Creating and Posting Announcements in Sakai

1. Log in to Sakai and go to your course.
2. Click on Announcements from your left hand tool menu.
3. Click the Add button to create a new announcement.
4. Enter a title for your announcement. Select **Access and Availability** as desired. You can also add attachments to your announcement.

### Post Announcement

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

**Required items marked with a *:**

- Announcement title
- Body

**Access**

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

**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)

**Title of your announcement**

**Body of the announcement**

**Specify access privileges here**

**Specify when to publish the announcement here**
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5. If you would like users of the current course to also receive a copy of this announcement via email, please select “High- All Participants” from the Email Notification list of options.

6. After posting the announcement, users will be able to view the announcement in their My Workspace area.

and in the Announcements area of the homepage.