
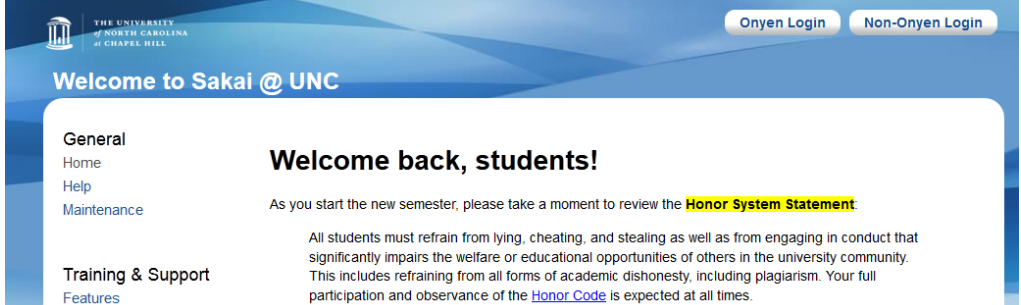
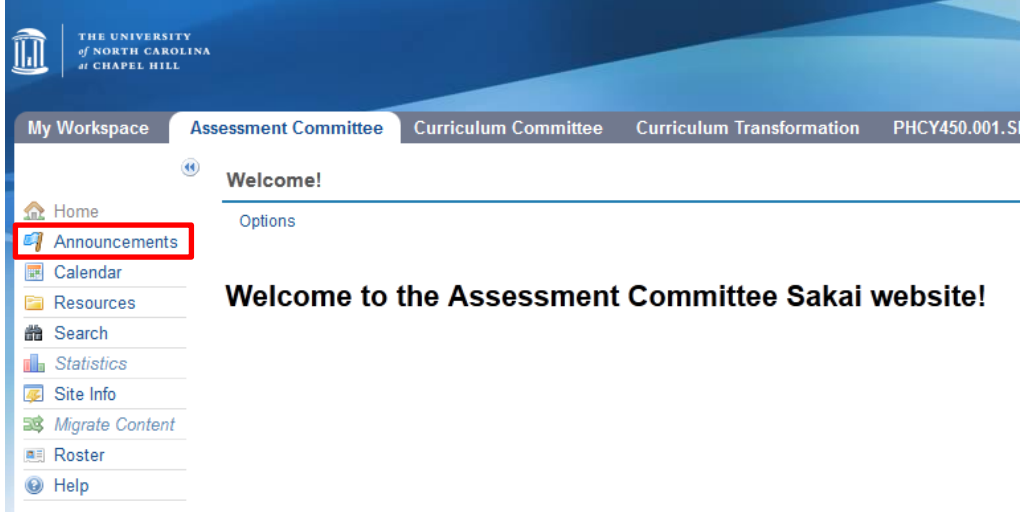


