

Module 1:

Login, My Workspace, Site Info,
Add Tools, Add Participants,
Announcements



Laulima Training Checklist - Module 1

Login, My Workspace, Site Info, Add Tools, Add Participants, Announcements

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Laulima is the University of Hawaii's online Collaboration and Learning Environment which will replace WebCT for use in online and web-enhanced (hybrid) classes. Laulima provides instructors and students with accessibility to course content and communication tools for interaction between the instructor and students within the course. A course offered through Laulima can be accessed 22 hours a day, 7 days a week via the Internet. Some courses will use Laulima as a supplement to their traditional face-to-face (f2f) course. Other courses will deliver all of the course material, testing, and communication within Laulima as a totally online course.

Navigate to Laulima and Log In

1. Using a  **supported web browser**, go to:
<https://laulima.hawaii.edu>.

The **Message of the day** will change. Site downtimes and other messages will be posted here.

**Supported Browsers:**
Windows

- Internet Explorer 6.0 and newer
- Mozilla Firefox

Macintosh

- Mozilla Firefox
- Safari



Laulima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate.
Lit., many hands.
The Learning & Collaboration Server for the University of Hawai'i Community



Welcome **Message of the day** 

[Features](#)
[Training](#)
[Acknowledgements](#)
[Help](#)

Spring courses are now available for faculty prep.

- Laulima will be unavailable on a daily basis from 3:00am-4:00am for server backup and maintenance.
- Please be aware that there are currently some issues with the wiki tool. We are working to resolve this.
- Help is available for many of laulima's tools. Discussion and private messages "help" is being worked on. In the meantime a [help page](#) is available at Rutgers University.
- We are now [accepting requests](#) for collaboration groups, development accounts, cross listing, and WebCT conversion. Due to the number of requests our turn around time will be a bit slower than usual.

Thank you for your patience.

Welcome! 

Welcome to Laulima.

2. Click on the **Login** link in the upper right corner of the screen.

- Enter your UH username and password. This is the same username and password you use to access Banner for your student lists and UH e-mail. Click **Login**.



A UH Username has no @. Example: If your email address is instructor@hawaii.edu, your UH username is simply instructor.

Login Required

user id

password

My Workspace

After logging into Laulima, you will be in My Workspace, a private online area for each user; not shared with anyone else.

Within 'My Workspace', you can:

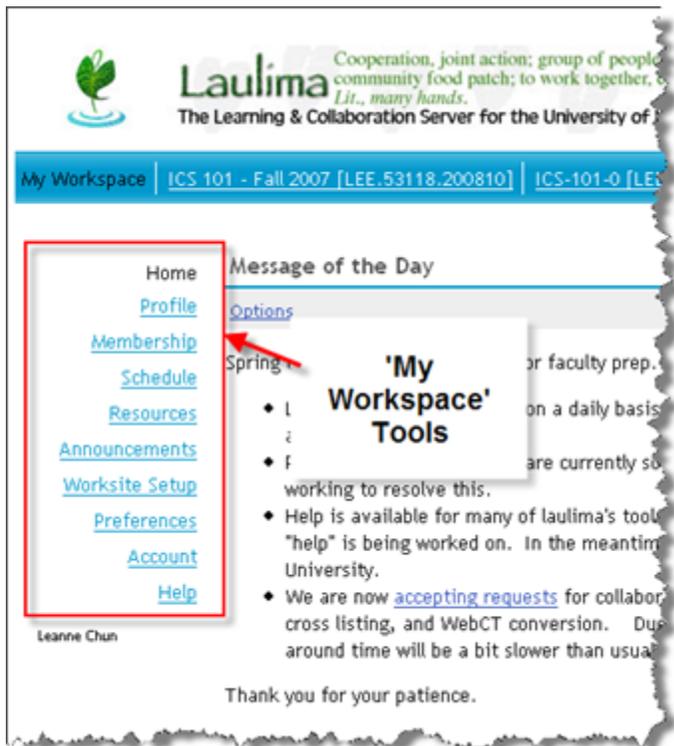
- View and print a consolidated schedule from all of the sites on which you have appointments. You can also create your own private schedule items.
- View announcements from all of your joined sites.
- Save files in a Resources area which only you can access (These may be works in progress or you may use it as a file repository.)
- Set preferences for how you receive notifications from your joined sites.

