

Announcements on Blackboard

By default, the first page that a student will see when they log into your Blackboard course is the announcements page. This can be a very useful way of making sure that any important information or messages is viewed by the students every time they go to your course site.

To create an announcement:

1. Go into the Control Panel.
2. Select **Announcements** from the Course Tools section.



3. Click on **Add Announcement**.



4. Insert the subject line as you would when creating an email and also the message that you would like displayed to students. You can change the options on an announcement to always show this announcement or display after or between certain dates.
5. Choose whether or not you would like to send the announcement via email to all users enrolled in your course site. The announcement will also still be displayed in the course site.



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

Tip:

If you choose to send the announcement via email to the course users, it is important to note that this email is sent immediately upon clicking the **Submit** button. Blackboard will not schedule the sending of the email in line with the date availability options for the announcement.