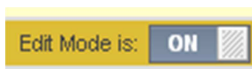


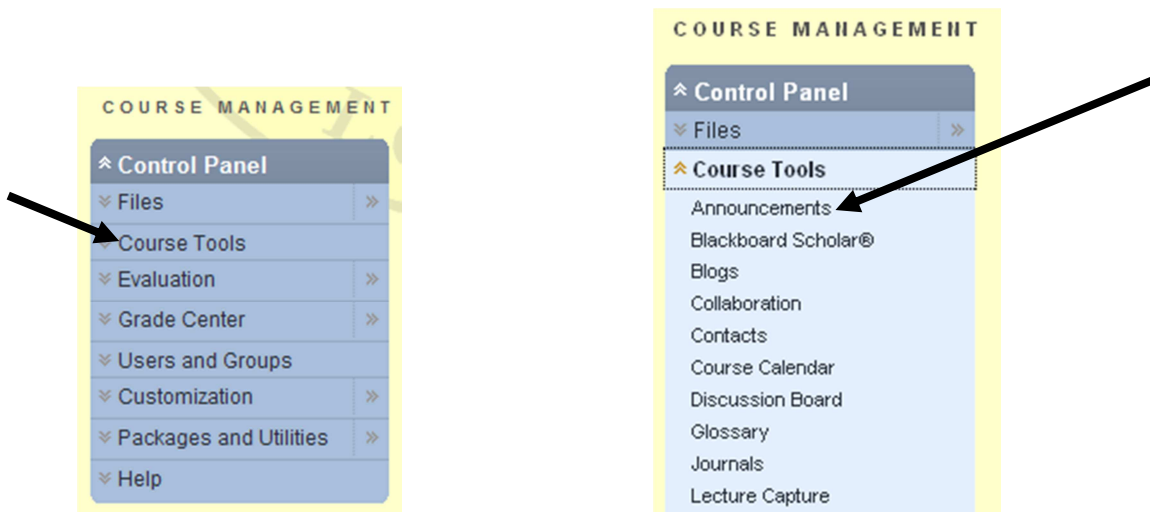
## Create Announcement

Announcements are ideal for time-sensitive material. The announcement area can be used to remind students of assignment and/or exam dates, post changes to the course and corrections/clarifications to materials, announce upcoming events (such as a guest speaker), etc. You may create multiple announcements when setting up 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.

1. To create announcements, make sure **Edit Mode** is **ON**. If Edit Mode is OFF, you should click on the OFF button to turn Edit Mode ON.



2. Go to Course Management and click on **Course Tools** to expand it, and then click on **Announcements**.



3. Click on the **Create Announcement** button.



- Enter a subject for the announcement in the Subject box and enter the announcement in the Message box.

Use the file attachment toolbar to attach files, images, MPEG, Quicktime, audio, flash and mashups to the announcement

- Choose the appropriate options for this announcement.

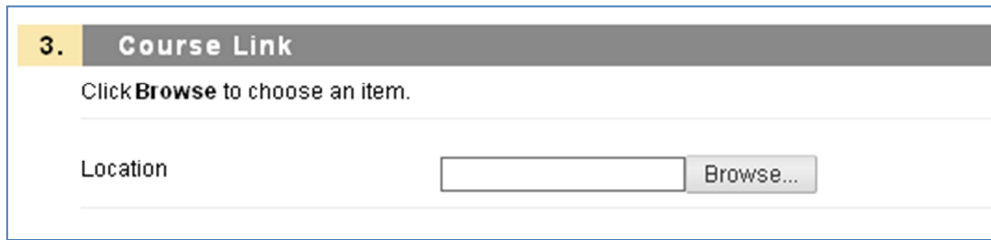
**Note:** When Duration is set to **Not Date Restricted**, the Announcement is visible to students until deleted or until date restrictions are implemented.

When Duration is set to **Date Restricted**, the Announcement is set to start and stop on specific dates and times. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

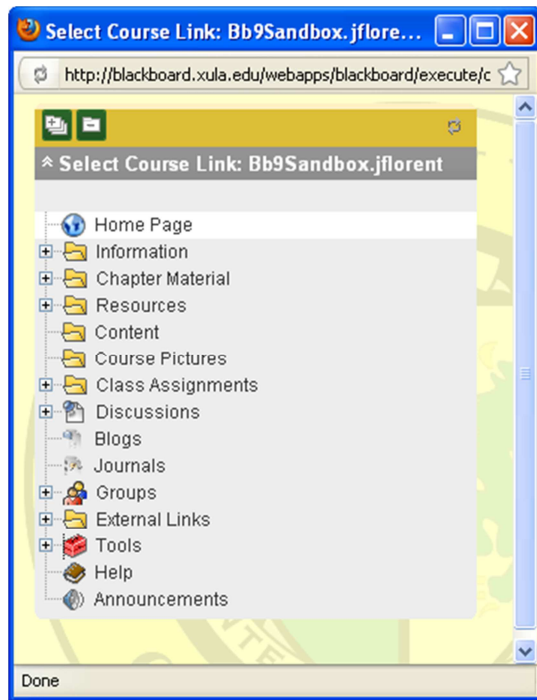
Use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times.

Selecting the check box for **Override User Notification Settings** sends an email message to all users regardless of the notification settings they have selected.

6. You can include a link to another area of your course by browsing to the course link. Including a course link is optional. If you want to include a course link in your announcement, click Browse.



A course map should open in a new window. Clicking the + signs will expand the area so that you can locate the page or item you want to link to. When you click on the name of the page or item Blackboard will automatically return to the Course Link area and fill in the Location field.



NOTE: If the link points to a content item that is not available the link will not appear in the Announcement until the content is available.

7. When you are finished entering all your information and choosing your options click the submit button.

