

# Creating Announcements in Your Blackboard Course

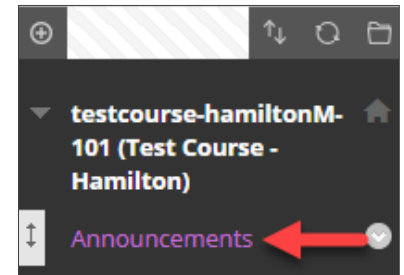


## Communication

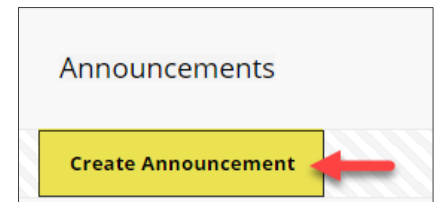
The Announcements tool is used to post **regular updates** to the course's Announcements page as well as send them to student's MATC e-mail accounts. All courses by default have an Announcements tool in their course menus that is ready for you to use! The Announcements page will list your announcements in *reverse chronological order*, with the most recently posted announcement first. Announcements can be scheduled for dates in the future.

### TO ADD AN ANNOUNCEMENT

1. While [EDIT MODE](#) is turned on in your course, go to your course menu and click **ANNOUNCEMENTS**.



2. On the Announcements page, click the **CREATE ANNOUNCEMENT** button.



3. On the **CREATE ANNOUNCEMENT** page, enter the subject and message of your announcement. Format your text using the text editor's tools as desired.

### Create Announcement

\* Indicates a required field.

**ANNOUNCEMENT INFORMATION**

\* Subject  Black

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

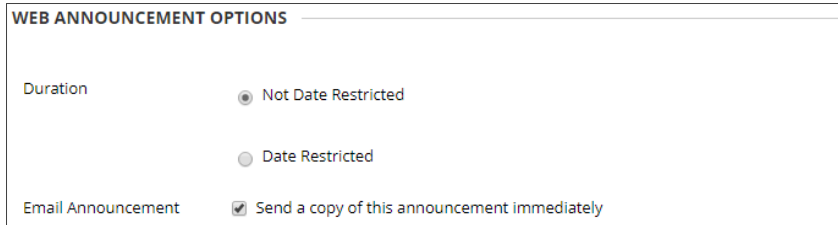
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2. Fugiat quo voluptas nulla pariatur? Accusantium doloremque laudantium.
3. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit.

Path: p Words:91

4. 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.



