Blackboard Announcement Tool

Creating an Announcement

Access Blackboard at www.blackboard.ttu.edu and open your course.

1. If needed, add the Announcement Tool to the Course Menu.
   a. Hover over the “+” at the top-left side of your Course Menu.
   b. Choose Tool Link and type the title in the first field.
   c. From the drop-down box, select the Announcement Tool.
   d. Check the checkbox to make the tool available to users.
   e. Click Submit.

2. Click on the menu link to open the Announcement Tool.

3. To create a new announcement, click the Create Announcement button.
   a. Type a Subject line and Announcement Message.
   b. Select Date Restricted if you would like the announcement to have a start and/or ending date.
c. Note the option to Email Announcement. Checking this option will immediately send an email to the student’s primary email address as well as post the announcement in the Announcement Tool.

d. The Course Link option is an optional feature that allows you to create a shortcut to an existing course item such as a test or discussion board.

4. Click Submit to post the announcement in your Blackboard course.