Announcement - Add, Modify, Delete

Add an Announcement

The Announcement page is the first thing a student sees in Blackboard. It is important to have a brief welcome message to greet them.

1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Announcement under the Course Tools block.
4. Select the Add Announcement button.
5. Under Announcement Information type the subject and message.
   Note: Hold down the SHIFT key and press ENTER for a new sentence. Press ENTER for a new paragraph.

6. Under Options
   Permanent announcement?, select:
   - Yes if you want the announcement to always appear on the View Today page.
   - No if you want the announcement to only appear for a limited time. Select the Display After date and Display Until date required.

7. Under Course Link, select a link to another part of the course if applicable.
8. Under Email Announcement, click on the Email this announcement to all course users box if you want this announcement to be sent immediately to all course users. Note that Course Links will not be included in the email.
9. Under Submit select Submit and at the Announcement Receipt screen select OK. Click OK at the Announcement screen.
10. Check the announcement by returning to the Course site from the navigation path at the top of the screen, or the Announcement option on the left menu.

Don't forget to use the tabs, and tell your students about them!
Modify an Announcement
1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Announcement under the Course Tools block.
4. Select the Modify button on the right side of the announcement you wish to change.
5. Make the required changes to the announcement.
6. Under Submit select Submit and at the Announcement Receipt screen select OK.
   Click OK at the Announcement screen.
7. Check the announcement is displayed correctly by selecting the navigation path (breadcrumbs) at the top of the screen, or left menu.

Delete an Announcement
1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Announcement under the Course Tools block.
4. Select the Remove button on the right side of the announcement you wish to delete.
5. Select OK from the message box confirming the deletion.
6. Check the announcement has been deleted by selecting the navigation path at the top of the screen, or left menu.

Further Help and Information
• Online Blackboard Instructor Manual - Add or Modify Announcement
• Blackboard staff how to guide – Staff First Steps, Using the Online Instructors Manual Training
• Blackboard (Minimum Online Presence) training http://www.rmit.edu.au/browse;ID=6sgd2h0t970p