

How do I view announcements?

Announcements are displayed in several locations. You can view them from Home, from an individual course or project site, or from the Announcements tool.

Viewing Announcements in Home

The screenshot shows the Sakai Home interface. At the top, there are navigation tabs for 'Home', 'TEST.003.015 Summer 2020', and 'TEST.002.025 Spring 2020'. A left sidebar contains a menu with 'Overview' selected, and other options like Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is divided into several sections: 'Message Of The Day', 'Home Information Display', and 'Calendar'. The 'Recent Announcements' section is highlighted with a red box and contains the following content:

Recent Announcements [LINK] [HELP]

Announcements
(viewing announcements from the last 10 days)

View: [All] [v]

Viewing 1 - 3 of 3 items
show 20 items... [v]

Subject
Professor Out of Office
Finals Week Info
Welcome!

When you are logged in to Home, 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.

Announcements

(viewing announcements from the last 10 days)

View

Viewing 1 - 3 of 3 items

[Subject](#)

[Professor Out of Office](#)

[Finals Week Info](#)

[Welcome!](#)

View announcement details.

Professor Out of Office

Saved By

Demo Instructor

Modified Date

Feb 18, 2020 3:49 pm

Groups

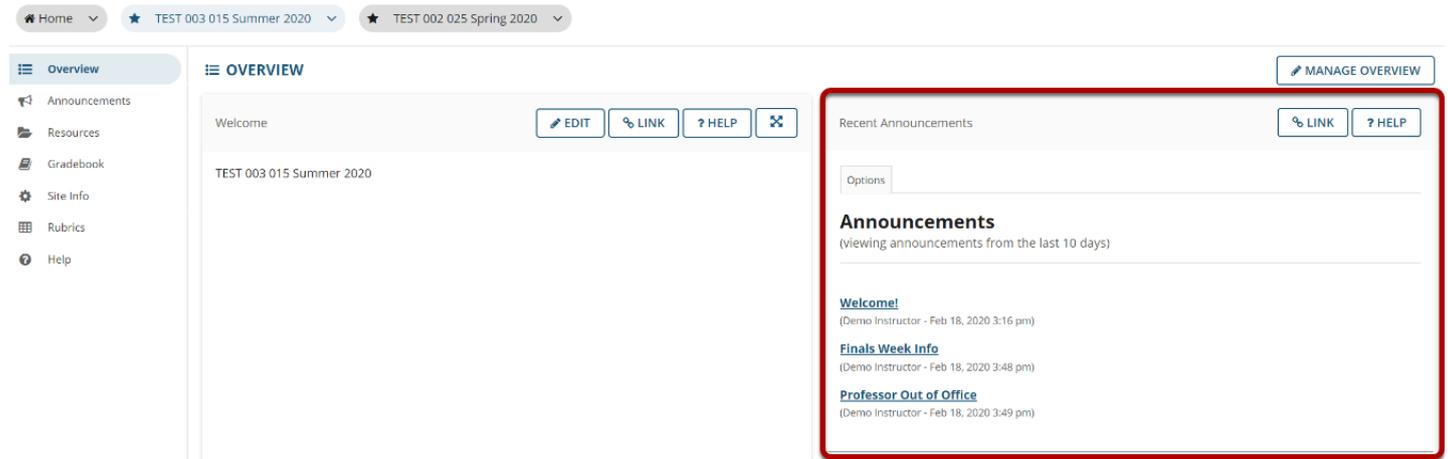
site

Message

The Nursing professor is out of the office until Monday.

[RETURN TO LIST](#)

Viewing Announcements within a Course or Project Site



When you enter a given course or project site, your **Recent Announcements** for that site only will display on the site Overview page.

Click on the announcement subject.

Announcements

(viewing announcements from the last 10 days)

Welcome!

(Demo Instructor - Feb 18, 2020 3:16 pm)

View announcement details.

Welcome!

Saved By

Demo Instructor

Modified Date

Feb 18, 2020 3:16 pm

Groups

M/W Class, T/TR Class

Message

Welcome to this class!

[RETURN TO LIST](#)

Viewing Announcements via the Announcements Tool

 Calendar

 **Announcements**

 Resources

You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from Home, or from within an individual course or project site.

Note: Remember that Home will display announcements from all courses.

Click on the announcement subject.

Announcements

(viewing announcements from the last 365 days)

View All Viewing 1 - 3 of 3 items show 10 items...

Subject	Saved By	Modified Date	Site	For	Beginning Date	Ending Date	Remove?
Welcome! Edit	Demo Instructor	Feb 18, 2020 3:16 pm	TEST 003 015 Summer 2020	M/W Class, T/TR Class			<input type="checkbox"/>
Finals Week Info Edit	Demo Instructor	Feb 18, 2020 3:48 pm	TEST 003 015 Summer 2020	site			<input type="checkbox"/>
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm	TEST 002 025 Spring 2020	site			

REMOVE CLEAR SELECTIONS

View announcement details.

Welcome!

Saved By Demo Instructor
Modified Date Feb 18, 2020 3:16 pm
Groups M/W Class, T/TR Class

Message

Welcome to this class!

< PREVIOUS RETURN TO LIST NEXT >