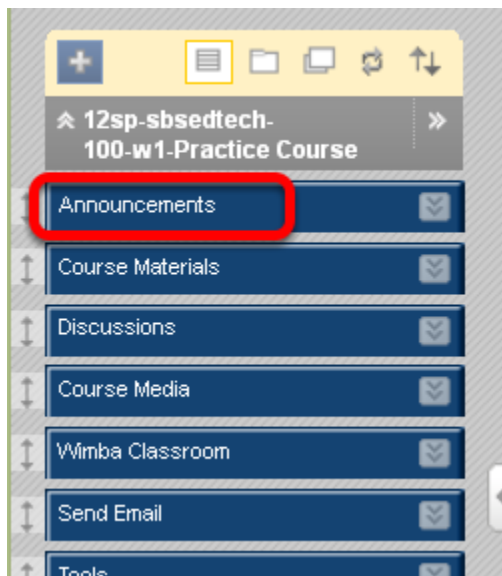


Adding an Announcement

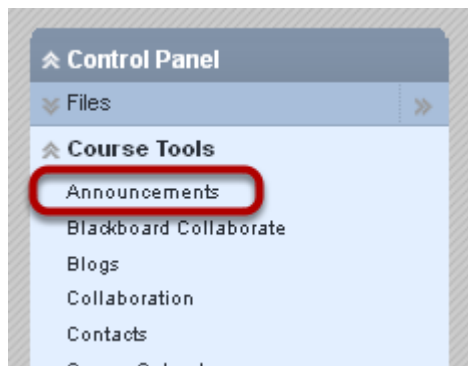
This lesson will show you how to add an announcement to your course

1. Select Announcements from the course menu

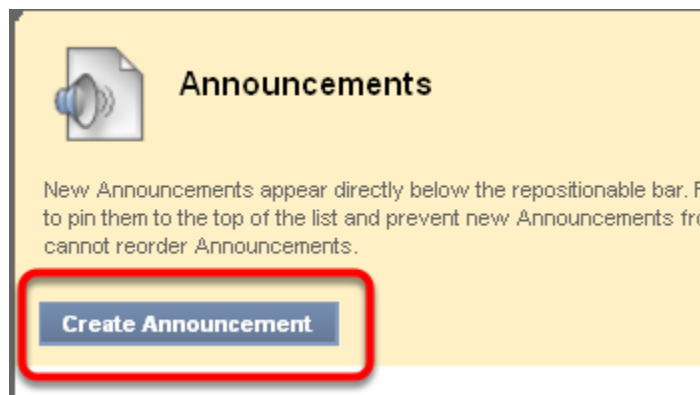


Make sure your Edit mode button is On.

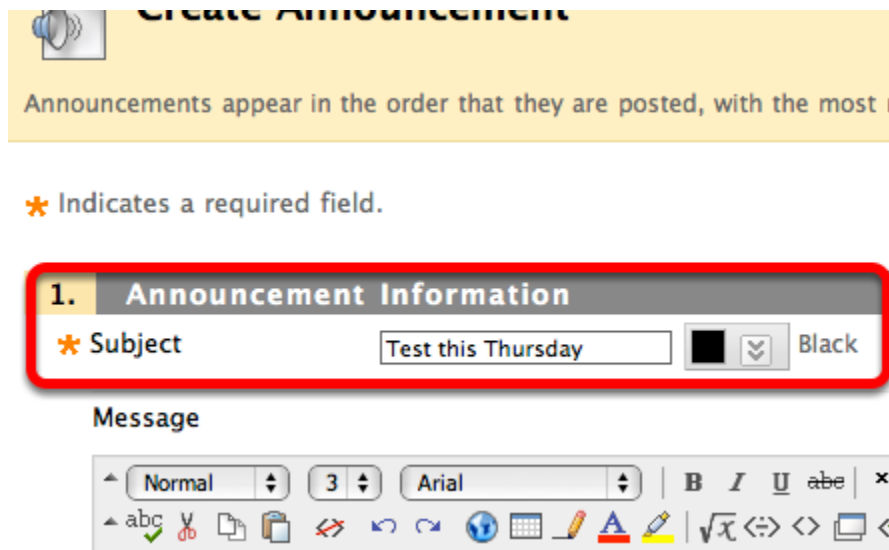
2. Alternatively, go to the Control Panel, select Course Tools, then click Announcements



3. Click Create Announcement



4. Give the announcement a title in the Subject line



Create Announcement

Announcements appear in the order that they are posted, with the most recent first.

* Indicates a required field.

