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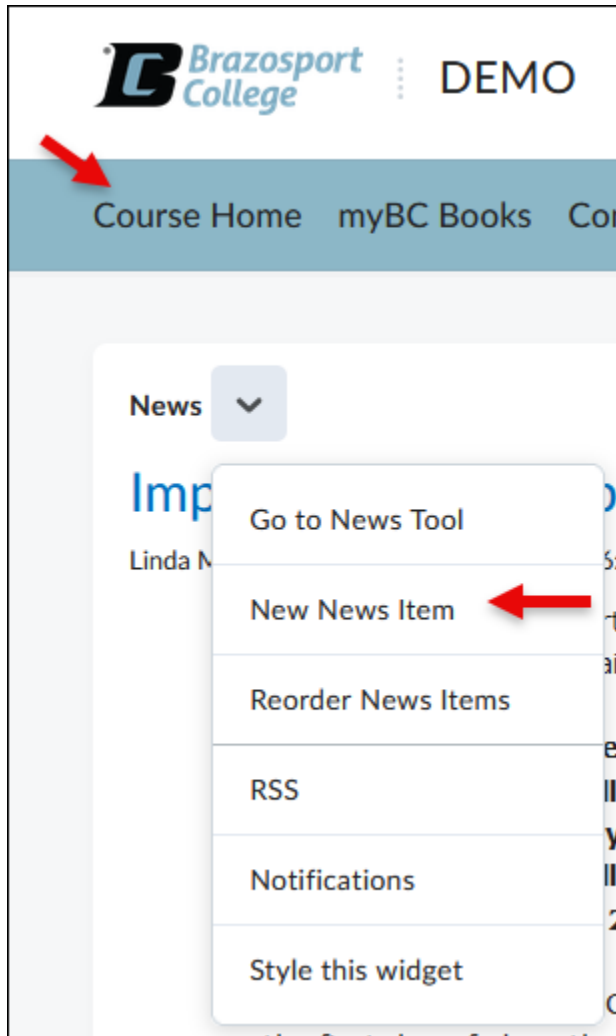
2. In the Headline text block **type** in a title (for example: "Welcome" or "Announcement for mm/dd/yy") (**1**) and **enter** your message in the Content area (don't forget to do a spell check) (**2**).

New Item

General

Headline *

Welcome **(1)**

Content *

(2) | Paragraph ∨ | **B** *I* U̲ ∨ A̲ ∨ | ≡ ∨ ≡ ∨ | ▶‖ ⧉ 🖼 Σ ∨ ▦ ∨ + ∨ | Times New ... ∨ | 12pt ∨ | ⋯ ⤢

*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.***

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**).

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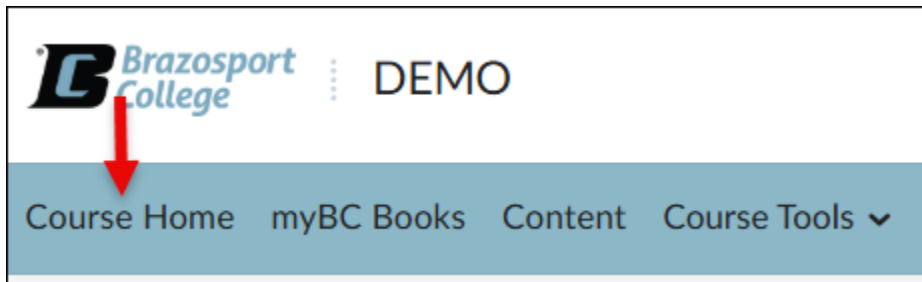
Edit a News Item

