Creating Announcements in Blackboard

**Purpose:** The purpose of this job aid is to demonstrate to faculty how to set up and use the Announcements tool in Blackboard. The purpose of using the Announcements tool in Blackboard is to provide students with important updates throughout the course.

1. Begin by locating the **Control Panel** menu at the bottom of the left-hand navigation.
2. Click on the **Course Tools** section in the **Control Panel**, and you will see a submenu display below the **Course Tools** title.
3. The **Announcements** tool will be listed in the submenu below the **Course Tools** title. You will want to click on the **Announcements** link to launch the tool.
4. Select **Create Announcement** on the action bar.
5. Type a **Subject**, which appears as the title of the announcement on the Announcements page.
6. Type your message.
7. In the **Web Announcements** Options section, choose to restrict the announcement by date or not.
   - If you choose **Not Date Restricted**, the announcement is visible until you remove it.
   - If you choose **Date Restricted**, select the **Display After** and **Display Until** check boxes to enable the date and time selections. Provide the date and time restriction settings.
8. Select the *Email Announcement* check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email. Your institution controls if this option is available.

9. Optionally, in the *Course Link* section, select **Browse** to link to a course area, tool, or item.

   ![Course Link](image)

   ![Submit](image)

   **NOTE:** Links to course content won't appear in the email announcement if you choose to send one.

11. Select **Submit** to complete and send your announcement.