Sending an Announcement

An announcement is a type of communication that students will see when first entering a Blackboard course. There is the ability to send an announcement through email in addition to posting it in a course.

1. Enter a course and locate the Control Panel.

2. Click to expand the Course Tools button and select Announcements.

3. Click to Create Announcement and then enter a Subject and message. Set any date and time restrictions and, if desired, check the box to send a copy immediately through email. Click Submit when done.