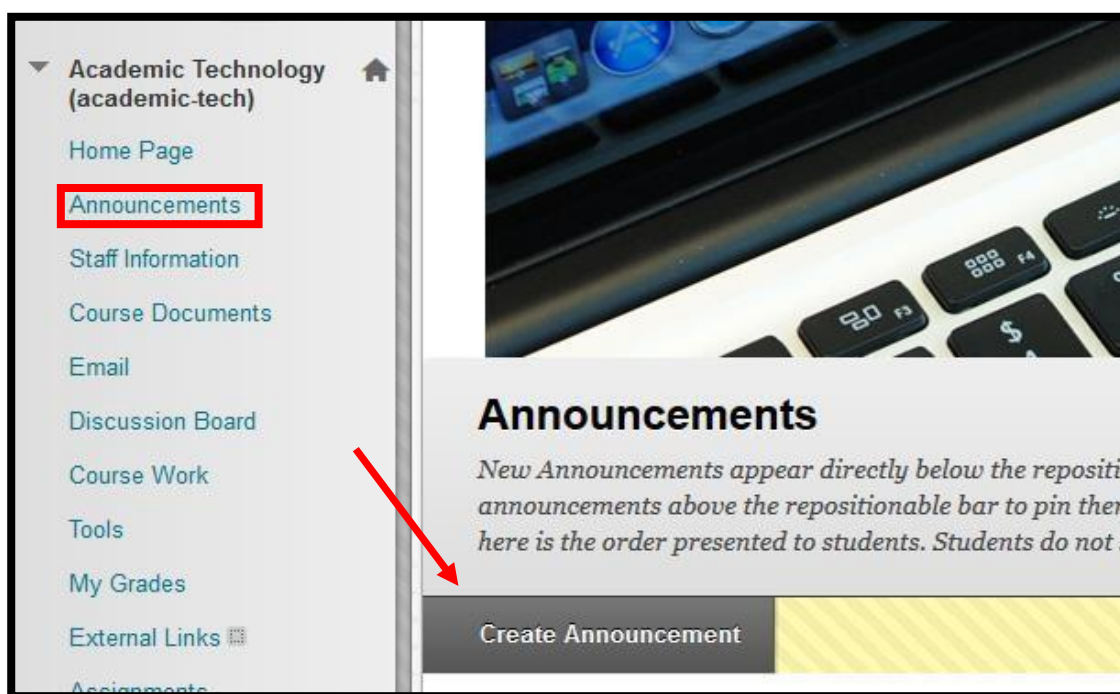




COURSE ANNOUNCEMENTS

Use announcements to post timely information critical to course success. Add, edit, and delete announcements from the Announcements page. This is an ideal place to post time sensitive material including assignment due dates, changes to the syllabus, corrections/clarifications of materials, and exam schedules. When you add an announcement, you can also send the announcement as an email to students in your course.

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



2. Click the **Create Announcement** button



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

ANNOUNCEMENT INFORMATION

Subject Test Reminder Black

Message

You have a test tomorrow

Path: p Words: 5

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

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.



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 area of your course.**

COURSE LINK

Click **Browse** to choose an item.

Location

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

7. **Click the Submit** button to create the announcement.

My Notes: