Interact2: Announcements

The Interact2 Announcements tool can be used to post timely information to site members. From the Announcements page, you can add, edit, and delete announcements.

The default notification setting for Announcements is to send an automatic email of every announcement to site members in both organisations and course sites. This means that an email version of each new announcement will be sent even if you don't tick the box "Send a copy of this announcement immediately" when making the announcement. Some points to note:

- The automatic email may take up to 30 minutes to be sent, whereas if you tick the "send immediately" box the email notification is immediate.
- The automatic email will be from noreply-interact2@csu.edu.au and contain the footer "This is an automatically generated notification from Blackboard. You can change your notification settings at any time by going to Settings, Edit Notification Settings. Please do not reply", whereas the "send immediately" version will be from the person making the announcement and contain no such footer.
- If the "Send immediately" box is ticked the automatic email will not also be sent to users.
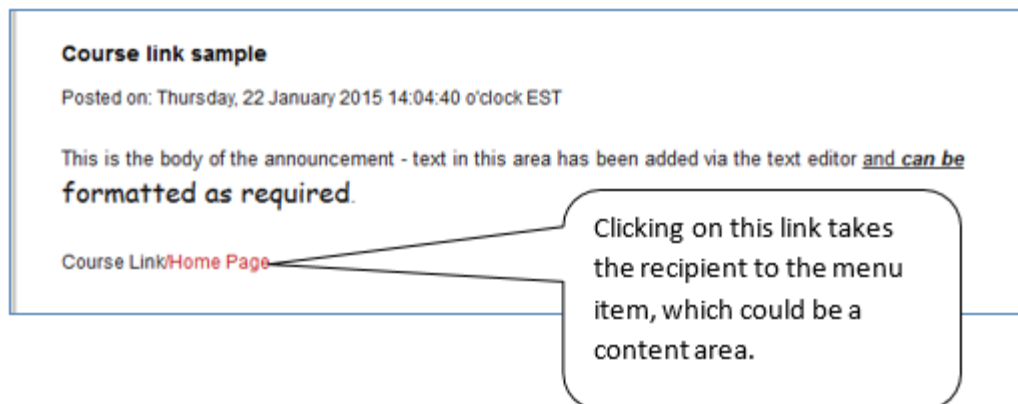
Attachments to announcements

The Interact2 Announcements tool does not send files as attachments (including images) to the email copy of the announcements. The following information is a summary of the options available for alerting recipients to a particular file or piece of content.

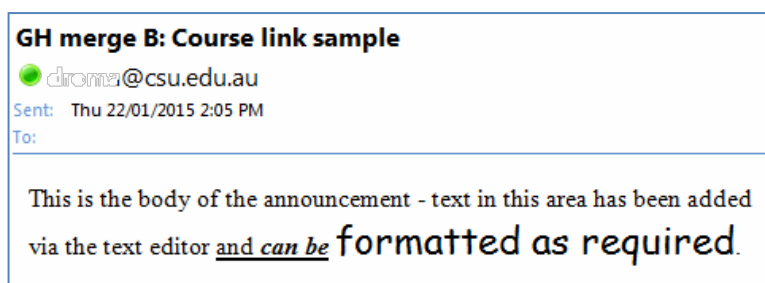## Option 1: Add Course or Organisation Link to an announcement

This option allows the sender to add a link to a menu item or piece of content linked from a menu item. The Course Link appears on the announcement when it is viewed from within the Interact2 site, **but does not appear in either the email or the Blackboard mobile app versions of the announcement**.

Announcement as viewed in the Interact2 site:

Course link sample

Posted on: Thursday, 22 January 2015 14:04:40 o'clock EST

This is the body of the announcement - text in this area has been added via the text editor _and can be_ formatted as required.

Course Link/Home Page

Clicking on this link takes the recipient to the menu item, which could be a content area.

