

# Announcement Banner and URL in EtechRU LMS

The **Announcement Banner** feature allows administrators to display important messages with clickable URLs across the LMS. This is commonly used for system announcements, updates, events, or redirection to important pages.



## ✓ PREREQUISITES

- ✓ You have Site Administrator access in EtechRU LMS.
- ✓ Announcement Banner feature is enabled in the LMS.
- ✓ Banner image and target URL are ready.

## ★ BEST PRACTICES

- Use clear, concise messages with a strong call to action.
- Use high-quality banner images for better visibility.
- Link to relevant and important pages only.
- Regularly review and update announcements.

## STEP-BY-STEP PROCESS

1		<b>Access Site Administration</b>	<ul style="list-style-type: none"> <li>• Log in to EtechRU LMS with Site Admin credentials.</li> <li>• From the left navigation panel, click <b>Site administration</b>.</li> </ul>	→	
2		<b>Open Announcement Banner Settings</b>	<ul style="list-style-type: none"> <li>• In Site administration, navigate to <b>Announcement Banner</b>.</li> </ul>	→	
3		<b>Upload Banner Content</b>	<ul style="list-style-type: none"> <li>• Upload the banner image or enter the announcement text, depending on configuration.</li> <li>• Ensure the banner content is clear and readable.</li> </ul>	→	
4		<b>Add Redirect URL</b>	<ul style="list-style-type: none"> <li>• Enter the URL that users should be redirected to when they click the banner.</li> <li>• This can be an internal LMS page, course link, or external website.</li> </ul>	→	
5		<b>Configure Visibility Settings</b>	<ul style="list-style-type: none"> <li>• Choose where the banner should appear (site wide).</li> <li>• Enable or activate the banner display option if available.</li> </ul>	→	
6		<b>Save Changes</b>	<ul style="list-style-type: none"> <li>• Click <b>Save</b> or <b>Apply</b> changes.</li> <li>• The announcement banner becomes active immediately.</li> </ul>	→	
7		<b>Verify Banner Display</b>	<ul style="list-style-type: none"> <li>• Navigate to the LMS home page or dashboard.</li> <li>• Confirm the banner is visible and the URL opens correctly when clicked.</li> </ul>	→	

### ✗ COMMON MISTAKES

Uploading oversized or unclear banner images.	Entering incorrect or broken URLs.	Forgetting to activate the banner after configuration.	Displaying outdated announcements without removal or update.
---	------------------------------------	--	--

### 💡 NEED A TIP?

Keep announcements short, relevant, and updated. Use banners responsibly to avoid desensitizing learners to important messages.

A well-crafted announcement banner ensures your messages are seen, clicked, and acted upon!