

Blackboard Tips:

Create and Send an Announcement

Within Blackboard (<http://blackboard.uscupstate.edu>), instructors can send students updates by making Announcements and sending them immediately to students as emails. The Announcements page keeps a record of all past announcements if students need to refer back to them for details or links.

Purpose and Applications

You can use Announcements to:

- Provide updates or information that would not otherwise fit into another section of the course.
- Alert students to information, activities, deadlines, or content posted elsewhere in the course.

How to Add and Send an Announcement

- Navigate to **Announcements** under the Blackboard **Course Tools** in the **Control Panel**. (See Blackboard Tip: Create an Announcements Menu Item to create a direct link in your course menu).

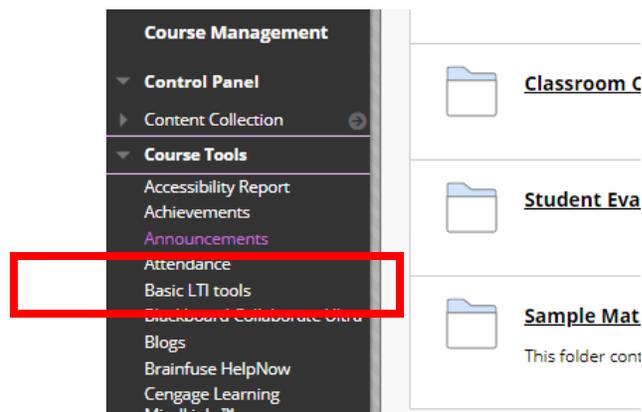
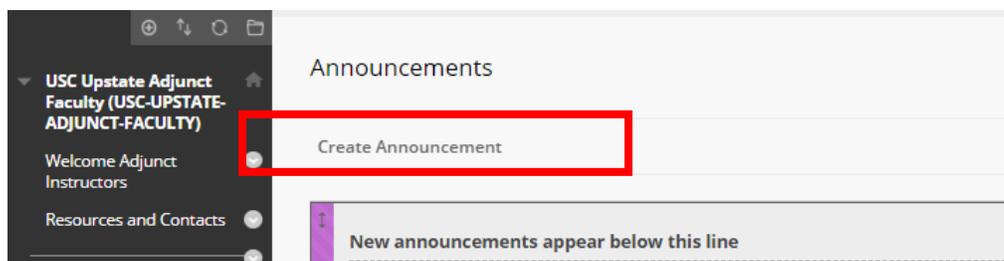


Figure 1 Control Panel Menu
Figure 2 Announcements Page in Blackboard

- Click **Create Announcement** at the top of the Announcements page. Be sure Edit Mode is ON in the upper-right corner.



For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- Under **Announcement Information**, add a Subject for your announcement and type your message. Under **Course Link**, click **Browse** to add a link to a location within your course, such as a page within a Content Area, a test, a discussion board, My Grades, or other relevant resource.
- Check “Send a copy of this announcement immediately” to email a copy of your announcement directly to students. Then click **Submit**.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

COURSE LINK

Click **Browse** to choose an item.

Location

Quick Tips for Use

- Add a Course Menu Item to make a direct link to Announcements in your course (See [Blackboard Tip: Create an Announcements Course Menu Item](#)).
- Set your Announcements as the Course Entry Page, so it is the first thing students see (See [Blackboard Tip: Set Announcements as Your Course Entry Page](#))
- Use Date Restricted options to schedule announcements in advance. Note: any emails will go out immediately.

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