Create Announcements

Announcements can be used to communicate important messages, events, and information. You can send your announcements through Blackboard or as an e-mail to your students.

1. Log into your Course. To begin, make sure edit mode is on (Figure 1).

2. To Add and make Announcements on your Course Menu “Available” to your students, please follow the directions below:
   - Click on the “+” to Add Announcements
   - Enter the Name of the tool
   - Select the Announcements from the Type dropdown menu
   - Put a check mark in the box next to “Available to Users”. (this will allow students to see the content you have added)
   - Click on Submit (Figure 2).

3. Click on the newly created Announcements link on the left Menu Bar (Figure 3).
4. Click on Create Announcement (Figure 4).
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5. Announcement Information (Figure 5)
   - Put your announcement’s subject in the Subject field.
   - Write your message in the Message field.

6. Web Announcement Options (Figure 6)
   - Leave the duration set to **Not Date Restricted**.
   - Check **Send a copy of this announcement immediately** to immediately send out email notifications.
   - Once you’re ready to send the announcement, click on **Submit**.