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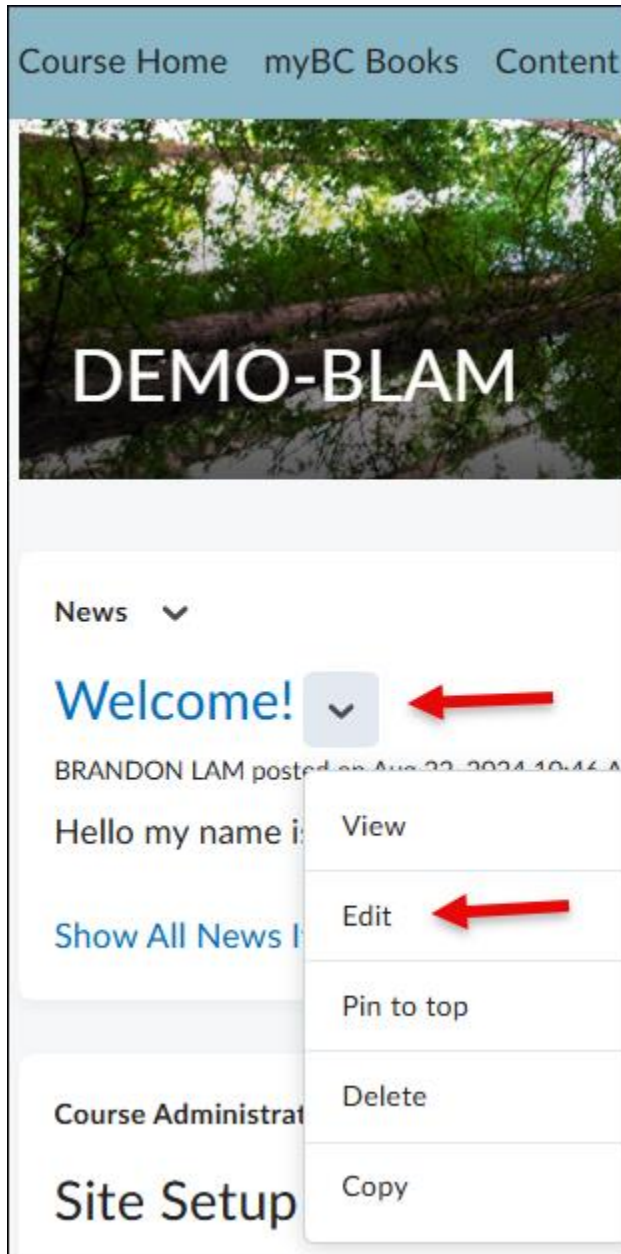
Edit the News item as necessary [*if you are editing an item that was posted for more than just a minute or so, **check** the box for "Major edit" so that it will restore the item for those who may have dismissed it*]. **Click** the Update button when done.

Brazosport College · DEMO-BLAM

Course Home   myBC Books   Content   Course Tools ⌄   Assessments ⌄   Support ⌄

Edit Item - Welcome!

General

Headline *

Welcome!

Content *

Paragraph ⌄ **B** *I* U ⌄ A⃥ ≡ ⌄ ☰ ⌄   ▶⁝ 🔗 🖼 Σ ⌄ ▦ ⌄ +

🖌 ✎ ≡ 🔍 </> ↺ ↻

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
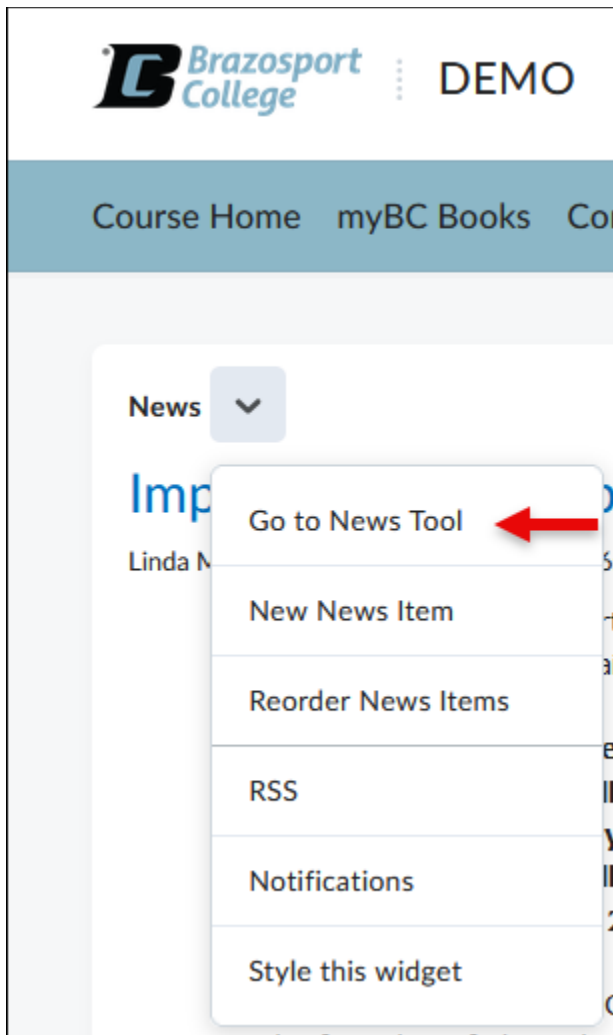
Availability

