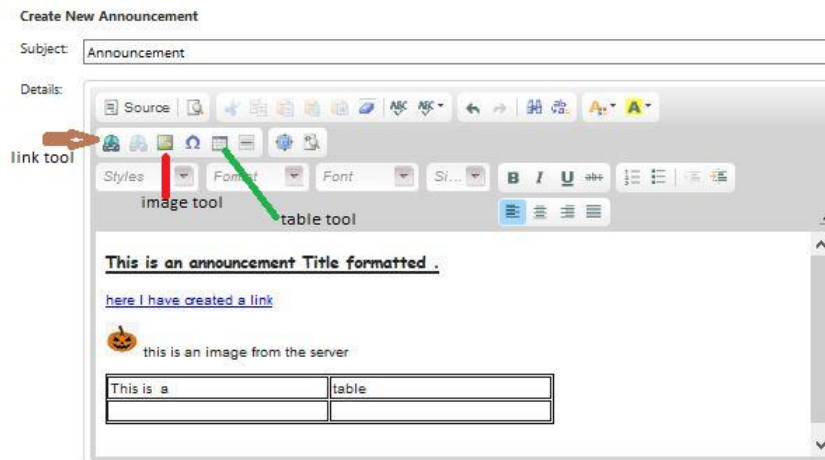
- a If the image is already on your school server click the browse server button and find the image on the school server



- b Double click on the selected image. You are able to edit the image properties (i.e. size) and hit ok to place it in your announcement



- c If the image is not on your server:
 1. Click on the upload tab
 2. Click on browse to find the image on your computer
 3. Select the image from your computer and click on the send it to the server button
 4. Size the image and then hit ok to place it into your announcement



- d You can also add links and tables by clicking on the correct icon and selecting your criteria.

- e You then can create filters to apply to your announcement.
 - i If you teach at more than 1 campus you can select which campus(es) you wish to post to

- ii You can select a program

- iii You can select a scheduled start date

- iv You can select a group

- v You can also select a particular course to post an announcement to.

In the example below, the course name is chosen in the first box. Once you choose the course you are wishing to post to, a list of the scheduled instances of this course appears, allowing you to choose the scheduled instance that you wish to post to.

Course:

Household Management, Nutrition and Hydration	^
HTML5 and Javascript for Social Network Gaming	
Human Behaviour & Crisis Intervention 108	
Human Behaviour & Crisis Intervention 208	
Human Growth & Development	v

Scheduled Courses

Human Growth & Development 8/27/2018 - 9/5/2018	^
Human Growth & Development 8/20/2018 - 8/29/2018	
Human Growth & Development 9/24/2018 - 10/3/2018	
Human Growth & Development 11/5/2018 - 11/14/2018	
Human Growth & Development 1/7/2019 - 1/16/2019	v

- vi Once your announcement is complete, you can then post it to the student login by clicking on the Post message blue button.

Speak to your Campus Manager or contact your CampusLogin account manager if you need any training or assistance using this tool.