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.