The screenshot shows the Laulima My Workspace interface. At the top, there is a navigation bar with the Laulima logo and the text "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. The Learning & Collaboration Server for the University of Hawaii Community". Below this, there is a "My Workspace" section with a list of class links: "ICS 101 - Fall 2007 [LEE_53118_200810]", "ICS-101-0 [LEE_55303_200830]", "ICS-101-0 [LEE_55304_200830]", and a "- more -" link. Three callouts point to these elements: "After logging in, you will be in My Workspace." points to the "My Workspace" header; "Your classes are listed here." points to the class links; and "If you have additional classes, they are listed under the - more- link." points to the "- more -" link. The interface also includes a "Message of the Day", a "Calendar" section with a table for November 2007, and a "Recent Announcements" section.

Wed	Thu	Fri	Sat
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	1

Set Personal Settings in My Workspace

Along the left side of your screen, you will see a menu of the tools you can use in 'My Workspace'.



Site Info

The two-arrow symbol next to the Heading allows you to “reset” the page back to its original setting. This is useful if you have been making changes within a tool and would like to go back to the “root-level” of that tool.

Preferences-Notifications

You may choose how your notifications are sent to you under Preferences.

1. Click on the **Preferences** link.
2. Select the radio button for how you want to receive your Announcements, Email, Resources, and Syllabus items. The default is set to receive each separately. Alternately, you may choose to receive a summary once a day.

Preferences-Customize Tabs

You may choose the order in which your courses appear along the top of your window.

1. Click on the **Customize Tabs** from the Preferences tool title bar.
2. Select your course from the list of visible Sites. If you have any courses in the Sites not visible in Tabs, you may move them over to make them visible if you wish.
3. Move the course up or down in your list by using the up and down arrow.

4. Click **Update Preferences**.

My Workspace | ICS 101 - Fall 2007 [LEE.53118.20081] | ICS-101-0 [LEE.55303.200830] | ICS-101-0 [LEE.55304.200830] | - m

Home **Preferences**

Profile [Notifications](#) [Customize Tabs](#) [Time Zone](#) [Language](#)

Membership **Customize Tabs**

[Schedule](#) To hide a site, select the site from Sites Visible in Tabs and use the left arrow to move the site to Sites
[Resources](#) Tabs and use the right arrow to move the site to Sites Visible in Tabs. Then click Update Preferences to
[Announcements](#) To change the order of your sites in your tabs, select a site from Sites Visible in Tabs and use the up or
[Worksite Setup](#) Preferences to make the changes.

Preferences **Sites not visible in Tabs** **Sites visible in Tabs**

Leanne Chun

[Update Preferences](#) [Cancel Changes](#)

2. Select a course.

3. Click to move course up or down on your list.

Account

Shows you a summary of your user account and allows you to change your default email address for Laulima and your Laulima password.

1. Click on the **Modify Details** from the My Account Details page.
2. The e-mail textbox allows you to enter in a preferred email address for your Laulima account profile.

3. There is also the option to change your password. It is recommended that you only use the change password function on your guest/ test account. Faculty, Student and Staff accounts are tied to the UH ID system and will not reflect password changes made in Laulima. You will only succeed in creating an additional password for the same Laulima account.

My Workspace | ED-297A-0

Account

[Home](#)
[Profile](#)
[Membership](#)
[Schedule](#)
[Resources](#)
[Announcements](#)
[Worksite Setup](#)
[Preferences](#)
Account
[Help](#)

laulimasakai@gmail.com

Account Details

User Id	laulimasakai@gmail.com
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	laulimasakai@gmail.com
Create New Password	<input type="text"/>
Verify New Password	<input type="text"/>
Created By	Brent Hirata
Created	Jan 14, 2008 10:49 pm
Modified By	laulimasakai@gmail.com
Modified	Jan 14, 2008 10:51 pm
Internal Id	7da3b263-996c-45cb-0014-d69132946fc9

Help

The Help link will lead you to the general help database for Sakai, the parent software to Laulima. Some of the features and functions that you read about in help may not apply to our version of Laulima.

