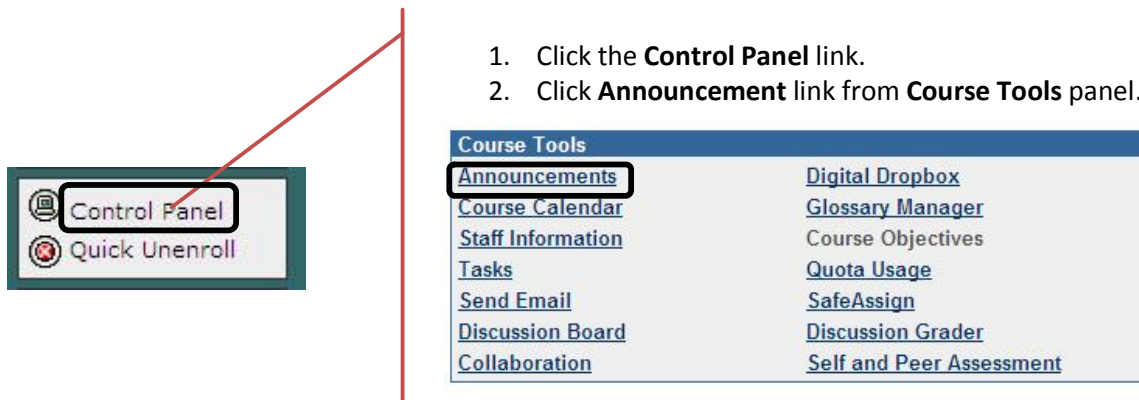


Adding an Announcement

Announcements are housed on the announcement page, which in most cases is also the home page of your Blackboard course. By default all announcements posted within seven days will be displayed. Older announcements can be viewed by clicking the *View Last 30 Days* or the *View All* tabs.



The image shows two parts of the Blackboard interface. On the left, a 'Control Panel' button is highlighted with a red box and a red line pointing to the first step of the instructions. On the right, the 'Course Tools' menu is shown, with the 'Announcements' link highlighted by a black box.

1. Click the **Control Panel** link.
2. Click **Announcement** link from **Course Tools** panel.

Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Course Objectives
Tasks	Quota Usage
Send Email	SafeAssign
Discussion Board	Discussion Grader
Collaboration	Self and Peer Assessment

3. When the *Announcement* page appears, click the **Add Announcement** button.



The image shows the 'Announcements' page in Blackboard. The 'Add Announcement' button is highlighted with a black box. Below the button are four tabs: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The current date range is 'February 05, 2009 - February 12, 2009'. The page displays 'No announcements found.' and an 'OK' button at the bottom right.

Display tabs allow you to decide which announcements to display. By default, Blackboard displays announcements that are seven days old or newer.

4. When the *Add Announcement* page appears, complete the form.

1 Announcement Information

Subject

Message

Path: [body](#)

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After

Feb 12 2009 09:50 AM

Display Until

Feb 13 2009 09:50 AM

3 Course Link

Click **Browse** to choose an item.

Location: **Browse**

4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

5 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Cancel **Submit**

Type the subject of the announcement.

Type the message of the announcement.

Decide whether the announcement is permanent or not. A permanent announcement displays at the top of all other announcements.

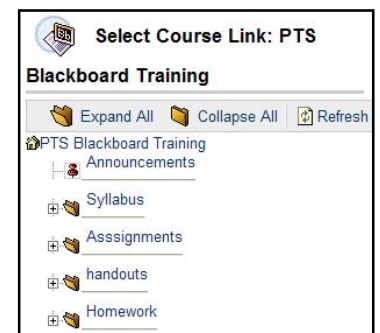
Set the date restrictions to display announcements for a set period of time. If not selected the announcement will be displayed for seven days.

If there is a specific place in Blackboard you would like to point your students to, click the browse button to display the course map.