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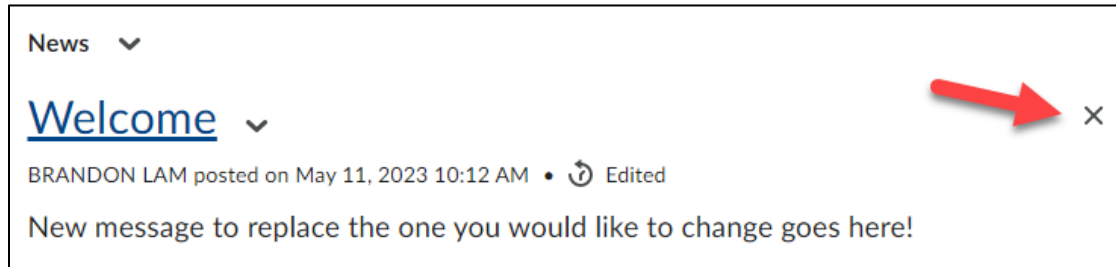
To view Dismissed items, **click** on the pull-down menu next to "News" and **select** Go to News Tool.

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

	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.


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.
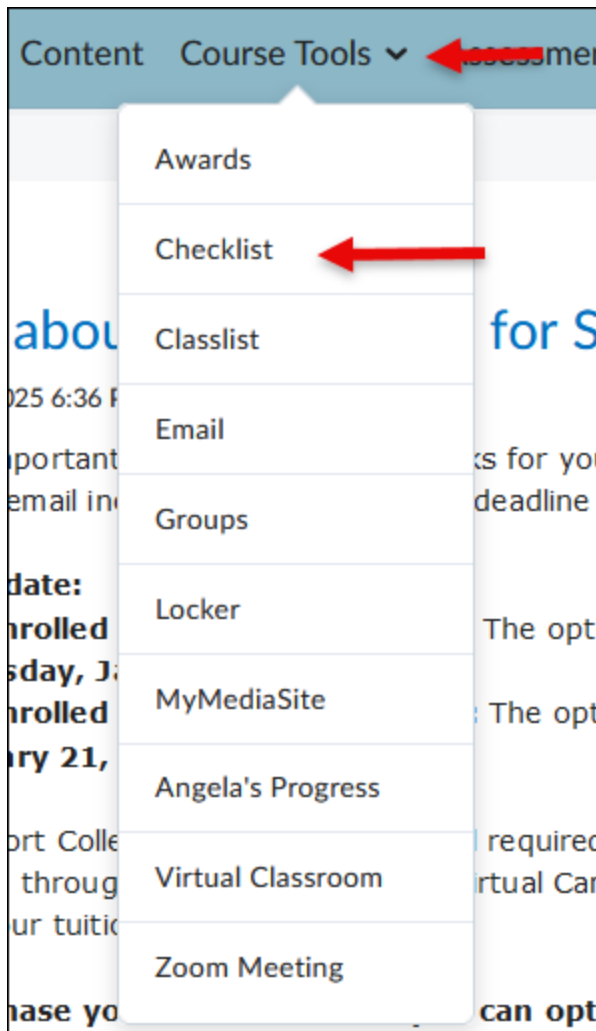
2. **Click** the New Checklist button.

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**).

New Checklist

Name *

First Week Activities ①

Description ②

| Paragraph ∨ | **B** | *I* | U ∨ | A∕ | ☰ ∨ | ☰ ∨ | ⚏ | ⚯ | 🖼 | Σ ∨ | ⊞ ∨ | + ∨ | Lato (Recom... ∨ | 19px ... ∨ | ⋯ | ⤢ |

New Window

☑ Open this checklist in a new window when viewed. ③

④

Save   Cancel

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 when viewed.

Categories and Items

| New Category | New Item | Reorder |

You haven't created any categories or items.Click New Category to add a new category or click New Item to add a new item.

2. **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**).

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.

