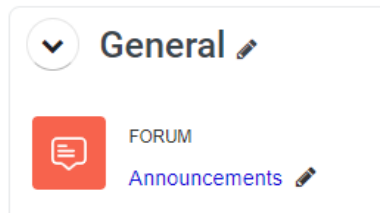
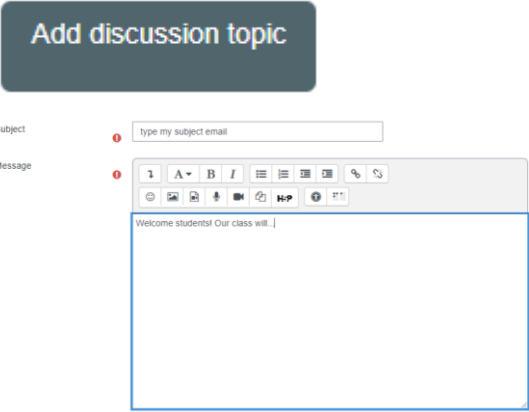
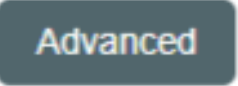
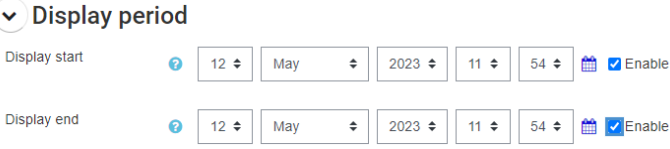
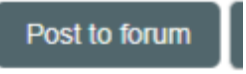


# Post Course Announcement

Moodle 4.0 Help (For Staff): <https://www.lttc.edu.hk/moodle/help-staff>

Course Announcement is a special forum created in each Moodle course by default. It is used for teacher(s) or TA(s) posting news and announcements to all course participants. The participants will receive an email of the message after you post. Students cannot post or reply to in the course announcement.

	<ol style="list-style-type: none"> <li>1. On your course page, under General tab, click '<b>Announcements</b>' button.</li> </ol>
	<ol style="list-style-type: none"> <li>2. Click '<b>Add discussion topic</b>', then type the notice subject and message.</li> </ol>
	<ol style="list-style-type: none"> <li>3. If you want to insert the file or setting the display period of this post. Please click on '<b>Advanced</b>'.</li> </ol>
<input type="checkbox"/> Send forum post notifications with no editing-time delay	<ol style="list-style-type: none"> <li>4. If you want to send this message to your students immediately, check the box; or the message will be sent within 20 minutes after you post.</li> </ol>
	<ol style="list-style-type: none"> <li>5. If you want the message will be displayed and sent to students in dedicated time. Please enable and set the display to start or end time.</li> </ol>
	<ol style="list-style-type: none"> <li>6. Click '<b>Post to forum</b>'.</li> </ol>