Post an Announcement

- Once students click into your class website, Blackboard's default landing page is Announcements. If you have messages, reminders, etc., that you want all students to see, this is the place to post them.
- The Announcement feature also enables you to click one box and simultaneously email that announcement to the entire class if you'd like to.
- 1. In the class website, click the Announcements link in your course menu.
- 2. Click Create Announcement.
- 3. Type your subject and message in the areas provided.
- Below the message area, you may set date and time restrictions for when the announcement appears and disappears.
- You may also opt to have a copy your announcement sent to your students' email. If you set date and time restrictions, the email announcement feature does not work. (And if you do not opt to send a copy via email, it will still appear in your announcements area.)

HFL	PFUI	HINT:

• If you post an announcement and need to edit it, hover your cursor to the right of the posted announcement, click the drop-down icon, and select Edit.

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