CREATING AN ANNOUNCEMENT

A. Getting Started

When you first log into your course, you will notice the name of your course in the top left hand corner of your screen followed by a number of links and content areas that you can use to input information.



By default the majority of courses will load into the announcements page of the course.

1. In order to edit the information please first ensure that the "Edit Mode" button is toggled on.



B. Creating Announcement

1. To create an announcement, click on the create announcement button in this top bar.



Items that are required for this announcement are indicated by an orange asterisk.



2. Type the subject, and if you choose, you can click on this color palette bar on the right hand side.



3. Select the font color you would like to use.



4. Beneath the title you will see the message area, this is where you're going to put the information that you want to give out to your students.

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C. Formatting Announcement

1. You are able to manipulate the text in the announcement by highlighting it.



2. You can then select to bold it.



3. Change its font size.



4. Change the style of its text.



D. Inserting Links/Images

These three toolbars give you plenty of options to create the text exactly as you'd like, including adding to your announcement.

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1. You can click here to insert a web link.



2. Click here to Insert images or photographs.



3. Or click here to insert other documentation or files.



E. Web Announcement Options

Once you're done with your text, scroll down to find the other options that you must set for this announcement.

WER ANNOUNCEMENT OFT	ONS
WEB ANNOUNCEMENT OF T	0113
Duration	Not Date Restricted
	Date Restricted
Email Announcement	Send a copy of this announcement immediately
	Students are still notified of this announcement even if this option is not selected

By default, the duration of the announcement is not date restricted. This means that this announcement will show in your course for the entirety of the course.

WEB ANNOUNCEMENT	OPTIONS
Duration	Not Date Restricted
	Date Restricted
Email Announcement	Send a copy of this announcement immediately
	Students are still notified of this announcement even if this option is not selected

If you wish to date restrict this announcement and perhaps only show it for day or week, you click date restricted and fill in the before and after dates for this announcement.

Not Date Restricted
Date Restricted
Display After 04/20/20/20 1 11:59 PM Enter dates as mm/dd/yyyy. Tiple may be entered in any increment.
✓ Display Until 04/21/2020 III.59 PM Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Send a copy of this announcement immediately

In this case this is indicating that this announcement will show on April 20th at 11:59 PM and it will stop showing on April 21st at 11:59 PM.

F. Email Announcement

Your next option is to email this announcement.

If you want to ensure that your students get this information quickly, you can click here to send a copy of the announcement immediately to the students northern college email address. They will then receive the announcement in their email now and receive the announcement once logged into your course.



This is helpful if you want the students to have this information immediately.

G. Adding A Course Link

You can choose to link to an item within your course by clicking on browse underneath the course link location.

COURSE LINK	
Click Browse to choose	an item.
Location	Browse

So for example, if I was putting a reminder for a student upcoming assignment I could:

1. Navigate to the assignments folder within the course.

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WEB ANNOUNCEMENT OF IT	UNS	Getting Started	
		Contacts	
		🖻 🔄 Course Outline	
Duration	Not	Course Outline	
		Course Content	
		Assignments	
	 Date 		
		Assignments	
Email Announcement	Sen	Discussion Board	
		Email	
		All Users	
COURSE LINK		All Groups	_
		All Teaching Assistant Users	
		All Student Users	
		All Instructor Lisers	
Click Browse to choose an item.			•
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Location	_		
Location		Browse	

2. Choose the assignment you want to remind them of.



3. Click "Submit".



4. You'll now see that our announcement has been created with the formatted text for the heading in the color pink text that we've put in with the changes we created, as well as a course link to Assignment #1.



5. If students click on that link, it will automatically take them to that assignment.



Assignments : Preview	Upload Assignment: Assignment #1	5	•	E E E E E E E E	Node is 💽 🕜
11 C 🛎	Preview Upload Assignment: Assignment #1				
Introduction to 👘	You are previewing the assignment - your submission will not be saved.				
Announcements					
Gotting Started III					
Contacts	ASSIGNMENT INFORMATION				
Course Outline					
Course Content B	Points Possible				
Assignments	25				
Discussion Board #					
Emai	Please read Chapter 1 of your text and answer the attached guestions				
My Grades	Cristian a massions pock				
Tools					
Resources III	When finished, make sure to click Submit.				
Web Links 21 🕮	Optionally, click Save as Draft to save changes and continue working later, or click Cancel to guit without saving changes. You are previewing the assignment - your submission will not be saved.				
Faculty Resources 2					
		Cancel	Sa	we Draft	Submit

H. Edit or Delete Announcement

1. To edit or delete your announcement, click on the announcements link on the left hand side.



2. Click on the down arrow beside the title.

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xts	Create Announcement
Outline	New announcements appear below this line
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ments	
sion Board 🗷	Welcome Students
ades	Welcome to the course Introduction to Blackboard
rces 🖾	Course Link /Assignments/Assignment #1
inks 🗹 🔲	
Resources Z	

3. Choose to Edit to make changes or Delete to remove.

1	Welcome Students	
F	Posted on: Monday, April 2	6
	Edit	
١	Welcome to the course I Delete	
(Course Link /Assignments/Assignment #1	