

Using the Announcements Course Tool



Blackboard Learn

The Announcements tool is used to post **regular updates** to a section's Announcements page. [Students can manage their Blackboard notification settings](#) to get stream notifications when new Announcements are posted. You may also send announcements out to email immediately through Announcement settings.

To Create an Announcement

1. While [EDIT MODE](#) is turned on in your course, go to your course menu and click **ANNOUNCEMENTS**. On the Announcements page, click the **CREATE ANNOUNCEMENT** button.



2. On the **CREATE ANNOUNCEMENT** page, enter the **SUBJECT** and **MESSAGE** of your announcement. Format text using the [content-editor tools](#) as desired.

ANNOUNCEMENT INFORMATION

Subject
Welcome to Class! [Color: Black]

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

Formatting toolbar: Bold, Italic, Underline, Link, Paragraph, Arial, 14px, Bulleted List, More options.

Message content:
Hello students! Welcome to "Introduction to Ladders" In this course, you will learn about ladder safety skills. The purpose of this correspondence is to prepare you to begin your studies, so please read it carefully. To begin the course, click on the "Students - Start Here" link in the navigation menu to the left and review the provided information and getting started tasks. On the Syllabus page, review the course syllabus and policies. On the "Help & Support page", review the resources and tools that are available to support your success in the course. If you have questions about the course, use the "Contact the Instructor" form to send me an email.

Looking forward to work with you,
Professor P. Professorson, PhD

3. Scroll down to the **WEB ANNOUNCEMENT OPTIONS** section. Set the option that you want to apply to this announcement.

- a. **To Publish Immediately and Send to Email** - Select **NOT DATE RESTRICTED** and the **EMAIL ANNOUNCEMENT** checkbox.

WEB ANNOUNCEMENT OPTIONS

Duration: Not Date Restricted, Date Restricted

Email Announcement: Send a copy of this announcement immediately

- b. **To Schedule an Announcement for a Later Date** - Choose the **DATE RESTRICTED** and set **DATE RESTRICTIONS**.

WEB ANNOUNCEMENT OPTIONS

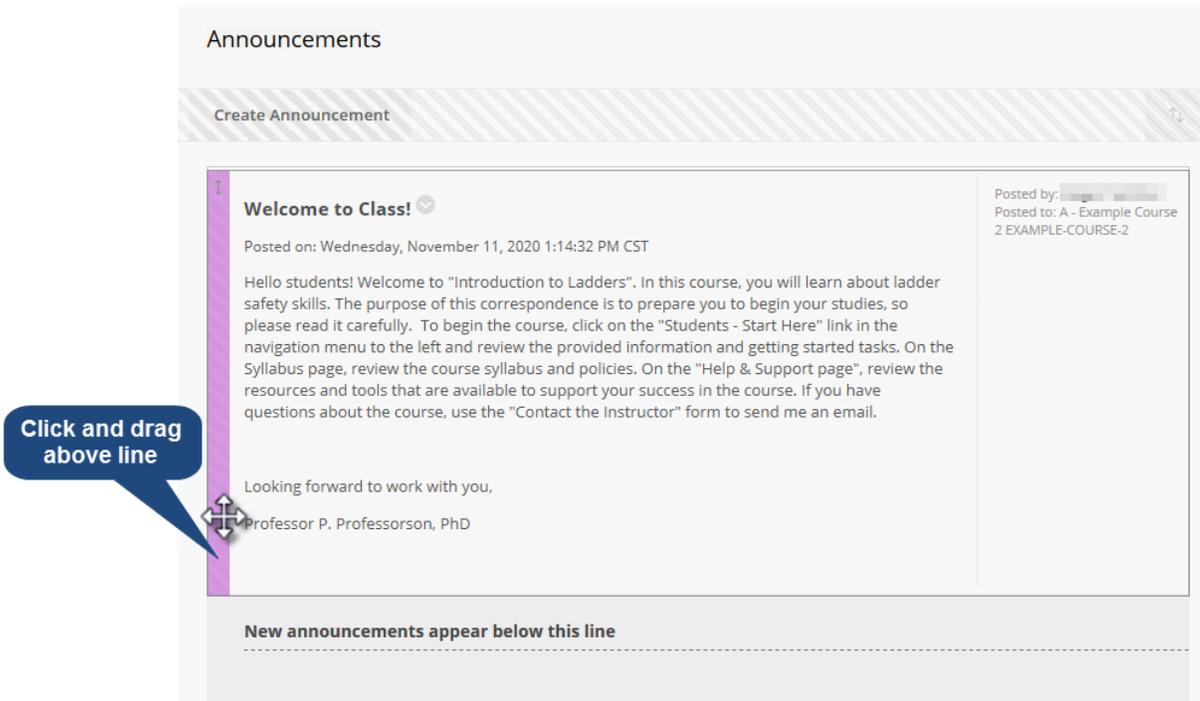
Duration: Not Date Restricted, Date Restricted

Select Date Restrictions: Display After 01/18/2021 12:00 AM, Display Until 01/25/2021 11:59 PM

4. When you are done composing the announcement, click the **SUBMIT** button at the bottom of the page. If you are successful, the new announcement will be posted to the announcements page. It will be visible to students based on the settings you chose.

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” line.



To Edit or Delete an Announcement

To edit or permanently 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**.

