

## Sakai Tools

### Announcements

The **Announcements** tool is used to notify site participants of course-specific updates like weekly class activities, reminders of upcoming tests or projects, changes to the syllabus, or info about important campus events. **Announcements** can include file attachments or links to web sites.

To post a course **Announcement**:

1. Go to the course menu and click on **Announcements**.
2. Click **Add Announcement**. Enter an **Announcement Title** and **text**.
3. **Access**: By default, Only **members of this site** can see this announcement
4. **Availability**: Set the availability of the Announcement to **Show, Hide**, or **specify dates** that you would like the announcement to show.
5. Add any attachments (optional)
6. **Email Notification**: By default email notification is set to **None – No notification**. If you'd like all participants to receive an email notification that the announcement is available select **High – All participants**.
7. Click **Post Announcement**.
8. To change the order of your announcements, click on **Reorder**. Drag and drop the announcements to reorder, then click **Update**.