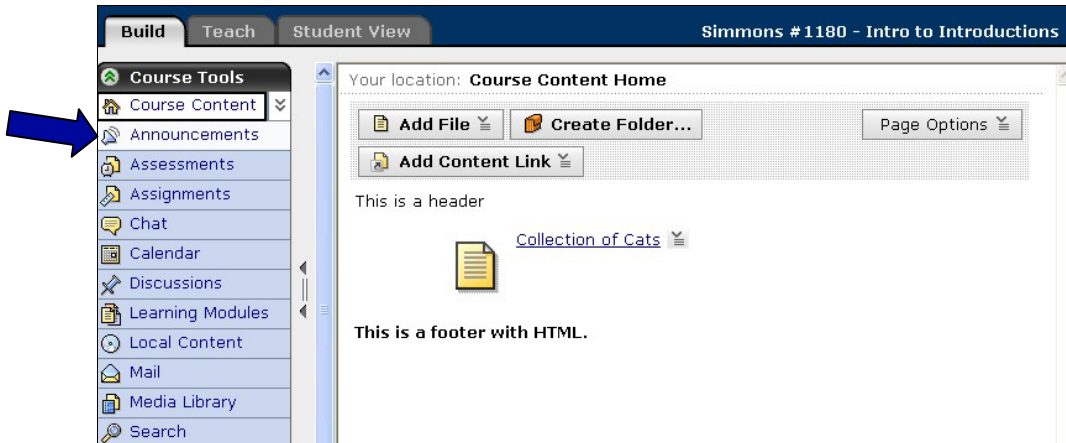
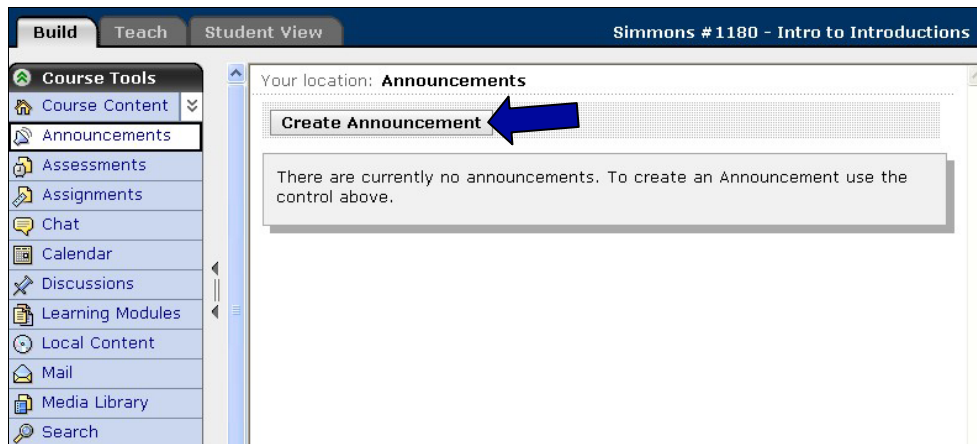


How to Create an Announcement

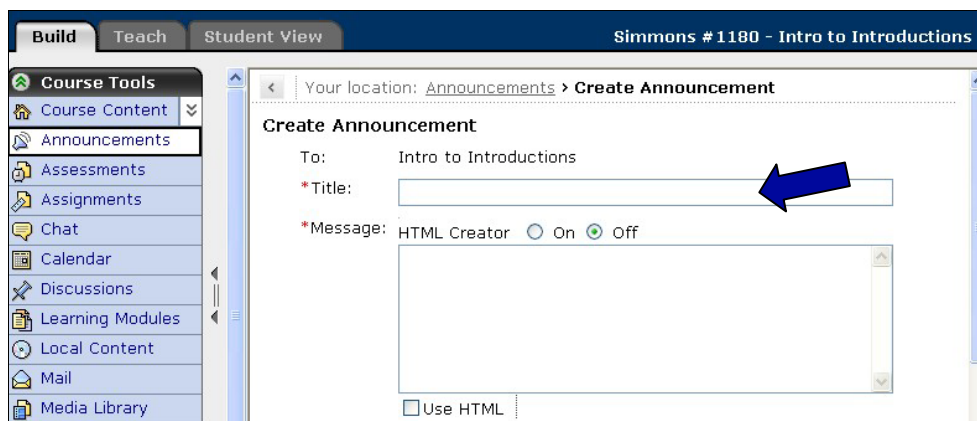
1. Select the **Announcements** link from the Build tab.



