

How to Create, Reorder, Edit, and Delete Announcements

Announcements allow you to post timely information critical to course success. You can add, edit, and delete announcements from the Announcements page. When creating an announcement, you also have the option to send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course.

How to Create Announcements

Announcements appear in the order posted, with the most recent announcements appearing first

1. On the *Announcements* course menu item click on *Create Announcement*
2. Type a *Subject*. This will be the title of the announcement.
3. Type a *Message*. The Blackboard Team recommends that instead of pasting the message from a Word document that the content editor functions within the *Message* box be used to format the text. In addition, you can also include files, images, external links, multimedia, and mashups in your Announcement.
4. In the *Web Announcements Options* section (see [Figure 1](#)) select:
 - a. *Not Date Restricted* to keep the announcement visible until you remove it.

-OR-

 - b. *Date Restricted* to limit the announcement's visibility by date and time.
5. For *Select Date Restrictions*, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the *Display After* and *Display Until* check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up "Date Selection Calendar" and "Time Selection Menu" to select dates and times.
6. Select the *Email Announcement* check box to send students an email containing the announcement.
7. Optionally, in the Course Link section, click Browse to link to a course area, tool, or item.
8. Click *Submit*.

Figure 1

2. Web Announcement Options

Duration Not Date Restricted Date Restricted

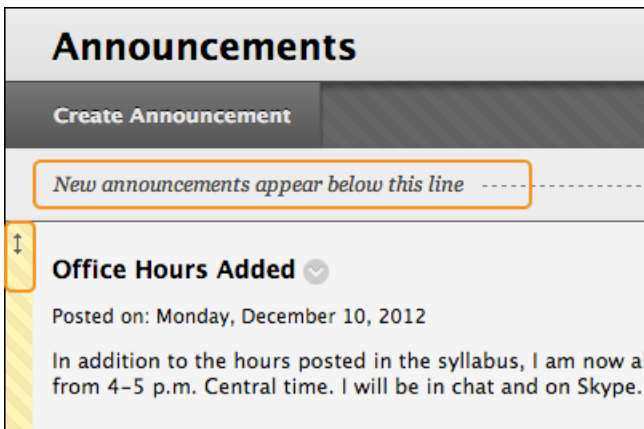
Select Date Restrictions Display After 08/12/2011 10:05 AM Display Until 08/13/2011 10:05 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User Notification Settings Send Email to all users even those that choose not to receive Announcement notifications through email.

How to Reorder Announcements

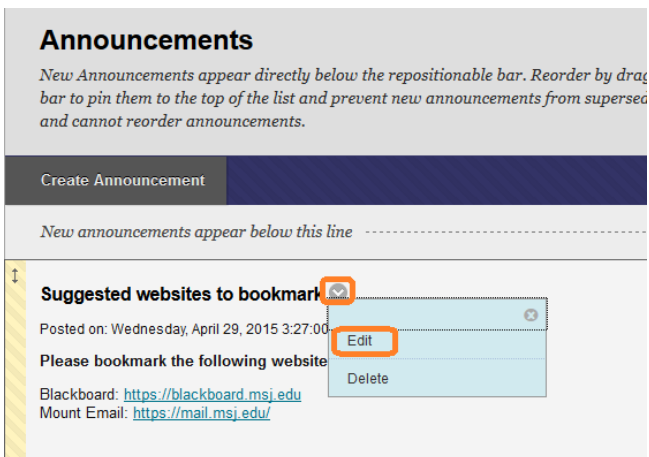
Announcements appear directly below the repositionable bar and they can be reordered by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.



The screenshot shows the 'Announcements' section of a Blackboard interface. At the top is a 'Create Announcement' button. Below it is a dashed line with the text 'New announcements appear below this line'. A yellow vertical bar on the left indicates a repositionable area. The first announcement is titled 'Office Hours Added' with a dropdown arrow. It was posted on Monday, December 10, 2012. The text of the announcement reads: 'In addition to the hours posted in the syllabus, I am now all from 4-5 p.m. Central time. I will be in chat and on Skype.'

How to Edit Announcements

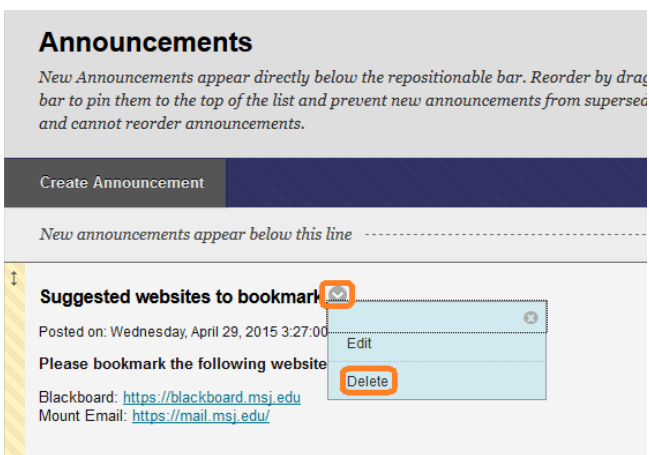
To edit, access an announcement's contextual menu and select *Edit*. Make your changes and *Submit*.



The screenshot shows the 'Announcements' section. Below the 'Create Announcement' button and the dashed line, there is an announcement titled 'Suggested websites to bookmark'. It was posted on Wednesday, April 29, 2015 3:27:00. The text says: 'Please bookmark the following website: Blackboard: <https://blackboard.msj.edu> Mount Email: <https://mail.msj.edu/>'. A contextual menu is open over the announcement, with 'Edit' and 'Delete' options highlighted by orange boxes.

How to Delete Announcements

To delete, access an announcement's contextual menu and select *Delete*. Confirm the deletion. **This action is final and irreversible.**



This screenshot is identical to the previous one, showing the 'Suggested websites to bookmark' announcement with its contextual menu open. The 'Delete' option is now highlighted with an orange box, indicating the next step in the process.