

The Announcements Tool



The **Announcements** tool is used to post timely information critical to course success. It is used most often for course updates and changes, such as assignment due dates, instructor absence, exam schedules, etc. This tutorial will explain how to create an announcement and set date restrictions.

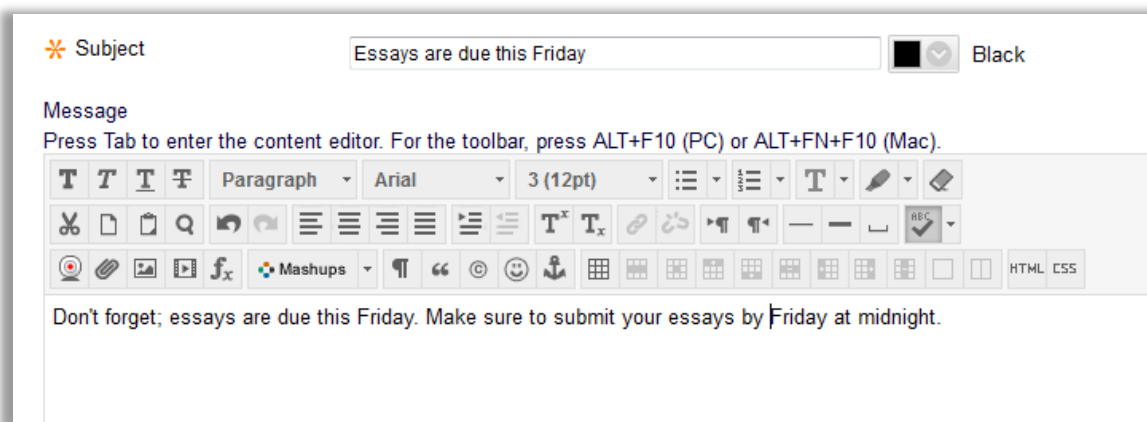
1. Go to the first page of your course if it is set to **Announcements** by default. If it is not, click on **Announcements** in the course menu.

Please note: At Suffolk, the first page of a course defaults to the Announcements tool. Faculty may choose to change the first page of their courses to open to a different tool if they wish.

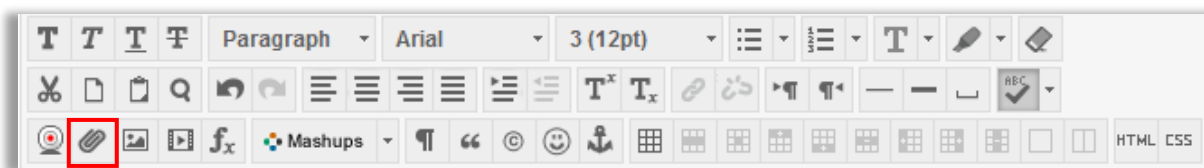
2. Click on **Create Announcement**.



3. This will bring up the web editor. Type your announcement in the text field.



4. If you'd like to attach a file, click on the paperclip icon.



5. Select date restrictions. If you select “Not Date Restricted,” the announcement will be posted immediately.

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After 02/03/2016 12:55 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 02/15/2016 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Students are able to customize the email notifications they get from Blackboard. They may choose whether or not to receive emails when announcements are posted. However, if you check “**Send a copy of the announcement immediately**” then an email containing the announcement will be sent immediately to your students regardless of their notification settings.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

Please note: You are only permitted to check “Send a copy of the announcement immediately” if you select **Not Date Restricted**. The system will not allow you to check this box if the **Display After** date or time is in the future.

7. Add a course link if you choose.

COURSE LINK

Click **Browse** to choose an item.

Location **Browse...**

8. Click on **Submit**.

Cancel **Submit**