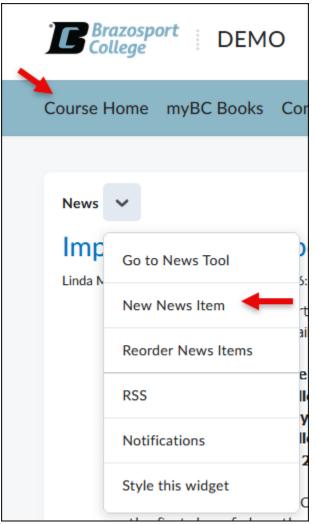


News, Checklists, and Notifications

The News tool is used to post a Welcome message or announcement concerning updated activities and materials for a course.

Create a News Item

1. From the course homepage, click New News Item from the News drop-down menu.



In the Headline text block type in a title (for example: "Welcome" or "Announcement for mm/dd/yy") (1) and enter your message in the Content area (don't forget to do a spell check) (2).

	n															
General																
leadline *																
Welcome 1																
Content *				-		_	5									
Paragraph 🗸	3 <i>I</i> <u>∪</u> √			× ∣	ď	2	Σ~	# ~	+ ~	Tir	nes New	. ~	12pt	~	•••	2
Welcome to type in	course name (for				origina	lly and i			to Tex						luctory everal oth	er
information abou courses for over 10	vears. I am ex topics the course t, a section on	cited about	re type in c o	ourse sum	marizat	ion of t	opics (fo	examp	ole: infect	ious dis						2
information about courses for over 10 Some of the scientific experimen useful for the non-s Type in any prerequ	years. I am ex topics the course t, a section on cience major.)	vill cover ar Genetics, as or required	re type in c o s well as a s skills (for e	ourse sum ection on xample: Al	marizat Ecology Il studen	ion of t o . The clo	opics (fo ss will b	r examı e diverse	ole: infect. e in nature	ious dis e and	eases, th cover ma	ny phys	iologica	l topics ti		

The following is an example of the welcome message I used in the earlier screen shot.

Welcome to **type in course name** (for example: HIST 1302: American History). I am **type** *in your name*, the instructor for this course. **Type in some introductory information** *about yourself* (for example: I am from the South Pacific originally and recently moved to Texas. I have been teaching this course at several other courses for over 10 years. I am excited about getting to know all about you as we work, discover and learn together.)

Some of the topics the course will cover are **type in course summarization of topics** (for example: infectious diseases, the ability to analyze the data of a scientific experiment, a section on Genetics, as well as a section on Ecology. The class will be diverse in nature and cover many physiological topics that will be useful for the non-science major.)

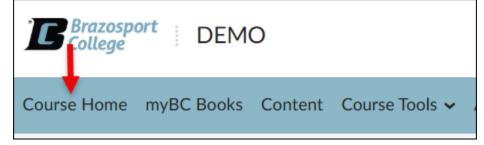
Type in any prerequisite knowledge or required skills (for example: All students must have successfully passed MATH 0012 or have the appropriate score on the placement test. If you are unsure, please speak with the instructor.)

Again, I look forward to working with you this semester. If you have any questions please email me at **type in your email address**.

Read ALL the following Navigation and First Week Assignments information before entering other course areas. **3.** You can include a Start and End date for the announcement if you prefer (1). Once the message is the way you want it, **click** on the Publish button (2).

Availability	
Show Start Date	
✓ Always show start date	
If unchecked, the start date will be visible only in the News tool to users with permission	to edit news.
Start Date	
5/11/2023 10:12 AM	
End Date	
Remove news item based on end date	
➡ 5/12/2023 12:00 AM	
Attachments	
Add a File Record Video	
Additional Release Conditions	
Attach Existing Create and Attach	ions
There are no conditions attached to this item.	
Publish Save as Draft Cancel	

4. To return to the course homepage **click** on Course Home from the navigation bar.



Edit a News Item

To edit a News Item, **click** on Edit from the drop-down menu of that News item.

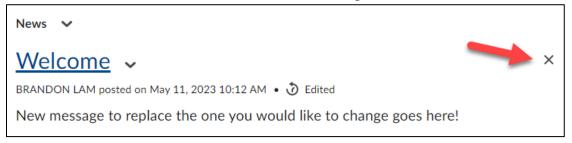


Edit the News item as necessary [*if you are editing an item that was posted for more than just a minute or so, check the box for "Major edit" so that it will restore the item for those who may have dismissed it*]. **Click** the Update button when done.

