Creating 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. 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 blue plus-sign button above the course navigation and select **CREATE TOOL LINK** from the pop-up menu.

2. The Add Tool Link box will appear. Give your tool a logical name and then, from the type drop-down box, select **ANNOUNCEMENTS**.
3. To make the announcement tool link available to students, so that they may view all announcements in the Announcements page, check the AVAILABLE TO USERS checkbox and CLICK SUBMIT.

![Add Tool Link](image)

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. On the Announcements page, you will see any announcements that are already posted for the course. To create a new announcement, click CREATE ANNOUNCEMENT.

![Announcements](image)

5. This will take you to the Create Announcement page. Under section one, enter the subject and message of your announcement.

![Create Announcement](image)
6. Under section two, set the options that you want to apply to this announcement.

**Duration:** You can choose to make the announcement appear within a particular time frame or permanently. Click the Permanent radio button to make the announcement appear continuously. If you would like the announcement to appear within a certain time frame, select Date Restricted.

**Select Date Restrictions:** If you have chosen the announcement to be date restricted, 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.

**Override User Notification Settings:** To send the announcement as an e-mail to all users enrolled in the course, be sure to check the **OVERRIDE USER NOTIFICATION SETTINGS** checkbox.

7. Under section three, you can include a link to an area within your course. When you are done, click **SUBMIT**.
8. The new announcement will be posted to the announcements page and be e-mailed to students (if that option was selected).

9. To edit or delete an announcement, click on the double-down arrows next to the announcement you want to modify. A pop-up menu will appear with options to DELETE or EDIT the announcement.