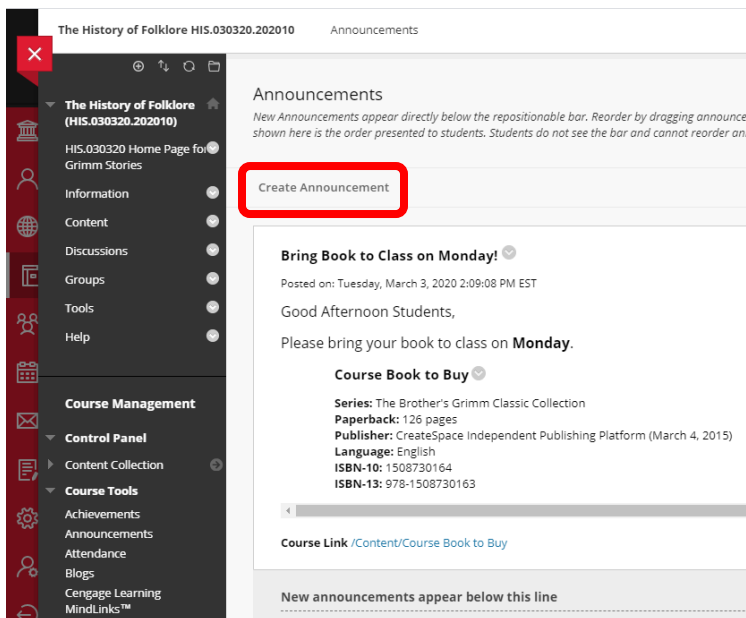
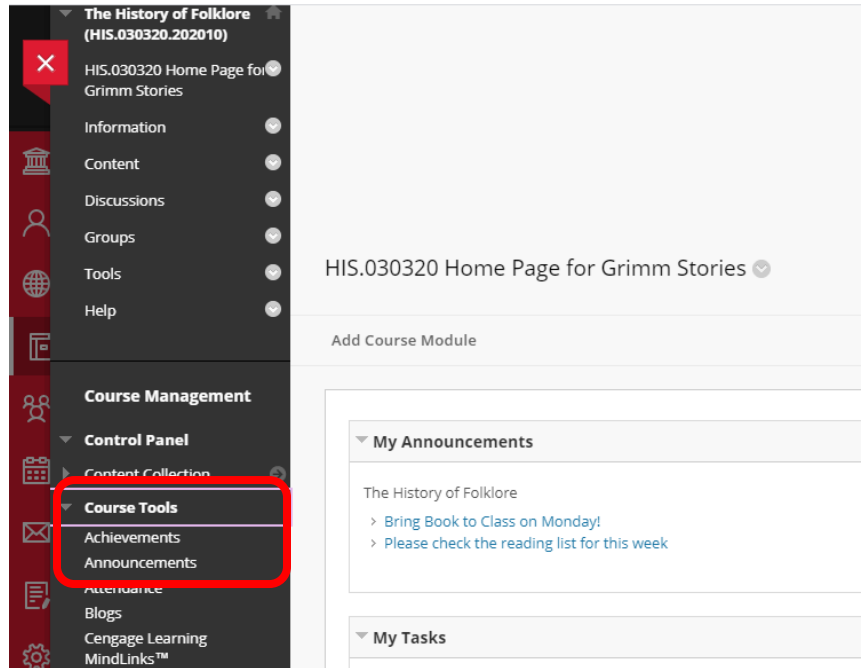


How To Create a Course Announcement

- 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.

The screenshot shows a web interface for creating an announcement. On the left is a dark sidebar menu with categories like 'Information', 'Course Management', and 'Control Panel'. The main area is titled 'ANNOUNCEMENT INFORMATION' and contains a 'Subject' field, a rich text editor for the 'Message', and 'WEB ANNOUNCEMENT OPTIONS'. Under 'WEB ANNOUNCEMENT OPTIONS', the 'Email Announcement' checkbox is checked and highlighted with a red box. Below it, the text reads: 'Send a copy of this announcement immediately. Students are still notified of this announcement even if this option is not selected.' At the bottom right, the 'Submit' button is also highlighted with a red box. The 'COURSE LINK' section at the bottom has a 'Location' field with a 'Browse...' button. A footer note says 'Click Submit to finish. Click Cancel to quit.'