Create an Announcement

1) Click on Announcements from the Course Content Menu. This will open the Announcements area.

2) Click on the Create Announcement button.

3) Enter subject and message. Text Editor features allow you to adjust font, size, color, and alignment, add numbered and bulleted lists, and add external links and multimedia files. More information about the Text Editor can be found in the Using Blackboard: Text Editor handout.

4) Set Date Restrictions, if any.

5) Click Submit.

Note: To Edit or Delete a message, click on the double down arrow next to the Subject of the Message and choose Edit or Delete.