

Announcements Tool

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

What is the Announcements tool?.....	1
How do I add an announcement?.....	2
How do I edit an announcement?.....	8
How do I delete an announcement?	9
How do I merge announcements?.....	10
How do I reorder announcements?	13
How do I change Announcements tool permissions?.....	16

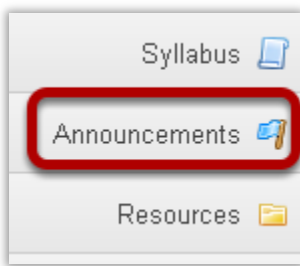
Note:

- 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.

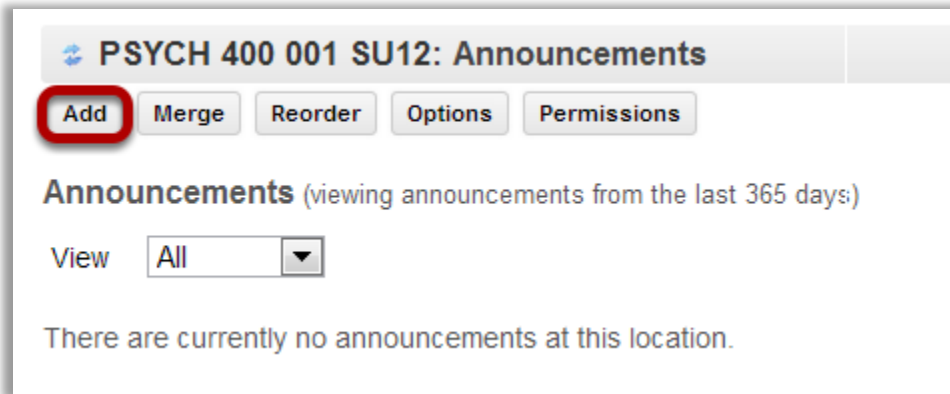


How do I add an announcement?

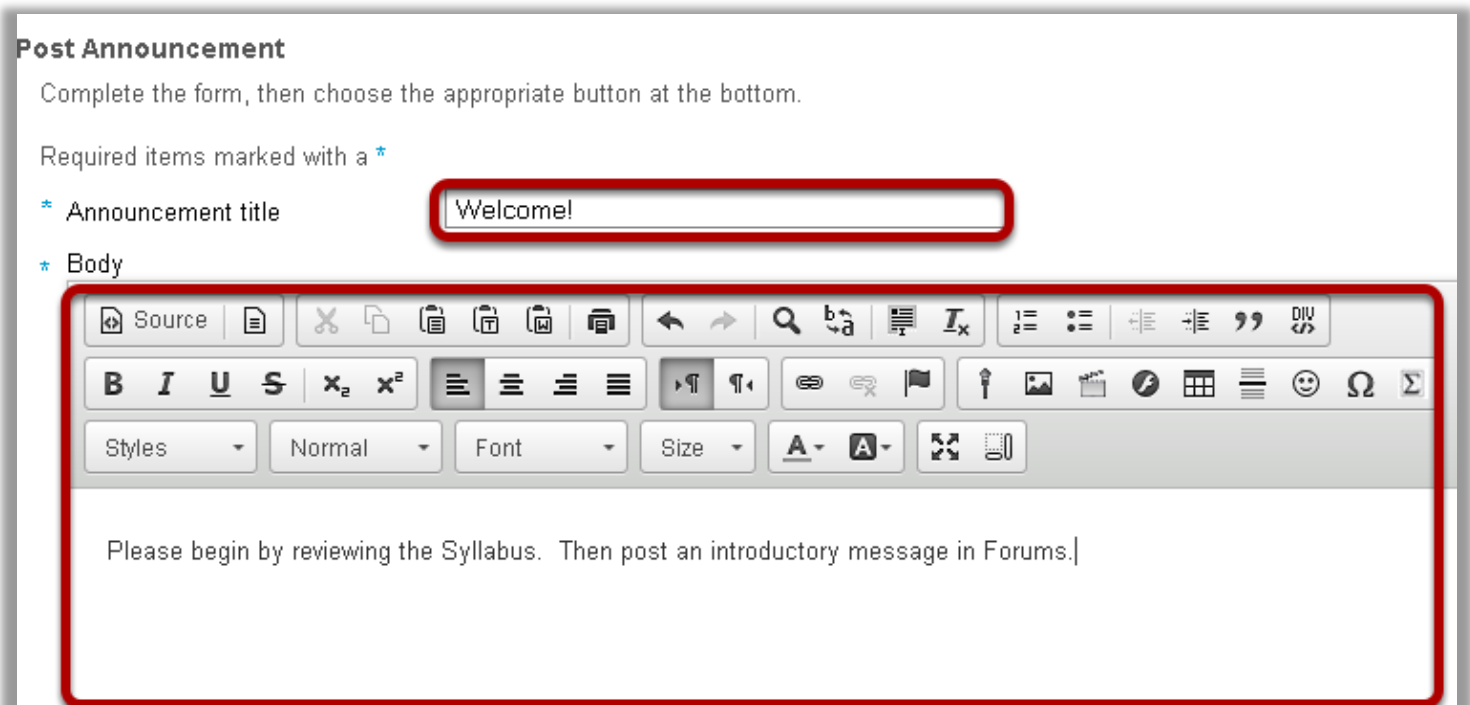
Go to the [Announcements tool](#).

