Student Success Initiative:

Effective Use of the D2L Announcement feature

# How to create an announcement:

Please see the RCHSS ODE [step-by-step tutorial](https://radow.kennesaw.edu/ode/tutorials/D2L_PostingAnnouncements.pdf) for creating an announcement or watch this [video](https://mediaspace.kennesaw.edu/media/Creating%2Ban%2BAnnouncement/1_3fia9rqy) on using the announcement tool.

# Types of Announcements:

D2L allows you to leave all sorts of announcements for your students. Of course, you can type a traditional text announcement, but remember that students today are very visual learners. Adding a picture to the announcement or even creating a quick video announcement will likely be more effective that only text.

In addition to announcements directly related to the course (like grade updates), all faculty are expected to add the following to promote student success.

## 1) Drop-Add Ends

### Headline: Drop-Add Ending Soon

Content:

The last day to drop or add classes to your Spring schedule is Friday, August 19th, 11:45 p.m. See your academic advisor for assistance.

Start date: August 14, 11:59 PM

End Date: August 19, 11:45 PM

## 2) Tutoring Services

### Headline: Earn Better Grades

Content:

For help earning better grades in this class or others, contact the experts in KSU’s [academic support](https://advising.kennesaw.edu/tutoring.php) services.

Start Date: August 14, 11:59 PM

End Date: August 19, 11:59 PM

## 3) Reminder to Meet with Advisor (three posts on this topic – one for summer and two for fall)

### Headline: Registration for Summer Semester Opens Soon

Content:

Make sure to see your [academic advisor](https://radow.kennesaw.edu/uac/) for advice on which classes you need for the summer 2022 semester. Registration opens October 14.

Start Date: September 23, 11:59 PM

End Date: September 27, 11:59 PM

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### Headline: Registration for Fall Semester Opens Soon

Content:

Make sure to see your [academic advisor](https://radow.kennesaw.edu/uac/) for advice on which classes you need for the fall 2022 semester. Registration opens October 14.

First Start Date: October 2, 11:59 PM

First End Date: October 5, 11:59 PM

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### Headline: Registration for Fall Semester Now Open

Content:

Registration is now open for the fall semester. Make sure to see your academic advisor for advice on which classes you need.

Second Start Date: October 14, 8:00 AM

Second End Date: October 17, 11:59 PM

## 4) Last day to Withdraw without Academic Penalty (two posts on this topic)

### Headline: Last Day to Withdraw without Academic Penalty: October 11, 11:45 p.m.

Content:

The last day to withdraw from a class without academic penalty is approaching. Review the gradebook and contact me if you want to discuss your performance in class. You are encouraged to meet with your academic advisor before dropping this or any other class.

First Start Date: October 3, 11:59 PM

First End Date: October 7, 11:59 PM

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### Headline: Last Day to Withdraw without Academic Penalty: October 11, 11:45 p.m.

Content:

Remember that the last day to withdraw without academic penalty is March 15th at 11:45 p.m. Please contact me to discuss your performance *before* dropping this course.

Second Start Date: October 9, 11:59 PM

Second End Date: October 11, 11:45 PM

## 5) Counseling Services

### Headline: KSU is here to support you!

Content:

Had a tough semester? Stressed thinking about all that is coming due? KSU’s Counseling and Psychological Services (CPS) is available to help you find balance and promote your well-being. Visit their [website](https://counseling.kennesaw.edu/) to see what they can do for you.

Start Date: November 6, 11:59 PM

End Date: November 11, 11:59 PM