

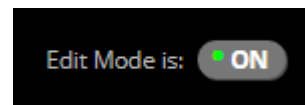
Blackboard "How To's"

Announcements

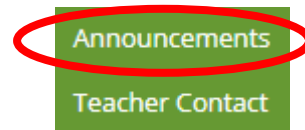
Announcements offer the instructor a means of posting reminders, clarifications, or other important information relevant to your course or students.

To Add a New Announcement:

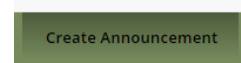
Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



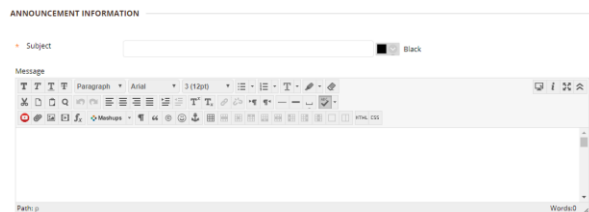
Click **Announcements** from the menu buttons on the left.



Click **Create Announcement**

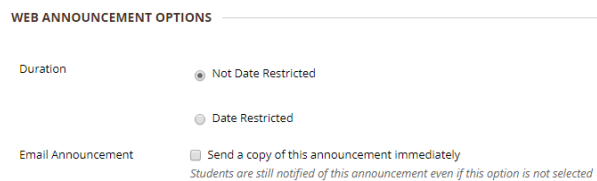


Type a **Subject** and then type the body of your announcement in the **Message** section.



Under **Web Announcement**, users can set a duration. The default is **Not Date Restricted** so that all your announcements are viewable.

*Note: If you have users enrolled in your site, you have to check **Send a copy of this announcement immediately** if you want your announcement to be emailed to those enrolled.*



Under **Course Link**, you have the option to create a link to any area of your course.

COURSE LINK _____

Click **Browse** to choose an item.

Location

Click **Submit**.

Once an announcement is posted, the instructor can reorder the announcement by using the **Drag Arrows** on the left side of the announcement or the **Keyboard** link on the right side of the screen. (*Note **Edit Mode** must be turned on.*)

The screenshot shows an announcement titled "Welcome" with a grey down arrow on its left side, circled in red. Below it, a "Reorder: Announcements" dialog box is open, showing a list of items with a "Welcome" item. A red circle highlights the keyboard link on the right side of the dialog box.

To Edit or Delete an Announcement:

Once an announcement is posted, the instructor can **Edit** or **Delete** the announcement by clicking on the grey down arrow to the right of the announcement's title.

The screenshot shows the "Welcome" announcement with a grey down arrow on its title, circled in red. A dropdown menu is open, showing "Edit" and "Delete" options.