Select the **Announcements** tool from the Tool Menu of your site.

Click **Add**.



Title your announcement and add content.



Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Determine who can view the announcement.

Access

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Displays this announcement **to selected groups** only.

By default, all people enrolled in this site see the announcement.

Making the announcement "publicly viewable" means that you can send a link to the announcement to people outside the course, even outside your instance of Sakai, and the announcement will be viewable by them.

Give announcement to group(s). (Optional)

Access

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Displays this announcement **to selected groups** only.

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group 1	
<input checked="" type="checkbox"/>	Group 2	
<input type="checkbox"/>	Group 3	

If you have created groups in your course, the option to display to groups is shown. Select the group(s) you want to see the announcement. Only these people will see this announcement.

Select when the announcement will be displayed.



Availability

- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

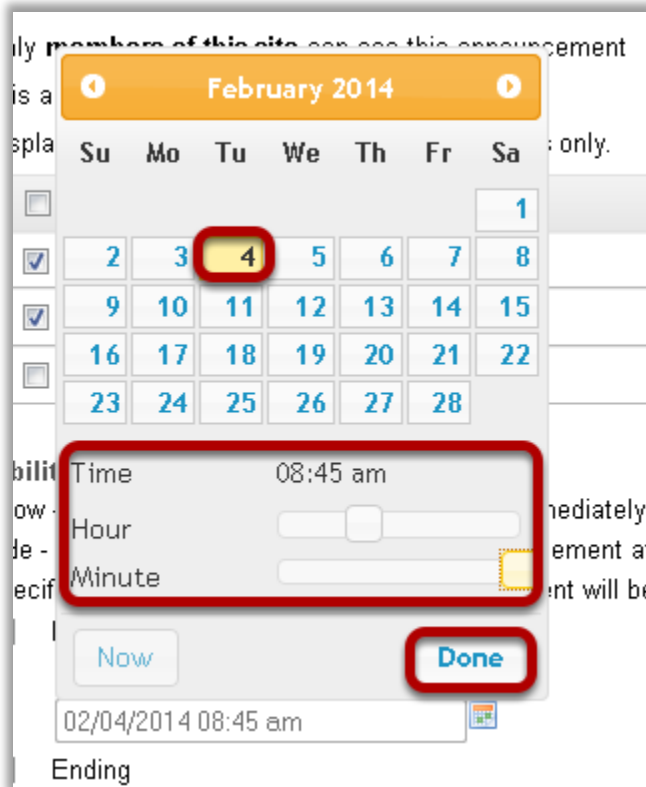
Select availability dates. (Optional)

Availability

- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)
 - Beginning
 - Date: 
 - Ending
 - Date: 

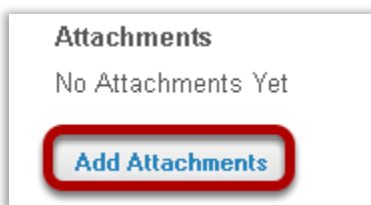
If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** and/or **Ending** and click the calendar icon to insert the properly formatted date and time when the announcement will begin and/or end.

Use calendar icon to insert date and time.



Click the date on the calendar, and use the sliders to select the time. Then click **Done**.

