Course Tools: Creating Announcements

Step 1: Access the course Announcements tool by selecting Announcements from the course menu (A) OR through the Control Panel > Course Tools > Announcements (B). Both options lead you to the same place.

**STEP A and STEP B options**

How to Create Announcements

Announcements will appear in the order posted, with the most recent announcements appearing first.

**Option A**

Step 1: From the Course Menu, click **ANNOUNCEMENTS**.

Follow Steps 2 to 8 listed below under Option B.

**Option B**

Step 1: From the **Control Panel** under **Course Tools**, click **ANNOUNCEMENTS**.
Step 2: From the action bar, click CREATE ANNOUNCEMENT.

Create Announcement

Step 3: Provide a SUBJECT (Required) and MESSAGE.

Subject

Message

Step 4: Set the DURATION and SELECT DATE RESTRICTIONS.

Select Not Date Restricted to keep the announcement visible until it is manually removed.

--OR--

Select Date Restricted to limit the announcement’s visibility by date and time.
**Step 5:** If the Announcement is Date Restricted, select the Display After and/or Display Until check boxes and type the dates and times. Alternatively, use the pop-up Date Selection Calendar and the pop-up Time Selection Menu to select dates and times.

**Step 6:** Select the **OVERWRITE USER NOTIFICATION SETTINGS** check box to send students an email containing the announcement. The email will be sent to all students, even those who choose not to receive announcement notifications through email.

**WEB ANNOUNCEMENT OPTIONS**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Not Date Restricted</th>
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</table>

- Date Restricted

<table>
<thead>
<tr>
<th>Select Date Restrictions</th>
<th>Display After</th>
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Enter dates as mm/dd/yyyy. Time may be entered in any increment.

<table>
<thead>
<tr>
<th>Select Date Restrictions</th>
<th>Display Until</th>
</tr>
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</table>

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

<table>
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<tr>
<th>Email Announcement</th>
<th>Send a copy of this announcement immediately</th>
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Students are still notified of this announcement even if this option is not selected.

**Step 7:** Optionally, link to a course area, tool, or item using the **BROWSE** button.

**COURSE LINK**

Click Browse to choose an item.

<table>
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<tr>
<th>Location</th>
<th>Browse...</th>
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**Step 8:** Click **SUBMIT**.

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

**Step 1:** Click **EDIT** from the contextual menu of the Announcement you wish to edit. Make your changes and Submit.

Note: Notifications settings are managed by the local Blackboard administrator. Consult the Blackboard administrator or computing help desk for assistance with announcement notifications.

For more information on this topic go to the following Atomic Learning hyperlink:

- Adding an announcement
- Reordering, editing, deleting announcements.
- Sending student e-mails