

Courses: Course Updates

You can use Course Updates to create announcements in your course. Post updates in your course to quickly communicate brief messages to your students. When updates are posted, they display in the Updates section and on each individual homepage of all members in your course.

Add a Course Update

1. Select your course from the Courses menu and then click **Updates**.
2. Add your update to the text box using the Rich Text Editor and click **Post**.

Update Options

There are several options available for editing, formatting, and sharing your updates:

Formatting:

- Bold
- Italics
- Underline
- Bullet List
- Number List
- Increase Indent
- Decrease Indent
- Spellcheck
- Font Size
- Insert Content
 - Image/Media
 - Link
 - Symbol
 - Equation
- Clear Format

Other Options:

- Add File
- Add Link
- Add Resource
- Audio/Video Recording
- Poll
- Copy

Sharing:

- Mark as Announcement
- Share with Parents (default)

Post an Update to Multiple Courses

Use the quick post tool from the Recent Activity feed on your home page to post an update to multiple courses at once.

1. Click **Recent Activity** from your home page.
2. In the Post field, click **Update**.
3. Type the content of your update, then search in the Post to... field for the courses to which you'd like to post the update.
4. Click **Post** to complete.

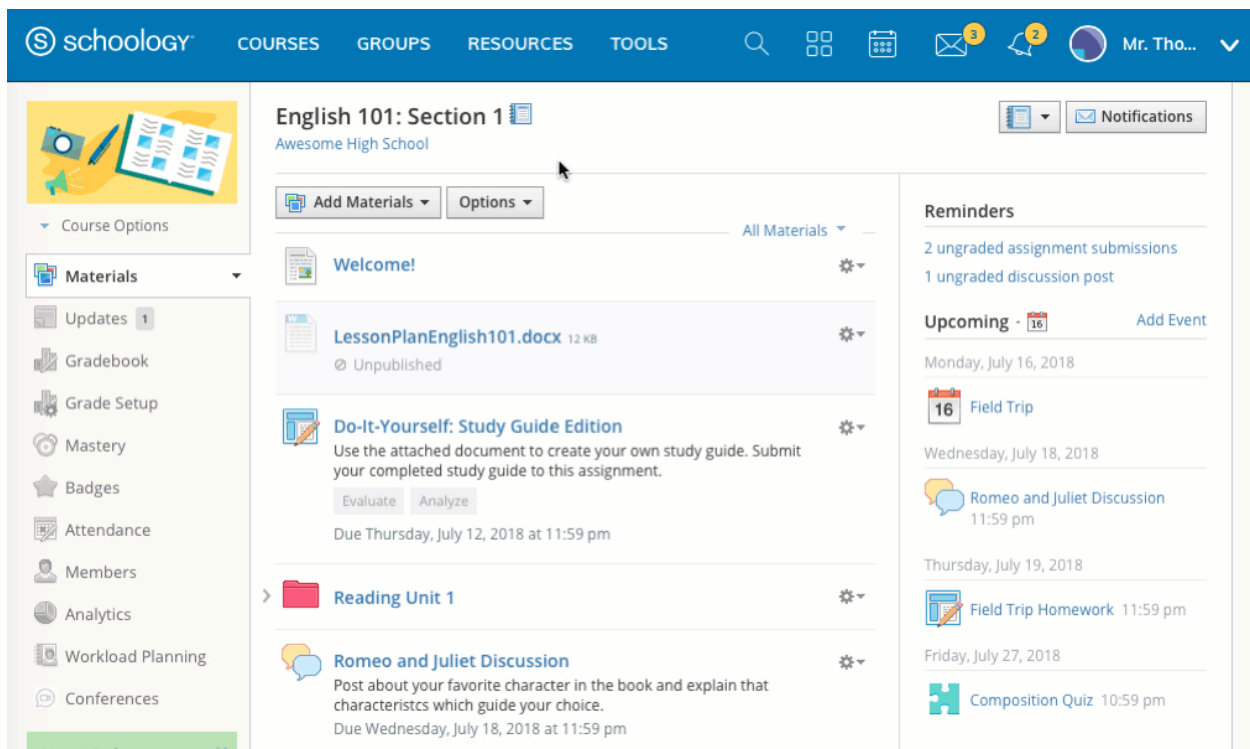
Edit or Delete an Update After Posting

1. Move the pointer over the update and click the gear icon.
2. Select **Edit** or **Delete**.

Delete a Student's Comment on an Update:

