

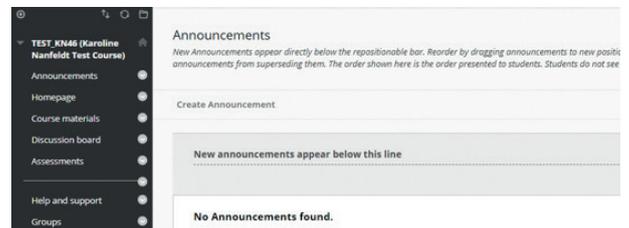
# CONTACTING YOUR STUDENTS ON VISION

This guide will show you how to send announcements on Vision to stay in touch with your students.

Announcements are useful for sending out important information for your students that they will receive immediately. It is also a good way to give general class updates about where you are in your course schedule.

## HOW TO SEND ANNOUNCEMENTS

**STEP 1.** Navigate to **Announcements** on the left-hand course menu navigation.



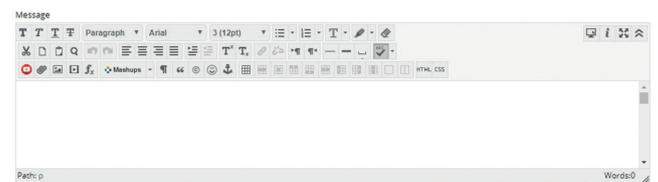
**STEP 2.** Click on **Create Announcement**.



**STEP 3.** In the **Subject** box, give your announcement a subject like an email subject, e.g. 'Reminder of essay deadline'.

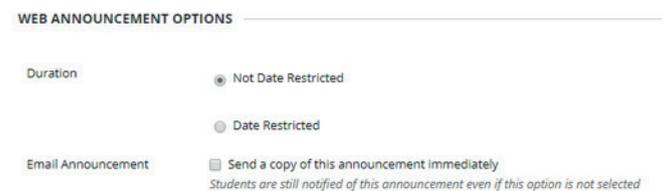


**STEP 4.** After giving your announcement a title, write or copy your text in the **Message** box.

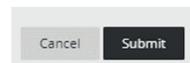


**STEP 5.** As you scroll down the page, you will be able to select **Web Announcements Options**.

Tick **Send a copy of this announcement immediately** beside **Email Announcement** for your students to receive an email of your announcement.



**STEP 6.** Once you are happy with your announcement, click **Submit** in the lower right-hand corner. Your announcement will now be sent out to your students.



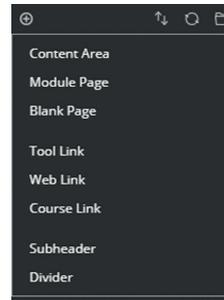
## IF YOU DO NOT HAVE 'ANNOUNCEMENTS' AVAILABLE IN THE COURSE MENU

You can easily add a new link to the Announcement tool.

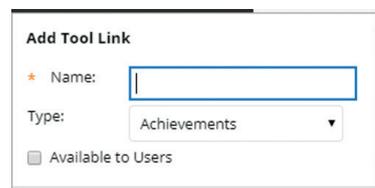
**STEP 1.** On the left-hand navigation, hover over the **+** in the upper left corner.



**STEP 2.** Select **Tool Link**.



**STEP 3.** Write **Announcements** in the name box. Click on the drop-down menu for **Type** and select **Announcements**.



**STEP 4.** Ensure that you tick **Make available to users** option or your students will not be able to see the announcements on the course.

### TOP TIPS

#### Be kind and personable

Think about your tone when sending out announcements. They are an important tool for communicating with our students, reassuring them and helping them to stay on track with their studies.

### TROUBLESHOOTING

If you experience any issues sending out announcements, ensure that:

1. You have instructor access to the course. You will know whether you do by whether you can turn on/off edit mode in the upper right corner
2. You have turned on edit mode

Any other issues, please contact the IT Helpdesk at [ISHelp@hw.ac.uk](mailto:ISHelp@hw.ac.uk).



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