How to add messages on the News Forum
For each course there is a News forum where the tutor can post news and updates. Every student who has accessed the course at least once is notified by email every time their tutor posts something.

N.B. Students can only read posts, they cannot write a reply.

How to add a message on the News Forum

Click on News Forum.

Click on Add a new topic.
Write the message title and body.

It is possible to include attachments to your messages (upload or drag and drop).
Notice:

1. The messages added on the News forum are automatically accepted by the students on the course;
2. The tutor can decide the order of messages, e.g. if the last post has priority and features at the top of the page;
3. The tutor can decide whether to send the notification immediately by ticking Box 3. If the box is unticked, the email will be sent after 30 minutes, during which it is possible to modify the message without extra notifications to students.

Remember to click on ‘Post to forum’ to send the message
Important notice.

It is possible to modify the News Forum settings in the gear menu:

For further information:
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