Creating Announcements

1. Navigate to your course in Blackboard.
2. Expand the Control Panel and the Course Tools section of the Control Panel.

   Figure 1: Announcements link in the expanded Course Tools section of the Control Panel.

3. Click on the Announcements link under Course Tools (figure 1).
4. Click on Create Announcement (if the button is not visible, click on the Edit Mode Button, to activate editing functions) (figure 2).

   Figure 2: Announcements screen showing Create Announcement button and Edit Mode on setting.
Figure 4: Create Announcement Page.

5. Enter a subject for your announcement.
6. Enter the message of your announcement.
7. Set the options for your announcement.
8. Add a course link, if appropriate for the announcement.
9. Click on the Submit button to post the announcement.