


Creating and managing announcements in Blackboard

Step-by-step guide for Instructors

 The **Announcements** tool allows you to create and post important notices for a unit.

[Create an announcement](#)

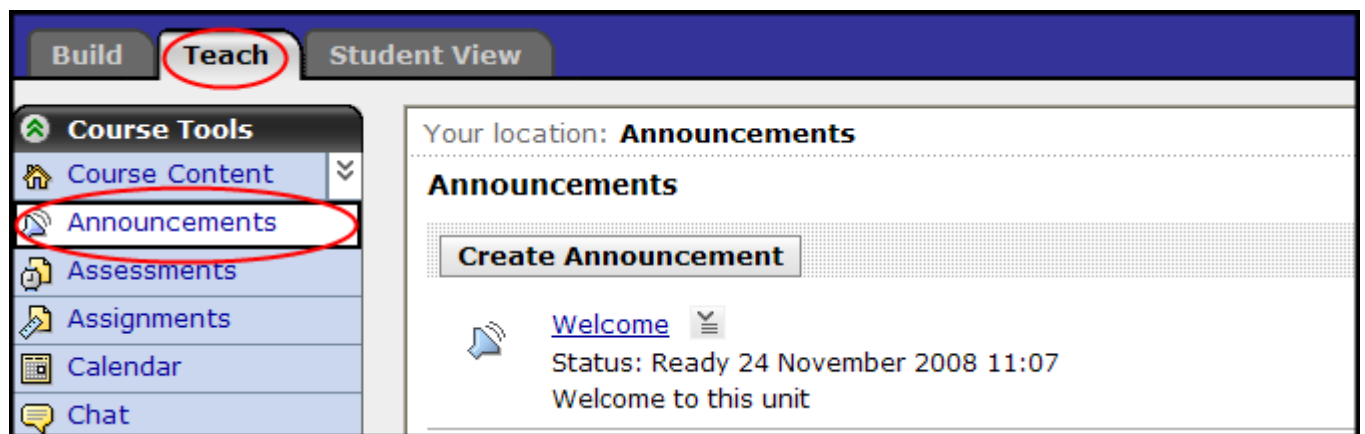
[Edit an announcement](#)

[Preview an announcement](#)

[Delete an announcement](#)

Create an announcement

1. Click on the **Teach** tab.
2. Click on **Announcements**  in the **Course Tools** menu.



3. Click on the **Create Announcement** button.



4. Type in a **Title** and a **Message**.



Create Announcement

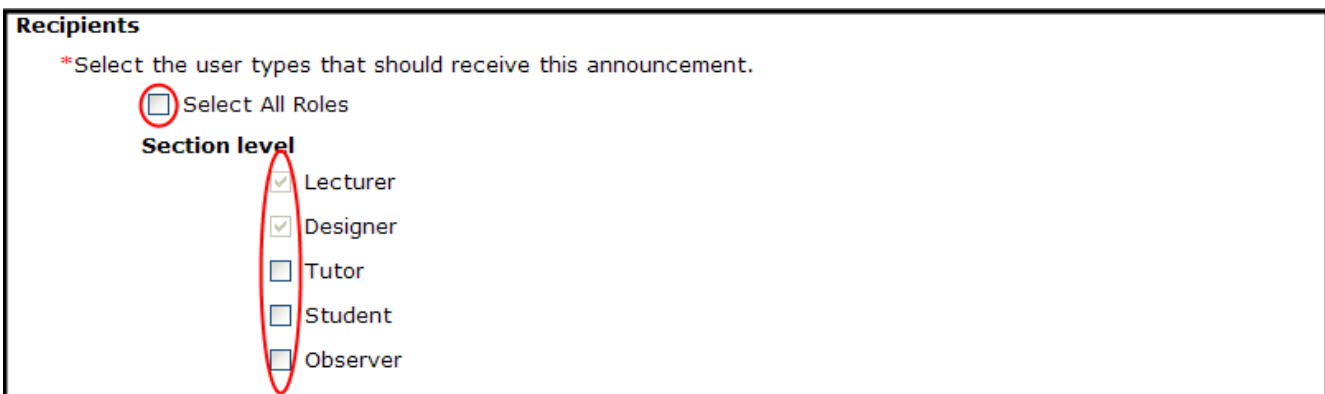
To: Caulfield - S1 2009

*Title:

*Message:

Use HTML

5. Select the **Recipients** by clicking on the **box** next to the appropriate user type (e.g. Student).







Recipients

*Select the user types that should receive this announcement.

