Creating Announcements

1. Go to the Announcements area of your course. You can do this by clicking on ‘Announcements’ on your course menu. If you do not have a link to Announcements on your menu, you can also access this area through ‘Course Tools’ on the Control Panel.

   Note: Make sure that you are in Edit Mode. The ‘Edit Mode’ button should display as ‘Edit Mode is: On’ in the upper right corner of the Blackboard window. If you are not in Edit Mode, click this button.

2. Click on ‘Create Announcement’.

3. Fill in the information in the Create Announcement window.
   - Part 1 – Announcement Information
     
     Provide a subject on the subject line. The subject is a required element. Use the message box to enter the content of your posting. You have the text editor that allows you to attach images, files, and other audio video content if needed. Through the Mash-Ups tool within the text editor, you can also insert YouTube Videos, SlideShare Presentations, Record Audio, etc.
Part 2 – Web Announcement Options

**Duration:** You must either select ‘Not Date Restricted’ or apply date restrictions within part 2. ‘Date Restricted’ is the default selection.

**Web Announcement Options**

- **Duration:**
  - Not Date Restricted
  - Date Restricted

- **Select Date Restrictions**
  - Display After: Enter dates as mm/dd/yyyy. Time may be entered in any increment.
  - Display Until: Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**Restricted:** If you change the duration to ‘Not Date Restricted’ by clicking on the circular radio button to the left of this option, when you submit this announcement it will immediately be posted as visible to students. The current date (the date you posted the announcement) will display above the announcement message.

**Date Restrictions:** You can apply date restrictions on the announcement if you would like to control the visibility of the item so it is not viewable by the students throughout the length of the course. If you enter a ‘Display After’ date and time, the announcement will not be visible to students until that time. This date will also display above the announcement when posted. If you also set a ‘Display Until’ date and time, the announcement will no longer be visible to students after that date. When entering the date and time, you should use the date and time selectors that are available. It is best not to type the date and time in manually, since both must be entered using a specific format. When using date restrictions, you (as the instructor) will still see all announcements and know exactly when they were available to students. The announcements are not deleted. This only impacts the students’ visibility of the postings. Using
date restrictions can keep the students’ display area within announcements from becoming overwhelming and cluttered.

Additional Notes: When using date restrictions, you do not have to utilize both the ‘display after’ and ‘display until’ options. For example: You could use the ‘display after’ option and leave the ‘display until’ area empty.

Email Announcement: This option will cause the announcement email to go out immediately. If this is not selected, an email will still be generated, but it may not be immediate. If you are using a ‘Display After’ date to delay visibility of a posting and display the announcement in the future, an email announcement will not be generated and you cannot utilize the ‘Send a copy of the announcement immediately’ option.

- Part 3 – Course Link

You can link to an area within your course. This is optional. Click on Browse and navigate to the area within your course that you would like to provide the link to within the announcement and click it to select it.

3. Course Link

Click Browse to choose an item.

Location

Browse...

Click Submit.

To Edit or Delete an Announcement

Move your mouse over the announcement you would like to modify or remove completely. Click the down arrow to the right of the announcement name and select either edit or delete from the drop-down menu.

Reordering Announcements

Announcements appear directly below the bar that states ‘New announcements appear below this line’. You can click and drag this bar to reposition it if you have an announcement that you
would prefer to always display at the top of the announcement area. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them.

New announcements posted below the bar, by default, will display with the most recently posted at the top. You can reorder announcements by moving your mouse over the top area of the announcement you wish to reposition, and then click and drag the announcement up or down until you have it in its new position. The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.

You can also reorder by using the reordering button (Keyboard Accessible Reordering) found in the upper right side of the announcements area.