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

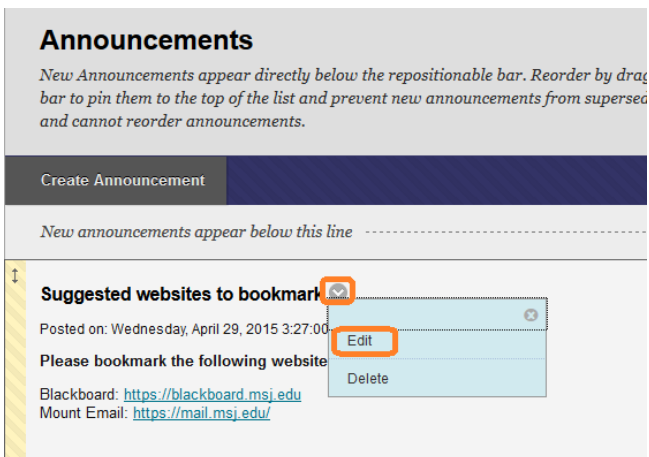## How to Reorder Announcements

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.

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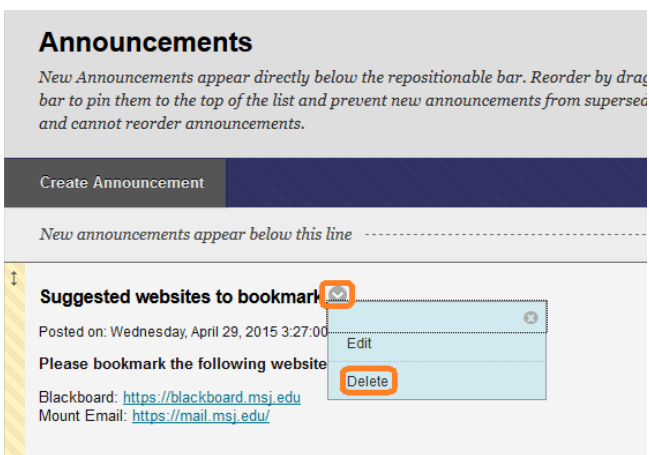
To edit, access an announcement's contextual menu and select *Edit*. Make your changes and *Submit*.

How to Delete Announcements

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