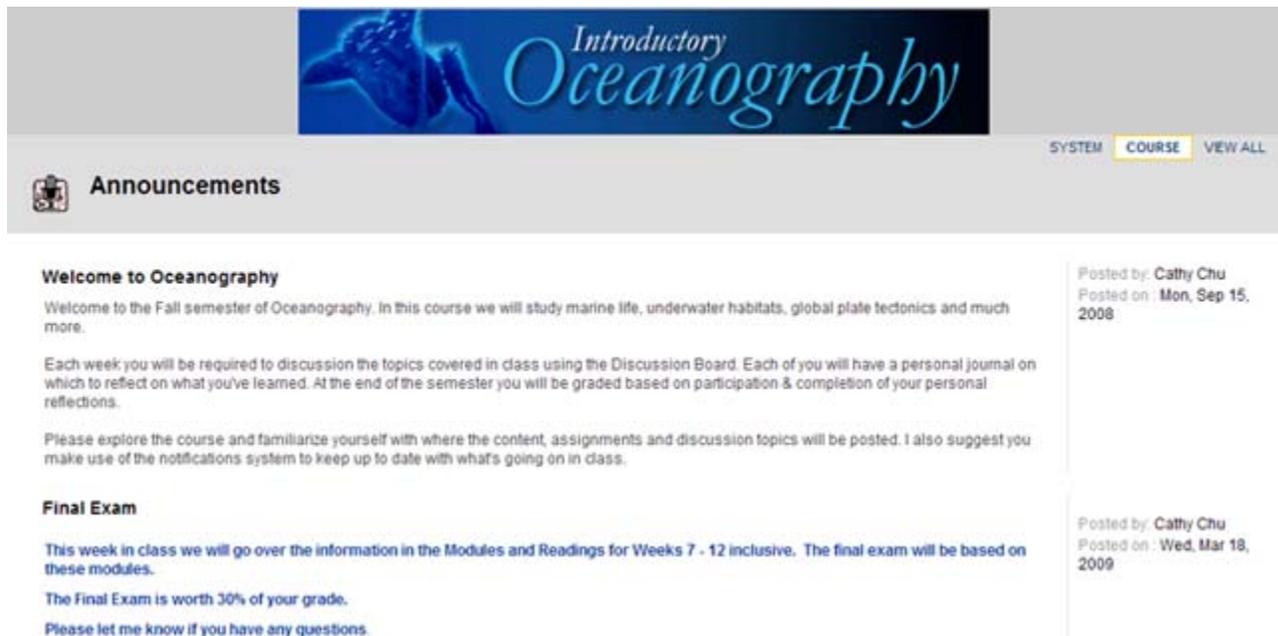


Course Announcements

The Instructor can add, edit and delete announcements which are ideal for posting time-sensitive material including:

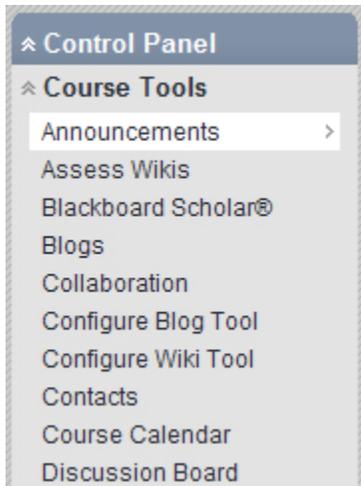
- When Assignments are due.
- Changes in the course syllabus or outline
- Corrections/Clarifications of materials.
- Exam schedules.



The screenshot shows a Blackboard course page for 'Introductory Oceanography'. At the top, there is a banner with a blue background and a person's silhouette, with the text 'Introductory Oceanography'. Below the banner, there is a navigation bar with 'SYSTEM', 'COURSE', and 'VIEW ALL' buttons. The main content area is titled 'Announcements' and contains two announcements. The first announcement is titled 'Welcome to Oceanography' and contains text about the course content and requirements. The second announcement is titled 'Final Exam' and contains text about the exam date and grade weight. On the right side of the page, there are two posts by 'Cathy Chu' with dates 'Mon, Sep 15, 2008' and 'Wed, Mar 18, 2009'.

Accessing Course Announcements

1. To access Course Announcements, expand the **Course Tools** section in **Control Panel**, then click on **Announcements**.



Announcement Fields

The following table provides information of the different fields available when creating or modifying an Announcement.

* Indicates a required field.

