

Posting 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** > choose Announcements.
2. Click the **Create Announcement** button in the Announcement page.
3. Fill in the **Subject** and **Message** fields and select the appropriate **Options**.
4. Click **Submit**.

If your course opens to an Announcements page:

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

If your course opens to a **Home Page** which contains the My Announcements module:

1. Select Edit Mode ON.
2. Locate **My Announcements** module in the page.
3. Click the **more announcements...** button.
4. Follow Step 2 of "From the Control Panel Area" above.

NOTES: Priority announcements may be placed above the repositionable bar [Students do not see the bar] and will always appear first in the list. This also means new announcements appear directly below a repositionable bar, and thus also appear below the priority announcements.