



**UNIVERSITÀ  
DI TRENTO**

**Direzione  
Didattica e Servizi agli Studenti**

## How to add messages on the News Forum





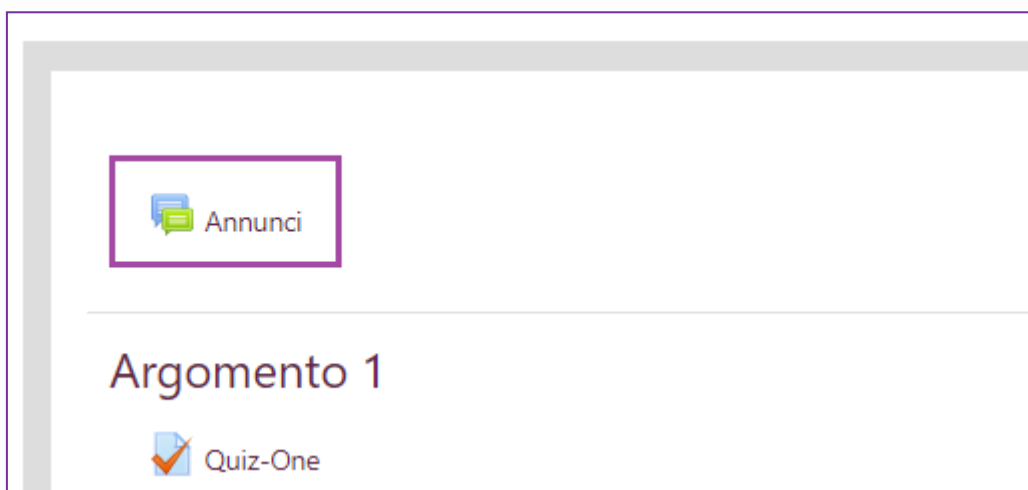
For each course there is a News forum where the tutor can post news and updates.

Every student who has accessed the course at least once is notified by email every time their tutor posts something.

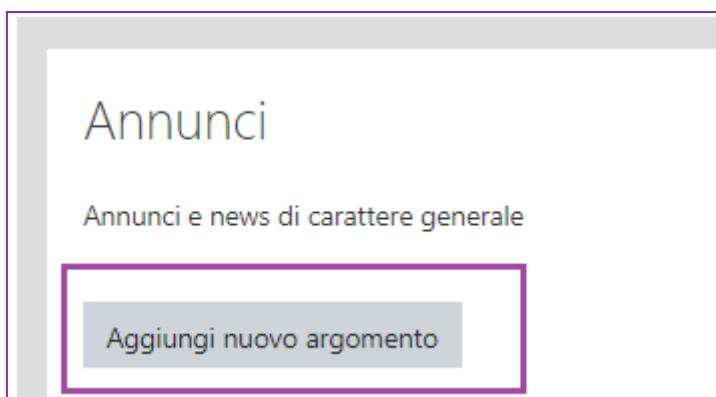
N.B. Students can only read posts, they cannot write a reply.

## How to add a message on the News Forum

Click on News Forum.

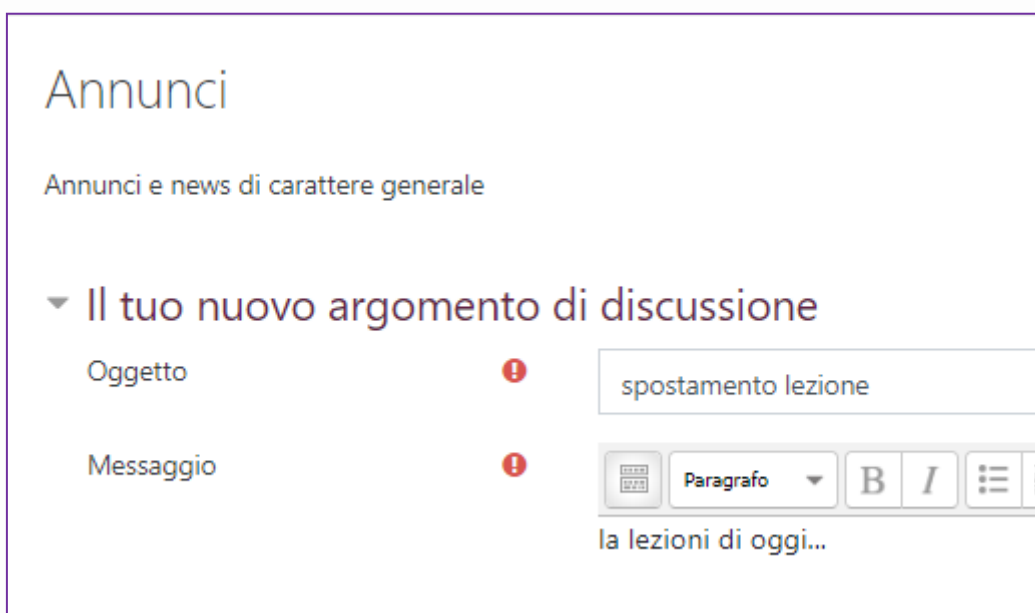


Click on *Add a new topic*.

