Creating Blackboard Announcements

Announcements are important messages that instructors use to notify students regarding course events in Blackboard. Announcements can be posted in Blackboard as well as sent to students as e-mail.

1. To add and edit content in your course you must first have **EDIT MODE** turned on. You can click the Edit Mode button to toggle the course’s Edit Mode on and off.

2. If you do not already have an Announcement tool link button in your course navigation, you need to make one.

   Roll your mouse over the plus-sign button above the course navigation and select **CREATE TOOL LINK** from the pop-up menu.

3. The Add Tool Link box will appear. Give your tool a logical name and then, from the type drop-down box, select **ANNOUNCEMENTS**.

   To make the announcement tool link available to students, so that they may view your announcements, check the **AVAILABLE TO USERS** checkbox.

   When you are done, **CLICK SUBMIT**.
4. The Announcement tool link button will now appear in your course navigation. Click on the **ANNOUNCEMENTS** tool link button to get to the Announcements page.

5. On the Announcements page, click the **CREATE ANNOUNCEMENT** button to create a new announcement.

6. This will take you to the **CREATE ANNOUNCEMENT** page. Under **ANNOUNCEMENT INFORMATION**, enter the subject and message of your announcement.
7. Under **WEB ANNOUNCEMENT OPTIONS**, set the options that you want to apply to this announcement.

   **Web Announcement Options**

   ![Duration Options]

   **Duration:** You can choose to make the announcement appear within a particular time frame or permanently.
   - If the announcement is to always appear on your announcements page, choose “Not Date Restricted”.
   - If you want to schedule the availability of the announcement to students, choose “Date Restricted”.

   **Select Date Restrictions:** If you have chosen the announcement to be date restricted, this set of options will appear. Here, you can set the times and dates that this announcement will appear by checking the **DISPLAY AFTER** and **DISPLAY UNTIL** checkboxes and entering times and dates using the calendar and clock tools.

   **Email Announcement:** This option can be used to push e-mail notifications immediately to students when you make your announcement “Not Date Restricted. The e-mail is in addition to posting the announcement to your course.

8. Under **COURSE LINK**, you can choose to include a link to an area within your course by clicking the BROWSE button and selecting a content area or item in your course to link to.

   ![Course Link]

9. When you are done, click **SUBMIT**.
10. The new announcement will be posted to the announcements page and be e-mailed to students (if that option was selected).

11. To edit or delete an announcement, roll your mouse over the announcement and click the gray arrow button that appears. In the context menu that appears, select DELETE or EDIT.