2. **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**).
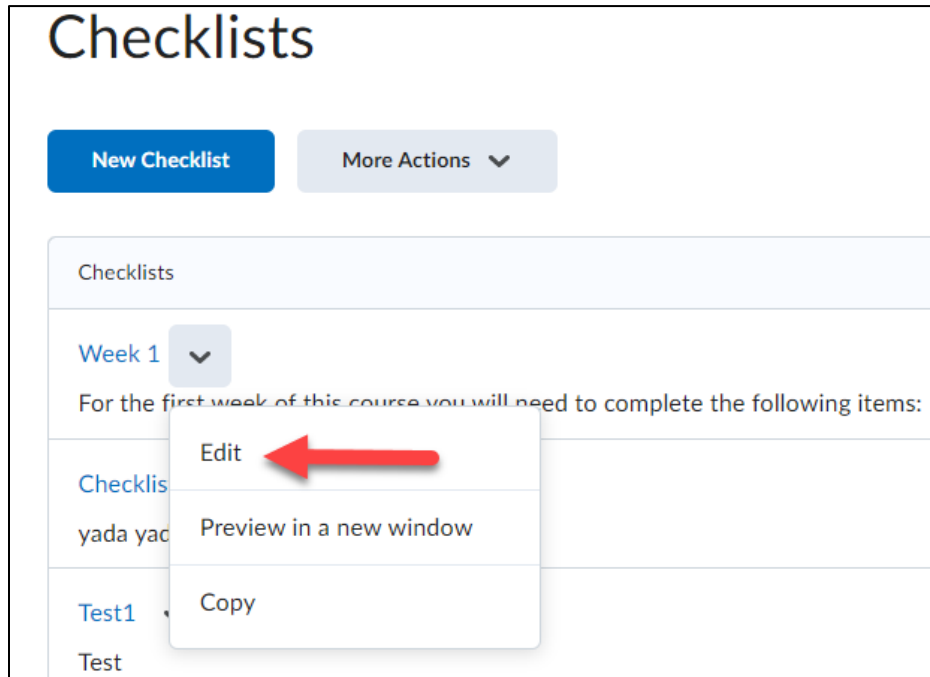

3. **Continue** to add New Item(s), as you did in the previous step, to your checklist category. In the following image I added 2 more items: *Read Article on Present Day Literature,* and *Read Shakespeare's Romeo and Juliet* (**1**). **Click** the Save and Close button when done adding each item (**2**).

