Create Announcement in BBL

Follow these steps on how to Create an Announcement

1. Log into your Course. To begin, make sure edit mode is on (figure 1)

2. 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 (figure 2)

3. Announcement Link will show on the left Menu Bar (figure 3)
   - Click on the “Announcement Link” to add your announcement message

Continue to page... 2
4. Announcement Information

- 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 Failed

**Figure 4**

**Figure 5**
5. **Web Announcement Option**
   - 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**

![FIGURE 6](image-url)