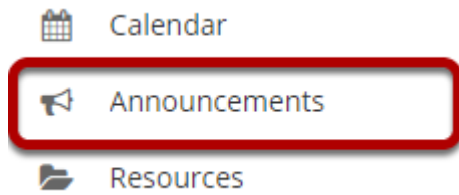


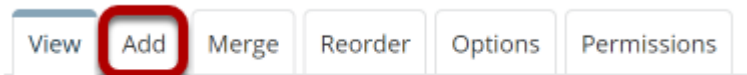
How do I add an announcement?

Go to the **Announcements** tool.



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

Click **Add**.



Announcements

(viewing announcements from the last 365 days)

Title your announcement and add content.

Post Announcement

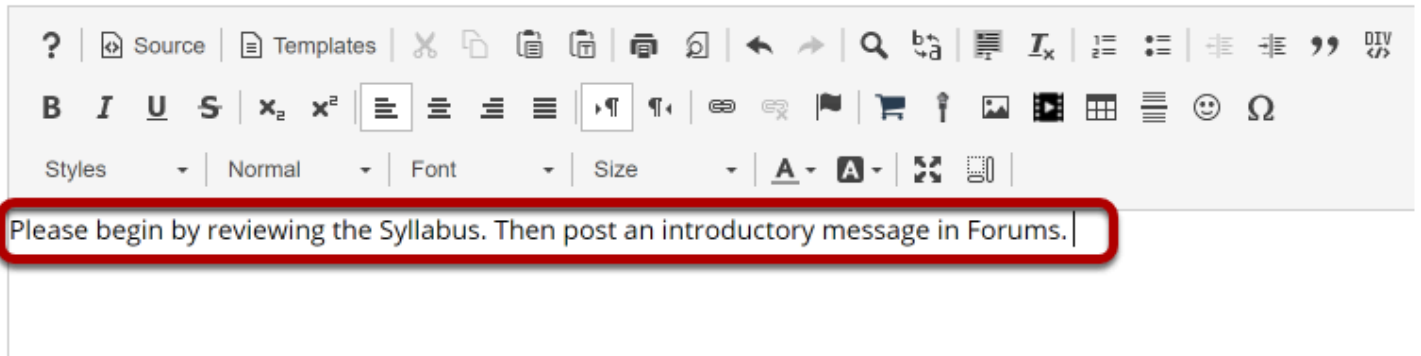
Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* **Announcement title**

Welcome!

* **Body**



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, and other functions like undo, redo, search, and link. Below the toolbar, there are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'. Below these menus is a text input field containing the text: "Please begin by reviewing the Syllabus. Then post an introductory message in Forums." The input field and the toolbar are highlighted with a red border.

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**
- Display 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.

Post announcement to group(s). (Optional)

Access

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

Display this announcement **to selected groups** only

You must select at least one group ▾

✕

- Select All Groups**
- M/W announcement immediately
- T/TH display this announcement a
- Specify Dates - (**Choose when** this announcement will be

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 the people in the selected group 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

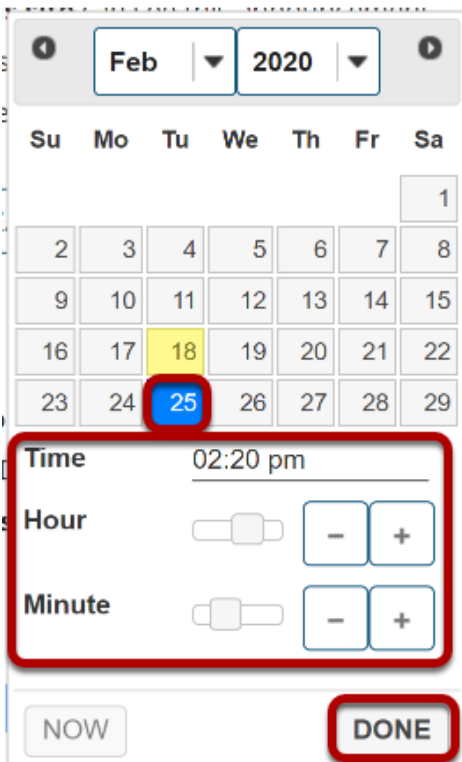
- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

Beginning **Date:** 02/18/2020 02:20 pm 

Ending **Date:** 02/25/2020 02:20 pm 

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.

Click calendar icon to insert date and time.



The screenshot shows a date and time picker. At the top, it displays 'Feb' and '2020'. Below that is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 29. The date '18' is highlighted in yellow, and '25' is highlighted in blue. Below the calendar, there is a 'Time' section showing '02:20 pm'. Underneath, there are 'Hour' and 'Minute' sections, each with a slider and '+' and '-' buttons. At the bottom, there are 'NOW' and 'DONE' buttons. The 'DONE' button is highlighted with a red box.

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

Add attachments. (Optional)

