

## Directions

After you have posted your announcement, it is unable to be edited. The work around is as follows.

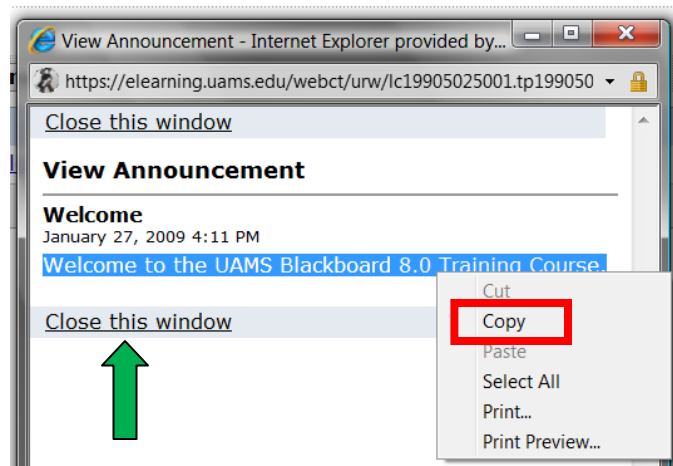
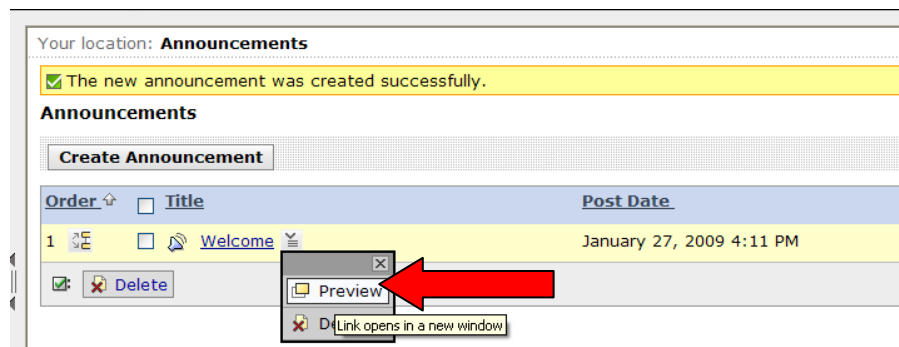
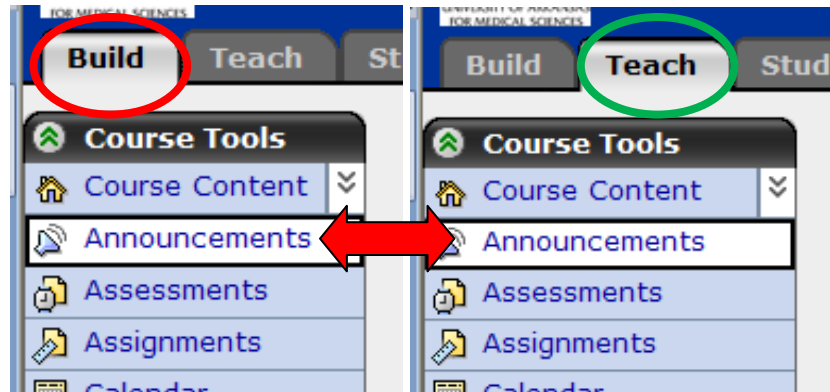
1. To edit an announcement click on the **Announcements Link** on the left hand side of the page.

2. Click on the drop down menu and select preview.

3. Select the **text** of the announcement and right click. Select **Copy**.

4. Click **'Close this window'**

## Diagram



**4. Click Create Announcement.**

**5. Type in the Title of the announcement with the word Corrected at the end.**


**6. Left Click in the message box to set your cursor and then right click and select Paste.**

**7. Your announcement will appear in the text box.**

Your location: [Announcements](#)

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**Announcements**

[Create Announcement](#) 

Order	Title	Post Date
1	<a href="#">Welcome</a>	January 27, 2009 4:11 PM

[Delete](#)

< Your location: [Announcements](#) > [Create Announcement](#)

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**Create Announcement**

To: Student Section

\*Title:


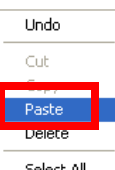
\*Message:  [Enable HTML Creator](#)

**Create Announcement**

To: Student Section

\*Title:

\*Message:  [Enable HTML Creator](#)

Use HTML

**Create Announcement**

To: Student Section

\*Title:

\*Message:  [Enable HTML Creator](#)

Use HTML

**8. Edit the announcement.**

**9. Finish creating your message as shown in the “Creating an announcement in Blackboard 8.0 Step-by-Step.”**

**9. Next you will need to delete the incorrect announcement. The quick way to delete a single announcement is to select the drop down menu by clicking on the **down arrow** and select **Delete**.**

**10. Click **Okay****

**11. The correct announcement should remain in the queue.**

**Create Announcement**

To: Student Section

\*Title:

\*Message:

The new announcement was created successfully.

**Announcements**

Order	Title
1	Welcome
2	Welcome - Corrected

Order	Title	Post Date
1	Welcome	January 27, 2009 4:11 PM
2	Welcome	January 28, 2009 10:26 AM

Windows Internet Explorer

Are you sure you want to delete this announcement?

**Announcements**

Order	Title
1	Welcome - Corrected