

Event: Messages Menu

Messages allows you to create Announcements and/or Email messages to selected recipients within Leo. An Event announcement comes populated with all the Groups associated with the Event. To send other types of Event announcements pick the appropriate Group listed.

The screenshot shows the Leo interface for an event titled "Event: Pathology: Endocarditis rheumatic fever". The top navigation bar includes "Section: Cardiovascular Medicine" and "Event: Pathology: Endocarditis rheumatic fever" with a "Close" button. Below this, a green header bar displays the event title and a "Materials" button. A left sidebar menu lists various options: Details, Assignments, Discussions, Announcements, Messages (highlighted with a dropdown arrow), Event Announcement (highlighted with an orange box), Student Only Announcement, Faculty and CD Announcement, Course Director Announcement, Mapping, Assessments, and People. The main content area displays event details: Dress Code: Casual, Mandatory Attendance, Location: Tandy 171, Date: 2021-04-12, Time Zone: America/New_York, Time: 1:30 PM - 3:50 PM [140 min], Event Type: Lecture, Your Role: Student, and Instructor: David Adelstein. Below the details is a "Description" section with the placeholder text "Event description or other event content provided here."

Event Announcement

Leo's messaging allows you to create Announcement and/or Email messages to selected recipients within Leo.

To send an Announcement you will need:

1. Ready to post: This is by default selected for you, if you are not ready to post, uncheck the box.

a. Announcement: By default the Announcement option is set

b. Email: You can use the Email option or both.

2. Recipients: Use the scissors to edit your recipient list.

3. Announcement Options: Use this feature to further customize your event announcement.

- 4. Text Body:** Use the WISIWYG editor to customize fonts, add tables, links and more.
- 5. Paper Clip:** Add attachments
- 6. Send** your announcement.

