# Announcements – Posting Announcements and Options

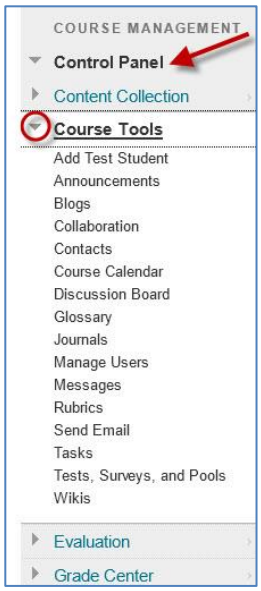
Announcements are used to inform students of upcoming lectures or meetings, exams, or any other information you want them to view in a timely manner.

**Posting Announcements**

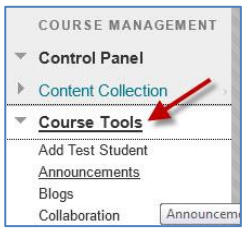
1. Log onto Blackboard and select your course.

2. Navigate to the Course Management area on the left of your course.

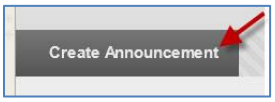
3. Expand the Course Tools drop down menu in the Control Panel section.




4. Click on the Announcements link.

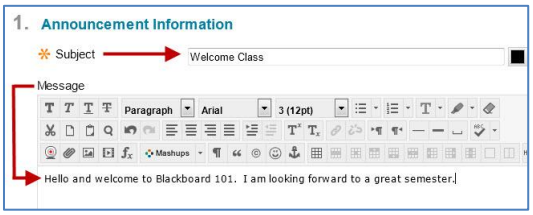



6. Click Create Announcement to add a new announcement.



# Announcement Information

1. Enter the subject of your announcement in the Subject field and then enter the text of the announcement in the Message field.

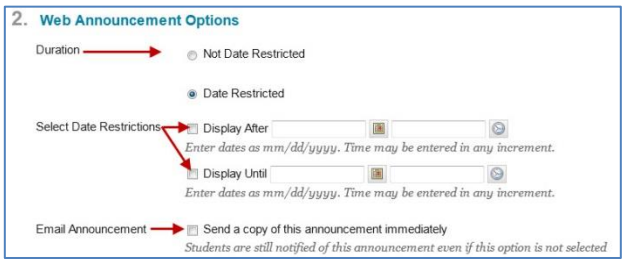



# Options

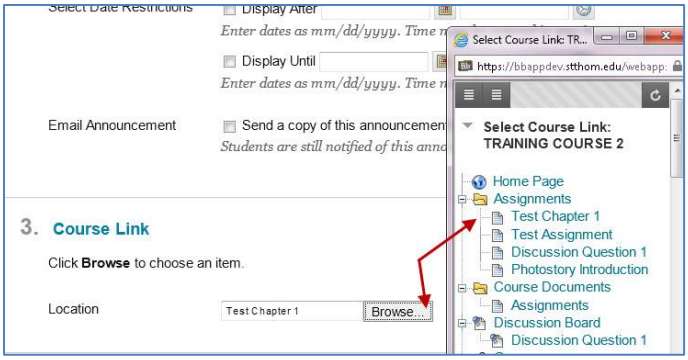
The Announcement Options allows you to specify whether the announcement will display on the main page of the course as well as the length of time the message will appear.

1. Select permanent if you wish to keep the announcement permanently in your course.

2. In the Date Restriction section, you may apply adaptive release to the announcement. To specify the first date/last date and time on which the announcement will appear, click on the Display After and the Display Until checkboxes and use the pull-down menus to select a date and time. If you want the announcement to always be visible select "Not Date Restricted". Select the box next to Email announcement if you want to send a copy of the announcement immediately to students.



3. You may add a Course Link by clicking Browse to attach a course link to the announcement.




4. Click Submit to complete.