



ANNOUNCEMENTS

LP+365

HELP GUIDE
VERSION 2.0

1. Overview.

The **Announcements** tile is located on the **Class/Subject Dashboard** and allows users to share announcements, updates and information relevant to the class.

The tile displays the latest announcement item with title and body text and can be added by both student and teacher who are permitted to the **Class/Subject Dashboard**.

2. Creating an Announcement.

1. Navigate to the Class/Subject dashboard from where you wish to set an announcement.



FIGURE 1. THE ANNOUNCEMENT TILE CLASS DASHBOARD

2. On the **Announcements** tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add an Announcement** as shown in Figure 2.

FIGURE 2. ADD AN ANNOUNCEMENT

3. Complete the following fields:
 - **Title:** this should be the title you want displayed on the Announcement tile. This is a required field.
 - **Body:** if you wish to expand on your announcement: then this field should contain the body text of your announcement.
 - **Expires:** if you wish to set an expiry date for your announcement, then you should specify the expiry date here. Once the announcement has expired: the announcement is no longer displayed in the tile.
 - **Save** button: will save and display the announcement on the dashboard tile.

3. Viewing Announcement details.

Once an announcement has been created: you can click on the announcement to view its details as shown in Figure 3.

Clicking on **Open in Announcement** launches a new browser tab to display the same announcement detail which can be edited or deleted.

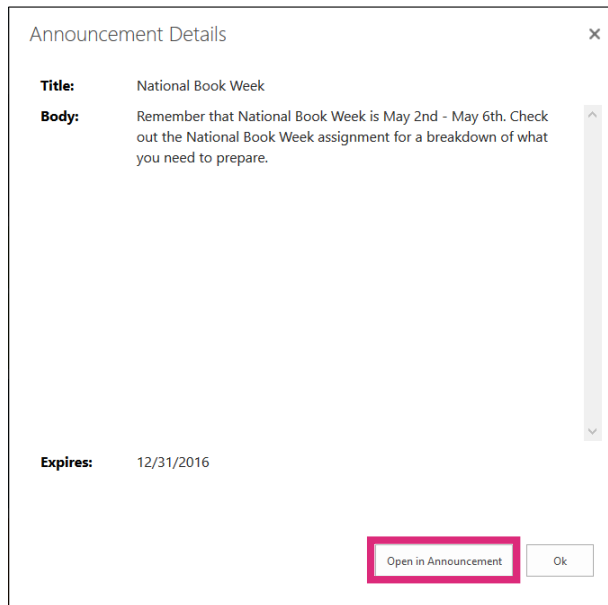


FIGURE 3. VIEW AN ANNOUNCEMENT

4. Viewing Announcements.

Clicking on the **Announcements** tile title will launch a new browser tab to display a list of all your class announcements as shown in Figure 4.

You can add an announcement, edit or manage the list items from this view and the changes will appear on the **Announcements** tile on your **Class/Subject Dashboard**.

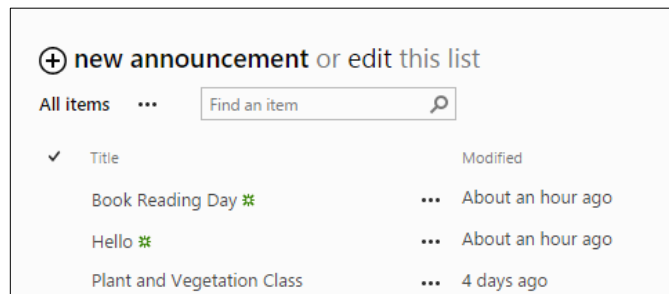


FIGURE 4. THE ANNOUNCEMENTS LIST

4.1 Deleting Announcements.

Announcements can be deleted from the same announcements list view

1. Select the announcement(s) that you wish to delete.

You can do this by hovering over the title of an announcement, and clicking on the tick icon that will appear to the left hand side of the announcements title. This is illustrated in Figure 5.

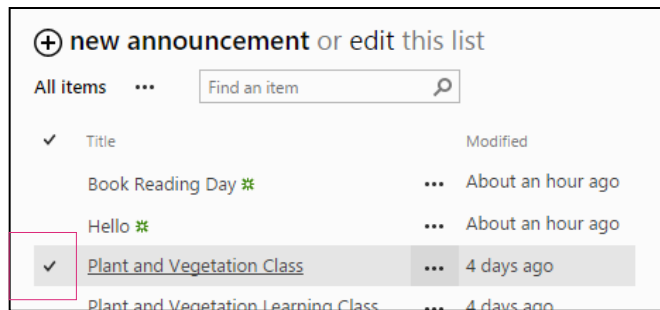


FIGURE 5. SELECTING ANNOUNCEMENTS

2. Having selected the announcement(s) that you wish to delete, click on the ellipses (series of three dots) and select delete item from the dropdown menu that appears as shown in Figure 6.

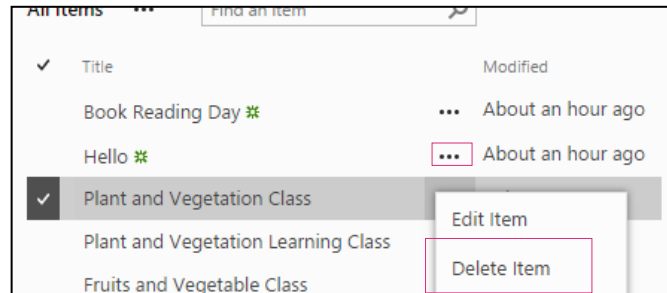


FIGURE 6. DELETING AN ANNOUNCEMENT

3. A new popup window will appear, asking you to confirm that you want to delete the announcement. Click on OK if you are sure that you wish to delete this announcement as shown in Figure 7.

The item can be restored from the Recycle Bin by the site administrator.

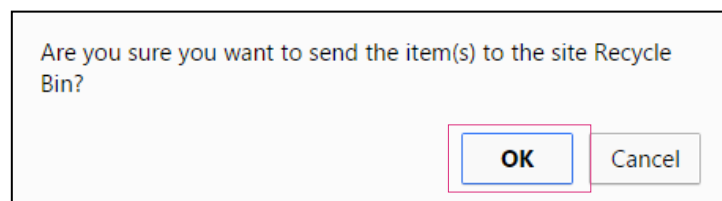


FIGURE 7. CONFIRMATION MESSAGE

5. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Introduction to lists](#)
- [Start using a list](#)

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