## HOW TO ADD (POST) 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**.

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.
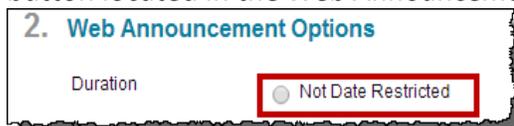
- Otherwise -

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.

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.