## Moodle – Add Announcements

**ANNOUNCEMENTS**

The key to any good class is communication. The more you can make your presence known, the more successful your class will be. Moodle has an Announcement link at the top of the page to help Faculty send messages to the students. The Announcements can be a welcome letter to the students or simple reminders of assignments coming due or an upcoming test. The Announcement message is emailed to the student in addition to posting at the top of the Moodle Course page.

**ADD ANNOUNCEMENTS**

- Turn Editing on
- Click **Announcements** link at the top of the page
- Click **Add a new topic**

- Type **Subject**
- Type **Message**

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![Image](image.png)
By default, you will have thirty minutes to make changes to your post.

- If you wish to post the message immediately, check **Send forum post notifications with no editing-time delay**.
- When you have finished composing and editing your message, select **Post to Forum**.

The announcement will be sent out in an email to all the students enrolled in the class. Additionally, it can also be seen at the top of your Moodle Course Page under Announcements.