

Creating Announcements in Your Blackboard Course



Communication

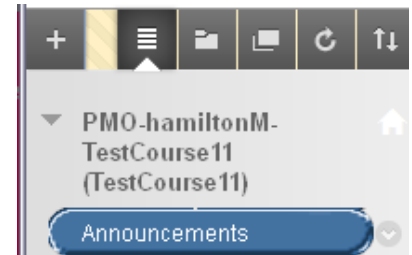
Announcements are important course-related messages that instructors use to notify students throughout the semester. The Announcements tool can be used to post updates to the course's Announcements page as well as send them to student's MATC e-mail accounts. All courses by default have an Announcements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

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 repositionable bar. Do not reorder announcements.

CLICK

Create Announcement

New announcements appear below this line -----

No Announcements found.

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

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

* Indicates a required field.

Cancel Submit

1. Announcement Information

* Subject Black

Message

Paragraph Arial 3 (12pt)

Text formatting tools: Bold, Italic, Underline, Strikethrough, Text Color, Background Color

Alignment and Indentation tools: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Undo, Redo

Media and Layout tools: Link Icon, Unlink Icon, Table, Table Border, Table Border Style, Table Border Width, Table Border Height, Table Border Collapse, Table Border Separate, Table Border None, HTML, CSS

Placeholder text: **Lorem ipsum dolor sit amet, consectetur adipiscing elit.**

Placeholder text: Pellentesque ut malesuada sapien. Maecenas sed orci arcu. Vestibulum eu risus hendrerit, ultricies leo sit amet, adipiscing orci. Etiam aliquam viverra risus, ut tincidunt dolor iaculis vel. Nam commodo malesuada odio, scelerisque aliquet nunc aliquet ac. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed sit amet fringilla odio, venenatis blandit neque. Nunc quam risus, hendrerit a mattis et, tincidunt nec mi. Nulla dignissim rutrum dui, et pulvinar justo euismod eget. Vivamus non quam eget ante aliquet iaculis. Aenean dui elit, auctor non neque nec, tempor luctus erat.

Path: p Words:101

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.

Web Announcement Options

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

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

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 01/19/2014 07:00 AM

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

Display Until 01/24/2014 11:59 PM

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

Check the **DISPLAY AFTER** and **DISPLAY UNTIL** checkboxes and use the date and time picking tools to accurately assign your dates.

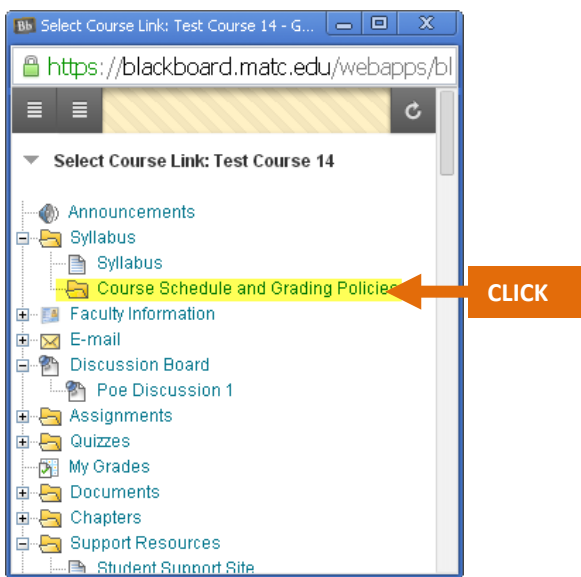
- 6. **OPTIONAL** – If you would like to add a link to an area of your course in your announcement message...
 - a. Scroll down to the **COURSE LINK** part of the form and click the **BROWSE** button.

Course Link

Click **Browse** to choose an item.

Location

- 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.

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 own 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.

Pellentesque ut malesuada sapien. Maecenas sed orci arcu. Vestibulum eu risus hendrerit, ultricies leo sit amet, adipiscing orci. Etiam aliquam viverra risus, ut tincidunt dolor iaculis vel. Nam commodo malesuada odio, scelerisque aliquet nunc aliquet ac. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed sit amet fringilla odio, venenatis blandit neque. Nunc quam risus, hendrerit a mattis et, tincidunt nec mi. Nulla dignissim rutrum dui, et pulvinar justo euismod eget. Vivamus non quam eget ante aliquet iaculis. Aenean dui elit, auctor non neque nec, tempor luctus erat.

Course Link [/Syllabus/Course Schedule and Grading Policies](#)

If you added a Course Link, it will appear at the bottom of the announcement.

Posted by: Megan Hamilton
Posted to: Test Course 14
PMO-hamiltonM-TestCourse14


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.

The screenshot shows the top of the Announcements page. At the top is a gray header with the title "Announcements" and a paragraph of instructions: "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." Below this is a yellow bar with a diagonal pattern and a "Create Announcement" button on the left and an up/down arrow icon on the right. The main content area shows an announcement titled "Welcome to Class!" with a status of "Item is not available." and a post date of "Sunday, January 19, 2014". The announcement text is a redacted Lorem Ipsum. To the right of the announcement is a metadata box showing "Posted by: Megan Hamilton", "Posted to: Test Course 14", and "PMO-hamiltonM-TestCourse14". A gray arrow button is visible on the left side of the announcement, pointing to the right. Below the announcement is a dashed line with the text "New announcements appear below this line".

Announcements placed above the “New Announcement” bar will always appear at the top of the page.

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**.

This screenshot is similar to the previous one, but it shows a context menu for the "Welcome to Class!" announcement. A gray arrow button is now visible on the left side of the announcement. Clicking it has opened a light blue context menu with a close button (X) in the top right corner. The menu contains two options: "Edit" and "Delete". The rest of the page content, including the header, yellow bar, and metadata box, remains the same.