

Announcements help “keep students in the loop” about class and class events. You can use the announcements area to provide students with information regarding assignments, due dates, changes to the syllabus, exam schedules, or other timely information. You can also use this area initially to welcome students and set the tone for the course. You have the option to send an email with the contents of the announcement to all students in the course.

Add an Announcement

When adding an announcement, you have the option of making it display permanently or for a specific period of time. Permanent announcements will always display on the announcements page. Announcements with date/time restrictions will only display for students during the specified timeframe. All announcements will display in chronological order based on the date posted.

1. From the *Announcements* page, click on the **Create Announcement** button.
2. Under the *Announcement Information* area, type the subject for the message (required) in the Subject field and the announcement in the Message field.

1. Announcement Information

* Subject Required Field

Message

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Save as Reusable Object

1. Under the *Options* area, set the following options:

- Select whether to make the announcement Permanent or Date Restricted
- Click the check boxes and use the calendar and clock icons to select dates from the *Display After* and *Display Until* options if you want to restrict the timeframe in which the announcement displays.



If you do NOT want a Permanent or Date Restricted announcement, simply leave the radio button on the Date Restricted item selected and do NOT check the "Select Date Restrictions" check boxes. These announcements will automatically display on the announcements page for 7 days and then will only display if the students selects the "VIEW ALL" option on the Announcements page.

2. Mark the checkbox for "*Override User Notification Settings*" if you would like to send this announcement out via email to everyone in the course. This will send an email with the subject of the announcement to a student; however, to actually view the announcement, the students will have to click on a link and the announcement page will display.

2. Options

Duration Permanent
 Date Restricted

Select Date Restrictions Display After 03/15/2010 09:32 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 03/16/2010 09:32 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User Notification Settings Send Email to all users even those that choose not to receive Announcement notifications through email.

3. Under the *Course Link* area, you can link to previously created areas of the course.

- At the *Location* field, click on the **Browse** button to navigate through the course map and find the content you want to link to in the announcement.

4. Click **Submit** to create the announcement.



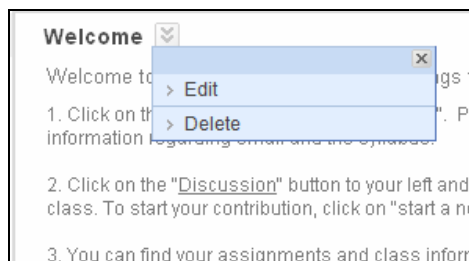
A green bar will display at the top of the Announcement's page verifying the successful post of your announcement:

Success: Announcement created.

Edit an Announcement

At some point you may need to make a change to an announcement that has already been posted. For example, you may want to change the dates for the announcement, correct a typo, or add or delete information.

1. Click on the drop-down arrow next to the Subject of the Announcement and select Edit:



2. Make necessary changes to the *Announcement Information, Options, and Course Link* areas.
3. Click the **Submit** button.

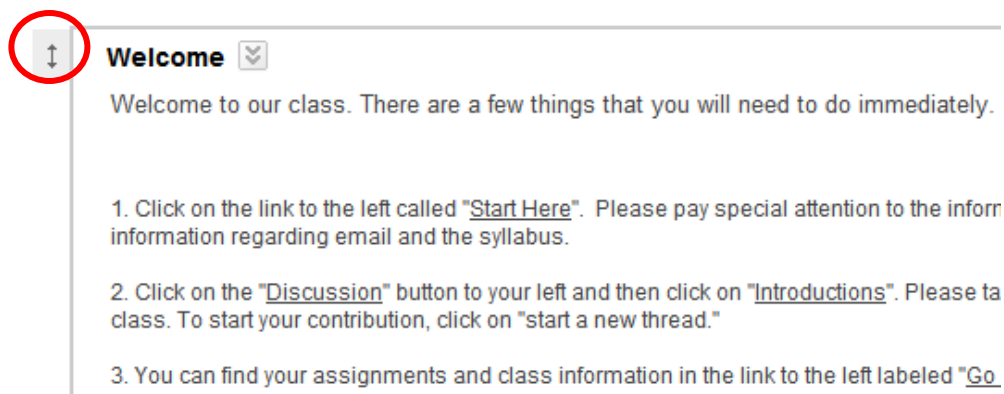


A green bar will display at the top of the Announcement's page verifying the successful edit of your announcement.

Reorder Announcements

Regardless of date posted, you can also manually re-order announcements.

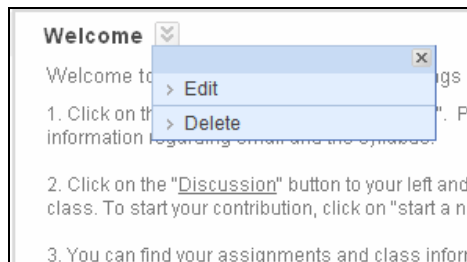
1. Locate the announcement you wish to move and hover your mouse pointer over the double-sided arrow to the left of the subject of the announcement, click and drag the announcement up or down to a new location



Remove an Announcement

Once an announcement's content is irrelevant, you may wish to remove it entirely from the announcements page. This will help you more easily manage current announcements. However, once an announcement is removed, it cannot be retrieved and must be re-created.

1. Click on the drop-down arrow next to the Subject of the Announcement and select Delete:



2. You will get a warning message that says "This action is final and cannot be undone. Delete this item?" Click **OK** to remove the announcement



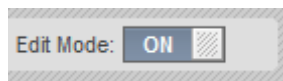
A green bar will display at the top of the Announcement's page verifying the successful deletion of your announcement.

View an Announcement

The announcements area works differently for instructors and students. Instructors are able to see all announcements in chronological order including announcements that have been created but not displayed yet due to date/time restrictions. Students will only see the announcements that are available whether it's during the announcements date/time restrictions or if it was a permanent announcement or an announcement with no "end date." They will always display in chronological order for students.



To see how the Announcements area looks to your students, click the Edit Mode button in the top-right corner of your screen:



In the student view, you will see some view options in the top-right corner of the Announcements Banner:



- **System:** Shows announcements created by the Blackboard system.
- **Course:** Shows only announcements for this specific course.
- **View All:** Shows both system and course announcements