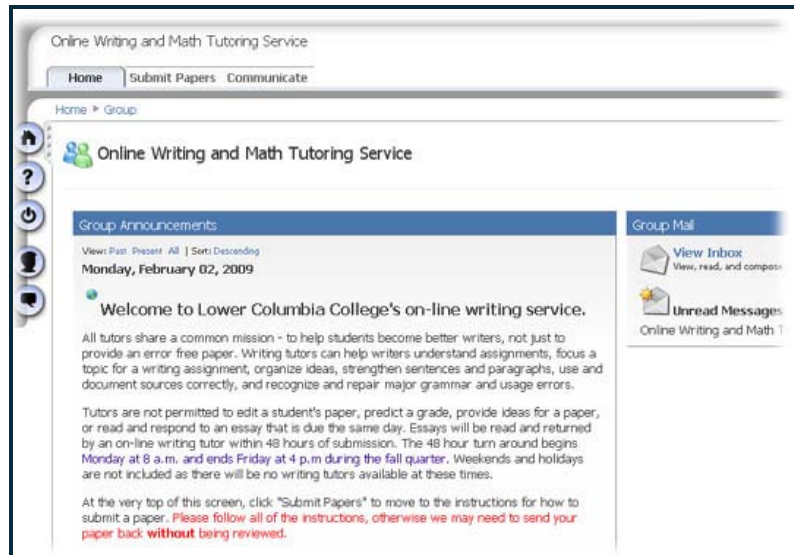


Understanding ANGEL Course Announcements

Overview

When students access an online course, they can see ANGEL course announcements which are displayed on the Course tab. Instructors use the announcements to provide information and updates.



It is crucial to keep announcements brief because large announcements can cause slowdowns across the entire ANGEL system.

This handout covers:

- How to create announcements
- How to add a picture to an announcement
- How to add a link to an announcement
- How to control the size of an announcement

Creating and Editing an Announcement

To create an announcement, follow the steps below:

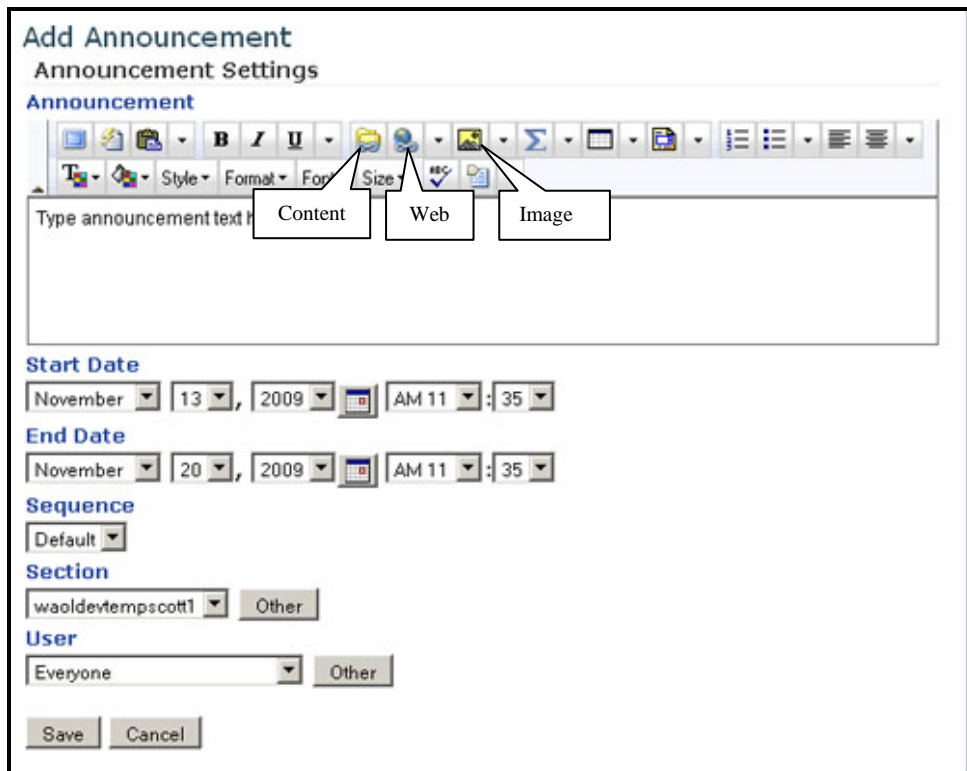
1. To open the announcement editor, on the Course tab, move your mouse over the title bar on the Course Announcements nugget and click on the pencil icon.