Access Your Course

Once you have logged into Laulima, you can access any of your courses by clicking on the name of your course along the blue strip at the top of the screen. If your course is not there, you may have to click on the **–more–** link for a listing of all of your courses. When viewing your courses, you will see a list of classes by semester. Semesters are indicated using the following number scheme.

- 200810 – Fall 2007
- 200830 – Spring 2008
- 200840 – Summer 2008
- 200910 – Fall 2008

After logging in, you will be in My Workspace.

Your classes are listed here.

If you have additional classes, they are listed under the - more - link.

Customize Course Information

You can change the information about your course.

1. Once you are in your course, click on **Site Info** from the menu along the left side of your screen.
2. Click **Edit Site Information** from the Site Info tool title bar.

Unpublished Site

Site Info

[Edit Site Information](#) | [Edit Tools](#) | [Manage Groups](#) | [Manage Access](#) | [Add Participants](#) | [Edit Class Roster\(s\)](#)

Home | ICS-101-0 [LEE.55303.200830]

Announcements | Site Description: Digital Tools for Info World

Discussion and Private Messages | Roster(s) with site access:

Resources | Term: 200830

Site Info | Site Contact and email: Laulima Administrator, admin@laulima.hawaii.edu

Help | Available to: Site owner and organizers

Leanne Chun | Included on public sites list: no

Creation Date: Nov 5, 2007 10:35 am

Appearance: *default*

ICS-101-0 [LEE.55303.200830] Participant List (# 2)

Notice, your course is an Unpublished Site until you publish it for others to view.

3. Enter the **Description** (this may be long and you may wish to include the course SLOs) and **Short Description** (this is limited to 80 characters and you may wish to use the college catalog description).
4. Enter your name as the **Site Contact Name** and enter your email as the **Site Contact Email**.
5. Click **Continue**.
6. Click **Finish**.

The screenshot shows the 'Site Info' form for 'LCC Intro to Lualima'. The form includes fields for Site Title, Term, Description, Short Description, Appearance (Icon), Site Contact Name, and Site Contact Email. Annotations in red boxes provide instructions: 'Enter a description of your course here. You may want to list your course SLOs.' points to the Description field; 'Enter a short description here for publicly viewed courses.' points to the Short Description field; and 'Enter your info.' points to the Site Contact Name and Site Contact Email fields. The form also includes 'Continue' and 'Cancel' buttons.

Publish Your Course

Courses will be published automatically by the UH system shortly before a new semester begins. As an instructor, you will not need to publish your courses. However, if you are working in a development course or project site, you may need to publish or unpublish your course. Students cannot access an unpublished course or project site.

1. Click on **Site Info** from the menu along the left side of your screen.
2. Click **Manage Access** from the Site Info tool title bar.
3. Check the box next to Publish site.
4. Click **Update**.

The screenshot shows the 'Site Status' form. It contains the text: 'Publishing your site makes it available to the public once it is published. You can change these settings at any time.' Below this text is a checkbox labeled 'Publish site', which is checked. The checkbox is highlighted with a red box.

Add Tools

You can change the tools available in your course.

1. While you are still within the Site Info area, click **Edit Tools** from the Site Info tool title bar.
2. Remove the checkmark next to **Discussion and Private Messages** to remove this default tool.
3. Add a checkmark next to all the following *additional* tools:
 - ✓ **Assignments** – give and accept assignments from students; allows online grading of assignments in one place
 - ✓ **Forums** – used as a tool for organized and threaded discussions to replace Discussion and Private Messages
 - ✓ **Gradebook** - place to keep track of grades for your students
 - ✓ **Messages** – tool for emailing students within Laulima
 - ✓ **Modules** – organize collections of content
 - ✓ **Schedule** – calendar tool for posting due dates
 - ✓ **Syllabus** – post Course Outline and/or Syllabus and/or Schedule
 - ✓ **Tests & Quizzes** – create online tests & quizzes.
4. Click **Continue**.
5. Click **Finish**.



The **default tools** when your course is created are:

- ✓ **Home**
- ✓ **Announcements** - post announcements that all members will see on the home page
- ✓ **Discussion and Private Messages** - remove this tool
- ✓ **Resources** – Similar to Manage Files in WebCT; Documents, URLs
- ✓ **Site Info** – Worksite information and participants



A Quick Reference WebCT to Laulima Tool is available on the following page.

