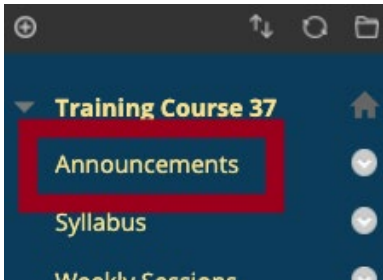


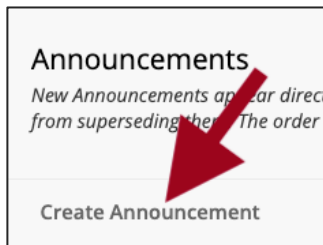
## Blackboard: Create an Announcement

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.

\* Subject

Welcome to the class Black

Message

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

Welcome class!

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

Email Announcement  Send a copy of this announcement immediately

5. Click **Submit** to finish.