



Blackboard Quick Reference Guide 8.0

Add/Modify/Remove/View an Announcement



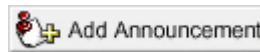
Announcements help “keep students in the loop” about class and class events. You can use the announcements area to provide students with information regarding assignments, due dates, changes to the syllabus, exam schedules, or other timely information. You can also use this area initially to welcome students and set the tone for the course. You have the option to send an email with the contents of the announcement to all students in the course.

Add an Announcement

When adding an announcement, you have the option of making it display permanently or for a specific period of time. Permanent announcements will always display at the top of the announcements page. All non-permanent announcements will display with the newest announcements near the top of the page.

Step 1: From the *Control Panel*, click on **Announcements**.

Step 2: Click the **Add Announcement** button.



Step 3: Under the *Announcement Information* area, type the subject for the message (required) in the Subject field and the announcement in the Message field.

Announcement Information

Subject

Message

Normal 3 Times New Roman B I U S x₂ x² | [List Icons] | [Image Icons]

Path: [body](#)

Step 4: Under the *Options* area, set the following options:

- Select to make the announcement permanent or not.
- Click the check boxes and use the drop-down menus to select dates from the *Display After* and *Display Until* options if you want to restrict the dates the announcement displays.

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After

May 04 2006 11 15 AM

Display Until

May 05 2006 11 15 AM

If creating an announcement that appears ALL of the time, click the "Yes" radio button.

These dates help you control when your announcements appear on the page.

Step 5: Under the *Course Link* area, you can link to previously created areas of the course.

- At the *Location* field, click on the **Browse** button to navigate through the course map and find the content you want to link to in the announcement.

Step 6: Under the *Email Announcement* area, you can click the checkbox to "Email this announcement to all course users."

Step 7: Click **Submit** to create the announcement.

Step 8: Click **OK** twice.

Modify an Announcement

At some point you may need to make a change to an announcement that has already been posted. For example, you may want to change the dates for the announcement, correct a typo, or add or delete information.

Step 1: From the *Control Panel*, click on **Announcements**.

Step 2: Locate the announcement you wish to modify, and click on the associated **Modify** button.

Step 3: Make necessary changes to the *Announcement Information*, *Options*, *Course Link*, and *Email Announcement* areas.

Step 4: Click the **Submit** button.

Step 5: Click **OK** twice.


Remove an Announcement

Once an announcement has expired, you may wish to remove it entirely from the announcements page. This will help you more easily manage current announcements. However, once an announcement is removed, it cannot be retrieved and must be re-created.

- Step 1:** From the *Control Panel*, click on **Announcements**.
- Step 2:** Locate the announcement you wish to remove, and click on the associated **Remove** button.
- Step 3:** Click **OK** to remove the announcement or **Cancel** to keep the announcement.
- Step 4:** Click **OK**.

View an Announcement

Both Instructors and Students have the option of viewing announcements a few different ways. When the announcement page is accessed, 4 tabs display at the top of the page. You can view announcements for the last seven days (default), the current date only, the last thirty days or view all.

- Step 1:** From the *Control Panel*, click on **Announcements**.
- OR From the *Course Menu*, click on **Announcements**.
-  For Maricopa, the announcements page displays by default when entering a course.
- Step 2:** Select a tab to view the desired list of announcements.

