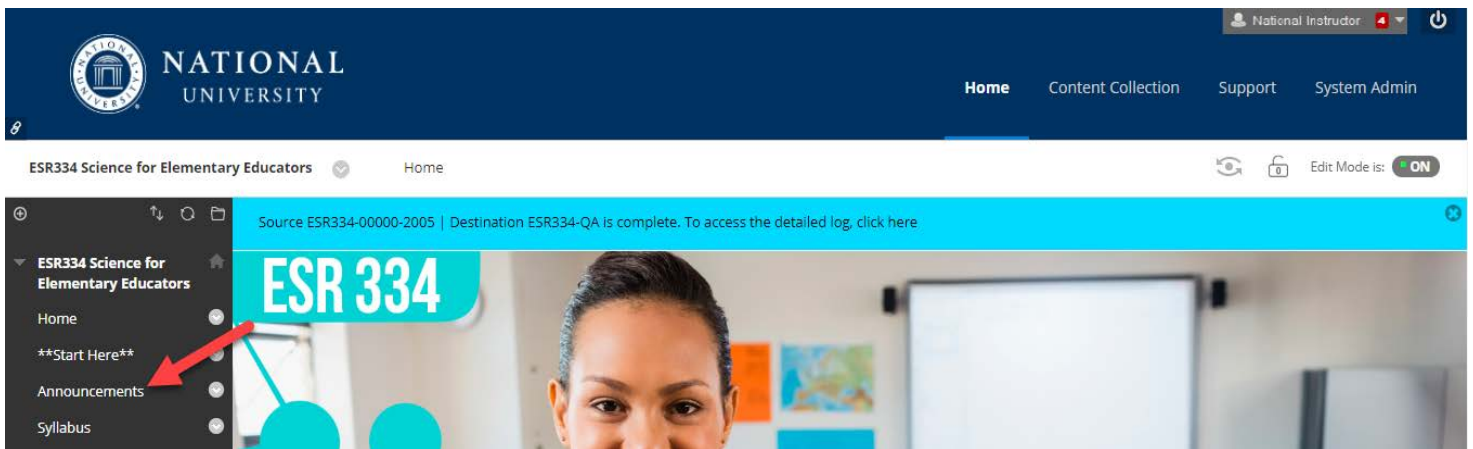




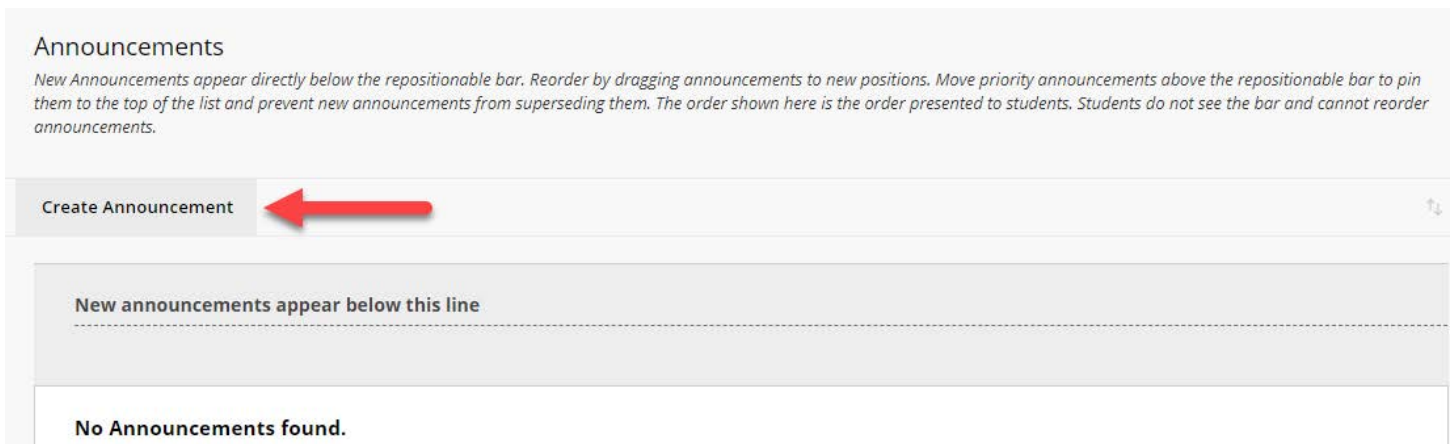
Job Aid Objective: This job aid will provide faculty with an overview of how to create, edit, and delete announcements within the Blackboard Classroom environment.