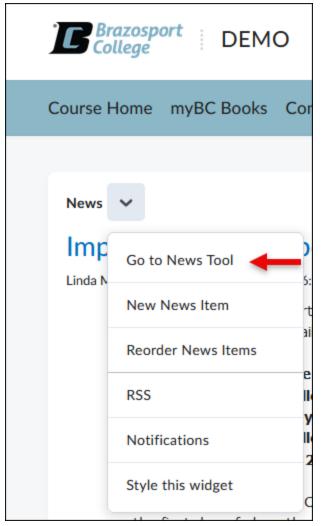
College DEMO-BLAM	
Course Home myBC Books Content Course Tools - Assessments -	Support 🗸
Edit Item - Welcome!	
General	
Headline *	
Welcome!	
Content *	
Paragraph \vee \mathbf{B} I $\underline{\cup}$ $\mathbf{A}_{\mathcal{F}}$ \equiv \mathbf{S} \mathcal{S} \mathcal{S} \mathbf{P} \mathbf{S} \equiv \mathbf{S}	₽ , ~ ·
Hello my name is Brandon and I will be your instructor for this semester!	
Major edit - send a notification and restore it for those who dismissed it	
Availability	
Update Cancel	

Dismiss option

Everyone can dismiss a News Item. Dismissed items can be accessed at any time. To dismiss an item, **click** on the X link located to the right of the News title.



To view Dismissed items, **click** on the pull-down menu next to "News" and **select** Go to News Tool.



Here you can view all dismissed News item (along with all News items you have created).

\Box	Title	Start Date	End Date	Status				
	Welcome 🗸	May 11, 2023 10:12 AM	-	Published				
	New message to replace the one you would like to change goes here!							
	zoom 🗸	Aug 19, 2022 11:28 AM	-	Published				
	Elder, Angela is inviting you to a scheduled Zoom meeting.							
	Topic: Online Course Tools Tour Time: Aug 19, 2022 12:00 PM Central Time (US and Canada)							
	Join Zoom Meeting							
	https://brazosport-edu.zoom.us/j/89626256158							
	Meeting ID: 896 2625 6158							
	One tap mobile							
	+13126266799,,89626256158# US (Chicago)							
	+16465588656,,89626256158# US (New York)							
	Dial by your location							
	+1 312 626 6799 US (Chicago)							
	+1 646 558 8656 US (New York)							
	+1 646 931 3860 US							
	+1 301 715 8592 US (Washington DC)							
	+1 309 205 3325 US							
	+1 386 347 5053 US							
	+1 564 217 2000 US							

To **Restore** a Dismissed News Item **click** on the pull-down menu next to its name and **select** Restore.

Welcome	✓ (dismissed)		May 11, 2023 10:12 AM
New mess	Edit	ould like to change goes her	e!
	View		
zoom 🗸	Restore	-	Aug 19, 2022 11:28 AM
Elder, Ang	Delete	led Zoom meeting.	
Topic: Onl	Carry		

NOTE: Delete News Items

Be sure to delete unwanted or unrelated old news items before copying your course from semester to semester. All old news items are still visible to the students unless they are manually deleted each semester.

Checklists

Checklists are used to highlight important items such as assignments, quizzes, and readings which need to be completed by the student.

Add a Checklist

1. Click the Checklist link in the Course Tools drop-down selection menu on the navigation bar.

7]-

Content	Course Tools 🗸 ┥	issess mei
	Awards	
	Checklist	
abou	Classlist	for S
)25 6:36 F Iportant	Email	s for you
email ind	Groups	deadline
date: prolled	Locker	The opt
sday, Ja nrolled	MyMediaSite	The opt
iry 21,	Angela's Progress	
ort Colle throug	Virtual Classroom	required
ur tuitic	Zoom Meeting	
nase yo	-	can opt

2. Click the New Checklist button.



3. Enter a Name for the list such as "First Week Activities" or "Assignment 1" (1) and **enter** a Description (2). **Check** the box to Open this checkbox in a new window when viewed, this option will allow students to have the checklist open as they work in the course (3). **Click** the Save button (4).

