

Directions

You can create Announcements from any location in Blackboard 8 while in the **Build Tab** or the **Teach Tab**.

1. To create an announcement click on the **Announcements Link** on the left hand side of the page.

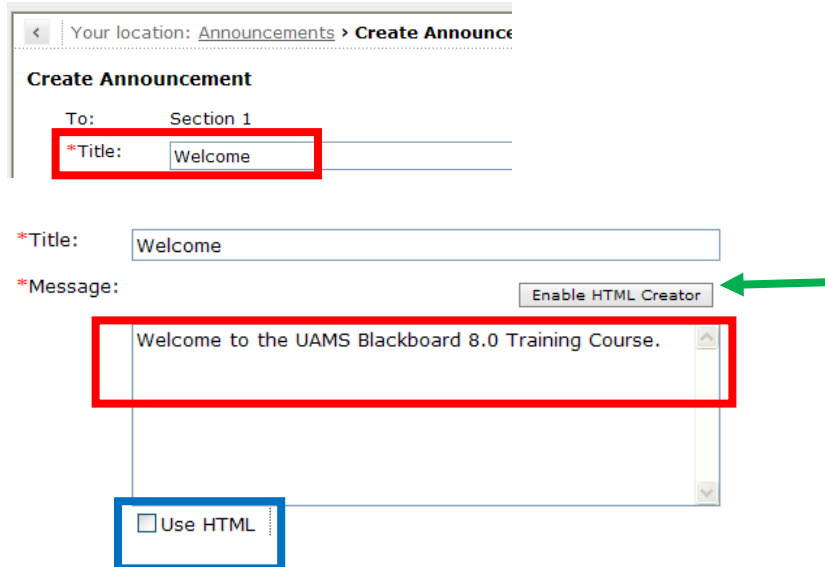
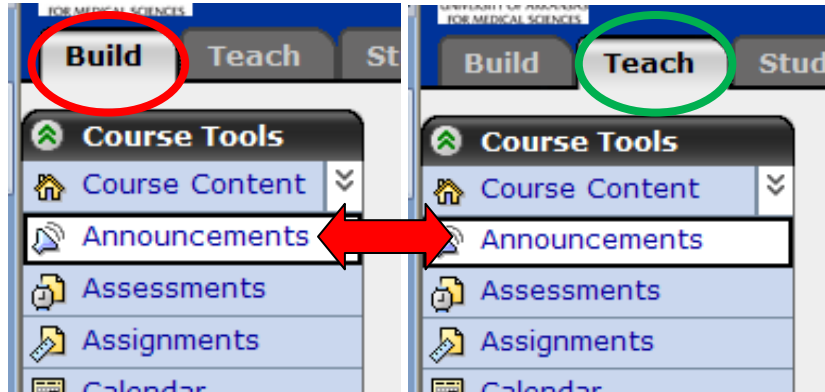
2. Click **Create Announcement**.

Note: Required Fields will have a red asterisk * next to them. These fields must be filled out.

3. Type in the **Title** of the Announcement.

4. Type in your Announcement.

Note: You may check **Use HTML** to provide your own HTML code or you may click **Enable HTML Creator** to provide access to Spell Check and other features.



5. Select the users that will receive the announcement.

Note: Section Instructor and Designer will receive all announcements.

6. You may click on the calendar icon to select the date or you may simply type the date on which you would like to start displaying the announcement. The default is the current date and time.

7. Selecting the Unlimited radio button will display the announcement for the remainder of the course.


8. If you want to stop displaying the announcement select the radio button by the date and enter the date and time you want the announcement to no longer be displayed.

Warning: Simply Changing the Date and Time will not change the setting from Unlimited. You must click on the radio button.

Recipients
*Select the user types that should receive this announcement.
 Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

Delivery Dates
*Start displaying on: 1/27/2009 
 1:52 PM

Stop displaying on: Unlimited
 1/28/2009
 1:52 PM

Delivery Dates
*Start displaying on: 1/27/2009
 1:52 PM

Stop displaying on: Unlimited
 1/28/2009
 1:52 PM

9. You may select the option to deliver the announcement as a pop-up message if that is your desire.

10. Click **Send**.

11. The sweet text of success!

12. You may **preview** your announcement by clicking the drop down menu next to the announcement. The link will open in a new window.