2. Select the **Create Announcement** link.

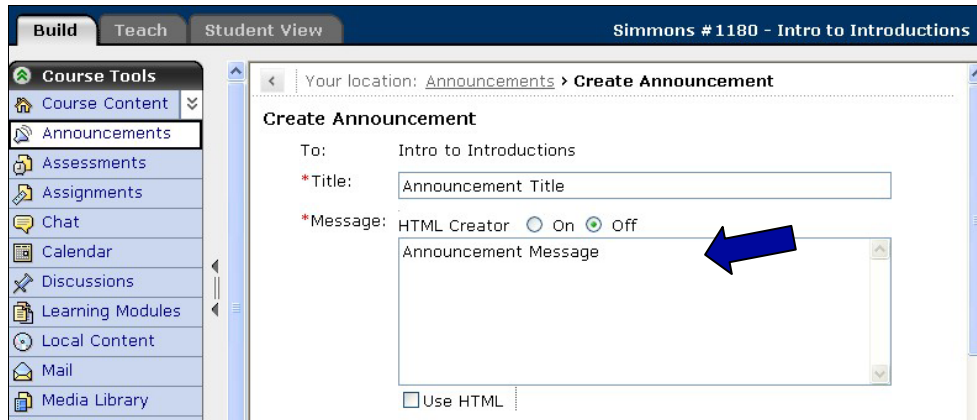


3. Enter a **Title**.

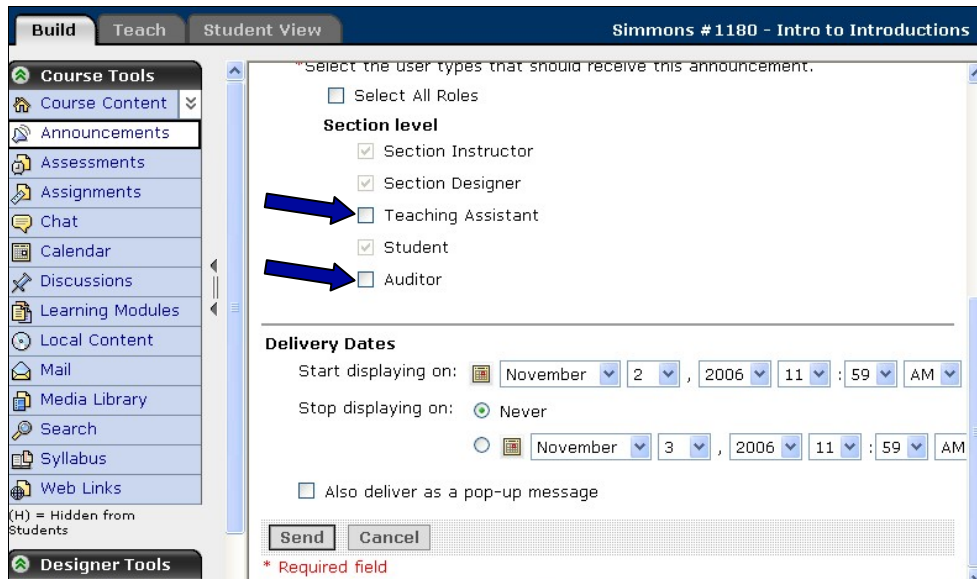


How to Create an Announcement

4. Add a message.

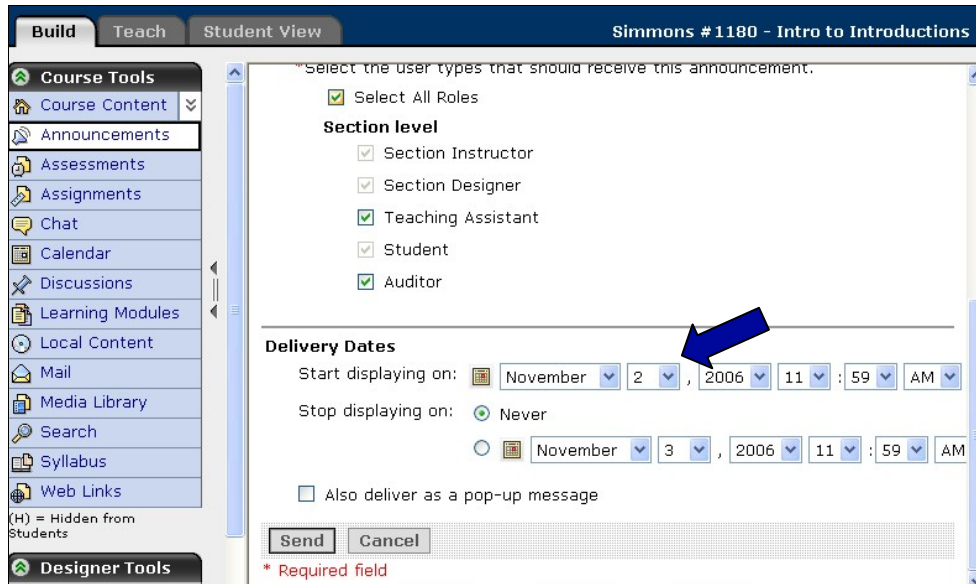


5. Scroll down and select the **Roles** you want to be able to view the announcement.



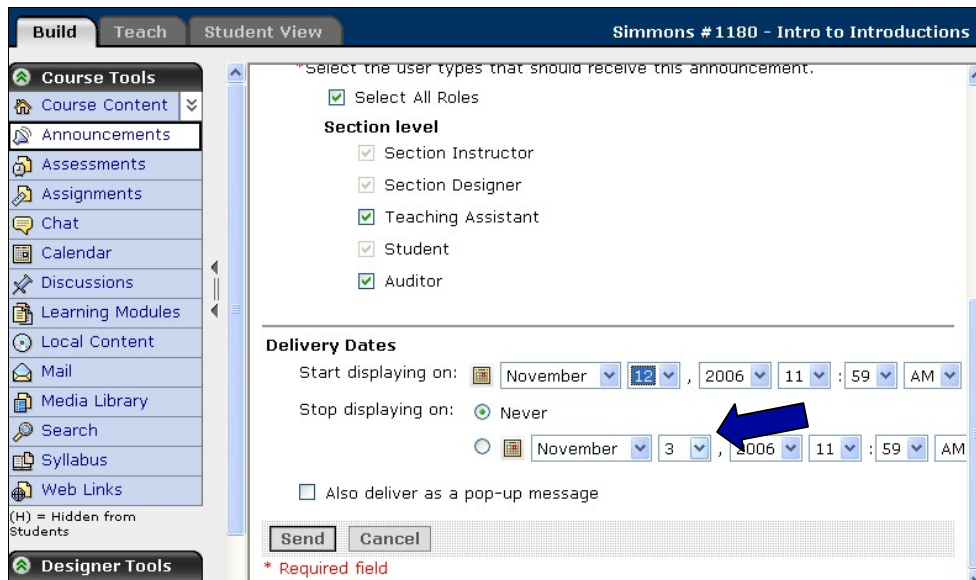
How to Create an Announcement

6. Select the **Start** date for the announcement.



The screenshot shows the "Build" tab of the course management system. The "Course Tools" sidebar on the left includes "Announcements". The main window is titled "Simmons # 1180 - Intro to Introductions" and contains a form for creating an announcement. The