Blackboard allows instructors to post announcements to the course. These announcements are visible to students in a variety of places within Blackboard. They appear on the student’s Home tab, on the Home Page for each course, and within the Announcement page for the course.

**POST AN ANNOUNCEMENT**

1. Login to Blackboard.

2. Navigate to the course in which you want to post an announcement.

3. Click **Tools**.

4. Click **Announcements**.

   ![Tools](image)

   ![Announcements](image)

   Create and view Course Announcements.
5. Click **Create Announcement**.

6. *(Required)* Type in a **Subject** for your announcement. This is what will show up on the students’ Home tab and on the Home Page for the course.

7. Type in a **Message**.
8. Select the Web Announcement Options for the duration of the announcement:

2. **Web Announcement Options**

   - **Duration**
     - Not Date Restricted
     - Date Restricted

   - **Select Date Restrictions**
     - Display After: 07/05/2012 01:20 PM
     - Display Until: 07/06/2012 01:20 PM

   - **Email Announcement**
     - Send a copy of this announcement immediately

   - **Not Date Restricted** – Permanent announcement that always shows. Useful for introductory announcements to the course.

   - **Date Restricted** – Select Date and Time restrictions for the announcement. This is useful for sending out time sensitive information such as when the next assignment is due or when a test is coming up soon.

   - **Email Announcement** – This will send an e-mail to each student notifying them of the new announcement which can be viewed in blackboard.

9. *(Optional)* Click **Browse** to find an item in the course relevant to the Announcement. For instance, if you are announcing an upcoming test, you might want to link to a PDF or PowerPoint study guide within the course.

3. **Course Link**

   - Click **Browse** to choose an item.

   - **Location**

10. Click **Submit** when finished.
MODIFY EXISTING ANNOUNCEMENT

1. Login to Blackboard.

2. Navigate to the course in which you want to modify an existing announcement.

3. Click Tools.

4. Click Announcements.

5. Click the action link next to the name for the announcement.


7. Modify the announcement as needed. For instance, for a recurring announcement about upcoming quizzes, change the date and time for the next quiz.

8. Click Submit when finished.