

My.Wartburg... *Tips to make your teaching life easier!*

Class Announcements for Students to Subscribe

Quick & Simple Description:

Navigate to the page you want to display Announcements

Click on **Edit Page** (upper right side) → **Content** Tab → **Add a portlet**

Check the box in front of **Blog**, change to *Class Announcements* →
Add Portlets to page → **Exit**

Click on **Add a New Post** and type in your Headline and text

Save when done

* Students can subscribe to **Class Announcements** by clicking on **Class Announcements** and subscribe to the feed by clicking on **Subscribe** at the bottom of the page or the **RSS Feed**

Detailed Description:

Navigate to the page you want to display Announcements

Click on **Edit Page** (upper right side) → **Content** Tab → **Add a portlet**

Check the box in front of **Blog**, change *Blog* to *Class Announcements* if you wish or any name you want to call it. For the purpose of this guide we will call it Class Announcements

Click on **Add Portlets to page**

Click on **Exit**

Click on **Add a New Post** and type in your Headline and text

Save when done

* Students can subscribe to **Class Announcements** by clicking on **Class Announcements** and subscribe to the feed by clicking on **Subscribe** at the bottom of the page or the **RSS Feed**

Set up & RSS Subscription & Number of posts displayed

Click on **Class Announcements** Click on **Setup**

Check the box RSS: ☐ Enable RSS (also disabling post-level security) to allow students to subscribe to the RSS feed.

Decide under **Default Values** if you want to enable students to comment or not and How many posts are displayed at a time in the **Main Screen** section

Click on **Save**