Log into your Course. To begin, make sure edit mode is on.

To Add and make Announcements on your Course Menu “Available” to your students, please follow the directions below:

- Click on the “+” to Add Announcements
- Enter the Name of the tool
- Select the Announcements from the Type dropdown menu
- Put a check mark in the box next to “Available to Users”
  (this will allow students to see the content you have added).
- Click on Submit (Refer to Figure 2)
Your **Announcement Item** will show on the left Menu Bar (figure 3):

- Click on the “**Announcement Link**” to add your announcement message
- Click on “**Create Announcement**” (figure 4)

Then,

- Click in the **Subject** Field, and type in a name for your announcement to get your students’ attention (figure 5)
- Add an explanation of your content and/or instructions for your students in the **Message** Field
Blackboard – How to Create an Announcement

- Under **Web Announcement Options** leave the duration set to “Not Date Restricted (figure 6)
- Check the “Send a copy of this announcement if you would like students to receive the announcement in the Outlook accounts right away. Otherwise, they may not get an email stating there is a new announcement until the end of the day
- Click on **Submit**.

![Web Announcement Options](image)