

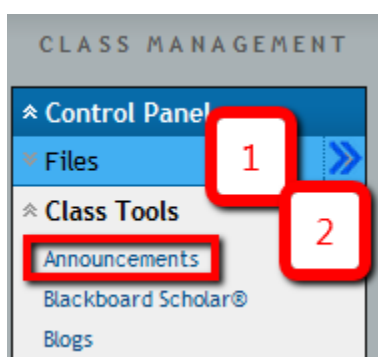
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CREATING AN ANNOUNCEMENT

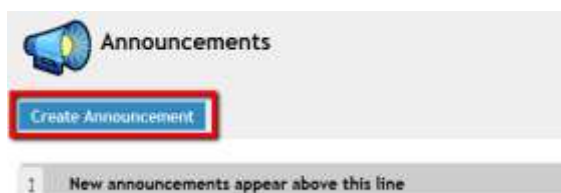
Announcements are an ideal tool for facilitating communication with students concerning time-sensitive material such as reminders about upcoming due dates, changes in the syllabus, and corrections or clarifications of material.

Several options exist regarding date restrictions, duration, and the ability to override student Notification settings. Announcements may be modified or deleted at any time.

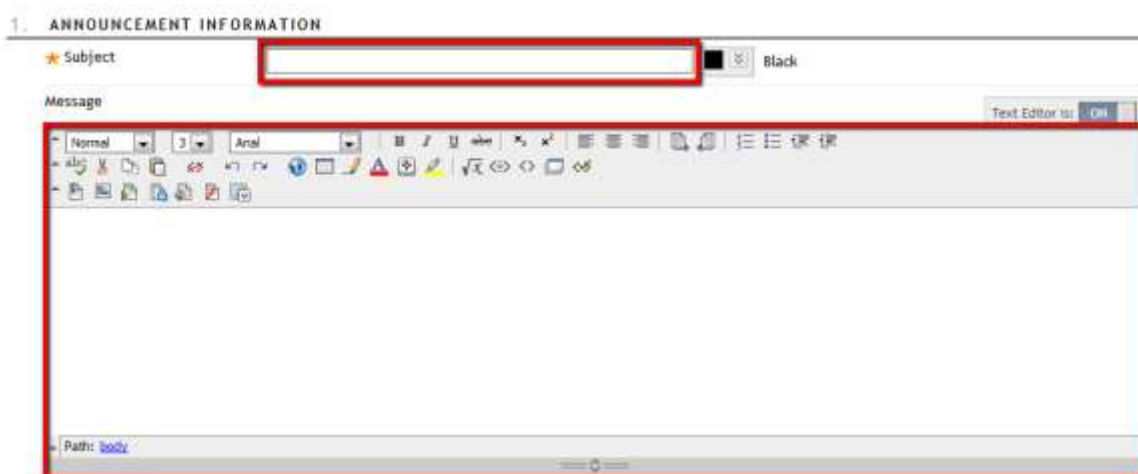
1. From the Control Panel under Course Tools, click Announcements.



2. From the action bar, click Create Announcement



3. Provide a Subject and Message.



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4. Choose the duration with or without a date restriction. When selecting Date Restricted select Display After and/or Display until fields.

2. WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After 07/02/2012 12:04 PM

Display Until 07/03/2012 12:04 PM

Email Announcement

Send a copy of this announcement immediately

5. *OPTIONAL*: Check the Email Announcement checkbox to send an email containing this announcement to all users enrolled in the course.

Email Announcement Send a copy of this announcement immediately

6. *OPTIONAL*: Include a course link to an area in the course. (*NOTE: This will not appear in emailed announcements.*)

3. CLASS LINK

Click **Browse** to choose an item.

Location Browse...

7. Click Submit.

4. SUBMIT

Cancel