

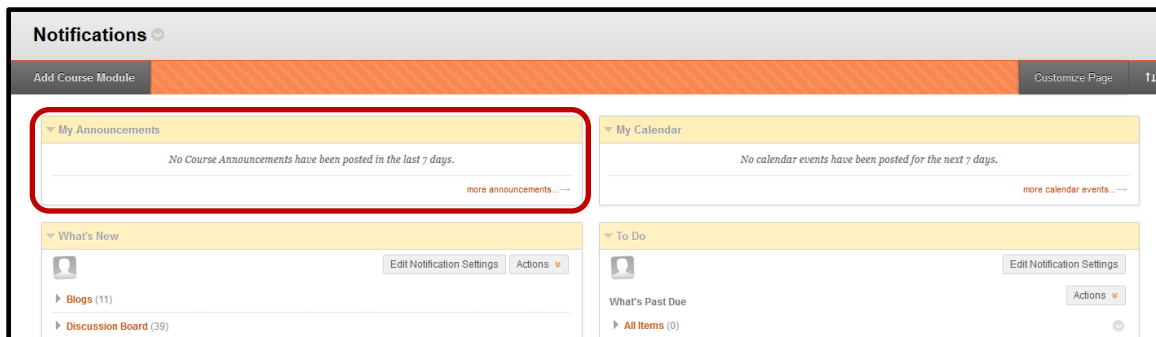
Blackboard Learn

Creating Announcements

Announcements are a useful tool for instructors to post information to students from within the Blackboard class. Announcements can also be sent as emails to students.

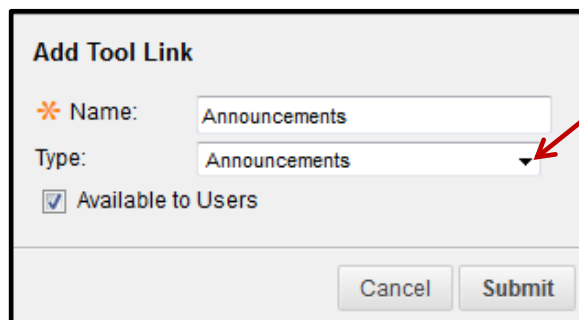
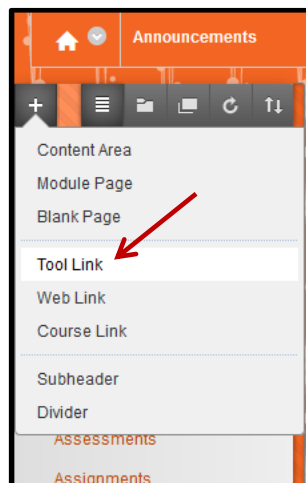
Step 1 – Accessing Announcements

There are two main locations in Blackboard Learn where students and instructors can access announcements. If instructors choose to keep the Notifications page (shown below), the My Announcements module is automatically made available. It will display announcements posted within the last week.



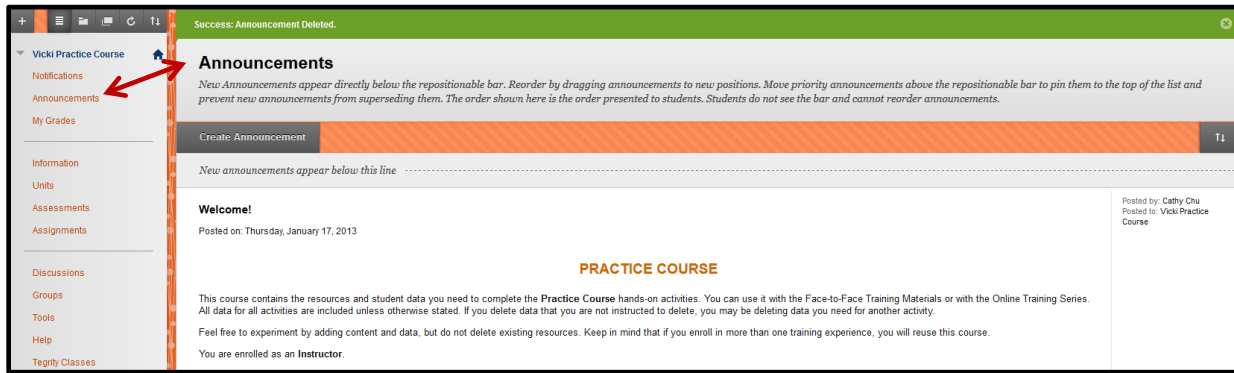
Step 2

Another area where students and instructors can easily access announcements is through the actual Announcements tool. To add this tool to the course menu, click the + sign and select Tool Link from the list. Finally, choose the Announcements tool in the Tool Link box that appears, give it a name, check Available to Users and Submit.



