Course Announcements

How do you communicate to all of your students in your LATTE course at once? Use the Course News and Announcements Forum!

Step-by-step guide

1. Log into your Brandeis LATTE page.
2. Select the course you wish to make an announcement.
3. Turn editing on.
4. Select the Announcements Forum

5. Click on "Add a New Topic"

6. Enter in the subject and content of your message.

7. You can also add attachments to the message.
8. You can select a start and end time to the visibility of the message.
9. Press “Post to Forum” at the bottom of the page, and the message will appear on the forum and sent as an e-mail to every participant in your course.

All students are automatically subscribed to the Announcements Forum.

Related articles

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