



# Announcements

Blackboard  
Version 9.1

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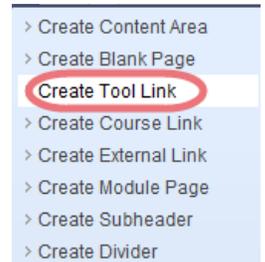
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## Adding Announcements in Navigation

1. To add announcements to your side navigation, choose  and then **Create Tool** link.
2. Choose **Announcements** from the drop down menu and type in a name, most likely Announcements
3. Make sure to choose the check box, **Available to Users**.



## Create an Announcement

1. To create an announcement, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
2. Click on Course Tools in the Control Panel (the lower left of your page) and select **Announcements** from the Course Tools menu.
3. Once in the Announcements page, select the **Create Announcement** button and the Create Announcement page will pop up.
4. The Subject of the announcement will appear as the title.
5. To enter the Message of the announcement, you can either type directly or copy/paste text that you have already created.
6. You can make this a Permanent Announcement, in which it is automatically displayed and has no end date, or you can choose to Display after a certain date and Display until a certain date.
7. Next, to email this announcement to all users in your course, even those who have selected not to receive announcement notifications through email, check the Override User Notification Settings box.
8. If you wish, you can add a course link to the announcement by selecting browse and locating the content you want to link to. If this content is not available to be viewed by the students, it will not show in the announcement.
9. Select **Submit** to finish.

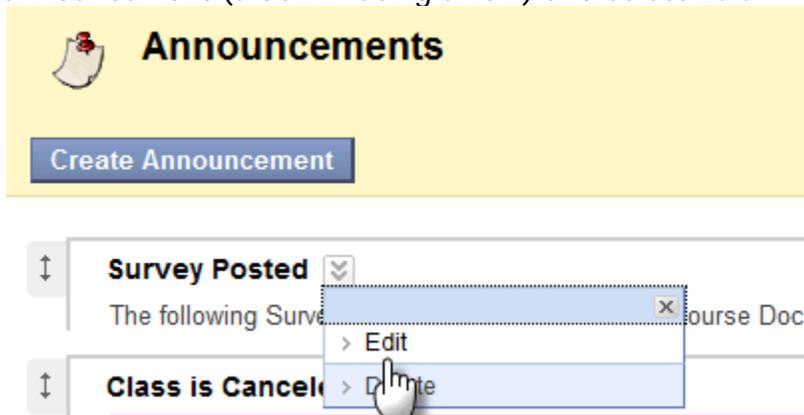


## View an Announcement

1. You can view announcements for all of your courses (both that you are teaching and that you are enrolled in) by selecting Announcements in the Tools module on your My Bb page.
2. You can show all announcements, or only Institution, Course or Organization announcements by selecting what you wish to view in the drop down menu in the upper right-hand part of the Announcements page and selecting **Go**.
3. You can also view announcements by going into the Institution, Course or Organization you would like to work in and clicking on Course Tools in the Control Panel (the lower left of your page) and selecting **Announcements** from the Course Tools Menu.

## Edit an Announcement

1. To edit an announcement, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
2. Next, click on Course Tools in the Control Panel (the lower left of your page) and select **Announcements** from the Course Tools menu.
3. Once in the Announcements page, browse to find the announcement that you would like to modify, click on the Action Link menu next to the title of the announcement (a down-facing arrow) and select **Edit**.

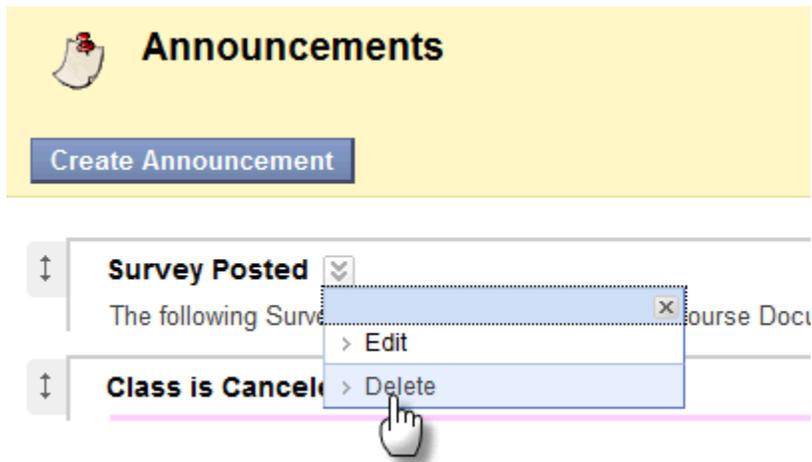


4. The Subject of the announcement will appear as the title and can be changed, if needed.
5. To modify the Message of the announcement, you can either type directly or copy/paste text that you have already created.
6. You can make this a Permanent Announcement, in which it is automatically displayed and has no end date, or you can choose to Display after a certain date and Display until a certain date.

7. Next, to email this announcement to all users in your course, even those who have selected not to receive announcement notifications through email, check the Override User Notification Settings box.
8. If you wish, you can add a course link to the announcement by selecting browse and locating the content you want to link to.
9. If this content is not available to be viewed by the students, it will not show in the announcement.
10. After changing what you wish in the announcement, select **Submit** to finish.

## Delete an Announcement

1. To delete an announcement, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
2. Next, click on Course Tools in the Control Panel (the lower left of your page) and select **Announcements** from the Course Tools menu.
3. Once in the Announcements page, browse to find the announcement that you would like to remove, click on the Action Link menu next to the title of the announcement (a down-facing arrow) and select **Delete**.



4. A window will pop up asking you to confirm your choice: *The action is final and cannot be undone. Delete this item?* Select **OK** to delete the announcement.