
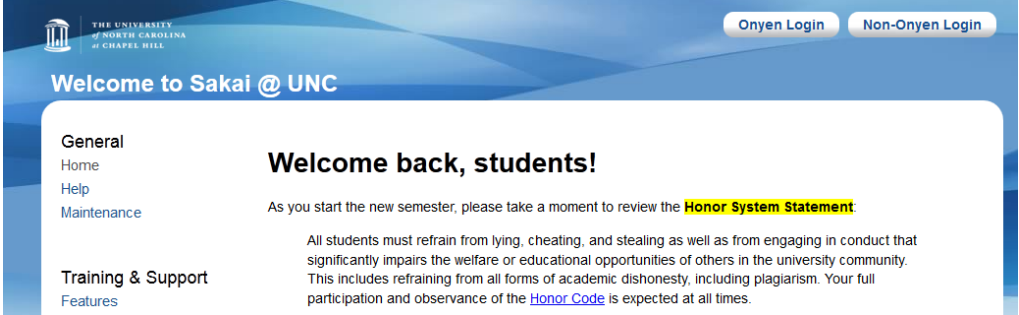
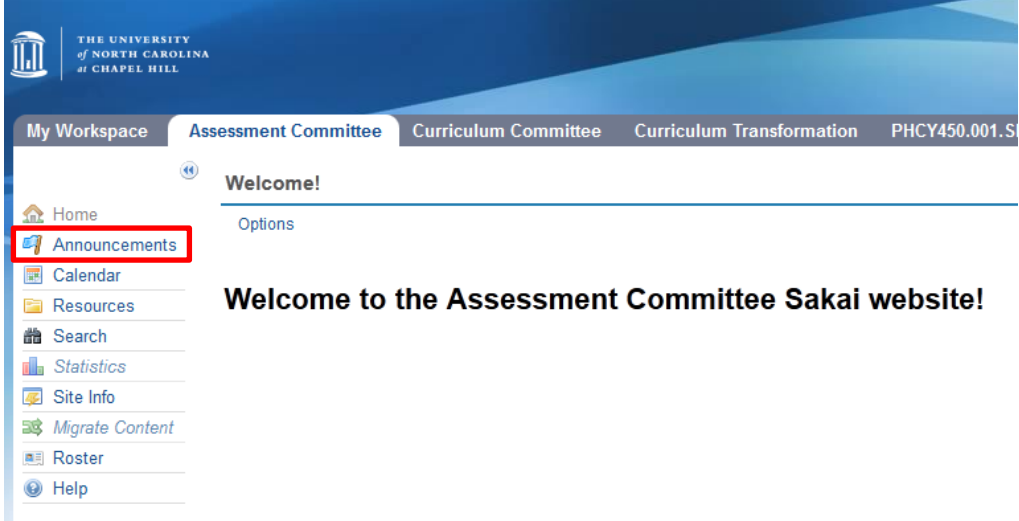


Adding an Announcement in your Sakai Course Website with link to DigitalMeasures Course Evaluations Instructions for Course Directors

Below are instructions on how to add a link to **DigitalMeasures** course evaluations in a Sakai course site. It should take 5 minutes to set up. If you have trouble, please contact Amy Sloane in the Office of Strategic Planning and Assessment (amy_sloane@unc.edu or 843-2801).

<p>Important: The university recommends using Firefox internet browser for Sakai.</p> <p>Due to known issues with Sakai and Internet Explorer, the best way to add a link to Digital Measures (which uses Single Sign-On) is by posting an announcement.</p>	 <p>Q: Which browser should I use for Sakai?</p> <p>A: For optimum performance we recommend Firefox for both PC and Mac users.</p> <ul style="list-style-type: none"> Other browsers such as Internet Explorer, Safari, Chrome, and Opera may cause unexpected behaviors and errors.
<ul style="list-style-type: none"> Go to UNC Sakai: https://www.unc.edu/sakai, login with your ONYEN, and go to your course website. <ul style="list-style-type: none"> The Assessment Committee Sakai site is used for demonstration purposes in this guide. 	
<p>In navigation panel (on left):</p> <ul style="list-style-type: none"> Click Announcements. 	

