

Edit an Announcements (Forum) in Moodle & Create a Topic

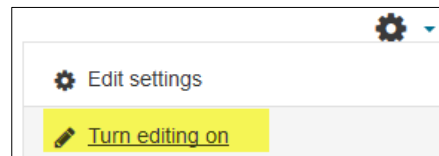
Introduction

The Announcements forum is a special forum for general news and announcements. A course may only have one Announcements forum unless it has been imported from another system which supports more than one Announcements forum.

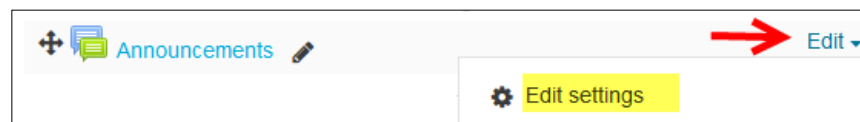
This forum is automatically created in a new course. By default, it is placed in the top of the central section and only teachers and users with appropriate permissions can post in it. The forum has forced subscription set by default. In this tutorial you will learn how to edit an Announcements forum and create a topic.

Edit an Announcements Forum

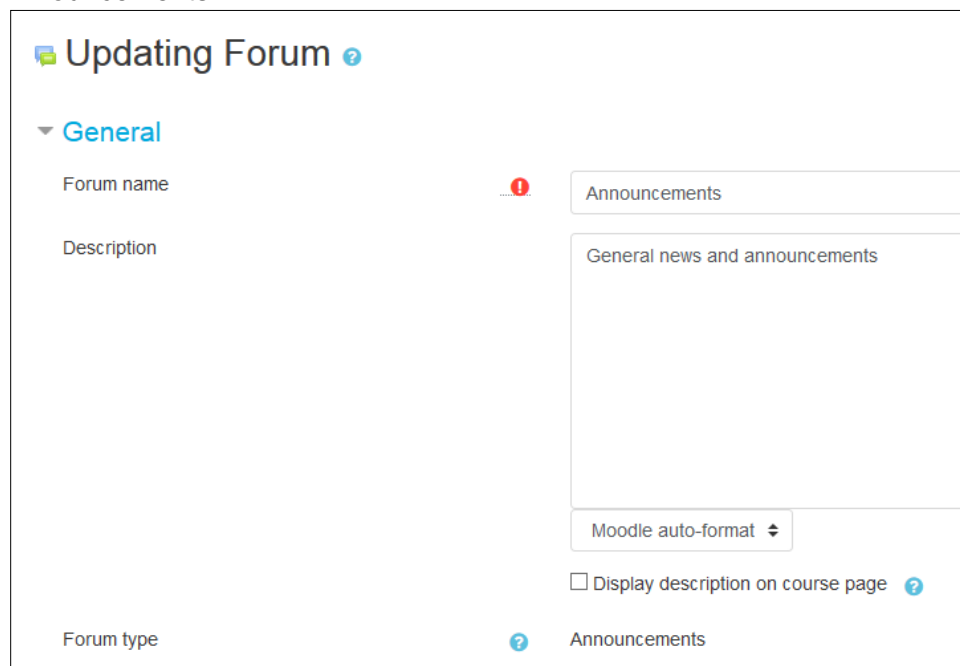
Step 1: To begin, select **Turn editing on** after you have logged into your Moodle course web site.



Step 2: Next, click on **Edit** then **Edit settings** to access the properties of the forum activity. The *Updating Forum* page appears as shown below.



Step 3: You may enter a new forum name in the field provided but we recommend that you use the name Announcements.

A screenshot of the "Updating Forum" page in Moodle. The page title is "Updating Forum" with a question mark icon. Under the "General" section, there are fields for "Forum name" (containing "Announcements"), "Description" (containing "General news and announcements"), and "Forum type" (containing "Announcements"). There is a "Moodle auto-format" dropdown menu and a checkbox for "Display description on course page".

Step 4: Should you decide to make any changes to the expanded properties of the Announcements forum, be sure to scroll down to the bottom of the page and click **Save and return to course**.



The course's home page will reappear. Click the Announcements forum activity link.

