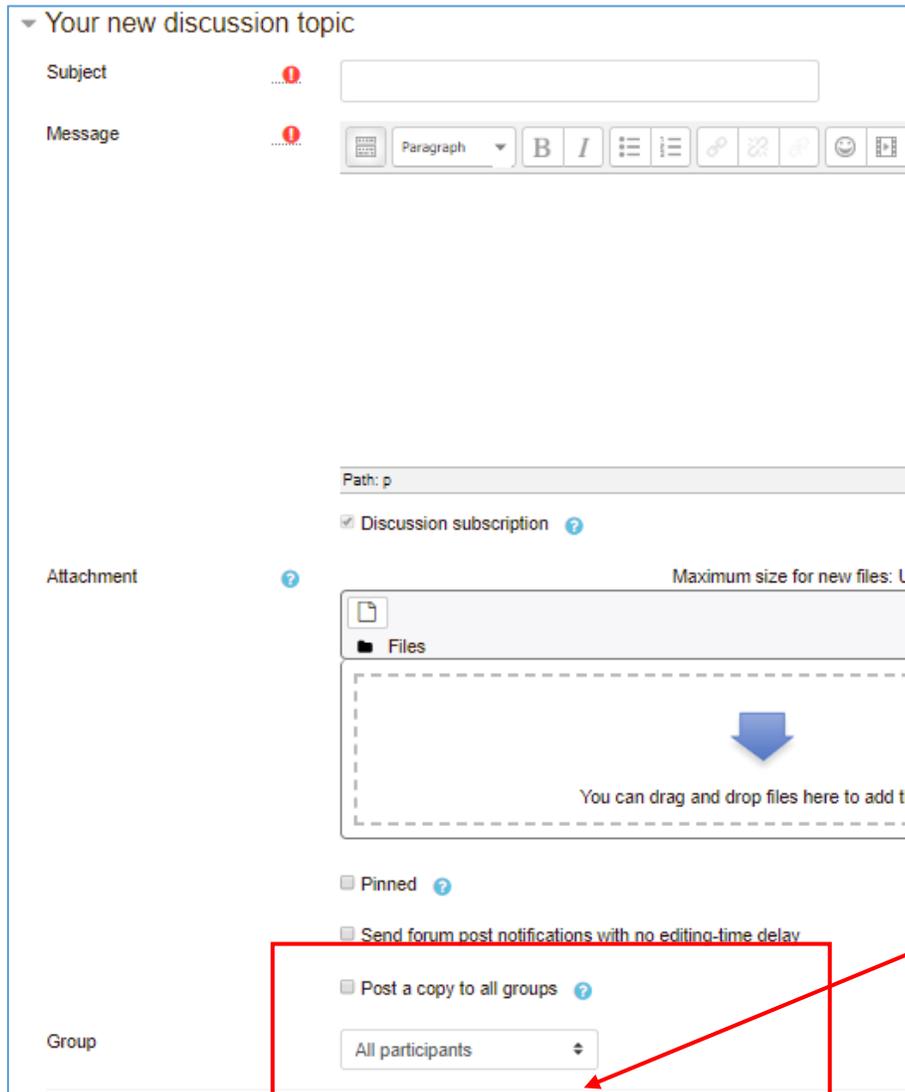
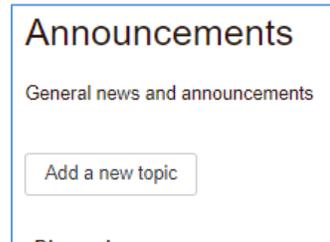
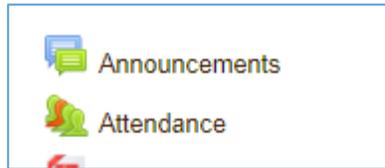


## Sending a Moodle Announcement

Click on the Announcements link

Click on add New Topic

A screenshot of the Moodle 'Your new discussion topic' form. The form has several sections: 'Subject' with a text input field; 'Message' with a rich text editor (Paragraph, Bold, Italic, List, Link, Unlink, Image, Video); 'Attachment' with a file upload area (Files) and a note 'Maximum size for new files: Unlimited'; 'Group' with a dropdown menu set to 'All participants'; and 'Display period' with date and time pickers. A red box highlights the 'Post a copy to all groups' checkbox and the 'All participants' dropdown menu.

Fill out the Subject line  
And add your message  
in the message text box

If you want to send the  
same message to both  
groups check the "Post  
copy to all groups"  
If you are sending to  
only one class choose  
that class from the  
Group menu,

Skip the Display period

Click on **Post to the  
Forum**

Announcement will go to  
the student's Bonaventure  
email and the professor  
will receive it in his/her  
email also.

There are required fields in this form marked **i** .