WebCT Tool to Laulima Tool - Quick Reference Guide

<u>WebCT Tool</u>	<u>Laulima Tool</u>	<u>Notes</u>
 Add Upper/Lower Textbox	Announcements	This tool is used to inform site participants about current items of interest.
 Course Outline/Syllabus	Syllabus	The syllabus is the official outline for your course. As an instructor, if you or your department has prepared an online syllabus already, you can direct the Syllabus tool to link to it.
 Learning Modules	Modules (Melete)	This tool is used to present your course materials organized either by module or by week.
 Quizzes/Tests	Tasks, Tests & Surveys	This tool allows you to create online assessments (i.e., tests, quizzes, and surveys) for delivery via a web interface to your students.
 Assignment Dropbox	Assignments	This tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site.
 Course Calendar	Schedule	This tool allows you to post due dates of assignments and assessments. Students will see all calendar entries combined in their MyWorkspace page.
 Bulletin Board	Forums	This tool allows structured conversations that are organized into forums and topics. Students can post replies to a topic or to other replies (a "threaded" discussion) which everyone on the site can see.
 Email	Messages	This tool allows you to send and receive email within Laulima. Students can also choose to receive email at an external email account.
 Chat	Chat Room	This tool allows real-time, conversations among students and the instructor.
 Student Progress	Gradebook	This tool calculates and stores grade information and distributes it to students online.

Manage Students

You can control student/guest access to your course. When your course is created, it will take the students registered through Banner and populate your Lulima course.

To see a listing of the students who have access to your Lulima course, click **Site Info** from the menu along the left side of your screen and scroll toward the bottom of the screen. You will see the students enrolled in your course and their role. All your students should have the role of “student”. The following is a description of the roles participants in your course may play:

Role Descriptions

Instructor

Can read, revise, delete and add both content and participants to a site.

Student

Can read content, and add content to a site where appropriate.

Teaching Assistant

Can read, add, and revise most content in their sections.

Add Participants

You may wish to allow others access to your course for any number of reasons:

- Guest Speaker – professional in an area of study who you may want to participate with your class on Discussion topics
- Teaching Assistant – someone to help you with grading or providing student feedback
- Student Account – account for you to view the course from a student’s point of view. You can look at content, take quizzes, etc. prior to releasing it to your entire class
- Peer Evaluator – evaluator of your online content

Let’s add a participant from within the UH system.

1. Click on **Site Info** from the menu along the left side of your screen.
2. Click on **Add Participants** from the Site Info tool title bar.



A UH Username has no @. Example: If your student’s email address is student@hawaii.edu, the UH username for the student is simply student.

- Under Username(s), enter the UH faculty, staff or student's UH username. Each UH username should be entered on a separate line without any punctuation.
- You may choose if you wish to assign all participants to the same role, or if you wish, to assign each participant individually. Click **Continue**.

Home Site Info

Announcements

Course Content

Syllabus

Calendar

Forums

Messages

Tests & Quizzes

Gradebook

Link Tool

Site Info

Resources

Help

Della Kunimune

Add participant(s) to ACC-132-0...

Enter the participants below that you would like to add to your site. You may enter more than one name in each text area below by putting each one on a separate line (no commas).

Username(s)

bhirata
leannech

Multiple usernames are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)

Guest(s) Email Address (external participants, e.g. jdoe@yahoo.com)

Multiple email addresses are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)

Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Continue Back Cancel

3. Enter participants with UH usernames. Enter each name on a separate line.

4. Select if all participants will have the same role.

- Select the role (**Instructor**, **Student**, or **Teaching Assistant**) you would like to assign the participant(s) to. Click **Continue**.

Home Site Info

Announcements

Course Content

Syllabus

Calendar

Forums

Messages

Tests & Quizzes

Gradebook

Link Tool

Site Info

Resources

Help

Della Kunimune

Choose a Role for Participants

Choose the role for the participants you are adding.

Roles

Instructor
Can read, revise, delete and add both content and participants to a site.

Student
Can read content, and add content to a site where appropriate.

Teaching Assistant
Can read, add, and revise most content in their sections.

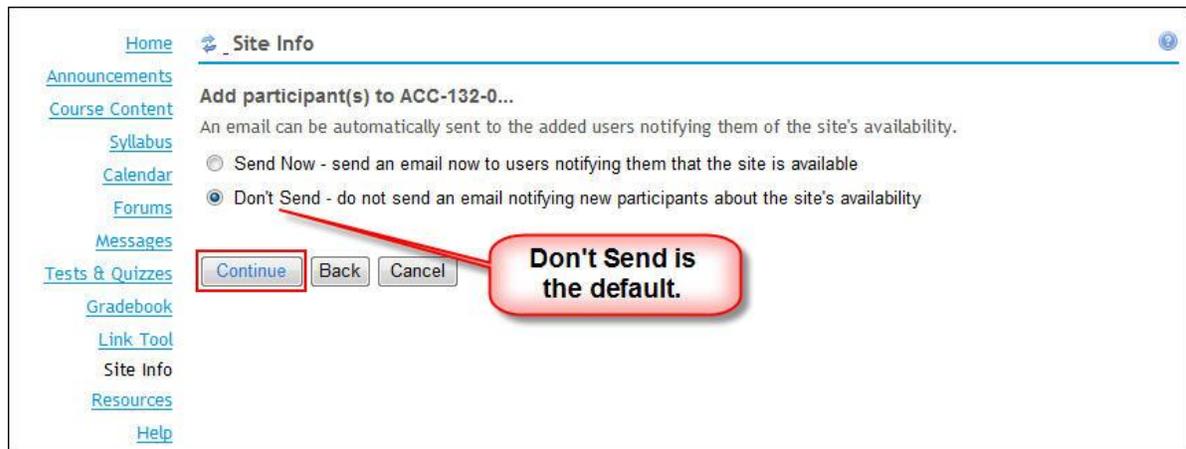
Participants

bhirata (Brent Hirata)
leannech (Leanne Chun)

Continue Back Cancel

Select the role for the new participant(s).

6. Select **Send Now** or **Don't Send** to notify the participant(s) about the course availability.



The screenshot shows the 'Site Info' page in a learning management system. On the left is a navigation menu with links: Home, Announcements, Course Content, Syllabus, Calendar, Forums, Messages, Tests & Quizzes, Gradebook, Link Tool, Site Info, Resources, and Help. The main content area is titled 'Add participant(s) to ACC-132-0...'. Below the title, it says 'An email can be automatically sent to the added users notifying them of the site's availability.' There are two radio button options: 'Send Now - send an email now to users notifying them that the site is available' and 'Don't Send - do not send an email notifying new participants about the site's availability'. The 'Don't Send' option is selected. Below the options are three buttons: 'Continue', 'Back', and 'Cancel'. A red callout box with a white background and a red border points to the 'Don't Send' radio button, containing the text 'Don't Send is the default.' The 'Continue' button is also highlighted with a red rectangular box.

 At the time this guide was written, notifications were not sent to participants even if **Send Now** was selected.

7. Click **Continue**.
8. Click **Finish**.

Add Guests

When adding others to your course, they may not have a UH username. You can still add them to your course as a guest. It is also recommended that you create a guest account to view and test your links and tools as a student before your real students look at your course. For example: I created a student account for leanne_chun@yahoo.com.

Let's add a guest.

1. Click on **Site Info** from the menu along the left side of your screen.
2. Click on **Add Participants** from the Site Info tool title bar.
3. Under Guest(s) Email Address, you may enter any email address.

4. You may choose if you wish to assign all participants to the same role, or if you wish, to assign each participant individually. Click **Continue**.

Home Site Info

Announcements

Course Content

Syllabus

Calendar

Forums

Messages

Tests & Quizzes

Gradebook

Link Tool

Site Info

Resources

Help

Della Kunimune

Add participant(s) to ACC-132-0...

Enter the participants below that you would like to add to your site. You may enter more than one name in each text area below by putting each one on a separate line (no commas).

Username(s)

Multiple usernames are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)

Guest(s) Email Address (external participants, e.g. jdoe@yahoo.com)

leanne_chun@yahoo.com

Multiple email addresses are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)

Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Continue Back Cancel

3. Enter email accounts for guests without a UH username. This may be used for your "student" account.

4. Select if all participants will have the same role.

5. The remaining steps are the same as **Add Participants**. Select the role (**Instructor**, **Student**, or **Teaching Assistant**) you would like to assign the participant(s) to. Click **Continue**.
6. Select **Send Now** or **Don't Send** to notify the participant(s) about the course availability.
7. A confirmation will be sent to the guest account with a password to be used when they login to Laulima. This password can be changed in **My Workspace, Account** after logging in the first time.
8. Click **Continue**.
9. Click **Finish**.

