

Announcements

Announcements provide succinct, timely information for your students about class activities. You may direct students to a particular section of your course from an announcement. When you post an announcement to your class, it appears on each student's My Institution page in the My Announcements box, and is the first thing each student sees when he enters your course.

Announcements may also appear in the student's My Courses box under the name of your course, but individual students may disable that option. Announcements can also be accessed from the Tools button on the course menu. You also have the option to broadcast announcements to all students' e-mail; that means the announcement appears on Blackboard, and also is sent to students' e-mail inboxes. (There is a bug that creates an extra character if you leave any extra spaces – as in two spaces between sentences.)

You may post multiple announcements when building your course and time them to be released separately by choosing staggered future display dates. For example: you know now that you want to post an announcement about the midterm exam and another about the final. Write both announcements now, but set the midterm announcement to display the week before the midterm and the final exam announcement to display a week before the final. Students will not be able to view either announcement until their assigned display dates.

Posting an Announcement

1. Click **Control Panel**.
2. Click **Announcements**.
3. Click **Add Announcement**.
4. Type the subject of the announcement. The announcement will not post without a subject.
5. Type the text of the announcement.
6. Choose when to display the announcement: Click Yes to display the announcement permanently. Click **Display After** and choose a date to control the announcement's release.
7. Click **Browse** to link the announcement to a course area. Linking to a course area allows a student to proceed directly to that area from the **Announcements** page.
8. Select the area you want to link to.
9. If you want to e-mail the announcement to all students, check the box under **Email Announcement**.
10. Click **Submit**, then click **OK**.

Revised on 5/4/2007
ITS Academic Technology Services

