



# 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).



FIGURE 1

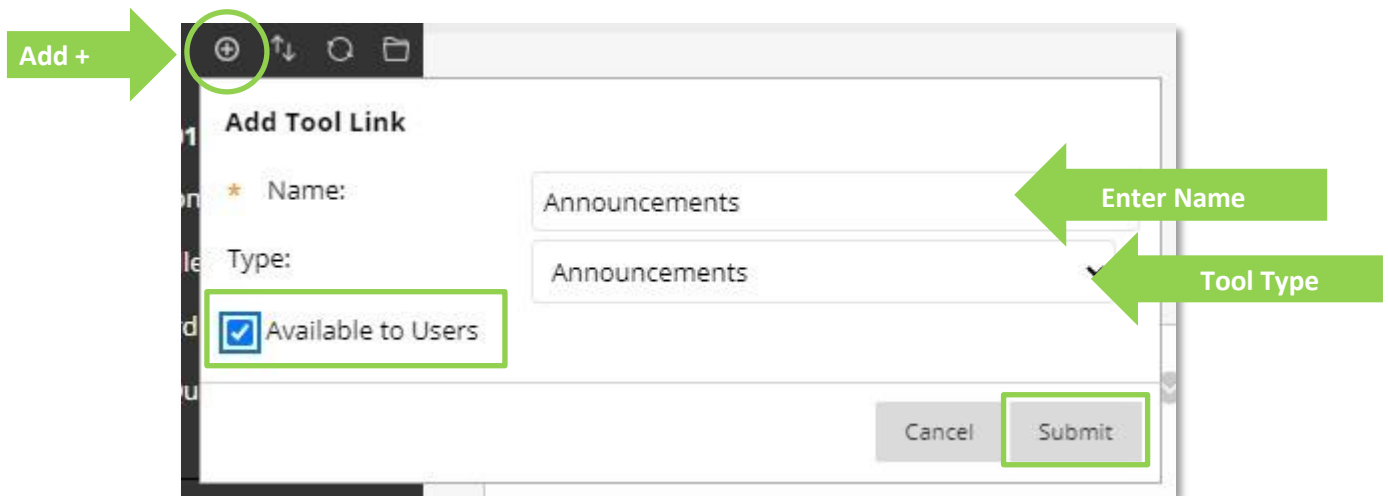


FIGURE 2

3. Click on the newly created **Announcements** link on the left Menu Bar (Figure 3).
4. Click on **Create Announcement** (Figure 4).

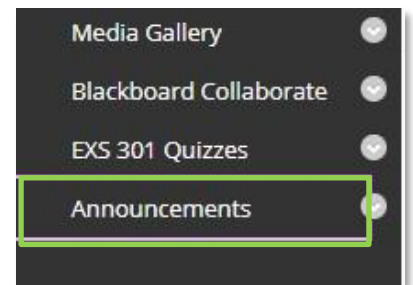


FIGURE 3



FIGURE 4



# Create Announcements

- Announcement Information (Figure 5)
  - Put your announcement's subject in the Subject field.
  - Write your message in the Message field.

**ANNOUNCEMENT INFORMATION**

\* Subject  Black

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U** Paragraph Arial 10pt **Bulleted List Numbered List** **A** **Background Color** **Link Unlink** **Copy Paste** **Search** **Undo Redo** **More**

P 0 WORDS POWERED BY TINY

FIGURE 5

- 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**.

**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  Browse...

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

FIGURE 6