

Announcements Tool

At the end of this tutorial, you will be able to answer the following questions:

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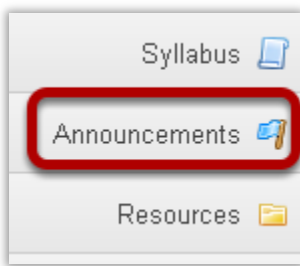
Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Announcements tool?

The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their "My Workspace" tab, as well as within the course itself. These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

To access this tool, select **Announcements** from the **Tool Menu** in your site.



How do I view announcements?

Announcements in Coursar display in several locations. You can view them from My Workspace, from an individual course or project site, or from the Announcements tool.

Viewing announcements in My Workspace.

The screenshot shows the Sakai user interface. The top navigation bar includes 'My Workspace', 'Master Nursing Site', 'Nursing 101', 'OCE101 001 SU14', 'PSYCH 400 001 SU14', and 'More Sites'. The left sidebar contains navigation options like Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help.

The main content area is divided into several sections:

- My Workspace: Message Of The Day**: Shows 'There are currently no messages at this location.'
- My Workspace: My Workspace Information Display**: Contains a welcome message and instructions for users.
- My Workspace: Calendar**: Displays a calendar for March 2014. The date 25 (Tuesday) is highlighted, and a table below shows the days of the month.
- My Workspace: Recent Announcements**: A red-bordered box highlights this section. It shows 'Announcements (viewing announcements from the last 10 days)' with a 'View' dropdown set to 'All'. It lists three items: 'Welcome!', 'Assignment 1 Due Tomorrow', and 'Submit your Admission Documentation'. The 'Saved By' column shows 'Demo Instructor'.
- My Workspace: Message Center Notifications**: A table showing new messages and forum notifications for different sites.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27 ⁽²⁾	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Site	New Messages	New in Forums
PSYCH 400 001 SU14	none	none
Sample Course	none	3

When you are logged in to My Workspace, you will see your **Recent Announcements** displayed there. Your Recent Announcements in this location will show all announcements from all sites in which you are enrolled.

Click on the announcement subject.

My Workspace: Recent Announcements 🔗 ?

Announcements (viewing announcements from the last 10 days)

View All Viewing 1 - 3 of 3 items

|<
<
show 20 items...
>
>|

Subject	Saved By
Welcome!	Demo Instructor

View announcement details.

My Workspace: Recent Announcements 🔗 ?

Announcement

Subject	Welcome!
Saved By	Demo Instructor
Modified Date	Mar 4, 2014 10:51 am
Beginning Date	
Ending Date	
Groups	site

Message

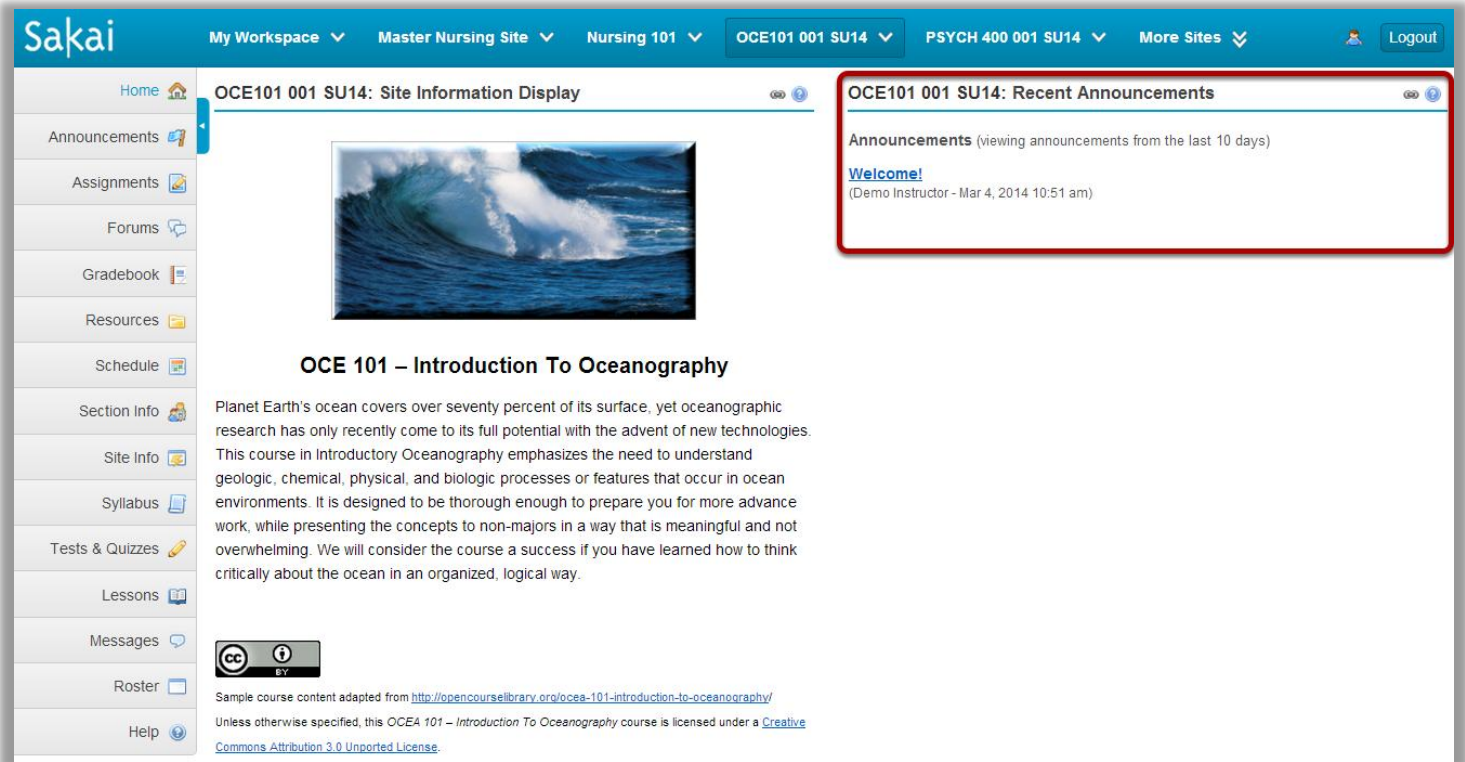
Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