1. From the comment, click the gear icon.
2. Click **Delete**.

Set the Updates Area as the Default Landing Page for Your Course

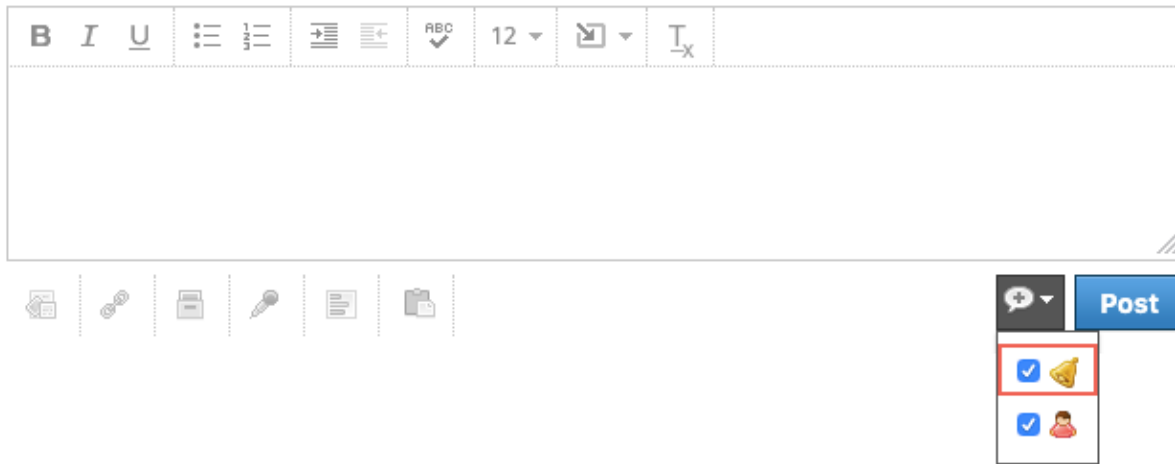


The screenshot shows the Schoology course interface for "English 101: Section 1" at "Awesome High School". The top navigation bar includes "COURSES", "GROUPS", "RESOURCES", and "TOOLS". The left sidebar shows "Course Options" and "Materials", with "Updates" selected. The main content area displays a list of updates, including "Welcome!", "LessonPlanEnglish101.docx", "Do-It-Yourself: Study Guide Edition", "Reading Unit 1", and "Romeo and Juliet Discussion". A right-hand sidebar shows "Reminders" and "Upcoming" events.

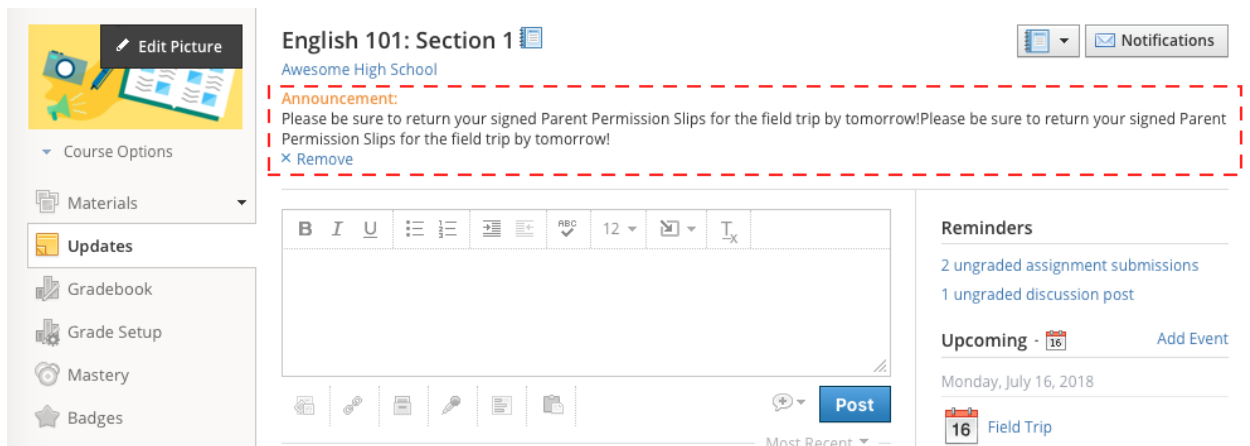
1. Click **Course Options**.
2. Select **Edit Privacy/Course Settings**.
3. In the Default Landing Page menu, select **Updates**.
4. Click **Save Changes** to update your settings.

Change an Update into an Announcement

To change a course Update into an Announcement, check the bell icon from the update editor.



This promotes the update to the first section on the Updates page and to the first section of the Course page until you remove the announcement.








Create Course Polls

You can create anonymous polls in your course to receive live feedback as members vote. To create a poll:

1. Type an update in the text box.
2. Click the **Poll** option.
3. Two fields display by default. To add more options, click the **Add Option** link.
4. Click the **Post** button to complete.

Reader's Club

Awesome District

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Mr. Thomas

Welcome Readers! Introduce yourself and what you are reading right now.

Wed Jun 20, 2018 at 4:23 pm [Comment](#) · [Like](#)



Edna Anderson

Hi! I'm Edna and I'm reading A Series of Unfortunate Events. I LOVE IT!

Wed Jun 20, 2018 at 4:24 pm · [Like](#)

Write a comment