

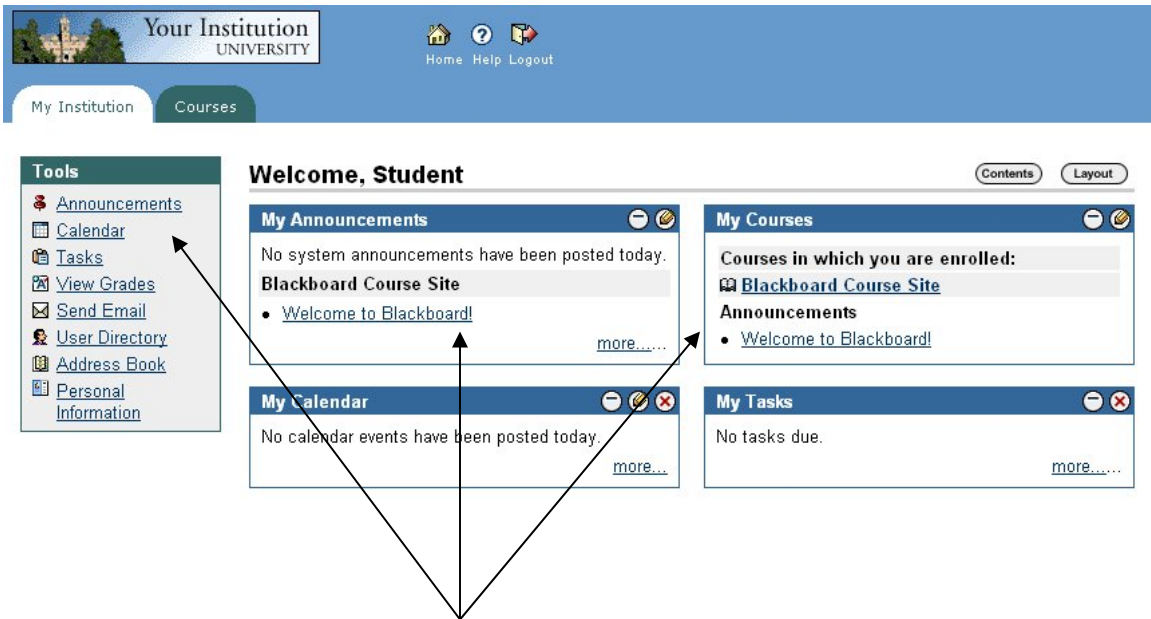
Working with Announcements

Announcements are one of the ways instructors communicate with their students. They can be used to convey time-sensitive material such as:

- When assignments are due
- Changes in the syllabus
- Corrections/clarifications of materials
- Exam schedules

Announcements can be accessed on the My Institution tab from one of three locations:

- The Tools panel
- The My Announcements module
- The My Courses module

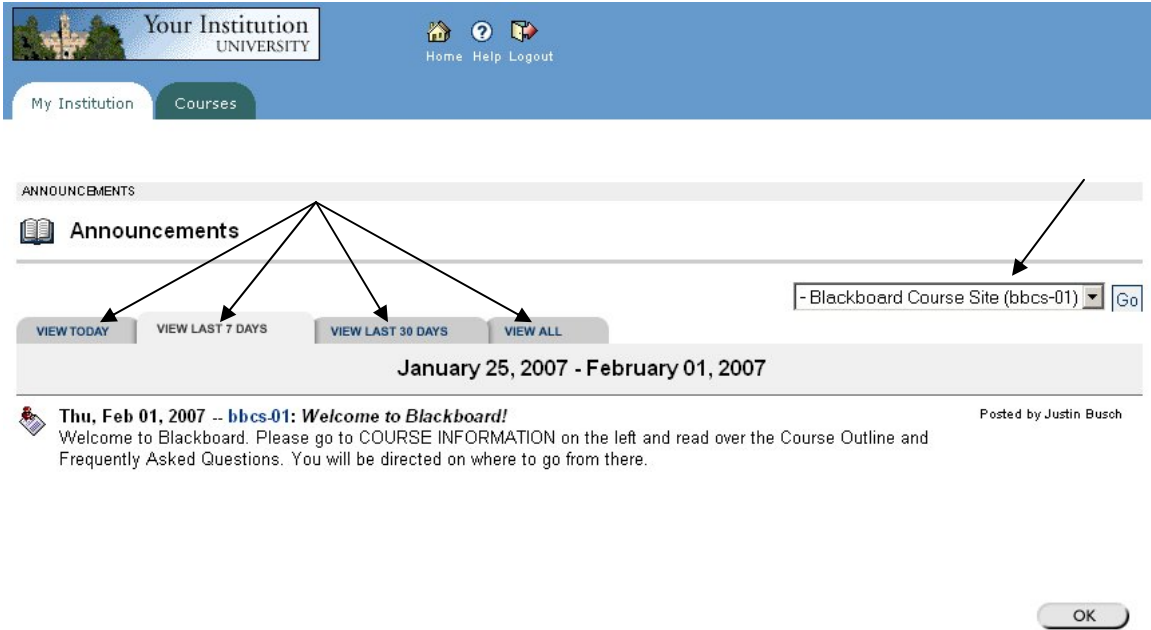


Announcements are organized and displayed by selecting the following tabs:

