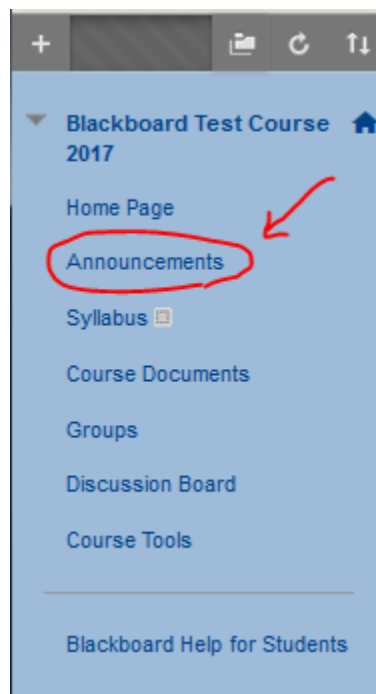
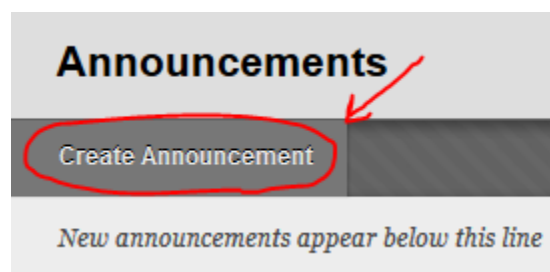

Step 1) Log in to your course on Blackboard.

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.

ANNOUNCEMENT INFORMATION

* Subject

Black

Message



Path: p Words:0

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.

Cancel

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