

ITIBB-0100-WEB: INTRODUCTION TO BLACKBOARD UNIT 4: THE ANNOUNCEMENTS TOOL

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UNIT 5 – BLACKBOARD’S COURSE ANNOUNCEMENT TOOL

UNIT INTRODUCTION

The goal of this unit is to provide foundational information on how to properly use Blackboard’s course Announcement tool. The Announcement tool allows faculty to quickly update students about course related happenings.

UNIT OBJECTIVES

Upon completion of this unit you will be able to:

- Locate the course announcements tool area.
- Explain the purpose of the announcements tool.
- Add, edit, delete, and reorder course announcements.
- Explain why it’s important to have a course welcome announcement, and list key information that should be included in a course welcome announcement.

WHAT IS THE ANNOUNCEMENTS TOOL?

The Announcement Tool is a feature located in all CSCC Blackboard courses that allows instructors the ability to quickly update students with course related information. Instructors have the ability to post, edit, and delete course announcements.

Here are some examples of what instructors use the Announcements tool for:

- Update students to changes made to the course syllabus/calendar/etc.
- Remind students when homework/assignments are due.
- Reminds students of an upcoming test, midterm, or final.
- Update students on any corrections/changes to course materials that may rise during the duration of a course.
- Remind students of school closings.

Blackboard's Announcements tool also allows instructors the ability to send an email copy of course announcements to students in their course. Having the ability to send course announcements to students via email helps keep students informed that may have not logged into Blackboard on a given day.

NOTES: _____

PART I – BLACKBOARD ANNOUNCEMENT 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 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.

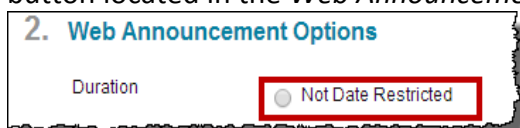
- **Example:** At the beginning of the quarter, go ahead and type up separate reminder announcements for each of your exams. Use the options area to set up times and dates for each announcement to appear later in the quarter.

NOTES: _____

PART II – HOW TO POST A NEW 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**.
2. **Click** on the course's **Announcements** menu button.
3. **Click** the **Create Announcement** button.
4. Type in the subject of the announcement in the **Subject** text area.
5. Type a message in the **Message** text area.
6. To post the announcement for immediate viewing select the **Not Date Restricted** radio button located in the *Web Announcements Options* area.



- 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 needs to be addressed.

Date Restricted

Select Date Restrictions

Display After 01/23/2011 02:13 PM

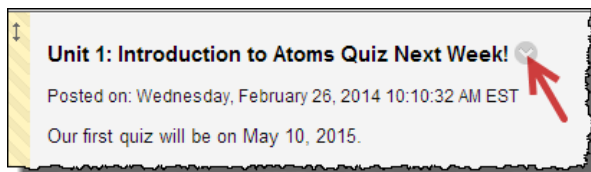
Display Until 01/24/2011 02:13 PM

7. Select **Send a copy of this announcement immediately** check box to send an email of the announcement to all students in the course.
8. To provide a link to a specific area of 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.
9. **Click** the **Submit** button to post the announcement.

PART III - HOW TO MANAGE COURSE ANNOUNCEMENTS

EDIT/MODIFY A COURSE ANNOUNCEMENT

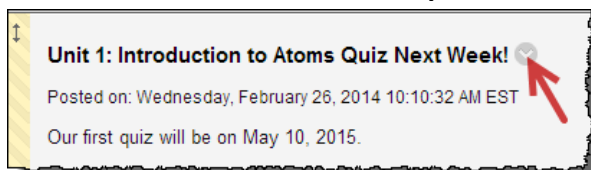
1. Enter the course to edit/modify a course announcement and make sure the **Edit Mode** is set to **ON**.
2. If the default view is not the Announcements page, click on the Announcements menu button.
3. Hover mouse pointer over the announcement, and then **click** on the announcement's **contextual drop-down menu button and select Edit**.



4. Make necessary edits to the selected announcement.
5. **Click** the **Submit** button to update announcement.

DELETE A COURSE ANNOUNCEMENT


1. Make sure the **Edit Mode** is set to **ON**.
2. If the default page view is not the Announcements page, click on the Announcements menu button.
3. Hover mouse pointer over the announcement, and then **click** on the announcement's **contextual drop-down menu button and select Delete**.

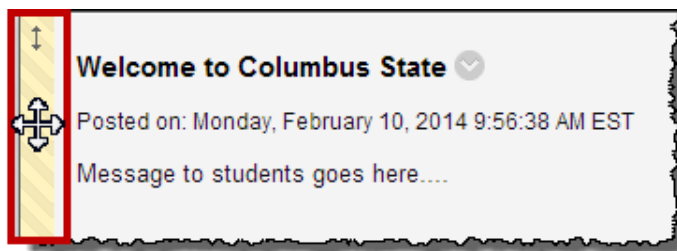


4. When prompted **click** the **OK** button.

HOW TO REORDER ANNOUNCEMENTS

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

1. Enter the course to reorder an announcement and make sure the **Edit Mode** is set to **ON**.
2. **Click** on the course **Announcements** menu button.
3. Locate the announcement to reorder, and hover the mouse pointer over the announcement and the *Move tool* area (highlighted below). Your mouse becomes a  crosshair.

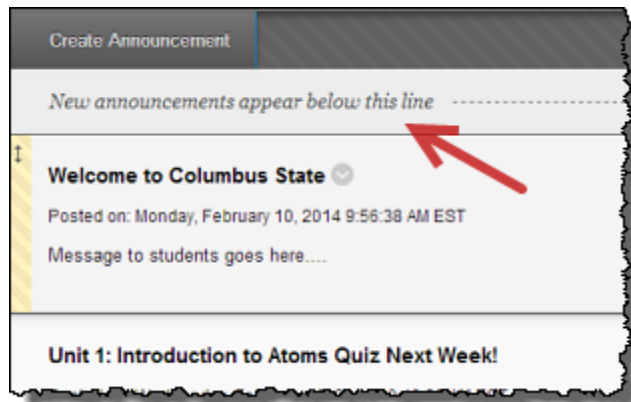


4. While holding the mouse over the *Move Tool* area, left-click and hold the mouse button down.
 - a. (Drag) - While holding the left-mouse button down, drag the announcement to its new place.
 - b. (Drop) - When the dotted line box appears in the announcements new area location let go of the mouse 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 always be visible to students on the top part of the announcements area.

1. Enter the course to make an announcement permanently locked and make sure the **Edit Mode** is set to **ON**.
2. Simply drag-and-drop the desired announcement to stay on the main page above the bar labeled “*New announcements appear below this line.....*” as pointed out in the picture below.



HANDS-ON PRACTICE:

LESSON SUMMARY

- The Announcement Tool is a feature located in all CSCC Blackboard courses that allows instructors the ability to quickly update students with course related information.
- Examples of how instructors use Announcements:
 - Update students to changes made to the course syllabus/calendar/etc.
 - Remind students when homework/assignments are due.
 - Reminds students of an upcoming test, midterm, or final.
 - Update students on any corrections/changes to course materials that may rise during the duration of a course.
 - Remind students of school closings.
- 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 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.
- Blackboard is not able to send announcement emails that have the date restriction option applied.
- If you run into any questions or are having problems getting your total columns setup, please contact the Faculty Assistance Center at 614-287-5991.