Field	Description
<i>Announcement Information</i>	
Subject *	Enter a subject for the Announcement. This will appear as the title of the Announcement.
Message	Enter the body of the Announcement by typing directly into the text box or copying and pasting text from another source into the text box.
<i>Options</i>	
Duration	Select Permanent Announcement to create an Announcement that does not expire. Select Date Restrictions and enter a date range for the life span of the Announcement. This Announcement is automatically displayed after the time and date it was created.
Force Notification	Select this option to send an email to all Course users with the contents of the Announcements. This will ensure that all users are aware of the Announcement even if they do not login to the Course.
<i>Course Link</i>	
Location	Click Browse to locate content in the Course to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available. Note that removing the content will delete the link to the content in the Announcement but The Announcement itself will remain.

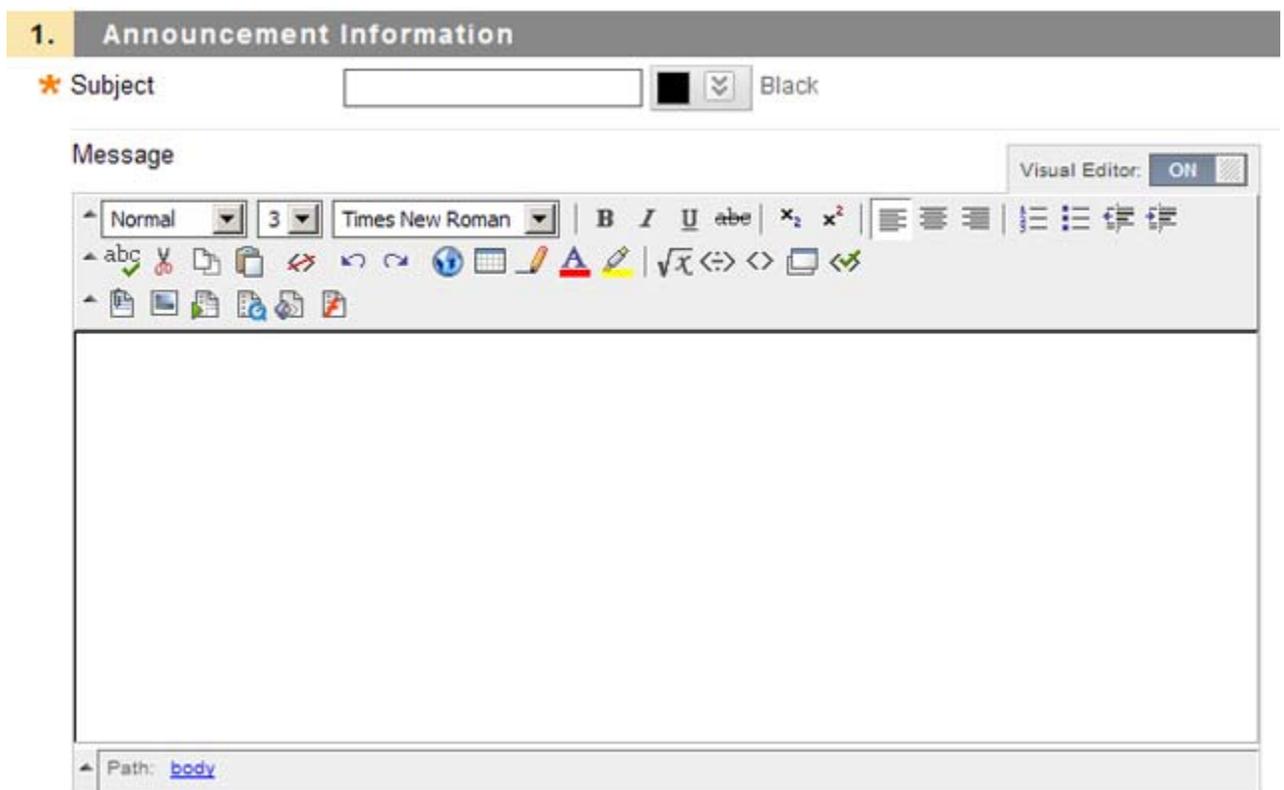
Adding an Announcement

Before you can add an Announcement please set Edit Mode to ON.

1. Click **Create Announcement**, this button becomes available once edit mode is set to ON.

Create Announcement

2. Provide a **Subject** and a **Message** for the announcement.



The screenshot shows the '1. Announcement Information' section of the Blackboard interface. It features a 'Subject' field with a text input box and a color selection dropdown currently set to 'Black'. Below this is a 'Message' section with a rich text editor. The editor's toolbar includes options for text style (Normal, 3, Times New Roman), bold (B), italic (I), underline (U), strikethrough (abc), subscript (x₂), and superscript (x²), as well as alignment, list creation, and link tools. A 'Visual Editor: ON' toggle is visible in the top right of the editor area. At the bottom left, the path is shown as 'Path: body'.

