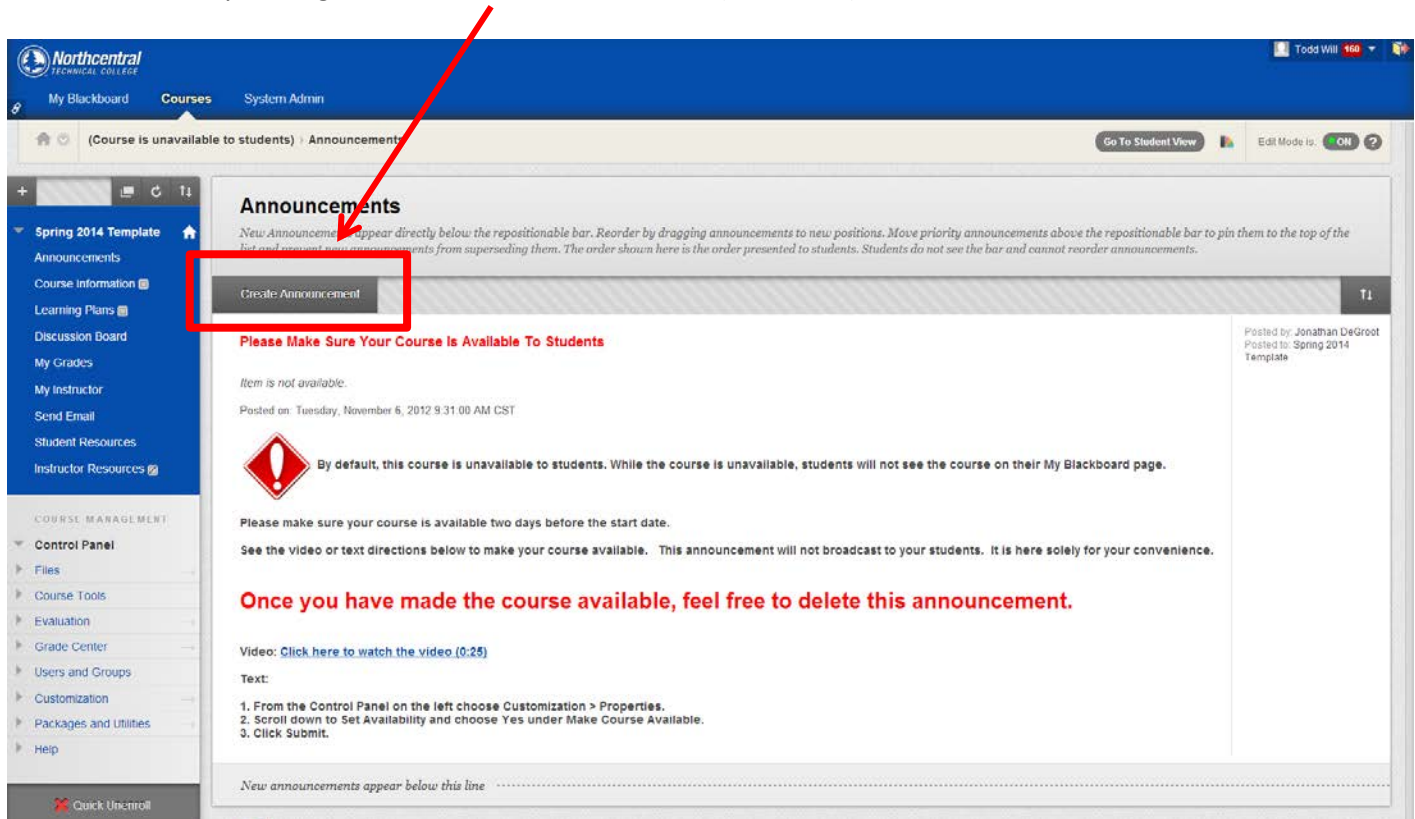


Flexible Learning - Blackboard

Creating an Announcement

Announcements allow instructors to post timely information critical to course success. You can add, edit, and delete announcements from the **Announcements** page.

The **Announcements** page is the first page Blackboard users go to when entering a course. Instructors can add announcements by clicking on the **Create Announcement** button (See below).



The **Announcements** page is the ideal place to post time-sensitive material such as:

- When assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

Create an Announcement

After clicking on the **Create Announcement** button you will be directed to the **Create Announcement** page seen below.

1. Announcement Information

Instructors need to enter a Subject for their announcement in the text area provided and use the Blackboard text editor to create the announcement.

2. Web Announcement Options

Instructors can choose whether or not they want the announcement date restricted or not.

****Email Announcement** – If this is selected students are immediately sent the announcement to their NTC email account. If it is **not selected** students are notified 20 minutes after the announcement is posted by a donotreply@ntc.edu email account.

3. Course Link

This option allows instructors to browse their course and select a link to a spot in the course to direct students to.

4. Submit

Clicking submit will post the announcement to the announcement page and send an email of the announcement if the **Email Announcement** box has been selected.

The screenshot shows the 'Create Announcement' page in Blackboard. At the top, there's a title 'Create Announcement' and a note: 'New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.' Below this is a 'More Help' link. A legend indicates that an asterisk (*) denotes a required field. The page is divided into four sections: 1. **Announcement Information**: Includes a 'Subject' field (required) and a 'Message' text editor. 2. **Web Announcement Options**: Includes 'Duration' (radio buttons for 'Not Date Restricted' and 'Date Restricted'), 'Select Date Restrictions' (with 'Display After' and 'Display Until' date pickers), and 'Email Announcement' (checkbox for 'Send a copy of this announcement immediately'). 3. **Course Link**: Includes a 'Click Browse to choose an item.' button and a 'Location' field with a 'Browse' button. 4. **Submit**: Includes a 'Click Submit to finish. Click Cancel to quit.' button. 'Cancel' and 'Submit' buttons are located at the top right and bottom right of the form.

Edit/Delete an Announcement

After submitting an announcement instructors can edit it by selecting the down arrow next to the subject/title of the announcement on the Announcements page (See below).

The screenshot shows the 'Create Announcement' header at the top. Below it, a 'Welcome!' announcement is displayed. The announcement text is: 'Posted on: Tuesday, February 11, 2014 10:20:04 AM CST' and 'Welcome to class!! Your first discussion is due on February 11th. Let me know if you have any questions.' A red box highlights a small downward arrow icon next to the announcement title. Below the announcement, a 'Create Announcement' header is visible. A red box highlights a context menu that appears when the arrow is clicked, containing 'Edit' and 'Delete' options. The announcement text is repeated at the bottom of the page.