

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.

Announcements in Sakai 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 displays the Sakai 'My Workspace' interface. On the left is a navigation menu with links: Home, Profile, Membership, Schedule, Resources, Announcements, Workspace Setup, Preferences, Account, and Help. The main content area is divided into several sections:

- My Workspace: Message Of The Day**: Contains an 'Options' button and a message: 'There are currently no messages at this location.'
- My Workspace: My Workspace Information Display**: A welcome message for new users explaining the purpose of My Workspace and how to modify default information.
- My Workspace: Calendar**: A calendar for March 2014. The 25th is highlighted. The calendar table is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	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
- My Workspace: Recent Announcements**: This section is highlighted with a red box. It shows 'Announcements (viewing announcements from the last 10 days)'. Below this is a 'View' dropdown set to 'All' and a 'show 20 items...' button. The announcements are listed in two columns:

Subject	Saved By
Welcome!	Demo Instructor
Assignment 1 Due Tomorrow	
Submit your Admission Documentation	
- My Workspace: Message Center Notifications**: Contains an 'Options' button and a table of notifications:

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.

Home OCE101 001 SU14: Site Information Display

Announcements Assignments Forums Gradebook Resources Schedule Section Info Site Info Syllabus Tests & Quizzes Lessons Messages Roster Help

OCE 101 – Introduction To Oceanography

Planet Earth's ocean covers over seventy percent of its surface, yet oceanographic research has only recently come to its full potential with the advent of new technologies. This course in introductory Oceanography emphasizes the need to understand geologic, chemical, physical, and biologic processes or features that occur in ocean environments. It is designed to be thorough enough to prepare you for more advance work, while presenting the concepts to non-majors in a way that is meaningful and not overwhelming. We will consider the course a success if you have learned how to think critically about the ocean in an organized, logical way.

Sample course content adapted from <http://openocw.mit.edu/courses/101-introduction-to-oceanography/>
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OCE101 001 SU14: Recent Announcements

Announcements (viewing announcements from the last 10 days)

Welcome!
(Demo Instructor - Mar 4, 2014 10:51 am)

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.

OCE101 001 SU14: Recent Announcements

Announcements (viewing announcements from the last 10 days)

Welcome!
(Demo Instructor - Mar 4, 2014 10:51 am)

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

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 via the Announcements tool.

Resources

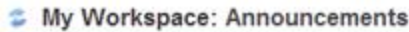

Announcements

Worksite Setup

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.

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.

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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