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.
5. 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.

6. 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.
7. Click **Submit** to post the Announcement.