Creating announcements In Sakai

This tutorial shows how to create announcements in a Sakai site.

1. Login at [http://sakai.unc.edu](http://sakai.unc.edu)

2. Click the “Announcements” link on the left hand side.

3. Click the “Add” tab.

4. Title the announcement and type your text in the Body.

5. Access: If you are a part of a multisection course, you will need to select “Display this announcement to selected groups only” and select the sections that you are teaching. If you are a Coordinator, and you want this to be shown to all students, you will want to select “Only members of this site can see this announcement.”

6. Change your other preferences.

7. Click “Add Announcement.”

8. When you click the reset page symbol found next to Announcements at the top to refresh, you can see what your students would by selecting “Student” in the View Site As: dropdown.