

Boards and Announcements

This section displays all active and inactive announcements within the system. It provides three main functions:

- **Reload Button** - Refreshes the list to ensure that the latest announcements are displayed.
- **New Board Button** - Allows users to create a new announcement board or post a new update.
- **View Button** - Opens the selected announcement board to review its details or make necessary edits.

This layout helps users efficiently manage and monitor all announcements in one place.

Here is the tutorial video on Boards and Announcements.

Follow these Steps to navigate and use Boards and Announcements:

1. Click "**Communication**"
2. Click "**Announcement**"
3. Click "**Reload Button**", it refreshes the list to ensure that the latest announcements are displayed.
4. Click "**OK**" after the list has been refreshed.
5. Click "**New Board**"
6. Go to "**Title**", you may type in your desired title, or you can also choose from the list available.
7. "**Test C**" was selected (recently used data)
8. Click "**Save Board**"
9. After saving the board, you will be redirected to the **Boards and Announcement** page, where the newly added board, "**Testing C**", will be displayed.

Please find the link to the Step-By-Step reference guide for Boards and Announcements. [Board and Announcement.png](#)

☐ Tips for Creating Effective Boards and Announcement:

1. **Ensure Clarity and Brevity**
Communicate information clearly and directly. Use concise language and avoid unnecessary details. Bullet points or numbered lists help make content easy to read and understand.
2. **Craft Informative and Engaging Titles**
Use titles that accurately reflect the content and capture the reader's attention.

Example: Instead of “Update,” use “**Revised Submission Guidelines Effective November 10.**”

3. **Keep Content Current and Relevant**

Post announcements promptly and remove outdated information. Regular updates help maintain reader engagement and credibility.

4. **Organize Information Effectively**

Categorize announcements (e.g., *Reminders, Events, Policy Updates*) to help users quickly locate relevant information.

5. **Maintain a Professional and Visual Layout**

Incorporate visual elements—such as icons, highlights, or consistent formatting—to improve readability. Ensure that colors, fonts, and alignment follow organizational standards.

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