How to Create an Announcement on Blackboard

Step 1) Log in to your course on Blackboard.

Step 2) On the course menu, click “Announcements.” The Announcements page will open on the right.

Step 3) Click “Create Announcement.”
**Step 4)** Enter in a subject, the message of the announcement, and any date or time restrictions for when the announcement should appear for students. If you want the announcement to be sent out immediately, please check the box circled in blue.

<table>
<thead>
<tr>
<th>ANNOUNCEMENT INFORMATION</th>
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<tbody>
<tr>
<td><strong>Subject</strong></td>
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<tr>
<td>Message</td>
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**WEB ANNOUNCEMENT OPTIONS**

- **Duration**: Not Date Restricted
- **Date Restricted**
- **Email Announcement**: Send a copy of this announcement immediately

**Step 5)** Click “Submit” on the bottom right.

You will see the announcement posted within the Announcements content area of your course.