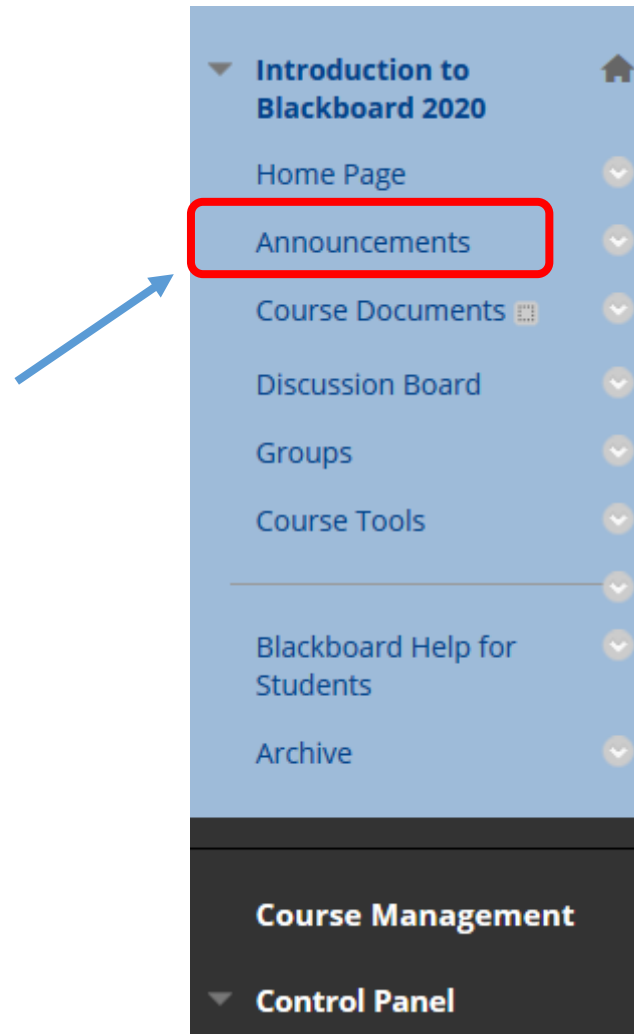


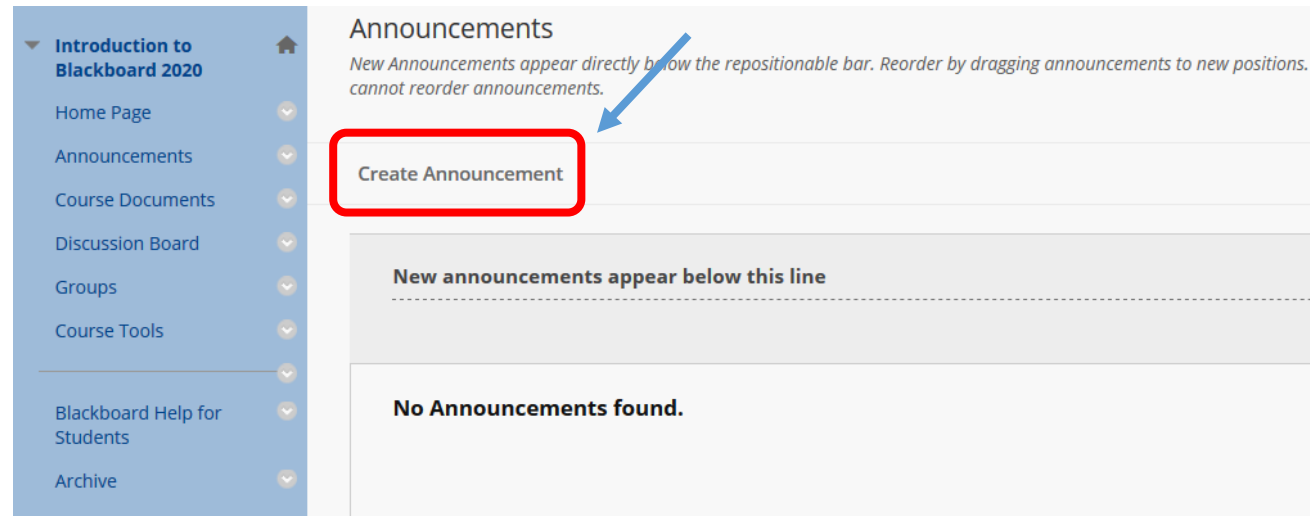


How to Create an Announcement on Blackboard

1. Log in to the Course on Blackboard. Click on **Announcements** on your **Course Menu**.



2. Click *Create Announcement*.



The screenshot displays the Blackboard interface for the 'Introduction to Blackboard 2020' course. On the left is a blue navigation sidebar with a home icon at the top and several menu items: Home Page, Announcements, Course Documents, Discussion Board, Groups, Course Tools, Blackboard Help for Students, and Archive. The main content area is titled 'Announcements' and includes a home icon and a house icon. Below the title is a descriptive text: 'New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. cannot reorder announcements.' A red rectangular box highlights the 'Create Announcement' button, and a blue arrow points to it from the right. Below the button is a dashed line with the text 'New announcements appear below this line'. At the bottom of the main content area, it says 'No Announcements found.'

3. Enter a **Subject for the Announcement**, and a **Message** detailing the purpose of the announcement.

Optionally, you can choose to “**Send a copy of this Announcement immediately**”, by checking the box to the left of that function, which would cause students to receive a notification of your announcement more quickly than if this was not selected.

In this example, we informed students of the weekly homework policy of the course, and opted to send a copy of the announcement immediately.