Announcement as viewed as an email notification:

GH merge B: Course link sample

dironva@csu.edu.au

Sent: Thu 22/01/2015 2:05 PM
To:

This is the body of the announcement - text in this area has been added via the text editor _and can be_ formatted as required.
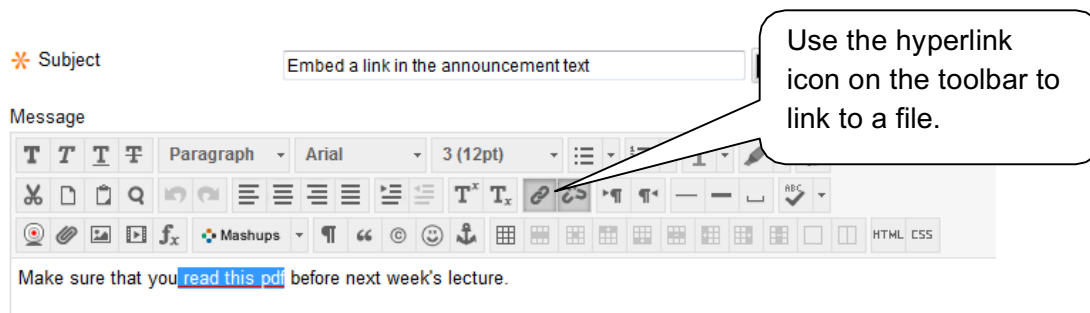
Note: The Course Link does not appear in the email notification, nor does it appear when the announcement is viewed in the Blackboard mobile app.

Recommendation: if you wish to use a Course Link to direct students to a tool or content area, make sure that you refer to it in the body of the announcement and alert them to the fact that they will need to visit the Interact2 site to be able to view and follow the link.

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Option 2: Embed a link in the body of the announcement
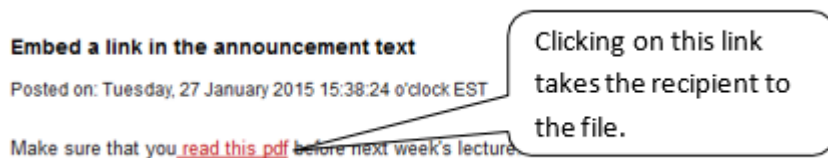
ANNOUNCEMENT INFORMATION

Use the hyperlink icon on the toolbar to link to a file.

Make sure that you read this pdf before next week's lecture.

Announcement as viewed in the Interact2 site:

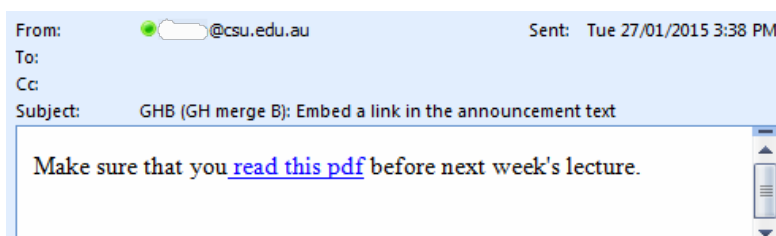**Embed a link in the announcement text**

Posted on: Tuesday, 27 January 2015 15:38:24 o'clock EST

Make sure that you read this pdf before next week's lecture.

Clicking on this link takes the recipient to the file.

Announcement as viewed as an email notification:
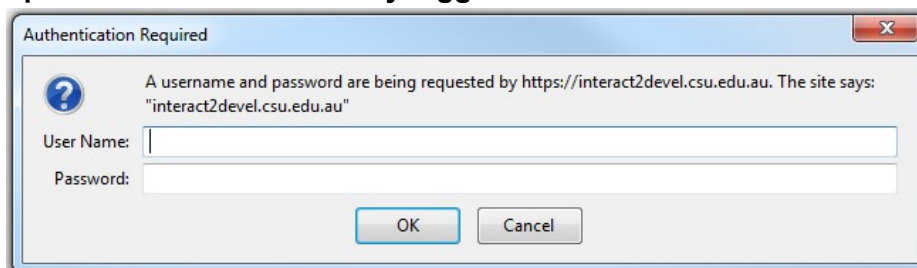
From: ●____@csu.edu.au   Sent: Tue 27/01/2015 3:38 PM
To:
Cc:
Subject: GHB (GH merge B): Embed a link in the announcement text

Make sure that you read this pdf before next week's lecture.