To edit a Checklist

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

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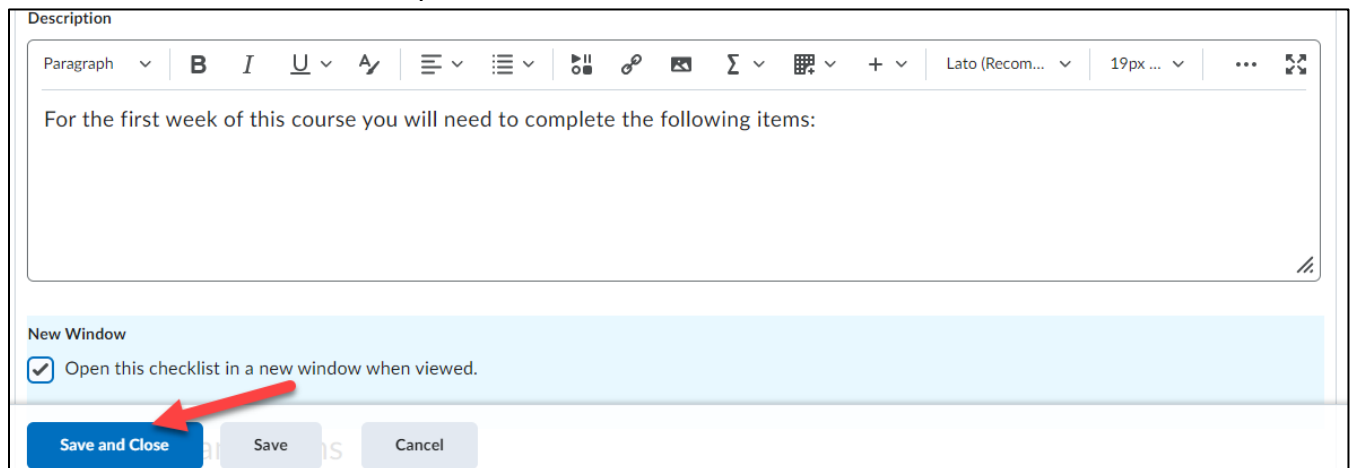
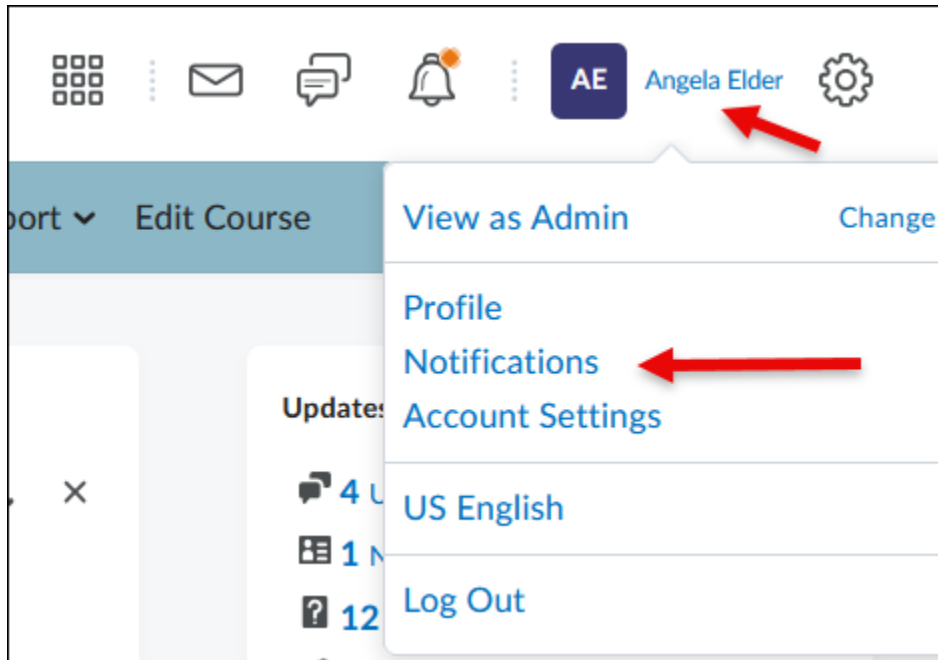
Notifications

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.
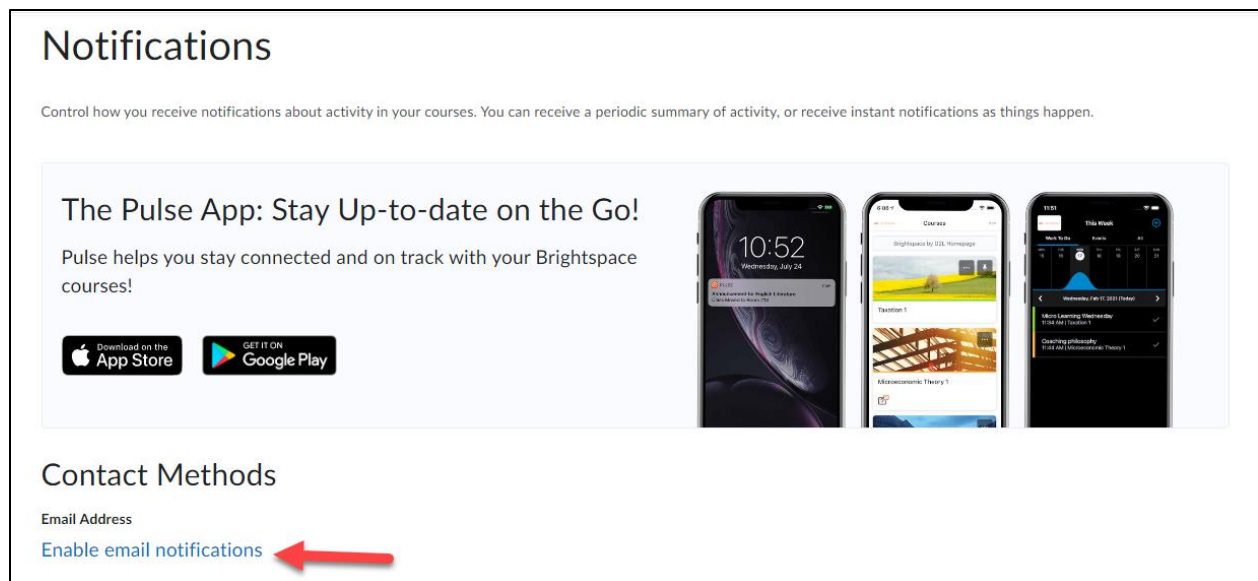
Setting Notifications

Email Notifications

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

2. **Click** Enable email notifications.

