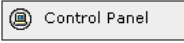
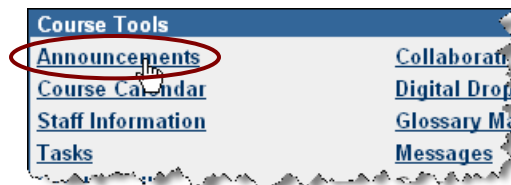



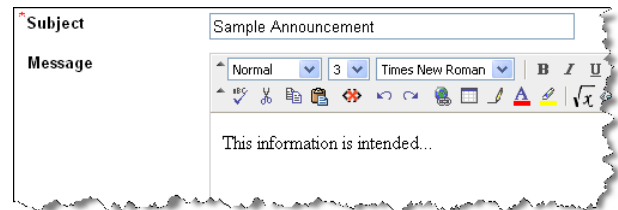
### How do I Post an Announcement?

Posting Announcements in your Blackboard Course is a great way to communicate with participants in your site.

1. While in your Blackboard Course, click  .
2. Click on Announcements in the Course Tools area.

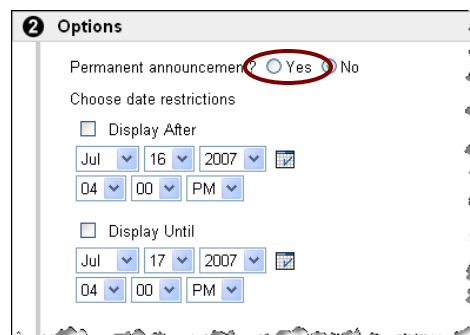


3. Click  in the upper left portion of the screen.
4. Insert a subject and body of your message.



**Note:** You must copy and paste into Notepad first and then copy and paste into Blackboard's text editor if you intend to copy and paste material into your site.

5. If you would like for the Announcement you are creating to be permanent (always display at the very top of all Announcements), choose the "Yes" radio button. You may also choose to limit the dates that it is displayed by picking dates/times from the dropdown lists provided.

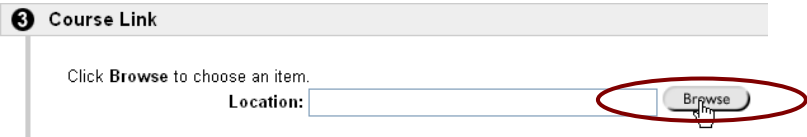


# Blackboard

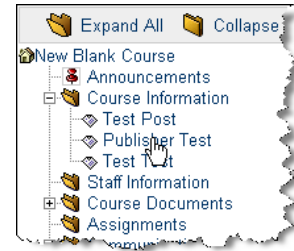
## Creating Announcements

6. You may choose to add a course link to your Announcement which will allow users to access any document you have posted in your course that you have referenced in that Announcement.

a. Click .



b. Select the item that you would like users to access.



7. Click  to post the Announcement.