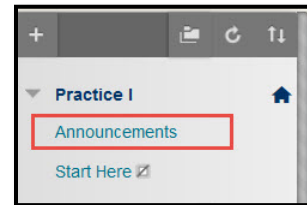

Blackboard for Employees

Creating an Announcement

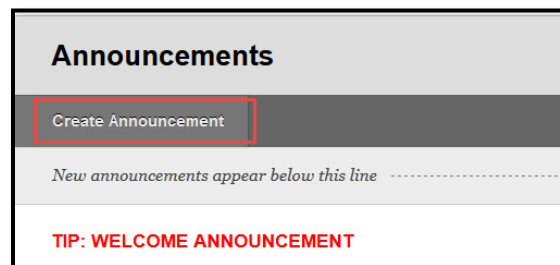
This document describes how to create an announcement in a Blackboard course site for students to access.

Instructions

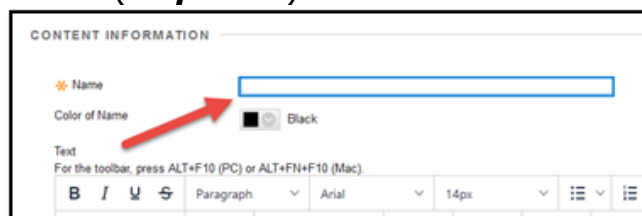
1. Click on the **Announcements** area of the course menu.



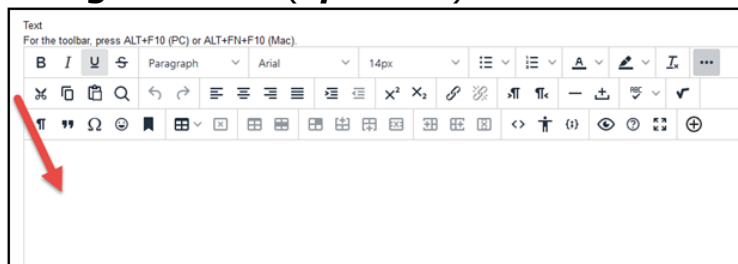
2. Choose **Create Announcement**.



3. Enter display text in the **Subject** field (**required**).



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



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

2. Web Announcement Options

Duration Not Date Restricted
 Date Restricted

Select Date Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be specified.

Display Until
Enter dates as mm/dd/yyyy. Time may be specified.

- **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*).
6. Add a hyperlink to the relevant portion of the course using the **Location** field (**recommended**).

3. Course Link

Click **Browse** to choose an item.

Location

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

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

Success: Announcement created.

Announcements

Create Announcement

New announcements appear below this line -----