19px 🗸	53
	1.

Add a Category to the Checklist

1. Click the New Category button near the bottom of the page.

New Window Open this checklist in a new window window with the second s	when viewed.	
Categories and Items		
New Category New Item	Reorder	
You haven't created any categories or	items.Click Nev	v Category to add a new category or click New Item to add a new item.

Enter the Name of the category [In this case it will contain all items that need to be read for the first week of class, so we will call it "Weekly Readings"] (1). Click the Save button when done (2).

New Category	
Name • 1 Weekly Readings	7
Description	J
Paragraph \vee B I \bigcup \checkmark \blacksquare \checkmark	e ^φ ⊠ Σ × 開 × + × Lato (Recom × 19px × Σ
	1.
2	
Save Save and New Cancel	

Add a New Item

Now that we have our category, we need to add the actual items we want students to complete.

1. Click the New Item button located near the bottom of the page.

New Wind	New Window								
 Open this checklist in a new window when viewed. 									
Cate	Categories and Items								
New	Category	New Item	Reorder						
🌮 Edi	t T Delet								
	Categories	Terns							
	Weekly R	eadings 🗸							
Save	and Close	Save	Cancel						

Enter a Name for the item (*example: Read Course Announcements*) (1), add a Description (2), enter Due Date information (if applicable) (3), select the Calendar checkbox to "*Display in Calendar*" (4), and click the Save button (5).

	New Item
	Category* Weekly Readings ~ [New Category]
1	Name *
	Read Chapters 1-2
0	Description
2	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
	For this week you will need to read chapters 1 and 2 in the course textbook.
3	Due Date
4	Calendar Ø Display in Calendar
5	Save Save and New Cancel

Continue to add New Item(s), as you did in the previous step, to your checklist category. In the following image I added 2 more items: *Read Article on Present Day Literature*, and *Read Shakespeare's Romeo and Juliet* (1). Click the Save and Close button when done adding each item (2).

Categories a	and Items							
New Category								
🌮 Edit 📑 Delete								
Categori	es/Items							
Weekly	Weekly Readings 🗸							
Read Chapters 1-2 🎉 🗸								
Read Article on Present Day Literature 🌋 🗸								
Read Shakespeare's Romeo and Juliet 🗸								
2								
Save and Close	Save	Cancel						

To edit a Checklist

1. Click on the drop-down menu next to the Checklist name and select Edit.

Checklis	ts	
New Checklist	More Actions 🗸	
Checklists		
Week 1 🗸 For the first week	of this course you will need	d to complete the following items:
Edit Checklis yada yac Previe	ew in a new window	
Test1 Copy Test		

2. Edit the checklist as necessary and click the Save and Close button when done.

Description														
Paragraph 🗸	в	<i>Ι</i> <u>U</u> ~	^∕ ≣	·~ ≣~		o ⁰ 🗷	Σ~	* ~	+ ~	Lato (Recom	~	19px 🗸	•••	53
For the first w	eek of	this cour	se you will	need to d	complete	the foll	lowing it	ems:						
														1.
New Window														
Open this chec	cklist in	a new wind	ow when vie	wed.										
Save and Close	ar	Save	Cance	4										

Notifications

The Notification tool allows users to receive instant notifications about course activities such as grades, new discussion posts, upcoming quizzes, Assignments due dates and Announcements.

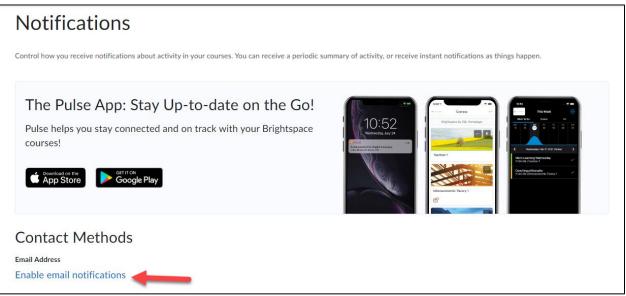
Setting Notifications

Email Notifications

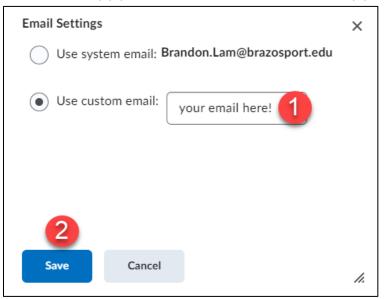
1. To enable notifications **click** on your log in name located on the right of the mini bar.

