How do I create an announcement in my course?

How to Add the Announcement Tool to the Course Menu:

1. Hover over the “+” at the top-left of the Course Menu.
2. Click the Tool Link and type the title in the first field.
3. From the drop-down box, select the Announcement Tool.
4. Check the checkbox to make the tool available to users.
5. Click Submit.

Steps to Create a new announcement:

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

3. Click **Submit** to post the announcement in your Blackboard course. (See next page for screenshot of Announcement screen.)