



# Blackboard Basics - Announcements

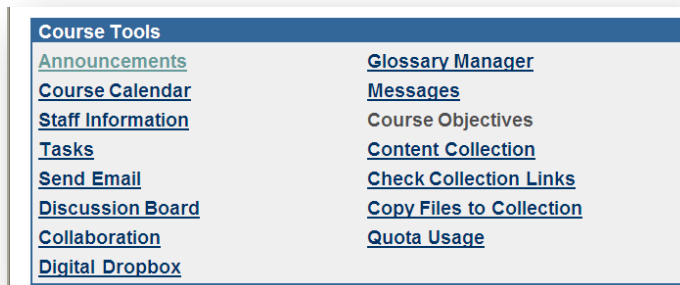
## Announcements

The Announcement area provides a space for posting information about the course, such as assignment due dates or important content changes. Faculty are encouraged to create at least one announcement for their course. The announcement area is the first area students will see when they access your Blackboard course. Keeping this area up-to-date will also increase the likelihood that students will return. With an updated Announcement page, students will come to find this a place for information and answers.

### Steps for Posting Announcements

**Step 1:** Click the Control Panel button

**Step 2:** Click the **Announcements** Link under the Course Tools area:



**Step 3:** Click the **Add Announcement** button:

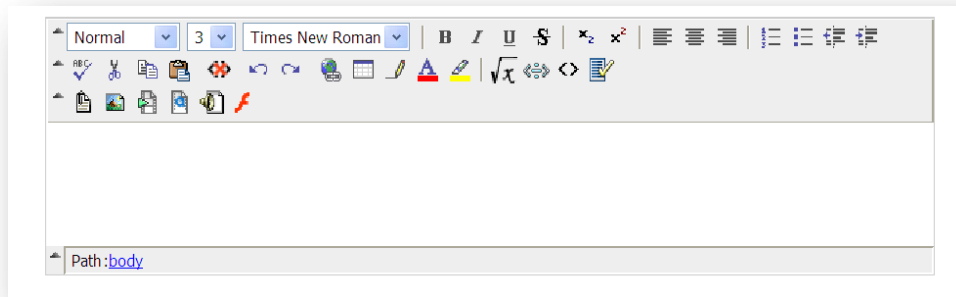


**Step 4:** Type a Subject and add your announcement to the **Message** box. The WYSIWYG (What You See Is What You Get) editor provides an array of formatting options.



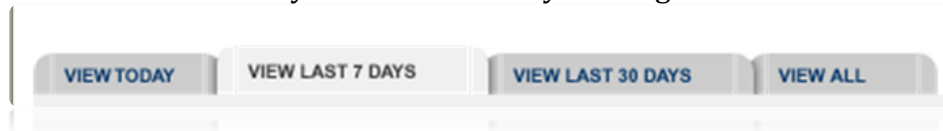


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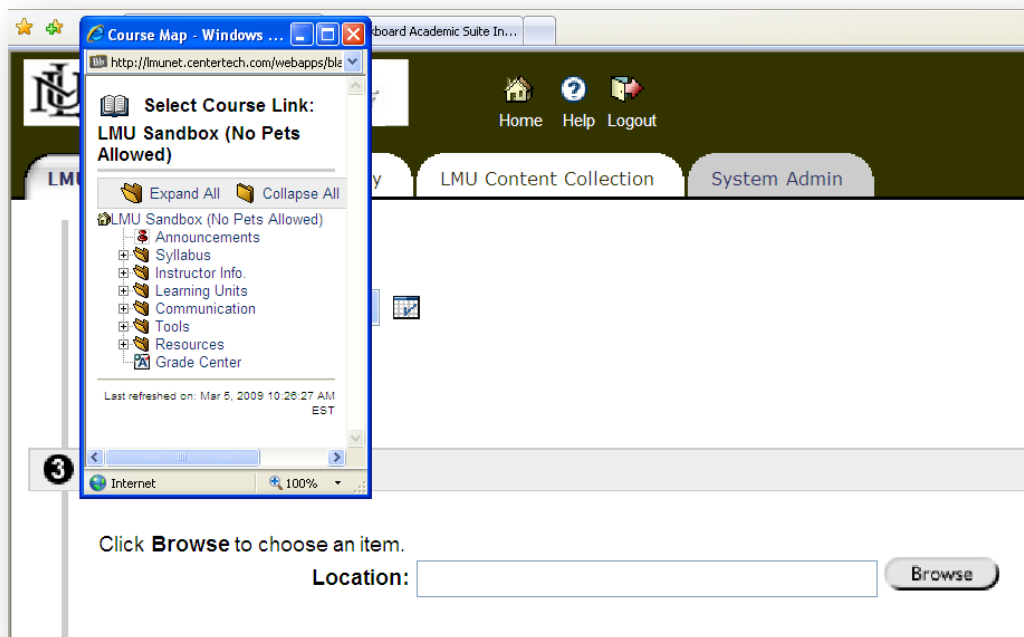


**Step 5:** Choose appropriate Options:

- **Permanent**—This setting will mark the announcement to always remain as the first announcement and on the opening screen regardless the date it was created.
- **Date Restrictions (optional)** By default the announcement will remain on the opening page for one week (7 days) from the initiating date. Users may continue to access any announcement by clicking on the tabs:



**Step 6:** Add a Course Link if desired. This link will allow the user to “jump” to a Blackboard content area by simply clicking on the link.





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**Step 7:** Email Announcement—if this box is checked an email providing the announcement's information will be automatically generated to each of the enrolled students.

**Step 8:** Click Submit

### Reordering Announcements

When a new announcement is added to a course, it automatically takes the top position, unless there are permanent announcements, which will remain in the top position. If you want to change the Announcement display order, change the scheduled announcement date. For example, if you want to place an Announcement at the top, set the display after date and time to be later than the subsequent Announcements.

