
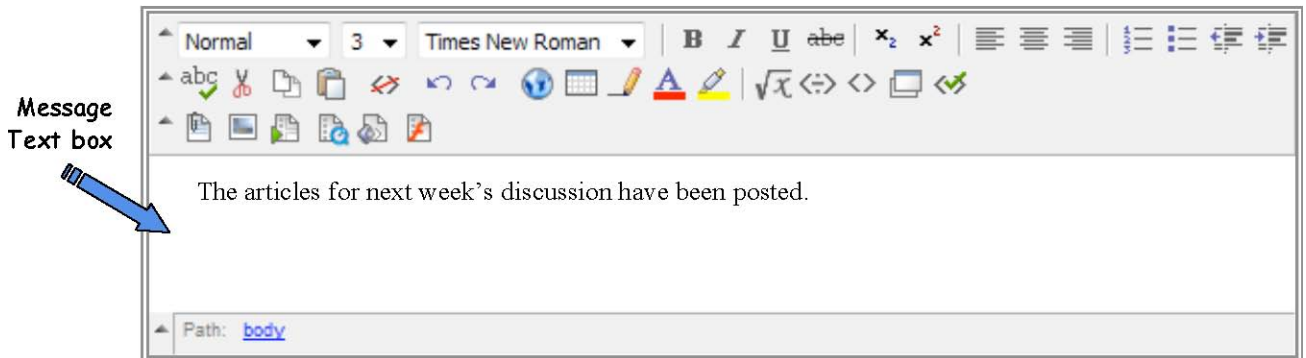


## Add a Course Announcement

Course Announcements are visible to you and your students from the **Announcements** (or entry) page for your Blackboard course, as well as from the Blackboard **Welcome** tab.

- 1 Under Control Panel, click the **Course Tools** button and the menu expands.
- 2 Click **Announcements**.
- 3 Click **Create Announcement**. 
- 4 Enter the announcement subject in the **Subject** field. This is required and will be your announcement title.
- 5 Enter the announcement message in the **Message** Text box as shown below:



**Note:** The Visual Textbox Editor in Blackboard allows you to format the text in your course announcement. You may choose text style, font and size, color, and other text formatting options, as well as html formatting. You also can spell check your announcement, attach a file or image, and add MPEG/AVI, Quicktime, audio, or Flash/Shockwave Content.

Those on a Macintosh using Safari 2.0 or an earlier version will not have access to all features in the Visual Textbox Editor. Use Firefox on a Mac to access all the available features.

6. Select the **Duration Options** you would like for the announcement:

To hide the announcement, select the appropriate **Date Restrictions**. You can return and click **Permanent** or change the dates when you're ready to display the announcement.

To create and immediately display a permanent announcement, click **Permanent**; this type of announcement has no end date unless you enable the **Date Restricted** option. Specify dates, if you wish, by enabling the **Date Restricted** option.

- a. Click the **Display After** checkbox and select a beginning date and time.
- b. Click the **Display Until** checkbox and select an ending date and time.

Click Permanent to create and immediately display an announcement



The screenshot shows a form with the following elements:

- Duration:** Two radio buttons are present. The first is labeled "Permanent" and is unselected. The second is labeled "Date Restricted" and is selected. A blue arrow points to the "Permanent" radio button from the text above.
- Select Date Restrictions:** This section contains two rows of date and time pickers.
  - The first row is labeled "Display After" and has a blue arrow pointing to its checkbox. It includes a date input field with "03/05/2009", a calendar icon, a time input field with "04:18 PM", and a time selection icon. Below the input fields is the text: "Enter dates as mm/dd/yyyy. Time may be entered in any increment."
  - The second row is labeled "Display Until" and has a blue arrow pointing to its checkbox. It includes a date input field with "03/06/2009", a calendar icon, a time input field with "04:18 PM", and a time selection icon. Below the input fields is the text: "Enter dates as mm/dd/yyyy. Time may be entered in any increment."

**Note:** Announcements with specified display dates are posted for those durations only.

- 7 To send an e-mail of the announcement to all course users, you also can choose to enable the **Override User Notification Settings**.
- 8 Add a **Course Link** to a location in your course, if needed.

9 To finish, click **Submit**.

- Or, if you change your mind and want to quit, click the **Cancel** button.