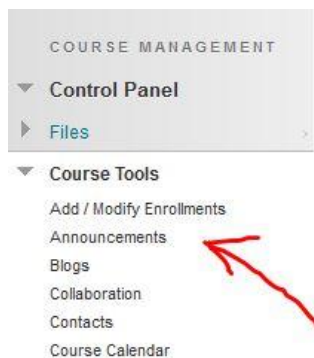Creating Announcements

The announcements in Blackboard page usually appears on the home page of a course. This section can be used to help keep students updated on changes and other important information in the course information including

1. Getting started information
2. Due dates of assignments
3. Exam dates
4. Changes in the course schedule
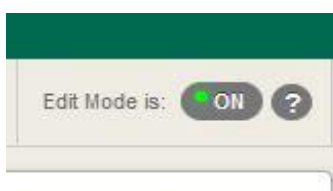5. Correction or clarification of materials

How to Create an Announcement

1. If your announcements page isn't already open
2. Go to the **Control Panel** under **course Management**

3. On the course home page, choose **Course Tools**, and **Announcements.**

4. *The **Edit Mode** must be *ON* for you to be able to create **Announcement**

5. *Click the **Create Announcement** button.*   **Create Announcement**

6. The Create Announcement window opens.

1. Announcement Information

❋ Subject — — · · — · **Subject: Give the announcement a title.**   ⬛◉ Black

Message

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Message: Type or copy/paste the announcement here

Path: p

2. Web Announcement Options ◀— · · — · · —

Select **'Not Date Restricted'** to create an announcement which doesn't expire or select **"Date Restricted"** to set dates during which the announcement should appear.

Duration   ○ Not Date Restricted

                    ◉ Date Restricted

Select Date Restrictions

Select Date Restrictions: Indicate dates during which the announcement should appear. Click the checkboxes and indicate display after/until dates and times.

☐ 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

Email Announcement: Click the checkbox if you want to send an email of this announcement when it is posted to all students.

 Note: *Notification of the announcement will still be sent to students even if the box is left unchecked*

3. Course Link

Click **Browse** to choose an item.

Location [   ] Browse...

This is part optional. However if you need to link an item, click the **Browse**, select a location in the course that students can access directly from a link in the announcement.

4. Submit

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

Click on the **Submit** button when done.

7. New announcements appear below this bar on the front page. You can priortize annoucements

Create Announcement

New announcements appear below this line

No Announcements found.

How to modify or Remove an Announcement

1. Make sure **Edit Mode** is ON.
2. Locate the announcement you wish to modify or delete.

Posting Questions to Q& A Forum

Edit

Delete

Click the down arrow choose:

1. **Edit** to modify the announcement.

Or

2. **Delete** to completely remove an announcement