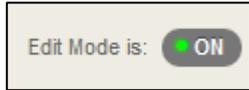


Creating Announcements in Blackboard

If you would like to send a message to your students, we suggest creating an announcement rather than sending an email. Students receive an email when an announcement is posted – and then you have a record of the announcement – unlike with the Blackboard emails. Announcements can also be timed – using the "display after" function.

Select the course for which you need to make an announcement.

Turn Edit Mode on:



If your course-landing page is not announcements, click on the **Announcements** link on the left side of the screen and then click on **Create Announcement**.



If your landing page is Announcements, click on **Create Announcement**



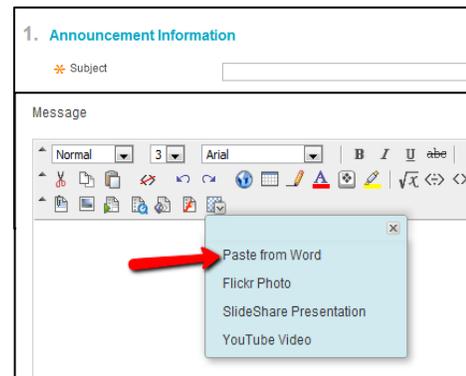
Under Announcement information:

Type in a short* subject to the announcement.

*The subject appears in the email subject line after the Course Code. If the text is not short, it may not appear in all email applications.

Type in the text of the announcement in the text box.

You can also paste in the text of the announcement from Word by using the Paste from Word Mashup



Select Announcement options:

Choose the duration of the announcement

A Not-Restricted announcement displays for the length of the course.

A Date Restricted announcement displays an announcement for specific period of time.

Select Date Restrictions (if applicable)

Display After - set the date and time when you want the announcement to display (and send email notification).

Display Until - set the date and time when you want the announcement to disappear.

Note that our Blackboard server is on EST not CST time, so you must set the clock an hour ahead.

Email Announcement Box

Check the Email Announcement box if want to send the announcement immediately.

If you do not check the box, users will receive the announcement via email based on their individual user settings.



Click Submit