- View Today
- View Last 7 Days
- View Last 30 Days
- View All

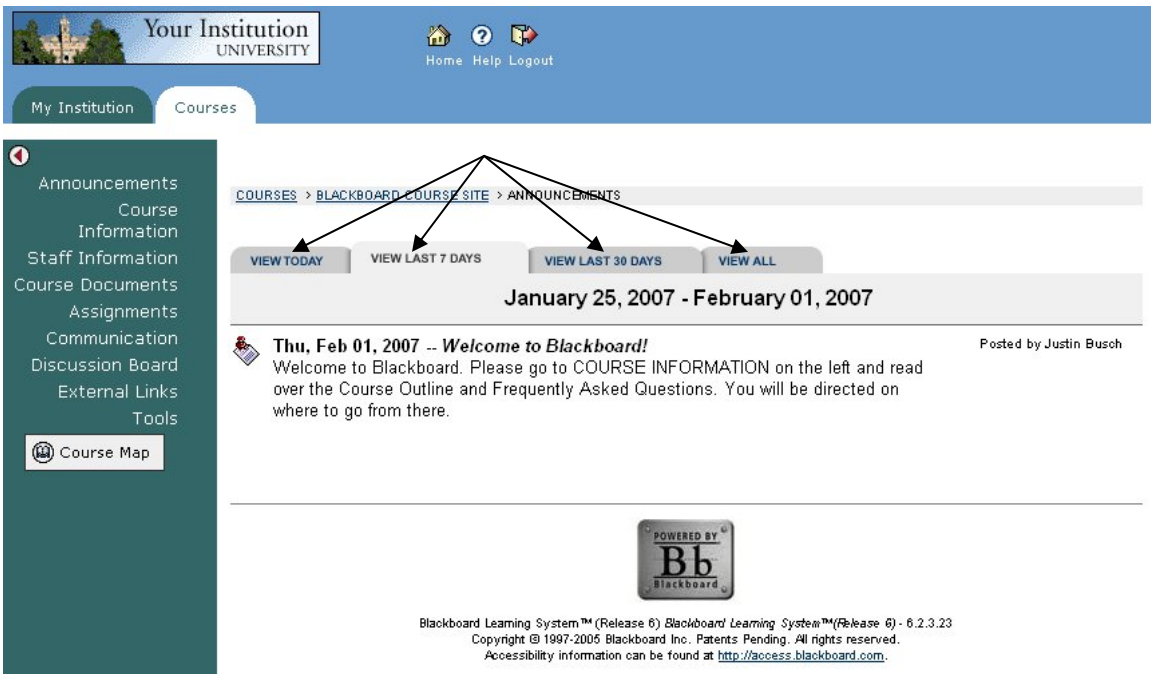
Announcements view by accessing through the Tool panel or My Announcements module:

- Using the menu to the right, will display announcements from a specified course or all courses



The screenshot shows the Blackboard interface for the 'My Announcements' module. At the top, there is a navigation bar with 'My Institution' and 'Courses' tabs. Below this, the 'ANNOUNCEMENTS' section is visible, featuring a tree view of the 'Announcements' module. A dropdown menu is open, showing '- Blackboard Course Site (bbcs-01)' selected. Below the menu are buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 25, 2007 - February 01, 2007' is displayed. A single announcement is shown: 'Thu, Feb 01, 2007 -- bbcs-01: Welcome to Blackboard!' with a post by Justin Busch. An 'OK' button is located at the bottom right.

Announcements view from within a course site:



The screenshot shows the Blackboard interface for viewing announcements within a course site. The navigation bar at the top includes 'My Institution' and 'Courses' tabs. A left-hand navigation menu (Tool panel) is visible, listing various course tools such as 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', 'Tools', and 'Course Map'. The main content area shows the breadcrumb path 'COURSES > BLACKBOARD COURSE SITE > ANNOUNCEMENTS'. Below this are buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 25, 2007 - February 01, 2007' is displayed. A single announcement is shown: 'Thu, Feb 01, 2007 -- Welcome to Blackboard!' with a post by Justin Busch. At the bottom, there is a 'POWERED BY Blackboard' logo and copyright information for Blackboard Learning System (Release 6).