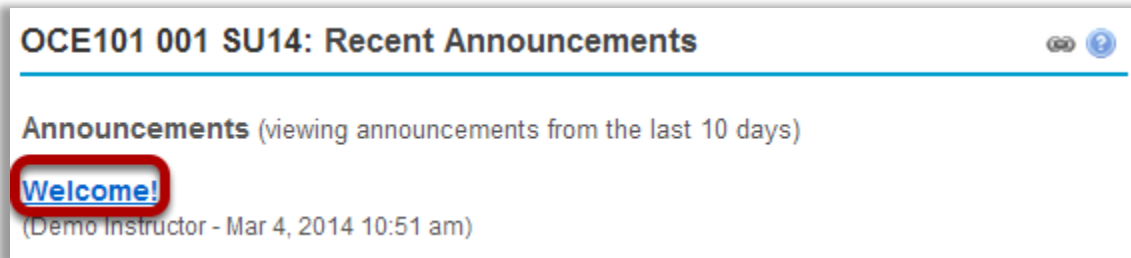
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Viewing announcements within a course or project site.



When you enter a given course or project site, your **Recent Announcements** for that site only will display on the site home page.

Click on the announcement subject.



View announcement details.

OCE101 001 SU14: Recent Announcements 🔍 ?

Announcement

Subject	Welcome!
Saved By	Demo Instructor
Modified Date	Mar 4, 2014 10:51 am
Beginning Date	
Ending Date	
Groups	site

Message

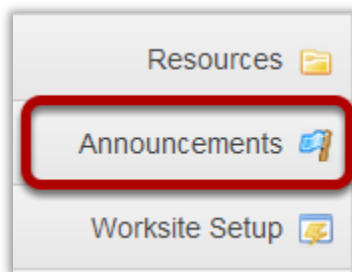
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Viewing announcements via the Announcements tool.



You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from My Workspace, or from within an individual course or project site.

Note: Remember that My Workspace will display announcements from all courses.

Click on the announcement subject.

My Workspace: Announcements GO ?

Announcements (viewing announcements from the last 365 days)

View All ▾ Viewing 1 - 4 of 4 items

<< < show 10 items... > >>

Subject	Saved By	Modified Date	Beginning Date	Ending Date
Welcome!	Demo Instructor	Mar 4, 2014 10:51 am		
Assignment 1 Due Tomorrow		Feb 27, 2014 4:17 pm		
Submit your Admission Documentation		Feb 27, 2014 4:11 pm		
test	Demo Instructor	Feb 19, 2014 4:28 pm		

View announcement details.

My Workspace: Recent Announcements GO ?

Announcement

Subject Welcome!

Saved By Demo Instructor

Modified Date Mar 4, 2014 10:51 am

Beginning Date

Ending Date

Groups site

Message

Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

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Your Professor

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