		Þ	₽		AE	Angela Elder	ŝ
oort 🗸	Edit Co	urse	View	as /	Admin		Change
		Update:	Profile Notifi Accou	icati		gs	_
, ×		₽ 4 u ⊡1 N	US Er	nglis	sh		
			Log C	out			

2. Click Enable email notifications.



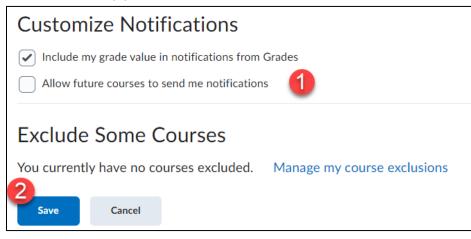
Click the radio button for Use custom email: and enter an external email address (Gmail, Yahoo, etc.) (1). Click the Save button when done (2).



Note: you MUST have enabled Email to check notification boxes.

Instant Notifications	Email
Activity Feed - new comments from others on a post	
Activity Feed - new posts created by others	
Content - content item created	
Content - content item updated	
Content - content overview updated	
Content Service - feedback for content service uploads	
Discussions - mentioned in a discussion post or thread	
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	
Dropbox - assignment feedback released	
Dropbox - assignment feedback updated	
Dropbox - dropbox folder due date or end date is 2 days away	
Dropbox - publish all feedback completion	
Grades - grade item released	

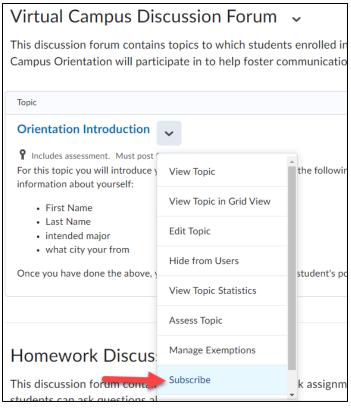
 Under the header for Customized Notifications (1), make desired selections and click the Save button (2).



Subscribing to a Discussion Forum

Note: if selecting to receive an instant notification from **Discussions** you MUST **enter** the Discussions area and **select** to "subscribe" to a particular Forum or discussion topic in order to receive your notification.

To subscribe in Discussions, **click** on the Drop-down menu next to a discussion topic or forum and **select** Subscribe (NOTE: You will receive a notification each time someone makes a post.).



Notification Alerts

Update Alerts

Update alerts show new instant notification you subscribe to such as grades, Announcements items, Assignments, Quizzes, etc....

1. Whenever you receive a new Update alert you will see an orange dot 🔴 appear

above the Update alerts icon, in the alert minibar located near the top right corner of the page.



2. Click on the Update alerts icon to view the new alert(s).

	AE Angela Elder 🔅
ort 🗸	Fall Course Survey News Posted - Brazosport College Dec 4, 2024 8:21 AM
×	Video Issues News Posted - Brazosport College Oct 29, 2024 2:31 PM

3. Clicking on a listed alert will take you to the specific tool (Quiz, Assignments, Announcement, etc.) that the alert is for.

Message Alerts

Message alerts shows notification alerts for any new emails or Pager messages you have received.

1. Whenever you receive a new Message alert you will see an orange dot \bigcirc appear above the Message alerts icon, in the alert minibar located near the top right corner of the page.



2. Click on the Message alerts icon to view the new alert(s).

		þ	Â
	💬 Instant Messages		imail
	No items found.		
ทย	v ^	 + (nreau Disc

3. Clicking on a listed alert will take you to the specific tool (email or pager) so you can read or reply to the message you received.

Subscription Alerts

Subscription alerts show new discussion posts in forums, topics, and specific message threads to which you have subscribed.

Whenever you receive a new subscription alert you will see an orange dot — appear above the Subscription alerts icon, in the alert minibar located near the top right corner of the page.

1. Click on the Subscription alert icon to view new posts to the discussions you have subscribed to.



2. Clicking on a listed alert will take you to the forum, topic, or specific message to which you have subscribed, and a new message has been posted to.