form has three sections: "Section level", "Delivery Dates", and "Also deliver as a pop-up message". In the "Section level" section, "Select All Roles" is checked, and "Section Instructor", "Section Designer", "Teaching Assistant", "Student", and "Auditor" are also checked. In the "Delivery Dates" section, "Start displaying on:" is set to "November 2, 2006 11:59 AM". A blue arrow points to the "2" in the date field. "Stop displaying on:" is set to "Never". The "Also deliver as a pop-up message" checkbox is unchecked. At the bottom, there are "Send" and "Cancel" buttons, and a red asterisk indicates a required field.

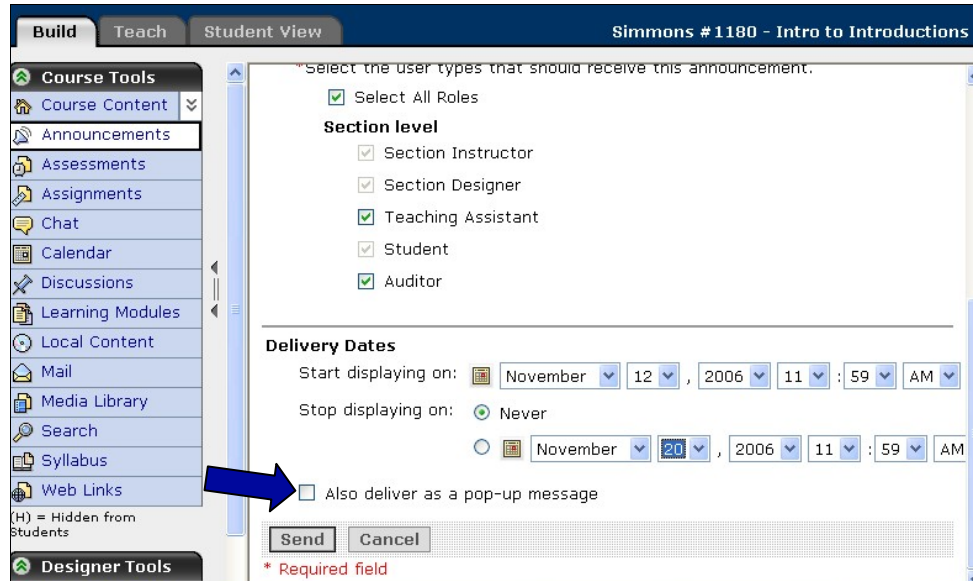
7. Select the **End** date (if needed).



