

About Announcements

TS Coordinators (*site or program coordinators*) can use the Announcements tool to deliver important messages to members of your learning community.

The main *Announcements* page can be accessed in two ways:

- Use the **Announcements** link in the *My Links* area of your homepage.

A new items label alerts you to the presence of new announcements. Please check this area often for important information.

- Use the **Go to Announcements** link on the *Communications* homepage.

Individual Announcements are categorized on the main *Announcements* page, making it easy to notice timely messages:

New announcements are less than a week old.

Recent announcements are between one and two weeks (i.e. 7 - 14 days) days old.


Archived announcements are more than two (2) weeks (i.e. at least 15 days) old.

To view a New or Recent announcement

1. *EITHER* click the underlined title of the announcement
OR click the related **View** button.
2. You are navigated to a *View Announcement* page, which displays the full message together with the name of the individual who posted the announcement and the date posted.
3. Click **<< Back to Announcements** to return to the main *Announcement* page.

To search for an Archived announcement

1. Enter Keyword(s) in the field provided and click the adjacent **Search** button
OR
Use the pull-down lists to specific a Date range (from and to); then click the adjacent **Search** button
2. You are navigated to a page that displays the results of this search. To simplify browsing through the *Search Results*, the announcements matching your search criteria are displayed in reverse chronological order according to their create dates.

 Remember that the archive includes only those announcements that are more than two weeks old. "New" or "Recent" announcements that seem to match your search criteria DO NOT display on this page as they are not stored in the archive.

3. Click the underlined title of the announcement you want to view.
4. You are navigated to a *View Announcement* page, which displays the full message together with the name of the individual who posted the announcement and the date posted.
5. Click the **<<Back to Search Results** button (at the bottom of the message) to return to the previous page.