

How to Create Announcements

Once you are inside of a course, click on the Announcements link to take to you the announcements home page.



Click the **Create Announcement** button.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement ↑↓

New announcements appear below this line

Enter text in the Subject field and into the content editor.

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.

ANNOUNCEMENT INFORMATION

* Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link/unlink, unlink, undo, redo, and other editing functions. It also includes a font color selector and a background color selector.

I hope that you will find this course interesting, challenging, and fun! I am looking forward to getting to know each of you as you post your introductions during the first few days of this week. Please take the time to read the introductions posted by other students and to check out the class album during the week. A vibrant learning community adds significantly to the online learning experience. One of the most important objectives of this week is making sure that everyone gets to know one another so that we get a good start on the important community-building process.

Path: p

Words:100

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

Not Date Restricted: The announcement will be made available to students for as long as the course is open.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Date Restricted: The announcement will be made available to students during the Display After to the Display Until dates.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement: Check to email all current users enrolled in your course.

Note: If your course is unavailable to students and you select this option, the announcement will still be sent to their email.

Email Announcement Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

Course Link:

1. **Browse:** Click the browse button to add a course link to a specific area.
2. **Select Course Link:** From the open window, select where you would like to direct the course link.
3. **Location:** Once you select a location, it will appear in the Location field.

COURSE LINK

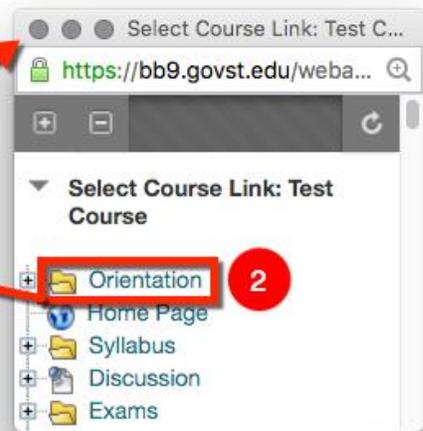
Click **Browse** to choose an item.

Location

/Orientation

Browse...

Click **Submit** to finish. Click **Cancel** to quit.



Once you made all available changes, click **Submit**.

Submit

You have successfully created an announcement.

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Create Announcement



New announcements appear below this line

Welcome!

Posted on: Friday, April 22, 2016 2:37:43 PM CDT

I hope that you will find this course interesting, challenging, and fun! I am looking forward to getting to know each of you as you post your introductions during the first few days of this week. Please take the time to read the introductions posted by other students and to check out the class album during the week. A vibrant learning community adds significantly to the online learning experience. One of the most important objectives of this week is making sure that everyone gets to know one another so that we get a good start on the important community-building process.

Course Link [/Orientation](#)

Posted by:
Posted to: