

Using the Announcement Tool in Blackboard

With announcements, you can post timely information critical to course success. You can add, edit, and delete announcements from the Announcements page. This is an ideal place to post time-sensitive material including:

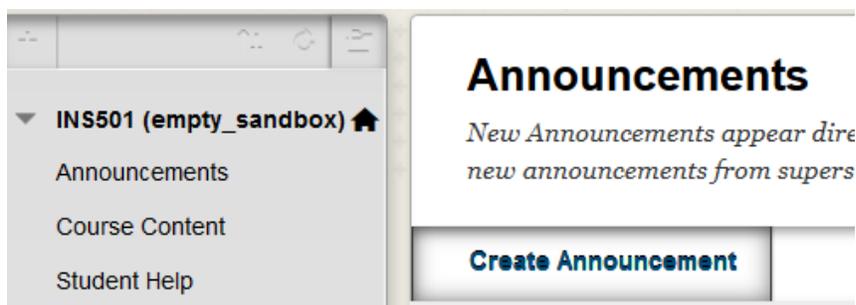
- When assignments are due
- Changes to the syllabus or class schedule
- Corrections/clarifications of materials

When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course. If you include links to course content, the email will not include links to that content.

How to Create Announcements

By default, all Westchester Community College Blackboard course shells have an Announcements page. It is the first page in the course. To create an announcement, navigate to the Announcement page by clicking on **Announcements** in your course menu on the left of your Blackboard course.

1. On the announcement page, click on Create Announcement



1.

2. Type a Subject. This becomes the title of the announcement on the Announcements page.
3. In the Message box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups.

ANNOUNCEMENT INFORMATION

* Subject Black

Message



Path: p Words: 0

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted
 Date Restricted

Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Browse** to choose an item.

Location

Click **Submit** to finish. Click **Cancel** to quit.

4. In the Web Announcements Options section, select: Not Date Restricted to keep the announcement visible until you remove it. –OR Date Restricted to limit the announcement's visibility by date and time.
5. For Select Date Restrictions, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times.
6. Select the Email Announcement check box to send students an email containing the announcement. The email is sent to all students.
7. Click Submit