Manage Groups

Creating student groups is useful if you would like your students to discuss topics in smaller groups, much like how you divide them into smaller groups in a class situation.



Unlike WebCT, Laulima cannot automatically generate groups. However, you can create groups manually.

1. Click **Site Info** from the menu along the left side of your screen

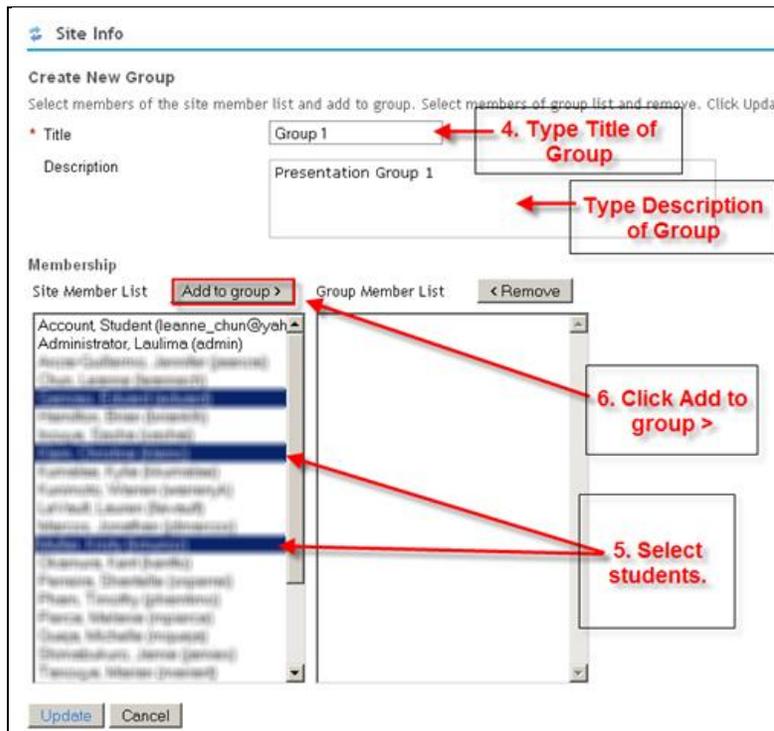
- Click **Manage Groups** from the Site Info tool title bar.



- Click **New** from the Site Info tool title bar.



- Type the name of your first Group. Type a description for the group (optional).
- Select the members you wish to place in the first group. Hold the **CTRL** key as you click your mouse to select multiple students.
- Click **Add to Group**.



 It is recommended that you title your Group name the same name as the title of your Discussion Forum.

- Click **Update**.
- Repeat steps 4 – 7 to create all your groups.
- Once you create your groups, they will appear on the Group List page. Notice the Group title and number of students in each group is available. You may change the group assignments at any time by clicking on the **Revise** link.

Site Info			
New			
Group List			
Title		Size	Remove?
Group 1	Revise	7	<input type="checkbox"/>
Group 2	Revise	8	<input type="checkbox"/>

- You may assign groups for use with discussions. See **Use Forums for Course Discussions** in Module 2 for more information on assigning groups.

Manage Page Order

If your course is comprised of multiple course sections combined into one Lualima course you will have an additional link called Section Info. This link is useful to instructors because it allows you to easily view which students are registered for each section. This link is of little use to students, and it is recommended that you hide this link from student view to limit distractions. To hide the Section info tool from student view:

- Click on **Site Info** from the menu along the left side of your screen.
- Click on **Page Order** from the Site Info tool title bar.
- Navigate to **Section Info**.
- Click on the bulb to turn visibility off.

The screenshot shows the Lualima interface with the 'Site Info' tool selected. The 'Page Order' section contains a list of tools with visibility toggles (light bulbs). The 'Section Info' tool is highlighted with a red box, and its visibility toggle is also highlighted with a red circle. A red arrow points from the text on the right to this light bulb icon.

