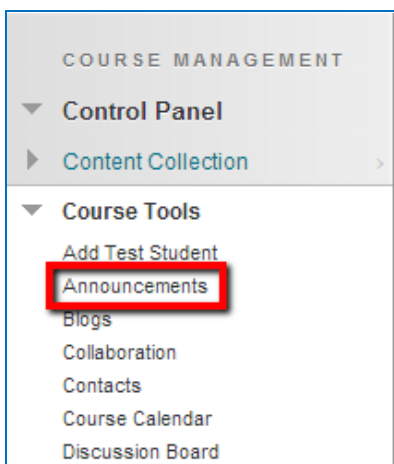


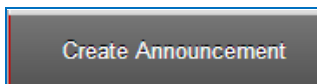
Posting Announcements

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.

1. Log into Blackboard, and select your course.
2. Navigate to the Course Management area on the left of your course. Expand the **Course Tools** drop-down menu in the Control Panel section, and click the **Announcements** link.



3. Click **Create Announcement** to add a new announcement.



4. Enter the subject of your announcement in the Subject field; then enter the text of the announcement in the Message field.

ANNOUNCEMENT INFORMATION

* Subject Black

Message
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

- Announcement Options allows you to specify whether the announcement will appear only within a certain time frame, and whether an email link will be sent to all users in the course immediately. If you select **Date Restricted**, click the **Display After** and the **Display Until** checkboxes, and use the drop-down menus to select the dates and times. 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.

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted
 Date Restricted

Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted
 Date Restricted

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.

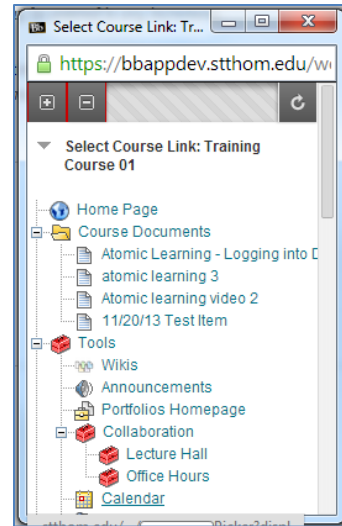
Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

- You may include a Course Link from the Announcement to a specific test, assignment, or other item. Click the **Browse** button; in the popup window, expand the various content areas, and click the item to which you are linking.

COURSE LINK

Click **Browse** to choose an item.

Location **Browse...**



7. Click **Submit** to post the Announcement.