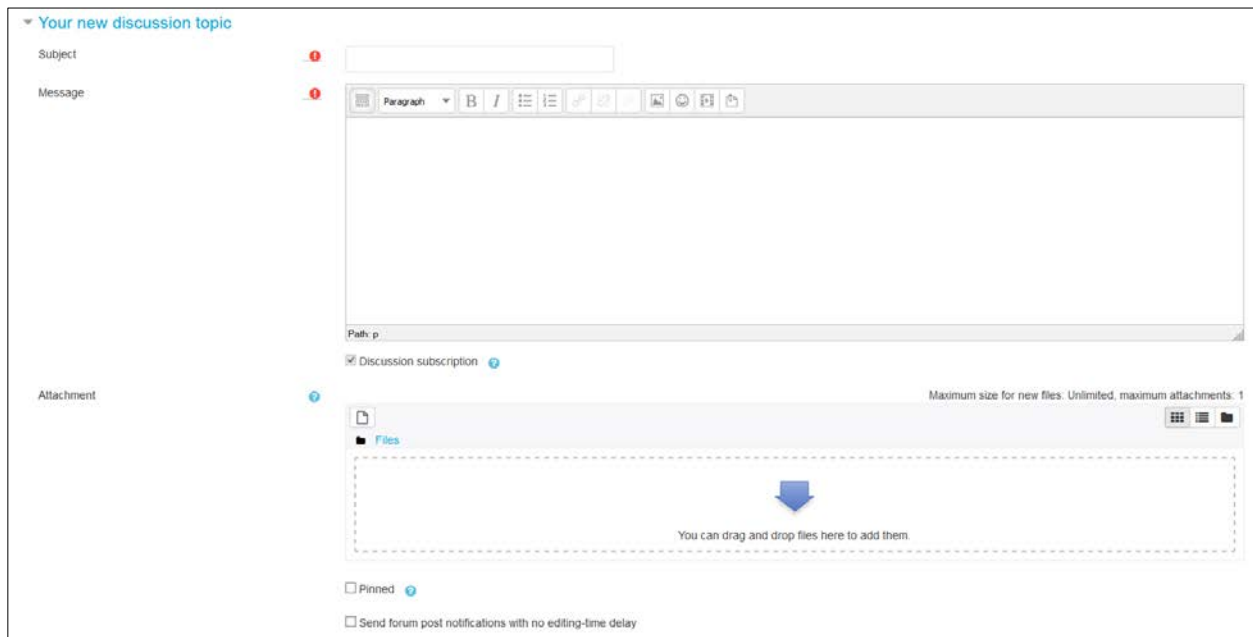


Create a Topic

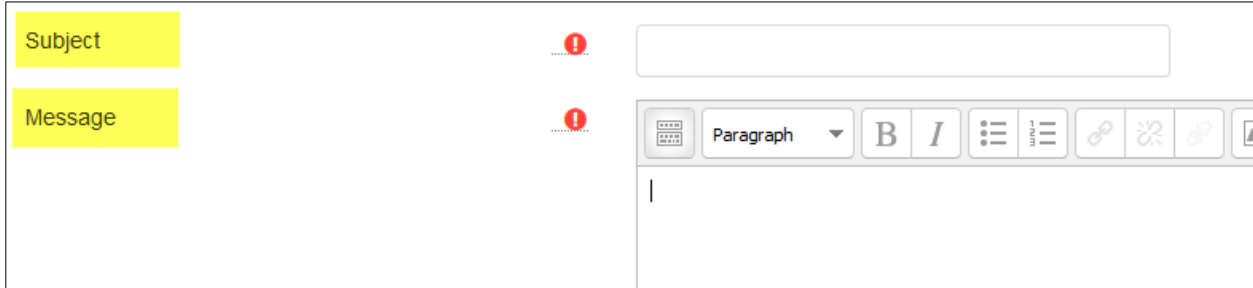
Step 5: Click **Add a new topic**.



The *Your new discussion topic* page appears as shown below.



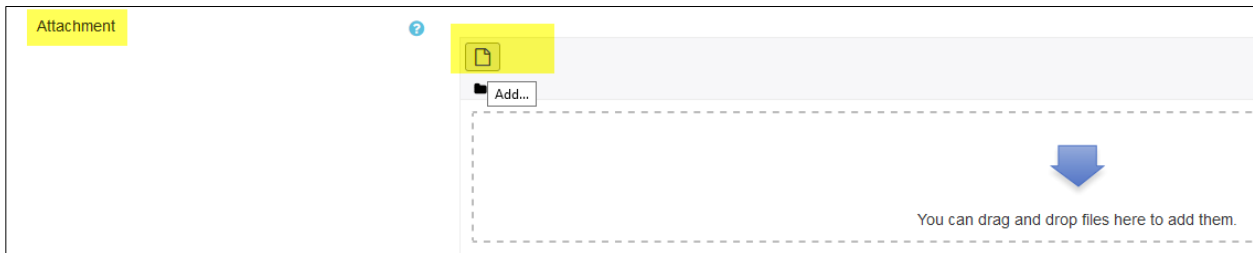
Step 6: Enter a **Subject** and a **Message** in the required fields provided.



