Add and Modify Announcements

Announcements are used to inform students of important information and events related to the course. The instructor can add, edit, and delete announcements from the Announcements page. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Create an Announcement:

1. Turn on the Edit Mode
2. Click Announcements in Course Tools area of the Control Panel or click Announcements Button in your course menu bar.
3. Click Create Announcement to add a new Announcement.
4. Provide a Subject and Message text. Note: To copy texts from Microsoft Word and paste into the text box under the Message box, be sure to choose Paste from Word from the Add Mashup tool on the Text Editor menu and use CTRL+V (CMD+V) on your keyboard to paste the text into the window. This will help to prevent copying of the hidden HTML codes from Microsoft Word into the message/text box in Blackboard which causes text formatting problems.

5. Set the Duration. Select Not Date Restricted to keep the announcement visible until it is manually removed. Or select Date Restricted to limit the announcement's visibility by date and time. If the announcement is Date Restricted, select the Display After and/or Display Until check boxes and type the dates and times. Alternatively, use the pop-up Date Selection Calendar and the pop-up Time Selection Menu to select dates and times.
6. Select the Send a copy of this announcement immediately check box to send students an email containing the announcement. The email will be sent to all students, even...
those who choose not to receive announcement notifications through email. This can be useful for very important or urgent announcements.

7. Optionally, you may link to a course area, tool, or item using the Browse button to include the link in the announcement content.

8. Click Submit. **Note: Announcements** appear below the movable bar in the order posted with the most recent announcement appearing first. However, it is possible to pin an announcement to the top of the list. To do this, drag it above the movable bar reading, "New announcements appear below this line". This will keep the announcement at the top of the list and prevent new announcements from superseding it.

**Modify and Delete an Existing Announcement:**

1. Turn on the **Edit Mode**
2. On the **Announcement** page, click the double-down arrow next to the existing announcement and select **Edit/Delete**.
Welcome to Blackboard 8

Welcome to Blackboard 8 to help faculty and staff become familiar with Blackboard Learn introducing faculty and staff to the new and improved features of Active Grade Center (formerly the Gradebook).

Options:
- Edit
- Delete