Add attachments. (Optional)



Click the **Add Attachments** button

Browse for the file.

ABC1234 Spring 2014: Announcements


Add Attachment
 Select an existing item from Resources to attach OR add a new item to a folder to be attached.



Upload local file **Browse...** No file selected.

or a URL (link to website) Add

Continue Cancel

Select a resource

Location:  ABC1234 Spring 2014 Resources

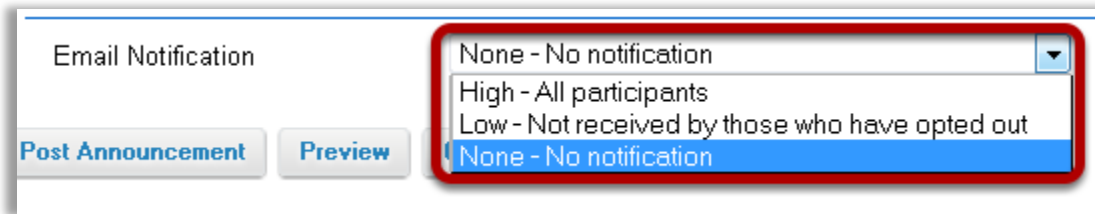
Title	Actions
 ABC1234 Spring 2014	
 SyllabusSpring2014.pdf	Attach a copy
▶ Show other sites	

Continue Cancel

If the file is not already in your Resources in the course, click **Browse** to locate the file on your computer. Click **Continue** to attach the file.

If the file is in your Resources, click **Attach a copy** to the right of the file. Click **Continue** to attach the file.

Notify participants of announcement by email. (Optional)



The screenshot shows a form with a label "Email Notification" and a dropdown menu. The dropdown menu is open, showing four options: "None - No notification", "High - All participants", "Low - Not received by those who have opted out", and "None - No notification". The "None - No notification" option at the bottom is highlighted in blue. To the left of the dropdown are two buttons: "Post Announcement" and "Preview".

By default, no email notification is sent. You may also select:

- **High** – All participants to send an email to everyone in the course.
- **Low** – Not received by those who have opted out to send to everyone *except* people who have intentionally changed their settings so that they don't receive low priority messages.

Click Post Announcement.



The screenshot shows a row of three buttons: "Post Announcement", "Preview", and "Cancel". The "Post Announcement" button is highlighted with a red rounded rectangle.

How do I edit an announcement?

Go to **Announcements**.

Select the **Announcements** tool from the Tool Menu of your site.

Click **Edit** below the title of the announcement.

Announcements (viewing announcements from the last 365 days)

View All ▾

Subject	Saved By	Modified Date
✎ Welcome Edit	Allison Jones-Peterson	Feb 4, 2014 9:29 am

Make your edits.

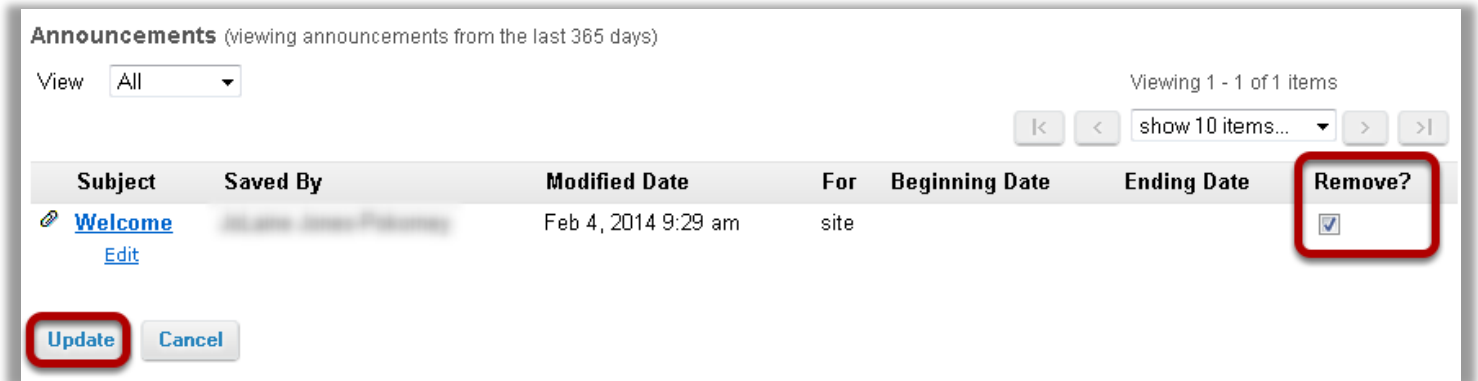
Make edits based on the "[How do I Add an Announcement](#)" tutorial

How do I delete an announcement?

