Create Announcements

Step sheet & Information sheet

What is Announcements?

Announcements post timely information critical to course success. The instructor can add, edit, and delete announcements from the **Announcements Page**. This is an ideal place to post time-sensitive material including:

- When Assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When **adding** an **Announcement**, Instructors can also send the announcement as an **email to students** in the course. This ensures that students receive the announcement even if they do not log in to the course.

Announcements are accessed from the **Control Panel** under **Course Tools.** They will appear in the order posted, with the most recent announcements appearing first.

How to create Announcements

1. In the **Control Panel**, click on **Course Tools**.
2. Click on **Announcements**.
3. The **Announcement** screen opens up.
4. Click on **Create Announcement**.
5. Type a **Subject** and **Message**.
6. Set the **Duration.**
7. Select **Not Date Restricted** to keep the announcement visible until it is manually removed, OR
8. Select **Date Restricted** to limit the announcement's visibility by date and time.
    a. If the Announcement is Date Restricted, select the **Display After and/or Display Until** check boxes and type the dates and times. Alternatively, use the pop-up Date Selection Calendar and the pop-up Time Selection Menu to select dates and times.
9. Select the **Email Announcement** check box to send students an email containing the announcement. The email will be sent to all students, even those who choose not to receive announcement notifications through email.
10. **OPTIONALLY**, link to a **Course Area, Tool**, or **Item** using the **Browse** button.
11. Click **Submit**.

How to edit Announcements

1. Click **Edit** from the **contextual menu** of the **Announcement** you wish to edit.
2. Make your changes and **Submit**.

How to delete Announcements

1. Click **Delete** from the **contextual menu** of the **Announcement** you wish to delete.
2. Confirm the **deletion**. This action is **FINAL** and cannot be undone.

How to reorder Announcements

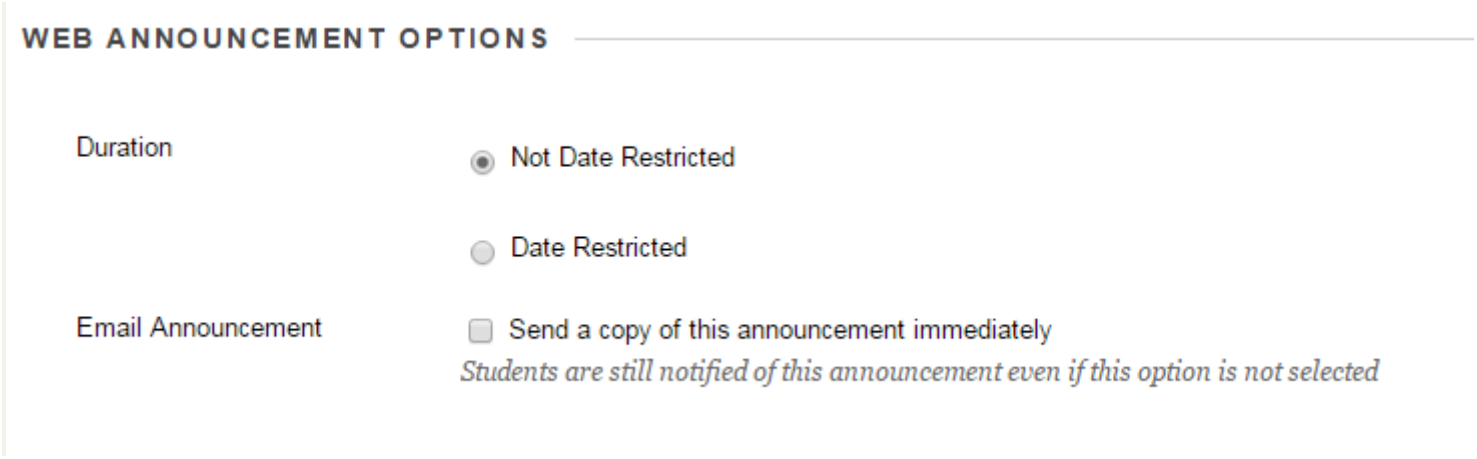
Announcements appear below the repositionable bar in the order posted, with the most recent announcement appearing first. To pin an announcement to the top of the list, **drag it** above the repositionable bar reading, "New announcements appear below this line". This will keep the announcement at the top of the list and prevent new announcements from superseding it.

How do I make Announcements available to students?

See the **Tool Link Step Sheet** in your handouts.

Choosing the correct Options for your announcements:

[From: https://elearn.southampton.ac.uk/blackboard/announcement/]



6. Select the **options** according to your preferences:

Duration

You can set the announcement to either by Not Date Restricted or Date Restricted. If the announcement is Not Date Restricted then it will be visible to students until the setting is changed. If it is date restricted it will be visible only according to the date restrictions which will appear below when that option is set.

Select date restrictions

Select the range of dates in which the announcement will appear.

To display an announcement from a date forward, tick and select a date in the Display After area but do not select the Display Until option. To display an announcement for a specific amount of time tick and select a date in the Display After field, check Display Until, and select a date.

Send a copy of this announcement immediately

If a student decides to opt out of receiving announcements via email then ticking this box will over ride that setting and send the announcement anyway.

Good to know facts about how announcements work:

- by default when you post an announcement on a course that is available to students, all users (instructors/teaching assistants/students) on the course will receive an email containing the announcement. The email will appear to come from an automated account we named “Blackboard Robot”[clickup]. The email will be sent within an hour of you posting the announcement.
- Users may opt out of receiving such emails by changing their notification settings.
- If an announcement is really important and you wish to override anyone’s preference to not receive announcement emails you can choose “send a copy immediately”. This will send the announcement email to all course users regardless of the preference they set in their notification settings. The email will appear to come from you, rather than “Blackboard Robot”.
- if you set the announcement to appear in the future, the email notifications should be sent on or just after the time you set the announcement to appear.

- if you set the announcement to appear in the future, email notifications will be sent only to students who were on the course when the announcement was created, not when the announcement was set to be released.
- Blackboard will not allow you to set an announcement to appear in the future and tick the box to send it immediately. If you try this, you will receive an error message.
- if you create an announcement on a course that is not available to students and tick “send a copy of this announcement immediately” the announcement email will be sent immediately to all users on the course even though the course is not available.
- if you create an announcement on a course that is not available to students and do not tick “send a copy of this announcement immediately” then no email is sent. When the course is made available later no email is sent for that announcement either.
- if you modify an announcement and “Send a copy of this announcement” is ticked an email will be sent to all users containing your announcement text.
- if you modify an announcement and “Send a copy of this announcement” is not ticked then no announcement email will be sent.
- if you modify an announcement created by someone else, you become the author of the announcement.
- if you edit an announcement with “Not Date Restricted” selected, the announcement date will update to the current time when you click Submit. To retain the original posting date, you must select “Date Restricted” and the last edited posting date should appear under “Display After.”