

Adding an Announcement

As the default item that appears when students enter the course, this is the ideal place to post time-sensitive material. The announcement area can be used to: remind students of assignment and/or test dates, post special notices about the course or changes to the course, weekly announcements, information about upcoming events (such as an Auto Show or guest speaker), or other information relevant to your course and the students.

Step 1: Click on the “**Control Panel**” button (at bottom left of screen)

Step 2: Click on **Announcements** in the *Course Tools*




Step 3: Click the **Add Announcement** button.

Announcements



Click the **Add Announcement** button.

To **modify** an Announcement click on Modify button  to the left of the announcement and **follow Steps 4 – 6 to make changes.**

Step 4: Type the announcement **Subject** and announcement **Message**.

A screenshot of the 'Announcement Information' form. The form has two main sections: 'Subject' and 'Message'. The 'Subject' field contains the text 'Welcome to CAI Online Training'. The 'Message' field contains the text 'I hope you will enjoy all the benefits of using the new Blackboard 5.5 to supplement your course.' There are two callout boxes: one pointing to the 'Subject' field with the text 'Type in a **subject** for the announcement.' and another pointing to the 'Message' field with the text 'Type in the **message** you wish to promote'.

Step 5: Click **Browse** to add a link to **another area of your course** (if needed)

Note: The browse button in announcements will not allow you to upload files

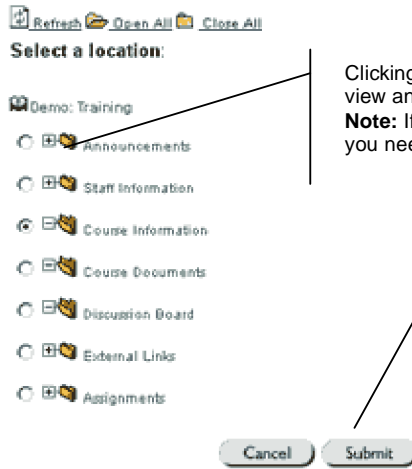
Click “**Browse**” to choose item to link to

Link location:



The browse button will open the course map at the top right of your screen.

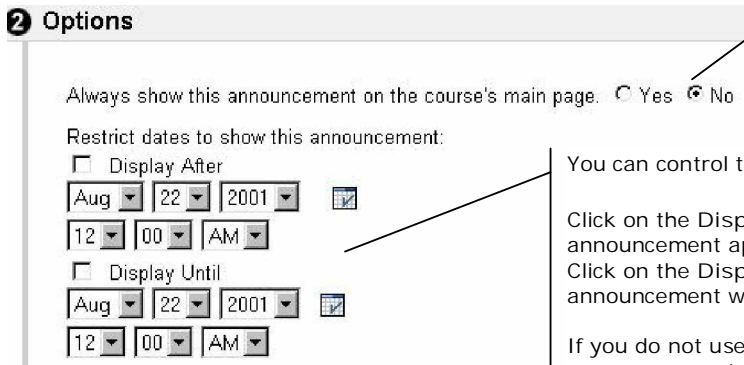
Step 6: On the **Course Map**, click on the **circle** beside the course area and click **Submit**



Clicking on the "+" beside a folder will allow you to view and choose the contents inside the folder.
Note: If you want to create a direct link to a file, you need to add t the file first.

Click on the Submit button to add the link.

Step 7: Choose the appropriate **options** for your announcement.



Select Yes and the announcement will appear on the My Institution area.
 Select No and the announcement will only appear on the Course area.

You can control the display dates of the announcements.

Click on the Display After checkbox to set the day/time the announcement appears to students
 Click on the Display Until checkbox to set the day/time the announcement will disappear for students

If you do not use this option, the default is to display the announcement immediately and display 7 days.

Step 8: Click the **Submit** button to submit the announcement to your Blackboard course.