Go to Announcements.

Select the **Announcements** tool from the Tool Menu of your site.

Select the announcement.



Announcements (viewing announcements from the last 365 days)

View All ▼ Viewing 1 - 1 of 1 items

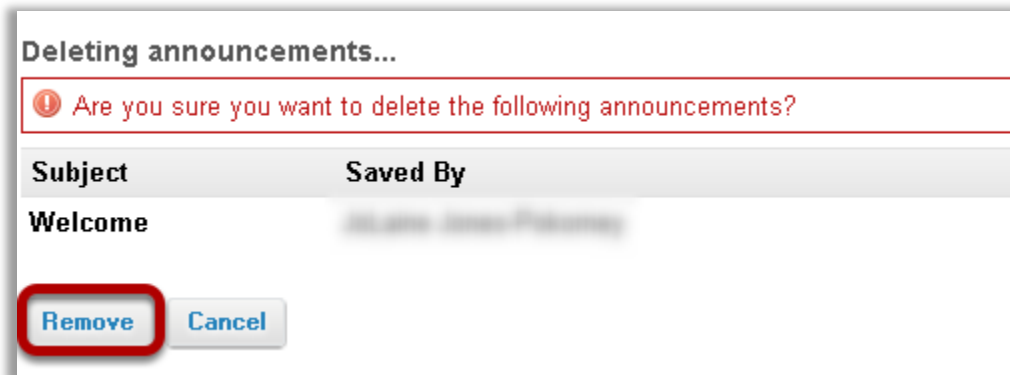
[<] [<] show 10 items... [>] [>]

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Welcome Edit		Feb 4, 2014 9:29 am	site			<input checked="" type="checkbox"/>

Update Cancel

Select the check box in the "Remove?" column for the announcement you would like to delete, and then click **Update**.

Confirm deletion message.



Deleting announcements...

! Are you sure you want to delete the following announcements?

Subject	Saved By
Welcome	

Remove Cancel

Click **Remove**.

How do I merge announcements?

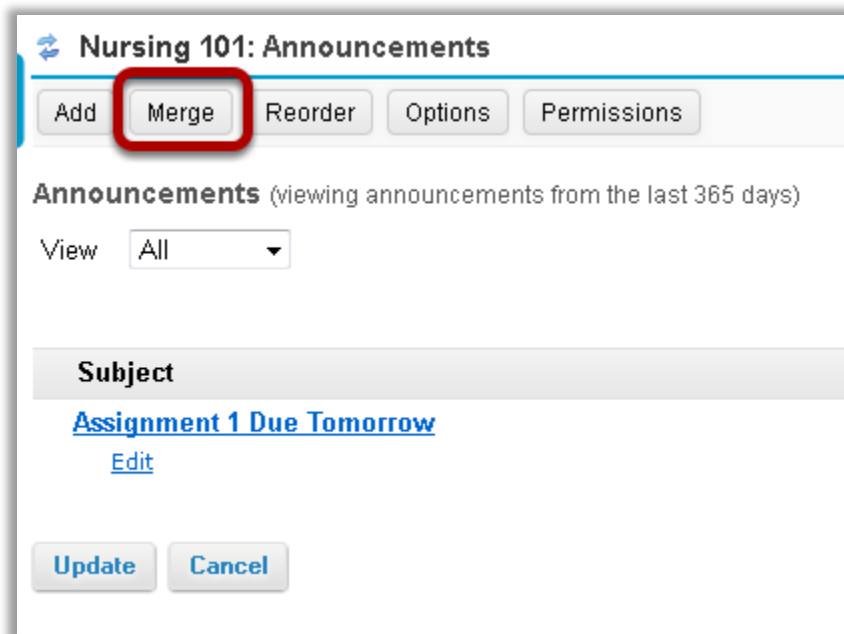
The function to merge announcements allows for a central course to push out announcements to other courses. For example, a Nursing Program includes twenty different courses. But a single Nursing Program Master course or project site could be used to push announcements out to all twenty of the Nursing Program courses. Announcements that are merged from the Master course cannot be edited or deleted in the Nursing Program courses. Those individual Nursing Program courses could create additional announcements that would apply to their specific course only. Those would appear in addition to the announcements merged from the Master Course.

