

How to Edit/Delete Announcements

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

Announcements

Edit:

Once you are on the Announcements page, hover your mouse over the announcement title to make the down arrow appear. Click the down arrow to open the drop down menu. Select **Edit**. Make your changes. Once you are done, click **Submit**.

The screenshot shows the Blackboard Announcements interface. At the top, there's a header with the title 'Announcements' and a descriptive paragraph. Below this is a bar with 'Create Announcement' on the left and a repositioning arrow on the right. A dashed line indicates where new announcements appear. The main list contains one announcement titled 'Mandatory Class Session'. A mouse cursor is hovering over a small downward arrow icon next to the title, which has opened a dropdown menu. The 'Edit' option in this menu is highlighted with a red box. Other options visible are 'Delete' and a close button. To the right of the announcement, there are fields for 'Posted by:' and 'Posted to:'.

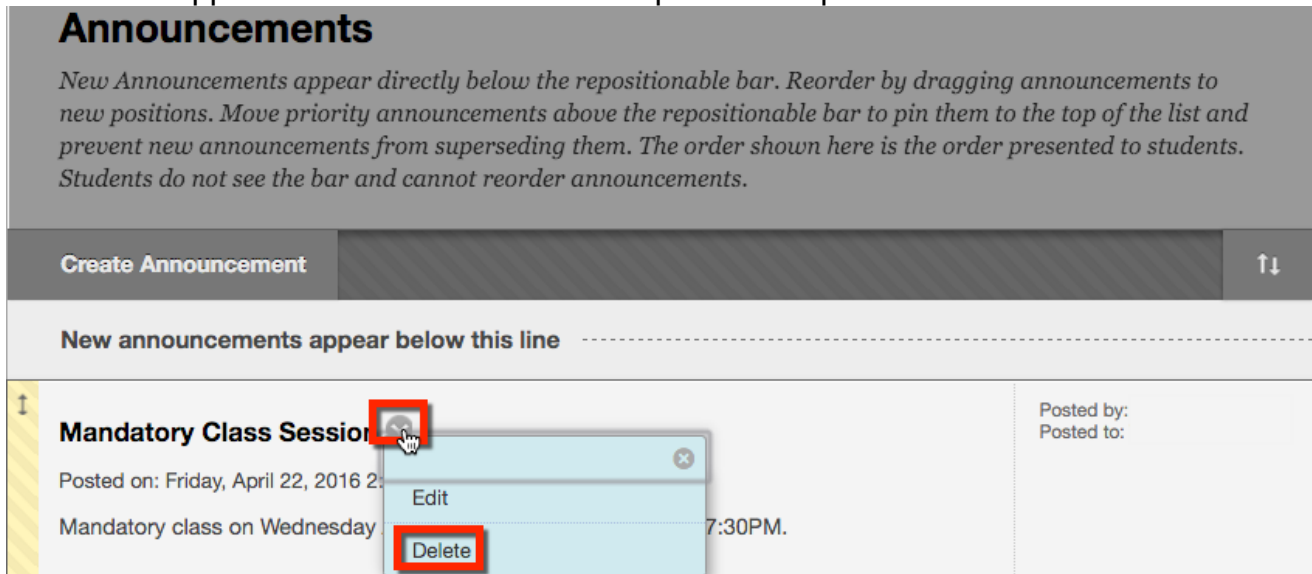
The announcement has successfully been edited.

This screenshot shows the same Blackboard Announcements page after an edit. A green banner at the top displays the message 'Success: Announcement Edited.' with a close button. The announcement list now shows the 'Mandatory Class Session' with updated details: 'Posted on: Friday, April 22, 2016 3:14:47 PM CDT' and 'Mandatory class on Friday April 29th, 2015 from 4:30PM to 7:30PM.' The 'Posted by:' and 'Posted to:' fields are still present on the right.

Delete:

Note: Once you delete from Blackboard, this action cannot be undone. Please make sure this is something you are absolutely sure you want to do.

