ESO TRAINING FILE
HOW TO SEND BROADCAST ANNOUNCEMENTS TO YOUR CLASS
VIA THEIR STUDENT YORK U EMAILS

SENDING ANNOUNCEMENTS VIA STUDENT YORK U EMAILS

1) Log into your course Web site.

2) Select "Course Toolkit" (on the left hand side).

3) Select "Broadcast Announcement" (third red link) to broadcast announcements to your class during the term

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4) Enter *Start Date* and *End Date*. If it's a regular e-mail broadcast, make the Start Date and End Date identical. If however, you would like this broadcast to be received by late-enrolling students, it is advisable that you set the End Date to coincide with the last day to enroll.

Note: *The End Date and Time must occur after the Start Date and Time and it may not exceed the end of term.*

5) Enter your Subject Heading.

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6) Compose your message in the field at the bottom. You may Copy and Paste Word text into the body *(Copy – CTRL C / Paste – CTRL V)*. If you have any URLs, you will need to activate them automatically by typing the full URL and selecting the space bar or enter key.

Or, you may manually create a link by highlighting text to be hyperlinked by first selecting the chain icon below the Font family. Next paste or type in the full URL in the Link URL box, select the drop-down arrow of the Target box, select "Open in new window", then select Insert.

7) Select "Submit Announcement" (at the bottom left of the page).
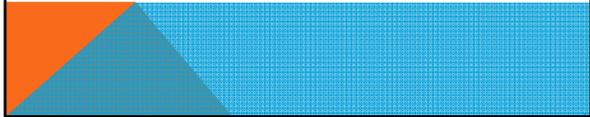
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8) Once you complete your posting, the notice will be sent to your students within *approximately 2 hours*.

9) The subsequent screen will present you with a listing of all of your courses. You may send additional announcements by clicking on the course name.

10) If you would like to check to see who has received the email at a later time, you may click on the specific announcements, scroll down to the bottom and you will see a listing in red of the dates, times, and email addresses of the students who received the notice.
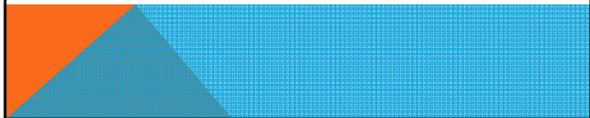
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IMPORTANT

For a list of supported browsers, please go to the following Quickr Computing Requirements page.

http://www.yorku.ca/laps/eso/students/quickrreqs.html
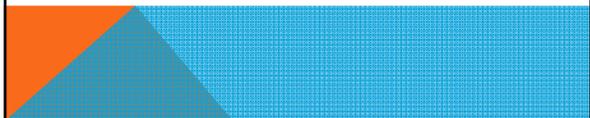
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IMPORTANT

For cross-listed and multi-section courses: instructors teaching cross-listed courses or multi-section courses that are conveniently combined can either choose to send e-mails collectively (by leaving all boxes checked), or individually, by unchecking those courses that do not require the e-mail.