Under *Announcements*:

- **Click *Add*** in the toolbar.

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

My Workspace Assessment Committee Curriculum Committee Curriculum Transfo

Announcements

Add Merge Options Permissions

Announcements (viewing announcements from the last 365 days)

View All

There are currently no announcements at this location.

Home Announcements Calendar Resources Search Statistics Site Info Roster Course Evaluations Help

Under *Add Announcement*:

- **Enter “Announcement Title”:** Course Evaluations
- **Enter “Body”** (*copy and paste following message or write your own message*):

Please remember to complete your course evaluation:
<https://www.digitalmeasures.com/login/unc/student>

You feedback is greatly appreciated! Thank you.

Announcements

Add Announcement

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

Required items marked with a *

* Announcement title Course Evaluations

* Body

Please remember to complete your course evaluation: <https://www.digitalmeasures.com/login/unc/student>
 You feedback is greatly appreciated! Thank you.

Home Announcements Calendar Resources Search Statistics Site Info Roster Course Evaluations Help

Under *Availability*:

- **Select “Specify Dates”**
- **Set “Beginning” date and time:**
 - Check box next to “Beginning”
 - Select date (*enter date that makes sense for your course; see important dates at end of document*)
 - Select time: 12:00 AM
- **Set “Ending” date and time:**
 - Check box next to “Ending”
 - Select date (*enter date that makes sense for your course; see important dates at end of document*)
 - Select time: 12:00 AM
- **(Optional) Select Email notification:** “High – All participants”
- **Click Preview** button.

body p

Access

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**

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: NOV 26 2012 Time: 12 00 am

Ending

Date: DEC 20 2012 Time: 12 00 am

Attachments

No Attachments Yet

Add Attachments

OPTIONAL →

Email Notification: None - No notification

Add Announcement Preview

High - All participants
Low - Not received by those who have opted out
None - No notification

Under *Announcement Preview*:

- **(Optional) Test/Click** the **DigitalMeasures** link in your announcement preview message.
 - DM will open in a new window/tab.
 - The new window/tab will have UNC's Single Sign-On screen, asking for your ONYEN and password.
 - If you want to login to DigitalMeasures, enter your ONYEN and password. Logoff.
 - Close window/tab (not entire Internet browser).
- **(In Sakai)** Click *Add Announcement* button.

The screenshot shows the Sakai system interface for the Assessment Committee. The main content area displays an 'Announcement Preview' with the following details:

- Subject:** Course Evaluations
- Saved By:** Amy Sloane
- Modified Date:** \$date.toStringLocalFull()
- Access:** Only **members of this site** can see this announcement
- Email Notification:** None - No notification

The **Message** field contains the text: "Please remember to complete your course evaluation" followed by a URL: <https://www.digitalmeasures.com/login/unc/student>. The **Add Announcement** button is highlighted with a red box.

Important Dates:

- *PharmD and Elective courses:* Unless otherwise requested, Fall 2012 course evaluations will be available to students Monday, November 26 through Wednesday, December 19.
- *Graduate courses:* Unless otherwise requested, Fall 2012 course evaluations will be available to students Monday, December 3 through Wednesday, December 19.

FYI:

- You will not see the announcement on your home page until the "Beginning" date you set when creating your announcement.
- The link from your Sakai to Digital Measures is not specific to your course; i.e., when students click on this link they will have access to all of their course evaluations.
- Please do not use "Edit Tools" in Sakai to add a link to DigitalMeasures in your navigation panel. This method does not work with Internet Explorer.

If you have trouble, please contact Amy Sloane in the Office of Strategic Planning and Assessment (amy_sloane@unc.edu or 843-2801).