Once you are on the Announcements page, hover your mouse over the announcement title to make the down arrow appear. Click the down arrow to open the drop down menu. Select **Delete**.



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 -----

Mandatory Class Session ⌵

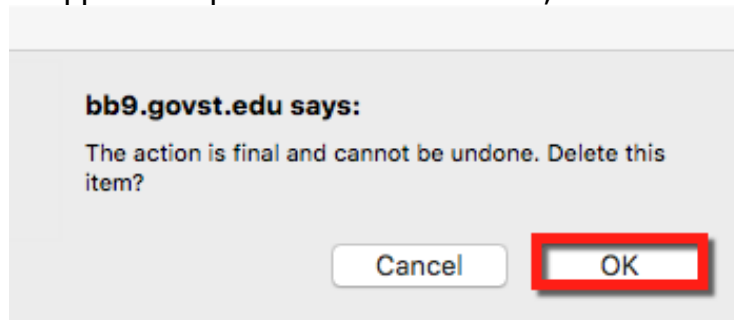
Posted on: Friday, April 22, 2016 2:37:43 PM CDT

Mandatory class on Wednesday, April 27, 2016 7:30PM.

Posted by:
 Posted to:

Edit
 Delete

A confirmation window will appear. To proceed with the delete, select **OK**. Otherwise, **Cancel**.

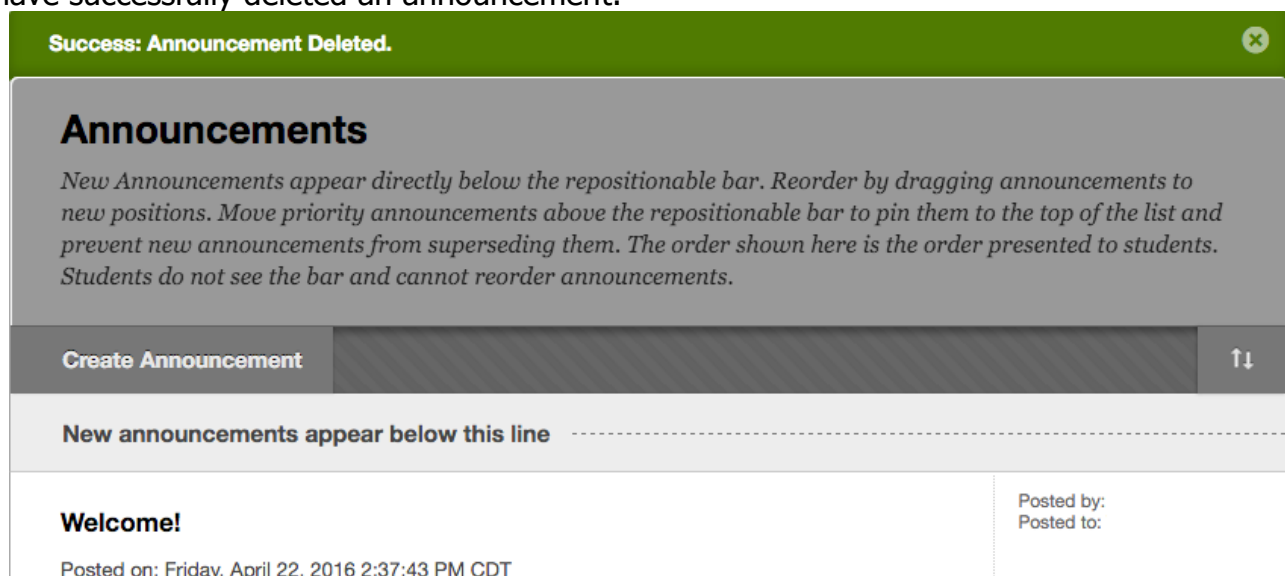


bb9.govst.edu says:

The action is final and cannot be undone. Delete this item?

Cancel OK

You have successfully deleted an announcement.



Success: Announcement Deleted. ✕

Announcements

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Create Announcement ↑↓

New announcements appear below this line -----

Welcome!

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

Posted by:
 Posted to:

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115