

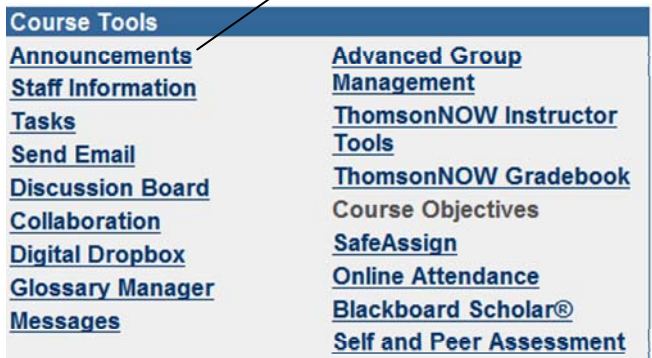
Adding an Announcement

As the default item that appears when students enter the course, this is the ideal place to post time-sensitive material. The announcement area can be used to: remind students of assignment and/or test dates, post special notices about the course or changes to the course, weekly announcements, information about upcoming events (such as an Auto Show or guest speaker), or other information relevant to your course and the students.


Step 1: Click on the **“Control Panel”** button (at bottom left of screen)



Step 2: Click on **Announcements** in the *Course Tools*



Step 3: Click the **Add Announcement** button.

To **modify** an Announcement click on Modify button  **Add Announcement** to the left of the announcement and **follow Steps 4 – 6 to make changes.**

Click the **Add Announcement** button.

Step 4: Type the announcement **Subject** and announcement **Message**.

1 Type in a **subject** for the announcement.

Type the announcement text

2 Select **Yes** for a permanent announcement and the announcement will appear on the My Institution area. Select **No** and the announcement will only appear on the Course area.

Choose your date restrictions when you want to announcement to appear and then disappear

3 Click **Browse** to add a link to another area of your course (if needed)
Note: The browse button in announcements will not allow you to upload files

The browse button will open the course map at the top right of your screen.

Clicking on the “+” beside a folder will allow you to view and choose the contents inside the folder.
Note: If you want to create a direct link to a file, you need to add the file first.

4 Check this box is you want to Email your announcement to your students

Step 8: Click the **Submit** button to submit the announcement to your Blackboard course.