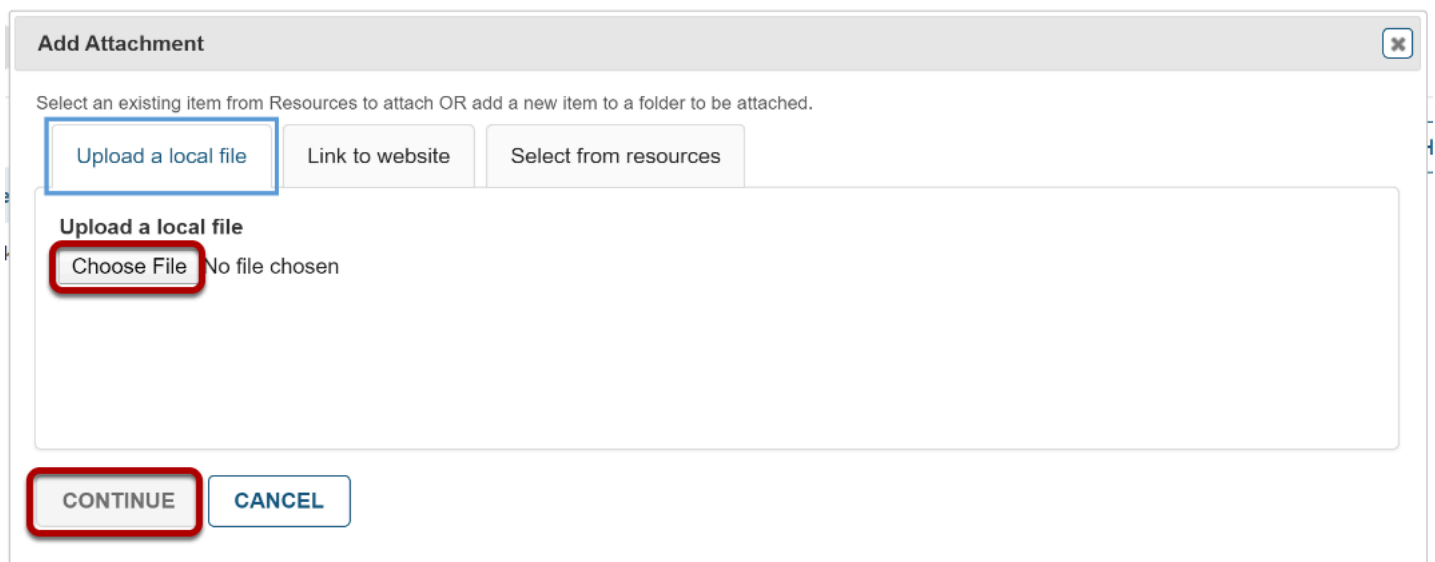
Attachments

No Attachments Yet

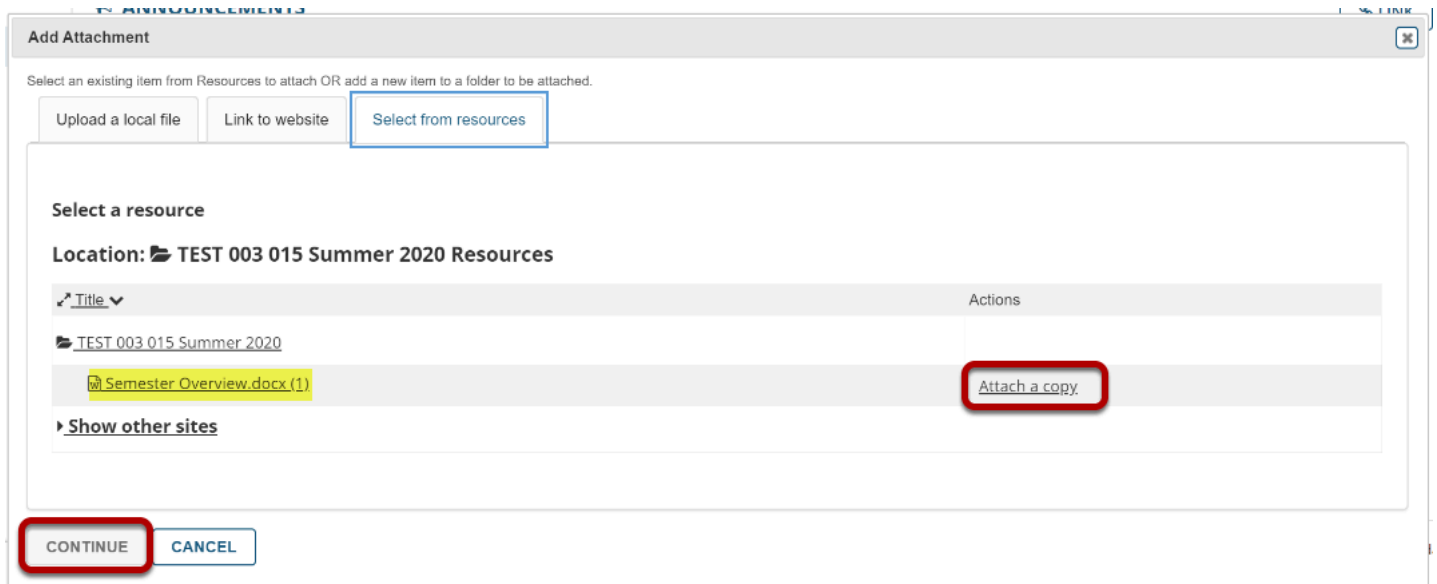


Click the **Add Attachments** button.

Browse for the file.



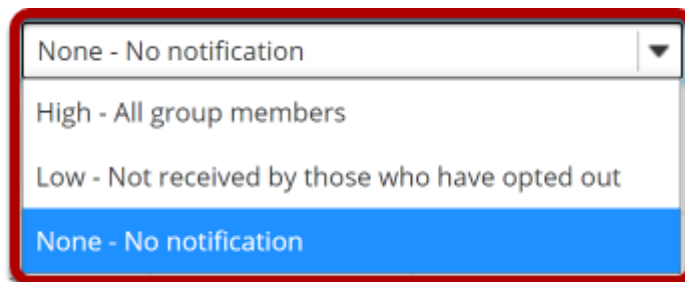
If the file is not already in your Resources in the course, click **Choose File** to locate the file on your computer. Click **Continue** to attach the file.



Or, 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)

Email Notification



By default, no email notification is sent. You may also select one of the following options:

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

Click Post Announcement.

