

INTRODUCTION

The Announcements page is usually the first screen students see after accessing your course. For this reason, it is the perfect place to communicate timely information to the entire class such as upcoming assignments, due dates, review sessions, etc. These announcements will also appear on the "My Institution" page of all registered students.

HELPFUL HINTS:

You may want to inform students of upcoming assignments by posting announcements. Be sure to indicate the section in which the assignment is posted, as well as any time limits.

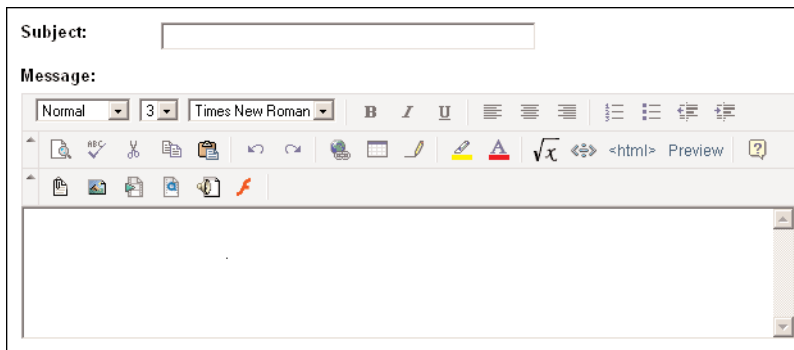
ADD AN ANNOUNCEMENT

1. In the section of the Control Panel titled "*Course Tools*", click on *Announcements*.

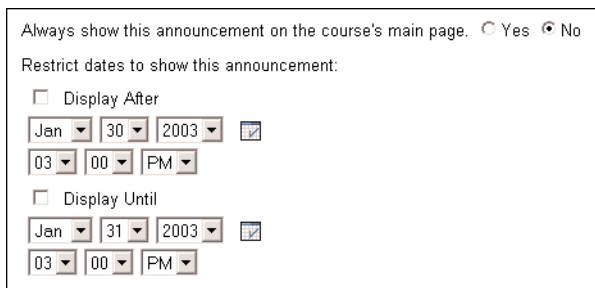


2. Click the *Add Announcement* button. 

3. Enter a subject for the announcement and the text for the message. **Note:** If you are using Blackboard on a Mac, you will see a less robust version of the text editor you see below. For an explanation of the Mac text editor please see page 14, Course Items.

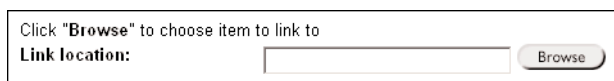
A screenshot of the announcement form. It features a 'Subject:' label followed by a text input field. Below it is a 'Message:' label followed by a rich text editor. The text editor has a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, etc.), text color, background color, and a 'Preview' button. The text area is currently empty.

4. Choose if you would like this announcement to display permanently on the Announcements page so students will always see it. You can also choose between which dates and times you want the announcement available.

A screenshot of the options section of the announcement form. It contains the following elements:

- A checkbox labeled 'Always show this announcement on the course's main page.' with 'Yes' and 'No' radio buttons. 'No' is selected.
- A section titled 'Restrict dates to show this announcement:' with two sub-sections:
 - 'Display After' with a checkbox. Below it are date pickers for month (Jan), day (30), and year (2003), and time pickers for hour (03) and minute (00), with a 'PM' dropdown.
 - 'Display Until' with a checkbox. Below it are date pickers for month (Jan), day (31), and year (2003), and time pickers for hour (03) and minute (00), with a 'PM' dropdown.

5. Click the *Browse* button to attach a file to the announcement.

A screenshot of the file attachment section. It shows a text input field labeled 'Link location:' and a 'Browse' button to its right.

6. Click the *Submit* button to save your changes. 