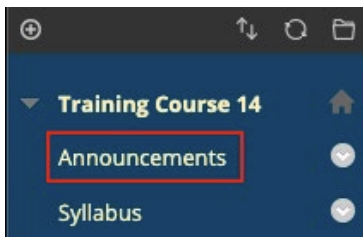


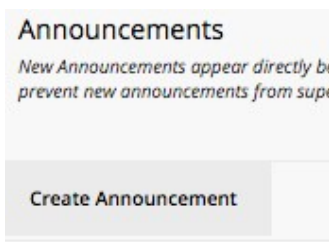
## Post a Blackboard Announcement

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.

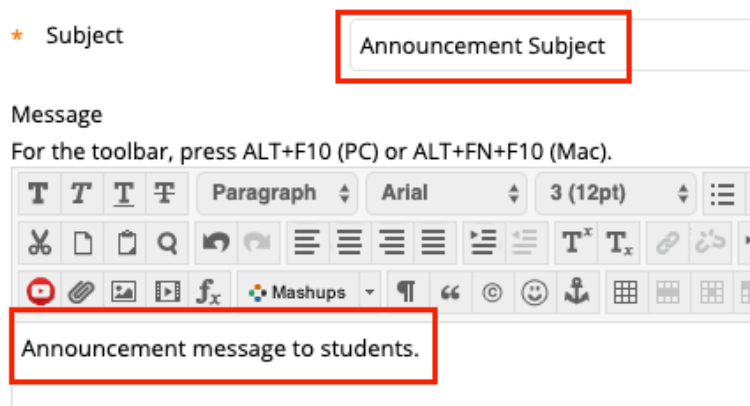
1. On the *Course Menu*, click on **Announcements**.



2. Click **Create Announcement**.



3. Enter a title in the **Subject** field and type a message to students in the **Message** field.



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

Email Announcement

Send a copy of this announcement immediately

5. When finished, click **Submit**.