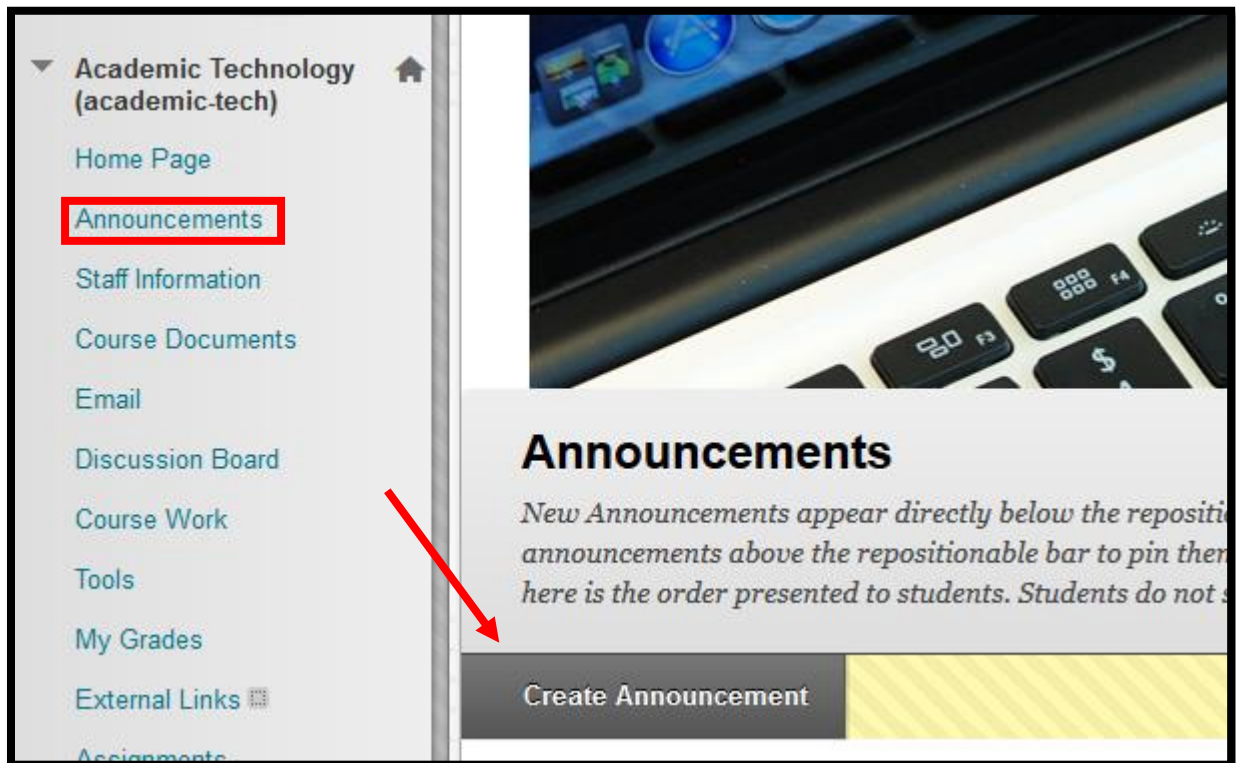


TUTORIAL

COURSE ANNOUNCEMENTS

Use announcements to post timely information critical to course success. Add, edit, and delete announcements from the Announcements page.

1. In the course shell menu on the left side, click Announcements.



2. Click the Create Announcement button

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3. In the Subject box, type a subject for your message.

The screenshot displays the 'ANNOUNCEMENT INFORMATION' section of a web application. It features a 'Subject' field containing 'Test Reminder' and a 'Message' field containing 'You have a test tomorrow'. A rich text editor toolbar is visible above the message field. Below the message field, the 'WEB ANNOUNCEMENT OPTIONS' section includes radio buttons for 'Duration' (Not Date Restricted and Date Restricted), checkboxes for 'Select Date Restrictions' (Display After and Display Until), and a checkbox for 'Email Announcement' (Send a copy of this announcement immediately). The interface also shows a 'Path' field with 'p' and a 'Words:5' counter.

4. In the Message box, type the body of your message.
5. Set the display options for the announcement. If you enter date restrictions for your announcement, the announcement will only be displayed during the dates and times listed.

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6. If the announcement contains information about a specific section of your Blackboard course site, you may use the Course Link to include the link to that content are of your course.

COURSE LINK [Close]

Click **Browse** to choose an item.

Location **Browse...**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel **Submit**

7. Click the Submit button to create the announcement.