HOW TO CREATE AN ANNOUNCEMENT

Use announcements in Blackboard to inform students about important events such as schedule changes, quizzes, assignment due dates, etc. Announcements are displayed in the course home page and in the My Announcements section. Announcements are displayed for 7 days.

TURN ON EDIT MODE

Before creating and editing content, go to the Blackboard course and verify that Edit Mode is turned on. If Edit Mode is off, click to turn Edit Mode on. Edit mode can be found on the upper-right section of your course.

CREATE ANNOUNCEMENT

To create an announcement for a Blackboard course, do the following:

1. Click Course Tools
2. Click Announcements
3. Click Create Announcements
4. In the create announcement page, enter a subject

5. Enter a message (optional)

6. Set a duration for the announcement (optional)
   **IN THIS EXAMPLE, THE DATE WILL NOT BE RESTRICTED**

7. Check **Send a copy of this announcement immediately** (optional)
   **IF CHECKED, BLACKBOARD WILL ALSO EMAIL THE ANNOUNCEMENT TO STUDENTS**

8. Click **Submit**
When an announcement is created, Blackboard will display the announcement in the course page.

**VIEWING ANNOUNCEMENTS**

Students can view the new announcement on the course page.
In addition, announcements will appear in My Courses after logging into Blackboard.

TURN OFF EDIT MODE

When content no longer needs to be created or edited, click ✪ ON ✪ to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.