3. **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**).

Email Settings   ✕

  ○ Use system email: **Brandon.Lam@brazosport.edu**
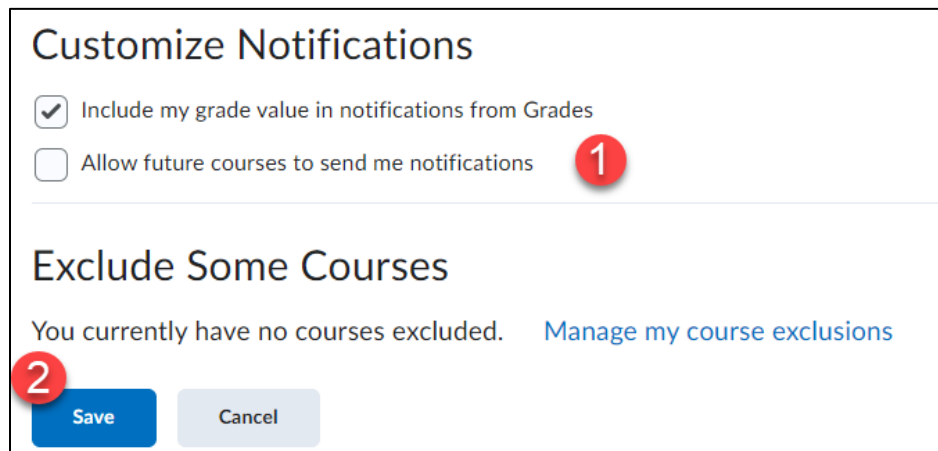
  ⦿ Use custom email: [your email here! **1**]

  2

  [**Save**]   [Cancel]

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

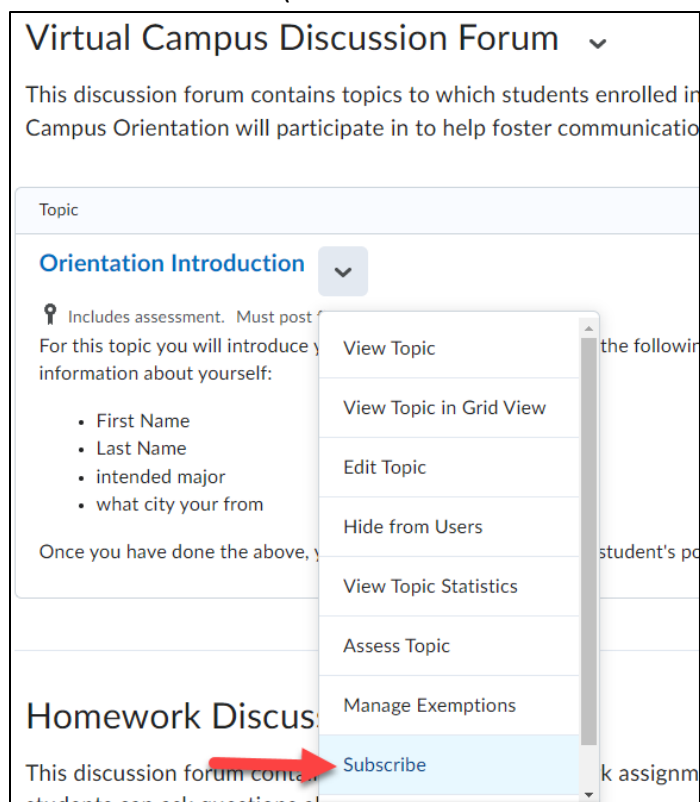| Instant Notifications	Email
Activity Feed - new comments from others on a post	☐
Activity Feed - new posts created by others	☐
Content - content item created	☐
Content - content item updated	☐
Content - content overview updated	☐
Content Service - feedback for content service uploads	☐
Discussions - 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	☐

