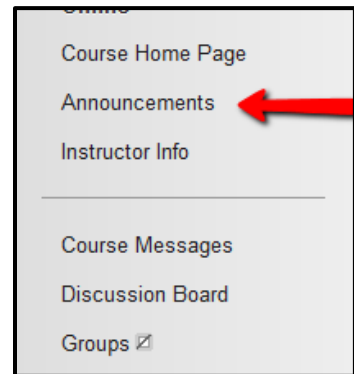


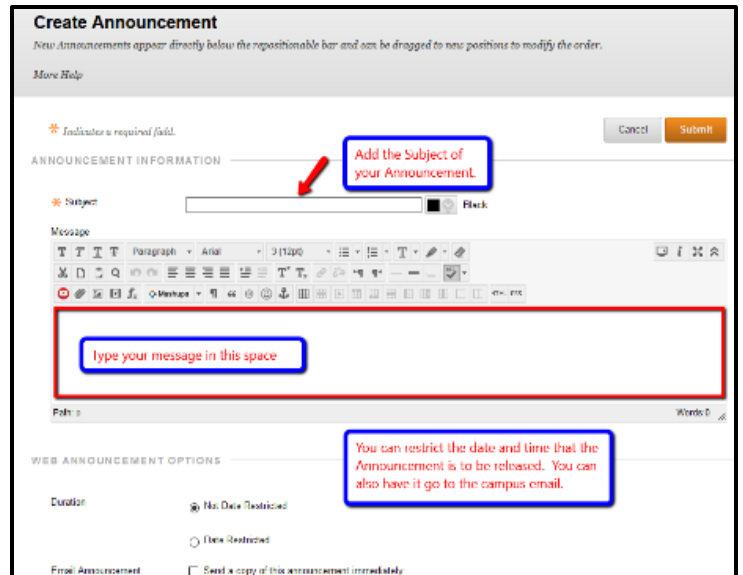
How to Create Announcements

1. In Blackboard if your class opens to the Course Home Page you will need to add Announcements by clicking on the Announcement link that can be found in the Course Menu column on the left.

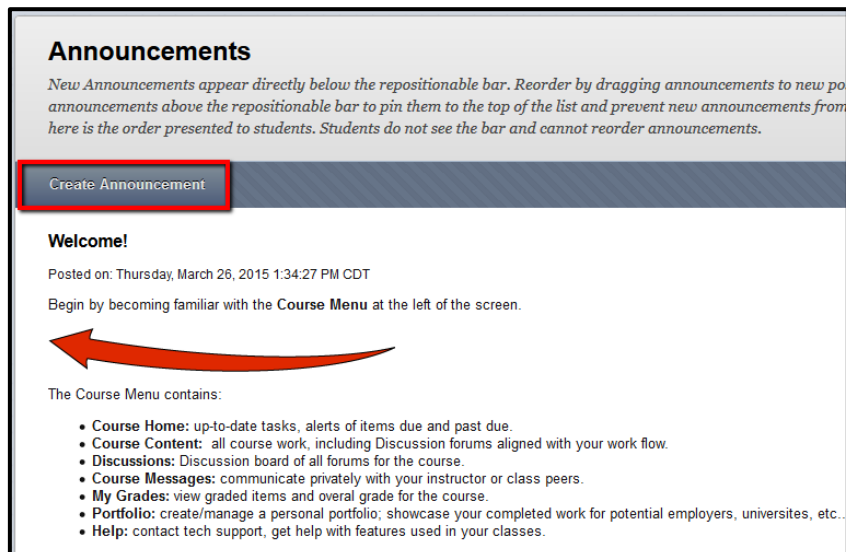


2. Once the Announcements page opens click on the button that labeled **Create Announcement**.

- Type in the subject of the Announcement.
- In the Message box type in your Announcement.
- To release the Announcement on a specific date, select Date Restricted.
- Instructors can send a copy of the announcement to each student's Campus Email.
- Click Submit.
- Go back to home page to see you your announcement looks to students.

A screenshot of the 'Create Announcement' form. The form has a title 'Create Announcement' and a subtitle 'New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.' Below the title is a 'More Help' link. The form is divided into sections: 'ANNOUNCEMENT INFORMATION' with a 'Subject' field (annotated with a red arrow and a blue box saying 'Add the Subject of your Announcement'), a 'Message' text area (annotated with a red box and a blue box saying 'Type your message in this space'), and 'WEB ANNOUNCEMENT OPTIONS' with radio buttons for 'No Date Restricted' and 'Date Restricted' (annotated with a blue box saying 'You can restrict the date and time that the Announcement is to be released. You can also have it go to the campus email.'). There are 'Cancel' and 'Submit' buttons at the top right.

3. When the instructor chooses to use the Announcements page as the landing page, what instructors need to do is click on **Create Announcement**. Then follow the directions for filling out the information regarding the Announcement. (found in step 2)

A screenshot of the Blackboard Announcements page. The title is 'Announcements' with a subtitle: 'New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions above the repositionable bar to pin them to the top of the list and prevent new announcements from here is the order presented to students. Students do not see the bar and cannot reorder announcements.' Below the title is a blue bar with a 'Create Announcement' button (annotated with a red box). The main content area starts with a 'Welcome!' message, followed by 'Posted on: Thursday, March 26, 2015 1:34:27 PM CDT' and 'Begin by becoming familiar with the Course Menu at the left of the screen.' A red arrow points to the left. Below that, it says 'The Course Menu contains:' followed by a bulleted list: 'Course Home: up-to-date tasks, alerts of items due and past due.', 'Course Content: all course work, including Discussion forums aligned with your work flow.', 'Discussions: Discussion board of all forums for the course.', 'Course Messages: communicate privately with your instructor or class peers.', 'My Grades: view graded items and overall grade for the course.', 'Portfolio: create/manage a personal portfolio; showcase your completed work for potential employers, universities, etc.', and 'Help: contact tech support, get help with features used in your classes.'