Announcements

The Announcements area is a space in which students can view all Announcements created by the instructor to inform students about what is happening in the course. There is a module on the course Home Page for Announcements as well.

Create an Announcement:

1. Login to Blackboard.
2. Enter the course you wish to work.
3. On the course Home Page, select more announcements... from the “My Announcements” module.
4. On the “Announcements” page, select the Create Announcement button.
5. In section “1. Announcement Information,” enter a Subject plus all the information you wish to include in your announcement into the Message text editor box.
6. In section “2. Web Announcement Options,” you may set Date Restrictions for the availability of the announcement, or you may select Not Date Restricted in order to keep it visible until you choose to delete it manually. You can also choose to have your announcement send an Email Announcement to your students in the course. Note that even if this “Email Announcement” is left unchecked, students may receive an email anyway based on their personally set Blackboard preferences.
7. In section “3. Course Link,” if you would like to include a link to a certain part of your course with the announcement, such as a test or content item, click the Browse button and select the location to which you wish to link.
8. Once you have suitably customized the announcement, click Submit.
Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

More Help

1. Announcement Information

   * Subject

   Message

   ![Message editor interface]

   Path: p
   Words: 0

2. 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 not selected

3. Course Link

   Click Browse to choose an item.

   Location

   ![Location selection interface]

4. Submit

   Click Submit to finish. Click Cancel to quit.