ACADEMIC TECHNOLOGIES (ITS)

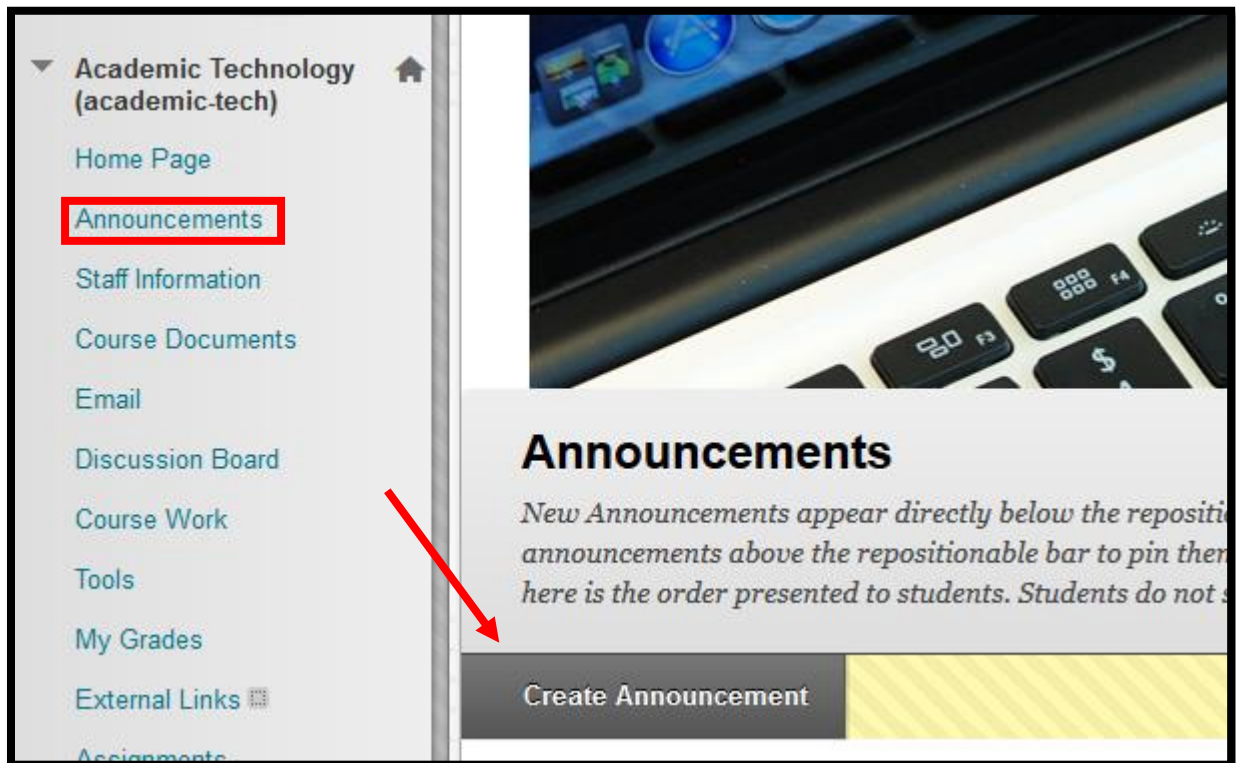PACE UNIVERSITY

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TUTORIAL

COURSE ANNOUNCEMENTS

Use announcements to post timely information critical to course success. Add, edit, and delete announcements from the Announcements page.

1. In the course shell menu on the left side, click Announcements.

2. Click the Create Announcement button

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3. In the Subject box, type a subject for your message.

4. In the Message box, type the body of your message.

5. Set the display options for the announcement. If you enter date restrictions for your announcement, the announcement will only be displayed during the dates and times listed.

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6. If the announcement contains information about a specific section of your Blackboard course site, you may use the Course Link to include the link to that content are of your course.

7. Click the Submit button to create the announcement.

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