



## Create Announcements

Announcements appear in the order posted, with the most recent announcements appearing first.

1. Your Announcement page, by default, is the first page showing in your Blackboard course.
  - OR, on the **Control Panel**, expand the **Course Tools** section and select **Announcements**.
2. On the **Announcements** page, click **Create Announcement** on the action bar.
3. On the **Create Announcement** page, type a Subject. This becomes the title of the announcement on the Announcements page. In the **Message box**, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder.
4. In the Web Announcements **Options** section, select:
 

Not Date Restricted to keep the announcement visible until you remove it.

-OR-

Date Restricted to limit the announcement's visibility by date and time.
5. For Enter Date and Time Restrictions, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the announcement availability, only when it appears.
6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email. Optionally, in the Course Link section, click Browse to link to a course area, tool, or item.
7. Click **Submit**.

**2. Web Announcement Options**

Duration  Not Date Restricted  
 Date Restricted

Select Date Restrictions  Display After     
 Display Until

Email Announcement  Send a copy of this announcement immediately

**3. Course Link**

Click **Browse** to choose an item.

Location  **Browse...**

**4. Submit**

## Reordering Announcements

Announcements appear directly below the repositionable bar. Reorder by dragging the bar or 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 is the order presented to students. Students do not see the bar and cannot reorder announcements.

### Announcements

Create Announcement

New announcements appear below this line

↑↓

**Office Hours Added** ▾

Posted on: Monday, December 10, 2012

In addition to the hours posted in the syllabus, I am now al  
from 4-5

**NOTE -- Editing and Deleting Announcements:** To edit, access an announcement's contextual menu and select Edit. Make your changes and Submit. To delete, access an announcement's contextual menu and select Delete. Confirm the deletion.

**This DELETE action is final and irreversible.**