But clicking on the link opens an authentication window which will not accept your normal CSU login username and password. **The link can only be opened if the user is already logged into Interact2.**

Authentication Required

A username and password are being requested by https://interact2devel.csu.edu.au. The site says: "interact2devel.csu.edu.au"

User Name:
Password:

OK   Cancel

Recommendation: If using this method, alert the user from within the body of the announcement that they need to be logged in to Interact2 before clicking on the link.

Announcement as viewed in the Blackboard mobile app

Embed a link in the announcement text

Greg Hardham   2:21 pm   29 January 2015

Make sure that you read this pdf before next week's lecture.
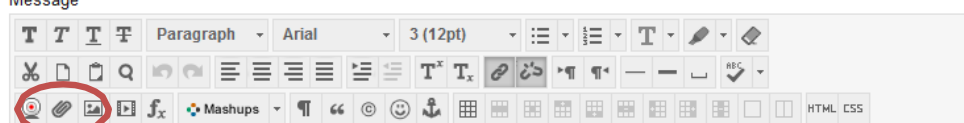
> Clicking on this link takes the recipient to the file.

Option 3: Attach a file using the Insert File icon in the text editor toolbar
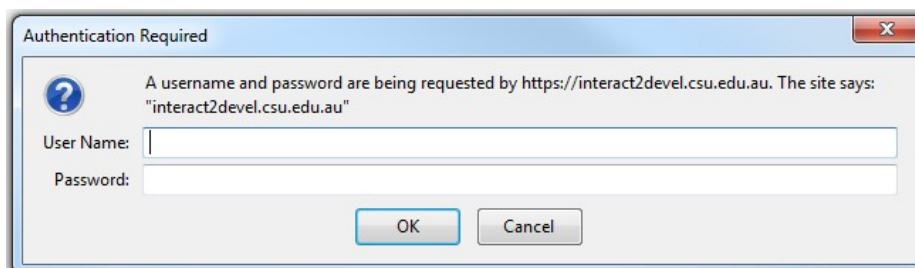
ANNOUNCEMENT INFORMATION

Subject | Insert file option | Black

Message

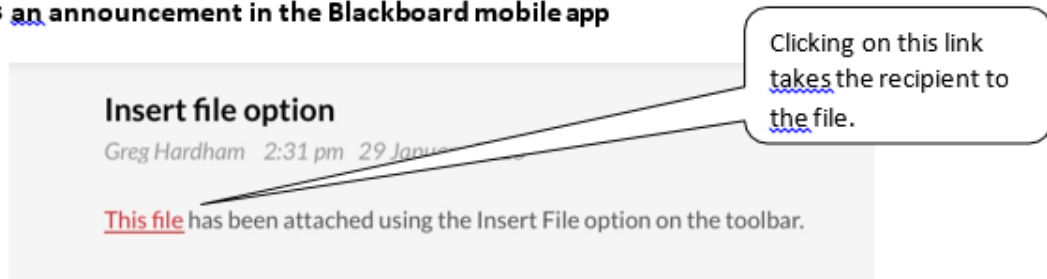This file has been attached using the Insert File option on the toolbar.

When viewed as an email notification, clicking on the link opens an authentication window which will not accept your normal CSU login username and password. The link can only be opened if the user is already logged into Interact2.

