

Post an Announcement

Consider posting a Welcome Announcement. In this message you may want to include the date/time of class, a brief course overview, instructor's name and contact information, any textbook information, as well as how you intend to use Blackboard.

There are several ways to post Announcements in your course.

From the **Control Panel** area:

1. Select **Course Tools**.
2. Click the **Announcements** link
3. Click **Create Announcement**.
4. Fill in the **Subject** and **Message** fields and select the appropriate **Options**.
5. If you would like to send a broadcast email to all users in the course select **Override User Notification Settings**.
6. Click **Submit**.

If your course opens to a **Home Page** and your Announcements are located within the Announcements module:

1. Select **Tools** on the **Course Menu**.
2. Follow Step 2 of "From the Control Panel Area" above.

If your course opens to an Announcements page:

1. Click **Edit Mode ON**.
2. Follow Step 3 of "From the Control Panel Area" above.