

Directions:

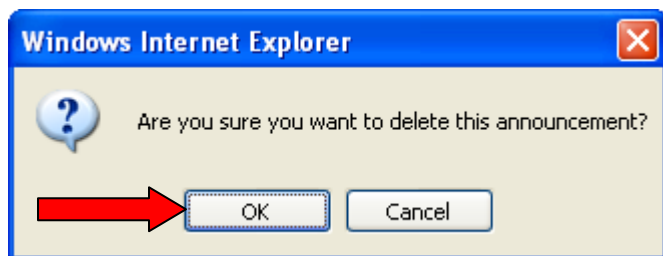
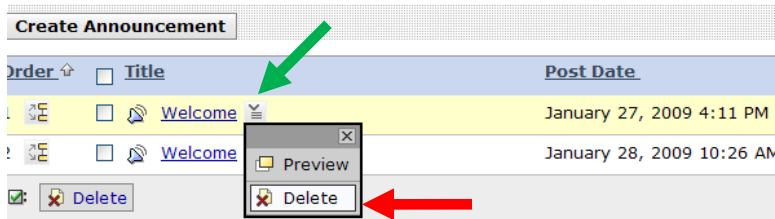
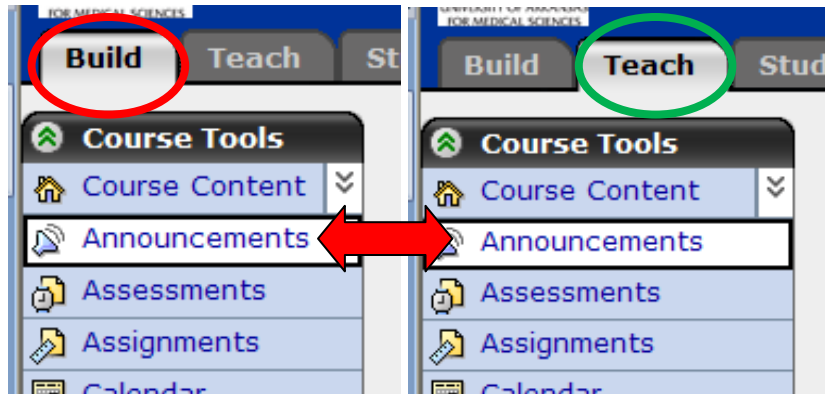
1. To delete an announcement click on the **Announcements Link** on the left hand side of the page.

2. The quick way to delete a single announcement is to select the drop down menu by clicking on the **down arrow** and select **Delete**.

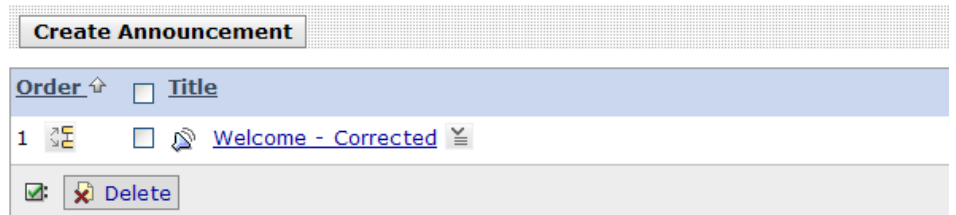
3. Click **Okay**

4. The correct announcement should remain in the queue.

Diagram:



Announcements



5. To delete multiple announcements, you may **select** the announcements you want to delete and click the **delete** button at the bottom of the queue.

The screenshot shows the 'Announcements' section of a Blackboard interface. At the top is a 'Create Announcement' button. Below it is a table with columns 'Order' and 'Title'. The table contains six rows of announcements:

Order	Title
1	Welcome
2	Hello
3	Goodbye
4	Bonjour
5	Guten Morgan
6	Powodzenia!

Below the table is a 'Delete' button. Green arrows point from the left text to the checkboxes of the 'Hello', 'Goodbye', and 'Bonjour' announcements. A red arrow points from the left text to the 'Delete' button.

13. Click **OK**.

The screenshot shows a 'Windows Internet Explorer' dialog box with a question mark icon and the text 'Are you sure you want to delete this announcement?'. Below the text are two buttons: 'OK' and 'Cancel'. A red arrow points from the left text to the 'OK' button.

14. The messages will be removed from the queue.

The screenshot shows the 'Announcements' section after deletion. The 'Create Announcement' button is at the top. The table below has two rows:

Order	Title
1	Welcome
2	Guten Morgan

At the bottom of the table is a 'Delete' button. A green checkmark is visible to the left of the 'Delete' button, indicating that the remaining announcements are selected.