

Creating an Announcement in Blackboard

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To create an announcement in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the *Course Tools* module, click on the Announcements link to begin.

1. Click on **Control Panel**
2. In the *Course Tools* module, click the **Announcements** link

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with 'My Institution', 'Courses', and 'System Admin'. Below this, a breadcrumb trail reads 'COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL'. The main heading is 'DL-101: Instructor Development - Justin Busch (Instructor)'. The interface is divided into several sections: 'Content Areas' (Course Information, Adding Content, Assessments, Grade Book, External Links, Course Documents), 'Course Tools' (Announcements, Course Calendar, Staff Information, Tasks, Discussion Boards, Send E-mail, Collaboration, Digital Drop Box, Glossary Manager, Messages), 'User Management' (List / Modify Users, Enroll User, Create User, Remove User, Batch Create Users for Course, Manage Groups), 'Assessment' (Test Manager, Survey Manager, Pool Manager, Gradebook, Gradebook View, Course Statistics), 'Course Options' (Manage Course Menu, Import Course Cartridge), and 'Support' (Support, Manual, Contact System Administrator). An arrow points to the 'Announcements' link in the Course Tools section.

3. Click the **Add Announcement** button to create a new announcement
(It is also possible to Modify or Remove existing announcements)

The screenshot shows the 'Announcements' page in Blackboard. At the top, there is a navigation bar with 'My Institution', 'Courses', and 'System Admin'. Below this, a breadcrumb trail reads 'COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > ANNOUNCEMENTS'. The main heading is 'Announcements'. Below the heading, there is a button labeled 'Add Announcement' with a small icon of a person and a speech bubble. Below the button, there are four tabs: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. Below the tabs, the date 'July 22 - 29, 2005' is displayed. Below the date, the text 'No announcements found.' is shown. An arrow points to the 'Add Announcement' button. At the bottom right, there is an 'OK' button.

4. Under *Announcement Information*, type in the **Subject** of the announcement
5. Optionally, enter an announcement message in the **Message** box

6. Under *Options* select **Yes** to always show the announcement on the course's main page, otherwise the announcement will obey the *View filters* (e.g. Today, Last 7 Days)
7. Set the *Display After* and *Display Until* dates as needed

8. Optionally, under the *Course Link* click the **Browse** button to link the announcement to a page within the course site
9. Click **Submit** to create the announcement