Go to Announcements.

Note: To set up the Merge, you must be enrolled in both sites with an Instructor-Type role.

Select the **Announcements** tool from the Tool Menu in course that will receive the announcements.

Click Merge.



Select the course to merge from.

Nursing 101: Announcements

Show Announcements from Another Site
Select what announcements you want to merge into this site.

Site	Show Announcements
Master Nursing Site (8f2b224f-2c30-4b4d-a8a7-3e5f0e1b42d4)	<input checked="" type="checkbox"/>
Nursing 102 (4eaf21ac-20a9-4911-909e-1c40a6fcc480)	<input type="checkbox"/>

Save **Cancel**

Check the box beside the course from which this course will draw its Announcements, and then click **Save**.

Example: Master Site Announcements

My Workspace **Master Nursing Site** **Nursing 101** **Nursing 102**

Master Nursing Site: Announcements

Add Merge Reorder Options Permissions

Announcements (viewing announcements from the last 365 days)

View All

Subject

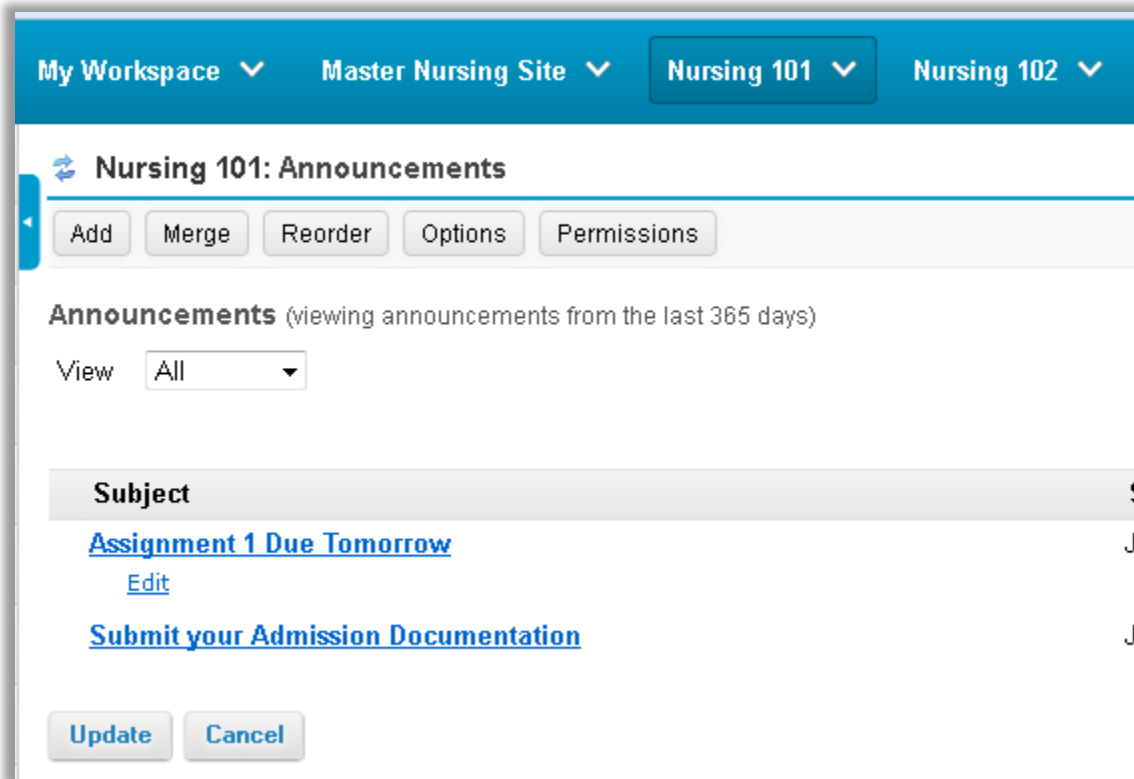
[Submit your Admission Documentation](#)

[Edit](#)

Update **Cancel**

This image shows the Master Nursing Site with an announcement created.

