How to Create an Announcement

Announcements are an effective tool in communicating to your students. The announcement can also be emailed to further reach the student.

1. Go into your course within Blackboard.
2. Your class should default to your announcements page once you enter it, if not click the Announcements button.
3. Click on the Create Announcements button.

4. Enter the Subject and fill in the wording of the announcement in the text box.

5. Enter the options for your announcement. If you want to send an email with the announcement, click on Send a copy of this announcement immediately.

6. Click Submit.