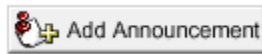


Create an Introductory Announcement

The *Announcements* page is the first page the students see when they enter a Blackboard course, so it is a key place to put time-sensitive information such as deadlines, changes, corrections, clarifications, and schedules. It is also a good practice to post an introductory welcome message to the students, and direct them to the course syllabus, and any other pertinent reading. Use the following steps to post an announcement.

- 1) Open the **Control Panel**
- 2) Click **Announcements** in the *Course Tools* section
- 3) Select the **Add Announcement** button from the *action bar*



- 4) A template will appear. Add a *subject* and a *message* in the *Announcement Information* section
- 5) Scroll down to the *Options* section. Choices in this section allow instructors to post the announcement permanently or for a specific length of time
- 6) Use the *Course Link* area to have this announcement appear in another area of the course (Optional). Example: The *Assignment* area
- 7) Scroll to the *E-mail Announcement* section to have this announcement emailed to everyone enrolled in the class (Optional)
- 8) Scroll down to the bottom of the template and click the **Submit** button

Modify/Remove an Announcement

Use the following steps to modify an announcement:

- 1) From the *Control Panel*, Click on the **Announcements** link in the *Course Tools* section
- 2) Click on the **Modify** or **Remove** button. If the text is to be modified make the applicable changes
- 3) Scroll down to the bottom of the page and click the **Submit** button

FAQ's Announcements

Q: Can I change the order my announcements appear in?

A: Yes and no. The order cannot be changed in the same way folders and other items elsewhere in Blackboard are changed. However, you can change the order by modifying an announcement. The last modified announcement will appear at the top.

Q: How can I make an announcement always show up at the top for a student?

A: You can make an announcement appear over other announcements by making the announcement permanent. To do so, Use the *Options* section to select "**Yes**" to the **Permanent Announcement** option. Your announcement will override other non-permanent announcements.

Note: *The last permanent announcement to be modified will be the top announcement.*