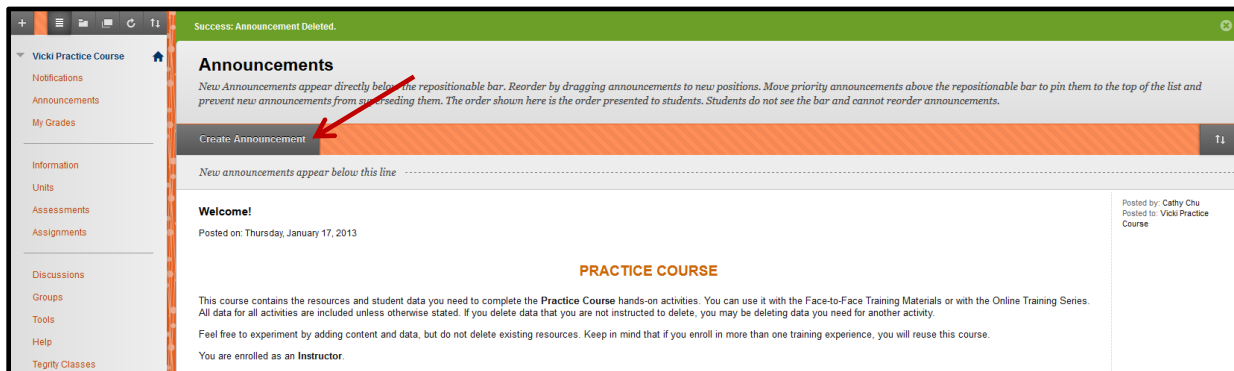
Step 3 – Viewing Announcements

Now access the Announcements tool link by clicking on it. From the new Announcements window, students will see a list of announcements in reverse chronological order (i.e. new announcements are at the top).



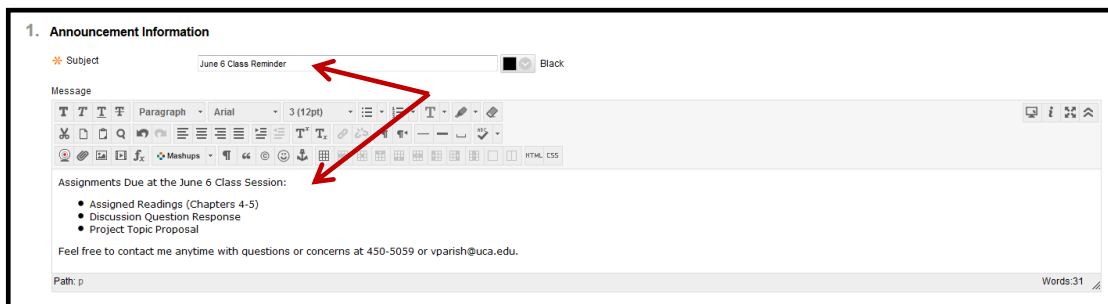
Step 4 – Creating Announcements

To create a new Announcement, click the Create Announcement button.



Step 5

From the Create Announcement page, first fill in the Subject of the message and then type the announcement itself in the message box.



Step 6

Next, select the Web Announcement Options preferred for this announcement.

2. Web Announcement Options

Duration Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected



Note that an announcement with no date restriction will show to students throughout the remainder of the course.

Step 7

Finally, if the announcement refers to a particular item or location in the course it may be helpful to add a Course Link into the announcement. This allows students to have direct access to the item from within the announcement.