If the light bulb is gray, the students cannot see this tool. To allow students to view the tool, click the light bulb to turn it on.

Manage Announcements

Announcements may be used to post current or important information of interest that all members will see on the home page. Example: Upcoming due dates for tests or assignments.

Add an Announcement

1. Click **Announcements** from the menu along the left side of your screen.
2. Click **Add** from the Announcements tool title bar.

The screenshot shows the Laulima interface. At the top, there is a header with the Laulima logo and the text: "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. *Lit., many hands.* The Learning & Collaboration Server for the University of Hawai'i Community". Below the header is a blue navigation bar with links: "My Workspace", "ICS 101 - Fall 2007 [LEE.53118.200810]", "ICS-101-0 [LEE.55303.200830]", and "ICS-101-0 [".

On the left side, there is a navigation menu with links: "Home", "Announcements", "Discussion and Private Messages", "Resources", "Site Info", and "Help". The "Announcements" link is highlighted with a red box.

At the top of the main content area, there is a tool title bar for "Announcements" with a "2. Click Add." label and an arrow pointing to the "Add" button. The title bar also contains "Merge", "Options", and "Permissions" buttons.

Below the title bar, there is a "View" dropdown menu set to "All" and a message: "There are currently no announcements at this location." A red arrow points to the "Announcements" link in the menu with the label "1. Click Announcements.".

At the bottom left, the name "Leanne Chun" is displayed.

3. Add the title and body of the announcement in the appropriate text boxes.



The body of the announcement can be formatted with similar formatting options as available in a word processor. You may choose to insert a picture or a hyperlink to the body of an announcement.

4. By default, the access of your announcement is set to **Display to Site**, meaning only those in your class will be able to see this announcement. If you change the access to **Display to Public**, anyone within Lailima will see the announcement.



It is recommended you leave the Access setting on **Display to Site**.

5. By default, the Availability is set to 'Show'. You may choose to specify specific dates to make this announcement available.
6. If you do not want to attach a file or resource, then click **Add Announcement**.

7. You may add attachments to the announcement by clicking on the **Add Attachments** button. You can add files from your computer, link to a URL on the Internet, or files from other worksites or My Workspace.
8. You may attach files or resources to the announcement by clicking on the **Add Attachment** button. You can browse for files from your computer, add a URL, or select a file from the Resources area.
 - a. Click **Browse** to add a file from your computer.
 - b. Type in the URL Web site address and click **Add** to upload a link.
 - c. Click **Attach a copy** to add a file from your Resources folder.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
Excise Tax Handout.pdf	Remove
http://www.ssa.gov	Remove
Sample File.doc	Remove

Upload local file **8a. Click browse to add a file from your computer.**

or a URL (link to website) **8b. Type in a URL to add a Web site link.**

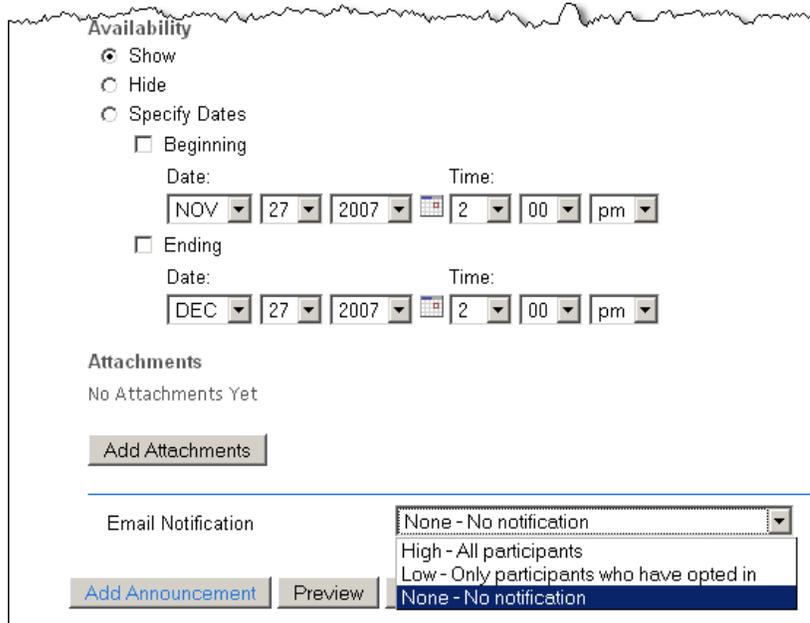
Select a resource

Location:

