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:

![Message Text box]

The articles for next week’s discussion have been posted.

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.
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.