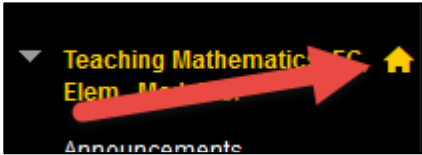


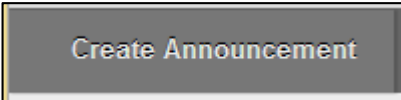
# Sending an Announcement

Blackboard’s Announcements tool allows faculty to communicate changes, new content or other messages on the front page of their Blackboard course. Students will see an announcement when first entering Blackboard or clicking into their course. Faculty also have the option to send an announcement to the student’s AIC email account. This document outlines the steps for posting an announcement in Blackboard.

1. Enter the course where you would like to post an announcement. The first page of your course is the Announcements page. If you are in your course and would like to return to the Announcements page, click on the yellow house icon at the top of the course menu.



2. Click on **Create Announcement** in the upper left corner of the page.



3. Enter a **Subject** and message. Set any date and time restrictions and, if desired, check the box to send a copy immediately through email. Click **Submit** when done.

*\* Indicates a required field.* Cancel

**1. Announcement Information**

\* Subject  Black

Message

Enter body text here. You can also add images or links to your message.

Path: p Words:14

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**2. Web Announcement Options**

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

Send a copy of this announcement immediately  
Students are still notified of this announcement even if this option is not selected

If you select "Date Restricted," you must enter dates here.