Create an Announcement

Step 1: To access Announcements, click the **Announcements** link found in the left hand navigation bar.



Step 2: On the Announcements screen, click the **Create Announcement** button.



Step 3: On the Create Announcement page, enter the appropriate **Subject** for your announcement (this is required) and the **Message** you wish to post to your class.


Create Announcement
Announcements are an ideal way to post time-sensitive information critical to course success. [More Help](#)

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject Black

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Hello!
Welcome to ESR 334! It will be great working with you over the next four weeks of our course!

*Click **Submit** to finish. Click **Cancel** to quit.* Cancel Submit

Step 4: The following are options faculty may select when creating the announcement:

1. **Duration** allows faculty to control when the announcement is posted in the classroom and when it is removed from students' view.
2. **Select Date Restrictions** will appear when faculty select the "Date Restricted" option just above. This is where the date and time will be set for restricted announcements.
3. **Email Announcement** will send the announcement to all students as an email address they have on file with the university. *Please note, faculty will not be able to use this feature for announcements that are set to post in the future.
4. **Course Link** allows faculty to link specific content from the course within the announcement.

WEB ANNOUNCEMENT OPTIONS

Duration **1** Not Date Restricted
 Date Restricted

Select Date Restrictions **2** Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

Email Announcement **3** Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Browse** to choose an item.

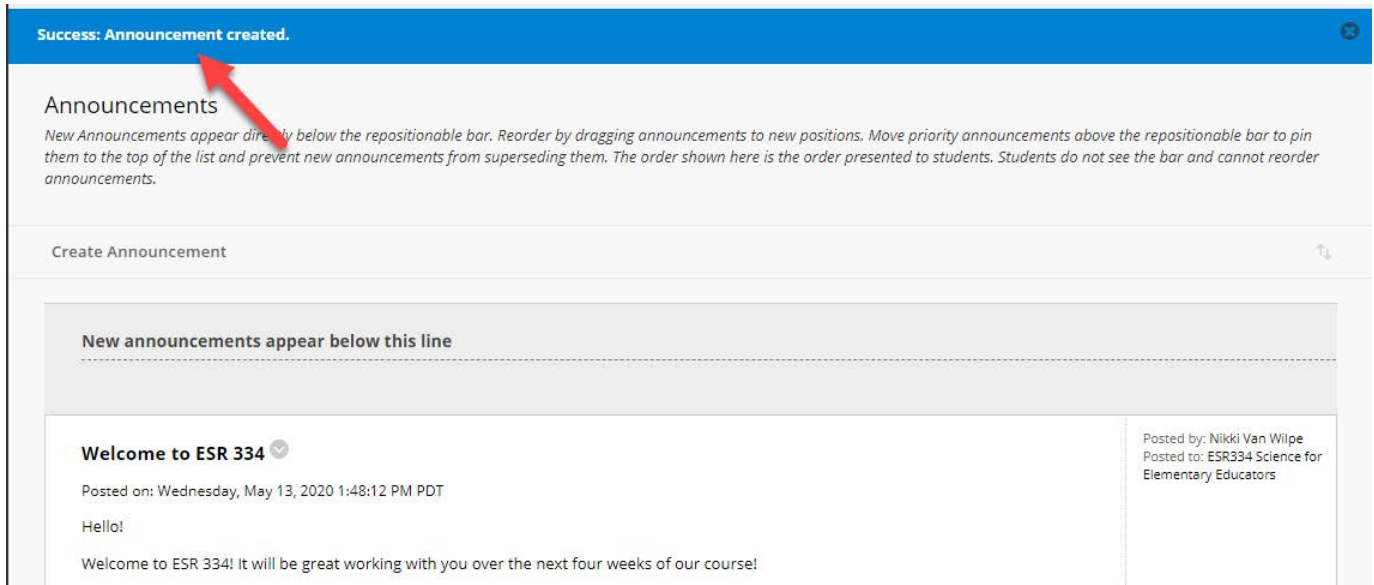
Location Browse... **4**

Step 5: When the announcement is ready to be posted, click the **Submit** button.

Click **Submit** to finish. Click **Cancel** to quit.



Step 6: When the announcement is posted, the **Blue Success** bar will appear at the top of the screen.



Edit or Delete an Announcement

Step 1: When hovering over the announcement, faculty will see the **Contextual Menu** button (grey circle with a white chevron). Click this button to reveal the menu with the options of **Edit** or **Delete**.

