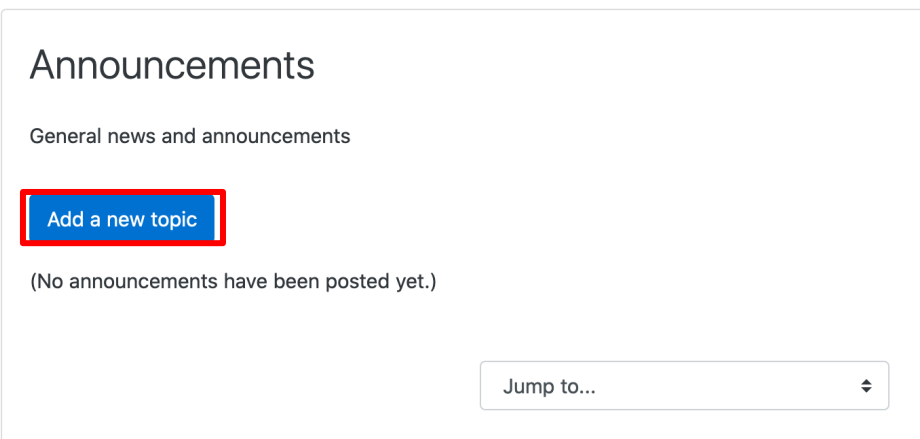


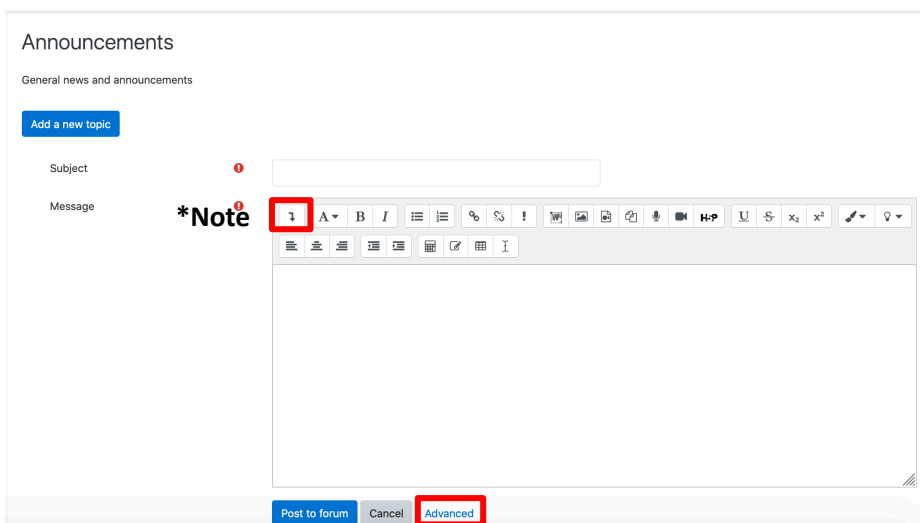
Step 1

You can use the “**Announcements**” to communicate with the students enrolled in your course. News forum is created automatically for every Moodle courses.



Step 2

After you enter the forum, click ‘**Add a new topic**’.

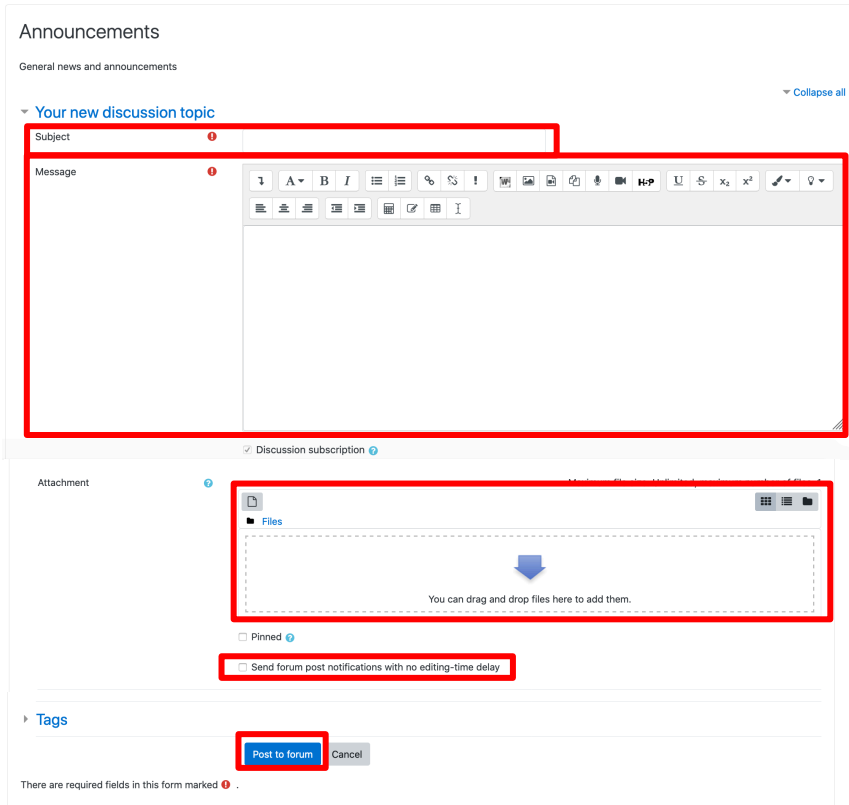


Step 3

Click ‘**Advanced**’ to have more options.

Note:

Moodle has a new look to the text editor. The features are the same, just new icons. Click the ‘**Toolbar Toggle**’ to see all of the buttons.





Announcements
General news and announcements

▼ Your new discussion topic ▼ Collapse all

Subject

Message

Attachment

 Files

 You can drag and drop files here to add them.

Pinned

Send forum post notifications with no editing-time delay

Tags

There are required fields in this form marked ●.

Step 4


Enter a subject and the content of your message (You can format the message as if it is in a word processor)
 Additionally, you may attach a file to your message.
 Click on **'Post to forum'** button when you finished.
 Your students will receive notification next time they login to Moodle.

Announcements
General news and announcements

| Discussion | Started by | Last post | Replies |
|--|----------------------------------|----------------------------------|---------|
| Notes on coming exam | theOrigo theOrigo 14 Jul 2020 | theOrigo theOrigo 14 Jul 2020 | 0 |

Announcements
Notes on coming exam

File download Display replies in nested form

 **Notes on coming exam**
by theOrigo theOrigo - Tuesday, 14 July 2020, 12:38 PM

exam

Permalink Edit Delete Reply Export to portfolio

Step 5

After the message has been created, you can click on the topic to edit or delete the message. By default, you have 30 minutes to edit the message before the emails are sent to the students, unless you have selected 'mail now'.