Example: Merged Site Announcements



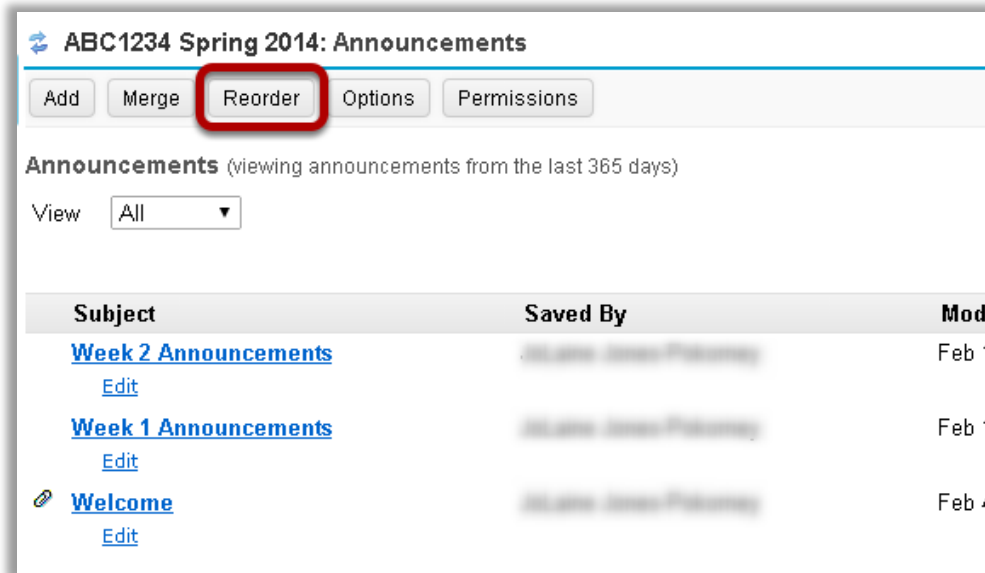
The Announcement shows up in the Nursing 101 Announcements list, but there is no "edit" option here. The "Assignment 1 Due Tomorrow" announcement was created inside the Nursing 101 course.

How do I reorder announcements?

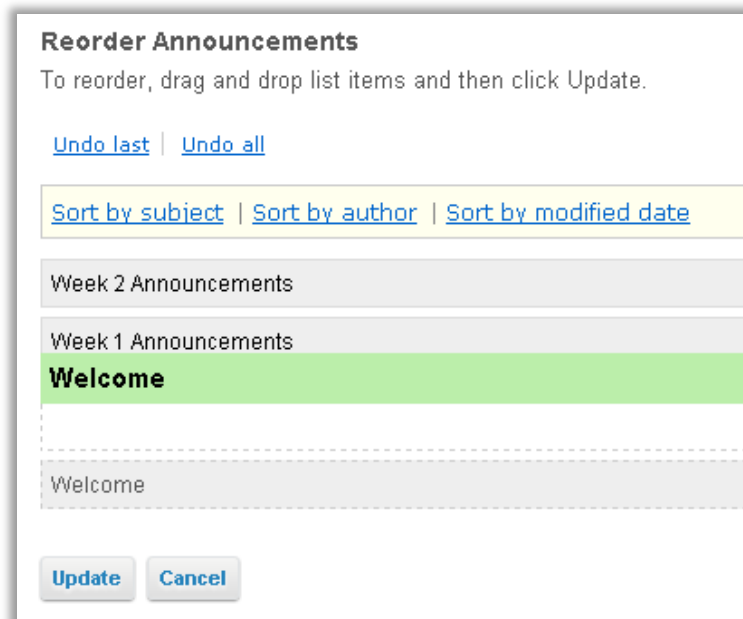
Go to **Announcements**.

Select the **Announcements** tool from the Tool Menu of your site.

Click **Reorder** at the top of the screen.

