



Centre Manager Basics

How to create an announcement

Announcements

Announcements can be used to communicate information to the whole centre, a selection of user groups or learners in a selection of classes, placements or providers.

User Restrictions

Only Centre Managers can create Announcements

Create and Announcement

1. Click on the **Centre** icon
2. Click on the **Announcements** icon
3. Click the **Create New Announcement** button
4. Enter a title for your announcement
5. Enter the body of content of the announcement

Announcement Visibility

The **Date of announcement** determines when the announcement will be visible from and the **Date expires** determines when the announcement will no longer be displayed.

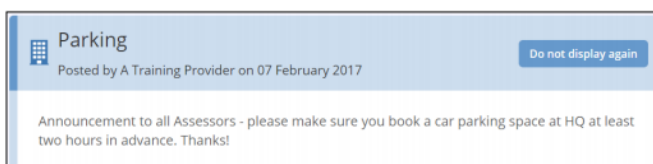
You can also specify which user groups the announcement will be visible to. When you select the "Learner" user group, you will be able to target specific classes, placements and/or providers. If you want the announcement to be visible to all learners, you don't need to select any classes, placements or providers.

Click the Create button to post the announcement.

For group(s):		
<input checked="" type="checkbox"/> Learner	<input type="checkbox"/> Archived Trainee Tutor	<input type="checkbox"/> Centre Monitor
<input type="checkbox"/> Archived Learner	<input type="checkbox"/> Archived Tutor	<input type="checkbox"/> User Manager
<input type="checkbox"/> Trainee Tutor	<input type="checkbox"/> Employer	<input type="checkbox"/> Centre Manager
<input checked="" type="checkbox"/> Tutor	<input type="checkbox"/> Observer	<input type="checkbox"/> Archived Internal Quality Assurer
<input type="checkbox"/> Internal Quality Assurer	<input type="checkbox"/> External Verifier	

Viewing the Announcement

Once the announcement has been posted, it will be displayed to the selected users during the specified dates. When user logs in, they will be shown the announcement and will have the option to "Continue" or "Do not display again".



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