3. Course Link

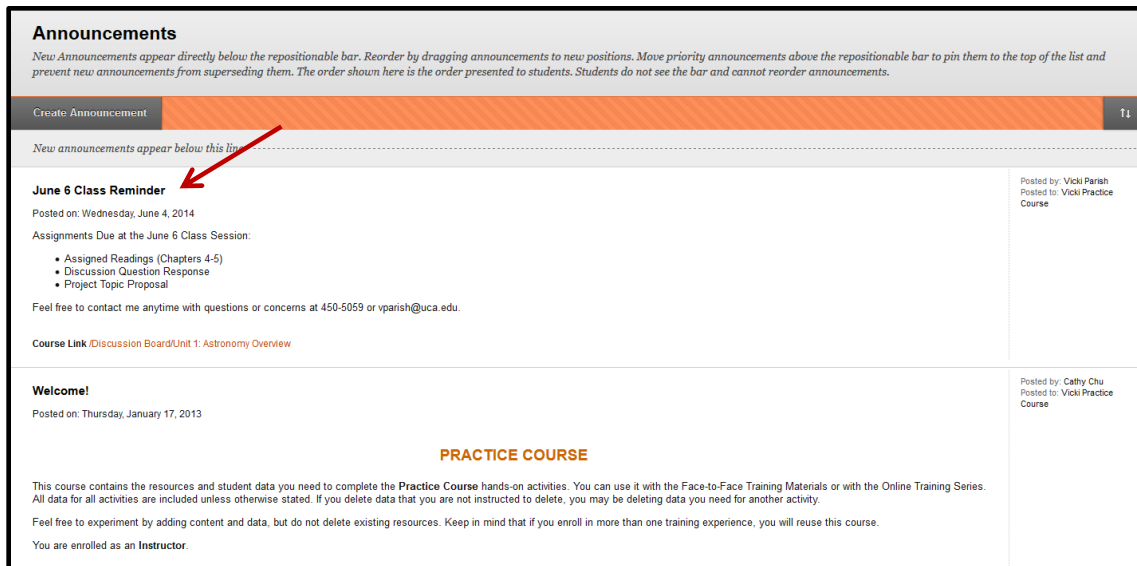
Click **Browse** to choose an item.

Location

Step 8

After you have set up the appropriate criteria for this announcement, click the submit button (at the top or bottom of the page) to finish creating the announcement.

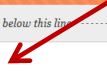
Now from the Announcements page, there should be a new announcement listed at the top of the list.



Announcements
New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement 11

New announcements appear below this line

June 6 Class Reminder 

Posted on: Wednesday, June 4, 2014

Assignments Due at the June 6 Class Session:

- Assigned Readings (Chapters 4-5)
- Discussion Question Response
- Project Topic Proposal

Feel free to contact me anytime with questions or concerns at 450-5059 or vparish@uca.edu.

Course Link | [Discussion Board/Unit 1: Astronomy Overview](#)

Posted by: Vicki Parish
Posted to: Vicki Practice Course

Welcome!

Posted on: Thursday, January 17, 2013

PRACTICE COURSE

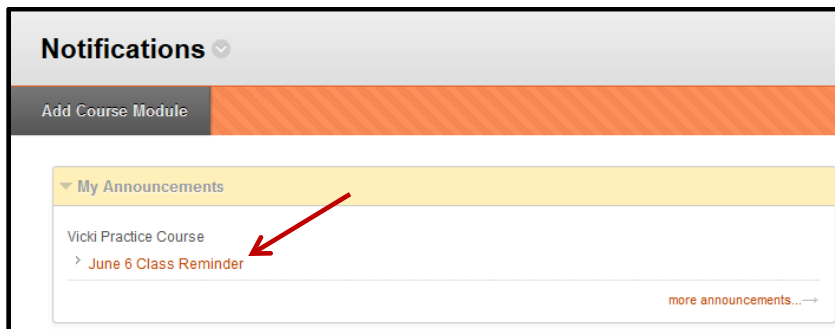
This course contains the resources and student data you need to complete the Practice Course hands-on activities. You can use it with the Face-to-Face Training Materials or with the Online Training Series. All data for all activities are included unless otherwise stated. If you delete data that you are not instructed to delete, you may be deleting data you need for another activity.

Feel free to experiment by adding content and data, but do not delete existing resources. Keep in mind that if you enroll in more than one training experience, you will reuse this course.

You are enrolled as an Instructor.

Posted by: Cathy Chu
Posted to: Vicki Practice Course

From the notifications page, this same announcement should appear in the My Announcements module.




Notifications ▾

Add Course Module

My Announcements ▾

Vicki Practice Course

> June 6 Class Reminder 

more announcements... →