Select All Roles

Section level

- Lecturer
- Designer
- Tutor
- Student
- Observer

6. Select the **Date**  and **Time**  the announcement should start to be displayed. **Note:** It is a good idea to set this time for a few minutes ahead so you have time to check the announcement and make changes before it is sent.
7. To set the announcement to appear for an **unlimited** time, click on the **circle** next to this option.
8. To set an end date, click on the **circle** next to this option and select the **Date**  and **Time**  the announcement should stop being displayed. **Note:** It is a good idea to set this time for a few minutes ahead so you have opportunity to check the announcement and make changes before it is released.
9. To set the announcement to **pop-up** when members enter the unit, click on the **box** next to **Also deliver as pop-up message**.



Delivery Dates

*Start displaying on:

Stop displaying on: Unlimited

Also deliver as: A pop-up message

10. Click **Send**. The announcement will be sent **automatically** when the start date and time are reached.
11. A status of **sent** or **ready** will appear under the announcement title in the main window of the announcements tool.

Announcements

[Welcome](#)

Status: Sent 27 October 2008 11:44

Welcome to this unit

[top](#)

Edit an announcement

Note: Only announcements that have **not** yet been sent can be edited.

1. Click on the **Teach** tab.
2. Click on **Announcements** in the **Course Tools** menu.

Build **Teach** **Student View**

Course Tools

- Course Content
- Announcements**
- Assessments
- Assignments
- Calendar
- Chat

Your location: **Announcements**

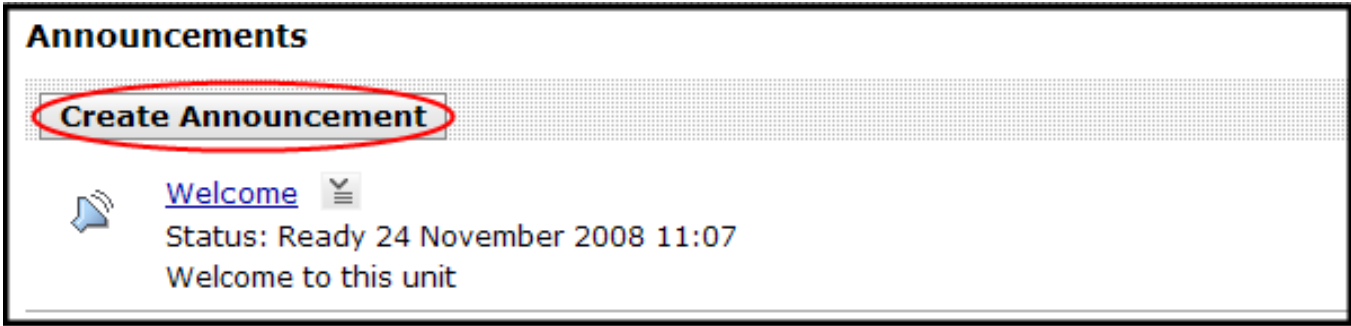
Announcements

[Welcome](#)

Status: Ready 24 November 2008 11:07



Welcome to this unit

3. Click on the **ActionLinks** icon next to the announcement title.




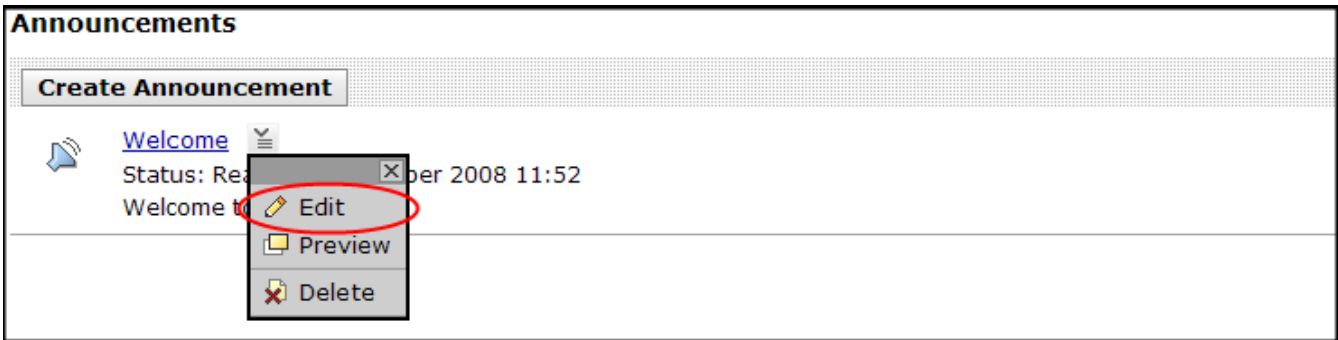
Announcements

Create Announcement

 [Welcome](#) 