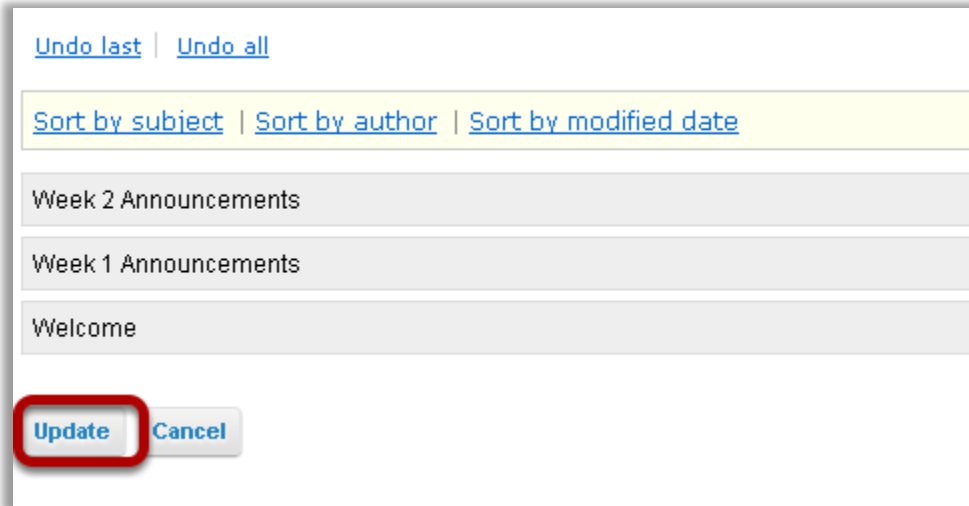


Drag and drop to re-order announcements.

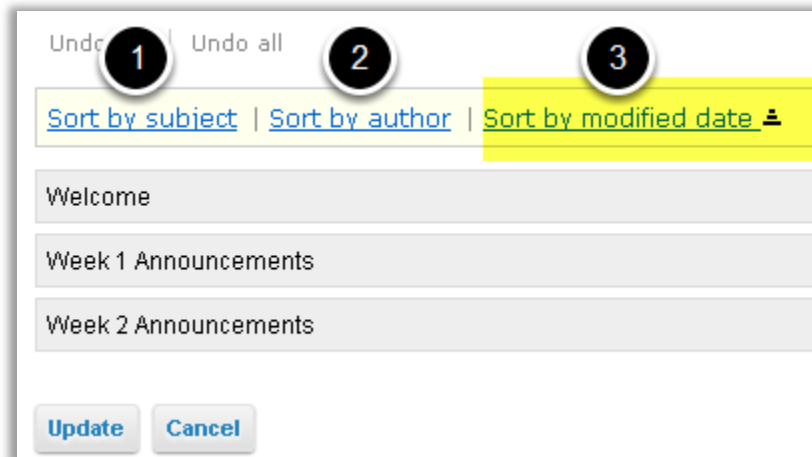


The announcement that you have selected will be green until it is dropped in its new location. It will turn blue for a few seconds before it reverts to the default gray color.

Click Update.



Auto-Sort Options



There are three options that allow you to auto-sort the Announcements:

1. Sort by subject – orders the announcements in alphabetical order according to the subject line
2. Sort by author – orders the announcements in alphabetical order according to the person who created the announcement

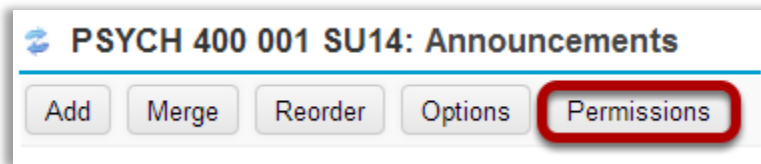
3. Sort by modified date – orders the announcements in order based the creation (or most recent modification) date.

When you click the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by date, with the most recent at the top and the oldest at the bottom. If the link is clicked again, the arrow will icon points down showing that the oldest announcements are at the top and the newest ones are at the bottom of the list.

How do I change Announcements tool permissions?

By default, students may only read announcements that have been posted by instructors and other instructor-type roles. But permissions can be changed so that students may create, edit, delete, and even access draft versions of the announcements not yet published.

Click **Permissions**.



Modify the permissions for the roles listed.

PSYCH 400 001 SU14: Announcements

Permissions

Set permissions for Announcements in worksite "PSYCH 400 001 SU14" (psych400_001_su14)

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Read announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access all group announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read all draft announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 **Save** Cancel

1. Check the box next to each permission, you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

2. Click **Save** to save your changes.

In the illustration above, students have been given access to create announcements, and they can edit an announcement that they created themselves, but not the announcements created by others.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

[Go to Announcements.](#)

Select the **Announcements** tool from the Tool Menu of your site.