Course Announcements Best Practice Tips
Always have a welcome announcement for your course shell. A welcome announcement should contain the following information:

- **Subject line:** Use a friendly welcoming title that contains the course name.
- **Message text ideas:**
  - Welcome the students to the course.
  - Introduce yourself to your students.
  - Let them know when the first day of class will be.
  - Let students know where important class related information is located in your course shell.
  - Direct students on what they should do first to get started with your course.

- Take advantage of Blackboard’s ability to schedule your announcements to post automatically based on time and date.
  - **Example:** At the beginning of the quarter, go ahead and type up separate reminder announcements for your each of your exams. Use the options area to set up times and dates for each announcement to appear later in the quarter.
Add a Course Announcement

Use the steps below to post an announcement in a Blackboard course.

1. Enter the course to post an announcement and make sure the edit mode is set to on.

   ![Edit Mode: ON](image)

2. Click the Create Announcement button.

   ![Create Announcement](image)

   **NOTE:** If the Create Announcement button is not visible, then click on the Announcements menu button.

3. Type in the subject of the announcement in the Subject text area.

4. Type a message in the Message text area.

5. To post the announcement for immediate viewing select the Not Date Restricted radio button.

   ![Not Date Restricted](image)

   - Otherwise -
   
   To display the announcement after or until a certain date and time, select the Date Restricted radio button and use the date restrictions area to set the dates and times.

   **NOTE:** It is not necessary to use the date restriction tool unless you have a specific date and time that is needs to be addressed.

6. To send an email notification of the announcement to all students by selecting Override User Notification Settings.

7. To provide a link to a specific area the course that goes along with the announcement use the Course Link tool.
Click the Browse button, then navigate the course map and click on the location to access the course area from the announcement.

8. Click the Submit button to post the announcement.

Edit/Modify a Course Announcement

1. Enter the course to edit/modify a course announcement and make sure the edit mode is set to on.

2. If the default view is not the Announcements page, click on the Announcements menu button.

3. Locate the announcement to make the changes and click on the announcement’s contextual menu button...

4. Then select Edit

5. Make necessary edits to the selected announcement.

6. Click the Submit button to update announcement.

NOTE: Emails are not resent to students whenever announcements are changed by using edit.
Delete a Course Announcement

1. Enter the to delete a course announcement and make sure the edit mode is set to on.

![Edit Mode: ON]

2. If the default page view is not the Announcements page, click on the Announcements menu button.

3. Locate the announcement to delete it and click on the announcement’s contextual menu button...

![Welcome to ITIB100]

Then select Delete

![Welcome to ITIB100]

4. When prompted click the OK button.

How to Reorder Announcements

Reordering announcements is simple as a drag-and-drop.

In this example we are going to move Announcement 2 below Announcement 1 pictured below.

![Announcement 2]

1. Enter the course to reorder an announcement and make sure the edit mode is set to on.

![Edit Mode: ON]

2. Click on the Announcements menu button.
3. Locate the announcement to reorder it and hover the mouse over the *Move tool* area. Your mouse becomes a crosshair.

![Move Tool Area](image)

Now the mouse is hovering over the *Move Tool* area.

4. While holding the mouse over the *Move Tool* area, left-click and hold the mouse button down.

5. *(Drag)* - While holding the left-mouse button down, drag the announcement to its new place.

6. *(Drop)* - When the dotted line box appears in the announcements new area location let go of the mouse button. The announcements is in its new location.
How to make announcements “stay” on the main page

Blackboard does allow you to set an announcement so that it will be always visible to students on the main part of the announcements area.

**NOTE:** This tool does have some issues. Please try to use the instructions as outlined below to keep from running into problems with this function of Blackboard.

1. Enter the course to make an announcement permanently locked and make sure the edit mode is set to on.

   ![Edit Mode: ON]

2. Locate the announcement to lock in place and move it to just below the gray line labeled *New announcements appear below this line*.

   **Example: Make Announcement 3 as a permanently visible announcement.**

   **Before moving Announcement 3:**

   ![Before moving Announcement 3]

   **After moving Announcement 3:**

   ![After moving Announcement 3]

3. Move the gray bar labeled *New announcements appear below this line* below the announcement you just moved below the line in the previous step.

   ![Move gray bar]

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Center for Teaching and Learning Innovation | Instructional Technologies Institute
Columbus State Community College