1. Announcement Information

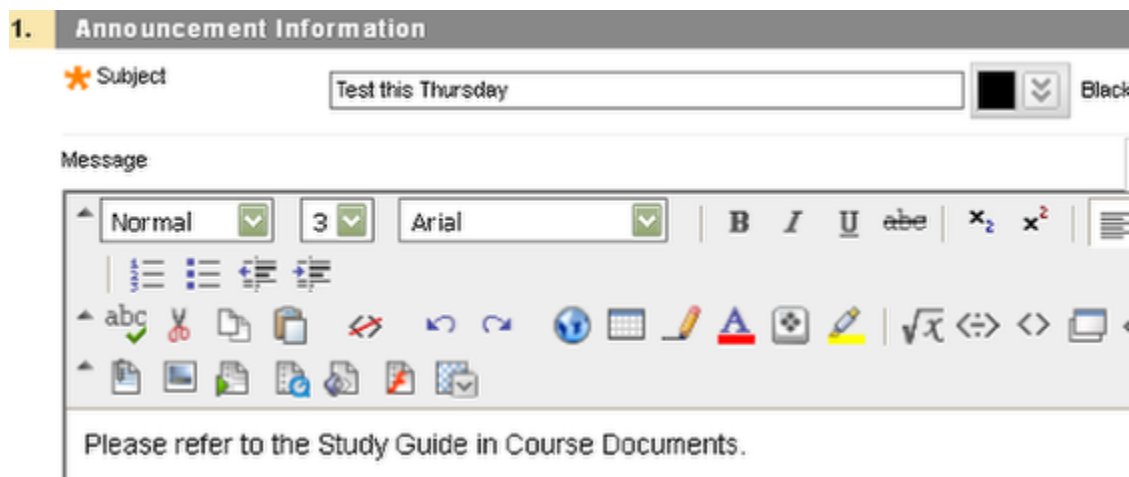
* Subject

Message

Normal 3 Arial B I U abc x₂ x²

abc ✓ ✂ 📄 📁 ↶ ↷ 🌐 📅 🖋️ 🎨 √x < > 📎

5. Add the text of your announcement in the Message box



1. Announcement Information

* Subject

Message

Normal 3 Arial B I U abc x₂ x²

abc ✓ ✂ 📄 📁 ↶ ↷ 🌐 📅 🖋️ 🎨 √x < > 📎

Please refer to the Study Guide in Course Documents.

6. Optional: Choose Duration, Date Restrictions and Email Notification



2. Web Announcement Options

1 Duration

☐ Not Date Restricted

☒ Date Restricted

2 Select Date Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

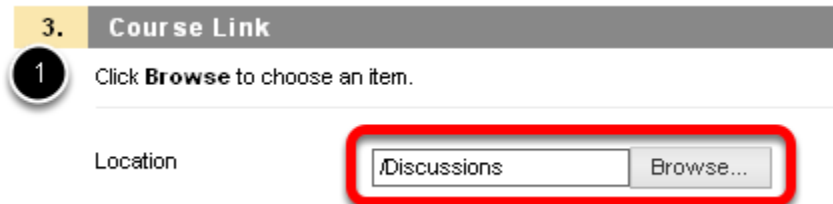
3 Email Announcement

☒ Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

1. By default, **Date Restricted** is selected. If no dates are filled in **Select Date Restrictions**, your announcement will appear immediately. To make your announcement Permanent, choose the Permanent radio button.
2. Fill in appropriate dates in **Select Date Restrictions** ONLY IF you would like to restrict the dates that the announcement is available to students.
3. You can choose to send a copy of the announcement to students **immediately** by checking this box. Otherwise students will still be notified via email, but just not right away.

7. Optional: Click Browse to link to a specific section of your course

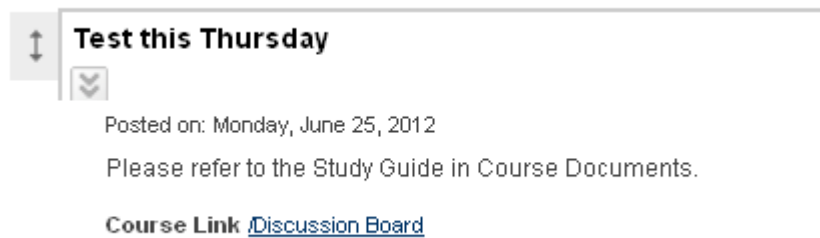


3. Course Link

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

Location

8. Your announcement has been created and will be listed first



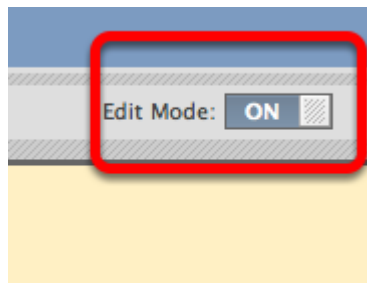
↑↓ Test this Thursday
▼

Posted on: Monday, June 25, 2012

Please refer to the Study Guide in Course Documents.

Course Link [/Discussion Board](#)

Optional: Switch Edit Mode to OFF to see the student view



Edit Mode: ☒ ON

View the student view of your announcement



Announcements

Test this Thursday

Please see the study guide in the Course Documents section, and the Extra Credit assignment

Course Link [/Course Documents](#)

Group Work Due Friday

Please review the group work for Friday.

Welcome to the course!

The syllabus has been posted. Please review and order the texts.

Turn Edit Mode back to ON to continue working in Blackboard.