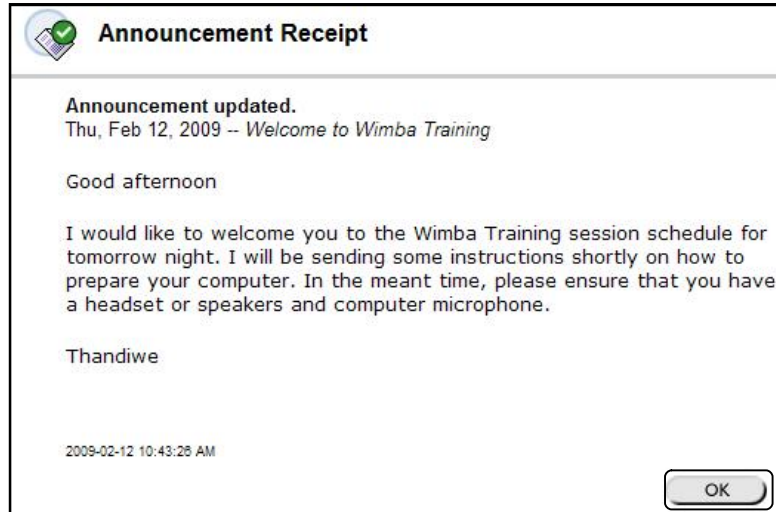
Use the course map to choose the location you would like to link to.

Selecting the *Email this announcement to all course users* option will send the announcement to students by email in addition to posting it on the announcement page.

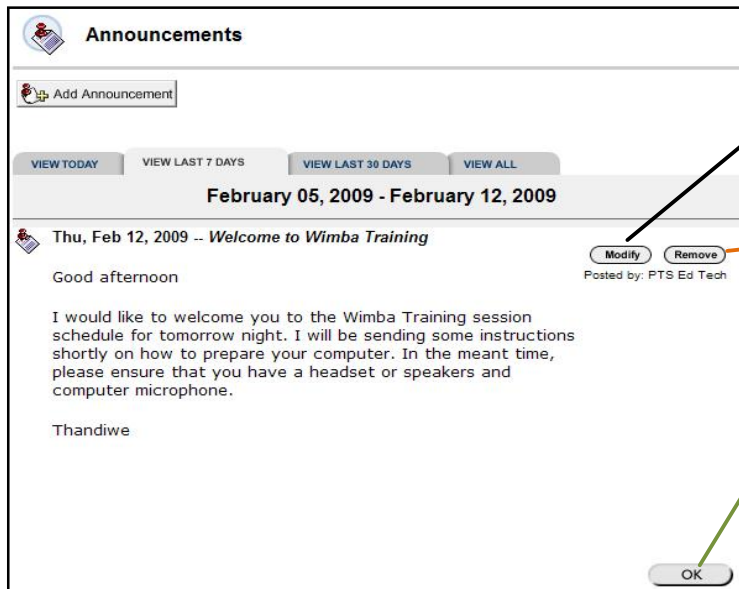
Click the **Submit** button to post the announcement on the announcement page.



- Click **OK** on the Announcement Receipt page.



- When the announcement page appears, make any other needed modifications.

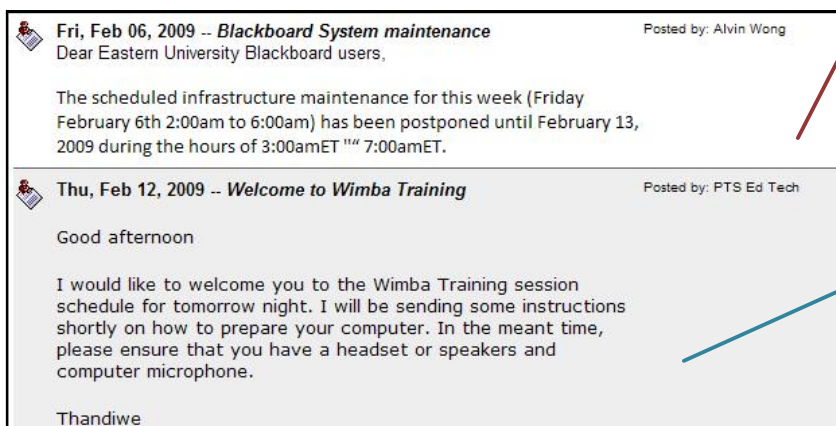


Click the **Modify** button if you need to make changes to the announcement.

Click the **Remove** button to remove the announcement.

Click **OK**. The Control Panel page appears.

- When the Control Panel page appears, navigate to the course home page.



Permanent announcements and those posted by the Blackboard Administrator appear at the top even though they may not be the most current.

Announcement is posted on the announcement page.