Creating Announcements in Your Blackboard Course

Announcements are important course-related messages that instructors use to notify students throughout the semester. The Announcements tool can be used to post updates to the course’s Announcements page as well as send them to student’s MATC e-mail accounts. All courses by default have an Announcements tool in their course menus that is ready for you to use!

Please note that the Announcements page will list your announcements in reverse chronological order, with the most recently posted announcement first. Also, announcements can be scheduled for dates in the future.

**TO ADD AN ANNOUNCEMENT**

1. To add and edit content in your course you must first have **EDIT MODE** turned on. You can click the Edit Mode button to toggle the course’s Edit Mode on and off.

2. Click on the **ANNOUNCEMENTS** tool link button to get to your course’s Announcements page.

3. On the Announcements page, click the **CREATE ANNOUNCEMENT** button to create a new announcement.
4. This will take you to the CREATE ANNOUNCEMENT page. Under ANNOUNCEMENT INFORMATION, enter the subject and message of your announcement. You may format your announcement using the text editor’s tools.

![Create Announcement](image)

There are three rows of tools you can use in the text-editor for formatting text, adding links, and more.

5. Scroll down to the WEB ANNOUNCEMENT OPTIONS section. Set the options that you want to apply to this announcement. There are two options for you to choose:

**To Publish the Announcement Immediately** - If you want the announcement to be posted *immediately* and to also send the announcement as an e-mail to students immediately, select **NOT DATE RESTRICTED** and check the **EMAIL ANNOUNCEMENT** checkbox.
To Publish an Announcement at a Later Date - If you want to schedule the announcement to become available at certain day and time, choose the DATE RESTRICTED option and use the date-picking tools to assign your publishing date.

6. OPTIONAL – If you would like to add a link to an area of your course in your announcement message...
   a. Scroll down to the COURSE LINK part of the form and click the BROWSE button.

   b. A pop up SELECT COURSE LINK window will appear, displaying a set of nested links to different parts of your course. Click on a link to select a part of the course that you want to link to in your message.
c. The “Select Link Location” window will disappear. A link to the selected part of the course will appear in the Location text-field.

**Course Link**

Click **Browse** to choose an item.

Location

7. When you are done completing your announcement, click the **SUBMIT** button. The new announcement will be posted to the announcements page. If it is date restricted, students will only see the announcement during the time-frame you specified.

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**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 shown here is the order presented to students.*

A date restricted announcement will be timestamped as having been posted on the first day that it becomes available to students.

Announcements that are not visible to students, based on your date restriction settings, will display the “Item Not Available” message.

**Welcome to Class!**

*Item is not available.*

Posted on: Sunday, January 19, 2014

*Lorem ipsum dolor sit amet, consectetur adipiscing elit.*


**Course Link**: Syllabus/Course Schedule and Grading Policies

If you added a Course Link, it will appear at the bottom of the announcement.
TO MAKE A “STICKY” ANNOUNCEMENT

A “sticky” announcement is one that is always positioned at the top of the Announcements page. New announcements will always appear underneath the “sticky” announcement in reverse chronological order (ie. newest first). To make a specific announcement “sticky”, you must first have EDIT MODE turned on in your course. Then, on the Announcements page, click and drag the announcement of your choice above the gray “New Announcements” bar.

TO EDIT OR DELETE AN ANNOUNCEMENT

To edit or delete an announcement, roll your mouse over the announcement and click the gray arrow button that appears. In the context menu that appears, select DELETE or EDIT.