



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**.

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Steps to Create a new announcement:

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

Ann	ouncements	
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Create	Announcement	100





- 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.)

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