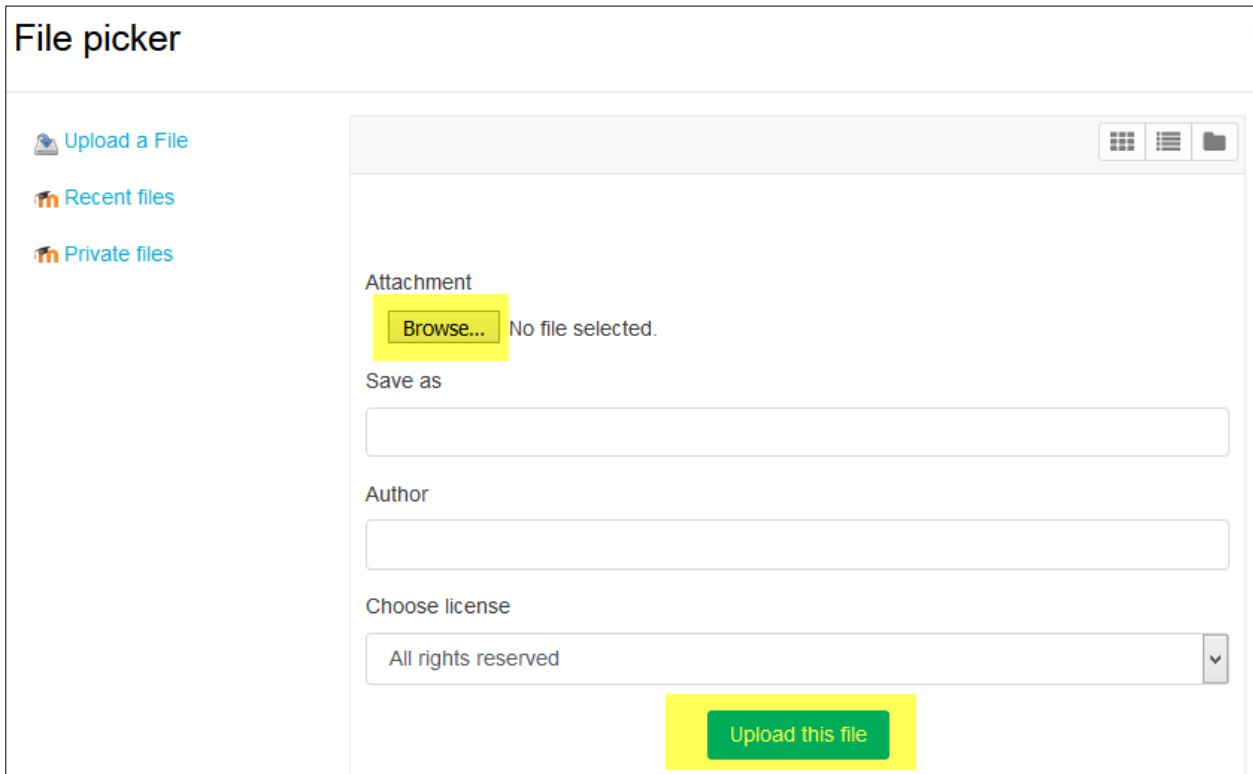
The screenshot shows a form with two main sections: "Subject" and "Message". Both sections have a yellow highlight on their labels. To the right of each label is a red exclamation mark icon, indicating a required field. The "Subject" field is an empty text box. The "Message" field is a rich text editor with a toolbar containing options like Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Link, and Unlink. The message body is currently empty.

If your Announcements forum includes a file attachment, then please proceed to Step 7. If not, then please proceed to Step 9.

Step 7: Click the **Add...** icon (to exercise the option to attach a file). The *File Picker* window will appear as shown below.



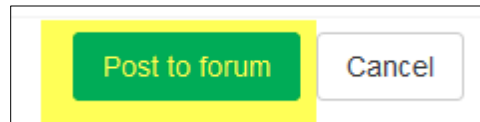
The screenshot shows the "Attachment" section of the form. A yellow highlight is on the "Add..." icon, which is a document with a plus sign. Below the icon is a dashed-line box representing a drag-and-drop area. A blue arrow points down into this area, and the text "You can drag and drop files here to add them." is displayed at the bottom right of the dashed box.



The screenshot shows the "File picker" window. On the left, there are three links: "Upload a File", "Recent files", and "Private files". The main area is titled "Attachment" and contains a "Browse..." button (highlighted in yellow) next to the text "No file selected.". Below this are three input fields: "Save as", "Author", and "Choose license". The "Choose license" dropdown menu is currently set to "All rights reserved". At the bottom right, there is a green "Upload this file" button (highlighted in yellow).

Step 8: Click **Browse**. Locate and select the appropriate file by clicking Open. Notice that the “No file selected” will change to the name of your file. Click **Upload this file**. The file will now appear in the Attachment box.

Step 9: Click **Post to forum**.



You will see your announcement topic appear and you will also see the announcement posted in the Latest News block on your course main page.

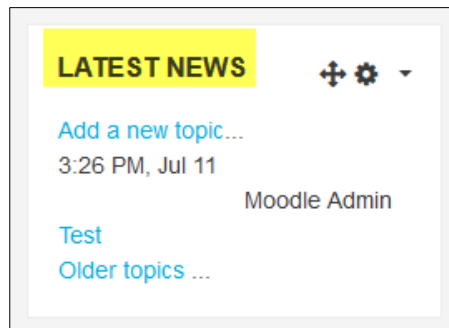
Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.

Announcements

General news and announcements

Add a new topic

Discussion	Started by	Replies
Test	Moodle Admin	0



LATEST NEWS + ⚙️ ▾

[Add a new topic...](#)
3:26 PM, Jul 11
Moodle Admin

[Test](#)
[Older topics ...](#)

Conclusion

We hope this guide was helpful. For more information about online course development, please contact the Academic Innovation & Distance Education office at onlinehelp@bhcc.mass.edu.