Status: Ready 24 November 2008 11:07
Welcome to this unit

4. Click on **Edit** 






Announcements

Create Announcement

 [Welcome](#) 

Status: Ready 24 November 2008 11:52
Welcome to this unit

 Edit
 Preview
 Delete

[top](#)

Preview an announcement

1. Click on the **Teach** tab.
2. Click on **Announcements**  in the **Course Tools** menu.



Announcements

Create Announcement

 [Welcome](#) 

Status: Ready 24 November 2008 11:07
Welcome to this unit

3. Click on the **ActionLinks** icon  next to the announcement title.



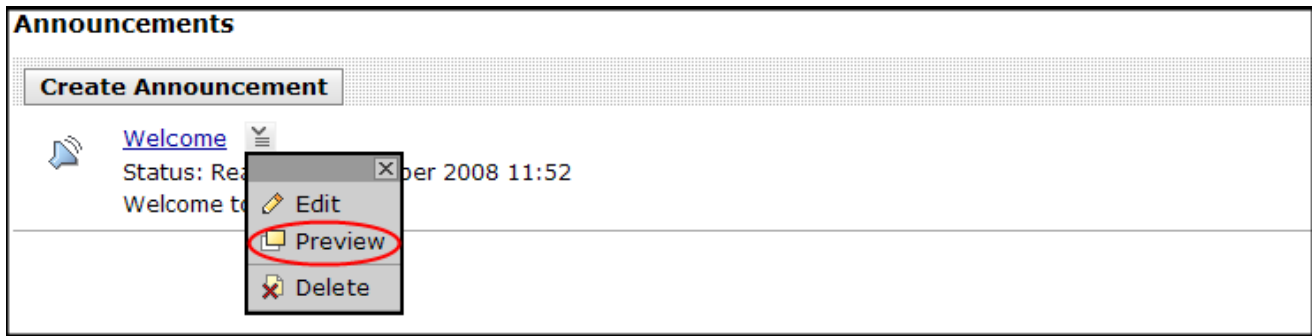
Announcements

Create Announcement

 [Welcome](#) 

Status: Ready 24 November 2008 11:07
Welcome to this unit

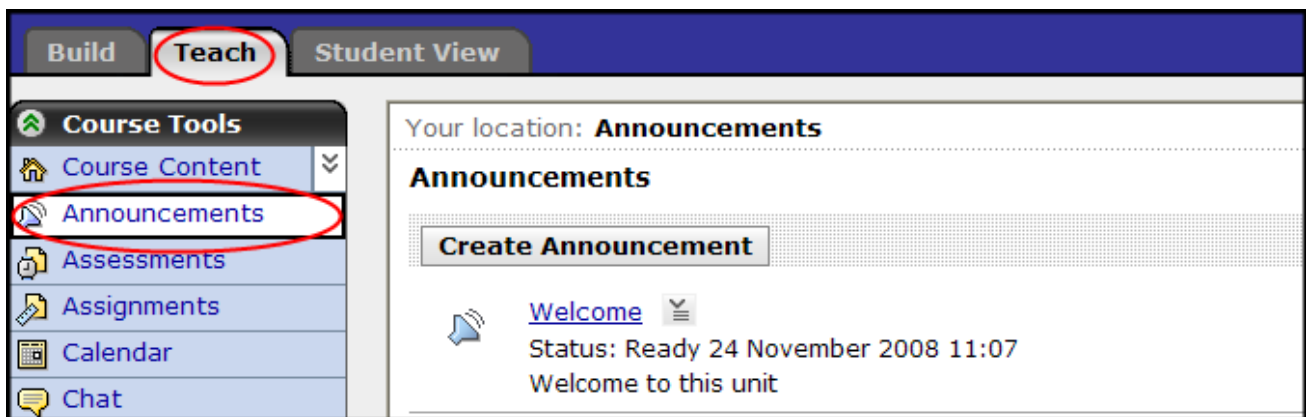
4. Click on **Preview** .



[top](#)

Delete an announcement

1. Click on the **Teach** tab.
2. Click on **Announcements**  in the **Course Tools** menu.





3. Click on the **ActionLinks** icon  next to the announcement title.




4. Click on **Delete** .




Announcements

Create Announcement

 [Welcome](#) 

Status: Read  per 2008 11:52

Welcome to

-  Edit
-  Preview
-  **Delete**

[top](#)