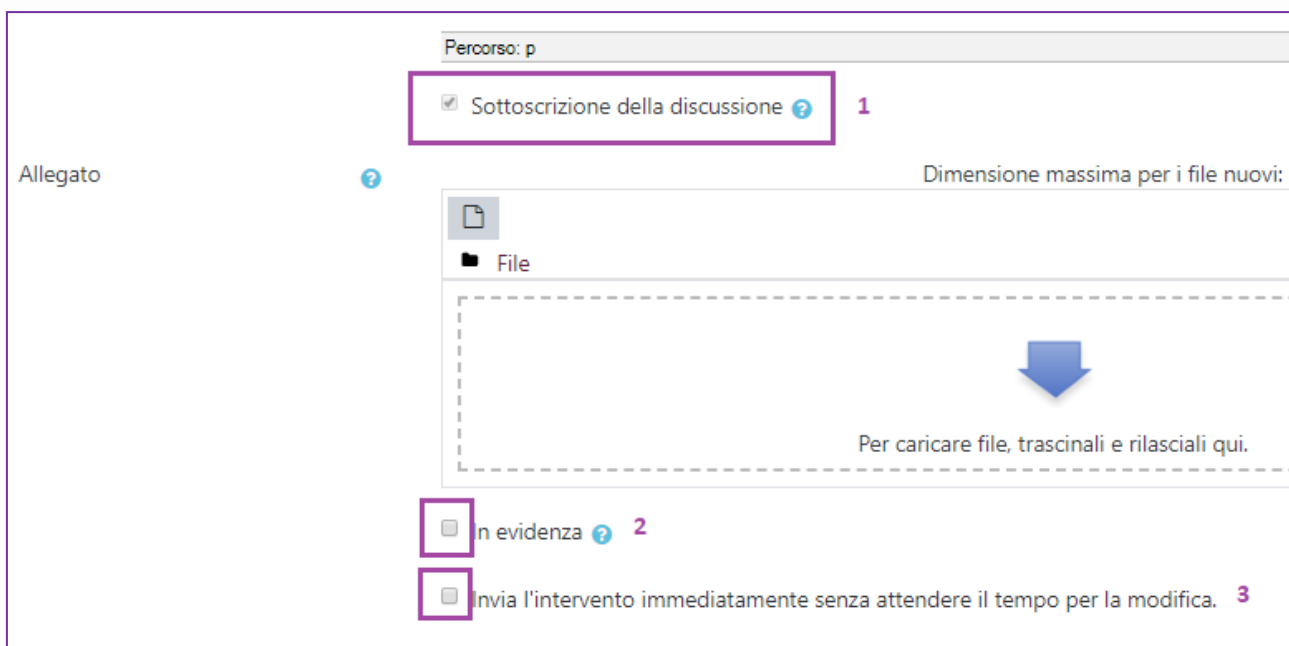


General notifications and news

Write the message title and body.



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



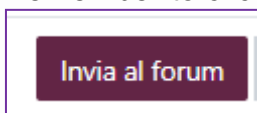
The screenshot shows a forum post form with the following elements:

- 1**: A checkbox labeled "Sottoscrizione della discussione" (Discussion subscription) with a question mark icon.
- Allegato**: A section for attachments with a question mark icon and the text "Dimensione massima per i file nuovi: 5".
- File**: A file upload area with a dashed border, a blue arrow pointing down, and the text "Per caricare file, trascinali e rilasciali qui." (To upload files, drag and drop them here).
- 2**: A checkbox labeled "In evidenza" (Highlight) with a question mark icon.
- 3**: A checkbox labeled "Invia l'intervento immediatamente senza attendere il tempo per la modifica." (Send the intervention immediately without waiting for the modification time).

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.

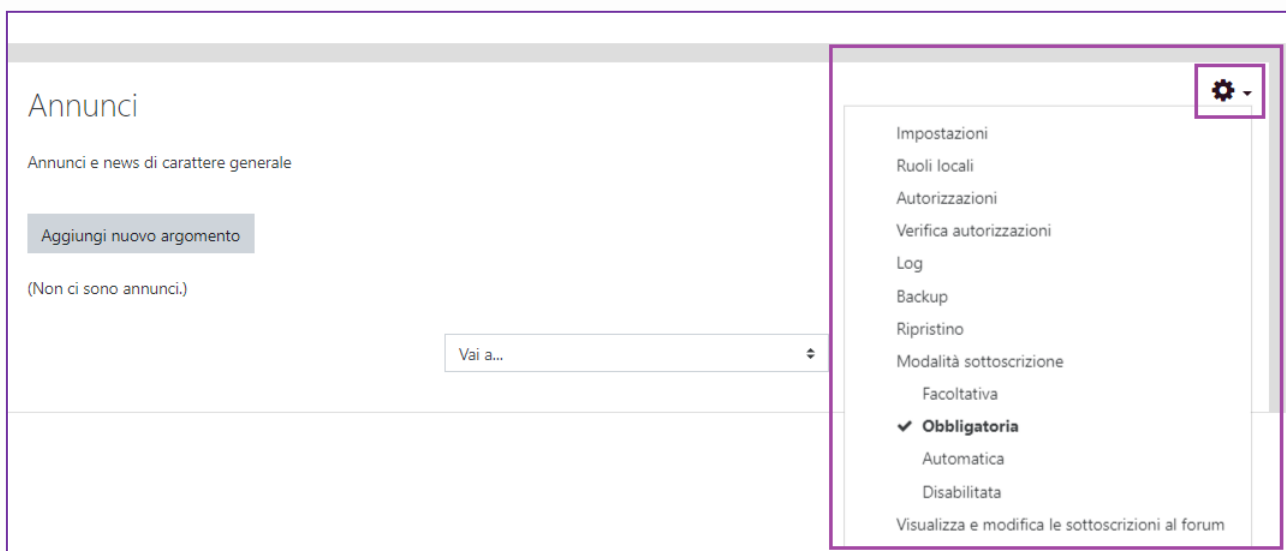
Remember to click on 'Post to forum' to send the message





Important notice.

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



For further information:

### **Didattica OnLine**

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