Blackboard Announcements

The **Announcements** page is the default page that professors and students are directed to when they enter the course. To create a new announcement, select **Create Announcement**

Announcements

New Announcements appear directly below the repositiona of the list and prevent new announcements from supersedi

Create Announcement

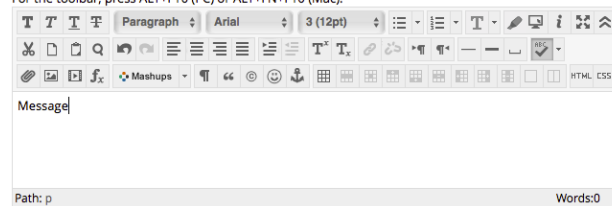Enter all the information you would like included in your announcement.

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject   Syllabus Posted   ■ ⌄ Black

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Message

Path: p   Words:0

When creating content for Announcements, consider our most commonly used add- ons that enrich the content, which include:
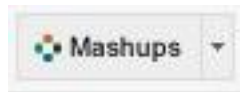
Link text to a hyperlink

Attach a local file onto your announcement

Attach a photo to your announcement

Include a mash up in your announcement. Mash ups include adding a photo from Flickr, a SlideShare presentation, a video from Ensemble Vide, and Youtube video embedding

While selecting **Duration** settings, the announcement can stay visible until you choose to delete it by selecting **Not Date Restricted.** If you would like to have the announcements appear for a specific time frame, select **Date Restricted.** Using the calendar and clock buttons, select the date and time you would like the announcement to be available to students and unavailable to students.

By checking the box **Email Announcement,** your students will receive an email regarding this newly posted announcement despite the notification settings they have set for their personal Blackboard.

WEB ANNOUNCEMENT OPTIONS

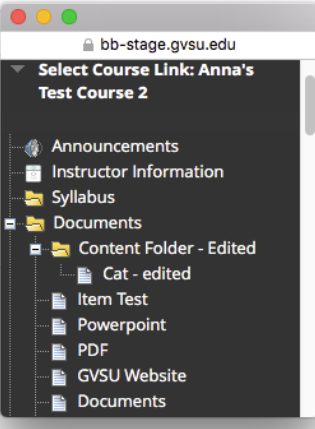| Duration | ○ Not Date Restricted |
	● Date Restricted
Select Date Restrictions	☑ Display After 05/01/2017 🗓 04:17 PM 🕐
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	☐ Display Until 🗓 🕐
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Email Announcement	☐ Send a copy of this announcement immediately
	Students are still notified of this announcement even if this option is not selected

If you would like to link another part of your course in the announcement, select **Browse**, and select the part of the course you would like to link to. Once you have customized the announcement, select Submit.

COURSE LINK

Click **Browse** to choose an item.

Location _____ Browse...

Click **Submit** to finish. Click **Cancel** to quit.

bb-stage.gvsu.edu

Select Course Link: Anna's Test Course 2

- Announcements
- Instructor Information
- Syllabus
- Documents
  - Content Folder - Edited
    - Cat - edited
  - Item Test
  - Powerpoint
  - PDF
  - GVSU Website
  - Documents