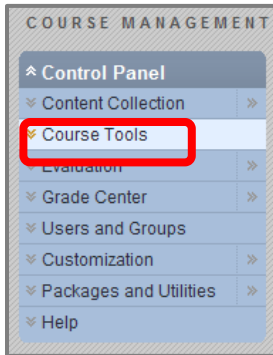


Creating Announcements

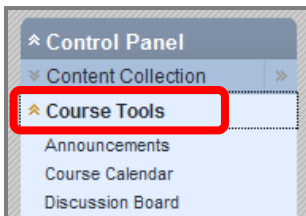
Announcements are a course tool used to communicate to all students at once. They are often used for reminders of due dates, as well as notifications of course updates. **Announcements** are intended to provide timely information to students, and it will be the first areas your students see when they enter your course.

Follow these step by step instructions to create an **Announcement**:

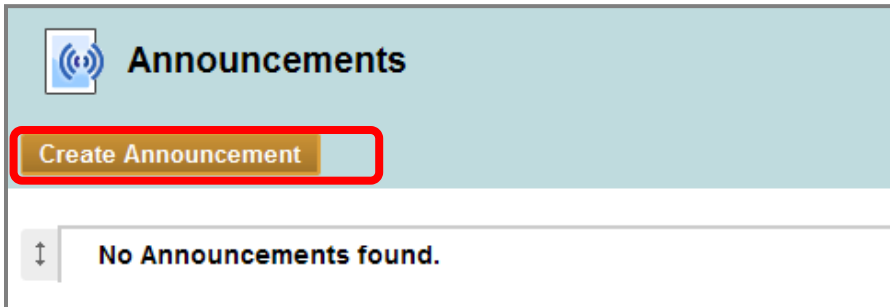
1. Click on *Course Tools*.



2. Click **Announcements**.



3. Click *Create Announcement*.



4. Type a subject for your **Announcement** in the Subject box.

1. Announcement Information

★ Subject Black

5. Type the announcement information in the textbox editor. For example, in a welcome announcement, you might direct students to the Start Here button to find out how to get started in the course.

Message Text Editor is: ON

Normal | 3 | Arial | **B** | *I* | U | abc | x_2 | x^2 | ☰ | ☷ | ☰ | ☷ | ☰ | ☷

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Welcome! I am excited you are taking Apple Pie Theory. Everything you need to know to get started in the course is detailed under Start Here. Click on the **Start Here** course menu button to the left to begin!

Thanks!

6. Set the Web Announcement Options. As a best practice, it is usually a good idea to avoid using the Permanent feature, or not date restricted.

2. Web Announcement Options

Duration Not Date Restricted
 Date Restricted

Remember! Permanent (not date-restricted) **Announcements**, they will *always* display above other **Announcements**, even if the other **Announcements** are newer.

7. Select *Date and Time Restrictions* if desired. Use the *Display After* and *Display Until* checkboxes to set display dates.

Select Date Restrictions

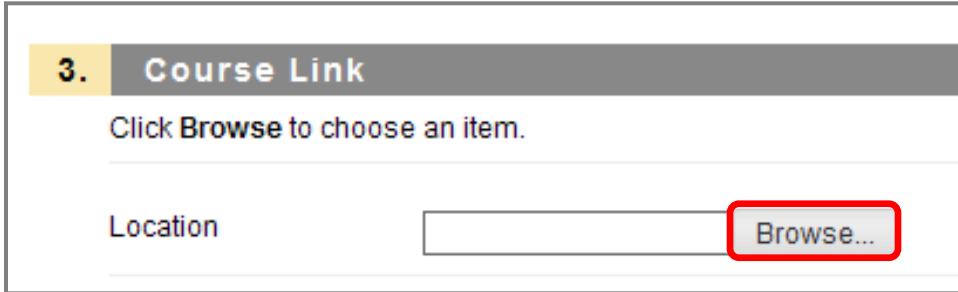
Display After 🕒

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

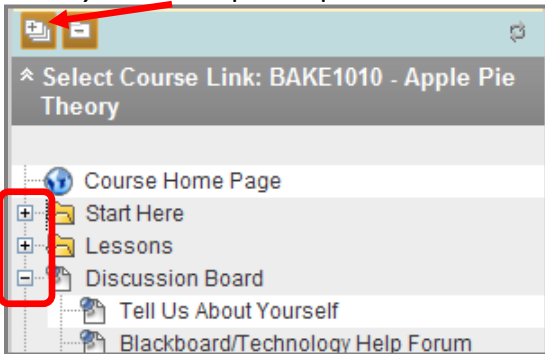
Display Until 🕒

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

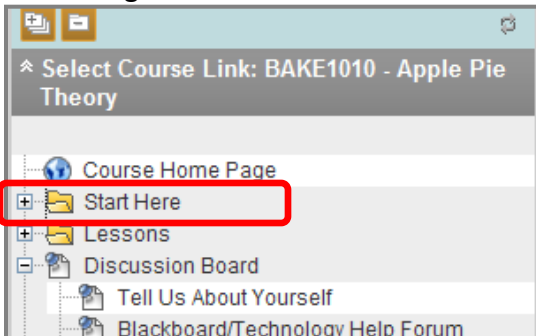
8. To add a Course Link to the **Announcement**, click the *Browse* button.



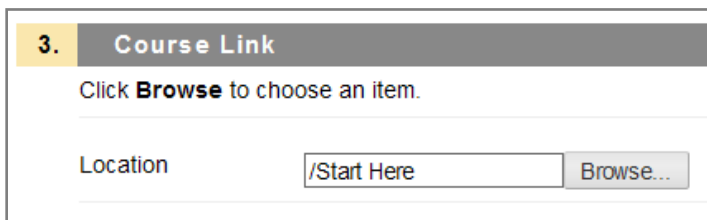
1. A Course Map opens. Click on the *Plus/Minus icon* to expand or collapse one folder, or click on the *+symbol* at top to expand all.



9. Click on the *Content Area* or *Tool* you want to link to via a **Course Link**. For example, here we are linking to the *Start Here* button



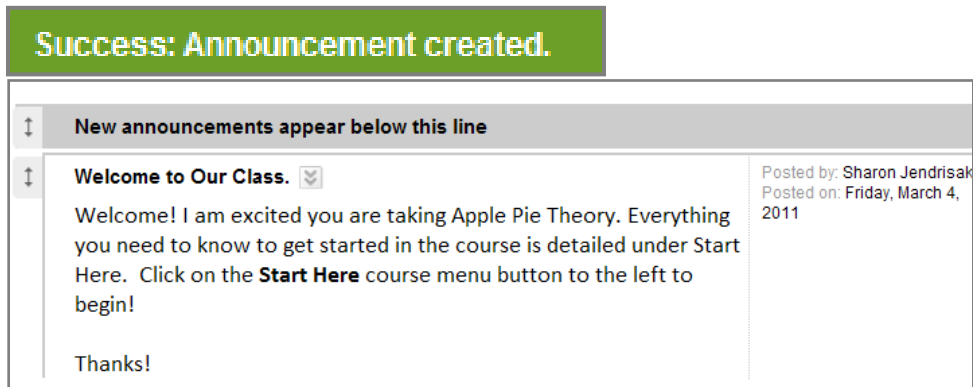
10. The course link location will fill in



11. Finally, click the *Submit* button.



12. Blackboard gives a *Success* message at the top of the screen.



13. The **Announcement** appears via the Course Home page.

