Blackboard: Create an Announcement

The Announcements page, by default, is the first page students see upon entering a course. Use this tool to post helpful updates and course information.

1. On the Course Menu, click Announcements.

2. On the Announcements page, click on Create Announcement.

3. Enter a Subject and type a message to students in the Message text box.

4. Optionally, select the Email Announcement check box to also send this announcement as an email.

5. Click Submit to finish.