WEB ANNOUNCEMENT OPTIONS

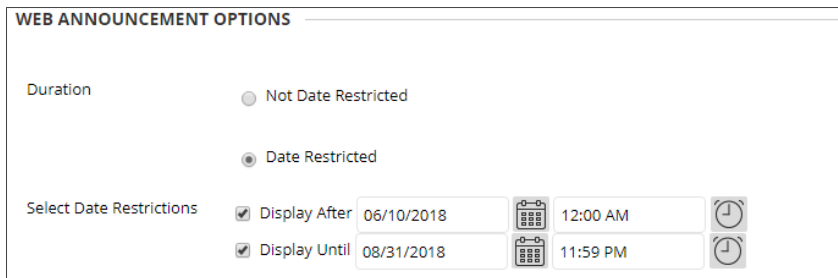
Duration

Not Date Restricted

Date Restricted

Email Announcement  Send a copy of this announcement immediately

**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.



WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

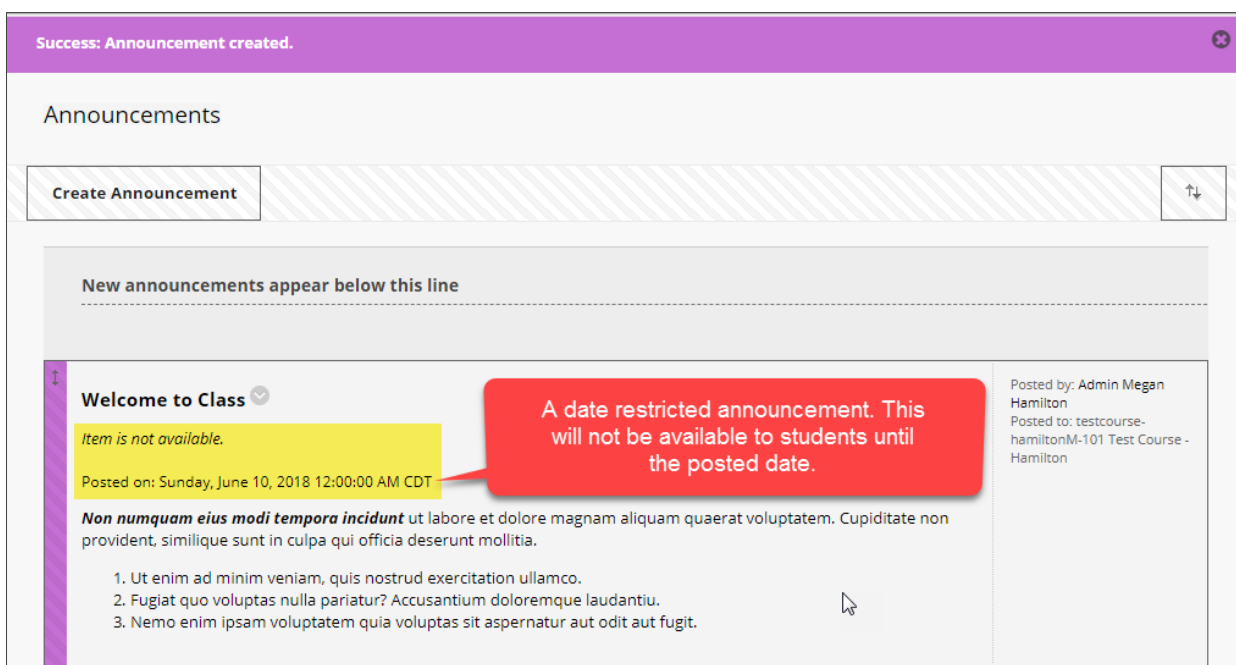
Date Restricted

Select Date Restrictions

Display After 06/10/2018 12:00 AM

Display Until 08/31/2018 11:59 PM

5. When you are done composing the 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.



Success: Announcement created.

### Announcements

Create Announcement

New announcements appear below this line

Welcome to Class

Item is not available.

Posted on: Sunday, June 10, 2018 12:00:00 AM CDT

Posted by: Admin Megan Hamilton  
Posted to: testcourse-hamiltonM-101 Test Course - Hamilton

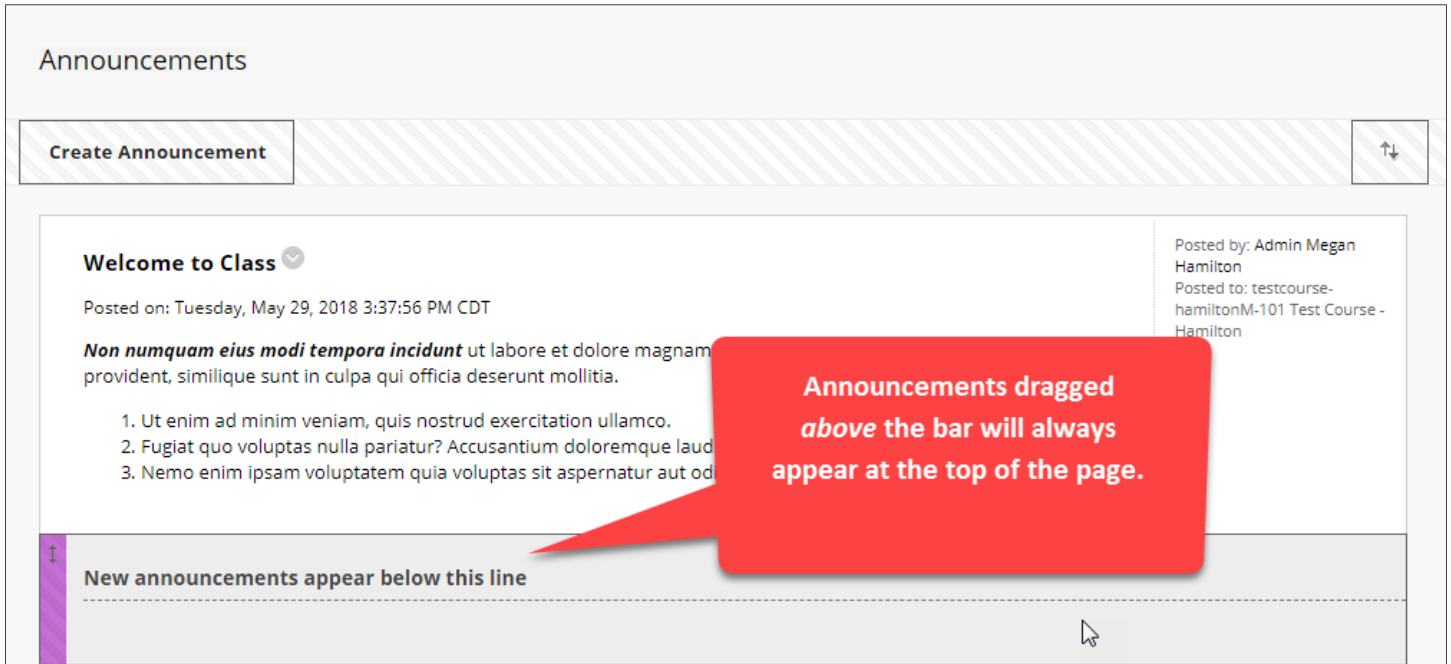
**A date restricted announcement. This will not be available to students until the posted date.**

