

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**.

Need help with Sakai tools? Contextual help is available within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This returns you to the tool's initial screen.

