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.

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.

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

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.
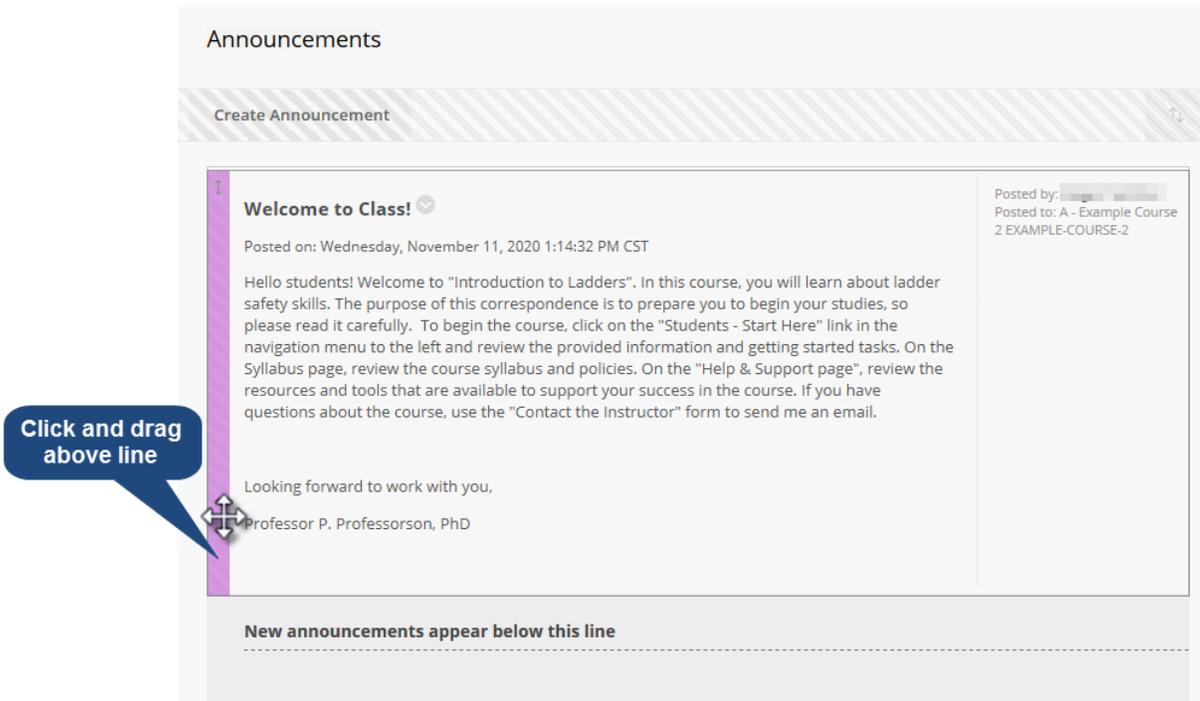
To Edit or Delete an Announcement

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**.