The screenshot shows the same announcement configuration interface as above. In the "Delivery Dates" section, "Start displaying on:" is still "November 2, 2006 11:59 AM". "Stop displaying on:" is now set to "November 3, 2006 11:59 AM". A blue arrow points to the "3" in the date field. The "Also deliver as a pop-up message" checkbox remains unchecked. The "Send" and "Cancel" buttons and the red asterisk are still present at the bottom.

How to Create an Announcement

8. Select the **Also deliver as a pop-up message** check box if you would like a pop-up message to appear each time the student views your course on Blackboard.



Build Teach Student View Simmons #1180 - Intro to Introductions

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Chat
- Calendar
- Discussions
- Learning Modules
- Local Content
- Mail
- Media Library
- Search
- Syllabus
- Web Links

(H) = Hidden from Students

Designer Tools

Select the user types that should receive this announcement.

Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

Delivery Dates

Start displaying on: November 12, 2006 11:59 AM

Stop displaying on: Never

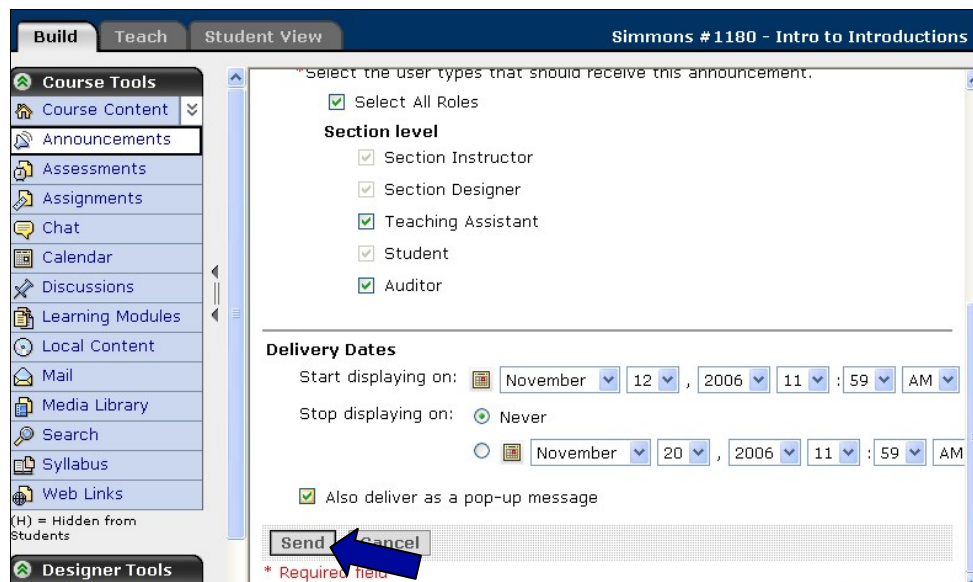
November 20, 2006 11:59 AM

Also deliver as a pop-up message

Send Cancel

* Required field

9. Click the **Send** button.



Build Teach Student View Simmons #1180 - Intro to Introductions

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Chat
- Calendar
- Discussions
- Learning Modules
- Local Content
- Mail
- Media Library
- Search
- Syllabus
- Web Links

(H) = Hidden from Students

Designer Tools

Select the user types that should receive this announcement.

Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

Delivery Dates

Start displaying on: November 12, 2006 11:59 AM

Stop displaying on: Never

November 20, 2006 11:59 AM

Also deliver as a pop-up message

Send Cancel

* Required field

How to Create an Announcement

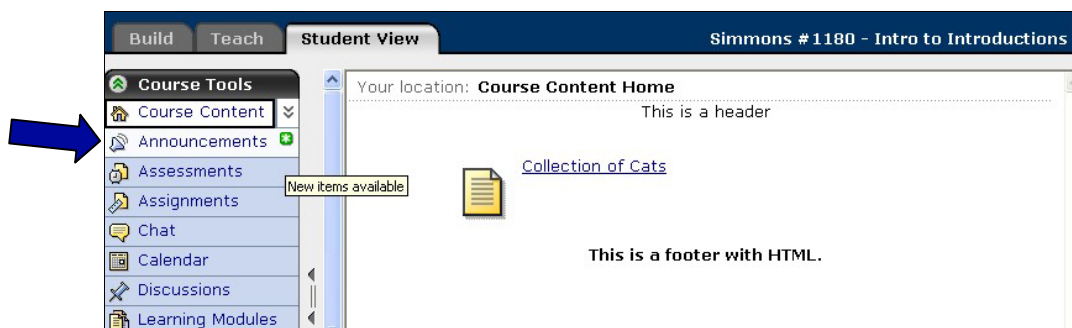
10. A confirmation message shows that the announcement has been sent.



11. Select the **Student View** link to view the announcement as a student.



12. Select **Announcements** to view the announcement.



How to Create an Announcement

13. You may view the announcement.