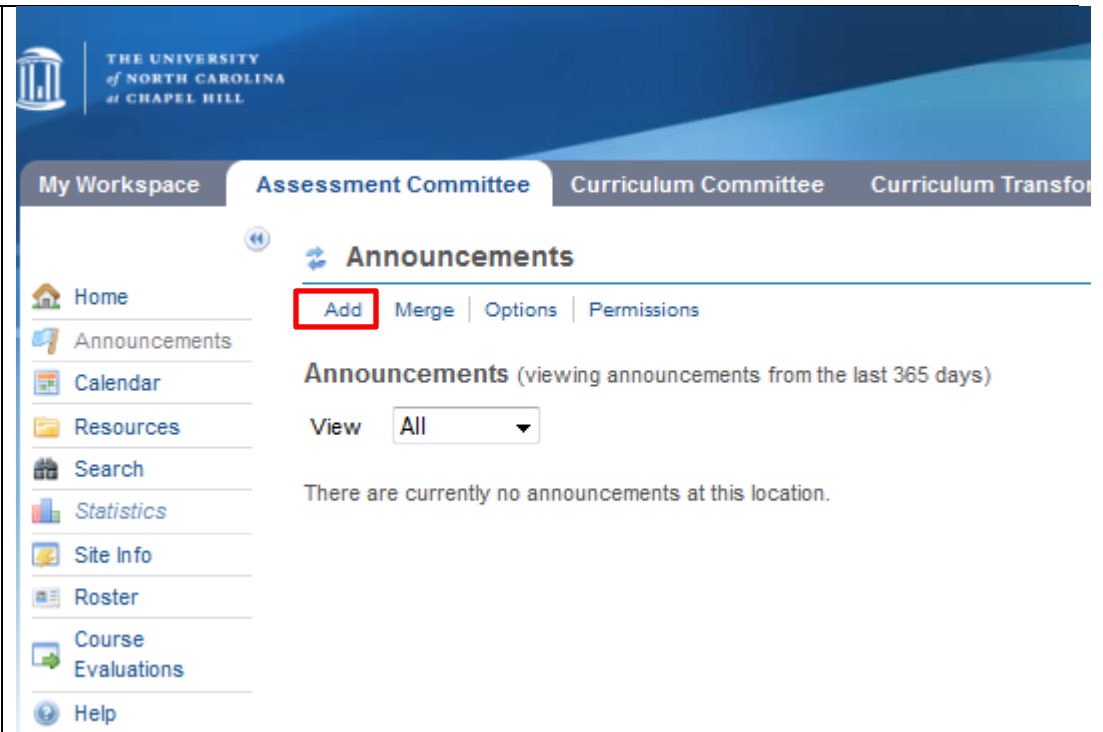
## Adding an Announcement in your Sakai Course Website with link to DigitalMeasures Course Evaluations Instructions for Course Directors

Below are instructions on how to add a link to DigitalMeasures course evaluations in a Sakai course site. It should take no more than 5 minutes to set up. If you have trouble, please contact Liz Billings in the Office of Strategic Planning and Assessment ([liz\\_billings@unc.edu](mailto:liz_billings@unc.edu) or 966-8911).

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

Under *Announcements*:

- Click *Add* in the toolbar.



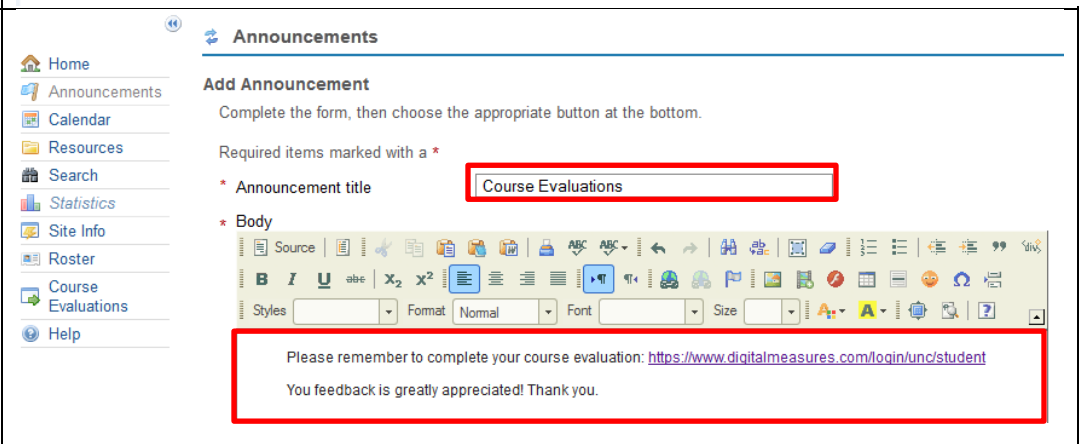
Under *Add Announcement*:

- 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.



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*)
  - 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*)
  - 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:

APR 22 2013

Time:

12 00 am

Ending

Date:

MAY 10 2013

Time:

12 00 am

Attachments

No Attachments Yet

Add Attachments

OPTIONAL →

Email Notification

None - No notification

High - All participants

Low - Not received by those who have opted out

None - No notification

Add Announcement

Preview

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 UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

My Workspace Assessment Committee Curriculum Committee Curriculum Transformation PHCY450.001.SP12

Announcements

Announcement Preview

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

Message

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

You feedback is greatly appreciated! Thank you.

Add Announcement Edit Cancel

**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 DigitalMeasures 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 Liz Billings in the Office of Strategic Planning and Assessment ([liz\\_billings@unc.edu](mailto:liz_billings@unc.edu) or 919-966-8911).