Blackboard for Employees

Creating an Announcement

This document describes how to create an announcement in a Blackboard course site for students to access.

Instructions
1. Click on the Announcements area of the course menu.

2. Choose Create Announcement.
4. Enter display text in the **Subject** field (**required**).

5. Enter display text in the **Message** text box (**optional**).

6. Select length of time to display announcement in section **2. Web Announcement Options** (**required**).

- **Duration** allows you to display the announcement for the entire course (**Not Date Restricted**) or a specified time (**Date Restricted**).
- **Select Date Restrictions** allows you to make the Announcement appear after a certain date/time (**Display After**) and/or disappear after a certain date/time (**Display Until**).
8. Add a hyperlink to the relevant portion of the course using the **Location** field (*recommended*).

![Course Link](image)

9. Click the **Submit** button at the bottom-right of the page.

![Submit Button](image)

10. Look for the **Success: Announcement created** message at the top of the **Announcements** page.

![Success Message](image)