4. 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.).
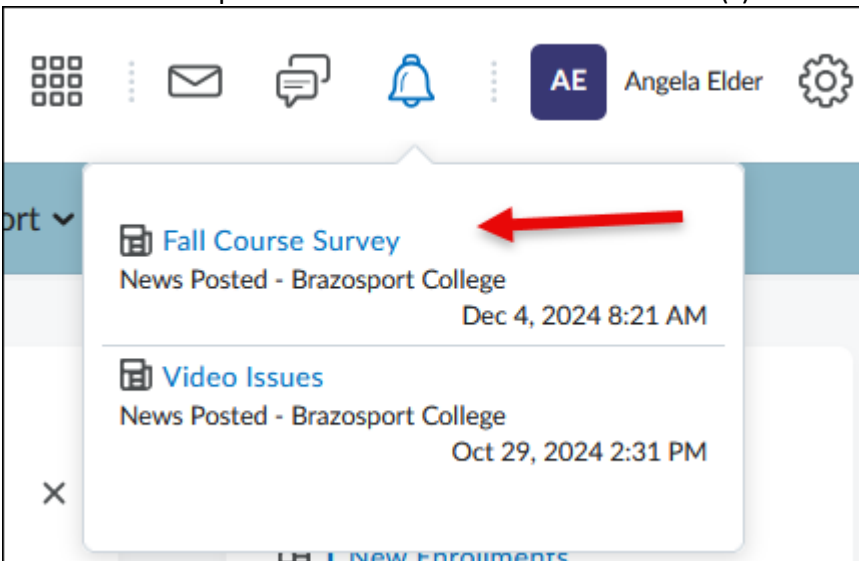
Notification Alerts

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.

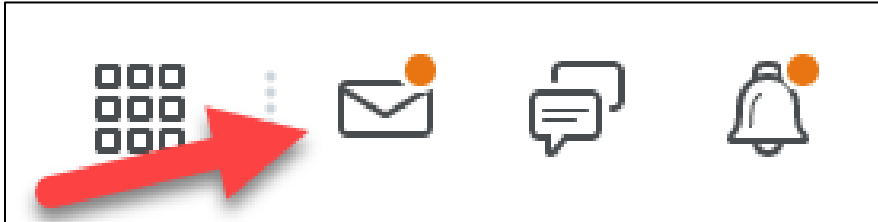2. **Click** on the Update alerts icon to view the new alert(s).

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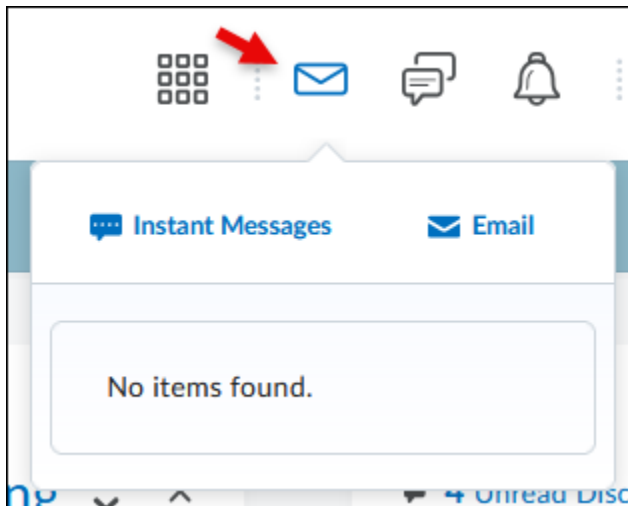
Message Alerts

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 ● 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).

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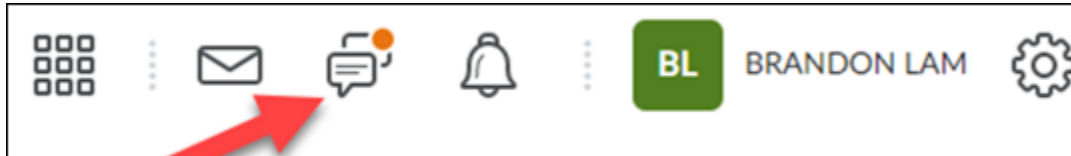
2. Clicking on a listed alert will take you to the forum, topic, or specific message to which you have subscribed, and a new message has been posted to.