

Creating Announcements 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
- Corrections/clarifications of materials
- Exam schedules

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.

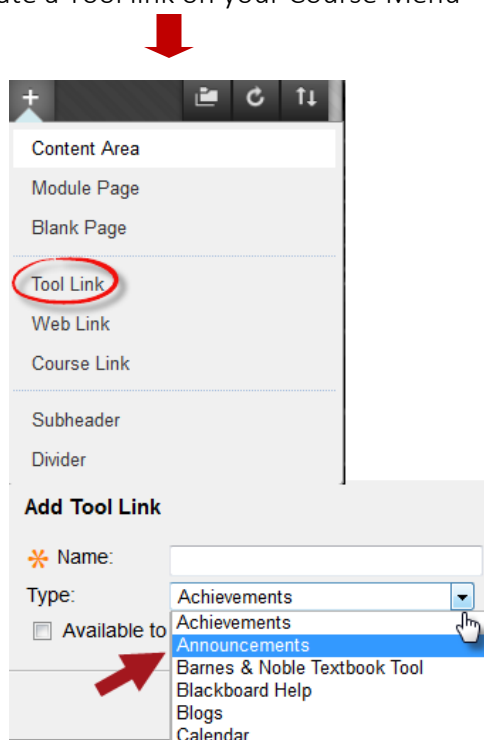
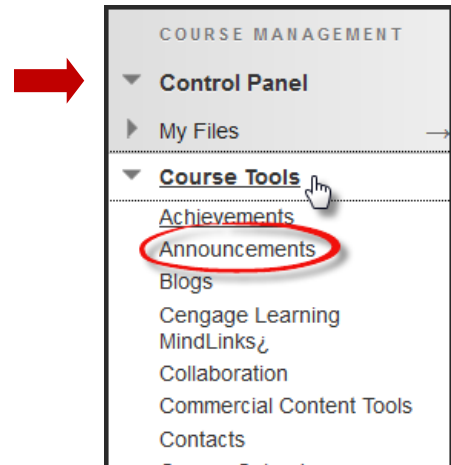
How to Create Announcements

Announcements appear in the order posted, with the most recent announcements appearing first.

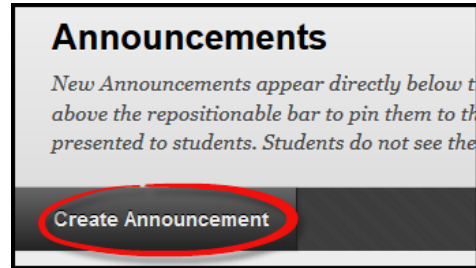
1. There are two ways to create an Announcement page:
 - a) On the Control Panel, expand the Course Tools section, and select Announcements.

OR

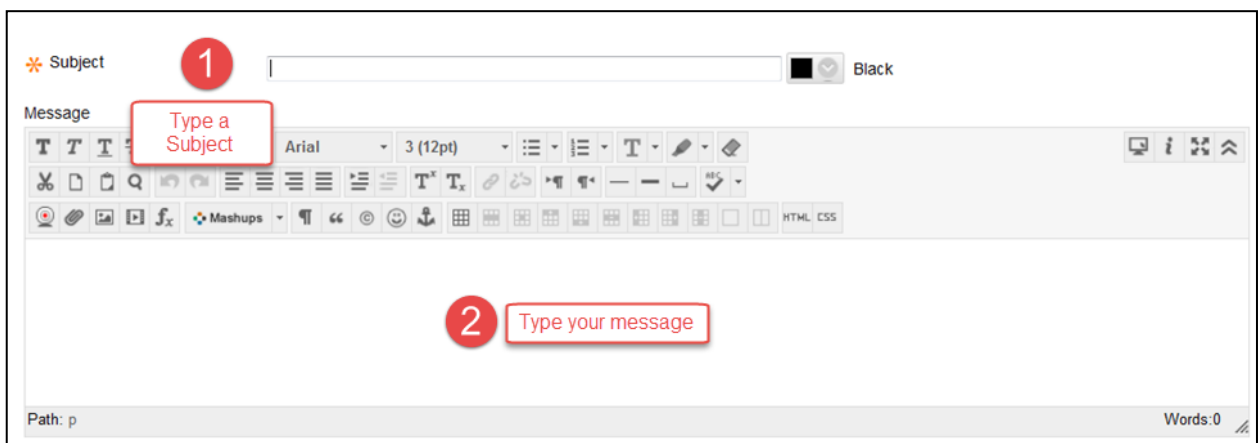
 - b) Create a Tool link on your Course Menu



2. On the Announcements page, click Create Announcement on the action bar.



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



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.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is selected.

Use to select date and times to display the announcement

Use to email the announcement

6. Select the Email Announcement check box to send students an email containing the announcement. The email is sent to all students.
7. Optionally, in the Course Link section, click Browse to link to a course area, tool, or item.

COURSE LINK

Click **Browse** to choose an item.

Location

8. Click Submit.