Authentication Required

A username and password are being requested by https://interact2devel.csu.edu.au. The site says: "interact2devel.csu.edu.au"

User Name:

Password:

OK   Cancel

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Recommendation: If using this method, alert the user from within the body of the announcement that they need to be logged in to Interact2 before clicking on the link.
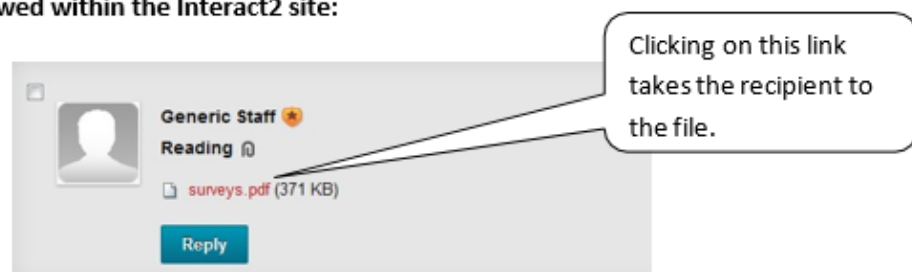
Viewed as an announcement in the Blackboard mobile app

Insert file option

Greg Hardham   2:31 pm   29 January

This file has been attached using the Insert File option on the toolbar.

Clicking on this link takes the recipient to the file.

Option 4: Post the attachment to a discussion forum

Files can be attached to discussion forum postings, either from My Computer or the Content Collection. Site members need to subscribe to the forum if they wish to receive email notifications of forum postings. Note that at this stage it is not possible to receive notifications of new discussion postings via the Blackboard mobile app.

Forum posting as viewed within the Interact2 site:

Generic Staff ⭐
Reading 📎

📄 surveys.pdf (371 KB)

Reply

Clicking on this link takes the recipient to the file.

Email notification of forum posting:

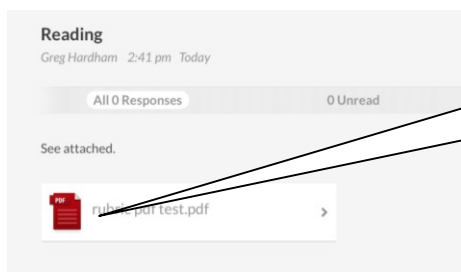A new post was added by Generic Staff in Attachment testing: Reading.

https://interact2devel.csu.edu.au/webapps/discussionboard/do/message?action=mlink&message_id=_2918_1

To read this post, click on the link above. You may need to log in first. Use the unsubscribe button on the post to cancel your email subscription to this thread.

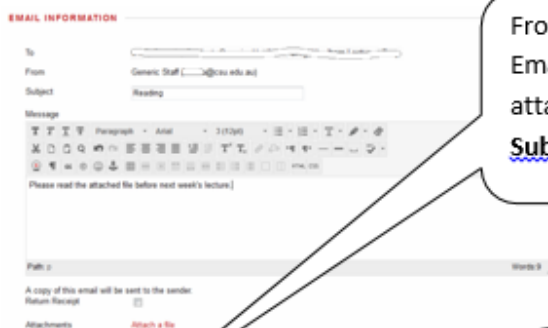The user needs to log in to the Interact2 site to see the posting as well as the attachment.

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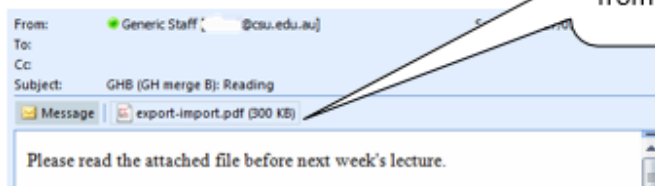
Mobile app view of forum posting:

Clicking on this link takes the recipient to the file.

Option 5: Send a file as an attachment to an email using the Send Email tool instead of Announcements.

From within the Send Email tool, click here to attach a local file, then **Submit**.

The file is attached and can be opened from the email.

Email as viewed by a recipient

Note: Interact2 keeps no record of sent or received email. When you send an email via the Send Email tool, a copy of the email will automatically be sent to the Inbox of your external email program. Keep a copy of important messages in case you need them at a later date.