



Blackboard.. Learn more.. go further..

Create Announcements in Your Course

You can use announcements to communicate important information or news. Changes in syllabus, reminder of a deadline, exam schedules are good examples of that. Announcements appear in the order posted; with the most recent announcements appearing first. You can add, edit or delete an announcement.



The steps to create announcements

1. On the Control Panel, expand the Course Tools section and click Announcements.
2. On the Announcements page, click Create Announcement on the action bar.
3. On the Create Announcement page, type a Subject. This becomes the title of the announcement on the Announcements page.
4. Type your message.
5. In the Web Announcements Options section, click:
Not Date Restricted to keep the announcement visible until you remove it.
-OR-
Date Restricted to limit the announcement's visibility by date and time.
6. Select the Display After and Display Until check boxes to enable the date and time selections.
7. Select the Email Announcement check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email
8. Optionally, in the Course Link section, click Browse to link to a course area, tool, or item.
9. Click Submit

References

How Can I Create an Announcement:

<https://blackboardhelp.usc.edu/communicating-with-students/creating-announcements/>

Youtube video

https://www.youtube.com/watch?v=xYW_jWcCbf4&index=9&list=PLontYaReEU1tXMa2qtvz6zY-QiD7gNUKJ

ccis shared folder

<\\10.10.70.70\Blackboard\video>