How To Create a Course Announcement

- When in your course on Blackboard, **Click** “Course Tools” on the left navigation bar. Then **Click** “Announcements”.

- To create a new announcement, **Click** “Create Announcement” in the top left corner.
• Enter in the subject and message of the announcement, **Click** the “Email Announcement” option to send a copy to student’s emails as well.

• **Click** Submit.