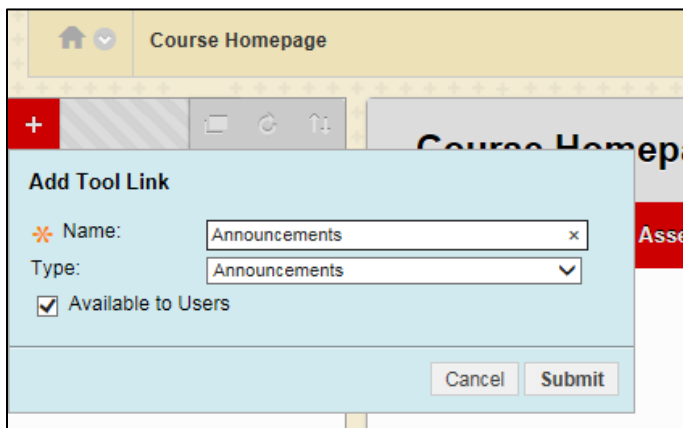


Blackboard Announcement Tool

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.

1. Announcement Information

✱ Subject: Announcement Title [Color: Black]

Message

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, HTML, CSS.

Announcement Text here...

Path: p Words: 3

2. Web Announcement Options

Duration: Not Date Restricted Date Restricted

Email Announcement: Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

3. Course Link

Click **Browse** to choose an item.

Location: []

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