Title	Actions
ACC-132-0	
Sample File.doc	<input type="button" value="Attach a copy"/> 8c. Click Attach a copy to upload a file from your Resources folder.
Show other sites	

9. Click **Continue** to return to the message.

10. The **Email Notification** option determines how your site participants receive the announcement through their e-mail. By default, no e-mail notification will be sent to your participants. **Low** importance announcements will be sent to participants who have opted to receive them via e-mail (see My Workspace Preferences), while **High** importance announcements will be sent to all participants via e-mail regardless of their preferences.



The screenshot shows a form for creating an announcement. It has a 'Availability' section with radio buttons for 'Show', 'Hide', and 'Specify Dates'. Under 'Specify Dates', there are checkboxes for 'Beginning' and 'Ending'. Each has a date and time selector. The 'Beginning' date is set to NOV 27 2007 at 2:00 pm. The 'Ending' date is set to DEC 27 2007 at 2:00 pm. Below this is an 'Attachments' section with the text 'No Attachments Yet' and an 'Add Attachments' button. At the bottom, there is an 'Email Notification' dropdown menu with options: 'None - No notification', 'High - All participants', 'Low - Only participants who have opted in', and 'None - No notification'. There are also 'Add Announcement' and 'Preview' buttons.

11. Click **Add Announcement**.



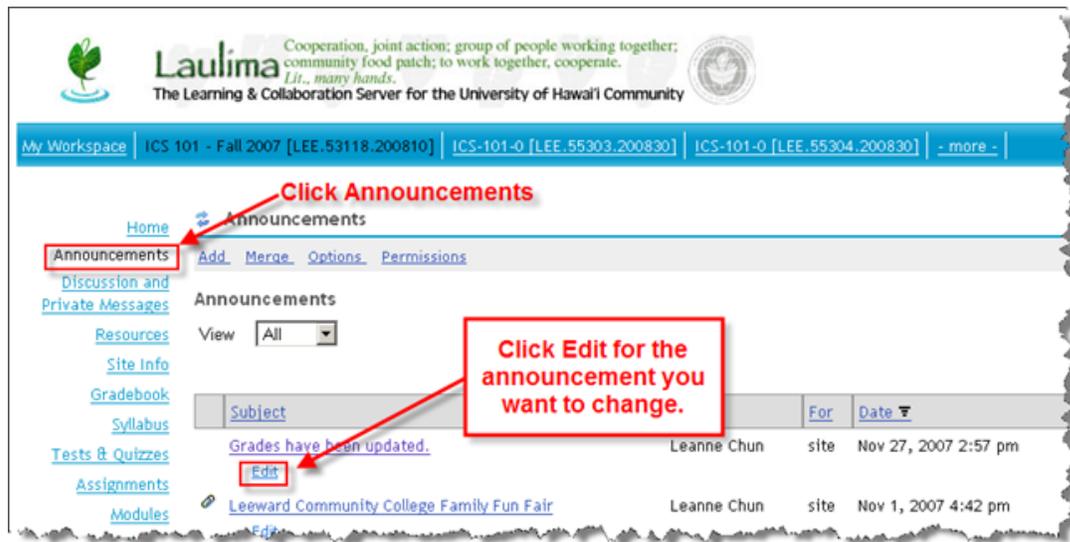
Your announcements will appear in the **Recent Announcements** box on your worksite's Home page. You can also view all announcements in the Announcements tool.

Edit an Announcement

To go back and edit an announcement:

1. Click **Announcements** from the menu along the left side of your screen.
2. Under the announcement you would like to edit, click **Edit**.
3. Revise the announcement as shown in the above section on [Add an Announcement](#).

4. Click **Save Changes**.



Delete an Announcement

To delete an announcement:

1. Click **Announcements** from the menu along the left side of your screen.
2. Along the right side of the screen next to the announcement you would like to delete, place a checkmark under the **Remove?** column.
3. Click **Update**.



4. You will be prompted if you are sure you want to delete the announcement. Click **Remove**.