The image shows a 'Create Announcement' form with three main sections: 'ANNOUNCEMENT INFORMATION', 'Message', and 'WEB ANNOUNCEMENT OPTIONS'. Blue arrows point from the form to a detailed view of each section on the right.

- ANNOUNCEMENT INFORMATION:** The 'Subject' field is highlighted with a red box and contains the text 'Homework Due Dates'. A color dropdown menu is set to 'Black'.
- Message:** The message body contains the text: 'Dear Students, This is in your syllabus, but I feel it bears repeating: ALL weekly homework assignments are due at 11:59pm every Tuesday evening. Late assignments will not be accepted.' The text is formatted as a paragraph.
- WEB ANNOUNCEMENT OPTIONS:** The 'Email Announcement' section has the checkbox 'Send a copy of this announcement immediately' checked. A note below it states: 'Students are still notified of this announcement even if this option is not selected'.

At the bottom of the form, there are 'Cancel' and 'Submit' buttons. A note at the bottom left says: 'Click **Submit** to finish. Click **Cancel** to quit.'

4. Click **Submit** on the bottom right to send your **Announcement** to your students.

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject Black

Message

Paragraph Arial 3 (12pt)

Dear Students,

This is in your syllabus, but I feel it bears repeating: ALL weekly homework assignments are due at 11:59pm every Tuesday evening.

Late assignments will not be accepted.

Path: p Words:30

WEB ANNOUNCEMENT OPTIONS

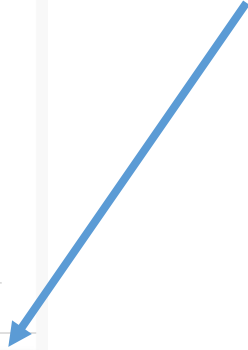
Duration Not Date Restricted Date Restricted

