Announcements in Blackboard

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 in the syllabus
- Corrections/clarifications of materials
- Exam schedules

How to create, edit and delete an announcement

Announcements will appear in the order posted with the most recent Announcements appearing first.

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

From the action bar, click Create Announcement.
1. Provide a Subject and Message.
2. Set the Duration and Date Restrictions.
3. There is an option to link to a course area, tool, or item.
4. Click Submit.

**Editing Announcements**

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

**Deleting Announcements**

To delete an Announcement, click Delete from the contextual menu of the Announcement. Confirm the deletion. This action is final and cannot be undone.