
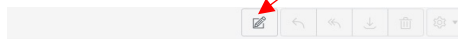

Manual: Send messages and publish announcements

MESSAGES/MAIL IN CANVAS INBOX

STEP 1 | CREATE YOUR MESSAGE/MAIL

Click "Inbox" furthest to the left : 

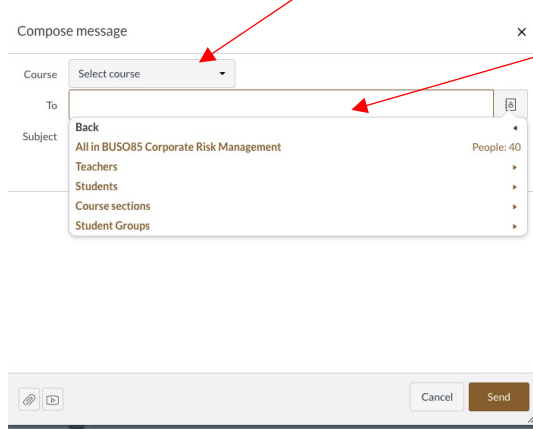
and then the button "Compose a new message":



No conversations selected

STEP 2 | CHOOSE YOUR RECIPIENTS AND SEND THE MESSAGE/MAIL

Choose the course beneath "Select course" and then your receivers beneath "To":

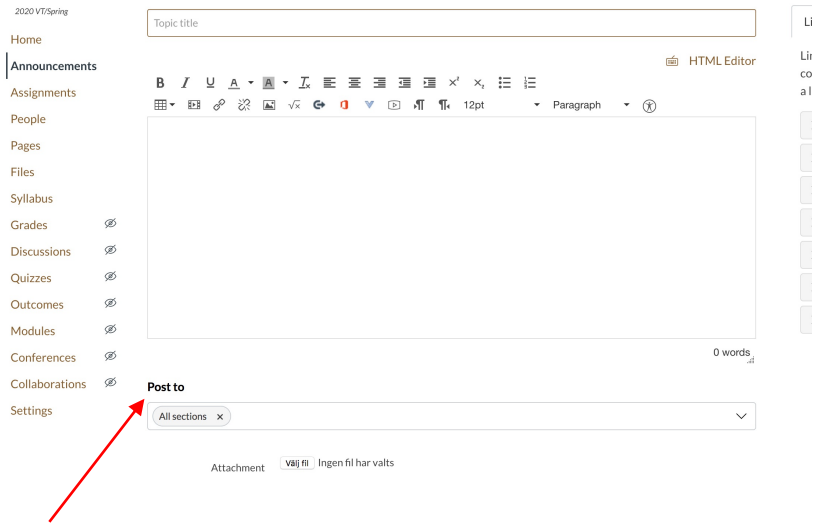


You can choose only teachers, only students, groups or everyone (students and staff) connected to the course, that would be "All in XXXX11 Name of course". Everything else is like a usual e-mail with subject and text/content. Finally click "Send".

ANNOUNCEMENTS

STEP 1 | CREATE YOUR ANNOUNCEMENT (“ANSLAG” IN SWEDISH)

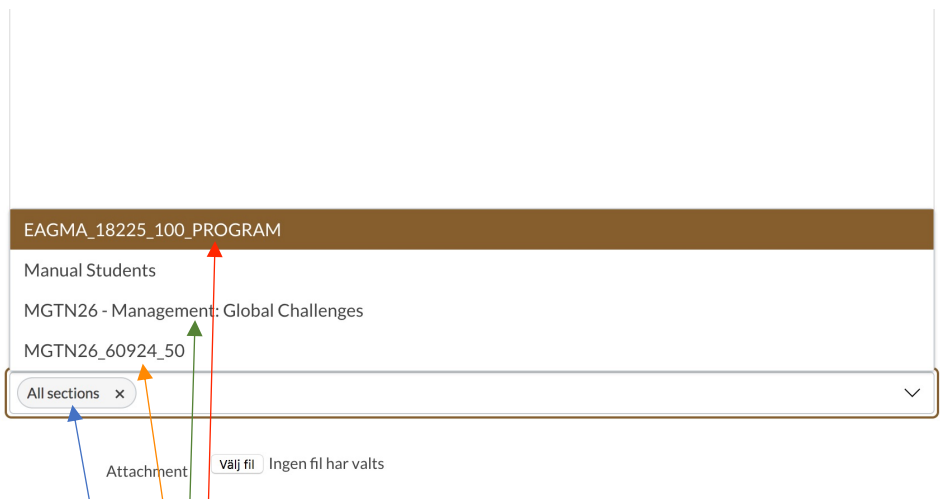
Click “Announcement” to the left and then the button “+ Announcement”:



Write your announcement in the editor. When finished, choose your recipients for your announcement, beneath “Post to”.

STEP 2 | CHOOSE YOUR RECIPIENTS AND POST THE ANNOUNCEMENT

Before you post your announcement you have to choose the recipients. Per default you have “All sections” i.e. everyone who has a role at the course; staff, students, administrators etc. You will find the course specific options beneath “Post to”. You will reach the following depending on your choice:



Choose **All sections** and you will reach: Everyone who has a role at the course; staff, students, administrators.

Choose **The course name** (for example MGTN26-Management: Global Challenges) and you will reach: The course staff only.

Choose **The course code and a number** and you will reach: Students only.

Choose the **Programme code** and you will reach: Everyone connected to the programme, staff, students and administrators. (Only if you have a programme connected to the course this code will show).

If you want the students to be able to comment on your announcement, tick the box "Allow users to comment".

Options

- Delay posting
- Allow users to comment
- Users must post before seeing replies
- Enable podcast feed
- Allow 'liking'

Save by the

"save"-button:



Further questions?

Please contact Anna Löthman, communication officer at LUSEM:
anna.lothman@ehl.lu.se