Email Announcement Send a copy of this announcement

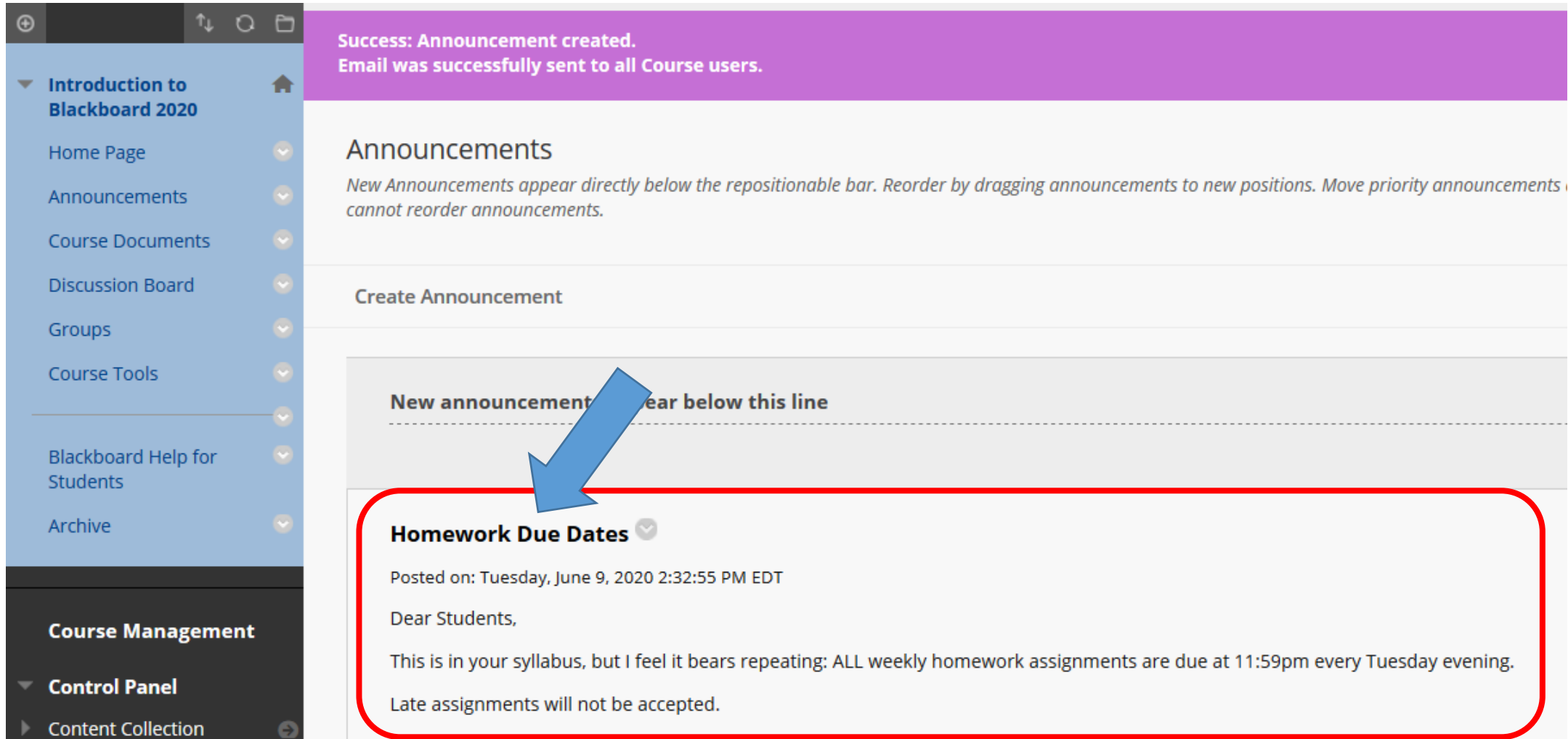
COURSE LINK

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

Cancel **Submit**



5. Success! Your announcement will remain in the **Announcements** section of your course for students to review until you delete it.



The screenshot displays the Blackboard course interface. On the left is a navigation menu with items like 'Introduction to Blackboard 2020', 'Home Page', 'Announcements', 'Course Documents', 'Discussion Board', 'Groups', 'Course Tools', 'Blackboard Help for Students', and 'Archive'. Below this is a 'Course Management' section with 'Control Panel' and 'Content Collection'. The main content area features a purple success banner at the top: 'Success: Announcement created. Email was successfully sent to all Course users.' Below this is the 'Announcements' section with a repositioning bar and instructions. A 'Create Announcement' button is visible. A dashed line indicates where new announcements appear. Below this line, a red rounded rectangle highlights a new announcement titled 'Homework Due Dates' with a dropdown arrow. A blue arrow points to the title. The announcement text reads: 'Posted on: Tuesday, June 9, 2020 2:32:55 PM EDT', 'Dear Students,', 'This is in your syllabus, but I feel it bears repeating: ALL weekly homework assignments are due at 11:59pm every Tuesday evening.', and 'Late assignments will not be accepted.'

Success: Announcement created.
Email was successfully sent to all Course users.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements, cannot reorder announcements.

Create Announcement

New announcements appear below this line

Homework Due Dates ▾

Posted on: Tuesday, June 9, 2020 2:32:55 PM EDT

Dear Students,

This is in your syllabus, but I feel it bears repeating: ALL weekly homework assignments are due at 11:59pm every Tuesday evening.

Late assignments will not be accepted.