2. To create an announcement, click the “Add Announcement” link.



3. Fill in the information as detailed below and click Save.

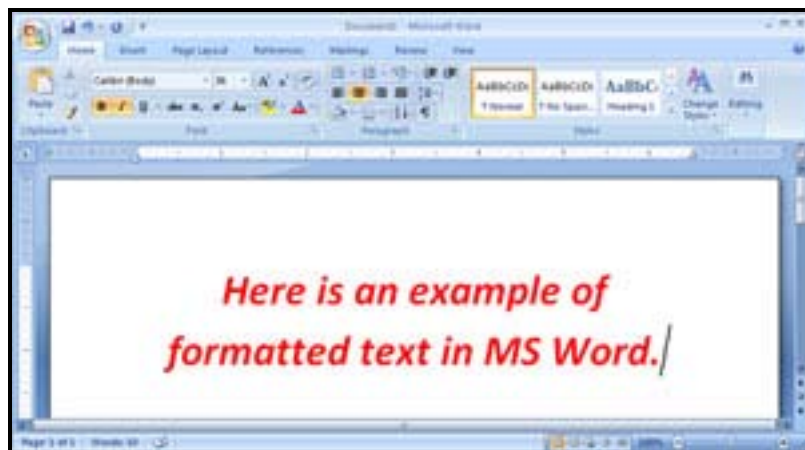


- To make the announcement visible to every student in your class, from the User drop-down menu, select Everyone.
- To format the announcement, use the format buttons above the text box.

- To add a picture to an announcement, click the Insert/Edit Image button. Note that the image must be saved to your computer before you can upload it.
- To add an external link to an announcement, click on the Insert/Edit Web Link button.
- To link directly to lesson content such as a page, survey or drop box, click the Insert Content Link button.

Controlling the Size of an Announcement

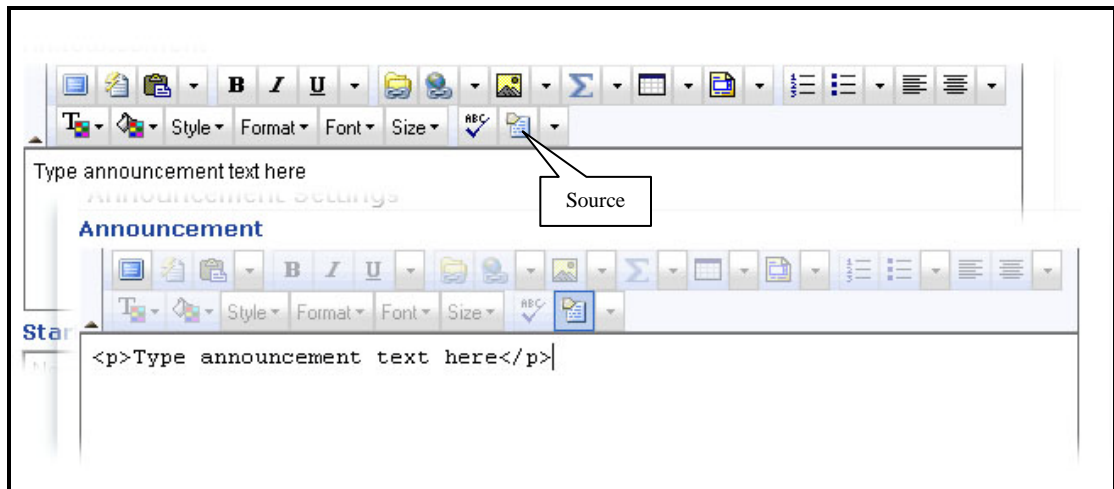
Many instructors use Microsoft Word to create and format an announcement and then paste the announcement into ANGEL. However, “behind the scenes,” Word inserts extra characters into the code, greatly increasing the size of the message. For example, the sentence below appears to be 48 characters and spaces long; however, when the sentence is copied from Word into the announcement editor, it takes up 2313 characters.



This accrual of code can cause announcements of up to 80,000 characters to be transmitted from ANGEL to users’ computers, slowing server performance dramatically, and causing display and performance problems. In December of 2009, ANGEL will initiate an 8,000 character limit on course announcements. In the meantime, however, WAOL recommends that instructors avoid formatting in Microsoft Word and use the ANGEL formatting functions.

To strip down text that has been formatted in Word, copy the text and paste it into Microsoft Notepad, and then copy the text from Notepad and paste it into ANGEL. Notepad will strip away the formatting information.

If you want to see how many characters there are in a given course announcement, click on the “Source” button to view the HTML formatting.



Copy and paste this code into a program like Microsoft Word which has the “Word Count” button on the Review ribbon. To see the total number of characters in the text, click that button.

