



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 screenshot shows the Blackboard Announcements page for a course titled "Spring 2014 Template". A red arrow points to the "Create Announcement" button, which is highlighted with a red box. The page includes a warning message about the course being unavailable to students and a video link for instructions on making the course available.

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.

Create Announcement
New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.
[More Help](#)

* Indicates a required field.

1. Announcement Information

Subject:

Message:

Path: p Words: 0

2. Web Announcement Options

Duration: Not Date Restricted Date Restricted

Select Date Restrictions: Display After Display Until

Email Announcement: Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected.

3. Course Link

Click Browse to choose an item.

Location:

4. Submit

Click Submit to finish. Click Cancel to quit.

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).

Welcome! 

Posted on: Tuesday, February 11, 2014 10:20:04 AM CST

Welcome to class!! Your first dicussion is due on February 11th. Let me know if you have any questions.

Create Announcement

Edit 

2014 10:20:04 AM CST

Welcome to class!! Your first dicussion is due on February 11th. Let me know if you have any questions.