How to Create an Announcement on Blackboard
1. Log in to the Course on Blackboard. Click on *Announcements* on your *Course Menu*. 
2. Click **Create Announcement**.
3. Enter a **Subject for the Announcement**, and a **Message** detailing the purpose of the announcement.

Optionally, you can choose to “**Send a copy of this Announcement immediately**”, by checking the box to the left of that function, which would cause students to receive a notification of your announcement more quickly than if this was not selected.

In this example, we informed students of the weekly homework policy of the course, and opted to send a copy of the announcement immediately.
4. Click **Submit** on the bottom right to send your **Announcement** to your students.
5. Success! Your announcement will remain in the **Announcements** section of your course for students to review until you delete it.