3. Set the duration

2. Options

Duration Permanent
 Date Restricted

Select Date Restrictions Display After
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.

Override User Notification Settings
Send Email to all users even those that choose not to receive Announcement notifications through email.

4. Provide a link to a content area if required

3. Course Link

Click **Browse** to choose an item.

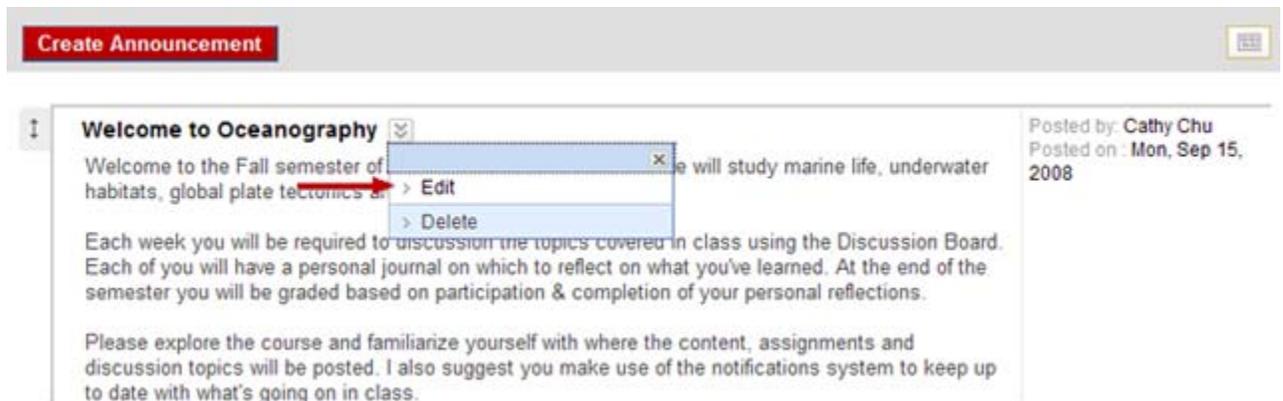
Location

5. Click **Submit**.

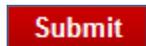
Modifying an Announcement

Before you can modify an Announcement please set Edit Mode to ON.

1. Click on the context menu of the announcement, then select **Edit**.



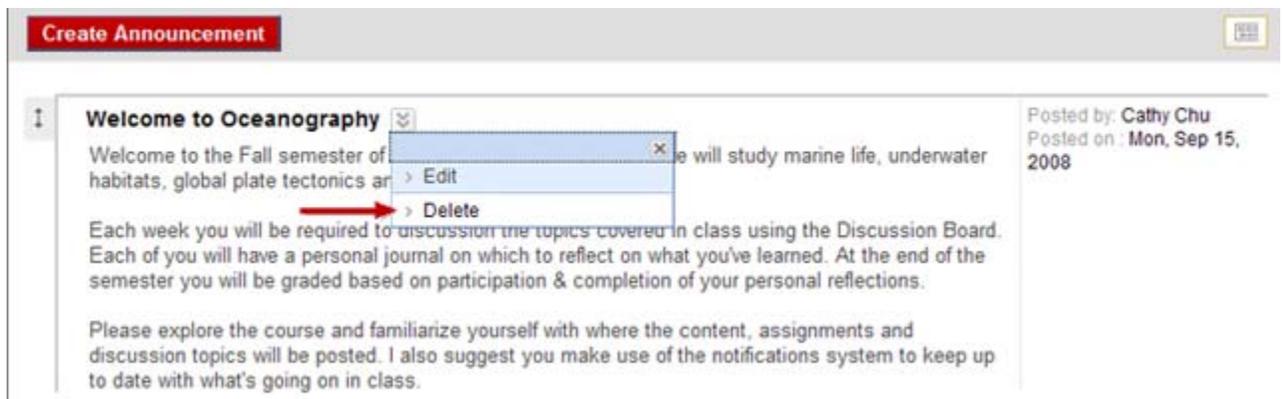
2. Once on the Edit Announcement page, modify the announcement as required, then click **Submit**



Deleting an Announcement

Before you can modify an Announcement please set Edit Mode to ON.

1. Click on the context menu of the announcement, then select **Delete**.



2. A warning message will prompt you to confirm you action, click **ok**