*Non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia.*

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3. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit.

## TO MAKE A “STICKY” ANNOUNCEMENT

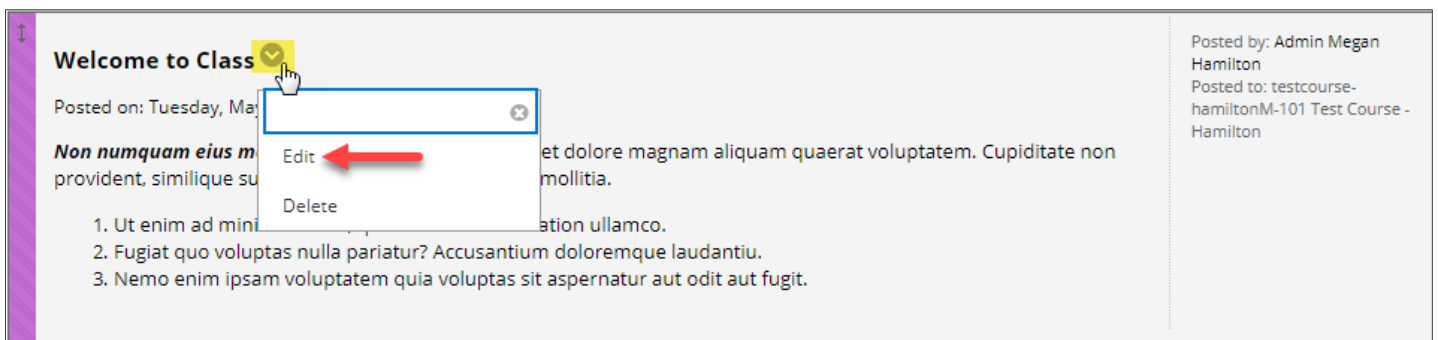
A “sticky” announcement is one that is always positioned at the top of the Announcements page. New announcements will always appear underneath the “sticky” announcement in reverse chronological order (ie. newest first). To make a specific announcement “sticky”, click and drag the announcement above the gray “New Announcements” bar.



The screenshot shows the 'Announcements' interface. At the top left is a 'Create Announcement' button. Below it is a list of announcements. The first announcement is titled 'Welcome to Class' and is marked as sticky with a checkmark icon. A red callout box points to the top of this announcement, stating: 'Announcements dragged above the bar will always appear at the top of the page.' Below the announcements is a gray bar with a dashed line and the text 'New announcements appear below this line'. A vertical purple bar on the left side of the announcement list has a double-headed arrow icon, indicating it can be dragged.

## 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**.



The screenshot shows the 'Welcome to Class' announcement with a mouse cursor hovering over the gray arrow button in the top left corner. A context menu is displayed with 'Edit' and 'Delete' options. A red arrow points to the 'Edit' option. The announcement text and metadata are visible in the background.