Creating Announcements in Blackboard

1. Log into Blackboard.

2. Select a course.

3. Select **Control Panel**.

4. Select **Announcements**

5. Select **Add Announcement**

6. Type the **Subject** and **Body** of the announcement.

7. Under **Options**, select whether you want the announcement to be permanent or to display chronologically. You can also add date restrictions, having the announcement appear for a specified length of time or after a certain date.
8. If applicable, select a course link. The course link will display within the announcement and go to the appropriate section of the course as specified by the instructor. If you choose to select a course link, a text version of the course map will display. Select the area of the course you want to link to.

9. Select **Submit**.

10. Select **OK**.

11. Select **OK** again.

12. The announcement has been added.